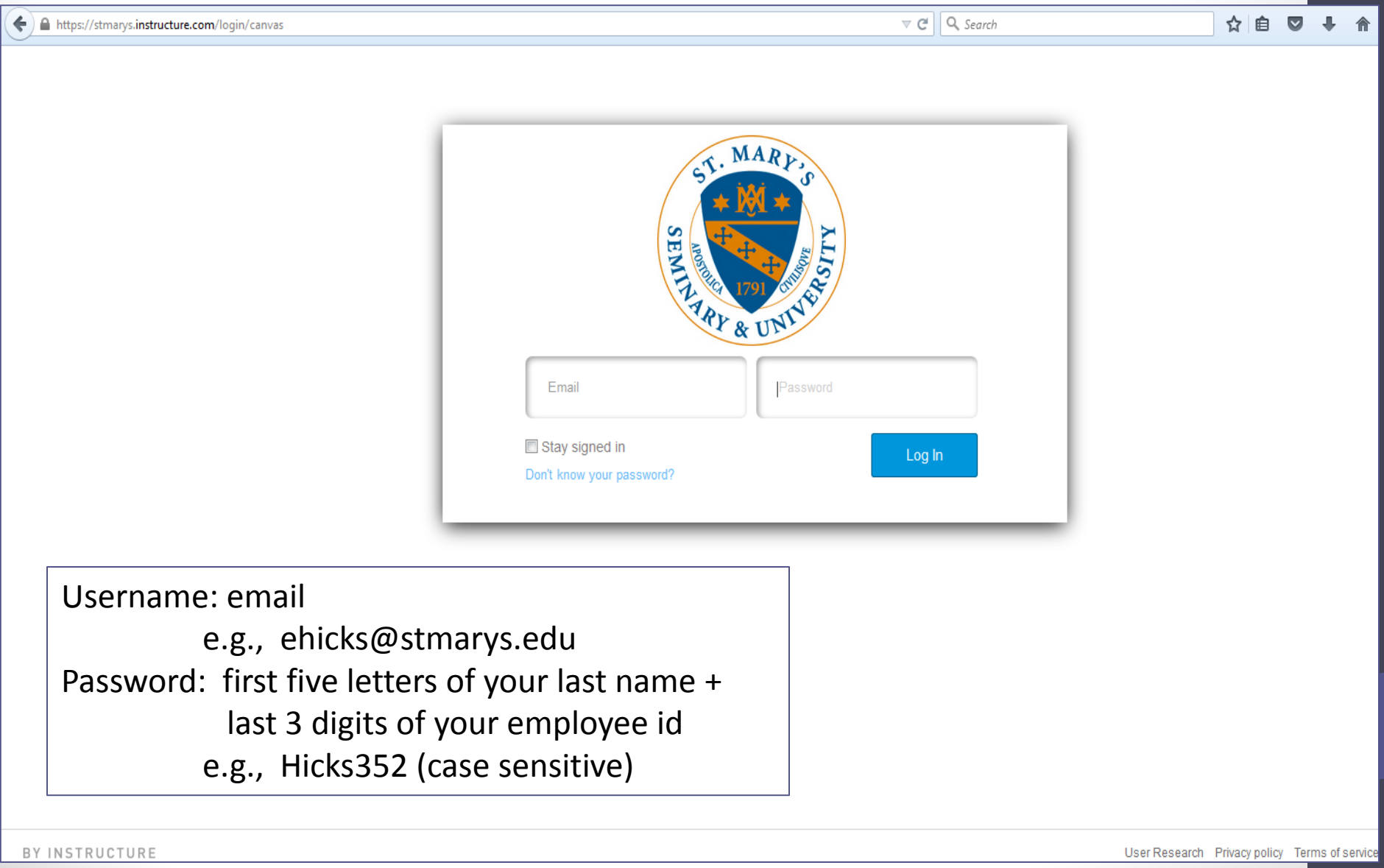
CANVAS

Agenda

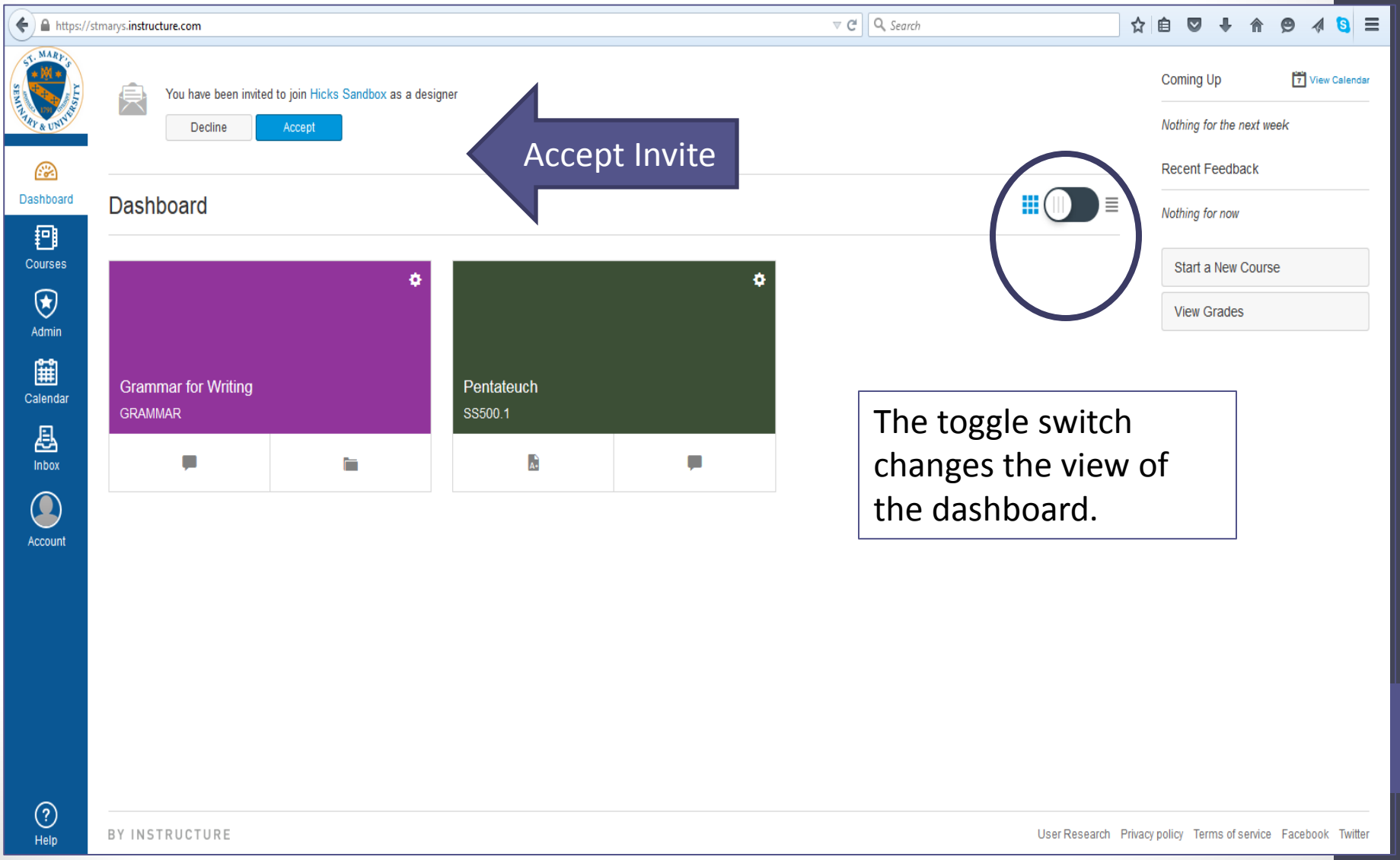
- Login
- Navigate Canvas
  - Course List
  - Activity Stream
  - Calendar
  - Inbox
  - Profile Settings
- Sandbox
  - Add a Content Page
  - Add a File
  - Settings
- Basic Gradebook
  - Settings (grading scheme)
  - Assignments
    - Create weighted categories
    - Create an assignment
    - SpeedGrader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

Login: stmarys.instructure.com

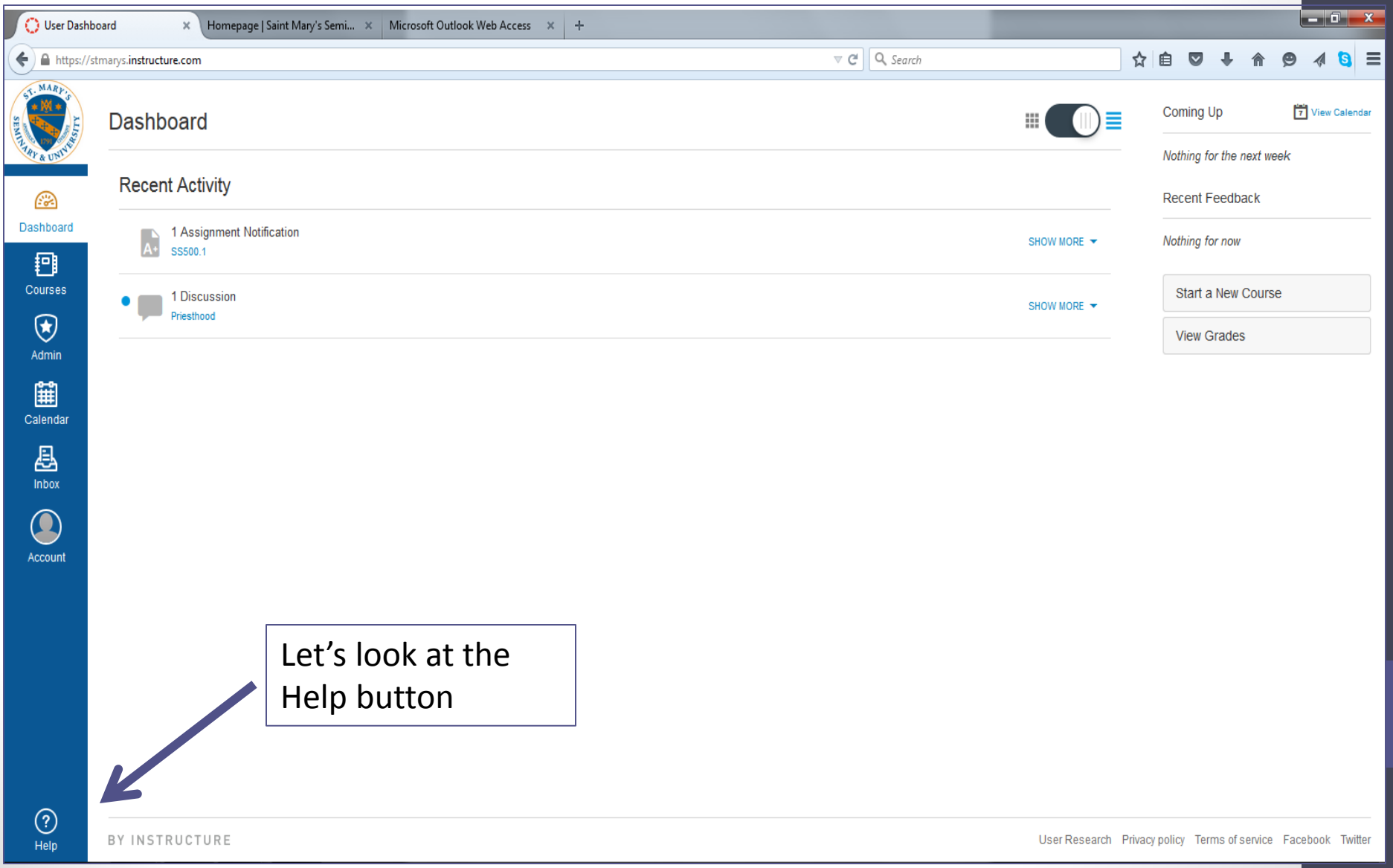


Username: email
e.g., ehicks@stmarys.edu
Password: first five letters of your last name +
last 3 digits of your employee id
e.g., Hicks352 (case sensitive)

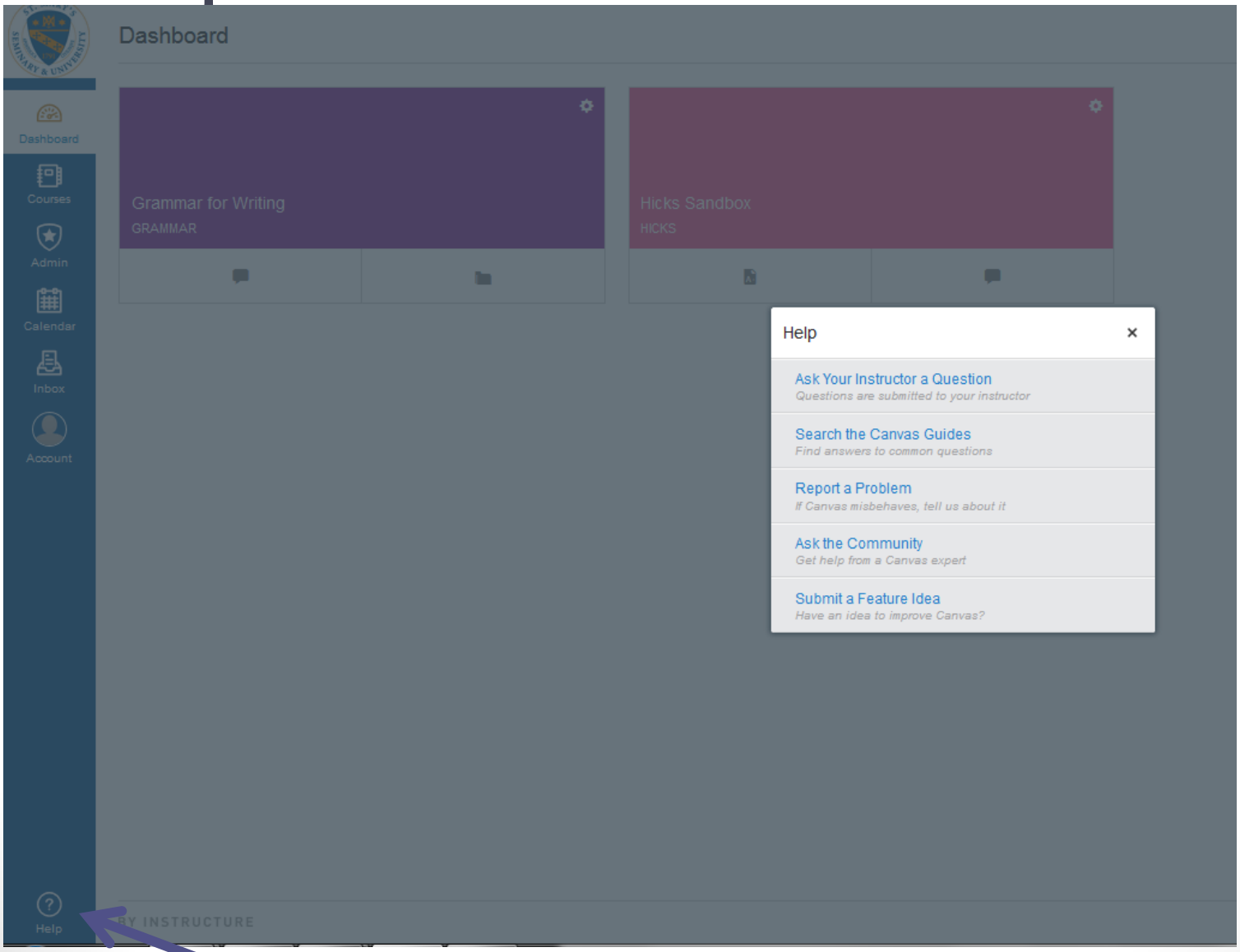
Dashboard


https://stmarys.instructure.com
Search
You have been invited to join Hicks Sandbox as a designer
Decline
Accept
Accept Invite
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
Dashboard
Grammar for Writing
GRAMMAR
Pentateuch
SS500.1
The toggle switch changes the view of the dashboard.
BY INSTRUCTURE
User Research
Privacy policy
Terms of service
Facebook
Twitter

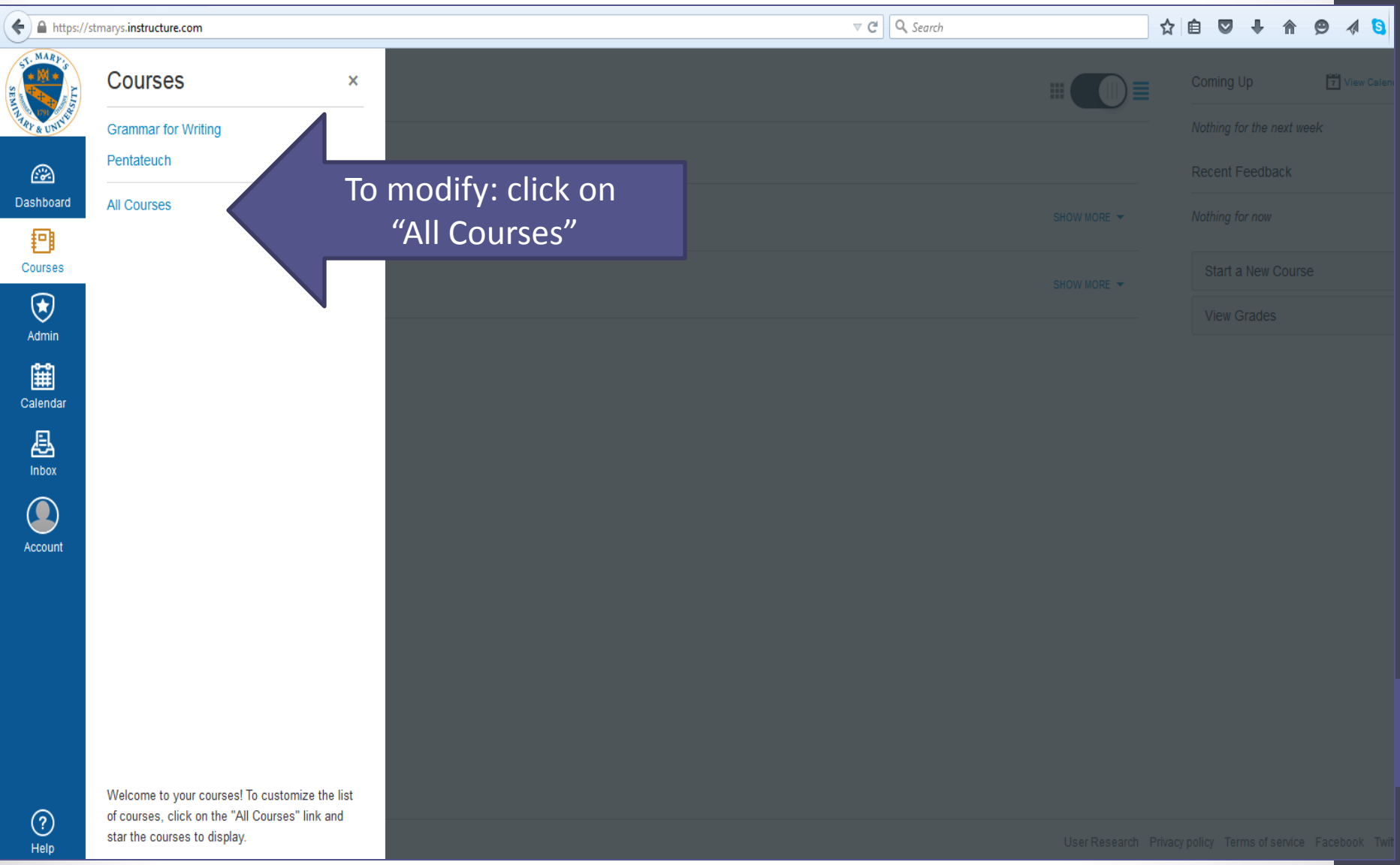
Activity Stream



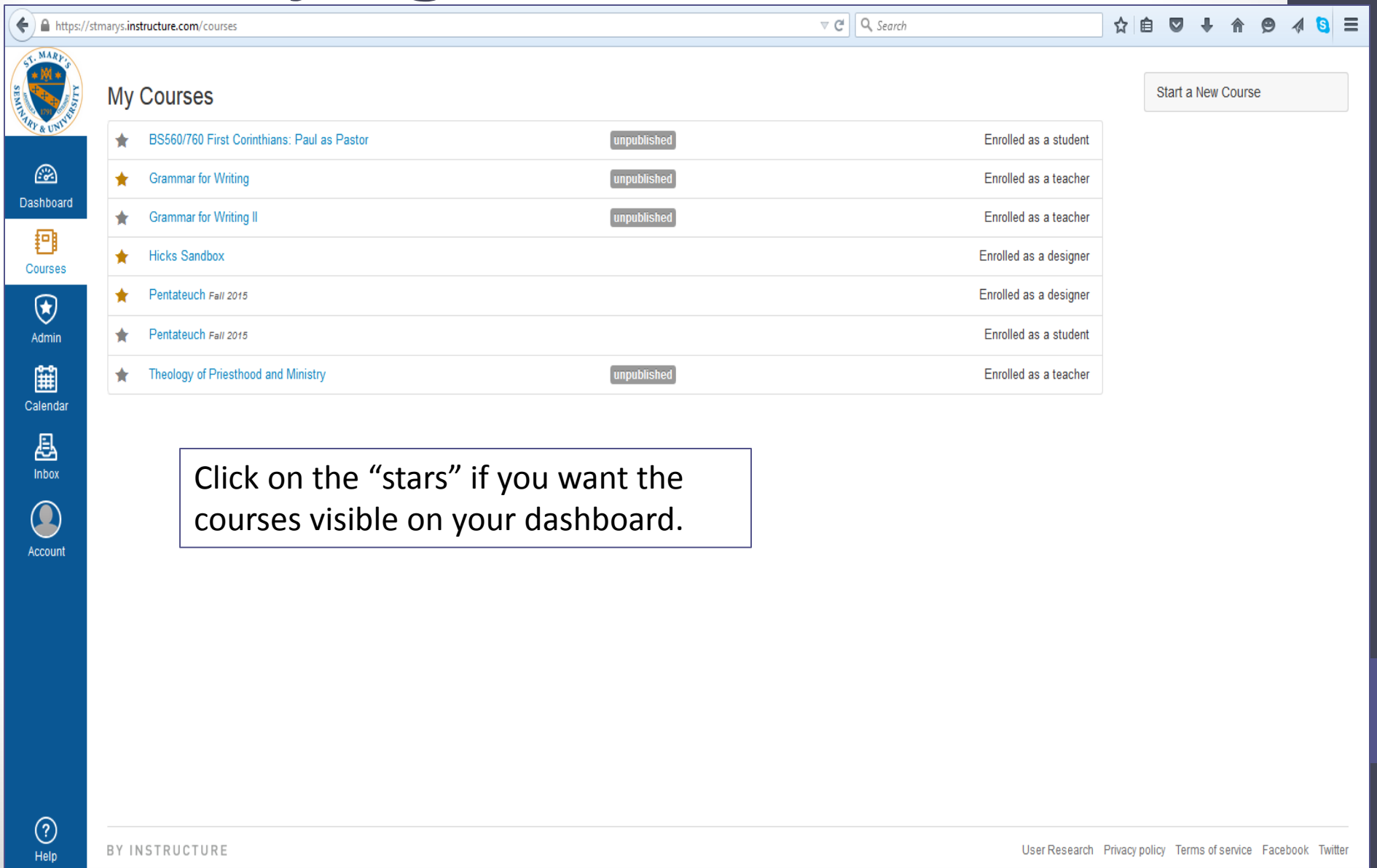
Help


Dashboard
Dashboard
Courses
Admin
Calendar
Inbox
Account
Help
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?

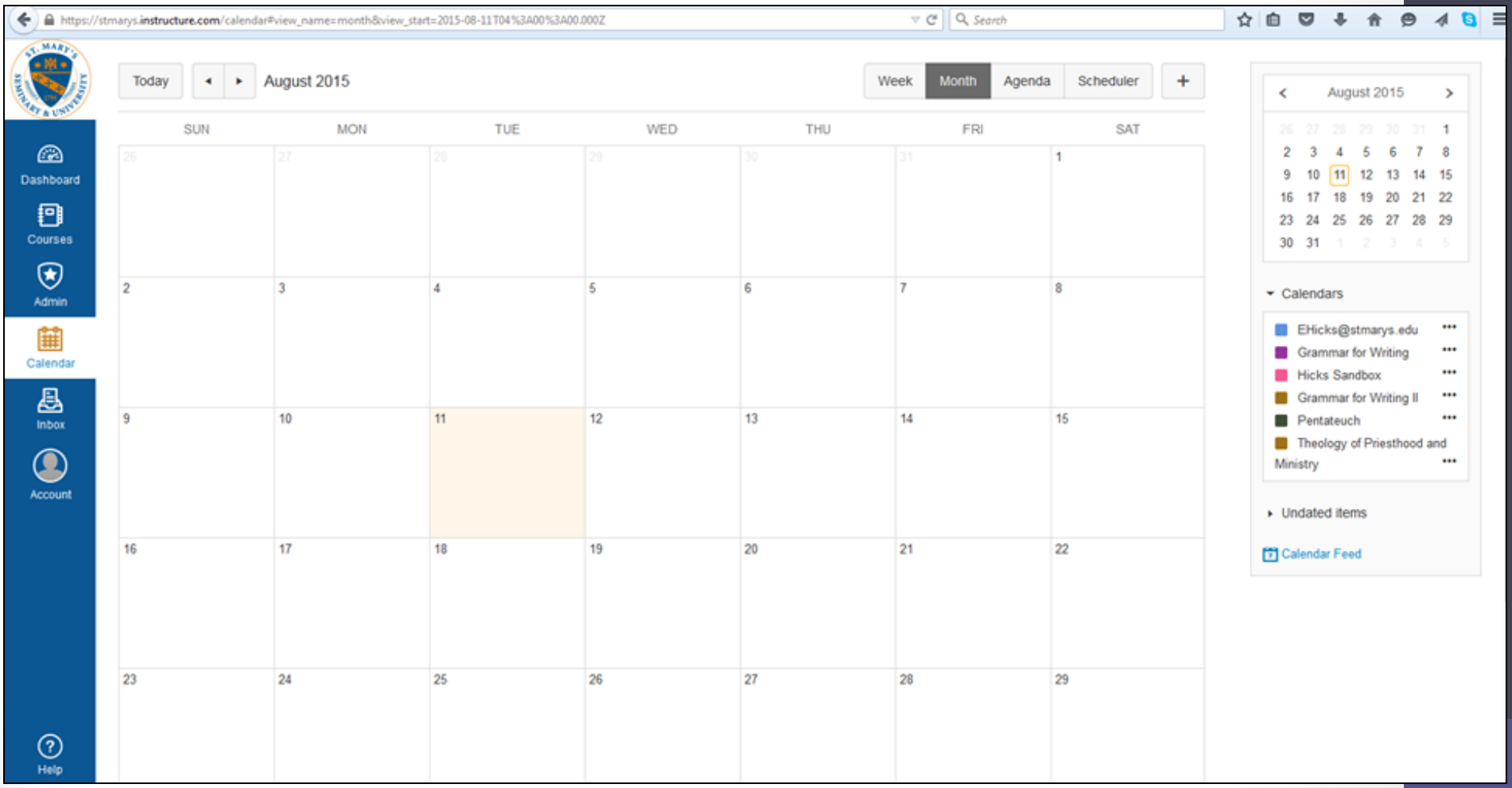
Course List


https://stmarys.instructure.com
Search
Courses
Grammar for Writing
Pentateuch
All Courses
To modify: click on "All Courses"
Dashboard
Courses
Admin
Calendar
Inbox
Account
Help
Coming Up
Nothing for the next week
Recent Feedback
Nothing for now
SHOW MORE
SHOW MORE
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

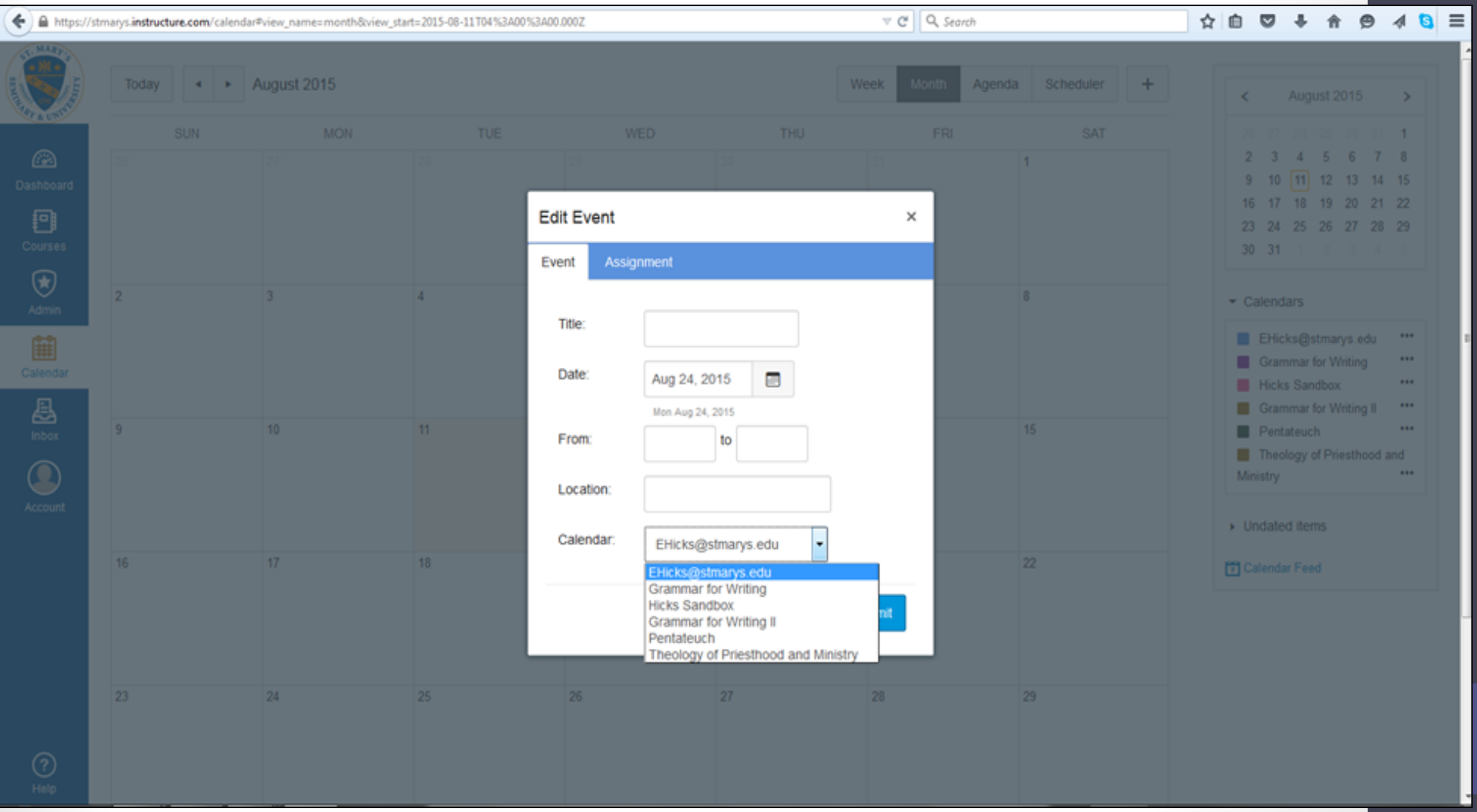
Modifying Course List



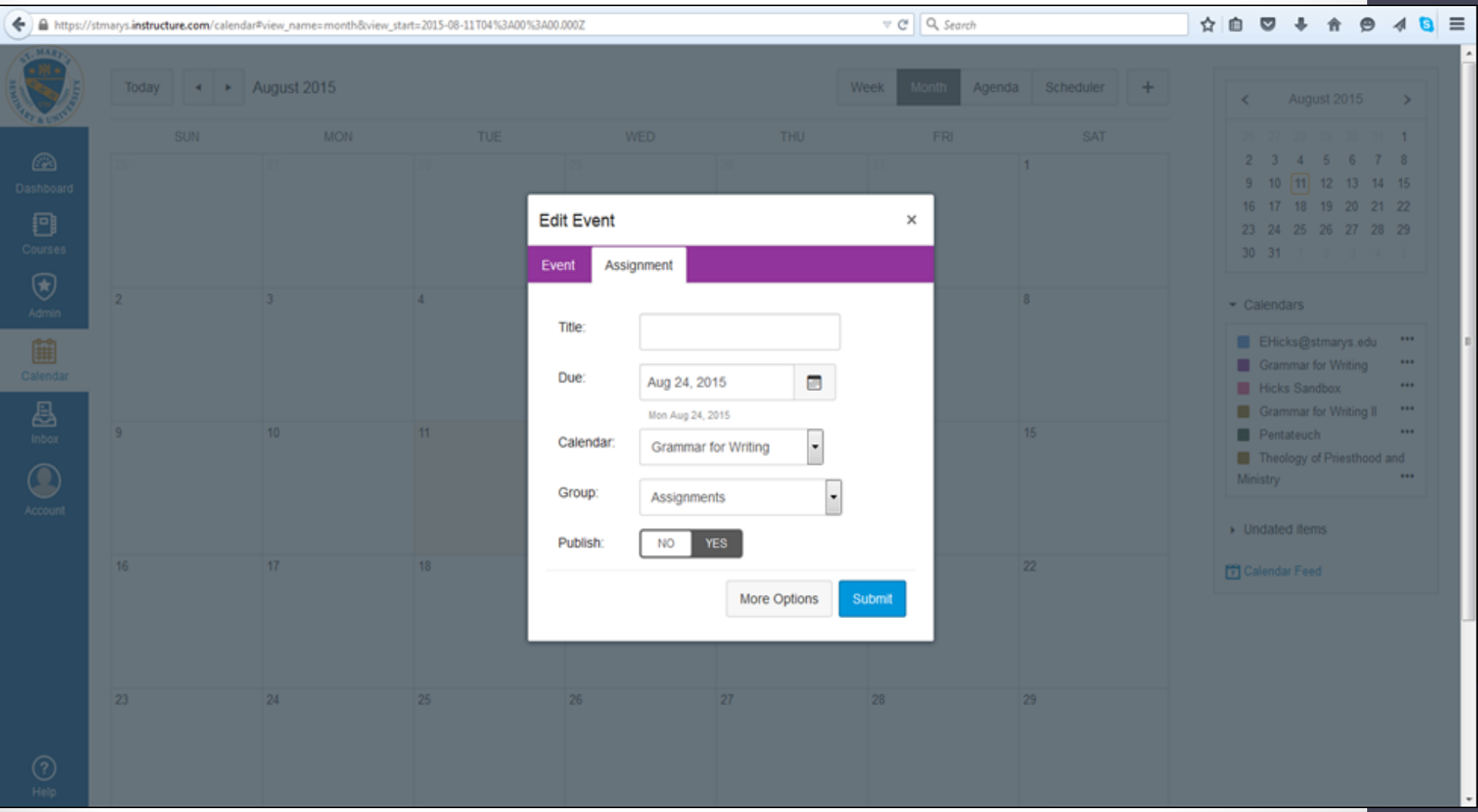
Calendar


https://stmarys.instructure.com/calendar#view_name=month&view_start=2015-08-11T04%3A00%3A00.000Z
Search
Today
August 2015
Week
Month
Agenda
Scheduler
SUN
MON
TUE
WED
THU
FRI
SAT
Dashboard
Courses
Admin
Calendar
Inbox
Account
Help
August 2015
Calendars
EHicks@stmarys.edu
Grammar for Writing
Hicks Sandbox
Grammar for Writing II
Pentateuch
Theology of Priesthood and Ministry
Undated items
Calendar Feed

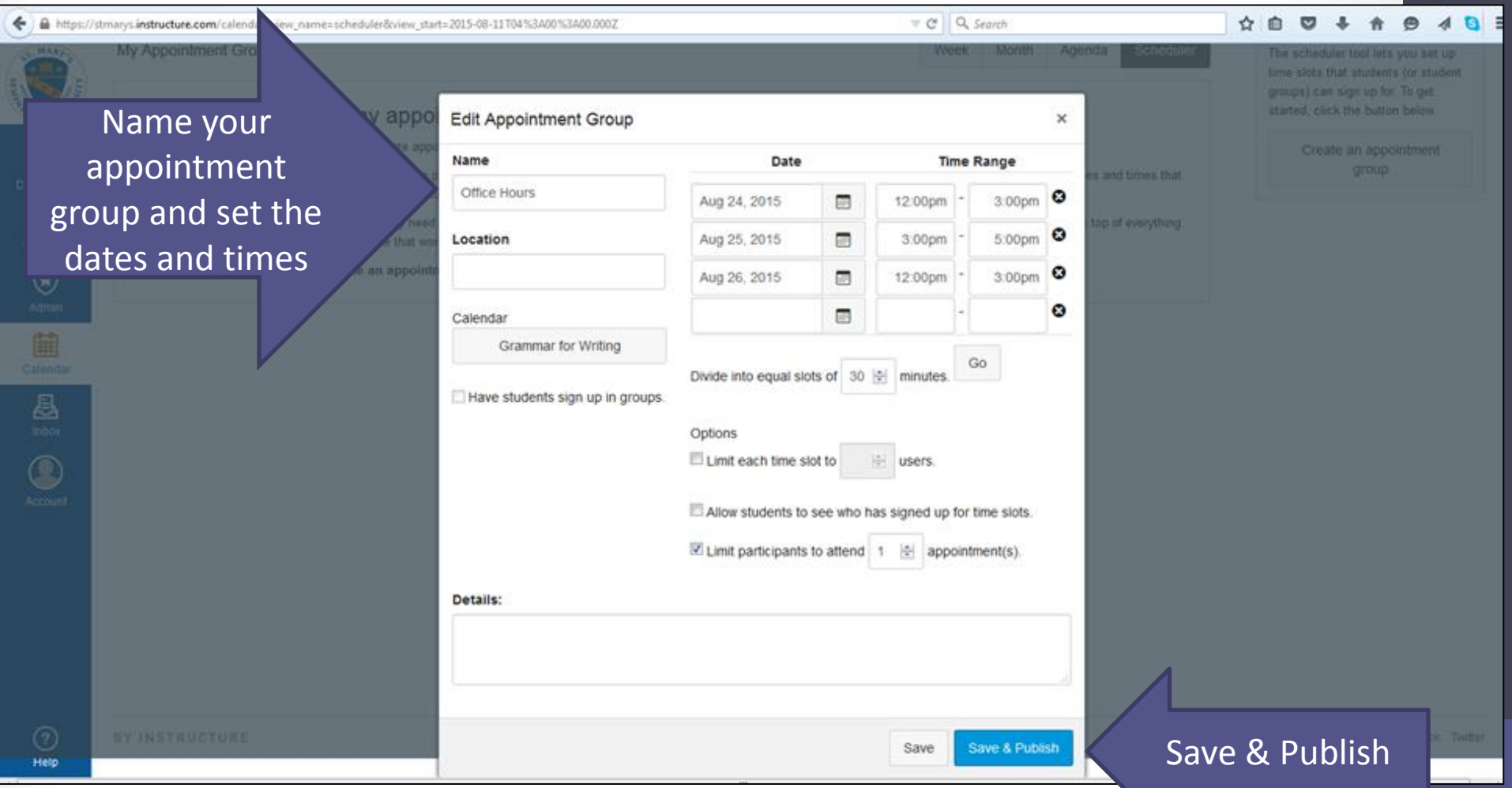
Adding an event to the calendar



Adding an assignment to the calendar

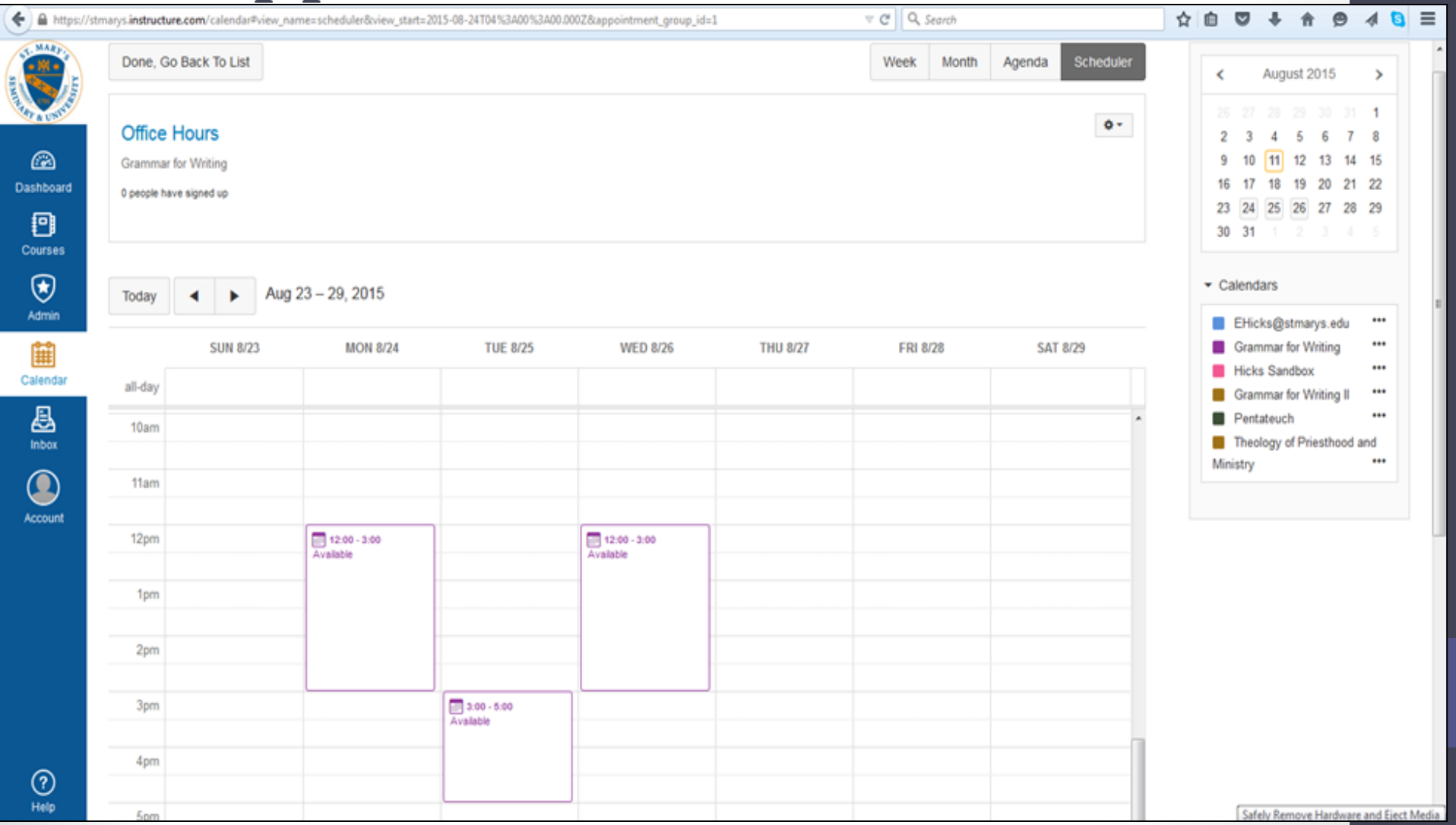


The Scheduler

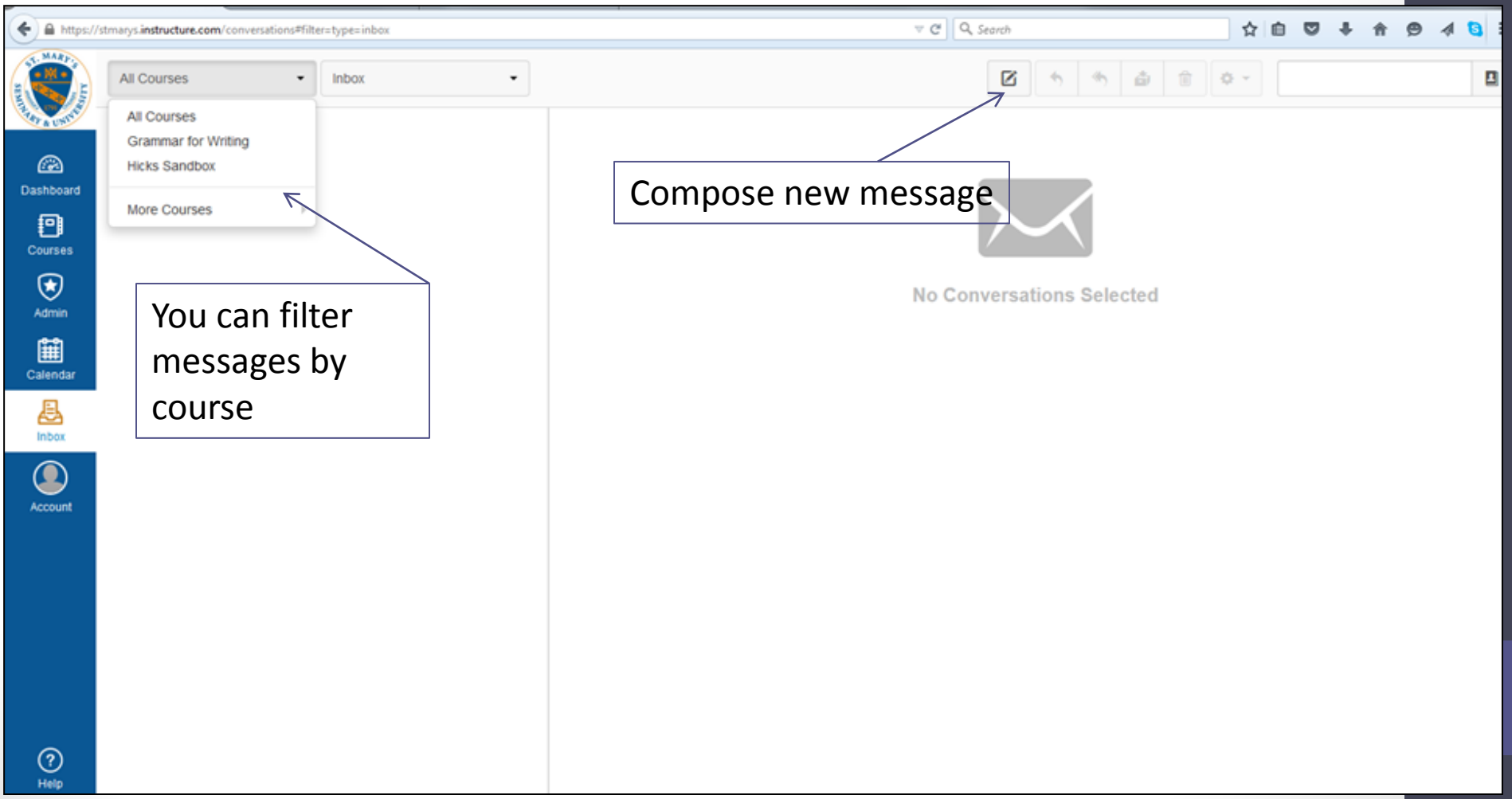


Create time slots for students to sign up for office hours or other types of appointments.

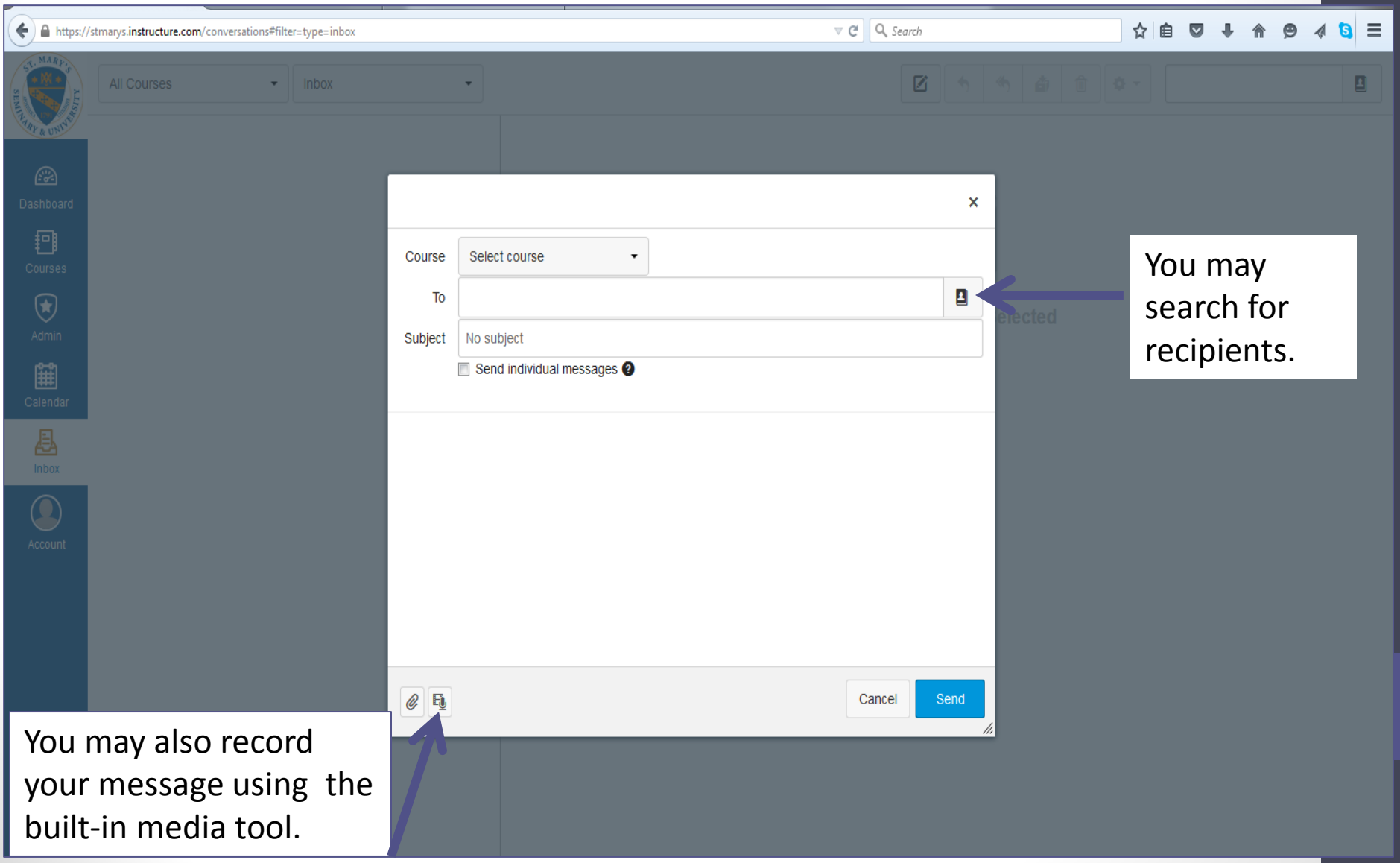
Students are now able to sign up for appointments



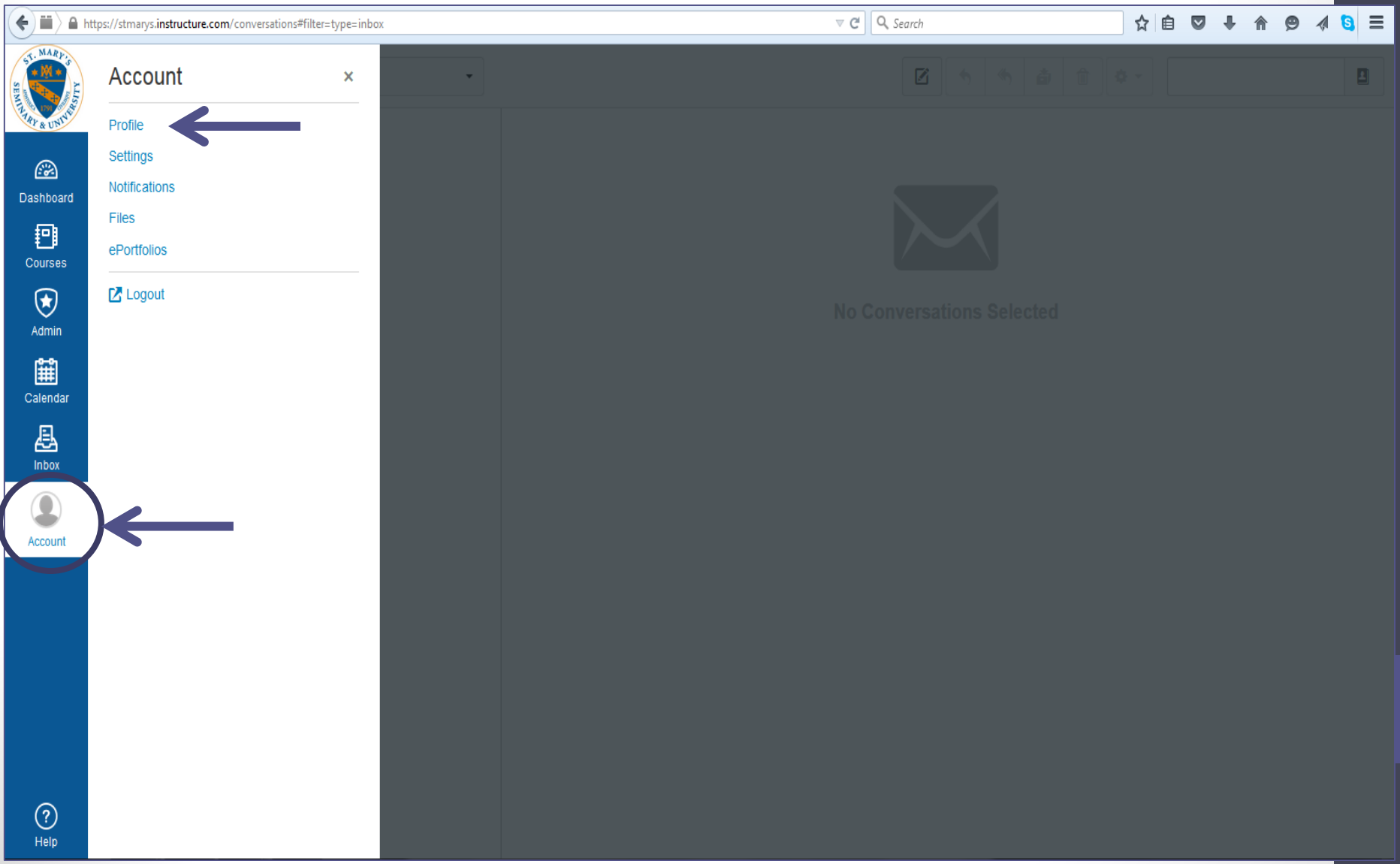
Messaging


All Courses
Inbox
All Courses
Grammar for Writing
Hicks Sandbox
More Courses
Dashboard
Courses
Admin
Calendar
Inbox
Account
Help
Compose new message
No Conversations Selected
You can filter messages by course

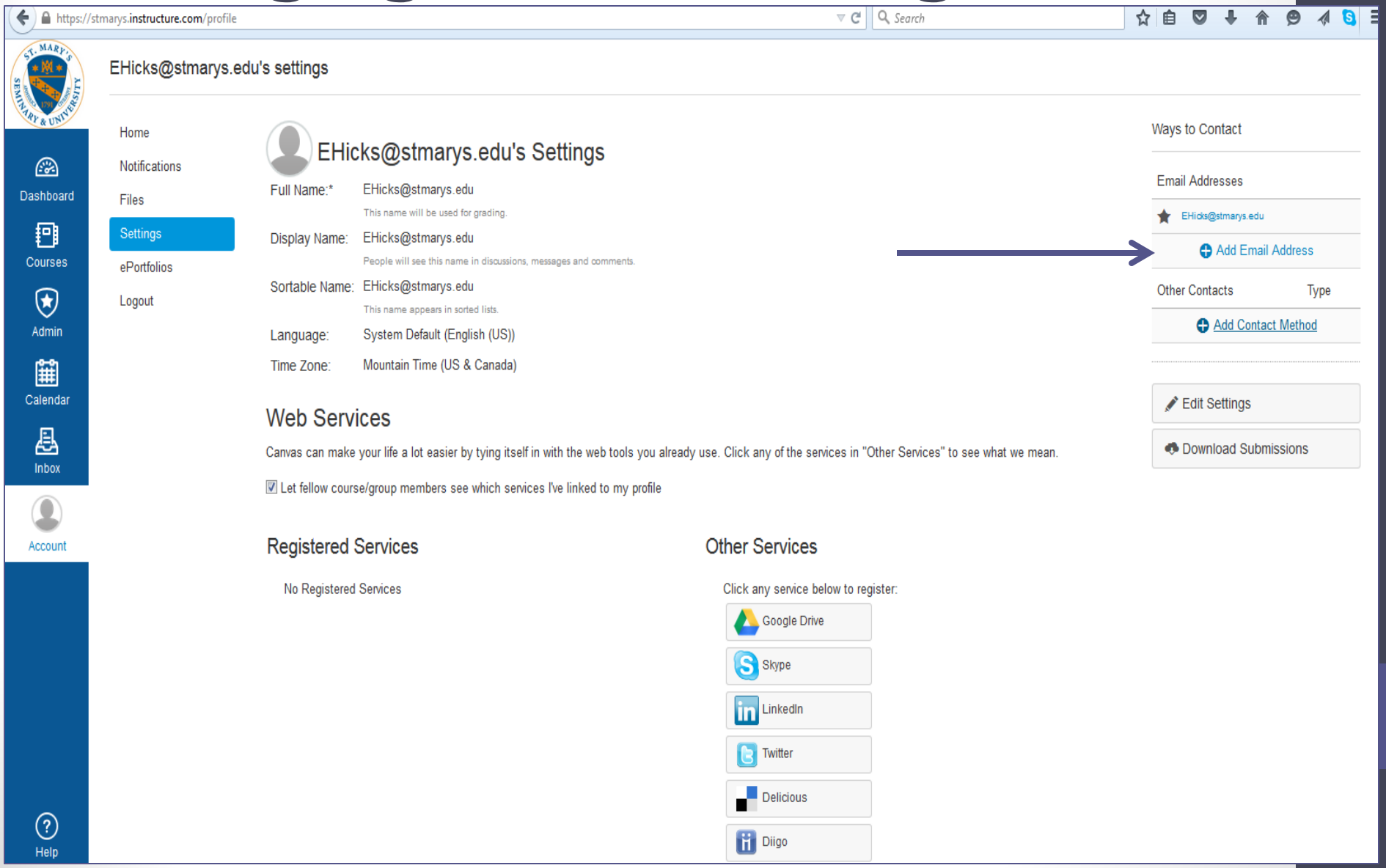
Messaging


https://stmarys.instructure.com/conversations#filter=type=inbox
Search
All Courses
Inbox
Dashboard
Courses
Admin
Calendar
Inbox
Account
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.

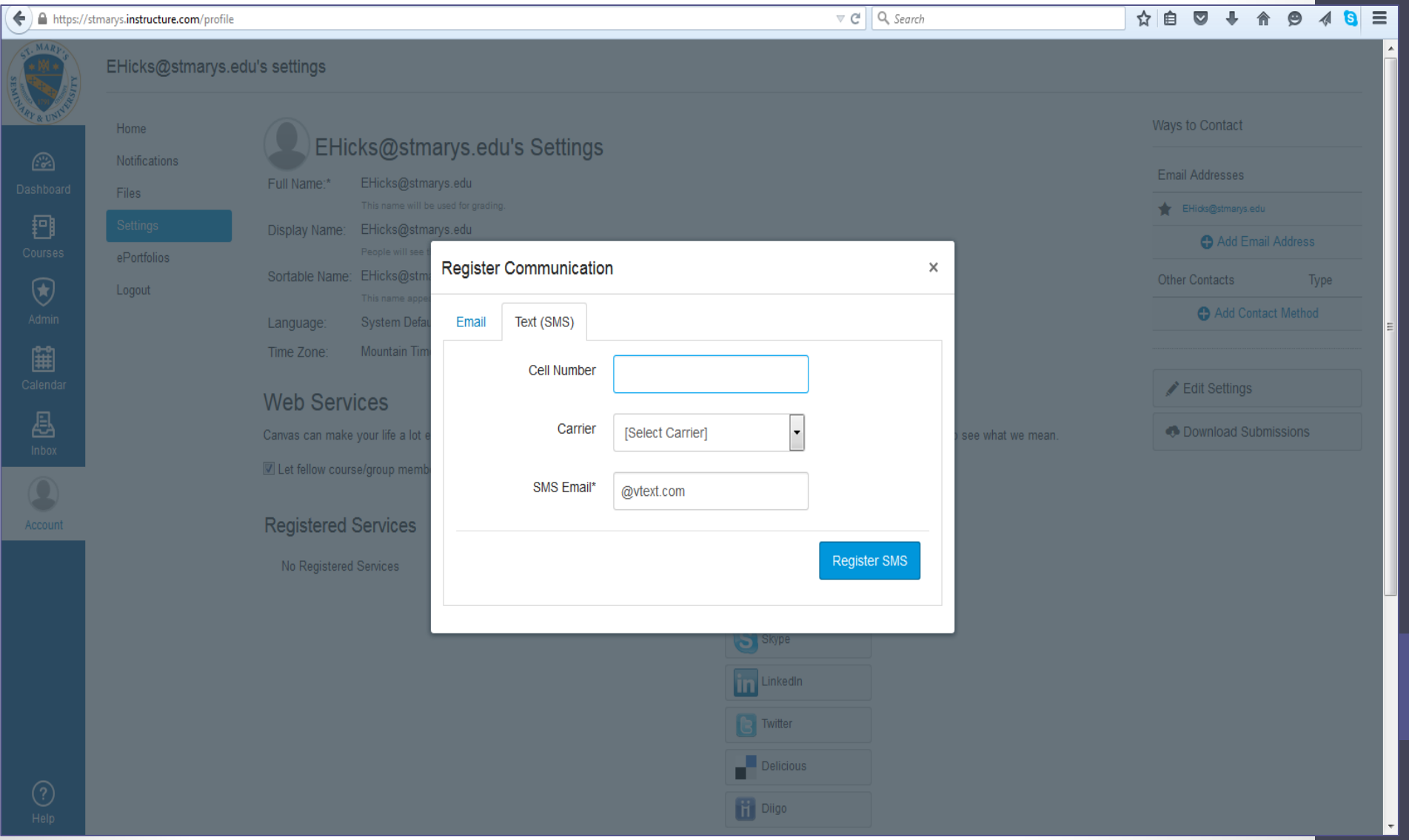
Profile Settings



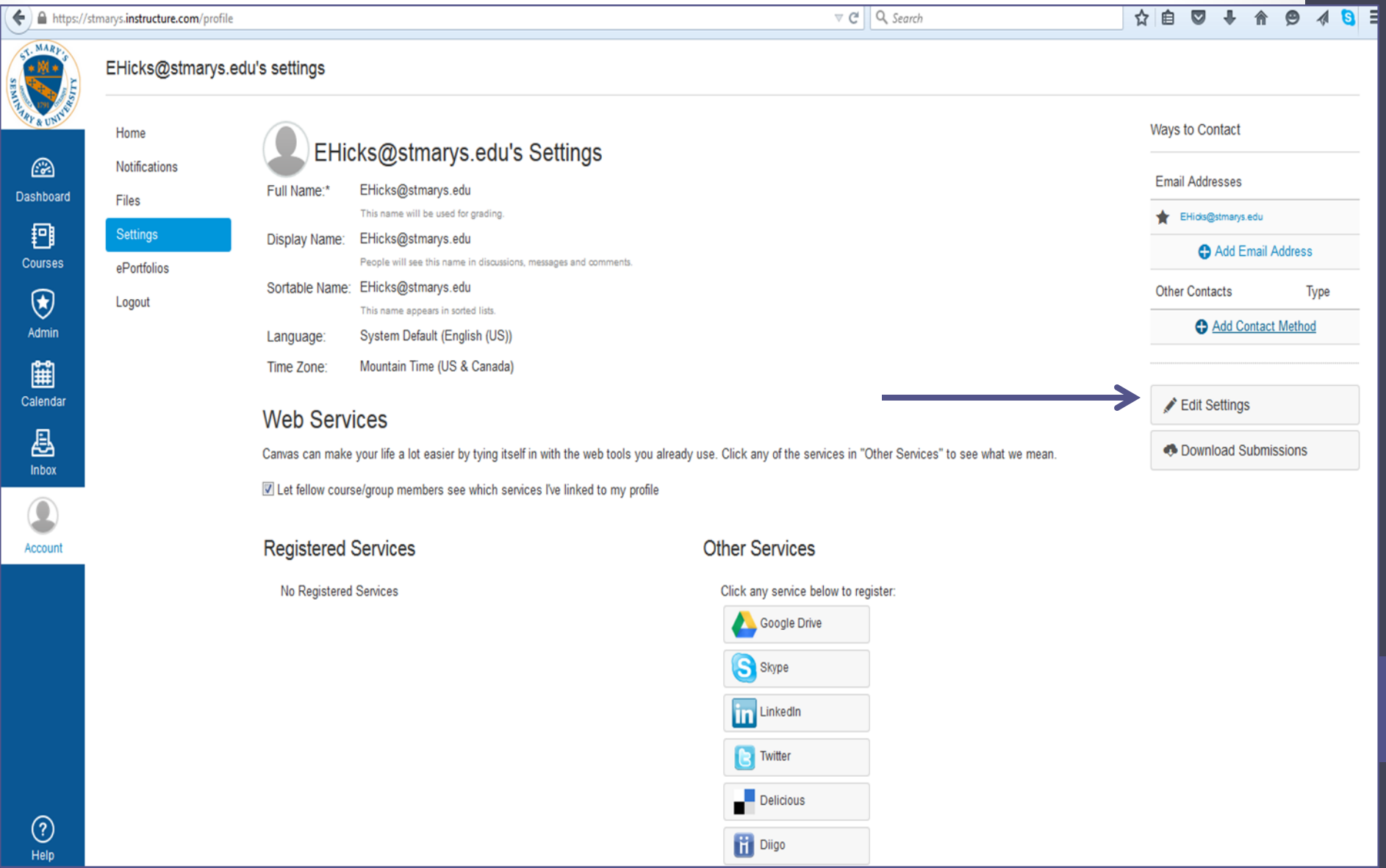
Changing Profile Settings



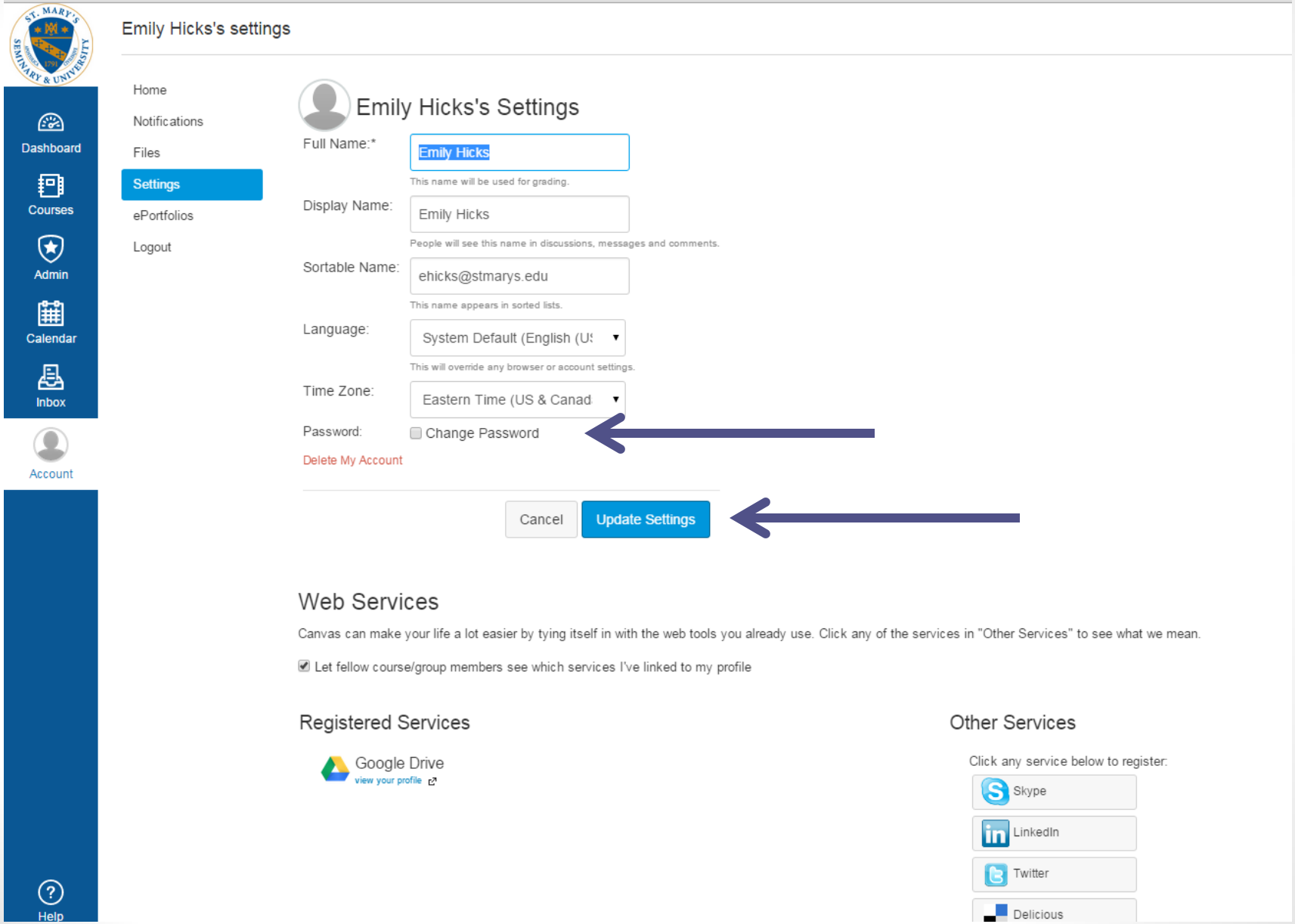
Adding a cell number or email address



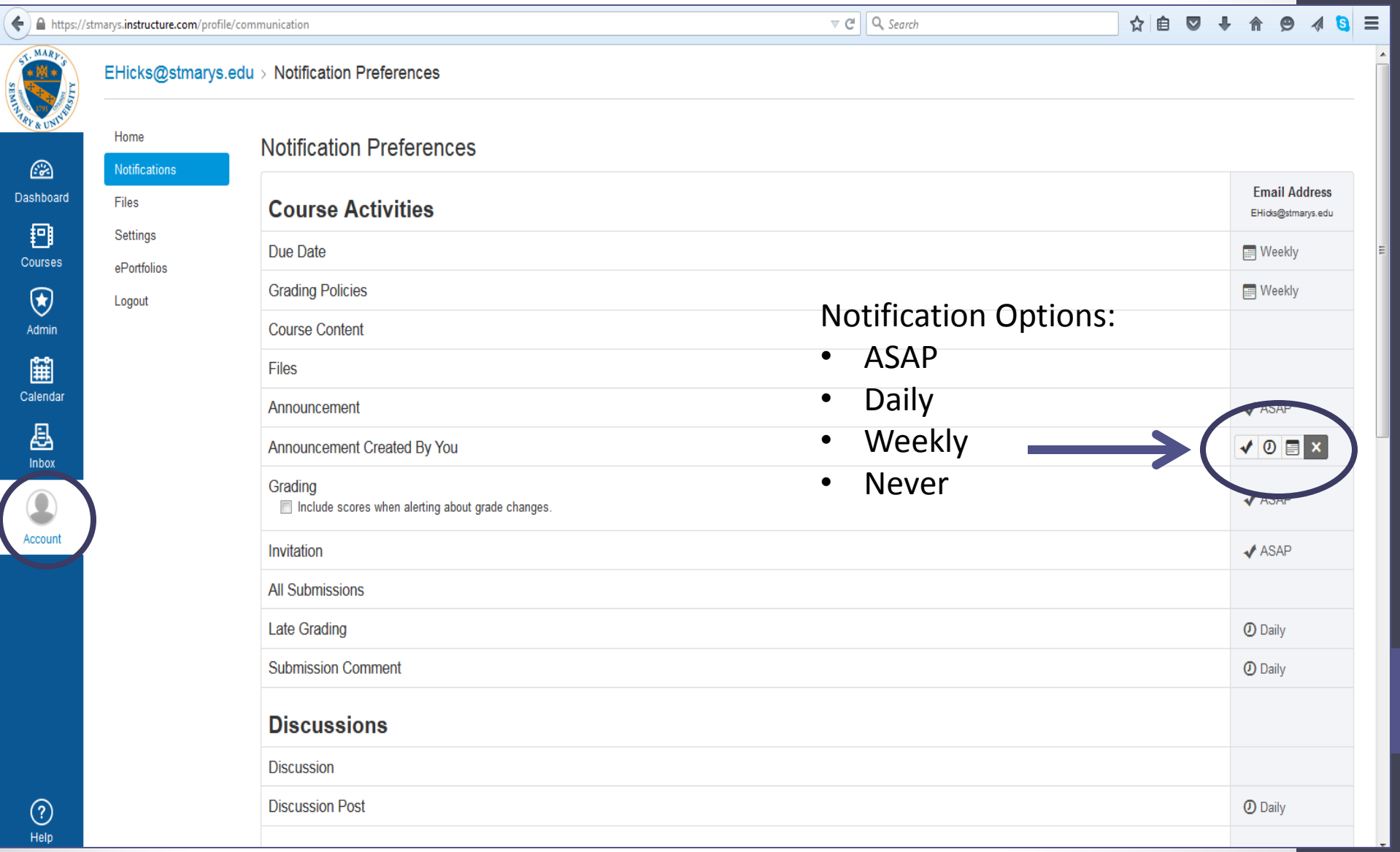
Edit Settings



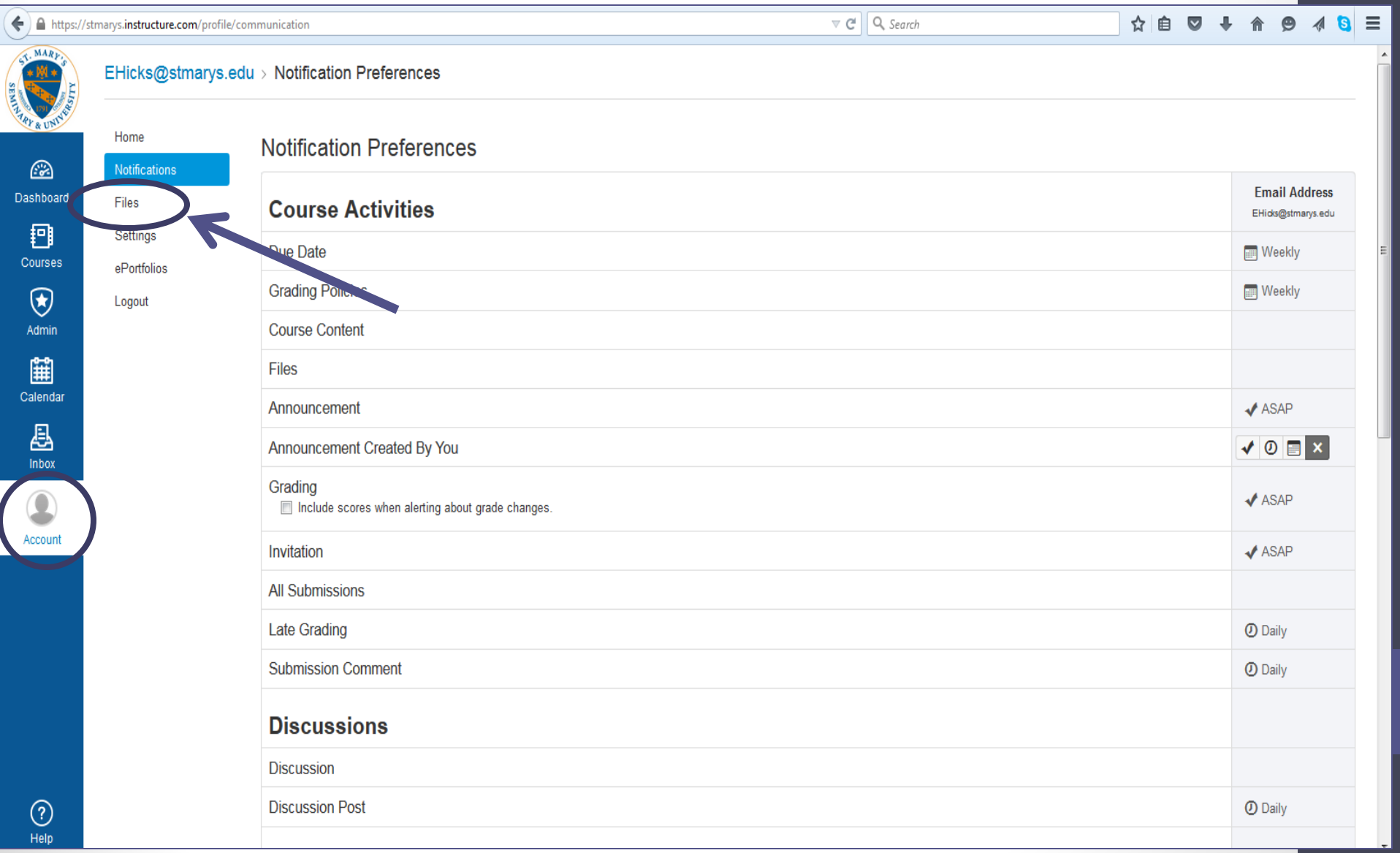
Edit Settings



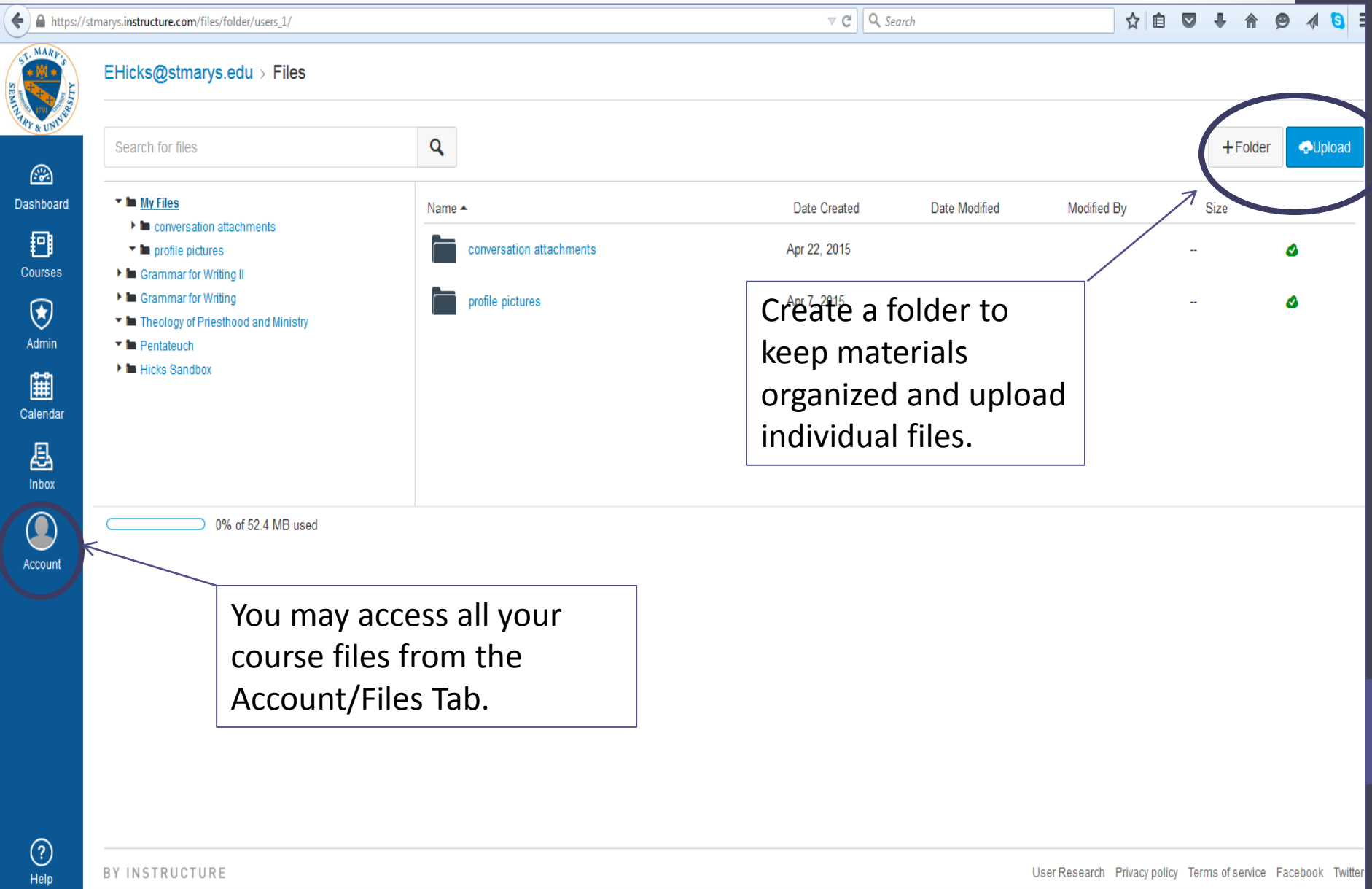
Setting Notification Preferences



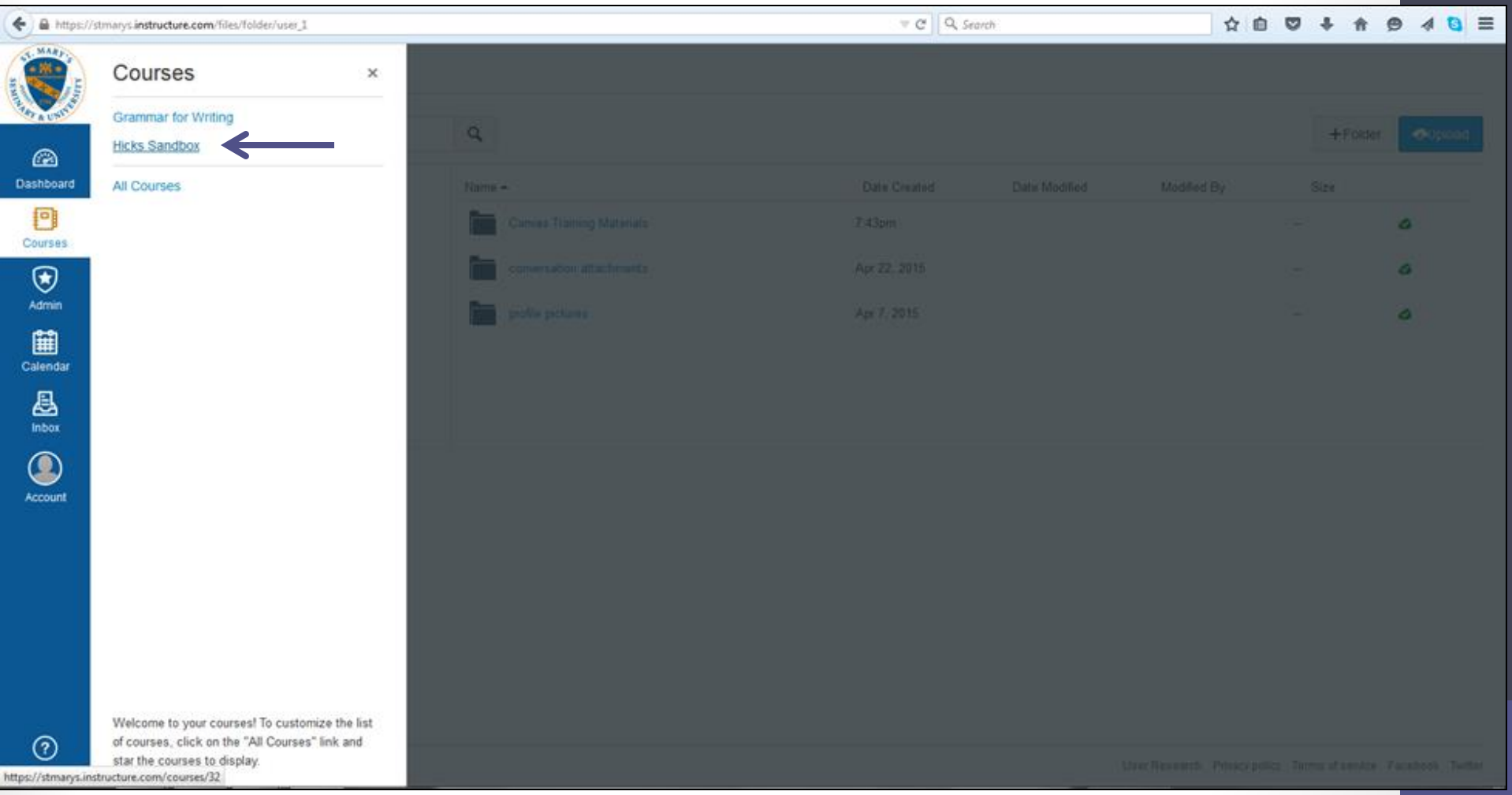
Now let's go to "Files"



Files

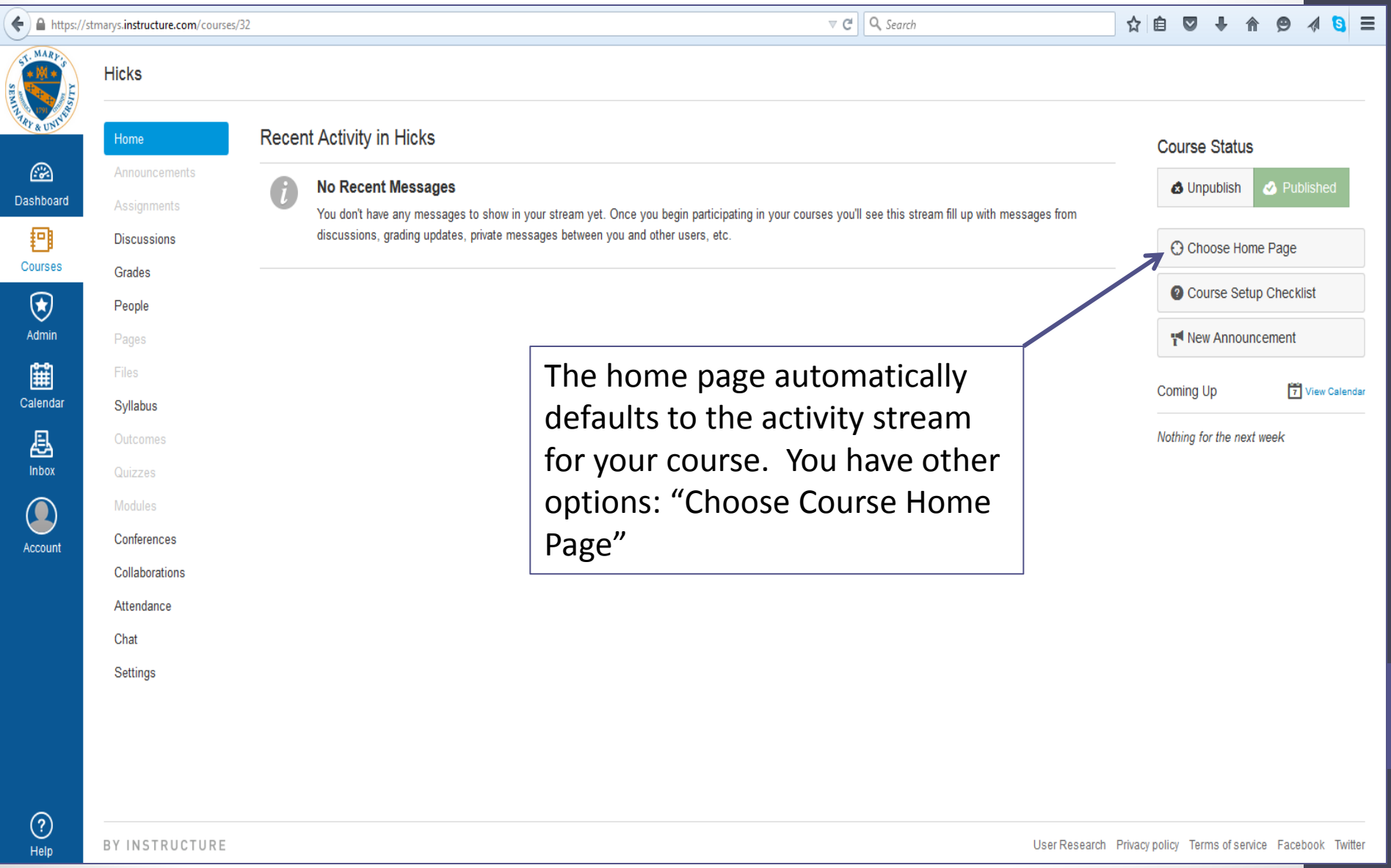

https://stmarys.instructure.com/files/folder/users_1/
Search
EHicks@stmarys.edu › Files
Search for files
+Folder
Upload
Dashboard
Courses
Admin
Calendar
Inbox
Account
Help
My Files
conversation attachments
profile pictures
Grammar for Writing II
Grammar for Writing
Theology of Priesthood and Ministry
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
Create a folder to keep materials organized and upload individual files.
You may access all your course files from the Account/Files Tab.
BY INSTRUCTURE
User Research
Privacy policy
Terms of service
Facebook
Twitter

Your Sandbox/ Your Course



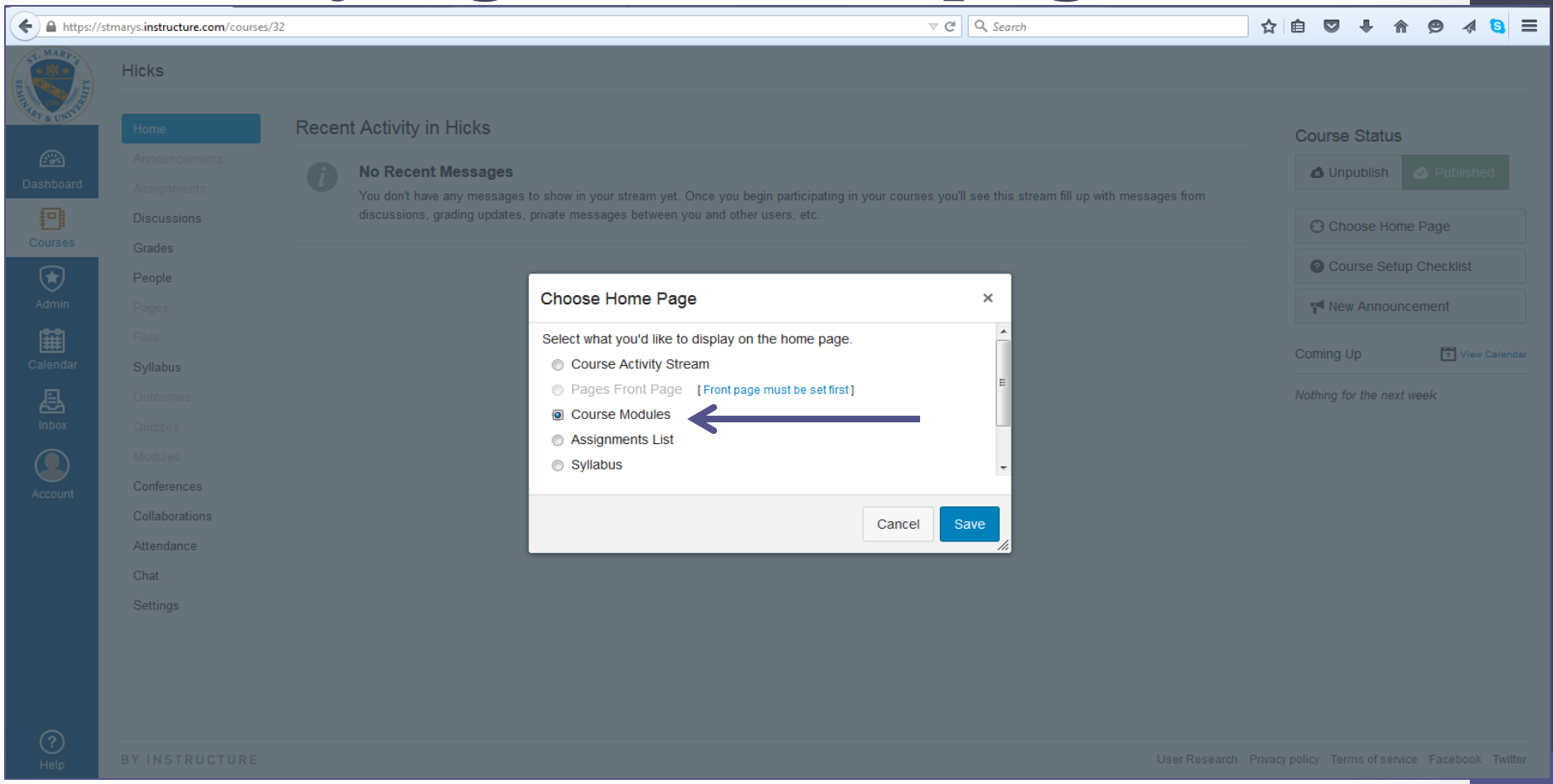
Click on the name of your sandbox/course.

Home



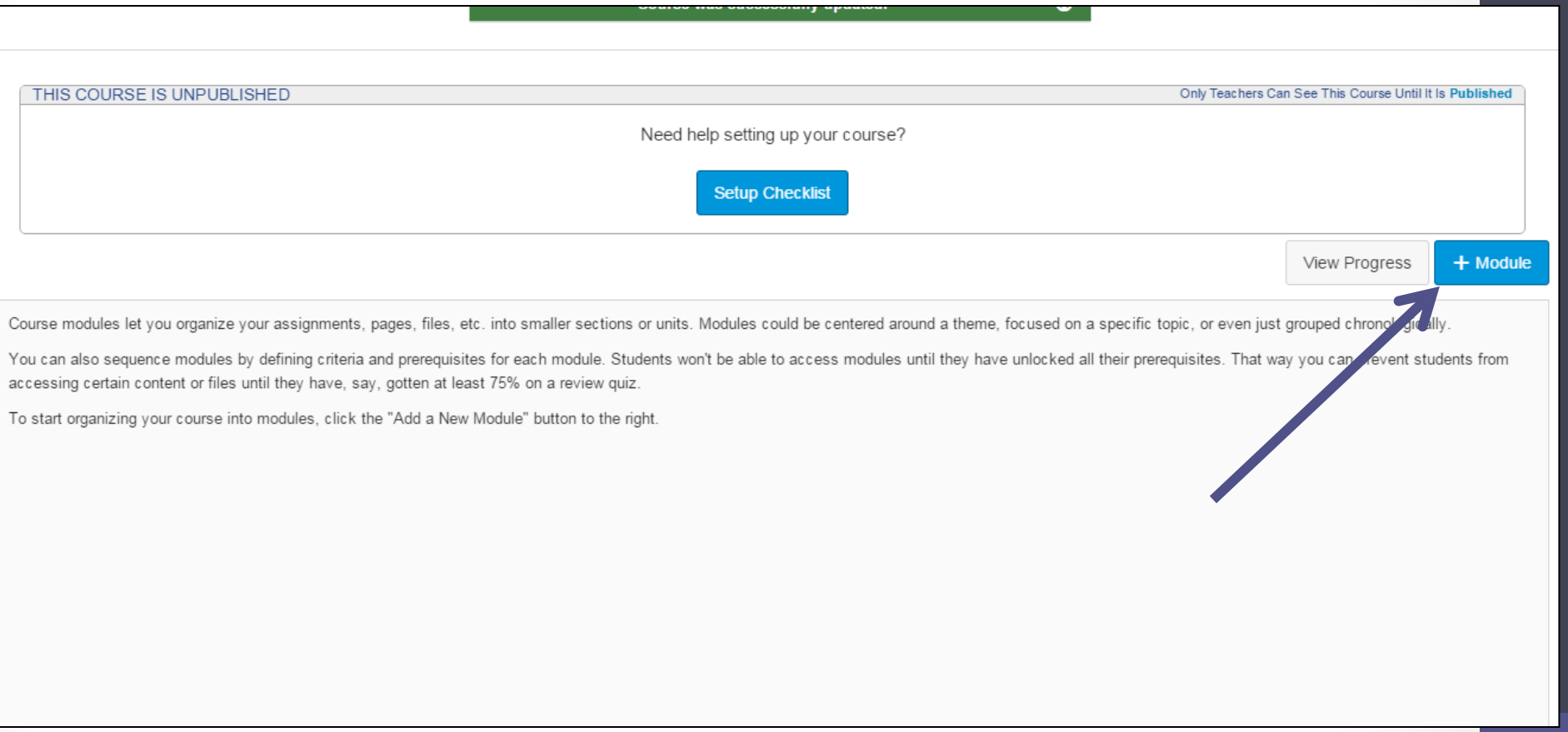
The home page automatically defaults to the activity stream for your course. You have other options: “Choose Course Home Page”

Modifying the home page

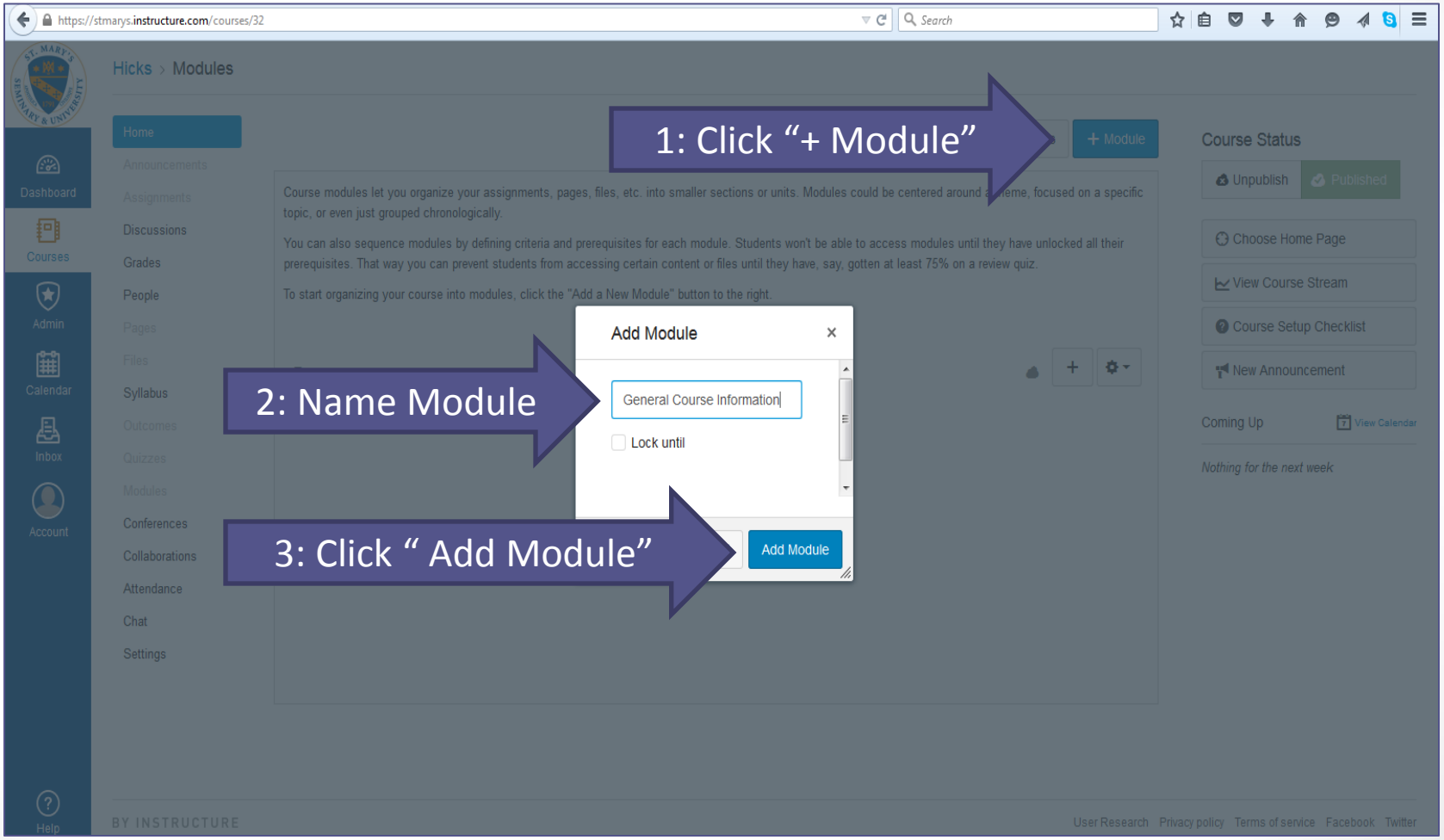


I always choose “Course Modules” so students can see the content when they first enter the course.

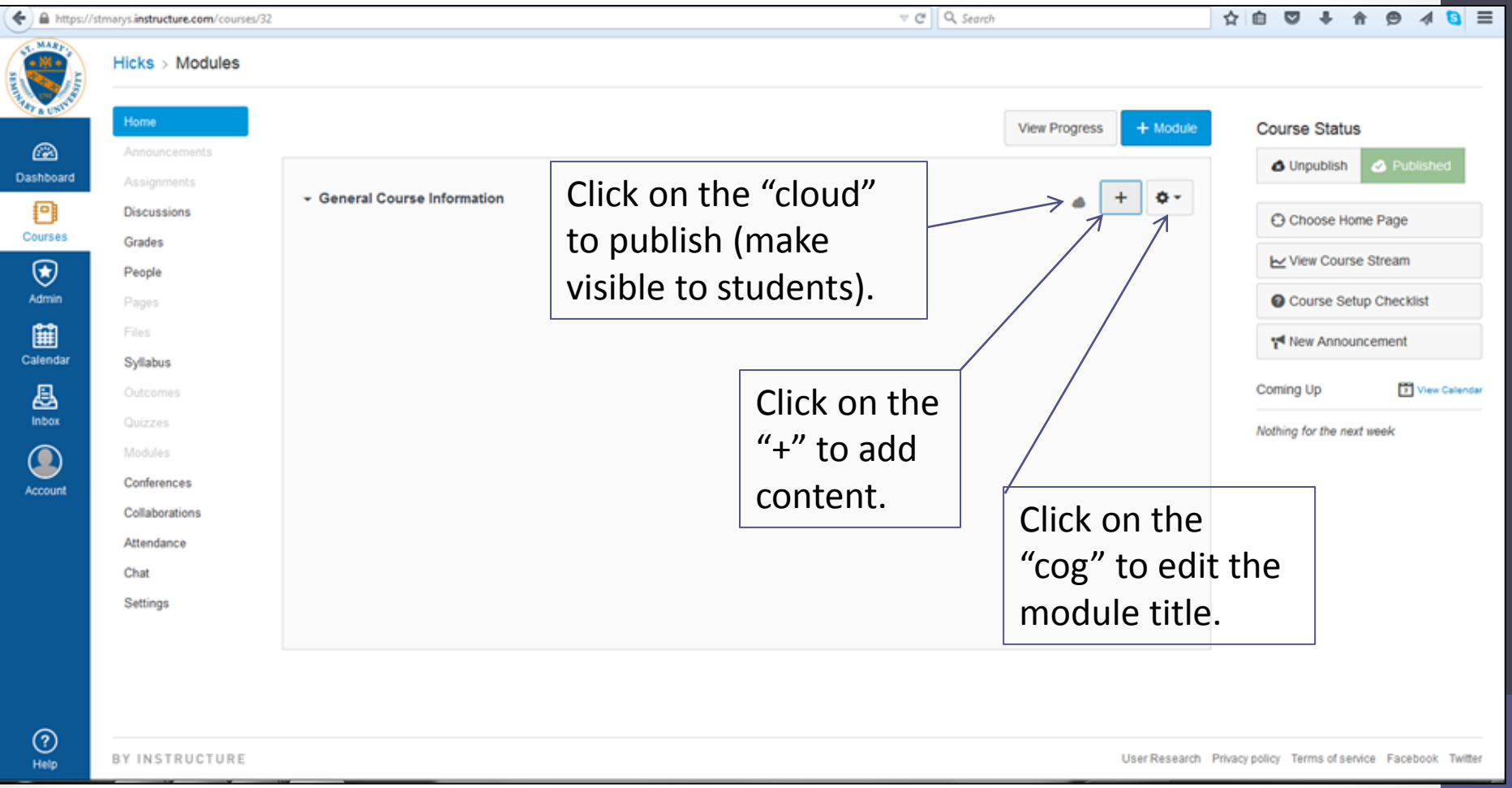
Adding a Module



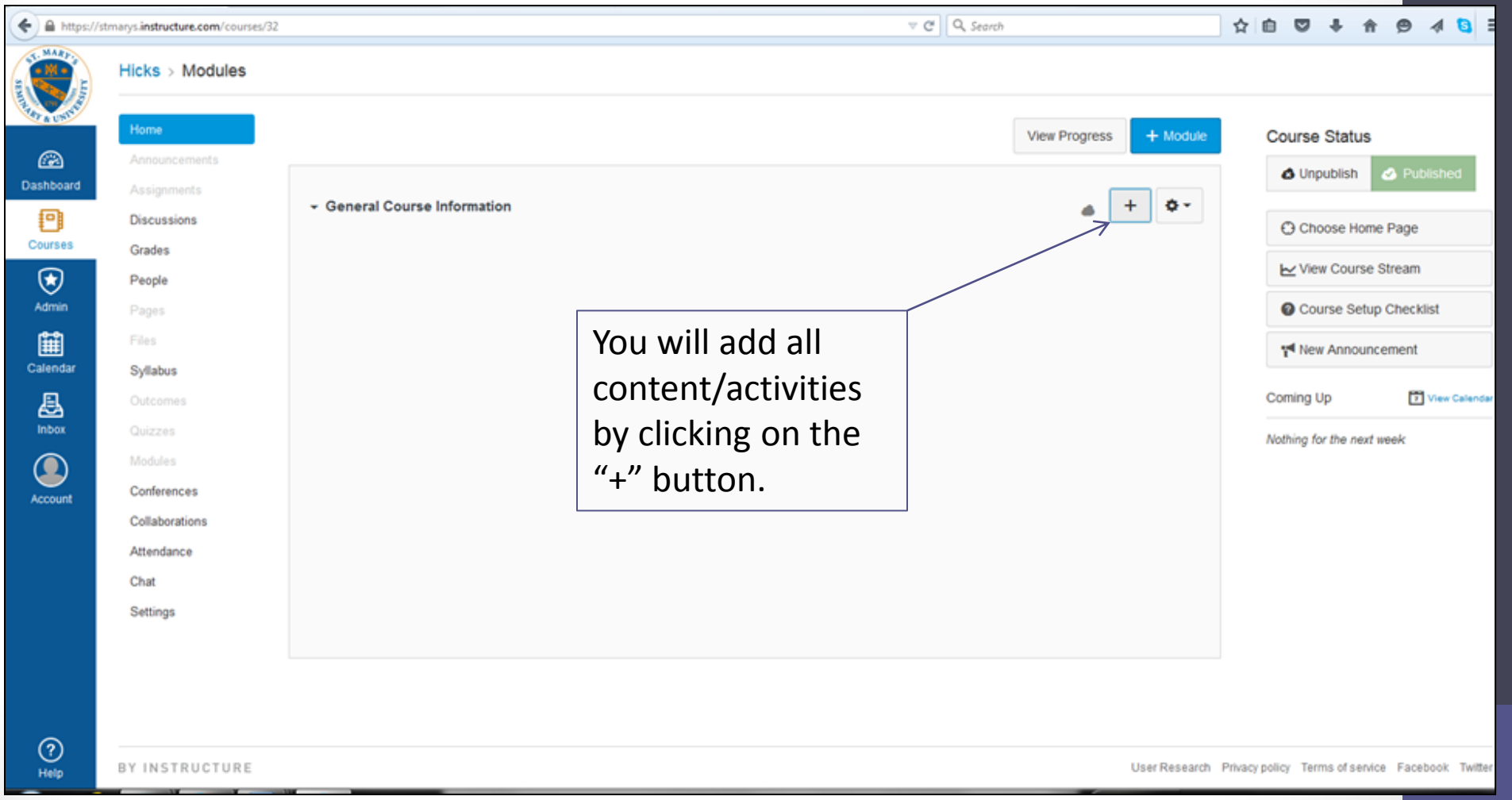
Now you…Add a Module



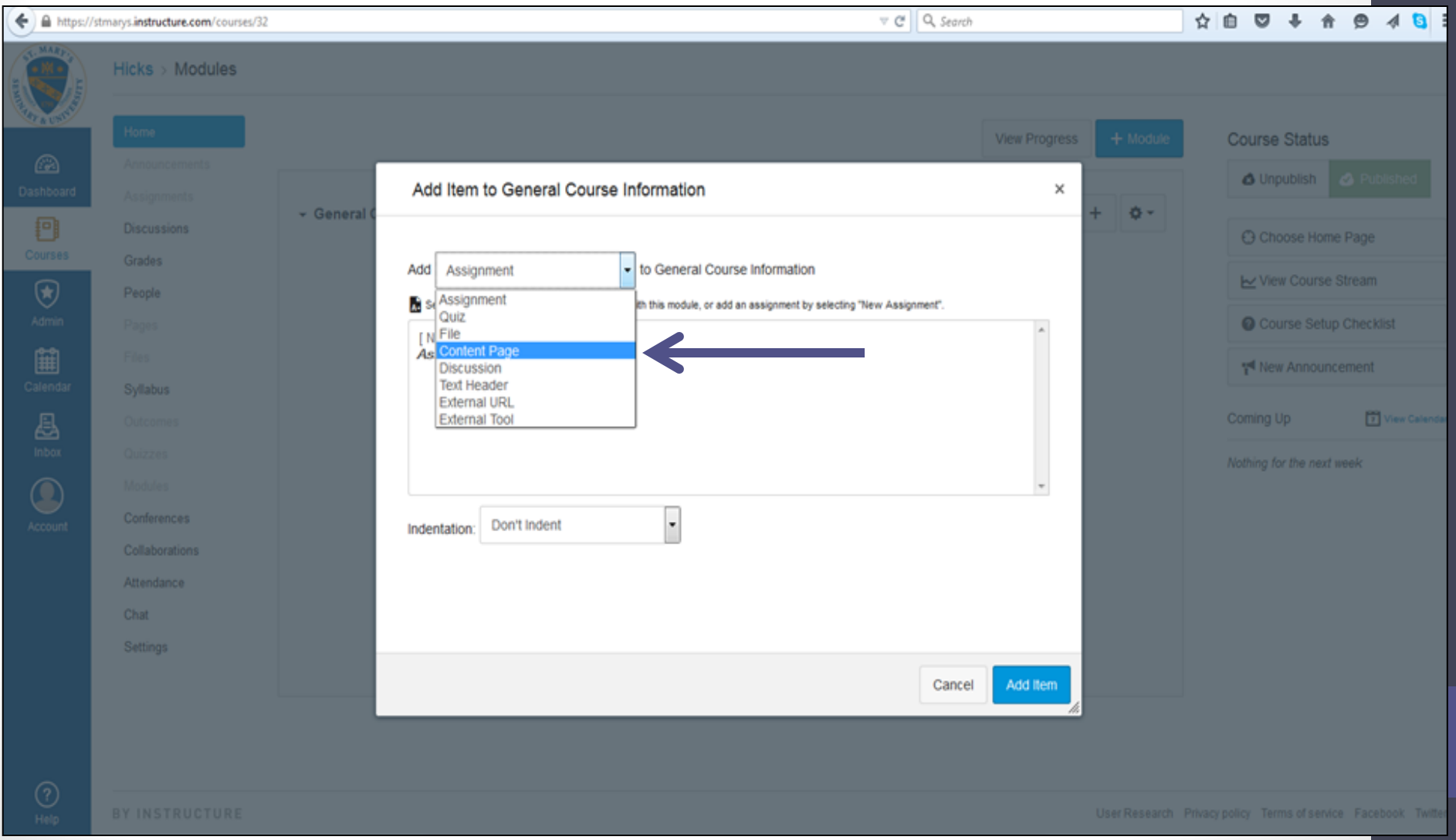
Module Settings



Adding Content

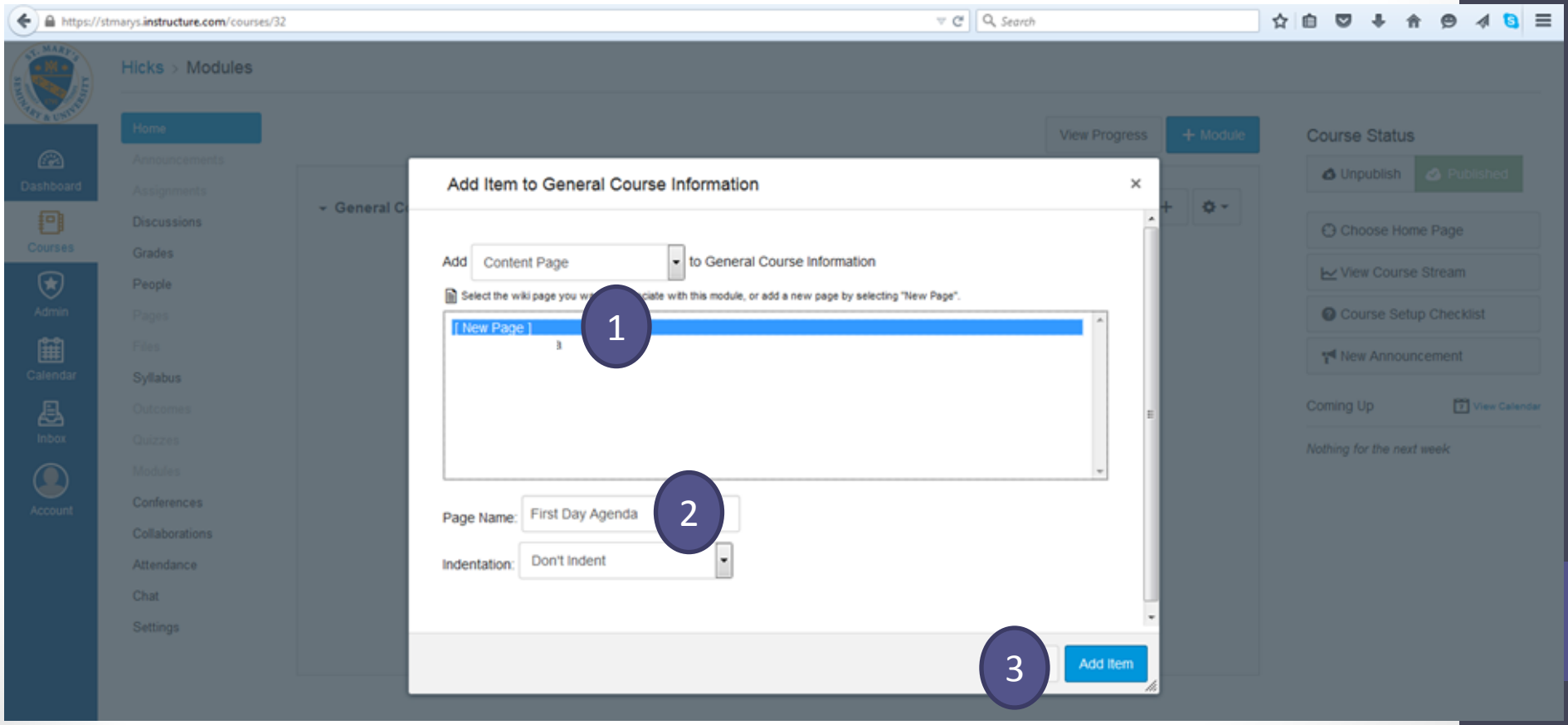


Add Content Page



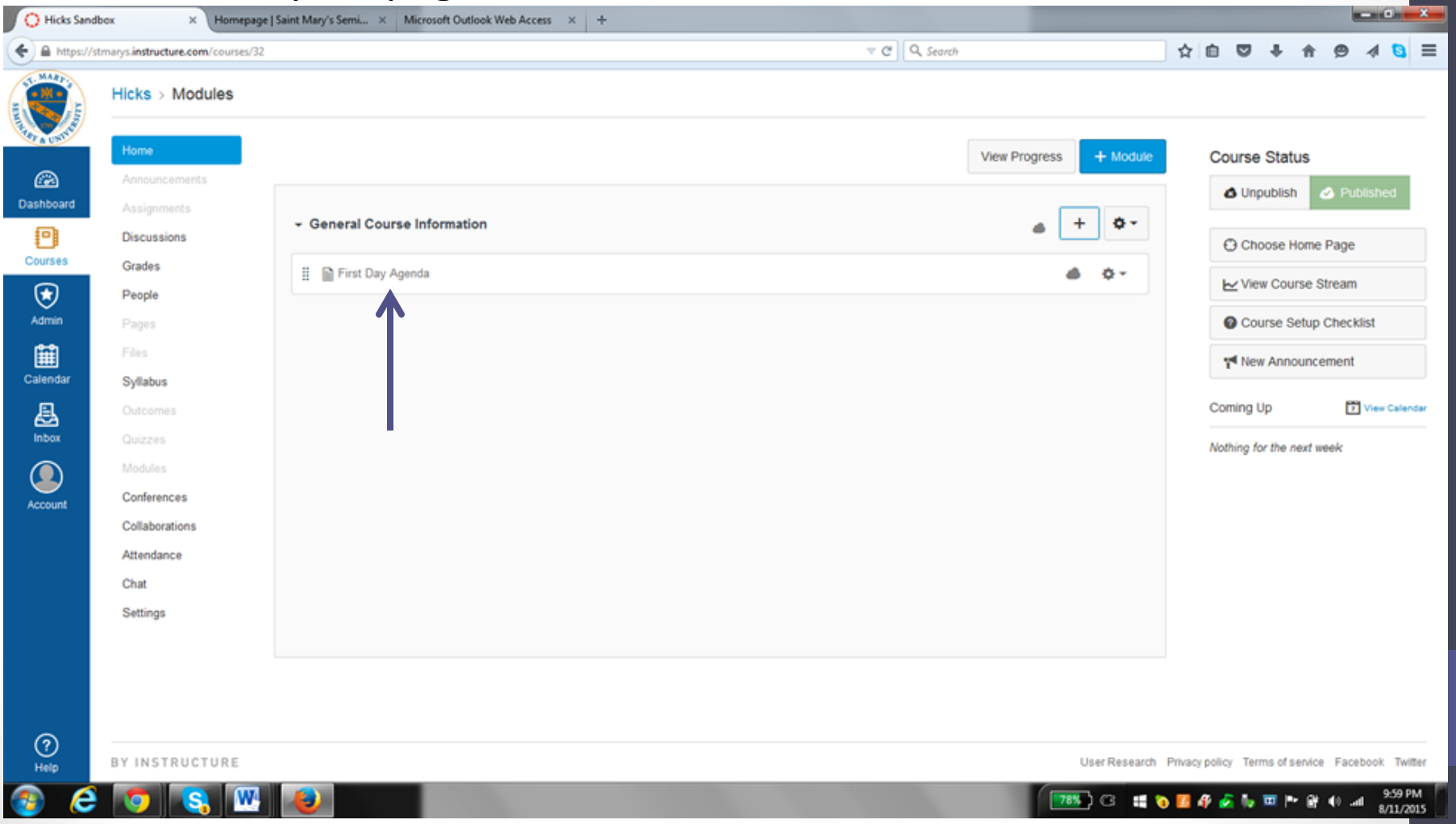
Add Content Page

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



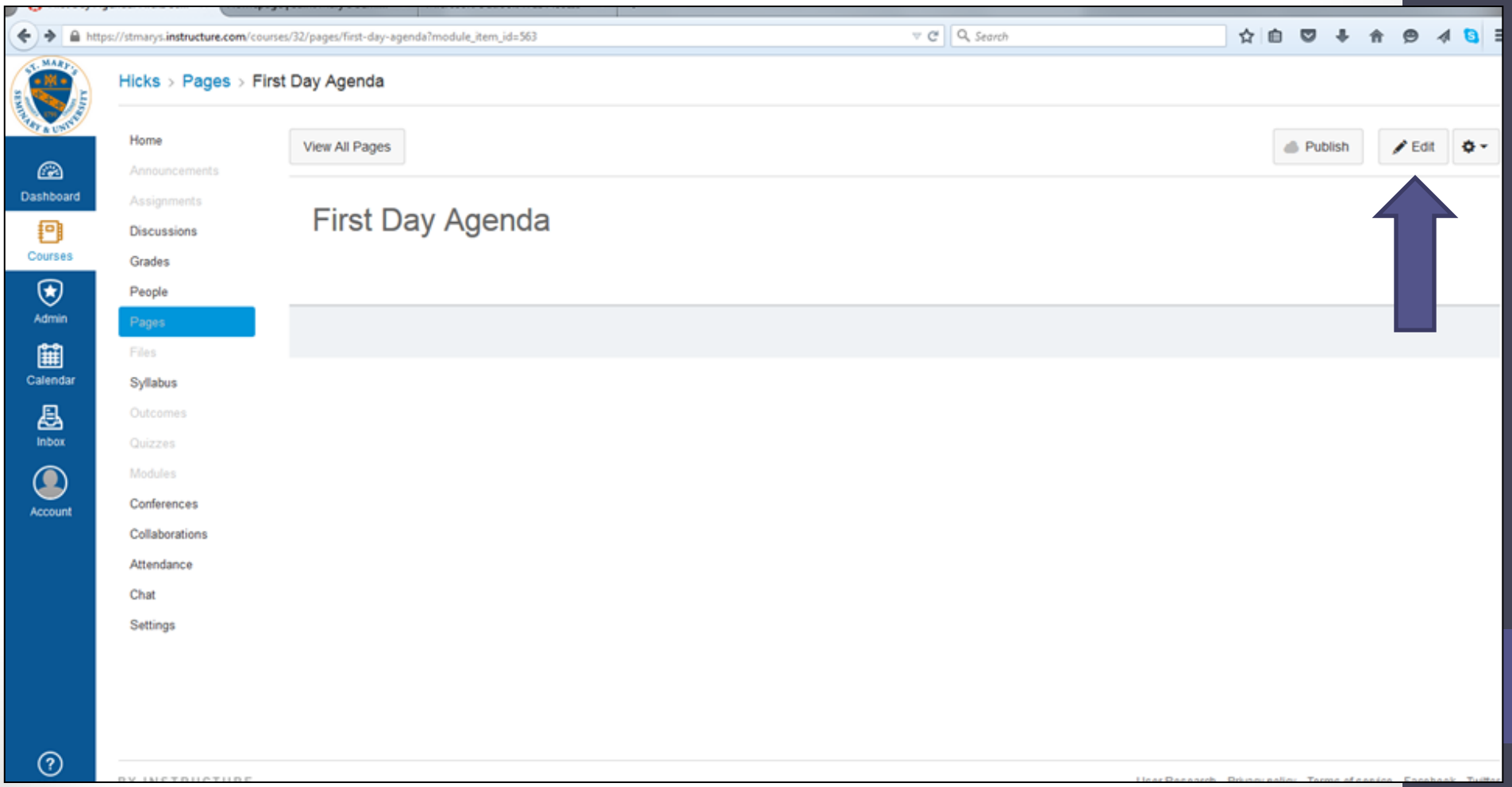
Editing your page.

- Click on your page.

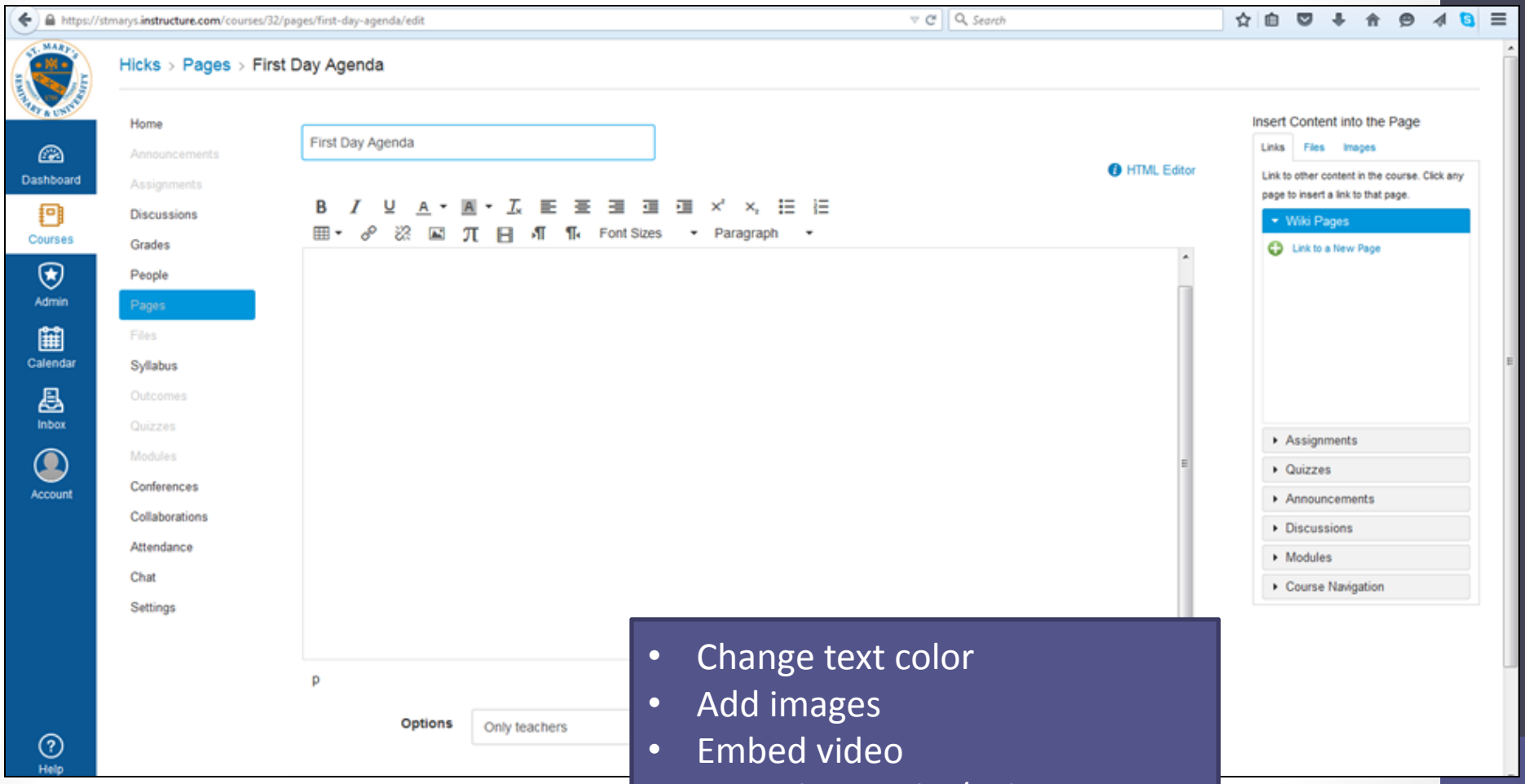


Editing your page

- Click on “Edit”



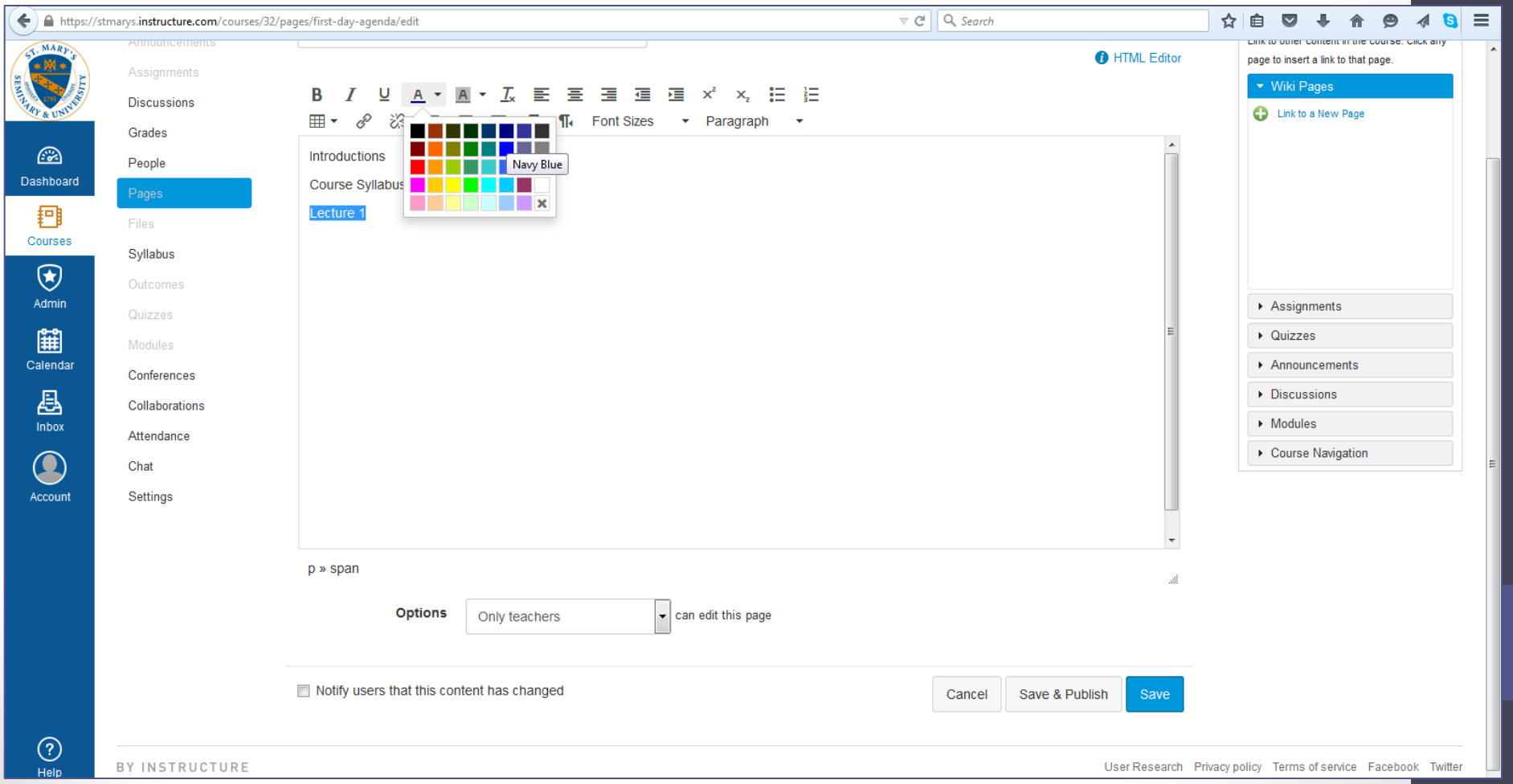
Content-Rich Editor



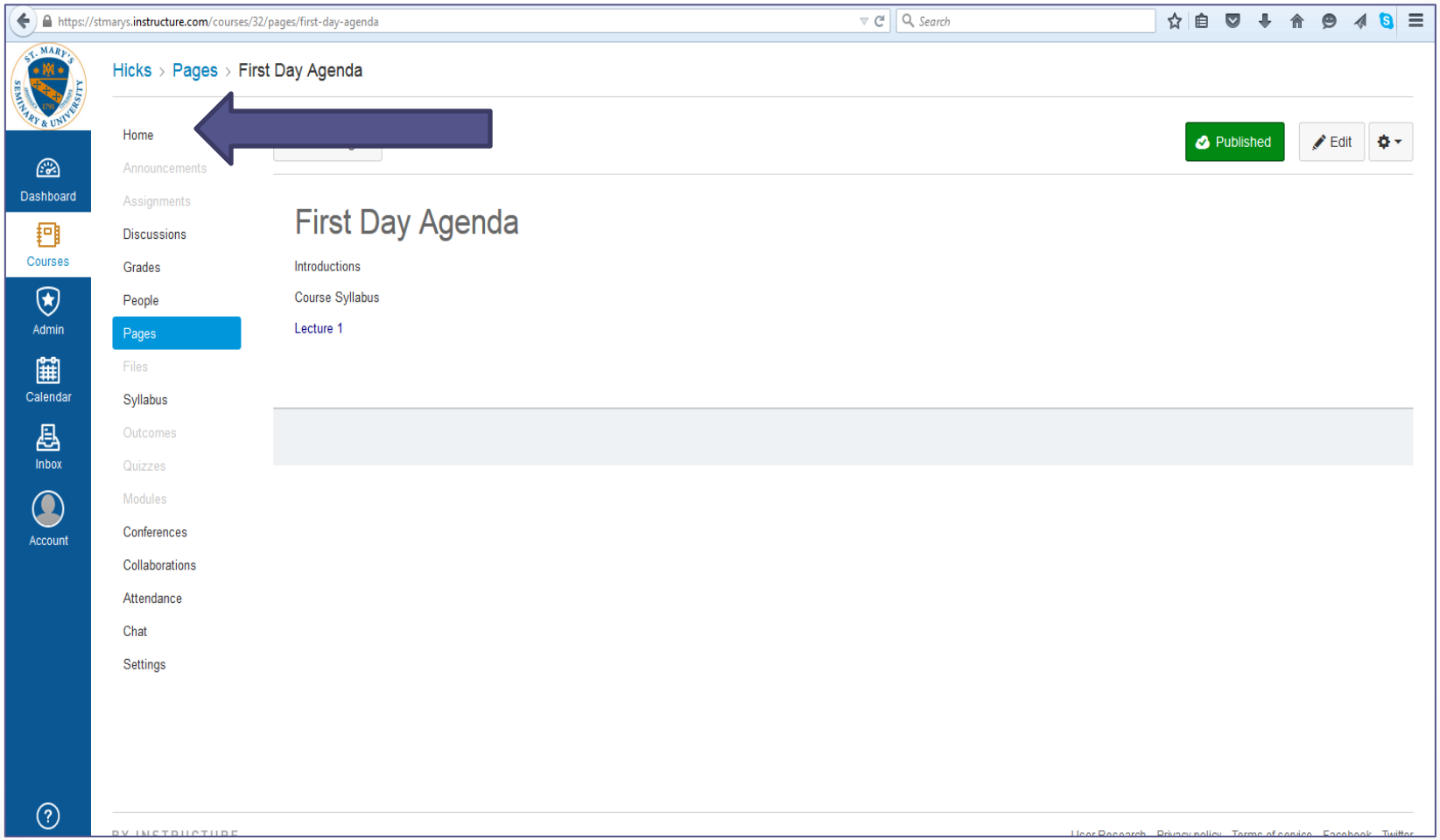
- Change text color
- Add images
- Embed video
- Record an audio/video comment

Now you……
Add content to your page.

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



Your Published Page



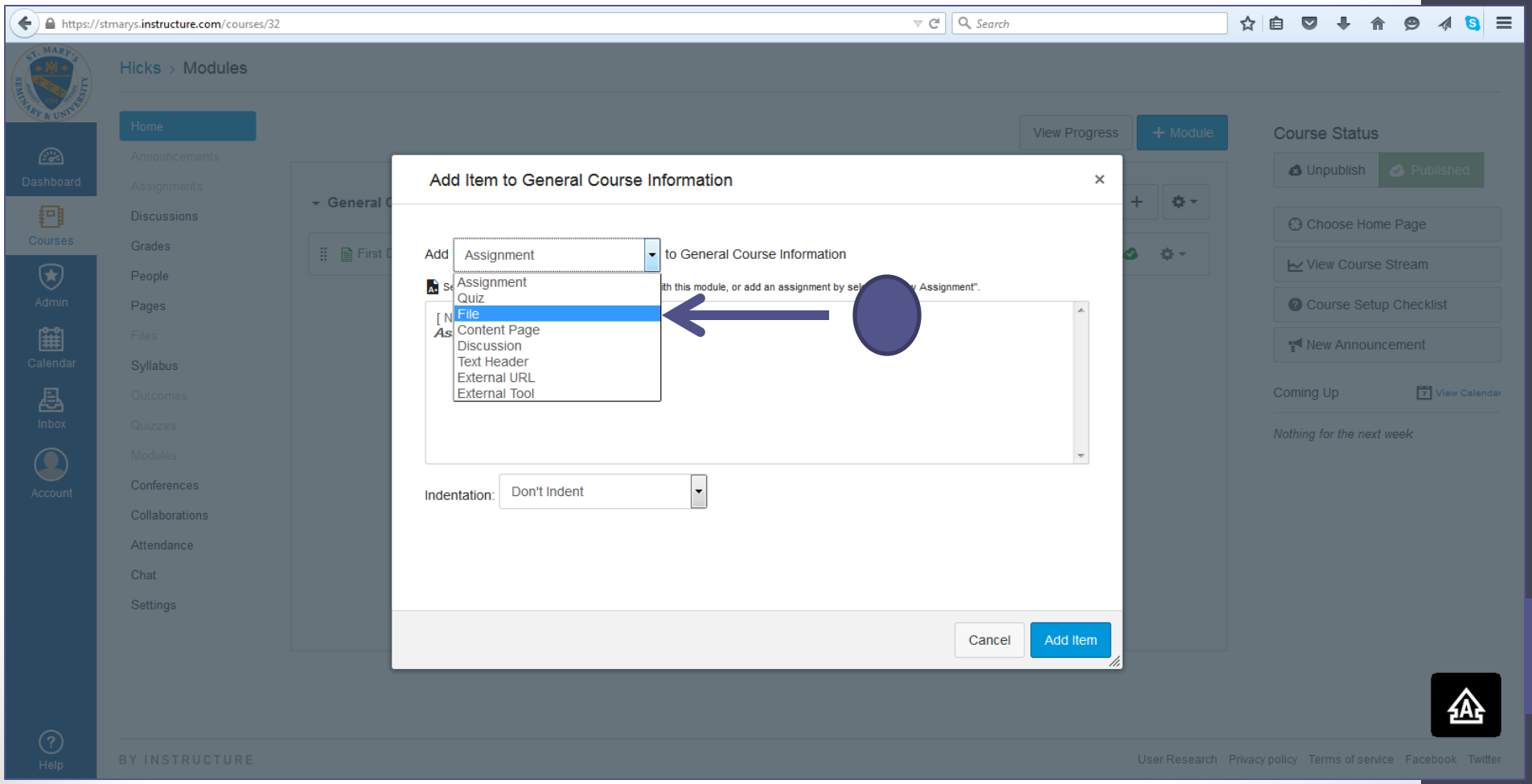
- Now…let's add a file. Click "Home"

Adding a File

- Click on the “+” to add content.

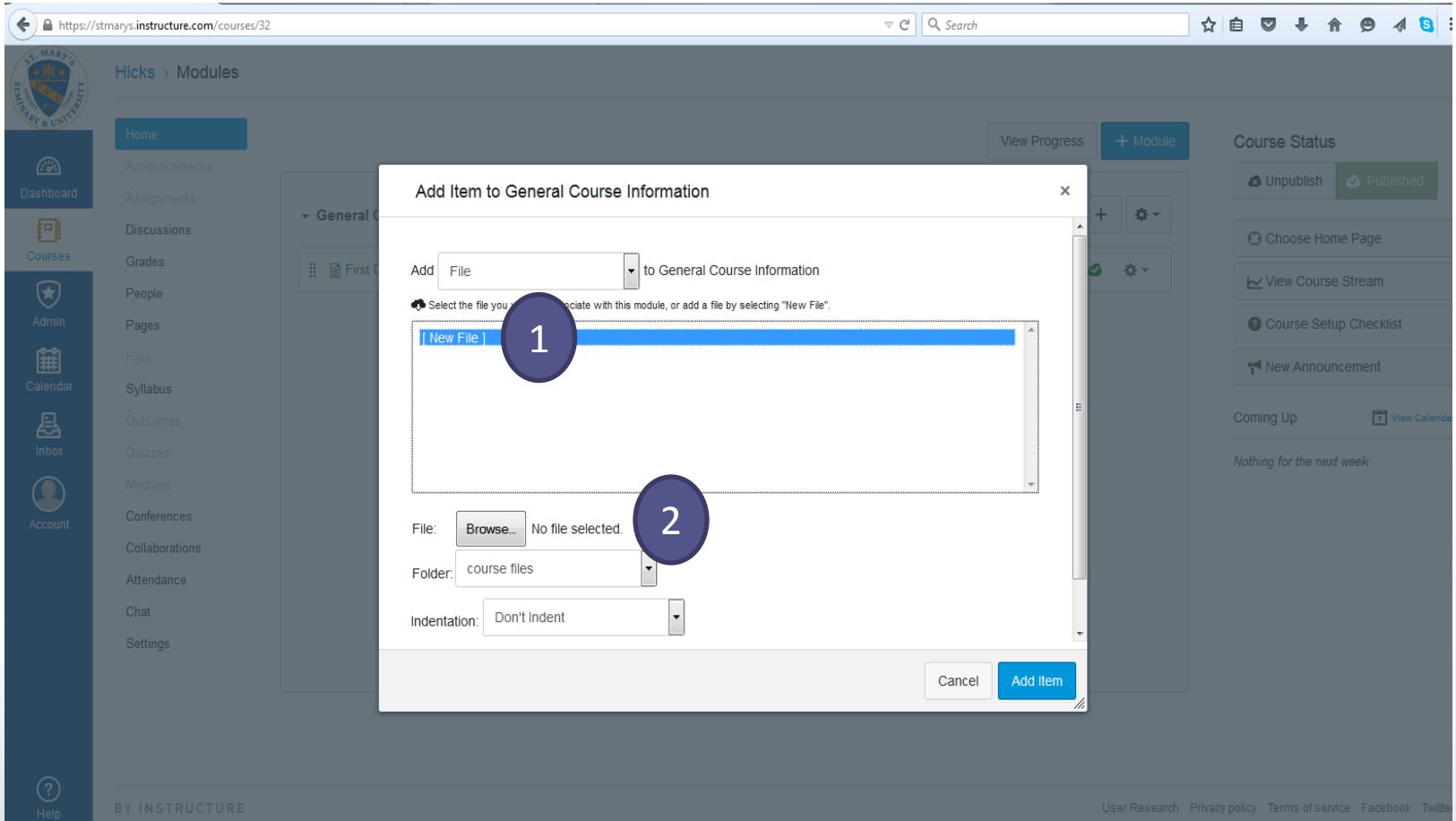
Adding a File

1. Choose “File”

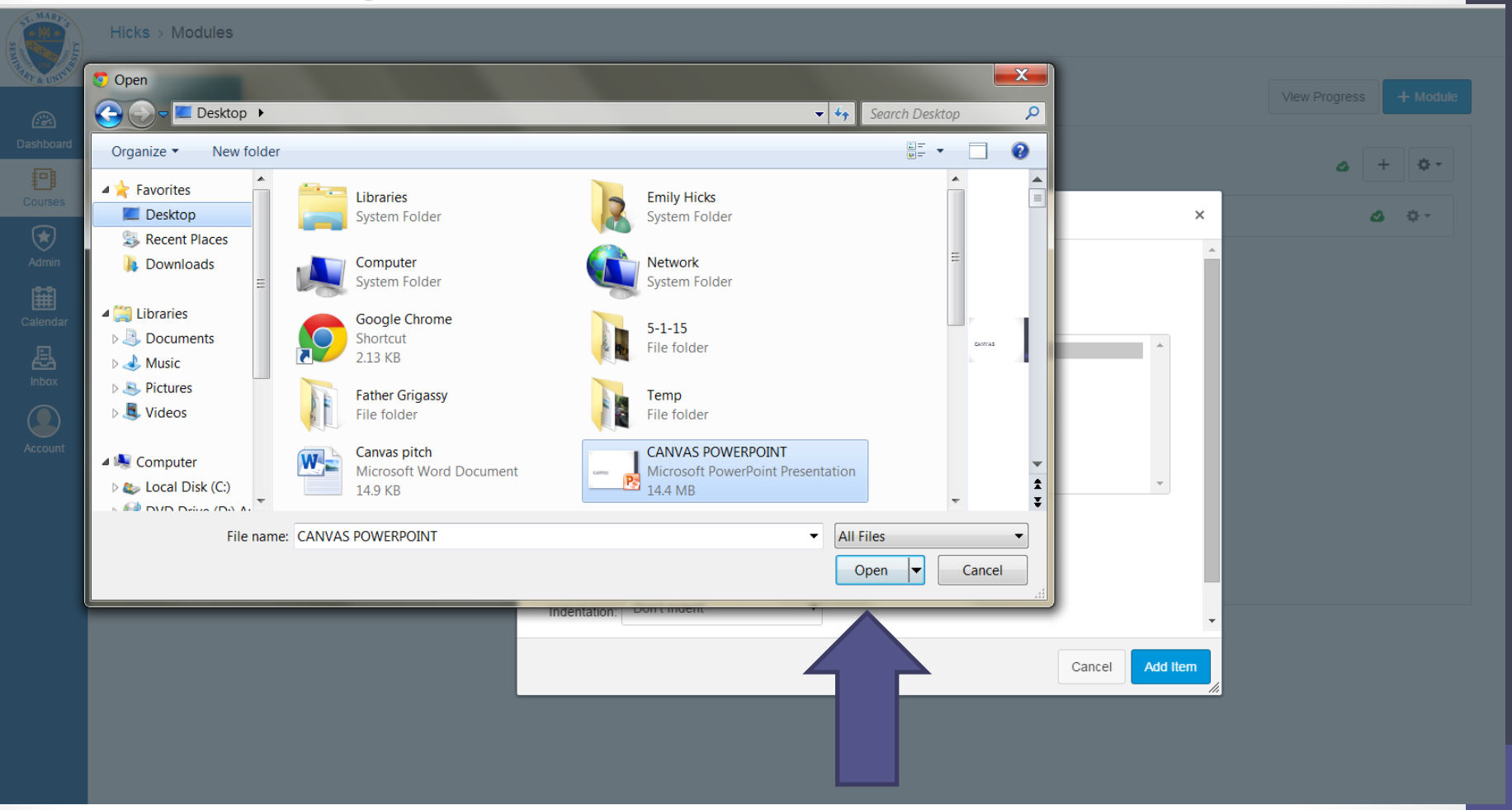


Adding a File

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

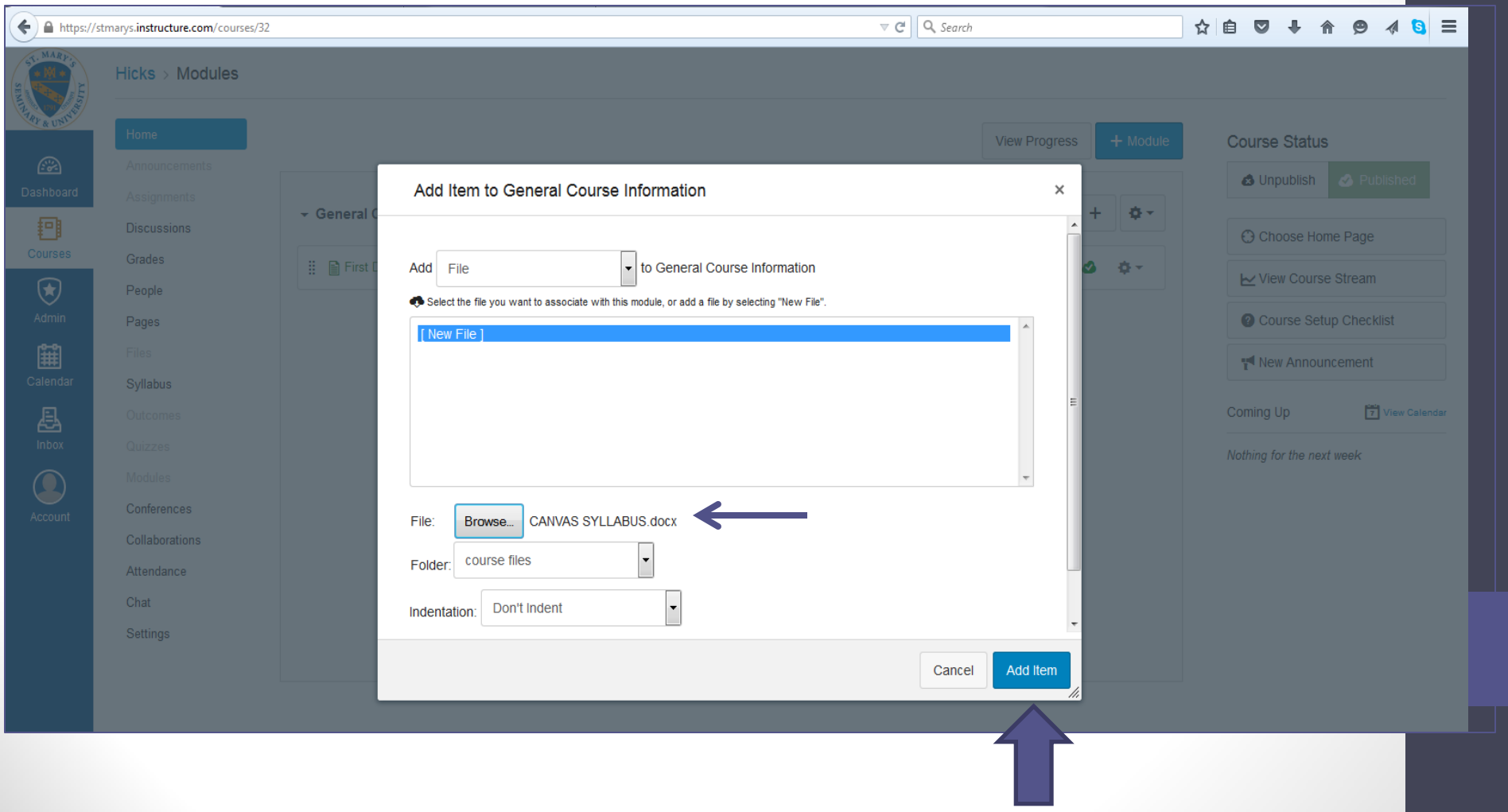


Adding a File

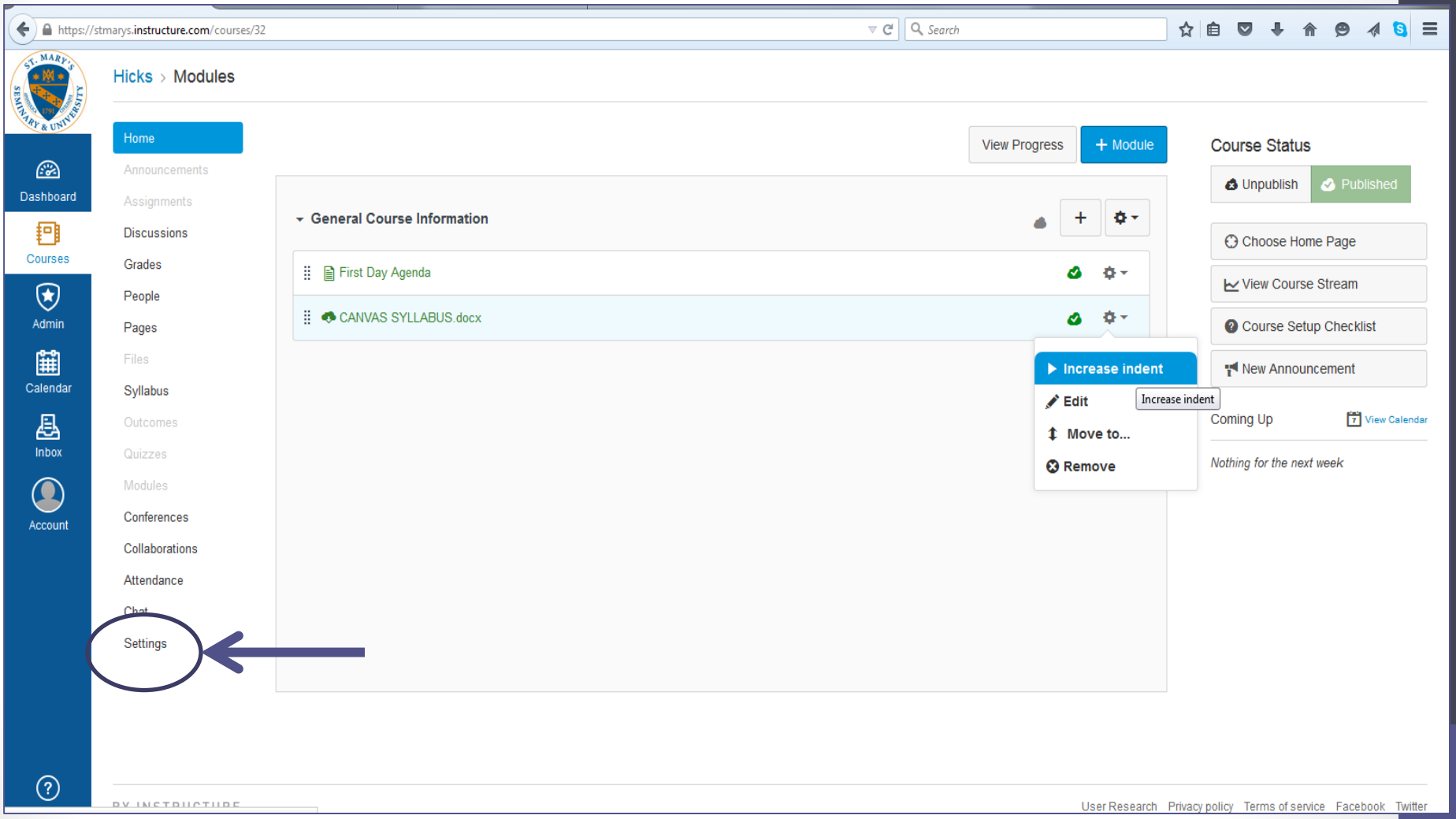


Adding a File

- Click “Add Item.”



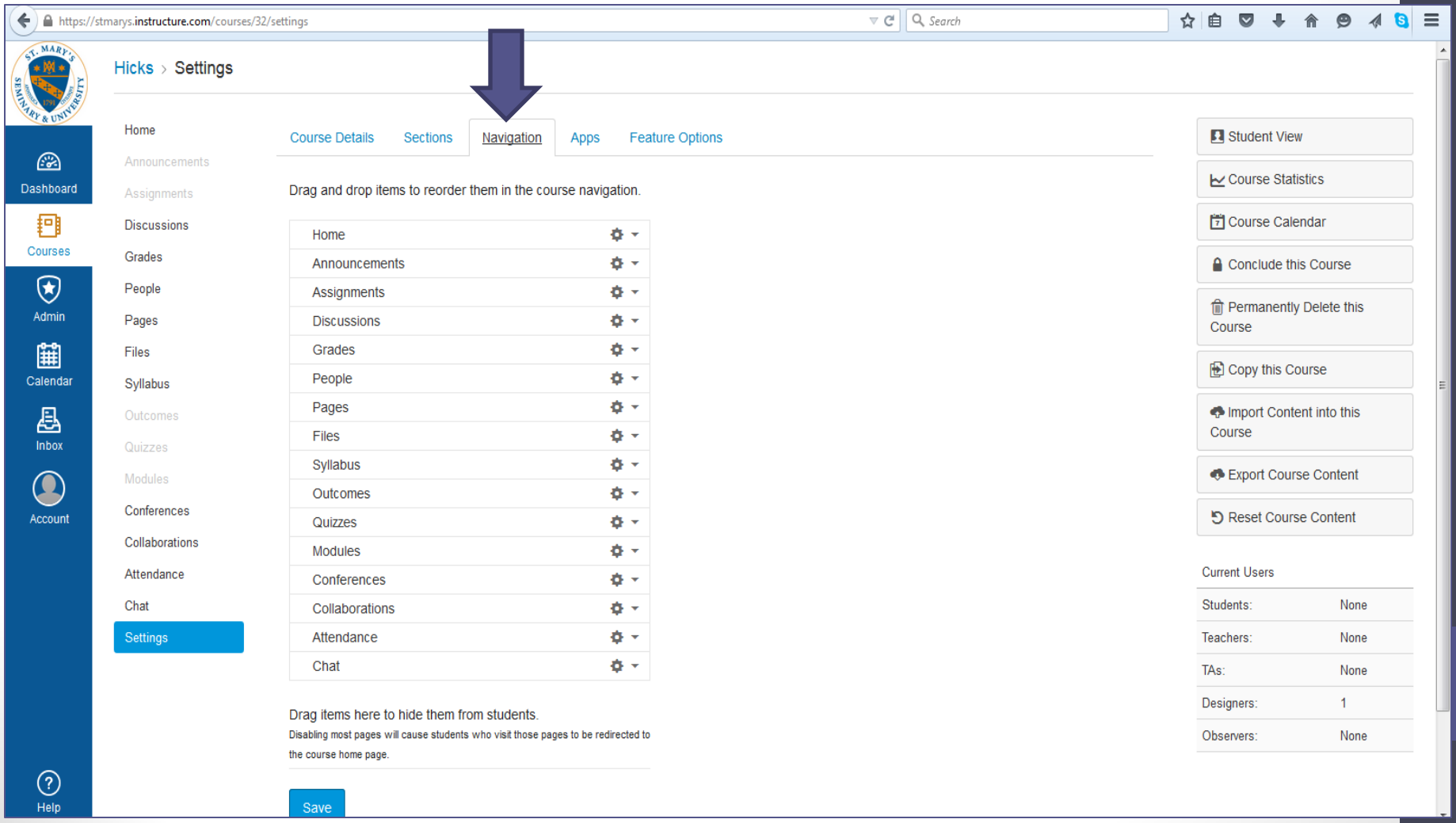
Your Module



- Now…let's go to "Settings."

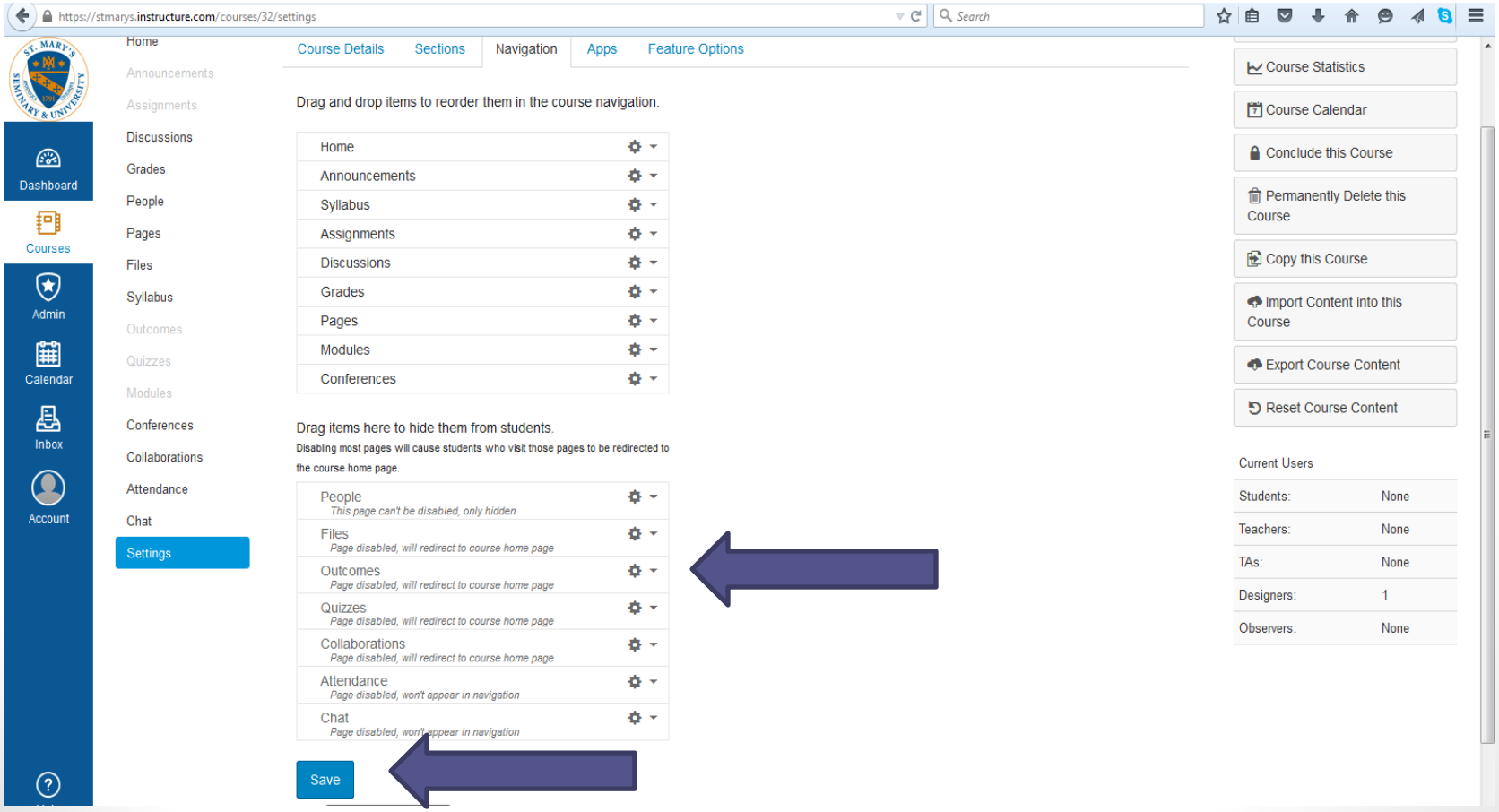
Settings

- Go to “Navigation” Tab.



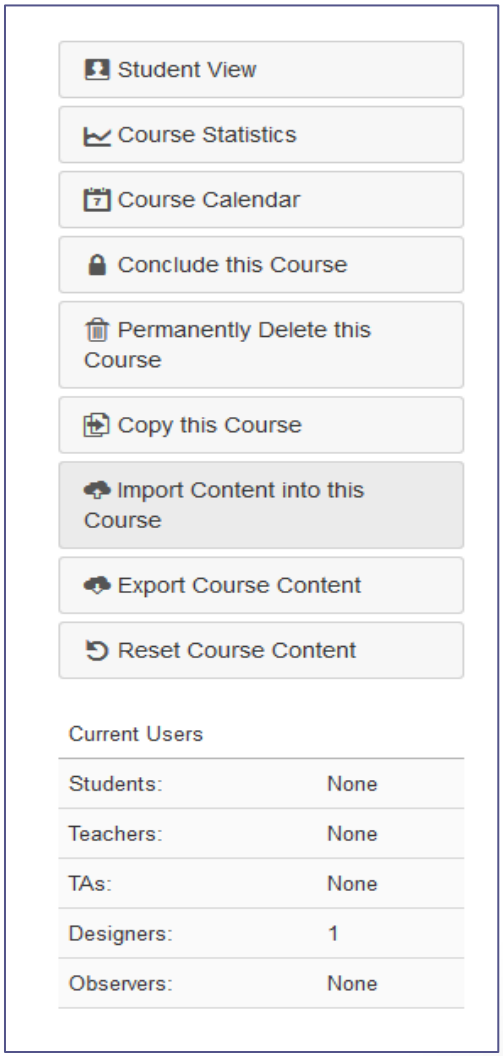
Changing Navigation Menu for Students

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



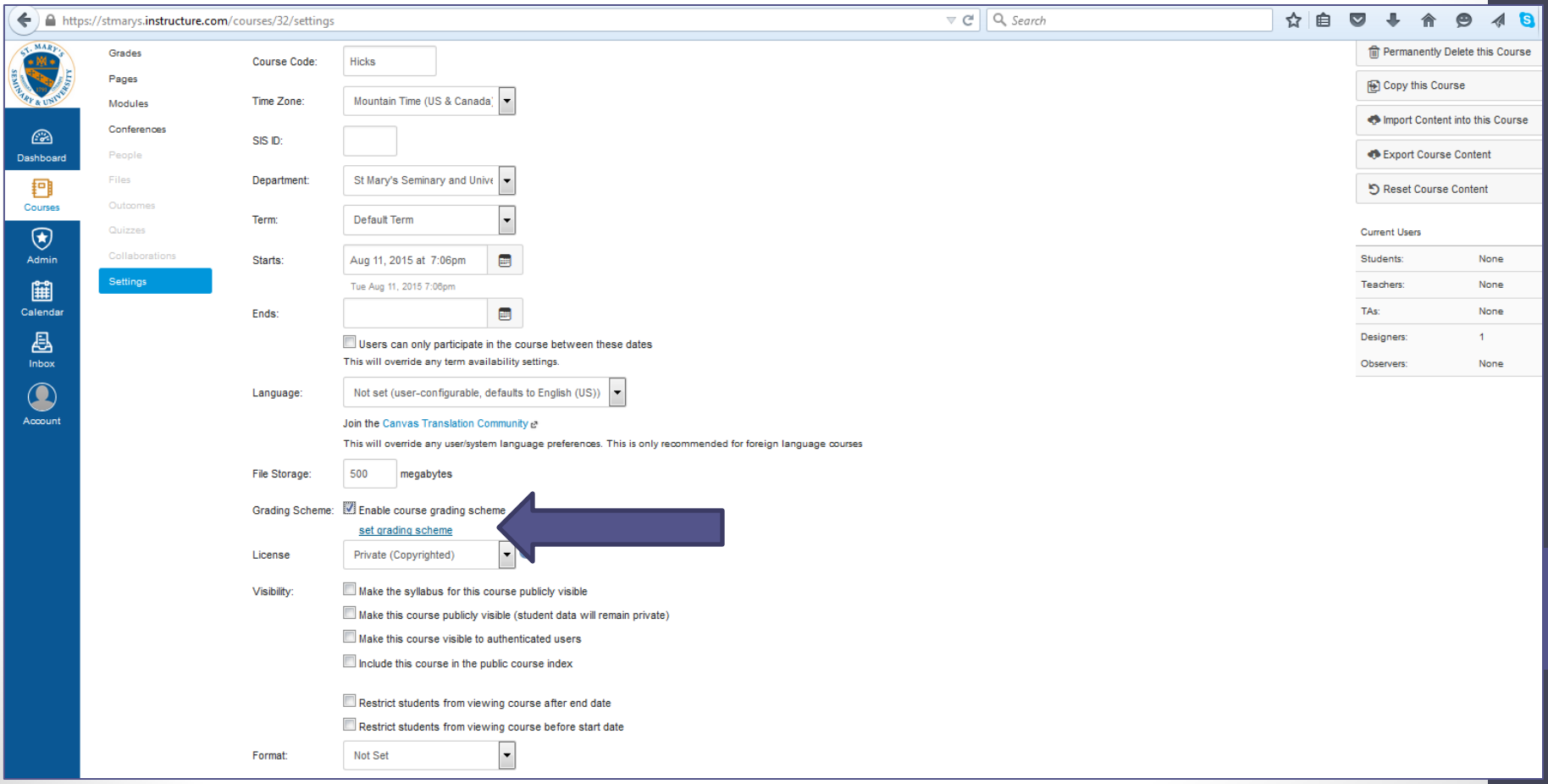
More Settings

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



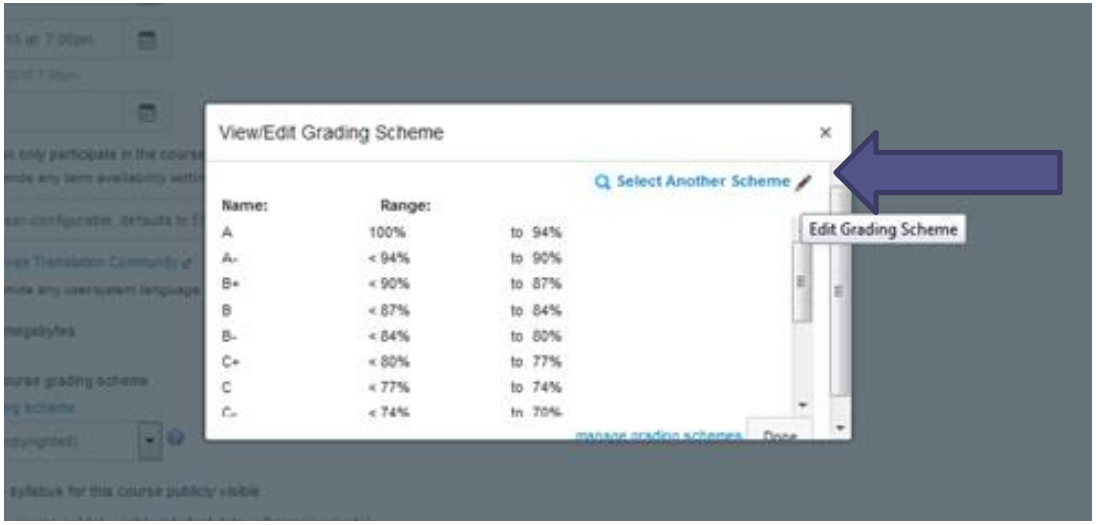
Grading with Letter Grades

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

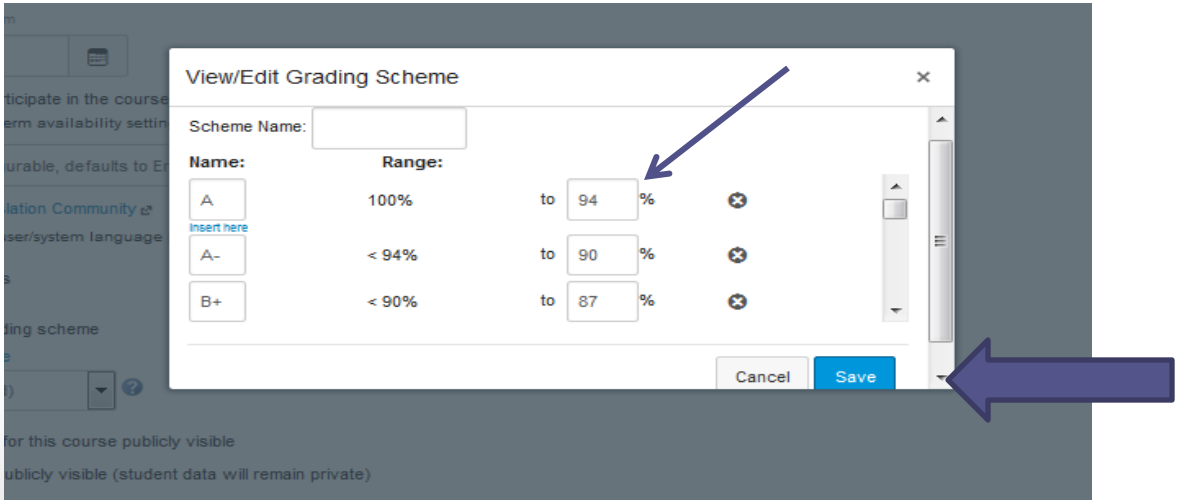


Grading with Letter Grades

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

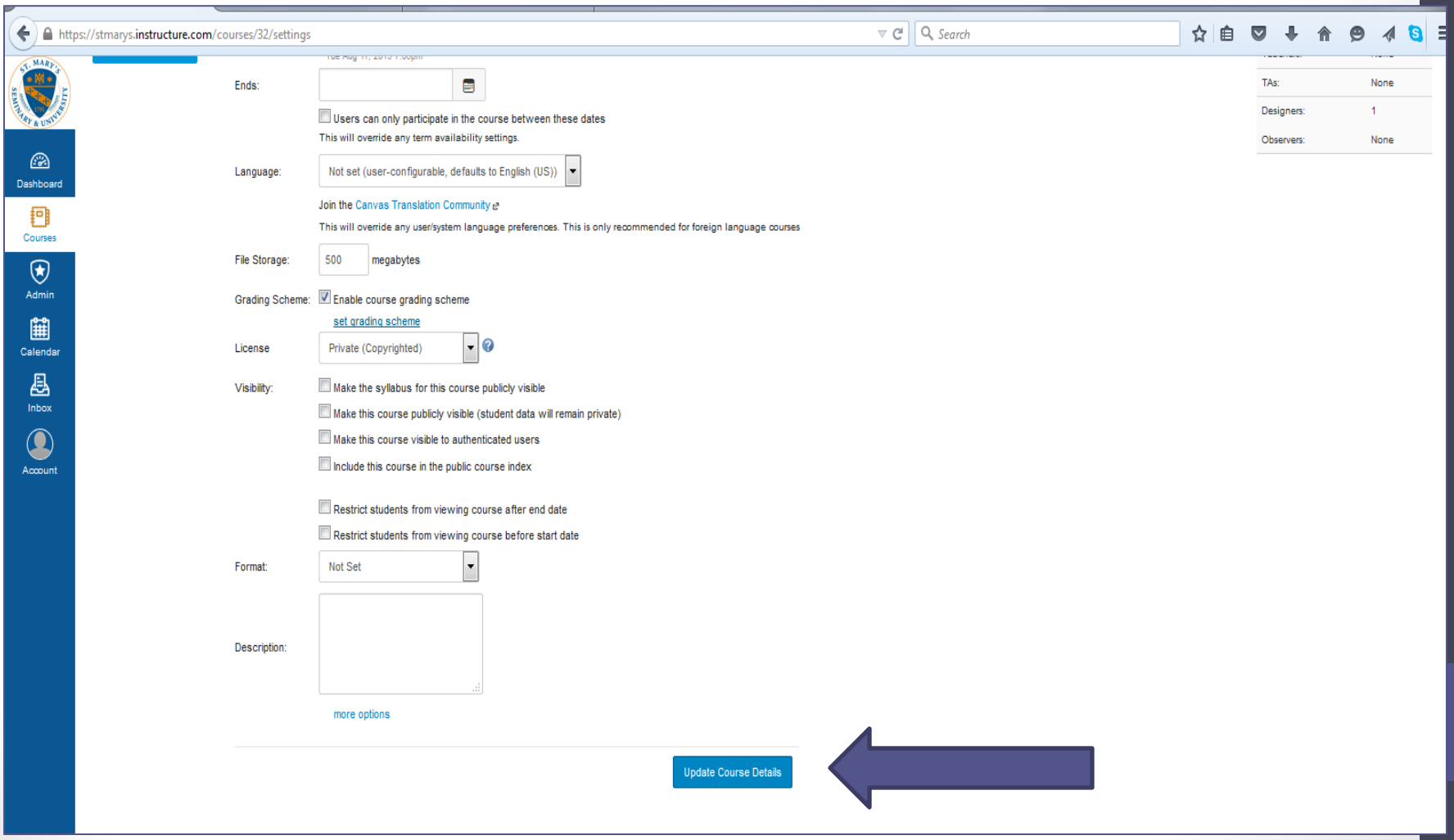


- Type your changes and “Save”



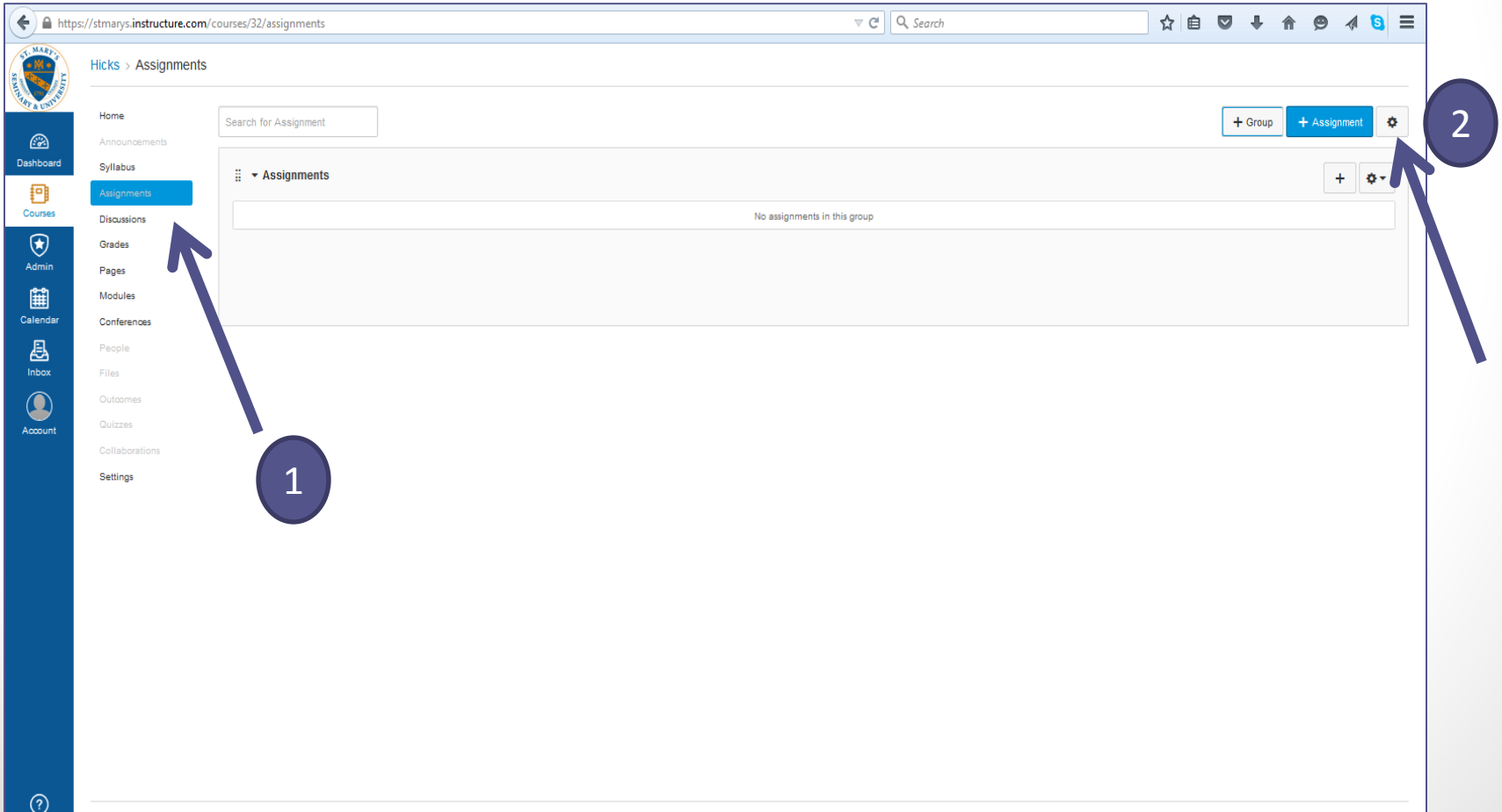
Grading with Letter Grades

- Be sure to “Update Course Details.”



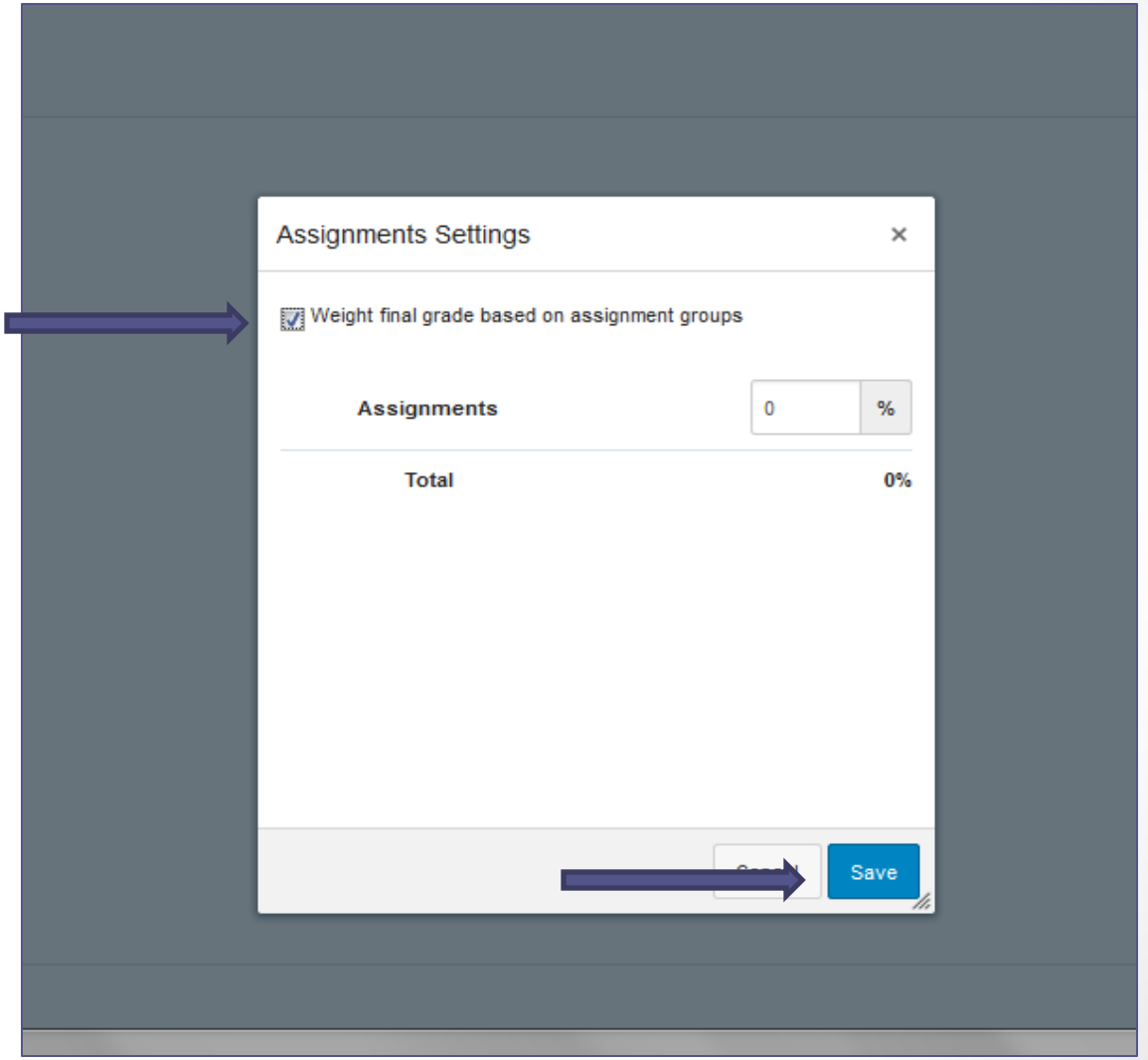
Gradebook:
Creating Category Weights

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



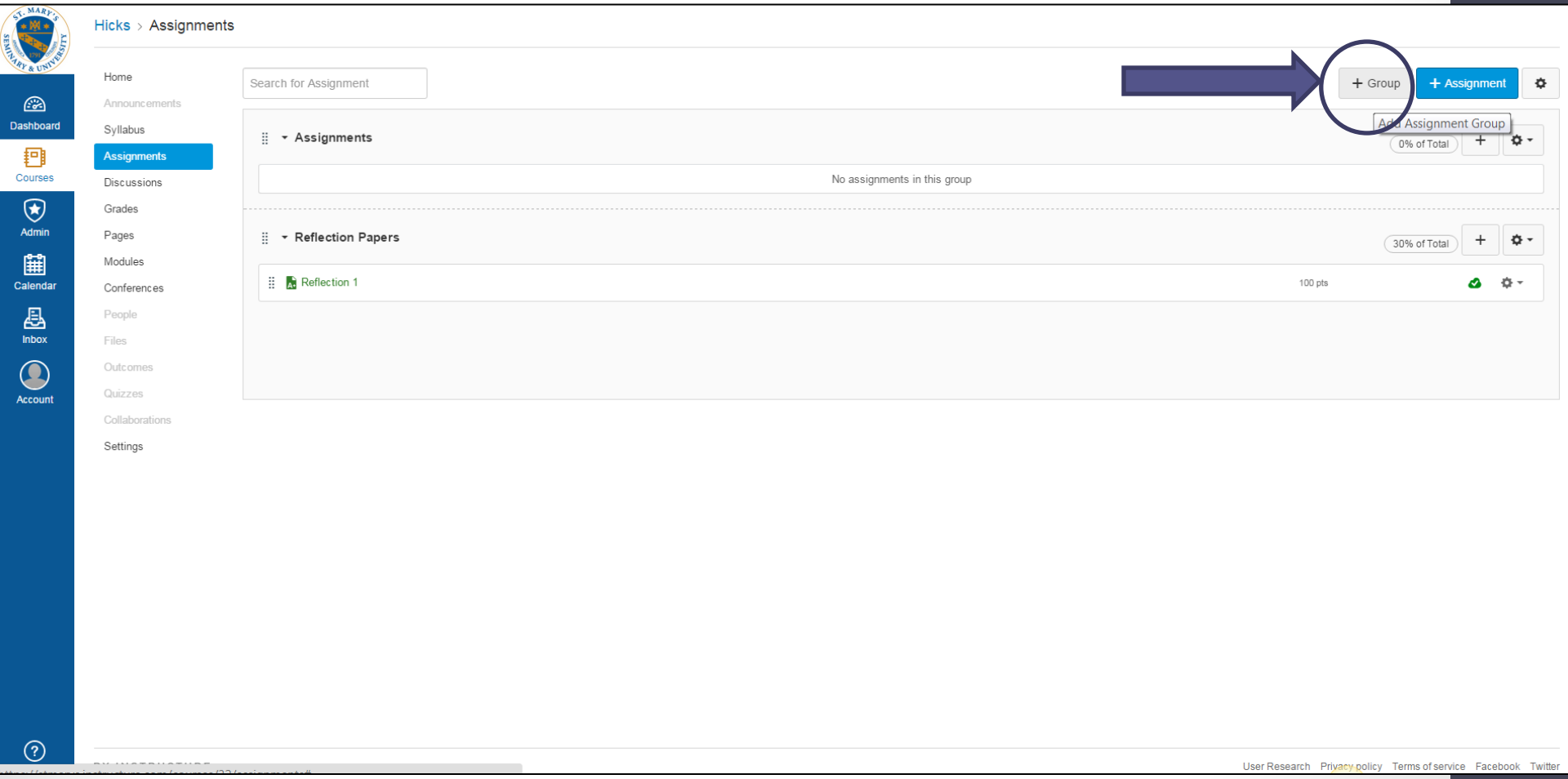
Category Weights

- Check the box.
- Click “Save”



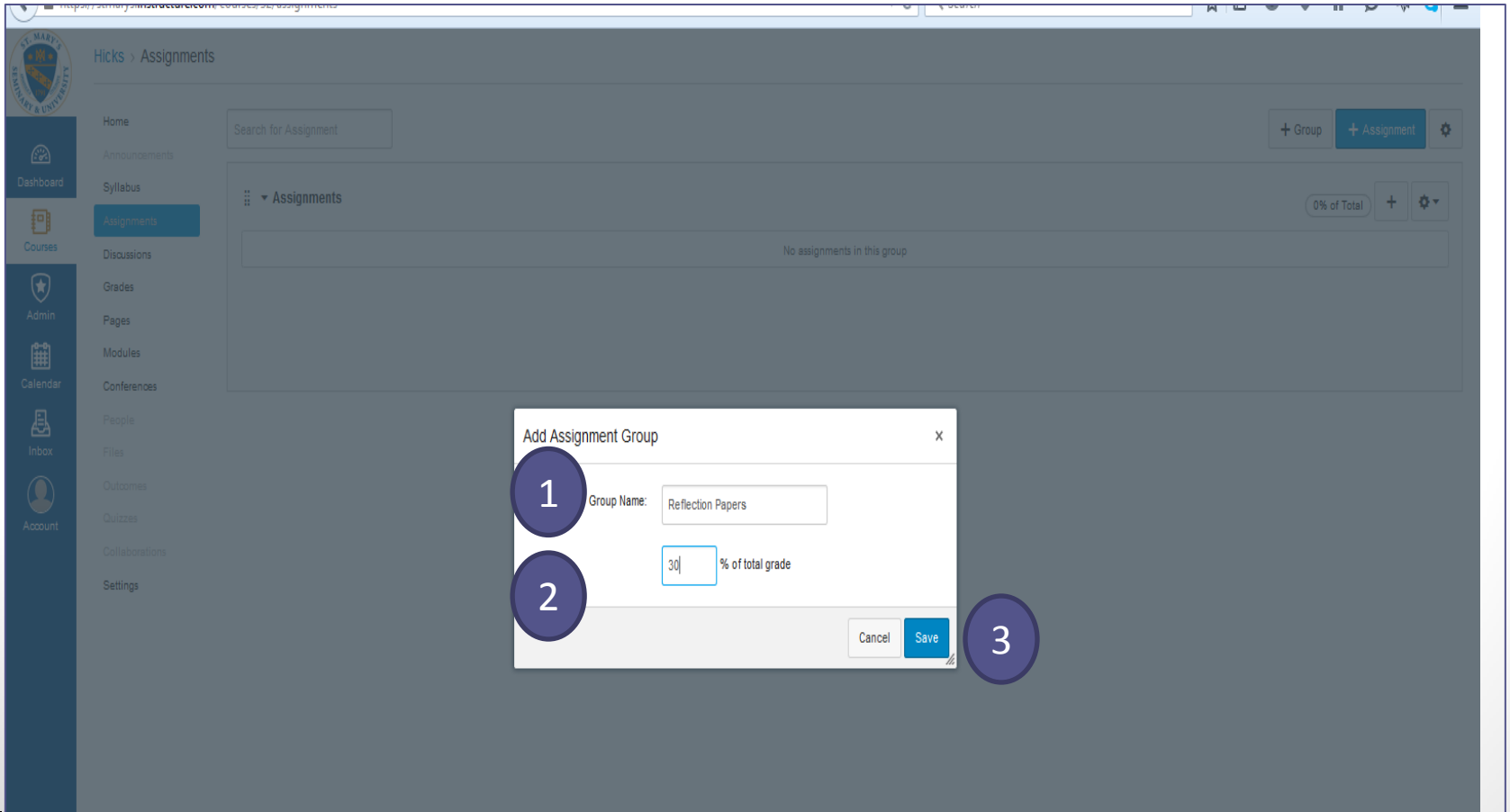
Add a Category (“Group”)

- Click “+ Group”



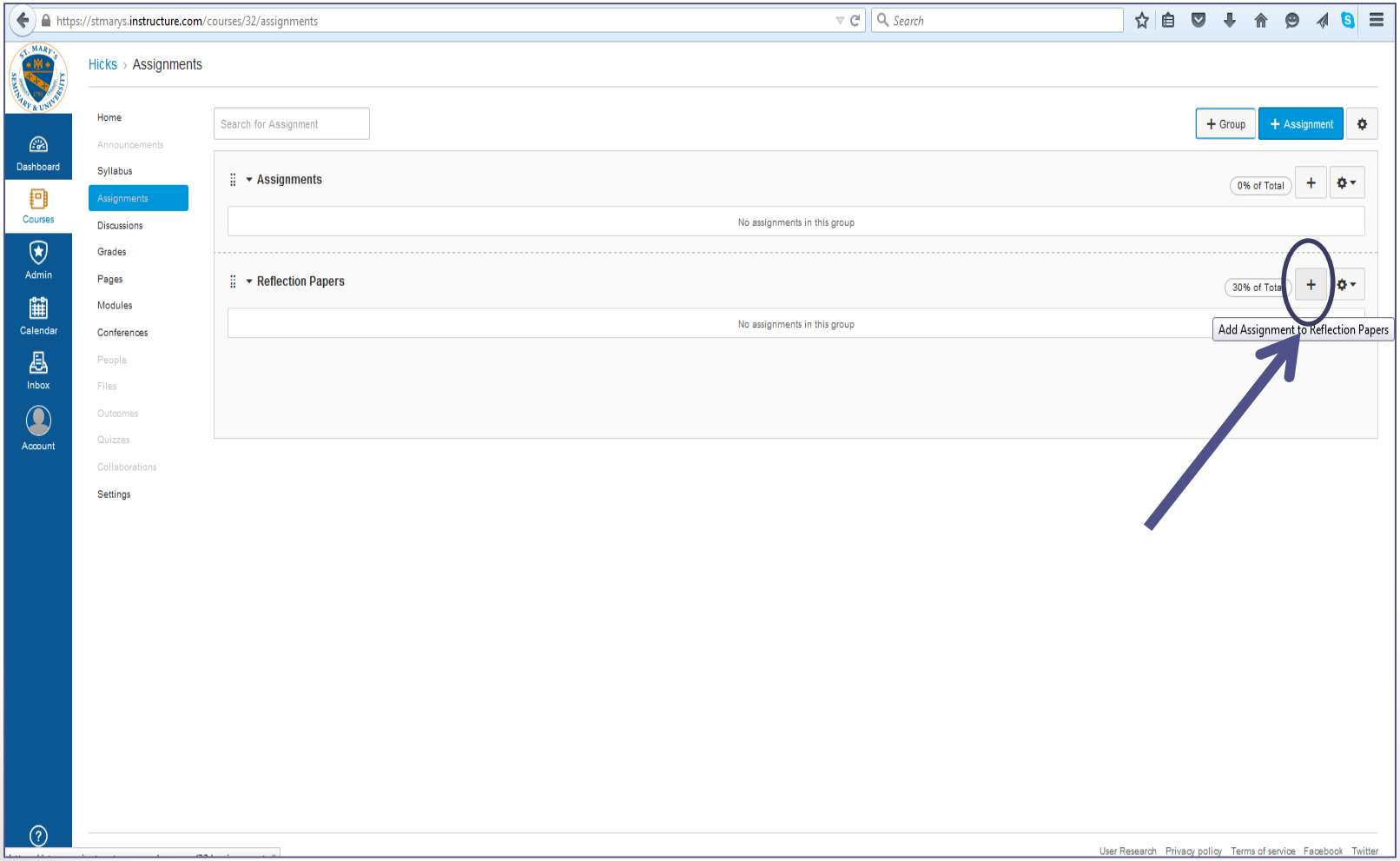
Add a Category

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



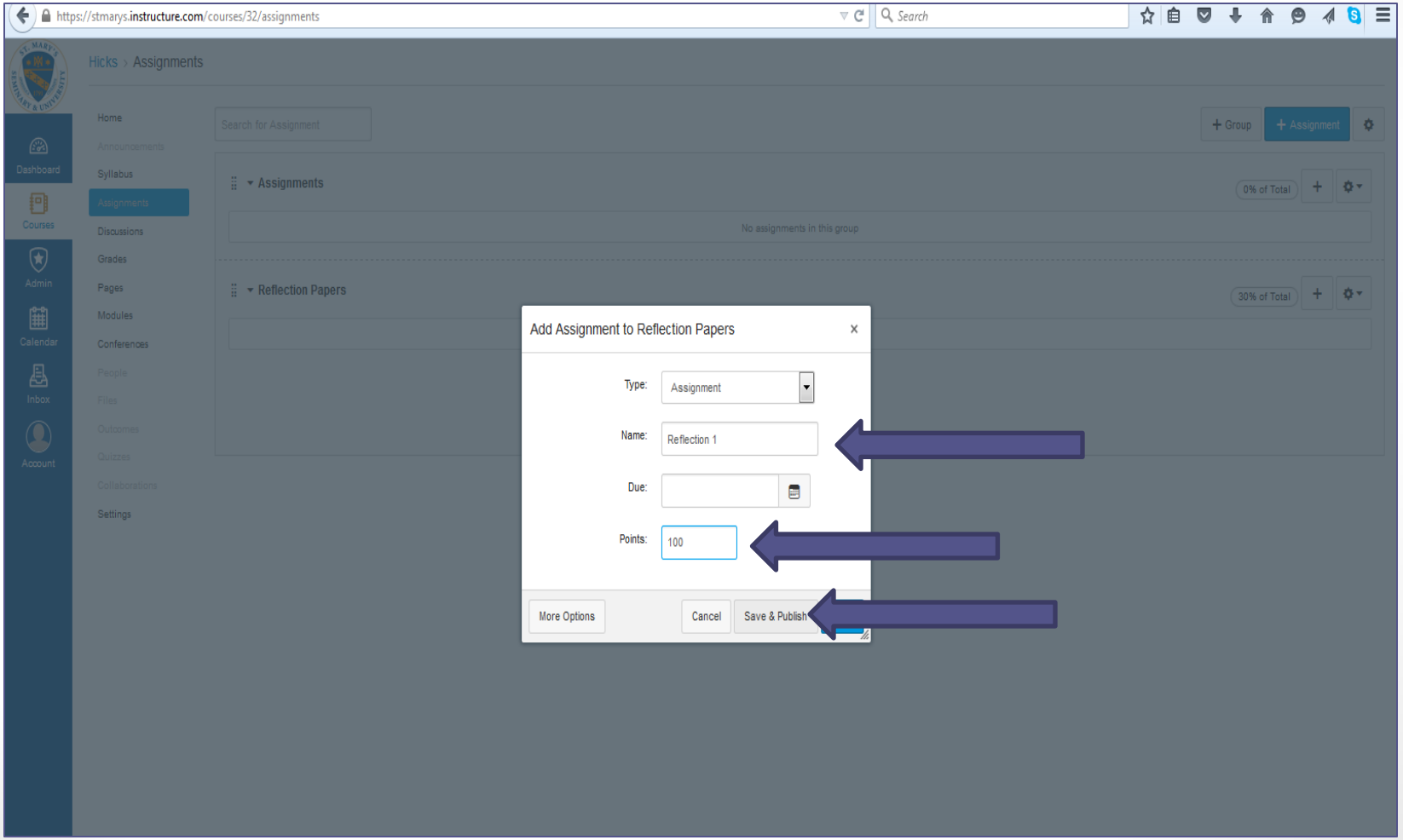
Adding an Assignment

- Click “+ Assignment”



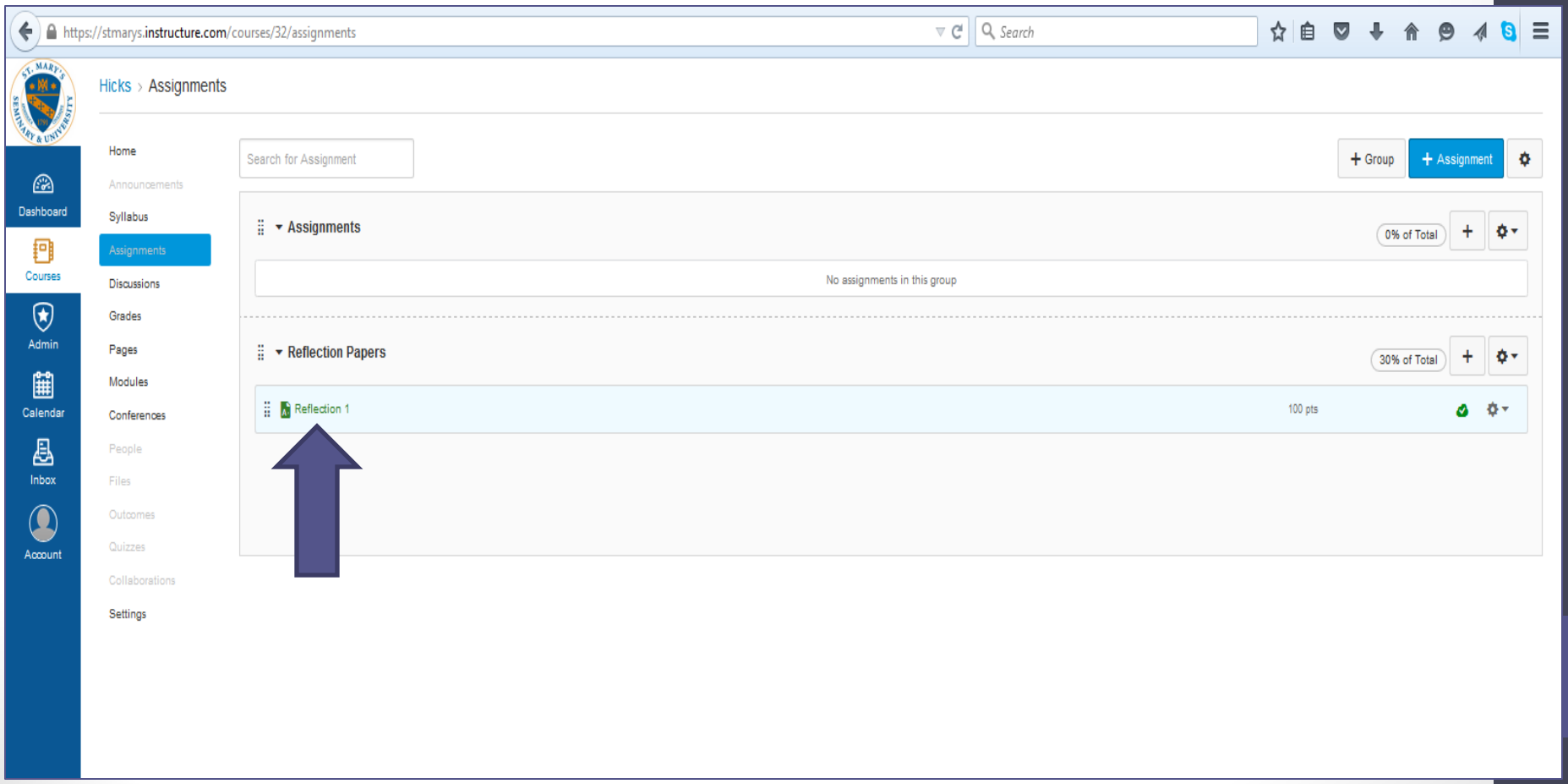
Adding an Assignment

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



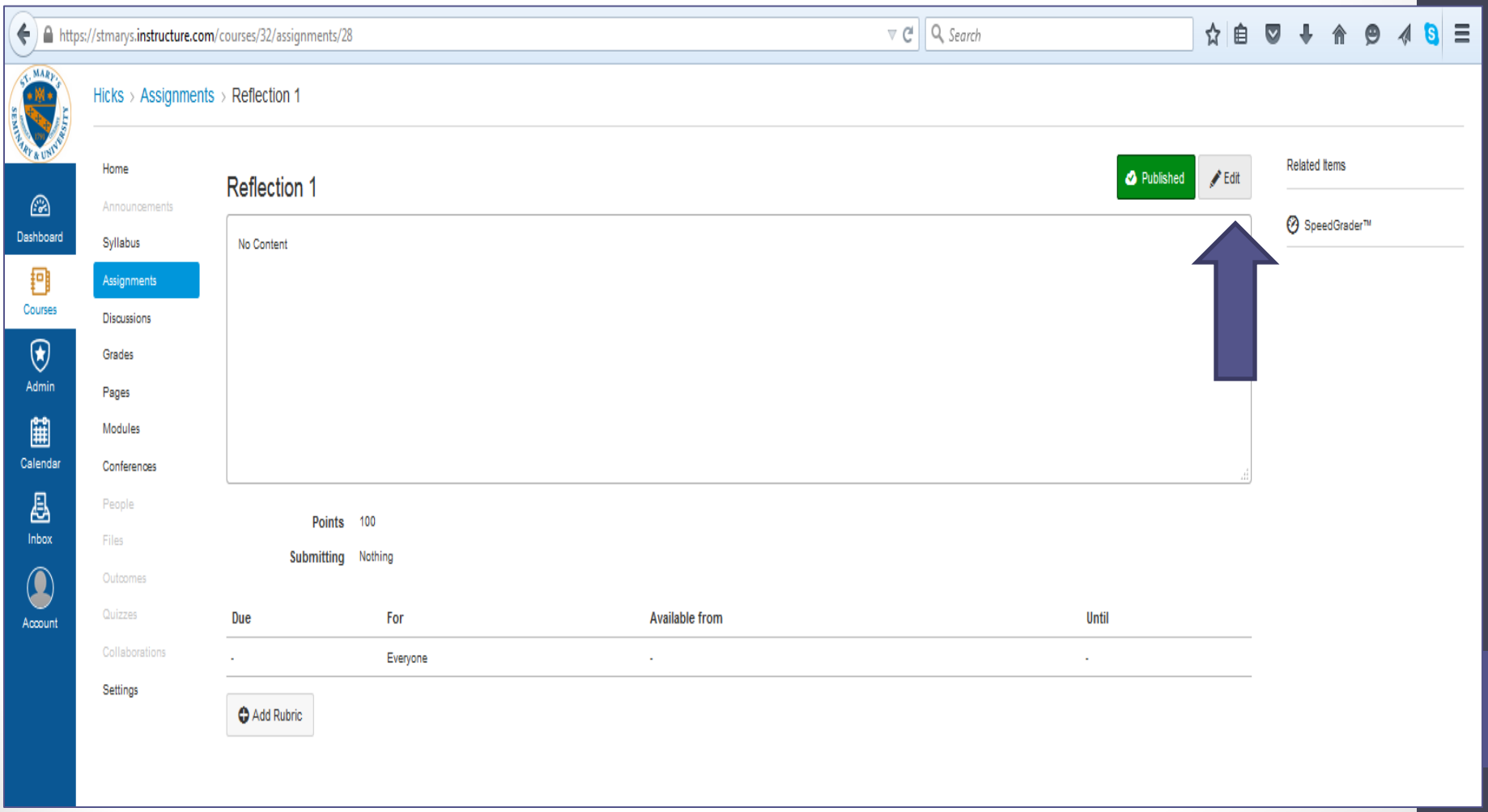
Editing Assignment Details

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



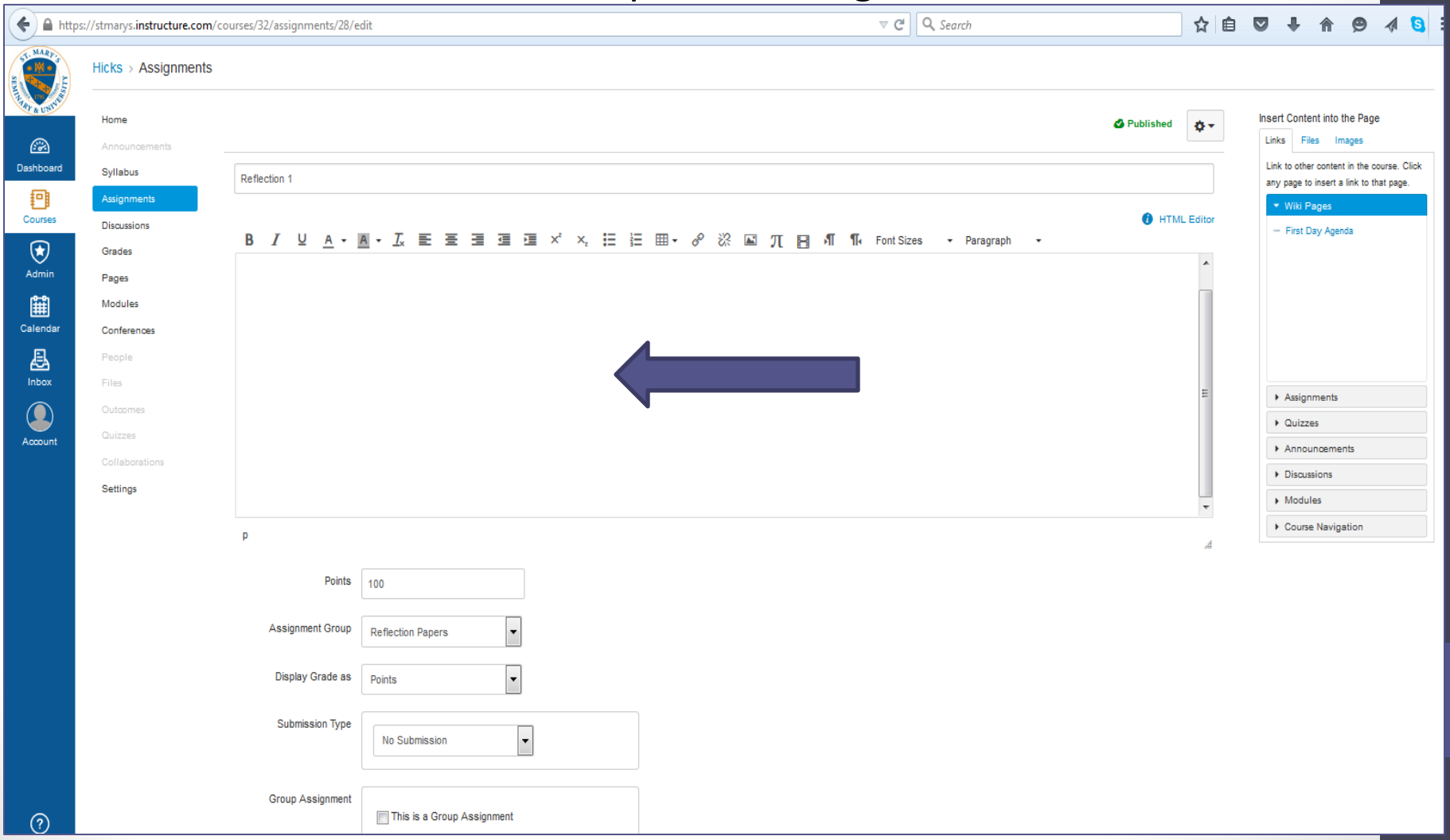
Editing the Assignment

- Click on “Edit.”

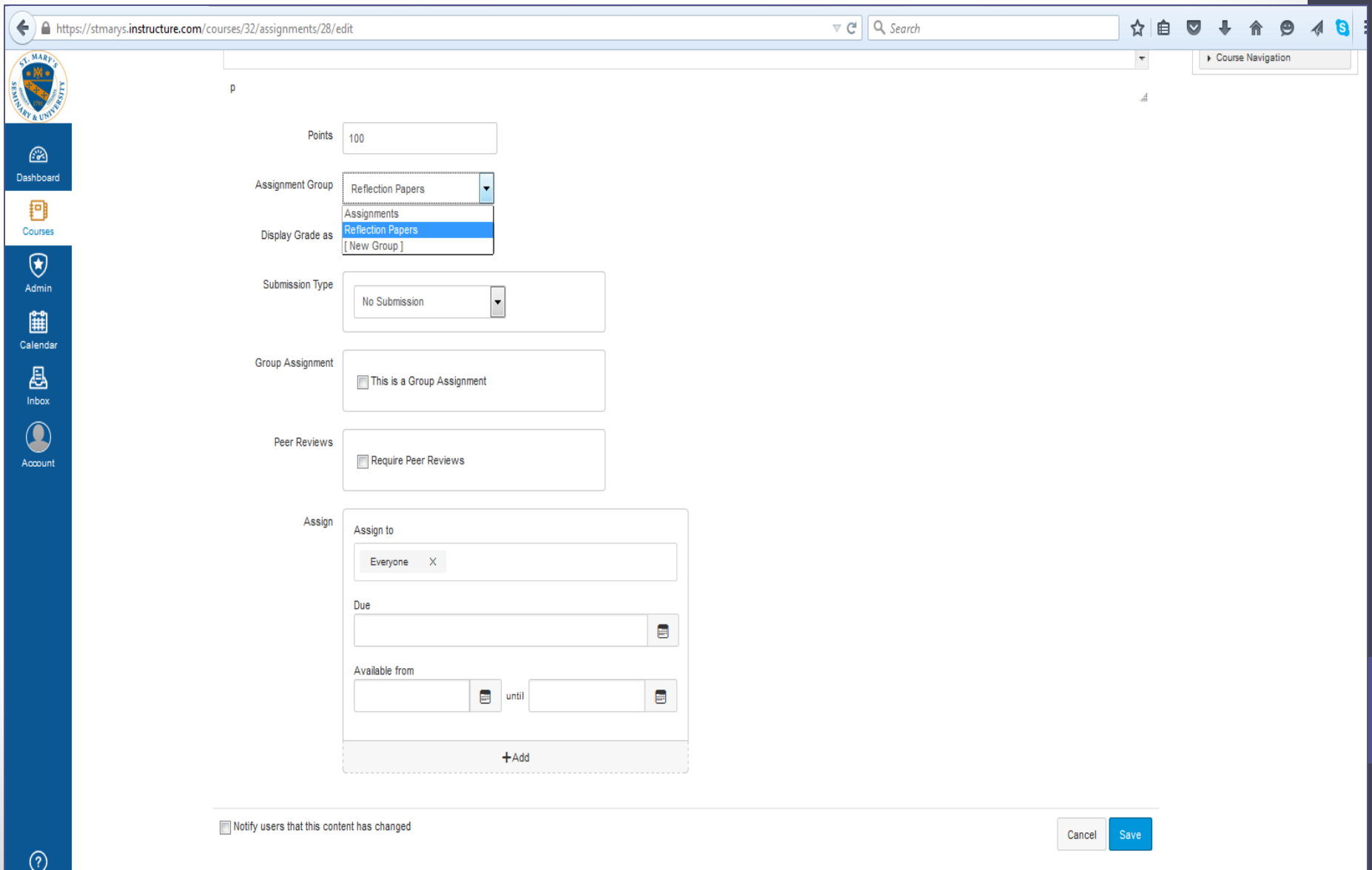


Editing an Assignment

- Use Content-Rich Editor to provide assignment instructions.

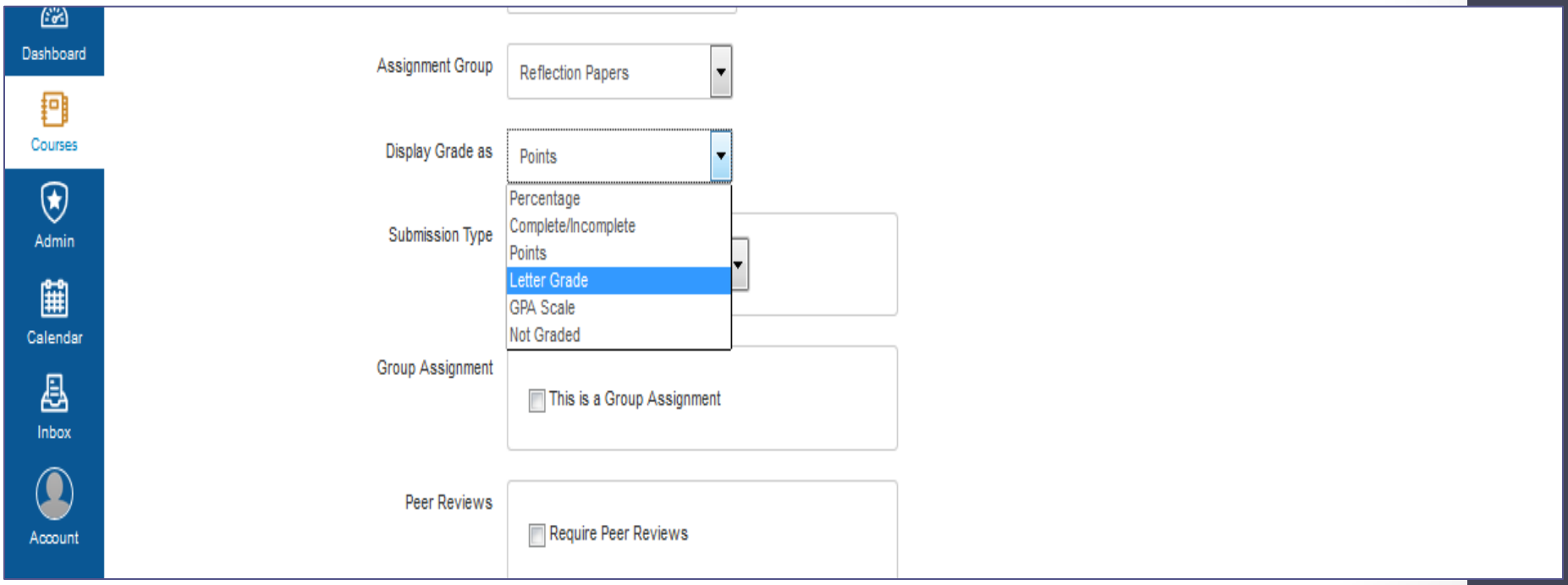


Editing an Assignment



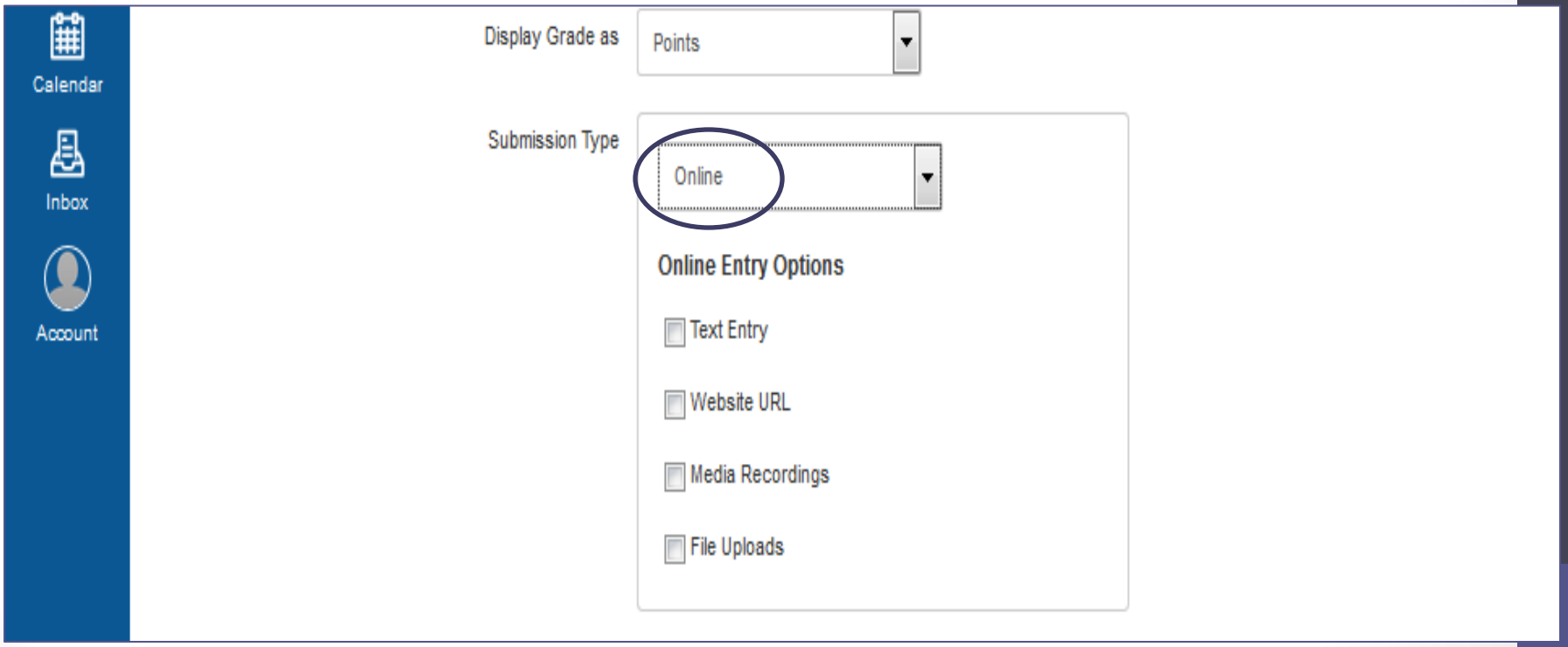
Editing an Assignment

- Choose your Display Grade



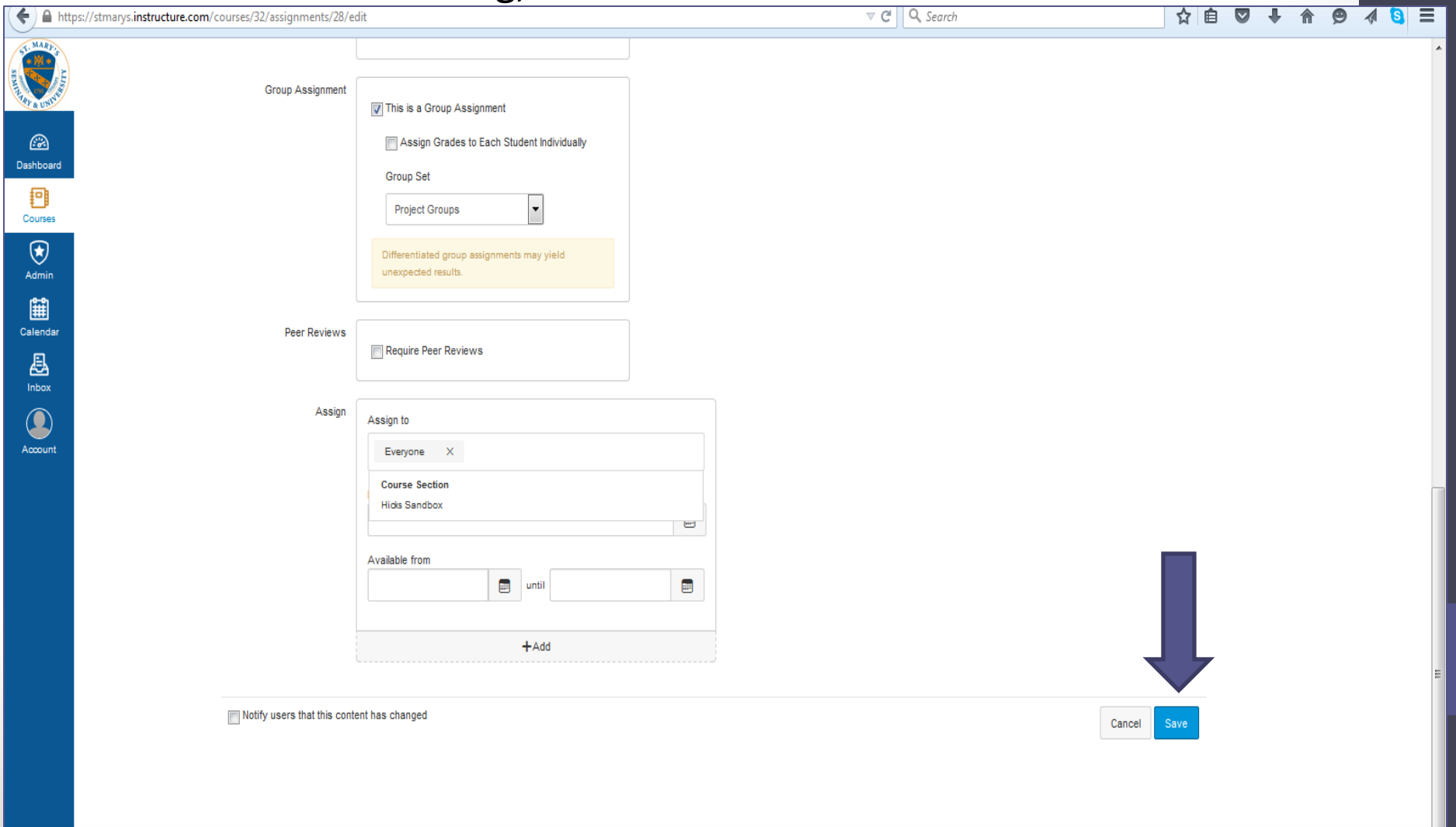
Editing an Assignment

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



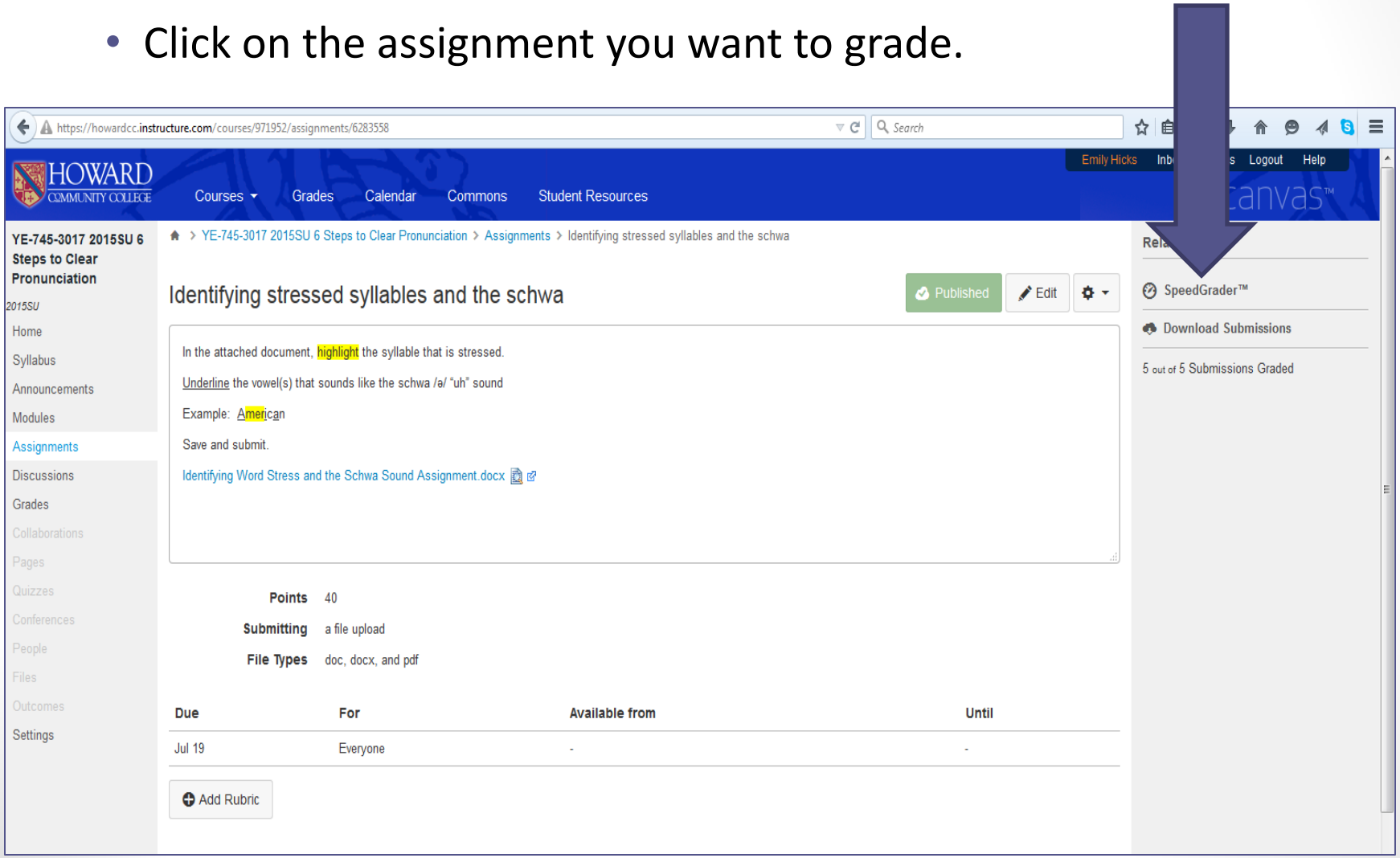
Editing an Assignment

- Once finished editing, click “Save.”

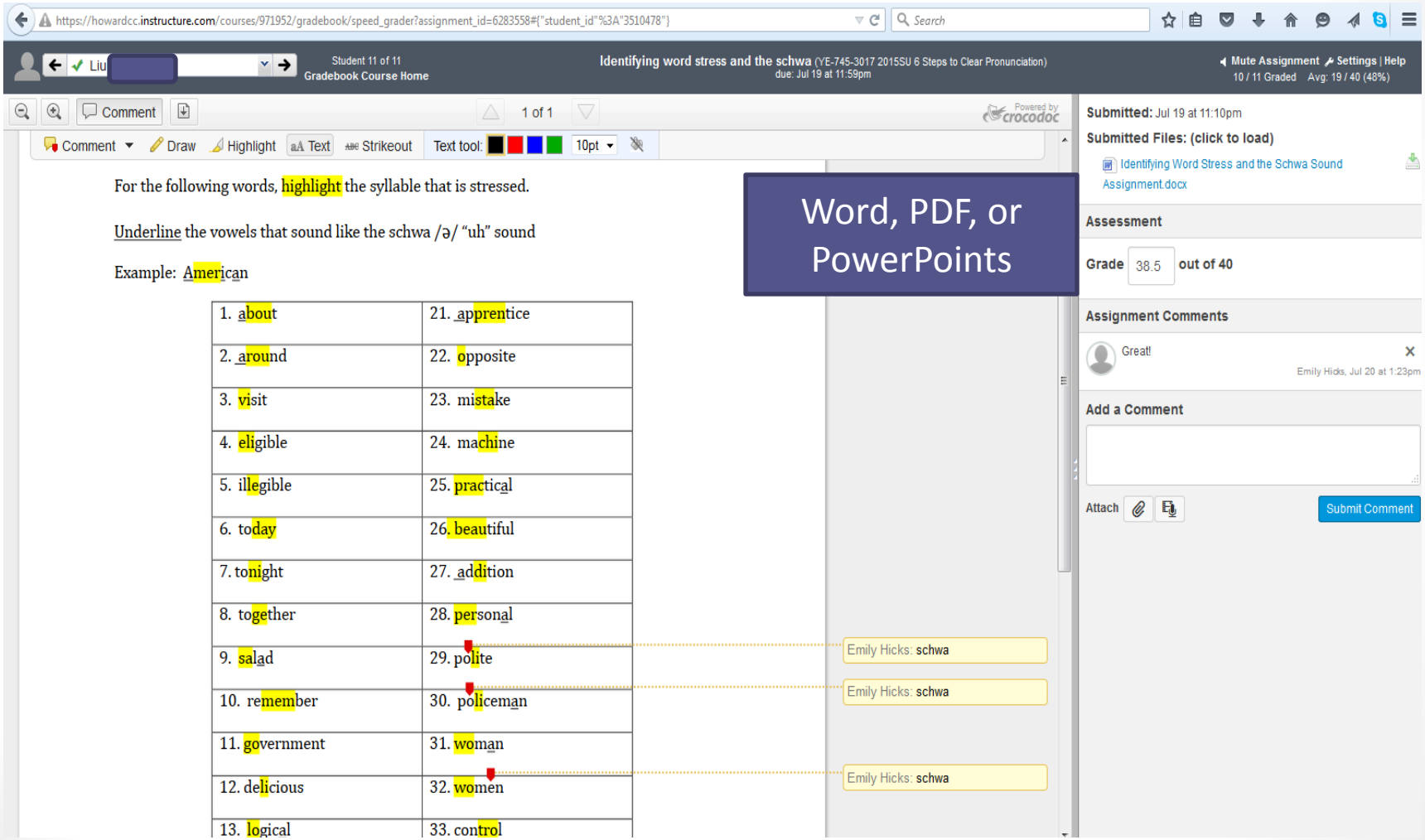


SpeedGrader (my favorite)

- Click on the assignment you want to grade.

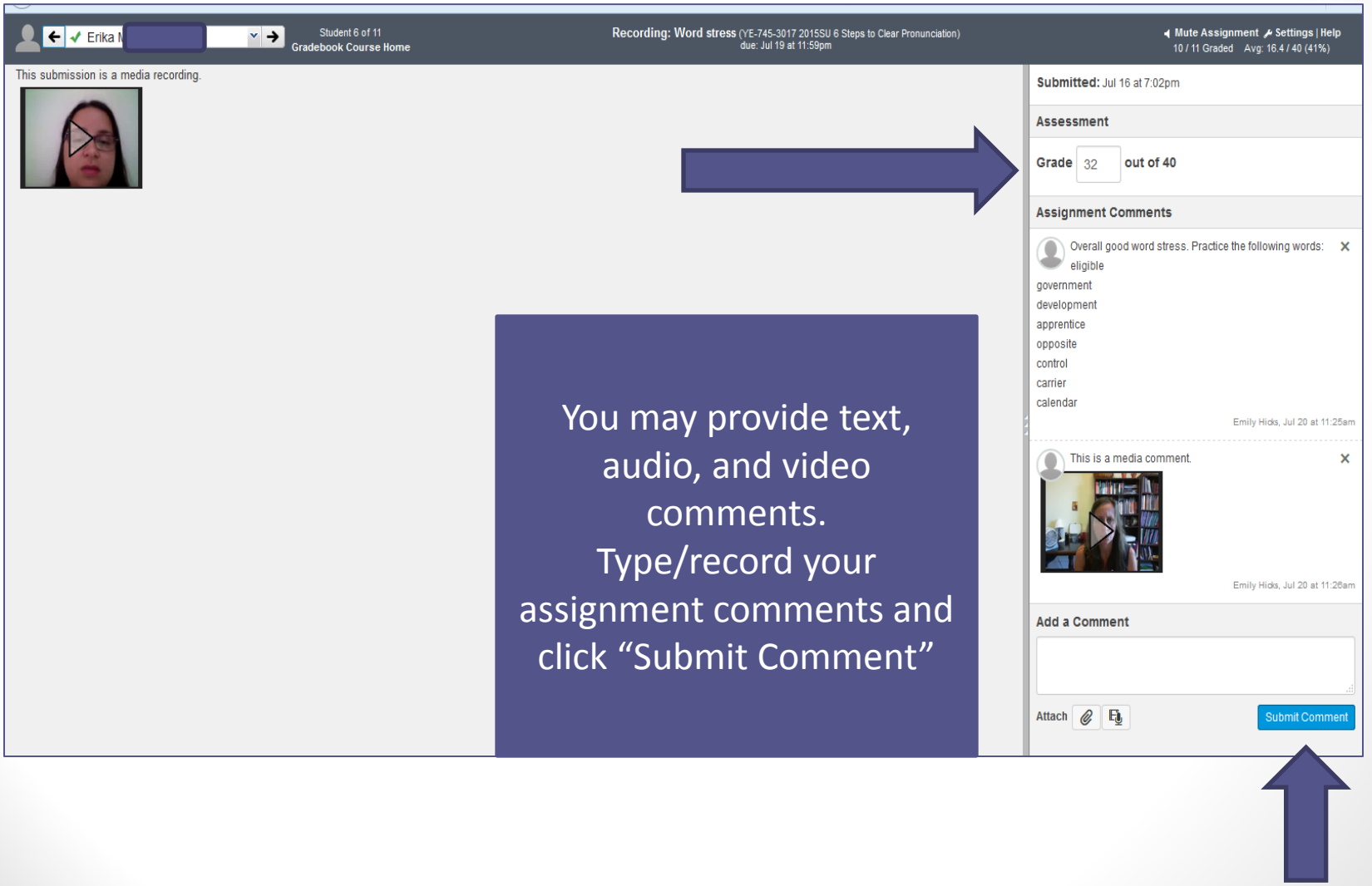


Crocodoc editing tools



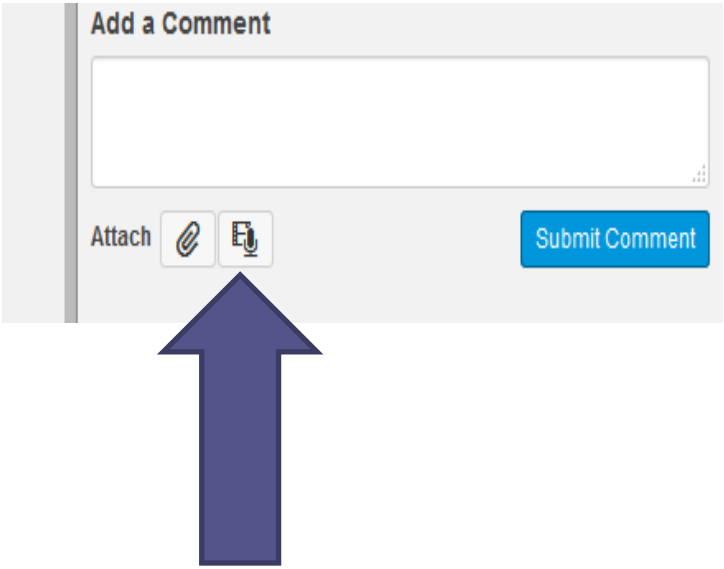
1. about	21. apprentice
2. around	22. opposite
3. visit	23. mistake
4. eligible	24. machine
5. illegible	25. practical
6. today	26. beautiful
7. tonight	27. addition
8. together	28. personal
9. salad	29. polite
10. remember	30. policeman
11. government	31. woman
12. delicious	32. women
13. logical	33.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

Assignment Comments

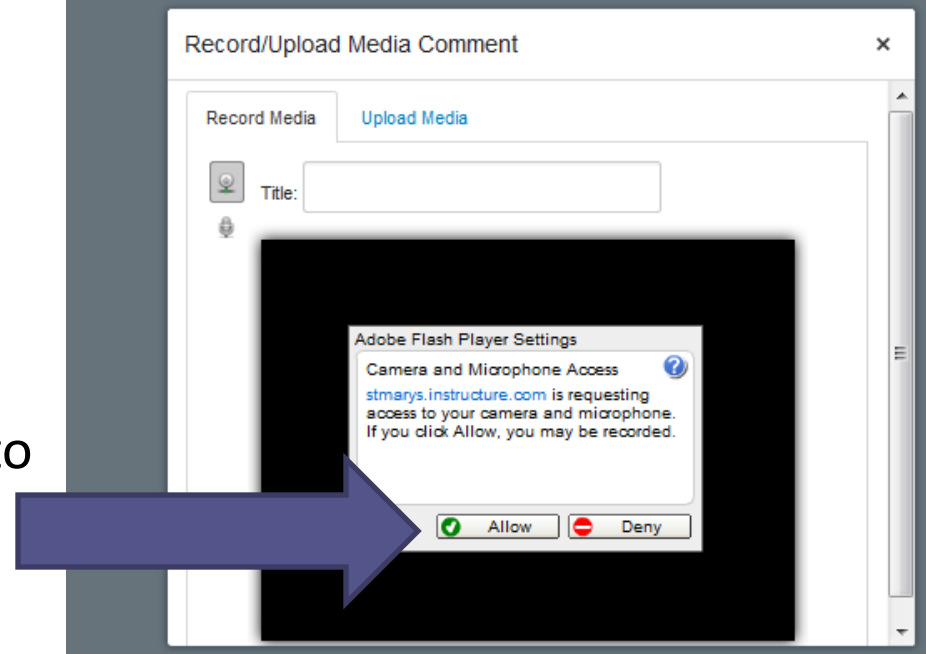


Record/Upload Media

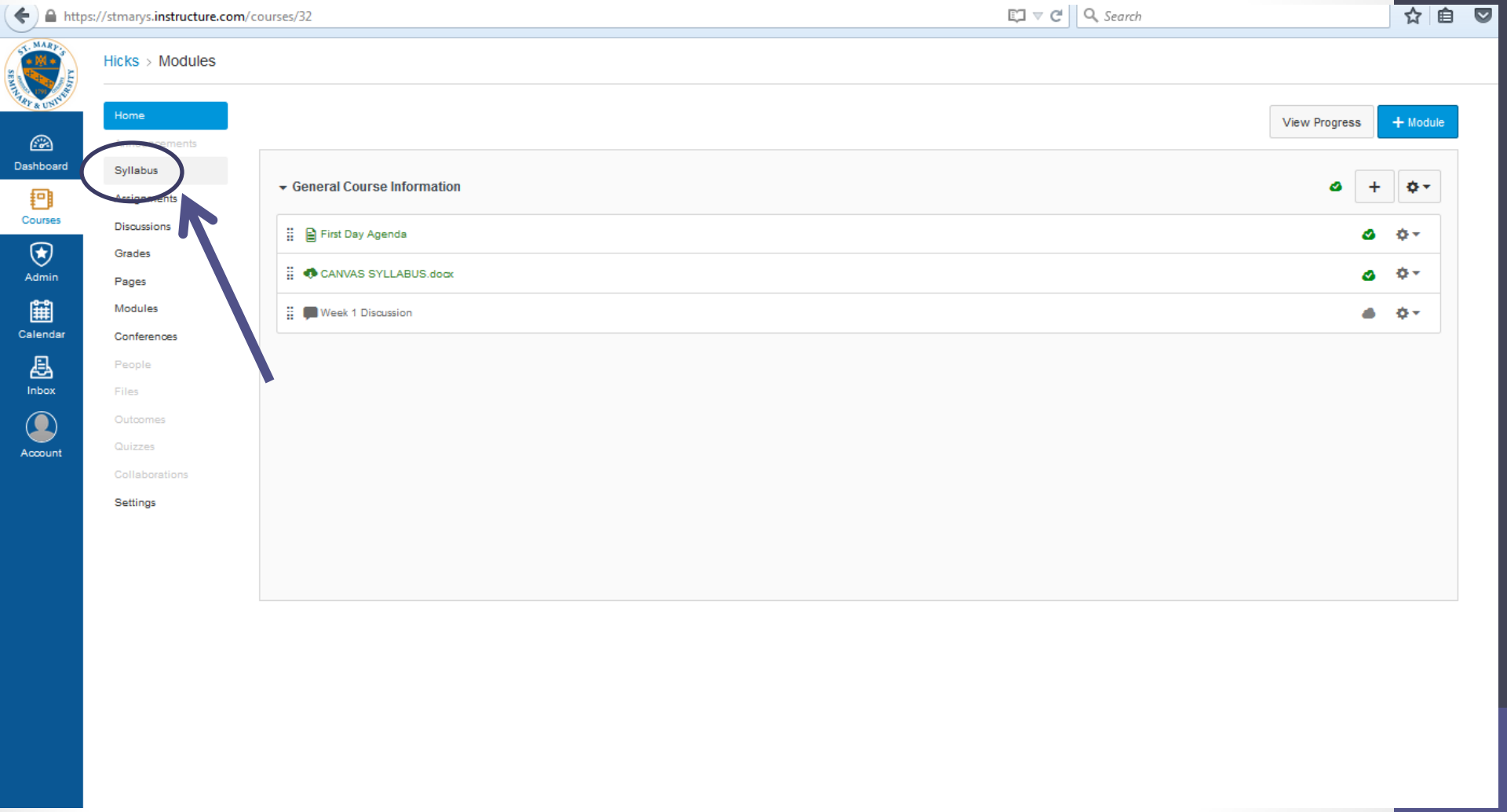
1. Click on microphone/video icon.



2. Always click on “Allow” to begin recording.



Syllabus


https://stmarys.instructure.com/courses/32
Search
Hicks
Modules
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Discussions
Grades
Pages
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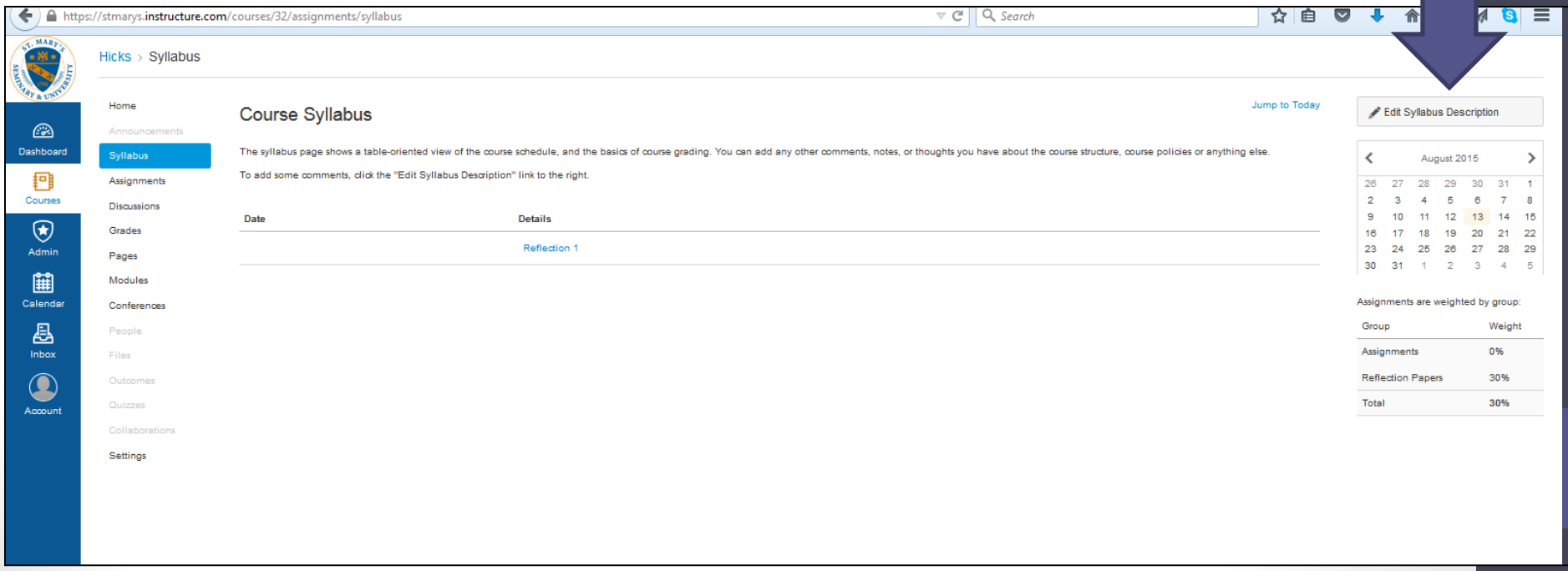
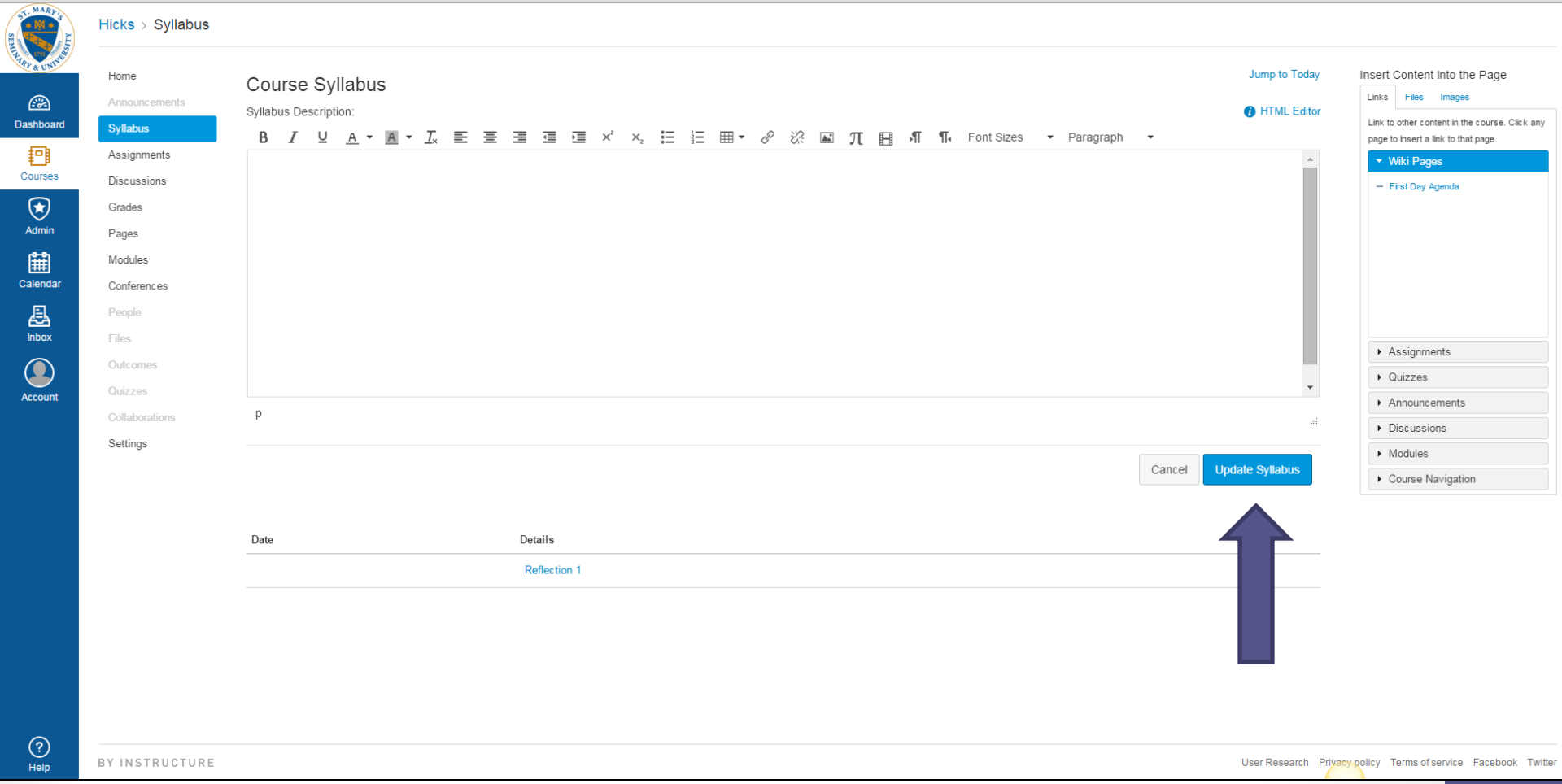
Conferences
People
Files
Outcomes
Quizzes
Collaborations
Settings
Dashboard
Courses
Admin
Calendar
Inbox
Account
View Progress
+ Module
General Course Information
First Day Agenda
CANVAS SYLLABUS.docx
Week 1 Discussion

Syllabus

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

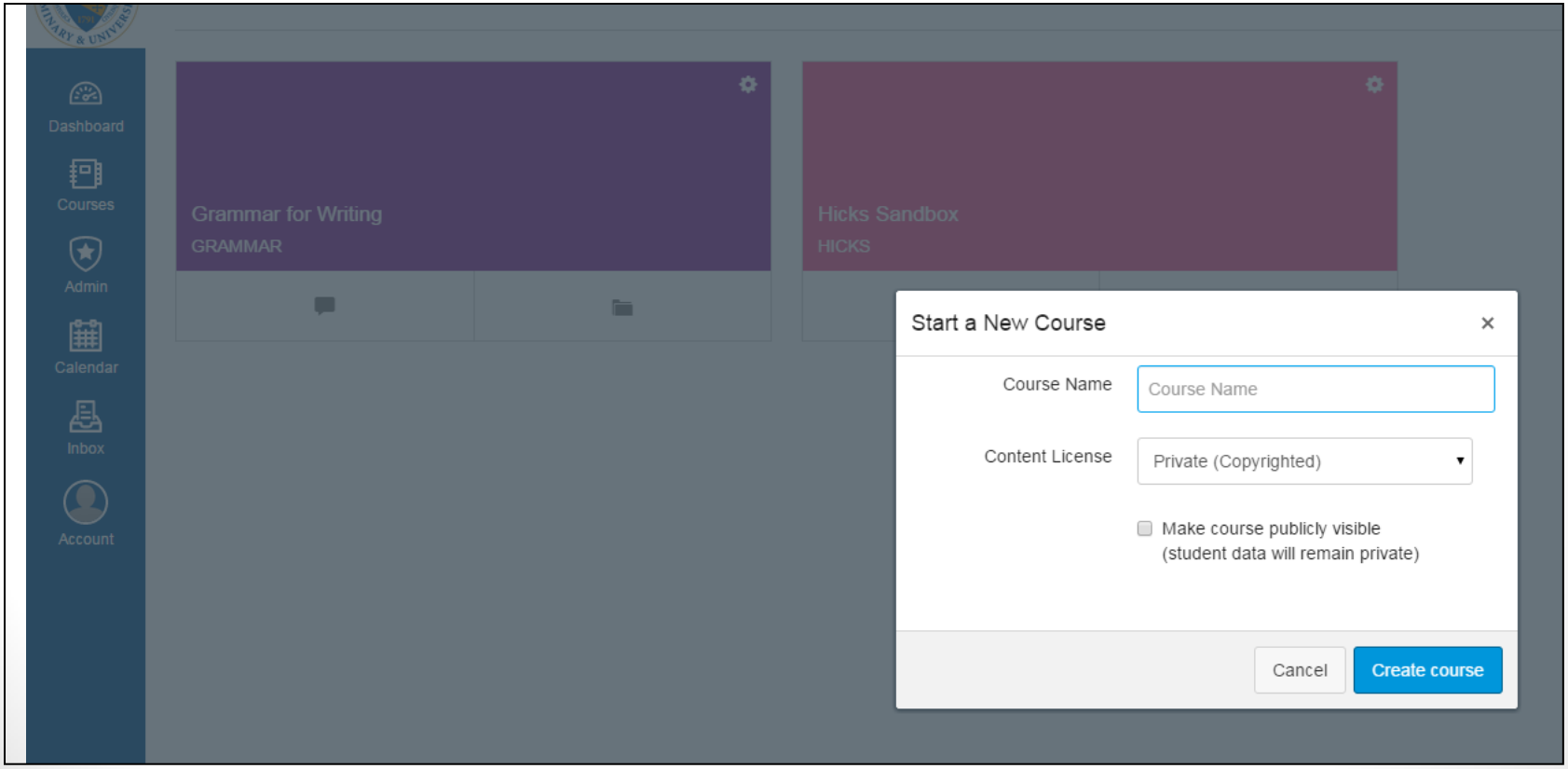


Editing the Syllabus

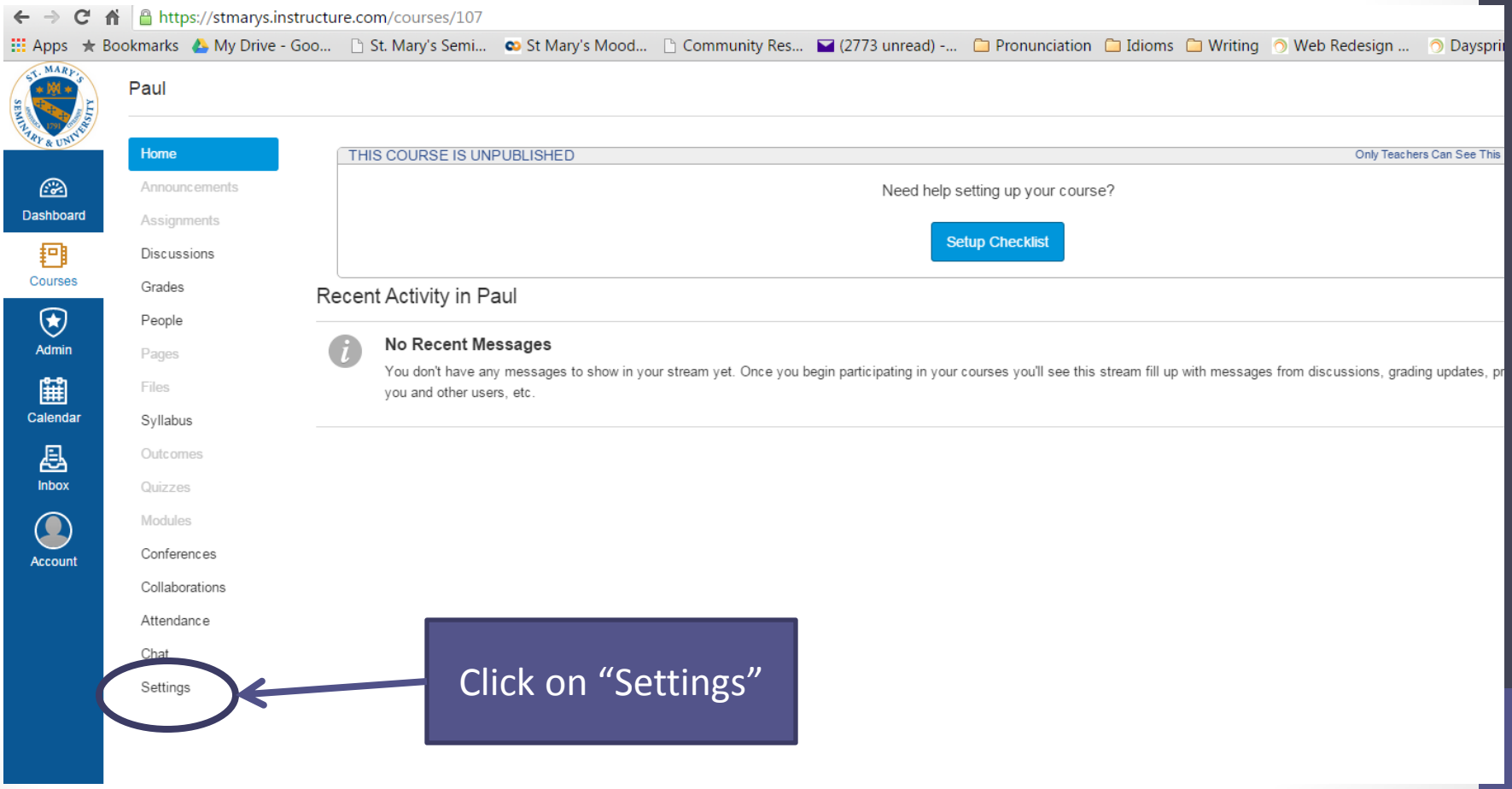


Creating a New Course

- Name your course
- Click “Create Course”

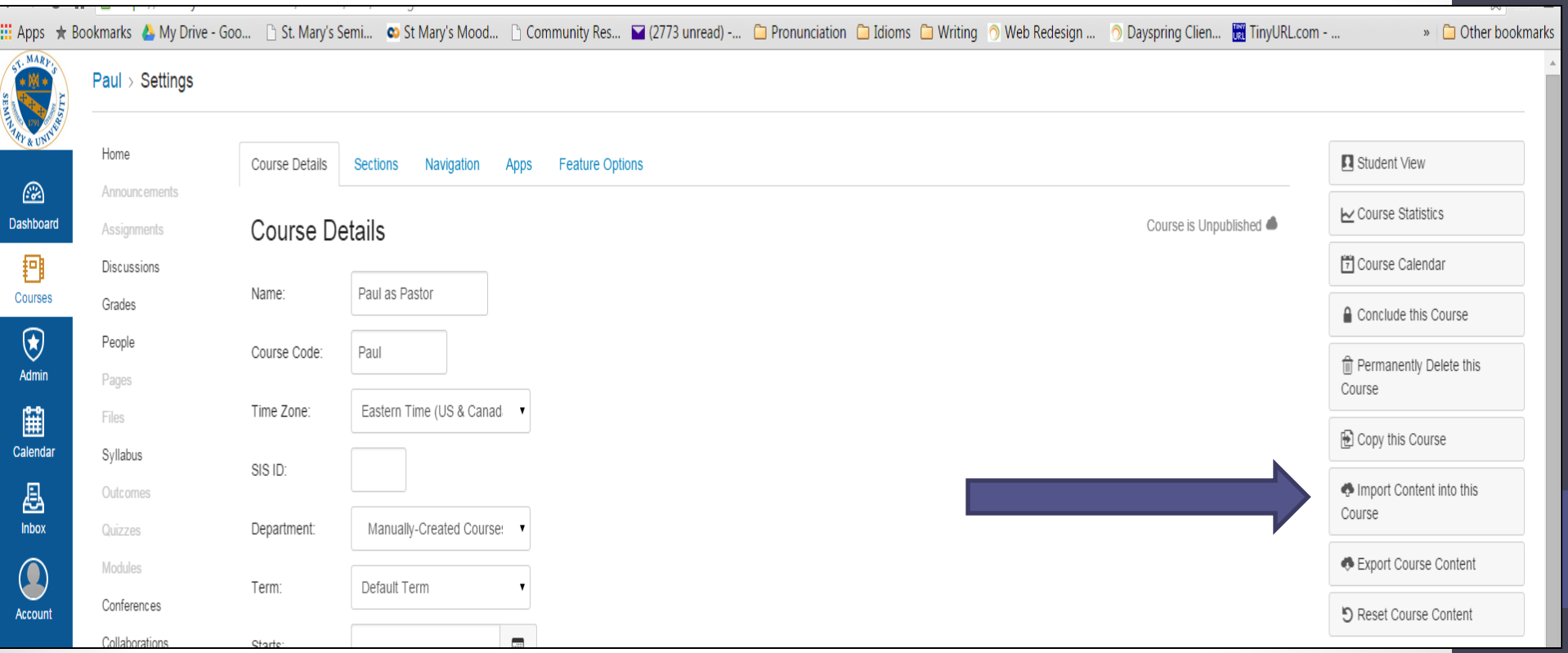


Creating a New Course

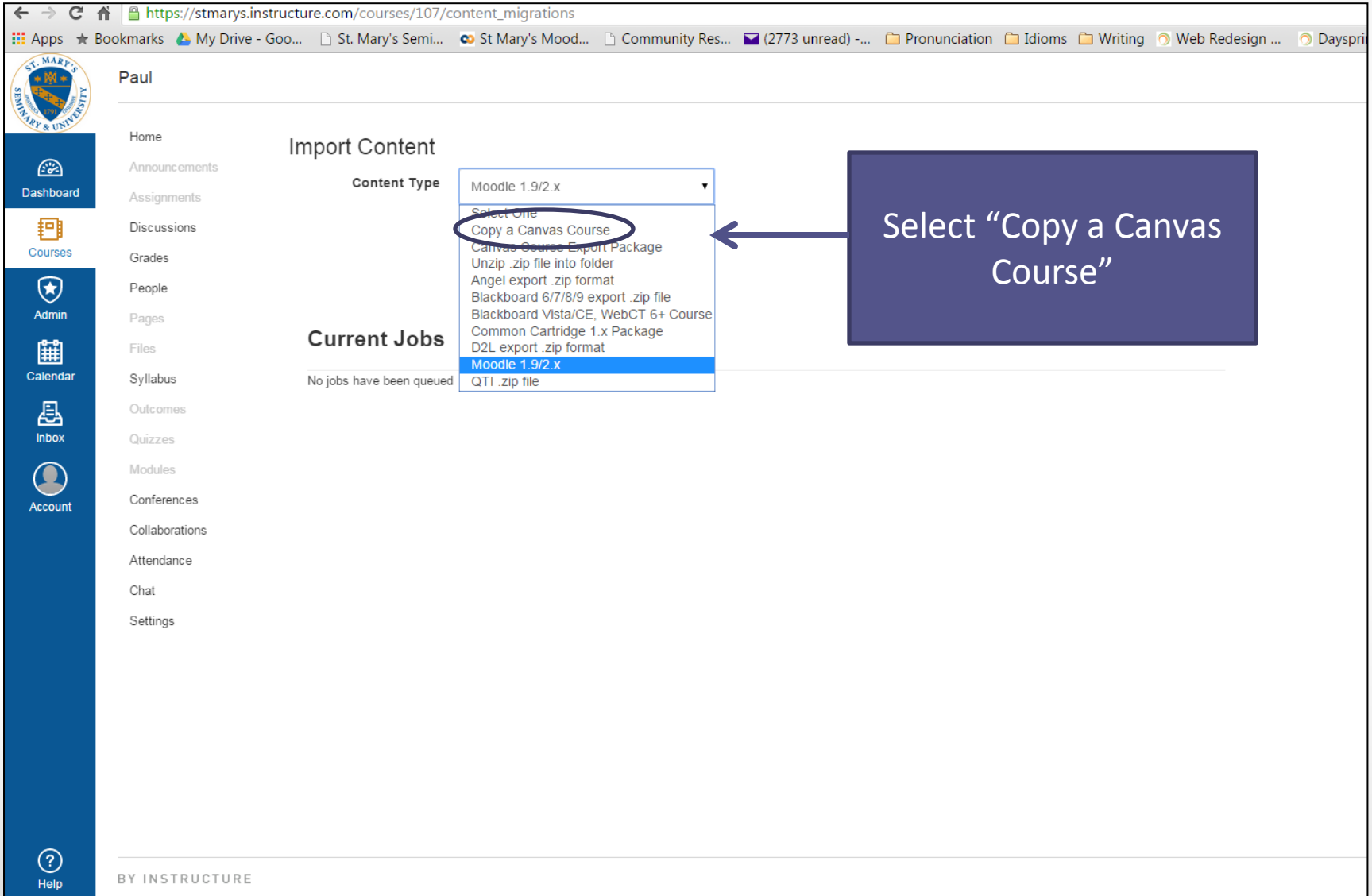


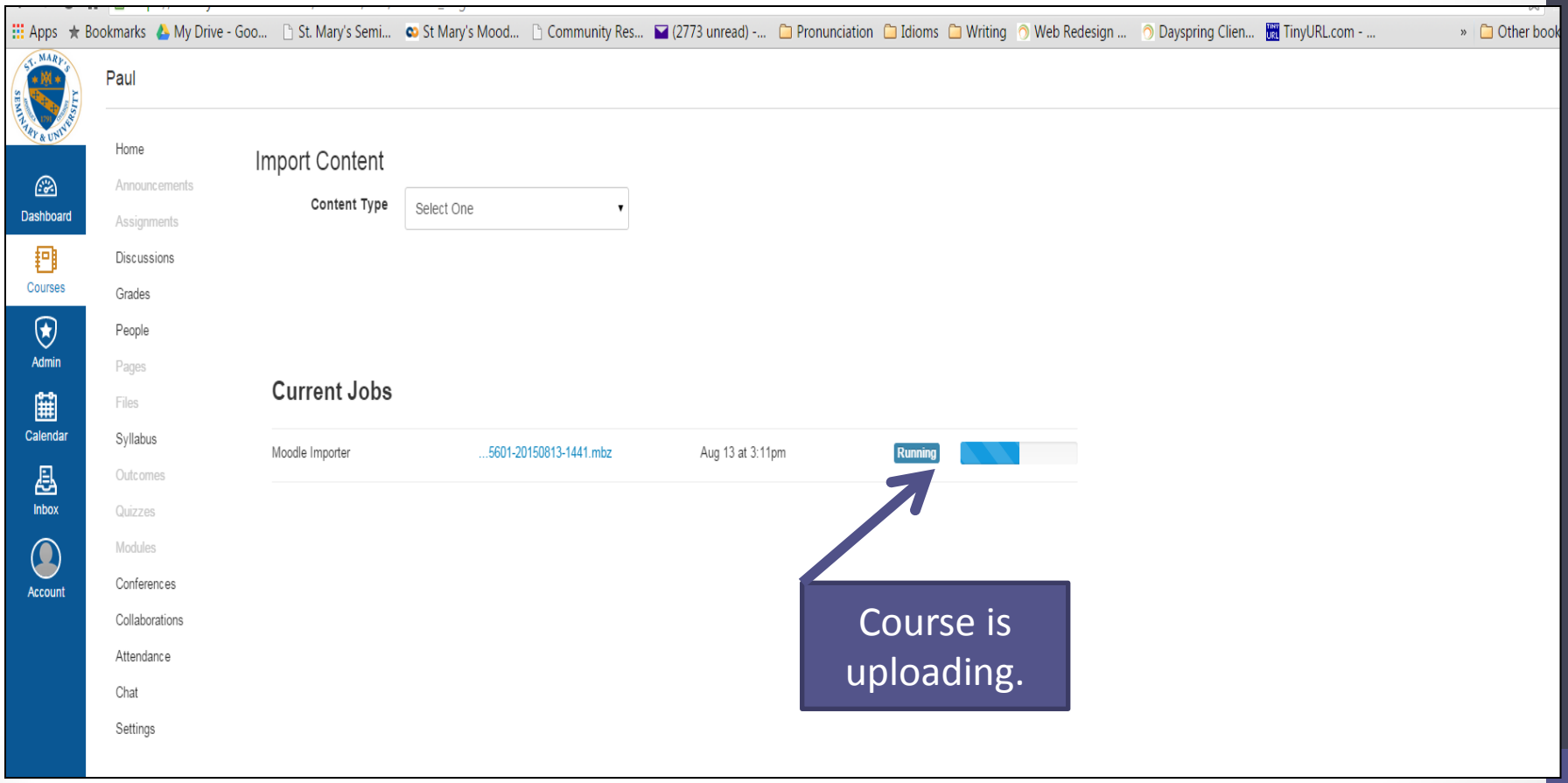
Import Content

- Click “Import Content into the Course”



Import Content from a Canvas Course




Apps
Bookmarks
My Drive - Goo...
St. Mary's Semi...
St Mary's Mood...
Community Res...
(2773 unread) -...
Pronunciation
Idioms
Writing
Web Redesign ...
Dayspring Clien...
TinyURL.com - ...
Other book
Paul
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Admin
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Announcements
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Discussions
Grades
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Pages
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Syllabus
Outcomes
Quizzes
Modules
Conferences
Collaborations
Attendance
Chat
Settings
Import Content
Content Type
Select One
Current Jobs
Moodle Importer
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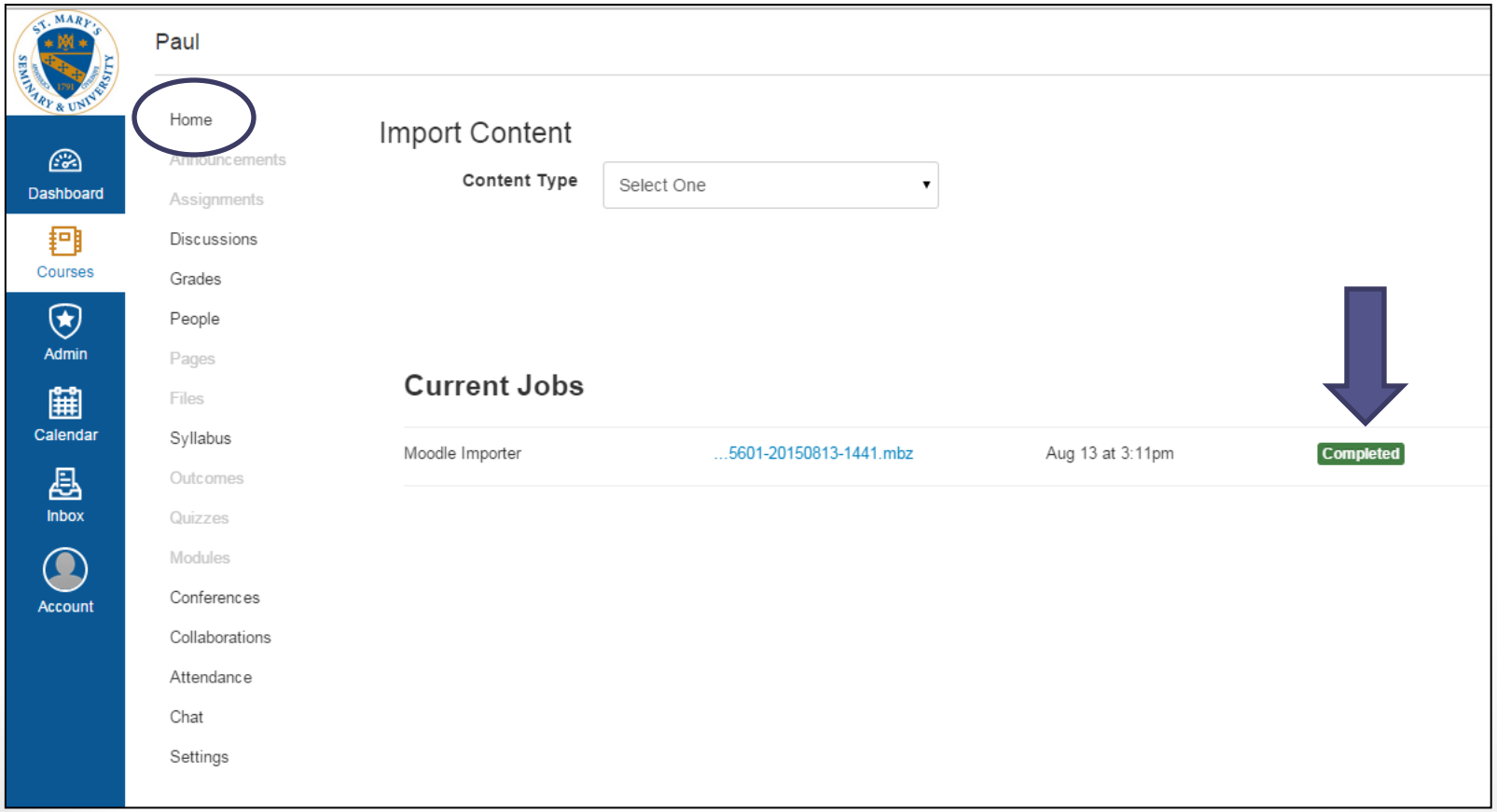
Aug 13 at 3:11pm
Running
Course is uploading.

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