

# 5 Tips for Setting up Your Canvas Course

The following tips are included in the Canvas Guide for Faculty. They are strongly recommended if you are setting up your Canvas course for the first time.

If you have not logged into Canvas before, go to the OCAD U website, click “Log In” from the top right, then select Canvas. Once you are in Canvas, click on the Courses tab from the left hand side and select the appropriate course. You are now ready to begin building your online learning environment.

## 1. Add Outline

Every OCAD University course is required to have an outline posted in Canvas. The Course Outline Builder will walk you through the process of setting up your outline, including creating your assignments and (if you choose to use them) your modules as you go.

A template is available on the FCDC website which can be used to construct content in advance. This content can then be cut and pasted into the Builder when you have access to Canvas.

## 2. Set Course Homepage

The homepage is the first thing that students see when they open your Canvas course. As a result the homepage sets the tone for their experience and tells them how to navigate your course.

In order to build a cohesive online environment, the recommended option is to create a Custom Home Page - an unique or tailored page that provides visuals and links to other pages in your Canvas environment. A Custom Home Page is suitable for highlighting the personality of the course or introducing you in greater detail.

## 3. Add Assignments

Setting up your assignments in Canvas not only helps your students keep track of the work that is expected of them, it allows you to track their submissions and keep a copy of their work. Electronic submission of assignments makes it easy to attach a grading rubric, grade online (including online feedback) and prepares you for turning in grades at the end of the term.

## 4. Configure Your Notifications

By configuring your notifications you can make sure you never miss a message from your students. Notifications are part of a larger Communication module that includes information on Announcements and how they differ from your Inbox.

## 5. Organize Content Into Modules

This important tool allows you to organize your course content in an easy to understand, accessible manner. Modules make it easy for your students to access the files, assignments, and pages you have created around a topic, week or assignment and can help to re-enforce your course structure.