Getting Started with Canvas

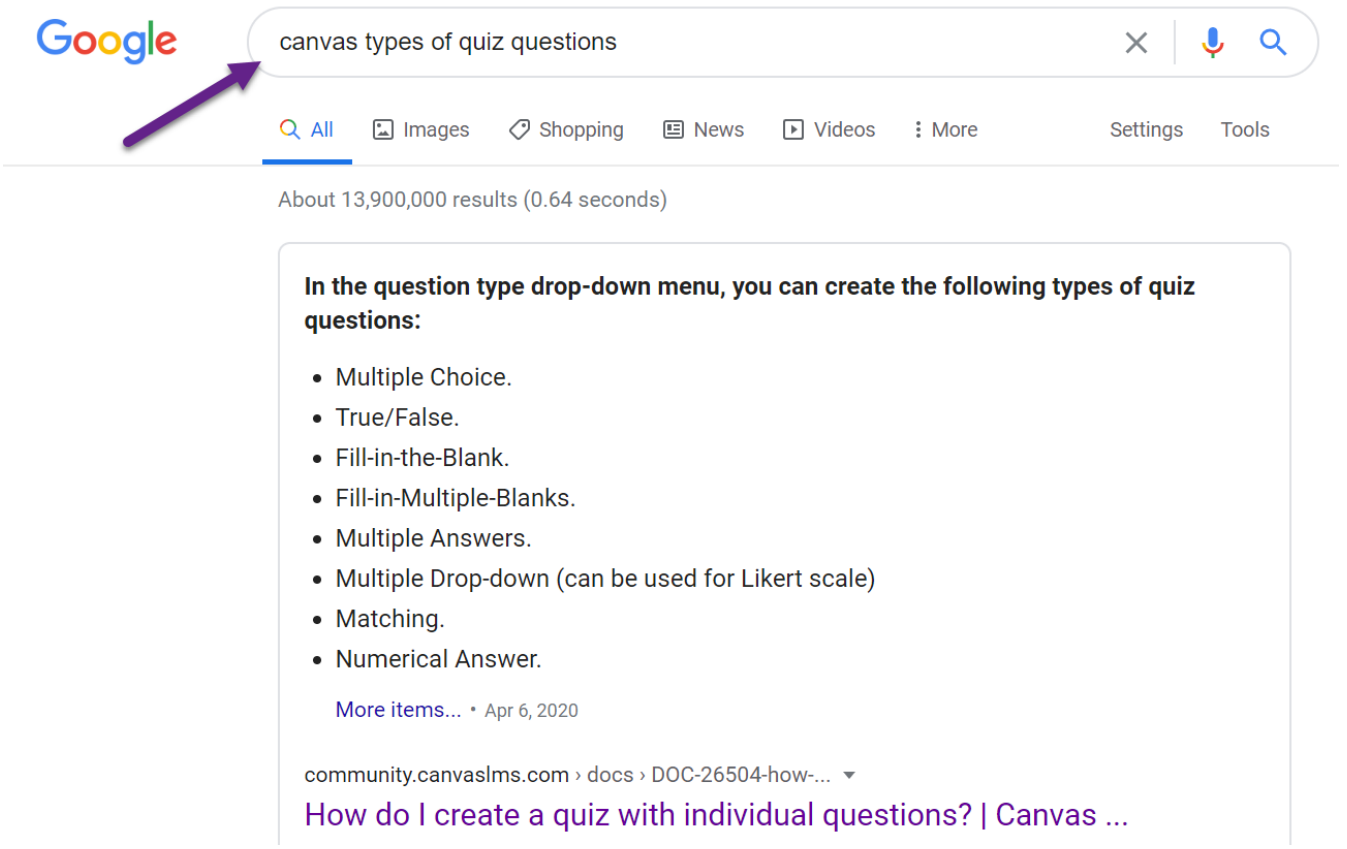
Hillsborough County Schools Middle School Science Department

Created by Catherine Mullins

Important

This presentation is not intended to replace Canvas training sessions offered by the district.

Please think of this presentation as a “quick reference” to use in conjunction with district provided training.

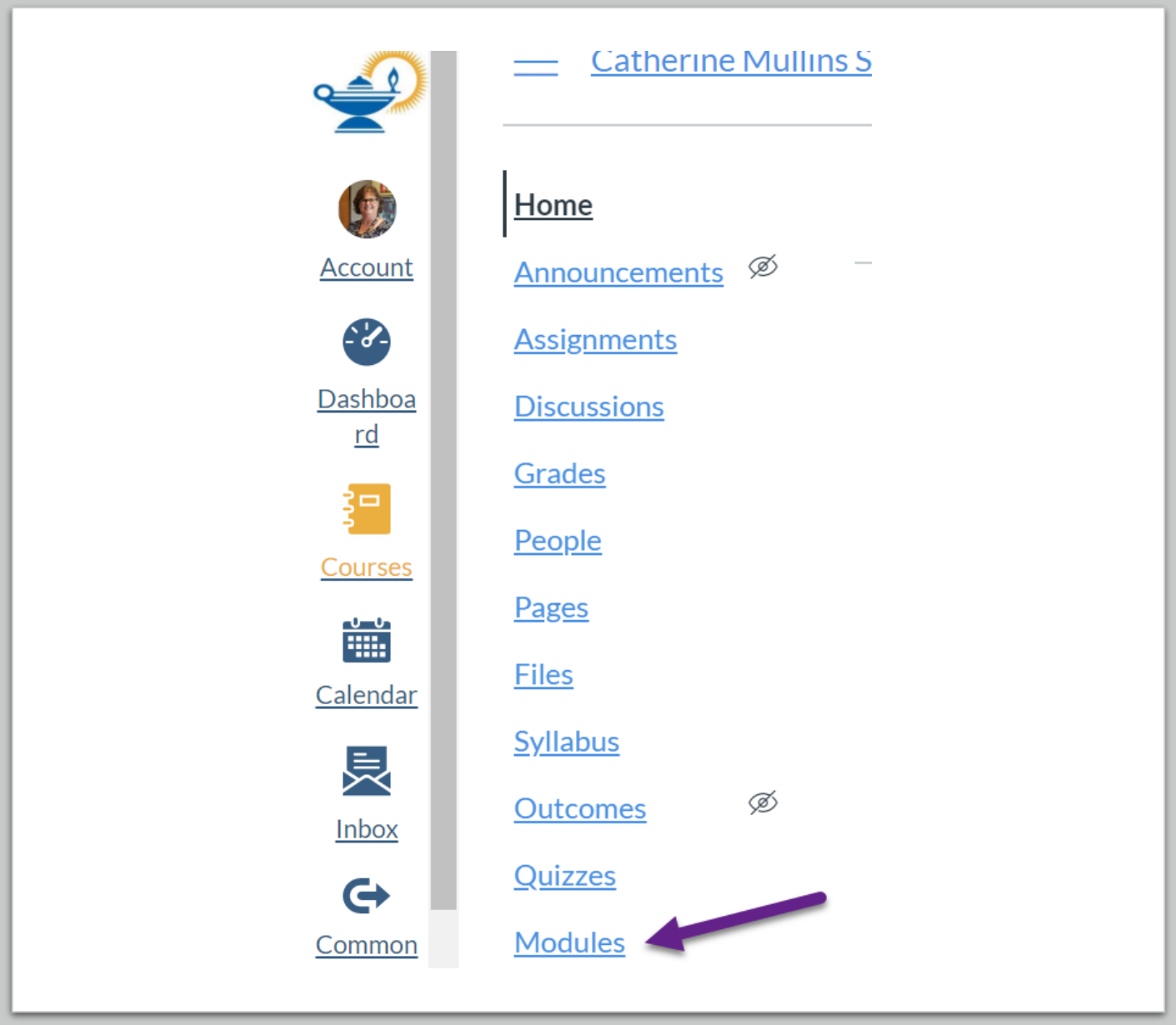


Quick Hint

One of the nicest things about Canvas is that information and help files are readily accessible. Google your question and add the word “Canvas” to it. You will find several resources to help you.

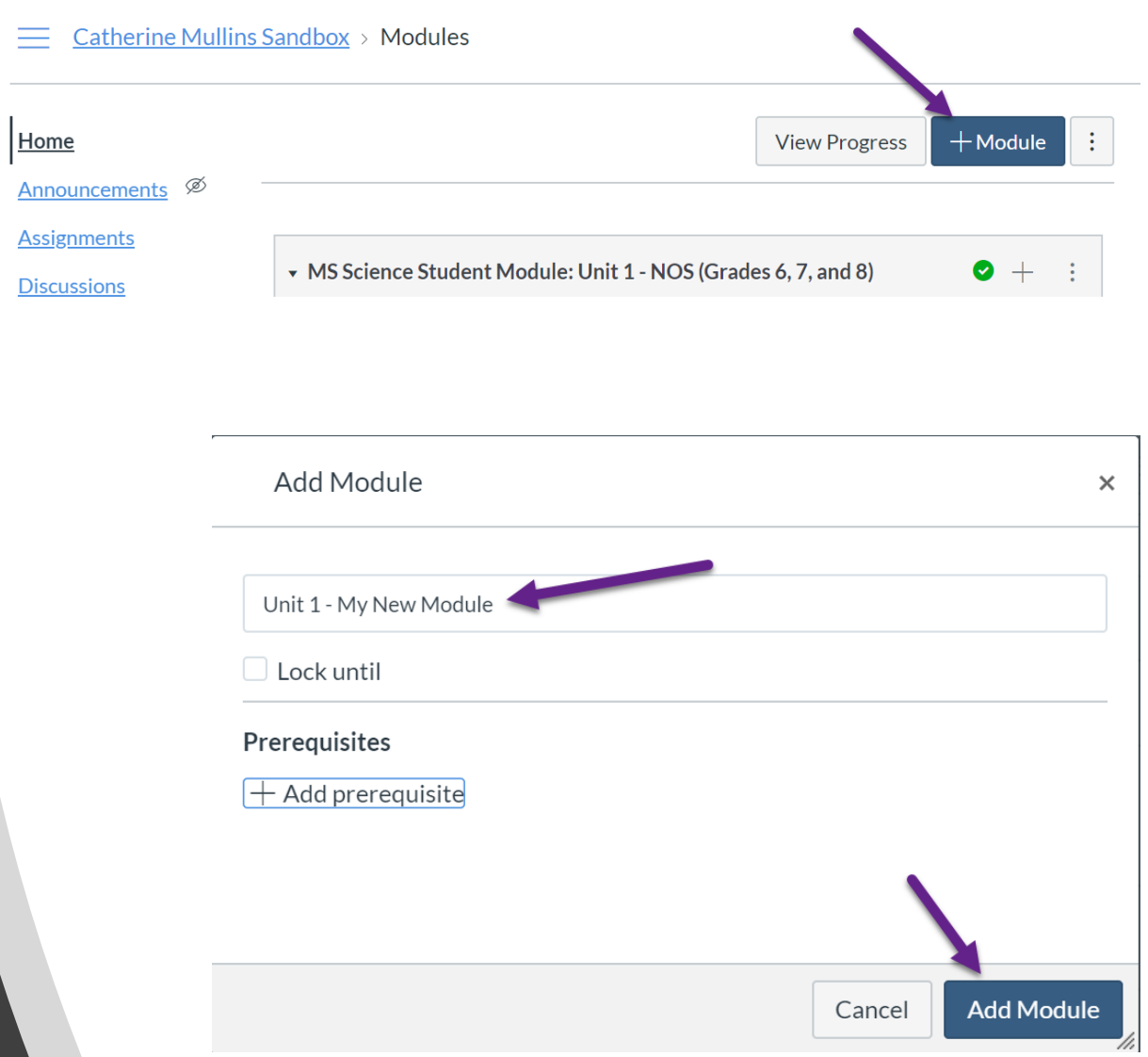
Modules

- In Canvas, learning units are called Modules
- Each time you start a new unit, you will add a module
- All content for the entire unit goes into the module



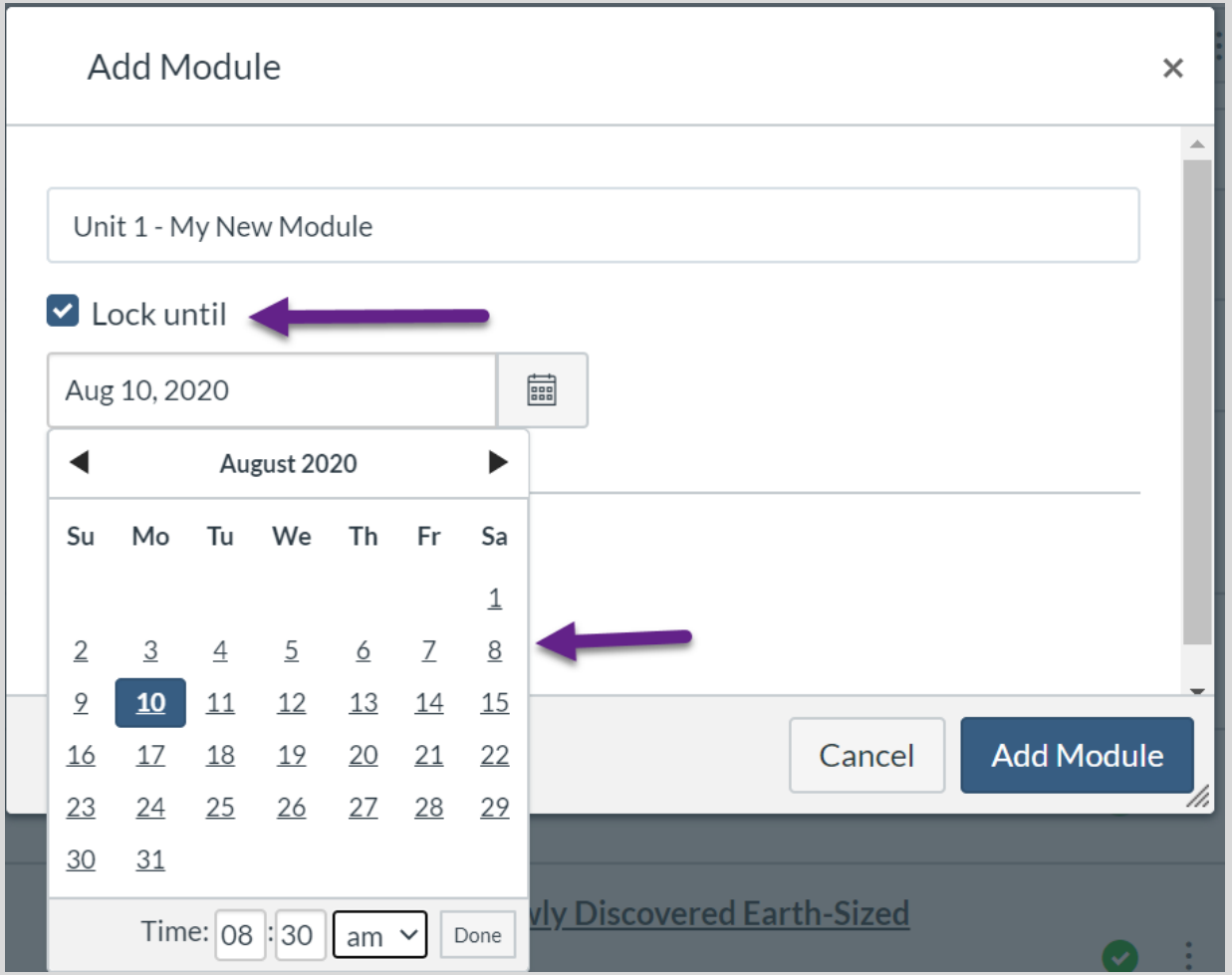
Adding a Module

- In the Module screen, click +Module to add a new module
- Title your new module with the name of the unit
- Click Add Module



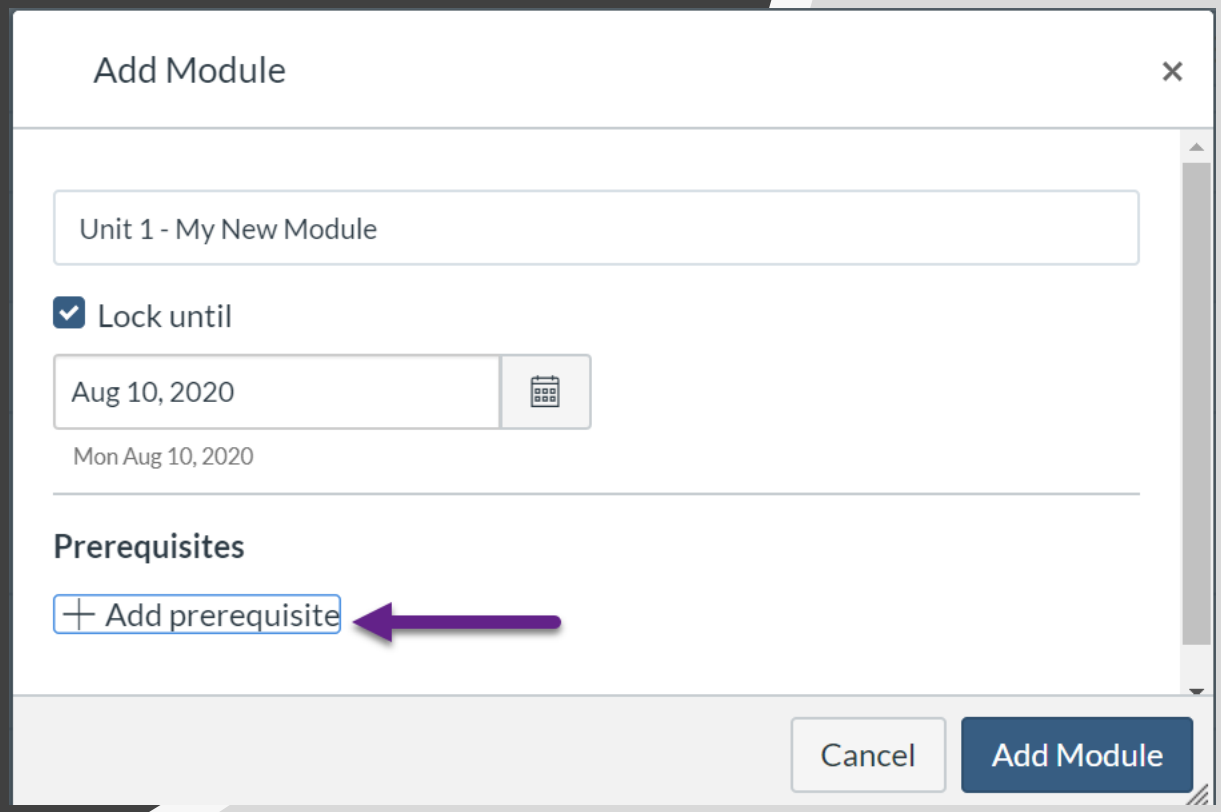
Module Options

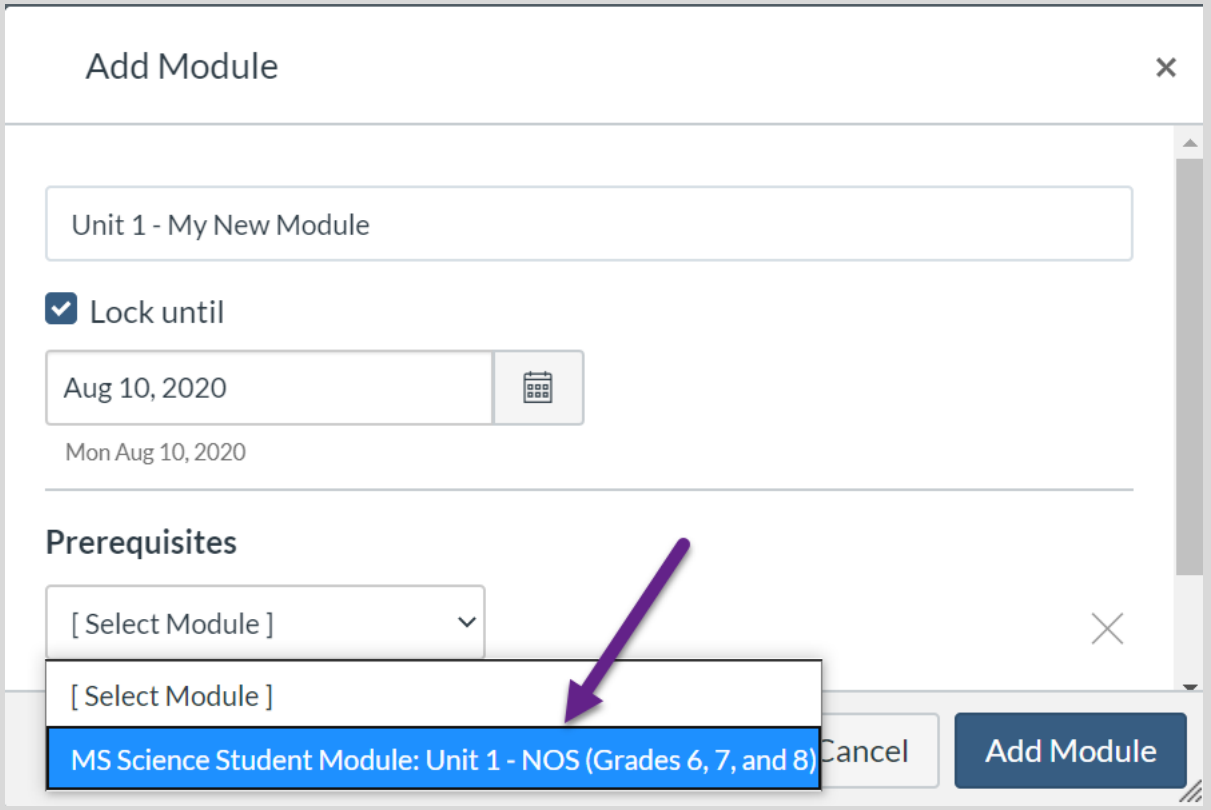
- Lock Until allows you to set a date for the module to open automatically



Module Options

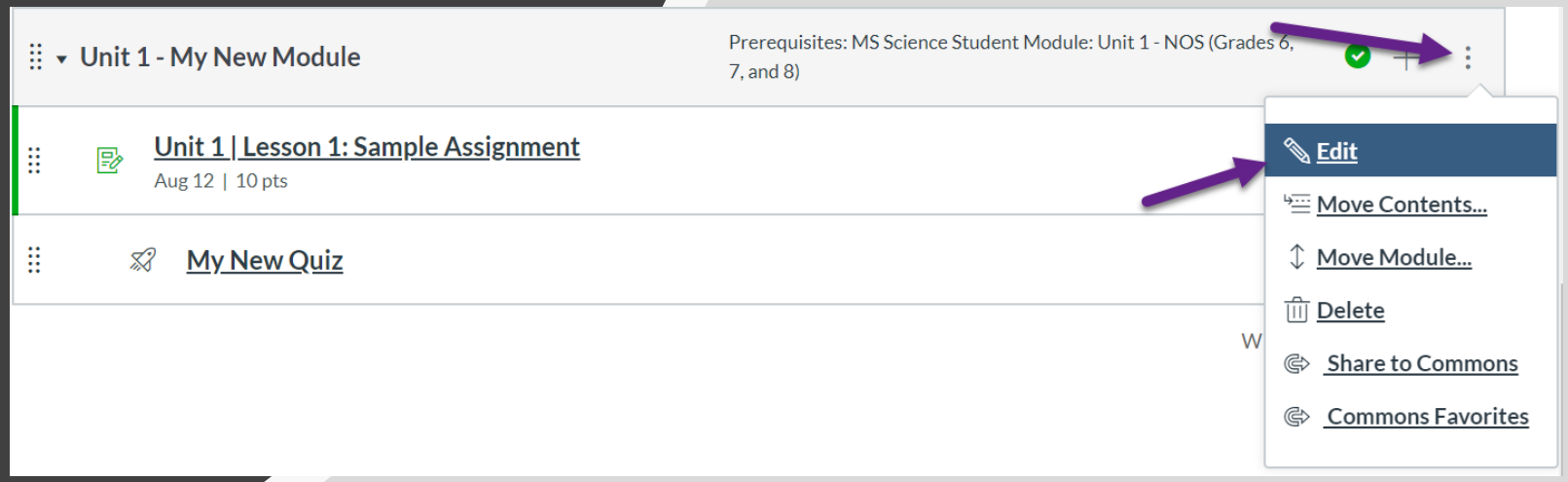
- Prerequisites allow you to set a requirement to complete one module before starting the next one.

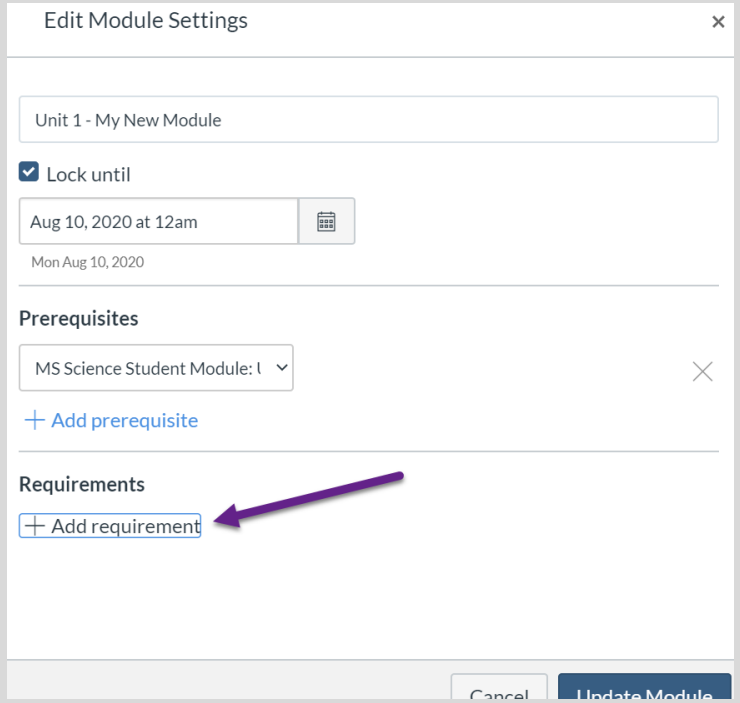


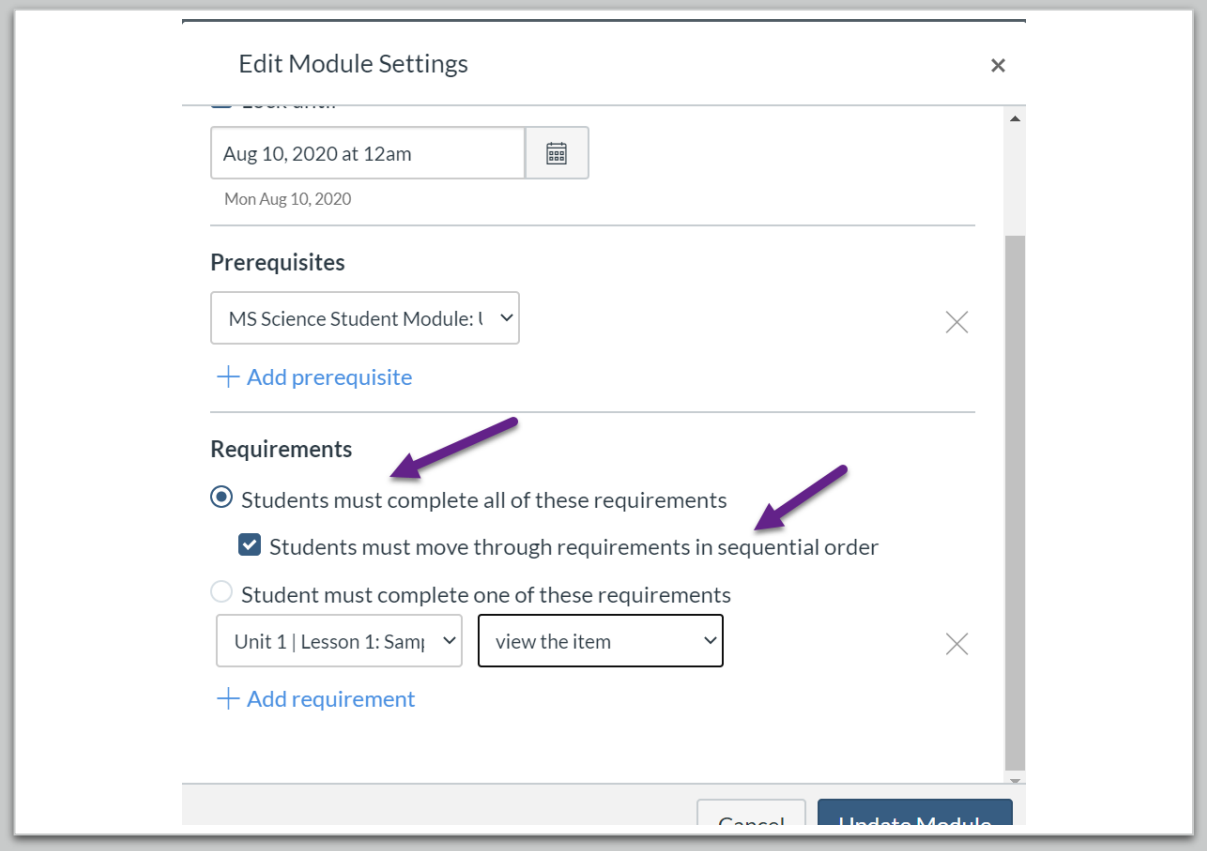


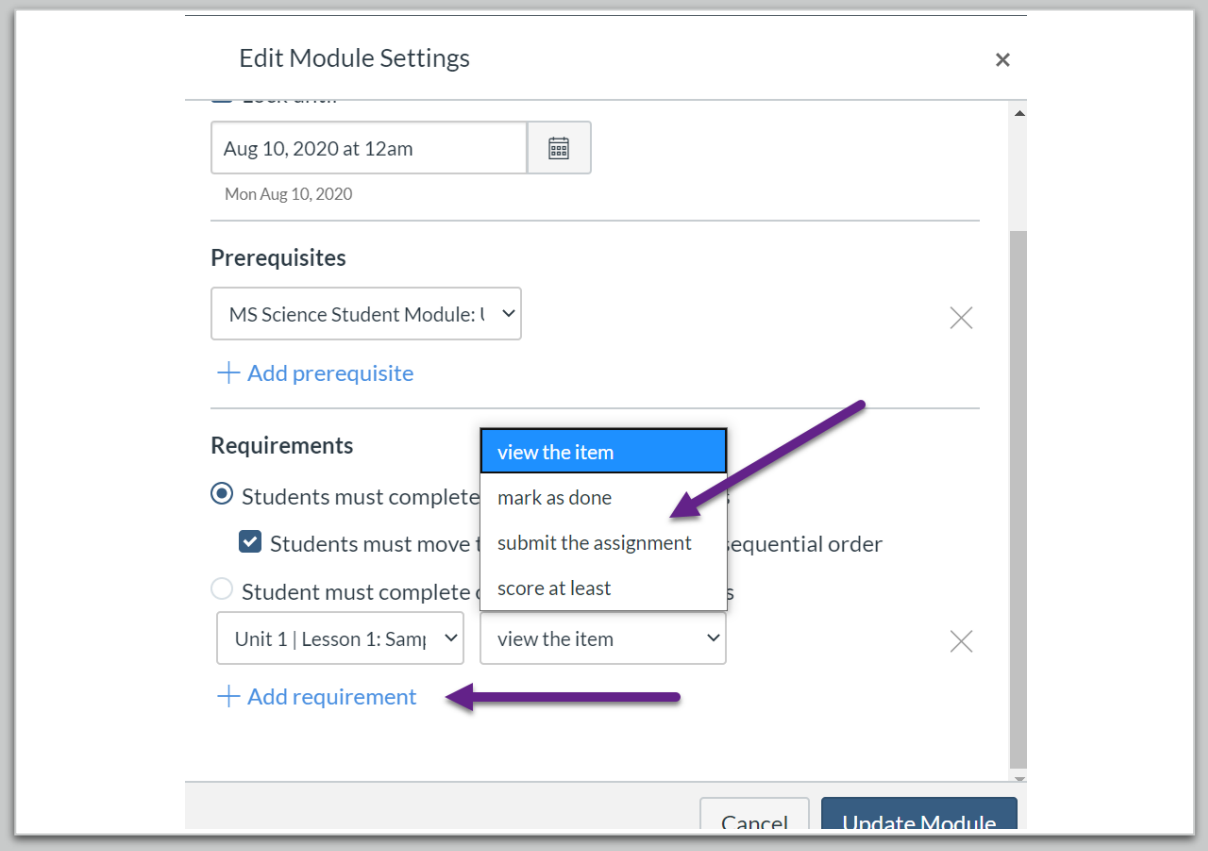
Module Options

- You can also set prerequisites within Modules
- This ensures that students complete assignments in a particular order
- Click the three dots on the Module heading, then click edit
- Click the + next to Add requirement







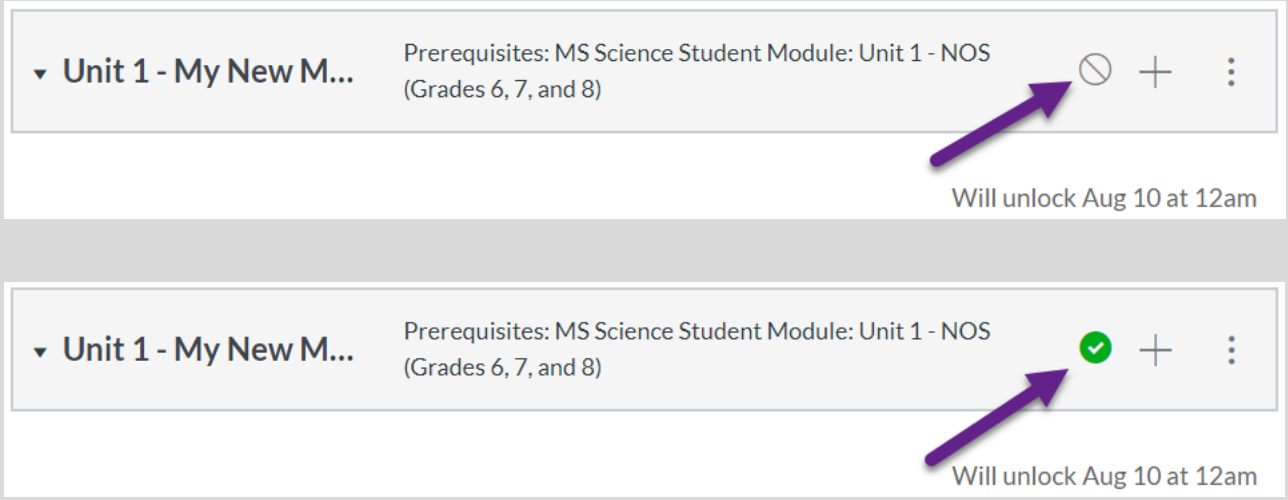


Module Options

- Choose how you want your students to move through the module
  - Sequentially
  - Individual requirements for each assignment
- You can specify what you want the students to do for each assignment

More about modules

- Modules are unpublished when you add them
- Only you can see an unpublished module
- To publish a module so students can see it, click the ⃠ symbol
- Once the module is published, you will see a green check - students can now enter and participate



What goes in a module?

ASSIGNMENTS

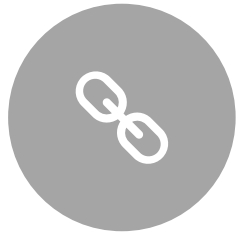
QUIZZES

FILES, SUCH AS DOCUMENTS OR SLIDE SHOWS

INFORMATION PAGES

DISCUSSIONS

TEXT HEADERS TO BREAK MODULES INTO SECTIONS



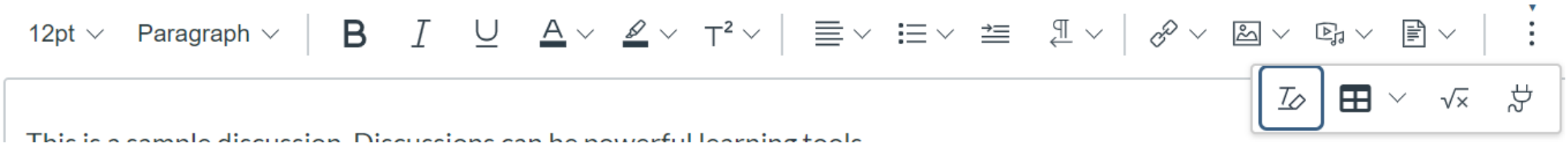
EXTERNAL URLS TO LINK TO OTHER WEB SITES

EXTERNAL TOOLS TO LINK TO STUDENT APPLICATIONS SUCH AS CLASS NOTEBOOK OR KHAN ACADEMY

Editing Options in Canvas

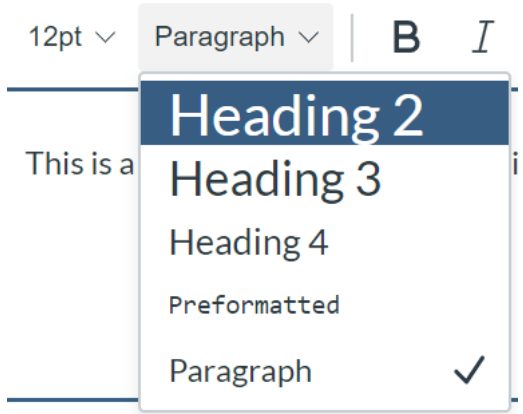
Editing Tools

- Use the editing toolbar in Canvas to edit content in the rich text editor – this is the main editing page for Canvas items
- Formatting tools are similar to tools used to edit content in most software, such as Microsoft Word

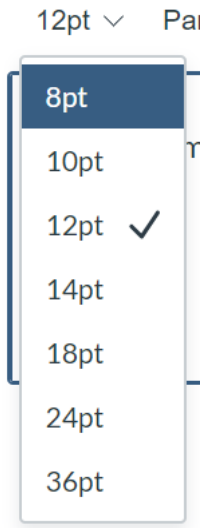


Text Options

- Text size can be changed through the use of headings
- When paragraph is selected, text size an be changed manually

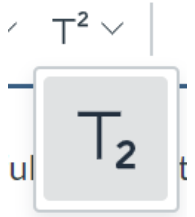


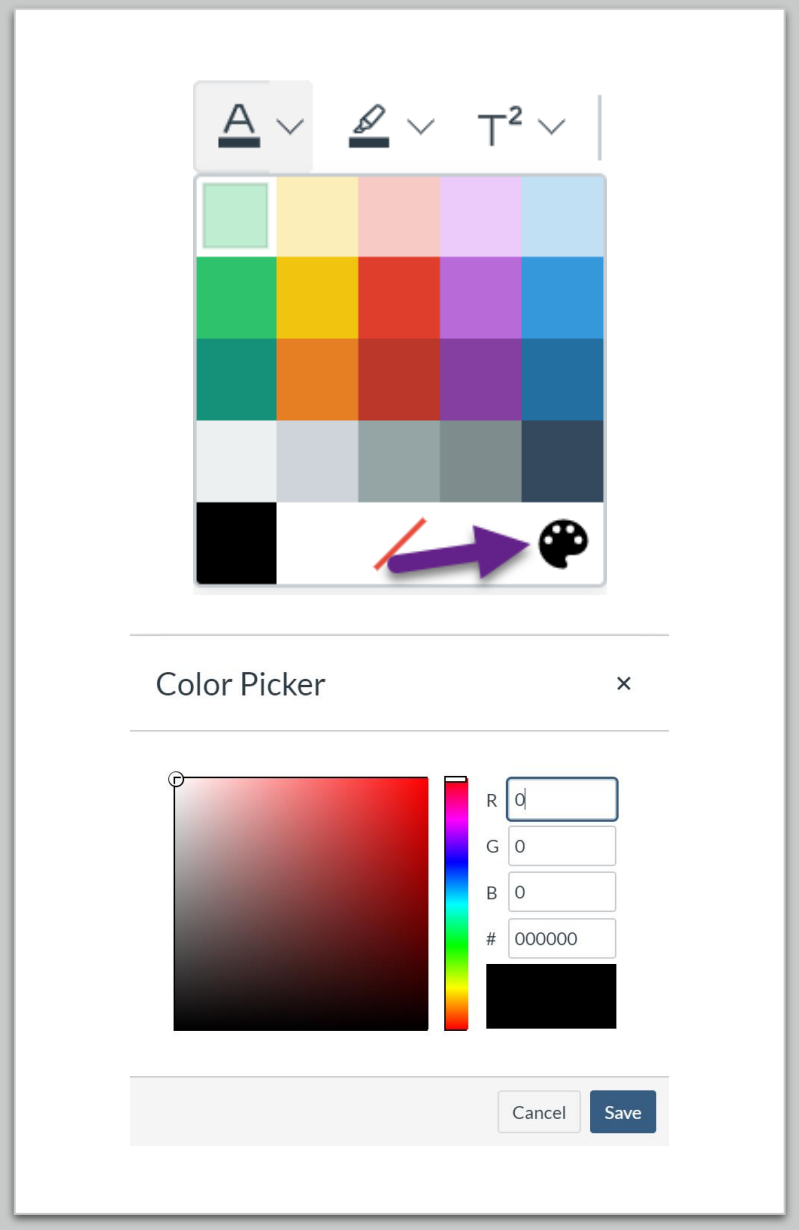
- Text size



- Bold, italics, underline

- Superscript or subscript toggle



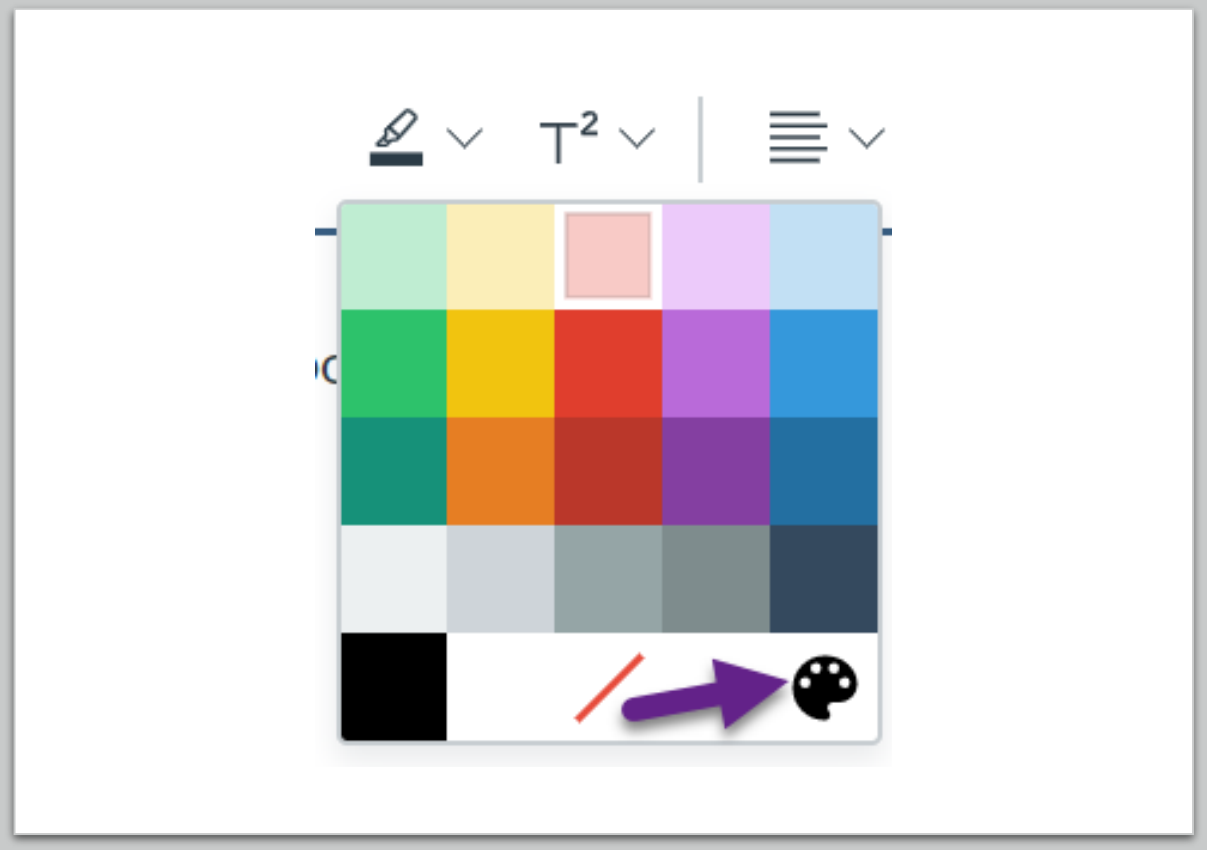


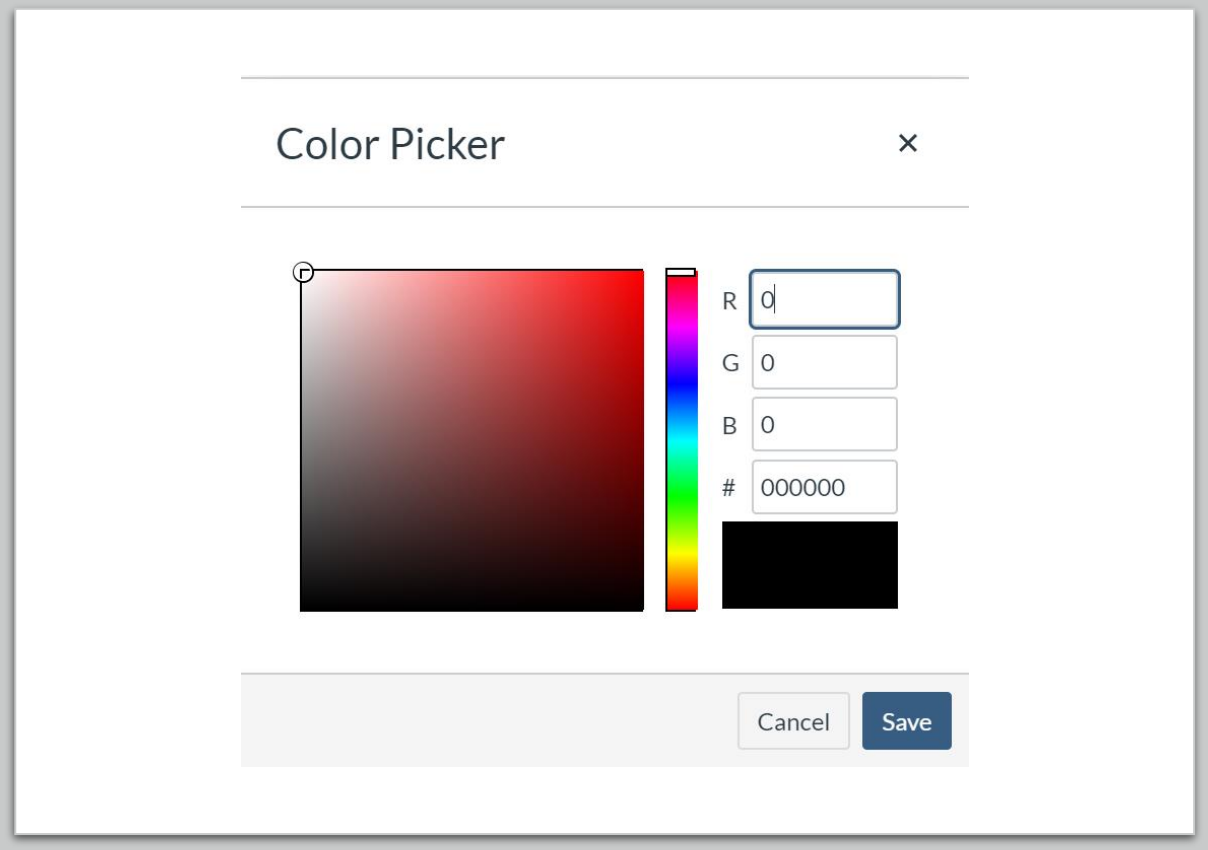
Text Color

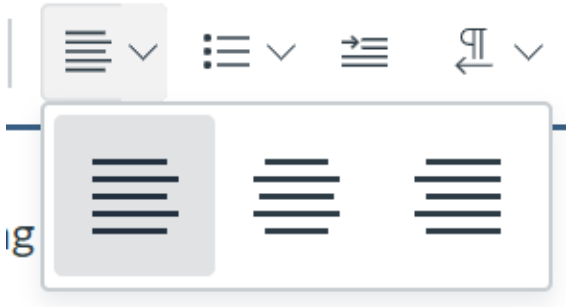
- Basic text colors can be changed in the text color menu
- Click the palette icon to refine color choices

Highlight Text

- You can also choose multiple colors to highlight text
- Click the palette icon to refine color choices

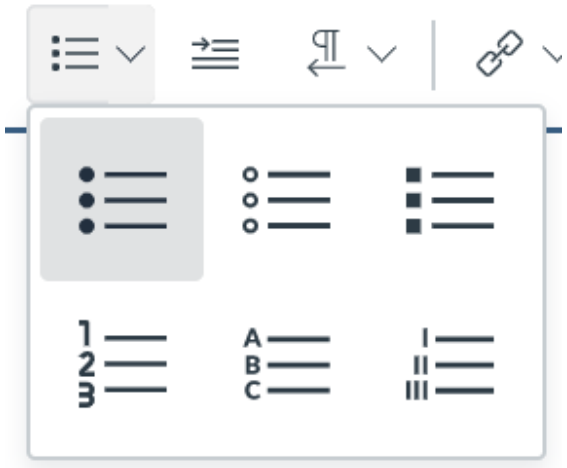






Text alignment on page

Indent or reduce indent



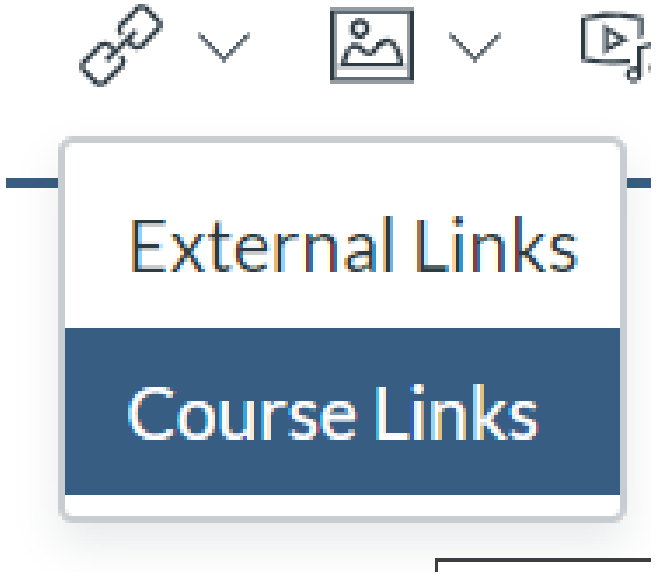
Bullets & Numbering

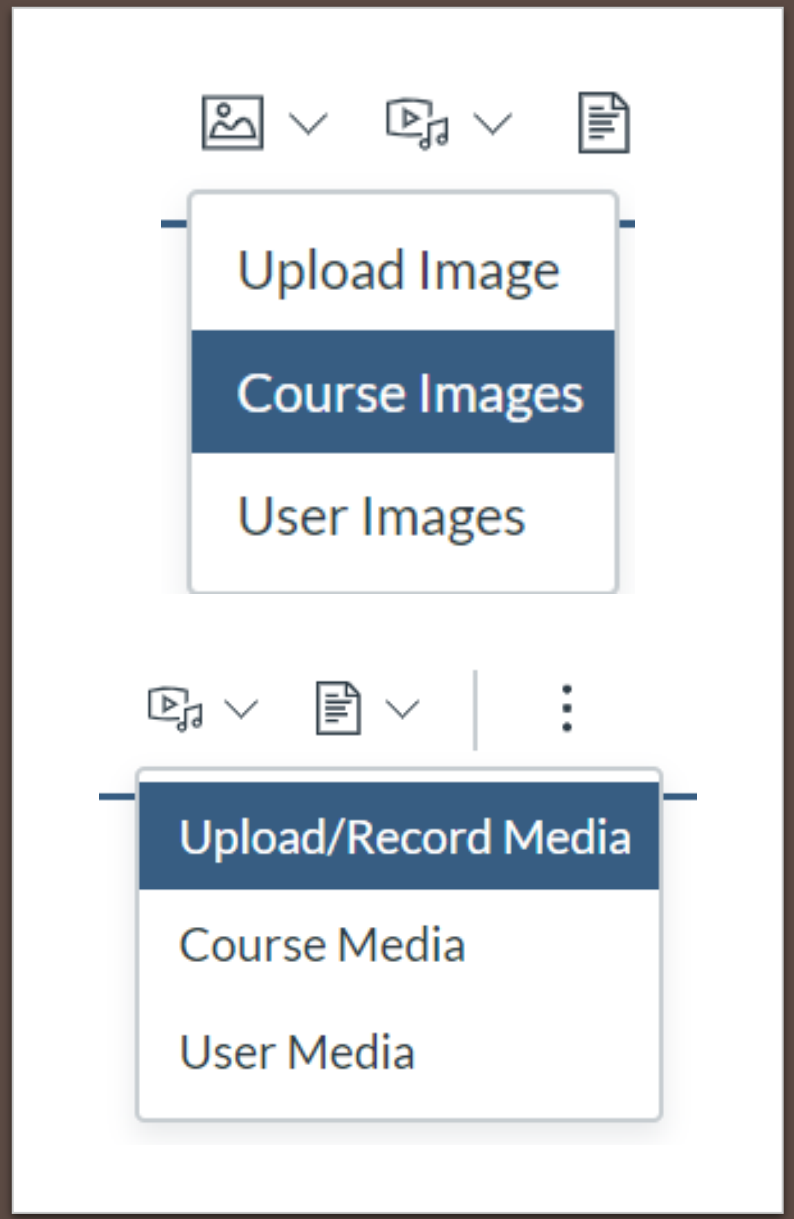
Left/right alignment

Other Text Options

Adding Links

- Link to other Canvas pages and assignments
- Link to external web pages
- Note that YouTube videos are automatically embedded into the page when you add a link





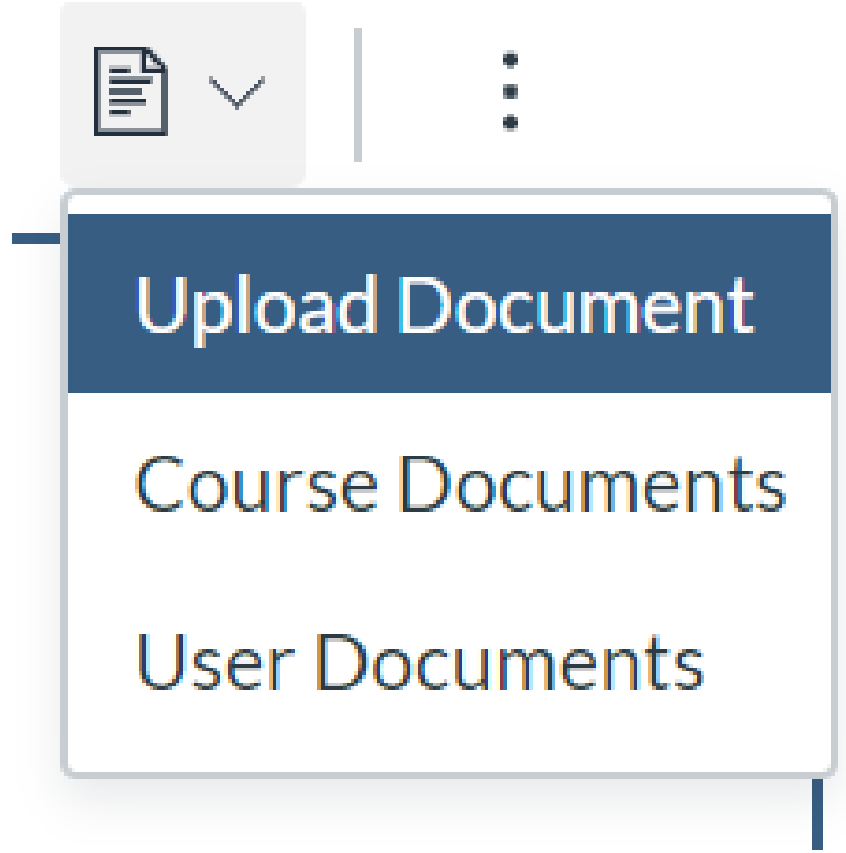
Adding Images and Media

- Images and media can be uploaded directly to a page
- You can also record your own message directly in the page

Adding Documents and Files

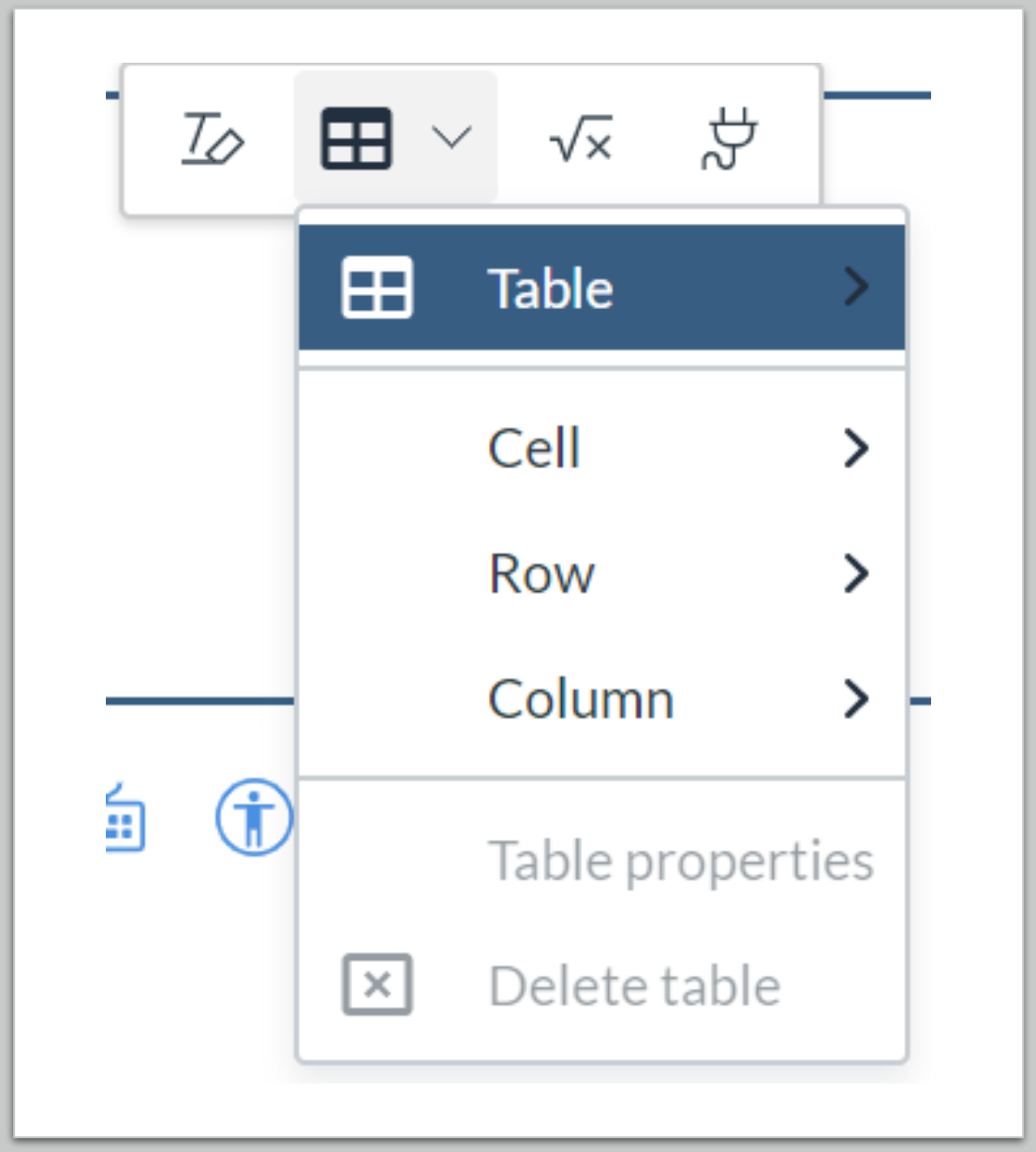
- Two ways to add documents to pages:
  - Upload documents directly to pages

  OR
  - Upload to files, then choose from course files



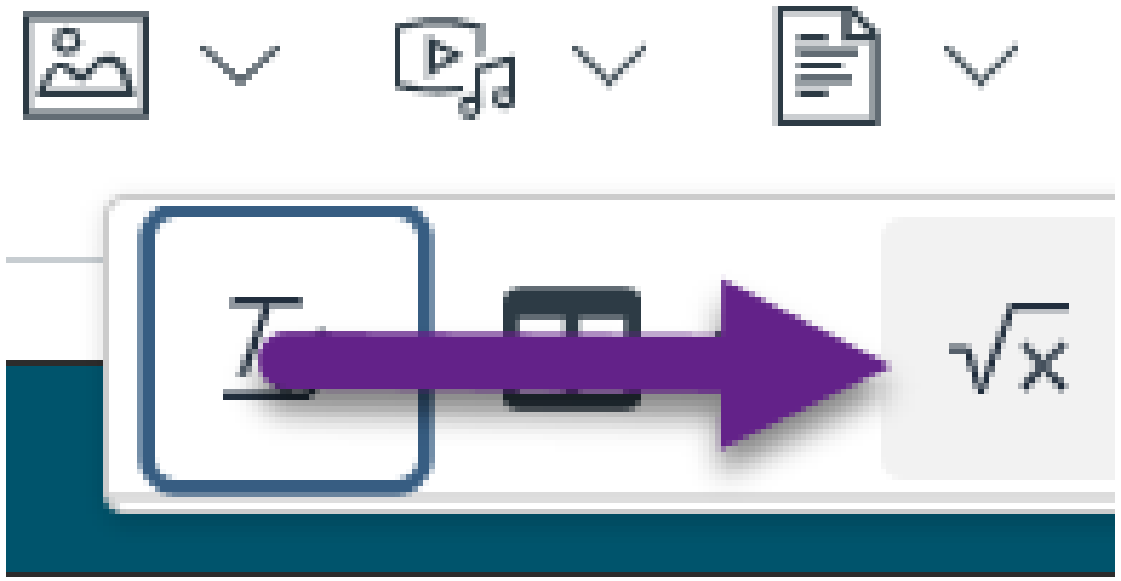
Tables

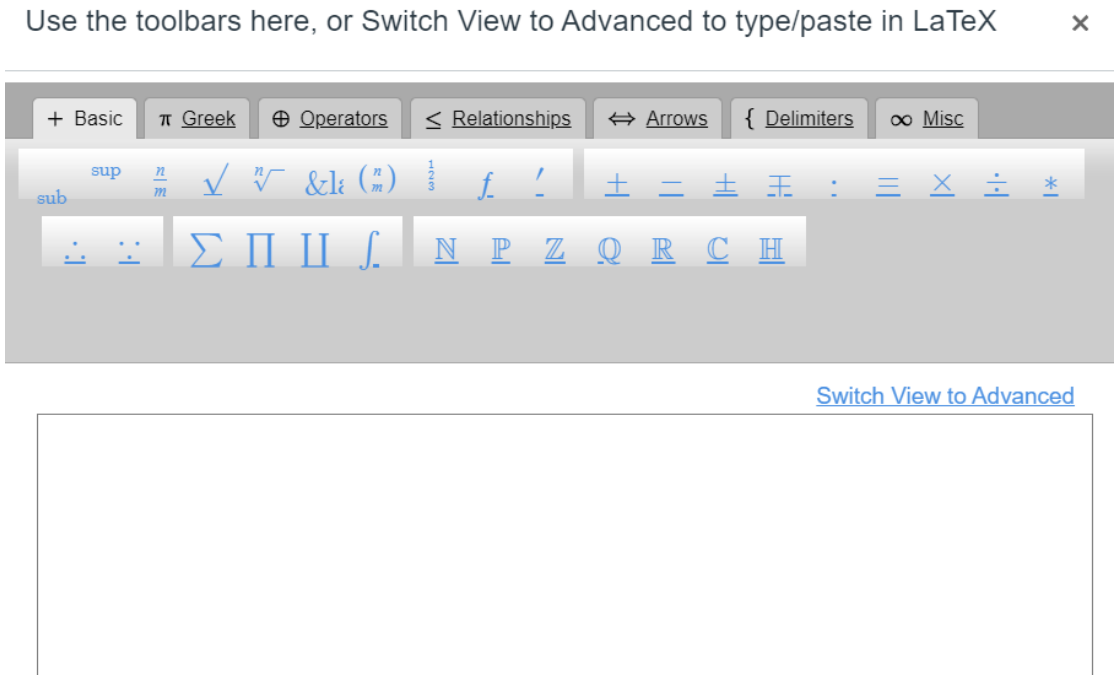
- Can add tables to Canvas through the add table tool
- This works like the add table option in Microsoft Word
- To change cell, row, or column options, select the cell, row, or column and choose the option in the main Table editing menu (not the pop-up menu)
  - Add borders
  - Change cell colors



Equation Editor

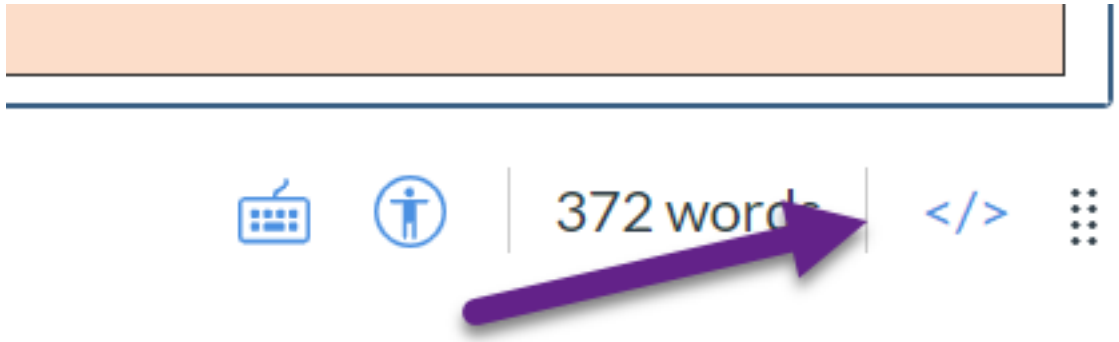
Allows you to add basic or in-depth mathematical equations.

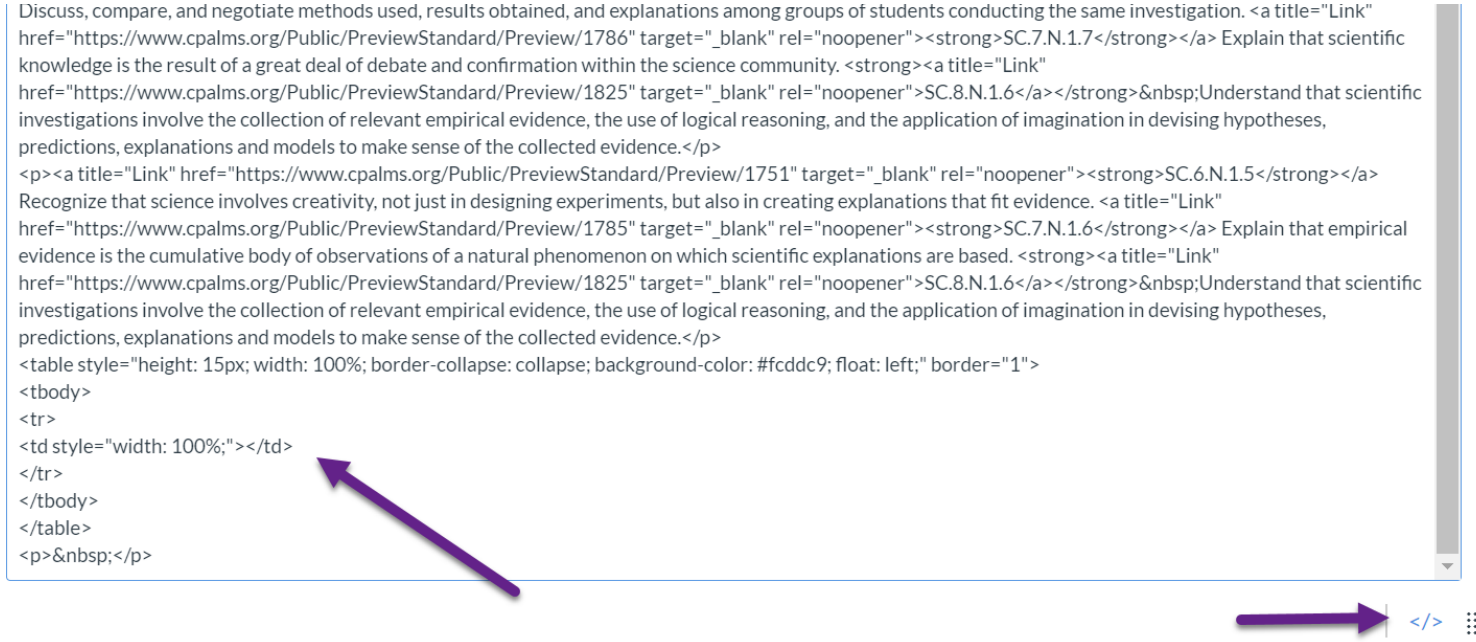




HTML Editor

- Canvas content can be edited in the Rich Text Editor or the HTML Editor
- Default is rich text
- Toggle at bottom of editing screen switches between rich text and HTML





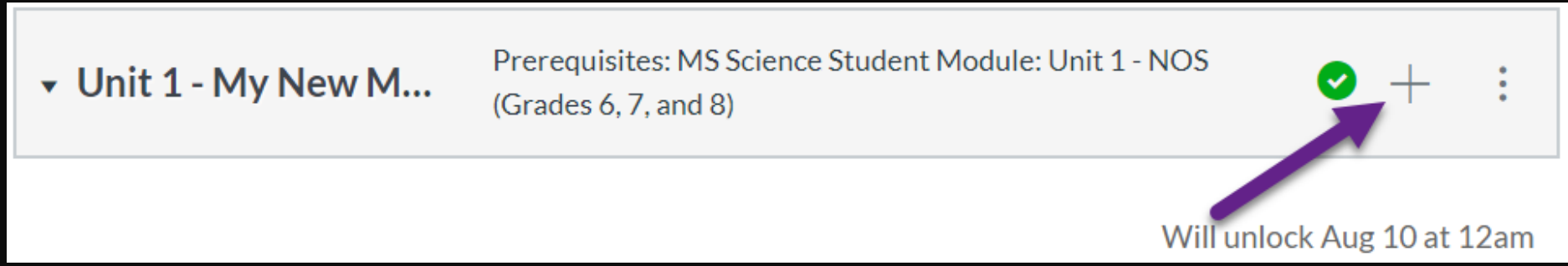
Assignments

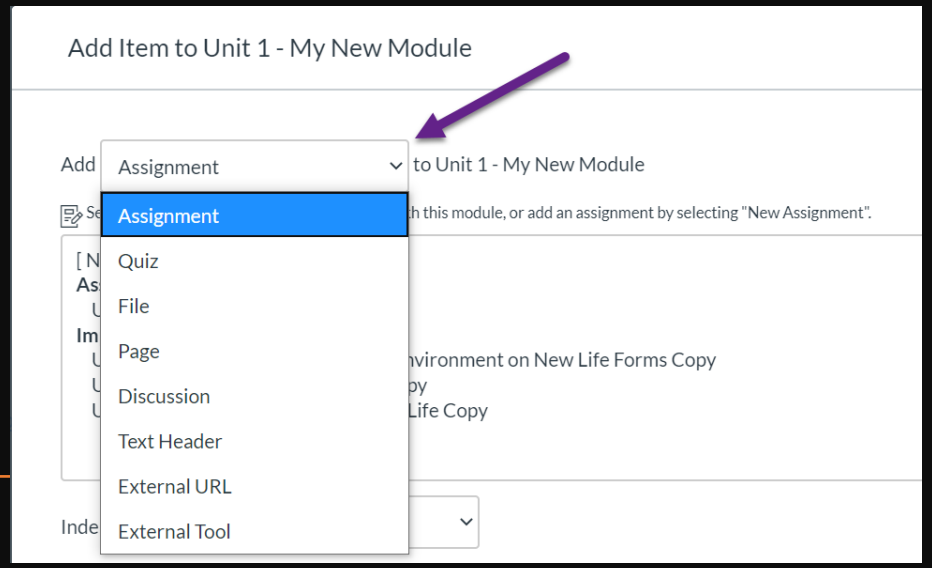
Assignments

- Most of the content you add to your course will be in the form of Assignments
- In an assignment, you will post the instructions for the lesson
- Students may submit the completed work online as a
  - Text entry (student types the response in a text box)
  - Website URL
  - Media Recording
  - File Upload
- Students may also link to external source to submit work, such as Class Notebook

First, add the assignment to the Module

- Click the + on the right side of the module
- This brings you to the Add Item screen

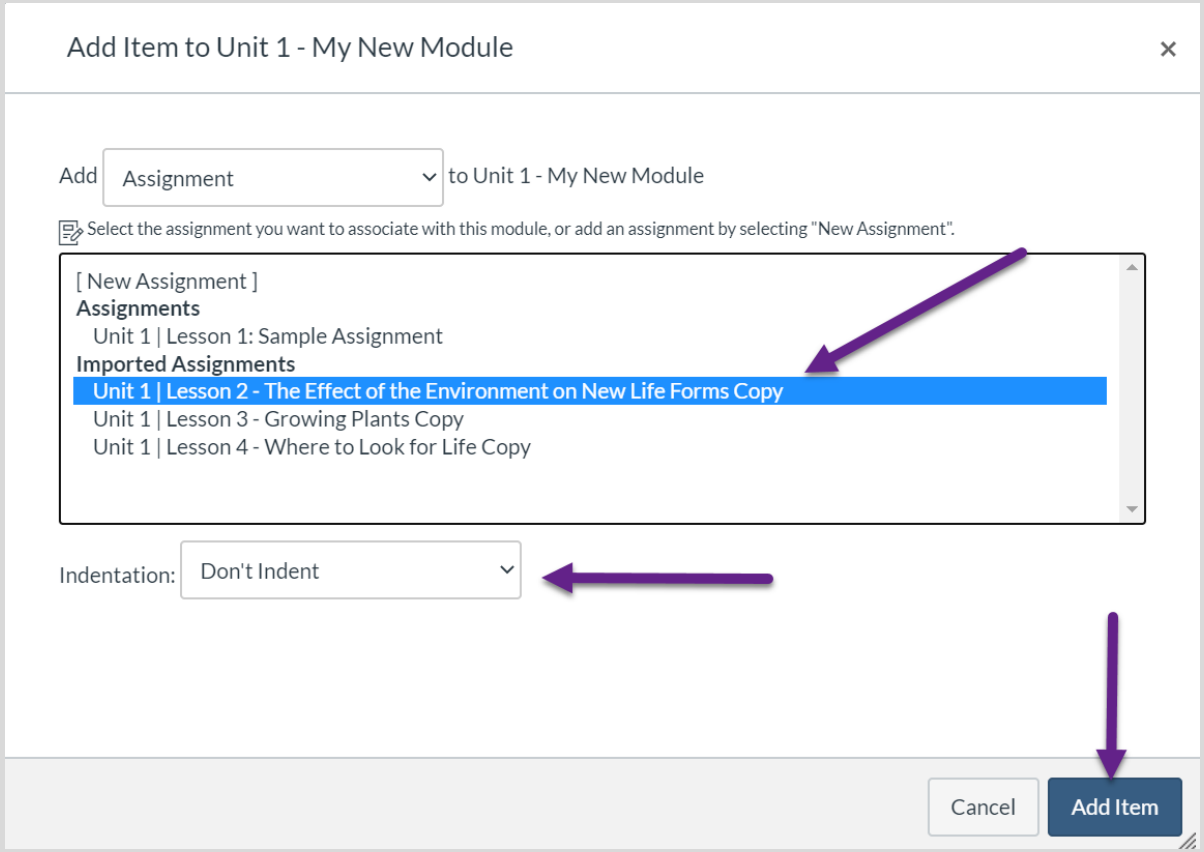




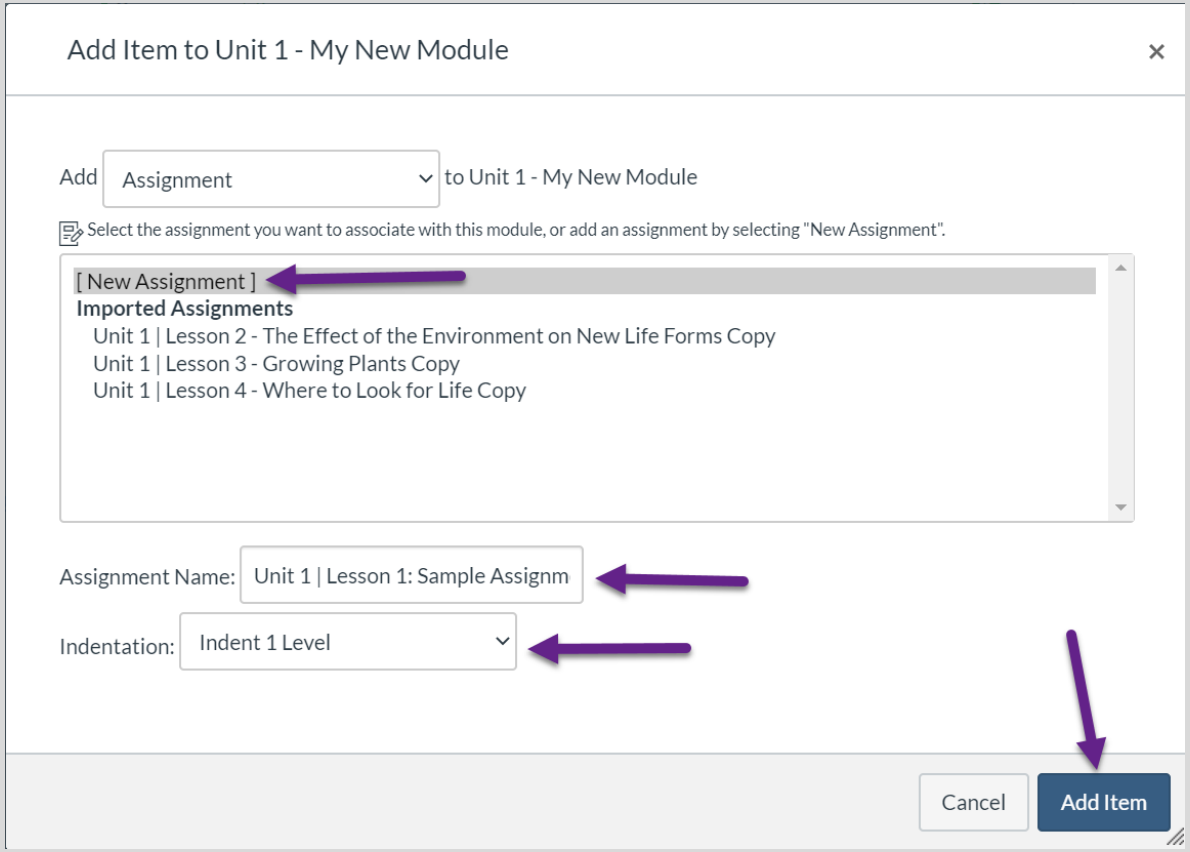
- There are several different options for adding items
- This time we will choose Assignment

There are two options for adding Assignments

Add an Assignment you have already created

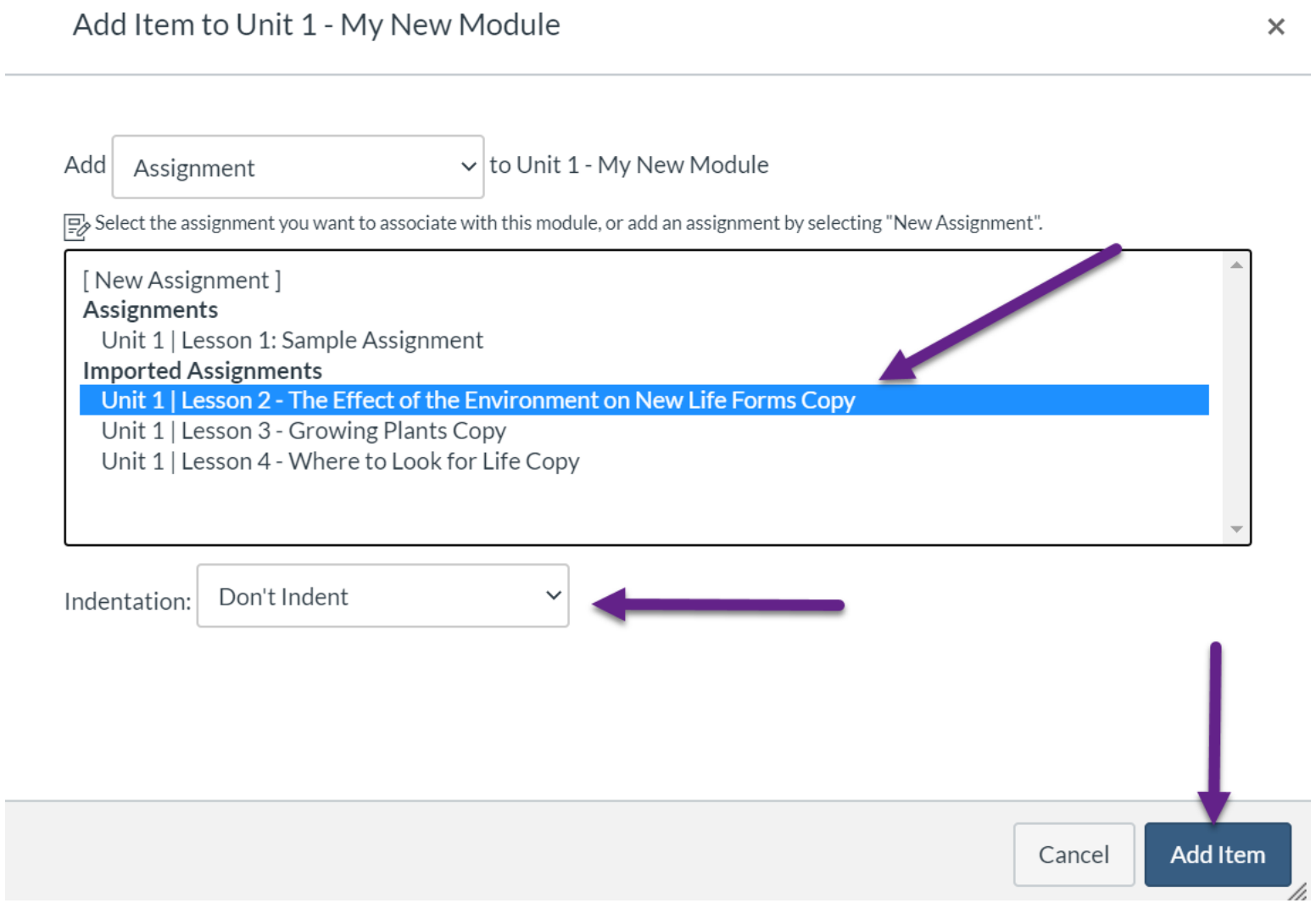


Create a New Assignment

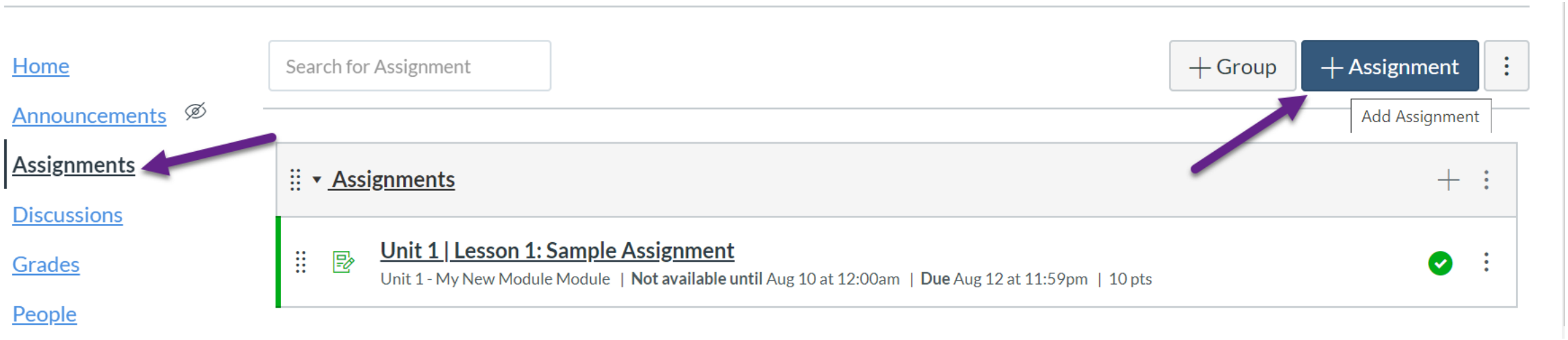


Adding an Existing Assignment

- If you have already created your assignment, it is a simple matter to add it to a Canvas module
- Just click on the assignment and click Add Item
- You may wish to indent assignments to make them stand out a bit in the module



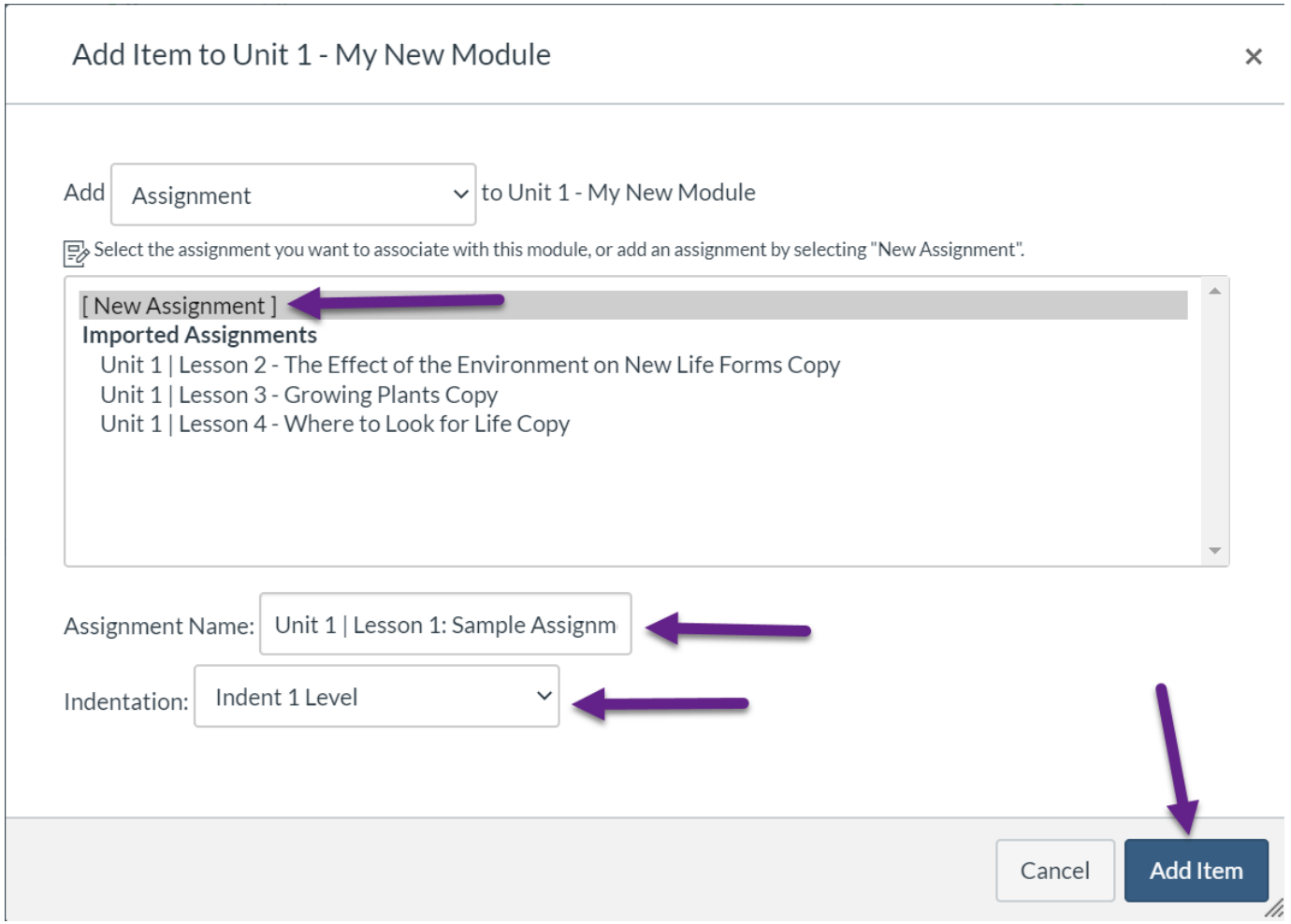
To create an assignment prior to adding it to the Module



- Click Assignments on the left navigation
- Click + Assignment on the upper right

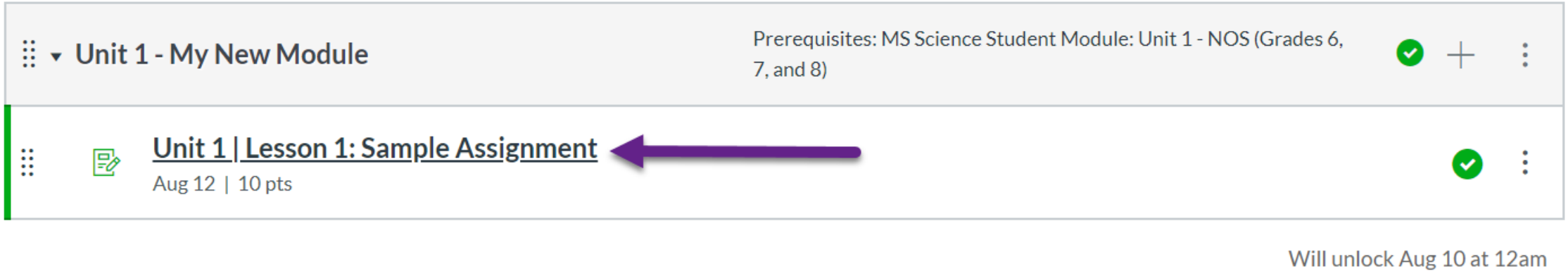
Creating New Assignments in Modules

- You can also create a new assignment directly in the module
- In the Add Item box, choose New Assignment
- Type the name of the assignment
- Decide if you want to indent it
- Click Add Item



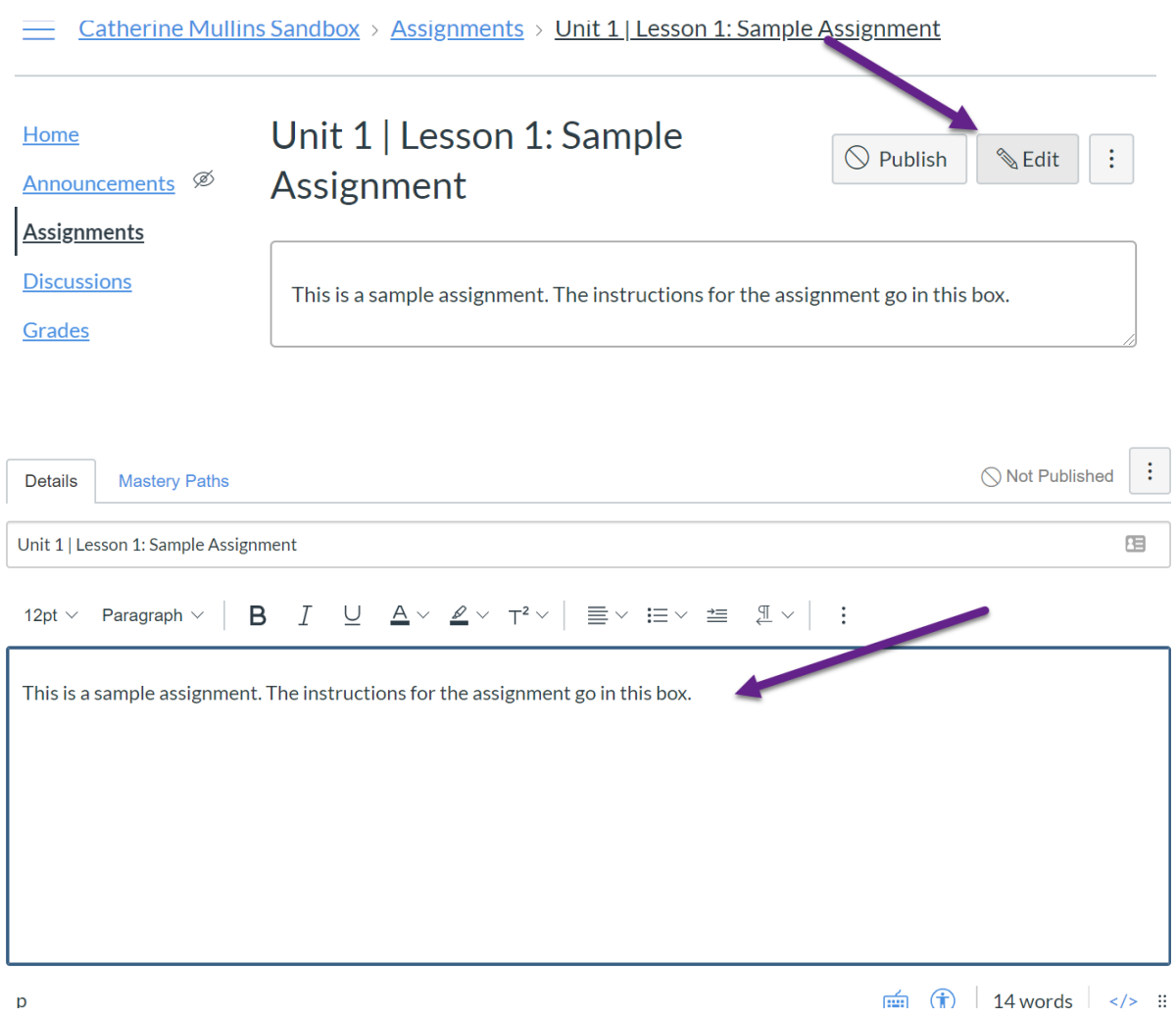
Creating a New Assignment

- After you have added the assignment, you will need to edit it
- Click the assignment in the Module
- This will take you to the Assignment page
- You will edit the assignment on the Assignment page

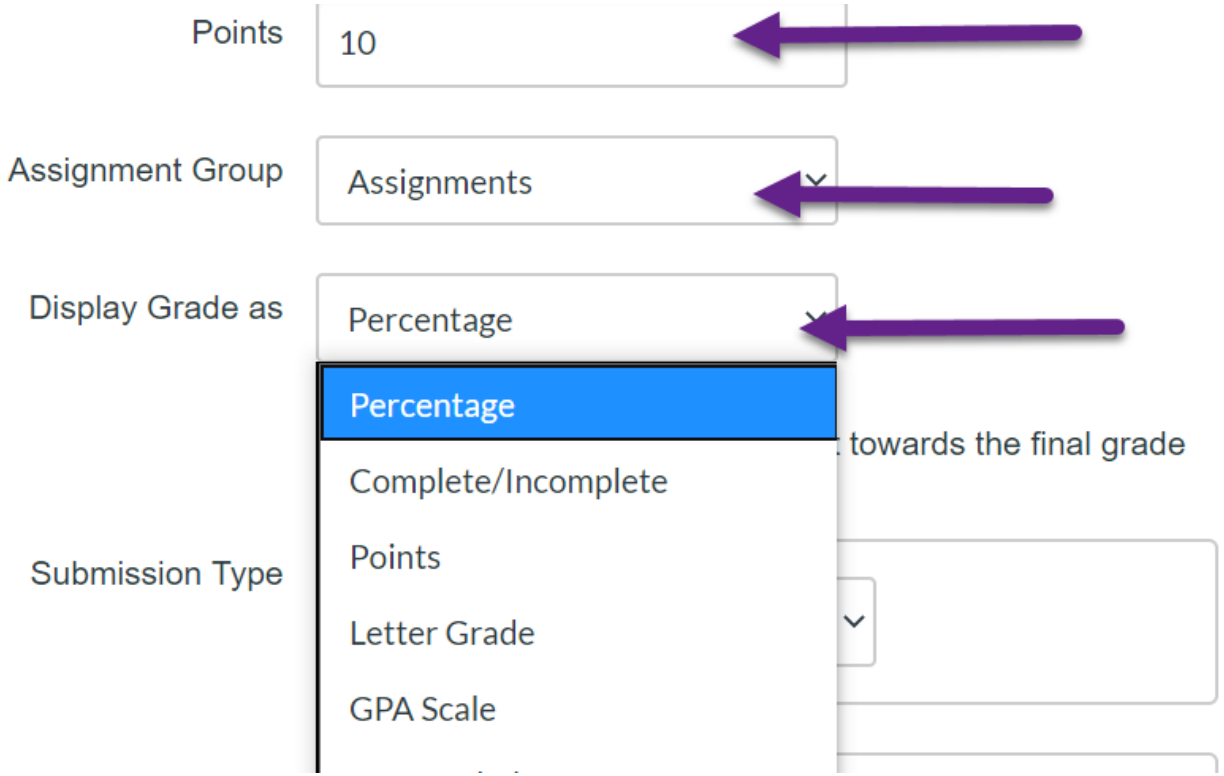


Editing Assignments

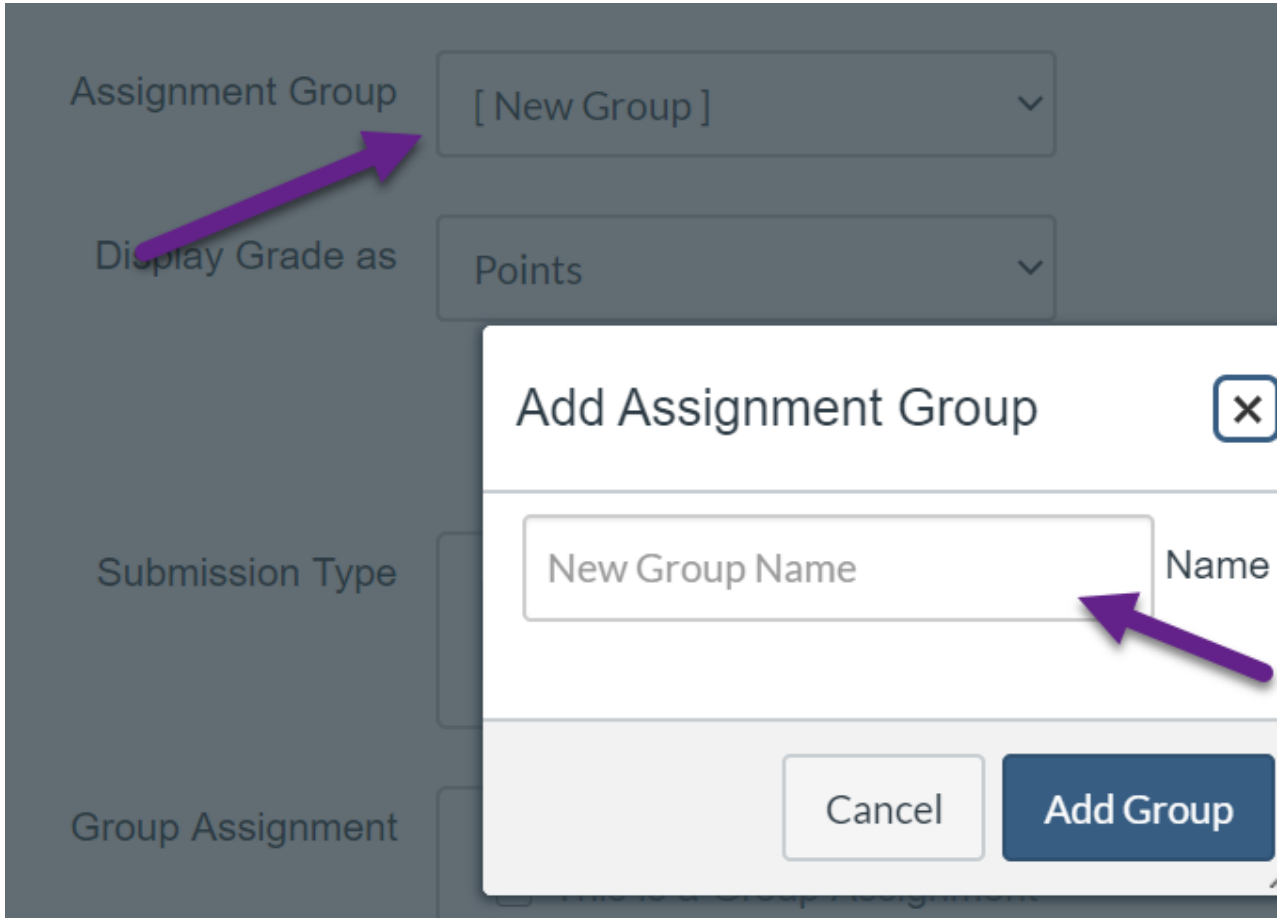
- On the Assignment page, click Edit
- Type the instructions for the assignment in the box
- Your instructions should provide enough details for the students to easily follow the lesson



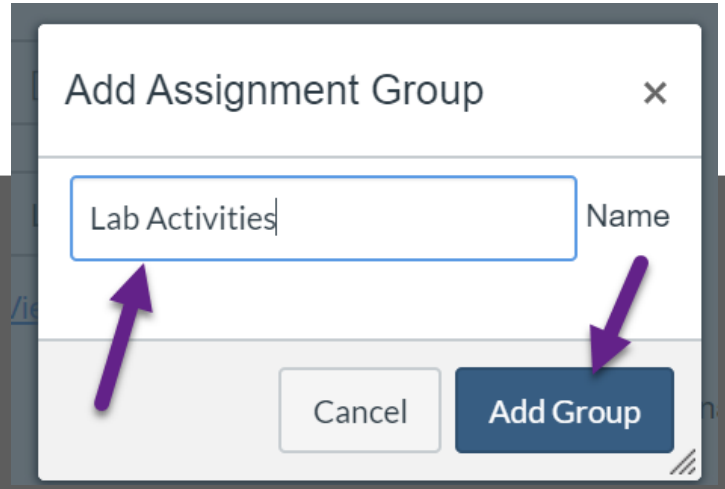
Assignment Settings



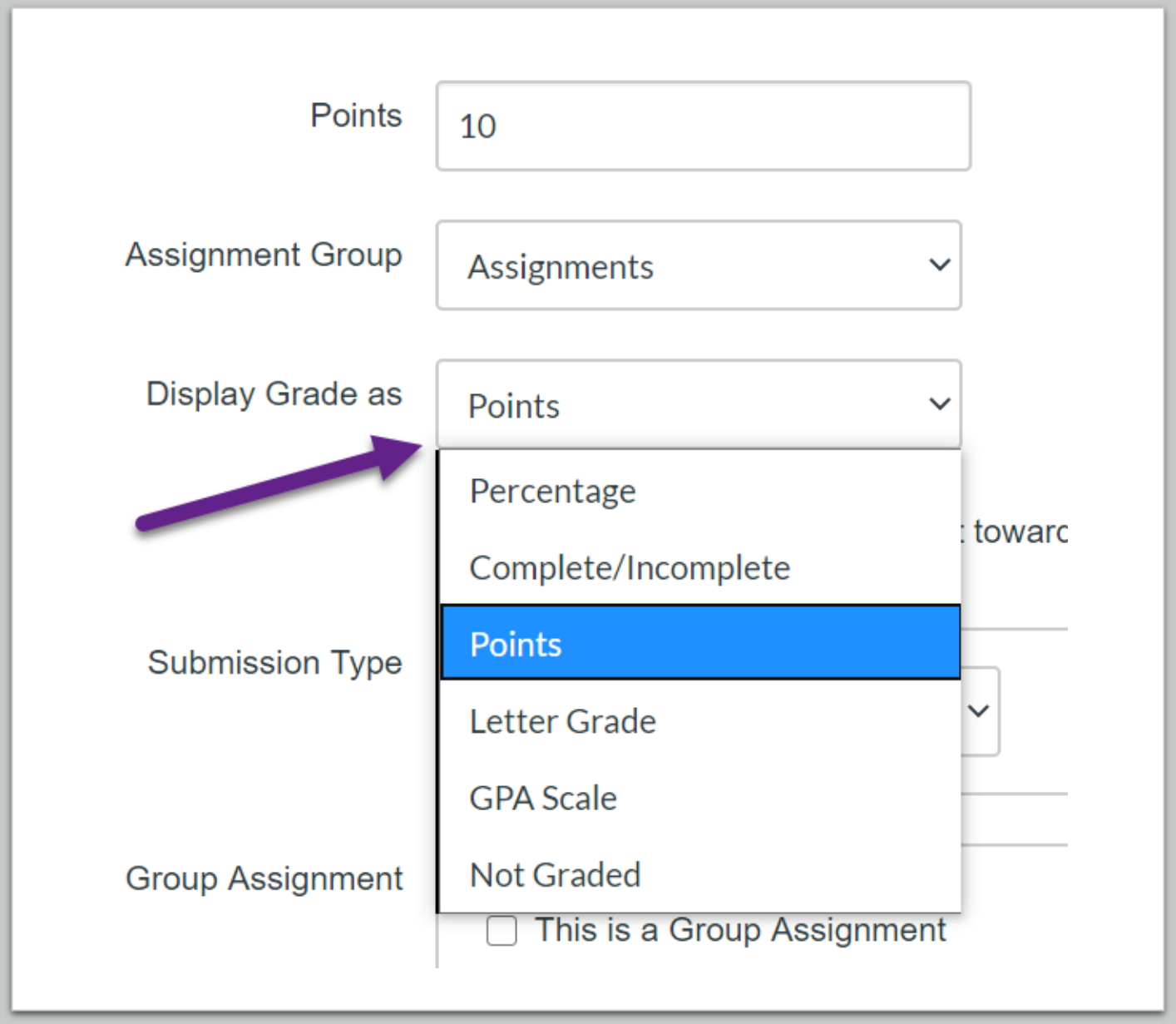
- Enter the number of points for the assignment
- Choose the Assignment Group (see next slide)
- Choose how you want the grade to display (see Grade Options slide)



- The first time you add an assignment, you may need to create an assignment group
- Assignment groups identify types of assignments
- You can also use assignment groups to weight assignments

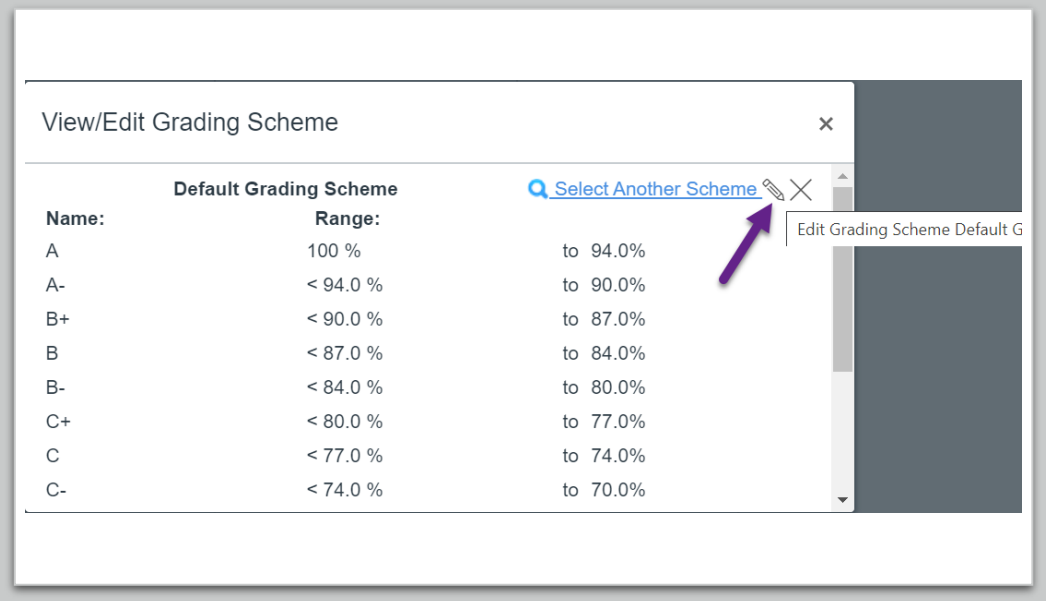


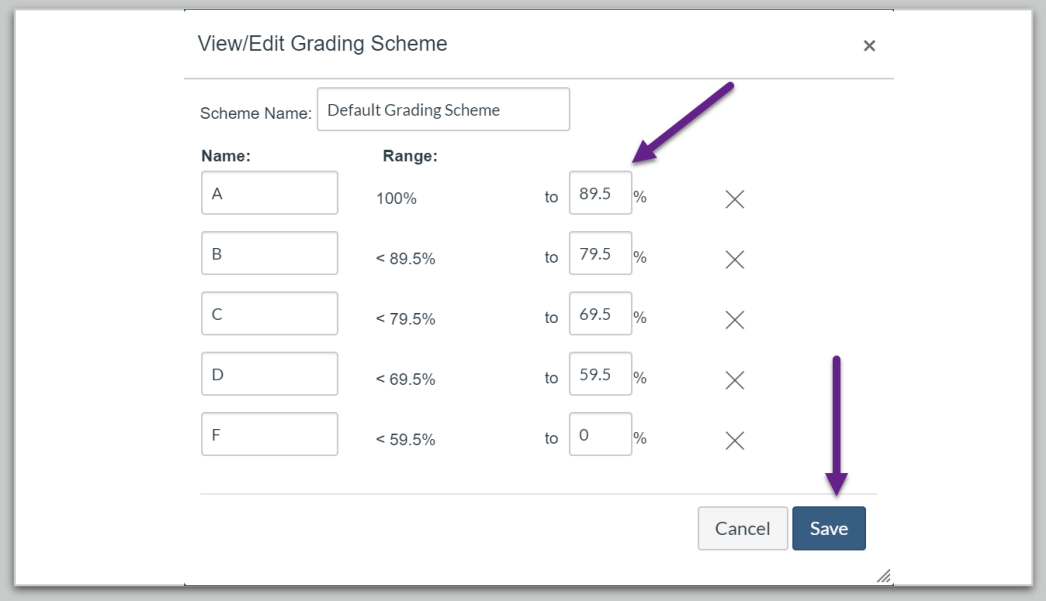
Assignment Groups



Assignment Grade Options

- In the Display Grade As drop down, choose the type of grade you wish to use
- If you choose Letter Grade or GPA Scale you may need to edit the Grading Scheme



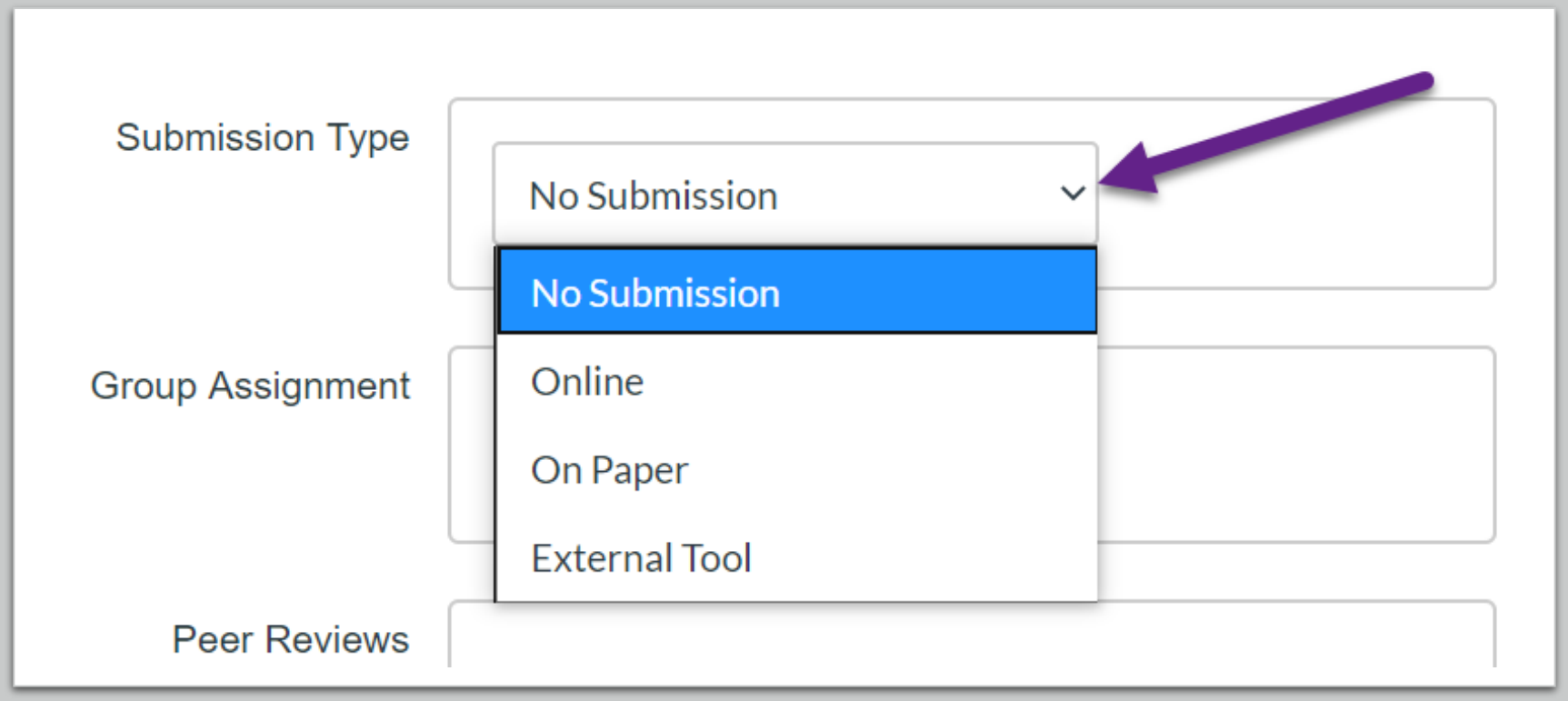


Grading Schemes

- The default grading scheme for letter grades includes + and - grades
- To change this grading scheme, click the Edit button
- In the editing screen, you can change the grading scheme to simple letter grades

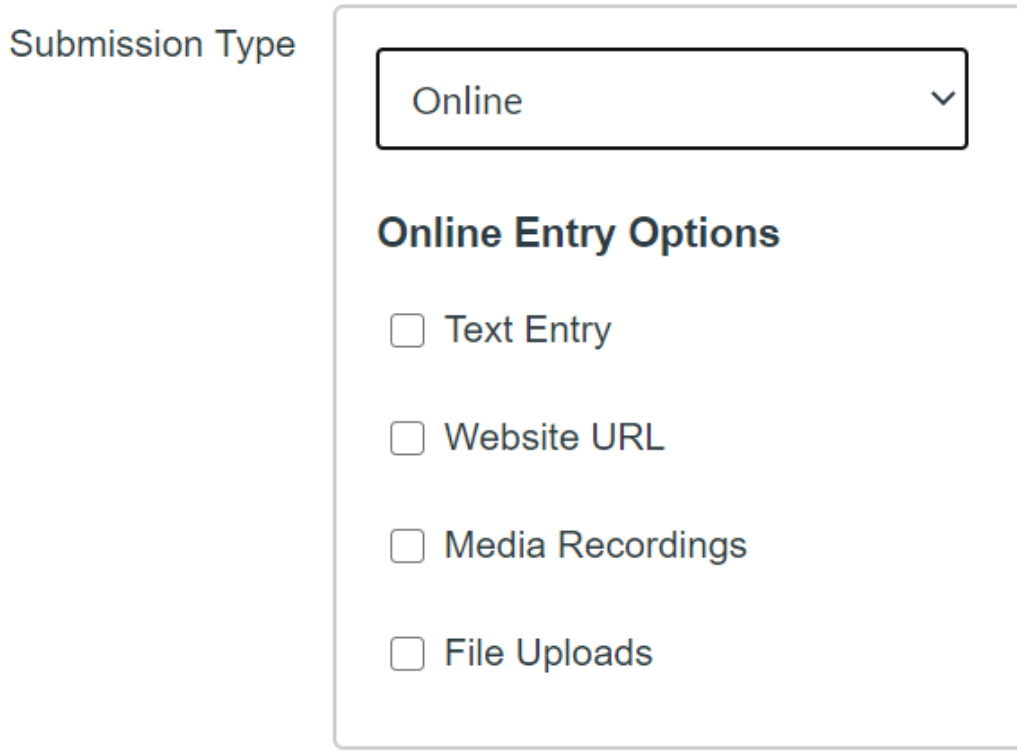
Assignment Submission Types

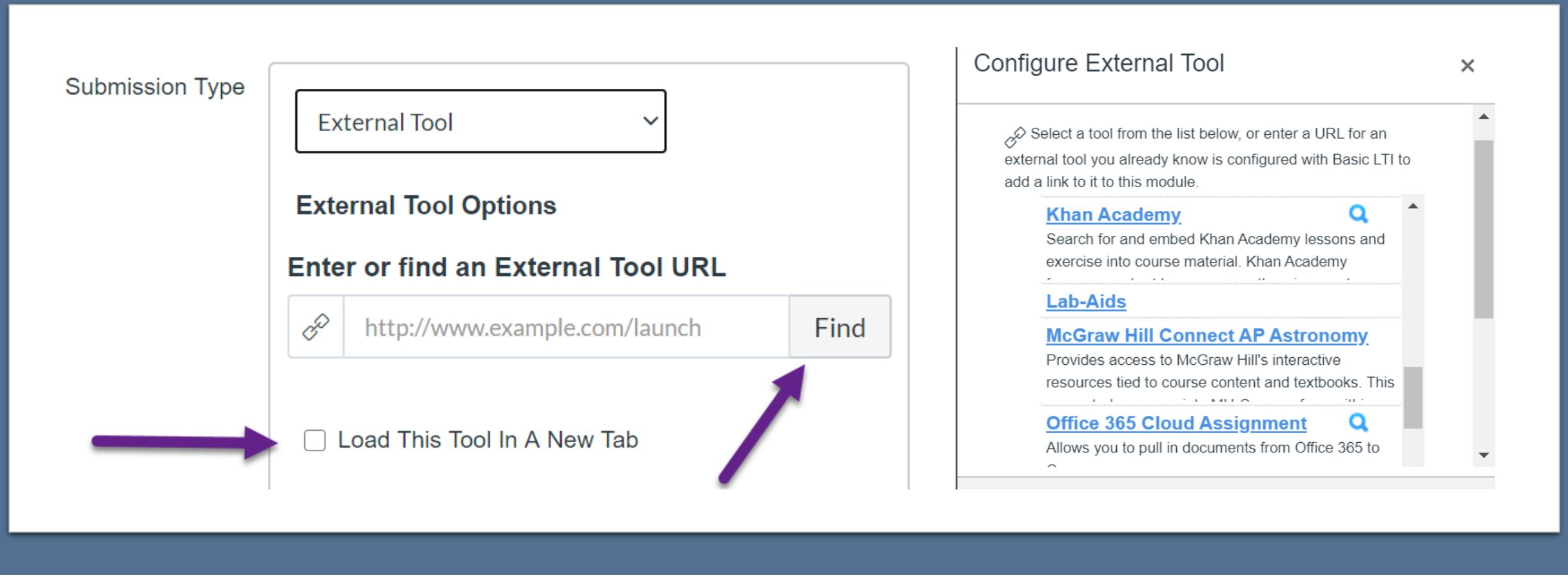
- If students are completing the assignment in class, you would choose “No Submission” or “On Paper”
- NOTE: I will often enter these as a file upload even though I am collecting it so that absent students can submit the work



Online Submission Types

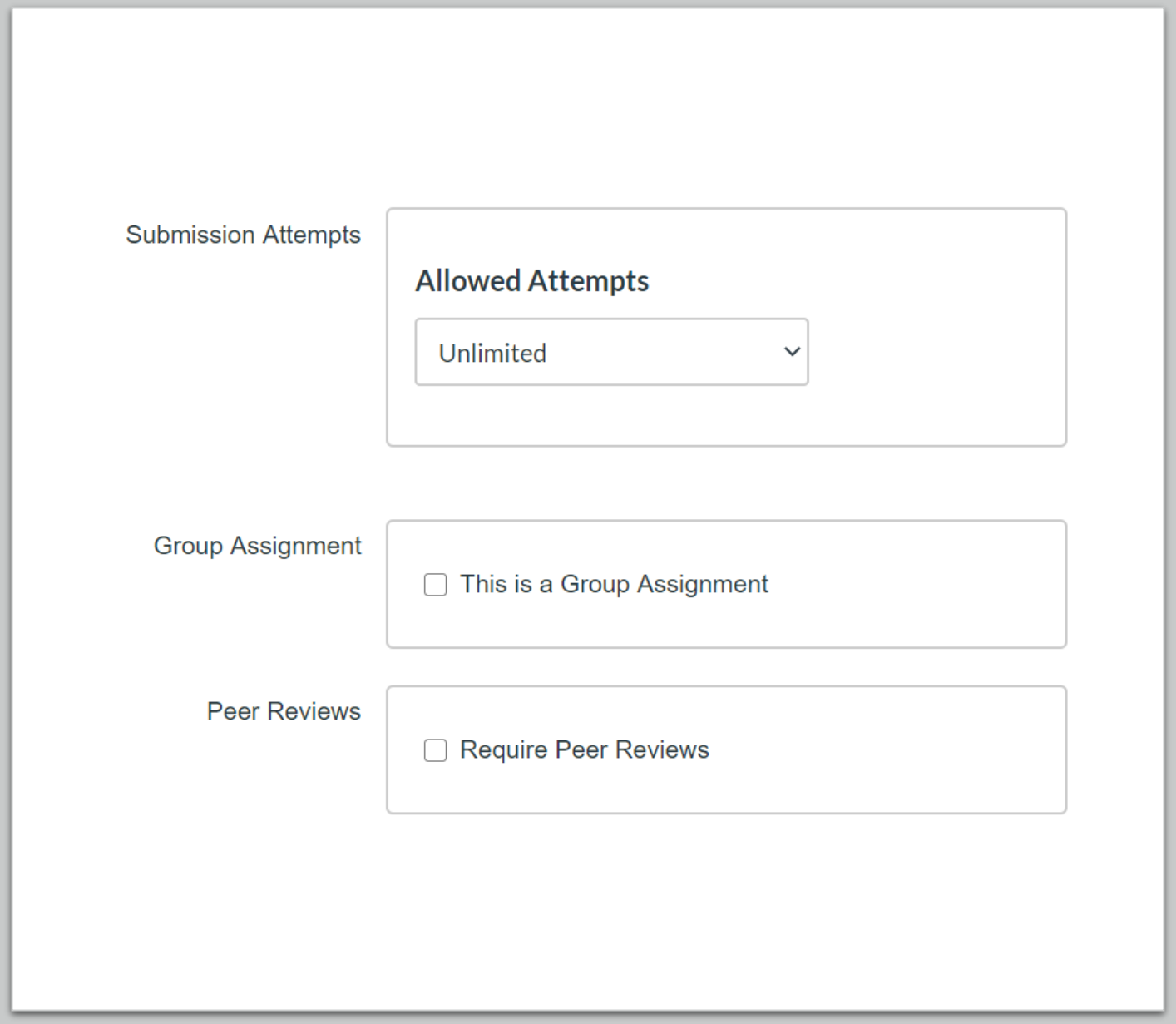
- **Text Entry:** Students type response in a text box
- **Website URL:** Students submit a link for the work (usually a student created website)
- **Media Recordings:** Student created audio and/or video recordings
- **File Uploads:** Document or picture uploads





External Resources

- Canvas allows you to link to assignments created in other learning systems
- Students complete work and results are shared to Canvas

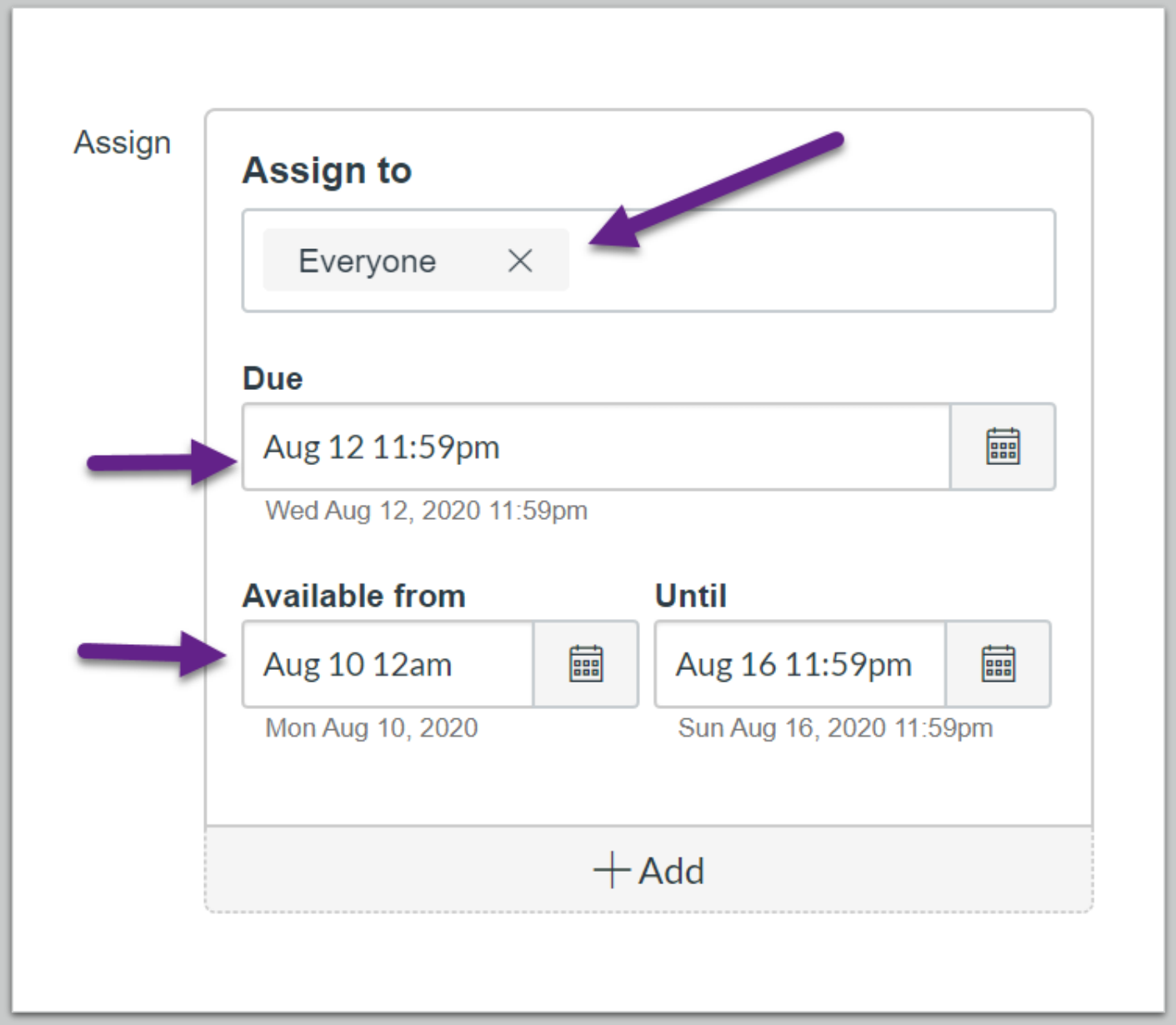


Other Assignment Options

- Can choose unlimited or limited assignment attempts (NOTE: If you limit attempts, you will need to reset the assignment if a student needs an extra attempt)
- Advanced options
  - Can create Group Assignments
  - Can require Peer Reviews

Student Options and Due Dates

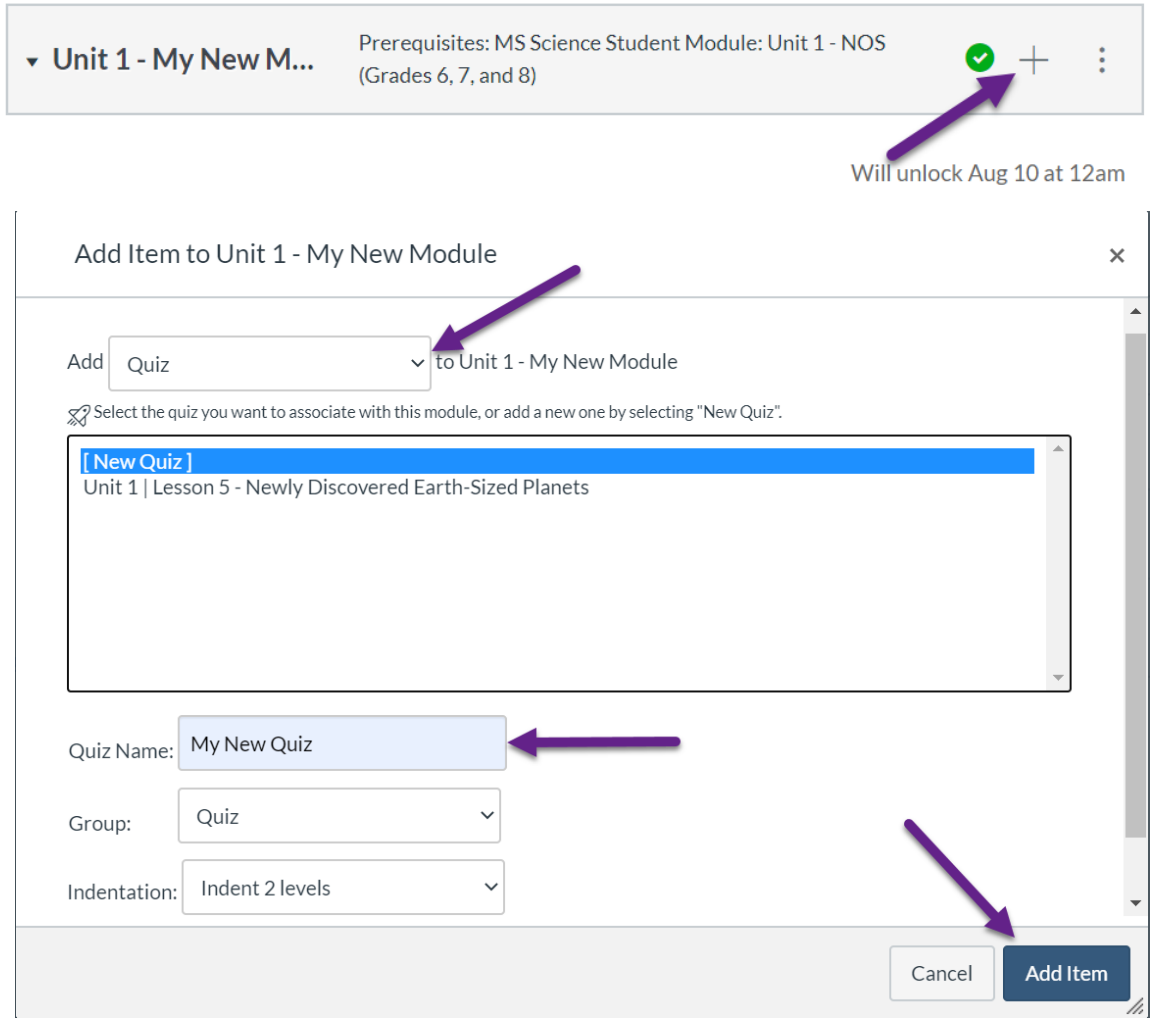
- Can assign to specific students to differentiate assignments
- Can set Due date and Available dates



Quizzes

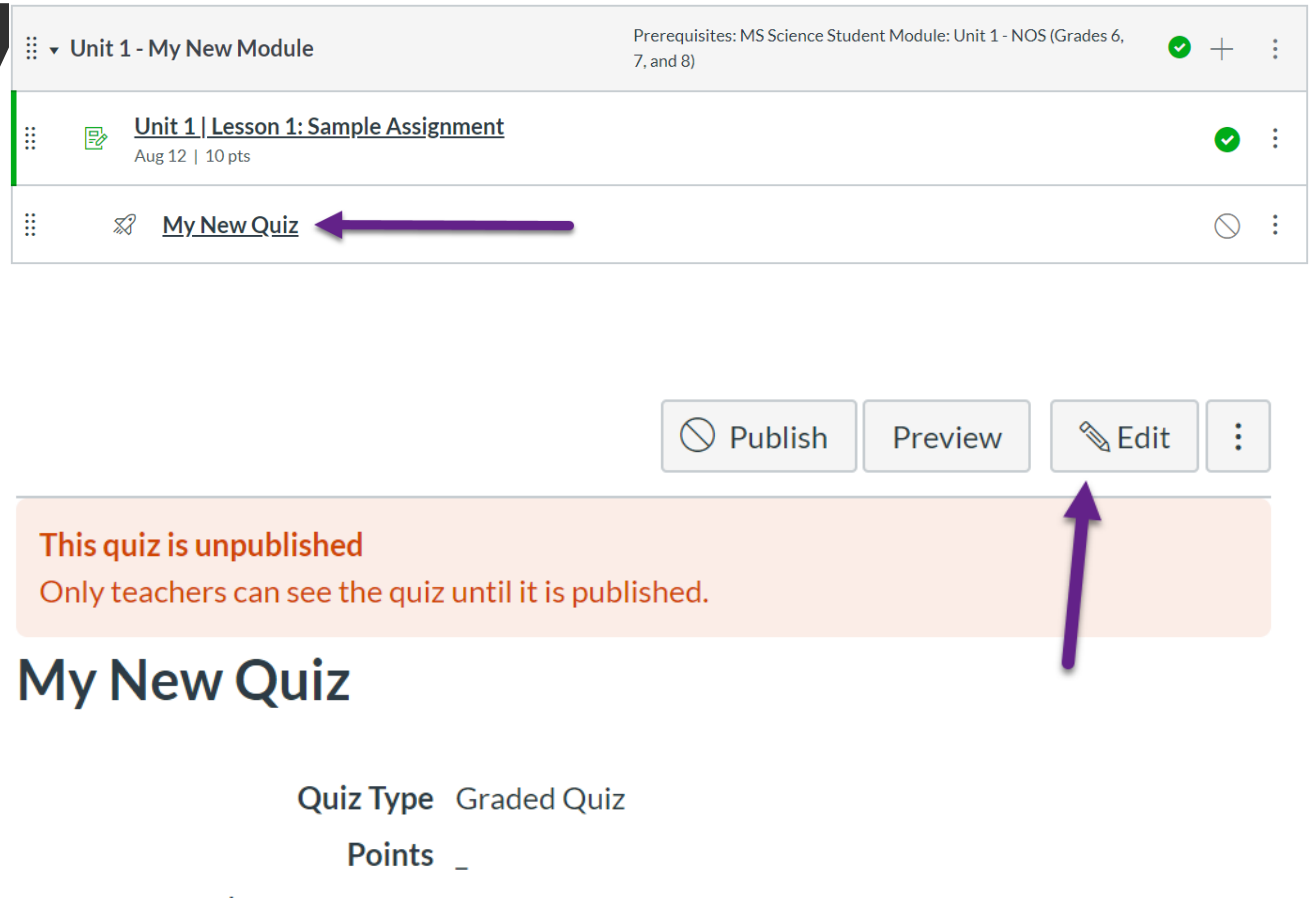
Adding a Quiz to a Module

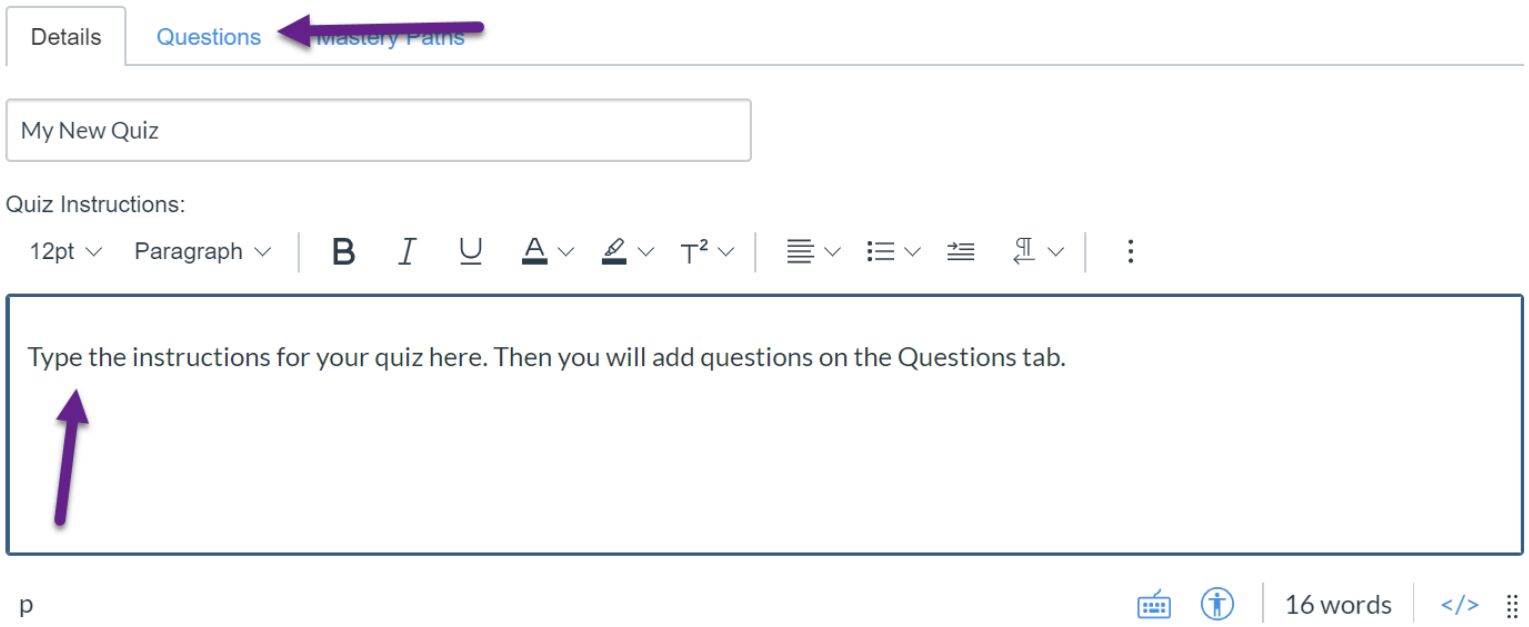
- Click the + symbol in the Module heading
- In the Add Item box, choose Quiz in the drop down
- Add a previously created quiz or click New Quiz



Creating a Quiz

- In the Module, click the quiz you created
- Then click Edit

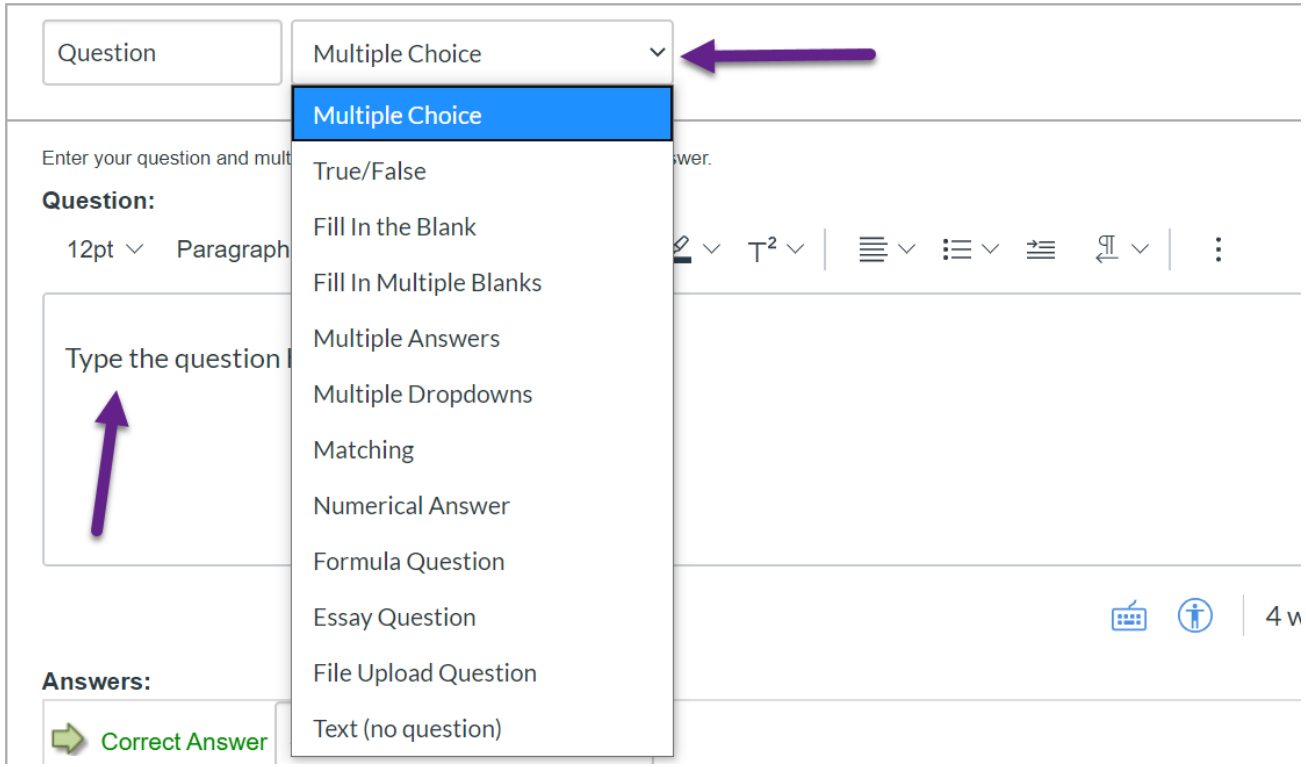




- Type the quiz instructions
- Then click Questions to add questions to the quiz

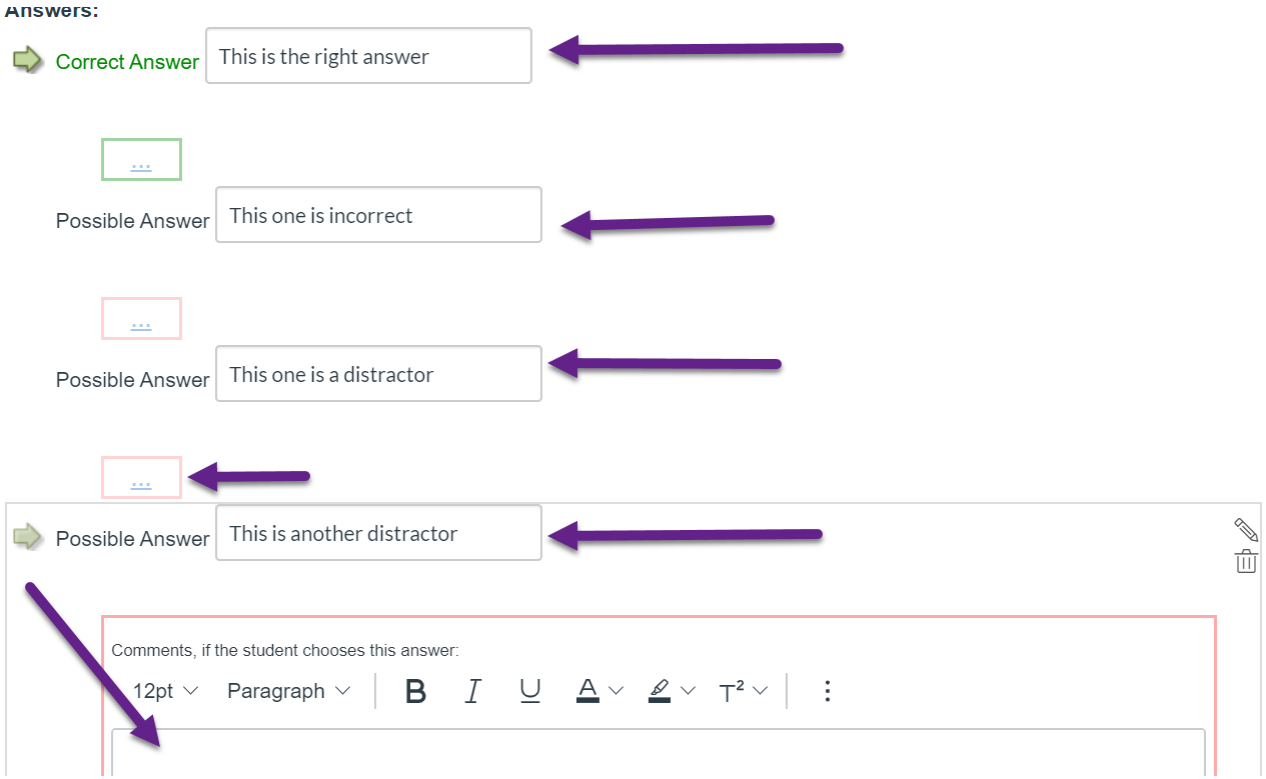
Setting up a Quiz

Adding Questions to a Quiz



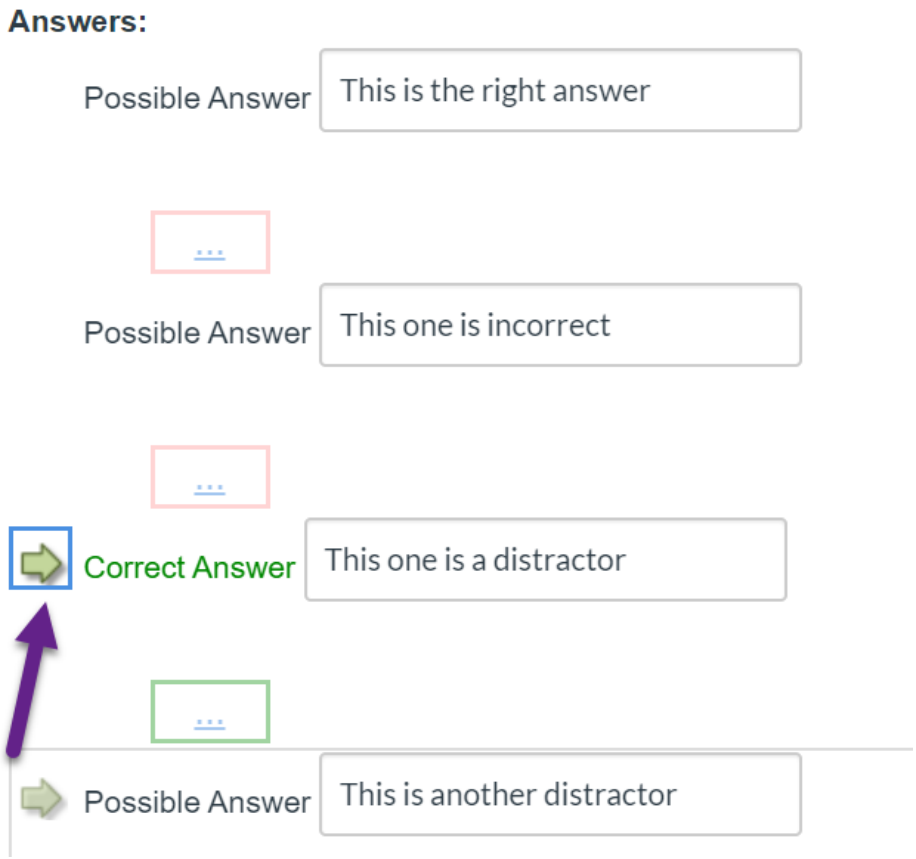
- Choose the type of question in the dropdown box
- This link has a comprehensive overview of question types: https://support.canvas.fsu.edu/kb/article/822-what-question-types-are-available-in-canvas/

Adding Questions to a Quiz



- Type the question
- Type the answer choices
- Canvas defaults the correct answer to be the first answer
- You can shuffle the answer choices in the quiz settings

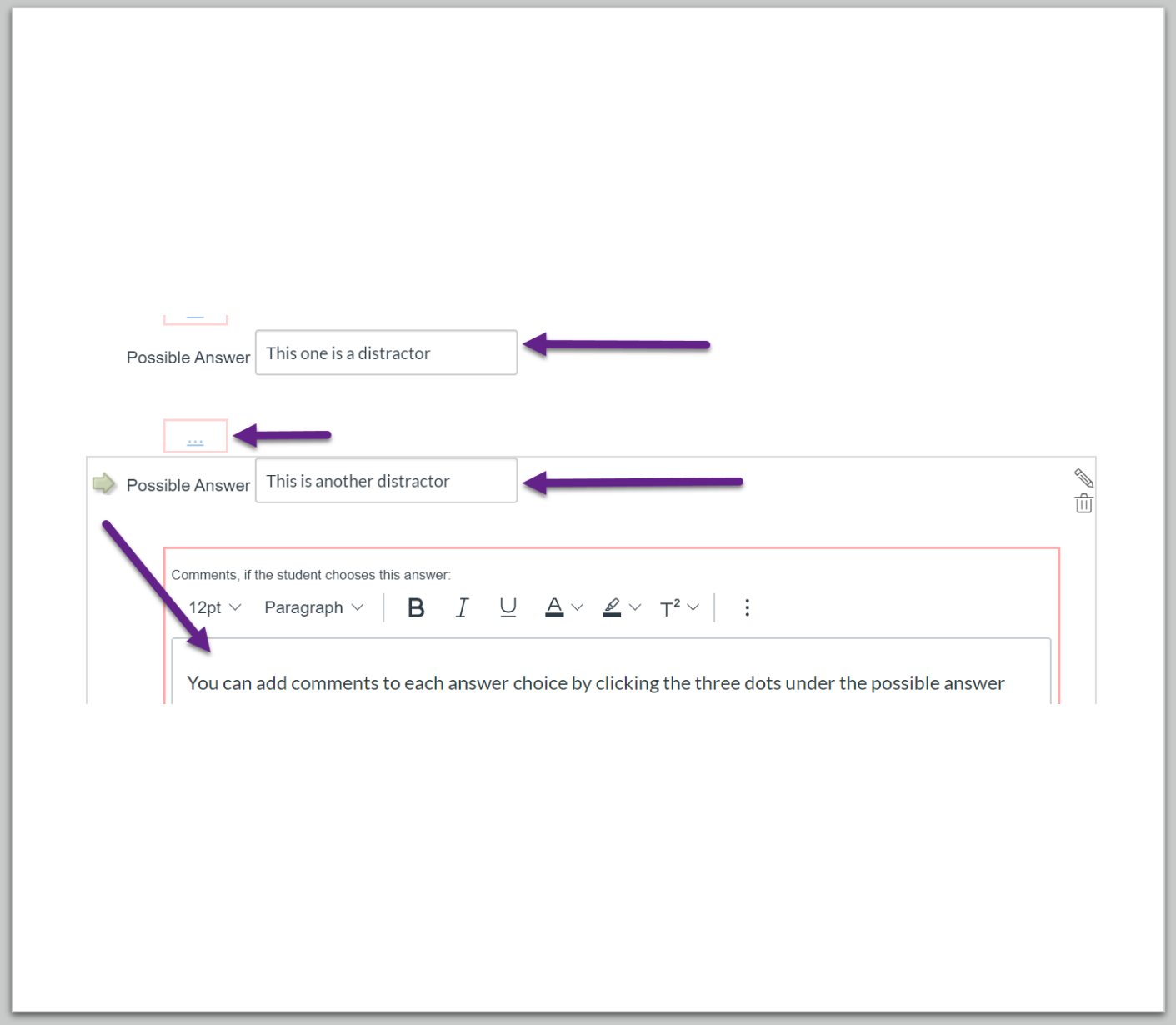
Adding Questions to a Quiz

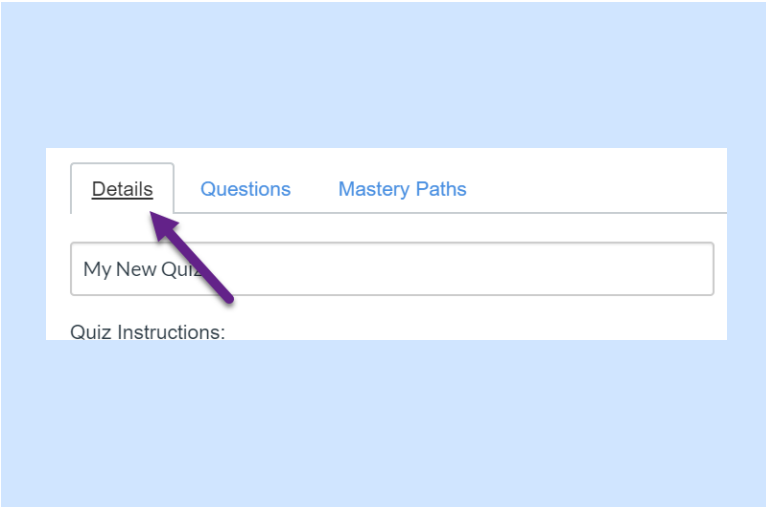


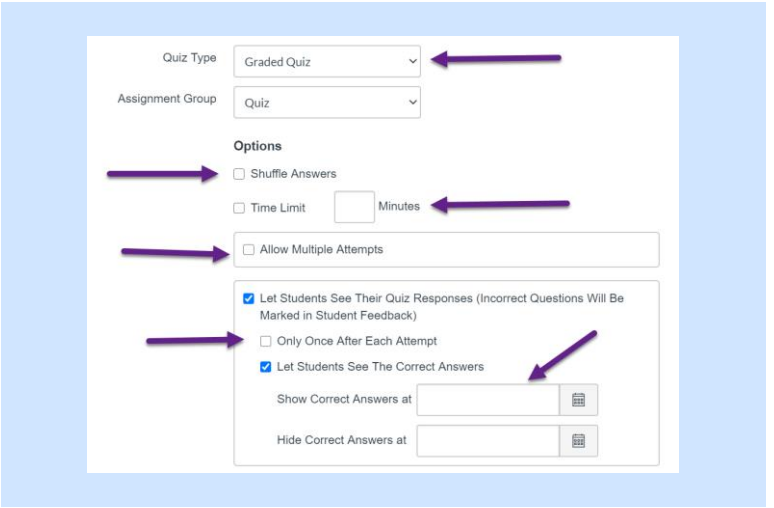
- You can also change the correct answer by clicking the arrow next to another answer

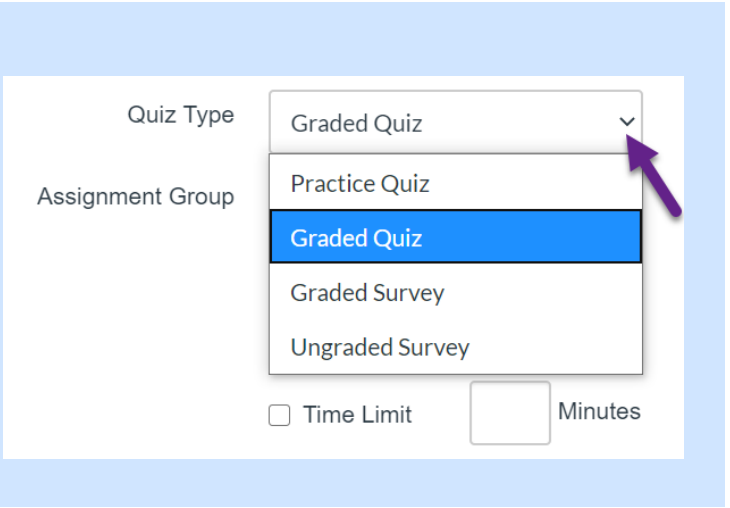
Adding Questions to a Quiz

- You can add comments under the answer choices to help students with their learning
- Click the three dots under the possible answer to open the comment box





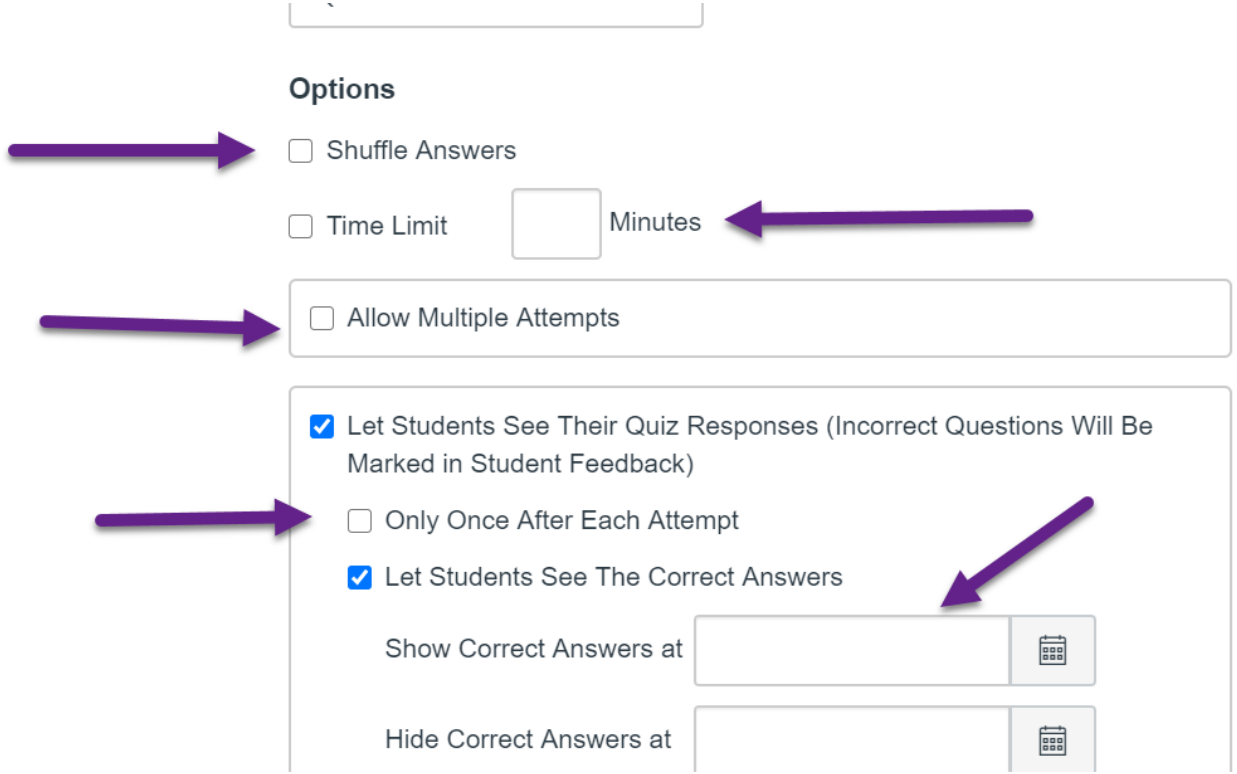




Quiz Options

- After adding all the questions, go back to the Details tab
- At the bottom of the Details tab, choose the quiz options
- Quizzes can be graded or formative

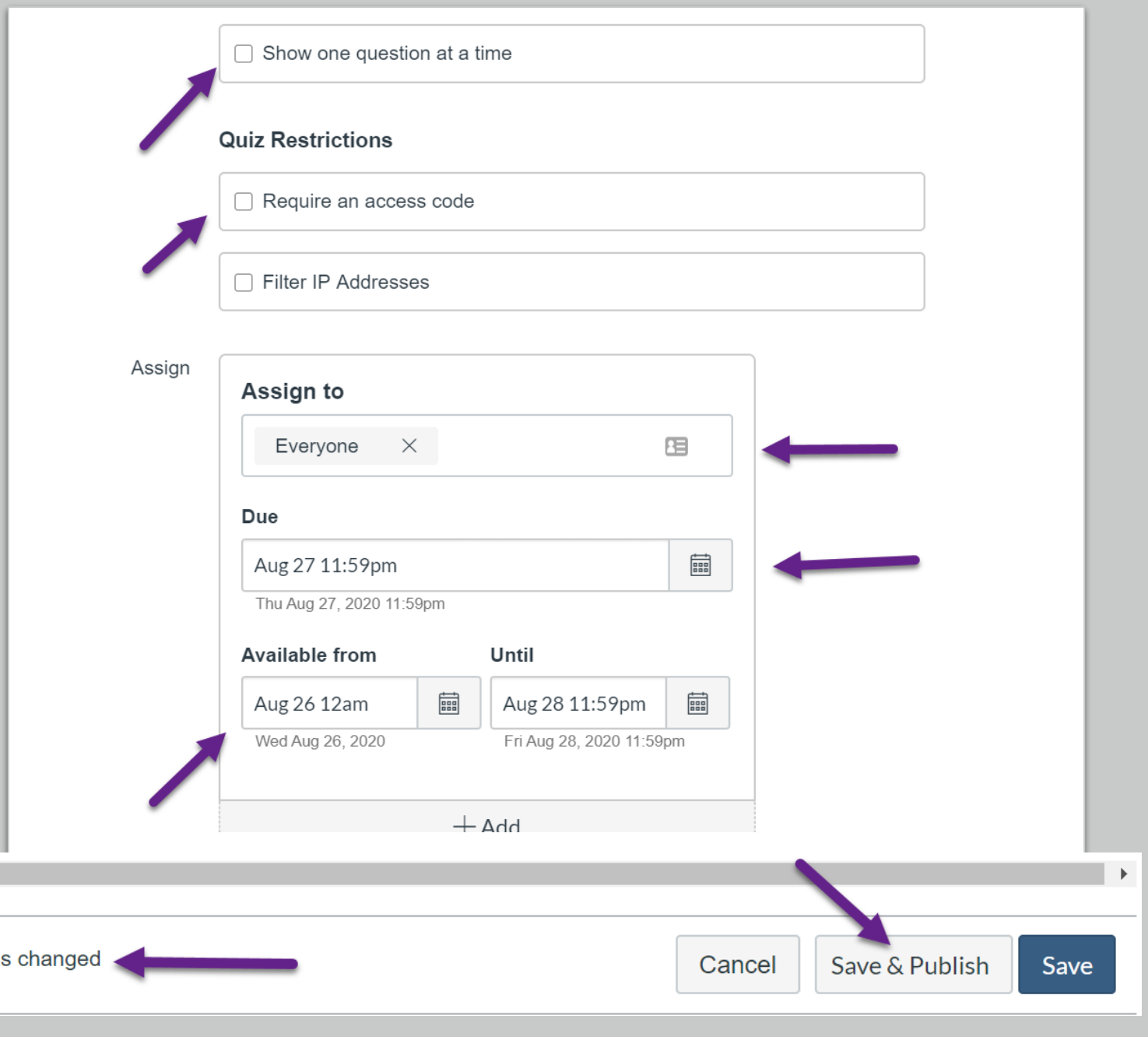
Quiz Options



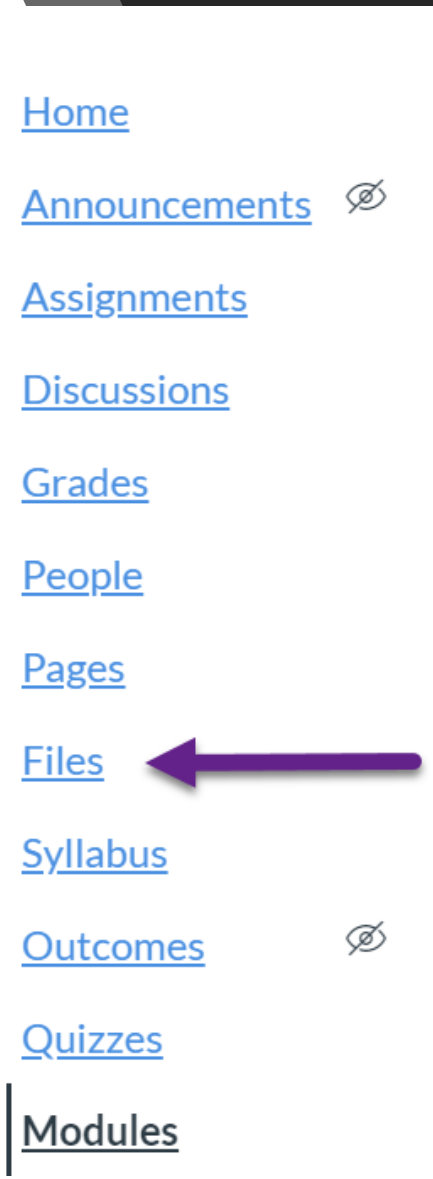
- Choose shuffle answers, especially if the first answer is always the correct answer in the quiz questions
- Options available for time limit, number of attempts, and when students can see quiz responses and correct answers

Quiz Options

- Choose remaining options, then click Save and Publish
- Note: If you have to make a change to a quiz after students have taken it, it's a good idea to check Notify users if you want students to retake the quiz



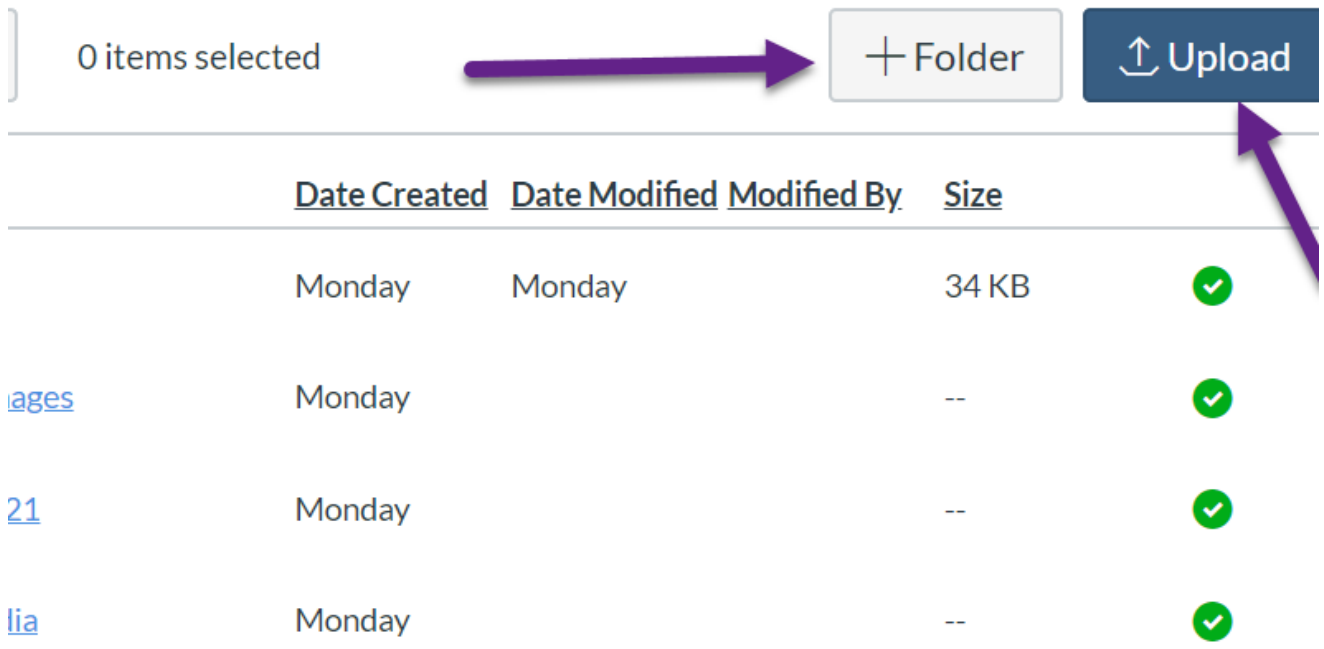
Files



Adding Files to Canvas

- In Canvas, you will have personal storage and course storage
- Personal storage includes your files, such as your profile picture or files you've submitted to a course
- Course storage holds the documents used in your course
- Click Files on the left navigation to find the course files

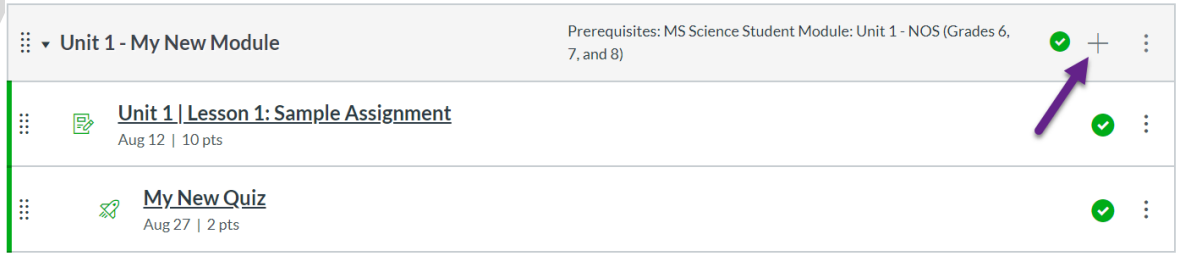
Adding Files to Canvas

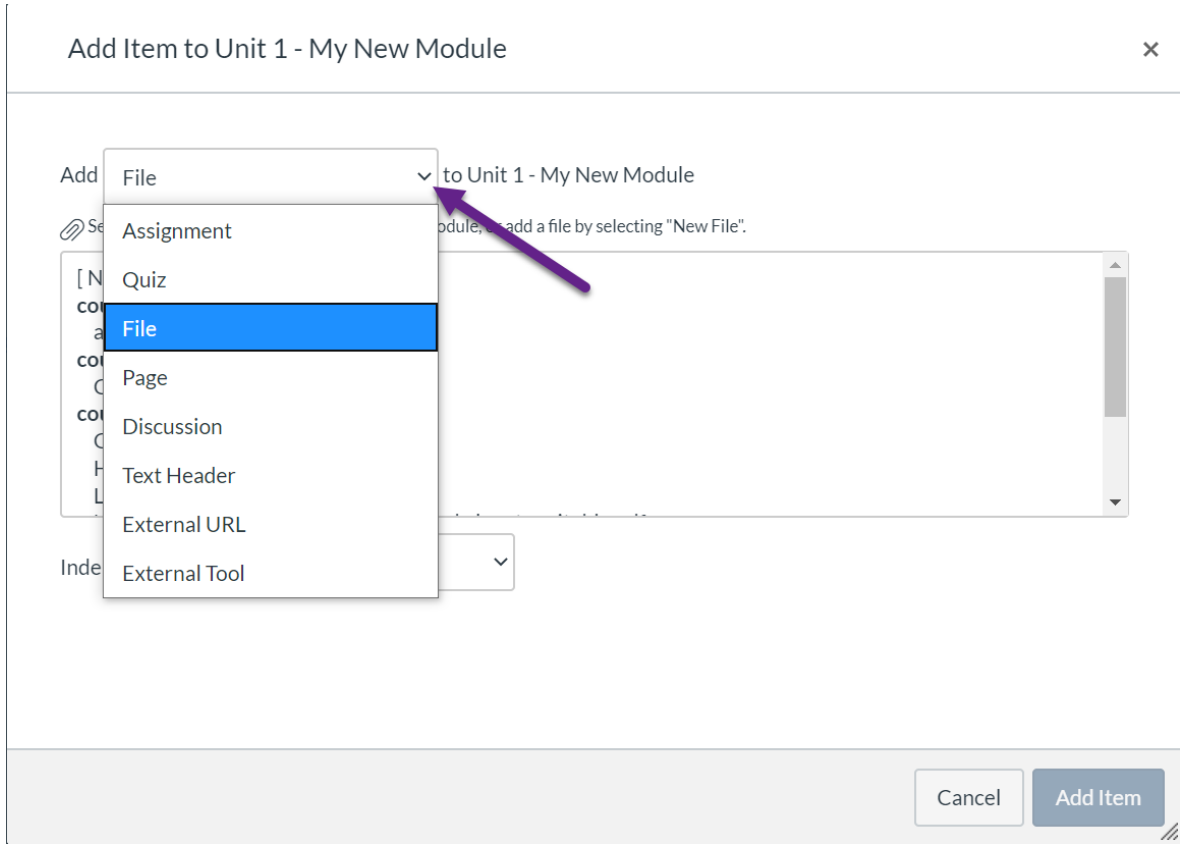


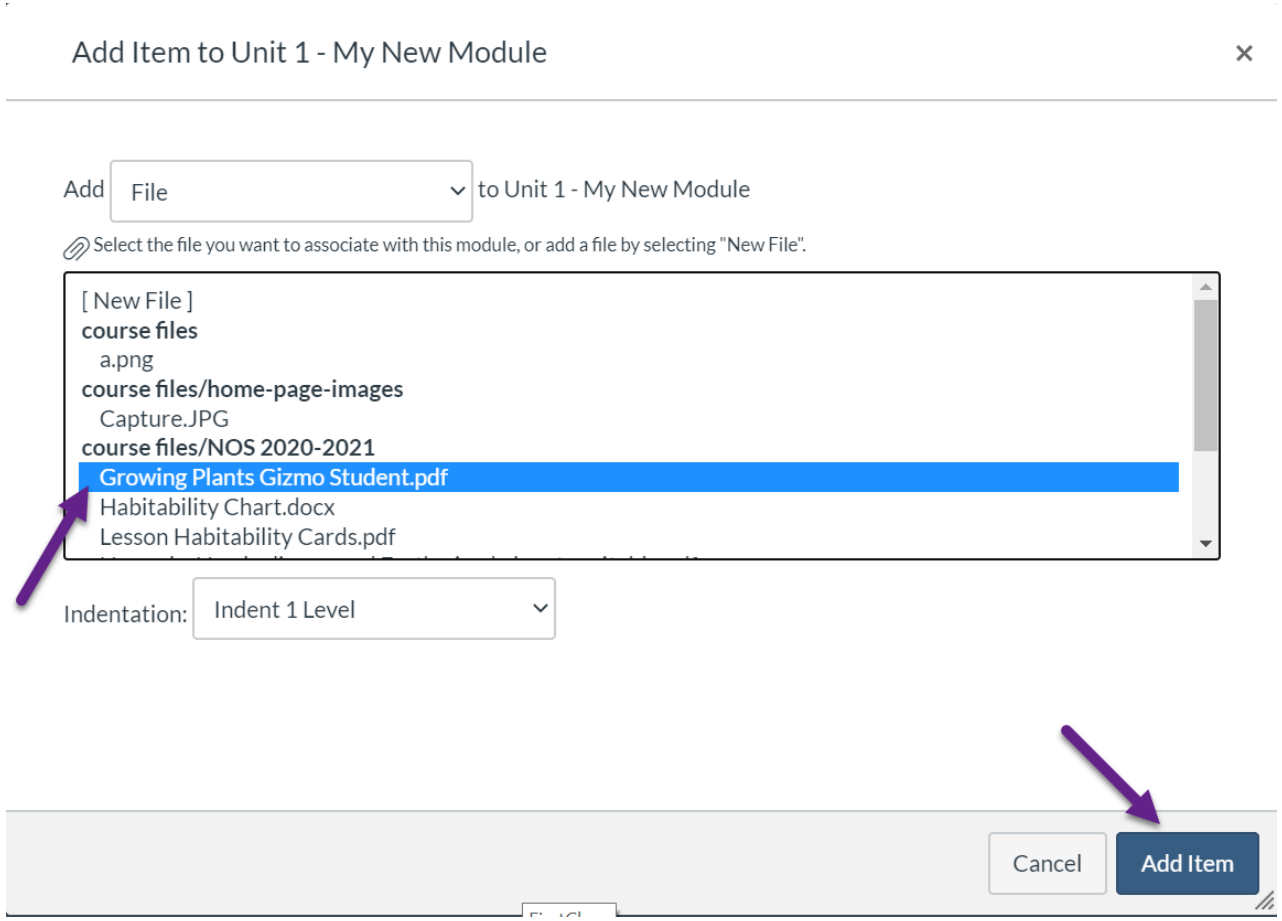
- You may wish to add folders to organize your course documents by teaching unit
- Click + Folder to add a folder
- Click the Upload button to add files
- You can also drag and drop files into folders in Canvas

Adding Files to Modules

- Click the + button in the Module header
- Choose File in the dropdown menu



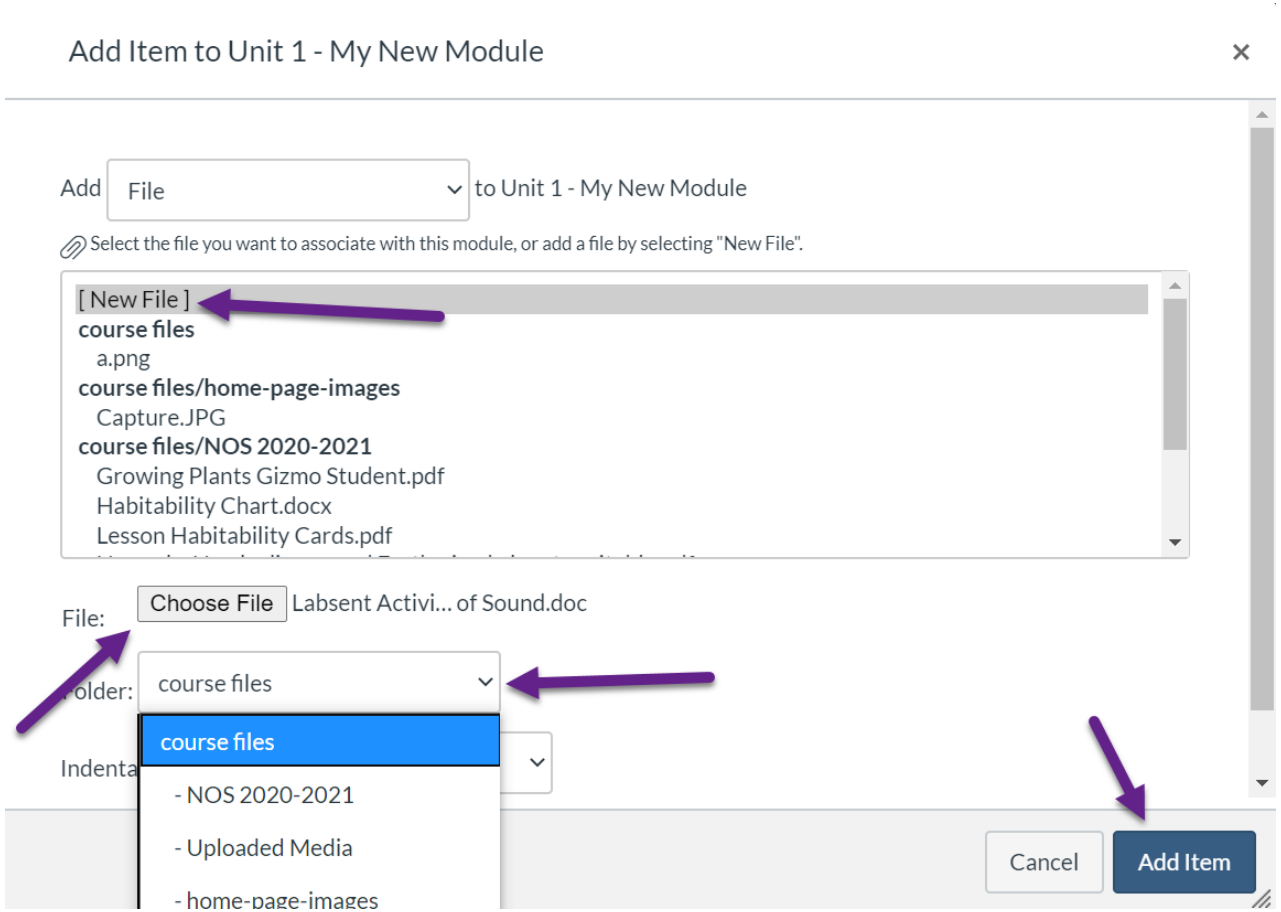




- If you have previously uploaded the file, choose the file and click Add Item

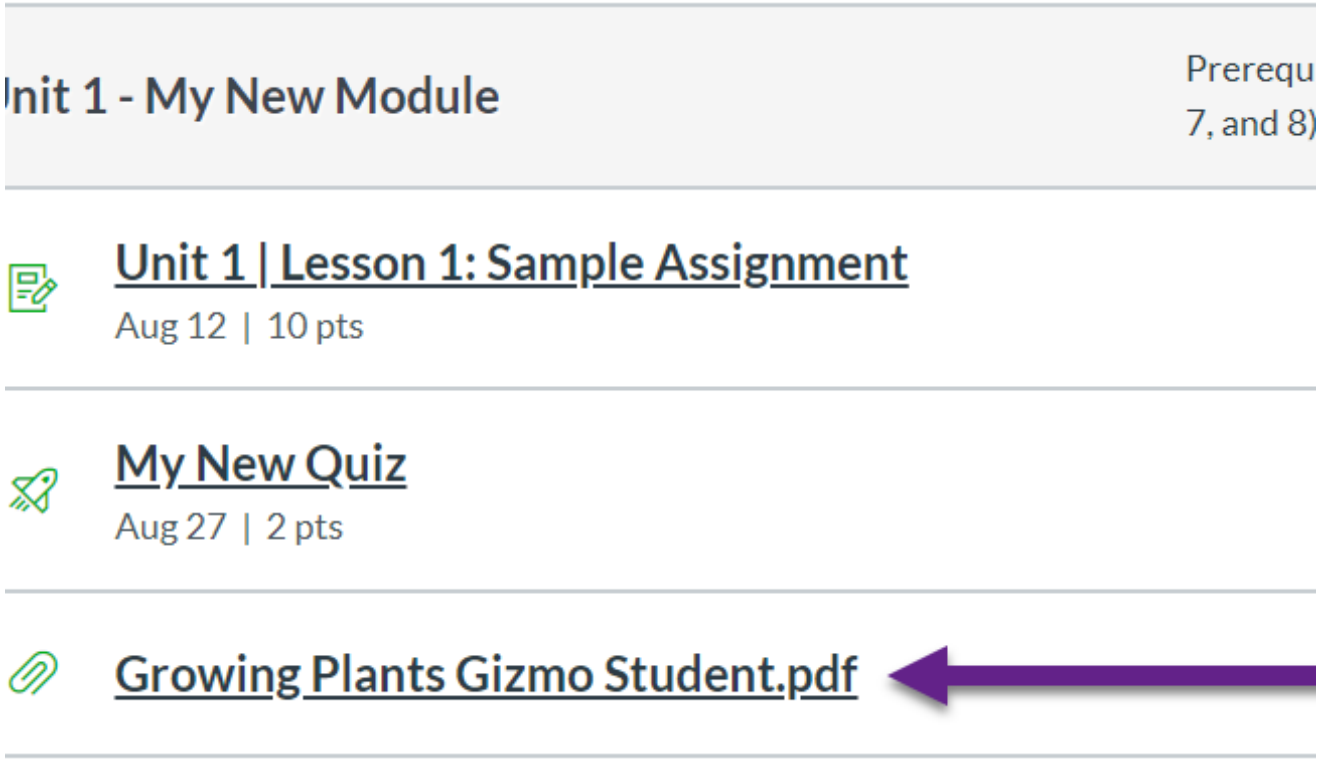
Files Previously Uploaded

New Files



- If you have not previously uploaded the file, click New File
- Choose the file
- Choose the folder
- Click Add Item

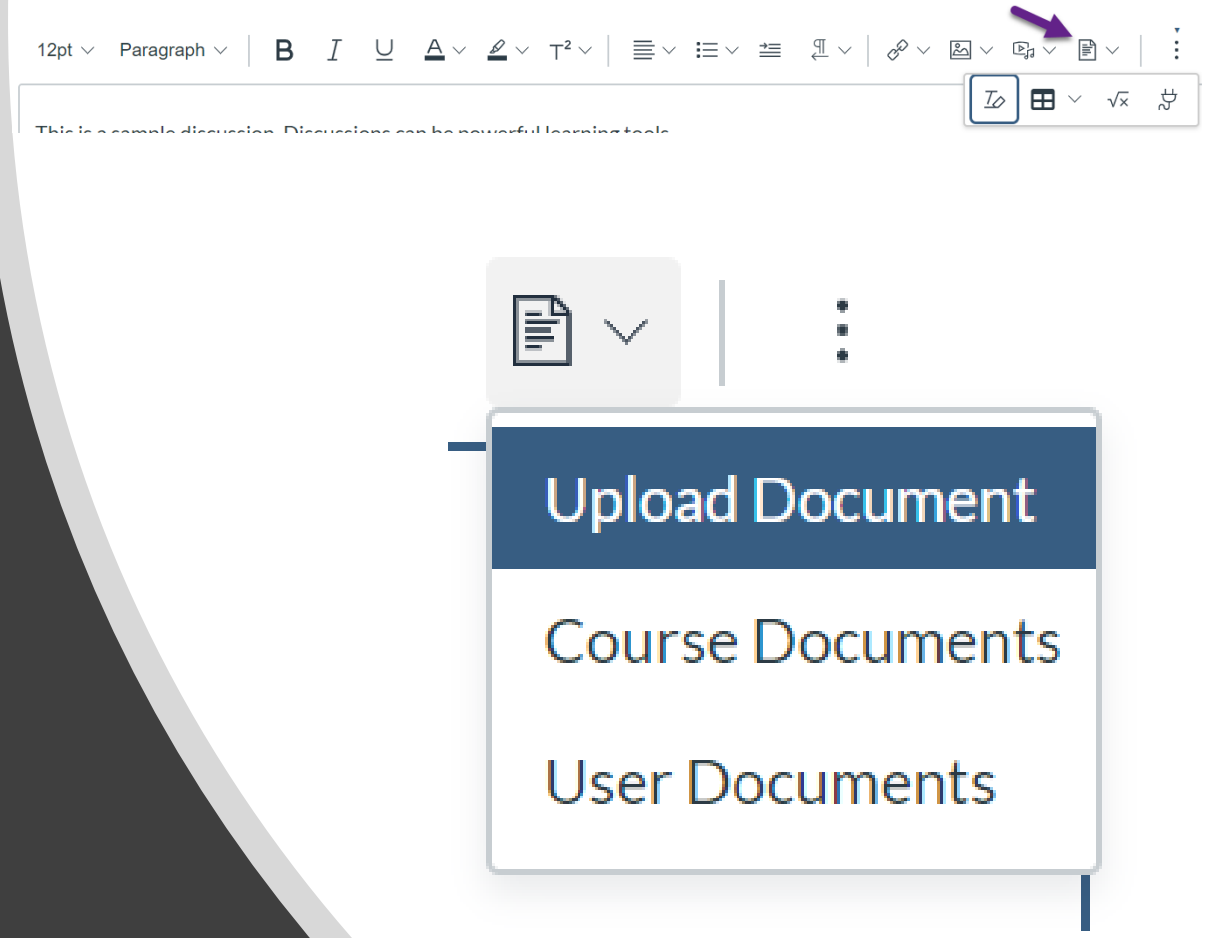
Adding Files to Modules

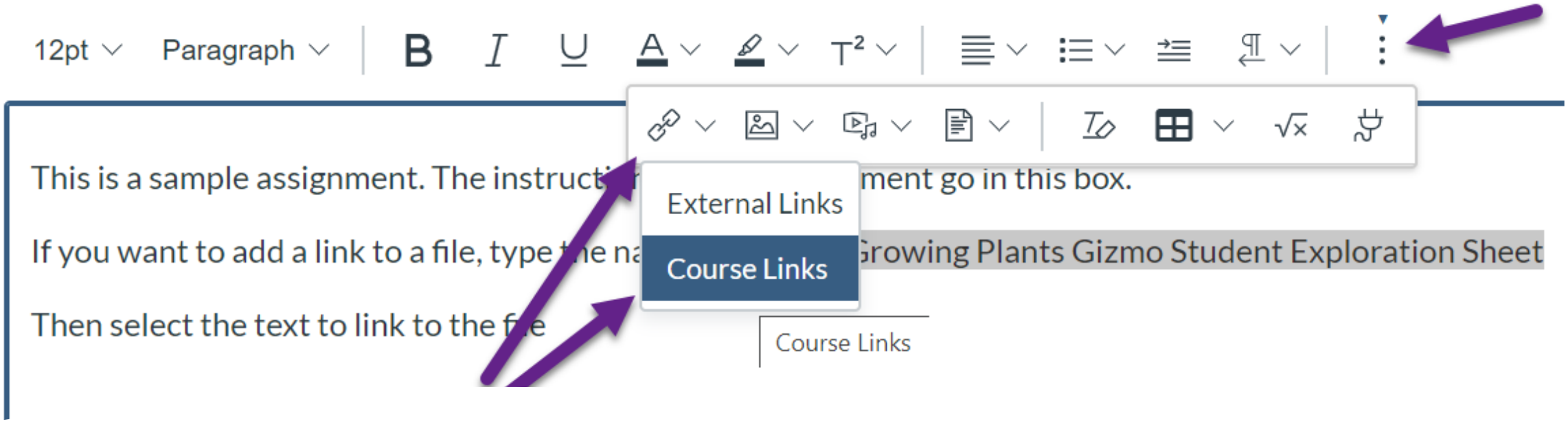


- Once the file has been added to the Module, students can click the file without going into an Assignment or a Page

Adding Files to Module Items

- You can add documents Assignments, Information Pages, Quizzes, and Discussions
- In the editing bar, click the dropdown next to the document icon
- Choose the document location
- Navigate to the document you wish to add
- Click the document – it will now appear as a link on the page
- The link will show the file name



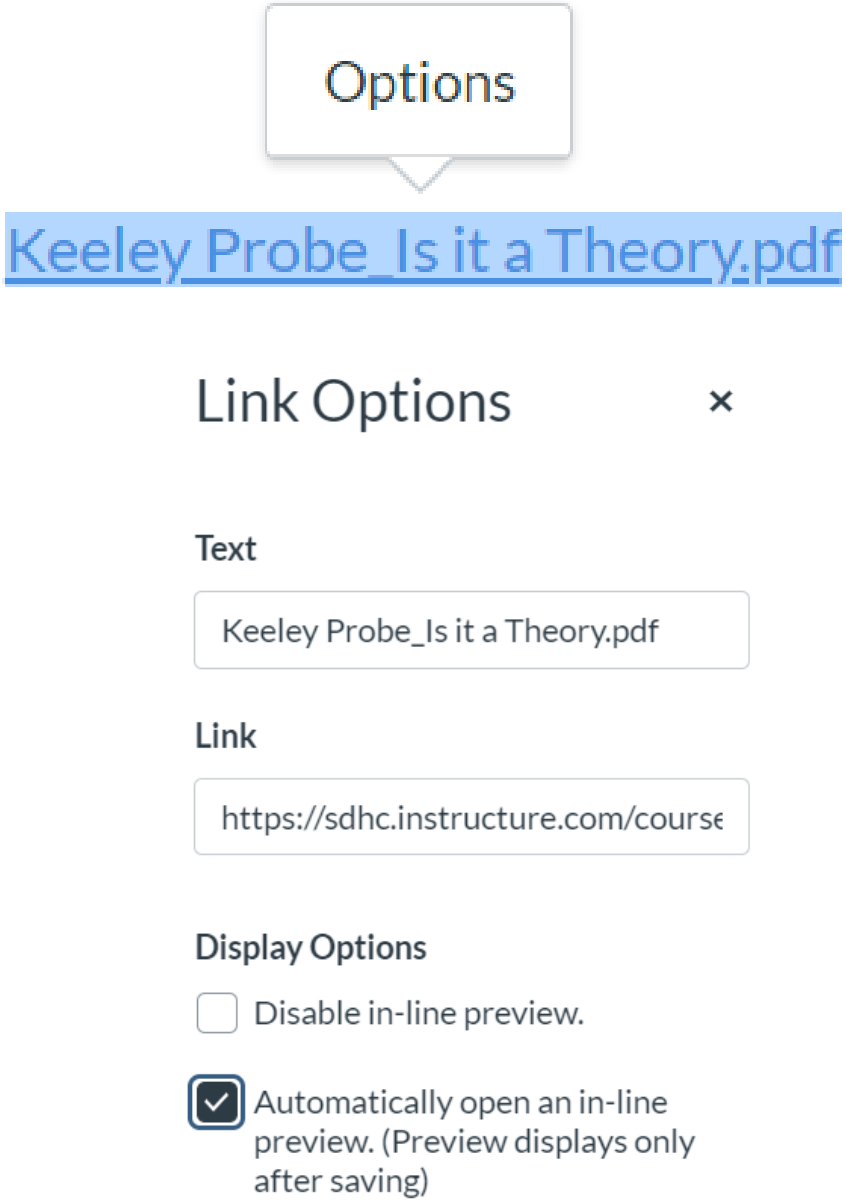


Adding Files to Module Items

- You can also add a file in Assignments, Information Pages, Quizzes, and Discussions through a course link
- First, type the name of the file
- Select the text
- Find the Link editing tool – you may have to click the three dots to find it
- Choose Course Links

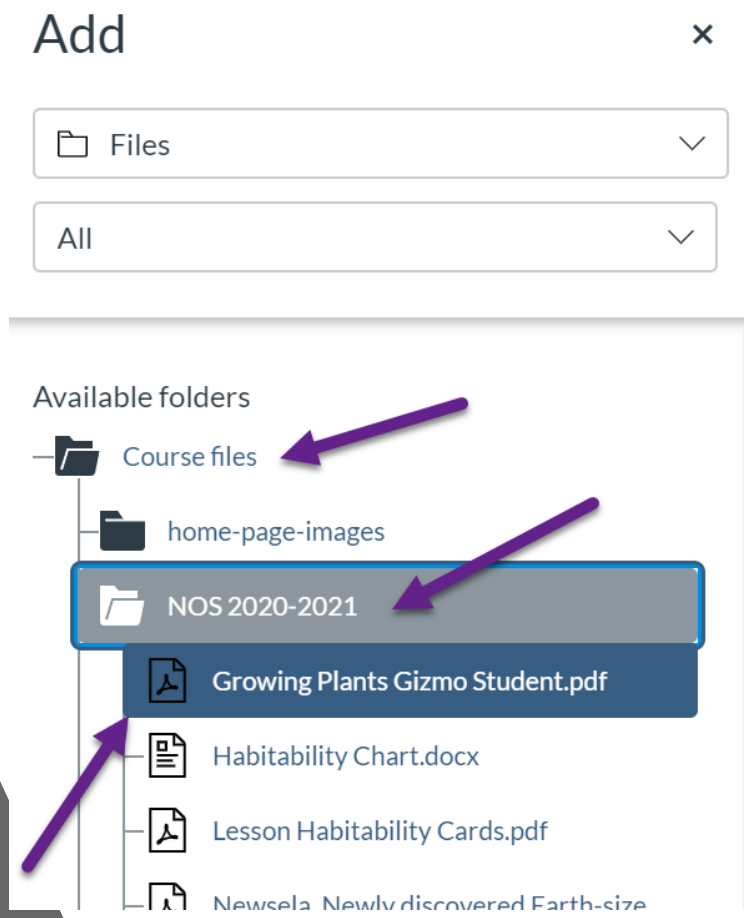
File Options

- After adding a link, click the link in the editing screen to choose how the document will display
- Click options
- Can change the text displayed in this window
- Choosing “Automatically open an in-line preview” will cause the document to open on the page for all users



Adding Files to Module Items

- In the dropdown menu, choose Files
- Navigate to the correct folder
- Click the file you wish to add
- The link name will be the text you selected



Adding Files to Module Items

- The file will now appear as a link on the page
- Students can preview the file in the page by clicking the icon next to the document name

Unit 1 | Lesson 1: Sample Assignment

Published | Edit

This is a sample assignment. The instructions for the assignment go in this box.

If you want to add a link to a file, type the name of the file: Growing Plants Gizmo Student Exploration Sheet

Then select the text to link to the file

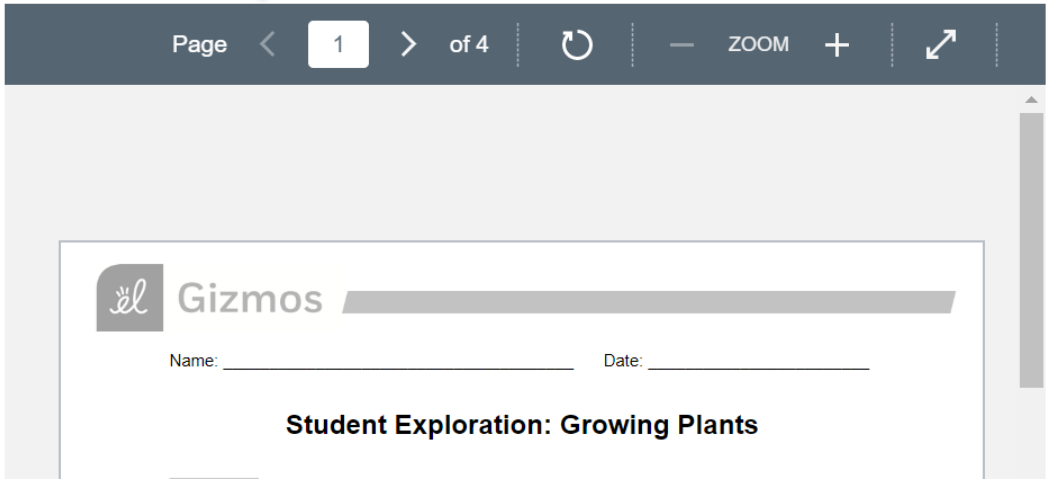
Unit 1 | Lesson 1: Sample Assignment

Published | Edit

This is a sample assignment. The instructions for the assignment go in this box.

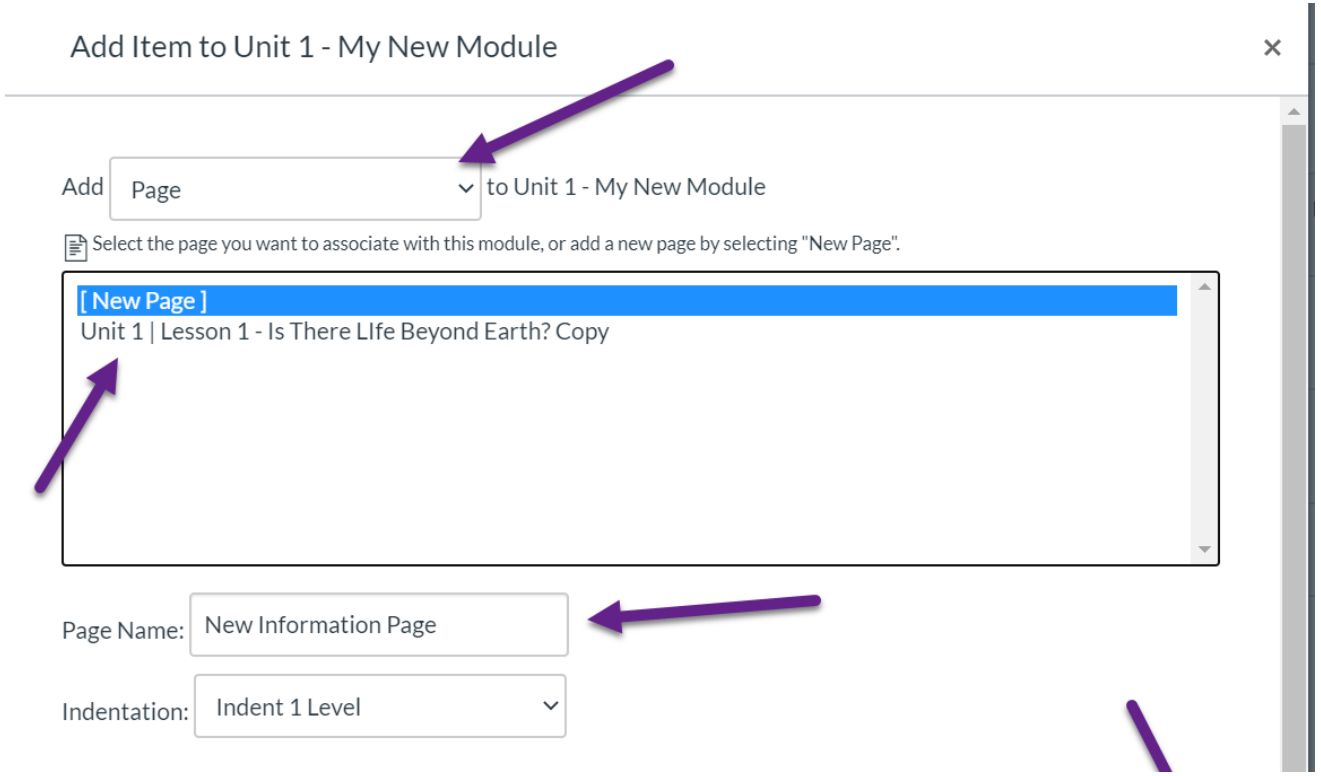
If you want to add a link to a file, type the name of the file: Growing Plants Gizmo Student Exploration Sheet

Minimize File Preview



Pages

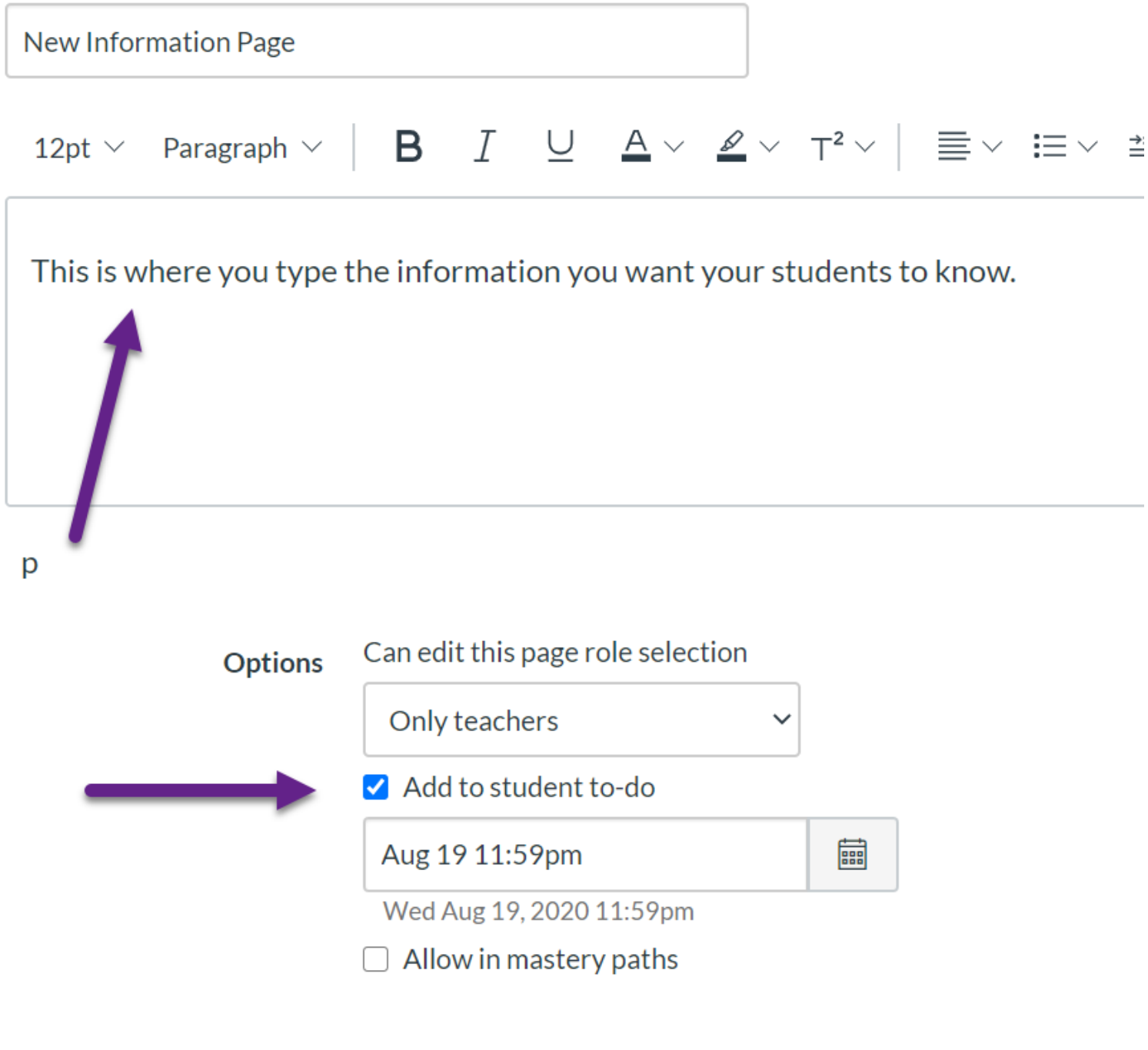
Pages



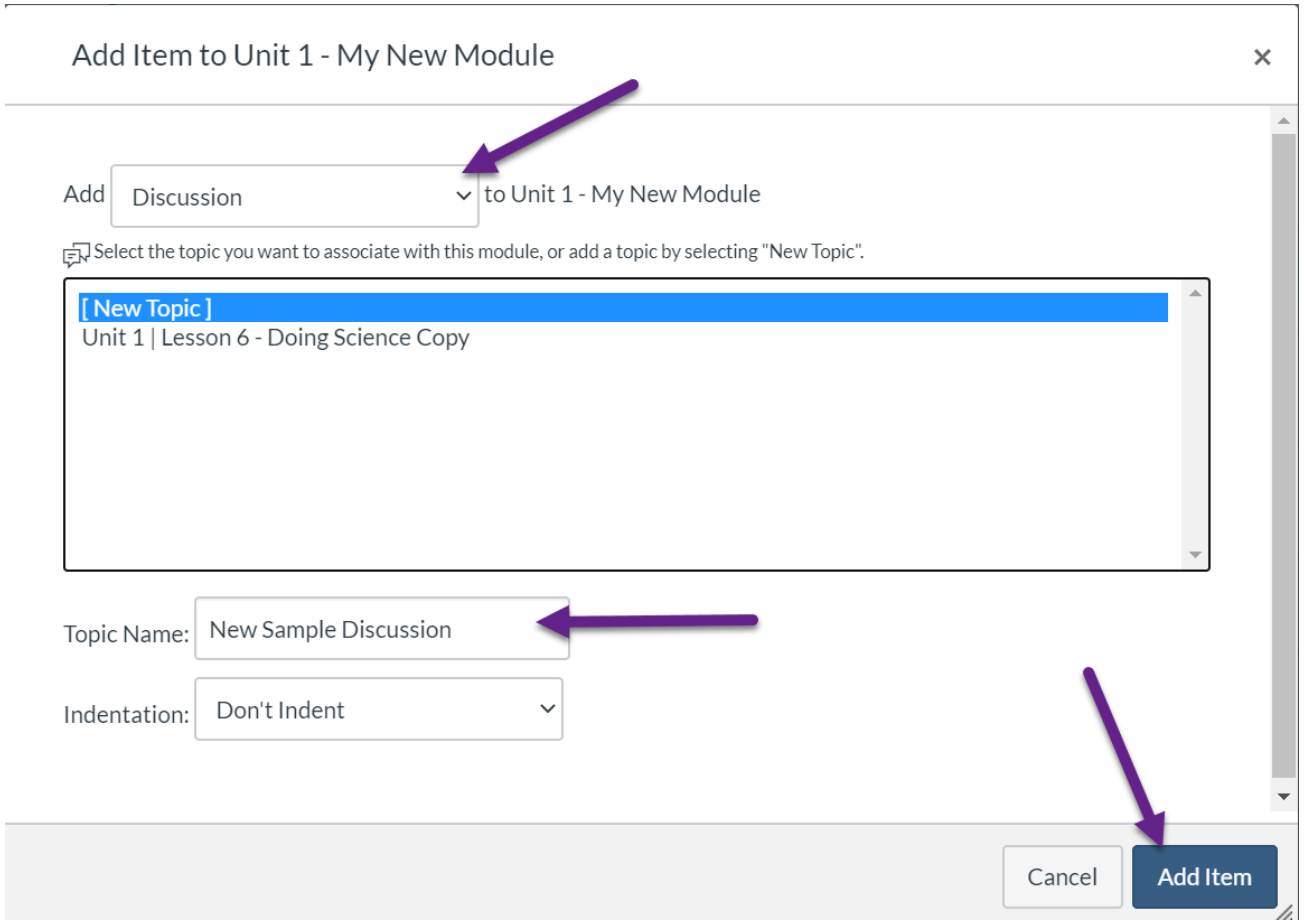
- Information Pages allow us to add information to a course without creating an assignment
- You can set a requirement for a student to complete an information page before going to the next item in the Module
- Pages are added to modules by clicking the + symbol in the Module header and choosing Page

Pages

- Pages are edited the same way assignments and quizzes are edited
- You will not add grading information to a Page
- However, you can add a requirement for a student to visit a page



Discussions

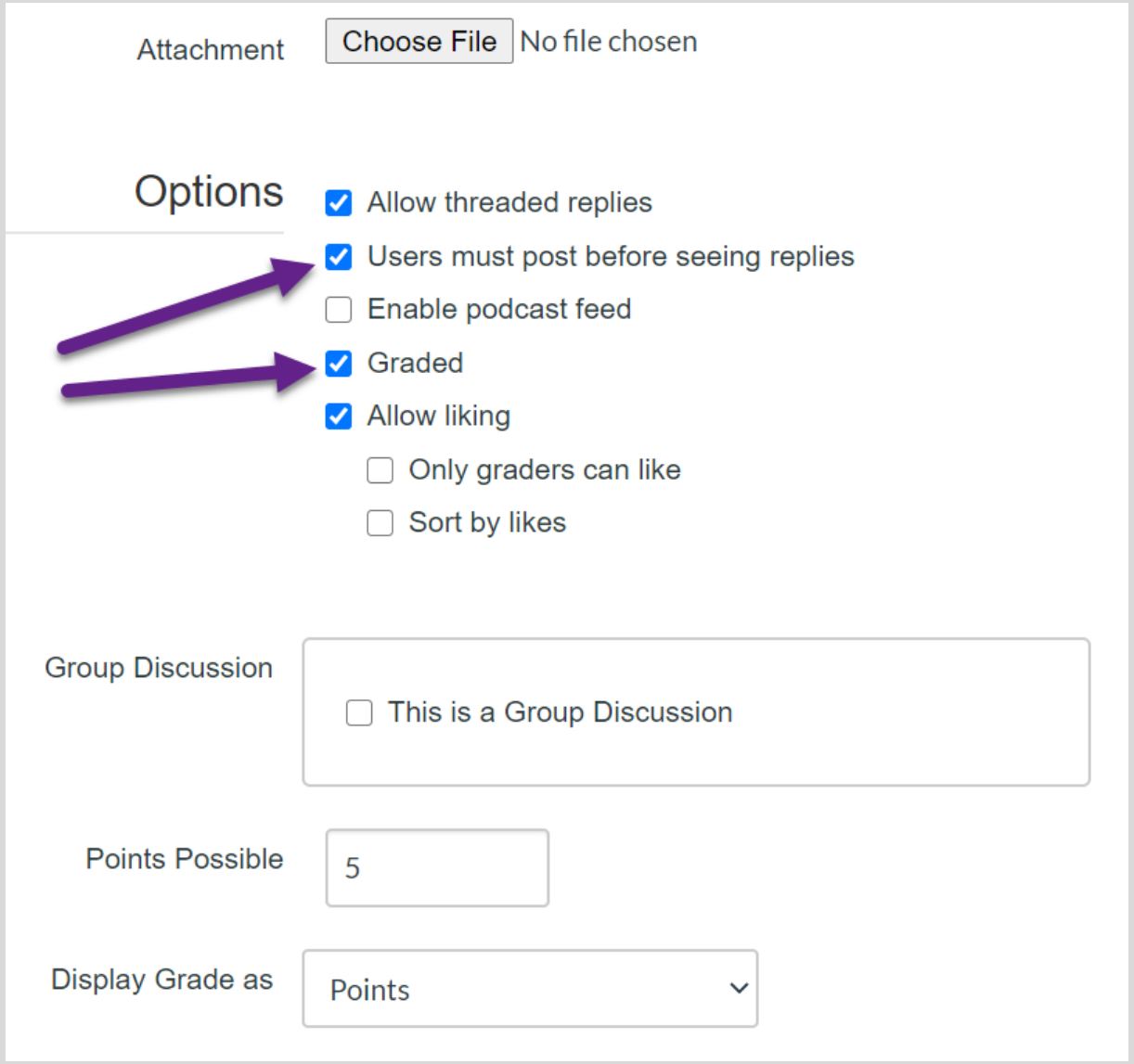


- Discussions allow students to work collaboratively in an asynchronous environment
- Discussions are used to measure student's knowledge of a topic or gain insights into their understanding
- Add Discussions to modules the same way other items are added

Discussions

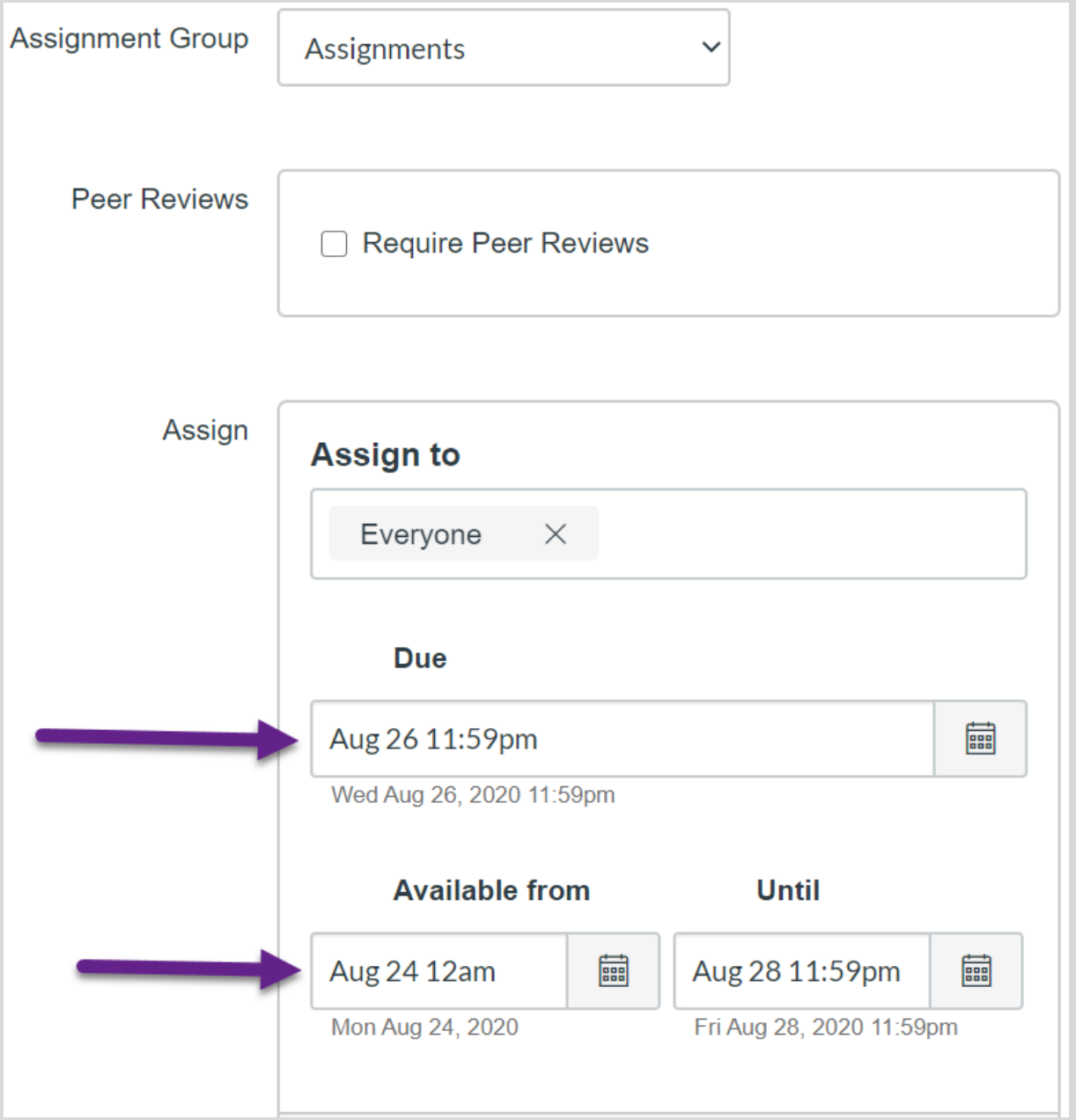
Discussion Options

- Require students to post before seeing replies prevents them from seeing other posts before doing their own response
- Threaded replies allow students to respond directly to students in a thread
- Discussions can be graded or ungraded



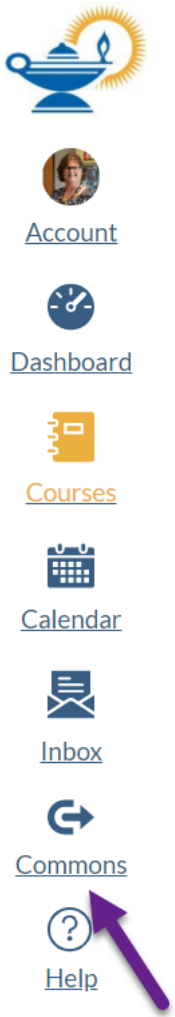
Discussion Options

- Discussions also have date options, similar to assignments and quizzes

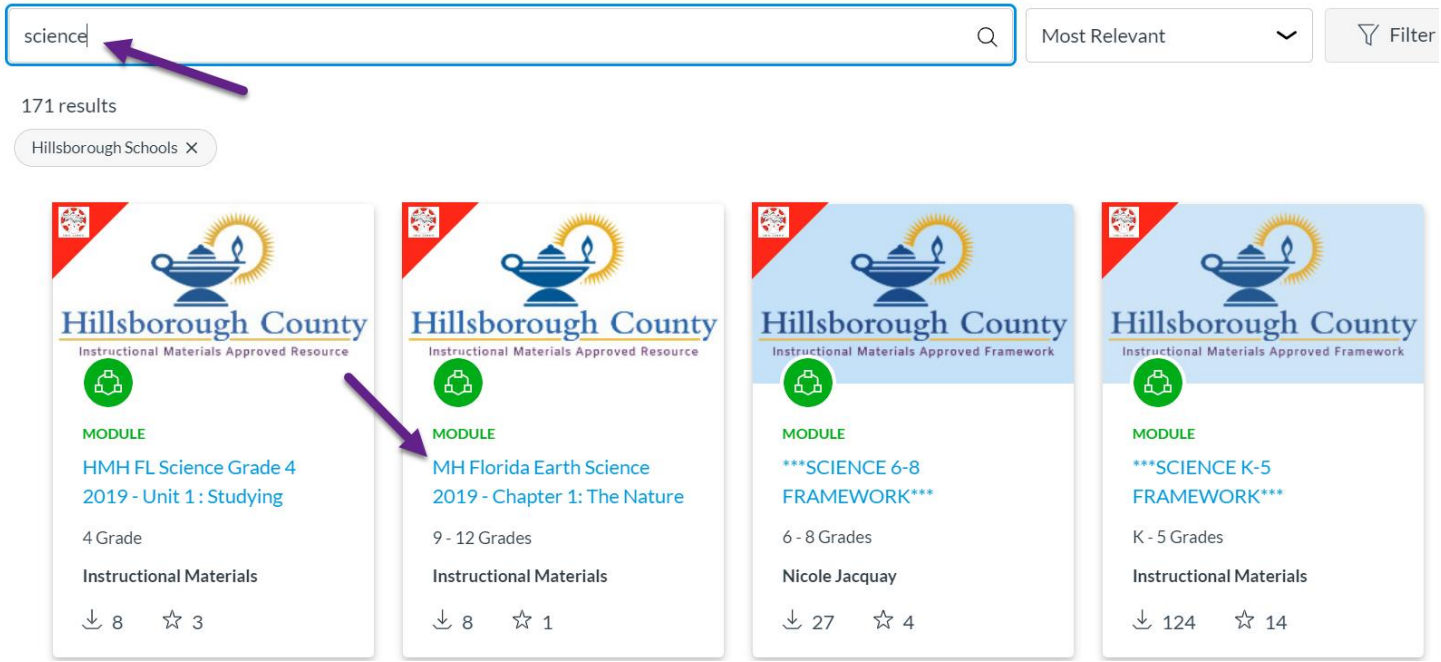


Commons

Getting Content from Commons

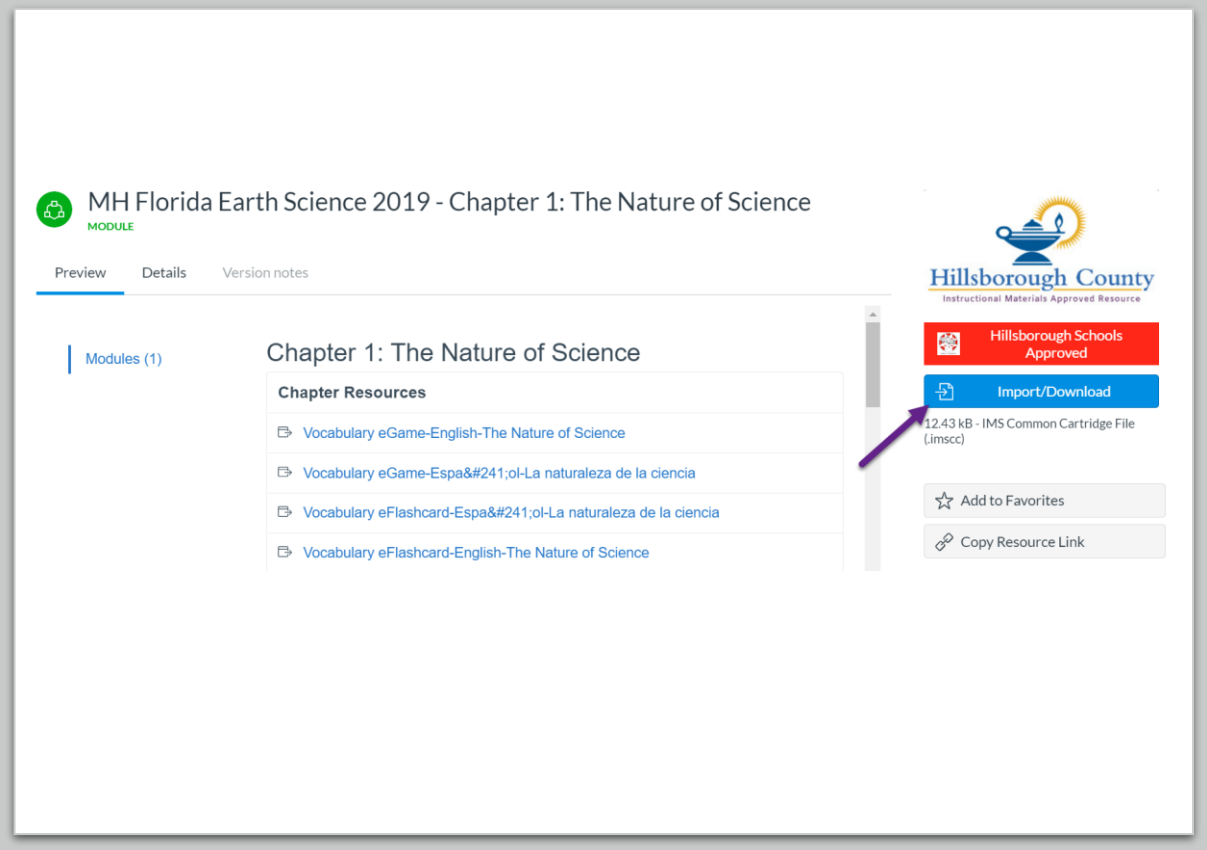


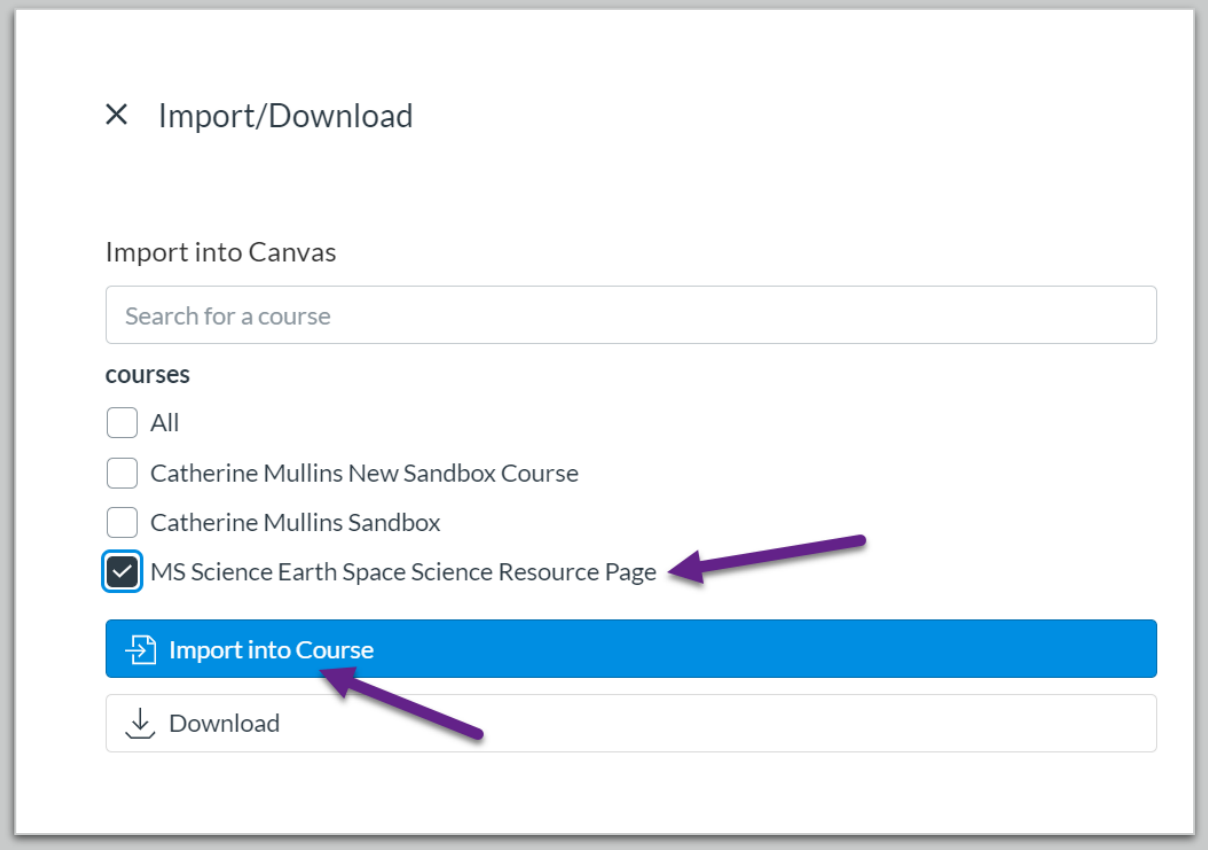
- Courses and modules can be shared through Commons
- On the left navigation, click the Commons link
- Search for the course
- Click the course link

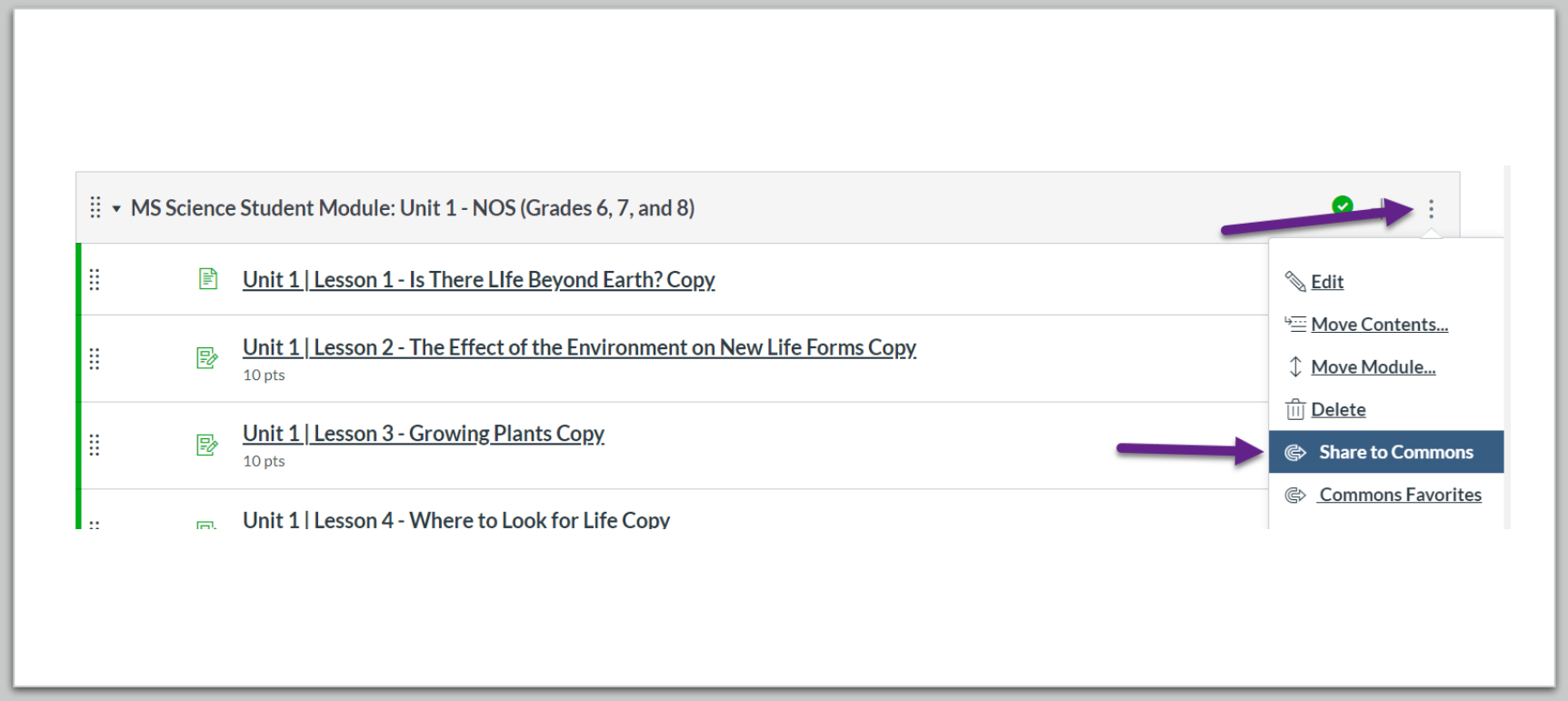


Getting Content from Commons

- Click Import/Download
- Choose your course
- Select Import into course

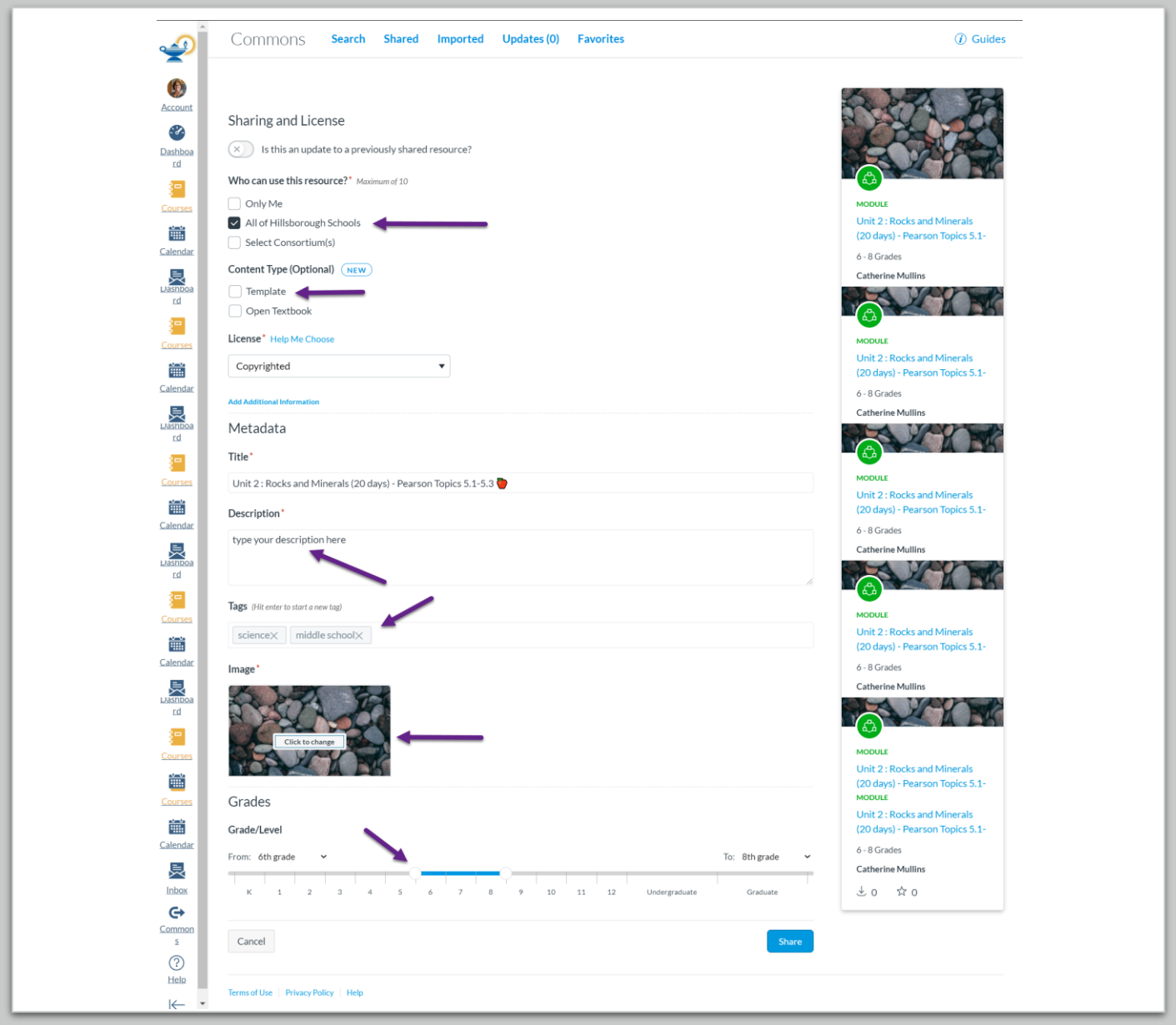






Sharing Content to Commons

- You can easily share modules and content with other teachers
- Click the additional menu dots
- Choose Share to Commons

Sharing Content to Commons

- Choose options
- Use logical tags for searching
- Choose an image
- Click share