Q. How do I give access to a student in Canvas who received Incomplete?

A. You need to send an e-mail to lms@mdc.edu to request that the end date of the course be extended and provide the new end date.

Students have Two major term to finish their incompletes.

Info needed:

Course: ABC1234-term-classnumber Example: MAT1033-2225-12045

Q. When do students are added into the courses and when can they see and access the courses?

A. Students are added to Canvas four business days before the start of the course. They see the course at 12:01 A.M. on the start date of the course.

Q. How to add the Zoom tool/Panopto Videos in Canvas?

A. Enter your course> visit the settings area > Click on Navigate > Then “Enable” the Zoom Meetings tool (add to the top box).

You also need to add the Panopto Videos option. So when you record the Zoom sessions, students can click on the Panopto Videos area to see them.

Q. My course ended, but I can no longer see my students.

A. To see your students, go to the grade center, in the Student Name field click on the three vertical dots on the right and select “Inactive enrollments”.

Q. How do I create a Virtual Room in Zoom/Canvas for Office Hours?

A. There are different ways:

You can create a Zoom Virtual Room with No Fixed Time in one of your classes for the entire term. Use that link to post in all your classes.

OR you can use your Zoom Personal Room link. Copy the link and include it anywhere in your courses. This room is connected to your account not to a specific course.

Q. Will my students receive a copy of the Announcements I create in Canvas?

A. Students will receive a copy of the announcements automatically. It is the default setting in Canvas unless the student changes his/her notification settings.

You may emphasize to them not to change this setting.

Students won’t receive a copy if you make changes/edits to the announcements. Only when you initiate new announcements.

Q. I clicked directly on the Canvas student app and saw that all my assignments were open and available to my students. I set up the assignments to open on specific dates.

A. Instructors need to download both the teacher app and the student app to their phones.

In the teacher app, scroll to the bottom of the page and click on student view.

This allows you to see the student app as a student would.

When you click directly on the student app it will still recognize you as the Instructor and will not show you what the student will see.

Q. Images on Homepage are showing as locks. What is wrong?

A. Faculty, you need to publish the image(s) file/folder under the Files area.

Q. How do I add test bank and Respondus Lockdown browser?

A. Here are the directions on how to add a test bank and Respondus Lockdown browser to your test.

Uploading to Canvas

Login to Canvas.

Go to Import Content.

Select QTI file type.

Click on browse and select the test bank.

Give the test bank a name.

Select Import.

It takes a few minutes and you will get a notification on the screen that the process is complete.

Go to the Quizzes area.

Adding Respondus LockDown Browser to Course Navigation

Go to the Course menu and click Settings at the bottom.

Click the Navigation tab.

In the listing at the bottom of the screen, find LockDownBrowser and select the Edit Course Navigation (gear) icon.

Select Enable. Respondus LockDown Browser moves to the upper listing.

Drag LockDown Browser to where you want it to appear in the Course Navigation.

Selecting the quizzes to use Respondus LockDown Browser

Go to Course menu and click LockDown Browser.

Find the quiz in the listing and click the icon to the left of the quiz name.

Select Modify Settings or Settings.

Select Require Respondus LockDown Browser for this exam.

IMPORTANT: Uncheck "Require LockDown Browser to view feedback and results."

Canvas will not allow students to view their results "Immediately after completing the quiz" with this setting selected.

Q. How do you restore recently deleted items?

A. Every course site in Canvas has a unique URL. By adding the phrase "/undelete" at the end of the URL in your address bar, you will be brought to a list of recently deleted items which can be restored.

Example:

Course URL: https://mdc.instructure.com/courses/71791

Restore URL: <https://mdc.instructure.com/courses/71791/undelete>

Navigate to your course and add the "/undelete" phrase to the end of the URL in the address bar as demonstrated above.

This will take you the "Restore Deleted Items" page.

Click "restore" next to the items you want to restore.

Q. I usually ask students to submit two discussion posts, one of them is a response to a classmate. When a response is added, Canvas does not notify me. It does not show under Needs Grading on the Homepage. Why not?

A. New replies wouldn't be technically considered a new submission. Canvas is doing work on discussions and part of that is to allow for different due dates for the initial post and subsequent posts. That would count as different submissions.

A workaround for now:

Maybe you can ask your students when they want to reply to a message to post it as a new message (not using the reply to the message) but ask them to include who they are replying to (include the name of the person who she/he is replying to). You will then see them under needs grading as they are considered as new messages.