# How to Set Up a Canvas Course

This document contains links from Canvas online guides to assist you in setting up a Canvas course.

## Set the course start and end dates

Start and end dates refer to the dates your course will be available to your students. You can set the start date prior to the start of the semester, if you would like your students to access your course to view the material and syllabus early. You can also set the end date past the end of the semester to ensure all materials are submitted.

* [How do I change the start and end dates for a course?](https://community.canvaslms.com/docs/DOC-12907)  
  (https://community.canvaslms.com/docs/DOC-12907)

**Important:** If you leave the end date blank, students will have access to your course for the next year.

## Set the Course Navigation

The course navigation should only contain the links you will use in your course. To hide links from the student view, please see the Canvas guides below.

* [How do I use the Course Navigation Menu as an Instructor?](https://community.canvaslms.com/docs/DOC-12936)  
  (https://community.canvaslms.com/docs/DOC-12936)
* [How do I reorder and hide Course Navigation links?](https://community.canvaslms.com/docs/DOC-12933)  
  (https://community.canvaslms.com/docs/DOC-12933)

## Upload Course Files

The Files area allows you to store course files and documents within the Canvas course. You can upload one or multiple files, view details about your files, preview files, publish and unpublish files, and restrict accesses to files.

* [How do I use Files as an instructor?](https://community.canvaslms.com/docs/DOC-12963) (Also contains a video)  
  (https://community.canvaslms.com/docs/DOC-12963)
* [What types of media files can I upload in Canvas as an instructor?](https://community.canvaslms.com/docs/DOC-12708)  
  (https://community.canvaslms.com/docs/DOC-12708)
* [How do I create a folder in Files as an instructor?](https://community.canvaslms.com/docs/DOC-12763)  
  (https://community.canvaslms.com/docs/DOC-12763)
* How do I upload a file to a course?  
  <https://community.canvaslms.com/docs/DOC-2553>
* [How do I move and organize my files as an instructor?](https://community.canvaslms.com/docs/DOC-12728)  
  (https://community.canvaslms.com/docs/DOC-12728)
* [How do I preview a file as an instructor?](https://community.canvaslms.com/docs/DOC-12737)  
  (https://community.canvaslms.com/docs/DOC-12737)
* [How do I bulk upload files to a course?](https://community.canvaslms.com/docs/DOC-12732)  
  (https://community.canvaslms.com/docs/DOC-12732)
* [How do I restrict files and folders to students in Canvas?](https://community.canvaslms.com/docs/DOC-12771)  
  (https://community.canvaslms.com/docs/DOC-12771)

## Create Announcements, Assignments, Discussions, Quizzes, and Pages

### Announcements

Announcements allow you to communicate with your students about course activities and post interesting course-related topics.

* [How do I use the Announcements Index Page?](https://community.canvaslms.com/docs/DOC-10214)  
  (https://community.canvaslms.com/docs/DOC-10214)
* [How do I add an announcement in a course?](https://community.canvaslms.com/docs/DOC-10405)  
  (https://community.canvaslms.com/docs/DOC-10405)

### Assignments

The Assignments page will show your students all of the assignments that will be expected of them, when they are due, and how many points each is worth.

* [How do I create an assignment?](https://community.canvaslms.com/docs/DOC-9873)  
  (https://community.canvaslms.com/docs/DOC-9873)
* [How do I add an assignment group in a course?](https://community.canvaslms.com/docs/DOC-10149)  
  (https://community.canvaslms.com/docs/DOC-10149)
* [What is the difference between assignment due dates and availability dates?](https://community.canvaslms.com/docs/DOC-10327)  
  (https://community.canvaslms.com/docs/DOC-10327)

### Discussions

Discussions are designed to allow interactive communication between people within a course.

* [How do I use the Discussion Index Page?](https://community.canvaslms.com/docs/DOC-13108)  
  (https://community.canvaslms.com/docs/DOC-13108)
* [How do I create a discussion as an instructor?](https://community.canvaslms.com/docs/DOC-13016)  
  (https://community.canvaslms.com/docs/DOC-13016)
* [How do I reply to a discussion as an instructor?](https://community.canvaslms.com/docs/DOC-12716)(https://community.canvaslms.com/docs/DOC-12716)

### Quizzes

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material.

* [How do I create a quiz with individual questions?](https://community.canvaslms.com/docs/DOC-12943)  
  (https://community.canvaslms.com/docs/DOC-12943)
* [How do I create a question bank in a course?](https://community.canvaslms.com/docs/DOC-13000)  
  (https://community.canvaslms.com/docs/DOC-13000)
* [How do I create a quiz with a question group to randomize quiz questions?](https://community.canvaslms.com/docs/DOC-12979)  
  (https://community.canvaslms.com/docs/DOC-12979)
* [How do I create a quiz by finding questions in a question bank?](https://community.canvaslms.com/docs/DOC-12951)  
  (https://community.canvaslms.com/docs/DOC-12951)

### Pages

Pages can be used for content you want to include in your course such as videos, text, images, and links to your files that won’t be graded as an assignment.

Pages can also be used as a collaboration tool where you can create class wikis and set specific user access for each page.

* [How do I use the Pages Index Page?](https://community.canvaslms.com/docs/DOC-12776)  
  (https://community.canvaslms.com/docs/DOC-12776)
* [How do I create a new page in a course?](https://community.canvaslms.com/docs/DOC-13018)  
  (https://community.canvaslms.com/docs/DOC-13018)
* [How do I set a Front Page in a course?](https://community.canvaslms.com/docs/DOC-12784)  
  (https://community.canvaslms.com/docs/DOC-12784)

## Create Modules

Modules can be used to organize your course content by weeks, units, chapters, or any organizational structure that works for your course.

* [How do I use the Modules Index Page?](https://community.canvaslms.com/docs/DOC-12937)  
  (https://community.canvaslms.com/docs/DOC-12937)
* [How do I add a module?](https://community.canvaslms.com/docs/DOC-13129)  
  (https://community.canvaslms.com/docs/DOC-13129)
* [How do I add assignment types, pages, and files as module items?](https://community.canvaslms.com/docs/DOC-12689)  
  (https://community.canvaslms.com/docs/DOC-12689)

## Publish Course

Be sure to review the content in your course before you publish it. Once you are ready to publish it, follow the instructions below.

1. Click on the “Home” link in the course navigation (left-hand side of the screen)
2. In the upper right-hand corner of the screen under Course Status, click the gray “Publish” button (see Image below titled “Publish Course”)

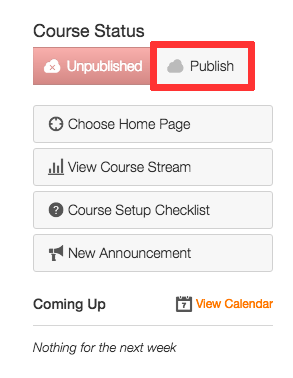


Figure 1: Publish Course

## Contact Information

If you have any questions after reviewing this guide, please contact the Center for Faculty Excellence (CFE) office at 2-6898 or email at [cfe@bgsu.edu](mailto:cfe@bgsu.edu) or the Technology Support Center (TSC) at 2-0999.

If you require this document in an alternative format, such as large print or a different background color, please contact Rita Pool at [ritap@bgsu.edu](mailto:ritap@bgsu.edu).