



### Canvas: QuickStart Guide (Instructors)

**1:** From the Global Navigation bar/Menu, click **D**. Publish unpublished courses by selecting the button from the course card (automatic save).

**2:** Navigate to your course. From the Course Navigation Menu, click the **H I** tab. Click **or** at the top right of the page depending on the desired status change (automatic save). The course cannot be unpublished once students submit work.

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1. In your Canvas course, click **F**.
2. Click the button (top right). A pop-up allows you to search your computer's files. Click the title of the file you want to upload, then . You can also upload by dragging and dropping an item from your computer's files into the open pop-up window.
3. Upon completion, view the file by clicking on the file name. To exit, click **C** in the upper right corner.

Notes: The **+ F** allows for creating a folder to organize files, not for uploading a folder.

Canvas does not support file uploads larger than 5 GB. Video/audio uploads must be through Kaltura and can be up to 2 GB in size.

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In course settings, make updates, see different users and sections, and modify the course navigation. Settings are only available to instructors.

1. From the course navigation menu, click .
2. Course Details display an overview including the course name, the course code, the course license, time zone, etc.
3. Click **C D** in the bottom right corner to save changes.

Some items are not available for editing due to the permission settings set for ODU instructors.

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1. Open your course and, from the Course Navigation Menu, click .
2. Choose **C C** on the right side of the page. Read the warning pop-up carefully before choosing **C**.

*Warning: This is a permanent action and cannot be undone.*

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View a course from the student's perspective and create a Test Student.

1. Navigate to your Canvas course and, from the Course Navigation Menu, click (top right) to view the course as a student.
2. To clear all test student activity, click (bottom right).
3. To exit the student view, but keep the Test Student data, click **L** (bottom right).

*Note: This is a permanent action and cannot be undone. To see the Test Student data, click the Test Student data link in the Test Student data pop-up.*

### Canvas: QuickStart Guide (Instructors)

1. Open your course and, from the Course Navigation Menu, click **A I**.
2. Click **+ A I** in the top right corner.
3. Enter **A I I** and information about the assignment in the text box.
4. Assign **I**, and other pertinent information.
5. Click .

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1. Open your course and, from the Course Navigation Menu, click **D**.
2. Click **+ D** in the top right corner.
3. Enter and information about the assignment in the text box.
4. Choose Options applicable to your discussion.
5. Click .

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1. Open your course and, from the Course Navigation Menu, click .
2. Click **+** at the top right corner of the page. Choose , then click **I**.
3. Enter **A I I** and information about the assignment in the text box.
4. Assign **I**, and other .