



Canvas How-to Guides for Instructors

Here is a curated list of helpful guides from the list of [695 Canvas guides for Instructors](#). I've included a link to the full list of guides to each category next to each header as well as an overview video for each topic. At the end of this list, there are links to topics that did not make this list. Also helpful is this [Student Guides list](#) for when students need help.

How do I...

Announcements [\(more\)](#) [\(Video\)](#)

- [Add an announcement in a course?](#)
- [Attach a file to an announcement?](#)
- [Delay posting an announcement until a specific date in a course?](#)

Assignments [\(more\)](#) [\(Video\)](#)

- [What assignment types can I create?](#)
- [Create an assignment?](#)
- [Add or edit details in an assignment?](#)
- [Add or edit points for an assignment?](#)
- [Download all student submissions?](#)

Calendar [\(more\)](#) [\(Video\)](#)

- [Filter the Calendar view by course as an instructor?](#)
- [Add an event to a course calendar?](#)
- [Add a Scheduler appointment group in a course calendar?](#)
- [View or edit a Scheduler appointment group in a course calendar?](#)
-

Course Import Tool [\(more\)](#)

- [Copy a Canvas course into a new course shell?](#)
- [Copy content from another Canvas course using the Course Import tool?](#)
- [Export a Canvas course?](#)
- [Import a Canvas course export package?](#)
- [Select specific content to import?](#)

Course Navigation [\(more\)](#) [\(Video\)](#)

- [Use the Course Home Page as an instructor?](#)
- [Manage Course Navigation links?](#)
- [Change the Course Home Page?](#)

Discussions [\(more\)](#) [\(Video\)](#)

- [Create a discussion as an instructor?](#)
- [Create a group discussion?](#)
- [Reply to a discussion as an instructor?](#)
- [Require students to reply to a course discussion before they see other replies?](#)

Files [\(more\)](#) [\(Video\)](#)

- [Use Files as an instructor?](#)
- [Move and organize my files as an instructor?](#)
- [Upload a file to a course?](#)

Grades [\(more\)](#) [\(Video\)](#)

- [Use the Gradebook?](#)
- [Post grades for an assignment in the Gradebook?](#)
- [Download all student submissions for an assignment in the Gradebook?](#)
- [Enter and edit grades in the Gradebook?](#)

Inbox [\(more\)](#) [\(Video\)](#)

- [Use the Inbox as an instructor?](#)
- [Send a message to a user in a course in the Inbox as an instructor?](#)
- [Send a message to all course users in the Inbox as an instructor?](#)

Modules [\(more\)](#) [\(Video\)](#)

- [Use the Modules Index Page?](#)
- [Add a module?](#)
- [Publish or unpublish a module as an instructor?](#)
- [Edit a module?](#)
- [Lock a module?](#)
- [Add course content as module items?](#)
- [Edit module items?](#)
- [Add an external URL as a module item?](#)

Pages [\(more\)](#) [\(Video\)](#)

- [Use the Pages Index Page?](#)
- [Publish or unpublish a page as an instructor?](#)
- [Edit a page in a course?](#)
- [Kaltura – Adding a Single Video to Your Canvas Course](#)
- [Create a file link in a page in a course?](#)
- [Link to other Canvas pages in a course?](#)
- [Set a Front Page in a course?](#)

Quizzes [\(more\)](#) [\(Video\)](#)

- [Use the Quizzes Index Page?](#)
- [What quiz types can I create in a course?](#)
- [Create a quiz with individual questions?](#)

New Rich Content Editor

[\(more\)](#) [\(Video\)](#)

- [Add and modify text?](#)
- [Record a video?](#)
- [Use the Accessibility Checker as an instructor?](#)
- [Insert links to course content?](#)
- [Insert course files?](#)
- [How do I insert course images?](#)

Settings [\(more\)](#) [\(Video\)](#)

- [Use course settings?](#)
- [Add an image to a course card in the Dashboard?](#)
- [View a course as a test student using Student View?](#)

SpeedGrader [\(more\)](#) [\(Video\)](#)

- [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](#)
- [How do I use SpeedGrader?](#)
- [Add annotated comments in student submissions using DocViewer in SpeedGrader?](#)
- [Enter and edit grades in SpeedGrader?](#)
- [Grade a file upload submission in SpeedGrader?](#)
- [Leave feedback comments for student submissions in SpeedGrader?](#)

Topics not included linked here:

[Analytics](#), [Attendance](#), [Chat](#), [Collaborations](#), [Conferences](#), [Global Navigation](#), [Groups](#), [Outcomes](#), [People](#), [Rubrics](#), [Notifications](#)