










Canvas Quick Guide for Instructors

LEGEND OF CANVAS ACTION ICONS	
	Published
	Unpublished
 or  Tool	Add a new item (used in many tools)
	"Arrow"Expands list or tool
	"Menu arrow" (shows other options)
	"3-dot menu"Shows menu of actions
	Drag to move item / enlarge content area
	"Hamburger menu" condensed course navigation menu

NEED MORE HELP?

The Office of Academic Innovation supports PSU instructors in their course development and teaching practice in all types of environments. Whether you're teaching face-to-face, remote, or fully online, you can work one-on-one with support staff to meet your goals and sustain a creative and meaningful learning experience for the students in your classroom.

Faculty Support Desk

We are located in Smith Memorial Student Union.

- Call us at 503-725-5642
- Live chat with support staff
- Email us at oai_support@pdx.edu to schedule a meeting (in person or virtually).

Also reach out for teaching consultations, custom course design, access to our multimedia labs, and departmental support.

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ANNOUNCEMENTS

Students receive announcements in PSU email unless they change this default notification forwarding.

- Select **Announcements** from course navigation.
- Select **+Announcement** button.
- Compose message and select **Save**.

To publish later or change display order:

- Check **Delay posting** under **Options**.
- Enter date.

ASSIGNMENTS

All graded activities appear in the Assignments list.

- Select **Assignments** from course navigation.
- Select the **+Assignment** button.
- Enter a name, description, point value, and group.
- Select a Submission **Type**.
- **No Submission:** you only want a gradebook item.
- **Online:** students will upload a file or provide a link.
- **On Paper:** students will submit work in person
- **External Tool** for LTI options, like online publisher activities. (Click **Find** to view options.)
- Enter a due date (if applicable).
- Select **Save**.

To group similar items or create weighted grade categories:

- Select the **+Group** button.
- Enter the group name.
- Select **Save**
- **Drag** items to appropriate groups.

To use Turnitin:

- Select **Online** for the submission type.
- Scroll down to the **Plagiarism Review** menu.
- Select **Turnitin Plagiarism Framework**.

CALENDAR

Shows entries for all classes the user is enrolled in and is outside of courses.

- All activities with due dates appear as Calendar events.
- To return to a course, select Dashboard and course.

To filter:

- Click on square to the left of each course name in **Calendars** list to the right of the calendar.

To add a new Event:

- Select a day.
- Enter a **Title**, **Date**, **Location**, and select a **Course**.

For a recurring event

- Select **More Options** > check **Duplicate**.

COURSE HOMEPAGE

This can be set to the Course Activity Stream, Front Page (**default**), Course Modules, Assignments, or Syllabus tool.

To use a different Front Page for the homepage:

- Go to **Pages** > select **View All Pages**.
- Select 3 dots to the far right of the selected page.
- Select **Use as Front Page**.

To use a different type of homepage:

- Select the **Choose Home Page** button to modify.

To show/hide announcements at the top of your homepage:

- Select **Settings**.
- Scroll down to bottom and select the **small more options** link.
- Use the checkbox for "Show recent announcements on Course home page," and select a number.

COPY A CANVAS COURSE

- Go to the **target** course.
- Go to **Settings**.
- Select **Import Course Content** in the menu to right.
- From the dropdown, select **Copy a Canvas Course**.
- Find the course to copy from the dropdown menu.
- Select **All content** or **Specific content** (you'll choose specific content later - steps outlined in next section).
- **Adjust events and due dates**, if you wish.
- Select **Import**.

If you are only copying select content:

- Find the import in the **Current Jobs** list.
- Choose **Select Content** to the right of the listing.
- Select the parts of the course to copy.
 - To choose only parts of a category, select the arrow next to each to expand list.

COURSE NAVIGATION

Items hidden or invisible from students display an eye icon with a diagonal bar. (Note: Items with no content are hidden by default until content is added and the browser refreshes.)

To change links on course navigation menu:

- Select **Settings**.
- Select **Navigation** tab at the top of screen.
- To make an item visible, drag the item to the list at the top. To hide an item, drag the item to the bottom.
- Select **Save** at the bottom when you're done.

DISCUSSIONS

To create a new discussion:

- Select **Discussions**.
- Select **+Discussion** button.
- Name discussion, enter prompt and choose options.

Tips:

- Choose **threaded** so students can reply to others.
- Making it **graded** adds it to your Assignments list.
- To order discussions, drag and drop to the **Pinned Discussions** section at the top in preferred order.

GRADES

Gradebook is synchronized with the **Assignments** list. A grade column is automatically created for every graded activity and gradebook settings like group weights and dropping grades are managed in **Assignments** > **Assignment Groups**.

To create a standalone grade column:

- Create an assignment set to **No Submission**.

To create weighted grade groups:

- Create **Assignment Groups** for each coursework category (use **+Groups** button).
- Select the 3-dot menu to the right of the **+Assignment** button; select **Assignment Groups Weight**, enter %.

To create rules for assignments (like dropping a score):

- Create an **Assignment Group** and select the 3 dots to right of group > choose **Edit** and enter settings.

Tips:

- Use 3-dot menu to the right of each grade column title to change grade item settings.
- To move grade columns, drag/drop the column with the title bar OR reorganize in the **Assignments** list.

GROUPS

Each student group gets its own "mini-course" with Home Page, Announcements, Pages, Discussions, and Files managed by the group.










To create Groups:

- Select **People** from course navigation.
- In the upper right corner, select **+Group Set**.
- Enter name and other settings and **Save**.

Tip:

- Monitor your Group enrollment during the Add/Drop period. Students who enroll after Groups have been created must be manually added to a Group. Select **People** > your Group Set tab, and drag the new student from left column into a group on right.

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INBOX (CONVERSATIONS)

Inbox is linked to in the global navigation bar. It shows entries for all classes the user is enrolled in. If notifications are set, these messages also go to PSU email by default and can be responded to in either place.

To send a message (to someone in one of your courses):

- Select the **Compose a new message** icon near the top of the page ().
- Use the menu to select the desired course.
- Select the address book icon to the right of the **To** field to choose all or selected course members.
- Enter a subject and your message.
- Select **Send**.

Tips:

- To filter your view, use the Inbox menu near the top to select which types of messages to view.
- To show conversations for specific courses, use the **All Courses** menu in the upper left corner.

MODULES

Modules provide a place for you to organize information for your students.

To add a new module:

- Select **Modules** from course navigation.
- Select **+Module** button.
- Give the module a name.

To add content to a module:

- Select the + icon in the gray module header bar.
- Select the type of item you want to add from the **Add** menu to display current content filtered by that type.
- Choose from the filtered list and select **Add Item**.
- To create a new item, select **[Create ...]** at the top of the filtered list, name it, and select **Add Item**. Then select the item to open it and enter settings.

To publish (make visible) a new module or module item

- Select the circle to the right of that module or item: it turns green with a check mark when published. Select again to unpublish. It will be an empty circle with a diagonal line. **Note:** Published module items are only visible when the module is also published.

To edit a module, add requirements or prerequisites:

- Select 3-dot menu to the right of the Module heading.
- Select **Edit**. > Select **+ Requirements**.
- Select each module and item that students must complete, using **+ Add requirement**.
- Select **Update Module**.
- To add a prerequisite, select **Edit** for the restricted module and **+ Prerequisite**.
- Select the module containing requirements students must complete to access this module.
- Select **Update Module**.

PAGES

Pages provide a place within your course to develop content, including text, images, video and links. The Pages list cannot be organized, so OAI recommends the tool be hidden from students in your course navigation.

To create a new page:

- Select Pages.
- Select View All Pages button in the upper left.
- Select the **+Page** button in the upper right.
- Enter title and page content.
- Select **Save** to save as a draft or **Save & Publish** to make the page visible to students.
- **Note:** Pages can be made editable by students.

To duplicate a page:

- Select the 3-dot menu to the right of the page title.
- Select **Duplicate**.

QUIZZES

To make a new "classic" quiz:

- Select **Quizzes**.
- Select the **+Quiz** button.
- Choose a Quiz Engine (*in most cases, the Classic Quiz type is recommended by OAI.*)
- Select the **Details** tab at the top of the screen and enter quiz name, instructions and other settings.
- Select the **Questions** tab and select **+ New Question** to add an individual question or **+ New Question Group** to add a question pool.

To make a new "new" quiz:

- Select **Quizzes**.
- Select the **+Quiz** button and choose a Quiz Engine
- Enter quiz name, assignment group, point value, and due date settings.
- Select the **Build** button (bottom right), add questions with the **blue +** button, and **Save**.

To give extra time/attempts to selected students:

- Select the quiz and make sure it is published.
- *Classic quiz:* from the quiz details page (not in edit mode), select **Moderate This Quiz** from the Related Items list. *New quiz:* from the quiz edit page, select **Build**. Scroll up to the top and select **Moderate** tab.
- Find the student to whom you want to give extra time/attempts and select the pencil icon to the right of their line.
- Enter the extensions. Remember, these are **extra** attempts or time *in addition* to default settings.
- Select **Save**.

Tip:

- The **Available until** date/time will override quiz moderation time extensions if earlier. Use **Assign to...** to add students who need an **Available until** extension beyond the class quiz access period.


RICH CONTENT EDITOR (RCE)

This editor is found when you create/edit a Page, and also in all major tools when you select a description field.

Things to look for in the RCE:

- The 3 dots to the far right of the menu bar may show additional tools.
- For many of the tools, you will need to select the small **menu arrow** to the right of the icon to show options other than the default action (e.g. the Link icon displays an External URL field, but the menu provides a way to add Course Links).

RICH CONTENT EDITOR (CONTINUED)

- Course links to **New Quizzes** are located in the Assignments area instead of Quizzes
- The Accessibility icon () below the text field will alert you to any formatting problems for screen readers, etc. Select the orange number next to the icon to review the recommendations.

SPEEDGRADER™

This tool is available in any graded activity, including quizzes and graded discussions.

To access in an assignment or quiz:

- Go to the details page of the assignment/quiz.
- Select **SpeedGrader** in the right sidebar.

To access in a discussion:

- Open the discussion topic and select the 3-dot menu to the right of the Edit button.
- Select **SpeedGrader** in the right sidebar.

To access from the gradebook:

- Find the column for the assignment being graded.
- Select the 3-dot menu that appears when you hover over the title of the column.
- Select **SpeedGrader**.

Tips:

- Use the horizontal arrows in the upper right corner to move through your students' submissions.
- Use the down arrow to display a list of students with submission status.
- SpeedGrader's annotation tools don't work for text entry assignments. Files that are over 100 MB or password-protected aren't available in the DocViewer.

SYLLABUS

This tool is visible by default in course navigation.

To display your uploaded syllabus file:

- Select **Edit**.
- In the **Syllabus Description** area, use the:
 - **Insert > Document > Upload Document** menu to upload your syllabus file (Word/PDF).
 - **Insert > Link > External Links** to link to your syllabus file (Google Doc).
- Click on link and select **Link Options > Preview inline > Expand preview by Default**.
- *Optional:* Select checkbox to **Show Course Summary** to show separate list of assignments with due dates and calendar events.