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**Canvas Quick Start Guide**

# **Getting Started**

## How to Post a Syllabus

* + [In the Syllabus content area](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Syllabus-in-a-course/ta-p/1178) (Required)
  + In a module (See: “How to post files”)

## [How to add a Module](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-module/ta-p/1151)

* + [How to add course content to a Module](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157)

## How to post files

* + [In a new Module: See “Add Module Item” in this Canvas Guide](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#add_module_item)
  + [In an already created Module: See “Upload File” in this Canvas Guide](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#upload-file)
    - [If you’ve already uploaded your file, use the “Add Existing Item” workflow](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#add_existing_item)

## [How to post links](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-external-URL-as-a-module-item/ta-p/967)

## How to add a page

* + [From Pages navigation](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-new-page-in-a-course/ta-p/1031)
  + [From a Module – use “Add Item to Module” workflow](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#add_module_item)

## Adding images, sound files, videos, etc.

* + In Canvas, images, sound files, videos, etc. are added directly into Pages, Quizzes, Assignments, Discussions or anywhere you find the Rich Content Editor, rather than into Modules, themselves.
    - [How to add images](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-and-embed-an-image-in-the-Rich-Content-Editor-as/ta-p/784)
      * [How to add images that have already been uploaded to your course](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-embed-images-from-Canvas-into-the-Rich-Content-Editor/ta-p/856)
    - [How to add hyperlinks to external websites/content](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-hyperlinks-to-external-URLs-in-the-Rich-Content/ta-p/872)
    - [How to add hyperlinks to course content](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-hyperlinks-to-course-or-group-content-in-the/ta-p/954)
    - Panopto
      * [Connect (provision) your course to Panopto](https://support.panopto.com/s/article/How-to-Use-Panopto-with-Canvas)
      * [Embed Panopto videos in Rich Content Editor](https://support.panopto.com/s/article/Embed-Panopto-Videos-in-a-Canvas-Course-Faculty)

## [How to take Attendance](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Roll-Call-Attendance-tool-in-a-course/ta-p/1003)

# **Discussions**

## How to add a Discussion

* + [From Discussion Navigation](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussion-as-an-instructor/ta-p/1029)
  + [From a Module – use “Add Item to Module” workflow](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#add_module_item)

## [Discussion settings](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussion-as-an-instructor/ta-p/1029#add_discussion_options)

# **Quizzes**

## How to add a Quiz (Classic)

* + [From Quizzes Navigation](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with-individual-questions/ta-p/1248)
  + [From a Module – use “Add Item to Module” workflow](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#add_module_item)

## [Quiz settings (Classic)](https://community.canvaslms.com/t5/Instructor-Guide/What-options-can-I-set-in-a-quiz/ta-p/683)

## Adding Quiz questions

* + [Directly in the Quiz](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with-individual-questions/ta-p/1248#add_question)
  + [From the Question Bank](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-by-finding-questions-in-a-question-bank/ta-p/1034)

## [Accommodations (Classic)](https://community.canvaslms.com/t5/Instructor-Guide/Once-I-publish-a-quiz-how-do-I-use-the-Moderate-Quiz-page/ta-p/761)

## [Classic vs. New Quizzes](https://community.canvaslms.com/t5/New-Quizzes-Resources/FAQ-New-Quizzes/ta-p/243540)

* + Note: At this time, the ULS recommends Classic Quizzes for the majority of quizzing and testing needs. If you are using Respondus LockDown Browser, you must use Classic Quizzes. All migrated quizzes from Moodle migrate as Classic Quizzes.

# **Assignments**

## How to add an assignment

* + [From Assignment Navigation](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-assignment/ta-p/740)
  + [From a Module – use “Add Item to Module” workflow](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-course-content-as-module-items/ta-p/1157#add_module_item)

## [Assignment settings](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-details-in-an-assignment/ta-p/971)

## [Accommodations](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignment-to-an-individual-student/ta-p/717)

# **Grade Book**

## [Grade book basics](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Gradebook/ta-p/701)

## Grouping and weighting

* + [Setting up Assignment Groups](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-group-in-a-course/ta-p/970)
  + [Setting Assignment group weights](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-weight-the-final-course-grade-based-on-assignment/ta-p/746)
  + [Assignment group rules](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-rules-for-an-assignment-group/ta-p/848)

## [Extra credit](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-give-extra-credit-in-a-course/ta-p/1253)