

WSUonline

CANVAS TRAINING BOOKLET

THIS BOOKLET IS DESIGNED TO
ACCOMPANY FACE-TO-FACE
TRAINING. ADDITIONAL HOW-TO
DOCUMENTS AVAILABLE ONLINE
WEBER.EDU/CANVAS

801-626-6499
WSUONLINE@WEBER.EDU
CANVAS.WEBER.EDU



**WEBER STATE
UNIVERSITY**

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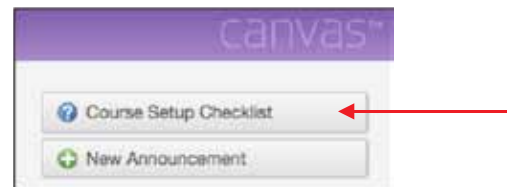
CANVAS

- 1 Log into Canvas at canvas.weber.edu
- 2 Preferred browsers include: Chrome, Firefox and Safari
- 3 Be sure to use the **Help** button if you run into problems as you use Canvas. You can also share compliments on the system and ideas for improvement.

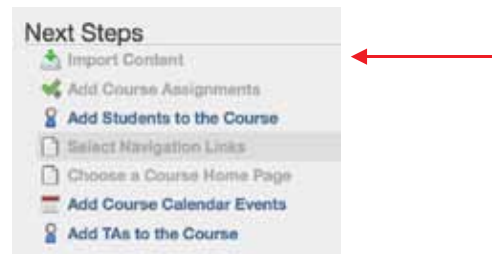


COURSE MIGRATION

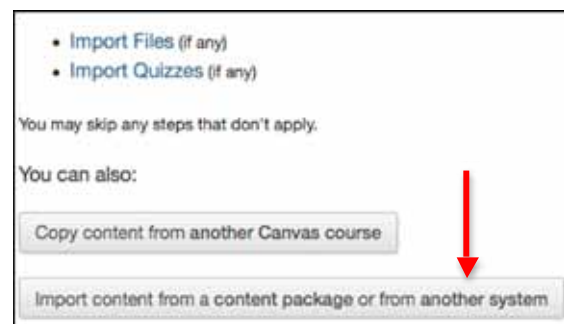
- 1 Be sure that you are on the "Home" page. If the setup checklist shows up at the bottom of the page, proceed to step 2. If it does not, click "Course Setup Checklist" in the upper-right corner of the screen.



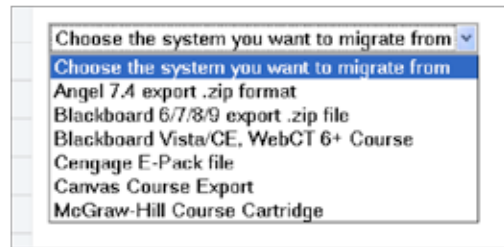
- 2 Click "Import Content"



- 3 To migrate an entire course, or just parts of a course, from Blackboard, click on "Import content from a content package or from another system."



4 From the drop down menu, select the system (Blackboard Vista).

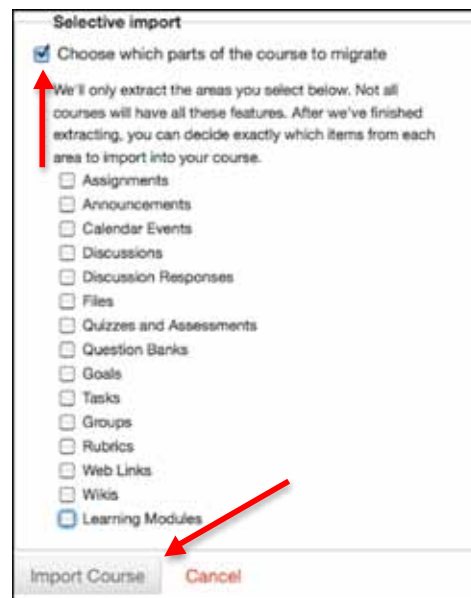


5 Select Weber State University as the school and enter your WSU username and password. Then click "Retrieve list of courses for this account."



6 Choose which course you wish to migrate.

7 If you only want part of the course, for example, just the assignments and quizzes, you have that option as well. Under Selective import, check the box, and a list of items will appear. Check the boxes of the items you want and click "Import Course."



Your course materials will then be imported to Canvas, ready to be configured and then published!

CANVAS OVERVIEW

In the Communication Stream you will see:

- Recent Activity



This is an announcement. You'll see it in the dashboard even when you are the author.



When there has been a reply to a discussion you posted, you will see this icon.



You'll see this when there has been a change to a due date.



This is the icon you'll see when a student has sent you an email message or a reply to a message you sent him/her. Clicking on this directly in the dashboard will allow you to immediately respond to the student.



You'll see this icon when a student has submitted an assignment and included a message with that submission.



This icon is displayed when someone you've invited to the course accepts your invitation. You may not see this unless you invite a colleague. All students are enrolled through the automated processes.

- To Do – anything that needs attention, i.e., assignments that need to be graded.
- Coming Up – all calendar events for the coming week.

Universal Navigation, associated with all courses in which you are enrolled, gives quick access to:



- All courses,
- Assignments that need to be graded and have been graded recently
- Grades displays the average grade for each course you are teaching
- Calendar for all of your courses

Navigating in Canvas

- You can use the “Back” button!
- Left menu: “Course Navigation” is course-specific

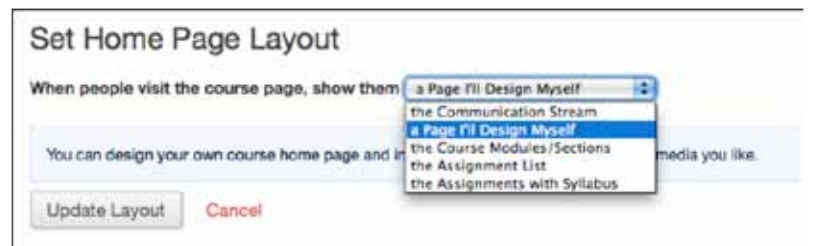
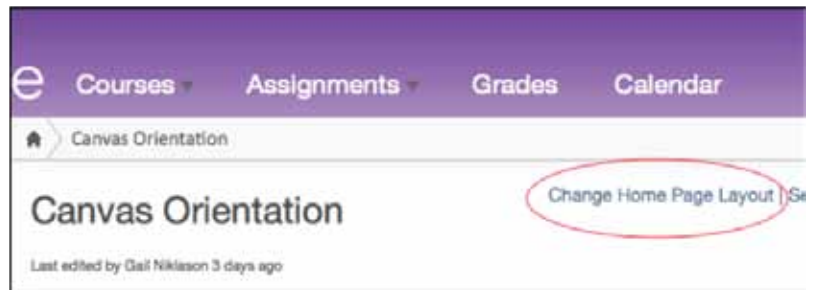
Five Possible Layouts for the homepage/dashboard:

- Communication Stream
- Custom page (aka “a page I’ll design myself”)
- Modules
- Assignment List
- Syllabus with Assignment List

Students can always toggle to Communication Stream if they prefer.

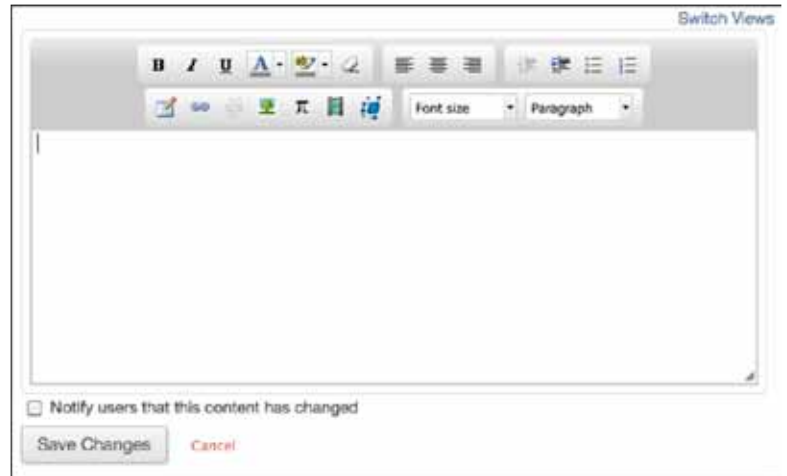
To choose a layout for the Homepage:


- 1 Click the **Change Homepage Layout** link near the top right of the screen.
- 2 Select the layout you want from the drop down menu and click Update Layout.
- 3 If you choose “a Page I’ll Design Myself” you will use the Rich Media Editor to create that page.



RICH MEDIA EDITOR

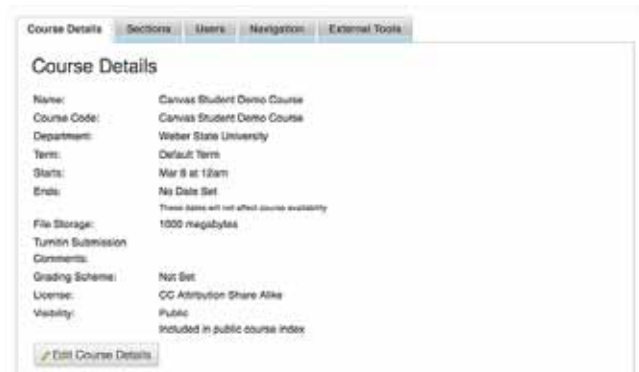
- Link to: pages, files, images, assignments, quizzes, announcements, discussions, modules, YouTube, Flickr, and specific items within the courses
- You will use the Rich Media Editor to create Pages, Discussions, Announcements, Syllabus, Quiz instructions, Quiz questions, and Assignments.



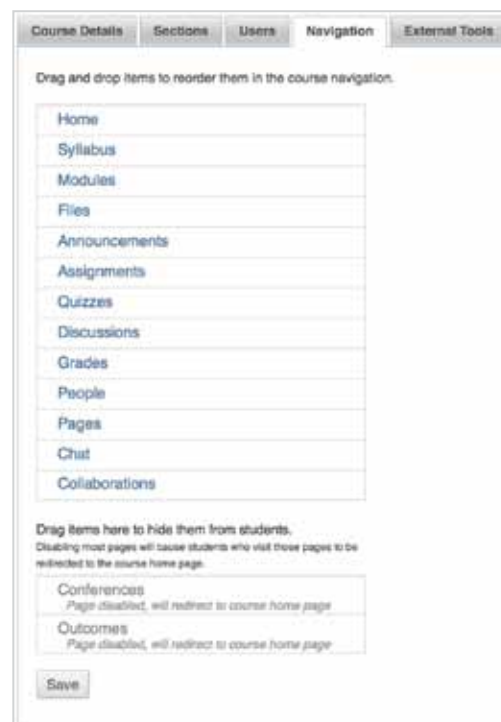
 *Note: Be sure to familiarize yourself with the editor because it will be a great tool as you create and manage your course(s).*


REORDERING THE NAVIGATION BAR

- Click on **Settings** in the left side menu; then select the **Navigation** tab.



- To reorder, drag and drop items within the course navigation area.
- To hide items, drag them to the bottom of the page (directly above the **Save** button).



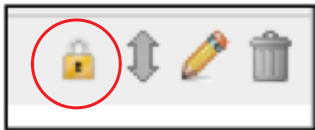
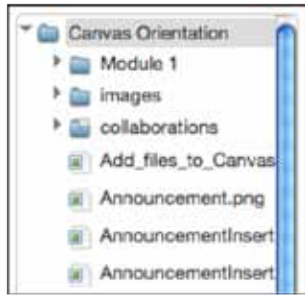
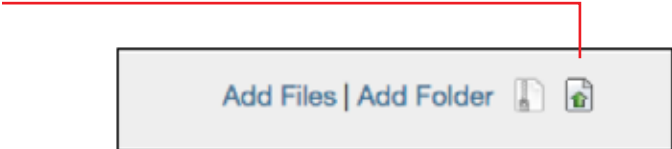
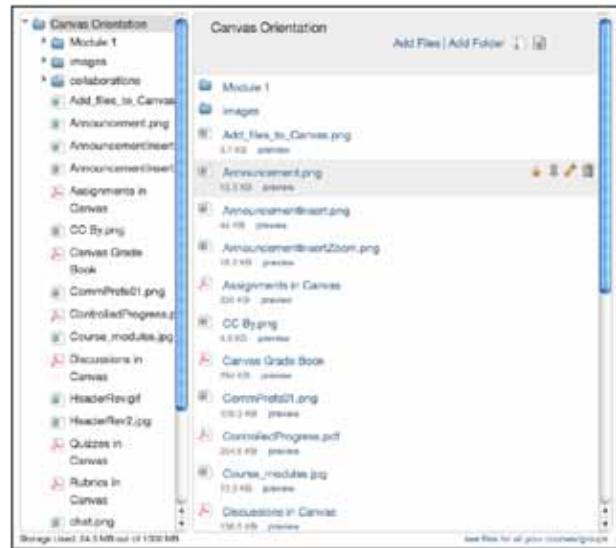
 *Note: Be sure to save!*



BASIC CONTENT

FILES

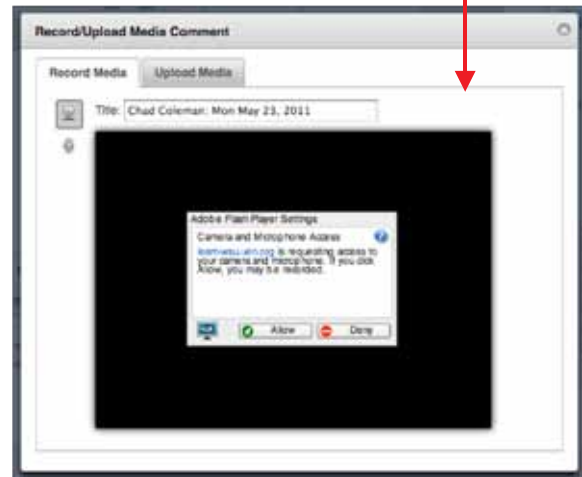
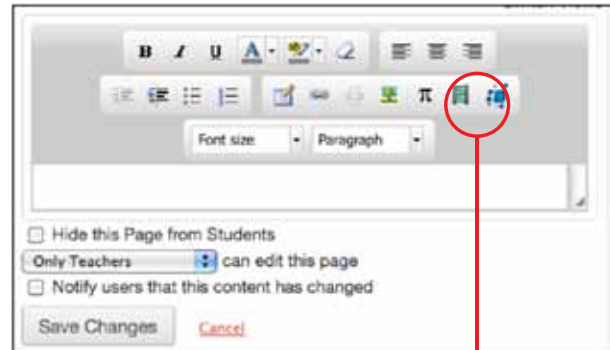
- You can upload PowerPoint, Word docs, HTML pages, PDFs, and many other file types.
- If you try uploading a file with the same name as another file that has already been uploaded, you will simply get two files with the same name. Canvas will not overwrite the original file with the new content.
- When you upload or import a zipped file, Canvas automatically extracts it.
- Content is organized in folders.
- You have the option to download files, one at a time, or zip and download all content.
- Files can be renamed by clicking on the edit pencil.
- Drag and drop to re-order by clicking on the double arrow icon.
- “Padlock” icon shows whether files are locked or unlocked. Files are unlocked by default. When “locking” a file, you have the option to allow students to download or view the files if you link to it in the course.



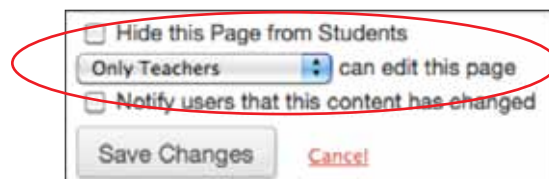
Note: Students can access hidden files. To keep students from accessing certain files you must lock them with the lock icon.

PAGES

- Uses Rich Media Editor.
- Save often when editing.
- Use the **Embed Media** button to record or upload video or audio files to your page/course.
- Youtube videos embedded with the “link” icon display in a player.

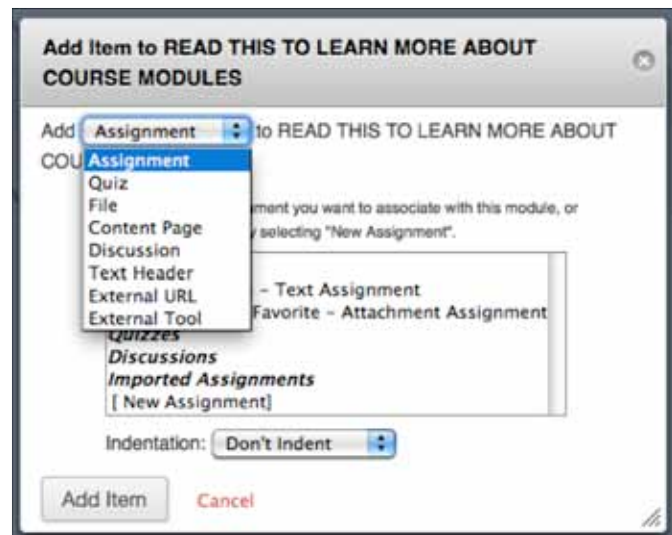


- You can set edit privileges (instructor and/or students can edit).



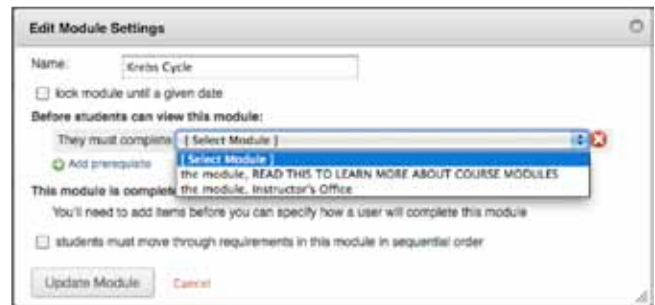
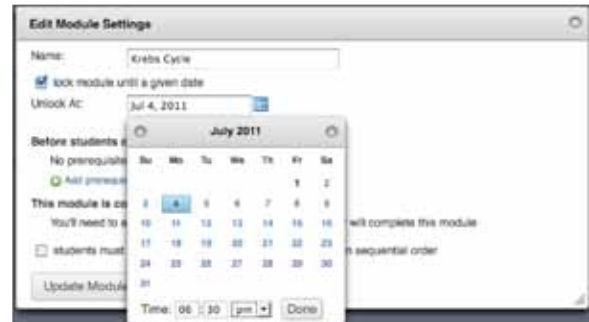
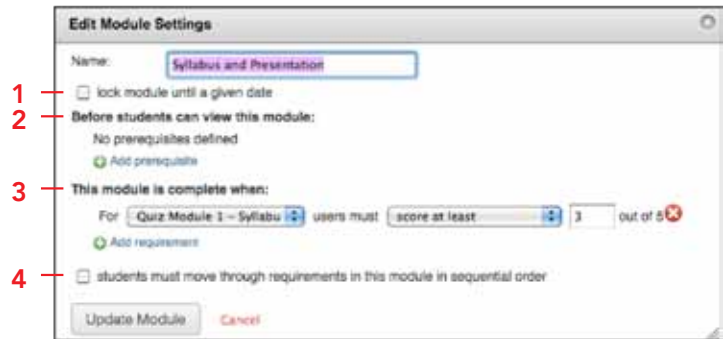
MODULES

- Items that can be added to modules: assignments, quizzes, files, content pages (wiki pages), discussion topics, external URLs and text headers
- Reorder modules by dragging and dropping.



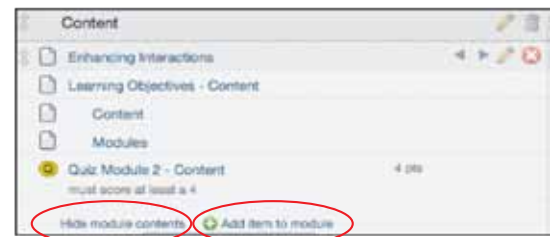
- Edit Module Settings:

- 1 Lock until a given date.
- 2 Establish module prerequisites.
- 3 Specify conditions for module to be complete.
- 4 Force sequential movement through modules to control student progress.



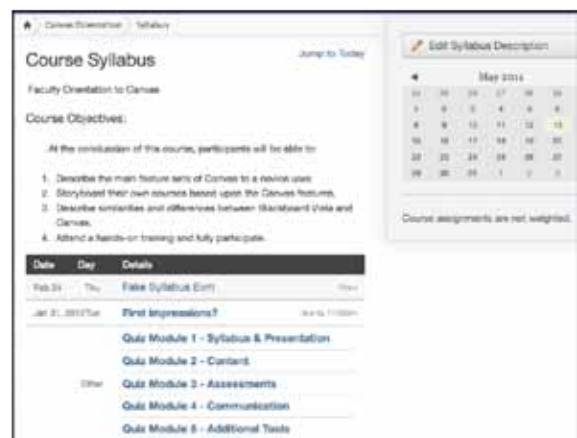
- Hide Module Content from your view.

Note: This does not hide the items from your students. It is for convenience in working with your own modules.



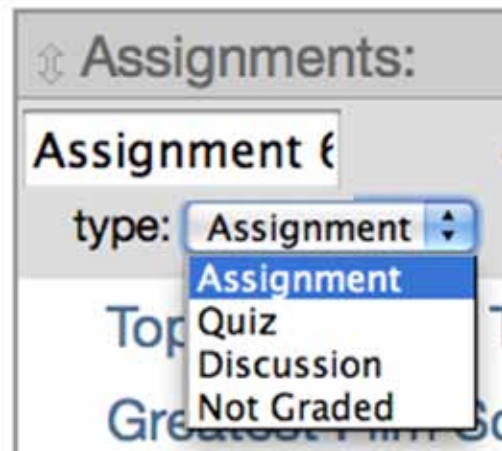
SYLLABUS TOOL

- Calendar items automatically show at the bottom of the syllabus.
- Dynamic: changes when you change due dates and other events in the calendar.
- Use the Rich Media Editor to create or copy and paste syllabus content, or create a link to a syllabus you uploaded.



ASSIGNMENTS / ASSESSMENTS

- Terminology: **Assignments** includes graded discussions, assignments (graded and not graded), and quizzes.
- Assignment Groups are just that, groups of assignments, used for categorizing and weighting in the grade book. Assignment groups can be created, edited and weighted in the Assignments tab and in the Gradebook (under **Options**).
- There are four assignment types:



1 ASSIGNMENT (three sub-types, each with a corresponding column in the grade book)

- No submission: students cannot submit anything online, but you will have a column in the grade book to use for tracking purposes.
- Online submission: allows any combination of file uploads, text entry, website URL, and/or media recordings.
- On paper: students submit on paper or in class and you place a score in the grade book.

2 QUIZ

- Creates a placeholder. You'll adjust the settings and add questions later.


3 DISCUSSION

- If you create a discussion through the **Assignment** tab, Canvas assumes you want it to be a graded discussion.
- If you want students to be able to attach documents to their discussion posts, do the following. Go to **Settings**, select **Edit course details** (at bottom of course details screen), select **More options**, check the box **Let students attach file to Discussions Post**, then select **Update course details**.
- To create a non-graded discussion topic, go directly to the Discussions tab.
- You can also select "Make this post an announcement" and "Delay posting this message" from the Discussions tab.

 *Note: When you view discussions in a Canvas course, you'll see an option to reply or to **Make a Side Comment**. Side comments are not gradable and will not show up in the speed grader. Make sure your students know that they need to reply to the discussion (rather than make a side comment) for grading purposes.*

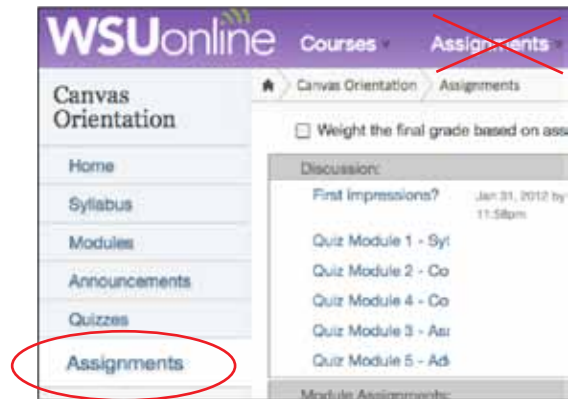


4 NOT GRADED

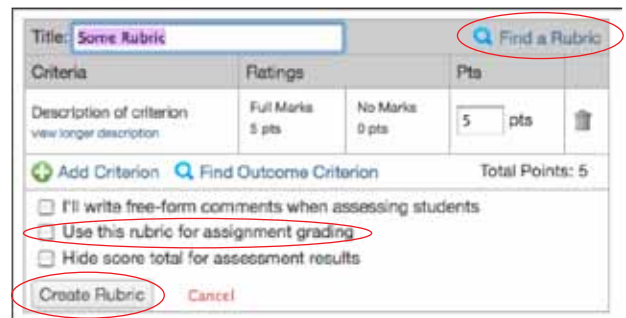
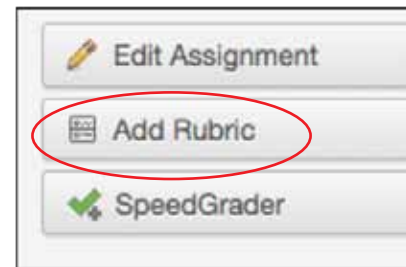
- Assignment title and instructions show in the assignment list and calendar for students. However, students cannot submit anything, and instructors cannot use Canvas to track anything relative to this particular assignment. This does not show up in grade book.
-  *Note: You might use a "Not Graded" assignment to give instructions to students and have the assignment/instructions show up in the assignment list.*

ADDING A RUBRIC TO AN ASSIGNMENT:

- o Navigate to an assignment that has already been created:
 - Use the Assignments **link** on the left, not Assignments **tab** at the top of the page.



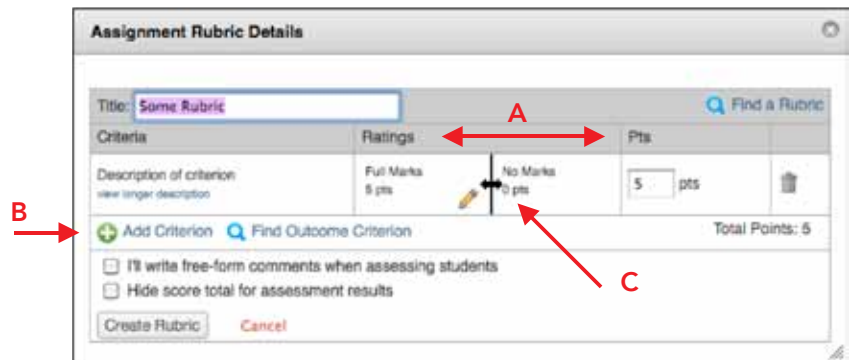
- o Select Add Rubric.
- o To select from existing rubrics, click **Find a Rubric**. A list of existing rubrics will appear. Click on the one you want to preview, and then click **Use This Rubric** to associate it with your assignment.
- o You can also create a new rubric right from this screen. Simply give the rubric form a title, then add and customize the criteria and ratings to fit your assignment.
- o Create a new rubric here or select from rubrics that are already created in your course.




- To create a new rubric, edit the rubric on the screen to fit the needs of your assignment, and then click **Create Rubric**.
- To select from existing rubrics, click **Find a Rubric**. A list of existing rubrics will appear. Click on the one you want to preview, and then click **Use This Rubric** to associate it with your assignment.

RUBRICS

- 1 To create a new rubric, click on **Outcomes**, then **Manage Rubrics** and **Add Rubric**.
 - 2 Default rubric contains one criterion with two rating categories (zero and five points) (A).
 - 3 Click **Add Criterion** to increase the number of criteria (B).
 - 4 Mouse over the vertical line between ratings columns and horizontal arrows will appear. Click these arrows to create a new rating column (C).
- Click on titles or descriptions to edit.



 *Note: You do not have to use the same number of ratings for each criterion.*


QUIZZES

QUIZ OPTIONS

- Settings: There are numerous ways to configure quiz settings:
- 1 Select the **"This is a"** drop-down menu (practice quiz, graded quiz, graded survey, ungraded survey).
- 2 Select **Assignment Group** to determine where it shows up in the grade book.
- 3 Enter (or edit) the quiz name.
- 4 Check box to shuffle answers (distracters).
- 5 Check box to include a time limit, then enter number of minutes.
- 6 Check box **Let students see their quiz results**. If checked...
 - Check box to **Show the Correct Answers**.
- 7 Check box to **Allow Multiple Attempts**. If checked...
 - Provides option to show students' results after last attempt only (appears under option #6).
 - Select **Keep 1) highest**, or 2) **latest score**.
 - Set the number of attempts allowed.
- 8 Check box to **Restrict this Quiz**. If checked...
 - Restrict by access code, or...
 - Filter IP Address
 - You will also see an option to "Require Respondus Lockdown". This option is not supported at WSU.
- 9 Set the quiz due date.
- 10 Set the "locked until" date.
- 11 Set the "locked after" date.

The screenshot shows the 'Quiz Options' configuration panel in Canvas. It includes the following elements:

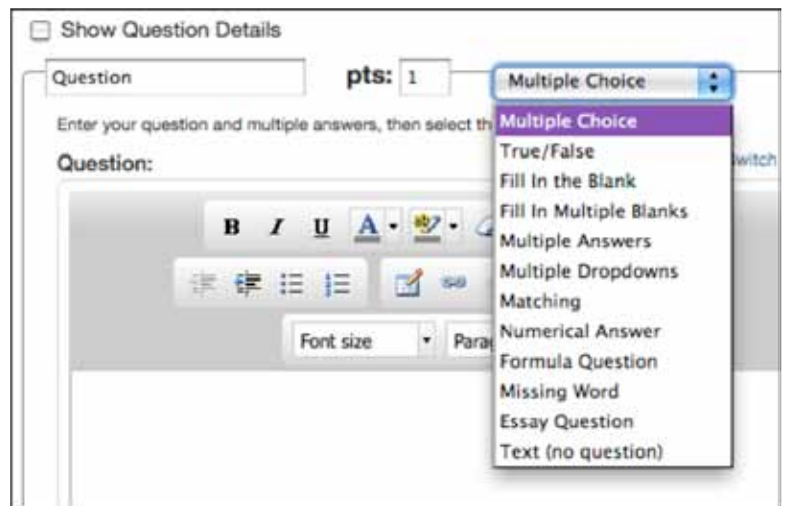
- 1** This is a: Graded Quiz (dropdown menu)
- 2** Group: Assignments (dropdown menu)
- 3** Quiz Name: Quiz (text input)
- 4** Shuffle Answers
- 5** Time Limit: [] minutes
- 6** Let Students See their Quiz Results
 - Only After their Last Attempt
 - Show the Correct Answers
- 7** Allow Multiple Attempts
 - Keep Highest (dropdown) Quiz Score
 - Limit to 1 attempts
- 8** Restrict this Quiz
 - Require an access code
 - Filter IP Addresses
 - Require Respondus LockDown Browser
- 9** Due Date: [] [calendar icon]
- 10** Locked Until: [] [calendar icon]
- 11** Locked After: [] [calendar icon]
- 0 Points Possible
- Preview the Quiz
- Save Settings (button)
- Publish Quiz (button)
- + Add a New Question (button)

 *Note:* Click **Save Settings** when you complete or edit your quiz settings. And, be sure to click **Publish Quiz** when your questions are ready and you want students to have access to the quiz. You'll also need to click **Publish Quiz** again any time you add quiz questions or change any existing questions.

QUIZ QUESTIONS

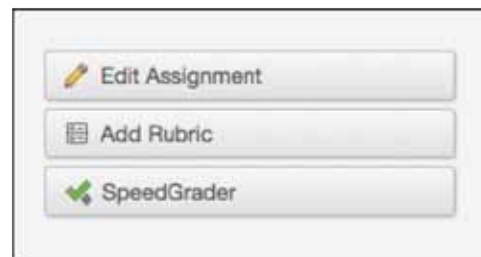
- 12 question types:
 - Multiple choice, true/false, fill in the blank, fill in multiple blanks, multiple answers, multiple drop downs, matching, numerical answer, formula question, missing word, essay question, or text (no question).
- To create a new question:
 - Click **New Question**
 - Select the type of question you want.
 - Depending on the question type, you may be asked to provide answers.
- “Question Groups” function like “question sets” in Blackboard Vista.
- **Find Questions** allows you to add questions to a quiz from an existing Question Bank:
- Respondus – import questions using the Canvas personality.

 **New Question**
 **New Question Group**
 **Find Questions**

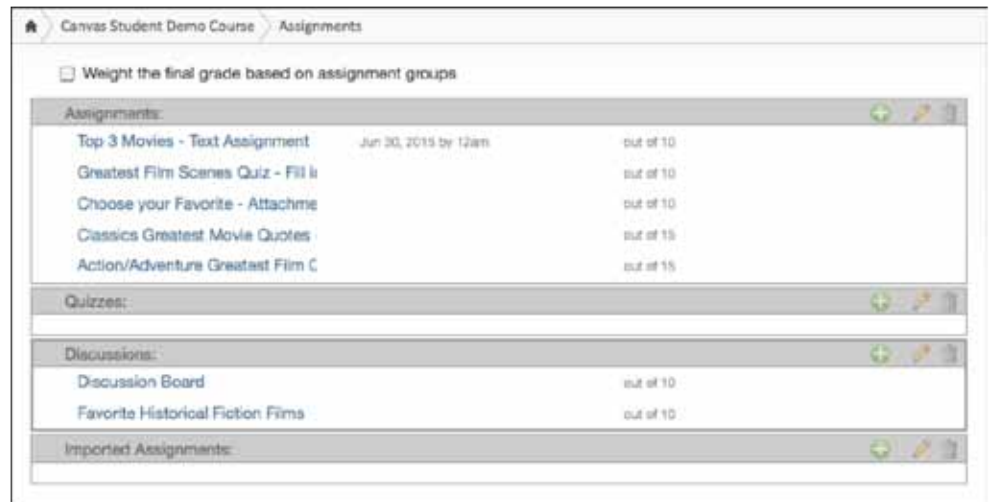


SPEEDGRADER

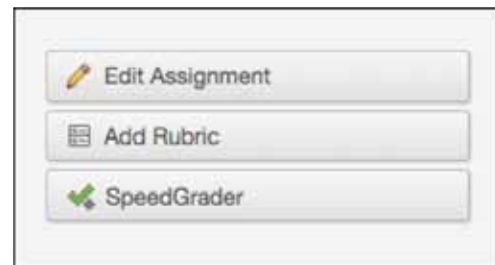
- Speed Grader is used for: assignments, graded discussion, and essay questions (for quizzes).



- To get to the SpeedGrader:
 - There are a couple of ways to get to the Speedgrader. The most convenient is to click on the **Assignments** link in the left side menu. This will bring up a list of all assignments, quizzes, and graded discussions that looks like this:



- Then select the assignment, quiz, or discussion you would like to grade.
- Select SpeedGrader. This button will be on the right side of the screen.

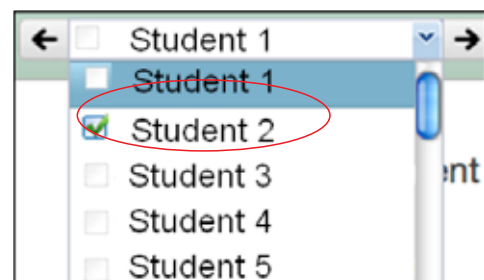


- The Speedgrader will appear on the screen.

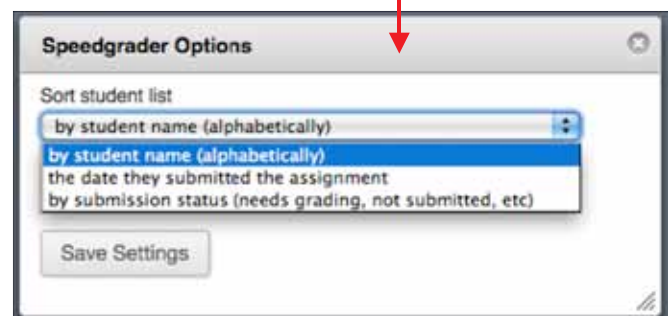
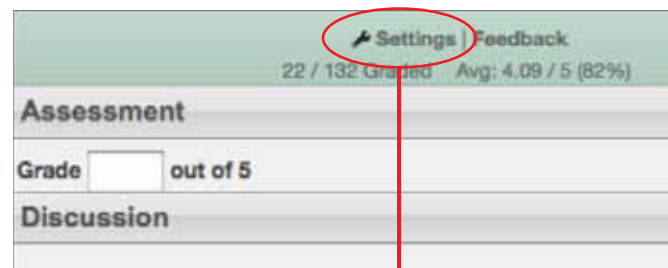
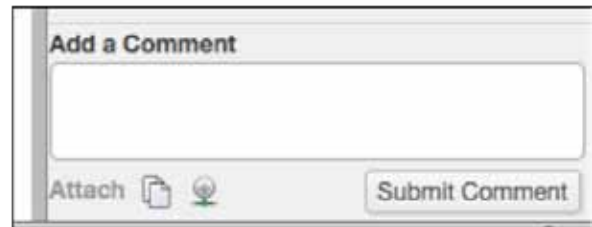
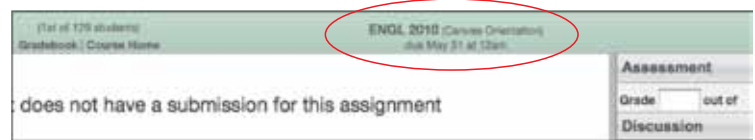
Note: There is also a SpeedGrader app available for iPad.

HOW TO USE SPEEDGRADER

- Top left dropdown menu: student enrollments, who has submitted, and which submissions are graded.



- Shows:
 - Due date of assignment
 - Date assignment was submitted
- Both instructors and students can post assignment related comments before and after assignments are submitted and graded.
- Instructors can post media comments.
- When using a rubric to grade, launch the rubric by clicking **Edit/View** rubric. Select the appropriate points for each criterion and click **Save**. Speed Grader will total the rubric points for you.
- Use the **Settings** link to adjust how items in the drop down student list are displayed (by date of submission, submission status, or the default alphabetic.)



GRADE BOOK

- Grade book shows individual columns for:
 - Individual assignments or anything tracked in the grade book
 - Groups (column header is pale blue)
 - Total (column header is pale yellow)

Options	Quiz Module 3 - Ass out of 6	Quiz Module 5 - Add out of 5	Module Assignment out of	First Impressions? out of 2	Discussion	Module Assignments	Total out of 100%
Last, First Name email1@mail.weber.edu	-	-	-	-	0 %	0 %	0 %
Last, First Name email2@mail.weber.edu	-	-	-	2	100 %	0 %	100 %
Last, First Name email3@mail.weber.edu	-	-	-	-	0 %	0 %	0 %

- To create a stand-alone column (for tracking student scores or data) that is does not require an online or in-class submission from the student, go to Assignments and create an assignment with the submission type of "no submission".
- Students see a running grade, based on the points received to date. **If the due date has passed and you don't enter a zero for missed work, the missing work will not count against the running total.**
- Click in the grade field to assign or change a grade for a quiz, discussion, or assignment.

POINTS:

Due:

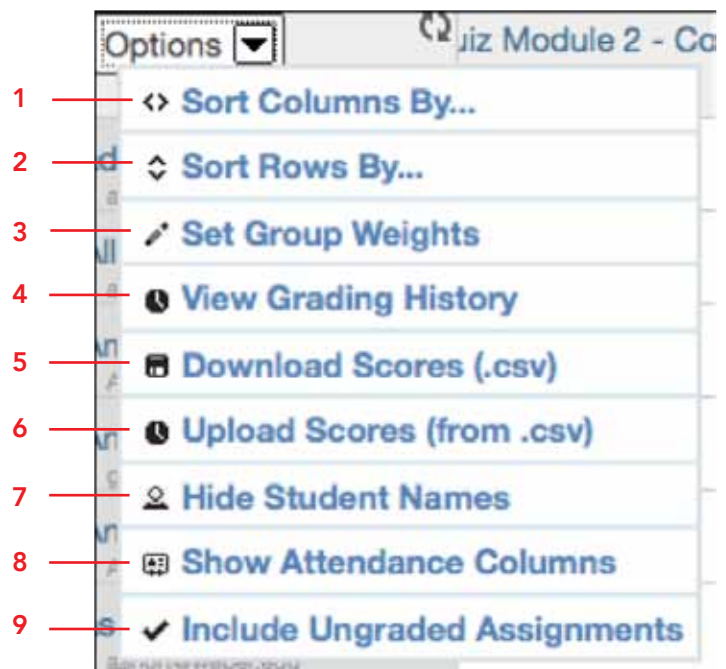
Submission: **No Submission**

Notify users when assignment is changed

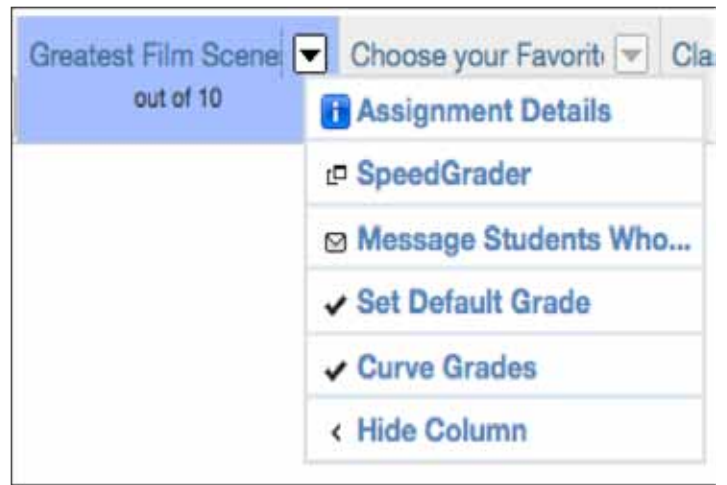
Update Assignment Cancel

- Options (apply to entire grade book):

- 1 Sort columns by... due date, assignment group
- 2 Sort rows by... student name, email/ID, section name, total (highest first or lowest first)
- 3 Set Group Weights: From here you can create new assignment groups, edit existing groups, and assign/adjust the weights for each one. *The final grade weights can add up to more than 100% if you want to give extra credit.*
- 4 View grading history
- 5 Download scores: Use this to export your grade book and view it in Excel (.csv file format).
- 6 Upload scores: Use this to import scores into your grade book. *If you create a new column in your exported grade book, make sure the column has student scores before you import it back to Canvas.*
- 7 Hide student names for that session
- 8 Show Attendance Columns
- 9 Include/exclude ungraded assignments (assignments that don't have a score yet)



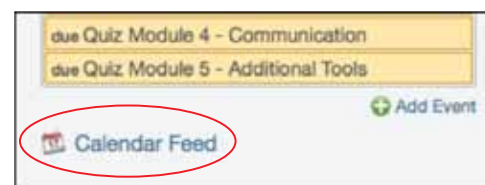
- Click the down arrow next to the column heading to access:
 - Assignment details: Shows assignment student statistics
 - SpeedGrader: Access the SpeedGrader for that assignment
 - Message students who...
 - Haven't submitted yet
 - Scored less than...
 - Scored more than...
 - Set Default Grade: this allows you to enter a default grade for all students who don't currently have a grade for this assignment.
 - Curve Grades: The system displays the average score for the assignment, and allows the instructor to adjust the average. All scores are recalculated based upon the instructor's designated average.
 - Hide Column: You'll see vertical lines on each side of your hidden column, with a small white space. Click on the space between the vertical lines to show the column again.



Note: If you enter a default grade for an assignment that allows only one student submission, the default grade counts as that one submission and will not allow students to submit the assignment again.

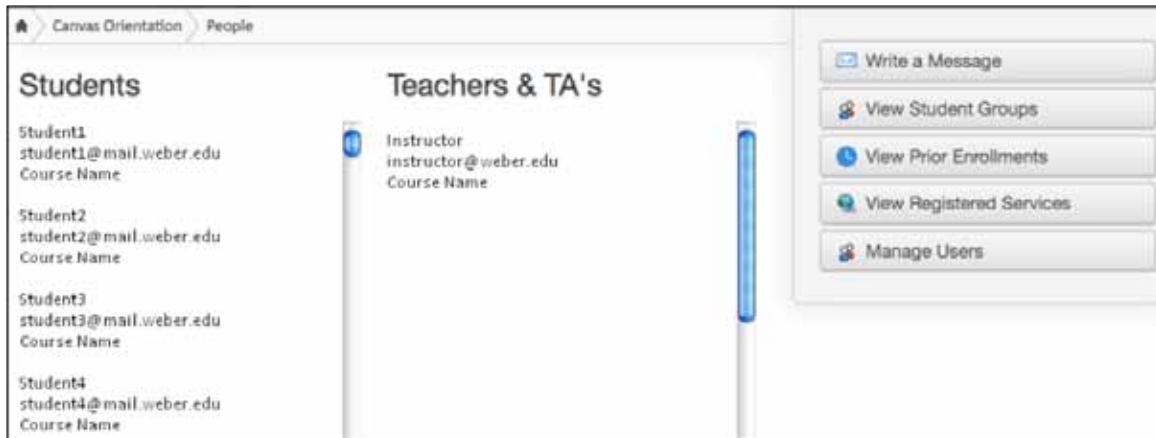
CALENDAR

- There is a Calendar for each of your courses.
- Customize your calendar view by checking or unchecking specific course "calendars" on the right.
- When creating a new event or assignment in the Calendar tool, be sure to associate it with the correct course.
- All events and assignments in the Calendar become links to their respective items within the course.
- If you import calendar items without specific dates will show in a list so that you may add dates to them later.
- Events and due dates can be changed by dragging and dropping
- Additional options: the "Calendar Feed" allows you to sync your Canvas Calendar with Google Calendar, iCal, Outlook and more.

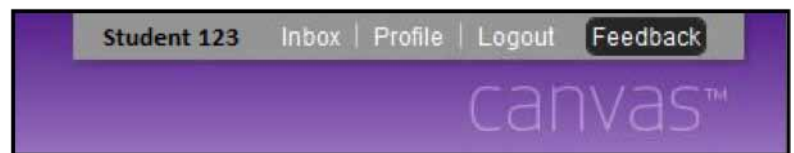


COMMUNICATION

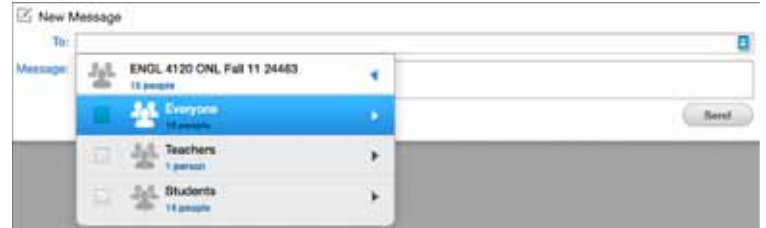
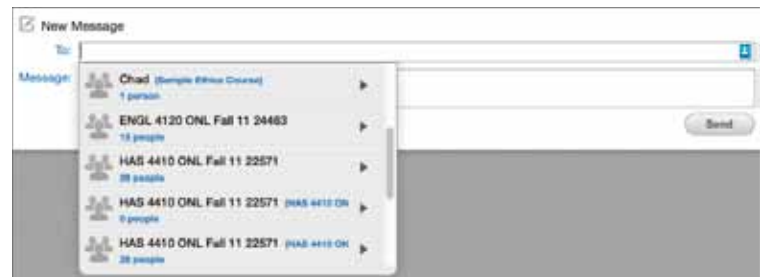
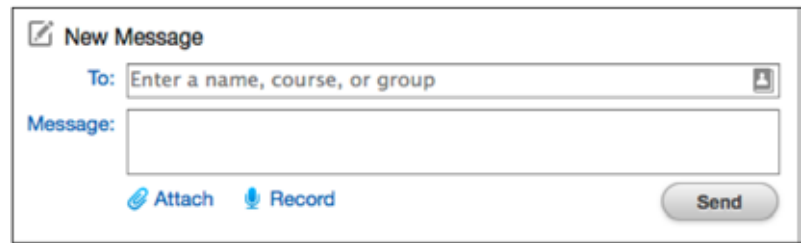
- The **People** tab in the (left) course navigation shows a list of all students, teachers, and TA's enrolled in the course.



- Click on a person's name to see his or her grades, reports or to start a conversation (message) with that person.
- Conversations** (Inbox)
 - Accessed by clicking on the Inbox link.
 - Conversations show up on the left side of the screen. Here you will see the subject, the name(s) of the sender(s), the course of origin, and a short preview of the conversation's content, as well as the date and time it was sent.

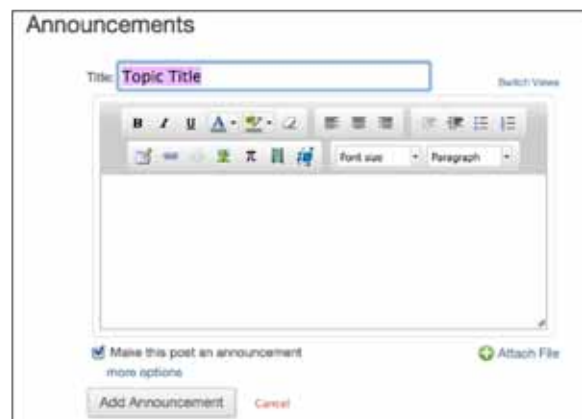
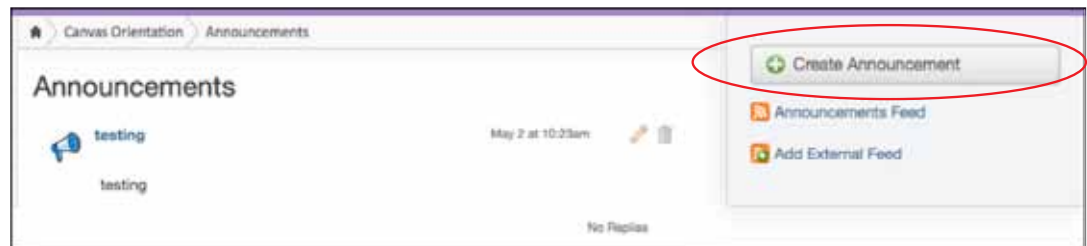


- o To see an entire conversation with it's associated replies, click the conversation on the left and it will show in it's entirety on the right half of the screen.
- o To send a new message, begin typing the name of the recipient then select the appropriate recipient from the drop-down menu that appears. This method will also work for groups or courses, just type the name of the group or course and follow the same steps.
- o You may also click the **Contacts** icon at the left end of the "To" field. From the dropdown menu, select the course or group you want to message. From there you can message the entire class (everyone), just the instructor, just the students, or individual students."



ANNOUNCEMENTS

- o Uses the rich media editor (like **Pages**), which allows you to add links from any of the tools on the menu on the right. Announcements show up in the communication stream, but not the inbox.



NOTIFICATION PREFERENCES:

- Click **Profile** at the top right, then **Notifications** on the left.
 - Settings are global (apply to all courses in which you are enrolled).
 - Notifications come to email, phone (text), Facebook, and so on, based on your preferences.

Notification Preferences

		Right Away	Daily	Weekly	Never
For all assignment submissions in courses you teach	<input type="text" value="Email Me"/> at <input type="text" value="New Email Address"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		And Also...			
For new announcements	<input type="text" value="Email Me"/> at <input type="text" value="New Email Address"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		And Also...			
For calendar changes	<input type="text" value="Email Me"/> at <input type="text" value="New Email Address"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		And Also...			
For changes to course pages <small>Will notify you of changes to any wiki or assignment pages (could be a lot of notifications)</small>	<input type="text" value="Email Me"/> at <input type="text" value="New Email Address"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		And Also...			

- Notifications are sent either **right away**, **daily** (log), **weekly** (log), or **never**. *The one exception is notification of new conversations. For this item you must have at least one "right away" notification.*

Right
Away Daily Weekly Never

[And Also...](#)

ORGANIZING CANVAS NOTIFICATIONS IN GROUPWISE

If you choose to receive your Canvas notifications in your GroupWise email account, you may want to create a "Canvas Notifications" folder and create a GroupWise rule that automatically sends notifications to that folder. Here's how:

- 1** Create a new folder in your GroupWise for your Canvas notifications. You might choose to name it "Recent Canvas Notifications"
- 2** Select "Tools" in the top menu, then "Rules".
- 3** Click "New" and give the rule a name (for example, "Recent Canvas Notifications")
- 4** Check "Received" for when event is...
- 5** Check "Mail" for Item types...
- 6** Click "Define Conditions..." and indicate "item type is mail", and from contains "Instructure Canvas". Click "OK"
- 7** Click "Add Action" and choose "Move to Folder" and then select the new folder you created for your Canvas notifications.
- 8** Click "Move"
- 9** Click "Save"

Your rule should now move all new Canvas notifications into your new folder in GroupWise. You can review them regularly, but they will not crowd your inbox.