PHS CANVAS Presence Guides

## What and why is CANVAS Presence?

CANVAS is the Penn State Learning Management System (LMS). **All Penn State courses** will receive a CANVAS course. Based on students' feedback and course reviews, CANVAS Presence is developed as an instructional guideline for faculty who teach in Public Health Sciences (PHS) programs. The purpose of CANVAS Presence is to introduce as well as promote the use of CANVAS learning management system to both faculty and students throughout PHS programs.

CANVAS Presence Key Objectives

- Faculty will be able to
    - Upload the course syllabus to CANVAS course, and
    - Make a CANVAS course available to students.
    - Post a class announcement in CANVAS course.

- Students will be able to
    - Access the course syllabus anywhere anytime via CANVAS at Penn State and
    - Become comfortable using CANVAS learning management system

CANVAS Presence Instructions

There are three (3) simple steps to set up your CANVAS Presence for your course. Please follow the below instructions.
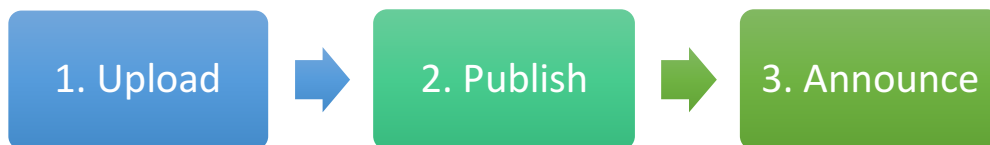

Step 1:   *Upload* the Syllabus

Every CANVAS course includes the Syllabus page. This is where students are expected to access and retrieve the course syllabus. Follow the instruction below to upload your course syllabus.
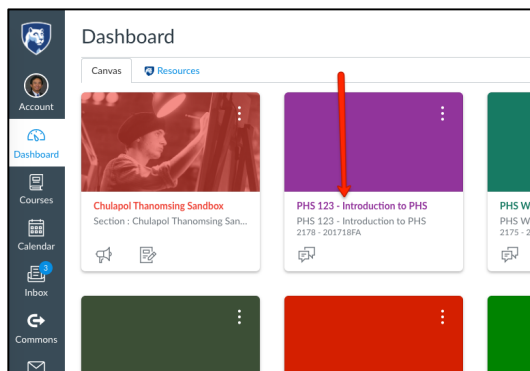
1) Access your CANVAS course by going to http://canvas.psu.edu and Click "**Canvas Login**" button on the top-right corner.
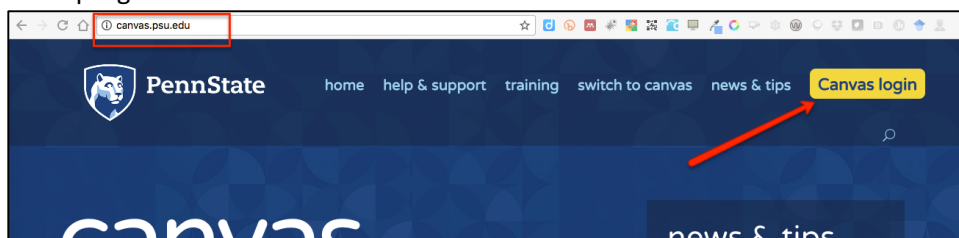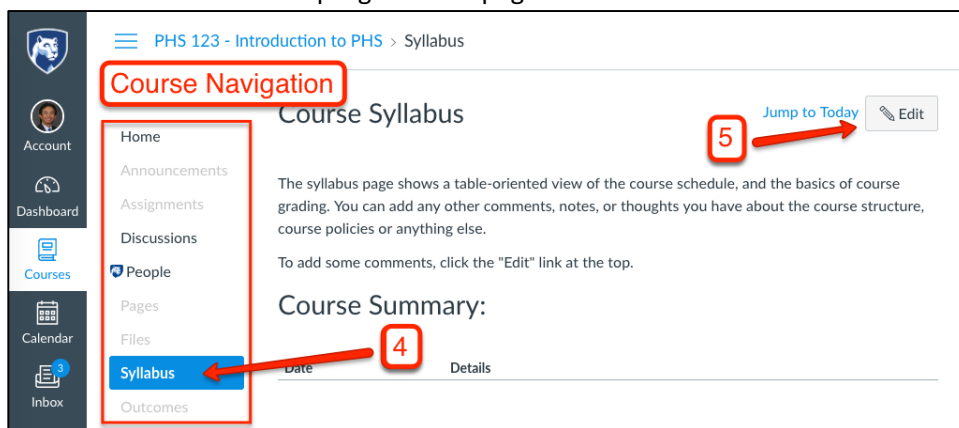
2) Log in to CANVAS using **Peen State WebAccess ID** (abc123) and Duo Authentication.
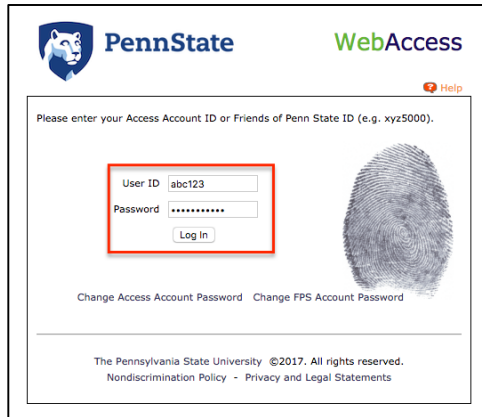
3) On the CANVAS **Dashboard** page, click on a course you wish to access. You have accessed your CANVAS course.


4) In the course navigation menu, click **Syllabus** to open the *Syllabus* page.
5) Click **Edit** button on the top-right of the page.

6) Make sure that a cursor is in the text editor area. You may wish to type in a short instruction suggesting students to download and print the syllabus.
7) Press **Enter** key so the cursor goes to the next line.
8) On the right, click **Files** tab.

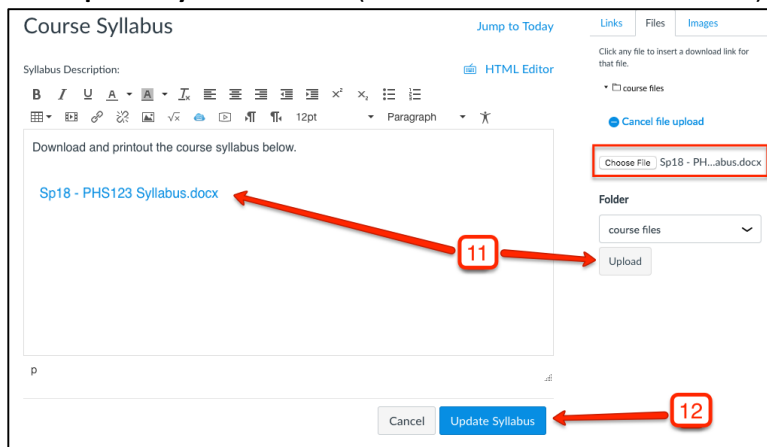9) Click **Upload a new file** and then **Choose File** button.
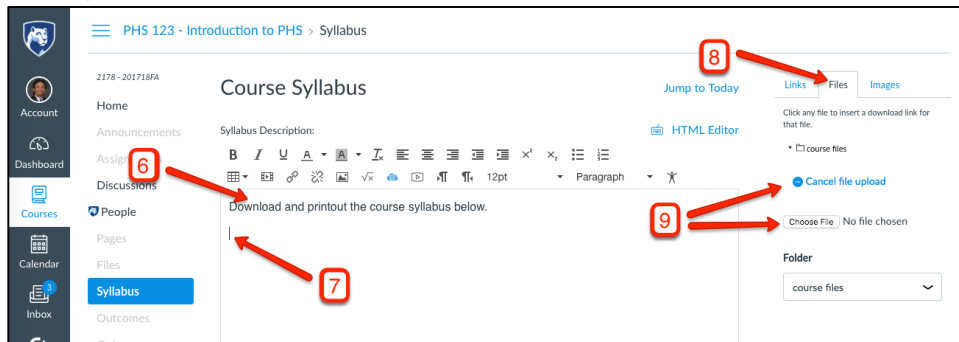
10) Select your syllabus file you wish to upload and click **Open**.
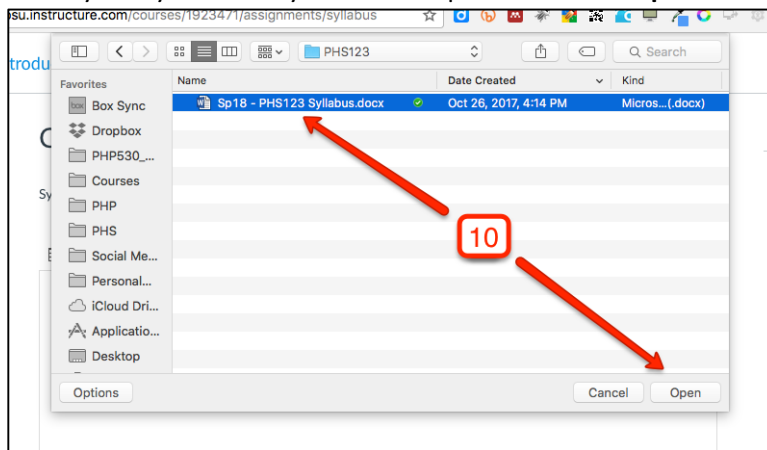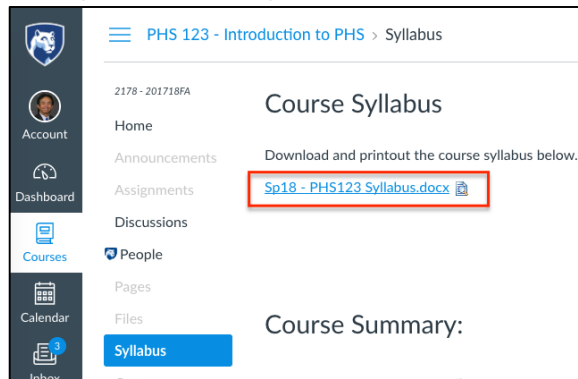

11) Click **Upload** button (on the right).
12) Click **Update Syllabus** button (at the bottom of text editor area).

* To update or change your course syllabus link, simply delete the syllabus link in text editor and repeat #6 - #11.

13) Your syllabus is now uploaded and added to the syllabus page.

To learn more about the CANVAS Announcement tool:

- *How do I use the Syllabus as an Instructor? (*https://community.canvaslms.com/docs/DOC-12831)

Step 2:   *Publish* your CANVAS course

By default, every CANVAS course is unpublished and will **NOT** be accessible to students. As a course faculty, you have an ability to publish and un-publish your CANVAS course with a click of a button. By publishing the course, your CANVAS course will then be accessible to your students. This instruction will show you how to easily publish your course.

1) In your CANVAS course, click **Home** to open the Home page.
2) Click **Publish** button under **Course Status** area on the right.
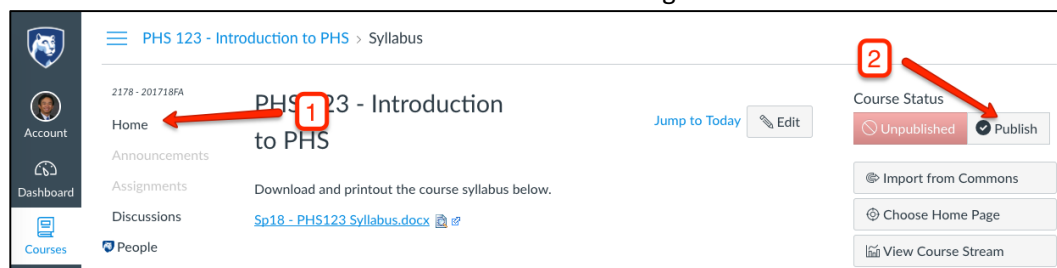
3) The button **Published** should turn green. Your CANVAS course is now published.
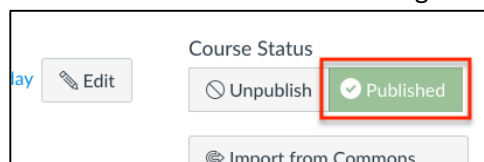
* ***#4 - #6*** are optional, but highly recommended. Completing ***#4 - #6*** will make the ***Syllabus*** page your CANVAS course's ***Home Page***. By doing this, students will be able to see the ***Syllabus*** page right away upon accessing your CANVAS course.

4) In the course navigation menu, click **Home** to open the ***Home Page***.

5) Click **Choose Home Page** button on the right.
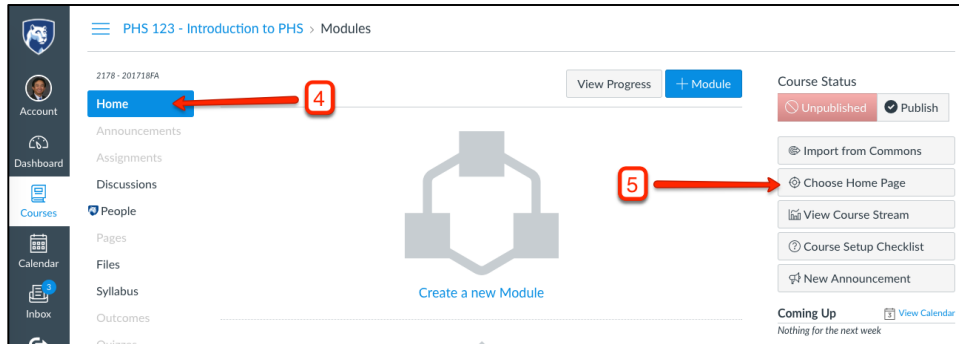

6) Select **Syllabus** and click **Save** button.
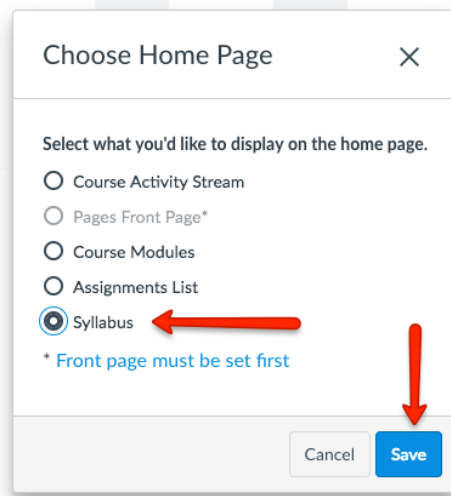
Your CANVAS course's **Home Page** is now the **Syllabus** page. You students will see the syllabus page when they first open your CANVAS course.

Step 3:   Create an *Announcement*

Once your course syllabus is uploaded and CANVAS course is published, you should instruct your students to review the course syllabus prior to the class meeting. To enhance course communication, you may consider using the CANVAS Announcement tool throughout the semester.

1) In the course navigation menu, click **Announcements** to open the **Announcements** page.
2) Click **+ Announcement** button.
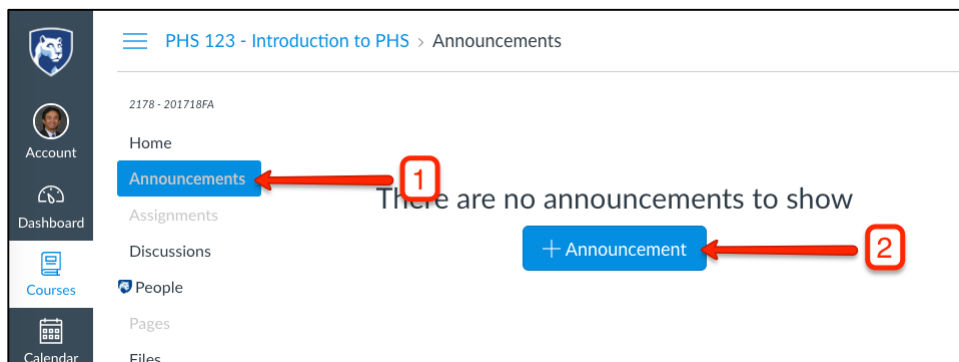
3) Consider composing your email to your students, type in your email subject in **Topic Title** area.
4) Type in your announcement message in text editor area.
5) You may choose to attach your course syllabus along with your announcement by using the **Attachment** area below text editor.
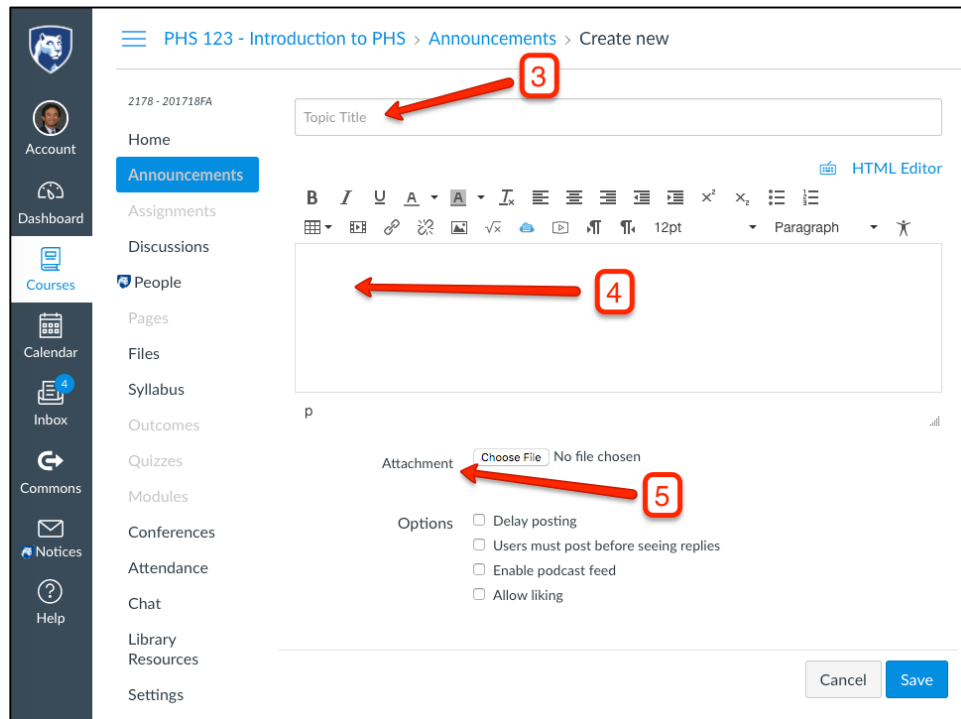
To learn more about the CANVAS Announcement tool:

- ***What are Announcements?*** *(https://community.canvaslms.com/docs/DOC-10736)*

More About CANVAS

If you are interested in further uses of CANVAS, please contact
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There are also various resources available that you can access at your own convenience.
- Live Training (PSU): A complete index of live Canvas training sessions offered by (or in collaboration with) ITS Training Services
- Canvas at Penn State (PSU): The official website for Canvas at Penn State (Canvas.psu.edu)
- Canvas Yammer Group (PSU): A Yammer group for the community of Canvas users across Penn State
- Canvas Community Home Page (CANVAS): This is Canvas's central hub for all resources related to using the Canvas LMS. From this page, access any of the following...
  - o Getting Started: A pick list of resources for new Canvas users
  - o Canvas Guides: Text and video tutorials
- Instructor Tour (CANVAS): A self-paced video course designed to introduce instructors to Canvas features