



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 MyGateway, 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**
- **Conversaton Message by You**

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

Notification Preferences

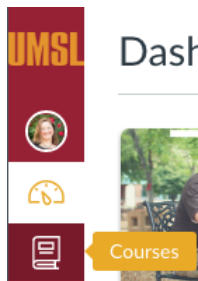
Notify me right away Send daily summary Send weekly summary

Course Activities	Email Address holmeskm@umsl.edu
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Discussions	
Discussion	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Discussion Post	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Conversations	
Added To Conversation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conversation Message	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Conversations Created By Me	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

Course	
☆	■ CRS-SS17-ONLINE-IN-9-F2F
★	■ CANVAS-ONLINE-OVERVIEW

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



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

View More Options

1 **more options**

2 **fewer options**

Let students self-enroll by sharing with them a secret URL or code

Show recent announcements on Course home page

3

Number of announcements shown on the homepage

Let students attach files to discussions

Let students create discussion topics

Let students edit or delete their own discussion posts

Let students organize their own groups

Hide totals in student grades summary

Hide grade distribution graphs from students

Disable comments on announcements

Only Teachers

can create, rename, and edit course pages by default

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!



SAVE THE DATE



SPRING FORUM - FEB 2

ONE DAY-RIGHT AWAY:
BRIGHT IDEAS TO ENERGIZE YOUR CLASS!

JCP 402
February 2, 2018
9:00am - 3:30pm

Registration goes live in January

UMSL | Center for Teaching and Learning