Office of Information Technology
UNIVERSITY OF COLORADO BOULDER

[1]Canvas Quick Reference Guide for Faculty

provided by

OIT's Academic Technology Consultants

Overview

This collaborative reference guide for Canvas is designed to provide basic instructions and highlight important settings for commonly-used tools in Canvas. While some instructions are provided in a step-by-step format, there may be more than one way to achieve your desired outcome. Canvas releases new updates on a monthly basis, and some screenshots provided in this guide may not always reflect the current state of the application.

For more in-depth instructions and topics not covered in this guide, visit OIT's Canvas service page, Canvas Instructor Guides or attend one of OIT's Academic Technology Trainings. You can also schedule a Canvas consultation with one of OIT's Academic Technology Consultants.

Suggest changes to this guide

This guide is published in a Google Document format to allow for easy collaboration between faculty. We encourage instructors using this guide to add suggestions to help improve the content for others. Academic Technology Consultants will be notified when suggestions are added and will address comments and edits on a rolling basis. Before making suggestions, ensure you're logged in to Google with your CU Boulder account. You can also email suggestions to oithelp@colorado.edu.
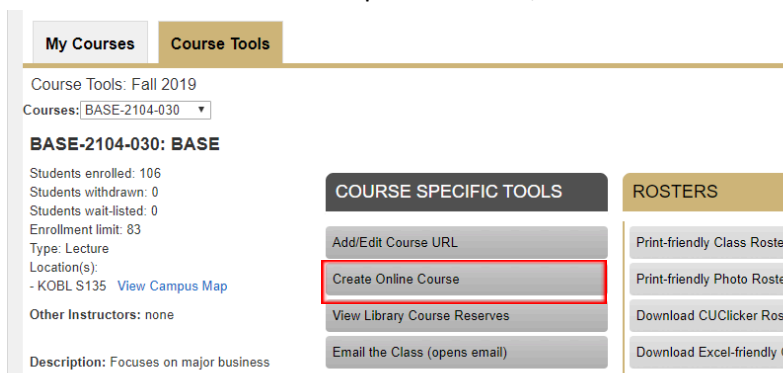
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The guide was created based on the Canvas Quick Start Guide for Faculty, authored by Gurumurthi 'Ravi' Ravishankar, Instructor at the Leeds School of Business. It has been adapted and is now maintained by the OIT's Academic Technology Consultants for wider distribution.

Creating a Canvas Course

To create a course in Canvas:

- Log into MyCUInfo using your IdentiKey, select the Term when the course is being taught, and go to the Course Tools tab.
- Select the course from the drop-down menu, and click Create Online Course

My Courses | Course Tools

Course Tools: Fall 2019
Courses: BASE-2104-030

BASE-2104-030: BASE

Students enrolled: 106
Students withdrawn: 0
Students wait-listed: 0
Enrollment limit: 83
Type: Lecture
Location(s):
- KOBL S135 View Campus Map

Other Instructors: none

Description: Focuses on major business

COURSE SPECIFIC TOOLS
- Add/Edit Course URL
- Create Online Course
- View Library Course Reserves
- Email the Class (opens email)

ROSTERS
- Print-friendly Class Roster
- Print-friendly Photo Roster
- Download CUClicker Rost
- Download Excel-friendly C

- If you are teaching multiple sections (including distance learning sections) you can combine the sections into a single course by following the instructions that appear after clicking Create Online Course.

- You will receive a notification via email that your Canvas course has been created.

Course Settings

Once you log into Canvas, you will be taken to your Dashboard, which will include a card for your Sandbox course and a card for the course(s) that you created.

When you click the course card, it will open the 'shell' of the course you requested:
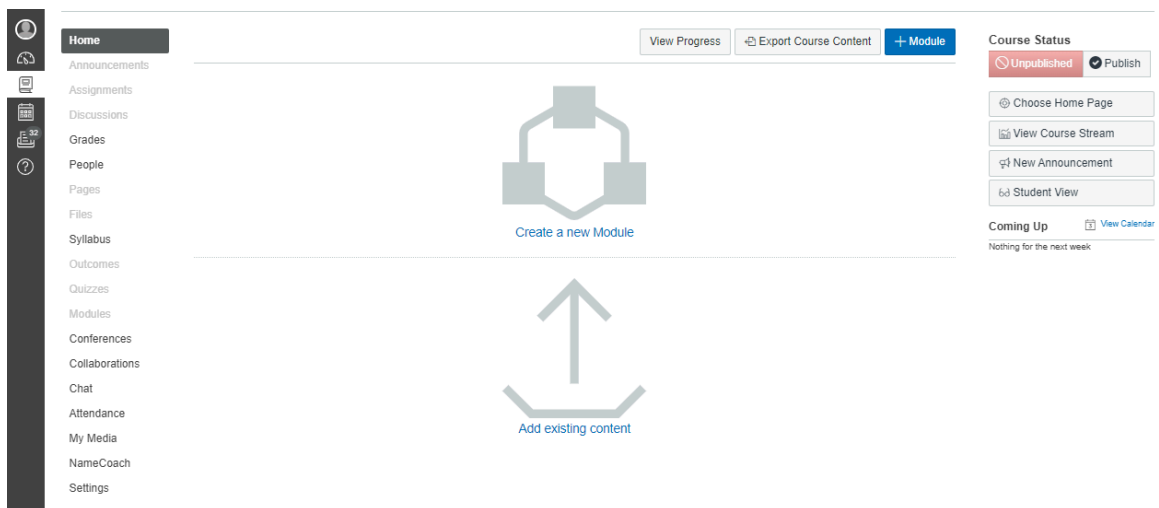
Along the left side of the page is the Course Navigation bar, which includes tools you can use to administer your Canvas course. To change Canvas course settings, click **Settings** at the bottom of the Navigation bar.

Settings→Course details tab

- Clicking **Settings** will take you to a Settings page with several tabs along the top. The Course Details tab will open by default.
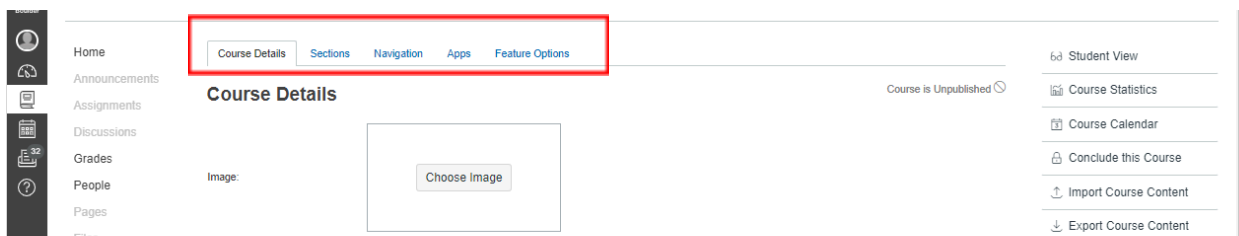

- Course start and end dates show the time period in which students will have access to the Canvas course.
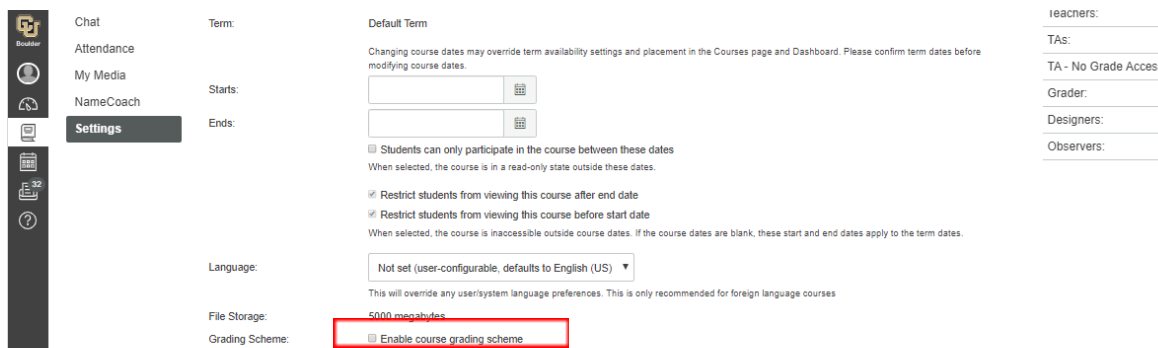
- Changing your course's Grading Scheme settings allows you to configure a customized grading scheme for your class, if your grading scheme differs from the default scheme available in Canvas (this is discussed in the Grades section).

Settings→Navigation

- The Navigation tab allows you to customize which Navigation items are enabled and visible to students in the Course Navigation bar on the left.
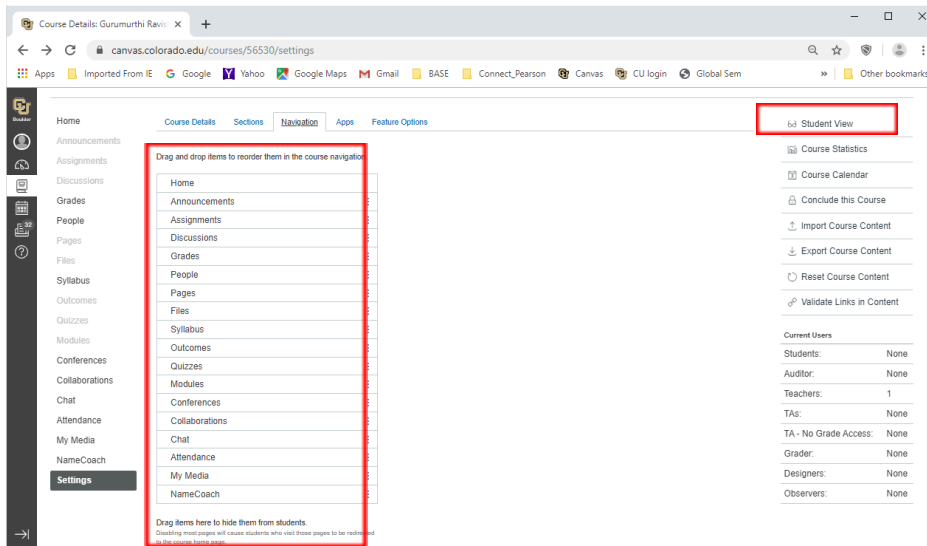
- Drag items into the lower section to hide from students (for some of these items, Instructors and TAs will still be able to see them). Disabled items can be dragged to the top section to be enabled, and added to the Navigation bar.
- It's typically a good idea to disable any tools which aren't going to be used within your course.
- **Recommended items to keep enabled:** Announcements, Assignments, Quizzes, Modules, Pages, and Grades.
- Click **Student View** along the right side of the window to check what the students can see in your course.

Importing Content from an Existing Canvas Course

Canvas course content that you have created in previous semesters can be imported into subsequent semesters' Canvas courses. Importing is a great way to avoid the redundancy of recreating/uploading the same course content every semester.

Warning: Importing course content will overwrite existing content and student participation in the course, and it cannot be undone. There is no way to roll back to a previous version of the course, and if content or grades are overwritten, instructors will need to manually fix overwritten content, including re-entering grades.

Do not use this method to import content into courses where you have already made changes to content that you would like to keep, or that students have already participated in unless you are very familiar with and comfortable with selecting specific content to import. For assistance in importing specific content into a live course, or a course that you have already made changes in that you would like to keep, please schedule time with an LTC.

https://oit.colorado.edu/l
tc

Furthermore, if you are teaching a course that has already been taught by another faculty member *and you have been given access to their course*, you can import their course content into your course. To perform an import:

- From either the course Home page or course Settings page of your current semester's Canvas course, select **Import Course Content** along the right side of the window.
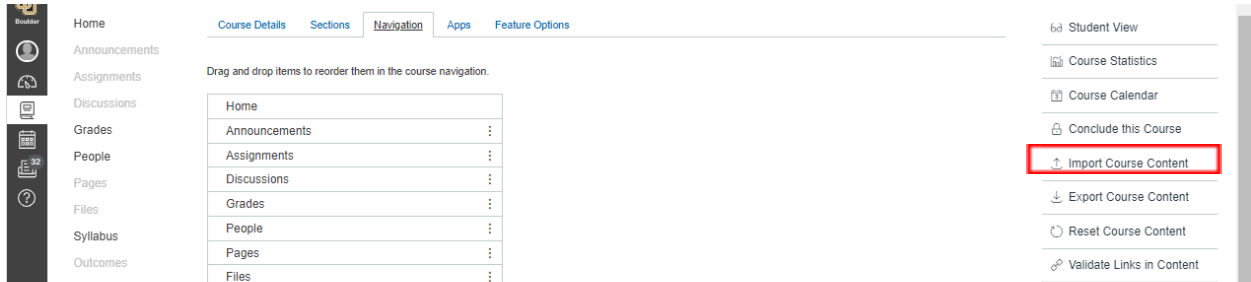

- Select **Copy a Canvas Course** from the Content Type drop down.
- Select the Canvas course that you want to copy from the drop down.
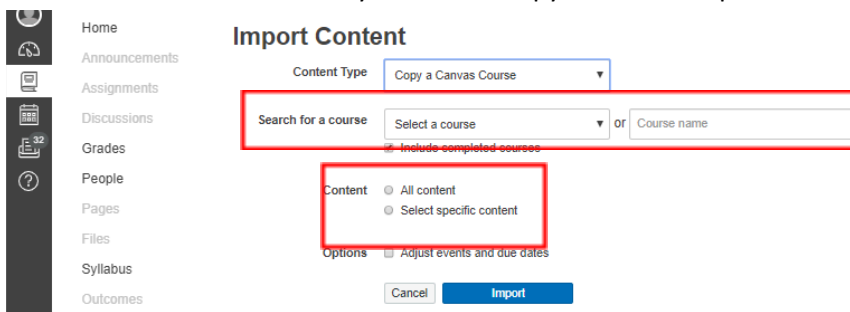
- You can copy the entire course, or specific parts of the course (such as a single item or group of items).
- If you select "Adjust events and due dates", they will be adjusted based on the start and end dates of your course.
- Once you've selected what you want to copy, click Import. The job will be queued and typically completes within a few minutes (or longer if it is a very large course file).
- Importing All Content will bring across all created items, including Modules, files, quizzes etc.
- You may encounter errors with the date adjustments for assignments, which you can fix manually.

Announcements

Use Announcements to send notifications to the students in your course.
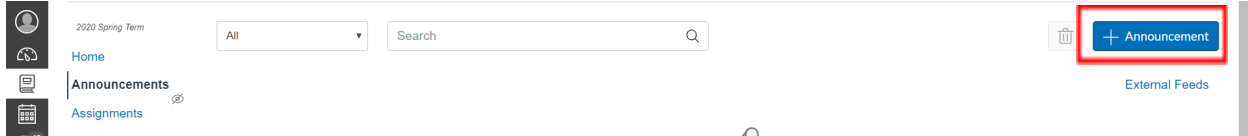
- Click the + Announcement to open the Rich Content Editor.
- You can delay posting an announcement. This feature can be used if you want to save a draft of an announcement that you are still working on, or if you are planning to post an announcement on a future date. Just delay the posting and it won't be displayed. Unless you Delay posting of an Announcement, it will appear within your Canvas course immediately after being saved.

- You can post announcements for All Sections (default) to see, or select specific sections to make it visible to.

- By default, Canvas Announcements generate an email notification which is sent to students' colorado.edu email addresses.

Pages

Pages allow you to create a "webpage" within your Canvas course. They can be used to link to other parts of your course including Modules, Files, Assignments, other Pages, etc. They can also be used to create a custom homepage for your course. The entire course can be organized using Pages.

Pages can be customized using Cidi Labs Design Tools. Cidi Labs provides a robust suite of tools for creating eye-catching and more navigable Pages within your Canvas course. Those unfamiliar with HTML design may need to invest significant time into making best use of Cidi Labs, so be sure to budget your time accordingly if you're interested in deploying Cidi Labs in your own courses, and be on the lookout for training sessions which cover the use of this tool.
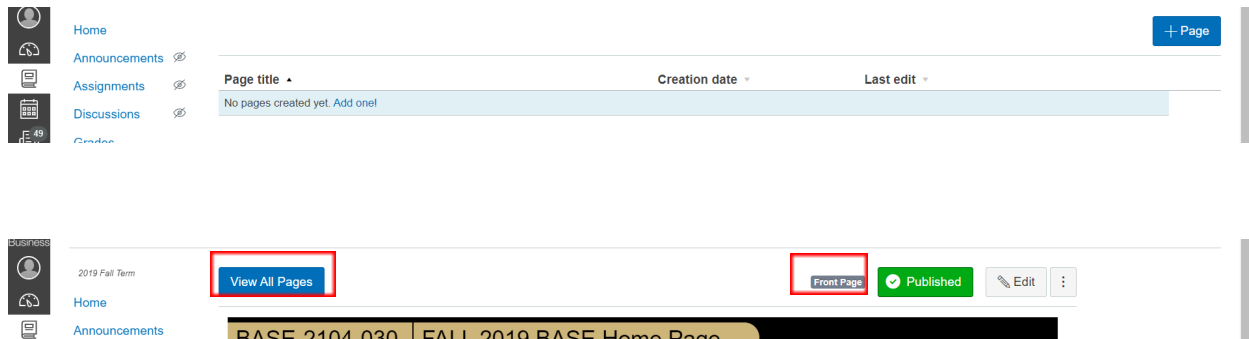
Click **View All Pages** to show all the pages you have created for this course.
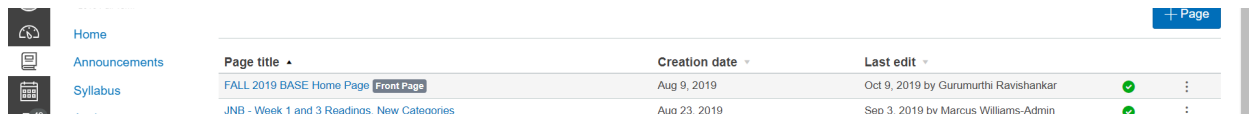
The +Page button allows you to create a new Page using the Rich Content Editor

- By clicking on the "Link" button in the toolbar of the Rich Content Editor, you can Link to any content in the course
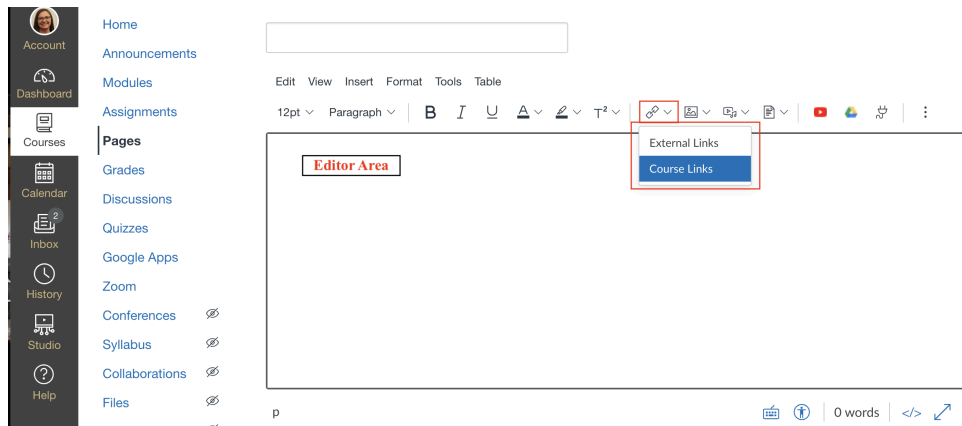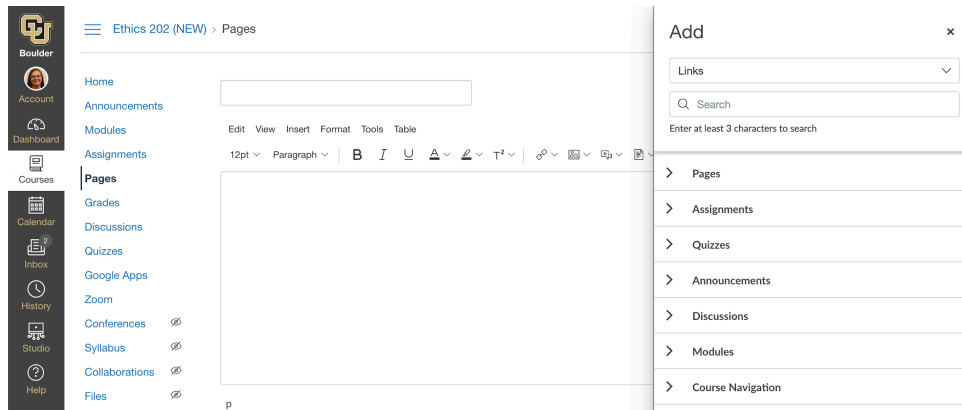
For example, you could create a Home Page that has links to course Material, such as the syllabus or course readings

The Pages tool provides flexibility for you to create a wide variety of types of course content. For example, they can be used to:

- Create Pages for viewing media with embedded images, videos, and cleanly-formatted text
- Link students to assigned readings, or other course content you'd like them to view
- Link to Assignments for that week, along with instructions for the assignment (via Links)

Modules

To get to the Modules tab, click on Modules in the Course Navigation bar. It's possible to make all of your course materials available to students in an organized format using Modules. For example, you could use Modules to sort course materials by week, sessions, chapters etc.

- Modules provide students links to the content that you want to cover (files, links to external websites etc.)
- The content itself will also be stored in Files (this includes Word and Excel files, PDF, images, etc.)
- Create a new Module by clicking on either **+Module** or **Create a new Module** (shown below).
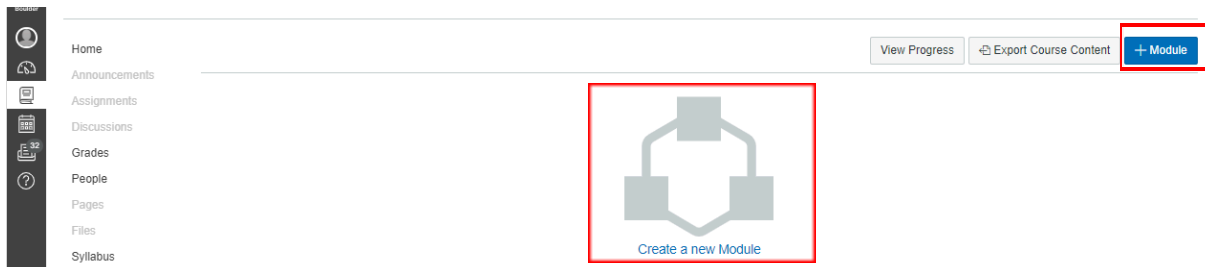
- Clicking on one of these buttons will open a new window where you can name your module and define when it is accessible to students using the Lock Until option
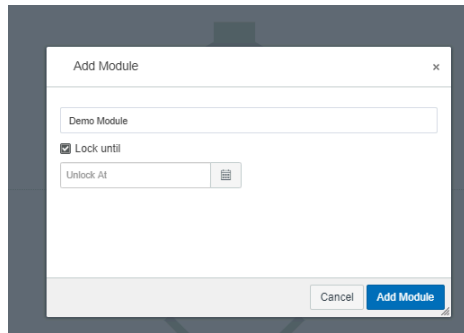
- Once the Module is added, you will be returned to the main Module page.
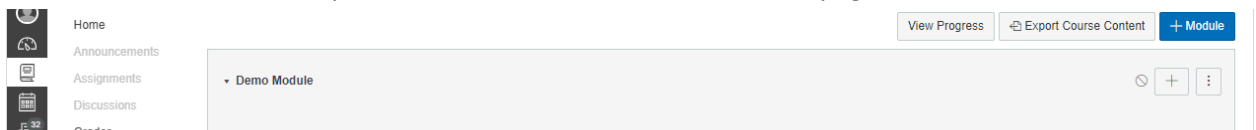
- The order of Modules can be moved around by clicking on the eight-dot configuration to the left of the Module title and dragging it to your desired place, or by clicking on the three dots on the right of the module and clicking Move Module.
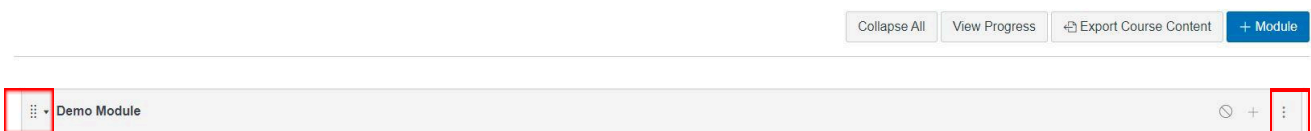
Files

Any files you add to your Canvas course will be stored in Files. Based on your preferences, you may choose to utilize Files as a folder-system repository for course content, either for student access or for your own personal organizational purposes. While Files should be located in the Navigation bar, it will be hidden from students by default. It can be enabled to make it accessible to Students (refer to the Settings>Navigation section above for info on how to do this).

- Files can be used to organize course items using a traditional folder/file structure
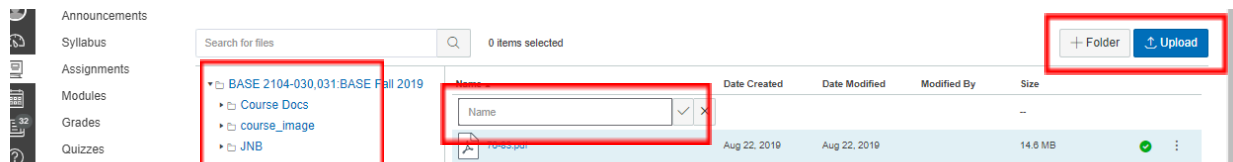
- Folders can be nested inside others as sub-folders, which you will see along the left side.
- Double-clicking on a folder along the left side will open it and show the files inside the folder. This also selects the folder so new files will be uploaded there.
- Clicking the Upload button will prompt you to locate the file(s) on your computer for upload.
- If you upload a file to the wrong folder, it can be moved by dragging and dropping to the correct folder.
- When you move the cursor over a file three dots will appear along the right side. Clicking on them will show you options for that file (such as renaming).
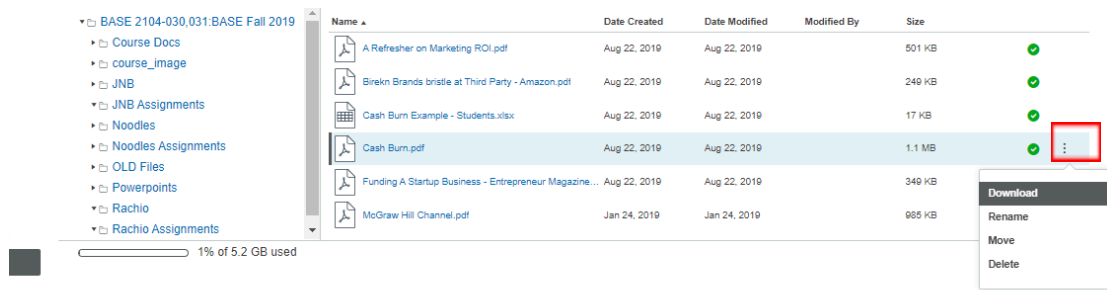
- Clicking on the file name itself will open the file within the Canvas window.
- If you upload a file with the same name as one that exists in the folder you will be asked if you want to overwrite the file or save it as another version.

Assignments

Click on the Assignments link in the Course Navigation bar to open the Assignments section.

- Canvas organizes all Assignments into Assignment Groups. While you don't necessarily need to create Assignment Groups to administer Assignments, they can be used to enable weighted grading in Canvas and to set up grading rules (such as dropping lowest scores in an Assignment Group).
- By default, there will be an Assignment Group called Assignments. Any Assignments that you create can be used for graded content, whatever that might be.
- To create different Assignment Groups, click on the **+Group** link at the top right of the page. This will open a pop-up window where you can name your group and decide what percentage of the total grade this group of assignments will contribute to the overall grade.
- The screenshot below shows a group called Homework Quizzes that contributes 19% of the overall grade.
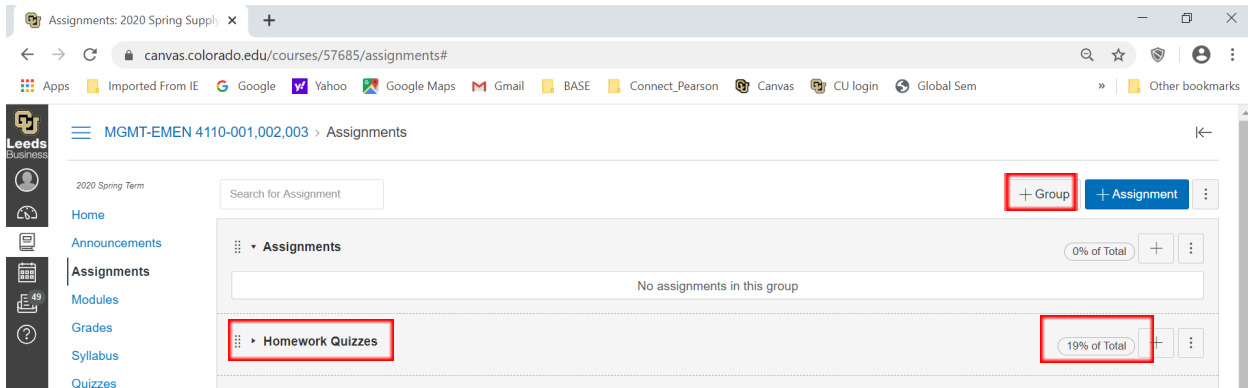
- Once you have created the Groups, you can add an Assignment to the group by clicking on the +Assignment button along the upper right corner
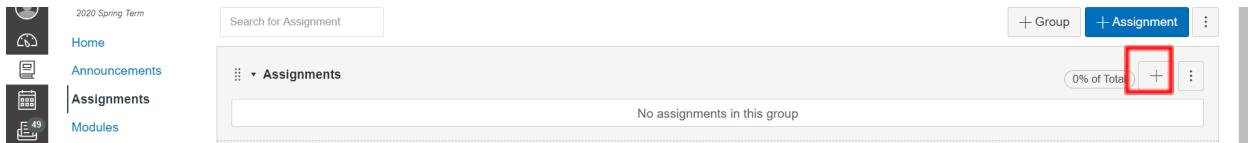
- This will open a pop-up window where you can give the assignment a name, due date, and allocate points.
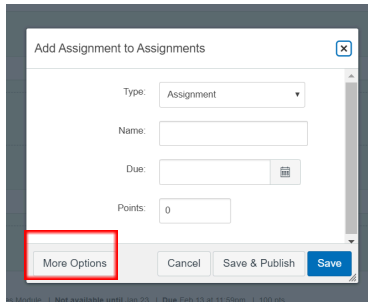
- Clicking More Options will expand the entire view of the assignment.
- The entire view of the Assignment allows you to enter a description, including instructions for the Assignment, links to files students need to download, etc.
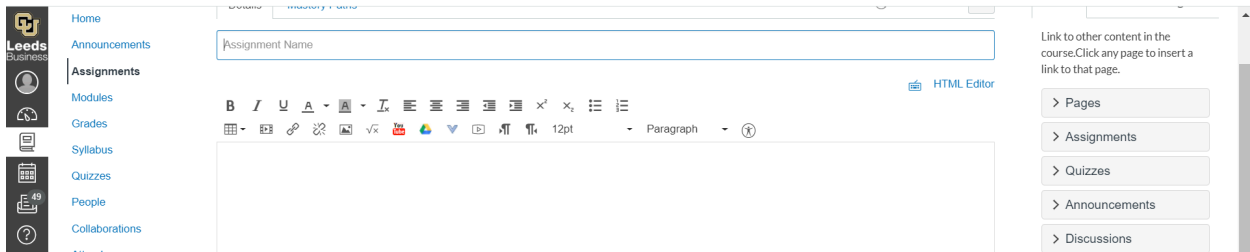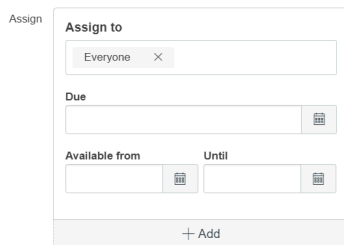
As you scroll down there are other options to consider:
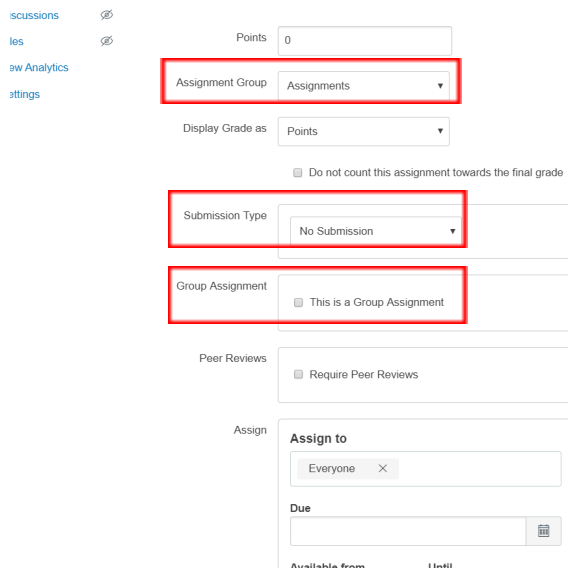
- You can move an assignment into an Assignment Group by clicking on the dropdown next to Assignment Group.
- Selecting a Submission Type determines the method by which students can submit their work. If students will be expected to upload files as their submission method, select the option for Online.

- You can make an Assignment into a Group Assignment. Note that you will need to define the Groups separately under the People tab in the Course Navigation bar.
- By default, the Assignment will apply the same due date for everyone in your course. You can assign it to individuals or sections with different due dates. You can also limit the window when the Assignment is available to the students.

- The +Add button can be used to create additional customized Availability/Due Dates

- When finished click either "Save" or "Save and Publish". Publishing will make the Assignment available for students to view/take. You are better off just clicking Save until you are certain you are ready to publish.

Quizzes

Canvas Quizzes is a tool which allows you to build interactive assessments that can be used to gauge student understanding of course materials.

This guide only provides information on Classic Quizzes, which is the default Quiz tool in Canvas. Canvas also has a New Quiz feature, which can be enabled in the course settings. It should be noted that New Quizzes is **not** compatible with the Proctorio integration.

Question Banks:

Using Question Banks, you can create a repository of questions which can be applied to multiple Quizzes. While this can be a useful tool, it is not required for Quiz creation. If you'd like to jump right into building a Quiz, scroll down to the **Creating a Quiz** subsection below.

- Clicking on Quizzes in the Course Navigation bar will open the primary quizzes page shown below. Clicking on the three dots on the right will display Manage Question Banks
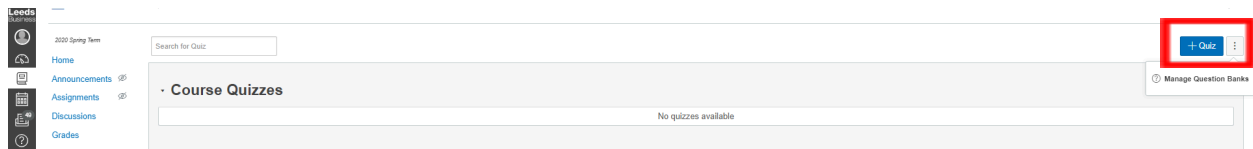
- Selecting Manage Question Banks will take you to your question banks.

- Click on Add Question Bank to create a new question bank and name it.
- Clicking on the name of the question bank will open it. Along the right, you have several options
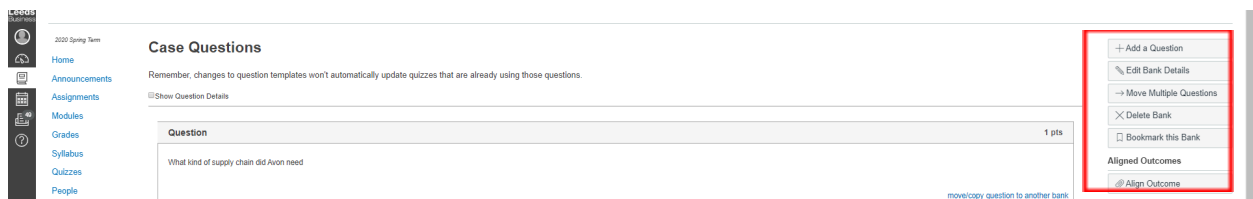
- Clicking Add a Question opens a blank question. The default question type is multiple choice, but there are many options in the dropdown. You can also establish how many points this question is worth.
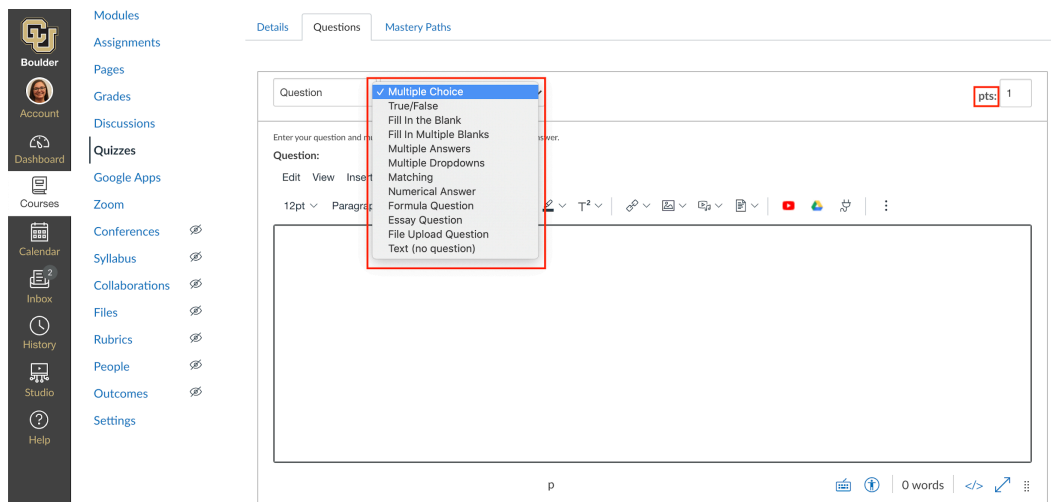
- The question description area can be formatted using the Rich Content Editor. You can refer to the Canvas guides for information on how to create the different types of questions.

Creating a Quiz

If you want to create a Quiz, click on the +Quiz button on the Quizzes page.
Note: Quizzes are worth the **sum total** of the points allotted to each of the individual questions contained in a Quiz. Keep this in mind before publishing.
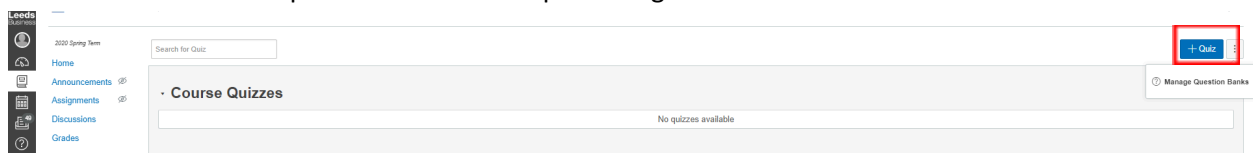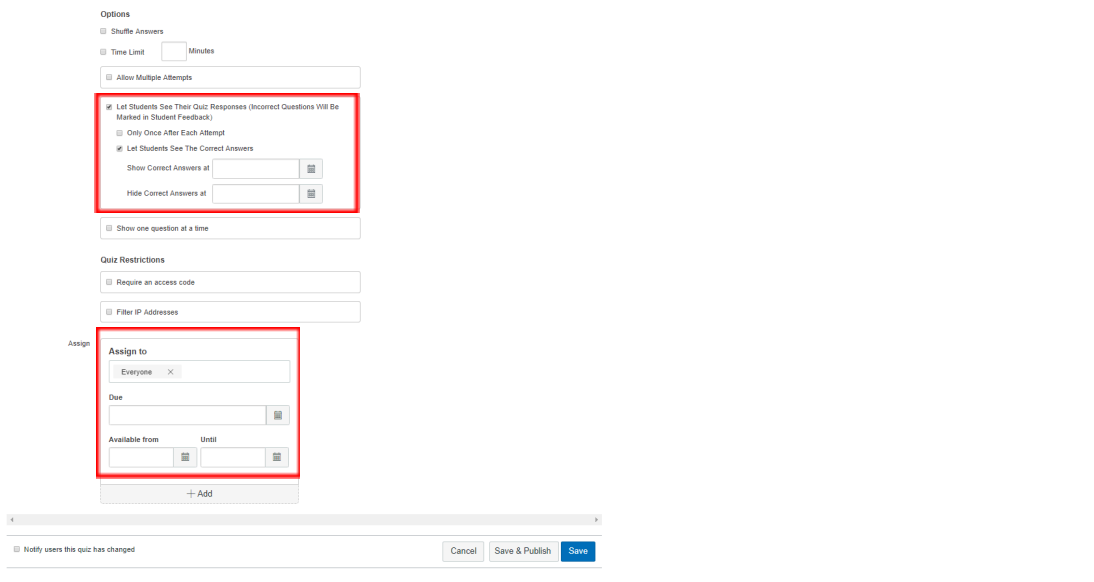
- On the Details tab of the Quiz, you define the primary aspects of the Quiz

https://oit.colorado.edu/l
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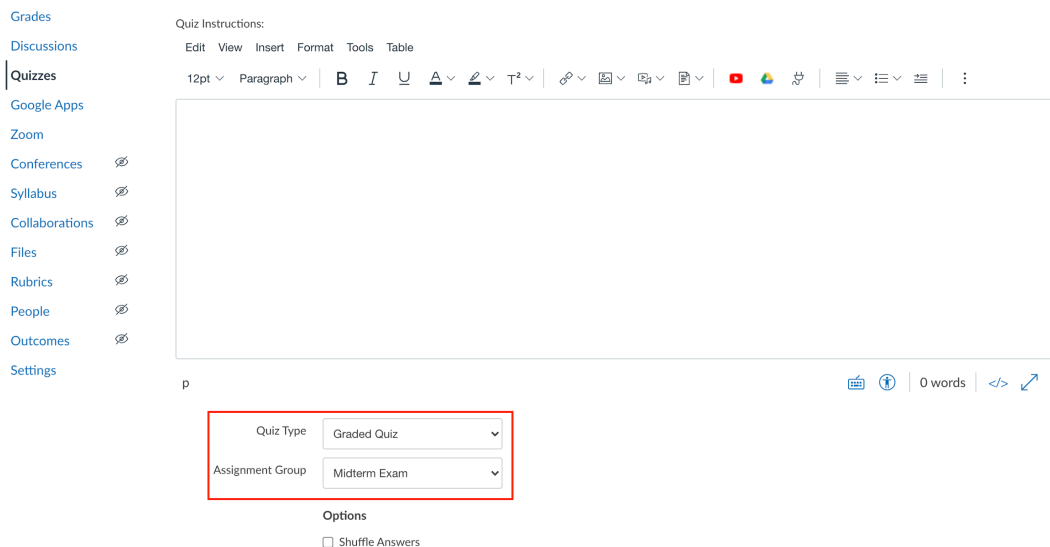
- The Quiz Type dropdown allows you to have practice quizzes that don't count towards the grade. There are also options to create graded or ungraded surveys using the Quiz tool.
- The Assignment Group dropdown allows you to define under which group you want this Quiz to appear on the Assignment Groups page

- Other parameters such as time limit, number of attempts, and student access to their responses or correct answers can be defined.
- Availability of the Quiz and a due date can be set at the bottom. You can set one time range for the class, or specific time ranges for different sections or individuals.
- Once you have defined the primary parameters of the Quiz, click the Questions tab along the top to start adding questions.

- You can either directly add questions or create question groups that pull from the question banks that you have created.

- Remember: when creating a new question, use the Update Question button to ensure that your progress is saved properly
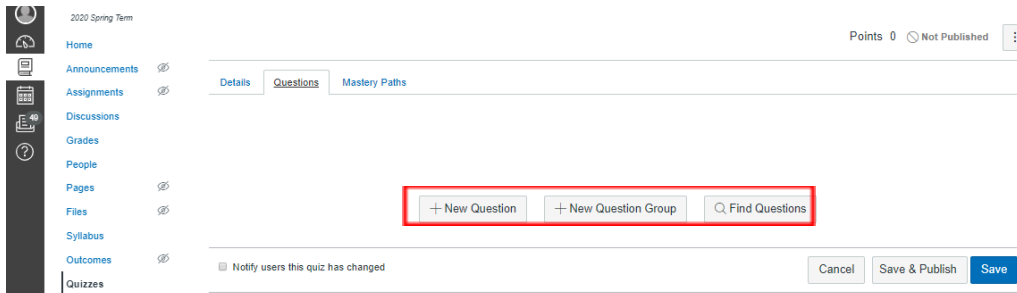

- +New Question is the same as the Add a Question described earlier.
- Find Question will open a pop-up window that shows you ALL the question banks that you have access to. This includes past classes that may have closed. Clicking on the bank will display the questions associated with the bank.
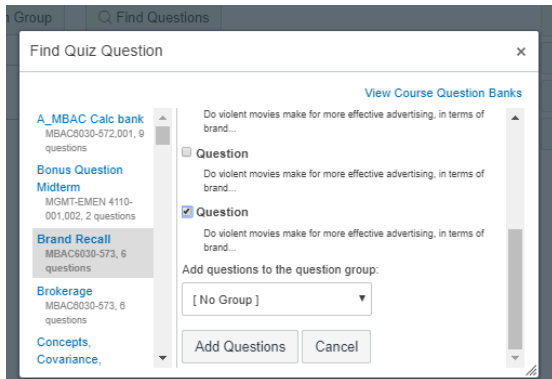
- +New Question Group will allow you to create a Question Group. You can add any number of questions to the question group as long as they are the same value. Then choose how many questions from the question group will randomly be selected to be part of the quiz and how many points you want each question to be worth.
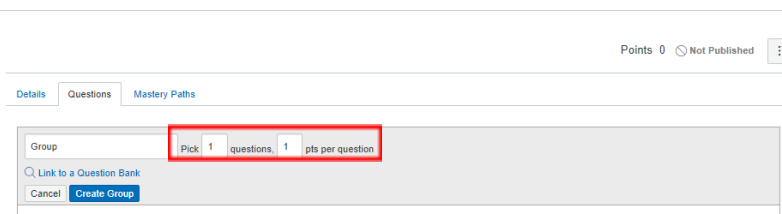
- Once the group is created, add questions using the + sign along the top right.

- You can also link directly to a Question Bank that you have created, and it will pull the number of questions you have indicated and assign them the point value you have indicated (irrespective of what point value you gave the question in the bank when you created the question)
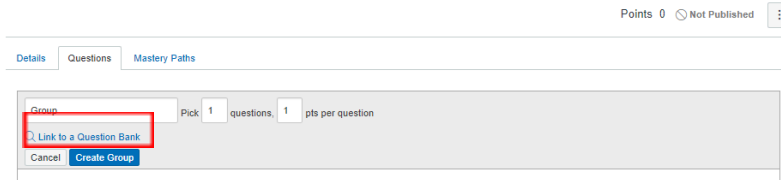
- Selecting Link to a Question Bank will open a pop-up window that displays **ALL** the question banks that you have access to. This includes past classes that are closed.
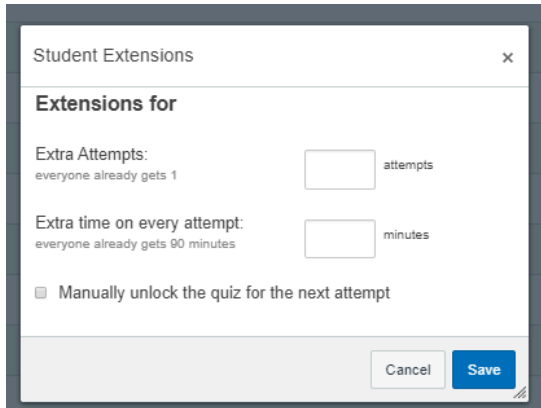
Managing Student Accommodations

Once a quiz has been created AND published, you will be able to moderate the quiz for students requiring accommodations.

- Select the quiz and click on Moderate This Quiz
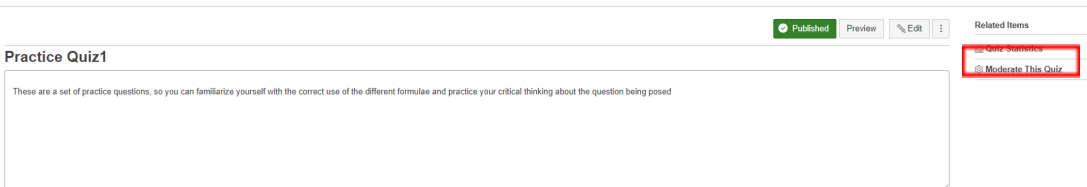
- This will display the names of all the students. Click on the pencil icon at the right end of the row with the student's name. This will open a pop-up window.
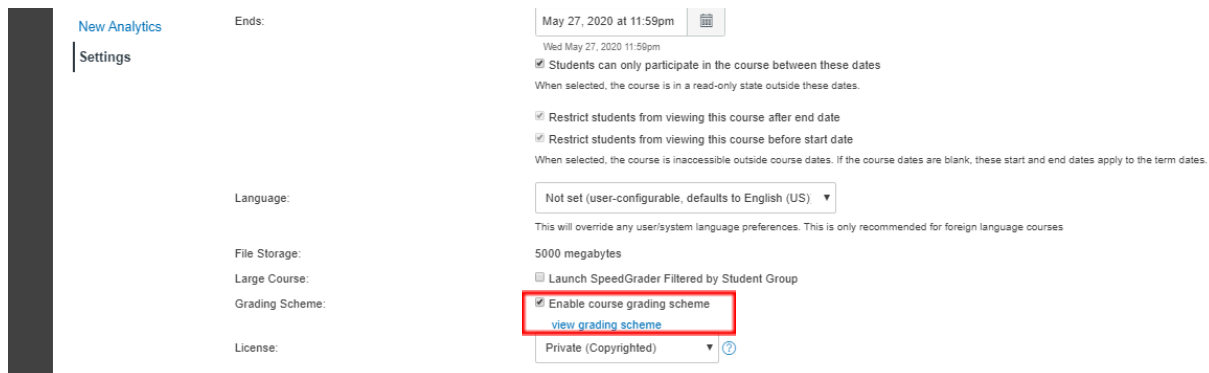
- Add the extra time that a student will receive based on the time accommodation and click Save.

Grades

Grading Scheme

The letter grades that the students see are dependent on the grading scheme you have selected for your course. Canvas's default grading scheme is the commonly used grading system at CU Boulder. It can be found under Settings and adjusted if necessary. Generally, after a Quiz or Assignment has been published, it will show up as a column in the gradebook.
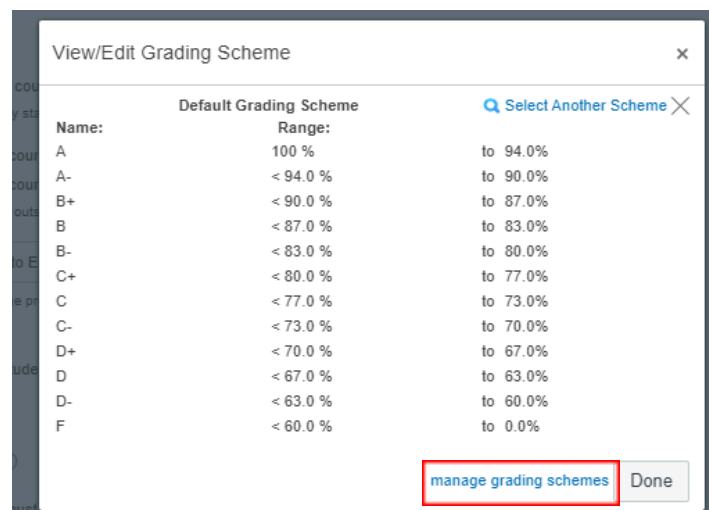

- The default scheme is as follows:

- In the default scheme viewer, you can create your own grading scheme for the course by clicking Manage Grading Scheme and then adding your own grading scheme. Once added, you may select your scheme as the grading scheme to be used for the course.

Grade Visibility

- By default, grades are visible immediately to students unless hidden. However, you can modify this using posting policies (Posting Policies) to hide (or mute) the posting of your grades.

- To adjust the Posting Policies, click on Grades in the Course Navigation bar to open the Gradebook. Click the gear symbol at the right end of the gradebook screen. You can select "Manually Post Grades" on the second tab.
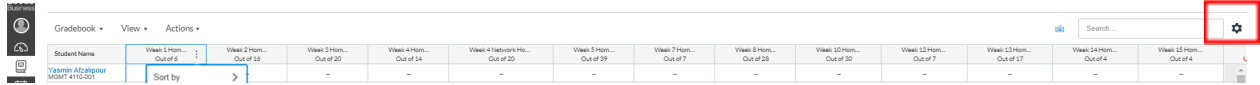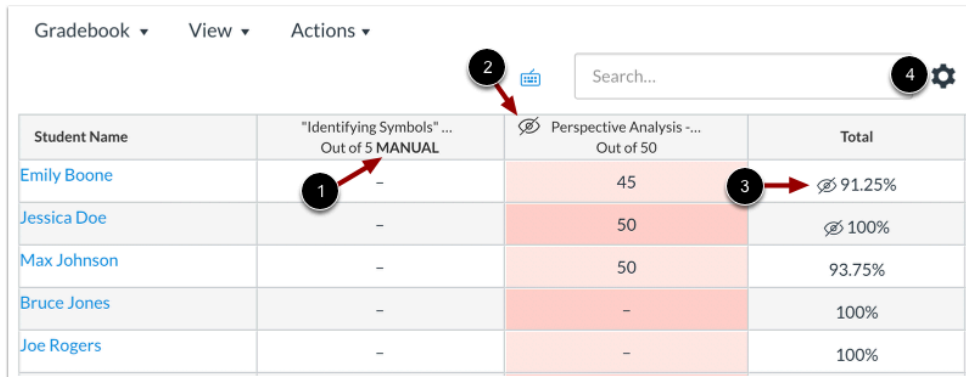

- You can establish the grade posting policy and late assignment policy and for the **ENTIRE** course.
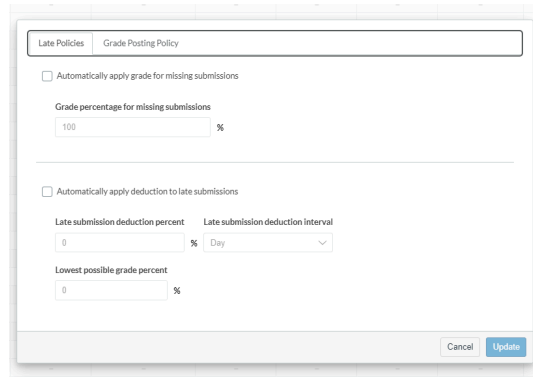
- You can also hide the display of the grades for a particular item in the gradebook by clicking on the 3 dots next to the assignment's name and selecting Grade Posting Policy from the drop-down menu.
- Select the Grade Posting policy. Change the posting policy to Manually. This will hide the grades for all subsequently graded Assignments until they are manually released.
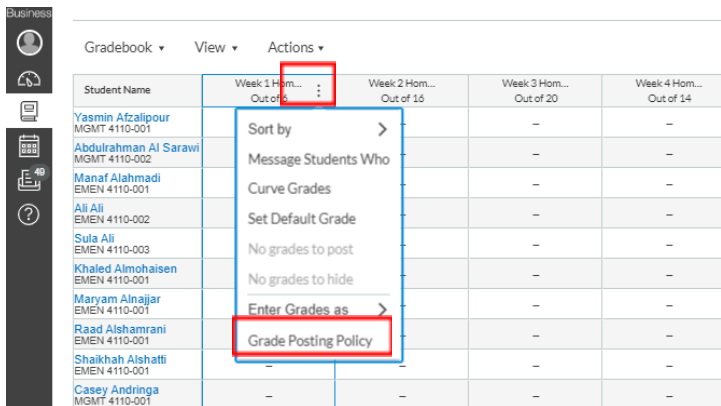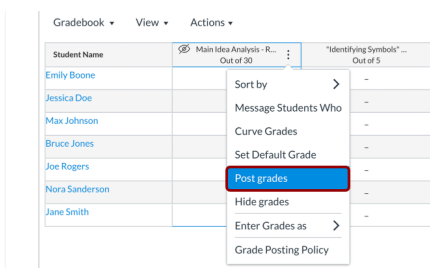
- When grading is completed for the assignment, the visibility icon (eyeball with line through it) will indicate the grades cannot be viewed by students.

- You need to go back to the Options dropdown (3 dots) and select Post grades before the students will be able to see the grades.

Students' total grade in a course can be forwarded onto the Registrar at the end of the semester via the Web Grading Syc. More information on using Web Grading Sync can be found on the OIT website.