# Canvas Quick Start Guide

This content can also be accessed through a short video by clicking this link.

How do I find my Canvas course?

You can access Canvas by visiting **canvas.georgetown.edu** and clicking *Log in to Canvas.* You will need to log in with your Georgetown NetID and password.

After logging in to Canvas, you will be greeted with your Dashboard. You can customize which courses appear on your dashboard by clicking on *Courses* on the left hand side, then clicking on *All Courses.* From this menu, you can click the Star ★ next to any course to pin it to your dashboard; all other courses will be hidden.
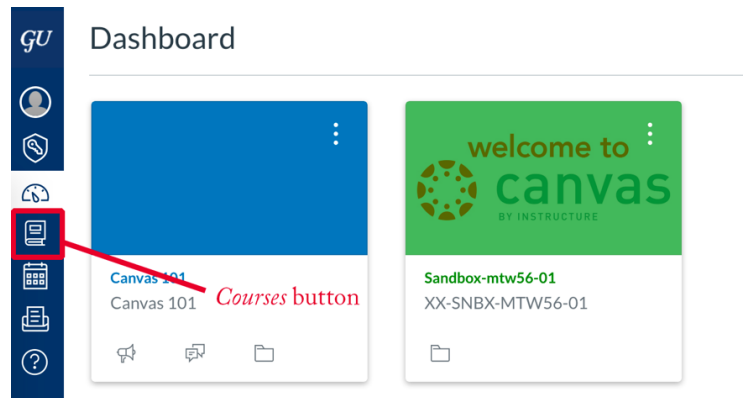
How do I add my files to my course?

Once you are in the Canvas space for your course, look at the course navigation menu on the left hand side; this is where you can access almost every aspect of your course space. Click on *Files* to access your course file repository.
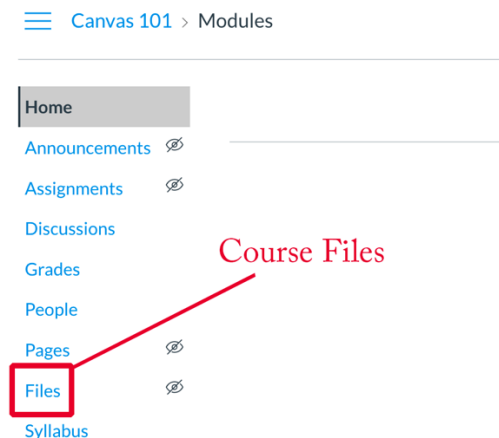
You can upload files in two ways:
- By dragging and dropping
- By clicking *Upload* and browsing for the appropriate file

You can organize files into subfolders the same way that you could on your own computer. You can also hide files from students by clicking the **Publish** button next to any file; this also applies to pages, modules, and assignments.

Drag and Drop files, or click Upload to browse
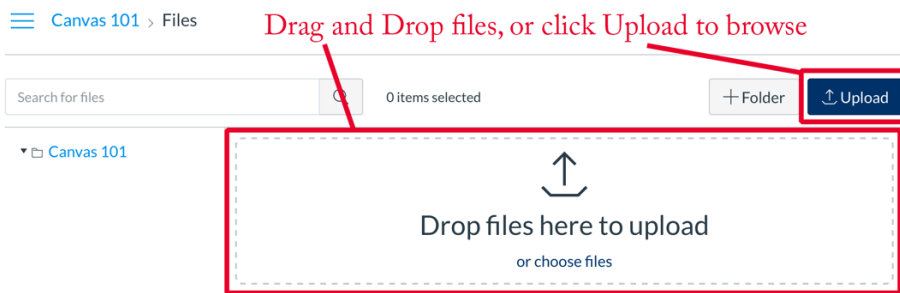
How do I post my syllabus?

In the course navigation menu, click on *Syllabus* and then click on *Edit* in the upper right hand corner, which will open up a text editor within Canvas. If you wish, you can simply copy and paste your syllabus into this text field, but you might find that this results in incorrect formatting.

You can also link to your Syllabus as a document on this page, by clicking on the **Insert Document** button, which might be hidden behind a kebab menu button on the right hand side. If you have already uploaded your syllabus, it will appear when you click on **Course Documents;** you can also click **Upload Document** to upload and embed your syllabus in one step.


Click to see more items

Insert document
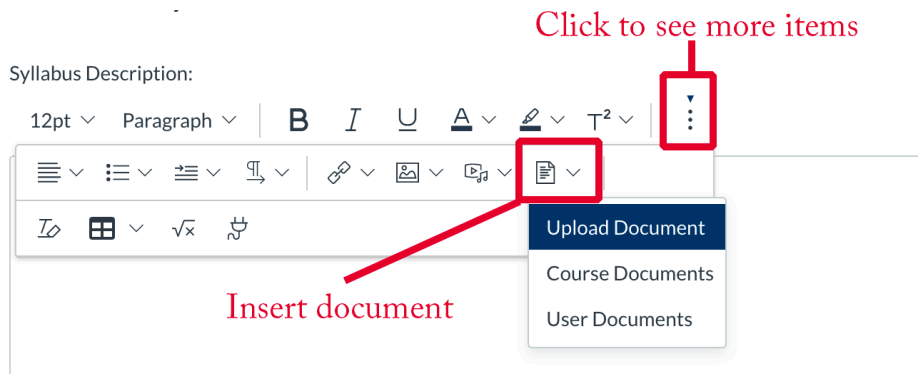
Set your course's home page

By default, your course's home page is the *Modules* page, which is where you can link to files, pages, discussions, and assignments to organize them for your students. If you wish, however, you can change your course's homepage by clicking on the *Choose Home Page* button on the right-hand toolbar on the home page. You can set your course's home page, among other things, to your Syllabus or a custom page that you design yourself.

Course Status

⊘ Unpublished   ✓ Publish

⊕ Choose Home Page

📊 View Course Stream

? Course Setup Checklist

📣 New Announcement

👓 Student View

How do I publish my course?

When you are ready for students to visit your course space, click the *Publish* button on the right-hand toolbar on your course's homepage. You can always unpublish your course later if you change your mind.
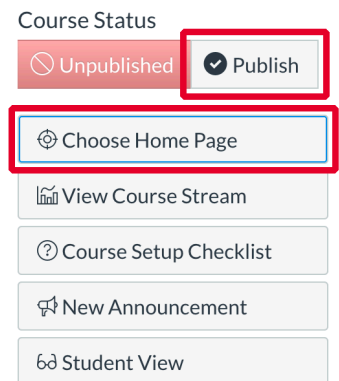
How can I communicate with my students?

Once your course has been published, you might want to let your students know by sending out an announcement. You can create and manage announcements by clicking on the *Announcements* link in your course's left-hand navigation menu, and then clicking the blue *+Announcement* button in the upper right-hand corner.

+ Announcement

Announcements can also be used to send out valuable course information, such as class reschedules or due date reminders. By default, all students will immediately receive an e-mail containing the content of each announcement.

What else can Canvas do?

With minimal effort, your Canvas course space can serve as an engaging and highly useful part of your course's online presence. More than serving as a simple file repository, Canvas allows instructors to quickly assess students and manage their progress in the course. The goal of all educational technology is to make the lives of faculty and students easier, more time-efficient, and less frustrating. If you require any additional assistance in making the best use of Canvas or any other instructional technology at Georgetown Law, please reach out to our team at lawhelp@georgetown.edu.