Step 1: Canvas & Content Delivery Basics

- **Request a Course Site for each class you teach and/or a Canvas Sandbox**
  - https://grandcentral.eee.uci.edu/spaces/Spring-2020
  - https://grandcentral.eee.uci.edu/sandbox
- **Log Into Canvas**

- **Locate your course**
- Get Familiar with Canvas
  - The recommended browsers for Canvas are **Mozilla Firefox** and **Google Chrome**
    - Learn more about the **Software Requirements for Canvas** from Instructure
  - View the **Instructor Quickstart Guide**
  - If you are new to using Canvas, start with the Canvas homepage for instructor help:
    - https://community.canvaslms.com/community/answers/guides/canvas-guide
  - Visit our UCI instructor help page:
    - https://www.oit.uci.edu/canvas-training/
  - Uploading Files
  - Communicating with Students
    - **Use the Canvas mail tool to communicate with individual students**
    - **Use the Canvas mail tool to communicate with your entire course**
    - **Use the Canvas announcements tool**
- Get Familiar with Web Conferencing
  - https://us04web.zoom.us/signup

Step 2: Assignment, Course Organization, Grading and Assessment

- Homepage – Make the "syllabus" your home page for the class. Copy and paste content from your paper syllabus directly onto the "syllabus" page and set it to be your "home page."
- Modules – Learn how modules can streamline your online course to make your course easy to navigate and distraction free. Modules are typically clustered into "Week" modules, allowing instructors to organize course content in an easy-to-navigate format
  - Search the Canvas Guides for all "Modules" topics
- Assignments – Learn how to use the assignments tool in Canvas to facilitate homework and written assignments.
  - Search the Canvas Guides for all "Assignments" topics
- Assessments (Quizzes) – Learn how to create assessments using the Quiz tool in Canvas
  - Search the Canvas Guides for all "Quiz" topics
- GradeBook (Speed Grader) – Learn about to use the Canvas Gradebook to input, manage and release grades to students
  - Search the **Canvas Guides for all "Gradebook" topics**
  - Search the **Canvas Guides for all "Speedgrader" topics**
- Continue your learning
  - View the list of **Canvas Video Tutorials** from Instructure.

Resources to Share with Students

- **Canvas student guide**: https://community.canvaslms.com/docs/DOC-10701

- **Canvas App Information**: https://community.canvaslms.com/docs/DOC-4048