Canvas Basics Transcript

Roach, Christine: Hi, I'm Christine Roach. I'm an instructional designer here at eSAIL, and joining me and presenting this webinar are Gerry Pedraza and Lani Draper.

Resources 0:01:16

So I'm going to start off by sharing a few resources with you. So, of course, I want to share the eSAIL website. See what it looks like.

Please continue. You can look to the eSAIL website for resources, webinars, and support, and so a lot of the webinars we have recorded and posted here, and we also link to the upcoming live webinars. I'm going to put that link in the chat box in just a second.

And we're always happy to help out with course design and Canvas questions. You can send us an email for support at EngrLearnTech@tamu.edu.

And I also highly recommend taking a look at AI resources, including their training and support page, as well as their YouTube channel. So, this is some of the things they have, some of the topics they have on their website.

And also, Canvas offers a lot of support, especially the Canvas Instructor Guide. So, this is what the Canvas Instructor Guide looks like. And then, if you click on any topic, you can view a tutorial with visuals on there. So, I'm going to put all of those links into the chat box area, and you can use those resources as you work on your own.

Agenda 0:01:32

Now in today's agenda, we're going to go over four topics here in Canvas Basics. One is navigating Canvas. The second is organizing your course. The third is adding content to your course, and finally, grading in Canvas.

So, we'll keep it pretty simple in this presentation. We have more in-depth presentations upcoming and also on our website. So, if there's something that you want to dig into more depth, we can point you in that direction.

Navigating Canvas 0:02:05

So, let's start at the very beginning, and we're going to look at the Canvas interface. So, when you log in, you're going to see this global navigation menu to your left, and that is this maroon bar on the far-left side of the page. So, we're going to talk about the important parts of the Global Navigation menu. So, we start with looking at your account, which is here at the top. Let me turn on my laser pointer.

And the account is the area where you can set your global notifications preferences, as well as some other small settings in there, like more advanced settings like accessing your account level file storage.

Next is the dashboard, and by default, the dashboard is where you will land when you log into Canvas, and the dashboard is a curated view of courses that you want to have quick access to, but it doesn't necessarily show all of your courses. In order to see the full list of your courses, you would need to click on the next option, which is below the dashboard.

And the course area once you click on the course area at the very bottom, you'll see an option for all courses.

And when you click on all courses, this will take you to the full list of all the courses where you have a role. So, if you know you should be in a course and you can't find it, that's what you'll do to look to find those courses under courses and then all courses.

The next tool on the global navigation menu is the calendar. The calendar tool allows you to view and create deadlines, events, and assignments in your course.

You can quickly change due dates here just by dragging and dropping calendar events, but this isn't the primary tool for doing that. The primary tool would be within assignments, which we'll talk about a little bit later. However, the calendar tool is a nice tool to use.

And finally, I'm going to talk about the inbox tool. This is the fourth icon on the global navigation menu or the fifth icon, I believe, if you count my Avatar. And this tool allows you to message your class or your students, individually or in groups. So, one thing of note is that students may not be notified of conversations if they opt-out of notifications. So, if that is a concern, you can ask students to turn on their notifications for inbox conversations.

Alright, moving forward. Once you are within Canvas, this white menu appears next to the global navigation menu on the left side of the page, and this is where you find access to different types of content and different tools specific to your course. So, here's the global navigation menu and then the course navigation menu.

And then, in a minute, we'll talk about this final area, the sidebar menu.

So, on the course navigation menu, the first thing we have here is the homepage. This is the page that students will see, the landing page for students. You'll need to customize that, and we'll talk about that in a few minutes.

The modules area is where you can get an overview of all of your content, and that's where you can add an organized content, and that will show up in a vertical index like, and let me show you that. So here, when I click on modules, you'll see that it shows a vertical sort of index layout of the content. That's under modules.

The files area is where you would view and upload course files. You can view the storage space available.

I'll move on to the next area, which is visibility: the visibility area—these gray eyeball icons next to each menu option. If the gray eyeball with a slash through it is shown, the students will not be able to see this option when they go into the course.

And here's where you find quizzes.

And finally, settings is where you would customize some course details, course card image, and I believe Lani and Gerry are going to go into some more depth on these things in a little bit.

Okay, finally, we're going to talk about the sidebar menu.

This is the third important menu area, this is on the far right-hand corner, and this is it can look like this, or it can look like this.

And it's dynamic. That means it might change depending on where you are in the course. So, a couple of important things to notice on the sidebar menu is this is where you can do student preview. And that can look different.

This is also where you're going to import content if you want to bring things in from eCampus or from another Canvas course.

And also, there's an option here to reset course content, and if you click that, it will delete everything from your course. That's the highlight version of the sidebar menu.

I'm not going to go into much detail about importing content, but I will tell you it's not too hard. And you can import your entire eCampus course package or just to test things, exams or files, and if you would like more help or need more detailed information on that, you can look into some other webinars and recordings. We have one called Making the Switch. I believe we have a couple of recordings of that one, or you can just contact us.

The first option on the course navigation is home, and when you click on this, you're going to see a homepage template. Let me take you over here.

You see a homepage template. This has been created by the folks at Academic Innovation; this is what that template looks like. Type your course title, student resources. It's got these buttons here, and these buttons here. That's the template.

And so we recommend keeping this homepage. It's a nice landing page that really helps give the course an easier interface and helps students find their way around much easier.

Editing the Home Page 0:08:23

And what I'm going to do is tell you about how to use this template homepage. So, there are some things that you don't need to use, you don't need to really touch like this image here [maroon banner], and these two icons here [Academic Resources and University Resources buttons], but there are other things that need to be either edited or deleted. So, at the top of the page, there are some filler words right here, and you'll need to either delete that or add your own welcome message. And then there are these module buttons that you have to create the links, and then there's also customizing the syllabus.

So, let's look at that. So, in order to make these changes, I'm going to go back to my presentation really quick.

So, let's talk about customizing office hours. That's our first step. So here I am in Canvas. I'm going to go to the homepage, and the first step is to click edit.

I'm sorry. Click on the homepage, and the first step is to click the link for office hours. Once you click the link for office hours, that will take you over to the page of office hours, and here you click edit.

Delete the information you do not want to use by selecting and then hitting delete. And then write your own office hours and add your own zoom link here. So, my office hours and then you would put your zoom link. Just paste it on there. That's how easy it is to save the office hours. Just don't forget to do it, and sometimes that goes under the rug.

The next thing I'm showing you is how to customize these buttons. So, these buttons are a little bit misleading in that they look clickable, but when you first get your course, you click them, and nothing happens, and that's because they're really images, and you need to create the link for each of these buttons. So in order to do that, you would click on edit.

And you'll go down to your button (so let me find one that I haven't linked, so module seven here). So, you click on the image, and a blue selection box will appear around the image once you've selected it, and now you can click on insert and link, and then you can click on a course link.

Now, alternatively, you can look on your menu (it's hidden here). So, I'm going to go to these three dots, and here's the link button on the menu as well.

And then, I select course link because I'm going to link to something that already exists inside the course. So, an important note is obviously you're not going to be able to edit. You're not going to be able to link to a module that doesn't exist yet, so editing the buttons will happen after you've created your modules.

Once I click on course links, this interface opens up on the right hand that allows me to select any of the pages or modules or even assignments that exist. And I'm going to go to modules, open that up, and I'll see a list of all of my modules.

And as you see, I have Week 1, 2, 3, 4, 5, and 6. I don't have a week seven yet, so I cannot link to a week seven, but if I were linking to week six, I would simply click it. You'll see that yellow flash, which means the link has been created, and then you can click to your next image, insert that link, insert that course link, link to your module, and don't forget to save.

That is how you create that link. Now when a student clicks on the link, it will take them over to the module in question.

So that is how you modify the buttons on the homepage. Now, alternatively, if you want to remove those, all you have to do is select it and then delete it.

Customizing the Syllabus 0:12:30

Okay, so the next thing I'm going to talk about is customizing the syllabus. So, this is a big one. AI has created a syllabus page, and it's a good idea to use this just for ease of use. Click on the syllabus page.

All right, so on the syllabus, you can easily access the AI-created template by clicking on the syllabus icon. This page comes with a template that includes all of the minimum syllabus requirements for you to customize. And the content is formatted for you to enhance and add to as needed. This is what it looks like.

So, it's very easy to edit, and the benefit of doing this within the AI-provided template is that you don't have to worry about the formatting so much. You can just paste your text in, but the drawback is that it will not match your pdf. So, what most people want to know how to do is add a PDF, and that is the very next step that I'm going to show you.

But here, you have two options. One is you can delete all the texts from the page. Then you can just copy-paste your information directly from your syllabus document, or you can manually enter it into the document and then save it to PDF and then add that PDF as your efficient syllabus.

But here is how you would add the syllabus you already have probably in PDF to that page. So, a couple of points, don't rename the pages. So, you may see it says syllabus, and you may want to rename that syllabus to CSCE 614 or something like that. If you rename it, it breaks the link, so don't rename it.

And then, all you have to do is type some words in to anchor your PDF, select those words, and then click insert document, and then you can upload your document, and it will create a link to a PDF.

I'll show you that in real-time. So, my PDF is here. Select it, then click insert. Click document, and click upload document, and now you'll be able to look through your documents. Choose a document. I choose a document, click on it, open it, and submit. Now it's uploading. And the link is created.

That's how easy it is to add a PDF on to that PDF page.

Alright, so that is the basics of how to navigate and how to customize your homepage, and with that said, I'm going to pass the reins over to the next presenter who's going to talk about organizing your content.

Organizing your Information in Modules 0:15:46

Draper, Lani H: We're going to look at some of the things that are very similar to what Christine did, but we're going to go to the modules page. So, we click on that link in the course navigation on the left that says modules. We'll have that kind of vertical sequence of information as Christine showed you; you have a module. It is kind of the same as folders if you think about it the way eCampus was organized.

So, a module is like a folder. It's going to include pages, you can include discussions, you can include files or URLs to other things, assignments, quizzes, and then we also have a few LTI links, and I'll show you some examples of that and how we can drag and drop to organize it.

So again, let me go to the modules link from the course navigation menu. What you're seeing, what I have in this particular practice course, is just the template that Academic Innovation provided. So, there's a lot of information here that could be useful to you. Some you're going not to need, and some you want to keep hidden from your students. So, if you notice there were a few links on the homepage that Christine pointed out about university resources, those are going to be here, and your modules list. These are pages that are linked to that homepage you noticed, like the office hours.

 And this checkmark also tells me that these are published. So that means it's available to the students. So, when you're looking at reorganizing the modules area, be sure not to delete things that are already published because they're likely linked somewhere else.

Now, another thing that's here is this instructor module. It says, "do not publish" because it is just for you and it is resources for you, and it gives you some information about the template and how you can use it.

And then also you'll see this Week one Topic/Title. This is something Academic Innovation also provided you as an example of how you could organize your material. And what they've done is like the weekly overview that you see here, this is a text header and then they indented pages that have to do with that area. And then, you have your weekly activities and weekly review. Again, this is just a suggestion. You can keep it, or you can delete it all. Deleting the module keeps the pages in your course but they're hidden from the students, so they can't get to them in any way, and you won't really run into them if you delete the whole module, but you can also keep it and put it at the very bottom.

And that's another thing you can do with this student experience resources. You need to keep it, but you can move it to the very bottom and then this, of course, can be deleted.

And Some ways to do that, you can actually drag and drop the whole module. So, I have my mouse on the left side.

So, on any of the modules or the pages within the modules, you'll notice there are these dots to the left of the name, and that's where you can put your mouse over it and drag and drop it. So, you can drag and drop modules, or you can drag and drop individual items inside the module.

So, if I wanted to move this instead of deleting it, I'm just going to move it all the way down to the end, and there it goes. So that's one way to do it, and to the right of the title of the module (or the title of a page or whatever is inside the module), there are three dots that give you another menu.

And in here, I can edit it, which basically allows me to edit the title and also lock it. I'm not going to do that for this one, so I might cancel out of that.

Another option would be to move the contents. What that means is you're moving, not the whole module, but you're moving the items inside the module to another module.

But you can also move the whole module. So instead of going through the process of dragging and dropping it, especially if I had a huge list of modules here, I could click move module. I'll get a menu that pops up to the right of the screen. I have a drop-down menu that lets me decide where I want to put it like I could put it before after another module, or I could just say move it at the bottom, so I'm going to move it all the way to the bottom.

And then hit the move button, and then it takes me all the way down to the bottom, and I see that it's moved there. So, I'm going to go back up.

And now I see this one [Week 1: Title/Topic].

Building Modules 0:21:01

In this particular course, I have no modules of my own. You could do something like Christine said, and you can import that from another Canvas course, or you can import it from your eCampus course. And what that would do is take you through the process in the import menu, and then all of the material you

imported would land on this module's page area, and since I haven't done that I may want to just start from scratch. I have all my files on my computer so maybe I want to do that, instead.

So, I'm going to hit at the top right this plus module button that's in maroon, and that allows me to add a module. I'm going to name it, and this can be my kind of course overview or my module one introduction or getting started, however, you want to name it.

I also have a choice to lock it until a certain date if I wanted to do that. If this is my getting started, I want it to be available from the start, so I don't have to worry about that, so I hit add module at the bottom.

And so now it has added it all the way at the bottom, but I can move it. Again, I'm going to move the module at the top.

And now I can start adding some of those things that we talked about. So, I have an opportunity to hit this plus sign at the right of the module, and here's where I have all my choices, so I can add an assignment here. I can add a quiz, a file, a page, a discussion, and I can add a text header, and we'll go ahead and do that right now if I wanted to do kind of a module overview section.

And text headers I'm not going to indent, but I have an option to if I want to hear or then if I don't indent it and decide to Indent it, I can always go to the menu on the right, the three dots next to it, and I can increase the indent or move it around or delete it. So that's the text header.

I also have some external URLs or external tools and we'll go over that in just a second, but we can also add a page. So, I can create a page if I wanted to do kind of a module one readings. We'll start with that. I do want to indent this one because it's going to be under my overview section. I'm going to add it, and what that does, it just creates a blank page for you. So, if you wanted to click on the title and then you're going to get the page with just a title, that's all we've added, and we can edit, and this is the same process as Christine went through. You can provide text here if you had like a particular article for this module and you wanted to create a link to that you could do that. So, kind of that same process that Christine took you through of typing things in or adding files to the page linking it or just Read Chapter one.

So, it's that simple, and then, of course, you make sure you spell it right.

So now, you have a page like that and that's your first page of the module or you could you know have your first page be more of an introduction that talks about the material you're going to go over and include your objectives.

I have nothing else in this module, so if I hit the next button, what the students would see is whatever is published, but then it would go. It sent me right to this page from the template. This is how they have done the overview and to-do lists, so this is something that you could copy and paste use in your own instead of doing like I did, where I just typed it up myself.

So those are some options you have and but, again, this is just another page, just like we added, so I'm going to go back to that module's area.

And let's go ahead and look at something else we can add. I'm going to click on external URL This is very straightforward. If you had a URL to a YouTube video or to something in your Google docs area or just a

page you want them to review, you could directly link it into a module, and that just it's kind of straightforward. You have a URL and name. You can make it load in a new tab so it doesn't load on the page and then again indented or not.

The other option, as I mentioned YouTube or something from your Google Drive or One Drive. If you go on to this external tool area, you have that ability to. So, if I wanted to add something I had in my Google Drive, and I had the permission setup so that you know anyone at A&M could view it, it's going to open up my Google Drive. So, this is my personal drive. I have this folder with lecture videos, and let's say I want to add this lecture. I'm going to submit that.

So, you open your Google drive area, go through and navigate to the file you want to share; you've already set the permissions so it's putting that link right here for me.

And then, I can change the page name. So, if I just wanted to do 2.1 or a topic or however I wanted to change the name, then again, I can have it load in a new tab.

I'll indent it, and here's what it would look like if I didn't load it in a new tab. So, I go to the page, and then it puts it here, and then you play it, and so it's right there on the page.

So that's how you can load something, and that can be a file, a video, whatever it is, on your Google drive.

But also, under that external tool, we have Chemtype, there's Gradescope. We have if you had something from LinkedIn Learning. You have Mediasite collection, your office 365, your One drive, Peerceptive, Turnitin, YouTube, and Zoom. So, you can add your Zoom link right to the modules area.

And then, I'm going to kind of briefly look at what assignments and quizzes look like in my portion of it. Gerry is going to go over some of that in more depth, and I'll just show you again that's one of the top things. So, if I add an assignment, and you're going to see the assignments from the template, so let's just look at one of those, let's add that.

And I click on it, and when you add it, you're going to see something that's blank, but this is again something from the template. You can copy this like the clip art and the wording if you want to, or you can create something all-new and on your own. I could go in, and I'm going to cancel this. I'm not going to go through that, but I could kind of well highlight everything, delete it, and then you know, here are your instructions.

And then again, you could write out all the instructions here on the page. Or you might have a PDF file, or you may have a particular worksheet or something, and again just like we did earlier, you could insert that link to it here from your course documents or your upload.

One thing that you could do like we showed you how just to upload the document, Christine showed you that, but you could upload all your documents into this files area first, and then you would see them under course documents, and kind of this gives you and there's a link.

And so that's another way you can keep your course a little more organized is add things to the files area first. Create folders that make logical sense to you so you have everything in order. Here, I had a documents folder that I created, but there are other folders that you could choose from this menu on the right as well, when you insert a course link.

So, I'm going to click out of that. Then you also have just different areas, and again we're going to do other workshops that will go into more detail about this.

Here is where you would create how many points that is worth. You could set up assignment groups. You can decide to you know show it as a percentage or points or however you want to do that.

The submission type is also something very important. This won't default to this. This is just because of this example, but the submission type can be online where you allow a text entry or you allow a file upload but then there's also no submission at all. So, if you have something they're not actually turning in but you want to have it graded, you can do that (and Gerry will go over that a little bit more), and then again, an external tool or on papers, so if you're using Canvas to supplement your course and they're turning something in your face-to-face class, that would be an option.

And then you know number attempts, plagiarism. You can set up groups. You can set up peer review and anonymous grading, and then you have the due date, which is what puts it on the calendar.

And then you set the available from until, and discussions and quizzes have very similar options, but they're little bit different, and again Gerry's going to go over a lot of that.

And I'm going to hit cancel so it doesn't save, and I'm going to go ahead and let Gerry take over from here.

Gerry Pedraza: Okay, how much time do we have left.

Lani Draper: 20 minutes.

Gerry Pedraza: Okay, all right, good sounds good.

Creating Assignment Groups 0:33:00

Alright, so let's talk a little bit more about assignments. And for that purpose, I'm going to share my screen.

All right, here we go, alright, so we're going to talk about assignment groups first. Then we're going to continue with the details of those assignments, how to add those details, and finally, we're going to talk a little bit about grades, how to input grades in the gradebook.

So, let's get started with assignment groups. So when you go to assignments, the assignments page, you can notice that you're going to be able to add groups. You have a plus button over here to add groups, and groups are very important because, in Canvas, you don't have calculated columns that you can just point to and add some assignments to it and calculate averages, and so on.

The recommendation is to create as many groups as needed, and by this, I mean that break down your assignments group as much as possible. So, if you have homework and you have several types of homework because some of them are worth more than others, I would recommend breaking it down, maybe in homework type A, or homework Difficult, or problems in the classroom, or something like that, if you're going to tie different percentages to each item.

Right so that may take a little bit of tweaking on your course so that it would be easier for you, in the end, to add those grades.

And as you can see here on the right side of the screen, we have a 40% of the total. Well, this is the percentage of, this is the weight of the total-the total value of these categories or assignment groups. So, you can add assignment groups, and then you can also move assignments from one group to another in case you want to change them.

So now, this homework is not supposed to be here because I changed the group. I just need to drag and drop it in the other module, just as simple as that.

In the grade Center by default, you're going to get a column for each of the assignment groups that will show you the average grade for that particular group. So, this is a good way in which students would have a good idea of how well they're doing on each assignment category.

The Assignment Tool 0:36:12

Let's talk a little bit about the assignment tool because it's a little bit weird how it's presented. So this is a tool that allows you to ask students to perform something or collect something that may be graded. So what flavors do we have? We have the assignment flavor of assignment, it sounds redundant, but that's the way it is in which they submit a text, a URL, a recording, a file upload. There's a new one call annotation that I don't have a lot of experience with, but we can discuss later on if you have questions about that one.

Then we have the quiz tool, which quizzes are also considered assignments. They will show up in the assignment tab and also in the quiz tab. So, the quiz is just a tool that will let you collect questions right predetermine questions. It has the advantage that it's timed. I think you are already familiar with this since blackboard or eCampus has a similar tool.

Then we have discussions as well, which can be graded. So, the discussion also appears in the assignment tab, and we also have surveys, which are meant for information collection.

Gradebook Overview 0:37:36

So, the gradebook overview. So, this is the gradebook. It's a little bit simpler than what we had on eCampus.

What I like about it is that it gives you a lot of options to filter right away.

So once your gradebook becomes a crowded place, and you've got a lot of columns in there, it may be difficult just to find what you need.

So, a good way to do this when you're grading is that you may want just to grade per module. Like here, on the right side, you can assign a filter. And you can just filter by module one, two, or three, so you will only see—the things involved in that module. You can also add grades by assignment type and just get the discussions you get.

These are the, I'm sorry, the assignment groups, not the assignment right, so you're all of these come from the assignment group tab that we created before right. Then we'll have the grades here, or we also have when there's a pending grade, you will see the symbol, or when you're ready to input the grade, you'll see it like this.

Viewing Student Submissions 0:38:48

Okay, so Viewing Student Submissions.

You have, like in all LM'S, you have different ways to go different to the same place, so, in this case, you can just open the quiz or the assignment.

Using the Speedgrader 0:39:28

And click on speed grader on the dynamic menu that Christine mentioned, or you can open the gradebook, and in the gradebook, you can click on the expanded menu and click on Speedgrader.

Also, you can click on the missing grade itself, and you will be able to get directed to the Speedgrader as well.

So, in the Speedgrader, you can get a similar view on an assignment that will actually let you put annotations on the PDF; if it's submitted as a PDF, I believe that word documents also can be annotated. So, in here, you'll have different tools to add annotations with the pen; if you have a tablet, this is really useful.

A recommendation here, if you're going to use it on your iPad or and a similar tablet, there's an application. The app is specially designed for Canvas that will work much better than if you use a browser on your tablet. So, if you're planning to use a tablet to make annotations, please use the app directly.

So here, you will be able to assign a grade, comments; a good touch here is that you can also attach files or even a video or record audio. So, depending on how you want to give feedback, you can do the visual feedback right there on the document. You can also do a video and make it more personalized or even or just doing audio feedback as well, so you have all of these options. Also, you have the option to download the submission right on each of the assignments.

Setting Accommodations 0:41:09

And just really quick, there's a place where you have a quiz that you can actually go in there and click on the dynamic menu, which will only appear if the quiz is published, so remember when you're doing accommodations to add a little bit more time to the quiz.

The quiz needs to be published already. Publish doesn't mean that it's already available. Publish just means that it is ready to go.

You can have a date restriction as well, at the same time, and then you would click on moderate this quiz, and then you will share set up the extension for the students.

This you have to do every time you set up a quiz or a test that requires time for each student.

Email for questions 0:42:10

Alright, so we are done with the material for this presentation. And this is our email address that you can use to get in touch with us in case you need assistance with transferring your materials to Canvas or once you're ready to move your materials if you have some questions on setting things up.

So, thank you all for joining us. It has been a pleasure being here with you, and I want to thank Lani and Christine for their participation in this webinar as well.

Thank you.