

CANVAS 101

CREATE COURSE

Create a new course from the dashboard screen by clicking 'Start a New Course'.

Give your course a name, choose your content license and create your course.

Start by creating a module and naming it, for example, 'Module 1'.

The screenshot shows the Canvas Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main area displays a 'Dashboard' header and two course cards: '2018/19 Career Life Explorations ... SD71CL' and '2018/19 Math 10 Foundations an... FMP10'. A 'Coming Up' section at the top right shows 'Nothing for the next week' and two buttons: 'Start a New Course' and 'View Grades'. A large grey arrow points from the 'Start a New Course' button in the 'Coming Up' section to the 'Start a New Course' button on the 'Career Life Explorations' course card.

HOME SCREEN FLOW

Limiting what students see is important for the flow of the course.

Go to settings on your left list of options, then click navigation at the top.

Drag and drop everything down to the bottom that you don't want them to see.

I would suggest only allowing Home, Announcements, Grades, Office 365, Conferences (if you plan to use this), and Modules if you use a different home page.

Make sure you press save at the bottom!

The screenshot shows the Canvas course navigation menu. On the left is a sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Commons. The main area displays a list of navigation items: Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Office 365, and Settings. A large grey arrow points from the 'Settings' item to the 'Navigation' item. Below the navigation menu is a 'Navigation' section with a header 'Navigation' and a list of items: Home, Announcements, Assignments, and Discussions. A large grey arrow points from the 'Navigation' header to the 'Home' item. Below the list is a text box: 'Drag and drop items to reorder them in the course navigation.' Below the text box is a list of items: Home.

ADDING TO MODULE

Click the plus sign in the top right corner.

From here, you can add the following elements to your course:

✓ Assignment

- Quiz
- File
- Page
- Discussion
- Text Header
- External URL
- External Tool

Choose 'Page', '[New Page]' and name it, for example, 'Lesson 1'.

EDITING MODULE ITEM

Click on the newly created 'Lesson 1' and click 'Edit'.

Now you can add content in the form of text, images, embedded videos, external links and tables.

Click on 'Modules' to return to the Module list.

Click on the plus sign in the top right corner again.

Assignments can be added by uploading a file. Choose 'File', '[New File]' and 'Choose File' to insert a preexisting PDF or Word document.

Alternatively, you can add an 'Assignment' directly in the Module. This will allow you to use the same tools available while creating a 'Page'.

Go back to the Modules list. Click on 'Assignment', '[New Assignment]', name it and 'Add Item'. Click 'Edit' to create your assignment.

Once you have created your assignment, save the changes and click 'Rubric'.

ADDING RUBRICS

Canvas allows you to use a preexisting rubric or create your own. Once you have created a rubric you will be able to access it for any of your courses.

WEIGHTING GRADEBOOK

On the left of your screen, choose Assignments

You will see all of your assignment groups here. This is where you could add groups for assignments, quizzes, etc.

If you press the three dots on the upper right of your screen and select "assignment grade weights" and you can check off "weight final grade based on assignment groups"

You can then have the option of changing the weights in each group Press Save

Midterm Exams	30	%
Projects	11	%
Learning Guide	5	%
Module Quizzes	31	%
First Assignment	3	%

CREATING QUIZZES

Return to the Modules list to create a Quiz. Choose 'Quiz', '[New Quiz]', name it and click 'Add Item'.

Click 'Edit' and insert any instructions in the text box.

Click on 'Questions' to build your quiz.

Quiz Instructions:

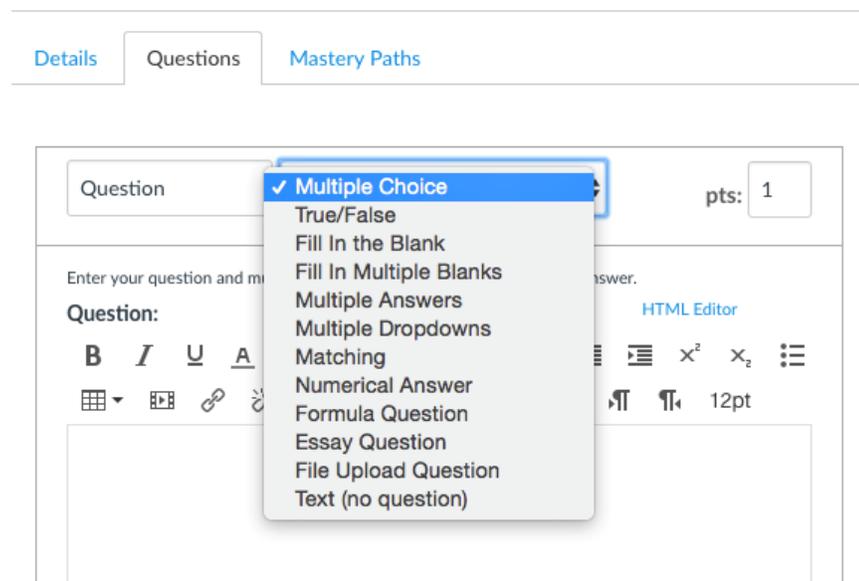
HTML Editor

Links Files Images

- > Pages
- > Assignments
- > Quizzes
- > Announcements
- > Discussions
- > Modules
- > Course Navigation

ADDING QUIZ QUESTIONS

By choosing 'Add New Question' you will be able to see the options for different types of questions.



ADDING PASSWORD TO QUIZ

Go to your left screen list and choose 'Quiz' then click on the quiz you would like to add a password to.

Click 'Edit' at the top of the screen.

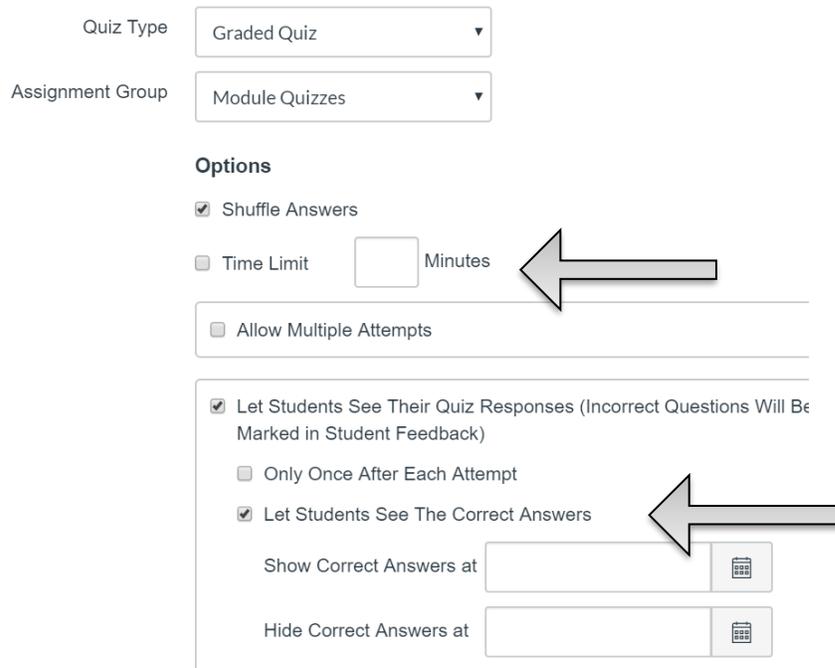
Scroll down and notice your options:

You can add a time limit

You can let students see the answers all the time, you can allow them to see it once. If all left unclicked, they will not be allowed to see the feedback.

Further down the page, you can click on 'Require an access code' and then you can type in a password that can be shared with students.

ENSURE YOU PRESS SAVE AT THE



BOTTOM TO SAVE
YOUR CHANGES

Quiz Restrictions

Require an access code

ex: Password85

Filter IP Addresses

Assign

Assign to

Everyone

ADDING STUDENTS

To add students to your course, you will need to go to your myed gradebook and click on Roster

Then copy your roster by highlighting everthing from the first student number down.

Paste into a word document. You will then add @learn71.ca to the end of each student number (just paste it all the way down)

There is a lot of extra info, but all you need to do is copy all of these email addresses.

Then go to Canvas and on your left choose "People"

Click + People on the right of your screen

Class List :: 2019-2020 - MCH--12-19/20 - CHEMISTRY 12

Details

Options

Reports

Help

Search on Name

Roster

Seating Chart

Groups

Reporting Standards

Categories

Assignments

Pupil #

2450222

2475290

2466563

620871

621129

841530

Click here at first student number and highlight all the way down and copy.

2450222@learn71.ca

2475290@learn71.ca

2466563@learn71.ca

620871@learn71.ca

621129@learn71.ca

841530@learn71.ca

641856@learn71.ca

1564081@learn71.ca



Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Office 365
Settings

Getting Started

- Welcome to Careers 9!
- MyBlueprint and ePortfolio IMPOF
- Career Education 9 Course Outline

Module 1: Reflecting on Our Preferences

- Module 1 Introduction: How Our Preferences Help Us Achieve Our Goals
- M1 Lesson 1: Forming a Starting Point
- M1 Lesson 1 Assignment

Paste all of your student emails into this box
→

Under section, choose the section you want to add students to. (This is only an issue if you have already created a separate section for different classes within one Canvas course)

Click Next, then Add Users

Add user(s) by

Email Address Login ID SIS ID

Example: lsmith@myschool.edu, mfooster@myschool.edu

Role

Student

Section

2019 Careers 9 (S. Bak

Can interact with users in their section only

NOTE: THESE STUDENTS WILL ONLY BE SENT AN AUTOMATIC INVITE AND BE ABLE TO VIEW TO THE COURSE IF YOUR COURSE IS PUBLISHED!

MARKING STUDENT WORK

On your home screen, you will see "To do" on the right of your screen

There will be a list here of everything that has been submitted that requires your attention.

Click on one of the assignments/quizzes and you will be taken to grade that students submission

On the left of the screen, you will see their assignment with a tool bar above it

There is a comment bubble, a highlighter tool where you can highlight and add a comment, you can free-type and also use your stylus using the paintbrush icon

On the right of your screen, you can add a

The image shows two screenshots from the Canvas LMS. The top screenshot is the 'Dashboard' page, featuring a sidebar with 'Account' and 'Dashboard' icons, and a 'To Do' list on the right with an assignment 'Grade Assignment: Elevator Pitch'. The bottom screenshot shows an assignment titled 'Avoiding Procrastination' with a toolbar containing icons for a comment bubble, highlighter, text tool, eraser, and paintbrush. Arrows point from the text instructions to these specific icons.

Allows you to click on the assignment and leave a comment bubble

You can write directly on the assignment

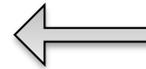
grade for the assignment,

You can comment by typing in the comment box, adding a file, adding media (using webcam or other media) or adding a comment using speech to text, but remember to press submit.

To get to the next assignment, you can press the right arrow → to skip through all students, or click on the tiny triangle and you can see your list of students. Orange circles next to the student name means they have submitted something and it has not been marked.

To get back to the homescreen, just click on the top left of your screen – the TINY letter that is the code for your course (stupid if you ask me)

A screenshot of a student submission interface. At the top, a dark header shows a profile icon, a checkmark, and the name 'Colby Banyard' with a dropdown arrow and a right-pointing arrow. Below this, the submission details are shown: 'Submitted: Nov 6, 2019 at 12:37pm', 'Submitted Files: (click to load)', and two files: 'Avoidin Procrastination Activity Update' and 'my-life-calendar.jpg'. Underneath, the 'Assessment' section shows 'Grade out of 15' and a text box containing the number '13'. At the bottom, there is an 'Assignment Comments' section with a text box labeled 'Add a Comment', a 'Submit' button, and icons for adding attachments, video, and audio.



A screenshot of the assignment header and navigation bar. The header is dark and contains icons for a checklist, an eye, and a gear, followed by the text 'Assignment: Avoiding Procrastination' and 'Due: No Due Date - CLE11'. Below the header is a navigation bar with a download icon, 'Page 1 of 2', a refresh icon, and a minus sign.



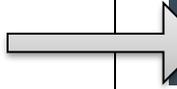
PUBLISHING YOUR COURSE

On your home screen, notice the upper right screen. If it is listed green for Publish, then your course is ready to be accessed. If it is red for unpublished, then it will not send invites and no student will be able to access the course.

A screenshot of the course management interface. The top navigation bar shows 'CAR9 > Modules'. Below this, there are two panels. The top panel shows a course status of 'Unpublished' (red button) and a 'Publish' button. A box labeled 'Not published' with an arrow points to the 'Unpublished' button. The bottom panel shows a course status of 'Published' (green button) and an 'Unpublish' button. A box labeled 'Published' with an arrow points to the 'Published' button. Both panels show a list of modules with a 'Getting Started' section containing a 'Welcome to Careers 9!' module.

CANVAS SUPPORT

There is a 'Help' button in the bottom left corner that gives you access to a real person very quickly (120 seconds for live chat).



The screenshot shows the Canvas LMS interface. On the left sidebar, the 'Help' button is highlighted with a grey arrow. The main content area displays the 'Modules' page for a course titled 'Test'. The page shows a list of modules under 'Module 1', including 'Assignment 1', 'Lesson 1', 'Assignment 1', 'Assignment 1.1', and 'Quiz 1'. The 'Quiz 1' item is marked with a green checkmark and '0 pts'. On the right side, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a 'Coming Up' section with a 'View calendar' link.

Finally, there are online Canvas guides that are well organized and extensive.

<https://community.canvaslms.com/community/answers/guides>