

Canvas Tips for Faculty



Course Specific Dashboard Settings

Canvas allows you to navigate **Course Specific Dashboard Settings** using three tabs; Courses and Groups, Grades, and Calendar. This module will explain what each tab does and how you would use them to navigate the dashboard settings.

1.) Courses specific information can be accessed using the blue bar on the top of the Canvas Screen.

Here you access your **Courses and Groups, Grades, and Canvas Calendar.**



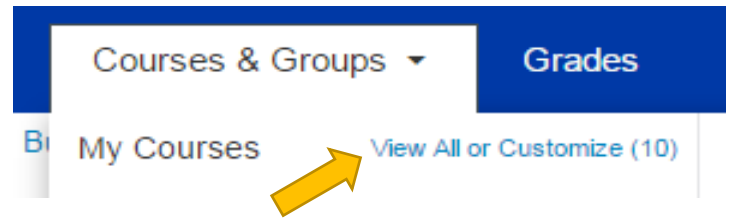
2.) If you hover over **Courses and Groups** a list of all of your available courses will appear.

Courses & Groups Grades

My Courses [View All or Customize \(10\)](#)

- 15FA-DGMD-101-800RL
enrolled as: Teacher Fall 15 Week 2015
- KBURKITT-DGMD-101-MASTER
enrolled as: Teacher
- KBURKITT-PRACTICE
enrolled as: Teacher
- TLC-WORK-IN-PROGRESS
enrolled as: Teacher
- TRAINING-KBURKITT
enrolled as: Teacher
- Demo Class for Workshops -July 2013
enrolled as: Student
- INTRO-TO-CANVAS-2015
enrolled as: Student
- TRAINING-JPOPOVICH
enrolled as: Student
- TRAINING-KMCGEE
enrolled as: Student
- TRAINING-RANDERSON
enrolled as: Student

3.) To view a complete list of the Courses or Groups that you have access to, click on **View All or Customize**.



4.) From the drop down menu, add or remove classes to your Courses and Group list by clicking the yellow star to toggle them on or off.



5.) To view the grades for the class or group, select the **Grades** Tab.



6.) The Grades tab will expand and you will see all of the grades for each class or group you are working with.

You can hyperlink to any gradebook from this screen.

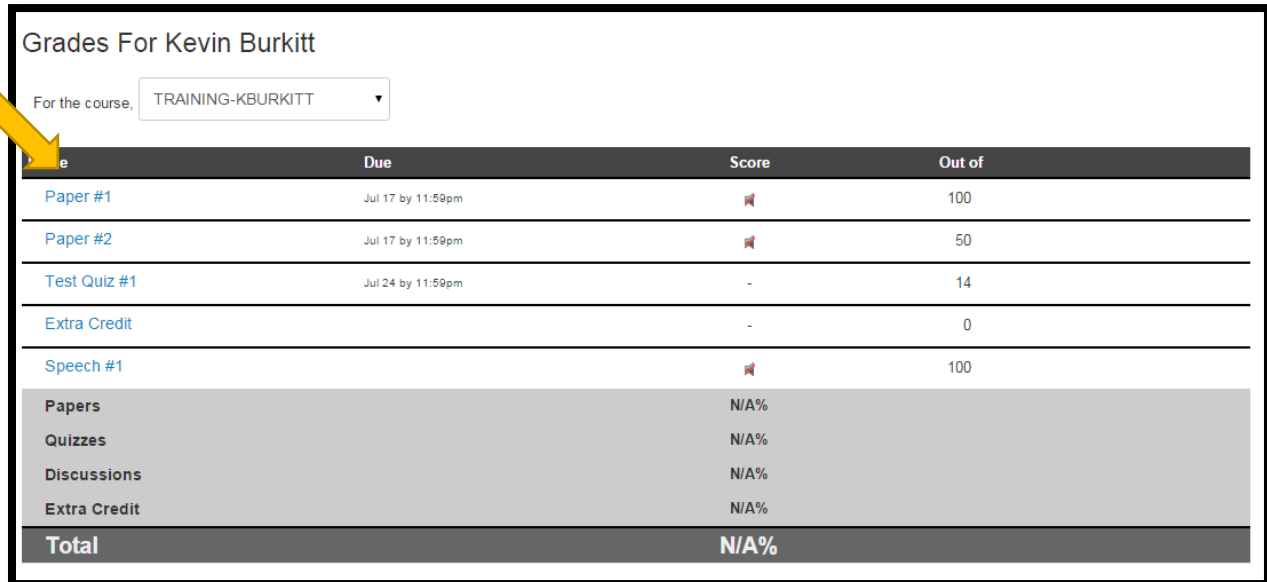
Courses I'm Taking

INTRO-TO-CANVAS-2015	no grade
TRAINING-KBURKITT	no grade
TRAINING-RANDERSON	no grade
TRAINING-KMCGEE	no grade
TRAINING-JPOPOVICH	no grade
Demo Class for Workshops -July 2013	no grade

Courses I'm Teaching

KBURKITT-PRACTICE	no grades
15FA-DGMD-101-800RL	0.00% average for 1 student Student Interactions Report
TRAINING-KBURKITT	no grades
TLC-WORK-IN-PROGRESS	63.25% average for 2 students Student Interactions Report
KBURKITT-DGMD-101-MASTER	no grades

7.) Once hyperlinked, you will see the list of assignments that are being graded.



Grades For Kevin Burkitt

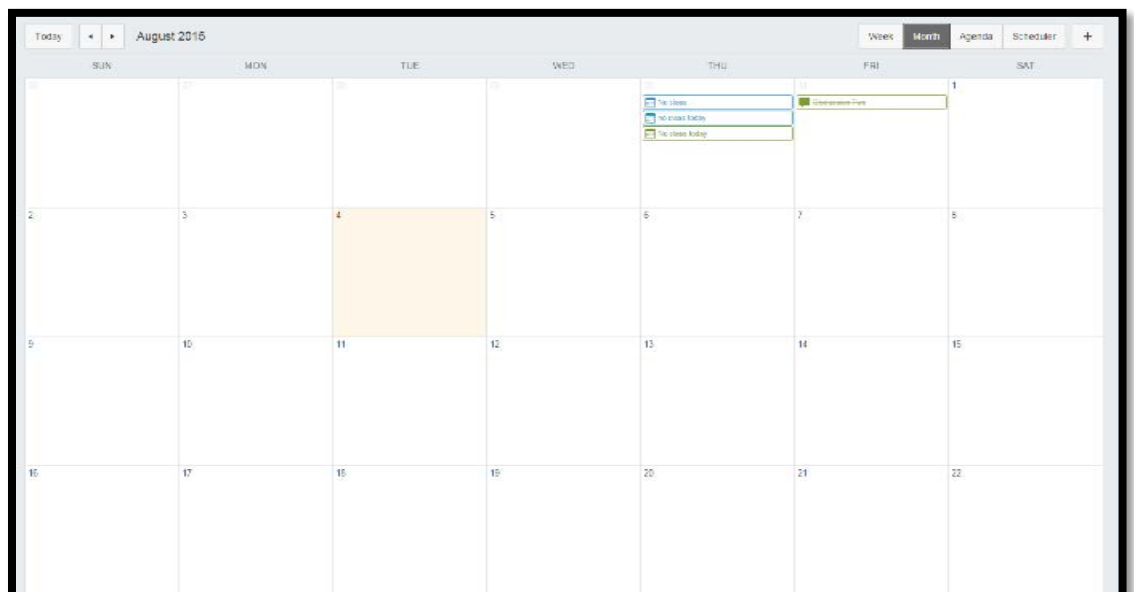
For the course, TRAINING-KBURKITT

Assignment	Due	Score	Out of
Paper #1	Jul 17 by 11:59pm	0	100
Paper #2	Jul 17 by 11:59pm	0	50
Test Quiz #1	Jul 24 by 11:59pm	-	14
Extra Credit		-	0
Speech #1		0	100
Papers		N/A%	
Quizzes		N/A%	
Discussions		N/A%	
Extra Credit		N/A%	
Total		N/A%	

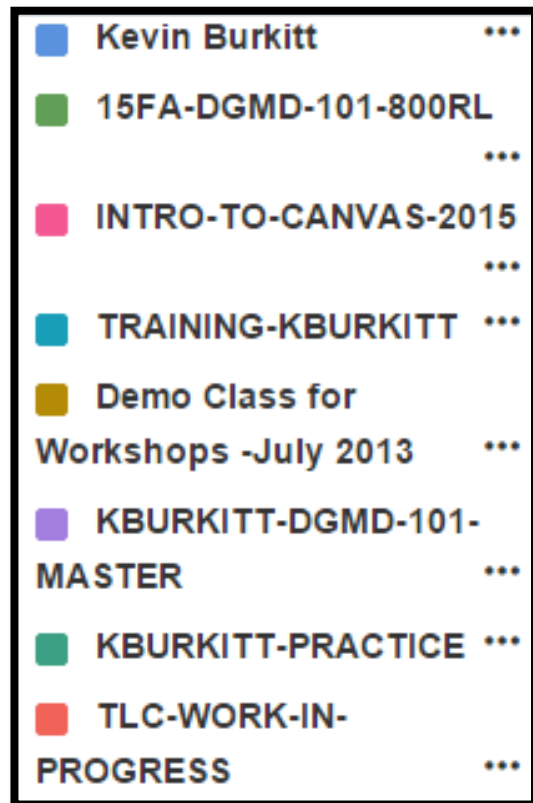
8.) To view the calendar for your course or group, click on the “Calendar” tab.



9.) The Calendar tab will expand and you will see all of the calendars associated with your Canvas courses or groups.



10.) The Calendar tab will show you a color coded list of all of classes or groups that have access to your global calendar.



11.) **Do not delete items from your calendar.** This will permanently delete them from the course or group content.

