

Canvas Self Help Documents

★ Geneseo Resource: [Academic Continuity During Prolonged Closure](#)

★ Geneseo Resource: [Self-Paced Online Teaching Resources](#)

Table of Contents

click on each heading to expand

Getting Started with Canvas

Canvas Guides - Introduction

- [Geneseo Basic Shell in Canvas Commons](#)
- [Course Workload Estimator \(Rice University\)](#)
- [Customizing your Canvas Dashboard](#)
- [Open a Course to a Subset of Students after the semester ends \(for Incompletes\)](#)
- [Open a Course to Students Before the 1st day of Class](#)
- [The "Undelete" Trick in Canvas](#)

Most Commonly Used Features

Canvas Guides - Announcements

Canvas Guides - Assignments

- [Creating a Turnitin Assignment \(Turnitin Guide\)](#)
- [Creating a Turnitin Assignment \(Geneseo Guide\)](#)
- [Assignments with Canvas Rubrics and Turnitin Originality Checking](#)

Canvas Guides - Attendance

- [Canvas Attendance Tool](#)
- [Easy to Use Google Sheet for Interpreting Your Roll Call Attendance Report](#)

Canvas Guides - Calendar

Canvas Guides - Commons

Canvas Guides - Course Import Tool

- [Copy an assignment to another course](#)
- [Send an assignment to another instructor](#)

Canvas Guides - Course Navigation

Canvas Guides - Courses and Sections

Canvas Guides - Discussions

Canvas Guides - External Apps

- [Adding Open Learning Initiative \(OLI\) Content to your Canvas Course](#)
- [Zoom in Canvas](#)

Search CIT Canvas Self Help

These guides are created for Geneseo faculty and staff for their use with Canvas. Some of the links will take you to the [Canvas Instructor Guide](#), located in the Canvas Community. The Canvas Community is a rich collection of guides, resources, and opportunities to share ideas with other Canvas users.

Please use the "Provide Feedback" button on your right to offer suggestions or ideas for this collection.

For tips, tricks, and updates on learning technologies at Geneseo, visit [Educational Technology Chat](#)

More Help

For questions about Canvas, contact CIT via our [online service desk](#) or email canvas@geneseo.edu. Weekdays between 8am-4pm, you can also [contact us via our real-time chat portal](#).

For tips, tricks, and updates on learning technologies at Geneseo, visit our [Educational Technology Chat](#). To explore Canvas Guides (created by Instructure), visit <https://community.canvaslms.com/community/answers/guides/canvas-guide>

Canvas Guides for Students

- Share this "Start of Semester" [Canvas checklist](#) with your learners!
- It's also available as a Canvas page you can import directly into your course from Canvas Commons.

Geneseo-created Canvas Self Help Videos

Course Quality Review Tools

To help campuses ensure that their online courses are learner centered and well designed, a team of Open SUNY staff and campus stakeholders has designed the OSCQR rubric, a customizable and flexible tool for online course quality review.

- [Geneseo's Course Readiness Checklist](#)
- [The Open SUNY Course Quality Review \(OSCQR\)](#)
- [Geneseo Resources for OSCQR](#)
- [Canvas Community Course Evaluation Checklist](#)
- [Exemplar Courses from Open SUNY](#)
 - To view the courses, you will need an Open SUNY Bb account
 - Click on **Login** in the upper right corner. You may be able to use the single SUNY sign on there, but if not, below the Login button there is a link to create a new account.

Accessibility

When developing your course, it's important to think about how to make your course inclusive and accessible to all learners, regardless of physical or learning disabilities.

- [Improving Course Document Accessibility](#)
- [Uploading Lecture Slides and Recorded Videos to YouTube for Captioning](#)
- [SUNY Geneseo Accessible Syllabus Checklist](#)

- [Faculty Enlight Book Adoptions & Bookstore for Students](#)
- [Google Drive LTI Registration and Troubleshooting](#)
- [LTI \(External Apps\) Integration Notes, Including Privacy and Accessibility Policies](#)
- [MyLab & Mastering Coordinator courses and Canvas gradebook sync](#)
- [Pearson MyLab or Mastering](#)
- [TopHat Canvas Integration & Grades Sync](#)

Excellent self-paced tutorials for increasing digital accessibility are available through Deque University. Request access to their full collection of courses here: [Deque University Accessibility Training](#)

If you are interested in earning a certificate and badges for accessibility and Universal Design for Learning, register for the public self-paced course "[Accessibility: Designing and Teaching Courses for All Learners](#)" that was created by SUNY Buffalo State & SUNY Empire State through a [SUNY IITG](#) grant.

Canvas Guides - Files

Canvas Guides - Global Navigation

Canvas Guides - Grades

- [Calculating Final Grades in Canvas](#)
- [How to Export Final Grades for KnightWeb Importing](#)
- [Importing Optical Scanning Data into Canvas Grades](#)

Canvas Guides - Groups

- [Managing Students - Groups and Sections](#)

Canvas Guides - Inbox

Canvas Guides - Modules

Canvas Guides - Pages

- [Course Home Page](#)
- [Creating a Home Page with Auto-open Syllabus Preview](#)

Canvas Guides - People

- [Adding co-Teachers or TAs to your Canvas Course](#)
- [How to cross-list a section in a course as an instructor](#)
- [Managing Students - Groups and Sections](#)

Canvas Guides - Profile and User Settings

Canvas Guides - Quizzes

- [Creating Quizzes and Exams](#)
- [LockDown Browser - Faculty Instructions for Canvas](#)
- [Question Groups and Banks](#)

Canvas Guides - Rich Content Editor

Canvas Guides - Rubrics

- [Assignments with Canvas Rubrics and Turnitin Originality Checking](#)

Canvas Guides - Settings

Canvas Guides - SpeedGrader

Policies and Resources

- [Data Management Policy \(When courses are added and removed\)](#)
- [Making Files Accessible \(US Dept. of Health & Human Services Resource\)](#)
- [Copyright for Teachers and Scholars \(Library Resource\)](#)
- [OpenSUNY Online Teaching Resource Videos](#)

[Canvas Guides - Web Services](#)

Less Commonly Used Features

[Canvas Guides - Analytics](#)

- [Course Analytics and Quiz Statistics](#)
- [Reviewing student activities and analytics](#)

[Canvas Guides - New Analytics](#)

[Canvas Guides - Chat](#)

[Canvas Guides - Collaborations](#)

[Canvas Guides - Conferences](#)

[Canvas Guides - ePortfolios](#)

[Canvas Guides - Outcomes](#)

- [Using Geneseo Outcomes for Assessment](#)

[Canvas Guides - New Quizzes](#)

[Canvas Guides - New Rich Content Editor](#)