

Getting Started with Canvas

Hillsborough County Schools Middle School Science Department

Created by Catherine Mullins

Important



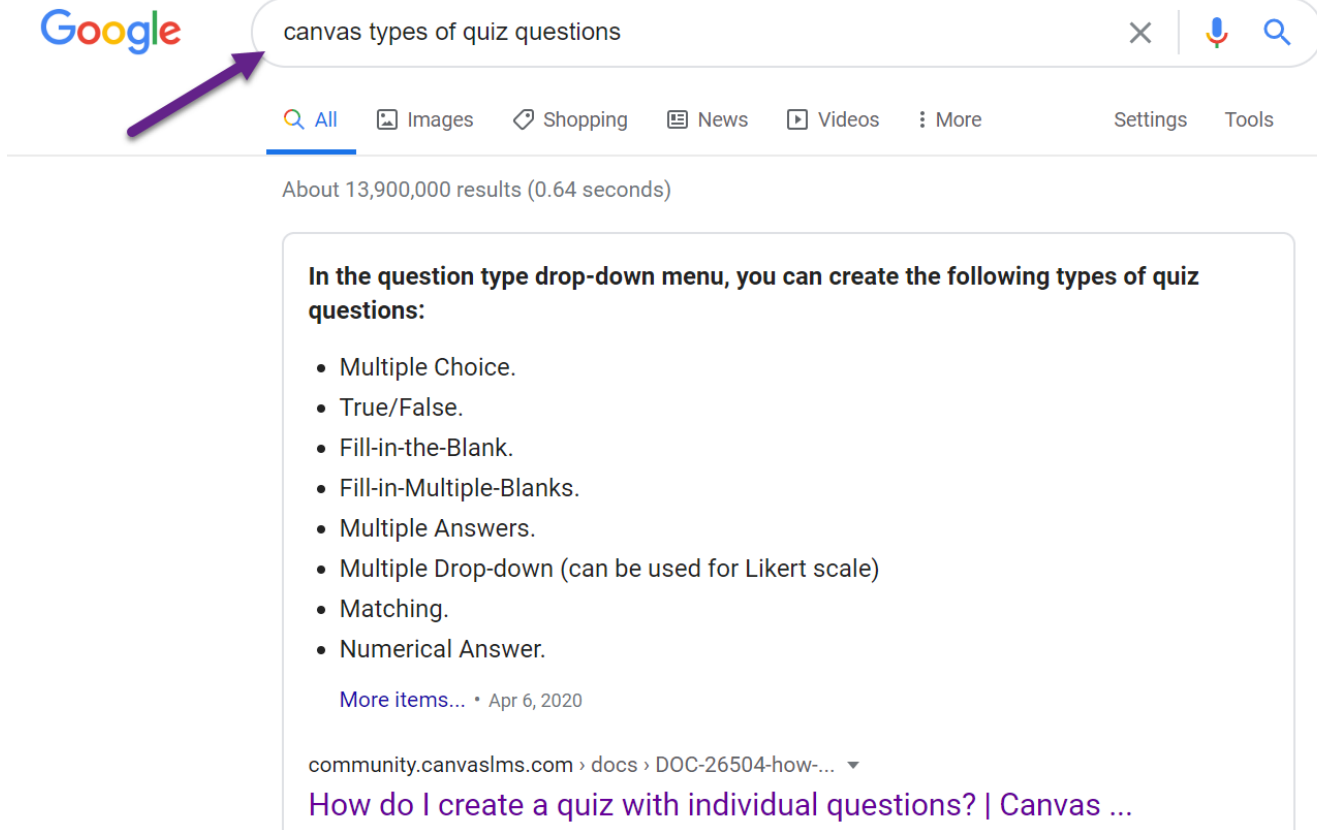
This presentation is not intended to replace Canvas training sessions offered by the district.



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.



Google

canvas types of quiz questions

All Images Shopping News Videos More Settings Tools

About 13,900,000 results (0.64 seconds)

In the question type drop-down menu, you can create the following types of quiz questions:

- Multiple Choice.
- True/False.
- Fill-in-the-Blank.
- Fill-in-Multiple-Blanks.
- Multiple Answers.
- Multiple Drop-down (can be used for Likert scale)
- Matching.
- Numerical Answer.

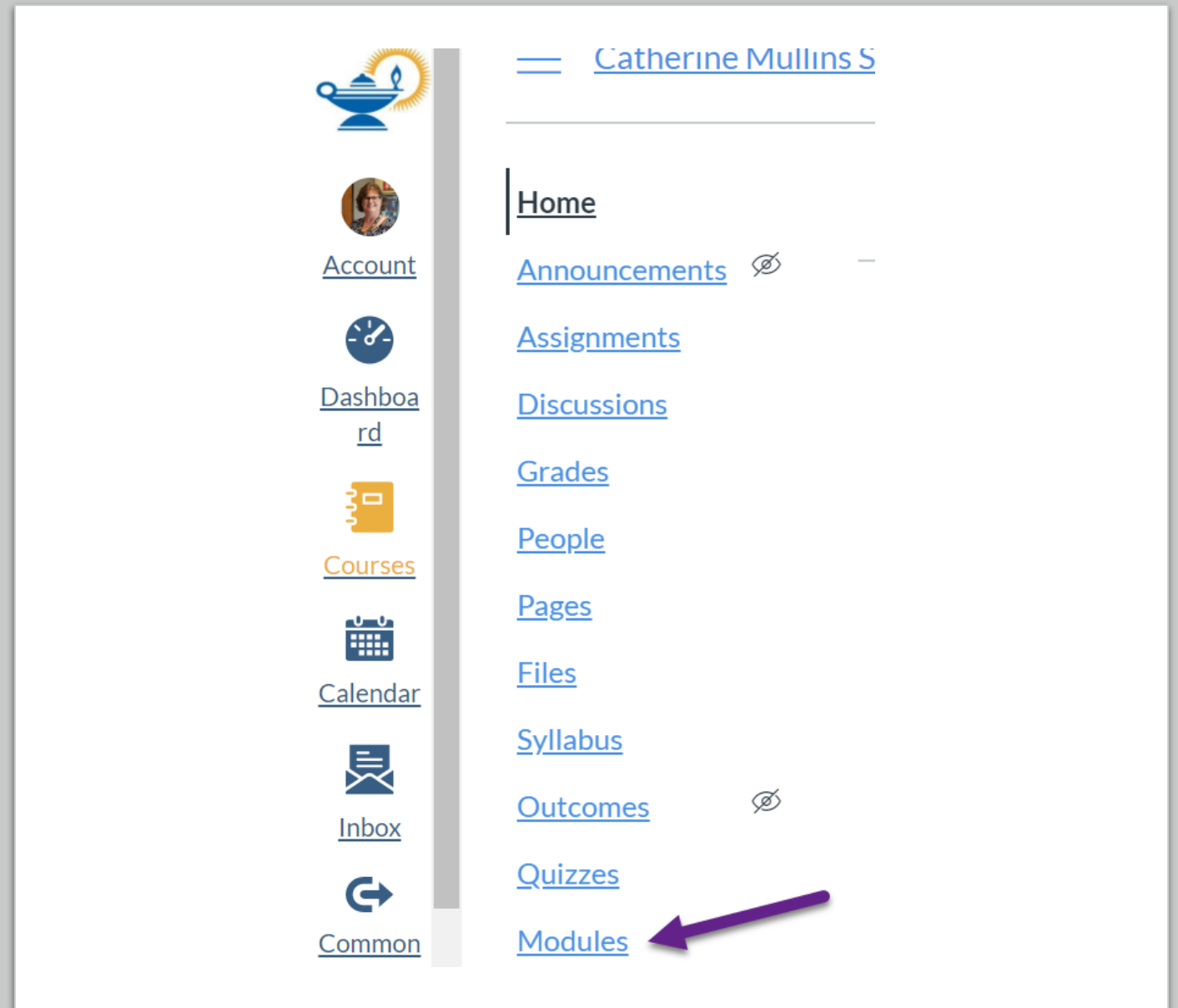
[More items...](#) • Apr 6, 2020

community.canvaslms.com › docs › DOC-26504-how-... ▾

[How do I create a quiz with individual questions? | Canvas ...](#)

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



The screenshot shows the Canvas LMS navigation interface for user Catherine Mullins S. On the left is a vertical sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Common. On the right is a main navigation menu with links for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, and Modules. A purple arrow points to the 'Modules' link at the bottom of the main menu.

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

☰ Catherine Mullins Sandbox > Modules

Home

[Announcements](#) 

[Assignments](#)

[Discussions](#)

View Progress

+ Module

▼ MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)



Add Module



Unit 1 - My New Module

Lock until

Prerequisites

+ Add prerequisite

Cancel

Add Module

Module Options

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

The screenshot shows a dialog box titled "Add Module" with a close button (X) in the top right corner. Below the title bar is a text input field containing "Unit 1 - My New Module". Underneath is a checked checkbox labeled "Lock until", with a purple arrow pointing to it from the right. Below the checkbox is a date input field showing "Aug 10, 2020" and a calendar icon. A calendar pop-up is open, displaying "August 2020" with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-31). The date "10" is highlighted in a dark blue box, with a purple arrow pointing to it from the right. At the bottom of the dialog are "Cancel" and "Add Module" buttons. Below the dialog, a portion of another interface is visible, showing "Time: 08 : 30 am" and "Done" buttons, along with a snippet of text "ly Discovered Earth-Sized".

Module Options

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

Add Module

 Lock until

Mon Aug 10, 2020
Prerequisites

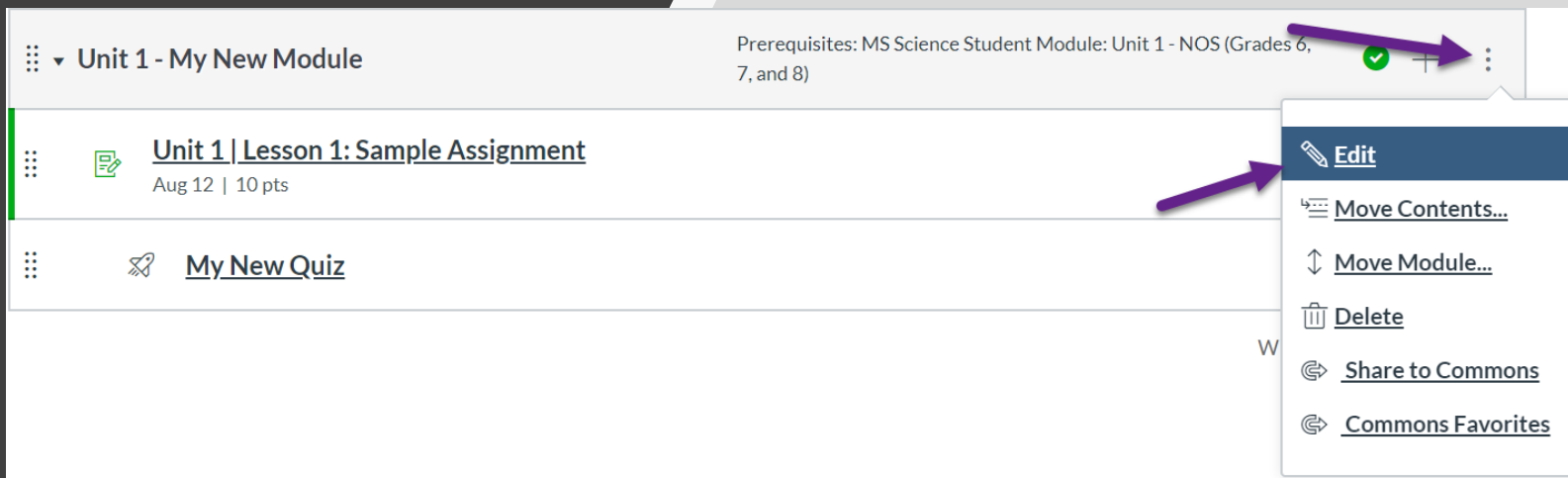
Add Module

 Lock until

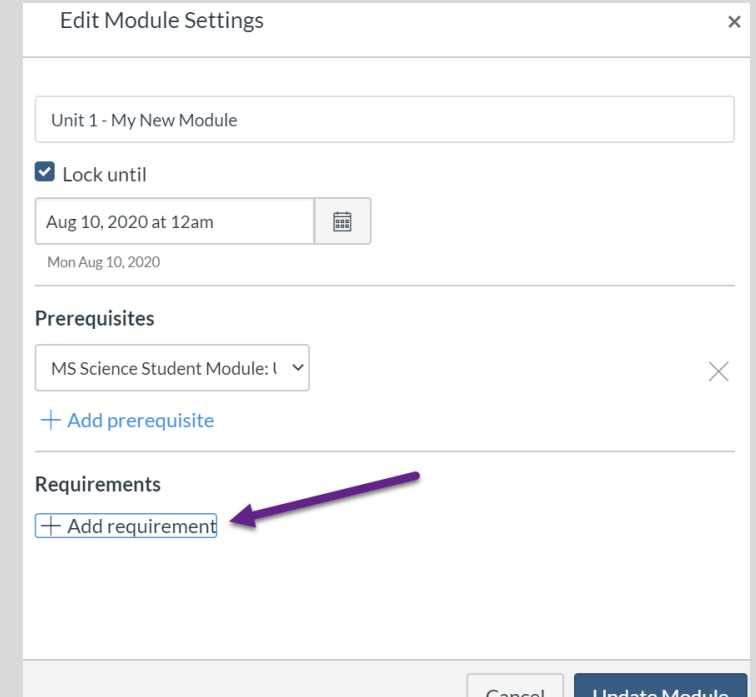
Mon Aug 10, 2020
Prerequisites

Module Options

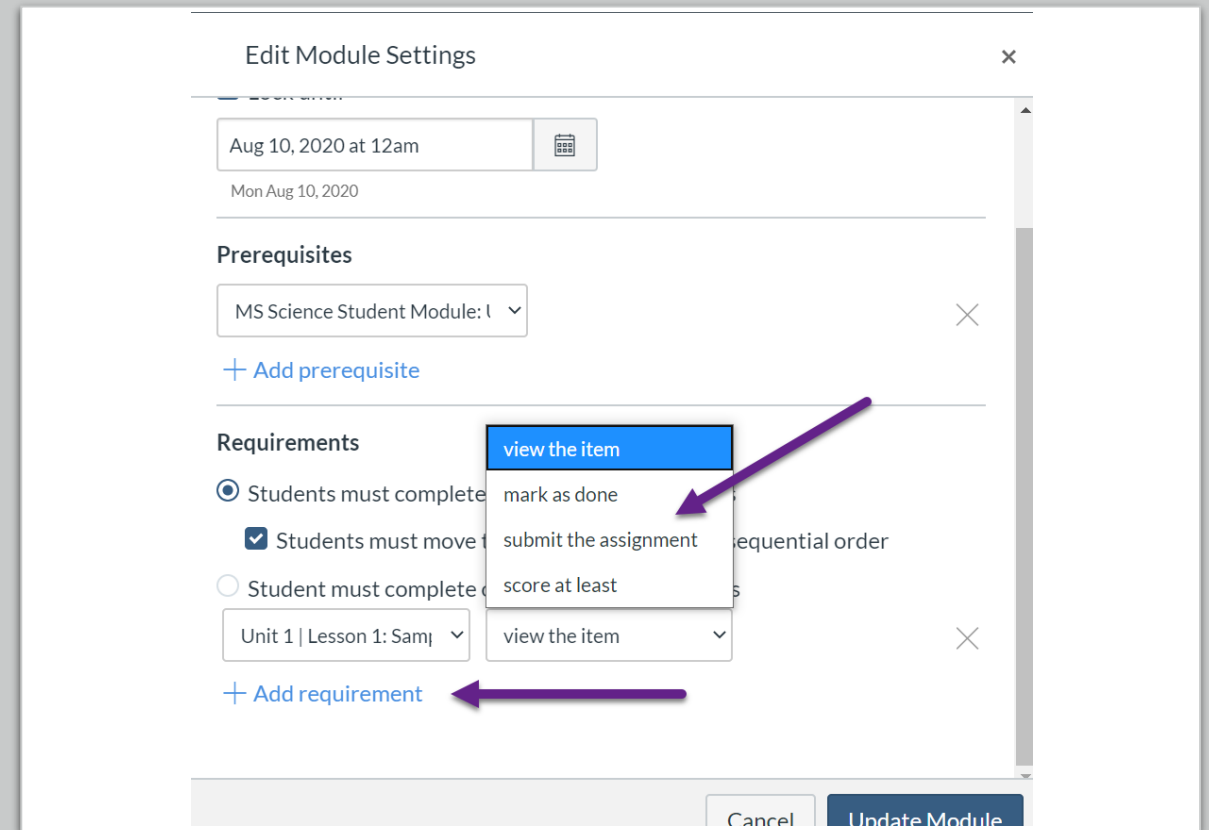
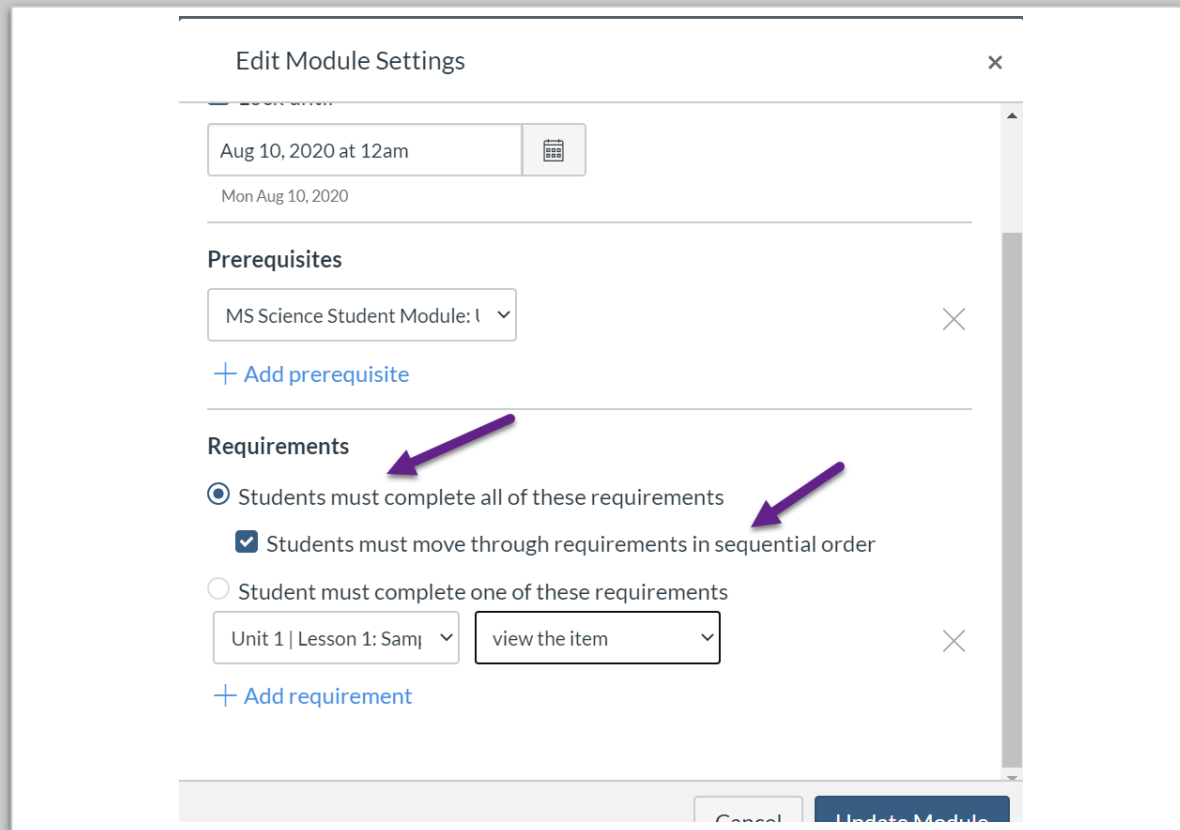
- You can also set prerequisites within Modules
- This ensures that students complete assignments in a particular order
- Click the three dots on the Module heading, then click edit
- Click the + next to Add requirement



The screenshot shows a module interface with a header "Unit 1 - My New Module" and a list of items. The first item is "Unit 1 | Lesson 1: Sample Assignment" with a green document icon and "Aug 12 | 10 pts". The second item is "My New Quiz" with a rocket icon. A context menu is open over the "Sample Assignment" item, listing options: "Edit", "Move Contents...", "Move Module...", "Delete", "Share to Commons", and "Commons Favorites". A purple arrow points to the "Edit" option. Above the menu, a purple arrow points to the three-dot menu icon on the "Sample Assignment" item. The prerequisites for the module are listed as "MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)".




The screenshot shows the "Edit Module Settings" dialog box. The module name is "Unit 1 - My New Module". The "Lock until" section is checked, with a date of "Aug 10, 2020 at 12am" and a calendar icon. The "Prerequisites" section shows a dropdown menu with "MS Science Student Module: l" selected. Below this is a "+ Add prerequisite" link. The "Requirements" section has a "+ Add requirement" link. A purple arrow points to the "+ Add requirement" link. At the bottom, there are "Cancel" and "Update Module" buttons.

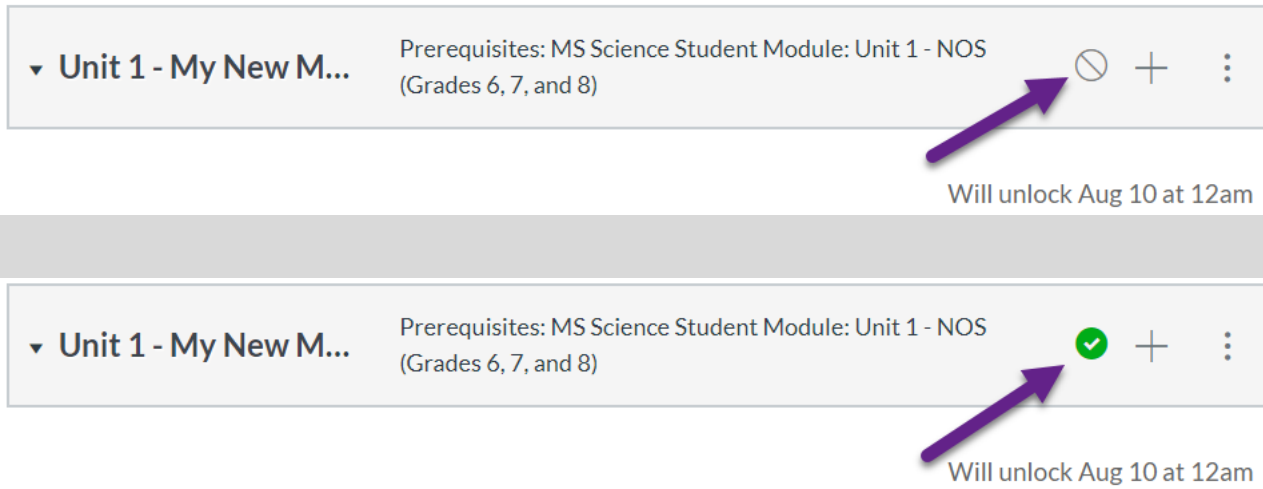


Module Options


- 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



The image displays two screenshots of a module card, illustrating the process of publishing a module. The top screenshot shows the module in an unpublished state, with a greyed-out 'no entry' symbol (a circle with a diagonal line) and a purple arrow pointing to it. The bottom screenshot shows the module in a published state, with a green checkmark and a purple arrow pointing to it. Both screenshots include the following text: 'Unit 1 - My New M...', 'Prerequisites: MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)', and 'Will unlock Aug 10 at 12am'.

▼ Unit 1 - My New M... Prerequisites: MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)  + ⋮

Will unlock Aug 10 at 12am

▼ Unit 1 - My New M... Prerequisites: MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)  + ⋮

Will unlock Aug 10 at 12am



What goes in a module?



ASSIGNMENTS



QUIZZES



FILES, SUCH AS
DOCUMENTS OR SLIDE
SHOWS



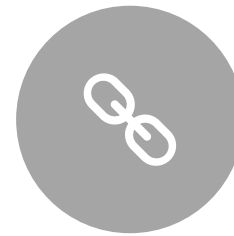
INFORMATION PAGES



DISCUSSIONS



TEXT HEADERS TO
BREAK MODULES INTO
SECTIONS



EXTERNAL URLS TO
LINK TO OTHER WEB
SITES



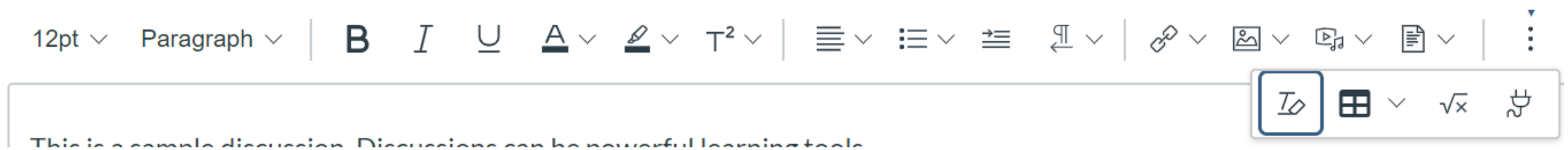
EXTERNAL TOOLS TO LINK
TO STUDENT
APPLICATIONS SUCH AS
CLASS NOTEBOOK OR
KHAN ACADEMY



Editing Options in Canvas

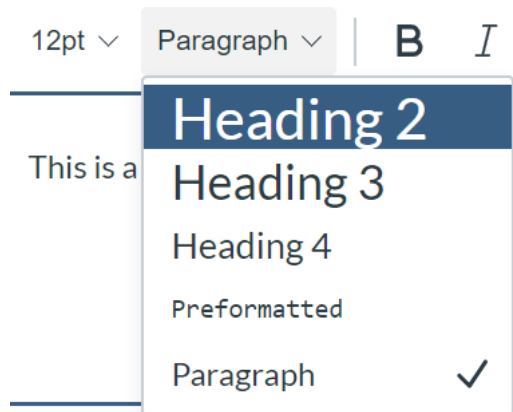
Editing Tools

- 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

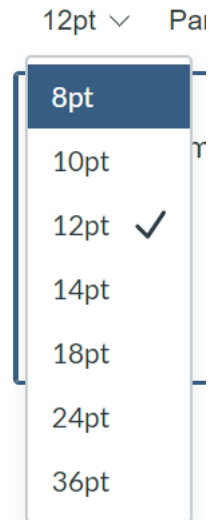


Text Options

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



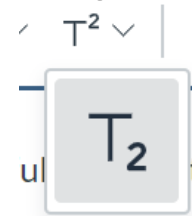
- Text size



- Bold, italics, underline

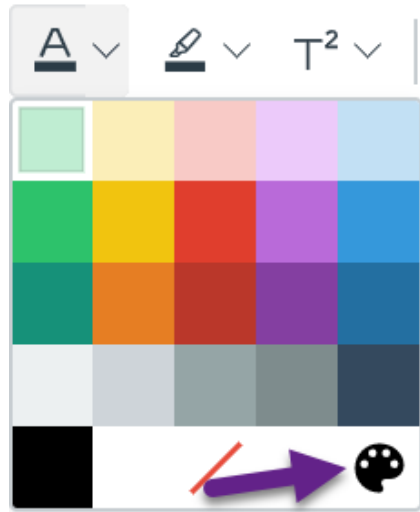


- Superscript or subscript toggle



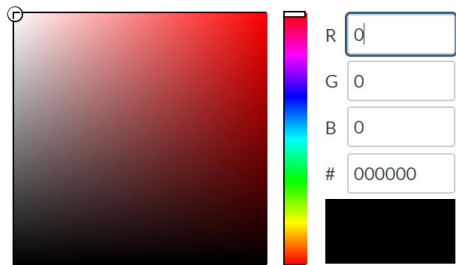
Text Color

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



Color Picker

×

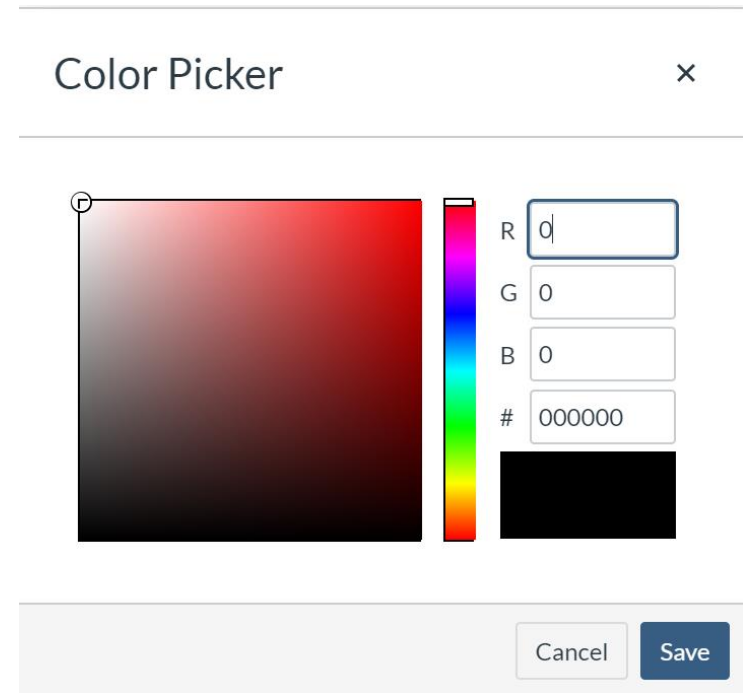
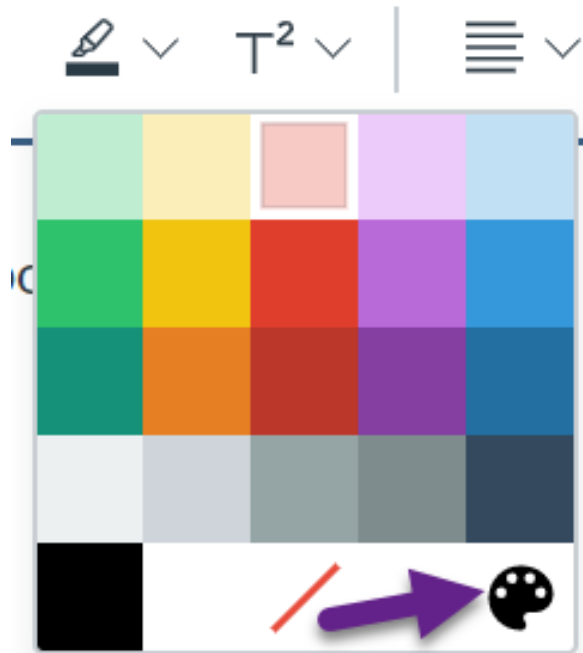


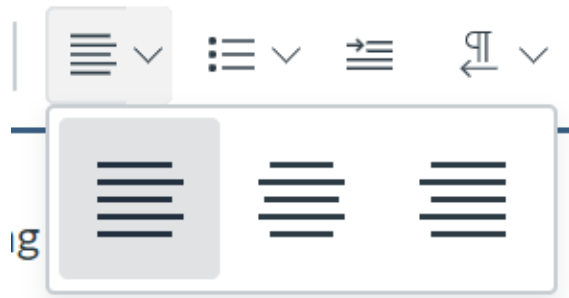
Cancel

Save

Highlight Text

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





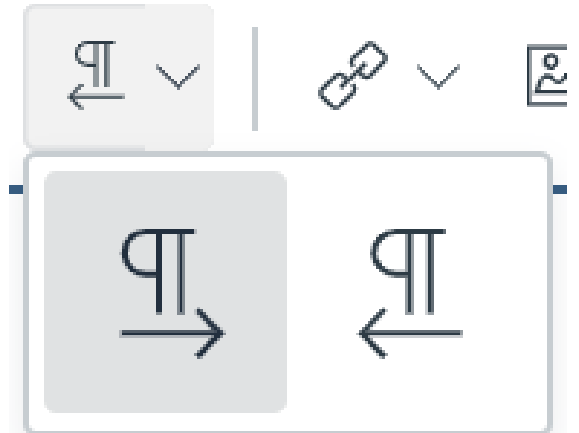
Text alignment
on page



Indent or
reduce indent



Bullets &
Numbering

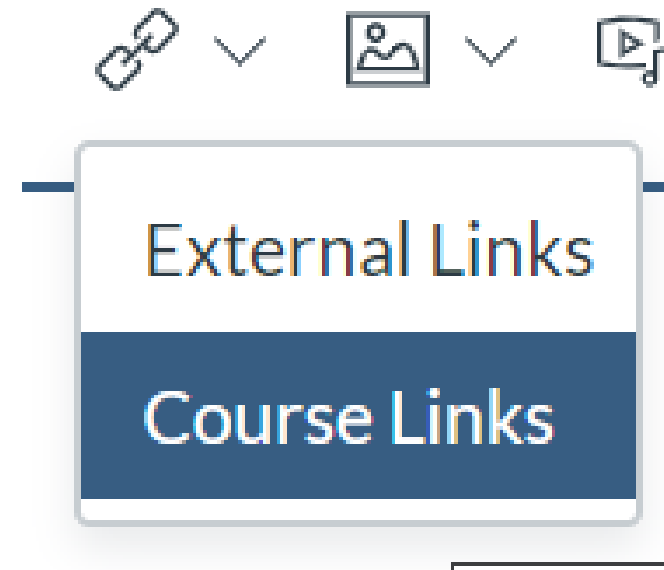


Left/right
alignment

Other Text Options

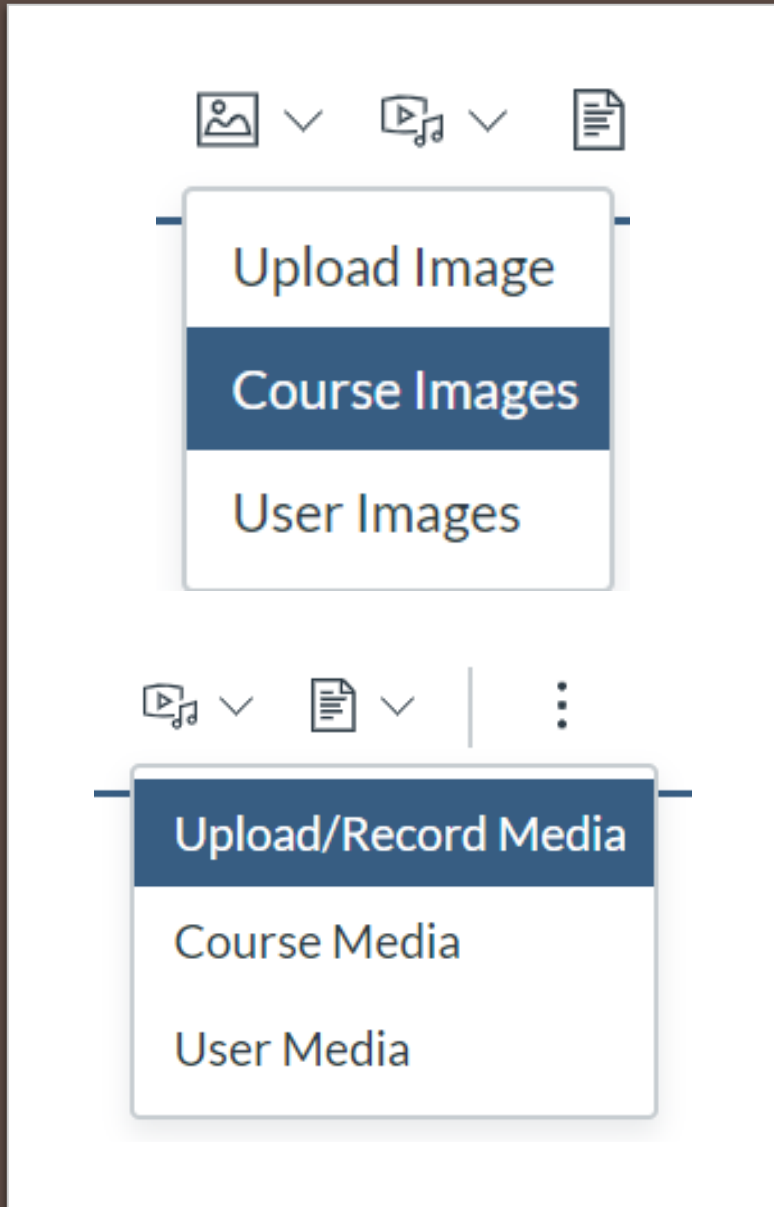
Adding Links

- 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



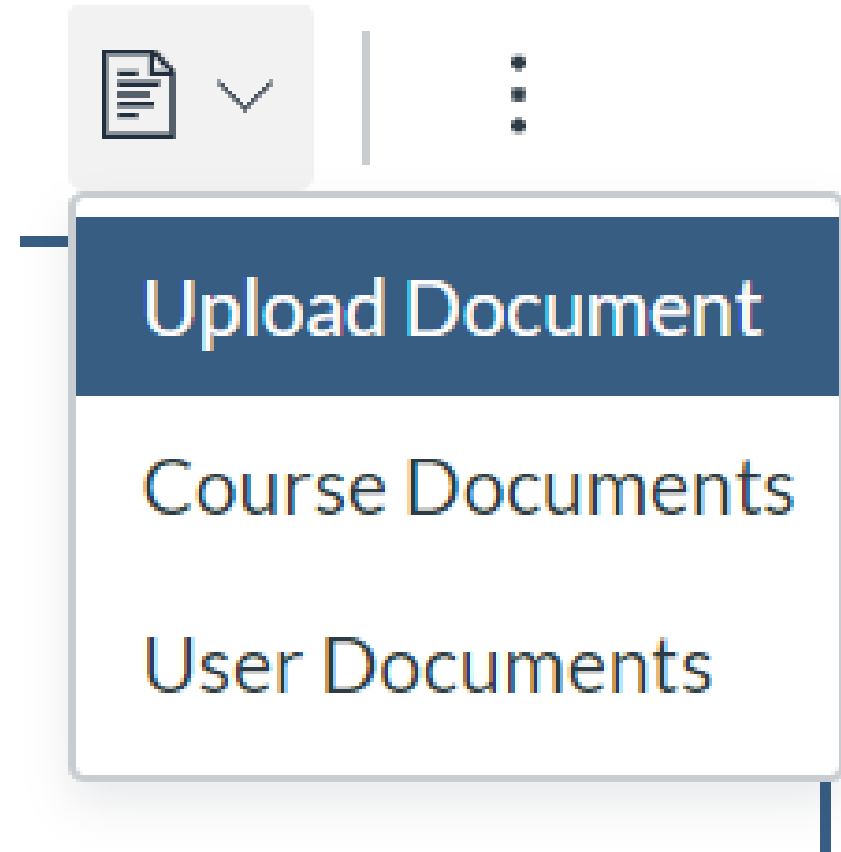
Adding Images and Media

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



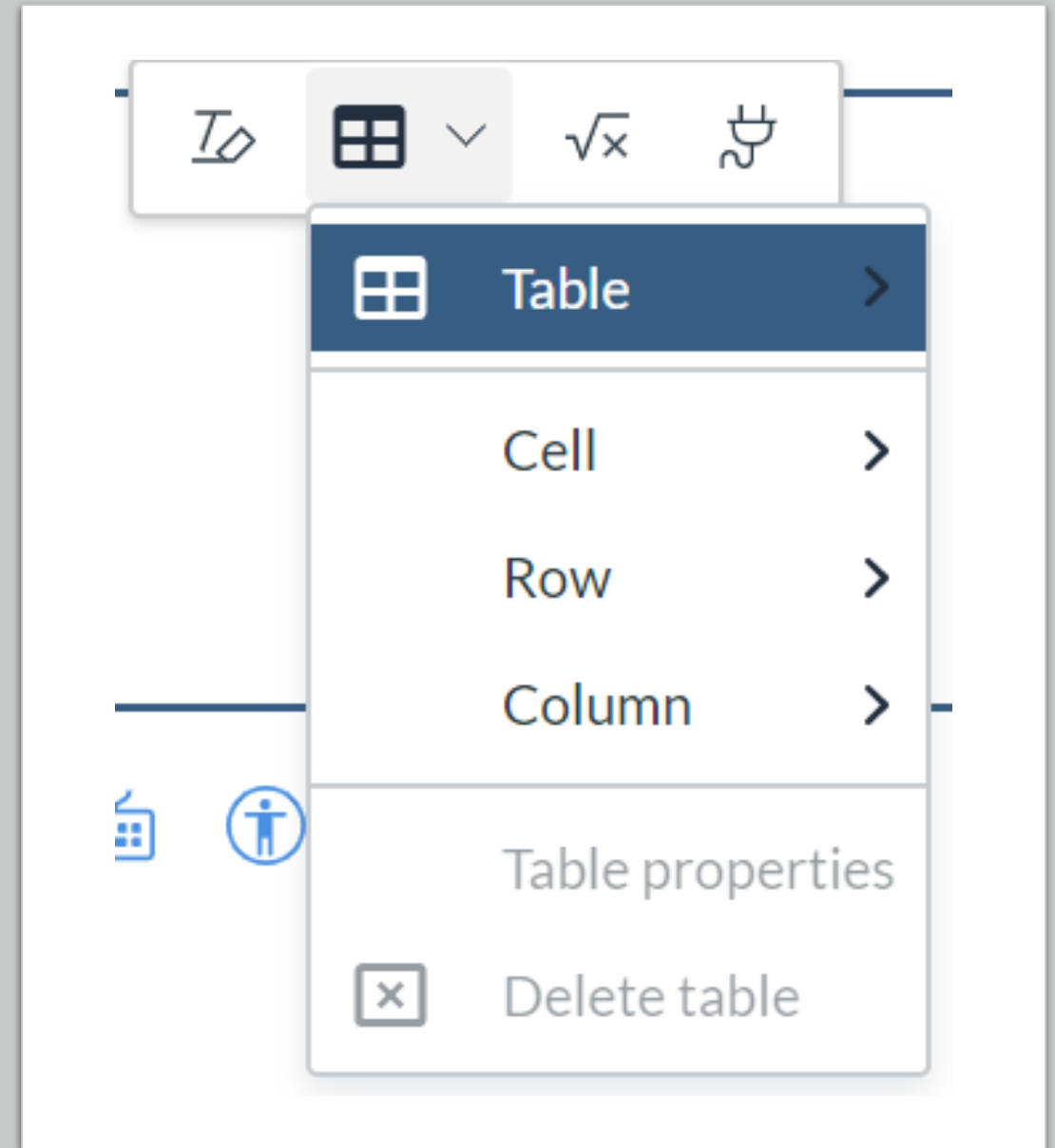
Adding Documents and Files

- Two ways to add documents to pages:
 - Upload documents directly to pages
- OR
- Upload to files, then choose from course files



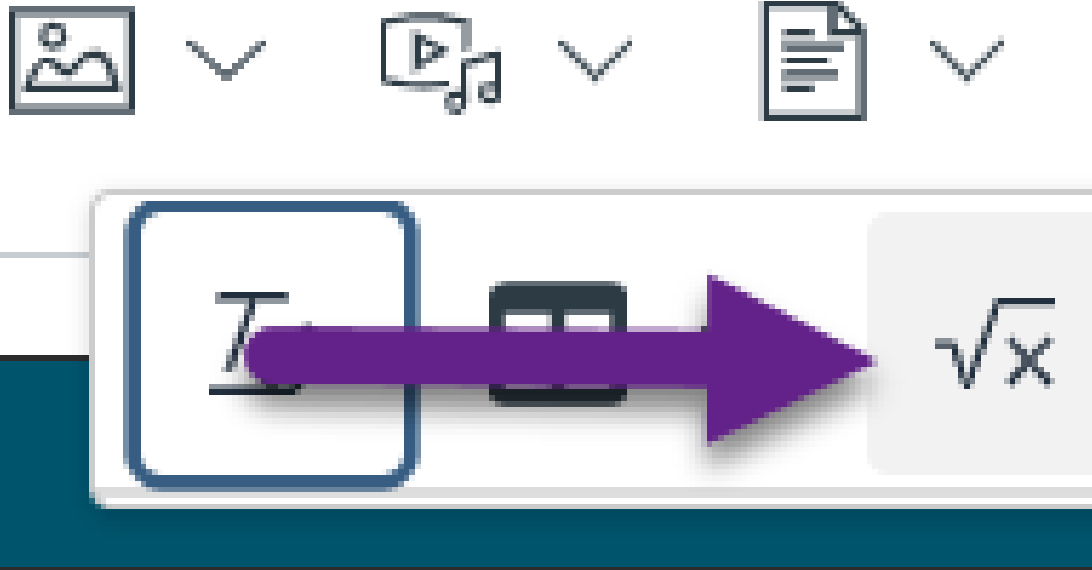
Tables

- 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

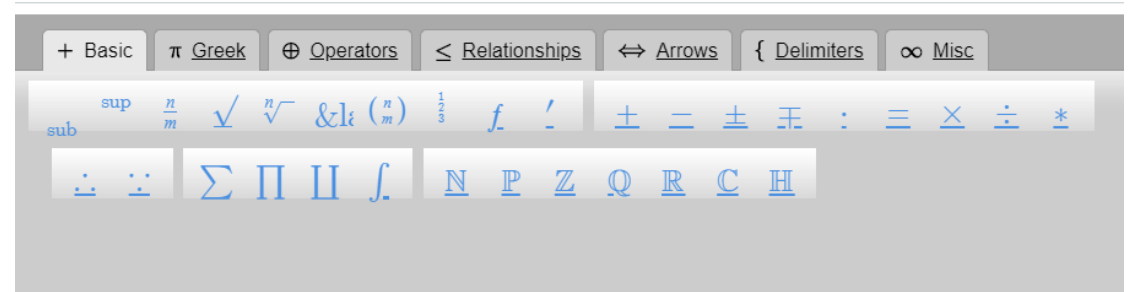


Equation Editor

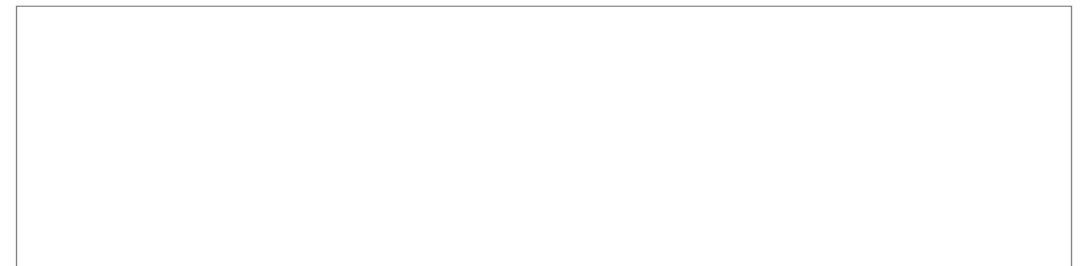
Allows you to add basic or in-depth mathematical equations.



Use the toolbars here, or Switch View to Advanced to type/paste in LaTeX ×



[Switch View to Advanced](#)



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

The screenshot displays the bottom portion of an editing interface. At the top, there is a light orange horizontal bar. Below it, a toolbar contains several icons: a keyboard icon, a person icon, a word count indicator showing '372 words', a code icon (two slashes with a dot), and a menu icon (three dots). A purple arrow points from the '372 words' indicator to the code icon. Below the toolbar, the main editing area shows a preview of rich text content, including paragraphs with links and a table. A purple arrow points from the bottom of the rich text preview to the code icon. At the bottom right of the editing area, there is a code icon and a menu icon, with a purple arrow pointing to the code icon.

```
Discuss, compare, and negotiate methods used, results obtained, and explanations among groups of students conducting the same investigation. <a title="Link" href="https://www.cpalms.org/Public/PreviewStandard/Preview/1786" target="_blank" rel="noopener"><strong>SC.7.N.1.7</strong></a> Explain that scientific knowledge is the result of a great deal of debate and confirmation within the science community. <strong><a title="Link" href="https://www.cpalms.org/Public/PreviewStandard/Preview/1825" target="_blank" rel="noopener">SC.8.N.1.6</a></strong>&nbsp;Understand that scientific investigations involve the collection of relevant empirical evidence, the use of logical reasoning, and the application of imagination in devising hypotheses, predictions, explanations and models to make sense of the collected evidence.</p><p><a title="Link" href="https://www.cpalms.org/Public/PreviewStandard/Preview/1751" target="_blank" rel="noopener"><strong>SC.6.N.1.5</strong></a> Recognize that science involves creativity, not just in designing experiments, but also in creating explanations that fit evidence. <a title="Link" href="https://www.cpalms.org/Public/PreviewStandard/Preview/1785" target="_blank" rel="noopener"><strong>SC.7.N.1.6</strong></a> Explain that empirical evidence is the cumulative body of observations of a natural phenomenon on which scientific explanations are based. <strong><a title="Link" href="https://www.cpalms.org/Public/PreviewStandard/Preview/1825" target="_blank" rel="noopener">SC.8.N.1.6</a></strong>&nbsp;Understand that scientific investigations involve the collection of relevant empirical evidence, the use of logical reasoning, and the application of imagination in devising hypotheses, predictions, explanations and models to make sense of the collected evidence.</p><table style="height: 15px; width: 100%; border-collapse: collapse; background-color: #fcd9c9; float: left;" border="1"><tbody><tr><td style="width: 100%;"></td></tr></tbody></table><p>&nbsp;</p>
```



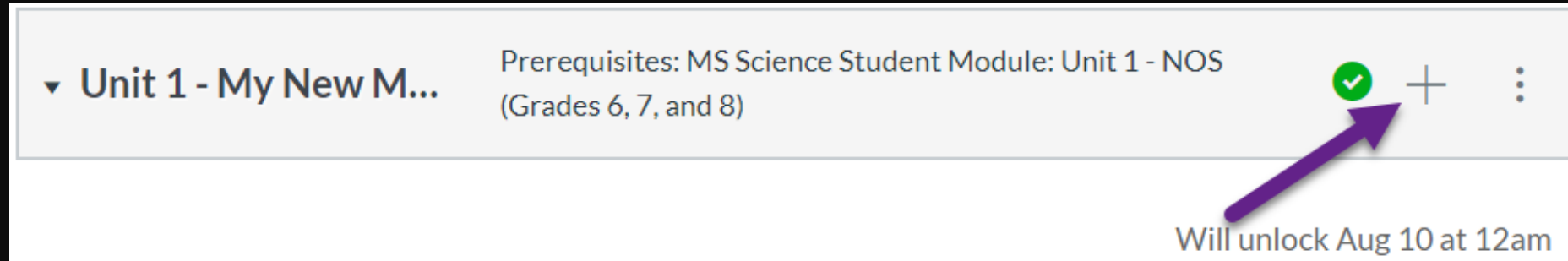

Assignments

Assignments

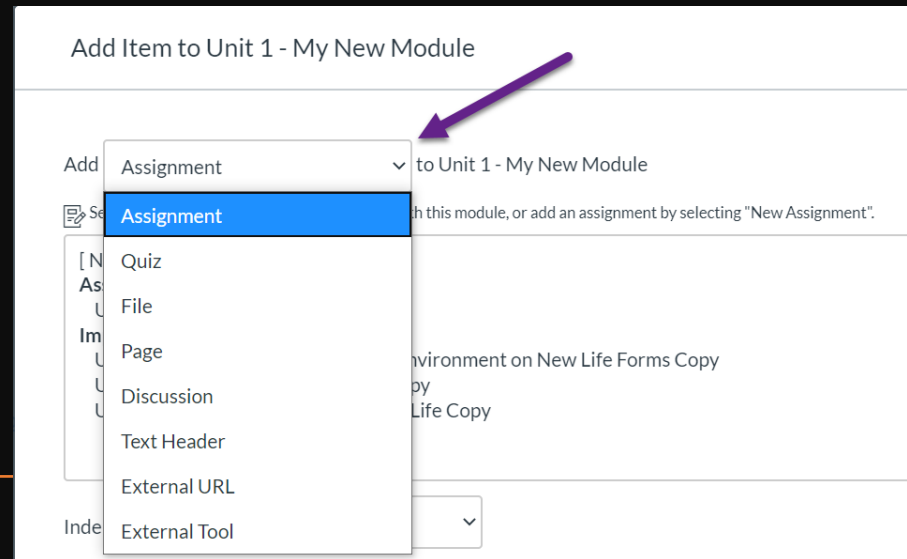
- Most of the content you add to your course will be in the form of Assignments
- In an assignment, you will post the instructions for the lesson
- Students may submit the completed work online as a
 - Text entry (student types the response in a text box)
 - Website URL
 - Media Recording
 - File Upload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

Add Item to Unit 1 - My New Module ×

Add to Unit 1 - My New Module

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Assignments

Unit 1 | Lesson 1: Sample Assignment

Imported Assignments

Unit 1 | Lesson 2 - The Effect of the Environment on New Life Forms Copy

Unit 1 | Lesson 3 - Growing Plants Copy

Unit 1 | Lesson 4 - Where to Look for Life Copy

Indentation:

Create a New Assignment

Add Item to Unit 1 - My New Module ×

Add to Unit 1 - My New Module

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Imported Assignments

Unit 1 | Lesson 2 - The Effect of the Environment on New Life Forms Copy

Unit 1 | Lesson 3 - Growing Plants Copy

Unit 1 | Lesson 4 - Where to Look for Life Copy

Assignment Name:


Indentation:

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

Add Item to Unit 1 - My New Module ×

Add to Unit 1 - My New Module

 Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Assignments

Unit 1 | Lesson 1: Sample Assignment

Imported Assignments

Unit 1 | Lesson 2 - The Effect of the Environment on New Life Forms Copy

Unit 1 | Lesson 3 - Growing Plants Copy

Unit 1 | Lesson 4 - Where to Look for Life Copy

Indentation:

To create an assignment prior to adding it to the Module

The screenshot displays the 'Assignments' page in a learning management system. On the left, a navigation menu includes links for Home, Announcements, Assignments (highlighted with a purple arrow), Discussions, Grades, and People. At the top, there is a search bar labeled 'Search for Assignment'. In the upper right corner, there are buttons for '+ Group' and '+ Assignment' (highlighted with a purple arrow), along with a three-dot menu icon. Below the '+ Assignment' button, a dropdown menu is open, showing 'Add Assignment' as the selected option. The main content area shows a list of assignments under the heading 'Assignments'. The first assignment listed is 'Unit 1 | Lesson 1: Sample Assignment', which includes details such as 'Unit 1 - My New Module Module', 'Not available until Aug 10 at 12:00am', 'Due Aug 12 at 11:59pm', and '10 pts'. A green checkmark icon is visible to the right of this assignment.

- 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

Add Item to Unit 1 - My New Module

Add to Unit 1 - My New Module

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Imported Assignments

- Unit 1 | Lesson 2 - The Effect of the Environment on New Life Forms Copy
- Unit 1 | Lesson 3 - Growing Plants Copy
- Unit 1 | Lesson 4 - Where to Look for Life Copy

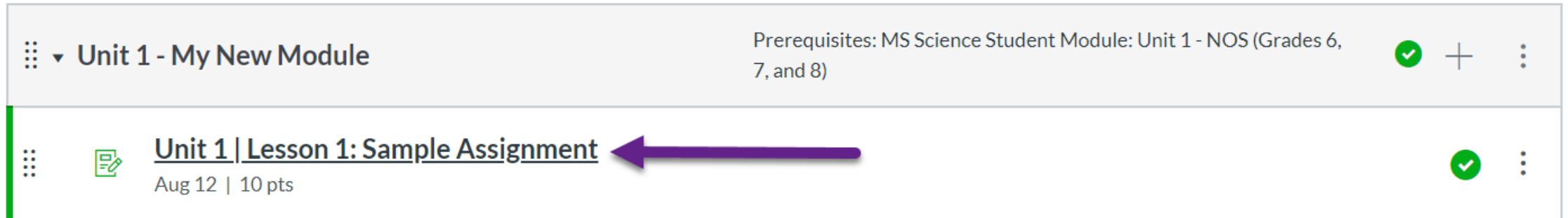
Assignment Name:

Indentation:

Cancel 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



Unit 1 - My New Module Prerequisites: MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8) ✓ + ⋮

Unit 1 | Lesson 1: Sample Assignment ← Aug 12 | 10 pts ✓ ⋮

Will unlock Aug 10 at 12am

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

Catherine Mullins Sandbox > Assignments > Unit 1 | Lesson 1: Sample Assignment

Home
Announcements
Assignments
Discussions
Grades

Unit 1 | Lesson 1: Sample Assignment

⊘ Publish Edit ⋮

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

Details Mastery Paths ⊘ Not Published ⋮

Unit 1 | Lesson 1: Sample Assignment

12pt Paragraph | **B** *I* U A P T^2 |

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

⊘ ⊕ | 14 words | `</>` ⋮

Assignment Settings

Points

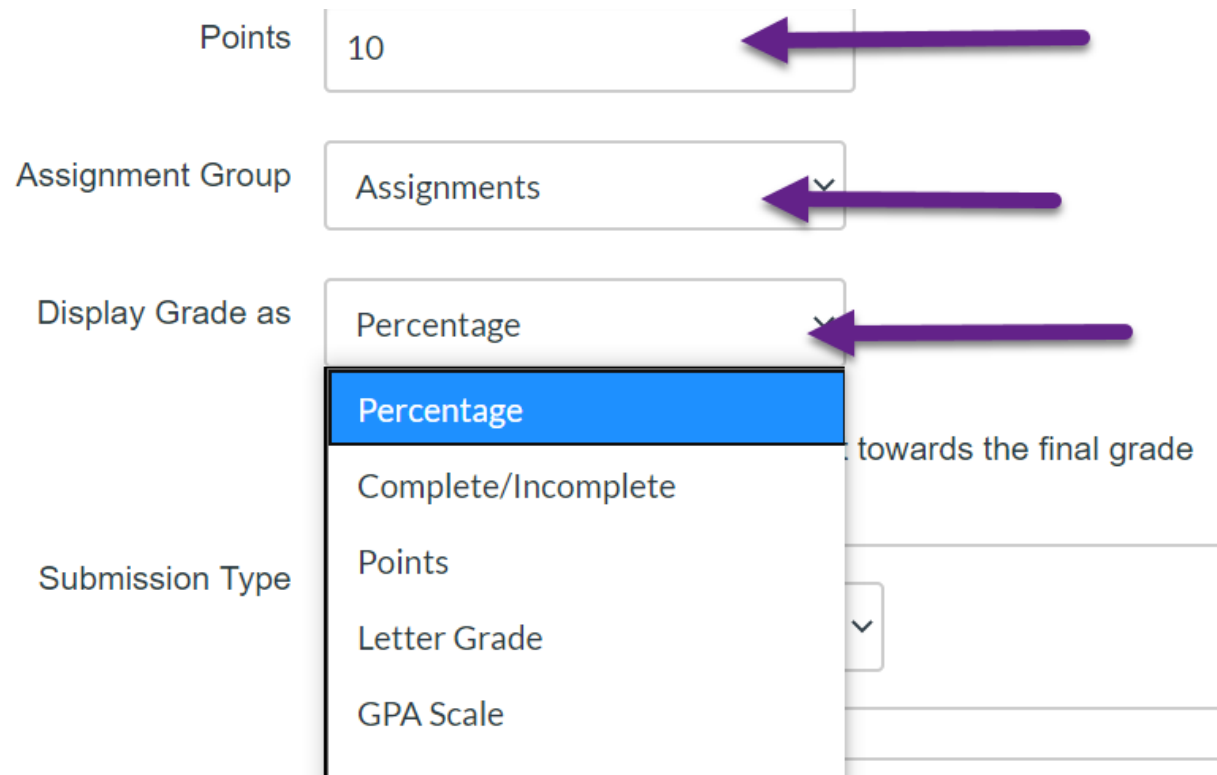
Assignment Group

Display Grade as

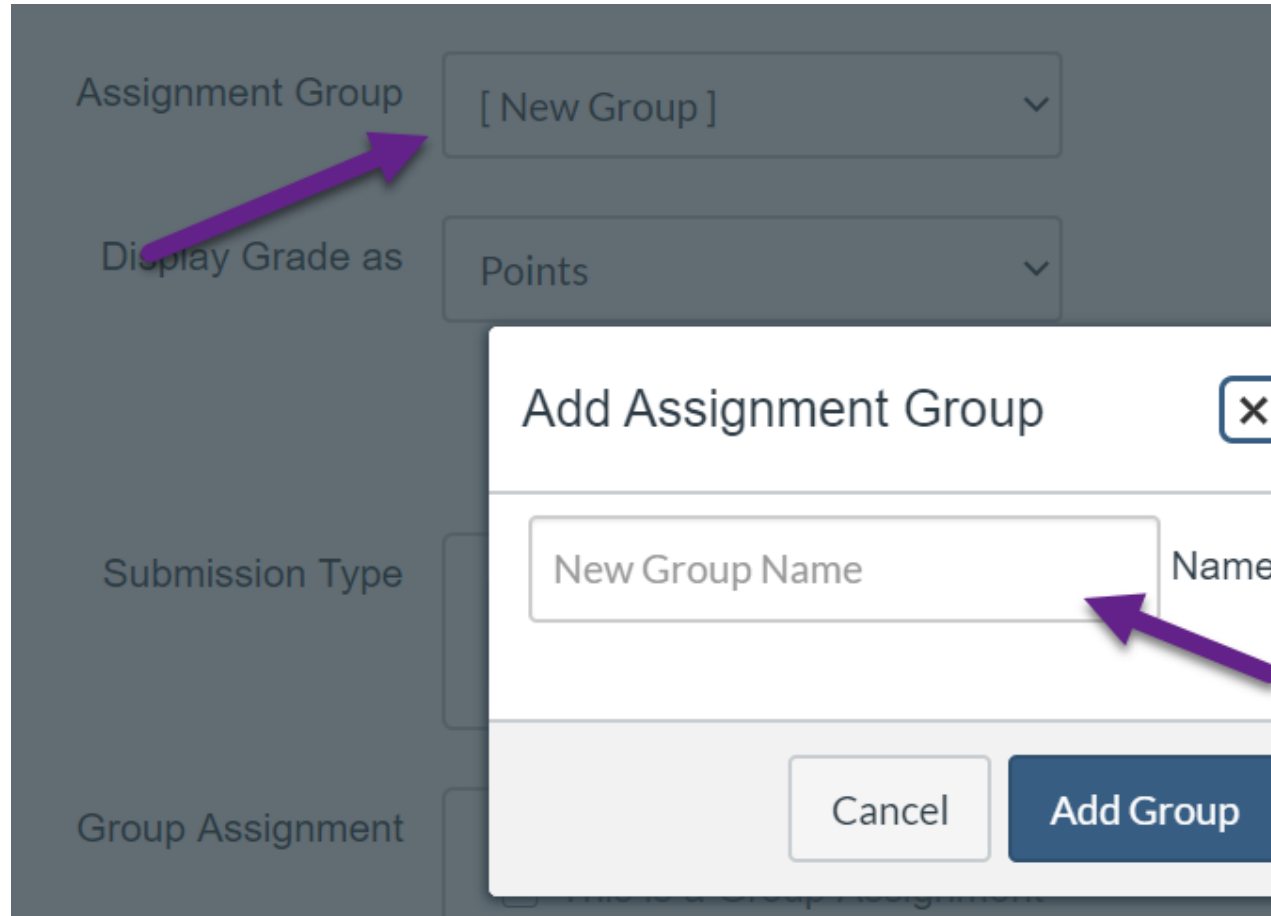
Submission Type

Percentage
Complete/Incomplete
Points
Letter Grade
GPA Scale

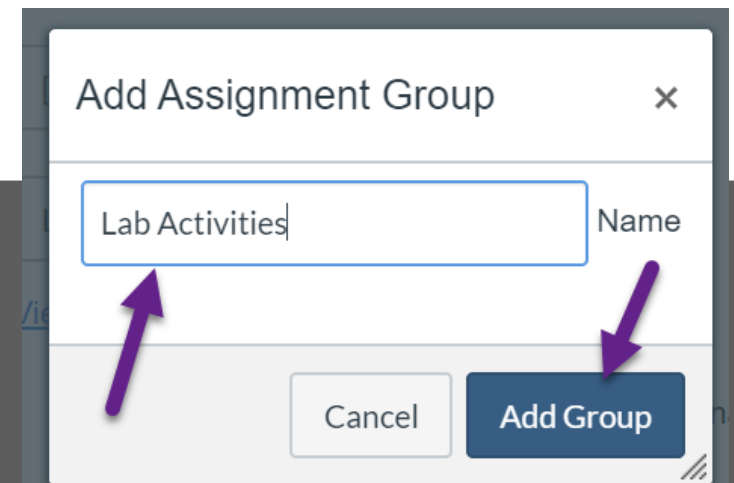
towards the final grade



- 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

Points


Assignment Group

Display Grade as

Submission Type

Group Assignment

This is a Group Assignment



- 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

View/Edit Grading Scheme

Default Grading Scheme [Select Another Scheme](#)

Name:	Range:	
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%

View/Edit Grading Scheme

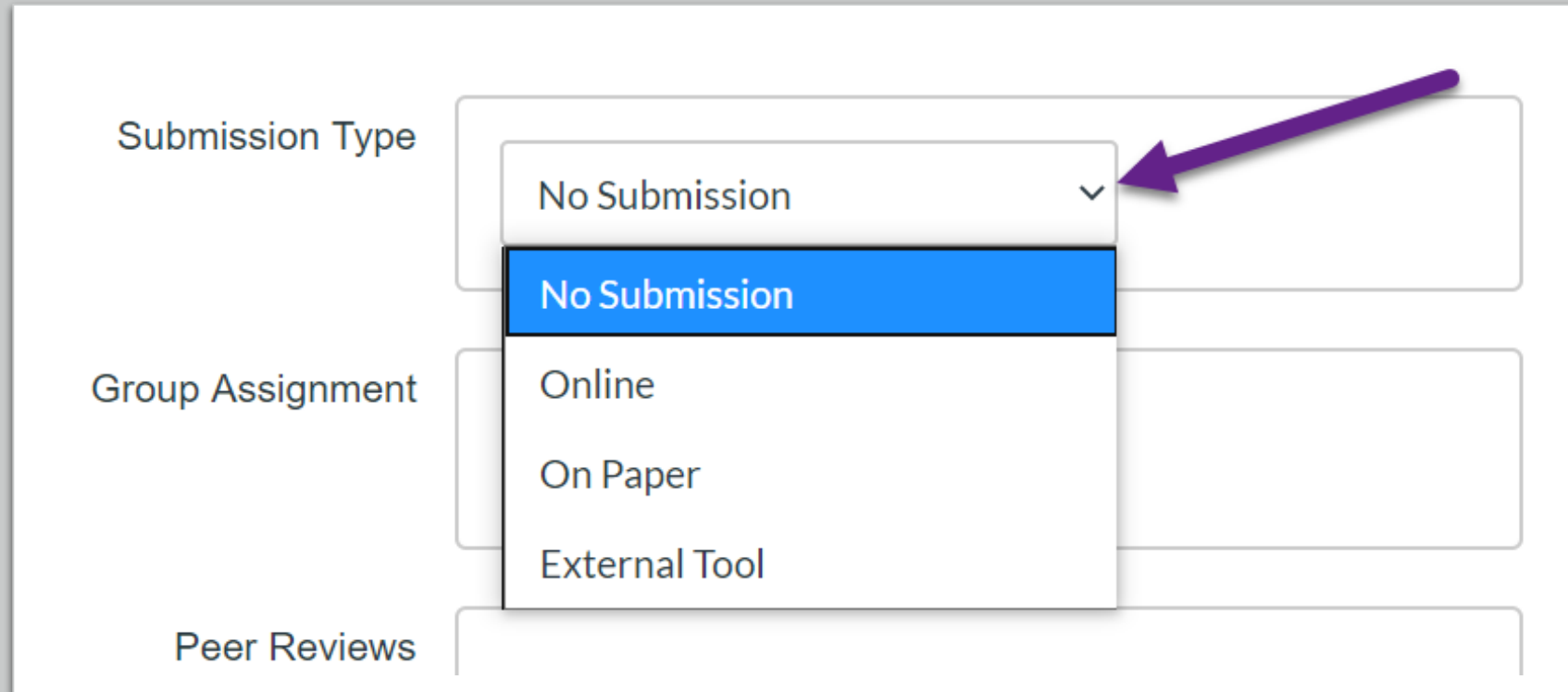
Scheme Name: Default Grading Scheme

Name:	Range:		
<input type="text" value="A"/>	100%	to <input type="text" value="89.5"/>	<input type="button" value="X"/>
<input type="text" value="B"/>	< 89.5%	to <input type="text" value="79.5"/>	<input type="button" value="X"/>
<input type="text" value="C"/>	< 79.5%	to <input type="text" value="69.5"/>	<input type="button" value="X"/>
<input type="text" value="D"/>	< 69.5%	to <input type="text" value="59.5"/>	<input type="button" value="X"/>
<input type="text" value="F"/>	< 59.5%	to <input type="text" value="0"/>	<input type="button" value="X"/>

- 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



The image shows a screenshot of a form with three sections: "Submission Type", "Group Assignment", and "Peer Reviews". The "Submission Type" section has a dropdown menu open, showing the following options: "No Submission" (highlighted in blue), "Online", "On Paper", and "External Tool". A purple arrow points to the "No Submission" option in the dropdown menu.

Submission Type	No Submission
Group Assignment	Online On Paper External Tool
Peer Reviews	

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

Submission Type

Online ▾

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL



http://www.example.com/launch

Find

Load This Tool In A New Tab

Configure External Tool

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

[Khan Academy](#)

Search for and embed Khan Academy lessons and exercise into course material. Khan Academy

[Lab-Aids](#)

[McGraw Hill Connect AP Astronomy](#)

Provides access to McGraw Hill's interactive resources tied to course content and textbooks. This

[Office 365 Cloud Assignment](#)

Allows you to pull in documents from Office 365 to

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

Submission Attempts

Allowed Attempts

Unlimited

Group Assignment

This is a Group Assignment

Peer Reviews

Require Peer Reviews

Student Options and Due Dates


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

Assign

Assign to



Everyone ×

Due

Aug 12 11:59pm 

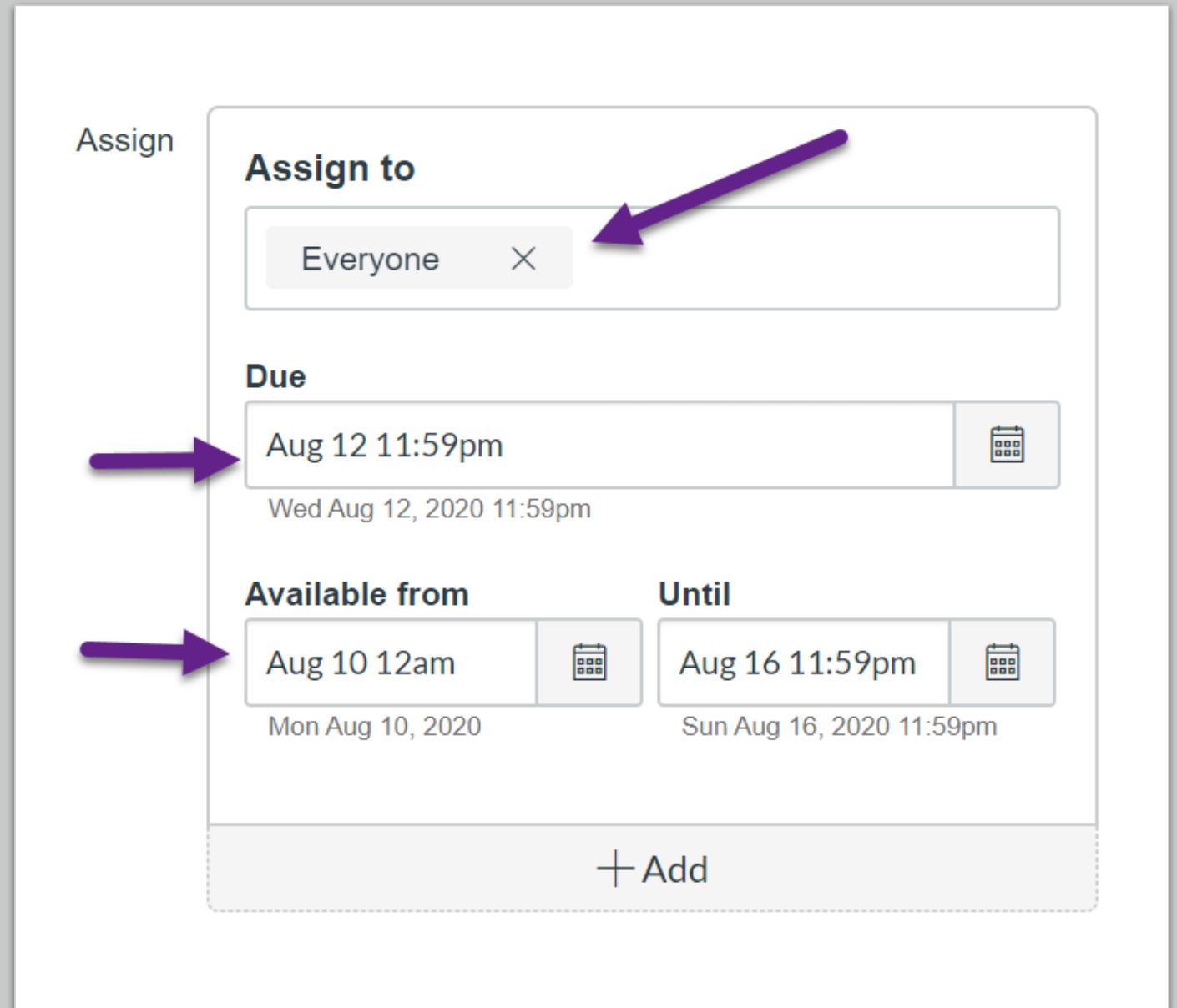
Wed Aug 12, 2020 11:59pm

Available from **Until**

Aug 10 12am  Aug 16 11:59pm 

Mon Aug 10, 2020 Sun Aug 16, 2020 11:59pm

+ Add





Quizzes

Adding a Quiz to a Module

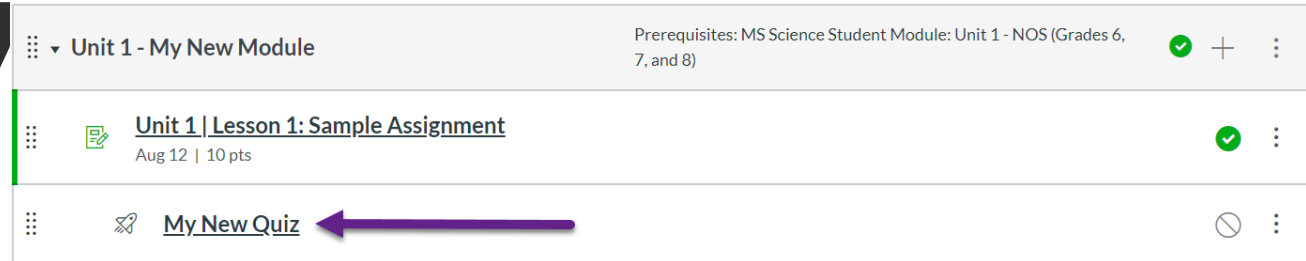
- Click the + symbol in the Module heading
- In the Add Item box, choose Quiz in the drop down
- Add a previously created quiz or click New Quiz

The screenshot shows the LMS interface for a module titled "Unit 1 - My New M...". The prerequisites are listed as "MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)". A green checkmark and a plus sign (+) are visible next to the module name, with a purple arrow pointing to the plus sign. Below the module name, it says "Will unlock Aug 10 at 12am".

The "Add Item to Unit 1 - My New Module" dialog box is open. The "Add" dropdown menu is set to "Quiz", with a purple arrow pointing to it. Below the dropdown, there is a search bar and a list of quiz options. The first option, "[New Quiz]", is highlighted in blue. Below the list, the "Quiz Name" field is set to "My New Quiz", with a purple arrow pointing to it. The "Group" dropdown is set to "Quiz", and the "Indentation" dropdown is set to "Indent 2 levels". At the bottom right of the dialog, there are "Cancel" and "Add Item" buttons, with a purple arrow pointing to the "Add Item" button.

Creating a Quiz

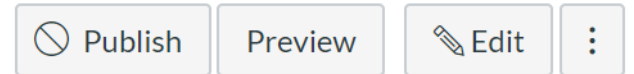
- In the Module, click the quiz you created
- Then click Edit



Unit 1 - My New Module Prerequisites: MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8) ✓ + ⋮

Unit 1 | Lesson 1: Sample Assignment Aug 12 | 10 pts ✓ ⋮

My New Quiz ← ⋮



⊘ Publish Preview Edit ⋮

This quiz is unpublished
Only teachers can see the quiz until it is published.

My New Quiz






Quiz Type Graded Quiz

Points _





Details Questions ← Mastery Paths

My New Quiz

Quiz Instructions:

12pt Paragraph | **B** *I* U A  T² |     | :

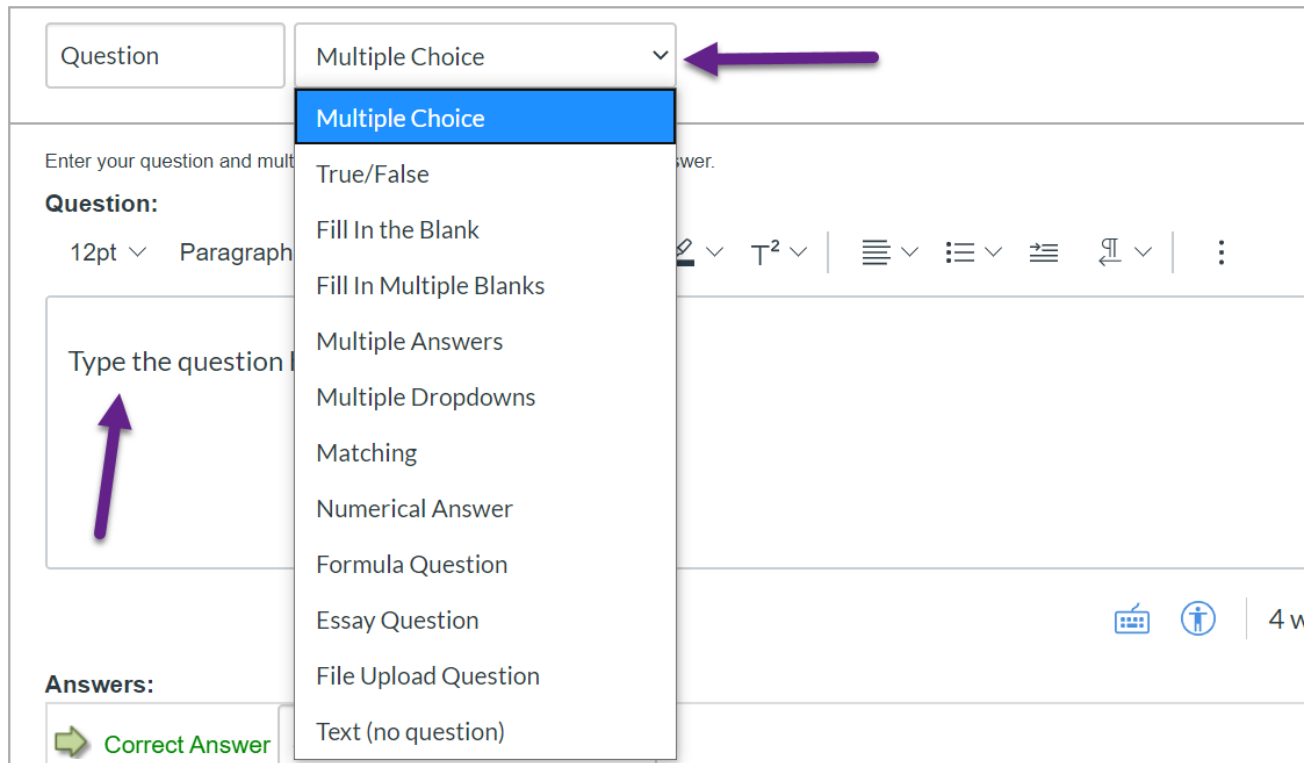
Type the instructions for your quiz here. Then you will add questions on the Questions tab.

p   | 16 words |  

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

Setting up a Quiz

Adding Questions to a Quiz



The screenshot shows the Canvas quiz editor interface. On the left, there is a 'Question' field with a placeholder 'Type the question' and a purple arrow pointing to it. Below the question field is an 'Answers' section with a 'Correct Answer' indicator. On the right, a dropdown menu is open, showing various question types. A purple arrow points to the 'Multiple Choice' option in the dropdown menu. The dropdown menu includes the following options: Multiple Choice (highlighted), True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text (no question). The background shows a rich text editor with various formatting options.

- 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

Answers:

➔ Correct Answer This is the right answer

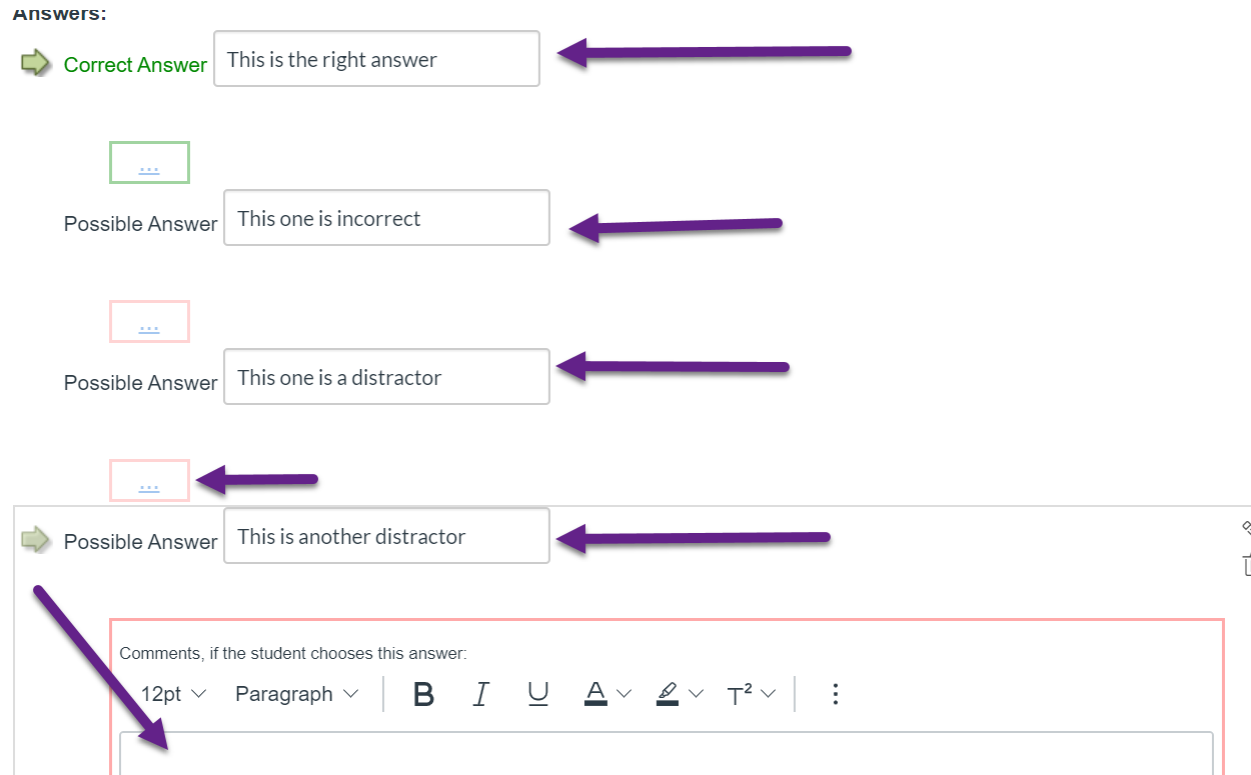
Possible Answer This one is incorrect

Possible Answer This one is a distractor

Possible Answer This is another distractor

Comments, if the student chooses this answer:

12pt Paragraph **B** *I* U A ✎ T² :



- 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


Answers:

Possible Answer




Possible Answer



 **Correct Answer**



 Possible Answer

- 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

The screenshot displays a quiz editor interface with two possible answer choices. The first choice is "This one is a distractor" with a small red box containing three dots above it. The second choice is "This is another distractor" with a green arrow pointing to it and a red box containing three dots above it. A comment box is open below the second choice, containing the text "Comments, if the student chooses this answer:" and a rich text editor with a toolbar (12pt, Paragraph, Bold, Italic, Underline, Text color, Background color, Text color, Text background color, Text background color, Text background color) and the text "You can add comments to each answer choice by clicking the three dots under the possible answer".

Details Questions Mastery Paths

My New Quiz

Quiz Instructions:

Quiz Type Graded Quiz

Assignment Group Quiz

Options

Shuffle Answers

Time Limit Minutes

Allow Multiple Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

Only Once After Each Attempt

Let Students See The Correct Answers

Show Correct Answers at Minutes

Hide Correct Answers at Minutes

Quiz Type

Assignment Group

Graded Quiz

Practice Quiz

Graded Quiz

Graded Survey

Ungraded Survey

Time Limit Minutes

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

The image shows a screenshot of a quiz configuration interface. At the top, there is an empty text input field. Below it, the section is titled "Options". There are several checkboxes and input fields:

- Shuffle Answers: A purple arrow points to this checkbox from the left.
- Time Limit: Minutes: A purple arrow points to the "Minutes" text from the right.
- Allow Multiple Attempts: A purple arrow points to this checkbox from the left.
- Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback): A purple arrow points to this checkbox from the left.
- Only Once After Each Attempt: A purple arrow points to this checkbox from the left.
- Let Students See The Correct Answers: A purple arrow points to this checkbox from the right.
- Show Correct Answers at: [Calendar icon]
- Hide Correct Answers at: [Calendar icon]

- 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

Show one question at a time

Quiz Restrictions

Require an access code

Filter IP Addresses

Assign

Assign to

Everyone ×

Due

Aug 27 11:59pm
Thu Aug 27, 2020 11:59pm

Available from **Until**

Aug 26 12am
Wed Aug 26, 2020

Aug 28 11:59pm
Fri Aug 28, 2020 11:59pm

+ Add

Notify users this quiz has changed

Cancel Save & Publish Save

The screenshot shows a web interface for configuring quiz options. At the top, there is a checkbox for 'Show one question at a time'. Below this is a section titled 'Quiz Restrictions' containing two more checkboxes: 'Require an access code' and 'Filter IP Addresses'. An 'Assign' section is open, showing 'Assign to' set to 'Everyone', a 'Due' date of 'Aug 27 11:59pm' (Thu Aug 27, 2020 11:59pm), and an availability window from 'Aug 26 12am' (Wed Aug 26, 2020) to 'Aug 28 11:59pm' (Fri Aug 28, 2020 11:59pm). At the bottom of the 'Assign' section is a '+ Add' button. Below the 'Assign' section, there is a checkbox for 'Notify users this quiz has changed'. At the very bottom of the interface are three buttons: 'Cancel', 'Save & Publish', and 'Save'. Purple arrows point to each of these elements: the 'Show one question at a time' checkbox, the 'Require an access code' checkbox, the 'Assign to' field, the 'Due' date field, the 'Available from' field, the 'Until' field, the 'Notify users this quiz has changed' checkbox, and the 'Save & Publish' button.



Files

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[Modules](#)

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

0 items selected

	<u>Date Created</u>	<u>Date Modified</u>	<u>Modified By</u>	<u>Size</u>	
	Monday	Monday		34 KB	✓
ages	Monday			--	✓
21	Monday			--	✓
lia	Monday			--	✓

- 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

The screenshot displays a user interface for managing a module. At the top, a header for "Unit 1 - My New Module" includes a plus sign (+) button and a prerequisites list: "Prerequisites: MS Science Student Module: Unit 1 - NOS (Grades 6, 7, and 8)". Below the header, a list of items is shown: "Unit 1 | Lesson 1: Sample Assignment" (Aug 12 | 10 pts) and "My New Quiz" (Aug 27 | 2 pts). A purple arrow points to the plus sign in the header.

Below the list, a modal window titled "Add Item to Unit 1 - My New Module" is open. It features a search bar and a dropdown menu. The dropdown menu is open, showing options: File, Assignment, Quiz, File (highlighted in blue), Page, Discussion, Text Header, External URL, and External Tool. A purple arrow points to the "File" option in the dropdown menu. At the bottom of the modal, there are "Cancel" and "Add Item" buttons.

Add Item to Unit 1 - My New Module



Add to Unit 1 - My New Module

Select the file you want to associate with this module, or add a file by selecting "New File".

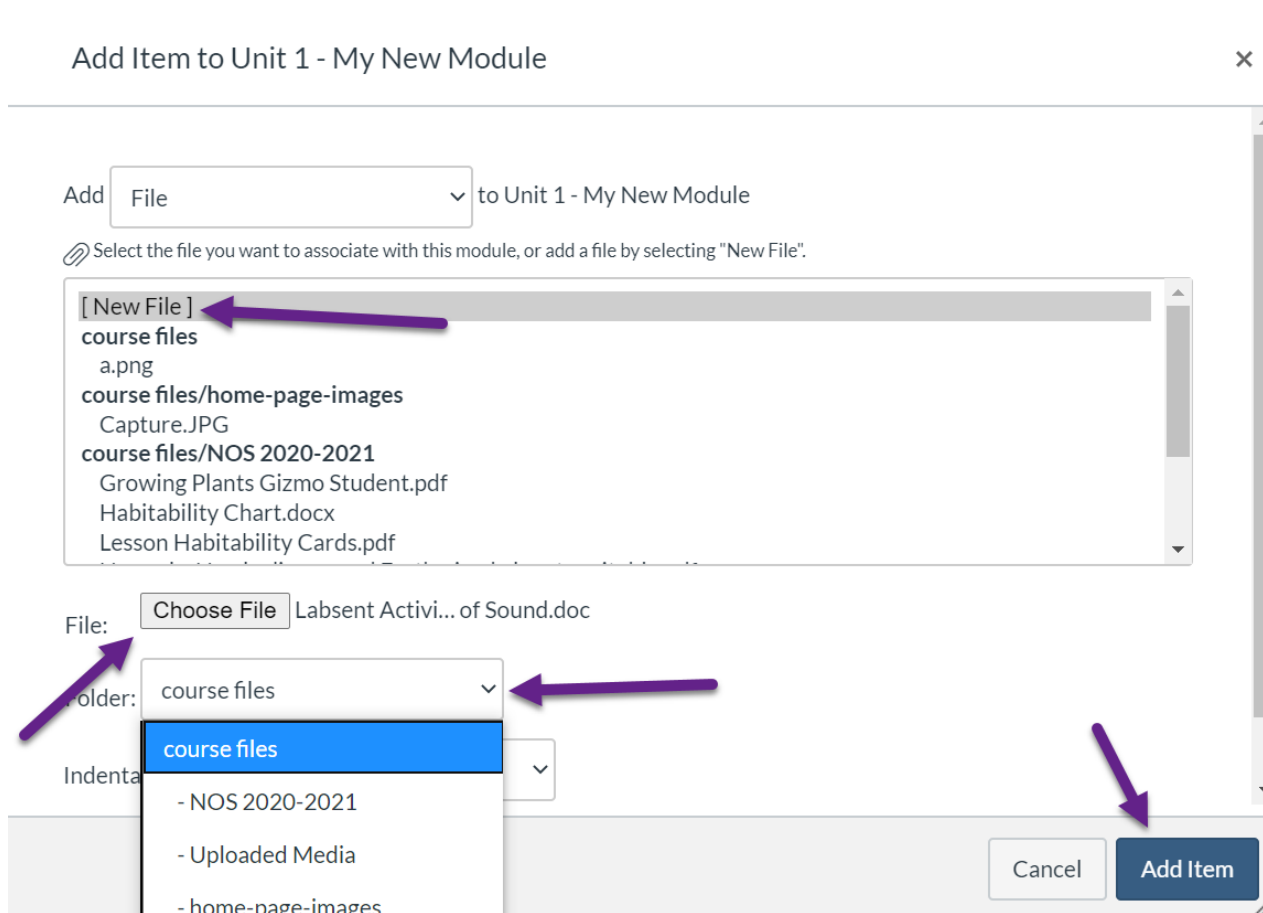
- [New File]
- course files
 - a.png
- course files/home-page-images
 - Capture.JPG
- course files/NOS 2020-2021
 - Growing Plants Gizmo Student.pdf**
 - Habitability Chart.docx
 - Lesson Habitability Cards.pdf

Indentation:

- 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

Init 1 - My New Module Prerequ
7, and 8)

 Unit 1 | Lesson 1: Sample Assignment
Aug 12 | 10 pts

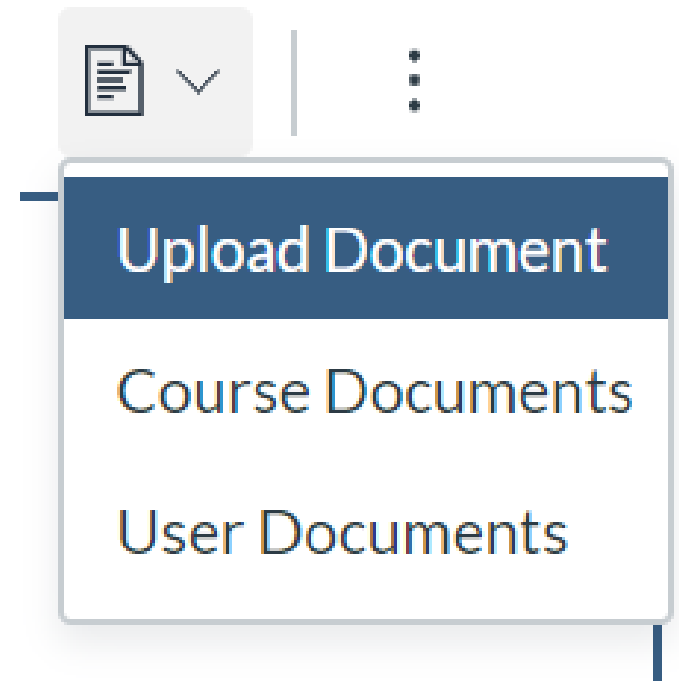
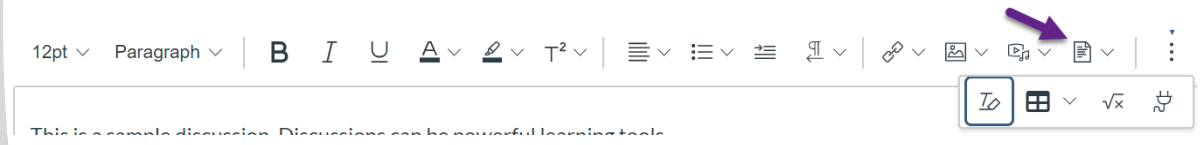
 My New Quiz
Aug 27 | 2 pts

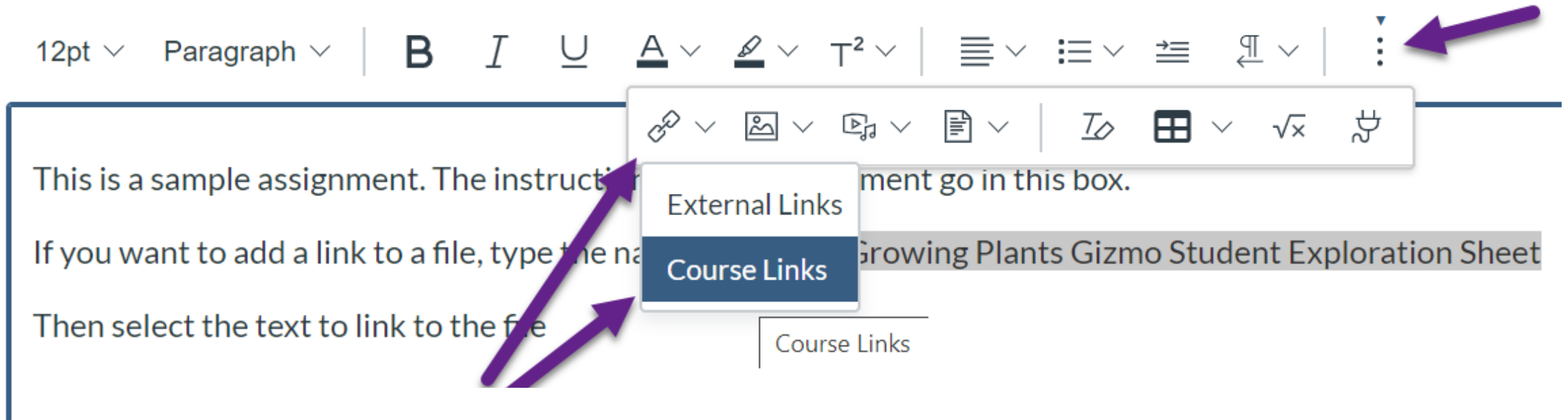
 Growing Plants Gizmo Student.pdf 

- 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



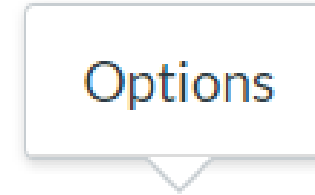


Adding Files to Module Items

- 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



[Keeley Probe_Is it a Theory.pdf](#)

Link Options ×

Text

Keeley Probe_Is it a Theory.pdf

Link

<https://sdhc.instructure.com/course>

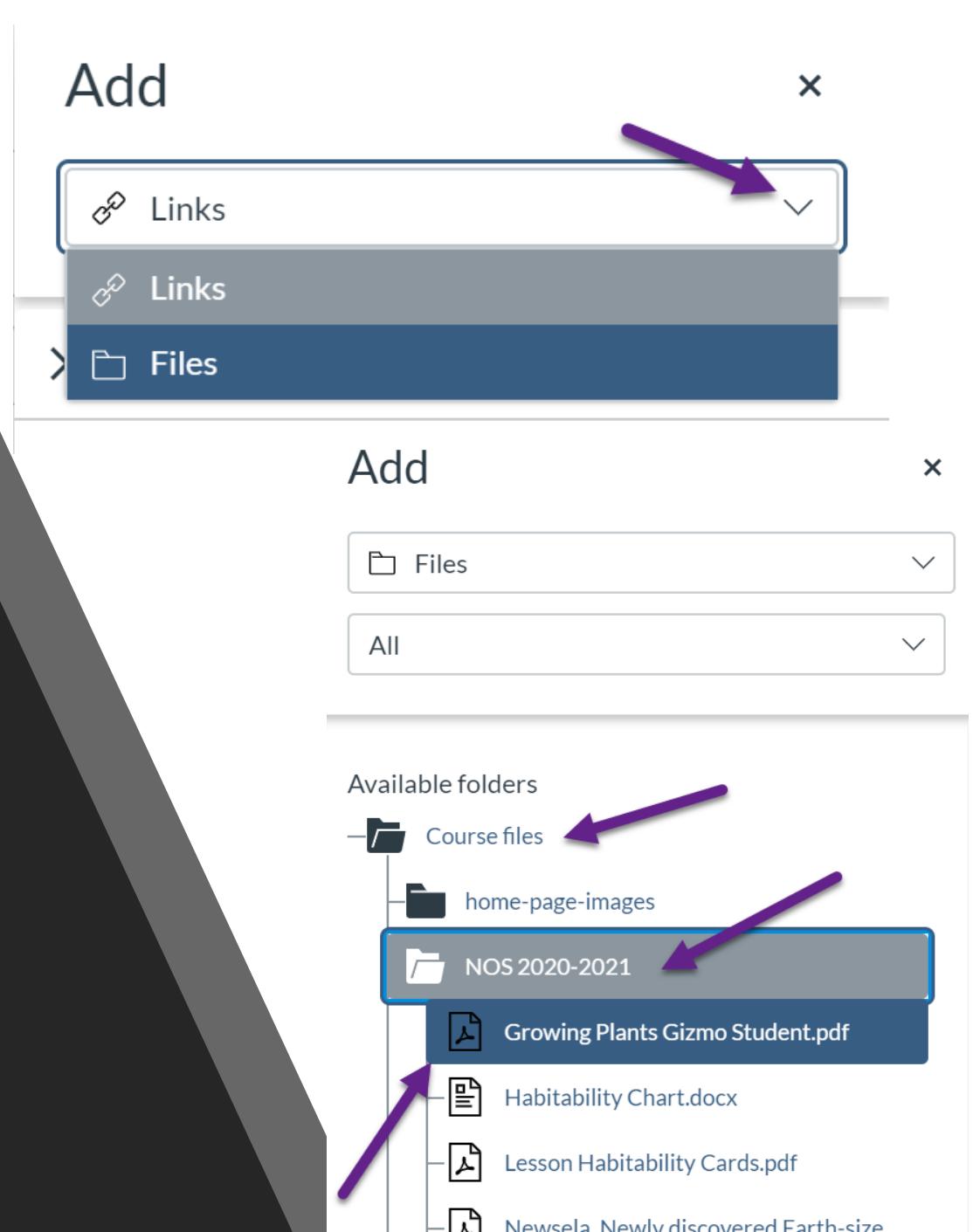
Display Options

Disable in-line preview.

Automatically open an in-line preview. (Preview displays only after saving)

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](#) 

Page < 1 > of 4 |  | — ZOOM + | 

 **Gizmos**

Name: _____ Date: _____

Student Exploration: Growing Plants



Pages

Pages

Add Item to Unit 1 - My New Module

Add to Unit 1 - My New Module

Select the page you want to associate with this module, or add a new page by selecting "New Page".

- [New Page]
- Unit 1 | Lesson 1 - Is There Life Beyond Earth? Copy

Page Name:


Indentation:

- 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

New Information Page

12pt ▾ Paragraph ▾ | **B** *I* U A ▾  ▾ T² ▾ | ≡ ▾ ≡ ▾ ≡ ▾

This is where you type the information you want your students to know.


p

Options

Can edit this page role selection

Only teachers ▾

Add to student to-do

Aug 19 11:59pm 

Wed Aug 19, 2020 11:59pm

Allow in mastery paths



Discussions

Add Item to Unit 1 - My New Module

Add Discussion to Unit 1 - My New Module

Select the topic you want to associate with this module, or add a topic by selecting "New Topic".

[New Topic]
Unit 1 | Lesson 6 - Doing Science Copy

Topic Name: New Sample Discussion

Indentation: Don't Indent

Cancel Add Item

- 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

Attachment No file chosen


Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- Allow liking
 - Only graders can like
 - Sort by likes

Group Discussion This is a Group Discussion

Points Possible

Display Grade as ▾



Discussion Options

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

Assignment Group Assignments


Peer Reviews Require Peer Reviews

Assign



Assign to

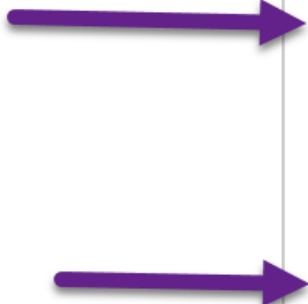
Everyone ×

Due

Aug 26 11:59pm 
Wed Aug 26, 2020 11:59pm

Available from **Until**

Aug 24 12am  Aug 28 11:59pm 
Mon Aug 24, 2020 Fri Aug 28, 2020 11:59pm





Commons

Getting Content from Commons



[Account](#)



[Dashboard](#)



[Courses](#)



[Calendar](#)



[Inbox](#)



[Commons](#)



[Help](#)

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

The screenshot shows a search interface on Commons. A search bar contains the text "science" with a magnifying glass icon to its right. Below the search bar, it indicates "171 results" and a filter for "Hillsborough Schools" is active. Below the search results, there are four cards, each representing a Hillsborough County instructional material. Each card features the Hillsborough County logo and the text "Instructional Materials Approved Resource" or "Instructional Materials Approved Framework". The cards are:

- Card 1:** MODULE HMH FL Science Grade 4 2019 - Unit 1 : Studying, 4 Grade, Instructional Materials, 8 downloads, 3 stars.
- Card 2:** MODULE MH Florida Earth Science 2019 - Chapter 1: The Nature, 9 - 12 Grades, Instructional Materials, 8 downloads, 1 star. A purple arrow points to this card.
- Card 3:** MODULE ***SCIENCE 6-8 FRAMEWORK***, 6 - 8 Grades, Instructional Materials, Nicole Jacquay, 27 downloads, 4 stars.
- Card 4:** MODULE ***SCIENCE K-5 FRAMEWORK***, K - 5 Grades, Instructional Materials, 124 downloads, 14 stars.

Getting Content from Commons

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

MH Florida Earth Science 2019 - Chapter 1: The Nature of Science
MODULE

Preview Details Version notes

Modules (1)

Chapter 1: The Nature of Science

Chapter Resources

- Vocabulary eGame-English-The Nature of Science
- Vocabulary eGame-Españo-La naturaleza de la ciencia
- Vocabulary eFlashcard-Españo-La naturaleza de la ciencia
- Vocabulary eFlashcard-English-The Nature of Science

Hillsborough County
Instructional Materials Approved Resource

Hillsborough Schools Approved

Import/Download

12.43 kB - IMS Common Cartridge File (.imsc)

Add to Favorites

Copy Resource Link

× Import/Download

Import into Canvas

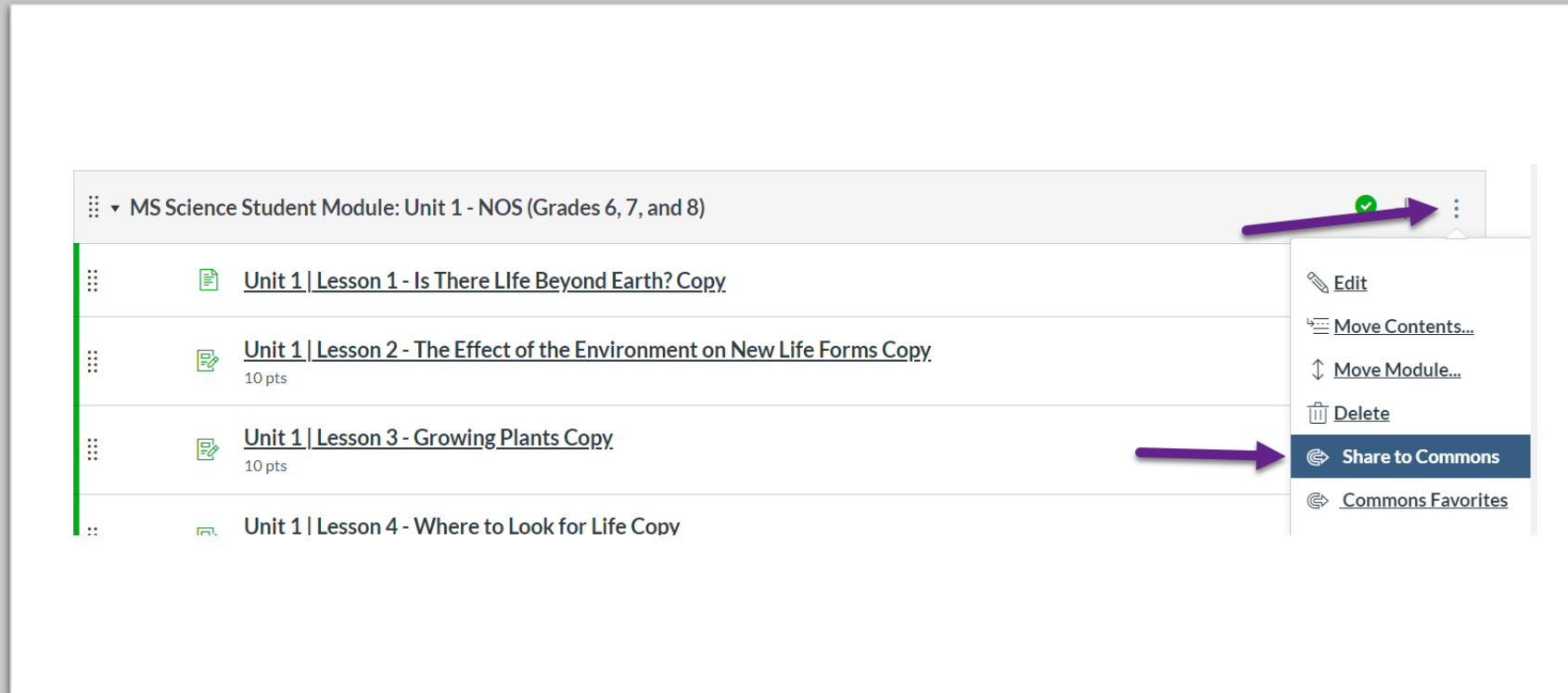
Search for a course

courses

- All
- Catherine Mullins New Sandbox Course
- Catherine Mullins Sandbox
- MS Science Earth Space Science Resource Page

Import into Course

Download



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

The screenshot shows the Commons sharing interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, and other tools. The main content area is titled 'Sharing and License' and includes several sections:

- Sharing and License:** A toggle for 'Is this an update to a previously shared resource?' is turned off. Under 'Who can use this resource?', the option 'All of Hillsborough Schools' is selected, indicated by a purple arrow. The 'Content Type (Optional)' section has 'Template' selected, also indicated by a purple arrow. The 'License' dropdown is set to 'Copyrighted'.
- Metadata:** The 'Title' field contains 'Unit 2 : Rocks and Minerals (20 days) - Pearson Topics 5.1-5.3'. The 'Description' field is empty with the placeholder 'type your description here', indicated by a purple arrow. The 'Tags' field contains 'science' and 'middle school', indicated by a purple arrow.
- Image:** A preview of a rock image is shown with a 'Click to change' button, indicated by a purple arrow.
- Grades:** The 'Grade/Level' section shows a range from '6th grade' to '8th grade' on a scale from K to Graduate, indicated by a purple arrow.

At the bottom right, there is a 'Share' button. The right sidebar shows a list of similar resources, each with a thumbnail of the rock image and text: 'MODULE Unit 2 : Rocks and Minerals (20 days) - Pearson Topics 5.1- 6 - 8 Grades Catherine Mullins'.