



# 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”

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THIS COURSE IS UNPUBLISHED

Only Teachers Can See This Course Until It Is Published

Need help setting up your course?

[Setup Checklist](#)

## ACCT 4340 Accounting Theory MASTER

[Edit](#)

## ACCT 4340 Accounting Theory

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### Course Status

Unpublished

[Import from C](#)[Choose Home](#)[View Course S](#)[Course Setup](#)[New Announc](#)

Coming Up

Nothing for the next v



# 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

Search for Assignment

Add assignment group

+ Group

+ Assignment



### ☰ Quizzes

Add assignment


10% of Total

+



☰  Unit 1 Quiz  
Unit 1 Module | 100 pts




☰  Unit 2 Quiz  
Unit 2 Module | 100 pts




☰  Unit 4 Quiz  
100 pts



☰  Unit 6 Quiz  
Unit 6 Module | 100 pts



☰  Unit 7 Quiz  
Unit 7 Module | 100 pts



☰  Unit 8 Quiz  
Unit 8 Module







# 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)

Search for Assignment

+ Group

+ Assignment



## Quizzes

10% of Total



Unit 1 Quiz  
Unit 1 Module | 100 pts



Unit 2 Quiz  
Unit 2 Module | 100 pts



Unit 4 Quiz  
100 pts



Unit 6 Quiz  
Unit 6 Module | 100 pts



Unit 7 Quiz  
Unit 7 Module | 100 pts



Unit 8 Quiz  
Unit 8 Module



Unit 10 Quiz  
Unit 10 Module | 100 pts



Unit 11 Quiz  
Unit 11 Module | 100 pts



## Add Assignment to Quizzes



Type:

Assignment

Name:

Due:

Points:

0

100

More Options

Cancel

Save &amp; Publish

Save



# 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 it 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.

Search for Assignment

+ Group

+ Assignment



## Quizzes

10% of Total



Unit 1 Quiz  
Unit 1 Module | 100 pts



Unit 2 Quiz  
Unit 2 Module | 100 pts



Unit 4 Quiz  
100 pts



Unit 6 Quiz  
Unit 6 Module | 100 pts



Unit 7 Quiz  
Unit 7 Module | 100 pts



Unit 8 Quiz  
Unit 8 Module



Unit 10 Quiz  
Unit 10 Module | 100 pts



Unit 11 Quiz  
Unit 11 Module | 100 pts



## Add Assignment to Quizzes



Type:

Assignment

Name:

Due:

Points:

0

100

More Options

Cancel

Save &amp; Publish

Save


File Edit View History Bookmarks Tools Help

Create Assignment


https://etbu.instructure.com/courses/3135/assignments/new

Search


JOLT - Journal of Onli... Most Visited Getting Started Suggested Sites Web Slice Gallery Discussions: MBAE531...




Account




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QUIZZES

Modules

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Course Navigation

Points

Assignment Group

Display Grade as

☐ Do not count this assignment towards the final grade

Submission Type

**Online Entry Options**

☒ Text Entry

☐ Website URL

☐ Media Recordings

☒ File Uploads

☐ Restrict Upload File Types

Group Assignment ☐ This is a Group Assignment

Peer Reviews





# 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

MATH1423\_OL99 > Pages

Home

View All Pages

Front Page

Published

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

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Chat

# HOME PAGE



## MATH 1342 Elementary Statistics

Instructor  
Information

Syllabus

Units

My Grades

Course  
Resources

## MATH1423\_OL99 > Pages

+ Page

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼		
Assignments in This Course	Sep 29, 2016	Sep 29, 2016 by Colleen Halupa @ ETBU	✓	⚙️
Course Change Form	Sep 22, 2016	Sep 22, 2016	✓	⚙️
Course Guide and Audit	Sep 22, 2016	Sep 29, 2016 by Colleen Halupa @ ETBU	⚠️	⚙️
Course Preparation Checklist	Sep 22, 2016	Sep 22, 2016	✓	⚙️
Course Resources	Sep 30, 2016	Sep 30, 2016 by Glenn Scott @ ETBU	✓	⚙️
Due Dates	Sep 22, 2016	Sep 22, 2016	✓	⚙️
ETBU Online Policies	Sep 22, 2016	Sep 22, 2016	✓	⚙️
Grading Scale	Sep 22, 2016	Sep 22, 2016	✓	⚙️
Hawkes Instructions	Sep 29, 2016	Sep 29, 2016 by Colleen Halupa @ ETBU	✓	⚙️
HOME PAGE <b>Front Page</b>	Sep 29, 2016	Oct 6, 2016 by Colleen Halupa @ ETBU	✓	⚙️
HOME PAGE-3	Sep 30, 2016	Oct 3, 2016	✓	⚙️
How to Create Solution Videos	Sep 29, 2016	Sep 29, 2016 by Colleen Halupa @ ETBU	✓	⚙️
Instructor Information	Sep 22, 2016	Sep 22, 2016	✓	⚙️
Instructor-Specific Expectations and Policies	Sep 22, 2016	Sep 22, 2016	✓	⚙️
Program Student Learning Outcomes	Sep 22, 2016	Sep 22, 2016	✓	⚙️
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.



## 23\_OL99 > Pages

Add course files already uploaded

HTML Editor

### Insert Content into the Page


Links Files Images

Click any file to insert a download link for that file.

- course files
  - Online Curriculum Problem.docx
  - ace.png
  - Course Change Form File Download.docx
  - BBG.pdf
  - canvas-guides.png
  - canvas-support.png
  - lottery.gif
  - course-resources.png
  - ltery 2.png
  - etbulogo2.png
  - instructor-info.png
  - square.png
- Upload a new file

Drag files, document, links, etc. into textbox. Can also add URLs and free text here

Upload new files, links.



# 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



Course Change Form File Download.docx

▼ Course Resources

+

▼ Unit 1

Use plus sign to find all files,  
pages, assignments previously  
created to group together

+

Assignments in This Course

Hawkes Instructions

Unit 1 Activities

Unit 1 Devotional  
0 pts

Unit 1 Interactive Assessment  
100 pts

Unit 1 Homework  
100 pts

Unit 1 Quiz  
100 pts



# Conferences



- To create a synchronous conference online click on Conferences
- Click + Conference
- Enter name of Conference, duration and click 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.