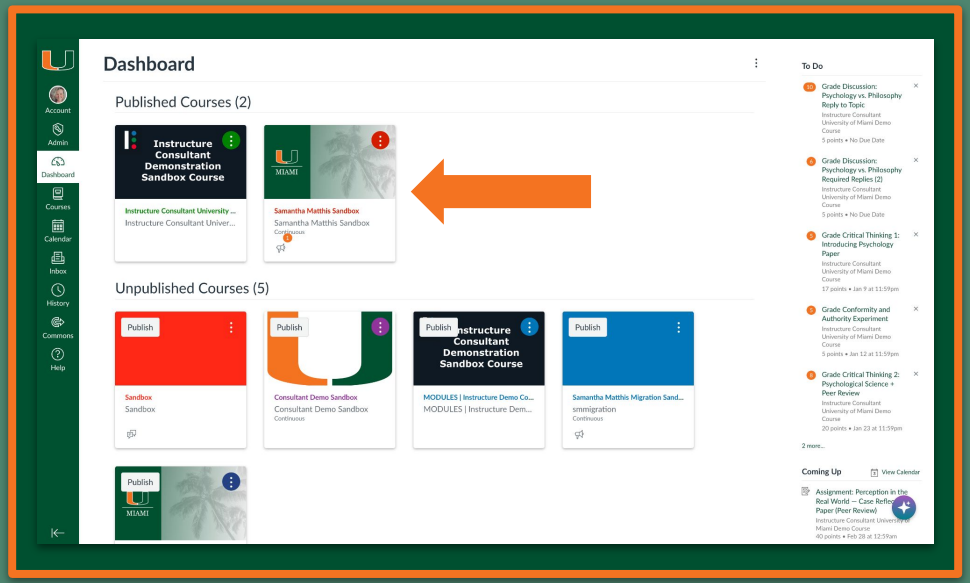
Start Building Your Canvas Course Today



Step 1: Open Your Canvas Course

Upon logging into Canvas, select your course from the Dashboard.

📌 **Quick Tip:** To keep your Dashboard organized, "favorite" your active courses from your Courses list.

Additional Resources: Navigate and Customize Your Canvas Account

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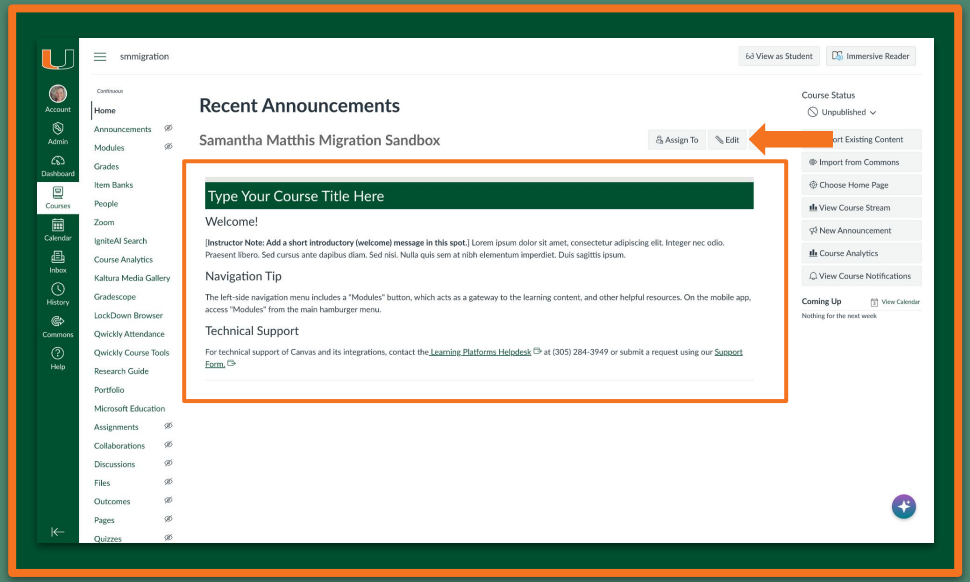

Step 2: Personalize Your Homepage

A blank Homepage template is already in your course for you. Use the editor to add your own text, images, and welcome message.

📌 **Quick Tip:** This is the landing page for your students so include information that you want to ensure students will read.

Additional Resources: Checklist for Setting Up a Course

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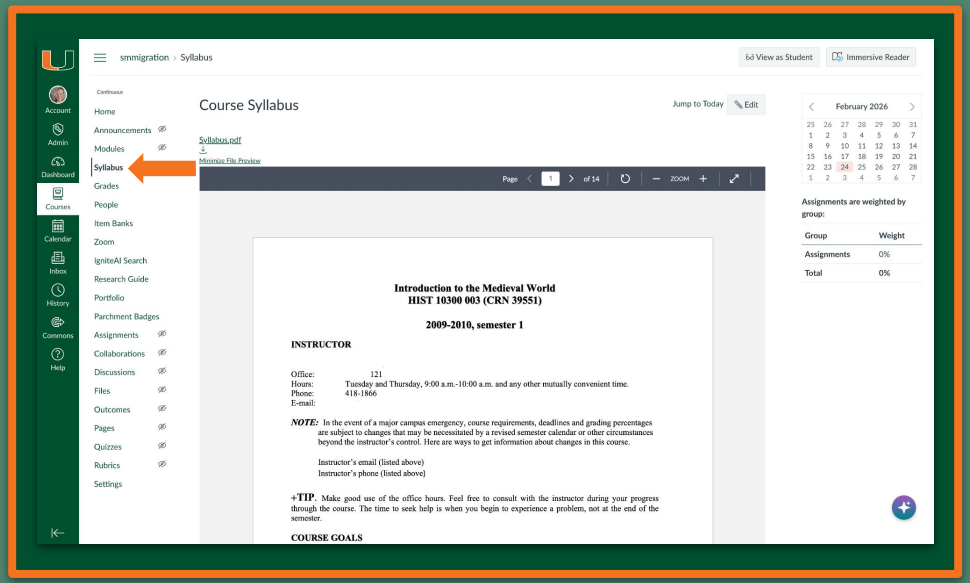

Step 3: Add Your Syllabus/Course Information

Using the Syllabus tool, embed your syllabus document or add information natively to the editor.

📌 **Quick Tip:** Not interested in using the Syllabus tool? Create a "Course Info" module and add your syllabus there!

Additional Resources: Syllabus and Course Announcements

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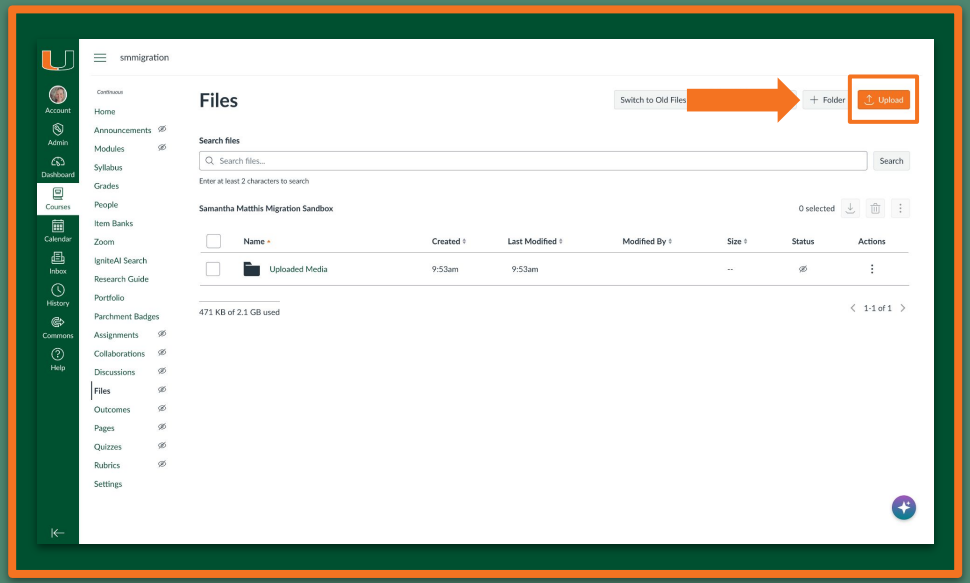

Step 4: Upload Existing Materials to Files

Upload your slides, documents, recordings, textbook resources, etc. to your Canvas Files.

📌 **Quick Tip:** After uploading your files, use folders to further organize your materials.

Additional Resources: Creating Pages and Sharing Files

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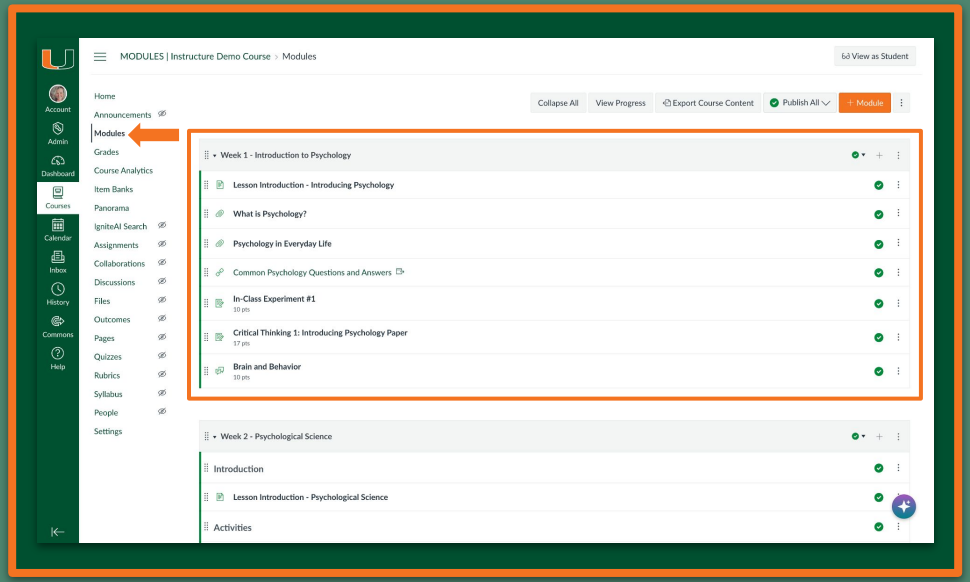

Step 5: Create Modules and Add Your Content

Determine your module structure (week, topic, etc.) and add your files, assignments, discussions, quizzes, pages, and links.

📌 **Quick Tip:** All content that students need to be successful should be added to a module.

Additional Resources: Organizing Course Content

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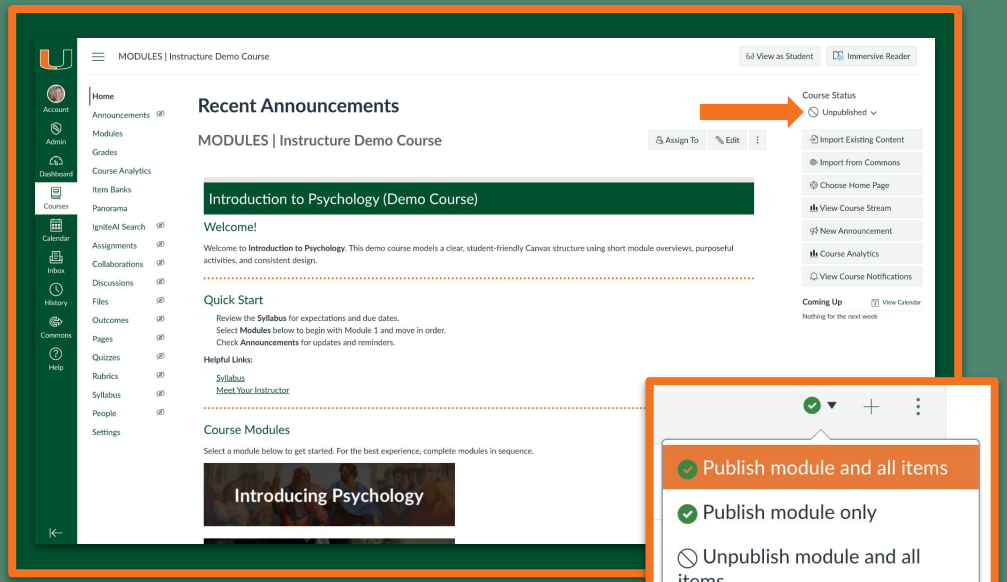

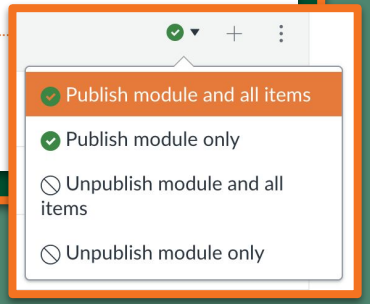

Step 6: Publish Only What Students Need Now

As you are building your course content, only publish things that are ready for student view.

📌 **Quick Tip:** You don't need to build everything at once! This can be a process so keep things unpublished until you are ready for students to access them.

Additional Resources: Publishing/Unpublishing Modules, Publishing a Course

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Resources and Support

- Miami Faculty Training Information
- Getting Started with Canvas Resource Course
- 1-1 Training with a Canvas Consultant
- Canvas Help Button
    - Available inside any Canvas Course with access to 24/7 support, all the Canvas Guides, and the On-Demand Training Portal Webinars.

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