

Canvas for Elementary

Subject* Creation Cheat Sheet

Recommended Browsers: Google Chrome or Firefox


Home is the area where you will see all of your subjects* ("courses"). You can customize the picture (subject card) and banner for each subject.

To **Add a Subject Card or Banner**

1. Find/create your images (you use any JPG or PNG file)
2. Go into your subject and click "MANAGE SUBJECT"
3. find "card image" (or "wide banner image") and click CHOOSE IMAGE
4. Select Image from your computer and click OPEN.

Canva Users!
Search in Canva for
"Canvas card" and
"Canvas Banner"
for templates!

To **Remove a Subject Card or Banner:**

1. Go into your subject and click "MANAGE SUBJECT"
2. by find the image next to "card image" (or "wide banner image") and click 
3. Click REMOVE IMAGE



To **Customize a subject's Navigation Bar**

1. Enter your subject and click "MANAGE SUBJECT"
2. Click the NAVIGATION tab (next to "course details")
3. Under the Navigation tab, any options listed in the top section will be visible to student. Drag any options you don't students to see down to the lower section.

Remember that any LTI options (Office 365, Canva, Flipgrid, etc) are visible to students under the Resources navigation Tab

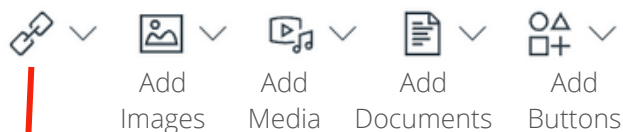
* In Canvas for Elementary, "Subject" replaces the term "Course" used in Canvas.

To **Add a Subject Home Page** for the first time:

1. Open your subject.
2. Under the subject banner, scroll down and click MANAGE HOME.
3. Add a page title in the top blank. In the second area add content to be visible to students. **Canvas calls this area the "Rich Content Editor"** (see more below)
4. Once you have finished adding and editing, click SAVE
5. On the next screen, click PUBLISH
6. Then Click  and select "USE AS SUBJECT HOME". Your home page should now be set. Click BACK TO SUBJECT to go view it!
7. **To further edit your home page**, open your subject. Under the course banner and on the right, click . Make sure to SAVE when you are done!

Rich Content Editor Options

Content toolbar when creating Pages and Assignments



Add hyperlinks to text, images, or buttons. Links can be to content inside or outside of your subject.

To Add Tables for organizing content:

- Click  then 

Publish your Subject!

(to make subject visible to students)

1. In your subject, click "Manage Subject"
2. Under Course Status, click 

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Buttons







Buttons are a great way to create easily recognizable links for our younger students.

These buttons can be used to link between pages, link to course content, or link to outside content.

Buttons can be created within Canvas or can be created in another program, such as Canva, Powerpoint, Keynote, or any graphic design app.

Canva Users!
Search in Canva for "Canvas Buttons" for templates!

To Add Buttons to a Page

1. Open the page where you want to add buttons.
2. If you are uploading a button from another source, click  , upload the button, then skip to step 3.
 - o **If you want to create a button in Canvas**, click  
 - o Name your button and choose all of your formatting, then click APPLY
3. Once the button is added to the page, click   to link the button to content inside or outside of your subject.




If you have multiple buttons on one place, you may want to try using a table to organize the arrangement of your buttons.

Modules

Placing content into Modules allows you to

- organize content for students
- reduce information overload for students by publishing only what is relevant at any given time
- easily reorganize and restructure content

To Add Modules

1. Enter your subject and click MODULES
2. Click  to add a module
3. Modules can be separated into Weeks, Days, or Subjects depending on how you name them. Organizing your modules is up to you and what will work best to organize content for your students
4. Once you have a module created, click the + at the top of that module to add content
5. Just click and drag to reorder content
6. **To Publish** - When you are ready for students to view the module, click  so it becomes . Now it is published!
7. Make sure all content within the module is also published.

Try organizing further within your module by using Text headers and indentation.

Adding Content To Modules

1. Once you have a module created, click the + at the top of that module to add content
2. Use the drop down box next to ADD and choose what category to add
 - o Assignments - Use this for any graded activity that is not a Quiz created in Canvas. Selecting this will create a placeholder on your Module. Once added, click on it to set up the Assignment.
 - o Quiz - Create a Canvas Quiz
 - o File - Upload a file to place in your Module
 - o Page - Add a page within your Module to display instructional content
 - o Text Header - Use these to help organize your Modules
 - o External URL - This embeds a webpage for students to view within Canvas.
 - o External Tool - This creates an activity using tools/programs that integrate with Canvas (Office 365, Flipgrid, etc.)
3. Click on ADD ITEM
4. Click and drag content within the Module to order them as you want.