Basics of Canvas

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Objectives

After this workshop, you will be able to:

• Set up your Canvas course site with basic features (e.g. modify account and course settings, create assignments and quizzes, build modules)
• Apply some advanced features to your Canvas course site
The Basics

1. Review your account
2. Select which courses you want displayed
3. Review Calendar features
4. Review Inbox features
5. Add a template and start building your course
6. Edit course settings
Update your profile picture

Kate Hill
PhD Candidate & Teaching Assistant

Contact
No registered services, you can add some on the settings page.

Biography

Links
Kate Hill hasn't added any links
Click on “Files”
Add your course files
Add preferred method of contact

Kate Hill's Settings

- Full Name: Kate Hill
- Display Name: Kate Hill
- Sortable Name: Hill, Kate
- Language: System Default (English (US))
- Time Zone: None

Ways to Contact

- Email Addresses
  - km13r@my.fsu.edu
- Other Contacts
  - 2@txt.a...
Choose your notification preferences

Notification Preferences

- Notify me right away
- Send daily summary
- Send weekly summary
- Do not send me anything

Course Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td><a href="mailto:km13r@my.fsu.edu">km13r@my.fsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Grading Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Content</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Submissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Grading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission Comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blueprint Sync</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Star which courses you want to appear in the Dashboard

2. Select which courses you want displayed

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.
The calendar allows you to quickly add assignments for your class.
Students can use “calendar feed” to add your course calendar to their online calendar.

Copy the link below and paste it into any calendar app that takes iCal feeds (Google Calendar, iCal, Outlook, etc.):

https://fsu.instructure.com/feeds/calendars/user_o03t9rhIC

Click here to view the feed.
When you compose a message you can select the course and which group you’d like to email.
Go to “Commons” and search for “ODL Master Shell”
Click on “ODL Master Shell”
Import the “ODL Master Shell” into your course

The ODL Master shell is a great start point for building your new Canvas course. This site includes a Home, Start Here, Syllabus, More Resources and Module Overview pages.

Accessibility  Distance Learning  ODL  Universal Design
Edit course settings

<table>
<thead>
<tr>
<th>ABC</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XX X</td>
<td>The half of knowledge is to know where to find knowledge</td>
</tr>
</tbody>
</table>
Edit Course Details

Course Details

Name: (zd12_031402) Zhaihuar
Course Code: zd12_031402
Time Zone: Eastern Time (US & Canada)
SIS ID: zd12_031402
Subaccount: Development Sites
Term: Default Term
Starts: 
Ends: 

Users can only participate in the course between these dates
This will override any term availability settings.

5. Edit course settings

- Share to Commons
- Student View
- Course Statistics
- Course Calendar
- Import Course Content
- Export Course Content
- Validate Links in Content

Current Users
Students: None
Teachers: 1
TAs: None
Designers: None
Observers: None
Edit navigation buttons

Drag and drop items to reorder them in the course navigation.

- Home
- Announcements
- Syllabus
- Modules
- Grades
- People
- Library Tools
- Pages
- Assignments
- Quizzes
- Discussions
- Collaborations
- Conferences
- Outcomes
- Grade Upload

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

- Files
  - Page disabled, will redirect to course home page
- Pages
  - Page disabled, will redirect to course home page
- Course Media
  - Page disabled, won't appear in navigation
- My Media
  - Page disabled, won't appear in navigation
Enable External Apps for your course

5. Edit course settings

External Apps

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

See some LTI tools that work great with Canvas.

View App Configurations
Make use of Student View

Course Details

- Name: (zd12_031402) Zhaihuar
- Course Code: zd12_031402
- Time Zone: Eastern Time (US & Canada)
- SIS ID: zd12_031402
- Subaccount: Development Sites
- Term: Default Term

5. Edit course settings
Practice (10 min)

• Explore account features
• Import the “ODL Master Shell” into your dev site
• Adjust your course settings
Building your Course

1. Update the Home Page
2. Build your Modules
3. Build your Assignments and Peer Review
4. Create Quizzes
5. Create Discussions
6. Use Gradebook
7. Publish your course
Edit your home page
Edit the Start Here, Syllabus, Modules, and More Resources Pages (The Rocket Ship can help you!)

1. Update the Home page
Edit the Start Here, Syllabus, Modules, and More Resources Pages
Build your modules from scratch
Create a module and add items
Edit items in your module
You can use the “Multi Tool” to build your modules quickly
Modify the page templates so they can be applied to your modules

The Course Multi Tool provides access to a variety of tools to help with rapidly developing and updating your course.

Navigate to the various tools using the links in the top left corner of the page. Here is a brief description of the tools and what they can do:

**Current Tools**

- **Page Templates**
  - Create a Home page, publish it and mark it as the Front Page.
  - Create Template pages that can be applied to modules.

- **Module Builder**
  - Create new modules or add to existing modules
  - Add template pages
  - Add shells for assignments, quizzes and discussions

- **Due Date Modifier**
  - Update all assignment due dates, unlock dates and lock dates in one place.
Select and modify the templates you use in your course

2. Build your Modules
Use the Module Builder to customize your modules

- Create new modules or add to existing modules
- Add template pages
- Add shelves for assignments, quizzes and discussions

Module Pattern

- Number of Modules
- Template Pages
- Assignments
- Discussions
- Quizzes

Generate Module List
## Customize your modules

### Kate Hill's Dev Site #2 > Kate Hill's Dev Site #2

#### Customize Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Template Pages</td>
</tr>
<tr>
<td>1</td>
<td>Assignments</td>
</tr>
<tr>
<td>0</td>
<td>Discussions</td>
</tr>
<tr>
<td>1</td>
<td>Quizzes</td>
</tr>
</tbody>
</table>

### Template Pages

- **Module 1**: [Module Overview](#)  
  - **Module 1**: Page 1

#### Assignments

- **Module 1**: Assignment 1
  - Points (Optional)
  - [Online Submission](#)

### Quizzes

- **Module 1**: Quiz 1

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Template Pages</td>
</tr>
<tr>
<td>1</td>
<td>Assignments</td>
</tr>
<tr>
<td>0</td>
<td>Discussions</td>
</tr>
<tr>
<td>1</td>
<td>Quizzes</td>
</tr>
</tbody>
</table>

### Template Pages

- **Module 2**: [Module Overview](#)  
  - **Module 2**: Page 1

#### Assignments

- **Module 2**: Assignment 1
  - Points (Optional)
  - [Online Submission](#)

### Quizzes

- **Module 2**: Quiz 1
Modify your assignment groups
Add assignments
Edit your assignment settings
If you want to use Turnitin, change submission type to “External Tool” and click “Find,” select “Turnitin LTI API”
Create a new quiz

- Course Quizzes
  No quizzes available

Search for Quiz

Announcements
Syllabus
Modules
Grades
People
Library Tools
Grade Upload
Course Media
Files
Pages
Assignments
Quizzes

4. Create quizzes
Edit quiz details

- Name & Instructions
- Quiz type:
  - practice
  - graded
  - ungraded
- Assignment group
- Options
  - Shuffle answers
  - Time limit
  - Allow multiple attempts
  - Display quiz responses/correct answers
- Quiz restrictions (for access)
- Assign
  - Students/Section
  - Due/availability date
Add questions to the quiz

Create individual questions:
Multiple Choice, True/False, Fill in the Blank, Fill in Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numeric Answer, Formula Question, Essay Question, File Upload Question, and Text (no question)

Create Question Group:
- Create groups
- Add new questions or select from existing questions
- Link to question bank
- Decide the number of questions to use from the group and set points value for each question
# Use Gradebook

## Grades

<table>
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<th>Student Name</th>
<th>Secondary ID</th>
<th>First Essay First Draft Out of 2</th>
<th>First Essay Peer Review Out of 8</th>
<th>First Essay Assignment FINAL DR. Out of 30</th>
<th>First Midterm Out of 100</th>
<th>Second Essay First Draft Out of 2</th>
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</thead>
<tbody>
<tr>
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<td>8</td>
<td>23</td>
<td>87.5</td>
<td>2</td>
</tr>
</tbody>
</table>
Practice (15 min)

- Create a module with
  - a content page for course description/objectives
  - an assignment
  - a quiz
- Create an assignment
- Create a quiz with:
  - a multiple choice question
  - a true/false question
  - an essay question
Pie & Coffee Break
Advanced Functions

1. Create Rubrics
2. Use Kaltura media tool
3. Set up Conferences
4. Upload your development site to a course
After making your Turnitin Assignment, click “Settings”, then “Optional Settings”
Check “Add a Rubric” and Click “Launch Rubric Manager” & Create a Rubric
To use Kaltura to create online videos, click “My Media”, click “Add New” and Select “CaptureSpaceLite”
Download CaptureSpaceLite for your computer

The Kaltura CaptureSpace Desktop Recorder

The Kaltura CaptureSpace Desktop Recorder enables easy capture in class, at home or on-the-go with automated publishing and interactive viewing within the LMS and Kaltura's MediaSpace video portal.

If you've already installed CaptureSpace, it will launch automatically.

Using CaptureSpace for the first time?

Download for Windows  Download for Mac

Learn more
See the Kaltura CaptureSpace - User Manual for additional information on supported systems and usage instructions.
Select which method you would like to use to record your video

2. Use Kaltura media tool
Create a Conference

New Conference

Name: Basics of Teaching @ FSU Conference
Type: BigBlueButton
Duration: 60 minutes
Options:
- Enable recording for this conference
- No time limit (for long-running conferences)

Description:

Members
- Invite All Course Members

[Update]
After you started the Conference

- Upload slides
- Start a poll
To upload your development site to a course, go to your course and click “Settings” and click “Import Course Content”
Select “Copy a Canvas Course” and import your Development Site into your Course Website.
Practice

• Add features to your dev site
• Explore new tools (rubrics, Kaltura, discussions)