IST Canvas Quickstart Guide

➢ **How do I get to my Canvas Course?**

To access Canvas:

1. Go to http://www.law.georgetown.edu

2. At the top right of the page click on

   FACULTY & STAFF ▾
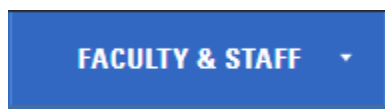
3. Choose **Canvas** from the list of options

4. Enter your NetID and Password when prompted

   *OR type in your web browser:
   https://georgetownlaw.instructure.com, then enter
   your NetID and Password when prompted

5. Once you have logged in to Canvas, you should see
   the **User Dashboard** (right) as well as the "Course
   tiles" for the courses you are teaching. Click on the
   Course Tile to enter your course.
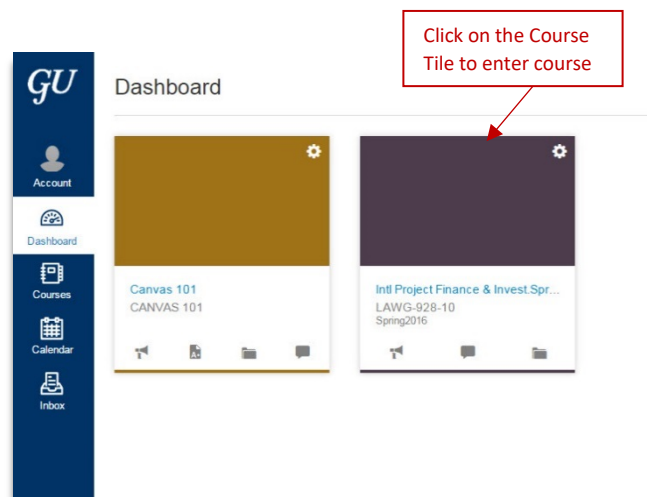
➢ **How do I add my Files in my course?**

Once you are in your course, you will see your course homepage, the **Course Navigation Menu** includes links that help you and your students get to specific locations in the course. You will also use this area to post and create materials in your course, including **Files**.

To Upload Files:

1. Click on **Files** in the Course Navigation Menu.
2. In the upper right hand corner of the screen, click on
3. You will be asked to select a file from your device.
4. Select the file and click **Open** to upload the file.

Alternatively, you can drag and drop files from your computer and upload them to your File storage area (image below). Or, Follow this link to batch upload https://community.canvaslms.com/docs/DOC-2764
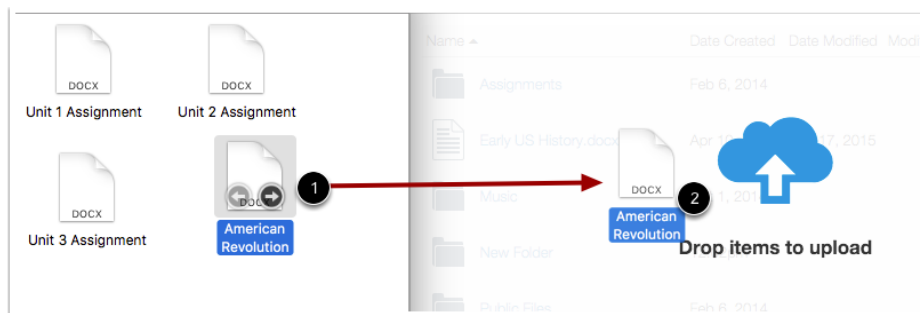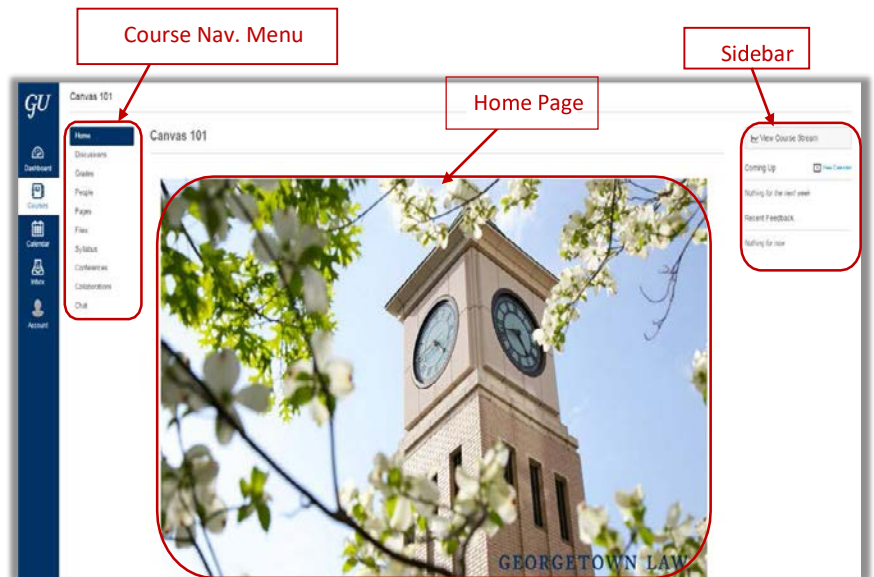
Once your file or files are uploaded, you can select your file to view all of your options by clicking out to the right of the file (highlighted in blue). The green cloud with a check on the far right of the file name means that the file is published and can be viewed by your students. To hide the file, you can simply click on the green cloud icon (✅) to "unpublish" the file or **Restrict Access** to a file.
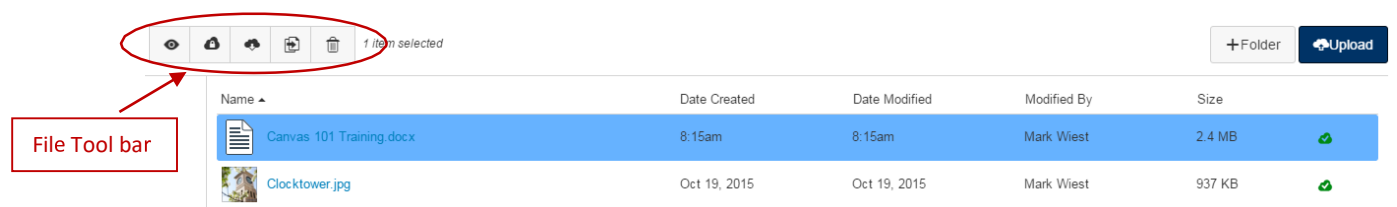
Importing materials to Canvas from a previous semester:
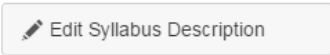If you have already used Canvas in a past semester, you can import an old course to a new course by following the instructions

in this link: https://community.canvaslms.com/docs/DOC-2676
If you previously used another management system for your course (Courseware or TWEN, etc.), please contact the Law Center Help Desk for assistance with moving materials.

➢ **How Do I Post My Syllabus?**

To post your Syllabus in your Course:

1. Click on the Syllabus link in the Course Navigation Menu.
2. Click on   🖊 Edit Syllabus Description   (edit Syllabus) in the upper right hand corner of the screen.
3. Using the text editor, you can paste your syllabus in the space provided.
4. Click on Update Syllabus.

Alternatively, you can also upload your Syllabus to your course by using the File upload tool instructions above. Then, simply use the text editor in the Syllabus tool to link to the uploaded file.

➢ **Set your Home Page**

The **Side Bar** (far right of your course home page) is where you can choose your Home Page or landing page for your course. The Home Page content can be a page, the syllabus, Announcements or Modules. You may want to understand how each option works before deciding what type of Home Page works best for your course and then come back to this step.

To edit your Course Home Page:

1. Click on **Home** in the Course Navigation Menu
2. In the Sidebar, click on **Choose Home Page**
3. Choose your home page from the options available (the default is Course Activity Stream, including recent Announcements)
4. Click "Save" to save changes
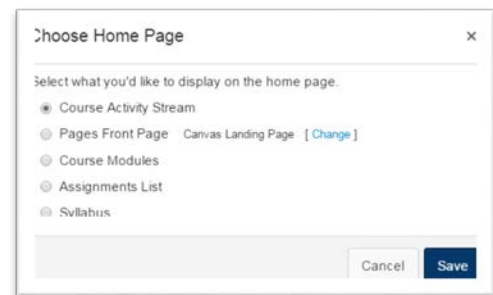
➢ **My course is ready to go. How do I make my course "visible" to my students?**

Publishing your course is the act of making your course "visible" to your students. *In order for your students to be able to view your content, it must be published.*

To Publish your course:

1. Use the **Home** link in your Course Navigation Menu to navigate to your home page.
2. In the Sidebar, under Course Status (image right), Click on **Publish**
3. Your Course Status should now look like this:
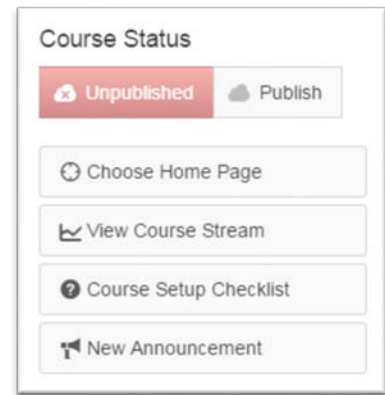
Once your course is published, students who are officially enrolled in your course will automatically have access once they log in at https://georgetownlaw.instructure.com. You do not need to manually add students to the course.

➢ **How do I communicate with my students to let them know the course is active?**

If your students were to log in to Canvas after you have published a course, they would automatically see the course on their Dashboard. However, if you would like to send and announcement letting them know that the site is open for access, you can use **Announcements** in the navigation menu to send a greeting and or welcome message. You can use the Announcements feature throughout the duration of the course as a 1 way communication for important course events, etc.

To post an Announcement:

1. Click on the Announcements link in your Course Navigation menu.
2. Click the Add Announcement button.
3. Add a title in the Topic title field
4. Add your message or content in the Content Editor Field below
5. (Optional) You may wish to add an Attachment. Use the Choose File button to select a file to add to your course
6. (Optional) Under Options, you can delay the posting of your announcement, require students to reply to a post before seeing other replies, and enable an announcement podcast feed
7. Click Save to post the announcement

Congratulations! Your course is set up! You may still want to make adjustments, customize your site, or add a TA. If you have any questions or concerns, please contact the Law Center Help Desk at help@law.georgetown.edu You may also consult the IST Canvas Support Site (http://www.law.georgetown.edu/campus-services/ist/support-training/canvas/) for trainings, help (24 hour help is available) and more Canvas guides.