



FLORIDA STATE  
UNIVERSITY

# 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's Profile



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help

Notifications

**Profile**

Files

Settings

Course Evaluations



## Kate Hill

PhD Candidate & Teaching Assistant

Edit Profile

### Contact

No registered services, you can add some on the [settings](#) page.

### Biography

### Links

Kate Hill hasn't added any links



## Click on “Files”



☰ Kate Hill's Profile



Account



Dashboard



Courses

Notifications

**Profile**

Files

Settings

Course Evaluations



### Kate Hill

PhD Candidate & Teaching Assistant

### Contact

No registered services, you can add some on the [settings](#) page.

Edit Profile



# Add your course files

- 
-  Account
-  Dashboard
-  Courses
-  Calendar
-  Inbox
-  Commons

Kate Hill > Files

Search for files   0 items selected + Folder Upload

Name ▲	Date Created	Date Modified	Modified By	Size	
<ul style="list-style-type: none"> <li>▼ My Files                             <ul style="list-style-type: none"> <li>▶ conversation attachments</li> <li>▶ profile pictures</li> <li>▶ Submissions</li> <li>▶ unfiled</li> </ul> </li> <li>▶ Kate Hill's Dev Site #2</li> <li>▶ (BSC3312-0001.sp18) Marine Biology</li> <li>▶ Kate Hill's Dev Site</li> <li>▶ Org: PIE Coffee Hour &amp; Teaching Work</li> <li>▶ (ZOO3205L-0001.fa17) Advanced Inve</li> <li>▶ (BSC6921-0001.sp18) Colloquium in B</li> </ul>	<ul style="list-style-type: none"> <li>▶ conversation attachments</li> <li>▶ profile pictures</li> <li>▶ Submissions</li> <li>▶ unfiled</li> </ul>	<ul style="list-style-type: none"> <li>Aug 29, 2017</li> <li>Aug 29, 2017</li> <li>Aug 15, 2017</li> <li>Sep 16, 2017</li> </ul>	<ul style="list-style-type: none"> <li>--</li> <li>--</li> <li>--</li> <li>--</li> </ul>	<ul style="list-style-type: none"> <li>--</li> <li>--</li> <li>--</li> <li>--</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> </ul>

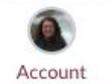
0% of 1 GB used



# Add preferred method of contact



☰ Kate Hill's settings



Account



Dashboard



Courses



Calendar

Notifications

Profile

Files

**Settings**

Course

Evaluations



## Kate Hill's Settings

Full Name:\* Kate Hill  
This name will be used for grading.

Display Name: Kate Hill  
People will see this name in discussions, messages and comments.

Sortable Name: Hill, Kate  
This name appears in sorted lists.

Language: System Default (English (US))

Time Zone: None

### Ways to Contact

#### Email Addresses

km13r@my.fsu.edu ★

+ Email Address

#### Other Contacts

Type

2@txt.a... sms

+ Contact Method



# Choose your notification preferences

Account
   
  
 Dashboard
   
  
 Courses
   
  
 Calendar
   
  
 Inbox
   
  
 Commons
   
  
 Help

- Notifications**
- Profile
- Files
- Settings
- Course Evaluations

## Notification Preferences

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

Course Activities	Email Address km13r@my.fsu.edu	Cell Number xt.att.net
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>



# Star which courses you want to appear in the Dashboard

The screenshot displays the Florida State University dashboard interface. On the left, a vertical navigation menu includes icons for Account, Dashboard, Courses, Calendar, Inbox, and Commons, with a Help icon at the bottom. The 'Courses' section is active, showing a 'Courses' window with a close button (X). The window title is 'Courses' and it contains the following information:

- Kate Hill's Dev Site #2  
DEFAULT TERM
- (BSC3312-0001.sp18) Marine Biology  
2018 SPRING - 1
- Org: 2017-2018 PIE Associates  
ORGANIZATIONS

Below this information, a yellow box highlights the 'All Courses' link. A welcome message reads: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link and star the courses to display." To the right of the 'All Courses' link is a vertical navigation menu with icons for Account and Dashboard. The main content area shows a list of courses under the heading 'Course':

- (BSC3312-0001.sp18) Marine Biology
- (BSC5932-0046.sp18) Graduate Tutorial in Biological Science
- (BSC6921-0001.sp18) Colloquium in Biological Science



# The calendar allows you to quickly add assignments for your class



Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Today   ←   →   April 2018

Week   **Month**   Agenda   +

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 2p Essay FIRST Dr	4	5	6	7
8	9	10 2p Peer Reviews	11	12	13	14
15	16	17 2p Essay FINAL Dr	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3 7:30a Final Exam	4	5

←   April 2018   →

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

▼ CALENDARS

- Kate Hill
- (BSC3312-0001.sp18) Marine Biology
- Kate Hill's Dev Site #2
- Org: 2017-2018 PIE Associates
- (BSC6921-0001.sp18) Colloquium in Biological Science
- (ZOO3205-0001.fa17) Advanced Invertebrate Zoology
- (ZOO3205L-0001.fa17) Advanced Invertebrate Zoology Laboratory

► UNDATED

Calendar Feed



# Students can use “calendar feed” to add your course calendar to their online calendar

The screenshot displays a web-based calendar interface. On the left, a monthly calendar for April 2018 is shown with a grid layout. The days of the week are labeled 'FRI' and 'SAT'. The dates 5, 7, 13, 14, 20, 21, 27, and 28 are visible. A 'Calendar Feed' dialog box is overlaid on the calendar, containing the following text:

Calendar Feed ×

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](https://fsu.instructure.com/feeds/calendars/user_o03t9rhiC)

[click here to view the feed](#)

Below the calendar, a list of 'CALENDARS' is visible, including:

- Kate Hill
- (BSC3312-0001.sp18) Mari... Biology
- Kate Hill's Dev Site #2
- Org: 2017-2018 PIE Associa...
- (BSC6921-0001.sp18) Collo... in Biological Science
- (ZOO3205-0001.fa17) Advanced Invertebrate Zoology
- (ZOO3205L-0001.fa17) Advanced Invertebrate Zoology Laboratory
- KATE HILL'S DEV SITE

At the bottom, there is a section for 'UNDATED' items, with a 'Calendar Feed' button highlighted in a yellow box.



When you compose a message you can select the course and which group you'd like to email

The screenshot displays the Florida State University email interface. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main interface shows a header with "All Courses" and "Inbox" dropdown menus, and a toolbar with icons for attachments, replies, download, delete, and settings. A yellow box highlights the attachment icon in the toolbar. The "Compose Message" dialog box is open, showing the "Course" dropdown set to "(BSC3312-0...ne Biology)". The "Subject" field is populated with "All in (BSC3312-0001.sp18) Marine Biology" and "People: 151". Below the subject field are expandable sections for "Teachers", "Teaching Assistants", "Students", and "Course Sections". The "To" field is empty. At the bottom of the dialog are "Cancel" and "Send" buttons.

Compose Message

Course (BSC3312-0...ne Biology)

To

Subject All in (BSC3312-0001.sp18) Marine Biology People: 151

- Teachers
- Teaching Assistants
- Students
- Course Sections

Cancel Send



# Go to “Commons” and search for “ODL Master Shell”

The screenshot displays the Canvas Commons interface. At the top, the "canvas commons" logo is on the left, and navigation tabs for "Search", "Shared", "Imported", and "Updates (0)" are in the center. A user profile picture is visible on the right. A vertical sidebar on the left contains icons for "Account", "Dashboard", "Courses", "Calendar", "Inbox", "Commons" (highlighted with a yellow box), and "Help". The main content area features a large banner with three icons: a magnifying glass labeled "find", a cloud with a downward arrow labeled "import", and a lightbulb labeled "share". Below the banner is a row of ten resource type icons: COURSES, MODULES, ASSIGNMENTS, QUIZZES, DISCUSSIONS, PAGES, DOCUMENTS, VIDEOS, AUDIO, and IMAGES. A search bar is highlighted with a yellow box, containing the text "Search by tag, name, institution, or outcome". To the right of the search bar are dropdown menus for "TYPE", "GRADE/LEVEL", and "LATEST". At the bottom, there is a toggle for "Show Public Resources" (checked) and a result count of "33,892 results".



# Click on “ODL Master Shell”

The screenshot shows the Canvas Commons interface. At the top, there is a blue navigation bar with the 'canvas commons' logo and search filters: 'Search', 'Shared', 'Imported', and 'Updates (0)'. A search bar contains the text 'ODL master shell'. Below the search bar, there are dropdown menus for 'TYPE', 'GRADE/LEVEL', and 'MOST RELEVANT'. A toggle switch for 'Show Public Resources' is checked, and the search results are listed as '1,079 results'. Three search results are displayed in a grid:

- ODL Master Shell**: The first result, by John Braswell, dated JAN 5, 2018. It features a thumbnail with the text 'canvas Master Shell' and an image of a red truck. The description states: 'The ODL Master shell is a great start point for building your new Canvas course. This site includes a Home, ...'. It has a 5-star rating.
- Lisa Ayers' Master Course**: The second result, dated JAN 7, 2018. It features a thumbnail of a yellow bee. The description states: 'Master Shell ELAR - Era ISD'. It is by Lisa Ayers and has a 4-star rating.
- ODL Development Shell**: The third result, dated AUG 18, 2017. It features a thumbnail of a course shell interface. The description states: 'The ODL Development Shell is a great starting point for new Canvas users. It does not have all of the bells and ...'. It is by Robert Bickley and has a 5-star rating.

On the left side of the interface, there is a vertical sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help.



# Import the “ODL Master Shell” into your course



canvas  
commons

Search Shared Imported Updates (0)



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help

◀ Back

## ODL Master Shell

★★★★★ 4 [Leave a Review](#)

**Grade/Level** Undergraduate, Graduate

**Shared With** Florida State University

**Type** IMS Common Cartridge File (.imsc)

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



### Import into Canvas

Search for a course

- All
- Kate Hill's Dev Site
- Kate Hill's Dev Site #2
- (BSC3312-0001.sp18) Marine Biology
- (ZOO3205-0001.fa17) Advanced Invertebrate Zoology
- (ZOO3205L-0001.fa17) Advanced Invertebrate Zoology Laboratory

☁ Import into Course

📄 Download 16.22 kB

LAST UPDATE: 1/5/18



# Edit course settings

Home

Announcements

Syllabus

Modules

Grades

People

Library Tools

Files

Pages

Assignments

Quizzes

Discussions

Collaborations

Conferences

Outcomes

Grade Upload

Settings

Edit



ABC  
1XX  
X

Course Name



Syllabus

Modules



# Edit Course Details

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

Course Details Sections Navigation Apps Feature Options

Course is Unpublished

## Course Details

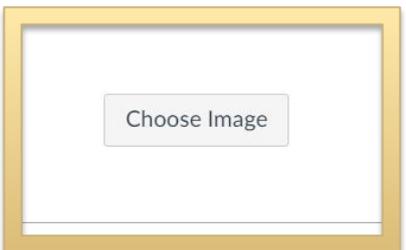


Image:

Choose Image

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.

- 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

[Home](#)[Course Details](#)[Sections](#)[Navigation](#)[Apps](#)[Feature Options](#)[Announcements](#)[Syllabus](#)[Modules](#)[Grades](#)[People](#)[Library Tools](#)[Files](#)[Pages](#)[Assignments](#)[Quizzes](#)[Discussions](#)[Collaborations](#)[Conferences](#)[Outcomes](#)[Grade Upload](#)[Settings](#)

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

Home	 ▼
Announcements	 ▼
Syllabus	 ▼
Modules	 ▼
Grades	 ▼
People	 ▼
Library Tools	 ▼
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 <i>Page disabled, will redirect to course home page</i>	 ▼
Pages <i>Page disabled, will redirect to course home page</i>	 ▼
Course Media <i>Page disabled, won't appear in navigation</i>	 ▼
My Media <i>Page disabled, won't appear in navigation</i>	 ▼



# Enable External Apps for your course

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

Course Details   Sections   Navigation   **Apps**   Feature Options

## External Apps

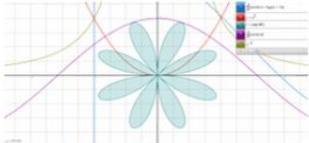
[View App Configurations](#)

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.

**All**   Not Installed   Installed

Filter by name

		
		
	<p>Installed</p> 	



# Make use of Student View

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

[Course Details](#)
[Sections](#)
[Navigation](#)
[Apps](#)
[Feature Options](#)

## Course Details

Course is Unpublished

Image: 

Choose Image

Name:

Course Code:

Time Zone:

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.

- 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



# 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



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help

☰ Kate Hill's Dev Site #2

Home

Edit

Announcements

Syllabus

Assignments

Discussions

Grades

People

Outcomes

Quizzes

Modules

My Media

Course Media

Library Tools

Office 365

Multi-Tool

Pages

Files

Collaborations

TEXT  
##

HOME

The half of knowledge is to  
know where to find knowledge

[Start Here](#)

[Syllabus](#)

[Modules](#)

[More Resources](#)

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

**Coming Up** View Calendar  
Nothing for the next week



# Edit the Start Here, Syllabus, Modules, and More Resources Pages (The Rocket Ship can help you!)



☰ Kate Hill's Dev Site #2 > Pages > Home-2

- Home
- Announcements
- Syllabus
- Assignments
- Discussions
- Grades
- People
- Outcomes
- 011770C

Home-2

HTML Editor



Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

- Pages
  - [template] Assignment
  - [template] Discussion
  - [template] Module Overview
  - [template] Quiz
  - Home
  - Home-2
  - More Resources
  - Start Here







# Build your modules from scratch

The screenshot shows a user interface for adding a new module. On the left is a vertical navigation menu with the following items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, **Modules** (highlighted with a red box), Conferences, Collaborations, Attendance, My Media, and Course Media. The main content area displays a modal dialog box titled "Add Module" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Module Name" and a checkbox labeled "Lock until" which is currently unchecked. At the bottom of the dialog, there are two buttons: "Cancel" and "Add Module".



# Create a module and add items

The screenshot shows a user interface for adding items to a test module. A dialog box titled "Add Item to Test Module" is open, displaying a list of item types. The "Assignment" item type is selected and highlighted in blue. The list includes: Assignment, Quiz, File, Content Page, Discussion, Text Header, External URL, and External Tool. The dialog box has a "Cancel" button and an "Add Item" button. In the background, a sidebar shows a "Test Module" and a "+ Module" button. A settings icon is also visible in the background.

Test Module

▼ Test Module

U

Add Item to Test Module

Assignment

Assignment

Quiz

File

Content Page

Discussion

Text Header

External URL

External Tool

Cancel

Add Item

+ Module

+ ⚙️



# Edit items in your module

View Progress [+ Module](#)

▼ Test Module ⊘ + ⚙️

<span>⋮</span> <span>📄</span> Learning Objectives	<span>⊘</span> <span>⚙️</span>
<span>⋮</span> <span>📄</span> Assignment 1	<span>⊘</span> <span>⚙️</span>
<span>⋮</span> <span>📄</span> Unit 3.pdf	<span>✅</span> <span>⚙️</span>
<span>⋮</span> <span>📄</span> Quiz 1	<span>⊘</span> <span>⚙️</span>

The image shows a screenshot of a course management interface. At the top right, there are two buttons: "View Progress" and "+ Module". Below this is a section titled "Test Module" with a dropdown arrow. To the right of the title are three icons: a circle with a slash, a plus sign, and a gear with a dropdown arrow. The main content area is a list of items. Each item has a three-dot menu icon on the left and a status icon and gear icon on the right. The items are: "Learning Objectives", "Assignment 1", "Unit 3.pdf", and "Quiz 1". The "Unit 3.pdf" item is highlighted with a green checkmark in its status icon, and a yellow box highlights the three-dot menu icon for this item. Another yellow box highlights the plus sign icon in the top right of the "Test Module" section.



## You can use the “Multi Tool” to build your modules quickly

The screenshot shows the Blackboard course site for 'Kate Hill's Dev Site #2'. On the left is a vertical navigation menu with icons and labels for: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Library Tools' section is highlighted with a yellow box, and 'Multi-Tool' is selected. The main content area features a maroon banner with the text 'HOME' and a 'TEXT ##' callout. Below the banner is a decorative image of a stone frieze with the quote: 'The half of knowledge is to know where to find knowledge'. At the bottom of the main area are four buttons: 'Start Here', 'Modules', 'Syllabus', and 'More Resources'. On the right sidebar, there are buttons for 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', and 'New Announcement'. Below these is a 'Coming Up' section with a 'View Calendar' link and the text 'Nothing for the next week'. At the top right of the main content area are 'Edit' and settings icons.



# Modify the page templates so they can be applied to your modules

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

Home

Announcements

Syllabus

Assignments

Discussions

Grades

People

Quizzes

Modules

My Media

Course Media

Library Tools

Multi-Tool



## Course Multi Tool

Kate Hill's Dev Site #2

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

Home

Announcements

Syllabus

Assignments

Discussions

Grades

People

Quizzes

Modules

My Media

Course Media

Library Tools

Multi-Tool

Grade Upload

Pages

Files

Collaborations



Help

## Front Page

Change Front Page:  [Open Page for Editing ↗](#)

Changing the Front Page will make sure it is published and mark it as the Front Page.

## Template Pages

This tool will create pages beginning with "[template]", however, any *unpublished* page in your course can be used as a template page when using the module builder.

### New Template Page

Page Title:  [+ Create Template Page](#)

### Existing Templates

Click any page link below to open that page in a new tab for editing.

[\[template\] Assignment ↗](#)

[\[template\] Discussion ↗](#)

[\[template\] Module Overview ↗](#)

[\[template\] Quiz ↗](#)



# Use the Module Builder to customize your modules

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

Home

Announcements

Syllabus

Assignments

Discussions

Grades

People

Quizzes

Modules

My Media

Course Media

Library Tools

Multi-Tool

Grade Upload



## Module Builder

Kate Hill's Dev Site #2

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

### Module Pattern

Help

Module  Module Prefix

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

- Home
- Announcements
- Syllabus
- Assignments
- Discussions
- Grades
- People
- Quizzes
- Modules
- My Media
- Course Media
- Library Tools
- Multi-Tool
- Grade Upload
- Pages

## Customize Modules

Module 1

Module Title

1	<b>Template Pages</b>
1	<b>Assignments</b>
0	<b>Discussions</b>
1	<b>Quizzes</b>

[template] Module Overview Module 1: Page 1

Module 1: Assignment 1
 

Points (Optional)
Online Submission ⬇

Module 1: Quiz 1

Module 2

Module Title

1	<b>Template Pages</b>
1	<b>Assignments</b>
0	<b>Discussions</b>
1	<b>Quizzes</b>

[template] Module Overview Module 2: Page 1

Module 2: Assignment 1
 

Points (Optional)
Online Submission ⬇

Module 2: Quiz 1



# Modify your assignment groups

☰ Kate Hill's Dev Site #2 > Assignments

- Home
- Announcements
- Syllabus
- Assignments
- Discussions
- Grades
- People
- Outcomes
- Quizzes
- Modules
- My Media
- Course Media
- Library Tools
- Office 365
- Multi-Tool
- Pages

Search for Assignment

+ Group

+ Assignment

⚙️ ▼

<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">⋮</span> <span style="font-weight: bold; margin-right: 5px;">▼</span> <span>Assignments</span> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>	No assignments in this group	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">+</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">⚙️ ▼</div> </div>
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">⋮</span> <span style="font-weight: bold; margin-right: 5px;">▼</span> <span>Discussions</span> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>	No assignments in this group	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">+</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">⚙️ ▼</div> </div>
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">⋮</span> <span style="font-weight: bold; margin-right: 5px;">▼</span> <span>Quizzes</span> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>	No assignments in this group	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">+</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">⚙️ ▼</div> </div>
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">⋮</span> <span style="font-weight: bold; margin-right: 5px;">▼</span> <span>Exams</span> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>	No assignments in this group	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">+</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">⚙️ ▼</div> </div>



# Add assignments

☰ Kate Hill's Dev Site #2 > Assignments

The screenshot shows the Canvas LMS interface for a course. On the left is a navigation menu with items like Home, Announcements, Syllabus, Assignments (highlighted), Discussions, Grades, People, Outcomes, Quizzes, Modules, My Media, Course Media, Library Tools, Office 365, Multi-Tool, and Pages. The main content area has a search bar and buttons for '+ Group', '+ Assignment', and a settings icon. Below these are sections for 'Assignments', 'Discussions', 'Quizzes', and 'Exams', each with a search bar and a settings icon. A modal dialog box titled 'Add Assignment to Assignments' is open, containing fields for 'Type' (set to 'Assignment'), 'Name', 'Due' (with a calendar icon), and 'Points' (set to '0'). At the bottom of the dialog are buttons for 'More Options', 'Cancel', 'Save & Publish', and 'Save'. A yellow box highlights the '+ Assignment' button in the top right of the main interface, and another yellow box highlights the 'More Options' button in the dialog.

Home

Announcements

Syllabus

Assignments

Discussions

Grades

People

Outcomes

Quizzes

Modules

My Media

Course Media

Library Tools

Office 365

Multi-Tool

Pages

Search for Assignment

+ Group + Assignment ⚙️

Assignments

Discussions

Quizzes

Exams

Add Assignment to Assignments

Type: Assignment

Name:

Due:

Points: 0

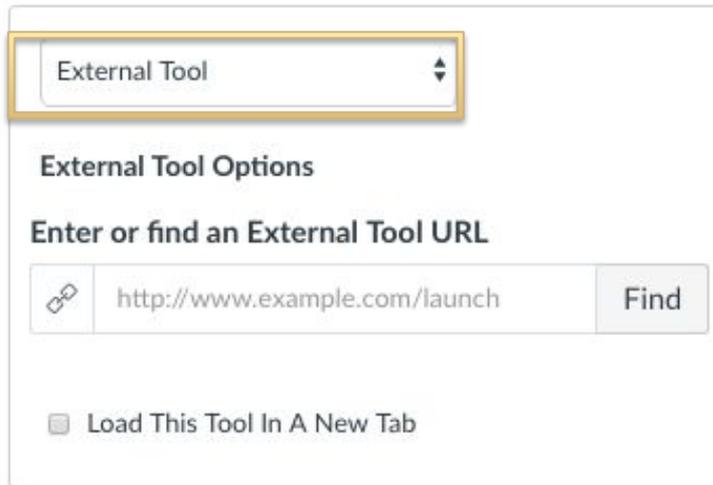
More Options Cancel Save & Publish Save



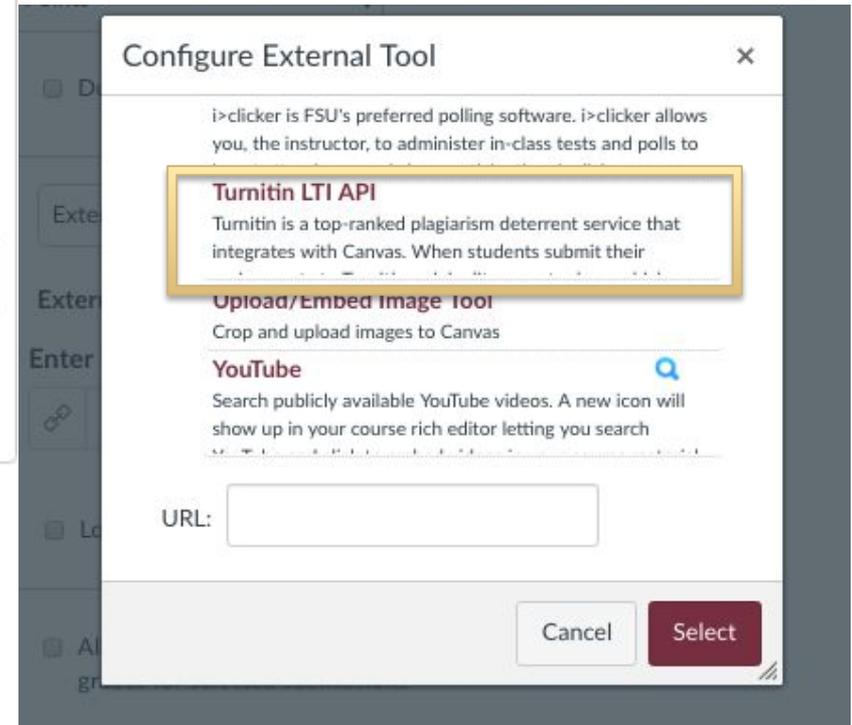


If you want to use Turnitin, change submission type to “External Tool” and click “Find,” select “Turnitin LTI API”

Submission Type



The screenshot shows a dropdown menu for "Submission Type" with "External Tool" selected. Below the dropdown is the "External Tool Options" section. It includes a text input field for the URL with the placeholder "http://www.example.com/launch" and a "Find" button. There is also a checkbox labeled "Load This Tool In A New Tab".



The screenshot shows the "Configure External Tool" dialog box. It lists several external tools. The "Turnitin LTI API" option is highlighted with a yellow box. Below the list is a "URL:" input field and "Cancel" and "Select" buttons.



## Create a new quiz

Home

Announcements

Syllabus

Modules

Grades

People

Library Tools

Grade Upload

Course Media

Files

Pages

Assignments

Quizzes

Search for Quiz

+ Quiz



### ▾ Course Quizzes

No quizzes available



# Edit quiz details

Points 0 Not Published

Details Questions

Unnamed Quiz

Quiz Instructions: HTML Editor

**B** *I* U **A** **A** **I** **≡** **≡** **≡** **≡** **×** **×** **≡** **≡**  
**≡** **≡** **≡** **≡** **≡** **√x** **✱** **📄** **📄** **📄** **📄** **12pt** **Paragraph** **🔗**

Quiz Type: Graded Quiz

Assignment Group: Assignments

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

- 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

+ New Question

+ New Question Group

🔍 Find Questions

Notify users this quiz has changed

Cancel

Save & Publish

Save



# Create Discussions

Home

Announcements

Assignments

**Discussions**

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Search title, body, or author

Unread

Assignments

+ Discussion

▼ Pinned Discussions

You currently have no pinned discussions  
To pin a discussion to the top of the page, drag a discussion here, or select Pin from the discussion settings menu.

▼ Discussions

Topic 1 Last post Jan 23, 2018

Status

Subscription

0 2

Close for Comments

- Pin
- Duplicate
- Delete
- Share to Commons



# Use Gradebook

- 
- 
- Account
- 
- Dashboard
- 
- Courses
- 
- Calendar
- 
- Inbox
- 
- Commons
- 
- Help
- 

☰ ZOO3205-0001.fa17 > Grades



Filter by student name or secondary ID

Student Name	Secondary ID	First Essay First Draft Out of 2	First Essay Peer Review Out of 8	First Essay Assignment FINAL DR... Out of 30	First Midterm Out of 100	Second Essay First D... Out of 2	View Gradebook History
Student		0	8	23	79.5	2	
Student		2	8	27	96.5	2	
Student		2	8	23	84.5	2	
Student		2	8	24	89	2	
Student		2	8	25	72.5	2	
Student		2	8	27	85	2	
Student		2	8	25	68.5	0	0
Student		2	8	23	81	2	8
Student		2	8	24	80	2	8
Student		2	8	28	76.5	2	8
Student		2	8	30	89	0	0
Student		2	8	23	85	2	8
Student		2	8	24	90	2	8
Student		2	8	21	68	2	8
Student		2	8	23	87.5	2	8

Individual View

Import
 Export

- Show Student Names
- Arrange columns by points
- Arrange columns by assignment group
- Treat Ungraded as 0
- Show Concluded Enrollments
- Show Inactive Enrollments
- Show Notes Column



# Publish your course!

- 
-  Account
-  Dashboard
-  Courses
-  Calendar
-  Inbox
-  Commons
-  Help

☰ BSC3312-0001.sp18

2018 Spring - 1

 Edit 

**Course Status**

Unpublish  Published

- Home**
- Announcements
- Syllabus
- Modules
- Assignments
- Library Tools
- Grades
- People
- My Media
- Course Media
- Office 365
- Multi-Tool
- Grade Upload
- Pages
- Files
- Collaborations
- Conferences

HOME

BSC 3312



 [Start Here](#)

 [Syllabus](#)

 [Modules](#)

 [Career Opportunities and Resources](#)

-  Import from Commons
-  Choose Home Page
-  View Course Stream
-  Course Setup Checklist
-  New Announcement
-  View Course Analytics

**Coming Up**  [View Calendar](#)  
 Nothing for the next week



# 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”

First Draft and Peer Review

Home  
Announcements  
Syllabus  
**Assignments**  
Discussions  
Grades  
People  
Quizzes  
Modules  
My Media  
Course Media  
Library Tools  
Multi-Tool  
Grade Upload  
Pages

Assignment Inbox PeerMark Setup PeerMark Reviews ? Helpdesk **Settings**

**Title**  
First Draft and Peer Review

**Instructions**  
Assignment instructions

Allow submission of any file type ?

**Max Grade**  
100

**Start Date**  
2018-01-11 23:11 EST

**Due Date**  
2018-01-19 23:11 EST

**Feedback Release Date**  
2018-01-19 23:11 EST

**Optional Settings**

Submit



# Check “Add a Rubric” and Click “Launch Rubric Manager” & Create a Rubric

Do not store the submitted papers

- Allow late submissions ?
- Enable anonymous marking ?
- Enable grammar checking using ETS® e-rater® technology

Attach a rubric

Adv. Inverts First Essay

**Launch Rubric Manager**

Adv. Inverts First Essay		SCALES							
CRITERIA		Scale 1	1.00	Scale 2	2.00	Scale 3	3.00	Scale 4	4.00
<b>Topic</b>	25%	Topic cannot be inferred by the end of the first paragraph because the scope is too broad or too narrow.		Topic is addressed, but may not be clear by the end of the first paragraph. The reader cannot infer what will be discussed in the encyclopedia article because of too much or too little background information.		Topic is addressed in the first paragraph, but the reader must infer what ideas will be discussed in the encyclopedia article.		Topic is clearly identified in the first paragraph of the encyclopedia article and focuses the reader's attention on what ideas will be discussed	
<b>Evidence</b>	30%	Many of the sources don't seem to fit well with the main topic. This may be due to poor paraphrasing or poor selection of sources.  Sources are quoted instead of paraphrased.		Some sources don't fit well with the main topic. While they are generally related to the topic, they don't serve to build the reader's understanding because they are either too broad or too narrow.		Most sources fit well with the main topic, but some may seem arbitrarily added.  Sources are cited parenthetically, but paraphrased portion could be rewritten to improve the precision of the encyclopedia article.		Each source has been selected purposefully and works towards building the reader's understanding of the interest of the topic.  Sources are cited parenthetically and only	
<b>Organization</b>	20%	The sequence of ideas is lacking which makes the writing difficult to follow. Major reordering is needed to improve the readability of the article.		The sequence of ideas is frequently confusing because of missing transitions. Reordering of large sections would improve the readability of the article.		The sequence of ideas is clear, but additional transitions are needed. Minor reordering would improve the readability of the article.		The sequence of ideas supports the development of the main topic. Transitions and other features (if applicable) are used to reinforce the organization of ideas.	
<b>Citations</b>	12.5%	Significant errors in formatting citations. Three or fewer citations are from the primary, peer-reviewed literature.		Citations are listed, but there are significant errors in formatting. At least four sources are from the primary, peer-reviewed literature.		Minor errors in formatting citations. At least six of the sources are from the primary, peer-reviewed literature.		Citations are formatted correctly. At least six are from the primary, peer-reviewed literature.	
<b>Writing Style</b>	12.5%	Excessive misspellings.  Grammatical errors that detract from sentence meaning.  Frequent use of casual language.		Sentences should be combined.  Occasional grammatical and spelling errors.  Occasional use of casual language.		Minor revisions could correct a few grammatical/spelling errors.  Minor revisions could make a few sentences clearer.		No grammar or spelling errors.  Sentences flow logically and are combined in a way that makes the writing easy to follow.	



To use Kaltura to create online videos, click “My Media”, click “Add New” and Select “CaptureSpace Lite”

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

Home

Announcements

Syllabus

Assignments

Discussions

Grades

People

Quizzes

Media

**My Media**

Course Media

Library Tools

Multi-Tool

Grade Upload

## My Media

Filters

Sort by Most Recent ▾

🔍 Search My Media



**Creating a Turnitin and Peer Mark Assignment in Canvas**

This webinar teaches you how to set up a Turnitin Assignment

📄 caption\_complete

🗨️ 0 🕒 A week ago



➕ Add New ▾

⌵ Actions ▾

📁 Media Upload

📹 CaptureSpace Lite

📊 Video Quiz

🗑️ Delete





# Download CaptureSpaceLite for your computer

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

## 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

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

- Home
- Announcements
- Syllabus
- Assignments
- Discussions
- Grades
- People
- Quizzes
- Modules
- My Media**
- Course Media
- Library Tools
- Multi-Tool
- Grade Upload
- Pages
- Files
- Collaborations
- Conferences

## The Kaltura CaptureSpace Desktop Recorder

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

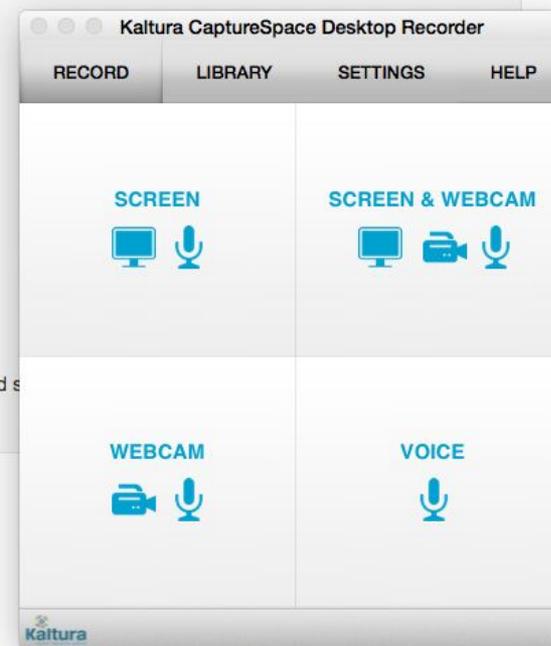
### Using CaptureSpace for the first time?

[Download for Windows](#)

[Download for Mac](#)

### Learn more

See the [Kaltura CaptureSpace - User Manual](#) for additional information on supported s





# Create a Conference

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

▼ New Confer

▼ Concluded C

## 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

Cancel

Update

+ Conference



# After you started the Conference

Basics of Teaching @ FSU Conference

Users: Zhaihuan Dai ( )

Webcams

Presentation: default.pdf

Welcome to BigBlueButton

BigBlueButton is an open source web conferencing system for on-line learning.

Click the images on the right to view tutorial videos for instructors and students.

If you need help with your audio, watch [setting up audio](#).

To view more tutorial videos, along with information on the open source project, visit [bigbluebutton.org](http://bigbluebutton.org).

Moderator / Presenter

Viewer

Chat: Public Options

16:37

For help using BigBlueButton watch these (short) [tutorial videos](#).

This BigBlueButton session is provided free of charge by Blindsided Networks Inc. to Instructure customers. **Recordings are automatically deleted 14 days after this session ends.** For permanent recordings (and more premium options) visit <http://www.blindsidenetworks.com/instructure>.

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[ WebRTC Audio ] English Default Layout

-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”

The screenshot displays the Canvas LMS course settings interface. On the left is a navigation menu with 'Settings' highlighted in a red box. The main content area is titled 'Feature Options' and contains a list of course features with toggle switches. On the right, a list of actions is shown, with 'Import Course Content' highlighted in a yellow box.

Feature	Status
ePub Exporting <small>beta</small>	Off
Learning Mastery Gradebook	Off
Student Learning Mastery Gradebook	Off
New Gradebook <small>beta</small>	Off
Recurring Calendar Events <small>beta</small>	On
Gradebook - List Students by Sortable Name	On
Enable Dashboard Images for Courses <small>beta</small>	On
Anonymous Grading	On
Mastery Paths <small>beta</small>	Off
External Collaborations Tool	Off
Quiz Log Auditing <small>beta</small>	On

Current Users	Count
Students:	None
Teachers:	1
TAs:	None
Designers:	None
Observers:	None



# Select “Copy a Canvas Course” and import your Development Site into your Course Website

☰ Kate Hill's Dev Site #2

- Home
- Announcements
- Syllabus
- Assignments
- Discussions
- Grades
- People
- Quizzes
- Modules
- My Media

## Import Content

**Content Type**

**Search for a course**  or

Include completed courses

**Content**  All content  Select specific content

**Options**  Adjust events and due dates



# Practice

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



