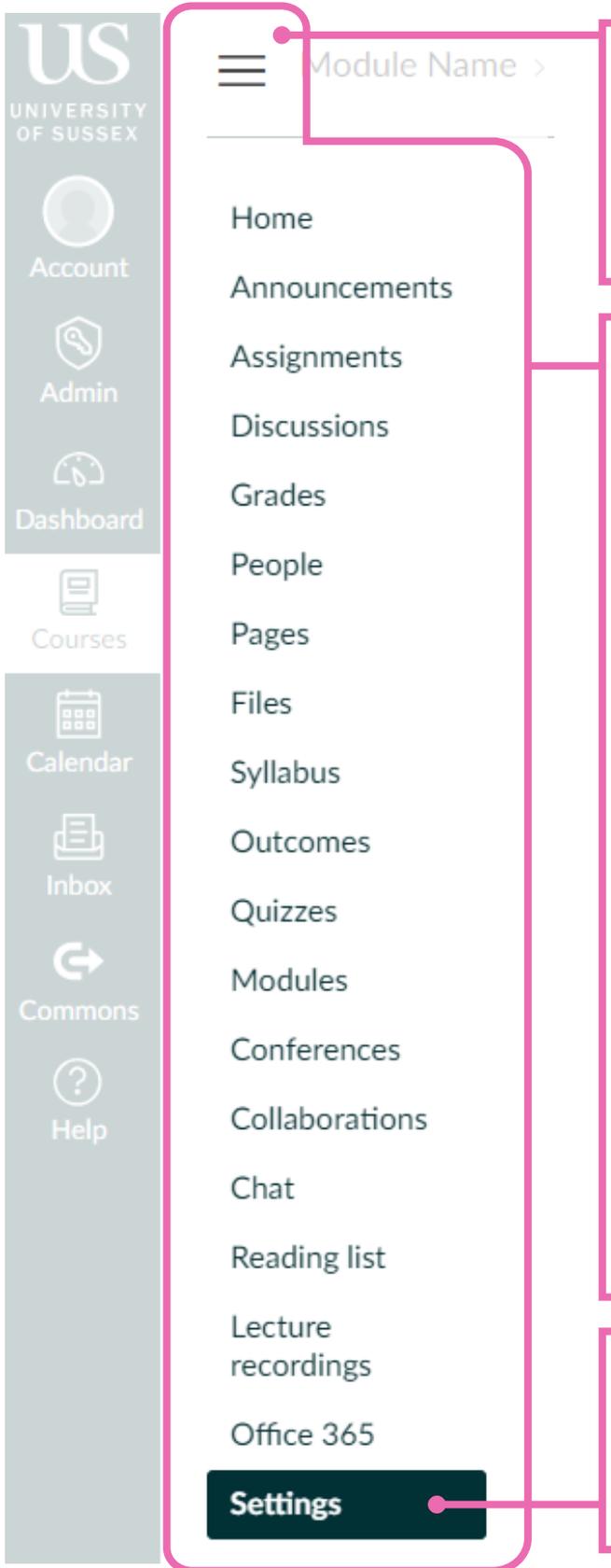# canvas

Every Canvas course has its own **Course Menu**, providing a series of links to display different views of the study activities and materials. The Course Menu appears on the left-hand side of the screen, between the Global Navigation Menu and the course content area. This guide explores its features.

Course Menu Show/Hide Icon

Clicking this three-bar icon will hide the Course Menu (or make it visible again if it is already hidden). This only affects your view of the course: it doesn't show or hide it for anyone else.

Course Menu Items

This is the Course Menu area. The menu items open different views of the study activities and materials. Tutors can change the order in which these Course Menu items appear and can even make them hidden from students, by visiting the Navigation section of the Course Settings.

See overleaf for explanations of each of the Course Menu items.

Hidden Menu Items

When an item appears light grey, this indicates that it is not visible to students. Tutors can still access these 'hidden' menu items to add content. Once this has been done the Menu item will become visible to students (the Menu item colour will change to dark green), unless it has been explicitly hidden from students in the Course Settings.

Course Settings

The Settings link is not visible to students. It gives tutors access to change course settings, including adjusting the Course Menu itself.

What the Course Menu items do:

Home, as it suggests, will take students to the home page of the Canvas course. You can change which view will be used as the home page. At present the options are the **Modules** view (which is the default), the **Syllabus** view, the **Assignments** view, a display of the latest activity on the course, or you can use any of your **Pages** as the home page. Contact TEL for further guidance on setting up a home page.

Announcements displays a list of messages for students in relation to the module or related matters, with an option to add new announcements (depending on your role). These might be sent by tutors or by admin staff.

Assignments shows a list of all contributory and non-contributory assignments to be submitted online, with an option to add new assignments (depending on your role). The listed assignments might be created from the University's records database or, in the case of non-contributory assignments, set up by tutors within Canvas.

Discussions displays all the discussion topics set up within the Canvas course, arranged by category, with an option to add new discussions (depending on your role).

Grades displays the Canvas gradebook for the course. It shows the initial grades awarded for each of the assignments submitted online and includes access to view feedback. Students will only see their own grades, Tutors will see those of all the students.

People provides a list of all people enrolled on the Canvas course (whatever their role). It also provides options for tutors and students to set up and view groups.

Pages provides a list of all the content pages in the Canvas course, with an option to add new pages (depending on your role). The list can be sorted by title, creation date or the date of the most recent edit.

Files displays a directory-style listing of all the content files (documents, images, etc.) used in the Canvas course. It includes tools to create folders, organise and upload files (depending on your role).

Syllabus shows a list of all events that have been entered in the course calendar in Canvas and a summary of assignment information. Tutors can add information, imagery, etc. in a content area at the top of this page.

Outcomes can be set up to reflect the learning outcomes for a module. Where these are reflected in marking rubrics, the rubrics can be created within Canvas and the outcomes explicitly linked to assessment decisions.

Quizzes displays a list of all quiz and survey activities set up within the Canvas course, grouped into categories.

Modules provides a structured listing of resources and activities, ordered by topics or sections. This is broadly similar to the learning journey narrative structure of StudyDirect, but arranged in a single, scrollable page. Contact TEL for assistance in setting up an effective module structure within Canvas.

Conferences gives a list of synchronous discussion events (webinars). Canvas conferences can be initiated by tutors or by students.

Collaborations gives access to view and create shared documents (either GoogleDocs or Office365), that are available for students and tutors to collaboratively edit.

Chat opens a live chat window, providing real-time online text conversation within the Canvas course.

Reading list provides a view of the entire Talis Aspire reading list for the module (tutors can also link to subsets of the reading list at contextually relevant points within the Canvas course).

Lecture recordings will provide a playlist-style view of all the recordings made for the module using the University's lecture capture system.

Office 365 will connect to your University Office 365 storage area, allowing you to access any files you have stored there without leaving Canvas.

Settings opens the course settings area and is not visible to students. Unlike the other menu items, it cannot be moved or removed from the course menu.

You may see additional course menu items for other third party applications that have been integrated into your Canvas course (for example eTextbooks or the Mahara e-portfolio)