

Instructor Quick Start: Getting set up in Canvas

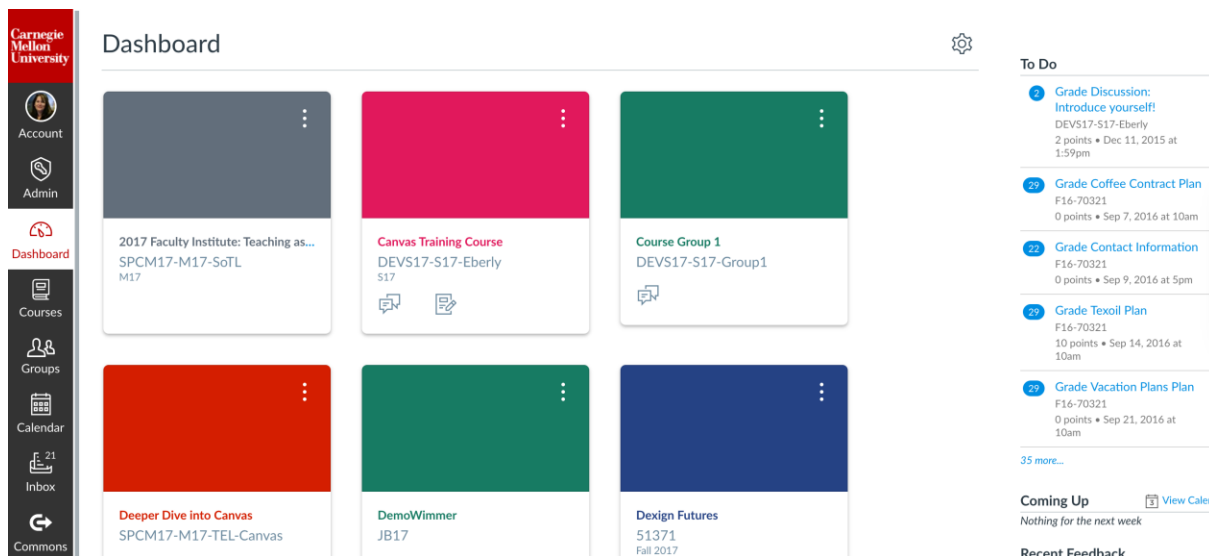
1. [Request a Canvas course](#)
2. [Log in and orient to the Canvas environment](#)
3. [Set up your Canvas course](#)
4. [Publish for students to use](#)

1. Request a Canvas course at: www.cmu.edu/canvas/

- a. As part of the request process, you can indicate if you would like course materials to be imported from Blackboard. If you have an exported file from an LMS you've previously used at another institution, you can provide us with that file to migrate into Canvas.
- b. Once the course is created, you will receive a system email informing you that the course is available for you to begin setting it up. If you do not notice a Canvas course creation confirmation email from us in 48hrs from your request, please contact canvas-help@andrew.cmu.edu. Note: It may be that because this is a system-generated email, it may go unnoticed by you or it may be picked up in your spam filter.

2. Log in and orient to the Canvas environment

- a. Navigate to www.cmu.edu/canvas/ and click the “Login” button (top, right of page). You will log in with your Andrew ID and Password.
- b. Once logged in, you will land on the Canvas “Dashboard” page.



The “Dashboard” is the landing page you (and your students) will see when logging in to Canvas.

- On the left, you will see the “Global navigation” that provides access to all of your **Courses, Groups, Calendars, Inbox**, and more.
- In the center of the page, you will click to enter your Canvas course(s).
- On the right, Canvas will bubble up your “To Do” list of upcoming course deadlines and calendar events.

3. Set up your Canvas course

- a. [Course organization, content and files](#)
- b. [Syllabus](#)
- c. [Assignments in Canvas](#)
 - [Quick Start: Canvas Peer Assignment](#)
 - [Quick Start: Turnitin Peer Mark Assignment](#)
- d. [Discussion Board](#)
- e. [Quizzes](#)
- f. [Gradebook](#)

a. Course organization, content and files

Use the Canvas “**Modules**” page to organize your course content.

Organize your course outline by week or topic, or whatever makes the most sense for your students’ learning. Add content directly to pages and/or upload/link to files.

The icons that Canvas associates with each activity type, along with the titles you provide, will signal to students the nature of the instructional activity (e.g., a content page, a reading or video, an assignment or quiz, a discussion board, etc.).

NOTE: To help students to anticipate time to spend on an assignment, you can provide an indicator in your labeling regarding expected “time to completion” (e.g., Article Review and Interpretation – expected time to completion = 1 hour).

The screenshot displays the Canvas LMS interface for a course titled "S17-Judy". The left sidebar contains navigation links for Home, Modules (selected), Syllabus, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Outcomes, Quizzes, Conferences, Collaborations, Chat, Attendance, Piazza, and Settings. The main content area shows the "Modules" page, which is organized into three weeks of course content. Each week has a title and a list of items. Week 1: Mathematical Fundamentals Review includes "Fractions, Order of Operations, Average and Range" and "Assignment 1: Mathematical Fundamentals". Week 2: Applications of Statistical Analysis includes "Statistical Concepts" and "Assignment 2: Statistical Theory & Analysis". Week 3: Applications of Statistical Concepts includes "Sample, Hypothesis, Variability, Interpretation", "Assignment 3: Article Review & Interpretation", and "Article Review and Interpretation Discussion". The page also features a "View Progress" button and a "+ Module" button in the top right corner.

~~Notice the “cloud” icon next to each module and each item within each module. By clicking on the cloud icon to make it green with a checkmark, you make this item available to students. Of course, students will not have access to anything in the course until you “Publish” it.~~

b. Syllabus

You can use the Syllabus page to provide students with access to your course syllabus document, as well as present other key details, like office hours and contact information. Click the “Edit” button to begin to customize this page.

The screenshot shows the Canvas LMS interface for a course titled "Judy Demo: Quantitative Methods 2". The left sidebar contains navigation links: Home, Modules, Syllabus (highlighted), Announcements, Assignments, Discussions, Grades, People, Pages, Files, Outcomes, Quizzes, Conferences, Collaborations, Chat, Attendance, Piazza, and Settings. The main content area has a header "THIS COURSE IS UNPUBLISHED" and a "Setup Checklist" button. Below this, the course title "Judy Demo: Quantitative Methods 2" is displayed, followed by "91-601 Quantitative Methods II – Fall 2017". The objective of the course is to review mathematical concepts, concentrating primarily on an algebraic and statistical foundation. Learning objectives include illustrating fundamental statistical concepts, solving and interpreting statistical operations, defining and applying basic statistical theory, and explaining applications of statistical analysis. Course details include lecture and final exam times, room, instructor (Rocco Pacella), phone, and email. A "Course Summary" table lists assignments and their due dates. The right sidebar shows "Course Status" (Unpublished), "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", and a "March 2017" calendar. A note at the bottom right states "Course assignments are not weighted."

Home
Modules
Syllabus
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Outcomes
Quizzes
Conferences
Collaborations
Chat
Attendance
Piazza
Settings

THIS COURSE IS UNPUBLISHED Only Teachers Can See This Course Until It Is Published

Need help setting up your course?
[Setup Checklist](#)

Judy Demo: Quantitative Methods 2 [Jump to Today](#) [Edit](#)

91-601 Quantitative Methods II – Fall 2017

The objective of the Quantitative Methods II course is to review mathematical concepts, concentrating primarily on an algebraic and statistical foundation, so as to prepare candidates with an improved, practice-based, applicable understanding of such concepts before applying them within the statistics course that is required as part of their program's academic core.

Learning Objectives:

- Illustrate fundamental statistical concepts
- Solve and interpret statistical operations
- Define and apply basic statistical theory
- Explain applications of statistical analysis

Lecture: 11:30am – 2:20pm, Saturdays, March 25, April 1, April 8
Final Exam: 11:30am – 2:20pm, Saturday, April 15
Room: Hamburg Hall 1007
Instructor: Rocco Pacella
Phone: 412.498.1628
Email: roccopacella@gmail.com & rpacella@andrew.cmu.edu

Course Summary:

Date	Details	
Sat Apr 1, 2017	Assignment 1: Mathematical Fundamentals	due by 11:59pm
Sat Apr 15, 2017	Assignment 3: Article Review & Interpretation Final Exam	due by 11:59pm due by 11:59pm
Tue Apr 18, 2017	Assignment 2: Statistical Theory & Analysis	due by 11:59pm

Course Status
[Unpublished](#) [Publish](#)

[Import from Commons](#)
[Choose Home Page](#)
[View Course Stream](#)
[Course Setup Checklist](#)
[New Announcement](#)

March 2017

26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Course assignments are not weighted.

You will notice additional features that present on the **Syllabus** page including the “**Course Summary**” which is populated as a result of dates you set in the system as you create things like Assignments and Quizzes. A mini **course calendar** highlighting similar key dates also presents on the right column. These features can help to notify students of their priorities for your course.

c. Create Assignments

As you fill out your **Assignment description/instructions**, notice that on the right side of the screen, there is a way to select and **insert content** to the assignment details. Content includes Canvas pages you’ve created, files and images you have uploaded to the Canvas “**Files**” area.

There are various **submission types** including:

- **No Submission & On Paper** – where you might just want a grade column created for a particular in-person event or where you will collect the assignment in class.
- **Online** – when you want students to submit their assignment through Canvas

- **External Tool** – when you want students to submit their assignments using an external (LTI) enabled tool (e.g., OLI course modules) for your course.

Contact canvas-help@andrew.cmu.edu for help with enabling external tools.

[See also... Canvas how-to document on](#) setting up **assignment details** and **assignment groups** (assignment groups help you to manage **weighting of grades**).

Assignment 1

Not Published

HTML Editor

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

Pin Assignment File

Question 1 readings/videos

VoiceThread Embedded Demo

Welcome!

Link to a New Page

Assignments

Quizzes

Announcements

Title: Some Rubric

Find a Rubric

Criteria	Ratings		Pts
Description of criterion view longer description	Full Marks 5 pts	No Marks 0 pts	5 pts

+ Criterion Find Outcome

Total Points: 5

☐ I'll write free-form comments when assessing students

☐ Use this rubric for assignment grading

☐ Hide score total for assessment results

Cancel Create Rubric

Points 10

Assignment Group Assignments

Display Grade as Points

☐ Do not count this assignment towards the final grade

Submission Type No Submission

Group Assignment ☐ This is a Group Assignment

Peer Reviews ☐ Require Peer Reviews

The assignment creation screen in Canvas. This is very similar to what was offered in Blackboard, including the ability to create **group assignments** and provide **peer review** opportunities. You can use the **rubric** functionality in Canvas to provide students with clear assignment criteria and feedback on their submissions. You are able to **grade on rubrics** and can control when/whether to show/hide the grades.

d. Canvas Discussion Board

Canvas provides standard Discussion board functionality including options for creating a graded discussion, ensuring students post before they can see replies, allowing threaded replies, creating group discussions, and more.

[See also... Canvas how-to document on](#) setting up **Discussion Boards** in Canvas.

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Article Review and Interpretation Discussion
Judy Brooks - Demo/Public Settings
Jan 26 at 2:05pm
1

What stands out to you about the statistical analysis and graphical representations in this study?

Search entries or author Unread [Icons]
Subscribed

Reply

Lorelei Hoover
Jan 26, 2017
What stands out to me the most is...

Reply

The Discussion Board in Canvas: provides a way to “**pin**” discussions to the top of the page for a period of time. You can also **add links, files, and images** to the discussion. You can also provide [peer review discussions](#). Note: we also provide access to an external tool, **Piazza**, which can be used for supporting students asking and responding to questions. [Let us know](#) if you’d like to know more about how to use this and/or plug it into your course.

e. **Quizzes**

Quizzes provide a way to offer frequent practice with timely feedback. The quiz creation tool in Canvas provides you with a variety of question types.

Comment bubbles under the answers provide you with a space to enter targeted feedback that presents to students at the time when they submit the quiz.

[See also... Canvas how-to document on](#) setting up and selecting **Quiz** options.

The screenshot displays the Canvas Quiz creation interface. At the top, there is a 'Question' label and a 'pts: 1' indicator. A dropdown menu is open, showing various question types: Multiple Choice (selected), True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text (no question). Below the dropdown, there is a text area for the question, followed by an 'Answers:' section. The 'Answers:' section includes a 'Correct Answer' field with a green arrow icon and a 'Possible Answer' field with a red arrow icon. Each answer field has a text input area and a comment bubble icon.

The quiz functionality in Canvas also provides a way to set up [question groups](#), as well as a way to import quizzes from [QTI packages](#). [Let us know](#) if you'd like help with setting up your quizzes in Canvas.

f. **Gradebook**




To get to the gradebook, click on Grades in the left course menu. There are two main views: “default”/spreadsheet view and the “individual view.”

☰ S17-Judy > Grades

Individual View

Filter by student name or secondary ID

ImportExportSettings

Student Name	Secondary ID	Assignment 1: Mathematical Fund... Out of 20	Assignment 2: Statistical Theory &... Out of 20	Assignment 3: Article Review & In... Out of 20	Midterm Exam Out of 30
 Brooks, Judith	jmbrooks@andrew	-	-	-	-
 Williams, Michael		-	-	-	-
 Student, Test	a4821c5f2f0ee95e	-	-	-	-

In the default/spreadsheet view, you will notice that the first columns list the students’ names and IDs – student enrollments are automatically populated. The top column headings/grade columns are automatically generated as you create assignments, quizzes, and other graded activities in the course setup process.

For some of the assessments and quizzes, Canvas will be able to automatically enter a grade into the Gradebook, if it's a multiple choice, true false, or some of the other types of questions. For other types of graded work, you can enter it manually.

[See also... Canvas how-to document on Curving Grades.](#)

[See also... Canvas how-to document on Hiding Grades from Students.](#)

4. **Publish the course to provide students with access**

- Click on “Home” in the course menu.
- On the right side of the page, you should see the Course Status “Unpublished” switch/button. Click to change it to a “Published” status.
- When the course has published, you will see a notification appear at the top of the screen and the published status button will turn green.

☰ jmb2sbox > Modules

✓ Course was successfully updated.

Home

Announcements

View Progress

+ Module

Course Status

 Published

Instructor Quick Start: Setting up Canvas Peer Review Assignments

Assignments: A peer review assignment enables students to provide feedback on another student's assignment submission.

- Peer reviews can be assigned to show student names or display anonymously.
- You can assign peer reviews manually or you can have Canvas assign them automatically.
- Group assignments can also be assigned peer reviews.
- You can also assign a rubric to the assignment. If the assignment includes a rubric, students must also complete the rubric to complete the peer review. The rubric score is used for an assessment opinion only; you must review the assignment and assign the final grade.

When setting up a regular Canvas assignment, options are available for making it a Peer Review assignment. From the Peer Reviews options area in the Assignment setup, you will:

- a. Select “Require Peer Reviews.”
- b. Select how you would like to assign the reviews: manually or automatically. If you selected “automatically,” then enter the number of reviews you are assigning to each student (e.g. 2 peer reviews per student)
- c. In the “Assign Reviews” field, select the date and time for the assignment.
- d. Select Anonymity so that students do not see the names of their peer reviewers.

☒ Require Peer Reviews

How to Assign Peer Reviews

☐ Manually Assign Peer Reviews

☒ Automatically Assign Peer Reviews

Reviews Per User

2

Assign Reviews

Jul 16 at 11:59pm

Sun Jul 16, 2017 11:59pm
Must come after due date. If blank, uses due date.

Anonymity

☒ Peer Reviews Appear Anonymously

Note: In order **to monitor student progress** on the assignment, navigate to the **Peer Review page for the assignment** which shows an indicator next to the names of students who have completed the peer review.

[Contact canvas-help@andrew.cmu.edu](mailto:canvas-help@andrew.cmu.edu) for help with setting up a Peer Review assignment in Canvas.

Peer Review Peer Review

Student peer reviews will be considered at least once on the page.

Boone, Emily A.

✓ Jones, Bruce
Give Emily Anne Boone another submission

Doe, Jessica

⚠ Johnson, Max
Give Jessica Doe another submission

Johnson, Max

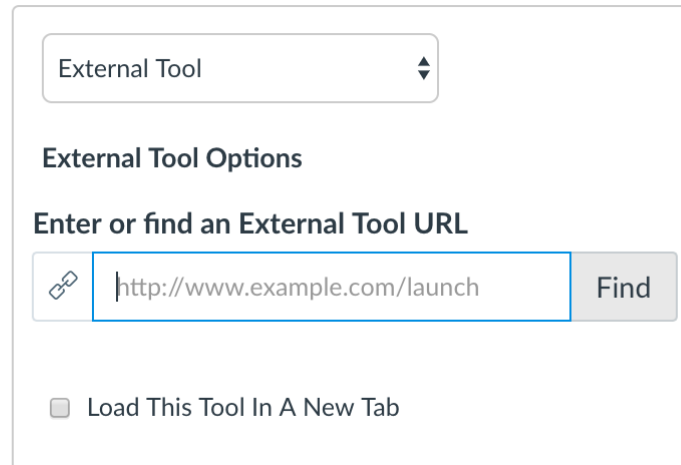
None Assigned
Give Max Johnson another submission

Instructor Quick Start: Setting up Turnitin PeerMark (peer review) Assignments

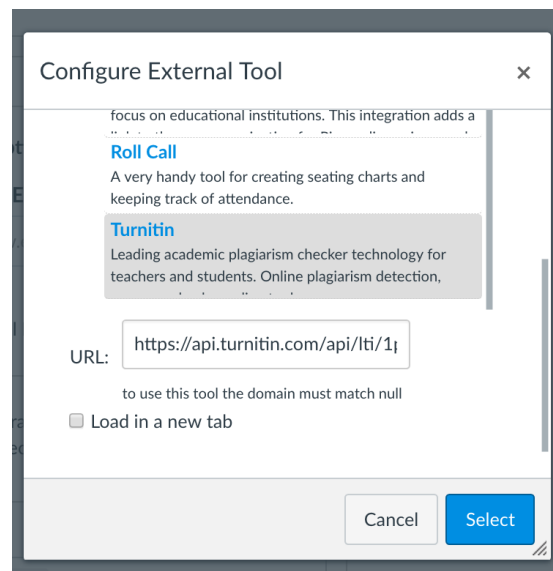
When setting up a regular Canvas assignment, options are available for making it a Turnitin PeerMark assignment:

1. Select the “**external tool**” from the “Submission Type” options.
2. Then click “Find” next to the “Enter or find External Tool” field to select from a list of external tools. Click on “Turnitin” and it will auto-populate the URL field.
3. Click “Select”.

Submission Type



The screenshot shows the 'Submission Type' configuration in Canvas. At the top, there is a dropdown menu labeled 'External Tool'. Below this, the section 'External Tool Options' is displayed. It contains a heading 'Enter or find an External Tool URL' followed by a text input field with a chain-link icon on the left and a 'Find' button on the right. The input field contains the URL 'http://www.example.com/launch'. Below the input field, there is a checkbox labeled 'Load This Tool In A New Tab' which is currently unchecked.



The screenshot shows the 'Configure External Tool' dialog box in Canvas. It has a title bar with a close button (X). The main content area lists several tools. The first tool is 'Roll Call' with a description: 'A very handy tool for creating seating charts and keeping track of attendance.' The second tool is 'Turnitin' with a description: 'Leading academic plagiarism checker technology for teachers and students. Online plagiarism detection,'. Below the tool list, there is a 'URL:' label followed by a text input field containing 'https://api.turnitin.com/api/lti/1p'. Below the input field, there is a note: 'to use this tool the domain must match null'. At the bottom, there is a checkbox labeled 'Load in a new tab' which is unchecked. The dialog box has 'Cancel' and 'Select' buttons at the bottom right.

To set up the Peermark assignment details, after saving the assignment in Canvas:

1. Navigate to the assignment page (by clicking on the assignment title in the Assignments page listing).
2. The Turnitin assignment will appear. Click on “Settings” on the Turnitin top menu bar.

✓ Settings were saved successfully. ✕

<p>Title</p> <input type="text" value="Turnitin Peermark Assignment 2"/>	<p>Max Grade</p> <input type="text" value="100"/>
<p>Instructions</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Assignment instructions </div>	<p>Start Date</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="2017-07-15 08:19"/> </div>
<p>Allow submission of any file type?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>	<p>Due Date</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="2017-07-23 08:19"/> </div>
	<p>Feedback Release Date</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="2017-07-23 08:19"/> </div>

3. This will provide you with additional Turnitin assignment options. Find the “Add PeerMark assignments label” and click “Yes.”

Add PeerMark assignments

☒ Yes
 ☐ No

4. This will again provide you with additional options for setting up the PeerMark assignment. Select the appropriate options for your assignment and click to “Save” your settings.

[Assignment Inbox](#)
[Settings](#)
[PeerMark Setup](#)
[PeerMark Reviews](#)
[Helpdesk ?](#)

+
✕

PeerMark Assignment

[PeerMark Questions](#)
[Distribution](#)

<p>Title</p> <input type="text" value="Turnitin Peermark Assignment 2"/>	<p>Point Value</p> <input type="text"/>
<p>Instructions</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> This description will appear on students' inboxes. </div>	<p>Start Date</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="2017-07-23 08:19"/> </div>
	<p>Due Date</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="2017-07-31 08:19"/> </div>
	<p>Feedback Release Date</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="2017-08-01 08:19"/> </div>

[Additional Settings](#)

5. Note: You will see a column generated in the Canvas Grades spreadsheet for the Turnitin PeerMark assignment.