Teaching and Learning Excellence: Frequently Asked Questions

This document outlines frequently asked questions regarding teaching and learning at MCAD. Scroll through this document, or search for a specific question by using the Command + “f” shortcut. Have a question we didn’t cover here? Email us at tale@mcad.edu.

Learning Online Topics

- About Online Courses
- How do I buy books or supplies for my online class?
- How do I get to Canvas?
- How do I find help if I have questions about Canvas?
- Will You Contact Me Before My Course Starts?
- How Do I Contact My Instructor?
- How Do I Set My Personal Pronouns in Canvas?
- How Do Time Zones Work in Canvas?
- How Do I Embed an Image in a Canvas Discussion?
- How Do I Post a Link?
- Web-ready Images
- How to Turn On Live Caption in Google Chrome
- Dyslexia Font and Text to Speech

Teaching Online Topics

- Canvas Help
- Customizing Courses on Your Canvas Dashboard
- When Does Student Access Begin/End for Canvas Courses?
- How Can I Contact My Students Before the First Day of Class?
- How Do I CC Myself in Emails I Send from the Canvas Inbox?
- How Do I Add a Google Meeting Link to Canvas?
- How Do I Set Requirements in a Module in Canvas?
- How Do I Restore a Deleted Item in My Course?
- How Do I Get the Most of My File Space in Canvas?
- How Do I Subscribe to a Canvas Discussion?
- Why Can't Students See My Course Content?
- What Should I Do If My Students Cannot Access a Quiz?
- How Do I Allow Google Doc or Drive Assignment Submissions in Canvas?
- How Do I Use Canvas Studio?
- How do I Screencast in Canvas Studio on MacOS Catalina?
- Recording a Meeting with Google Meet
- When Do Students Get Notifications From Canvas?
- How Do I Handle Midterm Grades?
- What should I be aware of, in terms of using copyrighted materials?
- How do I make sure my PDFs are accessible for students who require learning accommodations?

Making Instructional Videos

- Exemplar Videos
- Making Educational Videos for your Classroom
- Add Closed Captions to Videos

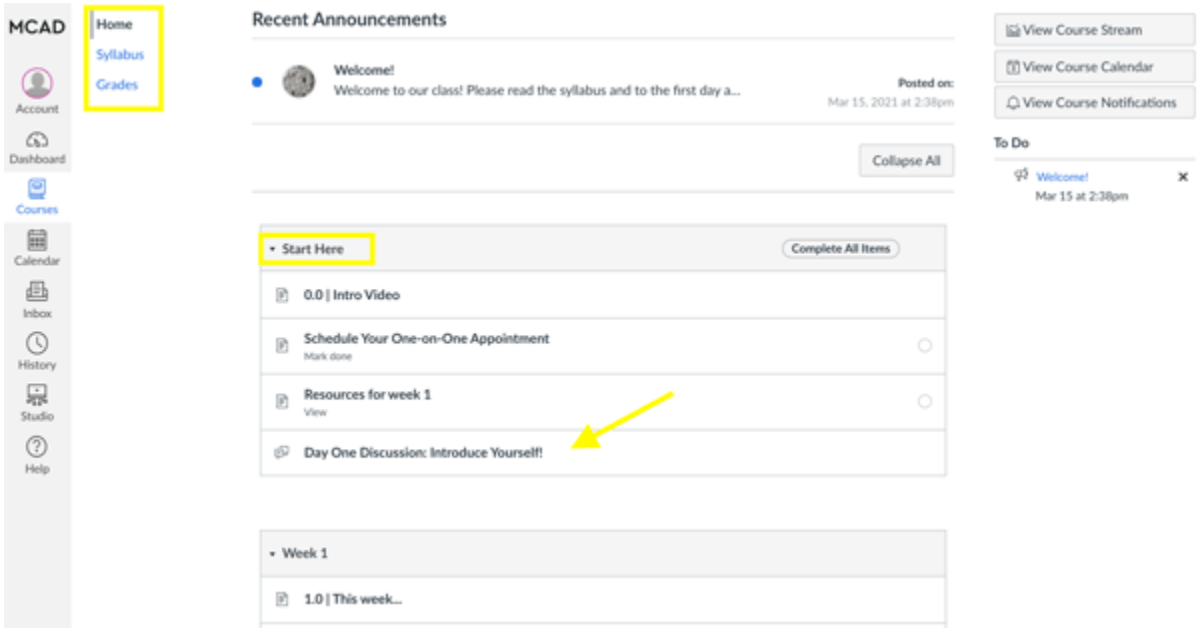
Learning Online Topics

Topics and questions about the student experience.

About Online Courses

What Does an Online Classroom Look Like?

No two online classrooms are identical. As in face-to-face classes, each instructor organizes course content differently. Nevertheless, most Canvas classrooms share similar basic layouts.



The course is organized into the following features which are visible at every point:

- Home: this is the home page where you land when you access your course
- Syllabus: here you can view your syllabus, and due dates under Course Summary
- Grades: this is the area to check out your progress
- Start Here - in the home page: read this module before you move on to the Week 1 module. You'll find important information about your course, textbook and materials, and your first day assignment - which has to be completed by the end of the first day.

Visit the Learning at MCAD Student Guide: a collection of tutorials and resources about Canvas, and more.

How Do Online Courses Work?

An online course can be synchronous or asynchronous. At MCAD, synchronous online courses include required class meetings in real time online. Asynchronous online courses do not hold

regular meetings. This format allows students to complete course work according to their own schedules and pace.

How Heavy is the Workload?
The homework in each online class is the same as what is expected of a normal studio or liberal arts college class. On campus, for example, a three-credit studio class meets for five hours a week, and students are expected to do roughly the same amount of work outside of class. This is the measure that the instructors use. In general, students should expect about nine hours of work each week for each three-credit-course. Set aside ample time each week to work on online courses. Generally, the most successful students login almost every day to work and interact with their classmates. MCAD online classes are taught by instructors from both MCAD's campus and out of state, visiting artists, and/or experts brought in from practice and industry who teach in their specialty.

How Are We Assessed in an Online Classroom?
Like in-person classes, how students are assessed in online classes varies by course. Canvas has several features available to instructors for assessing students. Assessment methods in an online class include but are not limited to online quizzes, participation in discussions, and projects and assignments that require students to upload files from their computer.

What Do I Do on the First Day of Class?
The sooner you log in, the better! You can start getting familiar with your course on the Sunday before classes start. After you log in,

1. Check the Announcement on the home page for a welcome message, as well as further instructions from your instructor. You should have also received an email notification when the announcement was posted.
2. Go to the Syllabus page on your course navigation menu, view both the syllabus and your due dates (listed under Course Summary).
3. Check if there is an assignment due the first day of class, usually it is listed in the Start Here section. Post your reply by the deadline.

How do I buy books or supplies for my online class?

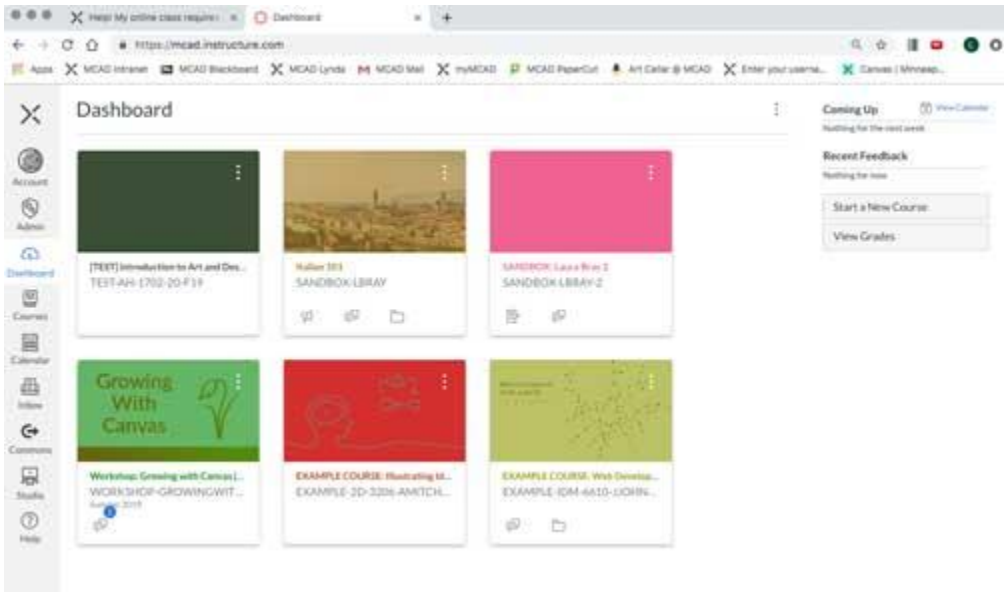
You can find your required textbook information for your online course at:

- canvas.mcad.edu/books, or
- my.mcad.edu (must be a degree-seeking student to login)

The MCAD Art Cellar does not stock books, but they are available for online order at amazon.com/shop/mcadartcellar.

How do I get to Canvas?

1. To access Canvas, go to: https://canvas.mcad.edu.
2. Enter your MCAD username and password. If you don't know or forgot your username/password, then click the forgot password link or contact the Help Desk: 612-874-3666.
3. Once you login, you will see your Canvas Dashboard.



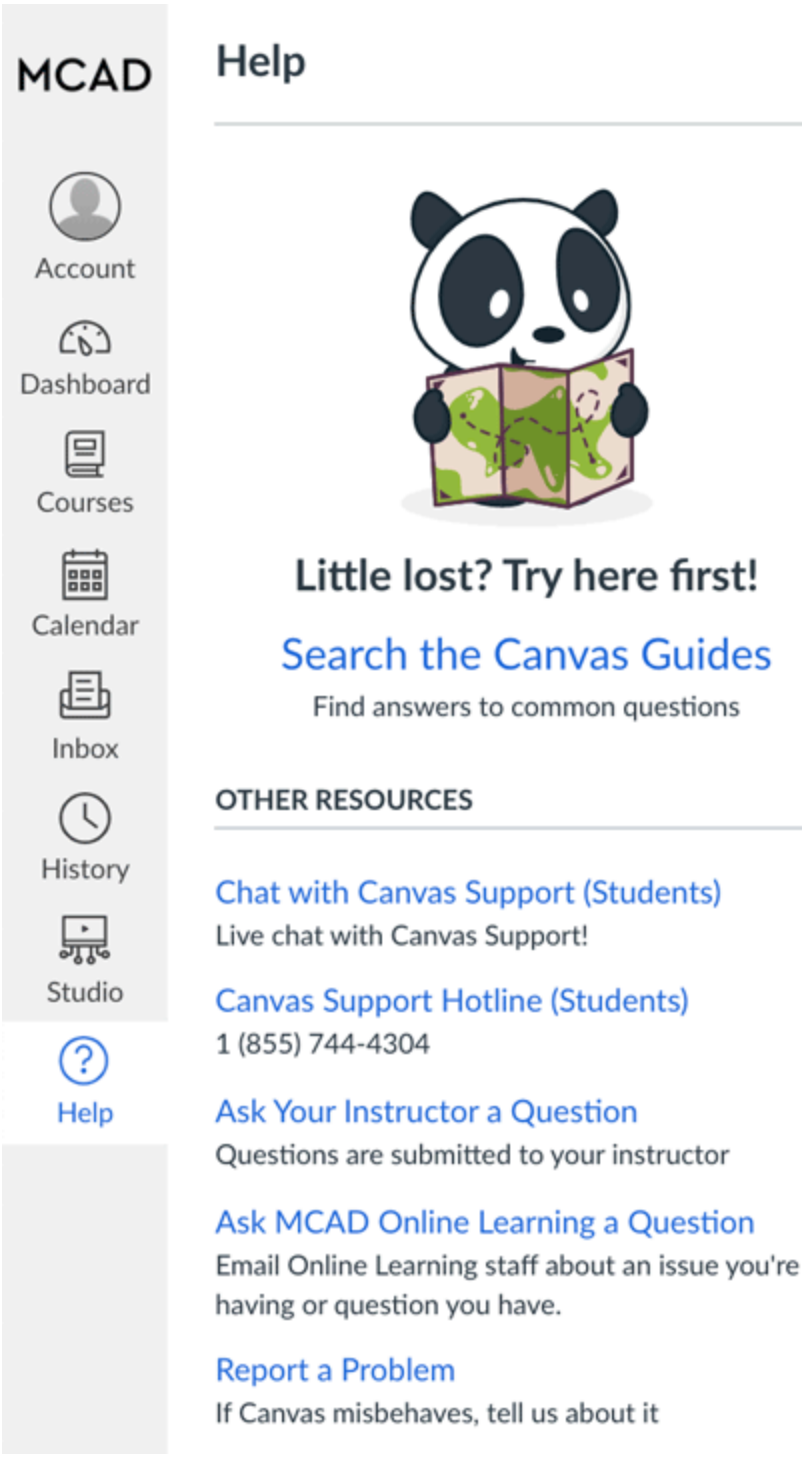
To learn more about Canvas, go to: Learning at MCAD | Student Guide.
Welcome to Canvas!

If you have any questions contact Teaching and Learning Excellence at tale@mcad.edu

How do I find help if I have questions about Canvas?

Canvas offers multiple help options that can be accessed directly from the Dashboard in the Help Menu.

Students will see the following options:



According to the nature of the question, there are multiple ways to find an answer. Questions about Canvas use can be answered consulting the Canvas Student Guide. If a student is trying to find out how to embed an image in the Rich Content Editor or how to submit a peer critique assignment, the Student Guide is a great place to start because it provides information on how-to for a variety of topics.

If in need of troubleshooting, students can contact their instructor, Teaching and Learning Excellence, or Canvas support. The latter can be contacted via phone, via chat, or by sending a ticket. When reporting a problem the user is prompted to label the degree of urgency of the ticket. This will determine the turnaround time for a reply.

What is nice about the Help Menu is that all the above options are listed in one place.

Will You Contact Me Before My Course Starts?

Congratulations on taking an Online Learning course!

After you register for a course, here's the sequence of events.

1. After your registration, you will receive a couple of emails from us with information about your student ID and username, how to set up your password, and how to log in to Canvas.
2. The Sunday before your course officially begins, you will receive a third email to help you get ready for your first day of class. At that time, you should also see your course in your Canvas Dashboard. Please log in to Canvas the Sunday before your class begins to make sure everything is working as expected. You can email your teacher or tale@mcad.edu if you have any questions.
3. If the course name hasn't appeared by the Sunday before the course is due to begin, contact us at tale@mcad.edu

Although you may be able to log into Canvas, by default your course won't show up on your Dashboard until the Sunday before your class begins. Some faculty may choose to publish their courses earlier, in which case they will reach out with more directions.

Wait! How do I log in?
If your course is about to start, but you are not sure how to log in, contact us at tale@mcad.edu. It's usually a good idea to get into your course before the first official day. Many online courses have an assignment due the first day of class.

More Resources

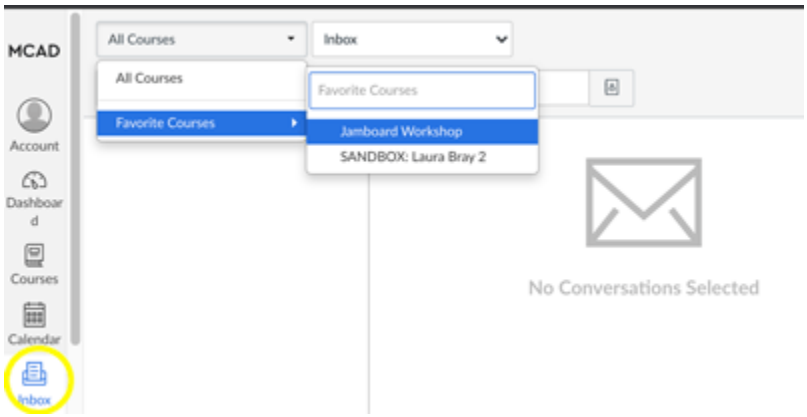
- How Do I Get to Canvas?

If you have any questions contact Teaching and Learning Excellence at tale@mcad.edu

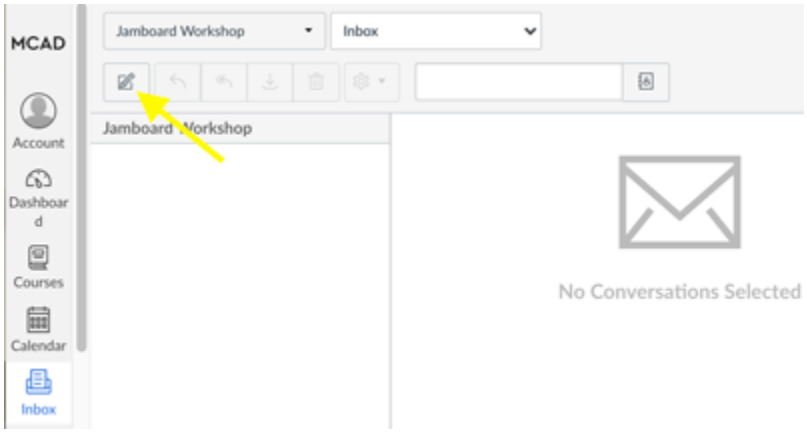
How Do I Contact My Instructor?

You can message your instructor within Canvas:

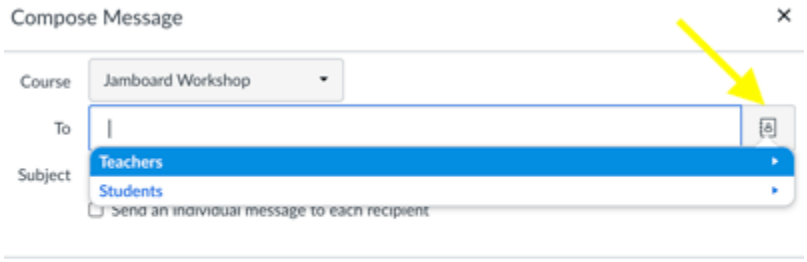
1. In the global navigation menu, select Inbox and choose your course



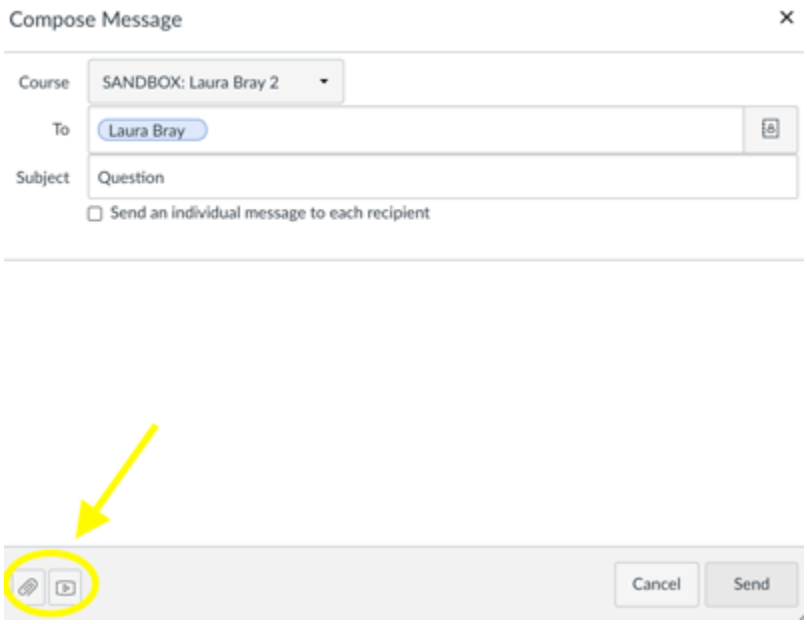
2. Click on the compose a new message icon



3. Go to the Course Roster icon and select teacher



4. Compose your message - you can attach a file or a media file, and once you are ready send your message.



More Resources

- How do I send a message to a user in a course in the Inbox as a student?
- How do I attach a file to a message as a student?
- How do I record or upload media to a message in the Inbox?
- How do I reply to a message in the Inbox?

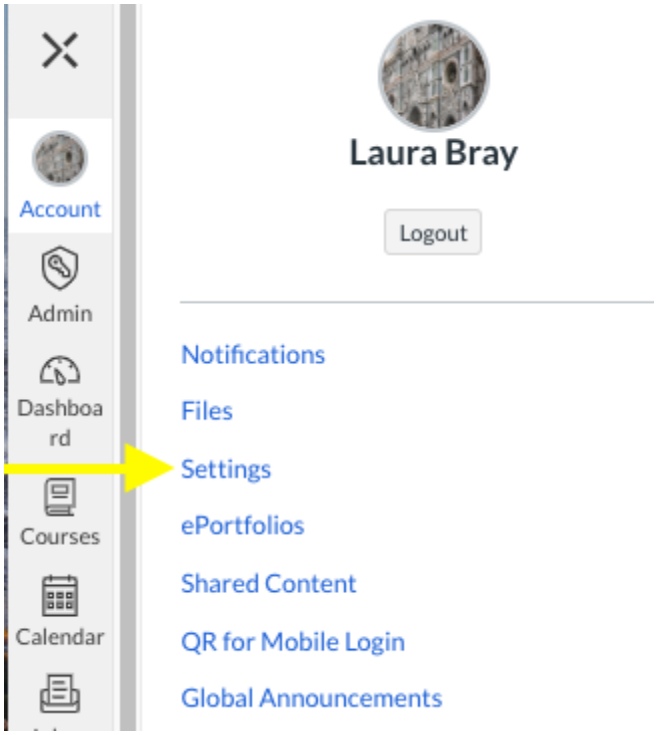
How Do I Set My Personal Pronouns in Canvas?

Users have the option to select their personal pronouns in their account. Personal pronouns display after a user's name in various areas of Canvas including:

- User Setting Page
- User Profile Page
- User Navigation Menu
- People Page (Course and Groups)
- Inbox
- Comment Fields
- Discussions

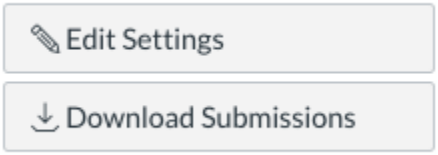
Setting Your Personal Pronouns

Step One: Open Your Settings in Account



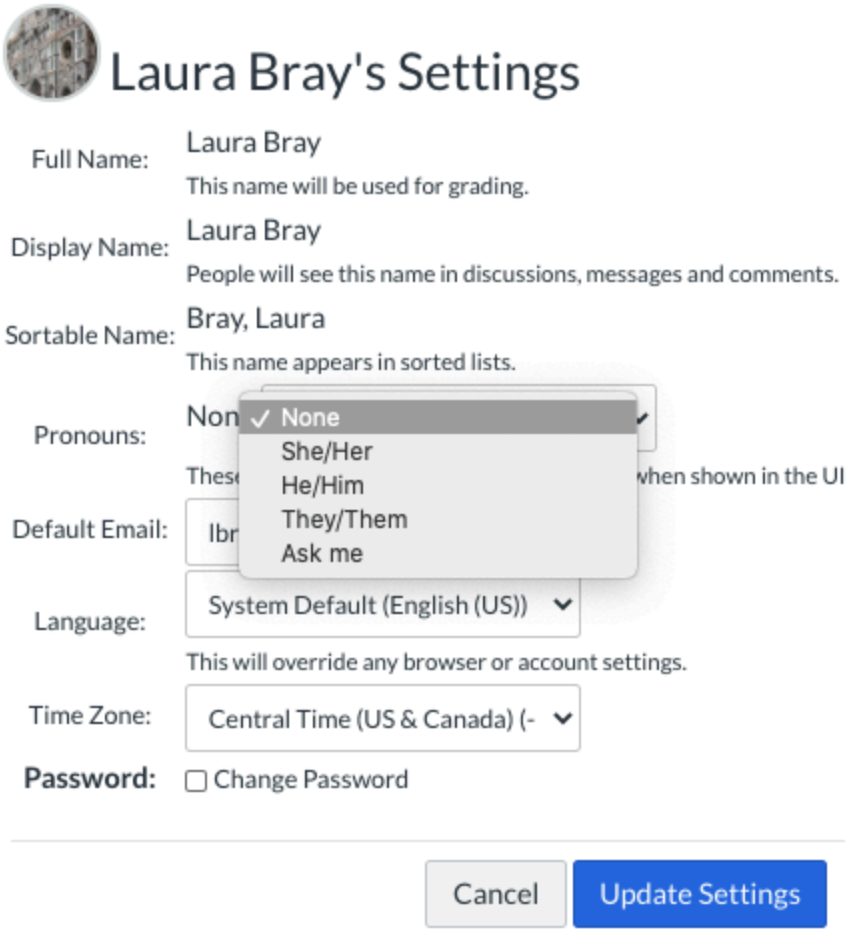
On your sidebar menu select Account, and then Settings.

Step Two: Edit Settings



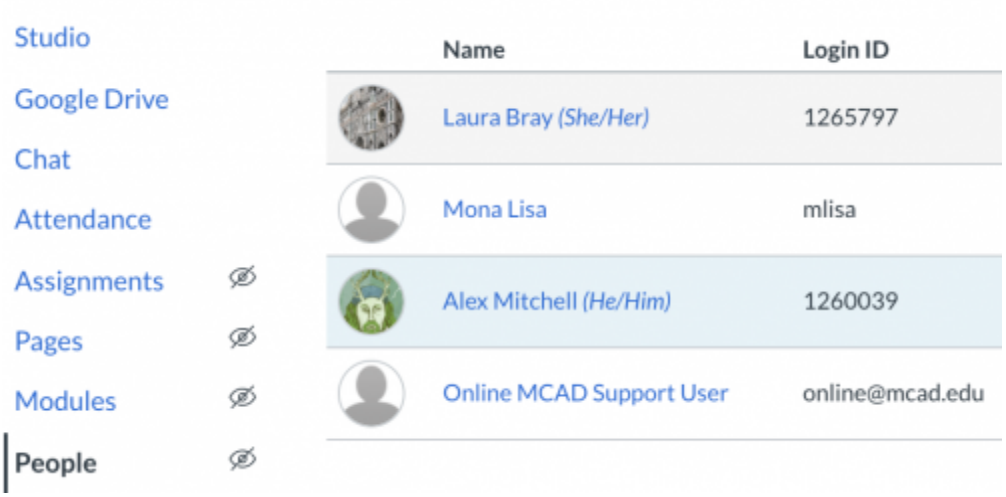
Select the Edit Settings button.

Step Three: Select Your Personal Pronouns

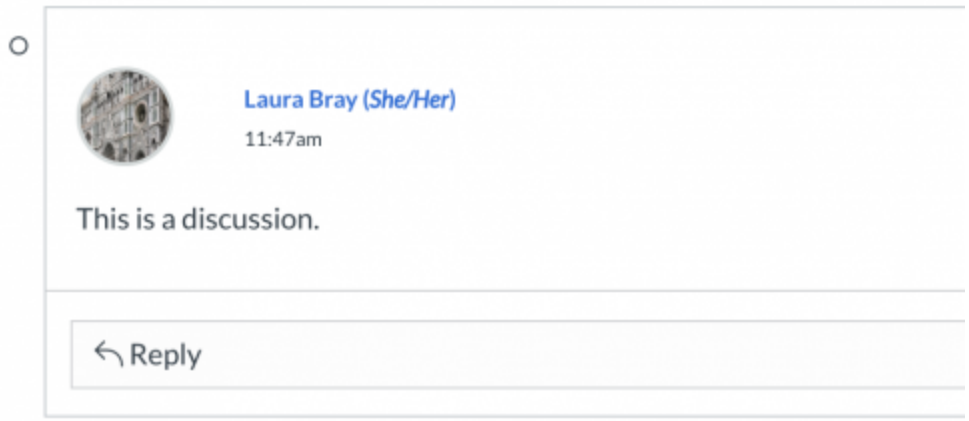


Choose your pronouns from the drop-down menu and select the Update Settings button when you are done.

A Couple of Examples
The following is an example of a People section:



And below is an example of a discussion:



Additional Resources

- How do I select personal pronouns in my user account as a student?

How Do Time Zones Work in Canvas?

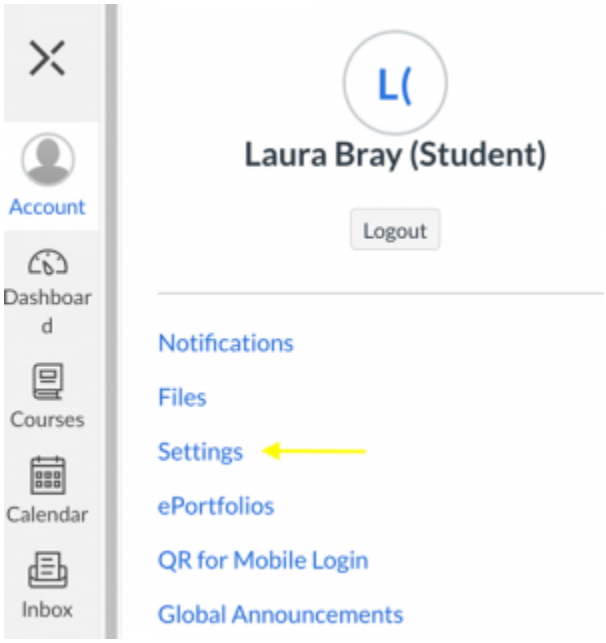
The default time zone in Canvas is the Central Time Zone. This means that when a totally new user views dates and times generated through Canvas tools like Due Dates in Assignments or in the Calendar—they will view these times as they appear in the Central Time Zone.

Student User
Students can identify the time zone they're in, and the system will translate times that are set up in Canvas into their time zone when they view those dates. When a student changes their time zone to Mountain Time, it means that an assignment that is due at Noon CT will appear as 11am MT. It doesn't change the actual time the assignment is due, it just translates it into their time zone.

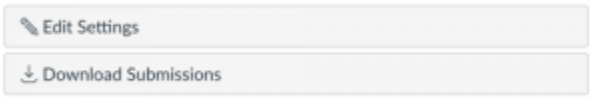
Faculty User
Faculty as well can set the time zone they are in for their convenience. If faculty change their time zone to Mountain Time, they may need to adjust Assignment due dates and times so they display correctly in Central Time. In other words, if an assignment should be due at 11:59 pm CT, they will need to set the Due time to 10:59 pm MT.

How Do I Change My Time Zone?
If you want to see assignments' due dates in your time zone on your course calendar, syllabus section, and weekly modules here are the steps:

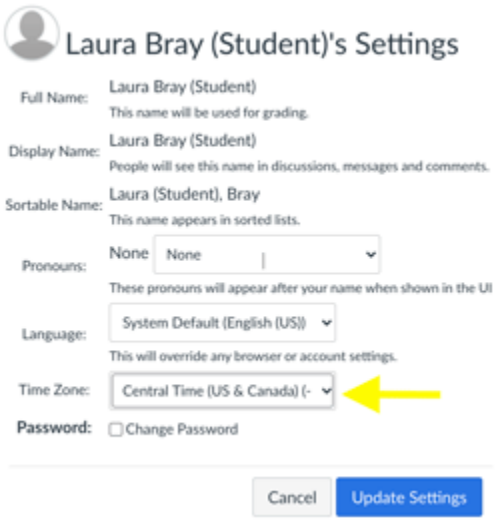
1. In your global navigation menu select Account, and open Settings



2. Select Edit Settings



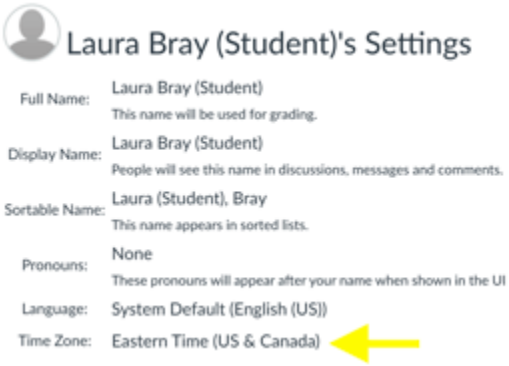
3. In the Time Zone drop-down menu select a new time zone



4. Click the Update Settings button



5. View the time zone for your user account



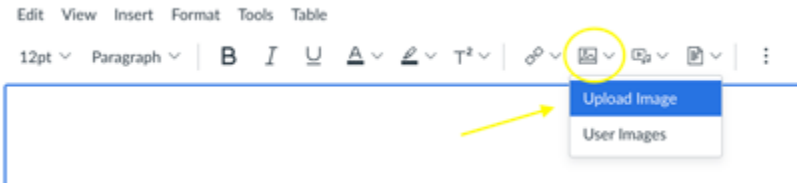
More Resources:
[How do I set a time zone in my user account as a student?]

How Do I Embed an Image in a Canvas Discussion?

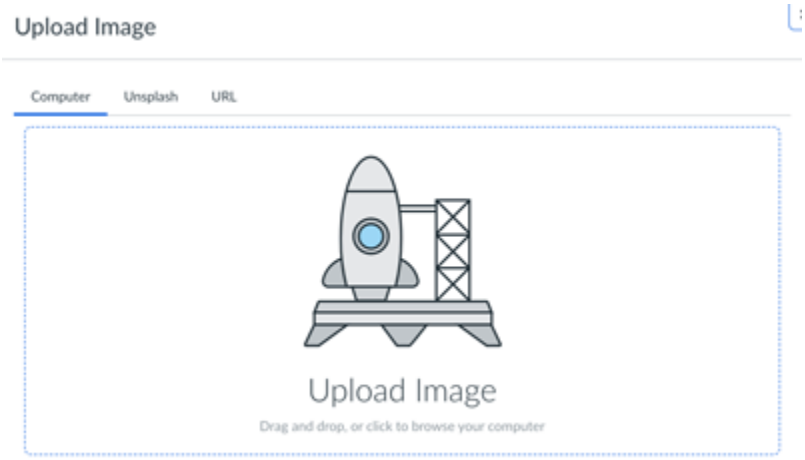
You can embed images in a Canvas Discussion reply. These images can be uploaded from your computer, or you can embed images you already have in your Canvas Files.

How to upload and embed an image from your computer

1. On the menu find the Images icon, and select Upload Image



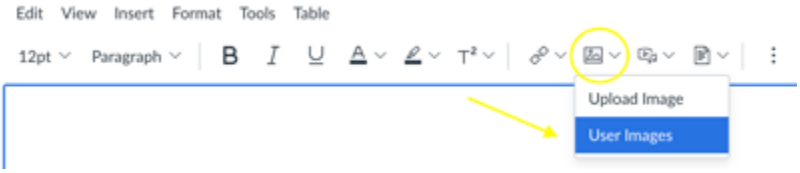
2. You can drag and drop the image from your computer into the Upload Image box, or click to browse and select the file.



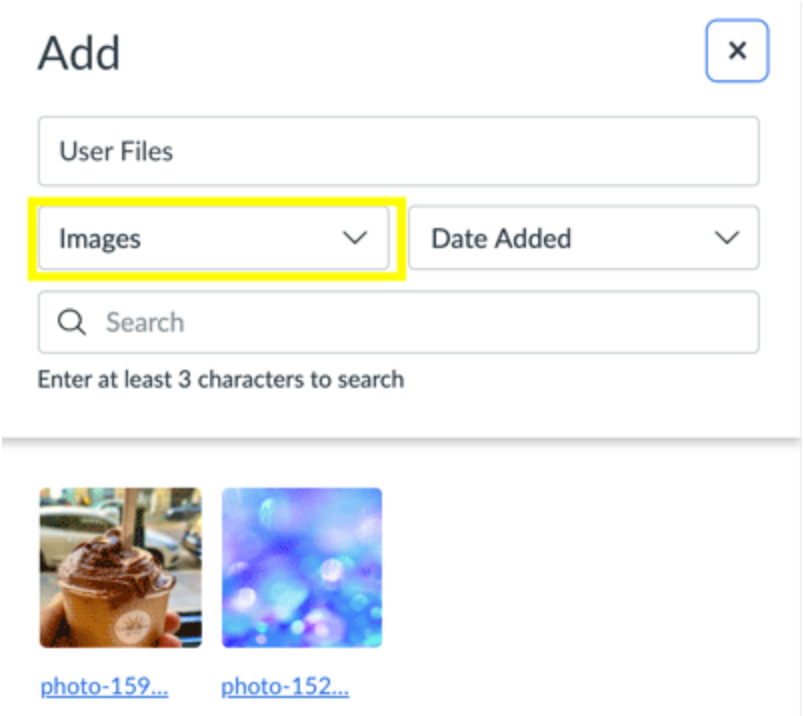
3. Click Submit to embed the image and post the reply when you're ready.

How to embed an image stored in your user Files

1. On the menu find the Images icon, and select User Images



2. On the pop up window, select the option Images, you can search for your image by date added, alphabetically, or by typing its name.

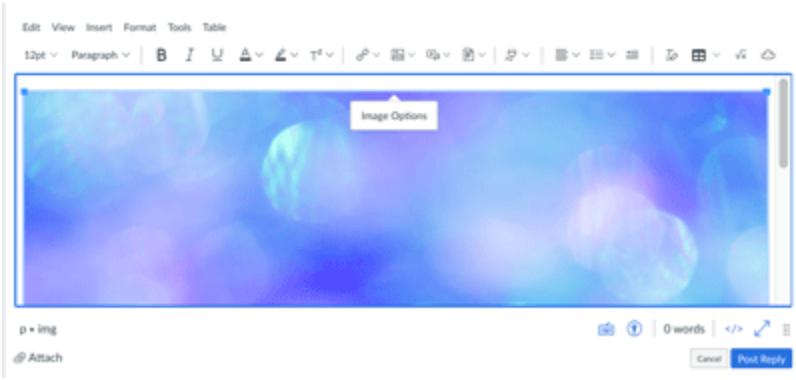


3. Once you find it, click on it to embed it. Now you are ready to post your reply.

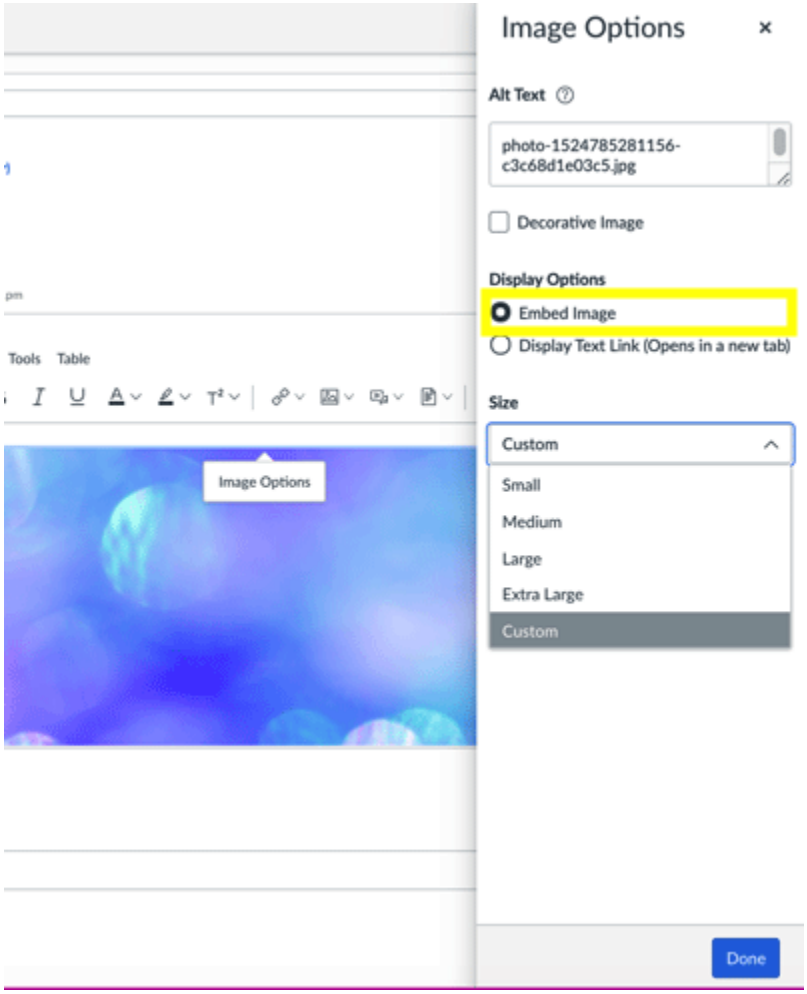
How to resize an image in your reply

If you need to adjust your image's size before submitting your reply:

1. Click on the image to trigger the Image Options link



2. Click on the link and in the pop up window you can select which size you'd like your image to be, from small to extra large, to custom.



3. Add Alt Text
   When you upload an image, either add alternate text (ALT text) if its content adds meaning beyond the text, or mark it as decorative if it is purely visual decoration. Alt text is generally short (~100 character) descriptions of an image. Your description should provide the relevant information that the student would get from a visual experience of the image.

4. When you are ready click on the Done button, and submit your reply.

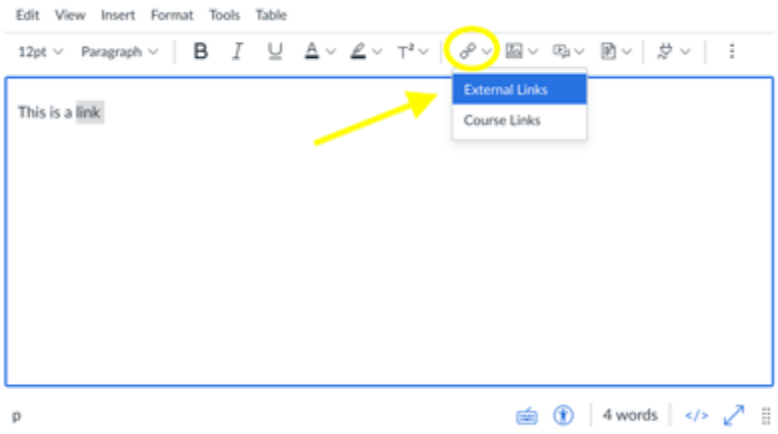
More Resources

- How do I view my user files as a student?
- How do I upload a file to my user or group files?
- How do I embed an image in a discussion reply as a student?

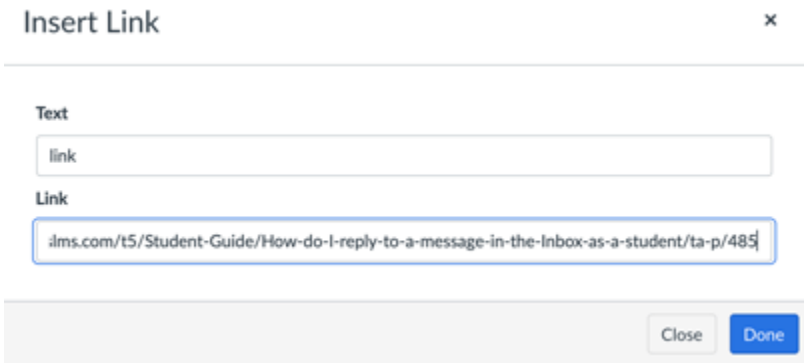
How Do I Post a Link?

To create a hyperlink to an external URL in a discussion's reply follow the steps below:

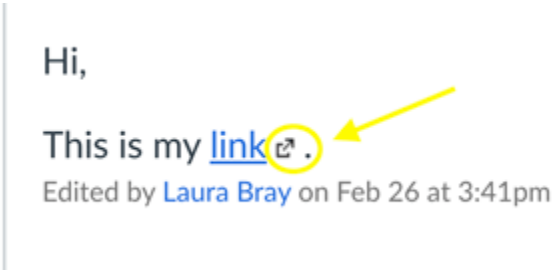
1. Highlight the word(s) you want to be a link, find the link icon on the menu, and select External Links.



2. On the pop up window insert your link and click on the done button



3. Now you can click on the Post Reply button. The hyperlink will open automatically in a new window - Canvas adds a small icon to show that the link links to an external site.



More Resources
How do I create hyperlinks to external URLs in the Rich Content Editor as a student?

Web-ready Images

How do I save an image in a web-ready format?
Saving images for the web before posting is generally a good practice; images load faster, it's kinder to people on slower connections, and it is ultimately a better experience for faculty and students.

Embedding your images
It's a good idea to format your images for the web before you embed them in your online classroom. As a general set of guidelines, a web-ready image is:

- No higher than 227 ppi (no lower than 72 ppi).
- No wider than 1056 pixels.
- No larger than ~2MB.

If your image is larger than these guidelines, we recommend you resize it in an image editor (Preview on Mac, Photoshop, GIMP) before uploading it to your online classroom.

Linking your images
If an image needs to be larger (for example, a raw photo or print-ready image), it is best to post a share link to the file from a hosting site like Google Drive, Google Photos, or Dropbox, and link to it from Canvas. To create a hyperlink to an external URL in Canvas see How Do I Post a Link?

More Resources
How do I upload a file as an assignment submission in Canvas?
If you have any questions contact Teaching and Learning Excellence at tale@mcad.edu.

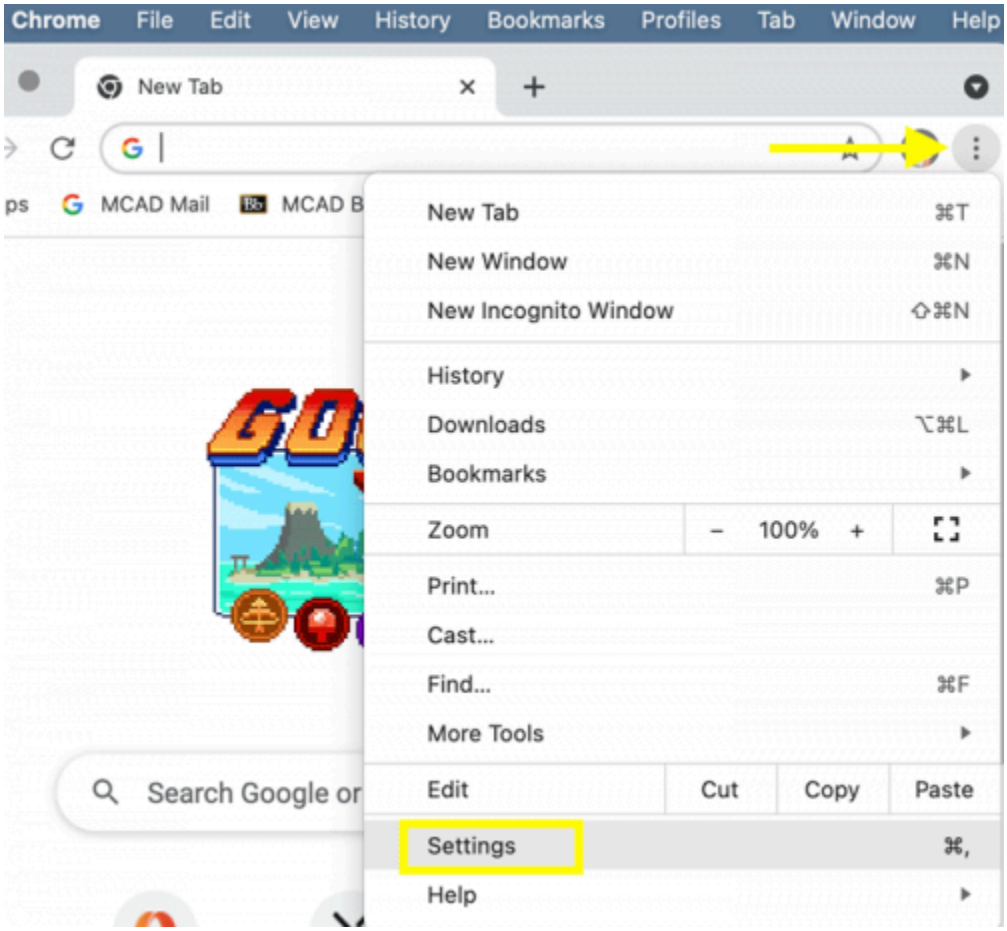
How to Turn On Live Caption in Google Chrome

Turning On Live Caption in Chrome
Learn how to turn on captions though this video tutorial.

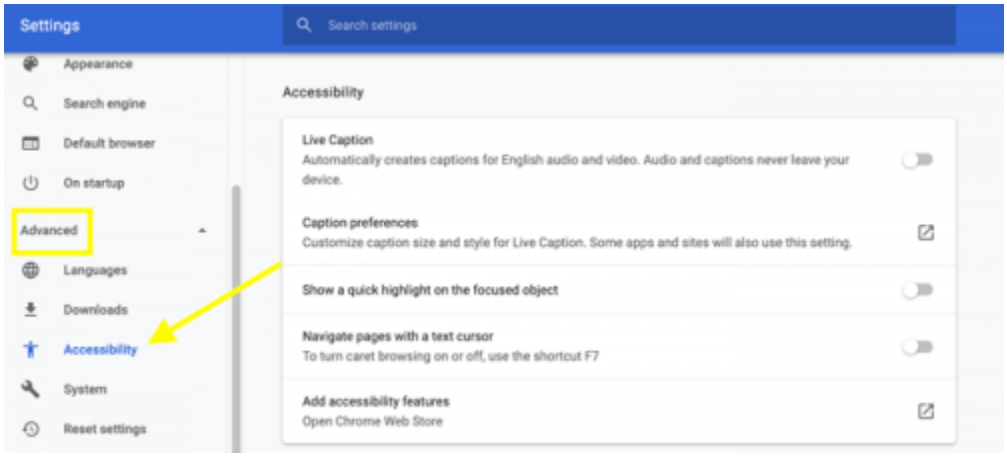
In Google Chrome it is now possible to enable live captioning of audio playing through your internet browser. This feature currently supports only English.

It is a three step process:

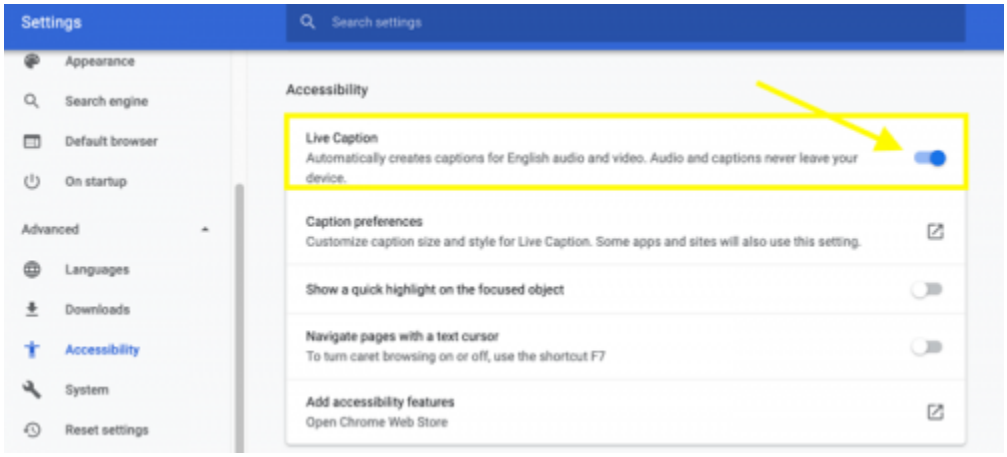
1. Open Chrome, click on the More menu (it looks like three dots), and find Settings.



2. In Settings, find Advanced, and click on Accessibility.



3. In Accessibility, find Live Caption, and toggle it - it turns blue when it is on.



More Resources
Use Live Caption in Chrome

Dyslexia Font and Text to Speech

Open Source Dyslexia Fonts
OpenDyslexic and Dyslexie are unique fonts designed to increase readability for those who have Dyslexia. They are characterised by a heavy base line, alternating tail lengths on letters, large letter openings, and a slight slant. These qualities provide each letter with a unique form more easily recognizable than many standard typefaces.

These typefaces do not work for everyone. In fact, if you have a critique or suggestion, both publishers are continually updating and improving their designs based on reader feedback.

- For instructions on adding a font to your computer, check out the MacOS Font Book article on the Knowledgebase.
- To add a font to your web browser, go to OpenDyslexic: Get It Free and select the Browser extension for example Chrome. You will be prompted to "add an extension"; when you are ready to use it, click on the extension icon in your browser, enable the extension, and save your changes. This will allow your browser windows to be viewed in the OpenDyslexic font.

Chrome Text to Speech
If you have trouble reading text on your screen on webpages, the Google Chrome search engine allows you to highlight text and have it read to you.

1. Highlight the text you want to read and right click (2 finger click).
2. In the options, scroll down and hover over “Speech.”

3. Select “start speaking.”

Mac Text to Speech
If you have trouble reading text on your screen, you can have your Mac speak text that’s on the screen when you press a key or set of keys.

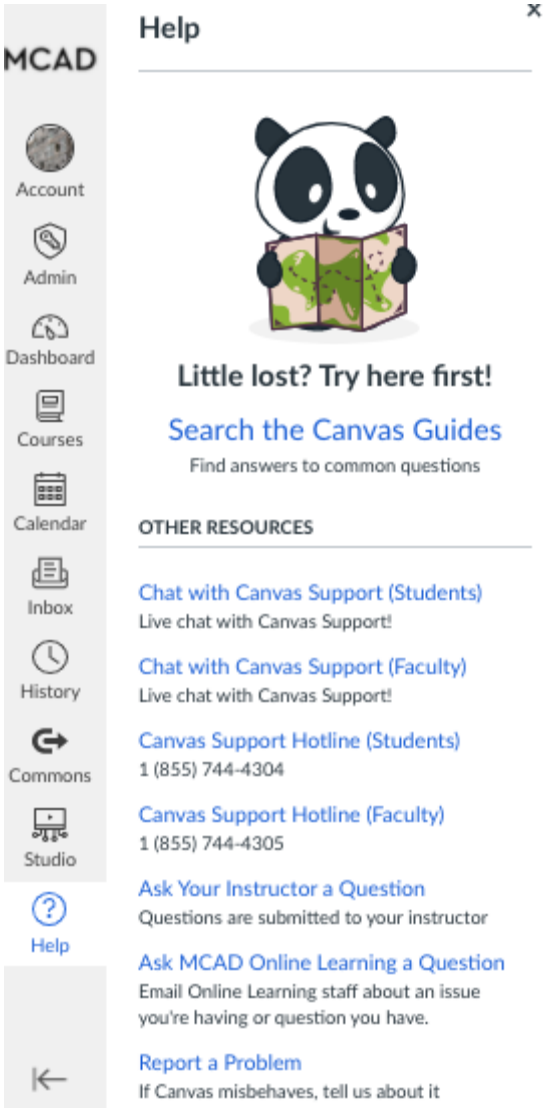
1. Choose Apple menu > System Preferences
2. Click Accessability
3. Click Speech
4. Select the “Speak selected text when the key is pressed” checkbox
5. By default, speaking is enabled when you press Option-Esc. To choose a different key, click Change Key, press one or more modifier keys (Command, Shift, Option, or Control) together with another key, then click OK.
6. To have your Mac start speaking, press the specified key. To stop the speaking, press the key again.
7. If text is selected when you press the key, the selected text is spoken.

Teaching Online Topics

Topics and questions about the teaching experience.

Canvas Help

Canvas offers multiple help options that can be accessed directly from the Dashboard in the Help Menu.



For questions related to Canvas use, the Canvas Guides are a great resource for faculty. In addition, faculty has also the option to Ask the Community and the LxDesign Lab. This is the place to ask questions to the community of Canvas users about anything related to Canvas; For example an instructor is trying to set up Mastery Paths and after viewing the Canvas Guides she still needs clarifications. It is likely that somebody else in the community is tackling a similar project and has posted a question. In Canvas Community, an instructor can choose to ask a question, start a discussion, or post a blog within a specific group of her choice.

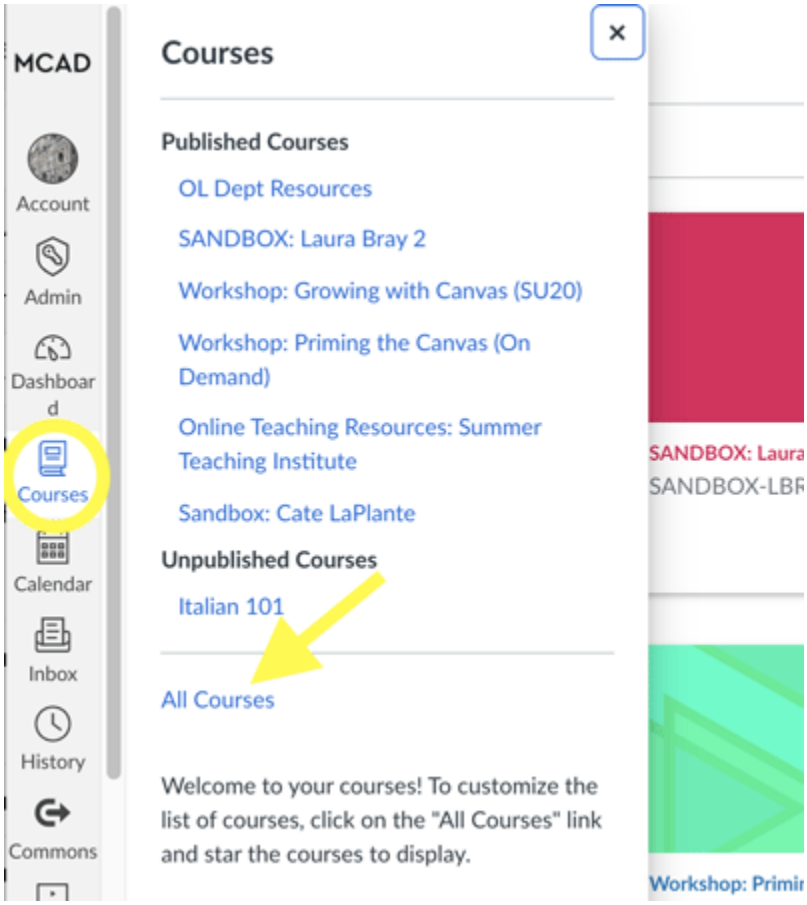
If you have any questions contact Teaching and Learning Excellence at tale@mcad.edu

Customizing Courses on Your Canvas Dashboard

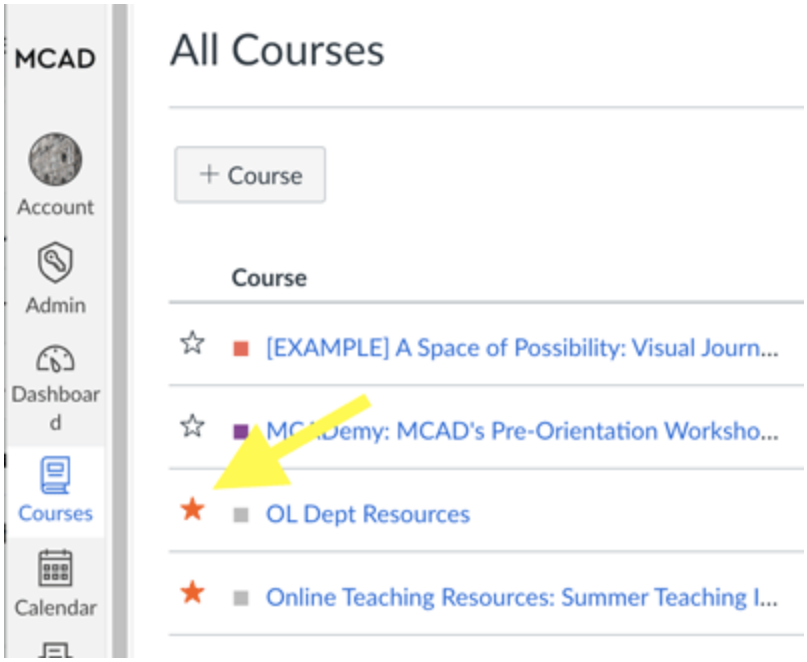
How to customize courses on your Canvas Dashboard

Watch Customizing the Courses on Your Canvas Dashboard to learn more.

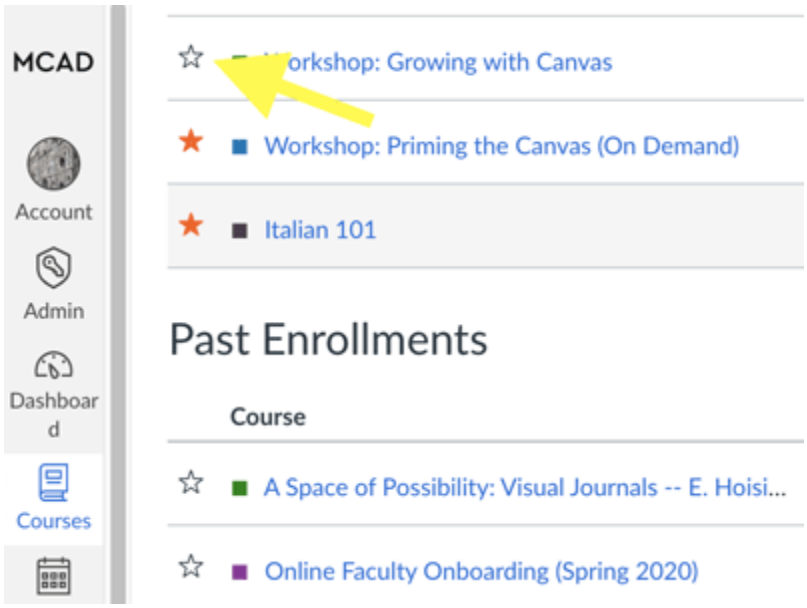
1. Select Courses on the global navigation menu, next click on All Courses



2. On the next page you can customize what appears on your Dashboard. If you want to remove a course, unstar it by clicking on the star.



3. If you'd like to add a course, add back the star by clicking on it. Be aware that it is not possible to add courses that are in Past Enrollments. However, they are still accessible from this area.



4. You should be able to view your changes on the Dashboard. You may need to refresh the page.

More Resources:

- How do I customize my Courses list as an instructor?
- How do I view my favorite courses in the Card View Dashboard as an instructor?

When Does Student Access Begin/End for Canvas Courses?

Courses Open for Students
Courses are automatically published on the Sunday before the course start date.

> Example:
> Course published: Sunday, Sept 8
> Course begins: Tuesday, Sept 10

Some faculty may choose to publish their courses to students earlier, or send out information to their class in advance of the first day. See Also: Contact Students Before the First Day of Class

End of Access to Canvas for Students
If you are Graduating or Leaving MCAD, please review this information on MCAD account access end dates.

Other Resources
Contact Students Before the First Day of Class

How Can I Contact My Students Before the First Day of Class?

It's a good idea to contact your students before your first class meeting and include any details they might need to know. You can send this via email or if your course has been published to students, you can use the Canvas Inbox or Announcements. Watch the Contacting Students Before the First Day of Class instructor video to learn more about using these features.

MyMCAD Email
To send your whole class an email, log in to MyMCAD, and go to your Faculty Info tab. In the Faculty Course Center, go to the class you want to email, and choose the Class List. Email everyone on this list by clicking the checkbox at the top here to select everyone, then choose Email Selected Students below. You can fill out your email right from here.

Canvas Inbox and Announcements
When a Canvas course is Published, it is visible and accessible to students. Your course will be published automatically on the Sunday before the first day of class, but you can choose to Publish your course to students sooner. Simply click on the Publish button on the course Home page. Once a course is published, you can send out Inbox messages to your students. Just select the course, and who you'd like to message from that course. Fill out the message, and hit Send.

Posting an Announcement after the course is published also sends a notification to students as soon as the announcement is posted. Be aware that embedded media like video, attachments, or images won't go out through the notification, only text and links.

This has been an overview of some ways you can use to contact your students before the first day.

Below is an example message that you might send a few days before the semester begins:

> TO: The Class
> FROM: Teachy McTeacherface
> SUBJECT: Our First Class Meeting – Tuesday, Sept 1, 1pm CT
> ———
>
> Hi Folks!
> Next week our class begins and I'm excited to meet you all online.
> CLASS MEETING DETAILS
> - Tuesday, 1pm Central
> - https://meet.google.com/<meeting-code>
> - We will be using Canvas this semester. You will have access this Sunday, Aug 30. There's a link to our class meeting in Canvas.
>
> TENTATIVE AGENDA
> - Hello and Pod
> - Syllabus and Course Overview
> - Demo: Setting up your Development Environment
> - Stretch Break
> - Pair Exercises: Our First Webpage
> - Assignment 1
>
> WHAT TO DO? WHAT TO BRING?
> - Please be prepared to share and discuss your work.
> - Read the syllabus: <share link to syllabus Google Doc here>.
> - Order the required textbook and materials.
> - Please wear headphones to the meeting. We have a large group, so headphones will help reduce echo.

I'm looking forward to seeing everyone soon! Please let me know if you have questions before then.
Best,

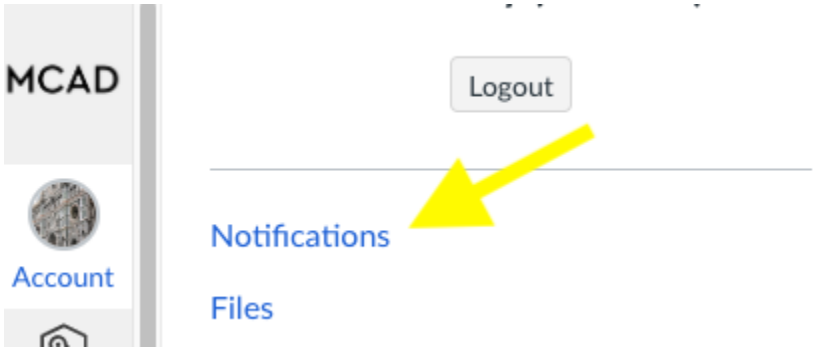
Teachy McTeacherface

How Do I CC Myself in Emails I Send from the Canvas Inbox?

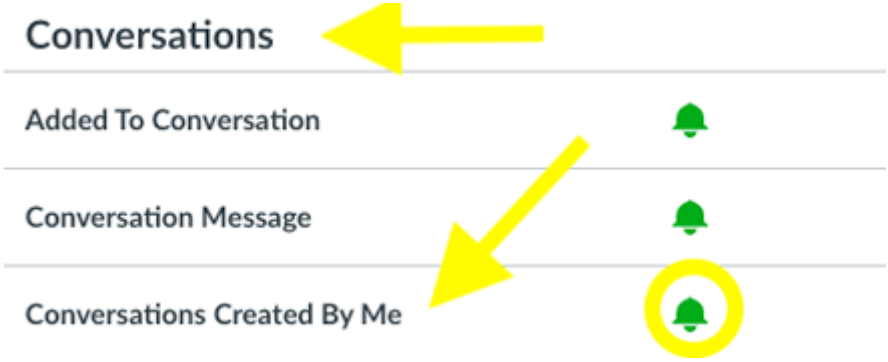
Many faculty want to receive an emailed copy of messages they send out to students. You can turn this feature on and off from the Notifications settings in your Canvas Account area. Account level notifications apply to all your courses.

How to turn on the CC notification for emails

1. In your Canvas account, select Notifications.



2. In Account Notification Settings find Conversations.
3. Next, turn on Conversations Created by Me for your emails - the icon turns green when the feature is activated.



You are now ready to send your message. Check your emails for a copy of it.

More Resources

- How do I set my Canvas notification preferences as an instructor?
- How do I manage notifications for a single course as an instructor?

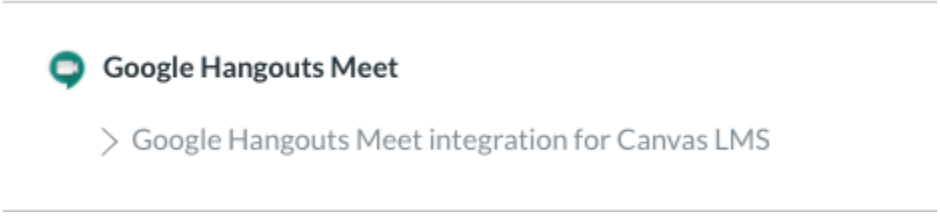
How Do I Add a Google Meeting Link to Canvas?

This article will show you how to add a Google Meet link to the Syllabus area in your course or your can watch the step by step video. You can always add a link that you have already generated, but we'll show you how to create a link using the Google Meet tool in Canvas.

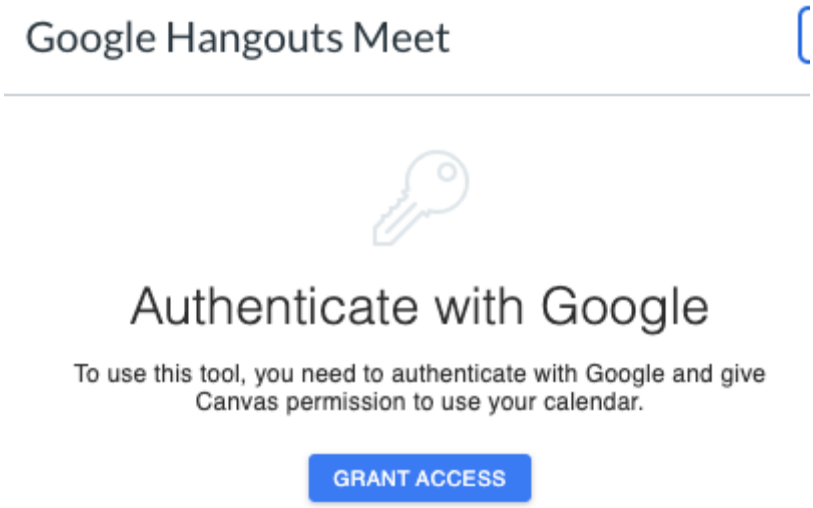
1. Find the Apps icon on the tool bar in the Canvas editor, it looks like an electrical plug.



2. On the pop-up window select the Google Meet app from the list.



3. You will need to grant access to the app using your MCAD account - students with MCAD accounts will be able to join right in.



4. A Google Meet link, ID, and phone number will be generated.



5. Finally, click the button to update your syllabus.



More Resources

- Playlist: Google Meet for MCAD Faculty and Friends
- Example: Online Meeting Plan
- Google Hangouts Meet for Remote Conferencing

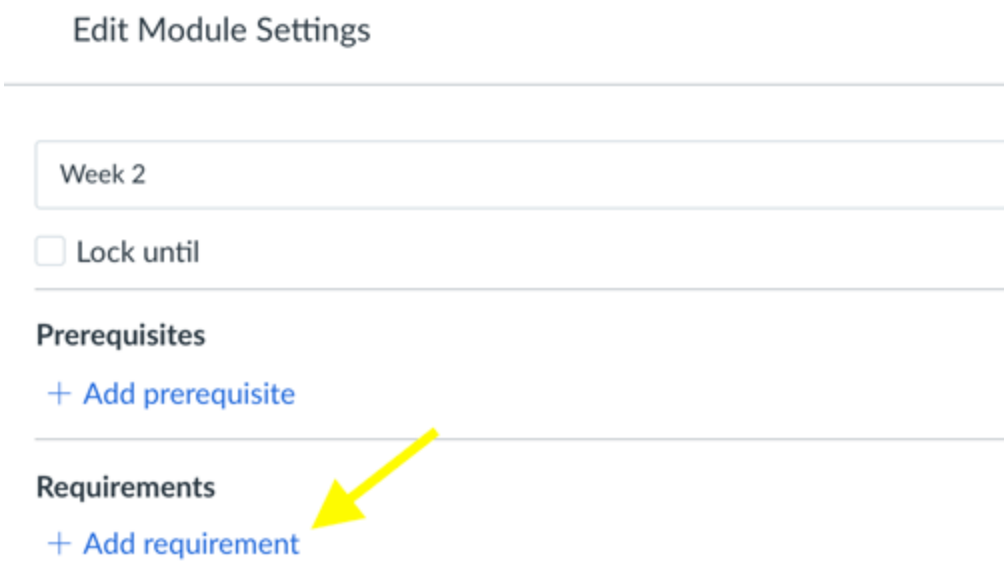
How Do I Set Requirements in a Module in Canvas?

https://youtu.be/b5s_87ugtMY?si=G2prxrTmsbFBBrPg

If you want your students to be able to track their progress in your course, Canvas allows you to set up requirements in your modules.

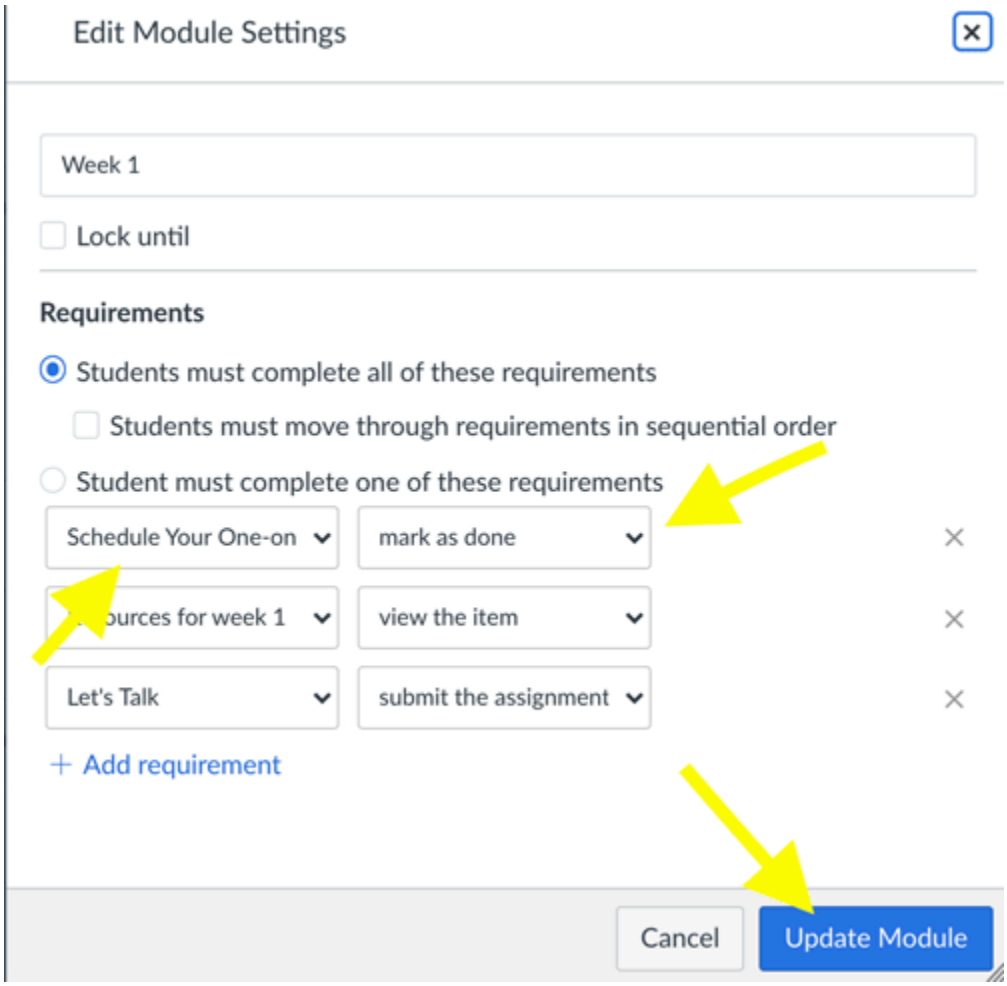
How to set up requirements in a module

1. Edit your module, and Add requirement.



2. Select Students must complete all these requirements - do not select students must move through requirements in sequential
3. Choose your item and set the requirement.
4. Repeat until all your requirements have been added.

5. Update your module.



More Resources

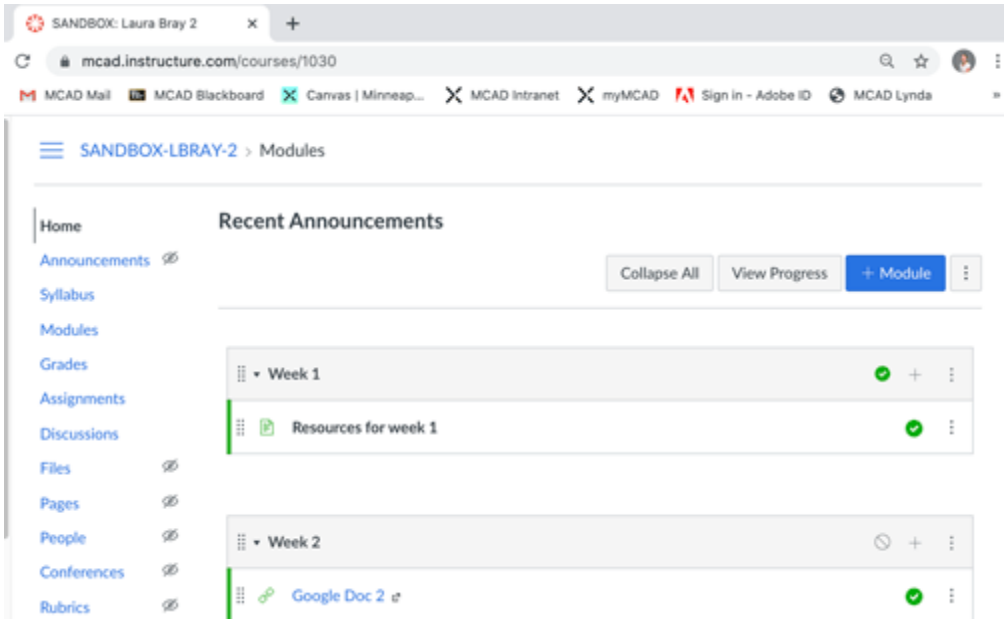
- How Do I Add Requirements to a Module?
- How Do I Mark a Module Item as Done for a Module Requirement?
- How Do I Use Modules to View the Progress of Students in a Course?

How Do I Restore a Deleted Item in My Course?

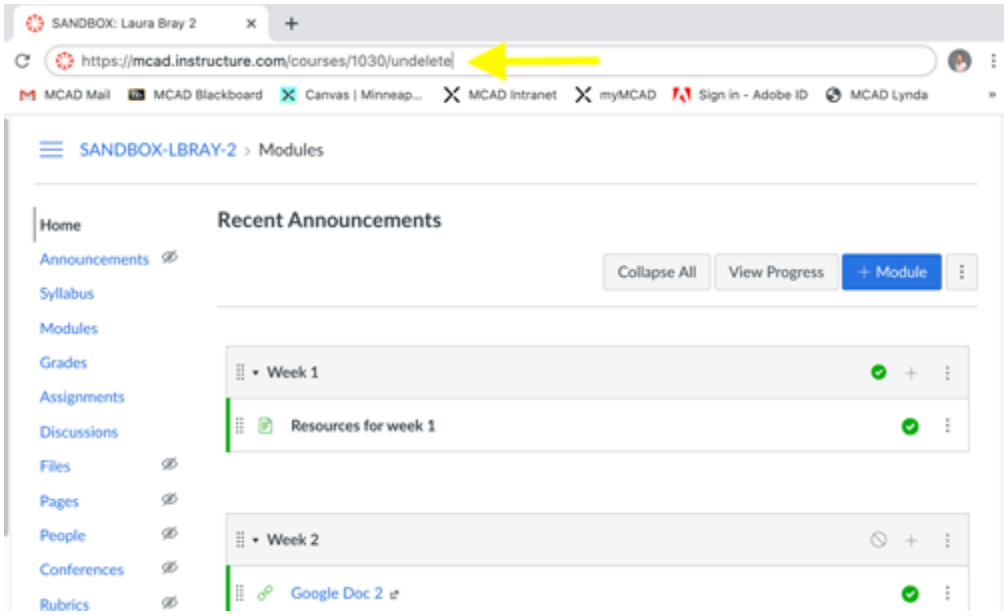
Oops! A page, a quiz, or a discussion gets deleted from your course in Canvas, and you still need it. You may be able to simply restore your recently deleted items with a neat little Canvas hack.

How to Restore Deleted Content

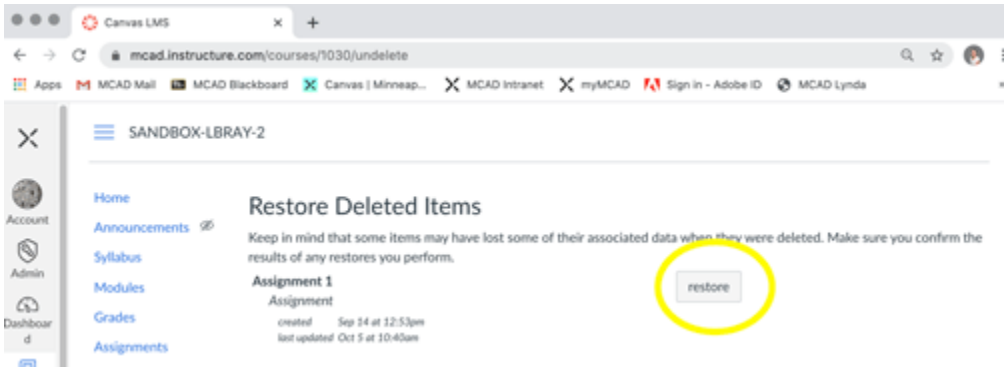
1. Go to your course homepage.



2. In your browser's address bar, add /undelete to the end of the URL, and hit the return key.



3. From this page, select "Restore" next to any items you want to retrieve.



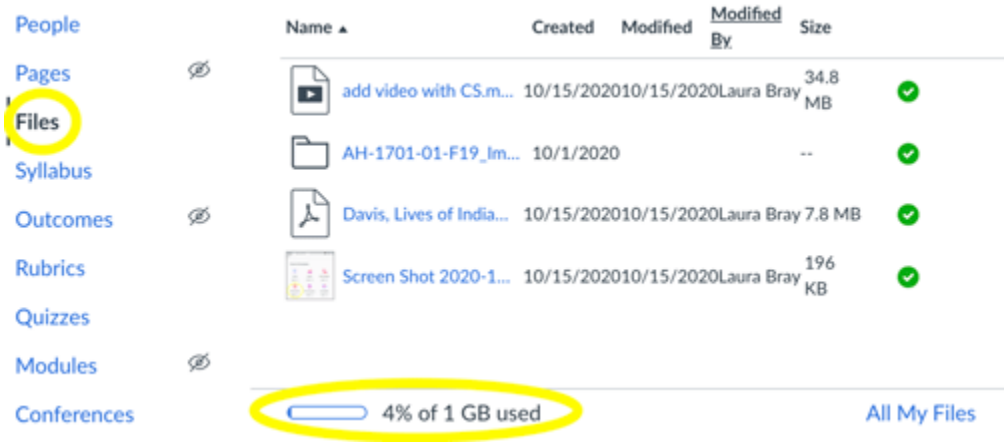
This trick can only restore files in certain circumstances, so if you need help or have more questions about restoring content in your course, contact Teaching and Learning Excellence at tale@mcad.edu

How Do I Get the Most of My File Space in Canvas?

If you try to upload files and are not able to do so, you may have reached your storage limit. Your Canvas course has 1GB of file storage space, plenty of room for lots of files; however, a few very large files may easily fill your course quota pretty fast.

How do I know how much storage I have left in my course?
You can check your course storage quota in your course's Files section.

1. In the Course Navigation Menu, click on Files.
2. In the Files area of your course, you can view your storage use at the bottom of the page



How do I get the most of my file space in Canvas?
Here are a few tips that will help you maximize your Canvas storage space.

1. Upload videos with Canvas Studio
   Instead of uploading your videos directly to Canvas, upload them through Canvas Studio. Videos uploaded with Studio do not count against your course storage limit.
   https://youtu.be/IeFrM31miXc?si=hZlKQigh8goIv-EH

2. Optimize your PDFs
   Large PDFs can be reduced and optimized before being uploaded to Canvas. This simple practice helps reduce storage usage.
   1. Open your Pdf document with Adobe Acrobat
   2. In Tools select Optimize Pdf
   3. Next you can choose between Reduce File Size and Advanced Optimization based on your needs.
      Try to shoot for an optimized PDF size less than 5 MB. If it's a lot larger, you may want to use our next tip.
3. Link to files in Google drive
   We know that really large presentations and media files are sometimes necessary for assignments and as learning resources. In these cases, you can store these files in your Google drive, using a share link to give students access.

More Resources:

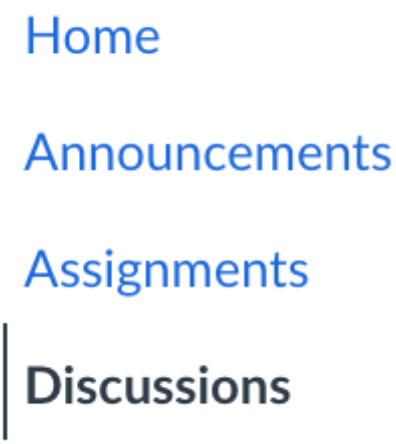
- How do I upload media in Canvas Studio?
- How do I add an external URL as a module item?
- How do I create hyperlinks to external URLs in the New Rich Content Editor as an instructor?
- Optimizing Pdfs in Adobe

How Do I Subscribe to a Canvas Discussion?

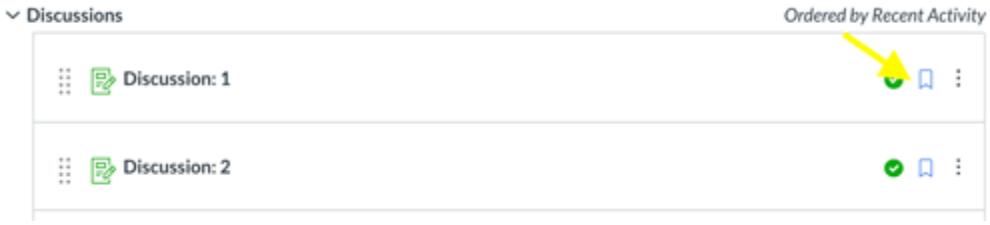
When you create a new Discussion in your course you are subscribed to it automatically. Being subscribed to a Discussion forum means being notified every time there is a new post added to the forum. In other words, it allows you to easily track new posts from your students. However, you are not automatically subscribed to imported Discussions or Discussions created by your TA, so you may need to manually subscribe yourself.

How to subscribe to a discussion from the Discussions area of the course

1. Open the Discussions link on your course navigation menu.

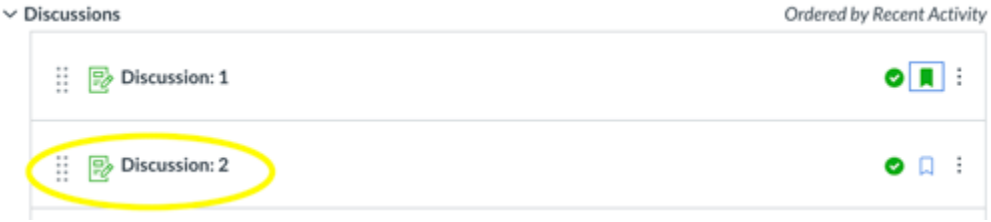


2. Subscribe by selecting the Subscribe icon - the icon will turn green when you are subscribed.

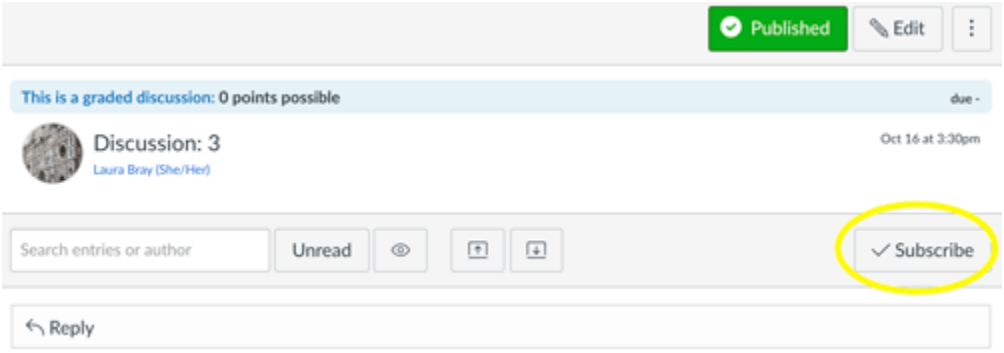


How to subscribe from within a Discussion

1. Select the discussion you want to subscribe to.



2. Click the Subscribe button



More Resources

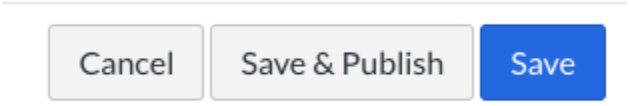
[How do I subscribe to a discussion as an instructor?]

Why Can't Students See My Course Content?

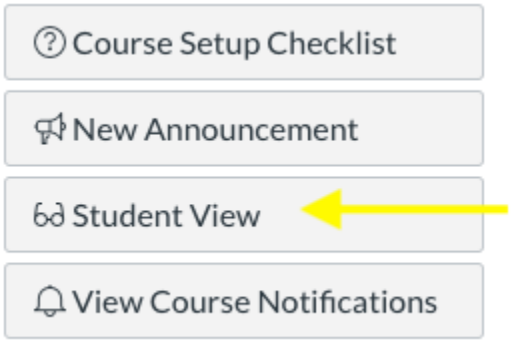
If you are wondering why students cannot see a resource page or a graded assignment in your course, it could be that these items aren't yet Published to students.

How to make course content available to students
https://youtu.be/KTKmlCEXuPU?si=UclHmhmM1WRzLBJz

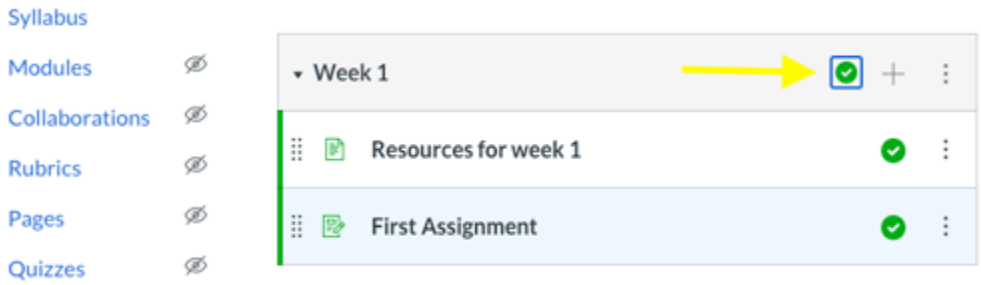
1. Once you are done working on a page, assignment, or discussion, select Save and Publish



2. Select Student View from your course's Home page to check what actually students are able to see.



3. If students cannot see a published page in your module, publish the module by selecting the grey out circle - it will turn green.



More Resources

- How Do I Manage Course Navigation Links?
- How Do I Publish or Unpublish a Module as an Instructor?

- How Do I Publish a Course?

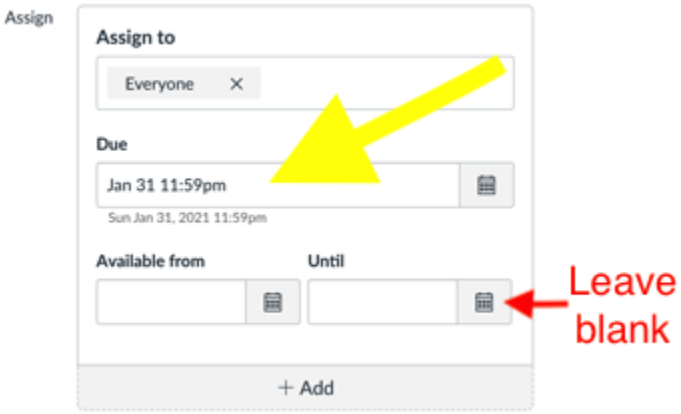
What Should I Do If My Students Cannot Access a Quiz?

There may be multiple reasons why a student cannot access a published quiz; you might have an Available Until date set, or they might have already used up their allowed attempts.

How to allow students to take the quiz
Here are some things you can check, and some solutions you can try.
https://youtu.be/VTjX9bXMj-o?si=VETanYbg-OAQXQNx

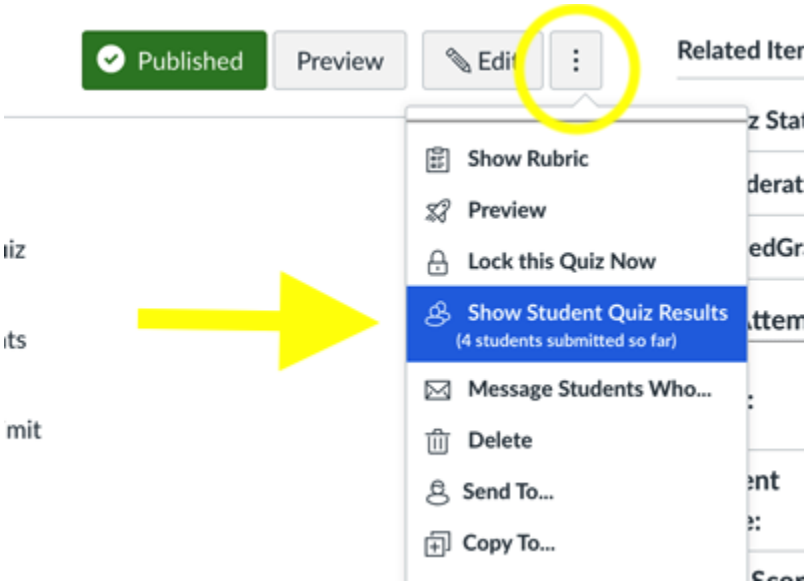
Setting a Due date instead of an Until date
Students won't be able to make new quiz attempts later than the Until date—if you don't mean to restrict all access, you can use a due date instead!

- Edit the quiz, and add a due date to the quiz
- Leave both the Available from and Until dates blank.
- Students are able to take the quiz after the due date if the Available from and Until dates are not set - the submission will be marked as late.

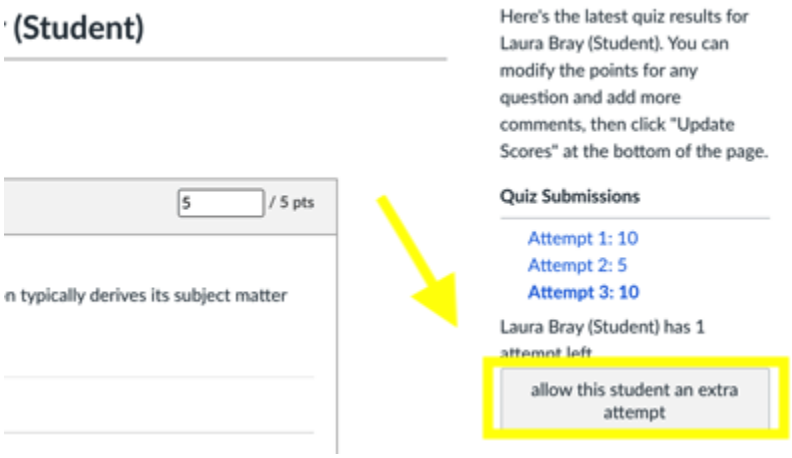


Granting an extra attempt
If a student has already used up their allowed attempts to take the quiz and you want to allow them an additional try, you'll need to add an extra attempt.

- In your quiz, select Show Student Quiz Results.



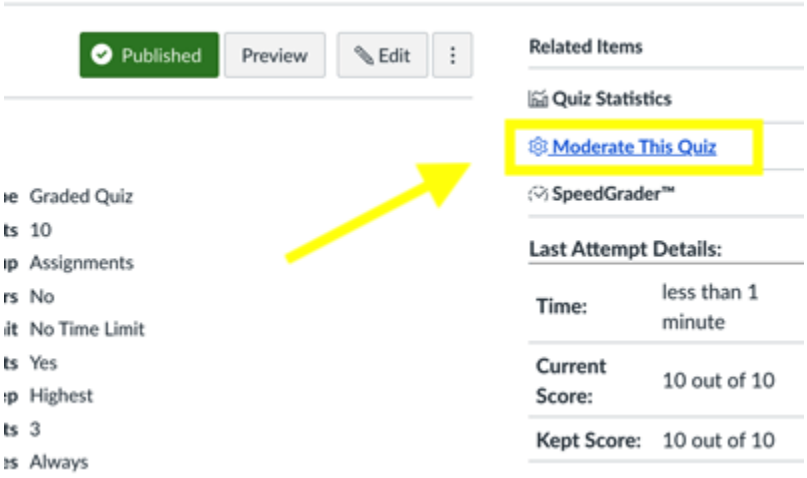
- Find the student and select “allow this student an extra attempt”



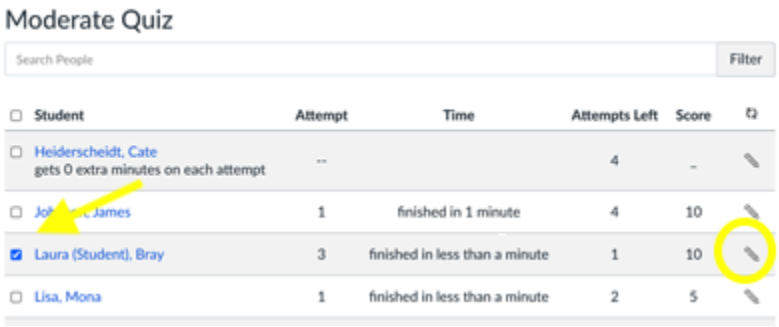
Moderating a Quiz

If a student or students require accomodations or special access to a quiz, you'll need to make changes in the Moderation settings.

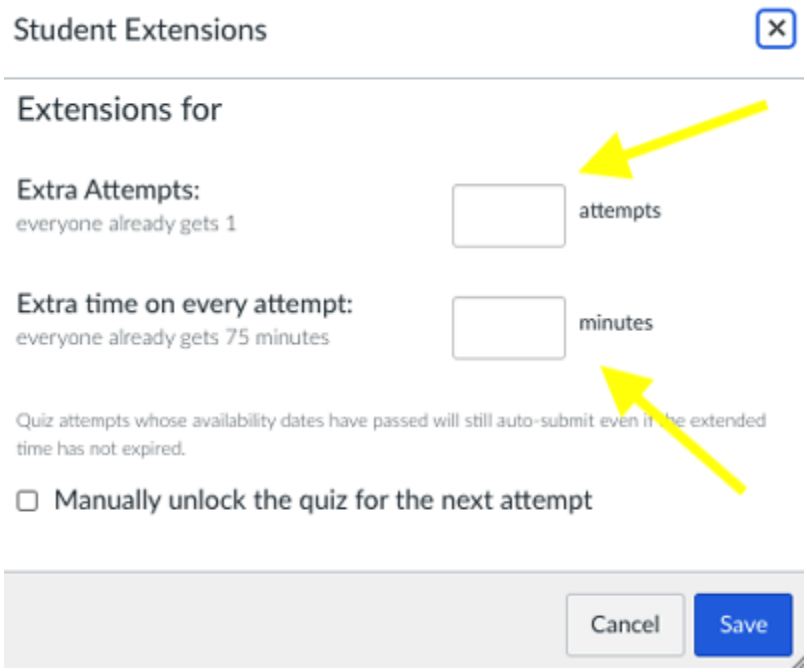
- In your quiz, select Moderate This Quiz



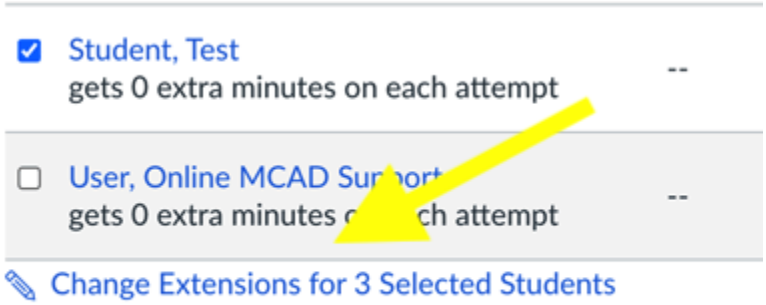
- Find the student you want to grant accomodations to and click on the edit icon



- Grant any extensions. If the quiz is locked by an Available Until date, you'll need to Manually unlock the quiz for the next attempt.



- If you have more than one student, after you are done selecting them, click on the Change Extensions for [#] Selected Students button.



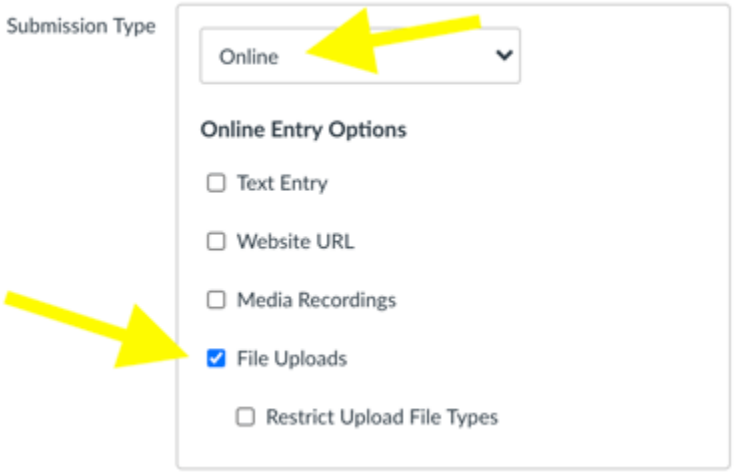
- Complete the extension box and save your changes.

More Resources

- Once I publish a quiz, how can I give my students extra attempts?
- Once I publish a quiz, how do I use the Moderate Quiz page?
- Once I publish a timed quiz, how can I give my students extra time?

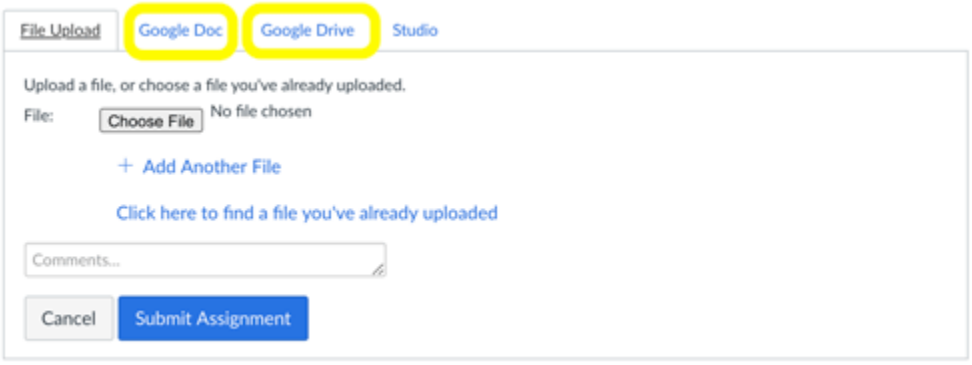
How Do I Allow Google Doc or Drive Assignment Submissions in Canvas?

Faculty can set up a “drop-box” style Assignment so that students may turn in a Google Doc or Drive file as their submission.
How to set up Google Doc and Google drive submissions



1. Edit the Assignment.
2. In the Assignment settings, under Submission Type, choose Online.
3. Select File Uploads from the list of online entry options - do not check Restrict Upload File Types.
4. Save your settings.

How do Students turn in Google Doc or Drive Assignments?



1. Select Submit Assignment
2. Choose Google Doc or Google Drive
3. Select your file from the list
4. Submit your work

Note: Your Google file types will convert to their correspondent Microsoft file types in SpeedGrader- i.e. a Google doc will show as a Word document, a Google slide as a PowerPoint file, and so on.
More Resources

- How do I create an online assignment?
- How do I upload a file from Google Drive as an assignment submission in Canvas?

How Do I Use Canvas Studio?

Canvas Studio is a tool that allows students and faculty to upload, create, edit, manage, and share audio and video files. Existing files can be used or new ones can be created.

Want to record a demonstration video so that students can consult it later?
Want to record a discussion prompt to use as a remote asynchronous activity?

Both faculty and students can record video from their screens or webcam with the integrated Studio app.

https://youtu.be/IM4eftDUpk8?si=Pb1rh7NfU7a_k0XC
https://youtu.be/oVswox0MXBs?si=Z27hms0F4bvWJMMQ

- Did you know that you can set up video quizzes using Studio?

Canvas FAQ: We find that Canvas Studio works best when the video length is shorter than 10 minutes.

Examples and Inspiration
Here are some great example videos. Some of these videos were created in Studio and some were recorded with other apps.
Studio is a good tool to use for shorter, more informal videos without much post-production.

Other Resources

- How Do I Screencast in Canvas Studio on MacOS Catalina?
- Studio Guide

How do I Screencast in Canvas Studio on MacOS Catalina?

Some versions of the Mac operating system may require you to adjust your settings the first time you try to screencast in Canvas Studio. To find out what your operating system is check About This Mac in the Apple menu.
The Mac OS Catalina adds additional security permissions for applications that want to access your camera, microphone, or screen. All you need to do is to grant permission.
https://youtu.be/slhjfIUxpFA?si=YKCGn6AdMwMzfb3q

How to Screen Capture on MacOS Catalina with Canvas Studio

1. Launch Canvas Studio and choose Screen Capture, open the screen recorder launcher, and download it.
2. Next, in System Preferences (in the Apple menu) find Security and Privacy.
3. In the Privacy tab, check that the Camera option has Google Chrome checked. If you need to make a change, unlock the lock icon - you may need to enter your computer password.
4. Continue down the list and check both the Michrophone and Screen Recording options; you'll want to check Screen Recorder and Google Chrome.
5. Once you are done with your changes, quit and restart Chrome. It is important to quit Chrome for your changes to take effect.

Other resources:

- Screensharing on MacOS Catalina

Recording a Meeting with Google Meet

In addition to video conferencing, Google meet allows you to record meetings. This article will talk about participant's consent, how to record a video meeting, and where to locate the recording.

What things should I be aware of before recording a meeting?
It is important that participants are aware of the meeting is being recorded. It is also important that they are comfortable with it.

- Let your students know that you will record your meeting ahead of time.
- Add a note to your emails or announcements about recording meetings.
- If it is something that you plan on doing on a regular basis, it might be a good idea to add information about recording a Google Meet on your syllabus.

You should have participants' consent before you can proceed with the recording. To help you remember, when you are about to record, Google Meet will send you a prompt to Ask for Consent. You will need to accept it in order to proceed with the recording.

How do I record a meeting with Google Meet?
To record a meeting with Google Meet watch Recording a Meeting: Google Meet for MCAD Faculty and Friends
More resources:

- Playlist: Google Meet for MCAD Faculty and Friends
- Tips for Hosting Live Online Meetings with Lafe Smith | Academic Continuity Companion

Where does my recording go?
After you stop recording, it may take about ten minutes for the video to be available. Your recording will be in the meeting organizer's My Drive in a folder called Meeting Recordings. If you are the person who organized the meeting it will be in your My Drive. Both the organizer and the person who started the recording will receive an email with a link to the video.

Who can record a Google Meet?
Any participant in a Google Meet session is able to enable recording of a Google Meet.

- Faculty will be able to know that the recording is in session; a red REC icon is visible during a recording.
- The video will live in the meeting organizer's My Drive.
- Students are instructed to follow the Recording in Class Policy found in their MCAD Student Handbook:

"Video and audio recording in class is not allowed unless required by the Americans with Disabilities Act or by the consent of the faculty member. Violation of this policy can result in disciplinary action."

Where do I go if I need help?
If you need help to record a meeting with Google Meet:

- Check this article and video Record a Video Meeting
- Contact the Help Desk at helpdesk@mcad.edu or 612-874-3666
- Contact Teaching and Learning Excellence at tale@mcad.edu or 612-874-3618

When Do Students Get Notifications From Canvas?

Faculty often wonder when students will receive notifications from their Canvas course.
This one-page document describes when students will receive notifications under the default notification settings.

How Do I Handle Midterm Grades?

How do I "turn in" Midterm grades?

Faculty are required to turn in midterm grades in MyMCAD. MyMCAD does not interface directly with Canvas; that means that grades must be entered separately in each system. Midterm grades are required in MyMCAD while they are optional in Canvas.

https://youtu.be/9kDE3CzxZAM?si=4dM7EMt3sat8f8T5

How do I post the Midterm Grade in Canvas?
If grades are posted to the Canvas gradebook on a regular basis, the Total column represents the current grade - in this case the Midterm grade. If you have any questions about Midterm grades in Canvas, contact Teaching and Learning Excellence at tale@mcad.edu

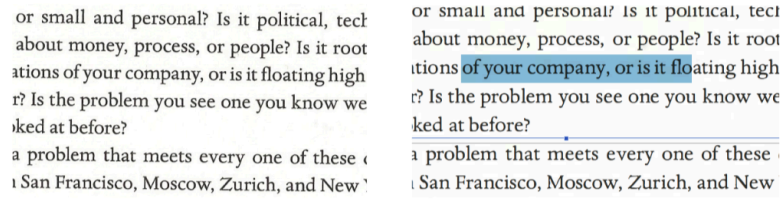
What should I be aware of, in terms of using copyrighted materials?

Please read this information on Copyright.

How do I make sure my PDFs are accessible for students who require learning accommodations?

Have you ever noticed that some PDFs don't actually have "real" text? You can't highlight or search the text—each page behaves like a single image?

Optical Character Recognition (OCR) is a way to automatically convert an image of text into actual machine-encoded text that is sensible to computers and apps.



This conversion is important because it allows:

- Greater searchability
- Better legibility
- Use of text-to-speech software
- Use of other assistive technologies

In many ways, a PDF that has gone through an OCR process is better and more useful to everyone. Students can search for a term they remember reading about, and you don't need to worry about students squinting over blurry text.

Many modern scanners will automatically apply OCR to a scanned document. Using the scanner in MCAD's library or the mobile app Adobe Scan will produce pretty reliable results.

So, you have an older PDF that hasn't gone through the OCR process. What should you do?

If you can find a PDF where the image quality is pretty good, and you have access to Adobe Acrobat Pro, you might be able to run OCR on it automatically:

1. Open the PDF file in Acrobat.
2. Click on the Edit PDF tool in the right pane. Acrobat automatically applies OCR to your document and converts it to a fully editable copy of your PDF.
3. Choose File > Save As and type a new name for the new and improved PDF.

If the PDF isn't a good enough image to OCR properly or you don't have access to Adobe Acrobat Pro, contact the Learning Center and Disability Services for help.

Making Instructional Videos

Topics and questions about making instructional videos.

Exemplar Videos

This article is a collection of exemplary instructional videos created by faculty and students, to show how others are using video in their courses.

Faculty Welcome Videos:

- Motion Illustration's trailer (0:45 minutes)
- Welcome to Web Development! (2:03 minutes)
- Welcome to Comics Crash Course (2:51 minutes)
- Ilustrating ideas' Introduction (1:48 minutes)
- Online Faculty Orientation - Welcome (1:40 minutes)
- Intro to Visual Crit & Theory - Hello (1:25 minutes)
- Intro video for Capstone (3:47 minutes)

Faculty Demo Videos:

- Motion Illustration - Flip Book Assignment (4:38 minutes)
- Sizing the Canvas (3:30 minutes)
- Web Development - Tags for Grouping (4:09 minutes)
- Cinematography Tutorial (6:23 minutes)
- Drawing Through a Lens - Thumbprint Assignment (13:53)

Student Demo Videos:

- Caffenol at Home Developer (11:20 minutes)
- Photography Composition at Home! (5:23 minutes)
- Camera Obscura (4:46 minutes)
- Accordion Book Making and Pop-outs (9:27 minutes)
- Hand Torn Accordion Journal (8:27 minutes)
- The Tin Foil Figure: Creating an Animation from Materials Found at Home (9:32 minutes)

Making Educational Videos for your Classroom

Table of Contents:

- Introduction
- Learning Screenwriting Tutorial
- Mobile Film Kit Tutorial
- Cinematography Tutorial
- Learning ScreenFlow Tutorial

Introduction:
Interested in creating video content for your classroom? Want to refine already existing video content? This tutorial series will take you through the entire video creation process, from writing, to filming, to final production.
https://youtu.be/Lxk4YrCgEBQ?si=dPKBUvbq9VyFGLQj

Learning Screenwriting Tutorial:
Learn the art of screenwriting for your educational videos.
https://youtu.be/In_1VJqEj-s?si=2yAvMp9-YpNQdv5c

Resources:
Online Learning Screenwriting Template
Online Learning Screenwriting Template Example

Mobile Film Kit Tutorial:
Learn how to use the Online Learning Mobile Film Kit to create Videos.
https://youtu.be/w4MPN5XlQPM?si=7Tx4eTn-q6J038J6

Resources:
Available through checkout at the Media Center

Learning Cinematograpy Tutorial:
How to use Filmic Pro and basic cinematography tips.

Learning ScreenFlow Tutorial:
Setting up and using video editing software ScreenFlow
Back to Top

Resources:
MCAD Branding Guidelines
MCAD Editable Bumpers

Add Closed Captions to Videos

https://youtu.be/QdV0GTgm8r0?si=DgujTEMa6Ikt43Yh

In this video, we'll walk through how to use a captioning service to add closed captioning to a video you've created. You'll need an account setup for the captioning service and your video to get started.
To request an account, email disability_services@mcad.edu