Canvas for Beginners
An Interactive Workshop
Introduction

- Distance Education – The role of Distance Education is to assist and support students and faculty implementing and using remote educational technology.

- Canvas – Canvas is a Learning Management System, a.k.a. Canvas LMS. Canvas acts as a platform for software based learning and provides an organizational outline that facilitates creative content. Instructors use a set of tools that create a unique learning experience that is intuitive for students.

- Commons – The power of Canvas is its ability to integrate educational content from other users. Instructors can integrate class templates and materials through an internal application called “Canvas Commons” which is network of shared content. With everything from homework to tests and even entire classes that you can download and utilize for instruction.
The Canvas Workshop

• Terminology
• Accounts – NVC Canvas, Instructure Canvas, and External Apps
• Invitation into a Canvas Classroom
• Speed Grader and Turnitin as they relate to Assignments
• The 5 Forms of Content: Assignments, Quizzes, Discussions, Pages, Documents (Group Project) & Digital Export
• Canvas Commons & Canvas Community
## Terminology

<table>
<thead>
<tr>
<th><strong>Shell</strong> - An “active” digital classroom in Canvas (shells are empty and later filled with content).</th>
<th><strong>Module</strong> - Modules allow you to organize your content to help control the flow of your course.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group</strong> - Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments. They enable you to separate students into smaller course units. Groups can be created for students or by students to enable efficient collaboration.</td>
<td><strong>External App</strong> - Additional software integrated within Canvas that will assist an instructor with grading, prevent cheating or plagiarism, and educational provide content.</td>
</tr>
</tbody>
</table>
## Accounts

<table>
<thead>
<tr>
<th>Internally supported by IT and Distance Education</th>
<th>Externally supported (Limited support through Distance Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Napa Valley College (NVC) Canvas</td>
<td>Instructure Canvas (Freeware)</td>
</tr>
<tr>
<td>WebAdvisor and Datatel Colleague</td>
<td>TurnItIn</td>
</tr>
<tr>
<td></td>
<td>* Account Administration by Distance Ed</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td>Pearson - MyLab</td>
</tr>
<tr>
<td>Microsoft SharePoint</td>
<td>ALEKS &amp; XYZ &amp; Other LMS</td>
</tr>
</tbody>
</table>
This is You

- NVC Canvas (Automatic)
- Username: Password: Instructure Canvas (Free & Manual)

- WebAdvisor
- Outlook
- SharePoint
- Turnitin (External App)
- Pearson (External App)
- Other LMS
Let’s Login

Login if you have an Instructure Canvas account, otherwise, we’ll create one together.
Instructure Canvas Account (The Sandbox)

- Go to: https://canvas.instructure.com/login/canvas
- Login or create a free user account.

How to create a new course:
- Go to the “Courses” menu and select “All Courses”
- On the right-hand side click the grey box that says + Course

https://canvas.instructure.com/login/canvas
Let’s Add Students

Now we will begin filling our rosters.
Instructure Canvas Account
Inviting Students into a Class
Instructure Canvas Account
Inviting Students into a Class

Add People
Add users by:
- Email Address
- Login ID
- SIS ID

Example: lsmith@myschool.edu, mfoster@myschool.edu

btfaneli@napavalley.edu

Role: Student
Section: Commons Course

Next
Cancel
Instructure Canvas Account
Inviting Students into a Class

Add People

The following users are ready to be added to the course.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon Tofanelli</td>
<td><a href="mailto:btofanelli@mapavallley.edu">btofanelli@mapavallley.edu</a></td>
<td></td>
<td></td>
<td>Free For Teachers</td>
</tr>
</tbody>
</table>

Add Users
Speed Grader for Assignments

- SpeedGrader is a grading tool that helps instructors evaluate student work. SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. You can use rubrics for fast assessment and leave text, video, and audio comments for their students. SpeedGrader is also available as a Canvas mobile app on iOS and Android devices.
Comprehensive Content

- Canvas has many features that are used to provide information to students. Let’s talk about the tools that are used to build the necessary content we need to make your digital classroom possible.

- Assignments
- Quizzes
- Discussions
- Pages
- Files
# Comprehensive Content

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Quizzes</th>
<th>Discussions</th>
<th>Pages</th>
<th>Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
<td>Name</td>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Content</td>
<td>Content</td>
<td>Content</td>
<td>Content</td>
<td>File Type</td>
</tr>
<tr>
<td>Options</td>
<td>Options</td>
<td>Options</td>
<td>Options</td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>Due Date</td>
<td>Availability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Assignments

Name & Content
# Assignments

## Options

<table>
<thead>
<tr>
<th>Points</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Group</td>
<td>Assignments</td>
</tr>
<tr>
<td>Display Grade as</td>
<td>Points</td>
</tr>
<tr>
<td>☐ Do not count this assignment towards the final grade</td>
<td></td>
</tr>
<tr>
<td>Submission Type</td>
<td>Online</td>
</tr>
<tr>
<td>Online Entry Options</td>
<td>Text Entry, Website URL, Media Recordings, File Uploads</td>
</tr>
</tbody>
</table>

**Group Assignment**
- ☐ This is a Group Assignment

**Peer Reviews**
- ☐ Require Peer Reviews

**Moderated Grading**
- ☐ Allow a moderator to review multiple independent grades for selected submissions
Assignments

Due Date

Assign

Assign to
Everyone

Due

Available from

Until

Add

Notify users that this content has changed

Cancel    Save & Publish    Save
# Quizzes

- **Name**
- **Content**
- **Options**
- **Due Date**

**Options**

- **Quiz Type:** Graded Quiz
- **Assignment Group:** Assignments
- **Options**
  - Shuffle Answers
  - Time Limit: [ ] Minutes
  - Allow Multiple Attempts

**Quiz Restrictions**

- Require an access code
- Filter IP Addresses
Files

- In Canvas you can create documents using other programs and upload them to use in your course. The following document types are compatible with Canvas.

<table>
<thead>
<tr>
<th>.doc</th>
<th>.xls</th>
<th>.odp</th>
<th>.sxc</th>
</tr>
</thead>
<tbody>
<tr>
<td>.docx</td>
<td>.xlsx</td>
<td>.ods</td>
<td>.sxi</td>
</tr>
<tr>
<td>.ppt</td>
<td>.pdf</td>
<td>.odg</td>
<td>.txt</td>
</tr>
<tr>
<td>.pptx</td>
<td>.odt</td>
<td>.sxw</td>
<td>.rtf</td>
</tr>
</tbody>
</table>
Content Development

Now let's form groups and develop our own content.

After we create content we will learn how to export to Canvas Commons.
Content Export

Let’s export the content we want to share.
Exporting to Canvas Commons
Putting it All Together

Now that we’ve developed content and exported it to the Commons we will import this content to build a new course.

https://canvas.instructure.com/login/canvas