

CANVAS FOR ELEMENTARY INSTRUCTOR GUIDE



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Announcements

How do I create a Homeroom announcement as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

Homeroom announcements display for all users in their Homeroom. A homeroom announcement displays for 2 weeks or until it is replaced by a new announcement. You can navigate past homeroom announcements using the Previous and Next buttons.

Notes:

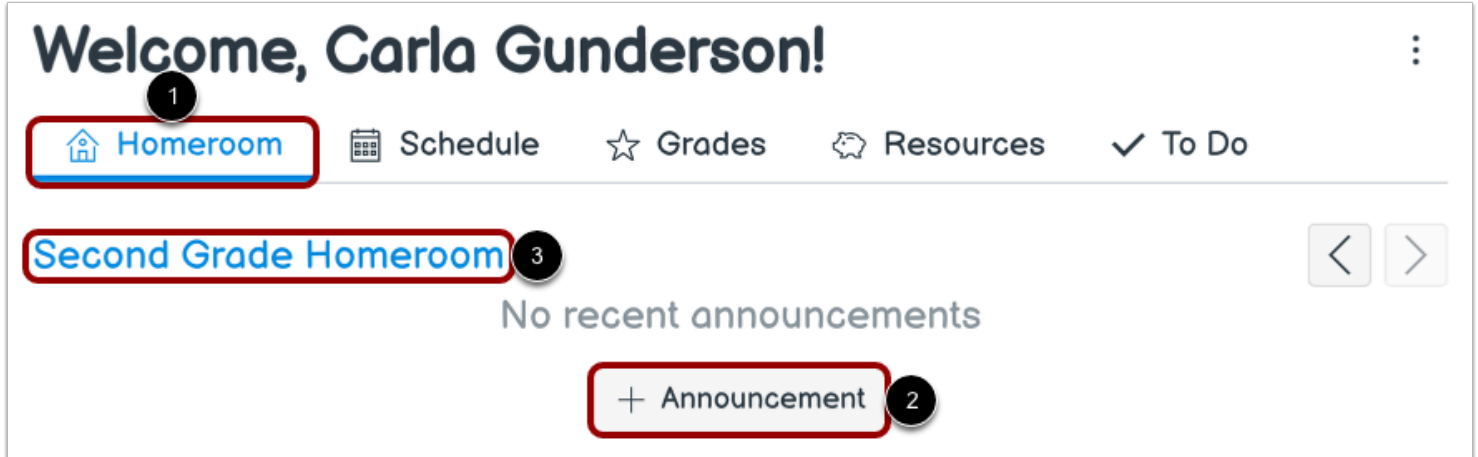
- Your homeroom must be published for students to receive announcement notifications. If you import an announcement from another Canvas course, new announcement notifications will not send to course users.
- If an announcement is created before the homeroom start date and the Students can only participate in the course between these dates setting is enabled, students will not receive announcement notifications.

Open Homeroom



In Global Navigation, click the **Home** link.

Add Homeroom Announcement



Welcome, Carla Gunderson!

1 **Homeroom** | Schedule | Grades | Resources | To Do

Second Grade Homeroom 3

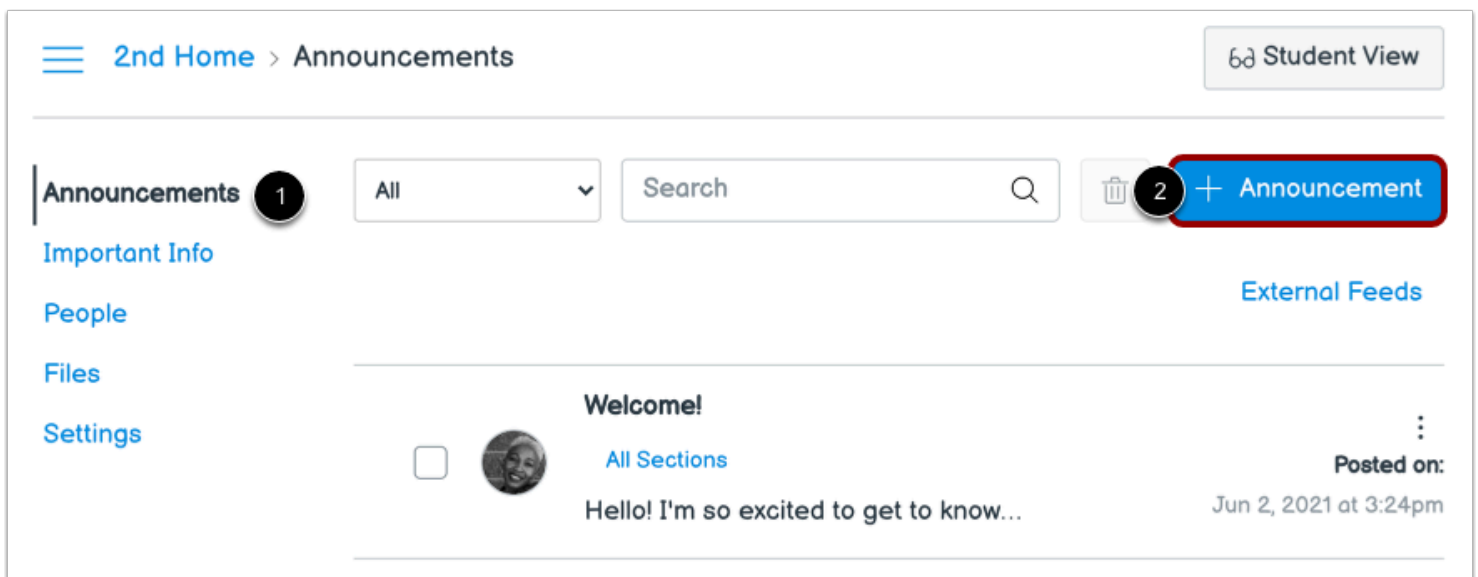
No recent announcements

+ Announcement 2

If your Homeroom tab [1] is not currently displaying an announcement, you can add a new announcement by clicking the **Add Announcement** button [2].

Note: By default, the most recent announcement displays if it has been posted in the last two weeks. If you have an existing homeroom announcement, the Add Announcement button does not display. To replace the current announcement with a new announcement, click the **Homeroom subject** link [3].

Replace Homeroom Announcement



2nd Home > Announcements

Student View

Announcements 1 | All | Search | 2 + Announcement

Important Info | People | Files | Settings | External Feeds

Welcome!

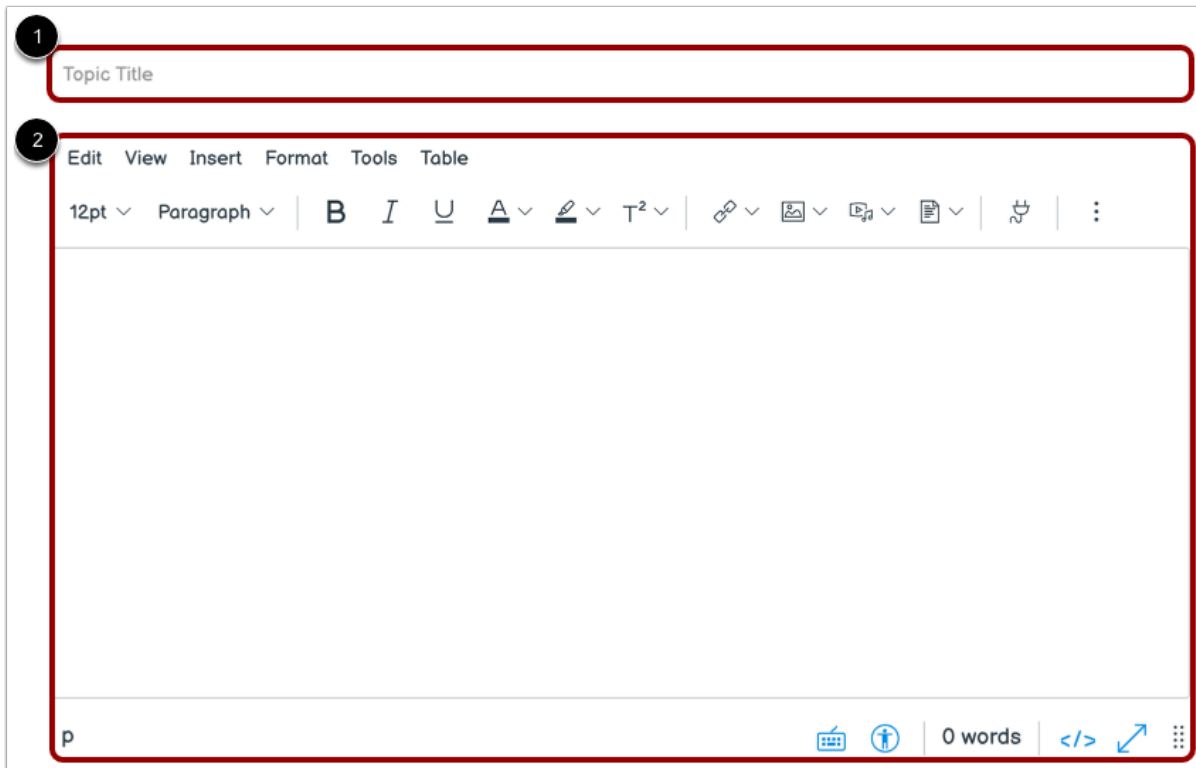
All Sections

Hello! I'm so excited to get to know...

Posted on: Jun 2, 2021 at 3:24pm

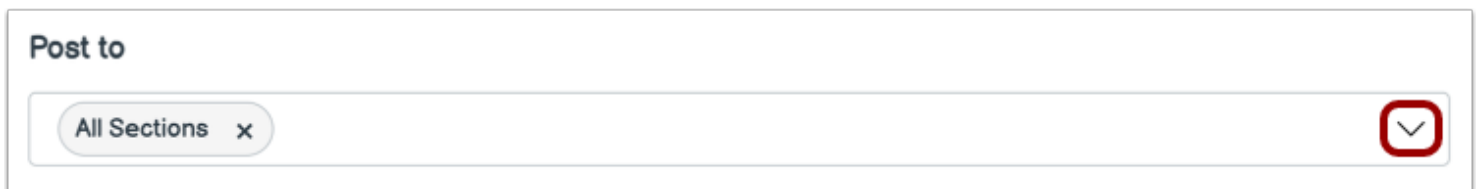
If the Homeroom link was clicked, the Announcements page displays [1]. To add a new announcement to replace the current homeroom announcement, click the **Add Announcement** button [2].

Create Announcement



Type a title for the announcement in the **Topic Title** field [1] and add content in the Rich Content Editor [2].

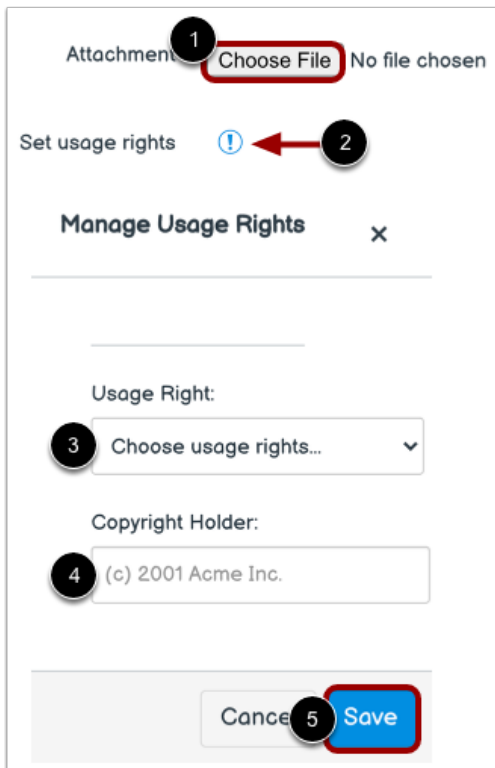
Select Sections



By default, Canvas will send your announcement to all sections within your homeroom course. To select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

Note: If your course does not have sections, Canvas will still show the All Sections option, and all homeroom course users can view the announcement.

Add Attachment



The screenshot shows the 'Add Attachment' dialog box. It has a title bar 'Attachment' and a subtitle 'Choose File No file chosen'. Below the title bar is a 'Set usage rights' section with a blue information icon and a red arrow pointing to it. Below that is a 'Manage Usage Rights' section with a close button 'x'. The 'Usage Right:' section has a dropdown menu with 'Choose usage rights...' and a downward arrow. Below that is a 'Copyright Holder:' section with a text input field containing '(c) 2001 Acme Inc.'. At the bottom are 'Cancel' and 'Save' buttons. Numbered callouts are: 1. 'Choose File' button, 2. 'Set usage rights' icon, 3. 'Choose usage rights...' dropdown, 4. 'Copyright Holder' text field, 5. 'Save' button.

To add an attachment to your discussion, click the **Choose File** button [1].

If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [2].

In the **Usage Right** drop-down menu [3], select one of five usage rights:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under [Creative Commons](#); this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [4].

To save your usage right settings, click the **Save** button [5]. You can edit usage right settings by clicking the Set usage rights icon.

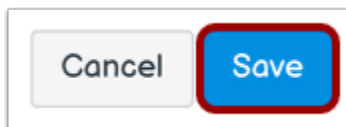
Select Options

The image shows a dialog box titled "Options". Inside, there is a checkbox labeled "Delay posting" with a blue checkmark, marked with a circled "1". Below this is a text field labeled "Post At" marked with a circled "3". To the right of the text field is a calendar icon marked with a circled "2".

In the Options section, you can schedule to post your announcement at a future date clicking the **Delay posting** checkbox [1].

Use the **Calendar** icon [2] to select a post date or type the date in the **Post At** field [3].

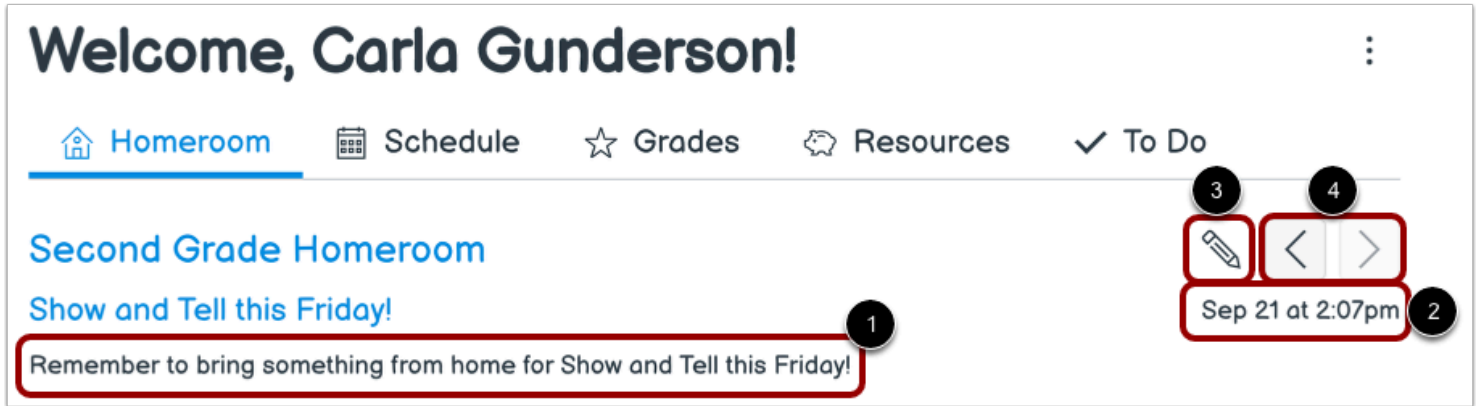
Save Announcement

The image shows two buttons: a grey "Cancel" button and a blue "Save" button with a red border.

Click the **Save** button.

Note: Unless you are using the delay posting option in Announcements, once you click Save, your announcement will immediately be posted in the Homeroom.

View Announcement in Homeroom



The screenshot shows the Canvas Homeroom interface for a user named Carla Gunderson. The top navigation bar includes links for Homeroom, Schedule, Grades, Resources, and To Do. The main content area displays a welcome message and a blue link for "Second Grade Homeroom". Below this link is a red-bordered box containing the text "Remember to bring something from home for Show and Tell this Friday!". To the right of the announcement, there are icons for editing (pencil), navigating (arrows), and a timestamp "Sep 21 at 2:07pm". Numbered callouts 1 through 4 highlight specific elements: 1 points to the announcement text, 2 points to the timestamp, 3 points to the edit icon, and 4 points to the navigation arrows.

View the announcement in the Homeroom [1] including the announcement's posting date and time [2].

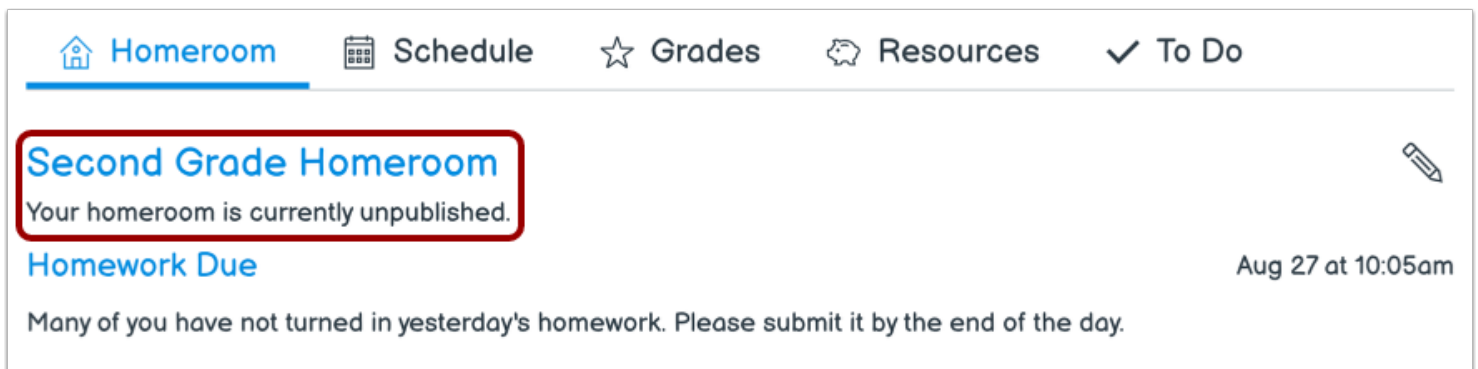
By default, the Homeroom displays the most recent homeroom announcement for 2 weeks or until it is replaced by a new announcement.

To edit the announcement, click the **Edit** icon [3].

To navigate through homeroom announcements, use the **Previous** and **Next** buttons [4].

Note: If the Previous icon does not display, there are no previous homeroom announcements.

View Unpublished Homeroom Warning



The screenshot shows the Canvas Homeroom interface with a warning message. The top navigation bar is the same as in the previous screenshot. The main content area displays a blue link for "Second Grade Homeroom". Below this link is a red-bordered box containing the text "Your homeroom is currently unpublished." Below the warning box is a blue link for "Homework Due" and a timestamp "Aug 27 at 10:05am". A pencil icon is visible in the top right corner of the main content area.

Your Homeroom must be published for students to receive announcement notifications. If your homeroom has not been published, a warning message displays in the Homeroom.

How do I create a subject announcement as an instructor?

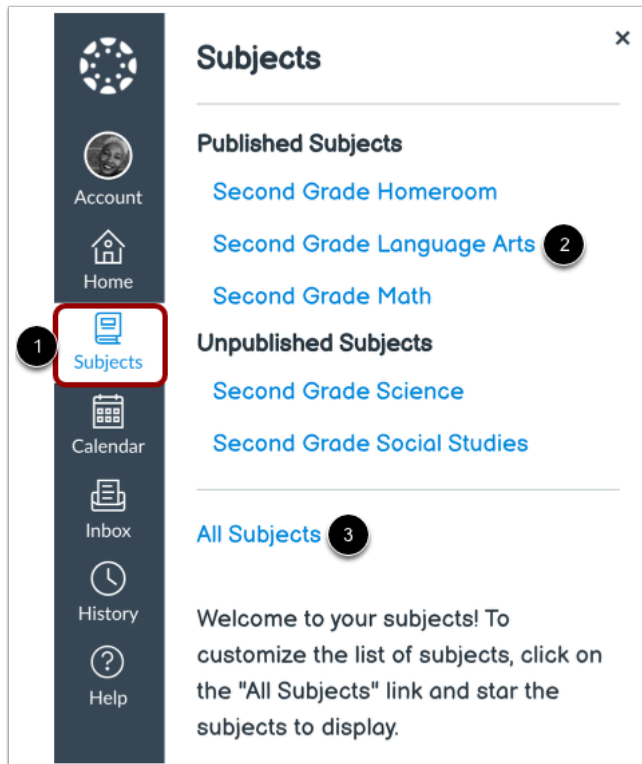
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

Subject announcements display for all users in the subject's Home page. An announcement icon also displays in the Homeroom's subject card. A subject announcement displays for 2 weeks or until it is replaced by a new announcement. You can navigate past subject announcements using the Previous and Next buttons.

Notes:

- Your subject must be published for students to receive announcement notifications. If you import an announcement from another Canvas course, new announcement notifications will not send to course users.
- If an announcement is created before the subject start date and the Students can only participate in the course between these dates setting is enabled, students will not receive announcement notifications.

Open Subject



Subjects [X]

Published Subjects

- Second Grade Homeroom
- Second Grade Language Arts **2**
- Second Grade Math

Unpublished Subjects

- Second Grade Science
- Second Grade Social Studies

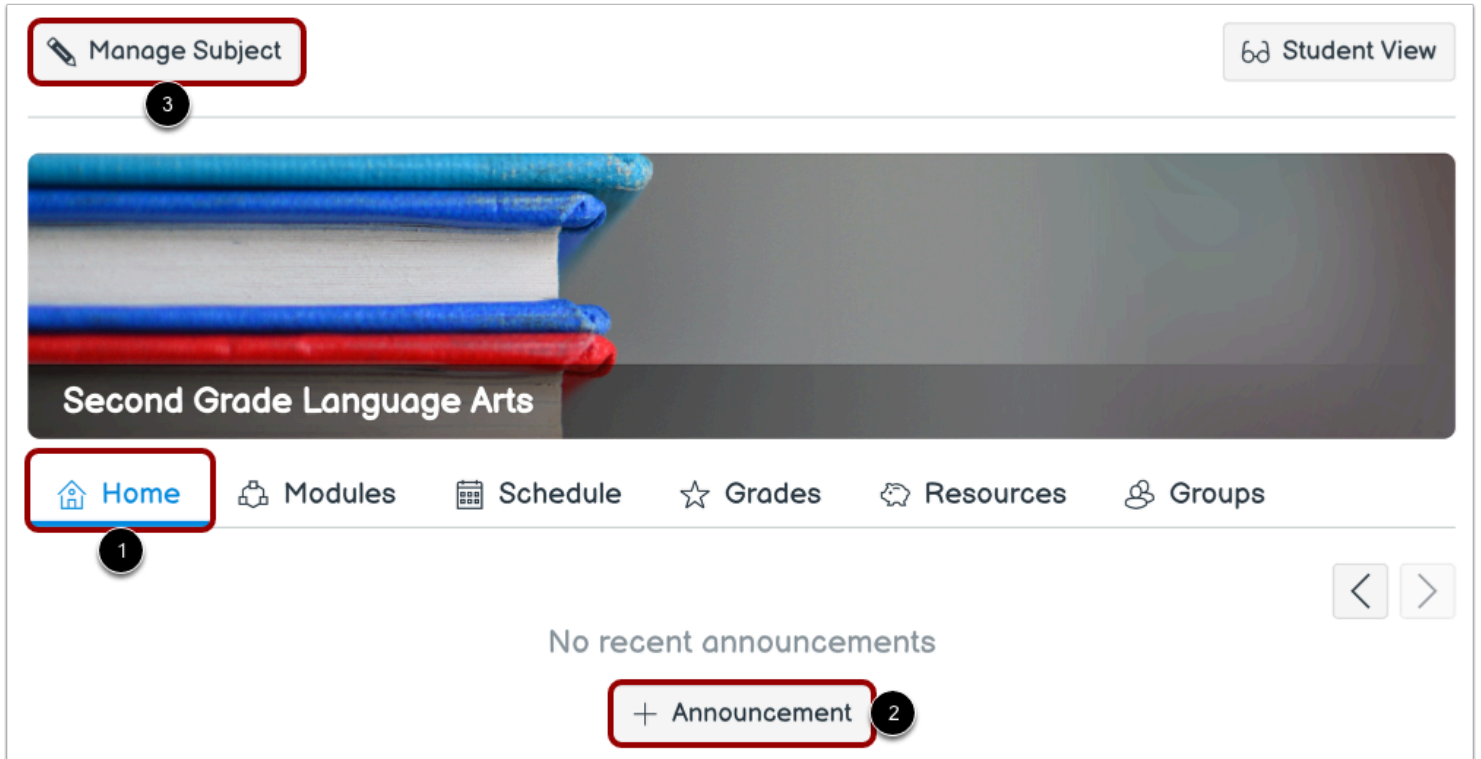
All Subjects **3**

Welcome to your subjects! To customize the list of subjects, click on the "All Subjects" link and star the subjects to display.

Click the **Subjects** link in Global Navigation [1]. Then select the subject name [2].

If the subject does not display on the Subjects list, you can view all of your subjects by clicking the **All Subjects** link [3].

Add Subject Announcement



Manage Subject 3

Student View

Second Grade Language Arts

Home 1 Modules Schedule Grades Resources Groups

No recent announcements

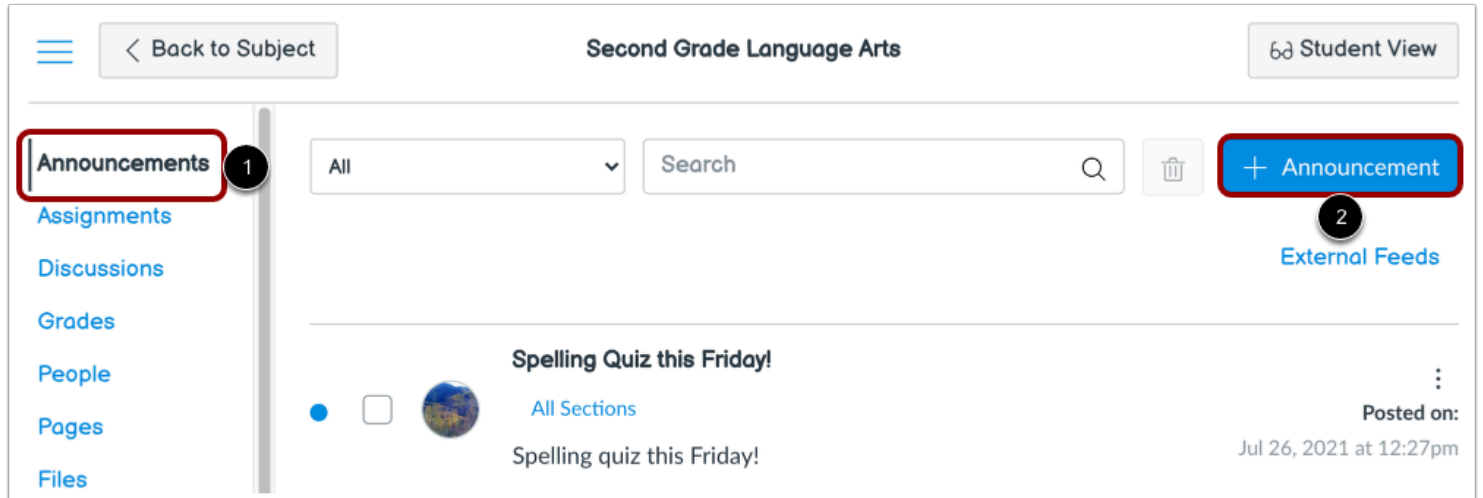
+ Announcement 2

If one or more subject announcements have been posted in the last 2 weeks, the most recent announcement displays on the Home tab [1].

If the Home tab is not currently displaying an announcement, you can add a new announcement by clicking the **Add Announcement** button [2].

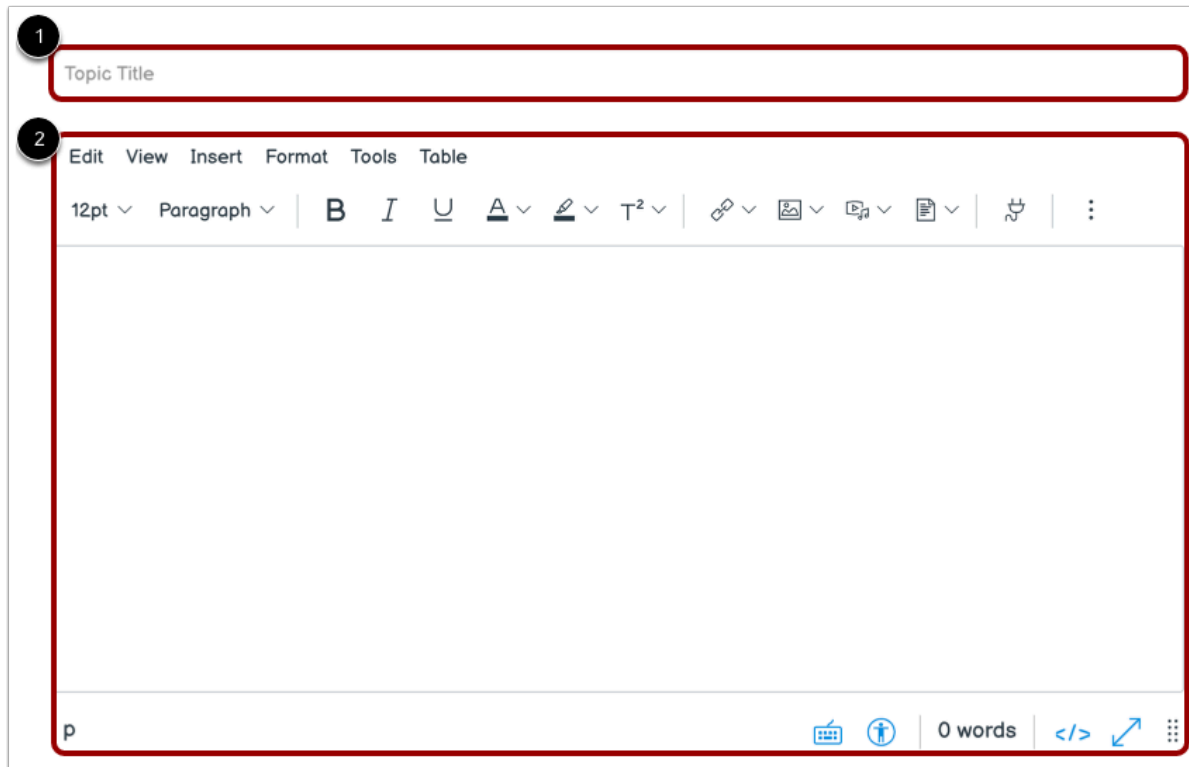
To replace the current announcement with a new announcement, click the **Manage Subject** button [3].

Replace Subject Announcement



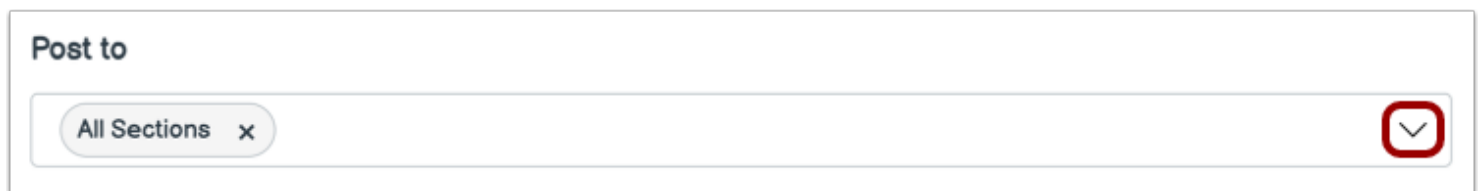
To replace the current subject announcement with a new announcement, click the **Announcements** link in Subject Navigation [1] and click the **Add Announcement** button [2].

Create Announcement



Type a title for the announcement in the **Topic Title** field [1] and add content in the Rich Content Editor [2].

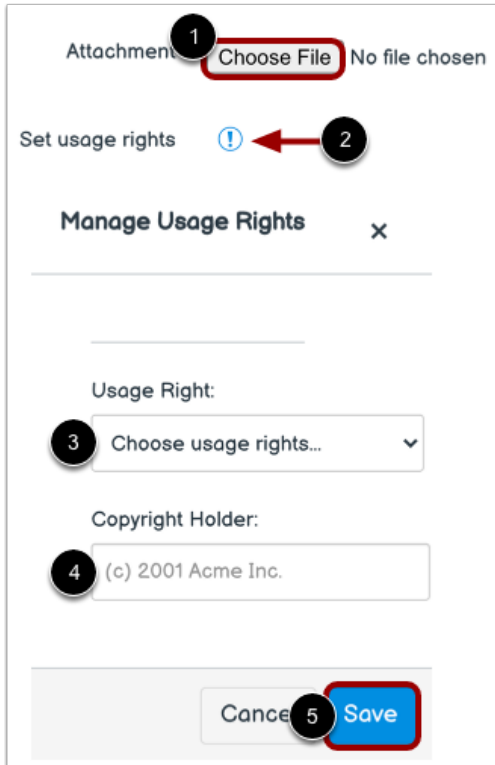
Select Sections



By default, Canvas will send your announcement to all sections within your subject. To select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

Note: If your subject does not have sections, Canvas still displays the All Sections option, and all subject users can view the announcement.

Add Attachment



To add an attachment to your discussion, click the **Choose File** button [1].

If required by your institution, you will need to select usage right settings for your attachment. To manage usage right settings, click the **Set usage rights** icon [2].

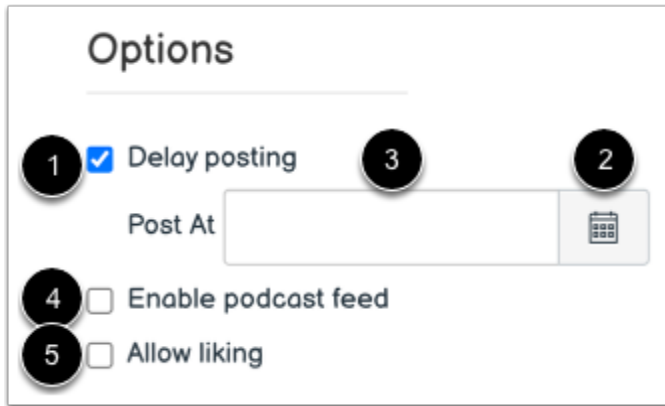
In the **Usage Right** drop-down menu [3], select one of five usage rights:

- I hold the copyright (original content created by you)
- I have obtained permission to use the file (authorized permission by the author)
- The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
- The material is subject to an exception - e.g. fair use, the right to quote, or others under applicable copyright laws (excerpt or summary used for commentary, news reporting, research, or analysis in education)
- The material is licensed under [Creative Commons](#); this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [4].

To save your usage right settings, click the **Save** button [5]. You can edit usage right settings by clicking the Set usage rights icon.

Select Options



The image shows a section titled "Options" with a horizontal line underneath. Below the title, there are five numbered callouts (1 through 5) pointing to specific elements:

- 1: A checkbox labeled "Delay posting" which is checked.
- 2: A calendar icon.
- 3: A text input field labeled "Post At" next to the calendar icon.
- 4: A checkbox labeled "Enable podcast feed" which is unchecked.
- 5: A checkbox labeled "Allow liking" which is unchecked.

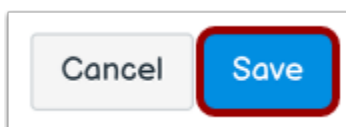
In the Options section, you can choose to delay posting, enable podcast feed, and allow liking.

To schedule an announcement post date, click the **Delay posting** checkbox [1]. Use the **Calendar** icon [2] to select a post date or type the date in the **Post At** field [3].

To enable podcast feed, click the **Enable podcast feed** checkbox [4].

To allow announcement liking, click the **Allow liking** checkbox [5].

Save Announcement

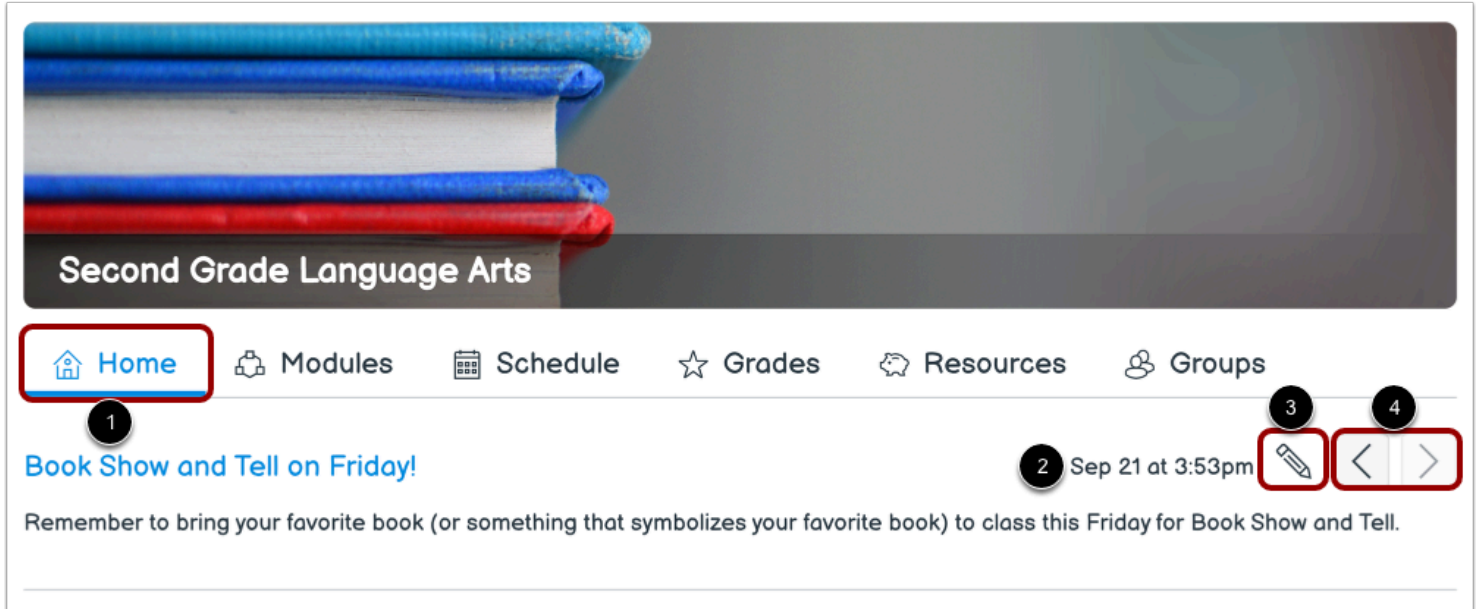


The image shows two buttons side-by-side: a "Cancel" button and a "Save" button. The "Save" button is highlighted with a red border.

Click the **Save** button.

Note: Unless you are using the delay posting option in Announcements, once you click Save, your announcement will immediately be posted in the subject.

View Subject Announcement



Second Grade Language Arts

[Home](#) [Modules](#) [Schedule](#) [Grades](#) [Resources](#) [Groups](#)

Book Show and Tell on Friday! Sep 21 at 3:53pm

Remember to bring your favorite book (or something that symbolizes your favorite book) to class this Friday for Book Show and Tell.

View the announcement in the subject's Home [1] along with the announcement's post date and time [2].

By default, the Home tab displays the most recent subject announcement for 2 weeks or until it is replaced by a new announcement.

To edit the announcement, click the **Edit** icon [3].

To navigate through subject announcements, use the **Previous** and **Next** buttons [4].

Note: If the Previous icon does not display, there are no previous subject announcements.

Homeroom & Subjects

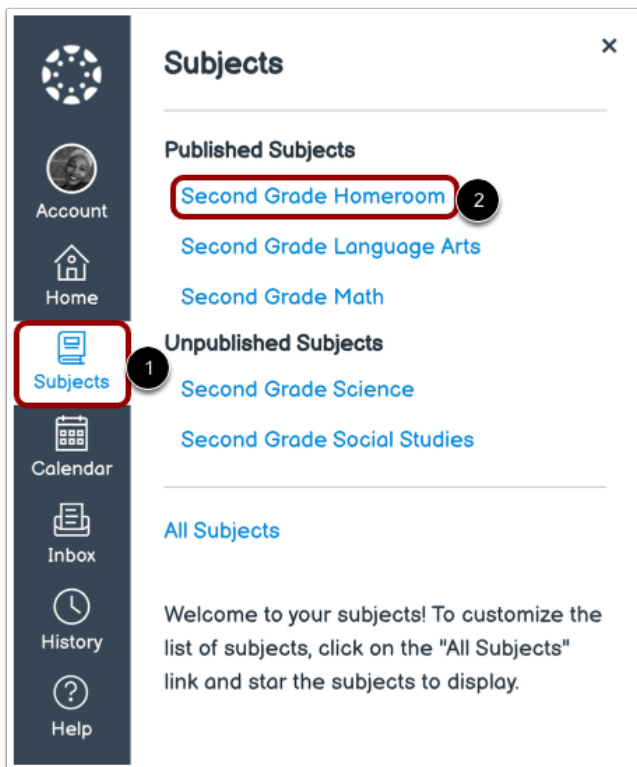
How do I manage homeroom content and settings as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can manage homeroom content and settings via Homeroom Navigation.

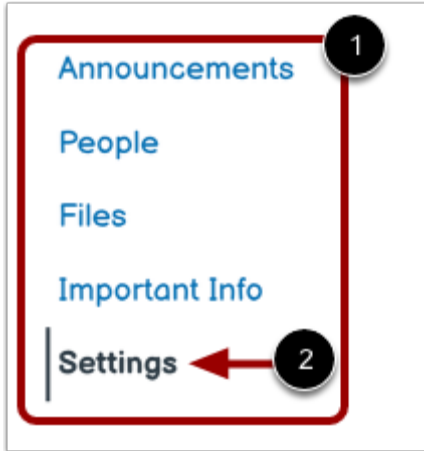
For steps on managing content in a specific area of Canvas, view the [Canvas Instructor Guide](#).

Open Homeroom



To open the Homeroom subject, click the **Subjects** link in Global Navigation [1]. Then click the **Homeroom** link [2].

Manage Homeroom Content




Use Homeroom Navigation to manage homeroom content [1]. For steps on managing content in a specific area of Canvas, view the [Canvas Instructor Guide](#).

To manage Homeroom settings, click the **Settings** link [2].


View Homeroom Details

Course Details
Sections

Course Details
Course is Published

1 Card Image:


2 Wide Banner Image:
The image will be cropped to a 5:1 aspect ratio
Choose Image

3 Color:

4

5 Name:
Basic Written Communications

6 Course Code:
BWC100

7 Friendly Name:
If provided, this name will be used in preference to the course's actual name on the dashboard and in notifications.

8 Blueprint Course:
☐ Enable course as a Blueprint Course

9 Course Template:
☐ Enable course as a Course Template

10 Time Zone:
Mountain Time (US & Canada) (-07:00/-06:00)

The **Card Image** [1] and **Wide Banner Image** [2] sections display [images added to the subject card and banner](#).

The **Color** section displays the selected homeroom color [3]. A custom subject color can be added using the **Color** field [4].

If allowed by your institution, you can edit the homeroom name [5] and course code [6].


You can manage the subject's friendly name using the **Friendly Name** field [7]. The friendly name displays as the homeroom name in notifications and in the dashboard.

You can view the homeroom blueprint course status [8] and course template status [9], and the homerooms time zone [10].

View Homeroom Images

Course Details

Card Image:



Wide Banner Image:

The image will be cropped to a 5:1 aspect ratio

Choose Image

If your institution allows you to add an image you can [add or replace the card image or wide banner image](#).

Notes:

- Wide banner images are cropped to a 5:1 aspect ratio.
- If a banner image is not set, the home page uses the card image. If a card image has not been set, the banner displays the course color.

View Homeroom Color

Color:



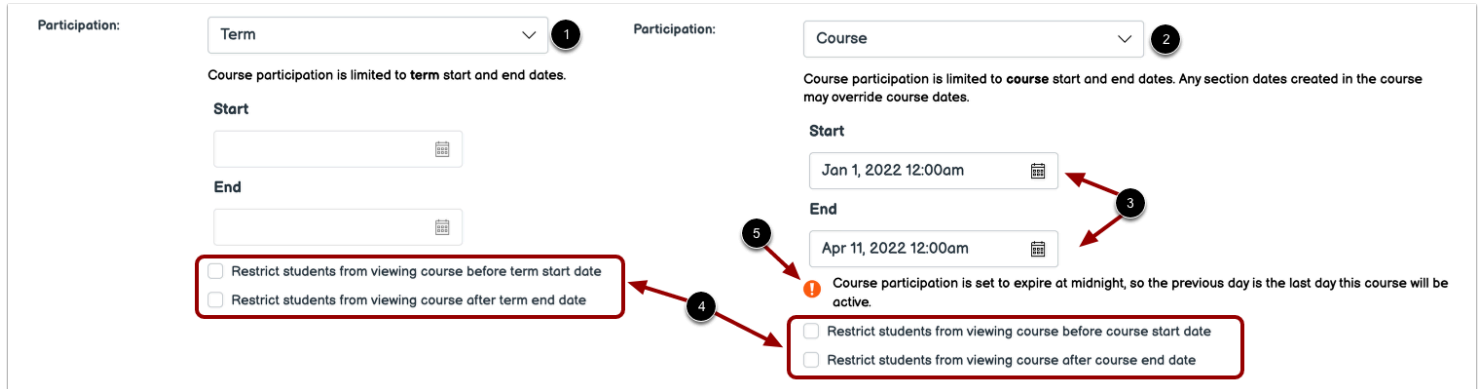


#D43964

You can add a custom homeroom color using the **Color** field.

Note: If a homeroom color is not set, the homeroom color defaults to gray.

View Homeroom Dates



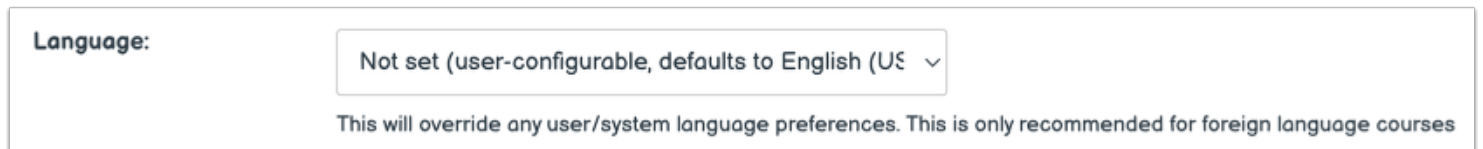
By default, your students will be able to participate in the homeroom within the term dates [1].

If needed, you can allow students to participate within course dates [2] and set specific [homeroom start and end dates](#) [3]. However, changing homeroom dates may override term availability settings.

You may also be able to [change student access settings](#) to allow or restrict students from viewing your homeroom before the start or end date [4].

Note: If a homeroom participation end date is set to midnight, a warning message displays [5].

View Homeroom Language



You can [set a specific language for your homeroom](#). By default the language is set to Not set, English (US). Selecting a language for your homeroom will override user language preferences and is only recommended for homerooms conducted in the selected language.

View File Storage

File Storage:	800 megabytes
---------------	---------------

You can view the storage file size allowed in your homeroom.

View License

License:	Private (Copyrighted)  
----------	---

You can view the license for your homeroom. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to [set a license for your homeroom](#).

View File Usage Rights

File Copyright:	<input type="checkbox"/> Copyright and license information must be provided for files before they are published.
-----------------	--

You can view the file copyright setting for your homeroom. If this option is enabled, [usage right information must be selected](#) for all homeroom files before they can be published. This setting is disabled by default.

Note: If the option to manage file usage rights cannot be changed, your institution has locked this setting.

View Visibility

Visibility:

Course

?

☐ Customize

☐ Include this course in the public course index

You can view any visibility settings for your homeroom. Each visibility option is independent of the others. You can [customize homeroom visibility](#), [customize content visibility](#), and include the subject in the [public course index](#).

View Description

Description:

If your homeroom is part of the public course index, you can include a description for your subject in the description field.

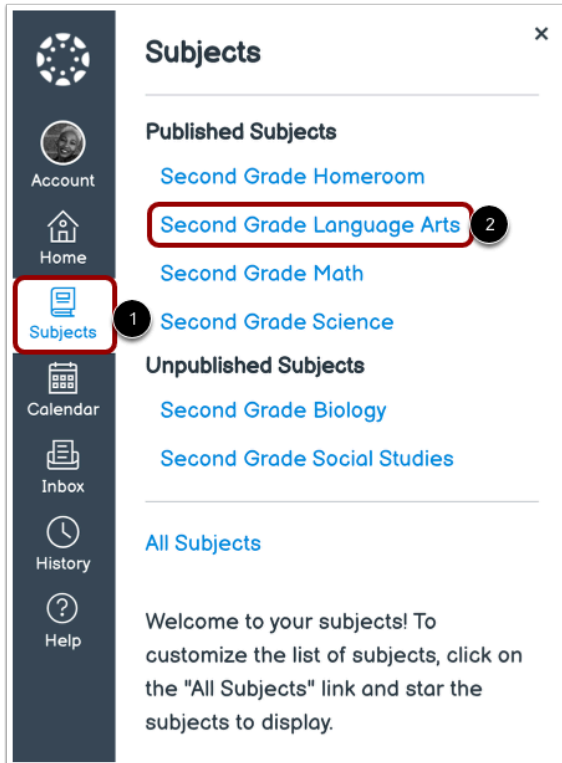
How do I view my subject as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can use Subject Navigation tabs to view your Canvas for Elementary subject. You can also [manage your subject](#) and [view the subject as a student](#).

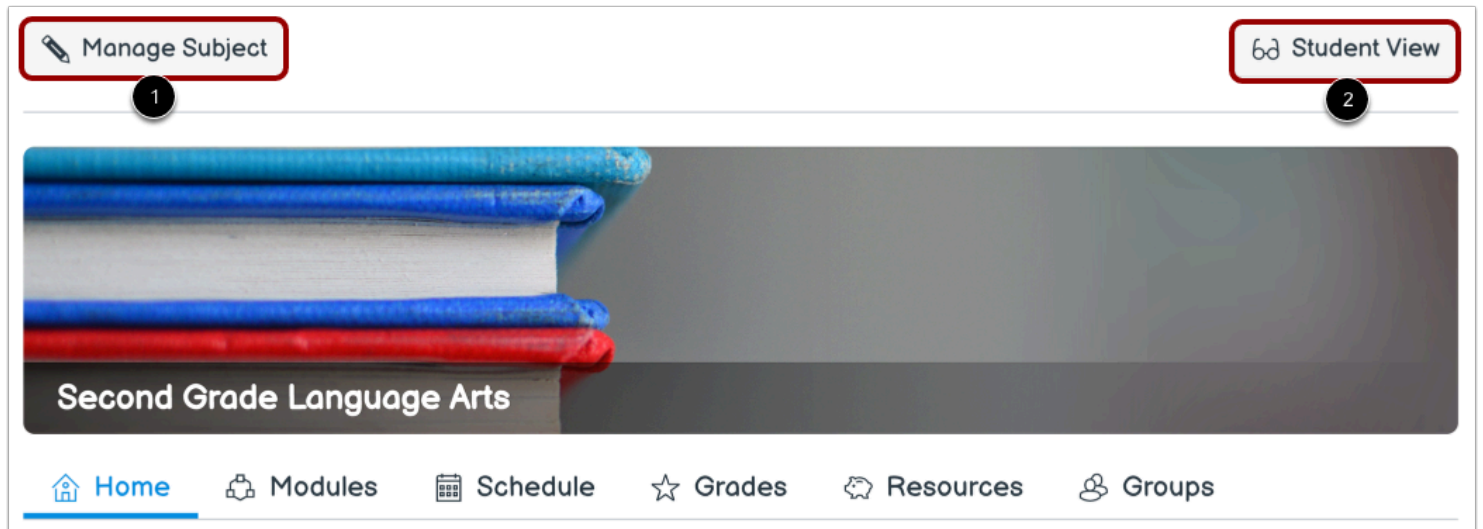
Note: If you do not have an active enrollment in a Canvas for Elementary subject, the [classic Course view](#) displays.

Open Subject



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

View Subject Settings

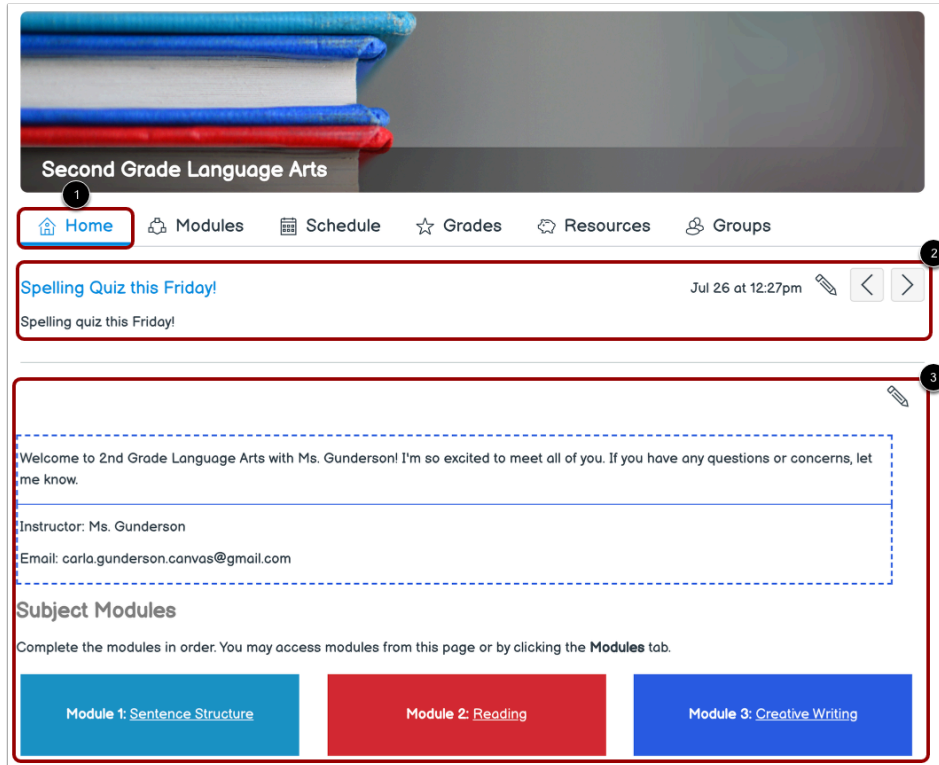


As an instructor, you can manage your subject or view the subject as a student from any subject tab.

To [manage subject content](#) or [subject settings](#), click the **Manage Subject** button [1].

To [view the subject as a test student](#), click the **Student View** button [2].

View Subject Home Page



Second Grade Language Arts

Home Modules Schedule Grades Resources Groups

Spelling Quiz this Friday! Jul 26 at 12:27pm

Spelling quiz this Friday!

Welcome to 2nd Grade Language Arts with Ms. Gunderson! I'm so excited to meet all of you. If you have any questions or concerns, let me know.

Instructor: Ms. Gunderson
Email: carla.gunderson.canvas@gmail.com

Subject Modules

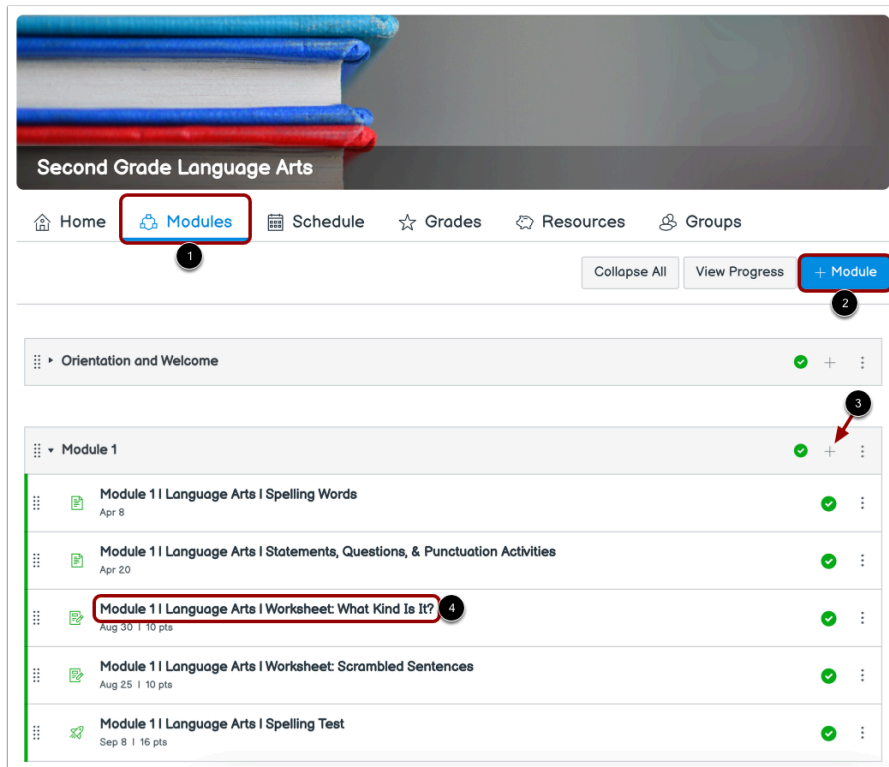
Complete the modules in order. You may access modules from this page or by clicking the **Modules** tab.

Module 1: Sentence Structure Module 2: Reading Module 3: Creative Writing

In the **Home** tab [1], you may [view, edit, or add subject announcements](#) [2]. If one or more subject announcements have been posted in the last two weeks, the most recent announcement displays by default.

You can also view and manage your [customized subject Home page](#) [3].

View Subject Modules



The screenshot shows the Canvas LMS interface for a course titled "Second Grade Language Arts". The top navigation bar includes links for Home, Modules (highlighted with a red box and callout 1), Schedule, Grades, Resources, and Groups. Below the navigation bar, there are buttons for "Collapse All", "View Progress", and "+ Module" (highlighted with a red box and callout 2). The main content area displays a list of modules. The "Orientation and Welcome" module is at the top. Below it, "Module 1" is expanded, showing a list of items. The item "Module 1 | Language Arts | Worksheet: What Kind Is It?" is highlighted with a red box and callout 4. A red arrow points to the "+" icon next to "Module 1" with a callout 3.

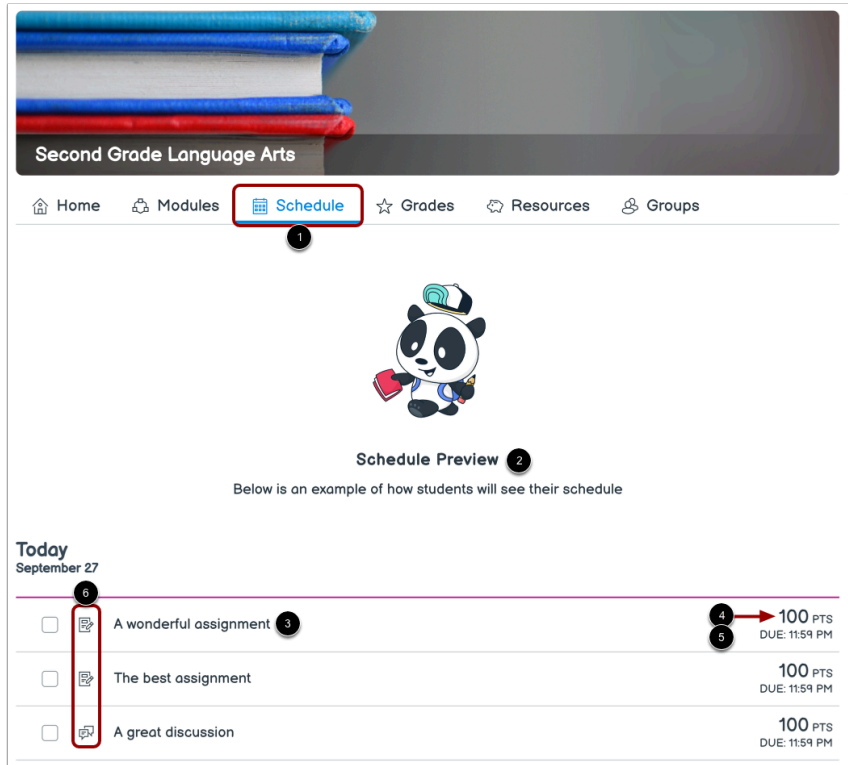
In the **Modules** tab [1], you can [manage modules](#) and [module items](#) for your subject [2]. You can also [set module prerequisites](#), [add requirements](#), and [publish or unpublish a module](#).

To view details for a module item, click the item's title [4].

[Learn more about Modules.](#)

Note: By default, the Modules tab does not display to students if the subject does not include modules.

View Subject Schedule







Second Grade Language Arts

Home Modules **Schedule** Grades Resources Groups

Schedule Preview

Below is an example of how students will see their schedule

Today
September 27

<input type="checkbox"/>	 A wonderful assignment	 100 PTS DUE: 11:59 PM
<input type="checkbox"/>	 The best assignment	100 PTS DUE: 11:59 PM
<input type="checkbox"/>	 A great discussion	100 PTS DUE: 11:59 PM

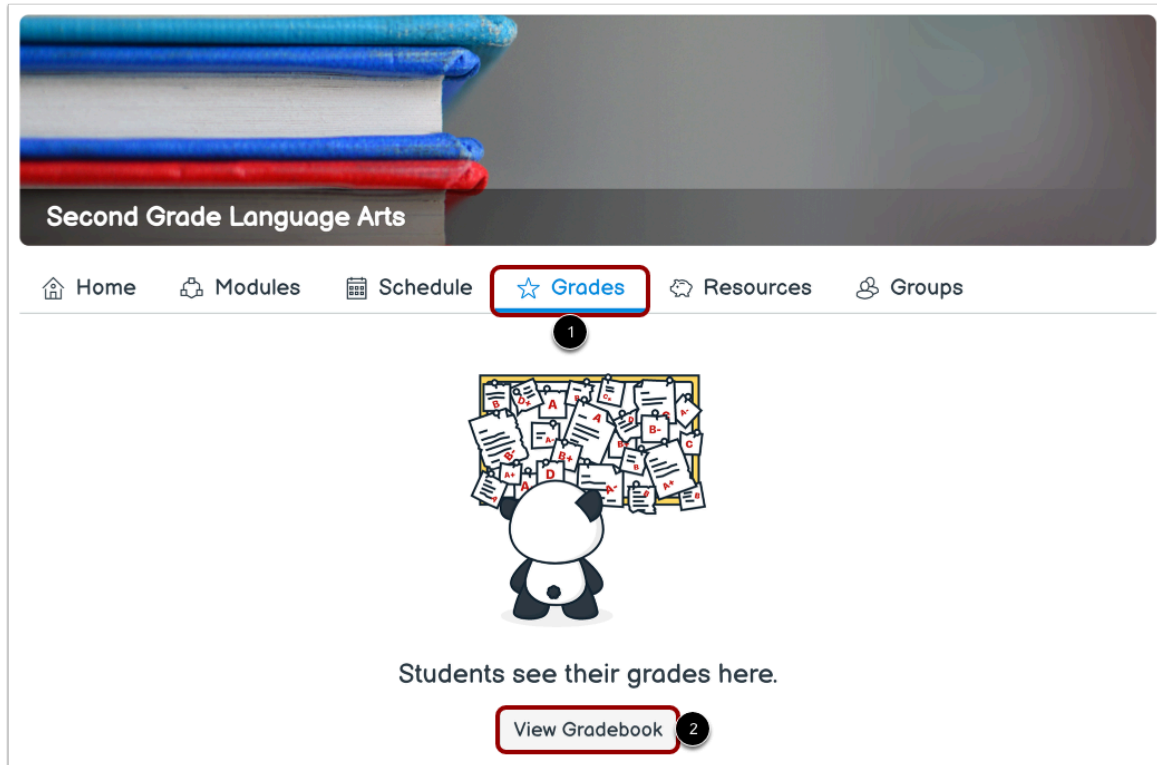
In the **Schedule** tab [1], you can view the Schedule Preview [2]. The Schedule Preview displays an example of how schedule items display to a student.

Each item displays the item name [3], number of points (if points have been assigned) [4], and the due date [5].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [6].

[Learn more about student schedules.](#)

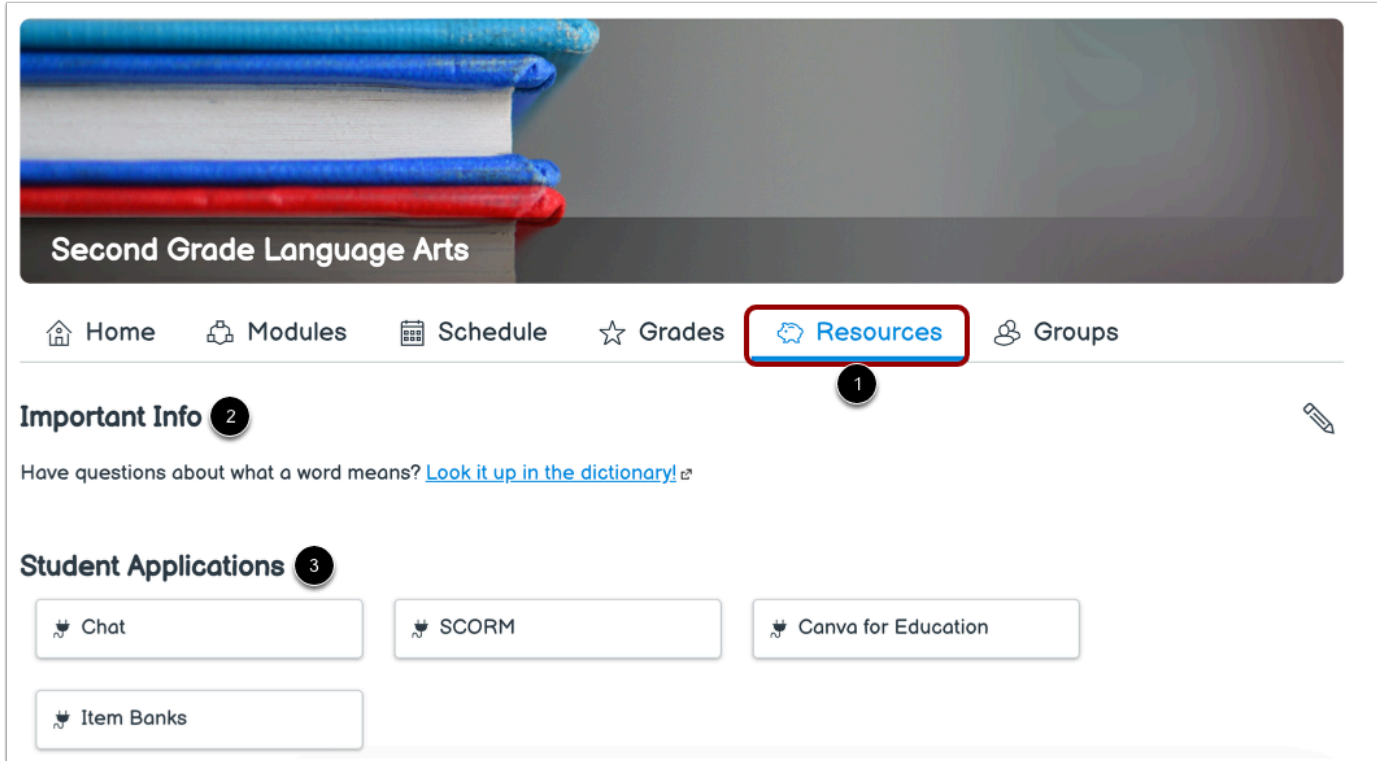
View Subject Grades



In the **Grades** tab [1], students can view their subject grades.

As an instructor, you can open the gradebook by clicking the **View Gradebook** button [2].

View Subject Resources



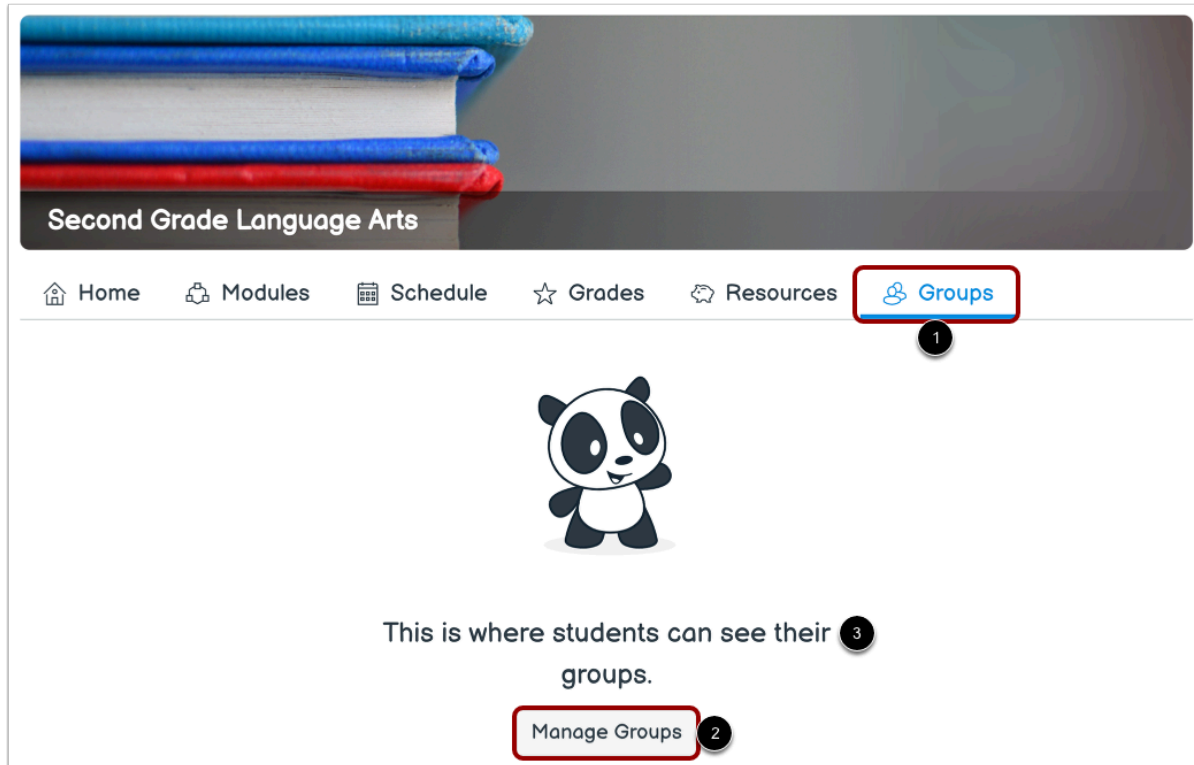
In the **Resources** tab [1], you can view [important information you have added to your subject](#) [2]. To edit Important Info, click the **Edit** icon [3].

Student applications that have been added to the subject display in the Student Applications section [4].

Notes:

- If the Important Info section does not display, content has not been added to the section.
- If the Student Applications section does not display, apps have not been added to the subject.
- If student applications and important information have not been added to the subject, the Resources tab does not display.

View Subject Groups



In the **Groups** tab [1], students can view subject groups.

As an instructor, you can manage groups by clicking the **Manage Groups** button [2].

Note: By default, the Groups tab does not display to students if the subject does not include any active groups.

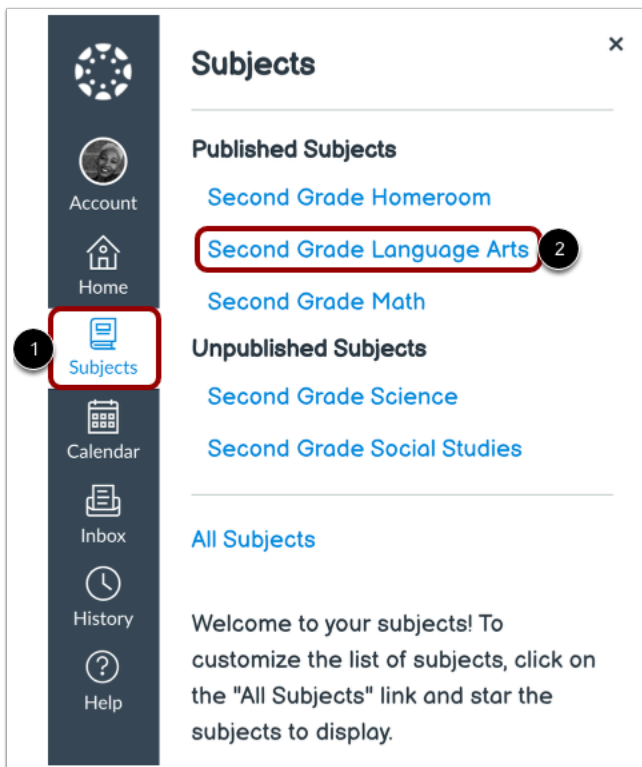
How do I manage subject content as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can manage subject content via Subject Navigation.

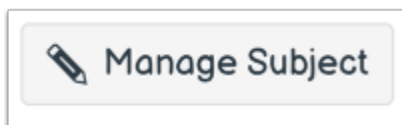
For steps on managing content in a specific area of Canvas, view the [Canvas Instructor Guide](#).

Open Subject



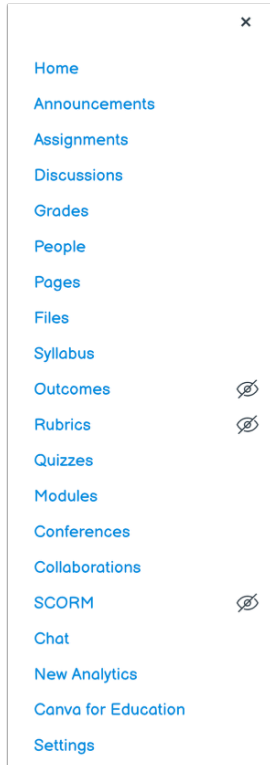
To open your subject, click the **Subjects** link in Global Navigation [1]. Then click the subject link [2].

Manage Subject



Click the **Manage Subject** button.

Manage Subject Content



Use Subject Navigation to manage subject content and [subject settings](#).

For steps on managing content in a specific area of Canvas, view the [Canvas Instructor Guide](#).

How do I create a new subject from the Homeroom as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If you have permission from your institution, you can create new subjects from your Homeroom. New subjects are created as course shells which can host course content and enrollments for your institution.

When you create a course from the Homeroom, you are automatically added to the course as an instructor. No other enrollments exist in the course, though you may be able to [add users](#) to a new course. Additionally, new courses do not contain course content. In the new course, you can create new content and add existing content using the [course import tool](#) and by [sharing content](#) from an existing course.

Alternatively, you can create a new course to use as a sandbox. A sandbox is a course without student enrollments where you can create, modify, and preview course content and structure without student interference. You can then share or import your sandbox content into live courses.

Notes:

- If you are not able to start a course as shown in these instructions, your institution has disabled this feature. Some institutions provide courses to faculty automatically via SIS (student information system) imports. For assistance creating a new course, contact your Canvas Admin.
- If your institution is using a course template, your new course will be populated with content from that template.

Start a New Subject

Welcome, Carla Gunderson!

[Home](#)
[Schedule](#)
[Grades](#)
[Resources](#)
[To Do](#)

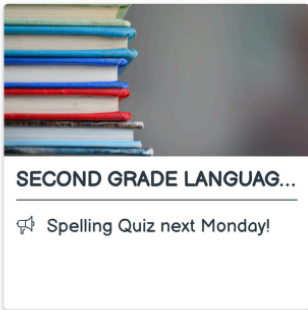
Second Grade Homeroom

No recent announcements

+ Announcement

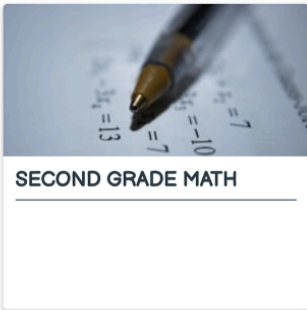
My Subjects

Published Courses (2)



SECOND GRADE LANGUAGE...

🔔 Spelling Quiz next Monday!



SECOND GRADE MATH

Important Dates

Friday, September 10

Second Grade Language Arts
📅 **Class Field Trip**

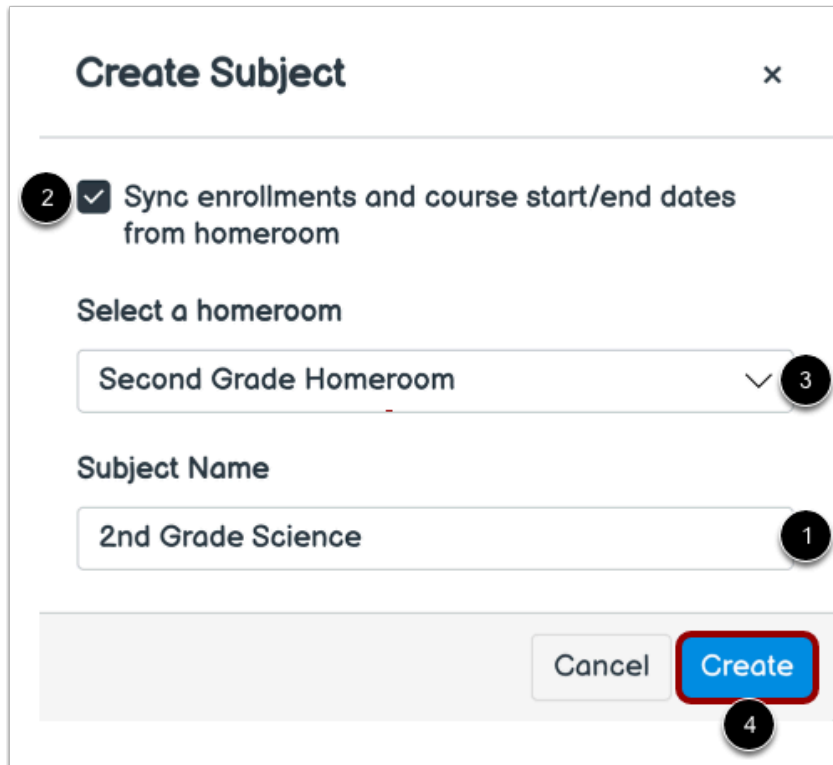
Friday, October 29

Second Grade Language Arts
📅 **Module 3: Animals**

In the Homeroom, click the **Start a New Subject** icon.

Note: If you do not see this icon in Canvas, your institution has disabled this feature.

Create Subject



Type your course name in the **Subject Name** field [1].

To sync enrollments and subject start and end dates from your homeroom, click the **Sync enrollments and course start/end dates from homeroom** checkbox [2]. Then select the homeroom which you'd like to sync from using the **Select a homeroom** dropdown [3].

To create your subject, click the **Create** button [4].

Note: Concluded homeroom courses do not display in the Select a homeroom dropdown.

View Subject

[Back to Subject](#)

Second Grade Science

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Important Info

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton
(Conferences)

Collaborations

SCORM

Chat

Canva for Education

Settings

Course Details

Sections

Navigation

Apps

Feature Previews

Integrations

Course Details

Card Image:

Choose Image

Wide Banner Image:

The image will be cropped to a 5:1 aspect ratio

Choose Image

Color:

☐

Name: Second Grade Science

Course Code: ELEM-005

Friendly Name:

If provided, this name will be used in preference to the course's actual name on the dashboard and in notifications.

Course Status

Unpublished
 Publish

- Course Statistics
- Course Calendar
- Conclude this Course
- Delete this Course
- Copy this Course
- Import Course Content
- Export Course Content
- Reset Course Content
- Validate Links in Content

Current Users	
Students:	None
Teachers:	1
Student TA:	None

View the new subject. Depending on your institution's preference, you can use either the [Course Setup Checklist](#) or the [Canvas Course Setup Tutorial](#) to populate your course at any time.

Homeroom Navigation

How do I use my Homeroom as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If your school is using the Canvas for Elementary feature, the Homeroom is the first thing you will see when you log into Canvas. The Homeroom helps you see what is happening in all your current subjects.

You can return to your Homeroom at any time by clicking the Home link in Global Navigation.

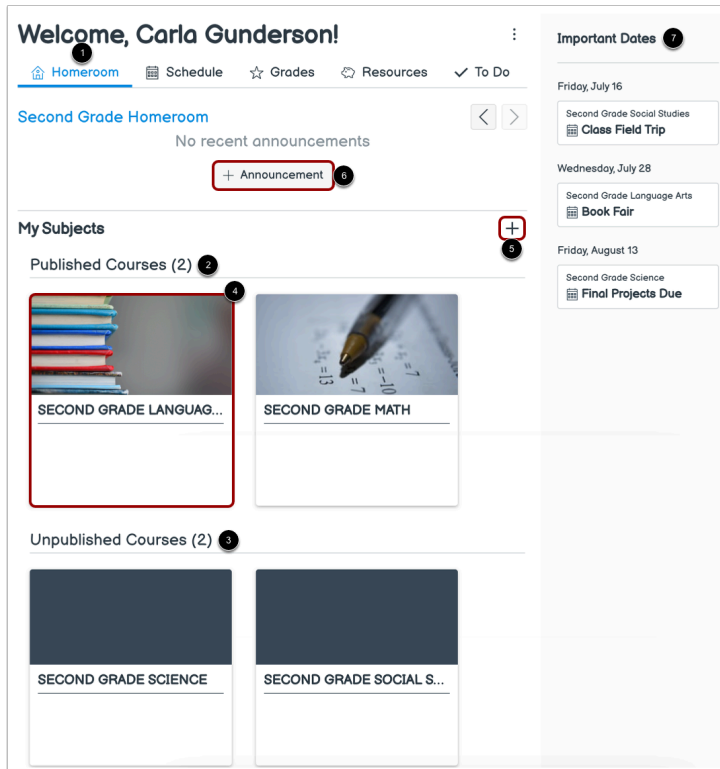
Note: When Canvas for Elementary is enabled, admins can select which font is used.

Open Homeroom



In Global Navigation, click the **Home** link.

View Homeroom



The Homeroom is your landing page in Canvas.

In the **Homeroom** tab [1], you can view your published [2] and unpublished course subjects [3].

To open a course subject, click the name of the subject [4].

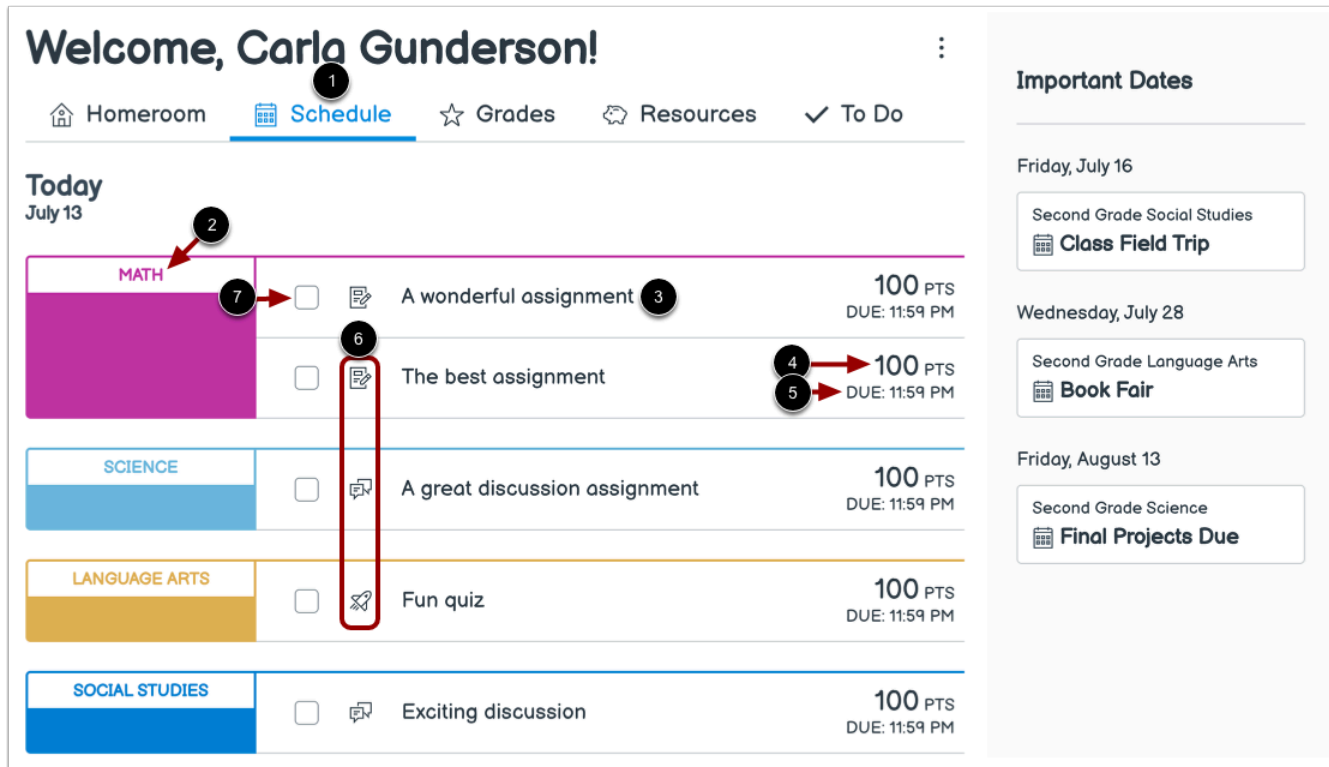
To [add a new subject](#), click the **Start a New Subject** icon [5].

To [create a homeroom announcement](#), click the **Add Announcement** button [6].

In the sidebar, you can view [assignments, graded discussions, quizzes, and calendar events that have been marked with an important date](#) [7].

Note: By default, your published and unpublished subjects display in the Homeroom tab. However, [if you have favorited subjects](#), only favorited subjects display.

View Homeroom Schedule



Welcome, Carla Gunderson!

Homeroom **Schedule** Grades Resources To Do

Today
July 13

Subject	Assignment	Points	Due Date
MATH	A wonderful assignment	100 PTS	DUE: 11:59 PM
	The best assignment	100 PTS	DUE: 11:59 PM
SCIENCE	A great discussion assignment	100 PTS	DUE: 11:59 PM
LANGUAGE ARTS	Fun quiz	100 PTS	DUE: 11:59 PM
SOCIAL STUDIES	Exciting discussion	100 PTS	DUE: 11:59 PM

Important Dates

Friday, July 16

- Second Grade Social Studies
- Class Field Trip**

Wednesday, July 28

- Second Grade Language Arts
- Book Fair**

Friday, August 13

- Second Grade Science
- Final Projects Due**

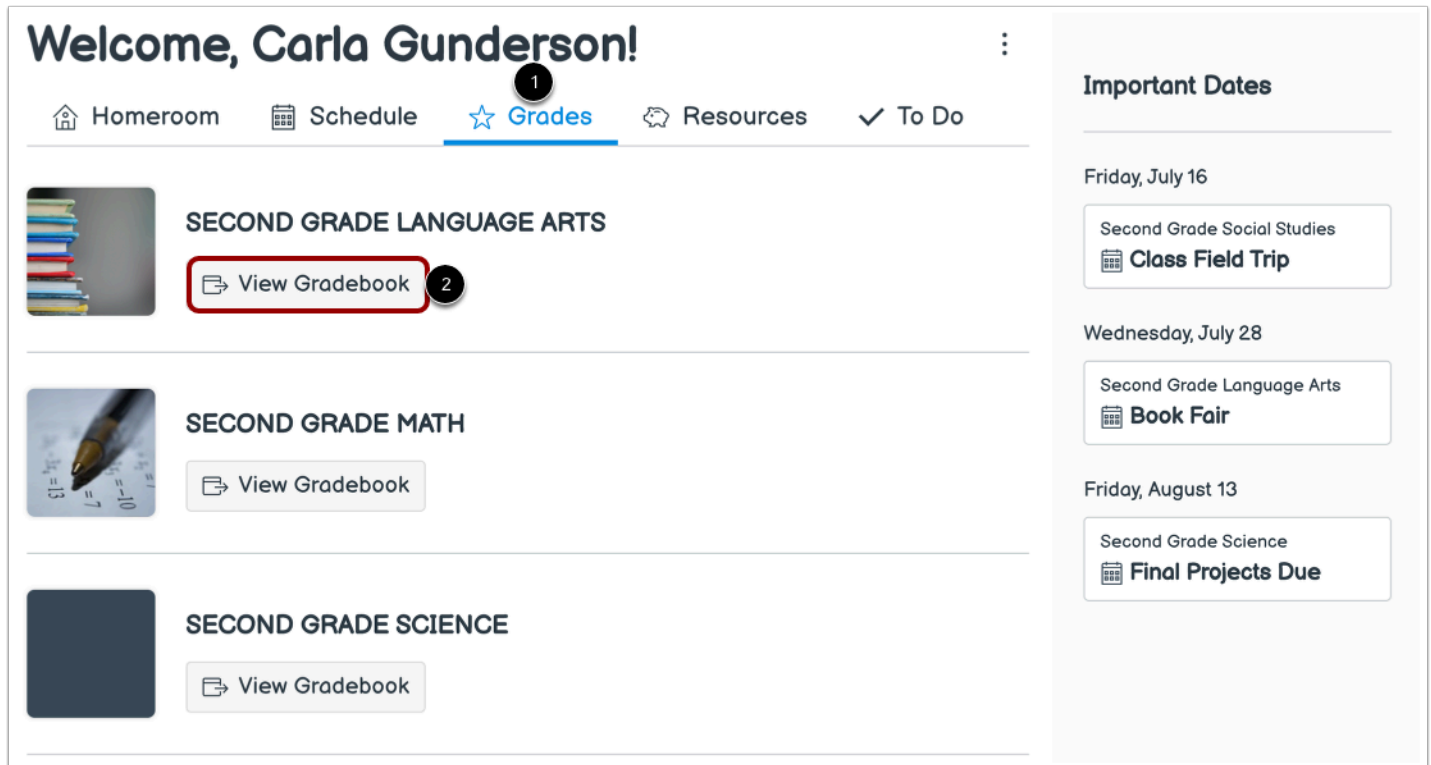
In the **Schedule** tab [1], you can view an example of how schedule items will display for students.

Each item displays the subject name [2], item name [3], number of points (if points have been assigned) [4], and the due date [5].

Each item also displays an icon to differentiate between different assignment types and other items in the Schedule [6].

When an online assignment is submitted, the item is automatically marked as completed. Students can manually mark non-submission items as complete by clicking the item's checkbox [7].

View Homeroom Grades



Welcome, Carla Gunderson!

Homeroom Schedule **Grades** Resources To Do

SECOND GRADE LANGUAGE ARTS
View Gradebook

SECOND GRADE MATH
View Gradebook

SECOND GRADE SCIENCE
View Gradebook

Important Dates

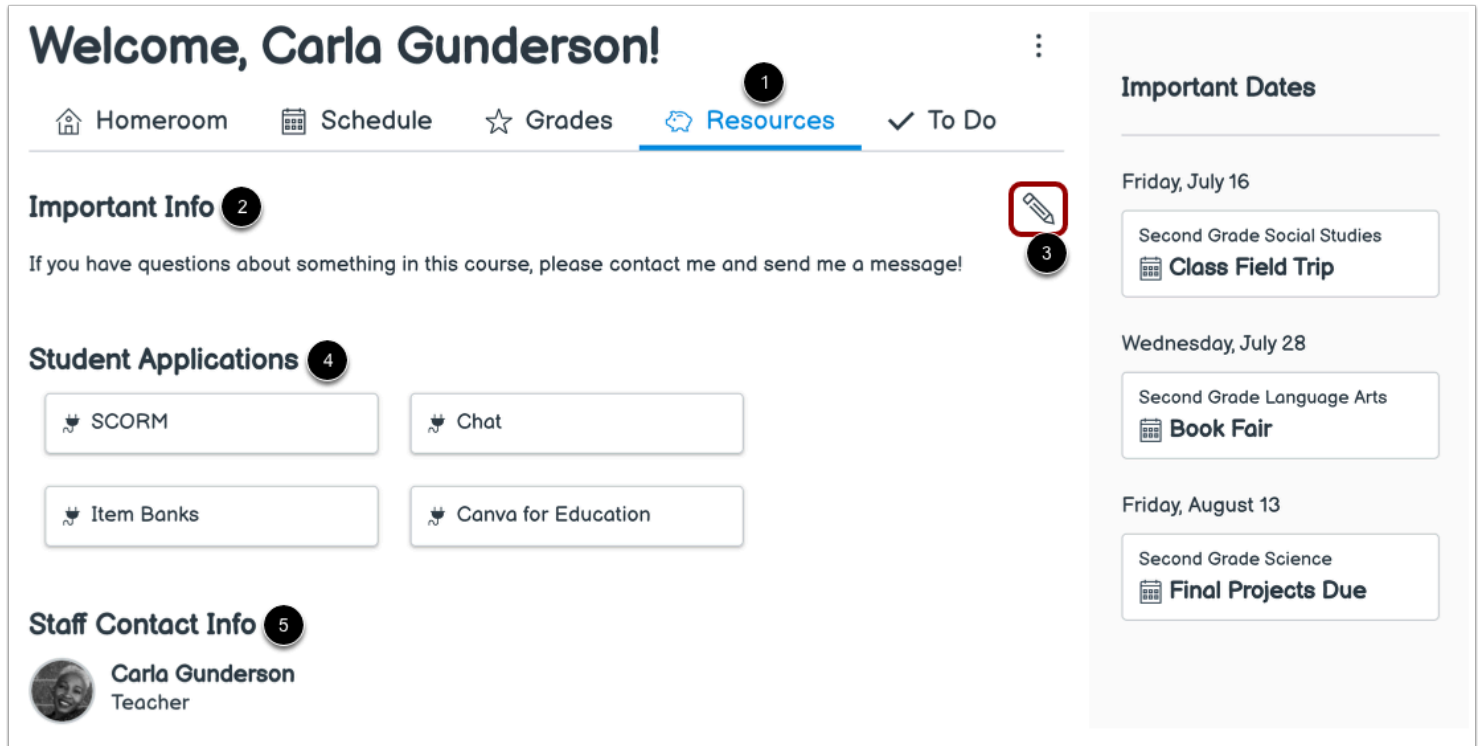
Friday, July 16
Second Grade Social Studies
Class Field Trip

Wednesday, July 28
Second Grade Language Arts
Book Fair

Friday, August 13
Second Grade Science
Final Projects Due

In the **Grades** tab [1], you can open the gradebook for a specific subject by clicking the subject's **View Gradebook** button [2].

View Homeroom Resources



Welcome, Carla Gunderson!

[Homeroom](#)
[Schedule](#)
[Grades](#)
[Resources](#)
[To Do](#)


Important Info

If you have questions about something in this course, please contact me and send me a message!

Student Applications

SCORM
 Chat
 Item Banks
 Canva for Education

Staff Contact Info


Carla Gunderson
 Teacher

Important Dates

Friday, July 16

Second Grade Social Studies
Class Field Trip

Wednesday, July 28

Second Grade Language Arts
Book Fair

Friday, August 13

Second Grade Science
Final Projects Due

In the **Resources** tab [1], you may view [important information you have added to your homeroom](#) [2]. To edit existing important information, click the **Edit** icon [3].

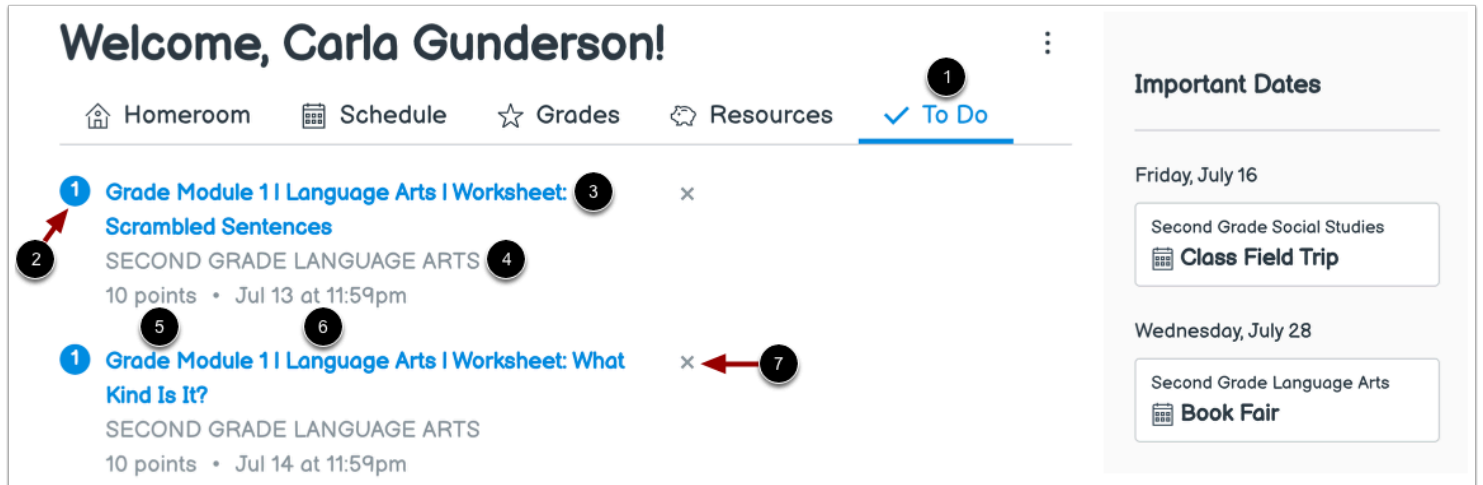
You can view any student applications that have been added to your homeroom in the **Student Applications** section [4].

You can also view staff contact information [5].

Notes:

- If content has not been added to Important Information, the Important Information section does not display.
- If student applications have not been added to the homeroom, the Student Applications section does not display.

View Homeroom To Do



Welcome, Carla Gunderson!

Homeroom Schedule Grades Resources **To Do**

1 Grade Module 1 | Language Arts | Worksheet: **3**
Scrambled Sentences
 SECOND GRADE LANGUAGE ARTS **4**
 10 points • Jul 13 at 11:59pm **5**

1 Grade Module 1 | Language Arts | Worksheet: What **7**
Kind Is It?
 SECOND GRADE LANGUAGE ARTS **6**
 10 points • Jul 14 at 11:59pm

Important Dates

Friday, July 16

Second Grade Social Studies
Class Field Trip

Wednesday, July 28

Second Grade Language Arts
Book Fair

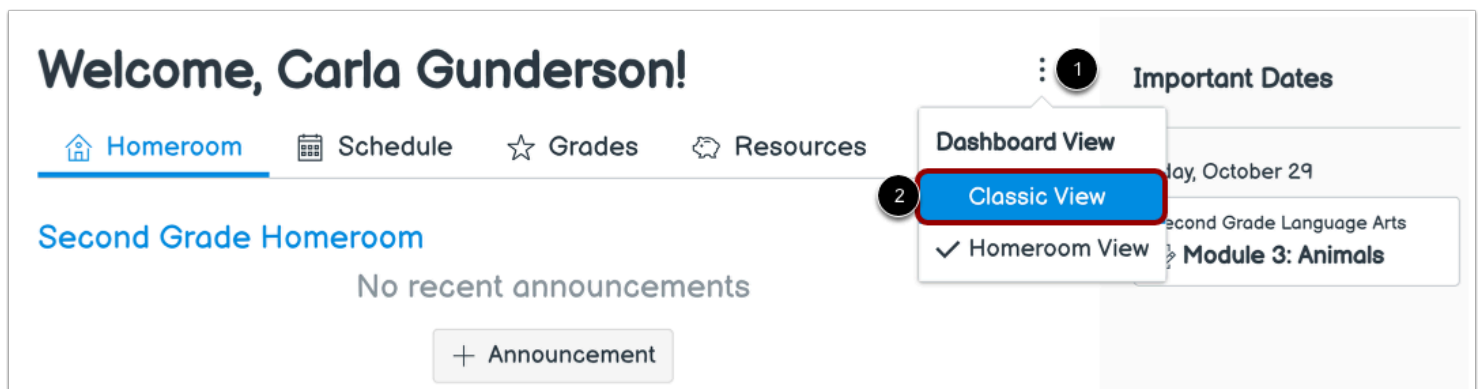
In the **To Do** tab [1], you can view all items that require grading in Canvas. Items display by due date in ascending order.

Each item indicates how many items need to be graded [2], the assignment name [3], the course name [4], the number of points [5], and the due date for the assignment [6]. Some assignments may display multiple due dates.

To remove a To Do item, click the **Remove** icon [7].

Note: When an item is removed, the item can only be restored to the To Do tab if a new submission is received for that assignment.

Switch to Classic View



Welcome, Carla Gunderson!

Homeroom Schedule Grades Resources

Second Grade Homeroom

No recent announcements

+ Announcement

Options

- Dashboard View
- Classic View**
- ✓ Homeroom View

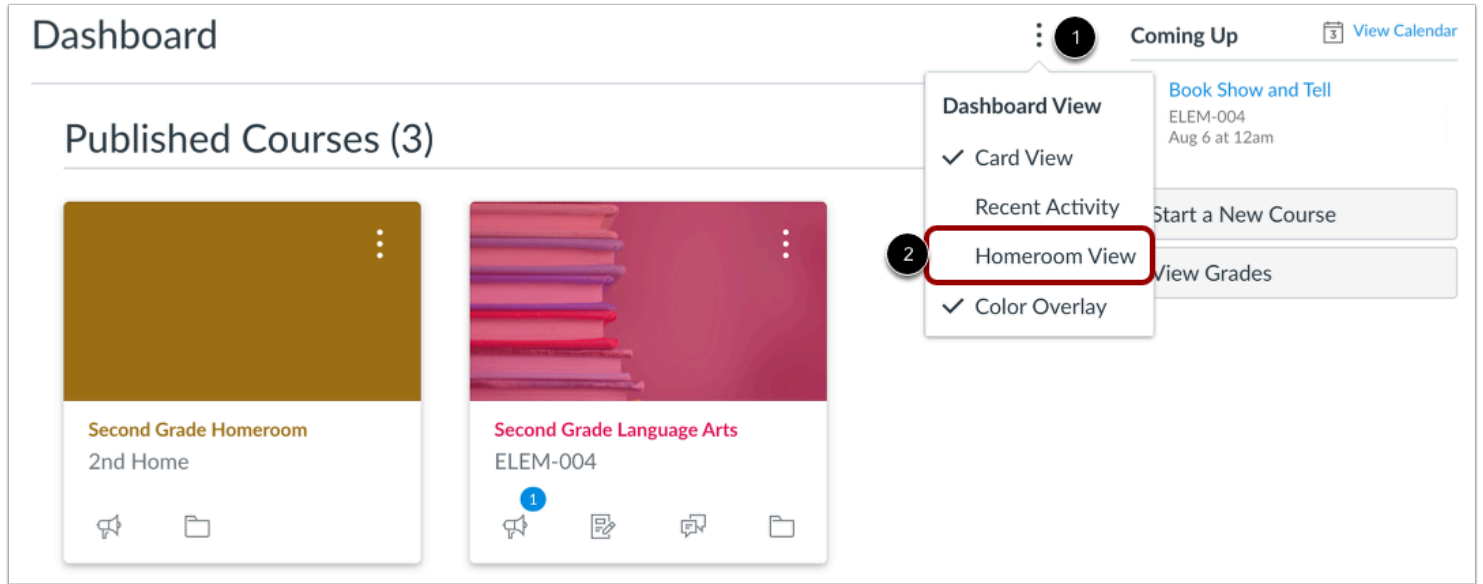
Important Dates

Friday, October 29

Second Grade Language Arts
Module 3: Animals

To switch to the classic Canvas dashboard, click the **Options** icon [1] and select the **Classic View** option [2].

Return to Homeroom View



The screenshot shows the Canvas dashboard interface. At the top, the 'Dashboard' title is visible. Below it, the 'Published Courses (3)' section displays two course cards. The first card is for 'Second Grade Homeroom' (2nd Home). The second card is for 'Second Grade Language Arts' (ELEM-004). A dropdown menu is open for the 'Second Grade Language Arts' card, showing options: 'Dashboard View', 'Card View' (checked), 'Recent Activity', 'Homeroom View' (highlighted with a red box and a '2' callout), and 'Color Overlay' (checked). A '1' callout points to the options icon in the top right corner of the course card. To the right of the course cards, the 'Coming Up' section shows a calendar icon and a 'View Calendar' link. Below the calendar, there is a 'Book Show and Tell' event (ELEM-004, Aug 6 at 12am) and buttons for 'Start a New Course' and 'View Grades'.

To return to the homeroom dashboard, click the **Options** icon [1] and select the **Homeroom View** option [2].

People

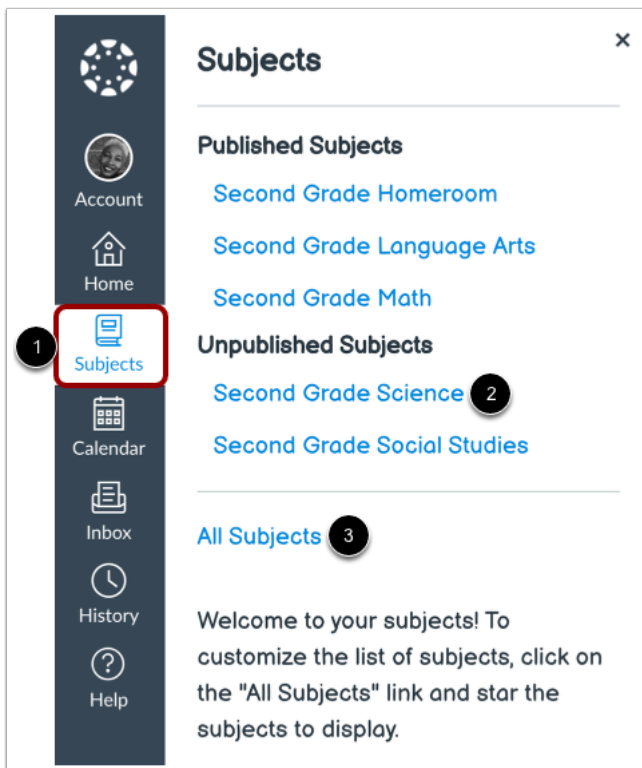
How do I sync enrollments and subject start and end dates from the homeroom as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can sync enrollments and subject start and end dates from the homeroom. If you have access to multiple homerooms, you can choose which homeroom you'd like to sync from.

Note: If any subject enrollments were added via SIS import, the Sync enrollments and course start/end dates from homeroom checkbox does not display.

Open Subject



In Global Navigation, click the **Subjects** link [1]. Then select the subject link in which you'd like to sync enrollments [2].

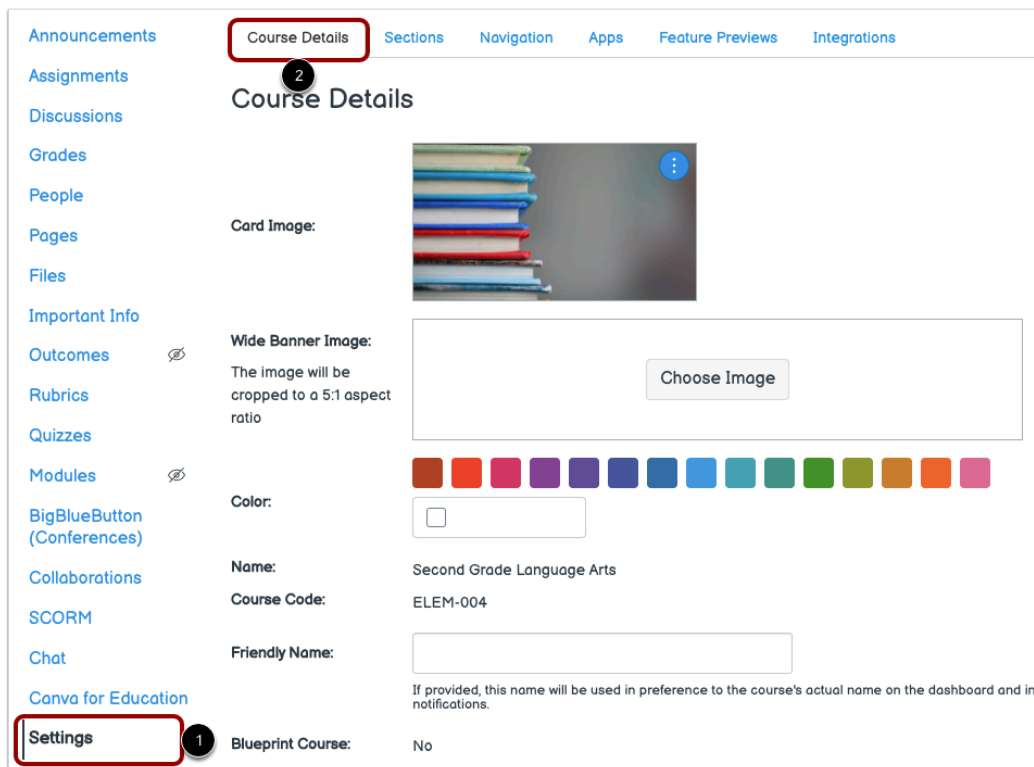
If the subject does not display on the Subjects list, you can view all of your subjects by clicking the **All Subjects** link [3].

Manage Subject



Click the **Manage Subject** button.

Open Subject Settings


 The screenshot shows the Canvas interface for managing a subject. On the left is a sidebar with various navigation links. The main area is titled "Course Details" and contains several settings. A red box labeled "1" highlights the "Settings" link in the sidebar. Another red box labeled "2" highlights the "Course Details" tab in the top navigation bar. The "Course Details" section includes a "Card Image" (a stack of books), a "Wide Banner Image" (a placeholder with a "Choose Image" button), a "Color" selector (a row of colored squares), a "Name" field (containing "Second Grade Language Arts"), a "Course Code" field (containing "ELEM-004"), a "Friendly Name" field (empty), and a "Blueprint Course" field (containing "No").

Announcements

Course Details

Sections

Navigation

Apps

Feature Previews

Integrations

Assignments

Discussions

Grades

People

Pages

Files

Important Info

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton (Conferences)

Collaborations

SCORM

Chat

Canvas for Education

Settings

Course Details

Card Image:

Wide Banner Image:

The image will be cropped to a 5:1 aspect ratio

Choose Image

Color:

Name: Second Grade Language Arts

Course Code: ELEM-004

Friendly Name:

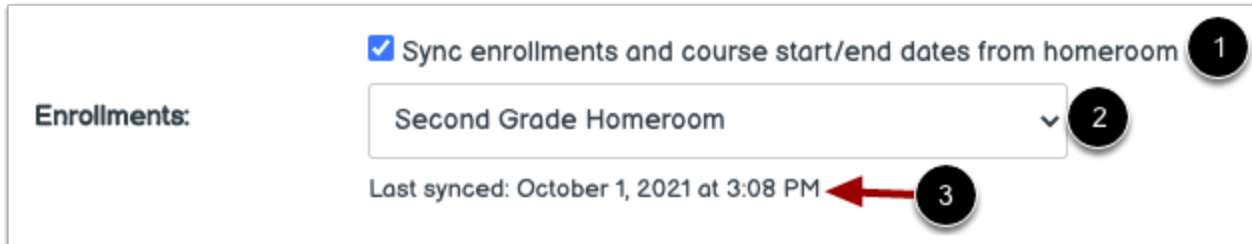
If provided, this name will be used in preference to the course's actual name on the dashboard and in notifications.

Blueprint Course: No

The subject's **Settings** page displays [1].

Click the **Course Details** tab [2].

Sync from Homeroom



☒ Sync enrollments and course start/end dates from homeroom 1

Enrollments: Second Grade Homeroom 2

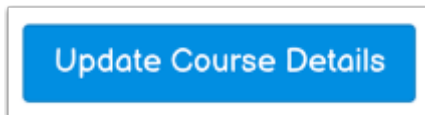
Last synced: October 1, 2021 at 3:08 PM 3

To sync enrollments and subject start and end dates from your homeroom, click the **Sync enrollments and course start/end dates from homeroom** checkbox [1].

Select the homeroom in which you'd like to sync from using the **Enrollments** drop-down menu [2]. If your subject has been synced previously, the last sync date displays [3].

Note: If your subject added enrollments via SIS import, the Sync enrollments and course start/end dates from homeroom checkbox does not display.

Update Course Details



Update Course Details

To begin syncing enrollments from the homeroom, click the **Update Course Details** button.

Schedule

How do I add an event to the schedule?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

A Canvas event is a non-graded [Canvas activity](#). Events created on the Calendar appear in the Homeroom and subject Schedule tabs and student calendars. You can create events with due date times as well as all-day events. You can also [duplicate an event](#).

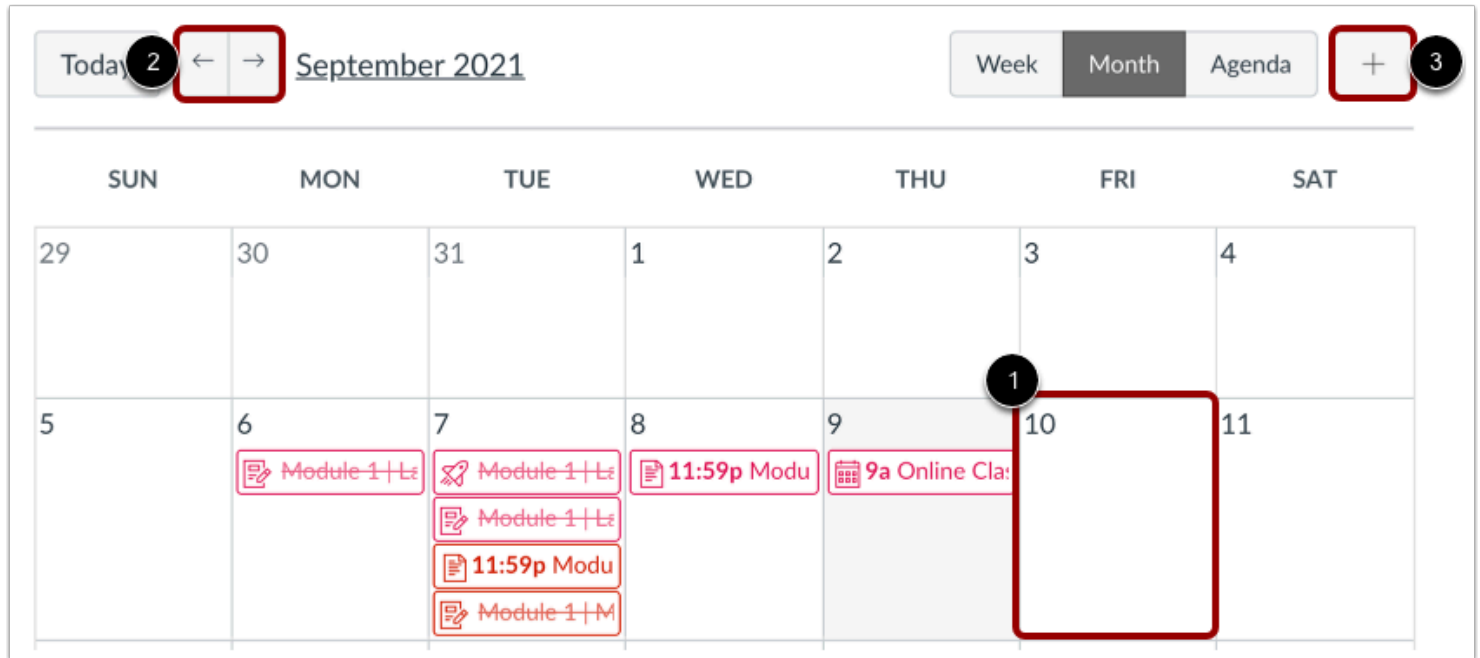
You can include Zoom, Microsoft Teams, WebEx, or Google Meet conferencing links in the event description or location. If a conferencing link is added to the event description or location, students can join the meeting from the Homeroom Schedule tab or subject's Schedule tab.

Open Calendar



In Global Navigation, click the **Calendar** link.

Add Event



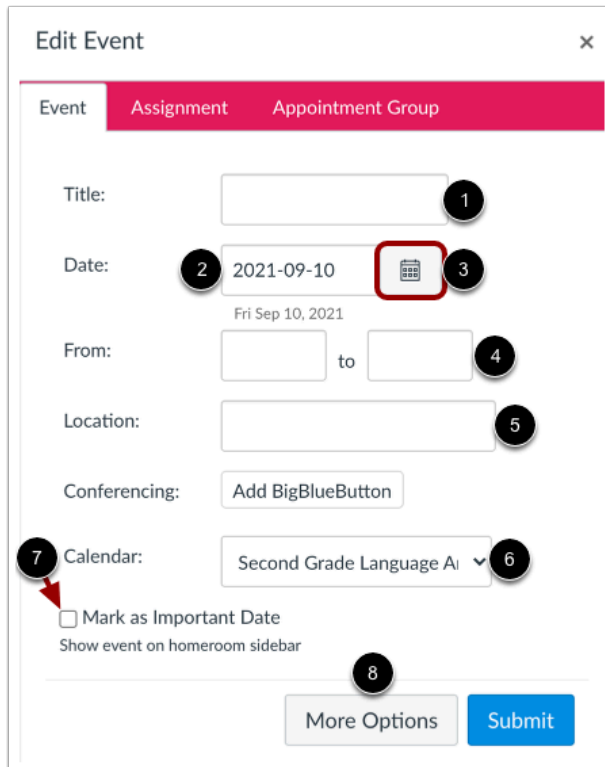
The screenshot shows the Canvas calendar interface for September 2021. At the top, there is a header with 'Today 2', navigation arrows, the month 'September 2021', and tabs for 'Week', 'Month', and 'Agenda'. A red box [2] highlights the navigation arrows. To the right of the tabs is a red box [3] containing a '+' icon. The calendar grid shows days from Sunday to Saturday. A red box [1] highlights the date '10' on the Friday row. The date '10' is highlighted with a red box, and a small black circle with the number '1' is positioned above it. The calendar grid shows the following events:

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
	Module 1 + Lz	Module 1 + Lz	11:59p Modu	9a Online Cla		
		Module 1 + Lz				
		11:59p Modu				
		Module 1 + M				

Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you do not want to manually locate the date, you can click the **Add** icon [3].

Add Event Details



Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2] or select a date from the calendar by clicking the **Calendar** icon [3].

The calendar times may also be populated for you in the From fields [4]. Edit or enter the start and end time for your event. To create an all-day event, leave the From fields blank so there is no start and end time for your event.

To add a physical event location or conferencing link, use the **Location** field [5].

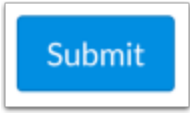
In the Calendar drop-down menu [6], select the subject calendar for the event. Events added to your personal Calendar or the Homeroom Calendar do not display for students in the Schedule tab.

To [mark the event as an important date](#), click the **Mark as Important Date** checkbox [7].

You can add more details to your event, such as an event description, address or [duplicate the event](#) by clicking the **More Options** button [8].

Note: If a Zoom, Microsoft Teams, WebEx, or Google Meet conferencing link is added to the event description or location, students can join the meeting from the Homeroom Schedule tab or subject's Schedule tab.

Submit Event



To save your event, click the **Submit** button.

How do I mark an assignment or calendar event with an important date as an instructor?

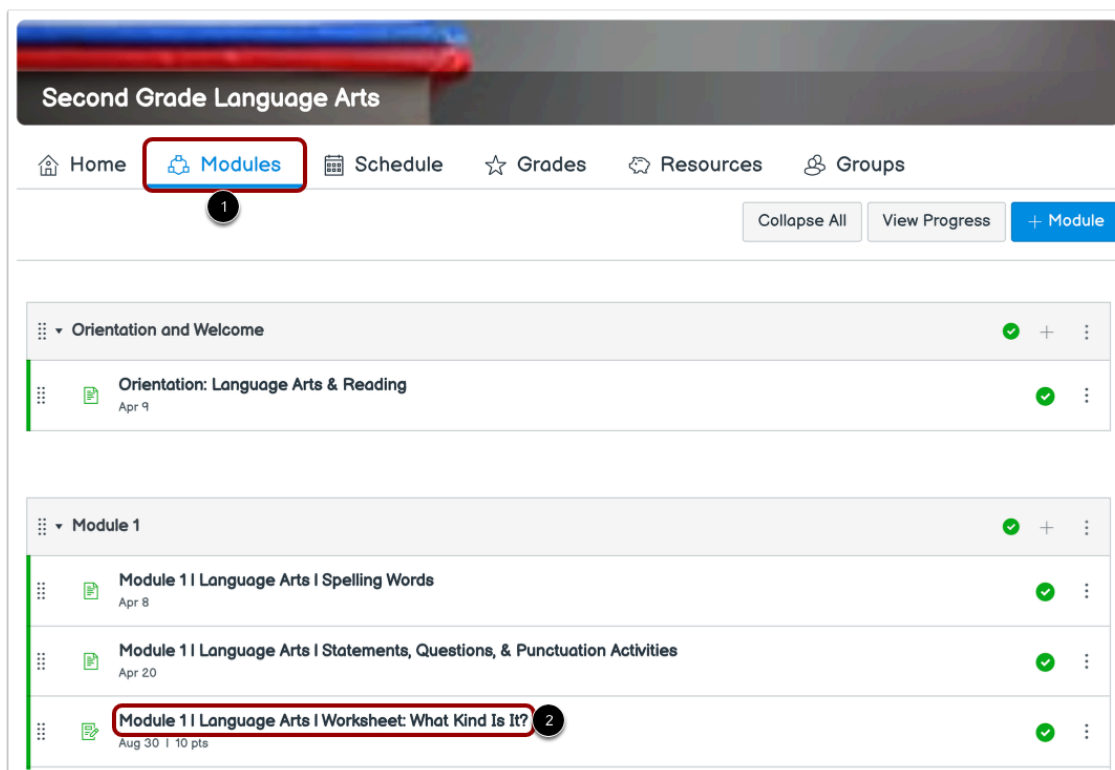
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

As an instructor, you can mark assignments, graded discussions, quizzes, and calendar events with an important date. Important date items display in the Homeroom sidebar.

Notes:

- User calendar events do not support important dates.
- Differentiated assignments marked with an important date display the due date assigned to the student in the Homeroom sidebar.

Open Assignment, Graded Discussion, or Quiz



The screenshot shows the Canvas interface for a course titled "Second Grade Language Arts". The top navigation bar includes links for Home, Modules (highlighted with a red box and a callout '1'), Schedule, Grades, Resources, and Groups. Below the navigation bar, there are buttons for "Collapse All", "View Progress", and a blue "+ Module" button. The main content area displays a list of modules. The "Orientation and Welcome" module is expanded, showing "Orientation: Language Arts & Reading" (Apr 9). The "Module 1" section is also expanded, showing three items: "Module 1 | Language Arts | Spelling Words" (Apr 8), "Module 1 | Language Arts | Statements, Questions, & Punctuation Activities" (Apr 20), and "Module 1 | Language Arts | Worksheet: What Kind Is It?" (Aug 30 | 10 pts). The last item is highlighted with a red box and a callout '2'.

From the subject's **Modules** tab [1], click the title of the assignment, graded discussion, or quiz you'd like to mark with an important date [2].

Edit Item



Click the **Edit** button.

Add Important Date

Assign

Assign to
Everyone X

Due
Jul 21 11:59pm 1
Wed Jul 21, 2021 11:59pm

Available from

Until

+ Add

☒ Mark as important date and show on homeroom sidebar 2

Cancel 3 Save

Add a due date [1].

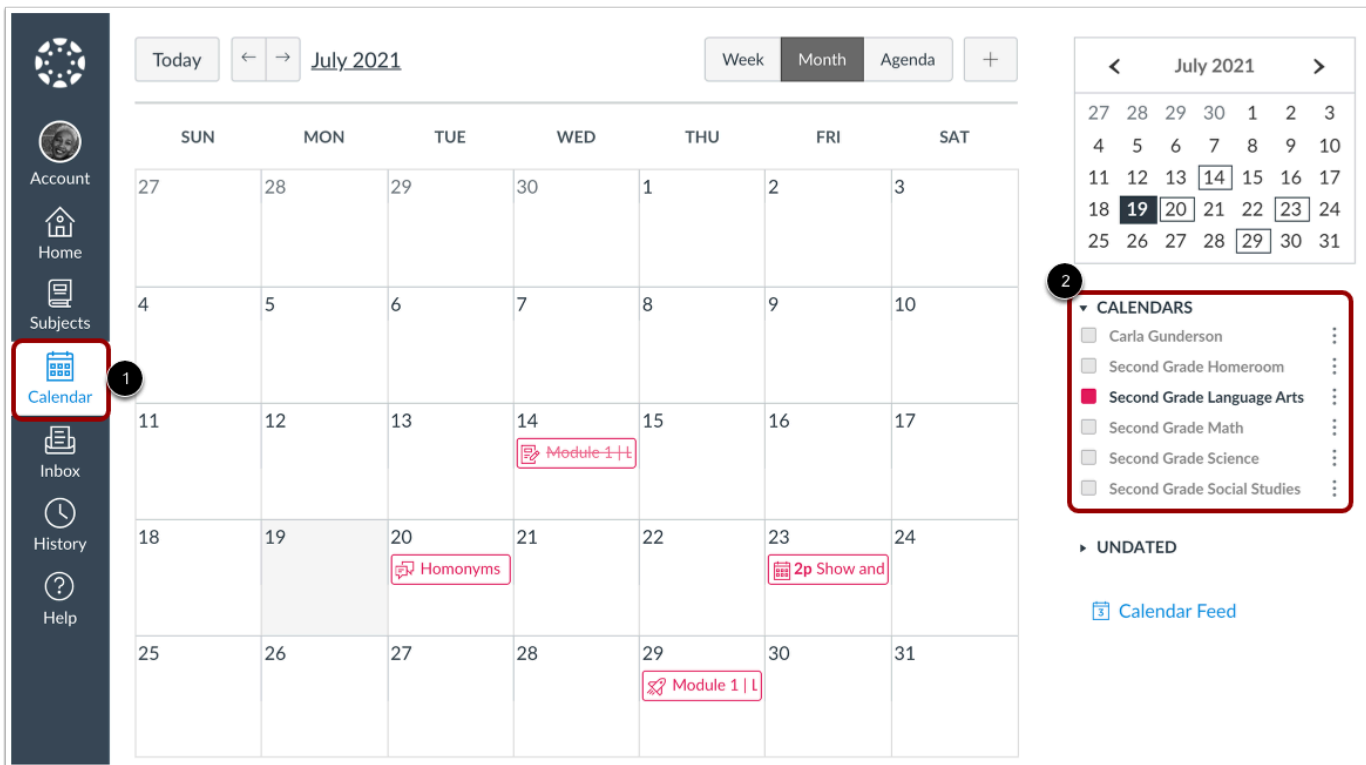
To mark the due date as an important date and display the item in the Homeroom sidebar, click the **Mark as important date and show on homeroom sidebar** checkbox [2].

To save your changes, click the **Save** button [3].

Notes:

- Important dates can only be marked for assignments, graded discussions, quizzes, and calendar events.
- A due date must be added to mark an assignment, graded discussion, or quiz with an important date.
- Differentiated assignments marked with an important date display the due date assigned to the student in the Homeroom sidebar.

Open Calendar



The screenshot displays the Canvas interface for July 2021. On the left, the Global Navigation sidebar includes icons for Account, Home, Subjects, **Calendar** (highlighted with a red box and a circled '1'), Inbox, History, and Help. The main calendar view shows a grid for July 2021 with days of the week (SUN to SAT). Events are marked on specific dates: 'Module 1 | L' on Wednesday, July 14th; 'Homonyms' on Tuesday, July 20th; '2p Show and' on Friday, July 23rd; and 'Module 1 | L' on Thursday, July 29th. On the right, a secondary calendar view for July 2021 is shown, with a list of calendars below it. The 'CALENDARS' list includes: Carla Gunderson, Second Grade Homeroom, **Second Grade Language Arts** (highlighted with a red box and a circled '2'), Second Grade Math, Second Grade Science, and Second Grade Social Studies. Below this list is an 'UNDATED' section with a 'Calendar Feed' link.

You can mark a calendar event with an important date.

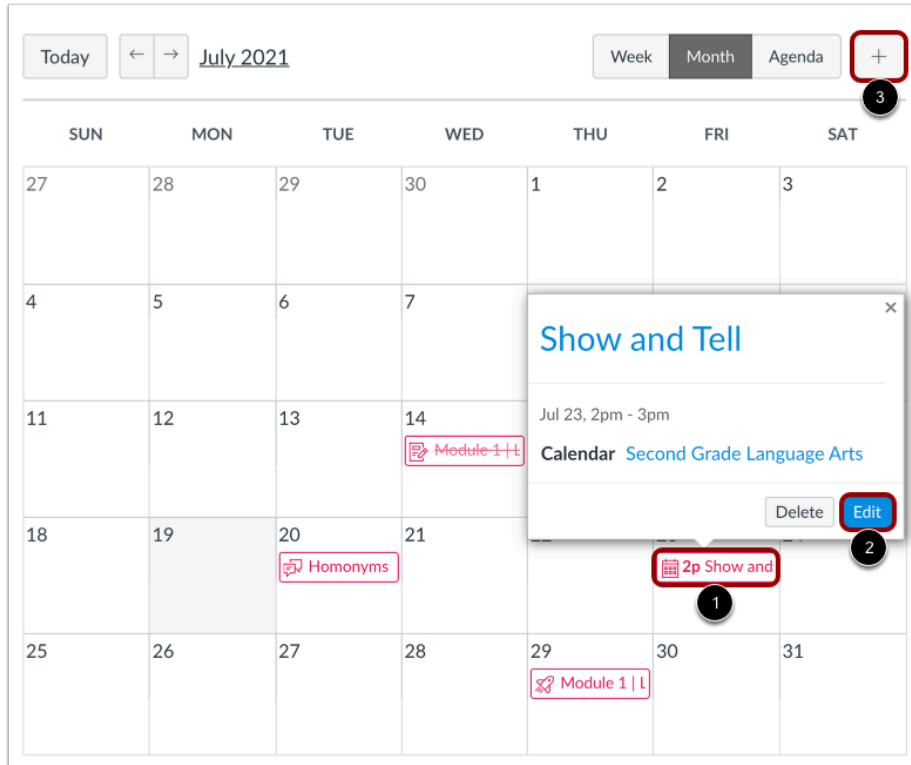
To open the Calendar, click the **Calendar** icon in Global Navigation [1].

In the Calendar sidebar, select the Canvas for Elementary course calendar in which you'd like to mark an event with an important date [2].

Notes:

- User calendar events do not support important dates.
- Important dates are hidden 24 hours past the specified date.

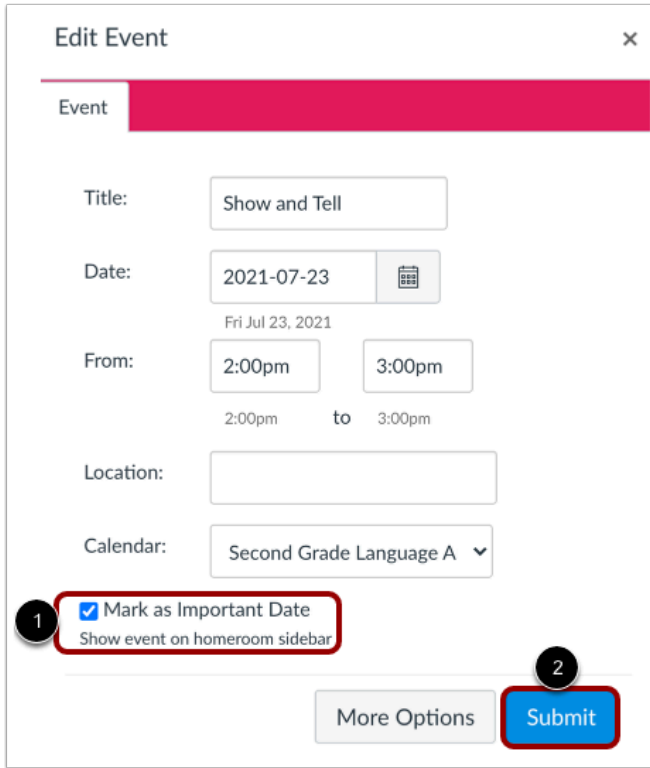
Open Calendar Item



To mark an existing calendar event, assignment, or graded discussion with an important date, click the calendar item [1] and click the **Edit** button [2].

Alternatively, you can add a new event by clicking the **Create New Event** button [3].

Manage Calendar Event



Edit Event [X]

Event [Redacted]

Title:

Date: [Calendar Icon]
Fri Jul 23, 2021

From:
2:00pm to 3:00pm

Location:

Calendar: [Dropdown Arrow]

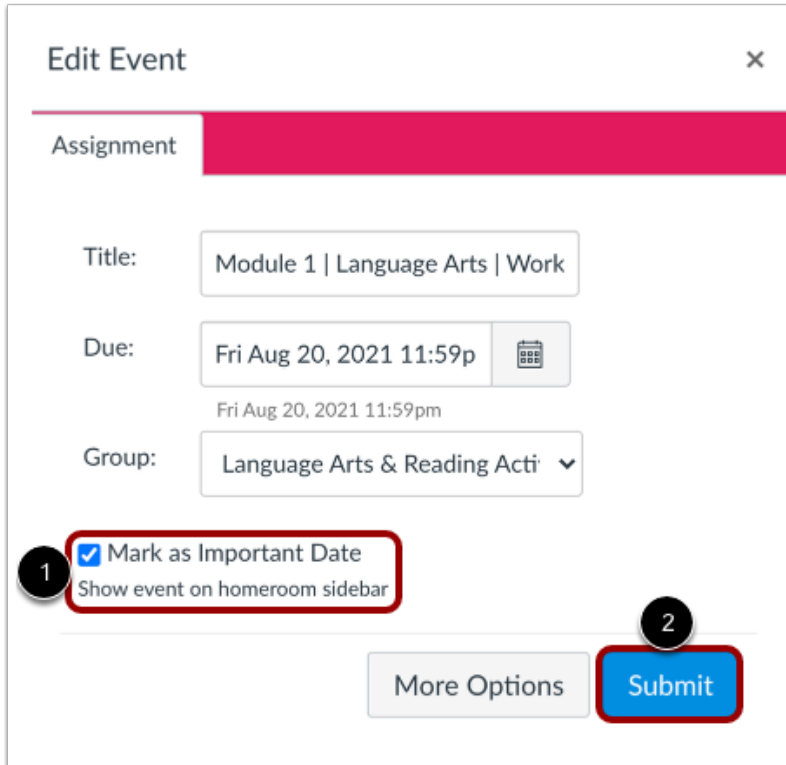
1 ☒ Mark as Important Date
Show event on homeroom sidebar

2 [More Options] [Submit]

To mark the event date as an important date and show the event in the Homeroom sidebar, click the **Mark as Important Date** checkbox [1].

To save your changes, click the **Submit** button [2].


Manage Assignment or Graded Discussion



Edit Event ×

Assignment [Redacted]

Title:

Due: 

Fri Aug 20, 2021 11:59pm

Group: ▼

1 ☒ **Mark as Important Date**
Show event on homeroom sidebar

2

To mark an assignment or graded discussion as an important date and show the event in the Homeroom sidebar, click the **Mark as Important Date** checkbox [1].

To save your changes, click the **Submit** button [2].

View Important Date Items

Welcome, Carla Gunderson!

- [Homeroom](#)
- [Schedule](#)
- [Grades](#)
- [Resources](#)
- [To Do](#)

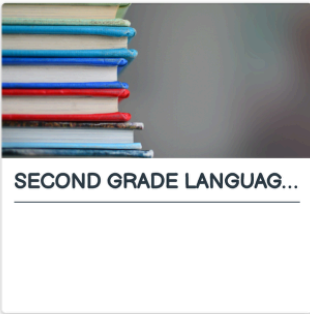
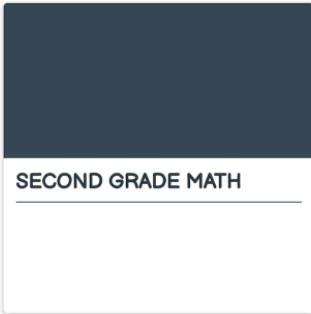
Second Grade Homeroom

Show and Tell this Friday!

Remember to bring something from home for Show and Tell this Friday!

My Subjects

Published Courses (2)

Important Dates

Monday, July 19

Second Grade Math
Module 1 | Math I
Worksheet: Odd or Even?

Wednesday, July 21

Second Grade Math
Module 1 | Math I
Number Sense Test

Friday, July 23

Second Grade Language Arts
Show and Tell

Thursday, July 29

Second Grade Language Arts
Module 1 | Language Arts I Spelling Test

Important date items display in date order in the Homeroom sidebar.

Notes:

- The important date displays immediately after saving.
- The Homeroom sidebar displays up to 100 items.

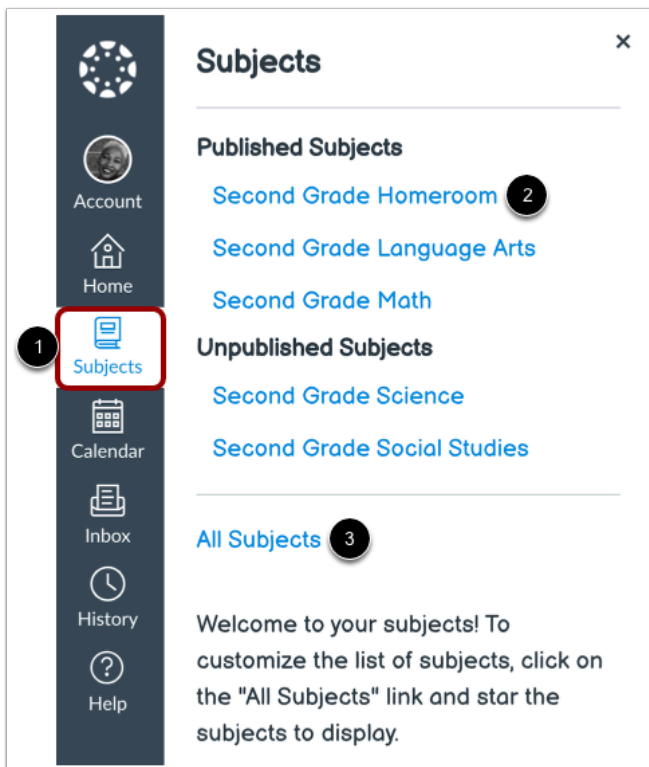
Settings

How do I designate a subject as a homeroom course as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

It is recommended that every teacher have a dedicated [homeroom](#). Once a subject is designated as the homeroom course, functionality is limited to items needed to manage content on the dashboard.

Open Subject

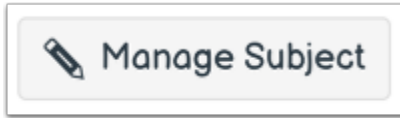


In Global Navigation, click the **Subjects** link [1]. Then select the name of the subject you'd like to designate as the homeroom course [2].

If the subject does not display on the Subjects list, you can view all of your subjects by clicking the **All Subjects** link [3].

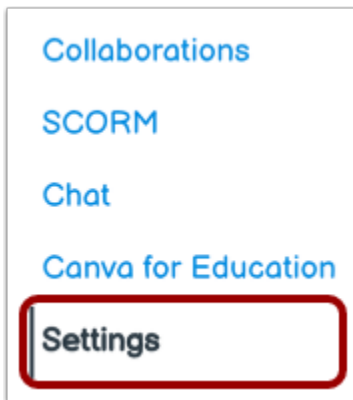
If you do not have a subject that you'd like to designate as the homeroom course, you can [create a subject from the homeroom](#).

Manage Subject



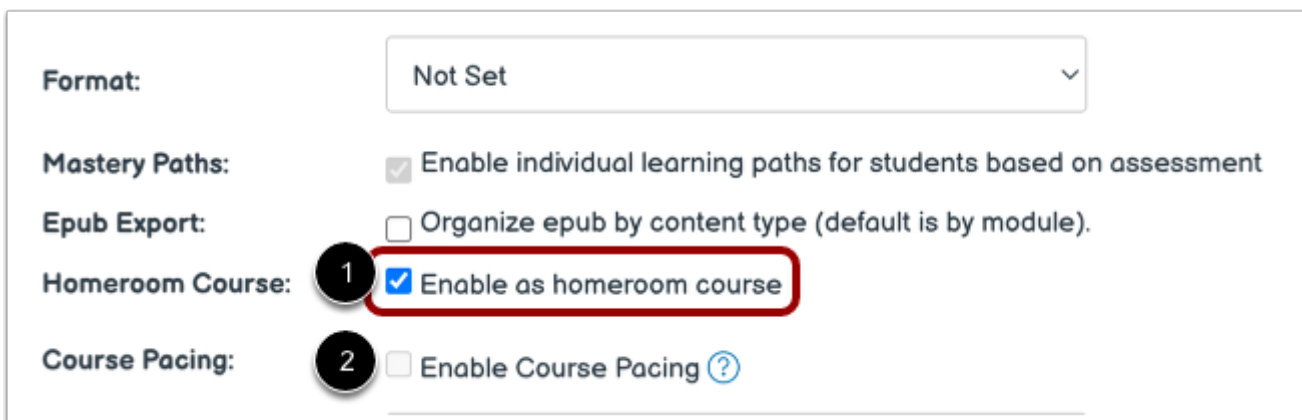
Click the **Manage Subject** button.

Open Settings



In Subject Navigation, click the **Settings** link.

Enable Setting

A settings form with several sections. The "Format:" section has a dropdown menu set to "Not Set". The "Mastery Paths:" section has a checked checkbox for "Enable individual learning paths for students based on assessment". The "Epub Export:" section has an unchecked checkbox for "Organize epub by content type (default is by module)". The "Homeroom Course:" section has a checked checkbox for "Enable as homeroom course", which is circled in red and labeled with a black circle containing the number "1". The "Course Pacing:" section has an unchecked checkbox for "Enable Course Pacing" with a help icon, labeled with a black circle containing the number "2".

To designate the subject as the homeroom course, click the **Enable as homeroom course** checkbox [1].

Notes:

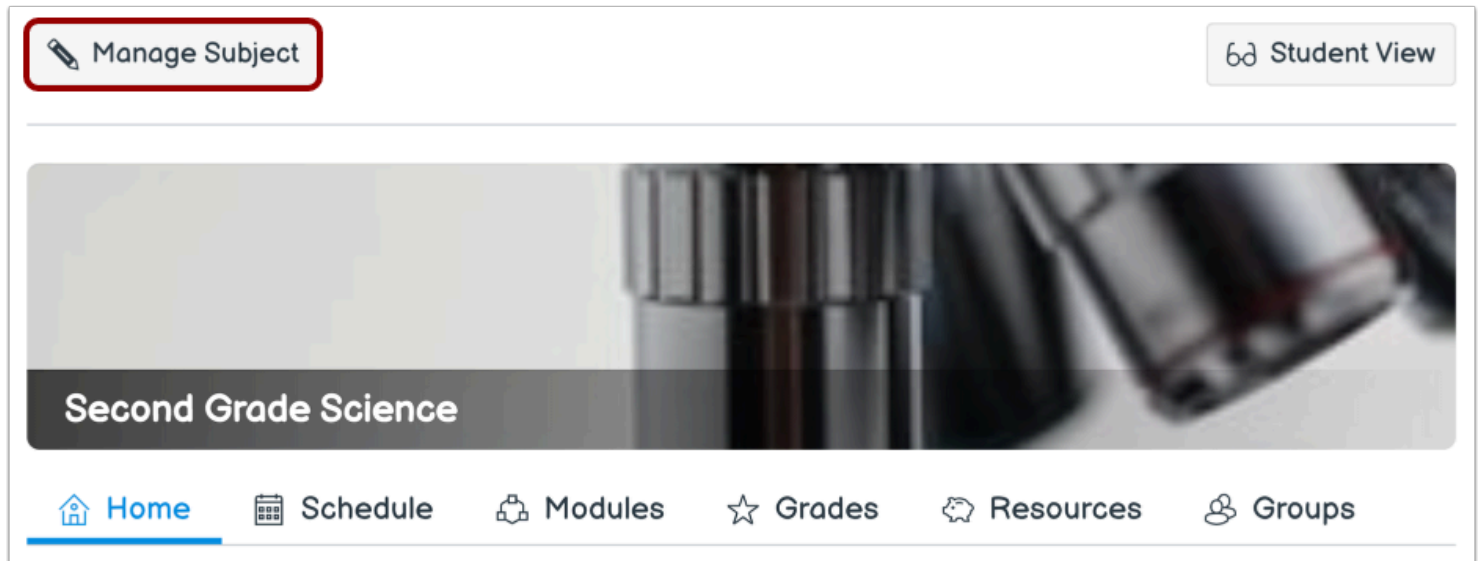
- If the Enable as homeroom course checkbox does not display in Subject Settings, the Canvas for Elementary feature has not been enabled for your institution.
- When the Enable as homeroom course option is selected, you cannot enable Course Pacing [2].

How do I use subject settings?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

In subject settings, you can update settings, view users and sections, and modify the subject navigation. Depending on your permissions, you can edit differing levels of subject settings.

Manage Subject



Manage Subject

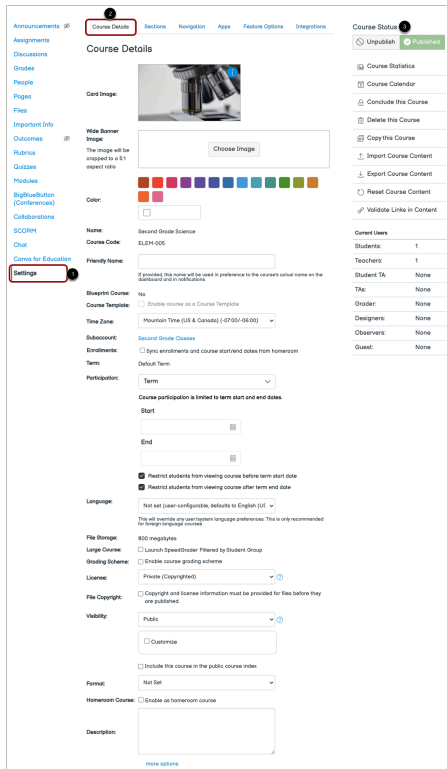
Student View

Second Grade Science

Home Schedule Modules Grades Resources Groups

From the subject, click the **Manage Subject** button.

View Subject Details



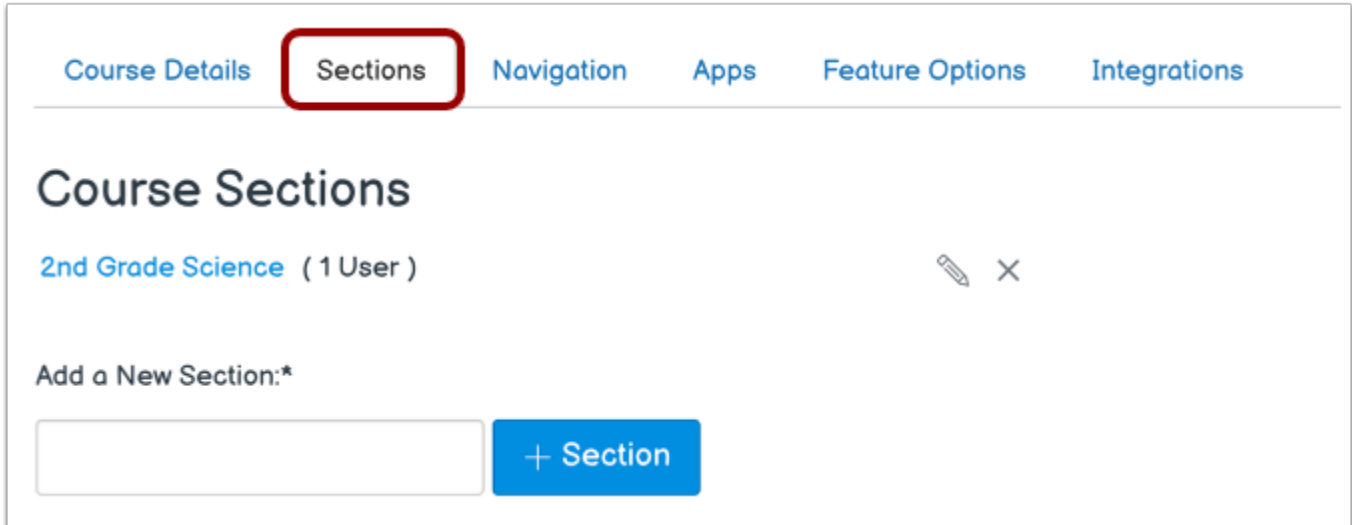
The **Settings** page displays [1].

In the [Course Details](#) tab [2], you can view subject details including card and banner images, the subject name, quota, and the license you've attached to the your subject's content.

You can also view the course status [3]. If the subject cannot be unpublished, the hover text will notify you accordingly.



Note: If you do not have permission to publish a subject, or if the subject is published and includes grades, you cannot modify the course status.

View Sections



Course Details **Sections** Navigation Apps Feature Options Integrations

Course Sections

2nd Grade Science (1 User)  

Add a New Section:*

In the **Sections** tab, you can [add a section](#) to your subject and manage student section enrollments.

View Navigation

[Course Details](#) [Sections](#) [Navigation](#) [Apps](#) [Feature Options](#) [Integrations](#)

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

If enabled, LTI tools will always appear last under the Resources tab in the order you choose.

Home	⋮
Schedule	⋮
Modules	⋮
Grades	⋮
Groups	⋮
SCORM	⋮
Chat	⋮

Drag items here to hide them from students.

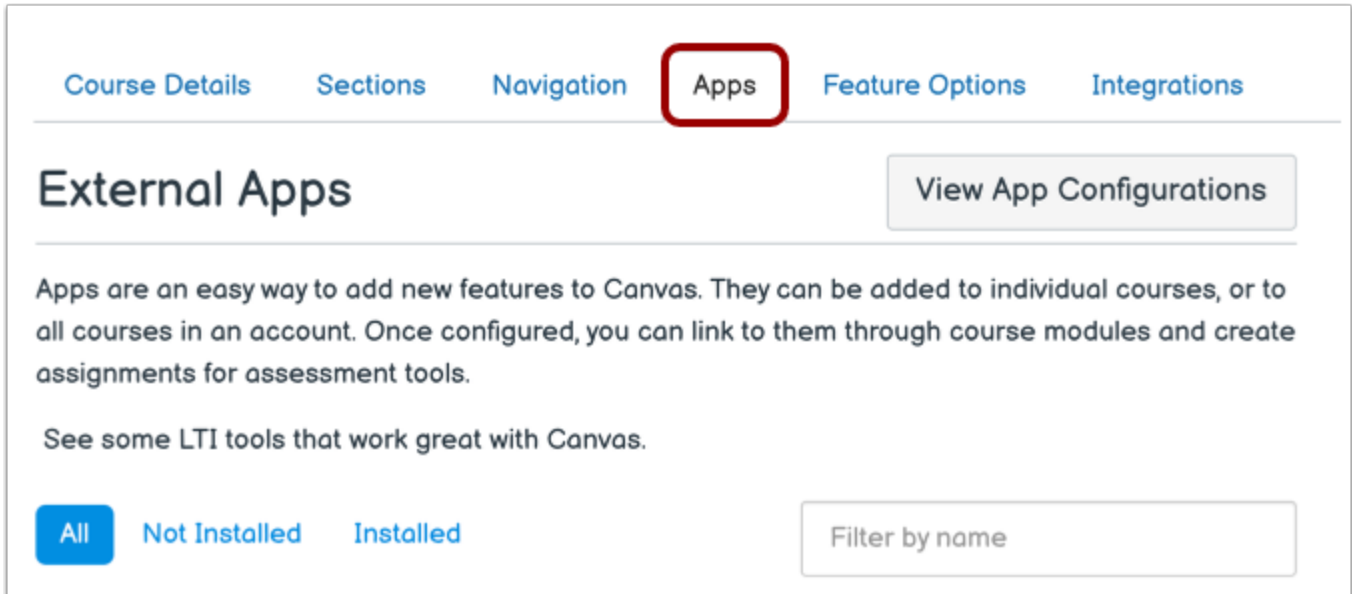
Canva for Education <i>Tab disabled, won't appear in subject navigation</i>	⋮
--	---

Save

In the **Navigation** tab, you can modify Subject Navigation links. You can drag and drop to [reorder and hide subject navigation links](#).

Any configured subject navigation External Apps (LTI Tools) that appear in Subject Navigation also appear here.

View Apps



Course Details Sections Navigation **Apps** Feature Options Integrations

External Apps

[View App Configurations](#)

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

[All](#) [Not Installed](#) [Installed](#)

If your institution has enabled the [Canvas App Center](#), in the Apps tab you can view all available external learning tools in Canvas. However, you can also configure apps manually.

View Feature Options

[Course Details](#) [Sections](#) [Navigation](#) [Apps](#) **Feature Options** [Integrations](#)

Course


Feature	State
> Accessibility Checker Notifications	✓
> Allow Outcome Extra Credit	✗
> Anonymous Grading	✗

In the [Feature Options](#) tab, you can enable and disable Canvas features within your subject as made available by your account admin.

View Integrations

[Course Details](#)
[Sections](#)
[Navigation](#)
[Apps](#)
[Feature Options](#)
[Integrations](#)

Integrations

Feature	State
<div> <div>▼</div> <div>Microsoft Sync</div> </div> <p>Sync and Provision Microsoft Teams with your Canvas Course</p> <p>Note: Syncing is triggered by changes to course enrollments. The first time you enable Microsoft Sync, you may have to trigger a sync manually with the button below.</p> <div> <div>Sync Now</div> <div> Status: <i>Ready for sync</i> Last Sync: <i>never</i> No errors </div> </div>	

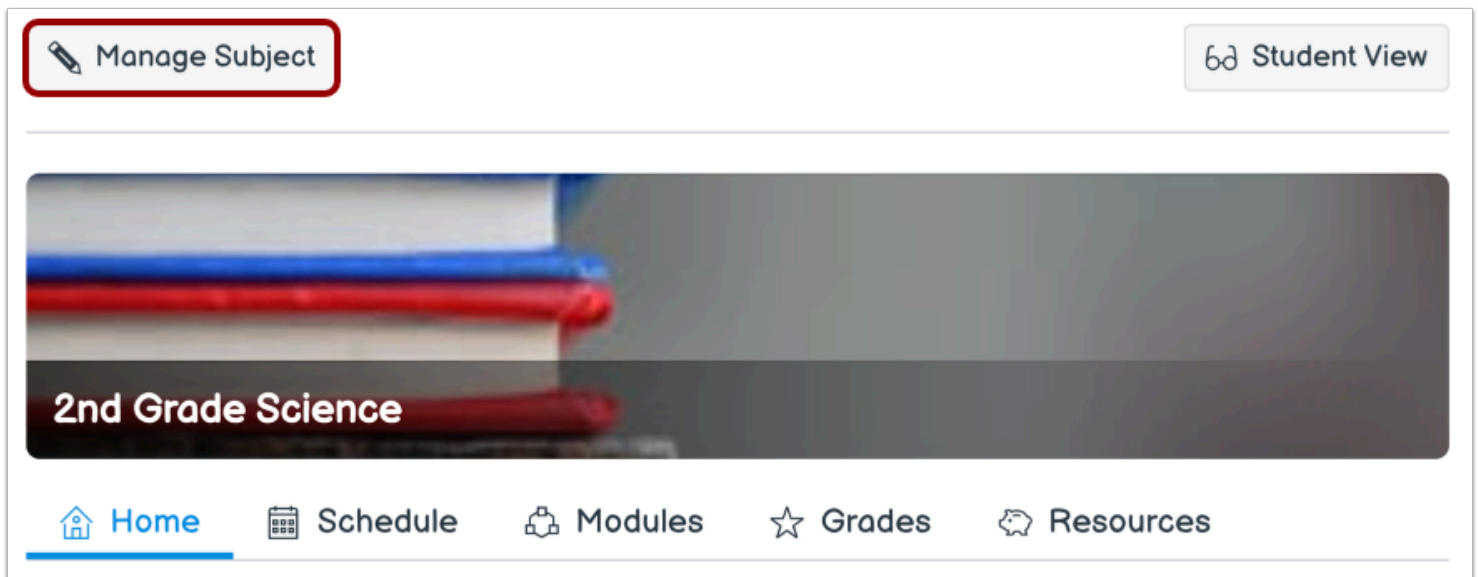
If enabled by your institution, you may also view the **Integrations** tab. From the Integrations tab, you can [sync enrollment data to Microsoft Teams](#).

How do I set details for a subject?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

As an instructor, you can manage the details in a Canvas for Elementary subject. The Course Settings page may allow you to manage subject identification details, the subject's card and banner images, subject color, Blueprint information (if any), file storage data, subject grading scheme, license, visibility, subject format, and other options available for the subject.

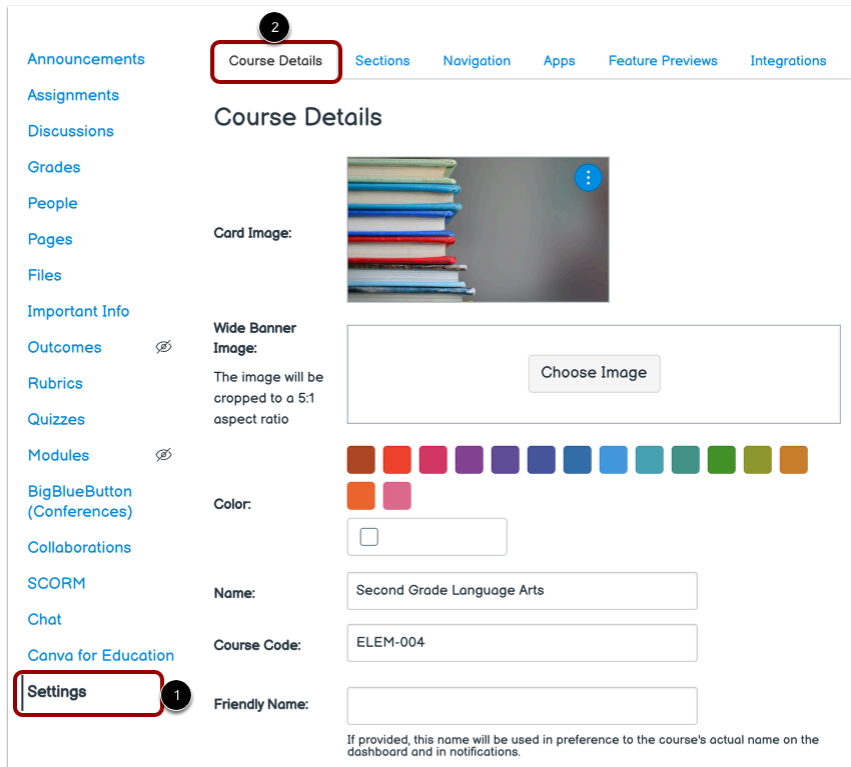
Manage Subject



The screenshot shows the Canvas for Elementary user interface. At the top left, there is a button labeled "Manage Subject" with a pencil icon, which is highlighted with a red rectangular box. To its right is a button labeled "Student View" with an eye icon. Below these buttons is a banner image showing a stack of books with the text "2nd Grade Science" overlaid. At the bottom of the interface is a navigation bar with five links: "Home" (with a house icon), "Schedule" (with a calendar icon), "Modules" (with a puzzle piece icon), "Grades" (with a star icon), and "Resources" (with a piggy bank icon). The "Home" link is currently selected and underlined.

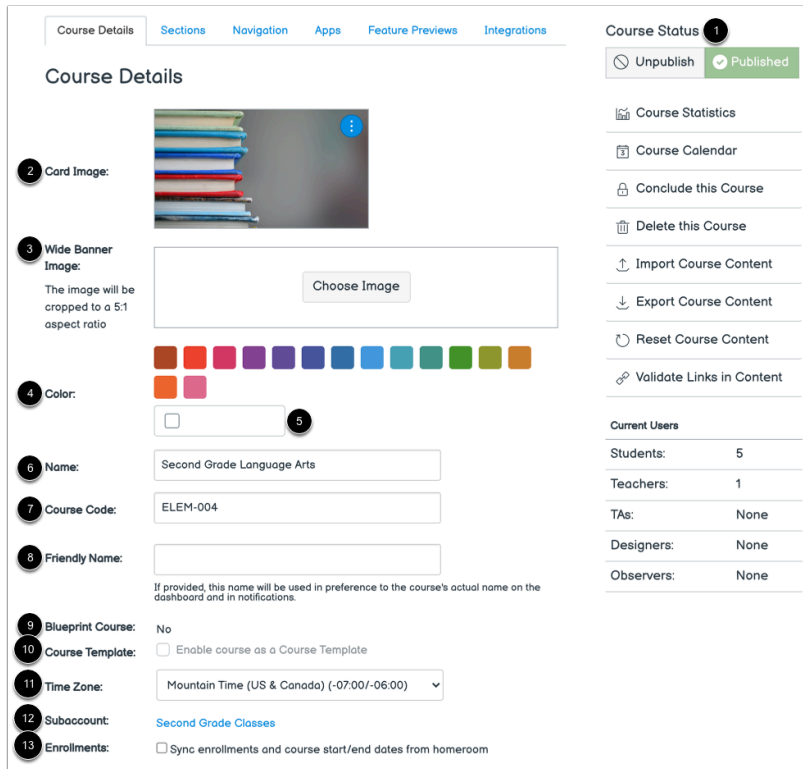
In the subject, click the **Manage Subject** button.

Open Subject Details



The **Settings** page displays [1]. Click the **Course Details** tab [2].

View Subject Details



Course Details

2 Card Image:

3 Wide Banner Image:
The image will be cropped to a 5:1 aspect ratio

4 Color:

5 Color field

6 Name: Second Grade Language Arts

7 Course Code: ELEM-004

8 Friendly Name:

If provided, this name will be used in preference to the course's actual name on the dashboard and in notifications.

9 Blueprint Course: No

10 Course Template: ☐ Enable course as a Course Template

11 Time Zone: Mountain Time (US & Canada) (-07:00/-06:00)

12 Subaccount: Second Grade Classes

13 Enrollments: ☐ Sync enrollments and course start/end dates from homeroom

Course Status

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	5
Teachers:	1
TAs:	None
Designers:	None
Observers:	None

The first section of Course Details shows you an overview of your subject.

If you have permission to publish a subject, you can manage your course status in the sidebar [1].

The **Card Image** [2] and **Wide Banner Image** [3] sections display [images added to the subject card and banner](#).

The **Color** section displays the selected subject color [4]. A custom subject color can be added using the **Color** field [5].

If allowed by your institution, you can edit the subject name [6] and course code [7].

You can manage the subject's friendly name using the **Friendly Name** field [8]. The friendly name displays as the subject name in notifications and in the dashboard.


You can view the subjects blueprint course status [9] and course template status [10], the subject's time zone [11], and in which subaccount the subject is in [12].

To [sync enrollments and start and end dates from your homeroom](#), click the **Sync enrollments and course start/end dates from homeroom** checkbox [13]. If any subject enrollments were added via SIS import, the Sync enrollments and course start/end dates from homeroom checkbox does not display.

Notes:

- If you do not have permission to publish a subject, or if the subject is published and includes grades, you cannot modify the course status.
- When managing a subject, an instructor can view the subject name at the top of the page. If the subject has a friendly name, the friendly name displays.

View Subject Images

Card Image:


Wide Banner Image:
 The image will be cropped to a 5:1 aspect ratio

Choose Image


If your institution allows you to add an image to a subject's card in the Homeroom or a banner image to the subject's Home tab, you can [add or replace the card image or wide banner image](#).


Notes:

- Wide banner images are cropped to a 5:1 aspect ratio.
- If a banner image is not set, the home page uses the card image. If a card image has not been set, the banner displays the course color.

View Subject Color

Color:





The subject color is persistent across all subject related subject dates and items throughout Canvas.

You can add a custom subject color using the **Color** field.

Note: If a subject color is not set, the subject color defaults to gray.

View Blueprint Course

Name: Geography 101
 Course Code: GEO 101
 Blueprint Course: Yes 1

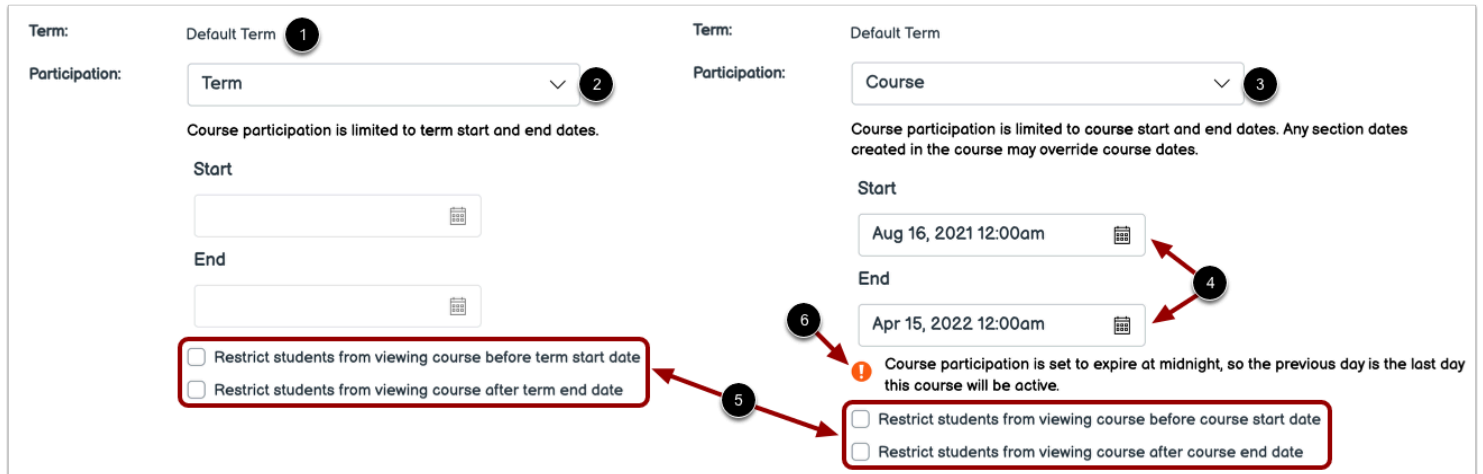
Name: Geography 101-A
 Course Code: CLC-A
 Blueprint Course: [Geography 101 \(courses/189\)](#) 2

Your Course Details tab indicates whether the subject has been enabled as a blueprint course and displays Yes or No [1].

If your subject is associated with a blueprint course, the blueprint course name and course ID displays [2]. If you have been enrolled in the blueprint course as an instructor or TA, the name of the blueprint course will contain a link to access the blueprint course.

Most commonly, your subject will be associated with a blueprint course and you can only [manage unlocked content in your subject](#). If your subject is a blueprint course, you can [lock and sync subject content](#) to associated subjects.

View Subject Dates



Term: Default Term **1**

Participation: Term **2**

Course participation is limited to term start and end dates.

Start

End

☐ Restrict students from viewing course before term start date

☐ Restrict students from viewing course after term end date

Term: Default Term

Participation: Course **3**

Course participation is limited to course start and end dates. Any section dates created in the course may override course dates.

Start

Aug 16, 2021 12:00am

End

Apr 15, 2022 12:00am

4 Course participation is set to expire at midnight, so the previous day is the last day this course will be active.

☐ Restrict students from viewing course before course start date

☐ Restrict students from viewing course after course end date

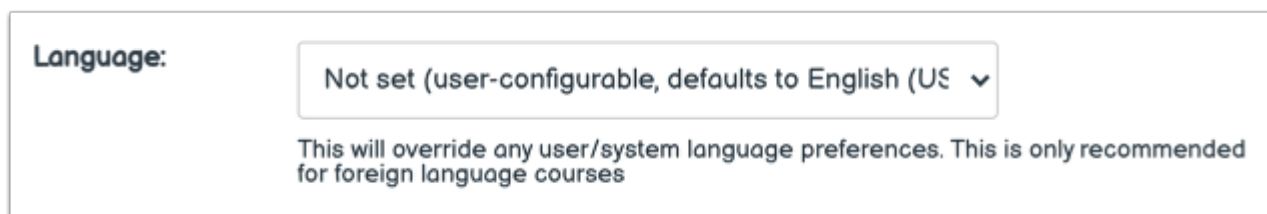
Subjects may be assigned to the Default Term or a specific term [1]. By default, your students will be able to participate in the subject within the term dates [2].

If needed, you can allow students to participate within course dates [3] and set specific [subject start and end dates](#) [4]. However, changing subject dates may override term availability settings and placement in the Homeroom. Please confirm term dates before adding subject participation dates.

You may also be able to [change student access settings](#) to allow or restrict students from viewing your subject before the start or end date [5].

Note: If a subject participation end date is set to midnight, a warning message displays [6].

View Subject Language



Language:

Not set (user-configurable, defaults to English (US) ▾)

This will override any user/system language preferences. This is only recommended for foreign language courses

You can [set a specific language for your subject](#). By default the language is set to Not set, English (US). Selecting a language for your subject will override user language preferences and is only recommended for subjects conducted in the selected language.

View File Storage

File Storage: 800 megabytes

You can view the storage file size allowed in your subject. File storage consists of all files in subject files and assignment submissions. Administrators at your institution set the file storage quota for each subject.

Notes:

- Canvas course imports count against subject quotas. If a course import fails, verify the size of the file against your file storage quota. If necessary, contact your Canvas admin to request a larger subject quota.
- Copied Canvas subjects and subject items do not count against subject file storage quotas. You can [copy existing Canvas subjects](#) and subject items from the original subject into your new subject without impacting your subject file storage quota.

View Large Course Setting

Large Course: ☐ Launch SpeedGrader Filtered by Student Group

You can [enable the option to launch SpeedGrader filtered by student group](#) in your subject. When this setting is enabled, you must choose a student group when opening SpeedGrader. This setting is disabled by default.



View Grading Scheme

Grading Scheme: ☐ Enable course grading scheme

You can enable a [grading scheme](#) for your subject. A grading scheme is a set of criteria that measures varying levels of achievement in a subject. You can also view the current existing grading scheme, if any. This setting is disabled by default.

View License

License:

Private (Copyrighted)  

You can view the license for your subject. By default all content is considered private and copyrighted, but you can also release your content to the public domain or choose a Creative Commons license. When making your course public, you will most likely want to [set a license for your subject](#).

View File Usage Rights



File Copyright: ☐ Copyright and license information must be provided for files before they are published.

You can view the file copyright setting for your subject. If this option is enabled, [usage right information must be selected](#) for all subject files before they can be published. This setting is disabled by default.

Note: If the option to manage file usage rights cannot be changed, your institution has locked this setting.

View Visibility

Visibility:

Course  

☐ Customize

☐ Include this course in the public course index

You can view any visibility settings for your subject. Each visibility option is independent of the others. You can [customize subject visibility](#), [customize content visibility](#), and include the subject in the [public course index](#).

View Formats

Format:

1 Not Set

Mastery Paths:

☒ Enable individual learning paths for students based on assessment

Epub Export:

☐ Organize epub by content type (default is by module).

Homeroom Course:

2 ☒ Enable as homeroom course

Course Pacing:

3 ☐ Enable Course Pacing ?

You can [set the format for your subject](#) using the **Format** drop-down menu [1].

You can also enable the subject as a homeroom course using the **Enable as homeroom course** setting [2].

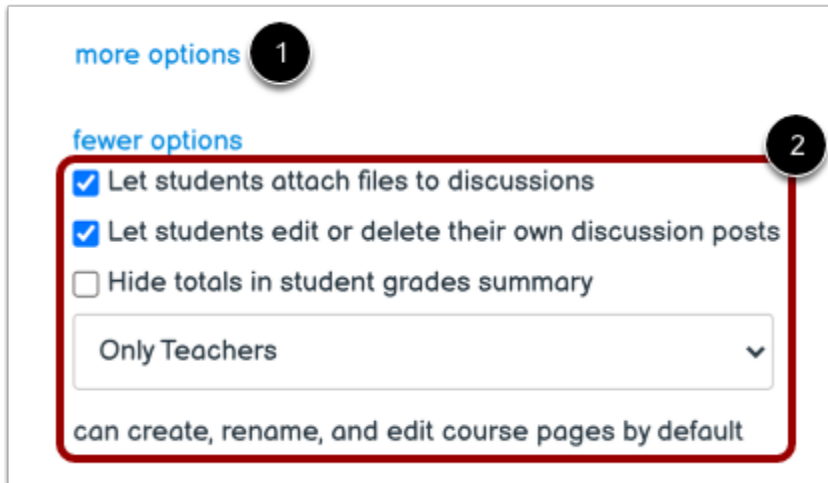
Note: When the Enable as homeroom course option is selected, you cannot enable Course Pacing [3].

View Description

Description:

If your subject is part of the public course index, you can include a description for your subject in the description field.

View More Options



You can change more options in your course by clicking the **More Options** link [1].

You can grant additional course privileges for students by selecting the appropriate checkbox or drop-down menu [2]:

- Allow students to [attach files to discussion replies](#) by clicking the **Let students attach files to Discussions** checkbox. Enabled by default.
- Allow students to [edit or delete their own discussion posts](#) by clicking the **Let students edit or delete their own discussion posts** checkbox. Enabled by default.
- [Hide student grade totals](#) in the grades page by clicking the **Hide totals in student grades summary** checkbox. Disabled by default.

How do I add an image to a subject card or banner?

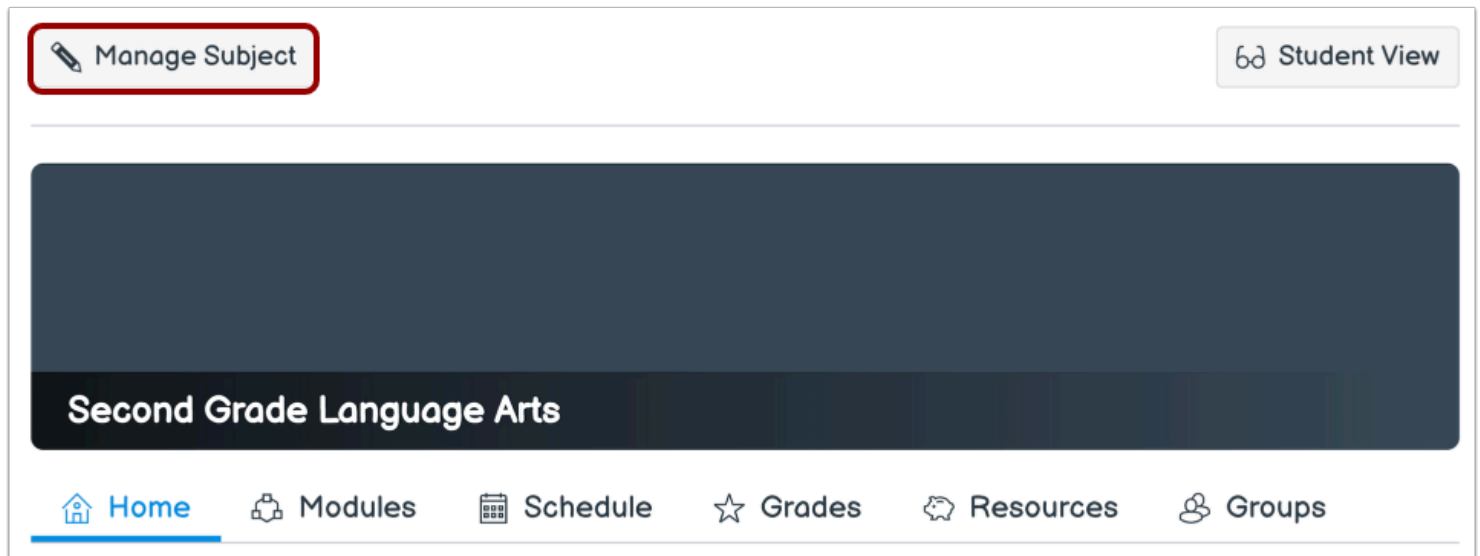
This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If your institution allows, you can upload an image to display within the course card in the Homeroom and a subject banner image on the subject's home page. Accepted image types include JPG, JPEG, GIF, and PNG files.

Banner images are cropped to a 5:1 aspect ratio.

Note: If a banner image is not set, the home page uses the card image. If a card image has not been set, the banner displays the course color.

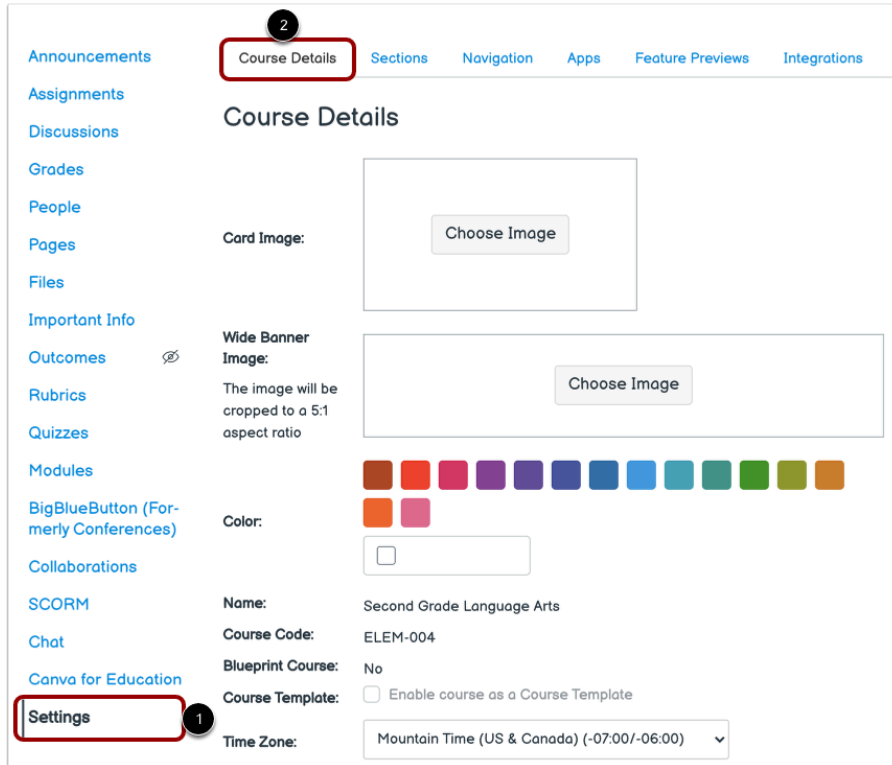
Manage Subject



The screenshot shows the Canvas interface for a subject. At the top left, there is a button labeled "Manage Subject" with a pencil icon, which is highlighted with a red rectangular box. To its right is a button labeled "Student View" with a person icon. Below these buttons is a dark blue banner area. Underneath the banner, the subject name "Second Grade Language Arts" is displayed in white text. At the bottom of the interface is a navigation bar with several icons and labels: a house icon for "Home", a folder icon for "Modules", a calendar icon for "Schedule", a star icon for "Grades", a piggy bank icon for "Resources", and a group of people icon for "Groups". The "Home" link is currently selected and highlighted with a blue underline.

From the subject, click the **Manage Subject** button.

Open Subject Details



The screenshot shows the Canvas interface for editing a course. On the left sidebar, the 'Settings' link is highlighted with a red box and a black circle containing the number 1. At the top, the 'Course Details' tab is highlighted with a red box and a black circle containing the number 2. The main content area is titled 'Course Details' and contains the following fields:

- Card Image:** A placeholder box with a 'Choose Image' button.
- Wide Banner Image:** A placeholder box with a 'Choose Image' button. Below it, a note states: 'The image will be cropped to a 5:1 aspect ratio'.
- Color:** A row of 12 color swatches and a 'Choose Image' button.
- Name:** Second Grade Language Arts
- Course Code:** ELEM-004
- Blueprint Course:** No
- Course Template:** ☐ Enable course as a Course Template
- Time Zone:** Mountain Time (US & Canada) (-07:00/-06:00) ▼

The **Settings** page displays [1]. Click the **Course Details** tab [2].

Choose Image

Card Image:

Choose Image

Wide Banner Image:


The image will be cropped to a 5:1 aspect ratio

Choose Image

To add a card image, click the Card Image **Choose Image** button [1].

To add a banner image, click the Wide Banner Image **Choose Image** button [2].

Upload File



Upload Image

Drag and drop, or click to browse your computer


To upload your own image, drag and drop your image into the **Upload Image** section. Or, to browse your computer and locate an image, click the **Upload Image** section.

Banner images are cropped to a 5:1 aspect ratio.


View Image

Course Details

Card Image:

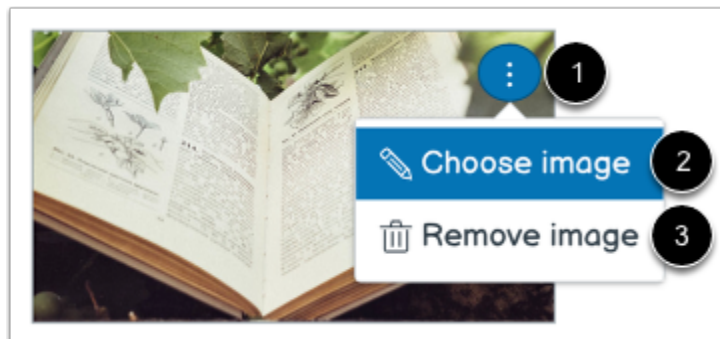


Wide Banner Image:
The image will be cropped to a 5:1 aspect ratio



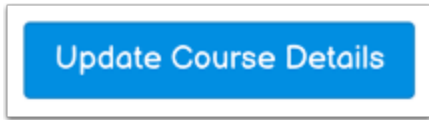
Any image added to the card image or banner image displays.

Manage Image



To manage an image, click the image's **Options** icon [1]. To change the image and select a new one, click the **Choose image** option [2]. To remove the image completely, click the **Remove image** option [3].

Update Course Details



To save your changes, click the **Update Course Details** button.

How do I view a subject as a test student using Student View?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can view a subject the same way that your students do through Student View. Enabling Student View creates a Test Student in your course. You can also activate Student View in your subject Settings.

Use Student View to view the course, post and reply to discussions, submit assignments, view grades, pages, quizzes, the schedule, and resources.

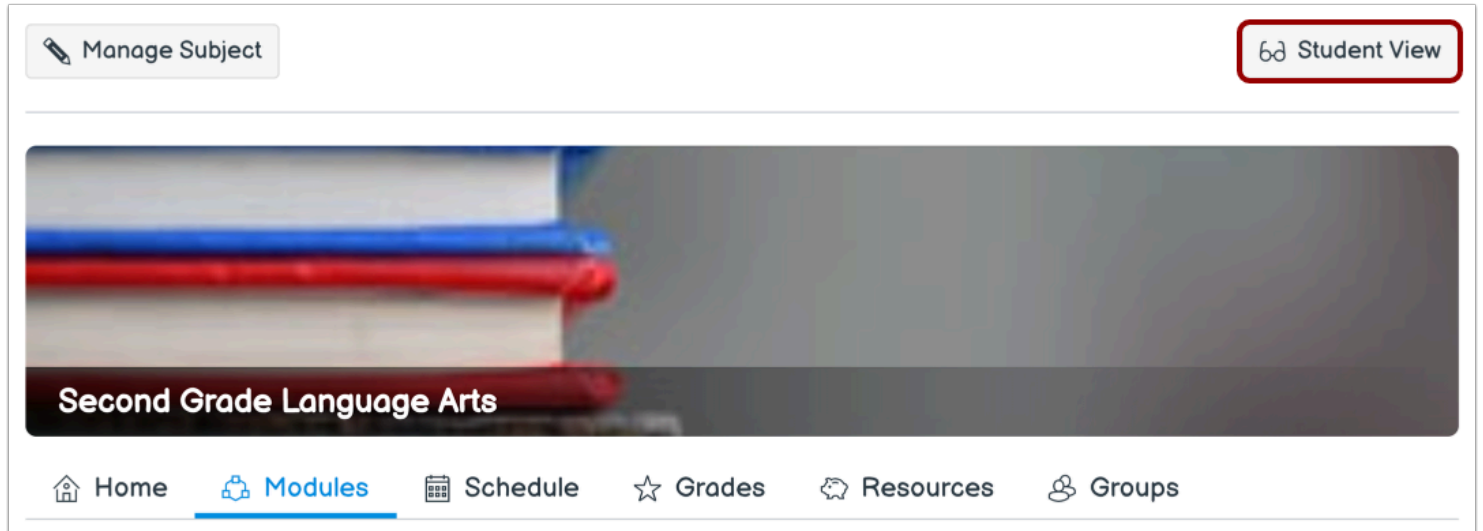
You can reset Test Student data at any time; however, Test Student activity that involves interactions with other students cannot be removed, such as discussion replies. Test Student data that involves interactions with other students are retained even if the test student is removed from enrollments.

Attendance, Conferences, Collaborations, differentiated assignments, external apps, groups, Inbox peer reviews, and profiles do not work for the Test Student. You will see only what you, as the instructor, allow your students to see.

Notes:

- Each Canvas subject has a separate Test Student account. Whenever you move to a new subject you will need to enable Student View for that subject.
- Submissions and scores for the Test Student do not affect course analytics.
- You can only view the subject layout as it is seen by your students. You cannot view student-specific information, such as conversations between students.
- Student View should not be used to test MasteryPaths in the beta or test environment.
- Once you activate Student View, the Test Student is shown at the end of the Gradebook and SpeedGrader and is automatically added to every section in your course. If you want to remove the test student completely, you must remove the test student from your [section enrollments](#).
- New Quizzes assessments should be previewed in New Quizzes and not taken as the test student. Test Student attempts cannot be reset and will affect analysis reports.

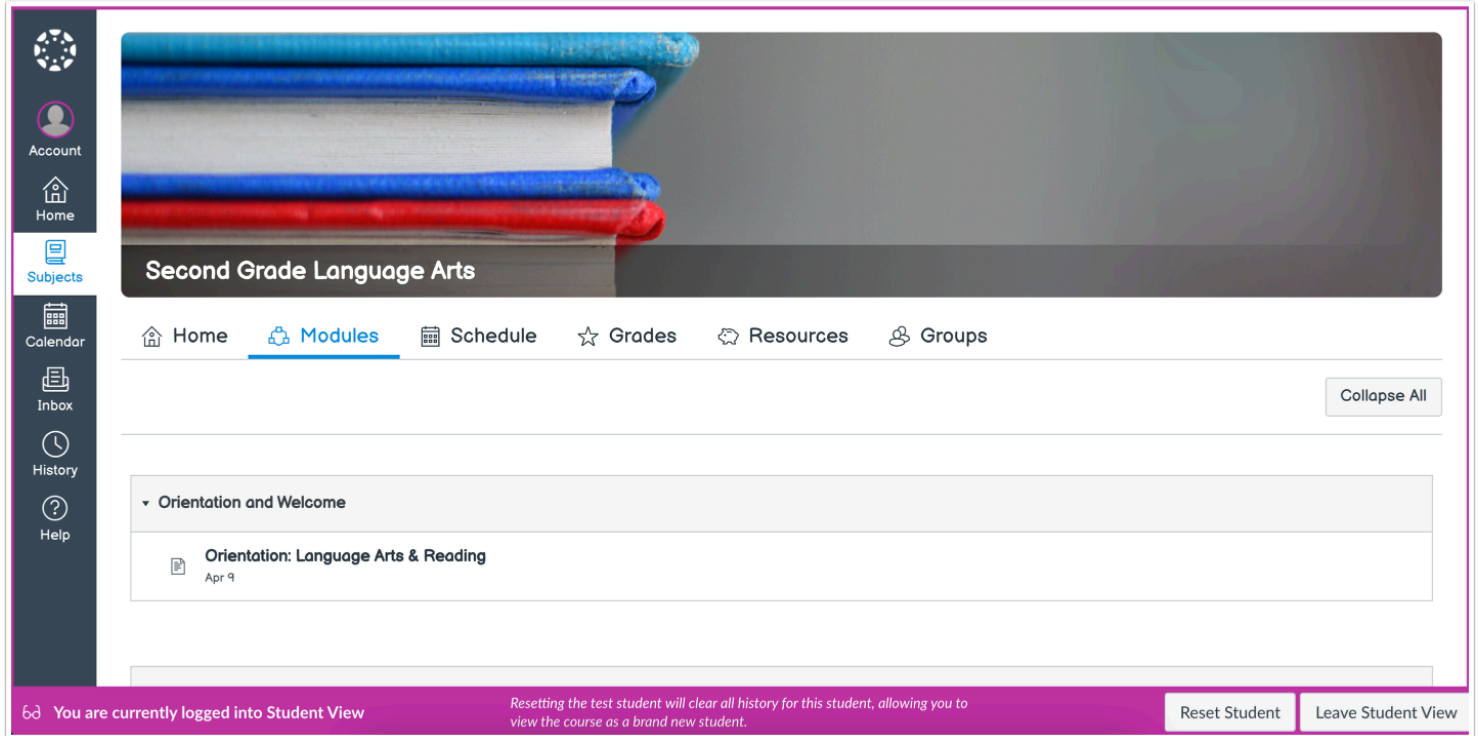
Open Student View



The screenshot shows the top navigation bar of the Canvas LMS interface. On the left, there is a button labeled "Manage Subject" with a pencil icon. On the right, there is a button labeled "Student View" with a person icon, which is highlighted with a red rectangular border. Below the navigation bar is a banner image showing a stack of books with the text "Second Grade Language Arts" overlaid. At the bottom, there is a horizontal menu with icons and labels for "Home", "Modules" (which is underlined in blue), "Schedule", "Grades", "Resources", and "Groups".

To view a subject as a test student, click the **Student View** button.

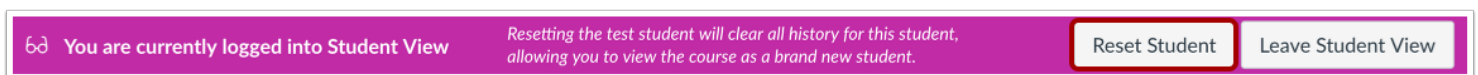
View Subject



You can now view the subject as a student user would see it.

You will know if you are in Student View because of the persistent box on the bottom of the screen indicating you are logged into Student View.


Reset Student



You can also reset the Test Student by clicking **Reset Student**. This action will clear all activity that does not include any student interaction.

For example, if you created an assignment and submitted it as the Test Student but forgot to add a certain submission type, you can click the Reset Student button and submit the assignment again as the Test Student.

Leave Student View

 You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

Leave Student View

To return to your subject in the instructor view, click the **Leave Student View** button.

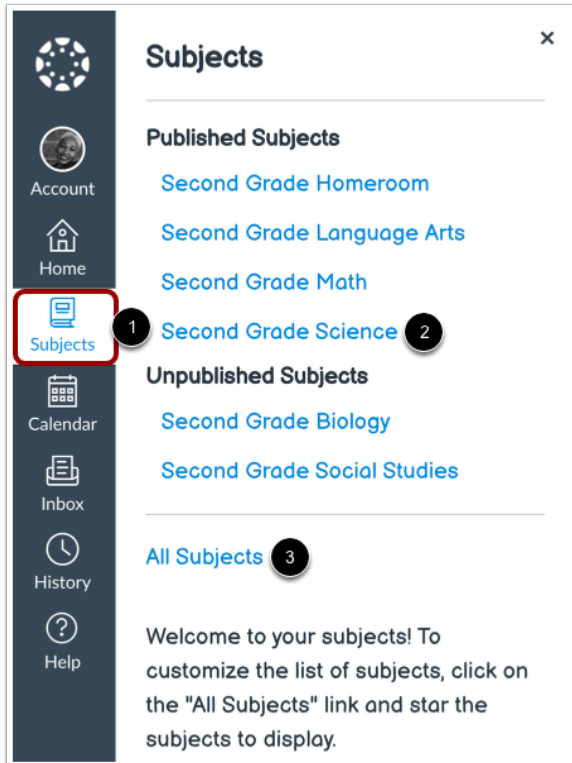
How do I enable self-enrollment in my subject as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

If your Canvas admin has enabled self-enrollment for your institution and the subject is publicly visible, you can enable self-enrollment in your subject. Self-enrollment allows a student to enroll in a subject using a secret URL.

Note: If you cannot view the options for self-enrollment, your institution has disabled self-enrollment.

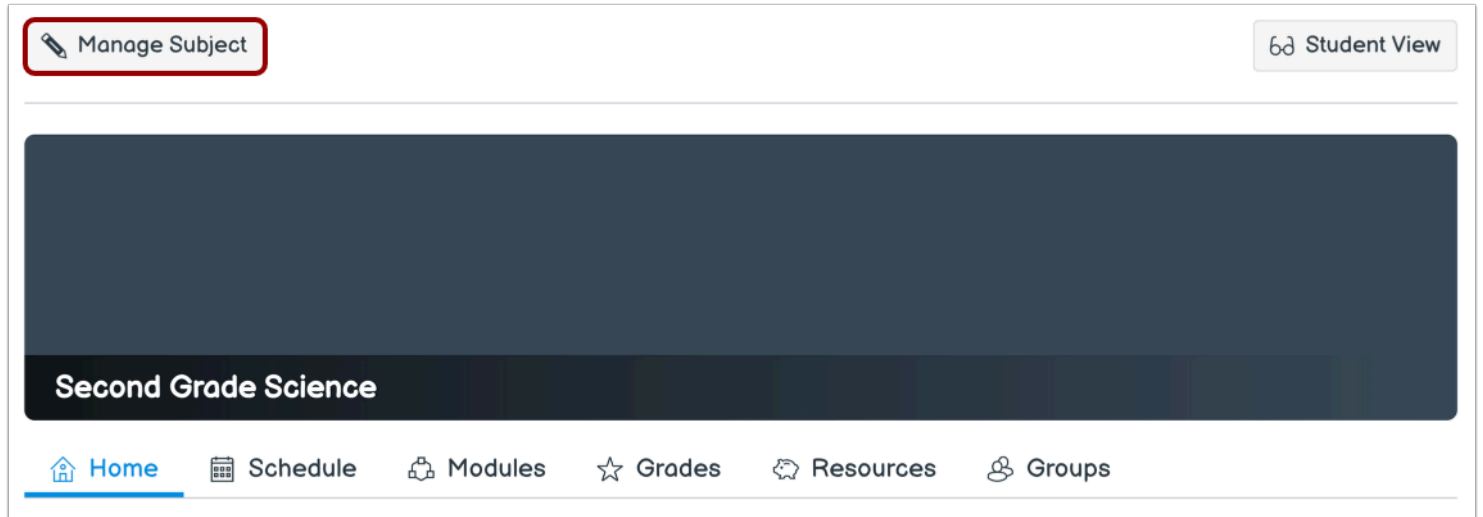
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then click the subject name [2].

To view a list of all of your subjects, click the **All Subjects** link [3].

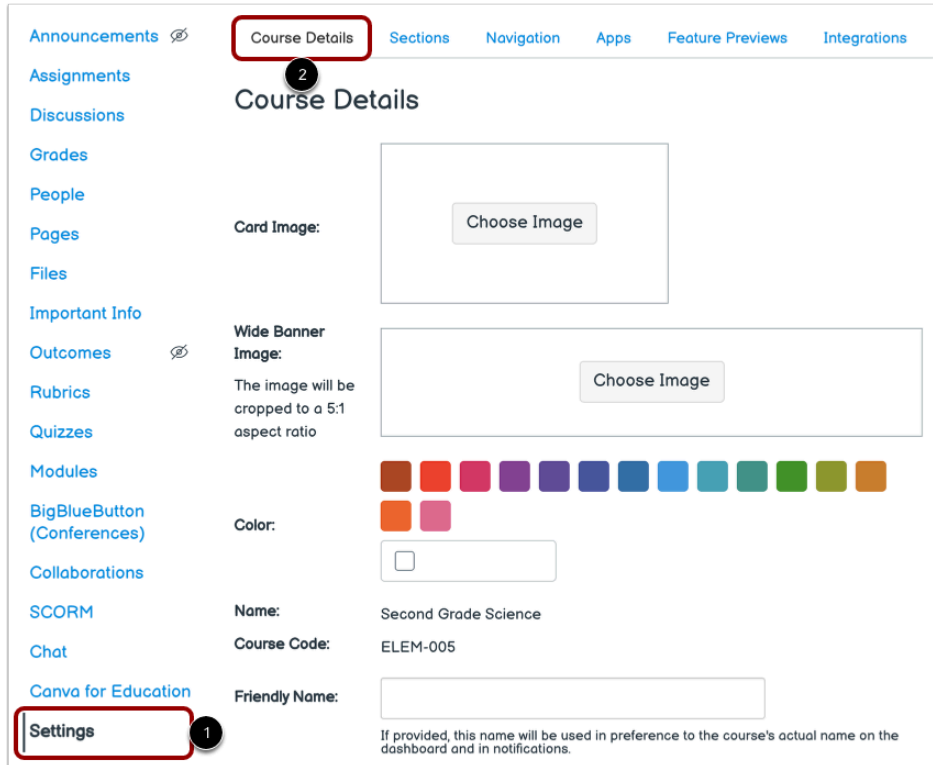
Manage Subject




The screenshot shows the Canvas interface for managing a subject. At the top left, there is a button labeled "Manage Subject" with a pencil icon, which is highlighted with a red rectangular box. To the right of this button is a "Student View" button with an eye icon. Below these buttons is a large dark blue rectangular area representing the subject content. At the bottom of this area, the text "Second Grade Science" is displayed. Below the subject content area is a navigation bar with several links: "Home" (with a house icon), "Schedule" (with a calendar icon), "Modules" (with a folder icon), "Grades" (with a star icon), "Resources" (with a book icon), and "Groups" (with a group of people icon). The "Home" link is currently selected and underlined.

Click the **Manage Subject** button.

Open Subject Settings



Announcements  **Course Details** [Sections](#) [Navigation](#) [Apps](#) [Feature Previews](#) [Integrations](#)

Assignments

Discussions


Grades

People

Pages

Files

Important Info

Outcomes 

Rubrics

Quizzes

Modules

BigBlueButton (Conferences)

Collaborations

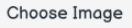
SCORM


Chat


Canvas for Education

Settings 1

Course Details 2

Card Image: 

Wide Banner Image: 
 The image will be cropped to a 5:1 aspect ratio

Color: 

Name: Second Grade Science

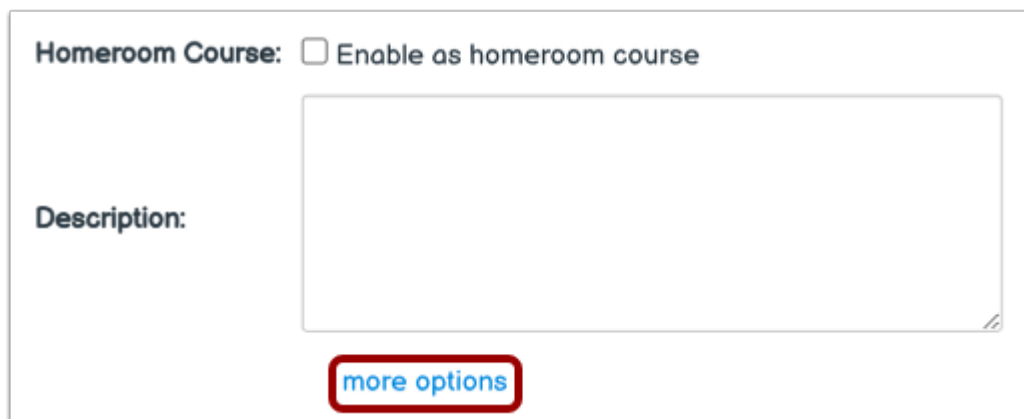
Course Code: ELEM-005

Friendly Name:

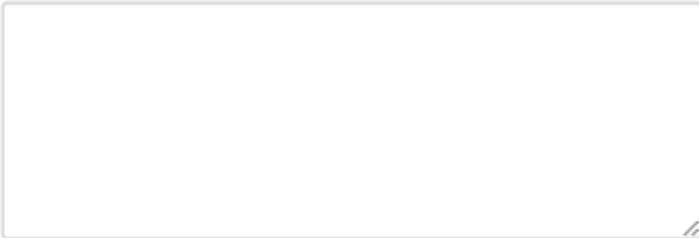
If provided, this name will be used in preference to the course's actual name on the dashboard and in notifications.

The subject Settings page displays [1]. Click the **Course Details** tab [2].

View More Options



Homeroom Course: ☐ Enable as homeroom course

Description: 

[more options](#)

At the bottom of the page, click the **More Options** link.

Enable Self-Enrollment

[fewer options](#)

☐ Let students self-enroll by sharing with them a secret URL

☒ Let students attach files to discussions

☒ Let students edit or delete their own discussion posts

☒ Let students organize their own groups

☐ Hide totals in student grades summary

Only Teachers ▼

can create, rename, and edit course pages by default

To allow students to self-enroll in your course using a secret URL, click the **Let student self-enroll by sharing with them a secret URL** checkbox.

Allow Self-Enrollment on Subject Home Page

[fewer options](#)

☒ Let students self-enroll by sharing with them a secret URL

☐ Add a "Join this Course" link to the course home page

☒ Let students attach files to discussions

☒ Let students edit or delete their own discussion posts

☒ Let students organize their own groups

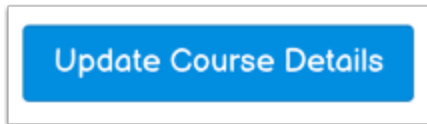
☐ Hide totals in student grades summary

Only Teachers ▼

can create, rename, and edit course pages by default

To allow students to enroll in your subject from the subject's Home page, click the **Add a "Join this Course" link to the course home page** checkbox.

Update Subject Details



Click the **Update Course Details** button.

View Self-Enrollment URL

Description:

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this URL:

<https://docllamas.beta.instructure.com/enroll/TTM4GM> [more options](#)

Copy and share the provided secret URL.

Subject Navigation

How do I manage Subject Navigation as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

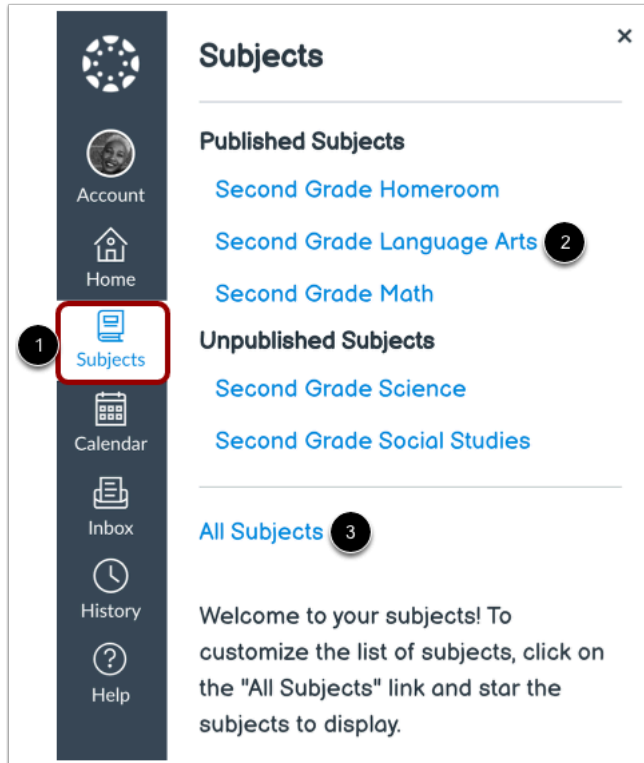
As an instructor, you can control which tabs appear in Subject Navigation. Canvas includes a set of default tabs that are shown by default and cannot be renamed. However, you can choose to reorder or disable subject tabs. Depending on your course configuration, other tabs may be available and customizable.

Links to tabs that don't have any content and that students cannot create content for will be automatically hidden for students and will display the Visibility icon to instructors in Course Navigation. Configured External Apps may create additional subject tabs.

Notes:

- The Groups tab displays for instructors by default. However, students can only view the Groups tab if the subject includes at least one active group.
- If the Grades tab is disabled in a subject, grades for that subject do not display in the homeroom Grades tab. If the Grades tab is disabled for all subjects, the Grades tab does not display in the homeroom.
- A subject's Resources tab is automatically hidden when external apps have not been added to the subject and content has not been added to [Important Info](#).
- If you disable an external tool from Subject Navigation, the LTI button no longer displays in the subject's Resources tab.

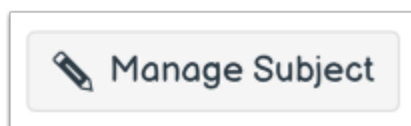
Open Subject



In Global Navigation, click the **Subjects** link [1]. Then select the name of the course you'd like to manage [2].

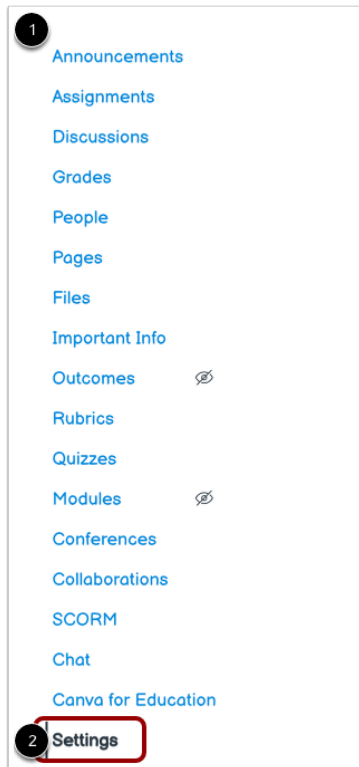
If the subject does not display on the Subjects list, you can view all of your courses by clicking the **All Subjects** link [3].

Manage Subject



Click the **Manage Subject** button.

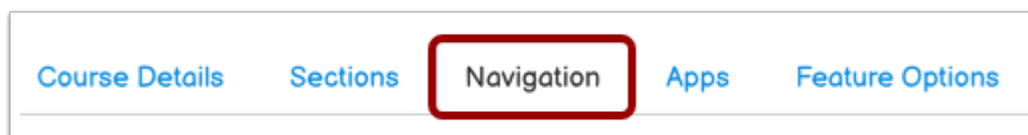
Open Settings



View the Subject Navigation Menu [1]. To learn more about using the subject links, view the [Canvas Instructor Guide](#).

To manage the menu, click the **Settings** link [2].

Open Navigation



Click the **Navigation** tab.

Drag and Drop Navigation Links

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

If enabled, LTI tools will always appear last under the Resources tab in the order you choose.

Home	⋮
Modules	⋮
Schedule	⋮
Grades	⋮
Groups	⋮
Chat	⋮
SCORM	⋮

Drag items here to hide them from students.

Canva for Education <i>Tab disabled, won't appear in subject navigation</i>	⋮
--	---

Save

You can use the drag and drop option to reorder items in Subject Navigation. Click the subject tab you would like to move. Drop it in the desired location by releasing the mouse.

Move Navigation Links

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

If enabled, LTI tools will always appear last under the Resources tab in the order you choose.

Home	⋮
Modules	⋮
Schedule	⋮
Grades	⋮
Groups	
Chat	
SCORM	

Drag items here to hide them from students.

Canva for Education	⋮
---------------------	---

Tab disabled, won't appear in subject navigation

1

2

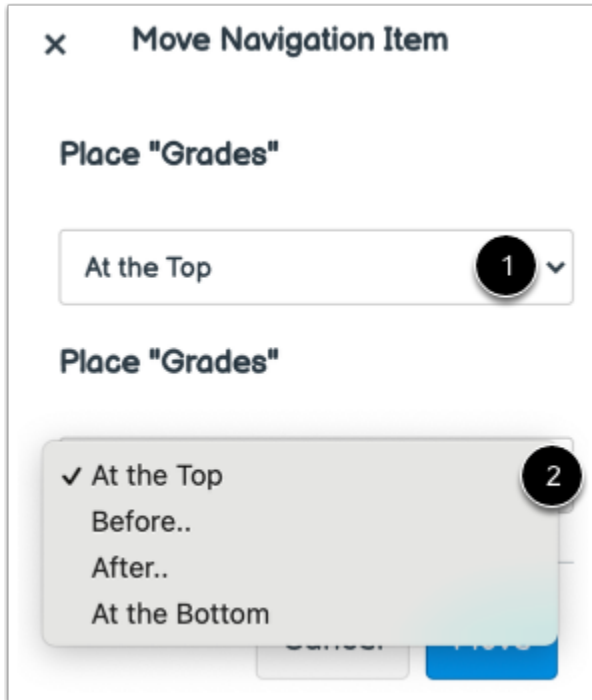
× Disable

↕ Move

You can also use the Move To option to reorder items in Subject Navigation. To move a subject tab, click the **Options** icon [1] and select the **Move** link [2].

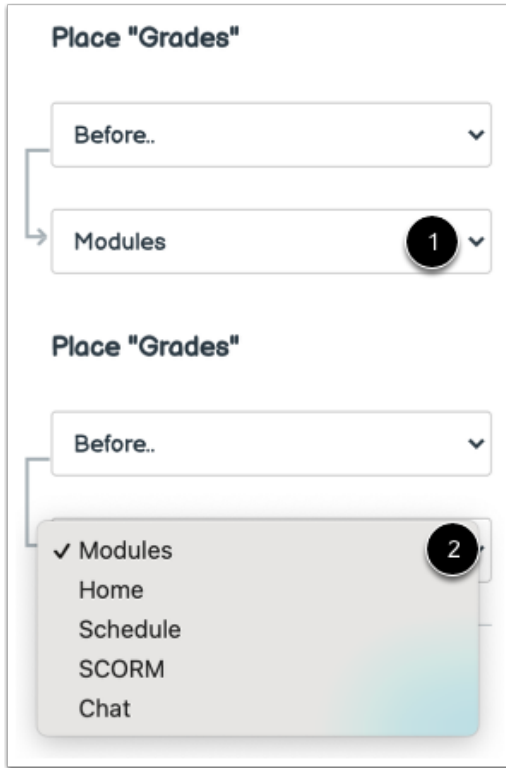
Note: The Move To option only moves a subject tab within its respective section (visible or hidden). Hidden items must first be enabled before they can be ordered among visible navigation items. A hidden item cannot be moved directly to the enabled link section using the Move To option.

Place Navigation Link Location



In the Move Navigation Item sidebar, click the **Place** drop-down menu [1]. Select the placement of the navigation item you are moving [2]. You can move the item so it is located at the top of the list, before a specific navigation link, after a specific navigation item, or at the bottom of the list.

Place Before or After



The screenshot shows two identical sections of the Canvas interface, each titled "Place 'Grades'". Each section contains a "Before.." dropdown menu and a "Modules" dropdown menu. In the top section, the "Modules" dropdown is highlighted with a black circle and the number "1". In the bottom section, the "Modules" dropdown is open, showing a list of navigation items: "Modules" (checked), "Home", "Schedule", "SCORM", and "Chat". The "Modules" item is highlighted with a black circle and the number "2".

If you selected the **Before** or **After** option, click the second drop-down menu [1]. Select the navigation item that should be before or after the tab you are moving, as indicated by the option selected in the previous menu [2].

If you want to move the navigation item to another location, change the sidebar placement options as needed.

Move Navigation Item

× **Move Navigation Item**

Place "Grades"

Before..

Schedule

Cancel

Move

Click the **Move** button.

Hide Navigation Links

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

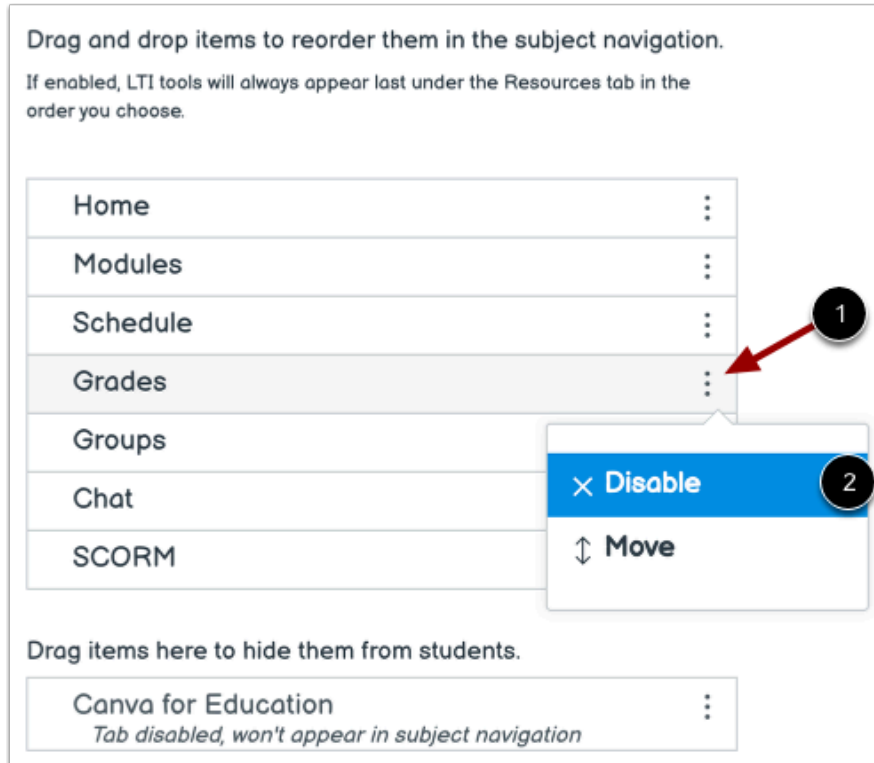
If enabled, LTI tools will always appear last under the Resources tab in the order you choose.

Home	⋮
Modules	⋮
Schedule	⋮
Grades	⋮
Groups	⋮
Chat	⋮
SCORM	⋮

Drag items here to hide them from students.

Canva for Education	⋮
---------------------	---

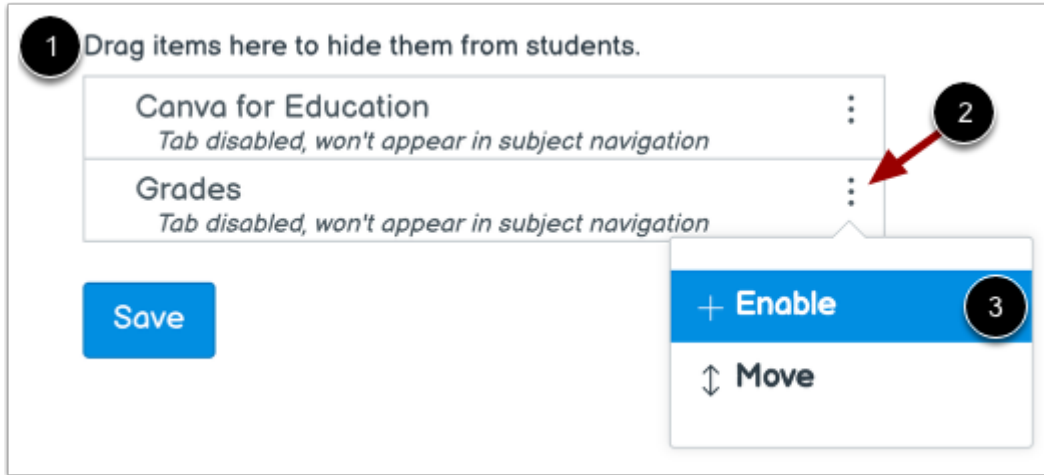
Tab disabled, won't appear in subject navigation



To hide a subject tab, click the item's **Options** icon [1] and select **Disable** [2].

You can also drag and drop the link to the hidden section at the bottom of the page.

Enable Navigation Links



To enable an item in the hidden section [1], click the **Options** icon [2] and click the **Enable** option [3].

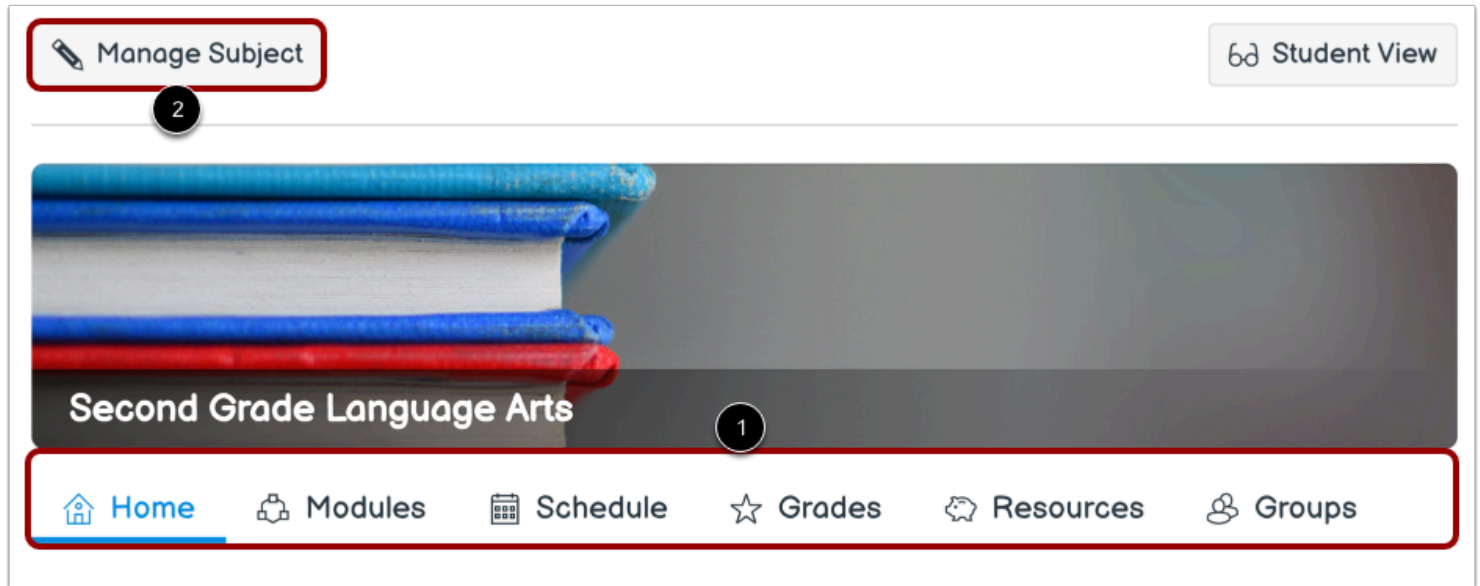
You can also drag and drop the link above the hidden section.

Save Navigation



Click the **Save** button.

View Subject Navigation



View Subject Navigation tabs. Subject tabs display in the same order you have designated in Settings [1].

Notes:

- Hidden navigation items will not display tabs in the subject. As an instructor, you can access hidden navigation items in Subject Navigation by clicking the **Manage Subject** button [2].
- If you have disabled a tab for an external tool, that tab will not display and is hidden to all course users, including instructors in Subject Navigation.

How do I customize the Subject Home page as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

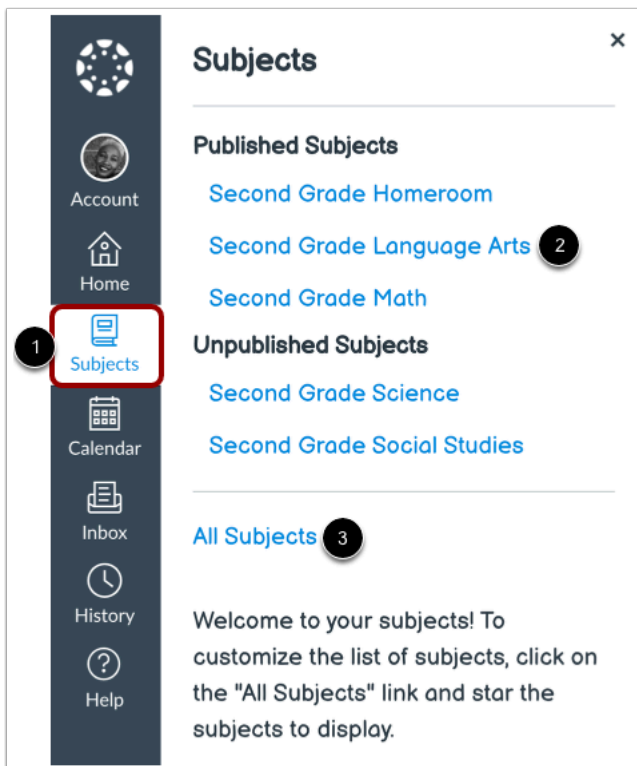
In Canvas for Elementary, each subject may include a Home tab. Along with subject announcements, the Home tab displays content designated as the Subject Home Page on the subject's Pages Index Page.

The Subject Home Page allows instructors to display subject-specific content and can include links, images, or rich media. Students can interact with content added to the Subject Home Page.

If a subject home page is not been assigned or has been removed, students can only view announcements in the subject's Home tab.

Note: Only published pages can be set as the Subject Home Page.







Open Subject




In Global Navigation, click the **Subjects** link [1]. Then click the subject link [2].

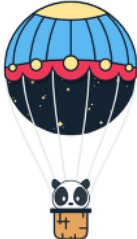
If the subject does not display on the Subjects list, you can view all of your courses by clicking the **All Subjects** link [3].

Manage Home Page

 Home  Schedule  Modules  Grades  Resources  Groups

History Quiz this Friday! Nov 30 at 12:32pm 

Remember to study for the history quiz this Friday!

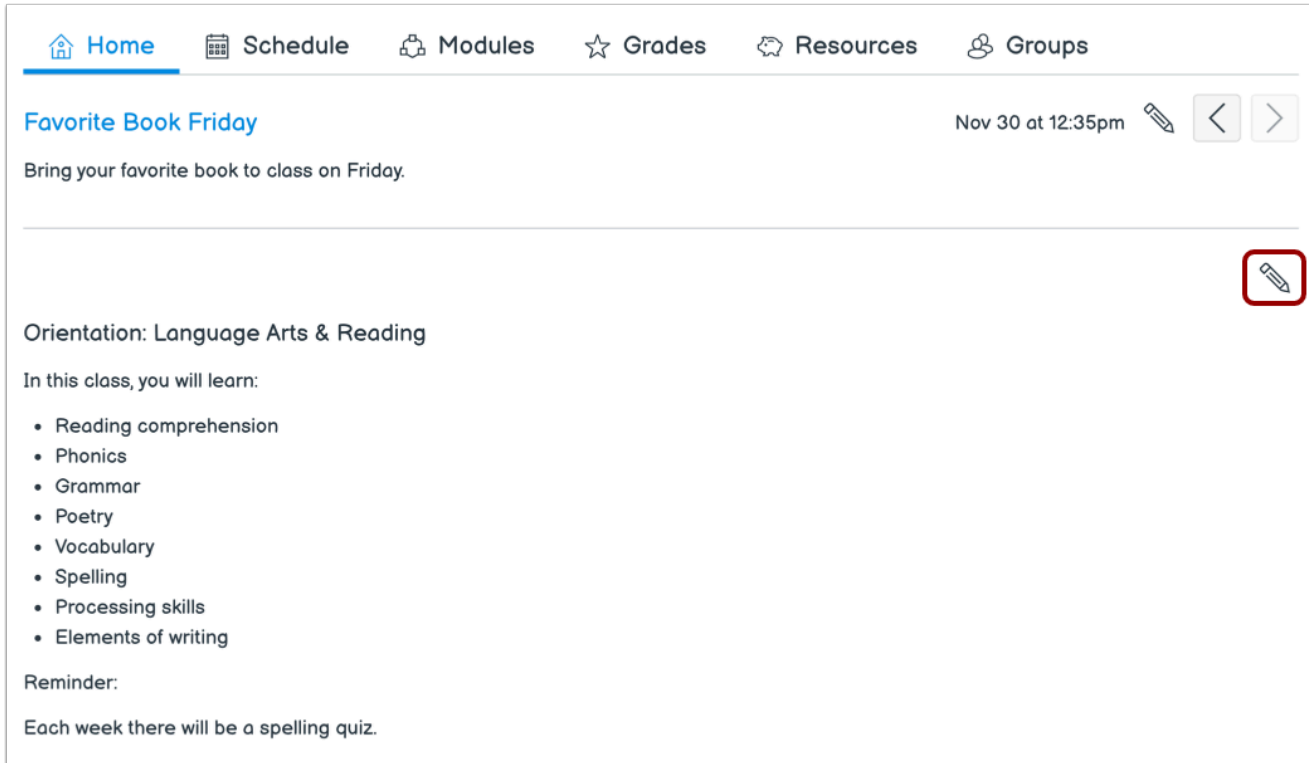


This is where you'll land when your
home is complete.




[Manage Home](#)

To create a Subject Home Page, click the **Manage Home** button.


Edit Current Home Page



[Home](#) [Schedule](#) [Modules](#) [Grades](#) [Resources](#) [Groups](#)

Favorite Book Friday Nov 30 at 12:35pm   

Bring your favorite book to class on Friday.



Orientation: Language Arts & Reading

In this class, you will learn:

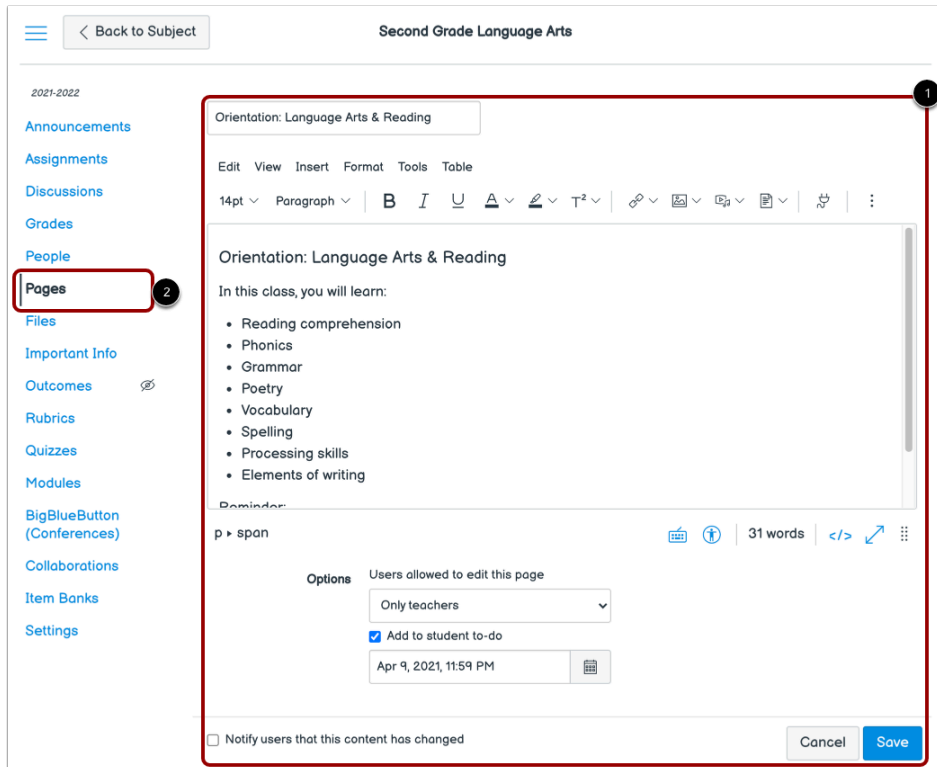
- Reading comprehension
- Phonics
- Grammar
- Poetry
- Vocabulary
- Spelling
- Processing skills
- Elements of writing

Reminder:

Each week there will be a spelling quiz.

To edit a current Subject Home Page, click the **Edit** icon.

Manage Current Home Page



The current Subject Home Page displays [1]. You can edit page content and settings.

To select a different page or create a new page to use as the Subject Home Page, click the **Pages** link in Course Navigation [2].

View All Pages

[View All Pages](#)[Subject Home](#)[Published](#)[Edit](#)[⋮](#)

Orientation: Language Arts & Reading

To-Do Date: Apr 9 at 11:59pm

Orientation: Language Arts & Reading

In this class, you will learn:

- Reading comprehension
- Phonics
- Grammar
- Poetry
- Vocabulary
- Spelling
- Processing skills
- Elements of writing

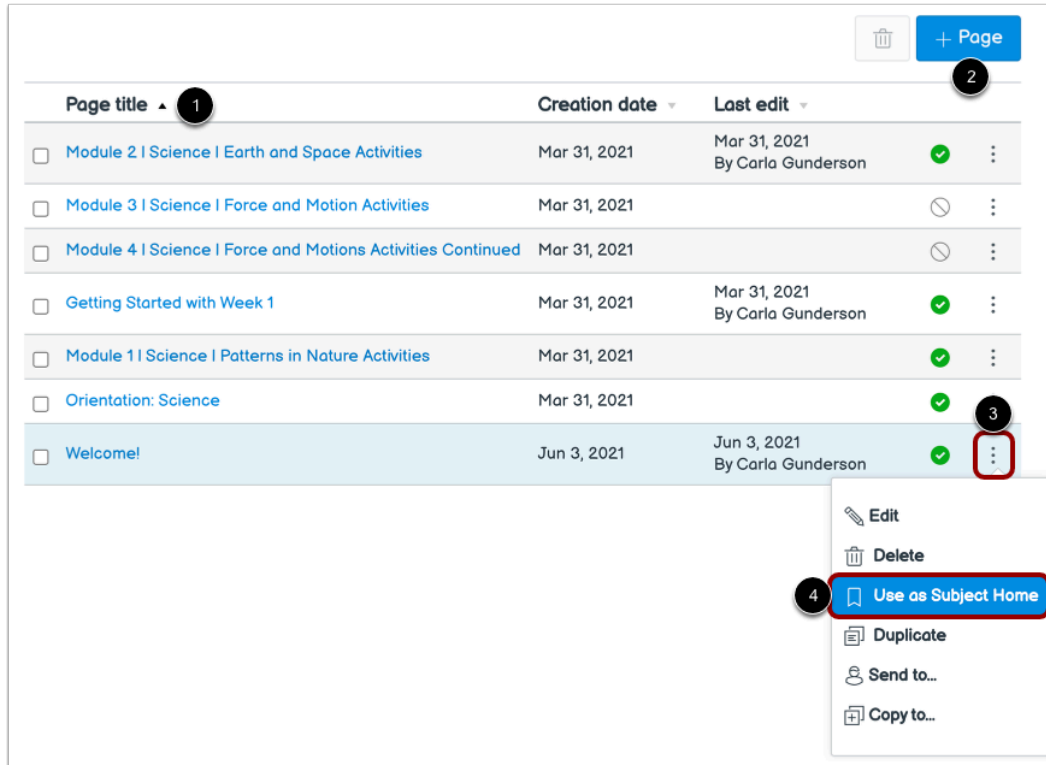
Reminder:

Each week there will be a spelling quiz.

By default, your current Subject Home Page displays.

To select a different page or create a new page to use as the Subject Home Page, click the **View All Pages** button.

Set Subject Home Page



Page title	Creation date	Last edit	
<input type="checkbox"/> Module 2 Science Earth and Space Activities	Mar 31, 2021	Mar 31, 2021 By Carla Gunderson	✓
<input type="checkbox"/> Module 3 Science Force and Motion Activities	Mar 31, 2021		⊘
<input type="checkbox"/> Module 4 Science Force and Motions Activities Continued	Mar 31, 2021		⊘
<input type="checkbox"/> Getting Started with Week 1	Mar 31, 2021	Mar 31, 2021 By Carla Gunderson	✓
<input type="checkbox"/> Module 1 Science Patterns in Nature Activities	Mar 31, 2021		✓
<input type="checkbox"/> Orientation: Science	Mar 31, 2021		✓
<input type="checkbox"/> Welcome!	Jun 3, 2021	Jun 3, 2021 By Carla Gunderson	✓

- Edit
- Delete
- Use as Subject Home**
- Duplicate
- Send to...
- Copy to...

The Pages Index Page displays all of your subject pages [1]. To create a new page, click the **Add Page** button [2].

To set a page as the Subject Home Page, click the page's **Option** icon [3], then click the **Use as Subject Home** option [4].

Only one page can be set as the Subject Home Page. The page that was most recently set as the Subject Home Page retains the subject home page assignment.

Note: Only a published page can be set as the Subject Home Page.

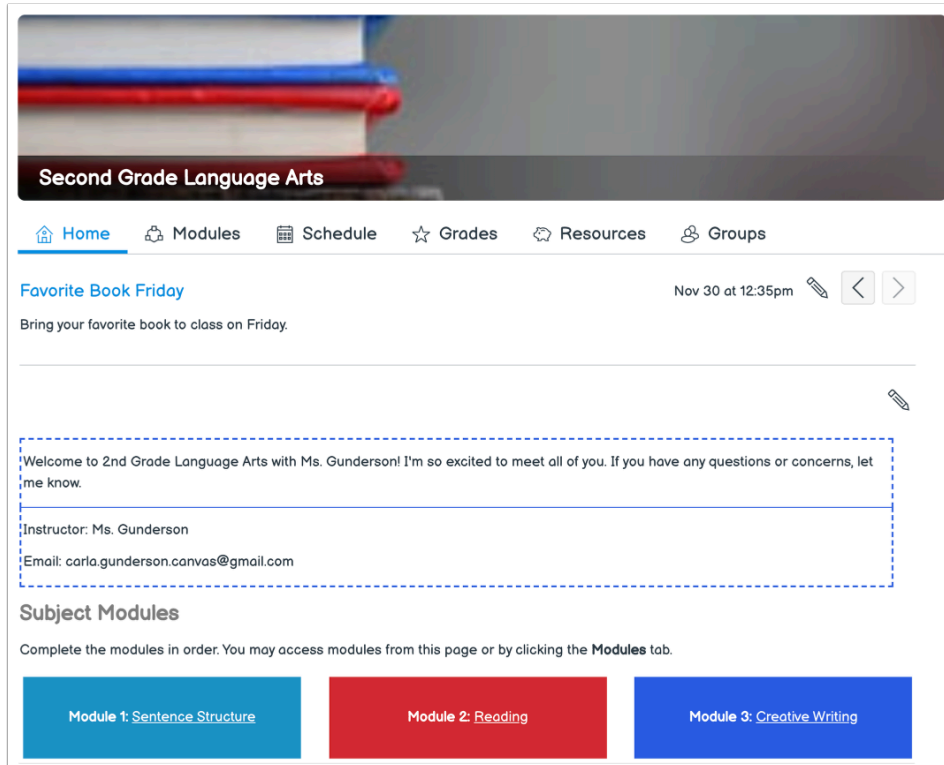
Remove Subject Home Page

Page title ▲	Creation date ▼	Last edit ▼	To-Do Date ▼	
<input type="checkbox"/> Module 1 Language Arts Spelling Words	Mar 31, 2021	Apr 8, 2021 By Carla Gunderson	Apr 8 at 11:59pm	✓ ⋮
<input type="checkbox"/> Module 3 Language Arts Digraphs, Inflectional Endings, Plurals Activities	Mar 31, 2021			⋮
<input type="checkbox"/> Module 3 Language Arts Spelling Words	Mar 31, 2021	Jul 26, 2021 By Andy Adamovich	Jul 2	⋮
<input type="checkbox"/> Module 4 Language Arts Spelling Words	Mar 31, 2021	Mar 31, 2021 By Carla Gunderson		3 ⋮
<input type="checkbox"/> Module 4 Language Arts Suffixes and Prefixes Activities	Mar 31, 2021	Mar 31, 2021 By Carla Gunderson	Jun	⋮
<input type="checkbox"/> Orientation: Language Arts & Reading	Mar 31, 2021	Mar 31, 2021 By Carla Gunderson	Apr	⋮
<input type="checkbox"/> Welcome! Subject Home	Jun 3, 2021	Jun 3, 2021 By Carla Gunderson		✓ ⋮ 2

Edit
 Delete
Remove as Subject Home
 Duplicate
 Send to...
 Copy to...

To unassign a page as the Subject Home Page, click the page's **Options** icon [1] and select the **Remove as Subject Home** option [2].

View Subject Home Page



The screenshot shows the Canvas Subject Home Page for "Second Grade Language Arts". At the top, there is a header with the subject name. Below the header is a navigation bar with tabs: Home, Modules, Schedule, Grades, Resources, and Groups. The "Home" tab is selected. The main content area features a "Favorite Book Friday" announcement with a date and time. Below this is a welcome message from Ms. Gunderson, including her contact information. At the bottom, there is a section titled "Subject Modules" with three buttons: "Module 1: Sentence Structure", "Module 2: Reading", and "Module 3: Creative Writing".

View the assigned subject home page content in the subject's Home tab.

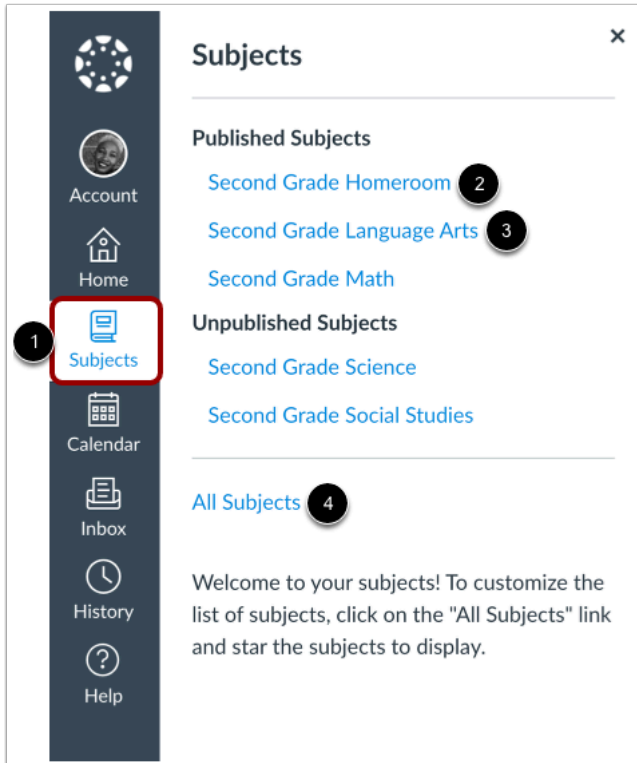
How do I add Important Info in the Resources tab as an instructor?

This lesson applies to users at institutions that have enabled the Canvas for Elementary user interface.

You can add Important Info to the Homeroom's Resources tab or a subject's Resources tab. Added information will only display in the Homeroom or subject in which it was added.

Note: If content is not added to Important Info, the Important Info section does not display on the Resources tab.

Open Subject



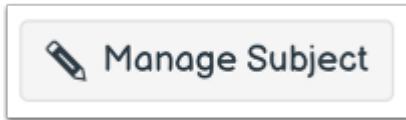
Click the **Subjects** link in Global Navigation [1].

To add information to the Homeroom, click the Homeroom link [2].

To add information to a subject, click the subject link [3].

If the subject does not display on the Subjects list, you can view all of your courses by clicking the **All Subjects** link [4].

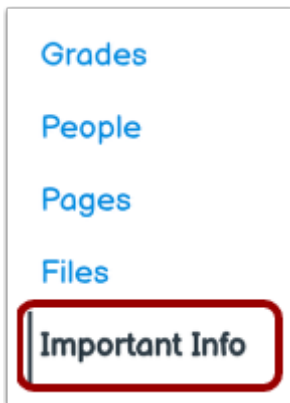
Manage Subject



To add Important Information to a subject, click the **Manage Subject** button.

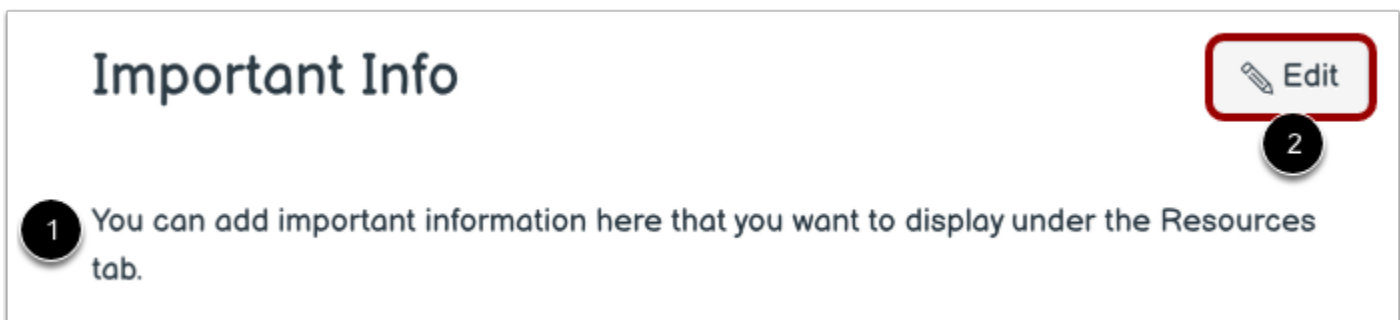
Note: This is not required when adding important information to the Homeroom.

Open Important Info



Click the **Important Info** link in Subject Navigation.

Add Important Info



If you have not added content to Important Info, a message displays [1].

To add content to Important Info, click the **Edit** button [2].

Add Important Info

Important Info

Important Info Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A P T^2 </> ↗ ⋮

p 📄 👤 0 words </> ↗ ⋮

Cancel

Update Important Info

Use the Rich Content Editor to add content to Important Info.

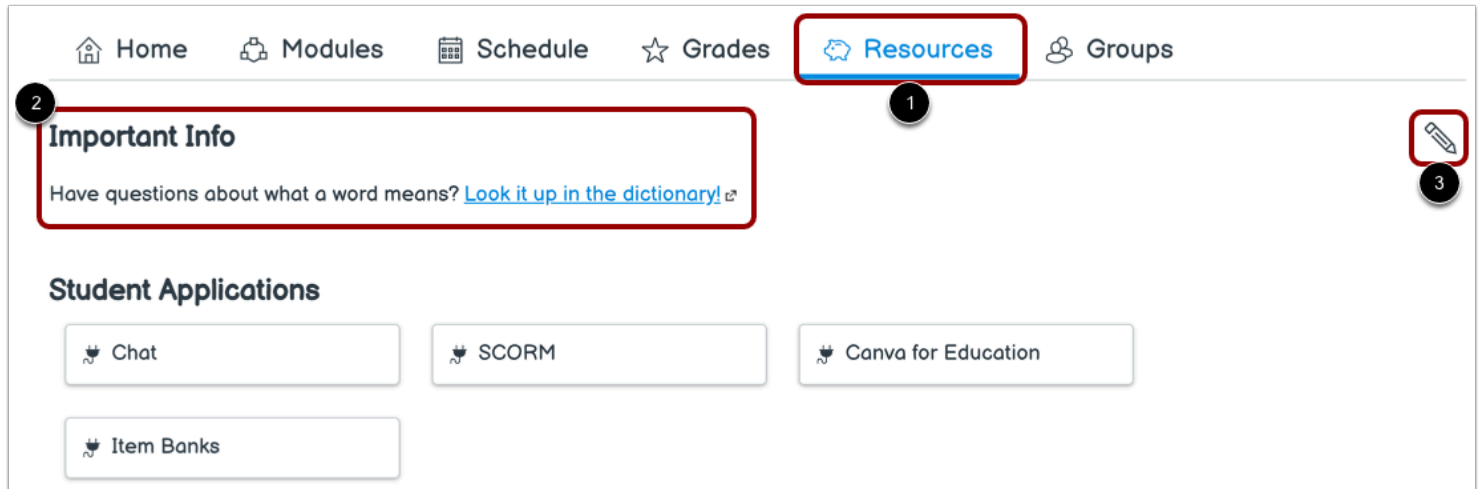
Save Content

Cancel

Update Important Info

To save, click the **Update Important Info** button.

View Important Info



Home Modules Schedule Grades **Resources** Groups

Important Info

Have questions about what a word means? [Look it up in the dictionary!](#)

Student Applications

- Chat
- SCORM
- Canva for Education
- Item Banks

The Resources tab of the subject or homeroom in which information was added [1] displays Important Info with your added content [2].

To edit content, click the **Edit** icon [3].