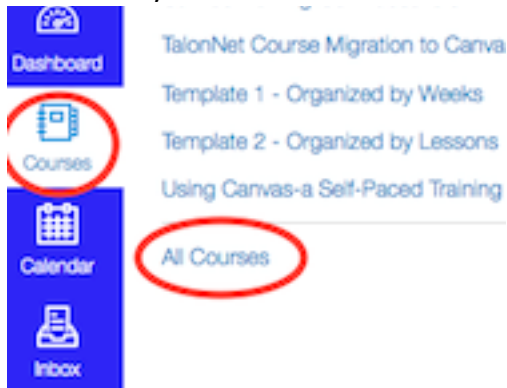
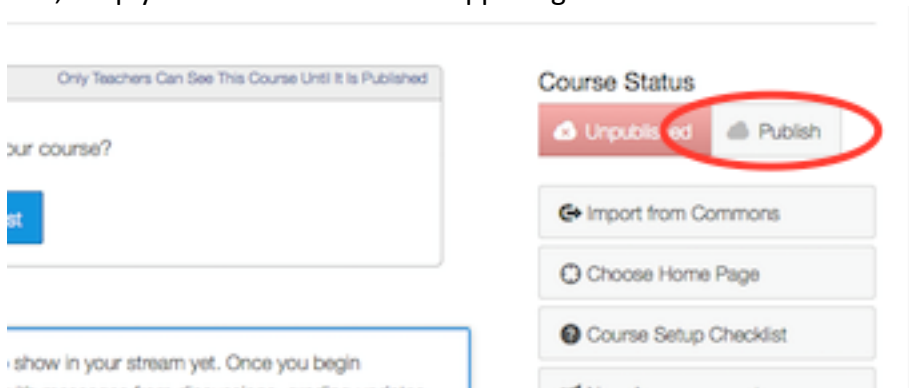


## Canvas Jump Start

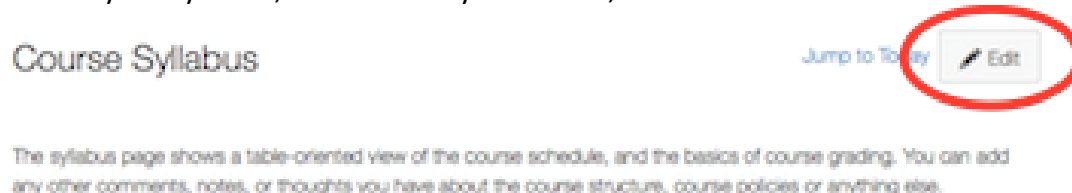
Go to the Cerritos Canvas site (Cerritos.instructure.com). Locate your course. Note that if you do not see your course on the Dashboard, click on Courses, More Courses.



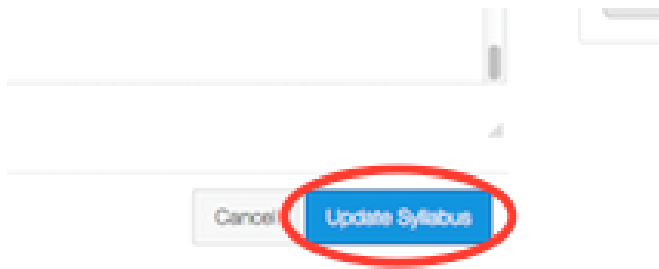
Your course will not be published. Students cannot see your course unless you publish it. To do this, simply click on Publish in the upper right corner.



To add your Syllabus, click on the Syllabus tool, then click on Edit.

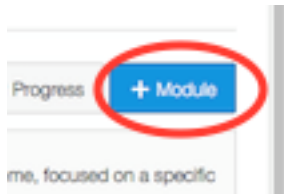


Copy and paste your Word-created Syllabus into the Tool. Scroll to the bottom and click "Update Syllabus".

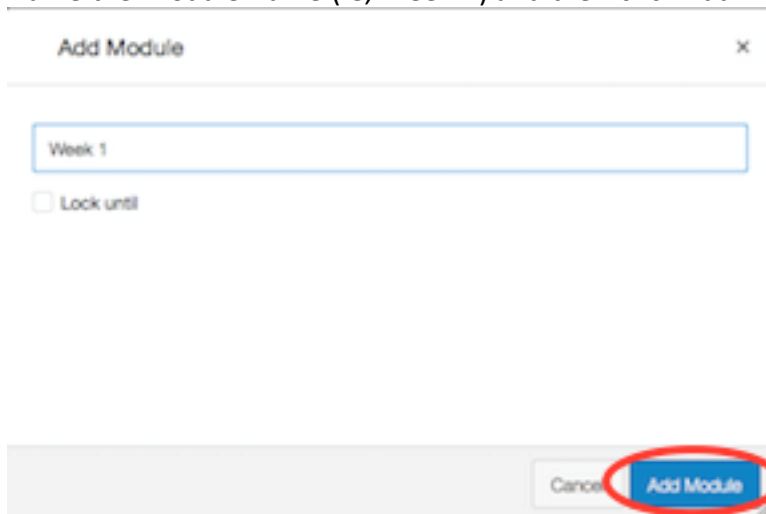


If you wish to add lecture materials, you need to create a Module (think of it as the cover to a book) and then add Pages to the Module.

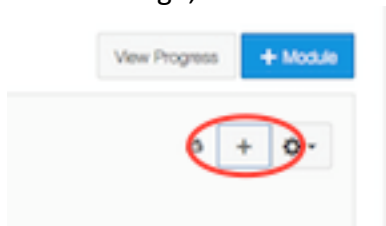
Click on the Modules tool. In the upper right corner, click on +Module.



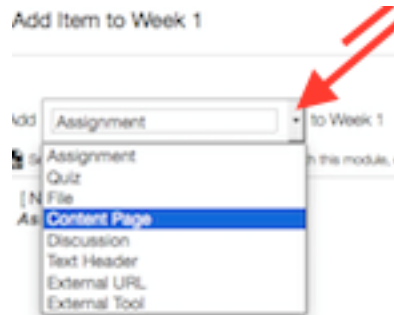
Name the Module name (ie, Week 1) and then click Add Module.



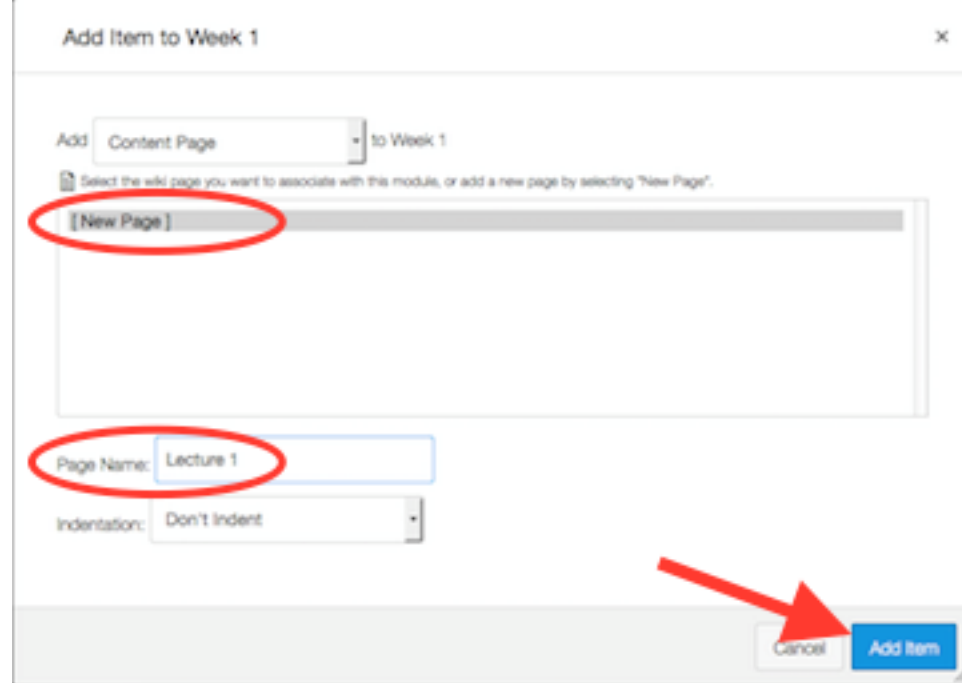
To add a Page, click the + icon in the left corner.



An “Add Item to \_\_\_\_” dialog box will appear. From the drop down list, select Content Page.



Click on [New Page] and name it in the Page Name box. Then click on Add Item.



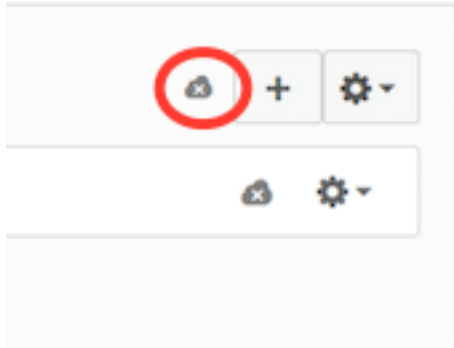
Select the Page title and then select Edit.



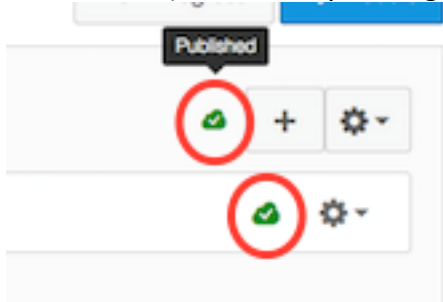
Lecture 1

When you have finished adding content to the Page, select Save.

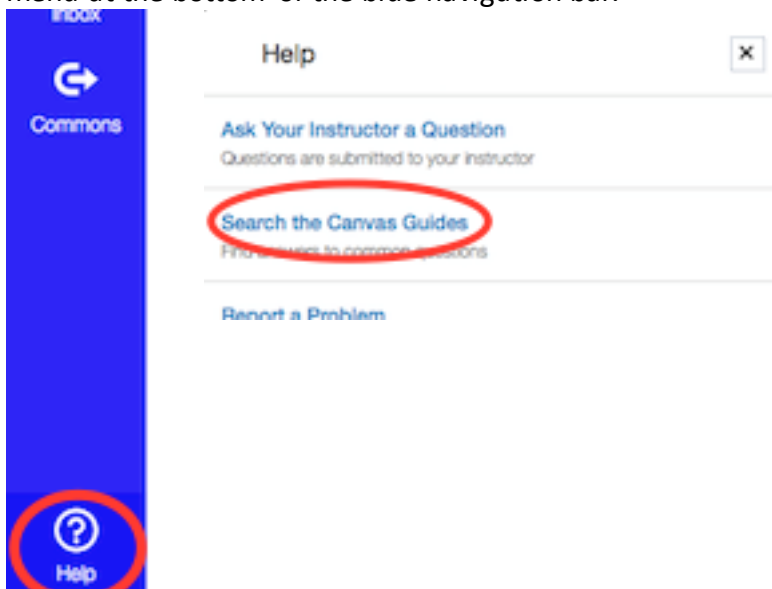
In order for students to view your Module and Page, they must be published. This can be done both at once. Click on the Modules tool, then on the right side, click the gray "cloud" with the "x".



Simply click on the “cloud” and it will turn green with a checkmark. Note that anything below the Module (in this case your Page) will also publish.



For further help, refer to the [Canvas Instructor Guide](#) which can be accessed from the Help menu at the bottom of the blue navigation bar.



### Course Start/End Dates

Canvas course sites are created with a fixed starting and ending date outside of which your students will not be able to access the class. To allow your students access to your class: login to Canvas and navigate to your course site. Choose Settings then scroll down and revise the Starts and/or Ends date of the course. When done scroll down and click the Update Course Details button at the bottom of the page. Note that unchecking the boxes titled “Restrict students from viewing course after end date” & “ Restrict students from viewing course before start date” allows your students to see the course as a future or past enrollment but does not give them access to the site.

For assistance please contact [TNFacultyHelp@Cerritos.edu](mailto:TNFacultyHelp@Cerritos.edu)