



# CANVAS EARLY ADOPTER APRIL ROUNDTABLES

Questions and Answers

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### What 3<sup>rd</sup>-Party tools will be active in Canvas?

The IDT team is coordinating with 3rd-party vendors and the UH System Information Security Office to get as many 3rd-party tools as possible deployed in Canvas. Below are the status updates on that effort.

#### Third-party integrations completed:

- Ally
- Cengage
- Echo360
- Follet Discover
- Pearson Revel
- Pearson MyLab & Mastering
- Sage Vantage
- WileyPLUS
- RESPONDUS Exam 4.0

#### Third-party integrations currently in progress:

- MacMillan
- McGraw Hill
- Office 365 (incl. Teams)
- ProctorU
- Respondus Exam
- Zoom
- Turnitin - hoping to have for summer 2023
- TestOut (LabSim)
- Aktiv

#### Third-party integrations that will not be integrated until just before Spring 2024:

- Perusall – per the vendor, we cannot run Perusall simultaneously in two systems.

### Will both Classic Quizzes and New Quizzes be active in Canvas?

Thanks for asking this question. Classic Quizzes and New Quizzes are now both active in Canvas. For more information about quizzes in general, Classic Quizzes, and New Quizzes, feel free to review the following resources:

- **General Information About Quizzes**
  - [Canvas Basics: What are Quizzes?](#)
  - [Canvas Instructor Resources: How Do I Use the Quizzes Index Page](#)
  - [Canvas Video: Quizzes Overview \(Instructors\)](#)
- **New Quizzes**
  - [Classic Quizzes/New Quizzes Comparison Document](#)
  - [Canvas Basics: What is \[sic\] New Quizzes?](#)
  - [Canvas New Quizzes: Basics and Benefits](#)

### How will SU23 students know whether their classes are in Canvas or Blackboard?

The IDT team will use several strategies to make students aware of the Canvas hosted classes.

1. For courses being taught in Canvas, the IDT team will put a note in the corresponding Blackboard shell telling students the course is being taught in Canvas and how to get to it. NOTE: Unfortunately, we can't stop your blank shells from showing up in Blackboard.
2. The IDT team will also email all students whose classes are using Canvas via the email they have on file in eServices.
3. Additionally, the OIT Support Center will have a list of which classes are in Canvas. So, if students call and say, hey, where's my class? They can look it up for them as well.
4. The IDT team is preparing a UHCL Student Canvas Support page, on which we'll include the list of courses in Canvas for SU23/

### Advice from Dr. Decker

Dr. Decker raised a very good point about copying large, complex Blackboard courses into Canvas. Keep in mind that every item in your Blackboard course becomes what's known as a page in Canvas. Faculty are advised to clean up and streamline course contents in Blackboard as much as possible before exporting to Canvas.

### If I have two sections of students, what's going to be the process of merging, and when is this going to happen? How do I merge sections?

We will not be hooked up to PeopleSoft for SU23. Therefore, the IDT team will manually create blank shells for any courses that you are going to be using for Canvas. Therefore, if you have two sections of students, you'll see two separate Canvas shells. For more information about how to combine multiple sections and cross-listed sections into a single course, please review Canvas' support page, [How do I cross-list a section in a course as an instructor?](#) and the accompanying video, [Cross-Listing \(Instructors\)](#).

### When you do the manual upload of students, how is that going to update everyone who keeps adding, like students who add the class late?

The IDT team will be extracting enrollment data from PeopleSoft twice daily and manually uploading those changes via a CSV file to Canvas at that same cadence.

### Once students are added to a Canvas course, can they begin receiving notifications from the course immediately, or only after class begins?

Thank you for asking this question. The IDT team has not yet tested that function, but we've added it to our list of items to investigate shortly.

I have a delayed announcement set up in Canvas to tell students to go to Canvas. Where will that email go?

First, **setting up that automated announcement is an excellent idea!** Second, emailed Canvas announcements will go to whatever e-mail the student has in eServices/PeopleSoft, just as emailed Blackboard announcements do.

Should I go finish updating my Blackboard course for the next term and then export and then import it into Canvas? Or should I transfer my contents from Blackboard to Canvas and then edit my course?

This may seem as though it runs contrary to my response to an earlier question. However, this is a different circumstance. Unless it's a very large, complex course that needs to be trimmed to make it more manageable, the IDT team recommends making any updates for the next semester only **after** you import the contents into Canvas. We haven't identified any specific items yet that aren't coming over with the migration. However, information from other institutions suggests that sometimes things do fall through the cracks between the two systems. We would hate to see you put in a bunch of work on the Blackboard side that you then have to duplicate in Canvas.

Is there some way that we can add a few more students to our sandbox so we can look at what they're going to see and what I'm going to see?

Absolutely, if you would like some student role users added to a Canvas shell, please email our colleagues in OIT's Support Center a message to request it. We'll then load a few folks as student users in your course.

I have a question about grading, specifically the overlapping numbers in the grading schemes. Can those be changed?

The grading schemes are editable. For more information, you may want to review Canvas' support page, [How do I use grading schemes in a course?](#), and the related topic, [Manage Grading Schemes](#).

I found out that, if you have an old class, stuff that you had hidden in Blackboard suddenly reappear in Canvas. As a result, there's a lot of cleanup I have to perform.

Legacy content from Blackboard shells can result in more cleanup on the Canvas side. Because the two learning management systems are so different, Canvas can't tell which items from your Blackboard were hidden. As discussed previously regarding larger, complex Blackboard courses, you may want to do some cleanup of hidden and outdated materials from your Blackboard course and its Files area before exporting to Canvas.

I used the quiz tool with four questions that should add up to one point. When I tried to apply a point value of 0.25 per question, Canvas converted them to 1 point each. It seems that Canvas does not do partial points, so people need to be aware of that. Thanks for sharing this information. Although it's a bit old, I did come across a [Canvas forum post about a very similar case](#). Per the response, it sounds as though Canvas should be able to accommodate question values less than 1 point. The IDT team will schedule this for further investigation.

Right now, we have to send a request to have our shells created in Canvas. In the future, will all courses automatically get a shell in Canvas?

Yes. This is just a temporary early adopter workflow. If it exists in the schedule a shell will be created in Canvas (**except for TDCJ courses**). SU23 shells will start being manually created during the week of May 1, 2023.

Personally, I forget which blog post had which piece of information, and then I go back to the blog and I kick on canvas and I start scrolling through all the posts looking for the thing I needed and then I get frustrated and I quit. So, is there an organizational thought of how we're going to catalog all of this wonderful feedback?

Thanks for your feedback on this issue. Determining a single communication stream that all faculty users prefer remains a challenge, but we are looking into better ways to share critical Canvas-related information. Our first effort is already underway, with one of our graduate interns going through the Articulate newsletters and extracting each major article as its own standalone lesson. Once she completes that task, we'll provide a list of those items and their hyperlinks on our [Canvas Faculty Support page](#). Per a similar question at our second round table session, we are also working to add release dates to our videos.

How do I access the Canvas training?

If you're an early adopter, you should see the tiles for a course called UHCL Growing with Canvas (Instructor Training) on your Dashboard when you log into <https://uhcl.instructure.com>. If not, please contact our colleagues in OIT's Support Center to request IDT team assistance. They will create a help ticket and assign it to our team, and we'll get you added to the training within two business days.

How do I log into Canvas?

If you're a registered early adopter, make sure that you use the hyperlink/URL for UHCL's Canvas system – <https://uhcl.instructure.com>. Before summer classes begin, we should have a tile for Canvas at go.uhcl.edu.

What's the difference between a sandbox shell and a real shell?

The "sandbox" shell for early adopters was intended to be a place in which you could perform the "hands on" activities described in the online Canvas training course. However, you may use it as best

suits your needs to practice in Canvas, test new tools, etc. Early adopters who have completed the online training and have requested Canvas shells in which to prepare their actual SU23/FA23 Canvas courses are given temporary “master” shells. After your official SU23/FA23 shells are loaded into Canvas, you can easily copy contents from your Canvas “master(s)” into the new shells.

### Will we have canvas master shells like we had in Blackboard or not?

Right now, for early adopters, because we have not yet loaded blank semester shells, we are using the term “master” at the end of the course ID (MST). Going forward, once we are in spring 2024, master shells will only be used in two specific instances: (1) you are developing a new 100% online course, or (2) you are one of only a few people who have historically updated their master courses and then copied the contents into their semester offerings. Those who use their master courses in this way in Blackboard will retain the option to do so in Canvas.

### Will we eventually be able to get to Canvas from <https://go.uhcl.edu>?

Yes! We actually already have a hidden tile that connects to our Canvas BETA system, and we’re testing its functionality. We expect to have an active tile for “real” Canvas (a.k.a., Canvas PROD) in <https://go.uhcl.edu> before SU23 classes begin.

One thing that’s been helpful for me is a “cheat sheet” on Canvas that I got from a colleague at another institution. It has brief instructions on how to do many things -- how to copy a course, how to set up a grade book, how to transfer, how to get sections together and things like that. And I agree that videos are helpful. But it would be helpful to have a document with the same instructions written out as well.

Thank you, Dr. Pavlova and Dr. Anders, for sharing the “cheat sheet” document with our team. We’ve included a copy of it at the end of this document.

In a recent newsletter you posted about splitting big lecture videos that are about 1-2 hours into smaller pieces. But what is also used now in YouTube and in other places is putting these tags with marks. So, for example, in this section I talk about present value of annuity and students can go to each tag and just watch that section. Is that available in Echo360?

That feature doesn’t exist in Echo360 at this time. However, I would imagine that they are working on it. As you’ve noted, that has become a very common feature in a lot of videos, so I’ll definitely check on that with our Echo360 rep.



In Canvas, when I transferred my course, my quizzes appeared in in the modules. However, they also appeared in the quizzes section and in the assignment section. What I did is I hit the assignment section and now my quizzes are in two places and I just wanted to see if that is common? How are others handling them being in multiple locations in the course? I know this will probably be class dependent, but it's surprising how many places you can see the same thing copying over.

This is one of those double-edged swords about Canvas. It gives faculty a lot of flexibility, but for a lot of people, it's too much flexibility because you can have things in multiple places, and it can therefore confuse students. First, to clarify, you will likely see multiple links to the same items (e.g., Exam 1) in multiple locations in your Canvas course. They all point to the same single item, so you don't actually have 3-4 Exam 1s.

In a recent newsletter, I wrote a piece about streamlining your Canvas course. As I noted in that article, we recommend using a limited amount of redundancy in Canvas. In my own case, I have assignments within the Modules in which they are due. However, I also make the Assignments menu link available, so that a student can quickly get to just the assignment they need to submit without having to navigate Modules. That's the extent of duplication I'd recommend. However, every instructor has their own preferences and needs, so there isn't a "one size fits all" answer.

How do you move the sections up and down in the Assignments page in Canvas? I know that you can move little the little ones up and down but how do you move the whole sections?

There is an icon consisting of two vertical rows of four dots each, located to the left of each category label (e.g., Assignments, Discussions, etc.) on the Assignments page. Click and hold on that icon to drag the entire category up/down the page.

When we access canvas in the classroom from <https://go.uhcl.edu>, is that going to be the same hassle as with blackboard like every single time I go to a classroom, I log in and I need duo two factor authentication (i.e., it's not going to remember me for 30 days in the classroom)?

Two-factor authentication will work the same for Canvas as it does with Blackboard. That behavior is a function of either DUO or QuickLaunch, neither of which the IDT has any control over. no. I would encourage you, especially if that is a particular pain point, to raise that issue with Dr. Gaskins or your college's representatives on the University Technology Advisory Committee.

If you have questions about the rationale for these newer authentication tools, please contact UHCL's designated Information Security Officer from the UH System Information Security Office. His name is Gotham Teneja, and he could give a better explanation regarding why that was put in place across the system. I also don't want to speak incorrectly about two-factor authentication and similar requirement and defer to him as the expert on our data security policies.

### Is there a Canvas mobile app for the student?

There is! The Canvas Student App is available for both Android and iOS devices. For more information, you may want to review the Canvas video, [Canvas Student App](#). There is also a Canvas Teacher App, as discussed in the Canvas video, [Canvas Teacher App](#). Although it has room for improvement, the Teacher App is much better and more functional than the Blackboard Instructor app. The Teacher App is reported to work especially well on an iPad.

### Are there any types of sessions or trainings or anything like that that you can think of that we can provide to you between now and when you need to use Canvas for the first time?

Requests and recommendations from those in attendance included the following topics:

- **Resources (video and document) about user support resources built into Canvas:** We're working on that and hope to have it posted in another week. In the meantime, we strongly recommend reviewing one or more of the resources on [Canvas' Instructor Guides page](#).
- **Respondus Lockdown Browser:** Tutorials to be created after the Canvas support resources described above.
- **Student Training:** All students in Canvas will have access to the Canvas Online Training (Students). In addition, the IDT team will host some open walk-in "overview" Canvas orientation sessions for students during the first week of the new semester.

### In Blackboard, you could delay the release of the questions with the answers/feedback. Can you do that in Canvas, and if so, how do I make the questions and feedback available, but not until after all students have taken the exam or the deadline has passed?

Although we haven't yet tested this feature ourselves, LTA Sam Houston located the following Canvas support resources that may be of some help:

- New Quizzes: [How do I manage settings for a quiz in New Quizzes?](#)
- Classic Quizzes: [What options can I set in a quiz?](#)

### What is the best browser to use with Canvas?

As with Blackboard, the most stable browsers are Chrome, Firefox, and Safari (for MacOS). If experiencing problems in Canvas, it's a good idea to switch browsers and see whether the problem persists. In addition, you may find the Canvas Community post, [What are the browser and computer requirements for Instructure products?](#) of value in answering this question. That page also analyses your device's browser, Java settings, Cookies settings, and JavaScript functionality as a way to check baseline compatibility.

## Canvas Faculty Cheat Sheet

### CREATING AN ANNOUNCEMENT

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to all of your students in that course. There are many different features for announcements.

To create an announcement:

1. To get to announcements, choose your desired course at the top, and click Announcements, located on the left side of the screen.
2. Click Create Announcement button, located on the right side of the screen.
3. Insert a title in the title box.
4. Add your content in the textbox for your announcement. If you want to add a file, click Attach File, located under the textbox, then click Browse.
5. Optional: You have more options by clicking More options, located under the textbox. These include:
  - ☐ Delay posting this message.
  - ☐ Replies are not visible until after users post.
6. Click Add Announcement when you are finished creating your announcement.

### ASSIGNMENTS

To create a new assignment:

1. Choose the desired course from the course tab on the main dashboard.
2. On the left, click Assignments.
3. Optional: On the right, located under the Add Assignment button, choose the desired group in the drop menu.
4. Click Add Assignment.
5. Name your assignment.
6. Enter a due date for the assignment. You can either type out the date or click the blue calendar icon to the right of the box and choose the specific date.
7. Under the name, there is a small drop menu where you choose the type of assignment.
8. Enter the number of points the assignment is worth in the points box.
9. You can then either click up date or click More Options, which is under the points box.

### EDITING ASSIGNMENTS

To edit an assignment:

1. Choose the desired assignment. On the right side of the screen click Edit Assignment.
2. You can then add content if you wish to:
3. On the right, there is a box with content options for the assignments.
4. Add desired text in the text box.
5. Below the text box there are several options that you can set for your assignment.

### Canvas Guides and Videos

General Canvas Resources—Student and Faculty

<http://guides.instructure.com>

Canvas Instructor Guides

<http://guides.instructure.com/m/4152>

Canvas Video Guides

<http://guides.instructure.com/m/4210>

### CALENDAR

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure.

To use the calendar:

1. Click the Calendar tab, located on the top of your screen.
2. If you are creating an assignment first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date.
4. Create a new event or assignment (If you click More Options you can add content to the event or assignment).
5. Click Submit.
6. The item you just created should appear on the calendar.

### PAGES

The purpose of pages in Canvas is to provide an area for instructors to display information that does not necessarily fit into an assignment or into any of the other areas.

To create a page:

1. First go to the desired course and click Pages on the left side of the screen.
2. Click Create a New Page located on the right side of the screen.
3. Enter a name for the new page and click Create.
4. Enter the desired information in the textbox.
5. You can insert content in the page by using the right side of the screen.
6. You can also add media.
7. You can choose to hide a page from students, who can edit the page, and whether to notify students of changes by looking under the textbox in the middle of the screen.
8. Click Save Changes to complete your page.

The list of all your pages will appear on the right. There will be groups of common pages, recent changes, and all pages to make it easier for you to choose a page. You can always go back and edit your pages by, choosing which page you want to edit and clicking Edit this page.

You can view a page's history by choosing a page and clicking the blue clock button Page History. That gives you all of the times that page has been edited or revised.

### MODULES

1. Click the course you wish to add a module to.
2. On the left, scroll down until you see Modules. Click Modules.
3. On the top right, click Add a New Module.
4. A box will appear. Name your module and choose the settings for it.
5. Click Add Module.

To add content to your module:

1. Choose the designated course.
2. On the left, click Modules.
3. Find the module listed on the page.
4. Under the name, click Add item to Module.
5. In the Add dropdown menu, choose the file type.
6. Choose [New Assignment], located at the bottom of the list, or choose another assignment in the list if you wish to associate the module with an already existing one.
7. Choose an Indentation if desired.
8. Click Add Item.

### CUSTOMIZE HOME PAGE

There are many different options for personalizing the Home Page. Instructors can customize what their home page will look like to their students. It is away for instructors to direct their students' attention in the direction they want.

To customize a homepage of a course:

1. Click Home, located on the left.
2. In the middle section of your screen, click Change Home Page Layout.
3. You will be given options for your homepage in a drop down menu.
  - ☐ Communication Stream
  - ☐ Page I'll design myself
  - ☐ Course Modules/Sections
  - ☐ Assignment List
  - ☐ Assignments with Syllabus
4. After you choose an option, click Update Layout.

### QUIZZES

The quiz tool can be used to create and administer online quizzes and surveys. There are varieties of different types of quizzes, question types, and quiz options:

To create a quiz:

1. Choose a course.
2. Click Quizzes on the left.
3. Click Create a New Quiz, on the right.
4. You can add instructions in the textbox that appears.
5. Choose the type of quiz you want on the right.
  - ☐ Practice quizzes
  - ☐ Graded quizzes
  - ☐ Graded and ungraded surveys
6. There are options on the right.
  - ☐ Shuffle answers.
  - ☐ Set a time limit.
  - ☐ Students can see their quiz results with or without showing the correct answers.
  - ☐ Allow multiple attempts.
  - ☐ Keep the highest score out of the attempts.
  - ☐ Require an access code in order to view the quiz.
  - ☐ You can lock the quiz before and after the due date.
7. To add a question, click New Question located under the textbox.
8. If you want to use a question that you have already created, click Find Questions under the edit quiz textbox.
9. Choose a question type.
  - ☐ Multiple Choice
  - ☐ True/False
  - ☐ Fill in the Blank
  - ☐ Fill in Multiple Blanks
  - ☐ Multiple Answers
  - ☐ Multiple Dropdowns
  - ☐ Matching
  - ☐ Numerical Answers
  - ☐ Formula Question
  - ☐ Essay Questions
  - ☐ Text (no question)
10. Enter the question information including the question, answer choices, point value, and other options.
11. To select a correct answer, click the arrow next to an answer choice.
12. Click Update Question when you finish it.
13. To finish a quiz, click Publish Quiz located on the right.

There are also options listed on the right when you choose a quiz, after it is published.

## INBOX

Canvas has a system that collects messages from different activities within your courses. It may look like an email system, but it is not. You can access your inbox at any time.

On the top right of your screen, click **Inbox**, which is located to the right of your name.

- ☐ All of your messages will appear when you open up your inbox.
- ☐ You can choose which messages you wish to appear by checking the boxes located on the right side of the screen.
- ☐ You can view your sent messages by clicking **sent messages** located next to the word **Inbox**.
- ☐ You can also view a specific student's messages by clicking the **People** tab.

## NOTIFICATION PREFERENCES

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Go to your **Profile** located at the top right of your screen.
2. On the left hand side of the screen, click the tab labeled **Notifications**.
3. Once there, you'll see a list of multiple notifications you have control over. Customize the settings to your preference.
4. Click **Save Preferences**, located at the bottom.
5. Once you are finished updating your assignment, click **Update Assignment**.

## SENDING MESSAGES

Canvas allows users to speedily contact other users.

1. Login to Canvas and click **Inbox** in the upper right corner.
2. Click **Write a Message** on the right side.
3. Select the course you wish to choose from in the drop-down menu.
4. Click the **Select Recipients** button.
5. Choose who you want to send a message to, then click **Add Recipients**.
6. You can select all by clicking **Select All** on the right side of the recipients box.
7. Those selected (students/professors/individuals) appear next to the **Select Recipients** button.
8. Fill in the Subject and Message.
9. *Optional:* Add an Attachment by clicking **Add Attachment** located to the right under the text box.
10. *Optional:* You can also add a media comment by clicking **Media Comment**, located under the text box.
11. If you wish to have the message appear as an announcement, check the **Also post as an announcement** box, located under the text box on the left side.
12. Click **Send Message**.

## SPEEDGRADER

The purpose of the SpeedGrader tool is to allow instructors to use a grading system that can be viewed on one page. It allows the instructor to grade, write comments, add video or audio comments, and make any changes to their grading. The SpeedGrader allows instructors to access a grading system that is quick and easy to use.

1. Access the SpeedGrader.
2. Choose the assignment that you want to assess.
3. The first student's assignment will show on the screen. If you want to assess another student's work, navigate to the student whose work you want to assess by clicking on the navigation arrows.
4. Click **Edit/View Rubric** on the right.
5. Click on the appropriate point value for each criteria of the assignment.
6. Enter the total points earned for the assignment.
7. Save the point value assigned.
8. Add any comment that you would like to share with the student, located on the bottom right.
9. Save the comment.
10. Navigate to the next student.
11. Repeat the process.

## MAKING YOUR CANVAS COURSE AVAILABLE TO STUDENTS

Instructors can make a course available in Canvas by clicking the **Publish** button. The **Publish** button appears when the instructor goes to the **Course Setup Checklist** and clicks the link to **Publish Course**.

**NOTE:** This is a one-time setting. Once published the course cannot be unpublished. This is a major difference between Canvas and Blackboard.

If your **Course Setup Checklist** is not visible, you can bring it back by going to the course **Home** and clicking on the **Course Setup Checklist** button.

To Unpublish a course go to:

- ☐ Settings > Course Details > End This Course > Conclude Course

When you "Conclude a Course" it removes the course from your **Course Drop Down** menu, so it *appears* to be deleted. However, both teachers and STUDENTS are still able to access the course contents in a read-only format from their "past courses" page (the "past courses" page is found by clicking on the "See All Enrollments" link in the bottom right corner of the **Course Drop Down** menu; *this link does not appear until you have past courses-which by the way, answers the question about the editing the lengthy list!*)

## MIGRATING COURSES

Canvas gives you the option of moving files and documents from another system (like Blackboard) to your new course. If you're moving to Canvas from another course management system, then chances are there are files, quizzes, assignments and things over there that you're going to want moved over to Canvas. There is a wizard in Canvas that can help. **BEWARE!**

1. Choose the desired course you wish to work in from the dashboard.
2. Click **Home** located on the left side menu.
3. Click **Course Setup Checklist** located on the right.
4. A menu will appear at the bottom of the screen. Click the first option **Import Content**.
5. The **Import Wizard** will appear.
6. Follow the steps on the wizard to migrate files.
7. To import files from another system, click **Import content from a content package or from another system**.
8. In the dropdown menu, choose the system you wish to migrate from.
9. After you finish choosing which items you want to migrate to Canvas, click **Import Course**.

## SYLLABUS

Canvas provides an easy way for you to keep your syllabus organized and complete. The syllabus compiles all your assignments, quizzes, tests, and other graded work into one place. Students can view it to see all of the assignments they have to complete. You may upload other syllabus content by editing the **Syllabus**, or by including content on the homepage, on another page, or on a page in a module. The bottom portion of a Canvas syllabus is auto compiled from your assignments.

- ☐ On the right side of the screen, above the calendar is a button. Click the **Edit Syllabus Description** button if you wish to edit your description.
- ☐ You can add images, files, and media by using the right side of the screen. Once you finish click the **Update Syllabus** button located in the middle under the textbox.
- ☐ In the middle of the screen is a table containing all of your assignments, quizzes, and tests that you have entered previously. If you click on the title of one of the assignments, it will take you to that assignment. You can edit, grade, or view them.
- ☐ On the right side of the screen, under the calendar, is a table that is automatically filled with information you entered previously for your graded work. The table contains all of your groups of assignments and how much they are weighted.
- ☐ The calendar, located on the right side of the screen, allows you to view a certain day and whether or not anything is due.

## FILES

Canvas allows you to upload files to your course. You have the ability to lock files if you do not want students to access them. You also have an option of collaboration.

1. Choose the desired course you wish to work in on the main dashboard.
2. On the left click **Files**.
3. Click the course folder.
4. To upload, click **Add File**, which is located on the right.
5. Browse for your desired file or folder and click **Open**.
6. To add a new folder, click **Add Folder** on the right and type in a name for it. Click outside of the box to enter the name.

To lock a folder or file:

1. Highlight the desired field.
2. Move your mouse to the right, to the icons.
3. Click the first icon, picture of a lock, labeled **Lock this file/folder**.
4. Check the box next to the label **Let students download...** if you wish for students to download or view the file or if you want the students to be able to view it.
5. The box labeled **Lock until I manually unlock** it is automatically checked. If you wish to uncheck it the file or folder will be locked until a time you set.
6. Click **Lock this File** to complete it.

## DAGGING AND DROPPING FILES

Canvas gives you the option of dragging and dropping files within the **File** tab.

To move a file into a folder from another course:

1. Choose a course.
2. Click **Files** on the left.
3. In the bottom-right corner, click the link/button **See files for all your courses/groups**.
4. Choose the course that you want to share files with.
5. Drag files to/from the file area in that course.
6. Click and hold the icon next to the item you wish to drag.
7. It should show a symbol with 4 arrows: one up, down, right, left.
8. Drag the file over the folder you wish to put it in.
9. Drop the item in the folder.

## GRADES

Canvas allows faculty members to make changes to student grades. This allows students to view their progress in a quick and easy way.

There are two ways of accessing your grades:

- ☐ Click the **Grades** tab located at the top of the screen.
- ☐ Or, click the **Course** tab located at the top of the screen, then, click the **Grades** tab located on the left.

You will have options for each submission, assignment, quiz, etc., in the gradebook. By clicking the drop menu next to a particular one, you have several options. Depending on the type of submission, there may be different options.

- ☐ Assignment Details
- ☐ SpeedGrader
- ☐ Message Students Who...
- ☐ Set Default Grade
- ☐ Curve Grades
- ☐ Download Submissions
- ☐ Re-Upload Submissions

## RUBRIC

Canvas provides a rubric tool for instructors and students that can be used to aid in the grading of assignments, assessments, and peer reviews. The rubric tool provides standard criteria and levels of rating within each criterion. It also has additional flexibility in the ability to support various levels of ratings with a given rubric.

Within an assignment, assessment, quiz, or any other type of graded work, you can set up the rubric by choosing the item from the menu on the left.