



TRAINING

Training Document (also known as *GTE*, the Guide to Everything)



2021



Outline for Canvas Training

- Meet your facilitator and quick survey
- **Objectives** for this training session
- Ongoing support all in one place: **Canvas Training Array**
- **Symbols/icons** used in Canvas
- **Navigation:** Symbols in Canvas, Dashboard, Global navigation bar and Course navigation bar
- Get a jump start with...**Rich Content Editor** (RCE) and **Modules**
- Content Overview: **Homepage, Pages, Syllabus**
- Assessment Overview: **Assignments, Quizzes, Discussions, Rubrics**
- Intro to **Studio**: how you and your student can create videos with ease
- Communication and People: **Inbox, Announcements**, student roster, sections, **Groups** and **Calendar**
- Meeting with students online: **Conferences** (Big Blue Button), MS Teams integration
- **Grading:** Gradebook, **SpeedGrader™**, **Outcomes**
- **Settings** (Global and Course) and **Notifications**
- Student View
- You don't have to start from scratch: **Canvas Commons**, sharing, importing
- Wrap up: Additional resources including **Level 2 Training**, Coming soon to Canvas and Closing



Objectives for Foundational Training

- ✓ Provide a **broad overview** of the functionality of Canvas, including key features
 - Navigation menus and layout for whole Canvas platform and course set up
 - Creating assignments and content on Canvas
 - Gradebook and SpeedGrader
 - Calendar functions
 - Studio (Canvas recording)
 - Overview of features/resources to assist with accessibility
- ✓ **Ease transition** from Blackboard to Canvas:
 - What is the equivalent in Canvas? Learn the vocab to facilitate future training and help searches
 - What new things are available in Canvas that was not available in Blackboard?
 - Overview of importing course from Blackboard to Canvas
- ✓ Orientation to resources for self-help & further training: **Canvas Training Array**



Canvas Training Array

≡ Array

[Home](#)
[Announcements](#)
[Modules](#)
[Collaborations](#)
[Google Drive](#)
[Office 365](#)
[Folio](#)
[Smarthinking Online Tutoring](#)
[Adobe Creative Cloud](#)

Canvas Training Array

Welcome to the
TCC Canvas Training Array

This is a one-stop shop for TCC faculty and staff to find Canvas training, Canvas resources, and the TCC Canvas template.

Navigation Tip

The left-side navigation menu includes a "Modules" link, which acts as a gateway to all course content, organized by Module. Clicking "Modules" in the left-side course menu will give a table-of-contents kind of overview of the Training Array. The buttons below are clickable and will take you to the most-requested content in our Array.

- To get back to this homepage (with buttons), click "**Home**"
- To see all contents of what is available in the array, click "**Modules**"
- Back button on the browser also works once you're within a module...














Canvas Training Array *cont.*

- Recommended: “Getting Started”
 - Guides, templates and content from Canvas Countdown site
- Top 5 Resources
 1. Course Template
 2. Getting Started Videos by Canvas
 3. Canvas Training Services Portal brought to you by Canvas (Instructure)
 4. Information on third-party tools/integrations (McGraw Hill, Pearson, Turnitin, Canvas, Proctorio, Respondus)
 5. Canvas Faculty Guides (Canvas made)

How to import
Blackboard content
into Canvas=
TCC Migration Guide



▼ Getting Started in Canvas for TCC Faculty and Staff	
	Faculty and Staff Guide to Canvas
	Blackboard to Canvas Comparison and Preparation
	How to Put "Square One" for Students Into Your Canvas Course
	The Course Template About
	How to Put The Course Template Into Your Canvas Course
	Canvas for the Instructor: Getting Started
	Canvas for the Instructor: Helpful Tips
	Course Resources
	FAQs for Getting Started (Faculty)

How to Module
student guide for
Canvas



Don't start from
scratch: TCC-
approved
templates

Videos and guides by
Canvas






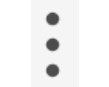






Navigation





Canvas Symbols & their meanings

Symbol	Meaning in Canvas
	Pull out or push in side menu bars
	Published content (Modules, Pages, Assignments, Discussions, etc.) <ul style="list-style-type: none">Not the default when content is created and saved.Must Press “Save and Publish” for a student to view it.
	Unpublished content (default for all created and saved content)
	Add new content to relevant area
	Edit content
	More Options Menu, a.k.a. “3 dots”. Typically has sharing, copying, editing and content-specific settings
	Listed item can be clicked, dragged and reordered
	Quiz. Classic Quiz=Not colored in (shown) and New Quiz=Colored in
	Canvas Page
	Discussion

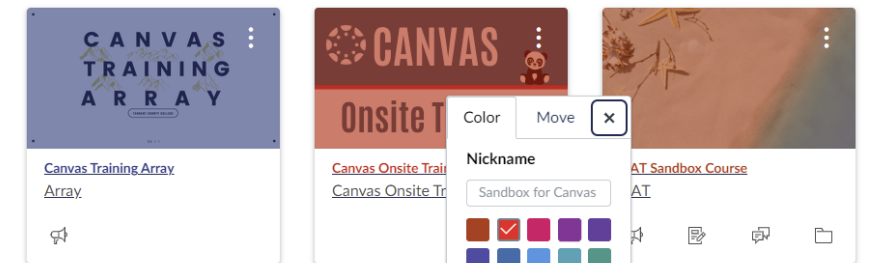


Dashboard overview

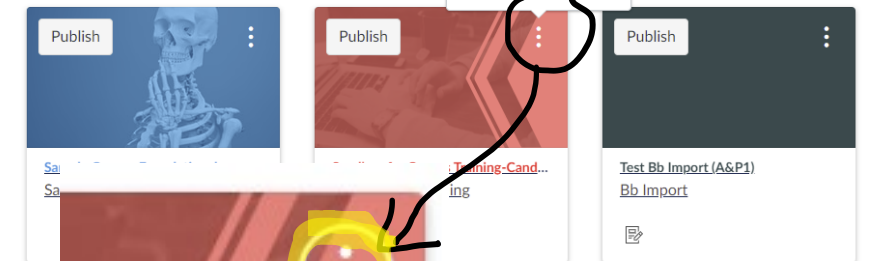
- Landing page when anyone first logs in to Canvas
- **Way to view all courses you're working on or in**
- **Card**= Visual tile, one per course, designated as a “favorite”
- Colleague adds the cards for courses.
 - Course name automatically added by Colleague
 - Default: Active courses and recently added=Favorite (starred)
- Customizable
 - Cards can be dragged and dropped
 - Nickname: Name that appears on the cards and across the top when in course, and may be used for course selection for your account (ex: messaging). Visible only on your account. Students will see name given by Colleague or original name when the course was created.
 - Color code: other than visual cue, color matches what is in Calendar
 - Add or remove courses from Dashboard view (See “Courses”) from Global Navigation

Dashboard

Published Courses (3)



Unpublished Courses (3)



Circled here is the “More options menu” also referred to as “3 dots” throughout this presentation



Dashboard: Right side bar

Instructor

- **3 dots**= Change views and view recent activity
- **To Do**= assignments submitted and # submitted. *Click to grade!*
- **Coming up**= Calendar events, due dates for next 7 days
- **View Grades**= across all courses

Student

- **3 dots**= Change views and view recent activity
- **To Do**= assignments coming due or past due and calendar events for next 7 days
- **Recent Feedback**= shows what has been graded
- **View Grades**= across all courses



Dashboard: Add your own Sandbox

- “Start a New Course” creates and empty shell course=Sandbox course
- **Note:** Once you name a course and you provide short name for the course, it cannot be changed
- Canvas provides an option for a short name if your created course name is long. This is the same as the Course code, NOT the nickname. Course codes will automatically be assigned for courses created by Colleague.
- **Tip:** Import your content from Blackboard into a sandbox course first. Edit, then import it into your actual course assigned by Colleague.

Coming Up

 [View Calendar](#)

Nothing for the next week

Recent Feedback

✓ [Canvas Training Assessment](#)
[Canvas Training Array](#)
[20.63 out of 23](#)

Start a New Course

View Grades



Dashboard: FYI, you can merge sections

- In Canvas, section merge is called “cross-list”
- By default, Colleague will create a separate course card for each section #
- Instructors can cross-list courses themselves following these directions:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-cross-list-a-section-in-a-course-as-an-instructor/ta-p/1261>
- Once sections are combined into a single course
 - All materials posted can be in one course
 - Sections should be automatically designated within the course
 - You can assign by section (careful, different due dates do not work for Turnitin.com)



Global Navigation Bar

- ✓ Always present, as long as you are in Canvas
- ✓ Tool access across all courses (Ex: Calendar, Studio)
- Account: Canvas-wide settings for your account/personal experience, access to all your files
- Admin: limited to admin privileges
- **Dashboard**: landing page with active courses & those you are currently working on
- Courses: reveal all your courses in Canvas
- **Calendar**: for all courses
- **Inbox**: messaging (like email) feature for all courses
- History: like browser history, where you went in Canvas
- Commons: **Canvas Commons** (repository of shared material you can import to your course)
- Studio: **Canvas Studio** (“in house” recording and editing software)
- **Help**: Canvas-made guides, Tech24/7 link, report issue to Canvas, **Canvas Training Services Portal** (training and Webinars, live and recorded)

Dashboard

Published Courses (3)

- Canvas Training Array
- Canvas Onsite Training Course
- UAT Sandbox Course

Unpublished Courses (3)

- Sandbox for Canvas Training-Cand...
- Sample Course for Foundational Tr...
- Test Blackboard Import-A&P1

Minimize menu to icons only



Global Navigation Bar: Account

- Pop out Account menu shows...
- **Notifications** (covered later)
- **Profile:** limited info editable (biography and links)
- **Files:** upload and view files across all courses
- **Settings:** Global, applies across all courses
- ePortfolios: public or private (mostly for students)
- **Shared Content:** if content is shared with you
- Folio: Canvas version of LinkedIn profile building
- **QR for Mobile Login**
- Global Announcements: TCCD-wide messages

The screenshot shows the Canvas user interface. At the top left is the Tarrant County College logo. To its right is a user profile section for Candice Torres, featuring a generic user icon and a 'Logout' button. Below the profile is a vertical sidebar menu with icons and labels for: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. To the right of the sidebar is a list of links: Notifications, Profile, Files, Settings, ePortfolios, Shared Content, Folio, QR for Mobile Login, and Global Announcements. At the bottom of this list is a toggle switch for 'Use High Contrast UI' and an information icon. On the far right edge, there is a vertical bar with a 'Publish' button and some partially visible text like 'Canvas On' and 'Onsi'.



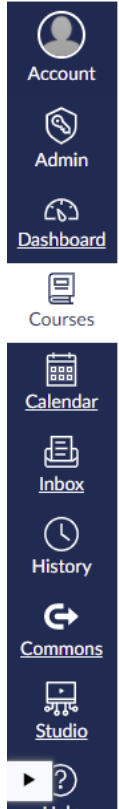
Global Navigation Bar: Courses



Courses



- See all published (active, viewable) & unpublished courses
- See “Past Enrollments” (inactive) and “Future Enrollments” according to start and end dates
- Choose “Favorites”= activate star=Shows on Dashboard



Published Courses

[UAT Sandbox Course](#)

[Canvas Onsite Training Course](#)

[Canvas Training Array](#)

Unpublished Courses

[Sample Course-Foundational](#)

[Sandbox for Canvas Training-Candice Torres](#)

[Test Bb Import \(A&P1\)](#)

All Courses

All Courses

+ Course

	Course	Nickname	Term	Enrolled as	Published
☆	■ Anatomy & Physiology I		Spring 2021	Teacher	Yes
☆	■ Biol Science Maj II (Lec/Lab)		Spring 2021	Teacher	Yes
☆	■ Canvas Onsite Training Course			Student	Yes
★	■ Canvas Training Array	Canvas Training Array		Student	Yes





Global Navigation Bar: Help

- Bottom of Global Navigation Bar, click for a pull-out menu
- Instructor and Student **Canvas Guides**
- Immediate support: **Contact Tech Support**=TECH 24/7 on tccd.edu
- **Report a Problem**: Support ticket that goes to Canvas (not as urgent)
- **Training Services Portal**: Canvas/Instructure training including recorded and live webinars, videos, courses w/ certificates, etc. (separate platform from canvas.tccd.edu)

Tarrant County College

Help

Account

Admin

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

Little lost? Try here first!

[Search the Canvas Guides](#)

Find answers to common questions

OTHER RESOURCES

[Canvas Instructor Guide Table of Contents](#)

[Canvas Student Guide Table of Contents](#)

[Contact Tech Support](#)

Having technical issues? Call TECH 24/7 or open a service request.

[Conference Guides for Remote Classrooms](#)

Get help on how to use and configure conferences in canvas.

[Ask Your Instructor a Question](#)

Questions are submitted to your instructor

[Report a Problem](#)


If Canvas misbehaves, tell us about it

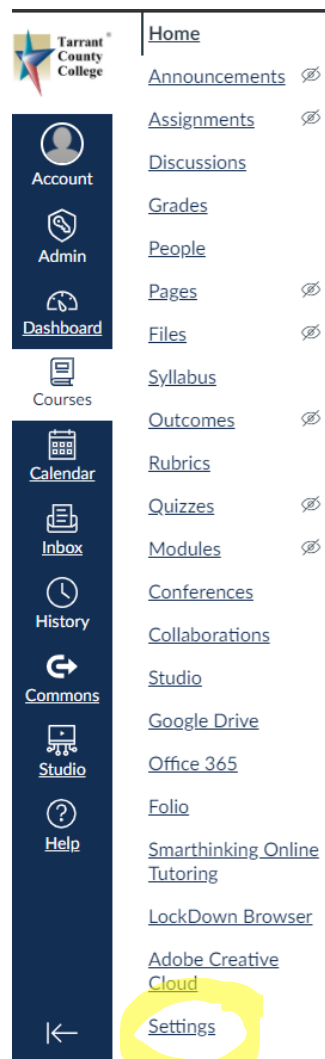
[Training Services Portal](#)

Access Canvas training videos and courses



Course Navigation Bar: default view

- Default view when a sandbox is created (empty course)
- Eye crossed-out icon = not visible. 
- What is visible and available to you and your students can be edited via Course Settings (very bottom of course navigation menu bar)



Select Course menu item overview

- Pages: like a webpage, includes all pages you designed for this course
- Files: all files you have uploaded for this course.
- Outcomes: Customize goals/learning objectives to connect with assignments/exams, etc.
- Conferences=Big Blue Button (MS Teams recommended instead)
- Collaborations: students (and you) can share common documents/files from Microsoft Office 365 or the Google suite
- Smarthinking Online tutor=Tutor 24/7
- LockDown Browser=Respondus



Course Navigation Bar: standardize

- TCCD would like faculty to have a standardized order and list of Course Navigation menu bar items. See: <https://canvas.tccd.edu/courses/206/pages/course-navigation>
- Reason: Same student experience in Canvas, no matter what course
- Most course materials including assignments, tests, and discussions can be accessed through **Modules**.
- Assignments, discussions, pages and files can be hidden from students, but viewable to instructors.
- 3rd party integration tools can be added at the bottom such as McGrawHill (shown), Pearson, etc.
- Proctorio can be added by going to settings (more later)

Tarrant County College

Sample Course-Foundational ✓ = TCCD recommended view

Recent Announcements

Sample Course for Foundational Training in Canvas

BIOL 2401
Anatomy and Physiology I
2nd 8-week • Spring 2021
Instructor: Dr. Torres
Section: 58112

Welcome to BIOL 2401 (Anatomy and Physiology I)!

This homepage serves as the main menu with the most frequently accessed resources for the course resources available to optimize your success.

Navigation Tips

- The left navigation (menu) bar will be visible for this course, no matter what page you are on for this course.
- To return to this homepage, click the "**Home**" link in the left menu bar.
- For a comprehensive list of all course materials including but not limited to slides, recordings, lab manuals, etc., click the "**Modules**" link in the left menu.
- To access Connect (quizzes, exams, assignments), click the "**McGraw-Hill Connect**" link in the left menu.

If you are accessing this course from a mobile device, please review the following: [Mobile Guides](#)

Account ✓ Home
Syllabus ✓
Announcements ✓
Admin ✓ Modules ✓
Dashboard ✓ Grades ✓
Courses ✓ People ✓
Calendar ✓ Rubrics ✓
Inbox ✓ Office 365 ✓
History ✓ Folio ✓
Commons ✓ Secure Exam Proctor (Proctorio) ✓
Studio LockDown Browser
Help SmartThinking Online Tutoring
McGraw-Hill Connect
Conferences
Collaborations
Studio
Google Drive
Assignments
Discussions
Pages

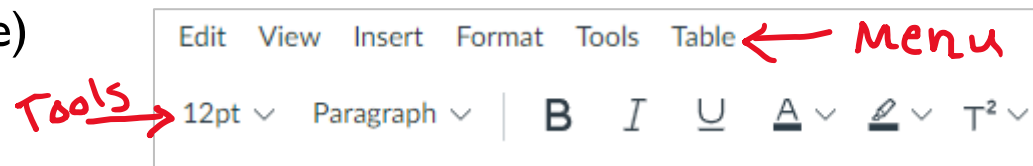
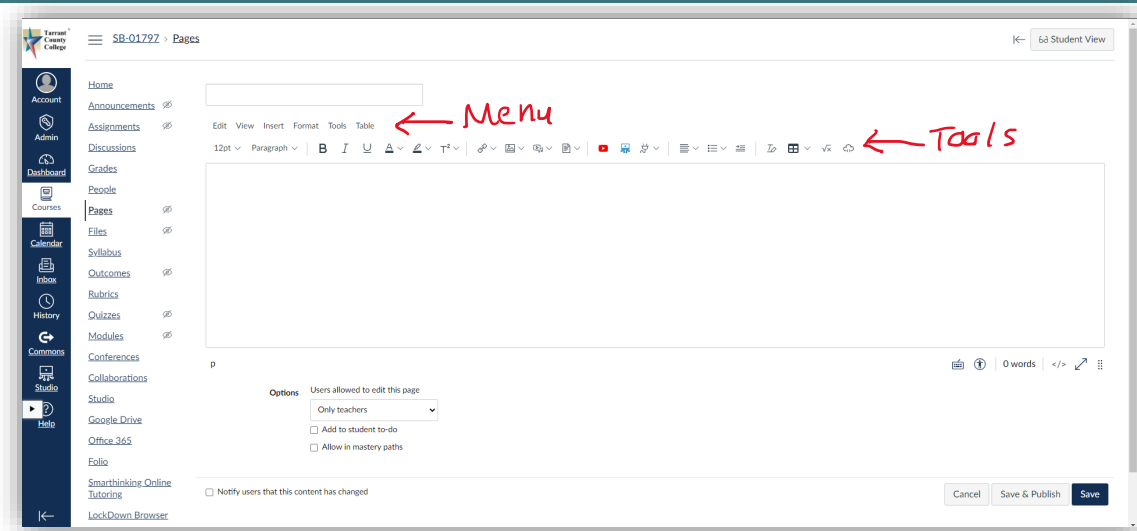


Content Creation in Canvas



2 things: Rich Content Editor & Modules

- Learning Rich Content Editor (**RCE**) and **Modules** will provide the main tools for building almost anything in Canvas
- **RCE**=“one tool to create it all”
 - Available to instructors, staff, AND students
 - Present for the design of: Assignments, Discussions, Quizzes (tests, surveys), Pages (including homepage), Announcements, Syllabus and **Module** content
 - Similar tools as a typical word processor (fonts, formatting, insert table, etc.)
 - Can add: text, images (including gifs), videos (including YouTube), hyperlinks (external and internal to the course) and embed files (ex: .doc, .pdf, etc.) right in Canvas
 - Math equation editor built in
 - Accessibility checker
- Shown to the right (top to bottom):
 - Page ready to create in RCE
 - Menu bar and tool bar (below) in RCE
 - More tool bar items in RCE





Rich Content Editor (RCE) overview

The screenshot shows the Canvas Rich Content Editor (RCE) interface. At the top is a text input field labeled "Title". Below it is a "menu bar" with options: Edit, View, Insert, Format, Tools, and Table. A "toolbar" is located below the menu bar, containing various icons for text formatting (bold, italic, underline, color, background color, text color, font size, paragraph style, bulleted list, numbered list, indent, outdent, link, unlink, image, video, document, clear formatting, table, math editor, embed), alignment (left, center, right, justified), and other functions (undo, redo, keyboard shortcuts, accessibility checker, HTML editor, full screen). The main "Content area" is a large text editor. On the left side, there are "Options" for "Users allowed to edit this page" (Only teachers) and checkboxes for "Add to student to-do" and "Allow in mastery paths". At the bottom left, there is a checkbox for "Notify users that this content has changed". At the bottom right, there are buttons for "Cancel", "Save & Publish", and "Save". A blue box contains a tip: "Tip: Everything in the menu bar is available in the Tool bar except fonts. If you want to change fonts, go to 'Format' and then fonts." Handwritten annotations include arrows pointing to the Title field, menu bar, toolbar, content area, and various icons, with labels such as "Title", "menu bar", "Hyperlink", "Media", "YouTube Studio", "External tools (Apps)", "Math editor", "embed", "Toolbar", "Content area", "super/subscript", "image", "Document", "clear Formatting", "Keyboard shortcuts", "Accessibility checker", "html editor", "Full screen", and "Resize content area".

← Title

← menu bar

Hyperlink

Media

YouTube Studio

External tools (Apps)

Math editor

embed

Toolbar

Content area

super/subscript

image

Document

clear Formatting

Keyboard shortcuts

Accessibility checker

html editor

Full screen

Resize content area

Tip: Everything in the menu bar is available in the Tool bar except fonts. If you want to change fonts, go to "Format" and then fonts.

Options

Users allowed to edit this page

Only teachers

☐ Add to student to-do

☐ Allow in mastery paths

☐ Notify users that this content has changed

Cancel Save & Publish Save



Rich Content Editor (RCE): Hyperlinks

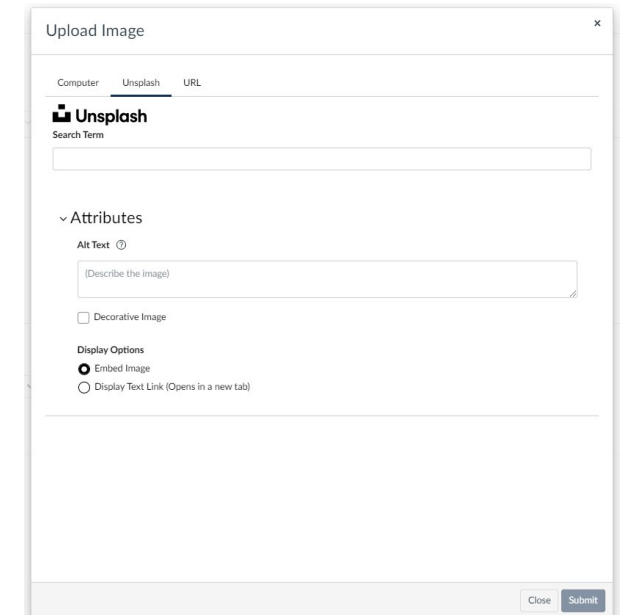
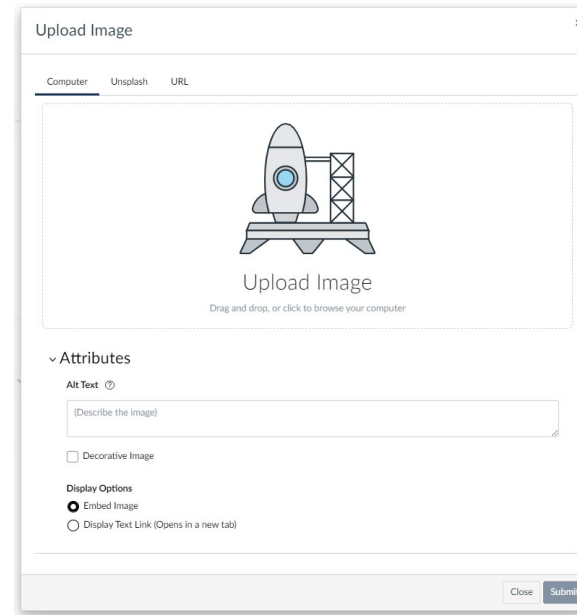
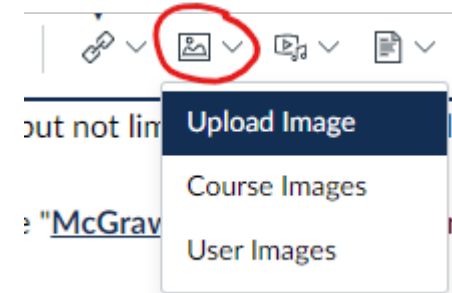
- Highlight the text (or image!) you want to hyperlink and then 2 options:
- External link
 - Canvas automatically opens a webpage with the address entered
- Course link
 - Link to most content, a module, or course menu item within the course
 - Searchable
 - Right pop-out “Add” menu (*shown here*), provides options.
- All links (external or course) will automatically open up in a new browser tab. No option to open in same window.

The screenshot displays the Canvas Rich Content Editor (RCE) interface. On the left, a sidebar lists course navigation items: Home, Syllabus, Announcements, Modules, Grades, People, Rubrics, Office 365, Folio, Secure Exam Proctor (Proctorio), LockDown Browser, SmartThinking Online Tutoring, McGraw-Hill Connect, Conferences, Collaborations, Studio, Google Drive, Assignments, Discussions, and Pages. The main content area shows a page titled 'Homepage' with a rich text editor. The editor contains text about course materials and a link to 'Modules'. Below the text are three hexagonal icons labeled 'Syllabus (ICR)', 'Lecture Resources', and 'Lab Resources'. The right sidebar shows the 'Add' menu with a search bar and a list of course navigation items. The 'Add' menu is currently open, showing a search bar and a list of course navigation items: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, Course Navigation, Announcements, Assignments, Discussions, Grades, People, Pages, and Files. The 'Add' menu is currently open, showing a search bar and a list of course navigation items.



Rich Content Editor (RCE): Images

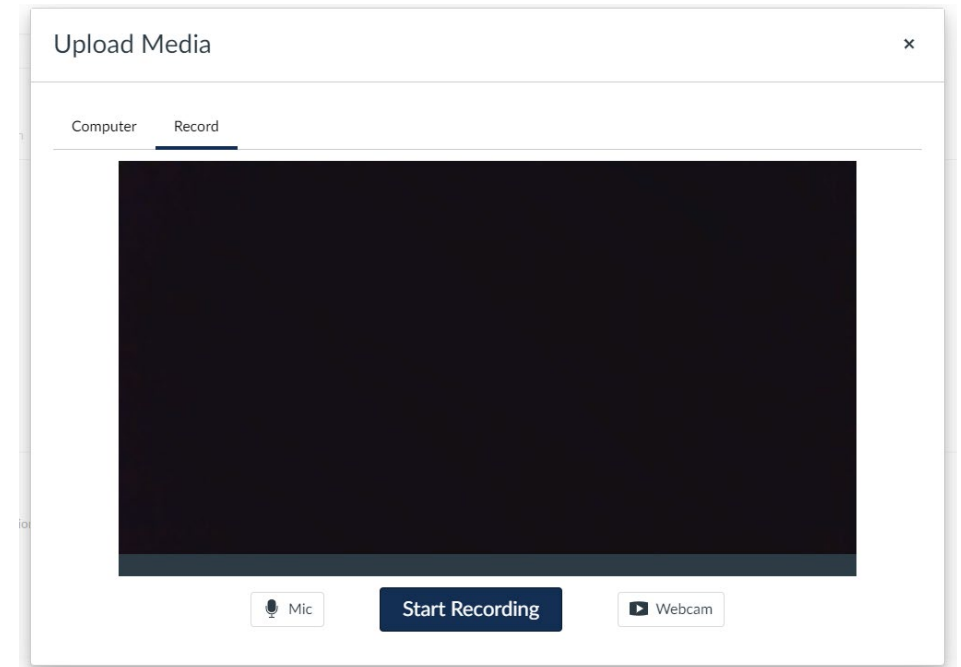
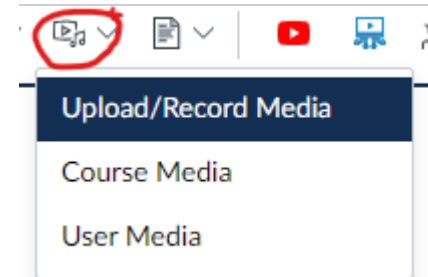
- Add image options
 - Upload Image (shown here)
 - From computer
 - Import directly from Unsplash (copyright free image repository)
 - Url (image from web, careful with copyright and broken links) ← Not recommended
 - Course images (already existing in the Files area of specific course)
 - User images (already existing across whole account in the Files)
- Alt text:
 - For screen readers
 - Unsplash automatically fills this in
- Make images buttons!
 - Highlight/click image added to RCE
 - Go to link tool and hyperlink it!





Rich Content Editor (RCE): Media

- Upload/Record Media (shown)
 - Record: Quick, easy way to record your voice or a quick video for posting on a page, announcement, etc. Stored in Files within your Course area.
 - Upload a video or audio recording from your computer.
- Course Media and User Media: include media already in your course or from your account Files area (“My Files”).





Rich Content Editor (RCE): Documents

- Upload a document (.doc, pdf, .xls, .ppt, etc.) directly from your computer
- Add multiple existing documents from files already within the course (Course Documents) or from your account (User Documents under “My Files”)
 - Add Pop up menu bar will show on the right.
- Default: Documents appear as links with the name of the file in RCE. When clicked, opens new Canvas window to preview and download the doc.
- Option: In-line preview (embed on page)
 - Uncheck “Disable in-line Preview”
 - Check “Automatically open inline preview”
- Download option for students once link is clicked

The screenshot illustrates the process of adding a document to a Canvas page. At the top, a toolbar contains icons for various content types. A red circle highlights the document icon, which has opened a dropdown menu with options: "Upload Document", "Course Documents", and "User Documents". A red arrow points from this menu to an "Upload File" dialog box. This dialog box has a "Computer" tab and a large dashed box for file selection, with a rocket icon and the text "Upload File" and "Drag and drop, or click to browse your computer". Below the dialog, the RCE editor is visible, showing a text area with the link "DisorderPresentationRubric.doc". To the right, a "Link Options" sidebar is open. It shows the text "DisorderPresentationRubric.doc" and the link "https://canvas.tccd.edu/courses/17". Under the "Display Options" section, the checkbox "Automatically open an in-line preview. (Preview displays only after saving!)" is checked and circled in red. The main editor area below shows a preview of the document, titled "DisorderPresentationRubric.doc", with a download link "Download DisorderPresentationRubric.doc (47 KB)". The preview content includes a form with fields for "Name(s)" and "Disorder", and a title "Disorder (PowerPoint) Presentation Rubric and Grading Criteria". A "Done" button is at the bottom right of the sidebar.



Rich Content Editor (RCE): Apps

1. YouTube

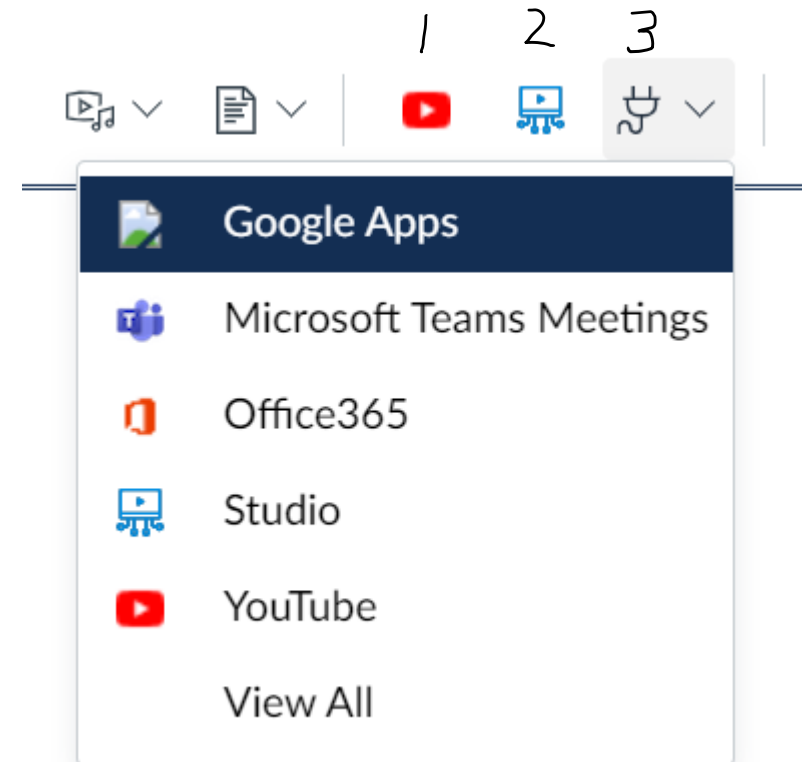
- Search YouTube videos to embed directly

2. Studio

- In Canvas video recording and capture software, some editing features
- Covered later in presentation (brief overview)
- Access all Studio files created in Canvas, or create one right in RCE

3. Others: Office 365 (OneDrive), Google Apps/Drive integrations and MS Teams meetings (covered later)

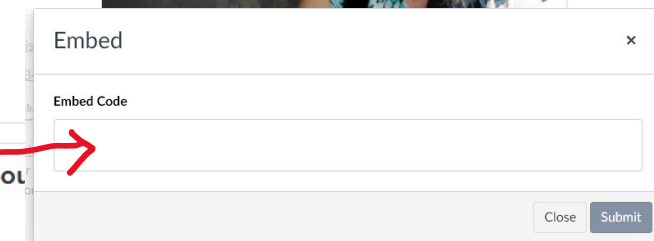
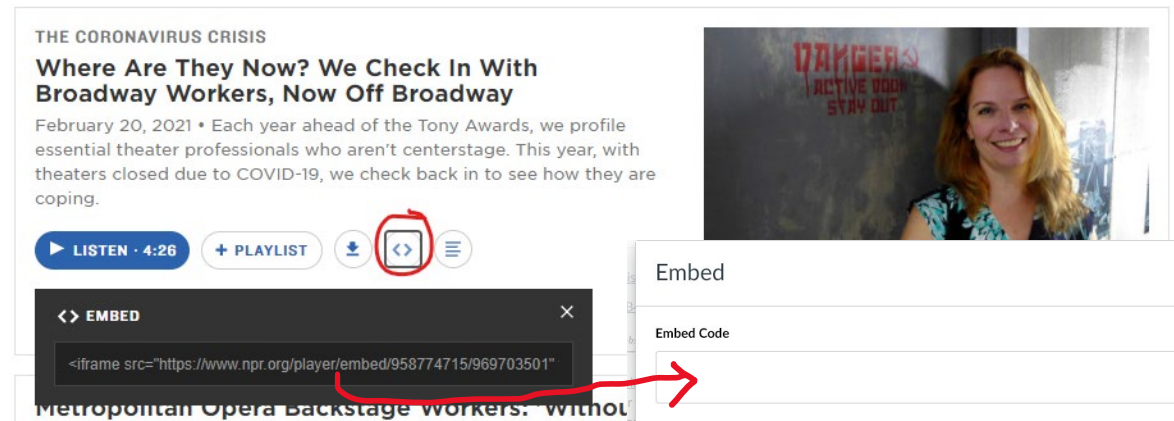
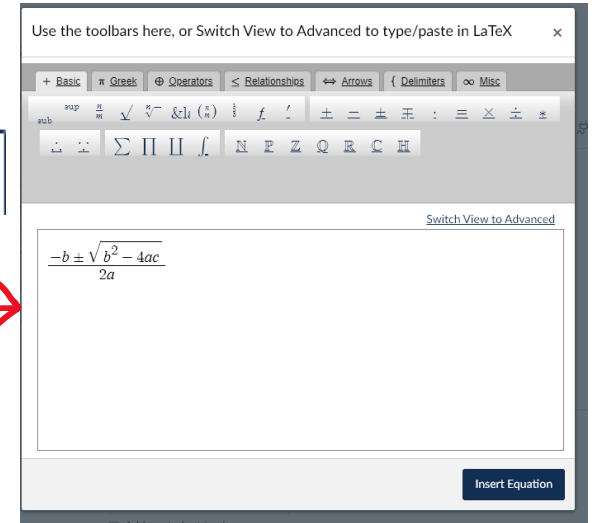
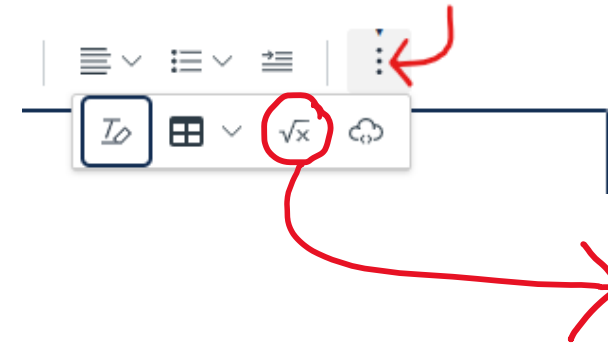
- Provide links to share files from your OneDrive or myTCC Google Drive account
- Files shared through Office/Google will not take up file quota
- Files added this way do not allow for in-line preview
- May require log-in permission on first use





Rich Content Editor (RCE): More...

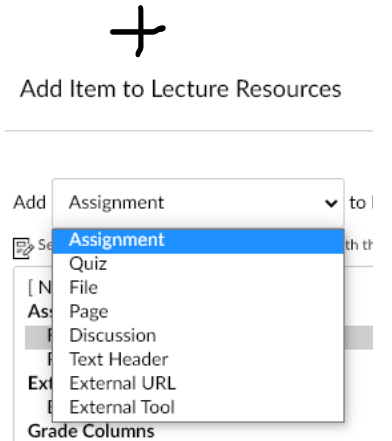
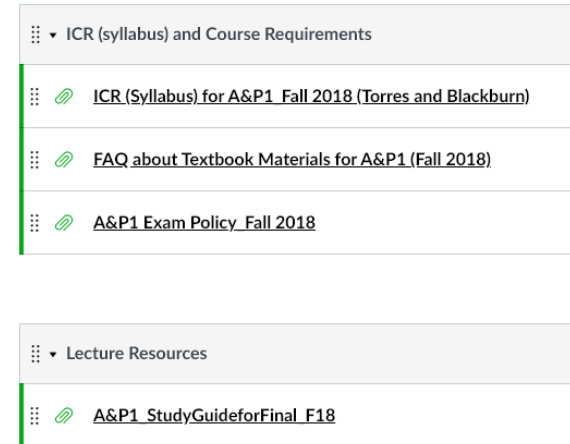
- Depending on size of screen view, some tools may be hidden from the toolbar. Click the 3 dots for more.
- Math Editor tool:** create formulas and equations for math and science. Once in RCE, can resize.
- Embed tool** for embed code from the internet. Is good for
 - YouTube videos you have chosen (not searched for)
 - Social media posts
 - Blogs, podcasts,
 - Gifs
 - Online resources such as simulations or ebooks
 - Any website resource where embedding is possible look for `< >`





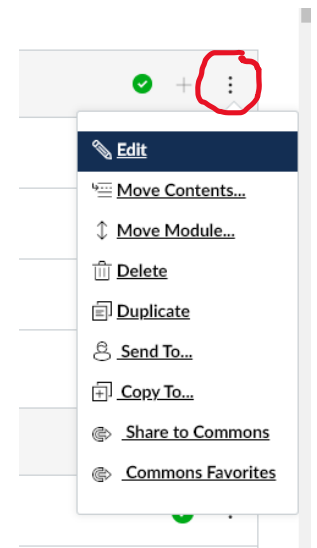
Modules Overview

- Modules= Way to organize course content. No more folders!
- Outline view of course content
- Different ways to organize
 - By unit/chapter/section/lesson/topics
 - Days or weeks
 - By resource type/categories
- Very flexible
 - Modules hold anything: Pages (Canvas Webpage built with RCE), Assignments, Discussions, Quizzes (tests, surveys, quizzes), 3rd party App links, Files (document, images, media)
 - Duplicate within course, copy whole modules to use across courses or share with other users
 - Provide hyperlink to any module using RCE (as a text link or image link=button!)



Add content +

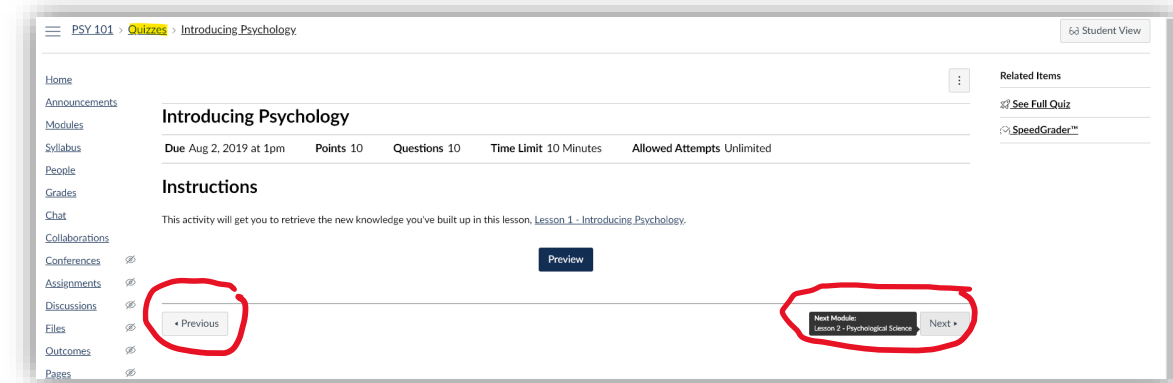
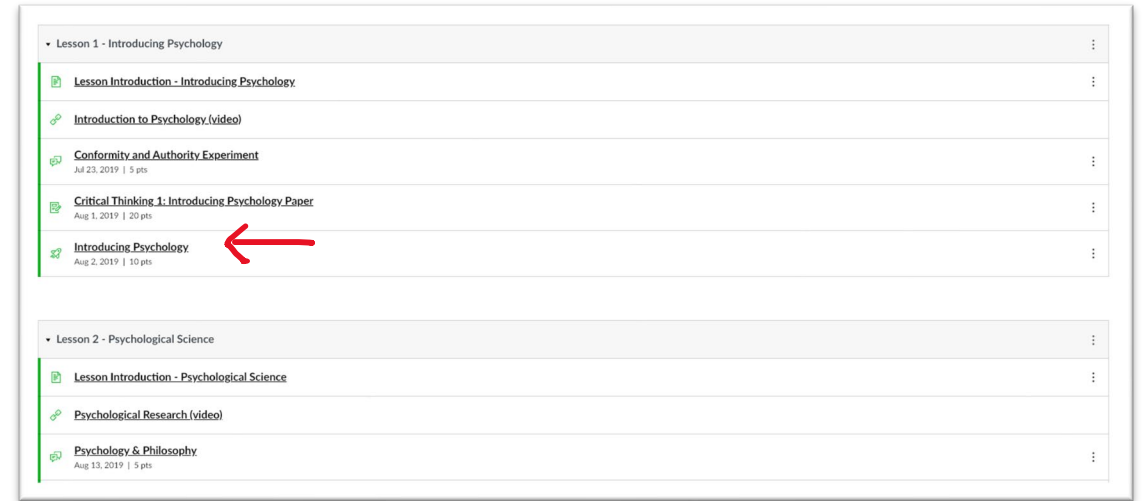
More options :





Modules: Navigation

- Modules guide the user through the course content in a linear fashion.
- Once in a Module (click on an item in the module), content is presented one page at a time
- Progress forward “Next” or back “Previous” goes down or up the order of items set up in **Modules**.
- Once the end of one module is reached, “Next” takes the user to the next module
- **Keep in mind:** items within the module are still housed in their “native” areas where they were created (ex: Pages, Assignments, Quizzes, Discussions). Except external links & apps.
- Click **Modules** from the Course Navigation bar to go back and see all content organized within a module or to move to a different Module.





Modules: Organization

- Instead of folders/subfolders...
 - Add header (+ sign)
 - Indent (3 dots icon)
- Drag and drop (also 3 dot option)...
- Items from one module to another
 - Reorder whole modules
 - Reorder items within modules
- Publish and unpublish whole modules or items within each module

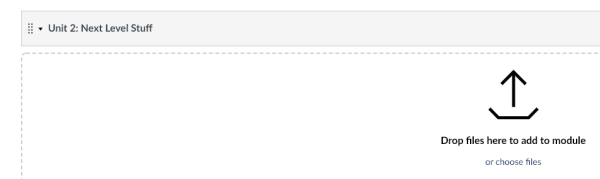
The screenshot displays the 'Lecture Resources' module in Canvas LMS. The list of items includes 'A&P1 StudyGuideforFinal_F18', 'PB4C (Prep Before Class)', 'PB4C Ch1 Ex1.2.docx', 'PB4C Ch2 Ex3.docx', 'PB4C Ch10.11 Ex 10.docx', 'PB4C Ch16 Ex 13.docx', 'Lecture Slides', 'Intro to A&P Ch1 (Lec 1.2) 082318', and 'Chemistry (atoms and molecules) Ch2 part 1 (Lec 3.4) 082818'. Handwritten red annotations highlight specific features: 'Text+ header' is written next to 'PB4C (Prep Before Class)' and 'Lecture Slides', and '→ indented 1' is written next to 'Chemistry (atoms and molecules) Ch2 part 1 (Lec 3.4) 082818'. A red arrow points from the 'Add Item' button in the top right corner to a modal window titled 'Add Item to Lecture Resources'. In this modal, the 'Text Header' option is selected in the 'Add' dropdown menu, and the 'Indentation' is set to 'Don't Indent'.



Modules: Adding course content

- Add a Module where you might have added a folder or Content Area in Blackboard
- Add to your Modules items by...
 - Uploading from your computer (File)
 - Files uploaded already into the course
 - Use “External Tool” to...
 - Add files from OneDrive or Google Drive (great for large files like PowerPoints or videos)
 - Add 3rd party tools like McGrawHill or Pearson
 - Add YouTube video (watch within Canvas module)
- Create or add Assignments (*see right image*), Discussions, Quizzes, Pages, right in the Module area.

Collapse All View Progress + Module ⋮



Bulk drag and drop multiple files into a module only when an empty module is first created.

Add Item to Unit 1: [Title or Theme Here]

Add Assignment to Unit 1: [Title or Theme Here]

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Assignments

- Discussion Board for Lab (Do not make available to students)
- Fake NEW QUIZ
- Fake submit a pdf for this assignment

Discussions

Exams

Imported Assignments

Individual Assignments

Indentation: Don't Indent

Cancel Add Item



Modules: Control lesson flow & access

- Design lessons with a particular flow to guide students through materials posted.
- Can set pre-requisites before a module and requirements within a module to control how students complete each module.
 - When Module is first added, can be set
 - After module is added, click 3 dots → Edit
- Track progress of students through modules
- TCC has a template for a module (*pictured*)
 - see Canvas Training Array for instructions
 - Found in the Canvas Commons
- Pro-tip: Number or letter items as a naming convention so students know order

Unit 1: [Title or Theme Here]

Unit 1: Overview and To Do List

Discover

Presentation: [Title Here]

Discuss

Group Discussion: [Title Here]

Demonstrate

Individual Assignment: [Title Here]

Quiz: [Title Here]

Deepen

Unit 1: Additional Resources

Unit 1: Wrap-up and Looking Ahead

Edit Module Settings

Unit 1: [Title or Theme Here]

☐ Lock until

Prerequisites

Welcome: Begin Here!

+ Add prerequisite

Requirements

☒ Students must complete all of these requirements

☐ Students must move through requirements in sequential order

☐ Student must complete one of these requirements

Unit 1: Overview and view the item

Unit 1: Additional Res mark as done

Quiz: [Title Here] score at least

+ Add requirement

view the item

submit the assignment

score at least

Cancel Update Module

Whole Modules listed before

Students Check off



Course Content



Overview: Homepage

- Homepage= “Home” from Course Menu Bar
 - Landing page when students first access your course
 - What do you want your students to see when you first enter?
- Set homepage:
 - Right menu bar on homepage “Choose Home Page”
 - For more flexibility and navigation, select “Pages Front Page”
 - If you have several pages, homepage must be set from the **Pages** area the “Front page”
- Recommended: Create Homepage using RCE in Pages (+ Page)
 - Add buttons (linked images)
 - Add links to most frequently accessed resources
- Recent Announcements can be posted at the top (covered later in Course Settings)

Choose Course Home Page ×

Select what you'd like to display on the home page.

☐ Course Activity Stream

☐ Pages Front Page*

☒ Course Modules

☐ Assignments List

☐ Syllabus

*Front Page must be set first

Cancel Save

Course Status

☐ Unpublished ☒ Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

Coming Up

[View Calendar](#)

Nothing for the next week

<input type="checkbox"/> Home Page Front Page	Mar 15, 2021	Mar 15, 2021 By Candice Torres		
<input checked="" type="checkbox"/> Home Page 2	Mar 15, 2021			
<input type="checkbox"/> Home Page 3	Mar 15, 2021			
<input type="checkbox"/> Porifera Anatomy	Feb 26, 2021			
<input type="checkbox"/> Porifera Diversity	Feb 26, 2021			
<input type="checkbox"/> Porifera Diversity Part II	Feb 26, 2021			
<input type="checkbox"/> Porifera Feeding	Feb 26, 2021			
<input type="checkbox"/> Presentation: [Title Here]	Mar 15, 2021			
<input type="checkbox"/> Read Me: Notes for the Template Administrator	Mar 15, 2021			

Edit

Delete

Use as Front Page

Duplicate

Send to...

Copy to...

Share to Commons



Overview: Pages

- A Page in Canvas is like a webpage, designed using RCE
- All Pages, including the homepage, can be viewed by clicking the “Pages” link in the Course Menu Bar.
- If you have more than 1 Page and a homepage is chosen from Pages, click “View All Pages” to see list of all pages in your course.
- To add a new page, click the +Page sign on the right once in the Pages list view
- Pages can be added to any Module as a way to
 - Present content as you would on a webpage
 - Organize several files
 - Add to a student’s To Do list

The screenshot illustrates the Canvas interface for managing pages. On the left, the Course Menu Bar shows the 'Pages' link highlighted. A yellow circle highlights the 'View All Pages' link in the top right of the menu. The main content area shows the 'Home Page' with a green banner and a 'Welcome!' message. A red circle highlights the '+ Page' button in the top right of the page. Below the page, a 'Navigation Tip' is visible. On the right, a dropdown menu is open, showing options: 'Edit', 'Delete', 'Use as Front Page', 'Duplicate', 'Send to...', 'Copy to...', and 'Share to Commons'. A red circle highlights the three-dot menu icon in the top right of the page. Below the page, the 'Options' section is visible, showing 'Users allowed to edit this page' set to 'Only teachers' and checkboxes for 'Add to student to-do' and 'Allow in mastery paths'. A red arrow points from the text 'Add to a student’s To Do list' in the list to the 'Add to student to-do' checkbox.



Overview : Syllabus

Sandbox for Training > Syllabus

Home Course Syllabus Jump to Today Edit

About

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

- You can also link to a hard-copy file of your course syllabus: [Canvas Guide - How do I create hyperlinks to course, group, and user files in the New Rich Content Editor as an instructor?](#)
- If inserting a file link, consider setting the file to auto-open for inline preview. This allows the file to display right on the page vs. the student needing to download/open the file. [Learn more:](#)
 - [Canvas Guide - How do I upload a document in the New Rich Content Editor as an instructor?](#)
 - [Canvas Guide - How do I embed course and user documents in the New Rich Content Editor as an instructor?](#)
- If you will not be utilizing the Course Syllabus page, you can hide it from the menu: [Canvas Guide - How do I manage Course Navigation links?](#)

Course Summary:

Date	Details	Due
Fri Feb 26, 2021	Fake NEW QUIZ	due by 11:59pm
Sat Feb 27, 2021	Fake submit a pdf for this assignment	due by 11:59pm
Sun Feb 28, 2021	Discussion Board for Lab (Do not make available to students) (Mastery Paths)	due by 11:59pm
Thu Mar 4, 2021	Let's discuss something	due by 11:59pm
Fri Mar 5, 2021	Discussion Board for Lab (Do not make available to students)	due by 11:59pm

March 2021

Course assignments are not weighted.

- Automatically created area of Canvas (not a Page)
- Two sections in Syllabus
 1. Course Syllabus
 - RCE area to attach your syllabus or copy-paste your ICR (formatting may not remain true)
 - Click Edit button to access
 2. Course Summary
 - All Assignments you add to Canvas will automatically populate
 - Listed in order of due dates. If no due date, noted at the bottom in ABC order
 - If you include an assignment to act as a grade column (more on this later), it will be here too
- If you determine grades by weighting assignment categories, they appear on the right sidebar under the calendar
- Calendar will have due dates grayed



Overview: Assignments

- Area of Canvas where
 - You design electronically submitted assignments that students submit for a grade (or not)
 - Tests, quizzes and surveys (**Quizzes**) are placed
 - Graded discussions are placed
 - Create grade columns for in-class submissions, ungraded items, and subtotals (no assignment attached)
 - Extra credit assignments
- Any assignment created will have a grade column automatically added to **Gradebook** (more later)
- Flexibility. Almost anything can be created as an assignment...
 - Quizzes (Tests, quizzes, surveys) are always automatically added as an assignment
 - Discussions (graded)
 - Submission of nearly all file types: documents (pdf, .doc), images, presentations, videos and voice recordings (**Canvas Studio**)
 - Group work (Discussions, collaborative documents)
 - 3rd party tools (McGraw Hill, Pearson, etc.)

Assignment Index

The screenshot displays the 'Sandbox for Training' Assignment Index. It lists various assignments such as 'Test for UAT', 'Fake quiz (Remotely Proctored)', 'Quiz: [Title Here]', 'Fake NEW QUIZ', 'Fake submit a pdf for this assignment', 'Let's discuss something', and 'Group Discussion: [Title Here]'. Each entry shows its score (e.g., '1 pts - 0.7 pts') and a status icon (green checkmark). A red circle highlights the three-dot menu icon next to the 'Fake NEW QUIZ' entry. A red arrow points from this icon to a detailed view of the menu options: Edit, Move To..., Mastery Paths, Delete, Send To..., Copy To..., and Share to Commons.

Assignments can be copied to other courses or shared (Send To... or Commons)



Overview: Assignments *cont.*

- Place all assignments into a Module so students can navigate to them in Canvas.
- Each assignment created with a due date is...
 - Placed in the Calendar for instructor and students
 - Placed in the “To Do” list for students (can click to access directly)
 - Sent out as a notification to students (default=email)
 - Posted to the Syllabus “Course Summary” area (due date not necessary), students get clickable links here too
- Categories (in Bb) are called Groups in Canvas. Group assignments to...
 - Add weights to assignment groups (*see top image, highlighted*)
 - Add “Rules”: Drop lowest/highest scores, or never drop a particular assignment from the group. (cannot be done from Gradebook)
- Assignments can be dragged and dropped between groups

Sandbox for Training > Assignments

The screenshot shows the Canvas Assignments interface. At the top, there are buttons for '+ Group', '+ Assignment', and a three-dot menu. A red arrow points to the three-dot menu with the handwritten text 'create group?'. Below these buttons, a dropdown menu is visible, showing options: 'Edit Assignment Dates', 'Assignment Groups Weight' (highlighted in yellow), and 'Commons Favorites'. A red arrow points to the 'Assignment Groups Weight' option. In the center, a modal window titled 'Rules options' is open, showing fields for 'Group Name' (set to 'Quizzes'), 'Number of scores to ignore for each student' (with 'Lowest Scores' and 'Highest Scores' both set to 0), and a 'Never Drop' section with a link '+ Add an assignment'. At the bottom of the modal are 'Cancel' and 'Save' buttons. To the right of the modal, a red bracket groups the text 'Create group first. Then click the 3 dots associated with the group to see these options.' with a red arrow pointing to the three-dot menu at the bottom right of the assignment list. The assignment list at the bottom shows a group named 'Quizzes' containing an assignment 'Fake quiz (Remotely Proctored)' with a weight of '1 pts'. A red circle highlights the three-dot menu for the 'Quizzes' group.



Overview: Assignment creation

- Click + Assignments button on upper right
- RCE to include description/instructions/learning objectives
- Display Grade as...will be associated with Gradebook (Points vs Percentage)
- Submission types
 - No Submission=Create grade column, ungraded, nothing to turn in
 - Online=electronic submissions
 - On Paper=in class assignments or exams, turned in for a grade
 - External tool= 3rd party assignments (McGraw Hill, Pearson) or Office 365 Cloud Assignment
- Check off “Do not count this assignment towards final grade” if you do NOT want it to contribute to the grade total (ex: grade column that has a subtotal)
- Grade total in Gradebook is automatically calculated depending on how you set up things in Assignments.

Points: 10

Assignment Group: Exams

Display Grade as: Points

☐ Do not count this assignment towards the final grade

Submission Type: External Tool

External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch> Find

☐ Load This Tool In A New Tab

Submission Attempts

Allowed Attempts: Unlimited

Assign

Assign to: Everyone

Due: [calendar icon]

Available from: [calendar icon] Until: [calendar icon]

+ Add

☐ Notify users that this content has changed

Display Grade as: Points

- Percentage
- Complete/Incomplete
- Points
- Letter Grade
- GPA Scale
- Not Graded

Submission Type: External Tool

- No Submission
- Online
- On Paper
- External Tool

<http://www.example.com/launch> Find

☐ Load This Tool In A New Tab



Overview: Online Assignment creation

- For electronic submissions (Online submission type) you can have students submit any type of file and multiple files. You can specify file type.
- If selected by instructor, students have full access to the RCE and Studio for submissions
- Use with File Upload online assignments to use Turnitin for essays/reports.
- Include a rubric with your assignment
- Use Online submission for Group assignment options (grade only 1 assignment; *see Groups section later in this presentation*) and Peer Reviews

Student submission view

Due Apr 9 by 11:59pm Points 10 Submitting a text entry box, a website url, a media recording, or a file upload Available until May 27 at 11:59pm

Submit a pdf or jpeg of your plant.

File Upload Text Entry Website URL Media Google Drive Office 365 Studio

Upload a file, or choose a file you've already uploaded.

Choose File ICR_A&P1_Bl... Schedule.pdf X

Choose File Schedule AP1...ek Spring.pdf X

+ Add Another File

Comments...

Cancel Submit Assignment

Fake rubric

Criteria		
Description of criterion	5 pts Full Marks	3 pts Okay Did okay
2nd criterion For sure, you need to get this right	5 pts Full Marks	3 pts Okay Did okay

Submission Type: Online

Online Entry Options

- ☒ Text Entry
- ☒ Website URL
- ☒ Media Recordings
- ☒ File Uploads
- ☒ Restrict Upload File Types

Allowed File Extensions

Enter a list of accepted extensions, for example: doc,xls,txt

Submission Attempts

Allowed Attempts

Unlimited

Plagiarism Review

Turnitin-CPF

Store submissions in:

Standard paper repository

Compare submissions against:

Student repository



Overview: Bulk edit Assignment dates

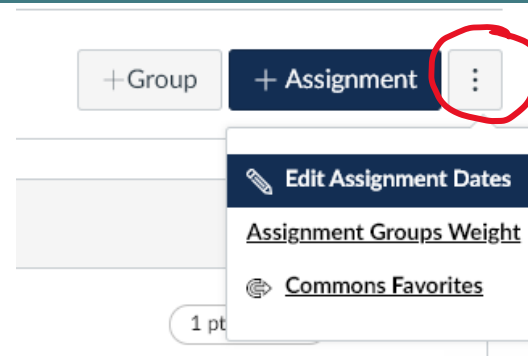
- Click the 3 dots in the upper right corner of the Assignments index
- Select “Edit Assignment dates”
- Lists all assignments and dates that can be edited in one window or...
- Check the box next to assignments you want to bulk edit (Batch Edit button will become available)

Edit Assignment Dates

Select by date range

to

<input type="checkbox"/> Title	Due At	Available From	Available Until
<input checked="" type="checkbox"/> Fake NEW QUIZ	Fri Feb 26, 2021		
<input checked="" type="checkbox"/> Let's discuss something	Thu Mar 4, 2021	Thu Mar 4, 2021	Sun Mar 7, 2021
<input type="checkbox"/> Discussion Board for Lab (Do not make available to students)	This assignment has no default dates.		



2 assignments selected

Batch Edit Dates

☒ Shift Dates

Shift due dates and assignment availability dates forward by a number of days.

Days

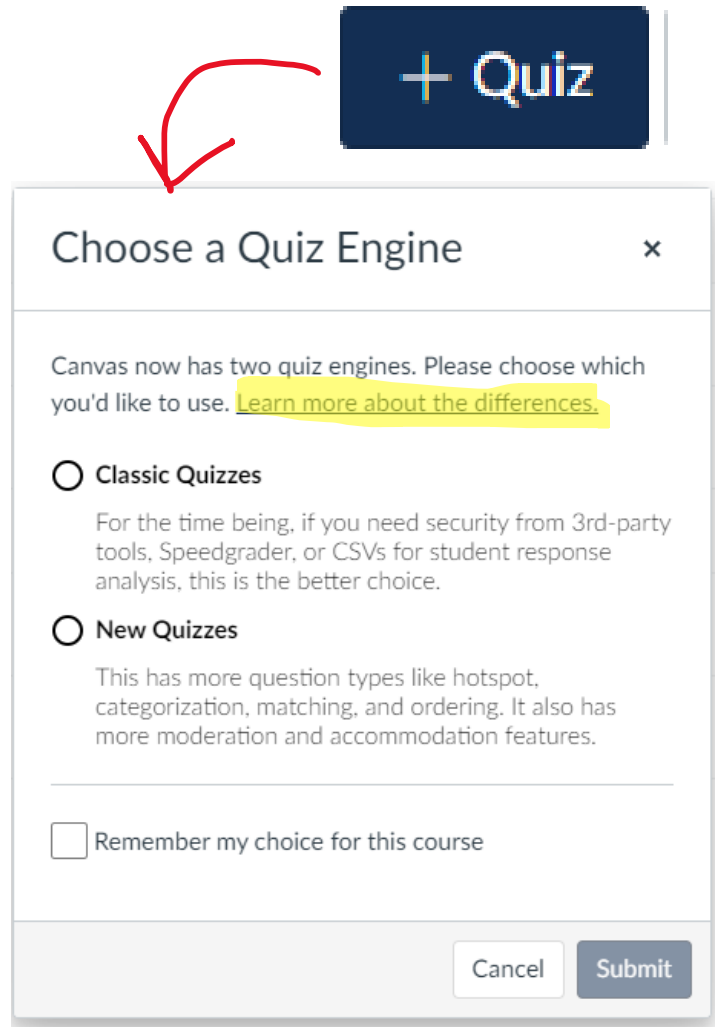
☐ Remove Dates

Remove due dates and assignment availability dates.



Overview: Quizzes

- All exams, quizzes, surveys are called **Quizzes** in Canvas and can be accessed through Course menu.
- Two types of quizzes designated in Canvas
 - **Classic Quizzes** or Quizzes ← 1st timers, start with this
 - Use to create Surveys
 - Using Proctorio or Respondus? Need to choose this!
 - How your Blackboard quizzes will import
 - Use if you intend to use SpeedGrader (essay/short answer questions)
 - **New Quizzes**
 - Canvas App
 - Provides a wide variety of question types (Hotspot, categorization, mapping)
 - Best used if you are creating a quiz from scratch, looking for new and better ways to test students
- Separate question banks are created for the two quiz types and cannot be shared between them.



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

Cancel Submit



Overview: Classic Quizzes

- Add description/Instructions with RCE
 - May want to add a link to Canvas Student guide on how to take Classic Quiz
- Quiz Types: Practice (ungraded), Graded Quiz, Graded & Ungraded Survey
- Only answers can be shuffled, not questions and it applies to all questions (not individual)
- Check box to enable Proctorio, same settings as what was seen in Blackboard. If the checkbox is not there, need to add “Secure Exam Proctor” to Course Menu (*see Settings later in this presentation*)
- Use + New Question Group in the “Questions” tab to randomly draw from Question Bank (shuffle questions)

Default tab

Details Questions Mastery Paths Proctorio Settings

Quiz Type: Graded Quiz

Assignment Group: Practice Quiz, Graded Quiz, Graded Survey, Ungraded Survey

☐ 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

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

☒ Enable Proctorio Secure Exam Proctor

Assign

Assign to: Everyone

Due: []

Available from: [] Until: []

Classic Quizzes



Overview: Classic Quizzes questions

- + New Questions allows you to create questions, automatically saves to an account-level bank
- Find Questions: recycle from within or across courses, access questions you have imported to your course from the publisher or other instructor
- Question Creation
 - Name questions for ease of search in bank. Students will NOT see the name.
 - Use RCE for any question (include images, media, etc.)
 - Question types to Formula question are auto-graded
 - Essay, File Upload and text questions=SpeedGrader!
 - Canvas Instructor guide has instructions for each type of question.
 - Answers in MC can be edited using RCE by pressing the pencil icon.

Details Questions Mastery Paths Proctorio Settings

Question Multiple Choice

Enter your question and multiple choice options

Question:

Edit View Insert

12pt Paragraph

Multiple Choice

True/False

Fill In the Blank

Fill In Multiple Blanks

Multiple Answers

Multiple Dropdowns

Matching

Numerical Answer

Formula Question

Essay Question

File Upload Question

Text (no question)

Answers:

Correct Answer Answer Text

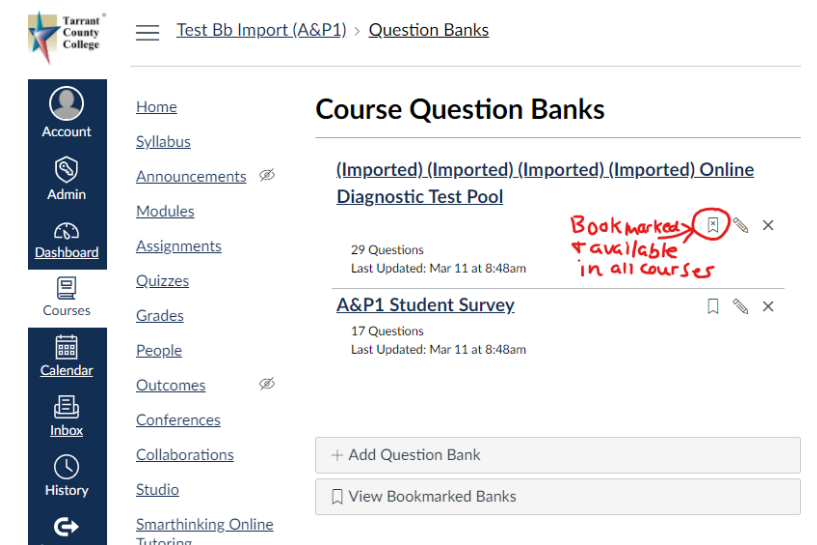
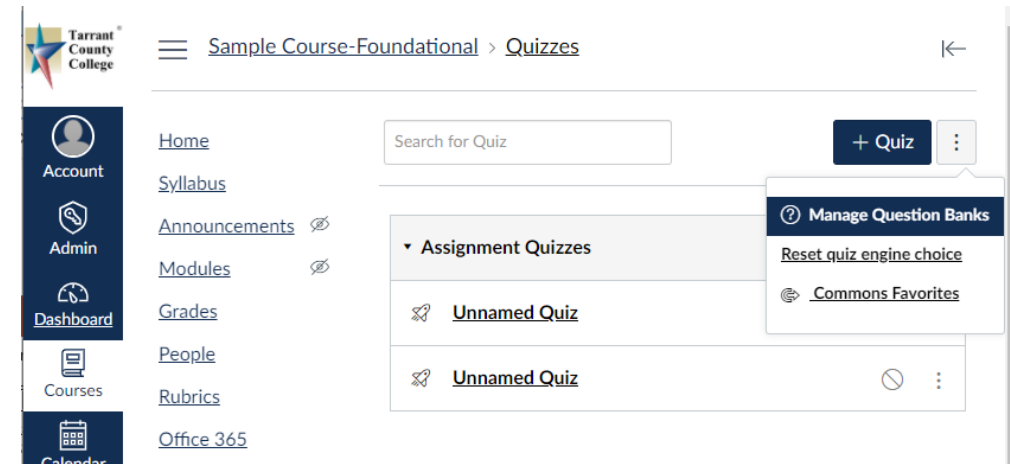
Launches RCE

Leave feedback



Overview: Quiz Question Banks

- To access the bank, go to Quizzes from the Course Menu and select the 3 dots
- All questions from any Quiz will be added to the bank.
- If a new question is created in Canvas, default= all questions will go to “Unfiled questions”
- Questions from imported tests/quizzes (from Bb or 3rd party) will go into banks named by the assessment
- Click the Bookmark icon to make questions within the exam/quiz available to all of your courses.

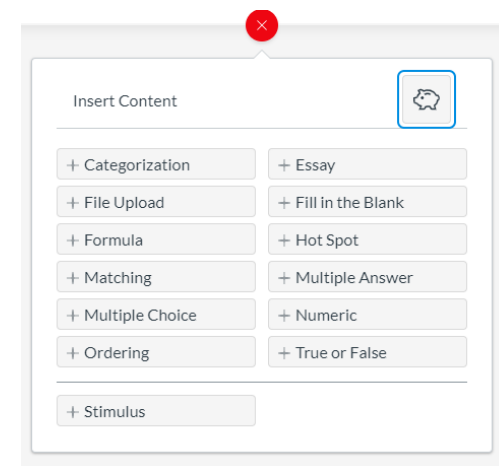
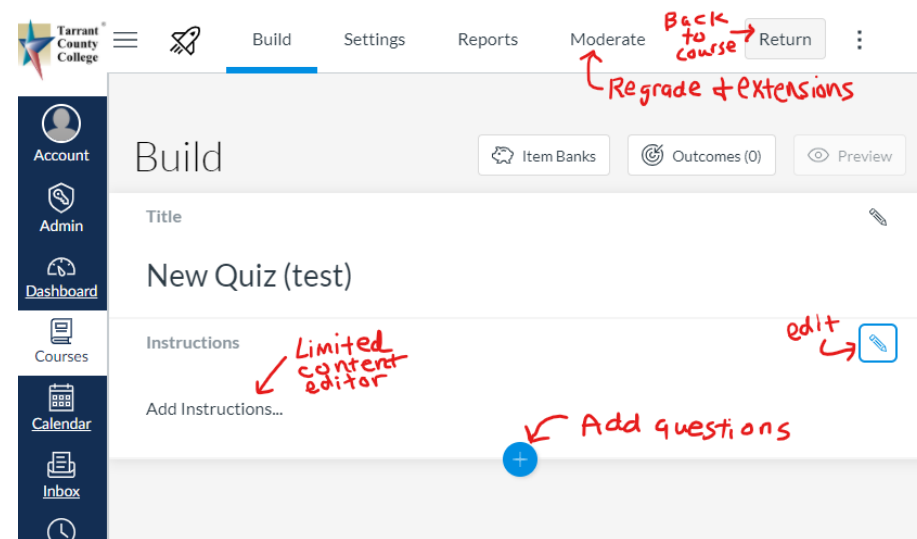




Overview: New Quizzes

- **UNLIKE Classic Quizzes**

- Set course-wide exceptions for students (extensions) and other accommodations
 - Can shuffle questions (without bank) and answers
 - Can duplicate within course
 - Can align questions to outcomes
 - Additional question types: hotspot, ordering, categorization stimulus, (series of questions related to one topic/graphic/video/article., etc.)
 - Assign points per answer choice for MC
- Recommended if you are building content from scratch.
 - To launch a New Quiz, and build questions, + New quiz, then save.
 - New quiz is an app, so you'll stay in Canvas but leave the course menu
 - Test bank=Item bank
 - Sharing requires sharing the quiz AND associated banks





Overview: Classic vs. New Quizzes

Quizzes

- Survey & Practice Assessments
- Align Outcomes to QBs
- Bookmark Question Banks
- Export Quiz Content
- Grade One Question at a Time (Speedgrader)

Both Platforms

- Import QB
- Regrade
- Reorder Questions
- Multiple Attempts
- Assign to Individuals
- Set Time Limit
- Moderate Quiz Per Student
- Quiz Log
- Item/Student Analysis
- Shuffle Answers Globally

New Quizzes

- Interactive Question Types
- Align Outcome to Individual Questions
- Shuffle Answers per Question
- Shuffle Questions Globally
- Customize Point Values per Answer Choice

• From presentation by Canvas Trainer Cory Chitwood



Overview: Discussions

- In the Course Navigation bar, choose Discussions.
- Added to Assignments area automatically only if marked as “Graded”
- Discussions can be sorted easily and searched (ex: by authorship)
- Gear upper right: Control student use of discussions including allowing students to create their own discussion topics
- Discussions always in use can be pinned
- If you want the discussion graded, check the box in the options area during creation/edit.
- Discussions can be graded with a rubric attached, also can do peer reviews.
- “Allow a threaded reply” so students can respond to other students

Sandbox for Training > Discussions

Home Announcements Modules Collaborations New Analytics Studio Google Drive Office 365 Folio Smarthinking Online Tutoring LockDown Browser Adobe Creative Cloud Redirect Tool Grades Rubrics Assignments People Syllabus Discussions

All Search by title or author... + Discussion

▼ Pinned Discussions

Course Q&A All Sections

Let's discuss something Was locked at Mar 7 at 11:59pm

▼ Discussions

Another discussion. All Sections

Group Discussion: [Title Here]

▼ Closed for Comments

Options

- ☒ Allow threaded replies
- ☒ Users must post before seeing replies
- ☐ Enable podcast feed
- ☒ Graded
- ☒ Allow liking
 - ☐ Only graders can like
 - ☐ Sort by likes

Group Discussion

☐ This is a Group Discussion

Close for comments

Unpin

Move To

Duplicate

Send To...

Copy To...

Share to Commons

Delete

Ordered by Recent Activity



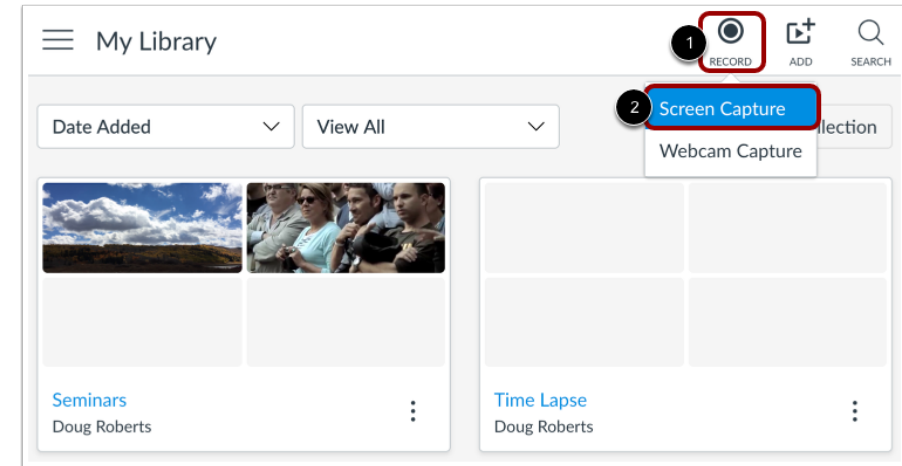
Overview: Rubrics

- From Course Navigation menu, go to **Rubrics**
 - Can also build a rubric from the Assignments area when designing an assignment.
- Students can view Rubrics too before and after grading.
- For each Rubric can add criteria and ratings with descriptions to assign points.
- To add rubrics to an Assignment, save the assignment first. Then, click back into the assignment and look for the + Rubric button at the bottom.
- To add to a discussion or File Upload/Essay-based Quiz (Show Rubric), click on the item first, then click the 3 dots.
- **Must check the box “Use this rubric for assignment grading”** to use in SpeedGrader for Assignments and Discussions.
- Rubrics can be added within and across courses.

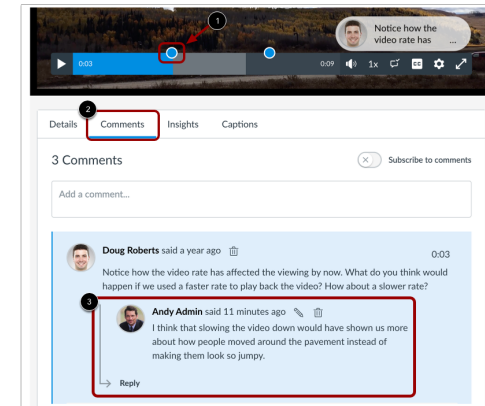
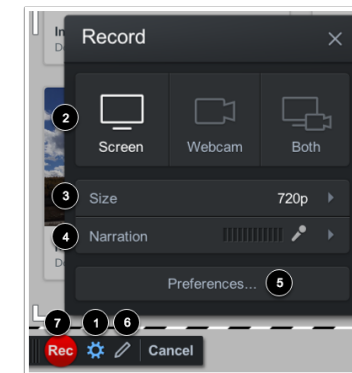


Introduction to Studio

- Access through Global Navigation Menu. Takes you to “My Library.” Collections=folders for organizing videos.
- Canvas Studio is built-in software that allows you to record audio, video, screen capture and includes some edit abilities.
- Videos created with Canvas can...
 - Include annotations (drawings) with screen capture
 - Allow for comments from you or your students about a particular time stamp of the video
 - Can be turned into quizzes
 - Use “Insights” feature to see what each student actually watched.
 - Generate closed captioning
- Videos can be added from YouTube (won’t generate captions)
- Instructors and students have access, typically through RCE
- Files are stored within Canvas account on the cloud
- There’s way more to Studio! Go to Canvas Training Portal and sign up for Webinars/courses.



From Canvas community site



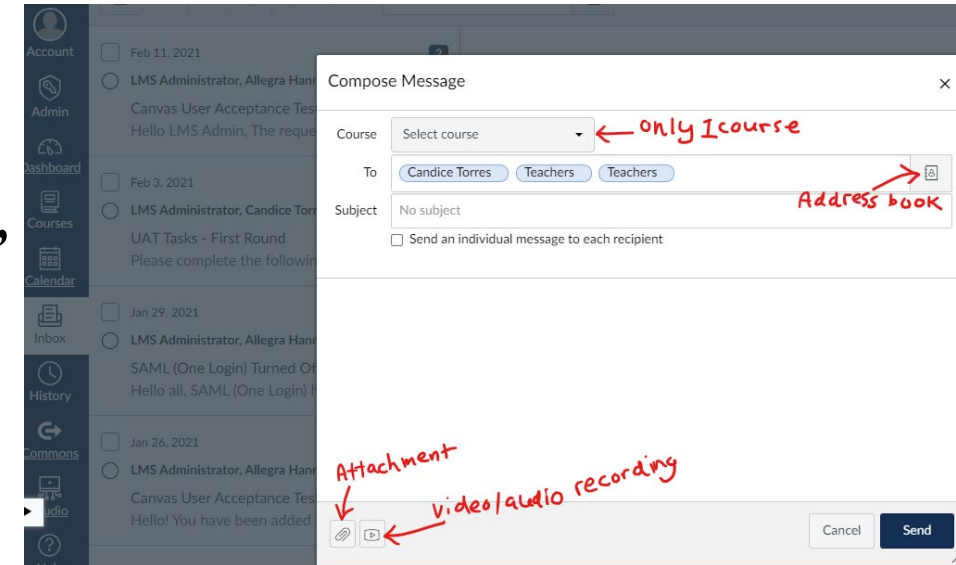


Communication in Canvas



Communication: Inbox

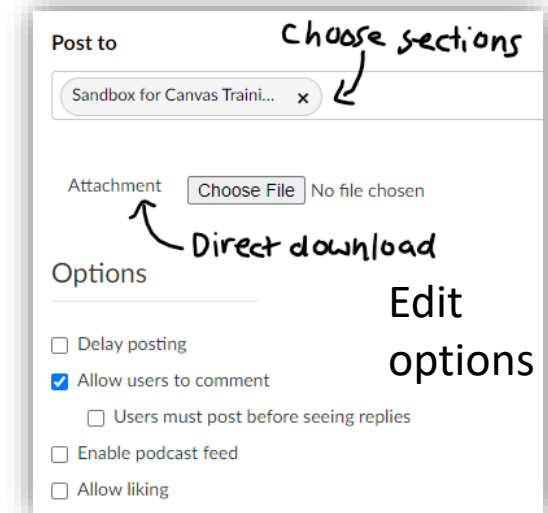
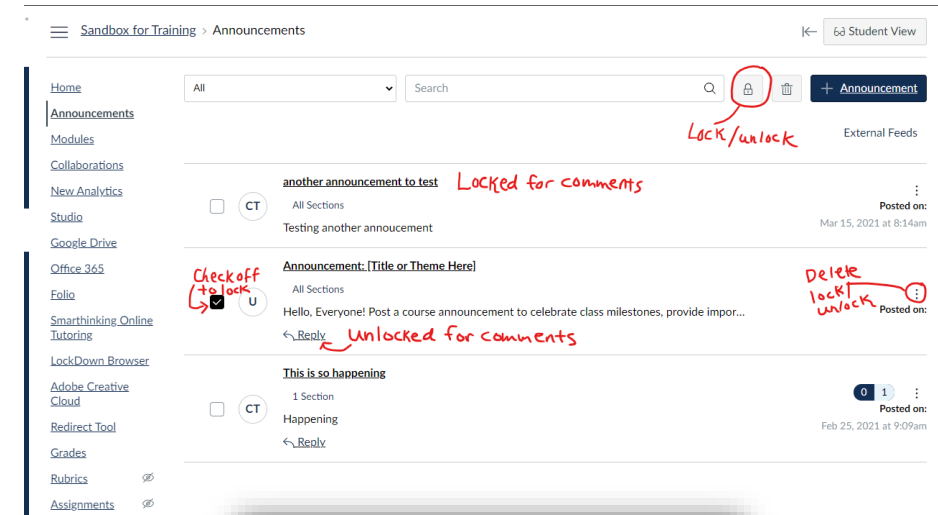
- From Global Navigation Bar choose **Inbox**
- Acts as the messaging system within Canvas.
- Default email is where messages from Canvas (students, admin, orgs) will be sent to. Default email is your Outlook email (can be changed in settings)
- Sending messages through Canvas Inbox will not reveal your email address.
- Includes “Submission Comments”: See conversation regarding an assignment graded through SpeedGrader
- Messaging through Canvas is done on a per course basis and can only be done with people who are enrolled in your course or if you are enrolled in a course yourself.
- Type in a name for autofill. Can also check address box.
- Within course, can select particular sections (after merging), groups or people.
- Options other than text for message: attachment and video/voice recording





Communication: Announcements

- Course-specific communication using the RCE!
- Searchable by title
- By default, students cannot respond to an announcement (must send a separate email).
- Lock and Unlock an announcement to allow for replies by selecting the announcement and clicking the lock icon.
 - If a student replies to an announcement, everyone can see it when they go to the announcement
 - If lock, unlock options are not available. Go to Global settings to allow for locking/unlocking (covered later)
- Notifications of Announcements:
 - Sent to student email by default
 - Posts to Dashboard by default
 - Can set up homepage to display title of announcements





Communication: Calendar

- Shows events, due dates (automatically added), to dos, and appointments across all courses
- Views: week, month, agenda (list), today
- Color codes match what is on dashboard card
- Drag and drop events within month view (Events and assignments. Not appointments)
- Added events will emailed to students.

Edit Event [X]

Event | Assignment | My To Do | Appointment Group

Title:

Date: 2021-03-21

Sun Mar 21, 2021

From: 12:00am to 12:00am

Location:

Calendar: Sandbox for Canvas Traini

More Options Submit

Choose Course

Edit Event [X]

Event | Assignment | My To Do | Appointment Group

Name:

Date: 2021-03-21

Time Range: -

Location:

Divide into equal slots of 30 minutes. Go

Options

☐ Limit each time slot to users.

☐ Allow students to see who has signed up for time slots that are still available.

☒ Limit participants to attend 1 appointment(s).

☐ Have students sign up in groups.

Calendar: *Which courses*

Select Calendars

Details:

Cancel Publish

Tarrant County College

Today [←] [→] March 2021

Week | Month | Agenda | +

Calendar view showing dates and events. Events are color-coded and labeled with titles like "Discussion Board for Lab (Do not make available to students) (Mastery Path)" and "Let's discuss something".

CALENDARS

- ☐ Candice Torres
- ☐ Canvas Onsite Training Course
- ☒ Canvas Training Array
- ☐ Sample Course-Foundational
- ☒ Sandbox for Canvas Training-Candice Torres
- ☐ Test Bb Import (A&P1)
- ☐ UAT Sandbox Course
- ☐ Anatomy & Physiology I
- ☐ Anatomy & Physiology I

UNDATED

- ☒ Calendar Feed

Personal!

Click to make active

Click to inactivate

Change color

Add to iCal or Outlook



People: Student roster & Groups

ing > People

Roster

Everyone Groups

Search people

All Roles

+ Group Set

+ People

Add members for Orgs.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Candice Torres	CANDICETORRES@tccd.edu	1270358	Sandbox for Canvas Training-Candice Torres	Teacher	Mar 20 at 8:24pm	19:56:01

- From People on the Course Navigation bar...
- See students enrolled in course
- Create Groups for group work/projects (Assignments, Discussions)
- Groups create a separate space in Canvas that allows for collaboration among students and student-group instructor interaction.
- Groups can be self-assigned by student or you can assign groups
- Collaboration in Groups area on...
 - Announcements within group
 - Create Pages within group
 - Share files through Collaborations link in course menu bar within Group
- Students can access Groups from Global Navigation bar once they are added to one.

Create Group Set

Group Set Name

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

Group Structure ☐ Split students into 0 groups
☐ Split students into groups with 0 students per group
☒ I'll create groups later

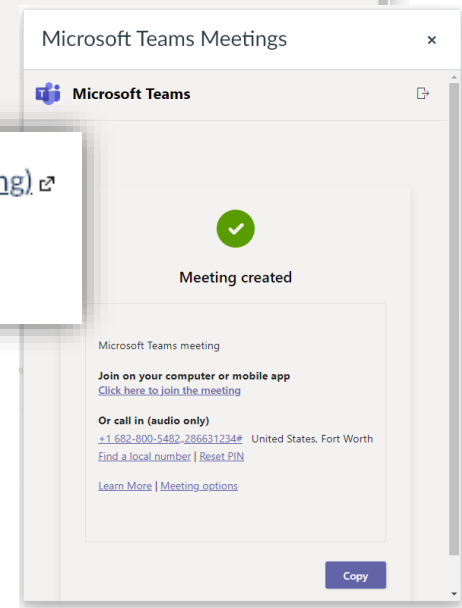
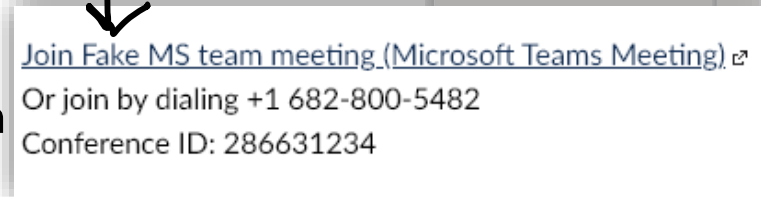
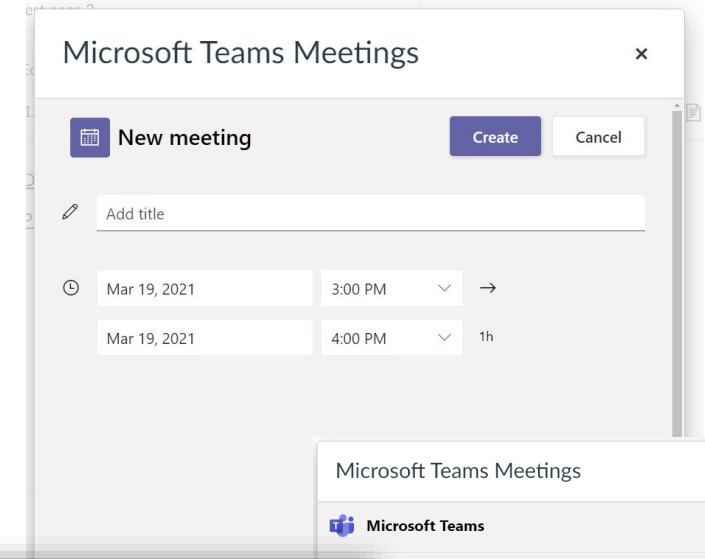
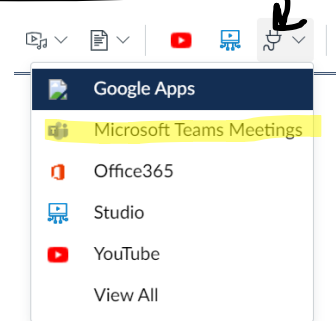
Cancel Save

FYI: For organizations or to share a sandbox course with others, you can add people to the course.



Meetings: MS Teams integration

- In RCE, go to the App extension icon
- Select Microsoft Teams Meeting
- Click “Sign in” and then “Create Meeting Link”
- Will add meeting as link to the content area (Page) of the RCE.
- When the meeting link is clicked, will open up browser tab to MS Teams
 - Usual prompts when link is clicked
- Does NOT add it to your Outlook Calendar or Canvas Calendar
- Time and date is not shown. You’ll want to include that in the body of the text.
- A new separate meeting link is created each time you do this. There is not an option to repeat or other options typically provided on MS Teams
- Recommend: If you are scheduling a regular class meeting, set it up in Teams and copy-paste the link for the meeting into Announcement or Calendar event.





Meetings (alternatives)

- TCCD recommends you use MS Teams for all meetings with students. However....
- The Blackboard Collaborate equivalent in Canvas is **Big Blue Button**
- Access Big Blue Button through Conferences in the Course Navigation bar.
- Limited invite and set up options.
- Recordings are deleted after 14 days and cannot be downloaded.

The image displays three overlapping screenshots of the BigBlueButton web conferencing system. The top-left screenshot shows a 'Public Chat' window with a sidebar for messages, notes, and users, and a main area with instructions and a note about recording. The top-right screenshot shows the main conference interface with a 'Welcome To BigBlueButton' message and a grid of features including Chat, Webcams, Audio, Emojis, Breakout Rooms, Polling, Screen Sharing, and Multi-user Whiteboard. The bottom screenshot shows the 'New Conference' dialog box with fields for Name, Type, Duration, Options, Description, and Members, along with 'Cancel' and 'Update' buttons.



Grading in Canvas



Grading: Gradebook

Tarrant County College

Test Bb Import (A&P1) > Grades

Gradebook ▾ View ▾ Actions ▾

Account

Admin

Individual View...

Gradebook History...

Total	A&P1 Student Sur... Out of 0 MANUAL	Diagnostic Test (fo... UNPUBLISHED	Percent Course Gr... Out of 1,000 MANUAL	Final Exam Out of 100 MA...	Lecture Exam 1 Out of 75 MANUAL
235 A	10		101%	75	75

- Go to “Grades” in Course
- Total column is already added and automatically calculated (can only change grading scheme and what is displayed). Add letter grade display and calculation in Course Settings.
- Columns in Gradebook are only those that have an Assignment (graded or not). **You cannot manually add columns to the Gradebook from Gradebook**
- Gradebook from menu bar (circled above in red)
 - Individual View: good for screen readers, allows for a down-the-page view (may have to refresh the browser page or select twice to activate)
 - Gradebook History: view what’s been changed/added
 - To return to the regular gradebook view, select it from the right dropdown menu in Individual view. May need to refresh 2 or double-select.



Grading: Gradebook *cont.*

Tarrant County College

Test Bb Import (A&P1) > Grades

Gradebook ▾ View ▾ Actions ▾

Individual View...
Gradebook History...

Total	A&P1 Student Sur... Out of 0 MANUAL	Diagnostic Test (fo... UNPUBLISHED	Percent Course Gr... Out of 1,000 MANUAL
235 A	10		101%

Statuses ×

Late ⋮

Missing ⋮

Resubmitted ⋮

Dropped ⋮

Excused ⋮



Done



- Default order of columns left to right is the order assignments are listed top to bottom in **Assignments** area.
- You can drag and drop grade columns into any order you want
- In the View tab, can select “Status” to color code late, missing and resubmitted assignments. Dropped students too. Colors are customizable using the 3 dots.
- View can also be used to sort by assignment or section
- Actions=import (provides template instructions) or export (whole gradebook)



Grading: Gradebook *cont.*

Gradebook ▾ View ▾ Actions ▾

Student Name	Total	A&P1 Student Sur... Out of 0 MANUAL	Diagnostic Test (fo... UNPUBLISHED	
Test Student	 235 A	10		

- Go to the Gear icon to access settings in Gradebook
- Under Late Policy tab
 - Check “Automatically apply grade for missing submissions” and enter 0% to assign a 0 for any missing grades.
 - Apply deductions for late assignments (by day or hour)
- Grade Posting Policy tab
- Automatically Post or Manually post (release when you’re ready) across whole gradebook

Late Policies Grade Posting Policy

☒ Automatically apply grade for missing submissions

Grade percentage for missing submissions

%

☐ Automatically apply deduction to late submissions

Late submission deduction percent Late submission deduction interval

%

Lowest possible grade percent

%



Grading: Gradebook *cont.*

- Student name “3 dots” menu

- Sort by name
- Show other student info (ID), email , section
- Show dropped students w/ Show “Concluded enrollments” (students that drop will automatically no longer show.)

- Each grade column has a “3 dots” menu

- Total grade column can be moved to front
- Change from points to percent (if not weighted by %)
- Access SpeedGrader
- Message Students Who (send email to particular students according to submission status or the grade received)
- Curve Grades. Shifts according to set average, CANNOT BE UNDONE.
- Set Default Grade: give everyone the same grade

Lecture Exam 1	Lecture Exam 2	Lecture Exam 3
Out of 75 MANUAL	Out of 75 MANUAL	Out of 75 MANUAL

- Sort by >
 - Grade - Low to High
 - Grade - High to Low
 - Missing
 - Late
- SpeedGrader
- Message Students Who
- Curve Grades
- Set Default Grade
- All grades posted
- Hide grades
- Enter Grades as >
- Grade Posting Policy

Message Students for Lecture Exam 1

Message students who...

for Lecture Exam 1

Haven't submitted yet

Haven't been graded

Scored less than

Scored more than

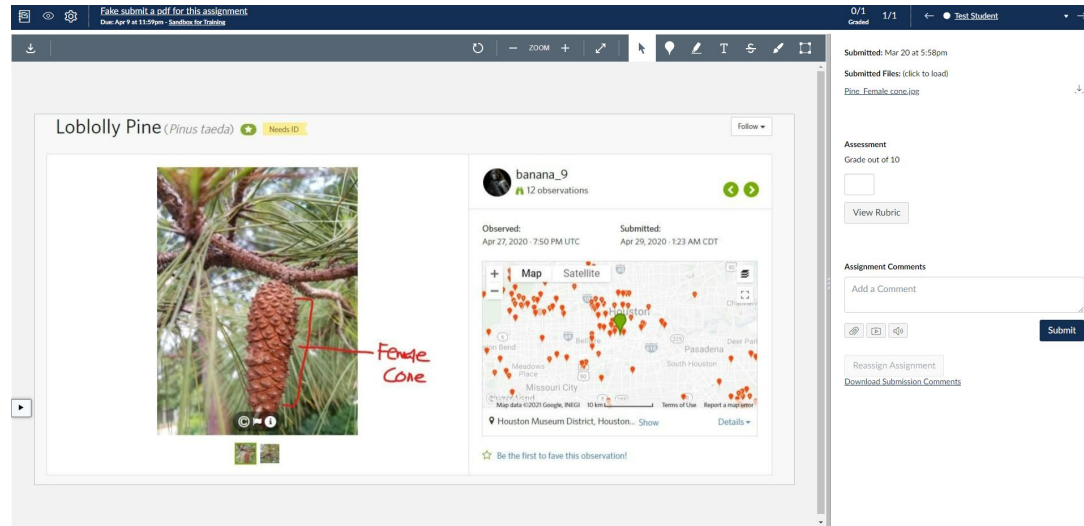
No submission for Lecture Exam 1

Message:

Cancel Send Message



Grading: SpeedGrader



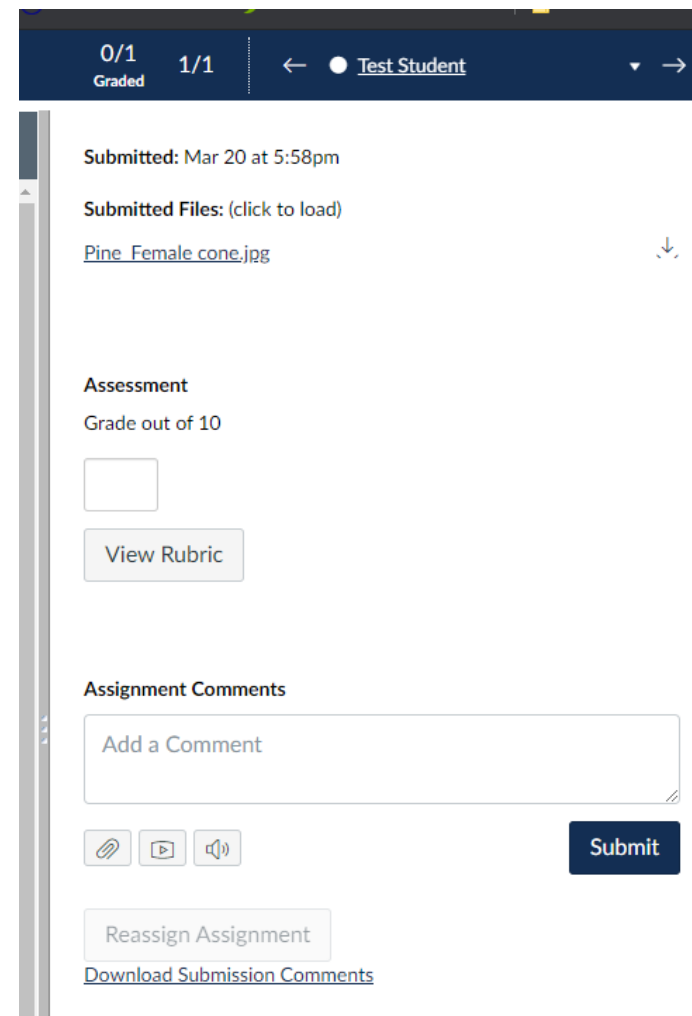
- Versatile tool to electronically grade and provide feedback for submissions through Canvas. Can include Rubrics created in Canvas.
- Available for short essay/essay questions, Discussions, and File Upload assignments
- Can access from Gradebook column, your To Do list, or from the Assignment area.



Grading: SpeedGrader *cont.*



- Top menu bar:
 - Checked notebook: Back to gradebook
 - Eye: Hide or show grades for assignment in gradebook
 - Gear: Settings (can anonymize here)
 - Click on name of assignment or course, to go directly there in Canvas
 - Shows what's graded and average.
 - Students appear 1 by 1. Name is displayed top right
- Side bar shows submission time, downloadable student file submission links, grade and Rubric scoring, comments, attachments including audio and video for commenting.





Grading: SpeedGrader and DocViewer

- DocViewer: area of SpeedGrader where you can leave comments and annotations directly on the document
- Available for File Upload Assignments only, including images and documents (.pdf, .doc, etc.)
- Not available for Quizzes or Discussions
- Add annotations directly on the file or drop a pointer or box an area and add comment to the side
- Students can view comments and rubrics from graded assignments in **Grades**.

The screenshot shows the SpeedGrader DocViewer interface. Handwritten red annotations include:

- "Downloaded your markup" with an arrow pointing to the download icon in the top toolbar.
- "Pick color" with an arrow pointing to the color selection bar.
- "Drop pointer to comment" with an arrow pointing to the pointer tool icon.
- "For word docs" with an arrow pointing to the text tool icon.
- "Type" with an arrow pointing to the text input field.
- "Draw" with an arrow pointing to the drawing tool icon.
- "Box to comment" with an arrow pointing to the box tool icon.

The main content area displays a map of Houston with orange location pins. A red box is drawn around a pine cone image on the left, with the handwritten text "Female Cone" next to it. The right sidebar shows the assignment details, including the submission date (Mar 20 at 5:58pm), the submitted file (Pine_Female_cone.jpg), and the assessment grade (Grade out of 10). There is a comment box for Candice Torres with the text "Leave a comment" and a "Submit" button.



Overview: Outcomes

- Find in Course Navigation menu. Course-specific but can be shared across courses.
- Will be given to instructors and designers for accreditation purposes and, possibly, district-wide assessments.
- Purpose: Track mastery of course learning objectives.
- Outcomes can be attached to Rubrics, Assignments, and Quizzes
- Outcomes can be tracked in the Gradebook (Learning Mastery Gradebook)
- Not viewable to students

From Canvas community site



Settings & Notifications





Settings: Global (at the top)

- Click **Account** from the Global Navigation Bar → Settings
- Ways to Contact (how Canvas notifies you, NOT how others can contact you)
 - Add email and change default email (will not be given out to sender if messaged through Canvas)
 - Other contacts: Students (not useful for instructors) can add their phone numbers to receive texts.
- Click “Edit Settings” to change
 - Pronouns
 - Default email

☰ Candice Torres's settings

[Notifications](#)
[Profile](#)
[Files](#)
[Settings](#)
[ePortfolios](#)
[Shared Content](#)
[Folio](#)
[QR for Mobile Login](#)
[Global Announcements](#)

Candice Torres's Settings

Full Name: Candice Torres
This name will be used for grading.

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

Sortable Name: Torres, Candice
This name appears in sorted lists.

Pronouns: None
This pronoun will appear after your name when enabled

Default Email: candice.torres@my.tccd.edu

Language: System Default (English (US))

Time Zone: Central Time (US & Canada)

Web Services

Ways to Contact

Email Addresses

candice.torres@tccd...

candice.torres@my.t... ★

+ [Email Address](#)

Other Contacts	Type
+ Contact Method	

[Edit Settings](#)

[Download Submissions](#)

[Download Course Content](#)



Settings: Global (at the bottom)

- Default: All are not activated except for “**Course Set-up Tutorial**.”
 - Canvas automatically shows a “panda pop up” on the right with explanations when accessing 1st time.
- Underline links option checked means anywhere that is clickable that will hyperlink within or outside (external website) of Canvas will be underlined. Otherwise, links are discoverable by hovering over.

Feature Options

User

Feature	State
> Autodetect field separators in compatible spreadsheet exports	⊗
> Course Set-up Tutorial	✓
> Disable Alert Notification Timeouts	⊗
> Disable Celebration Animations	⊗
✓ Disable Keyboard Shortcuts Disable Canvas keyboard shortcuts. Some users using screenreaders or keyboard navigation will have an improved experience with these shortcuts turned off.	⊗
✓ High Contrast UI High Contrast enhances the color contrast of the UI (text, buttons, etc.), making those items more distinct and easier to identify. Note: Institution branding will be disabled.	⊗
> Include Byte-Order Mark in compatible spreadsheet exports	⊗
> Underline Links	✓
> Use semicolons to separate fields in compatible spreadsheet exports	⊗




Settings: Course

- Find Settings for each course at the bottom of the Course Navigation bar
- Only viewable to instructors/owners
- Course Details tab essentials...
 - Change Dashboard card image
 - Check off “Enable Course Grading Scheme” (default=unchecked)
 - Show a letter grade next to the automatically calculated total displayed on Gradebook
 - Allows you to adjust point/percentage cut offs for letter grades by clicking “set grading scheme” (see right images)
 - **more options**=small but important link! (see next slide)

Sample Course-Foundational > Settings

Course Details

Image:  [edit](#)

Name: Sample Course for Foundational Training

Course Code: Sample-Foundational Training

Blueprint Course: No

Time Zone: Central Time (US & Canada)

Subaccount: System-Created Course

Term: Default Term

Participation: ☐ Restrict students

Language: Not set (user-configurable)

File Storage: 5000 megabytes

Large Course: ☐ Launch SpeedGrader

Grading Scheme: ☒ [Enable course grading scheme](#) [set grading scheme](#)

License: Private (Copyrighted)

File Copyright: Copyright and license information must be provided for files before they are published.

Grading Schemes

4 [+ Add grading scheme](#)

Default Grading Scheme

View/Edit Grading Scheme

Name	Range	
A	100 %	to 94.0 %
A-	< 94.0 %	to 90.0 %
B+	< 90.0 %	to 87.0 %
B	< 87.0 %	to 84.0 %
B-	< 84.0 %	to 80.0 %
C+	< 80.0 %	to 77.0 %
C	< 77.0 %	to 74.0 %
C-	< 74.0 %	to 70.0 %
D+	< 70.0 %	to 67.0 %
D	< 67.0 %	to 64.0 %
D-	< 64.0 %	to 61.0 %
F	< 61.0 %	to 0.0 %

3 [manage grading schemes](#) [Done](#)



Settings: Course *cont.*

- From Course Settings “Course Details tab” scroll down to “**more options**”
- Under more options includes:
 - Control discussion posts and groups for students
 - Hide/unhide total grade and grade stats from students
 - Disable/enable comments on announcements

[fewer options](#)

☒ Show recent announcements on Course home page

2 Number of announcements shown on the homepage

☒ Let students attach files to discussions

☒ Let students create discussion topics

☒ Let students edit or delete their own discussion posts

☒ Let students organize their own groups

☐ Hide totals in student grades summary

☒ Hide grade distribution graphs from students

☒ Disable comments on announcements

Only Teachers can create, rename, and edit course pages by default

Settings

Visibility: Course

☐ Customize

☐ Include this course in the public course index

Format: Not Set

Description:

[more options](#)

Don't forget to click!

Update Course Details



Settings: Course *cont.*

- Navigation tab in Course Settings
 - Reorder items in your Course Navigation Menu
 - Show/Hide Course Navigation menu items
 - Need this to activate 3rd party tools for your course (will have to be visible to students to activate and use): Proctorio, McGraw Hill, Pearson, etc.
- Drag and drop items on top to make viewable to students and bottom to hide or inactivate.
- Items you can hide from students but are still visible to the instructor: Outcomes, Assignments, Quizzes, Files, Pages, Discussions
- Don't forget to scroll down and press Save!

Home Syllabus Announcements Modules Grades People Rubrics Office 365 Folio Secure Exam Proctor (Proctorio) LockDown Browser Smarthinking Online Tutoring McGraw-Hill Connect Conferences Collaborations Studio Google Drive Assignments Discussions Pages Files Outcomes Quizzes Settings

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	
Syllabus	⋮
Announcements	⋮
Modules	⋮
Grades	⋮
People	⋮
Rubrics	⋮
Office 365	⋮
Folio	⋮
Secure Exam Proctor (Proctorio)	⋮
LockDown Browser	⋮
Smarthinking Online Tutoring	⋮
McGraw-Hill Connect	⋮
Conferences	⋮
Collaborations	⋮
Studio	⋮
Google Drive	⋮

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Attendance	Page disabled, won't appear in navigation
Chat	Page disabled, won't appear in navigation
MyLab and Mastering	Page disabled, won't appear in navigation
Pearson	Page disabled, won't appear in navigation

Save



Settings: Course *cont.*

- Sections tab in Course Settings
 - Allows you to view membership in section
 - Should be automatically populated upon cross-listing (section merge)
 - Orgs can add their own sections
- Apps tab in Course Settings
 - Not recommended you add apps this way because only will be added for this course. Ask Canvas Admin to add to account level.
- Feature Options (shown)
 - Canvas showcases their newest features to try out if not part of a big release or in the middle of the term.
 - RCE enhancements are on by default (you want this)
 - Click the > to learn a bit more about the feature.

Sample Course-Foundational > Settings

Home Syllabus Announcements Modules Grades People Rubrics Office 365 Folio Secure Exam Proctor (Proctorio) LockDown Browser Smarthinking Online Tutoring McGraw-Hill Connect Conferences Collaborations Studio

Course Details Sections Navigation Apps **Feature Options**

Course

Feature State

> Allow Outcome Extra Credit (X)

Anonymous Instructor Annotations (X)
Anonymize all instructor comments and annotations within DocViewer

> ePub Exporting (X)

> Learning Mastery Gradebook (X)

> Moderated Grading (X)

> New Course and User Analytics (X)

> RCE Enhancements **on by default** (✓)

> Student Learning Mastery Gradebook (X)

Handwritten notes:
- "enhance Canvas" with an arrow pointing to the Apps tab.
- "View once cross-listed" with an arrow pointing to the Sections tab.
- "on by default" with an arrow pointing to the RCE Enhancements status.



Settings: Course *cont.*

- Side bar when you click on Settings in the Course menu shows...
- Course Stats and Calendar
- Allows for import and export of course content and copying (more later)
- Reset Course Content=empties an entire course so its only an empty shell. Don't touch this if it has students in it! Data very difficult to retrieve, so be careful.
- Link validator: Validate links for your whole course to make sure none are broken.
- Shows current number of users including students, teachers, SIs

Foundational > Settings

Course Details Sections Navigation Apps Feature Options

Course Sections

[Sample Course for Foundational Training in Canvas](#) (1 User)

Add a New Section:*

+ Section

- [Share to Commons](#)
- [Course Statistics](#)
- [Course Calendar](#)
- [Conclude this Course](#)
- [Delete this Course](#)
- [Copy this Course](#)
- [Import Course Content](#)
- [Export Course Content](#)
- [Reset Course Content](#)
- [Validate Links in Content](#)

Current Users

Students:	None
Teachers:	1
Course Reviewer:	None
TAs:	None
SI Peer Leader:	None
Designers:	None



Notifications: Global

Account in Global Navigation Bar → Notifications

- Set up how and what you want Canvas to notify you about
- Contacts (email, phone, etc.) appear as columns for notification.
- Phone numbers=SMS (texts) ← More for students Only 2 things...
 1. Announcements
 2. Something is graded
- Push notifications automatically show once the Canvas app is downloaded for your account. Settings are driven by your device.

Tarrant County College

Candice Torres > Account Notification Settings

Account

Notifications

Profile

Files

Settings

ePortfolios

Shared Content

Folio

QR for Mobile Login

Global Announcements

Account Notification Settings

Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Course Activities	Email candice.torres@my...	Email candice.torres@tcc...
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading		
Invitation		
All Submissions		

Notify immediately

Daily summary

Weekly summary

Notifications off



Notifications: Global *cont.*

→ Conversations			
Added To Conversation			
Conversation Message			
Conversations Created By Me			
→ Scheduling			
Student Appointment Signups			
Appointment Signups			
Appointment Cancellations			
Appointment Availability			
Calendar			

- Other options under Global (Account) Notifications...
- Conversations notification section= messages through the Canvas **Inbox**
- Scheduling notification= good to turn on if you are using Calendar to set up appointments with students



Notifications: Course

- Notifications in individual courses can override settings from the Global Navigation menu.
- See right menu bar button on the Homepage of each course
- Same notification settings as Global, but now course specific.

Canvas Training Array

Home
Announcements
Modules
Collaborations
Google Drive
Office 365
Folio
Smarthinking Online Tutoring
Adobe Creative Cloud

Welcome to the
**TCC Canvas
Training Array**

View Course Stream
View Course Calendar
View Course Notifications

To Do
Nothing for now

Recent Feedback
✓ [Canvas Training Assessment](#)
Canvas Training Array
20.63 out of 23



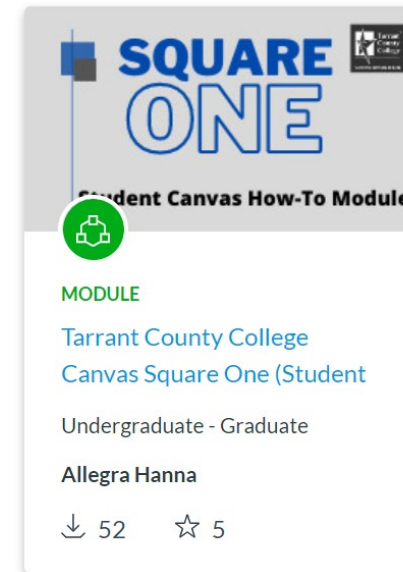
Student Perspective & View








Student Canvas Experience


- Suggestion: Add the Square One module to each of your courses.
 - Module walks students through how to use Canvas (videos, screenshots, etc.)
 - Found in Canvas Commons
- Students will gain access to your Canvas course 7 days prior to the start date. (Published officially)
- Students only see published content within your course.
- Published content within an unpublished module will not show unless the module is published.
- If the **Assignments**, **Quizzes**, and **Discussions** course menu items are hidden from students, then these will not be viewable unless individual assessments are added to a module that is published.
- Published pages will not show unless they are in a module or on the Homepage (if **Page** is hidden from students)





[Files](#) 


[Pages](#) 


[Assignments](#) 

[Quizzes](#) 

[Discussions](#) 

[Conferences](#) 

[Collaborations](#) 

[Outcomes](#) 

[Settings](#)

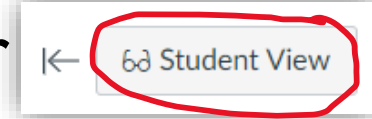
TCC Canvas Square One (Student Canvas How-To Guide)

 Student's Guide to Canvas	
 Canvas Videos	
 FAQs for Getting Started	
 Success in Online Classes	



Student View

- Available for most areas of Canvas in the upper right corner
- Should use to confirm published items and see what assignments look like for submission.
- Once in student view, you can navigate to other parts of Canvas. Those restricted from students will be restricted from you.
- When in student view, you can submit assignments that you can then grade (yes, even in SpeedGrader) once you're an instructor again. Great for checking out grading views and how it affects the gradebook.
- Not typically available when using 3rd party extensions/apps
- Two options to exit Student View: "Reset Student" and "Leave Student View" (leaves a "Test Student" in your course).





Student View: Grades

- Test this out by acting as a test student and grading your work. Cannot be accessed from Grades: need to click another area first, then go to Grades in student view.
- Students can view your comments left via SpeedGrader, Rubrics and see links to the assignment
- Right menu bar provides breakdown of overall grade.
- “What-if”: students can enter grades for any assignment and see how it changes their total grade. Should revert back once the page is left.

Sandbox for Training > Grades > Test Student

Home
Announcements
Modules
Collaborations
Google Drive
Office 365
Folio
Smarthinking Online Tutoring
Adobe Creative Cloud
Redirect Tool
Grades

Grades for Test Student

Print Grades

Arrange By: Due Date [v] Apply

Name	Due	Status	Score	Out of
Let's discuss something	Mar 4 by 11:59pm	MISSING	-	10
Discussion Board for Lab (Do not make available to students)	Mar 6 by 11:59pm	MISSING	2	10
Fake submit a pdf for this assignment	Apr 9 by 11:59pm	9	10	
Group Discussion: [Title Here]		-	-	0
Individual Assignment: [Title Here]		-	-	0
Quiz: [Title Here]		-	-	0
Unnamed Quiz		1	1	

Total: 57.14% (F)

Show Saved Scores

NOTE: This is NOT your official score.

Revert to Actual Score

Show All Details

Course assignments are not weighted.

☒ Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

Go back to no grade or original grade

see comments

see rubric

6d You are currently logged into Student View

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

Reset Student

Leave Student View



Sharing and Importing





Sharing: Canvas Commons

- Canvas Commons= Repository for shared content created for Canvas
- Searchable by topics, grade level, courses, course components (Page, Module, Discussion), author, institution, etc.
 - This is where you can download the templates created by TCC.
- Can Preview before you download it
- Import/Download from the right side. Choose the course you want to put it into. Download will put a copy on your computer (not useful)
- You can favorite (click star) for items
- If an author has updated content, you can see that in the top Commons menu bar.
- You can also share any course or course content to the Commons with just TCC folks or world-wide (public). Share it with only yourself to create templates saved to the Canvas cloud for later import.

The top screenshot shows the Canvas Commons search results page for Tarrant County College. The sidebar on the left has the 'Commons' button circled in red. The main content area displays four search results: a module titled 'Tarrant County College Canvas Square One (Student)', a discussion titled 'Ecological footprint quiz', a course template titled 'Tarrant County College Course Template', and a module titled 'Module 39: ZooLab 11 - Porifera and Cnidaria'. Each result shows the author's name and the number of downloads and favorites.

The bottom screenshot shows the 'Passport to Canvas' course page. The sidebar on the left has the 'Commons' button circled in red. The main content area displays the course details, including the title 'Passport to Canvas', the number of modules (10), pages (100), and files (217). The right sidebar has the 'Import/Download' button circled in red.



Importing & Sharing Canvas content

- To share a whole course with another instructor:
 - Export your course from Course Settings (right side bar)
 - Send export to your fellow instructor. Recipient imports into their course through their Course Settings using “Import Content” and selecting “Canvas Course Export Package”
- Copy Course (from the Course Settings right side bar)= Duplicate course in your account. Not particularly useful for most instructors since Colleague will provide our course shells for the new term. Maybe be good for Sandboxes, creating course templates or for organizations who want to update a course but keep the old one.
- To import a course into a new course shell, select “Import Course Content” in the new course and then “Copy a Canvas Course.” Next, select the course you want to copy from.
- Share Quiz (exam, quiz, survey): select Export Course Content and select “Quiz” instead of course. You can select quiz(zes) you want to export, then share (recipient imports)

To copy from one course to another: Start in new course, select from old course. **NEW** **OLD**

Course Details

Course is Unpublished

Image:

Name: Sample Course for Foundational Training in Canvas

Course Code: Sample-Foundational Training

Blueprint Course: No

Time Zone: Central Time (US & Canada)

Subaccount: System-Created Courses

Term: Default Term

Course Statistics

- Course Calendar
- Conclude this Course
- Delete this Course
- Copy this Course
- Import Course Content
- Export Course Content
- Reset Course Content
- Validate Links in Content

Current Users

Students:	None
Teachers:	1
Course Reviewer:	None
TAs:	None
SI Peer Leader:	None
Designers:	None

Import Content

Content Type: Select One

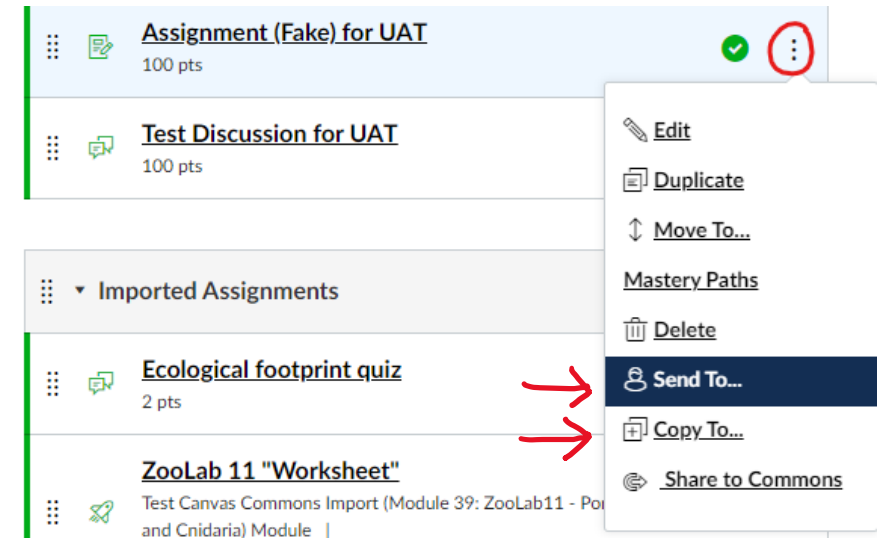
- Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file
- Soomo Webtext Setup Tool

Current Jobs



Importing & Sharing Canvas content items

- Most individual items within a Canvas course can be shared with others or copied to other courses in your account: Assignments, Quizzes, Modules, Pages, Discussions.
- Share and Copy functions can be found in the 3 dots menu for each individual course item.
- Share with others=Send to
 - Type in name of person to share with
 - Shared content will show in Account area and a notification bubble will appear.
- Copy to=select the course from your account you want to copy to.
- To share or copy all content from a particular area (all quizzes, all modules, etc.), use the Import function in the Settings for Course copy and select just the areas you want copied over.





Importing/Copying: Shift Dates

- Example: You have a previous term course you want to copy into your new term course shell, is there a way to shift due dates? Yes!
- Start in the new term course shell (provided by TCC), go to Settings in the Course menu bar, select “Import (Existing) Content” and “Copy Canvas Course.”
- Search for course you want to copy from. Careful, not section number, term and year (where applicable)
- Select all or some content to copy over to the new course
- Check the “Adjust events and due dates” option
 - Shift dates: Canvas uses beginning and end dates to shift accordingly
 - Substitution: Move a MW class to a TuTh class, for example
- Remember: Assignments and Quizzes can be bulk edited in the Assignments area. Also, Calendar allows for drag and drop within a month.

Import Content

Content Type

Search for a course
☐ Include completed courses

Content ☐ All content
☐ Select specific content

Options ☒ Adjust events and due dates

Date adjustment ☒ Shift dates
☐ Remove dates

Beginning date
change to
Fri Feb 12, 2021 4:15pm

Ending date
change to

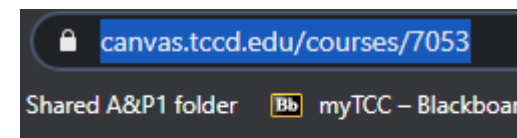
Move from to ×

+ Substitution

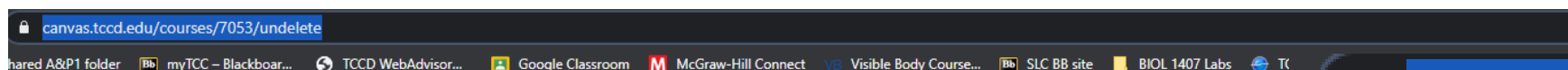


Accidentally delete something from course?

- So you accidentally deleted an item from your Canvas course, don't panic! There is a work around- "Restore Deleted Items"
1. Go to Homepage (click "Home" on course menu)
 2. Go to web address bar
 3. Add to the existing address **/undelete** at the end
 4. Shows (hopefully) recently deleted items that you can restore.



≡ [Sandbox for Training](#)



≡ [Sandbox for Training](#)

[Home](#)
[Announcements](#)
[Modules](#)
[Rubrics](#)
[Assignments](#)
[Grades](#)

Restore Deleted Items

Keep in mind that some items may have lost some of their associated data when they were deleted. Make sure you confirm the results

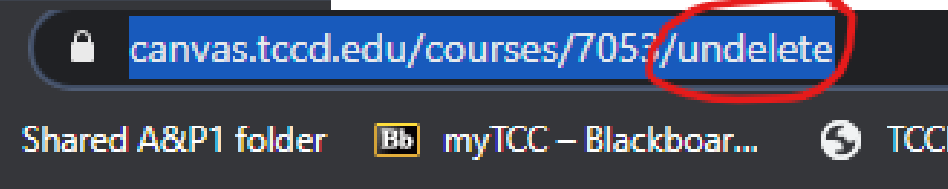
Fake Module 2

ContextModule

created Mar 19 at 5:11pm

last updated Mar 19 at 5:11pm

restore



≡ [Sandbox for Training](#)



Additional Resources and Help

- **Level 2 (Advanced) Training!**
 - Faculty: Practice and more details on tools for instruction including Assignments, Quizzes, 3rd party tools (Proctorio), lesson building with Modules and sharing with faculty and college
 - Staff: more on Studio, building modules, collaboration resources and sharing
- **Canvas Training Array** (in everyone's Dashboard):
<https://canvas.tccd.edu/courses/158>
- **Canvas Countdown site:** <https://canvas.tccd.edu/courses/206>
 - Recommend: Countdown Videos! (shows how to import from Bb→Canvas and a side-by-side comparison example course)
- **Canvas Training Services Portal** (through help button on global navigation)
 - Webinars, live training, videos, etc.
- Video recordings from the training by Instructure for TCC Canvas Training members (training your facilitators received):
<https://web.microsoftstream.com/channel/88bf0610-8099-4567-99a4-a5479706fb32>



BONUS MATERIAL: Canvas vs. Blackboard



Blackboard vs. Canvas

Blackboard calls it	Canvas calls it...
Course Content organizable by folders and Learning Modules	Modules as a way to organize course content. All folders and content areas you create will translate into modules.
Assessments (tests, surveys, assignments)	Assignments : tests, quizzes, surveys, discussion boards, and graded submissions
Tests and Surveys	Quizzes and New Quizzes : two slightly different tools allow you to create exams, quizzes and surveys with pools
Discussion Board	Discussions : gradable, trackable, flexible. Considered an assignment type in Canvas.
Grade Center	Gradebook : more functionality for tracking student performance & student notifications
Announcements	Announcements : more flexibility with what to post and how to post. Students are more likely to get your announcement.

Blackboard calls it	Canvas calls it
Course Entry (homepage) choose menu bar item for the homepage	Home : customizable homepage, add graphics, buttons for navigation to pages in your course and other information.
Course Calendar	Calendar : easily drag and drop due dates, send emails of scheduled events, export to your calendar, set up appointments
Tasks and To Do as a module in Notifications dashboard on Bb	To Do : Visible right on the Dashboard sidebar, easy to read, also can see in Calendar
Users and Groups	People and Groups
Organizations	Instead of organizations (clubs, ACT, learning labs), all are considered Courses
Blackboard and Blackboard Instructor Mobile Apps	Canvas Student and Canvas Instructor Mobile Apps : Higher user ratings, more functionality
N/A. Does not exist....	Canvas Commons : Open source (share) and SpeedGrader™



Blackboard vs. Canvas: Landing page

TCC | Tarrant County College
SUCCESS WITHIN REACH.

myTCC How To Organizations Training Content Collection Online Academic Advising Need Help?

myTCC Notifications Dashboard TCC Clubs and Committees

Add Module Personalize Page T1

VDI Maintenance Scheduled for Spring Break 2021
The Virtual Desktop Infrastructure (VDI) will be unavailable during scheduled maintenance on Sunday, March 14th from 7:00am - 2:00pm CST. Students and faculty will not be able to access any internal VDI resources during this specified period.

Turnitin Emergency Maintenance
Turnitin is currently performing emergency maintenance on all systems. The tool is currently unavailable to all users. You can monitor the status of this emergency maintenance by clicking [here](#) to view the Turnitin system status page.

myTCC Resources

- #NotAnyMore
- MyTCCTrack
- Evaluate my Courses
- District Master Calendar
- LinkedIn Learning
- Azure Dev Tools for Teaching
- myTCC Alerts
- myTCC Email and Drive (Apps)
- Outlook on the Web (Faculty/Staff Only)
- TCC Safety Manual
- Student Rights and Responsibilities
- TCC Faculty/Staff Directory
- TCC Library
- TCC Website
- Technical Support
- Tutoring@TCC
- The Collegian
- WebAdvisor
- COVID-19 Response Information
- TCC's Virtual Desktop Infrastructure (VDI)

Blackboard Basics for Students

If you are new to using myTCC to take courses, please visit the Blackboard Basics for Students page.

My Courses

▼ Spring 2021

Courses where you are: Instructor

2021SP-BIOL-1407-54001: Biol Science Maj II (Lec/Lab)
Instructor: Mohammadmehdi Estamieh, Chase Jowell, Candice Torres;

2021SP-BIOL-2401-57111: Anatomy & Physiology I
Instructor: Candice Torres;

2021SP-BIOL-2401-57112: Anatomy & Physiology I (unavailable - Child course of 2021SP-BIOL-2401-57111: Anatomy & Physiology I)
Instructor: Candice Torres;

2021SP-BIOL-2401-58112: Anatomy & Physiology I
Instructor: Candice Torres;

▼ Fall 2020

Courses where you are: Instructor

2020FL-BIOL-2401-50035: Anatomy & Physiology I (not currently available)
Instructor: Candice Torres, Shelly Wu;

2020FL-BIOL-2401-57000: Anatomy & Physiology I (not currently available)

Announcements

TCC to provide \$35 million in grants to students impacted by the COVID-19 pandemic

Anatomy & Physiology I

► Welcome to the 2nd 8-week A&P1 course!

Anatomy & Physiology I

► Final grades posted. CHECK by 5pm TOMORROW (3/13)

► Extra credit grades posted. Please check ALL grades.

Biol Science Maj II (Lec/Lab)

► Lab Exam 1 closes tonight (3/12) by 11:59PM

Intercultural Network

► Intercultural Network: #EVERYDAYACTIVISM*

► Apply TODAY to join TRIO Student Support Services

► Financial Literacy: Identity Theft

more announcements... →

Canvas Confident

Tarrant County College

Dashboard

Account Admin Dashboard Courses Calendar Inbox History Commons Studio Help

Published Courses (3)

- Canvas Training Array**
Canvas Training Array
- Canvas Onsite Training Course**
Canvas Onsite Training Course
- UAT Sandbox Course**
UAT

Unpublished Courses (2)

- Sandbox for Canvas Training-Cand...**
Sandbox for Training
- Test Blackboard Import-A&P1**
Bb Import

Coming Up [View Calendar](#)
Nothing for the next week

Recent Feedback

- ✓ [Canvas Training Assessment Array](#)
20.63 out of 23

[Start a New Course](#)

[View Grades](#)

INSTRUCTURE

[Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

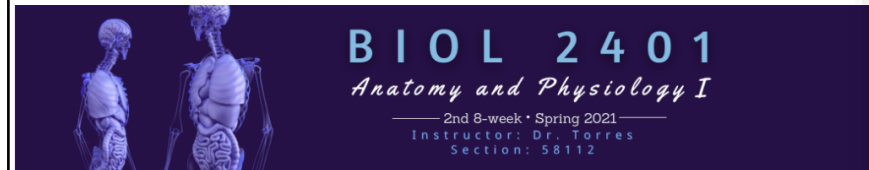


Blackboard vs. Canvas: Course menus

2021SP-BIOL-2401-57111 (Anatomy & Physiology I)
A&P1 1st 8-week Online Course (Spring 2021)
ICR (syllabus) & Exam Policies
Announcements
Instructor Contact Info
Virtual Classroom for Lecture & Lab (Blackboard Collaborate)
Lecture Resources
Lab Resources & Lab Manual
Extra Credit Opportunities
CONNECT: ***Exams***
LearnSmarts, quizzes, APR, eBook & Virtual Labs
SLC BB site
Visible Body Courseware
Google Classroom
Email Dr. Torres
My Grades
Course Evaluation (for extra credit, see posted announcement)
Tutor 24/7

2021 SP-BIOL-2401-57111 (Anatomy & Physiology I)
A&P1 1st 8-week Online Course (Spring 2021)
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Extra Credit Opportunities
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LearnSmarts, quizzes, APR, eBook & Virtual Labs
SLC BB site
Visible Body Courseware
Google Classroom
Email Dr. Torres
My Grades
Course Evaluation (for extra credit, see posted announcement)
Tutor 24/7

Homepage



Welcome to BIOL 2401 (Anatomy and Physiology I) !

This homepage serves as the main menu with the most frequently accessed resources for the course available below. Your instructor encourages you to

Navigation Tips

- The left navigation (menu) bar will be visible for this course, no matter what page you are on for this course and is another way to access course materials.
- To return to this homepage, click the "[Home](#)" link in the left menu bar.
- For a comprehensive list of all course materials including but not limited to slides, recordings, lab manual, exam reviews, click "[Modules](#)" in the left menu bar.
- To access Connect (quizzes, exams, assignments), click the "[McGraw-Hill Connect](#)" link in the left menu bar.

If you are accessing this course from a mobile device, please review the following: [Mobile Guides - Canvas Student](#)



Need help with A&P1?

- [Instructor Contact Information and Office Hours](#)
- [Science Learning Center \(SLC\) site](#)

- [Home](#)
- [Syllabus](#)
- [Announcements](#)
- [Modules](#)
- [Grades](#)
- [People](#)
- [Rubrics](#)
- [Office 365](#)
- [Folio](#)
- [Secure Exam Proctor \(Proctorio\)](#)
- [LockDown Browser](#)
- [Smarthinking Online Tutoring](#)
- [McGraw-Hill Connect](#)



Blackboard vs. Canvas: Content organization

- Content area, Learning Modules and folders

- Modules are flexible, can accommodate any type of file or resource
- Organized in a hierarchical fashion: "Table of Contents view"
- Drag and drop items from one module to the next

SB-00986 (Sandbox Shell) **Test Content Area**

A&P1 Online Sandbox!

Announcements

BB Collaborate (Virtual Classroom)-Summer 2020

Proctorio Exams and Quizzes

My Grades

Tutor 24/7

Course Evaluation

CONNECT: *Exams*, LearnSmarts, quizzes, APR, eBook & Virtual Labs

Test Connect copy over

CONNECT: ***Exams*** LearnSmarts, quizzes, APR, eBook & Virtual Labs

COURSE MANAGEMENT

Table of Contents

- I. Chapter 1
- II. Ch 2
- III. Ch 3
- IV. Ch 4

Fake Learning Module-Unit 1

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Chapter 1

Ch 2

Ch 3

Ch 4

Create New Page

- Item Content Folder
- File Module Page
- Blank Page
- Audio
- Image Mashups
- Web Link Flickr Photo
- Lesson Plan SlideShare Presentation
- Syllabus YouTube Video
- Course Link
- Content Package (SCORM)
- Wiley Resources
- Top Hat
- OERTX
- Wiley Assignments
- GoReact

Syllabus

Announcements

Modules

Assignments

Quizzes

Grades

People

Outcomes

Conferences

Collaborations

Studio

SmartThinking Online Tutoring

LockDown Browser

Secure Exam Proctor (Proctorio)

Papers

Discussions

Rubrics

Files

Settings

ICR (Syllabus) and Course Requirements

- ICR (Syllabus) for A&P1 Fall 2018 (Torres and Blackburn)
- FAQ about Textbook Materials for A&P1 (Fall 2018)
- A&P1 Exam Policy Fall 2018

Lecture Resources

- A&P1 StudyGuideforFinal F18
- PB4C (Prep Before Class)
- PB4C Ch1 Ex1 2.docx
- PB4C Ch2 Ex3.docx
- PB4C Ch10.11 Ex 10.docx
- PB4C Ch16 Ex 13.docx

Lecture Slides

- Intro to A&P Ch1 (Lec 1.2) 082318
- Chemistry (atoms and molecules) Ch2 part 1 (Lec 3.4) 082818

Lab Manual and Lab Resources

- A&P1 Lab Exam Study Guide (Fall 2018)

Add Item to Lecture Resources

Add Assignment ▾ to Lecture Resources

- Assignment
- Quiz
- File
- Page
- Discussion
- Text Header
- External URL
- External Tool
- Grade Columns
- Percent Course Grade
- Imported Assignments

Indentation: Don't Indent

Cancel Add Item

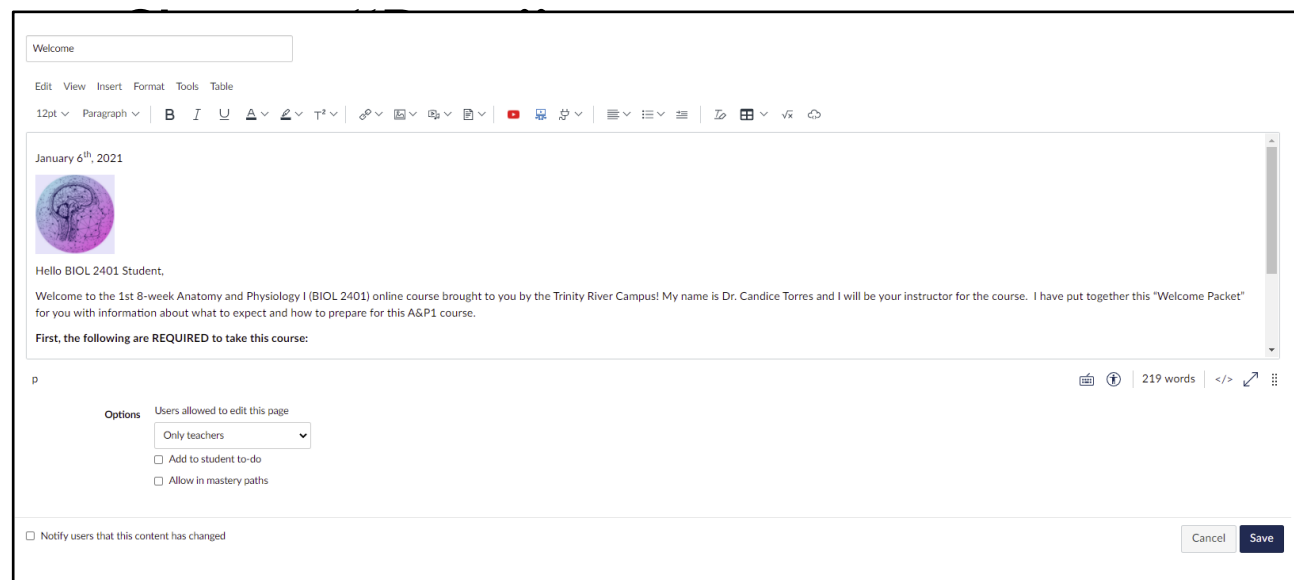
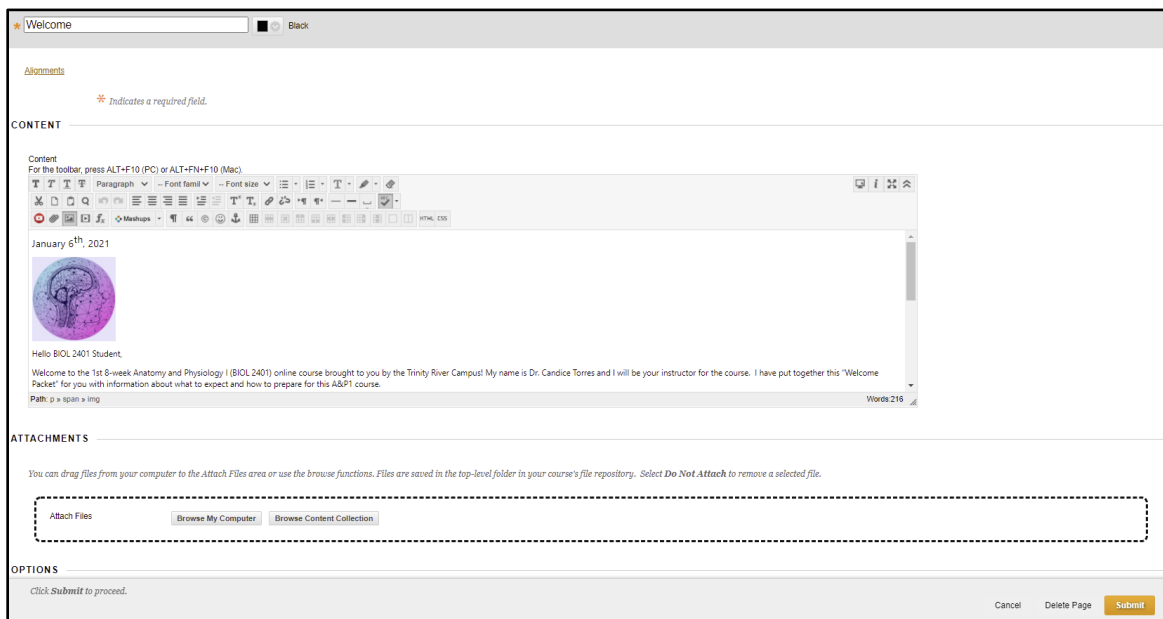




Blackboard vs. Canvas: Content editors

- Shown: “Blank Page” option
- Unless in student view, shows in edit mode.

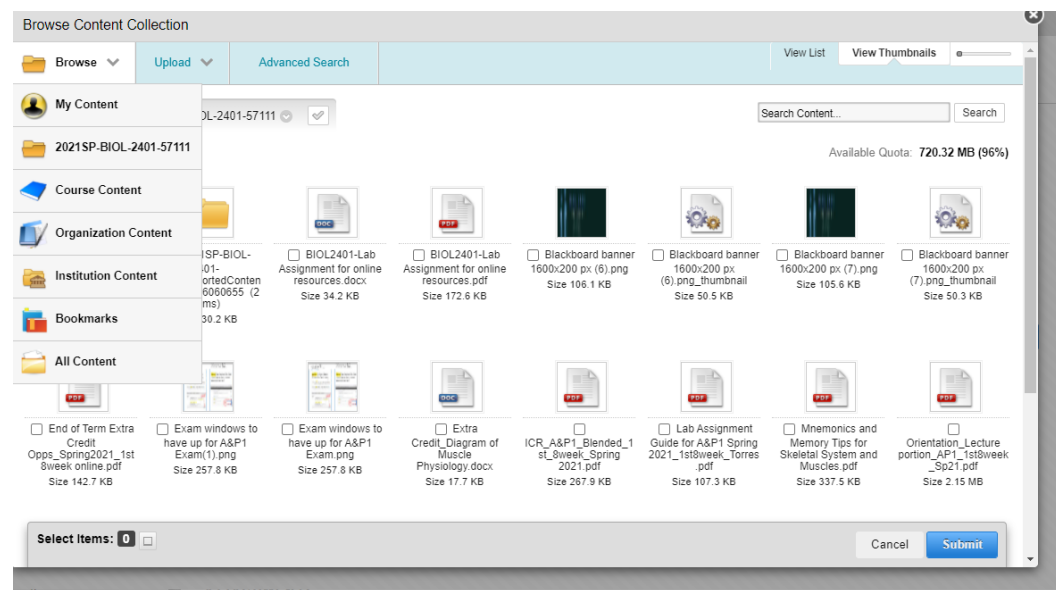
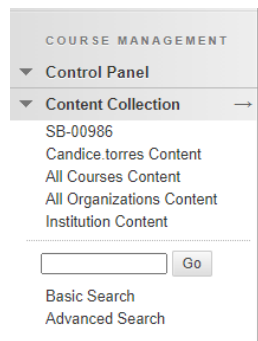
- **Rich Content Editor (RCE)** is flexible, easy to use, with ability to add a variety of media files with just a few clicks and it looks better too...



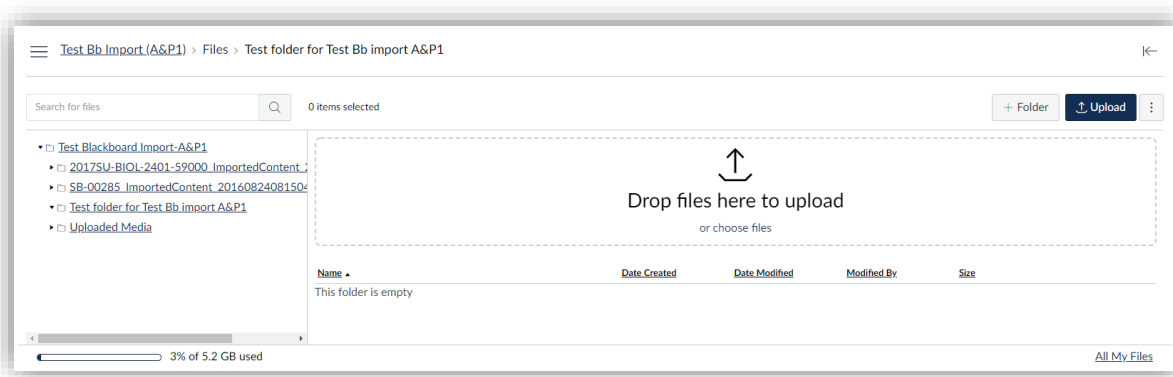
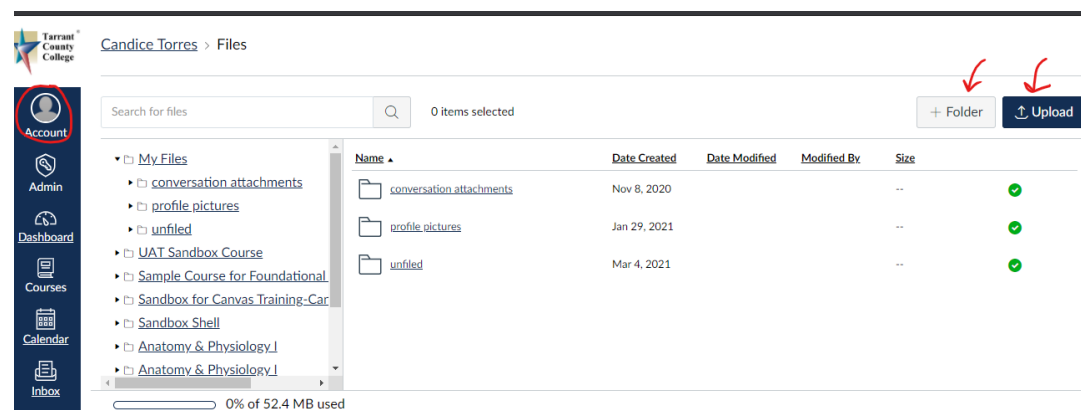


Blackboard vs. Canvas: File handling

- Content Collection



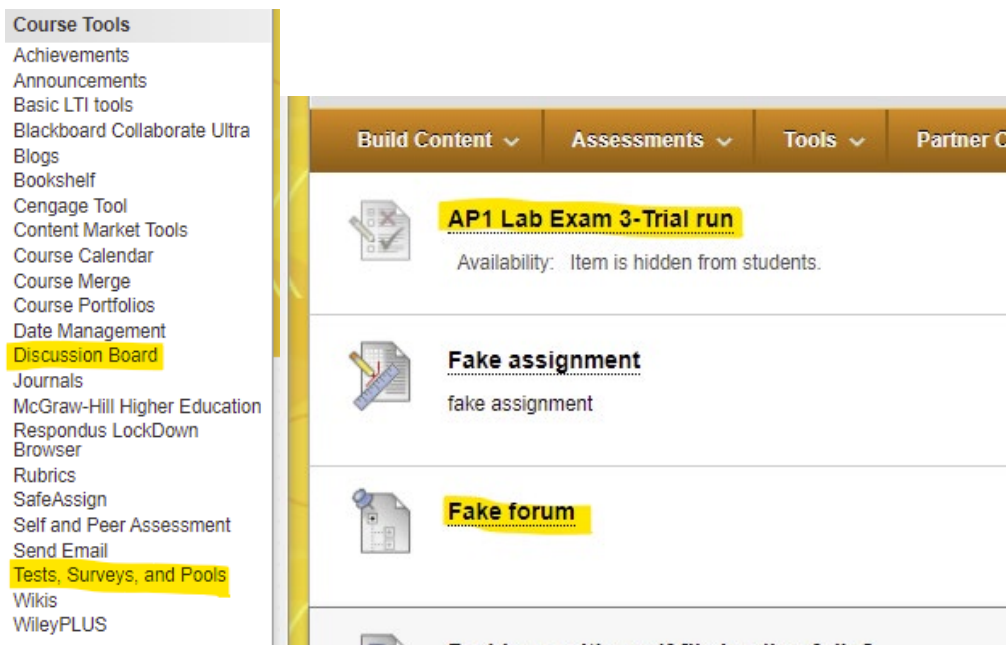
- All files can be found under “Files” from the account or course level



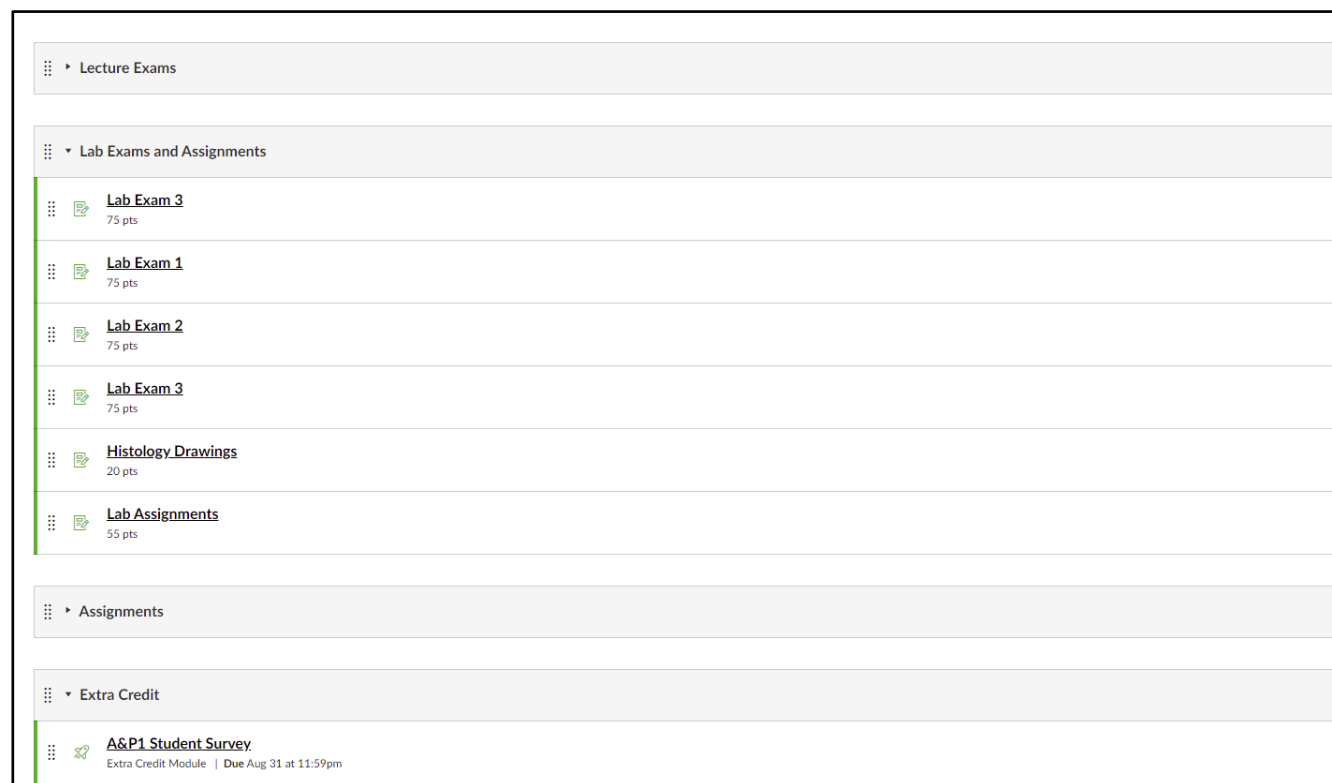


Blackboard vs. Canvas: Assignments

- Tests/surveys/quizzes in a separate area from other assignments
- Assignments created can go in any content area/folder, don't really have a central location.
- Discussion boards that are housed in discussions.



- Assignments can be viewed and organized in one place
- Includes: exams, quizzes, surveys, electronic submissions, graded discussion boards, extra credit, etc.





Blackboard vs. Canvas: Assignments *cont.*

- Assignment submission is flexible, with lots of options.
- Easy to use (even from a mobile device)

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Attach Files Browse My Computer Browse Content Collection Browse Cloud Storage

Attached files

File Name
Homepage icon.png
Syllabus and Course Policies Button icon.jpg

Presentation

Due No Due Date Points 75 Submitting a text entry box, a website url, a media recording, or a file upload

File Upload Text Entry Website URL Media Google Drive Office 365 Studio

Upload a file, or choose a file you've already uploaded.

Choose File No file chosen

+ Add Another File

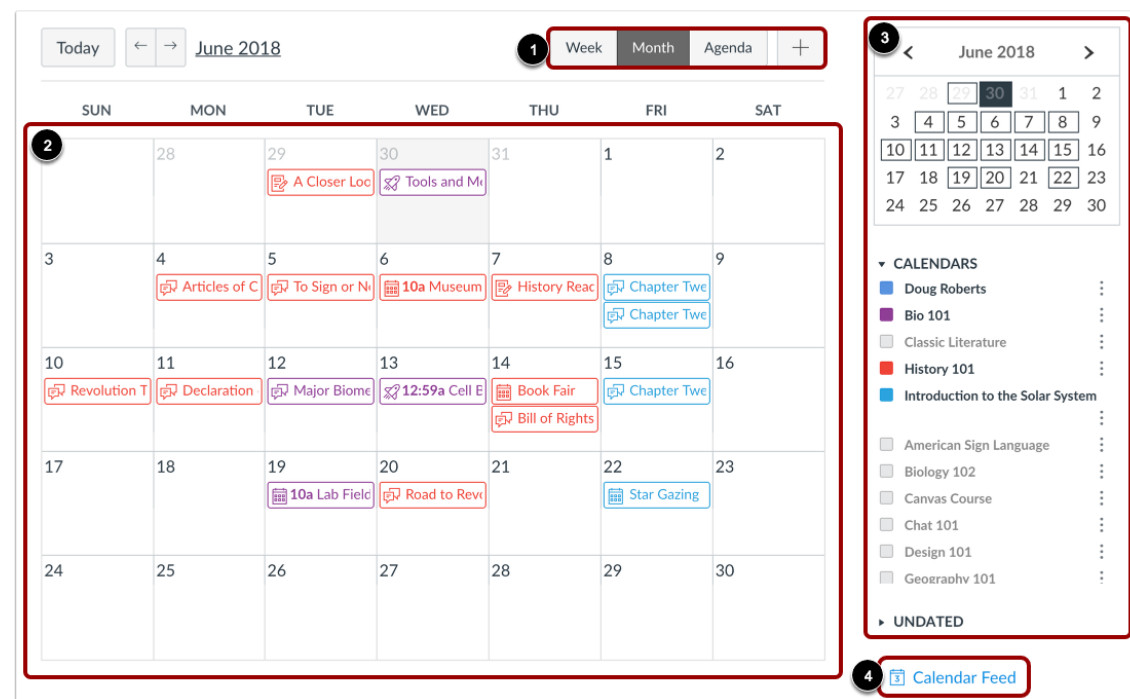
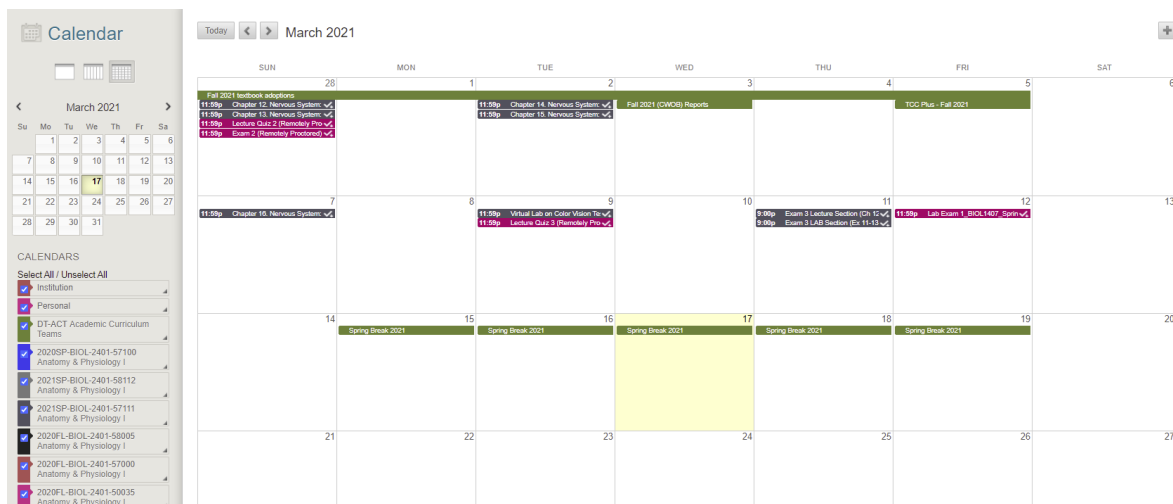
Comments...

Cancel Submit Assignment



Blackboard vs. Canvas: Calendar

- Flexible, easy to read
- Easily drag and drop dates
- Can add your own events and even appointments (office hours)





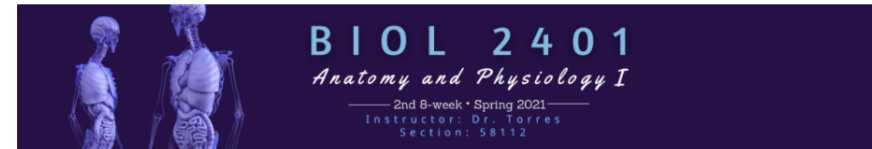
Blackboard vs. Canvas: To Do list

- Where is it? Notifications Dashboard
 - Right on the Dashboard and Course homepage
- tab or can be added as a module.

The screenshot shows the Blackboard interface for Tarrant County College. The top navigation bar includes 'myTCC', 'Notifications Dashboard', and 'TCC Clubs and Committees'. The main content area is divided into 'Needs Attention' and 'What's New' sections. The 'Needs Attention' section lists items like 'Discussion Board Thread Needs Grading (1)' and 'Test Needs Grading (5)'. The 'What's New' section lists items like 'Announcements (34)', 'Assessments (7)', 'Assignments (1)', 'Courses/Organizations (6)', 'Discussion Board (169)', and 'Other new content (331)'. The 'To Do' section is circled in red and shows 'What's Past Due' (All Items (0)) and 'What's Due' (Today (0), Tomorrow (0), This Week (0), Future (0)).

Recent Announcements

Sample Course for Foundational Training in Canvas



Welcome to BIOL 2401 (Anatomy and Physiology I) !

This homepage serves as the main menu with the most frequently accessed resources for the course available below. Your resources available to optimize your success.

Navigation Tips

- The left navigation (menu) bar will be visible for this course, no matter what page you are on for this course and is another way to
- To return to this homepage, click the "[Home](#)" link in the left menu bar.
- For a comprehensive list of all course materials including but not limited to slides, recordings, lab manual, exam reviews, click "[My](#)
- To access Connect (quizzes, exams, assignments), click the "[McGraw-Hill Connect](#)" link in the left menu bar.



If you are accessing this course from a mobile device, please review the following: [Mobile Guides - Canvas Student](#)

- [View Course Stream](#)
- [View Course Calendar](#)
- [View Course Notifications](#)

To Do

Nothing for now

Blackboard vs. Canvas: mobile app

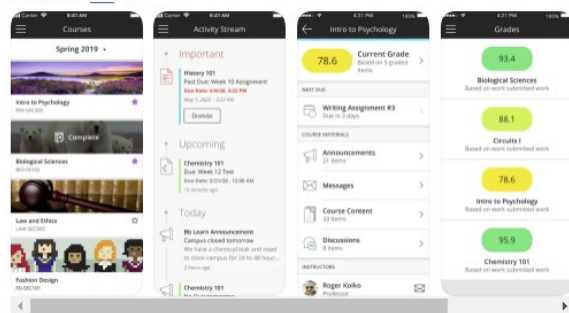
App Store Preview

This app is available only on the App Store for iPhone and iPad.



Blackboard 
Blackboard Inc.
#24 in Education
★★★★★ 4.6 • 332.8K Ratings
Free

Screenshots



Welcome to Blackboard's mobile solution that helps students stay informed, up-to-date and connected.

With the Blackboard app, you can:

- Quickly view updates to your courses and content
- Take assignments and tests

[more](#)

What's New

In this release we've fixed an issue that resulted in a crash when accessing Course Messages

Enjoying the Blackboard app? Make sure to rate us and leave a review! If you're having a problem, use our in-app feedback to report a problem!

Version History

Version 6.2.1

Ratings and Reviews

4.6 out of 5
332.8K Ratings

★★★★★
Striziv01, 05/01/2018
Good, but needs work. If all you want to use it for is to check your grades, then this app is good on. Very user friendly interface, allowing for easy navigation through courses. Excellent grades info! [more](#)

★★★★★
sheedota, 11/06/2020
Blackboard is only popular because it reac... While this app is the backbone of schools in my region, they have been responsible for every grade of mine below an 90% due to their service being slow, time-consuming [more](#)

★★★★★
dy2017xx, 12/03/2020
Could be good, Will not stay logged in As a college student, I have been using Blackboard for 3 years now. I could overlook all of the other little inconsequential things that bug me about this app and give it [more](#)

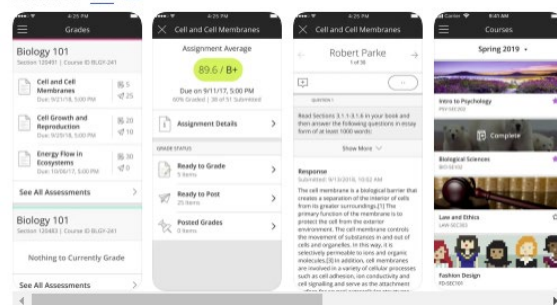
App Store Preview

This app is available only on the App Store for iPhone and iPad.



Blackboard Instructor 
Blackboard Inc.
★★★★★ 4.7 • 978 Ratings
Free

Screenshots



Blackboard Instructor is Blackboard's newest mobile solution that helps instructors and those in teaching roles manage courses, mark assignments, communicate with learners and quickly complete administrative tasks.

With Blackboard Instructor, you can:

[more](#)

What's New

In this release we've fixed an issue that resulted in a crash when accessing Course Messages

Enjoying the Blackboard Instructor app? Make sure to rate us and leave a review! If you're having a problem, use our in-app feedback to report a problem!

Version History

Version 4.2.1

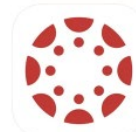
Ratings and Reviews

3.6 out of 5
978 Ratings

★★★★★
phys11a, 09/09/2020
Ok, Could be great with minor tweaks I use this app to grade homework on my iPad. It makes it possible for me to have a similar workflow to pencil and paper grading, while avoiding the headaches of keeping track [more](#)

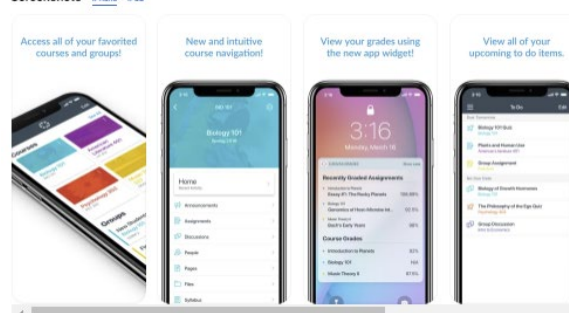
★★★★★
A-Lu from the block, 05/26/2020
Meh... Little mobile focus The interface could definitely be easier to use, particularly when trying to look at discussion boards... There's no clear way to tell whether you have unread posts, the mechanism [more](#)

★★★★★
Cilfiter0829, 04/16/2018
Useless to the point of being embarrassing... How can you tell me with a straight face that this is an app geared towards instructors—when it doesn't even allow instructors the minimal functionality of being able to [more](#)



Canvas Student 
Instructure Inc.
#12 in Education
★★★★★ 4.7 • 1.8M Ratings
Free

Screenshots



Access your Canvas courses on the go and in the classroom with the Canvas Student mobile app! From any device, students can now:

- View grades and course content
- Submit assignments

[more](#)

What's New

- Fixed To Do list chronological order.
- Fixed dashboard not opening the appropriate course in some cases.
- Fixed user profile not opening from group menu.
- Improved accessibility.

Version History

Version 6.10.1

Ratings and Reviews

4.7 out of 5
1.8M Ratings

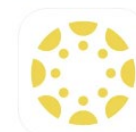
★★★★★
Tha2201, 05/23/2017
Love it, love it, love it I love this program, the app as well. It's treated me well the past few years that I have been in college. If there's schools that use other programs, they should change to [more](#)

★★★★★
Ackley121, 01/26/2021
Pretty great, but would love some improve... Edit: Would it be possible to only receive notifications for replies to my own discussion post and not all discussion posts? [more](#)

★★★★★
The Star Crisis, 04/16/2020
Great App! I have been using Canvas for about a year now and it's been very helpful! Although the initial switch from Google Classroom to Canvas in my school district was hard, I have now [more](#)

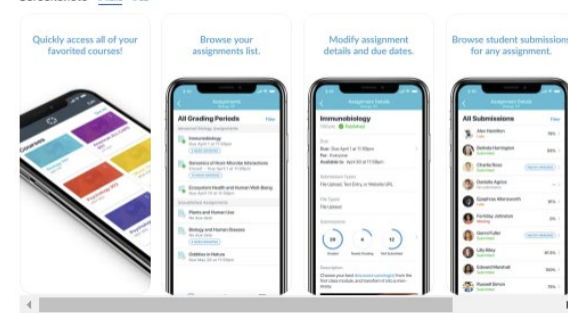
App Store Preview

This app is available only on the App Store for iPhone and iPad.



Canvas Teacher 
Mobile teaching companion
Instructure Inc.
★★★★★ 4.6 • 68.6K Ratings
Free

Screenshots



This is a teacher's most valuable resource. Save time and use Canvas more efficiently from your mobile device with Canvas Teacher.

Canvas Teacher allows teachers to facilitate their courses on the go, both inside and outside the classroom. This app provides quick access to three of the most frequent course facilitation tasks [more](#)

What's New

- Fixed SpeedGrader not scrolling to the next submission while an annotation button is active.
- Fixed SpeedGrader not loading submissions from some users.
- Fixed SpeedGrader annotations not working correctly on iPad landscape mode.
- Fixed To Do list chronological order.
- Fixed To Do badge not counting non-graded submissions.

[more](#)

Version History

Version 1.12.1

Ratings and Reviews

4.6 out of 5
68.6K Ratings

★★★★★
One Heavy Author, 10/26/2019
Crashes with iOS 13 UPDATED REVIEW: Canvas has fixed the problem and the Canvas Teacher's app works wonderfully. As before iPad's 13, it's easy to use to grade student essays or contact [more](#)

★★★★★
mrmagpie, 12/16/2020
Combine with Blackboard! This app paired with book widgets allows me to grade French and Spanish worksheets so much faster and have self-checking assignments for distance learning. We [more](#)

★★★★★
bristol, 09/18/2018
Solid, but lacks basic features. Overall, this is a solid app. However, it seems the developers did not take into account that we use this app to check in on our courses while we're on the go. We do not use it [more](#)





Blackboard vs. Canvas: Help from LMS

- Blackboard help documents for faculty, staff and students were created by the TCC tech operations group with step-by-step screenshots.
- Help is always accessible from the global navigation bar
- MANY resources for help. Instructor and student guides have step-by-step screenshots showing you all of the features and how to use them. Videos also available
- Need to report a tech issue with Canvas? A help ticket is 2 clicks away...

Discussion Board page

⌕ Doesn't seem familiar? [Jump to the "Ultra" help about the Discussions page.](#)

The discussion board is commonly accessed from the course menu, although you can provide a link to it in another course area, such as in a content area.

The *Discussion Board* page contains a list of all the forums you've created. You must first create one or more forums before users can start message threads. You can also search for discussion content. By default, the search field appears collapsed to save screen space.

A. To sort the list based on a column, select the column heading.

B. To view the posts in a forum, select the forum title. Forum titles in bold contain unread posts.

C. For each forum, view the total number of posts, the number of unread posts, the number of replies to you, and the number of participants. For quick access to the forum's unread messages, select the link in the *Unread Posts* column.

Support

Let us help you solve it.

Beyond the resources available in the Self Service and Community Resources areas of this site, your primary source of support will be your institution's help desk. Please use the search box below to lookup information about your institution's help desk.

University

[Get Support](#)

How do I create a discussion as an instructor?

As an instructor, you can create a discussion for your course. This lesson outlines a variety of options to choose from in order to customize a discussion for your course.

Note: Discussions can be graded or ungraded. 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.

Related Guides

- How do I view my recent page view history in Canvas as an instructor?
In Instructor Guide 10-11-2020
- How do I send a module item to another instructor?
In Instructor Guide 09-26-2020
- How do I use the Conferences Index Page?
In Instructor Guide 09-16-2020
- How do I like a reply in a course discussion as an instructor?
In Instructor Guide 07-20-2020
- How do I change discussion settings to manually mark discussion replies as read as an instructor?
In Instructor Guide 07-20-2020

Open Discussions

- [Assignments](#)
- [Announcements](#)
- [Discussions](#)**
- [Grades](#)
- [People](#)
- [Pages](#)
- [Files](#)

In Course Navigation, click the **Discussions** link.

Add Discussion

All Search by title or author... [+ Discussion](#)

Click the **Add Discussion** button.

Create Discussion

Topic Title

12pt Paragraph B I U Link Image Video Audio Embed Page Link

0 words

Post to

All Sections

Tarrant County College Help

File a ticket for a personal response from our support team.

For an instant answer, see if your issue is addressed in the [Canvas Guides](#).

Subject

Description

Include a link to a screencast/screenshot using something like [Jing](#).

How is this affecting you?

Please select one

[Cancel](#) [Submit Ticket](#)

[Ask Your Instructor a Question](#)
Questions are submitted to your instructor

[Report a Problem](#)
If Canvas misbehaves, tell us about it

