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CANVAS Guide

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To get you started – a short intro to canvas

Canvas can be used in many different ways. How you set up your Canvas room is often dependent on preferences and the structure of a course. In this short guide, we will only list some very basics to get you started with Canvas as easily and fast as possible

Because Canvas can be used in very different ways, it is helpful to give students during the course introduction a quick run-through about how you will use Canvas in your course. When you introduce your canvas page, also let your students know that they can themselves adjust their notifications and add their private e-mail in their account.

Helpful tips at the beginning:

1. If you do not have a course-room in Canvas, you have to e-mail IT with the *course code*, *course name* and let them know that *you* are the teacher. You might automatically get a Canvas course room for the courses starting Period one, if not, please contact IT.
2. Settings – course details, you should add when the course starts and ends.
3. When you know which students will attend your course, you can either send a list with students to IT and IT will add them to the Canvas room, or you can manually enter students in "people" by clicking on "+people" and entering the SLU student e-mail addresses in the window that pops-up.
4. Almost everything in Canvas has a "publish" function and, if a page, module or an assignment is not published, the students will not see it on their Canvas page.

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The Canvas Sidebar

The sidebar is located to the left when you enter a Canvas room. It is a helpful tool to navigate between all the options that Canvas offers.

Creating a Canvas room home page

The Canvas room homepage is the first page that is visible when clicking on a course in Canvas, both for students and for course leaders. There are several options for what to choose as home page and two are widely used: choosing a page as front page and using the syllabus (for both go to "beyond the basics" in this guide).

Uploading files

If you want to upload files, such as literature or lectures, select the "files" option from the sidebar. Here you can easily create new folders, e.g. literature, lectures, instructions and then it is easy to upload files in the different folders. Students can**not** upload files here (for workarounds see "student uploading files").

Having announcements on the home page

If you want students to see your most recent announcements on their Canvas page, go to "settings", then to "course details" page. Then go to the bottom of the page "course details" and click on "more options", then select "Show recent announcements on course home page".

# Available Structures: Modules, Pages, Calendar and Student Groups

There are two ways to structure a course room in Canvas: using modules or using pages. Which you choose depends on the type course you are giving. Often a mix between the two is helpful. In general, Modules are helpful if you have content that might only be relevant during a certain time-period of a course because it is possible to set a timeframe for when a module should be visible to students and for how long.

Modules

To create a module go to "modules" on the sidebar and then click on "+module" and give the module a title. A module is an easy way to link to things, such as pages, files, assignments, external links, etc. To create a link in a module, click on the "+" to the right of the title.
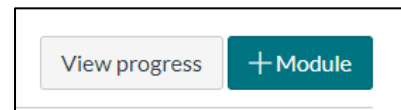
From the drop down menu, select if you would like to link to an assignment, an announcement, a page, a file etc. Select what you want to link to by clicking on it and then on "add item".
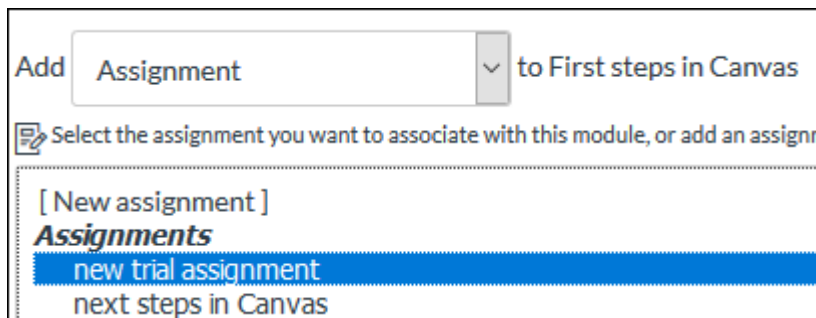
Note: The module will by default be "unpublished"

To publish the module, click on the "unpublished" sign and a green arrow will appear. **Students will only be able to see the module if the module is published.**

Pages

To create a page got to "Pages" on the side bar and click on "+page" on the top right. You can give the page a title and then write down or copy & paste the text you would like the page to show.

In a page, you can link to files, assignments, or announcements etc. To do so, either select the text you would like to link to or move the cursor to a free spot. Then, on the right, you can select what you would like to link to (pages-course navigation). If you would like to link to a specific file, click on "files" next to "links" there.

Note: After creating the page, you have the option to "save" the page or to "save & publish" the page. The "save" the page option is helpful if you have started working on the page, but are not yet finished and will return at a later point. However, students will only see the page if the page is **published** (indicated by green tick).
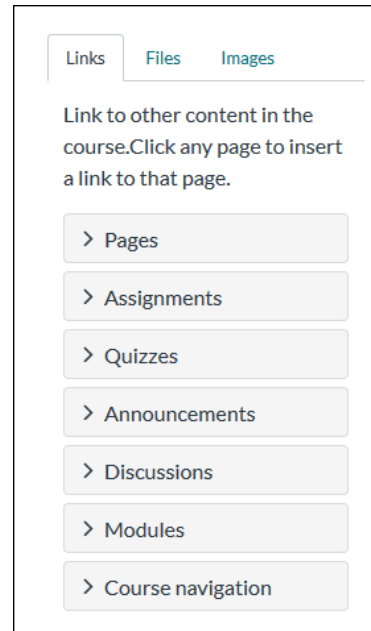
Calendar

Tip: Discard your old PDF or Word schedule and use this function!

Assignments will automatically be integrated in the calendar and you can manually add the lectures, workshops or seminars to the calendar - this is especially helpful when there are changes in the schedule, cancellations or changes of rooms/lecture halls throughout a course. To create an event (lecture, seminar etc.), click on "calendar" in the yellow sidebar. Then click on "+" on the top right or on any day in the calendar.

Another helpful feature is that students can choose time slots e.g. for presentations or seminars. To create the possibility for students to do so, click on "+" on the top right and select "appointment group" to adjust the settings for that. There you can also select if students should sign up in groups.
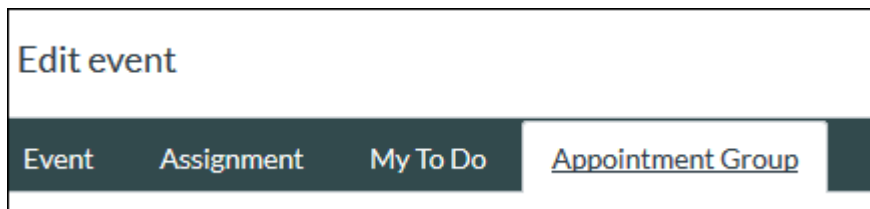
Creating groups

Canvas offers a useful tool for group work. To do so, go to "people", click on "+group set" and give the group set a name. Select the options you find fitting and save.

If manual group assignment was selected, the students appear on the left and then you as the teacher can create a group by clicking on "+group". Create as many groups as needed and drag the students from the left into the respective groups, which means that one student can hand in assignments for everyone in the group. This is also one of the possible workarounds so that students can upload files to Canvas (see "student uploading files" for how teachers can access student groups and their files).

Assignments and Grading

Creating an assignment

To create an assignment, click on "assignments" on the sidebar and then "+assignment" to create the new assignment. Name it and write down or copy & past text into the assignment. There are different options, which we will go through a bit step by step.

Points: Enter "1", (this should not be 0)

Assignment group: This is a rather advanced feature and works best if you have assignments that are graded using points.

Display grade as: Most teachers at SOL use the option Complete/Incomplete because the grading system in Canvas is not very suitable for the grading system used at SLU (5-U).

Submission type: choose "Online" (usually default) and then select "file uploads". I you want to receive e.g. only Word files select "restrict upload file types".

Plagiarism Review: select "URKUND" from the drop-down menu. Canvas automatically "speaks" to Urkund, so there is no need to set up an account with Urkund. The person who created the assignment will receive e-mails with the Urkund reports.

Group assignment: Select if you would like an assignment to be a group assignment. For this option to work, you will need to have created groups before. And you need to select the "group set" that the groups belong to. With this feature, one student in the group can upload an assignment and it counts for the whole group.

Peer reviews: If you select this option, students will be able to peer review each other's assignments. You can choose between **automatically or manually** assign student reviewers to each other.

Anonymous grading: **OBS:** this option is only available if it has been enabled in the Canvas room settings first. Go to "settings" in the sidebar, then "Feature Options" and click "Anonymous grading".
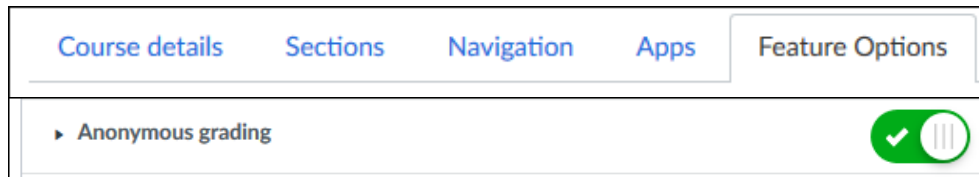
Assign: Here you can set the **due date for the assignment**, when the assignment should be available to students and when the folder should close. It is possible to have assignments open longer than the due date and time. A helpful feature here is that due dates can also be assigned to individual students. To do so, click "+add" at the bottom and select the respective student. **If an assignment is not published, students will not be able to see the assignment in their Canvas page.**

Grading options

There are two main ways to grade student assignments: using the SpeedGrader or downloading assignments. OBS: In case of anonymous grading, once you are done with grading all the assignments (either via Speedgrader or by downloading and uploading the exams) it is important to "unmute" the assignment, otherwise students will not receive their graded exams.

To unmute the assignment, you need to click on the bell with the line in the upper left corner when the SpeedGrader is open. Once the assignment has been unmuted, students will automatically receive a message from Canvas that their grades have been released.

Muted assignment:

Unmuted assignment:

SpeedGrader: Go to "assignments" in the sidebar. Click on the assignment you would like to grad, then click on "SpeedGrader" in the top right. This grading tool is very useful when grading exams on the computer. You are able to highlight and comment right in the assignment that the student handed in. If the option "anonymous grading" was selected when the assignment was created, it is possible to start grading an assignment and return to it later without the student knowing that his/her exam is in the process of being evaluated. Also, if that option was selected, the student names will not be visible in the SpeedGrader, instead, Canvas randomly assigns student numbers, so there will be Student 1, Student 2, Student 3, etc.

Downloading assignments: There are two options.

1) You can download student submissions via the "downloading submissions" option. Click on the assignment you would like to grade. Then click on "downloading submissions" in the top right and will be downloaded in a zip-file. **OBS: In case of anonymous grading, do not <u>in any way</u> change the name of the files!!!**
After you have graded the exams, you can upload the exams again by creating a zip-file including all the exams and the using the "re-upload submissions" options, Canvas will then automatically match students and files.
OBS: The automatic matching only works if the names of the files have not been changed after the download!
OBS: If you download the student submissions again, Canvas will give the submissions new file names, in case of anonymous grading!

2) You can download submissions one by one via the SpeedGrader. To do so, open the SpeedGrader and at the top right, click on the little arrow next to the submission of the student. It is helpful for you as the teacher to make sure to know which file belongs to Student 1, Student 2, Student 3, etc. Once you are done with the grading, you will need to go into the SpeedGrader again and through the little attachment symbol underneath the comment box, you can upload the graded exams one by one to Student 1, Student 2, Student 3, etc. Student 1, Student 2, Student 3, etc.

Beyond the Basics

Adjusting the side bar

If you will not be using all the options in the side bar, it might be good idea to hide these options from the students. For example, Canvas offers a "chat" option. If the chat option is visible to students, a student might ask a question through the chat, however, if the course leader is not going to use the chat as communication channel with the student because the course leader prefers e-mail, then the students might ask questions there and wait for answers unnecessarily. Therefore, it could be a good idea to hide those options that are not used in a course. To do so, go to "settings" on the bottom of the side bar and click on the "navigation" page. In the navigation page, it is easy to drag a Canvas option down to hide the option from students.

Choosing a course picture

It is possible to give a course a course picture. This picture will then appear in the dashboard where all the courses are shown. To add a course picture go to: "Settings" → "Course details" → "upload picture"
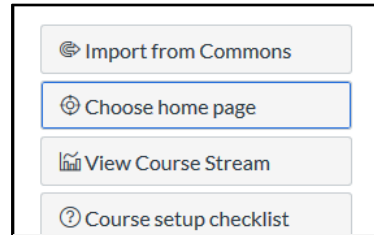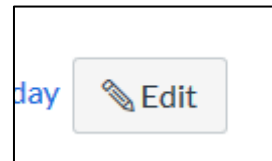
Syllabus as a home page

Follow these steps:

1) Click on "choose home page" on the top right and select **syllabus**

(This feature is available when you are in "home", which is accessible from the sidebar on the left)

2) Press "edit" and fill with content

3) End with clicking on "update syllabus"

A page as a home page

To be able to set a page as home page for a Canvas room, you need to select one of the pages a "front page" **before doing the "choose home page"**. To do so, click on the three dots to the right of the title of the page you would like to set as front page and click on "use as front page". (A side effect of choosing a front page is that it will always be the first page to appear when you click on "pages" in the sidebar. To access the other pages, you need to click on "view all pages" on the top left.)
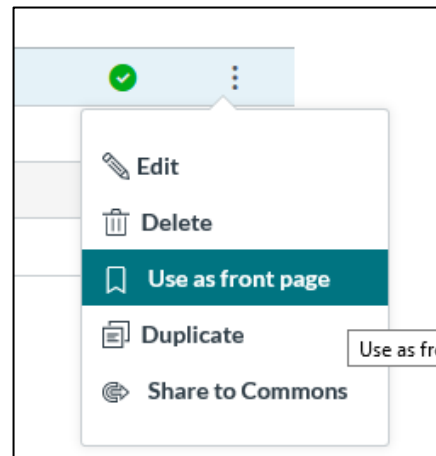
Students uploading files

Students cannot upload files through the "files" option in Canvas. Currently, there are three workarounds if students should, for example, upload presentations that should be accessible to all students

- Creating an assignment for students to hand in the presentations and then the teacher puts them all in a folder that students can access

- Creating a group set and then a group that contains all students (See "Creating groups" groups in this guide for how to create groups). Through the group, all the students get their own mini-version of Canvas, including the option "files" in which they can upload files. The teacher can access those files by going to "people" in the sidebar, then selecting the group set containing the group with all students and clicking on the three dots that appear next to the group name. By clicking on "visit group homepage". another sidebar appears and when clicking on "files", the teacher has access to files uploaded by the students.

- Creating a discussion and then allowing students to attach files if they comment that discussion. In that case, the teacher needs to enable "Let students attach files to discussions" in "Settings" → "Course details" → "More options" → "Let students attach files to discussions"

In general, if students upload something in a wrong folder, neither students nor teachers can remove the file. You have to e-mail Helen Alstergren or Peter Aspengren (Canvas at SLU).

Using videos in Canvas

If you would like to use this too, please contact, Helen Alstergren and Peter Aspengren at SLU.

Duplicate Canvas rooms

This is helpful if you would like to you a well-developed Canvas room for the same course next time. If you would like to use this too, please contact, Helen Alstergren and Peter Aspengren.

TimeEdit for Kronox

We are waiting for an integration of TimeEdit and Canvas

Collaborations

Currently, collaborations are only possible via google accounts. Soon, there should be Microsoft 365 integrated as well

Links to more information

SLU Canvas website - https://internt.slu.se/stod-service/utbildning/pedagogiskt-och-digitalt-stod/Digitaltstod/canvas2/

Link to Canvas stuga at SLU - https://internt.slu.se/stod-service/utbildning/pedagogiskt-och-digitalt-stod/kurser/

Canvas itself - https://community.canvaslms.com/

Also a really well created guide available at: https://kth.instructure.com/courses/85

Also, in the yellow canvas sidebar, there are useful links under "Help"