

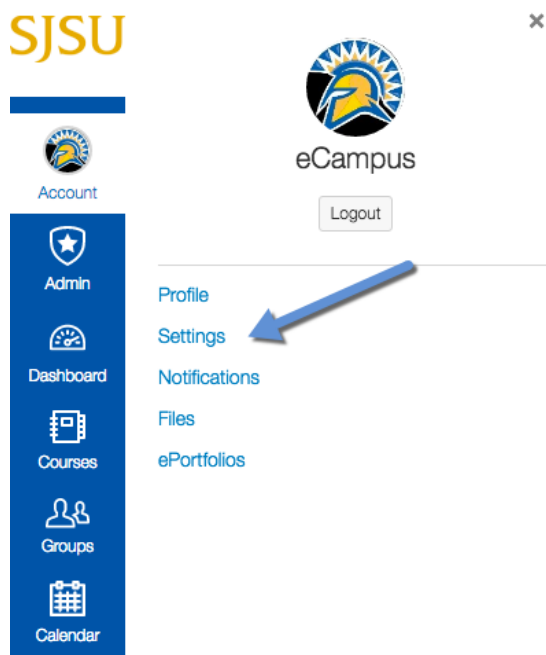
Personalizing Your Course in Canvas

Personalizing your course helps to create an inviting online course environment that engages students. The Social Presence Theory focuses on the awareness and interaction that occurs amongst people (Short, Williams, & Christie, 1976). They (1976) noted that the use of media assists in the development of a social presence, which is interpreted as sociable, warm, personal, and sensitive. Developing a welcome message is one way to define your social presence in your course and connect with your students (Aragon, 2003). Creating an engaging learning environment can increase student satisfaction and build a community of learners (Richardson & Swan, 2003). Below are tips to help you develop the social presence in your course.

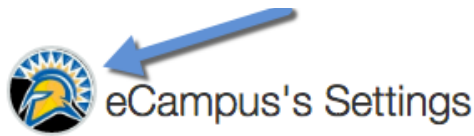
Editing Your Settings

To create a personal feel to your posts and responses, add a profile picture.

Step 1: On the Canvas home page, click on **Settings** located in the upper right corner of the screen.



Step 2: Next, on the center of the screen, to the left of your name, click on the **Placeholder Image**.



Full Name: eCampus
This name will be used for grading.

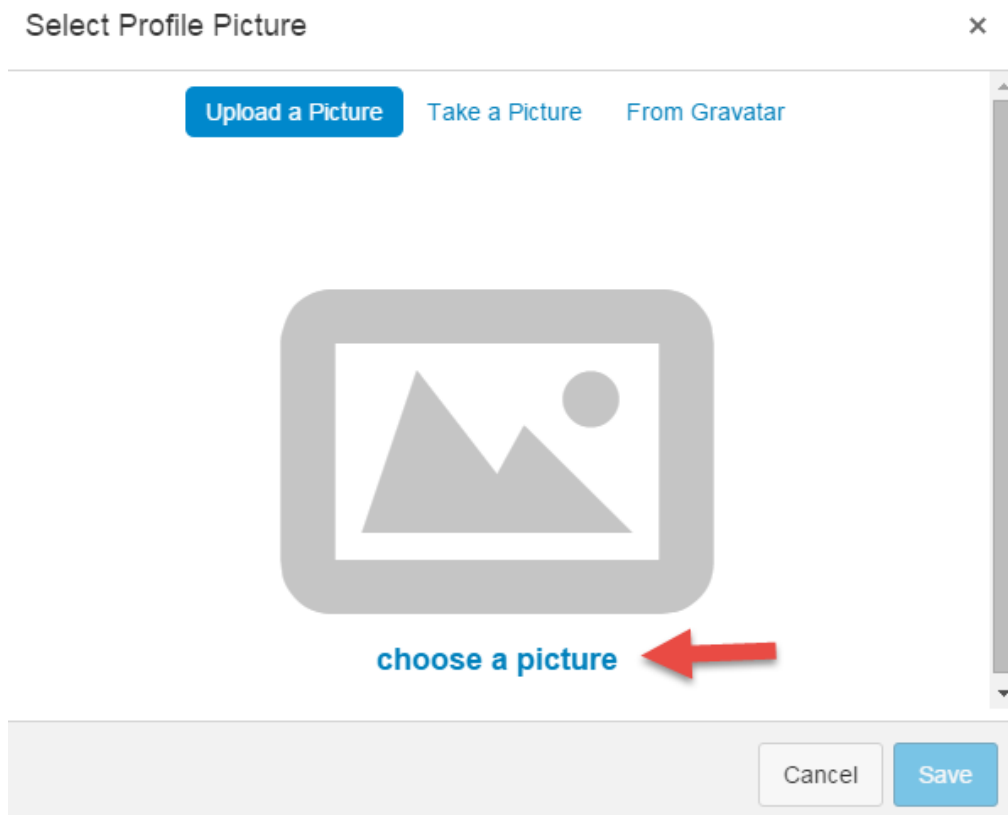
Display Name: eCampus
People will see this name in discussions, messages and comments.

Sortable Name: eCampus
This name appears in sorted lists.

Language: System Default (English (US))

Time Zone: Pacific Time (US & Canada)

Step 3: Click on **Upload a Picture** and then **choose a picture**. Navigate on your computer to find your picture and click **Select the Image**.



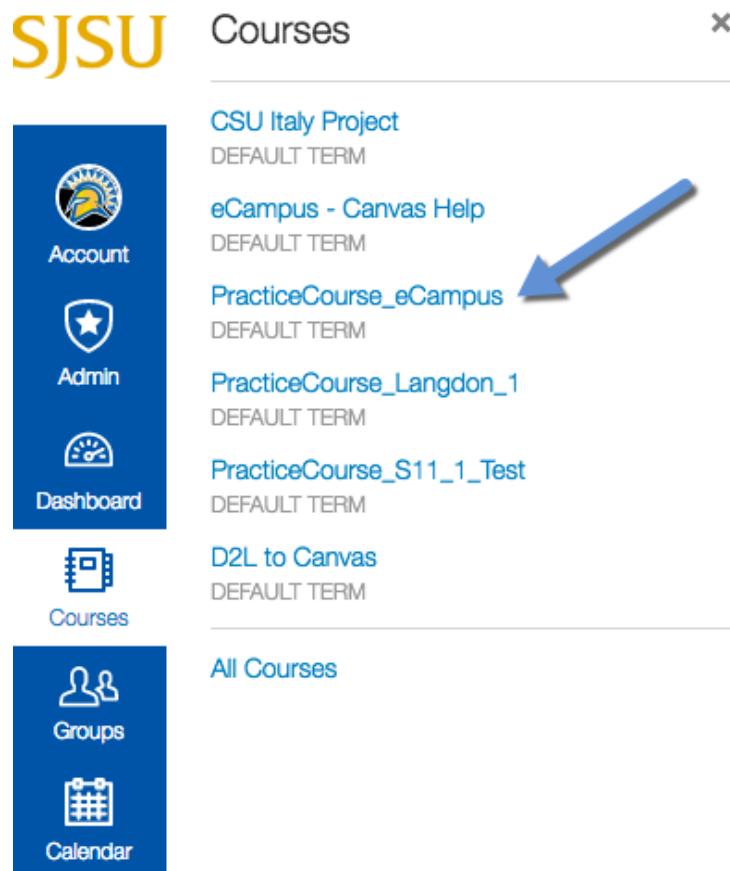
Now your image will display throughout Canvas helping to give your interactions a personal touch.

Customizing the Home Page on Canvas Courses

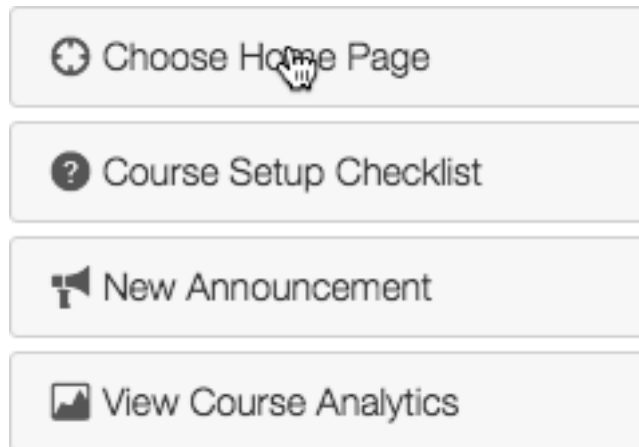
Canvas allows you to design a personal homepage to welcome your students and display important course information.

Step 1: On the Canvas Main Home Page, hover the mouse and click on **Courses & Groups**.

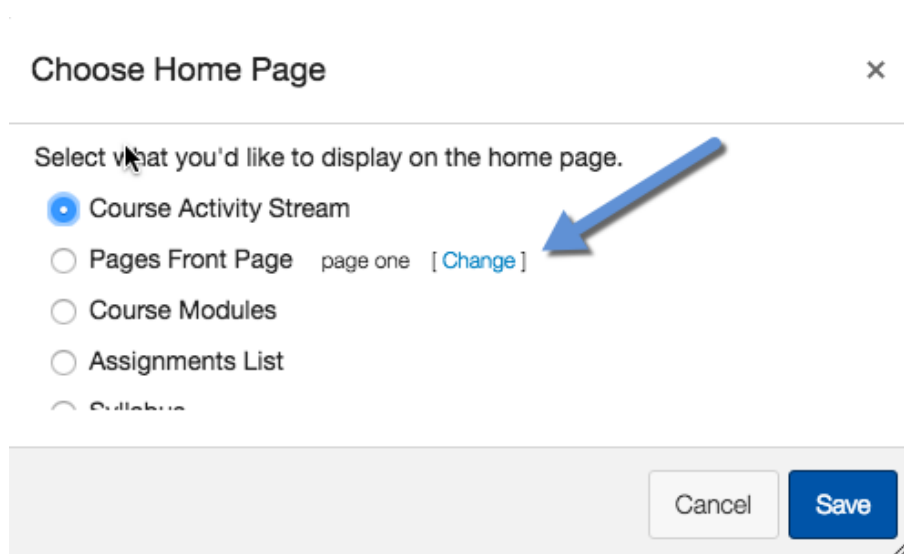
Step 2: Under Courses, select the course you would like to personalize.



Step 3: Now you are on the home page of the course you selected. In the right side of the page, click on **Choose Home Page**.



Step 4: On the Choose Home Page Layout, there is a menu of options. Click **Front page must be set first**.



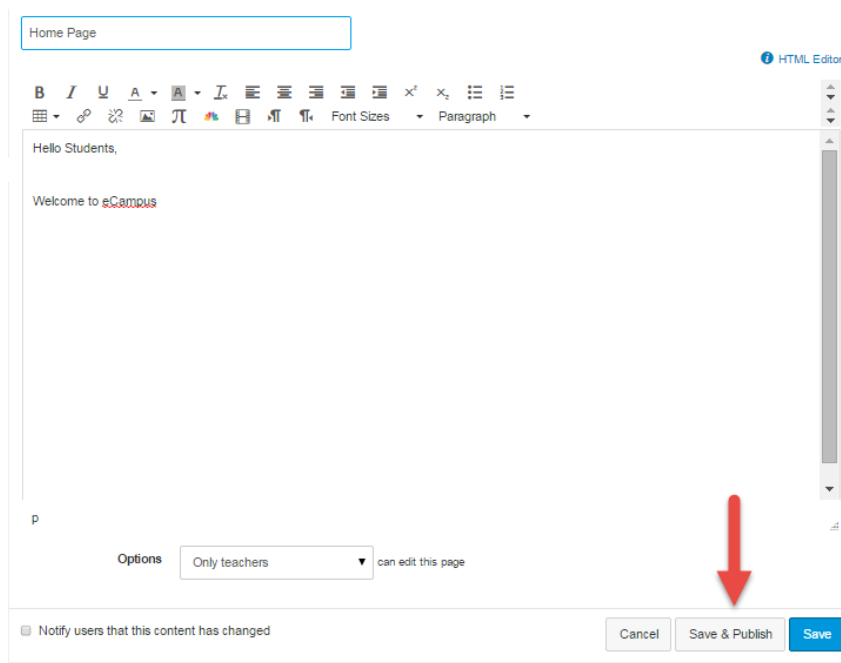
Step 5: Next, to edit the home page and add information, click on the button **+Page** to add a new Home page to your course.



PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼		
new course	Apr 28, 2016	Apr 28, 2016 by eCampus		
page four	Nov 9, 2015	Apr 28, 2016 by eCampus		
page one Front Page	Nov 9, 2015	Nov 9, 2015 by eCampus		

Step 6: Design your Home page with Welcome Text, Images, Links and other details. You can choose to include a welcome video as mentioned in the steps in the next section.

After you are done inserting content in your Home Page click **Save and Publish**



Step 7: Now, click on **Pages** on the left hand side panel of the screen, you should be able to view the newly created home page for your course click on the gear icon next to the home page and select **Use as Front Page**

page one Front Page	Nov 9, 2015	Nov 9, 2015 by eCampus		
page three	Nov 9, 2015	Nov 9, 2015 by eCampus		
page two	Nov 9, 2015	Nov 9, 2015 by eCampus		

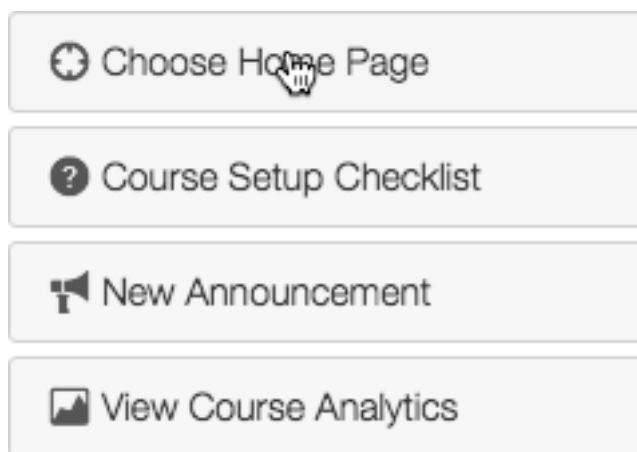
Edit

Delete

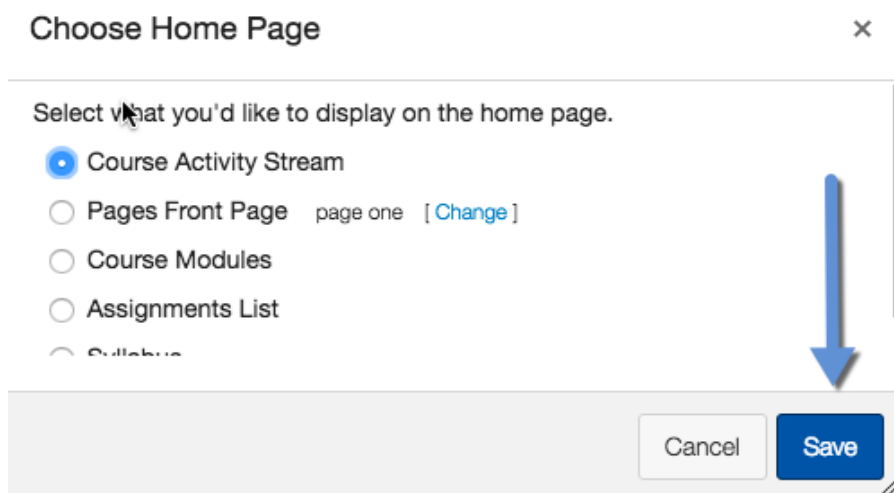
Use as Front Page



Step 8: Click on **Home** on the left hand side panel of the screen, you should be redirected to the home page of the course. In the navigation bar on the left select **Choose Home Page**



Step 9: Choose **Pages Front Page** and select the course home page that you designed in the previous steps and click on **Save**. Now, whenever students login into Canvas they will see the home page of your course as the newly designed page by you.



Creating a Welcome Video for a Course Home Page

Canvas allows you to record or upload media. The steps below describe how to access the media tool and Option 1: Record Media or Option 2: Upload Media.

Step 1: On the course home page, click **Edit** on the right-hand panel.

PracticeCourse_eCampus

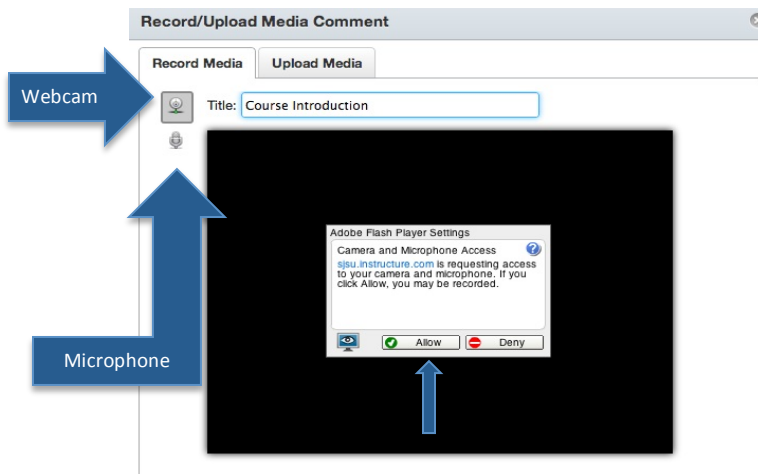


Step 2: On the toolbar, click on the **Movie Reel Icon** to Record or Upload Media.

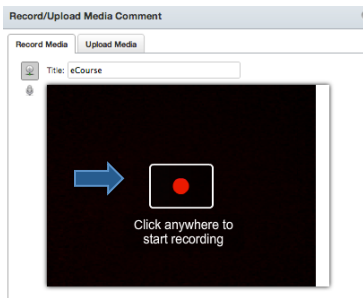
Option 1: Record Media

Step 1: On the **Record Media** tab, you have the option to Record with Webcam or Record with Microphone only.

Step 2: If a Flash notification appears, click on “**Allow**”.



Step 3: Once the camera displays, click anywhere to start recording. Once complete, click to stop recording.



Step 4: Next, preview your recording and then click **Save**.

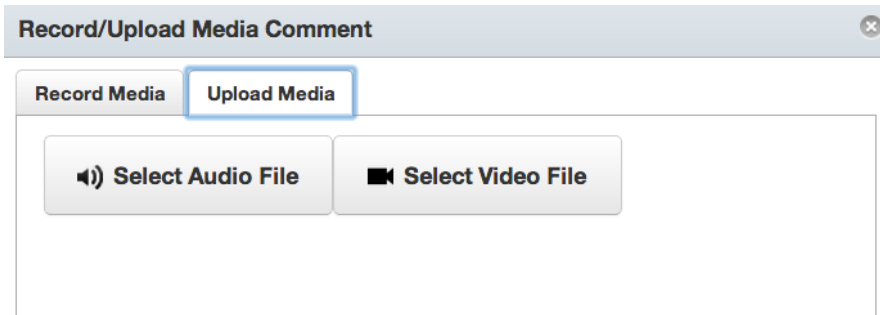


Option 2: Upload Media

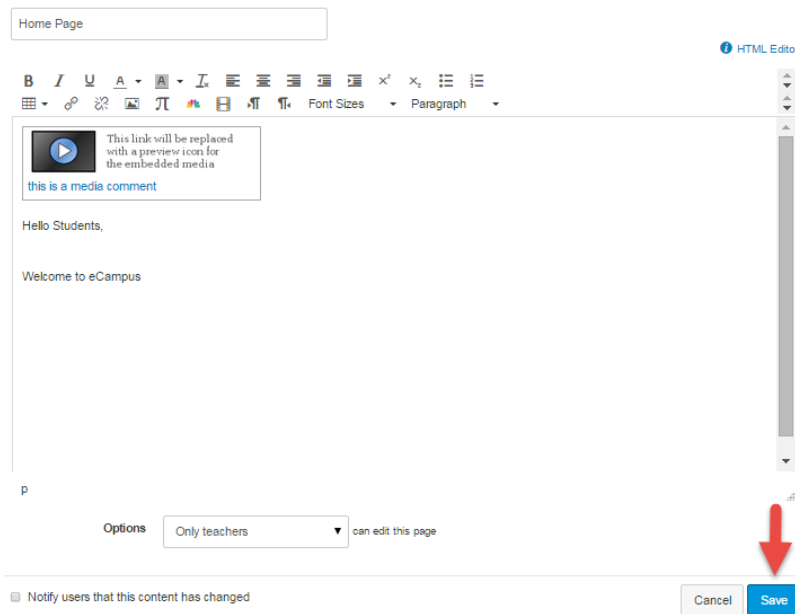
Step 1: Click on the **Upload Media** tab.

Step 2: Navigate on your computer to find the file you would like to upload. You can upload an Audio file or a Video file.

Step 3: Select the file and the upload process will begin.



Save Changes: You are still in the edit mode of the page. Click **Save Changes** on the lower right corner of the screen to exit editing the page, save all changes, and view the finished page.

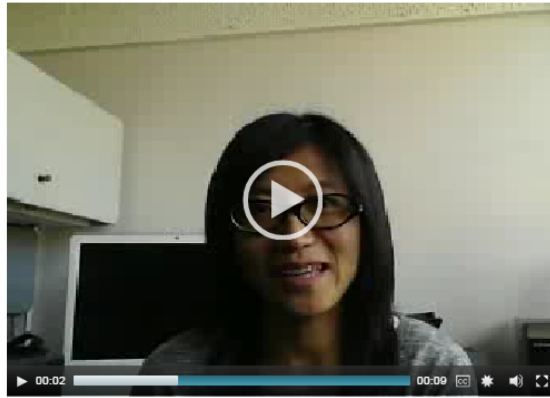


Now you will have a personalized course home page with a welcome message for your students.

Home Page

Hello Students,

Welcome to eCampus



References

- Aragon, S. (2003). Creating social presence in online environments. *New Directions for Adult and Continuing Education*, 100, 57–68.
- Richardson, J. C., & Swan, K. P. (2003). An examination of social presence in online courses in relation to students' perceived learning and satisfaction. *Journal of Asynchronous Learning*, 7(1).
- Short, J.A., Williams, E., & Christie, B. (1976). *The social psychology of telecommunications*. New York: John Wiley & Sons.