Canvas Training

Penn State New Kensington

Please log in at
psu.instructure.com
Canvas Training Agenda

- Canvas Account Setup (Contact info and Notifications)
- Overview of basic Canvas tools and platform structure
- Best practices for Canvas course organization
- Modules
- Assignments, Attendance and the Gradebook
- Quizzes, Discussions, Pages
- Help and Support
Canvas Dashboard

See all your courses and choose which to see on dashboard

Events and assignments with due dates show up here

Your Canvas mailbox

Commons – for sharing content

Set up your profile and personal preferences about contact methods and notifications

Help – link to guides, live chat and hot line!
Courses

Click on ‘All Courses’ to see a list of ALL your courses

Click the stars to select courses you want to appear on your dashboard and on the pop-out list
Account

- Add your picture and link to personal website

- Set up your notification preferences (when and how Canvas notifies you)

- Set up ‘ways to contact’ under Settings (PSU email is default; add other email accounts and cell phone here. Cell number is not shared, just provides alerts to you)
Calendar

Schedule student appointments

Add Events

Assignments with due dates automatically added and synched (deleting on calendar deletes everywhere!)

Select calendar(s) to display
Compose

- Must select course (cannot email all students in all courses at the same time)
- If checked, recipients only see their name
- Message content here
- Attach file
- Attach audio or video
More on Conversations

• Course must be ‘published’ before you can send messages (Publish course with one click on course homepage)

• Remember - you set how and when to receive Canvas notifications under your Account Settings (set how to be notified of messages SENT to you and SENT by you)

• If you receive Canvas messages via your Penn State UCS email account, you can reply directly via email and the reply will also be in Canvas (may not work in Outlook or other programs).

• Attachments forward out of Canvas to external email fine, but not vice versa. So if you are replying with an attachment, do it using Canvas conversation (not external email).
Course Announcements

Should I use an Announcement or a Canvas message (email) to communicate to my class?

- **Default notification is ASAP for both**
  (so both forward out to PSU email and other added contact methods)

- **Announcements can be set to be course home page**
  (useful in online courses and to be sure students see critical information)

- **Both can be replied to**
  - Email reply recipients can be changed (do not have to ‘reply all’)
  - Announcement replies seen by all (function like a discussion) but you can turn off the reply option (“Close for Comments”)

- **Announcements have more options for formatting and adding images and links**
Course Announcements

There are no announcements to show.

+ Announcement

Edit

- Mark All as Read
- Delete
- Close for Comments
- Share to Commons

Topic Title

Attachment

Options

- Delay posting
- Users must post before seeing replies
- Enable podcast feed
- Allow liking

Save

Cancel
Rich Content Editor

- Available in all tools when you are adding or editing content (except Inbox messages!)
- Format text, add images, video, links, etc.
- Includes an equation editor
Navigating Course Space

• Unused or hidden areas are greyed out

• Best practices:
  
  • **Show** Home, Announcements, Syllabus, Modules, Grades, People (and other tools as needed)
  
  • Hide (disable) all ‘unnecessary’ links: *Do this under ‘Settings…Navigation’*
  
  • Use Modules to provide access to course content; organize chronologically or by topic
Why Use Modules

• Organizes course material in logical ways and simplifies course navigation by allowing you to hide other areas (files, assignments, discussions, quizzes, etc.)

• All types of content can be added to a module and each item in a module can be locked until a certain date, or hidden completely.

• Modules can have prerequisites and requirements for access and completion, and you can view student progress through these requirements.

Content is stored in other areas (files, assignments, quizzes, etc.) – so removing an item from a module does NOT delete it from the course.
Setting Course Home

In your course, click **Home** ……**Choose Home Page**

Note that ‘Files’ is not an option for course homepage – another reason to use Modules!
Syllabus Area

The syllabus area automatically generates a schedule based on any assignments and events you create that have a due date. These will also automatically appear on the Calendar.

**Best Practice:**
- Include all assignments and tasks (graded or not) with due dates to Canvas. This will build the schedule in the Syllabus area.
- Upload your full syllabus file to the file area
- In the Syllabus area, include a brief statement and then link to the full syllabus file

**Alternatives:**
- Include full syllabus in Files area; give students access to Files and hide Syllabus
- Include full syllabus in a Module and hide Syllabus
Files

• All uploaded files are stored here

• Create folders and use drag and drop to upload or rearrange files

• Can upload multiple files at once (or even upload a zip folder)

• Adjust visibility of files using the publish icon (hide, set release date, restrict viewing to certain students)
### People and Groups (teams)

Groups are given space to share files, post calendar events, communicate, etc.

[Image of group management interface]

Students will see group icon in their navigation.

[Image of group creation interface]

**Create Group Set**

- **Group Set Name**
- **Self Sign-Up**
  - Allow self sign-up
  - Require group members to be in the same section
- **Group Structure**
  - Split students into equal groups
  - I'll create groups manually

[Image of group set options]
A content page ("Wiki page") with many uses:

- Easy to link to other course pages, files, etc.
- Use to provide a list of related course files
- Embed a Box folder to provide access to files
- Use as a course homepage and embed a video introduction
- Allow anyone in course to edit to use as a collaborative space
Assignments

- Any task worth points OR with a due date should be created as an assignment – this adds that task to the Calendar and to the auto-generated list on Syllabus page.
- Graded Quizzes and Graded Discussions are treated as assignments.
- All assignments (except “ungraded”) are added to the course Gradebook.

Assignment options:

- Can be set to zero for extra credit assignments.
- If not using groups, you will have one default assignment group.
- If set to “Not Graded”, will not appear in gradebook.
- Submissions can be online or on paper (no submission).
Assignment Groups

• Create and manage groups in the Assignment Area (similar to Angel ‘Categories’)

• Use groups to set group rules (i.e. drop lowest score)

• Use groups to grade by percentage
  Click gear to set weights for groups

Note: create groups first, then set weights!
Attendance

• Roll Call Attendance can be used to manually take attendance and optionally can be set to be worth points or not (Default = 100 pts.!!)

• View as List or Class (can create seating chart)

• Must take attendance for at least one student to activate tool

• After activating, go to Assignment area to edit point value or to set to ‘not graded’

• If you are grading by percentages, can create an assignment group and move the attendance assignment into that group

• Can change value assigned to students who are ‘late’ (default=80%)

• Do not delete, rename, or unpublish this after activation
Discussions are grouped as either ‘Pinned’, ‘Current’, or ‘Closed for Comments’

If checked, discussion will also appear under Assignments and in the Gradebook

If you choose a group discussion you have options for creating the groups
Quizzes

Create Graded or Practice Quizzes, Graded or Ungraded Surveys. Graded quizzes and surveys also appear under Assignments.

Options

- Shuffle Answers
- Time Limit: Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses
  - Only Once After Each Attempt
  - Let Students See The Correct Answers
    - Show Correct Answers at
    - Hide Correct Answers at
- Show one question at a time

Multiple Choice

- True/False
- Fill In the Blank
- Fill In Multiple Blanks
- Multiple Answers
- Multiple Dropdowns
- Matching
- Numerical Answer
- Formula Question
- Essay Question
- File Upload Question
- Text (no question)
Gradebook

All assignments (except “ungraded”) are added to gradebook automatically (including quizzes and graded discussions)

Optional - Set Grading Scheme (letter grades) under ‘Settings - Course Details’

Recall - to grade by percentages, first create assignment groups and set group weights.

1. Click
2. Type
3. Enter to go to next student
4. Saves automatically

Click for options

Great tool!

Hide grades
Modules - Adding Content

Module Name
Module rules
Publish
Unpublish
Add Content
to Module
Module options

Week One

Prerequisites: Start Here!, Syllabus

Syllabus

Assignment 1

Mar 4

Assignment 2

0 pts

Quiz 1

10 pts
Modules – Adding Content

Select type of content to add

Select already created content item or create new
Publishing

• Publishing in Canvas = Enabling in ANGEL.
• On the course Home Page, you can see the status of your course. When ready for your students to have access, click the Publish button.

Student view is available by clicking ‘Settings…..Student View’
Merging Course Sections

Please see ‘Guidance for Merged Course Sections’ before merging!

- Click on “Merge Course Manager” on the right of your Canvas dashboard
  Note: Course sections to be merged should be unpublished and empty!

- Provide a descriptive name for the new course

- Select one of the courses you will be merging for the “Create Course based on” (does not matter which course you pick here, as long as it is one of the courses you will be bringing into the new merged course)

- Select the courses you wish to merge into the new merged course

- Click “Merge Courses” at the bottom

**** Note that this action cannot be undone!
Help!

The Help link on your Canvas dashboard provide access to chat, a hot line, and links to the Canvas Guides. The guides are extremely helpful!

The Penn State Canvas page (http://canvas.psu.edu) has links to many resources including the self-paced Canvas Learning Center.

The Canvas Learning Center Support Page has links to all types of support.

There is also a Canvas Student Orientation available.

Canvas maintains a very active community of users – join the community, vote up improvements, submit suggestions, and learn from other users.