



2025 Faculty Development Week

*Five “Forgotten”
Canvas Tools / Features*



Welcome

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Intended Outcomes

- Identify at least one tool/feature you might consider implementing.
- Discuss your experiences with one or more of the “forgotten” tools.
- Identify at least one resource you might use to learn more about the tools presented.

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Upcoming IDT-Hosted Professional Development Sessions (Slide 1/2)

- Tuesday, February 4, 2025 @ 1:00 PM
Student-Created Video for Canvas Assignments (H. Newkirk)
- Friday, February 7, 2025 @ 1:00 PM
Accessibility Checkers in Microsoft Applications (S. Houston)
- Monday, February 10, 2025 @ 11:00 AM
Creating Active Learning Activities with Generative AI (I. Diefenbach)

*Register for your virtual or in-person seat via
IDT@uhcl.edu.*

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Upcoming IDT-Hosted Professional Development Sessions (Slide 2/2)

- Wednesday, February 19, 2025 @ 1:00 PM
Getting Started with Quality Matters (J. Ray)
- Thursday, February 20, 2025 @ 3:00 PM
Boosting Learning Engagement with Articulate Storyline
(J. Willis-Opalenik)
- Friday, February 29, 2025 @ 11:00 AM
Student Online Technology Readiness (S. Houston)

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IDT@uhcl.edu.*

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Canvas’ “Forgotten” Five Features

Quiz (Exam) Date/Time Exceptions

Differentiated Assignments

Multimedia Instructor Feedback

Gradebook Categories, Weights, and Dropped Scores

Zoom Meetings / Office Hours

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Canvas’ “Forgotten” Five Features

Quiz (Exam) Date/Time Exceptions

Differentiated Assignments

Multimedia Instruction

Gradebook, Weights, and Dropped Scores

Zoom Rooms / Office Hours

+ A Bonus New Feature!

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Prior Knowledge Check



In the Zoom Poll on the screen, please select any of the following options that reflect your familiarity with the following Canvas tools / features.

- A. Set different Quiz (test, exam, etc.) due dates, availability, and time limits for individual students.
- B. Without creating separate instances, had different groups of learners (e.g., undergrad v. grad) complete slightly different versions of the same assignment or discussion.
- C. Used the audio, video, and screen sharing capabilities in SpeedGrader to provide multimedia feedback.
- D. Used Gradebook categories and weighting to computer course grades.
- E. Hosted Zoom sessions from within a Canvas course.

Be Exceptional!

Exceptions and More

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Quiz Availability and Time Limit Exceptions

- **Assign To feature** empowers instructors to personalize availability periods for specific learners.
- **Moderate This Quiz feature** enables instructors to specify different time limits for different learners.



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Differentiated Assignments

- Use the **Assign To feature** in areas in addition to quizzes.
- Differ assignments by section, groups, or individuals.
- Example: If you typically merge an undergraduate and graduate section into a single Canvas shell and want to have different versions of exams, papers, discussions, etc., for students depending on their section.

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Let's Talk Exceptionality! 

The ID team and I are going to mute our speakers and give everyone 3 minutes to share with each other your initial thoughts on how you have or might use the **Assign To** and/or **Moderate This Quiz** features in your own Canvas courses.

Once we return to the group, we'd love to hear from a few individual volunteers who are will to share their thoughts and questions before we proceed.

Underutilized Grading Features

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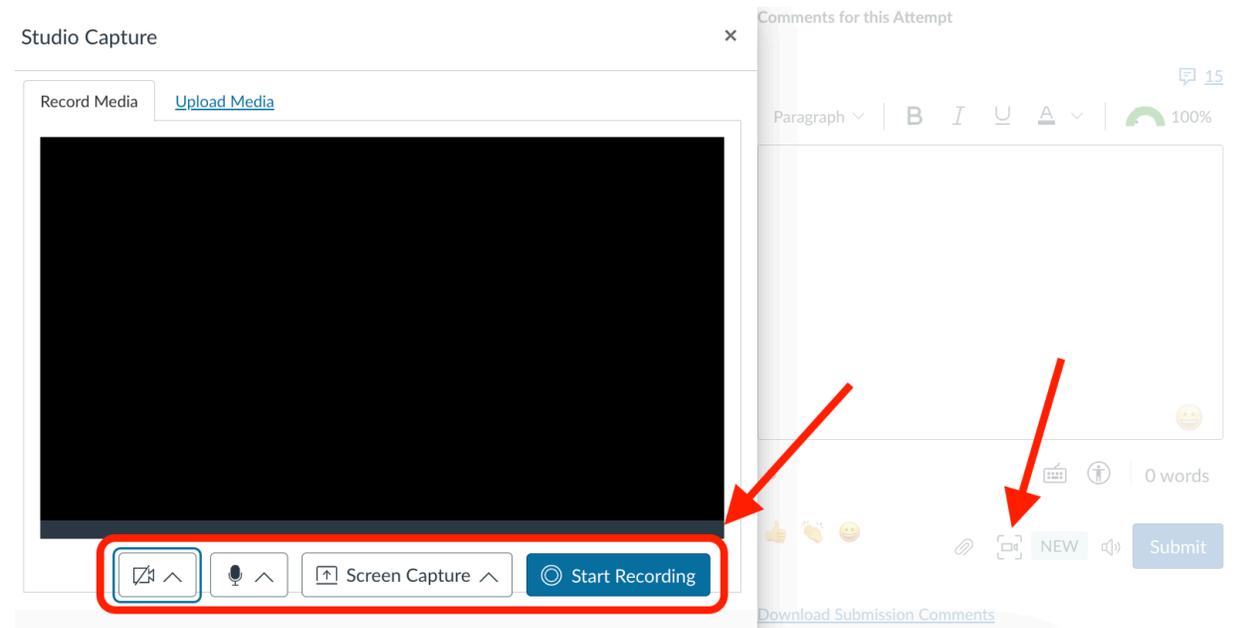
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Audio/Video Feedback in SpeedGrader

Canvas’ Speedgrader enables instructors to record personalized audio/video feedback to students with their grades.



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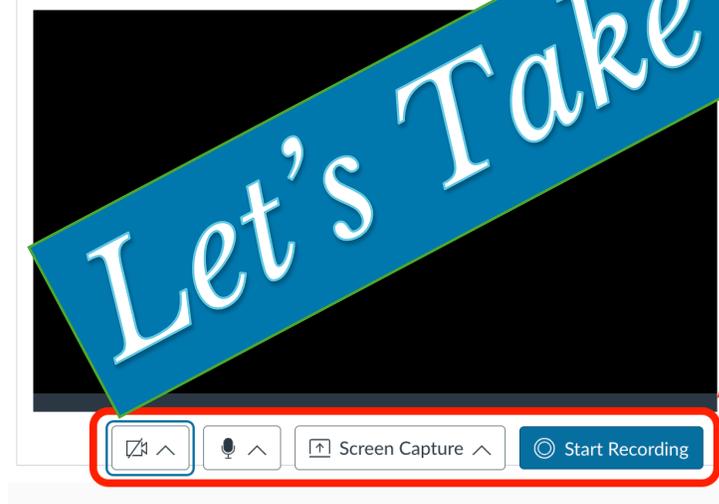
5 “Forgotten” Canvas Tools / Features

Audio/Video Feedback in SpeedGrader

Canvas' Speedgrader enables instructors to record personalized audio/video feedback to students with their

Studio Capture

Record Media [Upload Media](#)



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Assignment Tab – Key to Your Gradebook!

- To access, review, and grade student submissions and exams, the Canvas Gradebook is the place to go. However, **if you want to set up grading categories and weighted grading to compute course grades, you must start in the Canvas Assignments tab.**
- The Discussion tab contains only discussions, and the Quizzes tab contains only tests and quizzes. However, **anything graded in a Canvas shell (including graded discussions and quizzes) are listed within the Assignments tab.**

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Groups and Weighting in Assignments

Confusing Vocabulary Alert! Assignment “Groups”

1. Determine the names for each category (“Group”) you want to create.
2. Use the “+Group” button in Assignments to create and save each category.
3. Move assignments, quizzes, discussions, etc. to their respective categories.
4. Edit each category to apply final grade weighting and and dropped items.

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Readiness Check



In the Zoom Poll, please select the option that best reflects your status regarding use of Canvas' audio/video feedback and grade categories/weighting features.

- A. I'm ready to use (or already use) audio/video feedback!
- B. I'm ready to use (or already use) grade categories/weighting.
- C. I'm ready to use both (or already use them)!
- D. I'd like to meet with my ID for more information/support on these features.
- E. I'll reach out via IDT@uhcl.edu when I'm ready to learn more.
- F. I'm not interested in either feature.

Canvas-Zoom Integration

Zoom Meetings and
Appointments

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Canvas–Zoom Integration Overview

Use the Zoom “you know and love” from within your Canvas shell for virtual lectures, online class presentations, and student appointment scheduling!

1. Enable the Zoom LTI 1.3 link on your Canvas course menu.
2. Click the Zoom LTI 1.3 link to access your UHCL Zoom account.
3. From the Zoom Home tab, schedule any virtual class sessions, meetings, etc.
4. From the Zoom Appointments tab, set up a recurring appointment schedule to let students schedule one-on-one Zoom calls with you.

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3. From the Zoom tab, schedule any virtual class sessions, meetings, or appointments.
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Bonus Preview! Discussion Checkpoints

- Going live before SU25 is a new feature tailor-made by Instructure for those of us who have two deadlines for our online discussions – one for students’ initial posts and a second for them to submit their peer reviews/replies.
- The new feature enables instructors to post partial grades for each component if they want to do so.
- More importantly, using the new feature will populate BOTH discussion due dates to their Canvas calendar, reminding them of the split deadlines.

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Closing Thoughts/Reminders

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Conclusion

LEARNER EXCEPTIONS!	GRADE-RELATED FEATURES	CANVAS-ZOOM INTEGRATION
Canvas makes it easy for instructors to customize quiz time limits and availability or differentiate assignment parameters.	Audio/video grade feedback can improve a sense of instructor presence and personalize feedback for learners.	Use Zoom within Canvas to schedule one-off and recurring class meetings and let students schedule individual appointments.

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Closing Thoughts... Questions?



OIT’s Instructional Design and Technology (IDT) team is a great place to start your journey toward accessibility and inclusivity in your Canvas courses

“ On behalf of OIT’s Instructional Design and Technology (IDT) team, thank you for attending or watching today’s presentation. We hope to see you at other events we offer, and we invite you to contact our team with any instructional design and instructional technology questions! ”

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IDT Contact Information

“For the fastest response,
please email our team
directly at IDT@uhcl.edu.”

OIT Support Center

Bayou 2300
2700 Bay Area Blvd.
Houston, TX 77058-100
Phone: 281-283-2828
supportcenter@uhcl.edu

Fall/Spring/Summer Hours of Operation

Monday-Thursday: 7:30 a.m. - 7:30 p.m.
Friday: 7:30 a.m. - 5:30 p.m.
Saturday: 7:30 a.m. - 5:30 p.m.
Sunday: Closed

Semester Break Summer/Winter Hours of Operation

Monday-Friday: 7:30 a.m. - 5:30 p.m.
Saturday-Sunday: Closed

Office of Information Technology

What's New?	
Classroom Technology	▼
Computer Labs	▼
Course Development	▼
OCIO	▼
Self Help	▼

The mission of the Office of Information Technology is to provide learning opportunities, enable research, and...



Services

Technical/computer related services.

Self Help

Complete list of self guided documentation.

About OIT

Learn more about our team!

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THANK YOU!



Resources

Videos, Online
Documents, Etc.

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Resources – Exceptions, Differentiation, and Discussion Checkpoints

Exceptions and Differentiation

- [Web Page] [Once I publish a quiz, how can I give my students extra attempts?](#)
- [Interactive Lesson] [Understanding the Canvas Moderate Quiz Feature's Role and Functions](#)
- [Web Page] [How do I assign an assignment to everyone, individual students, or sections?](#)

Discussion Checkpoints

- [Video] Discussion Checkpoints Preview Video [2:43]
- [Video] [Discussions: Multiple Due Dates for Discussions](#) [4:45]

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Resources – Grading/Gradebook

- [Web Page] [How do I record a webcam video, screen capture, or audio recording as a feedback comment in SpeedGrader?](#)
- [Video] [Crash Course – Screen Share Grade Feedback \(Canvas\) \[4:28\]](#)
- [Video] [Crash Course – Grade Feedback Entire Screen Share Error \(MacOS\) \[5:39\]](#)
- [Web Page] [How do I add an assignment group in a course?](#)
- [Web Page] [How do I weight the final course grade based on assignment groups?](#)
- [Video] [Crash Course – Canvas Grade Categories and Weighted Grading \[5:58\]](#)

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Resources – Zoom Within Canvas

- [Web Page] [Teaching Guide: Zoom app in Canvas](#) NOTE: Although created by and for the University of Washington, most of the information provided applies to UHCL’s Canvas and Zoom systems, as well. Minor differences include reference on the page to using Panopto for cloud recording storage. UHCL uses Echo360/EchoVideo, rather than Panopto.
- [Video] [Crash Course – Zoom in Canvas \[6:32\]](#)
- [Video] Crash Course – [Zoom Meeting Settings \(In Canvas Integration\) \[3:14\]](#)
- [Video] Crash Course – Canvas Zoom Appointments (Faculty) [4:44]