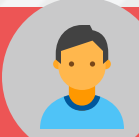




Power Up Your Canvas Course

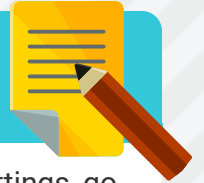
Canvas Beginner Essentials: Phase 1



1. Update Profile Picture

Adding a professional picture of you in your profile makes your students feel more comfortable and makes them feel that you are actively engaged and "present" in the course.

2. Add Biography



While you are in your Account settings, go ahead and [add a short biography](#) and some contact information for your students. It gives you more credibility and relatability.



3. Set Notification Preferences

Canvas includes a set of [default notification preferences](#) you can receive. Notifications are sent as one of four delivery types: right away, daily summary, weekly summary, or don't send.

4. Name Your Course



Adopting an appropriate [naming convention](#) makes it easy for students to locate courses on their dashboard.



5. Customize Course List

[Customizing your course list](#) cleans up your dashboard and gives you access to the courses you use the most. Go to All Course and click the star.

6. Clean Up Course Navigation



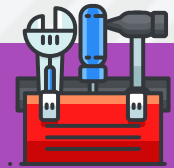
In order to "[clean up](#)" [some of the links](#) and provide your students with what matters to you, you can hide unused links giving students a cleaner, tidier look to their course.



7. Customize Course Card

You can change the colors or [add an image](#) to your Course Card on your dashboard. It will display the picture under a color overlay, but just choose a picture that will display well behind a variety of colors.

8. Build in a Master Course



Best practice is to [build your content](#) in a course that does not have students enrolled. The name Master Course is synonymous with a "sandbox" course and is a place for teachers to fine-tune content .