Quick Start with Canvas

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How do I log in to Canvas using NUSNET User ID?
1. On your web browser, go to URL: https://canvas.courses.yale-nus.edu.sg/
2. Select “NUSNET ID” and you will be directed to the NUS login page.
3. Login using your NUSNET ID/password. You can enter your NUSNET ID in either of the following format: userID@nus.edu.sg OR nusstf\userID. (For Yale-NUS College, your NUSNET ID starts with nusstf\yncXXXX)

How do I log in to Canvas that is not NUSNET User ID?
1. On your web browser, go to URL: https://canvas.courses.yale-nus.edu.sg/
2. Select “External Guest” and you will be directed to the Yale-NUS Canvas login page.
3. Enter the ‘Login’ and ‘Password’ of the Non-NUSNET User ID account. (Your Non-NUSNET login credentials will be provided by Yale-NUS Canvas Administrator)
What is a User Dashboard?
The Dashboard is the landing page upon logging in to Canvas. The Dashboard can be switched to a Card View or Recent Activity that show notifications from your enrolled Canvas courses.

To learn more about the Dashboard, refer to the guide here: https://community.canvaslms.com/docs/DOC-10180-4152719656
How do I view my Courses?

On the left navigation bar, click on Courses tab. To view a list of all your current and past modules that you are enrolled to, click on All Courses.

At the Courses tab, the menu will expand and display modules where you are enrolled. In this page, only modules that has been marked as favourites will appear.

Click All Courses to display all current and past modules by term.

To add a module into the Courses tab (as a form of a quick shortcut), simply click on the star icon to ‘favourite’ the module.
The Course Page

The **Course Page** consists of four main elements: Course Navigation, Breadcrumbs, Sidebar and Content Area.

To publish your course site, toggle at the **Course status**.

Course layout will depend on what you set for the **Course Home Page**.

**Course Menu** contains links for managing your course.

When you hide the **course menu**, it allows you to have a more content-focused layout.

**Bottom Sidebar**: Displays “Coming up” list from this current course.
How do I email my students using **Inbox**?

Canvas automatically populates your students’ email addresses. Within Canvas, the **Inbox** feature is available for you to communicate with your students directly.

1. **Firstly,** ensure that the group or class of students that you wish to email, you already have your course site **Published**. To do so, go to your respective course site and check the **Course status**. If it **Unpublished**, click on **Publish** at Course status, it will reflect as “**Published**” in green.

2. **On the left-hand navigation bar,** click **Inbox**. Then click on the first icon at the top bar to **Compose a new message**.

3. **Select the course** that you wish you to email.
Then select users in the course by clicking on the icon (You may send to all users enrolled in the course, specific users or even specific groups, if any, that has been set up by you).

4. Enter your **Subject** and the **email contents**. Check the option **Send individual messages to each recipient**. This ensures that your students will not be able to see all recipients and replies in the message.

![Compose message screenshot](image)

Click on the file attachment icon to attach file, then use the Send button to complete sending this newly crafted email.
How do I set my Notifications Preferences?

Canvas includes a set of default notifications preferences you can receive for the modules you are enrolled into. You may also change the default settings by setting your own notifications preferences.

1. Under the **Account** tab, click **Notifications**

![Notifications settings](image)

2. You will then see a list of default notifications preferences. Modify them accordingly by clicking on the respective icons.
How do I view the list of students enrolled in my Course

1. Under Courses tab, click on People. You will now see a list of users enrolled (all roles).
2. To filter for the student list, under All roles dropdown box, select Student (nn).
How do I design my Course Home Page?

The easiest way is to create a Page or edit the Syllabus – then set either one as the Home page.

Create a new page as the Home Page

If you currently do not have any existing Page to be set as the Home page, you would first need to create one.

1. Under Courses tab, click on Pages, then click on + Page.

2. Give your Page a title and add your content using the WYSIWYG editor. Click the Save button to save your existing work without publishing the page (to your students). If you are ready to publish the page immediately after your edit, click Save & publish.
3. You will be directed to the newly created page. Click on the View all pages.

4. You could only set the Home page using a Published page. Ensure that the page is ready for viewing prior to setting it to Publish. To Publish a page, click on the “cloud” icon – it will turn from Grey to Green.

Note: By default, the Welcome page is set as the home page.

5. To choose your default home page, click on the gear icon (settings). Then select Use as front page.

Your new page is now the Front page.
6. Finally, go to Home at the menu on the left and click Choose Home Page. Then select Pages front page and click Save. You now have a new Home page.

Using “Syllabus” as the Home Page
1. Navigate to ‘Syllabus’ from the course menu on the left.
2. Click ‘Edit’

3. Add your contents to this Course syllabus. Once done, click ‘Update syllabus’.
4. Finally, go to **Home** at the menu on the left and click **Choose Home Page**. Then select **Syllabus** and click **Save**. You now have a new Home page.

5. **Note:** Remember to **Publish** your course when you are ready for students to see your course contents. To do so, simply click on the **UnPublished** to toggle to **Publish** located at the Course status.
How do I upload Files into my module?
You may upload files by ‘drag and drop’ files from your computer folder to the Canvas Files folder through your web browser.

Alternatively, you may select your files individually through a dialogue box by clicking on the ‘Upload’ folder.
Assignments & Grades

How to add assignments group

This is an example of assessments components in a typical module, which you can organize in your module by creating assignments group and indicate the % breakdown for each component.

<table>
<thead>
<tr>
<th>Others</th>
<th>5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>- Quiz 1</td>
<td>10%</td>
</tr>
<tr>
<td>- Quiz 2</td>
<td></td>
</tr>
<tr>
<td>Individual assignments</td>
<td>20%</td>
</tr>
<tr>
<td>- Assignment 1</td>
<td></td>
</tr>
<tr>
<td>- Assignment 2</td>
<td></td>
</tr>
<tr>
<td>Group Presentations</td>
<td>30%</td>
</tr>
<tr>
<td>- Presentation 1</td>
<td></td>
</tr>
<tr>
<td>- Presentation 2</td>
<td></td>
</tr>
<tr>
<td>Exam</td>
<td>35%</td>
</tr>
<tr>
<td>- Final Exam</td>
<td></td>
</tr>
<tr>
<td>Total Assessment:</td>
<td>100%</td>
</tr>
</tbody>
</table>

To create group, click on + Group

Next, click on the Assignment Groups Setting, to set the % weightage for each group.

Check the box for Weight final grade based on assignment groups, then enter the weighting to the Groups respectively.

Once done, click Save.
How to create assignment

1. To create assignment, click on the “+” sign.

2. You will be prompted with this box, select More options to provide detail setting of your assignment.

3. Provide the Assignment Name and instructions in the large text box. You may also attach file(s) in this description.
4. Select **Online** and **File Uploads** for online submission of their assignments.

At the Submission Type, there are 4 types. If it is only for uploading of students' grade, select **No submission** or **On paper**.

Select **External Tool** if to check submitted paper for plagiarism. See Step 5.

If it is a group assignment, then select **This is a group assignment**, however only one group member is allowed to submit assignment.

You are also able to assign grades to each student individually.
5. Turnitin is the plagiarism tool to check submitted assignment for plagiarism, select “External tool”.

![Configuration of external tool](image)

It is an external tool that is integrated within Canvas, click on Find button, a new popup box will pop out, scroll down the list until you see Turnitin LTI API.

Click on it to highlight that option then click the Select button.

6. Next, provide due date and availability date and save your assignment. If you are ready for your students, then select Save & publish or you can Publish it later.

**Important Note for Turnitin assignment:** If you have different assignment due dates for different students and sections in your course, you would have to create a new set of Turnitin assignment i.e. 1 assignment submission for each different submission dates. If the entire class has the same assignment due date, only 1 Turnitin assignment would need to be created.
When all assignments are created, it will look like this:

7. At the Grades, it will show the assignments and groups. It is advisable to Mute assignment while marking assignments, then toggle to Unmute assignment to release grades and comments back to your students.

Move your mouse near to the bottom right of the cell, the Arrow pointing down will appear a list of actions, select Mute assignment or toggle it back to Unmute assignment.
Turnitin settings

After you have created the Turnitin assignment, you will be re-directed to the Turnitin platform, if you are first time users, you will be prompted with the Turnitin User Agreement before the system re-direct you to the Turnitin platform, click ‘I agree’ to continue.

Click on the Settings tab, you may see either one of two screenshot depends on your screen.
Ensure your Due Date tallies with your original due date set in Canvas. (The settings follow with the ones you have set previously in Canvas Assignments page). You may add additional submission instructions, if necessary. Select Optional Settings to continue.

Click Optional Settings, adjust the settings according to the requirements of your submission.
Finally, click **Submit** at the bottom of the page to save all your settings.

You would now need to publish your Assignment. Return back to the Assignments page and publish your assignment.

**Resources:**
- How do I create a Turnitin assignment?: [https://guides.instructure.com/m/4152/l/40741-how-do-i-create-a-turnitin-assignment](https://guides.instructure.com/m/4152/l/40741-how-do-i-create-a-turnitin-assignment)
- Turnitin Assignment guide: [https://guides.turnitin.com/03_Integrations/Learning_Tools_Interoperability_(LTI)/03_LTI_Instructor_User_Manual/01_Turnitin_Assignment](https://guides.turnitin.com/03_Integrations/Learning_Tools_Interoperability_(LTI)/03_LTI_Instructor_User_Manual/01_Turnitin_Assignment)

Questions? Drop us an email! **edtech@yale-nus.edu.sg**