

Course Organization in Canvas

Create a home page

Set the Home page to Syllabus

Click on Home in the course navigation menu on the left.

Click Choose Home Page from the menu on the right.

Select Syllabus and choose Save

Edit the top of the page with your vital course information

Include: Your contact info

Course syllabus

Make your announcements appear at the top of the home page

Click on Settings at the bottom of the course navigation menu on the left

Under the Course Details tab, scroll to the bottom and click on the More Options link

Check the box to "Show recent announcements" (recommended = 2 or 3)

Click Update Course Details at the bottom

Note: The Course Summary will automatically update with any items you've given a due date in the course

The screenshot shows the Canvas course interface for 'Example Course - AG'. On the left is a dark blue navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Example Course - AG > Syllabus'. It features a 'Recent Announcements' section with two items: 'Zoom Office Hours' and 'Class this week'. Below this is the 'Example Course - AG' header with a 'Jump to Today' link. The 'Instructor Info' section for Dr. Smith includes contact details and office hours. A 'Course Summary' table lists assignments with due dates. On the right, there are buttons for 'View Course Stream' and 'View Course Calendar', a 'To Do' list with items like 'Class this week', 'Zoom Office Hours', 'Article Discussion', 'Chapter 8 Reflection', and 'Case Study 3', and a calendar for March 2020. A note at the bottom right states 'Course assignments are not weighted.'

Example Course - AG > Syllabus

Home
Announcements
Modules
Assignments
Discussions
Grades
People
Library Resources

Recent Announcements

- Zoom Office Hours
Hello everyone, I've created a Zoom meeting to hold office hours dur...
Posted on: Mar 11, 2020 at 11:20am
- Class this week
Hello everyone! I wanted to give you all an update and a plan of actio...
Posted on: Mar 11, 2020 at 11:18am

Example Course - AG [Jump to Today](#)

Instructor Info
Dr. Smith
Contact: smithd@xavier.edu
Phone: 513-745-1111 (office)
I will be doing my best to respond to all emails within 12 hours
Office Hours - Mondays and Wednesday 2-4pm
Available through this [Zoom link](#)
[An updated syllabus is available here](#)

Course Summary:

Date	Details	
Wed Mar 18, 2020	Article Discussion	due by 11:59pm
Fri Mar 20, 2020	Chapter 8 Reflection	due by 11:59pm
Sun Mar 22, 2020	Case Study 3	due by 11:59pm

[View Course Stream](#)
[View Course Calendar](#)

To Do

- [Class this week](#) ×
Mar 11 at 11:18am |
- [Zoom Office Hours](#) ×
Mar 11 at 11:20am |
- [Article Discussion](#) ×
25 points |
Mar 18 at 11:59pm |
- [Chapter 8 Reflection](#) ×
10 points |
Mar 20 at 11:59pm |
- [Case Study 3](#) ×
50 points |
Mar 22 at 11:59pm |

March 2020

23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Course assignments are not weighted.

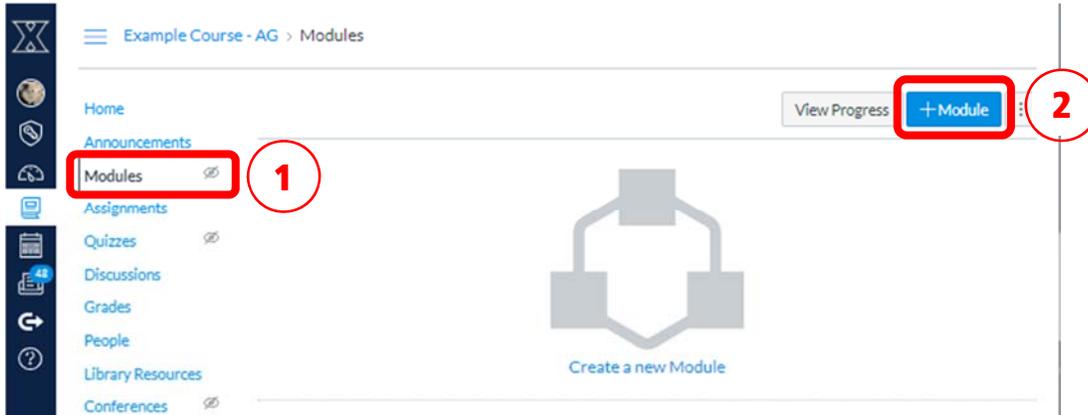
Course Organization in Canvas

Utilizing Modules

Click Modules in the course navigation menu on the left.

Click + Module

Title the Module (consider organizing by week or content)

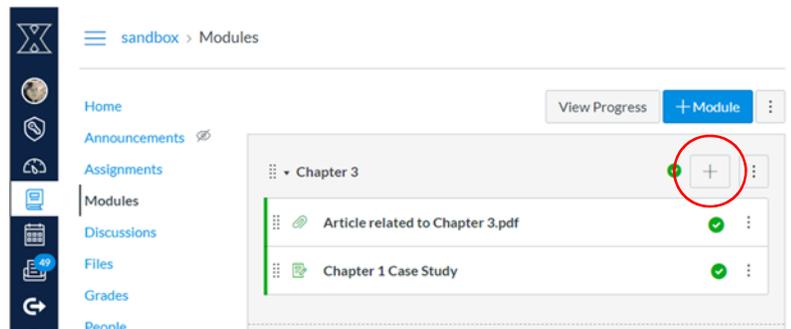


Adding content to modules

Next to the module title Click +

You can add links to a variety of items to a module:

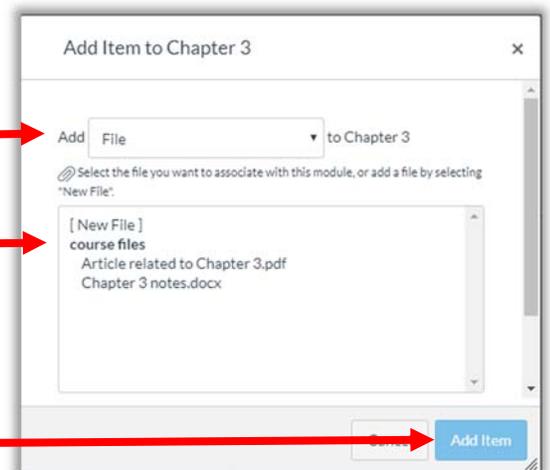
- Assignments
- Quiz
- Files
- Page
- Discussions
- External URLs (links to websites)
- External Tools



Add (choose item) →

Choose item →

Click Add Item →



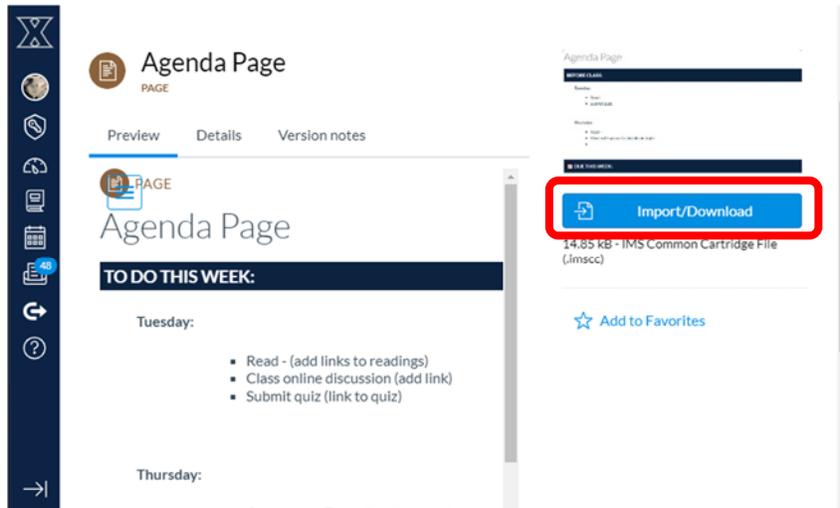
Utilizing an Agenda Page

In Canvas Commons, search for Agenda Page

Click on the Agenda Page link

Click on Import/Download

Choose the course(s) where you want it, and select Import into Course at the bottom



The agenda page will then be available under Pages in the courses you selected.

You can add this page to any module

You can duplicate this page by clicking on the 3 buttons at the right of the page