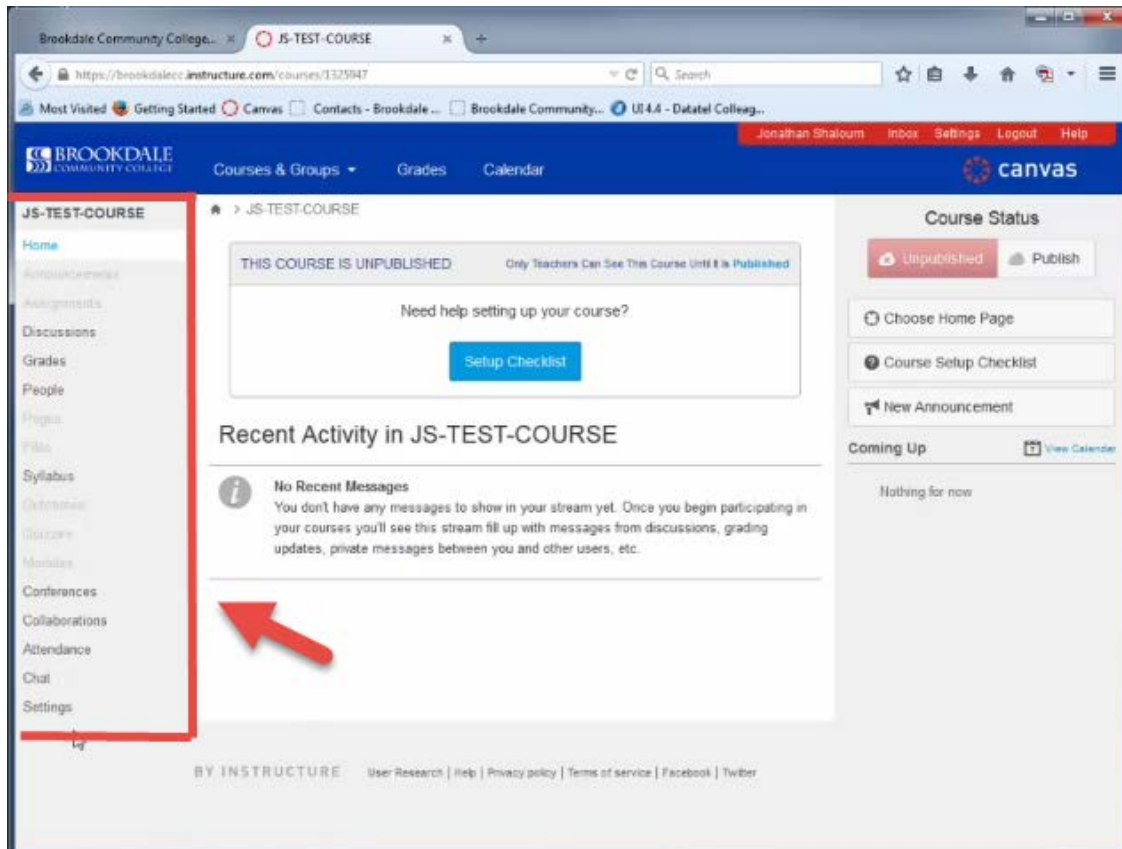




Canvas Tips for Faculty

Setting Up the Navigation Bar

One of the first things to do when publishing a new course in Canvas, is to setup the **Navigation Bar** on the left hand side of the **Course Home Page**.

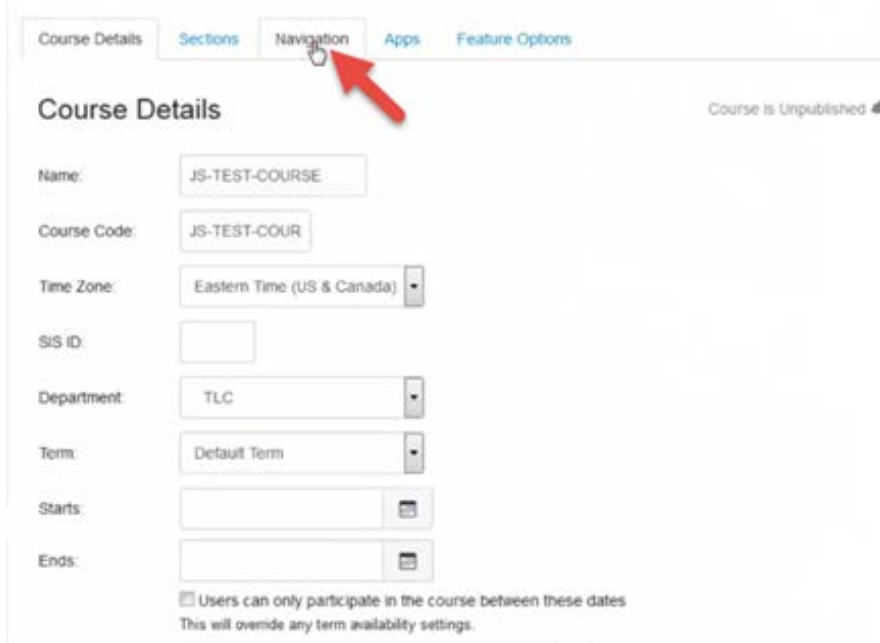


1. You will need to determine which items in the Navigation Bar will be available and viewable to your students.



By default, some items are listed in black and some are listed in gray. The items listed in black are available to students, while the items listed in gray are available only to faculty and Canvas administrators.

2. To setup the **Navigation Bar** and determine what items will be available to your students, click **Settings** at the bottom of the navigation bar.



3. Then click on the *Navigation Tab* to see the list of all the items available to students.

- Home
- Announcements
- Assignments
- Grades
- Quizzes
- Modules
- Discussions
- NJVid Video Browser
- Attendance
- Conferences
- Collaborations
- Outcomes
- Files
- People
- Syllabus
- Pages
- Settings

Drag and drop items to reorder them in the course navigation.

Home	⚙️ ▼
Modules	⚙️ ▼
Grades	⚙️ ▼

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Announcements <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
Assignments <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
NJVid Video Browser <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
Quizzes <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
Attendance <i>Page disabled, won't appear in navigation</i>	⚙️ ▼
Discussions <i>This page can't be disabled, only hidden</i>	⚙️ ▼
Conferences <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
Collaborations <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
Outcomes <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
Files <i>Page disabled, will redirect to course home page</i>	⚙️ ▼
People <i>This page can't be disabled, only hidden</i>	⚙️ ▼

4. From the **Navigation** tab, the item list will be divided into two sections. The top section will contain the items viewable to students. The bottom section will be hidden from students and only available to instructors. You can reorganize the order of items on the list by dragging and dropping categories from either list. To hide an item from student view, click and drag the item to the area below the heading **Drag Items Here to Hide from Students**.

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

MyLab and Mastering <i>Page disabled, won't appear in navigation</i>	⚙️ ▾
NJVID Video Browser <i>Page disabled, won't appear in navigation</i>	⚙️ ▾

Save

5. When you have completed setting up your lists, don't forget to scroll down to the bottom of the page and click on the **save** button. Then your **Navigation** configuration will be viewable in the Course Home Page.