

Setting up a Canvas course page

Anne Sheehan
CU Boulder
August 26, 2023


Log in to mycuinfo.Colorado.edu with your identikey



Federated Identity Service

Log in to CU Portal

IdentiKey Username (example: chbu1234)

afs
From this website 

Other Passwords for colorado.edu...

Log In

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[Need help logging in?](#)

Quit or close all browser windows to exit completely.


DO NOT bookmark this page! Bookmark the service homepage after logging in.

Logging in to mycuinfo takes you to this page

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Boulder

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The Accommodate system has replaced the functionality of displaying student accessibility needs in the class roster. You can [access Accommodate here](#). Please contact dsinfo@colorado.edu if you have any questions about Accommodate.

FACULTY TOOLKIT

Term:  [Go to Web Grading](#)

My Courses | Course Tools

Course Information: Fall 2023

Course	Days	Time	Room	Rosters	Email Class	Final Exam
Intro to Geological Faculty I GEOL-5101-001	F	10:10 AM - 11:00 AM	BESC 265	CLASS ROSTER PHOTO ROSTER		TBD
Seminar in Geophysics GEOL-6650-002	M	04:00 PM - 04:50 PM	BESC 440E	CLASS ROSTER PHOTO ROSTER		TBD
Master's Candidate for Degree GEOL-6940-9	TBA	-		No Students Enrolled	-	TBD

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Canvas

University Libraries

Profile & Settings 

Campus Calendar

Faculty Reporting & DEPA

This shows your classes

University of Colorado Boulder

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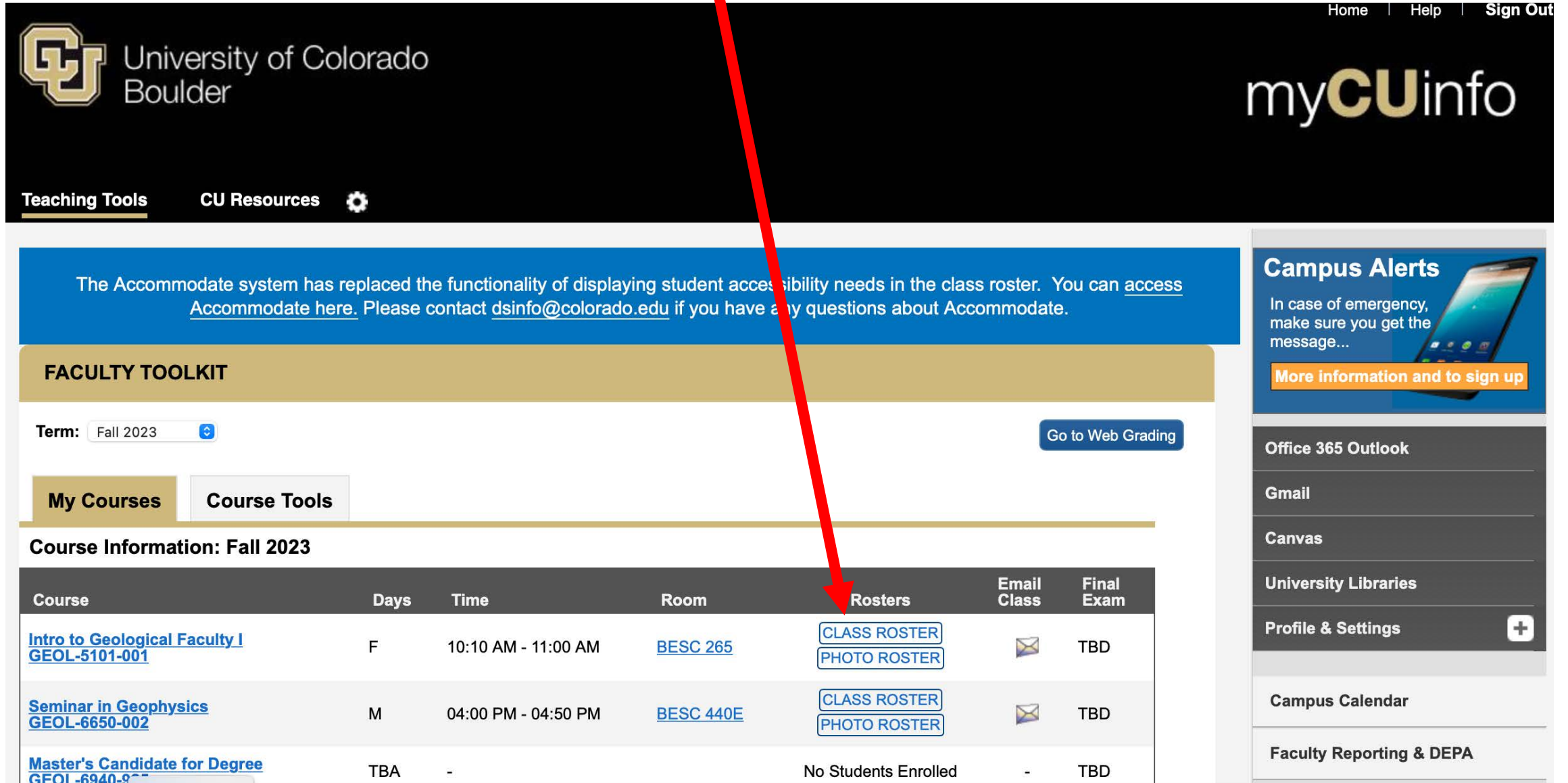
University Libraries

Profile & Settings +

Campus Calendar

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Click here to see your class roster



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Click on your class name to get to more info
And to start a Canvas page

Home | Help | Sign Out

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myCUinfo

Teaching Tools CU Resources

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Profile & Settings

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This is the page you get when clicking on the class name on the previous page


FACULTY TOOLKIT

Term: 

[Go to Web Grading](#)

[My Courses](#) [Course Tools](#)

Course Tools: Fall 2023

Courses: 

GEOL-5101-001: Intro to Geological Faculty I

Students enrolled: 13
Students withdrawn: 0
Students wait-listed: 0
Enrollment limit: 20
Type: Seminar
Location(s):
- BESC 265 [View Campus Map](#)

Other Instructors: none

Description: Welcomes and introduces all new graduate students to the Department of Geological Sciences. Faculty discuss their research and their academic trajectories. The week's geology colloquium is discussed. Tutorials from staff introduce how the university works, what funding opportunities exist, and how and when to apply for such funding.

COURSE SPECIFIC TOOLS

- Add/Edit Course URL
- Create/Modify Online Course
- View Library Course Reserves
- View Course Accommodations
- Email the Class (opens email)

GENERAL TOOLS

- Request Media Key
- Request CUClicker receiver

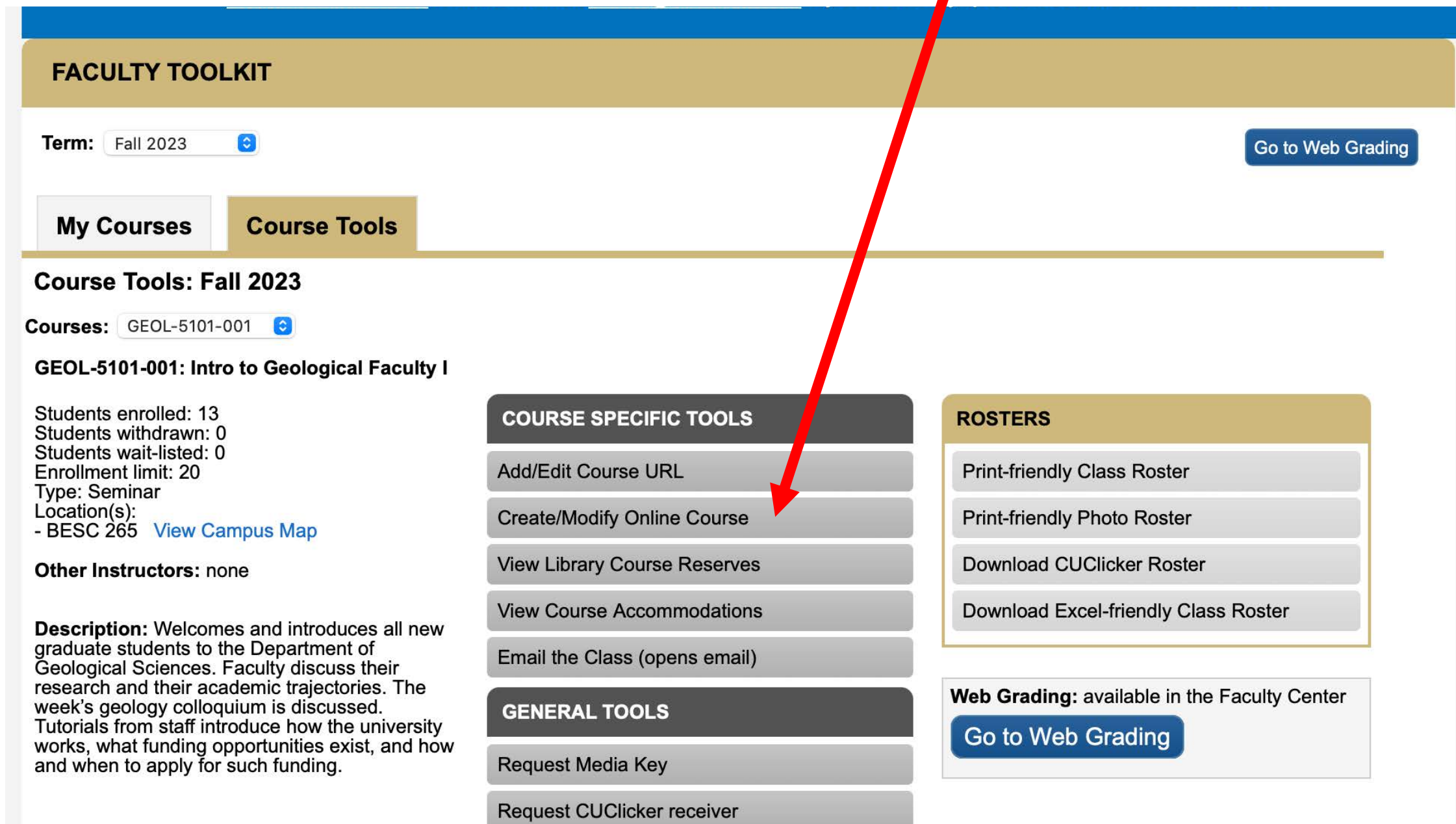
ROSTERS

- Print-friendly Class Roster
- Print-friendly Photo Roster
- Download CUClicker Roster
- Download Excel-friendly Class Roster

Web Grading: available in the Faculty Center


[Go to Web Grading](#)

Click 'Create/Modify Online Course' to set up a Canvas page



The screenshot shows the Faculty Toolkit interface. At the top, there is a blue header bar. Below it is a gold bar with the text "FACULTY TOOLKIT". Underneath, there is a "Term:" dropdown menu set to "Fall 2023" and a "Go to Web Grading" button. Below that are two tabs: "My Courses" and "Course Tools". The "Course Tools" tab is active, showing "Course Tools: Fall 2023" and a "Courses:" dropdown menu set to "GEOL-5101-001". Below this, the course name "GEOL-5101-001: Intro to Geological Faculty I" is displayed. To the left of the course name, there are statistics: "Students enrolled: 13", "Students withdrawn: 0", "Students wait-listed: 0", "Enrollment limit: 20", "Type: Seminar", and "Location(s): - BESC 265 View Campus Map". Below the statistics, it says "Other Instructors: none". To the right of the course name, there are two columns of buttons. The first column is titled "COURSE SPECIFIC TOOLS" and contains buttons for "Add/Edit Course URL", "Create/Modify Online Course", "View Library Course Reserves", "View Course Accommodations", and "Email the Class (opens email)". The second column is titled "ROSTERS" and contains buttons for "Print-friendly Class Roster", "Print-friendly Photo Roster", "Download CUClicker Roster", and "Download Excel-friendly Class Roster". Below the "ROSTERS" column, there is a box titled "Web Grading: available in the Faculty Center" with a "Go to Web Grading" button. A red arrow points from the top right of the image to the "Create/Modify Online Course" button.


FACULTY TOOLKIT

Term: Fall 2023 

[Go to Web Grading](#)

My Courses **Course Tools**

Course Tools: Fall 2023

Courses: GEOL-5101-001 

GEOL-5101-001: Intro to Geological Faculty I

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- Request CUClicker receiver

ROSTERS

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- Print-friendly Photo Roster
- Download CUClicker Roster
- Download Excel-friendly Class Roster

Web Grading: available in the Faculty Center

[Go to Web Grading](#)

Clicking on 'Create/Modify Online Course' on the previous page takes you to this page.
Set the date you want your Canvas page to start.



You are creating an online learning environment for the following course:

Course:

GEOL 5101-001
Fall 2023

Canvas Title

GEOL 5101-001: Intro to Geological Faculty I

Canvas Start Date

08/26/2023 

Canvas End Date

01/10/2024 

Continue

This is what you get after clicking 'Continue' on previous page.
Click 'Go to Canvas' to enter Canvas



Online learning environment created. Please review the course details below.

GEOL 5101-001

Canvas Title: **GEOL 5101-001: Intro to Geological Faculty I**

Term: **Fall 2023**

Canvas Start Date: **08/27/2023**

Canvas End Date: **01/10/2024**

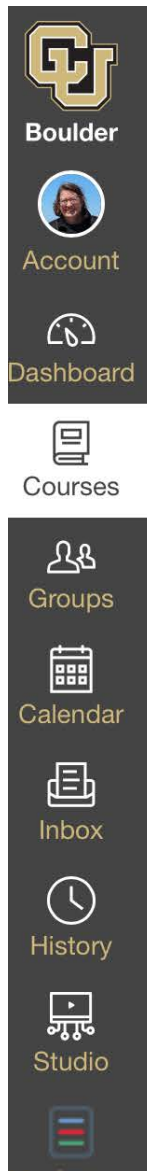
Need to combine courses?

Click Request Changes to combine additional courses, enroll Teachers or TAs who are not on the official roster, or make other changes.

Request Changes

Go to Canvas

This is what Canvas looks like. Your new Canvas page will be under 'Unpublished classes' since you haven't published it yet.



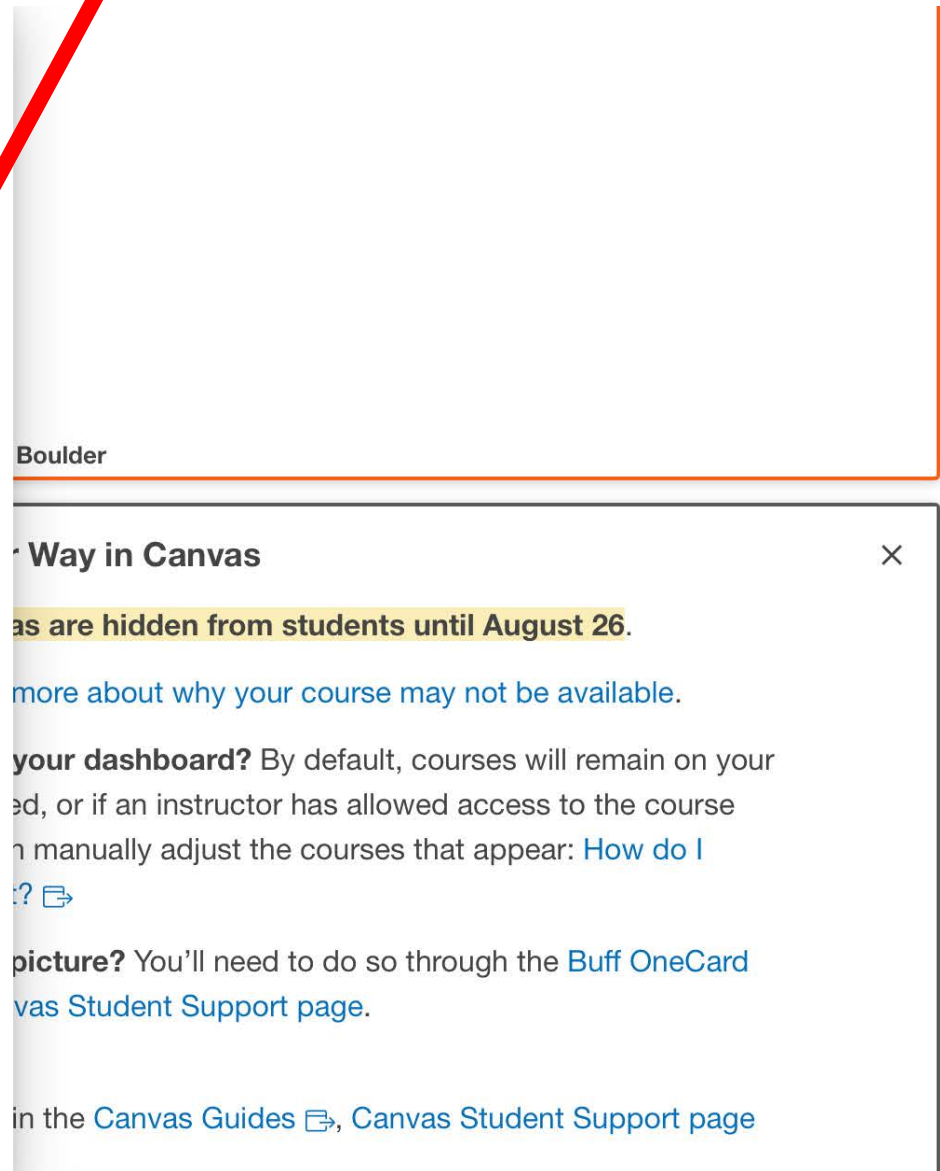
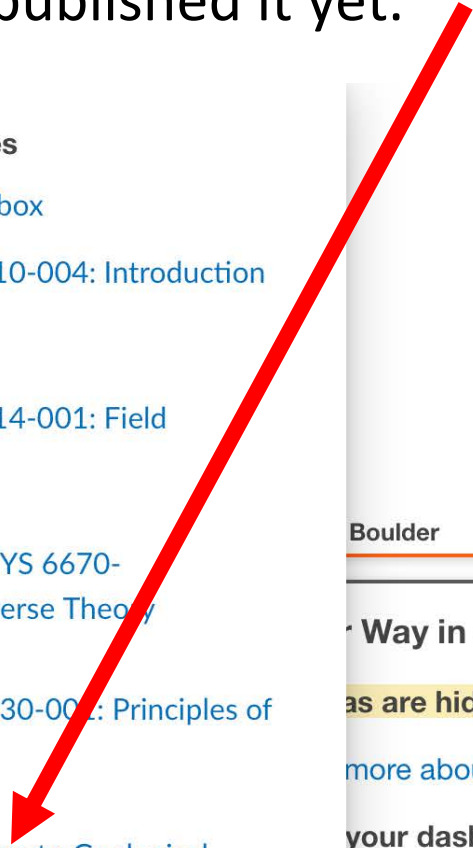
A vertical sidebar on the left side of the Canvas interface. It contains several icons and labels: a CU Boulder logo, a profile picture icon labeled 'Account', a dashboard icon labeled 'Dashboard', a book icon labeled 'Courses', a group of people icon labeled 'Groups', a calendar icon labeled 'Calendar', a document icon labeled 'Inbox', a clock icon labeled 'History', a video player icon labeled 'Studio', and a multi-colored bar icon at the bottom.

2021 Fall term

Unpublished Courses

- [Anne Sheehan Sandbox](#)
- [D2L Copy GEOL 1010-004: Introduction to Geology](#)
2016 Fall Term
- [D2L Copy GEOL 4714-001: Field Geophysics](#)
2018 Spring Term
- [D2L Copy GEOL-PHYS 6670-001:Geophysical Inverse Theory](#)
2015 Fall Term
- [D2L Copy: GEOL 4130-001: Principles of Geophysics](#)
2019 Spring Term
- [GEOL 5101-001: Intro to Geological Faculty I](#)
2023 Fall Term
- [GEOL 6950-925](#)
2023 Spring Term
- [Geological Sciences Faculty Information](#)

[All Courses](#)



A snippet of a Canvas course page. At the top, it says 'Boulder'. Below that is a section titled 'Way in Canvas' with a close button (X). The text in this section includes: 'Courses are hidden from students until August 26.', a link 'Learn more about why your course may not be available.', a question 'Why is your dashboard?' followed by an explanation that courses remain on the dashboard by default or if an instructor has allowed access, and a link 'How do I manually adjust the courses that appear: How do I...?'. Another question 'How do I get a picture?' is followed by an explanation that it must be done through the 'Buff OneCard Canvas Student Support page'. At the bottom, there is a link 'Learn more in the Canvas Guides' and another link 'Canvas Student Support page'.

When I click on the course name it takes me to the Canvas page
Now you can start editing and adding content to your Canvas page

Boulder

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Studio

☰ **GEOL 5101-001** > Modules 68 Student View

2023 Fall Term

Recent Announcements

[View Progress](#) [Publish All](#) [+ Module](#)

Create a new Module

Course Status

Unpublished Publish

[Import Existing Content](#)

[Choose Home Page](#)

[View Course Stream](#)

[New Announcement](#)

[New Analytics](#)

[View Course Notifications](#)

Coming Up

[View Calendar](#)

Nothing for the next week

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- BigBlueButton

Go to 'Announcements' to add a welcoming announcement to the class

Boulder

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Studio

GEOL 5101-001 > Modules

2023 Fall Term

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Recent Announcements

View Progress

Publish All

+ Module

Course Status

Unpublished

Publish

Import Existing Content

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

Coming Up [View Calendar](#)

Nothing for the next week


Here is an example of a Welcoming announcement to the class



Boulder




Account




Dashboard



Courses



Groups




Calendar




Inbox



History



Studio



2023 Fall Term

[Home](#)

[Announcements](#)

[Assignments](#) 

[Discussions](#)

[Grades](#)

[People](#)

[Pages](#) 

[Files](#) 

[Syllabus](#)

[Outcomes](#) 

[Rubrics](#)

[Quizzes](#) 

[Modules](#) 

[BigBlueButton](#)

 Edit



Welcome to GEOL 5101 - Introduction to Geological Sciences Faculty!

Aug 26 at 12:08am

[Anne Sheehan](#)

All Sections

Welcome to GEOL 5101 - Introduction to Geological Sciences Faculty! (also known as 'Parade of Professors')

Our first class will be Friday September 1 at 10 am in Benson Room 265.

Good luck with your first week of classes, and see you on Friday!

Anne Sheehan

The content of this announcement will not be visible to users until Aug 27 at 5pm

Unread



 Reply

Don't forget to publish your class so your students can see it (just have to do this once at the beginning of the semester)

The screenshot shows the Canvas LMS interface for a course titled "GEOL 5101-001 > Modules". On the left is a navigation sidebar with icons for Boulder, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, and BigBlueButton. The main content area is titled "Recent Announcements" and includes buttons for "View Progress", "Publish All", and "+ Module". Below this is a large graphic with the text "Create a new Module". On the right, the "Course Status" section shows "Unpublished" and "Publish" buttons, with a red arrow pointing to the "Publish" button. Other options in the sidebar include "Import Existing Content", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". At the bottom right, there is a "Coming Up" section with a "View Calendar" link and the text "Nothing for the next week".

Some of the main Canvas items I use are Announcements, Grades, Files, Syllabus, and Modules. The Files I usually keep hidden, the other items I make visible to students by clicking the eyeball

The screenshot displays the Canvas LMS interface for the course **GEOL 5101-001 > Modules**. The left sidebar contains navigation icons for **Boulder**, **Account**, **Dashboard**, **Courses**, **Groups**, **Calendar**, **Inbox**, **History**, **Studio**, and **BigBlueButton**. The main content area shows **Recent Announcements** with a list of items: **Home**, **Announcements**, **Assignments**, **Discussions**, **Grades**, **People**, **Pages**, **Files**, **Syllabus**, **Outcomes**, **Rubrics**, **Quizzes**, and **Modules**. Each item has an eyeball icon to its right. The right sidebar shows **Course Status** (Unpublished/Publish), **Import Existing Content**, **Choose Home Page**, **View Course Stream**, **New Announcement**, **New Analytics**, and **View Course Notifications**. Below that is **Coming Up** with a **View Calendar** link.

Good luck!