

Canvas Training

Penn State New Kensington

Please log in at either:

psu.instructure.com

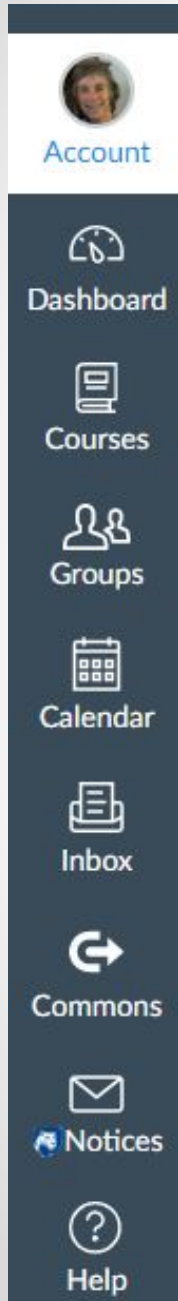
OR

canvas.psu.edu

Canvas Training Agenda

- Global navigation (courses, inbox, calendar)
- Account setup (contact information and notifications)
- Best practices for Canvas course organization (modules)
- Syllabus area
- Assignments and the Gradebook
- Quizzes, Discussions, Pages
- Help and Support

Canvas Dashboard



← Set up your profile and personal preferences about contact methods and notifications

← See all your courses and choose which show on dashboard

← If you belong to any groups, access them here

← Events and assignments with due dates show up here

← Your Canvas mailbox

← Commons – for sharing content

← Help – link to guides, live chat and hot line!

Courses

Courses
Biology 230 SP16 201516SP
NK Training Demo DEFAULT TERM
All Courses

← Click on 'All Courses' to see a list of ALL your courses

My Courses
★ 102 master
★ BIOL_142, Sec
★ Biology 230 NK
★ Biology 230 SF
★ CAS__204, Se

← Click the stars to select courses you want to appear on your dashboard and on the pop-out list

Account

Profile

← Add your picture and link to personal website

Settings

← Set up your preferred 'ways to contact' here

Notifications

← Set up your notification preferences
(when and how Canvas notifies you)

Files

← User files (like your profile picture) are here

ePortfolios

Calendar

Add Events or an Appointment Group

Today < > December 2015

Week Month Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
29	30 3p Leeb, Ch. 41	1	2	3	4	5
6	7 3p Leeb, Ch. 42 5p Essay #4 Draft 5p Essay 4 Draft	8	9 12:00:00 Canvas traini	10	11	12
13	14 1p Final: Research Pap 3p Final: Presentation Final: Course Refectio	15	16	17	18 5p School-Based Servi	19
20	21	22	23	24	25	26

< December 2015 >

29 30 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 31 1 2

Calendars

- Deborah Sillman
- Biology 230 SP16
- NK Training Demo
- BIOL_142, Section 30: PHYSIOL LAB (201516SPNK)
- Biology 230 NK Master Course
- CIVCM211, Section 001: FND CIV COM ENGAGE (201516FANK)
- DEBORAH Y SILLMAN
- SandBox

Undated items

Assignments with due dates automatically added and synched (deleting on calendar deletes everywhere!)

Select calendar(s) to display

Inbox

Select course

Select mailbox

Message operations

Search

The screenshot shows an email inbox interface. At the top, there are four boxes with red arrows pointing to specific elements: 'Select course' points to the 'Anatomy 2016' dropdown; 'Select mailbox' points to the 'Sent' dropdown; 'Message operations' points to a row of icons (reply, reply all, forward, download, delete, settings); and 'Search' points to the search bar. The inbox list on the left shows three conversations from Deborah Sillman, dated Oct 20, Oct 16, and Oct 13, 2016. The right pane shows the content of the selected message (dated Oct 16, 2016 at 10:53am), which is a reminder about anatomy Lab Quiz 3.

Anatomy 2016 Sent

Ok thanks and I think I referred to the wrong...

Deborah Sillman, [View Profile](#) Oct 20, 2016
(No subject) 7
Hi [Chloe](#) - sure. Stop by my office about 2:15...

Deborah Sillman, [View Profile](#) Oct 16, 2016
Don't forget anatomy lab quiz 3! 1

Deborah Sillman, [View Profile](#) Oct 13, 2016
Video lecture on the heart - #23 4
im up to talk next week On Thu, Oct 13, 201...

Don't forget anatomy lab quiz 3!

Deborah Sillman, [View Profile](#), [View Profile](#), [View Profile](#)... +48 more October 16, 2016 at 10:53am
Anatomy 2016

Anatomy students - a reminder that anatomy Lab Quiz 3 on the sheep heart is due by 8 am this Tuesday. The quiz is in Canvas, and you should use the sheep heart lab handout (also in Canvas) to help you as you answer the questions in Quiz 3.

Deborah

List of conversations

Content of messages within conversations

Compose



Must select course
(cannot email all students in all
courses at same time)



If checked, recipients only see their name

Course Select course ▼

Subject No subject

☐ Send an individual message to each recipient

Message content here

  Cancel Send

Attach file

Attach audio or video

Course Announcements

Should I use an Announcement or a Canvas message (email) to communicate to my class?

- **Default notification is ASAP for both**
(so both forward out to PSU email and other added contact methods)
- **Replies/Comments**
 - Announcement comments can be turned on or off at anytime and are visible to everyone.
 - Message replies default to sender only; can be set to 'reply all'
- Announcements have more options for formatting and adding images and links

Rich Content Editor



- Available in all tools when you are adding or editing content (except Inbox messages!)
- Format text, add images, video, links, etc.
- Includes an equation editor and accessibility checker

Home

Grades

 People

Syllabus

Outcomes

Modules

Conferences

Files

Quizzes

Pages

Discussions

Assignments

Announcements

Settings

Navigating Course Space

- Unused or hidden areas are greyed out
- Best practices:
 - **Show** Home, Syllabus, Modules, Grades, People (and other tools as needed)
 - Hide (disable) all 'unnecessary' links:
Go to 'Settings...Navigation'
 - Use Modules to provide access to course content; organize chronologically or by topic

Why Use Modules

- Organizes course material in logical ways and simplifies course navigation by allowing you to hide other areas (files, assignments, discussions, quizzes, etc.)
- All types of content can be added to a module and each item in a module can be locked until a certain date or hidden completely.
- Modules can have prerequisites and requirements for access and completion, and you can view student progress through these requirements.

Content is stored in other areas (files, assignments, quizzes, etc.) – so removing an item from a module does NOT delete it from the course.

Setting Course Home

In your course, click *Home.....Choose Home Page*

Choose Course Home Page ×

Select what you'd like to display on the home page.

- ☐ Course Activity Stream
- ☐ Pages Front Page*
- ☒ Course Modules
- ☐ Assignments List
- ☐ Syllabus

* [Front page must be set first](#)

Cancel Save

Syllabus Area


The syllabus area automatically generates a schedule based on any assignments and events you create that have a due date. These will also automatically appear on the Calendar.





Best Practice:

- Include all assignments and tasks (graded or not) with due dates to Canvas. This will build the schedule in the Syllabus area.
- **Link** to the complete syllabus file on the Syllabus page (pasting the full syllabus on the page pushes the automatic schedule to the bottom)

Files Area

- All uploaded files are stored here
- Create folders and use drag and drop to upload or rearrange files
- Can upload multiple files at once (or even upload a zip folder)
- Adjust visibility of files using the publish icon (hide, set release date, restrict viewing to certain students)



Name ▲	Date Created	Date Modified	Modified By	Size	
 Canvas Quickstart Guide.pdf	Jul 20, 2018	Jul 20, 2018	Deborah Sillman	203 KB	 
 Canvas_Rubrics_Quizzes_QuestionsBanks.pdf	Jan 31, 2018	Jan 31, 2018	Deborah Sillman	1.2 MB	
 Canvas_Training_2017_new.pdf	Aug 1, 2017	Aug 1, 2017	Deborah Sillman	1.6 MB	
 Canvas_Training_2018.pdf	Jan 3, 2018	Jan 3, 2018	Deborah Sillman	1.6 MB	
 Canvas_Training_Fall2018.pdf	4:32pm	4:32pm	Deborah Sillman	1.6 MB	
 Course Resources	May 1, 2017			--	

Download
Rename
Move
Delete
Share to Commons

Modules - Adding Content

Module Name

Module rules

Publish
Unpublish

Add Content
to Module

Module
options

⋮ ▾ Lecture Materials



Suggestions for studying lecture content



Lecture Quiz Schedule



Lecture Quiz 1 (8/30)



Lecture Quiz 2 (9/6)



Modules – Adding Content

Select type of
content to add

Select existing content
or
Create new

Add Assignment to Lecture Materials - Exam 1

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Assignments

- Set your contact method and notifications
- Send a Canvas email
- Roll Call Attendance
- Explore DNA structure online
- Watch Extract your own DNA video
- Restriction Enzyme Graph - Instructions
- Extract DNA Lab Assignment

Indentation: Don't Indent

Gradebook Area

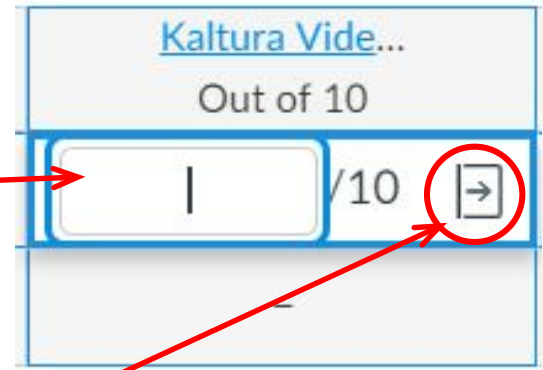
All assignments (except “ungraded”) are added to gradebook automatically (including quizzes and graded discussions)

To Enter Grades:

- Click ‘Grades’
- Click in a cell
- Enter score (hit enter to move down to next student)

OR

- Click the arrow to access the Grade Detail Tray
(Provides access to SpeedGrader)



The screenshot shows a gradebook interface. At the top, it says "Kaltura Vide..." and "Out of 10". Below this, there is a table with a single row. The first cell of the row contains the number "1". The second cell of the row contains "/10". To the right of the "/10" cell is a button with a right arrow icon. A red circle is drawn around this button. A red arrow points from the text "Click in a cell" to the first cell containing "1". Another red arrow points from the text "Click the arrow to access the Grade Detail Tray" to the button with the right arrow icon.

“Total” percentage based on points earned/points possible unless assignment group weights set up in Assignments area.

Assignments Area

- **Create assignments for any task worth points OR with a due date** (so it will be added to the Calendar and to the auto-generated list on Syllabus page)
- Graded Quizzes and Graded Discussions are treated as assignments
- All assignments (except “ungraded”) are added to the course Gradebook

Assignment options:

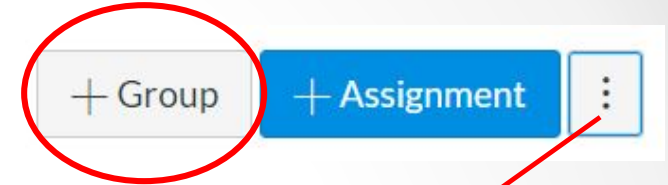
Points	<input type="text" value="20"/>	←	Can be set to zero for extra credit assignments
Assignment Group	<input type="text" value="Assignments"/>	←	If not using groups, you will have one default assignment group
Display Grade as	<input type="text" value="Points"/>	←	If set to “Not Graded”, will not appear in gradebook
Submission Type	<input type="text" value="No Submission"/>	←	Submissions can be online or on paper (no submission)

Assignment Groups

Create and manage groups in the Assignment Area

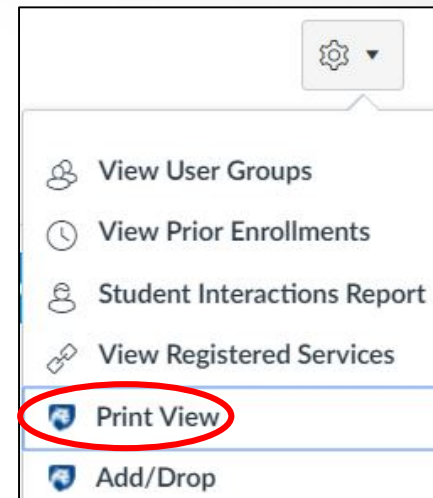
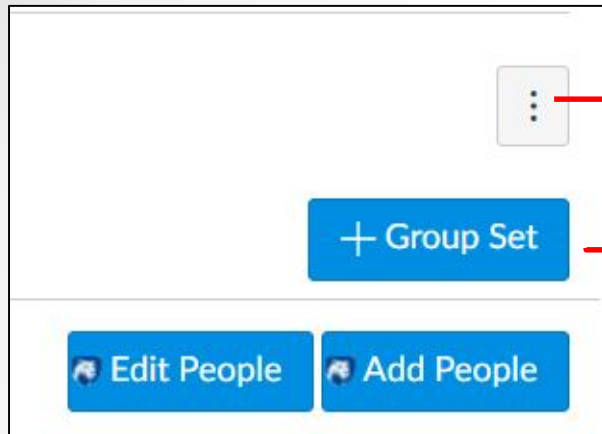
Use groups to:

- Grade by percentage
 - Create your groups first
 - Click 3 dots to set group weights
- Set group rules
(i.e. drop lowest score)

A screenshot of the 'Assignments Settings' dialog box. The title bar says 'Assignments Settings' with a close button (x) on the right. Inside, there is a checkbox labeled 'Weight final grade based on assignment groups' which is checked. Below this is a table with weights for different assignment types. The table has two columns: the assignment type and the weight percentage. The rows are: attendance (5%), Assignments (25%), Quizzes (30%), Exams (40%), and Total (100%). At the bottom right are 'Cancel' and 'Save' buttons.

attendance	5	%
Assignments	25	%
Quizzes	30	%
Exams	40	%
Total		100%

People Area



Groups are given space to share files, post calendar events, communicate, etc.

Students will see group icon in their navigation

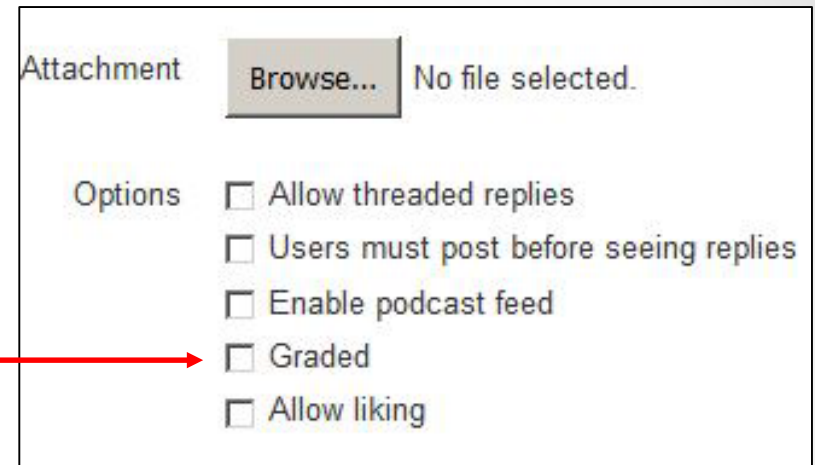


A screenshot of the 'Create Group Set' form. The form has a title bar with 'Create Group Set' and a close button (X). The main content area includes a 'Group Set Name' field, a 'Self Sign-Up' section with checkboxes for 'Allow self sign-up' and 'Require group members to be in the same section', and a 'Group Structure' section with radio buttons for 'Split students into 0 equal groups' and 'I'll create groups manually'.

Discussions Area

Discussions are grouped as either 'Pinned', 'Current', or 'Closed for Comments'

If checked, discussion will also appear under Assignments and in the Gradebook



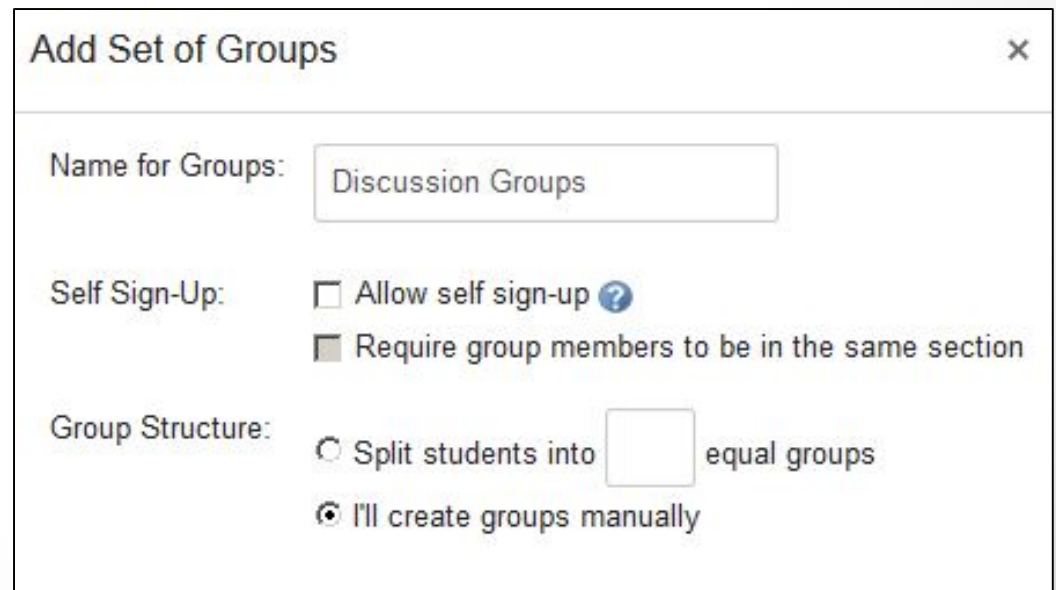
Attachment No file selected.

Options

- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ Graded
- ☐ Allow liking

A red arrow points from the text 'If checked, discussion will also appear under Assignments and in the Gradebook' to the 'Graded' checkbox.

If you choose a group discussion you have options for creating the groups



Add Set of Groups ×

Name for Groups:

Self Sign-Up:

- ☐ Allow self sign-up ?
- ☒ Require group members to be in the same section

Group Structure:

- ☐ Split students into equal groups
- ☒ I'll create groups manually

A red arrow points from the text 'If you choose a group discussion you have options for creating the groups' to the 'Add Set of Groups' dialog box.

Pages Area

A content page (“Wiki page”) with many uses:

Page Title Here

Page Title Here

HTML Editor

Use pages to:

- Link to other course content (files, assignments, other pages, etc.)
- Embed a Box folder to provide access to files or allow students to upload their files
- Create a course homepage with a video introduction
- Provide a collaborative course document that students can edit

Insert Content into the Page

Links Files Images

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

Wiki Pages

- Adding a page from within a module
- Embedded box folder
- Welcome to Canvas!
- Link to a New Page

Assignments

Quizzes

Announcements

Discussions

Modules

Quizzes Area

Create Graded or Practice Quizzes, Graded or Ungraded Surveys.
Graded quizzes and surveys also appear under Assignments

Options

☐ Shuffle Answers


☐ Time Limit Minutes


☐ Allow Multiple Attempts

☒ Let Students See Their Quiz Responses

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

Show Correct Answers at 

Hide Correct Answers at 

☐ Show one question at a time

Multiple Choice ▼

Multiple Choice

True/False

Fill In the Blank

Fill In Multiple Blanks

Multiple Answers

Multiple Dropdowns

Matching

Numerical Answer

Formula Question

Essay Question

File Upload Question

Text (no question)

+ Quiz ⋮

Manage Question Banks

Publishing

Unpublished courses are not visible to students.

On the course homepage, you can see the status of your course.
When ready for your students to have access, click the **Publish** button.

Course Status



Student view is available by clicking 'Settings.....Student View'

Attendance Tool

- Roll Call Attendance can be used to manually take attendance and optionally can be set to be worth points or not (Default = 100 pts.!!)
- View as List or Class (can create seating chart)
- Must take attendance for at least one student to activate tool
- After activating, go to Assignment area to edit point value or to set to 'not graded'
- If you are grading by percentages, can create an assignment group and move the attendance assignment into that group
- Can change value assigned to students who are 'late' (default=80%)
- Do not delete, rename, or unpublish this after activation

Merging Course Sections

Please see [‘Guidance for Merged Course Sections’](#) before merging!

- Click on “Merge Course Manager” on the right of your Canvas dashboard
Note: Course sections to be merged should be unpublished and empty!
- Provide a descriptive name for the new course
- Select one of the courses you will be merging for the “Create Course based on” (does not matter which course you pick here, as long as it is one of the courses you will be bringing into the new merged course)
- Select the courses you wish to merge into the new merged course
- Click “Merge Courses” at the bottom

**** Note that this action cannot be undone!

Help!



The Help link on your Canvas dashboard provide access to chat, a hot line, and links to the [Canvas Guides](#). The guides are extremely helpful!

The Penn State Canvas page (<http://canvas.psu.edu>) has links to many resources including the self-paced [Canvas Learning Center](#)

The [Canvas Learning Center Support Page](#) has links to all types of support.

There is also a [Canvas Student Orientation](#) available.

New Kensington has a Faculty Resources Canvas group with information on Canvas and LOTS MORE. If you don't see this on your dashboard ask Deborah to add you!

Canvas maintains a very active [community of users](#) – join the community, vote up improvements, submit suggestions, and learn from other users.