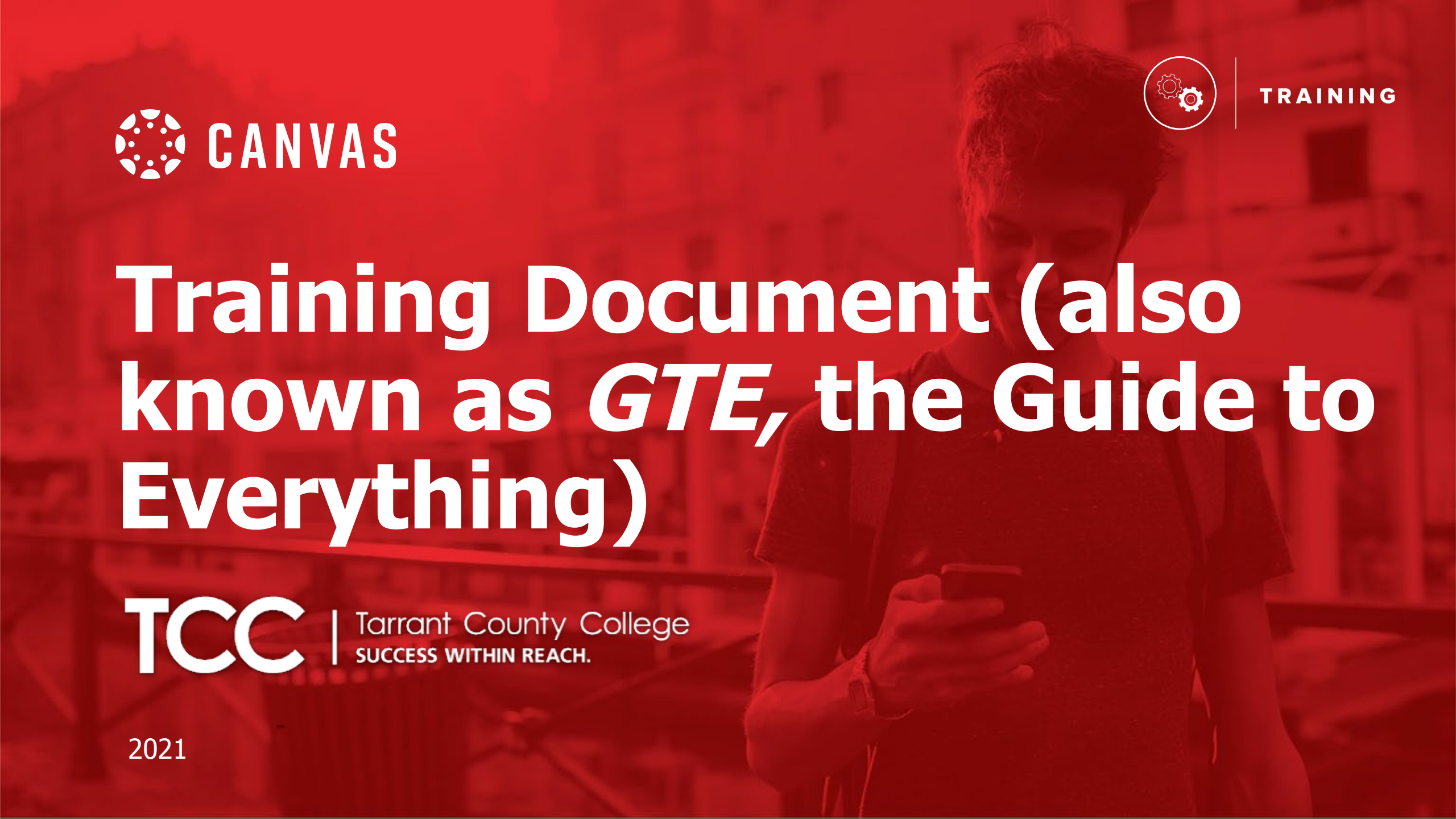

CANVAS
TRAINING
Training Document (also known as GTE, the Guide to Everything)
TCC
Tarrant County College
SUCCESS WITHIN REACH.
2021

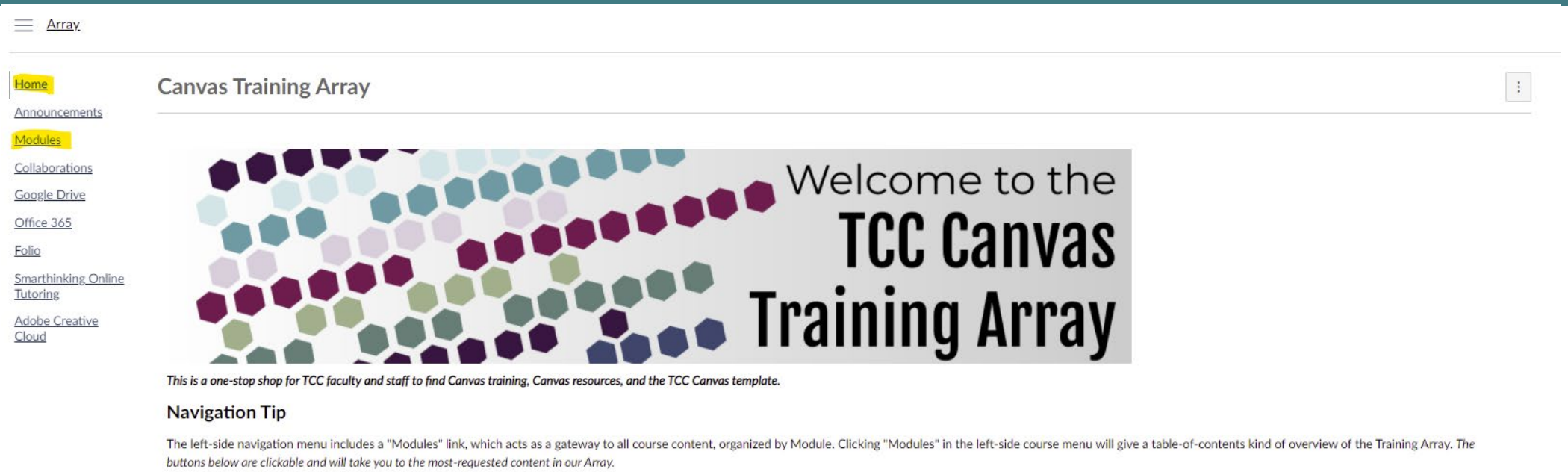
Outline for Canvas Training

- 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**

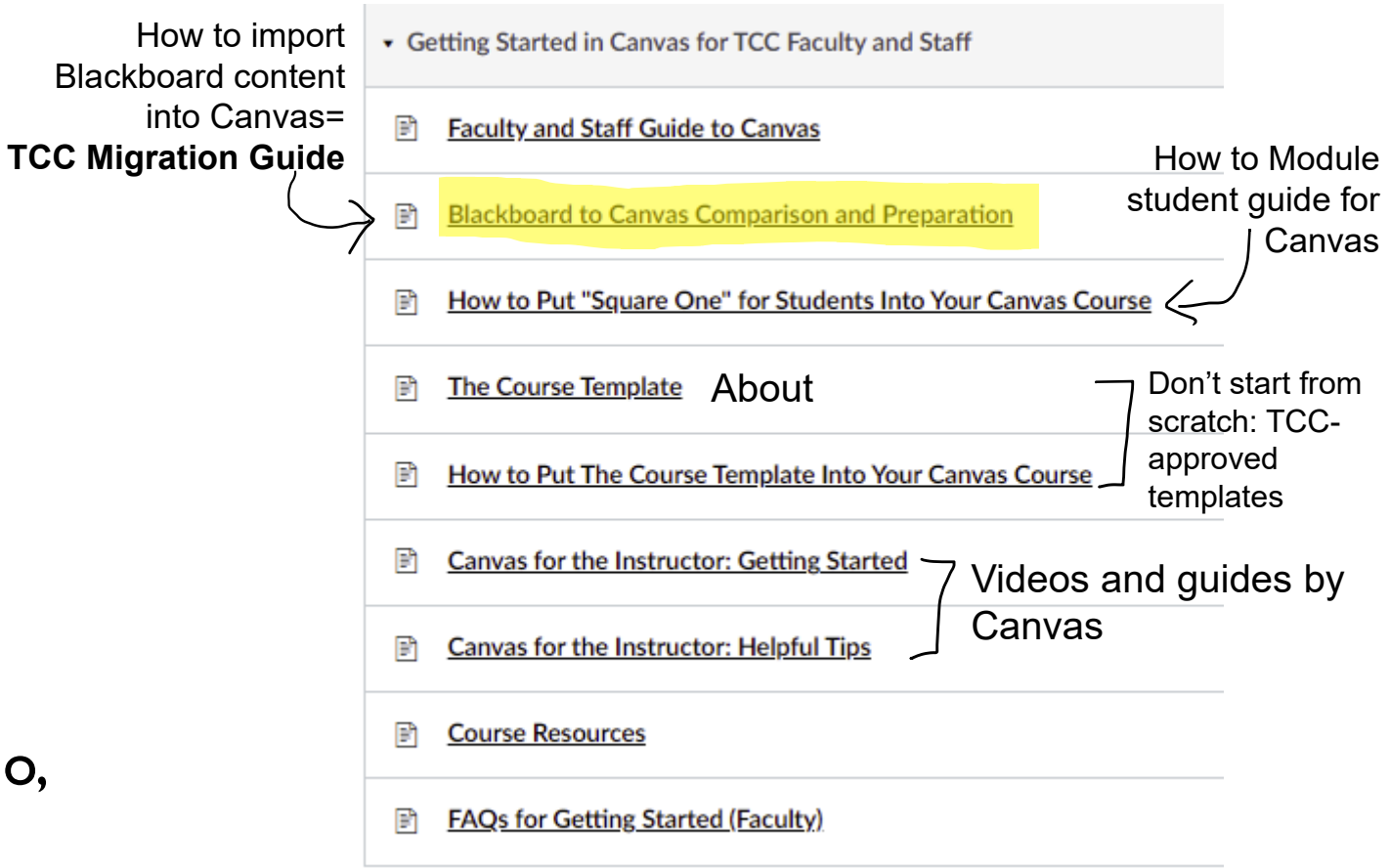
Canvas Training Array



- 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)



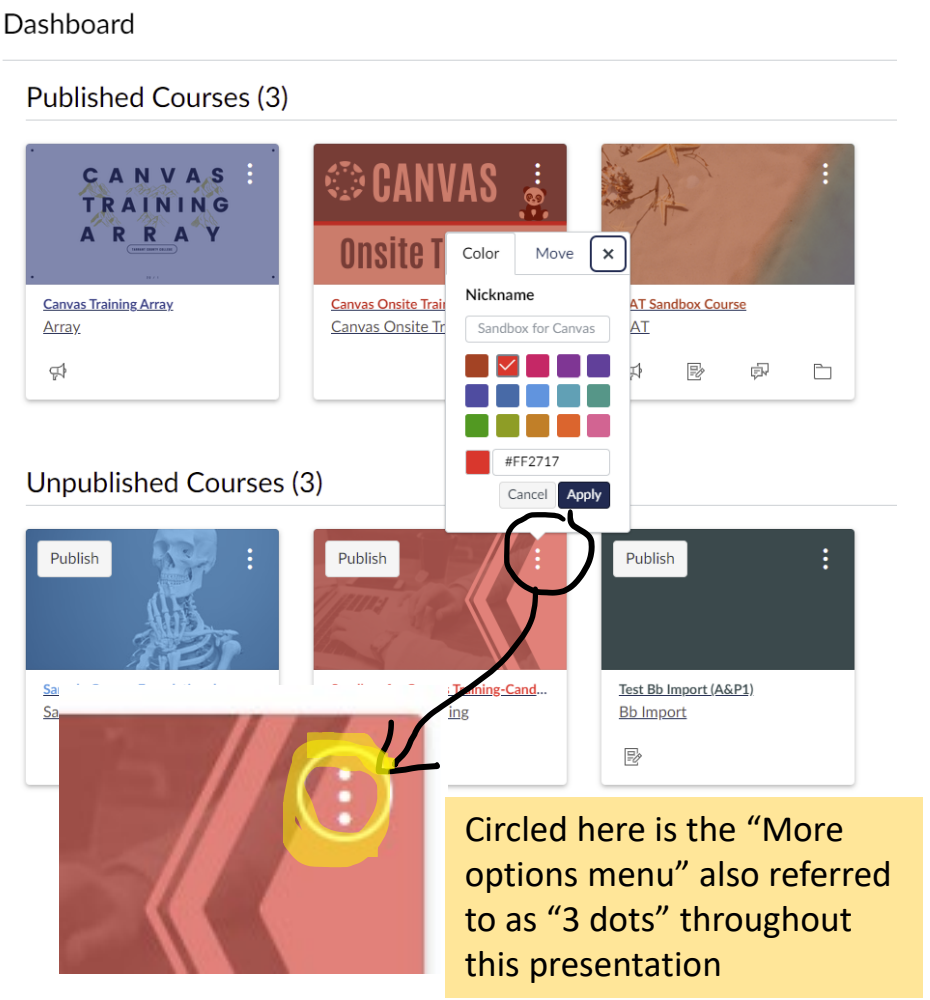
Navigation

Canvas Symbols & their meanings

Symbol	Meaning in Canvas
	Pull out or push in side menu bars
	Published content (Modules, Pages, Assignments, Discussions, etc.) • 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

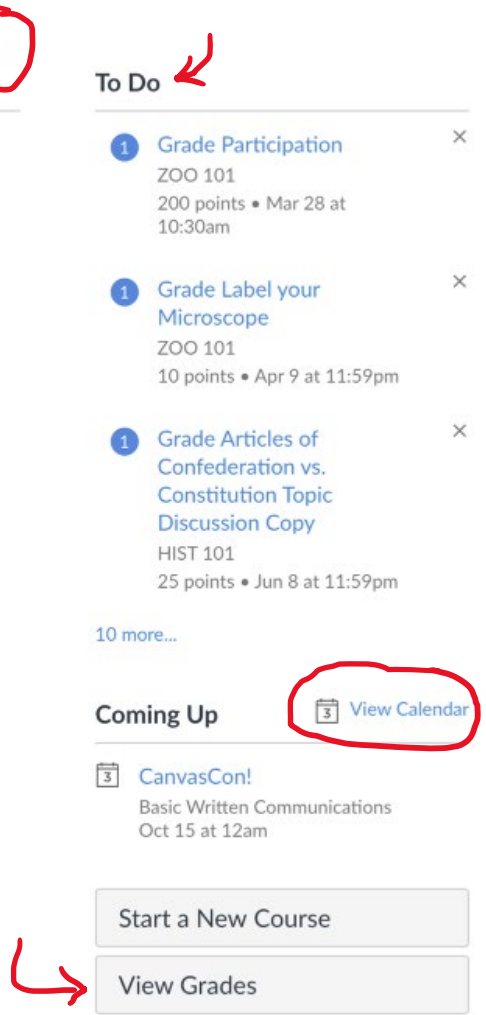


Circled here is the "More options menu" also referred to as "3 dots" throughout this presentation

Dashboard: Right side bar

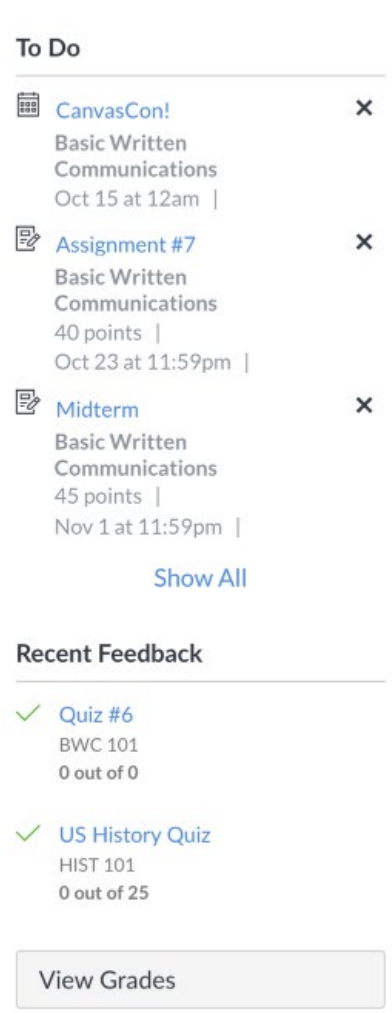
Instructor

- **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



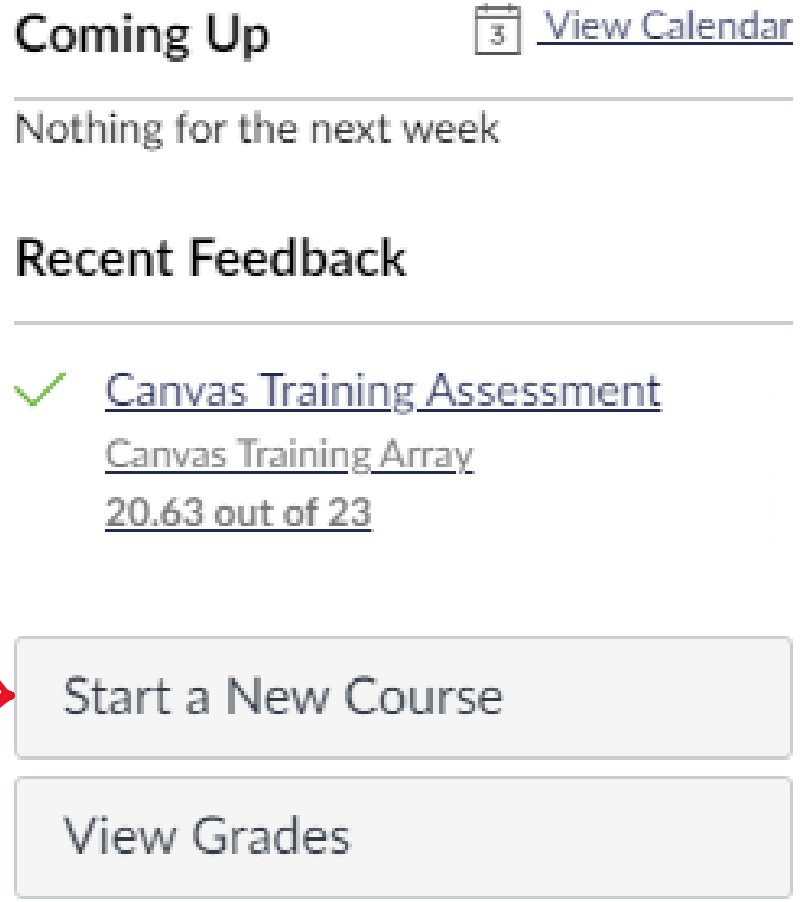
Student

- **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.

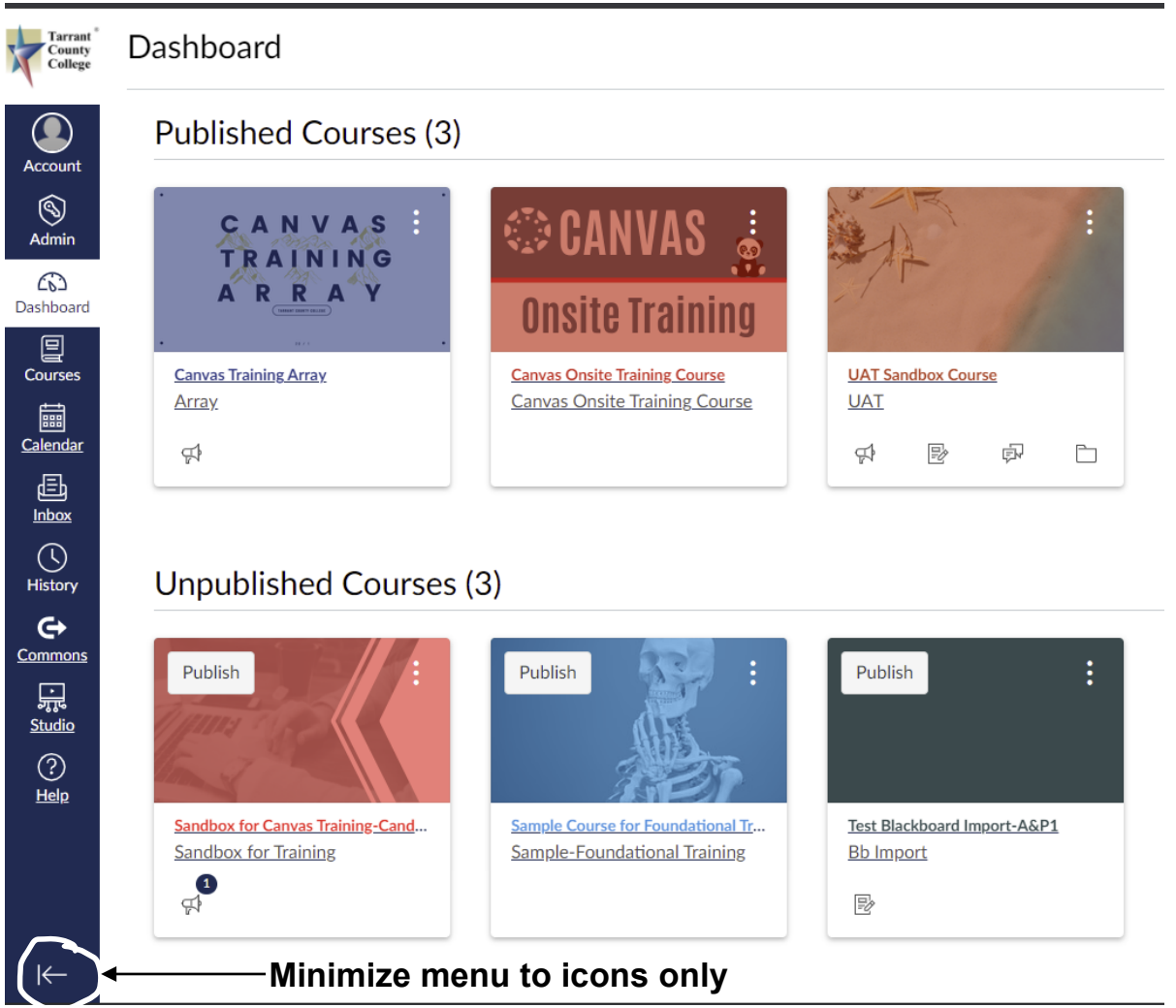


Dashboard: FYI, you can merge sections

- 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)

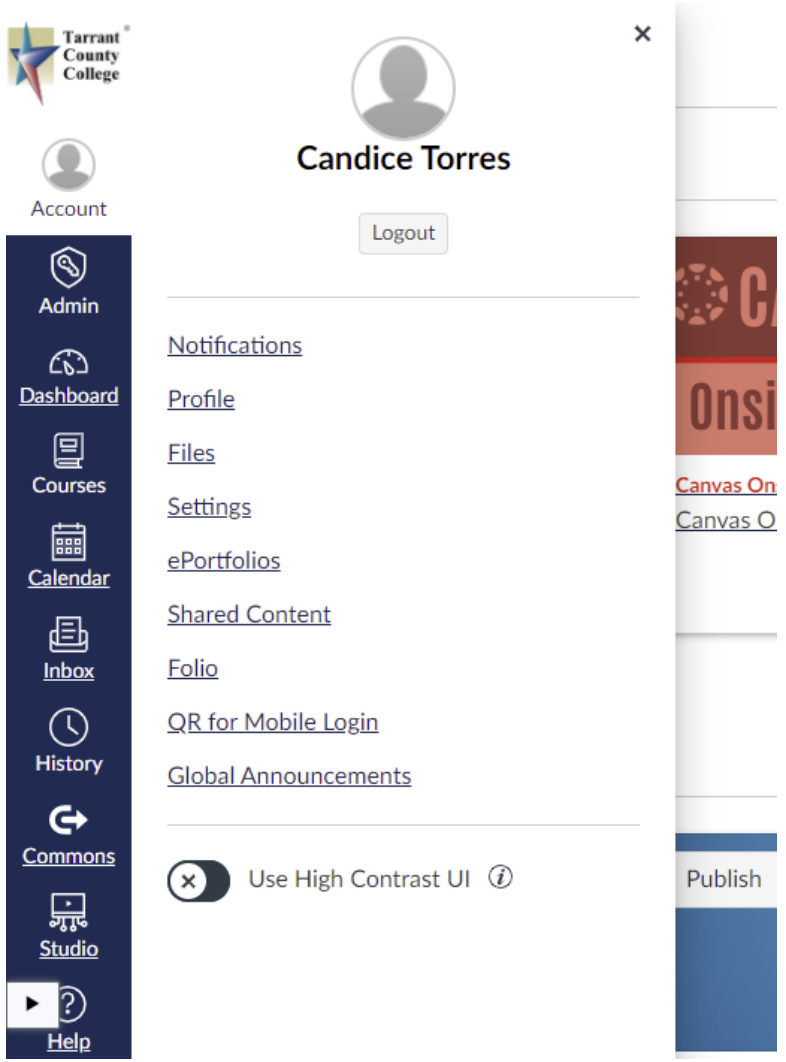
Global Navigation Bar

- ✓ 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)

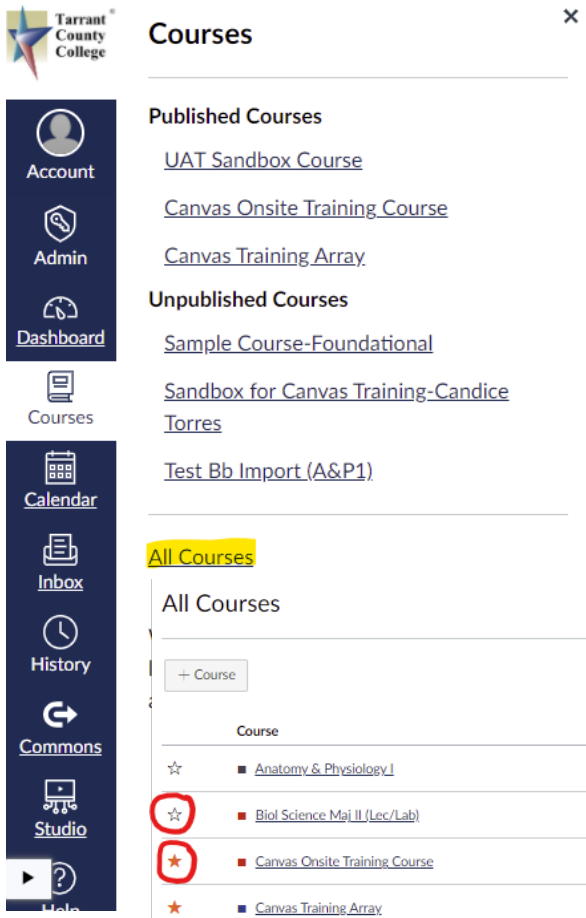


Global Navigation Bar: Account

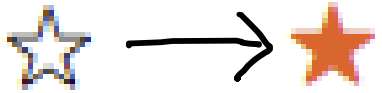
- Pop out Account menu shows…
- **Notifications** (covered later)
- **Profile:** limited info editable (biography and links)
- **Files**: upload and view files across all courses
- **Settings**: Global, applies across all courses
- ePortfolios: public or private (mostly for students)
- **Shared Content**: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



Global Navigation Bar: Courses

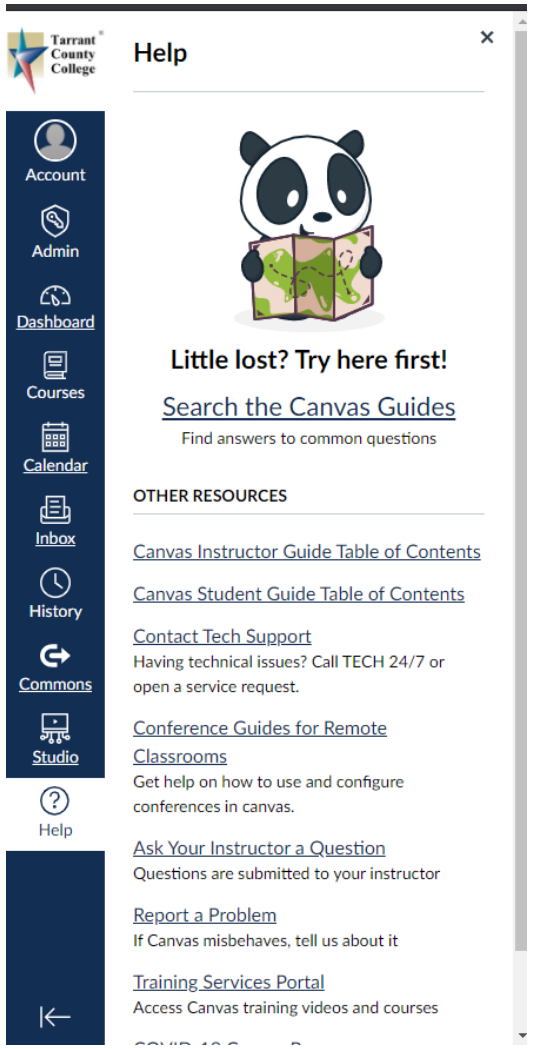


- See all published (active, viewable) & unpublished courses
- See "Past Enrollments" (inactive) and "Future Enrollments" according to start and end dates
- Choose "Favorites"= activate star=Shows on Dashboard



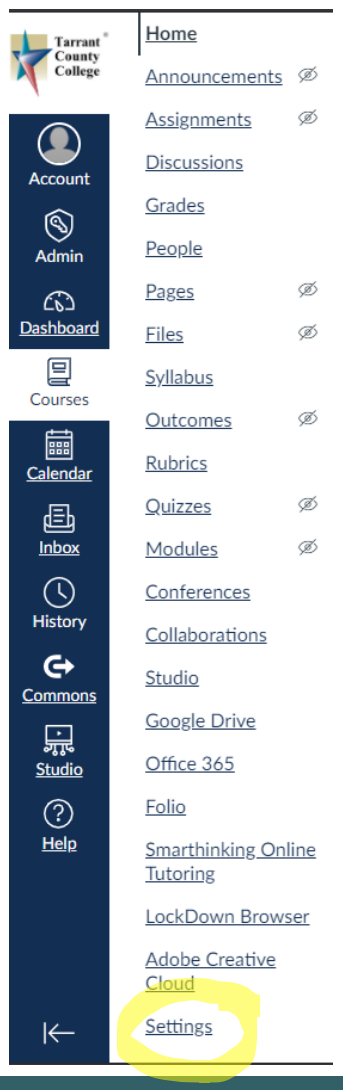
Global Navigation Bar: Help

- 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)



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)

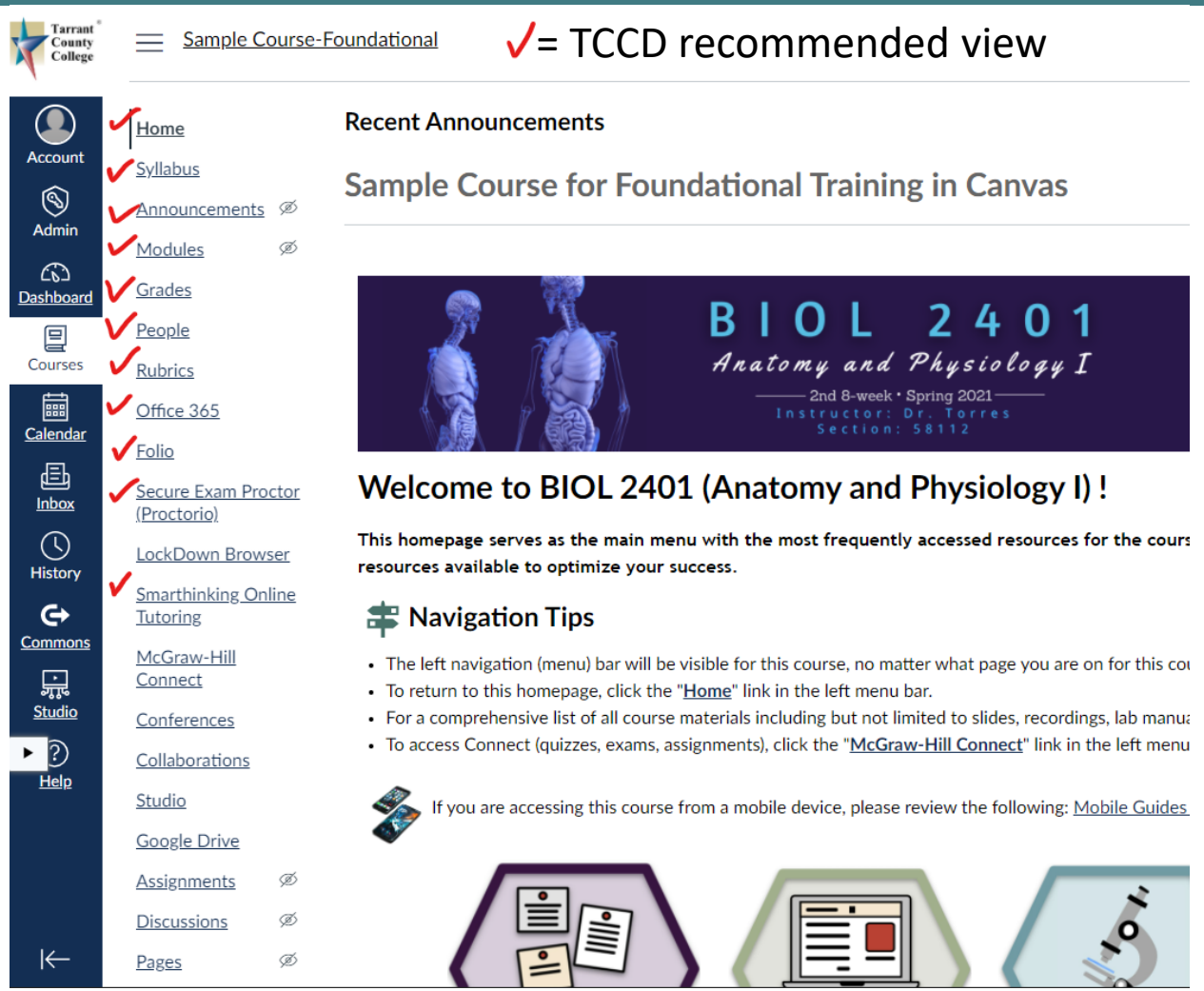


Select Course menu item overview

- 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

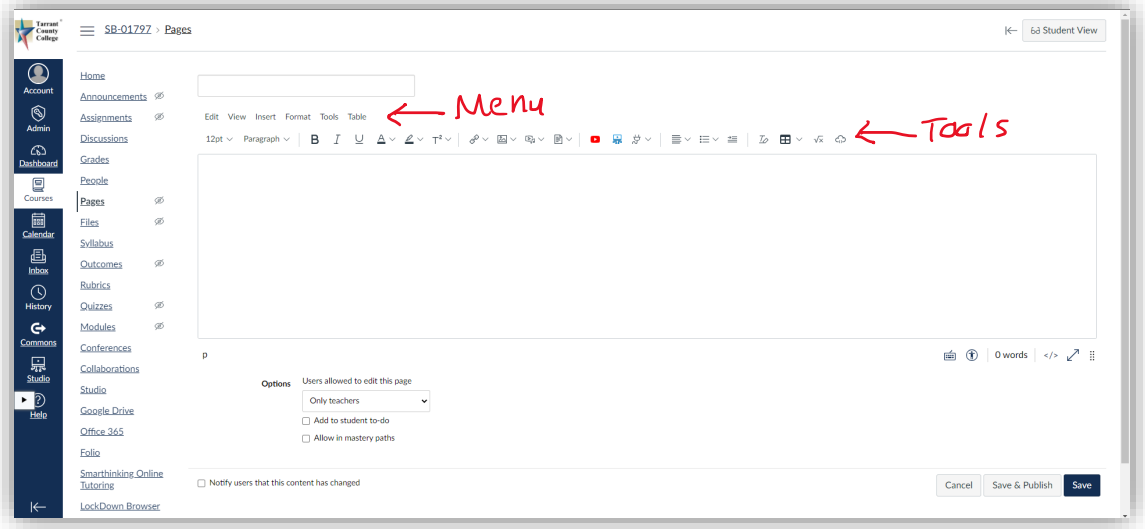
- TCCD would like faculty to have a standardized order and list of Course Navigation menu bar items. See: https://canvas.tccd.edu/courses/206/pages/course-navigation
- Reason: Same student experience in Canvas, no mater what course
- Most course materials including assignments, tests, and discussions can be access 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)

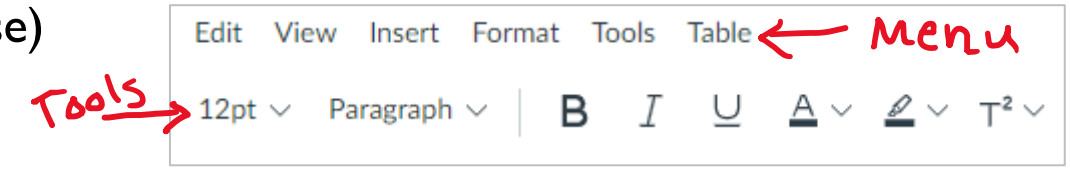


Content Creation in Canvas

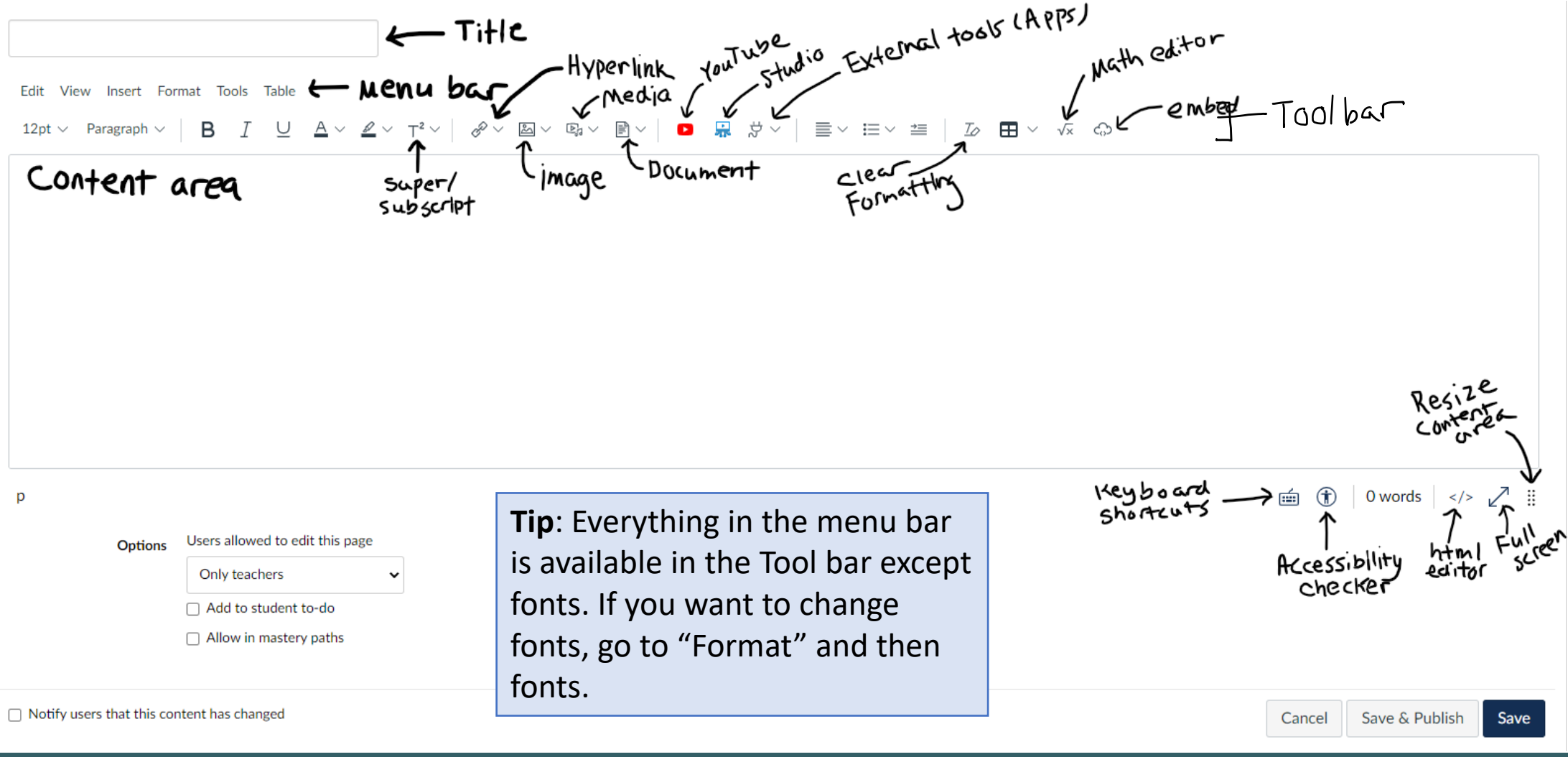
2 things: Rich Content Editor & Modules

- 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





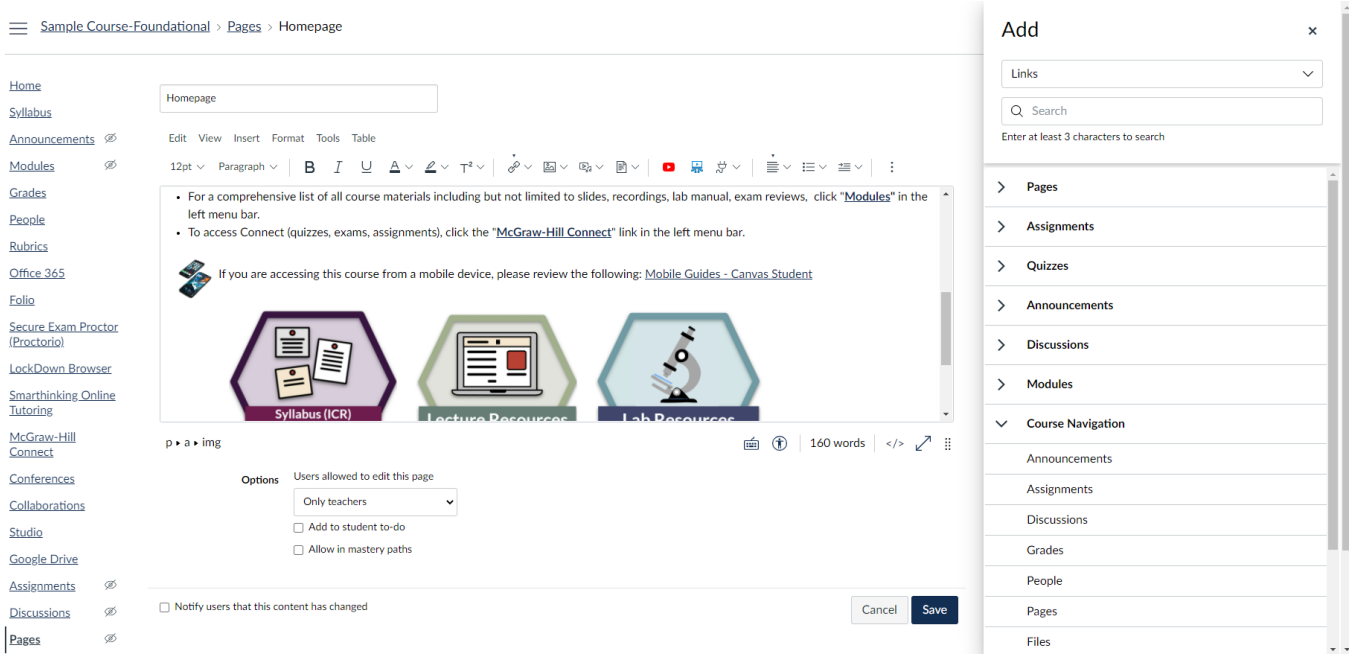
Rich Content Editor (RCE) overview



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.

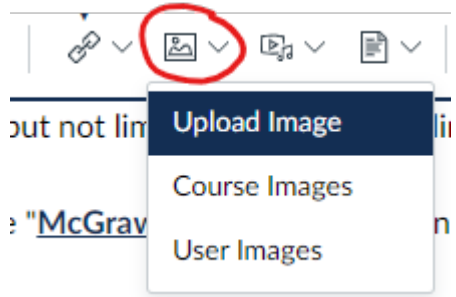
Rich Content Editor (RCE): Hyperlinks

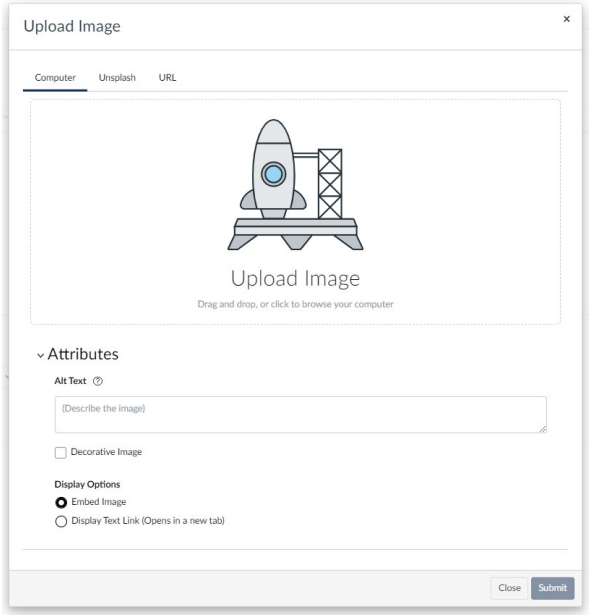
- Highlight the text (or image!) you want to hyperlink and then 2 options:
- External link
  - Canvas automatically opens a webpage with the address entered
- Course link
  - Link to most content, a module, or course menu item within the course
  - Searchable
  - Right pop-out "Add" menu (*shown here*),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

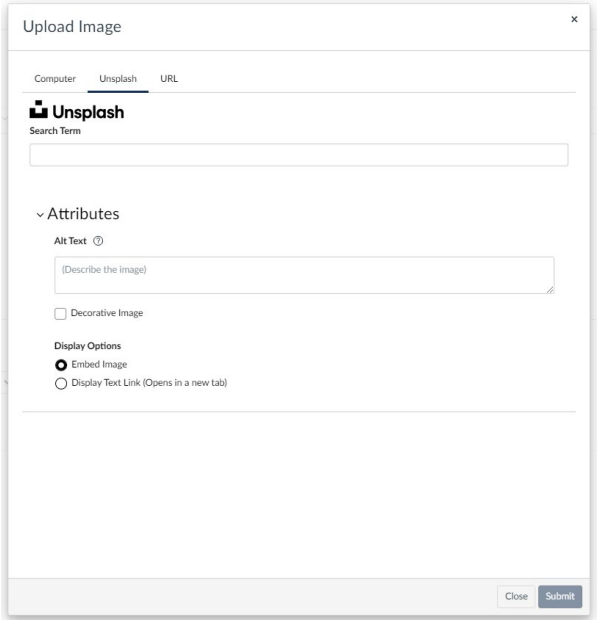


Rich Content Editor (RCE): Images

- 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!

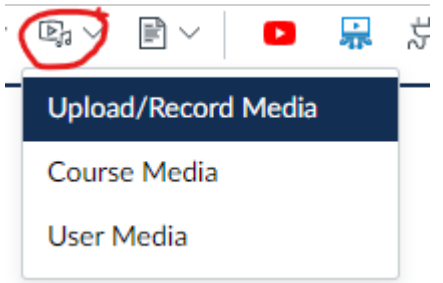


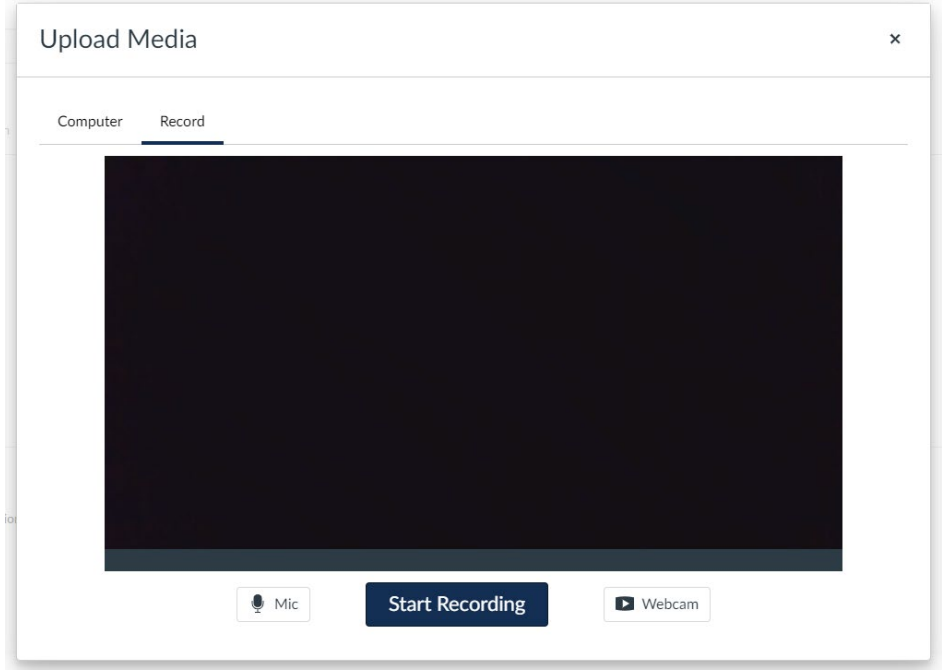




Rich Content Editor (RCE): Media

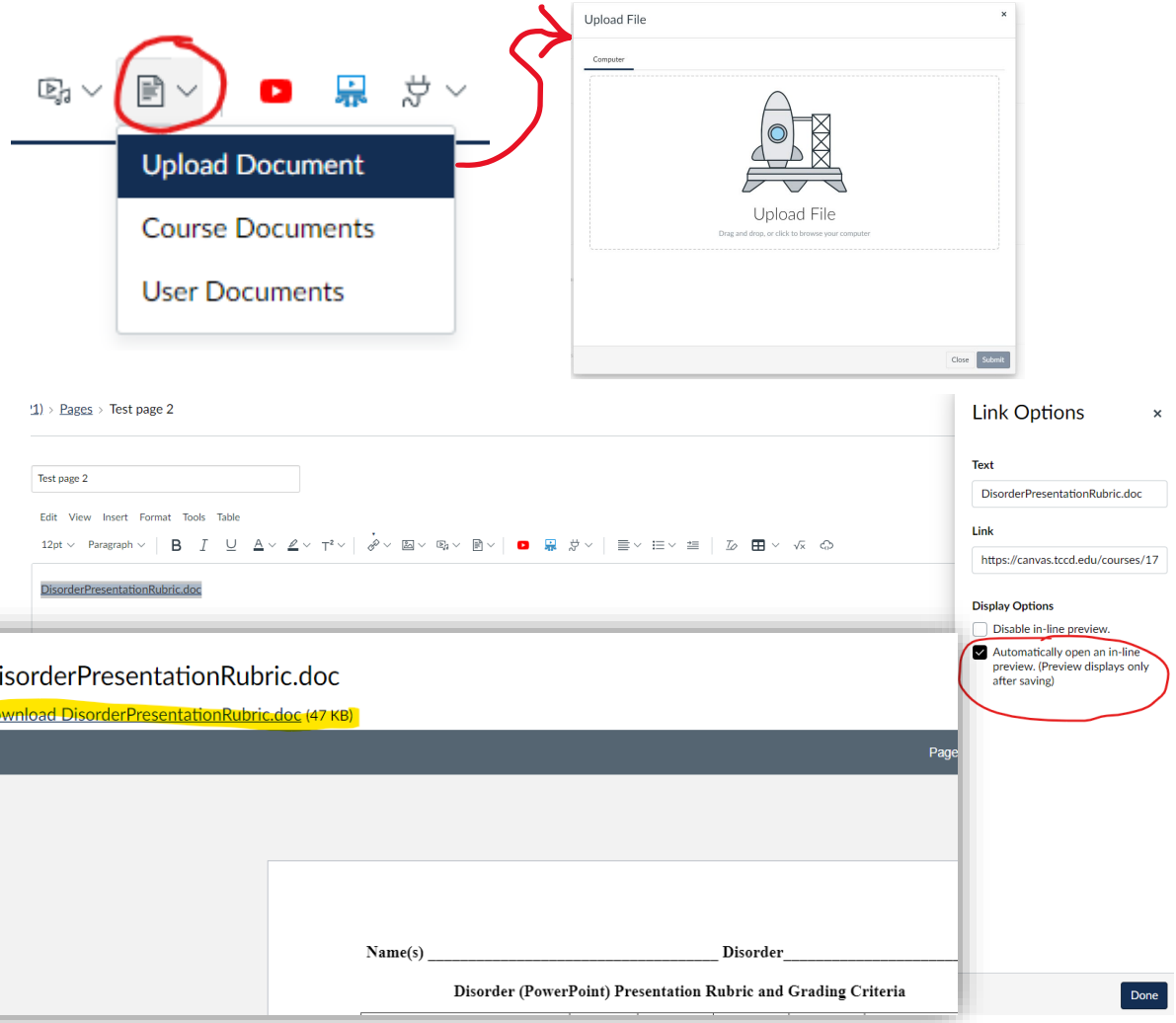
- Upload/Record Media (shown)
  - Record: Quick, easy way to record your voice or a quick video for posting on a page, announcement, etc. Stored in Files within your Course area.
  - Upload a video or audio recording from your computer.
- Course Media and User Media: include media already in your course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





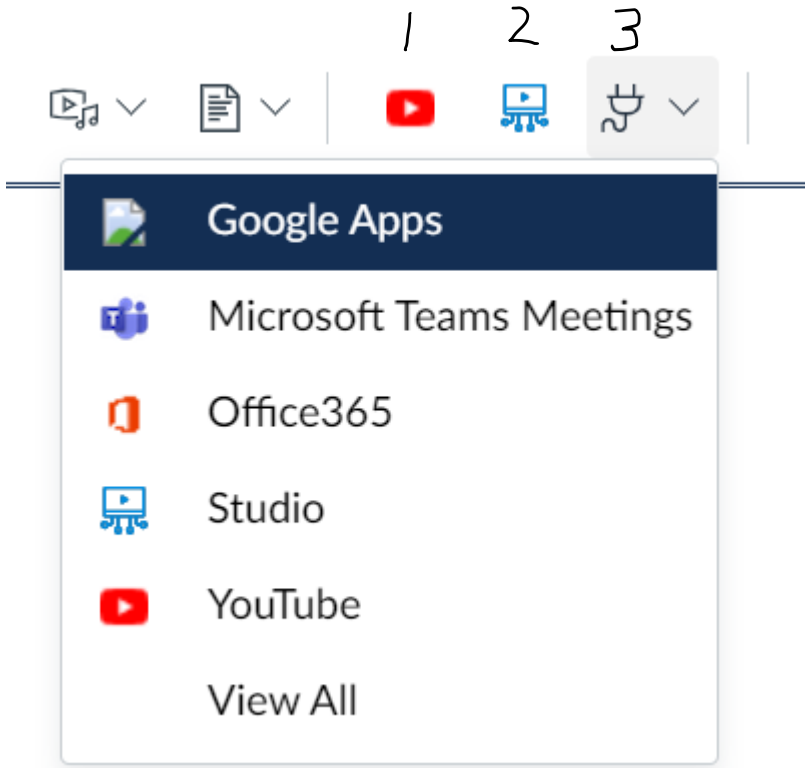
Rich Content Editor (RCE): Documents

- 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



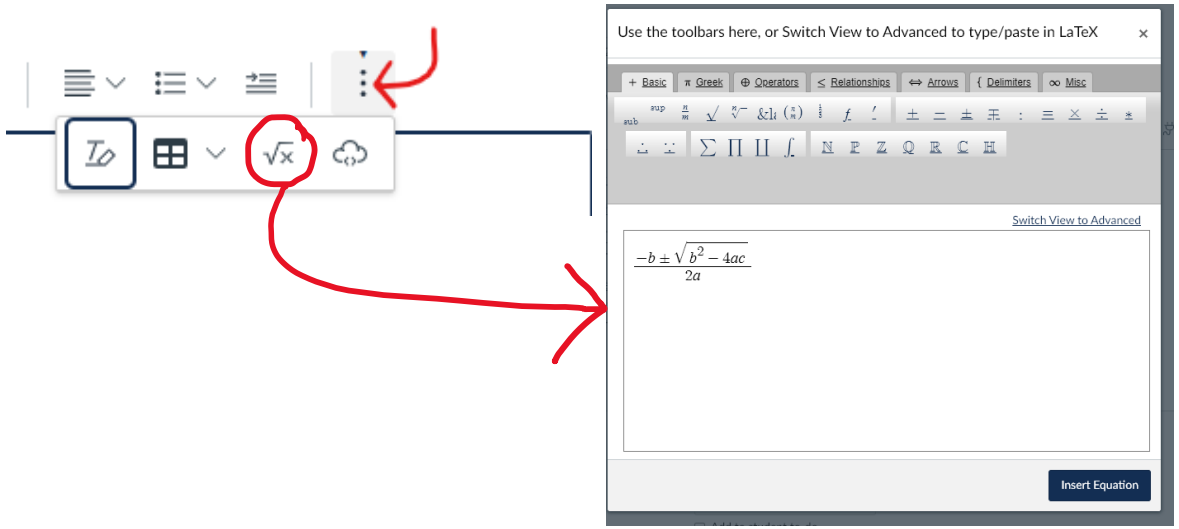
Rich Content Editor (RCE): Apps

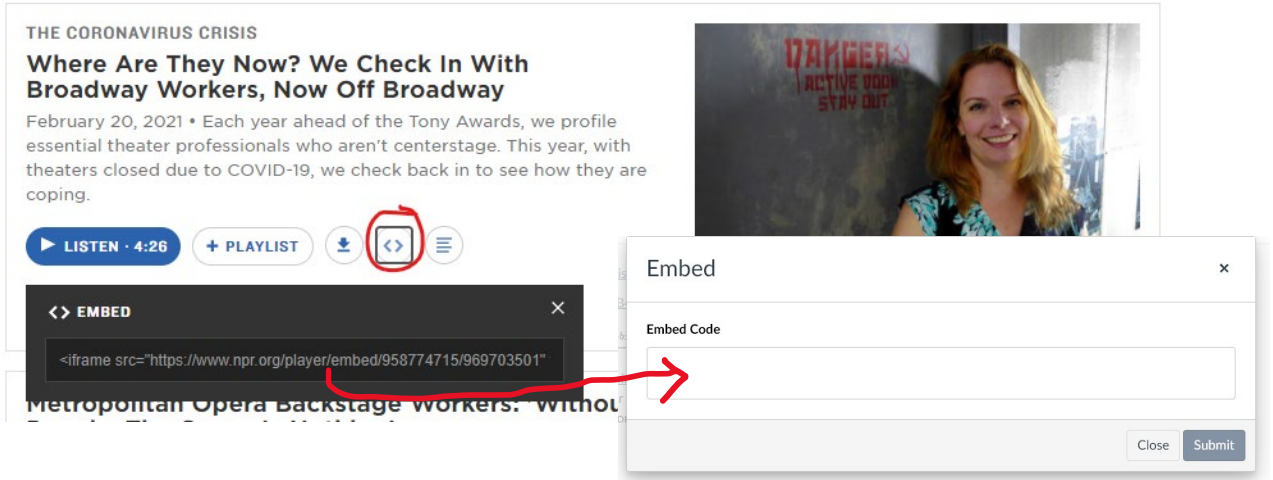
1. YouTube
   - Search YouTube videos to embed directly
2. **Studio**
   - In Canvas video recording and capture software, some editing features
   - Covered later in presentation (brief overview)
   - Access all Studio files created in Canvas, or create one right in RCE
3. Others: Office 365 (OneDrive), 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…

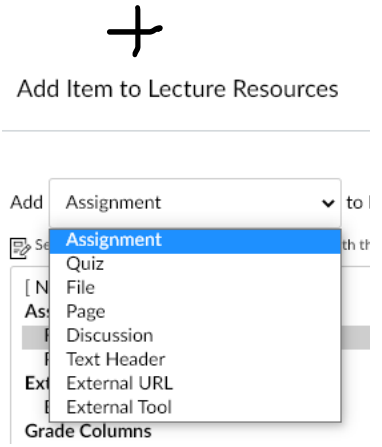
- Depending on size of screen view, some tools may be hidden from the toolbar. Click the 3 dots for more.
- **Math Editor tool**: create formulas and equations for math and science. Once in RCE, can resize.
- **Embed tool** for embed code from the internet. Is good for
  - YouTube videos you have chosen (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 **< >**





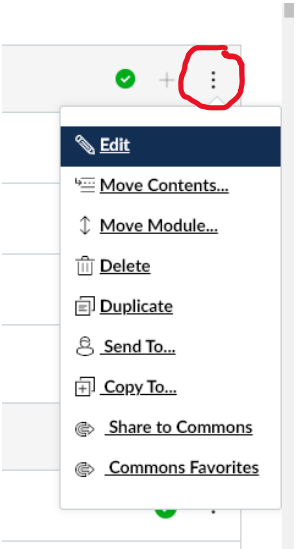
Modules Overview

- 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!)



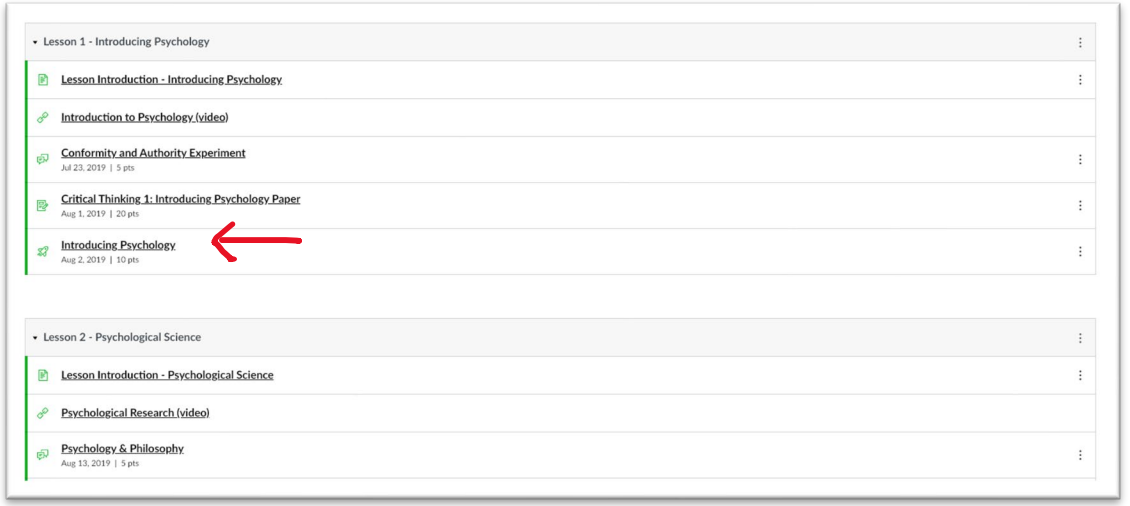
Add content

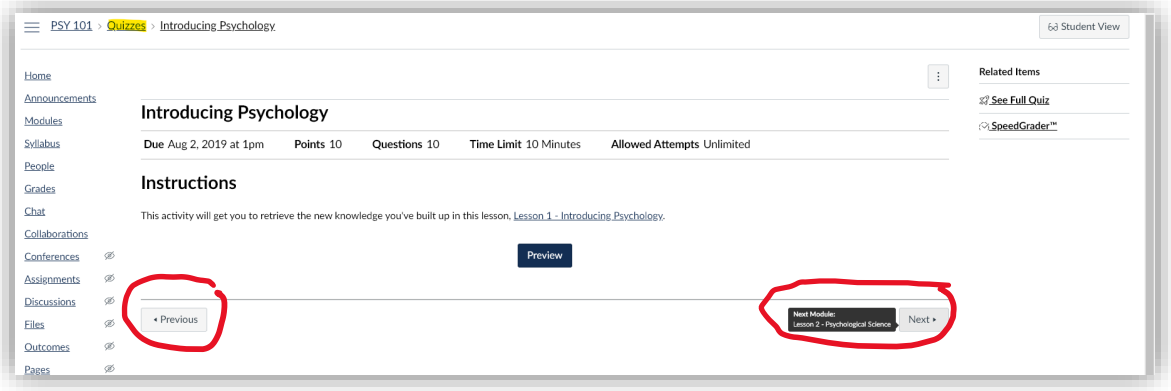
More options



Modules: Navigation

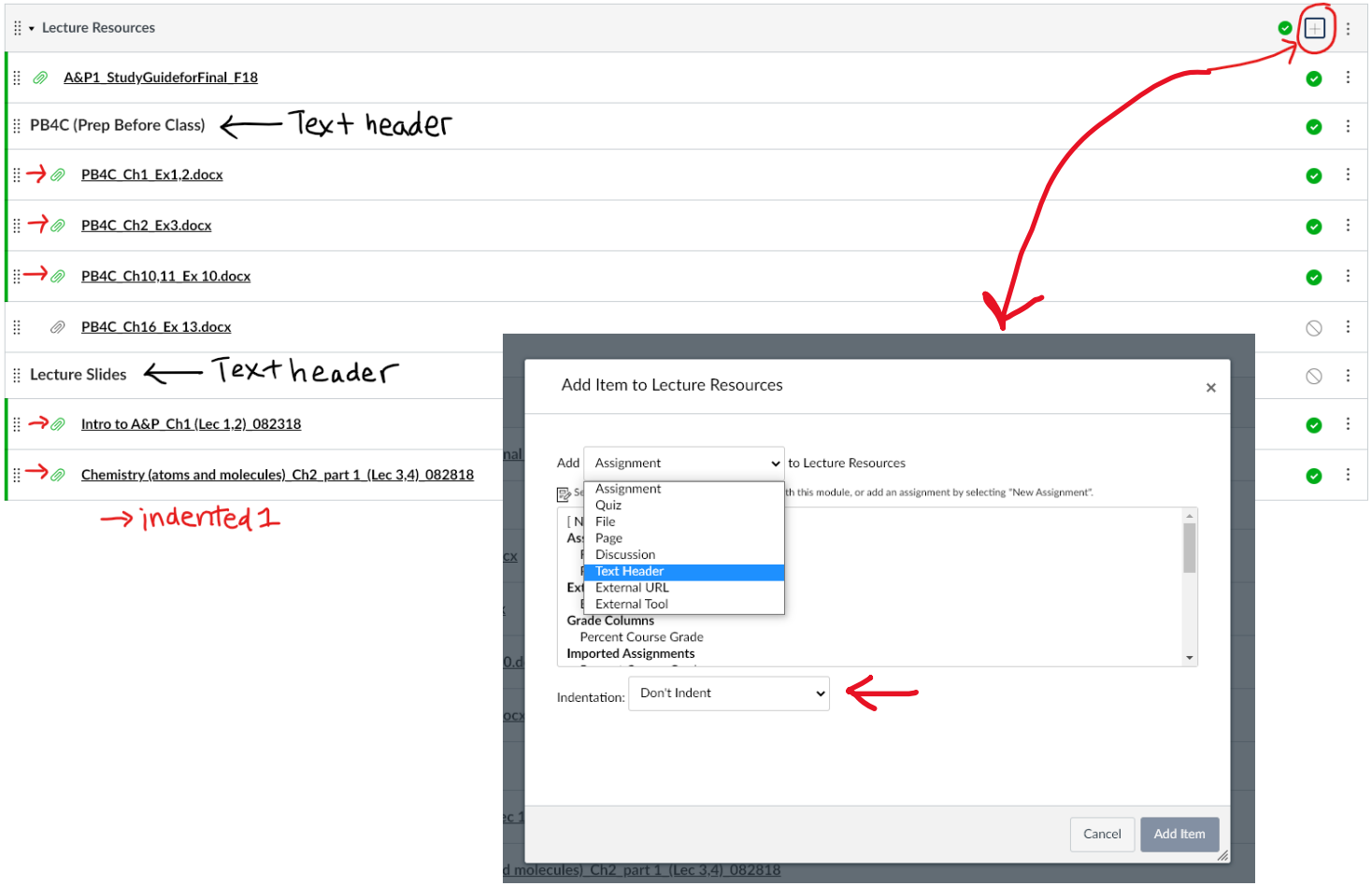
- Modules guide the user through the course content in a linear fashion.
- Once in a Module (click on an item in the module), content is presented one page at a time
- Progress forward "Next" or back "Previous" goes down or up the order of items set up in **Modules**.
- Once the end of one module is 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.





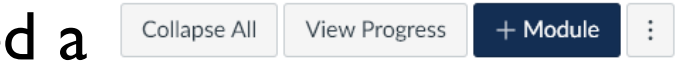
Modules: Organization

- 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

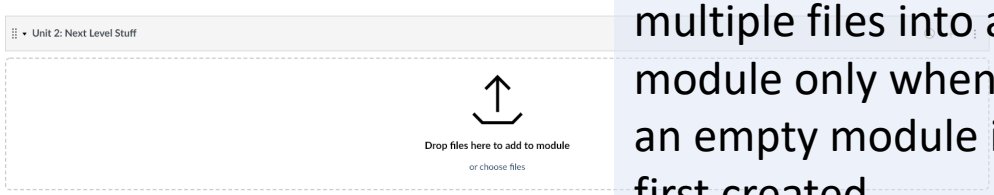


Modules: Adding course content

- Add a Module where you might have added a folder or Content Area in Blackboard

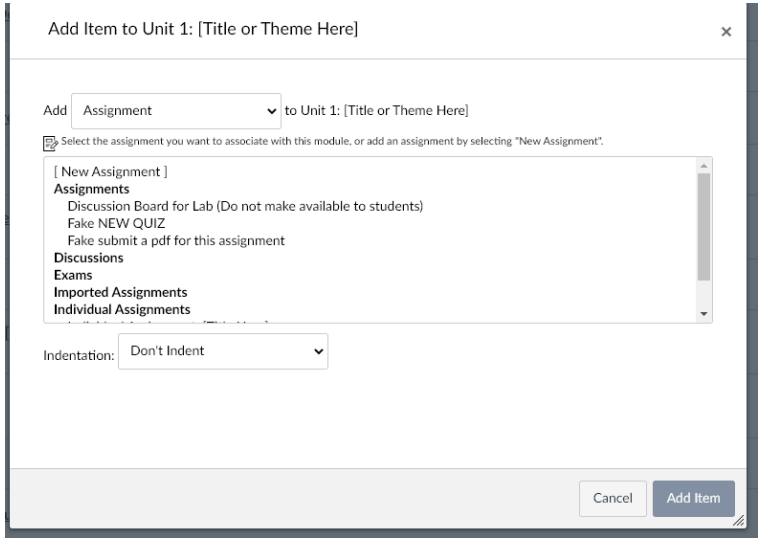


- Add to your Modules items by…



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

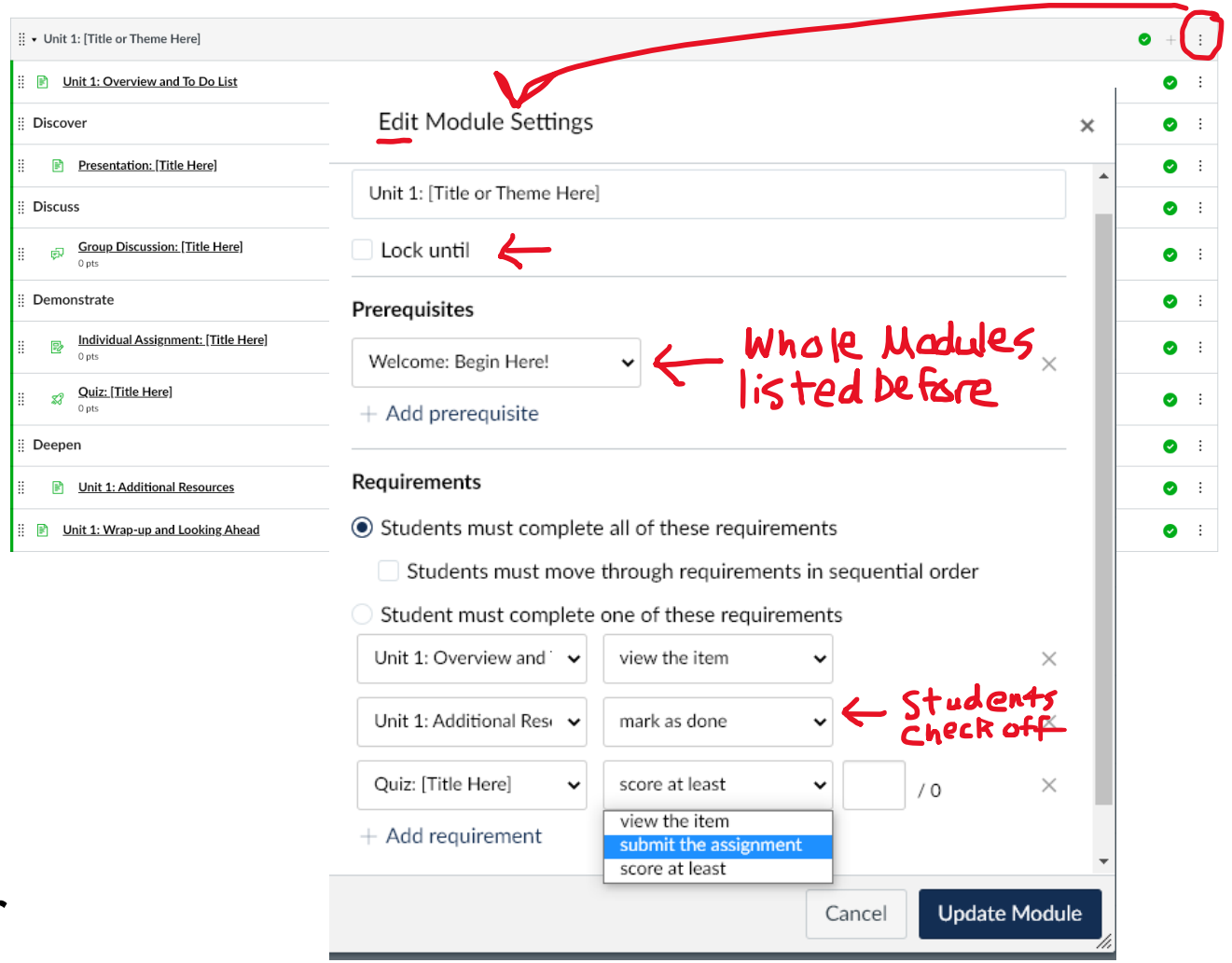
  - Uploading from your computer (File)
  - Files uploaded already into the course
  - Use "External Tool" to…
    - Add files from OneDrive or Google Drive (great for large files like PowerPoints or videos)
    - Add 3rd party tools like McGrawHill or Pearson
    - Add YouTube video (watch within Canvas module)



- Create or add Assignments (*see right image*), Discussions, Quizzes, Pages, right in the Module area.

Modules: Control lesson flow & access

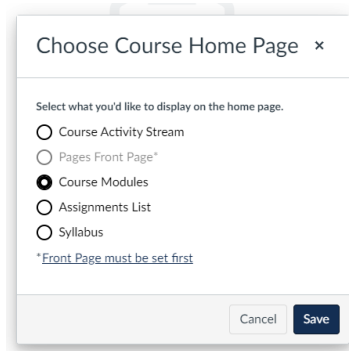
- Design lessons with a particular flow to guide students through materials posted.
- Can set pre-requisites before a module and requirements within a module to control how students complete each module.
  - When Module is first added, can be set
  - After module is added, click 3 dots→Edit
- Track progress 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

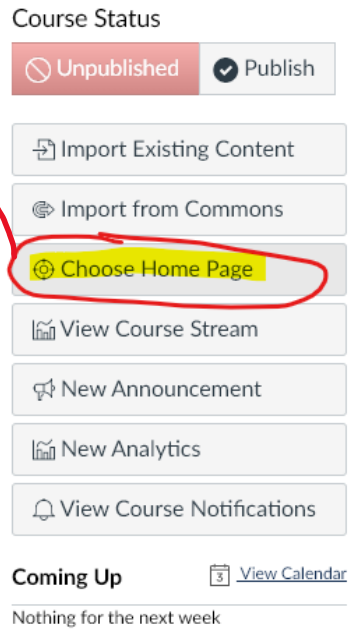


Course Content

Overview: Homepage

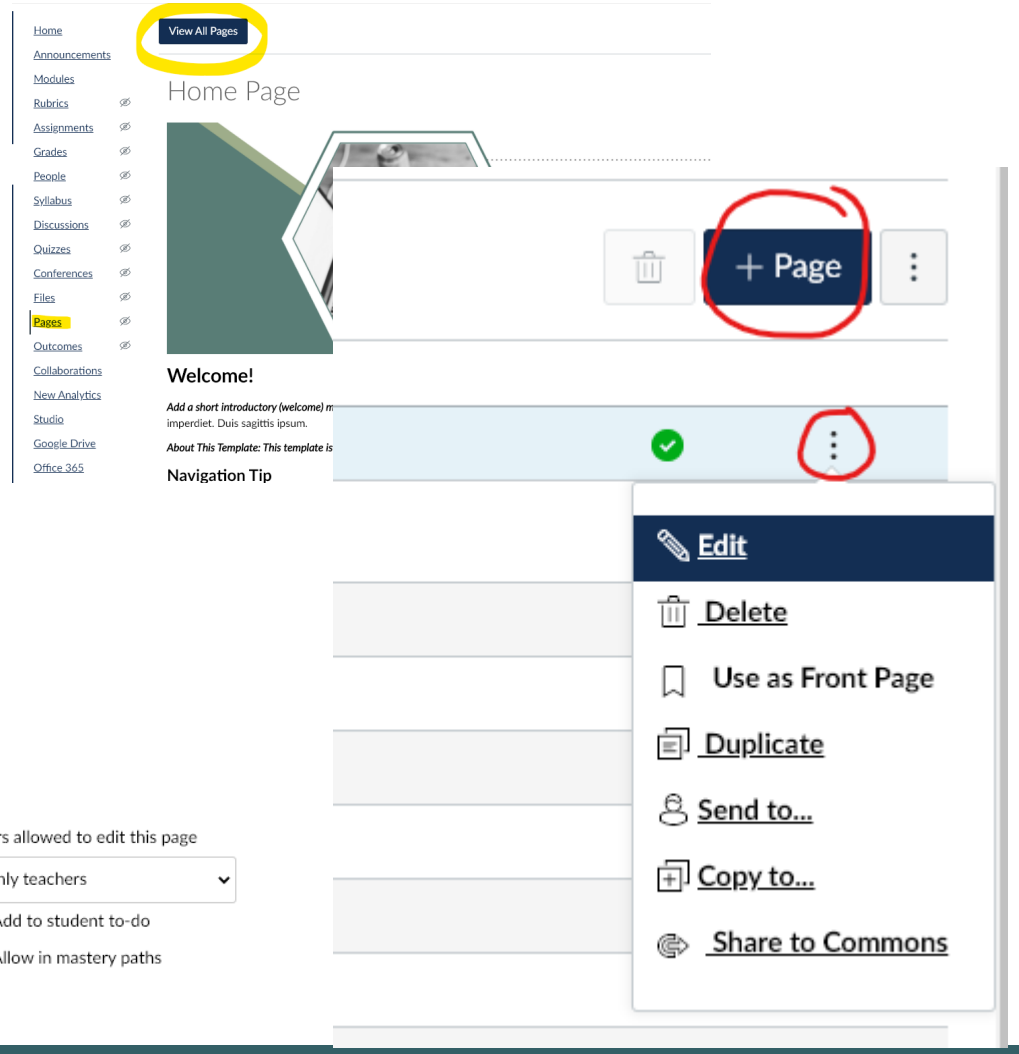
- Homepage= "Home" from Course Menu Bar
  - Landing page when students first access your course
  - What do you want your students to see when you first enter?
- Set homepage:
  - Right menu bar on homepage "Choose Home Page"
  - For more flexibility and navigation, select "Pages Front Page"
  - If you 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)

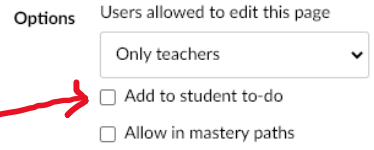




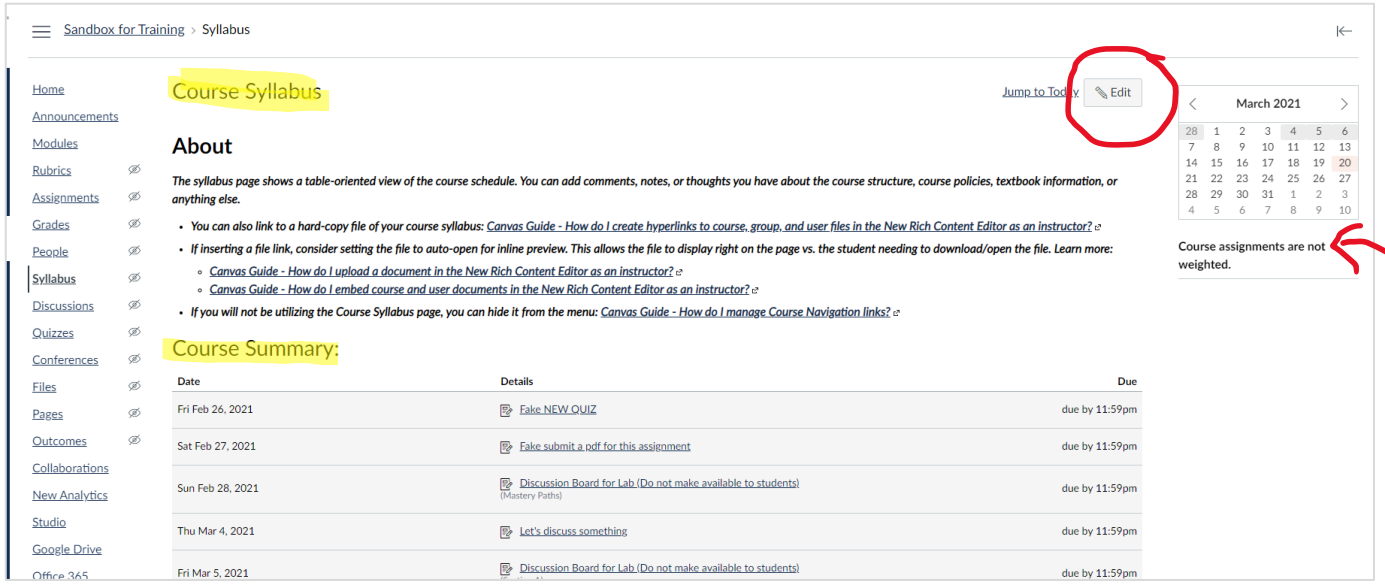
Overview: Pages

- 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





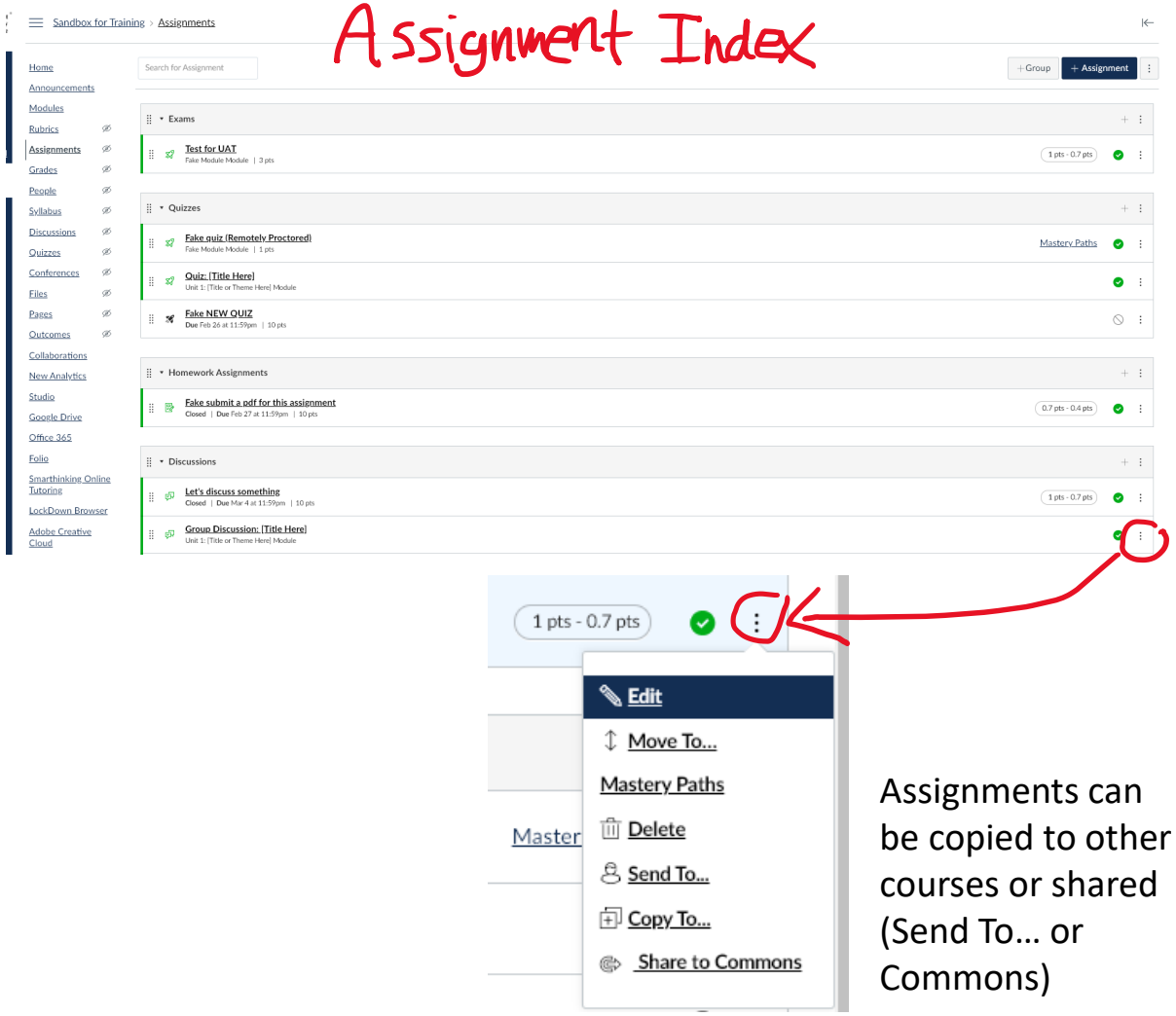
Overview : Syllabus



- 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

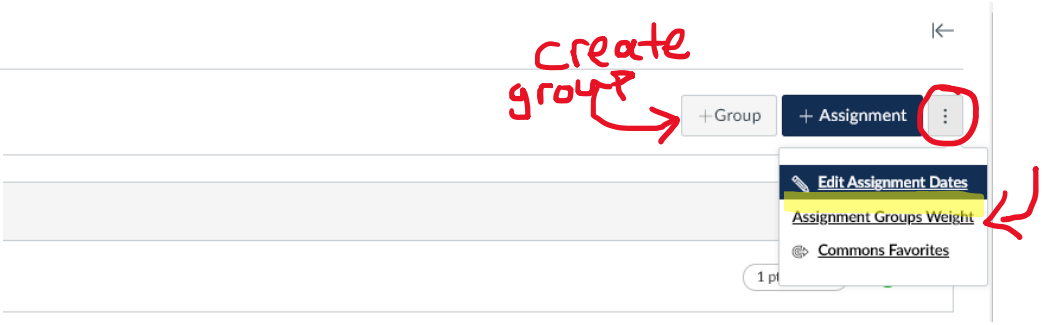
- Area of Canvas where
  - You design electronically submitted assignments that students submit for a grade (or not)
  - Tests, quizzes and surveys (**Quizzes**) are placed
  - Graded discussions are placed
  - Create grade columns for in-class submissions, ungraded items, and subtotals (no assignment 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.)

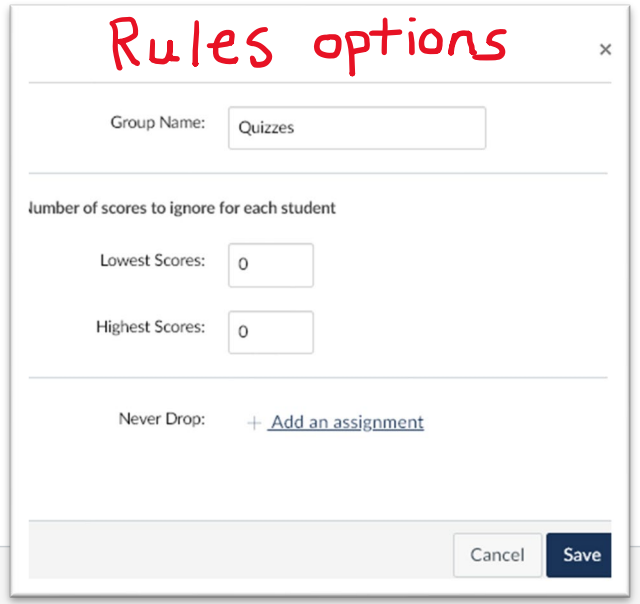


Assignments can be copied to other courses or shared (Send To… or Commons)

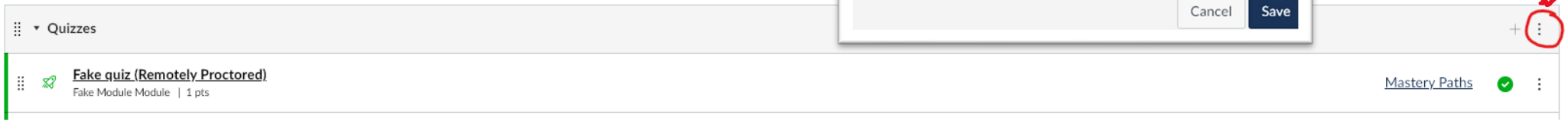
Overview: Assignments *cont.*

- 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



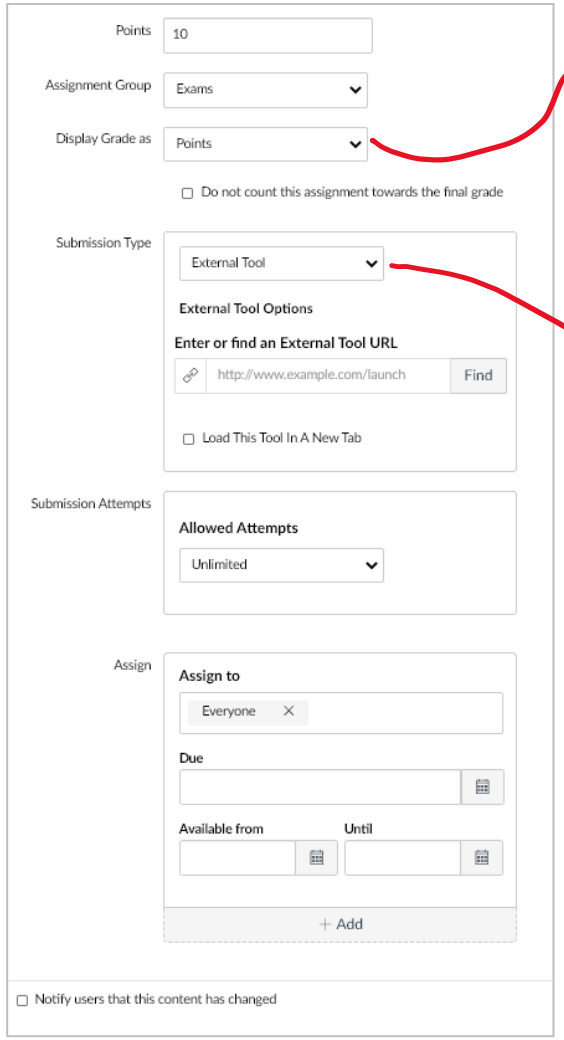


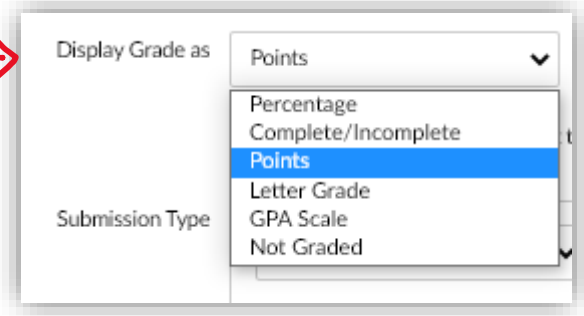
Create group first. Then click the 3 dots associated with the group to see these options.

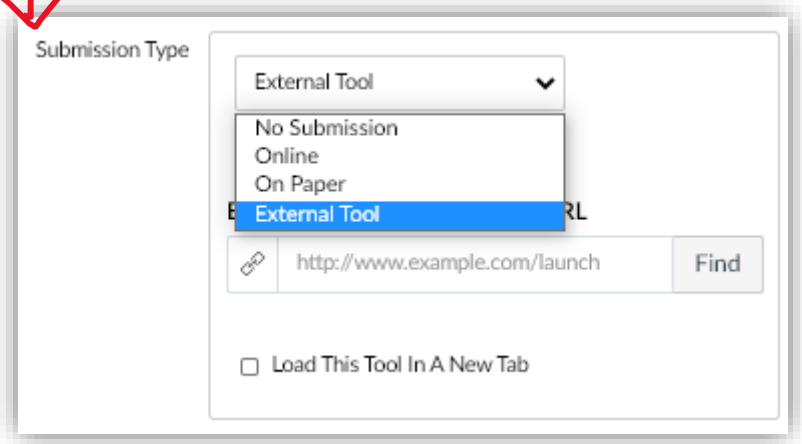


Overview: Assignment creation

- 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.

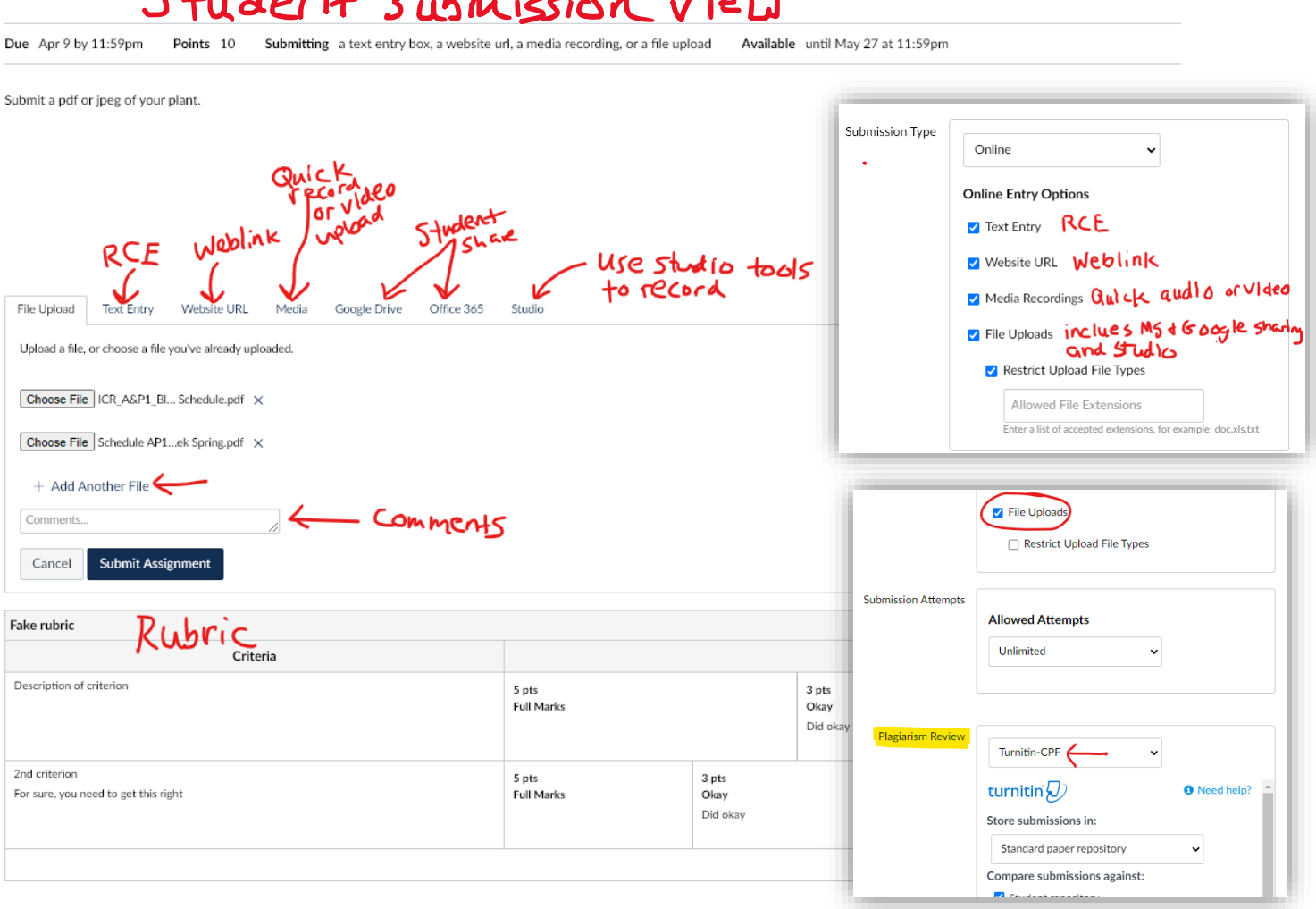






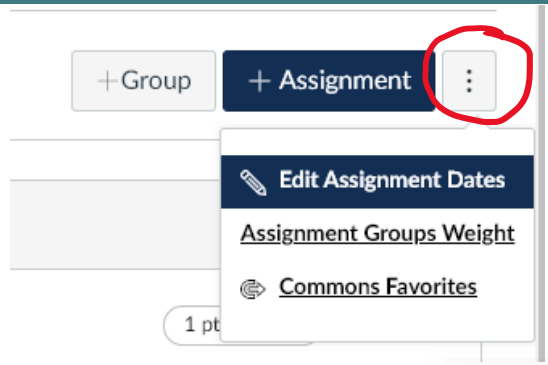
Overview: Online Assignment creation

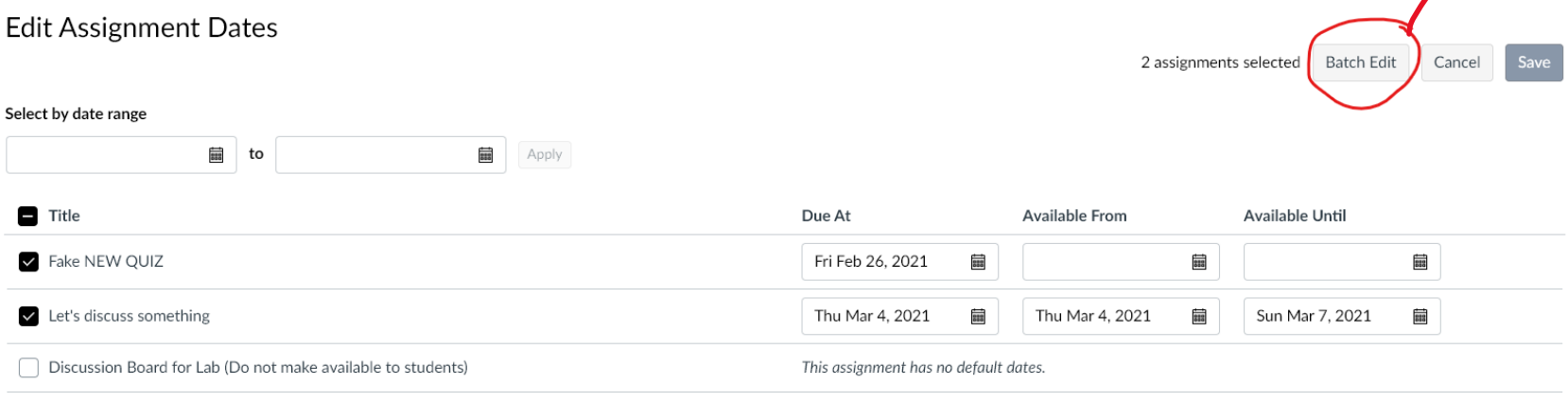
- For electronic submissions (Online submission type) you can have students submit any type of file and multiple files. You can specify file type.
- If selected by instructor, students have full access to the RCE and Studio for submissions
- Use with File Upload online assignments to use Turnitin for 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

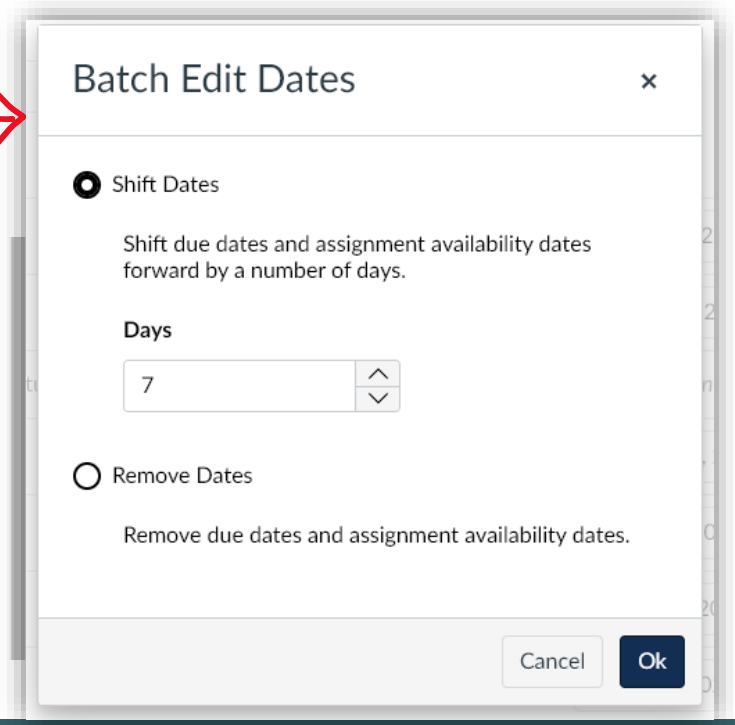


Overview: Bulk edit Assignment dates

- 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)

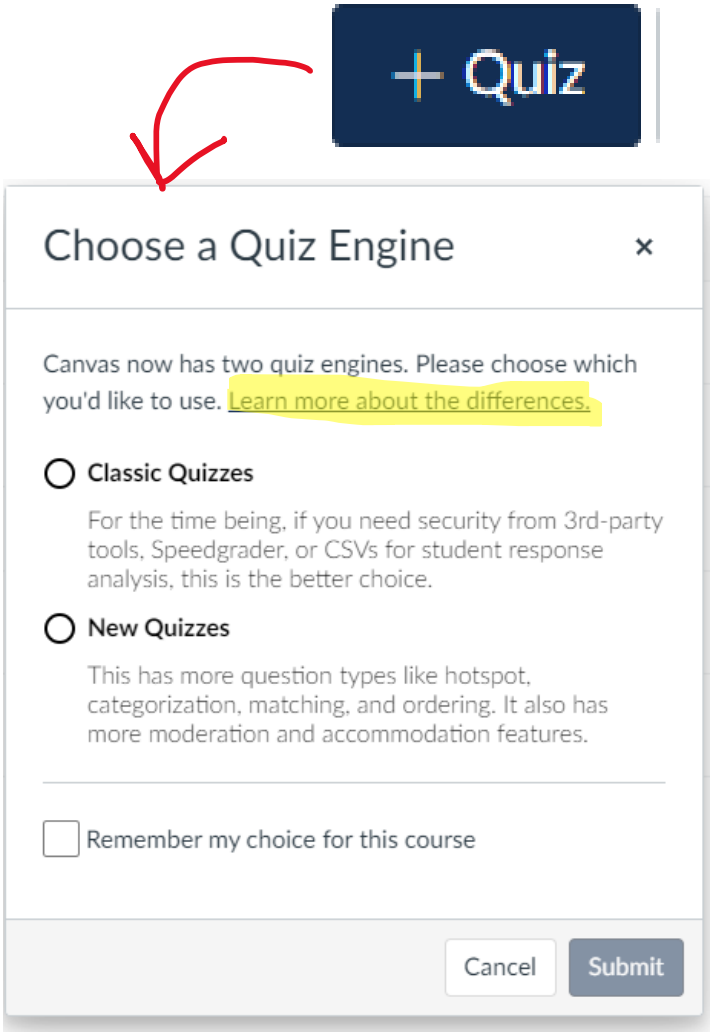






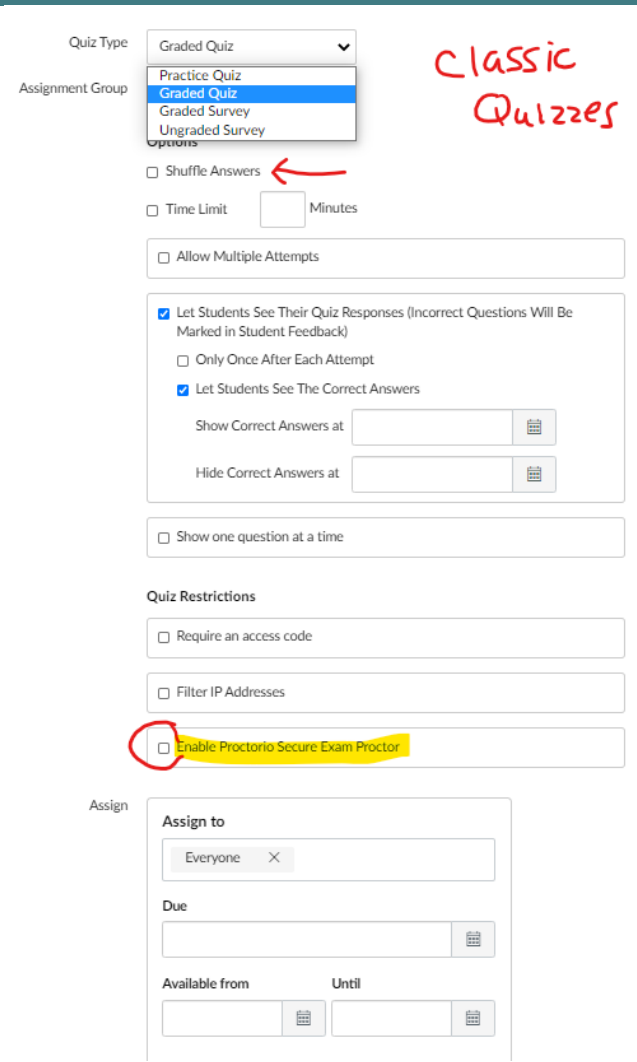
Overview: Quizzes

- 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.



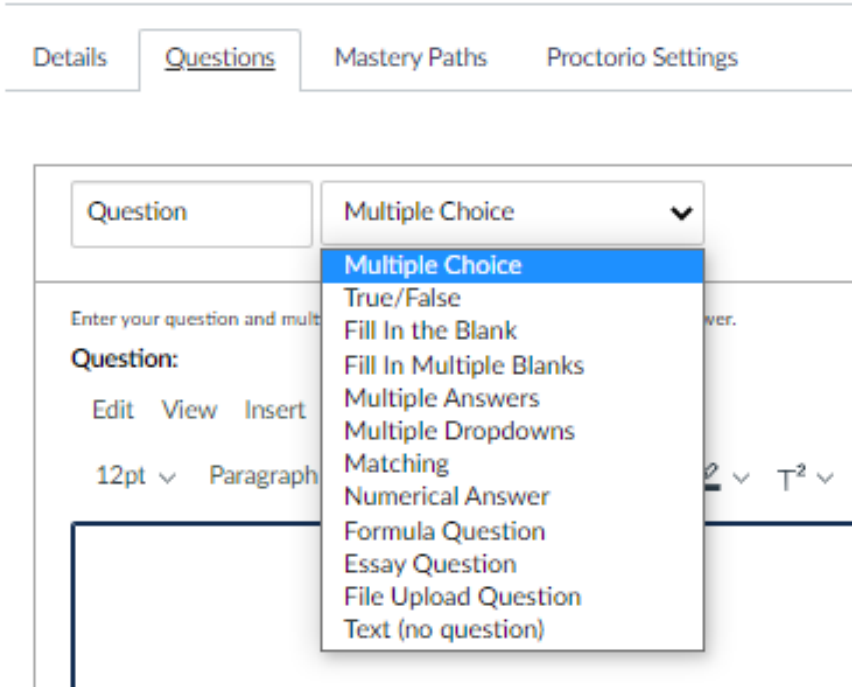
Overview: Classic Quizzes

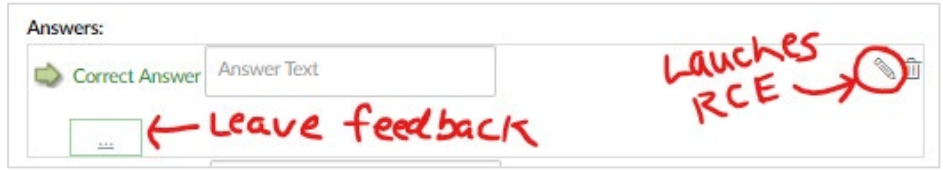
- Add description/Instructions with RCE
  - May want to add a link to Canvas Student guide on how to take Classic Quiz
- Quiz Types: Practice (ungraded), Graded Quiz, Graded & Ungraded Survey
- Only answers can be shuffled, not questions and it applies to all questions (not individual)
- Check box to 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)



Overview: Classic Quizzes questions

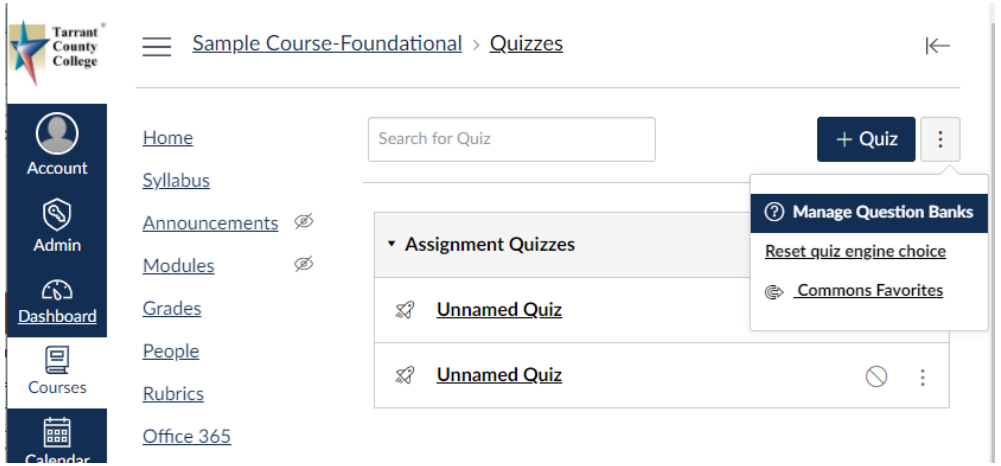
- + New Questions allows you to create questions, automatically saves to an account-level bank
- Find Questions: recycle from within or across courses, access questions you have imported to your course from the publisher or other instructor
- Question Creation
  - Name questions for ease of search in 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.

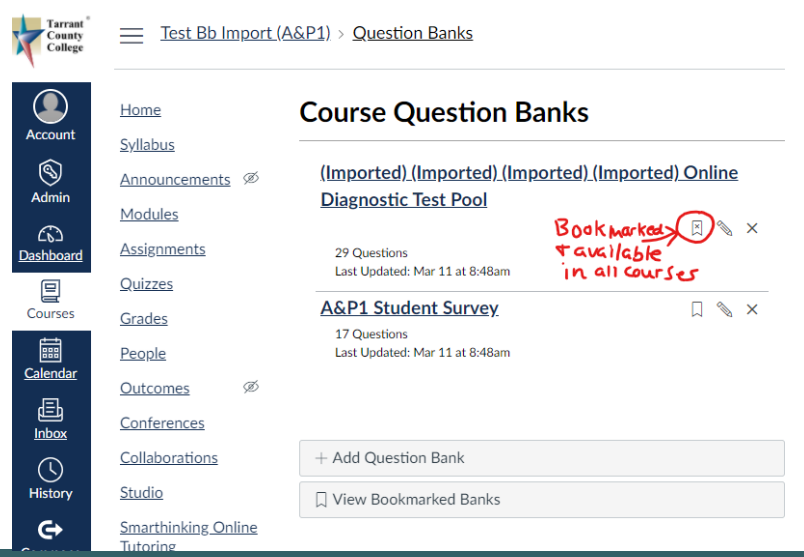




Overview: Quiz Question Banks

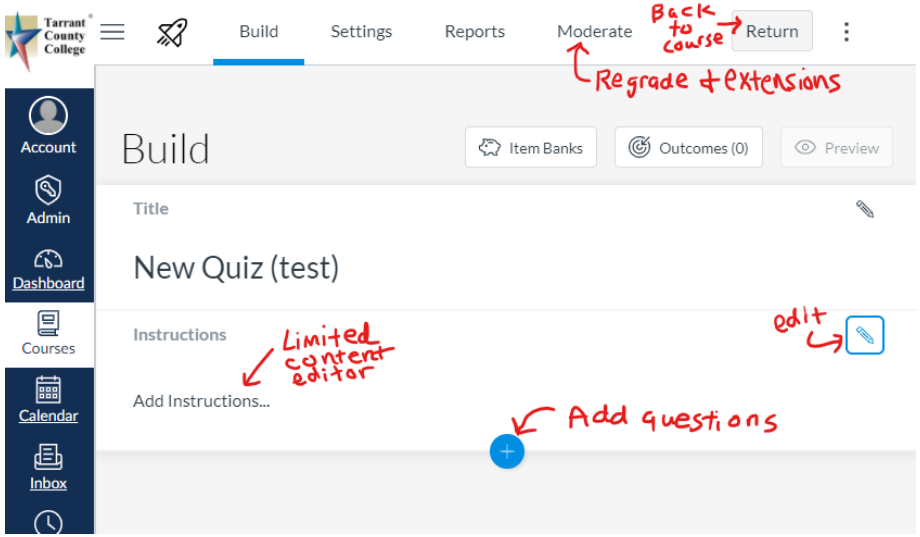
- To access the bank, go to Quizzes from the Course Menu and select the 3 dots
- All questions from any Quiz will be added to the bank.
- If a new question is created in Canvas, default= all questions will go to "Unfiled questions"
- Questions from imported tests/quizzes (from Bb or 3rd party) will go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

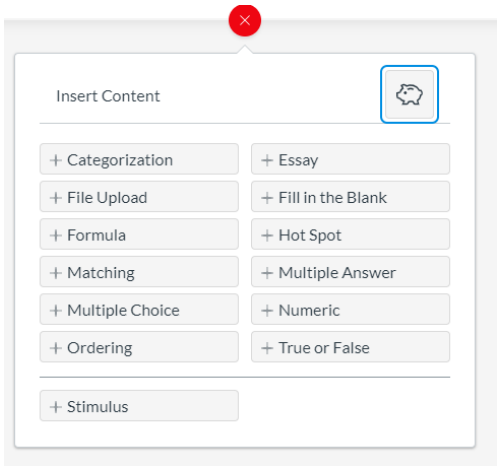




Overview: New Quizzes

- 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**

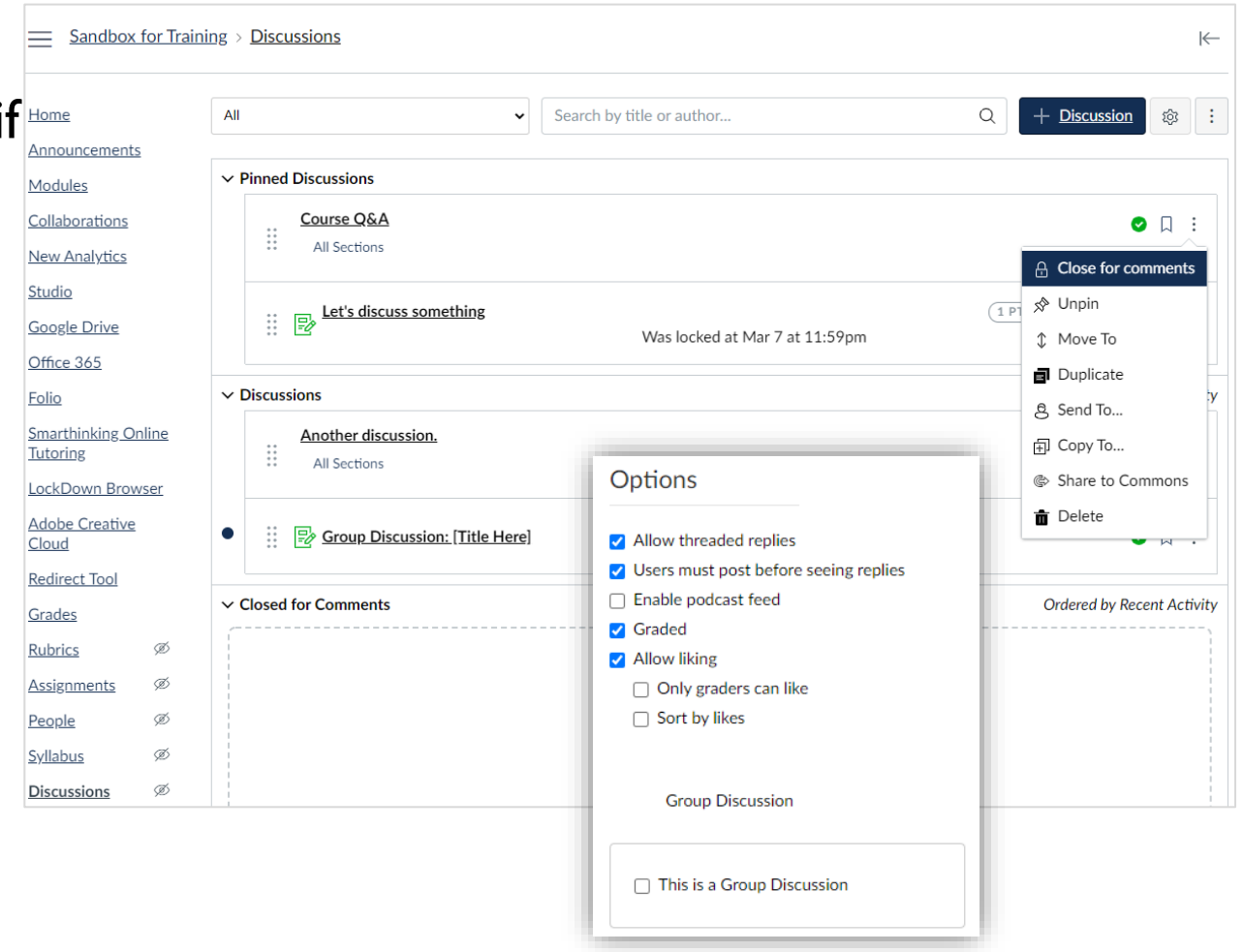
New Quizzes

- 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

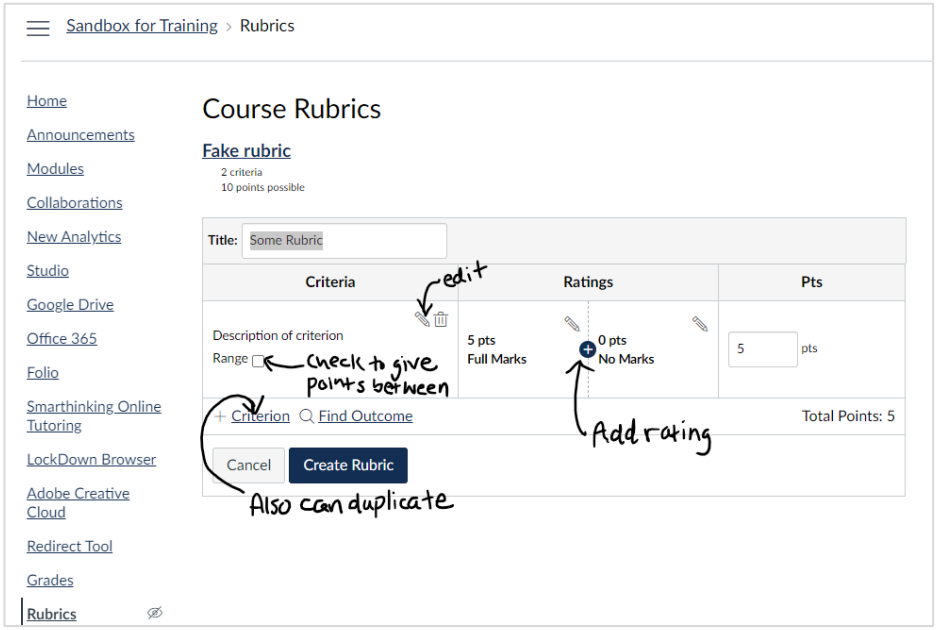
Overview: Discussions

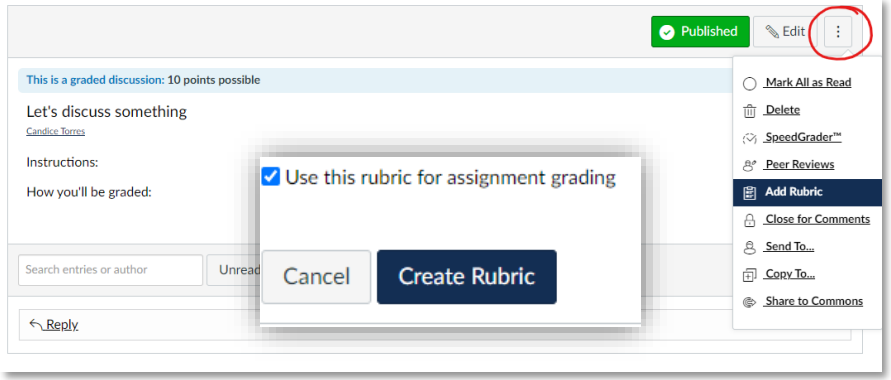
- In the Course Navigation bar, choose Discussions.
- Added to Assignments area automatically only if marked as "Graded"
- Discussions can be sorted easily and searched (ex: by authorship)
- Gear upper right: Control student use of discussions including allowing students to create their own discussion 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



Overview: Rubrics

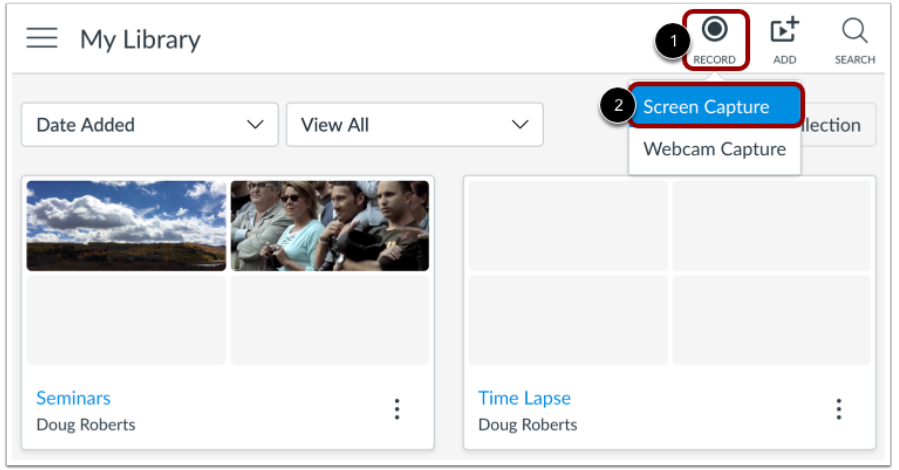
- From Course Navigation menu, go to **Rubrics**
  - Can also build a rubric from the Assignments area when designing an assignment.
- Students can view Rubrics too before and after grading.
- For each Rubric can add criteria and ratings with descriptions to assign points.
- To add rubrics to an Assignment, 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.



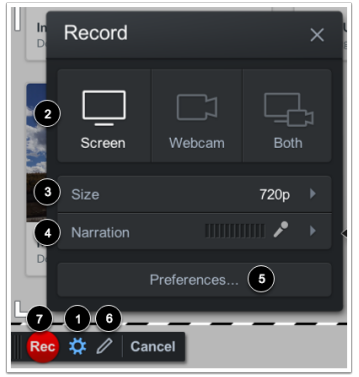


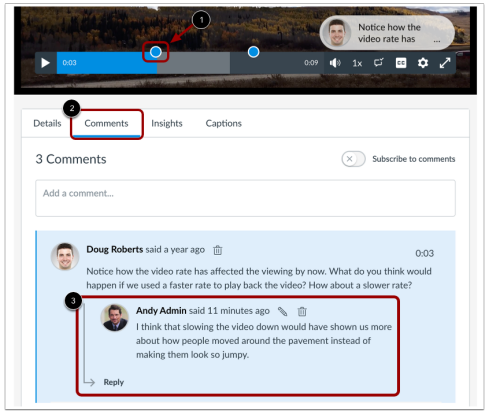
Introduction to Studio

- 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

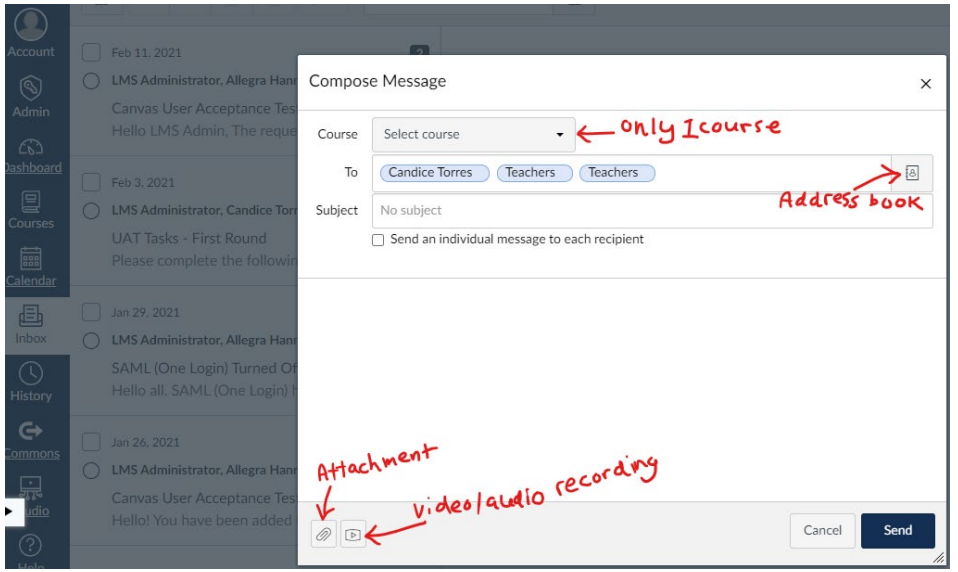




Communication in Canvas

Communication: Inbox

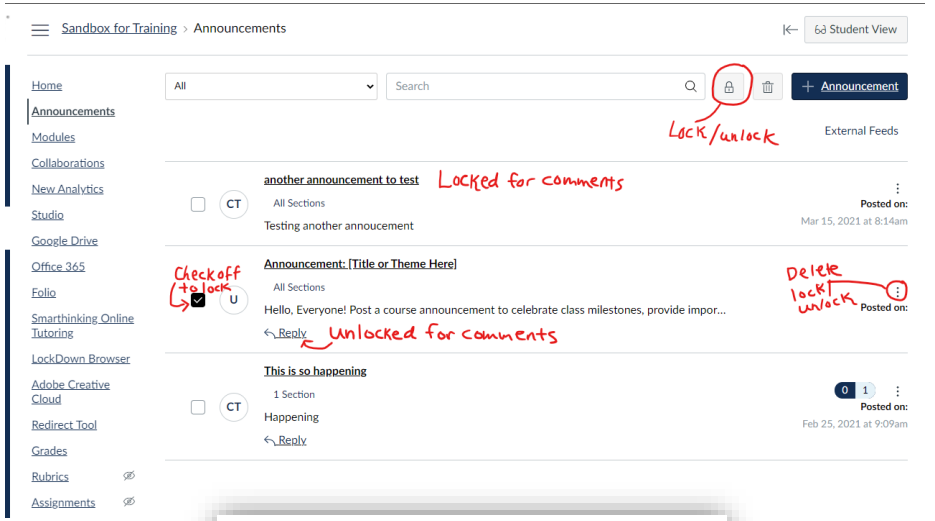
- From Global Navigation Bar choose **Inbox**
- Acts as the messaging system within Canvas.
- Default email is where messages from Canvas (students, admin, orgs) will be sent to. Default email is your Outlook email (can be chanted in settings)
- Sending messages through Canvas Inbox will not reveal your email address.
- Includes "Submission Comments": See conversation regarding an assignment graded through SpeedGrader

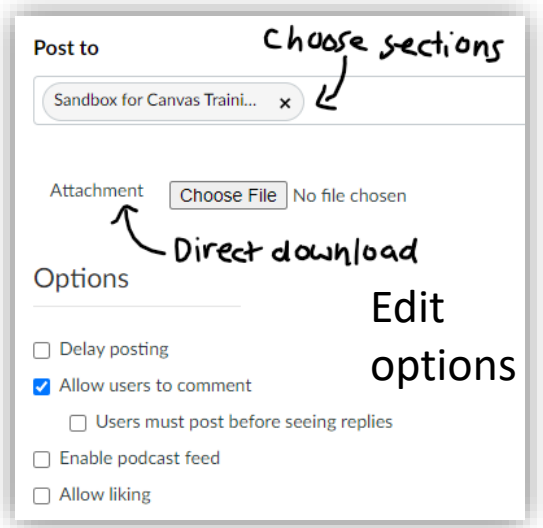


- Messaging through Canvas is done on a per course basis and can only be done with people who are enrolled in your course or if you are enrolled in a course yourself.
- Type in a name for autofill. Can also check address box.
- Within course, can select particular sections (after merging), groups or people.
- Options other than text for message: attachment and video/voice recording

Communication: Announcements

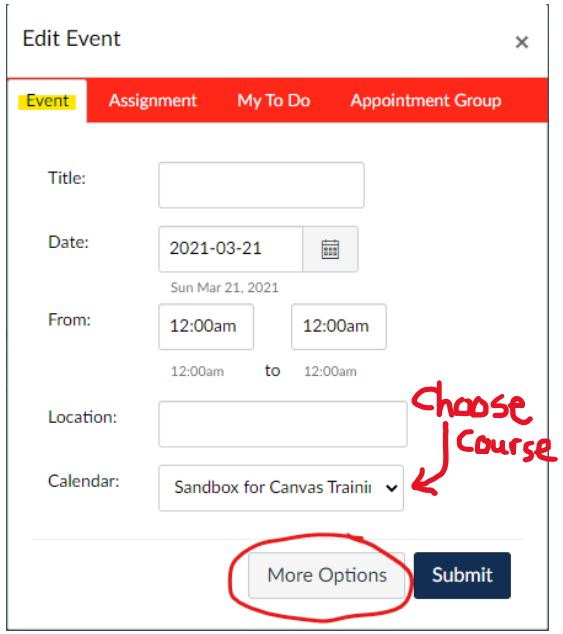
- Course-specific communication using the RCE!
- Searchable by title
- By default, students cannot respond to an announcement (must send a separate email).
- Lock and Unlock an announcement to allow for replies by selecting the announcement and clicking the lock icon.
  - If a student replies to an announcement, 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

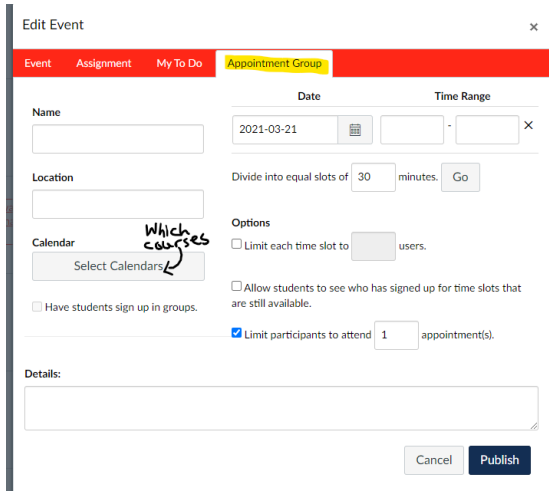


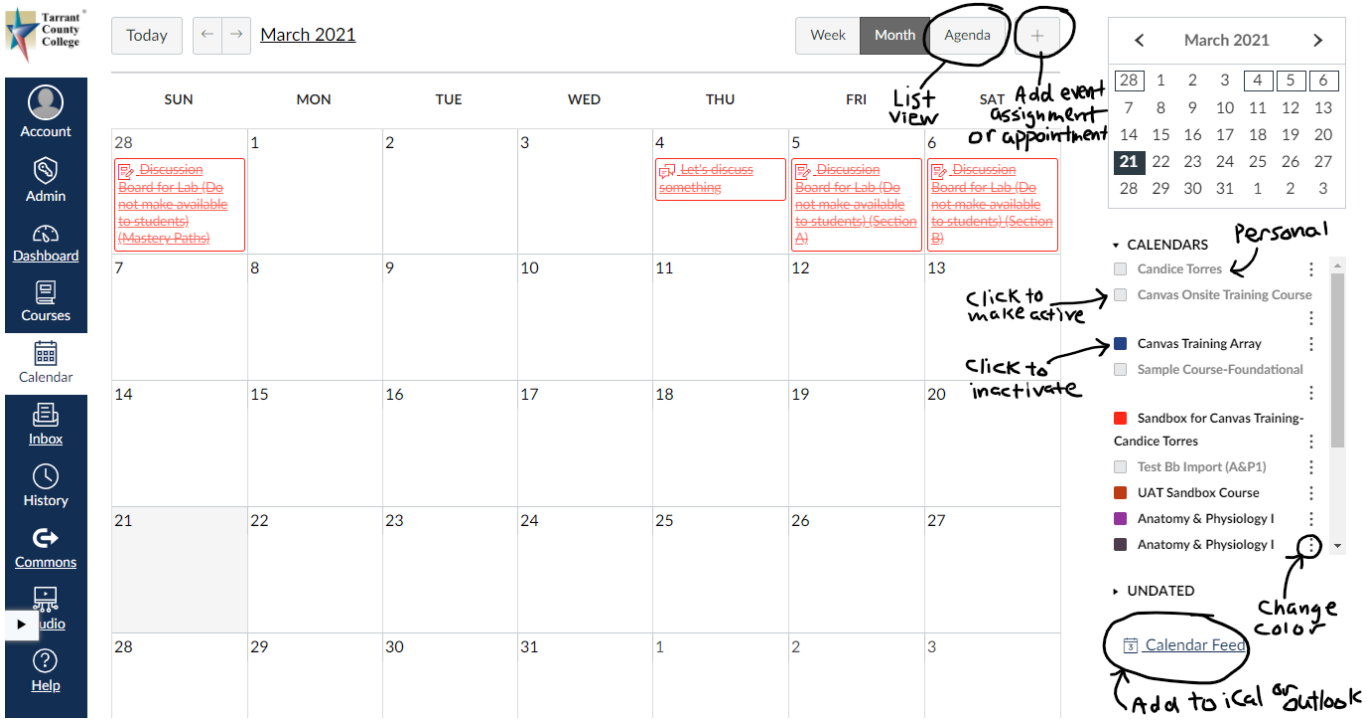


Communication: Calendar

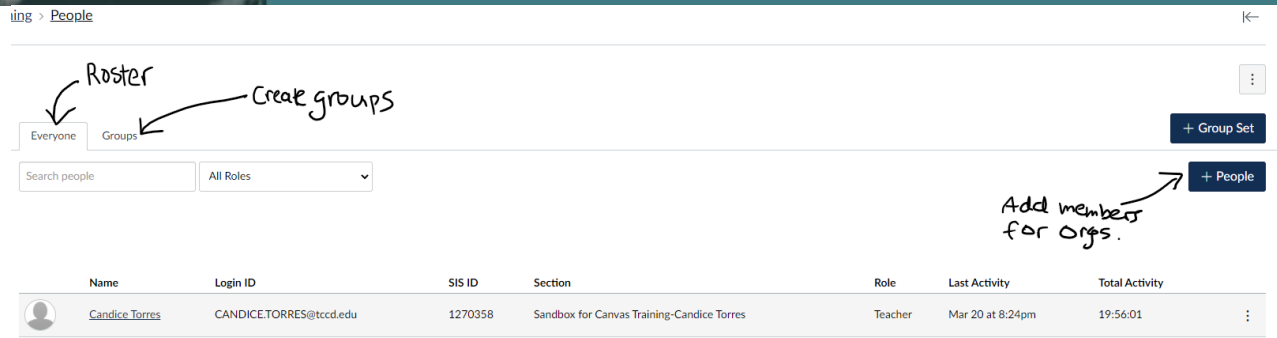
- Shows events, due dates (automatically added), to dos, and appointments across all courses
- Views: week, month, agenda (list), today
- Color codes match what is on dashboard card
- Drag and drop events within month view (Events and assignments. Not appointments)
- Added events will emailed to students.



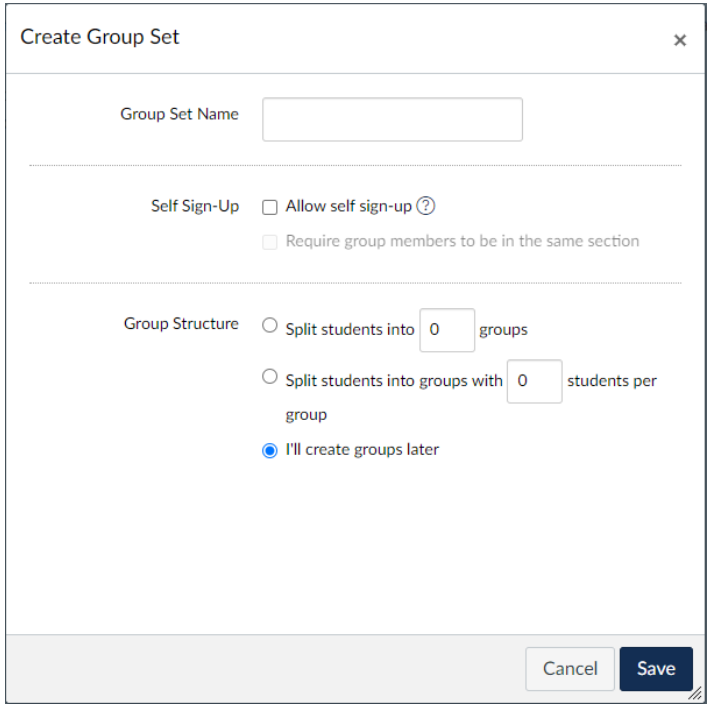




People: Student roster & Groups



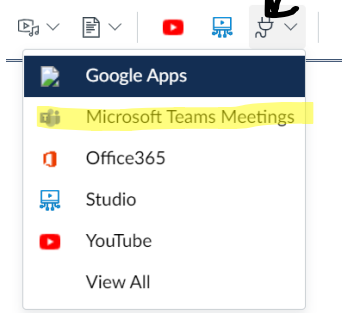
- From People on the Course Navigation bar…
- See students enrolled in course
- Create Groups for group work/projects (Assignments, Discussions)
- Groups create a separate space in Canvas that allows for collaboration among students and student-group instructor interaction.
- Groups can be self-assigned 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.

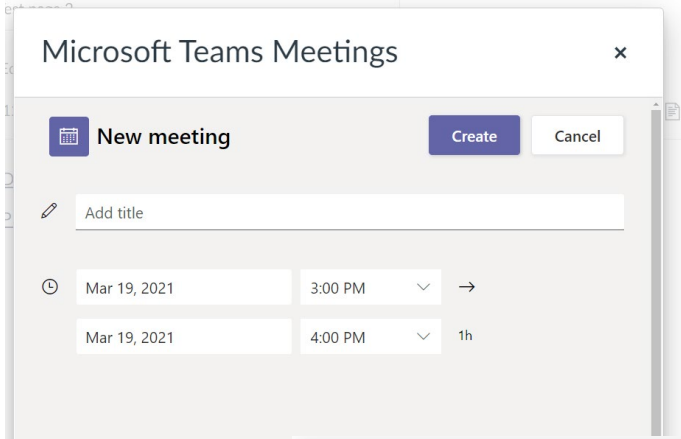


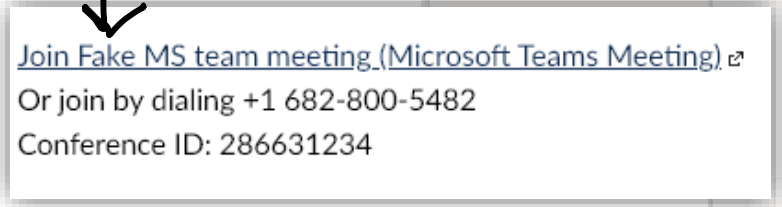
FYI: For organizations or to share a sandbox course with others, you can add people to the course.

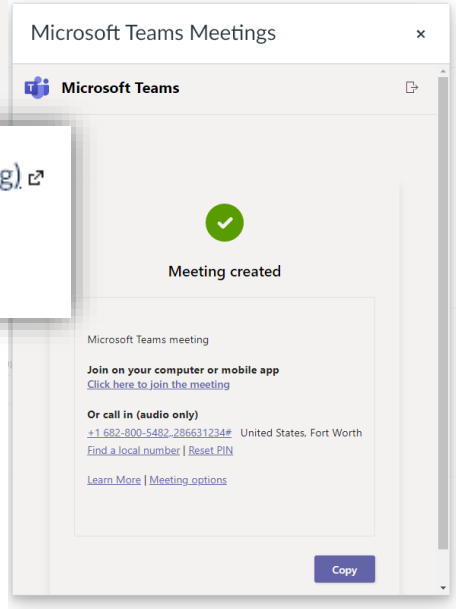
Meetings: MS Teams integration

- 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.



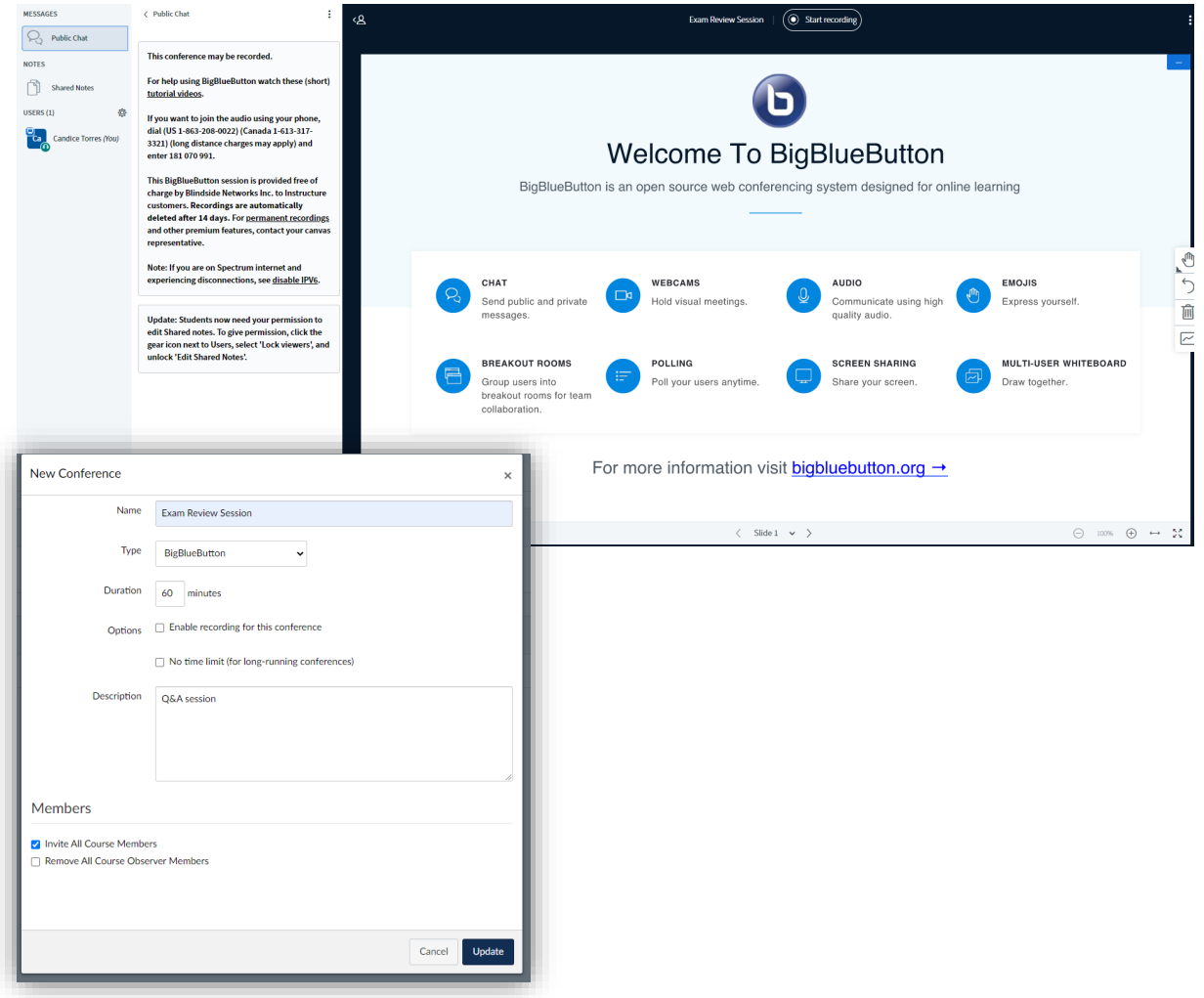






Meetings (alternatives)

- 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.

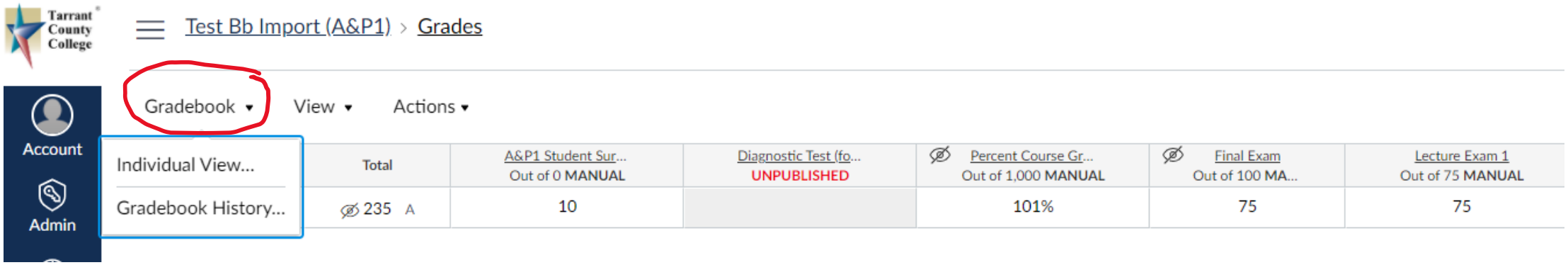


Foundational TRAINING

Grading in Canvas

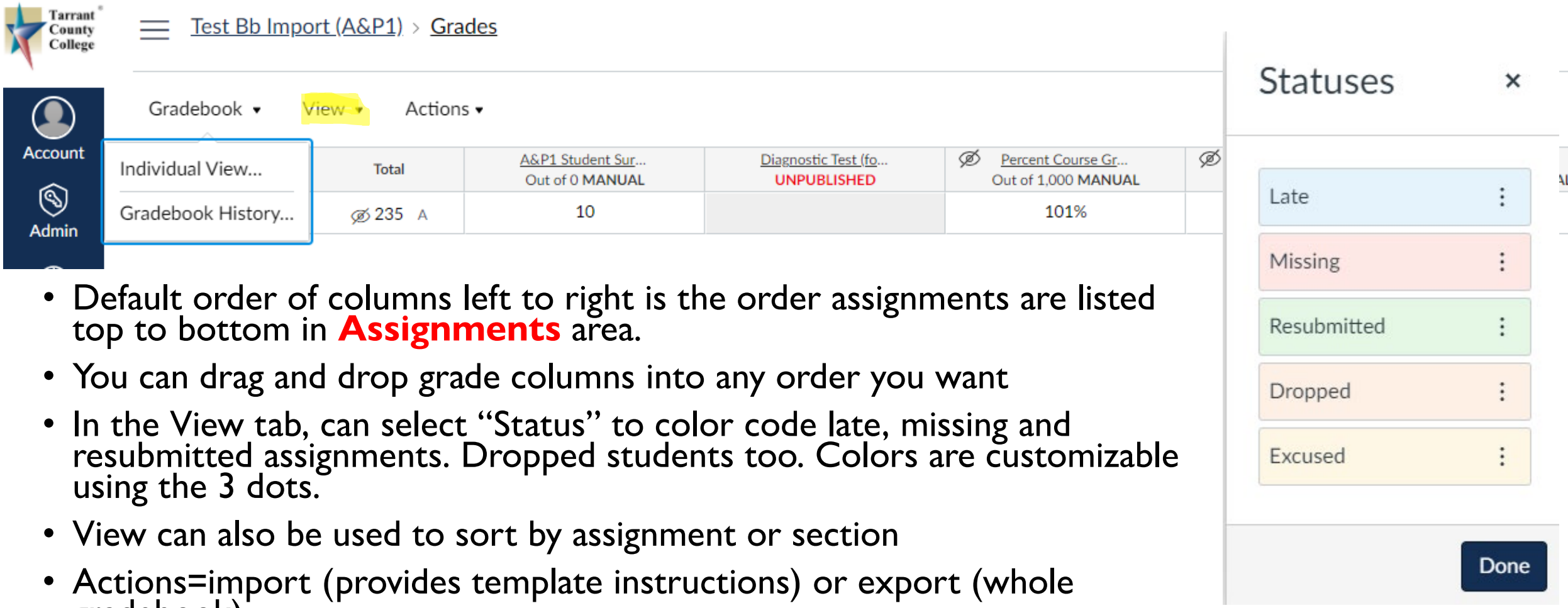
canvas

Grading: Gradebook



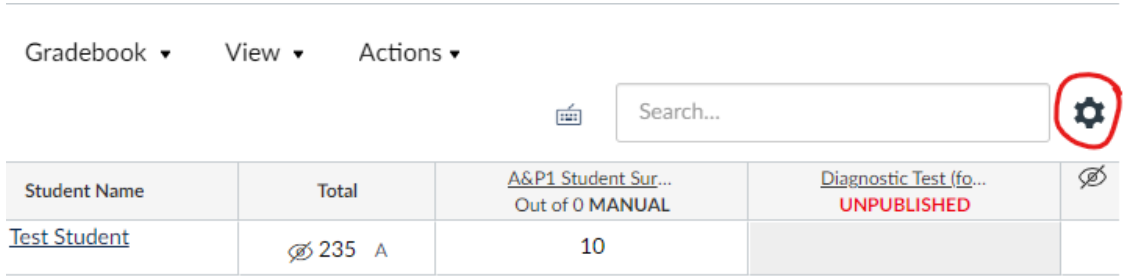
- Go to "Grades" in Course
- Total column is already added and automatically calculated (can only change grading scheme and what is displayed). Add letter grade display and calculation in Course Settings.
- Columns in Gradebook are only those that have an Assignment (graded or not). **You cannot manually 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.

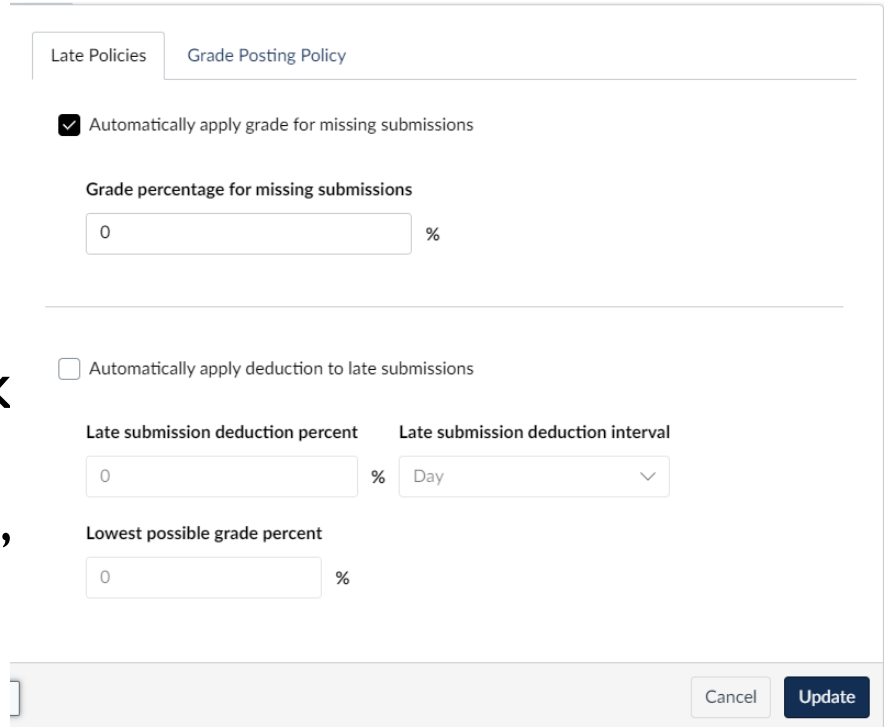
Grading: Gradebook *cont.*



- 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)

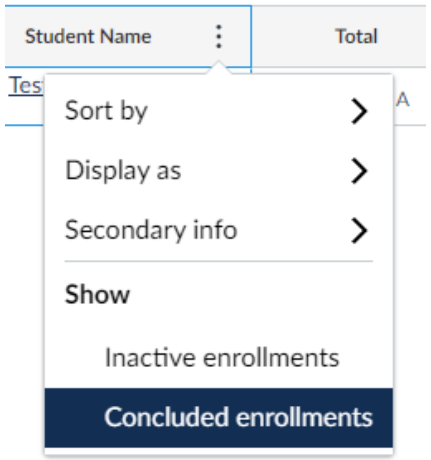
Grading: Gradebook *cont.*



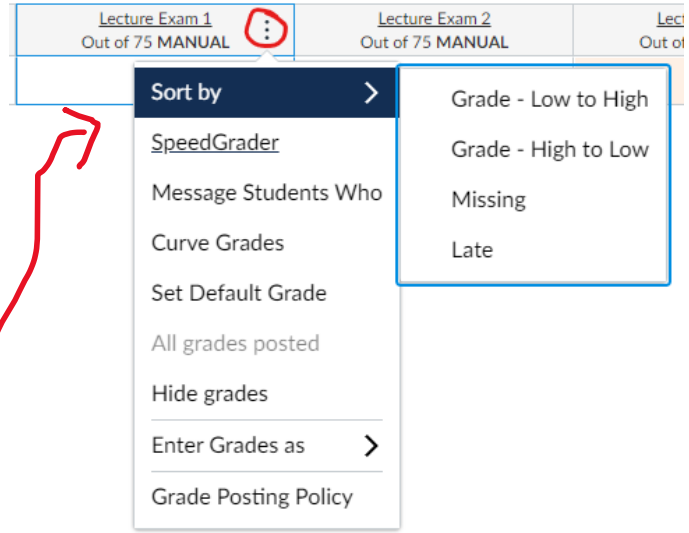


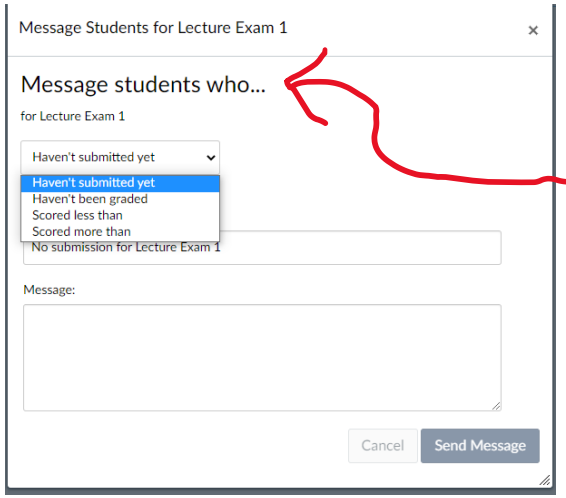
- Go to the Gear icon to access settings in Gradebook
- Under Late Policy tab
  - Check "Automatically apply grade for missing submissions" and enter 0% to assign a 0 for any missing grades.
  - Apply deductions for late assignments (by day or hour)
- Grade Posting Policy tab
- Automatically Post or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

Grading: Gradebook *cont.*

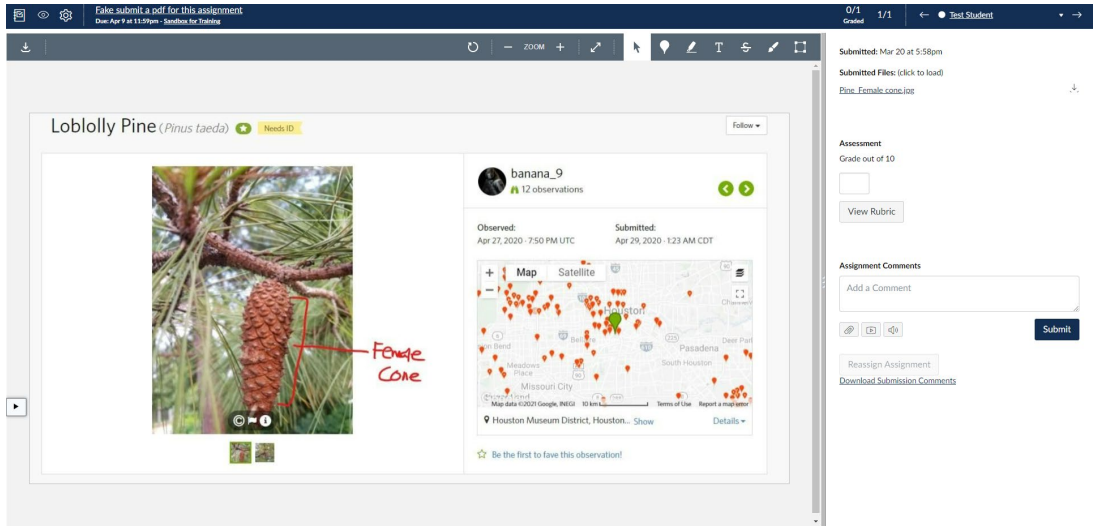


- Student name "3 dots" menu
  - Sort by name
  - Show other student info (ID), email , section
  - Show dropped students w/ Show "Concluded enrollments" (students that drop will automatically no longer show.)
- Each grade column has a "3 dots" menu
  - Total grade column can be moved to front
  - Change 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





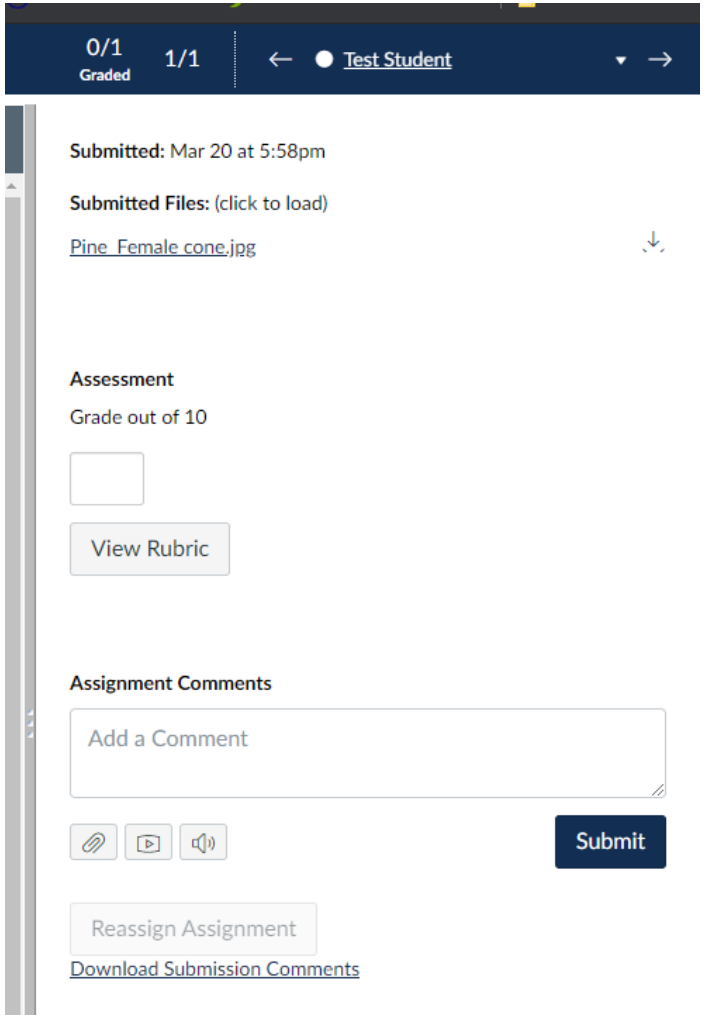
Grading: SpeedGrader



- 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.

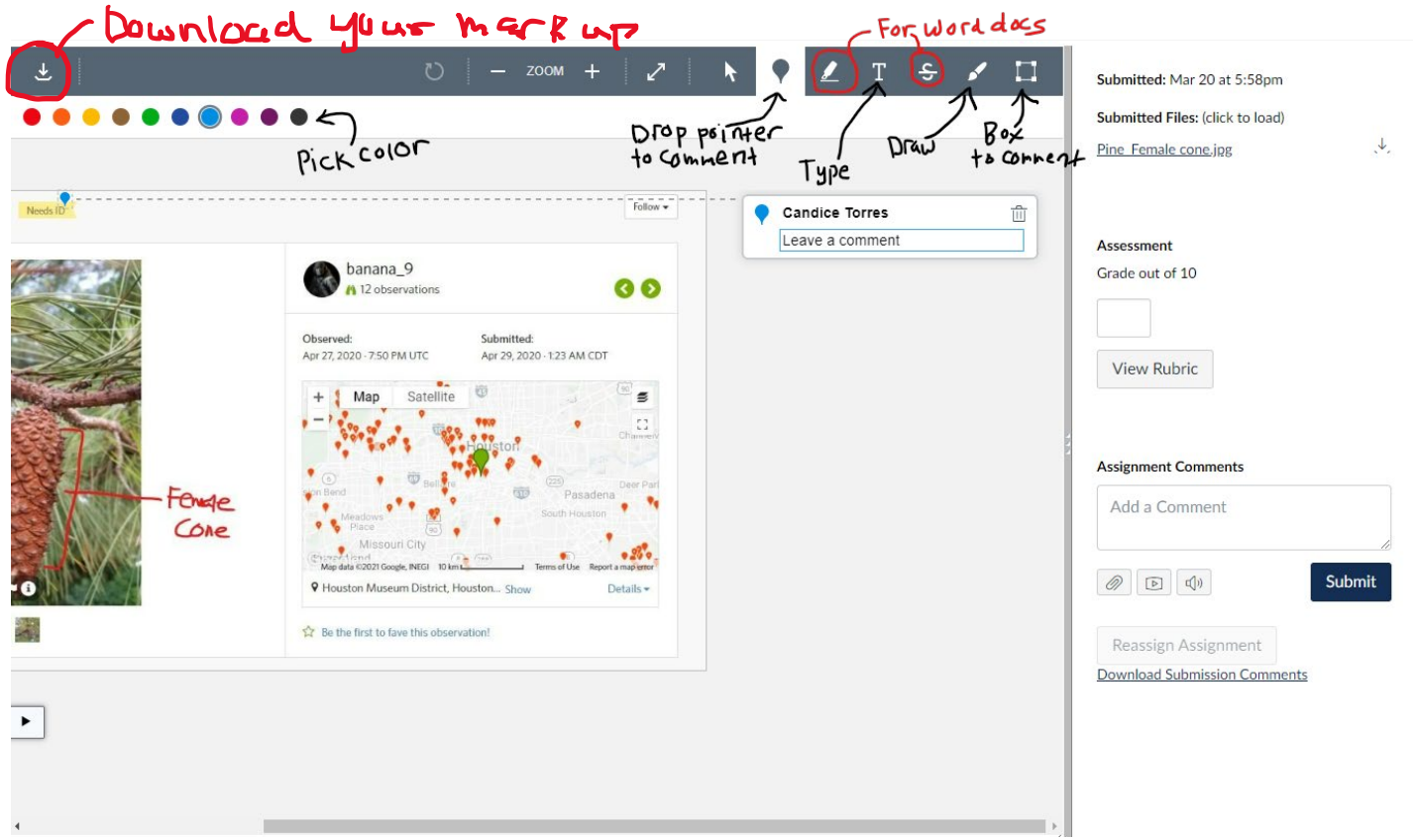
Grading: SpeedGrader *cont.*

- 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.



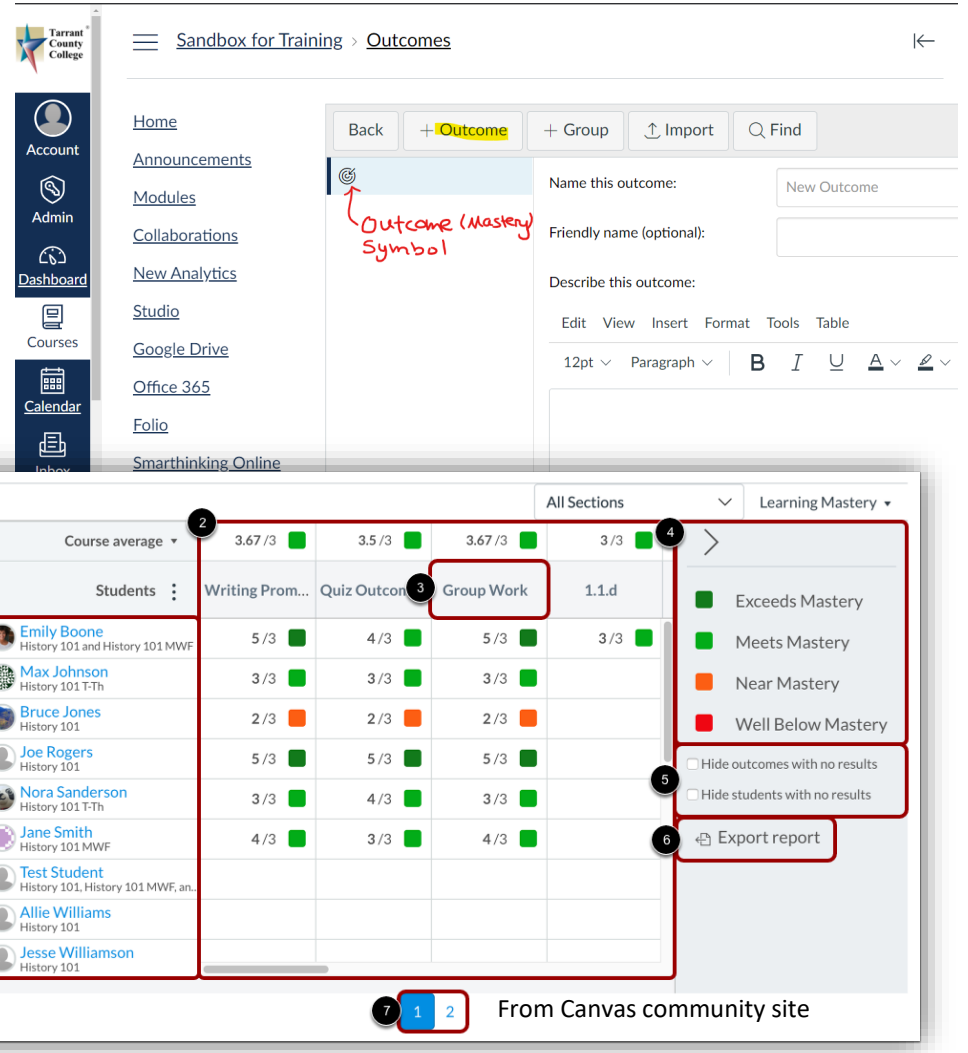
Grading: SpeedGrader and DocViewer

- 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**.



Overview: Outcomes

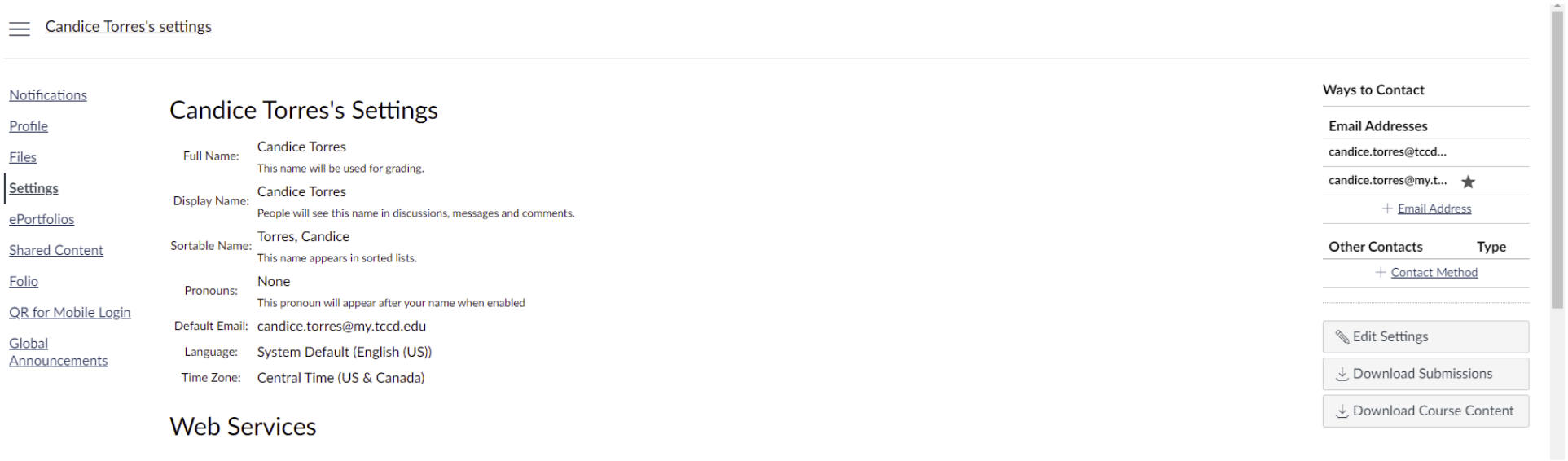
- Find in Course Navigation menu. Course-specific but can be shared across courses.
- Will be given to instructors and designers for accreditation purposes and, possibly, district-wide assessments.
- Purpose: Track mastery of course learning objectives.
- Outcomes can be attached to Rubrics, Assignments,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



Settings & Notifications

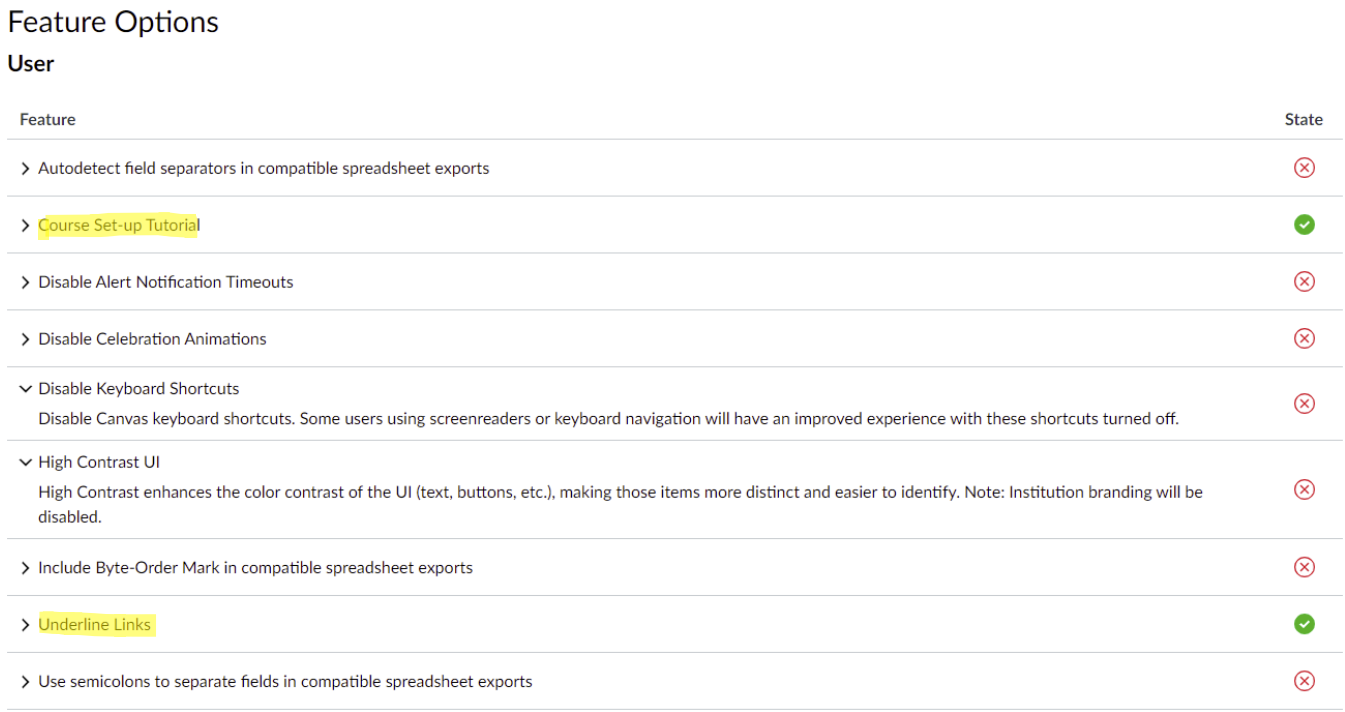
Settings: Global (at the top)

- 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



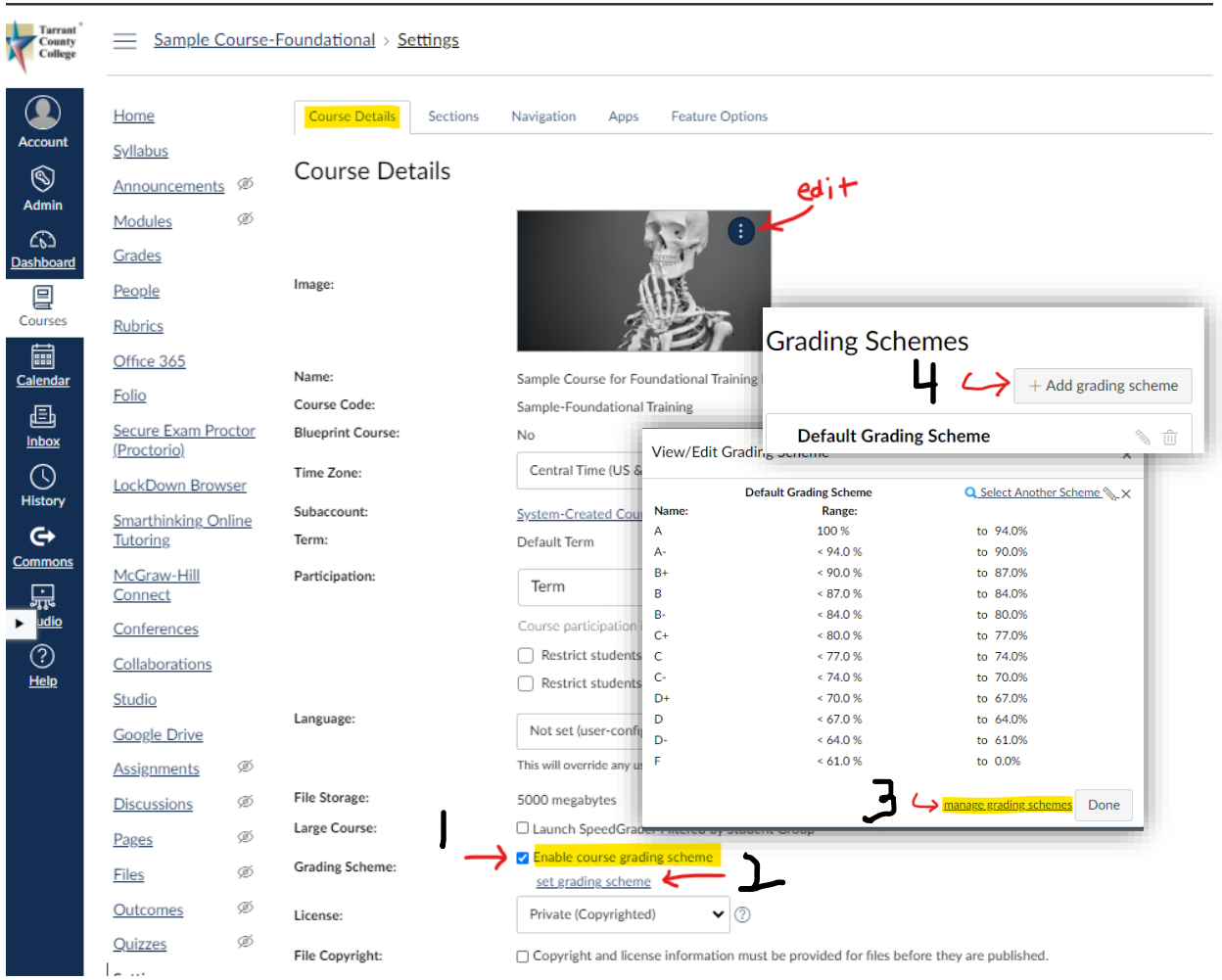
Settings: Global (at the bottom)

- 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.



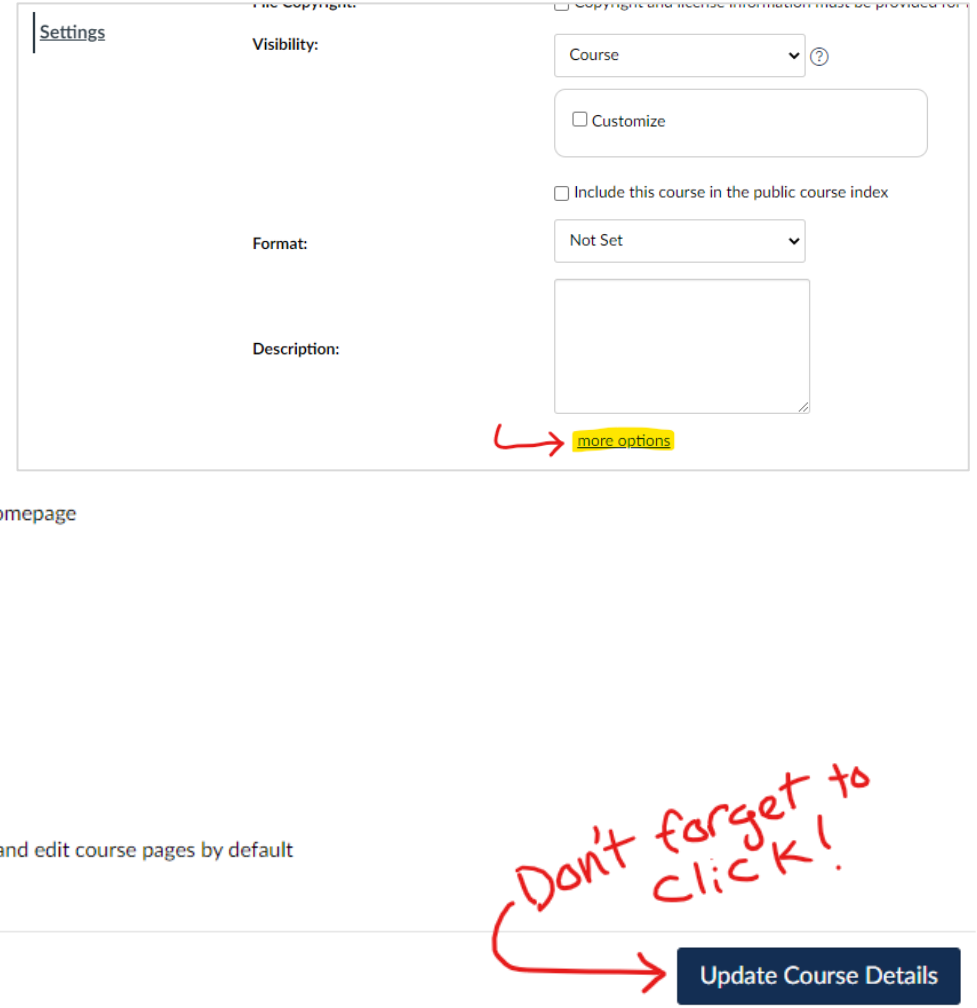
Settings: Course

- 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)



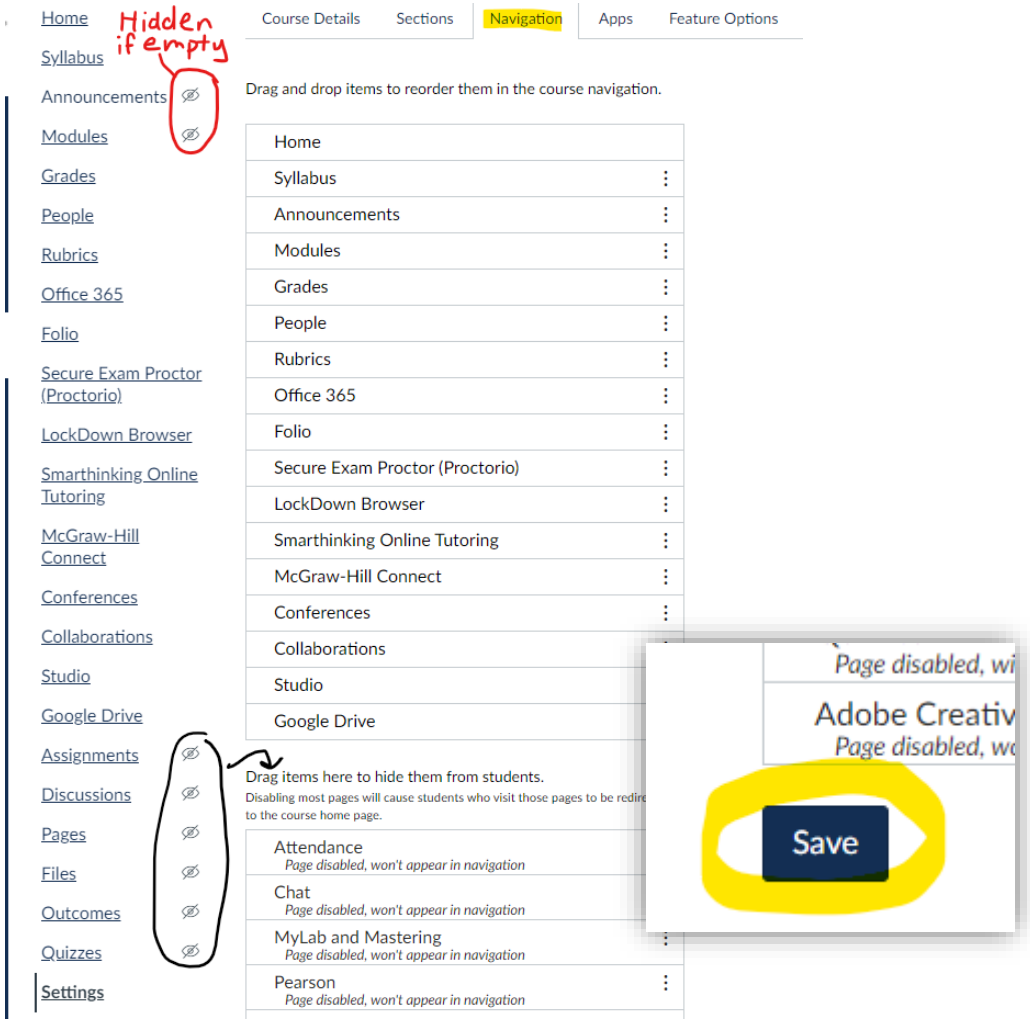
Settings: Course *cont.*

- 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



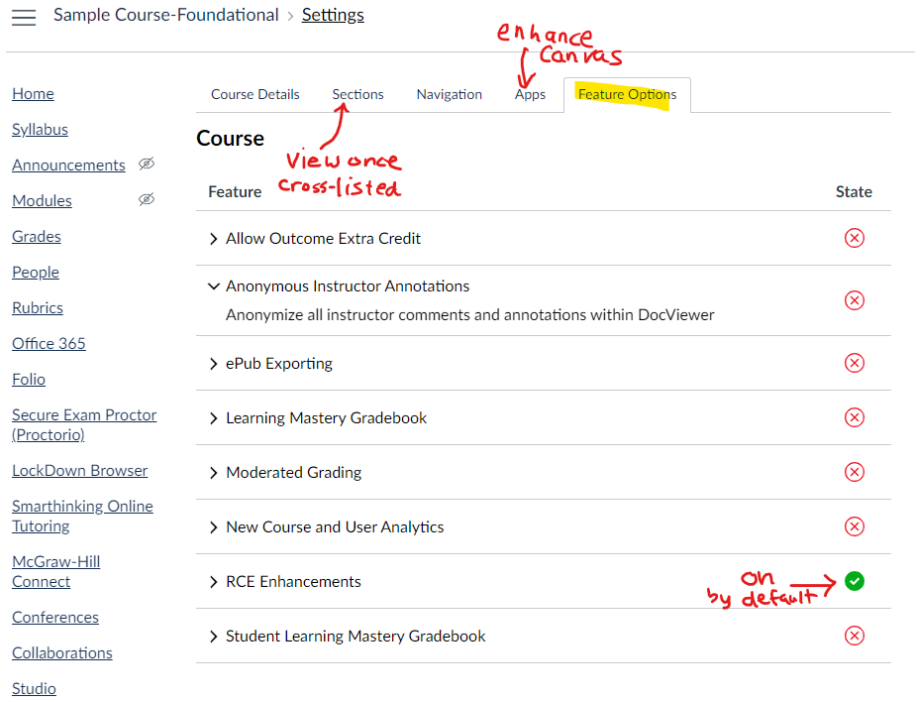
Settings: Course *cont.*

- 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!



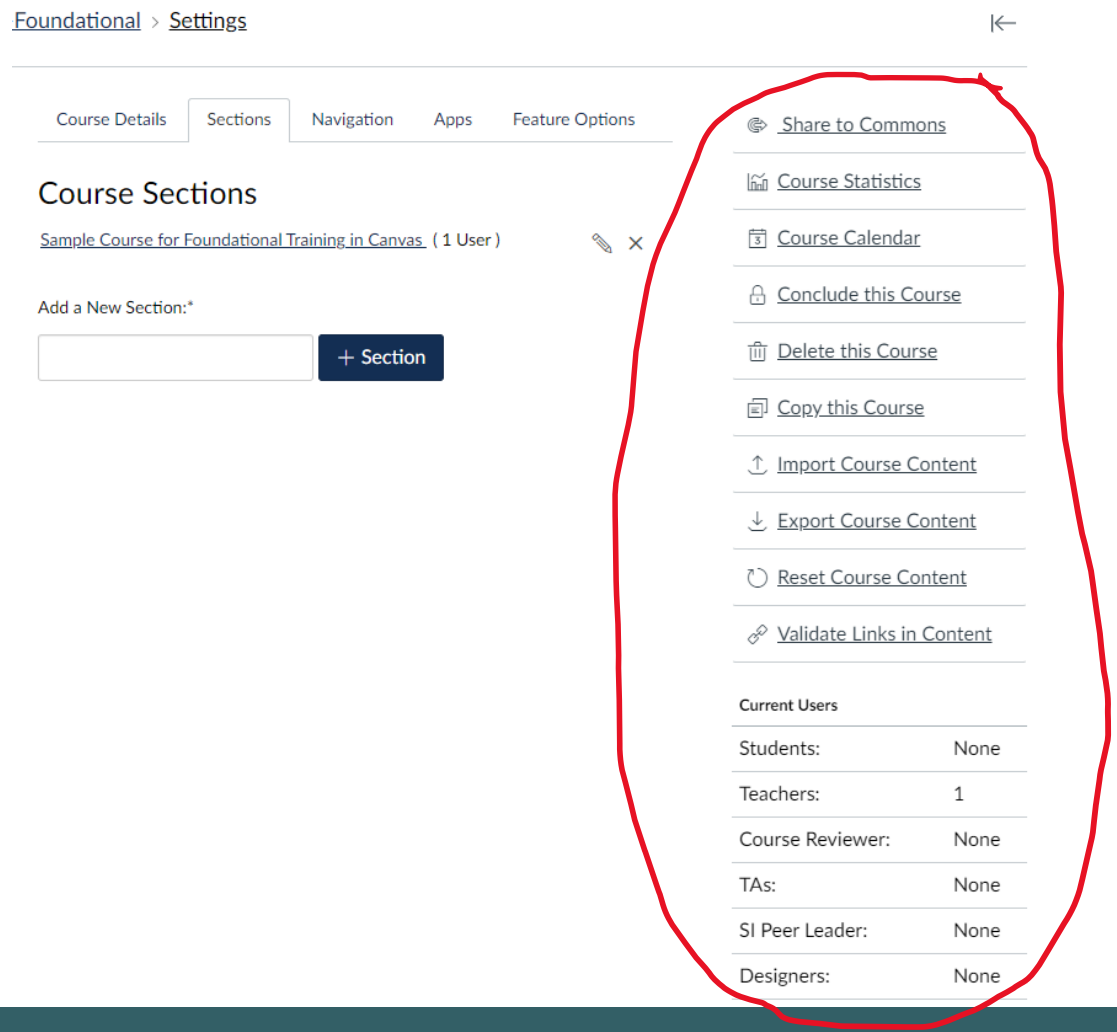
Settings: Course *cont.*

- 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.



Settings: Course *cont.*

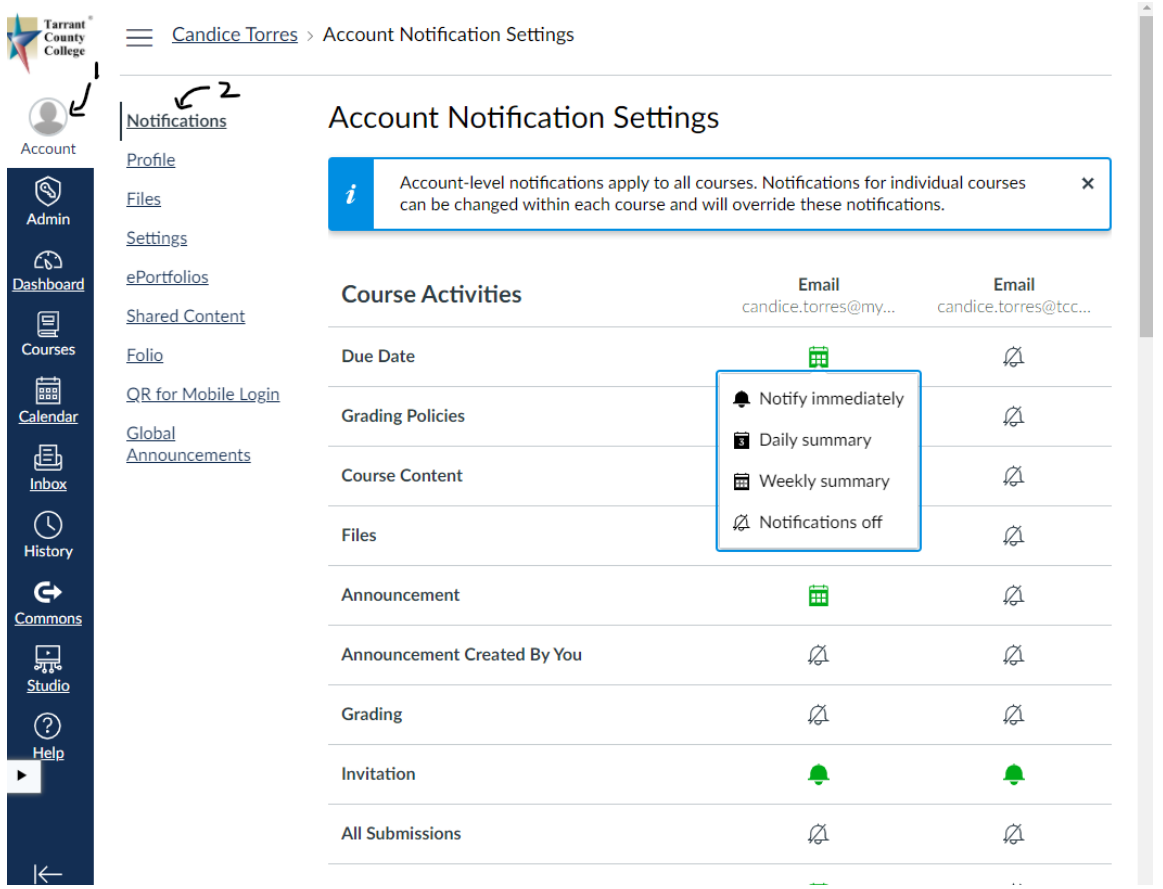
- Side bar when you click on Settings in the Course menu shows…
- Course Stats and Calendar
- Allows for import and export of course content and copying (more later)
- Reset Course Content=empties an entire course so its only an empty shell. Don't touch this if it has students in it! Data very difficult 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



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.

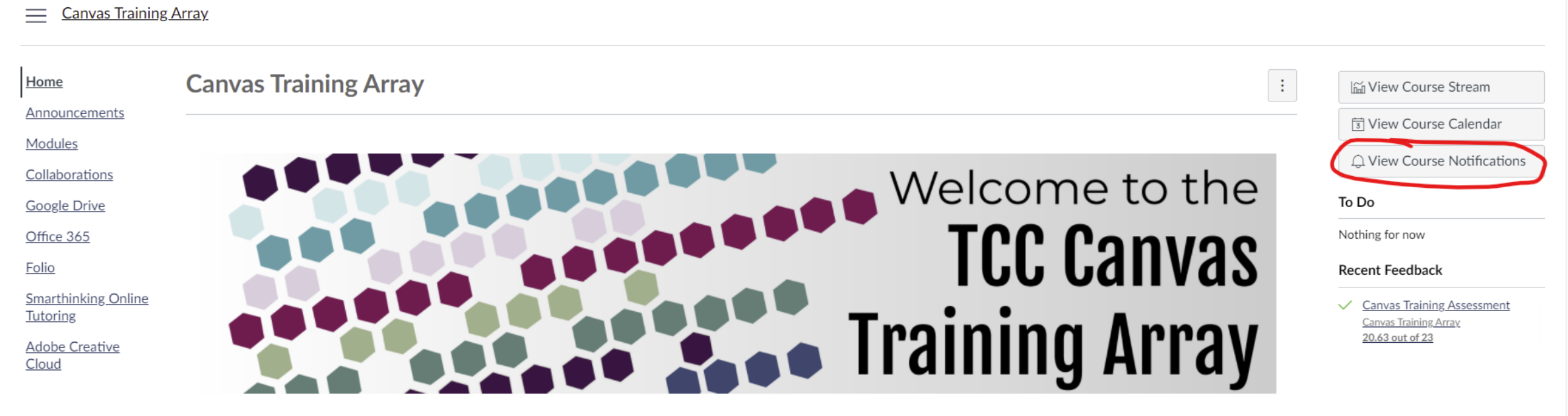


Notifications: Global *cont.*

- 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

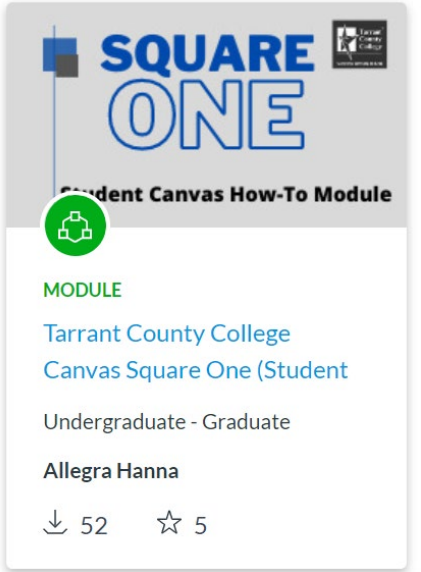
- Notifications in individual courses can override settings from the Global Navigation menu.
- See right menu bar button on the Homepage of each course
- Same notification settings as Global, but now course specific.

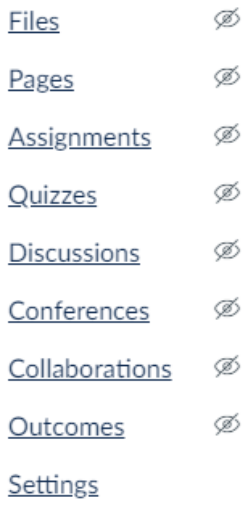


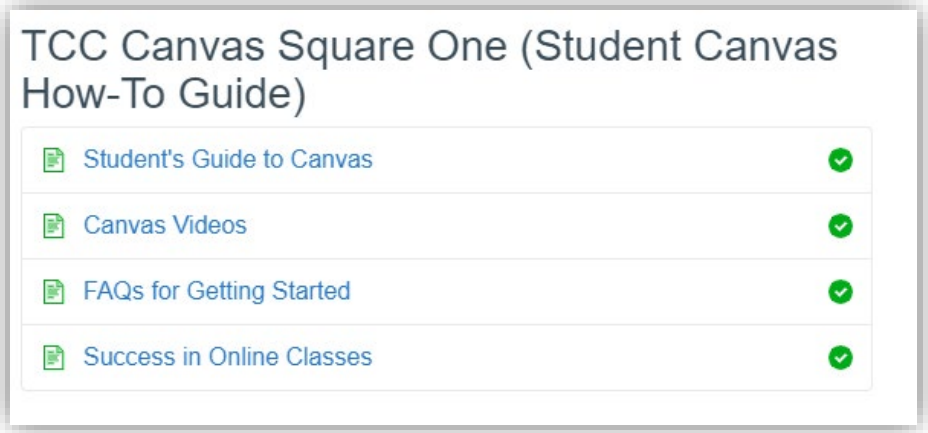
Student Perspective & View

Student Canvas Experience

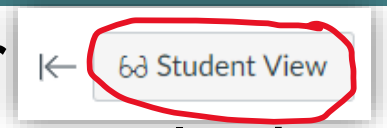
- Suggestion: Add the Square One module to each of your courses.
  - Module walks students through how to use Canvas (videos, screenshots, etc.)
  - Found in Canvas Commons
- Students will gain access to your Canvas course 7 days prior to the start date. (Published officially)
- Students only see published 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 the are in a module or on the Homepage (if **Page** is hidden from students)







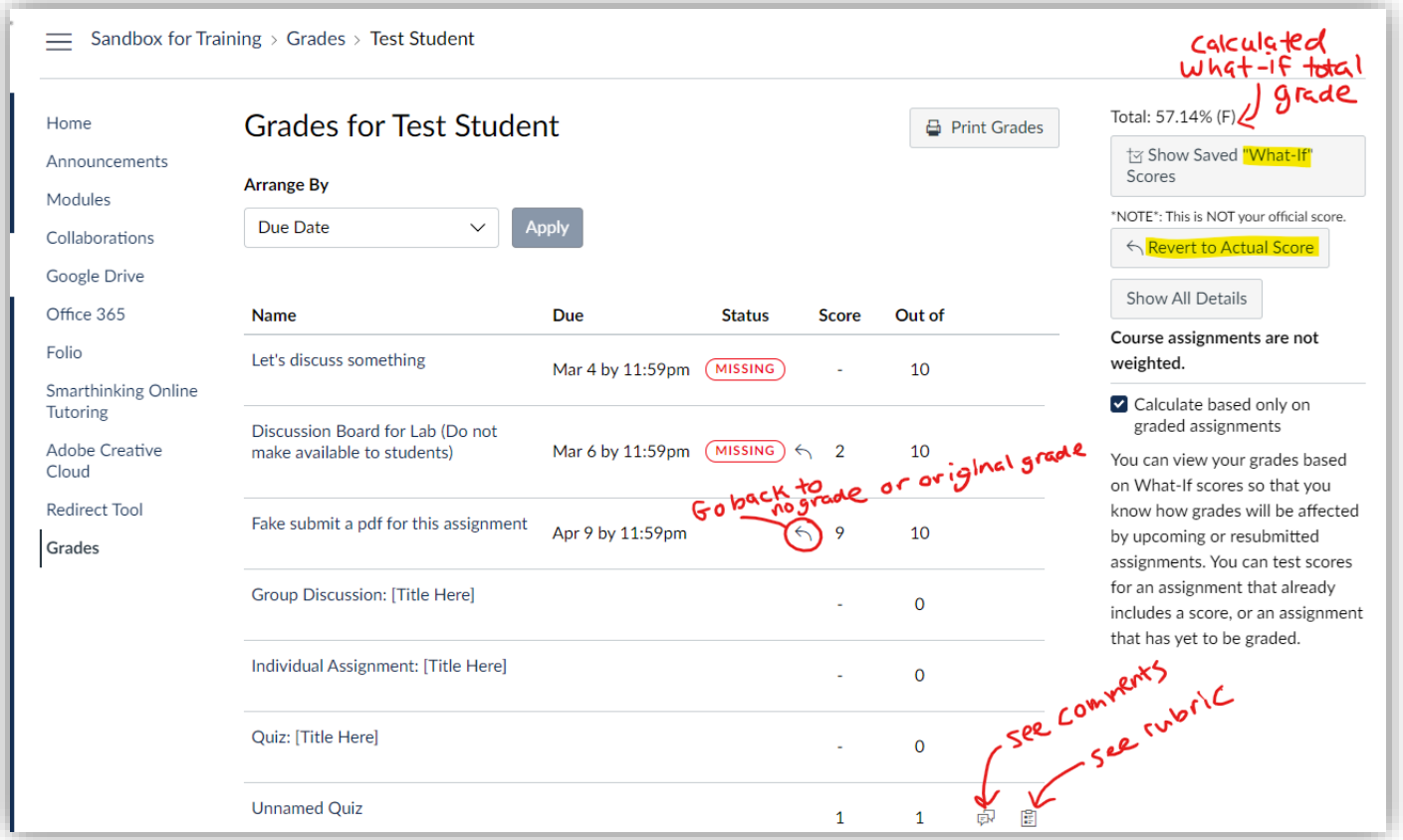
Student View

- 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.



You are currently logged into Student View

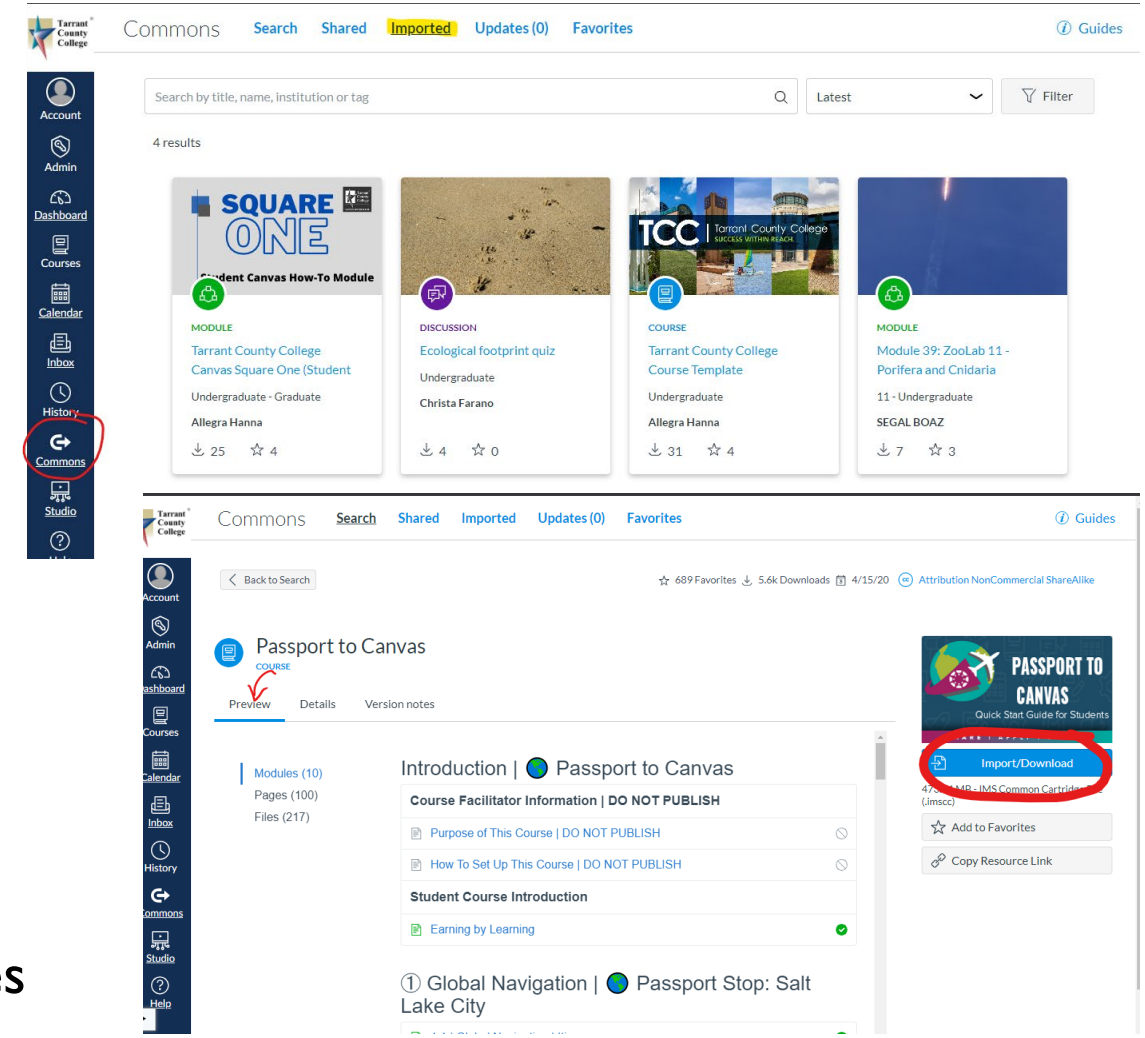
Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student | Leave Student View

Sharing and Importing

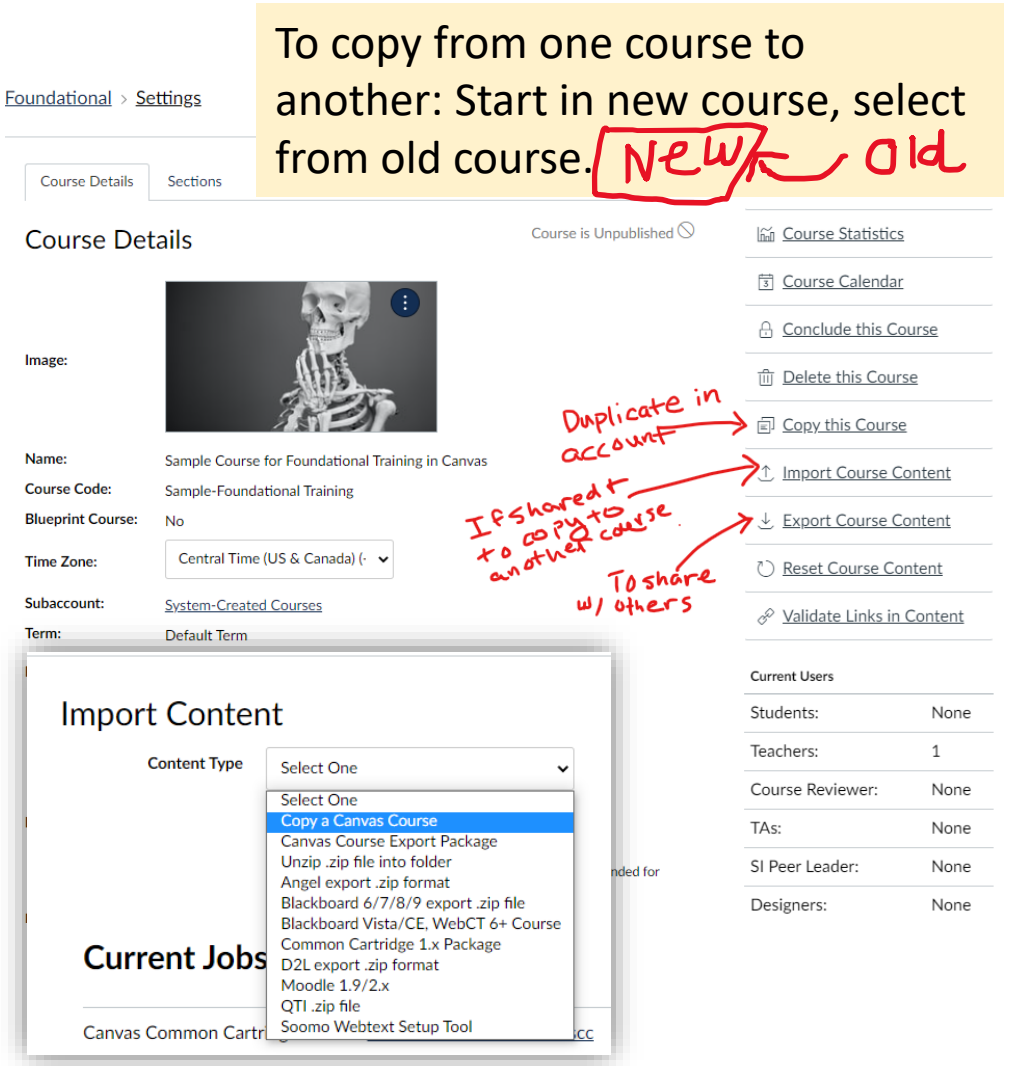
Sharing: Canvas Commons

- 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.



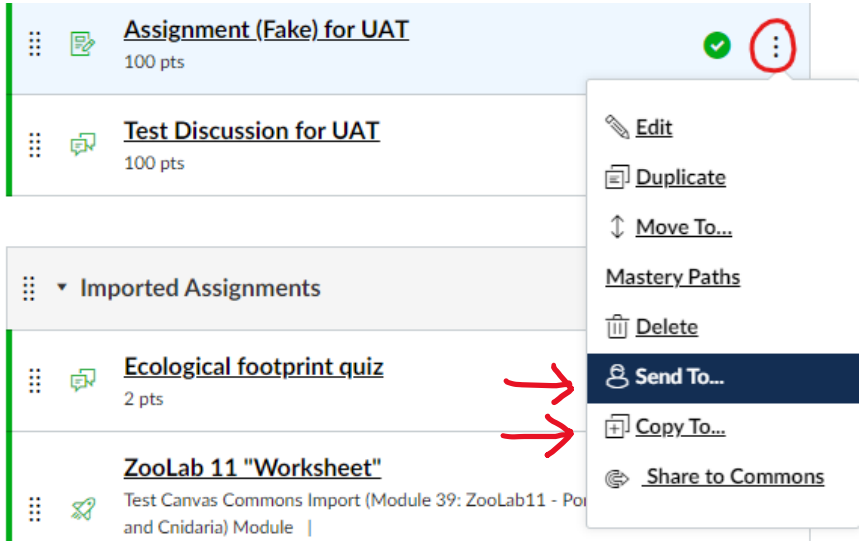
Importing & Sharing Canvas content

- 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)



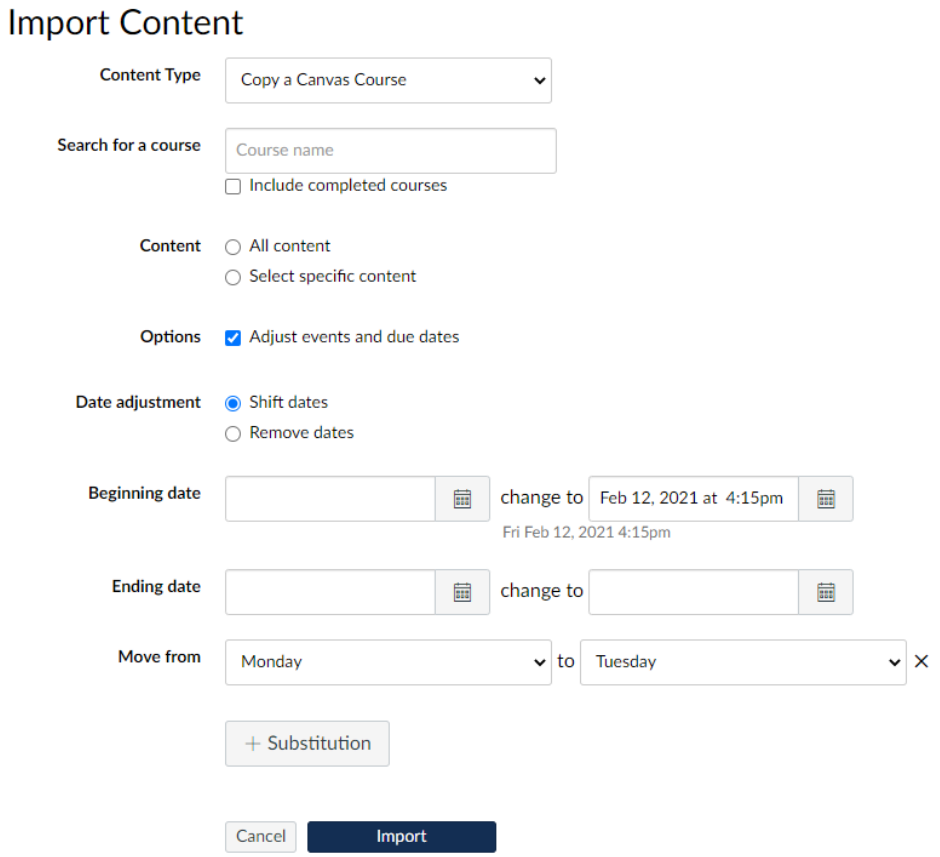
Importing & Sharing Canvas content items

- 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

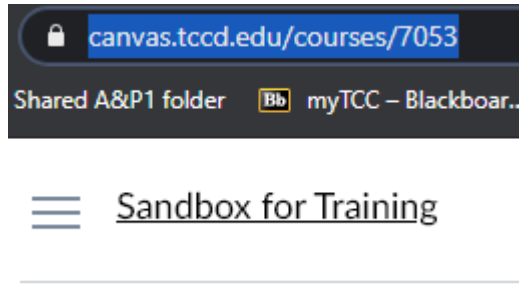
- Example: You have a previous term course you want to copy into your new term course shell, is there a way to shift due dates? Yes!
- Start in the new term course shell (provided by TCC), go to Settings in the Course menu bar, select "Import (Existing) Content" and "Copy Canvas Course."
- Search for 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.

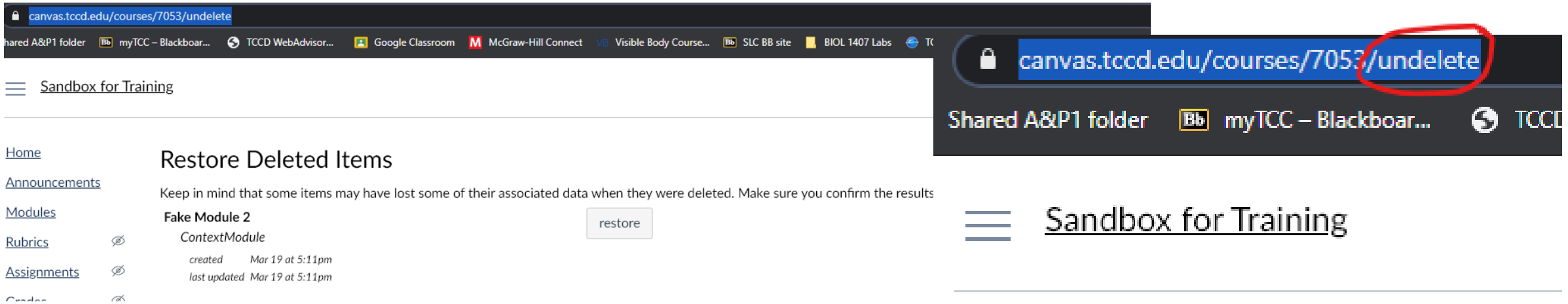


Accidentally delete something from course?

- 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.





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

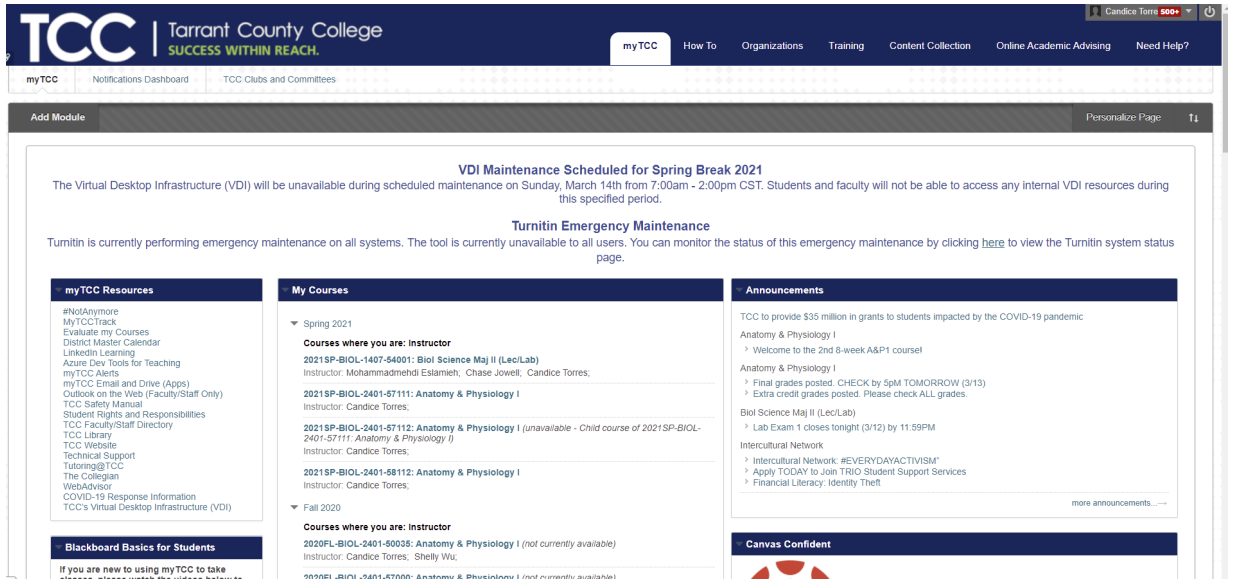
BONUS MATERIAL:
Canvas vs. Blackboard

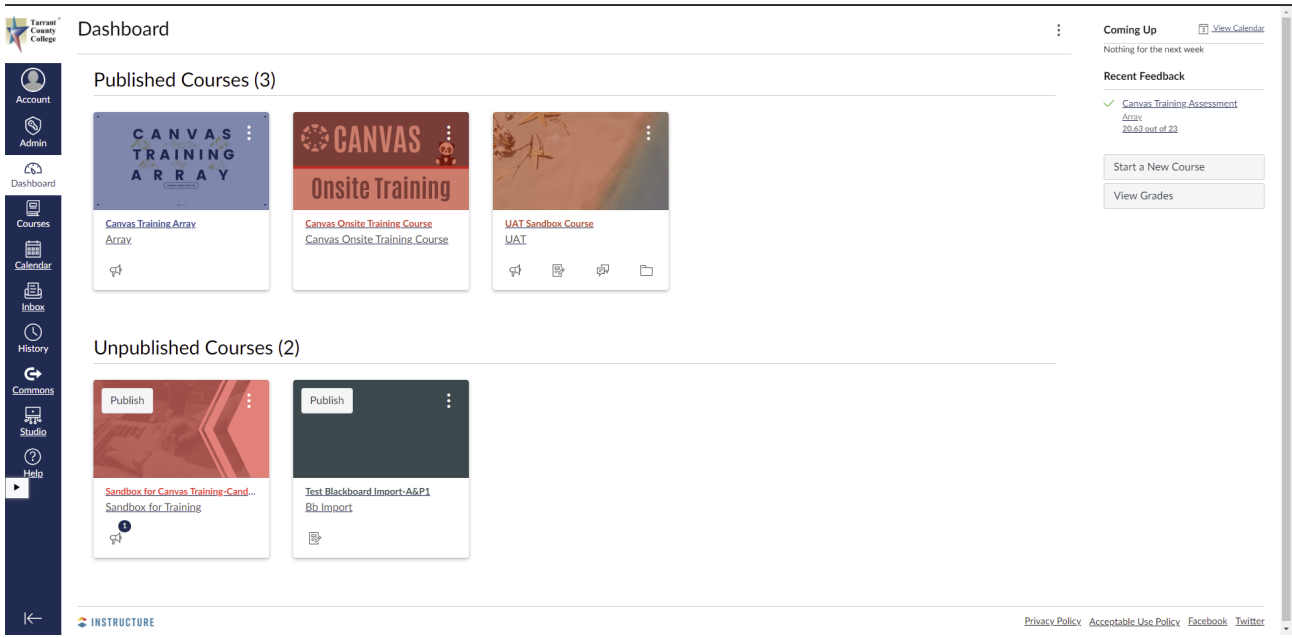
Blackboard vs. Canvas

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.

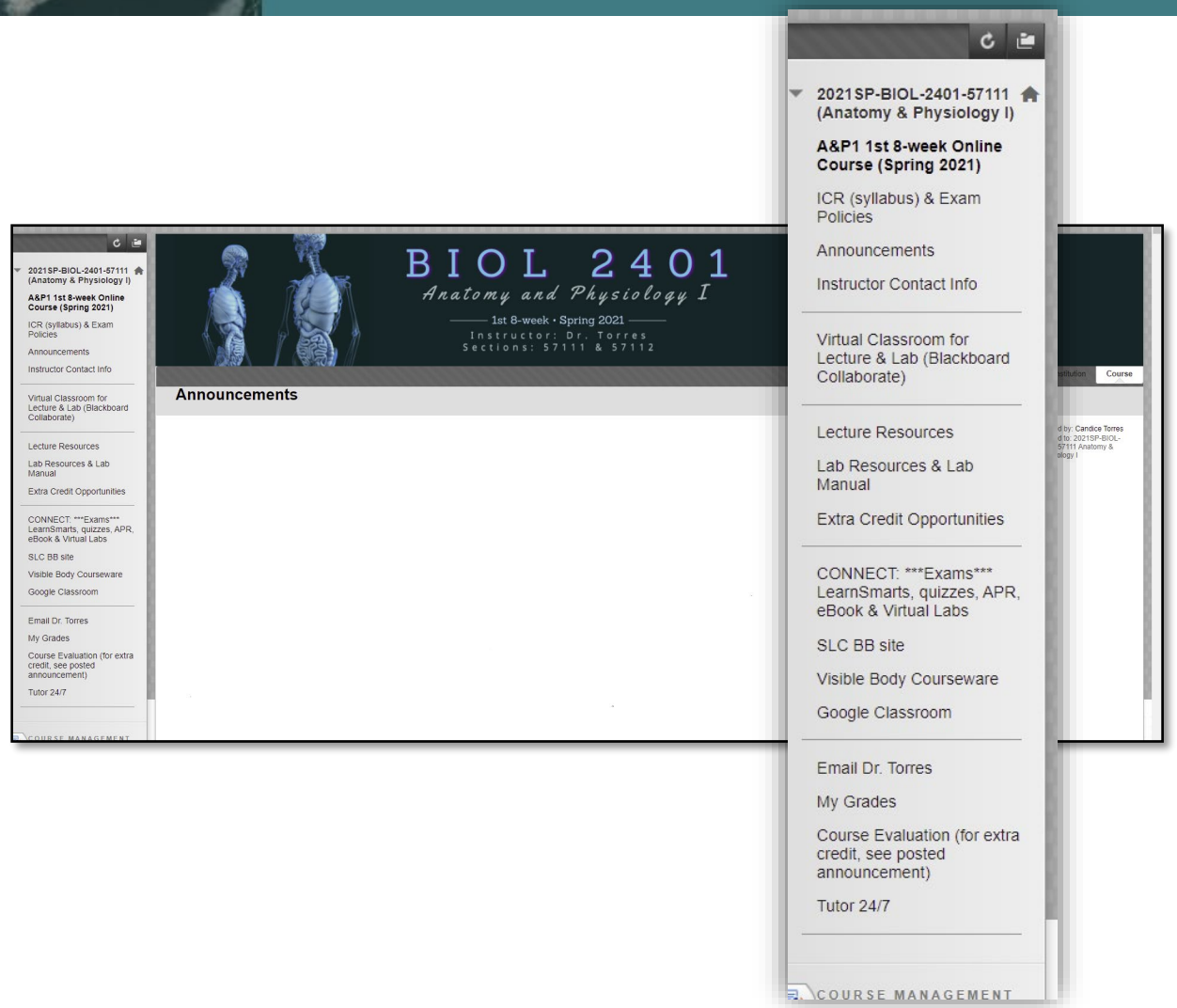
Blackboard calls it	Canvas calls it
Course Entry (homepage) choose menu bar item for the homepage	**Home:** customizable homepage, add graphics, buttons for navigation to pages in your course and other information.
Course Calendar	**Calendar:** easily drag and drop due dates, send emails of scheduled 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**™

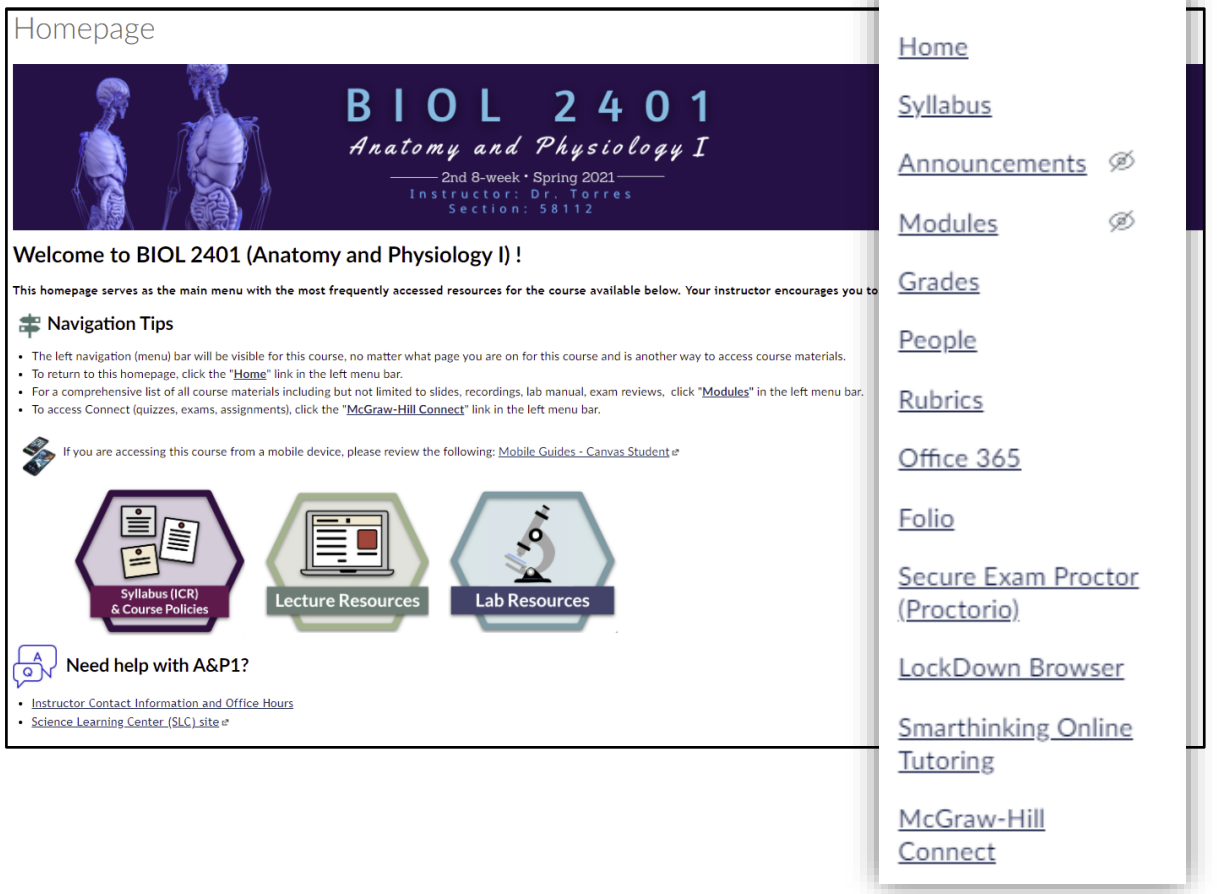
Blackboard vs. Canvas: Landing page





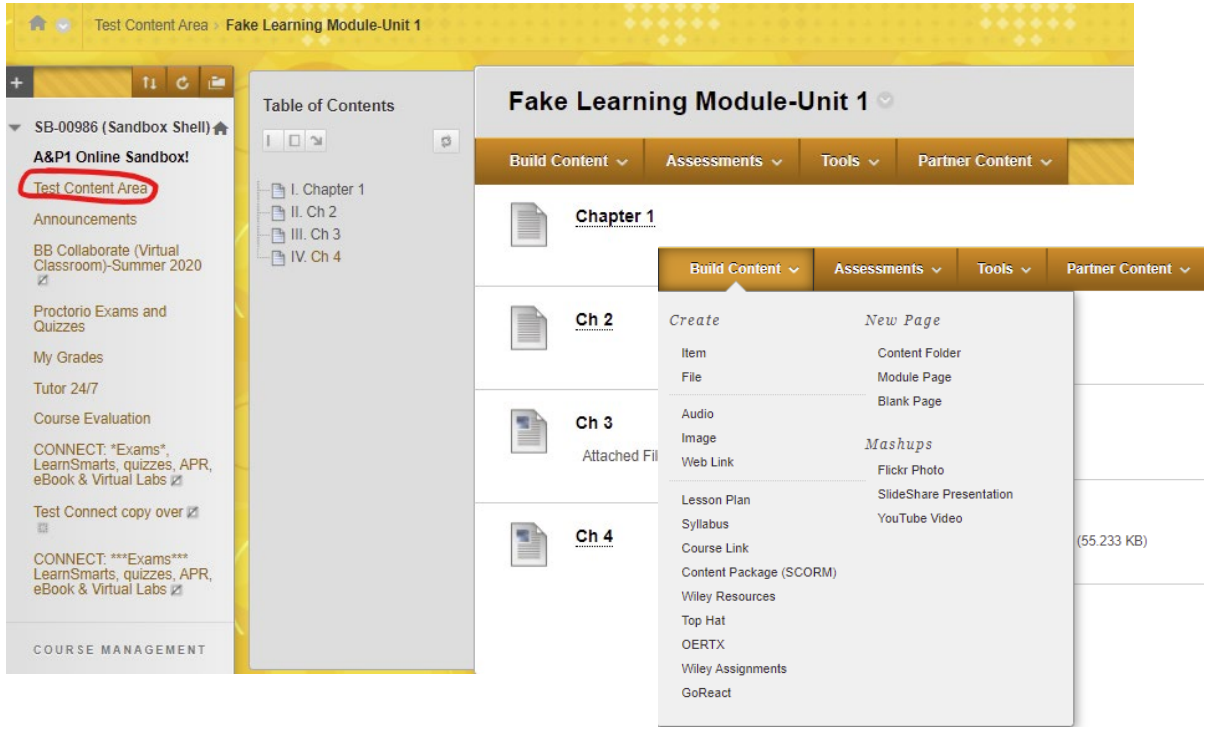
Blackboard vs. Canvas: Course menus



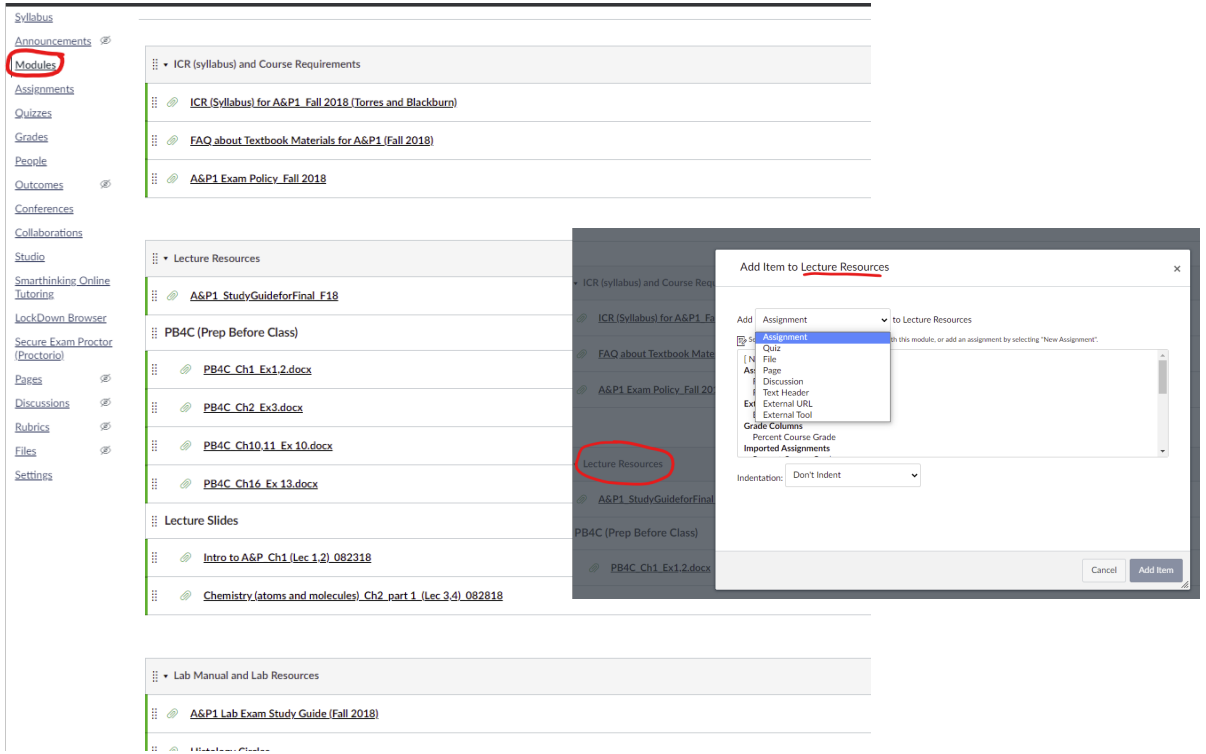


Blackboard vs. Canvas: Content organization

- Content area, Learning Modules and folders

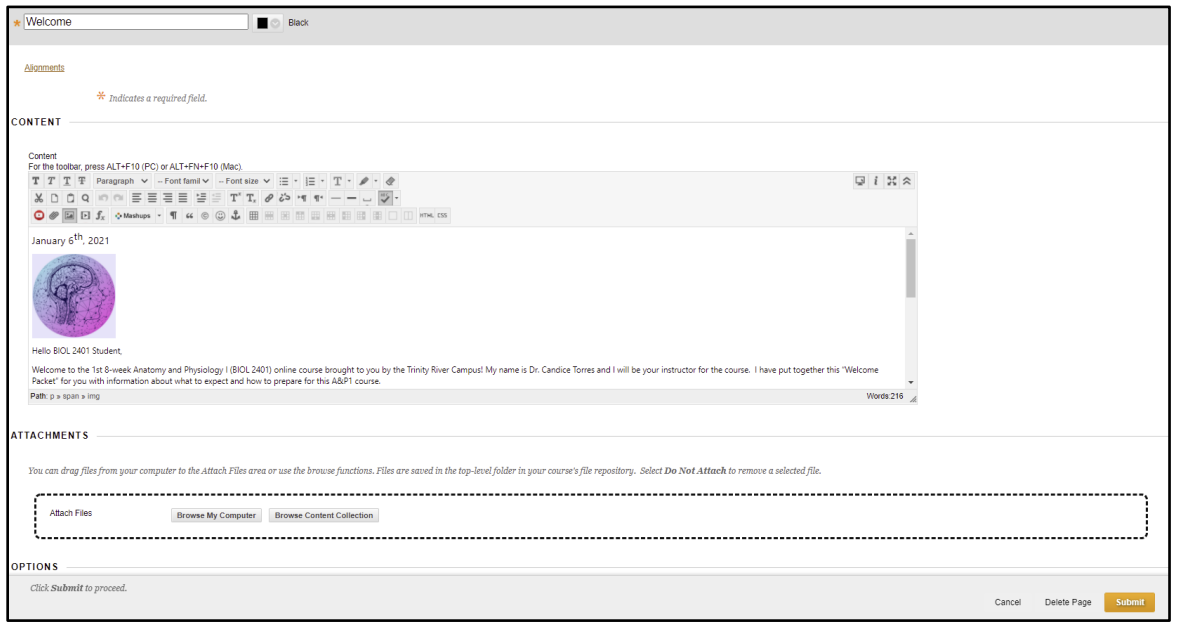


- Modules are flexible, can accommodate any type of file or resource
- Organized in a hierarchical fashion: "Table of Contents view"
- Drag and drop items from one module to the next

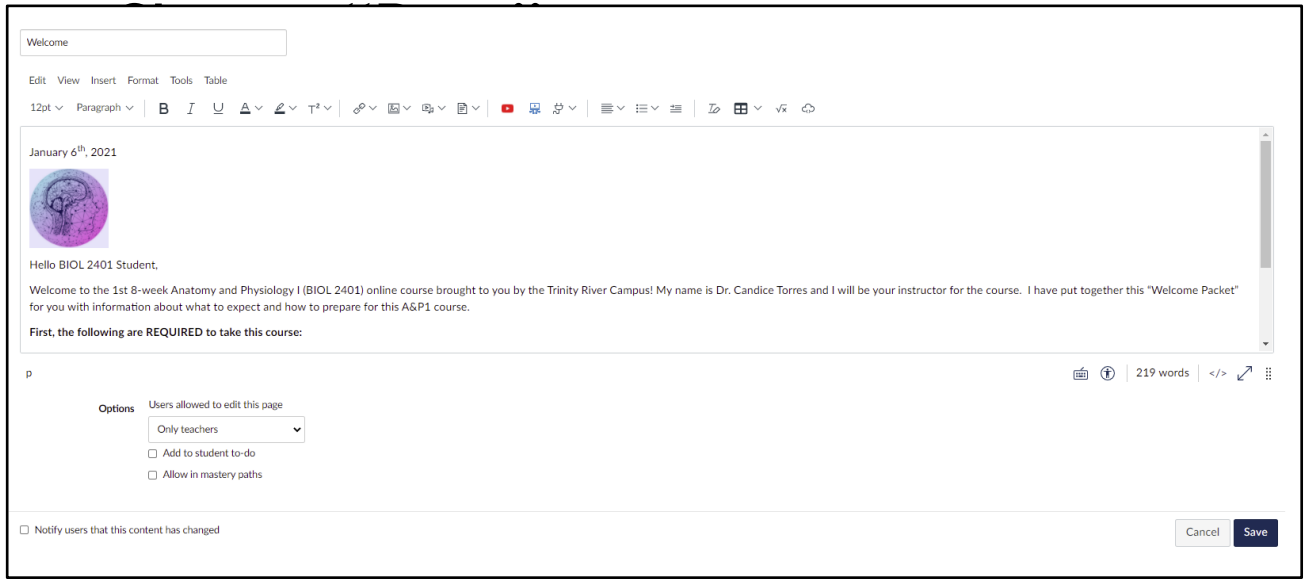


Blackboard vs. Canvas: Content editors

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

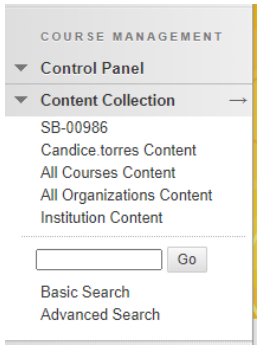


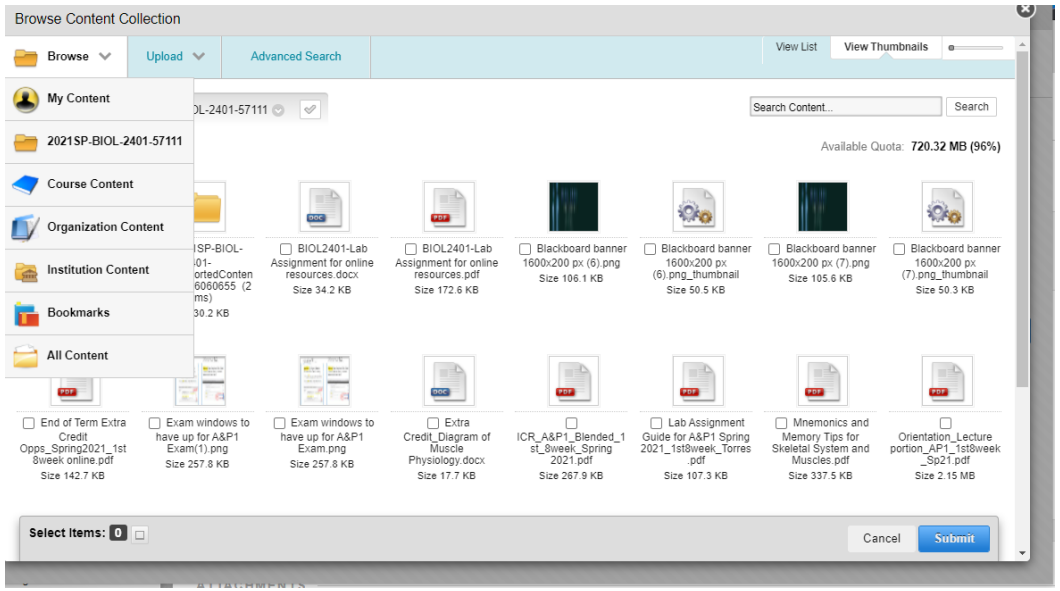
- **Rich Content Editor** (RCE) is flexible, easy to use, with ability to add a variety of media files with just a few clicks and it looks better too…



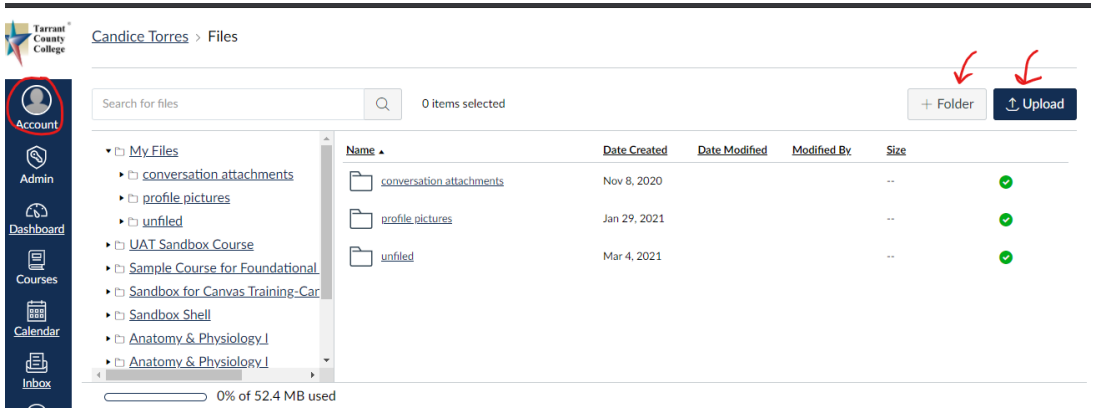
Blackboard vs. Canvas: File handling

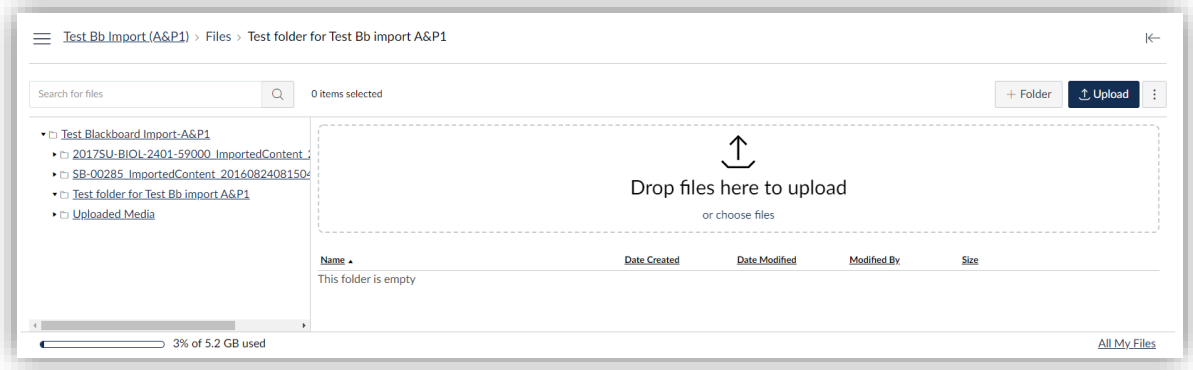
- Content Collection





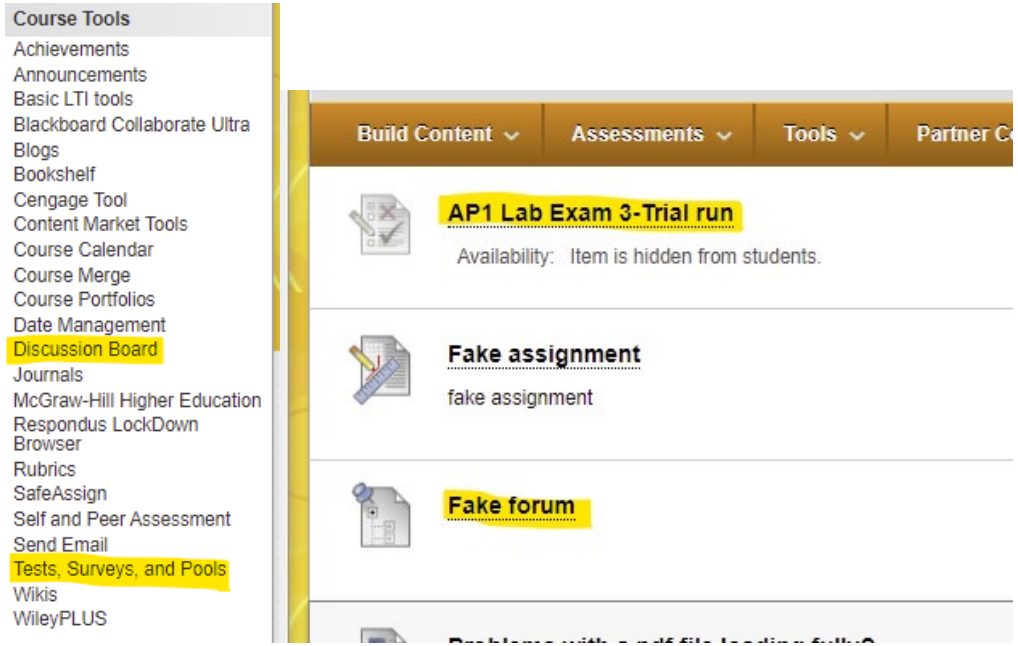
- All files can be found under "Files" from the account or course level





Blackboard vs. Canvas: Assignments

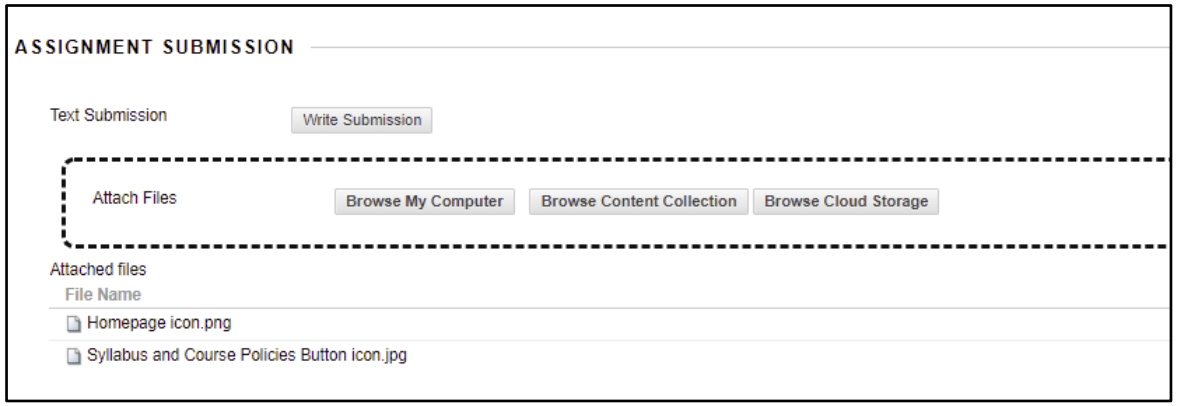
- Tests/surveys/quizzes in a separate area from other assignments
- Assignments created can go in any content area/folder, don't really have a central location.
- Discussion boards that are housed in discussions.

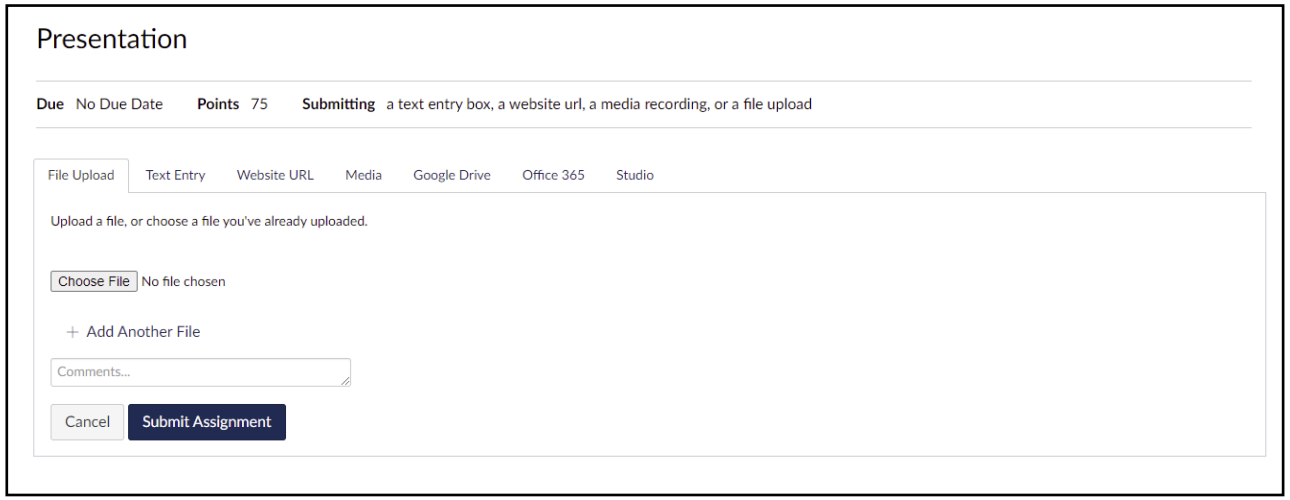


- Assignments can be viewed and organized in one place
- Includes: exams, quizzes, surveys, electronic submissions, graded discussion boards, extra credit, etc.

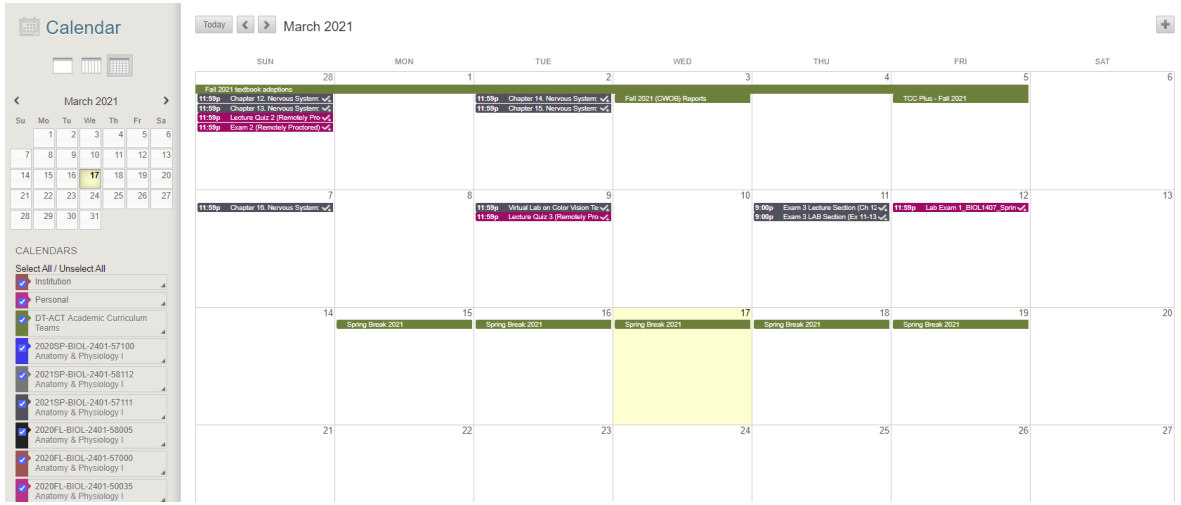
Blackboard vs. Canvas: Assignments *cont.*

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

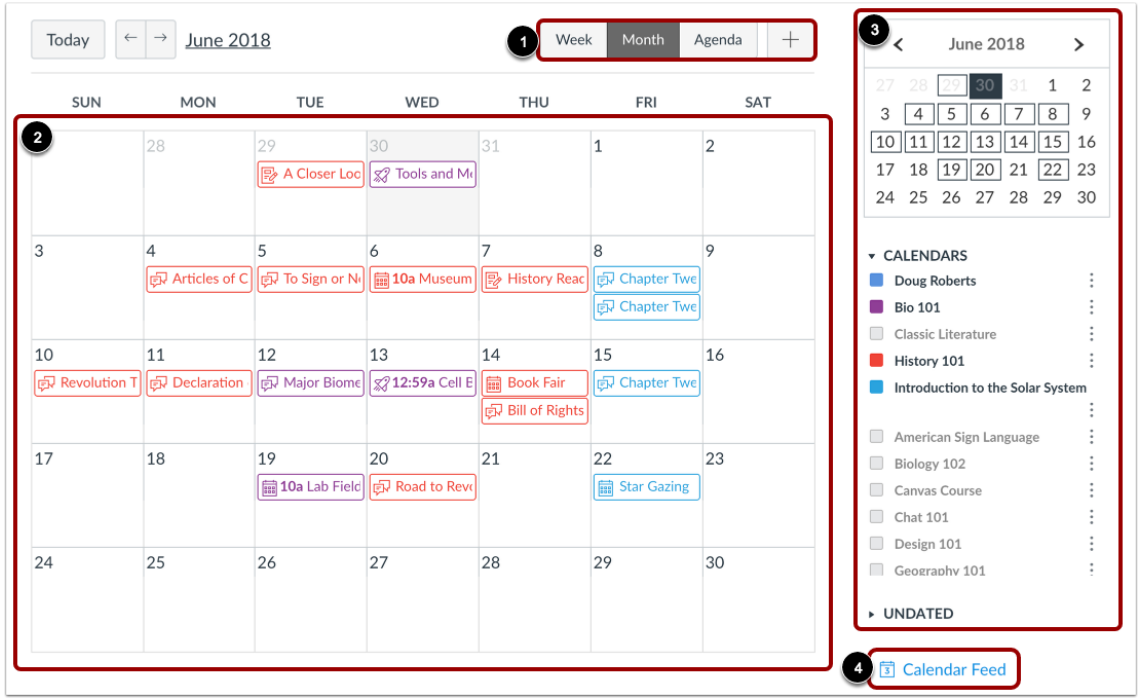




Blackboard vs. Canvas: Calendar

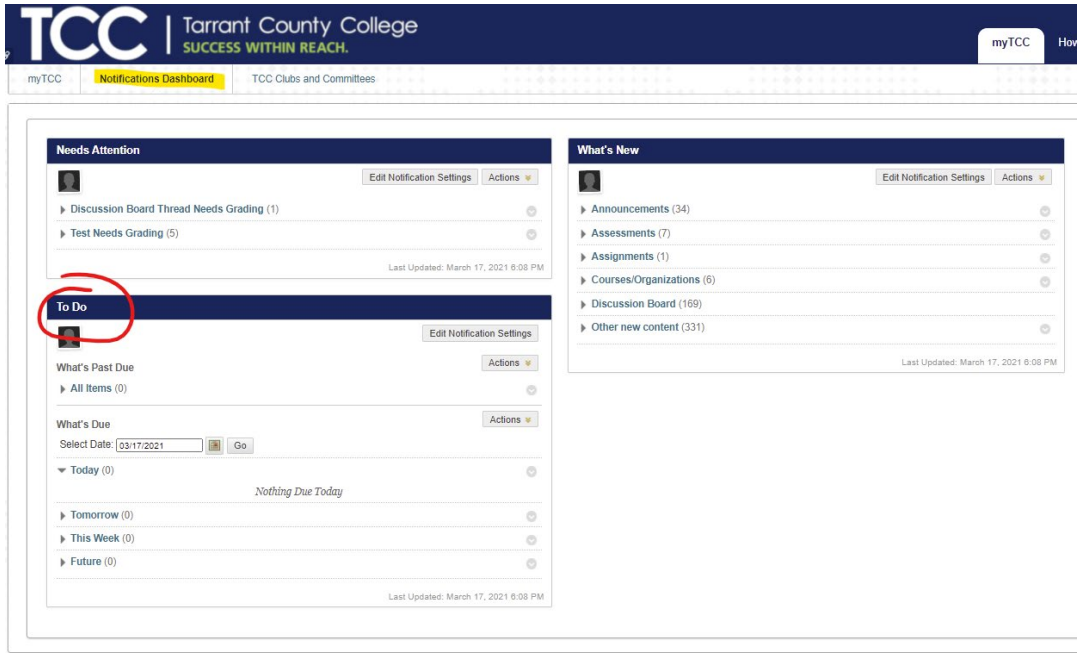


- Flexible, easy to read
- Easily drag and drop dates
- Can add your own events and even appointments (office hours)

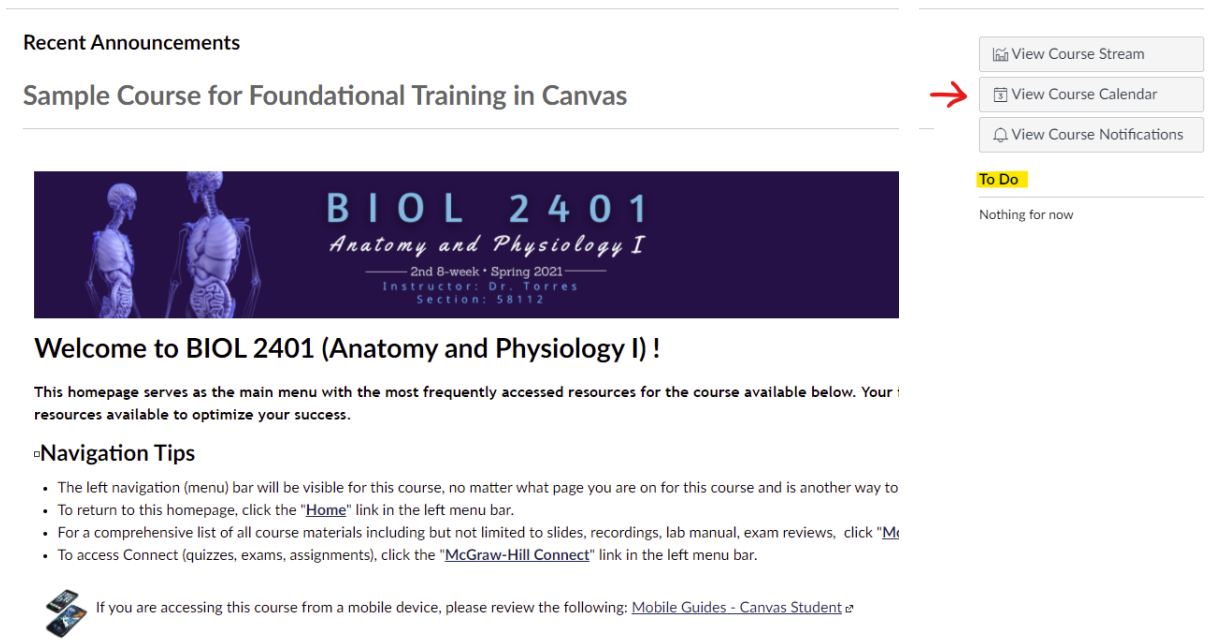


Blackboard vs. Canvas: To Do list

- Where is it? Notifications Dashboard tab or can be added as a module.



- Right on the Dashboard and Course homepage



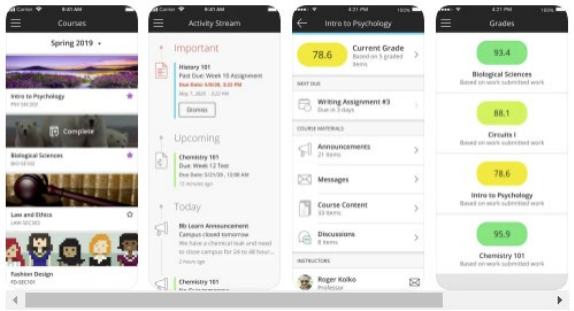
Blackboard vs. Canvas: mobile app

App Store Preview

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

Blackboard 4+
Blackboard Inc.
#74 in Education
4.6 • 332.8K Ratings
Free

Screenshots iPhone iPad



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 Version History

In this release we've fixed an issue that resulted in a crash when accessing Course Messages
Version 6.2.1

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!

Ratings and Reviews See All

4.6 out of 5 — 332.8K Ratings

★★★★★ Strizzle01, 05/01/2018
Good, but needs work.
If all you want to use it for is to check your grades, then this app is spot on. Very user friendly interface, allowing for easy navigation through courses. Excellent grades inter… more

★★★★★ shoodotz, 11/08/2020
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-consumin… more

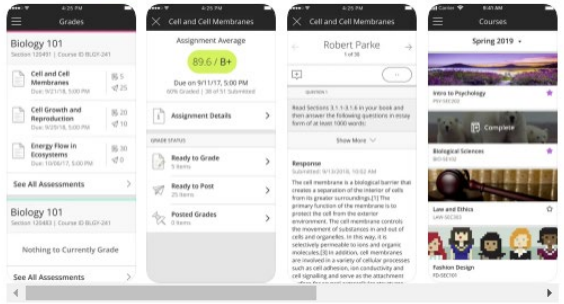
★★★★★ dg2017xx, 12/03/2020
Could be good, Will not stay logged in
As a college student, I have been using Blackboard for 3 years now. I could overlook all of the other little inconsequential things that bug me about this app and give it … more

App Store Preview

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

Blackboard Instructor 4+
Blackboard Inc.
3.6 • 978 Ratings
Free

Screenshots iPhone iPad



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.
more

With Blackboard Instructor, you can:

What's New Version History

In this release we've fixed an issue that resulted in a crash when accessing Course Messages
Version 4.2.1

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!

Ratings and Reviews See All

3.6 out of 5 — 978 Ratings

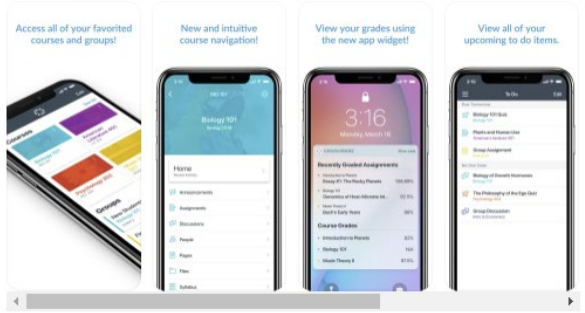
★★★★★ physics TA, 09/09/2020
Ok, Could be great with minor tweaks
I use this app to grade homework on my iPad. It makes it possible for me to have a similar workflow to pencil and paper grading, while avoiding the headaches of keeping true… more

★★★★★ A-Lo from the block, 05/30/2020
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

★★★★★ Cliffster0829, 02/18/2018
Useless to the point of being embarrassin...
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 w… more

Canvas Student 4+
Instructure Inc.
#12 in Education
4.7 • 1.9M Ratings
Free

Screenshots iPhone iPad



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 Version History

- 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 6.10.1

Ratings and Reviews See All

4.7 out of 5 — 1.9M Ratings

★★★★★ Tha239:), 08/23/2017
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

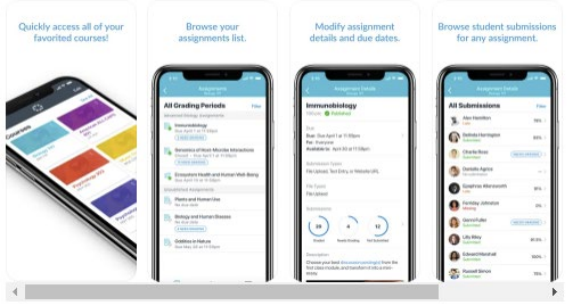
★★★★★ The Star Critic, 04/15/2020
Great App!
I have been using Canvas for about a year now and it's been very helpfull! Although the initial switch from Google Classroom to Canvas in my school district was hard, I have now … more

App Store Preview

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

Canvas Teacher 12+
Mobile teaching companion
Instructure Inc.
4.6 • 68.6K Ratings
Free

Screenshots iPhone iPad



Time 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 for… more

What's New Version History

- 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 1.12.1

Ratings and Reviews See All

4.6 out of 5 — 68.6K Ratings

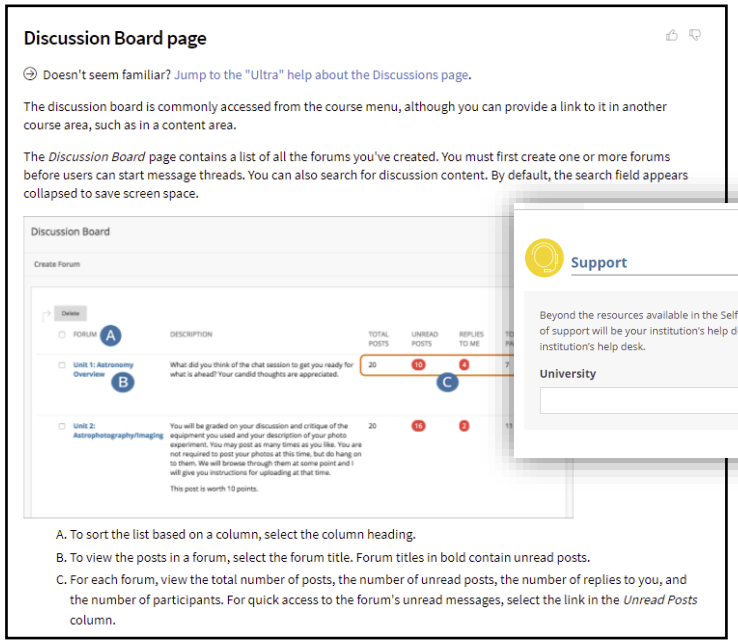
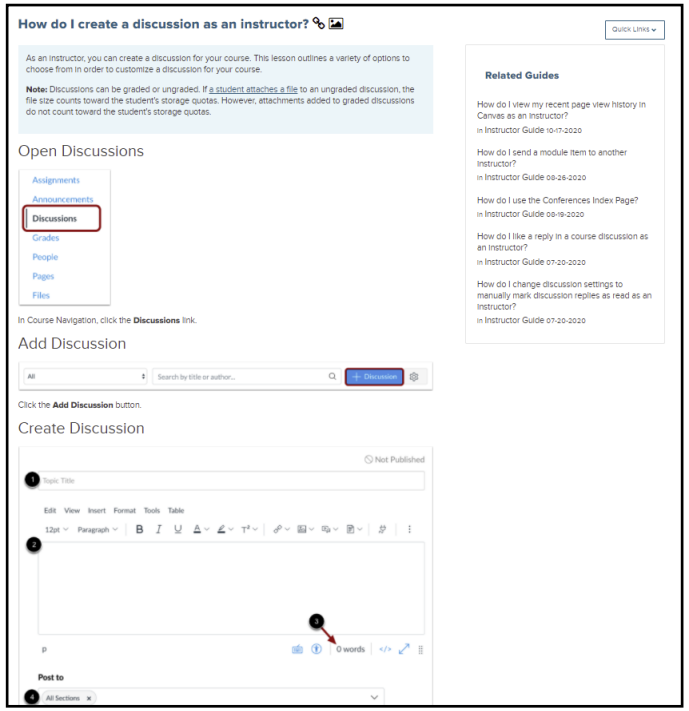
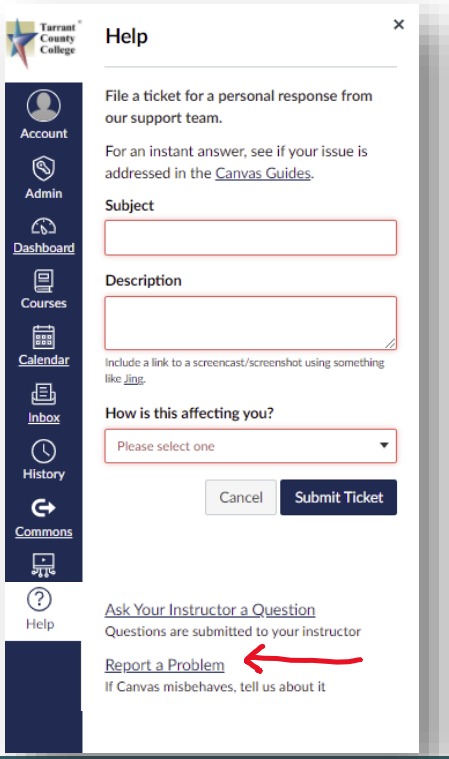
★★★★★ One Happy Author, 10/29/2019
Crashes with IOS 13
UPDATED REVIEW: Canvas has fixed the problem and the Canvas Teacher's app works wonderfully. As before iPadOS 13, it is easy to use to grade student essays or contact … more

★★★★★ mmegratte, 12/15/2020
Combine with BookWidgets!
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

★★★★★ brizuit, 09/19/2018
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…