In this video, you will learn the basics of how to teach a pre built course using the Canvas learning management system. I will guide you through the key features and functionalities of the system so that you can teach your courses with confidence. The first step in using Canvas will be to login. You will navigate to Athens States Canvas instance by going to Athens state Structure.com Full time faculty and staff will use their Athens state email for the username and the email password adjuncts. And students will use their Athens state e mail and their university pen canvas can also be accessed through the My Athens portal. Once you've logged into Canvas, you will first land on the dashboard, a personalized hub for all of your published and unpublished courses in this area. You can also see an overview of your to do list announcements and items that are coming up on your course calendar. You can see here that some courses show as published, whereas others are unpublished. When a course is unpublished, students are not able to access or participate in the course. Once you're ready for your courses to be viewed by the students, you'll need to click on the published button to make them visible to students. This step must be done before the first day of class to ensure they have access. Remember, at our institution, students do not have access to the courses until 08:00 A.M. on the first day of class, regardless of their published or unpublished status. In this view, we can also see the Global Navigation menu over to the left. Let's take a moment to explore the functionality of each of these buttons. First, we see the Athens state logo, which takes you back to the Course dashboard. Next is account. Under this area, you can customize your account settings by updating your notification preferences, adding an image your files, updating your settings, and managing content that's been shared with you in this menu. You also have the option to view your course evaluations, scan a QR code, to link your account with the Canvas mobile app and to view global announcements. The next thing you see in the global navigation menu is another link to the dashboard, which again, just takes you back to your Canvas dashboard. As you'll notice throughout the remainder of this video, there are multiple ways to access various elements of Canvas up Nexus courses. This link will allow you to see all of the courses you're enrolled in as either an instructor or a TA. If you do not see the course you're looking for under the published or unpublished area, you'll need to select this All courses button to see all of the courses you're enrolled in. Groups is the next item you should see in the menu. This button just allows you to see the groups that you've created or have been added to inside of Canvas. The calendar button simply takes you to a calendar that's populated with all of the important dates in your courses. Each course is indicated using a different color, which is represented here on the right. Next we have Inbox. This serves as your course messaging system inside of Canvas. Your students will likely use this feature to contact you and you can do the same for them. You have the ability to message all students within a course or group, or you can message individual students. One thing to remember here is that your students will likely be using this as the primary method of contact for messaging you about course related issues. You will need to ensure that you are either checking your inbox daily or you have your notification preferences set where you can receive an E mail when someone messages you. Inside of Canvas. Remember, notification preferences are managed under the account tab History. Tab just provides a listing of all the places you've been inside Canvas and provides an easy way for you to navigate back Commons. Canvas Commons is a repository of shared content from canvas users all around. If you're teaching a pre built course, you probably won't need this feature. But speak with your course anchor if you're interested in using it. Next is Yuja.

Yuja is the lecture capture tool used at Athens State. It's what you and your students will use to record videos that need to be shared in courses. To create a video, simply click here and you will be directed to the Yuja interface. More information about Yuja can be found in our knowledge base, Assistance, if you ever need help, the assistance tab is your go to resource. You can access canvas guides, contact support, or browse the community forums to find answers to common questions. Now that you're familiar with the global navigation menu, we're going to

move into a course and review the course navigation menu along with the template used at Athens State. When you click on a course, you'll notice that you land on the home page. This page has a place for a welcome message along with the course navigation menu and quick access links at the bottom of the page. If you're teaching a pre built course, the welcome message may or may not have been completed for you either way. You will need to ensure that this area has been filled out and is ready for students to see on the first day of class. If you need to edit the content, you will simply click the Edit button in the upper right corner and update the message as you see fit. Be sure that only teachers are set to be able to edit the page and then click Save at the bottom. Next we come to announcements. This is a place for you to send information to students about course related items. To create a course announcement, click the plus announcement button over in the upper right corner. Give your announcement a title and then enter the announcement in the next textbox. We do not have the ability to post announcements across multiple sections, but this tag needs to stay in place to ensure the announcement is posted in this section. Here you have the option to delay posting if you would like. You can also open announcements up for comments. But remember, you will need to keep an eye on what's being posted. Don't worry with enabling podcast feed. If you would like for people to be able to like your announcement, you'll need to check this box, click Publish, and your announcement will be posted here we see syllabus. This is the place where your course syllabus will be located. Again, if you're teaching a pre built course, all of this content should already be loaded for you. However, if you need to make a modification, you can do so using the Edit button in the upper right corner below the syllabus, you may see a course summary. This is just a listing of all assignments in the course and their corresponding due dates. Some faculty choose to not use this feature, so do not worry. If it's not visible to you, it simply means they have disabled it for the course and will likely be using a standard course schedule. Now we come to modules. This is the area where all course content should be. Also where students will be spending the majority of their time. Most courses will have one module per week with all of the content students should complete that week. These can be things like pages, assignments, quizzes, discussions, and videos. Again, all of this should be populated for you. You just need to be familiar with the contents of each module. If you happen to need to add something to a module, you can do so using the plus sign here to the right. You will just need to select the type of item that you want to add. And from there you can either create, add something that was previously created. Here you'll see either a green checkmark or a cancel sign. The green checkmark means that content is visible to students, whereas the gray circle means that the content is unpublished and students cannot see it. This is the area where you will go to view the grade center and post grades for submitted work. You will see your student's names, the assignment names, and any submissions that have been completed for each student. When a student completes an assignment, you will see this icon in the gray center column. From there, you can click on the icon and a menu will pop out to the side. If you want to grade the item, click on Speed Grader. This will take you to the student submission area, where you can view the uploaded assignment and post a grade. You also have the option to annotate on the file and leave feedback for the student to go to the next students submission. Click the arrow in the upper right to return to the course. Click the grade book icon in the upper left corner. If you need to modify the view of the grade book by rearranging the columns, you can do so by clicking and dragging the column where you need to go. If you would like to apply late settings to missing submissions, you can do so using the grade book settings over to the right. From here, you can have a grade automatically populate for missing submissions, as well as apply a late deduction to items turned in after the due date. Moving back to the course navigation menu, you'll notice that all buttons under this menu have an eye with Align through it, indicating that they are not visible to students. Canvas recommends that very few items be visible to students in the navigation menu to eliminate student confusion as the instructor of the course, you do have the option to go into each of these areas. For discussions, you click on the discussion link and you can see all of the discussions that are

available in the course quizzes. Same thing for quizzes. You can click on the quiz icon and all of the quizzes that have been assigned to students in the course will show their assignments. The assignments link shows all of the assigned work that has been assigned to students in the course. This may be a little bit different than what you're used to as assignments reflect all graded work rather than just things that are deemed as assignments. One important thing for adjuncts to be able to do is to extend assignment due dates for certain students. To do that, you would come over to the assignments tab. Click on the name of the assignment that you need to make the extension for. And hit Edit. From there, scroll all the way to the bottom, you'll see this assigned to area, you want it to remain assigned to everyone, but you also want to add an extension. Click the plus Add button here. Once you have students enrolled in your course, you will see their names here. Click on a student's name, give them their own due date, their own availability dates, and hit Save. You can add multiple students to this area if you need to add extensions for several different people. The same thing will apply for quizzes. However, with quizzes, you may need to add an extension for the amount of time they have to complete the quiz. Let's come down to a quiz. You can click on the name of It. Then you're going to come over to this area where it says moderate this quiz. Here you'll see the names of the students in your course. Check the box by the student that needs an extension and hit Change Extensions for one selected student. Here you will provide the number of attempts that they will need on the quiz, along with the amount of extra time they need on each attempt. If you want to have to manually unlock the quiz for every attempt, you'll check this box. Otherwise, the students can complete both attempts without you viewing their work. And then you would hit Save. Now you should see the name of the student here and their criteria for their extension. The rubrics button will take you to all of the rubrics that are available in the course. These rubrics should also be attached to assignments, discussions, or quizzes, whatever piece of content they're associated with. You'll see collaborations in your menu, but don't worry with that. Link is something that we do not use here at Athens State People. The People button will show you all of the names of the students and TA's in your course. It'll also show you their login information along with their Is ID, the section they're in, the role they play in the course, their latest activity, and their total activity for the course. Big Blue Button. Big Blue Button is a web conferencing tool that is very similar to Blackboard Collaborate Ultra. It is a tool that you can use to host web conferences with your students files. Again, Canvas will house all of the files that you have in your courses in this area pages. All of your course pages will be located in this area outcomes. If you have outcomes associated with your course content, you'll be able to view them there. Lastly, we have settings. The Settings button takes you to all of the settings available for the course. There won't be many things here that you need to worry with, but if you want to change the navigation, you'll need to know how to do that from this area. To update the navigation menu, simply click the settings button and scroll over to the navigation tab in the menu. Any items moved above this line will be available to students. For example, if you would like to use the library resources tool in your course, you would simply scroll down to the library resources area, click and drag it above the line, and it would be available to your students. After you have the navigation menu set the way you wanted, scroll down to the bottom of the page and hit Save. You should see your new navigation over to the left. Returning to the home page of the course, we'll go through each of the quick access links at the foot of the home page, Start here Orientation. This button just takes students to the start here orientation area of the course course modules. This link just takes students to the modules area of the course, student resources. This link takes students to resources they may find helpful during their time as a student here at Athens State. The things under this tab are things like help desk, accessibility services, academic support services, student support services,
 and academic policies. Next we have syllabus and schedule. This link takes students to the syllabus tab over in the navigation menu, the cars library tab. This link takes students to the library homepage where they can search for articles

and books. They also have a link to easily email the inst remember, any emails that are sent through. This link will come to your Canvas inbox. Thank you for reviewing the short video on Canvas. Again, if you need assistance with Canvas, feel free to reach out to our help desk at help desk at Athens, or click the assistance button over to the left in the Global navigation menu.