

## Time-Saving Canvas Tips

1. **Restoring deleted items in Canvas.** If you accidentally delete a quiz, assignment, or discussion, you can restore most items by doing the following:
  - a. Go to your course URL. Example: <https://kirtland.instructure.com/courses/4084128>
  - b. Type “/undelete” at the end of the URL and hit enter. Example:  
<https://kirtland.instructure.com/courses/4084128/undelete>
  - c. Click **Restore** next to the item you would like to undelete.

### Restore Deleted Items

Keep in mind that some items may have lost some of their associated data when they were deleted. Make sure you confirm the results of any restores you perform.


Panopto-Video-Creation-Quick-Reference.pdf

restore

Attachment

created Oct 29 at 3:38pm

last updated Oct 29 at 3:41pm

2. **Adding apps.** You can add apps to your course by doing the following:
  - a. Go to your course and click on **Settings**. From there, select the **Apps** tab. You can browse apps and read a summary by hovering over the app icon.
  - b. Click on the app you would like to add, and then click on the **+Add App button**.
  - c. For some apps, you may need a consumer key and shared secret key. Once those are entered, click on the **Add App** button.
3. **Redirect tool.** If you would like to add a webpage to your Navigation menu, complete these steps:
  - a. Go to your course and click on **Settings**. Select the **Apps** tab. Type redirect in the search box.
  - b. Click on the icon that looks like a curved blue arrow. 
  - c. Click the **+Add App** button. Type how you want the name displayed in the Name box. Copy and paste the URL into the URL Redirect box. Check the **Show in Course Navigation** box. Click the **Add App** button.

Add App ×

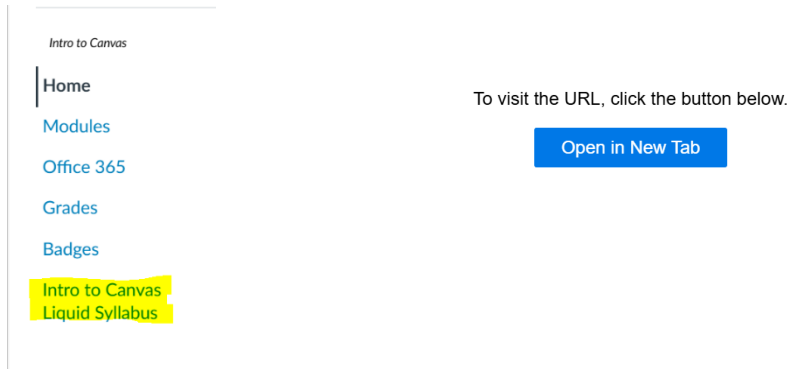
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Name

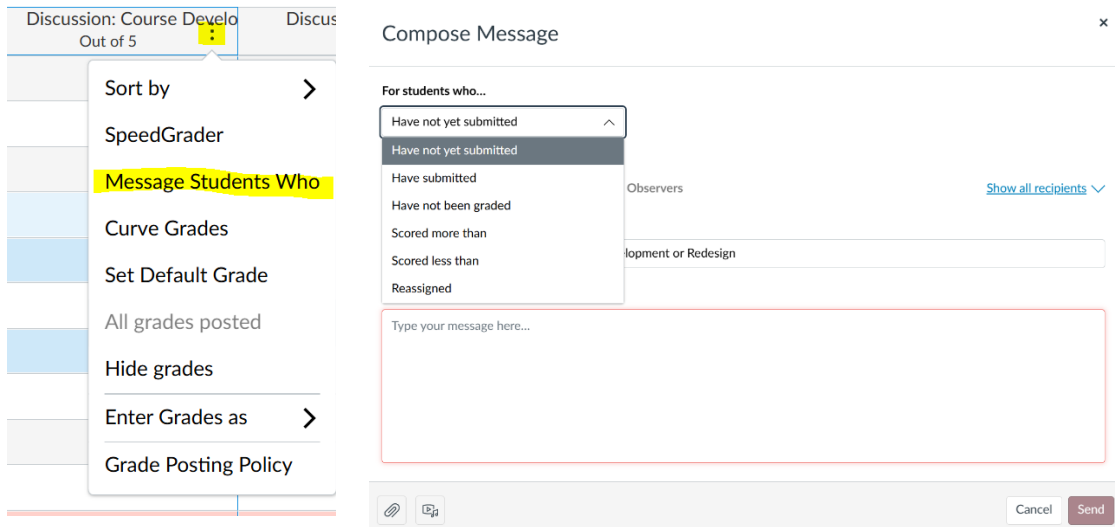
URL Redirect

Force open in new tab (For External Links Only)  
 Show in Course Navigation  
 Show in Account Navigation  
 Show in User Navigation

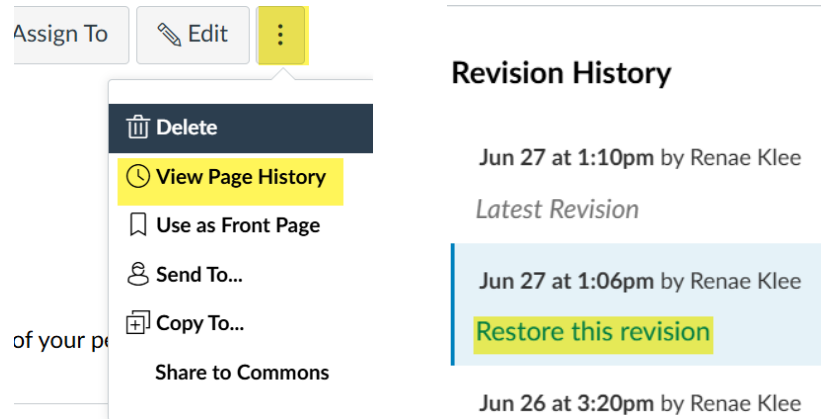
- d. Check that the link is displayed in the Navigation pane. When students click on the link, they will be prompted to open the URL in a new tab.



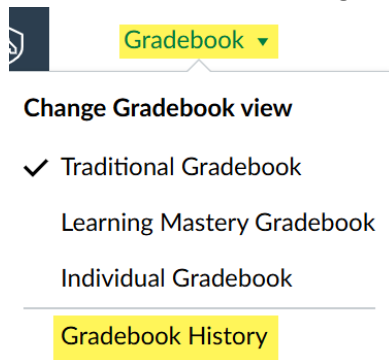
4. **Internal messaging in gradebook.** You can facilitate assignment and grade related communications with specific students by using the “Message Students Who” function.
- Go to the Gradebook within your course. Find the assignment that you would like to message students about. Hover your mouse along the right side of the assignment title, and you will see three dots appear. Click on the three dots.
  - A dropdown menu will appear. Click on the **Message Students Who** option.
  - A Compose Message dialog box will appear. Choose the option in the dropdown for the group of students you want to send a message to.



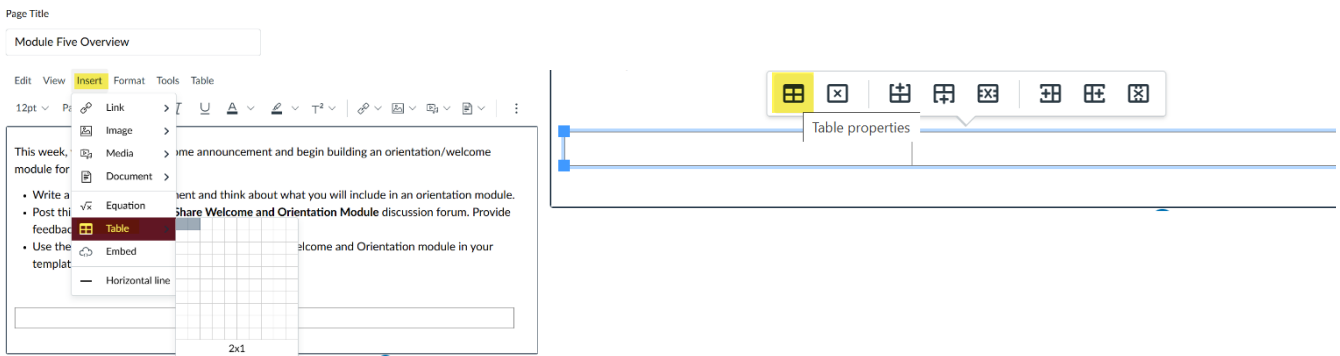
5. **Page rollbacks.** If you want to see what a page in your course looked like a week or a month ago, click on the three dots in the upper right corner of the page.
  - a. Click on View Page History.
  - b. This will open a collapsed menu called Revision History. You can see all of the edits made to the page since it was created. If you find a retired page that you prefer over the current one, select **Restore this revision**, and the old page will become the current one.



6. **Gradebook history.** If you make an error entering grades or want to check what you have entered previously for a student, you can use the gradebook history feature.
  - a. Click on Grades to get to your gradebook.
  - b. In the upper left corner, click on the down pointing arrow next to the Gradebook link. Choose **Gradebook History** in the dropdown.
  - c. You can filter through the gradebook to search for specific students and assignments. You can compare the grade awarded before next to the current grade. You can use this information to correct a grade in the Gradebook, if needed.



7. **Frame images with a table acting as a background.** You can spruce up the look of your images by framing them in a table.
  - a. Before adding an image, insert a single-cell table. Click on **Insert** → **Table**. Click in a square to insert the table.
  - b. Click within the cell of the table and choose the **Table Properties** option.
  - c. You can adjust the properties of your table by clicking on both the **General** and **Advanced** options along the left side of the dialog box. From here, you can tweak the cell spacing and padding, in addition to the border style, border color, and background color.
  - d. Once you've adjusted the table to your liking, you can insert your image inside the table, and you now have a framed photo.



8. **Display multiple documents side-by-side using a table.** If you have multiple documents that you would like your students to see side-by-side, insert a blank table on your page and then insert a document into each cell. Students can click on one document at a time to view it full screen, or they can scroll through documents next to each other to compare and contrast them.
9. **Add symbols or emojis.** Symbols and emojis can be used to dress up your Canvas course. They can also be used to categorize content. For example, you could include a book icon next to reading assignments or a beaker next to lab assignments.
  - a. Google “copy and paste emojis”.
  - b. Find one you like on a website, copy it, and paste it into the assignment line.
10. **Calendar.** You can add events to students’ calendars that are not assignments; for example, a virtual field trip.
  - a. Click on the calendar icon in your Navigation pane.
  - b. Click on a date within the calendar to bring up the **Edit Event** dialog box.

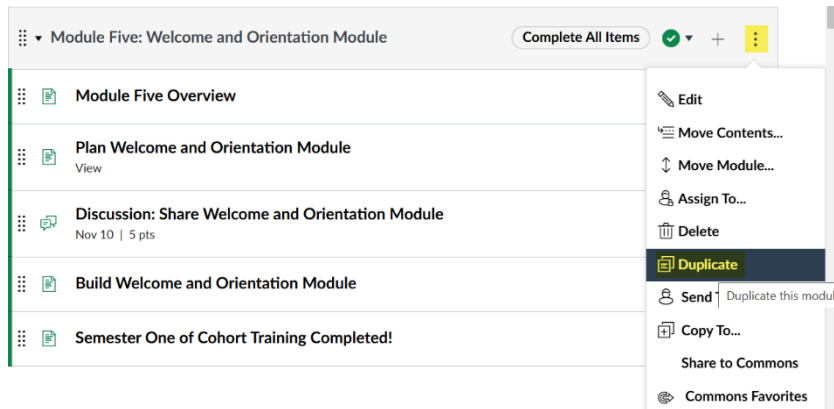
- c. With the **Event** tab highlighted, type in the parameters of your event. In the Calendar field, choose the course that you want this event to appear in the dropdown.
- d. You can also move events in the calendar by dragging and dropping them into different dates.

11. **Reorder modules and assignments.** You can reorder assignments within a module simply by clicking, dragging, and dropping the items in the order you would like them displayed. You can move entire modules by doing the following:

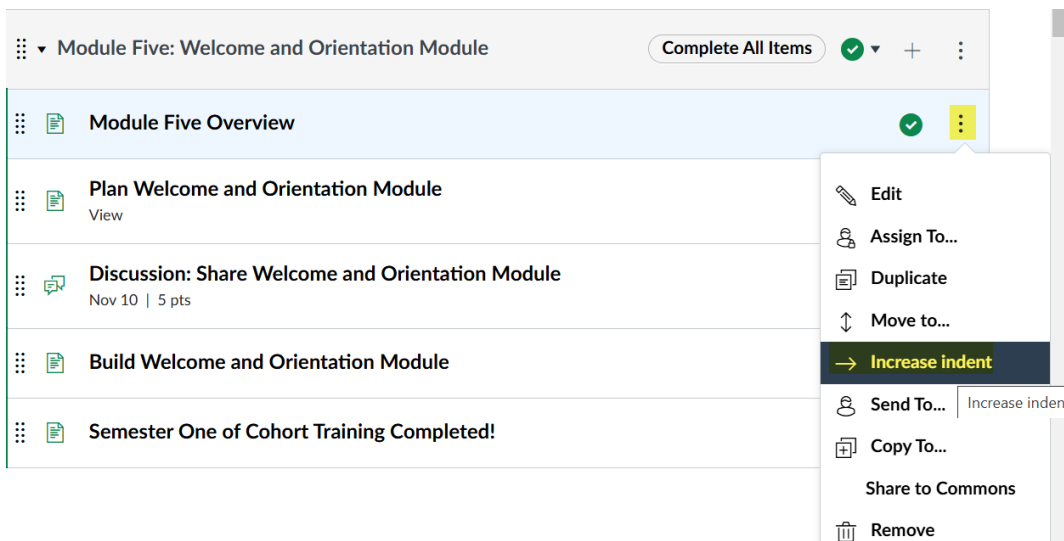
- a. Click on the three vertical dots in the upper right corner of the module.
- b. Select **Move Module**. You will see the following options: At the Top, Before, After, At the Bottom.
- c. Choose the parameters you want and click **Move**.

12. **Duplicate modules.** If your modules are laid out in a similar fashion each week, you can treat your first module like a weekly template and then duplicate each subsequent module. Making small edits to the duplicated modules will save you from having to recreate each module from scratch.

- Click on the three vertical dots in the upper right corner of the module.
- Click **Duplicate** in the dropdown menu. The copied module will display underneath.



13. **Indent items within modules.** If you want to organize the items within your modules to look like an outline or nest items underneath each other, you can click on the three vertical dots to the right of an item and click **Increase Indent**. This helps organize assignments and keeps the modules looking tidy.



14. **Hide unused pages.** If there are links displayed along the left side of your Navigation pane that are not used by your students, can you reduce clutter by doing the following:

- a. Click on **Settings** in the Navigation pane.
- b. Select the **Navigation** tab at the top of the page. Drag and drop the items you want disabled from view below.
- c. Scroll to the bottom of the page and click **Save**.

Course Details Sections **Navigation** Apps |

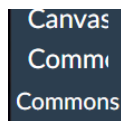
Drag and drop items to reorder them in the course navigation.

|                 |   |
|-----------------|---|
| Home            |   |
| ⋮ Announcements | ⋮ |
| ⋮ Modules       | ⋮ |
| ⋮ Discussions   | ⋮ |
| ⋮ Grades        | ⋮ |
| ⋮ People        | ⋮ |

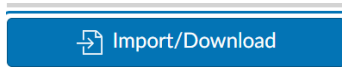
Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

|  |   |
|--|---|
| ⋮ Credentials<br><i>Page disabled, won't appear in navigation</i>        | ⋮ |
| ⋮ Lucid (Whiteboard)<br><i>Page disabled, won't appear in navigation</i> | ⋮ |
| ⋮ Credentials<br><i>Page disabled, won't appear in navigation</i>        | ⋮ |

15. **Canvas Commons.** The Canvas Commons area is a learning repository with thousands of quizzes and assignments you can explore. This icon is displayed along the left side of the Navigation pane. You can import and export modules and collaborate with learning communities within your organization.



- a. If you find information in Canvas Commons that you would like to import into your course, do the following: Click on the title of the assignment, module, video, or quiz. Click on the **Import/Download** button along the right side of the screen.



- b. Check the box next to the course you would like to import this information into. Click on the **Import into Course** button.

× Import/Download

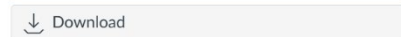
Import into Canvas

Search for a course

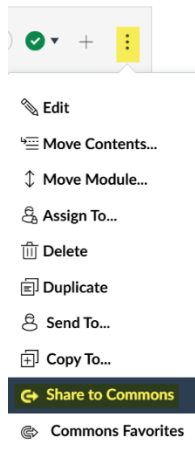
courses

- All
- Assessment\_Resources
- Canvas Training
- CTL Canvas Training Course
- Faculty Professional Development Cohort Semester 1
- Faculty Professional Development Cohort Semester 2
- Internship Play Course
- Kirtland Orientation for Faculty 2.0
- Medical Office Transcription Play Course
- New\_Intro\_to\_Canvas\_2024\_Build\_Shell
- Walden
- Walden2
- Play course

 Import into Course

 Download

- c. If you would like to share any of your work to the Commons area, click on the three vertical dots along the right side of your module or assignment. Click on **Share to Commons**.



- d. A screen will display entitled Share Resource. Fill in the required information and click the **Share** button at the bottom of the screen.

16. **Embedding YouTube into a page.** Find the video on YouTube that you would like to embed into your course.

- a. Under the YouTube video, click on the **Share** button. Click **Embed**, then click **Copy**.
- b. Click on the page within your Canvas course. Click **Edit**. Click on the HTML editor icon in the lower right corner.

</>

- c. Press the enter key after the numbered line where you want the video to display on the page. Press **Control + V** to paste the embedded code. Click the **Save** button.

17. **Adding prerequisites to modules.** If you want students to complete items within your module in sequential order, or if students need to complete one module before gaining access to the next one, do the following:

- a. Click on the three vertical dots on the right side of your module and click **Edit**.
- b. If you want students to complete all of the requirements in the module in sequential order, choose the **Complete all** option and check the box next to "Students must move through requirements in sequential order".

Requirements

- Complete all  
Students must complete all of these requirements.
- Students must move through requirements in sequential order
- Complete one  
Students must complete one of these requirements.

- c. In order to add a prerequisite to the module, click the **+ Prerequisite** button.

+ Prerequisite

- d. In the **Prerequisites** dropdown, choose the module you want the student to complete beforehand. For example, students must complete Module 1 before they can access Module 2. Click **Save**.

18. **Adding rubrics to assignments.** Click on the assignment you would like to add a rubric to. Click on the **+Rubric** button. **Click on this link to review information about how to add and edit rubrics:** <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-an-assignment/ta-p/1058>

+ Rubric