HKUST(GZ) Canvas Instructor Guide

Table of Content

1 Get Started With Canvas

1.1 How can I log into Canvas?

(1) Open your web browser (see Canvas supported browsers) and go to the Canvas site at https://canvas.hkust-gz.edu.cn. An alternative way is to visit the official website of HKUST(GZ) at https://www.hkust-gz.edu.cn/ and click **My Portal** at top right of the page.

Then Click **Canvas** at Public Services section of the page.
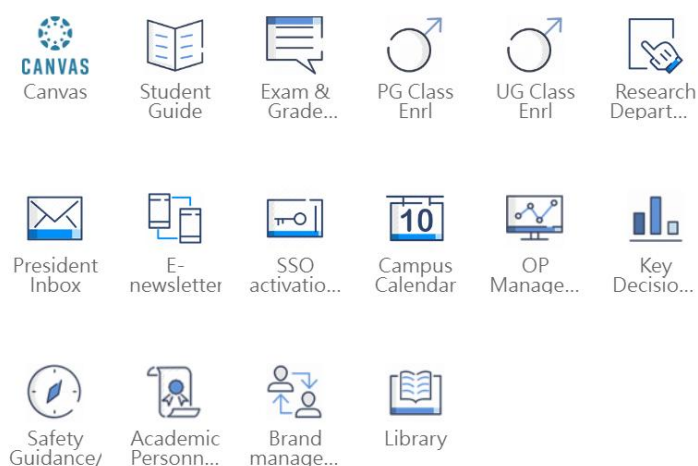
(2) Log in with your HKUST(GZ) account.

(3) If you have experienced any other difficulties in logging into your account, please contact HKUST(GZ) Canvas Helpdesk at canvas@hkust-gz.edu.cn.

1.2 How can I log into Canvas with my phone?

Canvas is supported by both Android/IOS devices. It is suggested for course instructors to use Canvas Teacher App to access to Canvas on their mobile devices. However, mobile app may provide limited features and functions for Canvas compared to a desktop browser. Please see details here.

1.3 How to sign up for a course site?

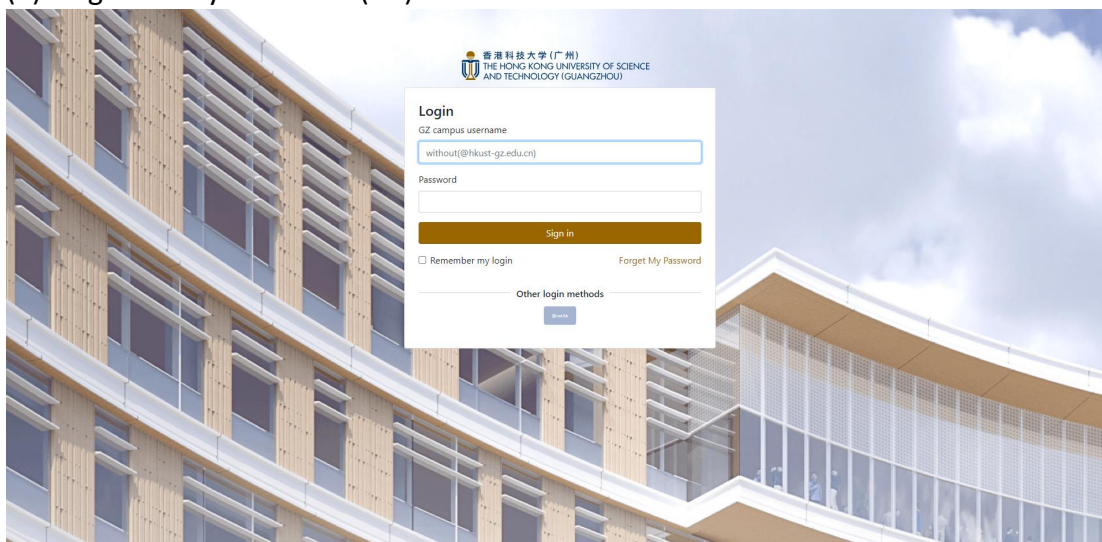To sign up a course site as a course instructor, please contact HKUST(GZ) Canvas Helpdesk at canvas@hkust-gz.edu.cn.

1.4 When the course site will be created?

Canvas is synchronized with course information from ARS and SIS in HKUST(GZ). As a system default, course sites for all official regular courses will be automatically created in Canvas once the course information is ready, usually 2-3 weeks before the new semester begins.

By default, only the lecture sections of the courses will be created with each section as an individual course site; or will be created by the order of tutorials, laboratory, and research sections if no lecture sections are available.

For customized course site requests, such as an early set-up for course site in Canvas or creating a course site for sections that cannot be automatically created, please contact HKUST(GZ) Canvas Helpdesk at canvas@hkust-gz.edu.cn

1.5 What can I do in Canvas?

When you login to Canvas, you will first see a landing page of Dashboard.

On the left side, you will see Global Navigation which provides links to major canvas functions:

(1) **Account.** In Account, you may manage your user setting, notification setting, personal files or ePortfolios . You may also log out Canvas in Account.

(2) **Dashboard.** In Dashboard, you can view and have a quick access to your favorite courses by Card View default. The courses are automatically organized into a Published Courses section and an Unpublished Courses section. If you are interested in customizing your favorite course list, you may go to **Courses** to change the setting, see details here. In the right side of Dashboard, you will find Dashboard Sidebar which contains a set of action items for the courses.

(3) **Courses.** In Courses, depending on your personal settings, you may see your favorite courses or your currently enrolled courses. The courses are automatically organized into a Published Course section and an Unpublished Courses section. You may also want to customize your course list. As a course instructor, you can upload your course materials, set up and deliver your assignments and conduct other teaching activities in Courses.

(4) **Calendar.** In Calendar, you may view your course agenda or events by day, week or month. The Calendar may show you important course information and events.

(5) **Inbox.** In Inbox, you may communicate with your course students.

(6) **History.** In History, you may view your recent Canvas activities within 3 weeks.

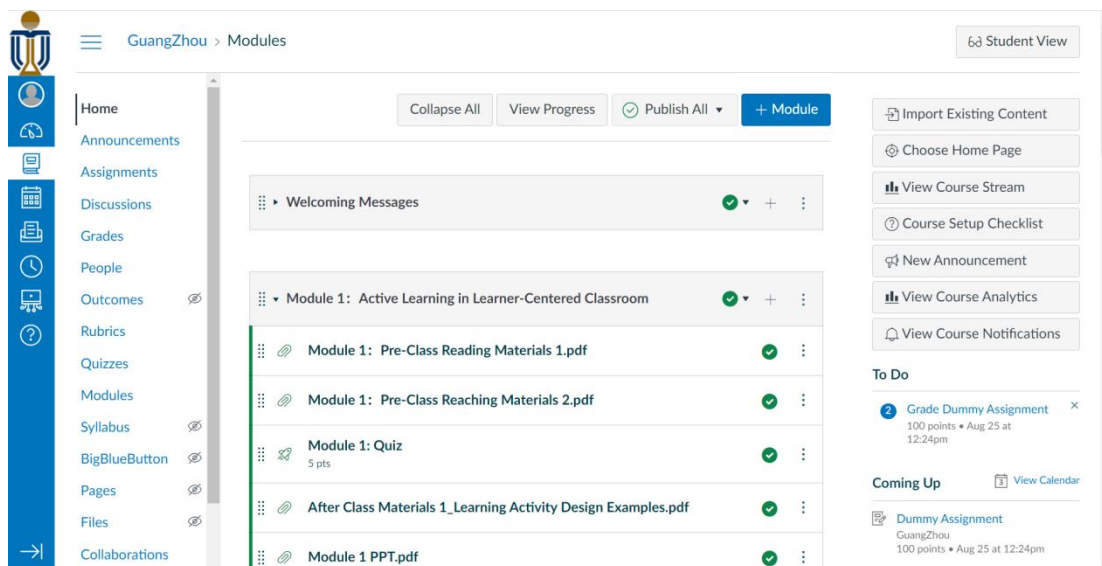(7) **Help.** In Help, you may find helping resources for using Canvas.

1.6 Where to see my course(s)?

First you need to click **Courses** in the Global Navigation. You will see the list of your currently enrolled courses or your favorite courses.
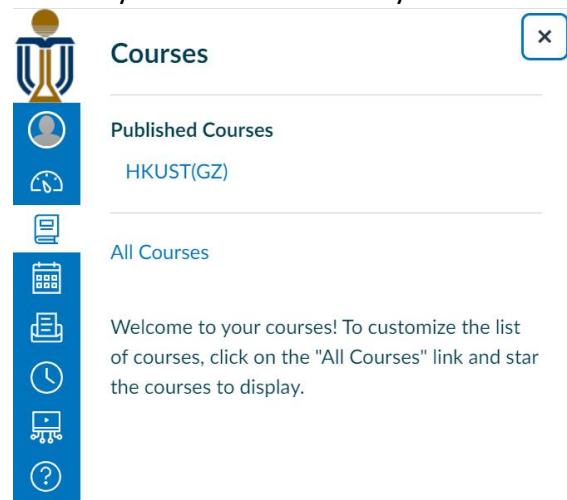
You may click into a course, then you will see its course homepage including, from left to right, (1) Course Navigation, (2) the content area and (3) the sidebar. Canvas provides 5 types of layout for home page and you can change the layout for your course.

Course Navigation provides links to different course functions/elements (such as Announcements, Discussions and Grades). The content areas in the middle of page shows the content you selected in Course Navigation. The sidebar contains 2 parts. On the top are the links that help you to manage your course. Below are To-Do list and Coming Up events for your course. In the next section of this guide, major functions in Course Navigation will be introduced.

1.7 How to change notification settings in Canvas?

In **Account** in Global Navigation, you can manage the notification setting for your account and for your course(s). There are 4 types of notifications in Canvas including (1) notify immediately, (2) daily summary, (3) weekly summary or (4) notification off.

1.8 How to add TA, course supporting staff and students into my course?

Canvas is synchronized with ARS and SIS system, by default, the listed course instructor(s), students and TA will be automatically added into Canvas course. If course instructors want to add additional staff into the course, please contact canvas@hkust-gz.edu.cn.

To manually add course students, instructors can go to Global Navigation and then select the course you want to add students in. Then Click **People** in the course Navigation.

Home

Announcements

Assignments

Discussions

Grades

People

Outcomes

Then Click **Add People**

You may add multiple students simultaneously by their email address, Login ID or SIS ID.
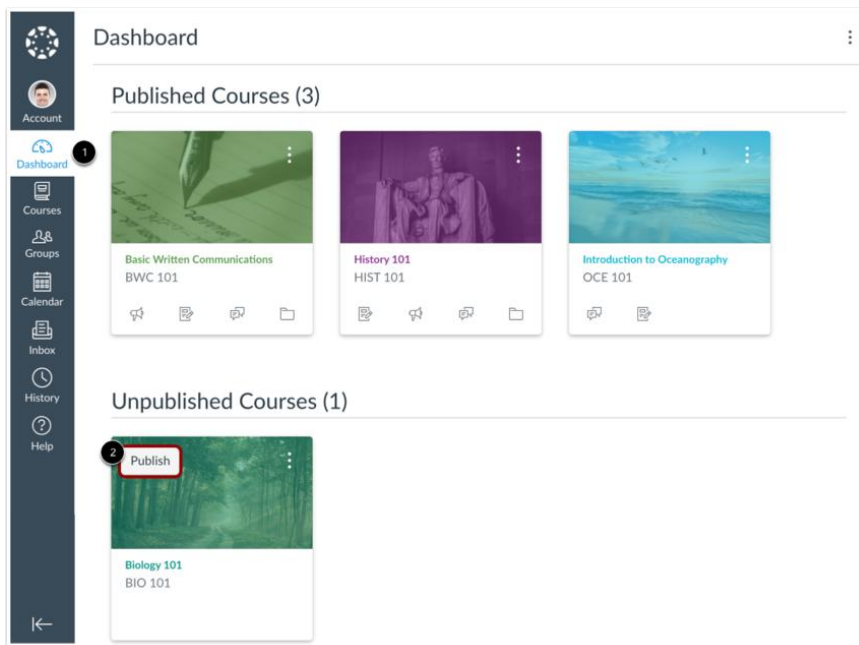
See more details about People and how to add users into your course.

1.9 How to publish a course in Canvas?

To publish your course in Canvas, go to **Dashboard** in Global Navigation, and select an unpublished course in Unpublished Course Section. Then click **Publish** button.

You can also publish a course through Courses in Course Navigation or by Course Setup Checklist.

2 Teach with Canvas

2.1 Module

2.1.1 Modules Overview

In course navigation, Modules is provided for instructors to organize their courses content by weeks, units or other organizational structures in a one-directional flow.

A course then can be composed of several modules in Canvas and each module contains course-materials such as files, power points, assignments, quizzes and discussions.

Course instructors can also use Modules to (1) create course prerequisites and (2) track student progress. Please see more details here.

2.1.2 How to view Modules?
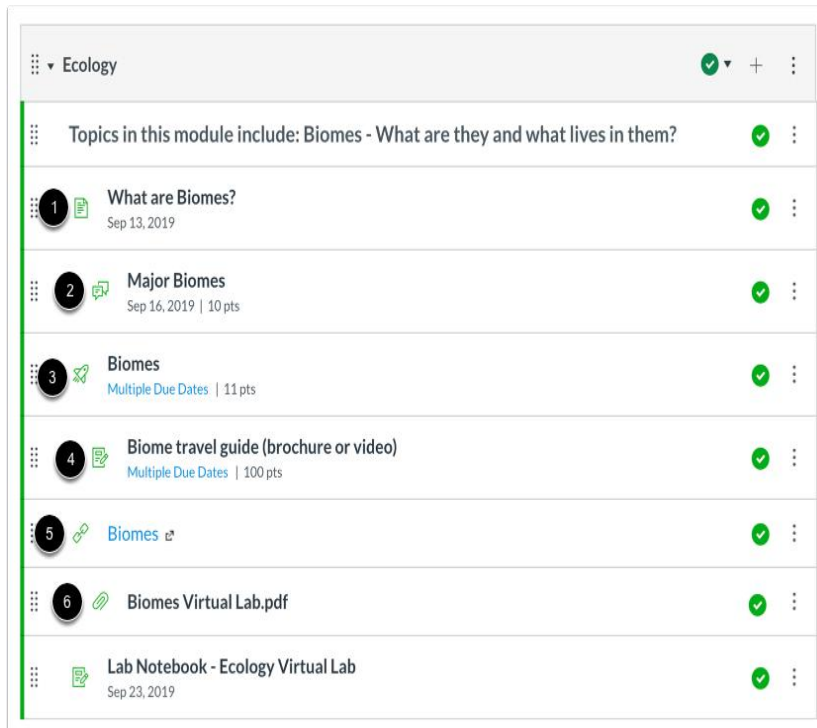
In Modules, an instructor can upload and present their course materials for each course module by course progression order. To view Modules, go to Course Navigation and click **Modules**.
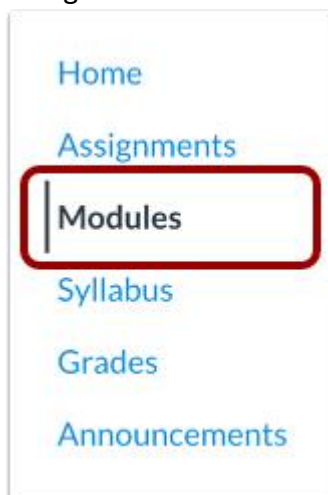
In **Modules Index Page**, you will see (1) the full list of course materials for each course module. You can also choose to collapse the module by clicking (2) the collapse arrow.
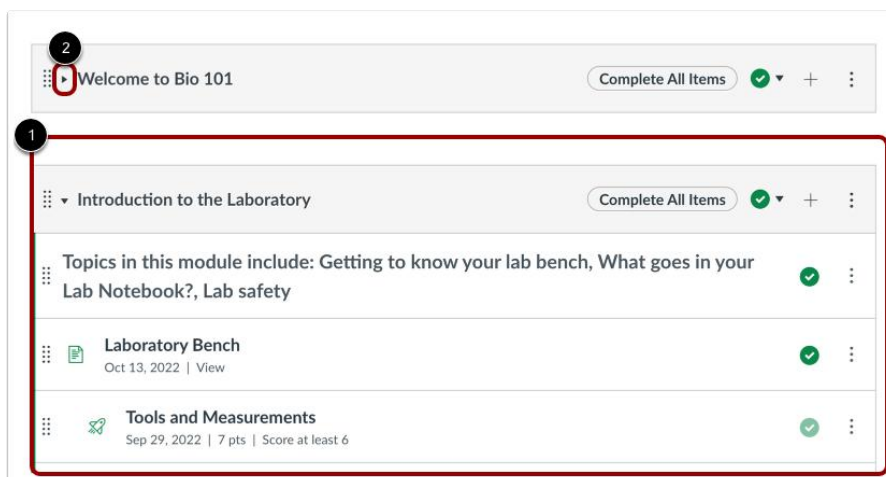
Each type of module items is presented with an icon of its type including
(1) Page (2) Discussion (3) Quiz (4) Assignment (5) Link or External Tool (6) File

See more details here.

2.1.3 How to add a module?

To add a new module to your course, click **Add Module**
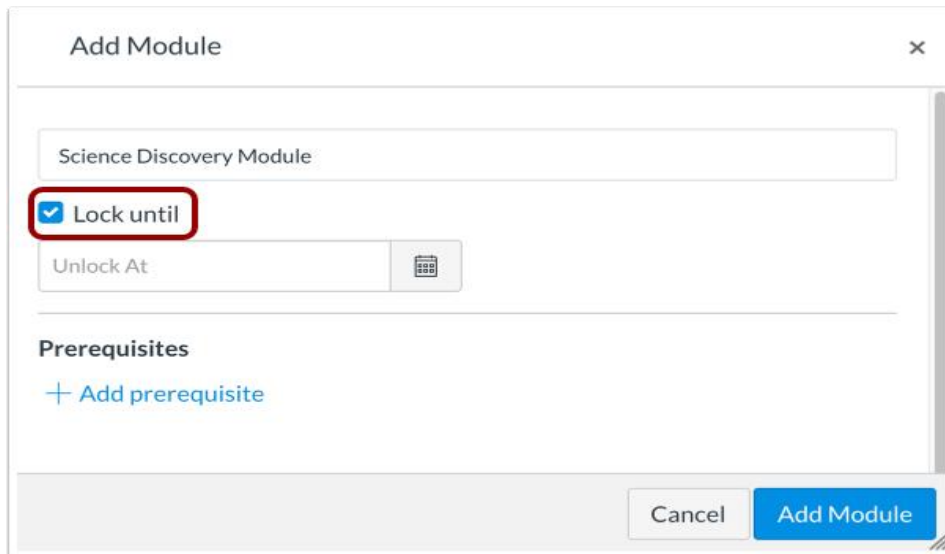
Then you may add a name to your module
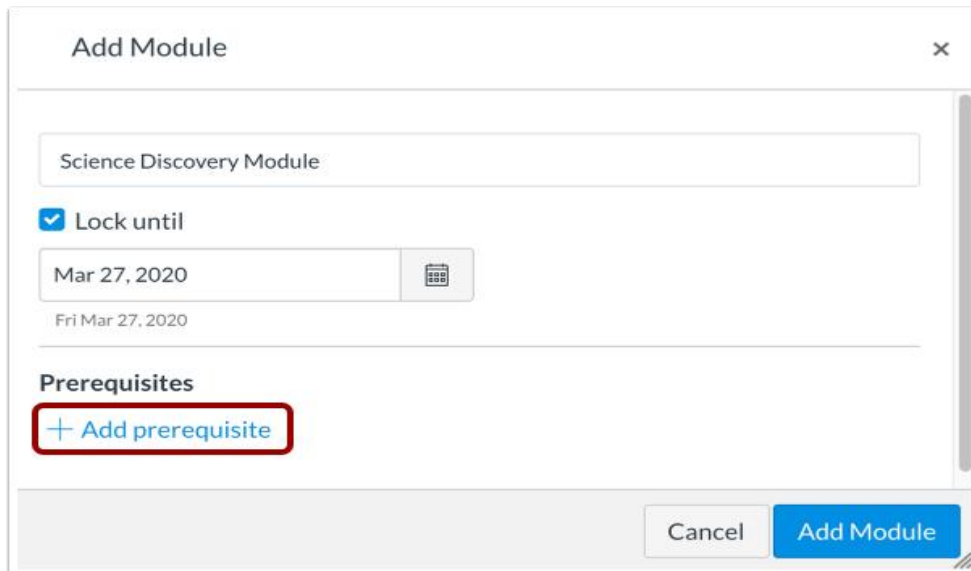
You may also want to add a restriction date or unlock date to your course
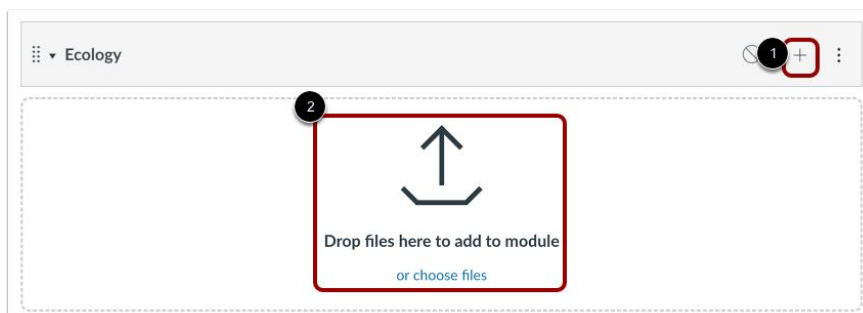
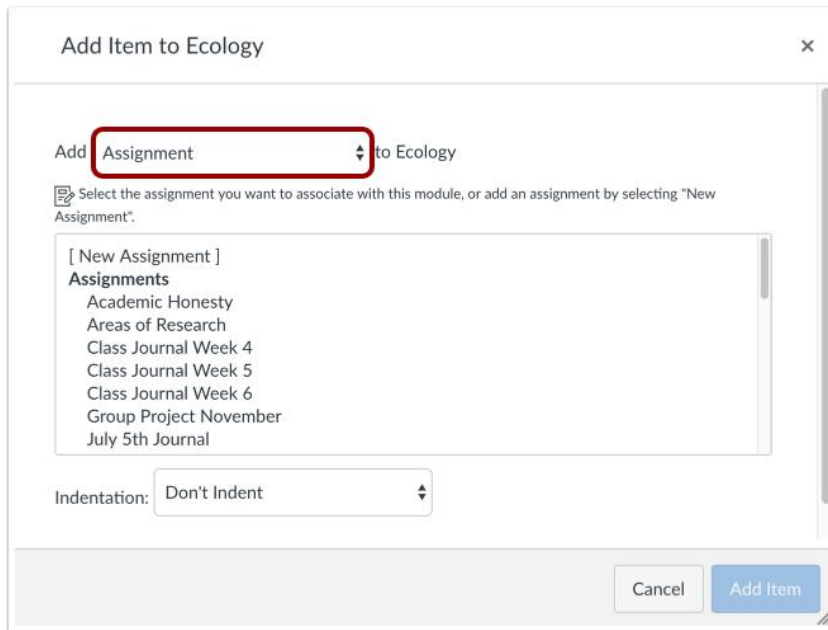Course prerequisites can also be added, see [more details here](#).

2.1.4 How to add content or items to a module?

In Modules, you may click (1) **Add Item icon** or directly (2) drop your content/items into to a module.

Then you will see a drop-down menu where you can add a specific item to your module, including an assignment, a quiz, a file, a page or a discussion.
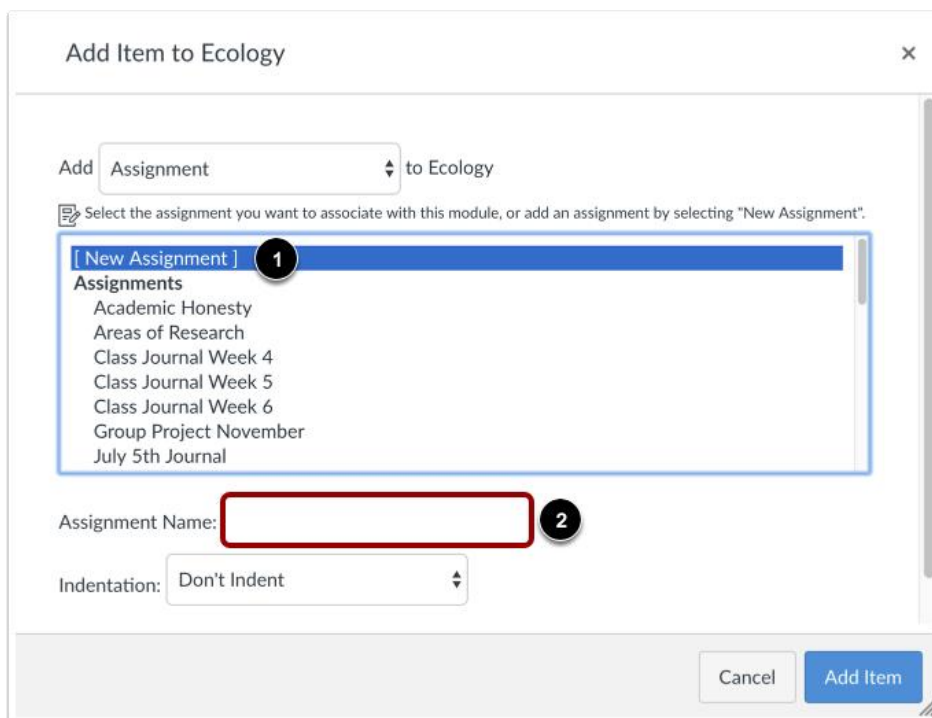
You may choose to add either a new item or an existing item to your module.
To add a new item, you may choose to add (1) a new item (2) name your new item.
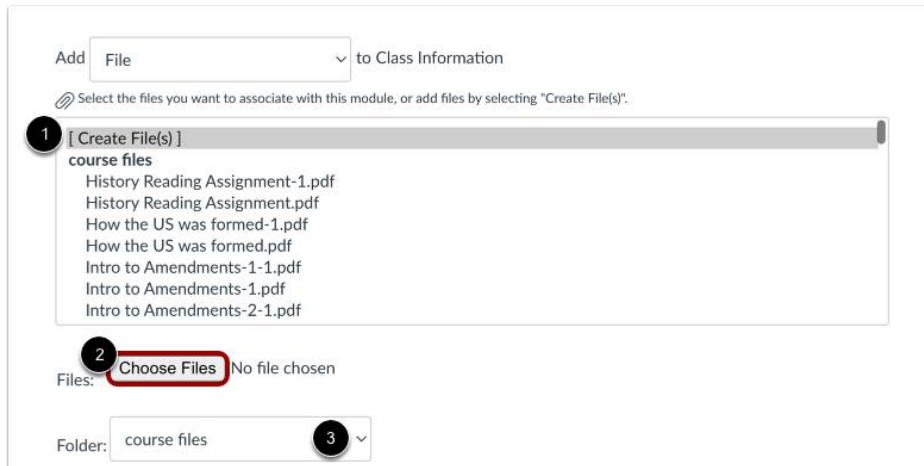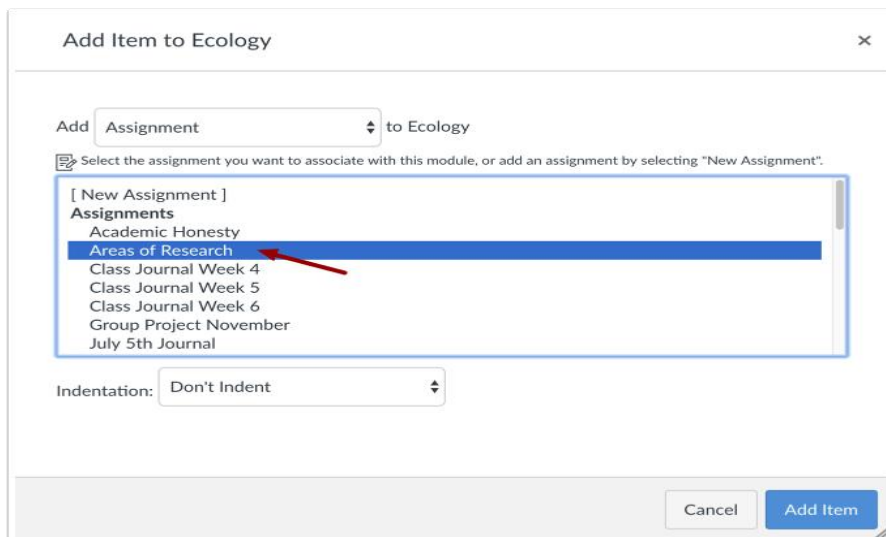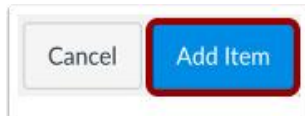

When choosing to create a new file, you may need to (1) create a file, (2) choose the file (3) and choose the destination folder for your uploaded file.

If you want to choose an already-existed item to your module, then just click the name of your item to upload.
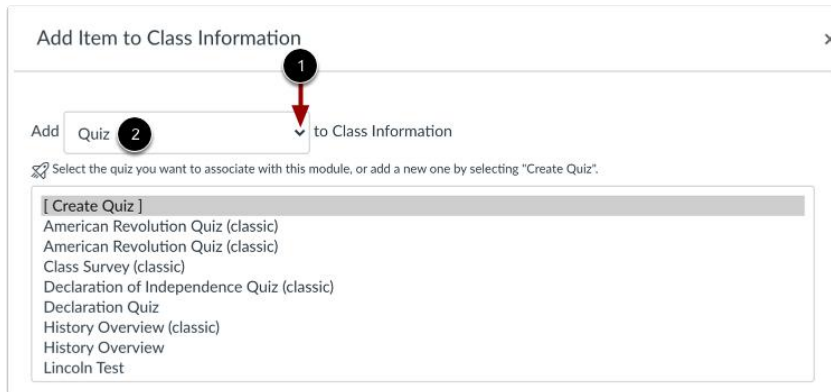

To finish the process of adding course item(s), click **Add Item**.

It should be of notice that the status of a module (published or unpublished) override the status of a course item(s). In addition, if you upload too many items into a module, it may affect the performance of Canvas. See more details here.

2.1.5 How to add a quiz to Modules?

If you want to add a quiz as an item into Modules, following the similar steps, you can start with adding a module item, then choose to add a quiz and click **[Create Quiz]** to create a new quiz.
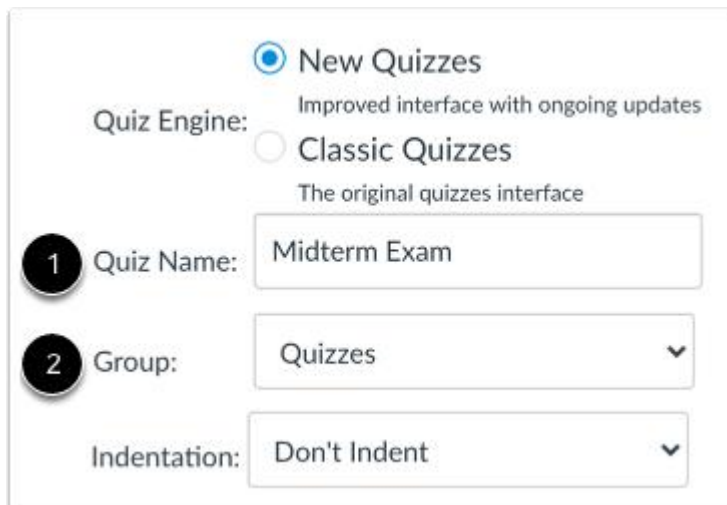
In the new menu, you can choose a (1) quiz engine between New Quizzes and Classic Quizzes. Then (2) give a name and (3) a group assignment to your new quiz.
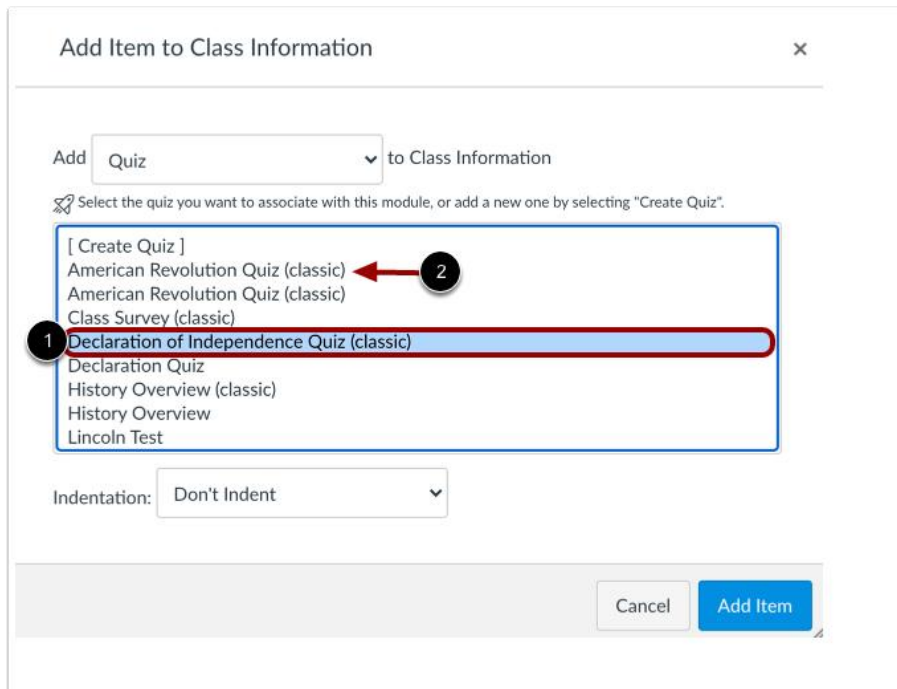
You can also choose to add an already-existed quiz into a course module
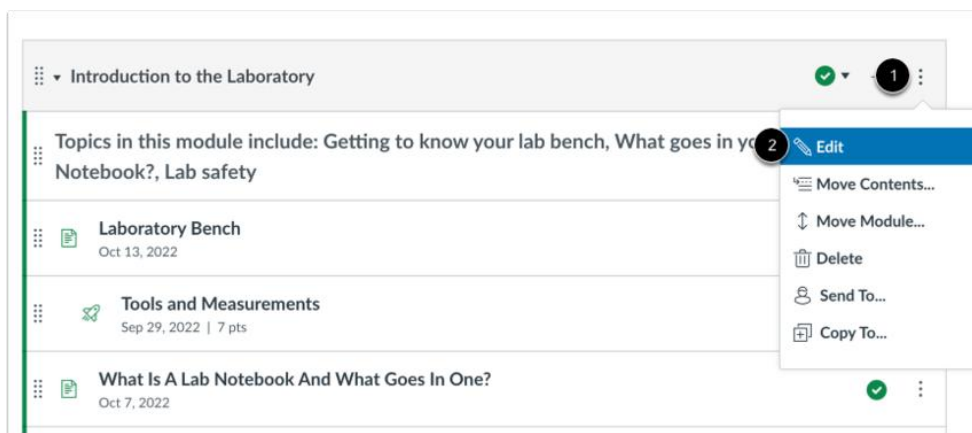
Then finish the process by clicking **Add Item**
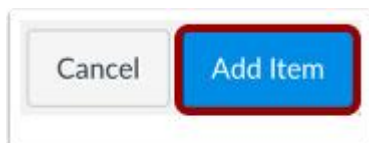
See more details here. For additional information about creating a quiz, please refer to the 2.3 Quiz Section.

2.1.6 How to edit in Modules?

When you want to make some adjustments in a module, you may click (1) **Options icon** and select (2) the **Edit** link.


In the new page, you may make the following adjustments: (1) change the module name, (2) lock the module, (3) add course prerequisite, (4) add course requirement and (5) require students to proceed with item order.

When you finish your adjustment, then click **Update Module**. See more details here. In some cases you may want to move or reorder your modules for your course, please see here.

2.1.7 How to publish your module?

An instructor may put a future module(s) on hold before finishing the previous module(s). To view the current status of your module, you may go to **Modules Index Page**, where (1) a green icon indicate a published status and (2) a gray icon indicates an unpublished status.
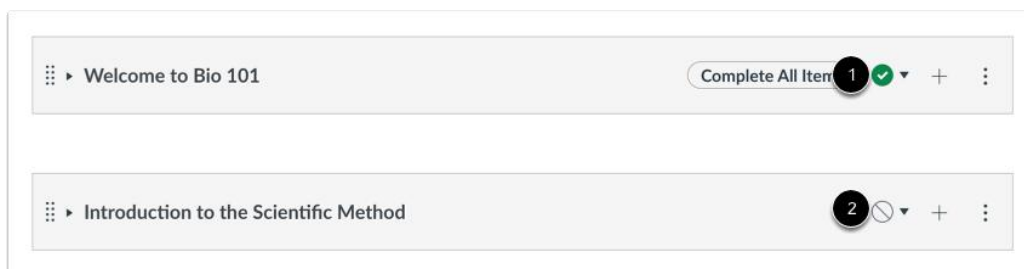
To make a change on the module status, you may click the **publishing drop-down**

menu on each module and make a choice from the following options: (1) Publish module and all items, (2) Publish module only and (3) Unpublish module and all items.


In a published module(s), you may also choose to unpublish an item(s) so that they won't be presented in a published module(s). If you have uploaded a file as an item into module, you may want to set up restrictions on the file. See more details here.

2.1.8 How to use Modules to view students' progress in the course?

Modules also enables course instructors to track the progress of course students. Module progress is reflecting how well a student has fulfilled the module requirement. Therefore, before tracking the students' progress, course instructors need to set up both course prerequisite and course requirement.

To view the progress, first click **Modules** and you will a new page which contain (1) course requirement (2) course prerequisite and (3) a View Progress button.
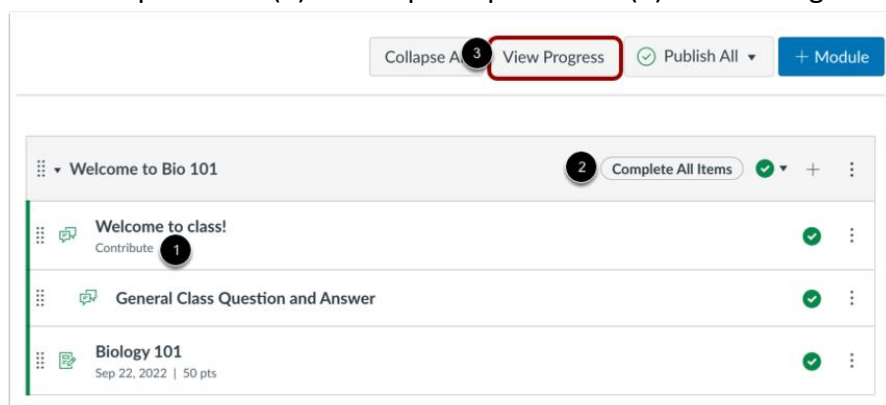
Click the **View Progress** button and you will see a list of course students.
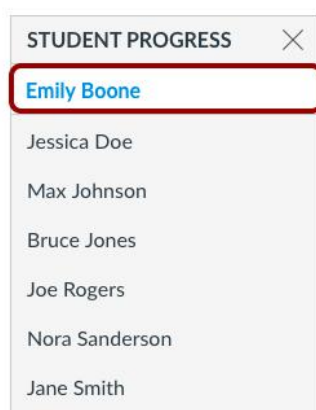
Select a student and you will see the progress for the student.

There are 4 types of status for course progress including (1) In Progress, (2) Locked, (3) Complete and (4) Unlocked.
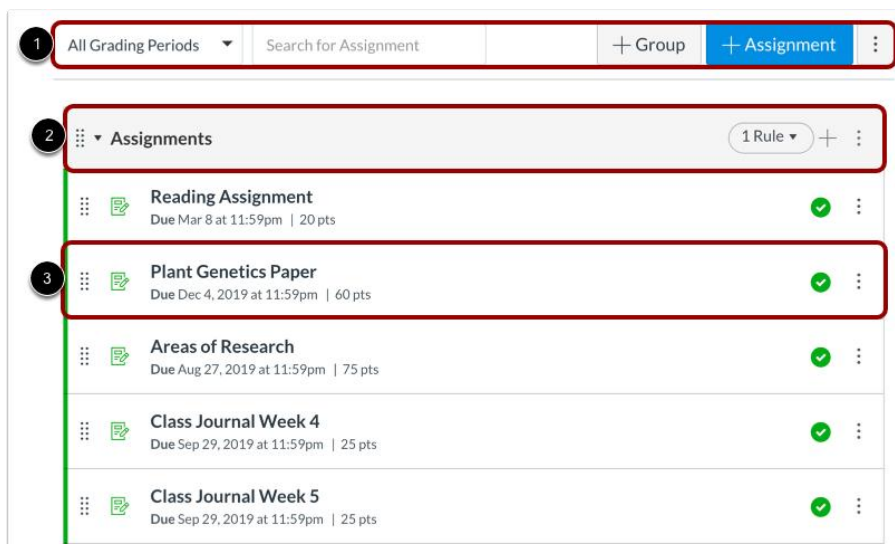
2.2 Assignments

## 2.2.1 Assignments Overview

Instructors can create, release, manage, view and grade course assignments in Assignments. An assignment can be assigned to either every individual student or student groups in the course. Course instructors can view their assignment on Assignments Index Page.
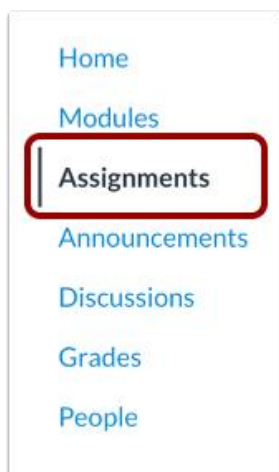
In **Assignment Index Page**, you will see (1) Assignment Global Options for Assignments, (2) Assignment Groups and (3) each assignment within Assignment Groups.
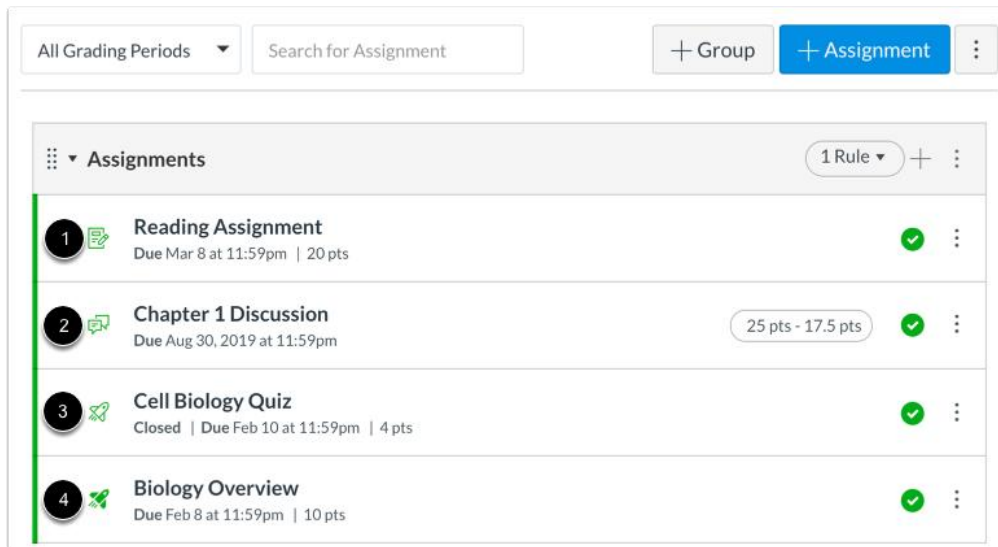

In **Assignment Global Options**, you can (1) search for the assignment, (2) add a new Assignment Group, (3) add a new assignment and (4) edit assignment grade and set Assignment Groups weight in Option icon.
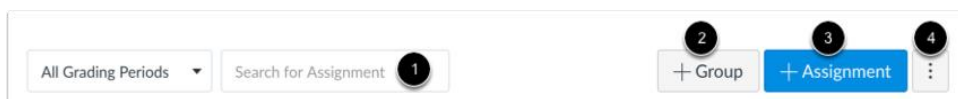
Canvas Assignments supports 4 types of assignments including (1) assignment, (2)

discussion, (3) classic quiz and (4) new quiz. Each type of assignments has its unique icon in Assignments.

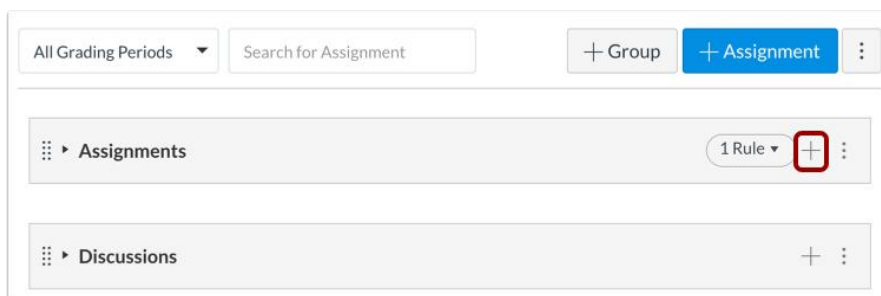Assignments in Canvas supports multiple functions to manage assignments, [see more details here](#).

2.2.2 How to make an assignment?

You can either choose to click **Add Assignment** to create a detailed assignment

Or you can choose to create a assignment shell in an Assignment Group by clicking **Add icon**

And then fill in assignment type,name, due time and total points for the assignment.

To add or edit details for an assignment, you may choose an assignment and click **Edit** to begin.

If you use **Add Assignment** button to create a new assignment, then you can directly visit the editing page.

In the editing page, you may first change the name and the content of the assignment. In Rich Content Editor, you can add and edit content in the forms of texts, links, equations, images or other media.

You may also change the assignment grade and Assignment Group.
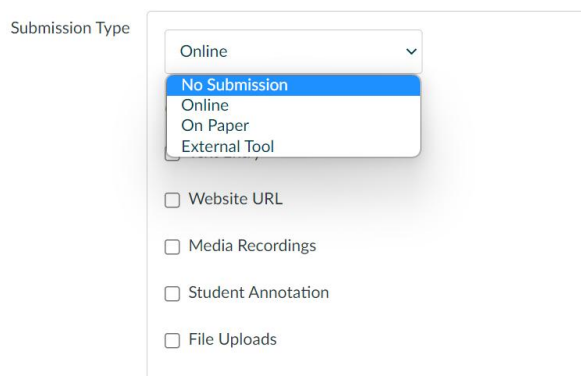
Assignments support diverse grading type including (1) percentage, (2) complete/incomplete, (3) points, (4) letter grade, (5) GPA scale or (6) not grade.
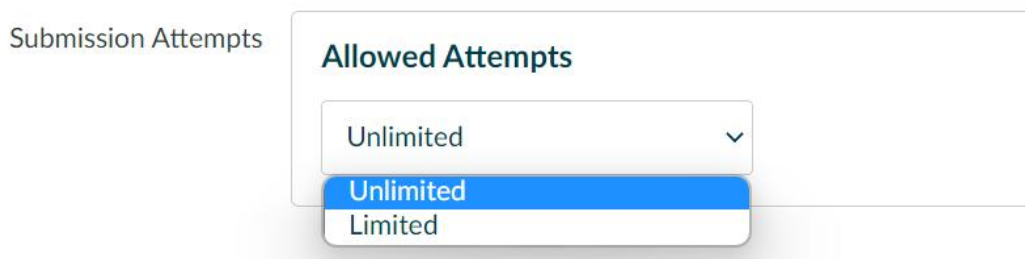
Instructors can choose the submission type for assignment including (1) no submission, (2) online, (3) on paper and (4) external tool (via other apps).
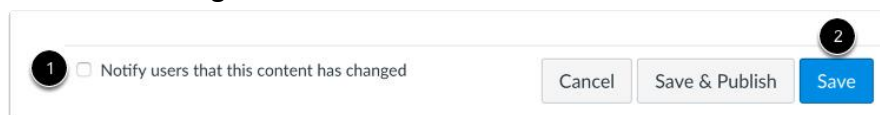
Instructors can also set total numbers of submission attempts for course assignment.

When instructors finish the editing, at the last step, instructors can (1) choose to send a notification to the course about assignment change (2) and **Save** or **Save & Publish** the assignment.

See more details here.

2.2.3 How to make a group assignment?
A group assignment allows each student group to submit a single assignment for the whole students in the same group. Before making a group assignment, instructors should assign students into different groups via **People** in Course Navigation.

Grades

People

Outcomes

Rubrics

Quizzes

Modules

Canvas supports multiple ways of assigning groups including both manual assignment and automatic assignment. Details about how to set up groups are [here](#).
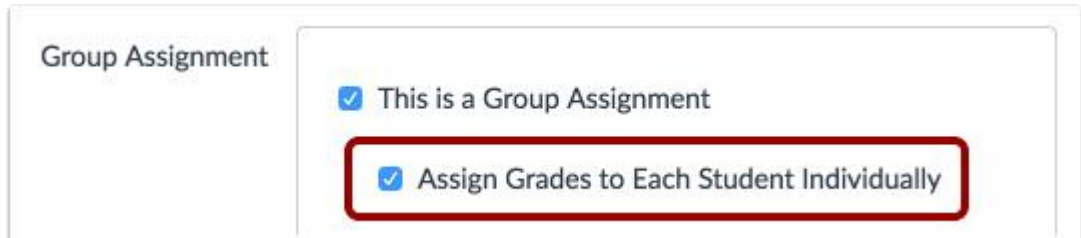
To make a group assignment, following the similar procedure as making an individual assignment, you should first add an assignment and then add details into it. Then select **Group Assignment**.

Canvas will automatically send the same score to students in the same group. Instructors can change the default by clicking **Assign Grades to Each Student Individually**.

Then select the student group. If you want to select from existing groups, use (1) Group Set drop-down menu. If you want to create new groups, then use (2) New Group Category.
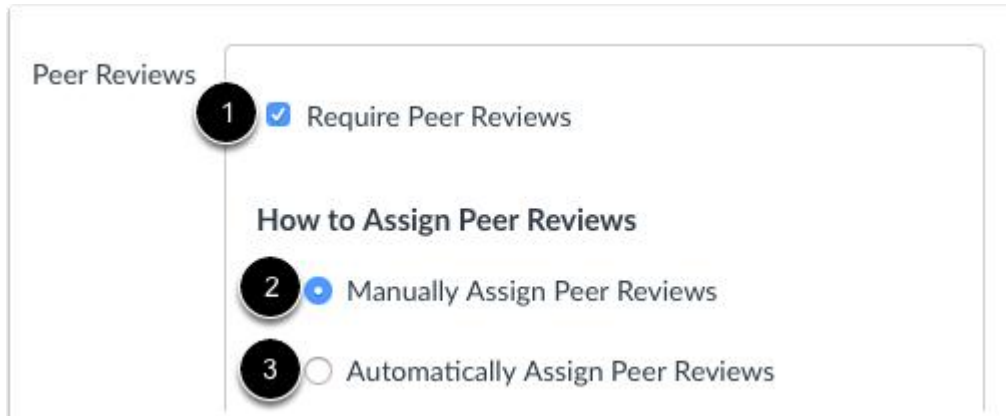
You may also want to assign due dates for student groups, see details here.
Finally, don't forget to Save and/or Publish your group assignment.
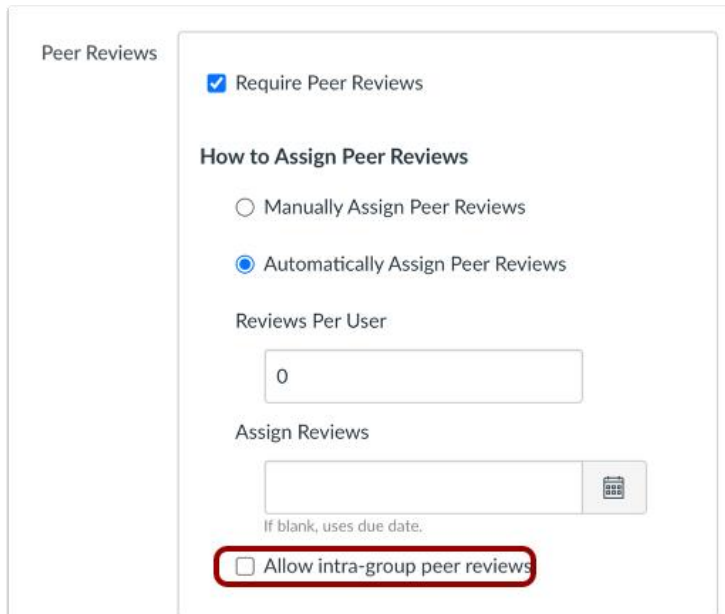
In addition, interested instructors may assign peer review assignments to course students. In a peer review, students are usually required to make comments or finish the rubric.

To create a peer review assignment, you need to click (1) **Require Peer Reviews**. In addition, you can also choose to make (1) a manual assignment or (2) an automatic assignment for peer reviews.

Instructors may also decide (1) number of reviews per person and (2) assigned date for peer review.

See more details here.

2.2.4 How to delete/duplicate/move an assignment?

To delete/duplicate an assignment, instructors can click (1) **Option icon** and select (2) delete/duplicate to finish the process.
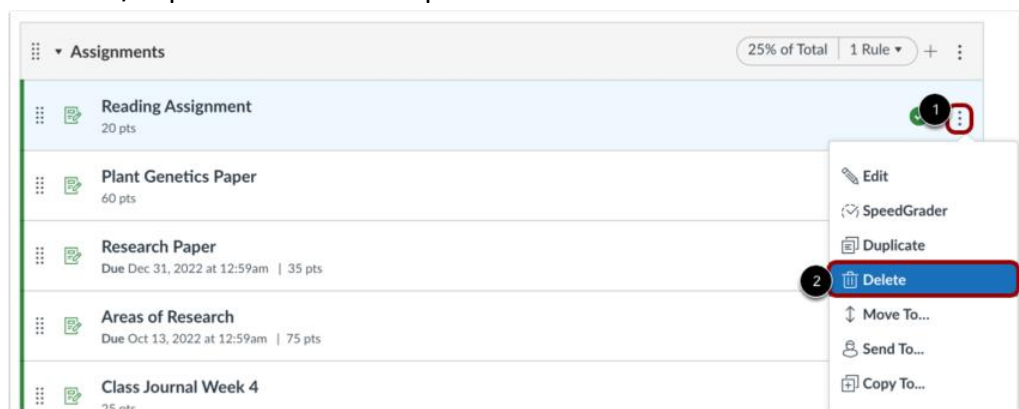
To move or to reorder an assignment,you can either choose to use drag and drop function to directly move the assignments.
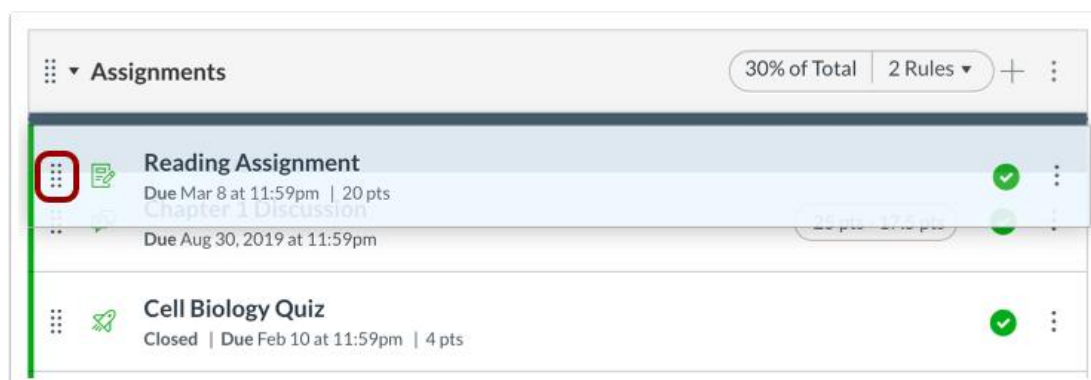
Or click the **Option icon** and select **Move To**.
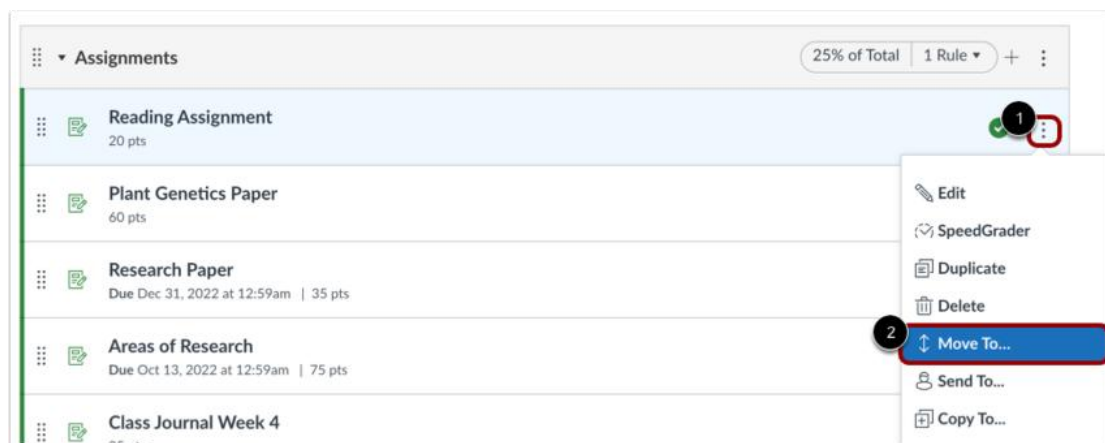
Then you can move your assignment to a specific Assignment Group and a specific position in an Assignment Group.
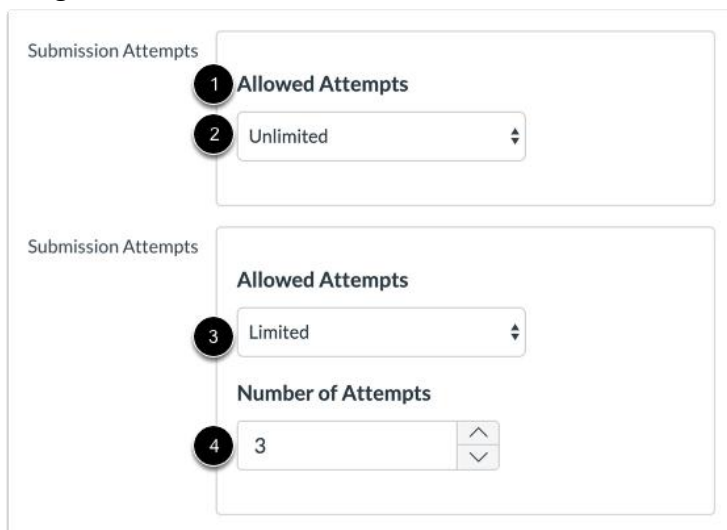
You may also move Assignment Group. [See more details here](#).

2.2.5 How to set up re-submission?

Instructors may decide whether to allow course students to re-submit their

assignment and the limit of times for re-submission. To set up re-submission, course instructors may set up the limit for re-submission during adding details to the assignment
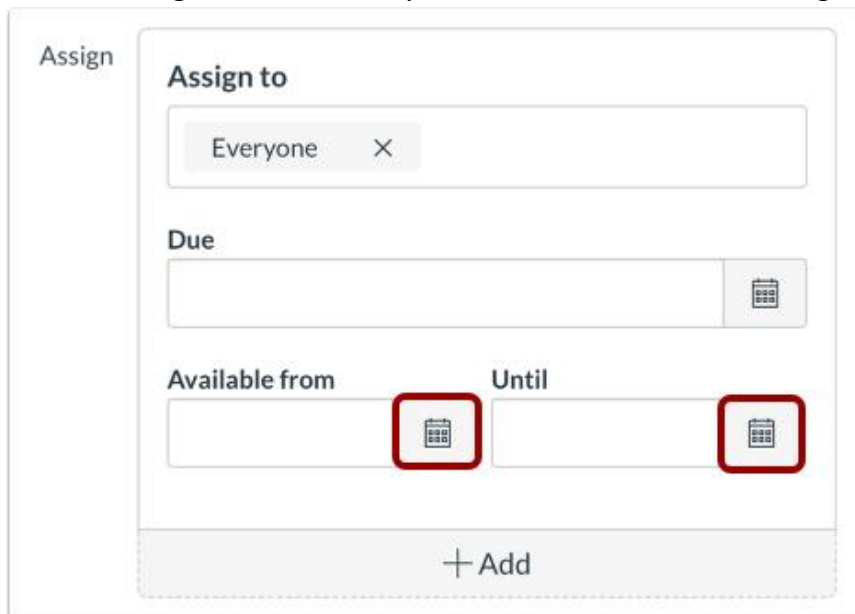
Then set assignment availability dates or due dates for the assignment.
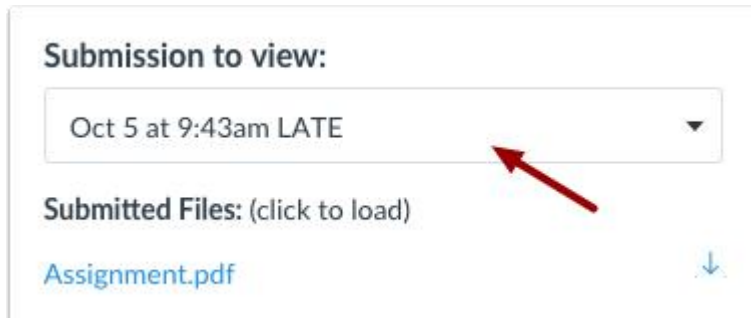
Instructors are able to view the re-submission history in SpeedGrader.

See more details here.

2.2.6 How to publish or unpublish an assignment?

In Assignment index page, instructors can view and change the status of course assignments. (1) A green icon following the assignment name indicates published status while (2) a gray icon indicates unpublished status.

Instructors can switch the status by clicking the icon. It should be of notice, once course students have submitted assignment to a published course, then instructors are not able to switch the course into unpublished. See details here.

2.3.1 Quizzes Overview

In Quizzes, instructors can create and deliver assessment/survey to course students.
To view the Quizzes Index Page, click **Quizzes** in Course Navigation.
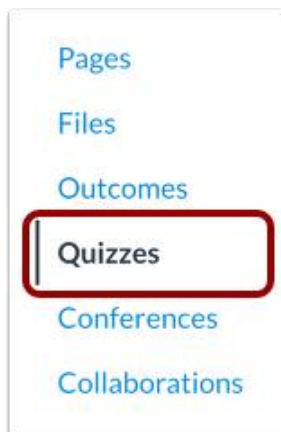
In **Quizzes Index Page**, you will see (1) a global setting, (2) quiz type and (3) each individual quiz.
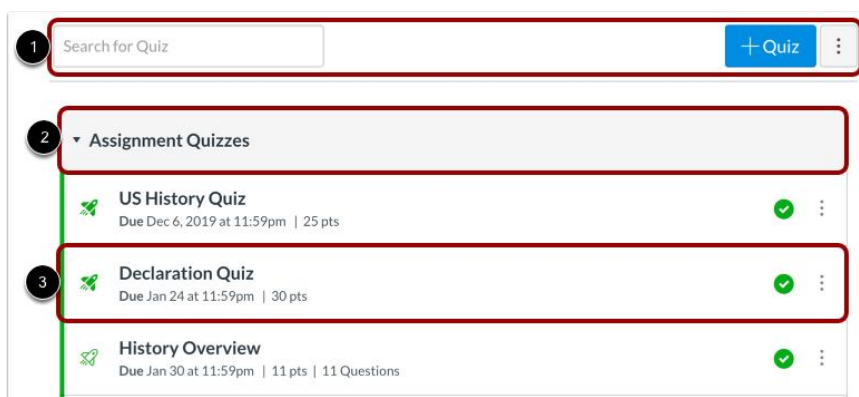
In global settings, you can (1) search for the quiz, (2) add a quiz and (3) manage the quiz through **Options menu**.
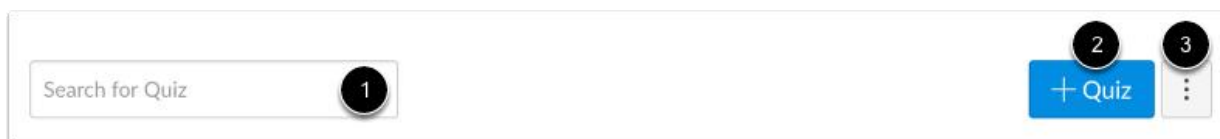
In Options menu, you can (1) manage question banks and (2) reset quiz engine choice.
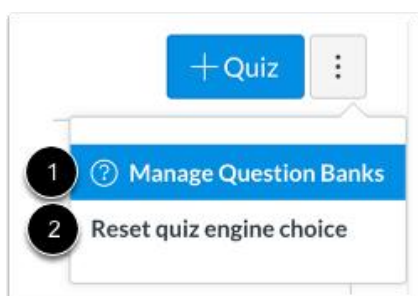
In Quizzes, you may choose to create a quiz either by (1) New Quizzes tool or (2) Classic Quizzes tool. Each tool has its icon.
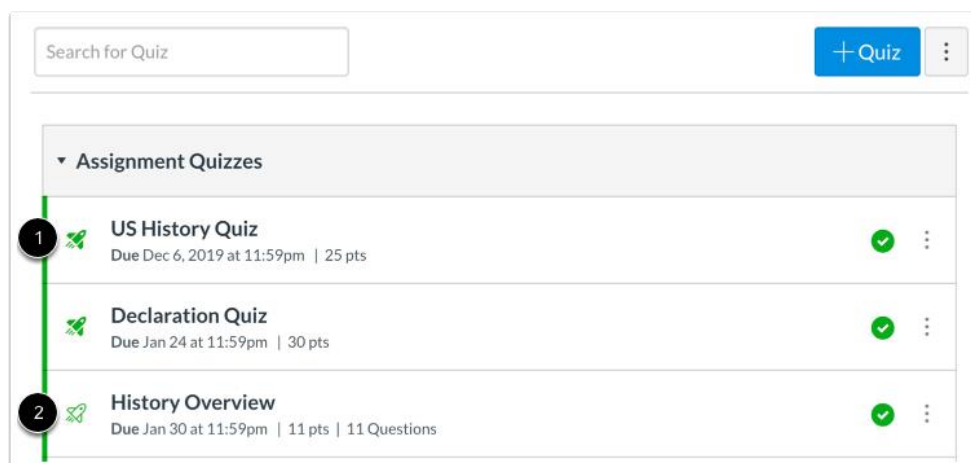
See more details about Quizzes Index Page here.

Quizzes allow instructors to create 4 types of quizzes including (1) Graded Quiz, (2) Practice Quiz (ungraded quiz), (3) Graded Survey and (4) Ungraded Survey. See more details about quiz type here.

2.3.2 How to make a quiz?
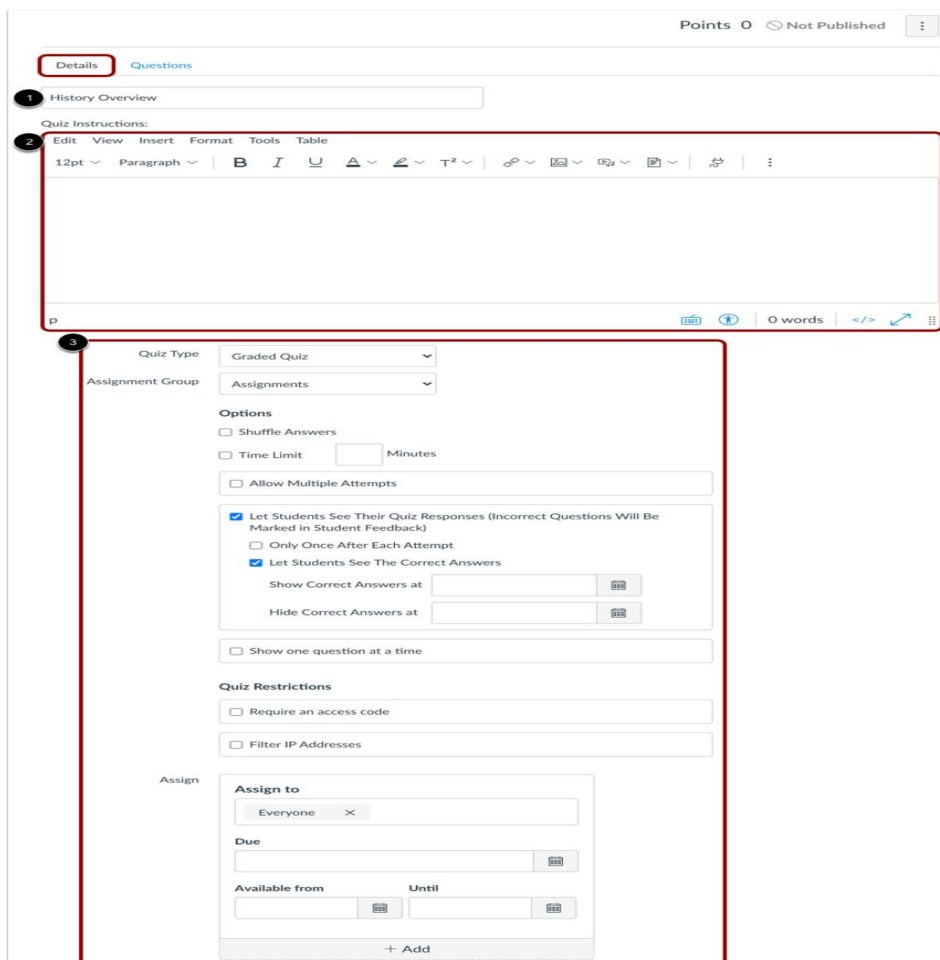
Go to **Quizzes** in Course Navigation and then click **Add Quiz**.
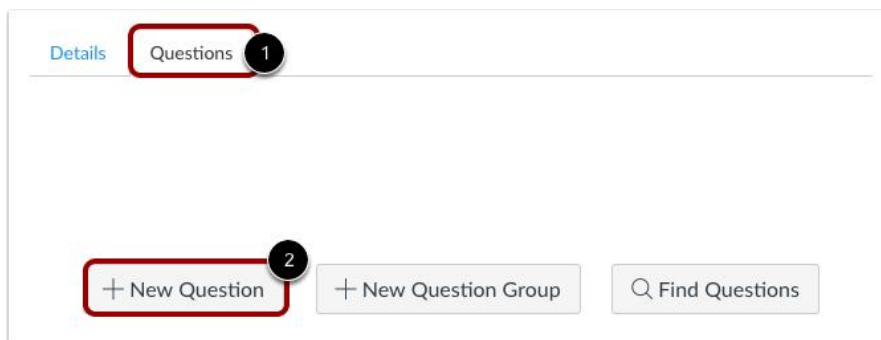
Then you need to select a quiz engine to make a new quiz. Click **Submit** button to proceed to next step. For instructors who are interested in applying New Quiz engine, please see here for how to create a quiz via New Quizzes engine.
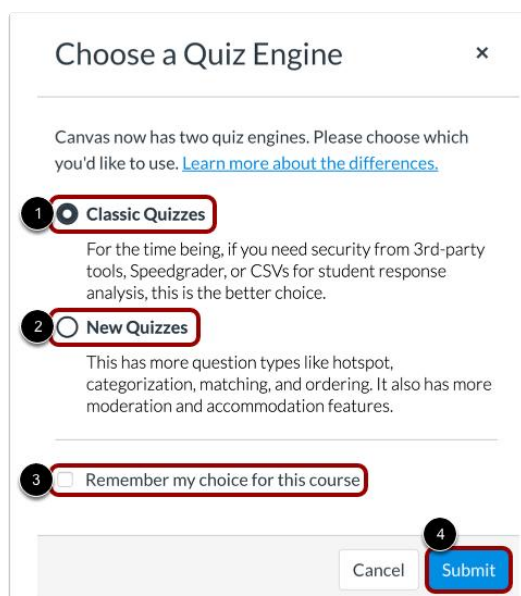
When choosing Classic Quizzes engine to create a new quiz, you will see the quiz editing page. When you select **Details** button on the top left, you will be asked to (1) name your quiz, (2) give an instruction to your quiz and (3) add more details (such as quiz type, quiz restrictions and quiz due time) for the new quiz. See more details about how to set up details here.

To make quiz questions, first click (1) **Questions**, which is on the right side of Details. Then (2) click **Add Quiz Question** button to add a new question.

For each question, you can add question content, point and correct answer.

Quizzes support a variety of question type including (1)Multiple Choice, (2)True/False, (3)Full-in-the-blank, (4)Full-in-Multiple-Blanks,
(5) Multiple Answers,(6)Multiple Dropdown,(7)Likert Scale,(8)Matching,
(9) Numeric Answer, (10) Formula with Simple Formula, (11)Formula with Single Variable, (12)Essay,(13)File Upload.
Click **Update Question** to save your quiz questions.

When you finish your quiz, you can click **Save** button to save and preview the quiz. Or you can click **Save and Publish** button to publish your quiz to course students.

See more details here.

2.3.3 How to publish/unpublish a quiz?

In Quizzes Index Page, an instructor can view and change the status of the quizzes. A gray icon indicates a quiz is unpublished and a green icon indicates a quiz is published.
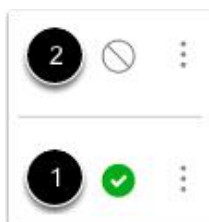
To change the status of a quiz, an instructor may click the icon to a make a switch. It should be of notice, however, if a published quiz has received submissions from course students, then its status cannot be changed into unpublished.

2.3.4 How to delete/edit a quiz?

In Quizzes Index Page,instructors may click the **Option icon** of the intended course and select **Delete/Edit**.
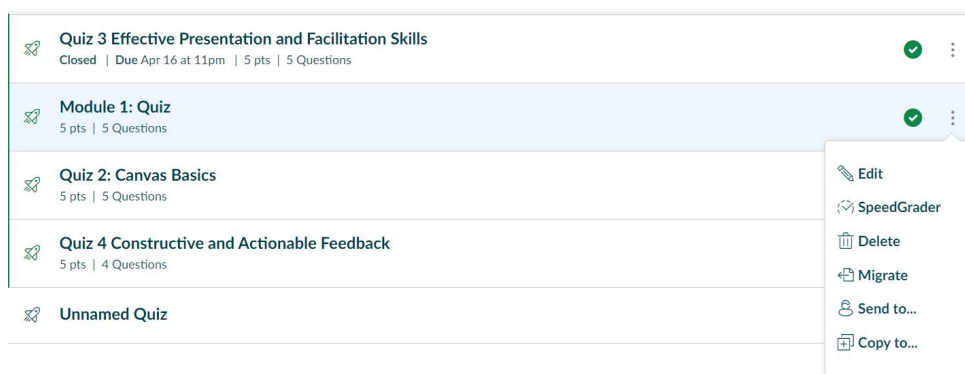
Or you can open a quiz page, and click **Option icon** to select delete. To edit the quiz, select **Edit** button.
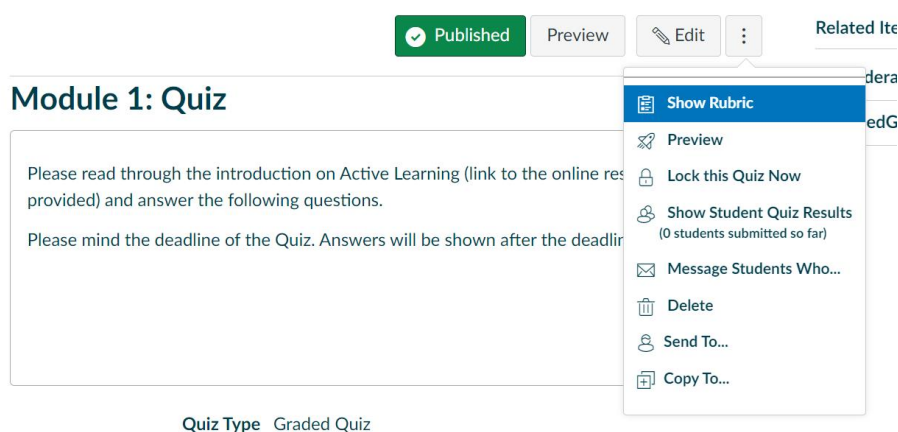
2.3.5 How to moderate the quiz？

When a quiz has been published, course instructors can moderate students' progress in the quiz. In addition, course instructors can change the number of quiz attempts through moderation page. To moderate the quiz, go to **Quizzes Index Page** and select a quiz to moderate. Then click **Moderate This Quiz** on the right side of page.

Course instructors may search for students from Search Field.

In Moderate Quiz page, course instructors will view the following information about students' quiz progress.

(1) Student names

(2) Number of attempts a student has made to finish the quiz

(3) Length of time a student takes to finish the quiz

(4) Number of attempts left for a student

(5) Quiz score for a student

Instructors can also click the (6) fresh button to update the information.

Moderate Quiz page also enables instructors to moderate on-going quiz and outstanding submission. Course instructors can also reset number of attempts for different course students.

2.4 Grades

2.4.1 Grades and the Gradebook Overview

In Grades, course instructors can grade and track course progression for each course student. To view the Grades, go to Course Navigation and click **Grades**.

Gradebook is the place where instructors view assignment details, input and view grades, message students about assignment/grade status.

Student Name	Reading Assig... Out of 20 MA...	Plant Genetics ... Out of 60 MAN...	Areas of Re... Out of 75	Class Journal W... Out of 25 MAN...	Class Journa... Out of 2
Emily Boone Biology 101 - B	20	C+	60	25	20
Jessica Doe Biology 101 - B	15	A-	75	20	20
Max Johnson Biology 101 - B	20	C+	74	25	25
Bruce Jones Biology 101	19	D+	47	22	24
Joe Rogers Biology 101	18	A	70	-	20
Nora Sanderson Biology 101 - B	20	A	72	17	19
Jane Smith Biology 101 - B	-	B-	61	20	20

See more details here.

2.4.2 How to use Gradebook?

Click **Grades** then you will see Gradebook. In Gradebook, you can (1) manage the page through sorting and setting options, (2) view student names and (3) view grades.

You can also use (4) keyboard shortcuts provided in Gradebook.

Keyboard Shortcuts ✕

s : Sort the grid on the current active column

m : Open menu for the active column

esc : Close the currently active menu

g : Go to the current assignment's detail page

c : Open the grade detail tray

Press the escape key before using keyboard shortcuts when navigating the gradebook grid.

In Gradebook menu, you may view all students, all assignments and all grades simultaneously by **Traditional Gradebook**. You can also view one student one assignment in a single time by **Individual Gradebook**.

Change Gradebook view

✓ Traditional Gradebook

Individual Gradebook

Gradebook History

In View menu, you may filter or sort Gradebook based on the conditions.

Arrange By	>
Filters	>
Statuses...	
Columns	
✓ Notes	
✓ Unpublished Assignments	

In Arrange by, you can arrange the columns in Gradebook
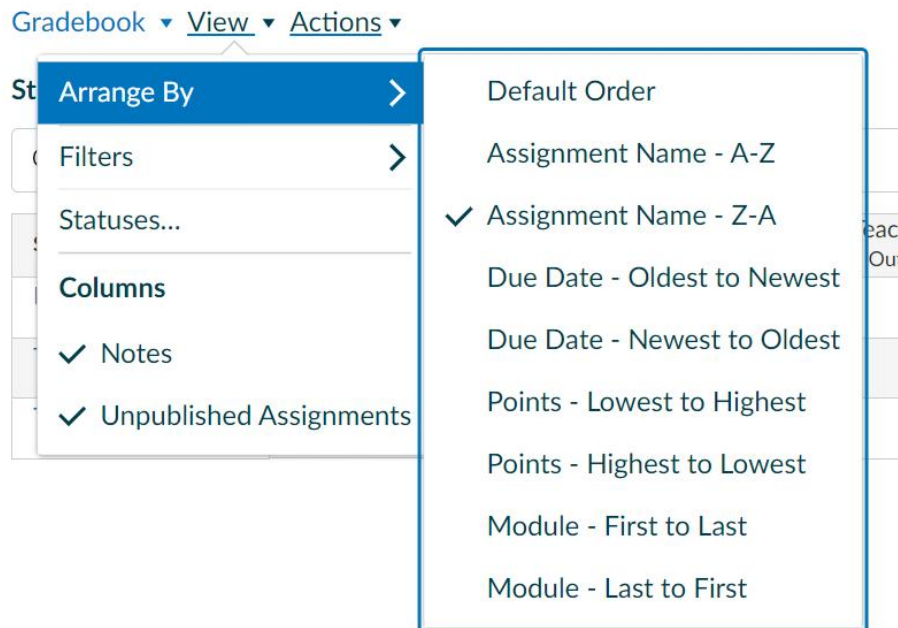
In Filters, you may filter the columns by Assignment Groups, Modules or any other applicable options.

In Status, you may change the colour for grading status.
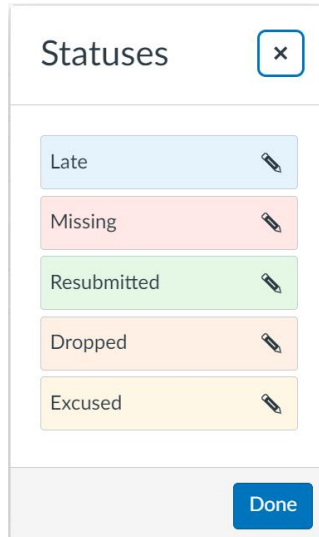
In Columns, you may choose to show or hide Notes, Unpublished Assignment or other applicable options in Gradebook.

In **Action Menu**, you may import or export Gradebook.

In **View Gradebook Settings**, you can set up the Late Policies or Grade Posting Policy for your course. For Late Policies, you may set an automatic grade for missing submissions or set a grade deduction plan for late submission.

For **Grade Posting Policy**, you can choose to automatically show grades immediately to students when their grades are scored or hide all grades and choose a post time later.

In Student Column, you can set up how to sort, order and view student information.
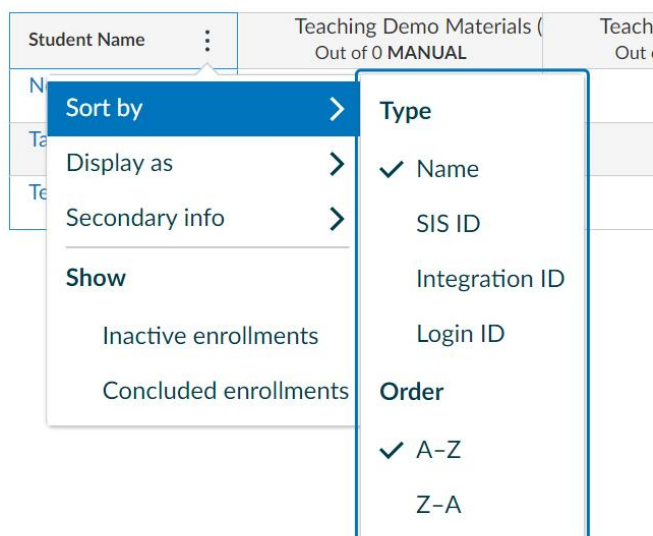
You can additionally ask to show students' secondary information such as SIS ID, Integration ID or email address. See more details about how to sort and display student data and show inactive and concluded enrollments.

In Assignment Column, you will see (1) the assignment name, the assignment total score and each student score for a published assignment in each column. To view more information and to manage Assignment Column, click the (2) **Option icon**.

In Option icon, you can (1) sort assignment by multiple conditions, (2) use SpeedGrader, (3) message students who haven't submitted an assignment or haven't been graded or whose score reaches a certain criteria, (3) curve grades to show the distribution of an assignment, (4) set a default score for an assignment, (5) hide or post grades for an assignment, (6) enter grades as points or percentage, (7) download submissions and (8) set Grade Posting Policy (see above).

In Gradebook, you can (1) manually enter and edit grades for each student on each assignment or do it (2) in **Grade Detail Tray** icon.

In Grade Detail Tray, you can (1) grade an assignment (2) change the status of an assignment submission and (3) leave a comment.

2.5 Turnitin

2.5.1 Turnitin Overview
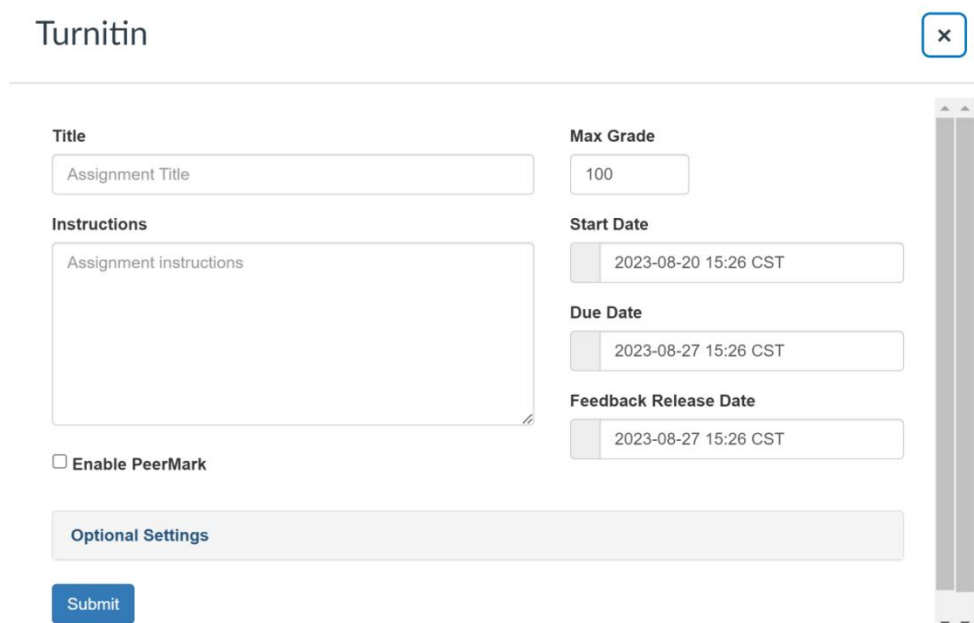
In Canvas, a plagiarism tool Turnitin is embedded to help instructors to detect potential academic misconducts in course assignments. Instructors can set up Turnitin for a specific assignment, allow students to use Turnnitin to check assignments before making a submission, view Turnitin report and use other functions provided by Turnitin. View the detailed information about Turnitin in Canvas here.

2.5.2 How to set up a Turnitin Assignment in Canvas?

To install Turnitin in a course assignment, go to **Assignments Index Page** and click Turnitin in **Option icon**.
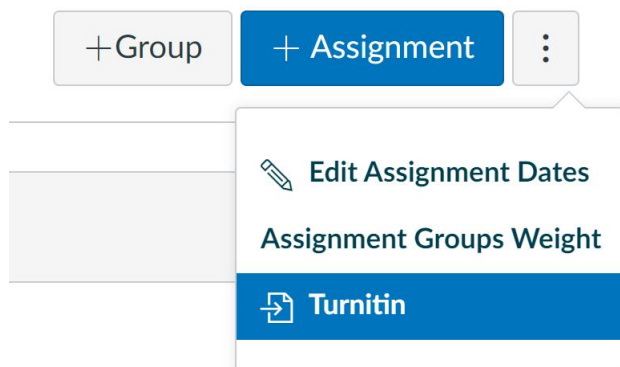
You will see a new page to create your new assignment. You can add assignment title, instructions (with a maximum of 1000 characters), max grades, start/end date, feedback release date and other assignment information in the page. See more details here about general settings.

You may add additional details for your assignment through **Optional Settings** where you can set up (1) Submission Settings such as type of file, late submission and rubric, (2) Compare Against different resources when creating Turnitin results, (3) how to generate Similarity Report such as when to generate, whether allow students to view, what to exclude from the report (4) whether to exclude assignment template and (5) other additional settings. See more details here.

When you finish setting up a Turnitin assignment, click **Submit**. You can also view the whole process here.

2.5.3 How to access Similarity Report and understand its results?

Instructors can access the Similarity Report through Assignment Inbox.

This is an assignment for testing purpose.
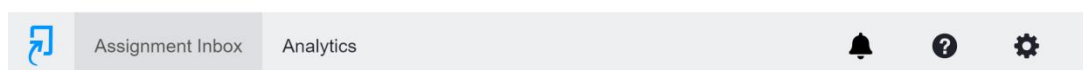
Instructors may click the assignment name to view Assignment Inbox. Then click Similarity column to read the Similarity report. See more details here.

A similarity score will be provided as a percentage of assignment contents that overlaps with other resources in the Turnitin database. The similarity score may only be a reference to potential plagiarism. Instructors should check the assignment for plagiarism with their professional knowledge and experience. See examples here on how to explain the result.

In the Similarity Report, it also provides functions to view similarity match, use multiple colors to highlight, view sources and more. These convenient functions in Similarity Report will help instructors to check plagiarism assignment.

2.5.4 What are others functions in Turnitin?

Instructors may use Turnitin functions to create comments on assignment, create rubric and grade with rubric, grammar check with ETS e-rater and view assignment statistics through Analytics Dashboard. See more details about there functions here.

<div align="center">2.6 Announcements</div>

2.6.1 Announcements Overview

In Announcements, instructors can communicate with course students, notify course students with latest course updates, and share course-related materials. To view Announcements, go to Course Navigation and click **Announcements**.
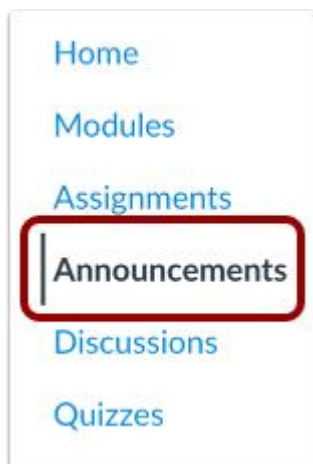
Then you will view the **Announcements Index Page**. On the top you will see (1) Global Settings. Below the Global Settings, you will see (2) individual announcement ordered by reverse chronological order.
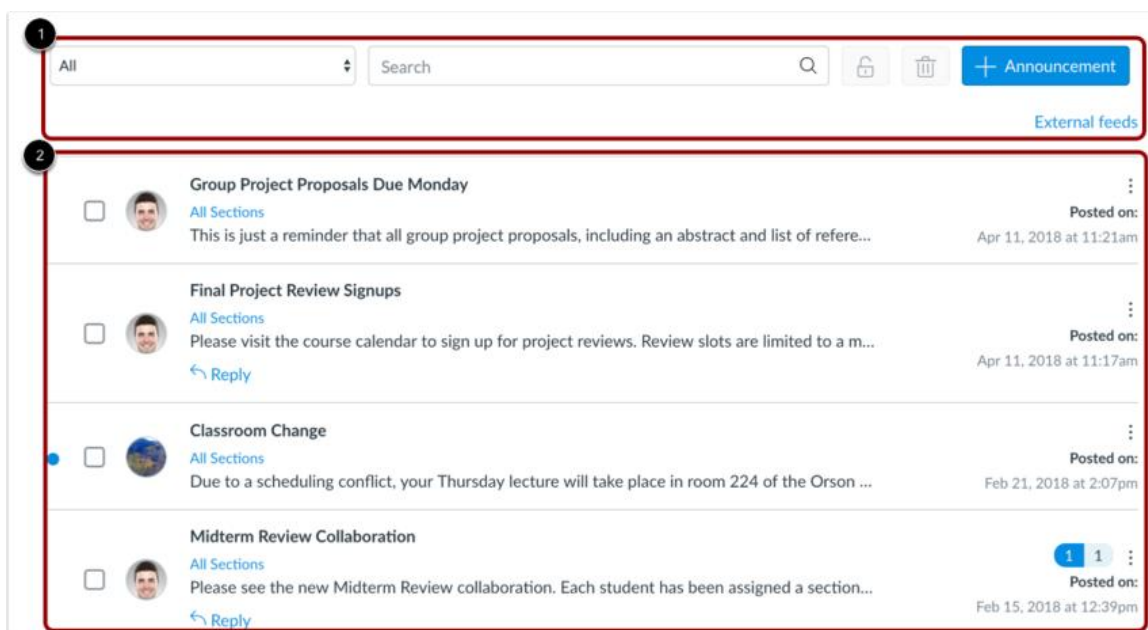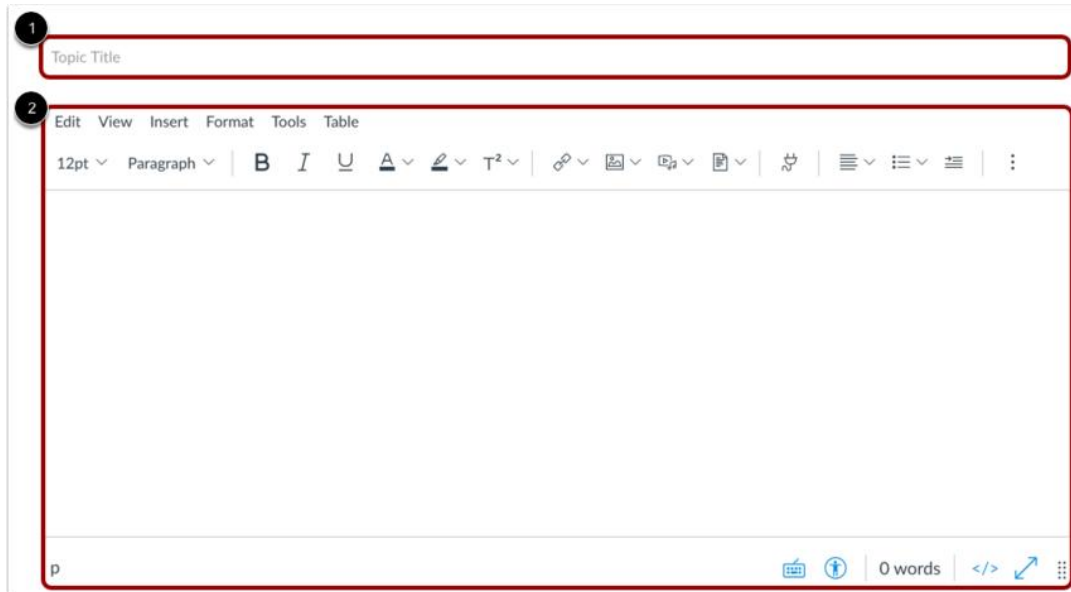
In Global Settings, instructors can (1) view all or unread announcements, (2) search for an announcement, (3) add an announcement and (4) view external feeds.
See more details here.

2.6.2 How to make an announcement?

In Announcement index page, click **Add Announcement**. Then instructors will see a
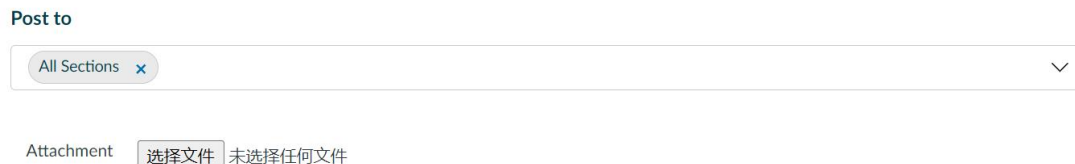
new page to create a new announcement. Instructors can (1) name the announcement (2) and add information into Rich Content Editor.
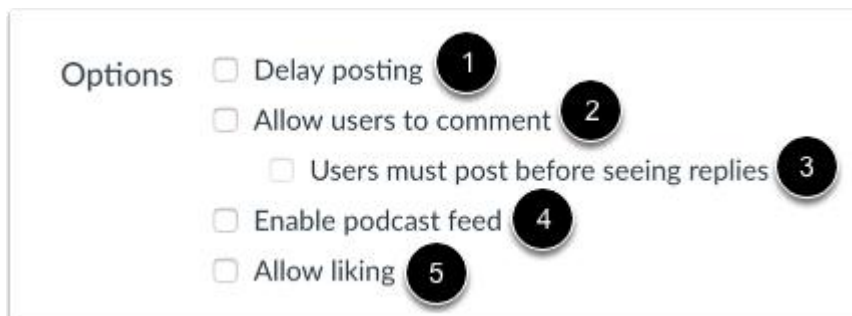
Then instructors may select a section(s) to send your announcement.

Instructors may upload a file into an announcement.

Options section allows instructors to set up an announcement before it is released.

Click **Publish** to release the announcement.

See more details here.

2.6.3 How to reply to an announcement?

Instructors may open an announcement and click **Reply**.
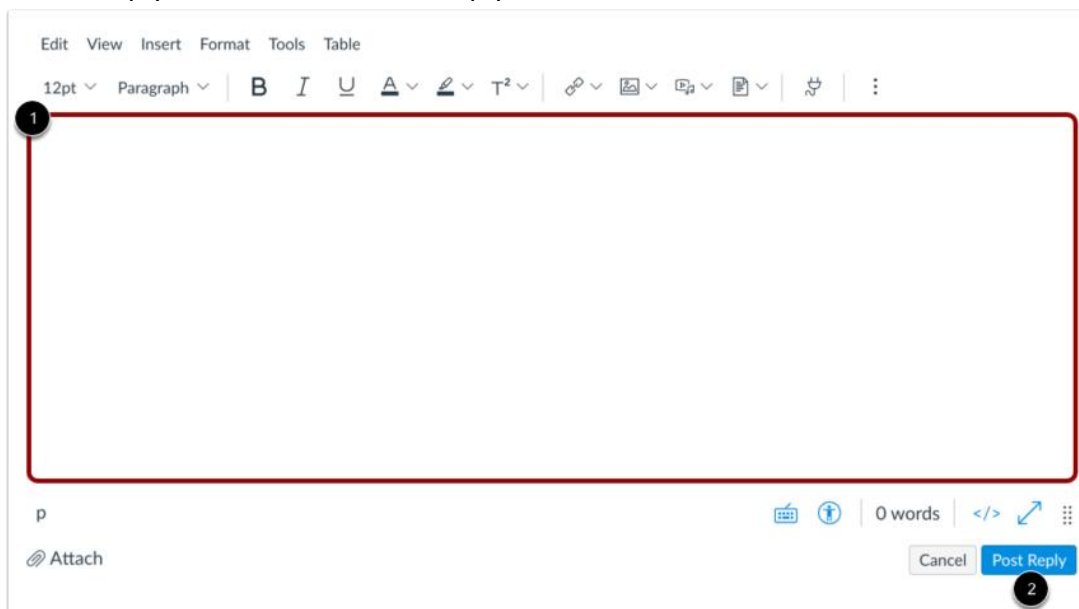
Then a reply can be made within Reply box.

Click **Post Reply** to finish.

<p style="text-align:center">2.7 Discussion</p>
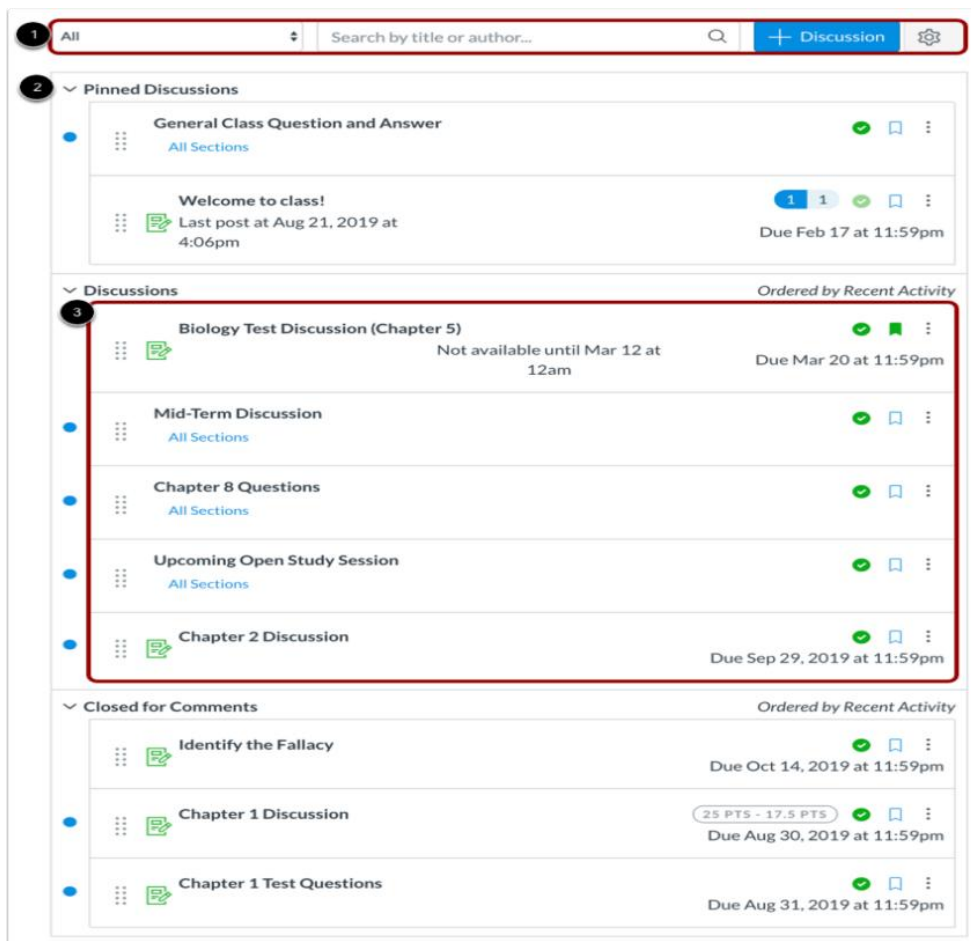
2.7.1 Discussions Overview

Discussions provides a platform for both course instructors and course students to interact and to contribute to the class. Course instructors can also choose to release a graded discussion as part of class assignment. Generally there are 2 types of disc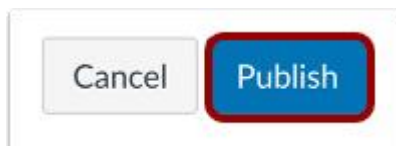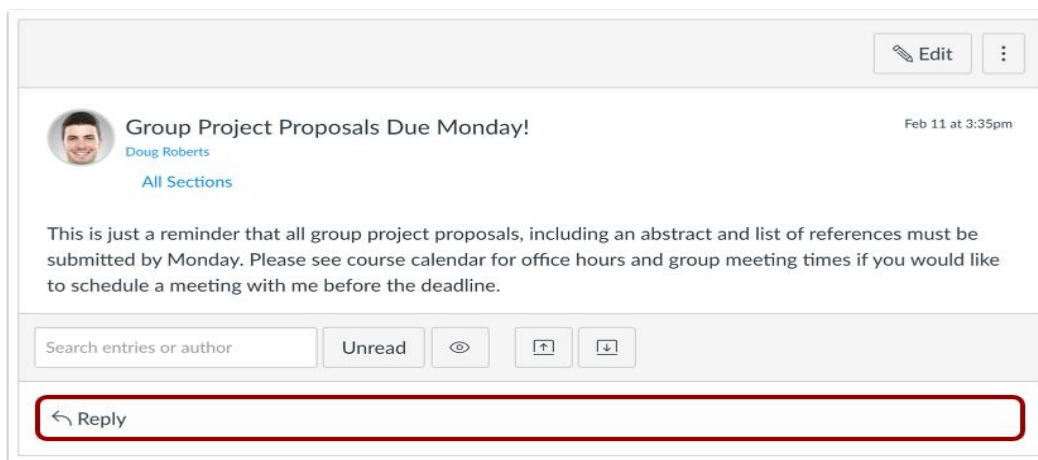ussions: focused and threaded. A focused discussion only allows a short interaction over a topic. It contains no more than 2 two levels of nesting structure or 2 replies to the original post. A threaded discussion allow a long interaction with infinite levels of structure or infinite replies to the original post. See more details here.

To view the Discussion Index Page, click **Discussions** in Course Navigation

Assignments

Announcements

Discussions

Grades

People

Pages

Files
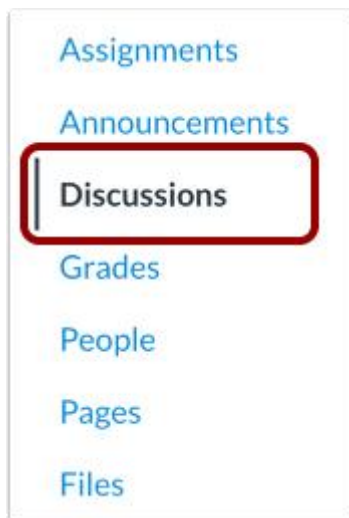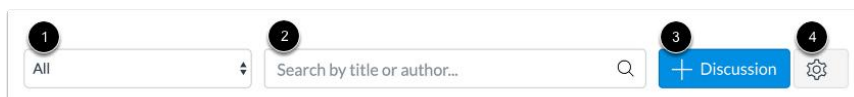
Then you will see the **Discussions Index Page** where you can see (1) global settings, (2) Discussion Group and (3) every individual discussion with a Discussion Group.

In Global Settings, you can (1) filter all or unread discussions, (2) search for discussions，(3) add a discussion and (4) edit a discussion. [See more details here](#).

2.7.2 How to create a discussion?

To create a discussion,go to Discussions Index Page and click **Add Discussion** in Global Settings. Then you will see a new page where you can (1) name the new discussion, (2) add content in Rich Content Editor, (3) see the word count and (4) select a section(s) to post your new discussion.

You may also choose a file to upload to your new discussion. You are also enabled to choose multiple options to set up your new discussion. For instance, whether you want the new discussion to be threaded and graded, whether it should be a group discussion. See more details here.

When you finish your new discussion, you can choose either (1) **Save and Publish** or only (2) **Save** your new your new discussion.
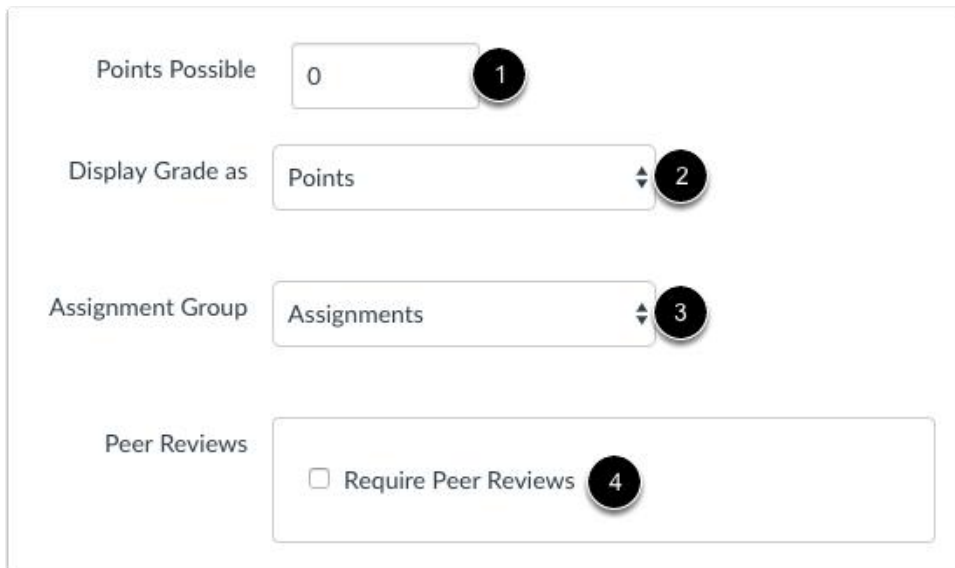
2.7.3 How to create a graded assignment?

When course instructor wants to make a graded discussion, following the similar process as in making a new discussion, course instructors should choose **Graded** in Option Checkbox.

In the detailed information for graded discussion, instructors may include (1) Point, (2) Grade Type, (3) Assignment Group and (4) Peer Review Requirement.
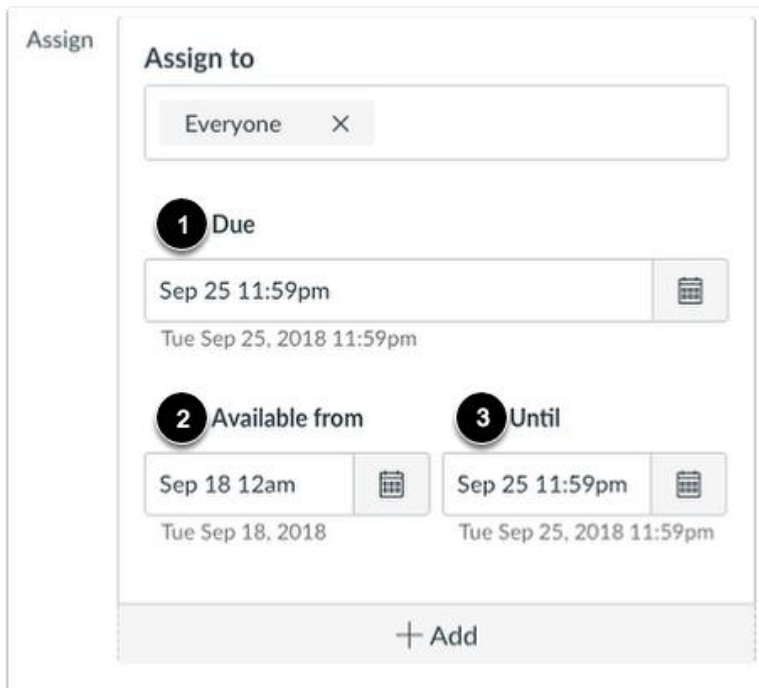
Instructors may also include assigned group, due time and available periods for graded discussion.

Finally, click (1)**Save and Publish** or (2) **Save** to finish the graded discussions.

2.7.4 How to publish/unpublish a discussion?

Instructors can view and change the status of course discussions at Discussions Index Page. For each individual assignment, (1) a green icon indicates a published status

and (2) a gray icon indicates an unpublished status.
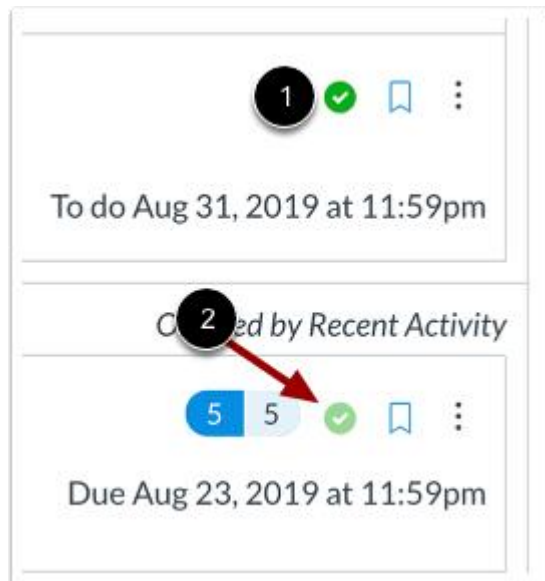
To make a switch between different statuses, instructors only need to click the status icon to make the change. It should be of notice, published discussions with submitted replies cannot be switched to be unpublished.

<p style="text-align:center; color:red;">2.8 Settings</p>

<p style="color:red;">2.8.1 Settings Overview</p>

To view and update (if permitted) different levels of the course settings, instructors can go to **Settings** in Course Navigation.

Collaborations

Item Banks

Chat

Attendance

Studio

Settings

Then you will see a new page that contains different tabs on the top of page. In **Course Details** tab where not only you can view your course details, but also you can (1)change the name and the code of your course,(2) change your course timezone, (3) publish your course and more advanced settings.

In **Sections** tab, you can add and edit a new section to your course. See more details here.

In **Navigation** tab, you can decide which links to show in Course Navigation and how to order different links. See more details here.

In **Apps** tab, you can access Canvas App Center which contains external teaching tools that are related to Canvas.

In **Feature Options** tab, you can manage new features in Canvas. See more details here.

In **Integrations** tab, you can sync your course date to Microsoft Team. See more details here.

See more details about how to use course settings.

<p style="color:red;">2.8.2 How to set up Start and End Dates for your course?</p>

By default, students are only allowed to participate in a Canvas course during the period between Course Start and End Dates. For Instructors who may want to customize the Start and End Dates for their course, go to **Settings** in Course Navigation and click **Course Details** tab.

Term: Default Term

Participation:

Course	⌄

Course participation is limited to **course** start and end dates. Any section dates created in the course may override course dates.

Start

	📅

End

	📅

☐ Restrict students from viewing course before course start date

☐ Restrict students from viewing course after course end date

In Participation, you may choose either Term or Course. When choosing term, the Start and End Dates is set to be the same as HKUST(GZ)'s term schedule. When choosing Course, you may customize the Start and End Dates for your course.

In addition, you can also decide whether to allow students to view your course(s) before Start Date and/or after End Date by clicking the checkbox respectively.

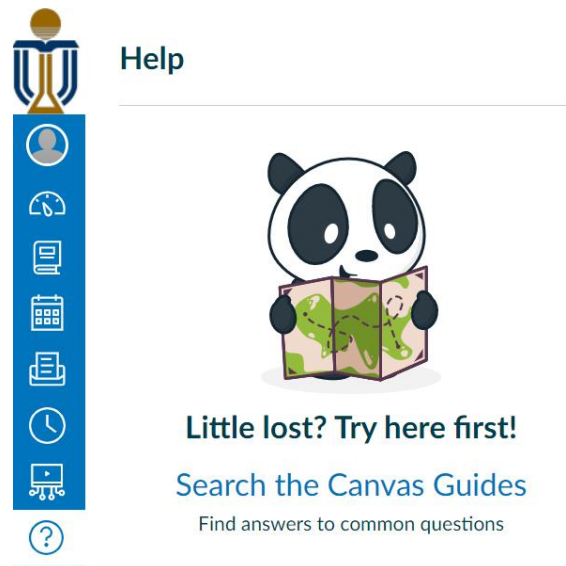Click **Update Course Details** to finish the change.

3.1 Canvas online guides

Canvas website provides an Instructor Guide for using Canvas, you may find detailed description for how to use each function in Canvas. Please visit Canvas if you have any further questions.

In addition, you can also use **Help** at Global Navigation to search for the online guide.

3.2 Report your problems to HKUST(GZ)

When having technical troubles with Canvas, you can choose to consult with HKUST(GZ) Canvas Helpdesk at Building C1 East Concourse Floor 2 at our office hours from 9:00AM to 5:30PM on weekdays. You are also welcomed to contact us at canvas@hkust-gz.edu.cn.