



New Employee Orientation

Canvas Help Guide

Topics:

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3. [Removing a Student from the Course](#)
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To Log In to the Orientation Canvas Course:

1. Navigate to <https://canvas.instructure.com/login/canvas>
2. Input your account Email & Password.

A screenshot of the Canvas login page. The page has a dark blue background. At the top left is the Canvas logo. To its right, there is a link "Need a Canvas Account? Click Here, It's Free!" and a link "Browse courses". Below the logo, there are two white input fields for "Email" and "Password". Below the password field, there is a checkbox labeled "Stay signed in" and a "Log In" button. Below the login fields, there is a link "Forgot Password?". At the bottom of the page, there are several social media icons (Apple, Facebook, GitHub, Google, LinkedIn, Microsoft, Twitter) and a section for "INSTRUCTURE" with links to "Help", "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com". At the very bottom, there is a section "Meet the Instructure Learning Platform:" with links to "Canvas LMS", "Mastery Connect", "Elevate Analytics", and "Impact".

3. Click on the Canvas Course you would like to work in.

Dashboard

Published Courses (1)



Orientation - Florida Eye Specialists
FESO_101

Unpublished Courses (0)

No courses to display

Adding New Users to a Course:

1. Click on the course you'd like to add a student to.

Published Courses (1)



[Orientation - Florida Eye Specialists](#)
[FESO_101](#)

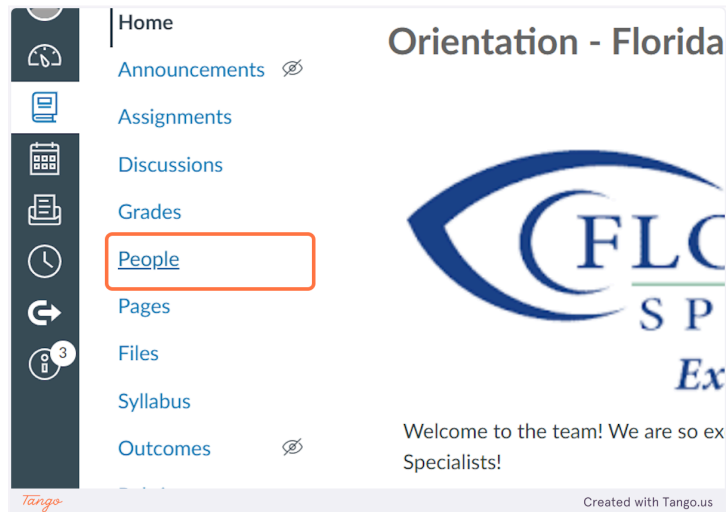
Unpublished Courses (0)

No courses to display

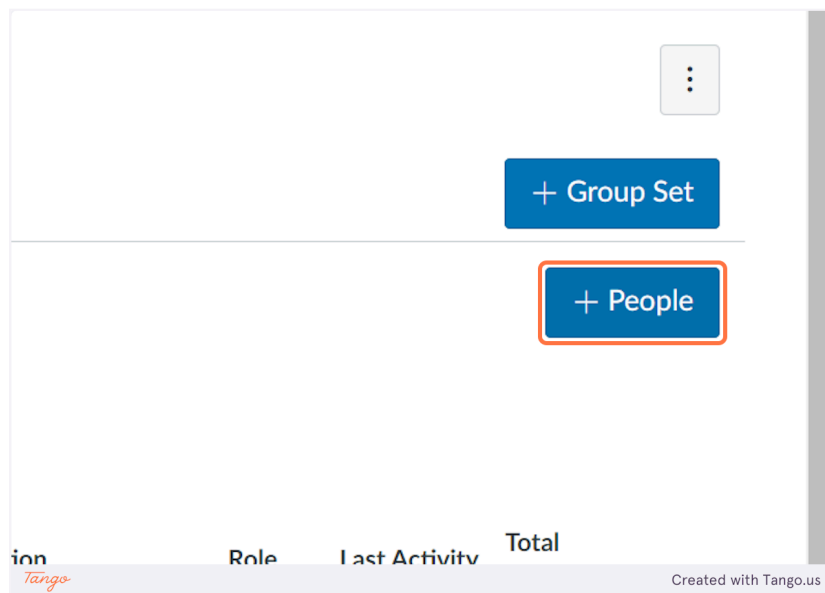
Tango Created with Tango.us



2. Click on People



3. Click on +People





4. Type in the new user's email address that they will be using for the course.

Add People

Add user(s) by

☒ Email Address ☐ Login ID ☐ SIS ID

Email Addresses (required)

brittany@centuriongoods.com

Role: Student

Section: Onboarding - Florida Ey

☐ Can interact with users in their section only

When adding multiple users, use a comma or line break to separate users.

Created with Tango.us

5. Ensure that the user role is "Student"

brittany@centuriongoods.com

Role: Student

Section: Onboarding - Flori

☐ Can interact with users in their section only

When adding multiple users, use a comma or line break to s

Created with Tango.us



6. Ensure that the user is being enrolled in the correct section.

Section

Onboarding - Florida Ey ✓

rs in their section only

ing multiple users, use a comma or line break to separate users.

Created with Tango.us

7. Check "Can interact with users in their section only"

Role

Student

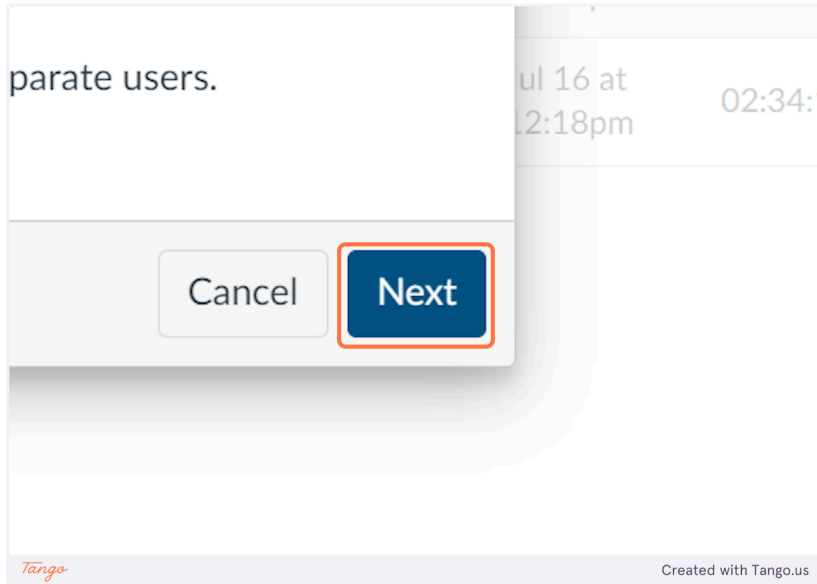
☒ Can interact with users in their section only

When adding multiple users

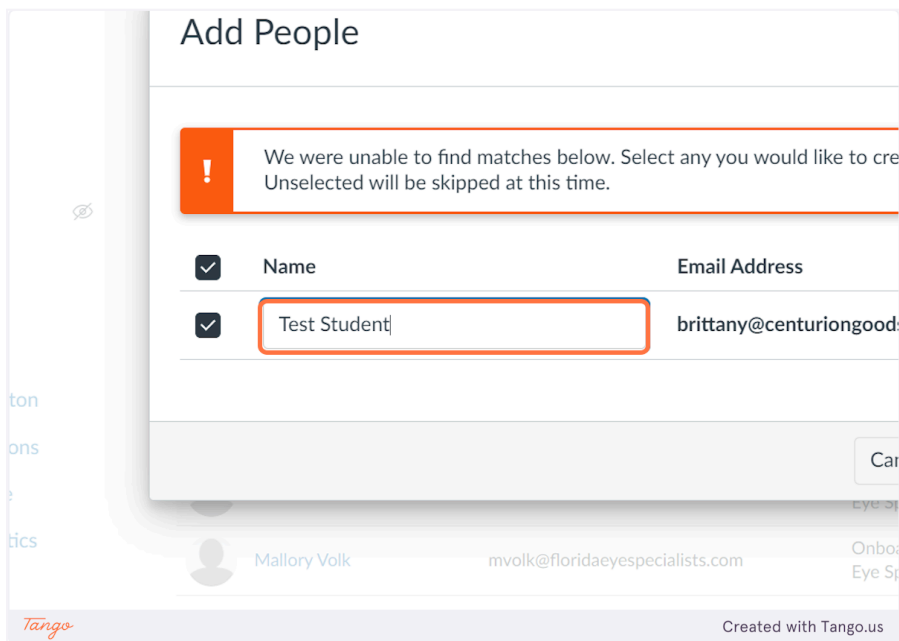
Created with Tango.us



8. Click on Next



9. Type in the new user's full name.





10. Click on Next

ss

nturiongoods.com

Cancel Back **Next**

Eye Specialists

Onboarding - Florida Eye Specialists	Student	Jul 16 at 12:18pm	02:34:11
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Tango Created with Tango.us

11. Click on Add Users

.

D	SIS ID	Institution
		Free for Teacher

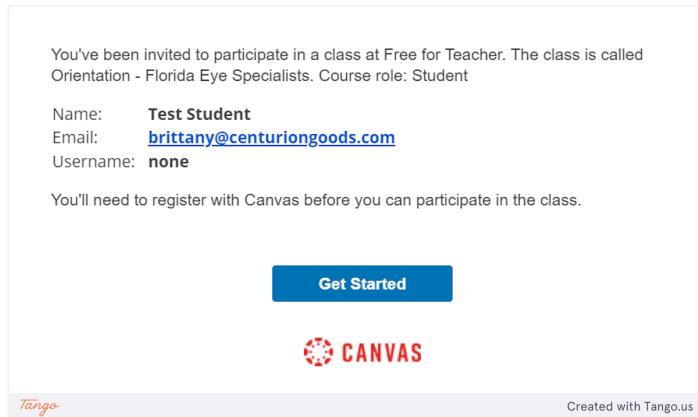
Cancel Start Over **Add Users**

Onboarding - Florida Eye Specialists	Teacher	Jul 16 at 12:49pm	05:59:45
Onboarding - Florida Eye Specialists	Student	Jul 16 at 12:18pm	02:34:11

Tango Created with Tango.us

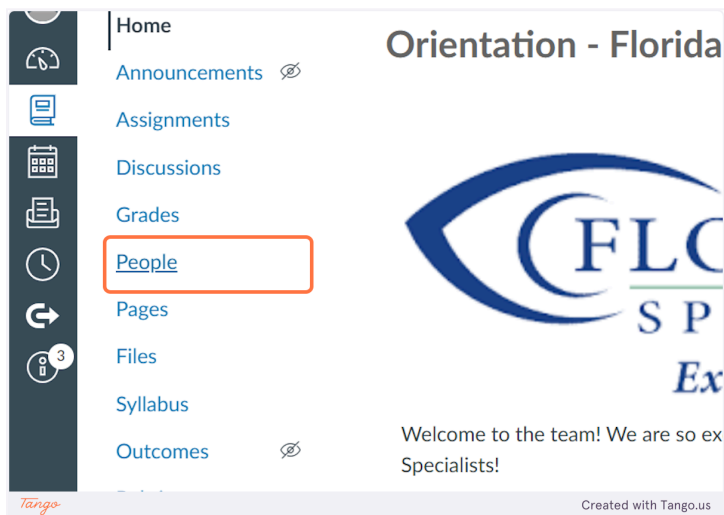


12. The new user will receive an email to enroll in the course.



Removing a Student from the Course:

1. Click on People





2. Click the 3 dots next to the student you would like to remove from the course.

ng - Florida alists	Student	Jul 16 at 1:24pm	02:27:12	⋮
ng - Florida alists	Student	Jul 2 at 1:32pm	02:43:41	⋮
ng - Florida alists	Student			⋮
ng - Florida alists	Student	Jul 2 at 6:43am	09:46	⋮
ng - Florida alists	Teacher	Jul 16 at 12:49pm	05:59:45	⋮

Tango Created with Tango.us

3. Choose "Remove from Course" and select "ok" on the onscreen prompting.

	Onboarding - Florida Eye Specialists	Student	Jul 2 at 1:32pm	02:43:41	⋮
	Onboarding - Florida Eye Specialists	Student			⋮
il.com	Onboarding - Florida Eye Specialists	Student	Jul 2 at 6:43am	09:46	⋮
pecialists.com	Onboarding - Florida Eye Specialists	Teacher	Jul 16 at 12:49pm		⋮
lists.com	Onboarding - Florida Eye Specialists	Student	Jul 16 at 12:18pm		⋮

 **Remove From Course**

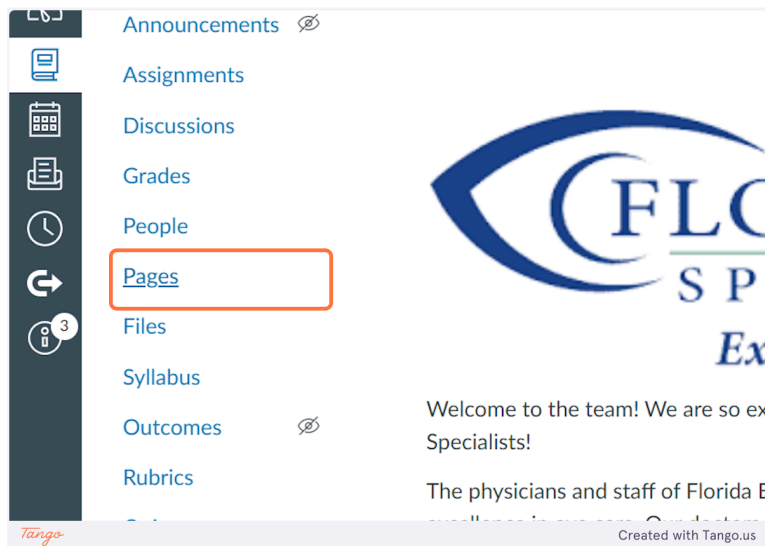
 New Analytics

Tango Created with Tango.us

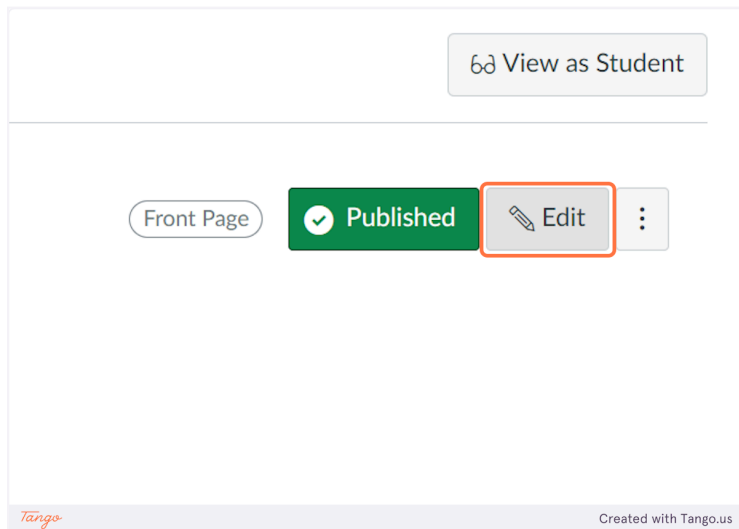


Managing Canvas Pages:

1. Click on Pages

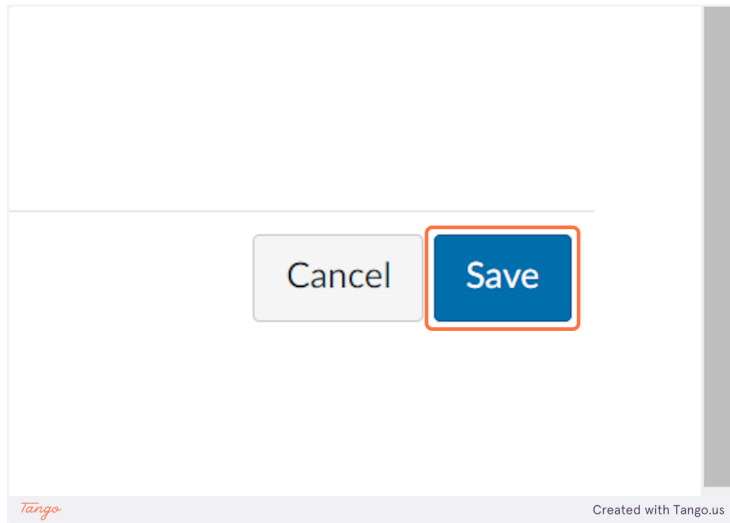


2. You can edit any page by clicking the "edit" button in the upper right corner.

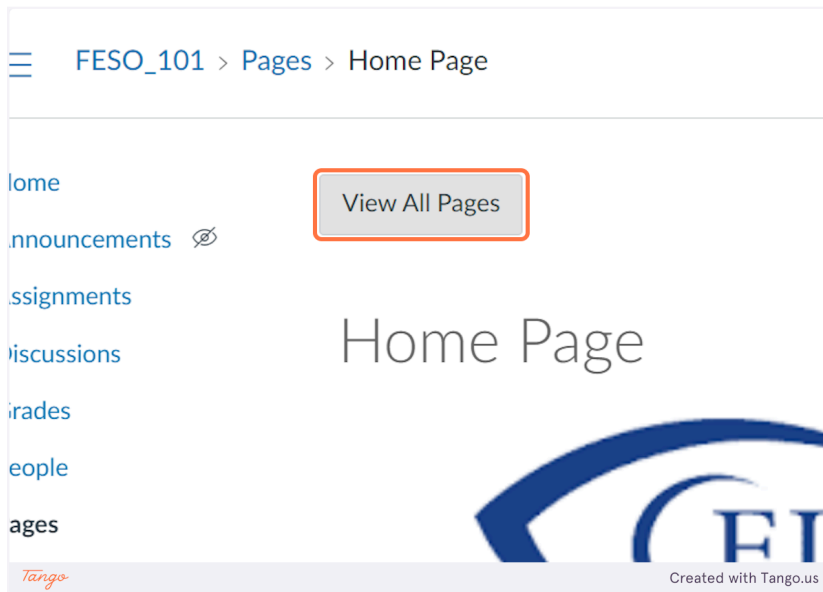




3. Make sure to save any changes you make before navigating to a new page.

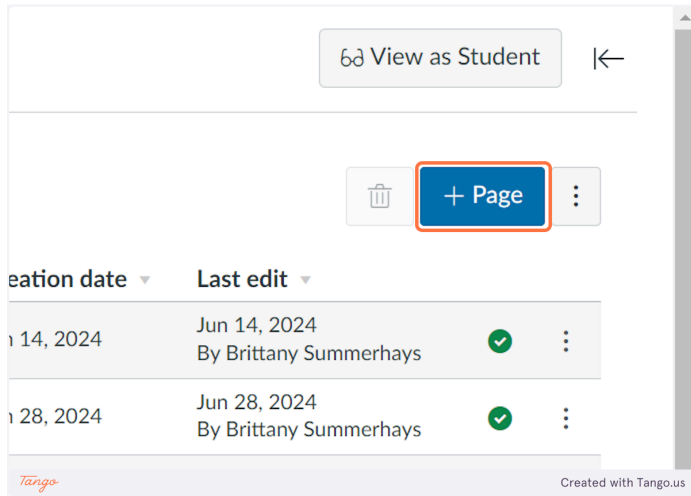


4. To see all course pages, click on View All Pages

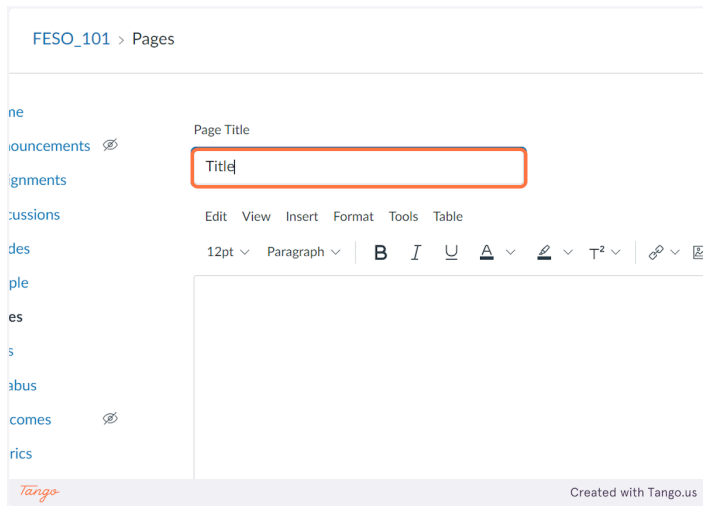




5. To add a new page, click on +Page

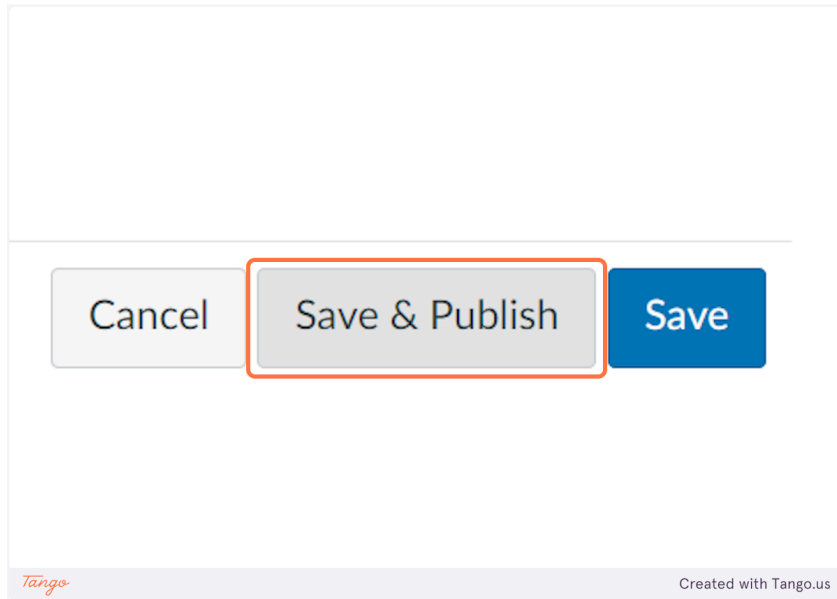


6. Type in a title for your new page. This will appear automatically at the top of your page.. Type body text in the rectangular space below the title.

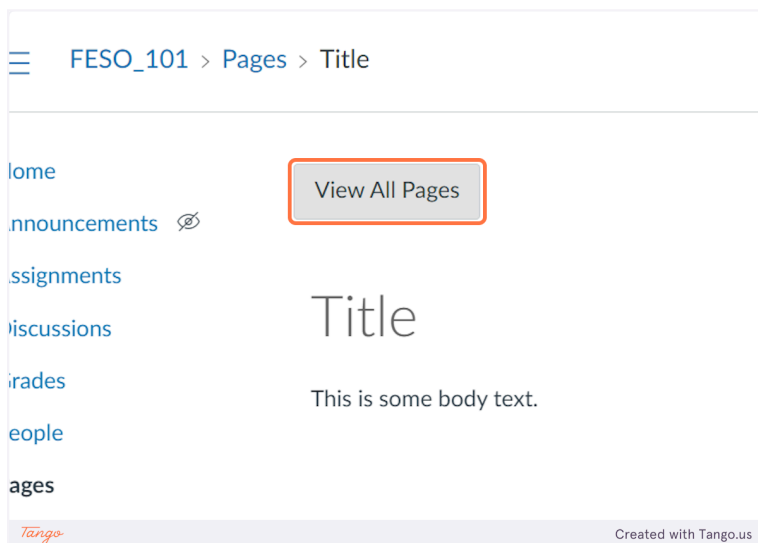




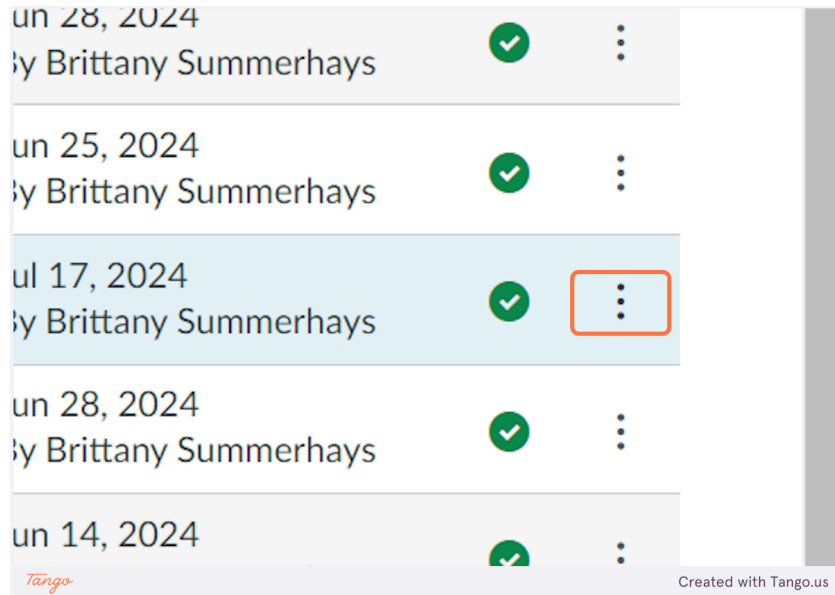
7. When finished creating your page, click on Save & Publish



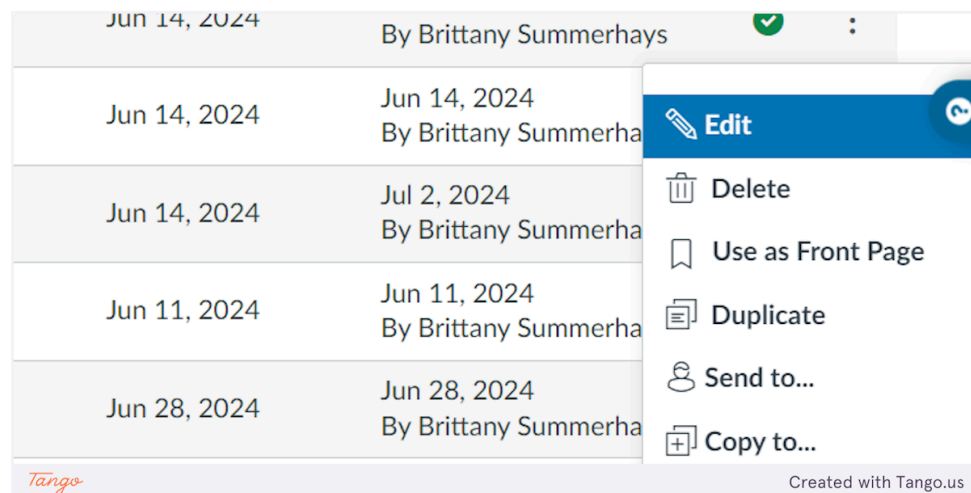
8. You will then see a preview of the page you just created. To see all course pages again, click on View All Pages



9. To edit, delete, or duplicate pages more quickly, click on the 3 dots next to the page on the "all pages" section.



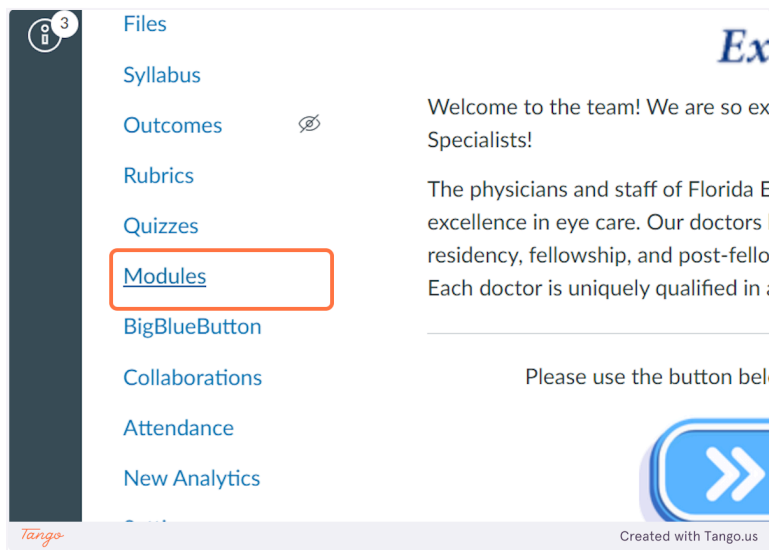
10. Then choose the option that best fits your needs - Delete, Make front page, duplicate, or copy to another course.



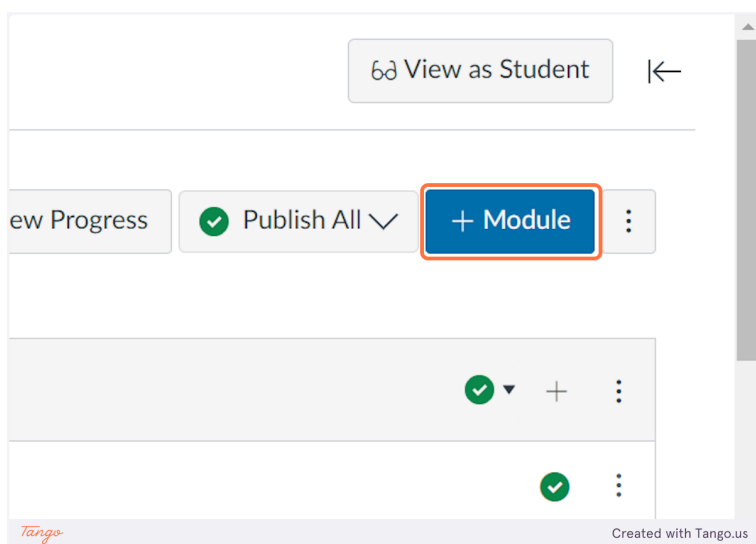


Creating and Managing Modules in Canvas:

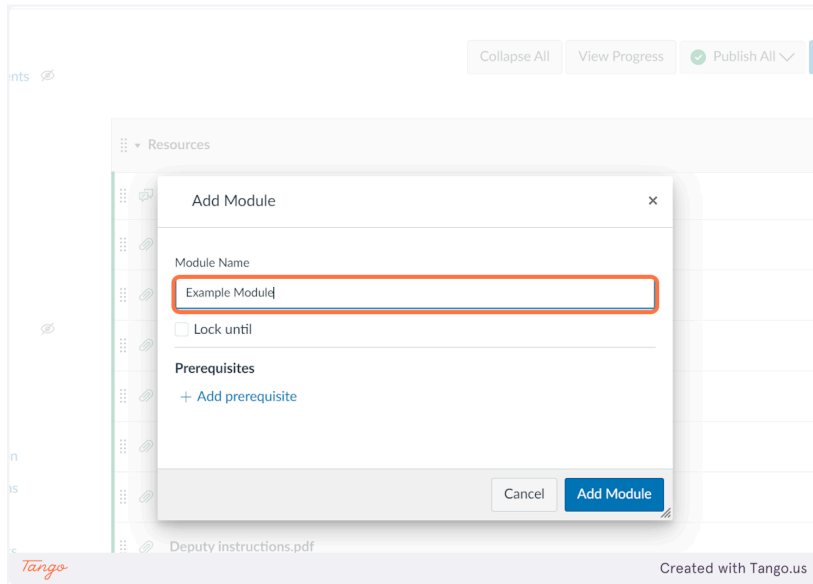
1. Click on Modules



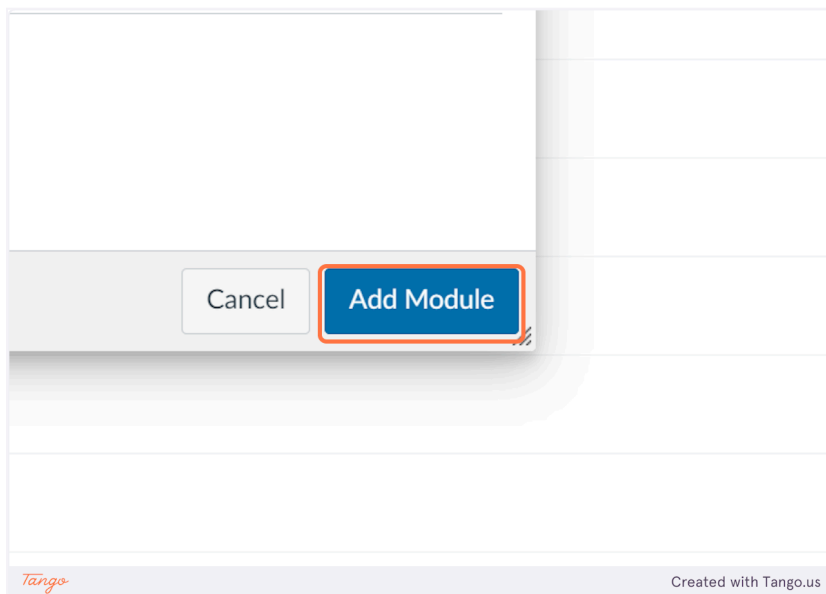
2. To add a new module, click +Module in the upper right hand corner.



3. Type the title of your new module.

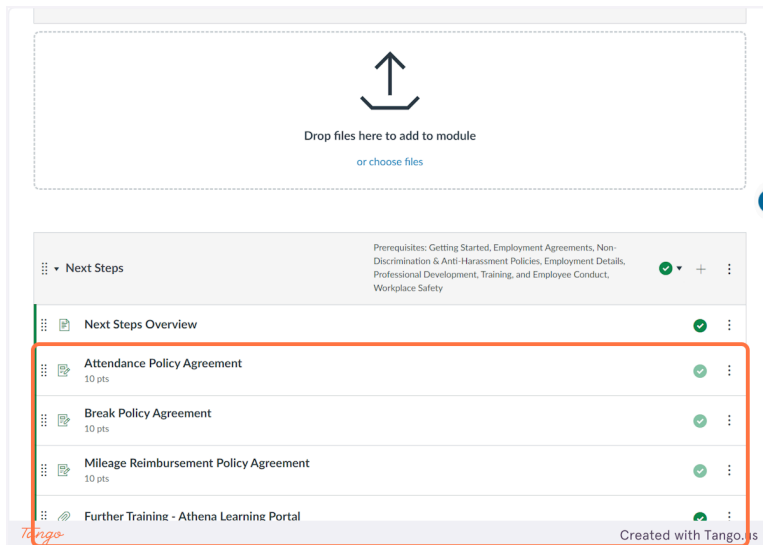


4. Click on Add Module

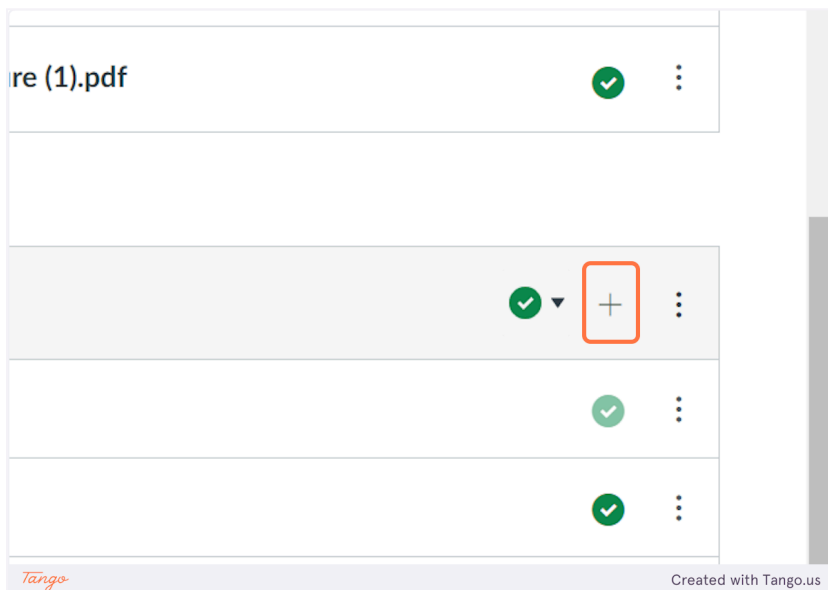




5. To move module positions/order, drag content by clicking the 6 dots on the left-hand side of the element.

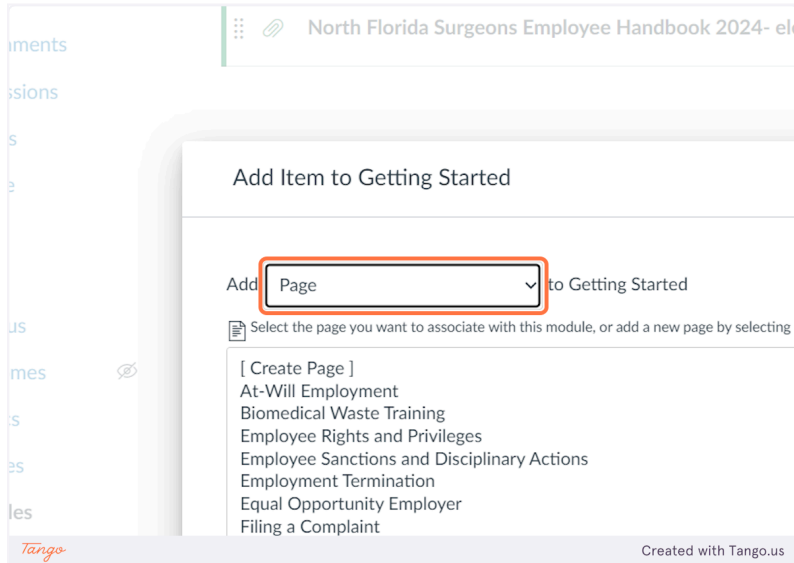


6. To add content to a module, click the + in the upper right corner of the module.

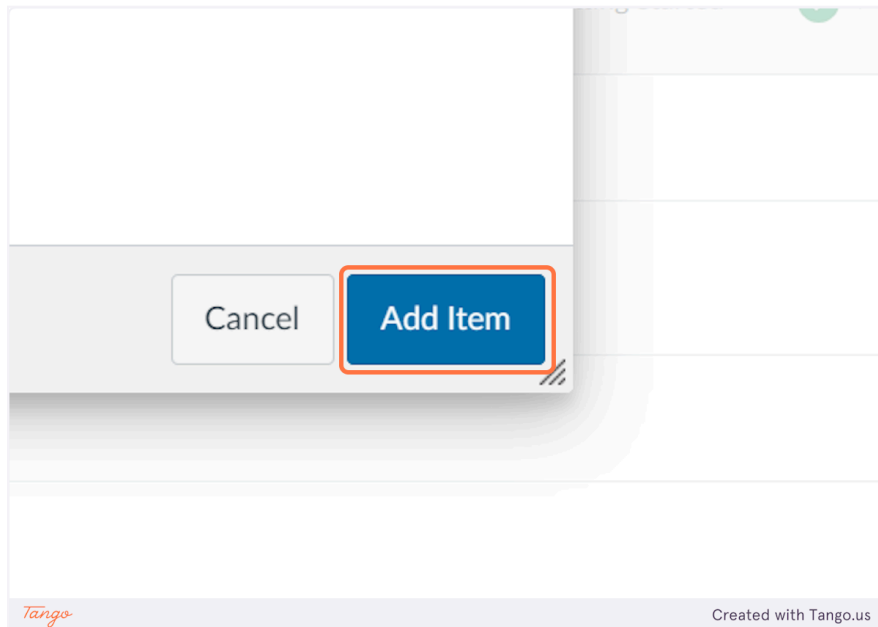




7. Select the content you would like to add (pages, quizzes, assignments, etc.)

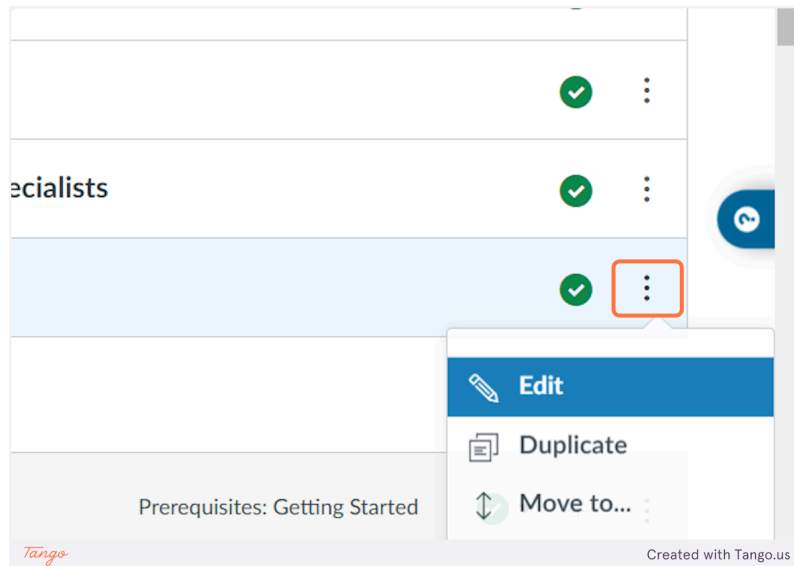


8. Click on Add Item to add it to the module.



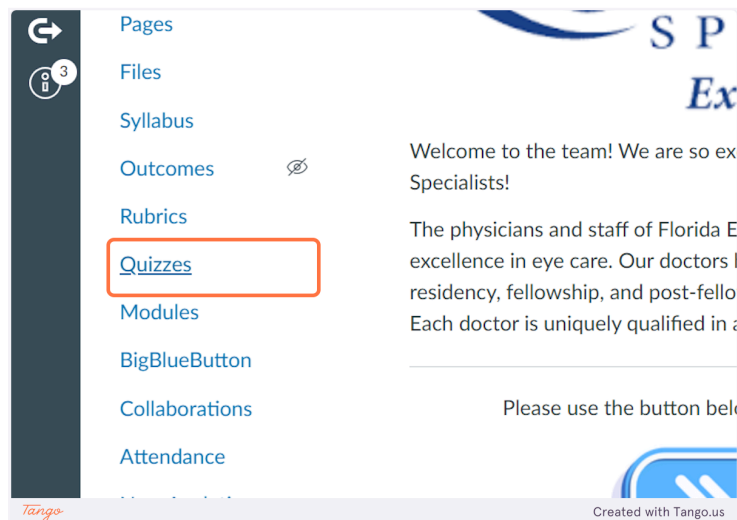


9. To manage items already within a module, click the 3 dots on the right hand side of the element.



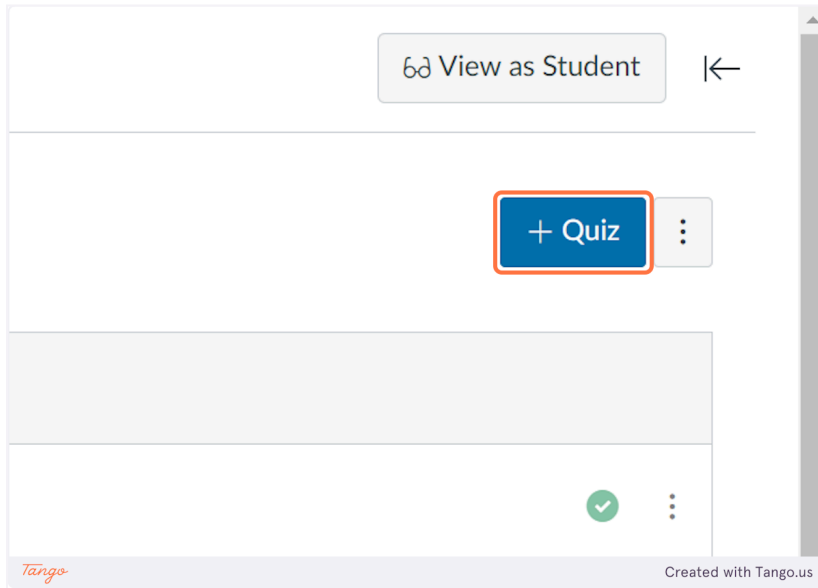
Creating a New Quiz in Canvas:

1. Click on Quizzes

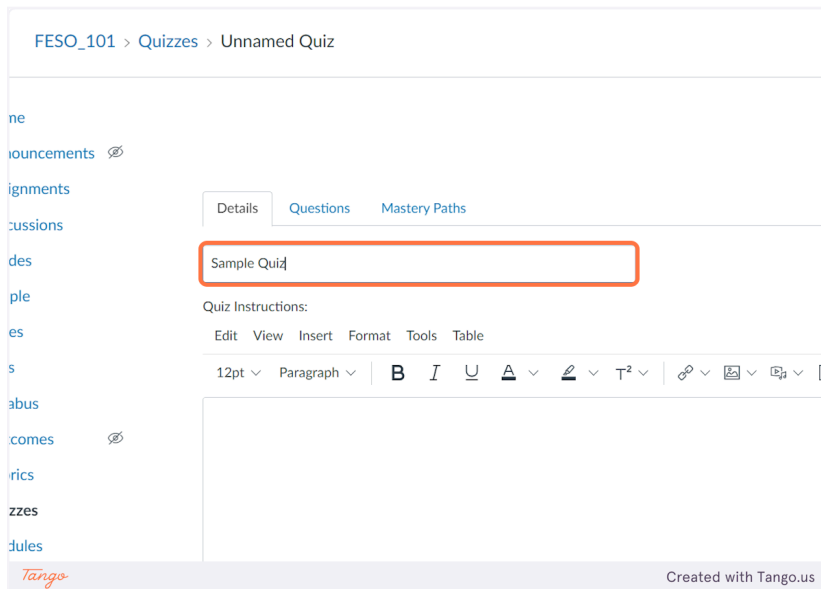




2. Click on Add Quiz



3. Type in the title of your quiz and your quiz directions.





4. Click on Questions

101 > Quizzes > Unnamed Quiz

its

Details Questions Mastery Paths

Sample Quiz

Quiz Instructions:

Edit View Insert Format Tools Table

Tango Created with Tango.us

5. Click on New Question...

Details Questions Mastery Paths

+ New Question + New Question Group

☐ Notify users this quiz has changed

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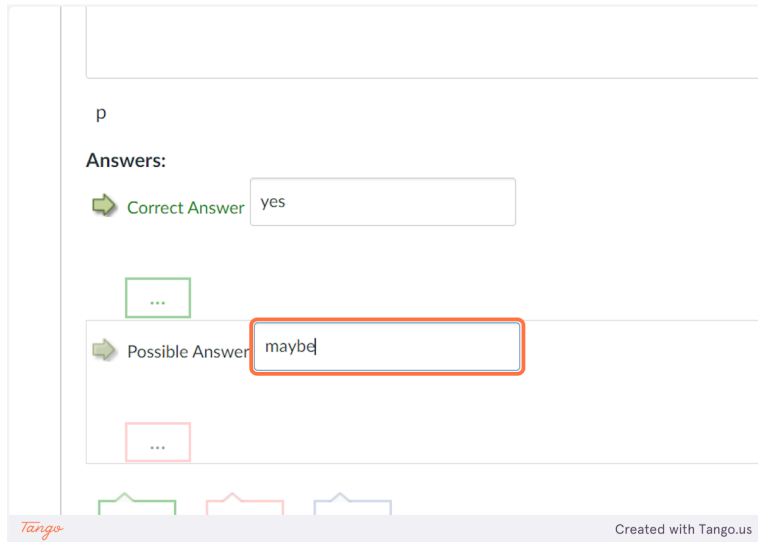
6. Select the type of question you would like to add using the drop down menu.

This screenshot shows the top portion of a question creation form. At the top, there is a label "Question" followed by a dropdown menu currently set to "Multiple Choice", which is highlighted with a red rectangular box. Below this, a text prompt reads: "Enter your question and multiple answers, then select the one correct answer." Underneath is a section labeled "Question:" followed by a rich text editor toolbar with options like "Edit", "View", "Insert", "Format", "Tools", and "Table". The toolbar also includes formatting icons for bold, italic, underline, text color, background color, and text alignment. A large text area for the question is visible below the toolbar. The bottom of the interface shows a "Tango" logo and the text "Created with Tango.us".

7. For multiple choice questions, make sure to add the correct answer first.

This screenshot shows the answer creation section of the form. It starts with a "p" label. Below it is a section labeled "Answers:". The first entry is a "Correct Answer" indicated by a green arrow icon, with a text field containing the word "yes" highlighted by a red rectangular box. Below this is a green box containing three dots "...". The next entry is a "Possible Answer" with a text field containing the word "False". At the bottom, there is a red rectangular box. The bottom of the interface shows a "Tango" logo and the text "Created with Tango.us".

8. Then add other possible answers.



p

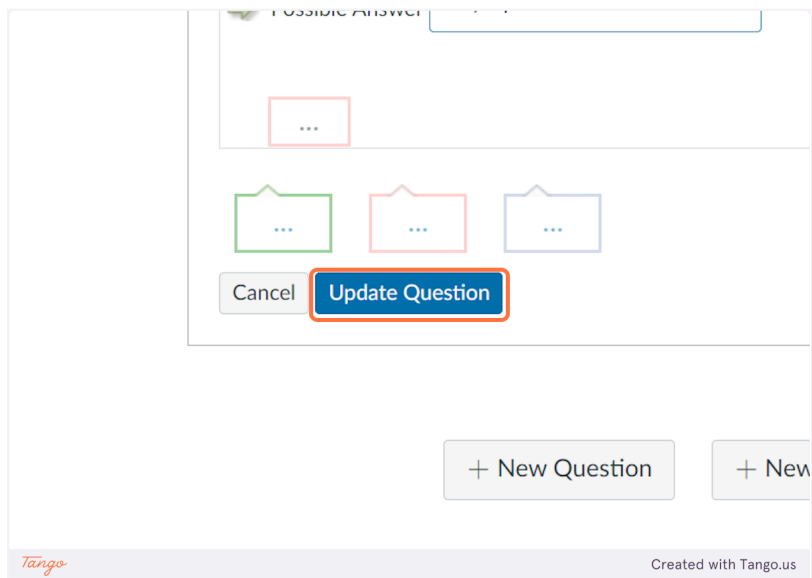
Answers:

Correct Answer yes

Possible Answer maybe

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9. Click on Update Question to save your question.



Cancel Update Question

+ New Question + New

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10. When you are done adding questions, click on Save & Publish

Cancel

Save & Publish

Save


Created with Tango.us

11. Click on Preview to see the final version of your quiz.

Time Limit

No Time Limit

Multiple Attempts

No

View Responses

Always

How Correct Answers

Immediately

Question at a Time

No

For	Available from	Until
Everyone	-	-

Preview


Created with Tango.us

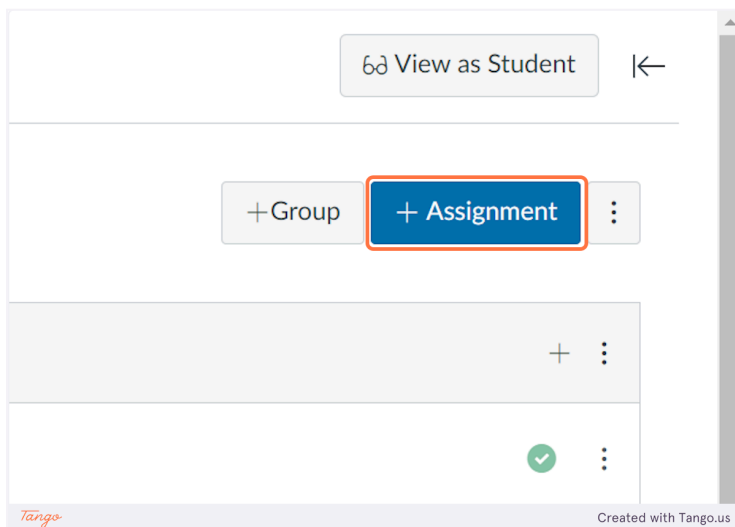


How to Create an Assignment in Canvas:

1. Click on Assignments



2. Click on +Assignment





3. Type the title of your assignment and the directions to complete the assignment in the text boxes.

Assignments > Create new

Not Published

Details Mastery Paths

Assignment Name

Sample Assignment

Edit View Insert Format Tools Table

12pt Paragraph B I U A L T

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4. Assign a point value for the assignment

p

Points 10

Assignment Group Assignments

Display Grade as Points

☐ Do not count this assignment towards the final grade

Submission Type Online

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5. Make sure to choose how students will submit the assignment.

This screenshot shows a configuration window for "Submission Type". At the top, a dropdown menu is set to "Online". Below this, under the heading "Online Entry Options", there are five checkboxes: "Text Entry" (checked), "Website URL" (unchecked), "Media Recordings" (unchecked), "Student Annotation" (unchecked), and "File Uploads" (checked). The "File Uploads" option is highlighted with a light blue background. At the bottom of the options, there is an unchecked checkbox for "Restrict Upload File Types". The interface includes a "Tango" logo in the bottom left and the text "Created with Tango.us" in the bottom right.

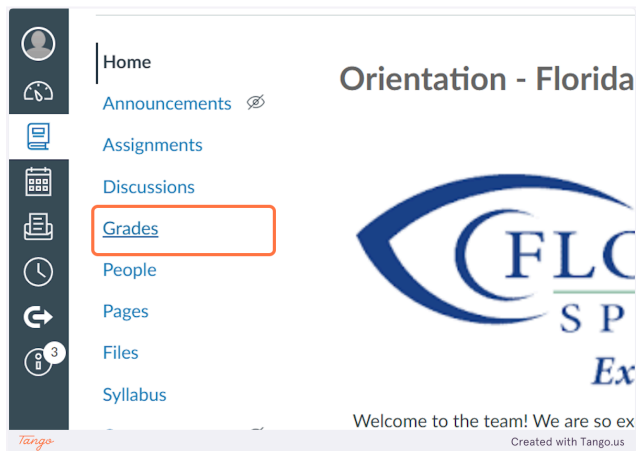
6. Click on Save & Publish to successfully create the assignment

This screenshot shows the bottom of the configuration window, featuring three buttons: "Cancel", "Save & Publish", and "Save". The "Save & Publish" button is highlighted with an orange rectangular border. The "Save" button is a solid blue color. The "Cancel" button is a light gray color. The interface includes a "Tango" logo in the bottom left and the text "Created with Tango.us" in the bottom right.

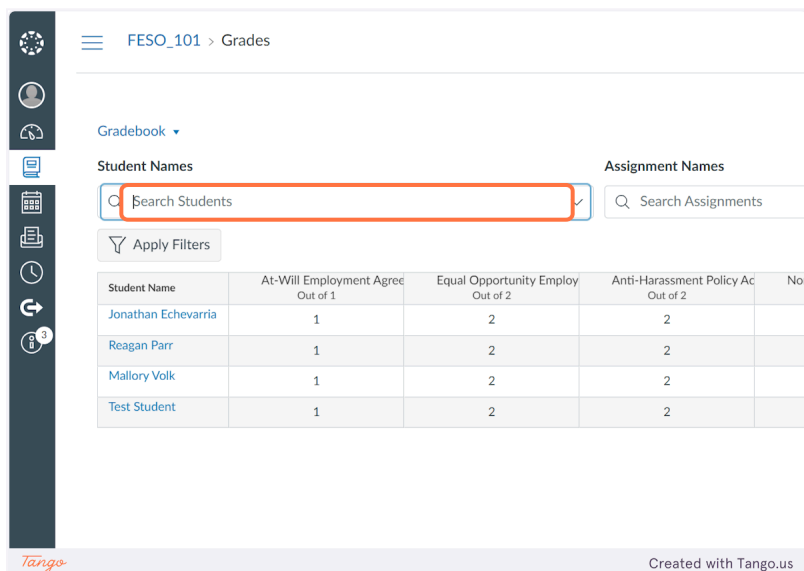


How to Grade Student Assignments on Canvas:

1. Click on Grades



2. You can filter by student name or assignment name to more easily find what you are looking for in the gradebook.





3. Find the ungraded assignment and click the grading icon

Cal Waste Quiz Out of 10	Mileage Reimbursement Po Out of 10	Break Policy Out of
10	-	-
10	10	
10		
-	-	-

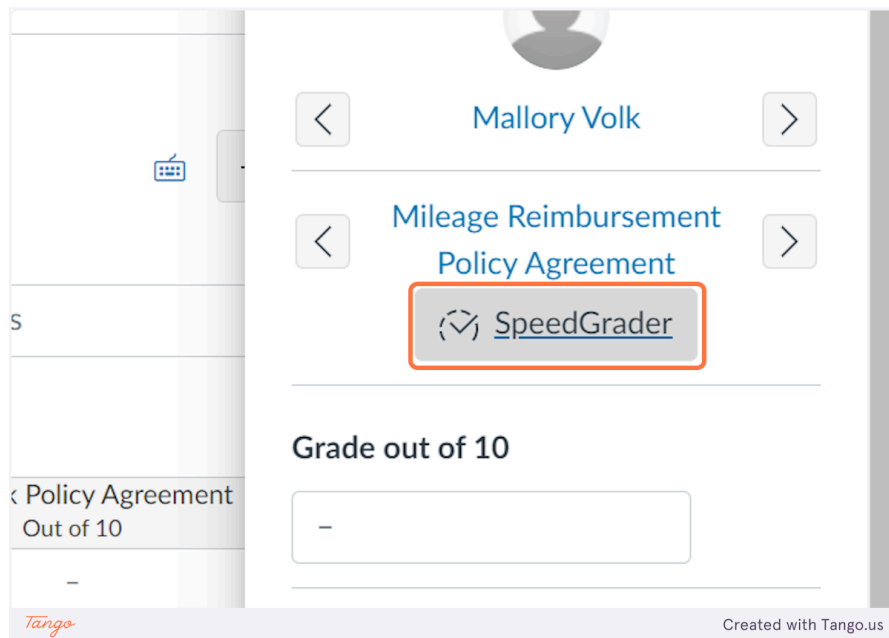
Tango Created with Tango.us

4. Click on Open submission tray

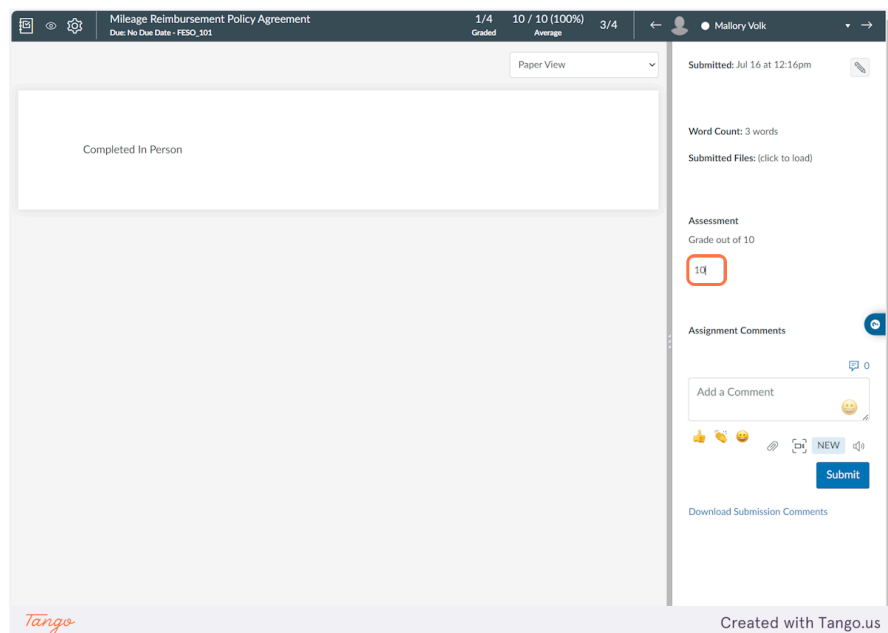
Quiz	Mileage Reimbursement Po Out of 10	Break Policy Agreement Out of 10
	-	-
	10	
	/10	
	-	-

Tango Created with Tango.us

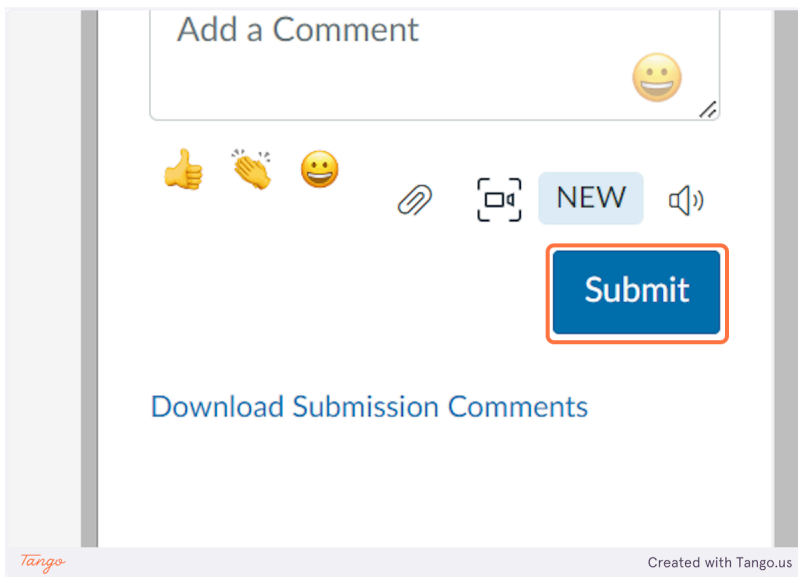
5. Click on SpeedGrader



6. View the assignment submission and input the appropriate grade and comments.

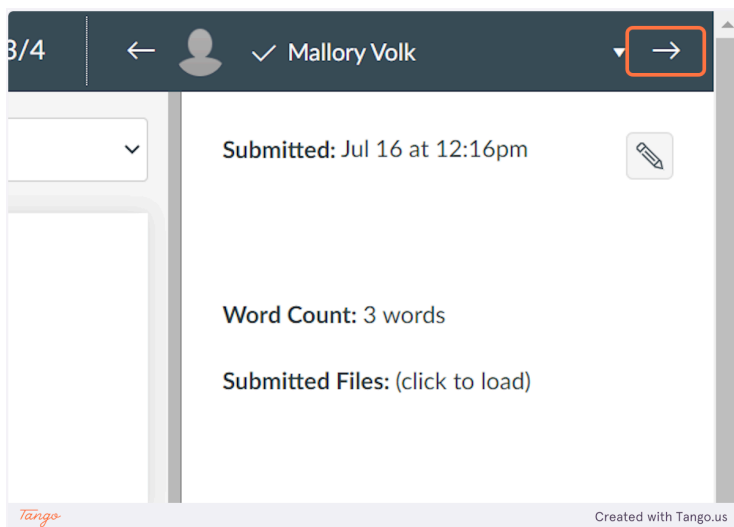


7. Click on Submit



A screenshot of a web form for adding a comment. At the top is a text input field labeled "Add a Comment" with a smiley face emoji icon to its right. Below the input field are several icons: a thumbs up, a clapping hands, another smiley face, a paperclip, a screen with a plus sign, a blue button labeled "NEW", and a speaker icon. A blue button labeled "Submit" is highlighted with a red rectangular border. Below the icons is a link that says "Download Submission Comments". At the bottom left is a "Tango" logo and at the bottom right is the text "Created with Tango.us".

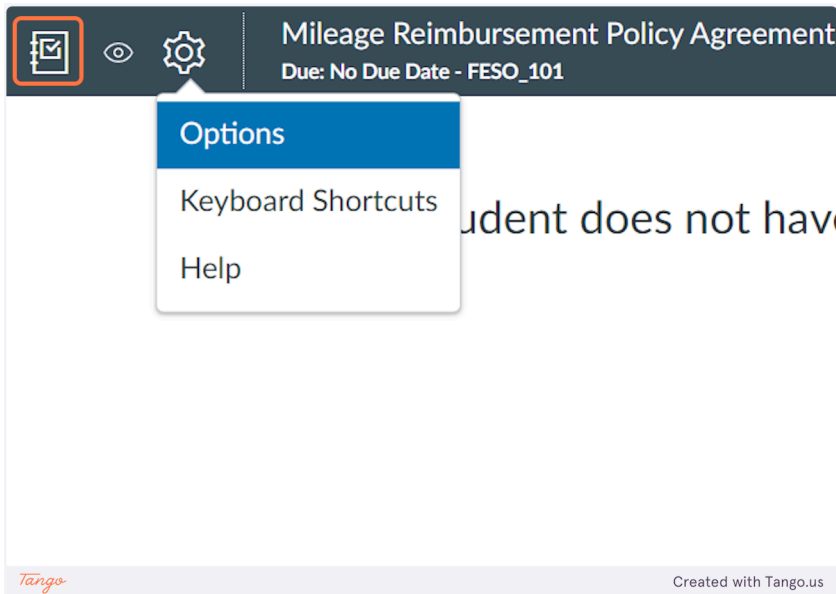
8. Click on the next arrow in the upper right corner to move on to the next student submission.



A screenshot of a student submission card. The top header bar is dark blue and contains the text "3/4", a left arrow, a user icon, a checkmark, the name "Mallory Volk", a dropdown arrow, and a right arrow which is highlighted with a red rectangular border. Below the header, the card displays submission details: "Submitted: Jul 16 at 12:16pm" with a pencil icon to its right, "Word Count: 3 words", and "Submitted Files: (click to load)". At the bottom left is a "Tango" logo and at the bottom right is the text "Created with Tango.us".

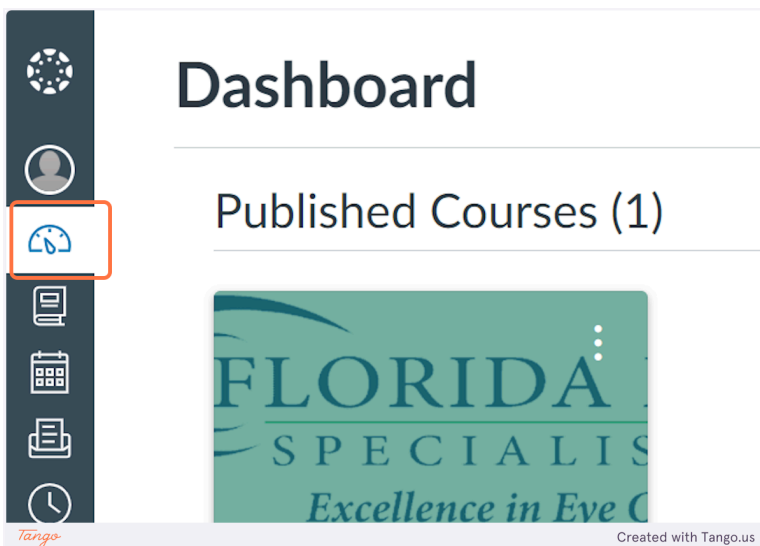


9. Click on the Gradebook when finished to go back to the gradebook.



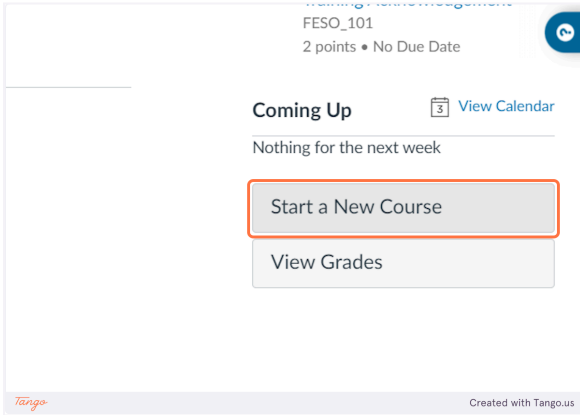
Creating and Publishing a New Course on Canvas:

1. Click on Dashboard

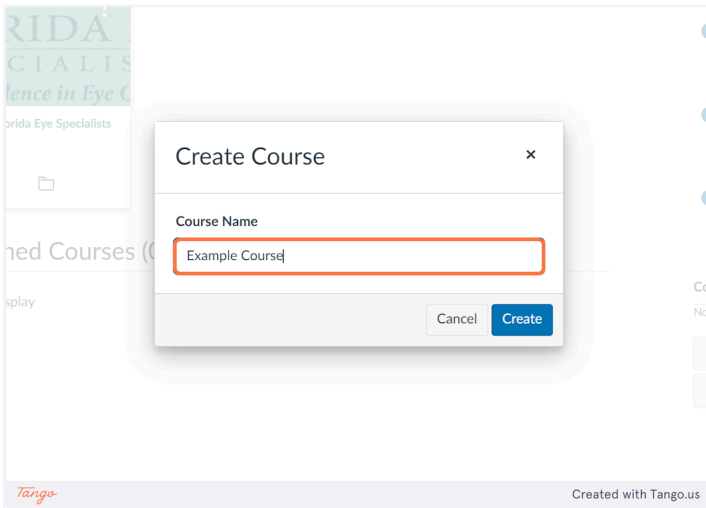




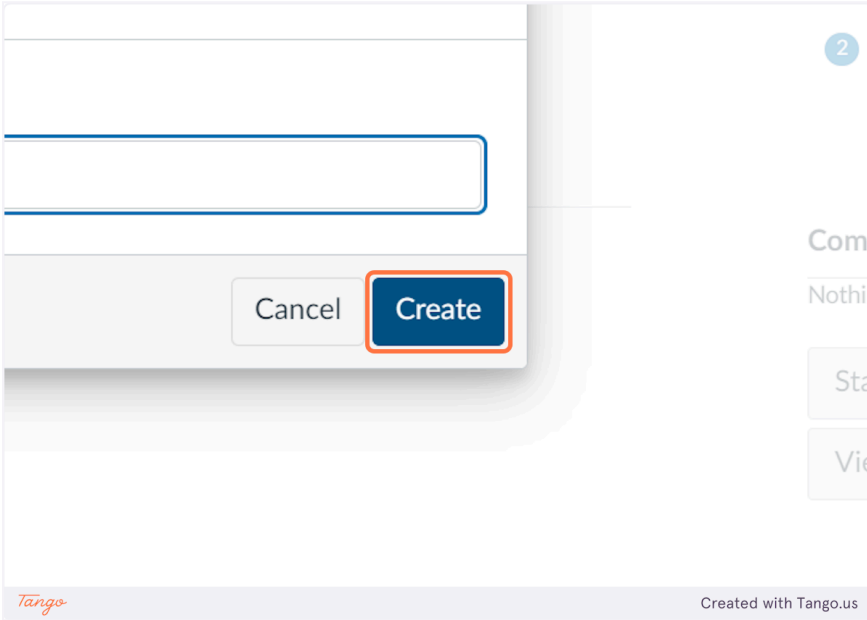
2. Click on Start a New Course in the lower right hand corner



3. Name your course



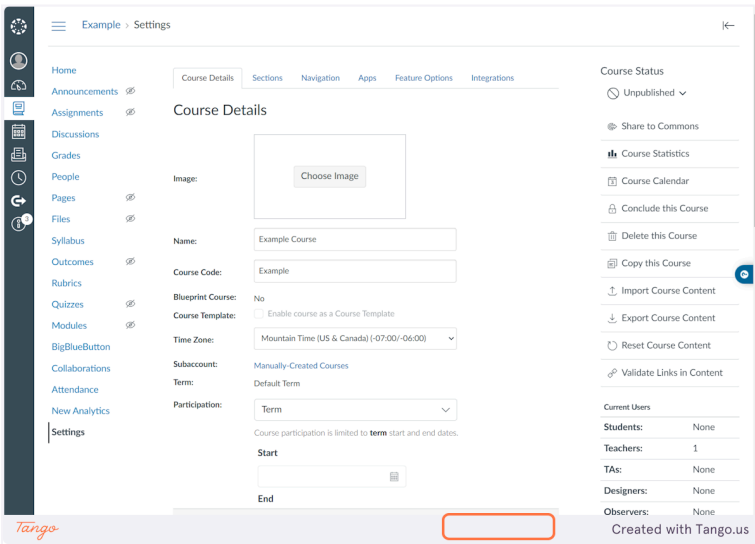
4. Click on Create



Cancel Create

Created with Tango.us

5. Fill in all of your course details, then click "Update Course Details"



Example > Settings

Course Details

Name: Example Course

Course Code: Example

Blueprint Course: No

Course Template: ☐ Enable course as a Course Template

Time Zone: Mountain Time (US & Canada) (-07:00/-06:00)

Subaccount: Manually-Created Courses

Term: Default Term

Participation: Term

Start:

End:

Update Course Details

Course Status

Unpublished

Share to Commons

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students: None

Teachers: 1

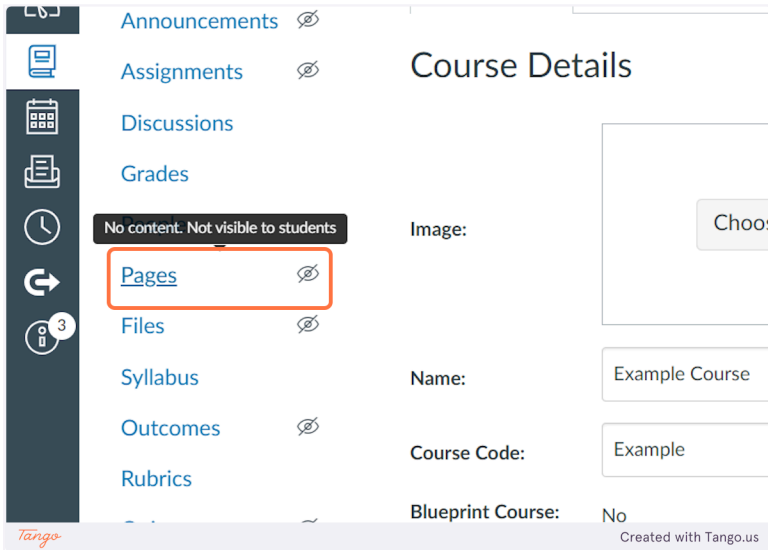
TAs: None

Designers: None

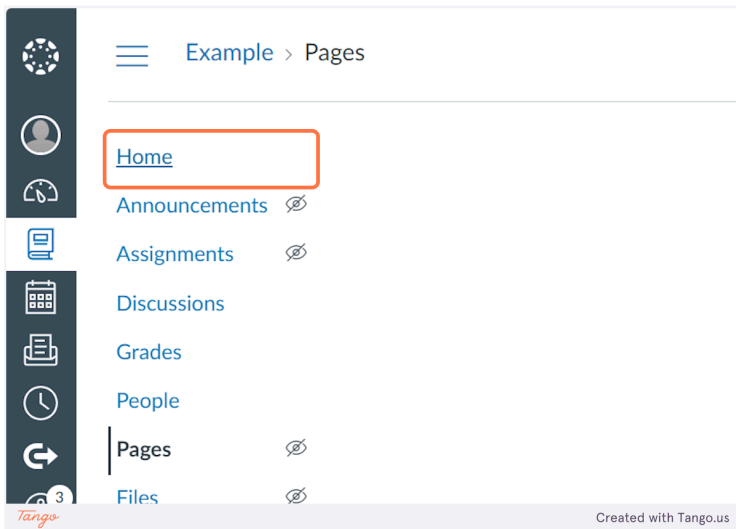
Observers: None

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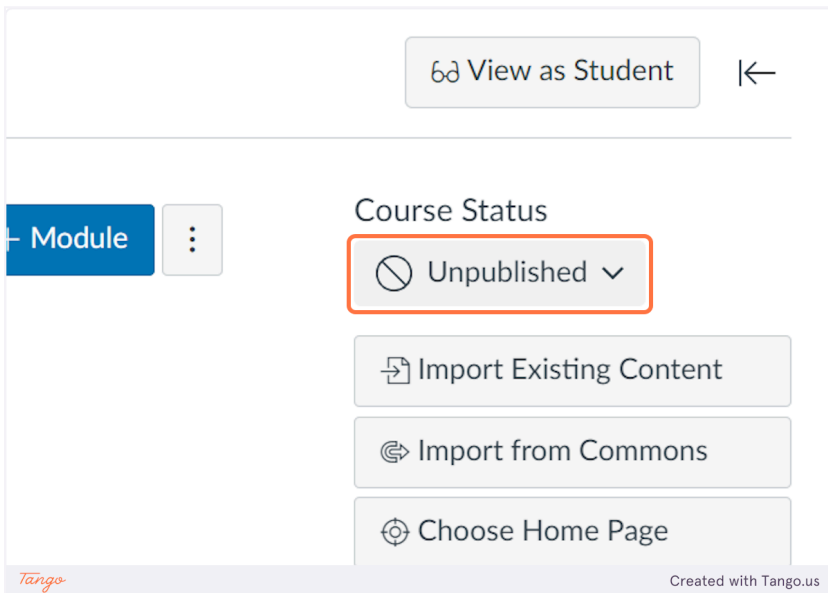
6. Add pages, Modules, Assignments, and Quizzes as needed using the navigation on the left side of the course.



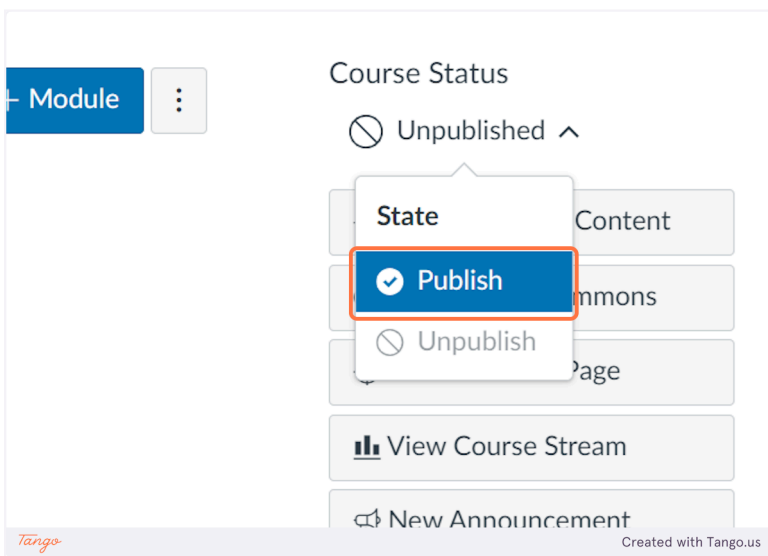
7. When finished adding content, Click on Home



8. Click on the drop down under "course status"



9. Click on Publish to publish the course and allow student enrollment and interaction.

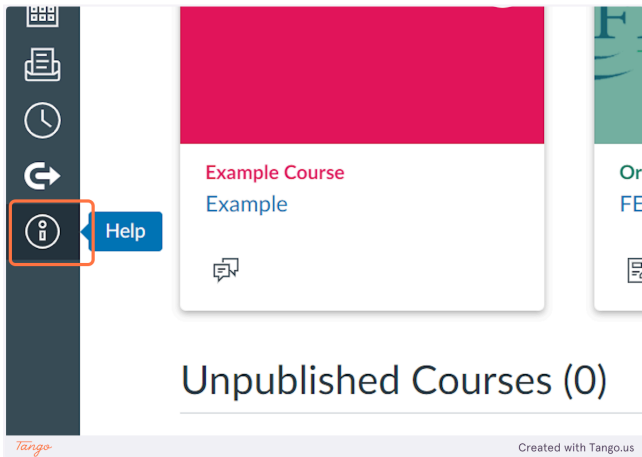


Need further help with Canvas?

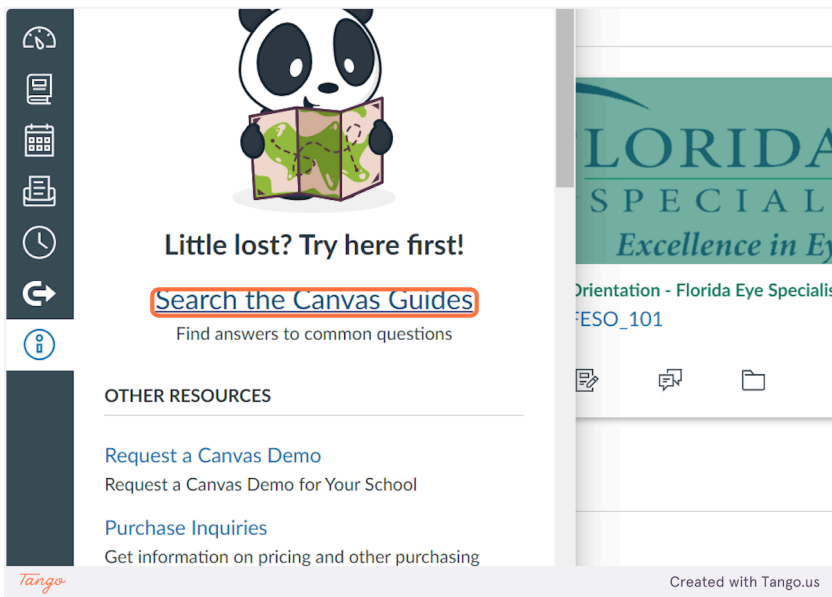
If you have a question that was not addressed in this guide, you can use the Canvas Guides community to find more help.



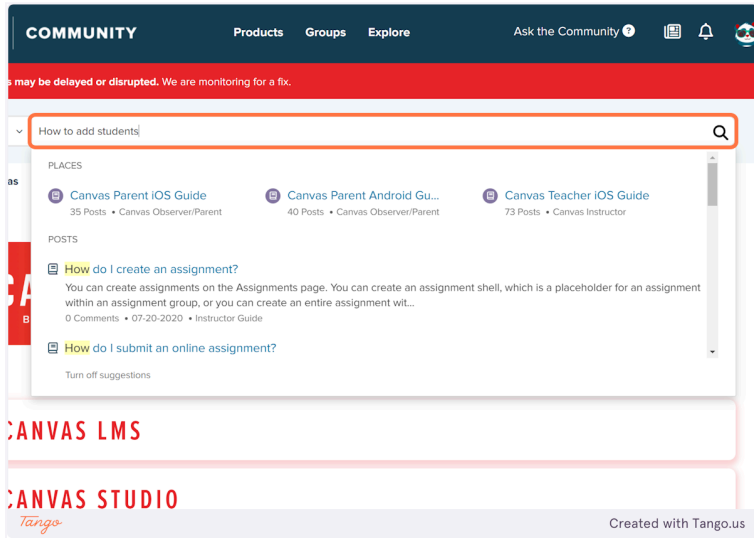
1. Navigate to your dashboard and click on Help



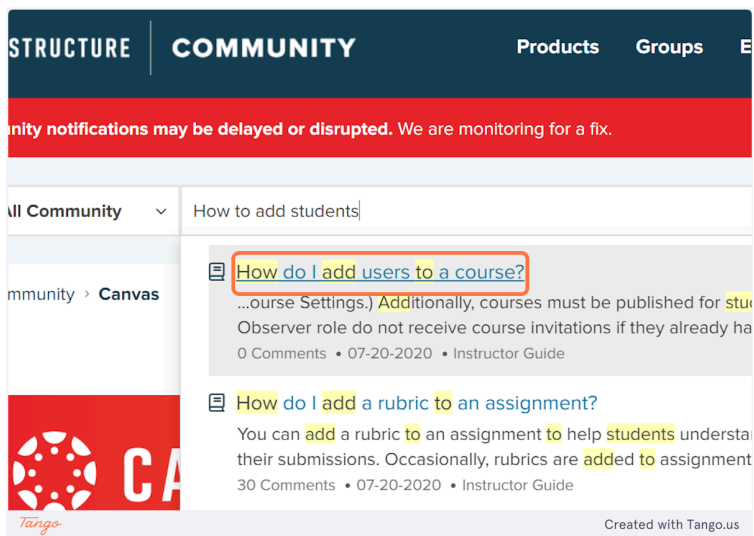
2. Click on Search the Canvas Guides



3. Type your question or topic in the search bar.



4. Choose the result that best matches your needs and explore the community.



5. Ask for help from the instructional designer

If you still need help with course content, please reach out to the designer, Brittany Summerhays, at **brittany.m.summerhays@gmail.com**.