

Canvas Guide

REMOTE-READY LAYOUT

IMPORTANT NOTE: If you are already using Canvas for your in-person courses, great! No changes are needed. Continue to use your current set-up.

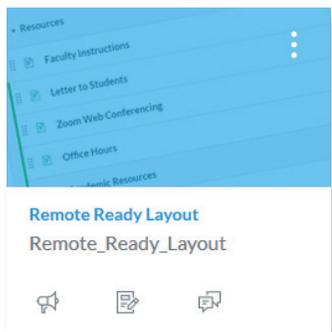
Using a Layout

For those not using Canvas, a Remote Ready Layout was created to help you organize your content. Additionally, there are layouts created by some colleges and ACOL that are more extensive that you are welcome to use, but will not be the focus of this training. If you are already using those, you do not need to change anything.

Remote Ready Layout to Organize Content

From the home page of your Canvas course:

1. Click **Import from Commons**
2. Enter **Remote Ready Layout** into the search box
3. Look for this image and click on this box:



On the right side you will see a list of your courses.

4. Click all courses that needs the layout
5. Scroll to bottom
6. Click **Import Into Course**

SYLLABUS

Concourse syllabus, which is the “legal” syllabus is automatically located in your Canvas course as “Course Syllabus”.

If you have not already, please add your name, policies, contact information and grading policy to the course syllabus.

To do this:

- From within your Canvas course click on Course Syllabus located on the left side
- Click on Syllabus located on the top left with a triangle on the right side
- Click on Edit that will be part of the drop down menu.

You will notice multiple sections with green boxes.

- Click on a green box where you need to add information
- Add your information
- Click SAVE
- Repeat with other sections, until you are done.

If you want to go back to edit sections you have already entered in, go through the same process, but instead of the green boxes you will see yellow boxes with a pencil. Click on that box to edit your content.

COMMUNICATION

Students will be instructed to go to their Canvas course to find announcements and messages in the inbox (email) to receive communication from you. When you create an announcement it will be visible on the home page of their Canvas course.

Announcements

- How to add an Announcement
 - » Click on **Announcement** - left course navigation bar
 - » Add **+Announcement** - right side of page
 - » Create title and message and click **Save**

Inbox (e-mail via Canvas)

- Using the Inbox
 - » Messages will populate in ACES e-mail
 - » Click on **Inbox** in left navigation menu
 - » Click on pencil **Compose a message** icon
 - » Select **Course**
 - » Hover over favorite course and choose the name of the course you want to send a message to
 - » Click on the gray box to the right of the **To** box. You can select all students, or choose one particular student.
 - » Fill your message in the text box
 - » Click **Send** - This will send the e-mail to all students selected

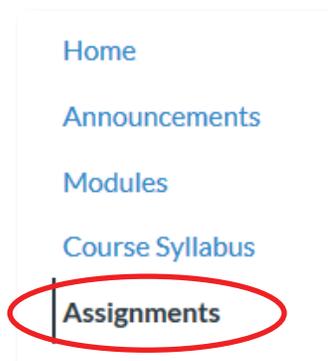
Notifications (leave as default)

There are a variety of ways you can receive notifications. It is recommended you leave the notifications the way they are defaulted. If you wish to make changes, you would do this in your account settings.

ASSIGNMENTS AND DISCUSSIONS

Adding an Assignment

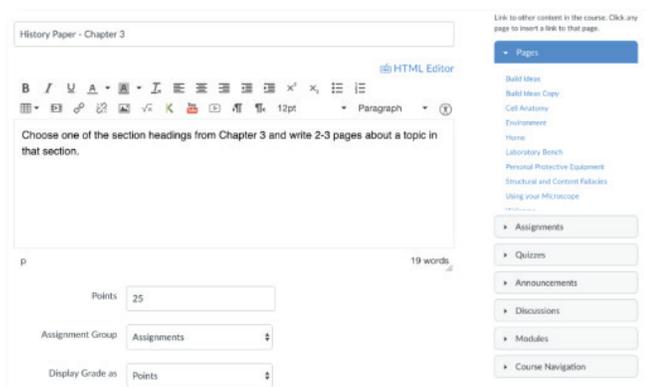
Go to Course Navigation and click the **Assignments** link.



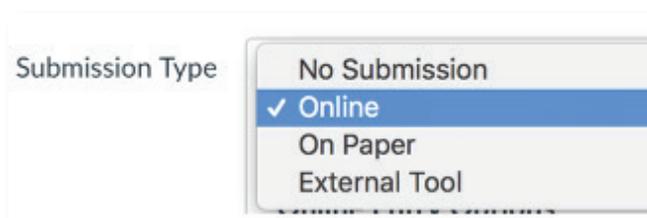
Click the **Add Assignment** button.



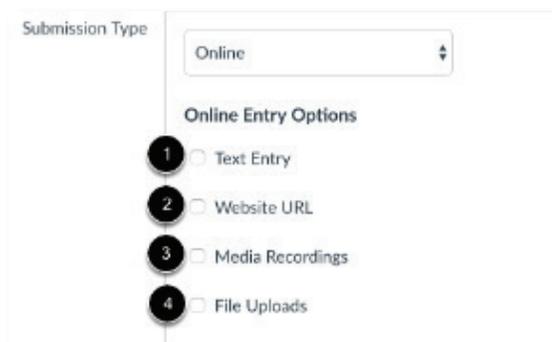
Add your assignment details.



In the Submission Type drop-down menu, select the **Online** option.



Select an **Entry Option**.



1. Text Entry:

- » Students can submit their assignment directly in the Rich Content Editor
- » DocViewer annotations are not available for text entry submissions
- » Text entry submissions cannot be re-uploaded to the Gradebook

2. Website URLs:

- » Students can submit a URL that fulfills the assignment
- » DocViewer annotations are not available for website URL submissions
- » Website URL submissions cannot be re-uploaded to the Gradebook

3. Media Recordings:

- » Students can submit an audio or video recording that fulfills the assignment
- » They can either record new media or upload existing media
- » Video and audio uploads to Canvas can be up to 500 MB
- » DocViewer annotations are not available
- » Additionally, media recording submissions cannot be downloaded

4. File Uploads:

- » Students can upload a file to fulfill the assignment.
- » DocViewer annotations are available for [supported file types](#) in SpeedGrader.
- » Students can upload files from their respective Google Drive or word processing document directly.
- » If only Google Docs are enabled for your institution, students must connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide.
- » File upload submissions can be downloaded and re-uploaded to the Gradebook. Canvas supports file uploads up to 5 GB.

Assignment settings will be retained from settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

Make sure to save the assignment.

1. To save and publish the assignment, click the **Save & Publish** button.
2. To save the assignment as a draft, click the **Save** button.



Discussions

Discussions are an option. If you believe they would be useful for assessment or enriching your class, watch the [Discussion Overview video](#).

QUIZZES

Quizzes is an optional tool you can use in Canvas to do all of your assessments. Watch the [How to Create a Quiz](#) video created by Graham-Kapowsin High School for more information. Keep in mind it goes through all of your options, but you can keep it simple and basic.

Respondus Lockdown Browser is a tool that can be used to lock down your browser to prevent cheating. However, it can be tricky and does not always work. Therefore, in this temporary situation, we do not recommend trying to use it. However, there are [Respondus Lockdown instructions](#) if you choose to use it.

Best practices to prevent cheating is to ask questions that require critical thinking and cannot be found online.

GRADEBOOK AND ATTENDANCE

In this temporary situation, you do not need to utilize Gradebook in Canvas for all grades if you do not choose to. However, Gradebook is where you will find students submitted assignments to grade.

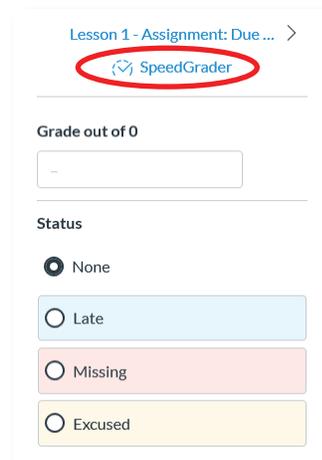
Using Gradebook to Access Assignments

1. Click **Grades** in the left side bar
2. Click in a box with an assignment that needs to be graded

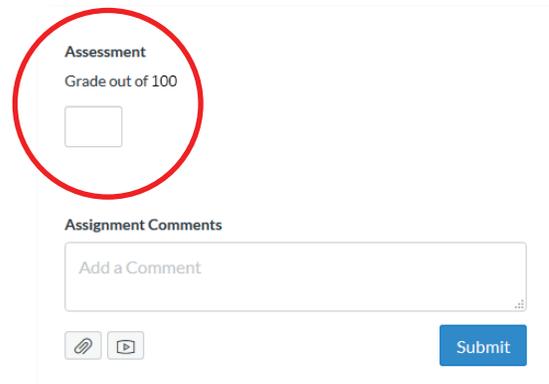
3. Click arrow that comes into that box



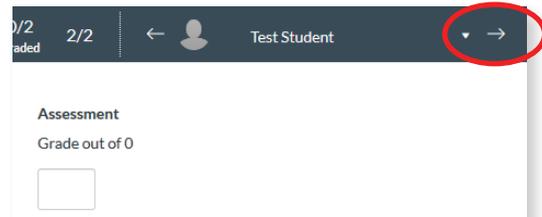
4. Click **SpeedGrader**



You will then find the assignment to grade. If you choose you can record the grade in the box provided.



Click arrow next to student name to get to next student.



ATTENDANCE

Attendance is an optional tool available in Canvas. You can take attendance during a Zoom session as you normally would in a face to face course, marking attendance in the same fashion you did before. If you would like to utilize the Attendance tool in Canvas, read [How to Use the Attendance Tool in Canvas](#).