

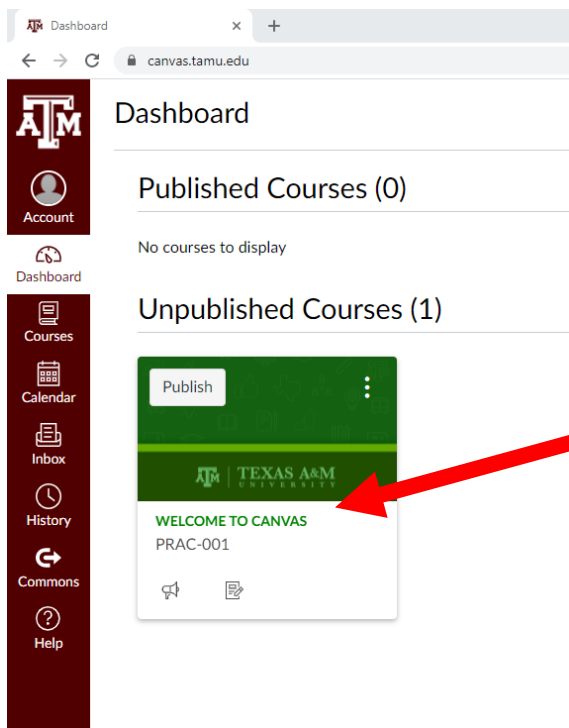
## Course Settings in Canvas

The overall settings we may need to change:

1. Check the right hand menus on settings page for anything we need
2. Activate SpeedGrader
3. Activate and set the grading scheme
4. Change the Format
5. Change your Visible/Invisible Apps

Go to [canvas.tamu.edu](https://canvas.tamu.edu) and log in with your NetID and Password.

Once at the dashboard, click to enter your course:



Once inside the course click “Settings” in the lower left hand menu area:

PRAC-001

WELCOME TO CANVAS

Type Your Course Title Here

ATM

Welcome!

Add a short introductory (welcome) message in this spot. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum.

Course Navigation:

Select from the buttons below to access important course elements. The course navigation on the left will provide you with additional access to course content.

Course Overview | Course Resources | Learning Modules | Help & Support

Settings

1. On the Settings page you have several details you can change:

PRAC-001 > Settings

Course Details | Sections | Navigation | Apps | Feature Options

Course is Unpublished

Share to Commons

Course Statistics

Course Calendar

Conclude this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Blueprint Information

Current Users

Students:	None
Participant:	None
Teachers:	1
Leader:	None
Alternate Teacher:	None
Grades Submitter:	None
TAs:	None
Grader:	None
TA Lead:	None
Designers:	None

Image:

Name: WELCOME TO CANVAS

Course Code: PRAC-001

Blueprint Course: Master Blueprint Course - 20 Fall (courses/6197)

Time Zone: Central Time (US & Canada) (-)

Subaccount: Practice Courses

Term: Default Term

Participation: Term

Course participation is limited to term start and end dates.

Restrict students from viewing course before term start date

Restrict students from viewing course after term end date

Language: Not set (user-configurable, defaults to English (US))

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 1000 megabytes

Large Course:  Launch SpeedGrader Filtered by Student Group

Grading Scheme:  Enable course grading scheme

License: Private (Copyrighted)


At the top right you have options to view statistics, the course calendar and to import or export content. You can reset the course content but this is NOT REVERSIBLE. You will delete everything you added or changed and cannot get it back. It is not recommended to reset the course.

The Validate Links in Content is useful if you have imported your course, it checks for invalidated links for your whole course.


At the bottom right it shows the users of the course including students, TA's Alternate instructors, etc.


In the middle of the page you have mostly default settings that do not need to be changed. The settings that do need changing are:

2. The SpeedGrader is best for courses with written assignments, check the box for "Launch SpeedGrader Filtered by Student Group". Speedgrader is similar to the Turnitin page in eCampus where it loads the upload of the student document and you can annotate it.
3. The other settings here to check is the "Enable course grading scheme"


Language:    
This will override any user/system language preferences. This is only

File Storage: 1000 megabytes

Large Course:   Launch SpeedGrader Filtered by Student Group

Grading Scheme:   Enable course grading scheme

For the Grading scheme, when checked it will give a link "View grading scheme". Click the link:

Grading Scheme:  Enable course grading scheme  
[view grading scheme](#) 

A pop-up will appear, click the "Select Another Scheme":

View/Edit Grading Scheme

Default Grading Scheme [Select Another Scheme](#)

Name:	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

manage grading schemes Done

This will give you the option to set Satisfactory/Unsatisfactory or the Letter Grade scheme:

View/Edit Grading Scheme

Course Letter Grade  
Darrell Walker, Texas A&M University

Satisfactory/Unsatisfactory  
Canvas System, Texas A&M University

Cancel

If you need Satisfactory/Unsatisfactory, choose that link, then click "Use this Grading Standard", then "Done"

**View/Edit Grading Scheme** ✕

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**Course Letter Grade**  
Darrell Walker, Texas A&M University

**Satisfactory/Unsatisfactory**  
Canvas System, Texas A&M University

**Satisfactory/Unsatisfactory** Canvas System, Texas A&M University

S    100%    to    50%

U    < 50%    to    0%

Use This Grading Standard

Cancel

**View/Edit Grading Scheme** ✕

---

**Satisfactory/Unsatisfactory**

Name:	Range:	
S	< 94%	to 50%
U	< 50%	to 0%

[Select Another Scheme](#) ✕

[manage grading schemes](#)

Done

If you use letter grades:

**View/Edit Grading Scheme** ✕

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**Course Letter Grade**  
Darrell Walker, Texas A&M University

**Satisfactory/Unsatisfactory**  
Canvas System, Texas A&M University

Cancel

**View/Edit Grading Scheme** ✕

---

**Course Letter Grade**  
Darrell Walker, Texas A&M University

Satisfactory/Unsatisfactory  
Canvas System, Texas A&M University

**Course Letter Grade** Darrell Walker, Texas A&M University

A	100%	to	90%
B	< 90%	to	80%
C	< 80%	to	70%
D	< 70%	to	60%
F	< 60%	to	0%

**Use This Grading Standard**

Cancel

**View/Edit Grading Scheme** ✕

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	Course Letter Grade	
Name:	Range:	
A	< 94%	to 90%
B	< 90%	to 80%
C	< 80%	to 70%
D	< 70%	to 60%
F	< 60%	to 0%

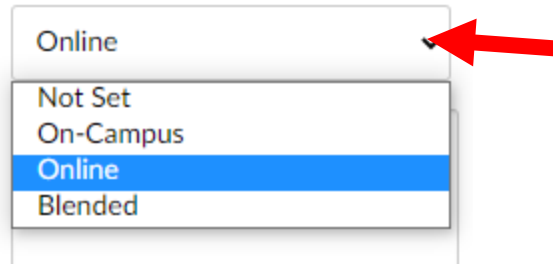
**Select Another Scheme** ✕

manage grading schemes **Done**

If you need to change the exact percentages for either grading scheme type, you can do so by clicking “manage grading schemes”, then adding a new grading scheme. Return to the course settings page and it should now be an option in the “view grading scheme” area of the settings.

4. Set the format for your course by clicking the dropdown menu for “Format” and setting it to the course type:

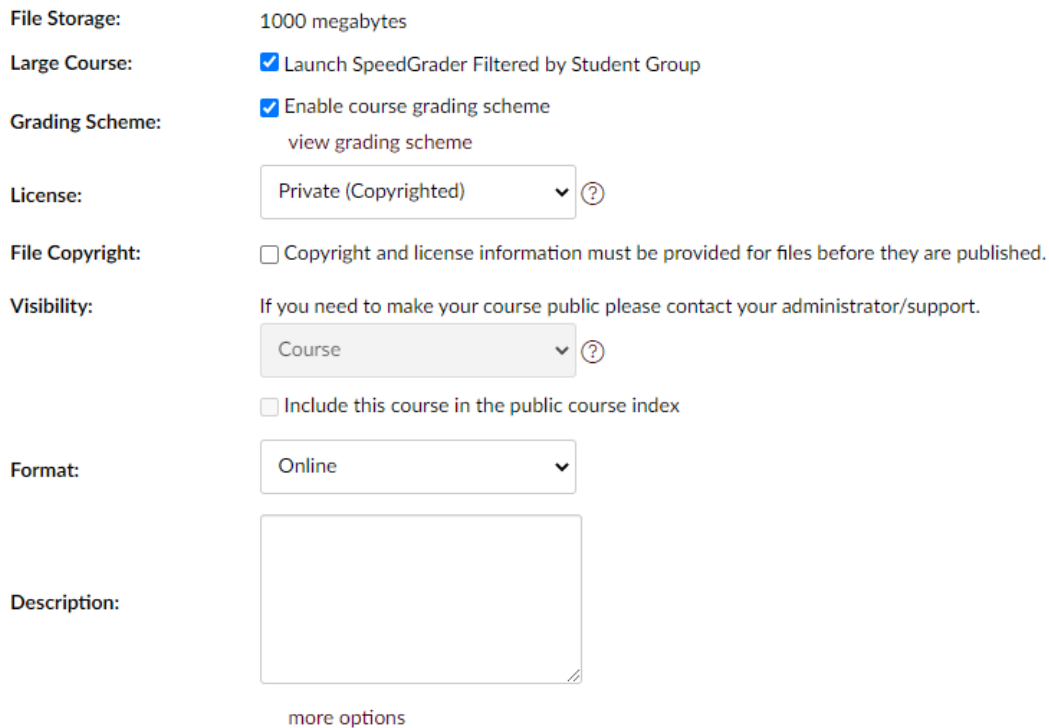
Format:



A dropdown menu for the 'Format' field. The menu is open, showing four options: 'Online', 'Not Set', 'On-Campus', and 'Blended'. The 'Online' option is highlighted with a blue background. A red arrow points to the dropdown arrow on the right side of the menu.

Description:

Once your grading scheme and format are set, click “Update Course Details”



A form for course settings. It includes the following fields and options:

- File Storage:** 1000 megabytes
- Large Course:**  Launch SpeedGrader Filtered by Student Group
- Grading Scheme:**  Enable course grading scheme  
[view grading scheme](#)
- License:** Private (Copyrighted)  [?](#)
- File Copyright:**  Copyright and license information must be provided for files before they are published.
- Visibility:** If you need to make your course public please contact your administrator/support.  
Course  [?](#)  
 Include this course in the public course index
- Format:** Online
- Description:**   
[more options](#)

Update Course Details

5. The last setting to mess with is in the Navigation Tab at the top of the page, this will allow you to choose which of the left hand course menu items are visible or invisible by dragging and dropping. My suggestion is to only have the items visible that you know you will use:

PRAC-001 > Settings

Home Course Details Sections Navigation Apps Feature Options

## Course Details

Image:

Name: WELCOME TO CANVAS

Course Code: PRAC-001

Blueprint Course: Master Blueprint Course - 20 Fall (courses/6197)

Time Zone: Central Time (US & Canada) (-)

Subaccount: Practice Courses

Term: Default Term

Participation: Term

The items at the top of the page are visible, the items at the bottom are hidden. You can change this at any time, so feel free to be restrictive at first so your students get the simple layout. You can always add more later. Feel free to use this example as a starting point:

Home Course Details Sections **Navigation** Apps Feature C

Announcements

Syllabus

Modules

Grades

Assignments

Google Drive

LockDown Browser

Zoom

Attendance

Rubrics

People

Collaborations

Discussions

Quizzes

Files

Pages

Outcomes

Office 365

Settings

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Syllabus	⋮
Modules	⋮
Grades	⋮
Assignments	⋮
Google Drive	⋮
Zoom	⋮
Attendance	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Office 365	⋮	Page disabled, won't appear in navigation
LockDown Browser	⋮	Page disabled, won't appear in navigation
Accessibility Report	⋮	Page disabled, won't appear in navigation
Rubrics	⋮	Page disabled, will redirect to course home page
People	⋮	Page disabled, will redirect to course home page
Collaborations	⋮	Page disabled, will redirect to course home page
Discussions	⋮	



Drag and drop to hide or unhide what you want on the left hand course menu for your students. At the end of the page, be sure to click “Save”

SCORM <i>Page disabled, won't appear in navigation</i>	⋮
Honorlock <i>Page disabled, won't appear in navigation</i>	⋮
Chat <i>Page disabled, won't appear in navigation</i>	⋮
Library Resources <i>Page disabled, won't appear in navigation</i>	⋮
Gradescope <i>Page disabled, won't appear in navigation</i>	⋮
My Mediasite <i>Page disabled, won't appear in navigation</i>	⋮
Mediasite Collection <i>Page disabled, won't appear in navigation</i>	⋮



- Your course should now be ready for you to link to content and build assignments or exams. Head over to the next instructions: [Announcements, Calendar, Inbox, Zoom, & Notification Settings Instructions](#)