



# University of Birmingham Canvas Guide



canvas



UNIVERSITY OF  
BIRMINGHAM

Created by Sian Gooding

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# Assignments



*Assignments include quizzes, graded discussions, and online submissions (i.e. files, images, text, URLs, etc.)*

## How can Assignments be used?

- Monitor how well students are achieving course **Outcomes**
- Set up online submissions that can be quickly graded in the **SpeedGrader**
- Create **varied due dates** for sections
- Set up **peer reviews**
- **Grade Discussions**, either by the whole class or student groups
- Record **attendance**
- Create **ungraded activities that align with course Outcomes**
- Any Assignment you create in the Assignments page will **automatically show up in the Grades, Calendar, and Syllabus features** and vice versa.

## Types of Canvas Assignments

-Assignments

-Graded Discussions

-Quizzes  
(Graded Quizzes, Graded Surveys)

-Attendance

-Not Graded

- Auto-linked to Assignments Page, Syllabus Page and Calendar
- New column automatically created in the Gradebook (except Not Graded)
- Can be evaluated with rubrics
- Can be aligned to Outcomes

Here is an example of some set assignments and which sections they appear in:

▼ Assignments						+	⚙
📄	Research Assignment	Multiple Modules	Due Mar 13 at 11:59pm	20 pts	✓	⚙	▼
📄	Video Assignment		Due Apr 18 at 11:59pm	20 pts	✓	⚙	▼
📄	Pre-Assessment		Due Mar 31 at 11:59pm	25 pts	✓	⚙	▼
▼ Assessments						+	⚙
📄	📄 Ecology Quiz		Due Mar 24 at 11:59pm	10 pts	✓	⚙	▼
📄	📄 Genetics Quiz 1		Due Mar 21 at 11:59pm	5 pts	✓	⚙	▼
📄	📄 Biology Quiz	Closed	Due Mar 21 at 11:59pm	5 pts	✓	⚙	▼
📄	📄 Genetics Quiz 2	Available Multiple Dates	Due Multiple Dates	11 pts	✓	⚙	▼
📄	📄 DNA Quiz		Due Apr 11 at 11:59pm	5 pts	✓	⚙	▼
▼ Graded Discussions						+	⚙
📄	💬 Theory	Module 3 Module	Due Mar 5 at 11:59pm	20 pts	✓	⚙	▼
📄	💬 Photosynthesis	Module 4 Module	Due Mar 27 at 12am	15 pts	✓	⚙	▼
📄	💬 Initial ideas about Biosynthesis		Due Mar 25 at 11:59pm	10 pts	✓	⚙	▼

1

Video assignments can be set by allowing submission format to be a video.

2

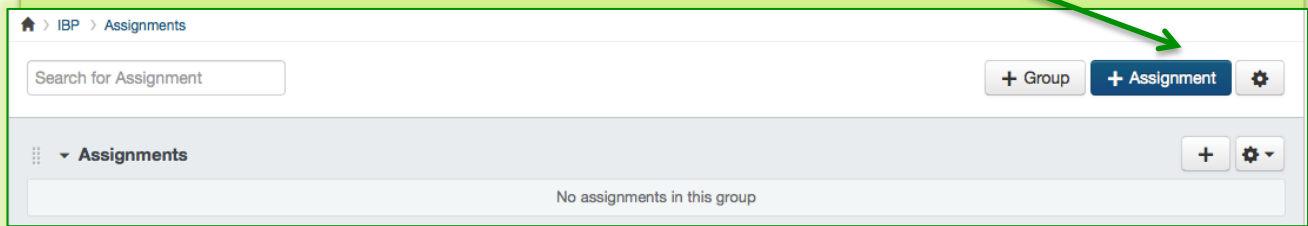
Quiz's can be set as assignments by choosing the graded option and appear in the assessment section.

3

Discussions like quizzes have the option to be an assessed and appear in the graded discussions section.

# Creating an assignment

Initially the assignment page looks like this, to create a new assignment select the top right blue button.



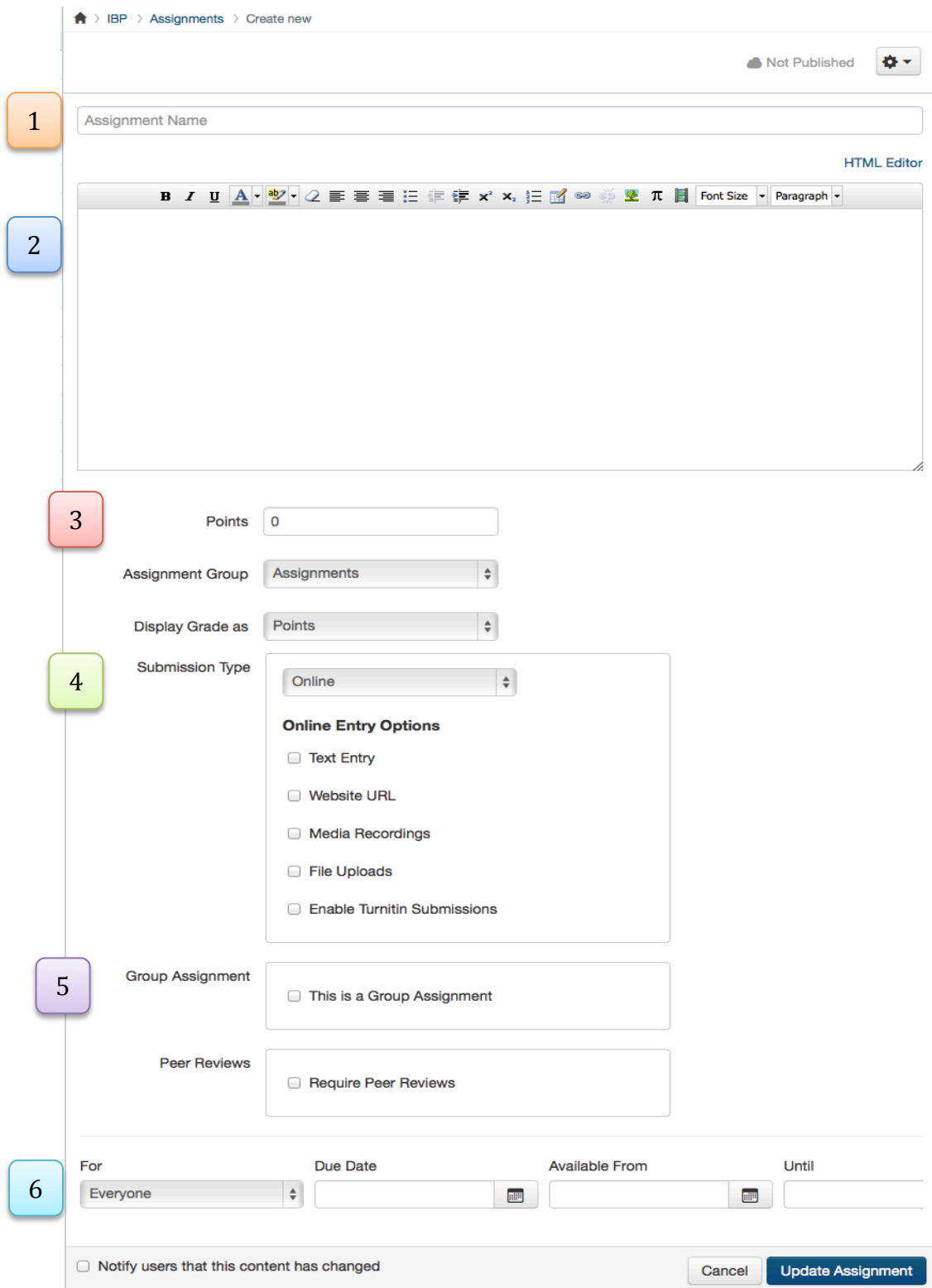
IBP > Assignments

Search for Assignment

+ Group + Assignment

Assignments

No assignments in this group



IBP > Assignments > Create new

Not Published

1 Assignment Name

2 HTML Editor

3 Points 0

Assignment Group Assignments

Display Grade as Points

4 Submission Type Online

Online Entry Options

- ☐ Text Entry
- ☐ Website URL
- ☐ Media Recordings
- ☐ File Uploads
- ☐ Enable Turnitin Submissions

5 Group Assignment

☐ This is a Group Assignment

Peer Reviews

☐ Require Peer Reviews

6 For Everyone Due Date Available From Until

☐ Notify users that this content has changed

Cancel Update Assignment

1

Assignment name goes here- this is the first thing students will see and what is placed on the calendar view.

2

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

▼ Wild Pages

- Canvas Homepage
- + Link to a New Page

► Assignments

► Quizzes

► Announcements

► Discussions

► Modules

► Course Navigation

Here you describe what is required of students in the assignment- using the right “insert content” pane you can add multimedia such as videos and images.

3

The options here are to adjust the number of points for the assignment, which group the assignment belongs to and how the grade should be displayed:

Percentage

Complete/Incomplete

Points

Letter Grade

GPA Scale

Not Graded

4

Here you choose the online entry submission types and what type of submission is suitable for the assignment.

No Submission

✓ Online

On Paper


External Tool

5

Selecting the group assignment option allows you to assign the task to groups- which students can sign up for.

Add Set of Groups

Name for Groups:

Self Sign-Up: ☐ Allow self sign-up  ☐ Require group members to be in the same section

Group Structure: ☐ Split students into  equal groups ☒ I'll create groups manually

Create Category

Selecting peer reviews allows students to review each others assignments, you can manually or automatically assign peers.

☒ Require Peer Reviews

How to Assign Peer Reviews

☒ Manually Assign Peer Reviews

☐ Automatically Assign Peer Reviews

6

The due date and dates of availability are the last part of creating your assignment as well as choosing which group this assignment is for.

# Creating an assignment group

IBP > Assignments

Search for Assignment

Select the add group button from the assignment homepage

+ Group + Assignment

Assignments

No assignments in this group

Name the group and save

Add Assignment Group

Group Name: Group 1

% of total grade

Cancel Save

The group will now appear separate to the general assignments group

Assignments

No assignments in this group

Group 1

No assignments in this group

+ +

To add an assignment to the group select here

Edit

Delete

Move To...

# Viewing assignments

DS-101

1 Search for Assignment

+ Group + Assignment

2 Reading Assignments 25% of Total 1 Rule

3 Quizzes 50% of Total 1 Rule

Assignments 25% of Total 2 Rules

Assignment	Module	Due Date	Points	Status	Settings
Assignment #1	Module 1 Module	Due Jan 13 at 11:59pm	10 pts	✓	⚙
Assignment #2	Module 2 Module	Due Jan 23 at 11:59pm	5 pts	✓	⚙
Assignment #3	Module 3 Module	Due Feb 3 at 11:59pm	15 pts	✓	⚙
Assignment #4		Due Feb 13 at 11:59pm	10 pts	✓	⚙
Assignment #5		Due Mar 5 at 11:59pm	10 pts	✓	⚙
Assignment #6		Due Mar 27 at 11:59pm	10 pts	✓	⚙

The Assignments Index page is designed with global settings at the top of the page [1], followed by the Assignment groups [2]. Individual assignments are nested within each Assignment group [3].

# The Calendar



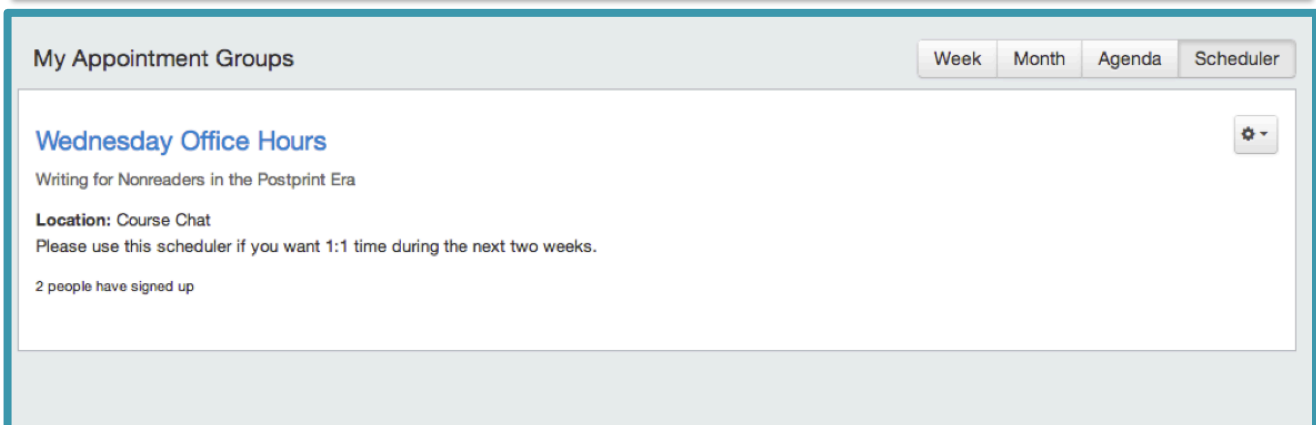
One of the challenges facing both students and instructors is keeping track of assignments planned throughout the term.

The Calendar helps everyone stay on schedule and up to date.

Use the calendar to:

- **Remind students of graded Assignments** with specific due dates.
- The Calendar **automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades.** You can change dates easily by dragging and dropping assignments from one date to another.
- The Calendar in Canvas is a global feature, meaning you can see **all of your assignments from all of your courses** in one place.

Below is an example of the how part of the calendar (the scheduler) can be used:



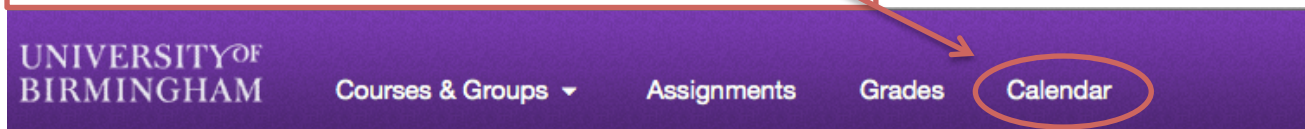
The screenshot shows the 'My Appointment Groups' section of the Canvas Scheduler. At the top, there are tabs for 'Week', 'Month', 'Agenda', and 'Scheduler'. The 'Scheduler' tab is selected. Below the tabs, there is a section titled 'Wednesday Office Hours' with a gear icon to its right. Under this title, the text reads: 'Writing for Nonreaders in the Postprint Era'. Below that, it says 'Location: Course Chat' and 'Please use this scheduler if you want 1:1 time during the next two weeks.' At the bottom of the section, it states '2 people have signed up'.

Other examples of how the scheduler can be used are to:

- Create office hours
- Schedule Help Sessions
- Assign presentation times
- Host appointments

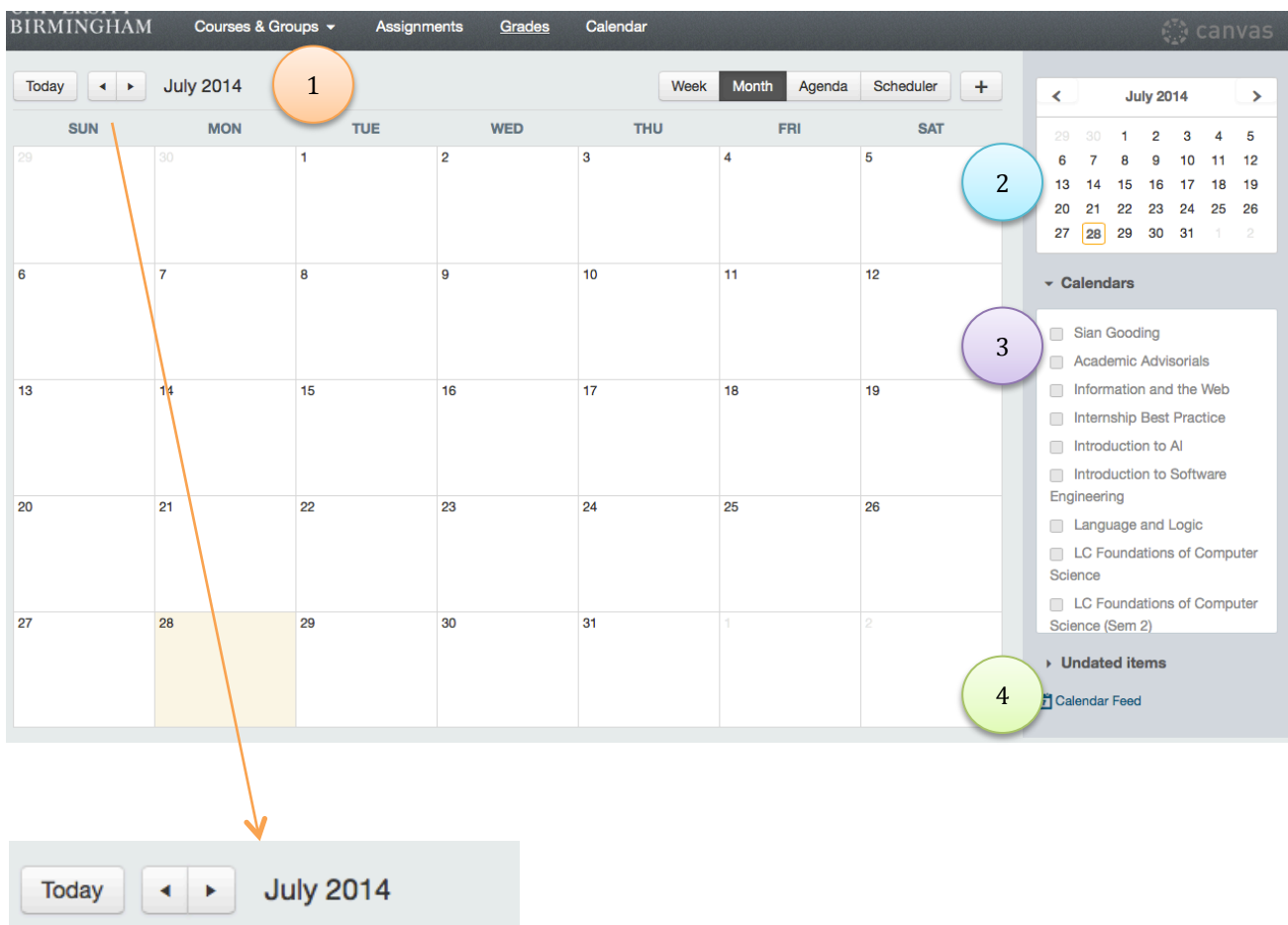
# Viewing the Calendar

To open the calendar, select the top right link



There are 4 main features of the calendar view:

- 1 You can see the Calendar months with events.
- 2 The mini Calendar with the dates highlighted if they have an event.
- 3 The Calendar list for courses and groups.
- 4 The undated event lists.



The month view can be navigated from here by clicking the arrows

## Filtering your Calendar

You can choose individual courses to view on your calendar by choosing from your list of groups and courses on the left hand side.

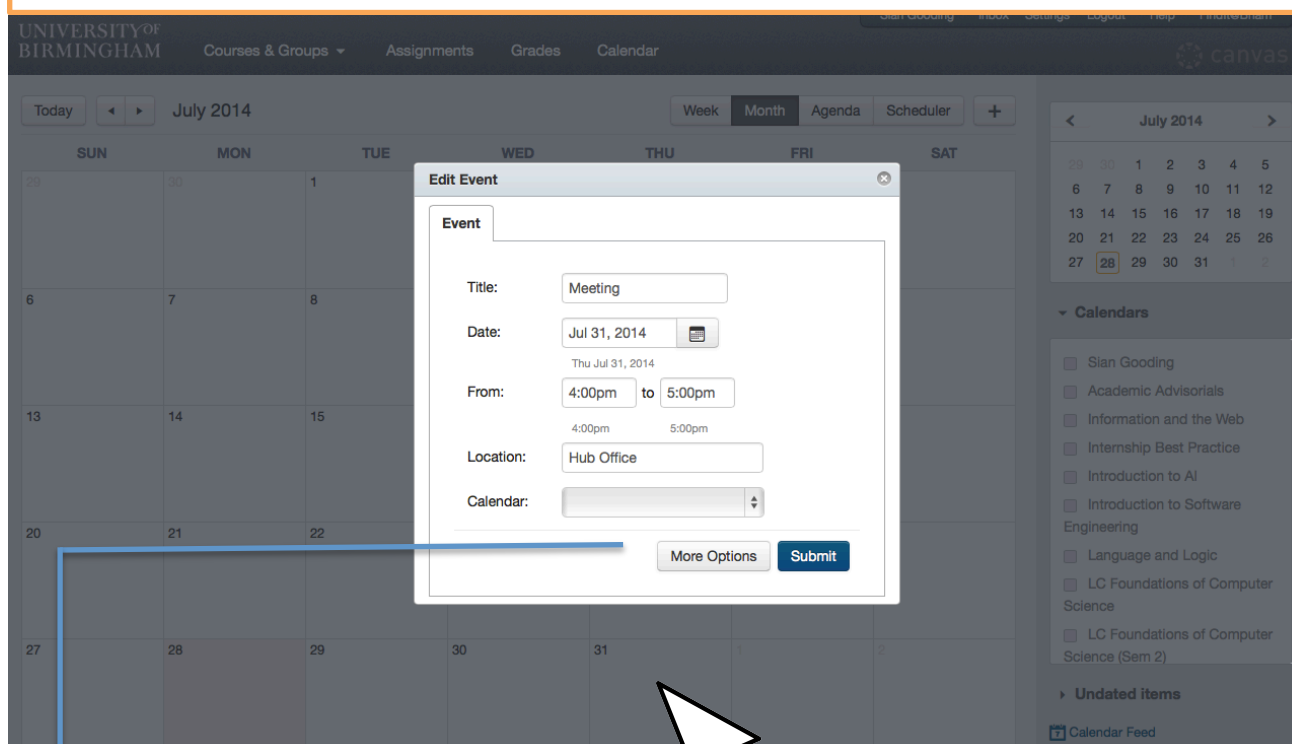
In order to filter your Calendar by courses or groups, click the box next to the Calendar.

The calendar can show up to 10 courses and/or groups at a time.

### Calendars

- ☐ Sian Gooding
- ☐ Academic Advisories
- ☐ Information and the Web
- ☐ Internship Best Practice
- ☐ Introduction to AI
- ☐ Introduction to Software Engineering
- ☐ Language and Logic
- ☐ LC Foundations of Computer Science
- ☐ LC Foundations of Computer Science (Sem 2)

## Adding an event



The screenshot shows the Canvas LMS interface. At the top, there are navigation tabs: Courses & Groups, Assignments, Grades, and Calendar. The Calendar tab is active, displaying a monthly view for July 2014. A modal window titled 'Edit Event' is open, allowing users to add or edit events. The modal contains fields for Title (Meeting), Date (Jul 31, 2014), Time (4:00pm to 5:00pm), Location (Hub Office), and Calendar (a dropdown menu). There are 'More Options' and 'Submit' buttons at the bottom of the modal. A blue arrow points from the 'More Options' button to a text box below. A white mouse cursor is shown double-clicking on the date 28 in the calendar grid, with an arrow pointing to another text box below.

If you click more options, you will be taken to the Rich Content Editor. Here you can add video, images, and links that will assist students as they prepare for the event. However events are not assignments and so can't be graded by Canvas.

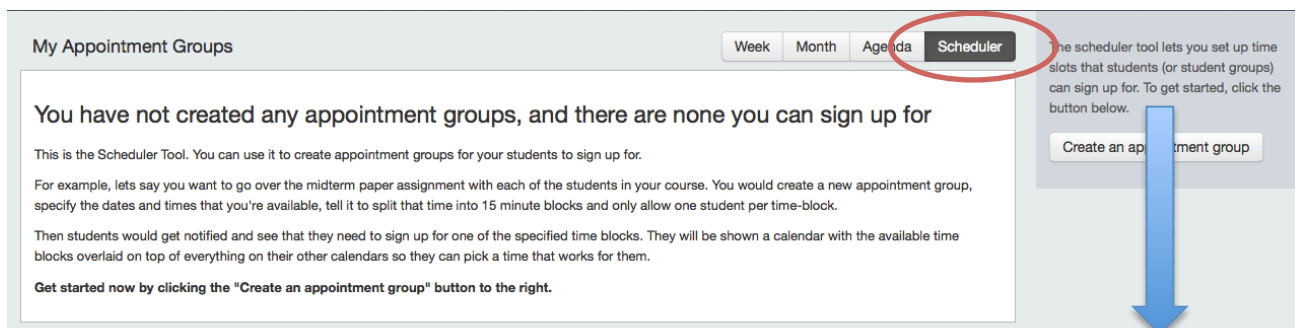
Double click on the date you would like to add the event to, you will then be given the following options in the add event box

### Editing an event

To edit an event you have made double click the event.

# Using the Scheduler

Firstly to access the scheduler select the tab next to the calendar views



**My Appointment Groups**

Week Month Agenda **Scheduler**

You have not created any appointment groups, and there are none you can sign up for

This is the Scheduler Tool. You can use it to create appointment groups for your students to sign up for.

For example, lets say you want to go over the midterm paper assignment with each of the students in your course. You would create a new appointment group, specify the dates and times that you're available, tell it to split that time into 15 minute blocks and only allow one student per time-block.

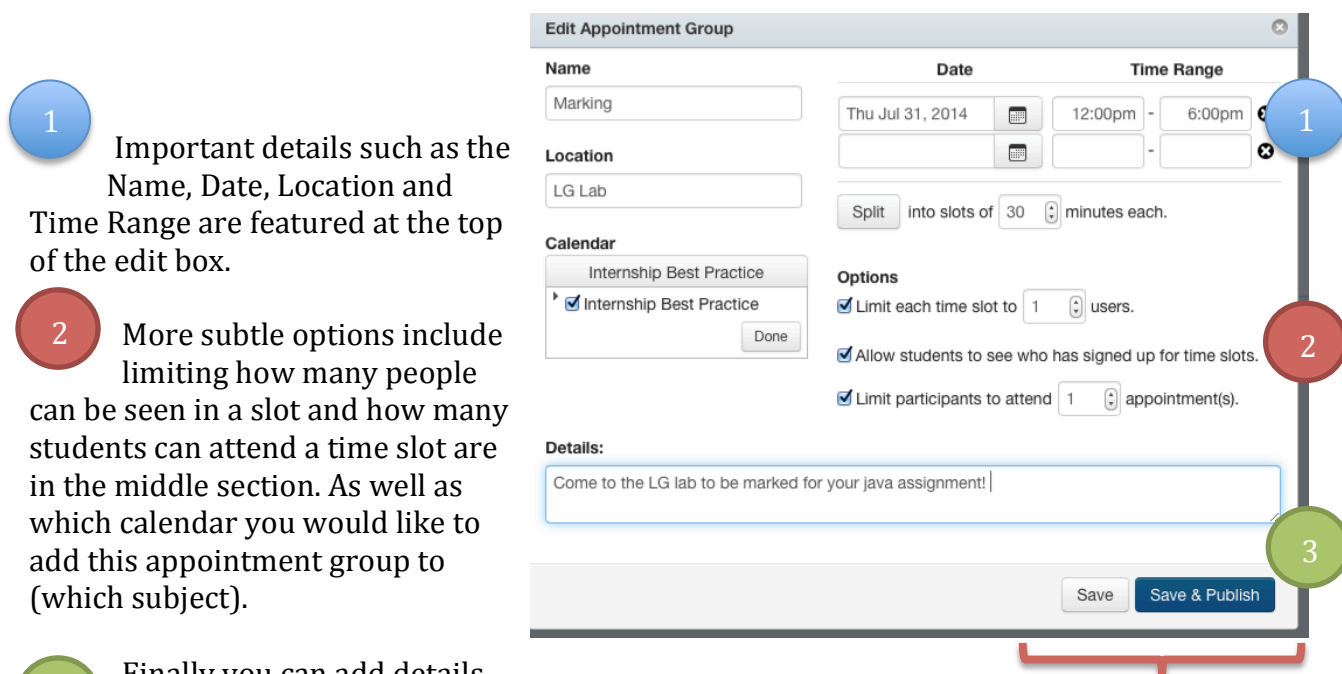
Then students would get notified and see that they need to sign up for one of the specified time blocks. They will be shown a calendar with the available time blocks overlaid on top of everything on their other calendars so they can pick a time that works for them.

Get started now by clicking the "Create an appointment group" button to the right.

The scheduler tool lets you set up time slots that students (or student groups) can sign up for. To get started, click the button below.

Create an appointment group

By clicking the create appointment group you are given a set of options to fill



**Edit Appointment Group**

**1** Important details such as the Name, Date, Location and Time Range are featured at the top of the edit box.

**2** More subtle options include limiting how many people can be seen in a slot and how many students can attend a time slot are in the middle section. As well as which calendar you would like to add this appointment group to (which subject).

**3** Finally you can add details for instance what students would need to bring to the appointment.

**Name:** Marking

**Date:** Thu Jul 31, 2014

**Time Range:** 12:00pm - 6:00pm

**Location:** LG Lab

**Split** into slots of 30 minutes each.

**Calendar:** Internship Best Practice

**Options:**

- ☒ Limit each time slot to 1 users.
- ☒ Allow students to see who has signed up for time slots.
- ☒ Limit participants to attend 1 appointment(s).

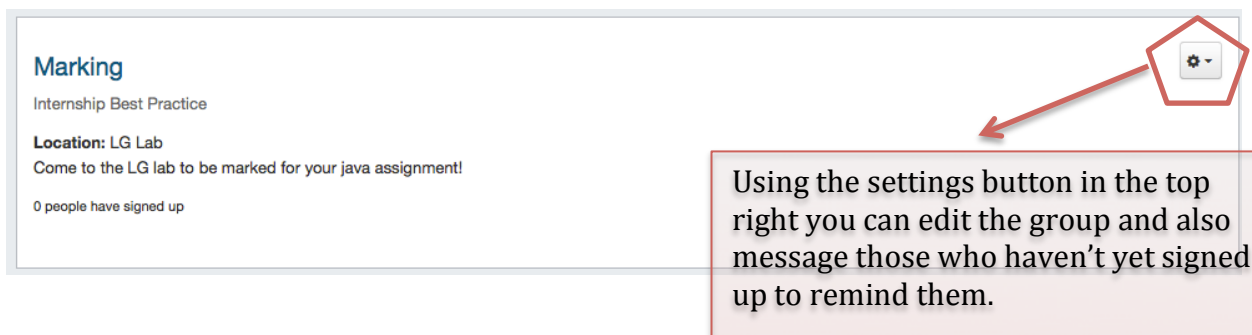
**Details:**

Come to the LG lab to be marked for your java assignment!

Save Save & Publish

Here you have the choice to save and not publish, if you want students to see the appointment group you must save and publish!

Once created the appointment group will look like this:



**Marking**

Internship Best Practice

**Location:** LG Lab

Come to the LG lab to be marked for your java assignment!

0 people have signed up

Using the settings button in the top right you can edit the group and also message those who haven't yet signed up to remind them.

# Collaborations



## What are Collaborations?

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2013

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Collaborations

Conferences

Canvas leverages technologies like Google Docs and EtherPad to allow multiple users to work together on the same document at the same time.

Collaborative documents are saved in real-time, meaning a change made by any of its users will be immediately visible to everyone.

## You can use Collaborations to:

- Copy and paste lecture notes that everyone can access.
- Create a text-based whiteboard that everyone in the classroom can see and refer to later.
- Assign student groups a collaborative assignment.

The two environments Canvas uses for Collaborations are:

- Google Docs
- EtherPad

Everyone with a canvas account will be able to use EtherPad however in order to use Google docs they must firstly have created and linked their Google account to their personal Settings.



# *Collaboration examples*

**Here are some examples of how collaborations could be used in your Canvas course:**

**Critical incident technique:** A group of students is given a brief narrative of a problem or situation to which they must respond. They need to develop a team response to the situation, usually within a short amount of time, such as a week.

**Collect data:** Use central documents to make sure that data collection is uniform and easy to manage.

**Glossary:** Get groups to create a glossary of terms they use and learn about in new units, adding definitions and images.

**Presentations:** Give an assignment with a presentation requirement to allow students to work with one another to ensure a uniform final product.



## **Advantages to use group collaboration:**

1. Everything is done online, and everyone has a Canvas account.
2. Canvas integrates extremely well with Google Docs other platforms.
3. Seamless group communication that can be viewed alongside work.
4. Reduces distractions (no need to log in to Facebook to message).



# Activiating Collaberations

Collaborations may be hidden in your course navigation. Follow these steps to show Collaborations in the course navigation.

Home Course Details Sections **Navigation** Apps Feature Options

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

**Settings**

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

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Conferences
Attendance
Chat

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.

Collaborations <small>Page disabled, will redirect to course home page</small>
Panopto <small>Page disabled, won't appear in navigation</small>

Save

1. Open settings

2. Open the navigation tab

3. To active, drag and drop collaborations to the course navigation and save.

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

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
<b>Collaborations</b> <small>Page disabled, will redirect to course home page</small>
Quizzes
Modules
Conferences
Attendance
Chat

Course  
navigation

To reorder the course navigation you simply drag and drop items, the bottom section is the hidden section so any items you won't be using can be put here and hidden from students.

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.

Panopto <small>Page disabled, won't appear in navigation</small>
---

Hidden  
items

Save

# Creating a collaboration

When creating a Collaboration you are given the option to use either

- EtherPad
- Google Docs

Students will be able to enter the document simply by clicking on the Collaboration link.

## Start a New Collaboration

Collaborate using: EtherPad

EtherPad is an open source project that lets you quickly set up shared documents. It's fast enough that you can see what others are typing as they're typing it. On the other hand, "pads" aren't protected by a password so anyone with a link to them can edit them. EtherPad is better suited than Google Docs if you want to support anonymity and/or allowing people without Google accounts to participate.

**Warning:** be sure you are familiar with [EtherPad's deletion policy](#) to ensure your work is preserved.

Document name:

Description:

Collaborate With:

**People** **Groups**

Lee, Mark

Click or tap a user or group in the left-hand column to add Collaborators.

Cancel Start Collaborating

Here you are given the choice between using EtherPad or Google Docs

Once you've named the document and written a description you can choose who will be collaborating from all the people in the course or individual groups.

## Text editing tools

**Text editing tools**

**Import/Export**  
Upload any text file or document

**Choose File** no file selected **Import Now**

**Export current pad as:**

- ☐ HTML
- ☐ Plain text
- ☐ Microsoft Word
- ☐ PDF
- ☐ ODF (Open Document Format)
- ☐ DokuWiki

**Pad Settings**

**My View** **Global View**

- ☐ Chat always on screen
- ☒ Authorship colors
- ☒ Line numbers
- ☐ Read content from right to left?

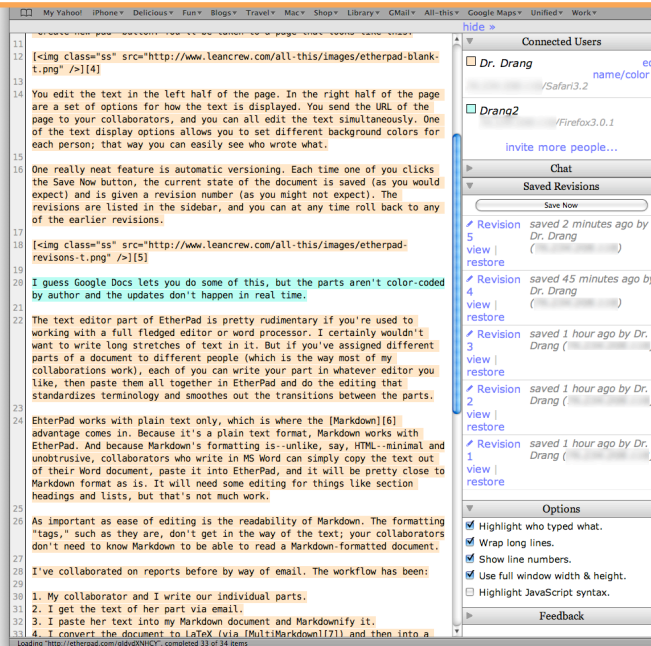
Font type: Normal

Language: English

**Messenger**

Chat

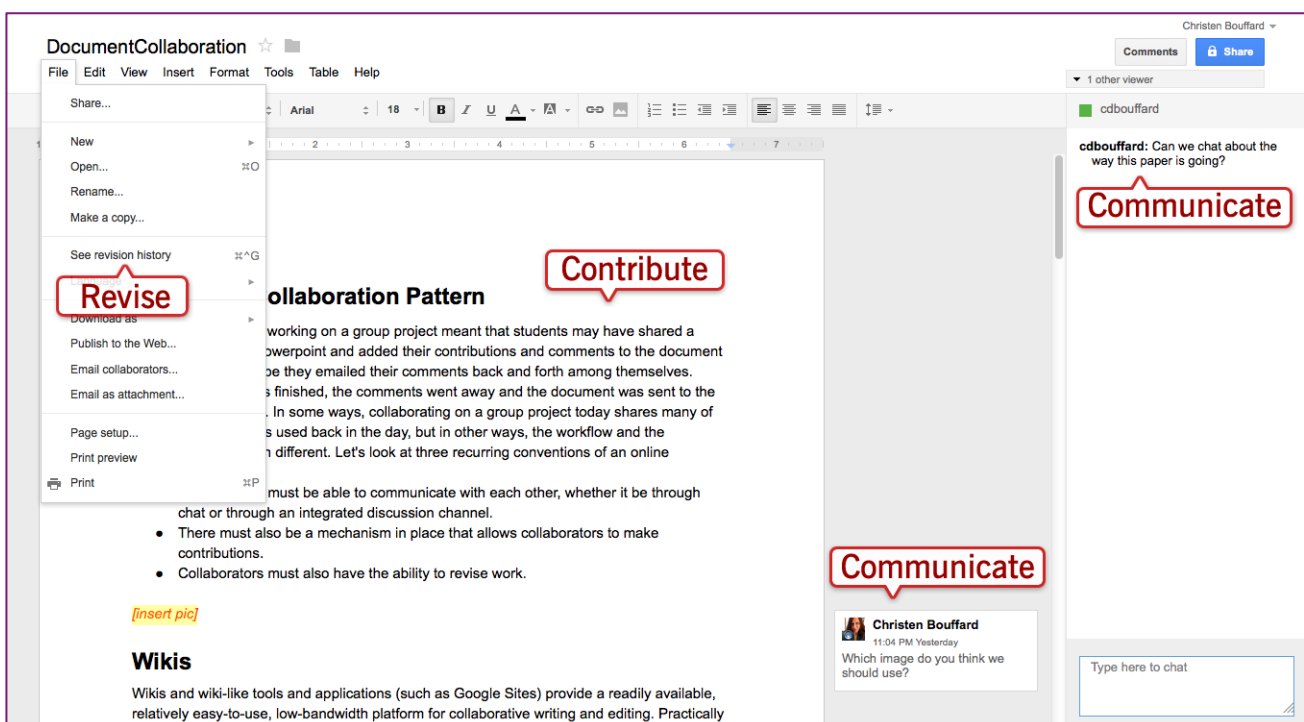
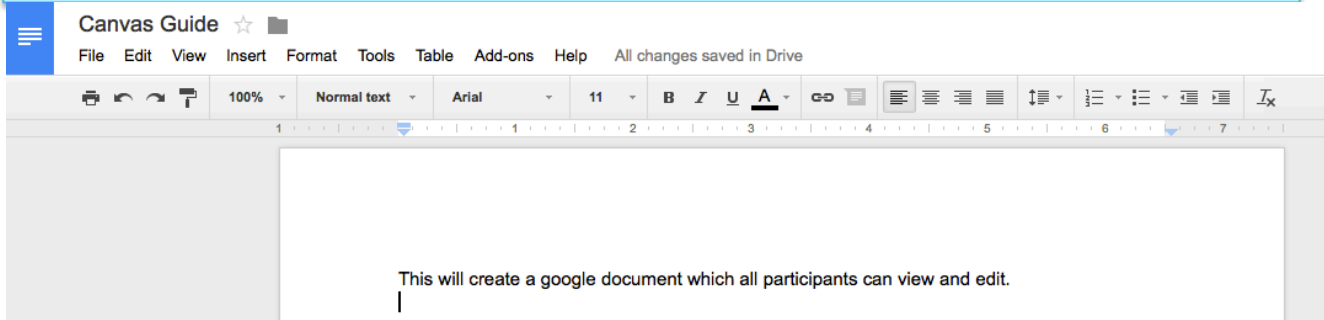
## EtherPad- Here is an example of a collaboration in progress.



To create a google doc collaboration select from the drop down menu

### Start a New Collaboration

Collaborate using: Google Docs



# Viewing collaborations

## Current Collaborations

[+ Start a new collaboration](#)

### Canvas Guide

Collaboration to write a Canvas Presentation

Started by [Sian Gooding](#), Aug 5 at 12:06pm



The symbol in the top left corner of the collaboration shows which environment it is being created in.

Click here to delete the collaboration.

To edit the collaboration-for example who is included, click here.

EtherPad

### Canvas Guide

Using Collaborations to create a Canvas Guide

Started by [Sian Gooding](#), Aug 5 at 12:11pm





# Conferences



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Conferences allow you to broadcast real-time audio, video, demo applications on your desktop, share presentation slides, or demo online resources.

Currently, Canvas integrates with BigBlueButton.

**BigBlueButton** is an open source web conferencing system.

## Use Conferences to:

- Connect with your students for **online office hours** or special study sessions.
- Practice presenting online.

Students can set up **practice presentations** in their student Groups.

- **Invite special guests** to your classroom by adding them as a student or observer to your course.
- **Broadcast a live event or lecture** to the students that can't be onsite.
- You can also **record your conferences** so students can view them at a later date.

Note: Recordings are automatically deleted 14 days after the conference ends.

Below is an example of a conference set up:

The screenshot shows a BigBlueButton conference interface. Labels with lines pointing to specific features are as follows:

- Web Participants**: Points to the 'Web' panel on the left showing a list of participants (Dennis, Richard, Tyler).
- Presentation**: Points to the central 'Rightclick' panel displaying a slide titled 'The Precision Approach' with a diagram of a runway and glide slope.
- Group & Private Chat**: Points to the 'Chat' panel on the right showing a list of messages.
- Voice Participants**: Points to the 'Voice' panel on the left showing a list of participants (Dennis, Richard, Tyler).
- Web Cam**: Points to the 'Stream webcam' window at the bottom right showing a video feed of a man.
- Desktop Sharing**: Points to the 'Desktop Sharing' window at the bottom right showing a screenshot of a desktop.

# Creating a conference

When you first view the conference page it will look like this:

Click this button to begin creating a new conference

**New Conference**

▼ New Conferences

There are no new conferences

▼ Concluded Conferences

There are no concluded conferences

Having chosen to create a new conference you will be given the following options:

- 1 The name/title
- 2 The type of program you use to have the conference (this will typically be BigBlueButton)
- 3 The duration of the conference  
Note: by ticking the option no time limit the duration is overwritten
- 4 Whether you want the conference recorded
- 5 A description of what the conference will include
- 6 Who is invited to the conference, unticking all course members gives the option of individually selecting members.

1 Name: Internship Best Practice Conference

2 Type: BigBlueButton

Duration: 60 minutes

Options:

- ☐ Record this conference
- ☐ No time limit (for long-running conferences)

Description:

Members:

☒ Invite All Course Members

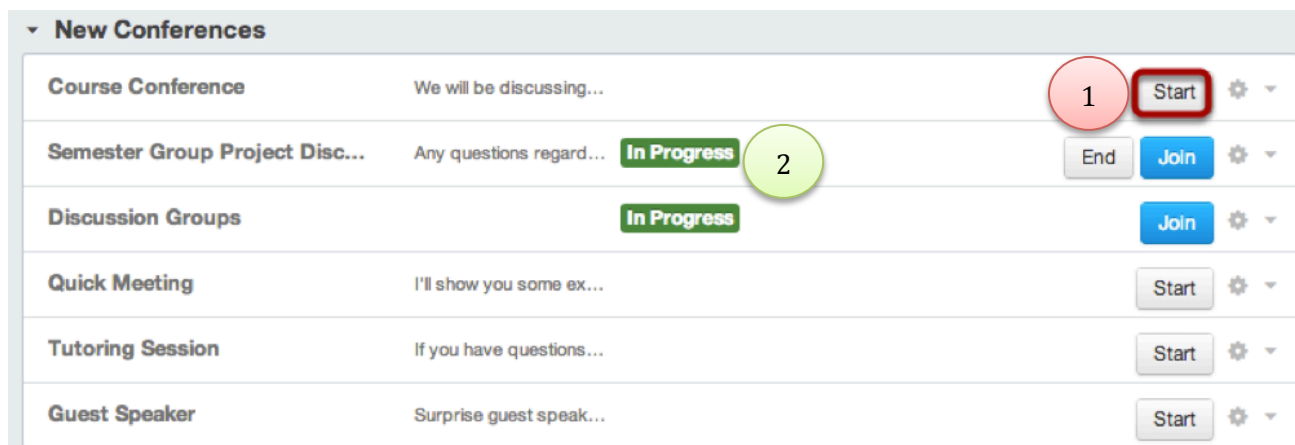
Cancel Update



Note: BigBlueButton can accommodate approximately 50 users in a conference at one time. A conference will remain active on Big Blue Button as long as one person is part of the conference room. When the last person leaves, the conference will conclude and all files and chats will be removed.

# Viewing conferences

When viewing conferences there are two sections, **New Conferences** and **Concluded Conferences**



New Conferences are either

1

Ready to start

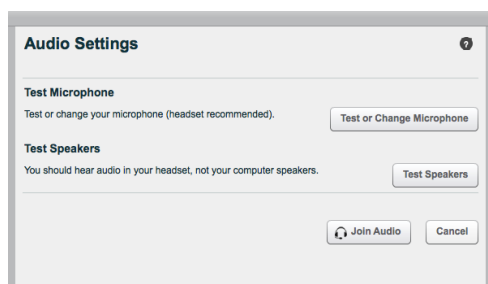
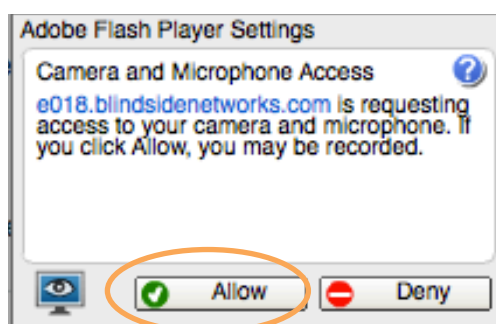
2

In progress where invited participants can join.

Note: Students cannot join a conference until you have started it

## During the conference

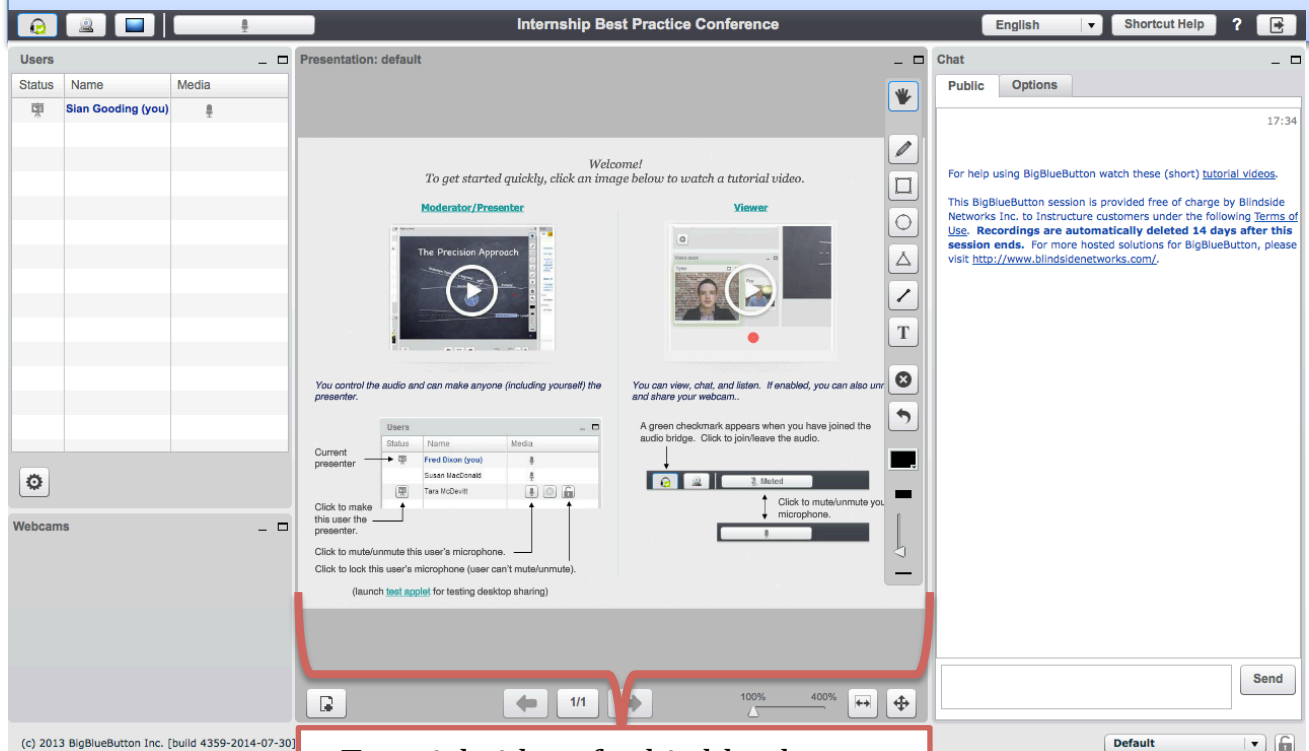
Having started the conference you will be introduced to bigbluebutton in a separate window. To begin you must allow access to your microphone and camera.



You are given the chance to test your microphone and speakers before joining the audio.

# Big blue button

When the conference starts you will see this screen:



Tutorial videos for big blue button are available here to get started.


## Concluded conferences

Concluded Conferences				
Discussion Groups	02/12/2014	Preparing Video		
Group Project Discussion	This is an open discu... 02/12/2014	1 Recording		
		0:09		View
Course Conference	We will be discussing... 02/12/2014	No Recordings		

- Concluded conferences show the date of the conference.
- The length of the conference in hours:minutes (e.g. 0:18 is 18 minutes).
- Concluded conferences also shows the state of each individual conference:

- No recording means the conference was not recorded.
- View [button] means the conference is available for viewing. Note: Recordings are automatically deleted 14 days after the conference ends.
- Preparing video means the conference is being processed.

# Discussions



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Home

Announcements


Assignments

**Discussions**

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute discussion topics.

Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for topical and current events.

Discussions can be created within student groups.



## Examples

The following are some examples of how discussions could be implemented:

- To help students start thinking about an upcoming Assignment.
- To follow-up on a conversation or question that began in a lecture.
- Test student comprehension of course material.
- Debate contradictory ideas.
- Brainstorm different approaches to a lecture problem.
- For students to introduce themselves and discuss set problems.



# Computer Science- Foundations of CS

LC Foundations of Computer Sci > Discussions

Search title, body, or author   Unread   Assignments   + Discussion   ⚙

▼ Discussions Ordered by Recent Activity

<b>Exercise with :: and @</b> Last post Nov 11, 2013	0 0
<b>Llamas? :o</b> Last post Oct 16, 2013	0 1
<b>Programming Assignment 3.1 Question</b> Last post Oct 16, 2013	4 4
<b>Written Assignment 2.4 question</b> Last post Oct 12, 2013	0 3
<b>Written Assignment 2.5 question</b> Last post Oct 12, 2013	0 1
<b>Emacs Tuareg Mode</b> Last post Oct 10, 2013	1 1
<b>Grades Question</b> Last post Oct 10, 2013	0 1
<b>Already Submitted...?</b> Last post Oct 9, 2013	2 2
<b>Written Assignment 1.5 Question</b> Last post Oct 8, 2013	4 4

Below an example of a discussion used to address a common error found in assignments.

Exercise with :: and @ Nov 11, 2013 at 1:49pm

Bram Geron

Hi all,

I see a lot of people having problems with :: and @, and it's really important to get the difference straight at this stage. Please try the following assignments. If you made mistakes, see if the answers help you understand how :: and @ work.

For each of the following expressions, write down:

1. If it is a valid expression,
2. What is the result, and
3. What is the length of the result.

After each expression, put it in OCaml to see if you got it right.

a. [3] @ [4]  
b. 3 @ 4  
c. [3; 4] @ []  
d. [3; 4] :: []  
e. [3] :: 4  
f. 3 :: [4]  
g. [] @ [[3]; [4]]  
h. [] :: [[3]; [4]]

To find the real length of the list, input something like: List.length ([3] @ [4]); .

Search entries or author   Unread   ⌵   ⌶   Subscribe



When you first reach the discussions page this is what you will see, to edit discussions select the cog in the top right corner and to create a discussion you select the top right blue box.

Search title, body, or author   Unread   Assignments   [+ Discussion](#)

▼ Pinned Discussions

**You currently have no pinned discussions**  
To pin a discussion to the top of the page, drag a discussion here, or select Pin from the discussion settings menu.

▼ Discussions Ordered by Recent Activity

There are no discussions to show in this section.

▼ Closed for Comments Ordered by Recent Activity

There are no discussions to show in this section.

## Creating a discussion

*There are three main components to creating a discussion- the title and description, the general options and whether the discussion will be graded.*

Topic Title

HTML Editor

Here you could list topics for discussion.

Attachment  no file selected

Options

- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ Graded

Group Discussion

☐ This is a Group Discussion

Available From

Until

**You can choose to attach a file and various options such as enabling a podcast feed.**

**Here you adjust the dates the discussion is open for.**

**The symbol in the top left shows whether the discussion has been published yet.**

Insert Content into the Page

Links   Files   Images

Link to other content in the course. Click any page to insert a link to that page.

▼ Wiki Pages

- Canvas Homepage
- Link to a New Page

► Assignments

► Quizzes

► Announcements

► Discussions

► Modules

► Course Navigation

New Assignment

New Quiz

**When creating the discussion you can insert content such as videos or images.**

Once you have finished modifying return to the discussion screen by selecting

Save

# Graded discussions

☒ Graded

Group Discussion ☐ This is a Group Discussion

Points Possible

Display Grade as Points

Assignment Group Assignments

Peer Reviews ☐ Require Peer Reviews

For Everyone Due Date  Available From  Until

When grading a discussion you can choose to display the grade as:

- Percentage
- Complete/Incomplete
- Points
- Letter Grade
- GPA Scale

By selecting the peer review option students will be randomly allocated peers work to mark and comment on.

Select which group will participate in the discussion, the due date and how long the discussion will be open for comments.

## Publishing a discussion

🏠 > BIO-101 > Discussions > Basic Principles of Biology

Publish Edit ⚙️

**Basic Principles of Biology**  
Canvas Instructor

Feb 25 at 1:04pm

What basic principle of biology are you most interested in learning about throughout this course? Here are some principles for you to consider:

🏠 > BIO-101 > Discussions > Basic Principles of Biology

Published Edit ⚙️

**Basic Principles of Biology**  
Canvas Instructor

Feb 25 at 1:04pm

What basic principle of biology are you most interested in learning about throughout this course? Here are some principles for you to consider:

To publish a discussion, click the discussion's Publish button.

Once published the button will change from grey to green.

# Viewing Discussions

Unread
Assignments
+ Discussion
⚙️

1
Pinned Discussions

**You currently have no pinned discussions**

To pin a discussion to the top of the page, drag a discussion here, or select Pin from the discussion settings menu.

2
Discussions

Ordered by Recent Activity

There are no discussions to show in this section.

3
Closed for Comments

Ordered by Recent Activity

There are no discussions to show in this section.

## 1. Pinned Discussions.

These are discussions that you want your students to see at the top of their page. Pinned discussions can be arranged in any order.

Students will only see this section heading if there are discussions within this section.

## 2. Discussions.

These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date).

Discussions are ordered by most recent activity. Students will only see this section heading if there are discussions within the section.

## 3. Closed for Comments

These discussions are

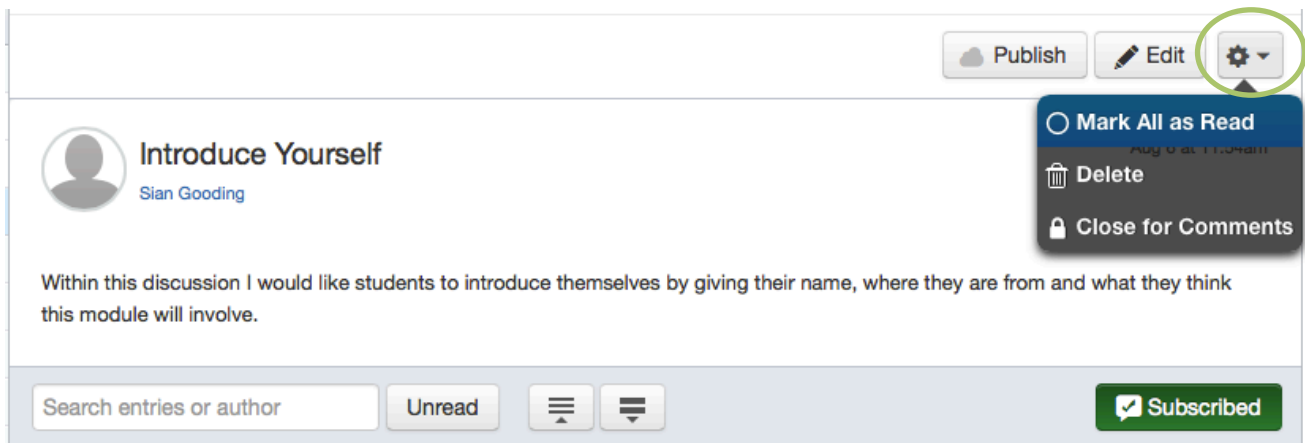
- Manually closed for comments
- Past the available from/until date.

They are accessible in a read-only state and ordered by the most recent activity.

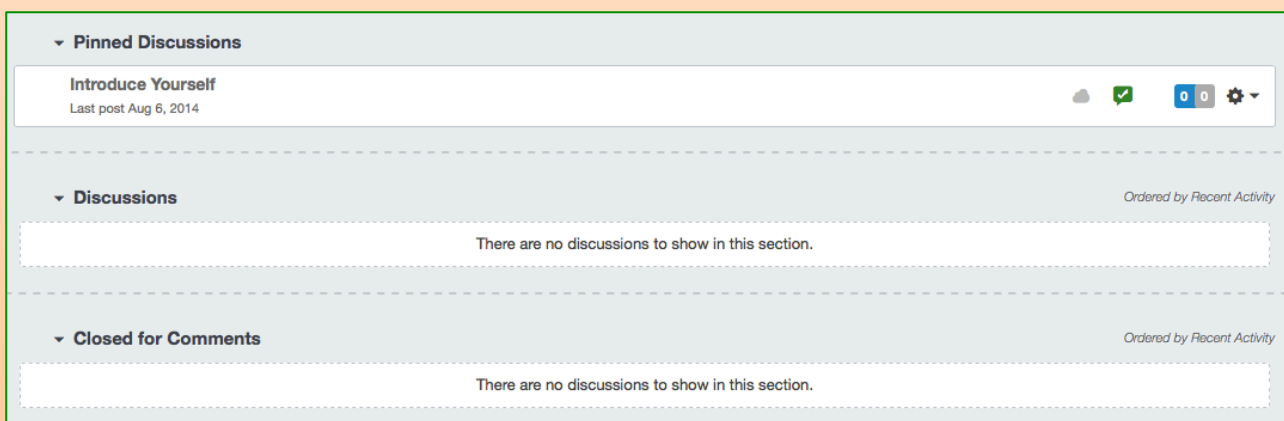
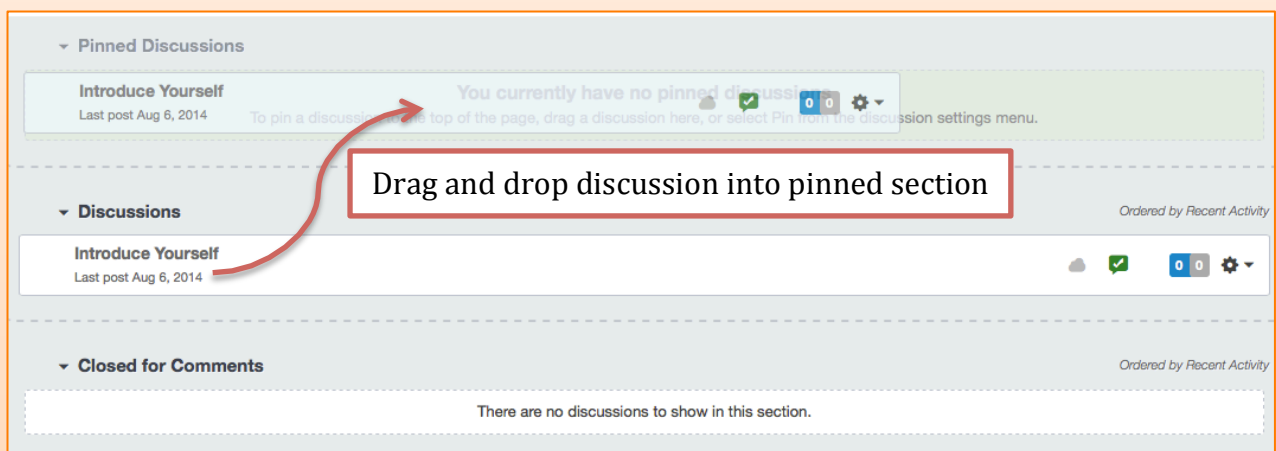
Students will always see this section heading, even if there are no discussions within this section.



To delete, close for comments or mark all comments as read select the setting cog next to the edit button.



To pin a discussion drag and drop the discussion to the pinned section:





# GradeBook



The Gradebook can be used to:

- Automatically calculate total and final grades
- Assign zeros after deadline
- Download assignment submissions to grade or view offline
- Message students who haven't submitted an assignment yet
- Leave private grading notes/comments for the student
- Simultaneously view grade information across all courses
- Notify students when an assignment has been graded
- View Grade history
- Create custom weighting, curving, and grade ranges

Home

Announcements

Assignments

Discussions

Collaborations

Conferences

Grades

## Example

Here is a simple example of what the learning mastery component of Gradebook looks like:

Grades	Learning Mastery	Showing All Sections ▾			
Course average ▾	3.12 /3 <span>■</span>	3.25 /3 <span>■</span>	2.25 /3 <span>■</span>	3.25 /3 <span>■</span>	
Learning Outcome	Can Do Math	Can Spell	Can Write	Can Read	
Emily Boone Section 2	5 /3 <span>■</span>	5 /3 <span>■</span>	5 /3 <span>■</span>	5 /3 <span>■</span>	<div><span>■</span> mastery</div> <div><span>■</span> near mastery</div> <div><span>■</span> remedial</div> <div> export report</div>
Jessica Doe Section 3	0 /3 <span>■</span>	5 /3 <span>■</span>	5 /3 <span>■</span>	5 /3 <span>■</span>	
Max Johnson Section 1	5 /3 <span>■</span>	5 /3 <span>■</span>	3 /3 <span>■</span>	3 /3 <span>■</span>	
Bruce Jones Section 2	3 /3 <span>■</span>	3 /3 <span>■</span>	0 /3 <span>■</span>	3 /3 <span>■</span>	
Joe Rodgers Section 3	1 /3 <span>■</span>	0 /3 <span>■</span>	0 /3 <span>■</span>	2 /3 <span>■</span>	
Nora Sanderson Section 1	3 /3 <span>■</span>	0 /3 <span>■</span>	0 /3 <span>■</span>	0 /3 <span>■</span>	
Jane Smith Section 3	5 /3 <span>■</span>	5 /3 <span>■</span>	5 /3 <span>■</span>	5 /3 <span>■</span>	
Canvas Student Section 2	3 /3 <span>■</span>	3 /3 <span>■</span>	0 /3 <span>■</span>	3 /3 <span>■</span>	

# Viewing the gradebook

The Gradebook has two views.

Switch to Individual View

Showing All Sections

Filter by student name or secondary ID

Student Name	Secondary ID	Information Survey Out of 5	Introductions Out of 15	Expectations Out of 15	Unit 1 Discussion Out of 15	Unit 1 Assignment Out of 25	Unit 1 Quiz Out of 10	Unit 2 Assignment Out of 10
HIST-101	HIST-101 > Grades							
Home	Gradebook: Individual View							
Files	Note: Grades and notes will be saved automatically after moving out of the field.							
Announcements	Switch to Grid View							
Assignments								
Discussions								

Grid View allows you to see all students and assignments at the same time.

Showing All Sections		Filter by student name or secondary ID					
Student Name	Secondary ID	Assignment #1 Out of 10	Assignment #2 Out of 5	Assignment #3 Out of 15	Assignment #4 Out of 10	Assignment #5 Out of 10	Assignment #6 Out of 10
Emily Boone Documentation Sandbox	emily.boone.canva...	10	5	13	7	✓	C 8
Jessica Doe Section 3	jessica.doe.canvas...	7	-	-	-	-	-
Max Johnson Section 3	max.johnson.canv...	10	-	12	6	✓	A 10
Bruce Jones Section 3	bruce.jones.canvas...	9	-	13	9	✓	B 9
Chief Pearson Documentation Sandbox	the.chief.canvas@g...	-	-	-	-	-	-
Jane Smith Documentation Sandbox	jane.smith.canvas...	9.5	🔗	13	📄	✓	C 8.3

Individual View allows instructors to assess one student and one assignment at a time and is fully accessible for screen readers. Both views retain the same Gradebook settings.

You can switch Gradebook views at any time.

BIO-101

Home

Announcements

Modules

Assignments

Discussions

Quizzes

Files

Pages

Grades

Gradebook: Individual View

Note: Grades and notes will be saved automatically after moving out of the field.

Switch to Grid View

Assignments

Learning Mastery

Global Settings

Select a section

All Sections

Once you have selected your students, the Gradebook will display the following student information:

1. Student Name: View name and section
2. Secondary ID: this can be the student's email or student number
3. Notes: Any notes you want to remember about a student

Student Name	Secondary ID	Notes
Emily Boone Section 2	emily.boone.canva...	
Jessica Doe Section 3	jessica.doe.canvas...	
Max Johnson Section 1	max.johnson.canv...	
Bruce Jones Section 2	bruce.jones.canvas...	
Joe Rodgers Section 3	captain.america.ca...	
Nora Sanderson Section 1	nora.sanderson.ca...	
Jane Smith Section 3	jane.smith.canvas...	
Canvas Student Section 2	cnvstudent@gmail...	
Test Student Section 1, Section 2, Sect	3329d338752085...	

You can sort your Gradebook by all students or by section.

Showing All Sections ▾		Filter by student name or secondary ID					
Student Name	Secondary ID	Assignment #1 Out of 10	Assignment #2 Out of 5	Assignment #3 Out of 15	Assignment #4 Out of 10	Assignment #5 Out of 10	Assignment #6 Out of 10
Emily Boone Documentation Sandbox	emily.boone.canva...	10	5	13	7	✓	C 8
Jessica Doe Section 3	jessica.doe.canvas...	7	-	-	-	-	-
Max Johnson Section 3	max.johnson.canv...	10	-	12	6	✓	A 10
Bruce Jones Section 3	bruce.jones.canvas...	9	-	13	9	✓	B 9
Chief Pearson Documentation Sandbox	the.chief.canvas@g...	-	-	-	-	-	-
Jane Smith Documentation Sandbox	jane.smith.canvas...	9.5	🔗	13	📄	✓	C 8.3

⚙️ ▾
<b>View Grading History</b>
Download Scores (.csv)
Upload Scores (from .csv)
Set Group Weights
Hide Student Names
Arrange columns by due date
Treat Ungraded as 0
Show Concluded Enrollments
Show Notes Column

Use the Settings drop-down menu to specify settings for the entire Gradebook

- View Grading History
- Download Scores (.csv)
- Upload Scores (from .csv)
- Set or change Assignment Group Weights
- Show/Hide Student Names
- Arrange columns by due date
- Treat ungraded submissions as zeros
- Show Concluded Enrollments
- Show/Hide Notes Column

Grades for each assignment can be calculated as **points**, percentages, complete or incomplete, **pass or fail**, GPA scale, and **letter grades**, and assignments can be organized into groups for weighting as well.

Showing All Sections ▾ ⚙️ ▾ Filter by student name or secondary ID

Student Name	Secondary ID	Assignment #1 Out of 10	Assignment #2 Out of 5	Assignment #3 Out of 15	Assignment #4 Out of 10	Assignment #5 Out of 10	Assignment #6 Out of 10
<b>Emily Boone</b> Documentation Sandbox	emily.boone.canva...	10	5	13	7	✓	C 8
<b>Jessica Doe</b> Section 3	jessica.doe.canvas...	7	-	-	-	-	-
<b>Max Johnson</b> Section 3	max.johnson.canv...	10	-	12	6	✓	A 10
<b>Bruce Jones</b> Section 3	bruce.jones.canvas...	9	-	13	9	✓	B 9
<b>Chief Pearson</b> Documentation Sandbox	the.chief.canvas@g...	-	-	-	-	-	-
<b>Jane Smith</b> Documentation Sandbox	jane.smith.canvas...	9.5	🔗	13	📄	✓	C 8.3

Each column in the Gradebook represents an assignment. Each column displays the assignment title, total points, and each student's grade. **Icons and colors** represent assignments and submission statuses within Canvas. You can **sort**, **resize**, and **reorder** any assignment column.

⚙️ ▾ Filter by student name or secondary ID

Student Name	Secondary ID	Notes	Final Exam Out of 100	TA Quiz Out of 2	Theory Out of 20	Photosynthesis Out of 15	Initial Ideas about Biosynthesis Out of 10	Assignments	Assessments	Graded Discussions	Total
<b>Bruce Jones</b> Section 2	bruce.jones.canvas...		-	-	-	-	-	36%	-	-	36% F
<b>Joe Rodgers</b> Section 3	captain.america.ca...		-	-	-	-	-	32%	-	-	32% F
<b>Canvas Student</b> Section 2	cnvsstudent@gmail...		-	-	-	-	-	56%	-	-	56% F
<b>Emily Boone</b> Section 2	emily.boone.canva...		-	-	-	-	-	95.6%	40%	-	85.5% B
<b>Jane Smith</b> Section 3	jane.smith.canvas...		-	-	-	-	-	100%	-	-	100% A
<b>Jessica Doe</b> Section 3	jessica.doe.canvas...		-	-	🗨️	-	-	80%	70%	-	77.1% C
<b>Max Johnson</b> Section 1	max.johnson.canv...		-	-	-	-	-	86.7%	-	-	86.7% B
<b>Nora Sanderson</b> Section 1	nora.sanderson.ca...		-	-	🗨️	-	-	32%	-	-	32% F

# Speedgrader

You can use SpeedGrader to:

- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading

The screenshot displays the SpeedGrader interface for a student named Nora Sanderson. The interface is divided into several sections:

- Submission to view:** Shows the submission date and time (Jun 24 at 5:55pm).
- Submitted Files:** Lists the submitted files, including 'assignment\_2.docx'.
- Assessment:** Displays the current grade (2 out of 10) and a 'View Rubric' button.
- Discussion:** Shows a thank you message from Doug Roberts and a '4' rating.
- Add a Comment:** Includes a text input field and a 'Submit Comment' button.

The main content area shows a preview of the submitted document, which contains three paragraphs of placeholder text (Lorem ipsum). The interface is powered by Crocodoc.

For each student, SpeedGrader has five areas:

1. View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf submissions using [Crocodoc](#); review other file format submissions using the document previewer or Google Preview
2. Assign a grade based on your preferred assessment method (points or percentage)
3. View Rubric to assist with grading (if one is added to the assignment)
4. View discussions created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

**Note:** You can use keyboard shortcuts to navigate SpeedGrader. Press the **comma key** and a pop-up window with keyboard shortcuts will appear for keyboard navigation.

# Course Home Page

## What is the Course Homepage?

The homepage is the first page a student will encounter when clicking the course link, and there are a variety of options available when creating a canvas module.

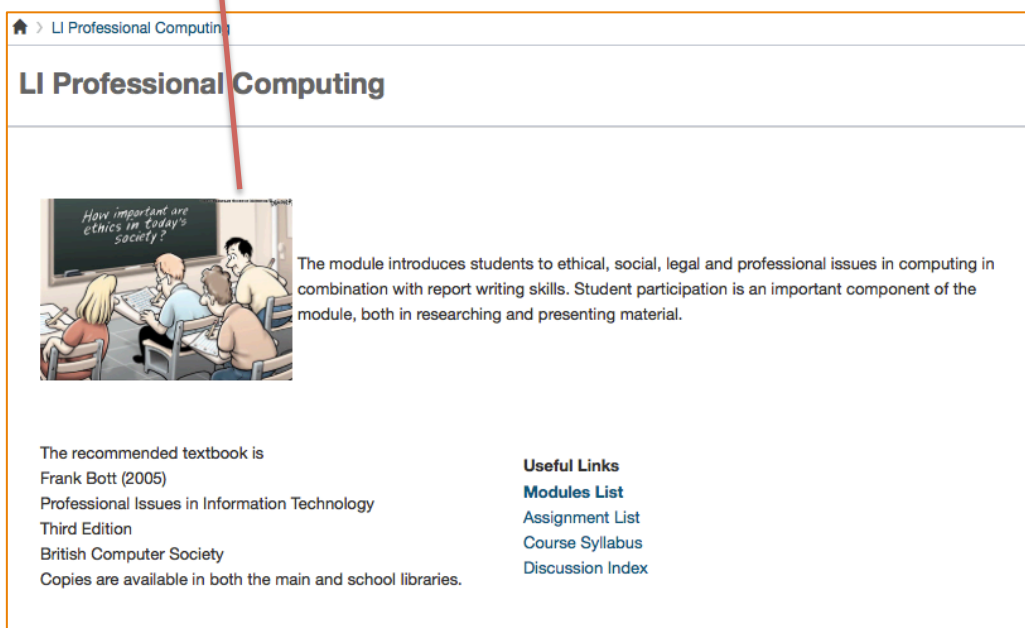
You can choose your home page to:

- show your students the Course Activity Stream
- show your students a Front Page
- show your students your Modules for the course
- show your students the Assignments list
- show your students the Syllabus



## Examples

Use of pictures on the home page prevents monotony and makes your course unique.



LI Professional Computing

**LI Professional Computing**

*How important are ethics in today's society?*

The module introduces students to ethical, social, legal and professional issues in computing in combination with report writing skills. Student participation is an important component of the module, both in researching and presenting material.

The recommended textbook is  
Frank Bott (2005)  
Professional Issues in Information Technology  
Third Edition  
British Computer Society  
Copies are available in both the main and school libraries.

**Useful Links**  
[Modules List](#)  
[Assignment List](#)  
[Course Syllabus](#)  
[Discussion Index](#)

LC Foundations of Computer Sci

## LC Foundations of Computer Science

### Foundations of Computer Science Resources

- [Lecture notes](#)
- [Lecture videos](#)
- [Facebook Group](#)
- [Banner Link](#)
- [OCaml resources](#)
- [Assignments and instructions](#)
- [Estimated grades](#) after week 5

### Staff, hours, rooms

#### Classes

**Advanced class** for students who enjoy a challenge

- recommended for students with estimated mark > 90%
- in Nuffield, G17
- taught by Bram

**Remedial class** for students who feel they struggle in general

- recommended for students with estimated mark < 40% or Canvas mark < 35% on written assignments
- in Metallurgy GC13
- taught by Dan

Embedding files allows you to stay on the same page whilst viewing important documents.

*This home page includes lecturer details plus contact and office hours*

*Having this information immediately available on the module home page connects online interaction with offline aspects of the course.*

Including links to important course sections within the homepage keeps navigation simple.

## LC Introduction to Particle Physics and Cosmology (03 17484)

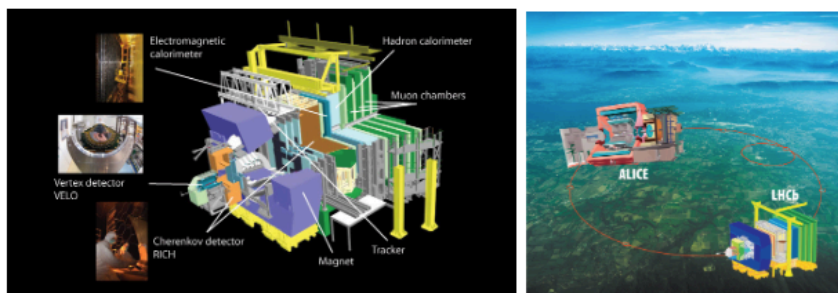
Although the fields of particle physics and cosmology which have close connections, this course is separated into two distinct sets of five lectures.

Both parts of the course make extensive use of board work, with any slides that are presented being included in Canvas.

### Particle Physics

Lectures given by [Dr Nigel Watson](#)

His current research work is primarily in physics and simulation software for the [LHCb experiment](#) at CERN's LHC



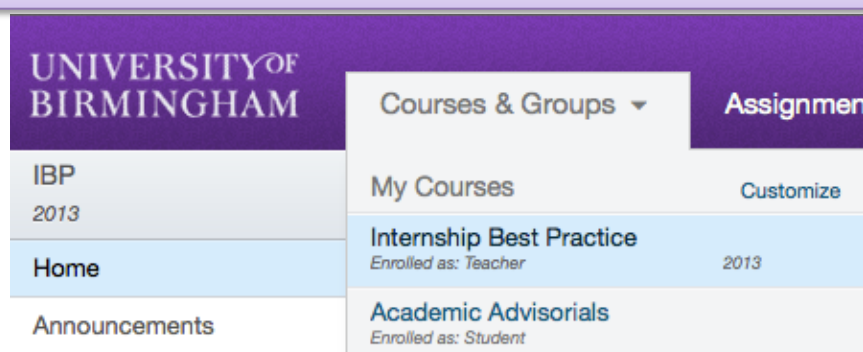
His other interests include physics and [calorimeter R&D](#) for a future  $e^+e^-$  collider (such as ILC or CLIC).

There are also some [non-assessed problems](#) for you to have a go at (and now [solutions](#)) and [answers to a few commonly asked questions](#)- good luck!


Remember to check the detailed [Course Syllabus](#) as this will also help revision.

# Choosing your homepage

The first step is to choose the course you want to modify:



Then on the right hand side of the screen select

 **Choose Home Page**

You will then be given the following options:

## Choose Home Page

Select what you'd like to display on the home page.

- ☒ Recent Activity Dashboard
- ☐ Pages Front Page [ Front page must be set first ]
- ☐ Course Modules
- ☐ Assignments List
- ☐ Syllabus

Cancel

Save

At this point it is up to you which option would be most useful.

Our examples of best practice all use Pages Front Page, to do this you select the link next to Pages Front Page and then create your a page to display information about the course.

You will then be taken to the pages section of the course; here you select the **blue box** in the top right corner to create the home page

Home > IBP > Pages

+ Page

PAGE TITLE ▲

CREATION DATE ▼

LAST EDIT ▼

No pages created yet. Add one!







Then you can design your home page!

## *Using the rich content editor*

Home > IBP > Pages

Canvas Homepage

HTML Editor

**B** *I* U A ab       5 (18pt) Heading 2

Insert links- you can choose to link to webpages that would be useful to the course for example if the course has a Facebook webpage

Upload an image to your page

Upload video or audio to your page

Options Only teachers can edit this page

☐ Notify users that this content has changed

Cancel **Save**

After modifying the page you need to save

# Adding an image to your page

A convenient way to insert an image will be to upload straight from where you have it saved on the computer, to do this you use the pane on the left hand side of the screen:

From here you click upload a new image



If the image is saved on your hard drive then you select choose file, alternatively if you have uploaded the image to the canvas files you can access it from there


## Insert Content into the Page

Links

Files

Images

Click any image to embed the image in the page.

 Upload a new image

 Find images on flickr creative commons

*There is also an option here to find an image on flickr to insert*


## Insert Content into the Page

Links

Files

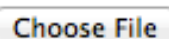
Images

Click any image to embed the image in the page.

 Upload a new image

Folder

course files

 no file selected

limit 50MB per file














 Find images on flickr creative commons

Once your image has been inserted it is easy to adjust position and size by simply selecting it

Home > IBP > Pages > Canvas Homepage

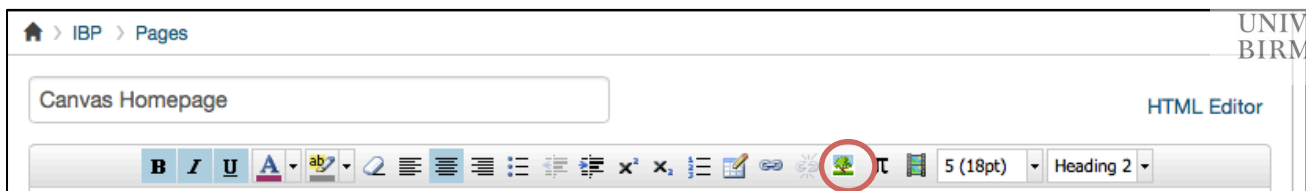
Canvas Homepage

HTML Editor

**B I U**            Font Size Paragraph

WELCOME TO CANVAS BEST PRACTICE





When adding an image to the page using the icon the options available are:

- To use the image URL
- Find a picture of Flickr
- Upload a picture file you have already uploaded to the canvas course files

Insert / Edit Image

Image Source

URL Canvas Flickr

Attributes

Alt text   
Describe the image to improve accessibility

Dimensions  x   
Aspect ratio will be preserved

Cancel Update

UNIVERSITY OF  
BIRMINGHAMIBP  
2013

Home

Announcements

Assignments

Discussions

Grades

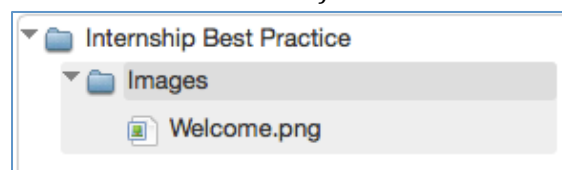
People

Pages

Files

If you would like the image to be saved on the course files and then uploaded you go to files on the left side and upload the image.

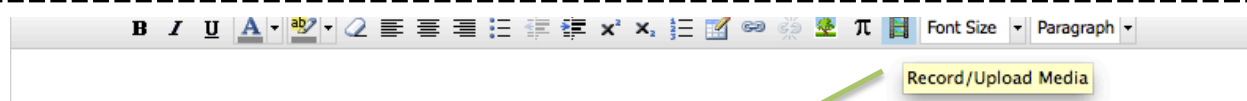
*This is an example of an image I have saved in the course files*





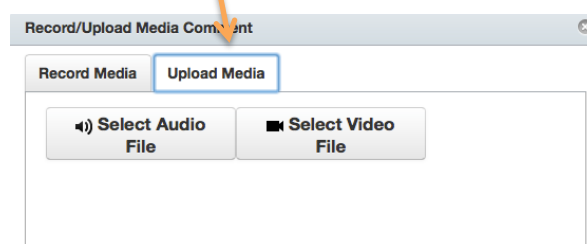
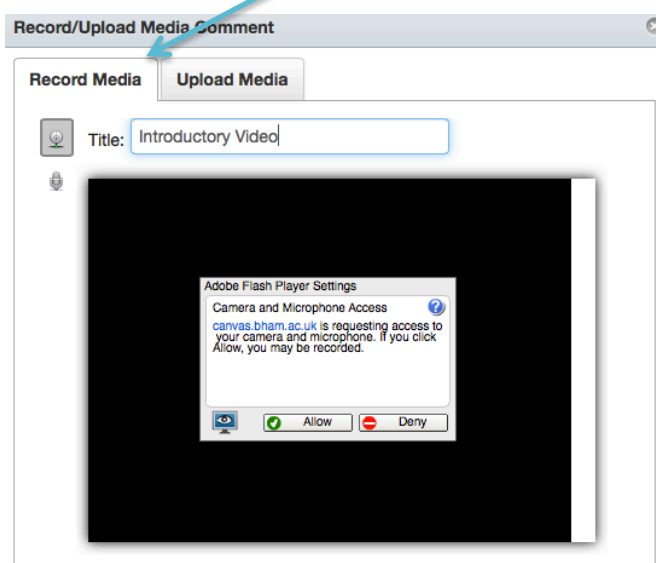
## Adding a video to your page

One of the options for your home page is adding video or audio, which can be recorded whilst you are creating the page or pre recorded and inserted. As shown in the examples of best practice having a short description of the module worked well but perhaps having a video of the lecturer giving a short description may be more engaging for your course and help familiarize the student with the tutor early on.



To add video or audio click here

You will then be given two options: to record or upload the media you'd like to use



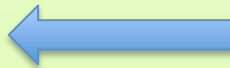
# *Inserting links or files to your page*

Using the left hand pane you can insert links or other files to the page.

Adding links is useful if you want to direct students to important aspects of the course such as the assignment page.

Adding files embeds them within the page for example inserting a pdf

Each sub title expands to give you a selection of related links to insert easily



## Insert Content into the Page

Links

Files

Images

Link to other content in the course. Click any page to insert a link to that page.

► Wiki Pages

▼ Assignments

— Assignment List

► Quizzes

► Announcements

► Discussions

► Modules

► Course Navigation

# Setting your page as the Homepage

Once your page has been created it needs to be made into the front page - here's how.

Before you can use this page for the home page you need to publish it, to do this you click the cloud next to settings:

Once you have created your homepage and published it you can view it within the page section, then to set as the front page by clicking the cog and choosing the option **'use as Front Page'**

Canvas Homepage Jul 23, 2014 Jul 23, 2014 by Sian Gooding

Edit  
Delete  
Use as Front Page

Once selected a grey box saying Front Page will appear

Canvas Homepage Front Page Jul 23, 2014 Jul 23, 2014 by Sian Gooding

Once this has been selected you can choose the page you have created as your front page via the choose home page icon shown previously.

Choose Home Page

Select what you'd like to display on the home page.

- ☐ Recent Activity Dashboard
- ☒ Pages Front Page Canvas Homepage [Change]
- ☐ Course Modules
- ☐ Assignments List
- ☐ Syllabus

Cancel Save

# Quizzes



Files
Syllabus
Outcomes
<b>Quizzes</b>
Modules
Attendance
Chat
Settings

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded.

## Examples

### Computer Science- Language and Logic

Surveys

Extra Help?
Due Nov 5, 2013 at 11:5...
1 pt
1 Question

[Home](#) > [LC Language + Logic](#) > [Quizzes](#) > [Extra Help?](#)

### Extra Help?

Due Nov 5, 2013 at 11:59pm    Questions 1    Time Limit None

**Instructions**

As I said on Monday - I'm away next Monday & Tuesday so I propose not having a session on Thursday 7th of November at 10 am. However, I'm more than happy to run a one hour session where we very slowly go through natural deduction just for anybody who feels confused. The question is - would it be useful? would anybody turn up? ...

Submitted Oct 30, 2013 at 12:41pm

Question 1

Should I organise an extra session on Thursday 7th of November at 10 am?

You Answered

☒ Yes - I'm confused and would turn up for an extra session next Thursday
☐ No - I'm not confused and would prefer to stay in bed
☐ No - I'm confused but I like being confused.

Surveys are a powerful tool to obtain opinions and information from students, there are two types of survey graded and ungraded.

A graded survey allows you to give students points for completing the survey; however, it is not graded based on right or wrong answers.

## Computer Science- Software Engineering

## Question 2

2 / 2 pts

Consider the following UML Class diagram:



Which of the following statements about the above diagram is true?

- ☐ X must be \* and there must be an operation in A that applies to all the related B objects.
- ☐ X must be 1 and if a B object is deleted, then all related A objects must also be deleted.
- ☐ X and Y can have any multiplicities but there must be an operation in B that applies to all the related A objects.
- ☐ X must be 1 and if a A object is deleted, then all related B objects must also be deleted.
- ☒ Y must be 1 and if a B object is deleted, then all related A objects must also be deleted.

A graded quiz is the most common quiz, and Canvas automatically creates a column in the Gradebook for any graded quizzes you build.

Creating the questions in the content rich content editor allows images or other media types to be incorporated easily.

# Creating a quiz

Unnamed Quiz

**Settings** **Questions**

Quiz Instructions:

**Quiz Type** Graded Quiz

**Assignment Group** Assignments

**Options**

☐ Shuffle Answers

☐ Time Limit  Minutes

☐ Allow Multiple Attempts

There are 4 basic options when creating a quiz:

2. Give the quiz a name

3. Write quiz instructions

4. Select the quiz type:

Practice Quiz  
Graded Quiz  
Graded Survey  
Ungraded Survey

5. Categorize the quiz into the proper Assignment group.

**Options**

1 ☐ Shuffle Answers

2 ☐ Time Limit  Minutes

☐ Allow Multiple Attempts 3

4 ☒ Let Students See Their Quiz Responses

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

5 ☐ Show one question at a time

6 **Quiz Restrictions**

☐ Require an access code

☐ Filter IP Addresses

For  Due Date  Available From  Until

Everyone

## Quiz settings have the following options:

- 1 You can shuffle (randomize) answers. (You can also shuffle questions by [creating a question group](#).)
- 2 You can choose to set a time limit by entering the number of minutes students have to complete the entire quiz. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz. If no time limit is set, students will have unlimited time to complete the quiz.
- 3 You can allow multiple attempts.

Choose whether to keep the highest or latest score of all attempts. By default Canvas will keep the highest score unless this setting is changed.

Limit the number of attempts. The default dashes represent unlimited attempts.

☒ Allow Multiple Attempts

Quiz Score to Keep Highest

☐ Allowed Attempts --

- 4 Let Students See Their Quiz Responses You can also control when and for how long students can see the correct answers to their quiz submissions.
  - Show immediately after quiz is submitted: leave the Show and Hide fields blank.
  - Show after a specific date: set a date and time in the Show field.
  - Hide after a specific date: set a date and time in the Hide field.
  - Create a time frame: set a date and time in the Show and Hide fields.

### 5 Show One Question at a Time

Lock questions after answering: students cannot return to the previous question once it has been answered.

☒ Show one question at a time

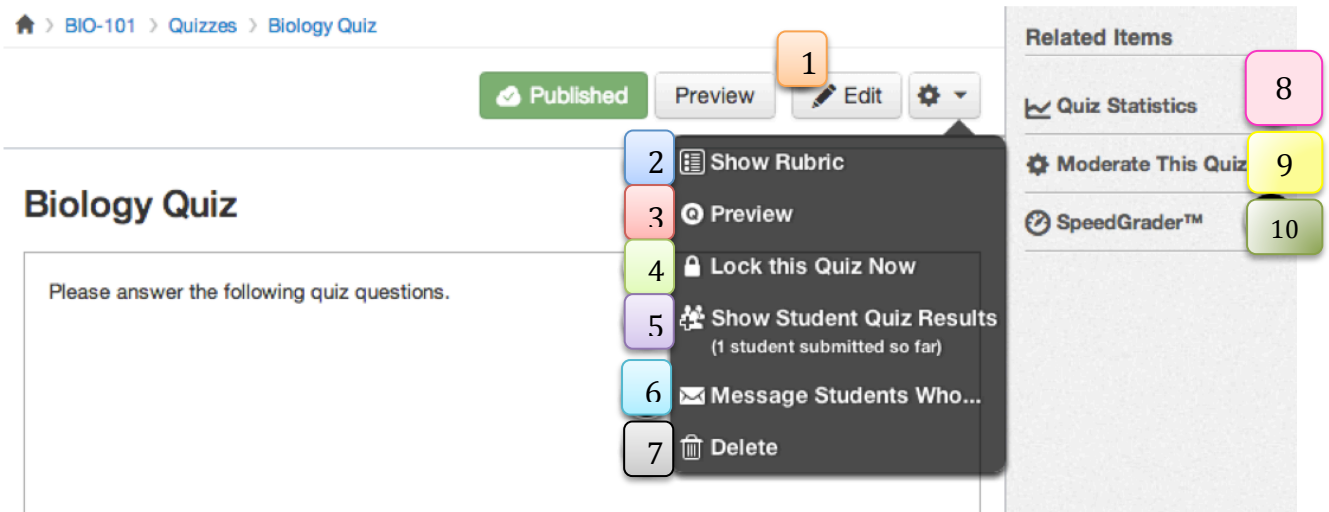
☐ Lock questions after answering

### 6 Set quiz restriction options

Require an access code (given by a proctor) in order to start the quiz.

Require students to take a quiz from computer lab with a specified IP address range.

## There are more options available from the quiz page itself



When you view a quiz, you can:

- 1 Edit a quiz
- 2 Show a rubric to a quiz (or add one if none exists) and use the rubric to evaluate student answers (to essay questions, for example)
- 3 Preview the quiz
- 4 Lock this quiz now so that students can no longer access it (once it is locked the button will change to Manually Unlock a Quiz)
- 5 Show quiz results from students who have taken the quiz
- 6 Message students who have taken the quiz already or who haven't yet taken the quiz
- 7 Delete this quiz

Related items you can do on other pages but related to the quiz:

- 8 Show quiz statistics
- 9 Moderate this quiz and grant students more time or additional attempts (option can be used for any type of quiz)
- 10 Grade quiz in the SpeedGrader™ You can also hide grades from students by muting assignments in the gradebook.

To add questions select the Questions tab next to the settings

Canvas Quiz

Settings

Questions

To manually create new questions click here

To choose a question bank click here

+ New Question

+ New Question Group

Find Questions

## Creating a question

Question

Multiple Choice

pts: 1

Firstly choose the type of question and the number of points, the choices are:

Multiple Choice

True/False

Fill In the Blank

Fill In Multiple Blanks

Multiple Answers

Multiple Dropdowns

Matching

Numerical Answer

Formula Question

Essay Question

File Upload Question

Text (no question)

Here is an example of the multiple choice option:

Enter your question and multiple answers, then select the one correct answer.

Question:

HTML Editor

The question text goes here

Answers:



Possible Answer

Answer Text



Possible Answer

Answer Text



Possible Answer

Answer Text



Possible Answer

Answer Text



Cancel

Update Question

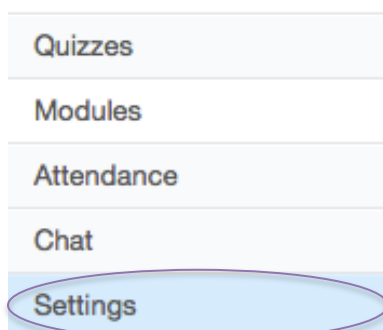
The correct answer should be in green

There is an option to add more answers in the bottom right

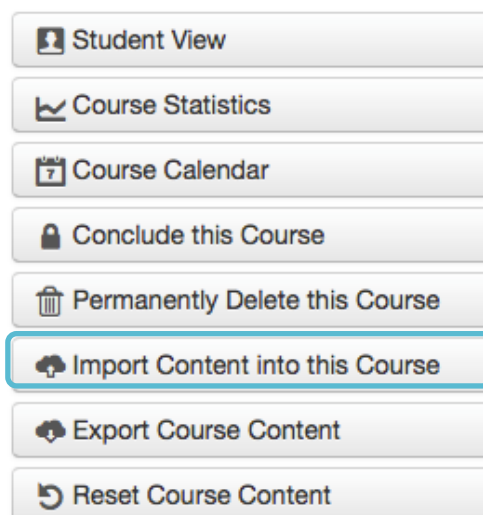
+ Add Another Answer

# Importing a question bank

In order to use a question bank you must have imported it before you create the quiz.

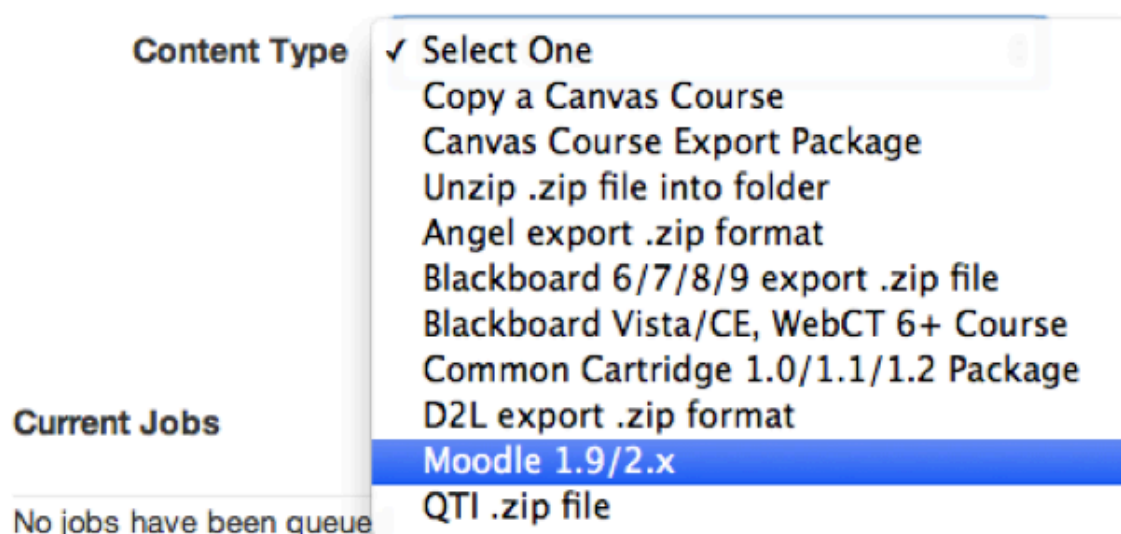


**Firstly go to course settings and on the right you will see a group of options, from here select import content into this Course.**



**From here you will be given the option of what file types to upload-**

## Import Content



Select the type of file your question bank is saved as, and select from your files.

Canvas Quiz

Settings

Questions

Then in the Questions tab click Find Questions and select the Question Bank you have uploaded.

+ New Question

+ New Question Group

Find Questions

☐ Notify users this quiz has changed

Cancel

Save

## Creating a question bank

🏠 &gt; BIO-101 &gt; Quizzes

Search for Quiz

1

+ Quiz

2

Manage Question Banks

▼ Assignment Quizzes

🟢 Ecology Quiz

Due Mar 24 at 11:59pm

10 pts

10 Questi...



Click the **Settings** icon [1] and click the **Manage Question Banks** link [2].

+ Add Question Bank

📖 See My Bookmarked Banks

Click **Add Question Bank** button to create a new question bank.

Bank Name: No Name



No Questions

Last Updated:

Name the question bank and **press Enter**

### Sample Questions



No Questions

Last Updated: Aug 25 at 9:59pm

Open the question bank by clicking the title of the question bank.

## Question bank options

- Add a Question
- Edit Bank Details
- Move Multiple Questions
- Delete Bank
- Already Bookmarked

### Aligned Outcomes

- Align Outcome

After opening the Question Bank, you can:

- Add a Question
- Edit Question Bank
- Move Multiple Questions
- Delete Question Bank
- Verify Question Bank [Bookmark](#) (by default new Question Banks are bookmarked automatically)
- Align Outcomes

## Viewing Quizzes

There are three sections within the quiz section- **Assignment Quizzes**, **Practice Quizzes** and **Surveys**.

▼ Assignment Quizzes						
Genetics Quiz 1	Available <a href="#">Multiple Dates</a>	<a href="#">Due Multiple Dates</a>	5 pts	5 Questions		
Ecology Quiz		Due Mar 24 at 11:59pm	10 pts	10 Questi...		
DNA Quiz		Due Apr 11 at 11:59pm	5 pts	5 Questions		
Genetics Quiz 2	Available <a href="#">Multiple Dates</a>	<a href="#">Due Multiple Dates</a>	11 pts	6 Questions		
▼ Practice Quizzes						
Pre-Test		Due Feb 18 at 11:59pm	5 pts	5 Questions		
▼ Surveys						
Course Survey				3 Questions		

The Due date, points and number of questions are displayed following the quiz title.

This symbol shows the quiz has been published- unpublished the symbol is grey.

Click the settings symbol to edit a quiz.



# The Syllabus

The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order.

You can use the syllabus to:

- Post an introduction to your course and policies.
- See the Assignments and the due dates.
- Display all of the upcoming Assignments and events in your course.
- Display information about your course publicly using the public syllabus course setting.

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
<b>Syllabus</b>
Outcomes
Quizzes

## *Best practice examples*

### Mechanical Engineering- Systems Modelling

1

2

3

1

Home > Systems Modelling > Syllabus

[Jump to Today](#)

#### Course Syllabus

This CANVAS course covers seven taught modules as follows, of which syllabuses may be viewed by clicking on the module titles. You have access to all of chapters but some will be of more interest to you than others depending upon which modules you are taking.

Banner Code	Module	Contribution (%)	Chapters
04 22730	<a href="#">Systems Thinking</a>	100	1, 6
04 01445	<a href="#">Simulation</a>	100	2, 3, 4, 5
06 17742	<a href="#">Graph Theory and Computer Simulation</a>	50	7
04 21522	<a href="#">Systems Engineering</a>	100	8
04 01995	<a href="#">Operations Management</a>	100	9
04 22988	<a href="#">Management Information Systems</a>	100	10
04 23661	<a href="#">Research Skills</a>	100	

Date	Day	Details	Time
Mon, Oct 28	Mon	Systems Thinking as an Approach (Figure 1.1)	9am to 10am
		Drafting Systems Diagrams - Made in Britain 1/3	10am to 11am
		Group Study	11am to 3pm
		Small Group Tutorials 5%	3pm to 6pm
Tue, Oct 29	Tue	Refining Systems Diagrams - Made in Britain I	9am to 10am
		Drafting Systems Diagrams - Made in Britain II	10am to 11am
		Group Study	11am to 6pm
Wed, Oct 30	Wed	System Dynamics with Excel (FORRIT)	9am to 10am
		Delays and Smoothing	10am to 11am

Course assignments are not weighted.

There are three main parts to the syllabus:

1. A calendar and weighted assignment groups
2. The syllabus description
3. A syllabus table automatically managed by Canvas



## Computer Science- Foundations of Computer Science

### Course Syllabus

[Jump to Today](#)

Date	Day	Details
Thu, Oct 10	Thu	Written Assignment 1.1
		Written Assignment 1.2
		Written Assignment 1.4*
		Written Assignment 1.5*
		Written Assignment 1.3
Wed, Oct 16	Wed	Written Assignment 2.1
		Written Assignment 2.2*
		Written Assignment 2.3*
		Written Assignment 2.4
		Written Assignment 2.5*
Thu, Oct 17	Thu	Programming Assignment 2.1
		Programming Assignment 2.2*
Wed, Oct 23	Wed	Written Assignment 3.1
		Written Assignment 3.2*
Thu, Oct 24	Thu	Programming Assignment 3.1
		Programming Assignment 3.2
		Programming Assignment 3.3

July 2014

29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Assignments are weighted by group:

Group	Weight
Programming Assignments	50%
Written Assignments	50%
Total	100%

The Calendar and Weighted Assignment Groups section displays information about course events and grading.

The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Syllabus.

## Computer Science- Artificial Intelligence

🏠 > [LC Introduction to AI](#) > [Syllabus](#)

[Jump to Today](#)

### Course Syllabus

- Search
  - Uninformed search
  - Informed search
  - Adversarial search
- Knowledge
  - Representation
  - Object Oriented: Semantic Nets
  - Logic Based: Planning
- Learning
  - Probabilities
  - Unsupervised learning
  - Supervised learning
- Everything else

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information.

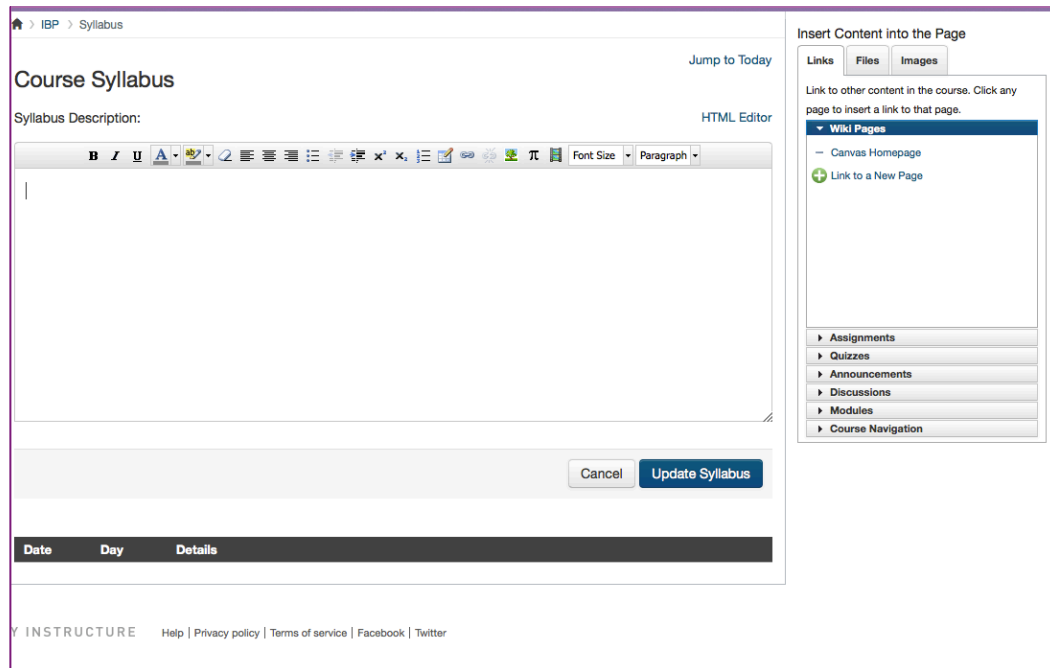
Date	Day	Details
Mon, Oct 7	Mon	<a href="#">Agents and Uninformed Search in AI:AMA</a>
Mon, Oct 21	Mon	<a href="#">Informed Search &amp; Game Playing in AI:AMA</a>
Mon, Nov 4	Mon	<a href="#">Classical Planning in AI:AMA</a>
Wed, Nov 6	Wed	<a href="#">Midterm Class Test</a>
Mon, Nov 25	Mon	<a href="#">Markov Processes in AI:AMA</a>
Fri, Dec 13	Fri	<a href="#">End of Term Assignment</a>

To edit the description of the syllabus  
you click the top right hand button



Edit Syllabus Description

From there you can use the Rich Content editor.



You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

# *Canvas settings*

Modules	To access Canvas settings select the settings tab in the left hand bar.
Attendance	
Chat	
<b>Settings</b>	

Home > IBP > Settings

Course Details | Sections | Navigation | Apps | Feature Options

## Course Details

Course is Unpublished

Name: Internship Best Practice

Course Code: IBP

Time Zone: London

Department: Computer Science

Term: 2013

Starts: No Date Set

Ends: No Date Set  
These dates will not affect course availability

Language: Not set (user-configurable, defaults to English)  
This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 2000 megabytes

Turnitin

Comments:

Grading Scheme: Not Set

License: Private (Copyrighted)

Visibility: Private

[Edit Course Details](#)

[Student View](#)

[Course Statistics](#)

[Course Calendar](#)

[Conclude this Course](#)

[Permanently Delete this Course](#)

[Import Content into this Course](#)

[Export Course Content](#)

[Reset Course Content](#)

### Current Users

Students:	None
Teachers:	2
TAs:	None
Designers:	None
Observers:	None

The first page you see will be the Course Details tab, you can view the details of your course, its name, what your quota is, and what license that you've attached to this content inside of your course.

You can also view the course status.

If the course cannot be unpublished, the hover text will notify you.



Home > IBP > Settings

Course Details Sections Navigation Apps Feature Options

### Course Sections

Internship Best Practice (2 Users)

Add a New Section:\*

In the Sections tab, you can manage the different sections of students and see all the people associated with your course according to role.

- Student View
- Course Statistics
- Course Calendar
- Conclude this Course
- Permanently Delete this Course
- Import Content into this Course
- Export Course Content
- Reset Course Content

Current Users	
Students:	None
Teachers:	2
TAs:	None
Designers:	None
Observers:	None

In the Navigation tab, you can modify the Content Navigation links listed in your course and you can drag and drop to change the order.

You can also hide specific links from students.

Home > IBP > Settings

Course Details Sections Navigation Apps Feature Options

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

Home
Announcements
Assignments
Discussions
Collaborations
Conferences
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Attendance
Chat

Course navigation

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

Panopto Page disabled, won't appear in navigation
--

Hidden items

Save

Student View

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Import Content into this Course

Export Course Content

Reset Course Content

Current Users	
Students:	None
Teachers:	2
TAs:	None
Designers:	None
Observers:	None

The Apps tab allows you to view installed apps and link apps enabled by your institution to your course.

Course Details

Sections

Navigation

Apps

Feature Options

## External Apps

[View App Configurations](#)

Apps are an easy way to add new features to Canvas. They can be added to individual courses, or to all courses in an account. Once configured, you can link to them through course modules and create assignments for assessment tools.

Click [here](#) to see some LTI tools that work great with Canvas. You can also check out the Canvas Community topics about LTI tools [here](#)

All Not Installed Installed

Filter by name

External Apps add functionality to a Canvas course. For example, an instructor may want to include a study aid (flashcards, mini-quizzes, etc.) to help students better understand the concepts being taught.

Course Details

Sections

Navigation

Apps

Feature Options

Learning Mastery Gradebook On Off

Student Learning Mastery Gradebook On Off

Draft State ENABLED

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Import Content into this Course

Export Course Content

Reset Course Content

**Current Users**

Students:	None
Teachers:	2
TAs:	None
Designers:	None
Observers:	None

The Feature Options tab allows you to enable and disable Canvas features within your course as made available by your account admin.