

Step 1: Organization and Settings

Handout Companion to the *How to Build a Canvas Course* Online Training Resource



Manage your materials and determine how you want your course to function.

What is the Files feature? Where do I put my videos and other large file size materials? How do websites work and why is that important to know about for my Canvas course? What Settings do instructors control? How will I manage my course load?

- Ensure you are always working in the correct Canvas course.** They look similar.
- Are you teaching multiple sections?** [Cross-list](#) them into one course to make them easier to manage before you start building your course.
- How do I backup my Canvas course?** [Export instructions.](#) Backup your Blackboard course copy before you make changes to it just in case you need to recover anything you delete.
- Do I need to clean up my Blackboard content course before copying?** No, but deleting Files, Assignments, Quizzes, Questions Banks, Rubrics, and Modules you do not use or have multiple copies of will make it easier to work with.
- Organize your course Files and name all documents sustainably.**
 1. [Create folders](#) to easily locate your materials.
 2. [Rename files](#) using sustainable names that do not have numbers or dates.
 3. [Move files](#) into the correct folder and [delete files](#) you no longer want.
 4. [Upload files](#) you want to include in the new term.
 5. [Set file restrictions](#) for date and time release rules as applicable.
- What about large files such as video or narrated PowerPoints?** Your course has a 2GB limit for file storage. Store videos and large files elsewhere:
 - [Get started with OneDrive](#)
 - [Get started with Stream](#)
 - [Get started with Echo360 for Health Professions](#)
 - [Get started with Canvas Studio](#)
- Organize your Pages.**
 1. [Delete Pages](#) you no longer want.
 2. [Unpublish](#) all remaining Pages. Publishing each Page should serve as your To Do list progress.
 3. [Rename your Pages](#) - changing names later in the process can create errors in your course that must be manually fixed.
- People Feature:** People is where you manage Groups and are also able to add additional non-Banner enrolled users to your course using their email address.
 - [How to add a user to your course](#)
- Settings Tab 1 is Course Details:**
 - Choose Image – displays that image on the Dashboard tile
 - Set the Course Participation start and end dates.
 - Set your [Grading Scheme](#) and turn the feature on for letter grades to function properly.
 - Explore the More Options... features for additional course behaviors you may want to use. Many instructors choose to [hide grade distribution graphs from students](#) - [see this aspect in action.](#)
- Settings Tab 2 is Sections:** If you teach multiple sections of the same course, [cross-list](#) them into one course to make them easier to manage BEFORE you build.
- Settings Tab 3 is Navigation:** To [change your course menu](#), drag the features you want to the top section and Save.
- Settings Tab 4 is Apps:** Explore over 400 options in the [EduAppCenter](#), an open LTI app collection. Some apps are already installed for you.
- Settings Tab 5 is Feature Options:** The [Feature Options](#) are new functions in Canvas being tested out that you can choose to turn on if interested.
- How do I import parts of my Blackboard course copy into my Sandbox or Academic Course Shell?** [Select specific content to import instructions.](#)