Instructor Canvas Training
Logging Into Canvas

https://login.canvas.ucdavis.edu/
Online Canvas Information

Canvas has extensive help online already and I recommend bookmarking the Canvas Instructor Guide.

There are also video tutorials that can be viewed at your leisure.

**Canvas Instructor Tour Videos (pre-recorded):**
https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Instructors

**Canvas Comprehensive Instructor Guide:**
http://guides.instructure.com/m/4152
Canvas Global Navigation

The Global Navigation Menu is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features. These links provide access to all your courses collectively.

Default links include the User Account, Dashboard, Courses, Groups, Calendar, Inbox, and the Help menu.
Canvas Personal Notifications

Canvas includes a set of default notification preferences you can receive for your courses. Notifications are sent to Canvas contact methods as specified in your account.

• Notification right away, click the **check mark** icon [1]. *These notifications are delayed by one hour.*

• Daily notification, click the **clock** icon [2].

• Weekly notification, click the **calendar** icon [3].

• No notification, click the **remove** icon [4].

**Note:** Notification preference set at the profile level will automatically apply to all of your courses. If you want to edit preferences for a specific course, you can go to the course and click on the View Course Notifications button on the Home page sidebar.
All courses will have a home page that we add, usually linking to a page on our course schedule. Also, there are only a few default tools. You can edit them if you wish.
Editing Your Course Navigation

As an instructor, you can control which links appear in Course Navigation.

Links to sections that don't have any content and that students cannot create content for will automatically not be shown to students and will be faded for your view. For example, if there are no Assignments set for the course, you will see the faded Assignments link, but students will not see the link at all.

https://community.canvaslms.com/docs/DOC-2555
To reorder navigation links, you can drag and drop links to create a custom order [1]. You can also click the link Settings icon [2] and select the Move/Disable option [3].

You must remember to click the Save button at the bottom of the page for your changes to take effect.
Communicating With Your Students

Announcements

• Announcements allow you to communicate with your students about course activities and post interesting course-related topics.
• By default, announcements go out to the entire course. There is no easy way to differentiate who will see the announcement.

Conversations

• Conversations is the messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time.
• This tool can be used to communicate with a specific section of a joint course.
Announcements

- In Course Navigation, click the **Announcements** link.
- Click the **Add Announcement** button.

Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2].

In the Announcement Options, you can delay the posting of your announcement [3], require students to reply to a post before seeing other replies [4], enable an announcement podcast feed [5], and allow students to like announcement replies [6].
1. In Global Navigation, click the **Inbox** link.
2. To start a new message, click the **Compose** icon.
3. In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1], more courses [2], concluded courses [3], and groups [4]. **Note**: If you filter your Course list by Concluded Courses, messages can only be sent to instructors (teachers).
To select a section or individual, click the **Address Book** icon [1] next to the To field. Locate the section or individual and select his or her name [2]. To navigate back to the course roster, use the arrow icon [3].

Enter a subject line for your message [1]. If you do not want each student to see who else was included in the message, click the **Send an individual message to each recipient** checkbox [2]. In the message field [3], type your message. If you want to include an attachment or media file, click the attachment or media file icons [4]. When you are finished, click the **Send** button [5].
Modules and Organizing Your Course

Modules control the entire flow of your course and its content. As an instructor, you can add modules, add items to a module, and manage module settings. You can also reorder all modules and module items.

With online courses, it is best to try and organize your course through the Modules tool. You can set up weekly modules and add the needed files, assignments, pages, and other linked items that the students need to access while restricting their access to other parts of the course page.

You can hide other specific tools, like Files and Pages, and just link to the specific items needs within the Modules. That way students only access what you want, and not everything available within the course. It also gives them a workflow to follow and they can see what is expected of them for each module.

https://community.canvaslms.com/videos/1114-modules-overview-instructors
https://guides.instructure.com/m/4152/l/322062-how-do-i-use-the-modules-index-page
Adding Modules

To add a Module, click on the Modules tool in the left-hand tool bar and then click on +Module.

Name the module and set other options as needed. Modules can be locked until a certain date and can also have prerequisite (multiple modules are needed for prerequisites) and requirements (items need to be added to the module before requirements can be set).

https://guides.instructure.com/m/4152/l/41424-how-do-i-add-a-module
Adding Items to Modules

Once your module has been created, you need to add items to it. This is done by clicking on the + in the module heading.

Click the Add drop-down menu and select one of the following item types:
• Assignment
• Quiz
• File
• Page
• Discussion

You can also add a new item rather than choosing an existing item from within the course.

Module Requirements

When you add requirements to a module, students must complete the defined requirements within the module before the module will be marked complete. You can require students to complete all requirements in the module, or have them choose one item to fulfill a specific requirement.

Note that you cannot add requirements until you have added module items.

You can choose to allow students to complete requirements in any order, or you can require them to move through the module sequentially.

https://guides.instructure.com/m/4152/l/61967-how-do-i-add-requirements-to-a-module
Adding Files/Folders to a Course

The Files tool in Canvas can store many types of files and they can be organized into folders within the tool as well.

http://guides.instructure.com/m/4152/l/41383-how-do-i-upload-a-file-to-a-course
Folders can be nested and will display on the left side hierarchy as well. The small arrow to the left of the folder will display any enclosed folder but files are only displayed on the right side of the tool and you need to click on the specific folder you want to view.

Rich Content Editor and Content Selector

If you want more interaction than just having students dig through the Files tool, many areas in Canvas have a rich text editor and content selector where you can create more complex documents which link to different areas or files within your course.

Anything that can be viewed in a web browser can be inserted into the Rich Content Editor content area [1]. Content can also input HTML directly into Canvas using the HTML Editor link [2]. Users can also easily link to course content using the Content Selector [3].

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You can easily link to any **file**, **image** or **page** that you have created in Canvas through the Content Selector. The Content Selector is displayed in the sidebar anytime the Rich Content Editor is open.

Create your content in the Rich Content Editor. The file will be automatically inserted wherever your cursor is in the Rich Content Editor. You can either insert a link directly [1], or you can highlight text where you want to create a direct link [2].

In Canvas, there is no easy way to manually add items to the Grades tool. Columns in the Grades tool are automatically created when you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool, if it is being used.

This means that if you want to have a specific item to show up in the Grades tool, you must create some sort of placeholder to display an item to grade.
Assignment Shells

Assignment shells are the easiest way to create placeholders in the Grades tool. These are just items you create in the Assignments tool with a name, due date (if applicable) and point value.

In the Grades tool, a column will be created with this new item to be graded.

The students will just see an assignment but there will be no specific information regarding the actual work.

These are useful if a lot of your work is specified in the syllabus or if it will be turned in on paper. The students will know when things are due, and how many points they are worth but the actual assignment may obtained elsewhere.
1. In Course Navigation, click the Assignments link.

2. In an Assignment Group header, click the Add icon.

3. Set the Assignment type by selecting the type drop-down menu [1], enter the Assignment title in the Name field [2], click the Calendar icon to select a due date [3] or manually enter a due date, and enter the number of points for the assignment in the points field [4]. If you are ready to publish your assignment shell, click the Save & Publish button [5]. If you want to create a draft of your assignment shell and publish it later, click the Save button [6].

   Note: To edit the assignment details, click the More Options button [7].
1. This is an example of Assignment shells with point values set, and weighted groups.
2. Students will just see the point value and no content.
3. The items will now show up in the Grades tool along with the weighted totals [1].
Group Assignments

- In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Select Group Assignment

Click the **This is a Group Assignment** checkbox.

Assign Grades Individually

You can choose to assign grades to students individually by selecting the **Assign grades to each student individually** checkbox.

If this box is left unchecked, all the students in the group will receive the same grade.

https://guides.instructure.com/m/4152/l/54248-how-do-i-assign-an-assignment-to-a-course-group
Creating Groups

- Groups are created in the People tool.
- Currently, students **cannot** self sign-up for a group, so they need to be created manually by the instructor. [4]
- Groups are organized within Group Sets. If students are staying in the same groups all course, only one Group Set is needed. If the groups change, multiple sets may be needed.

Once a Group Set is created, you need to create groups within that set.

After creating your groups, you can add students to each Group by dragging their name to the group they are in.

https://guides.instructure.com/m/4152/l/55489-how-do-i-manually-create-groups-in-a-group-set
https://guides.instructure.com/m/4152/l/225018-how-do-i-manually-assign-students-to-groups
Please note that if you do not set due dates for assignments, the students may see a jumble of items if viewing the assignments by date.
Quizzes/Exams in Canvas

Quizzes are the main way you will give students exams that will be completed online through Canvas. Certain question types can be graded automatically, while others will need manual grading.

Questions can be set up to be chosen randomly for the students, so everyone gets a different quiz. Answers can also be scrambles for things like multiple choice questions.

Questions and answers have the Rich Content Editor available, so things like images, tables and equations can be entered if needed.

Quizzes can have a time limit and there are options on what students can see once they have completed a quiz.

https://guides.instructure.com/m/4152/l/41475-what-options-can-i-set-in-a-quiz
1. To create a quiz, click on the Quizzes tool and then click on the add quiz button.

2. Then you can name the quiz and set the details and options. When ready to add questions, click on the Questions tab and start adding questions.

3. The most important part, is to click on Update Question or your work will not be saved [3].
Quiz Question Types

There are many types of questions that can be used in quizzes and for automatically graded questions, it is important to understand the interface when creating questions.

When creating multiple choice questions, it is easy to miss the areas to choose the correct answer or add/remove questions.

Click the Delete icon [1] to the right of an answer to delete it. Click the Add Another Answer link [2] to create as many distractors as you like. Multiple Choice questions can have more than four answers.

Correct responses are indicated in green, while incorrect responses are in red.

To select another response as the correct answer, hover your cursor to the left of the answer you want to reveal a faded green "ghost" arrow. Click the arrow.
Quizzes can use images that are in your Canvas Files and equations can also be used with the Rich Content Editor using LaTeX.

It’s best to add the images you want to use directly to the course Files which can then be accessed when creating questions.
Question Groups and Randomized Questions

1. To randomize questions given to the students, they need to be added to a Question Group.
2. The question group is set to pick a specific number of questions out of the group and all questions in the group are assigned the same point value.
3. Questions can be added to the question group by clicking on the “plus” symbol within the group settings.

https://guides.instructure.com/m/4152/l/98624-how-do-i-create-a-quiz-with-a-question-group-to-randomize-quiz-questions
Adding questions to a group can be confusing.

The “Plus” to add a question, will add it into the group.

Questions can be reordered and moved into, and out of a group with the eight dots to the left of the question name.

Choosing the “+ New Question” button will add a new question outside of the group.

If a question group has fewer questions in it than the total number that is set, questions will be duplicated. It is always a best practice to preview your quizzes before publishing them.
Grades in Canvas

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

Only assignments, graded discussions, graded quizzes, and graded surveys that have been published appear in the Gradebook.

https://guides.instructure.com/m/4152/l/813659-how-do-i-use-the-gradebook
The top of the Gradebook includes global sorting options and settings you can use to organize your gradebook [1], which will populate the selected student data [2] and assignment data [3].

There are many options within the Grades tool and much will depend on how you organize and grade your course.
The Grade Posting Policy tab allows you to change grade posting policies for your course.

To automatically post grades and make them visible to students as soon as they are entered, select the **Automatically Post Grades** option [1]. *The posting policy is set to Automatically Post Grades by default.*

To hide grades by default and manually choose when to post grades and make them visible to students, select the **Manually Post Grades** option [2].
Manual Grade Posting Policy for a Single Assignment

To post grades manually, select the **Manually** option. When the Manually option is selected, grades are hidden by default and must be posted to be viewed by students.

[Image of a table showing student grades and a gradebook interface]

https://guides.instructure.com/m/4152/l/1116618-how-do-i-select-a-grade-posting-policy-for-an-assignment-in-the-gradebook
Hiding Overall Course Grades

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.

[Images of a course management interface with options to hide totals in student grades summary]
Submitting Final Course Grades

Course grades are submitted directly to the registrar’s office through the campus grade submission tool. Currently, the feature is not working in Canvas yet.

If you are using the Grades tool within Canvas, you will either need to export your grades and import them into the campus tool, or enter them manually.

Grades exported from Canvas only display a percentage, not a letter grade unless a grading scheme has been set for your course.
Exporting Grades from Canvas

Grades exported from Canvas are in .CSV format.

The exported grades will reflect the current view of the Grades tool. The CSV download includes read-only columns for current and final score. Current score reflects the total while ignoring unsubmitted assignments, and the final score counts unsubmitted assignments as zero.

http://guides.instructure.com/m/4152/l/55012-how-do-i-download-scores-from-the-gradebook
Submitting Final Grades to the Registrar

Grades submitted to the registrar use the bubble sheet online. You will need to submit grades for each class that you are teaching, even joint courses.

https://classes.ucdavis.edu/grading/fgs_redir.cfm
Importing Content from a Previous Course

Import content to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates.

http://guides.instructure.com/m/4152/l/57077-how-do-i-import-content-from-another-canvas-course
You can select the course you want to import from.

Choose to import all or some content.

Adjust due dates.

Select the specific items you want to import.
References/Resources

UC Davis Canvas Login
https://login.canvas.ucdavis.edu/

Canvas Instructor Tour Videos (pre-recorded, watch at your leisure):
https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Instructors

Getting Started with Canvas as an Instructor
https://community.canvaslms.com/docs/DOC-2035

Canvas Comprehensive Instructor Guide:
http://guides.instructure.com/m/4152

UC Davis Canvas FAQs

Instructor-Led Webinars (Account Creation):
https://ucdavisit.service-now.com/ess/knowledge_detail.do?sysparm_article=KB0000822

Canvas Webinars (Once account has been created)
https://www.cysalesteam.com/instructure/

Submitting Final Grades to the Registrar
http://classes.ucdavis.edu/grading/