

## Canvas One-Sheet

1. **Announcements.** Click the blue button to create an announcement (give it a title and body message, just like an email).
2. **Course Documents.** Treat the "Files" button as your storage for all course documents, including the syllabus (ignore the syllabus button). First upload documents (and folders?) here, then *deploy* them to Modules.
3. **E-Grades.** Functions just like Blackboard's version; will only work during certain periods of the semester.
4. **Email.** Click the "inbox" link in the top-right of the screen. To create a new email, click into the "to" field and start typing the name of your course, then select it when it appears. Put a checkmark in the box next to "Students" and then type your message.
5. **First Day Attendance.** Functions just like Blackboard's version; will only work during certain periods of the semester.
6. **Gradebook Columns.** You add columns to the gradebook by clicking the button for Assignments. On the right side, click Add Assignment and give it a name. Suggestion: do add "points possible" on the first screen. If this is meant to a letter grade (or ungraded) instead, click Options (twice) until you see "Grading Type" that you can switch.
7. **Grades.** Enter scores by clicking Grades and clicking into a column to type a score. Option: each column has a pulldown menu at the top; select SpeedGrader.
8. **Home Button.** The default behavior of showing updates isn't very useful. Click "change home page layout" at the top to select "the course modules/sections" if you are using Modules to organize and display information to students. There is no option for "files" if you are using only the Files button.
9. **Navigation.** Remove unused buttons by clicking Settings, switch the tab at the top to Navigation, and drag unused buttons to the bottom. Suggested items to leave at the top: Home, Grades, and maybe Announcements (also perhaps USF Photo Roster, USF First Day Attendance, and eGrades – none will be visible to students, but you will know where to find them).
10. **Release Date.** You can't selectively release items in the Files button. Instead, upload them to Files, hide the Files button from students, and create Modules that contain links to your uploaded items. Each module can have its own release date (click the gear-icon for each module). Note: the COURSE release date can also be customized under Settings.
11. **Roster.** Click "USF Photo Roster" and allow the app to access the account. Click "print roster with photos." If you wanted an Excel file instead, start in the Grades button and look for the gear-icon near the top-left, then select "download scores."
12. **Student View.** Click Settings at the bottom-left, then click Student-View at the top-right. To leave student view, look for a blue button at the bottom-right.