

# Quick How-To Canvas Guide for UNO

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## Getting Started

### **How to Post a Syllabus**

- [In the Syllabus content area](#) (Required)
- In a module (See: “How to post files”)

### **How to add a Module**

- [How to add course content to a Module](#)

### **How to post files**

- [In a new Module: See “Add Module Item” in this Canvas Guide](#)
- [In an already created Module: See “Upload File” in this Canvas Guide](#)

- [If you've already uploaded your file, use the "Add Existing Item" workflow](#)

### [How to post links](#)

#### **How to add a page**

- [From Pages navigation](#)
- [From a Module – use "Add Item to Module" workflow](#)

#### **How to add images, sound files, videos, and other media**

- In Canvas, images, sound files, videos, etc. are added directly into Pages, Quizzes, Assignments, Discussions or anywhere you find the Rich Content Editor, rather than into Modules, themselves.
  - [How to add images](#)
    - [How to add images that have already been uploaded to your course](#)
  - [How to add hyperlinks to external websites/content](#)
  - [How to add hyperlinks to course content](#)
  - Panopto
    - [Connect \(provision\) your course to Panopto](#)
    - [Embed Panopto videos in Rich Content Editor](#)

### [How to take Attendance](#)

#### **How to use Announcements**

- [How to use Announcement as an all-course email/message](#)
- [How to add Announcements to your Course homepage](#)

## DISCUSSIONS

#### **How to add a Discussion**

- [From Discussion Navigation](#)
- [From a Module – use "Add Item to Module" workflow](#)

### [Discussion settings](#)

## QUIZZES

#### **How to add a Quiz (Classic)**

- [From Quizzes Navigation](#)
- [From a Module – use "Add Item to Module" workflow](#)

### [Quiz settings \(Classic\)](#)

#### **Adding Quiz questions**

- [Directly in the Quiz](#)
- [From the Question Bank](#)

#### **Accommodations (Classic)**

- [Adding extra attempts](#)

- [Adding extra time](#)

### **Classic vs. New Quizzes**

- Note: Currently, UNO recommends Classic Quizzes for the majority of quizzing and testing needs. If you are using Respondus LockDown Browser, you must use Classic Quizzes. All migrated quizzes from Moodle will come over as Classic Quizzes.

## ASSIGNMENTS

### ***How to add an assignment***

- [From Assignment Navigation](#)
- [From a Module – use “Add Item to Module” workflow](#)

### **Assignment settings**

### **Accommodations**

## GRADEBOOK

### ***Gradebook basics***

- [Using the Canvas Gradebook](#)
- [Adding an in-person or no submission assignment to your Gradebook](#)

### ***Grouping and weighting***

- [Setting up Assignment Groups](#)
- [Setting Assignment group weights](#)
- [Assignment group rules](#)

### **Extra credit**

## LTIs, PLUGINS, AND PUBLISHER CONTENT

### ***Publisher, Textbook, and Resource Providers***

- Textbook provider LTIs must be Canvas by the CTI. We have pre-loaded all of the commonly used tools (Pearson, McGraw Hill, Norton, etc.). These tools are often enabled in Canvas through [Course Navigation](#) or through [Assignment Global Options icon](#). Please check with your tool provider for the correct way to enable your LTI tool in your course.

### ***Respondus LockDown Browser and Monitor***

- [How to enable Respondus LockDown Browser and Monitor](#)
- [Respondus Instructor Quick-Start Guide](#)

### ***Turnitin***

- [Create a Turnitin Assignment in Canvas](#)