The Poorvu Center for Teaching and Learning has curated resources that can assist you with the transition to Canvas @ Yale. Please see below:

- **Sign-up for Workshops:**
  [https://poorvucenter.yale.edu/using-technology/sites-courses](https://poorvucenter.yale.edu/using-technology/sites-courses)

- **Have a One-on-One Consultation:**
  [http://tinyurl.com/canvas-consultation](http://tinyurl.com/canvas-consultation)

- **Have a Project Site Consultation:**
  [https://canvas.yale.edu/requests/project-site-request](https://canvas.yale.edu/requests/project-site-request)

- **Request a Canvas Sandbox to practice:**
  [http://tinyurl.com/request-sandbox](http://tinyurl.com/request-sandbox)

- **More training opportunities:**
  [http://tinyurl.com/training-opp-for-Canvas](http://tinyurl.com/training-opp-for-Canvas)

- **24/7 Canvas Support:**

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“I highly recommend the Quizzes tool to everyone... Although it takes some time to set it up initially, the benefits are great.”

**Julia Titus**  
Senior Lector I in Slavic Languages and Literatures
Step-by-Step Teaching Guide

Find Your Course Site
1. Log into http://canvas.yale.edu
2. You will see colored cards for each of your upcoming classes. Click a card to access the course site.

If any of your courses do not appear in Canvas, please contact canvas@yale.edu.
Find more information online:
http://tinyurl.com/Accessing-Canvas

Create or Upload Your Syllabus
1. Click Syllabus on your Course Menu.
2. To edit your syllabus, click Edit on the right-hand side.
3. You can then type your syllabus within the text editor.
   To add a PDF of your Syllabus from Files, follow our online directions:
   http://tinyurl.com/posting-syllabus

Add Files
1. Select Files from your course menu.
2. Option 1: Click upload and select files from your computer.
3. Option 2: Click and drag files from your computer to the folder area.
4. Option 3: To migrate a set of files from a Classes*V2 site, follow our online directions:
   http://tinyurl.com/migrate-V2-resources
Find more information online:
http://tinyurl.com/upload-file-to-canvas

Add Yale Guests and Teaching Fellows to a Course
You have the capability to add Teaching Fellows and Guests with a NetID to your course:
1. Select People from the Course Navigation
2. Click on +People
3. Type the Teaching Fellow’s NetID or Guest’s NetID. Please note: You can add multiple people at the same time by separating the contact information with commas or on separate lines.
4. Assign the new people with the Role as TA, Guest Student, or Guest Instructor.
5. Select Next.
6. Select Add Users, then select Done.
Find more information online:
http://tinyurl.com/add-users-to-course

Add Non-NetID Guests
To add non-NetID or Alumni auditors to your course site, you will need to request a local Canvas guest account by filling out an online form:
http://tinyurl.com/request-guest-accounts
Please note, it may take 1 - 3 weekdays before a non-Yale Guest account is created.

Publish Your Course Site
On the homepage of your course site, click the Publish button to make your course visible to students and guests.
Find more information online:
http://tinyurl.com/publish-my-course-site

Attend a Workshop
The following workshops take place throughout the semester:
• Getting Started with Canvas @ Yale
• Gradebook and Delivering Final Grades
• Media Library Workshop
• Next Steps with Canvas @ Yale
• One Course, Three Ways

More specialized workshops to come.

Please RSVP for the workshops here:
https://poorvucenter.yale.edu/using-technology/sites-courses

Conversations, Consultations, or Questions? Contact canvas@yale.edu