CANVAS TOOLS AND TIPS

Presented at GC New Faculty Technology Workshop

BASIC TOOLS

Calendar
Schedule events and assignments, and drag and drop them to easily rearrange. Shows all course calendars at once. Integrates with your desktop/phone calendar.

1. Click the + sign to add an event, assignment, to-do note for yourself, or student appointment slot.
2. Note that assignments appear and sync throughout the course (discussions, assignments, etc.)
3. To add your calendar to iCal or Google Calendar, etc., click “calendar feed” at lower right. On your computer, add “new subscribed calendar” and paste it in. On your iPhone, go to settings -> passwords and accounts -> add account -> other.

Conferences
Conduct synchronous lectures, share presentation slides, or hold online office hours and study sessions. Students can host study groups, work together on projects, or practice presenting. Uses BigBlueButton to create a room where you can share and show your screen, your camera, or use audio only.

1. Create a conference: Click Conferences and “+ conference” to create a new conference. It does not go live until you hit start. Invite all course members or specific members. Once created, an email is sent to all invited members.
2. Control what others do: You can view participants on the left-hand side. You can hand over Presenter access to another person by selecting their name and clicking on the Change Presenter icon. As Moderator, you can mute, kick out, or restrict access to any participants in the conference.
3. Record a conference (recording must be enabled in initial setup): Click Recording button at top of screen, click on Yes when prompted; to stop the recording, click on the Recording button again.
4. View a completed conference: Go to Conferences and click the View button (it may take a few hours for recording to load and View button to show up).

Groups
Groups allows for collaboration on assignments, pages, and collaborations; students can also create their own study groups or project groups. Great way to allow students to store and share files or have a discussion.

1. Go to People -> Groups
2. Create a group set and decide if students sign up for groups or if you create manually.

More faculty resources available at:
http://libguides.georgetowncollege.edu/facultyapps

laura_hunt@georgetowncollege.edu
Discussions
Can be used as a graded assignment or just as a forum for discussion. Students can link to videos, embed pictures, share responses to readings or movies, or share research.

1. Focused discussions: great for answering a single question, sharing resources, sharing insights about a single reading.
2. Threaded discussions: great for debating pros and cons, posting and answering multiple or unrelated questions, sharing ideas, debating pros and cons, facilitating discussions around multiple topics.
3. As shown in the image, you can even add a rubric to your discussion to show students how they are graded.

ADDITIONAL TOOLS
Analytics
Track and analyze what students are doing within the course. See which students need help, grade distribution, and student activity.

1. Click “people” and click on a person. Click “analytics.” This shows you a single student’s analytics. Or, select “course analytics” to view everyone in the course.
2. View page views, participations, activity by cate, or grade distributions.

Peer Review Assignment
Students provide feedback on others’ assignments and learn from each other. Student names can be displayed or anonymous. Can be assigned manually or automatically in Canvas. May include a rubric for assessment opinion.

Roll Call Attendance
Take attendance using this handy tool. Create and manage badges for students (great participation, disruptive, used phone, etc.).

1. Click the + sign in the module where you would like to add it.
2. Select “external tool.”
3. By default, attendance becomes an “assignment” in the gradebook, but you can make the point value zero and decide how to score attendance as part of a participation grade.
4. To export your attendance spreadsheet, select the gear in the upper right corner (see image).

More faculty resources available at:
http://libguides.georgetowncollege.edu/facultyapps  
laura_hunt@georgetowncollege.edu
Rubrics
Rubrics are reusable grading tools that allow you to enter data once, then click through and assess students quickly and objectively. They align pre-defined learning outcomes to course assignments and assessments, as well as communicate clearly to students how they will be graded. Great for grading presentations, projects, and papers!

Create a New Rubric

1. Create rubric by first creating the assignment. Then, select “add rubric” (see image). Alternatively, you can go to Outcomes -> Manage Rubrics and create your rubric there.
2. Next, define your criteria and ratings. Be sure to always include a “zero” option so it calculates correctly. Check “use this rubric for assignment grading.”
3. Once you’ve entered in all of the criteria and ratings, you may decide that you would like to check “range” to give yourself more flexibility with how many points to award.

Reuse an Existing Rubric

1. You can modify an existing rubric to adapt to a different assignment or course. Simply go into the assignment and “add rubric” (see image). Then, click “Find a Rubric.”
2. Select the rubric you want by clicking on the course it was used in or the rubric title. Then, click the “edit” tool. Follow step 2 and 3 above. Any changes you make will create a new rubric for that course/assignment.

Using Rubric to Grade

1. Select your assignment.
2. Click “SpeedGrader” and then “View Rubric.”
3. Select appropriate rating according to defined criteria. If you are not satisfied with the points given and you selected “range”, alter the point value at the right of the criteria row.
4. You’re done!

More faculty resources available at: http://libguides.georgetowncollege.edu/facultyapps