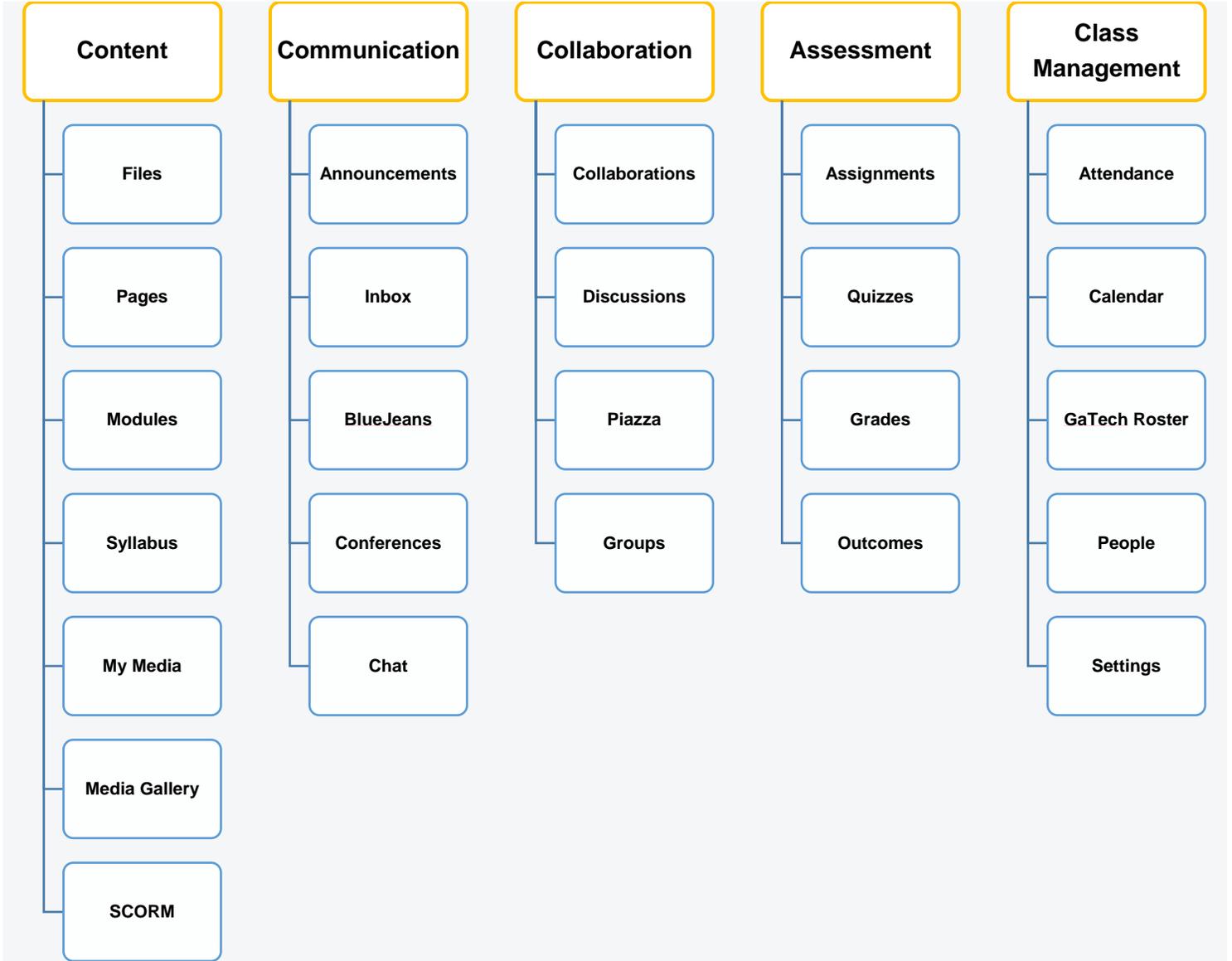


# Canvas Tools Overview



# Start of the Semester Canvas Checklist

## Customize

- 1. **Customize Your Profile** ([bit.ly/2vuCWQJ](https://bit.ly/2vuCWQJ))  
Add a picture of yourself or an avatar that represents you to your Canvas profile, customize your time zone and contact methods.
- 2. **Customize Notification Preferences** ([bit.ly/2vN6CI1](https://bit.ly/2vN6CI1))  
Set up how often you want to be notified of course events.
- 3. **Customize Your Course List** ([bit.ly/2OmUNjg](https://bit.ly/2OmUNjg))  
Customize the active courses you want to show in your course list.
- 4. **Customize Your Course Navigation** ([bit.ly/2M64rtS](https://bit.ly/2M64rtS))  
Remove unused tools from the course navigation and reorder those you are going to use.

## Review

- 5. **Check for Broken Links in Your Course** ([bit.ly/2AVfFfG](https://bit.ly/2AVfFfG))  
Verify all external links throughout your course to ensure they are valid.
- 6. **Review Your Course Details** ([bit.ly/2OSEeg8](https://bit.ly/2OSEeg8))  
Review and manage the course identification details, course Dashboard image, Blueprint information (if any), file storage data, course grading scheme, course license, course visibility, course format, etc..
- 7. **Check Your Course in Student View** ([bit.ly/2vut7C6](https://bit.ly/2vut7C6))  
Check how the course will appear to your students by using **Student View**.

## Publish

- 8. **Publish Your Course** ([bit.ly/2CM9Lu2](https://bit.ly/2CM9Lu2))  
Courses are by default unpublished in Canvas. Your students won't be able to access your course until it is published. Remember to publish it before the semester starts.

## Communicate

- 9. **Welcome Your Students to the Class**  
Use **Inbox** or **Announcements** to send your students a welcome message. Also remind them that they can use the **Help** link in Canvas to get help.
- 10. **Get to Know Your Students**  
Use **GaTech Roster** to view your students' name, major and picture. Print it by using the photo grid view and use it to help you learn the names of your students.

# Canvas Tips and Tricks

## *When you accidentally hit the wrong button...*

### 1. Recover things in a course ([bit.ly/2nuR0W1](https://bit.ly/2nuR0W1))

Navigate to the home screen of your course and add "/undelete" to the tail of the URL in the web address bar. Click the **Restore** button next to the deleted item to recover it.

### 2. Restore Pages to a previous version ([bit.ly/2nmw6YV](https://bit.ly/2nmw6YV))

You can view the revision history of any page and choose to restore to a previous version.

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## *When you want to save time...*

### 3. Use keyboard shortcuts ([bit.ly/2AXjT6l](https://bit.ly/2AXjT6l))

If a Canvas screen has keyboard shortcuts on it, you can view them by pressing the comma key or <shift>+<?>, which will trigger a popup window with the shortcuts in it. Press the esc key to close the popup window. Shortcuts for SpeedGrader are particularly useful.

### 4. Use shortcut Ctr/Command+k to insert links

This shortcut will trigger a popup window to allow you to quickly insert a link into a page.

### 5. Import quizzes instead of recreating them

If you have quizzes from your courses in T-Square, a publisher, or a Word document, they can be converted and imported to your course in Canvas. Contact Canvas support for assistance.

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## *When you want to be creative or smart...*

### 6. Use elements in the StyleGuide to design pages (<https://gatech.instructure.com/styleguide>)

If you know a bit of HTML, this style guide will help you to create very nice pages in Canvas.

### 7. Add external URL to course navigation by using the Redirect LTI ([bit.ly/2OTUcqp](https://bit.ly/2OTUcqp))

Redirect your students to an external website by adding the URL to the course navigation menu.

### 8. Show recent announcements on course home page

The **More Options** link at the bottom of the **Settings >> Course Details** might be often ignored, but it allows you to make decisions on using **Announcements**, **Discussions**, and **Grades**.

### 9. Mute assignments ([bit.ly/2M9dfPZ](https://bit.ly/2M9dfPZ))

This allows you to hold releasing grades while you are grading assignments.

### 10. Set up a time to provide quiz feedback ([bit.ly/2LZqYVk](https://bit.ly/2LZqYVk))

Quizzes by default allow students to view their response and correct/incorrect answers right after they submit a quiz. Change this setting if that's not how you want the feedback to be given.