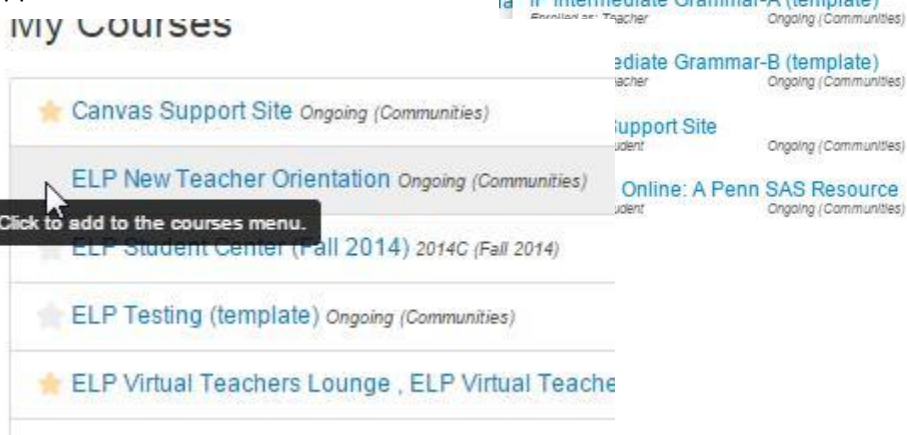


## Canvas Tips for the Start of the Session

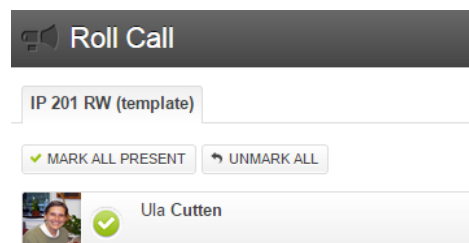
### Customize Course Drop-Down List

This is easier than ever!

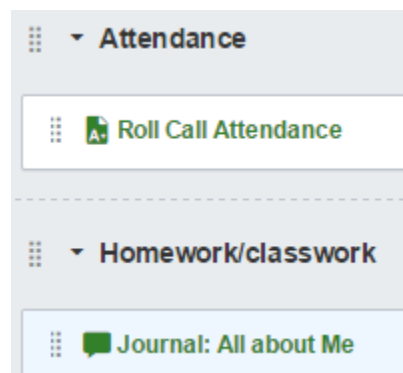
1. Hover over **Courses & Groups** and click on “View All or Customize.”
2. Click the star by the courses you want to appear in the menu.



### Attendance tracking



If you use the Canvas **Attendance** feature, remember that when you start taking attendance with it, it will appear as an Assignment called “Roll Call Attendance.”



Sometimes this may appear in the wrong category. Please drag “Roll Call Attendance” to the zero-weighted “**Attendance**” category so that it does not figure in student grade calculations.

Note: The “Roll Call Attendance assignment” doesn’t show up until you start using the Attendance feature.

## Canvas Files reconceived

Files are now searchable by file name. Users can also sort files by name, the date the file was created and modified, the name of the person who modified the file (if it was modified by another user), and the size of the file. Files can also be published and unpublished within Files.

View - Restrict - Download - Move - Delete

Search for files

1 item selected

Name	Date Created	Date Modified	Modified By	Size
A Car that Rides the Ocean.pdf	Nov 5, 2014	Nov 5, 2014	Ula Cutten	106 KB
City Kids hit Squash courts.pdf	Nov 5, 2014	Nov 5, 2014	Ula Cutten	75 KB
College Make-up Math Classes.pdf	Nov 5, 2014	Nov 5, 2014	Ula Cutten	76 KB
NY Tallest Skyscraper-Rdng.pdf	Oct 28, 2014	Oct 28, 2014	Ula Cutten	677 KB

IP 201 Reading and Writing (template)

- Images (linked to site pages)
- Instructor Resources
  - "The Moon of India" Supplementa
  - Grammar
    - Exercises
    - Grammar Presentations
  - Q RW Powerpoints
  - Q RW Unit Word Lists
  - Supplementary "news" reading

Please see the Penn Blog post for more details regarding the main changes to the Canvas **Files**.

<http://penncanvas.wordpress.com/2015/01/05/coming-wednesday-january-7th-changes-to-canvas-files/>

## Enrolling Students

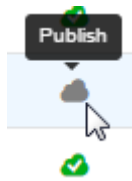
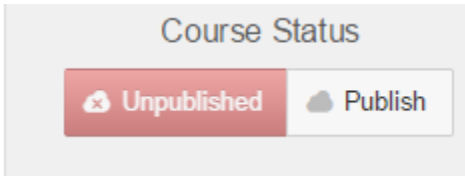
1. Make sure you're in the correct course.
2. Click on the "People" tab on the left sidebar.
3. Click "Add People."

All Roles

4. Type your students' **pennkey** usernames (as a list or separated by commas).
5. Click "Next."
6. You'll receive a message noting any problems (red) or validating the users (beige).
7. Click "Add Users."
8. If there were **errors**, you won't be able to enroll those particular students. Check that you typed the pennkey username correctly. If the pennkey was correct, the student may not be in the Canvas system yet. Please do the following:
  - a. Ask if the student has set up his/her Penn email.
  - b. If not, send the student to the Student Center for help. Students without Penn emails will not be enrolled in the Canvas system.
  - c. Update/annotate your class list with student emails, **and submit the list to the main office ASAP.** (The main office generates the Canvas enrollment list which is sent to the Penn Libraries Canvas Support team every day during week 1. Make sure the MO gets your students' information as soon as possible.)

## Publish your sites!

Remember, students cannot join your course or see anything until the site is published. Click Publish in the upper right corner of the home page.



Also, remember, modules, assignments, files, quizzes, pages, etc., can be published or unpublished. If you want students to see something, it must be published!

- The gray cloud signals the item is not published. Click on it to publish it.
- The green check signals it is published.