

TEACHING WITH TECHNOLOGY

Canvas



The Canvas Learning Management System will allow you to continue teaching even when face-to-face classes are canceled for weather, illness or travel. This set of guides will walk you through how to create a space for each class day and add readings, videos, discussions, assignments, quizzes and more.

Tip: Click on the question mark in the main left-hand menu in Canvas to access Help & Guides

Use MODULES to Build Your Course Site



A “module” is a header you use to create structure in your Canvas course site.

This allows you put different types of content (pages, files, assignments, discussions etc.) in one space so students always know where to go to find the information for that week.

Best Practices:

Use a Module to create a header for each module (unit)/class/week/lab etc.

1. Go into your Canvas course and click on “+ Module” in the upper right
2. Fill in the title: e.g. “March 16th - Topic” / click on “Add Module”
3. **Click on the circle directly to the right** of the header to **publish** it—the circle will turn green with a check mark
4. Below the module header add content pages, quizzes, assignments, discussions and links as needed

NOTE: If the module header is not published, nothing below it will be visible to students even if the other item are published

Using PAGES to add content



Use pages below your headers to add text, files, images or videos to your course site.

How to ADD a Page:

1. Click on the “+” to the right of the module header.
2. Click on the **drop down menu** and choose “Content Page”
3. Choose “New Page”/Add a name (e.g. “Week 1 Overview; Week 1 Quiz etc.)/**Add Item** (*existing pages will be listed there as well*)

How to EDIT a Page:

1. **Click on the name of the page** you want to edit
2. Click on the “Edit” button in the upper right
3. **Add text, links, videos** etc. in box (see Rich Content Editor for information about the tool bar)
4. Use the menus on the right to add files or images
5. **Save** or **Save & Publish** (publishing makes it available to student to view—see below)

PUBLISHING in Canvas



In Canvas nothing is visible to students until it has been published.

To Publish you COURSE:

1. On the **course home page** click on the gold “Publish” button in the upper right.
2. When it’s published the button will be green and say “Published”.

To Publish an ITEM:

1. **Click on the gray circle with a slash through it** to the right of the item and it will become a green circle with a checkmark. Anything with the green circle icon next to it is available to students.

Discussions



Use the Discussions tool to facilitate online discussions with your students.

Ask open-ended, conversational questions as opposed to yes/no or fact-based questions. You can choose whether or not to allow students to see the other response before posting or not. Ask students to respond to at least 2 other posts with a substantial comment (not “I agree” or “good point”). Set word limits for original post (~200) and reply posts (~50). This can count towards a participation grade.

How to create a DISCUSSION in Canvas within a module

1. In your course site navigate to the **module** where you want to add an assignment then **click on the “+”** to the right that module header and click on **“Discussion”** in the box then **“[New Topic]”** to start a new discussion (*other existing discussions will be listed there as well*)
2. **Name the discussion** and then click on **“Add Item”** in the bottom right
3. To add details to your assignment, **go into the discussion** (click on the title) and choose **“Edit”** in the upper right
4. **Add prompts, posting requirements, relevant links, dates**, etc. and **“Save and Publish”** to make it available immediately.

Assignments



Use the Assignments tool to collect (and grade!) electronic files and keep track of student work.

Bonus—adding an assignment due date automatically creates a calendar reminder!

How to create an ASSIGNMENT in Canvas within a module

1. In your course site navigate to the **module** where you want to add an assignment then **click on the “+”** to the right that module header and click on **“[New Assignment]”** in the box (*other existing assignments will be listed there as well*)
2. **Name the assignment** and then click on **“Add Item”** in the bottom right
3. To add details to your assignment, **go into the assignment** (click on the title) and choose **“Edit”** in the upper right
 - ◇ The default **Submission Type** is “No Submission”, It needs to be changed to **“Online”** to collect files
 - ◇ The assignment will not show up in the gradebook and you cannot grade an assignment until it has been published.
4. **Add instructions, points, submission type, dates**, etc. and **“Save and Publish”** to make it available immediately.
5. Once students have submitted files, use **Speedgrader** (upper left) to view, leave written or oral comments, download and grade

NOTE: When you create an **Assignment** it will automatically add that column to the gradebook

Quizzes



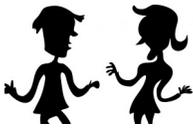
Use Quizzes to create homework questions, surveys or quizzes.

Create quick MC, TF, short answer, essay etc., questions. Set date and time limits (e.g. *1 minute/questions--10 questions = 10 minutes*). Set review options (e.g. *see correct answers right away, only see score, see answers after quiz has closed etc.*). Short, regular quizzes provide repetition and practice for students which helps cultivate long-term retention.

How to create QUIZZES or SURVEYS in Canvas

1. In your course site navigate to the **module** where you want to add an assignment then **click on the “+”** to the right that module header and click on **“Quizzes”** in the box and then **“[New Quiz]”** to start a new quiz (*other existing quizzes will be listed there as well*)
2. **Name the quiz** and then click on **“Add Item”** in the bottom right
3. To add edit your quiz, **go into the quiz** (click on the title) and choose **“Edit”** in the upper right
 - ◇ Click on **“Details”** to add instructions, points, and settings (time/date/review etc.)
 - ◇ Click on **“Questions”** to create questions
 - New Questions/question type in drop down menu/add question text and answer choices
 - Click on **“+ New Question”** to save that question and add another one
4. Click on **Save** or **Save and Publish** when you have finished all of the questions
5. You can now **Preview** the quiz, or **Edit** again if needed

Communicating in Canvas



There are of course many reasons to communicate with students throughout the semester—let them know how to prepare for class, tell them how they did collectively on an exam, send updates about changes in a lab, what to do if class is cancelled for weather, illness or travel etc. Conveniently, Canvas provides several options for quick, easy communication and students receive these messages via Canvas, the Canvas app notifications and Emory email. But what do they each do and why choose one over another? Let's find out!

Why use Announcements?



Use Announcements to quickly communicate a variety of information with the entire class.

Remind students what to bring to class, as a follow-up to what you did in class, to send out a related video, article or website etc. Announcements are added to the Canvas course site so they can be revisited throughout the semester.

How to POST AN ANNOUNCEMENT:

1. In your course site **click on the "Announcements"** link in the left hand column—*note: as you add announcements they will all be listed here*
2. Click on the **" + Announcements "** blue button
3. Add a **Title** then **create your message** in the text box (text, links, media etc.)
4. **SAVE**

Note:

- ◇ Students will receive the announcement as soon as you SAVE it unless you've set a delayed release
- ◇ You are able to Edit an announcement but be aware that each time you edit Canvas will send out a new notification.

Why use INBOX?



Use the INBOX to send individual messages to students.

While it is true you can send a message via Inbox (also called "Conversations" in the Canvas help area) to the entire class, you are limited to only text or attachments and the message doesn't remain with the class site. That being said, Inbox allows you to send messages to an individual student or group of students either as a group or individually, (essentially bcc'ing each of them). This could be useful if you need to communicate about group work, remind a small number of students to turn something in, or ask a few specific students to come see you during office hours.

How to send a message via INBOX

1. Click on the **Inbox icon/link** in the far left blue column
2. Click on the **"All Courses" drop down menu and select your course**
3. Click on the **feather pen icon** to begin a new message
4. Click on the **icon to the right of the "To" box** to select who will receive the message
 - ◇ Here you can choose a group, e.g. all students, or individuals
 - ◇ If you want the message to appear individually to each student rather than as a group message check the box that reads "Send an individual message..."
 - ◇ Attachments and media options are at the bottom
5. **Send**

Why use CALENDAR?



Use the calendar to post office hours, change in class time, exam dates, suggested lectures etc.

To Add an EVENT to the Calendar

1. **Click on the Calendar link/icon** in the far left blue column
2. Click on the **" + " box** toward the top right of the page
3. Fill in the Title/Date/Time/Location
4. Use the Calendar **dropdown menu to choose the class calendar** you want to add the event to
 - ◇ Use More Options to include text, links, media etc.
 - ◇ If you want to set up a recurring event (e.g. weekly office hours) email me or classes@emory.edu to turn this options on (it is still in beta and not a default setting)
5. Click on **Create Event**

Using Media



Using media in your course as an additional way to provide content to students can really enhance students' preparation for class and topic review. Providing information visually and audibly in addition to text will be a nice addition for some students and a huge help for others. Canvas provides several ways to easily integrate media resources so think about taking a few extra minutes to include instructional videos for topics that are the most complex, need the most review or students often struggle with.

YouTube



It probably goes without saying that YouTube is a great place to start when looking for video! YouTube videos will of course need to be vetted by you to ensure they are correct and valid, that being said, it's a tremendous resource to use and Canvas makes it easy to embed the videos directly on a page.

How to Embed a YouTube Video on a PAGE in Canvas

1. Go into the **Edit** mode on a page (or discussion/assignment/quiz)
2. Click on the **YouTube icon in the middle of the second row**
3. Now you can search for your topic and a list of videos will come up which you can then **"embed"**
4. Another option—if you already have the URL to the YouTube video and you paste that into the Canvas page, Canvas will automatically embed the video for you
5. **SAVE**

Online Resources



There are other online institutions specifically dedicated to creating educational videos and resources. Take a moment to check out a few of these:

- ◇ Khan Academy educational videos and questions ([khanacademy.org](https://www.khanacademy.org))
- ◇ Phet Simulations (phet.colorado.edu)
- ◇ TedEd (ed.ted.com)

How to link to media resources on a PAGE in Canvas

1. **Copy the URL** from the site you want to link to
2. In your editable page, type the name of the video, simulation etc. that you want to link to and then highlight the text
3. Click on the **chain link icon** in the tool bar ("link to URL") and **paste the URL**, click on **"Insert Link"**
4. **SAVE**
OR
1. **Copy the URL from the site** you want to link to and **paste it directly into the page** and Canvas will create a hyperlink. (*It just won't look as tidy since the entire URL will be listed rather than just the title.*)
2. **SAVE**

Self-made Media



If you can't find the media resources you need, make your own! With a smartphone, tablet, and a few computer programs you can now create your own educational resources pretty efficiently. A few programs/apps you could use: Explain Everything (iPad app), PowerPoint, Keynote, Camtasia—even Canvas!

To Add self-made Media to a PAGE

1. In your editable page, click on the **"V" icon** and select "studio"
2. You can then either
 - ◇ Use your webcam to **"RECORD" your own video**
 - ◇ Click on **"ADD"** and upload a movie file and Canvas will embed the video
 - ◇ **"SEARCH"** for videos on the web
3. **SAVE**

Canvas Studio lets you add Details about the video, view Comments by you or your students, use Insights to see how much of the video each student viewed, and add captions (85% accurate) to videos that may not have them.