



How to Add Course Content – Canvas Guide

Adding your Syllabus

- Canvas generates a syllabus for you when you add assignments and due dates to your course – but if you prefer to use your own syllabus, it's easy to copy and paste your syllabus or upload a .doc, .docx, or .pdf version of your syllabus file onto Canvas
- To paste in your syllabus:
 1. Highlight and copy the content of your syllabus document
 2. In your Canvas course, in the left-hand navigation, click Syllabus
 3. In the right-hand sidebar, click Edit – this opens the rich content editor
 4. Paste your syllabus content into the text editor, and then click Update Syllabus
- To upload your syllabus file:
 1. In your Canvas course, in the left-hand navigation, click Syllabus
 2. In the right-hand sidebar, click Edit Syllabus Description
 3. In the Content Pane, click the Files tab
 4. Click the Upload a New File option, and then browse for your syllabus file
 5. Click the Upload button – a link to the syllabus file will appear in the rich content editor
 6. Below the rich content editor, click Update Syllabus

Adding Assessments (Test, Quizzes, Assignments)

- To create an assignment
 1. In your Canvas course, in Course navigation, click Assignments
 2. Click the Add Assignment button
 3. Here you can add details to the assignment
 4. Under the Submission Type drop-down menu, select the “Online” option
 5. Select the online entry options you want; you can choose more than one
 - i. Text Entry means they can submit it directly into a text editor
 - ii. Website URL means that students can submit a website that fulfills the assignment
 - iii. Media Recordings can be audio or video, and students can upload this content or record it directly on Canvas – media uploads must not exceed 500MB
 - iv. File Uploads are files that students can submit; they cannot exceed 5GB
 6. To save and publish, click Save & Publish (you may save as a draft by clicking Save)
- To create a Quiz
 1. In your Canvas course, in Course Navigation, click Quizzes
 2. Click the “Add Quiz” button
 3. In the “Choose a Quiz Engine screen, select the “New Quizzes” option. Then click submit.
 4. Add the Assignment name, the total points possible, the group for this assignment, and choose how the grade is displayed to students
 5. You can remove the quiz from final grade calculations by clicking the “Do not count this assignment towards the final grade” checkbox
 6. In the “Assign To” field you select who will be required to take the assessment which can be either individual students or sections of students



7. In the “Due” field you can select an assessment due date
8. In the “Available from” and “Until” fields you can select the availability dates for the assignment
9. To save and publish click “Save & Publish” (you may save as a draft by clicking “Save”)
10. To add content to the assessment, click Add
11. To insert content from an item bank, click the “Item Bank” button
 - i. To create a new question, click the button for the question type
 - ii. You can add a variety of question types to a quiz
12. You can edit the details of each question now
13. To delete a question, click the delete icon (trash can)
14. To open the Question Navigator and view your assessment, click the “Expand” icon (arrow)
15. In the Question Navigator you can view each question number, type, point total, and total question points

Adding Lectures, Notes, Readings

- To add files to a Canvas course:
 1. In your Canvas course, in the left-hand navigation, click Files
 2. At the top of the right-hand pane, you will see the options for Uploading – click on Add Files
 3. Select your files and open
 - i. You can also select a number of files and drag them into a Canvas file folder
 - ii. Note that the Add Folder option here does not allow you to upload a folder, but allows you to create a new folder in Canvas for organizing files

For any questions or issues regarding Canvas, please contact the CSUB Service Center

- 661-654-HELP
- ServiceCenter@csub.edu

Additional Resources:

- Canvas
 - <https://community.canvaslms.com/docs/DOC-13033-415241383>
 - <https://community.canvaslms.com/docs/DOC-9873-415267003>
 - <https://community.canvaslms.com/docs/DOC-15057-4152780597>