



JWL Basic Canvas Overview – For Faculty

What is Canvas?	2
Who uses Canvas?	2
Login to Canvas	2
Canvas Helpdesk.....	2
Canvas Login page.....	2
Canvas User Interface.....	3
Main Course Page	3
Your Course.....	4
Global Navigation.....	4
Course Navigation.....	6
Course Modules	6
Discussions	7
Journal	7
Assignment	7
Quiz	7
Grades	8
Dashboard	8
Announcements	8
Modules	9
Gradebook	9
Entering Grades	10
Two Methods to get to Speedgrader	11
Excuse an Assignment.....	13



What is Canvas?

Canvas is a Learning Management tool that allows faculty to and students to connect online. PowerPoint presentations, videos, audio clips, and other resources are created outside of Canvas and added to Canvas courses for students to enhance teaching and learning efforts.



Who uses Canvas?

Professors and teachers use Canvas as a learning tool to help students understand learning material. Canvas is used for off-campus online learning, as well as, an online supplemental tool for on-campus learning.

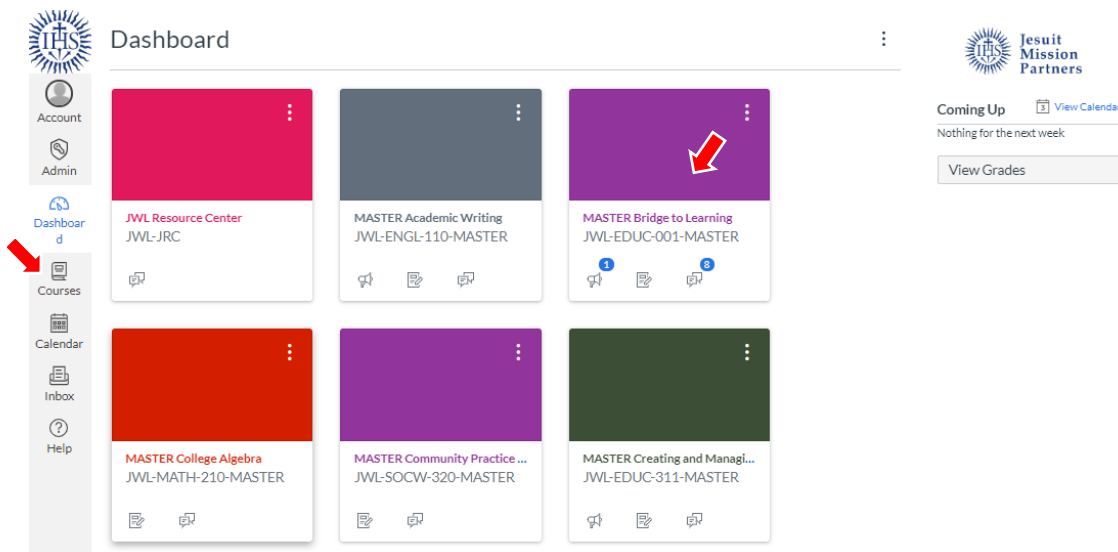
Login to Canvas

You will receive login instructions by email. The general login for students and faculty is NETID@jwl.org.

Canvas Helpdesk

For further questions about Technical Questions, Canvas, or JWL Courses please contact jwlhelp@jwl.org

Canvas Login page



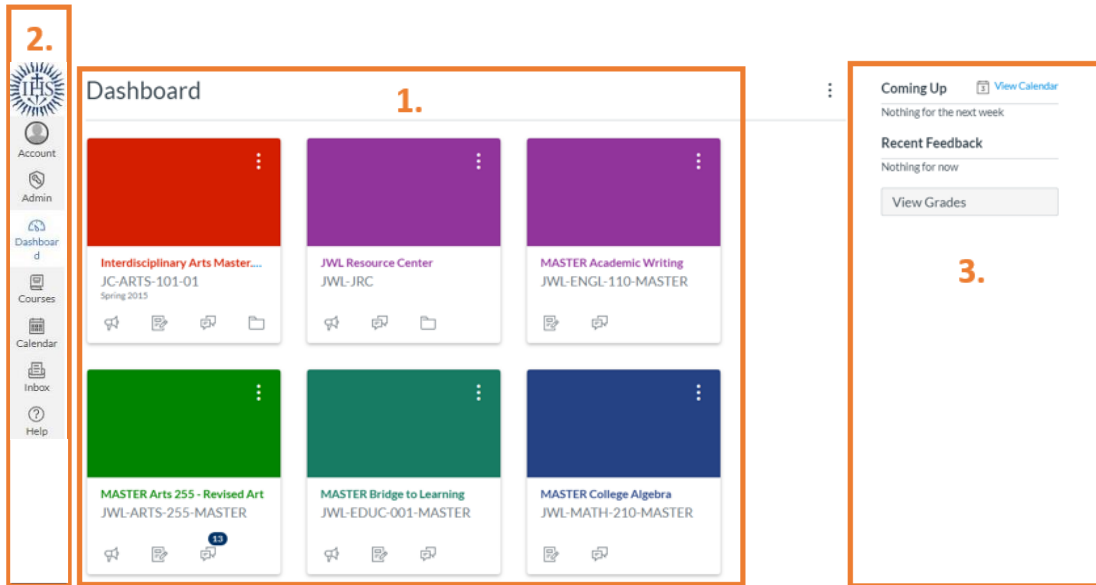
This is the page you will see after logging in. The course(s) you are enrolled in will appear on the **Dashboard**. To access your course, click on the course card in the Dashboard or "Courses" link on the left blue left **Global Navigation Panel**.



Canvas User Interface

The Canvas user interface has three main components:

1. **Dashboard** – The Dashboard is the first thing you see when you log into Canvas. It provides an overview of your courses.
2. **Global Navigation** – The Global Navigation menu gives you direct access to your courses and other areas of Canvas.
3. **Sidebar** – The Sidebar is dynamic and will change depending on where you are within the course. It provides tools and resources to help you manage your course.



Main Course Page

This is the first page you will see after clicking the course link. This is the student view. **To start the course**, students will click on the "Modules" link on the left course navigation panel. Start on "Week 1".





Your Course

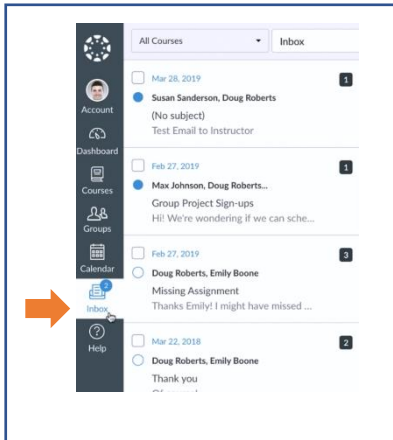
The course has four sections. (1) The **Course Navigation** that links to various parts of your course including course content. (2) The **Content Area** (3) The **Breadcrumb Navigation** (4) the **Sidebar**, and (5) **Global Navigation**.

The screenshot shows a Canvas course interface for 'JWL-ENGL-110-MASTER'. The page is titled 'MASTER Academic Writing'. The interface includes a left sidebar with a 'Global Navigation' menu (5) containing links like Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area (2) displays 'ACADEMIC WRITING' with a welcome message and instructions to start the course. The top navigation bar (3) shows the course title and a 'Breadcrumb Navigation' link. The right sidebar (4) contains links for 'View Course Stream', 'View Course Calendar', and a 'To Do' section.

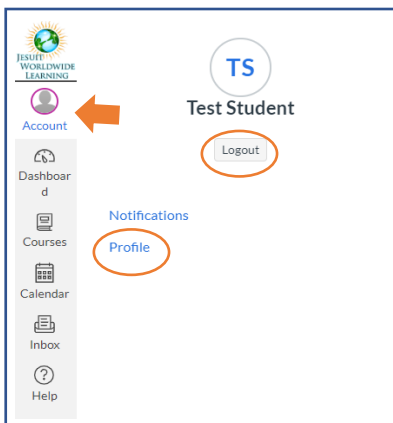
Global Navigation

The screenshot shows the 'Global Navigation' menu, which is accessible from any page within Canvas. It includes a 'Logout' button and links to 'Settings', 'Notifications', 'Files', and 'ePortfolios'. The menu is located on the left side of the page, below the 'Account' link.

The course Global Navigation menu gives you direct access to your courses and other areas of Canvas. This menu is accessible from any page within Canvas. To modify your user settings or profile, click the **Account** link. You can also specify your notification preferences and log out of Canvas.



Click the **Inbox** link to view your course email. Students can compose and send New messages to your instructor. Faculty can compose and send new message to their students and other Canvas users here, or view any existing conversations.

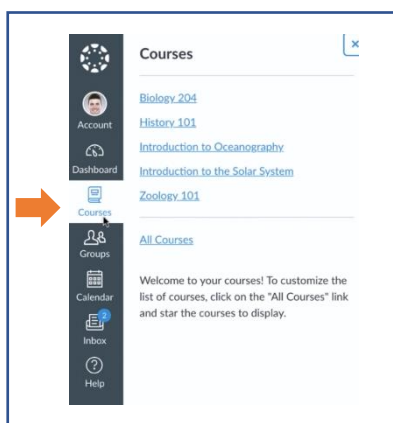


Click the **Account** link will allow you to modify your user settings or profile. You can also specify your notification preferences and log out of Canvas.

Click the **Logout** button to log out of Canvas. To hide the Account menu, click the Account link again or click the close icon.

To add or modify your profile picture, click the edit **profile picture icon** in the **Account** link.

To upload a new profile picture, click the **Upload a Picture** tab, then click the **Choose a Picture** link. Find the image you want to upload from your computer and click the Open or Choose button. Then drag the selection box to resize or crop your picture. Click the Save button to upload your picture.

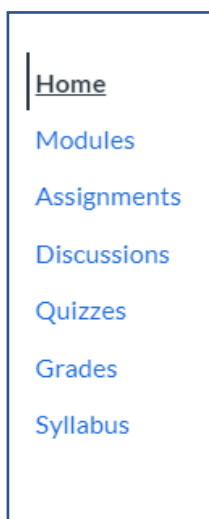


Click the **Courses** link to access your individual courses or view a list of all your courses.

Click on the **Dashboard** link to return to the course homepage.



Course Navigation



Home – Return to the home page of the course.

Announcements – Faculty will post announcements here. The newest one will appear at the top of the list.

Modules – Contains the weekly course content (videos, assignments, activities, discussions).

Assignments – Contains all graded assignments.

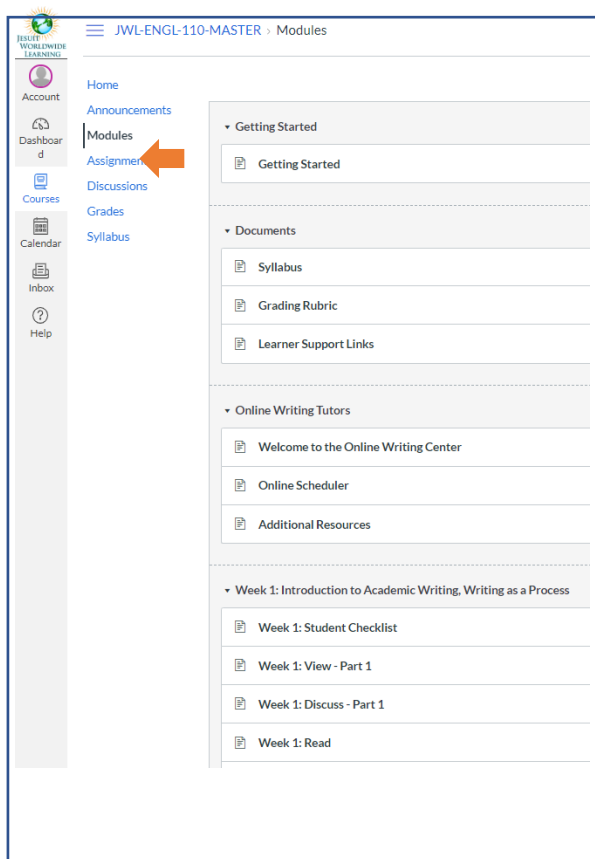
Discussions – Interactive communication on a posted topic.

Quizzes – For courses with a quiz assignment, there will be a link for access to the quiz or test.

Grades – Student can view their grades and point value.

Syllabus – Document that provides the requirements of the course. Course Rubrics found here.

Course Modules



The “**Modules**” page displays all of the course modules. The modules contain the course content. Also included is a “Getting Started” Guide.

The **Documents** section includes the **Course Syllabus**, **Grading Rubrics** and **Learner Support Links**.

The **Online Writing Tutors** provide information for scheduling a tutor session as well as additional resources.

The Modules are divided into Weeks. **To start the click the first topic in the Week 1 Module.** Sometimes not all of the modules will be visible and may be made available as the course progresses.



Discussions

The discussion board allows the student to engage in an online discussion with other students and facilitators. Choose the week discussion topic you are in and follow the directions. Post a **reply** to respond to the topic. Post a reply to respond to a classmate's post.

The left screenshot shows the Canvas LMS interface for the course 'JWL-ENGL-110-MASTER'. The 'Discussions' link is circled in the Course Navigation menu. The right screenshot shows the 'Week 1: Student Introductions' discussion page, with a 'discuss' button and a 'Reply' button highlighted.

Journal

Allows the student to create private postings that only the facilitators can view. Journals are found in the Assignments link on the **Course Navigation**.

Assignment

Graded assignments are located on the Assignments link on the **Course Navigation**.

Quiz

If your course has a quiz or test, it will be located on the Quizzes link on the **Course Navigation**. Open your quiz by then clicking on the quiz title.

The screenshot shows the Canvas LMS interface for the course 'JWL-SCI-101-MASTER'. The 'Quizzes' link is circled in the Course Navigation menu. The 'Assignment Quizzes' list shows 'Week 2 Quiz: Motion' highlighted with an arrow.



Grades

Student can view their grades and point value link on the **Course Navigation**. Click on the link to view all graded assignments, your score (when your instructor has graded it) and possible points awarded. The visual below shows a dash (-) under “Score” indicating the assignment has not been graded yet.

Name	Due	Status	Score	Out of
Week 5: Reflect: Importance of Physics			-	12.5
Week 1: Define Science			-	12.5
Week 1: Reviewing Mendeleev's Discovery Shared Paper			-	25
Week 1: Science Article Shared Paper			-	25
Week 2 Quiz: Motion			-	25
Week 2: Forces and Motion in My Life			-	12.5

Dashboard

- Home
- Announcements
- Modules
- Assignments
- Discussions
- Quizzes
- Grades
- Syllabus
- Chat
- Zoom
- Conferencing
- GU Library
- People
- Pages
- Files
- Outcomes
- Collaborations
- Conferences
- Settings

Faculty will have a view of the hidden links in the **Course Navigation** bar. These links are in a lighter grey color.

Do not make changes to your course or course content. You can get student view by choosing “Settings/Student View” and leave student view by choosing the button with the same name in the lower right corner of the page.

Announcements

You will want to create a welcome announcement to your class prior to the course start. To create an announcement on the course home page by clicking the “**New Announcement**” button in the sidebar. Once you create the first announcement, this link will be visible to the students. You can also create a new announcement, and access your other announcements, by opening the **Announcements** page. On this page you can see an index of your announcements.

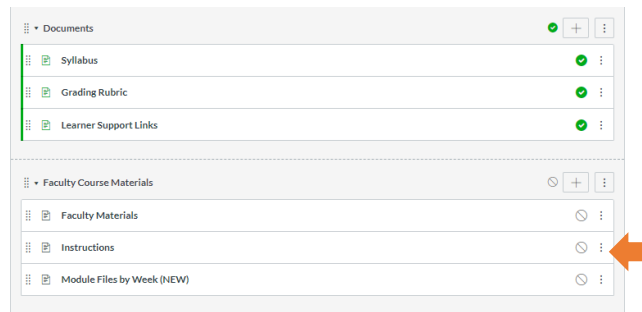
Create a new announcement by clicking the “**Add Announcement**” button. Create your announcement by first adding the **Topic Title**. Then use the **Content Editor** to add and format your announcement content. Below the Content Editor, you have the option to *add an attachment* to your announcement. You also have a few other options such as *delay posting* by setting a future date to post your announcement.



Modules

Modules are used to organize course content or create a learning path for students. JWL has created the course content for all faculty, so faculty can teach and engage their learners rather than develop content. *Please do not make changes to your course or the course content.* If questions about this course, please contact Marie Friedemann or JWL Instructional Designer, Karen Cordova.

To access Modules, click the Modules link in your Course Navigation. All Modules are Published for you (Have a Green Checkmark). All items within the week module, is automatically published. There are Faculty Course



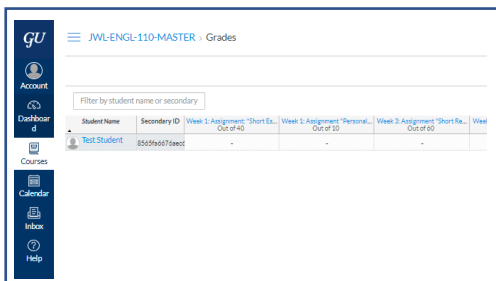
Materials that are hidden to the students. Hidden items do not have the green checkmark. (See arrow above)

Finally, when students access modules, they will only see modules and content items that have been published. *JWL requests all course modules to stay open for the students unless otherwise requested.*

Gradebook

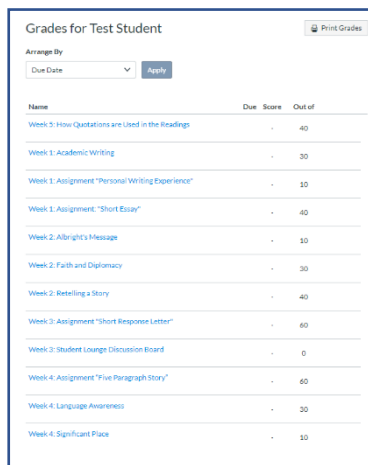
To get started, click **Grades** in Course Navigation. The **Gradebook** helps instructors easily input, manage, and release grades to students. The Gradebook has two views.

1. In **Default View**, you can see all students and assignments at the same time. *[Most faculty use only the default view]*
2. In **Individual View** you can assess one student and one assignment at a time. Both views retain the same Gradebook settings. You can switch Gradebook views at any time. The Individual view is found on the top right corner of the screen. To exit this section, choose "Switch to Default Gradebook".





If you have **multiple sections** in your course, you can filter the Gradebook by course sections by clicking the Showing All Sections drop-down menu (will appear when student are enrolled in the course) and selecting the section you want to view. If you only have one section, this drop-down menu will not appear. You can filter the Gradebook by individual student in the Filter by student name or secondary ID field. The Gradebook will display student information, including student name and section, as well as secondary ID.



Name	Due	Score	Out of
Week 5: How Quotations are Used in the Readings	-	-	40
Week 1: Academic Writing	-	-	30
Week 1: Assignment "Personal Writing Experience"	-	-	10
Week 1: Assignment "Short Essay"	-	-	40
Week 2: Albright's Message	-	-	10
Week 2: Faith and Diplomacy	-	-	30
Week 2: Retelling a Story	-	-	40
Week 3: Assignment "Short Response Letter"	-	-	40
Week 3: Student Lounge Discussion Board	-	-	0
Week 4: Assignment "Five Paragraph Story"	-	-	60
Week 4: Language Awareness	-	-	30
Week 4: Significant Place	-	-	10

You can click any student's name to view the student's Grades page.

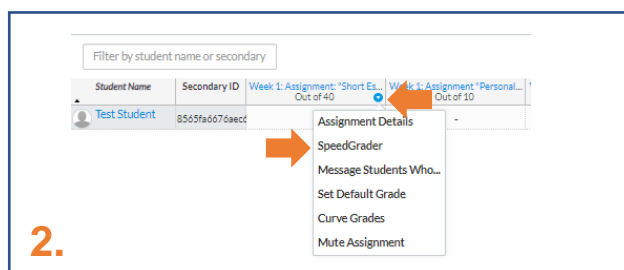
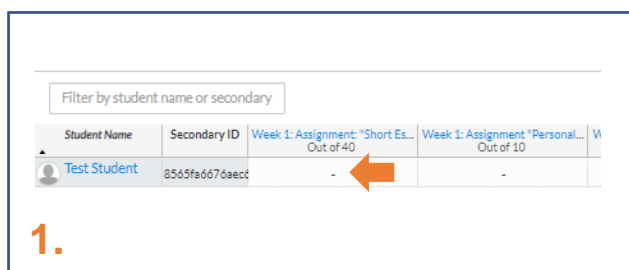
You can access the student's Grades page by clicking the **Grades** button. This visual on the left shows the individual view. Click Grades link or back button to go back to the Gradebook.

To sort by name or ID, click the heading of the respective column to sort the content in ascending or descending order. By clicking the Settings icon, you will see a list of options that apply across the entire Gradebook. You can view grading history, hide student names for blind grading, arrange columns by due date, show concluded enrollments, show inactive enrollments, and show or hide the notes column.

Entering Grades

Go to the gradebook. Scroll to the end of the gradebook to find total student points.

1. You can click into the column where you see the dash. Directly enter in the score.
2. Choose the upside-down triangle in the header of the assignment column. Choose **Speedgrader** and enter grade.



Each **column represents an assignment**. Assignment columns displays the assignment title, total points, and each student's grade, if entered. The different icons and colors in the cells represent assignments and submission statuses within Canvas.

There is a set of options that apply to assignments individually. To access options, hover over the assignment name, and click the drop-down arrow that appears. Here you can view assignment details, open the assignment in SpeedGrader, and message students.



Two Methods to get to Speedgrader

1. Go directly into the assignment link, directly choose the assignment, and choose "Speedgrader" where it appears on the right under "Related Items"
2. Go to gradebook. Choose the upside-down triangle in the header of the assignment column. Choose Speedgrader and enter grade.

Home Announcements Modules **Assignments** Discussions Quizzes Grades Syllabus Chat Zoom Conferencing GU Library People Pages Files Outcomes Collaborations Conferences Settings

Week 1: Assignment: "Short Essay"

Published Edit

Short Essay Assignment
Use the template below to organize and write a paragraph by filling in the blanks as you go.

TEMPLATE: In the introduction to *They Say / I Say: The Moves That Matter in Academic Writing*, Gerald Graff, and Cathy Birkenstein provide templates designed to _____. Specifically, Graff and Birkenstein argue that the types of writing templates they offer _____. As the authors themselves put it, "_____." Although some people believe _____, Graff and Birkenstein insist that _____. In summary, then, their view is that _____. I (agree/disagree/have mixed feelings). In my view, the types of templates that the authors recommend _____. For instance, _____, in addition, _____. Some might object, of course, on the grounds that _____. Yet, I would argue that _____. Overall, then, I believe _____ is an important point to make given _____.

Post your completed template to the Assignment tab (on left panel of the course) under "Short Essay" by **Sunday**. (40 points)

Points 40
Submitting a text entry box or a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

Related Items
SpeedGrader™

View the total grade for each student in the last column.

JWL-ENGL-110-MASTER Grades

Filter by student name or secondary

Student Name	Secondary ID	Week 0: Globalization Out of 20	Week 5: Webster: Furber Out of 20	Week 6: Discovering the Global... Out of 40	Week 7: The Importance of a ... Out of 20	Week 7: Draft of Final Assig... Out of 40	Week 7: Critique My Work Out of 20	Week 8: Huntington MALDEF... Out of 20	Week 8: The Impact of Writing Out of 20	Week 2: Abington's Message Out of 20	Week 4: Significant Place Out of 10	Week 5: How Questions are ... Out of 40	Assignment	Discussion	Total
Test Student	855f9a07aacc	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Import Export Individual View

To enter or edit scores in the Default View gradebook, click the assignment cell located in the row of the student whose score you want to enter or edit. Type to enter the new score in the cell and press Return or Enter. You can also excuse a student from an assignment by typing EX in the cell and pressing the Enter key. Leave comments about certain grades by, again, finding the cell located in the row of the appropriate student, and clicking the discussion icon in the corner of the cell. Type your comment in the add a comment field and click the Post Comment button to save and post your comment. These comments are also viewable in SpeedGrader and Conversations. If you used differentiated assignments, grade cells will be grayed out for students who were not included in the assignment.

Grades are due one week after the course has ended. Please make sure that all grades are entered in the course by this time. Faculty need to enter grades in the final grade column in the CANVAS grade center AND in my.jwl.org. JWL staff will manually transfer the grades to Regis University.

Grades are cumulative so only items with a score will be added to the total grade. Therefore, if a student is missing an assignment, their grade only shows the graded assignment totals until the instructor gives a zero for the missing assignment.

Faculty cannot change the total grade in the gradebook. Canvas does not allow for the total grade to be changed. However, faculty can manually change an assignment grade in the assignment column. To manually change a grade, find the assignment column. Hover your cursor over the three dots, choose "Grade Posting Policy", then choose "manual".



Manual Grade Examples:

Account

Admin

Dashboard

Courses

Calendar

Inbox

Help

JWL-ENGL-110-MASTER > Grades

Gradebook View Actions

Student Name	Week 1: Assignment Out of 10	Week 1: Academic Out of 30
Test Student		

Sort by

Message Students Who

Curve Grades

Set Default Grade

No grades to post

Hide grades

Enter Grades as

Grade Posting Policy

JWL-ENGL-110-MASTER > Grades

Gradebook View Actions

Student Name	Week 1: Assignment Out of 10	Week 1: Academic Out of 30
Test Student		

Grade Posting Policy:
Week 1: Assignment
"Personal Writing Exper..."

Post Grades

Automatically

Manually

While the grades for this assignment are set to manual, students will not receive new notifications about or be able to see:

Their grade for the assignment

Grade change notifications

Submission comments

Curving assignments

Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students. Future grade changes for posted grades will not need to be manually posted.

Total Grade Example found at end of the Gradebook. Scroll to the end of the gradebook to find the total.

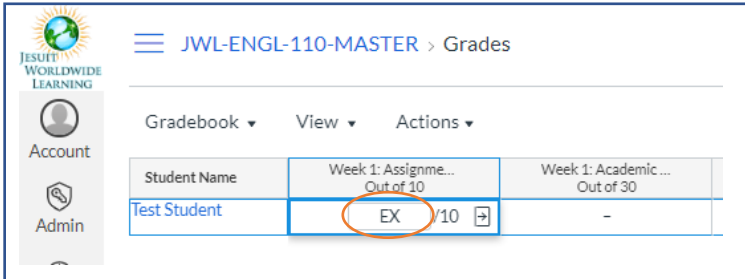
...	Total
89.58%	B+
97.76%	A
93.68%	A
98.56%	A



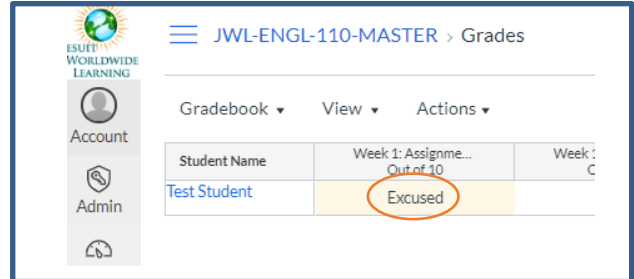
Excuse an Assignment

To excuse an assignment, choose the student row, assignment column, and click on the dash (-). Enter "EX" and "enter" key on your keyboard. The "EX" will make that assignment excused for that student.

Excused Example:



Student Name	Week 1: Assignment Out of 10	Week 1: Academic ... Out of 30
Test Student	EX /10	-



Student Name	Week 1: Assignment Out of 10	Week : C
Test Student	Excused	

After grades have been completed in Canvas, **faculty will then add them to my.jwl.org.** Please refer to the **Faculty Quick Guide** for more details.

**For further questions about Technical Questions, Canvas, or JWL Courses
please contact JWL Help Desk: Email jwlhelp@jwl.org**