Using Canvas
for
Online Assessment & Grading

e-Learning Workshop Series

Office of the CIO

What is online assessment?

- Any quizzes, tests, exams, surveys, exercises, assignments or even discussions (text or voice) conducted on web

- For formative and summative purposes

- A way for teachers and students to evaluate learning outcomes based on any online activities

- Students can attempt remotely or in person on campus

Pros & Cons of Online Assessments

- Ubiquitous in all aspects when network connection available

- Various formats with multimedia contents

- Automatic marking and immediate feedback

- Self-study facilitation

- One-stop grade & feedback management

- Learning analytics

- Archive of student work

- System security & reliability

- Student discipline

- Acceptance by students

- Limitation in auto marking

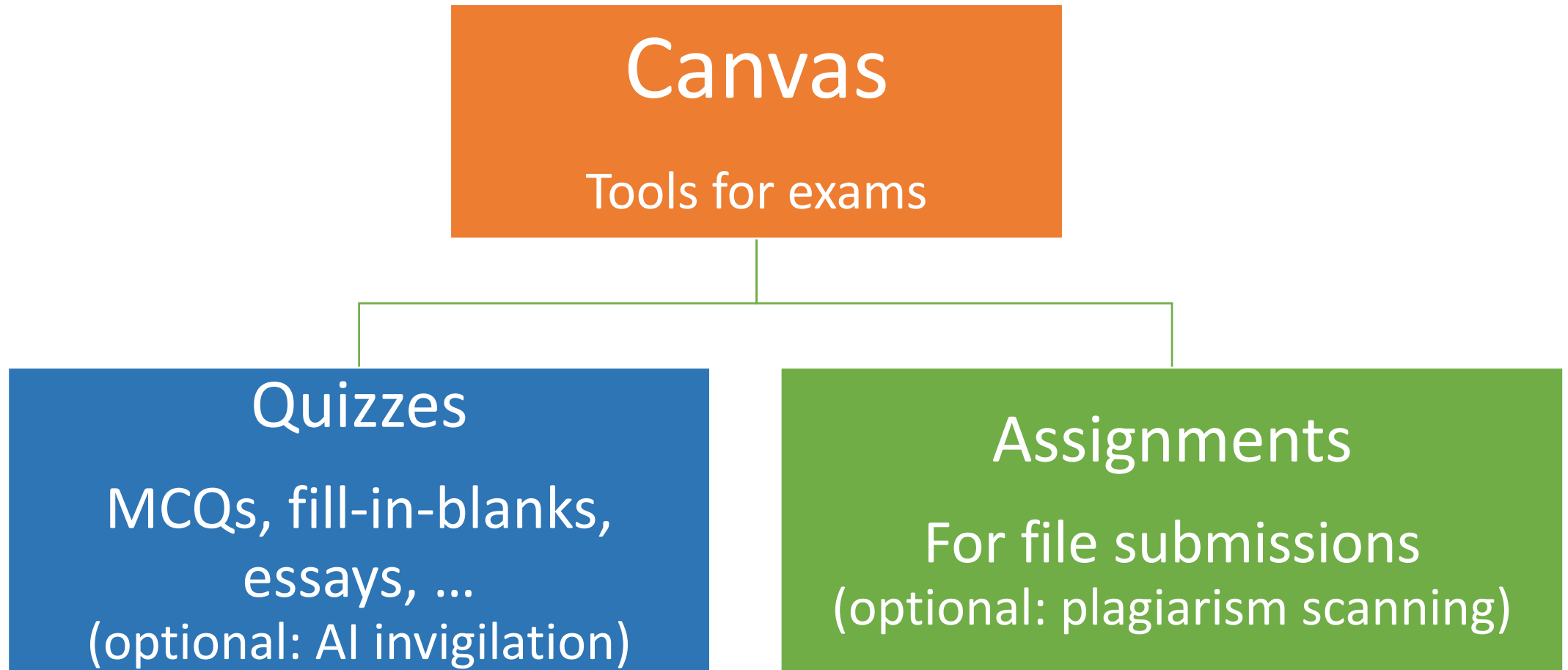- Technical difficulties in client and/or server sides

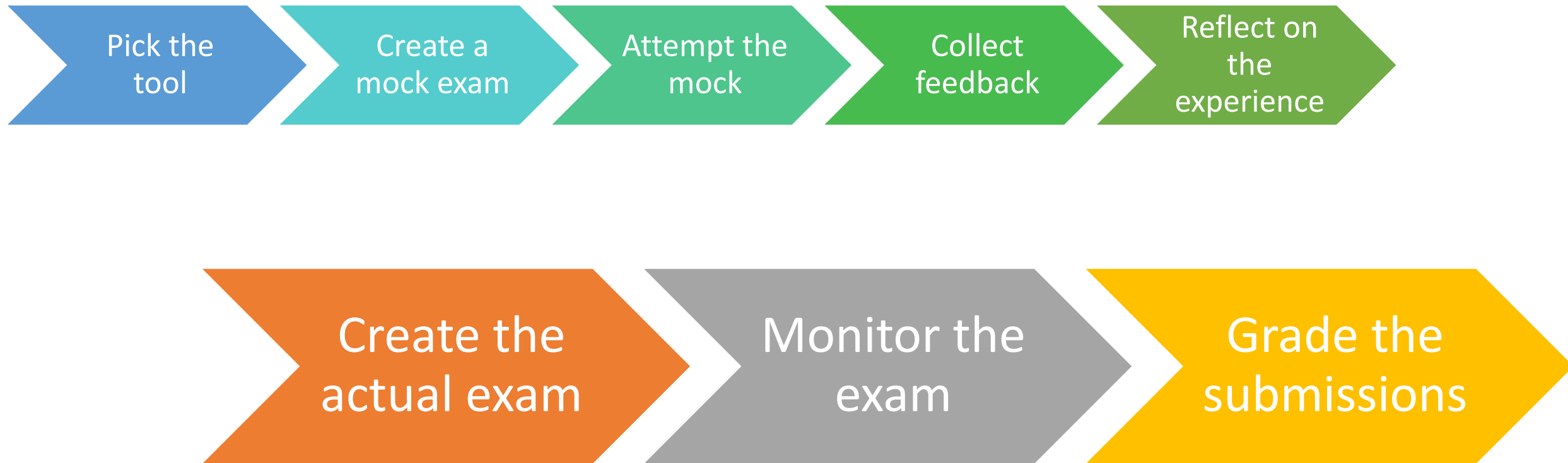# Intended Outcomes of Workshop

After this workshop, we hope you will be able to:

- Describe the design and logic of Canvas assessment tools

- Collect student work via assignment shells in Canvas

- Prevent plagiarism with Turnitin (or other tools)

- Create online tests in Canvas

- Operate Gradebook for marking and calculating grades

- Apply online assessment according to your needs

Using Canvas for Exam Delivery

Canvas

Tools for exams

Quizzes

MCQs, fill-in-blanks, essays, ...
(optional: AI invigilation)

Assignments

For file submissions
(optional: plagiarism scanning)

Recommended Workflow for Exam Delivery

Pick the tool → Create a mock exam → Attempt the mock → Collect feedback → Reflect on the experience

Create the actual exam → Monitor the exam → Grade the submissions

Create an Assignment Shell with Turnitin Enabled

- Add an assignment shell for "File Uploads"

- Select "Turnitin" under Plagiarism Review

- Submit paper to Standard repository

- Compare submitted papers to all sources

- Exclude bibliography & quotes

- Allow students to view Similarity reports

Submission Type

Online

Online Entry Options

☐ Text Entry

☐ Website URL

☐ Media Recordings

☑ File Uploads

    ☐ Restrict Upload File Types

ⓘ How to create Turnitin Assignment? ↗

Submission Attempts

Allowed Attempts

Unlimited

Plagiarism Review

Turnitin

turnitin 🛡

ⓘ Need help?

Store submissions in:

Standard paper repository

Compare submissions against:

☑ Student repository

☑ Website content

☑ Periodicals, journals and publications

Similarity Report:

☑ Exclude bibliographic materials

☑ Exclude quoted materials

☐ Exclude small sources

☐ Save as default settings

Show report to students

Immediately

Make a Submission

- Pick an academic topic
- Find text on the web
- Copy and paste to create an essay
- Submit the essay to the course site as a student
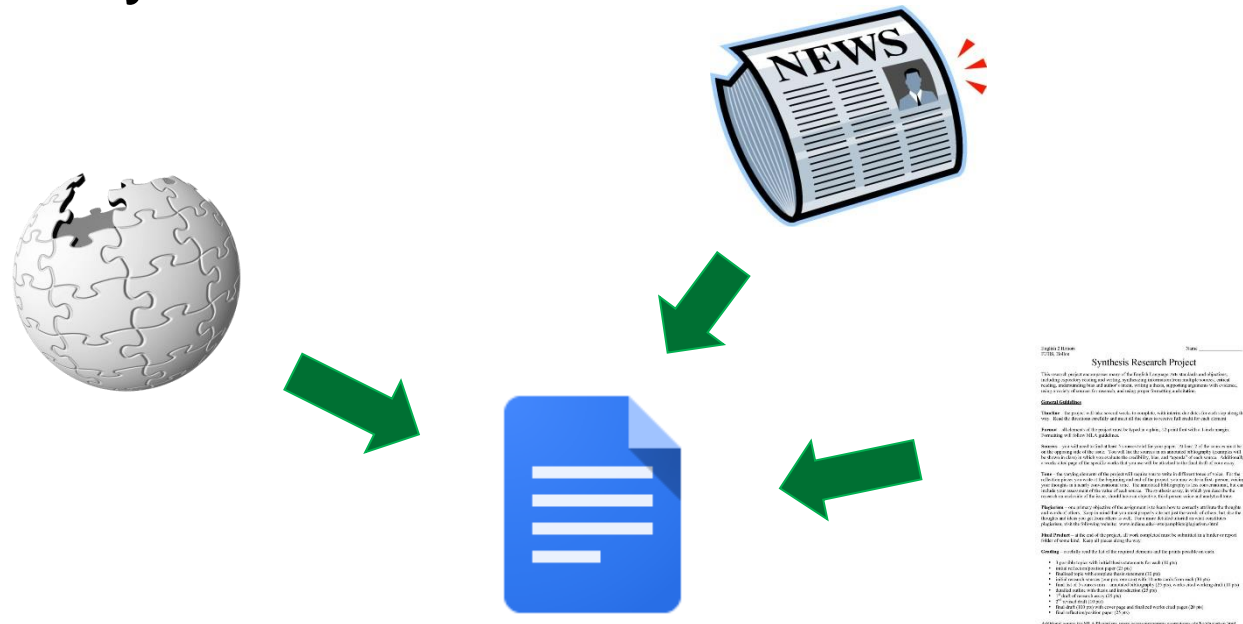
Turnitin compares students' submissions with 3 sources and then includes them (optional) in paper repositories.

Current & archived internet

periodicals,
journals, & publications

Student
assignment

student paper repository
(global)
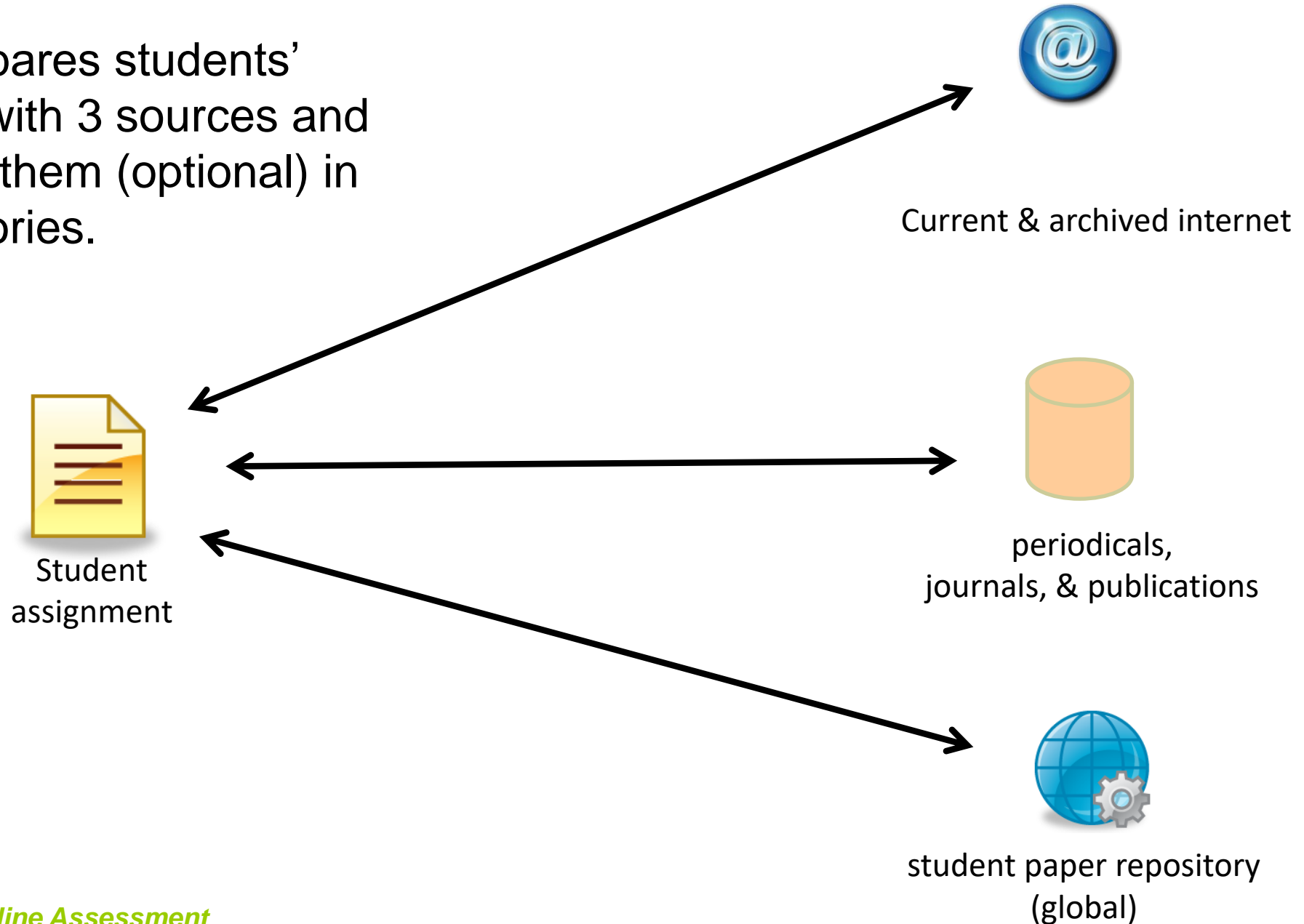
Try to Build a Quiz

- Enter Quizzes

- Choice Classic Quizzes or New Quizzes

- Add a quiz and go thru the settings

- Different types of Quizzes

- Add questions
  (your textbook may provide quiz questions in Canvas' Classic Quizzes format)
  http://www.respondus.com/products/testbank/search.php

- Preview a Quiz

- Create Question Group for random selection (works with Question Bank)

- Try it out using Student View
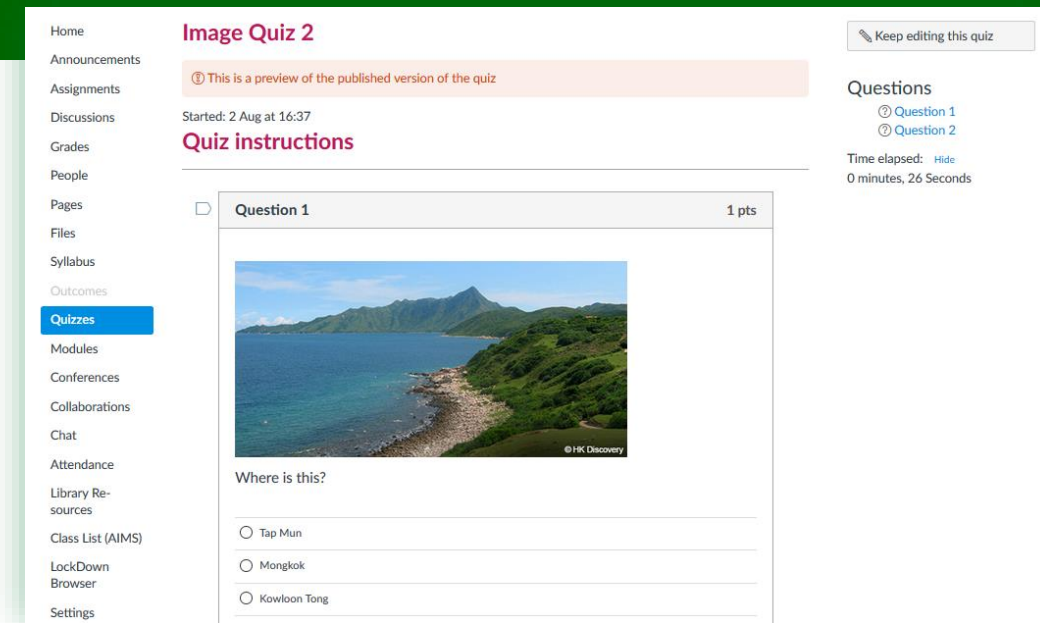
Conducting Secure Online Test

Require Respondus LockDown Browser

- Integrate with Canvas Quizzes
- Force full screen
- No access to other webpages (inside and outside Canvas)
- Access to specific webpage only
- Unable to launch other applications
- No copy and past

Require Respondus Monitor (under LockDown Browser)

- Exam proctoring via webcam
- AI report on the likelihood of cheating

Respondus Monitor Sample Report

Operational Differences

	Canvas Quizzes	Canvas Assignments
Question types	Auto gradable: MC, True/False, Fill-in-the-Blanks, Multiple Answers, Matching, Numerical Answer & Formula; Manual grading needed: Essay & File Upload	Any types where answers can be submitted via file upload (manual grading needed)
Question release	Release according to the schedule of the quiz interface; randomizable; no download option	Release according to the schedule of the assignment interface as downloadable file
Timing	Both time limit of an attempt and exam period are controlled	Only exam period is controlled
Student experience	Attempt all exam questions online; network connection needed throughout the exam; answers will be saved automatically (no record on local computers)	Network connection needed when downloading the question files and uploading the answers (answer files saved on local computer)
Monitoring	During the exam: attempt timing of each student available in **Moderate This Quiz** After the exam: quiz log of each attempt available (optional AI generated invigilation report will be ready from **Respondus**)	During the exam: check **Last Activity** in **People** After the exam: visit gradebook to identify students with late submissions or no submissions

Suggested Remote Exam Setup (1)

Suggested Remote Exam Setup (2)
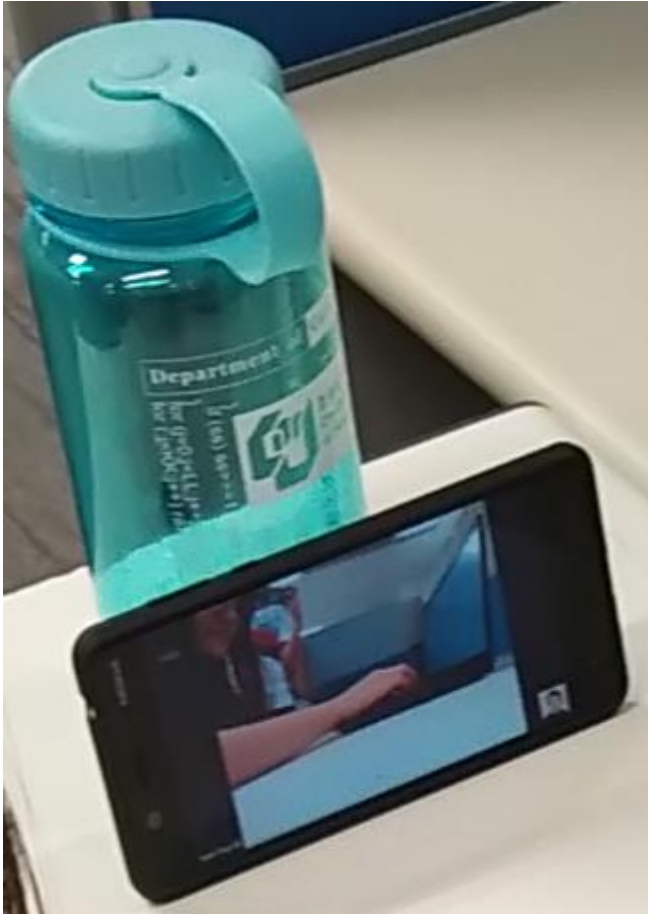
Reminders for Remote Exam Arrangement

Before the exam

- Mock exams help students to experience the workflow before the actual exams
- You may use Student View to attempt the mock exam
- Check with CSC for network solution

During the exam

- Students may submit their answer files via email if Canvas is not responding
- The possibility of solving a remote problem during the exam is low

After the exam

- The submission status indicate the need of makeup exams
- All reports of problems should collected for study
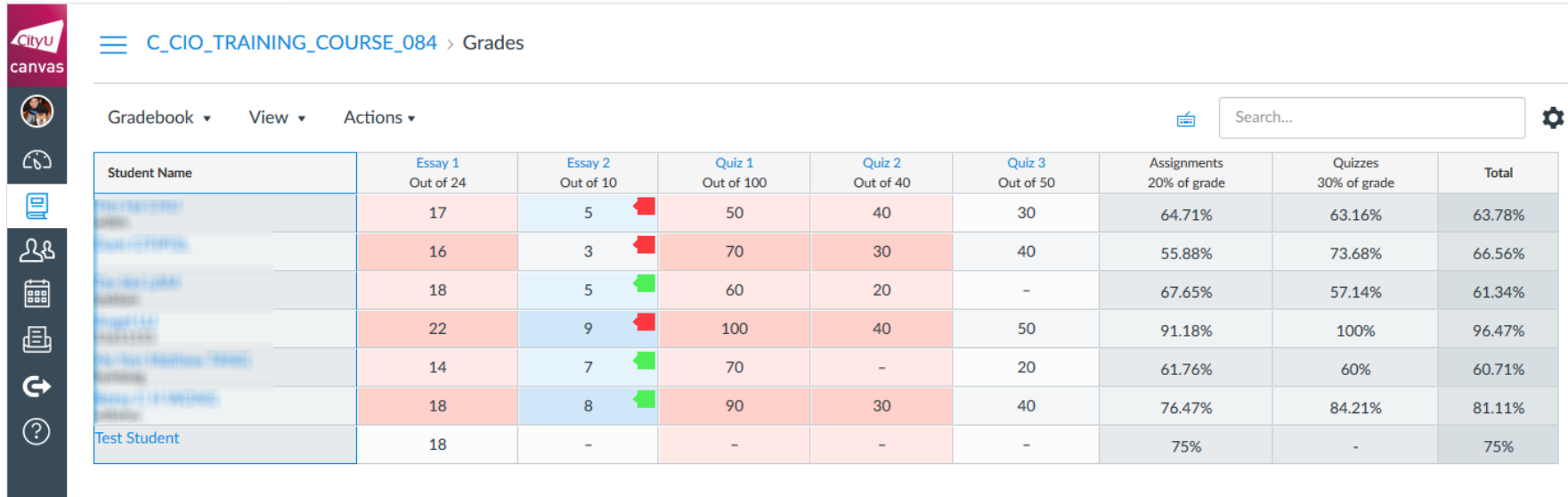- All video recording of invigilation must be deleted within 12 months after the exam

Exams for Semester A 2021/22

- Most of the students should attempt exams face-to-face on campus according to the Master Exam Schedule

- In-person invigilation will be sufficient for on-campus exams

- The teaching team should inform the e-Learning Team (elearn@cityu.edu.hk) before 15 Nov 2021 if you will allow all students in your course to attempt exam (a) on computing devices, (b) using CityU's network, and/or (c) inside Canvas

- Remote exam opportunities should be provided to students unable to come to the campus due to COVID-19 related situations

- 2-Device proctoring is required for students taking exam remotely

Check out Gradebook

- Check out the table

- Enter some grades

- Observe functions and settings
  - Gradebook - Individual view & history
  - View - arrangement and filtering
  - Action - Import / Export
  - Student Name options
  - Assignment column options
    - Message to students who…
    - Hide grades
  - Late Policies & Grade Posting Policy
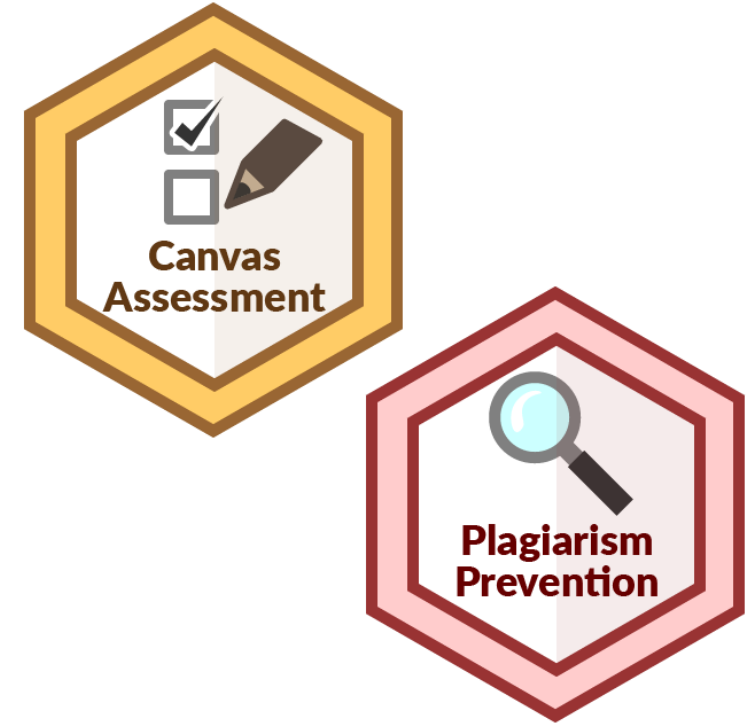
- Set Group Weight to calculate final grades (Total)

View video at https://vimeo.com/332005934

Gradebook

- [Export](#) for further calculation (e.g. include exam scores)
- Upload edited CSV file to [i-Assessment](#)

Help & Support

- e-Learning Team
  http://www.cityu.edu.hk/elearn/
  3442 6727 / elearn@cityu.edu.hk

- LIB e-resources
  http://www.cityu.edu.hk/lib/eres/
  3442-8395 / lbinf@cityu.edu.hk

- Canvas Online Help
  User guide http://go.cityu.hk/canvasm
  Video Instruction http://go.cityu.hk/canvasv

- IT Service Desk
  https://www.cityu.edu.hk/its/
  3442 8340 / it.servicedesk@cityu.edu.hk

Canvas Assessment

Plagiarism Prevention

Two digital badges will be awarded to you via e-mail