

Canvas Instructor Guide Resources

The [Canvas Instructor Guide](#) has a number of step-by-step walkthroughs that can assist you with your course site. *Note:* some of the features included in those guides may not align with UF's instance of Canvas.

Announcements

- [How do I add an announcement in a course?](#) Can attach files, embed and record videos, and delay posting to a future date

Assignments

- [How do I create an online assignment?](#) For written assignments, in Plagiarism Review section, select TurnItIn from the drop-down menu and adjust any settings in the Similarity Report section
- [What is the difference between assignment due dates and availability dates?](#)
- [How do I assign an assignment to an individual student?](#) If you want to adjust a due date for an individual student, see the Assign to Specific Student section
- [How do I create a peer review assignment?](#)
- [How do I assign an assignment to a course group?](#) Will want to first [create groups](#); can manually or automatically create groups, as well as allow for self-signup

Calendar

- [How do I add an event to a course calendar?](#) For adding due date reminders for non-graded events

Chat

- [How do I use Chat as an instructor?](#) If you want to support synchronous text-only communication within your course site

Discussions

- [How do I create a discussion as an instructor?](#)
- [How do I assign a graded discussion to everyone in a course?](#) Consider checking the “Users must post before seeing replies” box, so that students cannot borrow or adapt another student’s post
- [How do I allow students to edit and delete their own discussion posts in a course?](#) Also useful for graded discussions
- [How do I create a peer review discussion?](#)
- [How do I close a discussion for comments in a course?](#)

Files

- [How do I use Files as an instructor?](#) If you will have the Files tool visible to students, you will want to learn about how to [restrict access](#)

Grades

- [How do I use the Gradebook?](#)
- [How do I send a message to students from the Gradebook?](#) Very useful for sending targeted messages re: assignment and quiz performance
- [How do I export grades in the Gradebook?](#)

Quizzes

- [What quiz types can I create in a course?](#)
- [What options can I set in a quiz?](#) Prior to publishing the quiz, use the Preview feature to ensure that everything appears as it should (see Unpublished Quiz Options section)
 - We recommend using [question groups](#) rather than [question banks](#), as they allow for [question regrading](#); common question types include [multiple choice](#), [essay](#), [file upload](#), and [text](#)
- [How do I assign a quiz to an individual student?](#) If you want to adjust a due date for an individual student
- [Once I publish a quiz, how can I give my students extra attempts?](#)
- [Once I publish a timed quiz, how can I give my students extra time?](#) Useful for when students have technical issues or DRC Accommodations

Rubrics

- [How do I add a rubric in a course?](#) Rubrics can be used for [assignments](#), [discussions](#), and [quizzes](#)

Settings

- [How do I publish a course?](#) See below bullet for setting start and end dates
- [How do I use course settings?](#) Can adjust course site start and end dates, and [restrict student access](#), using the Course Details tab; can hide or add tools using the Navigation tab
- [How do I view a course as a test student using Student View?](#) Can be useful for viewing your course site as a student would see it

SpeedGrader

- [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](#)
- [How do I use SpeedGrader?](#) To facilitate grading, use rubrics (see Rubrics section above)
- [How do I add annotated comments in student submissions using DocViewer in SpeedGrader?](#) For written assignments where you want to provide in-text comments
- [How do I leave feedback comments for student submissions in SpeedGrader?](#) Be sure to click the Submit button for a comment, or they will be saved as a draft and not visible to students
- [How do I grade a graded discussion in SpeedGrader?](#)

Relevant pages from the Canvas Student Guide

Canvas also offers a [Student Guide](#) that you might want to share with your students. *Note:* some of the features included in those guides may not align with UF's instance of Canvas. Below are a few of the most useful pages you might want to share.

- [How do I submit an online assignment?](#) Also might want to share how to [view the rubric](#) and how they can [submit a group submission](#) if a group assignment
- [How do I submit a peer review to an assignment?](#) Also useful is info on how to [submit peer reviews](#)
- [How do I reply to a discussion as a student?](#)
- [How do I take a quiz?](#) Also useful is the info on [each type of question](#)