

Quick Start Guide for Instructors

This guide is a collection of help articles meant to help instructors get a quick start on accessing and setting up their course sites. It includes basic instructions on the accessing the course site, posting a syllabus, adding files, and publishing the course site.

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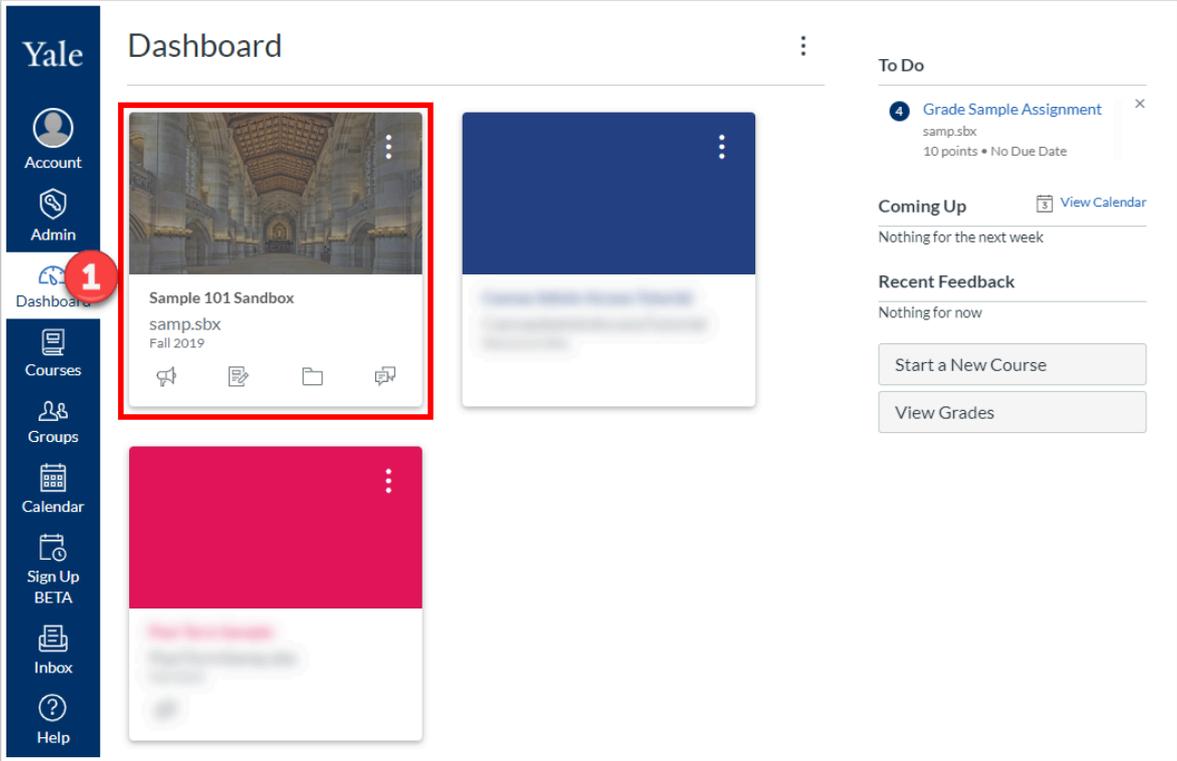
 This article will address the following information:

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Accessing the Course Site

1. Log into Canvas @ Yale by accessing this link: <http://canvas.yale.edu>.

 **Note:** If any of your courses do not appear in Canvas, the class might not be set up in the Registrar's Banner system with you as a listed instructor. Please contact your local registrar for assistance.



The screenshot displays the Canvas Dashboard interface. On the left, a dark blue sidebar contains navigation icons for Account, Admin, Dashboard (with a red circle containing the number '1'), Courses, Groups, Calendar, Sign Up BETA, Inbox, and Help. The main content area is titled 'Dashboard' and features several course cards. The first card, titled 'Sample 101 Sandbox' (smp.sbx, Fall 2019), is highlighted with a red border. To the right, a 'To Do' section lists 'Grade Sample Assignment' (smp.sbx, 10 points, No Due Date). Below that, a 'Coming Up' section shows 'Nothing for the next week' with a 'View Calendar' link. A 'Recent Feedback' section shows 'Nothing for now'. At the bottom right, there are buttons for 'Start a New Course' and 'View Grades'.

Posting the Syllabus

Adding Files

Adding Users

Publishing the Course Site

More Resources

There's a lot more you can do with Canvas beside just sharing a syllabus and files!

- Add [Assignments](#) to create and track graded and ungraded assignments, including online and offline submission, no submission, discussions, and quizzes.
- Create [Discussions](#) in which students can see and respond their peers' responses to a topic.
- Create [Pages](#) that organize all components of a class session in a single place, with explanatory text about the day's topic, links to readings, quizzes, online discussion posts, or assignments.
- Consider [Modules](#) to structure your class activities in an easy-to-follow sequence.

 For more help, please contact canvas@yale.edu.