Getting Started with Canvas
Summer 2018

How to Access Canvas
- Go to my.geneseo.edu to enter your Geneseo username and password.
  - Click on the Canvas link.
- Chrome is the recommended browser to use with Canvas. Firefox, Safari and IE will also work.
- Note: you can also go directly to canvas.geneseo.edu and enter your Geneseo username and password.

More Information & Getting Help with Canvas
- For the most up-to-date Canvas Guides created by CIT, visit www.geneseo.edu/cit/canvas
- For questions about Canvas, email canvas@geneseo.edu
Global Navigation Menu

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively. Default links include Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and the Help menu.

Account

- **Profile > Settings**: Name and Email Address are automatically populated from Banner
  - Recommend adding a picture or Avatar by hovering over the head silhouette to reveal the edit pencil, which allows you to upload, take or create an image
  - Additional email addresses and text messaging can be configured for personal notification preferences

- **Notifications**
  - Personally set levels of how often you are notified via Geneseo email (also alternate email and text message if configured in Profile Settings) about activity in your course
  - By default, the notification for Canvas messages and announcements are enabled, however, know that students can adjust their notification preference settings as well
  - Suggest to students to leave notifications turned on for “Announcement” and “Conversation Message”

- **Files**
  - Access to all files added to Canvas by you – typically organized by course title
  - You can create folders for organization
  - Indicates what percentage of server space you are using and have available

- **ePortfolio**
  - See Canvas Guides (found in the Help menu) for more information

Dashboard

- Dashboard is the landing page upon entering Canvas. It displays current courses and other courses you have favored.
- Change the card color of a course by clicking on the Pencil in the upper right – the card color also appears in the Calendar for events related to the course. You can also add a nickname for the course if desired.
- The card displays Badges for the four main Canvas features for student activity: Announcements, Assignments, Discussions and Files. Badges will also display numbers of new activity in the course for Discussions and Announcements.
- **Sidebar Menus**: (right side of the window)
  - **Students**
    - **To Do**: Assignments that need to be turned in (displays for two weeks)
    - **Coming Up**: Assignments and events due in the next seven days
    - **Recent Feedback**: Displays instructor feedback from the last four weeks
Instructor
   - **To Do:** Assignments that need to be graded (displays for two weeks)
   - **Coming Up:** Shows assignments and events due in the next seven days

Courses
- **All Courses:** allows you to view all courses you are enrolled in – even those that are no longer active
- Clicking the Star next to a course on the All Courses view allows you to add the course to your Dashboard

Groups
- The Groups icon will only display if you are a student and a member of an assignment group in a course

Calendar
- Both students and faculty can see all courses they are enrolled in
- Uncheck calendars you don’t want to view (similar to Google Calendar)
- Faculty can drag-n-drop assignments to new date and will auto-update assignment available and due dates

Inbox
- Inbox is the primary means of communicating with all or individual students in a course
- Inbox/Conversations are **not email** – Inbox messages and replies reside within Canvas
  - NOTE: If the default Conversation Message notification is enabled (page 2) a copy of the message is sent to the campus email address. Replies can be made from within email and will also appear in the Canvas Inbox.
- Badge on Inbox will display number of new unread messages
- To send a message to your class:
  - Your course must be Published and open (see the **Inside a Course** section on page 5)
  - Click on Inbox, select the course from the dropdown options in the upper left
  - Click the Pencil in the upper right to compose a message
  - Click the Person silhouette to display recipient options (Teachers, Students and if applicable Course Sections and Student Groups). Use the arrows to refine recipients within the options to select individuals
  - Checking the box **Send an individual message to each recipient** is the same as using BCC – it will allow you to send private message to multiple recipients at one time
- Enter your message in the box, optionally include attachments, audio and/or video comments, click Send.

**Commons**
- Canvas Commons allows you to find, import and share course content with others in the Canvas Community.
- Request a test course to use before importing content from the Commons to be sure it’s content that will meet your needs.
- Geneseo course content is not automatically shared to the commons, must be authorized by the instructor.

**Help**
- **Ask Your Instructor a Question** – quick link for students to message their Professor (only displays if you are enrolled as a student in a course).
- **Search the Canvas Guides** – large repository of guides for Faculty and Students including numerous videos.
- **Geneseo Self Help Guides** – Geneseo specific Canvas guides.
- **Report a Problem** – Faculty and Students can submit support requests that are managed by Geneseo Canvas Support team.
- **Ask the Community** – opportunity to obtain help from others using Canvas.
- **Submit a Feature Idea** – opportunity to suggest and vote on other suggestions for improving Canvas.
Inside a Canvas Course

Access a Course
To enter a current course from the Dashboard > click on the course title listed inside a tile.

Course Status (Unpublished vs. Publish)
All courses in Canvas require the Instructor to Publish their course before students can access it, even if the course start date has passed. When you are ready to open your course to your students, click the Publish link on the Course Home page.

Course Menu
Once inside a course, navigation is listed along the near left-hand side. By default, all course navigation links (Home through LockDown Browser), with the exception of Settings, are accessible to students once populated with content.

Course Settings
- Right Menu
  - Student View: allows you to view and complete course assignments as a student
  - Import Course Content: Import a previous export from Canvas or another LMS, copy a Course, copy content within a course

- Course Details Tab:
  - Course Start and Ends: Open your course before the first day of class: if you want to message your students and have them review your Home page/Syllabus – Publish the course and update the Course start date
  - Grading Scheme: Enable and configure a grading scheme for overall letter and assignment grade display
  - More Options: Select the display option to Show recent announcements on Course home page
• **Sections Tab:**
  - Displays all course sections added to the course – typically displays one section unless two or more course sections have been merged together
  - To merge sections, follow the directions in the online Self Help Document “How to Cross List Sections in a Course (Merge Sections)”

• **Navigation Tab:**
  - Reorganize and hide individual left menu links to content areas
  - We recommend hiding links to Assignments, Quizzes, Files, Discussions and Pages

• **Apps Tab:**
  - Ability to view External Apps options and those that have been added to our Canvas instance
  - Email canvas@geneseo.edu to request adding an external App. Please do not add one yourself as it will not have the proper configuration requirements

• **Feature Options Tab:**
  - Controls various Course-wide settings such as recurring Calendar events and Overall grade displays
Adding Content to your Course

Course Home Page

By default, a course Home Page is set to the Course Modules.

You have the ability to select what displays on the Course home page. Click Choose Home Page from the right menu.

Home Page options include:

- **Course Activity Stream:** a listing of recent activity in the course
- **Pages Front Page:** Allows you to use a Content Page where you can add images, links, and upload files (such as your Syllabus). This content page can also display recent announcements. **CIT recommends this best practice.**
- **Course Modules:** students step right the modular content organization where you can add your syllabus as a file or in a page to a beginning module
- **Assignments List:** A list of all course assignments
- **Syllabus:** All course Assignments will auto-populate on the Syllabus page by due date. If the assignment does not have a due date, they will list by order in which they were added to the course at the bottom of the dated list. You can also add course details and your syllabus document to the top of this page. (Note: the Syllabus page is optional, you could instead use the Pages Front Page option or add your syllabus to an initial module).

Using Modules

Modules are a means to organizing and controlling flow and access to course content. Modules can be published, left unpublished, locked or have prerequisites. Modules are not Folders – content does not reside within a Module. Modules are doorways to your content. Using Modules for your course is a Best Practice recommendation.

Steps to Add a Module:

1. Click Modules on the left course menu, click the +Module link in the upper right
2. Add a Module name (select a name that best meets your instructional needs – Week 1, Chapters 1-3, Module 1, Lesson 1, etc.). Optionally elect to Lock or require Prerequisites (applicable only on the modules greater than one).
3. Click Add Module
4. Publish the Module: Click the grey cloud when you are ready to open student access to the content behind the Module
Options for Adding Content to a Module:

Add a content item directly inside a module

1. Click the **Plus sign (+)** to the right of your Module name
2. Next to **Add** – drop the arrow to select from the list of content options, select a type of content (New Page, Quiz, etc.)
3. Enter a **Name**, click **Add Item**
4. Click on the Content Item now listed in your module to edit/configure the new content item details
5. Remember to **Save and Publish**
Pages
Pages allow you to add various types of educational resources (web links, embed video, files, images and more) not belonging directly in an assignment. Entering resources in Pages also allows you to add context and instruction for your students concerning the resources.

Steps to add a Content Page
1. Create and add a **Content Page** to a Module (page 8).
2. Edit the Content Page using the Rich Content Editor menu to add hyperlinks to web pages, images, math equations, search and embed YouTube videos, insert resources from external tools and much more
3. Use the **Insert Content into the Page** to insert uploaded files (word, pdf, ppt) that can be previewed directly in the page or available for download, add links to course content, and upload or find images on Flickr.
4. Click **Save** or **Save & Publish** if you are ready for your students to see your Page

Assignments
Assignments in Canvas refers to all means of assessing student competency, including graded discussion forums and quizzes, place holders for using Grades in Canvas, and online submissions.

Quizzes (Exams)
The Canvas Quizzes utility is used for quizzes, exams and surveys. The four types of quizzes are:

- **Graded Quiz** – automatically creates a column in Grades and grade will flow automatically in the gradebook. LockDown Browser can be used with Canvas quizzes for added security.
- **Practice Quiz** – does not create a column in Grades and can’t be graded
- **Graded Survey** – automatically creates a column in Grades, however, gives credit only for survey completion
- **Ungraded Survey** – does not create a column in Grades and is used primarily for polling. Ungraded Surveys can be set to anonymous.
Steps to add a Quiz:

1. Add a Quiz to a Module (see above)
2. Configure the Quiz Details tab:
   a. Enter a name, and use the Rich Content Editor to add introductory instructions
   b. Select Quiz type (Graded, Practice, Graded Survey, Ungraded Survey)
   c. Assignment Group – select the weighted Grade Group (for Graded Quiz and Surveys only)
   d. Optionally select to Shuffle Answers, set a Time limit, Allow Multiple Attempts (by default attempts are set to one)
   e. Select options to Let Student See Their Quiz Responses and The Correct Answers
   f. Optionally select Show one question at a time
   g. Optionally set Quiz Restrictions
   h. Require an access code (password restrict)
   i. Filter IP Address – Not applicable on our campus
   j. Assign to – Everyone, by section (if course is made up of multiple merged sections), or individuals
   k. Set a Due date to populate the calendar, To Do and Coming up dates ONLY – Due date does not control ability to access the quiz
   l. Set Available From and Until Dates & times to restrict when students can access and take the quiz
   m. Click the +Add to configure separate Assign to, Due and Available From & until dates/times for an additional section(s). (Note: do not use for test accommodation needs – use Moderate This Quiz – see the Geneseo Self-Help Guide titled Using the Moderate Quiz page for Quiz(Exam)Access and Accommodation Needs)

3. On the Quiz Questions tab:
   a. Click +New Question Group if you want the additional delivery features of randomly shuffling and delivering a sub-set of questions (in addition to shuffling answers set on the Details tab) or just click the +New Question if you don’t need the additional deliver features (skip to Step 4)
   b. Enter a Question Group Name
   c. Select the number of questions to be delivered from the group (enter the total number of questions to randomly deliver all or enter a lesser number to deliver a subset of questions) along with how many points each question is worth
   d. Select from the following options for adding questions to your group include:
   e. Link to a Question Bank is a link to an entire quiz that was imported from a Publisher and/or from myCourses (Note: you will not be able to see or edit individual questions in this option)
   f. +New Question to create a new question from the variety of available question types
   g. +New Question Group to create a group of questions within a group
   h. Find Questions to view previously created quizzes and questions to add to the group (Note: you can edit the individual questions using this option)

4. Click Save or Save & Publish if you are ready for your students to see your Quiz
Online Submission Assignments
Allows you to collect student work via file uploads, text entry, Website URL and more.

Steps to add an Online Submission Assignment:

1. Create and add an Assignment to a Module (see Add Content to a Module above)
2. Configure your Assignment details:
   a. Enter an Assignment Name
   b. The Rich Content Editor Menu and Insert Content utilities are both available for use in the assignment instruction field
   c. Points – Enter number of Points to populate the Assignment in the Gradebook
   d. Select a pre-populated or create a new Assignment Group (i.e. weighted grade category) for use in Grades
   e. Select Submission Type:
      i. No Submission – used for creating a column in Grades (i.e. Participation)
      ii. Online – Text Entry (Text box for responding), Website URL (ex. Google Doc URL), Media Recordings (record video or audio right in the assignment, File Uploads (traditional file submission) (NOTE: Students can resubmit to Online assignments)
      iii. On Paper – assignment that is collected in class on paper
      iv. External Tool – used most often for Turnitin assignments (See the Geneseo Self Help Guide “Creating a Turnitin Assignment”) or other publisher content (email canvas@geneseo.edu if you need assistance with external tools)
   f. Group Assignment – optionally select to allow collection of group work and grading (Note: one student can submit on behalf of the group and the grade will apply to all group members or select to assign individual grades)
   g. Optionally set Peer Reviews and Moderated Grading
   h. Assign to – Everyone, by section (if course is made up of multiple merged sections), or individuals
   i. Set a Due date to populate the calendar, To Do and Coming up dates ONLY – Due date does not control ability to access the quiz
   j. Set Available From and Until Dates & times to restrict when students can access and take the quiz
   k. Click the +Add to configure separate Assign to, Due and Available From & until dates/times for an additional section(s).
3. Click Save or Save & Publish if you are ready for your students to see your Assignment
Discussions
Canvas Discussions allow both instructors and students to start and contribute to as many discussion topics as needed. Discussions can be configured as gradable assignments and available for the entire class or created within student groups.

Steps to add a Discussion:
1. Create and add a Discussion to a Module (page 8)
2. Configure your Discussion details:
   a. Enter a **Topic Title**
   b. Use the text box and **Rich Content Editor Menu** to add:
   c. Discussion topic details that may include video, images and more
   d. If grading, **number of expected Posts and Replies**
   e. Discussion rules such as contribute original thought and don’t reiterate
   f. Select from the available options (more than one option can be selected):
      i. **Allow Threaded replies** (replies within replies)
      ii. **Users must post before seeing replies** – recommend **Editing Discussions Settings** to uncheck the ability of students to **Edit and Delete their own posts** – see below:
      
   g. **Enable podcast feed**
   h. **Graded** – when checked Points Possible, Display Grade as and Assignment group appear for configuration
   i. **Allow liking**
   j. Optionally select **Group Discussion** (for creating Groups, see the Geneseo Self Help “Creating Student Groups”) and **Peer Reviews**
   k. **Assign to** – Everyone, by section (if course is made up of multiple merged sections), or individuals
   l. Set a **Due date** to populate the calendar, To Do and Coming up dates ONLY – **Due date does not control ability to access the quiz**
   m. Set Available **From** and **Until** Dates & times to restrict when students can access and take the quiz
   n. Click the **+Add** to configure separate Assign to, Due and Available From & until dates/times for an additional section(s).
3. Click **Save** or **Save & Publish** if you are ready for your students to see your Discussion
Files

Instructors use **Files** to upload course files, syllabi, readings and other documents. The Files can then be added to Modules, Assignments, Pages and wherever the Rich Content Edit Menu is available. You can organize course Files using folders, which are then organized alphabetically (they can’t be rearranged). Files will copy from course to course.

**Steps to add Files:**

1. Click the blue **Upload** button in the upper right to browse your computer
2. Select the files you wish to upload – you can upload multiple files at one time
3. Add your uploaded files to your folders directly upon upload or by dragging and dropping the files
How to Set Up your Grades (Gradebook)

Canvas will accommodate **Weighted Grading by Assignment Groups (Option 1)** (ex. Quizzes 20%, Exams 30%, Homework 20% etc.) or **Overall Points Grading (Option 2)** (ex. total points for all assignments = 1500 pts.).

Select Weighted Grading or Points Grading

**Option 1 – Create your Weighted Assignment Groups:**

1. Click the Assignments link on the left course menu
2. Click the Gear in the upper right corner to access Assignments Settings
3. Check the box for **Weight final grade based on assignment groups**
4. Click Save

An Assignment Group titled Assignments is listed in the System by default. Click the gear across from the Assignments grade group on the right side of the screen, update the **Group Name** and **percent of total grade** for one of your assignment groups (ex. quizzes at 20%), click Save.

Click the +Group button in the upper right corner to add **additional weighted assignment groups** until you’ve populated all desired groups totaling 100%. 

NOTE: If you’ve imported content from myCourses, you will also see a default “Imported Assignments” Group. You can rename the group and drag-n-drop assignments from the “Imported Assignments” group to other assignment groups.

NOTE: Canvas will allow you to create weighted Grade Groups that exceed 100% in the event you want to allow extra credit in your course. If you are not allowing extra credit, be sure your weighted assignment grade groups total only 100%.
Option 2 – Overall Points Grading

1. An **Assignments Grade Group** is listed in the System by default. Click the **gear** across from the **Assignments** grade group on the right side of the screen to optionally change the Assignments group name.

2. All individual assignments will be listed under the one “Assignments” Grade Group

**NOTE:** If you’ve imported content from myCourses, you will also see a default “Imported Assignments” Group. You can rename the group and drag-n-drop assignments from the “Imported Assignments” group to other assignment groups.

**NOTE:** Extra Credit for Overall Points Grading is configured by creating zero-point assignments

Create your Graggable Assignments

Option 1 – Create the gradable assignment when you create a Canvas Assignment

Create the gradable assignment when you create your graded quiz, online submission assignment, and/or graded discussion in Canvas (using Canvas to deliver, collect and grade assignments in addition to displaying grades). You can also assign the item to the appropriate grade group.

Option 2 – Create the grade column for assignments delivered, collected and graded outside of Canvas

Create the grade column for assignments delivered, collected and graded outside of Canvas — used for grade display and overall grade calculations only. Also typically used for entering class Participation grades.

1. Click the **Assignments** course menu link on the left side

2. Click the **+ (plus)** across from the Grade Group you would like to add an assignment to (ex. Quizzes) and set the following:
   a. Drop the arrow to select the **Type** of assignment
   b. Enter a **Name**
   c. Optionally add a **Due** date (this populates notifications and the calendar automatically)
   d. Enter the number of **Points**
   e. Click **Save & Publish**
Option 3 – Use the Grades Export/Import to create Assignment Grade Columns
You can also create Assignments using the Grades Export/Import to create grade columns for assignments delivered, collected and graded outside of Canvas. This option is typically used with Scantron testing grade imports.

Steps for using the Export/Import option:
1. Click the Grades link on the left course navigation
2. Click Export button in the upper right – save the .csv file to your computer
3. Enter Assignment titles in the first row
4. Enter the number of Points each Assignment is worth in the second row
5. Be sure to save the file as .csv
6. Enter the Grades link on the left course navigation
7. Click the Import button in the upper right – browser for your .csv file and upload
8. Canvas will prompt you to confirm the addition of the new Assignments and their point values
Be sure to check that your gradable assignments are within the appropriate groups.

For Weighted Grading – check that you have added all Weighted Assignment Groups (totaling 100%) and all of the individual gradable assignments are in the appropriate assignment group. Drag and drop assignments from one group to another as desired using the eight dots to the left of the assignment name.

For Points Based Grading – make sure you have one assignment group and all assignments are within the one group.

Enable a Grading Scheme

1. Click on the Settings course menu option on the left
2. Enter a check in the box for Enable course grading scheme
3. Click view grading scheme to view and edit the system default grading scheme
4. Click the edit pencil in the upper right to change the default Grading Ranges
5. Be sure to Save your changes in the View/Edit Grading Scheme box and click Update Course Details
Rubrics

Options for creating rubrics:

- **Assignments** - rubrics can be created immediately following an Assignment creation – the +Rubric option displays after saving the assignment details. The rubric displays below the assignment instructions for students.
- **Exams** – a rubric can be added to quizzes/exams. The rubric is not tied to a specific question. Create your quiz or exam, save the exam and click the gear in the upper right corner – show rubric option to create or search for an existing rubric. The rubric displays for grading only – it is not visible to students prior to responding to submitting to the quiz/exam.
- **Discussions** – a rubric can be added and is visible to students prior to grading by clicking the gear – show rubric option.
- Rubrics can also be created through the Outcomes left menu link and then added to Assignments, Discussions and Essay questions. Click the Outcomes link - click the three dots in the upper right corner – click Manage Rubrics. Be sure to add a title to your rubric for reference.

Rubric Grading settings (three options):

1. **I’ll write free-form comments when assessing students**: rating and comments are added at time of grading
2. **Use this rubric for assignment grading**: click the criteria and ratings to automatically populate the assignment grade
3. **Hide score total for assessment results**: Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric. This option is only available if the rubric is not used for grading and only applies to students when they view rubrics from the Grades page.

Using Speedgrader

Speedgrader is available for viewing and grading student submission assignments from within Canvas (Quizzes, Discussions and Assignments). Access Speedgrader from the assignment itself (Quiz, Discussion, Assignment) or from the Grades – drop the arrow in the assignment grade column to reveal Speedgrader.

- **Quizzes**: Grade manual questions (essay, short answer) easily by toggling form student to student and view individual quiz logs
- **Discussions**: View posts and replies by student
- **Assignment**: Grade submissions easily by toggling from student to student and use document annotation for uploaded files (.docx, .pdf) right within the application (use Chrome as the browser with annotation). Speedgrader allows you to view individual student quiz logs