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Getting Started in Canvas

How do I access Canvas?

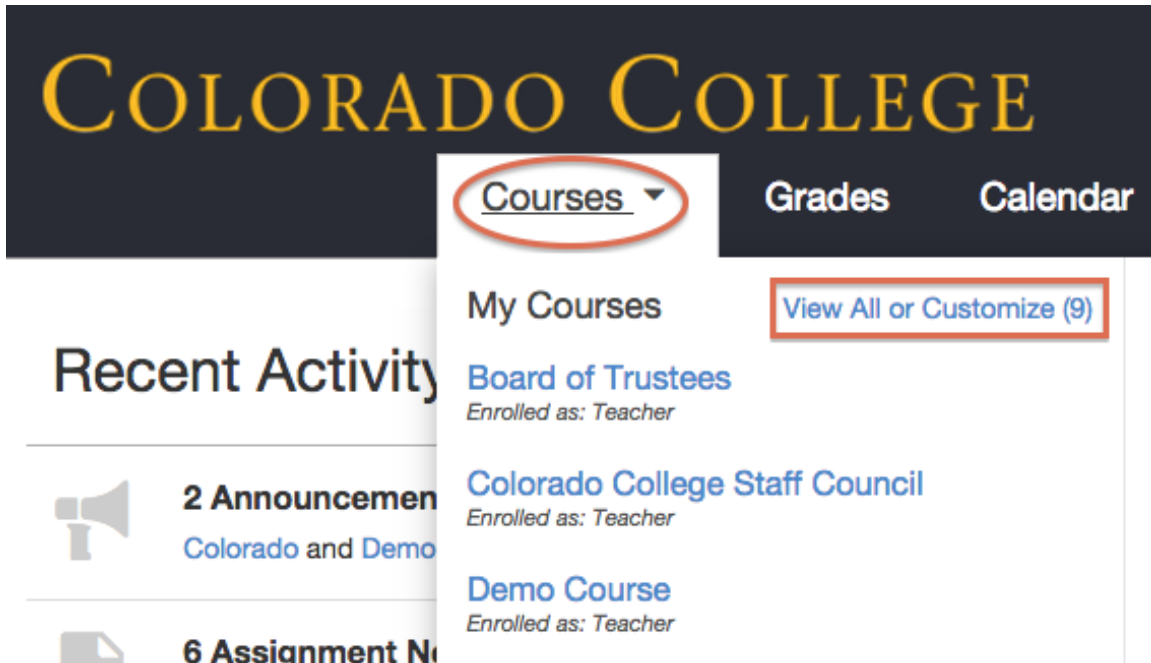
Canvas can only be accessed through the single sign-in (SSI) link on the College's website. This is true whether you are on-campus or off. To access single sign-in, browse to www.coloradocollege.edu and scroll to the bottom of the page. Click the "Sign into CC" link. Click the Canvas button, and enter your CC username and password when prompted.

A screenshot of the "SIGN INTO CC" page. The page has a light beige background. At the top left, the text "SIGN INTO CC" is displayed in a dark red font. Below this, a line of text reads "Access Colorado College services with your main CC username and password." There are two columns of service buttons. The left column contains: "EMAIL OFFICE 365" (blue button with an envelope icon), "EVENTS MANAGEMENT" (dark brown button with a calendar icon), and "BANNER (SSB)" (orange button with a person and list icon). The right column contains: "CANVAS" (orange button with an open book icon), "SUMMIT" (green button with a map icon), and "INB (PROD)" (black button with a person and list icon). Below these buttons, a small italicized note says "For internal use only: Banner TEST SSB and INB". At the bottom of the main section, a line of text reads "To sign out, close down the browser session completely (all tabs)". On the right side of the page, there is a separate box titled "Other accounts" with the text "These services require distinct usernames and passwords." Below this title are four buttons: "GOLD CARD MANAGEMENT" (orange button with a card icon), "CC BASE CAMP PORTAL" (purple button with a flag icon), "ATHLETE PORTAL" (yellow button with a running person icon), and "FINANCIAL AID" (red button with a dollar sign and hand icon).

How do I find my course once I'm in Canvas?

When you click the Canvas button on the CC SSI page, you'll land on the Canvas dashboard. The dashboard allows you to see activity that has taken place in your courses recently. At the top of the dashboard is a banner that is fixed—it stays in place no matter where you go in the Canvas platform. From this banner, you can view emails sent from your students through the Canvas platform, send emails to your students, get help with Canvas, set your notification preferences, access the grading interface, view the calendar of activities and due dates for your courses, and access the course you're teaching. Just click the "Courses" dropdown menu in the banner, and your current course will show. If you'd like to see past or future courses, click the "Courses" dropdown menu and choose "View All or Customize."

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When I log into Canvas, there's a button that says "Start a New Course." Do I need to create my own courses?

No. The courses you're scheduled to teach for the rest of the academic year have already been created in Canvas, and they're ready for you to access whenever you'd like to begin working on them. You may notice that your past courses are also visible in Canvas even though you likely used PROWL to teach them. There's no need to make a copy of those courses to begin working on an upcoming course. **Please note that any courses you create with the "Start a New Course" button as well as any copies of existing or past courses are not tied to Banner, so students will not be enrolled in those courses.** You can create new courses for yourself if you'd like to have a course to play in, but it's important to remember that creation of courses and loading of students is done through Banner.

Will my students be loaded in my course for me?

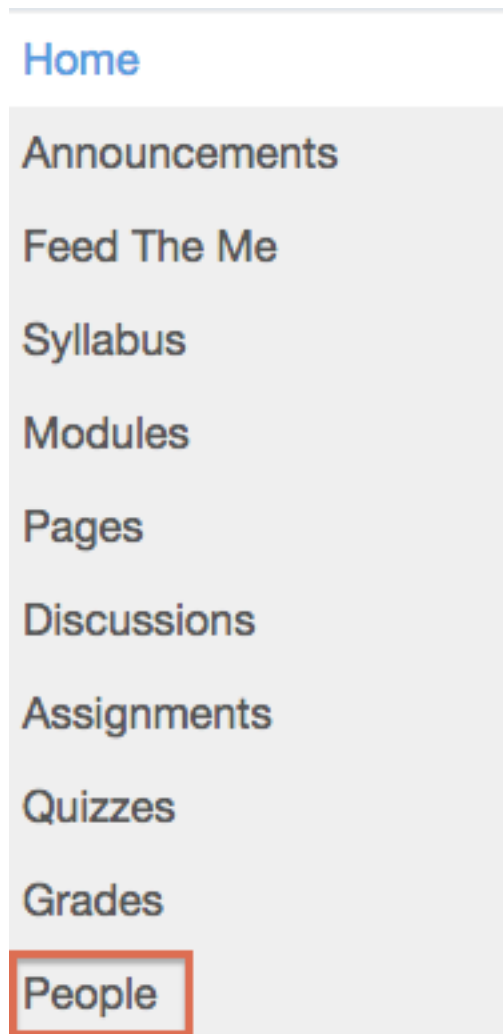
Yes, your students will be automatically loaded into your Canvas course through Banner. You can view the students who are registered for your course by clicking the People tab from within the course you're teaching.

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During the first week of the block, will students be automatically dropped and added as enrollments change?

No, dropping and adding students once the block has begun is something that faculty can do on their own, or they can contact the Help Desk or Jennifer Golightly for assistance. The process to drop and add students is simple in Canvas. To drop a student, go into your Canvas course and click the People tab on the left menu.



In the roster that opens, click the name of the student whom you wish to drop from your course. In the new page that opens, click "More User Details," then click "Conclude this Enrollment." The student will then be dropped from your course.

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Clement Montgomery

Name and Email

Full Name: Clement Montgomery

Display Name: Clement Montgomery

Sortable Name: Montgomery, Clement

Profile Picture:  [Remove avatar picture](#)

Default Email: clement.montgomery1795@gmail.com

Time Zone: Mountain Time (US & Canada)

[Edit](#) | [Become](#) | [Merge with Another User](#)

Membership(s)

Canvas Workshop Course

Enrolled as a Student

created Oct 3 at 10:36am

[Conclude this Enrollment](#)


[Delete this Enrollment](#)

Privileges:

this user can view students in any course section

[limit this user to only see fellow section users](#)

To add a student to your course, go into your Canvas course and click the People tab

on the left menu, then click the  button. Enter the student's email address, then click "Add User." You'll receive a confirmation message that the student has been added to your course.

Where do I go to email my students?

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To email your students from within Canvas, go to the “Inbox” at the top right of the



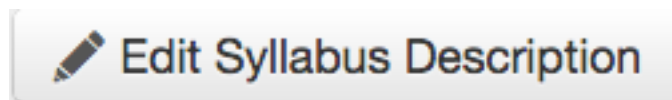
Canvas page. Click the button to compose a new email. Once you’ve clicked that button, a lightbox will pop up with options for selecting which course you would like to email. Select the correct course from the dropdown menu at the top, and then, in the “To” line, click the contacts button on the far right. Select “Students,” then select “All in Students.” Add a subject to the message. It’s always a good idea to check the “Send individual messages” box so that students can’t see each other’s email addresses and begin spamming one another.

A screenshot of the Canvas email composition interface. It shows a "Course" dropdown menu set to "Demo Course". Below it is a "To" field with a contacts button on the right. The "Subject" field is open, showing a list of options: "Back", "All in Students" (highlighted in blue with "People: 2" on the right), "Clement Montgomery", and "Sibella Valmont".

Type your email (or use the recording button  in the bottom left corner to record a video or audio email), add any attachments, and then click “Send.”

How do I start setting up my course?

One easy place to begin is with the syllabus. You can add a syllabus to Canvas quickly and easily by going into your course, clicking the “Syllabus” button from the left menu, and then clicking “Edit Syllabus Description.”



You can then copy and paste a Word syllabus into the description area and edit it as necessary. **Please remember that there is no autosave function, so if you are going to edit your syllabus (or any other page) online, you should click**

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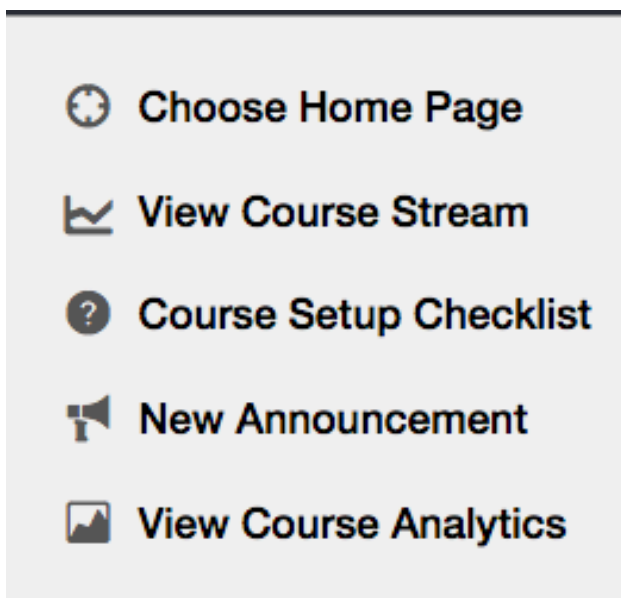
“Update Syllabus” frequently. You may be more comfortable building your syllabus offline in a text file or Word document and then, when it is completely finished, copying and pasting it into the syllabus tool on Canvas. That way, should you forget to save your changes, you’ll still have the Word document as a back-up and won’t have lost all of your work.



Once you’ve added your syllabus, it’s up to you to decide what else you’d like to put on Canvas. If you choose to add additional materials, such as readings, there are a number of ways to do so. One of the easiest for students to navigate is by creating modules—perhaps one for each week of the block—and then adding the readings to those modules. Alternatively, you can create pages (which you might also choose to organize into modules) and then, using the “Insert Content into the Page” tool on the right of the page editor, linking to the PDF or Word doc you’d like students to read.

How can I determine what students will see first when they enter my course?

On your homepage, you’ll notice a button to the right that says “Choose Home Page.”



Click that button, and you’ll see a range of options for selecting a page to serve as your home page. By default, the recent activity dashboard will show as the course’s

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home page, but you can also choose to build a page from scratch using the rich content editor or have your syllabus or list of course modules serve as your home page.

Choose Home Page ✕

Select what you'd like to display on the home page.

- Recent Activity Dashboard
- Pages Front Page Home Page [[Change](#)]
- Course Modules
- Assignments List
- Syllabus

Where can I find help if I need it?

There are lots of options for CC faculty to get help with Canvas.

Jennifer Golightly, CC's Canvas trainer:

Armstrong 17C

6671

jennifer.golightly@coloradocollege.edu

The CC Help Desk:

Tutt Library Basement, M-F 8 am – 6 pm

ITS@coloradocollege.edu

6449

There is also 24/7 help available from the Canvas help desk, which you can reach via phone, email, or IM. The Canvas help support hotline is 855-740-0505. To email or IM the Canvas help team, click the “Help” button at the top right corner of your Canvas page and, in the lightbox that opens, choose “Chat with Canvas Support.”

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Help

[Search the Canvas Guides](#)

Find answers to common questions

[Report a Problem](#)

If Canvas misbehaves, tell us about it

[Canvas Support Hotline](#)

855-740-0505

[Chat with Canvas Support](#)

Live chat with Canvas Support!

[Ask the Community](#)

Get help from a Canvas expert

[Request a Feature](#)

Have an idea to improve Canvas?