Course Settings and Navigation

Canvas Tip Sheet

This tip sheet explains the difference between Global Navigation and Course Navigation, demonstrates how to find and change course settings (e.g. course card, navigation, grading schemes), and explains how to access course analytics and statistics.

Global & Course Navigation

- The Global Navigation Menu helps you get where you want to go across all of your Canvas courses. It is always found on the left side and stays visible as you move through Canvas.
- The Course Navigation Menu is a series of links on the left side of your course that help you and your students access different course areas. The Course Navigation Menu is always visible on its respective pages.
- You can expand or collapse both navigation menus. Click the left pointing arrow at the bottom of the Global Navigation Menu to minimize it. To expand or collapse the Course Navigation Menu, click the Menu icon, or three horizontal lines, at the top.

The Course Home Page

- The Course Home Page involves the Course Navigation Menu on the left, the content area in the middle, and the Sidebar on the right.
- You can change the content area of the Course Home Page to reflect one of five layout options: the Recent Activity Dashboard, Pages Front Page, the Course Modules, the Assignment List, or the Syllabus. UMOnline recommends either the Pages Front Page or the Course Modules view.
- The Syllabus tool linked in the Course Navigation Menu allows you to add important information about your course. It includes a Course Summary which is automatically generated based on course assignments and course calendar events.
- The New Analytics tool will show activity, assignment submissions, grades, and students. You can access New Analytics from the Sidebar on the Course Home Page or the Course Navigation Menu.

Course Settings

- Go to the Settings link at the bottom of your Course Navigation menu to customize the look and functionality of your course.
- All Canvas courses include a custom UM template with a UM branded Course Card. You can customize your Course Card image to provide a visual representation of the subject.
- The Link Validation tool is used to check that all links, files, videos, and external URLs are active and working. Access it through the Settings link and then from the Sidebar.

- Manage your Course Navigation links by reordering or removing options for students in the Settings link then Navigation tab.
- Course Statistics give you a glimpse into which assignments, discussions, and quizzes are engaging students and which students have recently logged in to the course. View Course Statistics through the Settings link and then from the Sidebar.

Things to Remember

- Some navigation items are referenced in the Dashboard course cards. If you make Announcements, Assignments, Discussions, and/or Files visible in the Course Navigation, icon links will appear on the course card.
- It is recommended that you make "visible" only the course navigation items needed for your course. At the minimum, keep Modules, Grades and Syllabus visible.
- If you use the Pages Front Page option, be sure to personalize your Course Home Page by replacing the template information with your own. It is recommended that you use one of the UM Canvas Home Page templates.
- Don't forget to update and replace the template information in the Syllabus tool with your own course information.

Learn More

- Consult the Canvas Instructor Guides for updated information on how to use Canvas.
- Find on-demand resources and support at LEAD's Teaching and Canvas Help webpage.
- Register for live LEAD faculty trainings on Griz Hub for focused training on using Canvas.