Announcements
Announcements allow you to communicate with your students about course activities and post interesting course-related topics. They are communicated via Notifications and are available as part of the Course Activity Stream. They support attachments and publish dates as well as replies.

Assignments
Assignments are any online activity submission that is graded by the instructor. Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc. as well as "manual" or in-class assignments.)

Breadcrumb Navigation
The Breadcrumb Navigation is at the top of the Main Body of the page and helps you to how to move throughout the course.

Calendar
The Calendar makes it easy for students and instructors to see all of the events and assignments going on across all of their courses. Instructors can manage dates of events by drag and drop in the Calendar and students and instructors can personalize and filter the calendar to best support their needs. It also has an Appointment Scheduler to allow students to select office visits/meeting times themselves.

Chat
The Chat tool provides synchronous video, audio, and chat communication between by the entire course or any subset of the course roster. Note only instructors can view the History currently. If someone is not active in the chat, they will not easily see what is being discussed.

Collaborations
Collaborations uses Google Docs integration to make it easy for students and instructors to create documents that can be edited by the entire course or any subset of the course roster.

Conferences
Conferences make it easy to create virtual classrooms where students and instructors can interact in real time with audio, video, desktop sharing, and presentation tools. This uses BigBlueButton. K-State will include Blackboard Collaborate as a Wimba replacement as well.

Course Activity Stream
The Course Activity Stream shows you all of the recent activity from a single course. This shows up on the course Home page in the Sidebar and also can be received as a notification. The button to view is located on the course Home page on the right hand side.

Course Home Page
The course Home page is the first page that students see when they go to a course in their Course Navigation. The course Home page can be customized to display a Custom page, the Syllabus page, the Assignment page, or the Modules page.

Course Import/Export Tool
The Course Import/Export Tool makes it easy to pull in content from existing Canvas courses and content packages from other LMSs and textbook publishers. Zip files from Files and Content in K-State Online Classic and Questions exported from Assignments in K-State Online Classic can be imported as well. You find this in the Course Settings in the Sidebar.

Course Navigation
The Course Navigation is a series of links on the left side of your screen that helps you get to where you want to go within your Canvas Course.

Course Setup Checklist
The Course Setup Checklist helps a new user to walk through all of the steps required to build a course. This shows up when you first enter your course. You can delete it if you don't want to use it. It goes away when you publish the course.

Course Statistics
Course Statistics help instructors see which pages are being viewed most frequently. This is accessed via Course Settings and then the Sidebar.

Course Status
Canvas courses begin in an unpublished state. The instructor moves the course to a published state. The course can also be made publicly viewable outside of the K-State walls.

Dashboard
The Dashboard consists of three main elements: Global Navigation across the top of the page (in purple), a To-Do list with upcoming events and recent events on the Sidebar, and the Global Activity Stream that comprises the body of the page.

ePortfolios
ePortfolios allow students to showcase their best work to colleagues and prospective employers. They also make it possible for students to create light-weight websites or presentations.

Files
Canvas provides a file repository for each user, group, and course. Files can be public or private. In courses, Files is used more to upload and store files for presentation in Modules or Pages.

Global Activity Stream
The Global Activity Stream shows you all of the recent activity from all of your courses and is available when you sign into Canvas.

Global Navigation
The Global Navigation menu, always positioned at the top of the page, allows users to quickly navigate to any Courses or Groups that they are enrolled in. Students and instructors can also view their Grades, Assignments, and Calendar across all their courses from here.

Grades
Grades is the name for the Canvas gradebook. Students can calculate hypothetical grades on this page. Instructors can quickly edit grades for any course or section.

Groups
Groups can be created for students or by students to enable efficient collaboration.

Help Corner
The Help Corner, in the top right, is where you can ask for support, check your Inbox, or modify your personal settings.

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Inbox
Inbox is the messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. It works with Notifications to keep you up-to-date on all the activity and to-do's in your courses.

In-context Help
In-context Help links are marked with a blue question mark and the text "How do I...". These links are in key areas and open up short tutorials to help users get the most out of Canvas.

Math Editor
The Math Editor is a La TeX-compatible toolbar that makes it easy for instructors to write math expressions and equations in assignments, discussions, and quizzes, etc.

Mobile Apps
There is an Instructure by Canvas app in Google Play and iOS App Store. Both students and instructors can access their Inbox, participate in discussions, check grades and calendars and interact with their groups. Instructors can use the Speed Grader app on their iPads. Canvas also works well in mobile browsers.

Modules
Modules make it possible to organize course content by week, topic, or day or any other way you can envision. Modules can be set up with pre-requisites or co-requisites that force students to walk through the material in a sequential fashion or complete specific tasks. External websites and any thing you created in any other part of Canvas can be listed in Modules making it the most flexible way to organize and present your course content.

Notification Preferences
Each Canvas user can adjust the Notification Preferences in their Profile to fit their individual needs. Some users will want to be notified of course events on a more regular basis than others. When you first sign into Canvas, you are given a button to take you directly to your Notification Preferences to set them up.

Outcomes
Instructors can specify learning outcomes for their courses and track how students are doing against those outcomes with Quizzes, Assignments, and graded Discussions. Outcomes can be specified at an institution, college, or department level and shared with courses below it.

Pages
Pages is basically a built-in wiki and makes it easy to build content inside a course. Pages can be editable by students and teachers.

People
The People page lists all of the students that are enrolled in a course as well as Student Groups, and offers the ability to see student and instructor Profiles. It also shows instructors the students' most Recent Activity.

Profile
Users can modify their Profile in Canvas, including setting their display name, changing the time zone, and uploading a profile picture as well as setting some personal info about themselves.

Quizzes
Quizzes is the assessment tool used in Canvas. It creates online assessments that can pull from question groups, be graded automatically (in most cases), provide proctoring resources, and allow randomization, etc.

Registered Services
In your Personal Settings in the Help corner, you can register with a number of web services from Canvas, GoogleDocs, Skype, Facebook, LinkedIn, Twitter, Delicious, and Diigo. By linking to the web services, you will not need to log in every time you join the service.

Rich Content Editor
Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs, etc.) within Canvas. It has feaures like graphing tools , YouTube embedding, etc. to make it as easy as possible to create excellent engaging content.

Rubrics
A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion. Rubrics can be shared with the students and used to directly grade assignments. They can be shared with other courses/users and have analytics available on their results.

Settings (course level)
Settings allow instructors to customize the Course Navigation, create sections, add users, import content, and link to external tools.

Settings (personal level)
The Help corner (grey bar on upper right) has a Settings link that allows you to control options on your personal account in Canvas.

Sidebar
The Sidebar on the right side of the page provides the links and buttons you'll need to get stuff done in the Main Body of the page.

Speed Grader™
The Speed Grader™ makes it easy to evaluate student work. Instructors can use rubrics for fast assessment and leave text, video, and audio comments for their students.

Support Ticket
A support ticket is a formal request to receive help or direction from Canvas Support. The Help link on the grey bar in the upper right provides quick access to submit a support ticket and receive timely help. Guides are also available from that link.

Syllabus
In the Syllabus there are three main parts: a calendar and grading scheme for the course situated in the Sidebar on the right side of the page, a list of dated items in the main body of the page that is automatically managed by Canvas, and a syllabus description at the top of the page that you can edit.

This document located at http://www.ksu.edu/canvas/help.html

IT Help Desk
First point of contact for campus IT needs.
Walk-in 🏠 : 214 Hale Library   Phone 📞 : 785-532-7722 ● 800-865-6143   Email ✉: helpdesk@k-state.edu   Web 🔗: k-state.edu/its/helpdesk

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