CANVAS: How to specify Course Detail Settings

It is critical to have your Course Detail Settings correct!

To reach these:

1. Click the "Settings" link on the bottom of the Course Menu.
2. Click the "Course Details" tab along the top of the screen.

The most important Course Detail settings specify:

A. When students can access your course, and what they can do before and after the semester.
B. The breakpoints that Canvas uses to converts each student's total percentage to a letter grade.
C. What students can do in Discussions and Groups.
D. Whether students see a Total in their view of Grades.

A

Starts:

Ends:

☐ Students can only participate in the course between these dates
When selected, the course is in a read-only state outside these dates.

☐ Restrict students from viewing this course after end date
☐ Restrict students from viewing this course before start date
When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.

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: 5000 megabytes

Large Course: ☐ Launch SpeedGrader Filtered by Student Group

B Grading Scheme: ☑ Enable course grading scheme
view grading scheme

License: Private (Copyrighted) ⌄ ⑦

File Copyright: ☐ Copyright and license information must be provided for files before they are published.

Visibility: Public ⌄ ⑦

☐ Customize

☐ Include this course in the public course index

Format: Online ⌄

Offline Course: ☑ Allow course content to be downloaded and viewed offline

Description:

fewer options
☑ Show recent announcements on Course home page

3 ⌄ Number of announcements shown on the homepage

C
☑ Let students attach files to discussions
☐ Let students create discussion topics
☐ Let students edit or delete their own discussion posts
☐ Let students organize their own groups

D
☐ Hide totals in student grades summary
☐ Hide grade distribution graphs from students
☐ Disable comments on announcements

Only Teachers ⌄ can create, rename, and edit course pages by default

Specify student access rules:

Review the default settings in "Course Details". Every class account has a TERM (Fall /Spring /Summer).

ISU sets the **default Term dates** as follows:

- Term Start date is the Monday one week before the semester officially begin.
- Term End date is two weeks after the semester officially ends.

Instructors can enter different "Starts" and "Ends" dates in the Course Details page to override Term dates, but it is not necessary in most cases. **It is important to understand that just setting these dates do not restrict student access!** In addition to setting term dates, you must also review the checkboxes below to set rules for course restriction.

Carefully check the course access restrictions to see when, and to what degrees, Students can access your **Published** course.

If **no** boxes are checked	Starts and Ends dates have little to no affect – student can get in and view the course and can participate in course.
If only **box 1** is checked	Student **can enter and view** course before the start date and after the End date but cannot interact within it, i.e. cannot submit assignments or post discussions.
If **box 2** is checked	Student **cannot** enter course after the Ends date.
If **box 3** is checked	Student **cannot** enter the course before the Starts date.

Check the Grading Scheme

Find and click the "view grading scheme" link to see how your course is set up to convert each student's grade from a percentage, to a letter grade.

Each course arrives with an active default grading scheme.

- ISU does not have an official policy concerning letter grade breakpoints so make sure to adjust your course scheme so that the scheme being used matches the policy you set forth in your syllabus!

If the active grading scheme in your Canvas account does not match your syllabus, then the grades you report as Midterm and Final grades will likely not be accurate!

- See: How to set up the course Grading Scheme (this link is found in the Canvas-Gradebook section)

Course Details > "more options"

On the Course Details page, scroll down and expand the "more options" link.

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It is recommended that you flip the defaults as follows (refer to image):

DO:

- show recent **announcements** on the course home page
- allow students to **attach files** to discussion posts

DO NOT

- let students **create discussion topics**,
- let students **edit/delete their discussion posts**
- let students **create their own group**s.

You can find the setting to **hide Total columns** from student grade book view here too.

- If your course allows students to do more activities than will be counted toward their grade – i.e. you max out earned scores or allow a low score to be dropped – it is a good idea to hide the total column.

If you have a smaller sized class, less than approximately 30 students, consider hiding **grade distribution graphs**.