

Canvas

Learning the Basics



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Site Admin

Your role and your access within Canvas differs from that of any Canvas user as you have access to everything that is Canvas. We call this Site Admin Access.

Site admin is both your access and an actual site that touches everything Canvas.

This access is what will help you navigate to different instances and users within Canvas in order to work cases.

How to Access Site Admin

There are two ways you can get into siteadmin.
You can get there through going to “Canvas” tile in
Okta or you can go here directly to
siteadmin.instructure.com



Panda Development Course

Please complete module 5 | SiteAdmin Access for Support



Accessing your Sandbox

In addition to Site Admin access you have been given a Sandbox that you can use to test various Canvas things.

Instructure URLs

Let's start by getting you into your Sandbox!

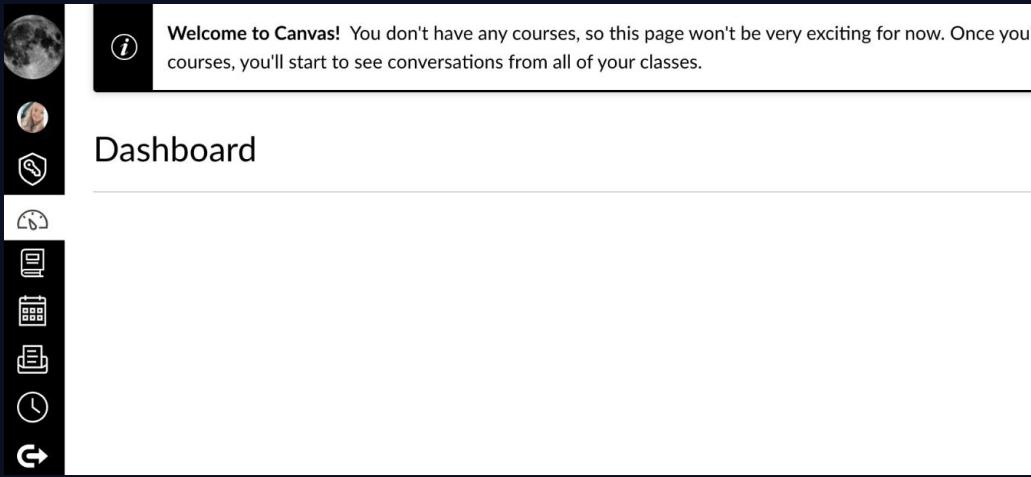
It should be:

Firstnamelastname.instructure.com

One thing you will notice are that the URLs in Canvas have a consistent theme. Each institution has a Canvas URL (also called “environment”) that is:

[theenvironment].instructure.com

/accounts/self



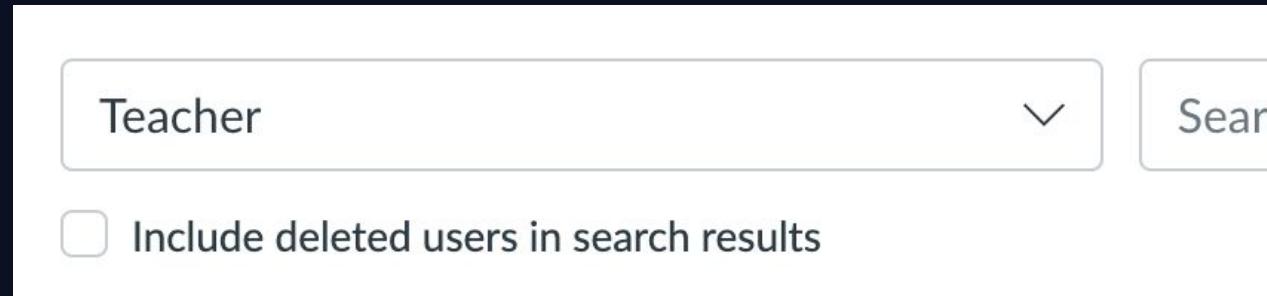
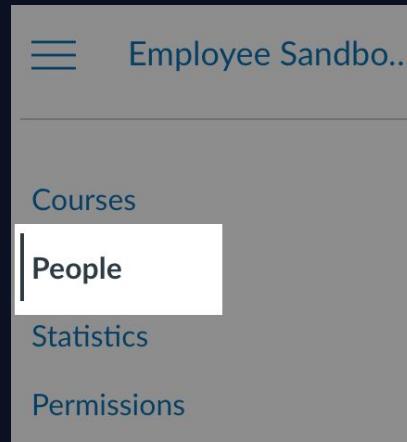
Once you are in your sandbox, you will see a page that looks similar to this. This is the 'Dashboard' page that all users will have each time they log into Canvas. As you can tell there isn't much to do here. Now let's have you go add [/accounts/self](#) after [.com](#). The reason you will want to go here is because this will take you to your sandbox settings and to the first thing we will show you.

Act as Teacher

Please click “People” on the far left hand side to navigate to that page that exists in your sandbox.

Next Under “Filter by user” click “Teacher”.

Click the name that appears and look for the button “Act As User”.



Adding people to Canvas

Please note Admins are the only ones who can create users in Canvas. We are having you do this so you can have test users.

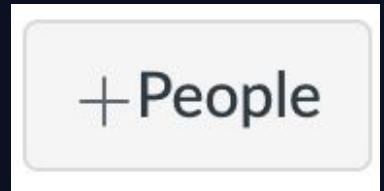
People page

The people page will contain a list of every individual who has an account at the institution. To create a new user you will click the +People button in the upper right hand corner of the screen.

Full Name - is used for grading, and other administrative items.

Display Name - is the what other users will see in discussions, announcements, etc. The user can set his or her own display name if the setting is enabled.

Sortable Name - is the user's last name, first name default. This name appears in sorted lists and admins can search for it.



Add a New User x

Full Name This name will be used by teachers for grading.

Display Name People will see this name in discussions, messages and comments.

Sortable Name This name appears in sorted lists.

Email

SIS ID

Email the user about this account creation

Cancel Add User

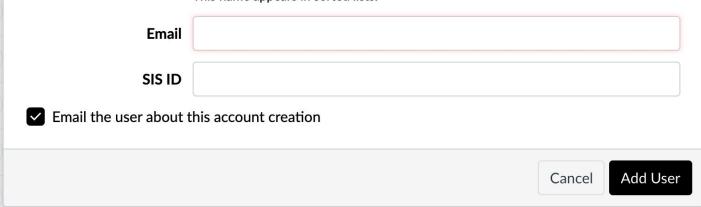
Alias

You are probably wondering what you need to add for the email address since you only have one instructure email account. Here's what you will need to do.

We are going to use this email for the example:
kvincent@instructure.com

To be able to use this email multiple times we will give it an alias, which is just adding a "+" after the first part of the email.

So it would look like this:
kvincent+alias@instructure.com



A screenshot of a user creation or edit form. It includes fields for 'Email' (containing kvincent@instructure.com) and 'SIS ID'. A checkbox labeled 'Email the user about this account creation' is checked. At the bottom right are 'Cancel' and 'Add User' buttons.

User Creation

Once you have gotten here your screen should be mostly filled out..

The last two things we will mention are:

SIS ID - is the SIS ID of the user. We will be going over what exactly this means later, but for the meantime you can leave this blank.

Email the user about this account creation - is an option to send the user an email about his or her new account. This option is selected by default. If you do not want the user to be notified about the account uncheck it.

After all this is filled out we can now “add user”.

You will notice how we did not define this user to a role of teacher or a student this is a course by course set up that we will now get into..

Add a New User x

Full Name	Wanda Maximoff	<small>This name will be used by teachers for grading.</small>
Display Name	Scarlet Witch	<small>People will see this name in discussions, messages and comments.</small>
Sortable Name	Maximoff, Wanda	<small>This name appears in sorted lists.</small>
Email	swynn+wandavision@instructure.com	
SIS ID		

Email the user about this account creation

Cancel Add User

Creating a course

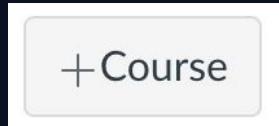
Once on your account settings you should be on your courses directory page. As you can tell no courses have been created yet so lets create one right now!

Click **+Course** in the upper right corner and then another window should come up with the following options.

Course Name - We want you to create a course you are excited about so let this course be something you like. For example: it could be about a hobby you have.

Reference Code - also referred to as the "Short Name" or "Course Code," is used as the Display Name for the course in Navigation, this can be whatever you like.

Subaccount and Enrollment Term - We can leave these to their set defaults as we will be going over these later



Add a New Course x

Course Name

Reference Code

Subaccount
 Begin typing to search ▼

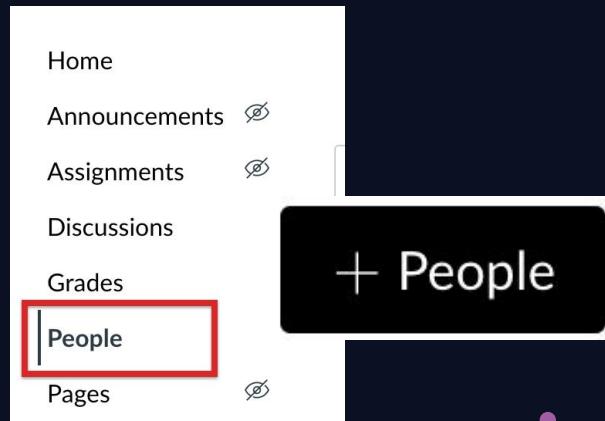
Enrollment Term
 Begin typing to search ▼

Cancel Add Course

Assigning a role

1. Go to your course
2. Click on the people page
3. In the upper right corner click +People
4. Select Login ID and type/paste in the user's email you want to have be your teacher
5. Change the role from student to teacher
6. Click next

The option “**Can interact with users in their section only**” is an option that can be set up for users, for your course you can skip over this option.

A screenshot of the 'Add People' dialog box. It has a header 'Add People' and a close button. Below it, there is a section 'Add user(s) by' with three radio buttons: 'Email Address' (unchecked), 'Login ID' (checked), and 'SIS ID' (unchecked). The 'Login IDs (required)' field contains the email 'swynn+mcu@instructure.com'. Below this is a 'Role' dropdown set to 'Teacher' and a 'Section' dropdown which is empty. There is also a checkbox 'Can interact with users in their section only' which is unchecked. At the bottom, there is a note 'When adding multiple users, use a comma or line break to separate users.' and two buttons: 'Cancel' and 'Next'.

Assigning a role continued

Add People

The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
Stan Lee		swynn+mcu@instructure.com		Savannah Wynn's Sandbox

[Cancel](#) [Start Over](#) [Add Users](#)

Once you are on this page you will click on “[Add Users](#)” and you will see a pending for the teacher.

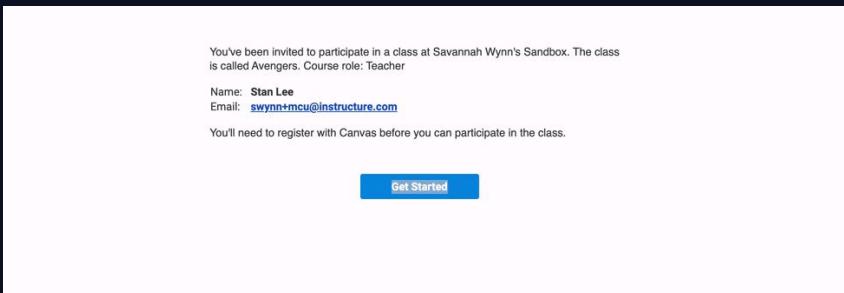
1 invitation hasn't been accepted.

Name	Login ID	SIS ID	Section	Role
 Stan Lee	pending		Avengers	Teacher

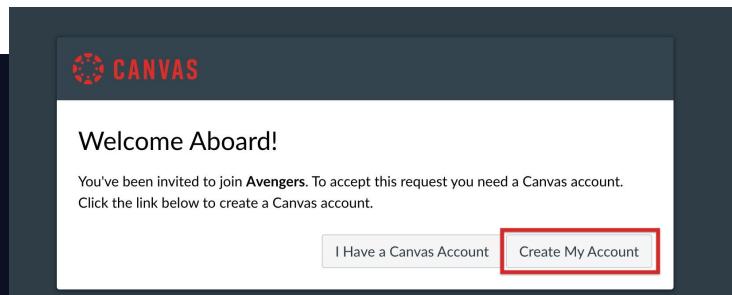
Accepting a Course Invite

Now lets have you go to your Instructure email, if you are not too sure how to get there go to Okta and there should be an option there for it there.
Once you are in there you should see an email from Canvas.

1. Open the email from Canvas
2. Right click the “**Get Started**” button and open in an incognito window.
3. Click “**Accept**” to the invite
4. Click “**Create My Account**”



The image shows a screenshot of a Canvas course page. At the top, there is a navigation bar with three horizontal lines and the text "MCU > Modules". Below the navigation bar, there is a sidebar with links to "Home", "Syllabus", "Collaborations", and "Google Drive". The main content area features a green box containing the message "You have been invited to join Avengers with the following user role: Teacher". Inside this box are two buttons: "Decline" and "Accept", with "Accept" being highlighted by a red rectangle. Below the green box, a message states "No modules have been defined for this course."



Accepting a Course Invite continued

Welcome Aboard!

In order to finish signing you up for the course **Avengers**, we'll need a little more information.

Login:

Password:

Time Zone:

Register

Add in your password (must be at least 8 characters) and register your account. Once you hit register we are now signed in as the teacher!

≡ MCU > Modules

Home

Announcements 

Assignments 

Discussions

Grades

People

Pages 

Files 

Syllabus

Outcomes 



Create a new Module

Teacher View in Canvas

In this section we will go over the responsibilities teachers can have in a course and how to create the necessary material they need to teach.

Teacher Role

In Canvas, the Teacher role is used to enroll users responsible for course creation, instruction, and management. Teachers are also referred to as instructors in Canvas. In general, users with the Teacher role have permissions that allow them to moderate a course, view course data, and direct daily course communications. However, these permissions may vary among institutions.

Pages

What are they and what can they be used for?

How to create a page

Home

Announcements 

Assignments 

Discussions

Grades

People

Pages 

Files 

Everything that we will work with in a course will show on the “Course Navigation” on the left hand side of the screen.

To go to Pages you will need to click on “Pages” from that menu.

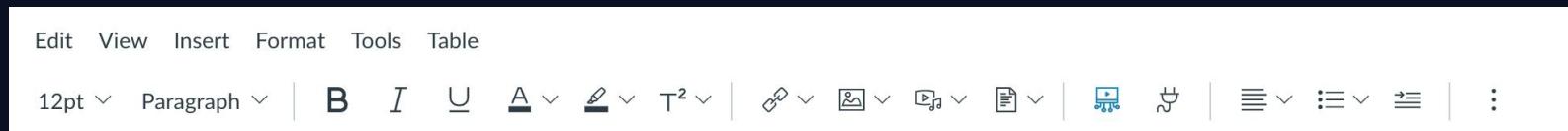
Once you are on pages you will click “+Page” in the upper right hand corner.

Page name here

What is the Rich Content Editor

The Rich Content Editor provides a condensed, more intuitive toolbar that is grouped by common icons and interactions.

The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus).



Drop Down options in the RCE

Edit – You can undo content changes, redo content changes, cut, copy, paste, paste as text, and select all content.

Edit View Insert Format Tools Table

View – You can expand the editor content area to the width of your browser and open the HTML editor.

Insert – You can link to an external URL or course content, upload a new image or insert an image from your course or user files, record media, upload media, or insert media from your course or user files, upload a document or insert a document from your course or user files, insert a math equation, insert a table, embed content using an embed code, and insert a horizontal line.

Format – You can select several formatting options, including bold, italic, underline, strikethrough, superscript, subscript, and code, options for headings, inline text, blocks, and alignment, view and manage blocks, select a font, change the font size, text alignment, change the direction of the text, format text from left to right and from right to left, select a text color, select a background color, and clear formatting.

Drop Down options in the RCE continued

Tools – To view word count statistics, click the Word count option.

To embed content from an external tool, click the Apps option.

Edit View Insert Format Tools Table

Table – To view the Table menu, click the Table link .

To add a new table, click the Table option.

To format the table rows, click the Row option. To format the table columns, click the Column option. To format the table cells, click the Cell option.

To view table properties, click the Table properties link. To delete the table, click the Delete table option.

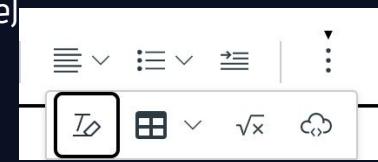
RCE Menubar



The menubar includes the same tools as found in the toolbar, but in a format that is easier to navigate with a keyboard. From **left to right** these are the options:

- Font size
- Formatting
- Bold
- Italic
- Underline
- Text color
- Highlight text color
- Superscript
- Link
- Image
- Media
- Document
- Studio (this option is not listed for everyone)
- Apps
- Align
- Bullet points
- Directionally

Under the three dots we have:



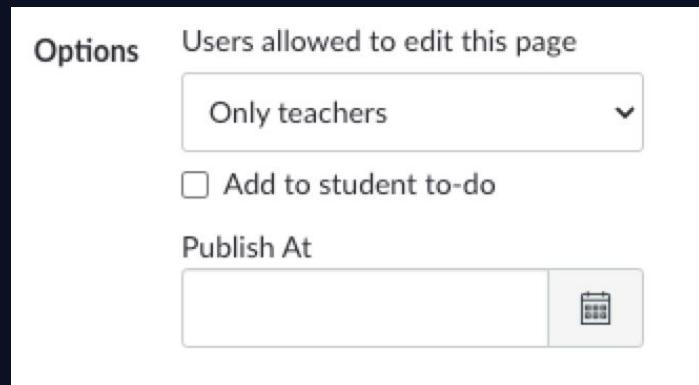
Page Settings

There are only a few options when it comes to pages:

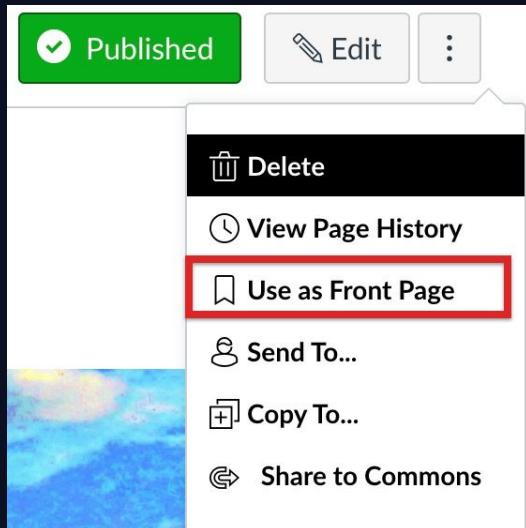
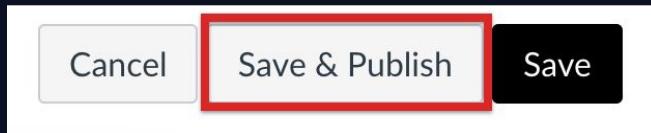
“Users allowed to edit this page” - By default only teachers can edit a page but the option can be changed to include students or anyone in the course.

“Add to student to-do” - because pages are not assignments students are not required to look at them this option will add this to the students to-do list so it has them look at it

“Publish At” - allows you to schedule when you would like your page to be published. Page must be unpublished first.



Publishing a Page/Front page



Once you have finished your page you will want to make sure you “**Save & Publish**”

After you publish your page then go ahead and click the three dots in the top right corner and select the option to “**Use as Front Page**”

Homepages

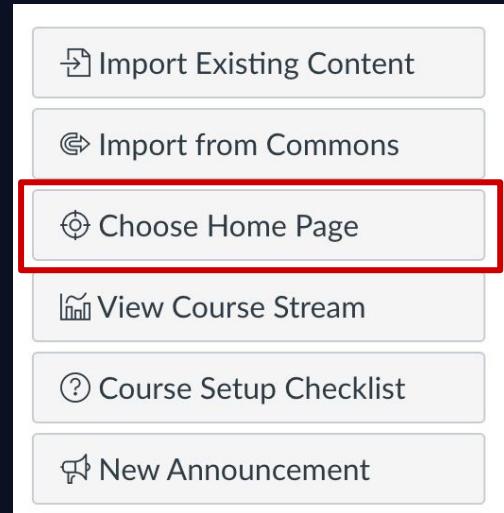
Now that we have a frontpage we can now talk about where to set-up your homepage and what options you have.

From your course navigation go to your “**Home**”

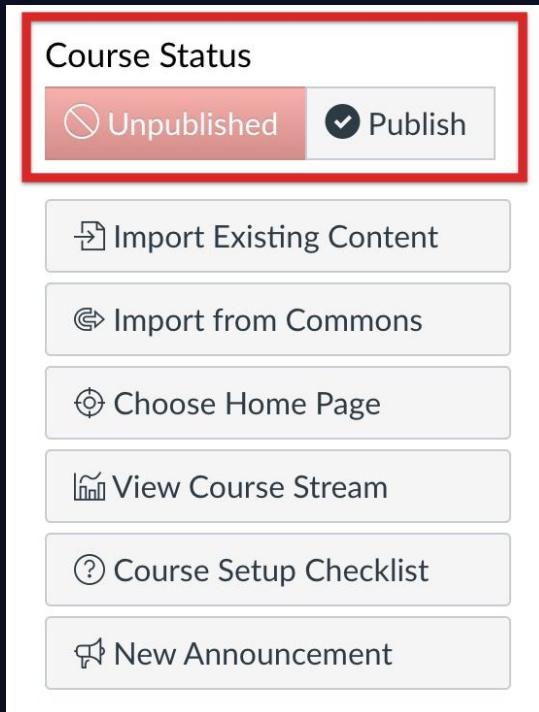
On the right hand side you should see “**Choose Home Page**”

The different homepages you can add are:

- Course Activity Stream
- Pages Front Page
- Course Modules
- Assignment List
- Syllabus



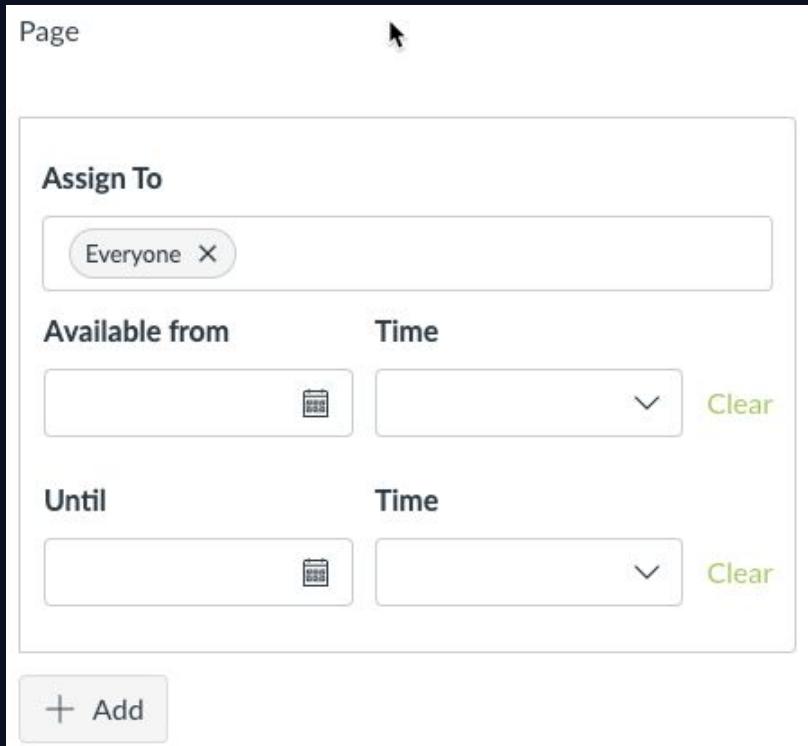
Publishing a Course



It is not required you do this now but once you have selected your homepage you can publish your course. The publish button should show right above where you had just selected your homepage.

Students will not be able to see the course until the course is published..

Page Settings Continued



Manage Assign To - When this link below the Options section in the Page Settings is selected a flyout window will appear on the right side of Canvas that will contain the same Assign To area that we talked about with assignments.

This space will only display Available from and Until dates and will not have an option to select a Due Date.

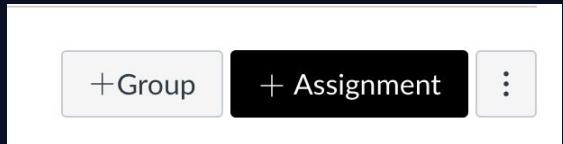
Additionally this flyout can be accessed separately from editing the entire page by clicking "Assign To" at the top of an existing page instead of going through the "Edit" button.

Assignments

A Teacher's Bread & Butter

How to create an Assignment

Creating an assignment works just like creating a **Page** within Canvas. You first must navigate to the **Assignments** page using the **Course Navigation** menu. Then you can click the **+Assignment** button in the top right.



A screenshot of the Rich Content Editor (RCE) interface. At the top, there's a toolbar with various icons for text styling (bold, italic, underline, etc.) and other functions. Below the toolbar is a large, empty text area where content can be typed. At the bottom of the RCE, there's a status bar showing the letter 'p' (indicating a new paragraph), some small icons, the word count '0 words', and other editing tools.

When creating an **Assignment** you will notice that you have the ability to use the **RCE**, just like within **Pages**. But there are also many more settings you can modify within an Assignment.

Assignment Point Settings

The screenshot shows a form for setting assignment points. It includes fields for 'Points' (set to 0), 'Assignment Group' (set to 'Assignments'), 'Display Grade as' (set to 'Points'), and a checkbox labeled 'Do not count this assignment towards the final grade' which is unchecked.

Points	0
Assignment Group	Assignments
Display Grade as	Points
<input type="checkbox"/> Do not count this assignment towards the final grade	

Points

All assignments should have points right? Otherwise... What is it worth. This will pair with the "Display Grade As" setting.

Assignment Group

The group allows us to specify where we want the assignment categorized within the main page. We will dive further into these later.

Display Grade As

This is how the points are awarded for students. Options are Percent, Complete/Incomplete, Letter Grade, GPA Scale, and Not Graded

Assignment Submission Settings

The Options available in the Assignment Submission Settings will change based on the type you select.

No Submission – Allows the assignment to act as a placeholder in Canvas. Point values can still be awarded to students but nothing can be submitted. Works well as an “attendance” based assignment.

Online – Provides students the ability to submit to the assignment directly through Canvas in various different ways. We will focus on this type in the next slide

On Paper – Functions just like “No Submission” but indicates that the assignment is to be handed in by students in person. Rather than not requiring any submission.

External Tool – Connects a 3rd party tool to Canvas to allow for submission through that rather than the standard Canvas submission functionality

Submission Type

Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- Student Annotation
- File Uploads

Online Submission Options

Text Entry

Provides students with a textbox where they can type their submission

Website URL

Includes a small textbox where only a URL will be accepted

Media Recordings

Gives the student 2 options. To either record directly within Canvas or upload a pre-recorded media file from their device. Up to 500 MB

Student Annotations

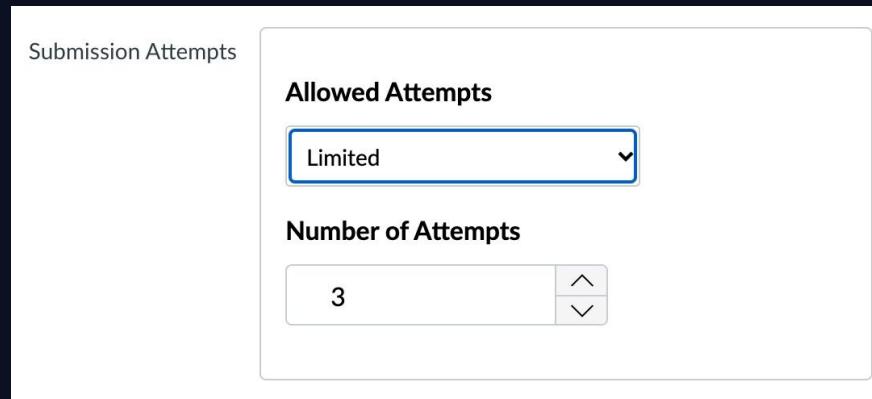
The instructor provides a file as a part of the assignment and students can then annotate that file and enter that as a submission

File Uploads

Presents students with a file upload button where they can attach one or more files from their device. If checked the teacher can specify which file types are accepted

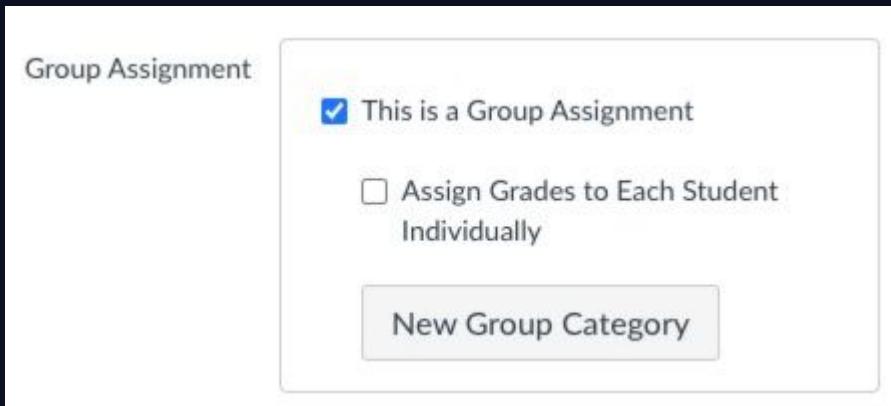
Online Submission Attempts

If you choose the Online Submission type you will also have the option to specify the number of attempts that students are allowed on the assignment.



Group Assignment Settings

Checking the Box for Group Assignment will transition the assignment from being an individual submission and instead, a submission from one student in the group counts as a submission for all students in the group.



While we won't go into the group settings here we will cover it later in our People page discussion.

By default, a group assignment will provide all students with the same grade. This can be changed by checking the box for **Assign Grades to Each Student Individually**.

Peer Review Settings

Peer Review settings allow the teacher to assign each student a set number of submissions from other students, to review.

If Manually assigned the Teacher is required to choose who reviews, who after assignments are submitted. If Automatically assigned Canvas can do this **BUT** will only assign reviews to individuals who have submitted. If students submit after the review assign date the Instructor will need to manually assign them students to review.

Peer Reviews

Require Peer Reviews

How to Assign Peer Reviews

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

2

Assign Reviews

Oct 31, 2021



If blank, uses due date.

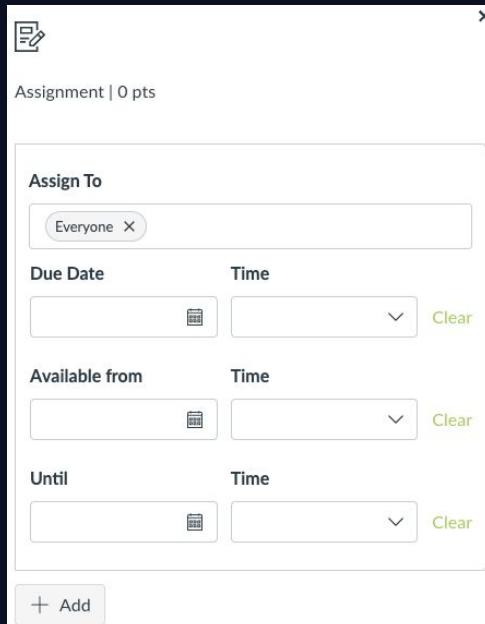
Anonymity

Peer Reviews Appear Anonymously

*If Reviews are anonymous then the SpeedGrader Annotation Tools will be unavailable (we will talk about this later and you **WILL** see this question)*

Assign to Settings

This is a key area in the assignment settings as it specifies who is assigned to the assignment and the dates in which the assignment is due/available to them. To access this space a teacher can click the **Manage Assign To** link that appears at the bottom of the Assignment settings page. As with Pages this flyout can be accessed without going into the Edit space on an existing assignment by clicking “Assign To” instead of Edit.



Due - Specifies the date and time when the assignment should be submitted by assigned students to not be considered late

Available From - The date and time when the assignment becomes available to the assigned students

Until - The date and time when the assignment is No Longer available to the assigned students

Assign To

Everyone else X

Due Date Time

Jul 10, 2024 11:59 PM ▼ Clear

Available from Time

Jul 7, 2024 12:00 AM ▼ Clear

Until Time

Jul 13, 2024 11:59 PM ▼ Clear

Assign To

Willis Kimbel X

Due Date Time

Jul 17, 2024 11:59 PM ▼ Clear

Available from Time

Jul 7, 2024 12:00 AM ▼ Clear

Until Time

Jul 20, 2024 11:59 PM ▼ Clear

+ Add

Differentiating Dates

A teacher can “differentiate” various assign to dates for students or sections in their class if need be.

For Example – let’s say Wanda Maximoff is going to be out of town during the regular assignment period and has asked their instructor if they could do the assignment early. The instructor, should they wish to allow it, can assign an earlier set of dates for Wanda while still keeping Everyone Else in the original time frame specified for the assignment.

To accomplish this, the instructor can edit the assignment and click the **+ Add** button under the existing dates to bring up an additional Assign to Space.

Rubrics

Rubrics can be created on a course or account level

To create a Rubric go to the Course Navigation and click “Rubrics” from your course Navigation and then “+Rubric” to add a new one

To add a rubric to an assignment you will go to the assignment and click “+Rubric” to create a rubric right in the assignment or click “Find a Rubric” to find a created one

Title: Some Rubric		
Criteria	Ratings	Pts
Description of criterion Range <input type="range"/>	 5 pts Full Marks	 0 pts No Marks
+ Criterion <input type="checkbox"/> Find Outcome		Total Points: 5
<input type="button"/> Cancel <input type="button"/> Create Rubric		

Rubric Settings

Once a Rubric has been added to an assignment additional settings can be added to help with the grading process.

I'll write free-form comments when assessing students - Gives a more open approach to filling out a rubric allowing the teacher to fill in more information.

Remove points from rubric - doesn't give a score (different from the grade) for the rubric.

Don't post outcomes results to Learning Mastery Gradebook - If a teacher uses a learning master gradebook it will not send a grade there.

Use this rubric for assignment grading - Uses the points in the rubric to grade the student.

Hide score total for assessment results - Prevents students from seeing the score total for the rubric.

- I'll write free-form comments when assessing students
- Remove points from rubric
- Don't post Outcomes results to Learning Mastery Gradebook
- Use this rubric for assignment grading
- Hide score total for assessment results

Discussions

Let's discuss about it

Discussion page

Discussions are organized into three main areas:

“Pinned Discussions” – These are discussions that you want your students to see at the top of their page. Pinned discussions can be arranged in any order. Students will only see this section heading if there are discussions within this section.

“Discussions” – These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date). Discussions with replies are ordered by most recent activity. Discussions with no replies are ordered by creation date. Students will only see this section heading if there are discussions within this section.

“Closed for Comments” – These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state. Closed for comments discussions are also ordered by most recent activity. Students will always see this section heading, even if there are no discussions within this section.

Discussion Page Settings

In the upper right corner of the discussion page there is a gear symbol with a few options teachers can set.

My settings which is in reference to the teacher:

Manually mark posts as read - Every time someone makes a post it tells the teacher they have post to read. This setting if checked on will not let them know of additional posts.

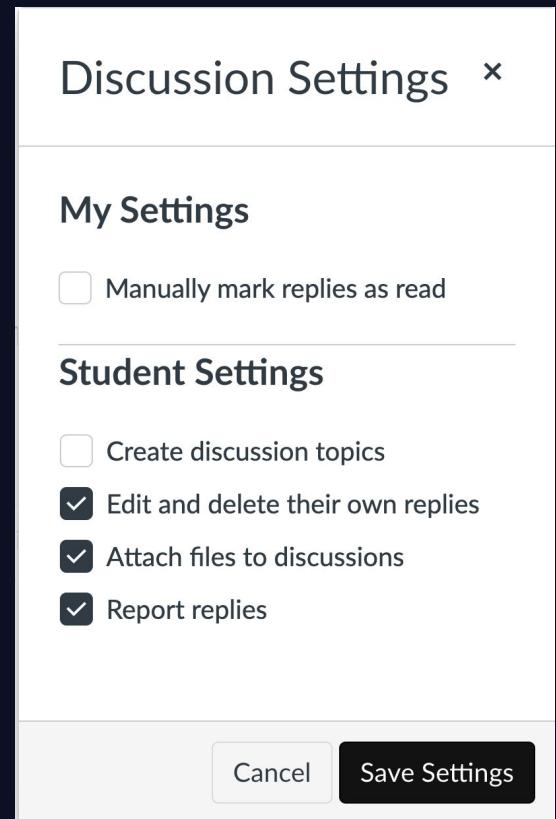
Student settings:

Create a discussion post - meaning students can create their own discussion just like the teacher can to have other students respond.

Edit and delete their own post - Let's them modify their post if selected

Attach files to discussion - If selected they will get an option to attach a file

Report Replies: Restricts whether students can report discussion replies to their teacher. Available with or without Discussion redesign turned on.



How to create a Discussion

Creating a discussion works just like creating the previous content within Canvas. You first must navigate to the [Discussion](#) page using the Course Navigation menu. Then you can click the [+Discussion](#) button in the top right.

Discussion Settings

Options

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

Allow threaded replies - Allows the students to respond to each other.

Users must post before seeing replies - Requires students to respond before seeing responses.

Enable podcast feed - A podcast feed is the file you use to distribute your discussion for users who want to subscribe through external podcasting channels.

Graded - allows discussion to be graded

Allow liking - Just like twitter it allows you to like comments, it can also be allowed so only the grader can like. However..... No way to unlike..

Add to student to-do - If the discussion is not graded

Discussion Settings

- Participants must respond to the topic before viewing other replies
- Enable podcast feed
- Graded
- Allow liking
- Add to student to-do
- This is a Group Discussion

Participants must respond to the topic before viewing other replies - Requires students to respond before seeing other student responses.

Enable podcast feed - A podcast feed is the file you use to distribute your discussion for users who want to subscribe through external podcasting channels.

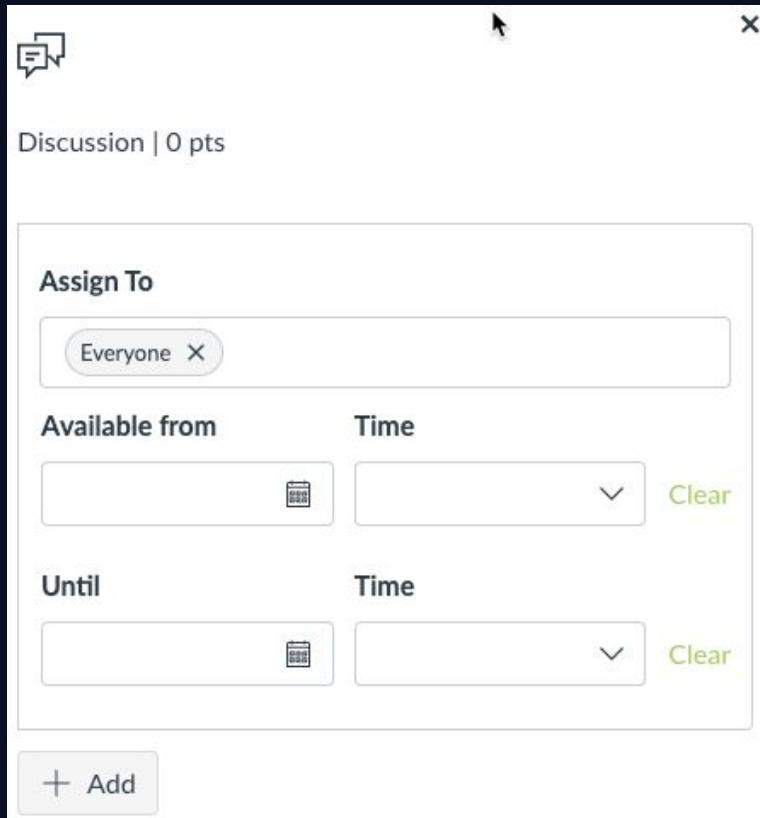
Graded - allows discussion to be graded

Allow liking - Just like twitter it allows you to like comments, it can also be allowed so only the grader can like. However..... No way to unlike..

Add to student to-do - If the discussion is not graded

This is a Group Discussion - Splits the discussion into multiple pages for smaller “groups” of students to engage in

Discussion Settings Continued



Manage Assign To - When this link below the Options section in the Discussion Settings is selected a flyout window will appear on the right side of Canvas that will contain the same Assign To area that we talked about with assignments.

This space is available on both Graded and Ungraded Discussion types however an Ungraded Discussion will only display Available from and Until dates and will not have an option to select a Due Date.

As with Pages and Discussions this space can be accessed without editing an existing discussion by clicking the Assign To button on the discussion page.

Graded vs Ungraded Discussion

Here are the difference between them:

- If a student attaches a file to an ungraded discussion, the file size counts toward the student's storage quotas. However, attachments added to graded discussions do not count toward the student's storage quotas.
- Embedded files will count towards the user files regardless of whether the discussion is graded/ungraded.

Group Discussions

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created. These can be graded or ungraded discussions

The creation of these groups is no different than how you would create them for assignments. (which we will discuss later)

Classic Quizzes

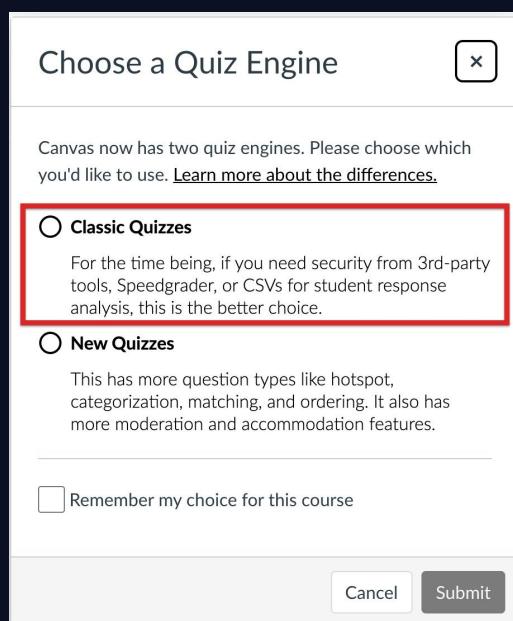
One of the ways students can take assessments

How to create a Classic Quiz

You first must navigate to the **Quizzes** page using the Course Navigation menu. Then you can click the **+Quiz** button in the top right.

Once you click that you will get an option like this make sure you select “**Classic Quizzes**”, we will be going over New Quizzes later on.

Do not have it remember your choice for the course.



Types of Classic Quizzes

Graded Quiz - A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build.

Practice Quiz - Practice quizzes are not a graded quiz type. Students do not receive a grade for practice quizzes, even though the quiz results display the number of points earned in the quiz.

Graded Survey - A graded survey allows the instructor to give students points for completing the survey, but it does not allow the survey to be graded for right or wrong answers.

Ungraded Survey - An ungraded survey allows you to get opinions or other information from your students, but students do not receive a grade for their responses.

Quiz Options

Options

Shuffle Answers

Time Limit Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

Show one question at a time

Shuffle Answers - Mixes up the answers for a question (does not shuffle questions)

Time Limit - Allows the teacher to set a time limit. Counts down after starting quiz and does not pause when leaving.

Allow Multiple Attempts - If selected the teacher can add how many attempts a student has for a quiz.

Student Responses - The settings that allow teachers to manage what their students see after a quiz completion.

Show one question at a time - Shows one question at a time and the teacher can select if they want the answer locked in once they answer the question.

Quiz Restrictions

Require an access code - Requires the student to enter a code before they can take their quiz.

Filter IP Addresses - Will only allow students to access the quiz from a set of IP addresses.. A common tool if teachers are having the students take the quiz at a computer lab.

Quiz Restrictions

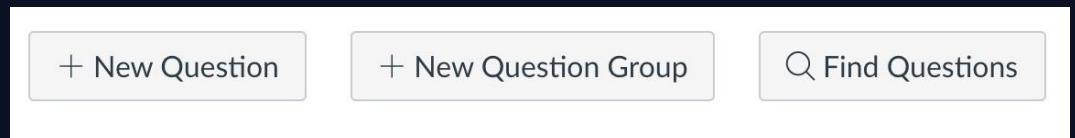
Require an access code

Filter IP Addresses

Adding questions

Navigate to the top of your page and click “Questions” which will take you to this page and you will see you have three options to select from. In the next few slides we will show you how to use each one of them

A screenshot of a quiz editor interface. At the top, there are two tabs: "Details" and "Questions". The "Questions" tab is highlighted with a red border. Below the tabs, the word "Unnamed Quiz" is displayed. Underneath that, the text "Quiz Instructions:" is followed by a blank line. At the bottom of the interface, there is a menu bar with the following items: Edit, View, Insert, Format, Tools, and Table.



New Question

This is the most common option. It allows the teacher to create a question directly in the page.

The teacher can use the drop-down to change the question type, the upper right to change the points possible and within the RCE type in the question.

Some common types of questions are:

- Multiple choice
- True/False
- Essay
- Text (no question)
- Fill in Multiple Blanks

Important note in the upper left where it says “Question” students don’t see what is typed in that field they will see Numbers. This is just for teacher organization.

Answer can be typed in the “Answer Text” field and the correct answer can be changed by hovering over the different response and clicking the green arrow.

The red and green boxes allow the teacher to make comments to the students depending on how they answer

The screenshot shows a digital workspace for creating a new question. At the top, there are two input fields: 'Question' and 'Multiple Choice'. A dropdown menu is open next to 'Multiple Choice'. In the top right corner, there is a box labeled 'pts: 1'. Below these, a text area contains the placeholder 'Question goes here'. Above this text area is a toolbar with various editing options like 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. Below the text area is another toolbar with icons for font size (12pt), paragraph style, bold (B), italic (I), underline (U), superscript (A), subscript (A), and other document-related functions. At the bottom of the workspace, there are status indicators: 'p', a trash icon, '0 words', and a code editor icon.

The screenshot shows the 'Answers' section of the question creation tool. It displays three rows, each consisting of a small icon, a label, and an 'Answer Text' input field. The first row is labeled 'Correct Answer' with a green arrow icon. The second and third rows are both labeled 'Possible Answer' with a grey arrow icon. Each row has its own 'Answer Text' input field. There are also small edit and delete icons at the end of each row.

New Question Group

Group Pick questions, pts per question

Find Question Bank

Select a question bank from the list below to link it to this quiz as a question group.

No Name - History of Memes
MCU, 11 questions

Groups allow a teacher to randomize questions. Questions can be pulled into groups by dragging and dropping existing questions within a group or by linking the group to a question bank (we will cover this later).

Within groups a teacher can specify how many questions in the group they wish students to see, and how many points each question is worth.

Find questions

Finding questions is the process of the teacher going through their question banks to select which questions they would like in the quiz.

They can also choose to add the questions to a question group so the questions can be randomized.

Find Quiz Question

No Name - History of Memes
MCU, 11 questions

View Course Question Banks

Which of the following statements is correct?

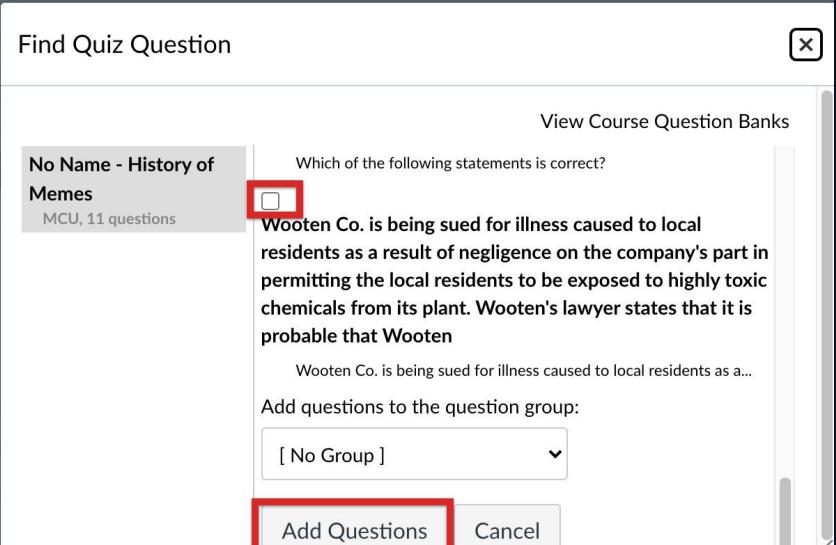
Wooten Co. is being sued for illness caused to local residents as a result of negligence on the company's part in permitting the local residents to be exposed to highly toxic chemicals from its plant. Wooten's lawyer states that it is probable that Wooten

Wooten Co. is being sued for illness caused to local residents as a...

Add questions to the question group:

[No Group]

Add Questions Cancel



What is a Question Bank?

Question banks are a way teachers can organize questions in Canvas for their Classic Quizzes..

To view a courses quiz banks you will go to “[Quizzes](#)” from the course navigation then go to the three dots in the upper right hand corner and clicking on “[Manage Question Banks](#)”

Once there, you will see a list of all banks and the teacher has the option to “[Add Question Bank](#)”..

While question banks can be created in a course they can also be added on an account level for the teachers to access through all of their classic quiz.

Moderating a Quiz

To moderate a quiz you will first need to go to the quiz and click on the name of it. Once you are in the quiz, click “Moderate This Quiz.”

Here's what the different categories mean:

- **Student** - name of student
- **Attempt** - how many attempts they have taken
- **Time** - how long it took them to complete the quiz
- **Attempts Left** - Unused attempts
- **Score** - The score from the most recent attempt
- **Refresh** - How to give additional time and attempts (we will go over this more)

The screenshot shows a quiz settings page for 'Quiz #1'. The page includes the following details:

- Quiz Type: Graded Quiz
- Points: 22
- Assignment Group: Assignments
- Shuffle Answers: No
- Time Limit: 30 Minutes
- Multiple Attempts: No
- View Responses: Always
- Show Correct Answers: Immediately
- One Question at a Time: No

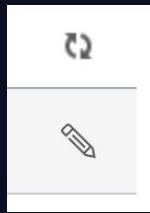
At the top right, there are three buttons: 'Quiz Statistics', 'Moderate This Quiz' (which is highlighted with a red border), and 'SpeedGrader™'.

The screenshot shows a table titled 'Moderate Quiz' with the following data:

Student	Attempt	Time	Attempts Left	Score	Actions
Maximoff, Wanda	1	finished in less than a minute	0	0	

At the top left, there is a search bar labeled 'Search People' and a 'Filter' button. The table has a header row with columns for Student, Attempt, Time, Attempts Left, Score, and Actions.

Moderating a Quiz continued



Student Extensions

Extensions for Maximoff, Wanda

Extra Attempts:
everyone already gets 1

Extra time on every attempt:
everyone already gets 30 minutes

Quiz attempts whose availability dates have passed will still auto-submit even if the extended time has not expired.

Manually unlock the quiz for the next attempt

Cancel Save

This setting is probably the most commonly used because it allows students to get additional attempts and time on their quizzes.

You can use the **Edit** icon to moderate the quiz at any time for a student. Moderating a quiz lets you give students extra attempts and manually unlock quiz attempts. Depending on the quiz settings, you can also give extra time for timed quizzes and let students see quiz results one more time.

New Quizzes

Another way students can take an assessment in Canvas

Differences between Classic and New

- Different Question Types
- Giving Student Accommodations for all New quizzes in a course
- Convenient Settings
- Print Options

How to Create a New Quiz

It is the exact same way you create a Classic Quiz the only difference is when you click **+Quiz** you will select “**New Quizzes**” instead of Classic Quizzes

Choose a Quiz Engine

Canvas now has two quiz engines. Please choose which you'd like to use. [Learn more about the differences.](#)

Classic Quizzes
For the time being, if you need security from 3rd-party tools, Speedgrader, or CSVs for student response analysis, this is the better choice.

New Quizzes
This has more question types like hotspot, categorization, matching, and ordering. It also has more moderation and accommodation features.

Remember my choice for this course

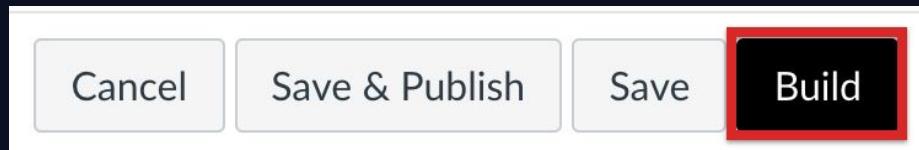
Creating a New Quiz

The screenshot shows the 'Create New Quiz' form. It includes fields for 'Assignment Name' (with a red box around the input field), 'Points' (set to 0), 'Assignment Group' (set to 'Assignments'), 'Display Grade as' (set to 'Points'), and a checkbox for 'Do not count this assignment towards the final grade'. The 'Submission Type' section is expanded, showing a dropdown set to 'External Tool' (with a red box around the dropdown and its options) and an 'External Tool Options' sub-section containing a URL input field with the value 'https://swynn.quiz-lti-pdx-prod.instruc...' and a 'Find' button.

When you first open up a quiz you will notice it is calling it an assignment and it has an external tool for the submission type.

Don't worry about this it is expected and how New Quizzes are set up.

When you are ready to start adding questions go to the bottom of the page and on the right side there will be a "Build" option.



Creating a Question

Build

Item Banks Outcomes (0) Preview

Title 

Quiz #2

Instructions 

Add Instructions...



This is the main screen you will see when you build a new quiz. The plus option will allow you to create new questions.

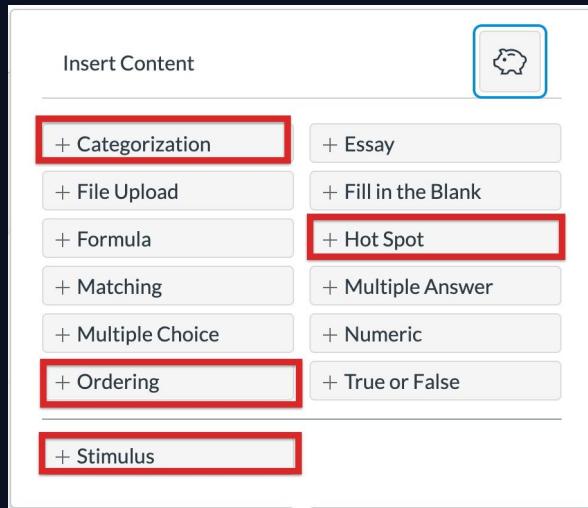
New Question Types

Categorization - Categorization questions require students to place answers in the correct categories while ignoring all distractors.

Ordering - Ordering question, students are required to place answers in a specific order. You can add top and bottom labels to the list to help students know in which order they should place their responses.

Hot Spot - Hot Spot questions allow teachers to upload images and have their students identify a specific area in that image.

Stimulus - Stimulus content gives students a piece of content with associated questions. Similar how the Text (no question) worked in Classic Quizzes.



Settings for New Quizzes

Shuffle questions - Will reorder questions for each student

Shuffle answers - Will reorder answers for each student

One question at a time - Shows one question at a time, teacher can enable or disable back tracking

Require a student access code - Students must put in a code to take the assessment

Time limit - Allows the teacher to set a time limit

Filter IP addresses - Will only allow students to access the quiz at a specific IP addresses.

Allow Calculator - Allows students to have a regular or scientific calculator for their quiz (can be done for specific questions as well)

Allow clearing selection (Multiple Choice) - students can clear their answer to a multiple choice question after they've made a selection and leave the question unanswered.

Allow multiple attempts - The teacher can allow multiple attempts

Restrict student result view - The settings that allow teachers to manage what their students see after a quiz completion.

Settings

Shuffle questions

Shuffle answers

One question at a time

Require a student access code

Time limit

Filter IP addresses

Allow Calculator

Allow clearing selection (Multiple Choice)

Allow multiple attempts

Restrict student result view

Moderating a New Quiz

Moderate

Moderate					
Student	Attempts	Score	Time	Log	Accommodations
 Wanda Maximoff	---	---	---	---	 None Moderate

Assessment Settings
1 attempt

Additional Attempts

0 ^ v

Assessment Settings
Time limit - unlimited

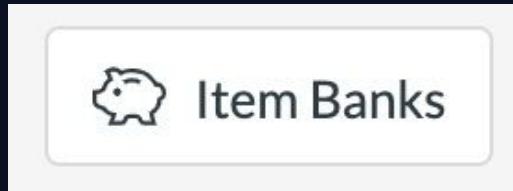
Time adjustments

None ^ v

This page looks very similar to the one in Classic Quizzes and you can modify the time and attempts.

The main difference is for the time you can set a permanent extension of time for a specific student for all New Quizzes under “Accommodations” and instead of giving a student a fresh attempt you can reopen up their previous attempt again.

Item Banks



Item banks are the equivalent of Question banks for Classic Quizzes. The location of where someone would access an item bank is slightly different.

Once you are in build for a New Quiz you will see it in the upper right corner for an item bank, where you can see and add questions to the quiz.

Another spot is in the Course Navigation, this is more of where a teacher would go to manage and add questions.

Just like Classic Quizzes these can be set-up on the account level by Admins and shared with teachers.

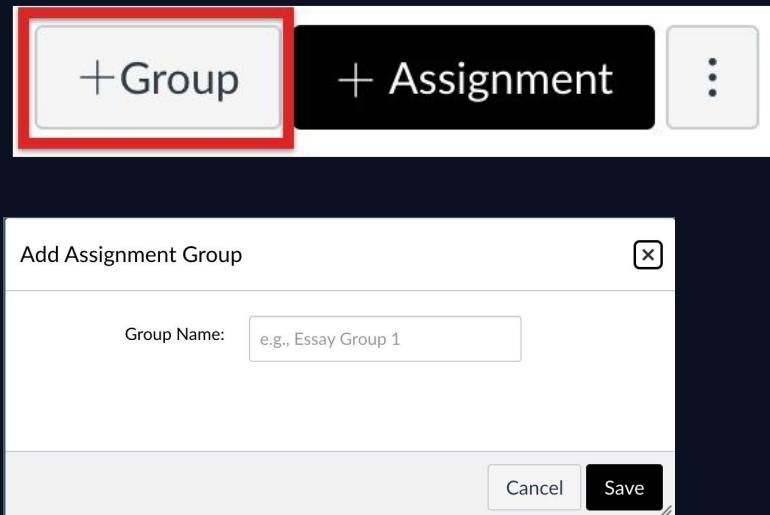
Assignment Groups

Assignment groups are a way for teachers to be able to organize their assignments and have the option to set up specific group settings

How to Create an Assignment Groups?

To get to assignment groups you will need to be on your “Assignment” page from your Course Navigation menu. Once you are there next to the +Assignments is something called “+Group”.

These groups can be named whatever the teacher would like it to show. Teachers should be aware students can see these group names. The most common groups you will see are assignments, discussions, quizzes and extra credit.

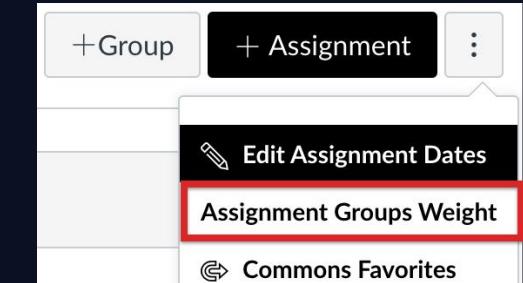


Assignment Group Weights

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

To add a weight you will go to the three dots and select the options for “Assignment Groups Weight”. After you do this you will want select the option to “Weight final grade based on assignments groups” and enter in the percentages for each assignment group.

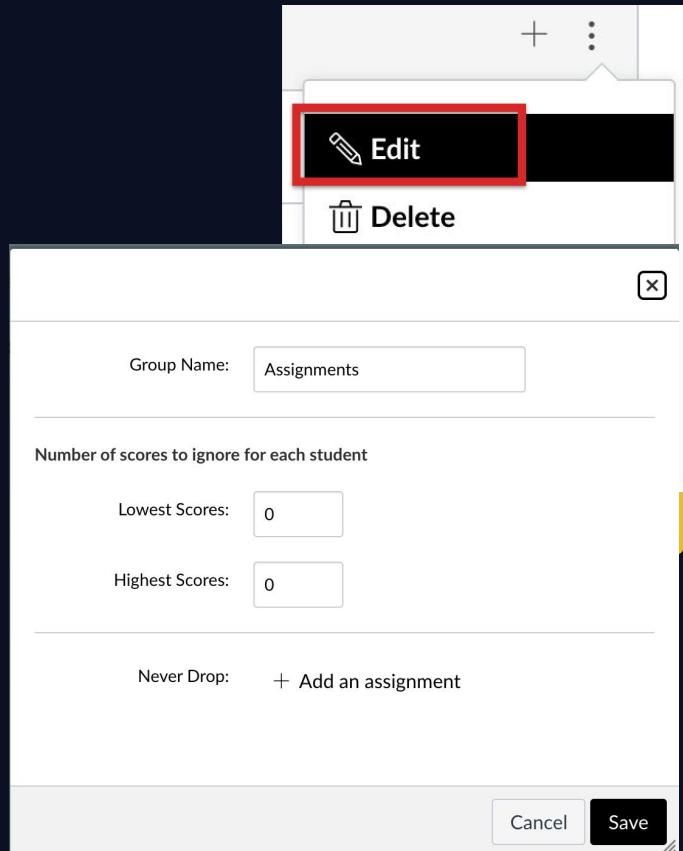
You can go over a 100% which is one of the ways you can have extra credit.

A screenshot of a modal dialog box titled 'Assignment Groups Weight'. It contains a checkbox labeled 'Weight final grade based on assignment groups' which is checked and highlighted with a red border. Below the checkbox are three input fields: 'Assignments' (0%), 'Discussions' (0%), and 'Quizzes' (0%). At the bottom of the dialog are 'Cancel' and 'Save' buttons. A vertical yellow bar is on the far right.

Assignment Group Rules

Once you have added assignments to your assignment group, you can create rules for the entire assignment group. Assignment group rules determine how Canvas handles any exceptions you want to create for grade calculations.

1. Drop (ignore) the lowest x scores for each student.
2. Drop (ignore) the highest x scores for each student.
3. Never drop a specific assignment.



Syllabus

The Syllabus Page functions much like a standard page in Canvas and you can use the RCE to add all the same things when in edit mode. Syllabus does, however, contain some additional automatic sections

Course Summary - Includes a breakdown of all assignments/dated items in the course and orders them by date.

Course Calendar - Shows a monthly calendar that will indicate days where assignments/dated items are due.

Course Grade Breakdown - If the course has Weighted assignment groups (which we will talk about later) this section will display those weights and how the grades are calculated in the course.

Course Syllabus Jump to Today 

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date	Details	Due
	 Assignment 0001	
	 Assignment 0002	
	 Assignment 0003	
	 Assignment 0004	

October 2021 < >

26	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

Course assignments are not weighted.

Modules

A way to organize your content

How to Create a Module

Modules are a way for teachers to have their courses set up to flow in a certain order.

You first have to navigate to the **Modules** page using the Course Navigation menu. Then you can click the **+Module** button in the top right.

Adding Content to a Module

Once you have added the module you can click the + or drag the files you are wanting to add.

Here is the type of content that can be added:

- Assignment
- Quiz
- File
- Page
- Discussion
- Text Header
- External Tool
- External URL

Requirements and Prerequisites

The screenshot shows a user interface for managing module requirements. At the top, there is a field labeled "Module Name" containing the text "Week 1". Below this is a checkbox labeled "Lock Until". A horizontal line separates this section from the "Requirements" section below. In the "Requirements" section, there is a button with a plus sign and the text "Requirement".

When you add requirements to a module, students must complete the defined requirements within the module before the module will be marked complete. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

When you set a module prerequisite, the module is locked until a student completes the required items. You can only add prerequisites if you have added at least one module.

To add either you will need to go to the module you are wanting to make the change in and click the three dots and click **edit**. Once you are in the flyout edit menu you will see the to add requirements.

Requirements and Prerequisites continued

Depending on the module item type, requirements include up to five options:

View the item - Students must view the item.

Mark as done - Students must mark the assignment or page as done before they can progress to the next item.

Contribute to the page - Students must post a reply to a non-graded discussion or contribute content to a page (make sure students are allowed to edit pages in the course).

Submit the assignment - Students must submit an assignment, post a reply to a graded discussion, or submit a quiz.

Score at least - Students must meet a minimum submission score set by the instructor.

Requirements

Complete all

Students must complete all of these requirements.

Students must move through requirements in sequential order

Complete one

Students must complete one of these requirements.

Content



asd



Submit the assignment



Additional information on Modules

- Modules can be locked till a specific date in edit under the three dots
- Assignments may be published, but until the module is published it is not visible to the students
- Modules are another option for a homepage
- Assignments, Discussions, Quizzes, Etc can all have their Assign To Spaces managed directly from modules

People

Sections, Groups and more

How to get to People

Navigate to the **People** page using the Course Navigation menu.

Adding a User

In some cases, teachers are able to add users to their course (such as a TA or another teacher). If the permissions allow them to, they will see in the upper right corner click “+People”

Teachers need to click “**Login ID**” and type/paste in the user’s email you want to have be your teacher

They can then select the appropriate role for the user and click “**Next**”

The option “**Can interact with users in their section only**” is an option that can be set up for users to restrict interactions.



Add People x

Add user(s) by

Email Address Login ID SIS ID

Login IDs (required)

swynn+mcu@instructure.com G

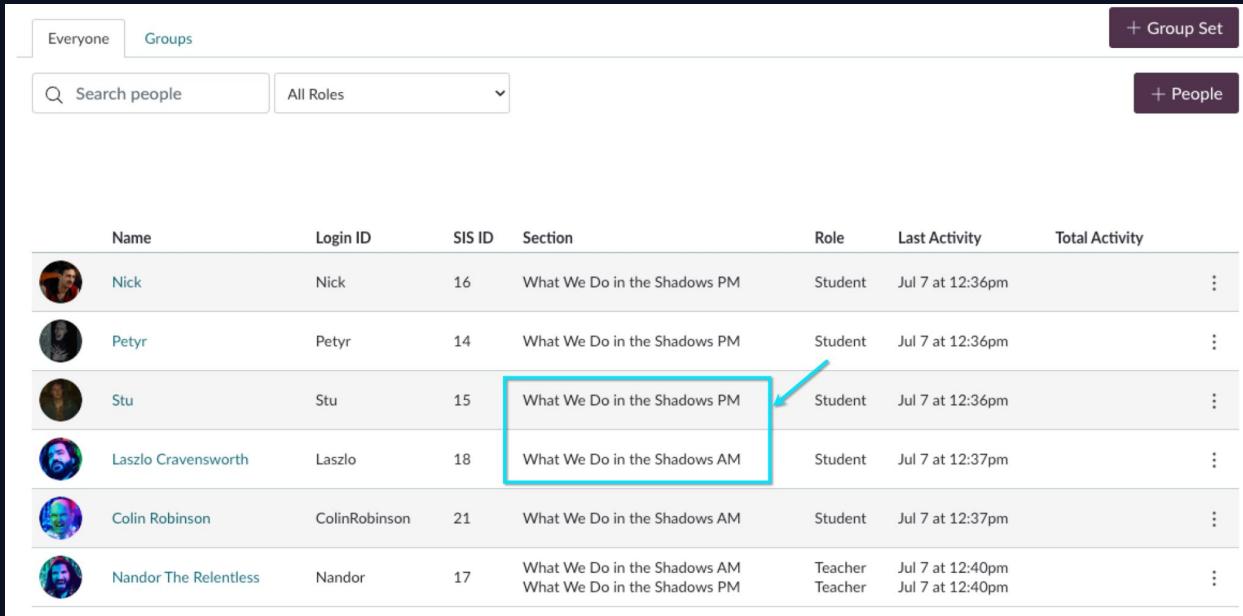
Role Section

Can interact with users in their section only

 When adding multiple users, use a comma or line break to separate users.

Sections

A section is a cohort of users in your course, for example if a teacher has a class in two different time slots, they may have one section for the morning students and one for the afternoon students



The screenshot shows a user management interface with the following features:

- Top navigation: "Everyone" (selected), "Groups", "+ Group Set", "+ People".
- Search bar: "Search people" and "All Roles".
- Table of users with columns: Name, Login ID, SIS ID, Section, Role, Last Activity, Total Activity.
- A blue box highlights the "Section" column for the first two rows, and a blue arrow points from the text "What We Do in the Shadows PM" in the second row's section column to the text "What We Do in the Shadows AM" in the fourth row's section column.
- Data rows:

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Nick	Nick	16	What We Do in the Shadows PM	Student	Jul 7 at 12:36pm	:
Petyr	Petyr	14	What We Do in the Shadows PM	Student	Jul 7 at 12:36pm	:
Stu	Stu	15	What We Do in the Shadows PM	Student	Jul 7 at 12:36pm	:
Laszlo Cravensworth	Laszlo	18	What We Do in the Shadows AM	Student	Jul 7 at 12:37pm	:
Colin Robinson	ColinRobinson	21	What We Do in the Shadows AM	Student	Jul 7 at 12:37pm	:
Nandor The Relentless	Nandor	17	What We Do in the Shadows AM What We Do in the Shadows PM	Teacher Teacher	Jul 7 at 12:40pm Jul 7 at 12:40pm	:

User's Profile Page

The screenshot shows the People page with a search bar and filters for 'Everyone' and 'Groups'. A user named 'Laszlo Cravensworth' is selected, and a pop-up window titled 'Act as User' displays his profile information. The pop-up includes a photo, name, section ('Commons'), last login ('Jul 7 at 12:37pm'), and activity statistics ('0 Grade', '0 Missing', '0 Late'). It also shows participation and page views data.

Everyone in a course has a page dedicated to them and their information on it.

To pull up a user's profile page from the People page, click on their name. A pop up will appear known as the Grades Details Tray where you will click on their name again.

Once you have done this you will see a the user's profile that includes more information about the user

There is some settings to take note of.

- **Student Grades** - Shows a simple view of their grades
- **Interaction Report** - shows you their recent interactions and overall grade.
- **Access Report** - Gives you a log of their activity with course content
- **New Analytics** - Provides analytic data specific to the student.
- **Memberships** - Provides a some details of the student's course enrollment.

The user profile page for 'Laszlo Cravensworth' shows a large photo, name, and a 'Remove avatar picture' link. It includes sections for 'Contact', 'Biography' (empty), 'Enrollments' (one in 'Commons'), 'Links' (empty), and 'Membership(s)'. The membership section shows 'What We Do in the Shadows AM' with details like 'Enrolled as: Student', 'Created Jul 7 at 12:35pm', and 'Privileges' (view students in any course section). On the right, there are four buttons: 'Student Grades', 'Interactions Report', 'Access Report', and 'New Analytics'.

Groups

Group sets are used to assign groups to assignments or discussions, and can be created in the people page.

- To create a group set you will click “+Group Set” on the right hand side of screen.
- Name the Group Set in the Name field.
- To allow self sign-ups, select the “Allow self sign-up” checkbox.
- Or under Group Structure, you can choose one of the three options in from the drop down:
 - **Create groups later:** allows you to manually create groups, or create groups using a csv.
 - **Split students by number of groups**
 - **Split number of students per group**

Create Group Set

Group Set Name

Self Sign-Up Allow self sign-up Require group members to be in the same section

Group Structure 0

Leadership Automatically assign a student group leader Set first student to join as group leader Set a random student as group leader

Group Structure

Course Settings

How to manage the settings in a course

How to get to Course Settings

You first have navigate to the **Settings** page using the Course Navigation menu. Settings should always show in the bottom left corner

Course details

Here are some important settings to take note of on this page:

- **Image** - lets you add a image to the course to show on the Dashboard.
- **Course name and Code** - Gives you the name of the course.. Admins can turn off ability for teachers to rename courses.
- **Participation** - Allows teachers to choose when the course is set to run. “Term” is the term dates set by the school. “Course” are the dates set up by the instructor. There is also the option to restrict students from accessing the course before the start date and/or after the end date. Restrictions can also be forced on/off by Admins..
- **Language** - Allows the instructor to change the language, great option for a foreign language class.
- **Storage** - Shows the allotted amount of space a course is given.
- **More options** - has a few settings options under it, hiding specific things with grades, announcements to show on the homepage, discussion and pages settings.

Additional Settings

This option is found on the right side of the page.

Conclude this course will remove all enrollments from a course and close it out. Only an admin can un-conclude

Import option allows teachers to import information from previous/different course or a file/zip folder of files from a third party.

Export option allows teachers to export their course. This is a common option if a teacher works at multiple schools and they want to use the same content. (Entire course or specific Classic Quizzes)

Validate Links in Content, will do a search of the course and let the teacher know of any broken links or a item may not be able to be seen

The screenshot shows a sidebar menu titled "Course Status" with the following items:

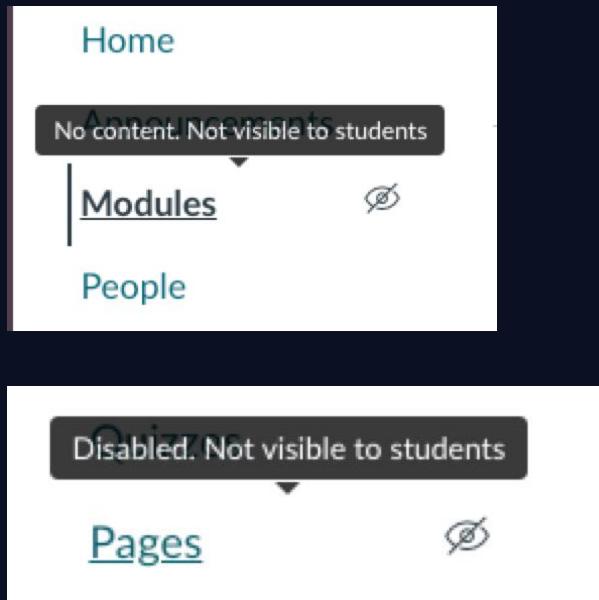
- Unpublished** (highlighted in red)
- Publish** (highlighted in white)
- Share to Commons**
- Course Statistics**
- Course Calendar**
- Conclude this Course**
- Import Course Content**
- Export Course Content**
- Reset Course Content**
- Validate Links in Content**

Section

Similar in a way to the People page, this is another place enrollments can be looked at and managed. Most teachers will not be able to do much on this page because most enrollments are handled by the school. This is also where we can do something called Cross-listing.

This is extremely useful for teachers that teach the same course in multiple different class periods

Navigation



Navigation manages what students will see. Most of the time you see an eye with a line through it next to an item which can mean one of two things, first there is no content so there is nothing to show the students, or second and the more common option the item hasn't been turned on in the navigation.

On the navigation page you have two options. You can drag and drop things to reorganize and enable/disable them or you can click on the dots to the right of the name of the item

Apps

This hosts the place where teachers if they have the permissions can add their own third party tools to Canvas or they can view the app configurations that have been set up in a course.

We will have you practice by adding a tool called “Attendance Tool”.

Do not share this with anyone outside of Support.

Feature Options

On the course level, teachers may have the option to implement features on a course-by-course basis. To see the current available ones they will go to that page.

To turn a feature on you will click on the **X** and enable it.

Student View

Every teacher has access to see the student's perspective on Canvas, use Student View to view the course, post and reply to discussions, submit assignments, view grades, view people, view pages, view the syllabus, view quizzes, view the calendar.

The test student that it creates is solely for that course, if the teacher tries to access another course as the test student they will not be able to. As well the test student does not affect the course or grades.

↳ Student View

Student View in Canvas

Our most common role and how to do the things

Students Role

In Canvas, the Student role is most commonly used to enroll users who will participate in a course for course credit. Users enrolled as Students can view course content and participate in course assignments and communications. Students cannot view and participate in a course until it is published and the course has started.

Account

The screenshot shows the account settings page for a user named "Scarlet Witch". The top navigation bar includes a profile icon, the name "Scarlet Witch", and a "Logout" button. On the left, a sidebar lists various account management options: Dashboard, Notifications, Files, Settings, ePortfolios, QR for Mobile Login, and Global Announcements. At the bottom of the sidebar is a "Use High Contrast UI" toggle switch, which is currently turned on.

Scarlet Witch

Logout

Notifications

Files

Settings

ePortfolios

QR for Mobile Login

Global Announcements

Use High Contrast UI (i)

The first part of the navigation we are going to talk about is the Account Settings. These should located at the top left hand corner of the page.

The different options are:

- **Notifications** – Where users can manage their notifications
- **Files** – Where users can store files outside of a course or assignment
- **Settings** – Managing account settings (we will go over this in more detail)
- **ePortfolios** – to collect and document their educational projects, submissions, experiences, and other work products.
- **QR for Mobile Login** – Gives a user a QR code to sign into the app
- **Global Announcements** – gives a list view of announcements made by admins in Canvas

Account Settings

Depending on how a Students Canvas account was created, they may be able to make changes to their name, pronouns, default email, language, time zone, and password.

Full Name: This name will be used for grading.

Display Name: People will see this name in discussions, messages and comments.

Sortable Name: This name appears in sorted lists.

Pronouns: This pronoun will appear after your name when enabled

Language: This will override any browser or account settings.

Time Zone: Maintenance windows: 1st and 3rd Thursday of the month from 12:05am to 2:05am (Thursday from 6:05am to 8:05am UTC)
Next window: Thu Oct 21, 2021 from 12:05am to 2:05am
Maintenance windows begin July 2021. For details please see the release notes [↗](#).

Password: Change Password

Ways to Contact

Email Addresses

swynn+wandavision... 

+ Email Address

Other Contacts

Type

+ Contact Method

 Edit Settings

 Download Submissions

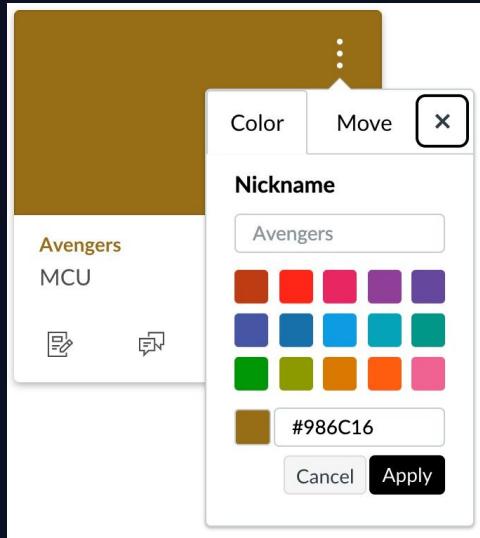
 Download Course Content

Dashboard

The Dashboard may default to one of three views: Card View, List View, or Recent Activity View.

- **Card View** - displays course cards for quick access to all your favorite courses (the same courses display in the Courses link from the Global Navigation Menu)
- **List View** - displays all course to-do items in an agenda view
- **Recent Activity View** - displays all recent activity for all courses

Students have the ability to customize their dashboards with changing the color and name of their course (color and name changes only affect the user in question).



Courses

This list shows you all past, present and future courses. When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page by clicking on the star icon.

All Courses					
	Course	Nickname	Term	Enrolled as	Published
★	■ Becoming a Comedian			Student	Yes
☆	■ Mysteries of the Macabre			Student	Yes
Past Enrollments					
	Course	Nickname	Term	Enrolled as	Published
☆	■ Pandas 101			Student	Yes
Future Enrollments					
	Course	Nickname	Term	Enrolled as	Published
☆	■ History of Ocean Exploration			Student	Yes

Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. Make sure if you want to view a specific course in the calendar it is selected from the right sections.

The screenshot shows a digital calendar for July 2023. The main view is a weekly grid from Sunday to Saturday. The 13th and 14th are highlighted with blue boxes and labeled "8a Homework Reminder" and "Edgar Allan Poe Report" respectively. A red arrow points to the "Mysteries of the Macabre" course in the "CALENDARS" sidebar, which is also highlighted with a red box. The sidebar also lists "Pedro Sanchez", "Film Basics", "Space Exploration", and "UNDATED" items. The top navigation bar includes "Today", date arrows, "July 2023", and tabs for "Week", "Month", "Agenda", and "+". The bottom right corner features a vertical orange decorative bar.

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	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

CALENDARS

- Pedro Sanchez
- Film Basics
- Space Exploration
- Mysteries of the Macabre**

UNDATED

- Essay 1 - Create your own story!

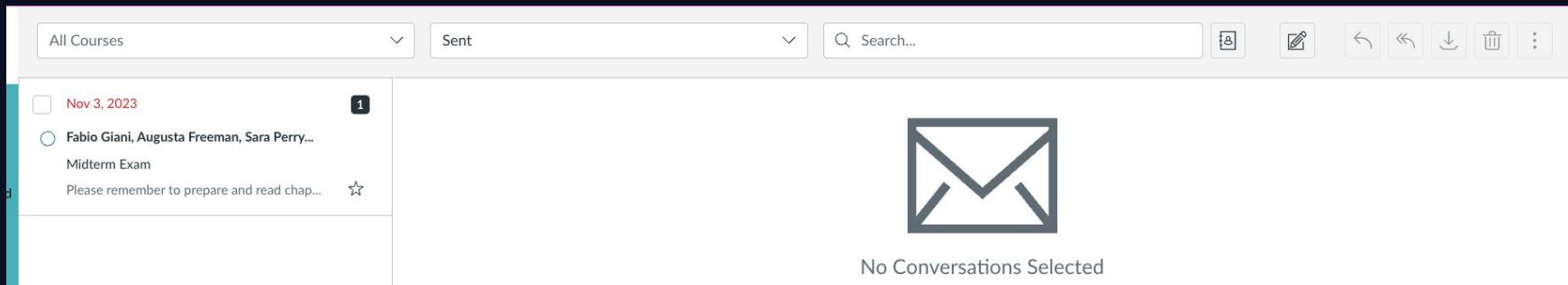
Calendar Feed

Inbox

In the Inbox, you can send a message to one user or multiple users in a course.

This is a separate messaging platform outside of the school email

- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- You cannot send messages to users in concluded courses.



The screenshot shows a messaging interface with the following details:

- Header:** All Courses dropdown, Sent dropdown, Search bar, and various action icons (Reply, Forward, Download, Delete, etc.).
- Message Preview:** A message from Nov 3, 2023, to Fabio Giani, Augusta Freeman, and Sara Perry. The subject is "Midterm Exam" and the body is "Please remember to prepare and read chap...". A star icon is located at the bottom right of the preview card.
- Bottom Status:** "No Conversations Selected" and a large envelope icon.

History

You can view a list of your recent Canvas course page views from the History link in Global Navigation. The Recent History list displays page view history within the most recent three weeks.

Help

Students can get help with Canvas by using the Help menu. The Help menu generates a list of resources to help you with Canvas. Canvas displays links according to roles in all enrollments; the Help menu will show you links available to students and instructors. The admin has the ability to modify this for school specific resources.

Practice time

Lets have you go in your sandboxes as students and play around with making a submission!

Back to Teacher Mode

Now let's talk about grading

Grading

Now that you have had another person go ahead and submit something in your sandbox course, lets go over how you will be grading that

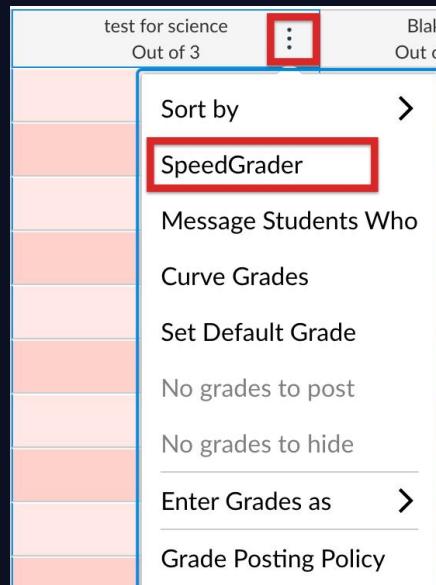
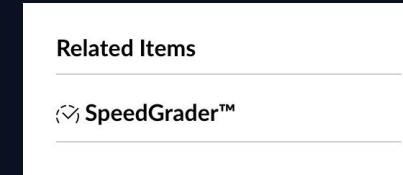
SpeedGrader

How to grade students work

SpeedGrader

SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

There are two ways to navigate to SpeedGrader, the first is the navigate to the in the course content you need to grade and click on the SpeedGrader option or you can go to the “**Grades**” from the Courses Navigation Menu, navigate to the assignment and click the three dots and select SpeedGrader.



Navigating SpeedGrader

The screenshot shows the SpeedGrader interface for an assignment titled "assignment1" due Jul 15 at 11:59pm - History_of_Memes. The submission status is LATE. The assignment title is "Basic Mac Buttons". The submission is graded out of 10. There is a "View Rubric" button. The assignment comments section includes a text input field for "Add a Comment" and a "Submit" button. Below it are icons for reply, forward, and delete. There is also a "Reassign Assignment" button and a "Download Submission Comments" link.

There are 5 things with SpeedGrader:

- View student submissions (text entries, website URLs, media recordings, and/or file uploads); preview supported file types in Canvas DocViewer; review other file format submissions using the document previewer or Google Preview.
- Assign a grade based on your preferred assessment method (points or percentage)
- View Rubric to assist with grading (if one is added to the assignment)
- View comments created by you or the student about the assignment
- Create text, video, and/or audio commentary for the student

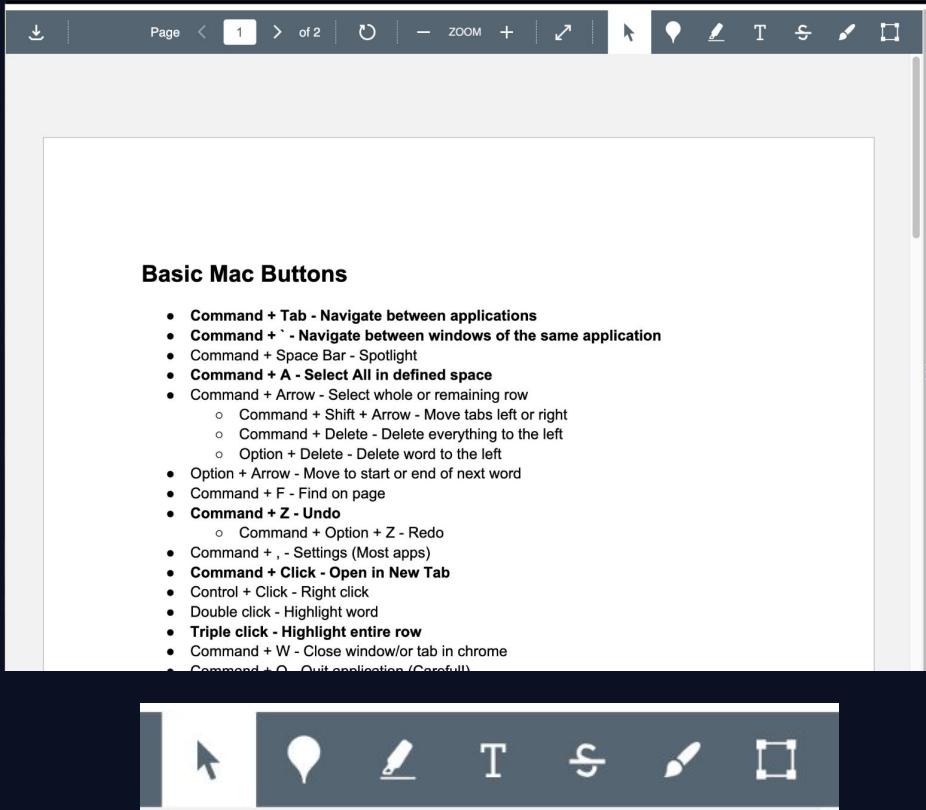
Annotations

The DocViewer Toolbar helps you manage the assignment submission.

There are many options here you can download, move between pages, rotates 90 degrees, zoom in and out and full screen

Then we have our annotation options

- **Cursor** - give you your cursor back
- **Point** - allows you to point to a specific spot and make a comment
- **Highlight** - lets you highlight text
- **Textbox** - gives you a text box to type in
- **Strikeout** - crosses out text
- **Draw** - allows you to draw anywhere on the document
- **Area** - lets you select a area and leave a comment



Submission details

The screenshot shows the SpeedGrader interface for a student named Bucky Barnes. At the top, there's a navigation bar with a back arrow, a user icon, the student's name, and a dropdown menu. Below this, the main area displays the submission details for an assignment. It includes a dropdown menu for selecting a student, a date and time indicator (Oct 18 at 8:28am), a pencil icon for editing, a section for submitted files (labeled 'Submitted Files: (click to load)') which contains a file named 'Basic Mac Buttons.docx', and a trash bin icon.

When you open SpeedGrader for a particular assignment, you will see each individual submission and the date and time that it was submitted. If the assignment was submitted after the due date, you will see a late label.

If you need to switch between students you can use the drop down in the upper right corner to get a list of students

As well by clicking on the pencil icon you can change the status to late, excused, missing or none.

Leaving a Grade

In SpeedGrader there are a few ways things are graded but for the most part Teachers will need to enter a grade in the little box near the out of score.

View Rubric is another way to set a grade (Please note the rubric *has* to be set up as Grade using rubric). By clicking “View Rubric”, fill it out and click save that will apply it as the grade.

Lastly Classic and New Quizzes do tend to try to grade themselves so make sure the teacher is updating the points per question in SpeedGrader

Assessment

Grade out of 10

/ 10

[View Rubric](#)

Question 1

/ 1 pts

Write your essay about the Amazon rainforest.

Your Answer:

Submit your essay on how time management.

 pdf-sample.pdf

Waiting for grade



/ 1 point

Leaving Feedback

Assignment Comments

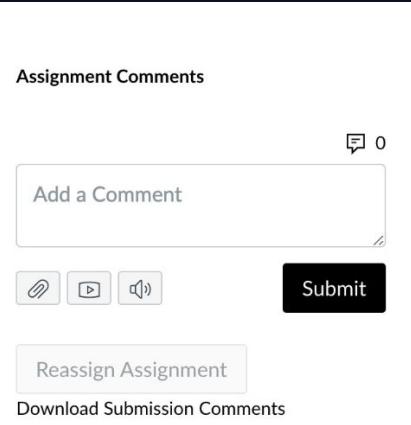
0

Add a Comment

Submit

Reassign Assignment

Download Submission Comments



Assignment Comments

* Good job!

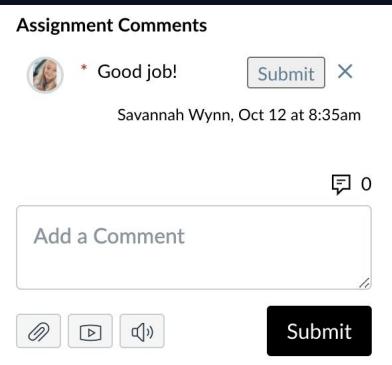
Submit X

Savannah Wynn, Oct 12 at 8:35am

0

Add a Comment

Submit



You can leave feedback for your students using text, an attached file, video, or audio. If its a group assignment you can choose to make the comment to all or one specific student.

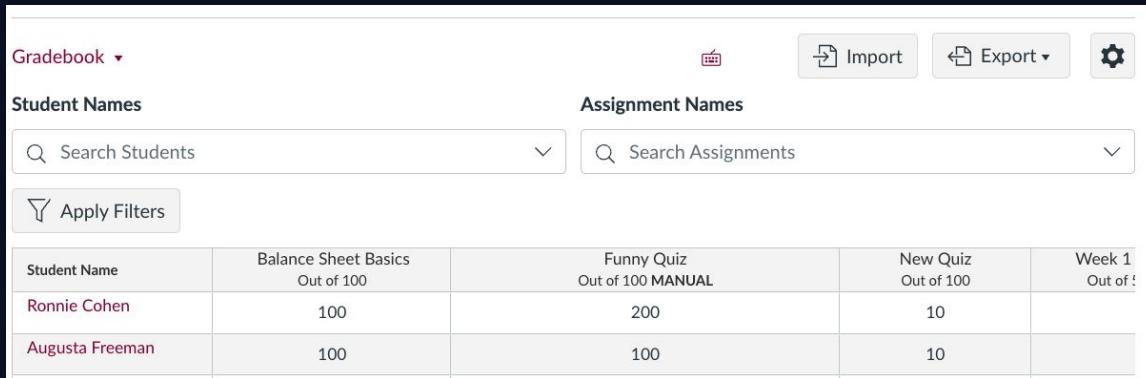
Pressing “**Submit**” will post for the student(s) to see.

If you navigate off the page before clicking submit it will put the comment in a draft state.

Gradebook

How is this different from SpeedGrader?

At a Glance



The screenshot shows a Gradebook interface with the following layout and data:

- Header:** "Gradebook ▾" on the left, and "Import" and "Export" buttons with dropdown menus on the right.
- Search and Filter:** Two search bars labeled "Search Students" and "Search Assignments" with dropdown arrows, and a "Apply Filters" button below them.
- Table Headers:** "Student Name", "Balance Sheet Basics Out of 100", "Funny Quiz Out of 100 MANUAL", "New Quiz Out of 100", and "Week 1 Out of !".
- Data Rows:**
 - Row 1: Ronnie Cohen, 100, 200, 10, (empty)
 - Row 2: Augusta Freeman, 100, 100, 10, (empty)

Student Name	Balance Sheet Basics Out of 100	Funny Quiz Out of 100 MANUAL	New Quiz Out of 100	Week 1 Out of !
Ronnie Cohen	100	200	10	
Augusta Freeman	100	100	10	

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade. (as set on the assignment itself)

By default only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included.

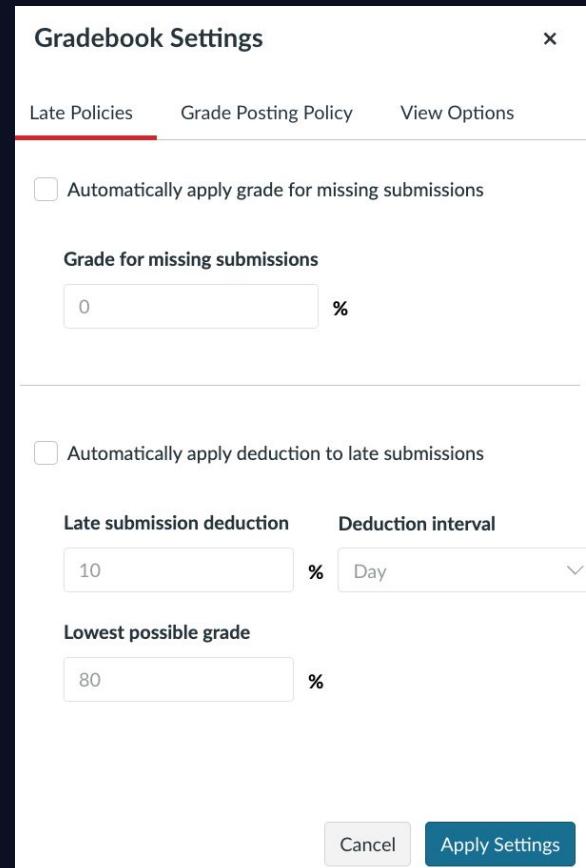
Late/Missing Policy

Click on the gear symbol in the upper right corner

The “Late Policies” tab allows you to apply late policies in your course.

The Missing Submission policy allows you to automatically apply a grade for submissions labeled as Missing. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The Late Submission policy allows you to automatically apply a defined penalty to submissions with a status of “Late”. A submission is labeled Late when it is submitted past the due date



Grade Posting Policy

Gradebook Settings x

Late Policies Grade Posting Policy View Options

Automatically Post Grades
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

Manually Post Grades
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

While the grades for an 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.

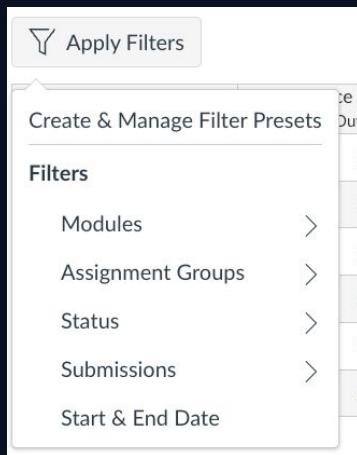
Cancel Apply Settings

The “**Grade Posting Policy**” tab allows you to change grade posting policies for your course assignments.

To automatically post grades and make them visible to students as soon as they are entered, the default setting is “**Automatically Post Grades**” option.

To hide grades and manually choose when to post grades and make them visible to students (before grading starts), select the “**Manually Post Grades**” option.

Changing The Gradebook View



Filters – filter columns by type (Modules, Assignment groups, Status, Submissions, Start & End Date, and grading period, if applicable)

The screenshot shows the 'Gradebook Settings' dialog box with 'View Options' selected. It contains three main sections: 'Arrange By' (Default Order), 'Show' (checkboxes for Notes, Unpublished Assignments, Hide Assignment Group Totals, and Hide Total Column, where 'Unpublished Assignments' is checked), and 'Status Color' (a list of statuses with corresponding color swatches and edit icons: Late (light blue), Missing (pink), Resubmitted (light green), Dropped (orange), and Excused (yellow)).

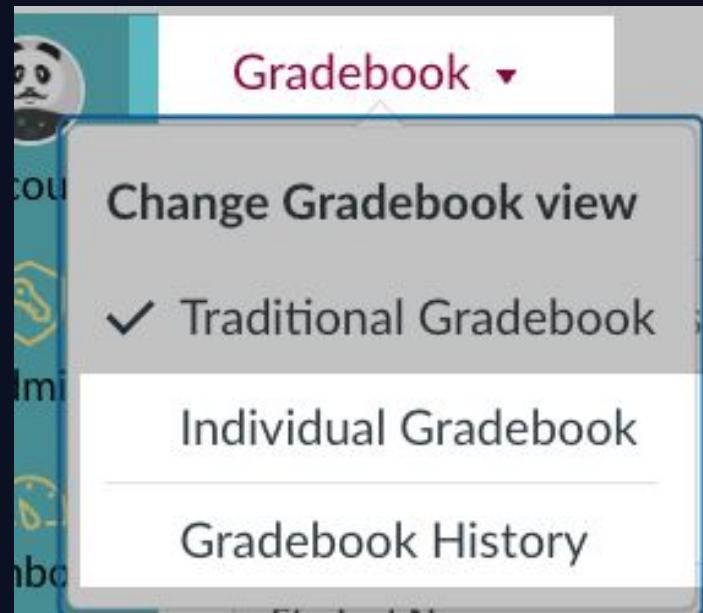
To adjust the gradebook arrangement, you can remove unpublished assignments, and hide assignment groups, as well as the “Total” column

To change the “Color” of different “Statuses” click the pencil to adjust them

Gradebook Tab

Individual View – allows you to assess one student and one assignment at a time and is fully accessible for screen readers.

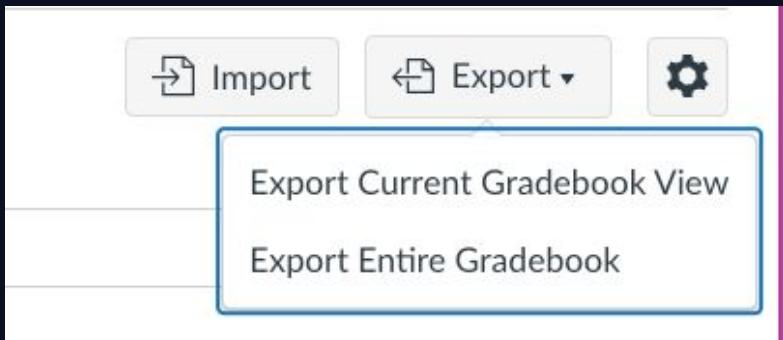
Gradebook History – displays the Gradebook History page, which logs recent grade changes in the course according to student, grader, assignment, and date.



Import & Export

To bulk manage student grades in the Gradebook, you can also import grades and export grades.

If filters are configured “Export Current Gradebook View” will allow a teacher to download that view into a CSV spreadsheet



Curve Grades

Canvas allows instructors to curve grades for individual assignments. To curve grades, select the Curve Grades option in the Gradebook. Canvas asks for an average score and then adjusts the scores along a bell curve around that score. Student grades will be impacted differently based on where they are in the distribution of scores. Perfect scores will not be affected by curving grades.

Grade curving cannot be undone

Default Grade

This is the alternative to Curve Grades. If you want to set a default grade for a certain assignment, use the assignment drop-down menu. Default grades can either be applied to all students or only students who have not yet received a grade.

Account Level

The things handled by an admin

Admin Role

In Canvas, the Admin role is the administrator role. Users assigned the Admin role oversee and manage an institution's Canvas account or a Canvas sub-account within an institution. Admin permissions allow users to manage terms, create courses, view and moderate enrollments and content for all courses within an account, and view course and account data.

Course

When you open an account, the account defaults to the Courses page.

The Courses page displays all courses in the account. You can view and filter courses by term and teacher and search for courses individually. You can also sort search result columns in ascending or descending order.

Contains some quick options on the right to make edits such as adding users, changing names etc.

Creating a course

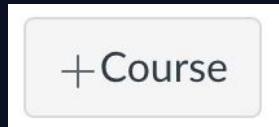
We are going to create 1 extra course together!

Click **+Course** in the upper right corner and then another window should come up with the following options.

Course Name - We want you to create a course you are excited about so let this course be something you like. For example: it could be about a hobby you have.

Reference Code - also referred to as the "Short Name" or "Course Code," is used as the Display Name for the course in Navigation, this can be whatever you like.

Subaccount and Enrollment Term - We can leave these to their set defaults



Add a New Course ×

Course Name

Reference Code

Subaccount
 Begin typing to search

Enrollment Term
 Begin typing to search

Cancel Add Course

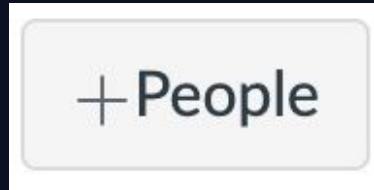
People

The People page is a place for administrators to manage users at the institution, create new ones manually, and easily access specific information relating to those users.

An Admin can sort this list by their role (student, teacher, etc), and search with their name, email, login username, or specific ID.

Adding People

If an Admin wants to create a new user “manually” they will click the [+People](#) button in the upper right hand corner of the screen.



Full Name - is used for grading, and other administrative items.

Display Name - is the what other users will see in discussions, announcements, etc. The user can set his or her own display name if the setting is enabled.

Sortable Name - is the user's last name, first name default. This name appears in sorted lists and admins can search for it.

Add a New User x

Full Name This name will be used by teachers for grading.

Display Name People will see this name in discussions, messages and comments.

Sortable Name This name appears in sorted lists.

Email

SIS ID

Email the user about this account creation

Cancel Add User

Email Alias

This is something that would only relate to us, not administrators

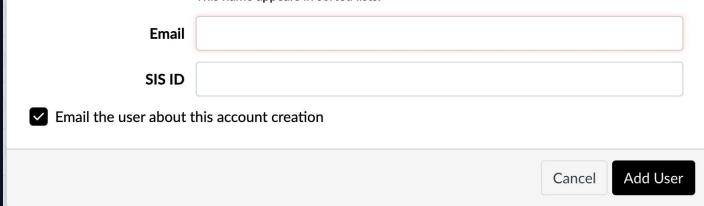
If you want to make a new user **you** will use an email Alias, admins would use a regular school email.

Here's what **you** will need to do.

We are going to use this email for the example:
alisia.young@instructure.com

To be able to use this email multiple times (to eventually create many users) we will give it an alias, which is just adding a “+” after the first part of the email.

So it would look like this: alisia.young+alias@instructure.com



A screenshot of a user creation interface. It features two input fields: 'Email' and 'SIS ID'. Below these fields is a checked checkbox labeled 'Email the user about this account creation'. At the bottom right of the form are two buttons: 'Cancel' and 'Add User'.

User Creation

Once you have gotten here your screen should be mostly filled out..

The last two things we will mention are:

SIS ID - is the SIS ID of the user. We will be going over what exactly this means soon, but for the meantime you can leave this blank.

Email the user about this account creation - is an option to send the user an email about his or her new account. Please un-check this box

After all this is filled out we can now “add user”.

Add a New User x

Full Name	Wanda Maximoff
This name will be used by teachers for grading.	
Display Name	Scarlet Witch
People will see this name in discussions, messages and comments.	
Sortable Name	Maximoff, Wanda
This name appears in sorted lists.	
Email	swynn+wandavision@instructure.com
SIS ID	

Email the user about this account creation

Cancel Add User

User Page

Nandor The Relentless

Name and Email

Full Name: Nandor The Relentless
Display Name: Nandor The Relentless
Sortable Name: The Relentless, Nandor

Profile Picture:  Remove avatar picture

Default Email: pandapractice+nandor@instructure.com
Time Zone: None

[Edit](#) | [Act as User](#) | [Merge with Another User](#) | [Suspend User](#) | [Delete from Panda Practice](#) | [Delete from ALL accounts](#) | [Clear User Cache](#)

Login Information

Nandor SIS ID: 17 Integration ID:	Panda Practice	Last request: never more...	
---	----------------	--------------------------------	---

[Add Login](#)

Enrollments

Courses (5)

Commons, What We Do in the Shadows PM
Active, Enrolled as: Teacher
[See Student Interactions Report](#)

Commons, What We Do in the Shadows AM
Active, Enrolled as: Teacher
[See Student Interactions Report](#)

Course for Studio Examples, Studio
Active, Enrolled as: Teacher

This is the most common place you pull up with each case that you work. This has the ability to let you “act as user”, get a quick glance at their courses and even get a look at their page view.

Something to note about this page, it is always a good idea to keep this page open when working with the specific user, **Command + click** will open a new tab if you open anything on this page

Permission

Admins can review and manage permissions for course-level and account-level user roles. Depending on the user role, you may want to edit default permissions and set custom permissions for a user role in your account. Permissions grant or deny access to specific features within an account and course.

Account Level Roles - are granted to each Canvas admin and define the type of access each admin has in the account. Schools can create custom account-level roles depending on the needs of their institution.

Course Level Roles - grant or deny access to specific features within a course and are applied to any user granted a specific course-level role. Each new role created must be based on an existing option (student, teacher, TA, course designer, observer) Some of these roles have inherent permissions that cannot be changed.

For Example: Students cannot access the grades page, Observers cannot participate in assignments.

Themes

Each Canvas account displays a default Canvas theme. You can create and manage themes using Canvas templates, or you can create a theme specifically designed for your institution.

The Themes page displays all available templates and saved themes for your institution.

All default themes for Canvas display in the Templates section. Default templates are used as a starting point for admins to create their own themes and cannot be deleted.

Sub-accounts

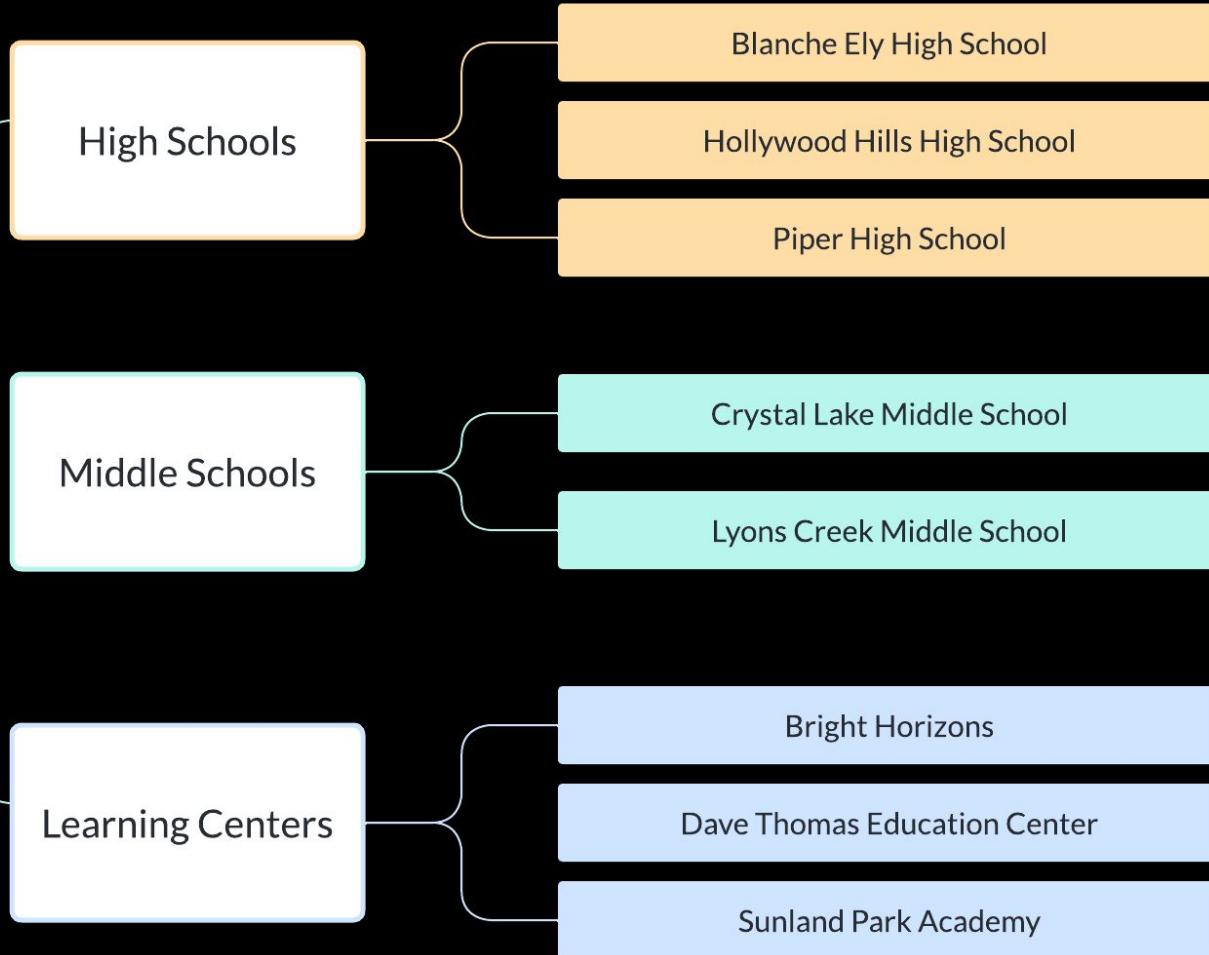
Sub-accounts are located within the root account. However, sub-accounts can include additional nested sub-accounts, and sub-account admins can view a list of all the sub-accounts in their account.

Sub-accounts can be organized based on:

- Departments then Sub-Departments. For example: Science Department; Physics/Biology/Chemistry
- Departments then Sub-Departments then Course Type. For example: Science Department; Biology; Face to Face/Blended/Fully Online
- School then Grade-level. For example: K12 School; First Grade

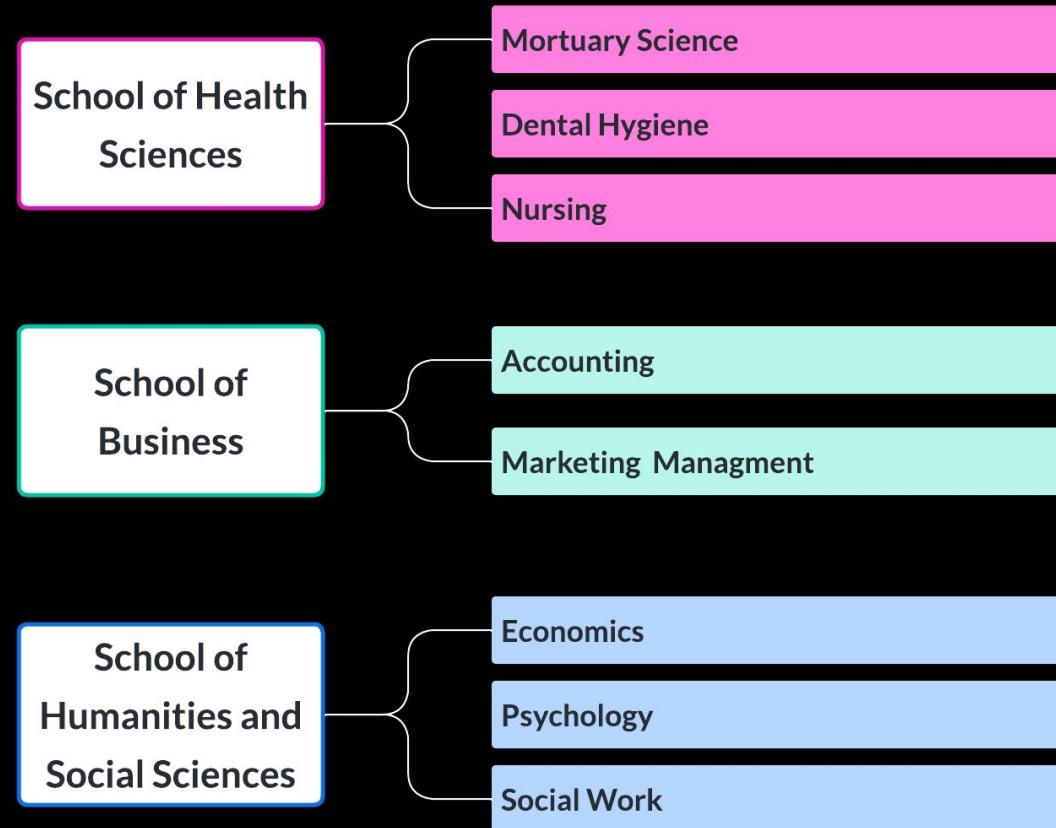
K12 sub-account example

Broward County Public Schools



Higher Ed sub-account example

Salt Lake Community College



Authentication

Schools have a few different ways they can have their user sign into Canvas. The default option is to use Canvas Auth (which allows them to reset their password in Canvas), they also have ways through a Single Sign on (SSO) or they can configure a third party sign in.

Canvas Authentication has a Self Registration process and here is what they all mean:

Disabled - No new accounts can be created on the Canvas sign on page. (not to be confused with them removing Canvas auth from their account)

All Account Types - Any course level roles can be created with this option selected

Observer Accounts Only - With this option it will only allow creation of Observer account

Current Provider

Canvas

You can log in directly with this provider by going to /login/canvas

Self Registration

- Disabled
- All Account Types
- Observer Accounts Only
- Require Captcha for Self Registration

SIS Imports

SIS stands for Student Information System. SIS allows you to bulk upload information utilizing a CSV file.verses having to enter everything manually.

Some schools have an automated process (that we will go over in a future set of slides) or some created their own CSV and upload on as needed bases in Canvas.

Panda Development Course

Let's take a couple minutes to complete Module 6 |
“Hands on SIS”

Settings

The Settings page on the Account Level is MASSIVE. There are A LOT of different settings here that an Admin can utilize to modify the way that they wish Canvas to work for their institution. You will see the settings page broken into sections with different headers and although we won't focus on all of these it will be useful to know what general options are available here.

- **Account Settings** - A grouping of options that an Admin can modify to change the way items work within the institution. Such as, the institution name, language, time zone, whether teachers can rename courses and change course dates, whether the content in courses can be downloaded for offline use.
- **Cloud Information** - What type of Canvas instance this is and any domains it has.
- **Personal Pronouns** - If pronouns are enabled for users at the institution.
- **Acceptable Use Policy** - A pop up policy that users must agree to on first Canvas login.
- **Quiz IP Address Filters** - Preset IP addresses that can be used in all courses to filter where students can take exams.
- **Features** - Additional features that can change the way that Canvas appears, functions (Canvas For Elementary, Password setting by Admins, Scheduler, Users editing their own names).
- **SIS Agent Token Authentication** - Input for connecting Canvas to a Student Information System.
- **Help Menu Options** - Ability to customize the Help Menu in Canvas. Can create or modify new sections to assist users.
- **Similarity Detection Platform** - A pledge that students agree to when submitting assignments using a similarity detection platform.
- **Enabled Web Services** - Ability to connect with other web tools such as Google Drive, Skype, Twitter.
- **Course Template** - Option to set a course as a template, which all other new created courses will mirror
- **Who Can Create New Courses** - Whether Teachers, Students, or Users with No enrollments can create new courses (Admins can by default)
- **External Integration Keys** - This space links the Canvas instance to the correct account in Salesforce (Our ticketing system)

Admins

This provides a list of everyone who has Root Account Admin permission.

On this list you can manage who has the permissions and defining what “account role” they hold if any custom ones.

Global Announcements

Global announcements allow Admins to contact all or specific users within an account or subaccount using one message.

You can create five different types of announcements: warning, error, information, question, or calendar. Announcements can also be set for a specific time range for example if the school was going to be closed for a holiday they could post an announcement to let students know.

Reports

Canvas has a set of default report Admins have to review account data.

The most notable report is the “[Provisioning](#)” which allows Admins to configure a customized report from categories they can pick from and choose to also view deleted items.

Apps

This is the same set up as it is with a course but this is for the whole account. Admins can set-up third party tools in here and a teacher can then access them in their courses.

Note how your “Attendance Tool” we set up isn’t here? You can add this to your account level then any future courses will have the set-up all ready to use.

Feature Options

Very similar to how it is set up in a Course. Admins may have the option to implement features to be available within courses. To see the current available ones they will go to that page.

Ones to look for are “[New Quizzes](#)” or “[Assignment Enhancements - Students](#)”

The green check mark means it is enabled and if the lock icon is unlocked it means teachers have the option to turn it on or not. When the lock is locked it means the feature is set on for everyone and only the admin can turn it off.



URLs

Ones to know and things to notice

URL Pathing

The URL within Canvas will conveniently indicate which page you (or a user) is on and it can help to be aware of these URLs when assisting our users.

The format of a Canvas URL will follow some key guidelines. It will always begin as instance.instructure.com and be followed by the location within that instance. Location consists of both a name and an ID. For Example:

<https://ktvincent.instructure.com/courses/605269/assignments/645989>

<https://ktvincent.instructure.com/accounts/self/settings#tab-settings>

The initial path indicator such as courses or accounts indicates if you are on the course level or the account level. The number that follows is the ID of the specific course or account you are in. Within a course this goes further and you can see if you are at an assignment, discussion, quiz, etc. as well as which specific item based on the ID that follows.

Becoming a user

There are ways within the UI to act as a user but sometimes you want to quickly do so via the URL. Each of the examples can be added to the end of the URL on the course page you wish to act as someone.

?become_student - will have you become the first student on the course roster

?become_teacher - will have you become the first teacher on the course roster

?become_user_id= - will allow you to become any user you please, given that you have provided their user ID (found in the URL on their User Page)

Production, Beta, and Test

Each Canvas Instance can have 3 different environments. These are Production, Beta, and Test.

Production - This is the main instance and is where Teachers will create their courses for students to actively take.

Beta - The Beta environment was designed as a place to test out new Canvas features or changes before they go into the live/production environment. The Beta environment updates each week.

Test - The Test environment was designed as a place for Admins to test out things such as SIS Imports before running it in the Production environment to make sure all is working as intended. The Test environment updates the third Saturday of each month.

Updates - An environment “update” means that at the specified date and time the environment will reference and match the production environment. So any changes that were previously made in Beta or Test would no longer be there.

Cross Domain

We mentioned that every institution has a general Canvas URL [instance].instructure.com

However, not every institution uses this and some may use their own vanity URL. Due to this we sometimes have to tell their vanity URL that we are Site Admins who have access to all things Canvas.

A vanity URL will bring us to the login page for the institution. When it does this we can add ?cross_domain_login=siteadmin.instructure.com to the end of the URL to tell it to let us in.

Here's an example of this:

<https://canvas.pitt.edu/accounts/self> takes us to a school sign in but when we add the cross domain it logs us in

https://canvas.pitt.edu/accounts/self?cross_domain_login=siteadmin.instructure.com

CONGRATULATIONS

U DUN IT!