

Chabot College Canvas Mentor

Canvas Tips

The following tips were distributed by the Chabot College Canvas Mentors throughout the Fall 2017 and Spring 2018 semester.

“Message Students Who...”

Canvas allows you to message students from the Gradebook. You can message students who scored below a certain number, above a certain number, students who did not submit the assignment, or students whose assignments have not yet been graded.

1. Click **Grades** from course navigation.
2. Hover over the name of the assignment, and click the drop-down menu in the bottom right corner.
3. Click **Message Students Who...**
4. Select which category of students you want to send a message to by clicking the drop-down menu.
5. Canvas will show the name of the students who are in the category you selected. Compose a message by typing in the Subject and Message field. Click Send Message to immediately send the message.

Note: Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

For more information: <https://community.canvaslms.com/docs/DOC-12690-415255001>

Moving the Gradebook Total to the Front of the Gradebook

By default, the Canvas gradebook places the “Total” column in the furthest right position. This is often out of view on your screen. You can move the “Total” column to the front of your gradebook if you’d prefer to see it regularly.

1. Click **Grades** from course navigation.

Note: The grade “total” is the column furthest to the right, likely not visible without some serious scrolling.

2. Move your mouse over the Total box and a drop-down icon will appear.
3. Click on the drop-down icon and select Move to front.

For more information: <https://community.canvaslms.com/docs/DOC-13041-4152252179>

How to Change Your Global Password

Now that we're starting to use Canvas, it might be a good idea to change your password to something other than the default.

1. In Global Navigation, click the '**Account**' link, then click the '**Settings**' link.
2. Click the '**Edit Settings**' button.
3. Select change password.
4. A new window opens. First, enter your old password. Enter your new password and confirm the new password. Remember to **Update Settings**.

For more information: <https://community.canvaslms.com/docs/DOC-10612-4212710340>

Reorder and Hide Course Navigation Links

As an instructor, you can control which Navigation links appear in Course Navigation. Please note that Navigation links cannot be renamed.

Navigation Links to areas that don't have any content and that students cannot create content for will automatically not be shown to students and will be faded for your view.

1. In Course Navigation, click the **Settings** link. Note: Cengage is the second link below Home.
2. Click the **Navigation** tab.

3. To reorder navigation links, you can drag and drop links to create a custom order. OR you can also click the link **Settings** icon and select the **Move** option.

Choose where you want to move the link in the Course Navigation. Click the radio button for Before or After In the drop-down menu, then select the name of a link. Click the **Move** button. Canvas will move your link either before or after the link you selected in the menu.

4. To hide a navigation link, you can drag and drop the link to the hidden section at the bottom of the page. OR you can also click the link **Settings** icon and select the **Disable** option.

5. Click the **Save** button. Note: This **Save** button is towards the bottom of your screen and usually out of sight, which makes it easy to forget.

Other Note: Once you have disabled a link, you can also use the **Settings** icon to enable the link again; the option will change to **Enable**.

For more information: <https://community.canvaslms.com/docs/DOC-12933-415257079>

Creating Assignment Groups and Weighting Grades in the Gradebook

You can weight final grades based on **assignment groups**. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

The first set of directions is to create **assignment groups**. Once you have done this, you can weight the different groups (i.e. quizzes worth 20%, final worth 30%, HW worth 10%, etc.)

Directions for creating **assignment groups**:

1. In Course Navigation, click the **Assignments** link.
2. Click on the **+Group** button. Add as many groups as needed.
3. Name your assignment group.

Note: The % of total grade will be 'greyed' out until you complete the steps below. Once you have assigned group weights, you can change the group weights, if you want, from the assignment group name (in addition to the method outlined below).

Directions for creating **weighting final course grade based on assignment groups**:

1. In Course Navigation, click the **Assignments** link.
2. Click the **Settings** icon.
3. Click the **Assignment Groups Weight** checkbox.
4. Check the box for **Weighted final grade based on assignment groups**.
5. Adjust Groups Weight as desired and click the **Save** button.

For more information: <https://community.canvaslms.com/docs/DOC-10059-415267002>

Sorting Student List in Speedgrader

For easier grading, you can sort the student list by student name [alphabetically], the date they submitted the assignment, or by submission status.

1. In Course Navigation, click the **Assignments** link.
2. Click on the assignment you want to grade. The following screenshots will correspond to Demo Assignment 2.
3. Open **Speedgrader**.
4. To open SpeedGrader Options, click the **Settings** link.
5. To open the sorting options for the student list, select the drop-down menu.
6. Select the sorting option you prefer for the student list.
7. To set the SpeedGrader Options, click the **Save Settings** button.

For more information: <https://community.canvaslms.com/docs/DOC-13084-415255026>

Change Due Dates in Calendar

You can change the date of an Event or Assignment by dragging and dropping the Event or Assignment to a different date.

For more information: <https://community.canvaslms.com/docs/DOC-13061-415254672>

Create a Rubric for an Assignment

1. In Course Navigation, click the **Assignments** link.
2. Click the name of the assignment.
3. Click the **Add Rubric** button.

Note: To find an existing rubric, click the **Find a Rubric** link. You can find rubrics that were created in previous assignments as well as rubrics created in other courses where you have an instructor role.

4. In the **Title** field, create a title for the rubric. This title helps you identify the rubric so you can associate it with an assignment, graded discussion, or quiz.

5. The rubric includes one default criterion entry. To add a short criterion description, hover over the criterion and click the **Edit** icon [1].

To add a longer description to the criterion, click the **view longer description link** [2]. The longer description helps students understand more information about the criterion. The long description does not display directly in the rubric but can be accessed by all users.

Note: Currently criterion cannot be reordered after they are added to a rubric. If you want to display criterion in a specific order, make sure you create them in the order that you prefer.

6. Rubric ratings default to 5 points, awarding 5 points for full rubric marks and 0 points for no rubric marks. To split a rubric rating, hover over a rating and click the double-ended arrow [1]. Split cells on the row as often as necessary to create the desired number of ratings [2].

7. You can also add ratings in incremental point values by hovering over a rating and clicking the **Add Rating** icon [1]. The rubric will create a new rating to the right showing a whole-number point value between the existing ratings [2].

8. For each rating, you can edit the rating description and the number of points assigned to the rating. To edit a rating, hover over the rating and click the **Edit** icon [1]. To edit the name of the rating, enter a new name in the text field [2].

To enter a new point value for the rating, enter the point value in the points field [3]. Points can be whole (1, 5, 10) or decimal (0.3, 0.5, 2.75) numbers. Editing a specific rating value affects the full point value for the criterion. If you adjust the point value of a rating, the value of all ratings will adjust and create the updated point value for the criterion.

Click the **OK** button [4].

9. To delete the entire criterion, click the **remove** icon.

10. To create a new criterion for the rubric, click the **Add Criterion** link [1].

To find an existing course or account-level outcome to align with the rubric, click the **Find Outcome** link [2].

Note: Outcomes cannot be edited directly in a rubric.

11. Click the **Create Rubric** button.

For more information:

Create a Rubric: <https://community.canvaslms.com/docs/DOC-12722-415286227>

Add a Rubric to an Assignment: <https://community.canvaslms.com/docs/DOC-12861-4152724129>

Creating Project Groups in Canvas

Although there are several paths to accomplish this, we will start at the assignment level.

1. In Course Navigation, click the **Assignments** link.

Create an assignment. Choose your Title and provide general information (continue to scroll down as you create the assignment).

2. Choose the **Assignment Group** from the drop down menu or create a [New Group].

3. Add details using the drop down menus including **Display Grade** and **Submission Type**.

4. Now select **Group Assignment** and click on **New Group Category**.

5. Choose options for the **Creating Group Set**, including whether you wish to have Canvas randomly assign group membership, you wish to manually assign membership, or allow students to self-select groups.

6. Here I am selecting the option to have Canvas set up random groups. Please note, you may also choose leadership options.

7. Finish creating the group set and **Save**.

8. Finish filling in the assignment and **Save**.

Bonus Tip - To Find out Who is in the Groups when Canvas creates them . . .

1. In Course Navigation, click the **People** link.

2. Select the **tab** from the top that corresponds to the group you created. Then select and open each group to see who is part of that project group.

For more information: <https://community.canvaslms.com/docs/DOC-10717-67952724469>

Show Recent Announcements on Course Home Page

You can show recent announcements as part of your Course Home Page. You can set the number of announcements that should be displayed. The Course Home Page only displays text and links within announcements; any images or media will not be shown.

1. In Course Navigation, click the **Settings** link.

2. Click the **Course Details** tab.

3. Click the **more options** link towards the bottom of the page.

4. Select the **Show recent announcements on Course home page** checkbox.

5. In the **Number of announcements** menu, select the number of announcements to show on the home page. You can select up to the last 15 announcements.

6. Click the **Update Course Details** button.

For more information: <https://community.canvaslms.com/docs/DOC-13115-4152682262>

The Redirect Tool

One of Canvas' main benefits is that it can be extended by adding tools. Many companies create digital tools for higher education following the Learning Tools Interoperability (LTI) standard, allowing them to be easily integrated with Canvas. This week's tip will demonstrate how to add the LTI *Redirect* to your Canvas course. The Canvas Redirect tool allows you to add a link for an external website or a Canvas Page to a course's Course Navigation Menu. Using the Redirect tool, you can customize your Course Navigation Menu to go directly to Pages that link to Modules or other course content, or to external learning objects.

1. In Course Navigation, click the **Settings** link.
2. Click the **Apps** tab.
3. Type **Redirect** in the search bar.
4. Click the arrow icon for the **Redirect** app.
5. The **+Add App** button will appear. Click it.
6. The **Add App** window will appear.

Note: You can add as many redirect links as you like, and these can link both outside and inside your Canvas course (i.e. link outside Canvas course to the STEM Center or link inside of the course to a folder files).

7. Next to Name, enter the name of the link you would like to add.
8. Next to URL Redirect, paste the URL of the Website.
9. Place a check in the box next to Show in Course Navigation.
10. Click the Add App button.
11. Refresh your browser to update your Canvas course.
12. The Course Navigation Menu will contain a link with the name you entered. Clicking it will give users the option to go to that website.

For more information: <https://community.canvaslms.com/thread/3025>

Quiz Options in Canvas

1. In Course Navigation, click the **Quizzes** link.
2. Click the **Add Quiz** button.
3. In the **Unnamed Quiz** field, you can add a name for your quiz.
4. When creating a new quiz, Canvas defaults to the **Details** tab.
 - a. Create any instructions for the Quiz in the Rich Content Editor.
 - b. Select the quiz type.
 - c. Categorize the quiz into the proper Assignment group.
5. Quiz settings have several options.
 - a. Shuffle Answers. You can shuffle (randomize) answers.
 - b. Time Limit.
 - c. Allow Multiple Attempts.
 - d. Quiz Responses. Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox. As part of this option, you can restrict students view of the quiz results to
 - e. Only Once After Each Attempt. Students will only be able to view the results immediately after they have completed the quiz—results include both their responses and the correct answers.
 - f. Let Students See Their Quiz Responses. Control when and for how long students can see the Correct Answers. This setting enables a green Correct tab on every correct answer for the entire quiz. Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.
 - To show answers immediately after quiz is submitted, leave the Show and Hide fields blank.
 - To create a date range to display the answers, set a start date in the Show field and an ending date in the Hide field.
 - To always show answers after a specific date, set a date in the Show field.
 - To hide answers after a specific date, set a date in the Hide field.
6. Select dates to **Assign** your quiz.

In the **Assign to field**, you can assign the quiz to everyone, a course section, or an individual student.

You can set the 2. **Due date**, 3. **Available From** date, and 4. **Available Until** date for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

- Due Date: the date and time that the Quiz is due
- Available From: the date and time when the Quiz will become available for students to take the quiz
- Until: the date and time when students can no longer take the quiz.

7. Click the **Save** button to save your work on your quiz..

For more information:

Quiz Options: <https://community.canvaslms.com/docs/DOC-10152-415241475>

Create a Quiz: <https://community.canvaslms.com/docs/DOC-12943-4152724267>

Moderating a Quiz for Extended Time

Once you have published a quiz, the quiz sidebar shows the Moderate Quiz link, which allows you to moderate the quiz for each student in your course. You can also grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts.

1. In Course Navigation, click the Quizzes link.
2. Click the name of the quiz.
3. Click the Moderate This Quiz link.
4. Click the Edit icon for the student whose quiz you would like to moderate.
5. Type the number of extra attempts you'd like to give to the student in the Extra Attempts field. Type the number of extra minutes in the Extra Time on Every Attempt field. Extra time can only be added in full-minute increments. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts.
6. Click the Save button.

Once you have published a quiz, the quiz sidebar shows the Moderate Quiz link, which allows you to moderate the quiz for each student in your course.

You can also grant students extra attempts, grant extra time for timed quizzes, and manually unlock quiz attempts.

1. In Course Navigation, click the **Quizzes** link.
2. Click the name of the quiz.
3. Click the **Moderate This Quiz** link.
4. Click the **Edit** icon for the student whose quiz you would like to moderate.
5. Type the number of extra attempts you'd like to give to the student in the **Extra Attempts** field.

Type the number of extra minutes in the **Extra Time on Every Attempt** field. Extra time can only be added in full-minute increments. If the student hasn't taken the quiz, the extra time will be added to the student's initial attempt and additional attempts.

6. Click the **Save** button.

For more information: <https://community.canvaslms.com/docs/DOC-13053-4152276279>

Canvas Accessibility Checker in the Rich Content Editor

The Rich Content Editor Accessibility Checker assists instructors and course designers to maintain accessibility requirements in Canvas content. The Accessibility Checker is located in the Rich Content Editor menu bar. Depending on the size of the browser window, users may have to scroll the menu bar horizontally to view the Accessibility Checker icon.

The Accessibility Checker verifies attributes within the editor and notifies the content creator of common accessibility errors. The Accessibility Checker provides a user-friendly explanation about any errors and provides the fields or menus needed to fix the error. The explanation also provides a link to additional resources to educate content creators about the accessibility guideline. The content creator can easily correct the error and apply the fix to the editor.

This tool verifies the following accessibility rules:

- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.
- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Tables headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content.
- Image alt length: Alt attribute text should not contain more than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link.

For more information: <https://community.canvaslms.com/docs/DOC-13345-4152808104>

Sorting Options in the Gradebook

Once you have filtered student enrollments or sections in your Gradebook, you can sort the Gradebook columns by student name, total grade, individual assignment, assignment group (if you have assignment groups set up), and assignment due date. You can also resize and rearrange the columns in the Gradebook.

Note: Gradebook columns are persistent, meaning the columns will stay in the order they are arranged.

1. In Course Navigation, click the **Grades** link.
2. To sort students in ascending or descending order by last name, click the **Student Name** column title. The column shows student names (first name, last name) but is sorted by last name. If Student View has been activated, the Test Student will be shown at the end of the student list.

3. To sort students in ascending or descending order by grade percentages, click the **Total** grade percentage column title.
4. To sort within an individual assignment, click any space within the assignment column title. To sort assignment scores in ascending or descending order, click the black arrow [1]. Students with incomplete submissions (no submission or no assigned score) will always sort to the bottom [2].
5. You can arrange columns by assignment group or by due date in the Gradebook **Settings** menu.
6. To arrange the columns in the Gradebook by assignment group, click the **Arrange columns by assignment** group link. To arrange the columns in the Gradebook by due dates, click the **Arrange columns by due date** link.
7. To change the size of the columns, hover your cursor between columns until you see the resize cursor. You can hide a column by dragging the cursor so that the column becomes smaller and disappears. You can make a column reappear by dragging the cursor back out.
8. To reorder columns, hover your cursor over the column header you want to move until you see the hand cursor. Then drag and drop the column where you want it.

For more information: <https://community.canvaslms.com/docs/DOC-12837-415255008>
