# Canvas Cheat Sheet

Use Google Chrome or Firefox.

The DASHBOARD is the area where you will see all of your courses. You can customize the picture on each course. To do this follow these steps:

1. Create on Google Slides or Power Point a design for your Course. Save it as a JPEG. This will allow you to insert into Canvas.
2. On the left sidebar, click "Settings" under the COURSE DETAILS tab.
3. Image: CHOOSE IMAGE 🖼
4. Upload Image from your computer.
5. At the bottom, click "UPDATE COURSE DETAILS".

To REMOVE course image, Go back to SETTINGS and click on the IMAGE. 🖼 Click the ⋮ in the top right hand corner and choose REMOVE IMAGE.

While you are in SETTINGS, let's configure what you want the students to see and what information you want to keep for your eyes only.

1). The TOP table shows the items that you want the students to have access to. The fewer the buttons the better. (IE: Home, Modules, Pages, Assignments). This can be adjusted as you add information to your courses.

2). Drag and drop desired items in the TOP table. Items in the BOTTOM table are for your eyes only.

When finished, go to the bottom of the page and click "UPDATE COURSE DETAILS".

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To make your Course appealing, here is what you can do to make it more fun:

TO SET HOMEPAGE:

1. Create a fun design and save on your desktop
2. Press the +PAGE button.
3. UPLOAD IMAGE 🖼
4. Click on PICTURE FROM FILE (JPEG)
5. OPEN
6. SUBMIT
7. Adjust size by dragging corners inward
8. SAVE AND PUBLISH 🚫 ➡️ ✔️
9. Go back to the Left Sidebar and click on PAGES.
10. Under the PAGE TITLE, choose the page you would like on your Homepage.
11. Click on ⋮ USE AS FRONT PAGE.
12. Go back to the Left Sidebar and choose HOME.
13. On the Right Sidebar, click on CHOOSE HOME PAGE.
14. PAGES FROM PAGE
15. SAVE

ADDING MODULES

1. On the Left Sidebar, choose MODULES.
2. Click on the +MODULES tab
3. Name your Module
4. ADD MODULE
5. Repeat for each area you would like to have a separate section for in your course.