

Quick How-To Canvas Guide for LSU New Orleans

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Getting Started

How to Post a Syllabus

- [In the Syllabus content area](#) (Required)
- In a module (See: “How to post files”)

How to add a Module

- [How to add course content to a Module](#)

How to post files

- [In a new Module: See “Add Module Item”](#)
- [In an already created Module: See “Upload File”](#)
 - [If you’ve already uploaded your file, use the “Add Existing Item” workflow](#)

[How to post links](#)

How to add a page

- [From Pages navigation](#)
- [From a Module – use “Add Item to Module” workflow](#)

How to add images, sound files, videos, and other media

- In Canvas, images, sound files, videos, etc. are added directly into Pages, Quizzes, Assignments, Discussions or anywhere you find the Rich Content Editor, rather than into Modules, themselves.
 - [How to add images](#)
 - [How to add images that have already been uploaded to your course](#)
 - [How to add hyperlinks to external websites/content](#)
 - [How to add hyperlinks to course content](#)
 - Panopto
 - [Connect \(provision\) your course to Panopto](#)
 - [Embed Panopto videos in Rich Content Editor](#)

[How to take Attendance](#)

How to use Announcements

- [How to use Announcement as an all-course email/message](#)

DISCUSSIONS

How to add a Discussion

- [From Discussion Navigation](#)
- [From a Module – use “Add Item to Module” workflow](#)

QUIZZES

[Classic vs. New Quizzes](#)

Classic Quizzes

How to add a Quiz (Classic)

- [From Quizzes Navigation](#)
- [From a Module – use “Add Item to Module” workflow](#)

Adding Quiz questions (Classic)

- [Directly in the Quiz](#)
- [To a Question Bank](#)
- [From a Question Bank](#)

Accommodations (Classic)

- [Adding extra attempts](#)
- [Adding extra time](#)

New Quizzes

How to add a Quiz (New Quizzes)

- [From Quizzes Navigation](#)
- [From a Module – use “Add Item to Module” workflow](#)

Adding Quiz questions (New Quizzes)

- [Directly in the Quiz](#)
- [To an Item Bank](#)
- [From an Item Bank](#)

Accommodations (New Quizzes)

- [Adding extra attempts](#)
- [Adding extra time](#)

ASSIGNMENTS

How to add an assignment

- [From Assignment Navigation](#)
- [From a Module – use “Add Item to Module” workflow](#)

Assignment settings

Accommodations

GRADEBOOK

Gradebook basics

- [Using the Canvas Gradebook](#) (Note: This shows the overall gradebook but not how to add items. Items, weighting, and rules are all set in Assignments through Assignment Groups).
- [Adding an in-person or no submission assignment to your Gradebook](#)

Grouping and weighting

- [Setting up Assignment Groups](#)
- [Setting Assignment group weights](#)
- [Assignment group rules](#)

Extra credit

LTIs, PLUGINS, AND PUBLISHER CONTENT

Publisher, Textbook, and Resource Providers

- Textbook provider LTIs must be added to Canvas by the CTI. We have pre-loaded all of the commonly used tools (Wiley, Pearson, McGraw Hill, Norton, etc.). These tools are often enabled in Canvas through [Course Navigation](#) or through [Assignment Global Options icon](#). Please check with your tool provider for the correct way to enable your LTI tool in your course.

Respondus LockDown Browser and Monitor

- [How to enable Respondus LockDown Browser and Monitor](#)
- [Respondus Instructor Quick-Start Guide](#)

Turnitin

- [Creating a Turnitin Assignment in Feedback Studio](#)
- [Creating a Canvas Assignment with Turnitin Plagiarism Checker enabled](#)