

A CANVAS CRASH COURSE GUIDE



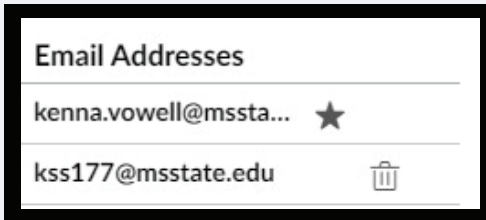
**PRESENTED BY
MISSISSIPPI
STATE ONLINE**

1. ACCOUNT → 2. SETTINGS

- Your Mississippi State University email address is the default. You can add more emails if you would like by clicking + EMAIL ADDRESS.

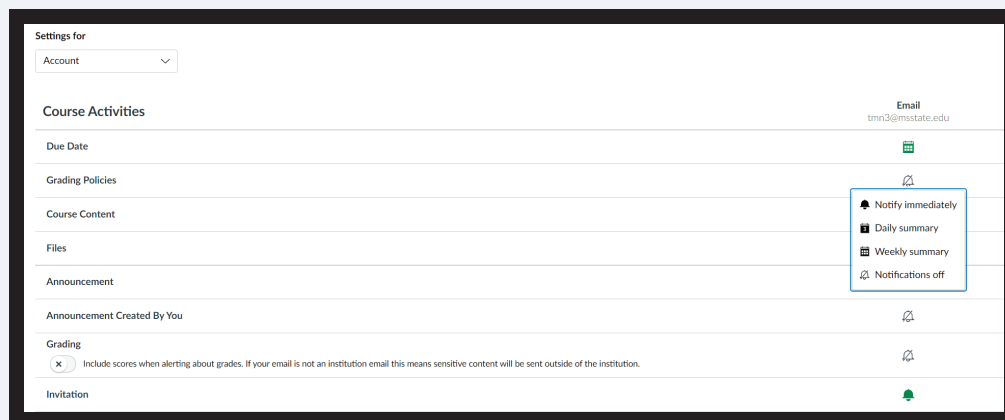


- When you have multiple emails, the one with the star beside it is the default email address.



1. ACCOUNT → 2. SETTINGS → 3. NOTIFICATIONS

- This is where you can set up how you want to receive notifications. You can also set up when you receive them and where you receive them (email, phone number, etc.). The image below is what the notifications page looks like in Canvas:



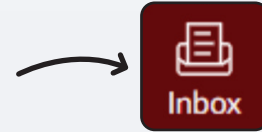
PRO TIP:

Use your mouse to click the icon that corresponds to when you would like to receive notifications.

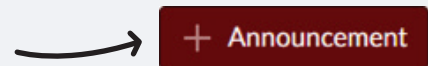


Communication with students is a key to success in the online classroom. There are two primary features within Canvas that allow you to easily contact students individually or as an entire class.

- **Inbox:** used to send messages within Canvas to the entire class, individual students, or groups of students



- **Announcements:** a useful tool that allows you to send class-wide messages to your students within Canvas



- Announcements can be activated so that they are visible on your course's home page. You can also set the number of announcements that are shown to students.

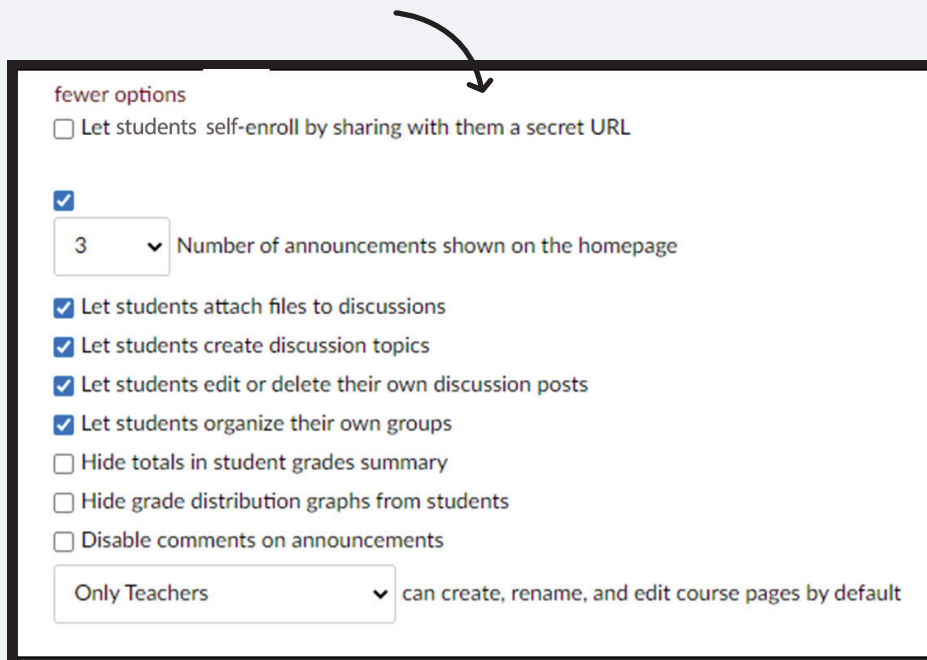
To do this, follow these steps within your course:

1. Settings
2. Course Details Tab
3. More Options (Located below the "Description" box)
4. Check the box and set the number of announcements you want to be shown as illustrated in the image below



PRO TIP:

If you need to ensure students receive important information, send a mass course message using your inbox AND post an announcement.



fewer options

☐ Let students self-enroll by sharing with them a secret URL

☒ Number of announcements shown on the homepage

☒ Let students attach files to discussions

☒ Let students create discussion topics

☒ Let students edit or delete their own discussion posts

☒ Let students organize their own groups

☐ Hide totals in student grades summary

☐ Hide grade distribution graphs from students

☐ Disable comments on announcements

can create, rename, and edit course pages by default



Canvas allows you to customize the course navigation menu according to what you want students to be able to see. Follow the steps below to personalize course navigation for your course.

1. NAVIGATE TO THE COURSE → 2. SETTINGS → 3. NAVIGATION TAB

We recommend the following course navigation:

Home	
Grades	
Modules	
Syllabus	

Courses in the upper section are visible to students.



PRO TIP:
Hide the sections that aren't needed to lessen any possible confusion.

Drag and drop items to reorder them in the course navigation.

Home	
Modules	
Assignments	
Grades	
Collaborations	
Pages	
Discussions	
Office 365	
Google Drive	

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

People	Page disabled, will redirect to course home page	
Syllabus	Page disabled, will redirect to course home page	
MyLab and Mastering	Page disabled, won't appear in navigation	
Cengage	Page disabled, won't appear in navigation	
Macmillan Learning	Page disabled, won't appear in navigation	
McGraw Hill Connect	Page disabled, won't appear in navigation	
McGraw Hill SIMnet	Page disabled, won't appear in navigation	
TurningPoint	Page disabled, won't appear in navigation	
Pearson	Page disabled, won't appear in navigation	
Proctortrack	Page disabled, won't appear in navigation	
SCORM	Page disabled, won't appear in navigation	
Honorlock	Page disabled, won't appear in navigation	

Save

Courses in the lower section are hidden from students and will not be visible on their menu.



PRO TIP:
Even if a feature or item isn't visible to students, you can still use the feature to create pages, quizzes, etc.

Don't forget to save your changes!

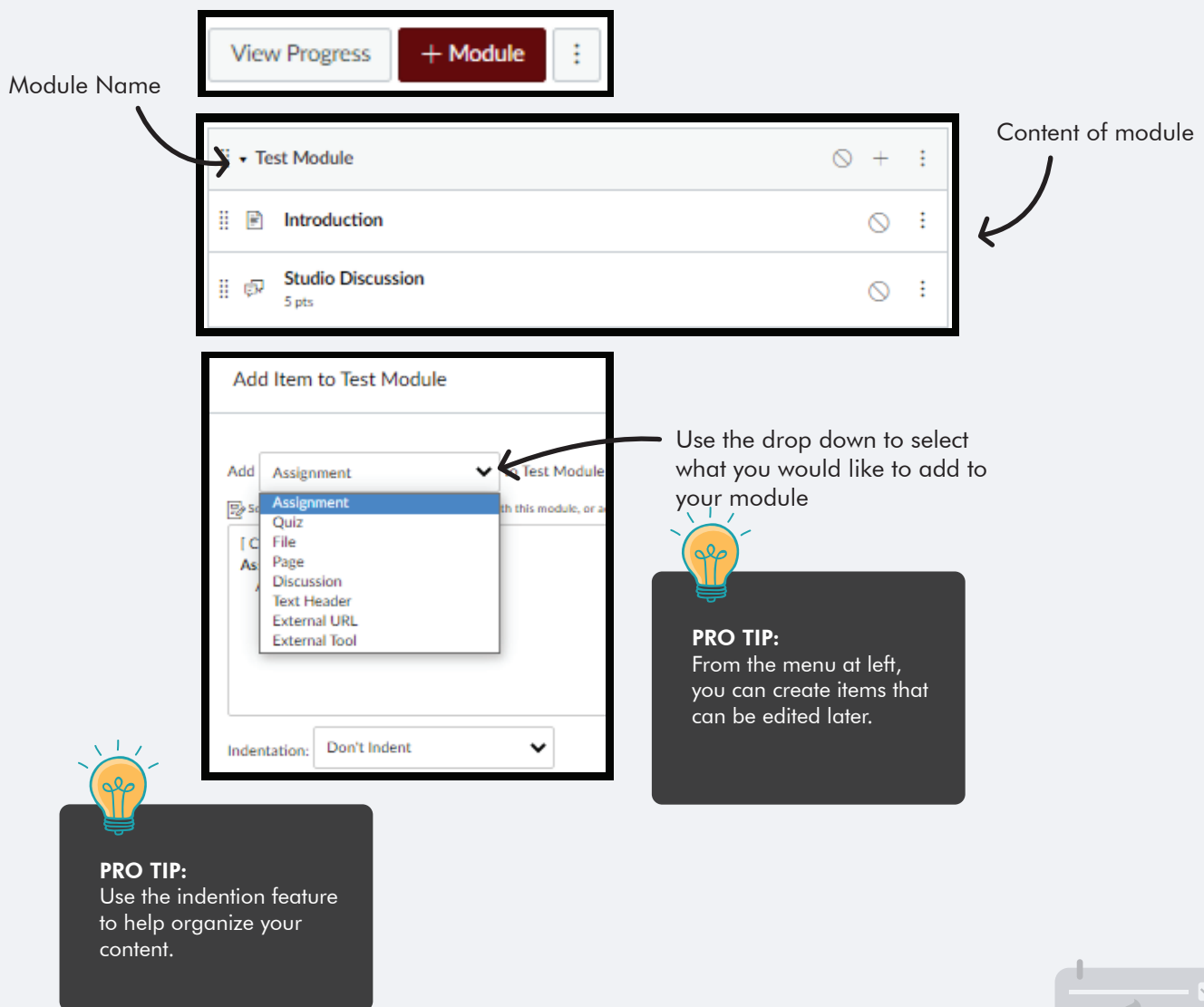


Modules are your organizational friend. Think of this as the topic or unit you are covering. Here you will nest all of your quizzes, assignments, lecture information, and videos under one name.

Make sure you have at least the first week's content covered in your course before publishing.

1. NAVIGATE TO THE COURSE → 2. MODULES → 3. +MODULE

Once a module is created, you can add tests, quizzes, files, discussions, etc.



Module Name

Content of module

Use the drop down to select what you would like to add to your module

PRO TIP:
Use the indentation feature to help organize your content.

PRO TIP:
From the menu at left, you can create items that can be edited later.



Modules help to organize the course for both you and your students. Traditionally, modules are either organized by week or by unit. Pages and Assignments are two types of content you can add to Modules.

PAGES

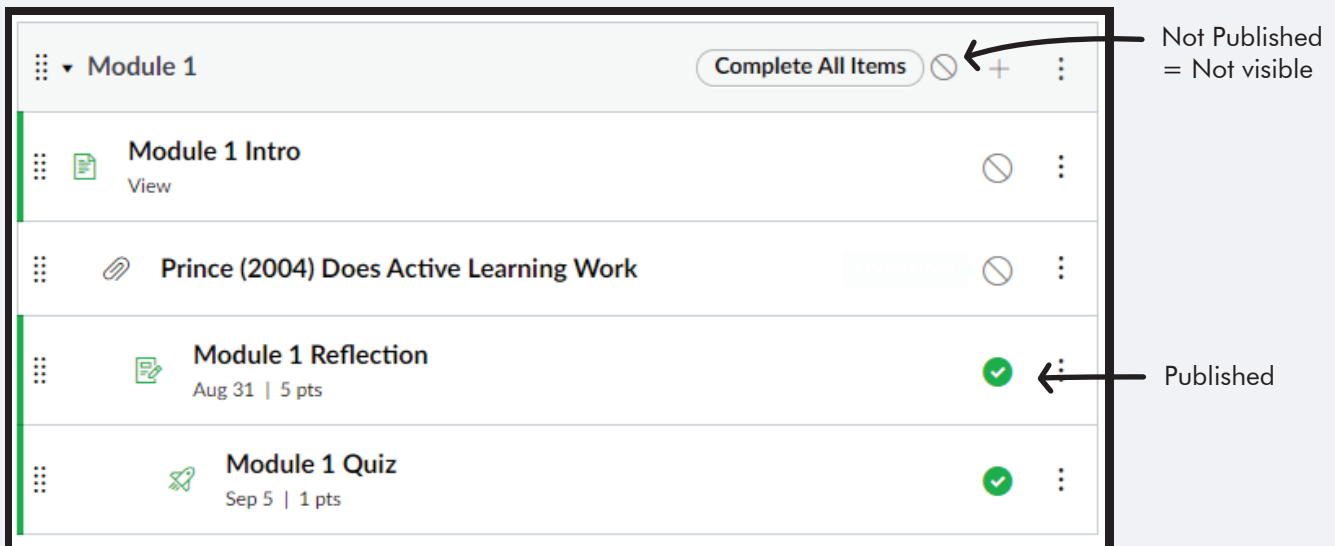
- Pages are the primary means of displaying learning content in Canvas. Examples of Pages include lectures, study guides, and course information. Pages cannot be assigned a grade.

ASSIGNMENTS

- Assignments are used when you want to assign a grade.
- Examples of assignments include essays, projects, and portfolios.
- Assignments may be linked directly to the Canvas gradebook.

READY TO PUBLISH?

- Before a student can access anything in the module, the entire module must be published. A green checkmark means that item has been published. A grey circle with a line through it means that it is not visible to students. If you publish one item within a module, but not the entire module, then a student cannot see anything in the module. The example below **would not be visible** to a student because the module is not published.



Not Published = Not visible

Published



When creating content in Canvas, you will most likely need to use the Rich Content Editor (RCE). The RCE will allow you to modify the text associated with the content much like a document processing application such as Microsoft Word. The RCE provides the ability to incorporate multimedia content such as graphics and video.



Basic text tools used in most processors



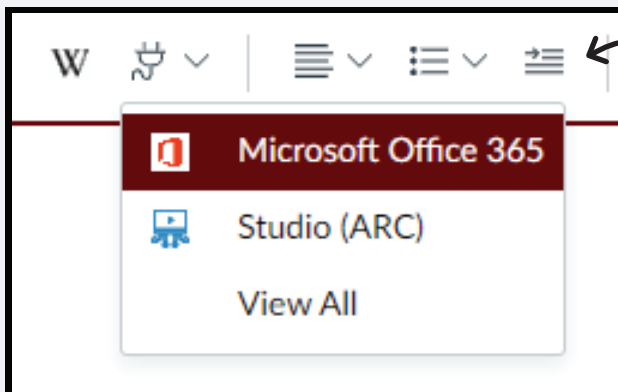
These tools allow you to create a table, insert a math equation, or embed a link.



The RCE features a built-in accessibility checker so you can easily ensure your content is accessible



These tools allow you to insert links, images, videos, and documents



The Apps tool allows you to link videos directly from Studio and upload files from OneDrive.



PRO TIP:

Using your OneDrive allows you to easily upload files without taking up course space allowing you to share large files easily!



Remember, assignments are typically graded. Use the RCE to give students clear directions and share files they may need to complete the assignment.

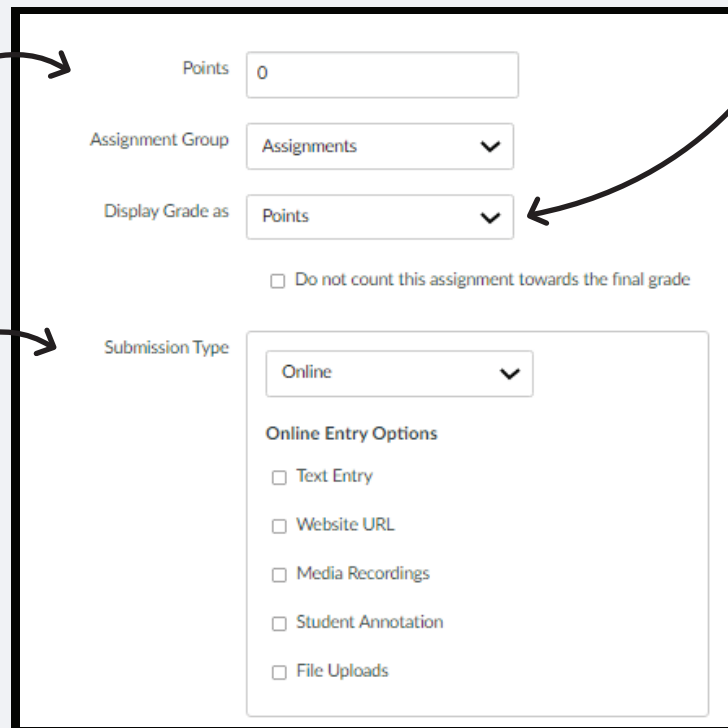
Assignment Group:

Groups can be used to weigh grades.

Display Grade:

Decide how results will be shown to students.

Submission Type: If you do not select a type of submission, a student will not be able to upload an assignment.



Points

Assignment Group

Display Grade as

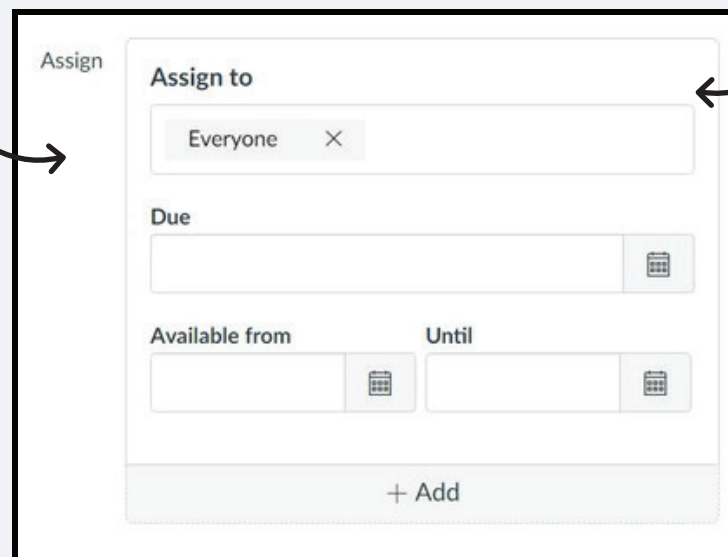
☐ Do not count this assignment towards the final grade

Submission Type

Online Entry Options

- ☐ Text Entry
- ☐ Website URL
- ☐ Media Recordings
- ☐ Student Annotation
- ☐ File Uploads

Here you can set the specific dates and times the assignment will be available to students.



Assign

Assign to

Due

Available from Until

+ Add

You can allow some students access sooner than others by **simply clicking the + Add button**. Always set a due date, an available from date, and until date. If you don't want any late assignments set it the same as your due date.



PRO TIP:

If you intend to set up groups or peer review, contact the CDE for assistance.



Quizzes have two different tabs: Details and Questions.

The "Details" tab allows you to adjust overall quiz settings and write a description that students can see prior to starting the quiz.

An assignment group can be assigned if you are weighing grades.

Answers may be shuffled unless you have an "All of the Above" answer choice. You may also set a time limit for the quiz.

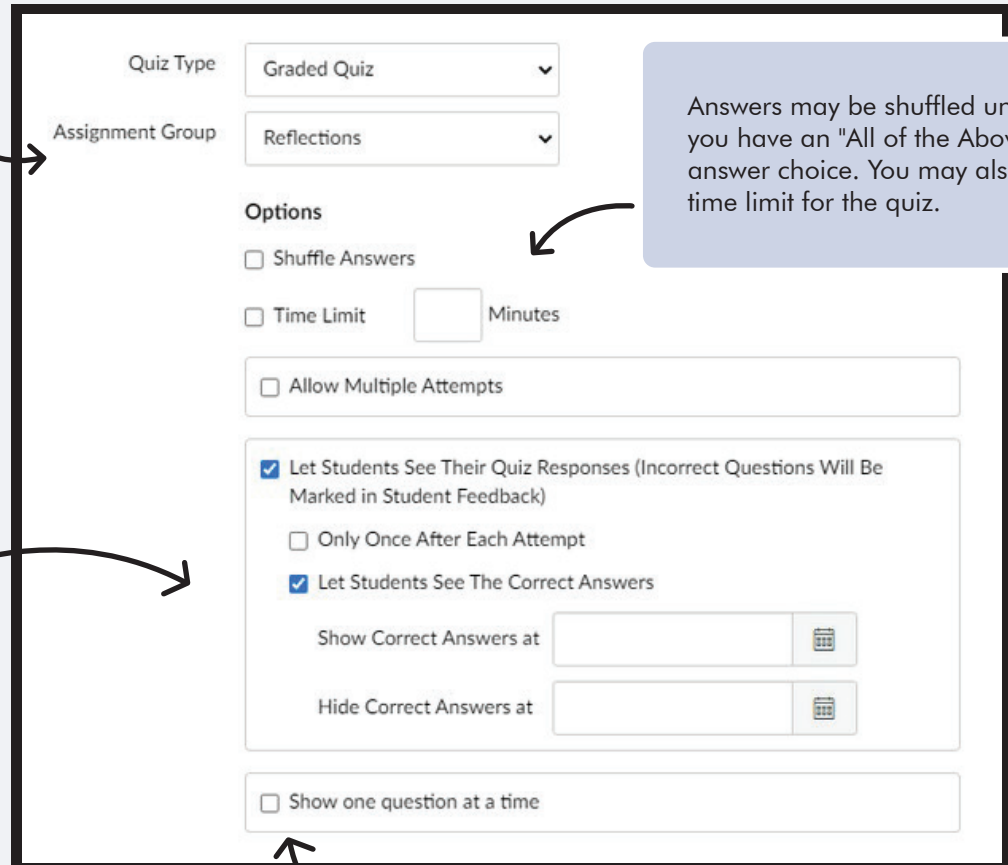
If you choose to show answers to students, it is recommended that you wait until after the due date, especially if you allow multiple attempts.



PRO TIP:

Consider the following when deciding time limits:

- Multiple choice: 1 min. per question
- Short answer: 2 min. per question
- Essay: 10-15 min. per question



Quiz Type: Graded Quiz

Assignment Group: Reflections

Options

☐ Shuffle Answers

☐ Time Limit Minutes

☐ Allow Multiple Attempts

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

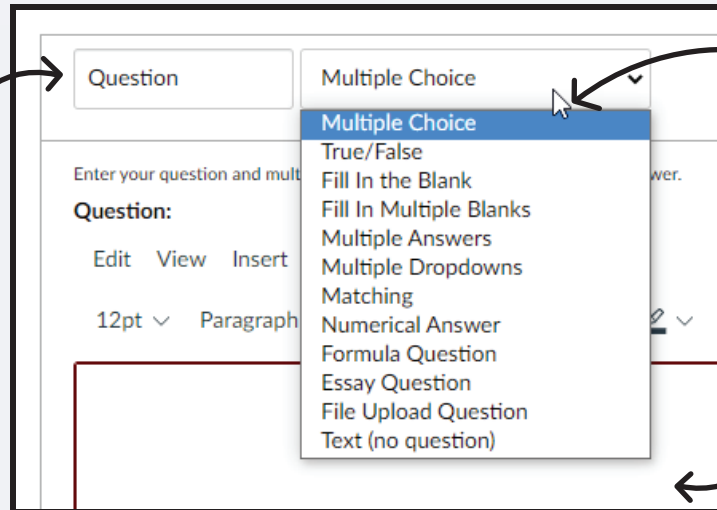
☐ Show one question at a time

Showing only one question at a time and locking the questions after answering can be used to prevent cheating. Students will not be able to change their answer once they leave the question if you enable this feature.



From the "Questions" tab, you can choose from various types of questions and add the questions and correct/incorrect answers.

Naming the question allows for easy editing in the future. We recommend naming the question something meaningful rather than 1, 2, 3, etc.

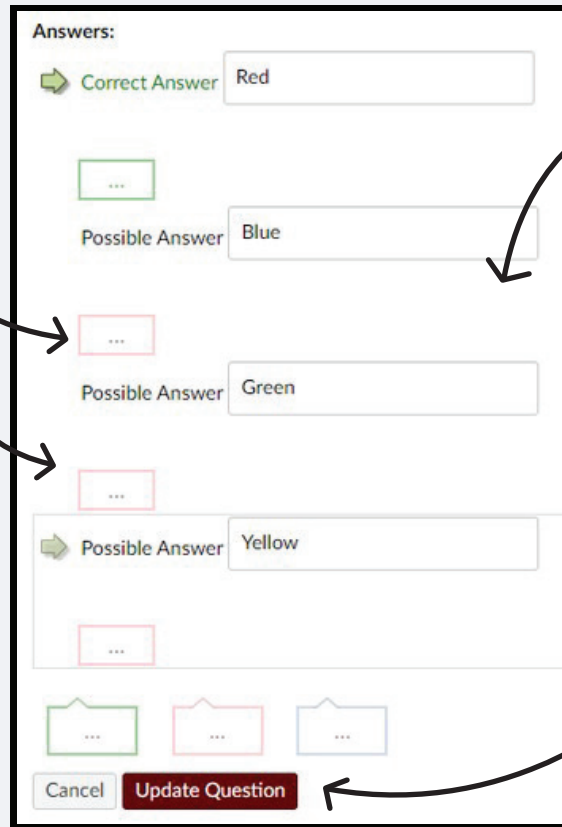


The screenshot shows the 'Questions' tab interface. A dropdown menu is open, displaying various question types: Multiple Choice (selected), True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text (no question). The 'Question' field is visible at the top, and the 'Enter your question and multiple choice answers' section is below it.

Quizzes can be created with a variety of questions. If you are planning to use "fill in the blank," "fill in multiple blanks," or "multiple drop-downs," we recommend contacting the CDE for assistance.

Type the quiz question here in the RCE.

These icons open a location where you can leave comments for students to see after they have chosen that answer.



The screenshot shows the 'Answers' section. It includes a 'Correct Answer' field with a green arrow icon and a 'Possible Answer' field with a red arrow icon. Below these are several 'Possible Answer' fields, each with a red arrow icon. At the bottom, there are three colored boxes (green, red, blue) with red arrow icons, and a 'Cancel' button and an 'Update Question' button.

For multiple choice questions, you type the correct and incorrect answers here.



PRO TIP:

Always preview your quizzes before publishing them so you can ensure that they are set up correctly.

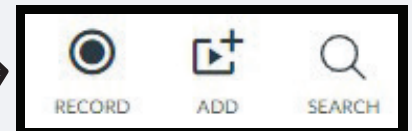
Be sure to click "Update Question" to save each question!



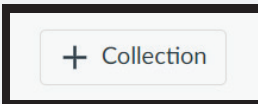
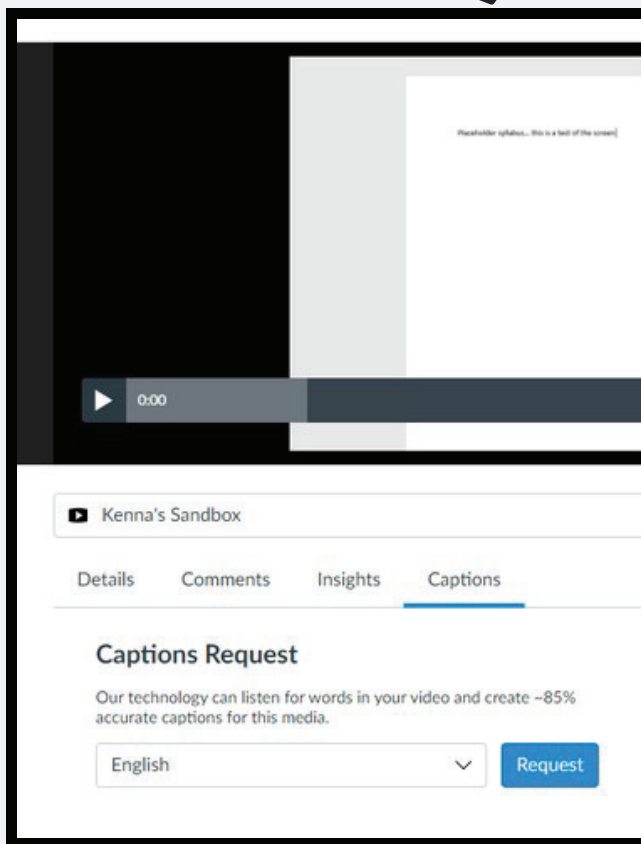
Within Canvas, you can quickly run out of storage space in a course if you upload large files or videos. Studio is a tool that allows you to offer video content in a course without taking up valuable space



1. Click on "Studio" in the left course navigation menu to record a Studio video.
2. The following options will be featured on the top, right-hand side of the page. This menu allows you to record a video of yourself, your screen, or both. You may also add a video from YouTube, from your computer, or search for a video you have previously uploaded.
3. Return to page 6 of this guide to review how to select a Studio video to publish within a course.



Once you upload the video, click "View" to open more details. From here, you can edit the details, add closed captions, and view comments/insights.



PRO TIP:

ALWAYS caption your video for accessibility purposes. Canvas will caption videos for you if you simply select the language spoken and then click "Request".



PRO TIP:

Sort your videos into collections for better organization



Discussion boards are tools that allow students to interact with one another and the instructor. They also offer a place for students to ask questions about material or assignments in a public forum so that others with similar questions can see the answer.

To start a new discussion, navigate to discussions and click the +Discussion button



+ Discussion

Use the RCE to help guide the students' discussion by offering leading questions or a video for students to discuss. If you have content that is unable to be uploaded into the RCE, you can attach a file.

Threaded replies can help keep a neater appearance in larger discussions.



- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ Graded
- ☐ Allow liking
- ☐ Add to student to-do



PRO TIP:

Allowing students to "like" discussion posts fosters a sense of community and promotes interaction.



PRO TIP:

If you intend to set up a group discussion, contact the CDE for assistance.

Group Discussion

☐ This is a Group Discussion

Available From



Until

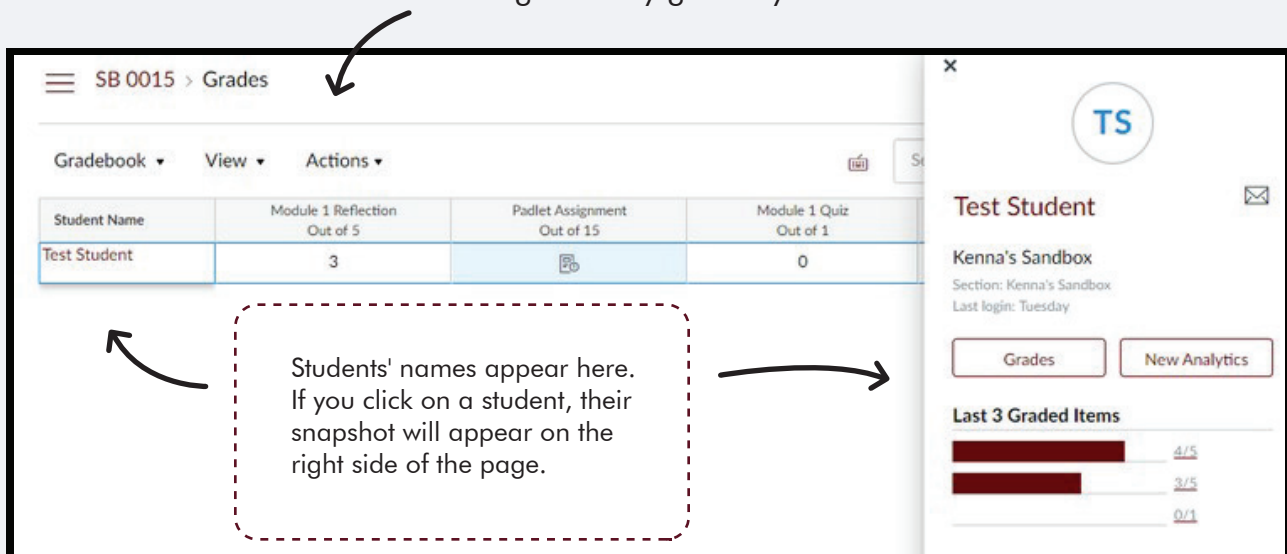


If you want to set a time frame on a discussion, you can assign the available from and the until dates, similar to quizzes and assignments.



Canvas features a built-in gradebook that automatically calculates grades either by a point system or weighted system. If you choose for grades to be weighted, you must set up assignment groups. From the gradebook, you can also set up your late policy.

The assignments that you have created will appear here along with any grades you have entered.



Students' names appear here. If you click on a student, their snapshot will appear on the right side of the page.

Late Policies | Grade Posting Policy

☐ Automatically apply grade for missing submissions

Grade percentage for missing submissions
 %

☐ Automatically apply deduction to late submissions

Late submission deduction percent: %
 Late submission deduction interval:

Lowest possible grade percent: %

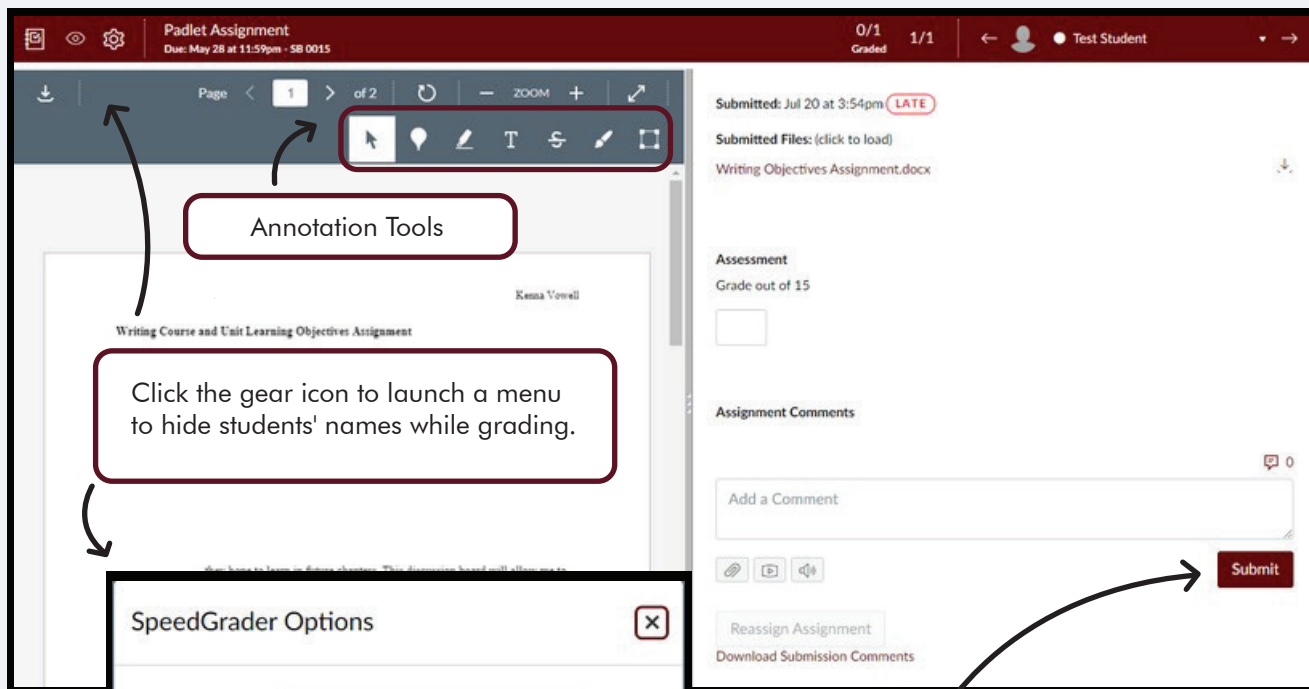


PRO TIP:

If you wish to assign a late policy, select the gear icon in the upper right hand side. The window shown at left will appear and you may define your late policy.



To easily grade assignments within Canvas, you can use the SpeedGrader tool. Navigate to any assignment and on the right hand menu, select SpeedGrader.

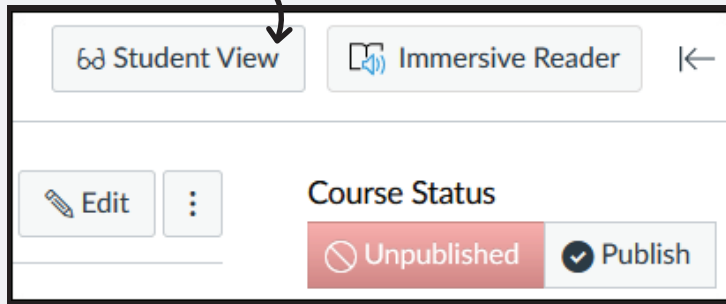


You can leave more than one comment, but you must click the submit button.

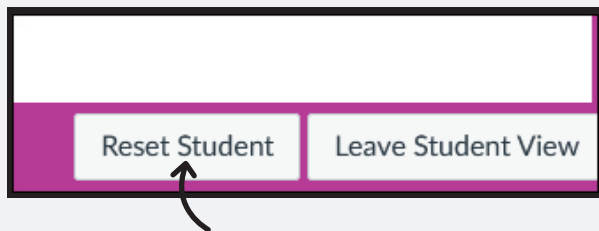


Student View is a tool that allows you to click through your course as if you are the student. This can help you check your course's navigation and availability of course material as a student would see it.

On the top right of the course home page, click Student View.



When you are ready to exit Student View, click on the bottom right of the page.



Clicking "Reset Student" will clear all submitted Test Student assignments.



Before you publish, have you...

- ☐ Set up your Canvas Notifications
- ☐ Familiarized yourself with how to communicate with students
- ☐ Used Studio to upload or record course lecture videos
- ☐ Set up your course navigation
- ☐ Developed your modules (at least for the first week)
- ☐ Created Pages to display information
- ☐ Created Assignments for students to submit work
- ☐ Added Quizzes or Exams you expect students to complete within the modules
- ☐ Created a discussion board for students to ask general questions
- ☐ Familiarized yourself with the gradebook and how to use it
- ☐ Added your syllabus to the course
- ☐ Run a Student View test



Publish!

For more information on Canvas, and for additional assistance with your online course, contact the **Center for Distance Education**

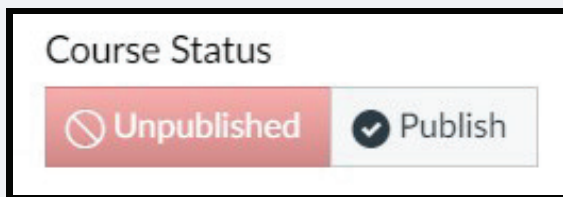
Mississippi State University is an equal opportunity institution

662-325-3473
idhelp@online.msstate.edu

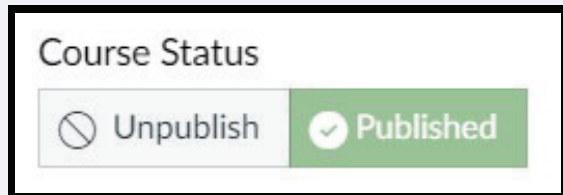


Even if specific content is published, unless the entire course is published, students will not be able to see anything in the course!

To publish your course, navigate to the course home page. You will see the "Course Status" in the top right hand corner.



This is what the Course Status will look like if the course is unpublished.



The Course Status will look like this after the course has been published.

If you need any additional help with your course, please do not hesitate to reach out to our dedicated instructional design team:



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