

LOG INTO CANVAS

Currently any course for which you are listed as a teacher will be available to you through the VETI Canvas Platform.

To log into Canvas:

1. Open a new browser window
2. Go to <http://vo.i.instructure.com>
3. Enter your User Name/Password
4. Click on the **Log In** button link

CUSTOMIZE THE HOMEPAGE

There are many different options for personalizing the Home Page. Instructors can customize what their homepage will look like to their students.

To customize a home page of a course:

1. Click **Home**, located on the left.
2. In the middle section of your screen, click **Change Home Page Layout**.
3. You will be given options for your homepage in a drop down menu.
 - Communication Stream
 - Page I'll design myself
 - Course Modules/Sections
 - Assignment List
 - Assignments with Syllabus
4. After you choose an option, click **Update Layout**.

POST A SYLLABUS

Canvas provides an easy way for you to keep your syllabus organized and complete. The syllabus compiles all your assignments, quizzes, tests, and other graded work in to one place. Students can view it to see all of the assignments they have to complete. The bottom portion of a Canvas syllabus is auto compiled from your assignments.

1. Click **Syllabus**, located on the left.
2. On the right side of the screen, click the **Edit Syllabus Description** button
3. Once you finish click the **Update Syllabus** button located in the middle under the text box.
4. In the middle of the screen is a table containing all of your assignments, quizzes, and tests that you have entered previously. If you click on the title of one of the assignments, it will take you to that assignment. You can edit, grade, or view them.
5. On the right side of the screen, under the calendar, is a table that is automatically filled with information you entered previously for your graded work. The table contains all of your groups of assignments and how much they are weighted.

Import Course Content

The Course Import Tool makes it easy to extract course content, assignments, and quizzes from previous semesters and quickly import them into existing courses.

1. Click **Settings**
2. On the right side of the screen, click **Import Content into This Course**
3. Change your Content Type to **Copy a Canvas Course**
4. Search for the course you would like to import
5. Select "All Content" to import entire course or "Select specific content" to check individual course items you like to import.
6. (Optional) **Adjust the events and due dates**

CREATE AN ANNOUNCEMENT

In Canvas, announcements are used to let your students know new information relating to a course. As soon as you create the announcement, Canvas sends out a message to all of your students in that course.

To create an announcement:

1. Click **Announcements**, located on the left.
2. Click **Create Announcement** button, located on the right side of the screen.
3. Insert a title in the title box.
4. Add your content in the text box for your announcement. If you want to add a file, click **Attach File**, located under the text box, then click **Browse**. [Optional: You have more options by clicking **More Options**, located under the text box. These include:
 - Delay posting this message.
 - Replies are not visible until after users post.
5. Click **Add Announcement** when you are finished creating your announcement.

POST MATERIAL

In canvas, material is primarily posted using modules. Modules help you organize any course material you have including, readings, assignments, videos etc.

1. On the left click **Modules**.
2. On the top right, click **Add a New Module**.
3. A box will appear. Name your module and choose the settings for it.
4. Click **Add Module**.

To add content to your module:

1. Find the module listed on the page that you would like to add content to.
2. Under the name, click **Add item to Module**.
3. In the **Add** drop down menu, choose the file type.
4. Choose [New Assignment], located at the bottom of the list, or choose another assignment in the list if you wish to associate the module with an already existing one.
5. Choose an **Indentation** if desired.
6. Click **Add Item**. [You can also add files that you have stored in canvas or on your computer or link to pages that you create to any module that you create. (See the **UPLOAD FILES** and **CREATE PAGES** tools for more details)]

CREATE ASSIGNMENTS

Any assignment created will automatically be added to the Syllabus page and the canvas main calendar.

To create a new assignment:

1. On the left, click **Assignments**. [Optional: On the right, located under the **Add Assignment** button, choose the desired group in the drop menu.]
2. Click **Add Assignment**.
3. Name your assignment.
4. Enter a due date for the assignment. (You can either type out the date or click the *blue calendar icon to the right of the box and choose the specific date.*)
5. Under the name, there is a small drop menu where you choose the type of assignment.
6. Enter the number of points the assignment is worth in the points box.
7. You can then either click **update** or click **More Options**, which is under the points box.

EDIT ASSIGNMENTS

1. Choose the desired assignment. On the right side of the screen click **Edit Assignment**.
2. You can then add content if you wish to and add desired text in the text box.
3. On the right, there is a box with content options for the assignments.
4. Below the text box there are several options that you can set for your assignment.

CREATE QUIZZES

The quiz tool can be used to create and administer online quizzes and surveys. There are varieties of different types of quizzes, question types, and quiz options:

To create a quiz:

1. Choose a course.
2. Click **Quizzes** on the left.
3. Click **Create a New Quiz**, on the right.
4. You can add instructions in the text box that appears.
5. Choose the type of quiz you want on the right.
6. There are options on the right.
 - Shuffle answers.
 - Set a time limit.
 - Students can see their quiz results with or without showing the correct answers.
 - One questions at a time
 - Allow multiple attempts.
 - Keep the highest score out of the attempts.
 - Require an access code in order to view the quiz.
 - You can lock the quiz before and after the due date.
7. To add a question, click **New Question** located under the text box.
8. If you want to use a question that you have already created, click **Find Questions** under the edit quiz text box.
9. Choose a question type.
10. Enter the question information including the question, answer choices, point value, and other options.
11. To select a correct answer, click the arrow next to an answer choice.
12. Click **Update Question** when you finish it.
13. To finish a quiz, click **Publish Quiz** located on the right.

PUBLISH THE COURSE

Instructors can make a course available in Canvas by clicking the **Publish** button. The **Publish** button appears when the instructor goes to the **Course Setup Checklist** and clicks the link to **Publish Course**.

NOTE: This is a one-time setting. Once published the course cannot be unpublished. This is a major difference between Canvas.

If your **Course Setup Checklist** is not visible, you can bring it back by going to the course **Home** and clicking on the **Course Setup Checklist** button.

To Unpublish a course, go to:

- Settings > Course Details > End This Course > Conclude Course

When you "Conclude a Course" it removes the course from your **Course Drop Down** menu, so it *appears* to be deleted. However, both teachers AND STUDENTS are still able to access the course contents in a read-only format from their "past courses" page, which *does not appear until you have past courses*

FILES

Canvas allows you to upload files to your course. You have the ability to lock files if you do not want students to access them.

1. On the left click **Files**.
2. Click the course folder.
3. To upload, click **Add File**, which is located on the right.
4. Browse for your desired file or folder and click **Open**.
5. To add a new folder, click **Add Folder** on the right and type in a name for it. Click outside of the box to enter the name.

Dragging and Dropping Files

Canvas also gives you the option of dragging and dropping files within the File tab, to do this, you can just drop from one folder on your desktop into the Canvas File window.

To drag and drop within Canvas,

1. Drag files to / from the file area in that course.
2. Click and hold the icon next to the item you wish to drag.
3. It should show a symbol with 4 arrows: one up, down, right, left.
4. Drag the file over the folder you wish to put it in.
5. Drop the item in the folder.

To lock a folder or file:

1. Highlight the desired field.
2. Move your mouse to the right, to the icons.
3. Click the first icon, picture of a lock, labeled **Lock this file/folder**.
4. Check the box next to the label **Let students download....** if you wish for students to download or view the file or if you want the students to be able to view it.
5. The box labeled **Lock until I manually unlock it** is automatically checked. If you wish to uncheck it the file or folder will be locked until a time you set.
6. Click **Lock this File** to complete it.

PAGES

The purpose of pages in Canvas is to provide an area for instructors to display information that does not necessarily fit into an assignment or into any of the other areas.

To create a page:

1. Click **Pages** on the left side of the screen.
2. Click **Create a New Page** located on the right side of the screen.
3. Enter a name for the new page and click **Create**.
4. Enter the desired information in the text box.
5. You can insert content in the page by using the right side of the screen, you can also add media.
6. You can choose: to hide a page from students, who can edit the page, and whether to notify students of changes by looking under the text box in the middle of the screen.
7. Click **Save Changes** to complete your page.

*The list of all your pages will appear on the right. There will be groups of common pages, recent changes, and all pages to make it easier for you to choose a page. You can always go back and edit your pages by, choosing which page you want to edit and clicking **Edit this page**. You can view a page's history by choosing a page and clicking the blue clock button **Page History**. That gives you all of the times that page has been edited or revised.*

RUBRICS

Canvas provides a rubric tool for instructors and students that can be used to aid in the grading of assignments, assessments, and peer reviews. The rubric tool provides standard criteria and levels of rating within each criterion. It also has additional flexibility in the ability to support various levels of ratings with a given rubric.

To add a rubric to an assignment:

1. Choose the desired assignment. On the right side of the screen click **Add Rubric**.
2. Name your rubric.
3. You can then add new criteria by selecting **Add Criterion**
4. To edit an existing criteria or rating, click on the text of that criteria or rating (If you want to use an existing rubric or criteria, click **Find Rubric** or **Find Outcome Criterion**) [Optional: You have more options that you can set for your rubric]
5. Click **Create Rubric**

THE SPEEDGRADER

The purpose of the SpeedGrader tool is to allow instructors to use a grading system that can be viewed on one page. It allows the instructor to grade, write comments, add video or audio comments, and make any changes to their grading. If you took the time to create rubrics, you can use then use them along with the SpeedGrader to make grading a breeze.

1. Choose the desired assignment. On the right side of the screen click **SpeedGrader**.
 2. The first student's assignment will show on the screen. If you want to assess another student's work, navigate to the student whose work you want to assess by clicking on the navigation arrows.
 3. Click **Edit/View Rubric** on the right.
 4. Click on the appropriate point value for each criteria of the assignment.
 5. Enter the total points earned for the assignment.
 6. Save the point value assigned.
 7. Add any comment that you would like to share with the student, located on the bottom right.
 8. Save the comment.
 9. Navigate to the next student and repeat the process.
- You can also grade assignments by clicking the **Grades** tab located at the top of the screen.

CALENDAR

Canvas provides a Calendar for students, faculty, and staff in order to create new events and assignments in an organized structure.

To use the calendar:

1. Click the **Calendar** tab, located on the top of your screen.
2. If you are creating an assignment first make sure that on the right-hand side under the mini calendar a course is selected.
3. Click the desired date.
4. Create a new event or assignment (If you click **More Options** you can add content to the event or assignment).
5. Click **Submit**.
6. The item you just created should appear on the calendar.

USER SETTINGS

Canvas allows you to customize your Canvas experience. You can link different accounts and services and have them work alongside Canvas.

To update your settings:

1. On the top right of your screen, click **Settings**, which is located to the right of your name.
2. On the left hand side of the screen, click the tab labeled **Settings**.
3. Update your name and other demographic information by clicking on **Edit Settings** on the right.
4. Link services such as Google docs or Facebook, by clicking on the services and entering your credentials for that service.
5. Click **Update Settings** to save your updates.
6. By default, all Canvas notifications will be sent to your official Oaks e-mail address. You can add other methods by selecting **Add E-mail Address** or **Add Contact Method** on the right and adding your credentials for each method

NOTIFICATION PREFERENCES

Canvas allows you to choose what notifications you're interested in, when you want to receive them, and how you want to receive them.

1. Click on your name located at the top right of your screen.
2. On the left hand side of the screen, click the tab labeled **Notifications**.
3. Once there, you'll see a list of multiple notifications you have control over. Customize the settings to your preference, by rolling over them and selecting one of the icons. You have 4 options:
 - Notify me right away
 - Send Daily Summary
 - Send Weekly Summary
 - Do Not Send Me Anything
4. Click **Save Preferences**, located at the bottom.

INBOX

Canvas has a system that collects messages from different activities within your courses.

- All of your messages will appear when you open up your inbox.
- You can also view a specific student's messages by clicking the People tab.

To send a message:

1. On the top right of your screen, click **Inbox**, which is located to the right of your name.
2. On the right side, begin typing the name or course that you wish to send a message to. [To send messages to different groups in a course, type the name of the course, then select the check box next to the different groups (eg. Instructors, TAs etc). or use the arrow on the right to select specific individuals]
3. Fill in the Subject and Message.
Optional: Add an Attachment by clicking **Add Attachment** located to the right under the text box. You can also add a media comment by clicking **Media Comment**, located under the text box.
4. Click **Send Message**.

You can view your sent, unread, archived or starred messages by clicking the drop down box located at the top of the inbox window labeled **'Inbox'**