Canvas Self Help Documents

These guides are created for Geneseo faculty and staff for their use with Canvas. Some of the links will take you to the Canvas Community, and you may need to sign in with your Geneseo account credentials to view the pages. The Canvas Community is a rich collection of guides, resources, and opportunities to share ideas with other Canvas users.

Please use the “Provide Feedback” button on your right to offer suggestions or ideas for this collection.

For tips, tricks, and updates on learning technologies at Geneseo, visit Educational Technology Chat

More Help

For questions about Canvas, contact CIT via our online service desk or email canvas@geneseo.edu. Weekdays between 8am-4pm, you can also call the Canvas Hotline at 585-245-6000.

For tips, tricks, and updates on learning technologies at Geneseo, visit our Educational Technology Chat. To explore Canvas Community Guides (created by Instructure), visit https://community.canvaslms.com/community/answers/guides

Getting Started

- Managing your Canvas Account and Notifications
- Customizing your Canvas Dashboard
- How to add an image to a Course Card
- Course Home Page
  - Syllabus
  - Course Navigation
  - Modules
  - Adding Content to your Canvas Course
  - Communicating with your Class
  - Open a Course to Students Before the 1st day of Class
  - Open a Course to a Subset of Students after the semester ends
  - Canvas Calendar
  - Translating from myCourses to Canvas
  - Canvas Mobile Apps
  - Which Browsers Does Canvas Support?

Grades

On August 15, 2019 all Geneseo courses will be required to use the New Canvas Gradebook

- How do I use the New Gradebook?
  - How do I arrange columns in the New Gradebook?
  - How do I filter columns by type in the New Gradebook?
  - How do I sort and display student names in the Student Name column in the New Gradebook?
  - How do I change the color for a grading status in the New Gradebook?
  - How do I leave comments for students in the New Gradebook?
  - How do I use the Total column in the New Gradebook?
  - How do I hide grades for an assignment in the New Gradebook?
- Late Policies: Instructor FAQ
- Weighting Grades using Assignment Groups
- How to enable a Grading Scheme for a Course
- How do I enter grades in the Gradebook?
- How to hide grade distribution scoring details from students
- Using SpeedGrader
  - Using DocViewer in Canvas Assignments
  - Using a rubric to grade in SpeedGrader

Course Content

- Adding Content to your Canvas Course
- The "Undelete" Trick in Canvas
- Course Workload Estimator (Rice University)

Assignments

- Creating Assignments
- How do I use the Assignments Index Page?
- Creating a cloud assignment with a Google Drive file
- Creating a Turnitin Assignment (Geneseo Guide)
- Assignments with Canvas Rubrics and Turnitin Originality Checking
- Creating a Turnitin Assignment (Canvas Guide)
- How to use Turnitin Feedback Studio (video)
- Peer Review Assignments

Attendance

- Canvas Attendance Tool
- How to run a Roll Call Attendance Tool report
- Easy to Use Google Sheet for Interpreting Your Roll Call Attendance Report

Discussions

- Creating Discussions

Files

- Uploading and Managing Course Files

Group Work

- Creating Student Groups
- Managing Students - Groups and Sections
- How to create Group Assignments
- How to create Group Discussions
- How to create a Collaboration with Google Docs
- How to create a Collaboration with Google Drive

Modules
**How to grade one quiz question at a time in Speedgrader**

- Importing Optical Scanning Data into Canvas Grades
- Create a Grade Column for Assignments Outside of Canvas
- Giving Extra Credit in a Course
- Creating an Extra Credit Quiz
- Calculating Final Grades in Canvas
- How to Export Final Grades for KnightWeb Importing
- Reviewing student activities and analytics

**Rubrics**

- Managing rubrics in a course
- Adding rubrics to assignments, discussions or quizzes
- Assignments with Canvas Rubrics and Turnitin Originality Checking
- Setting up rubrics for grading
- Using a rubric to grade in SpeedGrader

**Content Utilities**

**Managing Course Content**

- Copy Content from One Canvas Course to Another
- Importing a myCourses course export into Canvas
- The "Undelete" Trick in Canvas
- How do I include a course in the Public Course Index?
- Canvas Commons Guide
- How do I export a Canvas Course? (create an archive of course content)

**Managing Students**

- Adding co-Teachers or TAs to your Canvas Course
- How to Cross List Sections in a Course (Merge Sections)
- Managing Students - Groups and Sections
- Creating Student Groups
- How do I view the course access report for an individual student?
- Using modules to track student progress of students in a course
- Course Analytics and Quiz Statistics
- How do I add a Scheduler appointment Group in a course calendar? (ex. online office hours)

**External Apps and LTIs - Integrating with Canvas**

- Setting up a Blackboard Collaborate Session in Canvas
- An Overview of Blackboard Collaborate's Interface
- Faculty Enlight Book Adoptions & Bookstore for Students
- Films on Demand Integration (external link)
- Google Drive LTI Registration
- LTI (External Apps) Integration Notes
- Pearson MyLab or Mastering
- MyLab & Mastering Coordinator courses and Canvas gradebook sync
- TopHat Canvas Integration & Grades Sync
- Canvas Community Guide: How to Connect your Canvas Course with Various Publisher Tools

**Policies and Resources**

- Data Management Policy (When courses are added and removed)
- Making Files Accessible (US Dept. of Health & Human Services Resource)
- Copyright for Teachers and Scholars (Library Resource)
- OpenSUNY Online Teaching Resource Videos

**Course Quality Review Tools**

To help campuses ensure that their online courses are learner centered and well designed, a team of Open SUNY staff and campus

**Accessibility**
stakeholders has designed the OSCQR rubric, a customizable and flexible tool for online course quality review.

- The Open SUNY Course Quality Review (OSCQR)
- Geneseo Resources for OSCQR
- Canvas Community Course Evaluation Checklist
- Exemplar Courses from Open SUNY
  - To view the courses, you will need an Open SUNY Bb account
  - Click on Login in the upper right corner. You may be able to use the single SUNY sign on there, but if not, below the Login button there is a link to create a new account.

When developing your course, it's important to think about how to make your course accessible to all learners specifically those that may have a disability.

If you are interested in earning a certificate and badges for accessibility and Universal Design for Learning, register for the public self-paced course "Accessibilty: Designing and Teaching Courses for All Learners" that was created by SUNY Buffalo State & SUNY Empire State through a SUNY IITG.

SUNY FACT2 Council formed a task group to promote the importance of accessible content. Please visit their website for additional resources.

- Making Files Accessible (US Dept. of Health & Human Services Resource)
- How to give students extra time on a Quiz