## Where do I go?
Access Canvas from [https://tarleton.instructure.com/](https://tarleton.instructure.com/). Log in with your NTNET username and password.

## What will I see?
The first thing you see after logging in to Canvas is the Dashboard. The Dashboard displays course cards for your favorite courses and helps you see what is happening in those courses. The Dashboard contains a global activity stream that shows recent course activity, and a sidebar which contains the To Do list, upcoming events, and access to grades. See the Canvas Community document [How do I use the Dashboard as an Instructor?](https://community.instructure.com/canvas-integration/how-do-i-use-the-dashboard-as-an-instructor).

To access a course, click on its course card or click on **Courses** in the Global Navigation Menu on the left to select the course. See [How do I use the Global Navigation Menu?](https://community.instructure.com/canvas-integration/how-do-i-use-the-global-navigation-menu).

## What is Files?
**Files** is the storage area for your course content (documents, images, etc.). While it is possible to give students access to this part of the course, **Files** is intended to be instructor-facing, not student-facing. To hide the Files area and other links you do not want the students to see, see [How do I manage Course Navigation links?](https://community.instructure.com/canvas-integration/how-do-i-manage-course-navigation-links).

## Where do I put my course content?
We recommend organizing and presenting your content in **Modules**, the student-facing counterpart to Files. **Modules** organize your content and provide navigational buttons for students to move through the course. From the module view you can:
- Create or upload new content
- Add existing content or items from Files
- Design a course flow for your students
- Easily reorder all modules and module items.

Modules can be set as time-release or to release after completion of a prior module. A module can be published or unpublished with a single click.

You can import a pre-made course template with starting modules from [Canvas Commons](https://community.instructure.com/canvas-integration/how-do-i-use-the-global-navigation-menu).

## What type of content can I put in my modules?
Canvas allows you to add the following content types to your module:
- Files (MS Word docs, PDFs, PowerPoints, etc.)
- Content pages
- Assignments
- Quizzes
- External URLs
- Links to external tools
- Discussion boards

## What does Publish mean?
Publish is the way Canvas allows you to make your course or content available to students. Students will not see your course until it is Published. In addition to publishing your course as a whole, you can choose to Publish and Unpublish various elements of your course – including Content, Assignments, Pages, Quizzes, etc. – at any point in the semester. You cannot Unpublish the entire course once students have submitted work, but you can Unpublish anything within the course.
### Where do I put my syllabus?

The course syllabus can be linked on the **Syllabus page**. This page will also populate a list of assignments that you include in Canvas, including links to each assignment (deliverable), and a summary of the course weighted grades. Otherwise the syllabus can be linked from a course home page.

### Where is the gradebook and what do I need to know about it?

The gradebook is located in the **Grades** tool. This tool can be found in the Course Navigation Menu on the left side of the screen when in a course.

In order to create a column for a manually-entered grade, the item (assignment, paper, participation, etc.) must first be created using the Assignments tool, even if the item is not submitted via Canvas. Learn more about Grades.

### What are Notifications?

Notifications are the ways in which users can stay updated on course messages, announcements, and activity. Faculty may opt to receive notifications via text message or at an email address other than their Tarleton account. To customize how you receive notifications, click **Account** in the side bar and select **Settings**. On this page you can enter your cell phone number and alternate email address. You can then set your preferences for which items or activities prompt notifications by clicking **Account** in the side bar and selecting **Notifications**. See [How do I set my Canvas notification preferences as an instructor?](#).

### How do I contact my students?

You can send an announcement to students using the **Announcements** tool, found in the Course Navigation Menu on the left side of the screen when in a course. You can also communicate via email. Access email through the **Conversations** icon (“Inbox”) in the global navigation menu.

### Can I import my Blackboard course?

It is possible, but not recommended. Canvas and Blackboard have very different structures. When you import a Blackboard course, Canvas doesn’t know where to put the content and will place it wherever it determines it might belong. The time spent locating and rearranging the imported content and files could be better spent creating the course fresh in Canvas.

### Where can I go if I need help or want to learn more?

Begin by searching the **Canvas Guides**.

Tarleton has subscribed to the Canvas 24/7 ‘Tier One’ support. If you need help using Canvas – either to learn more about a function or a feature that is not working like it should – you can:

- submit a help ticket from within Canvas. On the Global Navigation menu select **Help > Report a Problem**,
- chat online with a support specialist from **Help > Chat with Canvas Support**,
- or call the support number available on the Help menu.

For Tarleton-specific issues (unable to log in, course is not showing, etc.), call the Tarleton Help Desk at 254-968-1960.

Tarleton CII offers a variety of training on Canvas topics, ranging from basic tutorials to advanced issues in pedagogy. Please check our Canvas website at [https://tarleton.edu/idt/canvas](https://tarleton.edu/idt/canvas) for upcoming trainings, new feature spotlights, and other important Canvas news and information.