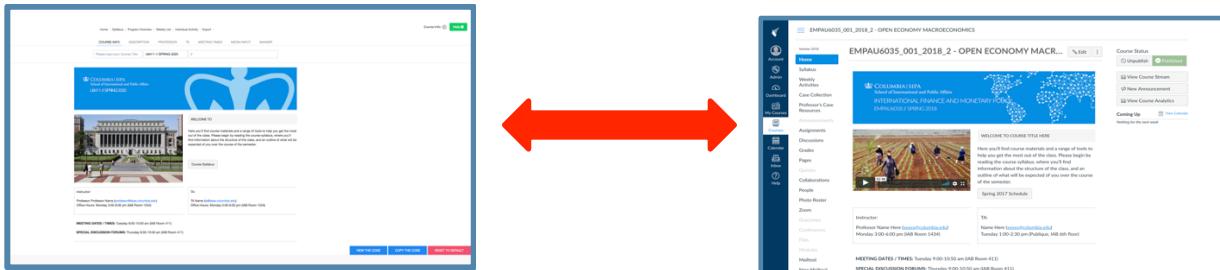


**Picker Center Digital Education Group
Canvas Coursebuilder Tips**

Updated May 8, 2020

Building a New Course

Step 1 – Open both CourseBuilder AND Your pre-prepared Canvas class, with the blank Canvas template.

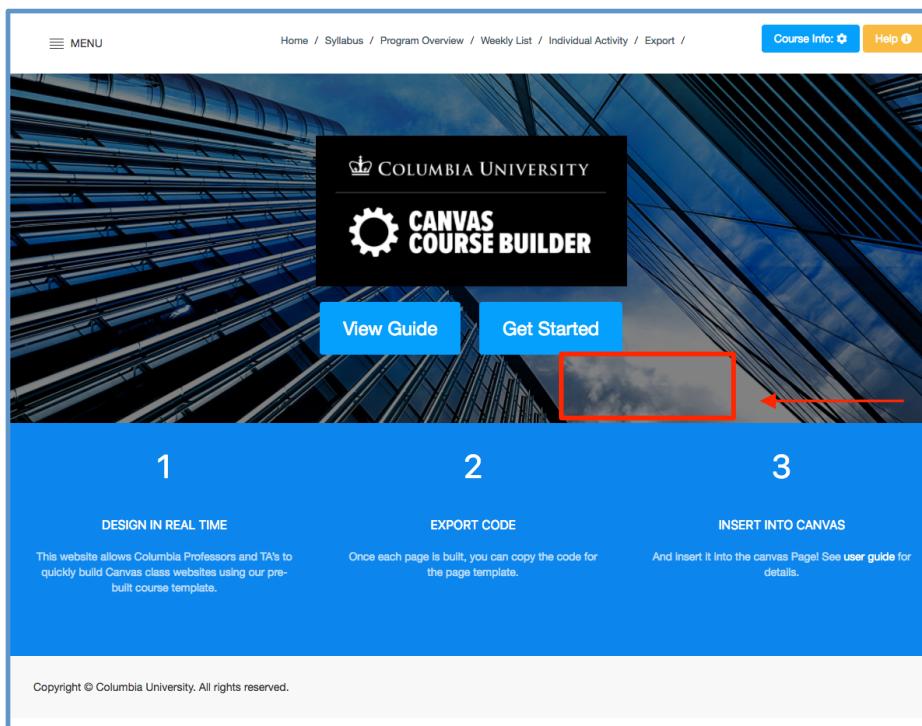


Step 2 – View Guide

If you want, you can watch our five-minute intro video tutorial.

Step 3 – Click “Get Started”

This prompts you to add Course Info, School Info, etc. – all this info will be used to populate all pages.

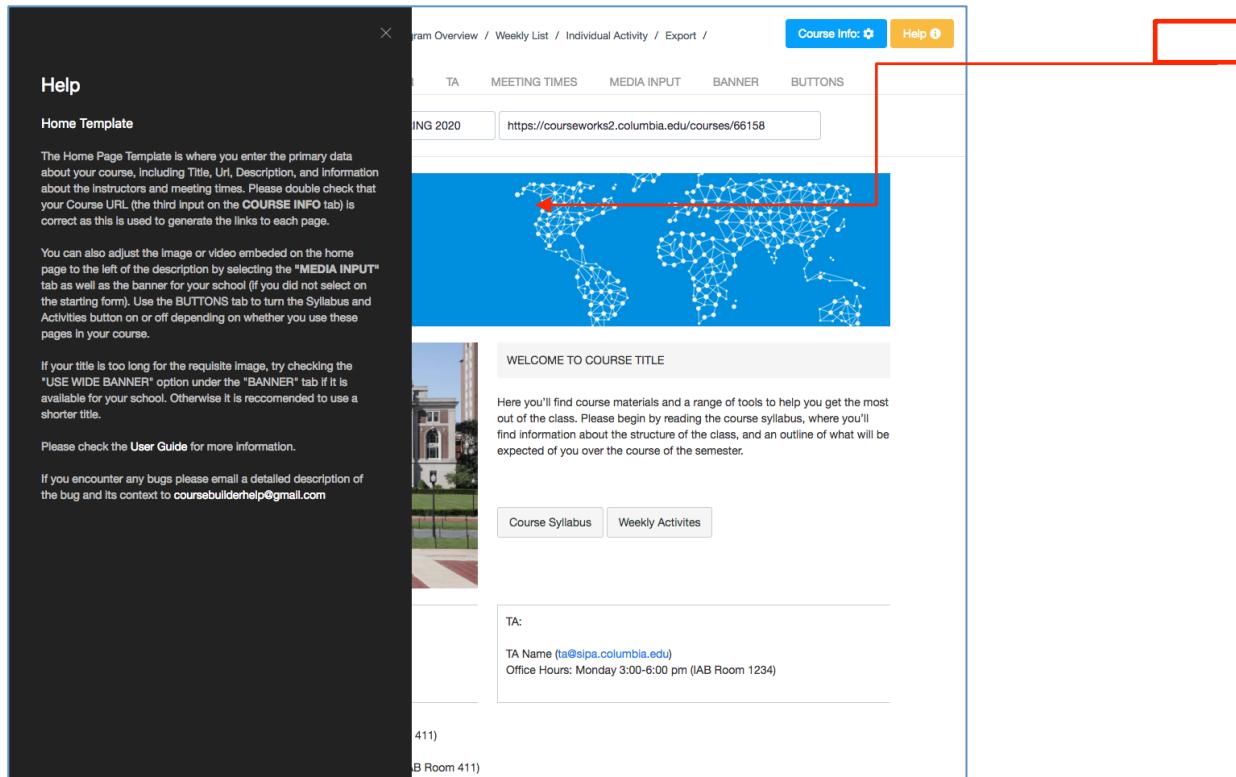


Step 4 – “Home” Screen

Add Info to all Fields.

1. *Course Info* - Fill in the Course title, course number and term. Most importantly – paste the Course URL from Canvas into the CourseBuilder, otherwise the edits you make will not have a reference point.
2. *Description* – Insert the course description here or leave the generic description that CourseBuilder offers.
3. *Professor and TA* – Fill in professor's and TA's full names, email addresses and office hours.
4. *Meeting time* – Insert the class day, time and place.
5. *Media Input* - Upload images from your computers HD or embed videos from YouTube or Vimeo.
6. *Banner* – Choose from SIPA, Mailman, or generic Columbia banner.

***** You can access additional information using “Help” button located on the upper right hand side of every page in the CourseBuilder. See the image below.**



Step 5 – Syllabus Page

1. *Add Professor, Add TA* – These can be used to add as many professors or TA's as necessary.
2. Edit schedule items in the bottom left window. Select and unselecting the boxes in Syllabus components to add or delete appropriate sections of syllabus.

The screenshot shows the course setup interface with three main windows:

- Edit Info:** Shows fields for Professor Name, Office Hours, and Teaching Assistant. Buttons for 'Add Professor' and 'Add TA' are highlighted with red boxes.
- Edit Schedule Items:** Shows Session 1 details (Title: Lecture 1, Date: 2018-04-23). A red arrow points from the 'Edit Info' window to this one.
- Sections / Options:** Shows Syllabus Components checkboxes (Description, Objectives, Schedule, Grading, Resources, Integrity) and a 'Dates ON' switch. A red arrow points from the 'Edit Schedule Items' window to this one.

Step 6 – Weekly Activities Page

1. Select the number of weeks that the course will run, then select “Edit # of Activities.” The number of weeks is equal to the number in that box.
2. If you want to add a start date to the course, select it from the calendar below the “Edit # of Activities” button. Once you assign a start date, the program automatically will assign dates to each class.
3. In the box below the date, you can edit each week’s activities individually. First, pick the week you want to edit and start filling in the information – the title, description and image (optional) – for that week. Repeat for each week.

*You can also select or deselect the options to include images, dates & links in the weekly activities list.

Course Title

WEEKLY ACTIVITIES

Welcome to the Weekly Activities page! Below you'll find an overview of all five lectures, each covering a distinct topic in the field of Course Title. Clicking on a week will take you to a page where you can watch the entire lecture and complete the activities related to that lecture.

WEEK 1

Week 1: Lecture 1
This session will cover the foundational topics in food systems.
Class: Monday, April 23rd

WEEK 2

Week 2: Lecture 2
This session will cover the foundational topics in food systems.
Class: Monday, April 30th

WEEK 3

Week 3: Lecture 3
This session will cover the foundational topics in food systems.
Class: Monday, May 7th

WEEK 4

Week 4: Lecture 4
This session will cover the foundational topics in food systems.
Class: Monday, May 14th

WEEK 5

Week 5: Lecture 5
This session will cover the foundational topics in food systems.
Class: Monday, May 21st

Start Date: 2018-04-23

Edit Week: 1

Title: Lecture 1

Description: This session will cover the foundational topics in food systems.

Date: 2018-04-23

Click to Upload Image from Url

Choose File: No file chosen

SUBMIT IMAGE

RESET IMAGE

Links: ON Dates: ON Images: ON

VIEW THE CODE

COPY THE CODE

RESET TO DEFAULT

The screenshot shows a user interface for managing weekly activities. On the left, a sidebar allows editing of a specific week (Week 1). The main content area lists five weeks, each with a title, a brief description, and a class date. At the bottom, there are buttons for interacting with the code.

Step 7 - Individual Activity Page

1. Select the specific week you wish to edit.
2. Click on “Show Text Editor” to access the weekly description.
3. You can add or remove a video, discussion or assignment for the individual week. You can also edit the title of the week, the description and the source file.

The screenshot illustrates the process of editing a week's activities in Canvas. On the left, a large red box highlights the 'Edit' button for 'Week 1'. A red arrow points from this box to a detailed view of the 'Video 1' component on the right. The detailed view shows the video title ('All that Glitters is not Gold (18 minutes)'), description ('"All that Glitters is not Gold" features various communities' representatives concern about the introduction of genetically engineered "Golden" rice in the Philippines.'), and source URL ('https://www.youtube.com/watch?v=GxSGKD50ioE'). Below this, another red arrow points down to a smaller window titled 'Video 1' containing the same video details, with a red box highlighting the 'Save' button.

Step 8 [OPTIONAL]– Program Overview for Executive Education

Program Overview is a section that will appear on your Canvas course for Executive Training only.

1. Select the number of weeks for which the training will run.
2. Select the start week and date. If the class start date coincides with a holiday, you can insert an offset date. You can also choose the class days of the week.

3. In the “Edit Session” section, you can assign the number of sessions in the training, then edit the schedule for each individual day in the training (add Title, Date).

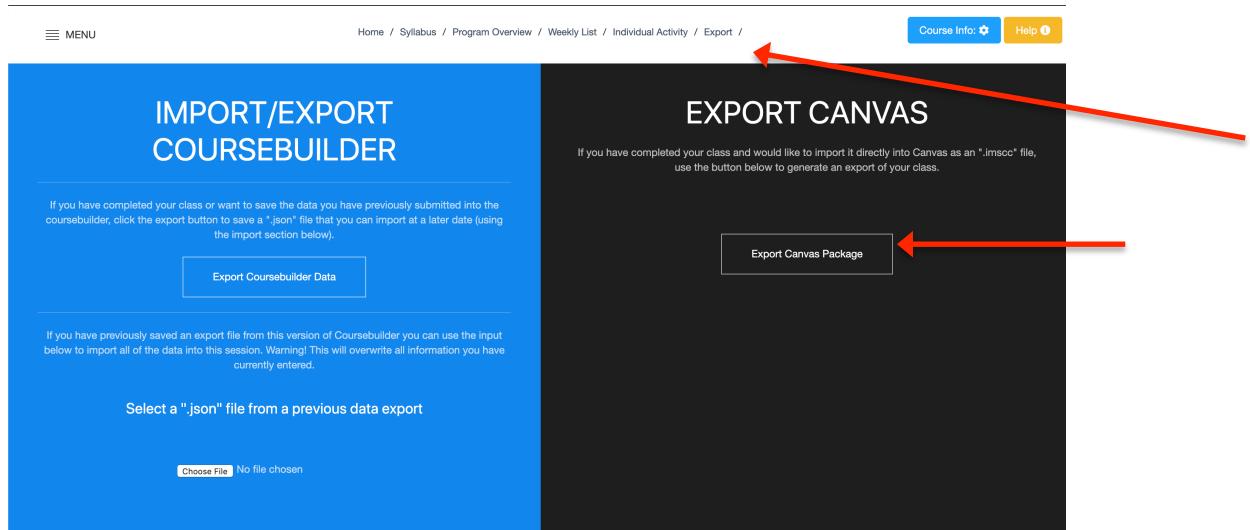
4. You can turn on or off the two-session option, which is used for trainings that have both morning and afternoon sessions. You can also choose to list professors’ names on the program overview page by turning on/off the “Use professor name” button.

The screenshot shows a software interface for managing training programs. On the left, there's a sidebar with a 'MENU' icon and several navigation links: Home, Syllabus, Program Overview, Weekly List, Individual Activity, Export, Course Info, and Help. Below these are sections for 'Edit Session' (with a dropdown for 'How Many Weeks' set to 2), 'Session 1' (Title: Part I - Fundamentals of Public Economics, Date: 2018-04-09), and session timing (Two-Sessions per Day ON, Use Professor Name ON, First Session Time: 9:30 am - 12:00 pm, Second Session Time: 1:30 pm - 4:00 pm). On the right, there's a large preview area titled 'ECONOMIC SETTING OF PUB POLICY' showing a schedule for four days (Monday 9th to Friday 13th) with lectures by Professor Timothy J. Goodspeed. At the bottom right of the main screen are buttons for 'VIEW THE CODE', 'COPY THE CODE', and 'RESET TO DEFAULT'. At the bottom of the page, there's a detailed configuration dialog box for 'How Many Weeks' (set to 2), 'Start Week' (4 / 23 / 2018), 'Days of Week' (Monday, Wednesday, Friday), and 'Offset Class Start' (0). A blue 'EDIT # OF SESSIONS' button is at the bottom of this dialog.

5. If you encounter any errors with the dates on this page, re-select your start week, then open and close the Days of Week toggle to recalculate the displayed dates.

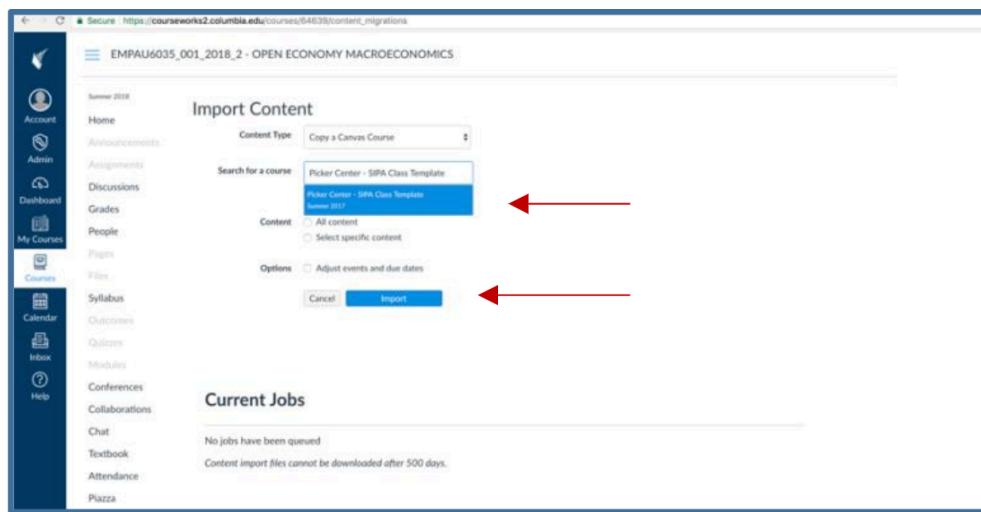
Step 9 – Exporting the Course File

1. Select “Export” from the top of the page.
2. Select “Export Canvas Package” to export two files: an .ISMCC file that can be uploaded to Canvas, and a JSON file to be saved for future updates or future school terms.



Step 10 – Uploading to Canvas

1. From Canvas, select “Settings,” then select “Import Course Content.”
2. Select the “Content Type” menu and select “Canvas Course Export Package, then select “All Content” below.
3. Import the .IMSCC file (Do not simply copy the previous HTML code from the old version of the course). This may take a few minutes to complete.



Step 11 a. – Minor Updates Via Canvas

You can modify weekly activity pages to...

- a. Add or change text.
- b. Upload files (i.e. readings, case studies, etc.)

However, replacing images and videos in an ongoing course should NOT be done in Canvas. Once the course upload is complete, edits should be made directly in Canvas (rather than Course Builder) whenever possible, as Canvas does not handle re-uploaded course files well. Refer to Section 4 below for guidance.

Step 11 b. – Major Updates Via CourseBuilder

1. Import the most recent JSON course file into CourseBuilder and edit the relevant page(s).
2. Select the “Copy Code” button located at the bottom of the edited page.

3. Paste the copied code into the Canvas page to be updated.

The screenshot shows a web browser window for 'columbiacoursebuilder.org/v/3.0b1/#/program'. The main area displays a 'SCHEDULE // WEEK 1' grid for Monday 4th, Wednesday 6th, and Friday 8th. The grid includes sessions for 'Overview of Program', 'Lecture 1', and 'Lecture 3', each with a 'Professor Name' field. Below the grid is a large image of two skyscrapers. At the bottom of the screen, there is a navigation bar with three buttons: 'VIEW THE CODE' (blue), 'COPY THE CODE' (white), and 'RESET TO DEFAULT' (red).

SCHEDULE // WEEK 1

Monday 4th	Wednesday 6th	Friday 8th
(Overview of Program)	Lecture 2 Professor Name	Lecture 3 Professor Name
Lecture 1 Professor Name		
SCHEDULE // WEEK 2		
Monday 11th	Wednesday 13th	Friday 15th
Lecture 4 Professor Name	Lecture 5 Professor Name	Lecture 6 Professor Name

Session Configuration:

- Edit # OF SESSIONS: 0
- Edit Session: 1
- Title: Lecture 1
- Date: 2020-05-04
- Two-Sessions per Day: OFF
- Use Professor Name: ON
- First Session Time: 9:30 am - 12:00 pm

Bottom Buttons:

- VIEW THE CODE
- COPY THE CODE
- RESET TO DEFAULT

Migrating an Old Course into a New Term

1. To copy all content from a previous term into a new term on Canvas without changes, import the course's most recent .JSON file into CourseBuilder.
2. Enter a new Course URL (different from the previous version) under "Course Info."

The screenshot shows the CourseBuilder interface. At the top, there is a navigation bar with links: Home, Syllabus, Program Overview, Weekly List, Individual Activity, Export, Course Info (highlighted with a blue background), and Help. Below the navigation bar, there is a header with tabs: MENU, COURSE INFO (highlighted with a red arrow), DESCRIPTION, PROFESSOR, TA, MEETING TIMES, VIDEO / PHOTO, BANNER, and BUTTONS. A modal window titled "Course Info Incomplete" is open, stating: "The course title or course URL are currently empty or not valid. Please complete these sections to continue." It has two input fields: "Please input your Course Title" and "U6411 // SPRING 2020". Below the modal, there is a banner featuring the Columbia SIPA logo and the text "COLUMBIA | SIPA School of International and Public Affairs U6411 // SPRING 2020". To the right of the banner is a large blue graphic of a stylized figure. Below the banner, there is a section titled "WELCOME TO" with a photograph of a large building and some text: "Here you'll find course materials and a range of tools to help you get the most out of the class. Please begin by reading the course syllabus, where you'll find information about the structure of the class, and an outline of what will be expected of you over the course of the semester." At the bottom of this section are two buttons: "Course Syllabus" and "Weekly Activities".

3. Select "Export Canvas Package" and upload the .IMSICC file into Canvas.

Troubleshooting

If you encounter any bugs please email a detailed description of the bug and its context – including what sort of data you were trying to enter/change, what type of course you were working on and what you changed prior to the attempted input – to coursebuilderhelp@gmail.com. If you are able to create screenshots of the issue, those are also quite helpful.

Additionally, if you could copy what you find in the browser's console that will help us find the source of the error. You can find this information by following the steps provided for your browser and Operating System in this link: <http://wickedlysmart.com/hfjsconsole/>

If you encounter a bug that causes the application to stop working altogether or simply show a white screen where data should be, clear the cache for the website and reload the page (this will remove all data you have previously entered). We recommend you follow the steps to remove only the cached data from CourseBuilder, which you can do by following the directions given here: <http://www.thewindowsclub.com/clear-cache-cookies-specific-website>

If you do not mind clearing your cache for all websites (this will remove saved passwords and other saved data) then you can follow the steps at:

<http://www.refreshyourcache.com/en/home/>

If you are on Chrome the simplest solution is to click the small icon next to the URL and select site settings.



Then you can select all the sections shown on the site, click the “Remove” button, and reload the page.

