Canvas Files Overview Transcript

In this video, you will learn how to access and manage files in Canvas. The files index page in Canvas can house course files, assignments, syllabi, readings, and other documents, as well as images, profile pictures, and user-specific files. Because the file index page houses all this content, taking the time to consider how you'll organize your files will help you keep your file index manageable. Instructors can lock folders and files so they can only be viewed by direct links or unlocked on a specific date. Uploaded files can be placed in modules, assignments, or pages.

Canvas users will find access to document, image, and media files in three different places. Personal files are located in each user's profile. Course files are located in each course. Group files are located in each group

To access your personal Canvas files, click the account link on the global navigation menu on the left side of your screen, then click the files link. The files page displays all files you have uploaded to your Canvas user files, course files, and group files. Files are organized in folders in the left panel. Your user files are listed first in the My Files folder. Course and group files are organized in folders with the course or group name. You can also access course and group files through the course or group home page. To expand a folder, click the arrow icon. To view folder contents on the right panel, click the folder name.

By default, files are sorted alphabetically. As with any filing system, using consistent, logical naming conventions and organizing your files will help you and your students access the content efficiently. Consider creating individual folders for specific items. For example, a course images folder for all images you'll use in the course and a resources folder for course resource documents.

You can sort files by date created, date modified, who modified the file, and by file size by clicking the corresponding column header. To search for a specific file, type in the search field. To add a folder within the folder currently displayed, click the add folder button. Type the folder name and click the check button. To upload one or multiple files to the current folder, press the upload button. Select the files you'd like to upload, then click the open button. You

can also drag and drop files from your computer into Canvas folders. To move multiple files or folders into another folder, select the items you'd like to move by holding the shift key on your keyboard and clicking the file or folder lines. Then drag and drop them into the corresponding folder. To manage a single file or folder, click the file or folder row. A toolbar is displayed at the top of the window. You can use the toolbar to view the file or folder, manage access, download, or move or delete the file or folder. You can also view options to manage a file or folder in the file or folder's options menu.

To preview a file, click the file name. From the file preview, you can view file details and download the file. You can also zoom in or out and view the document in full screen mode. To close the file preview, click the close link.

Now that you understand how the file index page works, let's talk about how students access your files.

Rather than having students look for files using the files link on the course navigation menu, we recommend that instructors provide files and other content to students using modules.

You can prevent students from accessing the files link in course navigation by removing it in settings. Be sure to link to these resources in a module for students to access them. Removing direct student access to course files helps ensure the integrity of the course files and prevents students from accessing material you may not have intended them to access.

Accessibility is an important consideration when determining the type of files you will provide to your students. Different file types come with different accessibility challenges.

When possible, the ideal way to present content to students is using a Canvas page. If you have content in a PDF, think about how that content could be created as a page in Canvas. Building content into Canvas provides access to the Canvas and Pope Tech accessibility checkers.

When a PDF is needed, ensure that it is an accessible PDF and link to it only as a secondary source of information. The same holds true for Word documents.

When deciding on what content to upload as individual files and what to add to a course page, consider accessibility for all users. Adobe PDF, Microsoft Word, and Microsoft PowerPoint

documents all support accessibility practices, but the documents aren't accessible by default. Authors must take care to follow guidelines for creating accessible documents.

Additional accessibility resources are available through the Accessible Education Center at aec.uoregon.edu.

Uploading files to your Canvas course provides an efficient way to include content for your students. For additional information on Files or any other Canvas topic, visit teaching.uoregon.edu.