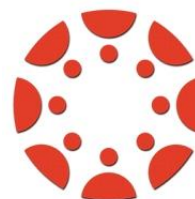


Canvas Use for Site Admin



So you think your teachers are using the Canvas Learning Management System (LMS) with students at your school. How can you tell which teachers are using it? How are students doing on their online assignments? This document will cover some ways you can easily see how your school is using Canvas.



Admin

First you will want your Canvas Controller to give you “Staff” admin rights in Canvas. That gives you some system admin access to your school’s Canvas area. You can see all the courses at your school and going into a course you can see the content and gradebooks.



Dashboard

Click on the Admin link in the left-hand global navigation. This shows you a list with your school’s name on it. Click on your school and it opens the admin panel for your site.

Admin Tools

- **Courses:** This Canvas tool lets you see any courses in Canvas for your school. You can see at a glance if it’s live with students, how many students, and who the teacher is. Clicking the course takes you into it for a closer look.
- **Sub-Accounts:** The next Canvas tool allows you to break down your school’s courses by department and easily see which one is using Canvas the most.
- **Analytics:** The Canvas-created tool, Analytics, opens up some graphs of information about your site’s courses by term. Select the term and take a look!

Courses

This lists all the courses in your school. You can adjust the sorting of courses on the right sidebar. Setting it to “Newest - Oldest” and then clicking “Filter” will set this so you always see the newest courses in your school at the top.

You can search for a course by typing part of the name in the “Find a Course” search. You can also filter the list by selecting the term you’re wanting to see and then clicking “Filter”. Once you find a course that you want, you can open it up and look at the content by clicking on “Modules”, click “People” to

Course Filtering

Show courses from the term:

All Terms

☐ Hide enrollmentless courses

☐ Show only blueprint courses

Sort:

Newest - Oldest

Filter

Find a Course

Go

see who is enrolled, and clicking “Grades” takes you to the gradebook.

Sub Accounts

About halfway down the admin panel is an option called “Sub-Accounts”. This will let you narrow your list of courses by the department they are in for your school. Clicking it will bring up a list of two organizing folders (known as “sub-accounts”). One is “Live SIS Courses” and has the departments below it. Looking at the list of departments you can see the number of courses listed just below its name which serves as an easy way to see which department is using Canvas the most. Clicking on any department will let you see a list of courses for just that department.

English

235 Courses

Foreign Language

Health

40 Courses

Mathematics

207 Courses

View Analytics

When you first open up the admin panel it's on “Courses” and at the bottom of the right sidebar is a button “View Analytics”. It has some interesting information at a glance for your site. When launched it will be set for the “Default Term” so first you'll want to use the dropdown menu to select the term you want information about. You can see the number of courses, teachers, students, assignments, and more for that term displayed as a total number at the top. Below that you have three graphs. “Activity by Date” shows you what days your students and teachers are accessing content in Canvas. “Activity by Category” shows you where that activity is happening. “Grade Distribution” is the third graph and shows the percentage of students that have different grades in their Canvas courses.

Grade Distribution

