



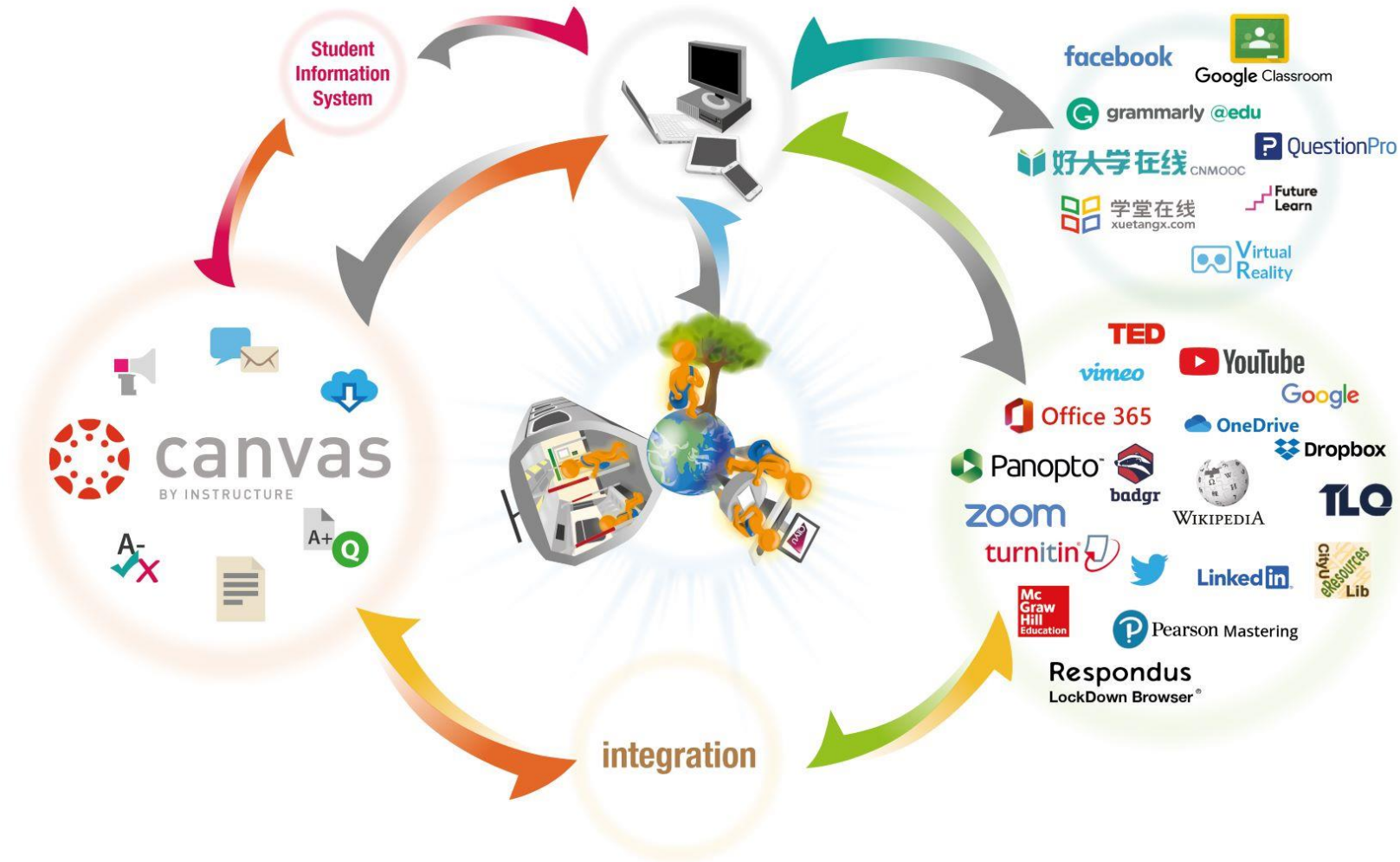
Kick-start Teaching on Canvas & Zoom

e-Learning Workshop Series
Office of the CIO



香港城市大學
City University of Hong Kong

CityU e-Learning Ecosystem



Intended Outcomes of Workshop

- Navigate through Canvas
- Conduct teaching & learning activities in Canvas course
 - Disseminate course info & content
 - Post announcements
 - Publish the Canvas Course
 - Add research students as teaching assistants (TAs)
 - Schedule Zoom meetings for classes
 - Collect student assignments with Turnitin plagiarism check
 - Edit course navigation menu
 - Check out student view
- Run live classes on Zoom
- Create recordings of classes using Panopto



Study the Canvas Dashboard

The image shows a screenshot of the Canvas LMS dashboard for City University of Hong Kong. The interface is divided into three main sections:

- Global Navigation:** A vertical sidebar on the left containing icons and labels for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help.
- Global Stream:** The main content area on the right, containing three messages:
 - Canvas Transition Arrangements from Summer Term 2017 to Semester A 2017/18:** A message with a calendar view showing 'Summer Term' and 'Semester A' with tasks like 'stop user update', 'read only', 'create courses', and 'create sections'.
 - Student IDs in Canvas courses:** A message about downloading student IDs as a CSV file, showing a preview of a file named 'Grades-Student IDs.csv' with columns for 'Student' and 'SIS User ID'.
 - Results of e-Learning / Canvas Survey for Students:** A message with a banner for survey results and social media icons for YouTube, Facebook, and Google.
- Sidebar:** A vertical panel on the far right containing:
 - Coming Up:** A section with a 'View Calendar' link and the text 'Nothing for the next week'.
 - Recent Feedback:** A section with the text 'Nothing for now'.
 - View Grades:** A button to view grades.

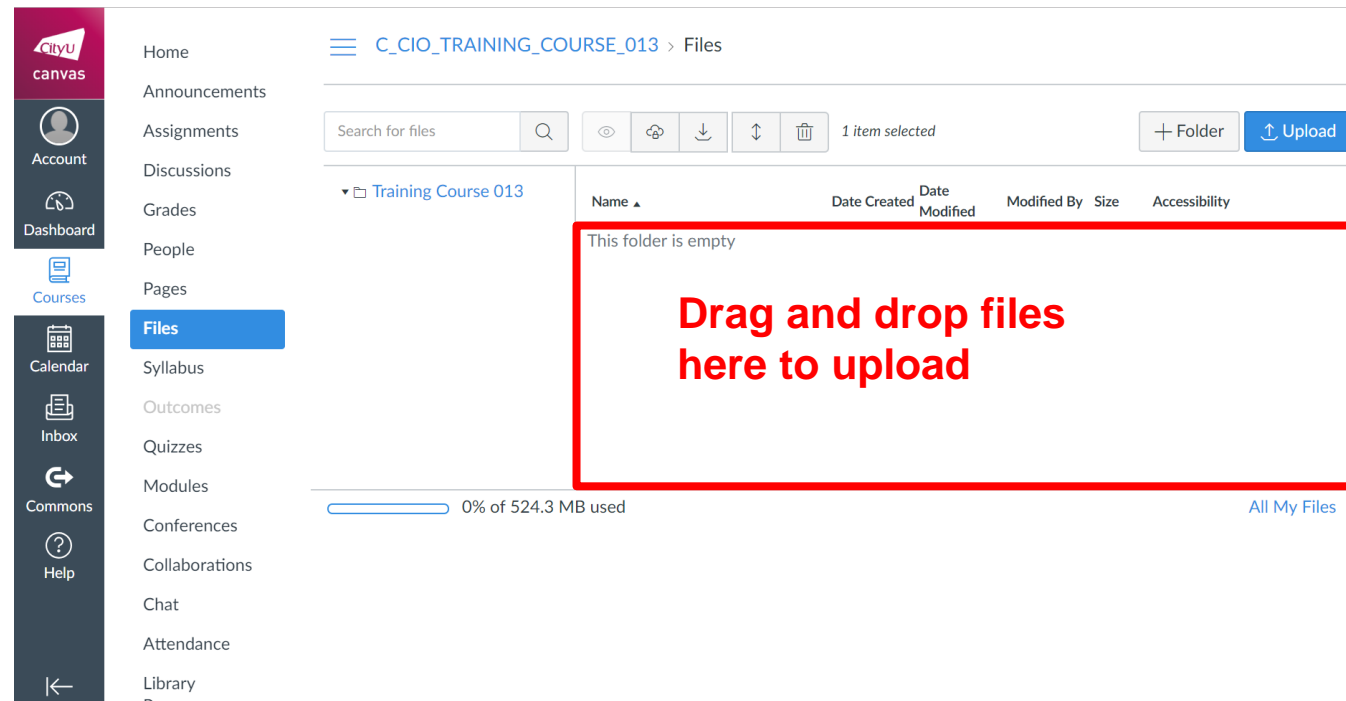
Enter the Course

The screenshot shows the Canvas LMS interface for the course **C_CIO_TRAINING_COURSE_013**. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for Home, Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. A red box highlights the **Course Navigation** menu, which includes links for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, Library Resources, Class List (AIMS), TLQ, and Settings.
- Breadcrumbs:** A red box highlights the breadcrumb **C_CIO_TRAINING_COURSE_013**.
- Content Area:** A red box highlights the **Recent Activity in C_CIO_TRAINING_COURSE_013** section, which lists 1 Announcement, 2 Assignment Notifications, and 1 Discussion, each with a **SHOW MORE** link. The text **Content Area** is overlaid in red.
- Right Sidebar:** A red box highlights the **Course Status** section, which includes buttons for **Unpublished** and **Publish**, and links for **Import from Commons**, **Choose Home Page**, **Course Setup Checklist**, **New Announcement**, and **Student View**. Below this is the **Coming Up** section with a **View Calendar** link and the text **Nothing for the next week**. The text **Sidebar** is overlaid in red.

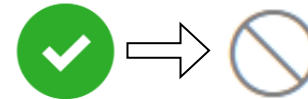
Upload Files

- Can add file or folder
- Drag & drop upload works for files
- Drag & drop to manage files and folders
- Upload zip file to transfer folders/subfolders/files



Publish the Course

- Make the course available to your students
- Cannot un-publish a course when grades exist
- May un-publish individual item
- Students will be alerted by course notifications



Canvas LMS interface for course C_CIO_TRAINING_COURSE_013. The interface shows the course status as 'Unpublished' and a 'Publish' button circled in red. The 'Recent Activity' section lists 1 Announcement, 2 Assignment Notifications, and 1 Discussion. The 'Course Status' section includes buttons for 'Unpublished', 'Publish', 'Import from Commons', 'Choose Home Page', 'Course Setup Checklist', 'New Announcement', and 'Student View'. The 'Coming Up' section shows 'Nothing for the next week'.

Manage Users & their Roles

- Understand the roles and privileges and manage your Canvas course team by assigning the roles accordingly

Role	Course contents	Course Activities	Edit Setting	Grades	Remarks
Student	Read	Participate	Personal	Read	Automatically created according to AIMS
Teacher	Manage	Create & Participate	Course & personal	Manage	Automatically created according to AIMS
TA	Manage	Create & Participate	Course (partial) & personal	Manage	Add using “+ People”
Designer	Manage	Create & Participate	Course (partial) & Personal	N/A	Add using “+ People”
Grader	Read	Read	Course (partial) & Personal	Manage	Add using “+ People”
Observer	Read	Read	Personal	N/A	Add using “+ People”

Try More Features

- Add course syllabus
- Post an announcement
- Schedule a Zoom meeting for a class
- Add an assignment shell with Turnitin check
- Edit course menu at Settings
- Check out Student View

The screenshot displays the Canvas LMS interface for creating a new assignment. The sidebar on the left contains navigation links: Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Help. The top bar shows the course name 'c_cio_wtcrush999' and the path 'Assignments > Create new'. The main content area features a rich text editor with a toolbar and a large text input field. Below the editor, there are several settings sections: 'Points' (set to 0), 'Assignment Group' (set to 'Assignments'), 'Display Grade as' (set to 'Points'), 'Submission Type' (set to 'Online'), 'Online Entry Options' (with 'Text Entry' selected), 'Submission Attempts' (set to 'Unlimited'), and 'Plagiarism Review' (set to 'None'). A 'Show report to students' checkbox is also visible at the bottom.

Check out the Tools

- Attendance
 - Calendar
 - Chat
 - Collaborations
(via Google Docs or MS Office 365)
 - Conferences
(virtual classrooms by BigBlueButton)
 - Conversations
(inbox messaging)
 - Course Analytics
 - Discussion
 - Grades (gradebook)
 - Groups
 - Library Resources
 - Modules
 - Media Recorder
 - Outcomes
 - Pages
 - Quizzes (& Surveys)
 - SpeedGrader (inline grading)
- and more...*

Teaching and Learning Arrangement for Semester A 2021/22 (as announced by the Provost)

Class Size < 50

- Face-to-face in classroom
- Need to provide lecture recording **if** some students cannot attend due to quarantine (may use **Panopto**)

$50 \leq \text{Class Size} \leq 79$

- Mix-mode format: in classroom & online
- Use **Zoom**

Class Size ≥ 80

- Real time online (but some students will be on campus physically)
- Use **Zoom**

Create Class Recordings using Panopto

- Enter Panopto Recordings inside the Canvas course
 - Click Create > Panopto for Windows > Open Panopto
 - Select Video & Audio sources
 - Enable screen capture preview
 - Check Webcast if needed
 - Click Record to start
-
- Check out the [detailed instruction](#) on e-Learning website



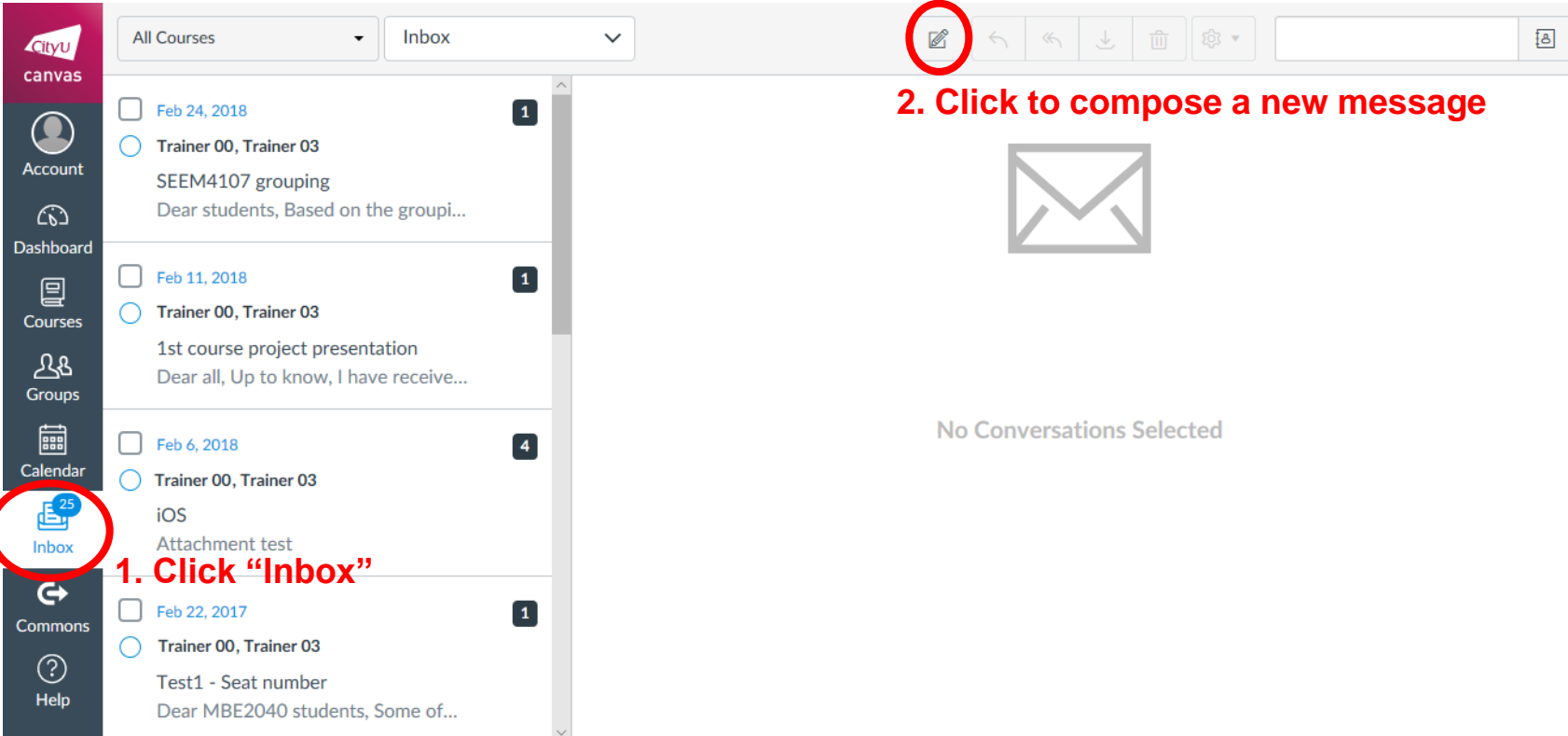
Conduct Live Classes on Zoom

- Launch the Zoom meeting inside Canvas Course
- Confirm cloud recording
- Enable audio & video
- Share your screen
- Run poll
- Facilitate group work using breakout rooms
- Share the recording after the class
- Check out [Zoom user guide](#) provided by CSC



Send Message to Students

- Conversation (Inbox) – internal messaging system
- Class List (AIMS) – interface to send e-mail to students



The screenshot displays the Canvas LMS interface. On the left is a dark sidebar with navigation icons: Account, Dashboard, Courses, Groups, Calendar, **Inbox** (highlighted with a red circle and a '25' badge), Commons, and Help. The main content area has a header with 'All Courses' and 'Inbox' dropdowns. Below these are message threads with dates, subject lines, and preview text. At the top right of the main area is a toolbar with icons for composing a new message (highlighted with a red circle), replying, replying all, downloading, deleting, settings, and a search bar. Below the toolbar is a large envelope icon and the text 'No Conversations Selected'.

1. Click "Inbox"

2. Click to compose a new message

Edit Personal Profile & Settings

- Include your bio & webpage once for all Canvas courses you teach
- Connect to **Google Drive** for collaboration
- Select your preferred Canvas notification setting

Ho Yan YIM's settings

Ho Yan YIM's Settings

Full Name: Ho Yan YIM
This name will be used for grading.

Display Name: Ho Yan YIM
People will see this name in discussions, messages and comments.

Sortable Name: YIM, Ho Yan
This name appears in sorted lists.

Default Email: wtcrush@um.cityu.edu.hk

Language: System Default (English (US))

Time Zone: Hong Kong

Maintenance windows: 1st and 3rd Tuesday of the month from 1am to 3am (5pm to 7pm UTC)
Next window: Wed Jun 2, 2021 from 1am to 3am

Maintenance windows begin July 2021. For details please see the [release notes](#).

Ways to Contact

Email Addresses

wtcrush@um.cityu.e...
wtcrush@gapps.cityu...
[+ Email Address](#)

Other Contacts

For All Devices push
[+ Contact Method](#)

[Edit Settings](#)
[Download Submissions](#)

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

☒ Let fellow course/group members see which services I've linked to my profile

Registered Services

No Registered Services

Other Services

Click any service below to register:

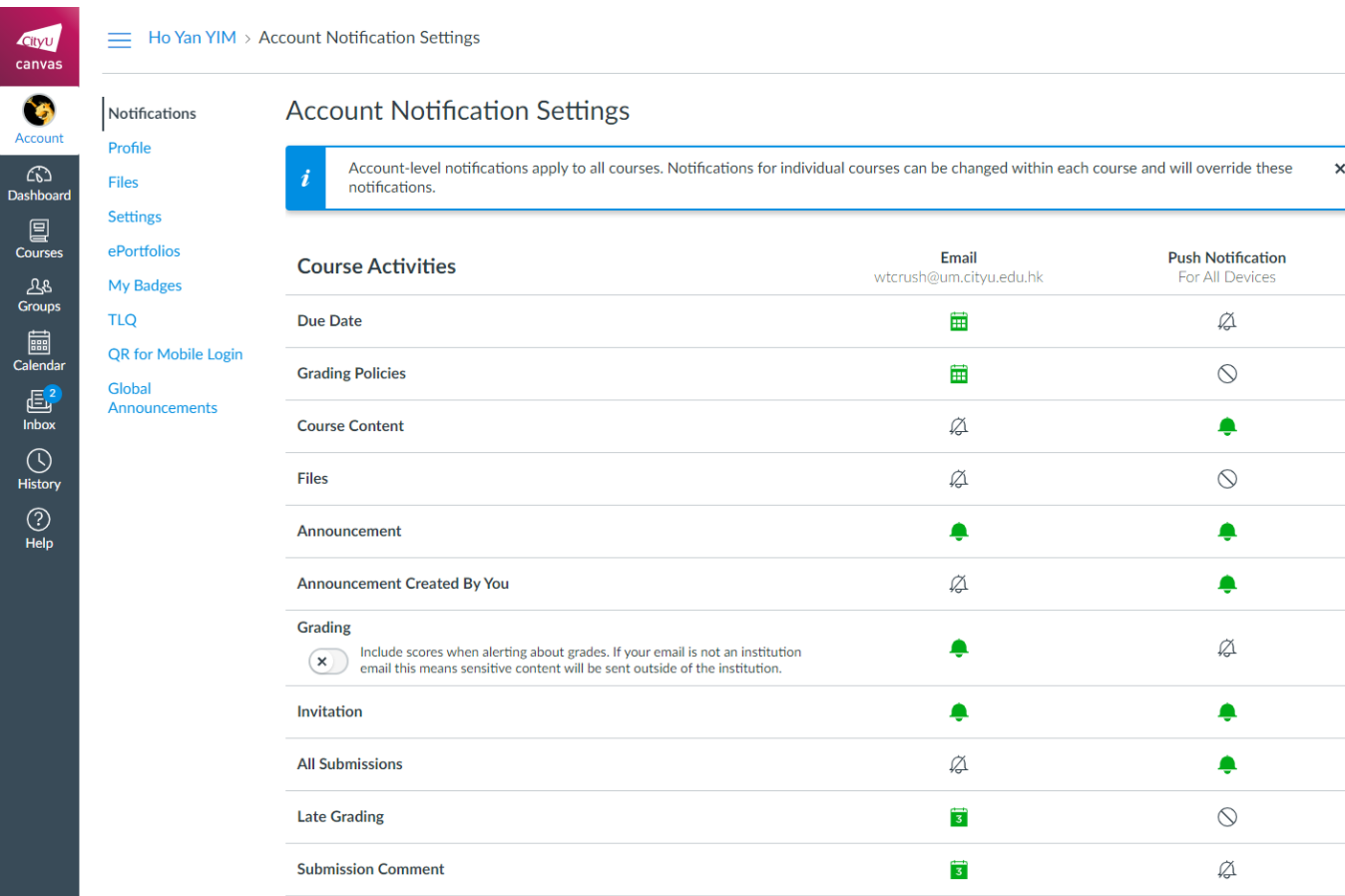
[Google Drive](#)
[Skype](#)
[Twitter](#)
[Diigo](#)

Approved Integrations:

Third-party applications can request permission to access the Canvas site on your behalf. As you begin authorizing applications you will see them listed here.

[+ New Access Token](#)

Understand Canvas Notification



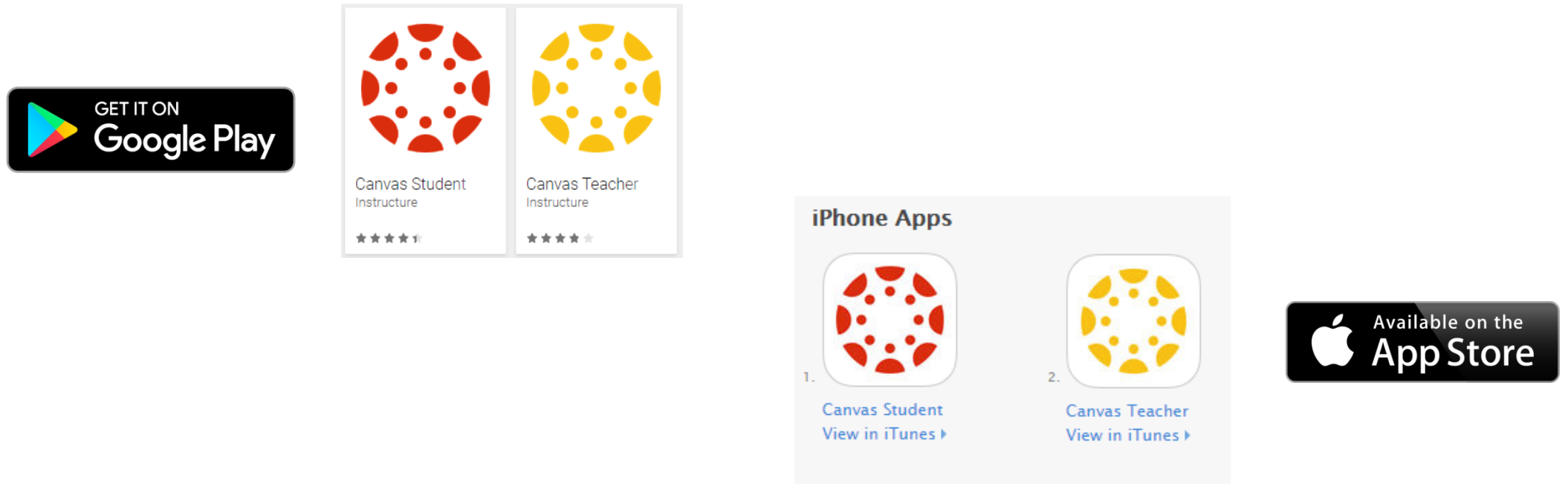
The screenshot shows the Canvas 'Account Notification Settings' page. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main content area is titled 'Account Notification Settings' and includes a notification banner stating: 'Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.' Below this is a table with three columns: 'Course Activities', 'Email' (address: wtcrush@um.cityu.edu.hk), and 'Push Notification' (labeled 'For All Devices').

Course Activities	Email	Push Notification
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading <small>Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.</small>		
Invitation		
All Submissions		
Late Grading		
Submission Comment		

- Students will receive e-mail ASAP by default for announcements & conversation messages
- Notifications can be sent to Twitter and other e-mail accounts of the user

Install Mobile Apps

- Available for iOS and Android
- Search “Instructure Canvas” at Apple App Store or Google Play



Help & Support

- Talent & Education Development Office

<https://cityu.edu.hk/ted/CityU-Learning/>

https://www.cityu.edu.hk/ted/faculty_support_index.htm

- Library e-Resources

<http://www.cityu.edu.hk/lib/eres/>

3442-8395 / lbinf@cityu.edu.hk

- Computing Services Centre
IT Service Desk

<https://www.cityu.edu.hk/its/>

3442-8340 / it.servicedesk@cityu.edu.hk



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

e-Learning Team

<http://www.cityu.edu.hk/elearn/>

3442-6727 / elearn@cityu.edu.hk

Canvas Online Help

User guide <http://go.cityu.hk/canvasm>

Video Instruction <http://go.cityu.hk/canvasv>