Top 10 Things You Should Know About Canvas @ UNO

#1 Use Modules to organize content
- Modules allow you to structure content in a way that makes it easy for students to find.
- They allow for all types of content and assessments.
- Students can control how much they see at once by unrolling/rolling up modules.

#2 Formatting a Module
- You have the ability to use Text Headers to further separate content.
- Indenting content within a Module can help students see how it relates to the pieces around it.
- Modules can be setup to force students to follow a prescribed sequence when interacting with the content. In Blackboard this is called Adaptive Release.

#3 Content Variety
- Pages can be mixed into Modules to create visual variety. A Page can contain video, images, external links, and text all mixed together.
- If you use Pages don't make them too long or too short. Short pages will result in extra clicks and long pages tend to have too much content for students to easily digest.
- Pages can be chunked like Modules can be by using text headers. The rich text editor contains style options that will allow you to create headings within your text easily. These will lend to a clear logic within your content and make it easier for your students.
- Images can be inserted from the Content Selector on the right side of the screen. If you don't already have an image get a Creative Commons image from Flickr.

#4 Naming Conventions
- Follow a standard naming convention to make it easier to find your files. For example, you might have everything for your Fall 2017 English Comp II course start with ENGL1160_FA2017 and follow the pieces for module 1 with M1.
- If you decide to use Pages make sure to include the name of the module as part of the page to make it easier to tell what content belongs together.

#5 Syllabus
- Your Syllabus page is interactive. In addition to being the ideal place to load your actual syllabus file, this page allows you to add text that will be seen on the screen as well as providing students with an up to date list of assessments. Any time you add an entry to the Calendar that includes a due date a corresponding entry will appear on the Syllabus page.
- Anything you want students to be able to print and reference later, such as your actual syllabus, should be included as a link.

#6 Homepage

- Your course homepage can be visually appealing and welcoming, and it should be. This is the first impression your students will get, especially if this is an online course.
- Consider including a welcome message, brief description of the course, your preferred contact information and office hours, a short bio, instructions on how to begin the course, and possible links to your modules.

#7 Navigation

- The left-hand navigation pane can be customized to show only those areas of a course that you're actually using. For example, if you don't use Discussions in your course you should remove it. Extraneous navigation options that don't lead to "live" content just confuse students. Items that are faded out, or very light grey, are not visible to students. As an instructor you see, and can access, all areas.
- To remove, or rearrange, the navigation options click Settings and then click Navigation at the top of the screen. Drag and drop items you don't want students to see.

#8 Transferring Content

- Content can be transferred from a Blackboard course but trying to move an entire course at once seldom produces good results. It's better to import pieces of a course, such as the files or the pools of test questions, and reconstruct the course in Canvas.
- An Instructional Design Technology Specialist would be happy to make an appointment to sit down with you and discuss the best way to move your content and assist you with the process. Contact Erin King at 402-554-3140 or erinking@unomaha.edu to make arrangements.

#9 Publishing

- All courses are created as Unpublished which means they are unavailable for your students. We recommend waiting until your course is nearly finished before publishing to prevent your students from receiving lots of emails about content being added.
- Individual pieces within a course are also unpublished until you opt to let students see them. An unpublished piece is indicated with a small grey cloud icon. Once it has been published the cloud turns green.

#10 Ways to Get Help

- Canvas has 24x7 Help available by email, chat, and phone. Click the Help button on the far left side of the screen to access.
- The Canvas Community contains online guides and videos and is available at http://community.canvaslms.com.
- Information Technology Services Technical Support is available Monday – Friday from 8am until 5pm at unohelpdesk@unomaha.edu or 402-554-4357.
- Instructional Design support is available by appointment. Contact Erin King at 402-554-3140 or erinking@unomaha.edu to make arrangements.