

Getting Started with Canvas – Revised Spring 2021

For Instructors

LMS – A *learning management system* is an online application with built-in tools and features to assist instructors in a variety of areas, including delivering course material to students, administering tests and other assignments, managing record keeping, and tracking student learning. Canvas gives instructors the ability to:

- Communicate with students outside the classroom via the Canvas announcements, email, discussion board, gradebook, and chat tools.
- Store course files and make selected documents available to students online as needed.
- Easily track the submission and timeliness of assignments by requiring students to upload completed work into Canvas.
- Create self-graded quizzes in Canvas that can encourage students to read assigned material before coming to class.
- Extract course content, assignments, and quizzes from previous terms and import them for use in upcoming terms.
- Record and upload audio or video comments for students.

Canvas can serve as a platform for flipped classrooms and for holding class when inclement weather or illness prevents the instructor from being on campus.

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Note: Revisions have been made throughout this document to reflect changes to Canvas with major updates to pages 24 - 26.

NOTE: Links to several Canvas tutorial videos are included in this document. The full list of Canvas tutorial videos, **Video Guide**, can be found in [Help](#) in the **global navigation menu** by clicking on **Search the Canvas Guides**. Video transcripts can be downloaded and printed (the link is provided below the video).

Canvas at Covenant

The use of Canvas is optional for instructors with one exception, the required uploading (posting) of **two documents** for each current semester course: (1) the course syllabus and (2) the instructor's CV.

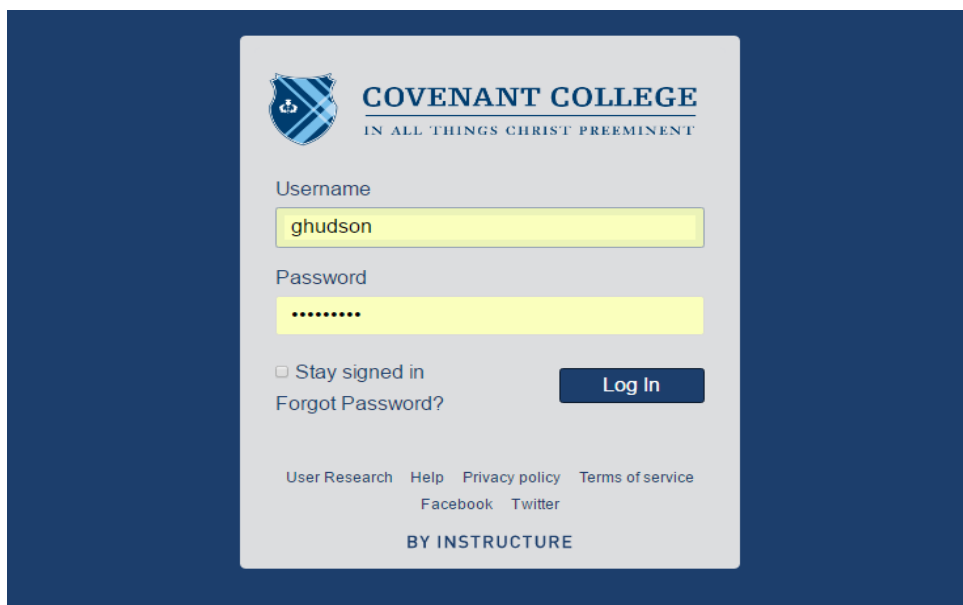
Toward the end of a current semester, courses for the upcoming term are populated (set up) in Canvas by Banner with the enrolled students. Any changes in course enrollments made to Banner each day by students adding and dropping courses are uploaded to Canvas around 8:00 pm to update the Canvas course rosters.

Logging in to Canvas

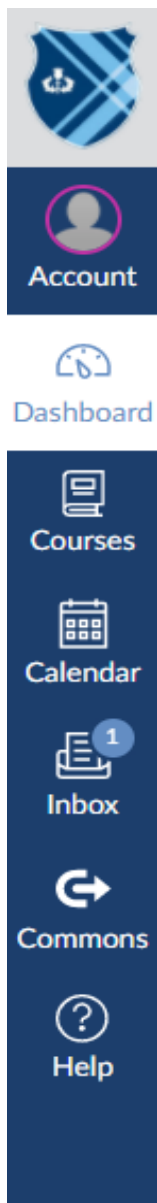
Go to the Covenant College website, [Covenant College, General Resources](#), and click on **Canvas**, or use this link:

covenantcollege.instructure.com

Enter your **Covenant username** and **password**. (Do not use your Covenant email address to log in to Canvas.)



Moving Around in Canvas - Global Navigation Menu



The Canvas user interface (UI) has two levels of control options. The first level is the **global navigation menu**, which contains options and features that globally relate to your Canvas account. The second level is the **course navigation links**, which cover the options and features within each individual course. The **course navigation links** are discussed on page 6.

The **global navigation menu** (options down the left side of the page in dark blue) includes [Account](#), [Dashboard](#), [Courses](#), [Calendar](#), [Inbox](#), [Commons](#), and [Help](#). The default mode of the **global navigation menu** is to show each tool with its name (text) and icon. It is likely that many instructors will prefer this mode. If you click on the ← arrow at the bottom of the **global navigation menu**, it will minimize the menu to show only icons. Clicking on the → arrow, expands the menu.

When you log in to Canvas, you will land on the [Dashboard](#), where you have the option to view the course *cards* or see a listing of your recent activity. Course cards are large icons representing specific courses. Click on the course that you want to enter.

Video: [Canvas Overview for Instructors](#)

Account

In [Account](#), you can upload a profile photo of yourself (see [instructions](#) on page 27, item 2) and change **notification preferences** relating to how often you want to be notified about student activity in Canvas. This location is also the Canvas repository for all your uploaded files, across all courses and semesters. Here you find separate folders for **user** files (indicated by **My Files**), **course** files (indicated by the course name and semester), and **group** files, if any, (indicated by the group name). Files are automatically placed here as you upload them to individual courses.

Dashboard and Courses

To see a list of all your courses (both current and past) and to select which courses will show in the [Dashboard](#), click on [Courses](#) and then click on **All Courses**. Select the star before the courses that you want to show on your [Dashboard](#). To change the color of a course card or give the course a nickname, click on the three vertical dots at the top of the course card and specify the changes there. To enter a course, click on the course card in the [Dashboard](#) or on the course name in [Courses](#), **All Courses**.

Calendar

The **Calendar** is a global feature, meaning that users (instructors and students) can see all assignments and events in their courses in one place organized by date. The **Calendar** automatically syncs with other tools in Canvas, such as **Assignments**, **Syllabus**, and **Grades**.

In **Calendar**, instructors can set up an appointment scheduler where they specify their availability on a particular day, and Canvas will invite students to schedule appointments within those times. The **Calendar** will be updated automatically to notify the instructor as to the newly scheduled appointment times.

Video: [Calendar Overview for Instructors](#)

Inbox

Use the **Inbox** to send email messages to individual students or the entire class and to receive messages from students. The student distribution list, created by Banner, is already stored in each Canvas course, however, you must **publish** the course (**open the course to students**) before you can send an email.

Email messages sent using Canvas or that students send to you through Canvas will automatically be forwarded to your Covenant Gmail inbox. You may respond either from Canvas or your Gmail account, and your response will be stored both in Canvas and Gmail.

Create and send a new message

1. Click on **Inbox** and then click the **Compose** button (a **leaf** icon at the top center).
2. Select the course where you want to send your message.
3. Add recipients by clicking the **address book** icon (right of the **To:** field) and sending the message to all in the course or filtering users by role or section. You can also select recipients by typing one or more names in the **To:** field. As you type, you should see matching users' names display below the field. Select the correct users.
4. Enter a title in the **Subject** line.
5. If you want to send the same message to multiple people individually rather than sending one message that goes to a group, select the **Send an individual message to each recipient** checkbox.
6. Type your message in the text box.
7. If you would like to add an attachment to your message, click the **paper clip** (attach) icon at the bottom of the message and select a file from your computer.
8. You can also record and upload an audio or video message to be included in the email message by clicking the **play media** icon at the bottom of the message. You will be

asked to allow Canvas to connect to your computer's microphone and camera. Click **Allow** and then click anywhere in the image box to start recording. Click again to stop the recording and click **Save** to upload the embedded recording into the message.

9. When you are ready to send the message, click **Send**.

Canvas documentation often refers to the **Inbox** or email feature as **Conversations**. If you would like to change where and how frequently you receive notifications about any **Inbox** activity, click **Account** in the **global navigation menu** and open **Notifications**. Then, scroll to **Conversations** and make your desired changes.

Video: [Conversations Overview \(All Users\)](#)

Commons

Commons provides a place to share resources - including courses, assessments, and activities with other educators. You can search for learning resources and import them into your own Canvas courses.

Help

The **Help** feature provides several options for getting help. The **Canvas Guides** provide written documentation and videos for many of the commonly used applications available in Canvas. When you encountered a problem with Canvas or simply want to ask for help, click on “**Contact Tech Support**” to notify Covenant’s Technology Services of the issue.



Building Your Course - Course Navigation Links

When students enter a course, they are taken to its **Home** page. The figure below is an example of a **Home** page that was built using **Pages** to create an introductory home page.

The screenshot displays the Canvas LMS interface for the course MAT144 - Finite Mathematics. On the left is a global navigation menu with links like Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. To the right of the main content is a course navigation menu with links such as Home, Syllabus, Assignments, Discussions, Grades, Announcements, People, Modules, Quizzes, Files, Pages, Collaborations, Conferences, Outcomes, Google Drive, and Settings. The main content area features a 'COURSE HOME' header, a welcome message from Dr. Ginner W. Hudson, and details for two sections: Section 1 (Tues Thurs, 9:30-10:45 am, Brock 212; Wed, 1:00-1:50 pm, Mills 150) and Section 2 (Tues Thurs, 1:00-2:15 pm, Brock 120; Wed, 4:30-5:20 pm, Brock 120). A book cover for 'finite Mathematics + applied Calculus' is also visible. On the far right, there are buttons for 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', and 'View Course Analytics'. Below these are 'To Do' and 'Coming Up' sections with task lists.

The **course navigation links**, shown to the right of the **global navigation menu** in the figure above, control movement among the pages within each course. Each Canvas course currently comes with a set of 20 course pages that cover the functionality of the Canvas platform: [Announcements](#), [Assignments](#), [Attendance](#), [Chat](#), [Collaborations](#), [Conferences](#), [Course Reserves-Library](#), [Discussions](#), [Files](#), [Google Drive](#), [Grades](#), [Home](#), [Modules](#), [Outcomes](#), [Pages](#), Panopto Video, [People](#), [Quizzes](#), [Settings](#), and [Syllabus](#).

The instructor has the options to hide selected links from students and to reorder the position of visible links (see [Navigation](#) in **Settings**, page 23). In getting started with Canvas, it is likely that you will use fewer than 10 of the 20 course pages.

When moving around in Canvas, if you want to go back to a previous page, click on the *breadcrumbs* found at the top left. In the **Home** page shown above, the breadcrumbs are

MAT144. If you then click on **Grades** and are taken to the **Grades** page, the breadcrumbs will now be **MAT144 > Grades**. To return to the course **Home** page, click on **MAT144**.

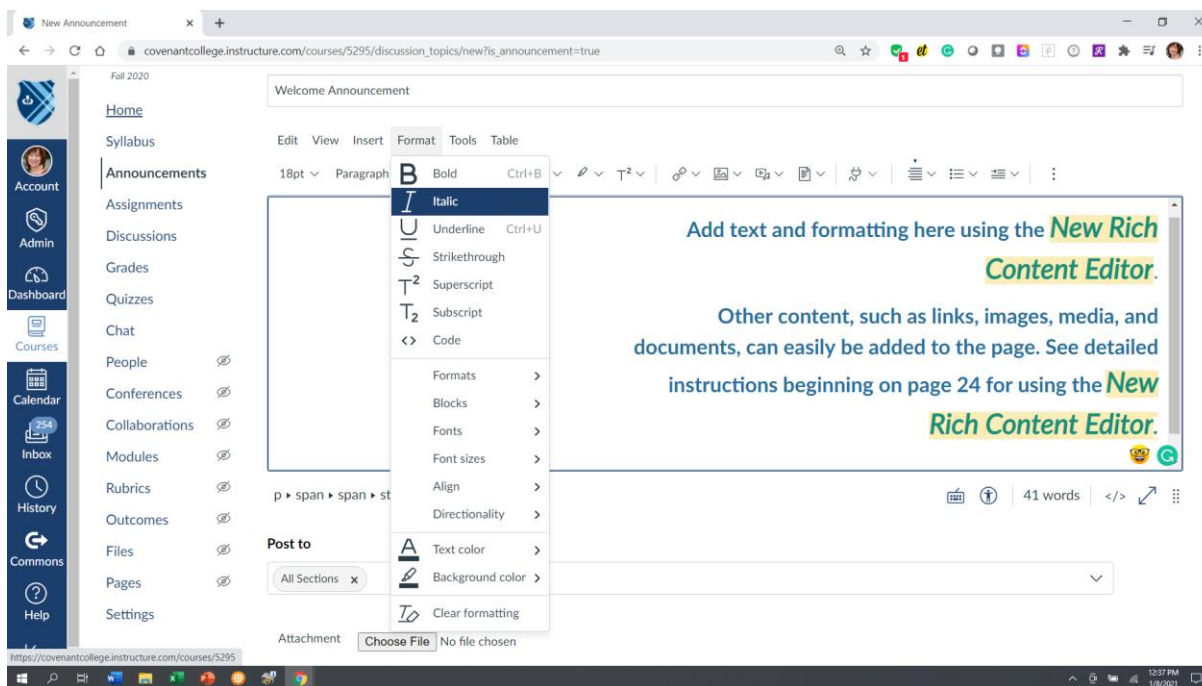
NOTE: *The **course navigation links** are listed below in alphabetical order and not in the order you will initially view them in your course.*

Announcements

Announcements allow instructors to communicate with students about any aspect of the course, such as schedule updates, reminders, additional resources, and other course activities. As soon as you have created an Announcement, Canvas takes care of notifying students according to their selected **Notification Preferences**.

Create and send a new announcement

1. Click **Announcements** in the **course navigation links**. Then, click the **+Announcement** button.
2. Fill in the **Topic Title**.
3. Then use the **New Rich Content Editor**, the default setting, to add text and format your announcement content (as shown below). You can also use the **insert media** tool to record an introduction to the announcement.



NOTE: *For more information about using the **New Rich Content Editor**, go to [Using the New Rich Content Editor](#), page 24.*

4. Below the open text box in the **New Rich Content Editor**, you have the option to add an attachment to your announcement. Click **Choose File** to select the file to attach from your computer.
5. You also have a few other options. First, you can delay posting by setting a future date to post your announcement.
6. Next, you can select whether users must post before seeing replies to the announcement.
7. When you finish, remember to click **Save**. Please be aware that when you click **Save**, your announcement will be sent to the class, which can present a problem if you are still drafting the announcement. To get around this issue, you can click **Delay posting**, set a future date for the announcement to be sent to students, and then click **Save**. To complete work on the announcement, click on **Edit**. When you are ready for the announcement to be sent, click on **Edit**, unclick the **Delay posting**, and click **Save**.

By default, students will be able to comment on course announcements. After an announcement has been created, you can close the post for comments by clicking on the **gear** (settings) icon and selecting **Close for Comments** so that students will not be able to reply to an announcement. You can also disable comments for all announcements in the course-level **Settings** (select tab **Course Details**, click on **more options** at the very bottom, and check the box **Disable comments on announcements**).

Assignments *(a better name would be Assessments)*

It may be helpful in understanding this feature of Canvas to think of this page as **Assessments** rather than **Assignments**. An assignment in Canvas is any **assessment** activity created by the instructor, such as quizzes, assignments, homework, exams, projects, discussions, and participation. These categories are referred to in Canvas as **Assignment Groups**.

The **Assignments** page shows a list of the course assignments within each **Assignment Group**. When students click on a specific assignment from this list, they can see the instructions for completing the assignment, how much the assignment is worth (points), how to submit the assignment, and a due date. If desired, you can ask students to submit their completed assignment in Canvas. Assignments can be assigned to everyone in the course or differentiated by section.

Specific assignments can be kept unpublished until you are ready to make them available to students. To publish an assignment, click on the **gray cloud** icon (with a diagonal line through it), and it will change to a **green cloud** icon, meaning that your assignment has been published and students will be notified.

Each assignment, which is organized under **Assignment Groups** that you name (quizzes, assignments, homework, exams, participation, *etc.*) represents a column in the **Canvas Gradebook**. Grades (points) for assignments submitted in class can also be posted in the **Gradebook**.

The first step in setting up the **Gradebook** is to identify the **Assignment Groups** you will employ in the course. The second step is to assign the weights that will be applied to each **Assignment Group** in calculating the final weighted average.

Add Assignment Groups and specify the respective grading weights

1. Go to **Assignments** and click on **+Groups** at the top right corner.
2. Type in the first type of assessment in the box **Group Name**, for example, *Quizzes*.
3. Specify the grading weight percentage for that particular **Assignment Group**. For example, to assign a weight of 30% for *Quizzes*, enter **30** in the box **% of total grade**.
4. Click on **Save**.
5. Repeat that process for each **Assignment Group** in your grading scheme. Canvas will show when the total for all weights adds to 100%.
6. Go to **Grades** to see that columns have been added in the **Gradebook** for each **Assignment Group**.

To make a change in a group name, click on the **gear** icon to the right of the group name and select **Edit**. Select **Delete** to delete an **Assignment Group**. It is easy to change the order of the **Assignment Groups** by grabbing the one you want to move, dragging it, and then dropping it into the desired order.

Modify the grading weights for each assignment group

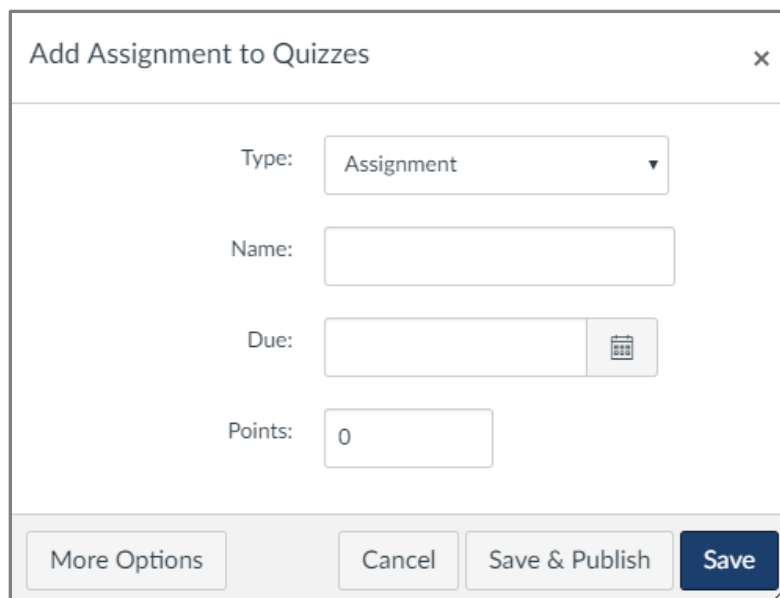
1. Go to **Assignments** and click on the **gear** icon at the very top right corner and select **Assignment Groups Weights**.
2. Then check the box to **Weight final grade based on assignment groups**. You should see a list of your **Assignment Groups** with the assigned percentage next to each group.
3. Enter the desired percentage for each group.
4. Click on **Save**.

When you get ready to create an assignment, consider first whether or not you want to use Canvas to administer the assignment. If you want to require students to participate in the Canvas online discussion board, you will use **Discussions**. In Canvas terminology, this designation is called the **Assignment Type**, and in this case, the **Type** is **Discussions**.

The second **Assignment Type** that you may want to use is **Quiz**, which would indicate that you will be using the Canvas **Quiz** feature to administer the quiz online. If, however, you give an in-class quiz and want to post the quiz scores in the **Gradebook**, leave the **Type** set to the default mode **Assignment**. The **Assignment Type** options are explained further in the steps below.

Create a new assignment

1. Go to **Assignments** and look for the particular **Assignment Group** where the new assignment belongs.
2. Click on the + (plus sign) to the right of the **Assignment Group** name. This places the assignment into the chosen **Assignment Group** for grading purposes. For example, when you give the first in-class quiz, go to the assignment group *Quizzes*, and click on the +. In this way, the in-class quiz will be grouped and weighted as an assignment in the **Assignment Group Quizzes**.
3. Step 2 will open a dialogue box as shown below. Complete the description of the assignment including name, due date, and points.



4. Under **Type**, you are given the default type of **Assignment** (shown above). By clicking the down arrow, you will also have the option to choose **Discussion**, **Quiz**, **External Tool**, or **Not Graded** types (not shown above). If you want the specific assignment to use Canvas' **Discussion** feature or the **Quiz** feature, select that one as the **Type**, respectively. If, however, you are giving an in-class quiz, leave it as the default **Type: Assignment**, as you will not be needing the online Canvas **Quiz** feature.

5. Click on **More Options** to get additional options. These include specifying how the assignment will be submitted (**No Submission, Online**), whether it is a group or individual assignment, and whether to display the grade as points or a percentage.
6. Clicking the **More Options** button also opens the **New Rich Content Editor** where in the open text box you can write a description of the assignment instructions or upload a file that explains it. The **New Rich Content Editor**, as described in [Using the New Rich Content Editor](#) on page 24, provide tools for adding and formatting text, writing math equations, inserting links, files, and images, and recording and uploading personal video or audio comments.
7. If you want to continue editing the assignment but need to take a break or move to another page in Canvas, be sure to **Save** your work.
8. When the assignment is ready to be sent to students, click **Save & Publish**.

Video: [Assignments Overview for Instructors](#)

Attendance

The **Roll Call Attendance** tool allows instructors to track student attendance in class. When you take attendance using Roll Call, Canvas automatically adds Attendance on that date as an assignment in the **Gradebook**. For more information, see the [Roll Call Attendance Tool Guide](#).

Chat

The **Chat** tool allows instructors and students to interact online. These real-time conversations can be used to conduct study sessions, hold virtual office hours, or communicate with a group of students about a team assignment. **Chat** history is available to all course users. So, if you want to have a private conversation with a student, consider other methods, such as sending a private message via the **Inbox**.

To begin, go to **Chat** in the **course navigation links** and enter the **Chat** room. You can view how many class members are online and available to chat. At the bottom of the **Chat** window, there is a text field where you can enter text. Type your message and click on the **Send** button next to the text field (or press the **Enter** button on your computer) to make your message visible.

Messages sent by course instructors include an instructor label to help students quickly identify an instructor response. If you want to be notified about new **Chat** messages, toggle the notifications button. This option will let you know if there are new **Chat** messages when you are viewing another tab in the browser. Instructors have the ability to delete any message in **Chat**. Students cannot delete any **Chat** messages.

Collaborations

Collaborations is a tool that allows students and instructors to create and edit documents in Google Docs that can be edited by the entire course or any subset of the course roster. Students can use **Collaborations** to work collaboratively on tasks like group papers or note-taking. This page gives users an easy place to keep track of those collaborations and to set them up without having to swap emails. **Google Docs** allows up to 50 users per collaboration, and all users can view and edit a document at the same time.

Conferences

The **Conferences** tool allows instructors to create virtual classrooms and interact with their students in real time using audio, video, desktop sharing, and presentation tools. The instructor may also create a conference in a course to hold virtual office hours. Conferences can be recorded and accommodate up to 50 people.

Course Reserves- Library

Documents and articles that are subject to copyright considerations should be stored here. Requests for course reserves go through Barbara Beckman in the library.

Discussions

Instructors can use the **Discussions** page to facilitate online communication with the class or to require students to make comments regarding some assigned reading prior to class. Discussions can be graded or not.

To encourage students to submit original thoughts, options can be set to require users to post their comments before seeing others' contributions. Assigned discussions can allow *threaded* replies, where a student can reply to another student's reply. *Unthreaded* replies will keep the discussion more focused by only allowing students to respond to the main discussion topic.

Start a new discussion

1. Click **Discussions** in the **course navigation links**, then click the **+Discussion** button at the top right corner of the page.
2. Add a **Topic Title** for your discussion.
3. Describe the discussion question or topic and give instructions for replying. Use the **New Rich Content Editor** to add text, links, files, and images, as explained in [Using the New Rich Content Editor](#), page 24.

4. Select the options you would like applied to this discussion, including allowing threaded replies and requiring students to post before seeing others' replies.
5. To keep students from viewing the newly created discussion, or if you plan to continue editing at a later time, click **Save**.
6. To make the discussion thread visible to students immediately, click the **Save & Publish** button. The button on the **Discussions** home page will now appear green and say **Published**.

Alternatively, you can also start a discussion from the **Assignments** page, as described in [Assignments](#). Once a discussion has posts and replies, you cannot unpublish it.

Discussions is organized into three areas:

1. **Pinned Discussions** – discussions you want students to always see at the top of their **Discussions** page.
2. **Discussions** – displays current discussions within the course, with most recently active discussions listed first.
3. **Closed for Comments** – discussions that have been manually closed or the availability date has passed. Students can no longer contribute to these discussions.

Pinned discussions are appropriate when you are concerned with the order in which discussions appear. For example, an instructor might want to have a course Q&A in the pinned area as an open forum where anyone can go and ask questions that everyone in the class can see. The teacher can encourage students to subscribe to this so that they can help each other and be notified when someone posts to that discussion.

You can pin a discussion by dragging and dropping it from the **Discussions** or **Closed for Comments** areas to the **Pinned discussions** area or by clicking the **gear** icon next to the discussion and selecting **Pin**. You can unpin a discussion by following the same steps but selecting **Unpin**. Pinned discussions can be arranged in any order by dragging and dropping. You can move discussions to the **Discussions** or **Closed for Comments** areas by dragging and dropping or by clicking the **gear** icon next to the discussion and clicking the appropriate option. To delete a discussion, click the **gear** icon next to the discussion and click **Delete**.

If you do not want students to go to the **Discussions** page directly to view discussions and want to instead direct them to **Discussions** through **Modules** or **Pages** links, visit the **Navigation** tab in your course **Settings** to hide **Discussions** from students by dragging and dropping it into the bottom half (for hidden links) of the list. With the **Discussions** link hidden from the **course navigation links**, students can still access the main **Discussions** page via their breadcrumb trail when they are in a discussion.

Video: [Discussions Overview for Instructors](#)

Files

Canvas provides a separate course file repository within each course. All the files you need for the course may be uploaded to the **Files** page at the beginning of the semester or imported from a previous course. To organize your files by adding folders, click the **+Folder** button. Files can be uploaded from your computer individually or in bulk. Click on the **Upload** button and select one or more files.

The **Files** page can be completely hidden from students (see [Navigation](#), page 23, in **Settings**). In the case when **Files** are made available to students, you can click on the **green cloud** icon (**published** and available to students) and it will change to a **gray cloud** icon (**unpublished** and not available) on those files that you want to remain hidden from students.

Video: [Files Overview for Instructors](#)

Google Drive and Google Apps

You can access your Google Drive files while in Canvas. You must first, however, authorize **Google Apps** to access your Google Drive account. Select **Google Drive** in the **course navigation links** and you will be asked to sign in to your Google Drive account. When asked if you will authorize this integration, click on **Allow**.

*NOTE: Some instructors may experience difficulty in authorizing Canvas to integrate with Google Drive. If you have problems, contact Covenant's Tech Services through the **Help** link. Instructors are not able to use the **Student View** to see how an embedded document looks when using **Google Apps**.*

Using **Google Apps**, you can select a file stored in your Google Drive account and insert that document anywhere you can use the **New Rich Content Editor** in Canvas (**Announcements**, **Assignments**, **Discussions**, **Pages**, **Quizzes**, or **Syllabus**). Files can be either *linked* or *embedded*. With linked files, users see the hyperlink, which connects to the file. For embedded files, Canvas automatically shows the document embedded in the page, and any time you edit the Google Drive file, it will be automatically updated in Canvas.

Embed a file from Google Drive into the New Rich Content Editor

1. From the **New Rich Content Editor**, look at the bottom row of options for Apps (the electrical plug icon) and select **Google Apps** (Google Drive). That should open your Google Drive folders.
2. Click on the appropriate folder and select the file you want to download.
3. Once the file is selected, you will be given the options at the bottom of the screen to **Embed** or **Link** the file into the open text box. **Embed** places the document into the

Canvas page. Selecting **Link** provides a link to that document. With either option, students will be able to download the document.

4. Click on **Save** to finish the embedding process.

Grades

When instructors click on **Grades**, they see the Canvas **Gradebook**, which is a spreadsheet of all grades (scores or points) posted in Canvas for each assignment and each student. When students view the **Gradebook**, they see only their grades for each assignment along with any comments the instructor has made. Grades for in-class exams and quizzes can also be entered into Canvas to allow students to track assignment scores online. A student can use the **Gradebook What-If** tool to calculate his or her overall course average based on hypothetical scores to see how grades will be affected by upcoming or resubmitted assignments.

Instructors can quickly edit grades for any course or section. You can excuse a student from an assignment by typing **EX** in the cell and pressing the ENTER key. If you want to use the **Gradebook** as a tool for tracking the grades in a course but do not want students to have access to the **Gradebook**, hide the **Grades** page from students by going to [Navigation](#) in **Settings** (page 23), and move **Grades** to the bottom list.

Instructors can download the grades that have been entered into the **Gradebook** as a CSV file and convert it to an Excel spreadsheet. Click on **Actions** at the top of the **Gradebook** page and then select **Export**.

Canvas gives the option to drop the lowest grades within an **Assignment Group**. To set this option, go to the **Assignments** page. click on the **gear** icon down arrow for the **Assignment Group**, and select **Edit**. Enter the **Number of scores to ignore for each student, Lowest Scores**. You also have the option to specify a particular assignment within that Assignment Group that will never be the one dropped (even if it has the lowest score within the Assignment Group).

Assignments that have been uploaded by students to Canvas can either be graded online using the **SpeedGrader** or the submitted file can be downloaded and printed prior to grading.

Using SpeedGrader for assignments submitted online

1. Go to **Assignments** in the **course navigation links** and click on the assignment to be graded.
2. Look in the side panel to the right and click on **SpeedGrader**.
3. You will see the assignment submission for the first student (alphabetically by last name) in the course and the student's name in the upper right corner.

4. Using the **DocViewer** tool provided there, add text comments, highlight, and draw on the assignment.

NOTE: *For more information about providing feedback to students through the **Gradebook** and **Speed Grader with DocViewer**, go to the [Grades section](#), page 29, in *Using Canvas to Communicate with Students*.*

5. Place the number of points that the student earned on this assignment in the box labeled: **Assessment**, Grade out of ____ (total points).

6. If desired, you may enter a comment in the **Assignment Comments** box.

NOTE: *Canvas has an especially nice tool here for **speech recognition** for those instructors using the **Chrome** browser. By clicking on the **speaker** icon at the bottom of the right panel and allowing Canvas to access your computer's microphone, it will convert your spoken word comment to text.*

7. You also have the option of attaching a file or recording and uploading a video comment.
8. Rubrics can be added by finding an existing rubric in one of your courses, or by creating a new rubric. See Canvas resource: [How do I add a rubric to an assignment?](#)
9. Click on **Submit**. You have finished grading the assignment for the first student.
10. Go to the upper right corner and click on the → arrow to go to the next student's assignment. Follow steps 4 to 8 and repeat this process for all students in the course. Clicking the ← arrow moves you back to the previous student. For courses with more than one section, if you click on the down arrow to the right of a student's name, you can choose to see all students (across all the sections) or work with students in each section separately.

When entering scores for a particular assignment, you may want keep them hidden until you have entered the scores for all students. To hide the scores, go to **Grades** and click on the three vertical dots at the top right (not visible until you hover over that space) for the assignment being graded. Select the last option in the list, **Grade Posting Policy**. Select to post grades **Manually**, then click **Save** at the bottom. When you are ready for students to be notified of their grade on that assignment, click the down arrow again, and this time, select **Post grades**. You will be given the choice to post grades to all students or just to those students who have received a grade or a submission comment from you. Once you have made the selection, click **Post**.

Video: [Gradebook Overview for Instructors](#)

Home

When students enter a course, they will be taken to the **Home** page. You can choose what you want to display on the **Home** page. Go to **Choose Home Page** on the right side of the **Home** page and select from: the course activity stream, a page you have created, course **Modules**, the assignment list, or the **Syllabus** page.

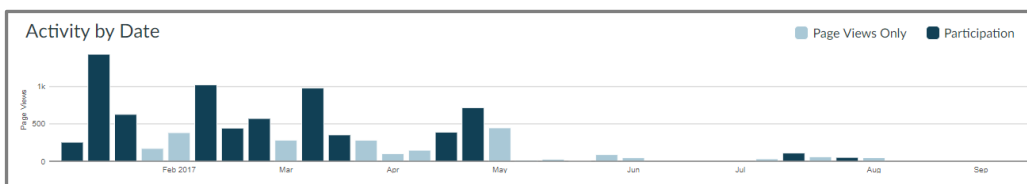
If you have created a page that you want to use as the **Home** page, first go to **Pages**, then click on **View All Pages** (in dark blue at the top left corner of the page) to see a listing of all the pages you have created. For the page you choose to be the **Home** page, go to its **gear** icon to the right, click the down arrow, and select **Use as Front Page**. Now go to the **Home** page and find **Choose Home Page** in the sidebar to the right. Select **Pages Front Page** and click **Save**.

Video: [Course Home Page Customization for Instructors](#)

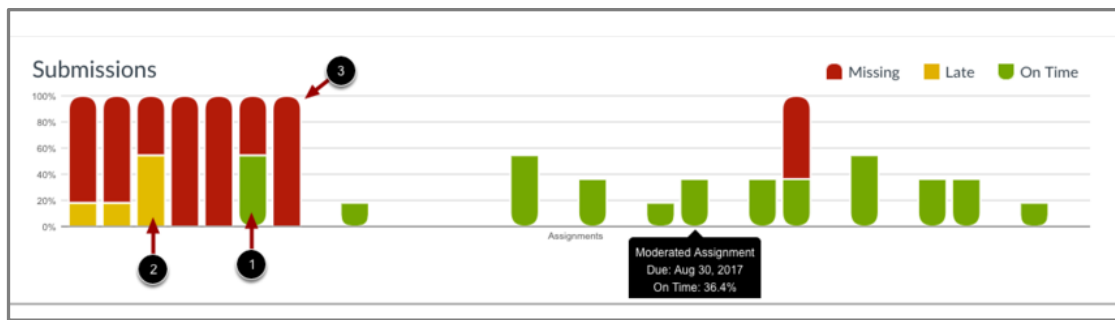
Canvas collects data on student usage and activity in Canvas, assignment submissions, and grades and makes those data available for instructors to view in **Course Analytics**, located on the **Home** page. These data can be viewed for the course as a whole, or for individual students. From the **Home** page, look to the panel on the right and select **View Course Analytics**. By default, the course **Analytics** page displays its data in chart form.

In **Course Analytics** you can see

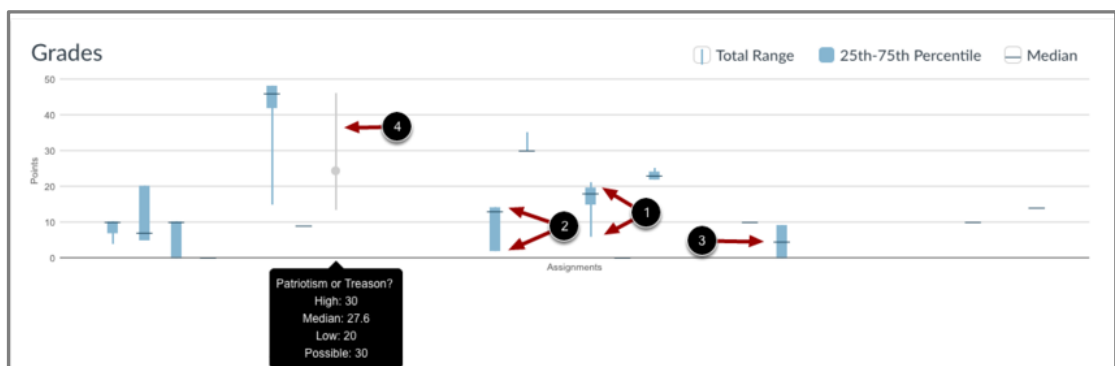
- **Activity by Date** – This graph shows all course activity for all users in the course. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent active participation in the course. If a date only includes page views, the bar only displays as light blue.



- **Submissions** - The submissions graph shows the status of each assignment in the course. The x-axis represents the assignments, while the y-axis represents the percentage of submissions for all students in the course. The green rounded shape at the bottom of the bar (1) indicates how many students submitted the assignment on time. The yellow straight-edge shape (2) indicates how many students submitted the assignment late. The red rounded shape at the top of the bar (3) indicates how many students have not submitted the assignment.



- Grades** - The grades graph shows the median, high, and low scores for an assignment. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical blue line (1) extends from the lowest score to the highest score. The blue box (2) extends from the 25th to 75th percentile. The horizontal black line (3) shows the median score for the assignment. Gray lines (4) indicate muted assignments.



Individual course data for each student can be found below the grades graph. The statistics show the page views, participations, submissions, on time, missing, and the current score. Students can be sorted by the variables *number of Page Views* and *number of Participations* from highest to lowest or lowest to highest by clicking on the arrows next to the variable name.

Instructors can also click on a student's name to see data for that particular student similar to the course graphs listed above. The one exception is that for individual students, you also can view the dates of all communication between you and the student over the course.

Modules

Modules may be used to group pages within Canvas and to help control the flow of the course. With **Modules**, instructors can organize course content by weeks, days, units, topics, or any other desired structure. **Modules** can contain files, discussions, assignments, quizzes, and other learning materials and can be set up to require students to complete materials in a sequential fashion.

Outcomes

Outcomes are statements that describe skills, understandings, and attitudes that learners will develop during the course. Instructors can specify learning outcomes for their courses and track student progress based on measured standards.

Pages

Using pages within a Canvas course allows instructors to add, format, and display content or educational resources that are part of a course but do not necessarily belong in an assignment. Instructors can create pages that include text, links, images, and videos. Pages can also be linked to other pages.

Create a new page

1. Click on **Pages** in the **course navigation links** and select **View All Pages**, in dark blue at the top, and then click on **+Page**.
2. You will now see the **New Rich Content Editor**, which will let you add and format text and include links, files, and images on the page, as explained in [Using the New Rich Content Editor](#), page 24.
3. When finished, click on either **Save** or **Save & Publish**.

Several Covenant instructors are using the **Pages** feature to create an interesting **Home** page for the course. To set an existing page as the **Home** page, click the **gear** icon (settings menu) to the right of the page title and select the **Use as Front Page** option.

Canvas offers an especially nice feature within **Pages** that allows instructors to view the entire history of a page to track changes over time. When you are viewing a page, click on the **gear** icon in the top right corner, and select **View Page History** to see the revision history by date.

Video: [Pages Overview for Instructors](#)

People

This page lists the instructor (teacher), students, and any teaching assistant (TA) participating in the course. Instructors can use this page to add Covenant students as teaching assistants and other teachers, as needed, to the course.

Add other users to the course

1. Go to **People** in the **course navigation links** and click on **+People** on the upper right.
2. In the **Add People** box, enter the full Covenant email address for the user you want to add.
3. Click on **Role** and select **TA** or **Teacher**, then click **Next**.
4. If the name looks good, click **Add User**. The added user will be sent an email invitation to join your course. The user's name will be included in the **People** roster now, but a **pending** label will be placed next to the name until the user has accepted the invitation.

NOTE: *Canvas shows the **number of students** enrolled in a course in the **People** page. Click on **All Roles** at the top of the page to see the number of students in the course.*

Quizzes

Instructors can create a quiz in Canvas by specifying the quiz instructions and entering both the questions and the correct answers, and Canvas will administer the quiz, grade the quiz, and place student scores for the quiz in **Gradebook**. Quizzes in Canvas can be used to enhance learning or assess comprehension of course material. Some instructors use **Quizzes** to survey students' opinions regarding an assigned reading.

Canvas has four different types of quizzes:

- A **graded quiz** is the most commonly used quiz type and rewards students with points based on their quiz responses.
- A **practice quiz** is a learning tool to see how well students understand course material without assigning a score or points in the **Gradebook**.
- A **graded survey** awards student with points for completing a survey, but the grading is not based on right or wrong answers.
- An **ungraded survey** obtains opinions or other information without providing a grade. It allows you to get opinions or other information from your students, but they are not given a grade for answering. Ungraded surveys also have the option to be anonymous.

Canvas allows for many types of questions, including multiple choice, true or false, fill in the blanks, and essay. Some question types, such as true or false, will be automatically graded while others, such as short answer, will be available for manual grading. Canvas automatically creates a column in the **Gradebook** for any graded quizzes you build. You can create a new quiz through **Quizzes** or **Assignments**.

Create a new quiz using Quizzes

1. Go to **Quizzes**, in the **course navigation links**, and click **+Quiz**.
2. With the **Details** tab selected, enter the name of your quiz in the **Quiz Title** field replacing the default quiz title *Unnamed Quiz*.
3. Using the **New Rich Content Editor** (as explained in [Using the New Rich Content Editor](#), page 24) add instructions in the open text box for students using formatted text, images, or personal video recordings.
4. Below the **Rich Content Editor**, you will see numerous settings for your quiz. Select the **Quiz Type** to choose the type of quiz from the four types of quizzes (listed above) available in Canvas.
5. If this is a **graded quiz** or **graded survey**, add the quiz to an **Assignment Group**. Go to [Assignments](#) for a discussion of **Assignment Groups**.
6. Below **Assignment Groups**, you will see **Options** with numerous additional settings for your quiz. Choose the options you desire as described below.
7. Be sure to click **Save** before moving to another page.

Quiz Options

You can choose to randomly shuffle the answers for each quiz question by clicking the **Shuffle Answers** checkbox. To set a time limit for the quiz, click the **Time Limit** checkbox and enter the number of minutes students will have to complete the quiz.

You can also set a maximum number of attempts that students will have to take the quiz, by clicking the **Allow Multiple Attempts** checkbox. If you want to set a certain number of attempts, check the **Allowed Attempts** box and enter a number. Otherwise, your students will be allowed an unlimited number of attempts, indicated by the dashes in the field. With this option selected, you will need to select which score to keep. You can choose to keep the highest score, the latest score, or the average score.

By default, quizzes will let students view their quiz responses and see which answers were correct. If you do not want students to see their quiz responses, uncheck these boxes.

Add questions to a quiz

1. Open **Quizzes** in the **course navigation links** and click the name of the quiz in which you want to add questions.
2. On the quiz **Details** page (tab), click the **Edit** button.
3. Click the **Questions** tab to view or add questions to your quiz. If there are existing questions in your quiz, you can edit them at any time by clicking the **pencil** (edit) icon.
4. To add an individual question, click the **Add New Question** button. (You can also add questions using the **Add New Question Group** and **Find Questions** options.)
5. Add a **question title**, if desired.
6. Select the **question type** from the drop-down menu.
7. Assign a point value to the question.
8. Enter your question text, and add images, videos, or any other relevant content by clicking the **pencil** (edit) icon to view the **New Rich Content Editor**.
9. Add possible answers in the fields provided.
10. Click **Done** when you have added the answer(s).
11. Before moving to another page, save your work by clicking the **Save** button.
12. Continue steps 3 to 10 to add the remaining questions.
13. After you have finished working on your quiz, click the **Preview** button to see what students will see when they take the quiz.
14. When you are ready to publish the quiz, click the **Publish** button.

Video: [Quizzes Overview for Instructors](#)

Settings

Many options and features can be added or modified in the **Settings** page. Only instructors can see the link to the course **Settings** in the **course navigation links**. Within **Settings**, the course settings or features (found in the tabs at the top of the page) which may be helpful as you get started with Canvas include:

- **Course Details** – Here you will see some basic course information, including the course start and end dates. By default, all courses inherit the start and end dates of the term. As an instructor, you can override term dates to give students access to a course earlier or to extend the end date. It is important to remember that if you do set specific dates to start and end the course, you must check the box below the end date: **Users can only participate in the course between these dates**.

- **Navigation** – Allows control of which **course navigation links** are available and which are hidden to students. Select the item (link) and drag it to the top list for those to be shown to students and drag the item (link) to the bottom list for those to be hidden. The order of the **course navigation links** also can be changed by dragging and dropping items to reorder them. Be sure to save your changes (at the bottom) before leaving the **Navigation** page.
- **Student View** – Go to the course **Settings** to select **Student View** (second in the sidebar list on the far right) to see how the Canvas course appears to students. When you are finished looking around in the course, click **Leave Student View** to return to your instructor's view. If while you were in **Student View**, you tested anything that would show in the course, such as making a comment in **Discussions**, then click **Reset Student** before clicking **Leave Student View** to clear all history for this test student.

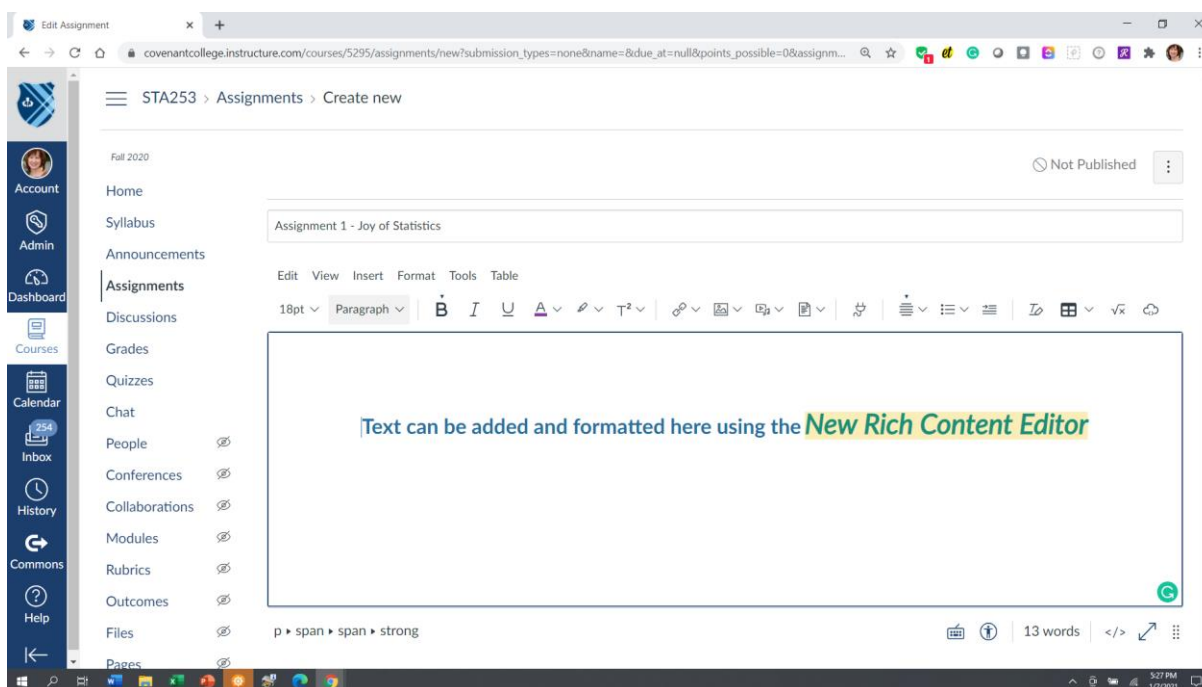
Video: [Course Settings for Instructors](#)

Syllabus

At Covenant, we use this page to upload the course syllabus and the instructor's CV for each course. The **Syllabus** page shows a table-oriented summary of the course schedule automatically generated from the course assignments. Instructors can add any other comments or instructions related to the course structure or policies. See Canvas resources: [How do I use the Syllabus as an instructor?](#) The **Syllabus** can include text, images, video, URLs, and links to files or other pages (by using the **New Rich Content Editor**, as explained in [Using the New Rich Content Editor](#), page 24).

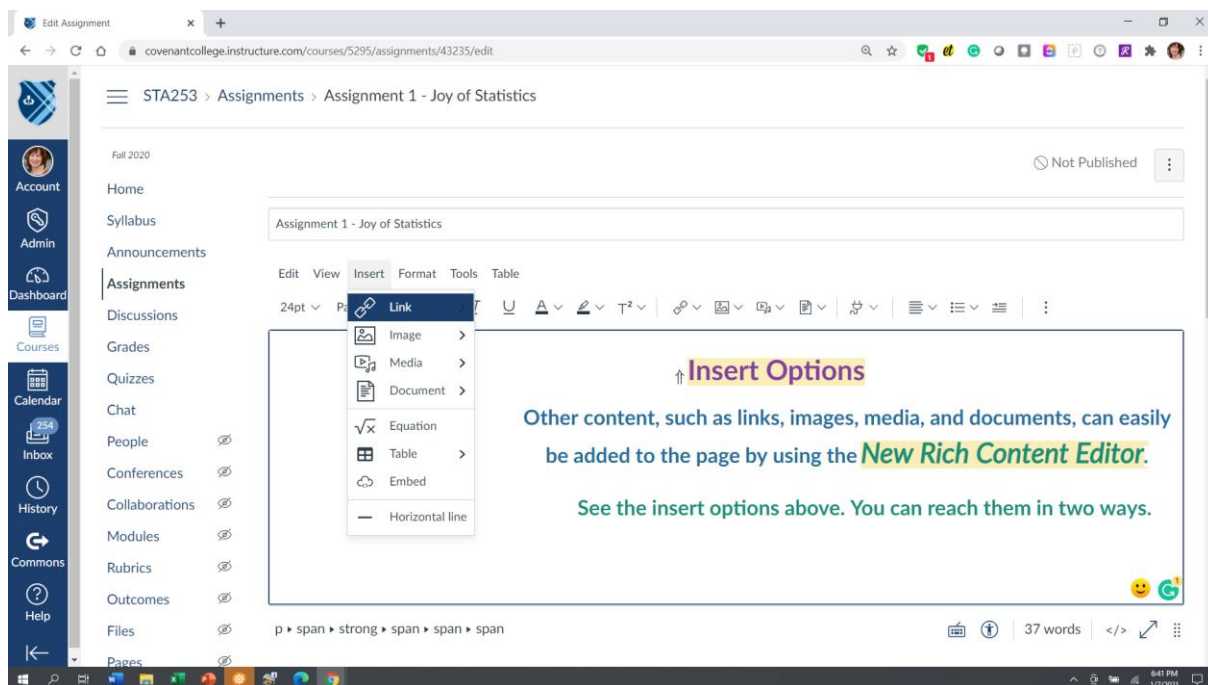
Using the New Rich Content Editor, *Revised January 2021*

The **Classic Rich Content Editor and Content Selector** has been replaced for the Spring semester 2021 with the **New Rich Content Editor**, which is the default mode for adding text and formatting content for several features in Canvas, including **Announcements**, **Assignments**, **Discussions**, **Pages**, **Quizzes**, and **Syllabus**. The screenshot below shows an example of how text can be entered into the page and formatted when creating a new assignment.



The first eight items on the bottom row of options above the text box represent standard formatting options, including font size, style options, bold, italic, underline, text color, background color, and superscript/subscript. The next five icons give the options to add other content (to be discussed in detail below). The remaining options on the bottom row include alignment, bullets/numbered list, indent, clear formatting, insert table, insert math equation (square root icon), and embed (a cloud). The **LaTeX math equation** tool can be used to enter properly formatted math formulas.

To add other content to the page, such as links, images, media, and documents, select one of the five icons above the **Insert Options** text in the page below. You can also access these options by clicking on **Insert** in the first row of options (as shown).



Inserting other content

1. **Link**

- a) External links – add a link to a website
- b) Course links – add a link to another page in the Canvas course

2. **Image**

- a) Upload image – from your computer or search for an image online
- b) Course/user images – previously used in the course

3. **Media**

- a) Upload/record media – upload media from your computer or record a message using your microphone and camera
- b) Course/user media – previously used in the course

The **media** tool allows the instructor to record a video or audio message (depending on the equipment installed on your computer). You will be asked to allow Canvas to connect to your computer's microphone and camera. Click **Allow** and then click anywhere in the image box to start recording. Click again to stop the recording and click **Save** to upload the embedded recording into the open text box.

4. **Document**

- a) Upload document – from your computer
- b) Course/user documents – previously used in the course

The uploaded document will be shown as a link in the text box, and when you hover over the link, you will see the filename. Students can click on the link to download the file or click on the **magnifying glass** icon to preview the file. Click on **Minimize File Preview** to remove the preview pane.

In adding files (documents), the filename will be the link to download or preview that file unless you first type in the text you want to show for the link. For example, to provide a link to the file giving instructions for Assignment 3, you could have students click on **Assignment 3 – Instructions** rather than the filename. This change can also be made by clicking on **Link Options** (when you hover over the link) as you are creating the content. Here, you will also be given the options to (1) disable the in-line preview or (2) automatically open the in-line preview.

Remember that when you are making changes to an existing page, you must first click on the **Edit** option. Always **Save** your updates when finished before moving to another page.

5. **Apps** (the electrical plug icon)
 - a) Click on **Google Apps** to launch your Google Drive folders and pull in documents from Google Drive to the open text box in Canvas. For detailed instructions, go to [Google Drive and Google Apps](#), page 14.
 - b) View All apps

Semester Start-Up Checklist

1. Post your syllabus and CV

In each current semester course, upload (post) **two files**: (1) the course syllabus and (2) your CV in the **Syllabus** page (in the **course navigation links**). It is typically best to upload a PDF rather than the Word document.

In the **Syllabus** page go to **Edit** (upper right side), then position the cursor in the open text box (**New Rich Content Editor**) where you want to place the uploaded syllabus (or CV). For help, see [Using the New Rich Content Editor](#), page 24.

2. Upload your profile photo

Go to **Account** in the **global navigation menu**, click on **Settings**, and go to the **avatar** icon. Click on the **edit pencil** that says “Click to change profile pic.” You can upload a picture from your files, or if you have a camera on your computer/laptop, you can take a picture at that time. The last step is to **Save** the profile picture.

3. Import all or part of a current or previous course

From the **Settings** page, go to the sidebar (on the right) and select **Import Course Content**. Use this tool to copy an entire course or selected items from a previous course.

To import all or part of a current or previous course:

- a) In the **Content Type** drop-down box, select **Copy a Canvas Course**.
- b) Check the box to **Include completed courses** under the **Search for a course** box
- c) Put the course designation in for **Course name**, for example, COR100.
- d) You should see all COR100 Canvas courses for previous semesters. Select the one you want to select. (NOTE: *Sometimes this option does not work well, and you may not see the previous courses. If that happens, delete the course designation and try entering it again.*)
- e) Select either **All content** or **Select specific content** for the amount of content you want to import into your currently opened course.
- f) Click **Import** (the dark blue box).
- g) If you chose the option **All content**, you will see when the job has been completed.
- h) If you chose **Select specific content**, you will be asked to select the content you want from a list of content items, such as **Assignments**, **Course Settings**, **Pages**

(Canvas sometimes refers to Pages as Wiki Pages), and **Announcements**. Make your selection and click **Select Content**.

Remember that you can keep any assignment, discussion topic, file, page, or quiz hidden from students by keeping them unpublished. When in the editing process, however, be sure to click **Save** so not to lose any changes you have made.

Video: [Course Creation and Management for Instructors](#)

4. Hide unused course navigation links

For those **course navigation links** that you do not plan to use in your course or that you do not want to make available to students, you can remove those links from the list that students will see. Instructions for hiding selected course navigation links can be found in [Settings](#), [Navigation](#), page 23.

5. Activate your Course Reserves-Library

Work with Barbara Beckman in the library to set up your course reserves in Canvas.

6. Add TAs

Student teaching assistants can be added to a course by clicking on **+People** on the **People** page and entering the Covenant email address of the student. Under **Role**, select **TA**. Click **Next** and then **Add Users**.

7. Publish the course

When you are ready for students to join the course, it's time to publish it. In the **Home** tab, click on **Publish** under **Course Status** in the upper right. Even though students will be enrolled automatically each semester in your Canvas courses, a course will not be available for students to view until you publish it. Also, you cannot send email messages to students from an unpublished course.

If you want to keep certain assignments, quizzes, pages, and files initially hidden from students, you may withhold publishing these individual items until you are ready for students to view them. To publish an assignment, quiz, page, or file, click on the **gray cloud** icon (with a diagonal line through it) and it will change to a **green cloud** icon, meaning that your item has been published.

8. Get the Canvas app for your phone

You can access your Canvas courses from your phone if you download the **Canvas by Instructure** app.

Using Canvas to Communicate with Students

In Canvas, instructors can communicate with students using:

- **Announcements** – Announcements are designed to allow instructors to broadcast information out to an entire class, communicate with students about course activities, and post interesting course-related topics. Using **Announcements**, you can send a message with video or audio comments. See [Announcements](#) for more details.
- **Chat** – The **Chat** tool allows students and instructors to interact online in real time by typing in messages that all users in the class can see. Instructors can use the **Chat** room to answer questions before a quiz or exam. See [Chat](#) for more detail.
- **Discussions** – Another communication tool is Canvas’ online discussion forum where the instructor creates a discussion topic and invites students to reply. Discussions can be graded or not. See [Discussions](#) for more detail.
- **Inbox** – With this communication tool, similar to email, you can easily send messages to individual students or the entire class. Your course is automatically set up with all students enrolled in the course. Remember, however, that the course must first be **Published** to use the **Inbox** tool found in the **global navigation menu**. See [Inbox](#) for more details.
- **Grades** – Instructors can communicate with students in two ways in **Grades**:

Gradebook

If you want to leave assignment specific feedback for your students, you can leave a text comment directly in the **Gradebook**. Open the **Gradebook** by clicking **Grades** in the **course navigation links**. Locate the cell where you will place the grade for a particular student for a particular assignment. To open the comment window, click the white **speech bubble** icon in the upper right corner of the cell. Type your comment in the **Add a comment** field and click the **Post Comment** button to save and post your comment. When there is more than one comment for an assignment, comments will be listed in chronological order with the oldest comments appearing at the top and the newest appearing near the bottom. Comments left in the **Gradebook** can also be seen in **SpeedGrader**.

Within **Gradebook**, you can also send a private message to multiple students regarding a certain assignment. Hover over the assignment title and click the drop-down menu. Click the **Message Students Who...** link to create and send a message.

Click the drop-down menu and select the type of recipients you want to message. The four types of recipients are those that:

1. Haven't submitted yet
2. Haven't been graded
3. Scored less than (*fill in the blank*)
4. Scored more than (*fill in the blank*).

Canvas will display the names of students who fall into the category you selected. Type a message to the students in the message field. Then click the **Send Message** button to immediately send the message. This feature can also be used to see quickly which students fall into any of these categories, even without sending a message.

SpeedGrader

You can use **SpeedGrader** as a communication tool in Canvas by leaving feedback for your students using text, an attached file, video, or audio. To open **SpeedGrader**, locate the assignment and click the assignment drop-down menu, and click the **SpeedGrader** link. You can also access **SpeedGrader** from the right sidebar of any assignment, quiz, or graded discussion.

To add a comment to the assignment, enter text in the **Add a comment** field. If you are using the **Chrome** browser, you can add a comment by using the **speech recognition** tool, which turns your spoken comments into text comments. To use this tool, click the **speaker** icon, and follow the prompts.

To attach a file to the comment, click the **paper clip** icon, click **Choose File**, and select the file from your computer. To record a video or audio comment, click the **play media** icon. Then select either the **webcam** icon, for video, or the **microphone** icon for audio.

After you have entered your feedback, click the **Submit Comment** button. Comments will be organized chronologically with the older comments appearing near the top and the newer comments appearing near the bottom. Within **SpeedGrader**, you can also leave feedback using **annotations** for assignments submitted in Canvas by using the Canvas tool **DocViewer**.

For more instructions on adding comments to uploaded assignments see [How do I add annotated comments in student submissions using DocViewer in SpeedGrader?](#)

Video: [DocViewer Overview \(All Users\)](#)