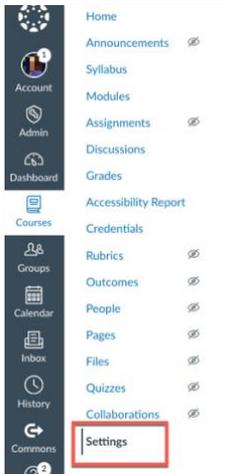


# Enabling the "Khanmigo Tools" in Canvas

The instructions will guide you through enabling the "Khanmigo Tools" in your Canvas course.

1. **Select the course:** First, go into the course where you want to activate Khanmigo.
2. **Navigate to Settings:** In the course navigation menu on the left side, scroll down and click **Settings**.

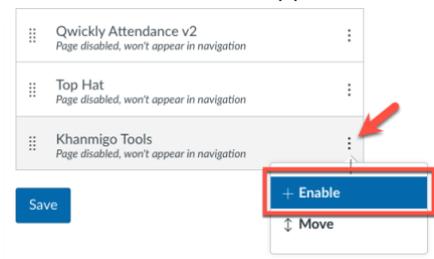


3. **Go to the Navigation tabs:** Once in Settings, at the top of the page, there are several tabs (Course Details, Sections, Navigation, etc.). Click the **Navigation** tab.



4. **Locate "Khanmigo Tools":** In the Navigation tab, you'll see a list of tools and features available in the course. The tools you are actively using will be at the top, while the ones that are hidden or not enabled are lower in the list. Scroll down to the bottom to find **"Khanmigo Tools"**.
5. **Enable "Khanmigo Tools":** Either:

- **Drag** the "Khanmigo Tools" item from the lower section to the upper section (where active tools are), or
- Click the three dots (:) next to "Khanmigo Tools" and select **Enable**.



6. **Save changes:** Scroll down to the bottom of the page and click **Save** to confirm the changes.

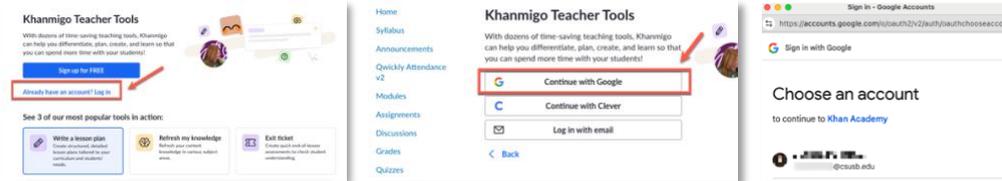


7. **Verify Khanmigo Tools in the navigation:** After saving, the "Khanmigo Tools" option will now appear on the left-hand course navigation bar. However, **students will not see or access this option**; it's only visible to instructors and admins.



8. **Create/sign in to Khanmigo account:** (This is a one-time set up.) To use Khanmigo, you'll need to select "Already have an account? Log in." Select "Continue with Google" and use your CSUSB email address to login.

- Note: If you already have a Khanmigo account with your CSUSB email address, simply sign in using the "Log in with email" and your password.



9. **Explore Khanmigo's AI tools:** Now you can go ahead and explore all the AI tools Khanmigo has to offer!

