Creating Courses in Canvas

Dr. Colleen Halupa March 2020 Update

Adding Course Home Page

- Your courses in Canvas will not have a home page
- If you want to add the online home page, this page has buttons for all the major things students will need to access that they can click on in lieu of navigating the Canvas Menus
- To add home page
- Click on Import from Commons (left menu)
- Search ETBU and the home page will come up
- Click on Homepage and then in the left you will see a green button to import it into the course—you can do one or all of your courses at the same time
- Go back into Course. On left menu select "Choose Home Page"
- Click on Pages Front Page "Home Page"



Account

(*)

Admin

Dashboard



Courses





Inbox





Home

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Modules

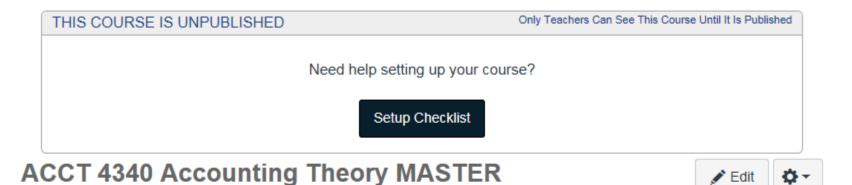
Conferences

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Chat

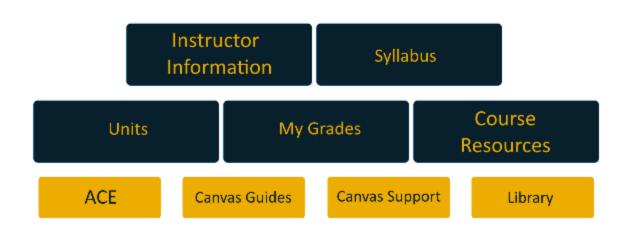
Attendance

Settings



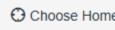


ACCT 4340 Accounting Theory















Coming Up

Nothing for the next

Syllabus

- Click on syllabus and click edit.
- Click on files on right menu and look for your imported syllabus. If it did not import you can click on:
 - Files
 - Upload new file
 - Browse
 - Find syllabus
 - Upload
 - Drag and Drop to Syllabus text box

Gradebook

- To create a Gradebook in Canvas you HAVE to create the assignments through the assignments tab
- You can set assignments to be submitted online, on-paper or no-submission (such as for extra credit)
- You CANNOT just create gradebook columns in Canvas
 - However, you can export a CSV file to create columns if you desire

Assignment Setting

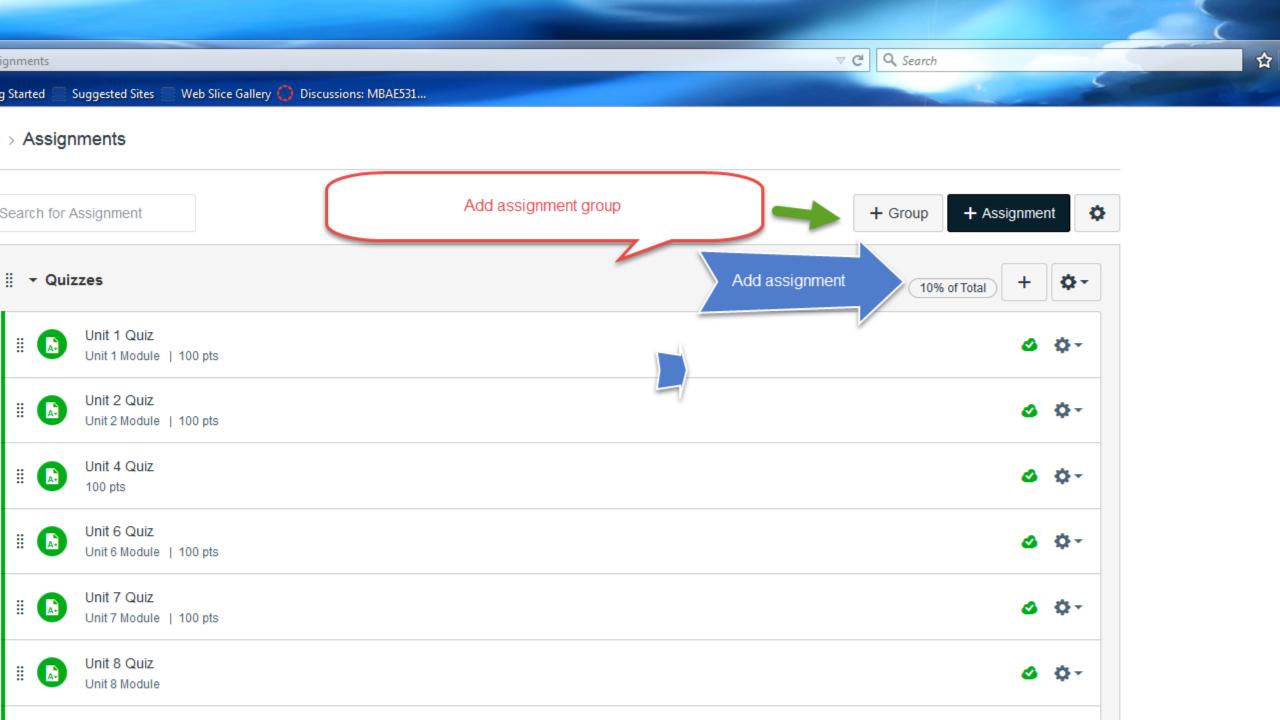
- This has to be done ONE TIME in Canvas only if you are using weighted averages
- Go to assignments
- Click on gear
- Click box for weighted assignments and submit
- This allows you to create assignment groups with associated weighted percentages

Assignments:

- Click on Group to Create Assignment Groups
- Click on gear next to assignment tab and click weight final grade based on assignment groups—you only have to do this the first time you try to create an assignment in Canvas
 - Type in the percentage (based on 100%) assigned to that group
 - If you have assignments within the group that are weighted differently it is easier to create a group for each; or you can adjust it by using the points
 - If all assignments in a group are weighted the same, enter 100 for points

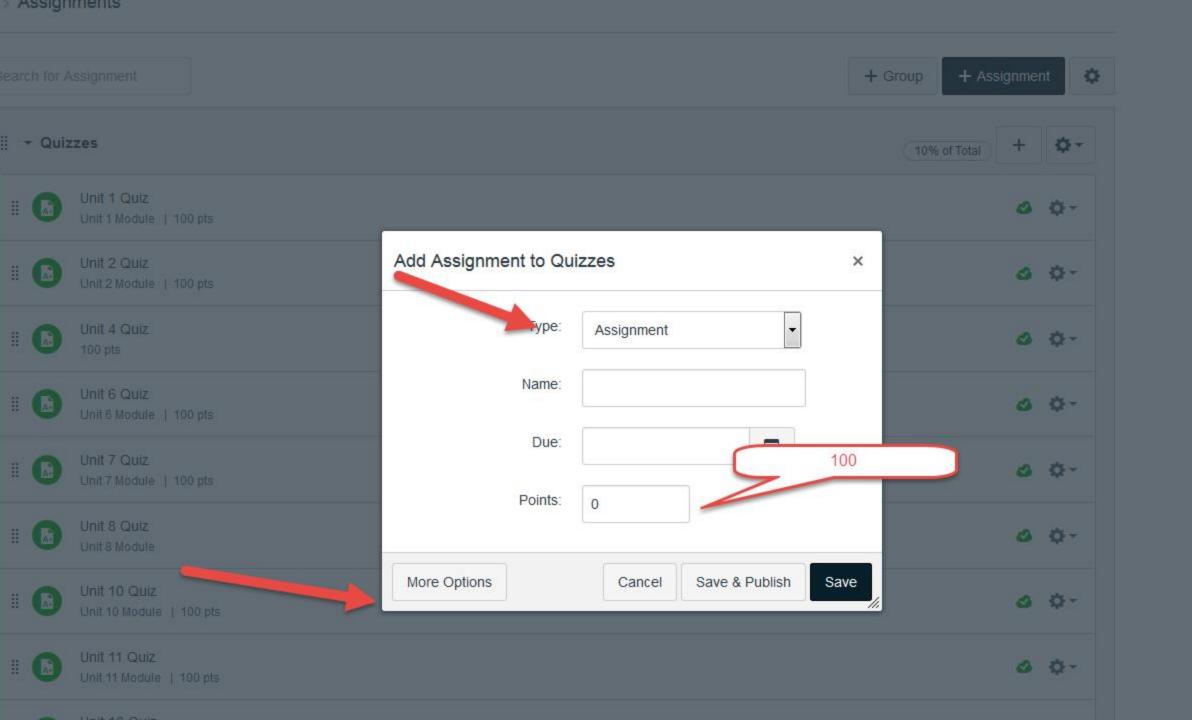
To make sure everything adds up to 100--% click on syllabus---course assignment breakdown will be displayed on the right and should add up to 100%

NOTE: This example is for weighted averages. If you use straight points, you do not have to do this. Just create the assignments with the appropriate number of points.



Assignments

- After all assignment groups are created, then create individual assignments in each group
- Click on Group
- Click + Assignment
- Click on Drop Down Menu for Type of Assignment (Assignment, Discussion, Quiz, External Tool or not graded
- Name assignment (recommend you put the week/unit or chapter number first so you can easily put everything together in modules later)

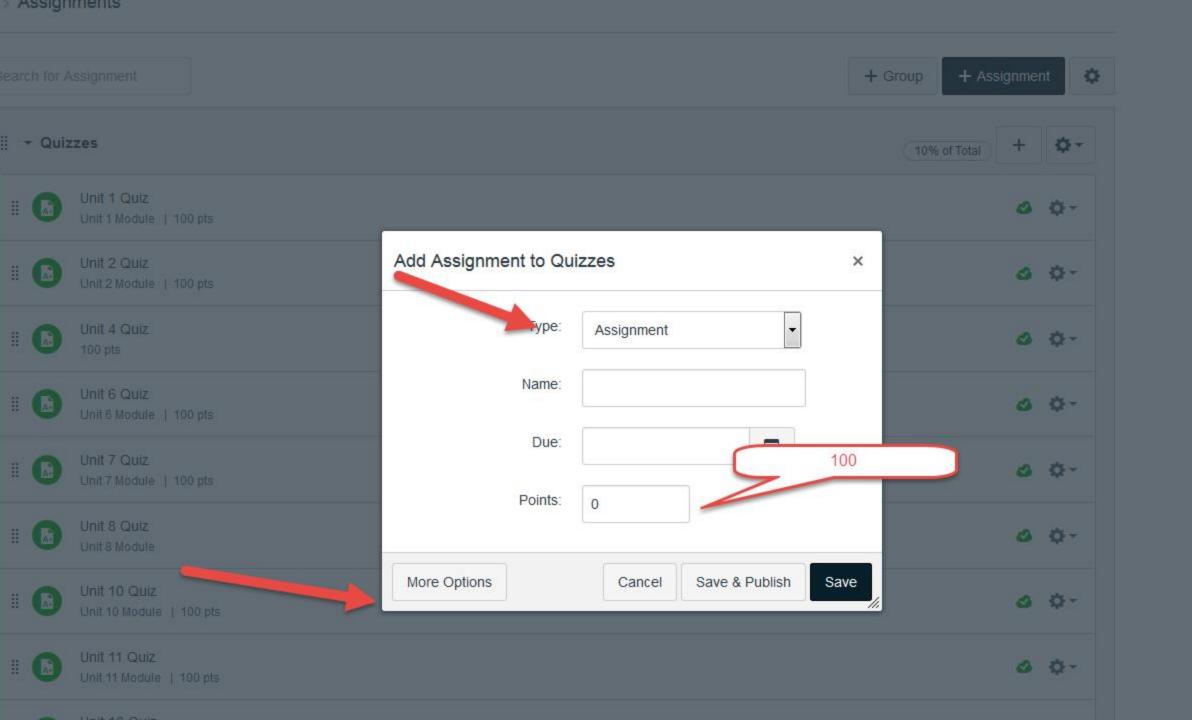


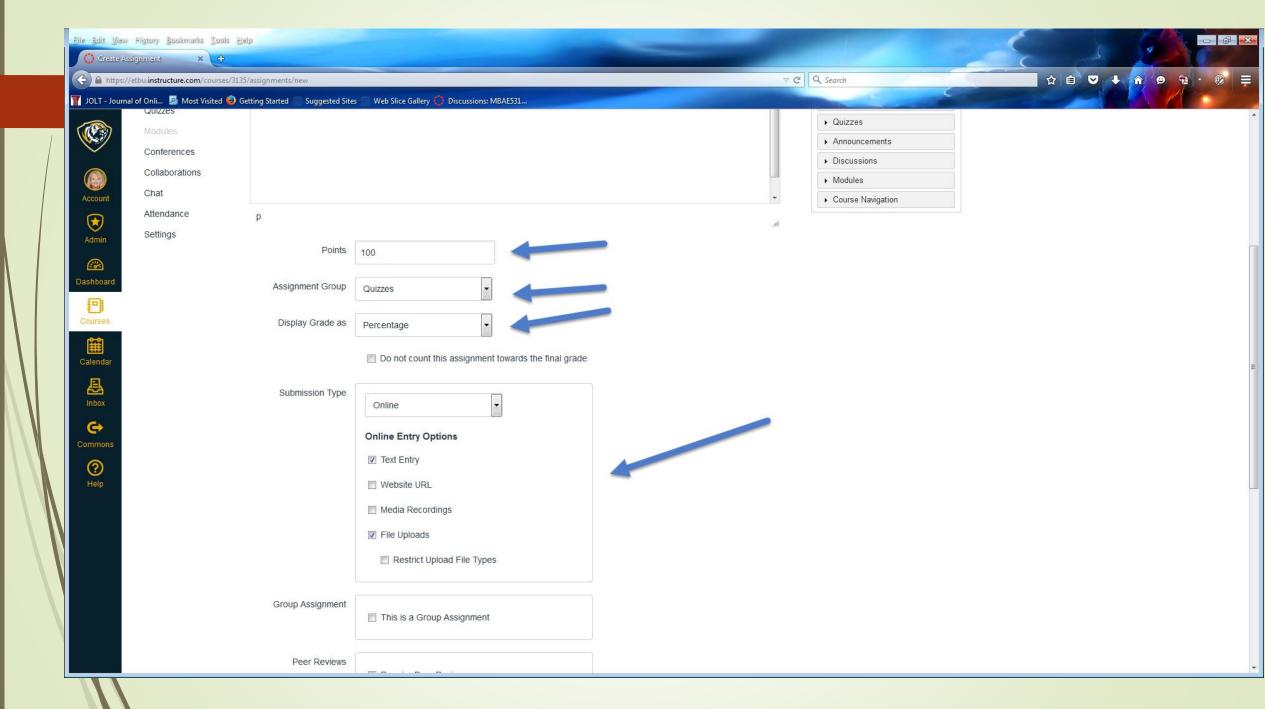
Assignments

- Click on "More Options
 - Put directions in text box
 - Select how you want grade displayed (percentage or points)
 - Select submission type and add dates if wanted (this creates the Gradebook entry)
 - Click Save and Publish (if it is a test you may want to click save and publish it later)

Discussions

- When you create the Assignment you must select the down arrow and change if from ASSIGNMENT to DISCUSSION (see next slide)
 - Put in Points
 - Click More Options
 - Put discussion prompt in text box as well as criteria on when initial and response posts are due.
 - Be sure to click Threaded Reply
 - Click Save and Publish and students can respond.
 - Select how you want grade displayed (percentage or points)
 - Add due dates and you can also split students into groups. Select this option and Canvas will allow you to do it manually or automatically. You can even automatically assign a leader.





TurnItIn (TII)

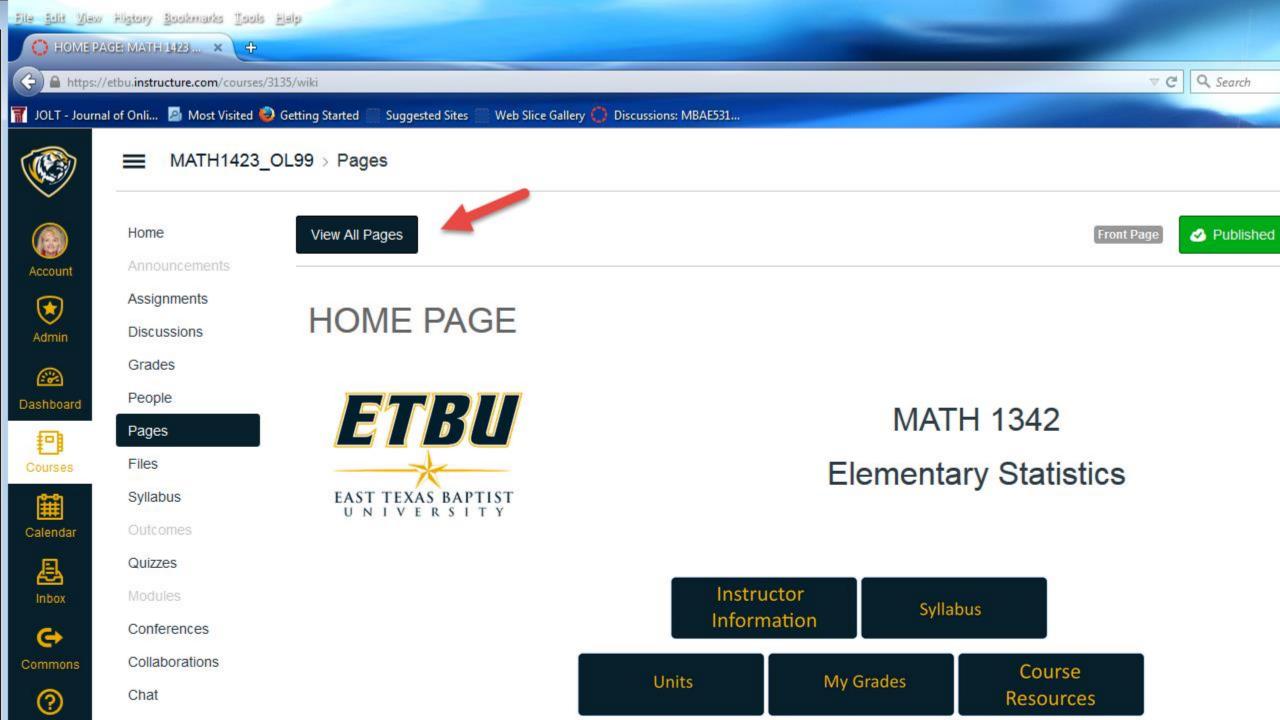
- In Assignments below the place where you determine submission type is the setting for Vericite which has been bought by TII and is much better than the add on tool.
 - The submission type must be ONLINE
 - Select Plagiarism Review
 - Click TurnItin
 - You will be able to set up your settings: you need to exclude quotes and bibliographies at a minimum or your percentages will be falsely elevated. It is also recommended you eliminate short matched of 3-5 words. Save you settings. If you want to make these a default for everyone you do from that point on you can.
 - The next setting is availability of this report to students.
 - Recommend this be left at IMMEDIATELY. This allows students to view the report, correct what they did, and submit a corrected copy up until the due date and time which significantly enhances the learning experience.

Pages

- Pages are used to add any other type of content that is not an assignment
- This can include:
 - Readings
 - Additional Directions
 - Templates
 - Supplementary Readings
 - Etc.
 - This is dragged and dropped into Module

Pages

- To create content click on Pages
- Click on View All Pages (top Left)
- Click +Page (top right)
- Title Page (again suggest week, unit, chapter designation be listed first)
- You can free text information
- If you want to attach files, links or images look at the left menu



Most Visited Getting Started Suggested Sites Web Slice Gallery Discussions: MBAE531...

MATH1423_OL99 > Pages

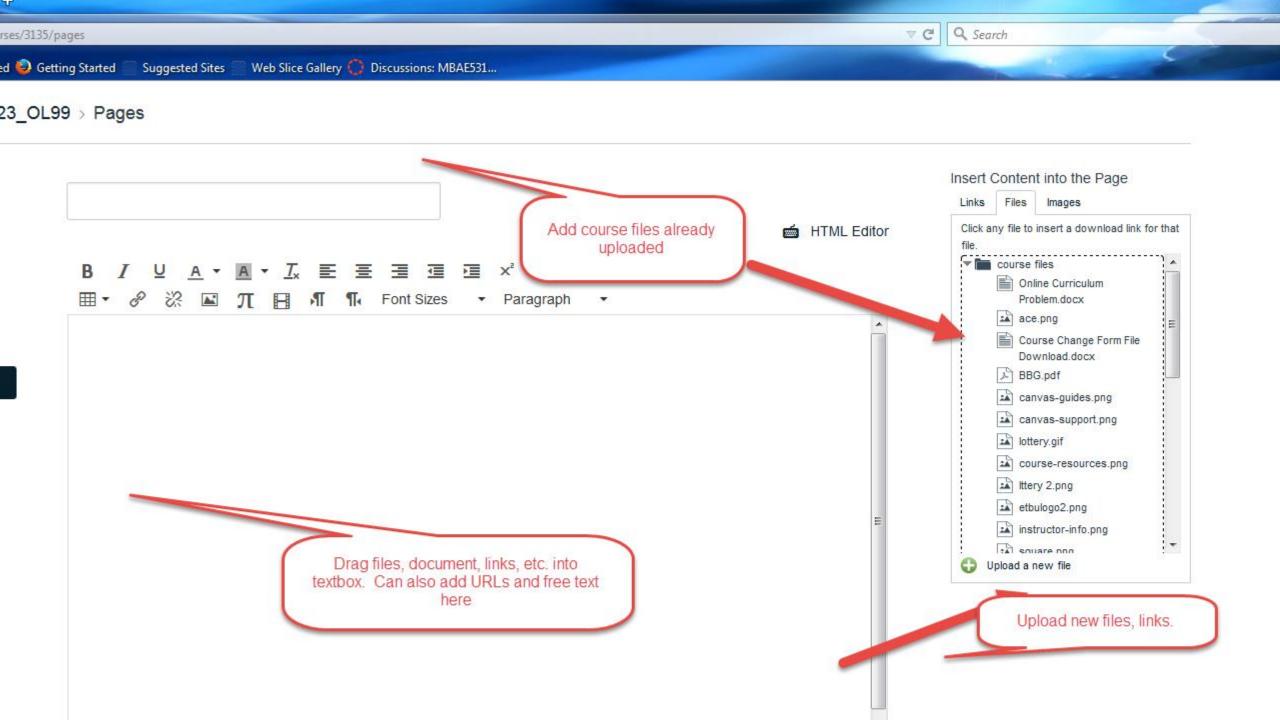


			+ Page
PAGE TITLE A	CREATION DATE - LAST EDIT -		
Assignments in This Course	Sep 29, 2016 Sep 29, 2016 by Colleen Halupa @ ETBU	⊘	φ-
Course Change Form	Sep 22, 2016 Sep 22, 2016	⊘	☆ -
Course Guide and Audit	Sep 22, 2016 Sep 29, 2016 by Colleen Halupa @ ETBU	å	☆ -
Course Preparation Checklist	Sep 22, 2016 Sep 22, 2016	ø	☆ +
Course Resources	Sep 30, 2016 Sep 30, 2016 by Glenn Scott @ ETBU	ø	\$-
Due Dates	Sep 22, 2016 Sep 22, 2016	⊘	☆ +
ETBU Online Policies	Sep 22, 2016 Sep 22, 2016	4	\$-
Grading Scale	Sep 22, 2016 Sep 22, 2016	4	\$ -
Hawkes Instructions	Sep 29, 2016 Sep 29, 2016 by Colleen Halupa @ ETBU	⊘	\$ -
HOME PAGE Front Page	Sep 29, 2016 Oct 6, 2016 by Colleen Halupa @ ETBU	ø	☆ -
HOME PAGE-3	Sep 30, 2016 Oct 3, 2016	ø	☆ -
How to Create Solution Videos	Sep 29, 2016 Sep 29, 2016 by Colleen Halupa @ ETBU	ø	☆ +
Instructor Information	Sep 22, 2016 Sep 22, 2016	ø	☆ +
Instructor-Specific Expectations and Policies	Sep 22, 2016 Sep 22, 2016	ø	☆ -
Program Student Learning Outcomes	Sep 22, 2016 Sep 22, 2016	ø	☆ +
Rubrics	Sep 22, 2016 Sep 22, 2016	⊘	⇔ -

Pages

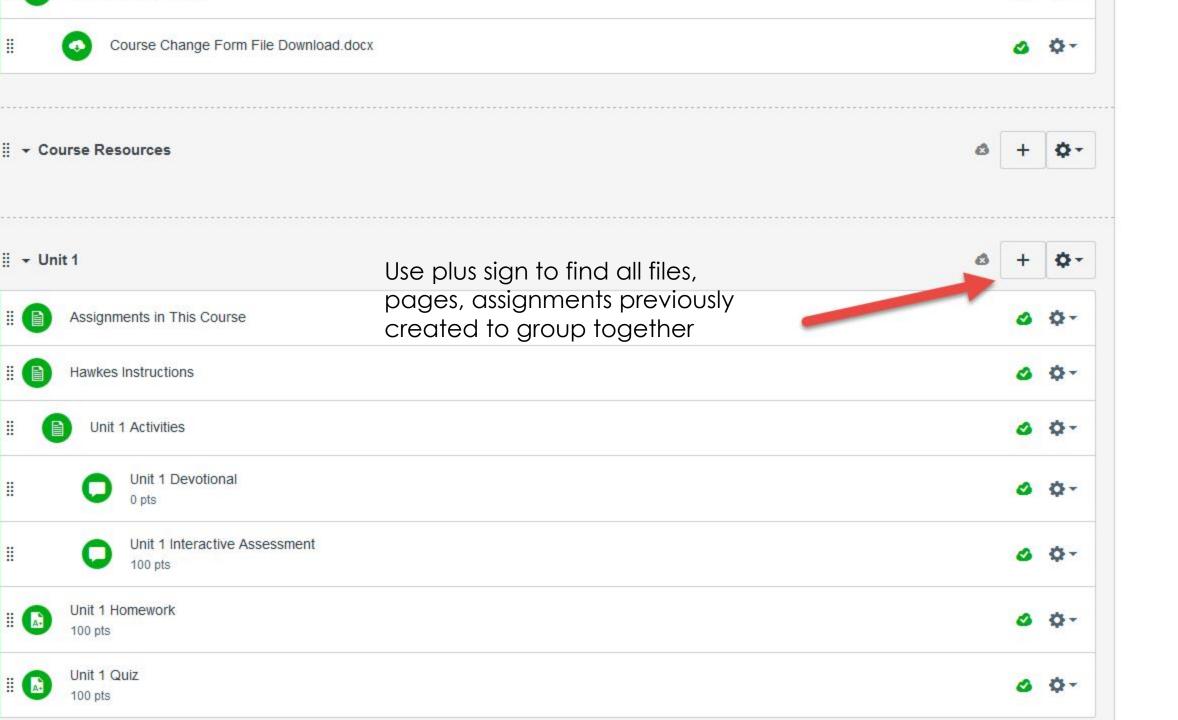
- Add File
 - You can import all files in a course through this menu and drag and drop it anywhere in course
 - Click files (top middle in left menu)
 - Click upload a new file
 - After file is there, drag and drop it onto the page you are creating
 - Save and publish page

This can be repeated for links and images as well.



Modules: Brings Activities and Assignments Together in One Place

- Click on Modules
- Click + Module and create a Module for each unit/week or chapter of content
- Click on + Button and drag and drag items for that unit that you have already created (assignments and pages) into the appropriate module
- Everything we have just gone over (pages, assignments, quizzes is all pulled together here)
- This is where students go to find everything



Conferences

- To create a synchronous conference online click on Conferences
- Click + Conference
- Enter name of Conference, duration and clidk on record if you want to record it. You can add a description including date and time
- Click all members to send an invite to the whole class
- If you want to invite individuals you will have to send them an email invitation
- To start the conference click on it and then click start. The conference will be archived

Collaborations

- This is a wiki tool
- Name and describe the document and add your students to the group so they can collaborate on a topic
- Click Start Collaborating
- You can set up several of these for students to collaborate on different documents

Syllabus

- Click on Syllabus
- Click on Edit Syllabus
- Upload syllabus under files in the left menu and drag and drop the document into the syllabus

An interactive syllabus can be created that links students right to each item—this will be covered in an advanced course

Quizzes and Tests

- Quizzes and tests given in the classroom must be built as ASSIGNMENTS
- Building quizzes is an advanced class not covered here.
- For the COVID-19 pandemic, all info about quizzes is included in the COVID-19 Faculty Guide.

Grading in Canvas

- Speed Grader
 - This can be accessed through
 - Assignments
 - Quizzes
 - Discussion
 - Gradebook

Grading in Canvas

- Online Quizzes (which is an advanced class)
 - M/C, T/F questions are auto-graded
 - Fill-in-the-blank and essay questions must be reviewed.
 - This is done by clicking on the quiz in Assignments and go to Speedgrader
 - If the test needs to be curved, DO NOT USE curve grades. If used, this function will increase some student's grades and decrease others.
 - Rather use FUDGE Points. This is located at the bottom of the online quiz. You can add points here to increase each student's grade and click save next to Fudge Points.
 - You must then go to the grading screen on the right and submit the grade—be sure it has updated and added the points before doing this.