

Finding your course on canvas for the first time

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Step1: Log on to Canvas

In order to find your course on the **Canvas**, you will log on to canvas at **pratt.instructure.com**, or **canvas.pratt.edu**. Once you log in using your Pratt onekey and password, you will see your dashboard. You will see Published Courses and Unpublished courses on Dashboard.

The screenshot displays the Canvas LMS dashboard for a user logged into pratt.instructure.com. The interface is organized into several key areas:

- Navigation Sidebar:** Located on the left, it includes icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, Commons, and Help.
- Published Courses (3):** This section features three course cards. Two cards represent 'Games/Simulation/Performance 2...' for Fall 2022 and Spring 2023. The third card is for 'Sandbox-SP22-training'.
- Unpublished Courses (2):** This section shows two course cards: 'holly-demos' and 'sandbox-sp23', each with a 'Publish' button.
- Right-hand Panel:** Contains several utility sections:
 - To Do:** A notification for a 'Grade Due 2/16' with a link to submit a project.
 - Coming Up:** A section for 'Submit presentations here by 3/9!'.
 - Recent Feedback:** A section indicating 'Nothing for now'.
 - Buttons:** 'Start a New Course' and 'View Grades' buttons.
 - Timestamp:** '2023-03-08 14:27:59'.

Step2: Published Courses/Unpublished courses

You will see Published Courses and Unpublished courses on Dashboard. If you've never used Canvas before, all the courses will show up as unpublished.

The screenshot shows the Canvas Dashboard interface. The top navigation bar includes the URL `pratt.instructure.com` and various browser icons. The left sidebar contains navigation links: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, Commons, and Help. The main content area is titled "Dashboard" and is divided into two sections: "Published Courses (3)" and "Unpublished Courses (2)".

The "Published Courses (3)" section displays three course cards:

- Course 1: Games/Simulation/Performance 2... Games/Simulation/Performan... Fall 2022
- Course 2: Games/Simulation/Performance 2... Games/Simulation/Performan... Spring 2023
- Course 3: Sandbox-SP22-training Sandbox-SP22-training

The "Unpublished Courses (2)" section displays two course cards:

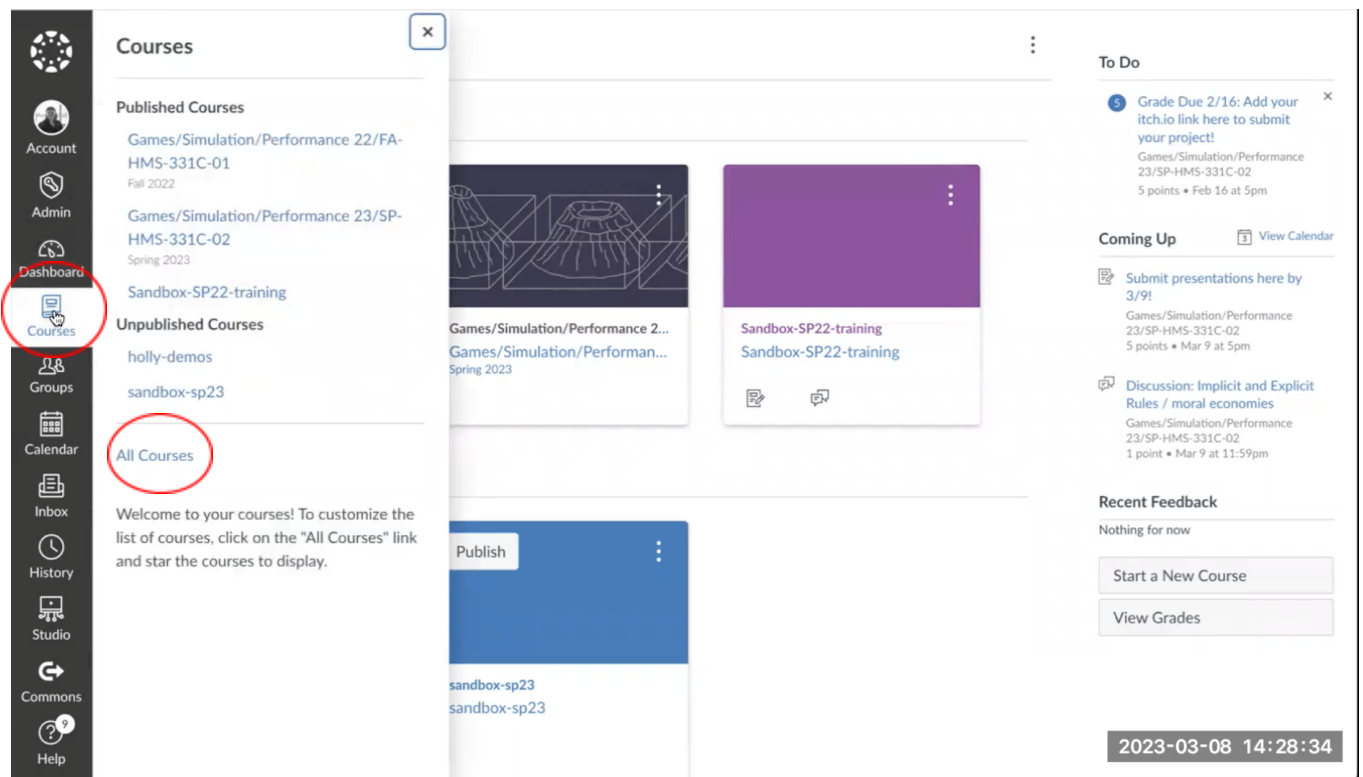
- Course 4: holly-demos holly-demos
- Course 5: sandbox-sp23 sandbox-sp23

The right sidebar contains several sections:

- To Do:** Grade Due 2/16: Add your itch.io link here to submit your project! Games/Simulation/Performance 23/SP-HMS-331C-02 5 points • Feb 16 at 5pm
- Coming Up:** Submit presentations here by 3/9! Games/Simulation/Performance 23/SP-HMS-331C-02 5 points • Mar 9 at 5pm
- Discussion:** Implicit and Explicit Rules / moral economies Games/Simulation/Performance 23/SP-HMS-331C-02 1 point • Mar 9 at 11:59pm
- Recent Feedback:** Nothing for now
- Buttons:** Start a New Course, View Grades
- Timestamp:** 2023-03-08 14:27:59

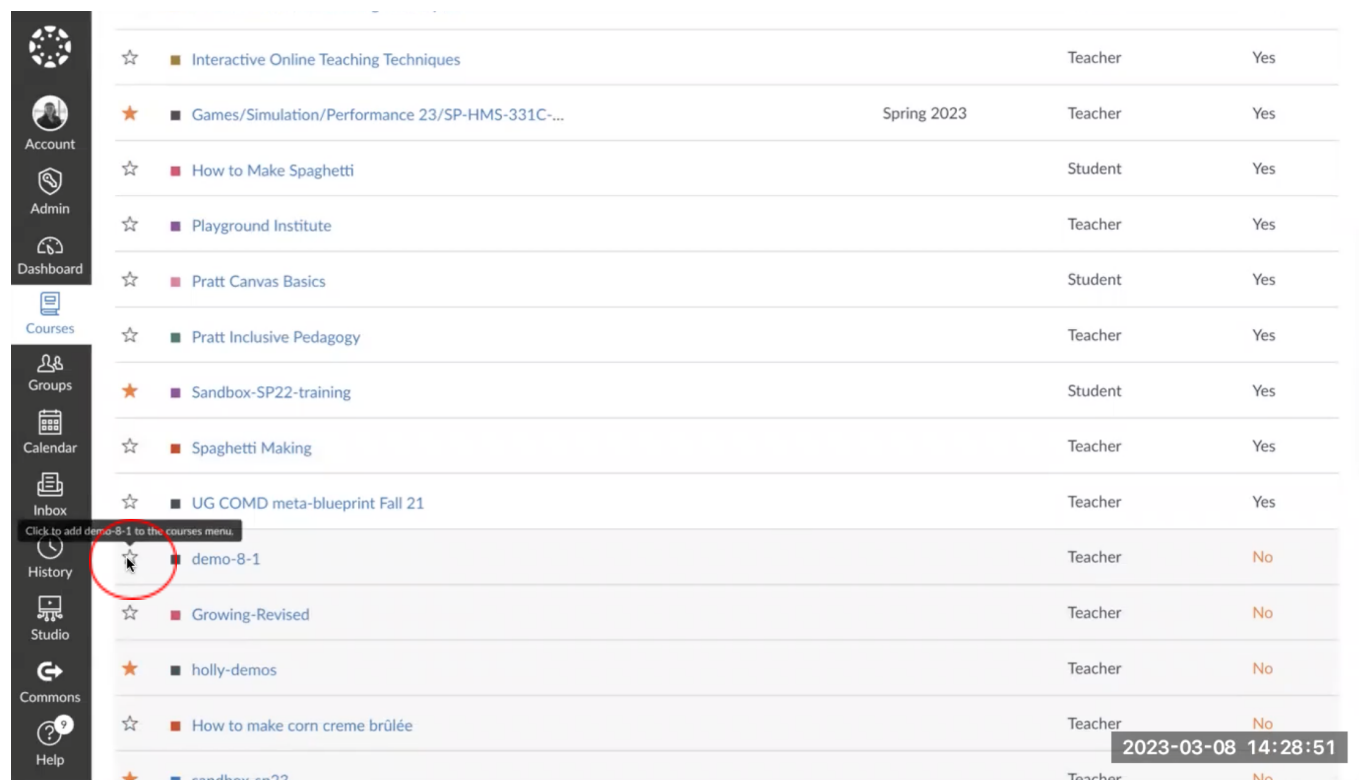
Step3: How to add your course to Dashboard

If you don't see your courses on the dashboard, you can go to the left hand side page where it says **Courses**, and then click 'All Courses'.



The screenshot shows the Canvas dashboard interface. On the left sidebar, the 'Courses' icon is circled in red. In the main content area, the 'Courses' panel is open, and the 'All Courses' link is also circled in red. The panel displays a list of 'Published Courses' and 'Unpublished Courses'. The 'Published Courses' list includes 'Games/Simulation/Performance 22/FA-HMS-331C-01', 'Games/Simulation/Performance 23/SP-HMS-331C-02', and 'Sandbox-SP22-training'. The 'Unpublished Courses' list includes 'holly-demos' and 'sandbox-sp23'. A 'Publish' button is visible at the bottom of the panel. On the right side of the dashboard, there are sections for 'To Do', 'Coming Up', and 'Recent Feedback'. The 'To Do' section has a notification about a grade due on Feb 16. The 'Coming Up' section shows a submission deadline on Mar 9. The 'Recent Feedback' section is empty. A timestamp '2023-03-08 14:28:34' is visible in the bottom right corner.

This brings you to a list of all the courses that you are enrolled in as a student or a teacher. Once you find the course you're working on, go ahead and **click the star** button. And that will add that on your dashboard.



The screenshot shows the 'All Courses' page in Canvas. The left sidebar is visible, with the 'Courses' icon highlighted. The main content area displays a list of courses with columns for course name, semester, role, and a star icon. The 'demo-8-1' course is circled in red, and a tooltip above it says 'Click to add demo-8-1 to the courses menu.' The list includes courses like 'Interactive Online Teaching Techniques', 'Games/Simulation/Performance 23/SP-HMS-331C-...', 'How to Make Spaghetti', 'Playground Institute', 'Pratt Canvas Basics', 'Pratt Inclusive Pedagogy', 'Sandbox-SP22-training', 'Spaghetti Making', 'UG COMD meta-blueprint Fall 21', 'demo-8-1', 'Growing-Revised', 'holly-demos', 'How to make corn creme brûlée', and 'sandhox-sp23'. A timestamp '2023-03-08 14:28:51' is visible in the bottom right corner.

| Course Name | Semester | Role | Star Icon |
|---|-------------|---------|-----------|
| Interactive Online Teaching Techniques | | Teacher | Yes |
| Games/Simulation/Performance 23/SP-HMS-331C-... | Spring 2023 | Teacher | Yes |
| How to Make Spaghetti | | Student | Yes |
| Playground Institute | | Teacher | Yes |
| Pratt Canvas Basics | | Student | Yes |
| Pratt Inclusive Pedagogy | | Teacher | Yes |
| Sandbox-SP22-training | | Student | Yes |
| Spaghetti Making | | Teacher | Yes |
| UG COMD meta-blueprint Fall 21 | | Teacher | Yes |
| demo-8-1 | | Teacher | No |
| Growing-Revised | | Teacher | No |
| holly-demos | | Teacher | No |
| How to make corn creme brûlée | | Teacher | No |
| sandhox-sp23 | | Teacher | No |

You can also delete the course you'd no longer need to access regularly from the dashboard by unclicking that star button.

Step4: Making a sandbox course

On your course page at the top, you'll see this **+Course** button. You can use this to create a sandbox course for you to test things out before adding it to the actual canvas course. It would be good if you're just using canvas for the first time before you start changing anything in the actual course.

That course is automatically generated by the register's office once enrollments are finalized for that course, and it's updated as students add or drop the course as well. So you don't need to manually add students to the course. You don't need to create the course for your class, but you can make a course to try things out in before you start adding content to your actual course.

All Courses

+ Course

| Course | Nickname | Term | Enrolled as | Published |
|--|----------|-------------|-------------|---------------------|
| ☆ Interactive Online Teaching Techniques | | | Student | Yes |
| ☆ Interactive Online Teaching Techniques | | | Teacher | Yes |
| ★ Games/Simulation/Performance 23/SP-HMS-331C-... | | Spring 2023 | Teacher | Yes |
| ☆ How to Make Spaghetti | | | Student | Yes |
| ☆ Playground Institute | | | Teacher | Yes |
| ☆ Pratt Canvas Basics | | | Student | Yes |
| ☆ Pratt Inclusive Pedagogy | | | Teacher | Yes |
| ★ Sandbox-SP22-training | | | Student | Yes |
| ☆ Spaghetti Making | | | Teacher | Yes |
| ☆ UG COMD meta-blueprint Fall 21 | | | Teacher | 2023-03-08 14:29:30 |

Manually created courses from this drop down. And going to name it Demo Spring 23 just for reference.

The screenshot shows the 'All Courses' page in Canvas LMS. A modal window titled 'Create Course' is open in the center. The modal contains a dropdown menu for 'Which account will this course be associated with?' set to 'Manually-Created Courses'. Below it is a text input field for 'Course Name' containing 'Demo-SP23-march'. At the bottom right of the modal, there are 'Cancel' and 'Create' buttons, with the 'Create' button circled in red. In the background, a table lists existing courses with columns for Course, Nickname, Term, Enrolled as, and Published. A timestamp '2023-03-08 14:30:40' is visible in the bottom right corner of the page.

It brings you to this course details or setting pages.

The screenshot shows the 'Settings' page for the course 'Demo-SP23-march'. The page has a left sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, Item Banks, Studio, and Google Drive. The main content area is titled 'Course Details' and includes fields for Name (Demo-SP23-march), Course Code (Demo-SP23-march), Blueprint Course (unchecked), Course Template (unchecked), Time Zone (Eastern Time (US & Canada) (-05:00/-04:00)), SIS ID, Subaccount (Manually-Created Courses), Term (Default Term), and Participation (Term). On the right, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a list of actions like Share to Commons, Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Copy this Course, Import Course Content, Export Course Content, Reset Course Content, and Validate Links in Content. Below that is a 'Current Users' section showing 'Students: None'. A timestamp '2023-03-08 14:30:46' is visible in the bottom right corner.

On this left hand side there's an option that says **people**. This is where all of the students who are registered for your course will be listed.

The screenshot shows the Canvas LMS interface for a course named "Demo-SP23-march". The left sidebar contains a navigation menu with items like Home, Announcements, Assignments, Discussions, Grades, **People** (circled in red), Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, Item Banks, Studio, and Google Drive. The main content area displays the "People" page, which includes a search bar, a "Search people" dropdown, and a table of students. The table has columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. One student is listed: Holly Adams (They/Them/Their) with Login ID hadams30 and SIS ID 2529151. The page also features buttons for "+ Group Set" and "+ People". A timestamp "2023-03-08 14:31:07" is visible in the bottom right corner.

You can also scroll all the way to the bottom of this list and find the **setting** options.

The screenshot shows the same Canvas LMS interface as the previous one, but the left sidebar is scrolled down to show more options. The "Settings" option at the bottom of the sidebar is circled in red. The main content area remains the same, showing the "People" page with the student list. A timestamp "2023-03-08 14:31:17" is visible in the bottom right corner, along with the URL "https://pratt.instructure.com/courses/28430/settings".

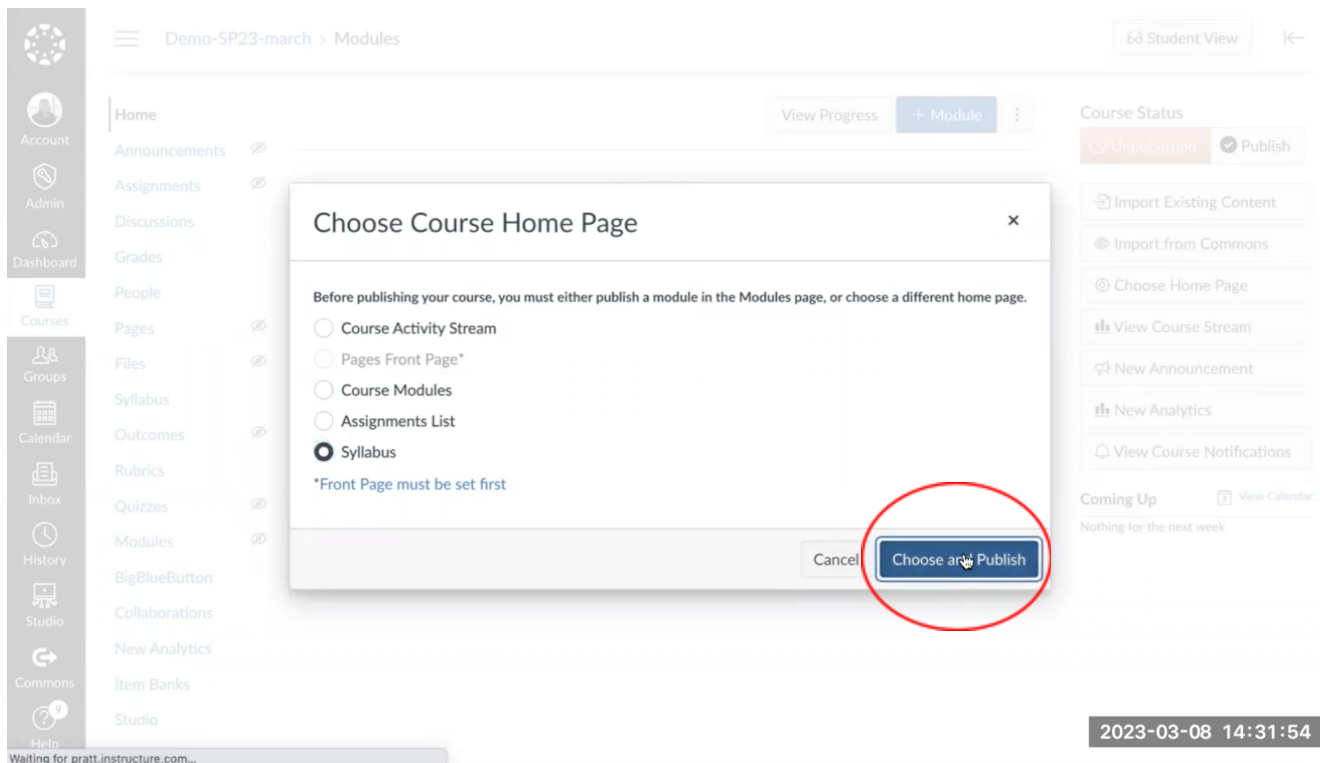
If you'd like, you can add an image for your course, so that when students see it on their canvas dashboard. They'll see whatever image you choose here as well.

The screenshot shows the 'Course Details' page for a course named 'Demo-SP23-march'. The 'Image' field is empty, and the 'Choose Image' button is circled in red. The page includes a sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, Item Banks, Studio, and Google Drive. The 'Course Status' section on the right shows 'Unpublished' and 'Publish' buttons. The 'Current Users' section shows 'Students: None' and a timestamp '2023-03-08 14:31:21'.

For students to be able to see anything in this course, you need to publish this course which you can access in a number of different places you can see on the homepage. There's a button on the right hand side to **publish** this course.

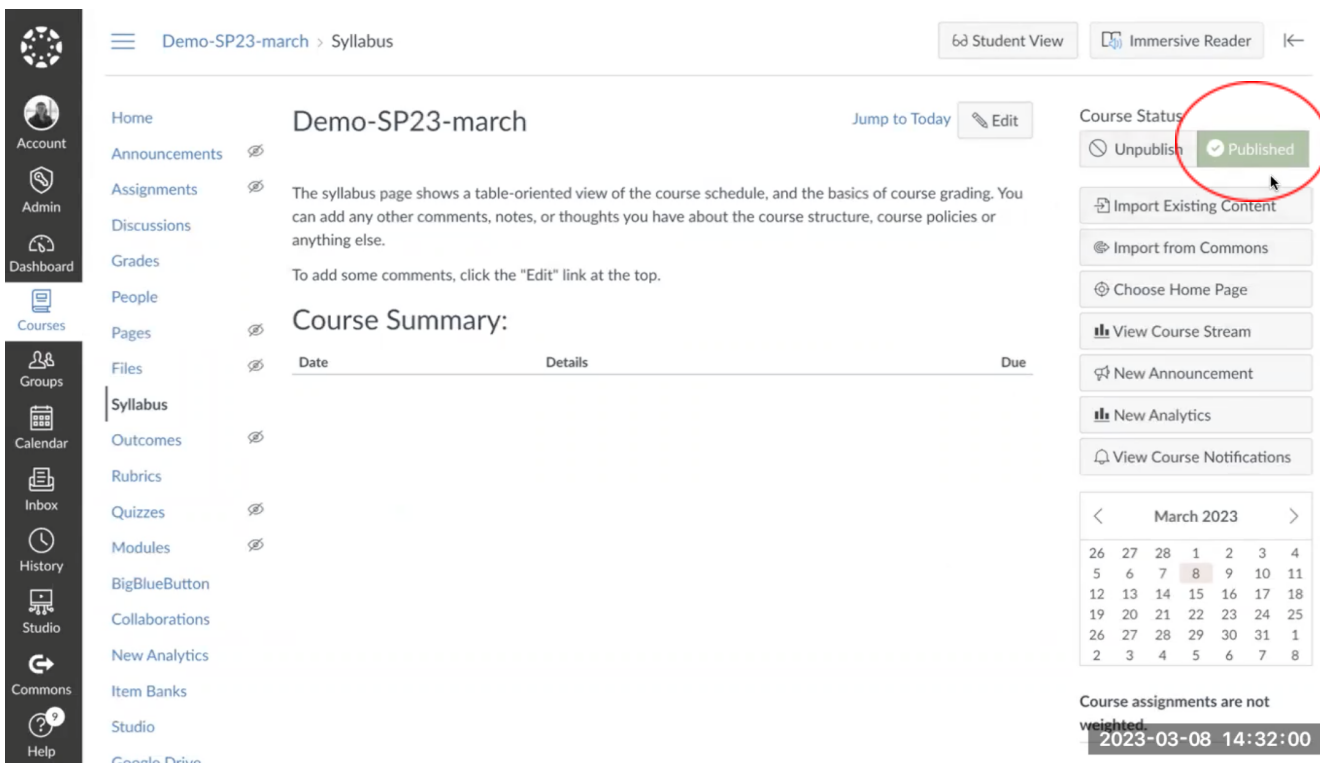
The screenshot shows the 'Modules' page for the same course. The 'Course Status' section on the right has the 'Publish' button circled in red. The page includes a sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, Item Banks, Studio, and Google Drive. The 'Course Status' section shows 'Unpublished' and 'Publish' buttons. The 'Coming Up' section shows 'Nothing for the next week' and a timestamp '2023-03-08 14:31:44'.

When I click on publish, I will just choose the syllabus for now, and click **Choose and Publish**.



The screenshot shows the Canvas LMS interface for a course titled "Demo-SP23-march". A modal dialog box titled "Choose Course Home Page" is open, displaying several options: "Course Activity Stream", "Pages Front Page*", "Course Modules", "Assignments List", and "Syllabus". The "Syllabus" option is selected with a radio button. Below the options, a note states: "*Front Page must be set first". At the bottom of the dialog, there are two buttons: "Cancel" and "Choose and Publish", with the latter being circled in red. The background interface shows the course status as "Unpublished" and a sidebar with various course management tools.

You can see that on the right hand side, **Published** button turns green. You can click there to unpublish the course as well.



The screenshot shows the Canvas LMS interface for the "Syllabus" page of the course "Demo-SP23-march". The page title is "Demo-SP23-march" and it includes a "Jump to Today" and "Edit" link. The main content area contains a "Course Summary:" section with a table header: "Date", "Details", and "Due". Below this, there is a calendar for "March 2023" showing dates from 26 to 8. The "Course Status" section on the right shows "Unpublish" and "Published" buttons, with the "Published" button being green and circled in red. The interface also includes a sidebar with navigation options and a footer with the text "Course assignments are not weighted." and a timestamp "2023-03-08 14:32:00".