Important Canvas Reminders for Faculty

**Don't forget! Make Your Canvas Course Available to Students**

**Important Reminder!** Be default, Canvas courses are not automatically available to students as they were in MyGateway. On the Home page of your course, click "Publish" so that it's green. That's how you know students can see your Canvas course and receive your messages.

If students still cannot access your course, double check that you have the correct start/end dates in the settings of your course. If you imported your course from MyGateway, the semester start/end dates may be incorrect. To check, go to "Settings" to see the course availability dates.

Need to update your syllabus with the latest version of campus resource links? Feel free to adapt or adopt the suggestions for messages related to maintaining a civil classroom, academic honesty, student conduct, and disability access. Access the syllabus guides and templates here.

  - [Course Syllabus Guidelines](#)
  - [Syllabus Template for F2F Courses](#)
  - [Syllabus Template for Online Courses](#)

**Remind Students to Receive Your Canvas Messages**

Unlike MyGatewa, students can change how they receive messages from you in Canvas (Announcements, Emails from Canvas, etc.). They can even turn off messaging completely. To be sure that your students receive your messages, we suggest telling your students to update their Canvas notification settings to receive the following types of communications by email.

We recommend instructing your students to have a green check mark next to
the following Notification
Preferences: https://umsl.instructure.com/profile/communication

- Announcement
- Announcement Created By You
- Added to Conversation
- Conversation Message
- Conversation Message by You

They may choose preferences for other course activities as they wish.

### Customize Your Canvas Dashboard (Or, How to Add/Remove Courses to/from your Dashboard)

Your Canvas Dashboard is customizable so that it lists the course that you prefer to see. Here's how to specify those courses to appear in the Dashboard:

1. In Canvas, look for the book icon ("Courses") in the red navigation bar. It's the 3rd icon in the list.
2. In the flyout page that appears listing all of your courses, choose the link labeled "All Courses."

3. Click the star next to any courses you want to appear in your Dashboard to make the star become orange/red. Unstar any courses you do NOT want to appear in your Dashboard.

All Courses

<table>
<thead>
<tr>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>✭ CRS-SS17-ONLINE-IN-9-F2F</td>
</tr>
<tr>
<td>✭ CANVAS-ONLINE-OVERVIEW</td>
</tr>
</tbody>
</table>

4. Return to the Dashboard to confirm that your courses appear as you wish.

Remember, that once you customize your dashboard, it may seem like you lost access to unstarred courses. You haven't lost access! You just need to add the course back to your Dashboard

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**canvas Quick Tips**

**Did you know?** Under "Settings" in any Canvas course, you can...

- Change what constitutes an A, A-, B+ and so on as it appears in the Grades area? [Explore "Grading Schemes."]
- Show announcements on the Course home page
- Let students attach files to discussion posts
- Hide totals or grade distribution graphs in student grades summary
Upcoming Canvas Workshops

January 2018
Wednesday, January 17
In-Person Workshop
Lucas Hall 589
2:00 - 4:00 PM
Canvas Working Session
This is a come-and-go session designed to give you a place to work alongside CTL Instructional Designers as you setup your course in Canvas. If you intend to migrate a Blackboard course, it's recommended that you submit that request in advance of attending the working session. Please register so we know how many attendees to expect.
Register

Thursday, January 18
Online Webinar via Zoom
5:00 - 7:00 PM
Organize Your Canvas Course (Webinar via Zoom) - Link will be emailed to registered participants
This webinar is designed to help participants, especially part-time instructors, organize and structure their courses in Canvas. Participants will learn how to update Canvas account, manage notifications and settings, work with modules, use syllabus tab, and of course there will be time for Q&A. The Zoom link will be send to you after you register for this session.
Register

Monday, January 22
(Webinar via Zoom) - Link will be emailed to registered participants
6:00 PM - 8:00 PM
Organize Your Canvas Course (Webinar via Zoom)
This webinar is designed to help participants, especially part-time instructors, organize and structure their courses in Canvas. Participants will learn how to update Canvas account, manage notifications and settings, work with modules, use syllabus tab, and of course there will be time for Q&A. The Zoom link will be send to you after you register for this session.
Register

Friday, January 26
Lucas Hall 589
In-Person Workshop
10:00 AM - 12:00 Noon
Organize Your Canvas Course
This webinar is designed to help participants, especially part-time instructors, organize and structure their courses in Canvas. Participants will learn how to update Canvas account, manage notifications and settings, work with modules, use syllabus tab, and of course there will be time for Q&A. The Zoom link will be send to you after you register for this session.
Register

Spring Forum
Save the Date!
2018 Spring Forum on Teaching and Technology
Friday, February 2, 2018
9:00 AM - 3:30 PM
JC Penney Conference Center

Register now to secure your spot in this popular event!