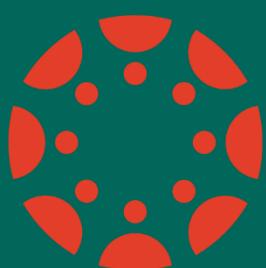


Canvas Basics

By Adolf Schmuck



canvas

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Basic Navigation

After logging in to Canvas, the first thing you will see is the dashboard. The dashboard contains a list of your published courses, as well as a list of your unpublished courses, if you have any.

The screenshot shows the Canvas dashboard with a sidebar on the left containing links for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays a list of 'Published Courses (8)'. Each course card includes a thumbnail, the course name, and a brief description. To the right of the course list is a 'To Do' section listing various assignments and discussions with their details.

Course	Description
2020FA-ESL-098G-6225 - Gramm...	2020FA-ESL-098G-6225 Fall 2020
GC-CANVAS TRAINING-SCHMU...	20SUS5-ITC-SCHMUCK Grossmont Manual
ESL DEPARTMENT-DEV	ESL-000-DEV Grossmont Manual
GC-ACE FOR FACULTY	DEVACE Grossmont Manual
GC-Development-ESL 98-Intro to ...	GCESL98
GC-development-ESL 98G-Essenti...	GCESL098G

Type	Description	Due Date
Grade 0.6 Discussion	Introduce Yourself (GRADED DISCUSSION)	20SUS5-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
Grade 0.7 Share Something	About a Classmate from the Discussion (GRADED ASSIGNMENT)	20SUS5-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
Grade 0.7 Share Something	About a Classmate from the Discussion (GRADED ASSIGNMENT)	2020FA-ESL-098G-6225 6 points • Multiple Due Dates
Grade 2.6 Grammar	Textbook Exercises (GRADED ASSIGNMENT)	2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm
Grade 3.6 Grammar	Textbook Exercises (GRADED ASSIGNMENT)	2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

The sidebar on the left gives you different options: **Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help**.

This screenshot is identical to the one above, showing the Canvas dashboard. A red arrow points to the 'Courses' link in the sidebar, highlighting it. The rest of the interface, including the course list and the 'To Do' section, remains the same.

Account allows you to change your settings to your account. Here, you can set your account notification settings, edit your profile, upload files to use in your courses, create an ePortfolio, and more.

The screenshot shows the Account page for user Adolf Schmuck. The left sidebar includes links for Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays the user's profile picture and name, a Logout button, and sections for Notifications, Profile, Files, Settings, ePortfolios, Shared Content (with 1 notification), My Badges, Folio, QR for Mobile Login, and Global Announcements. On the right, there is a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

As noted above, **Dashboard** shows a list of courses you are enrolled in, either as the main facilitator of the course, or as an observer.

The screenshot shows the Dashboard page. The left sidebar includes links for Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main area displays the title "Published Courses (8)" and a grid of course cards. From left to right, the cards are:

- 2020FA-ESL-098G-6225 - Grammar & Composition (Fall 2020)
- GC-CANVAS TRAINING-SCHMUCK (Summer 2020)
- ESL DEPARTMENT-DEV (Grossmont Manual)
- GC-ACE FOR FACULTY DEVACE (Grossmont Manual)
- GC-Development-ESL 98-Intro to ESL (GCESL98)
- GC-development-ESL 98G-Essential English (GCESL98G)

On the right, there is a "To Do" list with five items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 20SUS-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 20SUS-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm
- Grade 3.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

Courses also shows a list of your courses, though as a list instead of on the dashboard. If you scroll to the bottom, you can customize your list of courses by clicking on the “All Courses” link. This allows you to choose the courses that you want to display.

The screenshot shows the Canvas Courses page. On the left, there's a sidebar with icons for Account, Dashboard, Courses (which is selected), Calendar, Inbox, History, Commons, and Studio. The main area lists courses under "Published Courses": GC-CANVAS TRAINING-SCHMUCK, GC-Development-ESL 98-Intro to Academic English, GC-development-ESL 98G-Essential Grammar, GC Canvas Resources, and GC-2020SU2 & SU5-ITC. Below this is a section for "Unpublished Courses" with one entry: 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm. At the bottom, a red box highlights the "All Courses" link. To the right, there's a "To Do" section with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) 205US-ITC-SCHMUCK 8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 205US-ITC-SCHMUCK 6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT) 2020FA-ESL-098G-6225 8 points • Sep 15, 2020 at 11:59pm

Calendar allows you to use the Calendar to keep track of important events and assignments. The Canvas Calendar collects information from all of your Canvas courses in one place. Here, you will be able to see any events for your courses that you have added to the calendar. On the right side, you can choose which calendars you want displayed by clicking on the box next to the course.

The screenshot shows the Canvas Calendar page. The left sidebar includes icons for Account, Dashboard, Courses (selected), Calendar, Inbox, History, Commons, and Studio. The main area displays a monthly calendar for July 2021. The days of the week are labeled at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in weeks, with 27 June through 31 July shown. To the right of the calendar is a "CALENDARS" section with a red border, listing the following calendars:

- Adolf Schmuck
- 2020FA-ESL-098G-6225 - Grammar Written/Spooken Comm
- 2021FA-ESL-098G-6222 - Grammar Written/Spooken Comm
- ESL DEPARTMENT-DEV
- GC Canvas Resources
- GC-2020SU2 & SU5-ITC
- GC-ACE FOR FACULTY
- GC-CANVAS TRAINING-

Below this is a "UNDATED" section.

Inbox allows Canvas users to send and receive messages. The messages appear on the left side.

The screenshot shows the Canvas inbox interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox (which is selected), History, Commons, and Studio. The main area has tabs for 'All Courses' and 'Inbox'. A toolbar at the top includes icons for edit, back, forward, download, delete, and settings. Below the toolbar, there is a large green area labeled 'Messages appear here'. To the right of this area is a large envelope icon and the text 'No Conversations Selected'.

History gives you your recent Canvas activity history. Clicking on an item in the history view will take you to that item.

The screenshot shows the Canvas history interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox (which is selected), History (which is selected), Commons, and Studio. The main area has a tab for 'Recent History'. A toolbar at the top includes icons for edit, back, forward, download, delete, and settings. Below the toolbar, there is a list of recent activities:

- User Files
ADOLF SCHMUCK
24 minutes ago
- Course People
2021FA-ESL-098G-6222 - GRAMMAR
WRITTEN/SPOKEN COMM
49 minutes ago
- Course Home
2021FA-ESL-098G-6222 - GRAMMAR
WRITTEN/SPOKEN COMM
49 minutes ago
- Course Modules
2020FA-ESL-098G-6225 - GRAMMAR
WRITTEN/SPOKEN COMM
Jun 21, 2021 4:10PM
- 3.3 Instructional Content: Adjectives
(READ)
2020FA-ESL-098G-6225 - GRAMMAR
WRITTEN/SPOKEN COMM
Jun 21, 2021 4:09PM
- EvaluationKIT Auth
GROSSMONT
Jun 21, 2021 4:09PM
- Course Home
2020FA-ESL-098G-6225 - GRAMMAR
WRITTEN/SPOKEN COMM

To the right of the history list is a large envelope icon and the text 'No Conversations Selected'.

Commons allows you to upload or download layouts, assignments, and quizzes that have already been made on Canvas.

The screenshot shows the Canvas Commons interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons (which is selected), and Studio. The main area is titled 'Commons' and includes tabs for Search, Shared, Imported, Updates (1), Favorites, and Guides. A search bar at the top says 'Search by title, name, institution or tag'. Below it, a button says 'Latest' with a dropdown arrow, and a 'Filter' button. The text '201,715 results' is displayed. Three items are listed: 1) 'Quiz - Waiver for Cross-listed Courses' (FEATURED, Undergraduate, Rhonda Bauerlein, 1 download, 0 stars); 2) 'Cuyamaca Cares Resources' (MODULE, Sarah Rodriguez, 9 downloads, 1 star); 3) 'Develop in Swift AP® CS Principles' (FEATURED, COURSE, Develop in Swift AP® CS Principles, Xcode 12, 9 Graduate, Apple Education, 126 downloads, 14 stars).

Studio is a media tool that allows students and instructors to upload, create, edit, manage, share and discuss audio and video files. As instructors, you can record your own videos, either through screen capture or webcam capture. You can also upload your own media files to use in your courses, as well as add videos from YouTube.

The screenshot shows the Canvas Studio interface. The left sidebar includes Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a library with a 'Date Added' filter. A central modal window is open, titled 'Add to My Library'. It features a circular icon with a video camera, a smartphone, and a laptop. Below it is the text 'Drag & Drop or Upload Media' and 'Browse your device to upload media files.' There is a blue 'Browse Files' button. To the right of the media icons is a large YouTube logo. Below the logo is the text 'Paste YouTube Link' and a text input field containing the URL 'https://www.youtube.com/watch?'. There is also a blue 'Add YouTube Video' button. In the background, a thumbnail for a video titled 'Lucky Student Demo' by Adolf Schmuck is visible.

Help gives you access to the Canvas guides in order to find answers to common questions. You can also contact Canvas support, as your instructor a question (for students), call for help, and more.

The screenshot shows the Canvas Help page. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The Help icon is highlighted. The main content area has a title "Help" with a panda icon holding a map. Below it is a section titled "Little lost? Try here first!" with a link to "Search the Canvas Guides". Under "OTHER RESOURCES" are links to "Contact Canvas Support", "Ask Your Instructor a Question", and "Call for Help". To the right is a "To Do" list with four items:

- Grade 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
20SUS-ITC-SCHMUCK
8 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
20SUS-ITC-SCHMUCK
6 points • Aug 23, 2020 at 11:59pm
- Grade 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
2020FA-ESL-098G-6225
6 points • Multiple Due Dates
- Grade 2.6 Grammar Textbook Exercises (GRADED ASSIGNMENT)
2020FA-ESL-098G-6225
8 points • Sep 15, 2020 at 11:59pm

Creating a Module

In this section, you will learn how to create a module for your course. The creation and organization of modules is up to the course and instructor. In this example, we have a module containing eight pages (0.1, 0.2, 0.3, etc.).

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various navigation links: Syllabus, Modules, Grades, People, Files, Assignments, Discussions, Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, Tutoring, and Student Support Hub. The 'Modules' link is currently selected. To its right is a main content area titled 'Module 0: Orientation and Introduction'. This module contains eight items, each with a title, description, and status indicators (checkmarks). The items are:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)
Sep 7, 2020 | 6 pts | Contribute
- 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)
Multiple Due Dates | 6 pts | Submit
- 0.8 Wrap-up and What's Next (READ)

1. To begin, choose the course you would like to create a module for in the Dashboard. Notice that in this example, the course is unpublished.

The screenshot shows the Canvas LMS Dashboard. On the left is a vertical sidebar with links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is selected. The main area displays a section titled 'Unpublished Courses (1)'. It lists one course card: '2021FA-ESL-098G-6222 - Gramm...' with 'Fall 2021' and a speaker icon. A large red arrow points to this course card. At the bottom of the page, there is a footer with links: INSTRUCTURE, Privacy Policy, Acceptable Use Policy, Facebook, and Twitter.

1. Go to **Modules** on the left to create a new Module.

The screenshot shows the Canvas LMS interface. On the left, there is a vertical sidebar with various navigation options: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' option is currently selected and highlighted with a red box. In the center, the main content area displays the 'Modules' page for the course '2021FA-ESL-098G-6222'. The page title is '2021FA-ESL-098G-6222 > Modules'. At the top right, there are buttons for 'View Progress', '+ Module', and more options. Below the title, there is a section for 'Fall 2021' with links to Home, Announcements, Syllabus, and Modules. A large red arrow points to the 'Modules' link. To the right of the links is a diagram of four interconnected squares forming a diamond shape, with the text 'Create a new Module' below it. At the very bottom of the page, there is a footer with links to Help, Canvas Community, and Accessibility.

2. Next, click on the **+ Module** button on the right.

This screenshot is similar to the previous one, showing the 'Modules' page for the course '2021FA-ESL-098G-6222'. The 'Courses' option in the sidebar is still selected. The main content area shows the same navigation links and the 'Create a new Module' diagram. However, a large red arrow now points to the blue '+ Module' button located at the top right of the main content area. The rest of the interface remains the same, including the footer at the bottom.

You can also click on the center image with the text, **Create a new Module**. Hovering over this will highlight this blue.

The screenshot shows a user interface for a learning management system. On the left is a vertical sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is currently selected. The main content area shows a navigation bar with 'Fall 2021', 'Home', 'Announcements', 'Syllabus', and a 'Modules' section which is expanded to show 'Grades', 'Discussions', 'Assignments', 'Collaborations', 'Conferences', 'People', 'Pages', 'Outcomes', and 'Quizzes'. To the right of this is a large central area containing a blue icon of three interconnected squares forming a hexagon-like shape, with the text 'Create a new Module' below it. A dashed blue rectangular box highlights this central area. At the top right of the main content area are buttons for 'View Progress', '+ Module', and a more options menu. In the top right corner of the entire screen is a 'Student View' button.

Give your module a name. If you want to have your module locked until a particular date and time, check the **Lock until** box and select a date and time, then click **Done**.

This screenshot shows the 'Add Module' dialog box overlaid on the previous interface. The dialog has a title 'Add Module' and a close button 'x'. Inside, there is a text input field containing 'Module 0: Orientation and Introduction'. Below it is a checked checkbox labeled 'Lock until' followed by a calendar and time picker. The calendar shows 'Sep 6, 2021' with the date '6' highlighted in blue. The time picker shows 'Time: 08 :00 am'. At the bottom right of the dialog are 'Cancel' and 'Add Module' buttons, with the 'Add Module' button being highlighted in blue. The background of the page is dimmed to indicate the dialog is active.

For example, if you choose September 6, 2021, 08:00 am, this means that this module will not be available to students until September 6, 2021, 08:00 am (Note that if you add a future date and time, you will not be able to view your module in **Student View**, since the date and time will have not occurred). When you have finished, click the **Add Module** button.

The screenshot shows a user interface for managing course modules. On the left, there is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Quizzes. The 'Modules' link is currently selected, indicated by a blue border. The main content area displays a list of modules for the 'Fall 2021' semester, including 'Home', 'Announcements', 'Syllabus', 'Modules' (selected), 'Grades', 'Discussions', 'Assignments', 'Collaborations', 'Conferences', 'People', 'Pages', 'Outcomes', and 'Quizzes'. A modal window titled 'Add Module' is open in the center. It contains a text input field with the placeholder 'Module 0: Orientation and Introduction', a checked checkbox labeled 'Lock until', and a date/time selector showing 'Sep 6, 2021 08:00 am'. Below the date selector, the text 'Mon Sep 6, 2021 8:00am' is displayed. At the bottom of the modal are two buttons: 'Cancel' and 'Add Module', with 'Add Module' being highlighted in blue.

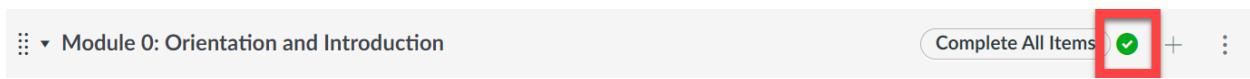
Our module has now been created and added. You can see that this module will unlock on September 6, at 8 am. Notice too the circular icon on the right. This means that the module is unpublished. Keep in mind that if something is unpublished, students will not be able to see it. In order for your content to be available to your students, you will need to publish it.

A screenshot of the Canvas Learning Management System interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course navigation bar for '2021FA-ESL-098G-6222' with 'Modules' selected. A sub-module titled 'Module 0: Orientation and Introduction' is displayed. To the right of the module title is a circular icon with a red border and a white circle inside, indicating it is unpublished. Below the title is a dashed box containing an upward arrow icon and the text 'Drop files here to add to module or choose files'. At the bottom right of this box is a red rectangular callout containing the text 'Will unlock Sep 6 at 8am'. A large red arrow points from the bottom right towards this callout.

When you are ready to publish your module, simply click on the icon.

A screenshot of the same Canvas interface, but the module is now published. The circular icon on the right now has a black border and a white circle inside, indicating it is published. The rest of the interface remains the same, including the sub-module title, file upload area, and the 'Will unlock Sep 6 at 8am' message.

The checkmark icon means it is published.



Creating Pages

There are different kinds of pages you can create in a module: Page, Discussion Topic, Assignment, and Quiz.

Creating a Page

1. Now that we have created a module, let's create some Pages for our module. A Page is for any content that you want your students to view or read, such as instructional content, an overview of the module to come, information on the week's Zoom meetings, etc., and which can include other media, such as videos, images, online resources, etc. To create a page inside your module, click on the plus sign for the module that you want to create the page for.

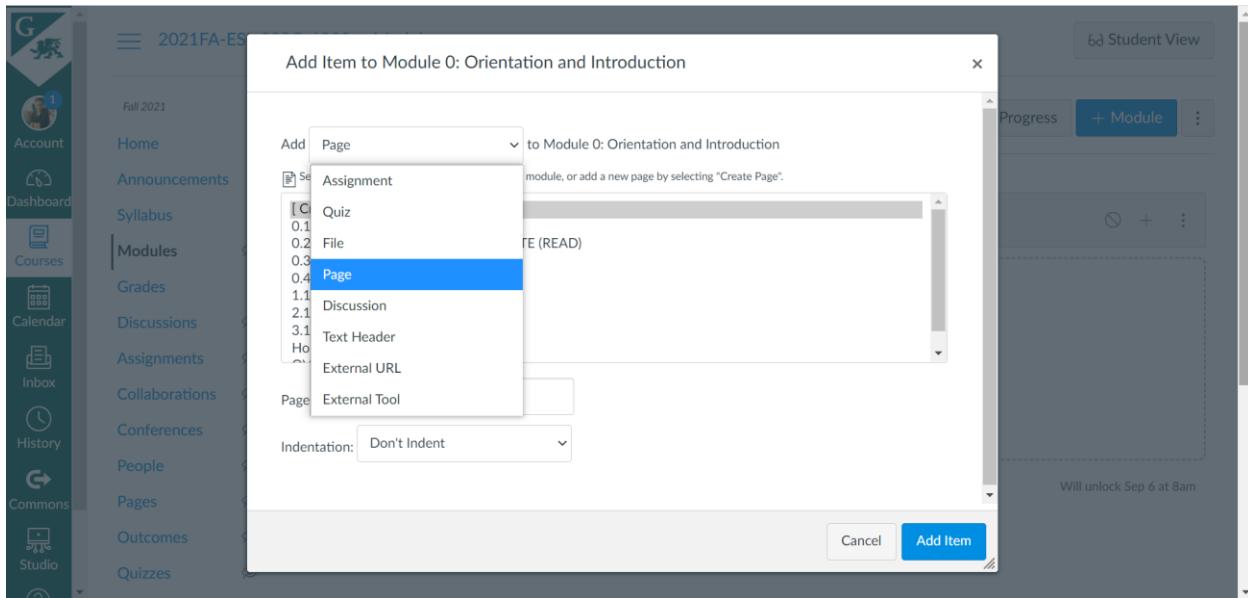
[Collapse All](#) [View Progress](#) [+ Module](#) [...](#)

▼ Module 0: Orientation and Introduction

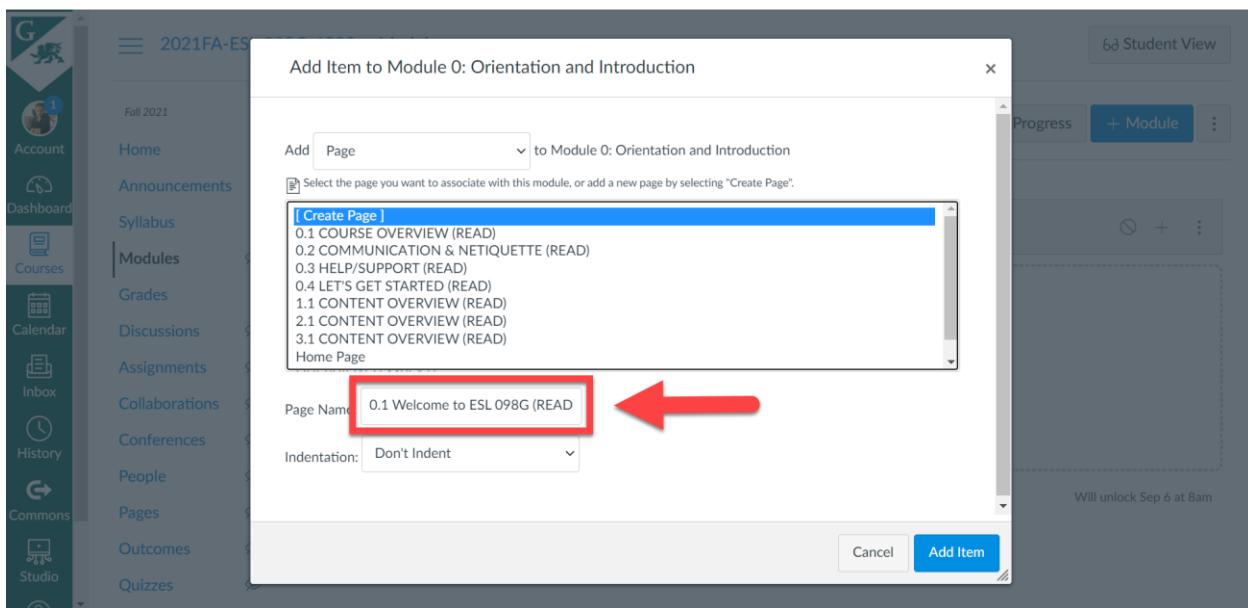
Drop files here to add to module
or choose files

Will unlock Sep 6 at 8am

A window will open. We have different choices as to what we can add to our Module (e.g., Assignment, Quiz, File, Page, etc.). In this case, since we're going to create a welcome page, select **Page**.



Select **Create Page**, then type in your page's name down below (or select the page you want associated with this module if you already have a page created). It's a good idea your pages based on the numbering of your modules (i.e., Module 0: 0.1, 0.2, 0.3, etc.; Module 1: 1.1, 1.2, 1.3, etc.). It may also be a good idea to indicate the type of page this is so that your students know (e.g., READ, GRADED DISCUSSION, GRADED ASSIGNMENT, GRADED QUIZ, etc.). When you are finished, click **Add Item**.



And there's our page. We are now ready to add content to this page.

Fall 2021

Home

Announcements

Syllabus

Modules

Grades

Discussions

Assignments

Collaborations

Conferences

People

Pages

Outcomes

Quizzes

Module 0: Orientation and Introduction

0.1 Welcome to ESL 098G (READ)

Drop files here to add to module
or choose files

Will unlock Sep 6 at 8am

2. To do this, click on the page's title: **0.1 Welcome to ESL 098G (READ)**. This takes us to our empty page, where we are ready to add our content. Click the **Edit** button.

Fall 2021

View All Pages

Home

Announcements

Syllabus

Modules

Grades

Discussions

Assignments

Collaborations

Conferences

People

Pages

Outcomes

Quizzes

0.1 Welcome to ESL 098G (READ)

Edit

Publish

Immersive Reader

3. When the editor opens, we can now add our content. When you have finished adding your content, click **Save** down below. Note that clicking **Save** will simply save it, but it will still be unpublished. If you are also ready to publish this page, click on **Save & Publish**.

2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ)

Fall 2021

Home

0.1 Welcome to ESL 098G (READ)

Announcements

Syllabus

Modules

Grades

Discussions

Assignments

Collaborations

Conferences

People

Pages

Outcomes

Quizzes

Files

Rubrics

Library

New Analytics

Studio

Tutoring

Orientation

Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

Welcome to Module 0: Orientation and Introduction. There are **two** modules for week 1: Module 0 and Module 1. Module 1 is titled, "People and Places", and is where we will start with our instructional content.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only **one** module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to towards the end of this page. There is also a video introducing modules down below.

Options

Users allowed to edit this page

Only teachers

Add to student to-do

Notify users that this content has changed

Cancel Save & Publish Save

Our page now has our content and is no longer empty.

2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ)

Fall 2021

View All Pages

Publish **Edit** **Immersive Reader** **⋮**

0.1 Welcome to ESL 098G (READ)

Orientation

Overview

Please note: The best web browsers for working in Canvas are Chrome and Firefox.

Welcome to Module 0: Orientation and Introduction. There are **two** modules for week 1: Module 0 and Module 1. Module 1 is titled, "People and Places", and is where we will start with our instructional content.

This module will serve as an orientation and introduction to the course. You will see two modules in the Modules section of the Course Navigation. Module 0 is called "Orientation and Introduction", and Module 1 is called "People and Places". These first two modules will be for Week 1 of the semester. Please go through each of the modules in order, beginning with this "Orientation and Introduction" module (Module 0). Starting Week 2, there will be only **one** module per week. The modules can be easily accessed in the Course Navigation to the left, as well as on the Home Page. For more information about modules, scroll down to towards the end of this page. There is also a video introducing modules down below.

Now, when we click on the page in our Module, we should see our content. Note the icon to the left of the page's title. The icons shown here are different depending on if this is a Page, Discussion Topic, Assignment, or Quiz. The icon here indicates that 0.1 is a Page.

A screenshot of a learning management system interface showing a single module. The module title is "Module 0: Orientation and Introduction". Inside, there is a page titled "0.1 Welcome to ESL 098G (READ)". A red box highlights the document icon to the left of the page title. In the top right corner of the page card, there are three dots, a minus sign, and a plus sign. Below the page card, a note says "Will unlock Sep 6 at 8am".

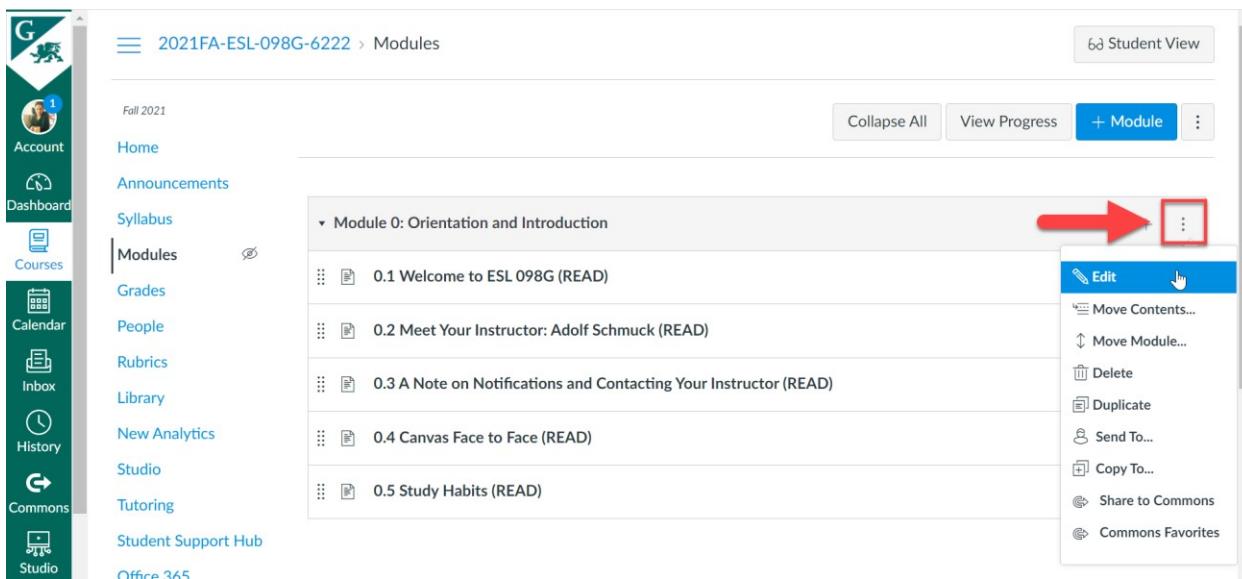
To create more pages with similar content (i.e., READ page), repeat the steps above.

A screenshot of the course navigation bar. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The "Courses" icon is highlighted. The main area shows the course title "2021FA-ESL-098G-6222" and the "Modules" section. Under "Modules", there is a list of five modules: "Module 0: Orientation and Introduction", "Module 1: Welcome to ESL 098G (READ)", "Module 2: Meet Your Instructor: Adolf Schmuck (READ)", "Module 3: A Note on Notifications and Contacting Your Instructor (READ)", and "Module 4: Canvas Face to Face (READ)". Each module has a document icon to its left and three dots, a minus sign, and a plus sign in the top right corner. A note at the bottom right says "Will unlock Sep 6 at 8am".

Adding Page Requirements

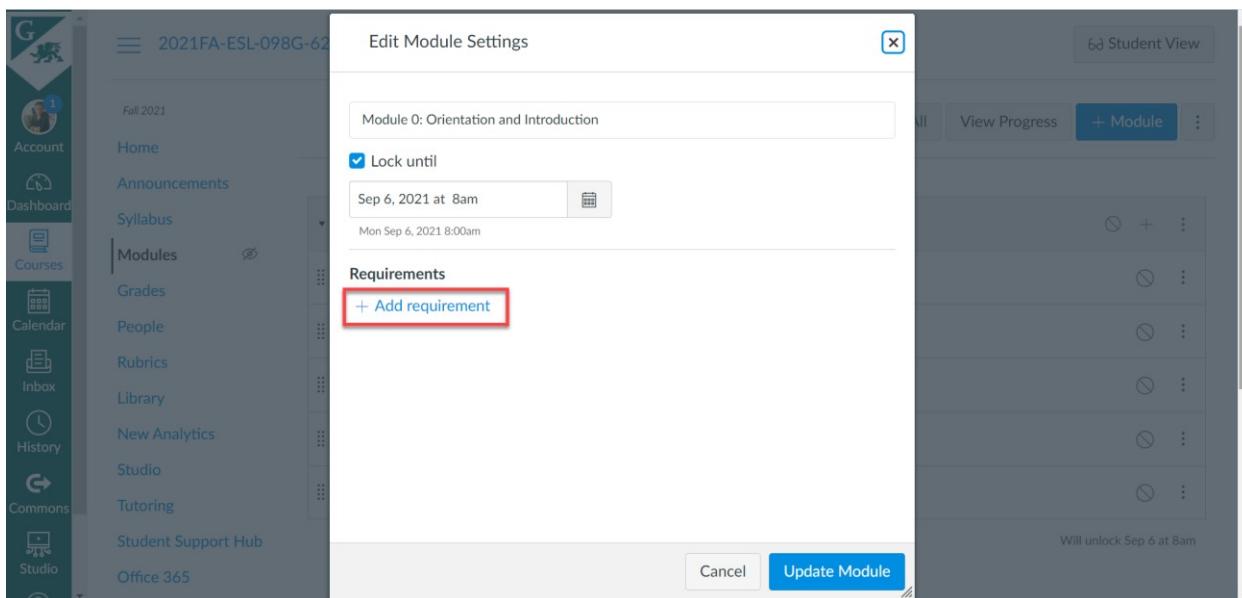
At this point, we now have some pages with content for our students to read. We have the pages of adding requirements for each page. For example, you may want to require a page to be marked as “Done” after completion, or simply have them “View” it without any requirements.

1. To add a requirement, click on the three dots on the Module tab, then select **Edit**.



The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area shows a course navigation bar with 'Fall 2021', 'Home', 'Announcements', 'Syllabus', 'Modules' (which is selected), 'Grades', 'People', 'Rubrics', 'Library', 'New Analytics', 'Studio', 'Tutoring', 'Student Support Hub', and 'Office 365'. Below this is a list of modules: 'Module 0: Orientation and Introduction' containing sections 0.1 through 0.5. To the right of the module list is a context menu with options like 'Edit', 'Move Contents...', 'Move Module...', 'Delete', 'Duplicate', 'Send To...', 'Copy To...', 'Share to Commons', and 'Commons Favorites'. A red arrow points to the 'Edit' button in this menu, and a red box highlights the 'Edit' button itself.

When the window pops up, click on **+ Add Requirement**.



The screenshot shows the 'Edit Module Settings' dialog box. It includes fields for 'Module 0: Orientation and Introduction', 'Lock until' (set to Sep 6, 2021 at 8am), and a 'Requirements' section with a red box highlighting the '+ Add requirement' button. At the bottom are 'Cancel' and 'Update Module' buttons. A note at the bottom right says 'Will unlock Sep 6 at 8am'.

Here, you have some choices: Students must complete all of these requirements, Students must move through requirements in sequential order, Students must complete one of these requirements. Select the one that fits your needs.

The screenshot shows the 'Edit Module Settings' dialog box. Under the 'Requirements' section, the radio button for 'Students must complete all of these requirements' is selected. A dropdown menu is open next to the requirement '0.1 Welcome to ESL 0', showing three options: 'view the item', 'mark as done', and 'contribute to the page'. The 'mark as done' option is highlighted with a red box. The 'Update Module' button at the bottom right is also highlighted with a red box.

Select the page you want to add a requirement to from the dropdown menu on the left. For this example, we will choose page 0.1. Then select the requirement from the dropdown on the right. We want **mark as done**. So, select that, then click **Update Module**.

The screenshot shows the 'Edit Module Settings' dialog box. Under the 'Requirements' section, the radio button for 'Students must complete all of these requirements' is selected. A dropdown menu is open next to the requirement '0.1 Welcome to ESL 0', showing three options: 'view the item', 'mark as done', and 'contribute to the page'. The 'mark as done' option is highlighted with a red box. The 'Update Module' button at the bottom right is also highlighted with a red box.

As you can see, it is now designated as “Mark done”. This means that the students need to mark this page as done before continuing to the next page.

A screenshot of a Canvas module list titled "Module 0: Orientation and Introduction". The list contains five items:

- 0.1 Welcome to ESL 098G (READ) - This item has a red box around the "Mark done" button, which is highlighted with a red arrow.
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
- 0.4 Canvas Face to Face (READ)
- 0.5 Study Habits (READ)

At the top right of the module list, there is a "Complete All Items" button. Below the module list, a message says "Will unlock Sep 6 at 8am".

2. To mark a page as “View”, start by clicking on the three dots as before. You’ll notice that we have our **mark as done** requirement for the first page. Now, since we want to add another requirement for our next page, click in **+ Add requirement**.

A screenshot of the "Edit Module Settings" dialog for "Module 0: Orientation and Introduction". The dialog includes the following sections:

- Module Settings:** Shows "Lock until" set to "Sep 6 at 8am".
- Requirements:** Shows the "Students must complete all of these requirements" option selected. It lists:
 - Students must move through requirements in sequential order
 - Student must complete one of these requirements
 - 0.1 Welcome to ESL 0
- Buttons:** "+ Add requirement" (highlighted with a red box), "Cancel", and "Update Module".

The background shows the main Canvas interface with the same module list and unlock message.

Next, choose the page (e.g., 0.2) and select **view the item**. Then, click **Update Module**.

The screenshot shows the 'Edit Module Settings' dialog box for 'Module 0: Orientation and Introduction'. The 'Requirements' section is set to 'Students must complete all of these requirements'. Under this setting, '0.1 Welcome to ESL 0' has a status of 'mark as done'. '0.2 Meet Your Instructor' has a status of 'view the item'. A red box highlights the dropdown menu for '0.2 Meet Your Instructor', which includes 'view the item' (selected), 'mark as done', and 'contribute to the page'. The 'Update Module' button is at the bottom right.

And now our second page is designated as “View”.

The screenshot shows the 'Module 0: Orientation and Introduction' list. The '0.2 Meet Your Instructor' item has a red box around its 'View' button, and a large red arrow points to it from the left. The 'View' button is highlighted in red. The list includes items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. A message at the bottom right says 'Will unlock Sep 6 at 8am'.

And we can go ahead and add requirements to the rest of our pages.

Module 0: Orientation and Introduction

- 0.1 Welcome to ESL 098G (READ)
Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done
- 0.4 Canvas Face to Face (READ)
View
- 0.5 Study Habits (READ)
Mark done

Will unlock Sep 6 at 8am

3. To see what this looks like for students, we can go into **Student View**. As noted above, if set a future date and time for our Module to unlock, we will not be able to view our Module in **Student View**. Because we want to see what it looks like in **Student View**, let's go ahead and review our "Lock until" date. So, click on the three dots to edit the Module. Then, uncheck the "Lock until" box to remove the date and time. Then, click **Update Module**.

Edit Module Settings

Module 0: Orientation and Introduction

Lock until

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Student must complete one of these requirements

0.1 Welcome to ESL 098G (READ) mark as done

0.2 Meet Your Instructor: Adolf Schmuck (READ) view the item

0.3 A Note on Notifications and Contacting Your Instructor (READ) mark as done

0.4 Canvas Face to Face (READ) view the item

0.5 Study Habits (READ) mark as done

Cancel Update Module

Will unlock Sep 6 at 8am

Now, we no longer have a date and time. This means that this Module will be available to students at any time.

A screenshot of the Canvas student view. On the left is a vertical sidebar with icons and links: Account (with a user icon and '1' notification), Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Modules' link is highlighted with a blue border. The main content area shows a list of modules under 'Fall 2021'. The first module listed is 'Module 0: Orientation and Introduction', which is expanded. It contains five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a 'View' button and a 'Mark done' button. At the top right of the module list are buttons for 'Collapse All', 'View Progress', '+ Module', and three dots. A red arrow points from the text above to the 'Modules' link in the sidebar.

4. There's one more thing that we need to do before we can view our pages in the **Student View**. You'll notice the icon on the left, next to **Modules**. If you hover over the icon, it says, "No content. Not visible to students". If we try to enter **Student View** now, we will not be able to see our Modules, because it is not visible.

A screenshot of the Canvas student view, similar to the previous one but with a tooltip. The 'Modules' link in the sidebar has a black box with a white arrow pointing to it, containing the text 'No content. Not visible to students'. The main content area shows the same module list as the previous screenshot. A red arrow points from the text above to the 'Modules' link in the sidebar.

5. So, what we need to do is to publish our Module. To do this, click on the icon to the right on the Module title bar. You will now see a checkmark. Doing this will publish all of the other pages at the same time. Note that publishing a module is not the same as publishing your course. Remember that if we look in the Dashboard, our class will still be unpublished. You will still need to publish the entire course in order for the students to see the course, with the contents.

The screenshot shows the Canvas LMS interface. On the left is a sidebar with various icons and links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Office 365. The main area shows the 'Modules' section for 'Fall 2021'. A specific module, 'Module 0: Orientation and Introduction', is expanded. Inside this module, there are five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a green checkmark icon in its top right corner. A red arrow points to the green checkmark icon in the top right corner of the 'Module 0' title bar.

Note too that the icon that was there before is now gone, which is what we want. This means that the content will now be visible to students. We are now ready to check in the **Student View**.

This screenshot shows the same Canvas LMS interface as the previous one, but from the perspective of the Student View. The sidebar and the expanded 'Module 0: Orientation and Introduction' are identical. However, the 'Complete All Items' button, which was previously a green checkmark icon, is now highlighted with a red box. A red arrow points to this highlighted button. The rest of the module content and its status indicators remain the same.

6. To go into **Student View**, first, click on **Home**, then on the left. You will then see the **Student View** button on the right. Click on that.

The screenshot shows the course home page for '2021FA-ESL-098G-6222'. On the left sidebar, the 'Modules' link is highlighted with a red box and arrow. At the top right, the '6d Student View' button is also highlighted with a red box and arrow. The main content area displays recent announcements and course details.

We can see that we are now in **Student View**. And if we click on **Modules**, we can now see our Module.

The screenshot shows the course home page in Student View mode. The 'Modules' link in the sidebar is highlighted with a red box and arrow. The main content area shows the 'Module 0: Orientation and Introduction' section expanded, displaying five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. A large red arrow points down from the 'Modules' link in the sidebar towards the module content.

Let's go into the first page of our Module, which we designated as "Mark done": **0.1 Welcome to ESL 098G (READ)**. As you can see, students are required to mark this page as done when completed.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The main navigation bar at the top shows the course path: 2021FA-ESL-098G-6222 > Pages > 0.1 Welcome to ESL 098G (READ). Below the navigation, there are links for Fall 2021, Home, Announcements, Syllabus, Modules, Grades, People, Library, Tutoring, Student Support Hub, and Office 365. In the top right corner, there are two buttons: 'Immersive Reader' and 'Mark as done'. A red box highlights the 'Mark as done' button, and a red arrow points to it from below. The main content area displays the title '0.1 Welcome to ESL 098G (READ)', sections for 'Orientation' and 'Overview', and a note about web browsers. At the bottom, there is a message about clearing history and buttons for 'Reset Student' and 'Leave Student View'.

When this is clicked, it will be marked as "Done".

This screenshot is identical to the one above, but the 'Mark as done' button has been clicked, changing its appearance to a green box with the word 'Done' in white. A red arrow points to this 'Done' button from below. The rest of the interface remains the same, including the sidebar, navigation bar, and main content area.

Back on the main Modules page, the checkmark lets the students know that this page has been marked as “Done” and completed. On the left, the page is now designated as “Marked done”.

A screenshot of the LMS Modules page. At the top, there's a header for "Module 0: Orientation and Introduction" with a "Complete All Items" button and a minus sign icon. Below the header is a list of five items:

- 0.1 Welcome to ESL 098G (READ)
Marked done ✓ ✓
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
View ○
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done ○
- 0.4 Canvas Face to Face (READ)
View ○
- 0.5 Study Habits (READ)
Mark done ○

A large red arrow points from the "Marked done" label to the green checkmark in the status column for item 0.1.

Students completing pages designated as “View” (e.g., 0.2) will get a checkmark indicating that this page has been completed. Since this page does not require students to mark it as done, students simply have to read it and continue to the next page for it to be considered completed. When completed, the designation on the left will be changed to “Viewed”. Deciding which requirement to use depends on the instructor and course requirements.

A screenshot of the LMS Modules page, similar to the one above but with different status indicators. The list of items is the same:

- 0.1 Welcome to ESL 098G (READ)
Marked done ✓ ✓
- 0.2 Meet Your Instructor: Adolf Schmuck (READ)
Viewed ✓ ✓
- 0.3 A Note on Notifications and Contacting Your Instructor (READ)
Mark done ○
- 0.4 Canvas Face to Face (READ)
View ○
- 0.5 Study Habits (READ)
Mark done ○

A large red arrow points from the "Viewed" label to the green checkmark in the status column for item 0.2.

7. So, we now know what this will look like to the students. To exit **Student View**, simply click on the **Leave Student View** button on the bottom.

The screenshot shows the Canvas Student View interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Studio. The main area displays a list of modules under 'Fall 2021'. The first module, 'Module 0: Orientation and Introduction', is expanded, showing five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a status indicator (checkmark or circle) and a 'Mark done' link. At the bottom of the page, there is a message: 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' Below this message are two buttons: 'Reset Student' and 'Leave Student View', with 'Leave Student View' highlighted by a red box and a large red arrow pointing to it.

And since by the time we complete our module, we want to have everything published, we'll go ahead and leave our pages published.

The screenshot shows the same Canvas Student View interface after the student has completed all items in the 'Module 0: Orientation and Introduction' list. The items are now marked as completed (indicated by green checkmarks) and have 'Mark done' links replaced by 'View' links. The 'Complete All Items' button at the top right is also green with a checkmark. The rest of the interface remains the same, including the sidebar and the message at the bottom about clearing history.

Creating a Discussion Topic

Discussion Topics allow for interactive communication between two or more people. When you set up a Discussion Topic, users can participate in a conversation with an entire class. As an instructor, you can create a prompt or question, for example. The students in the class are then able to respond to this created post, and other students can in turn, respond to their classmates' posts and comments. Discussions can be created as a graded assignment, or it can simply serve as a forum for discussion.

The screenshot shows a discussion topic titled "Course Introductions". The top bar indicates the topic is "Published" and has a due date of "Feb 7 at 3:59pm". A message states "This is a graded discussion: 10 points possible". The topic description asks students to introduce themselves. Three student posts are visible:

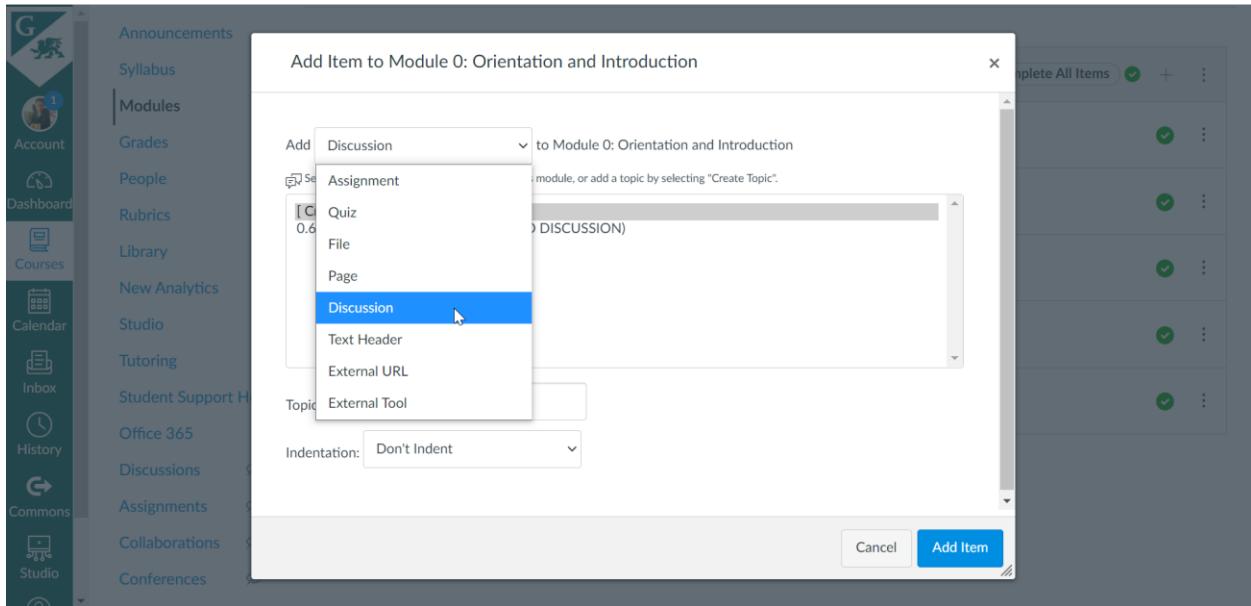
- Joe Rogers** (Jan 5, 2018):
1. My name is Joe. My nickname is Joey.
2. My favorite food is sushi.
3. My hobbies are video games, philosophy, and writing.
- Max Johnson** (Jan 5, 2018):
1. My name is Max. I don't have a nickname.
2. My favorite food is tacos.
3. My hobbies are reading, writing, and arithmetic.

Figure 1: Example Discussion Topic (image from [Instructure Community](#)).

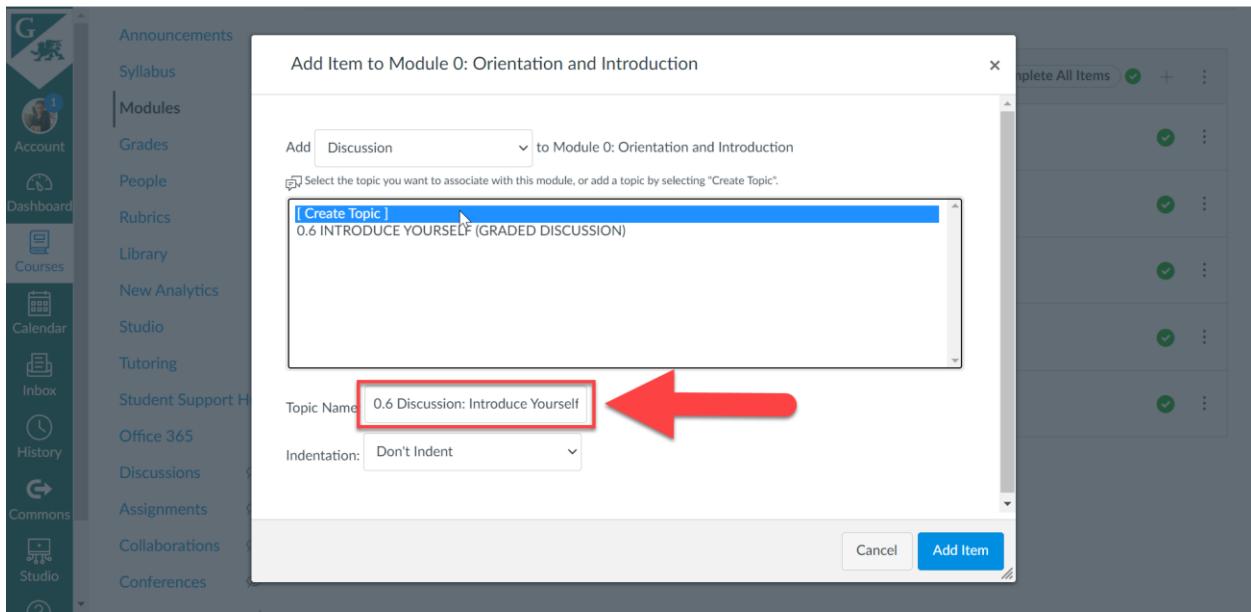
1. To create a Discussion Topic, click on the plus sign to add an item to your Module.

The screenshot shows the Canvas Learning Management System interface. On the left is a vertical sidebar with various navigation links: Account (with 1 notification), Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The main area displays a list of modules under the heading "Announcements". The first module listed is "Module 0: Orientation and Introduction". This module contains five items: "0.1 Welcome to ESL 098G (READ)", "0.2 Meet Your Instructor: Adolf Schmuck (READ)", "0.3 A Note on Notifications and Contacting Your Instructor (READ)", "0.4 Canvas Face to Face (READ)", and "0.5 Study Habits (READ)". Each item has a green checkmark and a "Mark done" link. In the top right corner of the module card, there is a "Complete All Items" button with a green checkmark and a red plus sign button. A large red arrow points towards this red plus sign. The entire interface has a clean, modern design with a white background and light gray borders for the sections.

Select Discussion from the dropdown menu.



Next, select Create Topic and type in the name of your topic down below in the Topic Name field (or select the topic you want associated with this module if you already have a topic created). When you have finished, click **Add Item**.



The Discussion Topic has now been added to the Module. The icon on the left indicates that this is a Discussion Topic.

A screenshot of a Canvas module list titled "Module 0: Orientation and Introduction". The list contains six items:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)

A red arrow points to the icon for item 0.5, which is a document icon. Another red box highlights the icon for item 0.6, which is a speech bubble icon.

2. The next step is to add the content. Click on the newly added Discussion Topic. This will take you to the Discussion Topic page. It is currently empty, since no content has been added yet. To add the content, click **Edit**.

A screenshot of a discussion topic page for "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)" by Adolf Schmuck. The page includes:

- Top navigation: Publish, Edit (highlighted with a red box), and three dots.
- Author information: Profile picture of Adolf Schmuck and the date Jul 9 at 12:44pm.
- Section: All Sections.
- Search bar, Unread, and sorting icons.
- Green "✓ Subscribed" button.
- Reply input field.
- Navigation: Previous and Next buttons.

A large red arrow points to the "Edit" button in the top right corner of the page header.

Add the content inside the editor.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various icons and links: Home, Announcements, Syllabus, Modules, Grades, People, Files, Assignments, Discussions (selected), Pages, Collaborations, Outcomes, Rubrics, Quizzes, Conferences, Studio, and Account. The main area is titled "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". It includes a toolbar with Edit, View, Insert, Format, Tools, and Table options. Below the toolbar is a rich text editor with font size (18pt), heading (Heading 3), bold (B), italic (I), underline (U), superscript (T²), and other styling tools. A message at the top says "Initial post due by Friday at 11:59 pm | Replies due by Sunday at 11:59 pm". The content area contains instructions: "Consider the following discussion prompt. Now, type your responses to this discussion prompt in the Reply box below. Please make your initial post by Friday at 11:59 pm so that your classmates have enough time to respond to your post." Below this are three bullet points: "Briefly introduce yourself (your name, where you are from, how long you have been studying English, how long you have been in the U.S.)", "Why did you decide to study at Grossmont College?", and "What are your plans after Grossmont College?". At the bottom of the editor are word count (170 words) and code view (h3) buttons. There is also an attachment section with a "Choose File" button and a note "No file chosen".

When the content has been added, scroll down to **Options**. Select the options desired for the Discussion.

The screenshot shows the same Canvas LMS interface as above, but the "Options" section is highlighted with a red box. The "Options" section contains the following checkboxes:

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
- Add to student to-do

Below the "Options" section is a note "Group Discussion".

For example, you can allow threaded replies. Threaded replies include infinite layers of response nesting, allowing commenters to continue responding on a single nested thread. If you want your students to post their response before being able to see any replies, click this option. When students are ready to write their responses, they will not see any other replies until they have posted their own posts. You can also enable podcasts feeds within your discussions, and allow liking as well. If you want your Discussion to be a graded assignment, select **Graded**.

The screenshot shows a discussion post editor interface. At the top is a toolbar with various editing tools like bold, italic, underline, etc. Below the toolbar is a text area containing a bullet point: "• What are your plans after Grossmont College?". A note below the text says, "By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how". To the right of the text area are icons for file attachments, user profile, word count (170 words), and other sharing options. Below the text area is a section for attachments with a "Choose File" button. At the bottom is a red-bordered "Options" section containing the following checkboxes:

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking

Next, scroll down and select the grading options.

The screenshot shows the grading options for a "Group Discussion" assignment. On the left is a sidebar with navigation links: Account (with a notification badge), Dashboard, Courses, Calendar, Inbox, and History. The main area is titled "Group Discussion" and contains the following fields:

- This is a Group Discussion
- Points Possible:
- Display Grade as:
- Assignment Group:
- Peer Reviews: Require Peer Reviews

A red box highlights the "Group Discussion" field and the "Assignment Group" dropdown.

Choose how you want to display the grade: as a percentage, as complete/incomplete, as points, as a letter grade, or in GPA form.

Points Possible	<input type="text" value="8"/>
Display Grade as	<input type="button" value="Points"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;">Percentage Complete/Incomplete Points Letter Grade GPA Scale</div>
Assignment Group	
Peer Reviews	

You can also assign the Discussion to the Assignment Group of your choice.

Points Possible	<input type="text" value="8"/>
Display Grade as	<input type="button" value="Points"/> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-top: 5px;">Assignments Assignments Quizzes [New Group]</div>
Assignment Group	
Peer Reviews	

Finally, scroll down to Assign. Choose who you want the Discussion assigned to (“Everyone” is selected by default). Finally, set the Due date, and the availability of the Discussion. When you have finished, click either **Save & Publish**, if you are ready to publish your Discussion, or **Save** (in which case, you will still need to publish it when you are ready to do so).

The screenshot shows the 'Assign' dialog box. It has a red border around the main content area. Inside, the 'Assign to' dropdown is set to 'Everyone'. Below it, the 'Due' date is set to 'Aug 22 11:59pm'. Under 'Available from' and 'Until', the dates are set to 'Aug 17 9am' and 'Aug 22 11:59pm' respectively. At the bottom right of the dialog, there is a 'Save & Publish' button. To the left of the dialog, a vertical sidebar lists various navigation items: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' item is currently selected.

Once published, you will see that your page has been published (right side). You will also see a message, saying that this is a “graded discussion” (left side).

The screenshot shows a discussion page. At the top, there is a message: "This is a graded discussion: 8 points possible". This message is highlighted with a red box and has a red arrow pointing to it. In the top right corner, there is a green button labeled "Published" with a checkmark icon, which is also highlighted with a red box and has a red arrow pointing to it. The discussion title is "0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)". The post was made by "Adolf Schmidt" on "Jul 9 at 1:15pm". The post content says: "Initial post due by Sunday at 11:59 pm | Replies due by Sunday at 11:59 pm". Below the post, there is a message: "Since this is the first week of the semester, let's start off with some brief introductions so you can get to know your classmates." The post has an "Instructions" section with a list of items. At the bottom, there is a "Search entries or author" input field, an "Unread" button, and a "Subscribed" button with a checkmark icon. There is also a "Reply" button.

Finally, you can see on the main Modules page that this assignment is now published, along with the due date, and the total points possible for the assignment.

The screenshot shows the 'Module 0: Orientation and Introduction' page in Canvas. It lists six items:

- 0.1 Welcome to ESL 098G (READ) - Mark done
- 0.2 Meet Your Instructor: Adolf Schmuck (READ) - View
- 0.3 A Note on Notifications and Contacting Your Instructor (READ) - Mark done
- 0.4 Canvas Face to Face (READ) - View
- 0.5 Study Habits (READ) - Mark done
- 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION) - Aug 22 | 8 pts

The last item, '0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)', is highlighted with a red box.

3. You are able to see what the student sees when going to Student View. To write a response, students begin by clicking **Reply**.

The screenshot shows the 'Student View' of the discussion post. The post details are as follows:

This is a graded discussion: 8 points possible
Initial post due by Friday at 11:59 pm | Replies due by Sunday at 11:59 pm
Since this is the first week of the semester, let's start off with some brief introductions so you can get to know your classmates.

Instructions

Consider the following discussion prompt. Now, type your responses to this discussion prompt in the Reply box below. Please make your initial post by Friday at 11:59 pm so that your classmates have enough time to respond to your post.

- Briefly introduce yourself (your name, where you are from, how long you have been studying English, how long you have been in the U.S.)
- Why did you decide to study at Grossmont College?
- What are your plans after Grossmont College?

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

A red arrow points to the 'Reply' button, which is highlighted with a red box.

Once doing so, a text editor opens up, where the response is typed. When the student has finished writing the response, **Post Reply** is clicked to post the reply. Notice that down below, it says, “Replies are only visible to those who have posted at least one reply.” This is the option that was selected when creating this Discussion.

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

The screenshot shows a text editor interface. At the top, there is a search bar labeled "Search entries or author" and a button labeled "Unread". Below the search bar are two small icons: an upward arrow and a downward arrow. The menu bar includes "Edit", "View", "Insert", "Format", "Tools", and "Table". The toolbar below the menu contains various formatting options: font size (12pt), font style (Paragraph, B, I, U), alignment (A), and other styling tools. A large text area contains the text "This is my response.". Below this text area is a red rectangular box containing the text "Replies are only visible to those who have posted at least one reply.". At the bottom right of the editor, there is a toolbar with icons for document, user, and other functions, followed by the text "4 words" and a "Cancel" button. The "Post Reply" button is highlighted with a red box.

Once the response is posted, it will now be visible to the other students in the class. If there are already other posts that have been posted beforehand, these posts will then become visible after a student has posted his or her response. Students can now reply to responses by clicking **Reply**, which will open a new text editor to write the reply.

By Sunday at 11:59 pm, please reply to at least two of your classmates' posts. You can, for example, comment on how similar or different your reasons for studying at Grossmont College may be, or how your plans after college may be similar or different.

Search entries or author Unread

Test Student
1:58pm

This is my response.

← Reply

Creating an Assignment

You can create different types of graded assignments for your class.

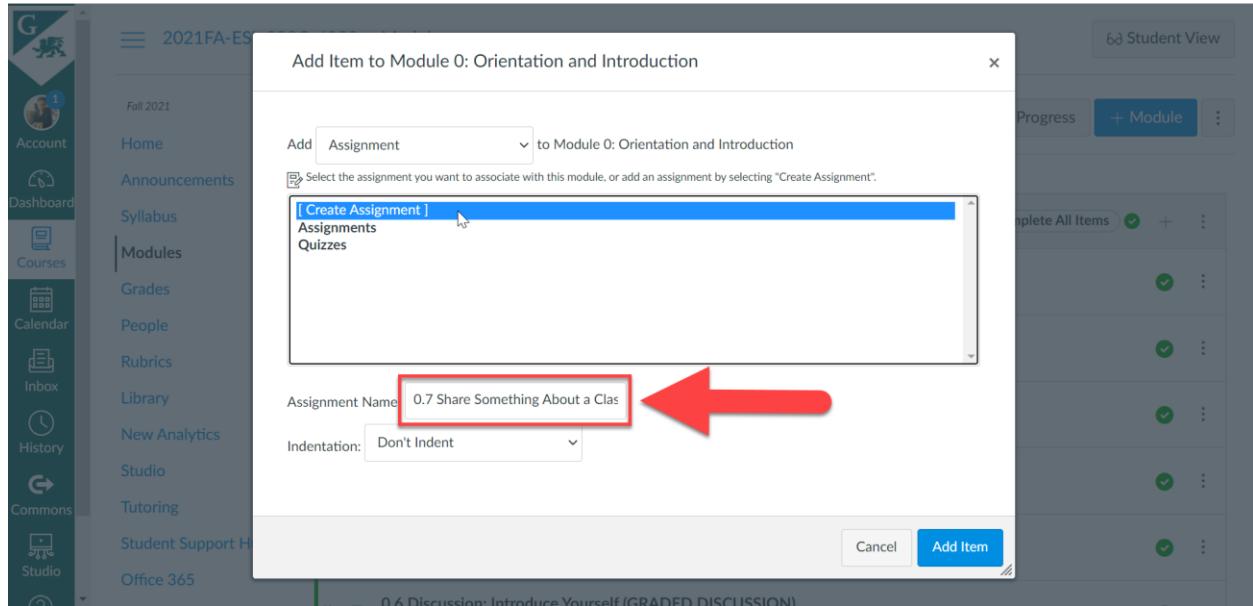
1. To create an Assignment, click on the plus sign to add an item to your Module.

The screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with various navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' link is currently selected. The main content area displays a list of modules under the heading 'Module 0: Orientation and Introduction'. The list includes five items: '0.1 Welcome to ESL 098G (READ)', '0.2 Meet Your Instructor: Adolf Schmuck (READ)', '0.3 A Note on Notifications and Contacting Your Instructor (READ)', '0.4 Canvas Face to Face (READ)', and '0.5 Study Habits (READ)'. Each item has a green checkmark and a 'View' or 'Mark done' button. In the top right corner of the module list, there is a 'Complete All Items' button and a red '+' button, which is highlighted with a large red arrow pointing towards it.

Then, select Assignment from the dropdown menu.

The screenshot shows the 'Add Item to Module 0: Orientation and Introduction' dialog box. The title bar says 'Add Item to Module 0: Orientation and Introduction'. Below the title, there is a dropdown menu with 'Assignment' selected. Other options in the dropdown include Quiz, File, Page, Discussion, Text Header, External URL, and External Tool. At the bottom of the dialog box are 'Cancel' and 'Add Item' buttons. The background shows the same Canvas interface as the previous screenshot, with the 'Modules' list visible.

Next, select Create Assignment and type in the name of your assignment down below in the Assignment Name field (or select the assignment you want associated with this module if you already have an assignment created). When you have finished, click **Add Item**.



The Assignment has now been added to the Module. The icon on the left indicates that this is an Assignment.

The screenshot shows the "Module 0: Orientation and Introduction" list. The assignments are listed in the following order: 0.1 Welcome to ESL 098G (READ), 0.2 Meet Your Instructor: Adolf Schmuck (READ), 0.3 A Note on Notifications and Contacting Your Instructor (READ), 0.4 Canvas Face to Face (READ), 0.5 Study Habits (READ), 0.6 Discussion: Introduce Yourself (GRADED DISCUSSION), and 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT). The assignment "0.7 Share Something About a Classmate from the Discussion" is highlighted with a red arrow pointing to its icon. The icon is a document with a pencil, indicating it is a graded assignment. The other assignments are marked as "Mark done".

2. The next step is to add the content. Click on the newly added Assignment. This will take you to the Assignment page. It is currently empty, since no content has been added yet. To add the content, click **Edit**.

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

The screenshot shows the assignment details page. At the top right, there are three buttons: 'Publish', 'Edit' (which is highlighted with a red box and has a large red arrow pointing up to it), and a more options menu. Below these are sections for 'Points' (None) and 'Submitting' (Nothing). A table follows with columns for Due (Everyone), For, Available from, and Until (all set to '-'). A 'Rubric' button is also present. At the bottom left is a 'Previous' link.

Add the content inside the editor.

Screenshot of Modules page with highlighted Assignment icon.

The screenshot shows the Modules page with a sidebar containing various icons and links like Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Help, etc. The main area displays an assignment card for '0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)'. The card includes a title, a text area with the instruction 'This assignment is due by Sunday at 11:59 pm.', an 'Overview' section with a paragraph about previous assignments, and an 'Instructions' section with detailed guidelines. The 'Edit' icon in the top right corner of the assignment card is highlighted with a red box.

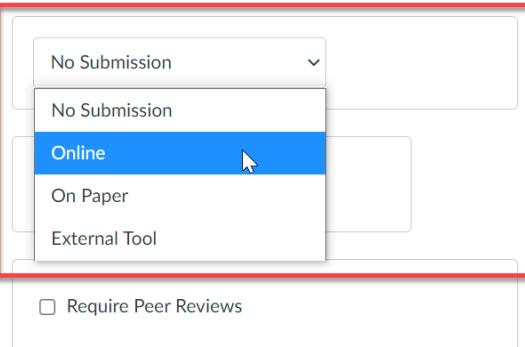
When the content has been added, scroll down to add the points possible for the assignment. Assign the Discussion to the Assignment Group of your choice.

Choose how you want to display the grade: as a percentage, as complete/incomplete, as points, as a letter grade, or in GPA form.

Next, scroll down and select the Submission Type. This section allows you to define and/or limit how the assignment can be submitted. The following options are available:

- The **No Submission** option means that a column for the assignment is created in the grade book, but students do not submit anything in order to complete the assignment. A common example of this assignment type might be an in-class presentation.
- The **Online** option means students must submit the assignment via Canvas.
- The **On Paper** option is essentially the same as selecting the **No Submission** option. A column for the assignment is created in the grade book, but students submit their assignment as a hard-copy in class.
- The **External Tool** option allows students to submit via an external tool, such as Google Drive. If this option is selected, the external application must first be configured in your course before students will be able to submit assignments in this way.

Points	<input type="text" value="6"/>
Assignment Group	<input type="text" value="Assignments"/> ▼
Display Grade as	<input type="text" value="Points"/> ▼
<input type="checkbox"/> Do not count this assignment towards the final grade	
Submission Type	<input type="button" value="No Submission"/> ▼
Group Assignment	<input type="checkbox"/>
Peer Reviews	<input type="checkbox"/> Require Peer Reviews



There are different **Online** options to choose from:

- The **Text Entry** option allows students to submit their assignment directly in the Rich Content Editor.
- The **Website URL** option allows students to submit a URL that fulfills the assignment.
- The **Media Recordings** option allows students to submit an audio or video recording that fulfills the assignment. Students can either record new media or upload existing media. Video and audio uploads can be up to 500 MB.
- The **Student Annotation** option allows students to annotate a file uploaded by an instructor. The annotated document is submitted as the student's assignment submission.
- The **File Uploads** option allows students to upload a file or take a photo with their webcam to fulfill the assignment.

Points

Assignment Group ▼

Display Grade as ▼

Do not count this assignment towards the final grade

Submission Type ▼

Online Entry Options

Text Entry

Website URL

Media Recordings

Student Annotation

File Uploads

Selecting the **Student Annotation** option allows you to upload your file from the Course files folder, or from your own files.

The screenshot shows the 'Settings' page in a learning management system. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Studio. The 'Courses' icon is highlighted. The main area has a 'Submission Type' dropdown set to 'Online'. Under 'Online Entry Options', there are three checkboxes: 'Text Entry', 'Website URL', and 'Media Recordings', all of which are unchecked. The 'Student Annotation' checkbox is checked and highlighted with a red box. Below it is a note: 'Consider selecting multiple submission types to accommodate students who may not be able to create annotations.' A section titled 'Available folders' lists 'Course files' and 'My files'. At the bottom is a blue 'Upload File' button. A small 'File Uploads' checkbox is also present.

Selecting the **File Uploads** option also gives you the option of restricting the type of file uploaded. In the input field, enter a list of *accepted extensions* (e.g., doc, docx, pdf, txt). All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

The screenshot shows the 'Settings' page with the 'Files' tab selected. The sidebar is identical to the previous screenshot. The 'Submission Type' dropdown is set to 'Online'. Under 'Online Entry Options', the 'Student Annotation' checkbox is unchecked. The 'File Uploads' checkbox is checked and highlighted with a red box. Below it is another 'File Uploads' checkbox, which is also checked. A sub-section titled 'Restrict Upload File Types' has a checked checkbox and an input field containing 'doc, docx, pdf, txt'. A red arrow points to this input field. A note below says 'Enter a list of accepted extensions, for example: doc,xls,txt'.

After selecting Submission Type, scroll down and select Submission Attempts: Unlimited or Limited.

The screenshot shows the LMS settings interface. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Commons. The main area has a 'Settings' header. Under 'Submission Type', 'Online' is selected. Under 'Online Entry Options', 'Text Entry' is checked. A red arrow points to the 'Submission Attempts' section. In this section, a dropdown menu for 'Allowed Attempts' is open, showing 'Unlimited' (selected) and 'Limited'. A red arrow points to the 'Limited' option.

Selecting **Limited** will allow you to specify how many submission attempts you want to allow for the assignment.

Submission Attempts

Allowed Attempts

Limited

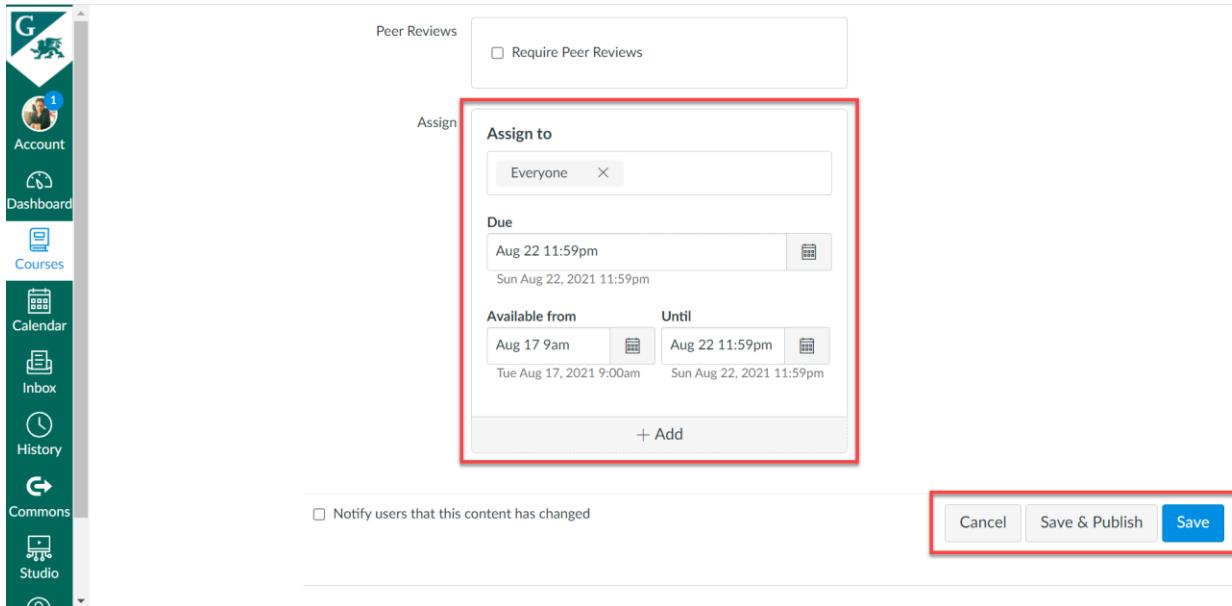
Number of Attempts

1

^

▼

Finally, scroll down to Assign. Choose who you want the Assignment assigned to (“Everyone” is selected by default). Finally, set the Due date, and the availability of the Assignment. When you have finished, click either **Save & Publish**, if you are ready to publish your Assignment, or **Save** (in which case, you will still need to publish it when you are ready to do so).



Once published, you will see that your page has been published.

2021FA-ESL-098G-6222 > Assignments > 0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

This assignment is due by Sunday at 11:59 pm.

Published

0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)

In the previous assignment ([0.6: Discussion: Introduce Yourself \(GRADED DISCUSSION\)](#)), you had the opportunity to introduce yourself to your classmates. You also had the opportunity to read a little bit about your classmates and posted some responses to some of your classmates' posts. You will now have the opportunity to share a little about what you learned from one of your classmates.

Instructions

Choose two students that you learned about in the previous discussion assignment. In the Text Entry field, share three things that you learned about two of your classmates.

Finally, you can see on the main Modules page that this assignment is now published, along with the due date, and the total points possible for the assignment.

Module 0: Orientation and Introduction

Complete All Items + :

0.1 Welcome to ESL 098G (READ)		⋮
Mark done		
0.2 Meet Your Instructor: Adolf Schmuck (READ)		⋮
View		
0.3 A Note on Notifications and Contacting Your Instructor (READ)		⋮
Mark done		
0.4 Canvas Face to Face (READ)		⋮
View		
0.5 Study Habits (READ)		⋮
Mark done		
0.6 Discussion: Introduce Yourself (GRADED DISCUSSION)		⋮
8 pts		
0.7 Share Something About a Classmate from the Discussion (GRADED ASSIGNMENT)		⋮
Aug 22 6 pts		