

CANVAS VIDEO GUIDE

https://community.canvaslms.com/t5/Video-Guide/tkb-p/videos#instructor-videos

Instructor Videos

- □ Set Up Your Canvas Course in 30 Minutes (video playlist)
- Canvas Overview for Instructors
- Canvas Help Resources
- □ Inbox Overview
- □ DocViewer Overview
- □ Notification Settings
- □ Rich Content Editor (RCE)
- □ User Settings & Profile Picture
- □ Files Overview
- □ Assignments Overview
- □ Discussions Overview
- □ Quizzes Overview
- □ People Overview
- □ Pages Overview
- Course Home Page Customization
- □ Modules Overview
- Gradebook Overview
- □ SpeedGrader Overview
- □ Groups Overview
- **Course Creation**
- □ Calendar Overview
- \Box Conferences Overview
- \Box Course and Student Analytics Overview
- □ Chat Overview
- □ Collaborations Overview
- □ Course Settings Overview
- □ Outcomes Overview
- □ Rubrics Overview
- □ MasterPaths Overview
- □ Canvas Teacher App
- □ New Quizzes Overview
- □ New Analytics Overview
- Commons Overview
- Cross-Listing Overview
- Course Content Import
- Syllabus



□ Using Canvas Studio

Managing Studio Media

CANVAS INSTRUCTOR GUIDE

https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor

Introduction

- □ Instructor Getting Started Resources
- □ How do I accept an invitation to join a Canvas course as an instructor?
- □ How do I embed a guide in a Canvas course?

Analytics

- □ How do I view Course Analytics?
- \Box How do I view analytics for a student in a course?

New Analytics

- $\hfill\square$ How do I view analytics for an individual student in New Analytics?
- \Box How do I view average course grade analytics in an interactive chart graph in New Analytics?
- \Box How do I view average course grade analytics in a data table in New Analytics?
- \Box How do I compare the course average chart graph with an assignment, section, or student filter in New Analytics?
- □ How do I compare the course average data table with an assignment, section, or student filter in New Analytics?
- □ How do I send a message to all students based on specific course criteria in New Analytics?
- □ How do I send a message to an individual student in New Analytics?
- \Box How do I view weekly online activity analytics in an interactive chart graph in New Analytics?
- □ How do I view weekly online activity analytics in a data table in New Analytics?
- \Box How do I compare the weekly online activity chart graph with a section or student filter in New Analytics?
- \Box How do I compare the weekly online activity data table with a section or student filter in New Analytics?
- □ How do I send a message to all students based on specific course participation criteria in New Analytics?
- \Box How do I send a message to an individual student based on specific course participation criteria in New Analytics?
- □ How do I view and download reports in New Analytics?
- \Box How do I view the Online Attendance report in New Analytics?



Announcements

- □ How do I use the Announcements Index Page?
- \Box How do I view and sort announcement replies as an instructor?
- \Box How do I add an announcement in a course?
- \Box How do I attach a file to an announcement in a course?
- \Box How do I edit an announcement in a course?
- \Box How do I delete an announcement in a course?
- \Box How do I add an external RSS feed to an announcement as an instructor?
- \Box How do I subscribe to the Announcements RSS feed as an instructor?
- \Box How do I delay posting an announcement until a specific date in a course?
- \Box How do I allow or disallow announcement replies in a course?
- \Box How do I reply to an announcement as an instructor?
- \Box How do I allow students to like replies in a course announcement?
- \Box How do I like a reply in a course announcement as an instructor?
- \Box How do I copy an announcement to another course?
- \Box How do I send an announcement to another instructor?

Announcements Redesign

- \Box How do I use Announcements Redesign as an instructor?
- \square How do I view and sort announcement replies in Announcements Redesign as an instructor?
- \Box How do I view a thread in Announcements Redesign as an instructor?
- □ How do I reply to an announcement in Announcements Redesign as an instructor?
- $\hfill\square$ How do I mention a user in an announcement reply in Announcements Redesign as an instructor?

 $\hfill\square$ How do I like a reply in a course announcement in Announcements Redesign as an instructor?

Assignments

- □ How do I use the Assignments Index Page?
- \Box How do I publish or unpublish an assignment as an instructor?
- □ What is the difference between a Canvas Assignment and a Canvas Activity?
- \Box What assignment types can I create in a course?
- \square What is the difference between assignment due dates and availability dates?
- \square How do I bulk update due dates and availability dates as an instructor?
- □ How do I create an assignment?
- \Box How do I create an assignment shell in an assignment group?
- □ How do I move or reorder an assignment group?
- \Box How do I add an assignment group in a course?



- □ How do I weight the final course grade based on assignment groups?
- □ How do I create rules for an assignment group?
- □ How do I create an online assignment?
- \Box How do I add an assignment using an external app?
- \Box How do I add or edit details in an assignment?
- □ How do I add or edit points for an assignment?
- \Box How do I limit submission attempts for an assignment?
- \Box How do I exclude an assignment from the course's final grades?
- \Box How do I add an assignment that includes anonymous grading?
- \Box How do I enable anonymous instructor annotations in student submissions?
- □ How do I add a moderated assignment to be graded by multiple reviewers?
- \Box How do I give extra credit in a course?
- □ How do I move or reorder an assignment?
- □ How do I import SCORM files as an assignment?
- □ How do I delete an assignment?
- □ How do I duplicate an assignment?
- □ How do I copy an assignment to another course?
- \Box How do I send an assignment to another instructor?
- $\hfill\square$ How do I assign an assignment to everyone in a course?
- \Box How do I assign an assignment to an individual student?
- \Box How do I assign an assignment to a course section?
- \Box How do I assign an assignment to a course group?
- \square How do I view differentiated assignments with different due dates in a course?
- □ How do I add a grading scheme to an assignment?
- □ Can a student resubmit Canvas assignments?
- \Box How do I download all student submissions for an assignment?
- □ How do I upload all student submissions for an assignment?
- \Box How do I use peer review assignments in a course?
- □ How do I create a peer review assignment?
- \Box How do I manually assign peer reviews for an assignment?
- \Box How do I automatically assign peer reviews for an assignment?
- \Box How do I view student peer review comments as an instructor?
- \Box How do I create an assignment using the Google Assignments LTI 1.3 as an instructor?
- \Box How do I create a cloud assignment with a Google Drive file?
- \square How do I create a cloud assignment with a Microsoft Office 365 file?

 \Box How do I set up an assignment to be sent to my institution's student information system (SIS)?

Attendance (Roll Call)

 $\hfill\square$ How do I use the Roll Call Attendance tool in a course?



- □ How do I edit the Roll Call Attendance assignment?
- \Box How do I create a roll call seating chart using the Attendance tool?
- \Box How do I take roll call using the Attendance tool?
- □ How do I use Roll Call Attendance badges in a course?
- \Box How do I run Roll Call Attendance reports in a course?

Calendar

- \Box How do I use the Calendar as an instructor?
- \Box How do I filter the Calendar view by course as an instructor?
- \Box How do I add an event to a course calendar?
- $\hfill\square$ How do I create a recurring event in a calendar as an instructor?
- \Box How do I add an event to my calendar as an instructor?
- □ How do I add an assignment from the Calendar?
- □ How do I edit an event or assignment in the Calendar?
- \Box How do I set a different event date for each section in a course calendar?
- \square How do I add and duplicate an event for course sections in the Calendar as an instructor?
- \Box How do I manage Account Calendars as an instructor?
- \square How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?
- \Box How do I subscribe to the Calendar feed using Google Calendar as an instructor?
- \Box How do I subscribe to the Calendar feed using Outlook.com as an instructor?
- \Box How do I add a Scheduler appointment group in a course calendar?
- \Box How do I view or edit a Scheduler appointment group in a course calendar?
- \Box How do I remove students from a Scheduler appointment in a course calendar?

Chat

- \Box How do I use Chat as an instructor?
- \Box How do I use inline Chat as an instructor?

Course Import Tool

- □ How do I copy a Canvas course into a new course shell?
- \square How do I copy content from another Canvas course using the Course Import tool?
- □ How do I import a Canvas course export package?
- \Box How do I import content from Blackboard 6/7/8/9 into Canvas?
- \Box How do I import content from Common Cartridge into Canvas?
- □ How do I export a Canvas course?
- \Box How do I select specific content as part of a course import?
- \square How do I import Thin Common Cartridge files as separate modules?



- \Box How do I adjust events and due dates in a course import?
- \Box How do I view the status of current and prior course imports?

Course Navigation

- □ How do I use the Course Home Page as an instructor?
- □ How do I use the Course Navigation Menu as an instructor?
- □ How do I manage Course Navigation links?
- ☑ What layout options are available in the Course Home Page as an instructor?
- □ How do I change the Course Home Page?
- \Box How do I use the Course Activity Stream as an instructor?
- \Box How do I use the Syllabus as an instructor?
- \Box How do I edit the Syllabus in a course?
- □ How do I use the Microsoft Immersive Reader in a course as an instructor?

Courses and Sections

- □ How do I use the Course Setup Checklist?
- \Box How do I use the Canvas course setup tutorial as an instructor?
- \Box How do I change the start and end dates for a course section as an instructor?
- \Box How do I view enrollments in a course section?
- □ What are the different states of a Canvas course?
- \Box How do I publish a course?
- \Box How do I conclude a course at the end of a term as an instructor?
- □ How do I manage content for a course associated with a blueprint course?
- \Box How do I lock course objects in a blueprint course as an instructor?
- □ How do I sync course content in a blueprint course as an instructor?
- \Box How do I view the sync history for a blueprint course as an instructor?
- \Box How do I view the blueprint sync information for a course associated with a blueprint course?

Discussions

- □ How do I use the Discussions Index Page?
- □ How do I create a discussion as an instructor?
- □ How do I create a group discussion in a course?
- □ How do I duplicate a discussion in a course?
- \Box How do I publish or unpublish a discussion as an instructor?
- □ How do I copy a discussion to another course?
- \Box How do I send a discussion to another instructor?
- \Box How do I edit a discussion in a course?
- \Box How do I delay posting a discussion until a specified date in a course?



- \Box How do I move or reorder a discussion in a course?
- □ How do I assign a graded discussion to everyone in a course?
- $\hfill\square$ How do I assign a graded discussion to an individual student?
- □ How do I assign a graded discussion to a course section?
- \Box How do I assign a graded discussion to a course group?
- \Box How do I reply to a discussion as an instructor?
- $\hfill\square$ How do I view and sort discussion replies as an instructor?

\square How do I change discussion settings to manually mark discussion replies a	is read as	s an
instructor?		

- \Box How do I mark discussion replies as read or unread as an instructor?
- \Box How do I like a reply in a course discussion as an instructor?
- \Box How do I subscribe to a discussion as an instructor?
- \Box How do I enable a podcast feed for a discussion in a course?
- \Box How do I pin a discussion in a course?
- □ How do I delete a discussion in a course?
- $\hfill\square$ How do I use peer review discussions in a course?
- \Box How do I create a peer review discussion?
- \Box How do I manually assign peer reviews for a discussion?
- $\hfill\square$ How do I automatically assign peer reviews for a discussion?
- \square How can I require students to reply to a course discussion before they see other replies?
- \Box How do I edit or delete student discussion replies in a course?
- $\hfill\square$ How do I attach a file to a discussion reply as an instructor?
- \Box How do I link to a YouTube video in a discussion reply as an instructor?
- \Box How do I embed an image in a discussion reply as an instructor?
- \Box How do I allow students to create a course discussion?
- $\hfill \square$ How do I allow students to attach files to a course discussion?
- \square How do I allow students to edit and delete their own discussion posts in a course?
- □ How do I allow students to like replies in a discussion?
- \Box How do I close a discussion for comments in a course?
- \Box How do I set up a graded discussion to be sent to my institution's student information system (SIS)?

Discussions Redesign

- \Box How do I use Discussions Redesign as an instructor?
- \Box How do I create a discussion using Discussions Redesign as an instructor?
- \square How do I publish or unpublish a discussion in Discussions Redesign as an instructor?
- \Box How do I reply to a discussion in Discussions Redesign as an instructor?
- \Box How do I view and sort discussion replies in Discussions Redesign as an instructor?



How do I mark discussions replies as read or	unread in Discussions Redesign as an
instructor?	

- \Box How do I like a reply in a course discussion in Discussions Redesign as an instructor?
- \Box How do I subscribe to a discussion in Discussions Redesign as an instructor?
- □ How do I view a rubric for a discussion in Discussions Redesign as an instructor?
- \Box How do I view a discussion thread in Discussions Redesign as an instructor?
- □ How do I mention a user in a discussion reply in Discussions Redesign as an instructor?
- □ How do I allow students to create anonymous course discussions?

 \Box How do I allow users to report a reply in a discussion in Discussions Redesign as an instructor?

ePortfolios

- \Box How do I use the ePortfolio Getting Started Wizard a an instructor?
- \Box How do I create a new ePortfolio as an instructor?
- □ How do I create a new ePortfolio section as an instructor?
- □ How do I organize my ePortfolio as an instructor?
- □ How do I edit the default page in my ePortfolio section as an instructor?
- □ How do I create a new page in my ePortfolio section as an instructor?
- □ How do I add HTML/embedded content to my ePortfolio page as an instructor?
- □ How do I add rich text content to my ePortfolio page as an instructor?
- \Box How do I upload a file or image to my ePortfolio page as an instructor?
- □ How do I organize my ePortfolio pages as an instructor?
- □ How do I preview a page in my ePortfolio as an instructor?
- □ How do I retrieve assignments from previous courses in my ePortfolio as an instructor?
- □ How do I download the contents of my ePortfolio as an instructor?
- \Box How can I share a private ePortfolio as an instructor?
- □ How do I make my ePortfolio public as an instructor?
- □ How do I enable comments in my ePortfolio as an instructor?
- □ How do I delete my ePortfolio as an instructor?

Files

- □ How do I use Files as an instructor?
- \Box How do I view my user files as an instructor?
- \Box How do I view course files as an instructor?
- □ How do I view group files as an instructor?
- \Box How do I move and organize my files as an instructor?
- □ How do I rename a file as an instructor?
- \Box How do I create a folder in Files as an instructor?
- \Box How do I upload a file to a course?



- \Box How do I preview a file as an instructor?
- \Box How do I upload ZIP files as an instructor?
- \Box How do I bulk upload files to a course?
- \Box How do I delete a file or folder as an instructor?
- $\hfill\square$ How do I download a single file as an instructor?
- \Box How do I download a folder in ZIP format as an instructor?
- $\hfill\square$ How do I restrict files and folders to students in Canvas?
- \Box How do I set usage rights and user access for a course file?
- \Box How do I set usage rights and user access for a course file folder?
- \Box How do I edit an HTML file in a course?
- \Box What types of files can be previewed in Canvas?
- \Box What types of media files can I upload in Canvas as an instructor?
- \Box How do I view my Google Drive files in Canvas as an instructor?
- \Box How do I view my Microsoft Office 365 files in Canvas as an instructor?

Global Navigation

- \Box How do I log in to Canvas as an instructor?
- $\hfill\square$ How do I use the Global Navigation Menu as an instructor?
- \Box How do I use the Dashboard as an instructor?
- \square How do I view my favorite courses in the Card View Dashboard as an instructor?
- \square How do I use the To Do list and sidebar in the Dashboard as an instructor?
- \Box How do I view global activity for all my courses in the Recent Activity Dashboard as an instructor?
- \square How do I view the Global Announcements page as an instructor?
- \Box How do I view grades in the Card View Dashboard as an instructor?
- \Box How do I view all my Canvas courses as an instructor?
- □ How do I view my instructor groups in Canvas?
- \Box How do I customize my Courses list as an instructor?
- \Box How do I view my institution's Public Course Index as an instructor?
- \Box How do I view my recent page view history in Canvas as an instructor?
- □ How do I get help with Canvas as an instructor?
- \Box How do I use the Training Services Portal as an instructor?
- \Box How do I use the Canvas Welcome Tour as an instructor?
- \Box How do I log out of Canvas as an instructor?

Grades

- □ How do I use the Gradebook?
- \Box How do I use grading periods in a course?
- \Box How do I arrange columns in the Gradebook?



- \Box How do I filter columns and rows in the Gradebook?
- $\hfill\square$ How do I create and manage filters in the Gradebook?
- \Box How do I view total scores in the Gradebook as if all ungraded assignments were given zero grades?
- $\hfill\square$ How do I use the Total column in the Gradebook?
- \Box How do I sort and display student data in the Gradebook?
- \square How do I view assignments or students individually in the Gradebook?
- \square How do I view grades for inactive or concluded student enrollments in the Gradebook?
- \Box How do I use the Notes column in the Gradebook?
- □ How do I view the Unpublished Assignments column in the Gradebook?
- \square How do I view the Split Student Names column in the Gradebook?
- \Box How do I create assignment columns for non-submission assignments in the Gradebook?
- □ How do I use the icons and colors in the Gradebook?
- □ How do I sort an individual assignment column in the Gradebook?
- \Box How do I change the color for a grading status in the Gradebook?
- \Box How do I use posting policies in a course?
- \Box How do I select a grade posting policy for a course in the Gradebook?
- □ How do I select a grade posting policy for an assignment in the Gradebook?
- □ How do I post grades for an assignment in the Gradebook?
- \Box How do I hide grades that were previously posted in the Gradebook?
- \Box How do I change the status of a submission in the Gradebook?
- \Box How do I send a message to students from the Gradebook?
- □ How do I download all student submissions for an assignment in the Gradebook?
- □ How do I upload all student submissions for an assignment in the Gradebook?
- \Box How do I enter and edit grades in the Gradebook?
- \Box How do I enter grades for an individual assignment as a specific grading type in the Gradebook?
- □ How do I get to SpeedGrader from the Gradebook?
- \Box How do I curve grades in the Gradebook?
- \Box How do I set a default grade for an assignment in the Gradebook?
- \Box How do I apply a Missing Submission policy in the Gradebook?
- □ How do I apply a Late Submission policy in the Gradebook?
- \Box How do I submit an assignment on behalf of a student as an instructor?
- \Box How do I override a student's final grade in the Gradebook?
- \Box How do I leave comments for students in the Gradebook?
- \Box How do I import grades in the Gradebook?
- $\hfill\square$ How do I publish final grades for a moderated assignment?
- \Box How do I view the history of all grading changes in the Gradebook?
- \Box How do I view a student's Grades page in a course from the Gradebook?
- □ How do I export grades in the Gradebook?



□ How do I use the Learning Mastery Gradebook to view outcome results in a course from the Gradebook?

□ How do I view outcomes or student results individually in the Learning Mastery Gradebook from the Gradebook?

□ How do I apply scores to ungraded assignments as an Instructor?

Groups

- \Box How do I view all groups in a course as an instructor?
- □ How do I add a group set in a course?
- \Box How do I edit a group set in a course?
- \Box How do I delete a group set in a course?
- \Box How do I import groups in a group set?
- \Box How do I automatically create groups in a group set?
- \Box How do I manually create groups in a group set?
- \Box How do I create self sign-up groups in a group set?
- \Box How do I allow students to create their own student groups?
- \Box How do I automatically assign students to groups?
- \Box How do I manually assign students to groups?
- \Box How do I assign a student leader to a group?
- \Box How do I message students who have not signed up for a self sign-up group?
- \square How do I prevent students from switching groups in self sign-up groups?
- □ How do I move a student into a different group?
- \Box How do I view content and student activity within a group as an instructor?

Inbox

- \Box How do I use the Inbox as an instructor?
- \Box How do I find my unread messages in the Inbox as an instructor?
- \Box How do I filter conversations as an instructor?
- \Box How do I star a conversation as an instructor?
- □ How do I send a message to a user in a course in the Inbox as an instructor?
- □ How do I send a message to a user in a student group in the Inbox as an instructor?
- \Box How do I send a message to all course users in the Inbox as an instructor?
- \Box How do I attach a file to a message as an instructor?
- □ How do I attach a media comment to a message as an instructor?
- \Box How do I reply to a message in the Inbox as an instructor?
- \square How do I privately respond to one individual in a group message as an instructor?
- \square How do I reply to submission comments in the Inbox as an instructor?
- $\hfill\square$ How do I forward a message from a conversation as an instructor?
- $\hfill\square$ How do I add new people to an existing conversation as an instructor?



- \Box How do I delete a conversation as an instructor?
- \Box How do I delete a message from a conversation as an instructor?
- \Box How do I archive a conversation as an instructor?

Modules

- □ How do I use the Modules Index Page?
- \Box How do I add a module?
- \Box How do I publish or unpublish a module as an instructor?
- □ How do I duplicate a module?
- \Box How do I copy a module to another course?
- \Box How do I send a module to another instructor?
- \Box How do I copy a module item to another course?
- \Box How do I send a module item to another instructor?
- \Box How do I add prerequisites to a module?
- \Box How do I add requirements to a module?
- \Box How do I edit a module?
- \Box How do I lock a module?
- \Box How do I delete a module?
- \Box How do I move or reorder a module?
- \Box How do I add course content as module items?
- \Box How do I add a quiz as a module item?
- \Box How do I add a text header as a module item?
- \Box How do I add an external tool as a module item?
- \Box How do I add an external URL as a module item?
- \Box How do I duplicate a module item?
- □ How do I edit module items?
- \Box How do I remove module items?
- \Box How do I move or reorder a module item?
- \Box How do I use modules to view the progress of students in a course?
- \Box How do I view course content offline as an HTML file as an instructor?
- □ How do I use Mastery Paths in course modules?
- \Box How do I allow a page to be a Mastery Path module item?
- □ How do I add conditional content to a Mastery Path source item?
- \Box How do I assign a conditional assignment for students to complete in Mastery Paths?
- □ How do I view the Mastery Paths range breakdown results for an assignment?

Outcomes

- \Box How do I use the outcomes page in a course?
- \Box How do I create an outcome for a course?



- □ How do I create outcome groups for a course?
- \Box How do I import outcomes for a course?
- \Box How do I edit or delete an outcome in a course?
- $\hfill\square$ How do I edit or delete an outcome group in a course?
- $\hfill\square$ How do I create custom course outcome names for students?
- $\hfill\square$ How do I move outcomes and outcome groups in a course?
- \Box How do I find an existing outcome to add to a course?
- \Box How do I align an outcome with a question bank?
- \Box How do I find Learning Standards to add to a course-level outcome?
- \Box How do I view all aligned items and artifacts within an outcome?
- \Box How do I view the outcomes results report for an individual student in a course?
- \Box How do I use the Learning Mastery Gradebook to view outcome results in a course?
- \Box How do I view outcomes or student results individually in the Learning Mastery Gradebook?
- □ How do I manage outcome mastery scales in a course?
- □ How do I manage outcome mastery calculations in a course?

Improved Outcome Management

- \Box How do I use the course Outcomes page in Improved Outcomes Management?
- □ How do I create a course outcome in Improved Outcomes Management?
- \square How do I create a course outcome group in Improved Outcomes Management?
- \Box How do I import outcomes into a course in Improved Outcomes Management?
- $\hfill\square$ How do I edit or remove a course outcome in Improved Outcomes Management?
- \Box How do I edit or remove a course outcome group in Improved Outcomes Management?
- \Box How do I move course outcomes and outcome groups in Improved Outcomes Management?
- \Box How do I find an existing outcome to add to a course in Improved Outcomes Management?
- □ How do I view all aligned items in Improved Outcomes Management?

Pages

- □ How do I use the Pages Index Page?
- \Box How do I publish or unpublish a page as an instructor?
- □ How do I create a new page in a course?
- \Box How do I change the name of a page in a course?
- □ How do I duplicate a page in a course?
- □ How do I copy a page to another course?
- \Box How do I send a page to another instructor?
- □ How do I delete pages in a course?
- \Box How do I upload a PDF to a page in a course?
- $\hfill\square$ How do I link to other Canvas pages in a course?
- □ How do I set a Front Page in a course?



- \Box How do I add a page to the student To-Do list as an instructor?
- □ How do I embed a video in a page in a course?
- □ How do I create a file link in a page in a course?
- □ How do I view the history of a page in a course?
- \Box How do I import SCORM files as a page?

People

- \Box How do I use the People page in a course as an instructor?
- \Box How do I view a context card for a student in a course?
- $\hfill\square$ How do I view user details for an enrollment in a course?
- \Box How do I view a user's profile in a course as an instructor?
- \Box How do I record the last day a user attended a course?
- □ How do I limit a user to only interact with other users in the same course section?
- □ How do I view a summary of all my student interactions in a course?
- \Box How do I view my course interactions with an individual student?
- $\hfill\square$ How do I view the course access report for an individual user?
- □ How do I view registered services for all users in a course?

Profile and User Settings

- \Box How do I edit my profile in my user account as an instructor?
- \Box How do I change the settings in my user account as an instructor?
- \Box How do I add a profile picture in my user account as an instructor?
- □ How do I select personal pronouns in my user account as an instructor?
- □ How do I change the language preference in my user account as an instructor?
- \Box How do I set a time zone in my user account as an instructor?
- □ How do I change my default email address in my user account as an instructor?
- \Box How do I manage my Canvas notification settings as an instructor?
- \Box How do I manage notifications for a single course as an instructor?
- \square How do I add contact methods to receive Canvas notifications as an instructor?
- □ How do I add an additional email address as a contact method in Canvas as an instructor?
- \Box How do I add a text (SMS) contact method in Canvas as an instructor?
- \square How do I add Slack as a contact method in Canvas as an instructor?
- $\hfill\square$ How do I merge my user account with an account using the same email address as an instructor?
- \square How do I view a QR code to log in to the Canvas mobile apps as an instructor?
- \Box How do I change my login password as an instructor?
- \Box How do I reset my password as an instructor?
- \Box How do I set up multi-factor authentication for my user account as an instructor?
- \Box How do I view course content offline as an ePub file as an instructor?



- \Box How do I manage content shared to me from other users?
- \Box How do I manage API access tokens as an instructor?
- \Box What feature settings can I enable in my user account as an instructor?
- \Box How do I manage new features in my user account as an instructor?
- \Box How do I manage confetti animations in Canvas as an instructor?
- □ How do I enable the high contrast user interface as an instructor?

New Quizzes

- □ How do I create a quiz using New Quizzes?
- □ How do I create an anonymously graded quiz using New Quizzes?
- □ How do I duplicate a New Quizzes quiz?
- □ How do I migrate a Canvas quiz to New Quizzes?
- □ How do I import a quiz from a QTI package in New Quizzes?
- \Box How do I create a Categorization question in New Quizzes?
- □ How do I create an Essay question in New Quizzes?
- \Box How do I create a File Upload question in New Quizzes?
- □ How do I create a Fill in the Blank question in New Quizzes?
- \Box How do I create a Formula question in New Quizzes?
- \Box How do I create a Hot Spot question in New Quizzes?
- □ How do I create a Matching question in New Quizzes?
- \Box How do I create a Multiple Answer question in New Quizzes?
- \Box How do I create a Multiple Choice question in New Quizzes?
- □ How do I create a Numeric question in New Quizzes?
- \Box How do I create an Ordering question in New Quizzes?
- \Box How do I create a True or False question in New Quizzes?
- □ How do I insert stimulus content in New Quizzes?
- \Box How do I duplicate an individual question in New Quizzes?
- \Box How do I add feedback to a question in New Quizzes?
- \Box How do I reorder questions in New Quizzes?
- □ How do I edit a quiz in New Quizzes?
- □ How do I edit the assignment details of a New Quizzes quiz?
- □ How do I manage settings for a quiz in New Quizzes?
- \Box How do I restrict students from viewing quiz results in New Quizzes?
- □ How do I preview a quiz in New Quizzes?
- □ How do I grade a quiz in New Quizzes?
- □ How do I regrade a quiz question in New Quizzes?
- □ How do I manage item banks in New Quizzes?
- \Box How do I create an item bank in New Quizzes?
- \Box How do I add content to an item bank in New Quizzes?
- \Box How do I import questions from a QTI package into an item bank in New Quizzes?



- □ How do I add an item from an item bank to a quiz in New Quizzes?
- □ How do I edit an item bank item in New Quizzes?
- □ How do I add all items or a random set from an item bank to a quiz in New Quizzes?
- \Box How do I move or copy a question from one item bank to another in New Quizzes?
- □ How do I duplicate an Item Bank?
- \Box How do I share an item bank in New Quizzes?
- □ How do I print a quiz in New Quizzes?
- \Box How do I align an outcome to a quiz in New Quizzes?
- \Box How do I align an outcome to a quiz question in New Quizzes?
- \Box How do I view reports for a quiz in New Quizzes?
- \Box How do I use the Moderation page in New Quizzes?
- \Box How do I moderate a student's quiz attempt in New Quizzes?
- \Box How do I add accommodations for a student in New Quizzes?
- \Box How do I view student quiz results in New Quizzes?
- \Box How do I delete a New Quizzes quiz?
- \Box How do I copy a quiz to another course in New Quizzes?
- \Box How do I send a quiz to another instructor in New Quizzes?
- \Box How do I export a New Quiz from a course?

Rich Content Editor

- \Box How do I access the Rich Content Editor as an instructor?
- \Box How do I add and modify text in the Rich Content Editor as an instructor?
- \Box How do I use the menubar in the Rich Content Editor as an instructor?
- $\hfill\square$ How do I resize the Rich Content Editor as an instructor?
- \Box How do I insert a table using the Rich Content Editor as an instructor?
- \Box How do I use the HTML view in the Rich Content Editor as an instructor?
- \square How do I create hyperlinks to external URLs in the Rich Content Editor as an instructor?
- \Box How do I create hyperlinks to course or group content in the Rich Content Editor as an instructor?
- \Box How do I create hyperlinks to course, group, and user files in the Rich Content Editor as an instructor?
- \Box How do I edit and remove hyperlinks in the Rich Content Editor as an instructor?
- \Box How do I upload and embed an image in the Rich Content Editor as an instructor?
- \Box How do I embed images from Canvas into the Rich Content Editor as an instructor?
- \Box How do I manage alt text and display options for images embedded in the Rich Content Editor as an instructor?
- \Box How do I upload and embed a media file from my computer in the Rich Content Editor as an instructor?
- \square How do I record media using the Rich Content Editor as an instructor?
- \square How do I embed media from an external source in the Rich Content Editor as an instructor?



- □ How do I embed media files from Canvas into the Rich Content Editor as an instructor?
- $\hfill\square$ How do I add captions to new or uploaded videos in the Rich Content Editor in Canvas as an instructor?
- \Box How do I view captions in a video in the Rich Content Editor as an instructor?
- \Box How do I manage video options in the Rich Content Editor as an instructor?
- \square How do I upload a document in the Rich Content Editor as an instructor?
- \Box How do I link to a document from Canvas in the Rich Content Editor as an instructor?
- \square How do I select content from an external app in the Rich Content Editor as an instructor?
- \square How do I use the Equation Editor in the Rich Content Editor as an instructor?
- \square How do I embed a file from Google Drive into the Rich Content Editor as an instructor?
- \Box How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?
- □ How do I link to a YouTube video in the Rich Content Editor as an instructor?
- \square How do I use the Accessibility Checker in the Rich Content Editor as an instructor?
- □ How do I create an icon using the Rich Content Editor Icon Maker?
- □ How do I edit an icon made using the Rich Content Editor Icon Maker?
- \Box How do I delete an icon made using the Rich Content Editor Icon Maker?

Rubrics

- □ How do I manage rubrics in a course?
- \Box How do I add a rubric in a course?
- \Box How do I align an outcome with a rubric in a course?
- □ How do I add a rubric to an assignment?
- \Box How do I add a rubric to a graded discussion?
- \Box How do I add a rubric to a quiz?

Settings

- \Box How do I use course settings?
- \Box How do I set details for a course?
- \Box How do I add an image to a course card in the Dashboard?
- \Box How do I set a time zone for a course?
- \Box How do I change the start and end dates for a course?
- \Box How do I restrict student access to a course before or after the course dates?
- \Box How do I enable SpeedGrader to launch filtered by student group?
- \Box How do I enable a grading scheme for a course?
- \Box How do I use grading schemes in a course?
- $\hfill\square$ How do I view and manage grading schemes in a course?
- \Box How do I add a grading scheme in a course?
- \Box How do I duplicate a grading scheme in a course?



- □ How do I edit a grading scheme in a course?
- □ How do I archive a grading scheme in a course?
- \Box How do I customize visibility options for a course?
- \Box How do I customize visibility options for course content?
- \Box How do I set a Creative Commons license for a course?
- \Box How do I include a course in the Public Course Index?
- \Box How do I set a course format?

 \Box How do I change the format of a course ePub export file?

- \Box How do I allow course content to be exported as an offline HTML file?
- \Box How do I enable course self-enrollment with a join code or secret URL?
- \Box How do I show recent announcements in the Course Home Page?
- \Box How do I hide totals in my students' grade summaries?
- \square How do I hide grade distribution scoring details from students?
- \Box How do I hide sections from students on the People page?
- \Box How do I restrict the viewing of quantitative data in a course?
- \Box How do I disable announcement replies for an entire course?
- \Box How do I validate links in a course?
- \Box How do I view course statistics?
- \Box How do I view a course as a test student using Student View?
- \Box How do I reset course content?
- □ How do I manage new features for a course?
- \square How do I use an elementary-level theme in a course as an instructor?
- □ How do I sync course data in Canvas with Microsoft Teams?
- \square How do I access the Canvas beta environment as an instructor?
- $\hfill\square$ How do I access the Canvas test environment as an instructor?

SpeedGrader

- \Box How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- □ How do I use SpeedGrader?
- \square How do I use the student list to view student submissions in SpeedGrader?
- □ How do I sort the student list in SpeedGrader?
- \Box How do I view the details of a submission for a student in SpeedGrader?
- □ How do I grade group assignments in SpeedGrader?
- □ How do I hide student names in SpeedGrader?
- □ How do I hide or post assignment grades in SpeedGrader?
- \Box How do I add annotated comments in student submissions using DocViewer in SpeedGrader?
- \Box How do I enter and edit grades in SpeedGrader?
- \Box How do I change the status of a submission in SpeedGrader?
- \Box How do I grade a text entry submission in SpeedGrader?



- □ How do I grade a website URL submission in SpeedGrader?
- \Box How do I grade a media recording submission in SpeedGrader?
- \Box How do I grade a file upload submission in SpeedGrader?
- □ How do I audit an assessment in SpeedGrader?
- \Box How do I use a rubric to grade submissions in SpeedGrader?
- □ How do I use free-form comments instead of ratings in a rubric in SpeedGrader?
- \Box How do I use a non-scoring rubric to assess submissions in SpeedGrader?
- □ How do I use the Comment Library in SpeedGrader?
- □ How do I leave feedback comments for student submissions in SpeedGrader?
- \Box How do I download submission comments as a PDF in SpeedGrader?
- \square How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?
- □ How do I reassign an assignment in SpeedGrader?
- \Box How do I review moderated assignments in SpeedGrader as a moderator?
- \Box How do I grade quiz questions in SpeedGrader?
- \Box How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?
- \Box How do I grade one quiz question at a time in SpeedGrader?
- \Box How do I grade a New Quizzes quiz question one at a time in SpeedGrader?
- \Box How do I grade a graded discussion in SpeedGrader?
- \Box How do I view plagiarism assignments in SpeedGrader?

Web Services

- \square How do I connect to web services outside of Canvas as an instructor?
- \Box How do I connect to Google Drive as a web service in Canvas as an instructor?
- \Box How do I connect to Skype as a web service in Canvas as an instructor?