**Canvas Overview**

**Accessing your courses:**

* Log into Aces
* Click Canvas on the Home tab or Faculty tab (“Canvas Live” link on right)
* Dashboard (see image to the right) appears with your current courses click one to enter course

**Assignments menu item**:

* To create assignments
* To allocate percentages to grade groups (see image below)



**Sample Gradebook**





**Gradebook Creation**

**Create Assignment Groups**

* Click “Assignments” menu item
* Click “+ Group” on the top right, type the name and save

**Create Assignments**

* Click the “+” in the appropriate group
* Enter a title and the maximum amount of points for the assignment
* Click Save and Publish
* You can drag assignments from one group to another

**Assign Percentages to Groups**

* Click the gear button on the top right (see image 1)
* Choose “Weight final grade based on assignment groups” (see image 2)
* You can now allocate percentages to each of the groups
* Click “Save” when done

**To allow students to see the gradebook, the course must be published.** To publish the course, click the “Home” menu item and the “Publish” button to the right.



**Creating a Home Page**

*You may want to create a home page to provide contact information, book information or the syllabus. To do this, follow these steps:*

* Create page (Menu item “Pages” and click “+ Page” on top right)
* In the small box on the top left type “Home Page” (see image to the right)
* In the big input box, type the content for your home page including images if you choose.
* Click the “Save and Publish” button on the bottom
* Click “View all pages” button on top.
* Click gear button to the right (see image to the right)
* Choose “Front Page”
* Click the “Home” menu item
* Click “Choose Home Page” to the right and choose “Pages Front Page” and Save