­CTEI Training – Canvas Overview Transcript

# INTRODUCTIONS and OVERVIEW

(0:01)

So thank you all for joining me. My name is Amy Brusini. I am an instructional designer with the Center for Teaching Excellence and Innovation, formerly the CER. Now I have to practice saying it correctly.

I'm going to go ahead and share my screen. This is going to be the Canvas Overview session. Hopefully everybody can see my login screen. Just a few things before we get started.

I just wanted to talk about what we're going to cover today. We're going to go over logging in and kind of getting the lay of the land.

We're going to go over the navigational menu inside of Canvas and then getting into a course and how to add content. And then hopefully we'll get into a little bit about assignments, depending on how much we have time for. So as we go along, I will highlight some of the major differences between Blackboard and Canvas.

If you're familiar with Blackboard, hopefully that will help you kind of compare things as we go along. We also have a guide that we've developed that covers almost everything that I'm going to go over today with additional links to Canvas documentation.

So if you're interested in kind of getting more detail into something that we're going to cover, we do have a guide that will we'll share with you in the chat.

I'm joined today by my wonderful colleague Mary Talalay, who's going to, I think she's going to post the link in the chat for you.

And so feel free to take notes, but just know that pretty much everything we go over is documented.

So I will try to remember to pause for questions, but if you do have questions, please feel free to post them in the chat window.

Again, Mary's here to help me answer and manage the chat, as well as any other things I'm not able to answer.

I am still learning Canvas just like you. I feel like I can hopefully get you through the basics, but I think it is going to take some time for me and probably all of us to kind of get up to speed on all of the nuances of Canvas after working in Blackboard for so long.

So I will be working in a test course. You're welcome to log in and follow along with one of your test courses as well. Or you can just simply watch me. When you log in, which is what we're going to do in just a minute, you will see you may see some courses that begin with the word 'Stage,' and that means those courses have been migrated for you from Blackboard.

These are not your Fall 22 courses. Your Fall 22 course shells will be available sometime in June, hopefully towards the beginning of June, but it's really controlled by SIS and IT.

So, but for now, feel free to do anything you want to do in the one of the Stage courses because anything you do in there can be copied to your production course shell when it becomes available.

And that said, if you don't see a Stage course that you want it to be migrated from Blackboard, there is a form which you can fill out to request that that be migrated for you, and the link for that form is in the guide that I think Mary posted for everyone. Thanks Mary.

# ORIENTATION

## Dashboard

(3:17)

OK, so let's get started.

So, to login to Canvas, you are going to go to canvas.jhu.edu and you'll see this blue jhu login button at the top.

And it's going to ask you to authenticate. I've already logged in today, so it's going to take me right in.

So when you first log in to canvas, you land in what's called the dashboard and you can see the dashboard is showing me that I've got four published courses.

And if I scroll down a bit, I've got nine unpublished courses. Published and unpublished is very similar to blackboard courses being available or unavailable.

So published, meaning they're out there for students, students to interact and engage with the course.

Unpublished meaning they're available for you and TAs that are helping you with the course, but students don't have access to them yet. And you actually have to take a step to publish it for students to have access.

So we're going to come back and talk a little bit more about the dashboard in a few minutes, but I did want to spend a little bit of time talking about the left hand menu over here in blue, which is called the global navigation menu.

We're not going to go over all these things, but I did want to touch on a couple of the things that I think might be useful for you to know about before we get started.

So starting at the very top, there is an Account link and if I click on that, you'll see it opens up a fly out window with some additional links here.

## Account

(4:40)

And this is where you can add a profile picture if you want to, so I'm just clicking the second link profile.

I've already added a picture here, but you can, if you hover in the little circle and click on the little pencil icon, it gives you some options for uploading pictures or taking a picture right from your computer.

Or you can add your picture that way if you'd like to do that.

Another thing in this menu that I want to point out is the notifications link, which is the top one.

## Notification Settings

(5:16)

And if you click on notifications, it opens up the notification settings page,

and these are all of the settings that you're notified about as things are changed in your course or students add things.

So for example, if you have a discussion board going and someone makes a new reply to the discussion board,

you can be notified about that through your email. So if I come over here and hover over this icon, you can see by default,

it's set to show me a weekly summary of these discussion replies so I can change

that, and maybe I want to be notified immediately of every discussion reply.

I could change it and pick one of these other options. So you can come in here and change your settings the way you want to see them.

And students can do the same thing as well. When you adjust things here, you're adjusting them for yourself, not for the students.

## Push Notifications

(6:08)

There's also an additional column over here called push notifications that allow you to be notified on your phone

## QR for Mobile Login - Canvas Teacher App

(6:18)

of these same things. This column does not appear until you install the Canvas Teacher app on your phone.

So you first have to go to your phone and download and install the app,

and then you would come into this menu and you're going to come down here to this QR for a mobile login link.

And you would click 'Proceed,' and what it does is it just it gives you a QR code to scan on your phone, confirm a few things in the app.

And then when you go back to notifications, you will see this additional column here so you can adjust things to be notified on your phone as well.

One last thing about notifications - right now this is set for my entire account.

So all of my courses in Canvas will, I'll be notified the same way for all of these things.

You can also specify a certain course. So if there's some course that you want to be notified about more frequently or something,

you could come in here and select it from this dropdown and adjust the settings for that particular course.

## Calendar

(7:20)

All right, so that's about it for your account settings.

I'm going to come down here to another link in this menu down here, a little ways there's a Calendar link.

So in Blackboard, there was an option to add a calendar tool to each or a calendar link to each of your courses.

In canvas, this is different. This is the only calendar link that you'll see.

It's a global calendar link. So any item you know, all the things from all of your courses are going to appear here.

Any time you create anything with a due date, it will automatically be put into the calendar.

I didn't do anything to add any of these events. They just appeared here automatically.

But you can add your own events. You can just click inside of any of the dates and start adding, you know, anything that you want there.

So just a little bit about the calendar. Just underneath of the calendar is something called the inbox.

## Inbox

(8:11)

This is another pretty big difference from Blackboard. Blackboard had an email tool.

So if you used Blackboard, you may recall that there was an email link by default in each of the courses that

would allow you to email students all at once from your course or individually.

Canvas doesn't have that tool, so instead they have this inbox tool, which is kind of like an internal communication system to Canvas.

So if I wanted to send a message to someone, I would click this icon up here.

Looks like a little pencil. And then I would select whatever course.

And then I can come over here, and select one of my courses, so I select my course and then I can select,

you know, maybe I just want to inbox the teachers from this particular course or the students.

I don't have any students to show you

so that's why that option is not appearing, but you will have the option to inbox all of your students if you wanted to do that.

So for now, I'm just going to choose everyone. And then you can also start typing in here.

If there is someone at Hopkins that has logged onto Canvas that you know about, you

can just start typing their name and a whole bunch of selections will appear, so that might work for you as well.

And then when I enter my subject and my message and I send this,

it would go to that person's inbox and they would get a notification here like a little symbol would appear here,

or they would also be notified through their notifications if they have that turned on for their inbox.

## Help

(9:46)

And then another link I want to just point out is down here at the bottom is a Help link.

We always want you to know where to go for help. We're not going to go through all of these links here, but just a couple of them.

At the very top is a JHU Canvas documentation link.

## Faculty Resources

(10:12)

And if I click that, I'm taken back to this log in screen where there's a tab at the top that says Faculty Resources.

And so this contains several different topics on canvas that you're welcome to explore.

I think all of these were created by Mary. Thank you, Mary. So you're welcome to check those out. They might be very helpful for you.

## Canvas Help Guides

(10:27)

Another link here,

just underneath the JHU help is the Canvas guides.

So you can do a search for any topic in Canvas that you want to learn more about,

and there's a wealth of information that will come up and hopefully that will be helpful for you.

I've used it several times. And then one last link is here towards the bottom of these, these set of links.

## Training Services Portal

(10:50)

The Training Services Portal. So Hopkins is actually paying for about a year's worth of training from from Canvas for instructors.

So I think actually maybe a little less than a year, I think it's through next March.

So if you click this link - we encourage you to take advantage of this - if you click that link, it'll probably want to authenticate you.

I've already done it today, so it's not authenticating me.

It'll take you to this tutorial. You can just click your way through this.

I've done this so I can 'X' out of here. But what you're looking for is, when it comes up, you want this calendar link.

There it is, so the training calendar link here at the top.

You'll start to see all these workshops kind of pop into the calendar and they're on all different topics,

they're offered multiple days and of course, they're all free. You just have to register for them.

So if you're interested in learning about any particular tool in more detail, we encourage you to take advantage of this training.

## Courses

(13:49)

OK, so that's it for help. So I'm going to come back up to the dashboard. Again, the dashboard is where we landed when we first logged in.

And we talked about published and unpublished courses, so these are called course cards.

You can kind of drag and drop these things around if you want to rearrange them.

You'll notice at the bottom of some of them they have quick links to to get inside of a course.

So, for example, if I wanted to be taken to the announcements of this particular course,

I could just click right on that and it would take me to that part of the course.

I can also do things like change the background color of the course cards.

I click on these three dots in one of the cards I can choose a different background color, and can also give it a nickname.

I gave this one 'Amy's test course' a nickname. So students won't see these changes.

They won't see the color that you change it to, or the nickname, that's just for you.

So if I click 'Apply,' there's my color change. The other thing I can do,

obviously, you can see there's a picture on these course cards. Some of them have pictures and some of them don't.

You can't add the picture from here. You actually have to go into the course to do that.

And I'll show you how to do that, but students will be able to see the picture if you add a picture to your course card.

## Favorite your Courses

(14:22)

So probably the most important thing about the dashboard, though,

is that this is a way to customize the look of how you want to get into Canvas so you can favorite courses so that only your favorites appear here.

So, for example, maybe I only want to see the two courses that I'm going to teach this fall.

I don't I don't really care about the rest of these right now.

So the way to do that is to come over on the left hand side and click on the Courses link, which is right underneath the Dashboard.

And then all the way at the bottom is this link that says All Courses.

And then you'll see all of my courses, so all of your courses will always appear here and I think it's in alphabetical order, actually.

So you see all my courses, nicknames, the term.

There's no terms yet because we're not in the fall yet, but they will.

They will show the term, how I'm enrolled in the course and whether it's published or not.

And then to the left of all of my courses is a star icon,

and I can click on any of these stars for any courses that I want to to become favorites of mine.

So now I don't think I have to save anything here, but if I go back to the dashboard,

you can see now I only see my my courses that are favorites, so it kind of cleans up this look.

These are the only courses I care about, so this is what I want to see. So again, the way I did that was I went to Courses,

All Courses, and then I checked or selected the stars.

So I'm going to unselect for now just to bring all of mine back, but you can come in here and favorite anything that you want to see as favorites.

I don't know if any of you, if people have used Blackboard, I remember getting lots of calls or messages from faculty saying,

"Why do I have to see all of my courses from, like 2015?

I don't care about those courses anymore," and there really wasn't much, much we could do about it.

But in Canvas, you actually can customize the dashboard. So I'm going to pause here.

So if there are any questions before we get into a course, I'll be happy to help.

We're trying to answer anything. Amy, there is just a couple of questions regarding training.

So the first question was whether or not the TAs can access the premium training.

So the answer to that is that we we have kind of fake staging courses that we've created for training.

And we can enroll TAs in those as teachers and when they're enrolled as teachers, they will then have access to those trainings.

So you just need to. I put my email in the chat.

You just need to let us know and we can go ahead and take their JHEDs and put them in a training course and then they would have access.

The second question was will we have trainings beyond when the Canvas premium training ends?

Absolutely. Yes we will. Training will be ongoing just as we had Blackboard training on going.

All right. Thank you, Mary. Sure. There's two questions if you want to, you can answer them if you want.

Amy, does the calendar appear for students, too? Yes, it does.

Mm-Hmm. So anything that you create that has a due date will automatically appear for them.

And anything that you create that you've made public for the calendar will appear for them.

I think you can make a private event that doesn't show for students, but yes, it does show for them.

And when I email from the inbox, can I select the entire class and or just one to two students?

Yes, either/or. You can select the whole class - again, I don't have any students to show you - but you could select certain students from the list.

Or again, you can just start typing their names into that box and it will populate a selection for you.

Yes.

And we'll get started with talking about adding content in things.

COURSE

## Home page

(17:38)

OK, so now I'm inside of Canvas. Obviously, the center area is where your content will appear.

I happen to be on the syllabus page, so there's a link to my syllabus. Off to the left is a course menu.

So with lots of different links. So in addition, we have the course [global] navigation menu that doesn't go away that stays here in blue,

but we have our additional course navigation menu and then off to the right,

we have some links here that pertain just to this page because it is my home page.

## Course Status - Publish Course

(18:08)

Just above these links here is the course status, so the course status, meaning published and unpublished,

which we talked about when we were in the dashboard, so right now this course is published.

But I can just toggle it to unpublish it and then students would not have access,

and it's letting me know it's unpublished in red, and I can just simply publish it again by clicking that button.

## Student View

(18:32)

Just above the course status and kind of above, and to the left is the student view button.

If you recall in Blackboard, there was the student preview option that let you go in as a student.

Canvas has the same thing, and it's probably a little bit better. If I click on Student View,

I can go in here and see what's visible to me as a student, I can take a test.

I can participate in a discussion board, you know, all those same kind of things that you may have done this in Blackboard.

And then when I leave, when I want to leave, I can just click the button down here and leave student view.

Or you have an additional option that says Reset Student.

And that just means if I did come in and take a test or do something as a student and I want to just wipe that out,

I could click Reset Student and it would reset the attempt so that when I go in, I can go in fresh again as the Test student.

So for right now, I'm just going to leave the student view and go back in as instructor.

OK, so I am on the syllabus page, and that's because I've set this course to be, I've set the home page for this course to open on the syllabus.

So if you notice if I click Home over here, it keeps pushing me down to Syllabus because I've done that on purpose,

I've set the syllabus page to my home page.

## Course Menu

(19:54)

But before we talk more about the content in this syllabus page, I wanted to talk a little bit about the course menu over here.

This is another big difference between Blackboard and Canvas. In Blackboard,

if you used Blackboard, you will recall the menu was very flexible.

You could create new links. You could name them anything you want.

You could reorder them, and you kind of had your own freedom to do pretty much anything with the menu. And canvas is not like that.

The links are pretty much set. This is what everybody gets with every single course.

You can't change the names of the links and you can't add any new links yourself.

However, you can reorder them and you can hide them from students.

So you'll see I have several down here that that are hidden, so that may take a little bit of getting used to.

But if you think about it from a student, the point of this is to make it a consistent experience for students.

So, you know, students, when they log into any course, they know exactly where to go for what type of content.

## Course Settings - Navigation

(21:04)

So I think that's the idea behind that. But I did want to show you what you can do, so all the way at the bottom of the menu is this Settings link here.

And when I click on Settings, I have a set of five or six tabs here across the top.

I'm going to go over to the third one that says Navigation. And you can see it kind of mirrors what I have going on here,

so these are my these are my menu items so I can drag and drop any of these to reorder them.

And if I wanted to make any of them hidden from students, I can just drag them down here to the lower area and they would be hidden.

And that's pretty much all you can do, like I was saying. If I click the three dots next to any of them,

it's the same options - disable just meaning disabling them for students, bringing them down below.

Or I can choose to move things with my keyboard if that works better than the mouse.

But you can see I can't add any new links or change names or anything. Any rearranging or changing I do here I would click Save.

I'm not going to click Save now, but you want to make sure you click Save to save your changes.

## Course Settings - Course Details

(22:06)

So I'm going to come back to the first tab in the Settings area. And this is the course details tab.

And the first item up here is where you can add the image to the course card that we were talking about on the dashboard.

So if you did want to add an image to your course card, you would just click the three dots and choose an image.

And it's very simple, and you just drag and drop or upload something from your computer.

Or you can use this Unsplash link. Unsplash is a - maybe you've heard of Unsplash -

It's a company that contains a whole bunch of

images are not copyrighted that you can search and insert and use.

So that is adding an image. Most or many of the rest of these settings, you really don't want to play around with too much.

A lot of these things are integrated with SIS, so you want to leave these alone.

But down towards the very bottom of this page is this blue link,

it says More Options. So if you expand that, it has things like, you know,

how many recent announcements on your home page or allowing

students to create discussion topics so you can feel free to change those,

however you want to configure that. And again, you want to click Update Course Details if you make any changes to these.

But the rest of this stuff I would probably leave alone at least for the time being.

So that's pretty much it for settings. Again, I got here by going to the very bottom of the course menu.

There's this link called Settings, and it opens up these tabs across the top.

## Syllabus

(23:48)

So for now, I'm going to go back to the home page, which is actually my syllabus page,

and the link called Syllabus on your page is is Canvas's syllabus tool.

All I did was click on the edit button here, and it just opens up the Content Editor, Canvas's

content editor, which is just this empty box and you can just start typing right in here.

And then so I typed in some text and then all I did was use the insert option to insert a document, upload my syllabus file.

And that was it. This editor has a lot more features than the one in Blackboard.

We'll talk a little bit more in detail about it in a few minutes, but it's very simple to use.

Here's an option down here to show something called the course summary.

So this is something that comes with the syllabus and Canvas if you want.

Canvas will scan your course and find anything with a due date and will automatically list it here in order chronologically.

It's kind of like a checklist for students, so I thought that was a nice feature, so I chose to leave it.

But you can certainly uncheck that if you don't care to display that for students.

You can turn it on and off. OK, so I'm going to get out of here. But if I did click the link, I want to show you if I click the link for students,

it does open up a preview, a file preview of the syllabus so they can page through it and look at it inside of Canvas without going outside,

which is nice. Or they can download the syllabus using this button or this link right here.

In addition to the Canvas Syllabus tool, there is a menu option for Course Syllabus. This links to a third-party application called  AEFIS, an assessment and syllabi repository tool, which JHU  
  
schools are using to create and house their course syllabi. The Course Syllabus tool also connects to SIS for students to access syllabi before course registration. Each division structures their  
  
AEFIS course syllabi differently so please check with your school about using the AEFIS application.

All right, so that's just a little, little kind of intro to the syllabus. The next thing,

## Modules

(26:06)

there's a lot of options on this menu over here. We're certainly not going to get everything but one of the next ones.

One of the most important things I'd like to get to is the next one underneath, which is called Modules.

And Modules is the way that we recommend you organize your content in Canvas. So with Modules, you can you can organize things,

you can indent things a little bit - I don't have anything indented in this one that I'm showing you here - but it just makes it visually organized.

You can do things like adaptively release content so you can lock things until a certain date.

And you can also set up prerequisites so that students,

maybe you want them to go through all the content in Module one before they're able to get to Module two.

You can do things like that with modules, so you can see I've created one here.

I can collapse it or expand it. And if I click on it, I'll just show you a little bit what it looks like.

I just created some objectives and then I can use these navigational buttons to page through to the next item, which is a sample journal article.

It's a PDF. And then the next item is a writing assignment that I created for students.

So you'll see to the right of each of these, there's a green check,

and that means that all of these items have been published. Just like your course has to be published,

you also have to make sure that everything in your course, all of your content items, are also published or students will be able to see them.

So my Module is published and all of my files and things are also published, so this is all visible to students.

## Add Module

(28:00)

And we'll keep talking about publishing and publishing. But for right now, I want to show you how to add a new Module.

So here at the top, there's a blue button that says Plus Module, so I'll go ahead and create another one called Week Two.

And here's how I could lock it. Maybe I don't want this to be visible until Friday or something, but I'm not going to do that for now.

But I could, and then I can add prerequisites also, that's how you would do that.

But for now, I'm just going to add this Module Two.

## Module - Add a file to Module

(28:28)

And I can just start dragging and dropping files right in here, or I can click on the link to choose a file, so I'm going to choose this.

I'm going to choose an Excel file. And there we go.

## Module - Publish Module

(28:42)

You also notice my module's not published, so I'm going to go ahead and click that button to publish my module.

So now if I go to Student View, students should be able to click on this, they can open it.

I'm not going to wait for it to open, but they can access that file and they can see that module and then access that file,

no problem.

But maybe I'm not ready for them to see this file, so if I click on, I'm going to want to change this, I'm not ready for them to see this. So if

I click on the publish icon. I've got a couple of different options here.

I want to schedule an availability settings, so I'm going to say I want this to be available Friday at three p.m.

So now my icon has changed, and now I know that this isn't available till Friday.

So now if I go back to my Student View, they can still get to these things in Module One, and they can still see Module Two.

But if they click on this file, they get a notice that it's locked until this Friday at 3:00.

So this is another difference between Canvas and Blackboard.

If you made something unavailable in Blackboard, students wouldn't even see the link for it until it was available.

But in Canvas, they actually do see the link, but they get a notice that it is locked.

They can't get to it. So that might take a little bit of getting used to.

That's why, again, we encourage you to use the Student View and just kind of check and make sure that things are really working the way

that you want them to work. Amy, can we pause for a couple of questions?

Sure. OK. So. All right, so one question is: My imported course has all of the 2021 dates listed in the course,

is it easy to remove those in bulk or adjust those in bulk?

That's a good question. The answer is yes. OK, Mary knows. OK.

So if you go to the chart, everybody, I put a guide in there as to how to do that.

But you you can actually like,

see all of your assessments with dates and you can see I think there's a little radio button or a box you check and then you can adjust them in bulk,

you know, add on 100 days or a different starting date.

So the answer is yes. And then: Do the modules have to be oriented by date?

Or can you change the title to topics and subjects? Oh you can change,

yeah, you can name your modules anything you want. Yes.

So that's completely up to you, how you roll out your modules. Mm-Hmm.

And then: Does Canvas populate the course

summary if the Canvas has been uploaded in PDF format? The syllabus?

Yes. So you're talking about, oh, the course summary. No, I think you have, it has to be something that's been created in Canvas that has a date on it.

So I don't think it scans your syllabus for your dates.

Mary, correct me if I'm wrong, I don't think so.

Yeah, I think it scans your course, for items that you've created in Canvas that have due dates.

Yeah, I'm going to, while you continue, there's one more question, but I'll just double check that I was under the impression that it did.

But I think you're right that if you have to actually set the dates in the assessments for it to show up on the course

summary. And then another question is: You mentioned that modules can be indented for better organization.

Can you show how to do that? I certainly can. Yes.

So to the right of each item are three dots with some different options underneath, and you can just say 'Increase Indent.'

You know, I think it's like three levels you can go over. All right.

Looks like that was the last question, unless, Mary, am I missing another one? That's the last question in the chat.

## Module - Add a page to a Module

(33:08)

OK, so I'm going to continue. So we're working in modules.

I just added this one file and I was showing you how you can adaptively release it, which is what I did.

So I'm going to add something else to this module. There's a whole bunch of things you can add to modules.

And again, we're not going to, we don't have time to add them all, but just want to show you a couple more.

So in the upper right of the module title, there's this plus sign.

So if I click on the plus side, you'll see I have all these different things that can be added to modules.

By default, it's open to the assignment page. I'm not going to add an assignment right now, but I want to,

I want to add something called a page. So when I select Page here, it's showing me two pages that I've already created that are in the course,

I'm not interested in adding those to this module. I'm interested in creating a new one.

So I'm going to click Create Page and then come down here and give it a name.

I'll call this Lecture Notes. And a Page, by the way, is very similar to Blackboard's Blank Page if you ever created any of those.

This is the kind of thing, this was the page where you were presented with the editor, the content editor,

and you could just start typing and create anything from scratch, except Canvas's editor is way better than Blackboard's.

And here's where I have an option of indenting, as well, if gives me that option here.

## Module - Editing a new Page

(34:34)

All right, so there's my page. I'm going to click on it to actually create it, and I have to click edit in the upper right now that I opened it.

And so this is what I meant,

so you just get this page of this blank content editor and then you can, it's the same editor that we saw when we talked about the syllabus tool.

And you'll keep seeing this editor throughout Canvas. So.

So you can just type in here, you can use all of the bold, italic, all that stuff the same as Word.

## Module - Inserting content into a Page

(35:14)

And you can use these links up here to insert external links or course links, images, you know, any documents that you want to refer to.

If you're a math person, there is an equation editor and it will also accept, if you're familiar with Latex or Latex,

I'm not sure exactly the way people pronounce it,

but if you're familiar and used that you can type Latex right into this editor and it will render it correctly.

So it is a pretty nice editor, so you can have fun with that.

Another nice feature about this editor is at the bottom here,

there's this, it looks like a a person inside of a circle and this is an accessibility checker.

So if you just click that button, canvas does a quick accessibility checker on anything that you've entered into the editor here,

and then it will also scan anything that you've attached to this. So if I've attached a file here, I would also check that for accessibility as well.

So I thought that was a nice feature. So then when you're done creating your page, you can save or save and publish.

I'll go ahead and save and publish. And then click back to Modules. Ok.

One thing I wanted to note as I'm going along,

I just added this file and I just added this page and you'll see these links down here that are hidden from students: Files and Pages.

## Module - Files

(36:42)

And this is where anytime you add a file to Canvas, it will store it in the Files area.

And same with pages. So that's kind of similar to Blackboard's Content Collection.

If you remember that any time you added any files to Blackboard, it would put it in the Content Collection for you kind of behind the scenes.

And that's similar to here to Canvas. It's putting them all down here where I can refer to them, if I want to, by themselves.

This is why I left these links hidden from students because I really want them to follow the Modules that I'm setting up for them.

I want them to go week by week or topic by topic the way I'm organizing the course.

I really don't want them to have access down here to just access any files at any time, they feel like it, so that's why those areas are hidden.

But if you, you're welcome to show them to students if you prefer to work in a different way.

## Module - Add an Assignment

(37:37)

All right, I'm going to add one more thing, I'm going to have an assignment. We'll start, we'll talk a little bit about assignments.

So again, I'm going back up to the plus sign. In Module two, and it's already open on the assignment page.

So again, these are some assignments listed here that are already in this course.

But I want to create a new one, so I'm going to click Create and then I'll just pick a title here Week Two Article Summary.

# ASSIGNMENTS

## Editing Assignment

(38:12)

I'm not going to indent this time. OK, so here's my assignment, so I'm going to click on it and then click Edit.

And so this is the page that's going to take me through creating the assignment for students to upload a file. This is very similar to Blackboard's.

If you used the assignment tool on Blackboard, where students would submit something, it's pretty similar.

So this area here would be, you know, a place for directions for students on, you know what you want them to submit.

Whatever you want to say, again, it's the same very powerful editor. You can add an image or whatever you want to add there.

The number of points. Assignment group, we'll talk a little bit about that later.

Right now, I'm going to leave us on assignments, Similar to Blackboard,

you can choose to display your assignment in points or percentage or however you want it to appear in the grade center.

Grade book. You can choose not to count this assignment toward the final grade.

And you have some submission types, so, probably most popular would be online.

This is, this is, you know,

to have students submit something online and you're going to grade it and give feedback similar to the way Blackboard's assignment tool worked.

So I have some choices here. I could accept file uploads,

I can do a text entry. Different things like that. However,

what if you were teaching, let's say you're teaching an in-person class and you just want students to submit, they're actually going to submit a paper, you know,

a real paper, and you're going to just mark up the paper and give it back to them? You would probably want to choose 'On Paper.'

Because they're not going to submit anything through here. But you do want to fill this out because it will create a column for you in the grade book.

## Grade column in Grade Book

(40:09)

So here's another difference. Unlike Blackboard, where you could create manual columns in the grade book,

you can't create manual columns in Canvas's grade book, you have to create an assignment.

And so that's why they give you these options, like a paper assignment, something like that.

So even though it's not going to be uploaded here, they're going to acknowledge that they have an assignment and they're going to put it in

the grade book for you.

This other option for 'No Submission' could be something like, maybe students are going to bring in an actual model that they've created and share,

or they're doing a group presentation or an oral report or something.

Again, you want to create a column, you want a column created in your grade books for you.

So you definitely want to fill this out and choose 'No Submission.'

But for now, I'm just going to leave this to 'Online,' file uploads so you can choose how many attempts students can submit.

Plagiarism review - we still do have an account with Turnitin.

This is where you would choose that. I'm not going to go into details here, but you could choose Turnitin and then fill in

all of the Turnitin details, we don't have time to get there.

But Turnitin is plagiarism detection software. You could make it a group assignment.

## Assign to Class and/or Groups and Individuals

(41:30)

You could require peer reviews and then you can come down here and you decide who you're going to assign it to.

By default, it goes to everyone. If this was a course with different sections and maybe you only want sections one and

two to have this assignment and want sections three and four to have another assignment,

you could choose that here. I don't have any sections to choose from to show you but you could do that here.

You could also add - if you have someone in your course that needs an accommodation, maybe this person needs twice as long to do this assignment -

you would click down here where it says Add and you would add that particular person.

Again, I don't have any students - sorry - to show you, but your students would appear here,

or you could type them in and you could set the due date and the availability settings different

for that particular person or that group of students compared to the rest of the class.

Hey, Amy, I'm not sure about this one. Does it work like Blackboard did where in order for you to say, set, you know,

double time, you have to have a time limit set for the original assignment?

I think that's the case. You know, I mean, like you'd have to have if you set say the the general class has one hour one attempt,

I think you have to have those types of settings in place before you could set an accommodated student to have two hours.

Right. So because this is an assignment and not a quiz,

I don't think there is like a timer associated with it. So I think you can just you would just be able to fill out the dates and the manual times.

You know, you would do it yourself here, but maybe in the quiz settings, it might be a little different.

I think that's correct. Yeah, yeah. Thank you. So I hope that makes sense.

Are there any other ones for right now? No, no other questions right now.

Oh wait:

I don't I don't have an option in my migrated course to make an assignment a group assignment, is that an option that needs to be turned on?

I would think you would need to. Oh, so like I see, Emily, I think I know what you mean, like you're like, you're here,

like you have a migrated assignment, you're opening it up and there's no group assignment.

Like this, this is a group assignment that's not appearing for you?

Right, and even if I try to create a new assignment, it does not appear.

Hmm. OK, I'm going to check on that. You may have to have set up groups first. It's weird because I don't think I set up groups.

I don't know. OK, let me I'll check on that, Emily. Thank you.

That's a good question. I don't know why that's not appearing for you.

## Due Dates and Availability

(44:18)

Just a little bit about, most everyone probably realizes this, but so the due date, you know, obviously the due date is when the assignment is due.

And then you can put a time down here

as well. And then the availability date is how long the window is open for students to be able to submit to this assignment.

So they are able to submit late. They can submit after the due date.

It'll just appear as late in the grade center. That's pretty much the same as Blackboard.

If you don't want them to be able to submit late, you would,

you would want to set the due date the same as the Until Date and that would just cut everything off

at the same time. All right. So then I would just click, save and publish or save when I was done filling out all of my assignment settings.

So that's how you would create an assignment. And then before we go talk about how to grade one, I just want to show you one other thing about modules,

which is, and you've probably figured this out because Blackboard is so old it doesn't have this, but with Canvas,

you can drag and drop anything around that you want, you can drag these up between modules if you want.

It's very easy. You can even drag your modules up and down to reorder them if you wanted to do that.

So that's a nice feature. You can also duplicate a model.

So if I come over here to the right and click the three dots,

there's this option to duplicate and it'll just create a copy of exactly what you've done.

So if you have, you know, you're going to have eight models that are very similar,

you can just duplicate them and just kind of fill in the things that are going to be different about them, save you a little bit of time.

## Grading

(46:11)

OK, so back to just a little bit about assignments. We just created one, so now how do you go and grade it?

We have a couple of options - you can click right on it.

And then in the upper - I don't have anybody that's submitted, so that's not going to show up anything.

But in the upper right is the Speed

Grader link. Speed Grader will take you over to this interface where, it would open up the assignment and you could grade,

Actually, this isn't a good example. I guess - I don't have anybody that's submitted, but

my point in showing you that is that you can you can get to it from the actual assignment and in Blackboard,

you couldn't do that. In Blackboard, you had to go to the grade center.

# GRADES

## Gradebook

(46:55)

In Canvas, you can go to the grade center and I will go there - I keep calling it the grade center.

I guess it's called Great Book in Canvas. So now I've just clicked on Grades.

I have one student in the grade book with one submission, so I can show you this as an example.

## SpeedGrader

(47:15)

If I hover over the top of the column here, I can click on the three dots and I get that same Speed Grader link,

which takes me to this interface where this student has submitted some kind of dummy file and I can I can use

these buttons at the top to mark it up - you can see I already kind of did a little bit of that, just playing around.

You can add comments, you can highlight things, you can add text, you know, text boxes and things you can mark up the file.

Very similar to Blackboard's assignment tool or, and/or you can come over to the right and just add comments in the comment box here,

as well as their grade. You have two additional options that weren't available in Blackboard -

I can create a video of myself making comments and then or I can create just an audio of myself, audio

file or a recording of myself making comments to students and they would have those to listen to.

Or you can still download and mark it up yourself as well, if you'd rather do it that way.

All right, so that's just a little quick kind of intro to how to grade an assignment.

## Reveal Course Navigation

(48:27)

Another little thing, a little tip here - if you see, so I'm in Grades, but my course menu has gone away.

So to get that back, that may happen to you too, you just click these three little dashes.

This is called a hamburger icon or something. So if you toggle that back and forth, it makes the menu disappear and reappear.

So if that ever happens to you, then just click that button and it'll come back.

# QUESTIONS

(48:53)

There's one question in the chat, actually, Julia, I might need you to come on mic,

because I'm not entirely sure I understand. It says: Can you import a PDF or doc for comments/grades?

Oh, sure. Yeah, I have a very idiosyncratic class where it's all oral presentations and typically the way we've done it is fill -

I have a remarkable tablet that I fill out like while they're presenting in class.

And so I was wondering, is it possible to upload a document from my tablet into the grading feature for this or does that make better sense?

Yeah, yeah, I see what you mean. So like into that Speed Grader area? Mm hmm.

Let me see. I'm not really sure. I think so. I think there's a, there is a way to upload something.

So down here, you could just attach a file. Oh, perfect.

OK. Thanks. So that would work. Mm-Hmm. I think that's the only question so far in the chat.

OK. So I have...does anyone have any -

I'm going to talk a little bit more about assignments. But does anyone else have - does anyone have any questions about creating assignment or grading?

We don't really have time to get into the grade book itself, but anything about grading an assignment before I talk a little bit about assignments as well?

Rubrics, I'm not sure how well they import.

I think theoretically, they come, and Mary maybe you know, more than I do, but I think they're supposed to be,

I think they're supposed to import. But there is a feature in Canvas, obviously, to create them.

Mary, do you happen to know? Yes. So there is, it is a little glitchy, moving from Blackboard to Canvas with rubrics.

From my understanding, some of the, either the columns or the rows become inverted.

So yeah, they'll come over, but they really do require a thorough check.

One big bonus about Canvas rubrics is that you can create them in Excel and import them,

and they're actually just a lot, much easier, a lot easier to create in Canvas itself.

It's just a lot more intuitive and faster. And we do have a guide that I'll share with you on the rubrics that we just published.

Thank you. All right, I know we're getting towards the end.

I just wanted to show you - was someone else talking? I'm sorry.

Someone else have a question? No?

# ASSIGNMENTS (Extra)

## Weighting Grades

(51:49)

OK. So down here, there's, on your menu is an Assignments link.

And just like we were talking about before, how, you know, all of your files go into the Files

area, and pages as well, the same thing for assignments. You can see all my assignments are here.

But I wanted to mention this is a big difference between Blackboard and Canvas:

is that all, anything that is graded in Canvas is considered an assignment.

So Canvas has this global thing called Assignments,

and it includes things like writing assignments and like this thing that we just created for students to upload a file.

But it also includes quizzes. It includes graded discussions.

It would even include your final exam. All of, anything that's graded is called an assignment in canvas.

And so the reason this is important is because here on this page, all of your assignments are going to start appearing here.

And this took me a little while and I'm still wrapping my head around this.

But you know, I'm looking at this and I'm like, Why are there quizzes mixed in with my assignments page?

And that's because quizzes are considered assignments. So I've created a group, and unfortunately, I wish they wouldn't call it group.

I wish they would called it category, but they didn't. So I created a category called assignments for my, what I consider like written assignments.

Another group called quizzes for any quizzes that I'm going to create.

And then I would keep going, you know, if I'm going to use discussions and I'm going to grade them,

I would definitely create a group called graded discussions and so on.

The reason that you want to do this is because this is the page where you actually end up weighting your grades.

So you don't weight your grades in the grade book, you weight them on this assignments, in this assignments area.

So I'll show you what I mean. So in the upper right corner, there are three dots, and then there's this option that says assignment groups weight.

And when I check this box, you can see it's got my my groups that I've already created.

And I'm just going to put my percentages in there, that I've done so far, so let's say, you know, I'm going to have, like I said,

maybe I'm going to have discussions that I'm going to end up grading, so I'm going to create a group here called graded discussions.

And maybe those are weighted twenty five percent. And I know I'm going to have a final exam, so I'm going to put my final exam as a group.

That's not really a group, but it is something that I need to be weighted.

And so you're going to end up with something like this.

What you're going to do, is here is where you want to replicate exactly what you're doing on your syllabus,

as far as your grade breakdown for students. It's done in this assignments area.

And if you forget all this, of course, we'll be here to remind you.

But I did want to mention that because this is something that is very important, I think.

At least for me, it took a little while, it's still taking me a little time to kind of get used to it.

But anyway, so that's how, that's what you're going to end up doing there

as far as assignments. Let's see what else.

We're pretty much towards the end. If anyone has any questions about that,

I'm happy to answer. I was just checking real quick if there's anything I want to

mention before we formally end. You're welcome to stick around for the, for the half hour,

Yeah, there's a question about weighting:

If you weighted your discussion 25 percent and there are five discussions, would it automatically weigh each one

five percent? Yes, I do believe that is the case.

But if you wanted, I think if you wanted things to be weighted, you know, maybe you wanted one to be 10 percent,

or whatever, you would have to create a separate group and put it in there for that.

That's right. Yeah. And you also have the option to drop a higher or lower grade.

You do. Yes, you can either weight by the actual assessment or you can group them, so like if you want all the discussions together, you create,

like Amy said, a group - we used to call it a category - and that would be called discussions, and then it would just weight them all equally.

All right, so that's pretty much all I was going to cover today.

One thing I wanted to cover...I see we have a question...hold on for one second –

## Adding TAs and People

(56:28)

I wanted to cover. We get some questions in our training about how do I add TAs.

So on your course menu is a People link. Mm-Hmm. And you go to People.

And then you would, you could add the people over here - click on the plus people thing and you would use log in ID to put their JHED ID in here.

And select TA. One word about adding people, you will not be able to add instructors or students to your courses.

That's another big change - not not from Canvas, but this is coming from the registrar.

They no longer want us or instructors to add other instructors or students to courses.

So that's another thing we're all going to have to get used to. You can add them as like observers, you know,

until they're, it's like if you have a student that needs to get in, you can add them as an observer and then

once SIS kind of accepts them, you know, they're fully registered, then they'll be added in.

But anyway, that's that's another difference.