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| **Announcements**  - Create an Announcement  Course > Announcements > + Announcement  •Import External RSS Feeds to create new Announcements  •New Announcement notifications can be received via multiple channels  **Assignments** -Create an Assignment  Course > Assignments > Add Assignment Group > to Add Assignment  Course > Calendar > Click on date > Assignment tab > Submit  •Create assignment groups such as attendance, discussions, papers, quizzes, etc.  •Assignment Groups can be weighted to calculate the final grade  •Download Assignment submissions from the Assignment page  **Calendar** -Create an Event  Calendar > Click on Date > Event tab > Submit  •More options to open Rich Content Editor and Content Pane  •Drag & drop events or assignments to make changes across weeks or months  •View up to 10 classes at once with color-coded global calendar view.  **Chat** - Join Chat  Course > Chat  Global Navigation > Courses & Groups > Group > Chat  •Chat in real time at the same URL (Chat logs not saved)  •Broadcast via webcam or computer audio  •Join real-time text editor (EtherPad) or real-time graphics editor (Flock Draw)  **Collaborations** - Create New Collaboration  Course > Collaborations > add people > Start Collaborating  Global Navigation > Courses & Groups > Group > Collaborations >  Start a New Collaboration  •Google Doc authentication only happens once, saved in Profile  •Invite any subset of the People enrolled in a course or group  **Course Navigation** - Customize Course Navigation  Course > Settings > Navigation > Drag above/below line to show/hide  •Course Navigation is a customizable list of links that helps you GO where you need to inside your course  **Course Statistics** - View Course Statistics  Course > Settings > Course Statistics  •Total number of Assignment types  •Recent student visits  •Graph of page views over time  **Discussions** - Create a New Discussion  Course > Discussions > + Discussion  •View Discussion Topics and Announcements or just Discussion Topics  •Use Rich Content Editor and Content Pane to edit Topic  •Attach Files to Discussions  •Discussion options: delay posting, reply visibility  •Turn a Discussions into a graded Assignments | **Conferences** -Create New Conference  Course > Conferences > Make a New Conference  Group > Conferences > Make a New Conference  •Conferences can be long-running or limited to x number of minutes  •Describe purpose of Conference in the description field  •Invite any subset of the People enrolled in a course or group  **Conversations** -Create New Conversation  Inbox > to open To: field > Name, Message, Send  •Messages can be sent to any of your classes, sections, groups  •Users can color code, archive, and unsubscribe from a Conversation  •Message threads include comments from past Assignments  **Course Home Page** - Change Home Page Layout  Course > Home > Change Home Page Layout  •Course Activity Stream (Default), Design Custom Page, Modules Page, Assignments  **Course Import/Export Tool** - Import/Export Course Content  Course > Settings > Copy this Course  Course > Settings > Import Content into this Course  Course > Settings > Export this Course  •Content can be imported and exported at a granular level  •Exported course packages can be shared via email  **ePortfolios** - Create a New ePortfolio  Profile > ePortfolios > Create an ePortfolio  •Organize ePortfolio into Sections with Pages  •Widgets: Rich Content Editor, HTML Embed, Course Submissions, Images/Files  •Enable comments; make comments public; make ePortfolio public  •Download ePortfolio as .zip files  •ePortfolios belong to a user not a course  **Course Files** - Access Course Files  Course > Files  •File hierarchy on the left / File preview pane on the right  •Upload single files or .zip files  •Sort files into folders (Mouse over file icon to move files from right to left)  •Preview files by clicking on the file title  •Three levels of security: public (default), locked until linked, always locked  •Download single files .zip files  **Grades** - Edit Grades  Course > Grades > Click on cell > Enter > Edit > Enter or Arrow Key  •Grading history is always saved, can revert to past grades  •Leave media comments to provide assessment feedback  •Download CSV export of gradebook, edit, and re-upload  •Include or Ignore ungraded Assignments to calculate Total Grade  •Students see a table of all course Assignments, can figure out hypothetical grades |
| **Groups** - Create New Group  Course > People > Groups Tab > + Group Set  •Create groups manually or automatically  •Drag and drop student names to change group enrollments  •Allow and disallow self sign-up by course or by section  •Student-created groups and instructor-created groups persist after course ends  •Students can create Announcements, Discussion Topics, edit Pages, share Files, see Registered Services, use Chat, and create Collaborations  **Help Corner** - Help Corner Options  Help > Search Canvas Guides > Instructor User Guide > [Search]  Help > Ask the Canvas Community > [Search]  Help > Request a Feature > [Search] > Vote or Suggest an Idea  Help > Report a Problem > [Subject & Description] > Send Feedback  **In-context Help** - Look for Blue Question Marks  •Course Setup Checklist, Conversations, ePortfolios, Math Editor, Outcomes, etc.  **Math Editor** - Link a Learning Outcome to a Rubric  Course > Edit > π  •Click on symbols or type Latex  **Modules** - Build a New Module  Course > Modules > Add a New Module > [Name] > Add Module > Add Item to Module  •Drag and drop to order modules or module items  •Define requirements for completing any given module  •Set prerequisites or “co-requisites” to sequence course content  •View student progress  **Quizzes** - Create a New Quiz  Course > Quizzes > + Quiz > [Quiz Options] > Add Questions > Save Settings > Preview > Publish Quiz  •Edit Quiz Instructions and Question Prompts with Rich Content Editor  •Building Quizzes: Add questions manually, copy questions from Question Banks, Create Question Group from manually-created questions, or Link Question Group to a Question Bank  •Quiz grade is the sum of points assigned to individual questions and/or Question Groups  **Rich Content Editor** - Edit Discussion Topic , Calendar Event, Page, Quiz, etc.  •Formatting tools (bold, italics, underline, text color, text highlight, alignment, indent, bulleted and numbered lists, tables, font and paragraph styles)  •Link or unlink to internet resources (YouTube links will auto-embed)  •Embed Images (Search and embed images from Flickr Creative Commons)  •Insert Math Equations  •Leave Media Comments (Record or upload video or audio files) | **Notification Preferences** - Customize Notification Preferences  Profile > Notifications > Add or Delete Channels > Set Frequency  **Outcomes** - Create a Course-level Outcome  Course > Outcomes > + New Outcome > [Descriptions] > Rating Levels > Threshold of Mastery  •Align Assignments, Quizzes, and graded Discussions to Outcomes  •View student “artifacts” sorted by Outcome  •Helpful for institution-wide reporting and accreditation  **Pages** - Create a New Page  Course > Pages > View All Pages > Create a New Page > [New Page Title] > Create > [Edit] > Save Changes  •Use Rich Content Editor and Content Pane to edit Page  •Hide Page from students until completed  •Set permissions to add Students and Observers as editors  **Profile** - Edit Profile  Profile > Edit Profile > [Full Name, Display Name, Language, Time Zone, Change Password]  •Some profile settings may be frozen by LMS Admin  •Add an avatar  •Add communication channels and link to Registered Services  **Question Banks** - Create a New Question Bank  Course > Quizzes > Settings > Manage Question Banks > Add Question Bank > [Question Bank Name] > Hit enter to save  •Add questions manually or move and copy questions to other Question Banks  •Bookmark Question Banks to display at top of page  •Department- or institution-level Question Banks are easily shared  **SpeedGrader™** - Open SpeedGrader™  Course > Grades > Choose Assignment > SpeedGrader™ Course > Open Assignment/Quiz/graded Discussion > (Edit Assignment Settings) > (Update) > SpeedGrader™  •Grade all submissions for an assignment in one place  •Multiple submissions will appear in dropdown menu for easy access  •Red notification message in Assignment was submitted after due date  •Click on Settings to sort student list or hide student names in dropdown menu  •Type score and click tab or enter to autosave to gradebook  •View Rubric to use rating levels or type free-form comments  •Feedback for students can be typed, recorded, or uploaded  •Upload files with comments for students  •Download all submissions and re-upload from the Assignment page  **Syllabus** - Edit Syllabus Description  Course > Syllabus > Edit Syllabus Description > Update Syllabus  •Use Rich Content Editor and Content Pane to edit Syllabus Description  •Syllabus table is automatically generated based on Assignments due  •Assignments without a due date will appear under “Other” at the bottom |