

# CANVAS FOR ELEMENTARY ADMIN GUIDE



**Table of Contents**

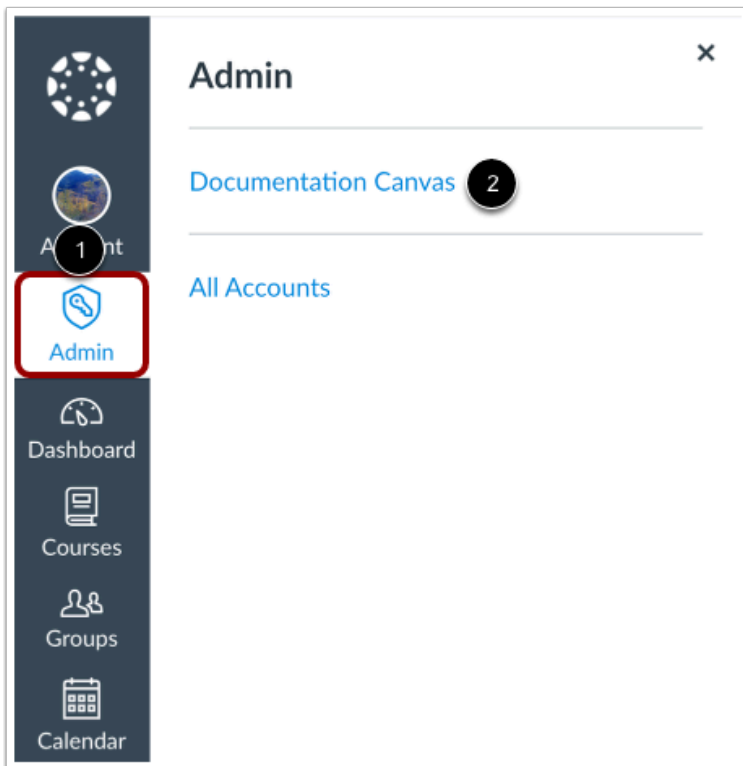
|  |   |
|--|---|
| Settings.....  | 3 |
| How do I enable Canvas for Elementary in my sub-account? .....               | 4 |
| Subjects .....   | 8 |
| How do I add a subject in a Canvas for Elementary account as an admin? ..... | 9 |

## Settings

## How do I enable Canvas for Elementary in my sub-account?

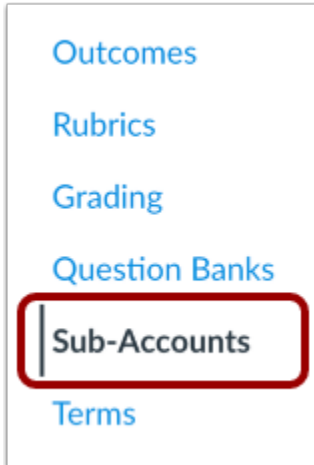
You can enable Canvas for Elementary using the Canvas for Elementary setting in your sub-account.

### Open Account



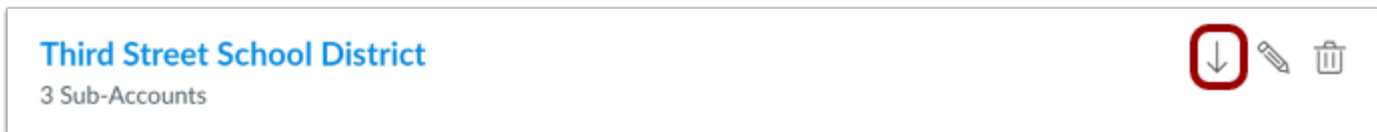
In Global Navigation, click the **Admin** link [1], then click the name of the account [2].

## Open Sub-Accounts



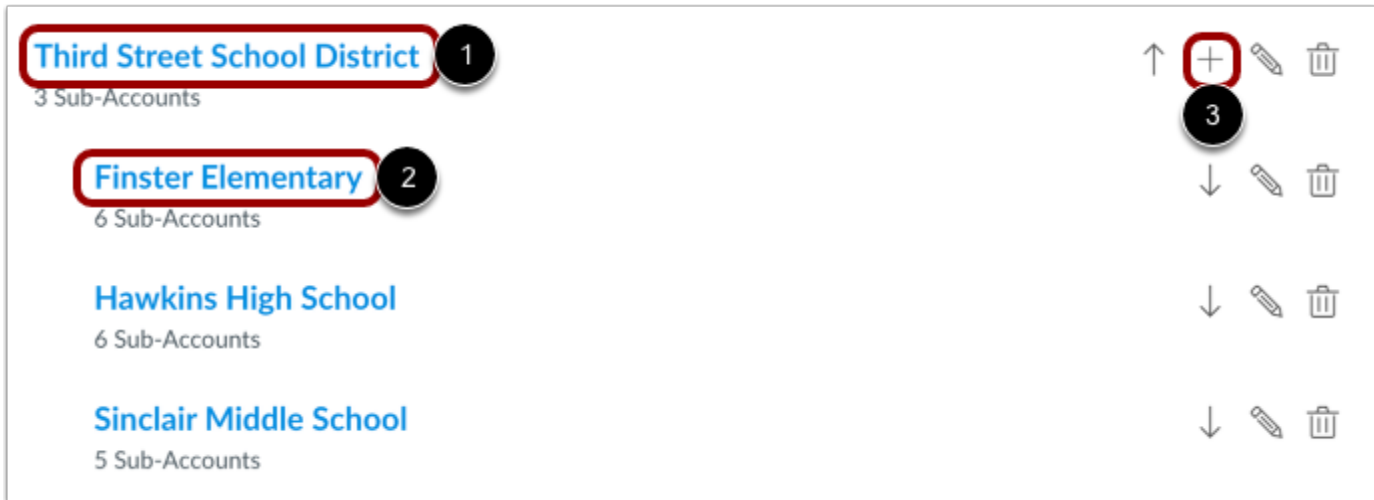
In Account Navigation, click the **Sub-Accounts** link.

## Show Accounts



To display all sub-accounts, click the **Down Arrow** icon.

## Open Sub-Account



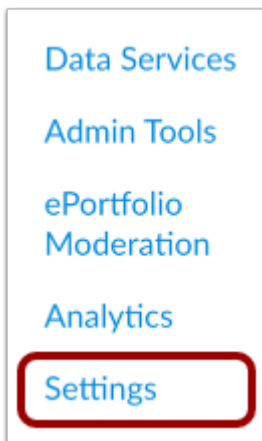
Open the sub-account in which you'd like to enable the Canvas for Elementary setting.

To enable the setting in the main sub-account and subsequent sub-accounts, click the main sub-account name [1].

To enable the setting in a single sub-account, click the sub-account name [2].

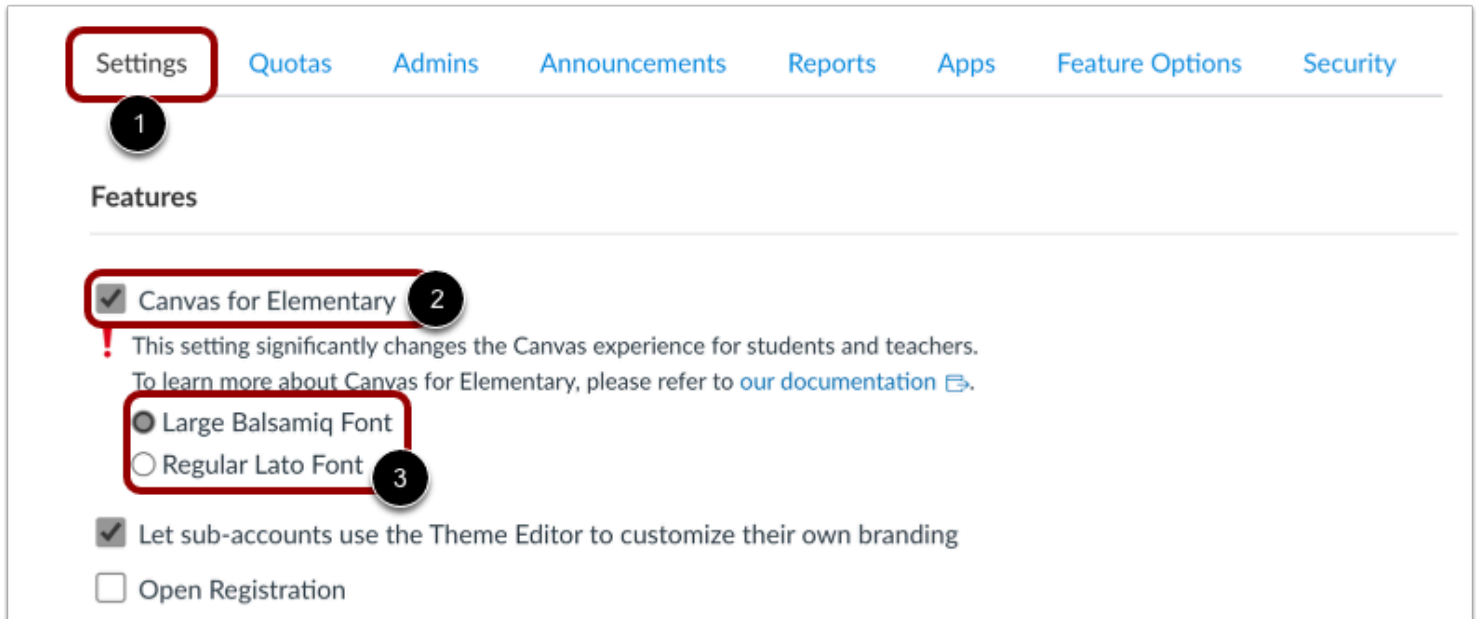
To [create a new sub-account](#), click the **Add** icon [3].

## Open Settings



In Account Navigations, click the **Settings** link.

## Enable Setting



The screenshot shows the Canvas Admin interface. At the top, there is a navigation bar with tabs: Settings, Quotas, Admins, Announcements, Reports, Apps, Feature Options, and Security. The 'Settings' tab is highlighted with a red box and a circled '1'. Below the navigation bar, the 'Features' section is visible. The 'Canvas for Elementary' checkbox is checked and highlighted with a red box and a circled '2'. Below this checkbox, there is a warning icon and text: 'This setting significantly changes the Canvas experience for students and teachers. To learn more about Canvas for Elementary, please refer to our [documentation](#).' Below this, there are two radio button options: 'Large Balsamiq Font' (selected) and 'Regular Lato Font', both highlighted with a red box and a circled '3'. Other settings visible include 'Let sub-accounts use the Theme Editor to customize their own branding' (checked) and 'Open Registration' (unchecked).

In the Settings tab [1], enable the Canvas for Elementary setting by clicking the **Canvas for Elementary** checkbox [2].

When enabling Canvas for Elementary, you can select whether to have large balsamiq font or regular lato font [3].

## Subjects



## How do I add a subject in a Canvas for Elementary account as an admin?

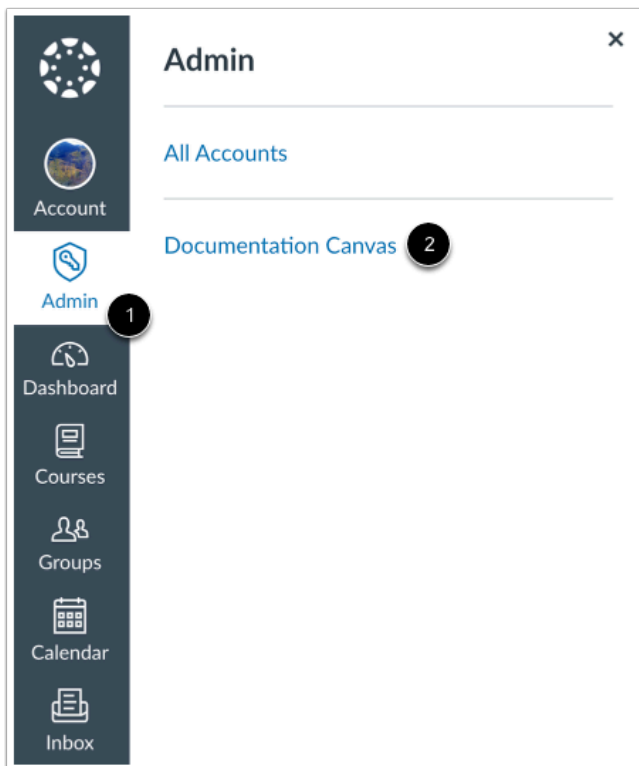
You can manually add subjects in a Canvas for Elementary account in the Courses page.

If a course template has been selected in your Canvas for Elementary account, content from the selected subject will be copied into your new subject. Course copies may not include all content. For more details, please view [the course import lesson](#). Creating a subject from a course template does not impact file quotas.

### Notes:

- Subjects added manually in Canvas are not linked back to SIS data and are not affected by SIS imports.
- To link a manually created subject with an SIS ID, [edit the details for a course section](#).
- Subjects can also be added through SIS imports. Subjects added manually in Canvas are not linked back to any SIS data (though they could be by associating an SIS ID) and are not affected by SIS imports.

## Open Account



In Global Navigation, click the **Admin** link [1], then click the name of the account [2].

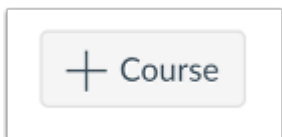
## Open Courses



In Course Navigation, click the **Courses** link.

**Note:** When you open an account, the account defaults to the Courses page.

## Add Subject



Click the **Add Course** button.

## Add Subject Details

### Add a New Course ×

**Course Name** 1

**Reference Code** 2

**Subaccount** 3

 ∨

**Enrollment Term** 4

 ∨

Cancel Add Course

In the **Course Name** field [1], create a name for the course.

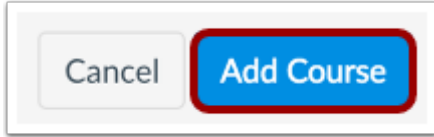
In the **Reference Code** field [2], create a reference code for the course. The reference code is also known as the short name or course code, is displayed as part of a student's course card in the Dashboard, and is referenced in the account Courses page.

In the **Subaccount** menu [3], select a Canvas for Elementary sub-account. You can type the name of a sub-account to search sub-accounts or select a sub-account from the drop-down menu.

Admins who manually create Canvas for Elementary subjects are automatically enrolled as an instructor in the subject. The Subaccount menu displays subaccounts in which the admin has enrollments as an instructor.

In the **Enrollment Term** menu [4], select the term you want to associate with the subject. You can type the name of a term to search terms or select a term from the drop-down menu. Menu options are based on the terms already created in your account.

## Add Subject



Click the **Add Course** button.