![Saint Mary's University of Minnesota logo]

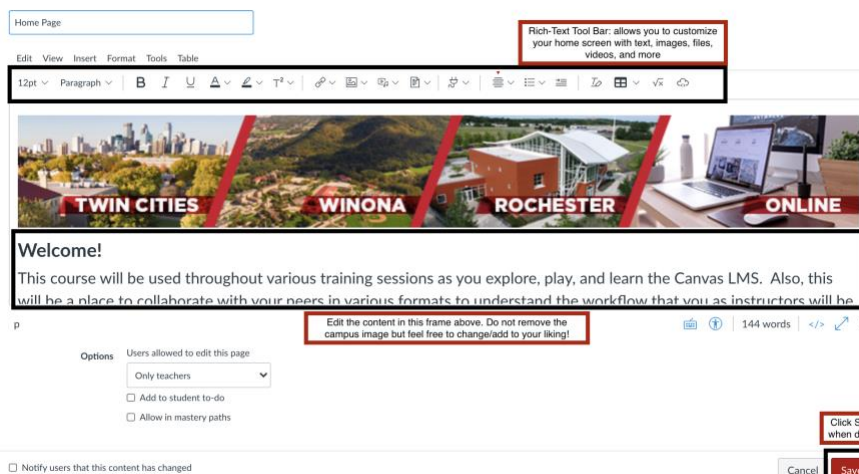# How to Update and Personalize Canvas Courses

In this page:

Updating Course Home Page:

1. Log into Canvas
2. From the **Dashboard,** Select the course needing to update
   - For active term courses, look for the term identifier (i.e. SP21 SGPP, FA21 COLLEGE)
3. On the course home page, Click **Edit** (upper right corner)

4. In the edit screen update the contents to include any of the following:
   - Welcome message
   - Instructor information
   - Course information
   - Short video
   - Additional imagery that is custom to the course
   - Note: You will notice an existing banner image at the top of your course home page and a Quick Access Links section at the bottom of your course home page. St. Mary's University recommends that you do not edit or modify these two sections on your course home page.
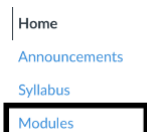

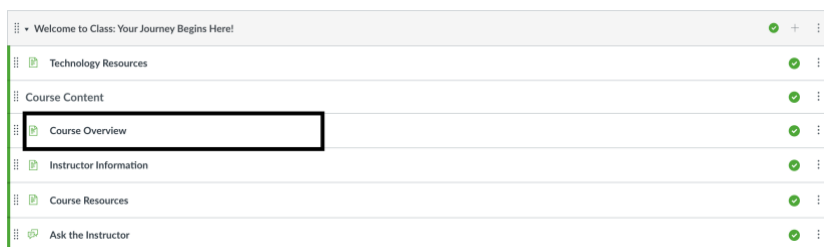5. When done, Click **Save**

Updating Course Overview Page:

1. Log into [Canvas](#)
2. From the **Dashboard,** <u>select</u> the course needing to update
   - For active term courses, look for the term identifier (i.e. SP21 SGPP, FA21 COLLEGE)

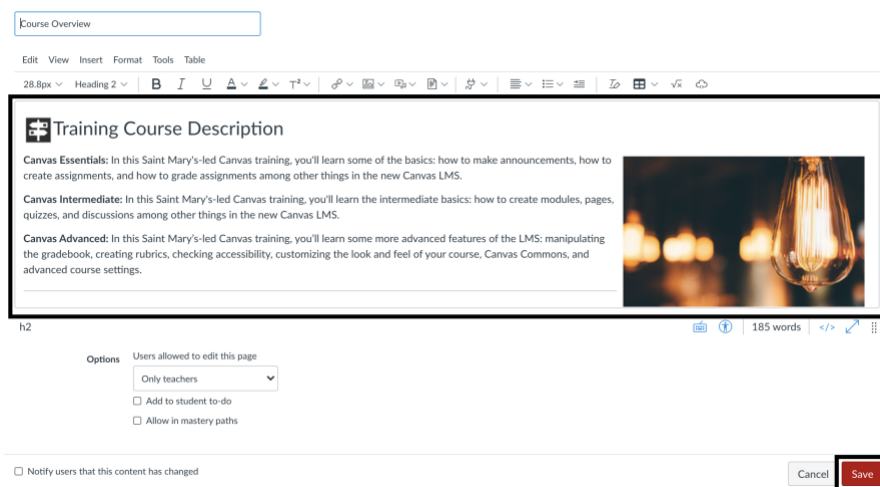3. On the course home page, <u>Click</u> **Modules** (left blue link)

   Home
   Announcements
   Syllabus
   Modules

4. In the top Module, **Welcome to Class**, <u>Click</u> on **Course Overview**

5. When the Course Overview page loads, <u>Click</u> **Edit** (upper right corner)
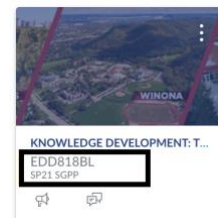
   Edit

6. Customize this page with necessary course information such as:
   - Course Description
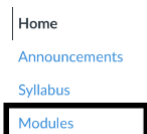   - Student Learning Outcomes
   - Update the grading scale

7. When done, <u>Click</u> **Save**

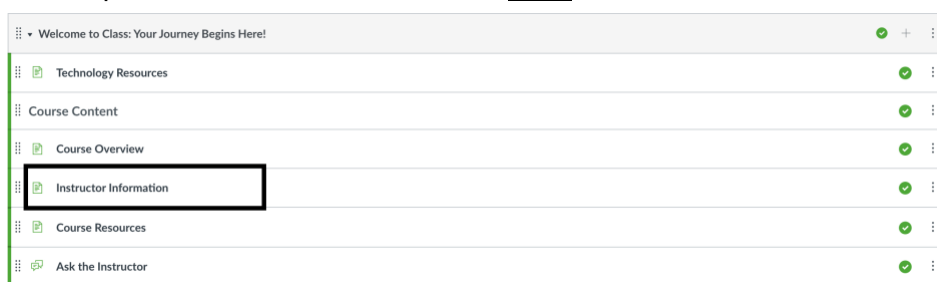## Updating Instructor Information Page:

1. Log into Canvas
2. From the **Dashboard,** <u>Select</u> the course needing to update
   - For active term courses, look for the term identifier (i.e. SP21 SGPP, FA21 COLLEGE)

3. On the course home page, <u>Click</u> **Modules** (left blue link)

4. In the top Module, **Welcome to Class**, <u>Click</u> on **Instructor Information**
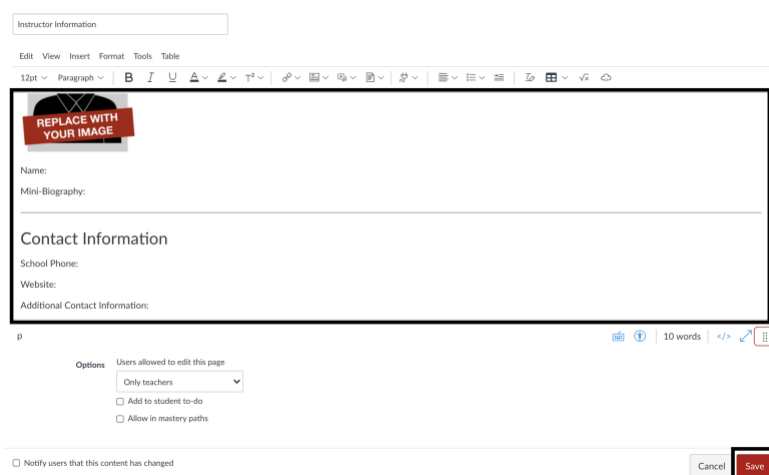

5. When the Instructor Information page loads, <u>Click</u> **Edit** (upper right corner)

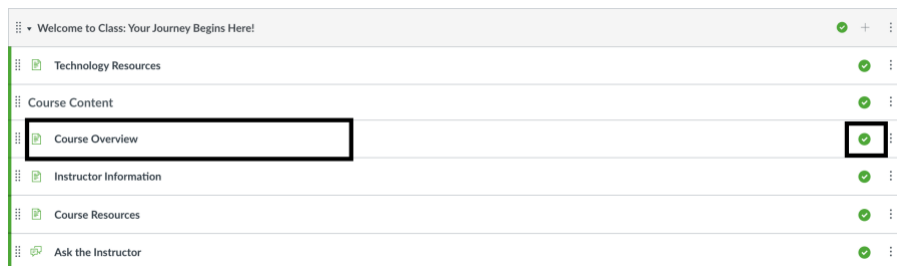6. Customize this page with necessary instructor information such as:
   - Instructor image
   - Instructor mini-biography
   - Contact information

7. When done, <u>Click</u> **Save**

Saint Mary's University OF MINNESOTA

Updating Course Resources Page:

1. Log into Canvas
2. From the **Dashboard,** Select the course that needs updating
   - For active term courses, look for the term identifier (i.e. SP21 SGPP, FA21 COLLEGE)

3. On the course home page, scroll down and, Click **Course Resources**
   - If you decide to not use course resources please unpublish the page by clicking the green check on the right side (changes to a gray circle with a line through it)

4. When the Course Resources page loads, Click **Edit** (upper right corner)

5. Start by removing the default text and customize this page with necessary course resources such as:
   - Links to journals, media, and other external sites that are pertinent to the course
   - Other information that you wish to share with the students

6. When done, Click **Save**