

Canvas Basics: Part 1

Suggested Practice Activities

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Activity #1: Log into Canvas

- <https://canvas.jhu.edu/>
- If this is your first time, accept the conditions presented to you to establish your account.

Activity #2: Send an inbox message

- Find the Canvas Inbox on your Global Navigation
- Send an Inbox message to an ODL staff member: Sandra Chadwell, Jennifer Stawasz, Christopher Lyons.
- We promise to reply!

Activity #3: Update Your Sandbox Home Page

- Open your Sandbox by clicking on the course tile on your Dashboard.
- On the Home Page, click on EDIT on the top-right corner.
- Enter the name of your course and a welcome message or course description.
- Click SAVE.

Activity #4: Practice with Modules

Create a Module

- Go to the Modules Navigation from the Course Navigation panel on the left (blue text on a white background)
- Add a module by clicking the +MODULE button on the top right.
- Give your module a name that includes the module number, title, and dates.
- Practice publishing and unpublishing your module by clicking on the circle to the right of the module title (gray is unpublished; green is published).
- Practice deleting a module by clicking on the three vertical dots to the right of the module title.

Create Module Content Items

- On the gray bar where you see the title of the Module, go to the right where there is a + sign.
- Click the + sign to add content to the Module.
- Practice adding Pages, Assignments, Discussions, and Text Headers.
- Practice re-ordering content within a Module by clicking on the six dots to the left of the content item title and dragging to a new place in the Module.

- Practice removing content items from a Module by clicking on the three vertical dots to the right of the content item title.
- Practice publishing and unpublishing content within a Module by clicking on the circle to the right of the content item title (gray is unpublished; green is published).

Activity #5: Create an Announcement

- Click on the Announcements tab on the left-hand Course Navigation panel.
- Click on the +Announcement on the top right to create an Announcement.

Activity #6: Customize the Course Navigation

- Click on the Settings tab on the left-hand Course Navigation panel.
- Next, click on the NAVIGATION tab at the top of Settings.
- Hide the Assignments, Discussions, Pages, and Quizzes navigation tabs by dragging them to the bottom. (Remember: We want students accessing all content through Modules!)
- Click SAVE.

Activity #7: Validate the Course Links

- Click on the Settings tab on the left-hand Course Navigation panel.
- On the right, choose VALIDATE LINKS IN CONTENT.
- Then choose START LINK VALIDATION.
- If your course has any broken links, click on the hyperlink to the content item to fix the link.

Activity #8: Publish the Course

- Click on the Home tab on the left-hand Course Navigation panel.
- On the top right, click to PUBLISH the course.
- Note: It is ok to publish your sandbox because it has no students.