

Delivering Course via Canvas LMS

This is the first part in a series of Canvas LMS tutorials. It contains the most important information you need to know to deliver your course via Canvas LMS. Setting up the course in Canvas once will save you time in the long term, as you can use it as a template for all subsequent courses.

Dated: 2019-Nov-11

Latest version of this part: <http://files.skoltech.ru/data/edu/guides/canvas/canvas-tutorial-01.pdf>

Contact: b.kheyfets@skoltech.ru

Contents of this part:

- 1 What is Canvas LMS? 1
- 2 Dashboard 2
- 3 Upload files 3
- 4 Create assignments 4
 - 4.1 Set up plagiarism check 6
- 5 Set syllabus as a course start page 7
- 6 Create events 9
- 7 Check if everything is in place 11
- 8 Publish the course 13

Other parts in the series:

[Setting up Grading Scheme](#) will save your time on submission grades to Education office

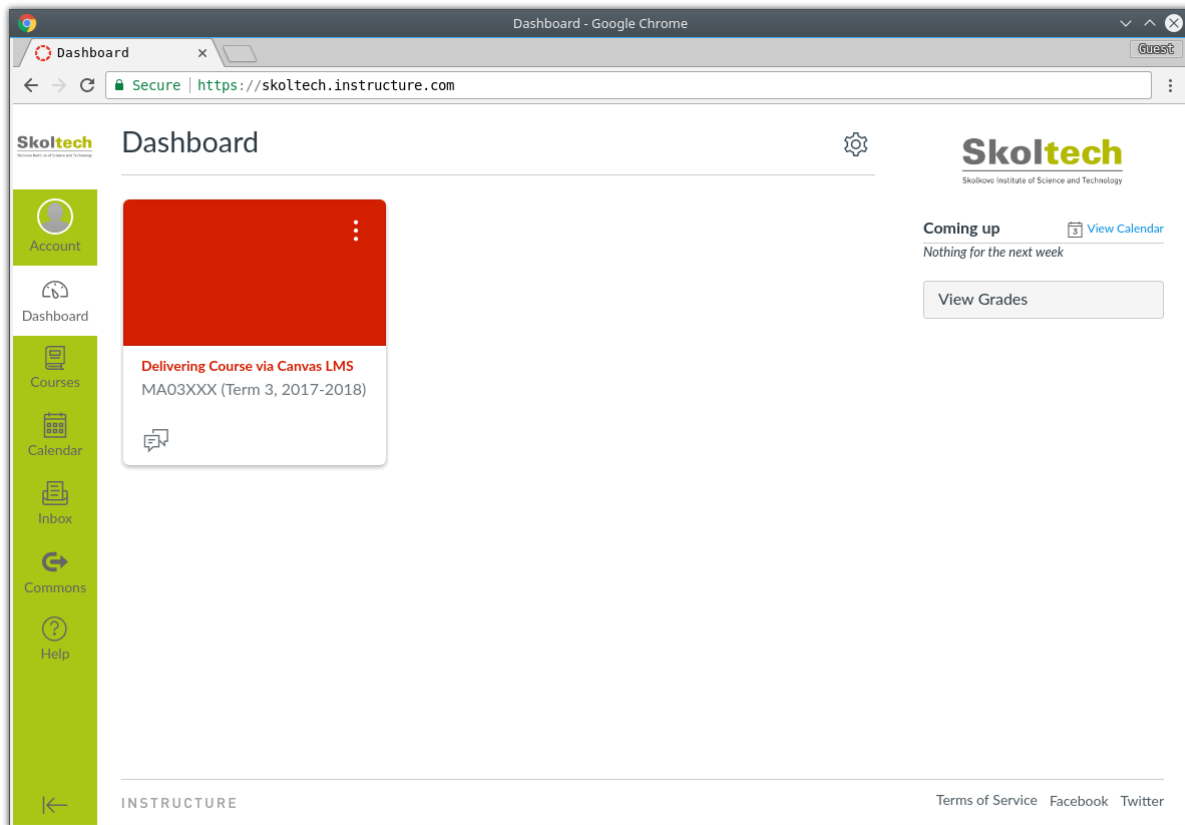
1 What is Canvas LMS?

Canvas LMS is an online platform for course delivery. It was developed by a company called “Instructure” [in 2011](#), and released as open source [in 2012](#). The company sells cloud hosting for Canvas instances. Skoltech’s instance is located at:

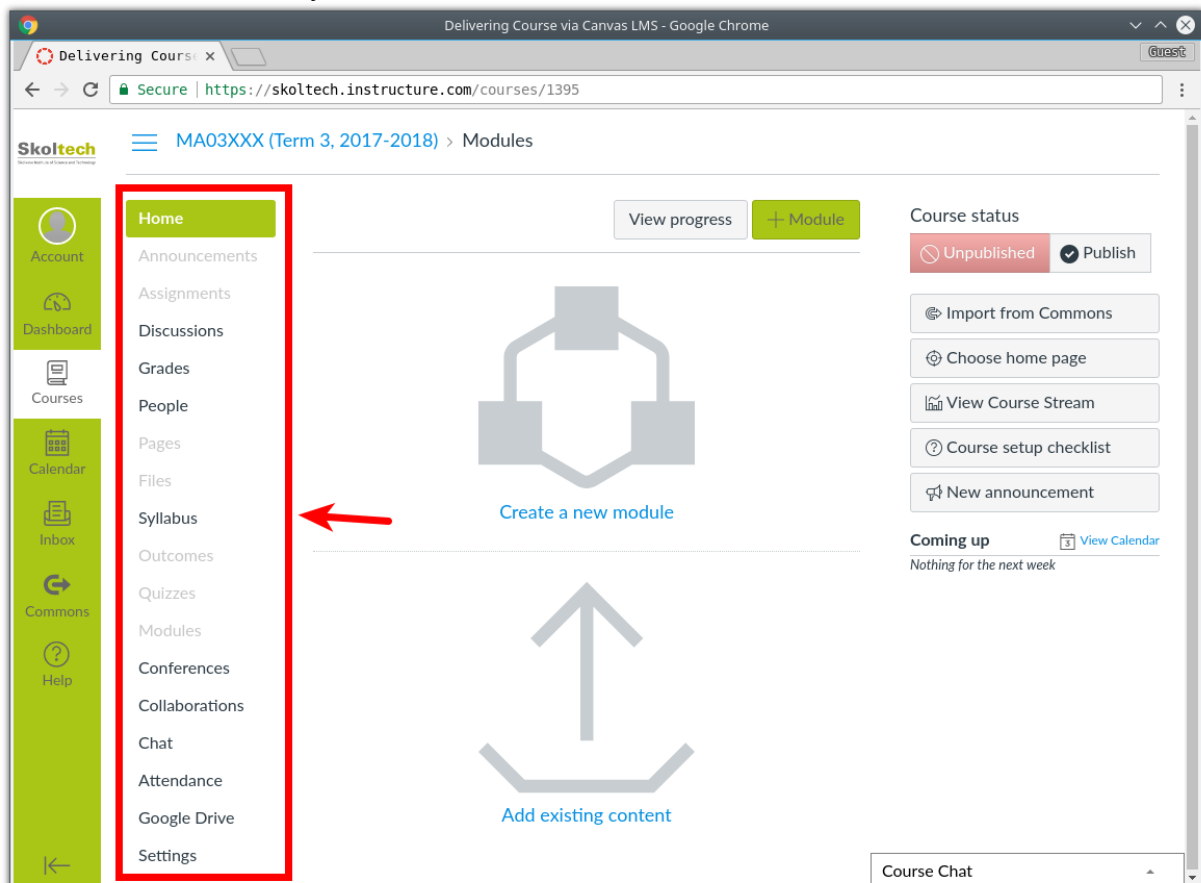
http://skoltech.instructure.com — login to Skoltech’s instance of Canvas LMS
--

2 Dashboard

Screenshot 1. Your dashboard: list of courses you are enrolled to. Either as instructor or a student.

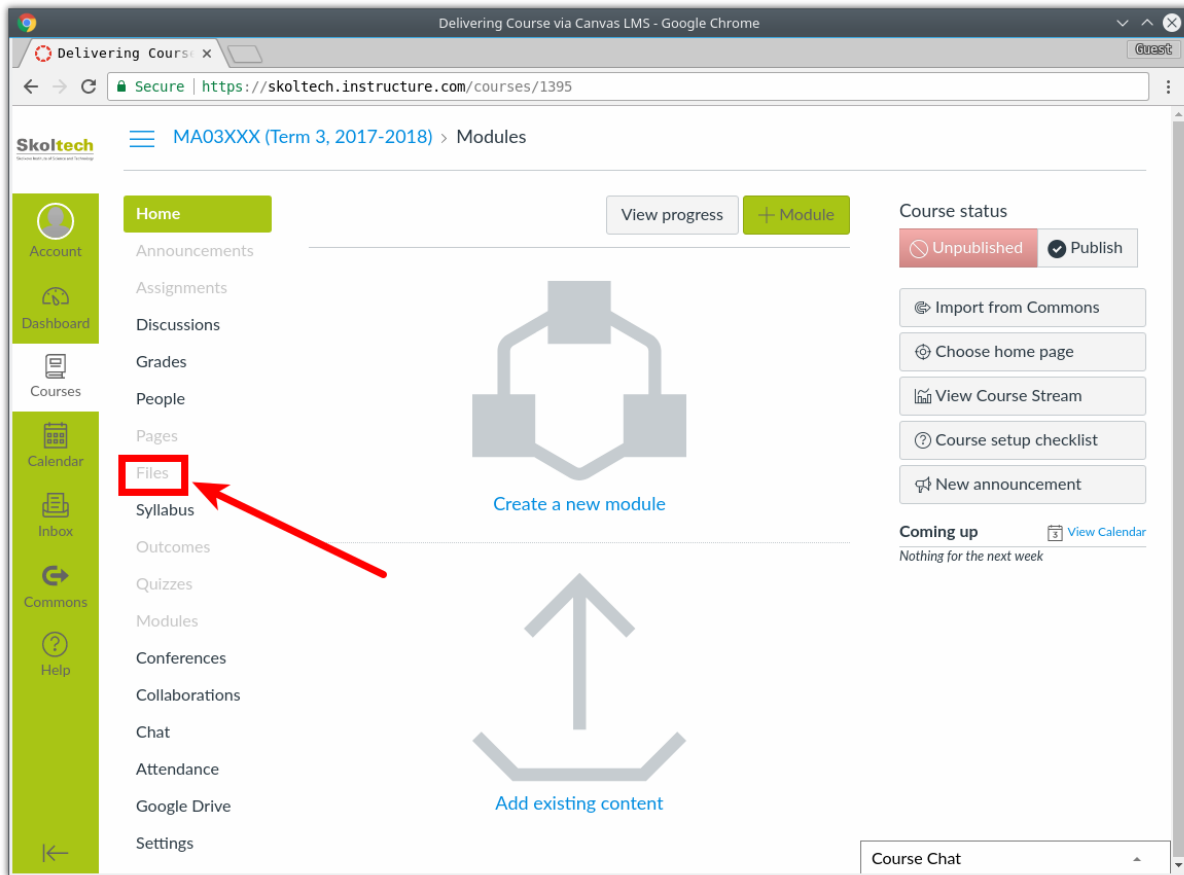


Screenshot 2. Contents of Canvas course.

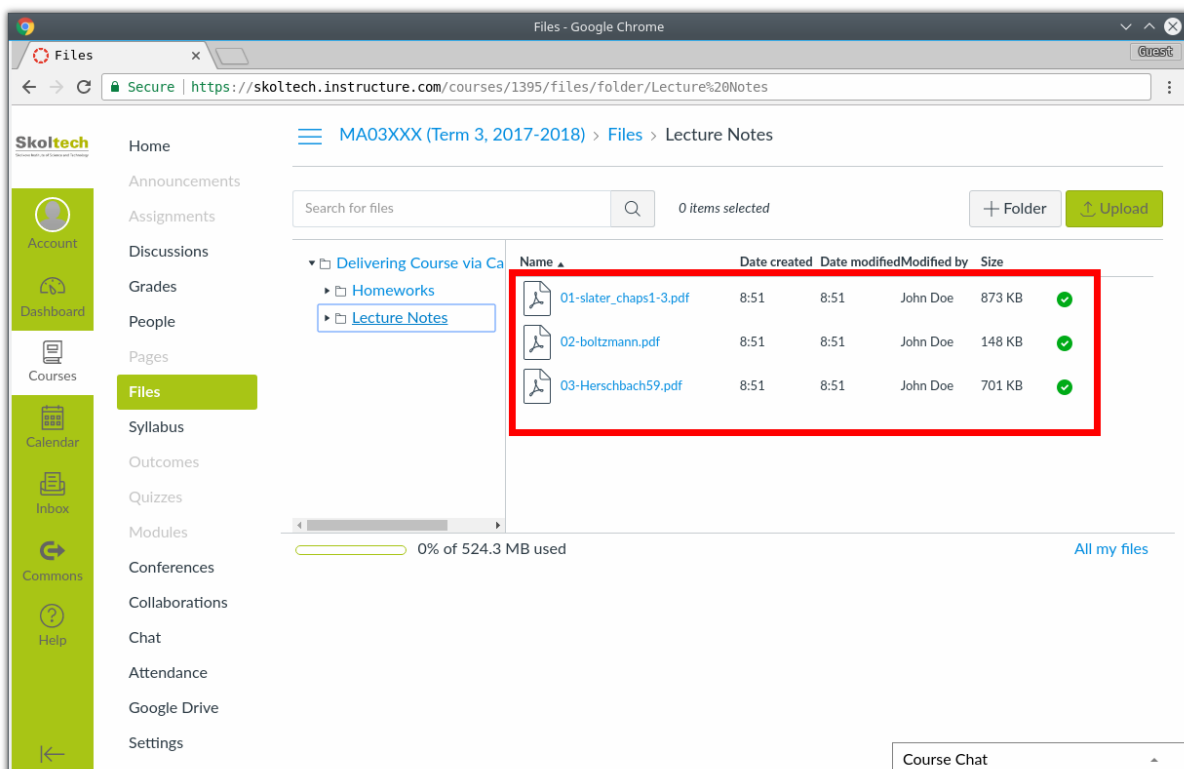


3 Upload files

Screenshot 3. In an empty course "Files" are greyed out because there are no files. But we can go there and add some.

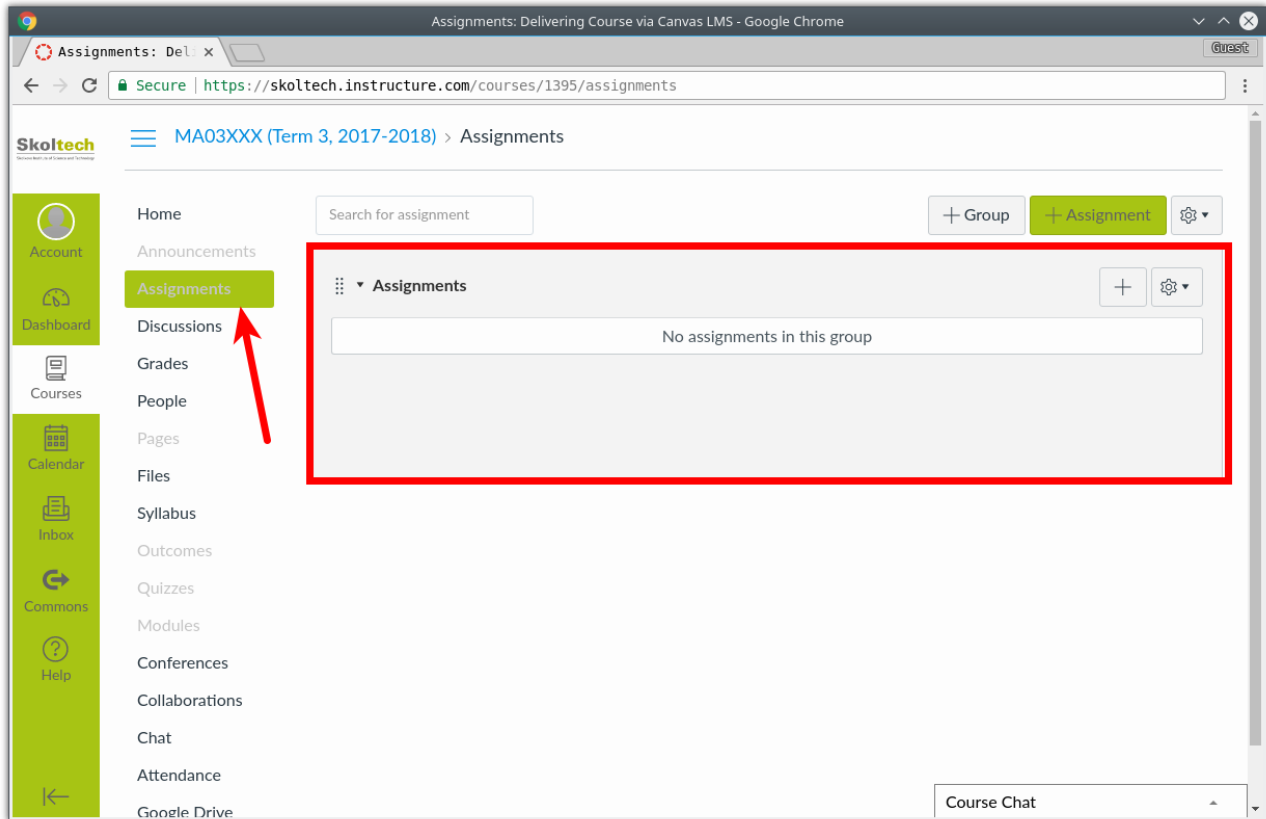


Screenshot 4. You can create folders via "+ Folder" button, and upload files by drag-and-drop to the read area. ("Upload" button works too)

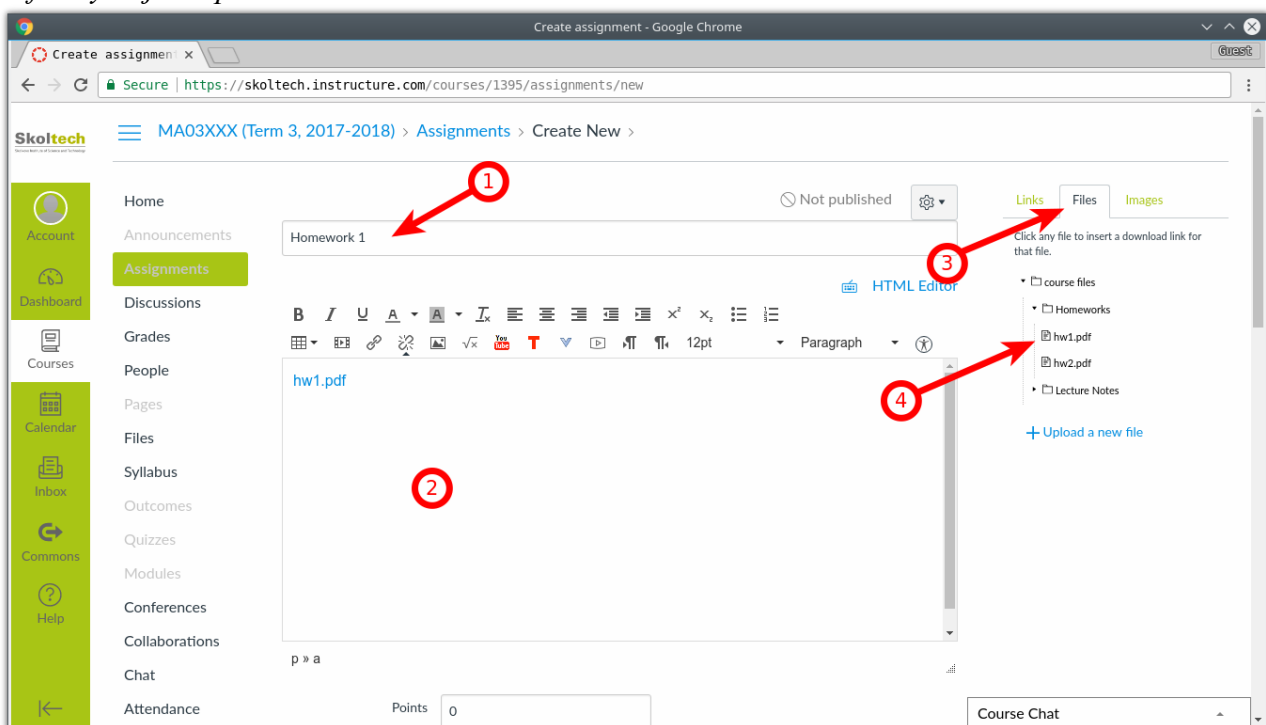


4 Create assignments

Screenshot 5. Canvas assumes you want to split assignments into groups. By default there's one group: "Assignments" which is shown in red box. You can create new assignments by pressing on "+ Assignment" (or by pressing "+" in a given group).



Screenshot 6. Give assignment a title ①. While the caret is on assignment text area ②, you can link to files you just uploaded via ③ and ④.



Screenshot 7. Set the maximum number of points (Grade) for the assignment. You might request a text entry or a file upload (②).

Points: 10

Assignment group: Assignments

Display grade as: Points

☐ Do not count this assignment towards the final grade

Submission type: Online

Online entry options

- ☐ Text entry
- ☐ Website URL
- ☐ Media Recordings
- ☒ File Uploads
- ☐ Restrict upload file types

Peer reviews: ☐ Require peer reviews

Moderated grading: ☐ Allow a moderator to review multiple independent grades for selected submissions

Assign to: Everyone

Due: 1 Jan 2018 at 10:00

Available from: Until:

☐ Notify users that this content has changed

Buttons: Cancel, Save & publish, Save

Screenshot 8. Finally, set the due date and publish the assignment.

Screenshot 9. Published assignment. Students' submissions will appear at the red box. SpeedGrader allows to preview submissions, comment and grade it in the browser.

The screenshot shows the Skoltech Instructure LMS interface. The browser address bar displays the URL <https://skoltech.instructure.com/courses/1395/assignments/1958>. The page title is "Homework 1". The sidebar on the left contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, Commons, Help, and Chat. The main content area shows the assignment details for "Homework 1", including a "Published" status, a "hw1.pdf" file, and submission information: Points 10, Submitting a file upload, Due 1 Jan 2018 at 10:00, For Everyone, Available from -, and Until -. The "Related items" section on the right contains a link to "SpeedGrader™", which is highlighted by a red box and a red arrow.

4.1 Set up plagiarism check

Student submissions can be passed through an automatic similarity check engine, called Turnitin. For this you have to configure assignment:

Screenshot 10: Configure assignment to pass submissions through the Turnitin plugin, which searches text for citations.

Create assignment - Google Chrome

Secure | [https://skoltech.instructure.com/courses/\[course_id\]/assignments/new](https://skoltech.instructure.com/courses/[course_id]/assignments/new)

Skoltech

dst > Assignments > Create New >

Home Not published

Announcements Assignment name

Assignments 1

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Google Drive

Settings

Points 0

Assignment group Assignments

Display grade as Points

☐ Do not count this assignment towards the final grade

Submission type

External tool 2

External Tool Options

Enter or find an external tool URL

Find

☐ Load this tool in a new tab

Moderated grading ☐ Allow a moderator to review multiple independent

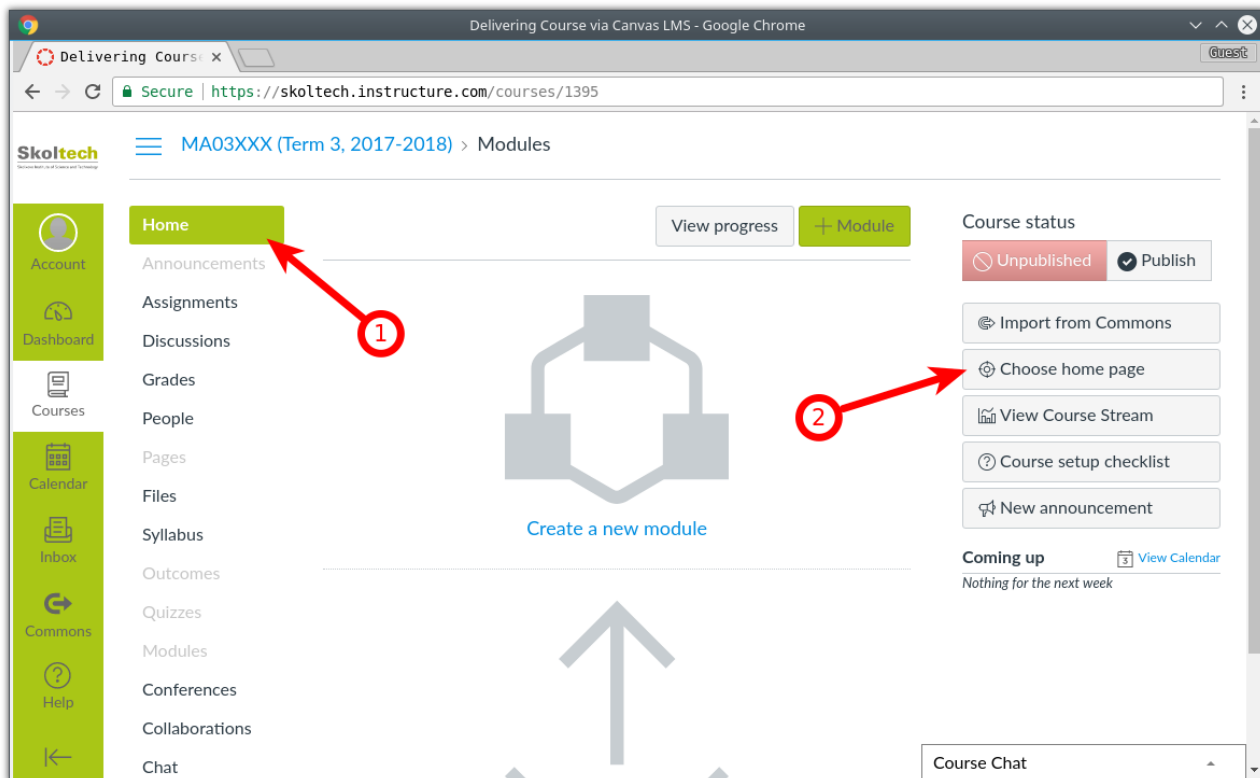
3 Select "turnitit" there

More detailed information can be found [on the Turnitin site](#) or in the video format [on youtube](#).

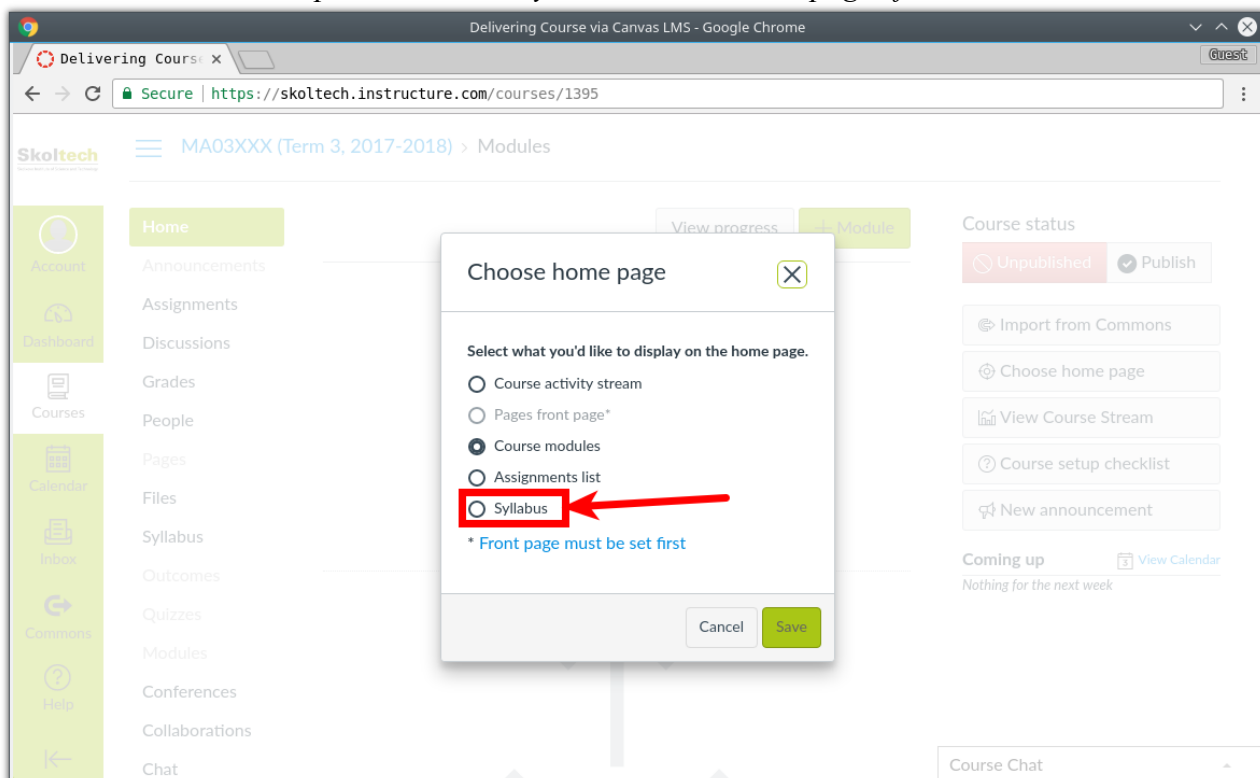
5 Set syllabus as a course start page

All activities of the course are automatically included on the syllabus page. Syllabus page also provides a text box to greet the students (we will get to it in a moment). You might want to set syllabus page as a start page of the course, which is called “Home” in canvas. Currently the home page is a “Modules” page:

Screenshot 11. By default "Home" link to "Modules". But we can set it to a list to something else.



Screenshot 12. For example we will set "Syllabus" to be a start page of the course.



Screenshot 13. "Home" page now redirects to syllabus page. All activities of the course automatically appear in the syllabus (lower red box). We might also edit the greeting (②, upper red box).

Delivering Course via Canvas LMS

Welcome to Canvas LMS tutorial.

On this course we will be learning how to deliver course via Canvas LMS.

The syllabus is found on the skoltech web-site: <http://skoltech.ru/en/education/course-catalog>

First thing you need to do is [hw1.pdf](#) which is due after first lecture.

Course summary:

Date	Details	
Mon, 1 Jan 2018	Homework 1	due by 10:00

Course status: Unpublished, Publish

Import from Commons, Choose home page, View Course Stream, Course setup checklist, New announcement

December 2017 calendar view.

6 Create events

Screenshot 14. In Canvas interface calendar belongs to a person, not to a course. Course events are created via calendar.

Delivering Course via Canvas LMS

Welcome to Canvas LMS tutorial.

On this course we will be learning how to deliver course via Canvas LMS.

The syllabus is found on the skoltech web-site: <http://skoltech.ru/en/education/course-catalog>

First thing you need to do is [hw1.pdf](#) which is due after first lecture.

Course summary:

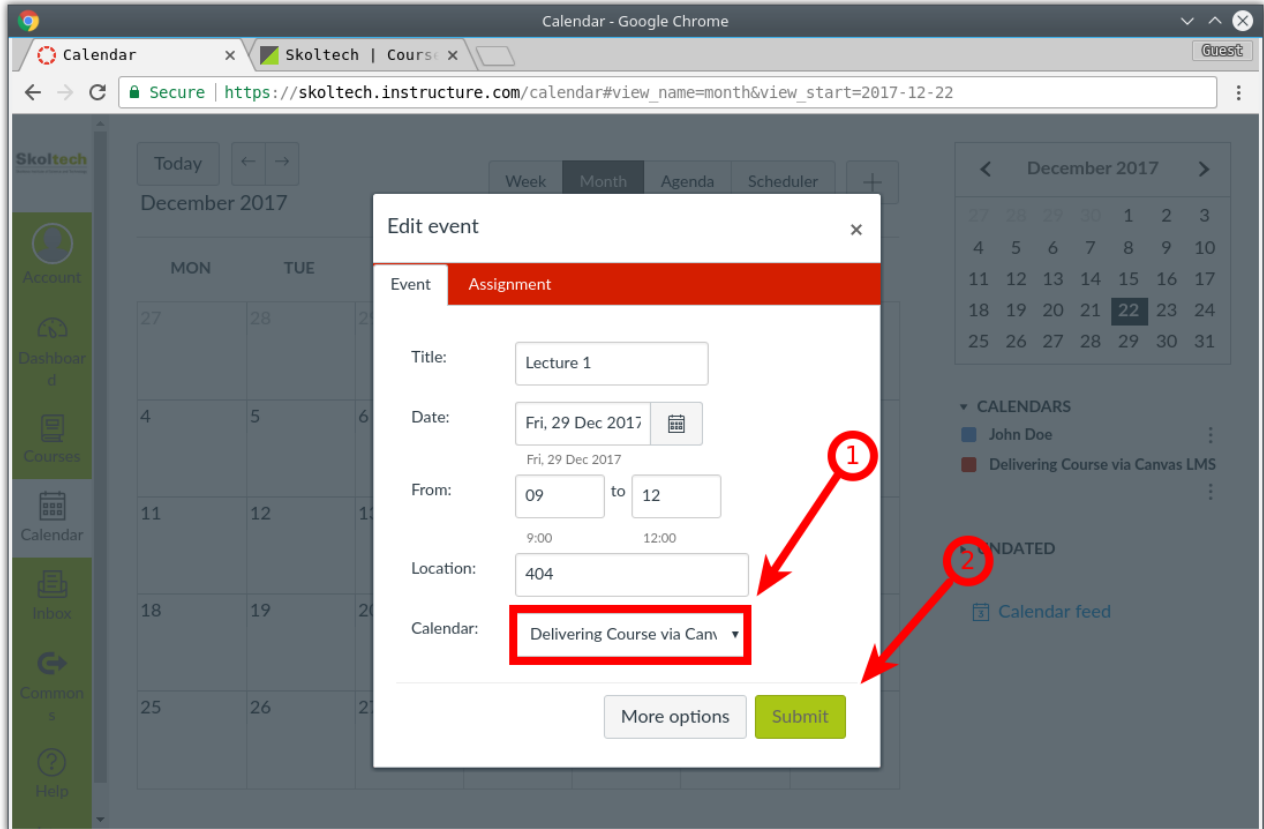
Date	Details	
Mon, 1 Jan 2018	Homework 1	due by 10:00

Course status: Unpublished, Publish

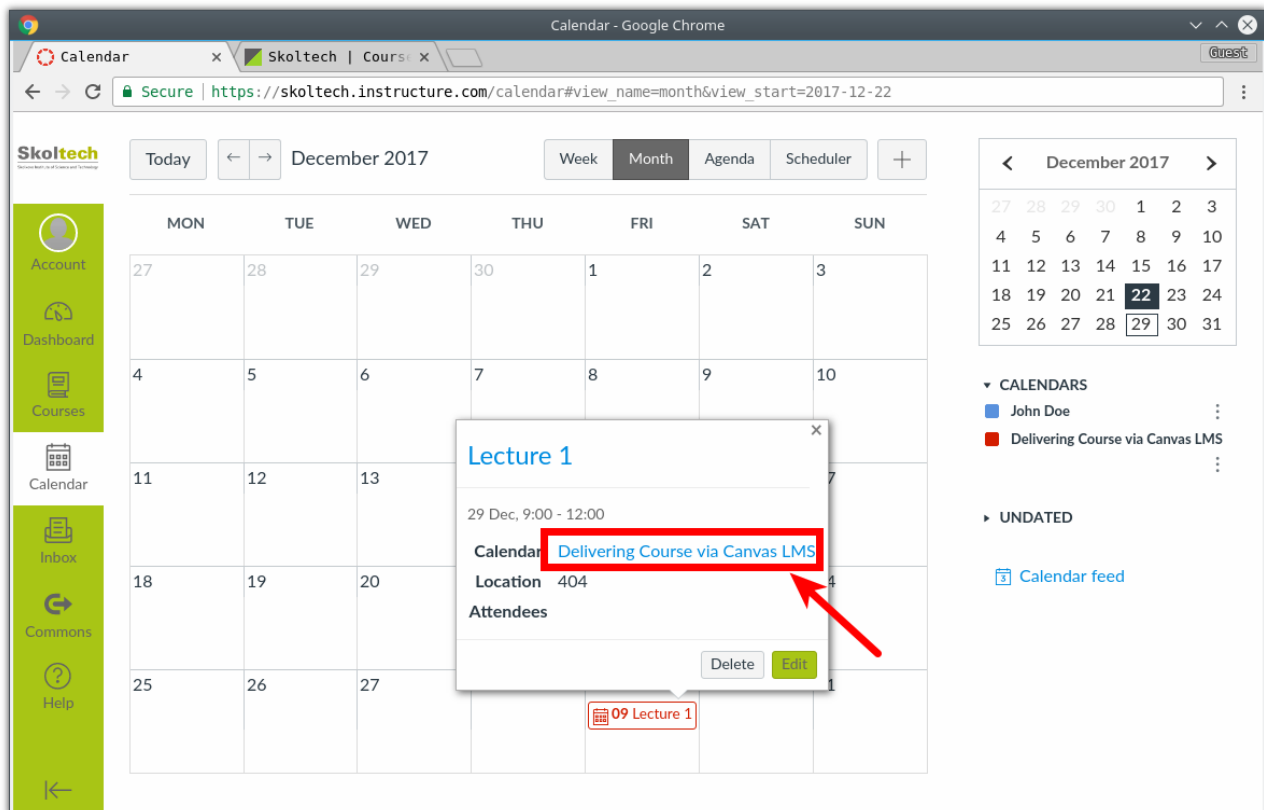
Import from Commons, Choose home page, View Course Stream, Course setup checklist, New announcement

December 2017 calendar view.

Screenshot 15. While in Calendar, press on any day to add an event to that day. "Edit event" widget adds event to your personal calendar by default. Where as you want to choose course calendar (①) instead.



Screenshot 16. Go back to course.



Screenshot 17. Lecture is added to course syllabus automatically.

The screenshot shows the Canvas LMS interface for a course titled "Delivering Course via Canvas LMS". The course is currently unpublished. The syllabus table lists the following items:

Date	Details	Time
Fri, 29 Dec 2017	Lecture 1	9:00 to 12:00
Mon, 1 Jan 2018	Homework 1	due by 10:00

The right sidebar shows the course status as "Unpublished" and "Publish" buttons. Below the status, there are links for "Import from Commons", "Choose home page", "View Course Stream", "Course setup checklist", and "New announcement". A calendar for December 2017 is also visible, showing the date 29th highlighted.

7 Check if everything is in place

Before we publish the course, let's check how our course appears to the student.

Screenshot 18. Student view is found under settings.

Course details: Delivering Course via Canvas LMS - Google Chrome

Course details: MA03XXX (Term 3, 2017-2018) > Settings

Course is unpublished

Course details

Name: Delivering Course via Canvas LMS

Course code: MA03XXX (Term 3, 2017-2018)

Time zone: Moscow (+03:00)

Sub account: Skolkovo Institute of Science and Technology

Term: Default term

Starts: [Calendar icon]

Ends: [Calendar icon]

☐ Users can only participate in the course between these dates. This will override any term availability settings.

Language: Not set (user-configurable, defaults to English (United States))

Join the [Canvas Translation Community](#)

This will override any user/system language preferences. This is only recommended for foreign language courses

File storage: 500 megabytes

Grading scheme: ☐ Enable course grading scheme

License: Private (Copyrighted)

Share to Commons

Student view

Course statistics

Course calendar

End this Course

Delete this Course

Import Course Content

Export course content

Reset course content

Validate Links in content

Current users

Students: None

Teachers: None

Instructor: 1

TAs: None

Course Chat

Screenshot 19. We check that all activities appear in syllabus (all activities are published).

Delivering Course via Canvas LMS - Google Chrome

Delivering Course via Canvas LMS - Google Chrome

MA03XXX (Term 3, 2017-2018) > Syllabus

Delivering Course via Canvas LMS

Jump to today

View Course Stream

Welcome to Canvas LMS tutorial.

On this course we will be learning how to deliver course via Canvas LMS.

The syllabus is found on the skoltech web-site: <http://skoltech.ru/en/education/course-catalog>

First thing you need to do is [hw1.pdf](#) which is due after first lecture.

Course summary:

Date	Details	
Fri, 29 Dec 2017	Lecture 1	9:00 to 12:00
Mon, 1 Jan 2018	Homework 1	due by 10:00

December 2017

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Course assignments are not weighted.

You are currently logged in to student view

Resetting the test student will clear all history for this student and allow you to view the course as a brand new student.

Reset student

Leave student view

8 Publish the course

Screenshot 20. Finally, push the publish button. After this students will see your course in their dashboards. You can see the list of students enrolled to your course under "People".

The screenshot shows the Canvas LMS interface for a course titled "Delivering Course via Canvas LMS". The interface includes a sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox, Commons, Help, and Chat. The main content area displays the course title, a welcome message, and a "Course summary" table. The "People" link in the sidebar is highlighted with a red box and an arrow. The "Publish" button in the "Course status" section is also highlighted with a red box and an arrow.

Course status

Unpublished **Publish**

Course summary:

Date	Details	
Fri, 29 Dec 2017	Lecture 1	9:00 to 12:00
Mon, 1 Jan 2018	Homework 1	due by 10:00

December 2017

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Course assignments are not