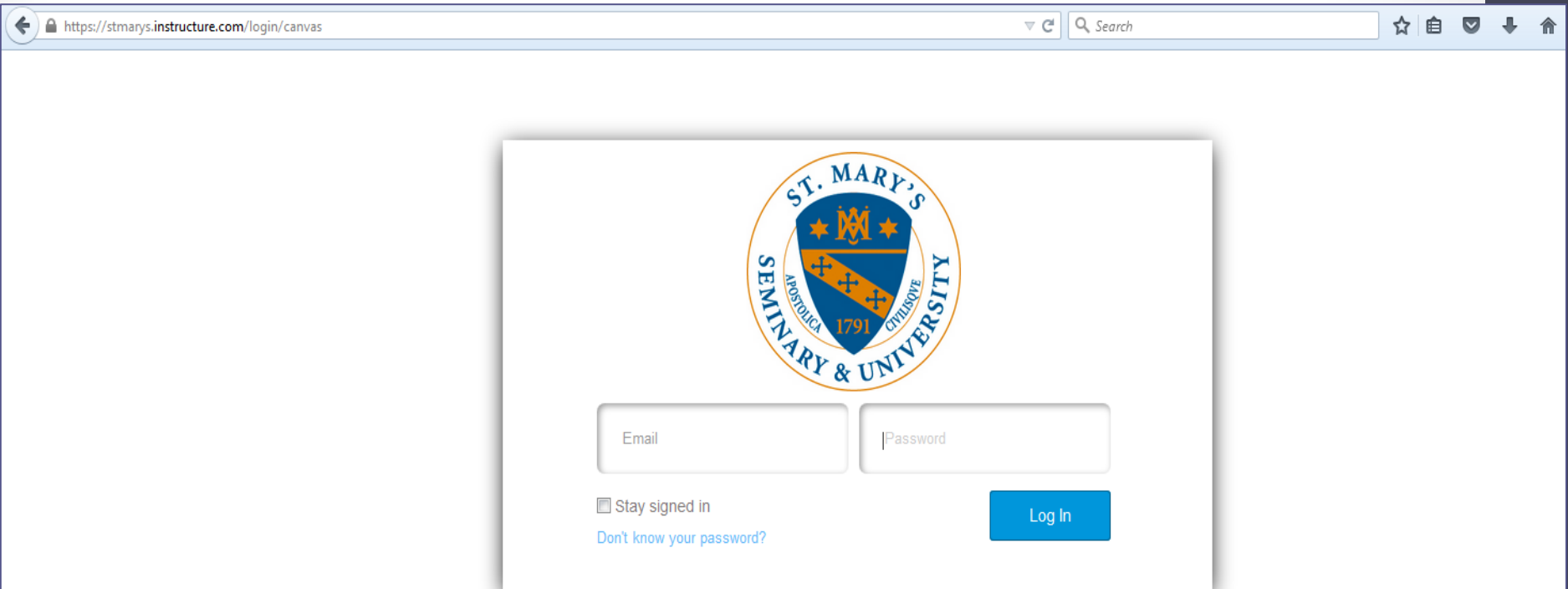


CANVAS

Agenda

- Login
- Navigate Canvas
 - Course List
 - Activity Stream
 - Calendar
 - Inbox
 - Profile Settings
- Sandbox
 - Add a Content Page
 - Add a File
 - Settings
- Basic Gradebook
 - Settings (grading scheme)
 - Assignments
 - Create weighted categories
 - Create an assignment
 - SpeedGrader
- Syllabus
- Importing content from a Canvas Course

Login: stmarys.instructure.com



The screenshot shows a web browser window with the address bar displaying <https://stmarys.instructure.com/login/canvas>. The page features the St. Mary's University logo, which is a circular emblem with a blue shield containing a gold 'M' and three crosses, surrounded by the text 'ST. MARY'S SEMINARY & UNIVERSITY' and '1791'. Below the logo are two input fields: 'Email' and 'Password'. There is a checkbox for 'Stay signed in' and a blue 'Log In' button. A link for 'Don't know your password?' is also present.

Username: email

e.g., ehicks@stmarys.edu

Password: first five letters of your last name +

last 3 digits of your employee id

e.g., Hicks352 (case sensitive)

Dashboard

The screenshot shows the Instructure LMS dashboard for St. Mary's Seminary & University. A large blue arrow points to the 'Accept' button in an invitation notification. A circle highlights a toggle switch in the top right. A text box explains the toggle's function.

https://stmarys.instructure.com

You have been invited to join Hicks Sandbox as a designer

Decline Accept

Accept Invite

Dashboard

Grammar for Writing
GRAMMAR

Pentateuch
SS500.1

Coming Up [View Calendar](#)

Nothing for the next week

Recent Feedback

Nothing for now

Start a New Course

View Grades

The toggle switch changes the view of the dashboard.

BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Activity Stream

The screenshot shows a web browser window with the URL <https://stmarys.instructure.com>. The browser tabs include "User Dashboard", "Homepage | Saint Mary's Semi...", and "Microsoft Outlook Web Access". The dashboard header features the Saint Mary's University logo, the word "Dashboard", a dark theme toggle, and a "View Calendar" link. The main content area is titled "Recent Activity" and lists two items: "1 Assignment Notification" for course "SS500.1" and "1 Discussion" for "Priesthood", each with a "SHOW MORE" link. The right sidebar contains sections for "Coming Up" (with a "View Calendar" link), "Recent Feedback", and buttons for "Start a New Course" and "View Grades". A blue sidebar on the left contains navigation links: "Dashboard", "Courses", "Admin", "Calendar", "Inbox", "Account", and "Help". A callout box with the text "Let's look at the Help button" and a purple arrow points to the "Help" button at the bottom of the sidebar. The footer includes the text "BY INSTRUCTURE" and links for "User Research", "Privacy policy", "Terms of service", "Facebook", and "Twitter".

User Dashboard x Homepage | Saint Mary's Semi... x Microsoft Outlook Web Access x +

https://stmarys.instructure.com

Dashboard

Recent Activity

- 1 Assignment Notification
SS500.1 [SHOW MORE](#)
- 1 Discussion
Priesthood [SHOW MORE](#)

Coming Up [View Calendar](#)

Nothing for the next week

Recent Feedback

Nothing for now

[Start a New Course](#)

[View Grades](#)

Dashboard

Courses

Admin

Calendar

Inbox

Account

Help

Let's look at the Help button

BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Help

The screenshot shows the Canvas LMS Dashboard interface. On the left is a dark blue sidebar with navigation icons and labels: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The main content area is titled 'Dashboard' and features two large course cards: 'Grammar for Writing' by GRAMMAR and 'Hicks Sandbox' by HICKS. A 'Help' modal window is open in the foreground, displaying a list of support options. A blue arrow points from the bottom-left corner of the dashboard towards the 'Help' link in the sidebar.

Dashboard

Grammar for Writing
GRAMMAR

Hicks Sandbox
HICKS

Help

- [Ask Your Instructor a Question](#)
Questions are submitted to your instructor
- [Search the Canvas Guides](#)
Find answers to common questions
- [Report a Problem](#)
If Canvas misbehaves, tell us about it
- [Ask the Community](#)
Get help from a Canvas expert
- [Submit a Feature Idea](#)
Have an idea to improve Canvas?

Help

Course List

The screenshot shows the Instructure LMS interface for St. Mary's Secondary & University. The browser address bar displays <https://stmarys.instructure.com>. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, Account, and Help. The main content area is titled 'Courses' and lists 'Grammar for Writing' and 'Pentateuch'. A large blue arrow points to the 'All Courses' link. The right sidebar shows 'Coming Up' and 'Recent Feedback' sections. A welcome message at the bottom left reads: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

https://stmarys.instructure.com

Courses

Grammar for Writing

Pentateuch

All Courses

To modify: click on "All Courses"

Coming Up

Nothing for the next week

Recent Feedback

Nothing for now


Start a New Course

View Grades

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

User Research Privacy policy Terms of service Facebook Twit

Modifying Course List



Dashboard

Courses

Admin

Calendar

Inbox

Account

Help

My Courses

Start a New Course

★	BS560/760 First Corinthians: Paul as Pastor	unpublished	Enrolled as a student
★	Grammar for Writing	unpublished	Enrolled as a teacher
★	Grammar for Writing II	unpublished	Enrolled as a teacher
★	Hicks Sandbox		Enrolled as a designer
★	Pentateuch Fall 2015		Enrolled as a designer
★	Pentateuch Fall 2015		Enrolled as a student
★	Theology of Priesthood and Ministry	unpublished	Enrolled as a teacher

Click on the “stars” if you want the courses visible on your dashboard.

BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Calendar

https://stmarys.instructure.com/calendar#view_name=month&view_start=2015-08-11T04%3A00%3A00.000Z

Today < > August 2015

Week Month Agenda Scheduler +

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	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

St. Mary's University of San Francisco & University

Dashboard
Courses
Admin
Calendar
Inbox
Account
Help

< August 2015 >

26	27	28	29	30	31	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

Calendars

- EHicks@stmarys.edu
- Grammar for Writing
- Hicks Sandbox
- Grammar for Writing II
- Pentateuch
- Theology of Priesthood and Ministry

Undated Items

Calendar Feed

Adding an event to the calendar

The screenshot displays the Instructure LMS calendar interface. The main calendar view is for August 2015, showing a grid of days from Sunday to Saturday. A modal window titled "Edit Event" is open, allowing the user to edit an event. The modal has two tabs: "Event" and "Assignment", with "Assignment" currently selected. The form fields in the modal are as follows:

- Title:** An empty text input field.
- Date:** A date picker showing "Aug 24, 2015". Below it, the day of the week "Mon Aug 24, 2015" is displayed.
- From:** A time range selector with two empty input fields separated by the word "to".
- Location:** An empty text input field.
- Calendar:** A dropdown menu currently showing "EHicks@stmarys.edu". A list of other calendars is visible below the dropdown:

Calendar Name	Color
EHicks@stmarys.edu	Blue
Grammar for Writing	Purple
Hicks Sandbox	Pink
Grammar for Writing II	Brown
Pentateuch	Dark Green
Theology of Priesthood and Ministry	Gold

On the right side of the interface, there is a sidebar with a mini-calendar for August 2015, a list of calendars (including "EHicks@stmarys.edu", "Grammar for Writing", "Hicks Sandbox", "Grammar for Writing II", "Pentateuch", and "Theology of Priesthood and Ministry"), and a section for "Undated items" with a "Calendar Feed" link.

Adding an assignment to the calendar

The screenshot displays the St. Mary's Instructure calendar interface. The main calendar view is for August 2015, with tabs for Today, Week, Month, Agenda, and Scheduler. A modal window titled "Edit Event" is open, showing the "Assignment" tab. The modal contains the following fields:

- Title:
- Due:
- Calendar:
- Group:
- Publish: ☐ ☒

At the bottom of the modal are buttons for "More Options" and "Submit".

The background calendar shows a grid for August 2015. The right sidebar includes a mini-calendar for August 2015, a list of calendars (EHicks@stmarys.edu, Grammar for Writing, Hicks Sandbox, Grammar for Writing II, Pentateuch, Theology of Priesthood and Ministry), and a section for Undated items and a Calendar Feed link.

The Scheduler

Name your appointment group and set the dates and times

The screenshot shows the 'Edit Appointment Group' form in the Instructure Scheduler tool. The form is titled 'Edit Appointment Group' and has a close button (X) in the top right corner. It contains several sections: 'Name' with a text input field containing 'Office Hours'; 'Location' with an empty text input field; 'Calendar' with a dropdown menu showing 'Grammar for Writing'; a table for 'Date' and 'Time Range' with three rows of dates (Aug 24, 2015, Aug 25, 2015, Aug 26, 2015) and time ranges (12:00pm - 3:00pm, 3:00pm - 5:00pm, 12:00pm - 3:00pm); a section for 'Divide into equal slots of 30 minutes' with a 'Go' button; 'Options' with checkboxes for 'Limit each time slot to 1 users', 'Allow students to see who has signed up for time slots', and 'Limit participants to attend 1 appointment(s)'; and a 'Details' section with a large text area. At the bottom right, there are 'Save' and 'Save & Publish' buttons.

Date	Time Range
Aug 24, 2015	12:00pm - 3:00pm
Aug 25, 2015	3:00pm - 5:00pm
Aug 26, 2015	12:00pm - 3:00pm

Save & Publish

Create time slots for students to sign up for office hours or other types of appointments.

Students are now able to sign up for appointments

The screenshot displays the St. Mary's University scheduler interface. The top navigation bar includes a search bar and a URL: https://stmarys.instructure.com/calendar#view_name=scheduler&view_start=2015-08-24T04%3A00%3A00Z&appointment_group_id=1. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, Account, and Help. The main content area shows the 'Office Hours' for 'Grammar for Writing', indicating that 0 people have signed up. The right sidebar features a calendar for August 2015 and a list of calendars: EHicks@stmarys.edu, Grammar for Writing, Hicks Sandbox, Grammar for Writing II, Pentateuch, and Theology of Priesthood and Ministry. The central calendar grid shows available appointment slots for the week of August 23-29, 2015.

Done, Go Back To List

Week Month Agenda Scheduler

Office Hours

Grammar for Writing

0 people have signed up

Today Aug 23 – 29, 2015

	SUN 8/23	MON 8/24	TUE 8/25	WED 8/26	THU 8/27	FRI 8/28	SAT 8/29
all-day							
10am							
11am							
12pm		12:00 - 3:00 Available		12:00 - 3:00 Available			
1pm							
2pm							
3pm			3:00 - 5:00 Available				
4pm							
5pm							

Calendars

- EHicks@stmarys.edu
- Grammar for Writing
- Hicks Sandbox
- Grammar for Writing II
- Pentateuch
- Theology of Priesthood and Ministry

Safely Remove Hardware and Eject Media

Messaging

The screenshot shows the St. Mary's Instructure messaging interface. The browser address bar displays <https://stmarys.instructure.com/conversations#filter=type=inbox>. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The top navigation bar includes a dropdown for 'All Courses' (with sub-options: All Courses, Grammar for Writing, Hicks Sandbox, More Courses) and an 'Inbox' filter. The main content area shows a 'Compose new message' button (pencil icon) and a large envelope icon with the text 'No Conversations Selected'. Two annotations are present: one pointing to the 'Compose new message' button with the text 'Compose new message', and another pointing to the 'All Courses' dropdown with the text 'You can filter messages by course'.

https://stmarys.instructure.com/conversations#filter=type=inbox

All Courses

Inbox

Compose new message

You can filter messages by course

No Conversations Selected


Messaging

The screenshot shows the St. Mary's Instructure messaging interface. The browser address bar displays `https://stmarys.instructure.com/conversations#filter=type=inbox`. The interface includes a sidebar with navigation links: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The main content area shows a message composition form with fields for Course (a dropdown menu), To (a text input with a search icon), Subject (a text input with the placeholder "No subject"), and a checkbox for "Send individual messages". At the bottom of the form are icons for attaching files and recording a video, along with "Cancel" and "Send" buttons. Two callout boxes provide instructions: one points to the search icon in the "To" field, stating "You may search for recipients.", and the other points to the video recording icon, stating "You may also record your message using the built-in media tool."

https://stmarys.instructure.com/conversations#filter=type=inbox



All Courses ▾ Inbox ▾

Course Select course ▾

To 

Subject No subject

☐ Send individual messages ?

Cancel Send

You may search for recipients.

You may also record your message using the built-in media tool.

Profile Settings

The screenshot displays the St. Mary's Instructure LMS interface. The browser address bar shows the URL <https://stmarys.instructure.com/conversations#filter=type=inbox>. The left sidebar contains a vertical menu with icons and labels for Dashboard, Courses, Admin, Calendar, Inbox, and Account. The Account menu is expanded, showing a list of options: Profile, Settings, Notifications, Files, ePortfolios, and Logout. A blue arrow points to the Profile option. Another blue arrow points to the Account icon in the sidebar. The main content area shows a dark gray background with a large envelope icon and the text "No Conversations Selected".

Account

- Profile
- Settings
- Notifications
- Files
- ePortfolios
- Logout

Dashboard

Courses

Admin

Calendar


Inbox


Account

Help


No Conversations Selected

Changing Profile Settings







Dashboard




Courses




Admin




Calendar



Inbox



Account



Help

EHicks@stmarys.edu's settings

Home


Notifications

Files

Settings

ePortfolios

Logout



EHicks@stmarys.edu's Settings

Full Name:*
EHicks@stmarys.edu
This name will be used for grading.

Display Name:
EHicks@stmarys.edu
People will see this name in discussions, messages and comments.

Sortable Name:
EHicks@stmarys.edu
This name appears in sorted lists.

Language:
System Default (English (US))

Time Zone:
Mountain Time (US & Canada)

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.


☒ Let fellow course/group members see which services I've linked to my profile


Registered Services


No Registered Services


Other Services


Click any service below to register:


 Google Drive

 Skype

 LinkedIn


 Twitter


 Delicious

 Diigo

Ways to Contact


Email Addresses


 EHicks@stmarys.edu


 Add Email Address

Other Contacts

Type

 Add Contact Method

 Edit Settings

 Download Submissions

Adding a cell number or email address

The screenshot shows a web browser window with the URL <https://stmarys.instructure.com/profile>. The page displays the settings for **EHicks@stmarys.edu**. A modal dialog titled "Register Communication" is open, allowing the user to register for SMS or Email communication. The dialog has two tabs: "Email" (selected) and "Text (SMS)".

Register Communication

Email | Text (SMS)

Cell Number:


Carrier:








SMS Email*:

[Register SMS](#)

The background settings page includes a sidebar with navigation links: Home, Notifications, Files, Settings (highlighted), ePortfolios, and Logout. The main content area shows the user's profile information and a list of "Registered Services" (currently empty). The right sidebar contains "Ways to Contact" options, including "Email Addresses" (with a link to "Add Email Address") and "Other Contacts" (with a link to "Add Contact Method").


Edit Settings



 Dashboard
 Courses
 Admin
 Calendar
 Inbox
 Account
 Help

EHicks@stmarys.edu's settings

Home
Notifications
Files
Settings
ePortfolios
Logout



EHicks@stmarys.edu's Settings

Full Name:* EHicks@stmarys.edu
This name will be used for grading.

Display Name: EHicks@stmarys.edu
People will see this name in discussions, messages and comments.

Sortable Name: EHicks@stmarys.edu
This name appears in sorted lists.

Language: System Default (English (US))

Time Zone: Mountain Time (US & Canada)

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.


☒ Let fellow course/group members see which services I've linked to my profile


Registered Services


No Registered Services


Other Services


Click any service below to register:


 Google Drive

 Skype

 LinkedIn

 Twitter

 Delicious

 Diigo

Ways to Contact

Email Addresses

★ EHicks@stmarys.edu

+ Add Email Address

Other Contacts	Type
+ Add Contact Method	

Edit Settings

Download Submissions

Edit Settings



Dashboard



Courses



Admin



Calendar



Inbox



Account



Help

Emily Hicks's settings

Home

Notifications

Files

Settings

ePortfolios

Logout



Emily Hicks's Settings

Full Name:*

Emily Hicks

This name will be used for grading.

Display Name:

Emily Hicks

People will see this name in discussions, messages and comments.

Sortable Name:

ehicks@stmarys.edu

This name appears in sorted lists.

Language:

System Default (English (U)

This will override any browser or account settings.

Time Zone:

Eastern Time (US & Canad

Password:

☐ Change Password

[Delete My Account](#)

Cancel

Update Settings

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

☒ Let fellow course/group members see which services I've linked to my profile

Registered Services



Google Drive
[view your profile](#)

Other Services

Click any service below to register:



Skype



LinkedIn



Twitter



Delicious

Setting Notification Preferences

https://stmarys.instructure.com/profile/communication

EHicks@stmarys.edu > Notification Preferences

Home
Notifications
Files
Settings
ePortfolios
Logout

Dashboard
Courses
Admin
Calendar
Inbox
Account
Help

Notification Preferences

	Email Address EHicks@stmarys.edu
Course Activities	
Due Date	Weekly
Grading Policies	Weekly
Course Content	
Files	
Announcement	
Announcement Created By You	
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	
Invitation	ASAP
All Submissions	
Late Grading	Daily
Submission Comment	Daily
Discussions	
Discussion	
Discussion Post	Daily

Notification Options:

- ASAP
- Daily
- Weekly
- Never

→

ASAP, Daily, Weekly, Never

Now let's go to "Files"

https://stmarys.instructure.com/profile/communication

EHicks@stmarys.edu > Notification Preferences

Home
Notifications
Files
Settings
ePortfolios
Logout

Notification Preferences

Course Activities

	Email Address EHicks@stmarys.edu
Due Date	Weekly
Grading Policies	Weekly
Course Content	
Files	
Announcement	✓ ASAP
Announcement Created By You	✓ ⓘ 📄 ✕
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	✓ ASAP
Invitation	✓ ASAP
All Submissions	
Late Grading	⌚ Daily
Submission Comment	⌚ Daily

Discussions

Discussion	
Discussion Post	⌚ Daily

Dashboard
Courses
Admin
Calendar
Inbox
Account
Help

Files

https://stmarys.instructure.com/files/folder/users_1/

EHicks@stmarys.edu > Files

Search for files

+Folder Upload

My Files

- conversation attachments
- profile pictures
- Grammar for Writing II
- Grammar for Writing
- Theology of Priesthood and Ministry
- Pentateuch
- Hicks Sandbox

Name	Date Created	Date Modified	Modified By	Size
conversation attachments	Apr 22, 2015			--
profile pictures	Apr 7, 2015			--

0% of 52.4 MB used

Account

Help

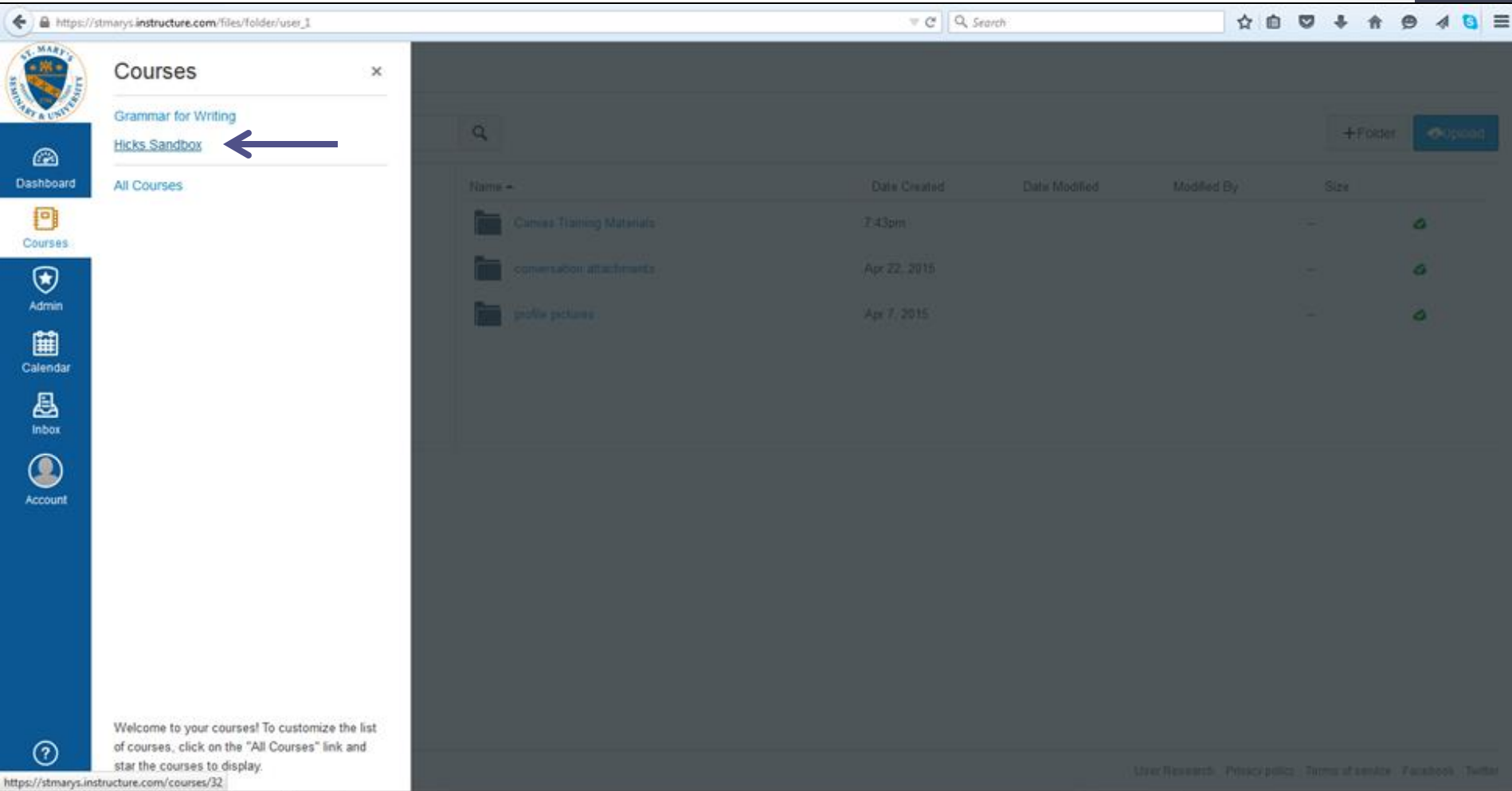
BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Create a folder to keep materials organized and upload individual files.

You may access all your course files from the Account/Files Tab.

Your Sandbox/ Your Course



The screenshot shows the St. Mary's Instructure LMS interface. On the left is a sidebar with navigation links: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The 'Courses' link is highlighted. The main content area displays a list of folders under the heading 'Courses'. A purple arrow points to the 'Hicks Sandbox' link in the sidebar. The main content area also shows a table of folders with columns: Name, Date Created, Date Modified, Modified By, and Size. The table lists three folders: 'Canvas Training Materials', 'conversation attachments', and 'profile pictures'.

St. Mary's
SEMINARY & UNIVERSITY

Courses

Grammar for Writing

Hicks Sandbox

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.


https://stmarys.instructure.com/courses/32

Name	Date Created	Date Modified	Modified By	Size
Canvas Training Materials	7:43pm			
conversation attachments	Apr 22, 2015			
profile pictures	Apr 7, 2015			

Use Research Privacy policy Terms of service Facebook Twitter

Click on the name of your sandbox/course.

Home



Dashboard

Courses

Admin

Calendar

Inbox

Account

Help

Hicks

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences


Collaborations

Attendance

Chat


Settings


Recent Activity in Hicks





No Recent Messages
You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.


Course Status

 Unpublish


 Published

 Choose Home Page

 Course Setup Checklist


 New Announcement

Coming Up

 [View Calendar](#)

Nothing for the next week

The home page automatically defaults to the activity stream for your course. You have other options: "Choose Course Home Page"



BY INSTRUCTURE

User Research

Privacy policy

Terms of service

Facebook

Twitter

Modifying the home page

The screenshot displays the Blackboard LMS interface for a course titled 'Hicks'. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, Settings, and Help. The main content area shows 'Recent Activity in Hicks' with a message 'No Recent Messages'. A modal dialog box titled 'Choose Home Page' is open, prompting the user to 'Select what you'd like to display on the home page.' The options are: Course Activity Stream, Pages Front Page (with a note '[Front page must be set first]'), Course Modules (selected and indicated by a blue arrow), Assignments List, and Syllabus. The dialog has 'Cancel' and 'Save' buttons. The right sidebar shows 'Course Status' (Unpublish/Publish), 'Choose Home Page', 'Course Setup Checklist', and 'New Announcement'. At the bottom, there is a footer with 'BY INSTRUCTURE' and links for User Research, Privacy policy, Terms of service, Facebook, and Twitter.

I always choose “Course Modules” so students can see the content when they first enter the course.

Adding a Module

THIS COURSE IS UNPUBLISHED

Only Teachers Can See This Course Until It Is **Published**

Need help setting up your course?

Setup Checklist

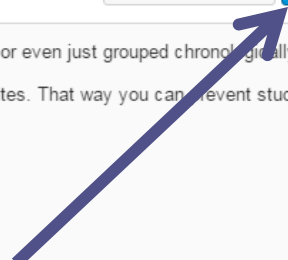
View Progress

+ Module

Course modules let you organize your assignments, pages, files, etc. into smaller sections or units. Modules could be centered around a theme, focused on a specific topic, or even just grouped chronologically.

You can also sequence modules by defining criteria and prerequisites for each module. Students won't be able to access modules until they have unlocked all their prerequisites. That way you can prevent students from accessing certain content or files until they have, say, gotten at least 75% on a review quiz.

To start organizing your course into modules, click the "Add a New Module" button to the right.



Now you...Add a Module

The screenshot shows the Blackboard Instructure interface for a course named 'Hicks'. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, Settings, and Help. The main content area displays the 'Add Module' dialog box, which is a white modal window with a title bar and a close button. The dialog box contains a text input field with the placeholder text 'General Course Information', a checkbox labeled 'Lock until', and a blue 'Add Module' button at the bottom right. Three large blue arrows with white text are overlaid on the image to guide the user: 1. An arrow pointing to the '+ Module' button in the top right corner of the course page. 2. An arrow pointing to the text input field in the 'Add Module' dialog box. 3. An arrow pointing to the 'Add Module' button in the dialog box. The background of the course page shows a description of course modules and a 'Course Status' section with buttons for 'Unpublish' and 'Published', and a 'Coming Up' section with a 'View Calendar' link.

1: Click "+ Module"

2: Name Module

3: Click "Add Module"

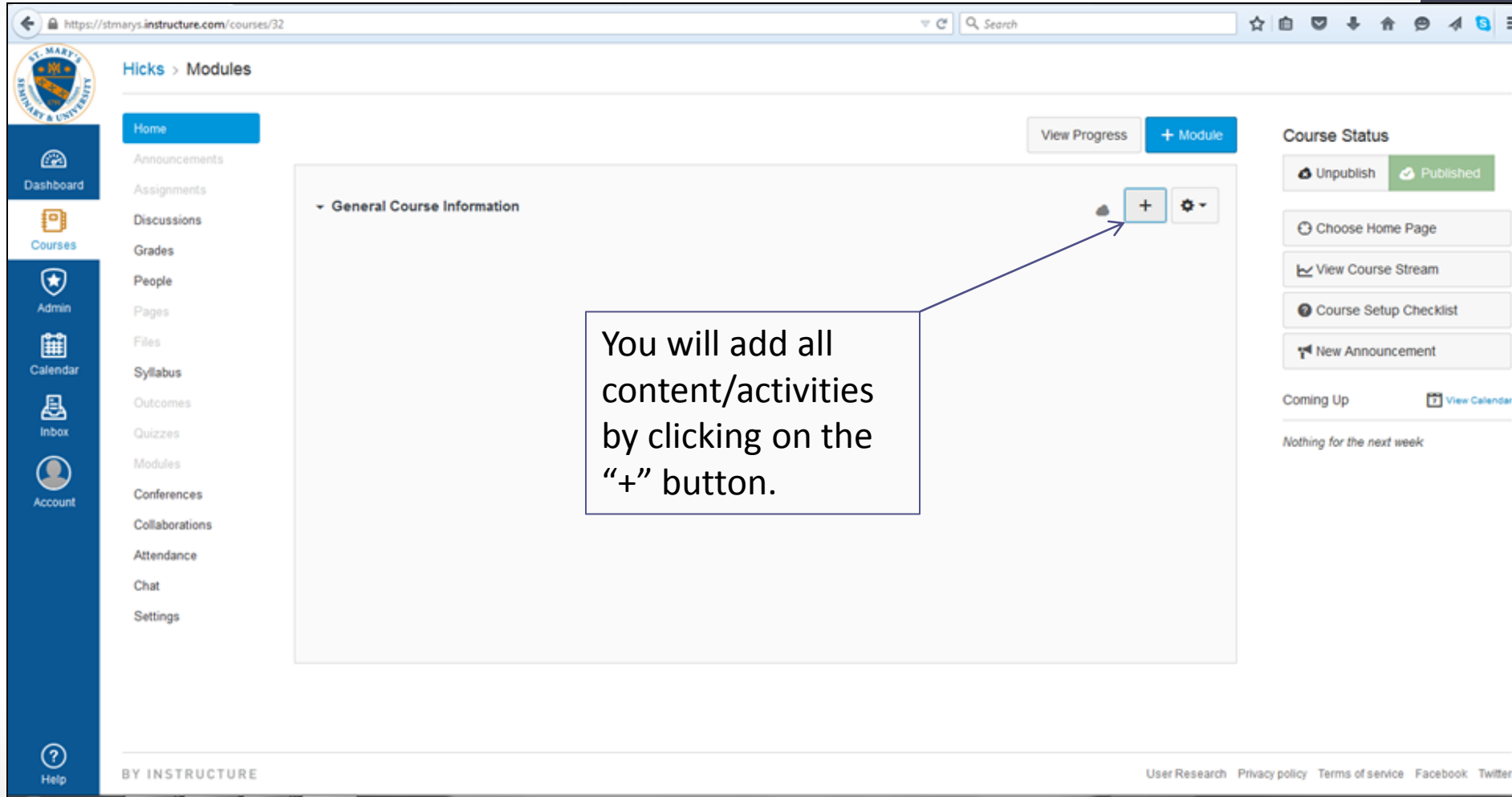
Module Settings

The screenshot displays the Blackboard Instructure interface for a course titled "Hicks > Modules". The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, Account, and Help. The main content area is titled "General Course Information" and includes a toolbar with "View Progress" and "+ Module" buttons. Three callout boxes with arrows point to specific icons in the toolbar:

- Click on the "cloud" to publish (make visible to students).** (Points to the cloud icon)
- Click on the "+" to add content.** (Points to the plus icon)
- Click on the "cog" to edit the module title.** (Points to the gear icon)

The right sidebar shows the "Course Status" section with "Unpublish" and "Published" buttons, and a "Coming Up" section with a "View Calendar" link. The footer includes the text "BY INSTRUCTURE" and links for "User Research", "Privacy policy", "Terms of service", "Facebook", and "Twitter".

Adding Content



The screenshot displays the Blackboard LMS interface for a course named "Hicks". The browser address bar shows the URL <https://stmarys.instructure.com/courses/32>. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, Account, and Help. The main content area is titled "Hicks > Modules" and features a "View Progress" button and a "+ Module" button. Below these is a section titled "General Course Information" which includes a "+" button and a settings icon. A callout box with the text "You will add all content/activities by clicking on the '+' button." points to this "+" button. The right sidebar shows the "Course Status" (Unpublish/Publish), "Choose Home Page", "View Course Stream", "Course Setup Checklist", and "New Announcement" options. The footer includes "BY INSTRUCTURE" and links for User Research, Privacy policy, Terms of service, Facebook, and Twitter.

https://stmarys.instructure.com/courses/32

Hicks > Modules

View Progress + Module

General Course Information

You will add all content/activities by clicking on the "+" button.

Course Status

Unpublish Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up View Calendar

Nothing for the next week

BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Add Content Page

The screenshot displays the Blackboard Instructure web interface. The main navigation sidebar on the left includes links for Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, and Settings. The top navigation bar shows the course URL, a search bar, and various utility icons. The central content area is titled 'Hicks > Modules' and contains a 'General Course Information' section. A modal dialog box, 'Add Item to General Course Information', is open in the foreground. This dialog features a dropdown menu with the following options: Assignment, Quiz, File, Content Page (highlighted in blue), Discussion, Text Header, External URL, and External Tool. A large blue arrow points to the 'Content Page' option. Below the dropdown, there is a text input field and an 'Indentation' dropdown set to 'Don't Indent'. At the bottom of the dialog are 'Cancel' and 'Add Item' buttons. The background interface shows course status options like 'Unpublish' and 'Published', and a 'Coming Up' section.

https://stmarys.instructure.com/courses/32

Hicks > Modules

Home

View Progress + Module

Course Status

Unpublish Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up View Calendar

Nothing for the next week

BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Add Content Page

1. Select “New Page”
2. Give the page a name.
3. “Add Item”

The screenshot shows the St. Mary's Instructure LMS interface. A modal dialog titled "Add Item to General Course Information" is open. The dialog has a dropdown menu set to "Content Page" and a text input field for "Page Name" containing "First Day Agenda". Below the text input is an "Add Item" button. Three numbered callouts are present: 1 points to the "New Page" option in the list of available items; 2 points to the "Page Name" text input field; and 3 points to the "Add Item" button. The background interface shows the course "Hicks > Modules" and various course management options like "View Progress", "+ Module", "Unpublish", "Published", "Choose Home Page", "View Course Stream", "Course Setup Checklist", and "New Announcement".

Editing your page.

- Click on your page.

The screenshot displays the Blackboard LMS interface for a course titled 'Hicks > Modules'. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, Settings, and Help. The main content area shows the 'General Course Information' section with a list of modules. The 'First Day Agenda' module is selected, and a blue arrow points to it. The right sidebar shows the 'Course Status' section with 'Unpublish' and 'Published' buttons, and a 'Coming Up' section with a 'View Calendar' link. The bottom of the page features the 'BY INSTRUCTURE' logo and a footer with links to User Research, Privacy policy, Terms of service, Facebook, and Twitter. The Windows taskbar at the bottom shows the time as 9:59 PM on 8/11/2015.

Hicks Sandbox x Homepage | Saint Mary's Semi... x Microsoft Outlook Web Access x +

https://stmmarys.instructure.com/courses/32

Hicks > Modules

Home View Progress + Module

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

Settings

General Course Information

First Day Agenda

Course Status

Unpublish Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up View Calendar

Nothing for the next week

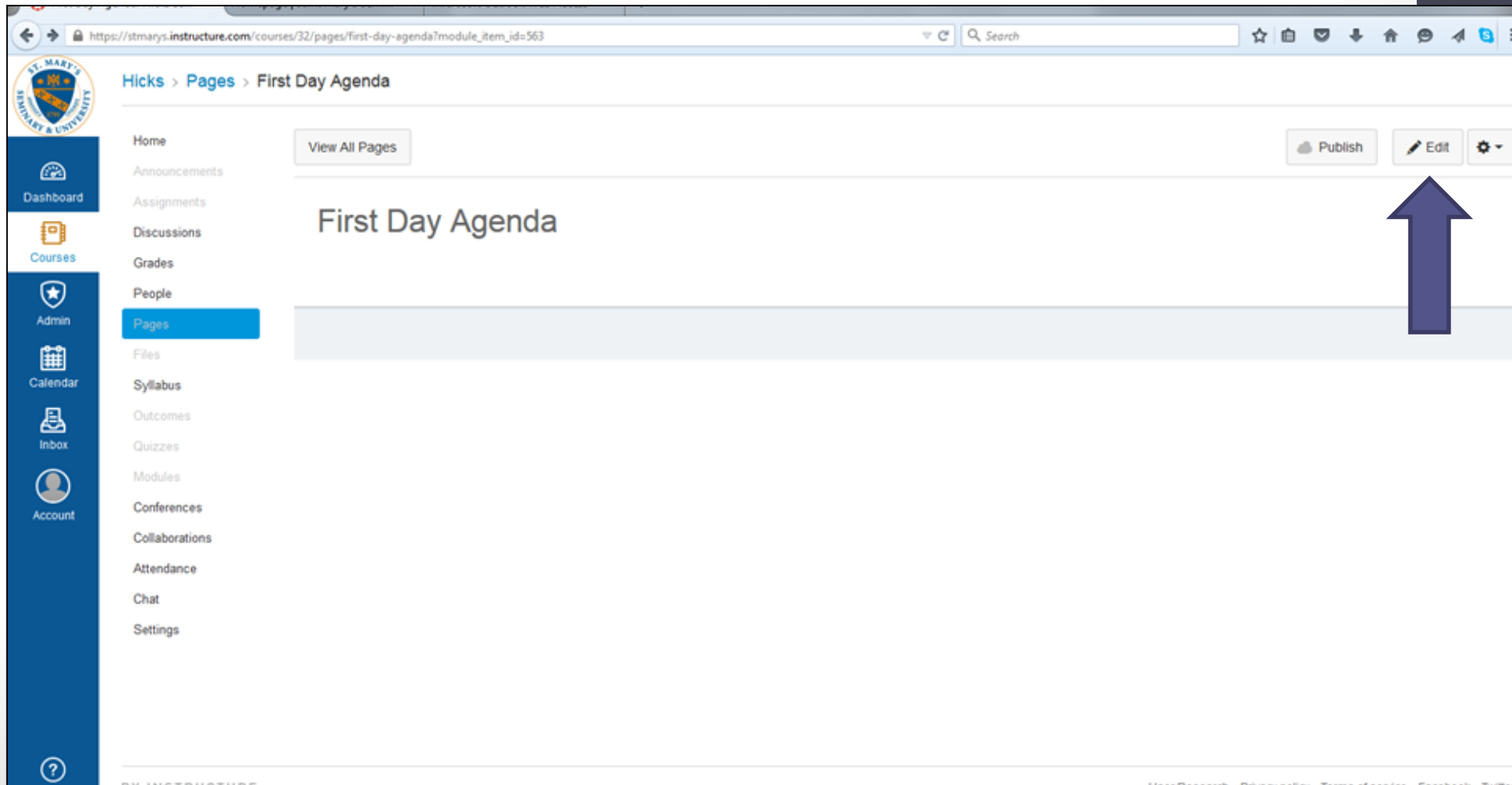
BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

9:59 PM 8/11/2015

Editing your page

- Click on “Edit”



The screenshot displays the Blackboard LMS interface. The browser address bar shows the URL: https://stmarys.instructure.com/courses/32/pages/first-day-agenda?module_item_id=563. The page title is "First Day Agenda". On the right side, there are three buttons: "Publish", "Edit", and a settings gear icon. A large blue arrow points directly to the "Edit" button. The left sidebar contains a navigation menu with the following items: Dashboard, Courses, Admin, Calendar, Inbox, Account, and a help icon. The main content area is currently blank.

Content-Rich Editor

The screenshot shows the Blackboard Content-Rich Editor interface. The browser address bar displays the URL: <https://stmarys.instructure.com/courses/32/pages/first-day-agenda/edit>. The page title is "First Day Agenda". The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages (selected), Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, Settings, and Help. The main editing area features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and other formatting options. The right sidebar, titled "Insert Content into the Page", includes tabs for Links, Files, and Images. Under the Links tab, there is a section for "Wiki Pages" with a "Link to a New Page" button, and a list of course content types: Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. At the bottom of the editor, there is an "Options" section with a dropdown menu currently set to "Only teachers".

- Change text color
- Add images
- Embed video
- Record an audio/video comment

Now you..... Add content to your page.

- After you are done, click “Save & Publish”

The screenshot displays the Blackboard Instructure LMS interface for editing a course page. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, Account, and Help. The main content area shows the 'Pages' editor for a course. The top toolbar includes formatting options like Bold, Italic, Underline, Text Color, Background Color, and Font Size. The text editor area contains the following content:

Introductions
Course Syllabus
Lecture 1

A color picker is open over the text 'Lecture 1', showing a grid of color swatches. The 'Navy Blue' swatch is selected. Below the text editor, there is a 'p » span' label and an 'Options' dropdown menu set to 'Only teachers' with a note 'can edit this page'. At the bottom, there is a checkbox for 'Notify users that this content has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'. The right sidebar shows a 'Wiki Pages' list with a 'Link to a New Page' button and a list of course navigation links: Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation.

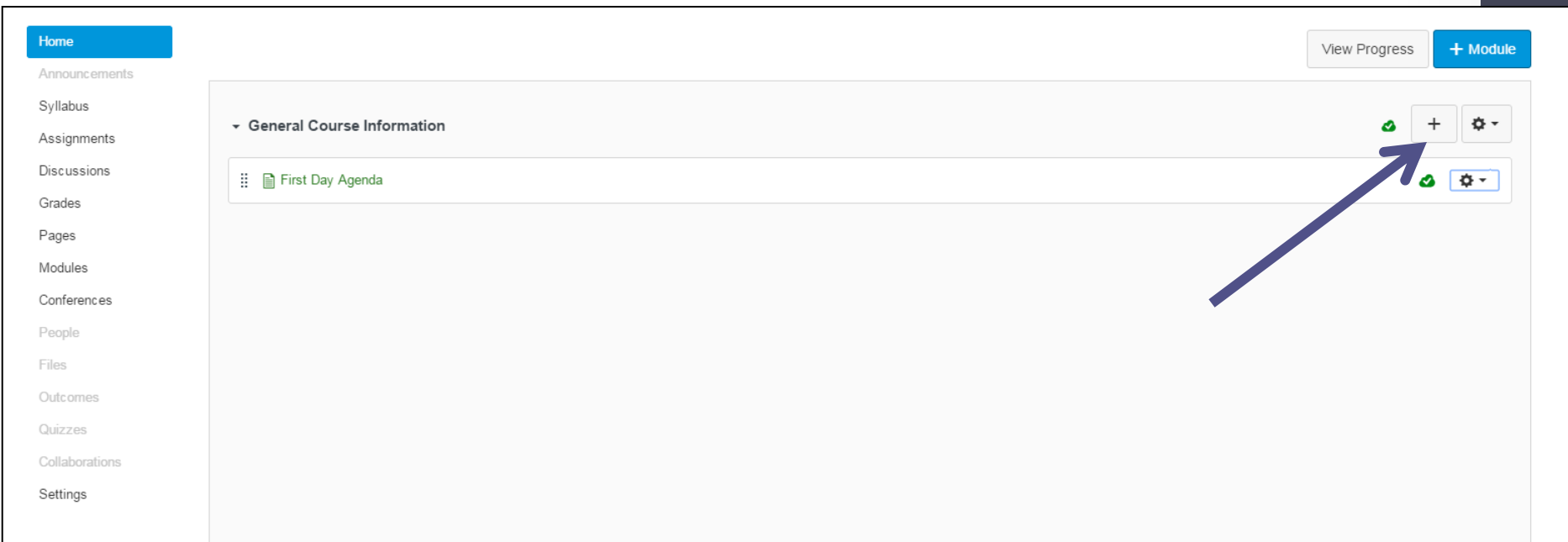
Your Published Page

The screenshot displays the Blackboard interface for a course page titled "First Day Agenda". The breadcrumb trail at the top indicates the path: "Hicks > Pages > First Day Agenda". A large blue arrow points to the "Home" link in the left-hand navigation menu. The main content area is titled "First Day Agenda" and lists several items: "Introductions", "Course Syllabus", and "Lecture 1". A green "Published" button and "Edit" and "Settings" icons are visible in the top right corner of the content area.

- Now...let's add a file. Click "Home"

Adding a File

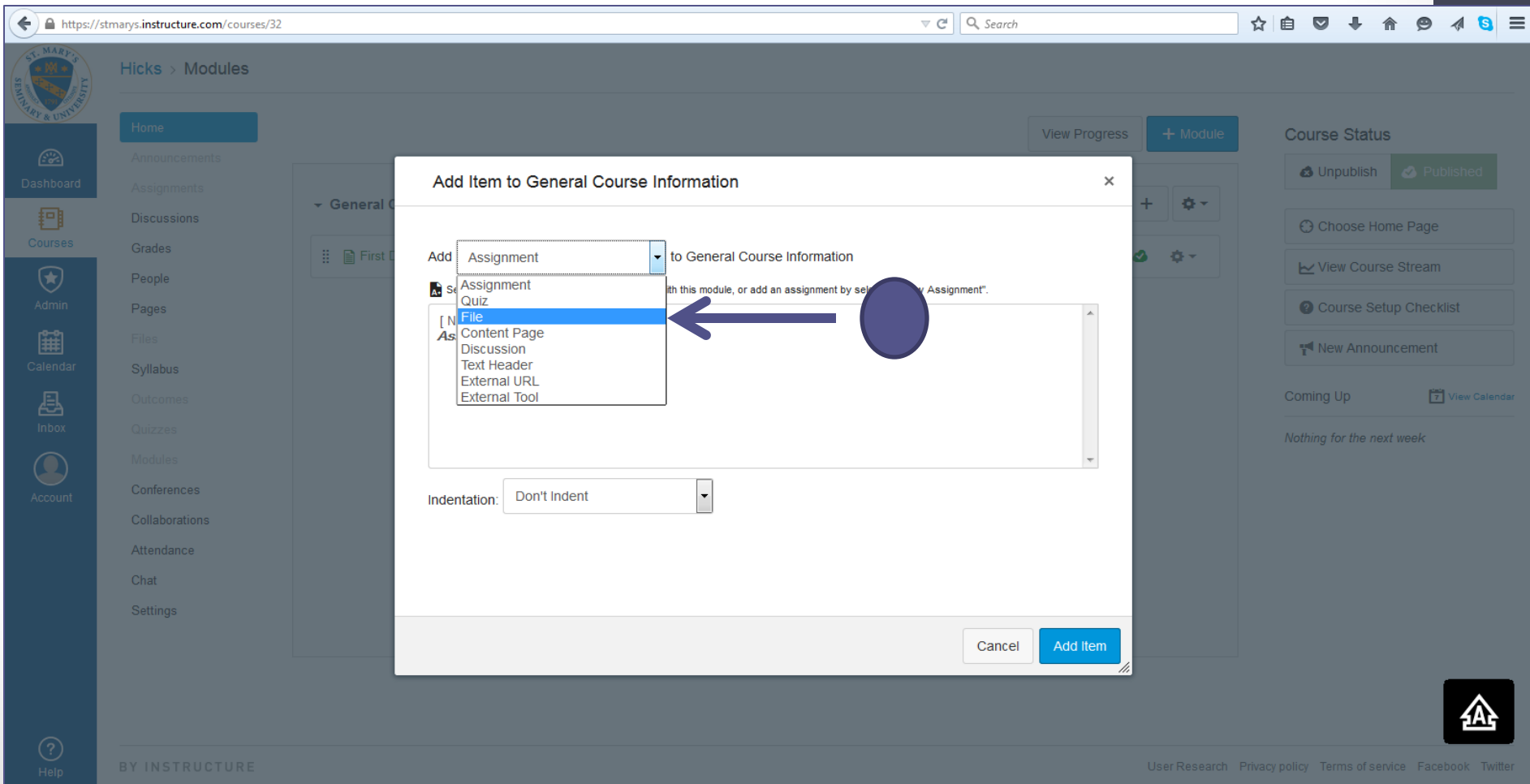
- Click on the “+” to add content.



The screenshot displays a course management interface. On the left is a sidebar with navigation links: Home, Announcements, Syllabus, Assignments, Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The 'Home' link is highlighted in blue. The main content area is titled 'General Course Information' and contains a list item 'First Day Agenda'. In the top right corner, there are two buttons: 'View Progress' and '+ Module'. Below the 'General Course Information' header, there are two icons: a green checkmark and a plus sign (+). A blue arrow points to the plus sign (+) icon, indicating where to click to add content.

Adding a File

1. Choose "File"



The screenshot shows the Blackboard LMS interface for a course titled "Hicks > Modules". A modal dialog box titled "Add Item to General Course Information" is open. The dialog has a dropdown menu with the following options: Assignment, Assignment Quiz, File, Content Page, Discussion, Text Header, External URL, and External Tool. The "File" option is highlighted with a blue background. A blue arrow points from a blue circle to the "File" option. Below the dropdown menu, there is a text input field with the placeholder text "with this module, or add an assignment by selecting 'New Assignment'". At the bottom of the dialog, there is an "Indentation:" label and a dropdown menu set to "Don't Indent". The "Add Item" button is highlighted in blue. The background shows the course navigation menu on the left and the course status on the right.

https://stmarys.instructure.com/courses/32

Hicks > Modules

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

Settings

View Progress

+ Module

Course Status

Unpublish Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up View Calendar

Nothing for the next week

BY INSTRUCTURE

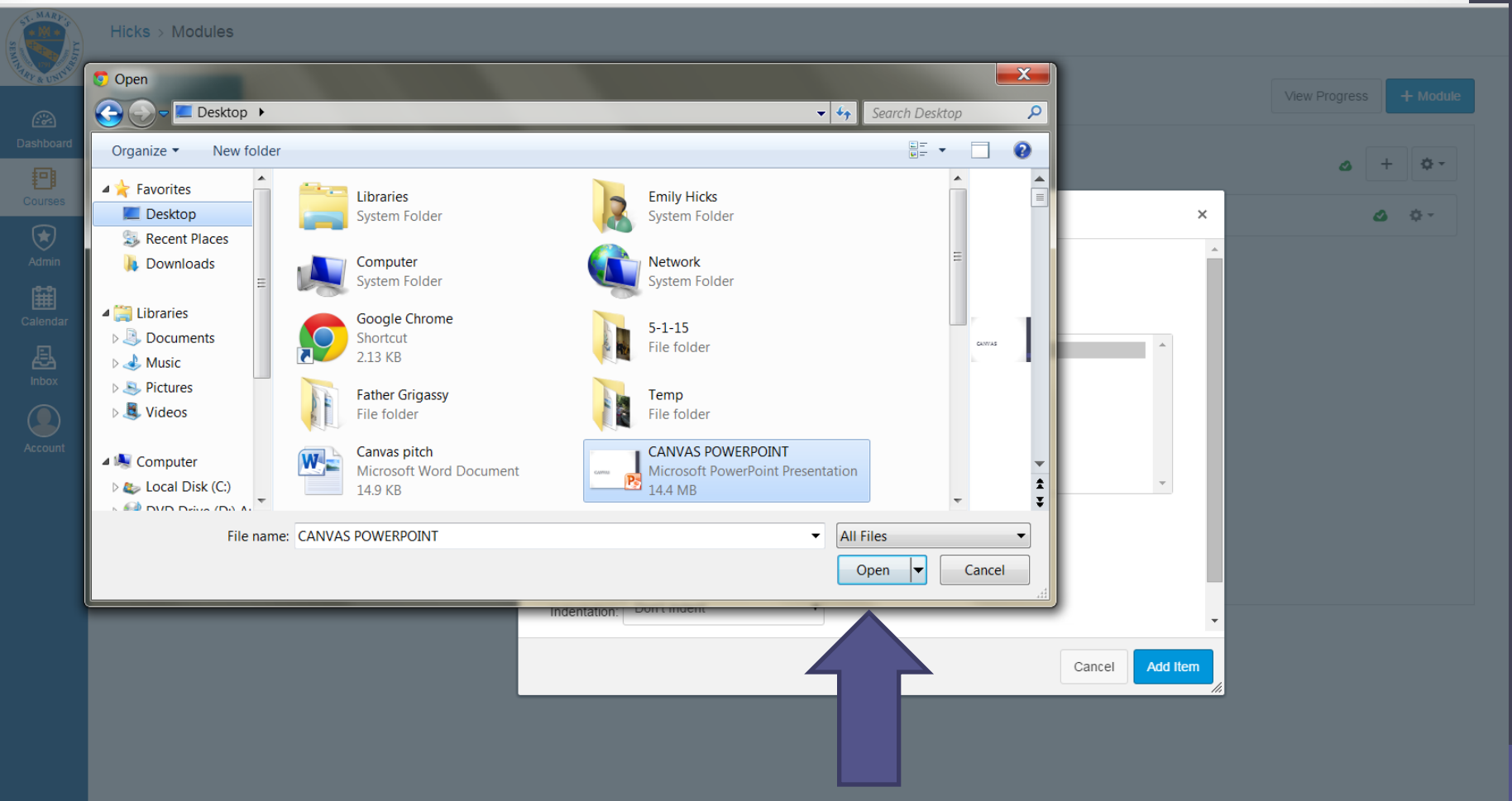
User Research Privacy policy Terms of service Facebook Twitter

Adding a File

1. Click “New File”
2. Browse for your file. (“Choose File”)

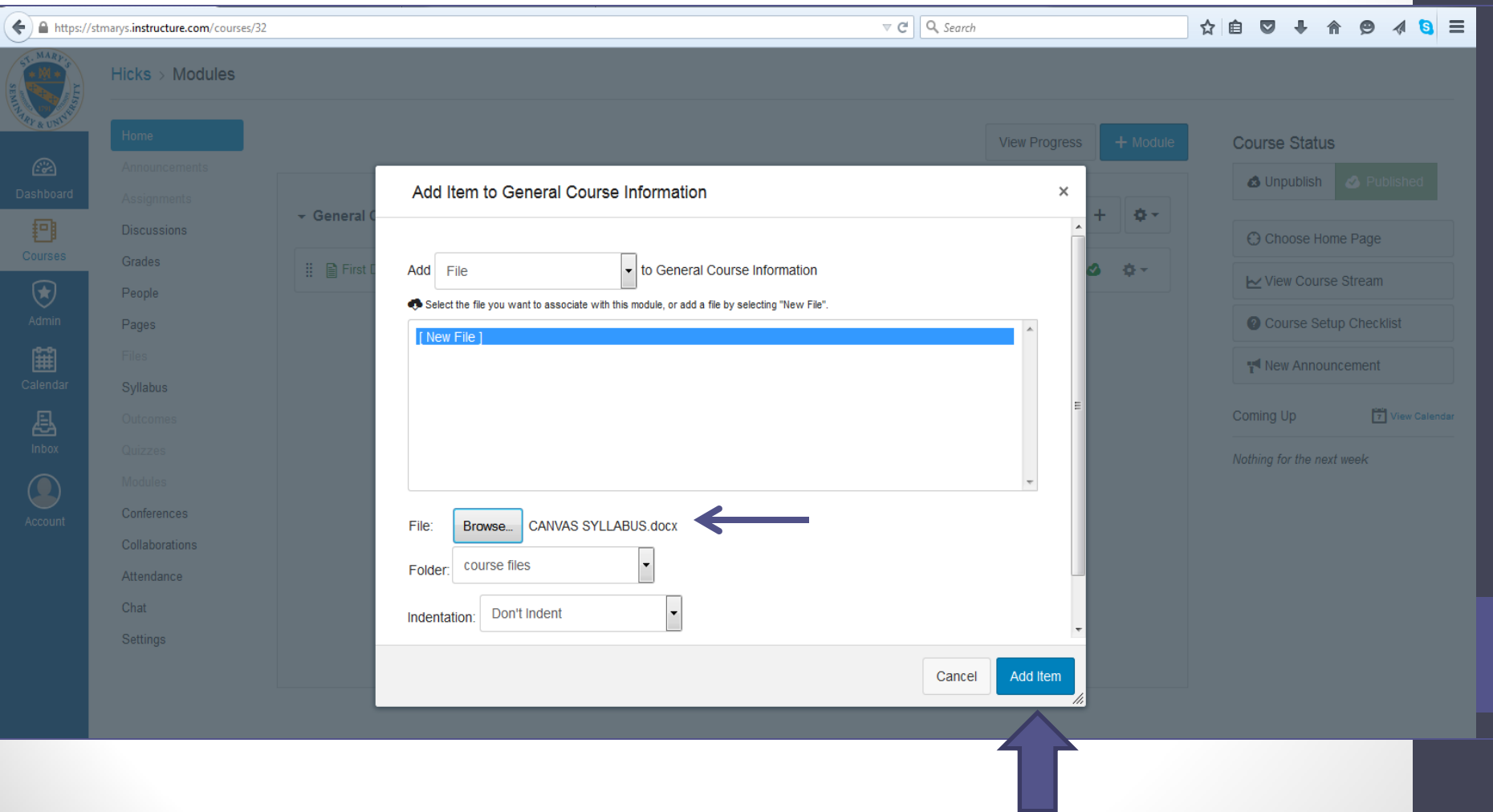
The screenshot shows the St. Mary's Instructure LMS interface. The main content area displays the 'Hicks > Modules' page. A modal dialog titled 'Add Item to General Course Information' is open. The dialog has a search bar with 'File' selected. Below the search bar, there is a list of items, with 'New File' highlighted (circled with a blue circle and the number 1). Below the list, there is a 'Browse...' button (circled with a blue circle and the number 2). The dialog also includes fields for 'Folder' (set to 'course files') and 'Indentation' (set to 'Don't Indent'). At the bottom of the dialog are 'Cancel' and 'Add Item' buttons. The background shows the course page with various navigation links and course status options.

Adding a File



Adding a File

- Click “Add Item.”



The screenshot shows the Canvas LMS interface for a course titled "Hicks > Modules". The "Add Item to General Course Information" dialog box is open, allowing a user to add a file to the course. The dialog box has a title bar and a close button (X). Inside, there is a dropdown menu set to "File" with the text "Add File to General Course Information". Below this, a message says "Select the file you want to associate with this module, or add a file by selecting 'New File'". A list box shows "[New File]" as the only option. At the bottom of the dialog, there are fields for "File:", "Folder:", and "Indentation:". The "File:" field has a "Browse..." button next to it, which is highlighted with a blue arrow. The "Folder:" field is set to "course files" and the "Indentation:" field is set to "Don't Indent". At the bottom right of the dialog, there are "Cancel" and "Add Item" buttons. The "Add Item" button is highlighted with a large blue arrow.

https://stmarys.instructure.com/courses/32

Hicks > Modules

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

Settings

View Progress

+ Module

Course Status

Unpublish

Published

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up

View Calendar

Nothing for the next week

Add Item to General Course Information

Add File to General Course Information

Select the file you want to associate with this module, or add a file by selecting "New File".

[New File]

File: Browse... CANVAS SYLLABUS.docx

Folder: course files

Indentation: Don't Indent

Cancel

Add Item

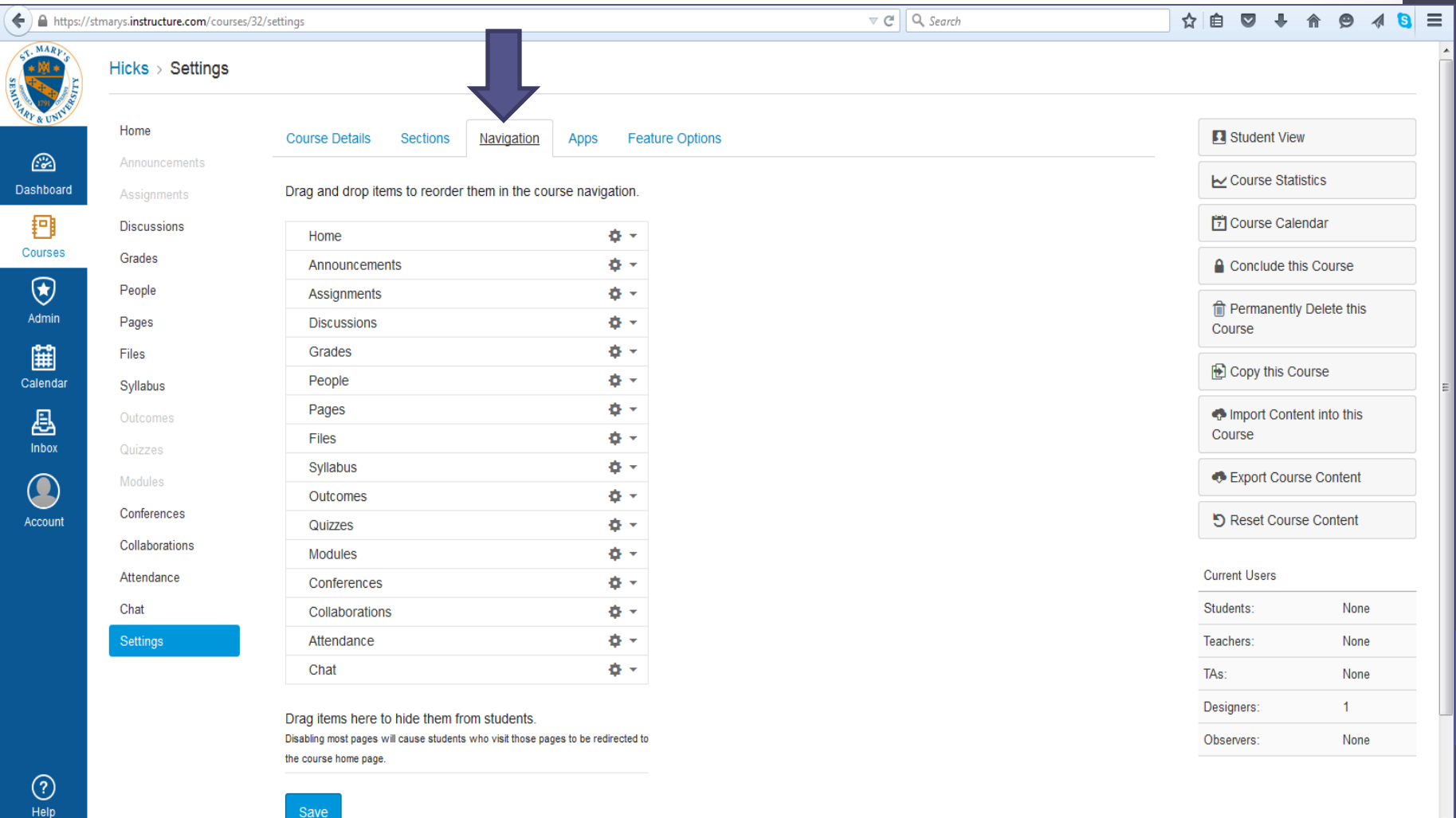
Your Module

The screenshot shows the 'Hicks > Modules' page in the ST. MARY'S INSTRUCTURE system. The left sidebar contains a navigation menu with links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, and Settings. The 'Settings' link is circled in blue with a blue arrow pointing to it. The main content area displays 'General Course Information' with a list of items: 'First Day Agenda' and 'CANVAS SYLLABUS.docx'. A context menu is open over the 'CANVAS SYLLABUS.docx' item, showing options: 'Increase indent', 'Edit', 'Move to...', and 'Remove'. The right sidebar shows 'Course Status' with 'Unpublish' and 'Published' buttons, and a 'Course Setup Checklist' with items like 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', and 'New Announcement'. The bottom of the page includes a footer with 'BY INSTRUCTURE' and links for 'User Research', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'.

- Now...let's go to "Settings."

Settings

- Go to “Navigation” Tab.



https://stmarys.instructure.com/courses/32/settings

Hicks > Settings

Course Details Sections **Navigation** Apps Feature Options

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

Home	⚙️ ▼
Announcements	⚙️ ▼
Assignments	⚙️ ▼
Discussions	⚙️ ▼
Grades	⚙️ ▼
People	⚙️ ▼
Pages	⚙️ ▼
Files	⚙️ ▼
Syllabus	⚙️ ▼
Outcomes	⚙️ ▼
Quizzes	⚙️ ▼
Modules	⚙️ ▼
Conferences	⚙️ ▼
Collaborations	⚙️ ▼
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.

Save

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

Current Users

Students:	None
Teachers:	None
TAs:	None
Designers:	1
Observers:	None

Changing Navigation Menu for Students

- Drag and drop tools you don't want visible to students.
- Click "Save"

The screenshot shows the Blackboard course settings page for navigation. The left sidebar contains a vertical menu with icons and labels: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The main content area has tabs for Course Details, Sections, Navigation, Apps, and Feature Options. The Navigation tab is active, showing two sections: 'Drag and drop items to reorder them in the course navigation.' and 'Drag items here to hide them from students.' The first section contains a list of items: Home, Announcements, Syllabus, Assignments, Discussions, Grades, Pages, Modules, and Conferences, each with a gear icon. The second section contains a list of items: People, Files, Outcomes, Quizzes, Collaborations, Attendance, and Chat, each with a gear icon. A large blue arrow points from the 'People' item in the second section to the 'Save' button at the bottom. The 'Save' button is a blue rectangle with the word 'Save' in white text.

https://stmarys.instructure.com/courses/32/settings

Home Course Details Sections Navigation Apps Feature Options

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

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

Home Announcements Syllabus Assignments Discussions Grades Pages Modules Conferences

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
This page can't be disabled, only hidden

Files
Page disabled, will redirect to course home page

Outcomes
Page disabled, will redirect to course home page

Quizzes
Page disabled, will redirect to course home page

Collaborations
Page disabled, will redirect to course home page

Attendance
Page disabled, won't appear in navigation

Chat
Page disabled, won't appear in navigation

Save

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

Reset Course Content


Current Users


Students:	None
Teachers:	None
TAs:	None
Designers:	1
Observers:	None


More Settings

Here is where
you will import
your Moodle
Courses- more
on that later.





 Student View


 Course Statistics


 Course Calendar

 Conclude this Course

 Permanently Delete this Course

 Copy this Course

 Import Content into this Course

 Export Course Content

 Reset Course Content

Current Users

Students:	None
-----------	------

Teachers:	None
-----------	------

TAs:	None
------	------

Designers:	1
------------	---

Observers:	None
------------	------

Grading with Letter Grades

1. Settings
2. Click on “Course Details” Tab
3. Grading Scheme: Enable

The screenshot shows the Canvas LMS course settings page for a course named 'Hicks'. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The 'Settings' link is highlighted. The main content area is divided into two tabs: 'Grades' and 'Pages'. The 'Grades' tab is active, showing various settings for the course. A large blue arrow points to the 'Grading Scheme' section, which has the checkbox 'Enable course grading scheme' checked. Below this checkbox is a link 'set grading scheme'. The 'License' dropdown is set to 'Private (Copyrighted)'. The 'Visibility' section has several checkboxes, with 'Make the syllabus for this course publicly visible' selected. The 'Format' dropdown is set to 'Not Set'. The right sidebar contains links for course management: 'Permanently Delete this Course', 'Copy this Course', 'Import Content into this Course', 'Export Course Content', and 'Reset Course Content'. Below these links is a table titled 'Current Users' with columns for 'Students', 'Teachers', 'TAs', 'Designers', and 'Observers'. The table shows that there are no students, teachers, or TAs, one designer, and no observers.

https://stmarys.instructure.com/courses/32/settings

Grades

Course Code: Hicks

Pages

Modules

Time Zone: Mountain Time (US & Canada)

Conferences

SIS ID:

People

Department: St Mary's Seminary and Univ

Files

Term: Default Term

Outcomes

Starts: Aug 11, 2015 at 7:06pm

Quizzes

Ends: Tue Aug 11, 2015 7:06pm

Collaborations

☐ Users can only participate in the course between these dates
This will override any term availability settings.

Language: Not set (user-configurable, defaults to English (US))

Join the [Canvas Translation Community](#)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 500 megabytes

Grading Scheme: ☒ Enable course grading scheme
[set grading scheme](#)

License: Private (Copyrighted)

Visibility:

☐ Make the syllabus for this course publicly visible

☐ Make this course publicly visible (student data will remain private)

☐ Make this course visible to authenticated users

☐ Include this course in the public course index

☐ Restrict students from viewing course after end date

☐ Restrict students from viewing course before start date

Format: Not Set

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

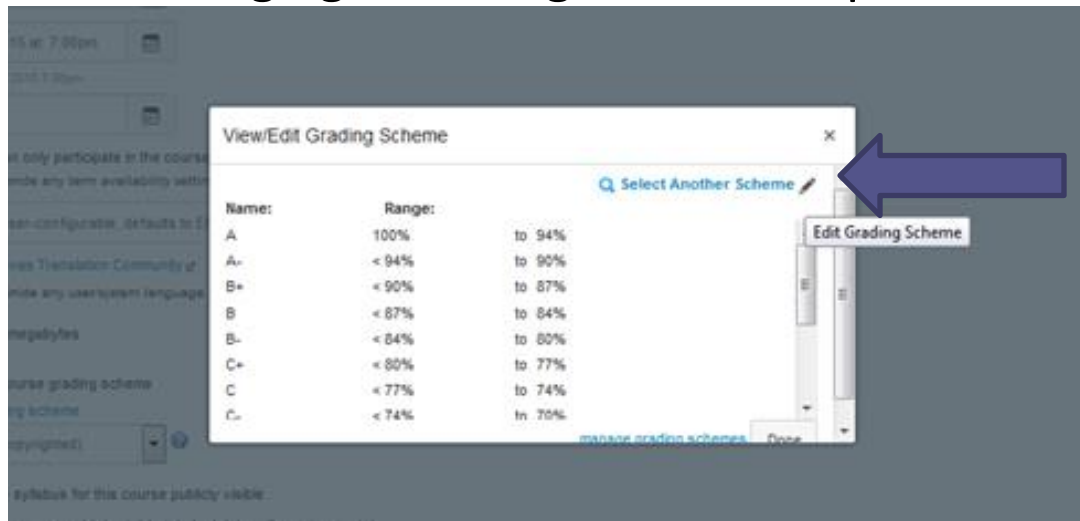
Reset Course Content

Current Users

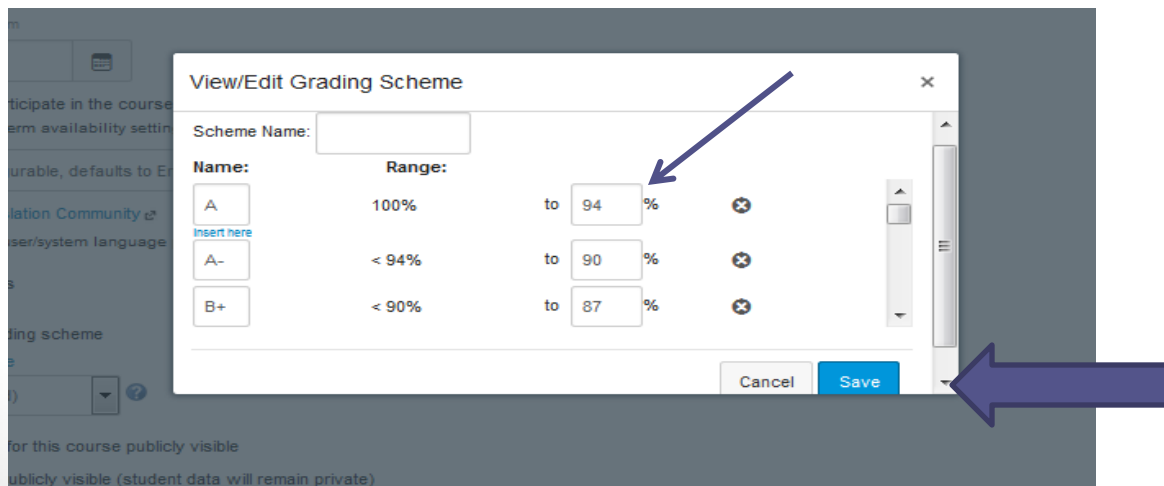
Students:	None
Teachers:	None
TAs:	None
Designers:	1
Observers:	None

Grading with Letter Grades

- To change grade range: Click the pencil to edit.

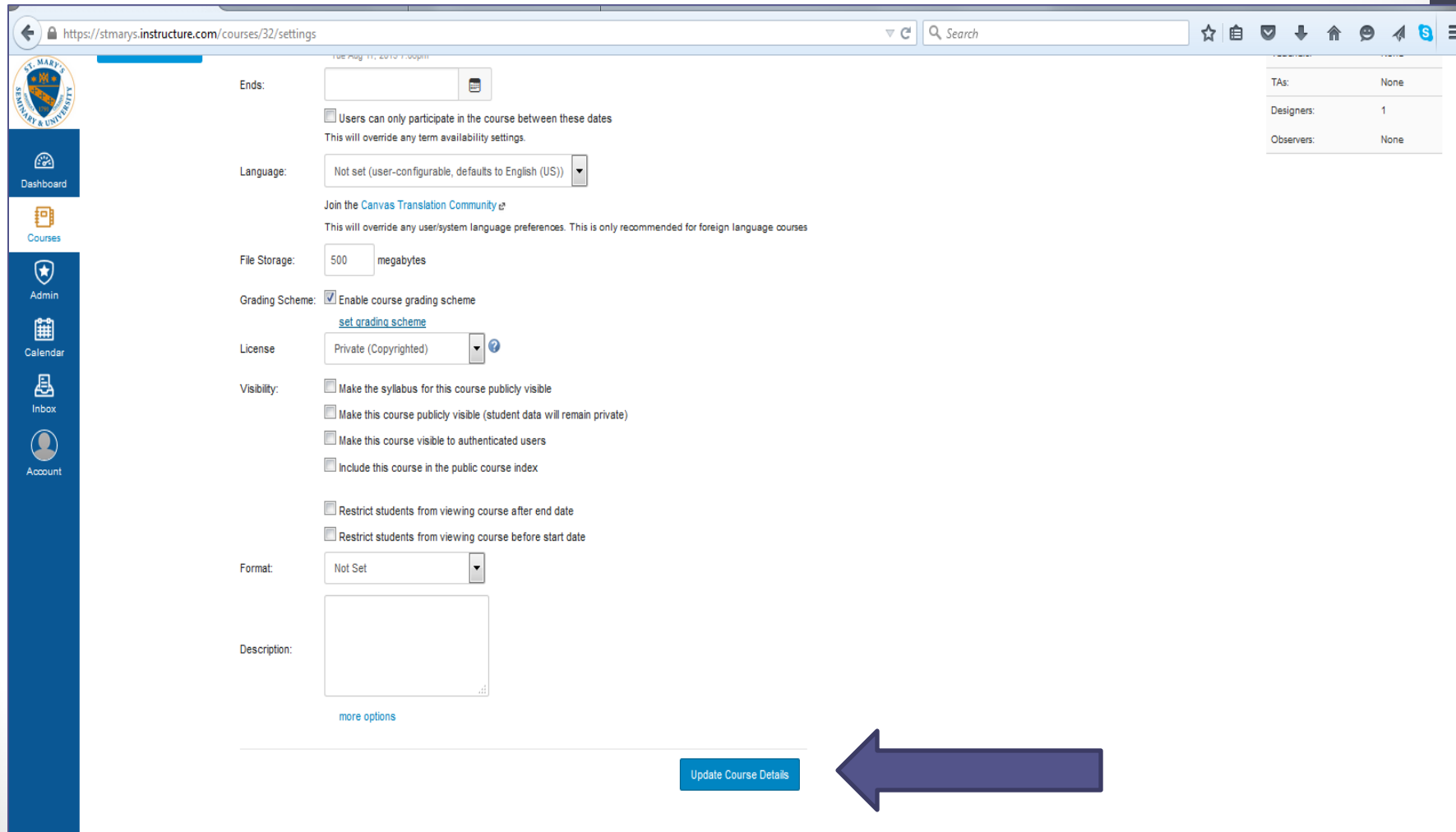


- Type your changes and “Save”



Grading with Letter Grades

- Be sure to “Update Course Details.”



The screenshot shows the 'Settings' page for a course in Canvas LMS. The left sidebar contains navigation links: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The main content area is titled 'Ends:' and includes several settings:

- Ends:** A date picker set to 'Tue May 11, 2010 1:00pm'. Below it, a checkbox 'Users can only participate in the course between these dates' is checked, with a note: 'This will override any term availability settings.'
- Language:** A dropdown menu set to 'Not set (user-configurable, defaults to English (US))'. Below it, a link 'Join the Canvas Translation Community' is present, with a note: 'This will override any user/system language preferences. This is only recommended for foreign language courses.'
- File Storage:** A dropdown menu set to '500 megabytes'.
- Grading Scheme:** A checkbox 'Enable course grading scheme' is checked, with a link 'set grading scheme' below it.
- License:** A dropdown menu set to 'Private (Copyrighted)'.
- Visibility:** Four checkboxes are listed:
 - ☐ Make the syllabus for this course publicly visible
 - ☐ Make this course publicly visible (student data will remain private)
 - ☐ Make this course visible to authenticated users
 - ☐ Include this course in the public course index
- ☐ Restrict students from viewing course after end date
- ☐ Restrict students from viewing course before start date

Format: A dropdown menu set to 'Not Set'.

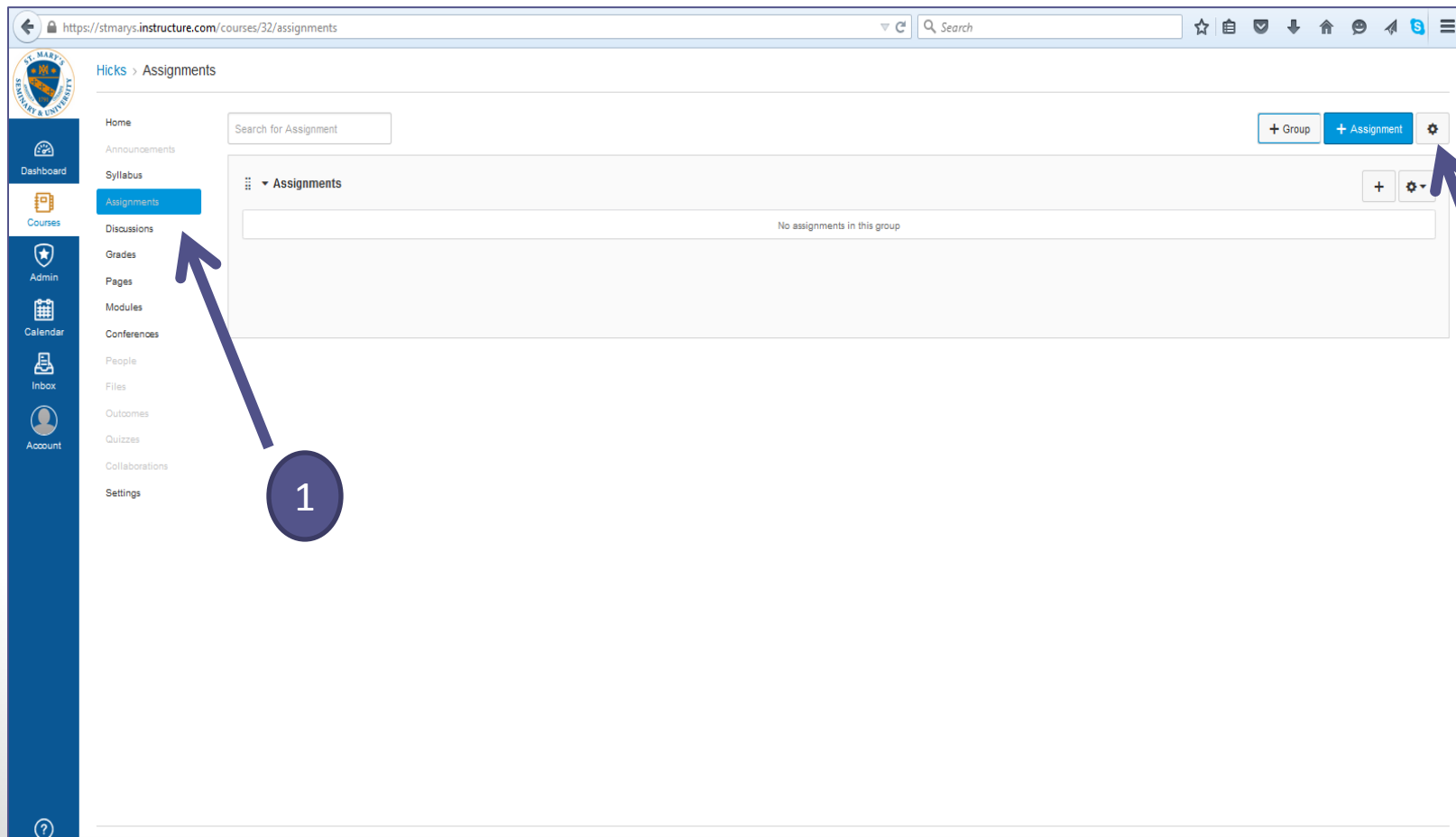
Description: A text area with a 'more options' link below it.

At the bottom right, there is a blue button labeled 'Update Course Details'. A large blue arrow points to this button from the right side of the screen.

TAs:	None
Designers:	1
Observers:	None

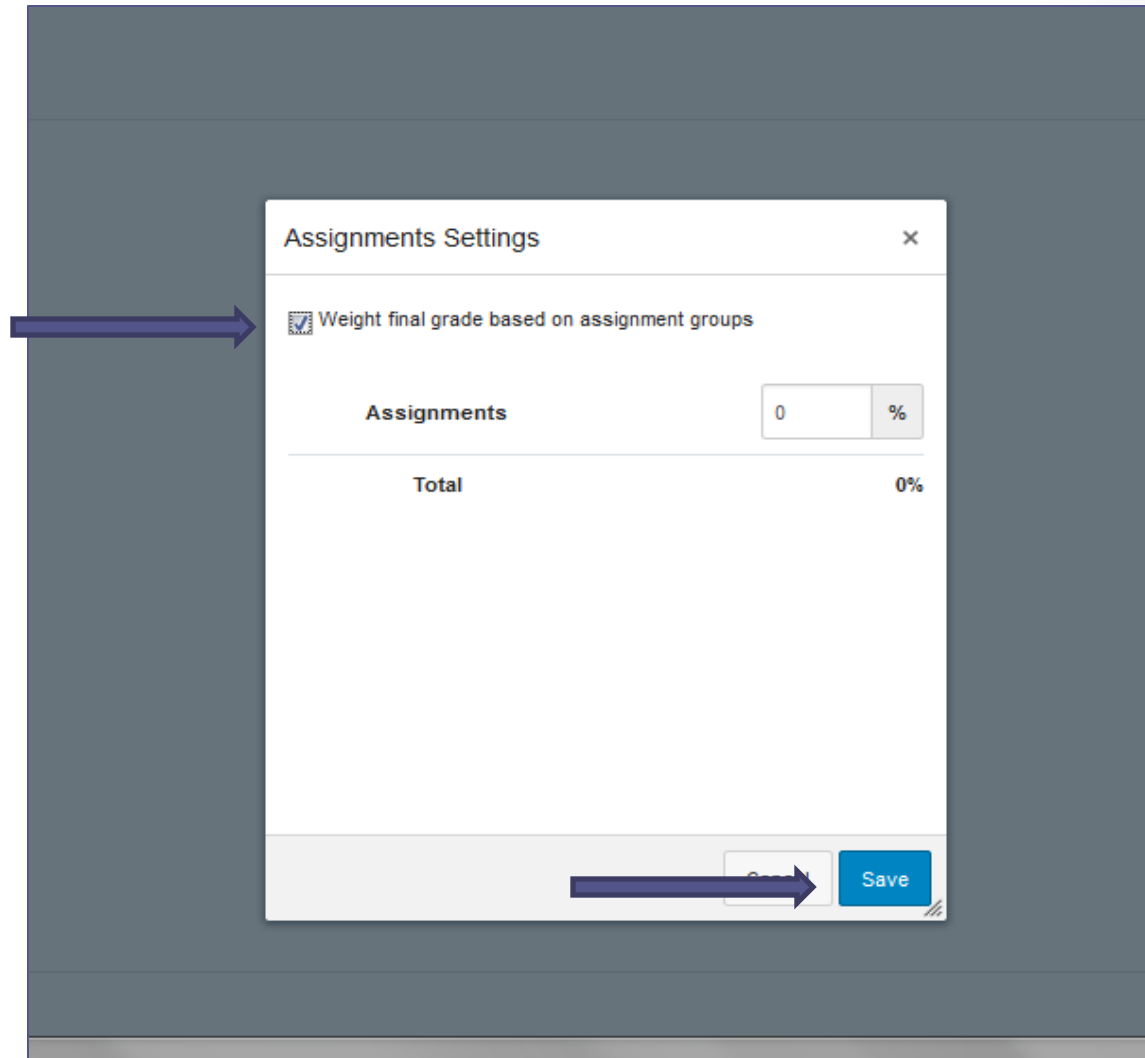
Gradebook: Creating Category Weights

1. Go to “Assignments”
2. Click on the “cog” for Assignment Settings



Category Weights

- Check the box.
- Click “Save”



The screenshot shows a modal window titled "Assignments Settings" with a close button (X) in the top right corner. Inside the window, there is a checkbox labeled "Weight final grade based on assignment groups" which is currently checked. Below this, there is a table with two columns: "Assignments" and a percentage column. The first row shows "0" in the "Assignments" column and "%" in the percentage column. The second row, separated by a horizontal line, shows "Total" in the "Assignments" column and "0%" in the percentage column. At the bottom right of the dialog, there is a "Save" button. Two blue arrows are overlaid on the image: one points from the text "Check the box." to the checkbox, and the other points from the text "Click 'Save'" to the "Save" button.

Assignments	
0	%
<hr/>	
Total	0%

Add a Category (“Group”)

- Click “+ Group”

The screenshot displays the LMS interface for St. Mary's University. On the left is a blue sidebar with navigation icons and labels: Dashboard, Courses, Admin, Calendar, Inbox, Account, and a help icon. The main content area is titled 'Hicks > Assignments'. At the top of this area is a search bar labeled 'Search for Assignment'. Below the search bar are two expandable sections: 'Assignments' and 'Reflection Papers'. The 'Assignments' section is currently collapsed, showing 'No assignments in this group'. The 'Reflection Papers' section is expanded, showing a single item 'Reflection 1' with a score of '100 pts'. In the top right corner of the main content area, there are two buttons: '+ Group' and '+ Assignment'. A large blue arrow points from the left towards the '+ Group' button, which is circled in blue. A tooltip 'Add Assignment Group' is visible over the '+ Group' button. The bottom of the page contains a footer with links for User Research, Privacy policy, Terms of service, Facebook, and Twitter.

St. Mary's University & University

Dashboard

Courses

Admin

Calendar

Inbox

Account

Hicks > Assignments

Home

Announcements

Syllabus

Assignments

Discussions

Grades

Pages

Modules

Conferences

People

Files

Outcomes

Quizzes

Collaborations

Settings

Search for Assignment

Assignments

No assignments in this group

Reflection Papers

Reflection 1

100 pts

+ Group

+ Assignment

Add Assignment Group

0% of Total

30% of Total

User Research Privacy policy Terms of service Facebook Twitter

Add a Category

1. Name the Group.
2. Assign a percentage weight.
3. Click “Save”

The screenshot shows the Blackboard LMS interface. The left sidebar contains navigation links: Home, Announcements, Syllabus, Assignments (highlighted), Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The main content area is titled 'Hicks > Assignments' and includes a search bar and buttons for '+ Group', '+ Assignment', and a settings icon. Below these is a section for 'Assignments' showing '0% of Total' and a '+ Settings' button. A modal dialog box titled 'Add Assignment Group' is open in the foreground. It contains a 'Group Name' field with the text 'Reflection Papers' (marked with a blue circle 1), a percentage field with '30' (marked with a blue circle 2), and a '% of total grade' label. At the bottom of the dialog are 'Cancel' and 'Save' buttons (marked with a blue circle 3).

Hicks > Assignments

Search for Assignment

+ Group + Assignment

0% of Total + Settings

No assignments in this group

Add Assignment Group

1 Group Name: Reflection Papers

2 30 % of total grade

3 Cancel Save

Adding an Assignment

- Click “+ Assignment”

The screenshot shows the St. Mary's Instructure LMS interface. The left sidebar contains navigation links: Home, Announcements, Syllabus, Assignments (highlighted), Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The main content area is titled 'Hicks > Assignments' and features a search bar and a '+ Group' button. Below this, there are two sections: 'Assignments' and 'Reflection Papers'. Each section has a '+ Assignment' button. A blue arrow points to the '+ Assignment' button in the 'Reflection Papers' section, which is also circled. The bottom of the page includes links for User Research, Privacy policy, Terms of service, Facebook, and Twitter.

Adding an Assignment

- Name>>Assign a point value>> “Save & Publish”

The screenshot shows the Blackboard LMS interface for adding an assignment. The main page is titled 'Hicks > Assignments' and has a search bar. The left sidebar contains navigation links: Home, Announcements, Syllabus, Assignments (selected), Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The main content area shows two groups: 'Assignments' (0% of Total) and 'Reflection Papers' (30% of Total). The 'Reflection Papers' group is selected, and a dialog box titled 'Add Assignment to Reflection Papers' is open. The dialog box has the following fields:

- Type: Assignment (dropdown menu)
- Name: Reflection 1 (text input field)
- Due: (empty date picker)
- Points: 100 (text input field)

At the bottom of the dialog box are three buttons: 'More Options', 'Cancel', and 'Save & Publish'. Three blue arrows point to the 'Name' field, the 'Points' field, and the 'Save & Publish' button, indicating the steps to follow.

Editing Assignment Details

- Click on the name of your assignment (e.g., “Reflection 1”)

The screenshot shows the Instructure LMS interface for St. Mary's University. The browser address bar displays <https://stmarys.instructure.com/courses/32/assignments>. The left sidebar contains navigation links: Home, Announcements, Syllabus, Assignments (highlighted), Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The main content area shows the 'Assignments' page with a search bar and buttons for '+ Group', '+ Assignment', and a settings gear. Two assignment groups are visible: 'Assignments' (0% of Total) and 'Reflection Papers' (30% of Total). The 'Reflection Papers' group contains one assignment, 'Reflection 1', which is highlighted in light blue. A purple arrow points to the 'Reflection 1' assignment name. The 'Reflection 1' assignment shows '100 pts' and a green checkmark icon.

Editing the Assignment

- Click on “Edit.”

The screenshot shows the user interface of the Canvas LMS. The browser address bar displays the URL <https://stmarys.instructure.com/courses/32/assignments/28>. The page title is 'Reflection 1'. The left sidebar contains navigation links: Home, Announcements, Syllabus, Assignments (highlighted), Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The main content area shows the assignment details for 'Reflection 1', which is currently 'Published'. A large blue arrow points to the 'Edit' button. The 'Related Items' section on the right shows 'SpeedGrader™'. The bottom section displays the assignment's due date, for whom, available from, and until.

Home

Announcements

Syllabus

Assignments

Discussions

Grades

Pages

Modules

Conferences

People

Files

Outcomes

Quizzes

Collaborations

Settings

Reflection 1

No Content

Published Edit

Related Items

SpeedGrader™

Points 100

Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

Add Rubric

Editing an Assignment

- Use Content-Rich Editor to provide assignment instructions.

The screenshot shows the 'Edit Assignment' page in the St. Mary's University LMS. The browser address bar displays the URL: <https://stmarys.instructure.com/courses/32/assignments/28/edit>. The page title is 'Hicks > Assignments'. A sidebar on the left contains navigation links: Home, Announcements, Syllabus, Assignments (highlighted), Discussions, Grades, Pages, Modules, Conferences, People, Files, Outcomes, Quizzes, Collaborations, and Settings. The main content area features a 'Published' status indicator and a 'HTML Editor' icon. The assignment title is 'Reflection 1'. Below the title is a large text editor with a rich toolbar including bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and font size options. A large blue arrow points to the text editor area. On the right, the 'Insert Content into the Page' sidebar shows tabs for Links, Files, and Images, with a 'Wiki Pages' section expanded to show 'First Day Agenda'. At the bottom, there are form fields for 'Points' (100), 'Assignment Group' (Reflection Papers), 'Display Grade as' (Points), 'Submission Type' (No Submission), and a checkbox for 'Group Assignment' (This is a Group Assignment).

https://stmarys.instructure.com/courses/32/assignments/28/edit

Hicks > Assignments

Published

Reflection 1

HTML Editor

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

First Day Agenda

Assignments

Quizzes

Announcements

Discussions

Modules

Course Navigation

Points 100

Assignment Group Reflection Papers

Display Grade as Points

Submission Type No Submission

Group Assignment ☐ This is a Group Assignment

Editing an Assignment

https://stmarys.instructure.com/courses/32/assignments/28/edit

Course Navigation

Points: 100

Assignment Group: Reflection Papers

Display Grade as: Reflection Papers

Submission Type: No Submission

Group Assignment: ☐ This is a Group Assignment

Peer Reviews: ☐ Require Peer Reviews

Assign

Assign to: Everyone

Due:

Available from: until

+ Add

☐ Notify users that this content has changed

Cancel Save

Editing an Assignment

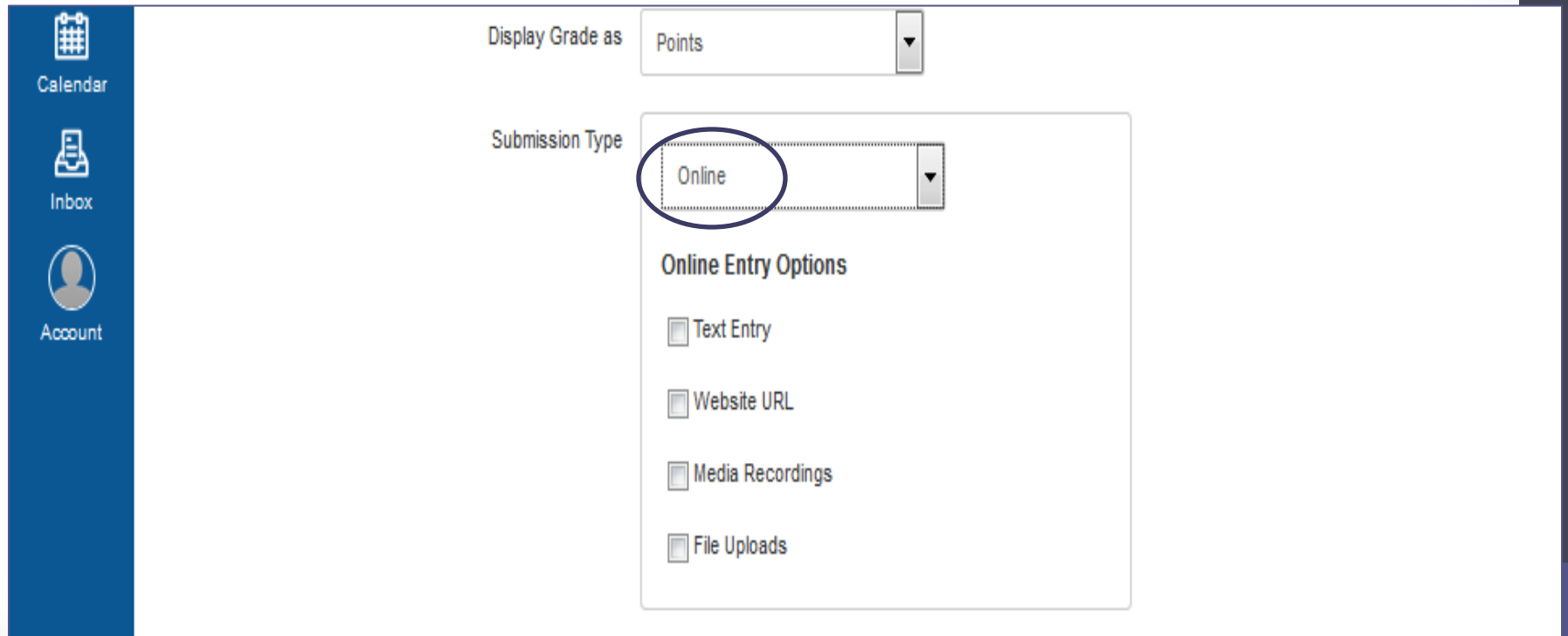
- Choose your Display Grade

The screenshot shows the 'Editing an Assignment' interface. On the left is a blue sidebar with icons and labels for Dashboard, Courses, Admin, Calendar, Inbox, and Account. The main content area has a light gray background and contains several form fields:

- Assignment Group:** A dropdown menu with 'Reflection Papers' selected.
- Display Grade as:** A dropdown menu with 'Points' selected. The menu is open, showing a list of options: 'Points', 'Percentage', 'Complete/Incomplete', 'Letter Grade' (highlighted in blue), 'GPA Scale', and 'Not Graded'.
- Submission Type:** A dropdown menu with a downward arrow, currently showing no text.
- Group Assignment:** A checkbox labeled 'This is a Group Assignment'.
- Peer Reviews:** A checkbox labeled 'Require Peer Reviews'.

Editing an Assignment

- Choose your Submission Type. (If you choose “no submission,” there will still be a column created in your gradebook.)



The screenshot displays the 'Editing an Assignment' interface. On the left is a blue sidebar with icons and labels for 'Calendar', 'Inbox', and 'Account'. The main content area shows two settings: 'Display Grade as' set to 'Points' and 'Submission Type' set to 'Online'. The 'Submission Type' dropdown menu is open, showing the 'Online' option selected and circled in blue. Below the dropdown, under the heading 'Online Entry Options', there are four unchecked checkboxes: 'Text Entry', 'Website URL', 'Media Recordings', and 'File Uploads'.

Calendar

Inbox

Account

Display Grade as Points

Submission Type Online

Online Entry Options

☐ Text Entry

☐ Website URL

☐ Media Recordings

☐ File Uploads

Editing an Assignment

- Once finished editing, click “Save.”

The screenshot displays the 'Editing an Assignment' page in the stmarys.instructure.com system. The browser address bar shows the URL: <https://stmarys.instructure.com/courses/32/assignments/28/edit>. The page features a sidebar on the left with navigation links: Dashboard, Courses, Admin, Calendar, Inbox, and Account. The main content area is divided into three sections:

- Group Assignment:** This section includes a checkbox labeled 'This is a Group Assignment' which is checked. Below it is a checkbox for 'Assign Grades to Each Student Individually'. A 'Group Set' dropdown menu is set to 'Project Groups'. A yellow warning box states: 'Differentiated group assignments may yield unexpected results.'
- Peer Reviews:** This section includes a checkbox labeled 'Require Peer Reviews' which is unchecked.
- Assign:** This section includes an 'Assign to' dropdown menu set to 'Everyone'. Below it is a 'Course Section' dropdown menu set to 'Hicks Sandbox'. An 'Available from' date picker is set to 'until'. A '+ Add' button is located at the bottom of this section.

At the bottom of the page, there is a checkbox labeled 'Notify users that this content has changed' which is unchecked. To the right of this checkbox are two buttons: 'Cancel' and 'Save'. A large blue arrow points to the 'Save' button.

SpeedGrader (my favorite)

- Click on the assignment you want to grade.



https://howardcc.instructure.com/courses/971952/assignments/6283558

HOWARD COMMUNITY COLLEGE

Courses ▾ Grades Calendar Commons Student Resources

Emily Hicks Inb Logout Help

YE-745-3017 2015SU 6 Steps to Clear Pronunciation

2015SU

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

Identifying stressed syllables and the schwa

Published Edit

In the attached document, **highlight** the syllable that is stressed.

Underline the vowel(s) that sounds like the schwa /ə/ "uh" sound

Example: **A**merican

Save and submit.

Identifying Word Stress and the Schwa Sound Assignment.docx

Points 40

Submitting a file upload

File Types doc, docx, and pdf

Due	For	Available from	Until
Jul 19	Everyone	-	-

+ Add Rubric

SpeedGrader™

Download Submissions

5 out of 5 Submissions Graded

Crocodoc editing tools

https://howardcc.instructure.com/courses/971952/gradebook/speed_grader?assignment_id=6283558#("student_id"%3A"3510478")

Student 11 of 11
Gradebook Course Home

Identifying word stress and the schwa (YE-745-3017 2015SU 6 Steps to Clear Pronunciation)
due: Jul 19 at 11:59pm

Mute Assignment Settings | Help
10 / 11 Graded Avg: 19 / 40 (48%)

Comment 1 of 1

Comment Draw Highlight Text Strikeout Text tool: 10pt

For the following words, highlight the syllable that is stressed.

Underline the vowels that sound like the schwa /ə/ "uh" sound

Example: American

1. <u>about</u>	21. <u>apprentice</u>
2. <u>around</u>	22. <u>opposite</u>
3. <u>visit</u>	23. <u>mistake</u>
4. <u>eligible</u>	24. <u>machine</u>
5. <u>illegible</u>	25. <u>practical</u>
6. <u>today</u>	26. <u>beautiful</u>
7. <u>tonight</u>	27. <u>addition</u>
8. <u>together</u>	28. <u>personal</u>
9. <u>salad</u>	29. <u>polite</u>
10. <u>remember</u>	30. <u>policeman</u>
11. <u>government</u>	31. <u>woman</u>
12. <u>delicious</u>	32. <u>women</u>
13. <u>logical</u>	33. <u>control</u>

Word, PDF, or PowerPoints

Submitted: Jul 19 at 11:10pm

Submitted Files: (click to load)

Identifying Word Stress and the Schwa Sound Assignment.docx

Assessment

Grade 38.5 out of 40

Assignment Comments

Great!

Emily Hicks, Jul 20 at 1:23pm

Add a Comment

Attach

Submit Comment


Emily Hicks: schwa

Emily Hicks: schwa

Emily Hicks: schwa

Assignment Comments

This submission is a media recording.




Submitted: Jul 16 at 7:02pm

Assessment



Grade out of 40

Assignment Comments

Overall good word stress. Practice the following words: eligible
government
development
apprentice
opposite
control
carrier
calendar
Emily Hicks, Jul 20 at 11:25am

This is a media comment.

Emily Hicks, Jul 20 at 11:25am

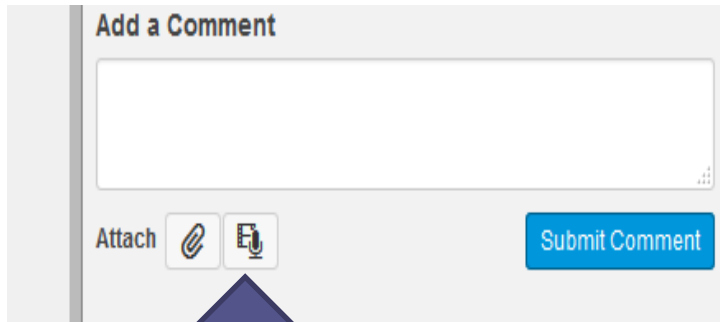
Add a Comment

Attach  

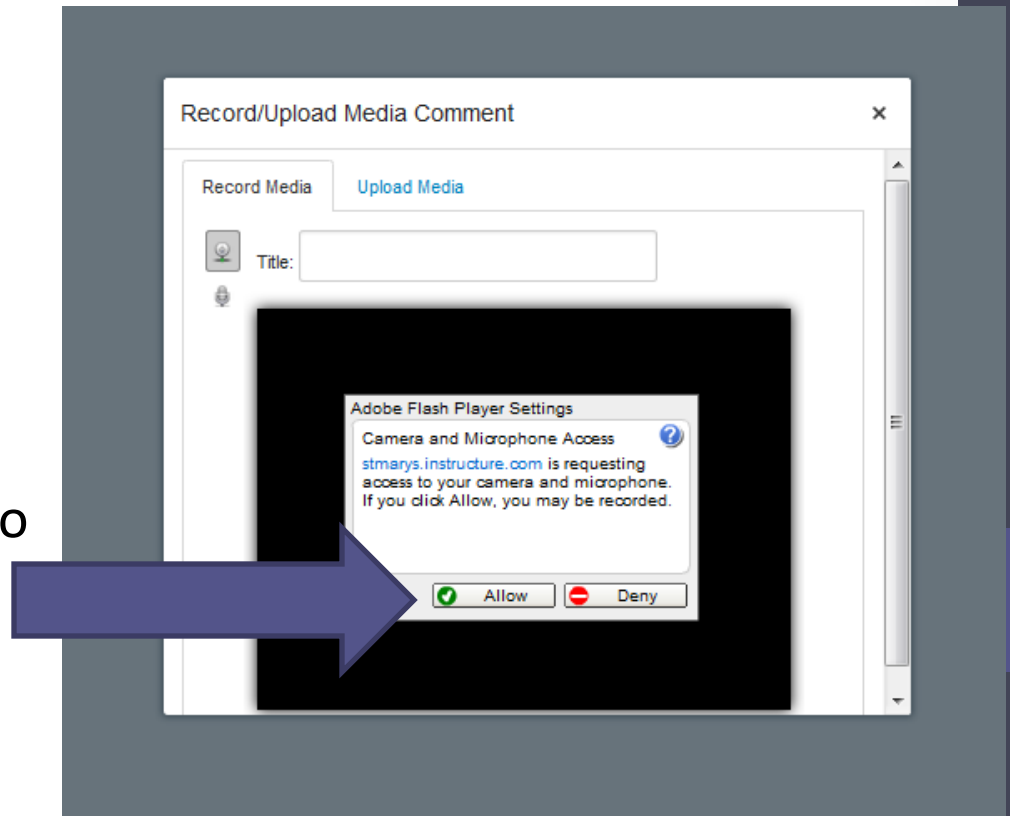
You may provide text, audio, and video comments. Type/record your assignment comments and click "Submit Comment"

Record/Upload Media

1. Click on microphone/video icon.



2. Always click on "Allow" to begin recording.



Syllabus

← https://stmarys.instructure.com/courses/32

Search

Hicks > Modules

Home

View Progress + Module

Syllabus

Dashboard Courses Admin Calendar Inbox Account

Discussions Grades Pages Modules Conferences People Files Outcomes Quizzes Collaborations Settings

▼ General Course Information

First Day Agenda	✓	+	⚙
CANVAS SYLLABUS.docx	✓	+	⚙
Week 1 Discussion	☁	+	⚙

Syllabus

- Any assignment you create is automatically added to the syllabus.
- Click “Edit Syllabus Description” to add your course information.



https://stmarys.instructure.com/courses/32/assignments/syllabus

Hicks > Syllabus

Course Syllabus

[Jump to Today](#) [Edit Syllabus Description](#)

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit Syllabus Description" link to the right.

Date	Details
	Reflection 1

Assignments are weighted by group:

Group	Weight
Assignments	0%
Reflection Papers	30%
Total	30%

Editing the Syllabus



Hicks > Syllabus

Home

Announcements

Syllabus

Assignments

Discussions

Grades

Pages

Modules

Conferences

People

Files

Outcomes

Quizzes

Collaborations

Settings

Course Syllabus

Syllabus Description:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Link (I), Bulleted List, Numbered List, Table, Indent, Outdent, Undo, Redo, Image, Table of Contents, Print, Font Sizes, Paragraph, and other formatting tools.

Text area containing the letter 'p'.

Jump to Today

HTML Editor

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

First Day Agenda

Assignments

Quizzes

Announcements

Discussions

Modules

Course Navigation

Cancel

Update Syllabus



Date

Details

Reflection 1



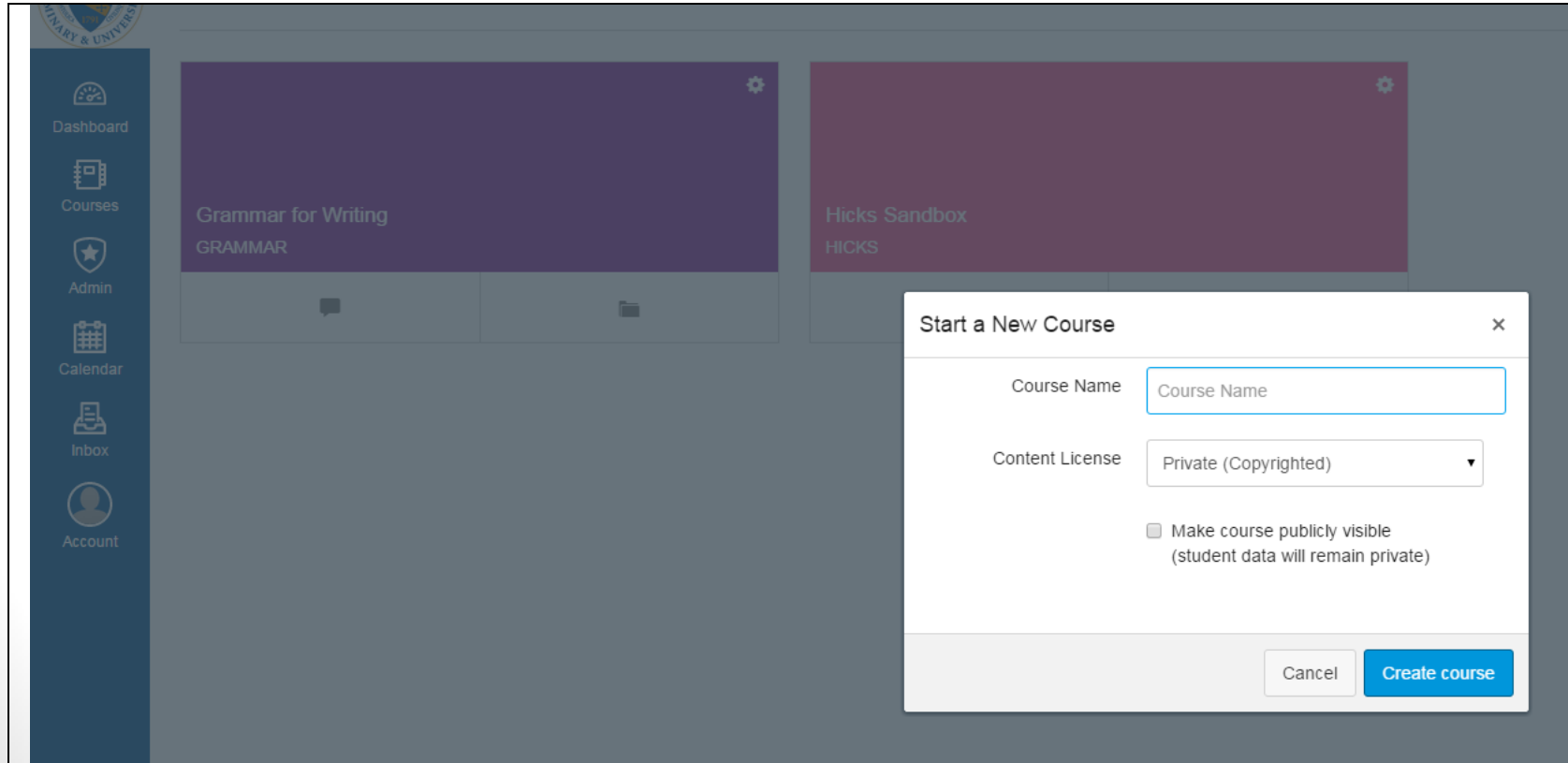
Help

BY INSTRUCTURE

User Research Privacy policy Terms of service Facebook Twitter

Creating a New Course

- Name your course
- Click “Create Course”



The screenshot shows a web application interface for creating a new course. On the left is a dark blue sidebar with a vertical list of icons and labels: a gear for 'Dashboard', a book for 'Courses', a star for 'Admin', a calendar for 'Calendar', a document for 'Inbox', and a person for 'Account'. The main content area has a light gray background and contains two large purple rectangular blocks. The left block is titled 'Grammar for Writing' with 'GRAMMAR' below it. The right block is titled 'Hicks Sandbox' with 'HICKS' below it. Both blocks have a small gear icon in the top right corner. Overlaid on the right side of the main area is a white modal dialog box titled 'Start a New Course' with a close button (X) in the top right corner. Inside the dialog, there is a text input field for 'Course Name' containing the placeholder text 'Course Name'. Below this is a dropdown menu for 'Content License' currently set to 'Private (Copyrighted)'. Under the dropdown is a checkbox labeled 'Make course publicly visible (student data will remain private)', which is currently unchecked. At the bottom right of the dialog are two buttons: a light gray 'Cancel' button and a blue 'Create course' button.

Dashboard

Courses

Admin

Calendar

Inbox

Account

Grammar for Writing
GRAMMAR

Hicks Sandbox
HICKS

Start a New Course

Course Name

Content License

Private (Copyrighted)

☐ Make course publicly visible
(student data will remain private)


Cancel Create course

Creating a New Course

The screenshot shows a web browser window with the URL <https://stmarys.instructure.com/courses/107>. The browser's address bar and tabs are visible at the top. The page header includes the St. Mary's University logo and the course name 'Paul'. A left-hand navigation menu contains icons and labels for Dashboard, Courses, Admin, Calendar, Inbox, Account, and Settings. The 'Settings' option is circled in blue. A dark blue callout box with the text 'Click on "Settings"' has an arrow pointing to the 'Settings' option. The main content area shows a message 'THIS COURSE IS UNPUBLISHED' and a 'Setup Checklist' button. Below this, a section titled 'Recent Activity in Paul' displays a message icon and the text 'No Recent Messages'.

← → ↻ 🏠 <https://stmarys.instructure.com/courses/107>

Apps ★ Bookmarks 📁 My Drive - Goo... 📄 St. Mary's Semi... 🌐 St Mary's Mood... 📄 Community Res... 📧 (2773 unread) -... 📁 Pronunciation 📁 Idioms 📁 Writing 🌐 Web Redesign ... 🌐 Dayspri

 **Paul**

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat


Settings

THIS COURSE IS UNPUBLISHED Only Teachers Can See This

Need help setting up your course?

[Setup Checklist](#)

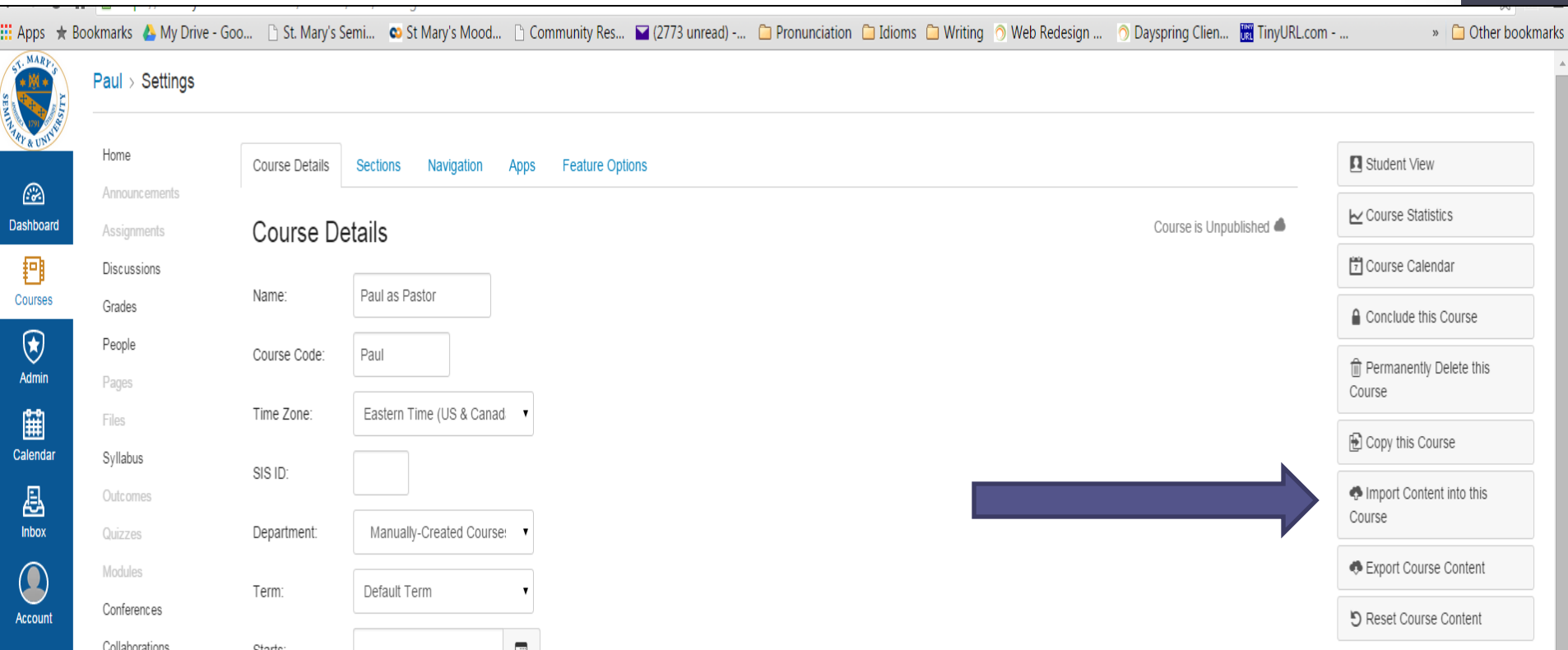
Recent Activity in Paul

 **No Recent Messages**

You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, pr
you and other users, etc.

Import Content

- Click “Import Content into the Course”




The screenshot displays the Canvas LMS interface for a course named 'Paul'. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations. The top navigation bar shows the course name 'Paul' and the 'Settings' link. The 'Course Details' tab is active, showing fields for Name (Paul as Pastor), Course Code (Paul), Time Zone (Eastern Time (US & Canad)), SIS ID, Department (Manually-Created Course), Term (Default Term), and Start date. A large blue arrow points to the 'Import Content into this Course' button in the right-hand sidebar, which also includes buttons for Student View, Course Statistics, Course Calendar, Conclude this Course, Permanently Delete this Course, Copy this Course, Export Course Content, and Reset Course Content. The status 'Course is Unpublished' is visible in the top right corner.

Import Content from a Canvas Course

← → ↻ 🏠 https://stmarys.instructure.com/courses/107/content_migrations

📱 Apps ★ Bookmarks 📁 My Drive - Goo... 📄 St. Mary's Semi... 🌐 St Mary's Mood... 📁 Community Res... 📧 (2773 unread) - ... 📁 Pronunciation 📁 Idioms 📁 Writing 📁 Web Redesign ... 🌞 Dayspri



Paul

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

Dashboard

Courses

Admin

Calendar

Inbox

Account

Help

Import Content

Content Type

Moodle 1.9/2.x ▼

- Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file

Current Jobs

No jobs have been queued

Select "Copy a Canvas Course"



Dashboard

Courses

Admin

Calendar

Inbox

Account

Paul

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

Import Content

Content Type

Current Jobs

Moodle Importer	...5601-20150813-1441.mbz	Aug 13 at 3:11pm	Running <div><div></div></div>
-----------------	---------------------------	------------------	--------------------------------

Course is uploading.

- When “Completed,” click on “Home” and begin modifying your course.

The screenshot shows the Moodle LMS interface for St. Mary's Seminary & University. The top navigation bar includes a logo and a list of links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Attendance, Chat, and Settings. The 'Home' link is circled. The main content area is divided into two sections: 'Import Content' and 'Current Jobs'. The 'Import Content' section has a 'Content Type' dropdown menu set to 'Select One'. The 'Current Jobs' section displays a table with the following data:

Job Name	File Name	Completion Date	Status
Moodle Importer	...5601-20150813-1441.mbz	Aug 13 at 3:11pm	Completed

A large blue arrow points to the 'Completed' status of the Moodle Importer job.