

carmenCANVAS

BUILDING STRATEGIES

WHAT COURSES SHOULD I BUILD FIRST?

Try **one** of these:

- **Lower Level First**

Let students **start** in Canvas

- **High Enrollment First**

Introduce the **most** students to the new LMS

- **Less Complex First**

Familiarize yourself with the system and take your **time** planning more complex courses

**Do your courses
contain complex
quizzes?**

Consult the conversion chart at
go.osu.edu/CanvasQuizzes

SUMMARY:

Work together with your department.

Consider the student experience. Get building!

go.osu.edu/CanvasResources



THE OHIO STATE UNIVERSITY

Office of

**Distance Education
and eLearning**

HOW TO BUILD COURSES IN CANVAS

A CRASH COURSE



CREATE A MASTER COURSE

Use a master course to build an optimal version of your course. Include all your content and assignments, but don't worry about dates. At carmen.osu.edu, decide if you'd like to customize a pre-built model course or build your own from scratch.



UPLOAD COURSE FILES & CREATE PAGES

Upload documents directly from your desktop or import from Carmen (D2L).

TIP! Pasting content into Pages gives you the flexibility to edit on the fly within Carmen (Canvas).



BUILD ASSIGNMENTS

Create any activities students will turn in for a grade — this builds your gradebook too!

TIP! Use the On Paper assignment type for in-class activities.



ORGANIZE THE PRESENTATION OF MATERIAL

Using a Module for each course topic can help organize Pages, Files and Assignments.

TIP! You can determine what students see first by selecting a homepage for your course.



CREATE ACADEMIC COURSES

Create an academic course and copy your master course into it. Adjust assignment dates to align with the current term.

TIP! Upload a printable version of your syllabus as a course File and create a link to it from the Syllabus tool.



REPEAT FOR ANOTHER COURSE



REPEAT EACH TIME YOU OFFER THIS COURSE