INSTRUCTOR GUIDES

Table of Contents

Fall 20)20 Course Support Resources	11
	FAS Extended Course Description	12
	Course Welcome Videos	16
	Canvas for FAS Preregistration Applications	23
	Remote Teaching Resources	35
Setting	g Up Your Course Site	50
	Quick Start Guide for Instructors	51
	Setting Up Your Canvas Course	53
	Setting Up Student Accommodations in Canvas	60
	Setting Up Your Syllabus	64
	How do I post my Syllabus in Canvas?	66
	How do I publish or unpublish my Canvas course?	68
	Canvas Video Guides	70
	Global Navigation (Vendor Guides)	71
	Course Navigation (Vendor Guides)	72
	Settings (Vendor Guides)	73
	Course Import Tool (Vendor Guides)	75
	Courses and Sections (Vendor Guide)	76
	Rich Content Editor (Vendor Guide)	77
	How to Favorite your Course	78
	How do I re-organize my Course Navigation?	80
	How can I see what the students see?	82
	How Do I Change My Course Name and Course Number in Canvas?	85
	How to Change Course End Date	86
	Copy Content from One Canvas Course Into Another Canvas Course	88
	Course Sections - Time, Date, and Location Visibility	94
	Using the Rich Content Editor	96
	How to Request a Sandbox Course	98
	Canvas @ Yale Umbrella Sites	99
	How Do I Create A Custom Link in My Course Navigation Using the Redirect Tool?	.101

	Courses in Past Terms	.106
	How to unlock courses in past terms	.110
	How do I restore deleted items?	.114
	Course Reserves in Canvas Course	.115
	Supported Browsers	.116
	Course Settings - Course Visibility	.117
Gettir	ng Started with Zoom	.118
	Setting up your Zoom account	.119
	Configuring your microphone, speakers and camera in Zoom	.121
	Logging in the Zoom application with your Yale credentials	.123
	Link a Yale Email to a Yale Zoom Account	.126
	Logging into the Zoom app on your device using your Yale credentials	.131
	Resolving Zoom Errors (Error 2216 / Error 1001)	.135
	Adding a passcode or waiting room to Canvas Zoom meetings	.138
	Recording Zoom to the Cloud for Proctoring	.142
User l	Management	.145
	People (Vendor Guides)	
	Groups (Vendor Guides)	
	Attendance/Roll Call (Vendor Guides)	
	Profile and User Settings (Vendor Guides)	
	Course Roles	
	Roles and Permissions	
	How do I add users to my course?	.155
	How do I edit user roles in a course?	
	People Tool versus Photo Roster	.161
	Photo Roster Tool	
	How do I Create Groups?	.177
	Accessing Group Sites	
	Activating the Attendance Tool	
	Restricting Teaching Fellow's Access to Specific Sections	
	Creating Manually Created Course Sections	

Assignments	192
Assignments (Vendor Guides)	193
Discussions (Vendor Guides)	195
Quizzes (Vendor Guides)	197
Rubrics (Vendor Guides)	199
Creating Weighted Assignments Groups	200
How do I Create Assignments?	203
How do I Create a Discussion Board?	206
How do I Set Availability Dates	209
Due Dates versus Display Dates	212
Duplicating an Assignment	214
How do I Grade Assignments Using SpeedGrader?	216
How do I Create Media Recording Assignments?	218
How do I Create an Assignment with Turnitin?	219
Turnitin Assignment Settings Options	225
How do I view a Turnitin Report (Instructor)?	228
Building Assessments in Canvas	230
Grades	247
New Gradebook (Vendor Guides)	248
SpeedGrader (Vendor Guides)	250
New Gradebook Features	251
New Gradebook Feature Comparison	253
Gradebook Views and Filtering	258
How to use the Grade Posting Policy	261
How to Access SpeedGrader from the New Gradebook	271
How do I Grade Assignments Using SpeedGrader?	273
How to Change Grading Schemes	275
How do I submit audio/video feedback to a student?	277
Bulk Import Grades into Gradebook	282
Anonymous Grading	283
Pages	289

	Pages (Vendor Guides)	290
Files M	Management	291
	Files (Vendor Guides)	292
	Collaboration (Vendor Guides)	293
	How do I upload a file to a course?	294
	How do I create folders in my course "Files" area?	297
	How do I delete file or folder from a course	299
	Files and File Storage Quotas in Canvas	301
	Using the Content Selector Panel to Attach Files	303
	Embedding Box into a Canvas Course	309
	How do I create a zip file?	320
	Recording and sharing videos to the Media Library in Canvas	323
	How do I prevent a file from being downloaded using Google Drive (EliApps) or Bo	x?328
	New Rich Content Editor	338
Media	Library	364
	What is the Media Library tool?	365
	How do I add media files to the media library?	366
	How do I create a video assignment?	370
	How can I share a video?	372
	How can I share a folder?	375
	How can I see other folders I have access to?	378
	What are the search features?	379
	How do I move my media?	382
	How can I copy/move multiple items to another folder?	384
	How instructors and students can comment in video?	387
	How can I see viewing habits?	388
	How do I record my own videos using Panopto Recorder?	389
	How do I migrate Media Library course content from one library to another?	393
	How do I find and move content that was in Media Gallery?	402
	How do I add and edit captions?	408
	Recording and sharing videos to the Media Library in Canvas	415

Poll Everywhere	420
Logging in to Poll Everywhere	421
Installing the Poll Everywhere desktop application	423
Creating Polls in Poll Everywhere	424
Customize your Poll	426
Inserting and Running Polls in PowerPoint on Windows	431
Inserting and Running Polls in PowerPoint or Keynote on Mac	436
Importing a Course Roster	441
Exporting Poll Results to Canvas Gradebook	448
Additional Resources	449
Zoom in Canvas	450
Enabling Zoom within a Canvas course	451
Scheduling Zoom meetings within Canvas	453
Adding a Co-Host / Alternative Host for a Zoom Meeting	458
Displaying & Joining Zoom Meetings from Canvas	461
Inviting Guests To Your Zoom Session	465
Zoom Cloud Recordings - Accessing, Downloading, Sharing via Media Library	470
Zoom Local Recordings - Accessing and Sharing via Media Library	474
Using the Zoom/Panopto (Media Library) Integration	482
Making the most of teaching through Zoom	486
Zoom and Zoom HIPAA in Canvas	490
Zoom and YUL Zoom	492
Strategies for Discussion/Lab Section Zoom Schedules	493
Modules	502
Modules (Vendor Guides)	503
How do I Create Modules?	504
Download Course to View Offline	509
Communication	514
Announcements (Vendor Guides)	515
Calendar (Vendor Guides)	516
Chat (Vendor Guides)	517

	Conferences (Vendor Guides)	518
	Conversations/Inbox (Vendor Guides)	519
	How do I Communicate with my Students?	520
	How do I Create an Announcement?	522
	How do I use the Email Lists tool?	524
	How to Set Office Hours (Scheduler Tool)	528
	How do I use the Sign-Up Tool?	531
	Receiving Announcements and Inbox Messages Created by You	547
Cours	e Analytics and Reports	550
	New Analytics (Vendor Guides)	551
	Analytics (Vendor Guides)	552
	Outcomes (Vendor Guides)	553
	Mid-Semester Feedback Instructor Tool	554
	Anonymous Feedback Tool	565
Best P	Practices, Training, and Resources	570
	Canvas How-To Articles (Vendor Guides)	571
	Canvas Accessibility (Vendor Guides)	584
	Beginning of Term Checklist	585
	Quick Start Guide for Instructors	589
	Setting Up Your Canvas Course	591
	Setting Up Your Syllabus	598
	Tips on Importing Course Content	600
	Instructor Notification Recommendations	602
	Best Practices for File Storage	604
	Implementing Online Discussions	609
	Strategies for Delivering Exams in Canvas	612
	Implementing Peer Review Assessments	615
	General Accessibility Guidelines	618
	Training Opportunities	624
	Supported Browsers	625
	Canvas @ Yale Flyers & Brochures	626

Exter	nal Apps to use with Canvas @ Yale	.628
	External Application Overview	.629
	Overview of ALLY in Canvas	.633
	External App: Cengage Learning	.643
	External App: Ed Discussions	.644
	External App: Examity	.646
	External App: ExamSoft	.647
	External App: Faculty Enlight	.648
	External App: Gradescope	.651
	External App: Gradescope - Creating the Canvas Assignment	.658
	External App: Hypothesis	.664
	External App: Labster	.666
	External App: LibGuides	.668
	External App: LinkedIn Learning	.670
	External App: MobLab	.675
	External App: Moodle + WIRIS	.676
	External App: Perusall	.677
	External App: Perusall - Integrating with Canvas	.678
	Perusall	.680
	Copying a Perusall Course to a New Course	.689
	External App: Piazza Q&A	.691
	External App: PlayPosit	.698
	External App: Poll Everywhere - Getting Started (Instructor)	.708
	External App: Poll Everywhere - How do I import a course roster	.709
	External App: Post'Em	.715
	External App: Quizlet	.719
	External App: Respondus LockDown Browser	.726
	External App: Turnitin	.732
	How do I Create an Assignment with Turnitin?	.734
	Turnitin Assignment Settings Options	.740
	How do I view a Turnitin Report (Instructor)?	.743

	External App: VoiceThread	745
	External App: VoiceThread Assignment Builder	750
	External App: WileyPLUS	757
	External App: WordPress in Canvas	758
	External App: WordPress in Canvas - Removing Course Copy Links to past blogs	762
	External App: Zoom	765
FAQ .		768
	Where are my courses? I'm teaching a course but I do not see it on my Dashboard page.	769
	I just posted an Announcement - why didn't I get a copy in my Yale email account?	771
	I just sent an Inbox message - why didn't I get a copy in my Yale email?	774
	How do I find my student's residential college?	776
	What is the "Hidden Files" folder in my Files area?	777
	Why is my Canvas course name different than past years?	783
	Why are my TAs grades not being saved in SpeedGrader? / How do I avoid over-writ my co-graders in SpeedGrader?	
	How do I review my students name pronunciations or pronouns?	787
	Why can't I remove some students from my course?	788
Instru	uctional Tools	790
	Canvas Announcements	791
	Canvas Anonymous Feedback Tool	792
	Canvas Assignment Tool	793
	Canvas Collaborations	801
	Canvas Conferences	803
	Canvas Course Settings	804
	Canvas Discussions	806
	Canvas Groups	811
	Canvas Inbox Tool	822
	Canvas Modules	825
	Canvas Pages	827
	Canvas Quizzes	829
	Canvas Syllabus	833

Ed Discussion	834
Gradescope	839
Hypothesis	842
Labster	843
LinkedIn Learning	844
Media Library (Panopto)	847
Mid-Semester Feedback	851
Perusall	864
Photo Roster	873
PlayPosit	875
Poll Everywhere	887
Respondus LockDown Browser	888
Turnitin	890
VoiceThread	892
WordPress for Canvas	894
Zoom	896
Assessment Finder Tool	902

Fall 2020 Course Support Resources

FAS Extended Course Description

The Extended Course Description template was created for FAS courses (Yale College and GSAS) courses in Canvas) and was first implemented in fall 2020. This template was designed in partnership with the FAS Steering Committee and the Poorvu Center for Teaching and Learning.

faculty are asked to upload this information to their spring 2021 Canvas courses by **November 30** to ensure students have access to the information during the course enrollment period.

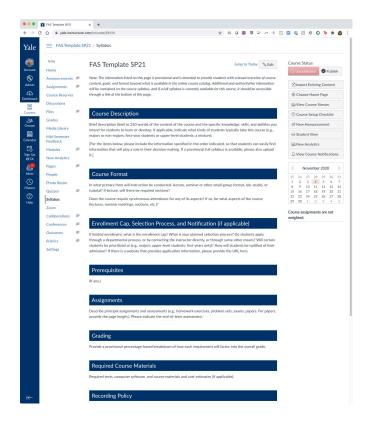
How do I find the Extended Course Description?



TIP: By default, the Canvas Syllabus tool is set to be the default Home page in your course. You can modify your course to set a different page/tool as your course home page if desired.

The extended course description is built into the Syllabus tool in Canvas and is part of the course creation process. Only FAS courses will have this template in their course.

More information on the Syllabus tool can be found here.



For a preview of the full template, please download the PDF attached below.



Need to restore a copy of the original template? Click here to find out how.

Restoring the FAS Syllabus Template

If you accidentally deleted/overwrote the FAS Syllabus template or would just like to restore the original version of the template in your course site's Syllabus tool, follow the instructions below:

Download the HTML copy of the template

1. Click the link below to download an HTML copy of the template.



- 2. Open the HTML file in a basic text editing program like NotePad or TextEdit.
- 3. Highlight and copy the code in the HTML file.

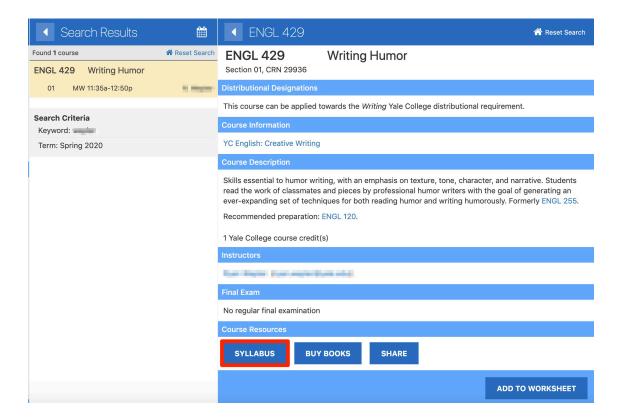
Edit Syllabus

- 4. Go to your Canvas course site and open the Syllabus tool.
- 5. On the Syllabus page, click the "Edit" button.
- 6. In the Rich Content Editor, switch to the HTML Editor view.
- 7. Paste the HTML code you copied into the text box.
- 8. Click the Save button.

You have now restored a fresh copy of the FAS Syllabus Template. Feel free to make changes as needed in your course site's Syllabus tool.

Why is the Extended Course Description in my syllabus?

The extended course description was added to the syllabus tool to facilitate access to this early course description by students during open enrollment. Unlike other parts of a course, the Canvas Syllabus is available linked to a course listing on Yale Course Search once a faculty member publishes (or makes available) their official course site in Canvas.



If you believe you should see the extended course description in your official course site, and do not, please email askpoorvucenter@yale.edu.

If you have the template in your course and do not wish to use it, you can select all and delete - the template is to serve as a guide, and is not a fixed or permanent part of your course.

Course Welcome Videos

STEP 1: Preparing for recording

The Poorvu Center created the following video tutorial in response to a recommendation made by the Yale Faculty of Arts and Sciences. The tutorial outlines what a welcome message might include.

STEP 2: Recording/Creating a Video

Faculty can use a number of tools and software programs to record their messages, including the following (click on the tool to view instructions)

1. Media Library (Panopto)

1.1. Installing and Using Media Library (Panopto) Recorder

Find and Install Media Library (Panopto) Recorder

Navigating the Media Library (Panopto) Player

1.2. Recording your video using the Media Library (Panopto) Recorder

Click on the appropriate link below for more detailed instructions on how to record Media Library (Panopto) videos based on your operating system:

PC Users

Recording with a Windows Computer



Vendor Guide: Windows guide for Panopto Recording

MAC Users

Recording with a MAC Computer

Vendor Guide: MAC guide for Panopto Recording

2. Zoom

You can use the Zoom integration in your Early Course Sandbox (or official course site) to schedule a meeting that auto records. You can then use the scheduled meeting recording as a

way to record your welcome video. You can find detailed instructions in our help article focused on how to create a welcome video using a scheduled **Zoom meeting through Canvas**.

3. Smartphone

For those who are interested, you can also use your smartphone or other devices with recording capabilities to record your welcome video. You can find details in our help article on how to create a welcome video using the Smartphone Method.

4. Other External Method --> Uploading a Video to Media Library (Panopto)

If you record your video outside of Media Library, you will need to upload your file into Media Library after you have the file complete.

• How do I add a video to Media Library?

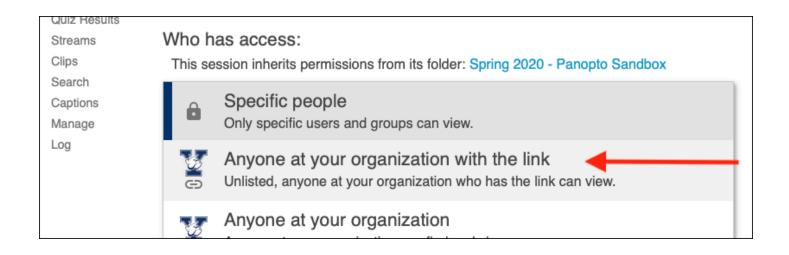
STEP 3: Modify Share Settings on Your Video

After your video is recorded/uploaded, you will need to modify the sharing settings on your welcome video so all Yale students will be able to view it.

- 1. In the folder you saved the video, hover your mouse over your welcome video.
- 2. From the options that appear, select the share option.



3. In the pop-up menu, click on **Specific People** and change to **Anyone at your organization** with link.



STEP 4: Adding the Welcome Video to your Syllabus



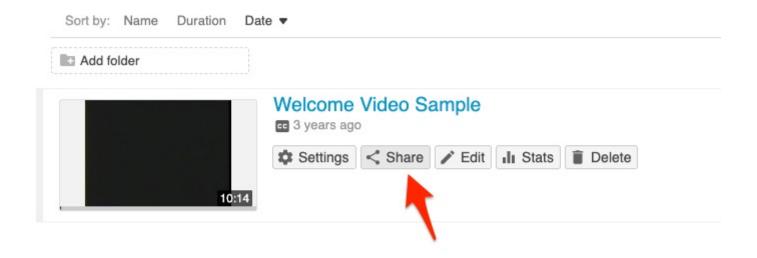
A NOTE: You must modify the sharing settings of your video in Media Library to make the video content visible to students via Yale Course Search.

In order for your video to be visible to students interested in taking your course and not yet enrolled, you must embed a video by hand instead of using the Panopto (Media Library) text editor button.

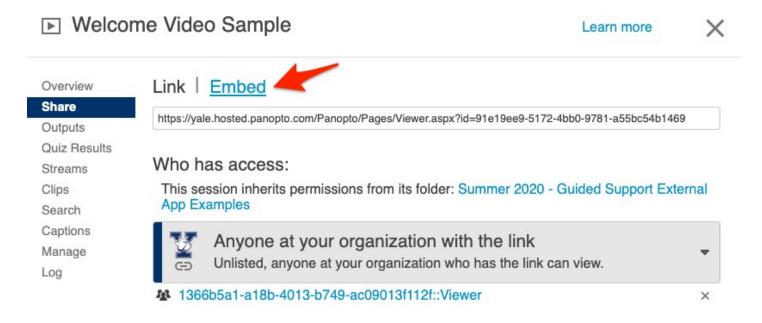
If you have any trouble with this process, please email askpoorvucenter@yale.edu.

Once you have the video uploaded into the Media Library, you will need to put the welcome video on your Syllabus page.

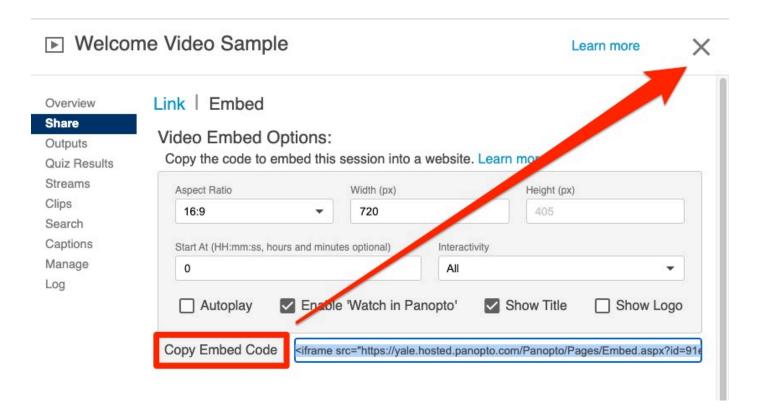
- 1. Go to the **Media Library**
- 2. Click the **Share** icon next to the video you wish to embed.



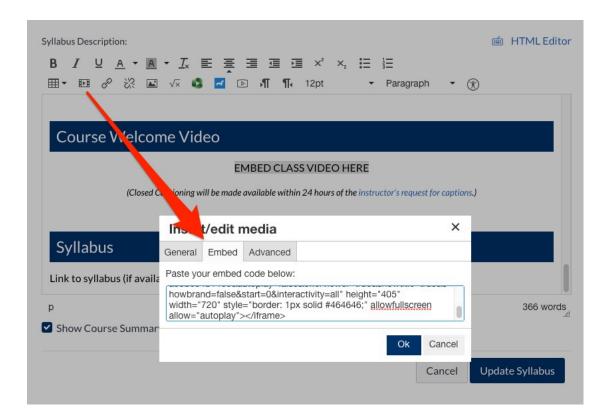
3. Click the **Embed** link



4. Click **Copy Embed Code** and close the window.



- 5. Navigate back to your Syllabus Page, and click Edit in the top, right.
- 6. For <u>FAS Courses with the Extended Course Description</u>, scroll to the end of your syllabus to find and highlight the words "EMBED CLASS VIDEO HERE."
- 7. Click on the **Insert/Edit Media** button and click on the **Embed** tab. Paste the embed code into the window, and click **OK**.



8. Click **Update Syllabus** to save your changes.



A NOTE: The Syllabus Editor does not have an auto-save feature. If you are making multiple edits to your Syllabus page in one session, we recommend that you frequently click the "Update Syllabus" to save your work before you move on to make more edits.

Canvas for FAS Preregistration Applications

This guide is written in support of the **Yale College Registration** activities for creating preregistration applications should you need to limit and manage course enrollments for this fall.

Preregistration Recommendations:

- Manage course enrollments by local and established practice within your department.
- Use a **survey** for your student applications. The link to the survey can be posted in Canvas course site's Syllabus tool (making it also visible in Yale Course Search) or emailed directly to students. It is also advised to put a note in the Class Notes section of the Yale Course Search course record as well.**
- Use **Section Management*** to limit enrollment in lectures through controlling the number of discussion sections available to students. Contact your departmental registrar or administrative assistant for more information.
- Use **Preference Selection*** to gather student interest and notify select students that they have a seat in the course offering.
- * The use of the **Section Management** and **Preference Selection** systems varies by department, and will require you to work closely with your registrar or administrative assistants in your department.

This work will need to be completed before preregistration begins.

**Faculty should contact their registrar to get information added to Class Notes in Yale Course Search- the registrars will add it to a field called "Section Text" in CourseLeaf WEN, and this will update the Yale Course Search course record.

Please contact your <u>department DUS or DUS Admin Assistant</u> if you have any questions about preregistration process for your course.



A NOTE: Conducting preregistration applications and accepting students does not prevent students from "shopping" your course. Instructors will need to contact students who add the course after selections have been finalized and tell those students to drop the course.

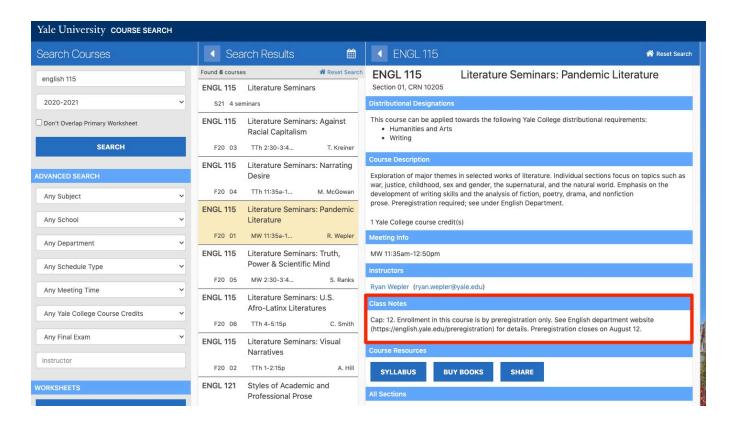


Talk to your departmental registrar to see if there are options to prevent students from registering for your course without instructor permission.

Informing Students a Preregistration Application is required

Preregistration requirements can be mentioned in the <u>FAS Extended Course Description</u> in the Canvas Syllabus tool, but it is also advised to put a note in the Class Notes section of the Yale Course Search course record as well.

Faculty should contact their registrar to get information added - the registrars will add it to a field called "Section Text" in CourseLeaf WEN, and this will update the Yale Course Search course record.



Creating Your Preregistration Survey

There are several tools that you can use to create your preregistration application survey. Our recommendation is that you create a Qualtrics Survey which is then linked in your Canvas Syllabus Tool. This will give your students the most flexibility and the easiest access to your

survey. It also ensures that your students can fill out the form well in advance of being enrolled in your Canvas course site.

Qualtrics Survey (RECOMMENDED OPTION)

The following tutorial video will show you how to create a Qualtrics Survey and Download the Results. These instructions are also listed below for your reference. Contact ycwebdept@yale.edu for assistance.

Create a New Survey & Share Link

- 1. Navigate to the Yale version of Qualtrics:
 - University Wide: https://yalesurvey.qualtrics.com/
 - Specific Accounts:
 - Graduate School of Arts and Sciences: https://yaleas.gualtrics.com
 - School of Management: https://yale.qualtrics.com
 - Law School: https://yalelaw.qualtrics.com
 - School of Public Health: https://yalepublichealth.qualtrics.com
 - Psychology Department: https://yalepsych.qualtrics.com
 - Center for Clinical Investigation: https://ycci.qualtrics.com
- 2. Click "Create New Project" in the upper, right corner of the screen
- 3. Below "Create your own," click on "Survey"
- 4. Enter a Project Name in the open field and leave "Blank Project" selected
- 5. Click "Get Started" in the upper, right corner of the screen
- 6. Start adding questions as desired. You can click "Change Question Type" to toggle between question formats (e.g. multiple choice, text entry, rank order, etc.)
 - To require a response to a question, click on the question and then use the "Change Question Type" panel to click "Force Response" below "Validation Options."
- 7. After you finish entering questions, click "Preview" to review your survey
- 8. If everything looks good, click "**Publish**" (click "Publish" again when the pop-up window appears).
- 9. A link will then display on the page, highlight and copy the link. If you do not see the link, click "Distributions" and then click "Web" to generate the "Anonymous Link."
 - An anonymous link means the link is not connected to a specific person before the survey, if you have not included a question on your survey for first/last name, then your data will be anonymous. If you want names to appear on the survey, you should include a field for first and last name.

Post your Qualtrics Survey link in Canvas Syllabus

- 1. Go to your course site in Canvas.
- 2. Click on the **Syllabus** tool.

- 3. On the Syllabus page, click **Edit**.
- 4. Once you are in edit mode, click to place your cursor where you want the survey link to appear and paste the URL.
- 5. Click the **Save** button.

Retrieve Results from a Qualtrics Survey

- 1. Navigate to the Yale version of Qualtrics (see the above options)
- 2. Click on the Project Name of your desired survey.
- 3. From the Survey landing page, click on "Data & Analysis"
- 4. You should see a preview of the responses to your survey.
- 5. Click "Export & Import" to download the results.
- 6. On the dropdown menu, click "Export Data"
- 7. In the pop-up window, opt for the "Excel" version of the download.
- 8. Leave "Download all fields" and "Use Choice Text" as the settings for the download.
- 9. Click "Download"
- A "Managing Downloads" pop-up box will appear and the file will start to download on your computer.
- 11. You can then locate the file in your computer's file system (likely the downloads folder).

Microsoft Form

The following tutorial video will show you how to create a Microsoft Survey. These instructions are also listed below for your reference.

Create a New Survey & Share Link

- 1. Navigate to the Yale Microsoft Office 365 suite online: https://forms.office.com/
- 2. Click "Sign In" or "Get Started"
- 3. Enter your Yale email address and click "Next"
- 4. Enter your Yale NetID password
- 5. Click "Sign In" again and "No"
 - · You might need to click "Get Started" again and re-enter your email address
- 6. Click "Create a New Form" or "New Form" Click on "Untitled" to rename the form
- 7. Add a description (e.g. Course Name & Number or Section)
- 8. Click "Add New" to create a new guestion
- 9. Select the question type (multiple choice, text entry, rating, ranking, file upload, etc.)
- 10. Enter the guestion and answer options
- 11. After adding all questions, click "Share"
 - Change the settings as desired; it is recommended that you switch to "Anyone with the link can respond" for ease of use
- 12. Copy the link.

Post your Microsoft Survey link in Canvas Syllabus

- 1. Go to your course site in Canvas.
- 2. Click on the **Syllabus** tool.
- 3. On the Syllabus page, click **Edit**.
- 4. Once you are in edit mode, click to place your cursor where you want the survey link to appear and paste the URL.
- 5. Click the **Save** button.

Additional Help

Step-by-step Guides for Microsoft Forms

Google Form

Create a New Form & Share Link



A If you are an EliApps (Yale's Google for Education) user, you can use your EliApps account to create your form. However, not all students get EliApps accounts so you WILL NOT want to require users from your organization to log in.

- 1. Follow the instructions on <u>How to use Google Forms</u> to create your form.
- 2. Make sure that you check and update the settings for your form as appropriate.
- 3. Once you have your form ready, make sure you have your Google form open and in the top right of the page, click **Send**.
- 4. At the top of the window, click Link.
- 5. To copy the link that appears, click **Copy** or press **Ctrl + c** (Windows) or **x** + **c** (Mac) on your keyboard.

Post your Google Form link in Canvas Syllabus

- 1. Go to your course site in Canvas.
- 2. Click on the **Syllabus** tool.
- 3. On the Syllabus page, click **Edit**.
- 4. Once you are in edit mode, click to place your cursor where you want the form link to appear and paste the URL.
- Click the Save button.

Retrieve Results from Google Form

1. Follow the instructions on how to view and manage form responses.

Canvas Quizzes

Faculty wishing to use Canvas to collect information from students for course admissions, or for getting to know your students better early in the semester, can use the Canvas Quizzes tool to do so.

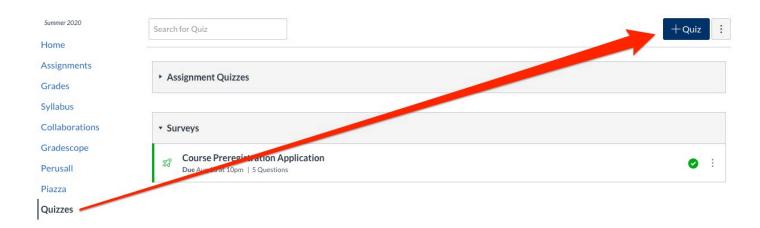


A Students MUST be enrolled in the course in order to complete a quiz in Canvas. If the survey link is on your syllabus page, students will be able to see the link from Yale Course Search - but un-enrolled students will receive error messages. Since enrollments are delayed by ~2 hours - a student will need add your course to their worksheet and wait for their enrollment to process into Canvas (~2 hours) before they can take your survey. This limitation makes Canvas Quizzes a less desirable method for collecting preregistration applications.



Starting on **December 1st**, Students who add a course to their Yale Course <u>Search</u> **Primary Worksheet** will be added with the role of *Shopper* to the course in Canvas 2-4 hours later.

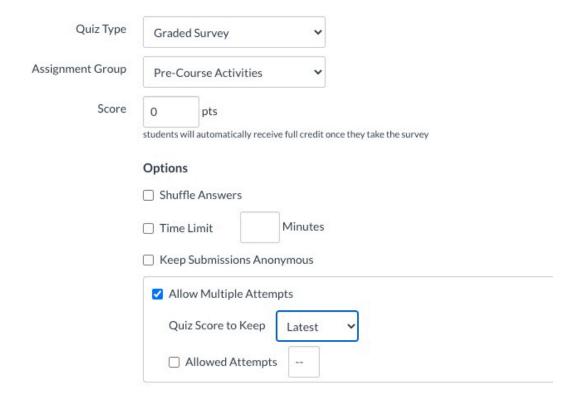
1. Create a new Quiz in Canvas by going to Quizzes to your Canvas course site and clicking + Quiz.



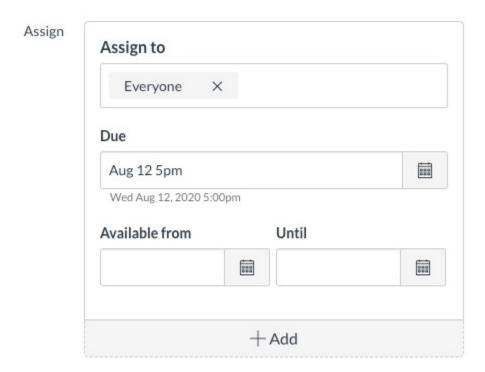
2. Complete the **Details** portion of your Survey



- 3. Give your survey a title and description.
- 4. For Quiz Type, you will want to create a **graded survey** in order to tie answers back to the individuals submissions, but to not have right or wrong answers for any of the questions.
- 5. You may also want to allow for multiple submissions, but to only keep the Latest version.



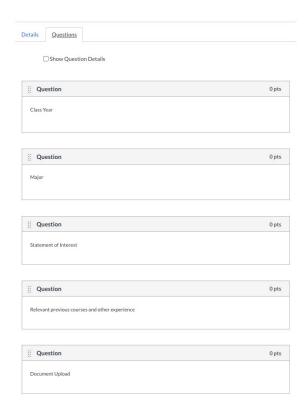
6. At the bottom of the first screen under Assign, set a **Due** date for the submissions based on the guidelines provided by the Yale College Deans.



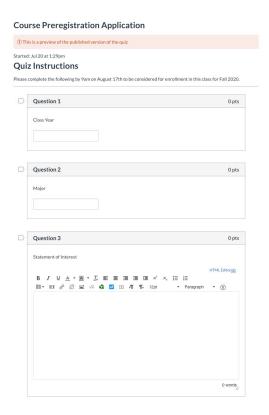
7. Complete the **Questions** portion of your Survey by scrolling back to the top and selecting the Questions tab.



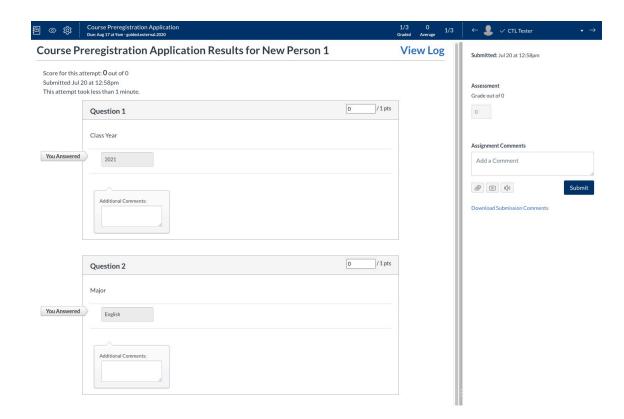
8. Add the appropriate questions you wish to collect as part of your application process. The questions could look something like this, using Fill In The Blank, Essay Question, and File Upload question types depending on what you are trying to collect. Point values are only important if you wish to "give credit" for completing sections.



The Student Preview would look something like this.



And the individual results would look something like this, visible through the SpeedGrader.



8

You can also use a graded Canvas Survey to collect information from your students early in your class to get to know them better.

Delivering selection results

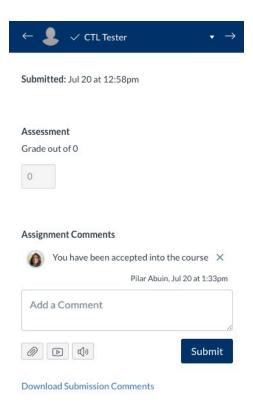
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Course Application results need to be communicated to students before Online Course Selection (OCS) opens for Spring 2021 on **December 14th, 5pm.**

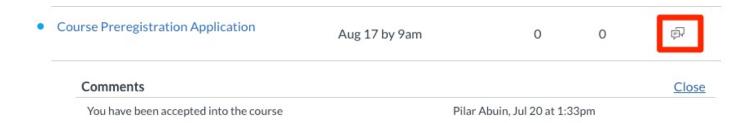
Once you have made your selections, you will need to notify students. You can do so through.

Canvas Assignment

Depending on how you wish to inform your students of who has been accepted into your course - you could deliver such results privately through an Assignment using Assignment Comments within Speedgrader. (How to create assignment columns for non-submission assignments?)



Students would see the comments through the Grades tool in Canvas by expanding the comments icon shown here.





NOTE: Before you post comments back to students, go to the Grades area in your course and modify your column's Grade Posting Policy to be Automatic.

Post'Em Tool



Post'Em is a tool often used for placement exam result delivery to students.

If you wish to consider a batch-upload approach, you can use the Post'Em tool to notify students about their applications. Post'Em allows instructors to use a CSV file to create custom columns which are uploaded in bulk, but results are released to students so they can only view their own comments.

<u>You can review the Post'Em documentation here</u>, on how to enable and release information to students through Post'Em.

Canvas Inbox



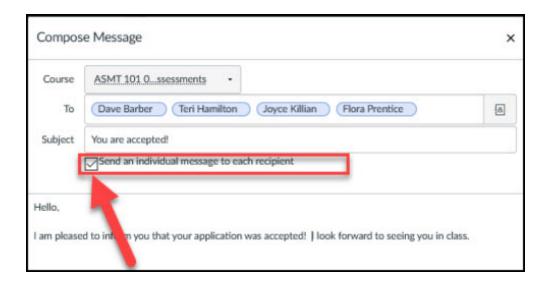
The Canvas Inbox tool in an internal email system which allows instructors and students to communicate with each other. Copies of messages sent through the Inbox tool are sent to users' Yale email address.

You can use the Canvas Inbox tool to send individual emails to students letting them know whether they are accepted into your course.

• How do I send a message to a user in a course in the Inbox as an instructor?

If you have a large class, sending individual inbox messages can be cumbersome. For this, you could compose a bulk message and select the option for **Send an individual message to each recipient.** This option will allow you to send 1 email out to all students, but the students will get an individual message where only their name is in the **To** field.

- How do I send a message to a user in a group in the Inbox as an instructor?
- How do I send a message to all course users in the Inbox as an instructor?



Remote Teaching Resources

The following is a collection of the resources found throughout this help guide organized into categories to help faculty easily find content. You can also use the search tool bar above to search for specific content as needed.

If you need assistance, please email canvas@yale.edu.

User Management

User Management Tools

- People tool vs Photo Roster
- How to use the Photo Roster

NOTE: The Photo Roster contains additional data about your students including graduation year, major, and residential college*. (* For Yale College students only)

- How do I use the People page in a course as an instructor?
 - Creating Manually Created Course Sections

Course Roles & Permissions

- Course Roles
- Roles and Permissions

Enrolling Users

Yale Officially Registered Instructors / Shoppers / Students / **Auditors**



For Yale Academic Sites, official enrollments are all managed through Yale's registration system (Banner). Course enrollment changes must be handled by the school/department registrar or by students modifying their course schedules / primary

worksheets. Official enrollments cannot be removed from the Canvas site by an instructor or Canvas support.

- Shopping Period General Information
- How do I "shop" a course (Student)
- End of Add/Drop

FAQ

- INSTRUCTORS: Where are my courses? I'm teaching a course but I do not see it on my Dashboard page.
- STUDENTS: Why are the courses I registered for not showing up in Canvas?

Yale Unofficially Registered TAs / Guest Instructors (Guest Lecturers) / Guest Students

- Some schools (like the Law School) may have automated feeds for TA enrollments. All other schools / departments will need to be manually added to courses by the instructor of the course, a registrar, or a school/departmental support person with admin privileges in Canvas. The Canvas @ Yale support team will not manually enroll users into course sites.
- How do I add users to my course? (adding TAs & course supporters)
- How do I limit a user to only interact with other users in the same course section?
- How do I edit user roles in a course?
- How do I edit sections for an enrollment in a course?
- How do I remove an enrollment from a course?

Non-Yale (Guest) Users

- Ω
- All users must have an account in Canvas before they can be added to a course site.
- Add Non-Yale Users (Guest Users) to Canvas
- How do I add users to my course? (adding TAs & course supporters)

Guide for Non-Yale participants

• Non-Yale (Non-NetID) Participant

Communicating with your Students

- How do I Communicate with my Students?
- Receiving Announcements and Inbox Messages Created by You

Announcements:

Typically used for mass communication from the instructor down to students. By default, copies of the announcements will be emailed to the Yale Email account for all users in the course.

- How do I Create an Announcement?
- How do I delay posting an announcement until a specific date in a course?
- Using the Announcements Tool to Communicate with Students (video)

Inbox (Conversations) Tool:

- How do I filter conversations as an instructor?
- How do I send a message to a user in a course in the Inbox as an instructor?
- How do I send a message to all course users in the Inbox as an instructor?
- How do I reply to a message in the Inbox as an instructor?
- Using the Canvas Inbox Tool (video)

Resources for Lectures

Synchronous Lectures

Getting set up in Zoom

- Setting up your Zoom account
- Configuring your microphone, speakers and camera in Zoom
- Logging in the Zoom application with your Yale credentials
- Link a Yale Email to a Yale Zoom Account
- Logging into the Zoom app on your device using your Yale credentials
- Resolving Zoom Errors (Error 2216 / Error 1001)
- Enabling Zoom within a Canvas course

Using Zoom

Preparing / Scheduling

- Scheduling Zoom meetings within Canvas
- Adding a Co-Host / Alternative Host for a Zoom Meeting
- Displaying & Joining Zoom Meetings from Canvas
- Inviting Guests To Your Zoom Session

Zoom in-meeting tools

Setting up your Zoom session

- · Setting up a Virtual Background
 - Zoom Virtual background
 - Yale Virtual Backgrounds
- Sharing Your Screen
 - Zoom share screen
 - · Zoom tablet share
- Annotations
 - Using Zoom's annotations tools on a shared screen or whiteboard
 - Using a Whiteboard in Zoom (video)
 - Using PowerPoint's annotation tools
- Managing Your Layout View of Participants
 - Spotlighting/Pinning
 - Active Speaker
 - Gallery View
 - How to hide non-video participants
- Meeting Controls / Managing Users During Meetings
 - Managing Participants in a Meeting
 - See "Controls for managing participants" on this page for guides on hand raising, muting, assigning co-hosts, and other features.
 - Zoom breakout rooms

Communication During Meetings

- Zoom Non-verbal Responses
 - Zoom Guide for Non-Verbal Feedback
 - Poorvu Guide for Non-Verbal Feedback
- Zoom chat
- Zoom Polls
 - Poorvu Poll guide

Zoom Poll guide

Zoom Post meeting recordings

- Zoom Cloud Recordings: Using the Zoom/Panopto (Media Library) Integration
- Zoom Local Recordings Accessing and Sharing via Media Library

Zoom Tips, Tricks, and Best Practices

Making the most of teaching through Zoom

Asynchronous Lectures

Media Library (aka Panopto)

Recording Videos

- Panopto Recorder
 - PC
 - How to download and Install Panopto for Windows
 - How to record with Panopto for Windows
 - Mac
 - How to download and Install Panopto for Mac
 - How to record with Panopto for Mac
- Panopto Capture
 - How to create a Video using Panopto Capture
- Already have a recording and need to upload to Media Library
 - How to add media files to the Media Library

SPECIAL INSTRUCTIONS: Course Welcome Videos*

* Course Welcome Videos have special embedding instructions to ensure the course videos stored in Media Library are visible to all students.

Media Library File Management

- How do I move my media?
- How can I copy/move multiple items to another folder?
- How do I migrate Media Library course content from one library to another?
- How can I share a video?
- How can I share a folder?
- How can I see student viewing habits?

Online Course Content

Before you Begin: Useful Canvas Tips

- Supported Browsers
- How to view the course with the student view
- How to restore deleted content items
- Setting Up Your Canvas Course
- General Accessibility Guidelines
- Why is my Canvas course name different than past years?

Preparation for Course Selection

- FAS Extended Course Description
- How do I post my Syllabus in Canvas?
- Course Welcome Videos
- Canvas for FAS Preregistration Applications
- How do I publish or unpublish my Canvas course?

Organizing Your Canvas Course

Home Page & Navigation Menu Customization

- How do I set a Front Page in a course?
- How do I change the Course Home Page?
- How to organize your Course Navigation menu
- How to add an image to the course card on the Dashboard page?

Modules to organize content

- How do I Create Modules?
- How do I publish or unpublish a module as an instructor?
- How do I edit a module?
- How do I lock a module?
- How do I delete a module?
- How do I move or reorder a module?

Adding Content to your Module

- How do I add course content as module items?
- How do I add a text header as a module item?
- How do I add an external tool as a module item?
- How do I add an external URL as a module item?
- How do I remove module items?
- How do I move or reorder a module item?

Reusing Past Course Content

Tips on importing course content from previous Canvas courses

Course Readings and Lecture Materials

Uploaded Documents / File Management in Canvas

Storing Files in Canvas



A NOTE:

- Each course has 1GB of storage in the Files area.
- Audio and Video files should be stored in Media Library. Contact medialibrary@yale.edu for questions.
- Copyrighted materials should be requested through Course Reserves. Contact reserves@yale.edu for questions.
- Best Practices for File Storage
- Files and File Storage Quotas in Canvas
- How do I create folders in my course "Files" area?
- How do I upload a file to a course?
- How do I create a zip file?
- What is the "Hidden Files" folder in my Files area?

Linking to documents/images in course Files

Using the Content Selector Panel to Attach Files

- How to insert images using the Content Selector panel?
- How do I link to other Canvas pages in a course?

Course Content Using Canvas Pages

- How do I create a new page in a course?
- How do I publish or unpublish a page as an instructor?
- How do I change the name of a page in a course?
- How do I edit a page in a course?
- How do I duplicate a page in a course?
- How do I link to other Canvas pages in a course?
- How do I set a Front Page in a course?
- How do I embed a Media Library Video in a page in a course?
- How do I embed a video in a page in a course?
- How do I create a file link in a page in a course?

Student Activities & Assessments in Canvas

General Information / Strategies for Assessments

- Building Assessments in Canvas
- Strategies for Delivering Exams in Canvas

Problem Sets / Handouts / Homework / Research Papers / File-Submission Assignments

Canvas Assignments

- Creating Assignments
 - How do I Create Assignments?
 - How do I Create Media Recording Assignments?
 - How do I publish or unpublish an assignment as an instructor?
 - · How to duplicate assignments
- Assignment Availability and Due Dates
 - <u>Due Dates versus Display Dates</u>
 - How do I assign an assignment to everyone in a course?
 - How do I assign an assignment to an individual student?
 - How do I assign an assignment to a course section?
 - How do I assign an assignment to a course group?
 - How do I bulk update due dates and availability dates as an instructor?

- How to view student submissions:
 - View and Grade Online via SpeedGrader
 - How do I Grade Assignments Using SpeedGrader?
 - · Download and Grade
 - · How to download submissions
 - · How to re-upload graded submissions
 - How to create a zip file to be uploaded

Turnitin with Canvas Assignments

- Instructor Guides for Turnitin
 - How do I Create an Assignment with Turnitin?
 - Turnitin Assignment Settings Options
 - How do I view a Turnitin Report (Instructor)?
- · Student Guides for Turnitin
 - How do I submit a Turnitin assignment?
 - · How to find my Turnitin Report for my assignment submission? (Student)

Student Assignment Guides

- Submitting Your Assignment
 - How students make PDFs of handwritten work to submit to Assignments
 - How do I submit an online assignment?
 - How do I submit a text entry assignment?
 - How do I enter a URL as an assignment submission?
 - · How do I know when my assignment has been submitted?
- Viewing Grades / Feedback
 - · How do I know when my instructor has graded my assignment?
 - How do I view assignment comments from my instructor?
 - How do I view annotation feedback comments from my instructor directly in my assignment submission?

Exams / Quizzes

Canvas Quizzes

- Creating Quizzes
 - What types of guizzes can I make?
 - What options can I set in a quiz?
 - How to create a guiz with individual guestions

- · Quiz Availability and Due Dates
 - <u>Due Dates versus Display Dates</u>
 - How do I make a guiz available before or after the due date?
 - How do I assign a quiz to an individual student?
 - How do I assign a quiz to a course section?
- Accommodations
 - How to give a student an extra attempt
 - How to give a student extra time
- Grading Quizzes
 - How do I grade quiz questions in SpeedGrader?
 - How do I adjust the point value for an entire guiz using fudge points in SpeedGrader?
 - How do I grade one quiz question at a time in SpeedGrader?
- Other guides
 - More articles on quizzes

Canvas Quiz Question Types:

- The following Question Type can be used to help break up your questions into "sections"
 - How do I create a Text (no question) quiz question?
- The following Question Types can be auto-scored:
 - How do I create a Multiple Choice guiz guestion?
 - How do I create a Fill-in-the-Blank quiz question?
 - How do I create a Fill-in-Multiple-Blanks guiz guestion?
 - How do I create a True/False quiz question?
 - How do I create a Multiple Answers quiz question?
 - How do I create a Multiple Dropdown guiz guestion?
 - How do I create a Matching quiz question?
 - How do I create a Numerical Answer guiz guestion?
 - How do I create a Formula quiz question with a single variable?
- The following types require instructors/TAs to score:
 - How do I create an Essay quiz question?
 - How do I create a File Upload quiz question?
 - How students make PDFs of handwritten work to submit to Assignments

Student Quiz Guides

- Submitting Your Quiz
 - How do I take a quiz?
 - How do I answer each type of question in a quiz?
 - How I make a PDF of handwritten work to submit to a File Upload Question?
 - How do I resume a quiz that I already started taking? (if applicable)
 - How do I submit a quiz?

- · Viewing Grades / Feedback
 - How do I view quiz results as a student?
 - How do I view guiz comments from my instructor?

Asynchronous Discussion

Canvas Discussions

- Creating Discussions
 - Implementing Online Discussions
 - How to create a discussion board topic
 - How to allow students to "like" posts
- Discussion Availability and Due Dates
 - <u>Due Dates versus Display Dates</u>
 - How do I assign a graded discussion to everyone in a course?
 - How do I assign a graded discussion to an individual student?
 - How do I assign a graded discussion to a course section?
 - How do I assign a graded discussion to a course group?
- Viewing and Replying to Posts
 - How do I reply to a discussion as an instructor?
 - How students/instructors attach a file to discussion reply
 - How do I embed an image in a discussion reply as an instructor?
 - How instructors "like" a post
 - How do I edit or delete student discussion replies in a course?
- Grading Discussions
 - How do I grade a graded discussion in SpeedGrader?

Student Discussion Guides

- Submitting / Replying to Discussions
 - How do I view Discussions as a student?
 - How do I view and sort discussion replies as a student?
 - How do I reply to a discussion as a student?
 - How do I attach a file to a discussion reply as a student?
 - How do I embed an image in a discussion reply as a student?

Group Work

Facilitation Group Work with Canvas Groups

- How do I view all groups in a course as an instructor?
- How do I add a group set in a course?
- Create Groups:
 - Manually: How do I manually create groups in a group set?
 - Automatically: How do I automatically create groups in a group set?
- Assign students to groups:
 - Manually: <u>How do I manually assign students to groups?</u>
 - Automatically: How do I automatically assign students to groups?
- How do I move a student into a different group?
- How do I view content and student activity within a group as an instructor?
- How do I assign an assignment to a course group?
- How do I assign a graded discussion to a course group?

Peer Review

- Implementing Peer Review Assessments
- Instructor Guides
 - How do I use peer review assignments in a course?
 - How do I create a peer review assignment?
 - How do I manually assign peer reviews for an assignment?
 - How do I automatically assign peer reviews for an assignment?
 - How do I view student peer review comments as an instructor?
- Student Guides
 - How do I know if I have a peer review assignment to complete?
 - How do I submit a peer review to an assignment?
 - Where can I find my peers' feedback for peer reviewed assignments?

Grading Assessments in Canvas

Grade Posting Policies in Canvas

The Grade Posting Policy is used with all graded assignments which determines the default settings for when students will be able to view their grades posted in the Canvas Grades area. The default and recommended policy is the "Manual" policy which keeps grades hidden from

students until an instructor or TA opts to release the grades to students. We recommend that you verify your default settings before you begin grading any assignment.

You will set a default Grade Posting Policy for all assignment columns, but you can modify individual columns to have a posting policy that differs from the default.

- How to select the grade posting policy for a course (when students will see grades I recommend that you set this to "manually posted" so you can decide when to release the grades to the students after you have graded everyone)

 NOTE: Changes you make to the grade posting policy are NOT retroactive. Assignments created and grades posted before you modifying the grade posting policy for the course will still use the settings that were present when the assignment was first created.
- How to select the grade posting policy for an assignment (column)

Grading Student Assignments / Discussions / Quizzes

Entering Student Grades

- Grading student submissions in the browser (no downloads needed) using SpeedGrader:
 - How to get to SpeedGrader
 - How to use SpeedGrader (introduction to the interface)
 - How to add annotated comments to a student submission (Assignments only)
 - How to grade a graded discussion in SpeedGrader (Discussion only)
 - How to regrade questions on a quiz (Quizzes only)
 - How do I avoid over-writing my co-graders in SpeedGrader?
- Manually enter grades into the gradebook not through SpeedGrader:
 - How to enter grades in the Gradebook

Messaging students from Grades area

- How to send messages to students who (A) haven't submitted, (B) haven't been graded, (C)
 Scored less/more than X points
- Releasing grades to your students (when you have selected a Manual Grade Posting Policy)
 - NOTE- This feature will only work after at least 1 student has a grade:
 - How to post grades for an assignment
 - How to hide grades for an assignment

Final Grade Weighting / Organizing Assignments By Assignment Groups

- How to create assignment groups
- How to add weights to assignment groups

Collecting Feedback

- Synchronous
 - Zoom Poll guide
 - Poll Everywhere Getting Started (Instructor)
 - How do I import a Canvas course roster into Poll Everywhere
- Asynchronous
 - Mid-Semester Feedback
 - Canvas anonymous feedback
 - Canvas Quizzes for surveys (not truly anonymous)
 - How do I create a survey in my course?
 - How do I create Likert scale quiz questions?
 - How do I view survey results in a course?

Enhancing Your Course with External Applications

GradeScope

Gradescope is a grading software that streamlines the process of grading digitally submitted students assignments or collect-to-scan in class work. With Gradescope's optional Al grading technology, mass grading of predictable answers can be simplified and optimized to decrease the amount of time instructors and teaching assistants spend on grading - even on student handwritten work Using Rubrics as a scoring mechanism, instructures can ensure that student grading is standardized across multiple graders and grading adjustments can be made en mass to all student scores when criteria changes.

- Instructor Documentation:
 - How to enable and link Gradescope to your course
 - Creating a Canvas Assignment for Gradescope
 - GradeScope Getting Started Guide
- Student Documentation
 - How to make PDFs of handwritten work
 - How student submits PDF homework

Perusall

Perusall is primarily a tool to allow for text collaboration on shared documents (articles, files, websites, videos etc...)

Perusall General Information

- Intergrating Perusall with Canvas
- Making Reading Engaging with Perusall
- Perusall Vendor Documentation for Instructors

PlayPosit

PlayPosit is a Video Quizzing tool that overlays over existing videos from your Media Library, YouTube, Vimeo, etc... It can be used with both graded assignments and as just general ungraded self-checks.

- <u>PlayPosit general information</u> (adding PlayPosit "bulbs" to a module or an assignment in Canvas
- Vendor guides
 - <u>Broadcast feature instructions</u> for synchronous viewing/interactions (you can also see a <u>recorded webinar here</u>)
 - How to use Broadcast remotely
 - Discussion Forums instructions

VoiceThread

VoiceThread is a way to allow for video/audio/text collaboration with your students. It allows all students to comment on a common "artifact" that you create (could be a PowerPoint, image, video - or a combination of all!).

- Adding VoiceThread to your course (Graded and Non-Graded Activities)
- Using the VoiceThread Assignment Builder
- Vendor Information
 - VoiceThread Vendor Guides
 - VoiceThread Vendor Workshops (Online)
 - VoiceThread Vendor Archived Workshops

Canvas Email Notification Preferences

- Notification Recommendations
 - Instructor Recommended Notifications
 - Student Recommended Notifications
- Modifying Your Notifications
 - Modify Default (Account Level) Notifications
 - Modify Course Level Notifications

Setting Up Your Course Site

Quick Start Guide for Instructors

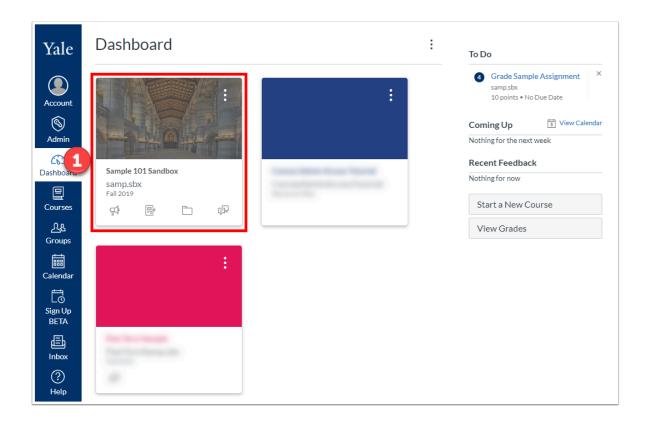
This guide is a collection of help articles meant to help instructors get a quick start on accessing and setting up their course sites. It includes basic instructions on the accessing the course site, posting a syllabus, adding files, and publishing the course site.

Accessing the Course Site

1. Log into Canvas @ Yale by accessing this link: http://canvas.yale.edu.

P

Note: If any of your courses does not appear in Canvas, the class might not be set up in the Registrar's Banner system with you as a listed instructor. Please contact your local registrar for assistance.



Posting the Syllabus

Adding Files

Publishing the Course Site

More Resources

There's a lot more you can do with Canvas beside just sharing a syllabus and files!

- Add <u>Assignments</u> to create and track graded and ungraded assignments, including online and offline submission, no submission, discussions, and quizzes.
- Create <u>Discussions</u> in which students can see and respond their peers' responses to a topic.
- Create <u>Pages</u> that organize all components of a class session in a single place, with explanatory text about the day's topic, links to readings, quizzes, online discussion posts, or assignments.
- Consider Modules to structure your class activities in an easy-to-follow sequence.



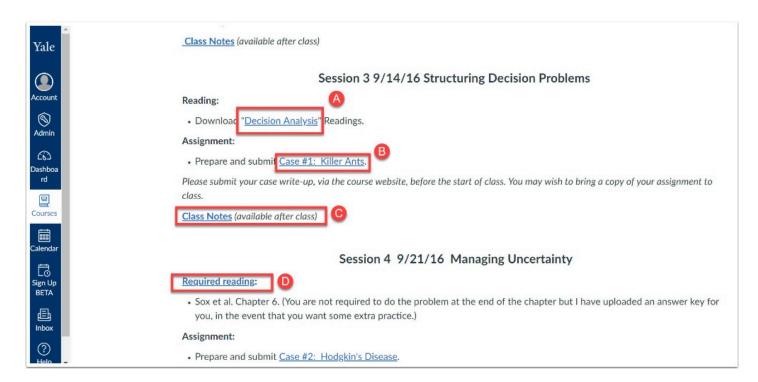
Setting Up Your Canvas Course

The purpose of this article is to provide information on how to effectively use and organize your Canvas course based on student's feedback. Each section will have a brief overview of the tool and includes directions on how to create what is discussed. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the Consultation link to do so.

Syllabus

For students to be able to search for your course <u>Course Search</u> during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.



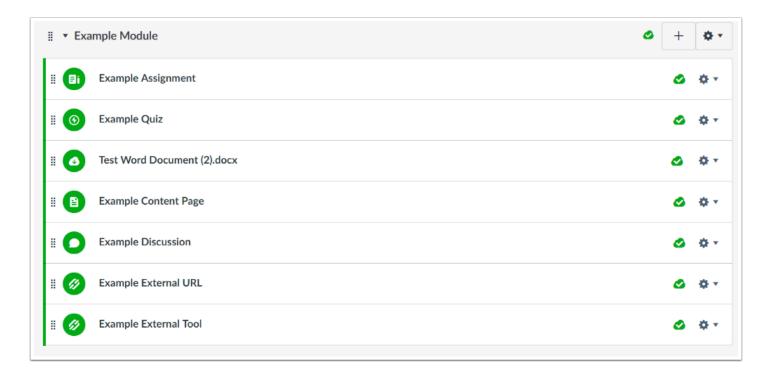
- A. Link to Page with list of readings & websites required for that week
- B. Link to Assignment due.

- C. Link to Page which is set to be available after class date & time
- D. Link to File for reading
 - 1 To learn how to create an interactive syllabus, please see the following help documentation:
 - How to Create Pages
 - How to Add Links to a Page

Modules & Pages

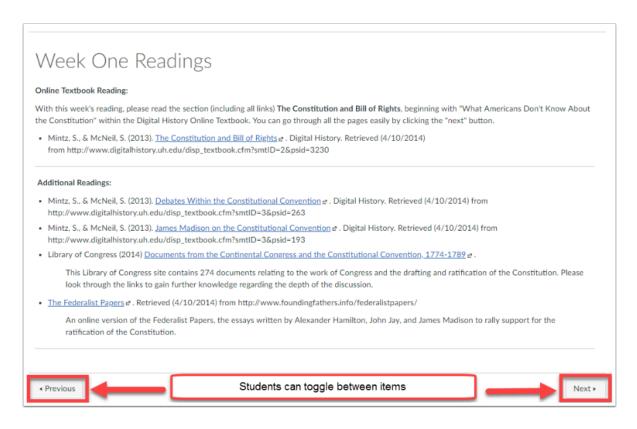
Another way to organize your content is to create modules and pages to guide the student's learning while not in the classroom. Modules are used to organize course content by weeks, units, or by topic. Modules can create a one-directional linear flow of what students should do in a course for that module. Each module can contain files, discussions, assignments, quizzes, and other learning materials, such as URLs and videos.

You have the option to publish the entire module or each item individually so you can work on modules without worrying about students viewing your work. Once you are ready for students to view the modules, you simply publish the item or module. Below is an example of a module:



Note: If you organize your content by using Modules, you may want to hide other tools, such as Files, Quizzes, or Assignments from students since they will be accessing the files and content from the modules. You can do this by <u>re-organizing your course navigation</u>.

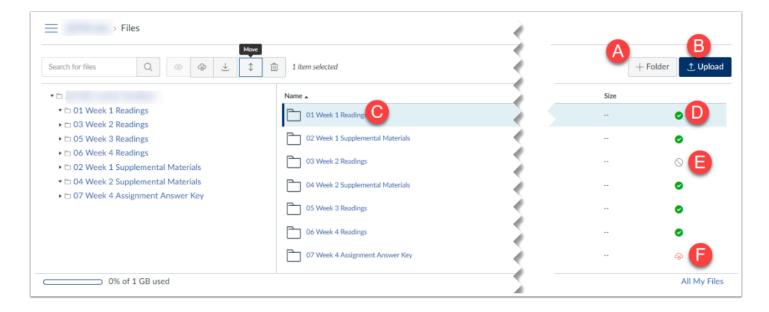
For students, when they enter the module, they can then click "Next" and will be brought to the next item within the module. If there is an item that you have set an availability date for, the students will be able to click on it, but then will be notified that they do not have access to the item until the availability date.



- To learn how to create modules and how to add content to the modules, please see the following help documentation:
 - How to Create Modules
 - How to Create Pages
 - How to Add Content to Modules

Files

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Although it can be very easy to just import all your files into this area, you will want to utilize the Folders within Files to ensure that the documents are organized in a way that will make it easier for students to identify which files they will need to download and read for that specific week or topic.



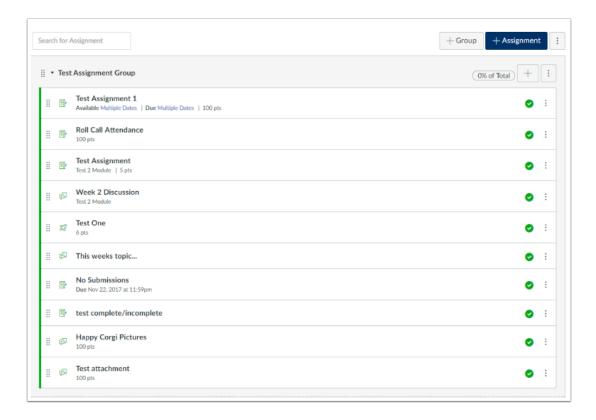
- 1. Click +Folder to add a folder to the Files area.
- 2. Click Upload to upload a file, multiple files, or a zip file.
- 3. Files and Folders appear in alphabetical order so you may want to use "01, 02, etc" in front of your folders to ensure they are in the order you would like.
- 4. Green check mark means the folder and its content is published and available to students.
- 5. Gray circle means that the folder is not published and the folder or content is not available to students.
- 6. Orange cloud with lock states that the folder and content has been restricted to be only available with a link or available after a specific date. Note: If the folder is restricted with an availability date, the students will see the folder but will be notified that the folder is available on a later date. If it is restricted with access only with the direct link, the students will not see the folder within the Files area.
 - 1 To learn how to use the Files area, please see the following help documentation:
 - How do I create folders in my course "Files" area?
 - Using the Content Selector Panel to Add Links to Files.

- How do I upload a file to a course?
- How do I create a zip file?

Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). The Assignments page shows students all the assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user.

If you are having the students complete work within class and just want a column within the Grades area to provide the student with their grade, you can also create an assignment and choose "on paper" submission.



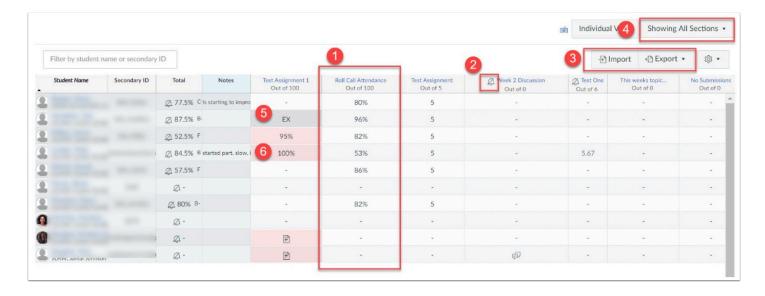
- 1 To learn how to use Assignments, please see our help documentation:
 - How do I create Assignments?
 - How do I Grade Assignments?
 - Creating Weighted Groups for Assignments

- How do I create Media Recording Assignments?
- Duplicating an Assignment
- <u>Due Dates versus Display Dates</u>

Grades

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included. By using the Gradebook functionality, you can have the system complete the weighted totals for you (i.e. Writing Prompts are worth 10%, participation is with 20%, etc.) Once a graded item is created within Canvas under assignments or quizzes, a column will be automatically created within the Gradebook. Students will be able to view all of their grades as well, which allows the students to understand how they are doing within the course.



- 1. Column for Assignment
- 2. Bell with Strike-though identifies that the assignment is muted (Students aren't notified immediately of grade or comments)
- Import/Export options for classes
- 4. Show only 1 section or all sections for courses with multiple sections
- 5. EX shows that the student was exempted from the assignment

6. Red highlight shows that the student submitted late

- for more information on Grades, please see our help documentation:
 - New Gradebook Features
 - How do I Grade Assignments?
 - Anonymous Grading
 - How to Change Grading Schemes
 - Creating Weighted Groups for Assignments
- For more help, please contact canvas@yale.edu.

Setting Up Student Accommodations in Canvas

Instructors may receive requests from Student Accessibility Services to provide certain accommodations for students with disabilities. Often times, educational technology can help meet the needs of these accommodations. This help article provides guidance on how to use Canvas in setting up accommodations for individuals with disabilities.

Assignments

How do I set different due dates/times for individual students on the same activity?

Differentiated assignments is a function within Canvas that allows you to set different due dates/times as well as availability dates for an individual student within the same activity assigned to the rest of the class. This can be done on assignments, quizzes, and graded discussions:

- 1. Assignments
- 2. Quizzes
- 3. Graded Discussions

Quizzes

How do I provide additional time and/or extra attempt for a quiz?

Extended time or extra attempts can easily be set on quizzes built within Canvas. This is done after the quiz is published, but before it is administered.

1. Providing Extended Time



• Quiz availability dates still apply when moderating a quiz. If the Until date passes when students are taking the quiz with extended time, the quiz auto-submits even if the student's time extension has not expired.

2. Providing Extra Attempts

How do I allow a student to take a quiz earlier or later?

Students may need to take a guiz earlier or later than the rest of class. Quizzes built within Canvas can be made available to individual students outside the scheduled quiz time in two ways. One option allows instructors to set a different scheduled time, while the other simply unlocks the quiz to be taken at any time.

1. Setting a new scheduled time

When assigning a quiz to an individual student, set the availability date to a different date/time. This will make the quiz available for that individual at their newly scheduled time. This can be done for before, after, or during the originally scheduled time.

2. Unlock the quiz at any time

You can unlock a quiz under the moderate quiz page. This will override the existing availability date/time for the selected student and allow that individual to take the quiz at any time after the unlock option has been checked.

How do I create secure quizzes for private or lower-distraction

spaces?

Quizzes taken at home or in private or lower-distraction spaces may still require secure testing. This can be done by using an integrated external tool in Canvas called Respondus Lockdown Browser. Instructor simply needs to turn this on for the quiz in question, and students will be guided to take the quiz using a pre-installed, locked-down browser.

- 1. Instructor guide for Respondus Lockdown Browser
- 2. Student guide for Respondus Lockdown Browser

How do I provide two different formats (paper and online) of the same quiz?

Using Gradescope, you can grade both paper and online versions of the same quiz. Check back for more resources on how to set this up.

Files

How do I create accessible files, pages, or other content?

While not necessarily an accommodation, creating content in an accessible way is an important part of making sure your course is inclusive. Both native and integrated tools within Canvas help instructors in creating accessible files, pages, and other content.

1. Blackboard Ally

Blackboard Ally provides a visual dial to indicate the accessibility score of a file, and provides helpful guides in how to improve the quality

2. Alternative Formats

Alternative formats are generated and downloaded on demand by students.

3. Accessibility Checker

Accessibility Checker is a tool within the rich content editor of Canvas that checks common accessibility errors within the editor

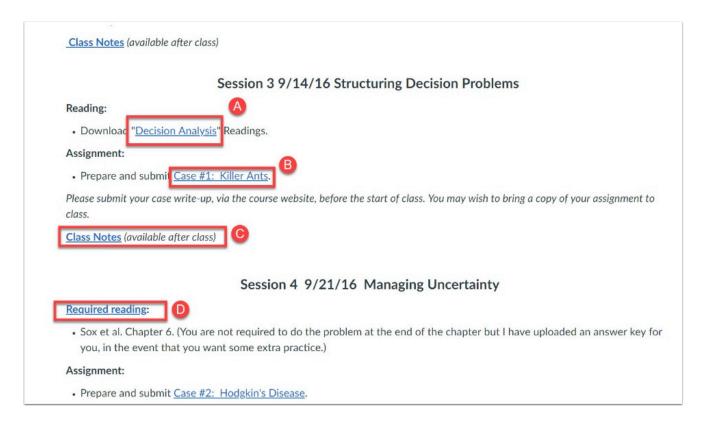
For more information about Yale's accessibility guidelines, please contact accessibility@yale.edu. For general help, please contact canvas@yale.edu.

Setting Up Your Syllabus

The purpose of this article is to provide information on how to effectively use the Syllabus tool in Canvas based on student's feedback.

For students to be able to search for your course in <u>Course Search</u> during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.



- A. Link to Page with list of readings & websites required for that week
- B. Link to Assignment due.
- C. Link to Page which is set to be available after class date & time
- D. Link to File for reading

- To learn how to create an interactive syllabus, please see the following help documentation:
 - How to Create Pages
 - How to Add Links to a Page
 - How do I post my Syllabus in Canvas?

How do I post my Syllabus in Canvas?

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. Please watch the video or the read the steps below to learn how to upload your syllabus.

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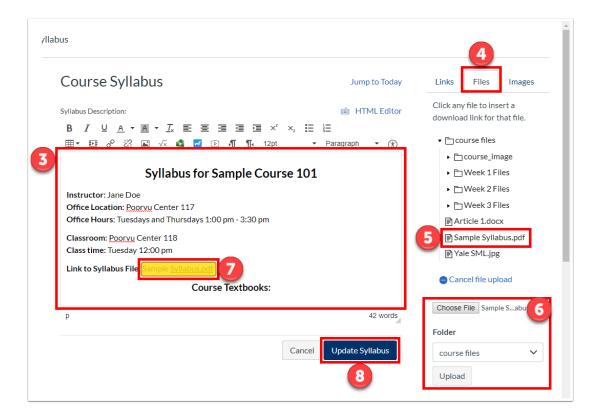
Note: When you post your syllabus and publish your course in Canvas, your syllabus will become available in the <u>Yale's Course Search</u>. It may take up to 6 hours for your syllabus to appear in Course Search.

Adding a Syllabus File to Your Canvas Course

- 1. Click "Syllabus" in the course navigation
- 2. To edit the syllabus, click the "Edit" button.

Click

- 3. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.
- 4. To insert a link to the syllabus file, go to the content selector panel to the right of the editor and click the "Files" tab.
- 5. Find your syllabus file and click on it once.
- 6. If you do not have the syllabus already uploaded into your "Files" area, you can click the "Upload a new file" link. Click the "Choose File" button, browse your computer, select your document. Once you have selected your file, click the "Upload" button.
- 7. A link to your file will now appear in the editor.
- 8. Click "Update Syllabus" to save your changes.



- For more information about the Syllabus tool:
- How do I use the Syllabus as an instructor? (vendor guide)
- · How do I edit the syllabus description in a course? (vendor guide)
- Beginning of term checklist

To learn more on how to write an effective syllabus:

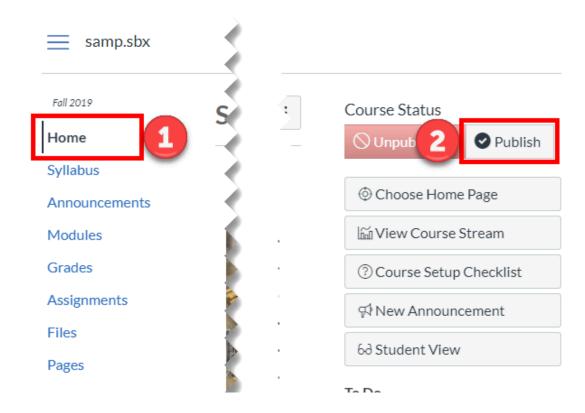
- Niemi, N. (2015). <u>Developing a Syllabus.</u> Considering Teaching & Learning Series.
- Harnish, R. & Bridges, K.R (2011). <u>"Effect of syllabus tone: students" perceptions of instructor and course.</u> *Social Psychology of Education,* DOI 10.1007/s11218-011-9152-4.

How do I publish or unpublish my Canvas course?

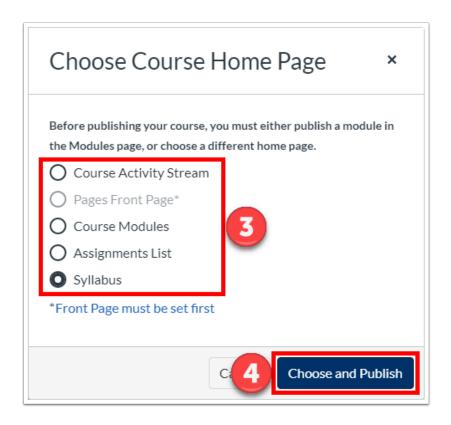
A course will not be visible to students until it is published, and once you have graded an assessment, you cannot unpublish your course. Please watch the video or the read the steps below to learn how to publish your Canvas course.

Publishing Your Course:

- 1. Open you course and view the Course Home Page.
- 2. In the sidebar, click the "Publish" button.



- 3. Optional: choose a Home Page.
- 4. Click "Choose and Publish" to publish the course.



5. The "Course Status" on the sidebar will now show as published.

View Course notification that the course was successfully updated.

Unpublishing Your Course

1. Under the "Course Status", click "Unpublish" to unpublish the course.



Note: Once your course contains a graded submission, you can no longer unpublish your course.

Click



Canvas Video Guides

Help videos from Canvas @ Yale can be found below for the following topics:

- How do I add users to my course?
- How do I post my syllabus?
- How do I publish my course?

How do I add users to my course?

How do I add users to my course?

How do I post my syllabus to Canvas?

How do I post my syllabus to Canvas?

How do I publish my Canvas course?

How do I publish my Canvas course?



Global Navigation (Vendor Guides)

Below are the vendor guides for Global Navigation.

Vendor Guides

- How do I log in to Canvas as an instructor?
- How do I use the Global Navigation Menu as an instructor?
- How do I use the Dashboard as an instructor?
- How do I view course cards in the Dashboard as an instructor?
- How do I use the To Do list and sidebar in the Dashboard as an instructor?
- How do I use the Global Activity Stream as an instructor?
- How do I view grades in the Dashboard as an instructor?
- How do I view my Canvas courses as an instructor?
- How do I customize my Courses list as an instructor?
- How do I view my institution's Public Course Index as an instructor?
- How do I get help with Canvas as an instructor?
- · How do I log out of Canvas as an instructor?



Course Navigation (Vendor Guides)

Below are the vendor guides for Course Navigation.

Vendor Guides

- How do I use the Course Home Page as an instructor?
- How do I use the Course Navigation Menu as an instructor?
- How do I manage Course Navigation links?
- What layout options are available in the Course Home Page as an instructor?
- How do I change the Course Home Page?
- How do I use the Course Activity Stream as an instructor?
- How do I use the Syllabus as an instructor?
- How do I edit the Syllabus description in a course?



Settings (Vendor Guides)

Below are the vendor guides for Course Settings.

Vendor Guides

- How do I use course settings?
- How do I set details for a course?
- How do I change a course name and course code?
- How do I add an image to a course card in the Dashboard?
- How do I set a time zone for a course?
- How do I change the start and end dates for a course?
- How do I change the language preference for a course?
- How do I use grading schemes in a course?
- How do I view grading schemes in a course?
- How do I enable a grading scheme for a course?
- How do I add a grading scheme in a course?
- How do I view grading periods in a course?
- How do I customize visibility options for a course?
- How do I customize visibility options for course content?
- How do I set a Creative Commons license for a course?
- How do I include a course in the Public Course Index?
- How do I restrict student access to a course before or after the course dates?
- How do I set a course format?
- How do I change the format of a course ePub export file?
- How do I allow course content to be exported as an offline HTML file?
- How do I enable course self-enrollment with a join code or secret URL?
- How do I show recent announcements in the Course Home Page?
- How do I hide totals in my students' grade summaries?
- How do I hide grade distribution scoring details from students?
- How do I disable announcement replies for an entire course?
- How do I validate links in a course?
- How do I view Course Statistics?
- How do I view a course using a test student?
- How do I reset course content?
- How do I manage new features for a course?
- · What feature options are currently available for Canvas courses?



Course Import Tool (Vendor Guides)

Below are the vendor guides for Course Import Tool.

Vendor Guides

- How do I copy a Canvas course into a new course shell?
- How do I copy content from another Canvas course using the Course Import tool?
- How do I export a Canvas course?
- How do I select specific content as part of a course import?
- How do I adjust events and due dates in a course import?
- How do I view the status of current and prior course imports?

The following articles are less common:

- How do I import a Canvas course export package?
- How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?
- How do I import content from Moodle into Canvas?
- How do I import content from Angel into Canvas?
- How do I import content from Blackboard 6/7/8/9 into Canvas?
- How do I import content from Desire 2 Learn (D2L) into Canvas?



Courses and Sections (Vendor Guide)

Below are the vendor guides for Courses and Sections.

Vendor Guides

- How do I use the Course Setup Checklist?
- How do I use the Canvas course setup tutorial as an instructor?
- How do I add a section to a course as an instructor?
- How do I change the start and end dates for a course section as an instructor?
- How do I change the name of a course section?
- How do I delete a course section?
- How do I view enrollments in a course section?
- How do I publish a course?



Rich Content Editor (Vendor Guide)

Below are the vendor guides for Rich Content Editor.

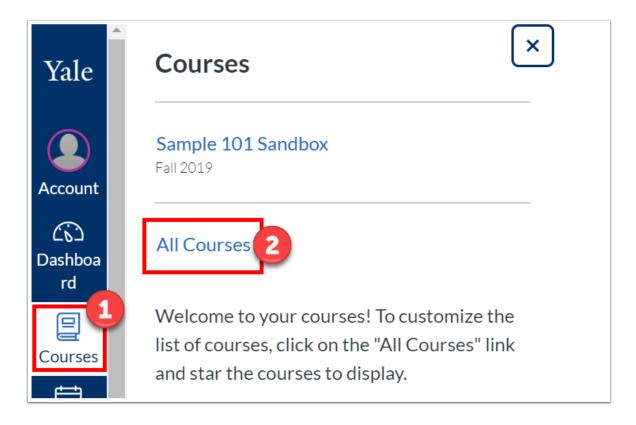
Vendor Guides

- How do I add and modify text in the Rich Content Editor?
- How do I insert a table using the Rich Content Editor?
- How do I use the HTML view in the Rich Content Editor as an instructor?
- How do I embed images from Canvas into the Rich Content Editor?
- How do I embed images from Flickr Creative Commons in the Rich Content Editor?
- How do I embed images from the web in the Rich Content Editor?
- How do I create a hyperlink in the Rich Content Editor as an instructor?
- How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?
- How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?
- How do I link to a YouTube video in the Rich Content Editor?
- How do I embed iFrame videos using the Rich Content Editor?
- How do I upload a video using the Rich Content Editor as an instructor?
- How do I upload an audio file using the Rich Content Editor?
- How do I record a video using the Rich Content Editor as an instructor?
- How do I record audio using the Rich Content Editor?
- What should I do if I can't record video comments with my webcam?
- How do I use the Math Editor in the Rich Content Editor?
- How do I use the Accessibility Checker in the Rich Content Editor?
- How do I insert links to course content into the Rich Content Editor using the Content Selector?
- How do I insert course files into the Rich Content Editor using the Content Selector?
- How do I insert course images into the Rich Content Editor using the Content Selector?
- How do I set the auto-open for inline preview for files using the Rich Content Editor?
- How do I disable inline previews for files using the Rich Content Editor?
- How do I add captions to an external video as an instructor?
- How do I add captions to new or uploaded videos in Canvas as an instructor?
- How do I create a caption file using the subtitle creation tool as an instructor?
- How do I view captions in a video as an instructor?
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How to Favorite your Course

In order to find all of your courses easily within Canvas @ Yale, you can favorite specific courses to appear on your Dashboard.

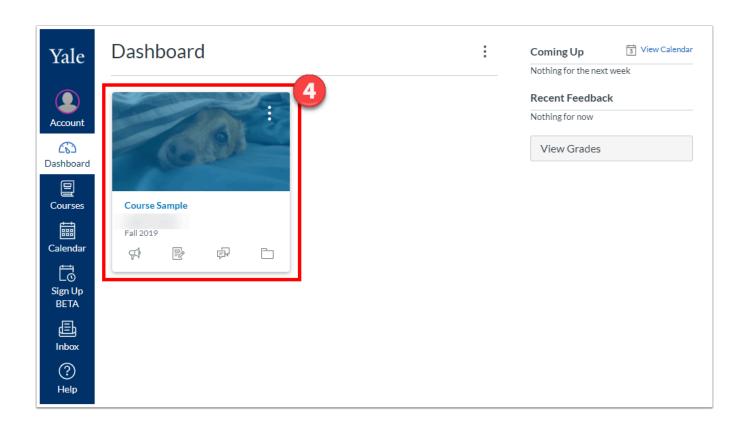
- 1. Click on "Courses" from the global navigation
- 2. From the side menu that appears, click "All Courses"



3. To favorite a course, click on the star associated with the course.



4. When you return to your Dashboard, your favorite course will appear.

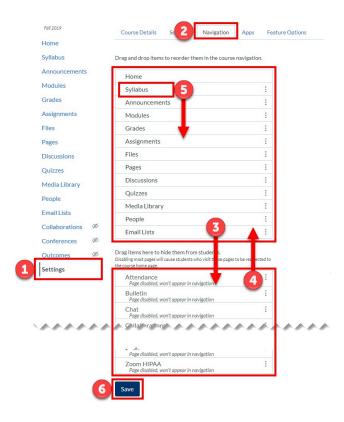


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How do I re-organize my Course Navigation?

You can control which links and in what order links appear in your course navigation. Most items can be hidden, and any of them can be rearranged to match how you want to set up the course.

- 1. Click on "Settings from the course navigation.
- 2. Click on the "Navigation" tab across the top. The Navigation area is broken into two sections:
 - The upper section displays your current course navigation menu it shows all the tools that are visible to students and the order in which they appear.
 - The lower section displays tools that are currently hidden from the student view.
- 3. To hide tools from student view, click and drag the tool from the upper section to the lower section of the page.
- 4. To add tools to student view, click and drag the tool from the lower section to the upper section.
- 5. To reorder tools, click and drag the tools listed in the upper section into the order you want them to appear in the course navigation menu.
- 6. When you are done, click "Save" at the bottom of the page to save all of your changes.



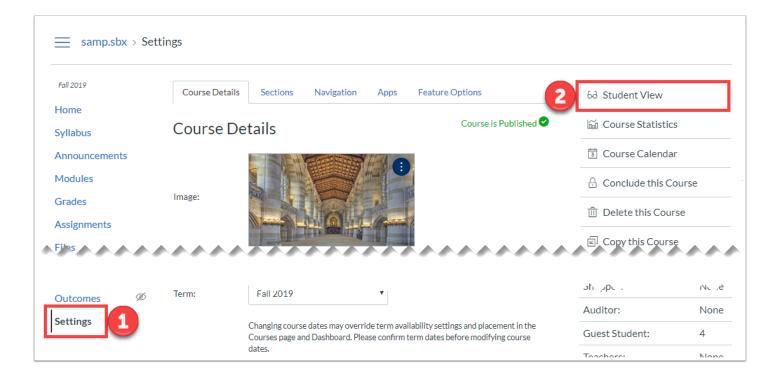


How can I see what the students see?

There are 2 ways to access the "Student View" to determine what your course looks like from the student perspective.

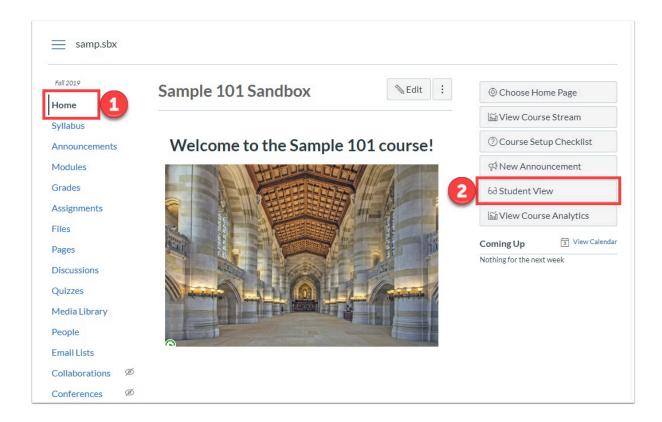
Option 1

- 1. Go to "Settings" in your course navigation.
- 2. Click the "Student View" button.



Option 2

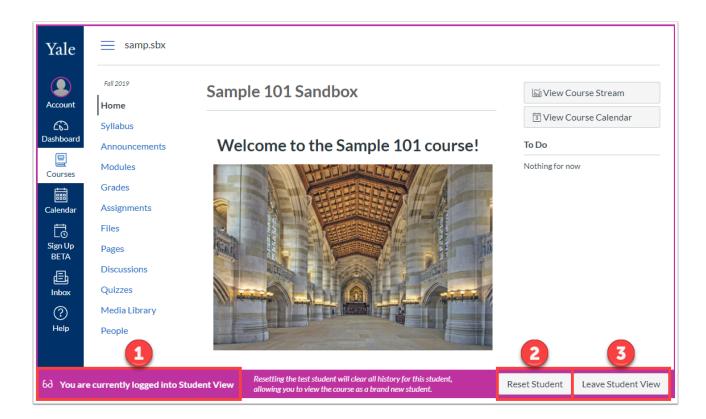
- 1. Go to "Home" in your course navigation.
- 2. Click the "Student View" button.



Student View

Once you have click the Student View button from one of the options above, you will be able to access your course as a fully functional "Test Student".

- 1. The pink border around your screen will delineate if you are in student view.
- 2. "Reset Student" will be if you take any assessments to ensure that they work. You can reset the student and resubmit the assessments.
- 3. To leave student view, click "Leave Student View".



How Do I Change My Course Name and Course Number in Canvas?

Official course names and course numbers are set by the system when the course site is first created in Canvas. As course name can be truncated on course creation, or updated in Yale Course Search later (a change that does not update an existing course name), instructors can update this information by going into the course settings.

The following article, Why is my Canvas course name different than past years?, helps explain the change in course name structure implemented during Summer 2020 to encourage unique course names over time. If you are going to change your course name, we request that you maintain this structure:

Name: TEMP 101 01 (SP21): Sample Course Name

Course Code: TEMP 101 01

- 1. Click on "Settings from the course navigation.
- 2. Click on the "Course Details" tab across the top.
- 3. Editing "Name" will edit the long name of the course.
- 4. Editing the "Course Code" will edit the short name of the course that appears across to top of the course site.
- 5. Click "Update Course Details" at the bottom to save the changes.

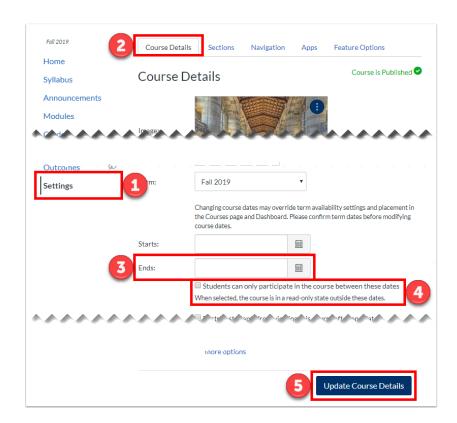
Update course detail



How to Change Course End Date

Course end dates are determined by the term. However, this date can be overridden by going into the course settings.

- **Note**: Changing end dates can be done by instructors prior to the term being put in the past. If the course is in the past, you will need to <u>unlock the course</u>.
- 1. Click on "Settings from the course navigation.
- 2. Click on the "Course Details" tab across the top.
- 3. Update the "Ends" date to the new date you want your course to end.
- 4. Check the option for "Users can only participate in the course between these dates" to override the term set date.
- 5. Click "Update Course Details" at the bottom to save the changes.





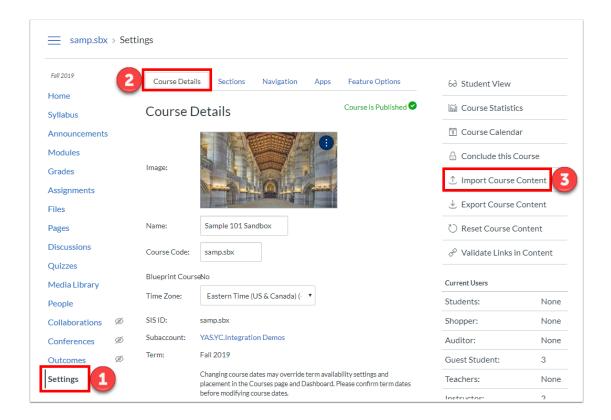
Copy Content from One Canvas Course Into Another Canvas Course

1 These instructions are used to copy content between Canvas course sites. For the vendor guide on how to copy content, please visit their article <u>found here</u>.

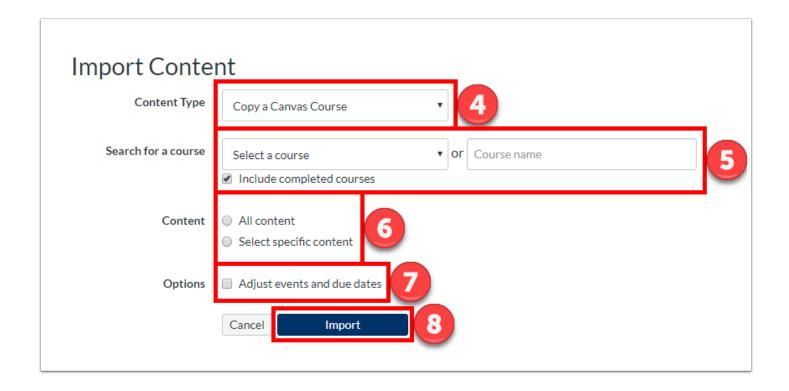
NOTE: While *Import Course Content* brings over much of the Canvas developed content in a previous version of your course, there are a number of external applications that need to be updated to work correctly in this new copy of your course. After you have imported a copy of your course content, please review the section below to continue refining your course.

Import Course Content: Copy a Canvas Course

- 1. Navigate to the Canvas course in which you wish to copy material **into.** Click "Settings" in your course navigation bar.
- 2. Click on the "Course Details" tab across the top.
- 3. Click "Import Course Content".

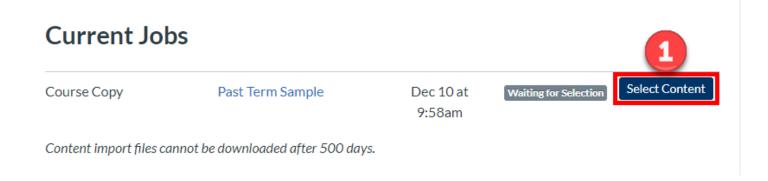


- 4. From the "Content Type" drop down menu, select "Copy a Canvas Course". Complete the "Import Content" form that appears.
- 5. Search for a course: Select the course you want to import from the drop down menu, or search for the course name. If the course is in a past term, make sure to click the "Include completed courses" checkbox.
- 6. Content: Select whether you want to import all content from the course or if you want to select just specific pieces of the content.
- 7. Options: You can optionally select to have the import process adjust events and due dates either by shifting dates based on dates you select, or by removing the dates altogether. See the section "Modify Due Dates During Import" below for more information.
- 8. Click the "Import" button.
- If you are importing all content the process will begin and your course materials will be imported. Depending on how large your course is, this process may take several minutes to complete. You will be able to see the progress under the "Current Jobs" section of the Import Content page.
- If you are importing only specific content, please continue with the next steps.

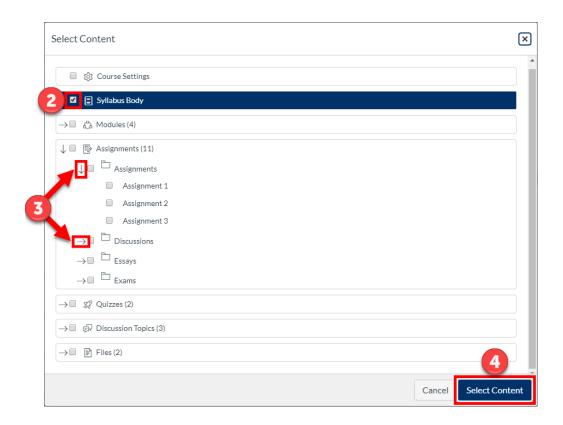


Select Specific Content

1. If you opted to "Select specific content", you will see your import listed under the "Current Jobs" area of the Import Content Page. To choose which parts of your source course will be copied, click the "Select Content" button to the far right of the job.



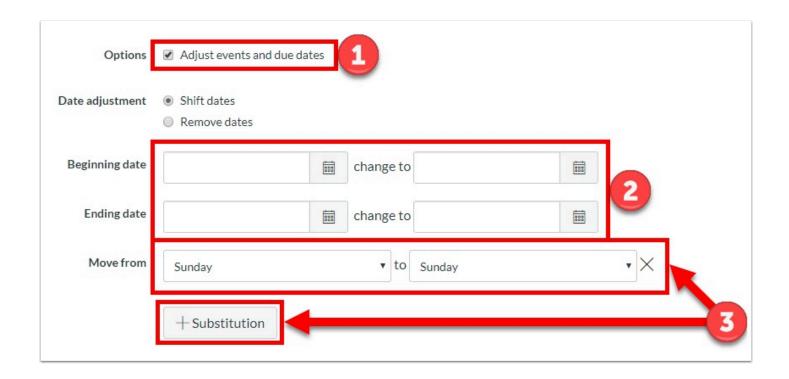
- 2. Select the check boxes next to the content that you want to copy.
- 3. For some content types, you may be able to expand and see more options by clicking on the down arrow.
- 4. When you have selected everything that you want, click the "Select Content" button. The process will begin and your selected course materials will be imported. Depending on how large the content is, this process may take several minutes to complete. You will be able to see the progress under the "Current Jobs" section of the Import Content page.



Modify Due Dates During Import

When you import one course into another, during the import process, there is an option to modify the due dates and availability dates all at one time.

- 1. Select the option "Adjust events and due dates" in the Import Content form.
- 2. Fill out the original start date and the new start date.
- 3. You can click +Substitution to change which days of the weeks the events and due dates should now be on (if applicable).



Refining and updating your course

While Import Course Content brings over much of the content developed in a previous version of the course, there are a number of external applications that need to be updated to work correctly in this new copy of your course. If you used one fo the tools listed below in a previous version or your course, or in an early course sandbox, please review the information to update these resources as well.

External Application	Steps to update this content
Course Reserves	Course Reserves content is not included with this process. In order to copy your Course Reserves content, please see the article: Course Reserves: Importing Items from a Previous Class . Contact reserves@yale.edu if you have any questions or problems with Course Reserves.
Media Library (Panopto)	Media Library content is not included with this process. In order to copy your Media Library content, please see this article: How do I migrate Media Library course content from one library to another? Contact medialibrary@yale.edu if you have any questions or problems with Media Library.
Perusall	Perusall allows for materials from another course to be used again in a new course. Please see Copying a Perusall Course to a New Course to learn more.
Redirect App	Custom links in your course navigation menu (created using the

External Application	Steps to update this content
	Redirect App) that point to content within your Canvas site are static links that do not update when imported into a new site. This means that once copied into the new course, the custom link will still point to your OLD Canvas site. You will need to manually update or delete/recreate these links in your new Canvas site. Please view the following help article on how to create a custom link in the course navigation using the Redirect tool for details.
WordPress in Canvas	Links to previous course blogs can be included when copying content from one course to another, and the links to these past blogs need to be removed before your new students are enrolled in your course to ensure they do not join the wrong blog. Please view the following article to learn how to remove the transferred copy from your site before you request a new version.



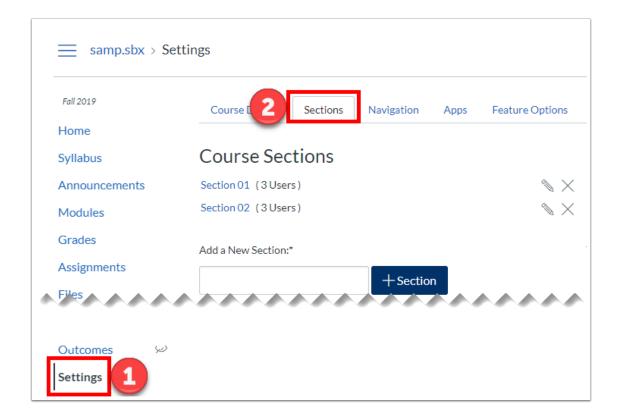
For more help, please contact <u>canvas@yale.edu</u>.

Course Sections - Time, Date, and Location Visibility

Find the time, date, and location for your discussion setting in various places throughout your Canvas course.

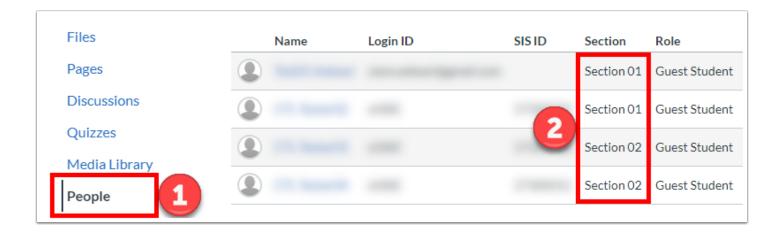
Discussion Sections via Settings

- 1. Click on "Settings" in the course navigation.
- 2. Click on the "Sections" tab. This will display a clickable list of sections in the course.



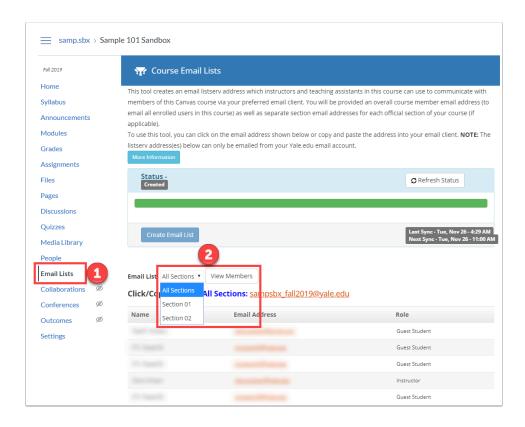
Discussion Sections via People Tool

- 1. Click on "People" in the course navigation.
- 2. The section information will be next to the student.



Discussion Sections via Email Lists Tool

- 1. If the email list tool is activated in your course, click on "Email Lists" in the course navigation.
- 2. Select a section from the dropdown and click "View Members" to see the members of the chosen section.

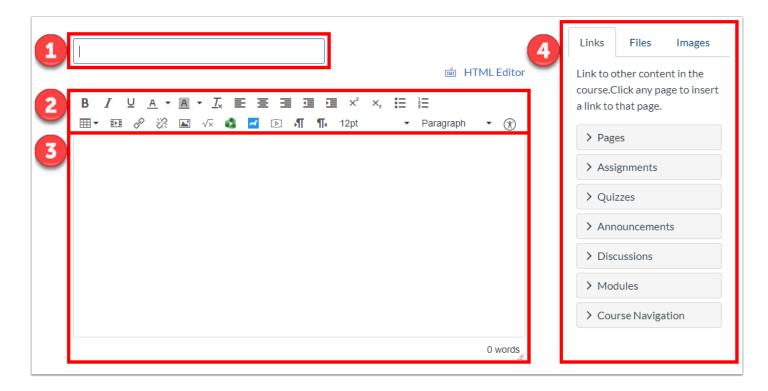




Using the Rich Content Editor

The Rich Content Editor is available for posting content. It is supported by the following Canvas features: Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

- 1. The title text entry is used to give your Canvas item a title or subject line.
- 2. The formatting toolbar allows you to add, embed, and format content. Types of items you can embed include, tables, record audio, insert links, embed content from Media Library, and much more.
- 3. The text entry area is where you can enter the description or details of the item you are creating. Using the formatting toolbar as described above will affect the format of the text in this box. Embedded content will be placed in this area of the rich content editor. It is important to place your cursor in the editor where you want the link to your items to appear.
- 4. The Content Selector Panel allows you to embed course Pages, Assignments, Announcements, Discussions, Modules, and tabs from the Course Navigation into the Rich Content Editor. You can also select files within the Files tab of the course, or Images.



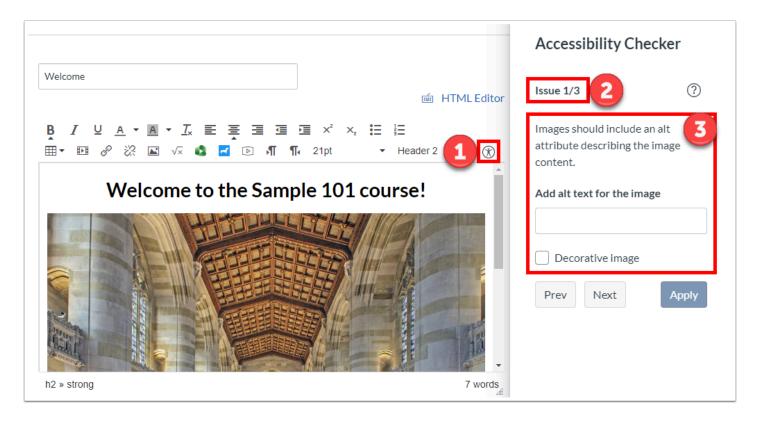
P

Note: if the Content Selector Panel is not to the right of your screen, scroll to the bottom of the page to view it, maximize your screen, or decrease the text size of your browser.

Accessibility Checker in the Rich Content Editor

The Rich Content Editor Accessibility Checker assists instructors and course designers to maintain accessibility requirements in Canvas content. This tool only verifies content created within the Rich Content Editor.

- 1. Click on the "Accessibility Checker" icon
- 2. A right hand tray will appear and notify you of potential accessibility errors.
- 3. The "Accessibility Checker" provides the fields or menus needed to fix the error.



 Ω

How to Request a Sandbox Course

While you become accustomed to Canvas @ Yale, you can request a Sandbox course. This course is an unofficial course site for your use only and is designed to be used for you to practice using the tools available within Canvas @ Yale.



Note: No student can be enrolled within a sandbox course, however sandbox courses can be copied into the actual course site once the official course is created.

Early Course Sandbox

• This is a sandbox that you can request if spring or fall courses are not quite ready within Canvas and you would like to begin preparing your course.

Personal Sandbox

• A site you can use to experiment with Canvas tools and features.



In order to request your own sandbox course, please submit the <u>Sandbox Request</u> Form.

Canvas @ Yale Umbrella Sites

Umbrella sites are typically used by multi-section courses to enable the course director to provide information for all sections in one place. Instructors for the sections have the option of posting documents and announcements for their own sections. Students may see only one instance of their course (the umbrella) or they may see the umbrella and the section.



Note: Umbrella Request Form.

Purpose of an Umbrella Site

The purpose of an umbrella site is to provide a site that can contain information useful for a number of sections, usually with the same name (e.g. SPAN 115 01, SPAN 115 02, SPAN 115 03). The course director may also use the Email or Announcement tools to communicate with students across all sections.

The umbrella would be called, for example, SPAN 115 00 and Canvas @ Yale will automatically add all participants from the 'sections' to the umbrella.

Note: Umbrella sites are different than official cross-listed courses. If your course needs to be officially cross-listed, please contact your registrar to have their data updated.



A Note: Discussion sections are different and are not created by umbrella sites. These are sections within a large lecture course and each is taught by a TA.

Types of Umbrella Sites

1. **Umbrella Version 1 (Section-retained Umbrella)**: A new course site is created which has all the enrollments from the individual sections. The individual section course sites remain intact.

2. **Umbrella Version 2 (Section-merged Umbrella):** Individual course sections are collapsed into one course site. Select this option if section awareness within files is not needed.



In order to request an umbrella site, please fill out the following form: <u>Umbrella</u> <u>Request Form</u>

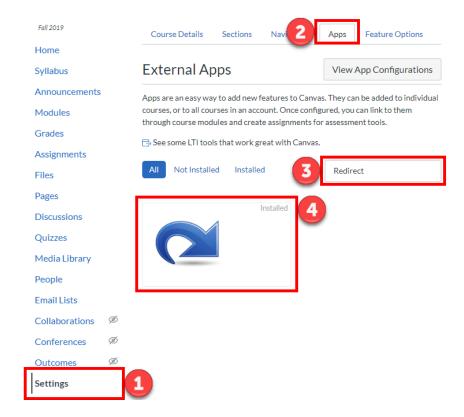
Please allow up to 3 business days for the Umbrella Site to be created. We appreciate your patience

How Do I Create A Custom Link in My Course Navigation Using the Redirect Tool?

The following instructions help you set up a link within your course navigation bar for external resources not already included in the native navigation.

Creating a Custom Link

- 1. Click on "Settings" from the course navigation.
- 2. Click on the "Apps" tab across the top.
- 3. Search for "Redirect" in the search bar provided.
- 4. Click on the "Redirect Tool" that appears once the filter is applied.

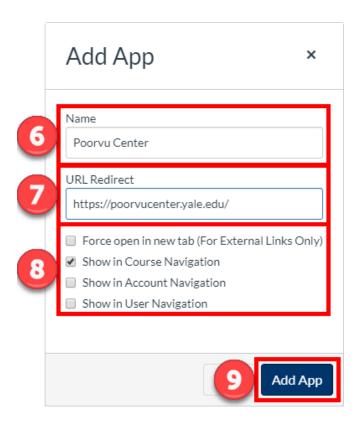


5. Click the "+ Add App" button that appears

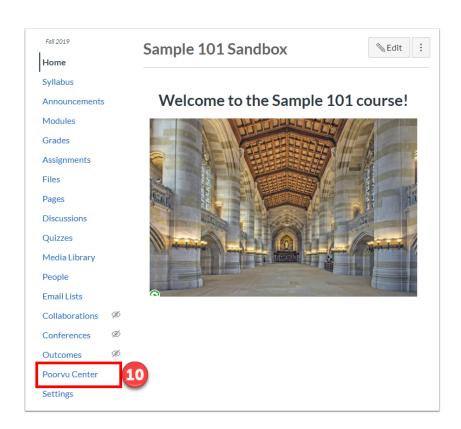
Add Redirect Tool

6. Enter the "Name" for the link. This is the word/phrase that will appear in the course navigation.

- 7. Enter the URL for the site. You must keep the "https://" prefix. (If you leave off the "s" in "https://", your website will open in a new tab/window regardless of the other settings you select.)
- 8. Adjust the settings as needed:
 - (Optional) Force open in new tab (For External Links Only) If you select this setting, when a user clicks on the link, the page will open in a new tab in their browser. Leave unchecked if you would like the site to open within the Canvas interface.
 - Show in Course Navigation This puts your link within the course navigation bar.
- 9. Click the "Add App" button



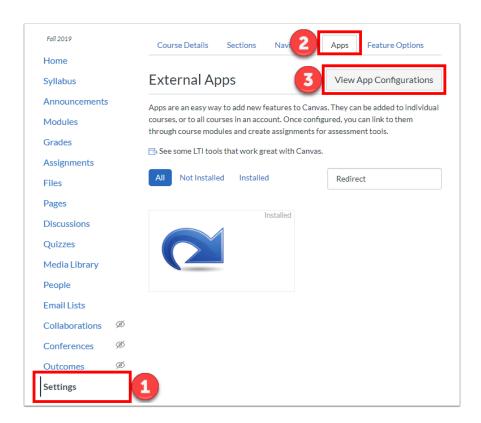
10. The link now appears in the course navigation at the bottom. You can go into your navigation settings to rearrange it.



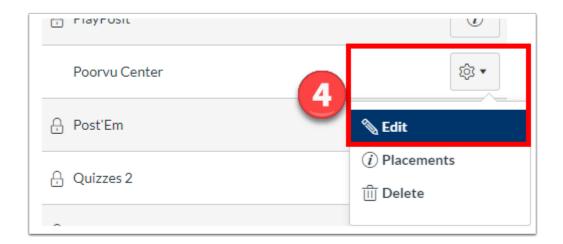
Editing a Custom Link

When you copy a course with an existing custom link, you may need to update that link to the most recent version. To update the link, go to the app configuration:

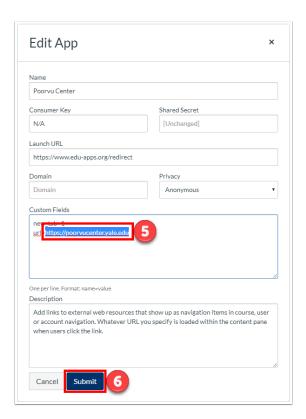
- 1. Click on "Settings" from the course navigation.
- 2. Click on the "Apps" tab across the top.
- 3. Click on "View App Configurations" at the top right.



4. Scroll down to the custom link you want to edit, click on the gear icon to the right, and select "Edit".



- 5. In the "Custom Fields" text entry box, update only the URL portion.
- 6. Click "Submit" and the custom link will be updated.





Courses in Past Terms

Term Dates are dates that are set globally which help to manage a user's "dashboard" and "all courses course lists" to show courses completed during a previous term under a "Past Enrollments" heading. Courses that are concluded by Term Dates are still visible to all instructors and participants, but cannot be modified after the end date. Admins can intervene to undo this, and Term Dates can be overridden by Course Dates.

Term Schedule

Fall, Spring, and Summer Courses- For fall, spring, and summer courses, the term date has been set globally for August 31st. For example:

Courses within Fall 2019 term will be placed into past terms on August 31st, 2019.

Courses within Spring 2019 term will be placed into past terms on August 31st, 2019.

Courses within Summer 2019 term will be placed into past terms on August 31st, 2019.

Access to Courses in Past Term

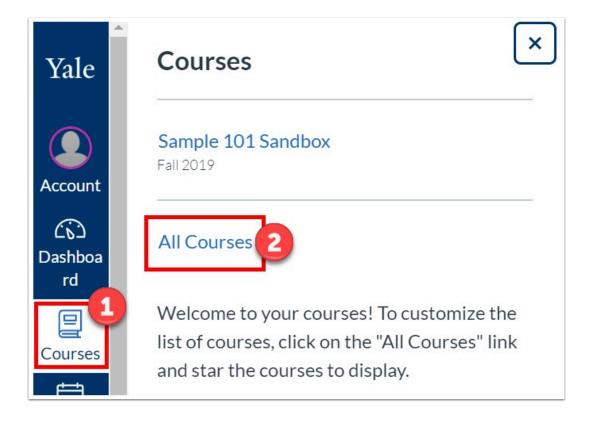
Although the courses are placed into the past term, you will still maintain access to the course:

Action	Term Date Conclude		
Instructor			
Can View Course	YES		
Can add/edit content	NO		
Course appears in Dashboard	NO		
Course appears in Past Enrollments	YES		
Student			
Can view course	YES		
Can add/edit content	NO		
Course appears in Dashboard	NO		

Action	Term Date Conclude		
Course appears in Past Enrollments	YES		
General			
Enrollments move to "prior enrollments"	NO		
Can import content into next term courses (or new site)	YES		
Can be overridden/undone	YES		
Who can override/undo	ADMIN		
Official Course- Banner Feed Fix?	NO		

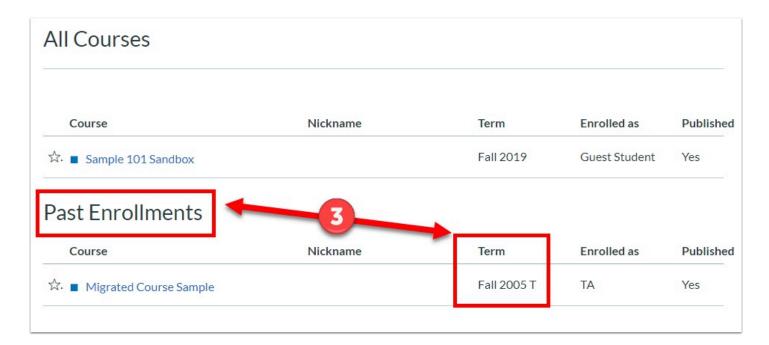
How to View Courses in Past Term

- 1. In order to view courses from past terms (including those courses migrated from Classes*v2), click on "Courses" from the global navigation
- 2. From the side menu that appears, click "All Courses"



3. Under the "Past Enrollments" section, you will find a list of your past term courses.

NOTE: Courses whose term ends with a "T" denote that they were "Transferred" from Classes*v2



How to Add Users to Past Term Courses

When the course is in the past term, you cannot add users to the course (the +People button in the People tool will be grayed out or not present). In order to unlock the course to add users, please check out our help article on how to unlock courses in past terms.



Note: When adding users to the unlocked course, the invited users must accept their invitation prior to the course resuming the past term, read-only state. If the user has not accepted the invitation, then the course will have to be unlocked again.

Project Sites in Past Term

Project Sites typically are given the fiscal year for term. Meaning, that every July 1, project sites will be moved to the past term. For example, a project site with a FY19 term will go into the read-only state July 1, 2019. Please keep this in mind when requesting sites within the spring.

Project Sites will have to be requested for renewal each year by submitting this form: <u>Project Site Request Form</u>. Please note that a consultation may be required to ensure that Canvas is still meeting the needs of the project site or if there are any other new tools that might meet the needs of the project.



For more help, please contact canvas@yale.edu.

How to unlock courses in past terms

If you need to add a user to a past course, you can use these steps to temporarily unlock your course so you can add users. When you manually add the user, they will receive an email invitation to your old course site. After they have accepted the invite, you can re-lock your course.



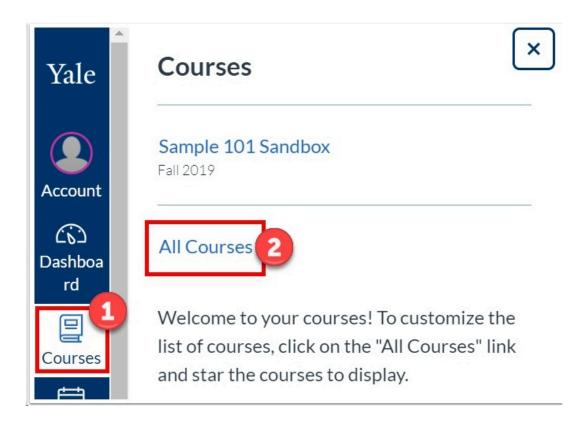
Note: If you re-lock the course before they accept the invitation, they will not have access to your course because their enrollment is not complete. They must accept the invitation before you re-lock.

Note: The Unlock Tool temporarily unlocks your course for **ONE WEEK**. After the week has past, the course will go back to the past courses. You can unlock/re-lock a course as many times as needed.

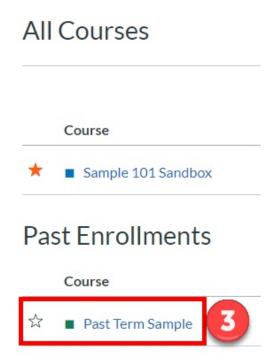
Note: The Lock/Unlock Tool will only appear in courses that are concluded, or in a term that is no longer active.

Unlock your past course

- 1. To access your past course, click on "Courses" from the global navigation.
- 2. From the side menu that appears, click "All Courses".

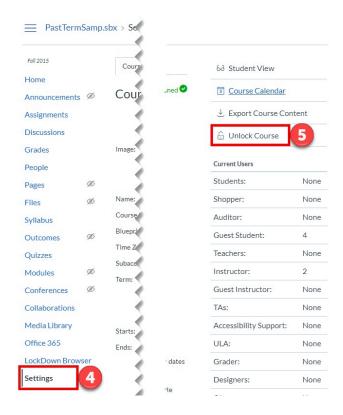


3. Under the "Past Enrollments" section, you will find a list of your past term courses. Click on the course you want to unlock.

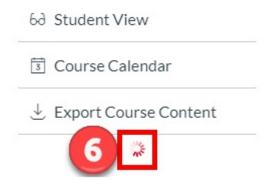


4. Once you are in the course, go to

5. Click on the "Unlock Course" button to unlock the course.



6. After you click on the unlock button, you will see a progress bar until the course is fully unlocked.



Once the course is fully unlocked, you can being to add users to your course as needed.

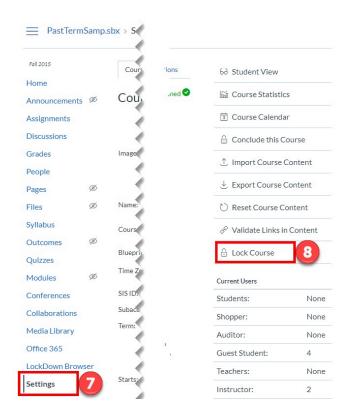
Lock your past course



Reminder: Newly added users must accept the course invitation before the course is re-locked. Your course will automatically re-lock ONE WEEK from the date that you unlock it. You can just leave the course alone and it will re-lock in one week.

If all users have accepted the invitation to your past course, you can manually re-lock the course.

- 7. Click on "Settings" in the course navigation
- 8. Click on the "Lock Course" button to manually lock the course.





For more help, please contact canvas@yale.edu.

How do I restore deleted items?

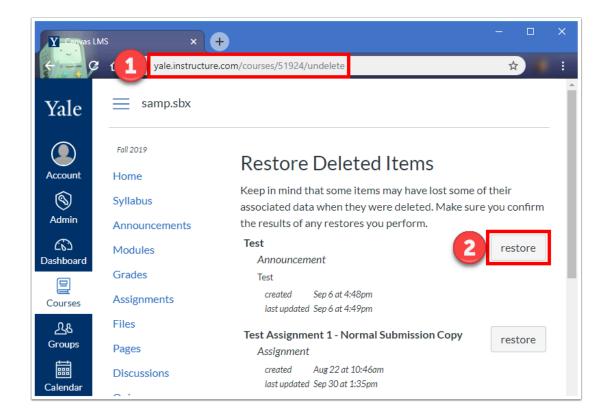
With Canvas @ Yale, you have the opportunity to restore some items that have been deleted, whether intentional or accidental.

Every course site in Canvas has a unique URL. By adding /undelete at the end of the URL, you will be brought to a list of recently deleted items which can be restored.

Course URL: https://yale.instructure.com/courses/51924

Restore URL: https://yale.instructure.com/courses/51924/undelete

- 1. Go to the "Restore Deleted Items" url as demonstrated above.
- 2. Click "restore" next to the item you want to restore.





For more help, please contact canvas@yale.edu.

Course Reserves in Canvas Course

If you are having difficulty with your readings appearing within Canvas, please contact reserves@yale.edu or call (203) 432-1775

Course Reserves is available to you through your Canvas site. Although it is shown in Canvas, Course Reserves is the Ares system developed and maintained by the library.

Below are the permissions for access to Course Reserves. Please note that these permissions are controlled through the Ares system and are not modifiable:

Permissions	Student	Shopper	Auditor	Guest Student	ТА	Instructor
Add, edit, delete items in Course Reserves					x	x
View items in Course Reserves	x	x	X	x	x	x

For more information on how to use Canvas for your Course Reserves: http://guides.library.yale.edu/reserves/canvas.



Note: Ares does not work with the Microsoft Edge browser (see screen cast below). This is a known issue that Atlas Systems is aware of. Currently there is no work around so please use a different browser when using Course Reserves:

https://uservoice.atlas-sys.com/forums/561769-ares-ideas/suggestions/ 19953736-workaround-security-issues-with-edge-browser-in-ho



For more help, please contact reserves@yale.edu or call (203) 432-1775

Supported Browsers

With Canvas, there are specific browsers that are better suited for utilizing the tools within Canvas @ Yale.

Please see this link as Canvas updates this page frequently: <u>Supported Browser Information</u> (Vendor)

Throughout the semesters that Yale has been using Canvas @ Yale, we have discovered some great tips related to supported browsers:

- Mac users may find it easier to use Firefox rather than Chrome
- Microsoft Edge does not work well with Canvas and should be avoided
- If you are not able to see a tool or feature correctly in one browser, please try to update the browser or try another one.
- Clearing your browser's cache and cookies may help when trying to resolve viewing issues in Canvas
- Many tools in Canvas require third party cookies to be enabled. Learn how to check this setting with our "<u>Enable 3rd Party Cookies</u>" article.

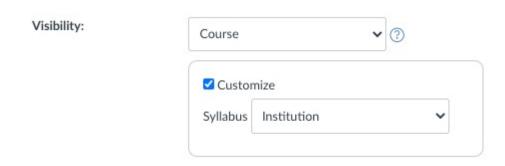


For more help, please contact canvas@yale.edu.

Course Settings - Course Visibility

Understanding your course default settings

Your official canvas course settings have been set to allow for your course to be visible only to students who are enrolled in your course, but your **Syllabus** page within your Canvas site to be visible to anyone at our institution, meaning anyone who can login to Canvas.

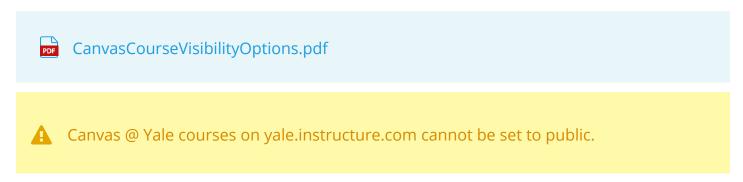


This has been done so the Syllabus button link found in Yale Course Search will work for students to view your syllabus in Canvas during open enrollment period.



Changing your course settings

If you would like to modify your course settings for your canvas site, you may do so, but it is advised you review the following article to understand what will and will not become available to others based on the changes you make.



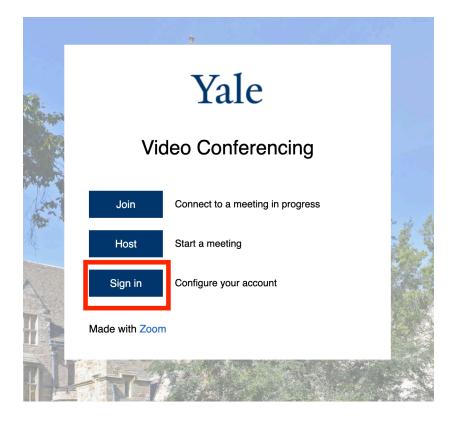
Getting Started with Zoom

Setting up your Zoom account

This guide will document how to set up your account for users at Yale. If you already have a Zoom account set up using your Yale email address, following these steps will ensure that your account is associated with Yale's Zoom account and you have access to the full suite of Zoom features.

Create your Zoom account

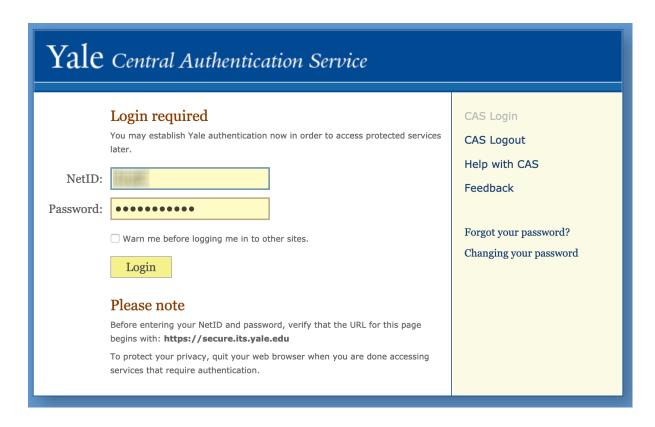
The first step to creating your account, or associating your existing account, is to visit https://yale.zoom.us/ and select the "Sign in" button.



Once you select "Sign in", you will be prompted to log in through Yale's Central Authentication Service (CAS) using your NetID and password.



Logging in to Zoom uses Yale's Central Authentication Service (CAS). If you are off campus and logging in to Zoom you will need to utilize multi factor authentication (MFA) via DUO. If you need to set up MFA you can find information on how to do so on the Yale ITS page here.



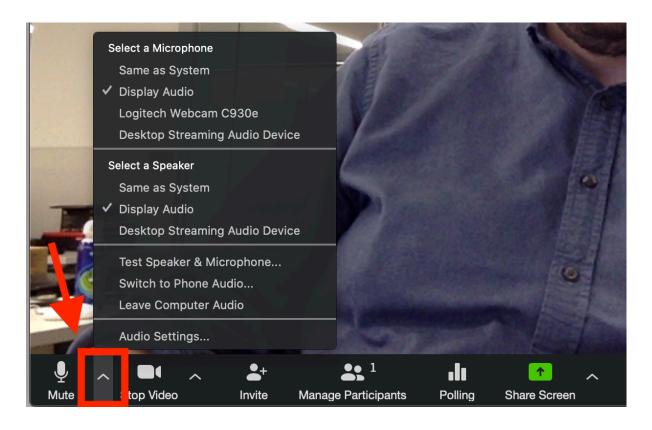
Once you are logged in, your account is created and you will be taken to your Zoom profile page. If you had a pre-existing account using your Yale email, you will receive an email notifying you to accept the invitation to join the Yale Zoom account.

Configuring your microphone, speakers and camera in Zoom

This guide will show you how to set which microphone, speakers and camera you will use in your Zoom session.

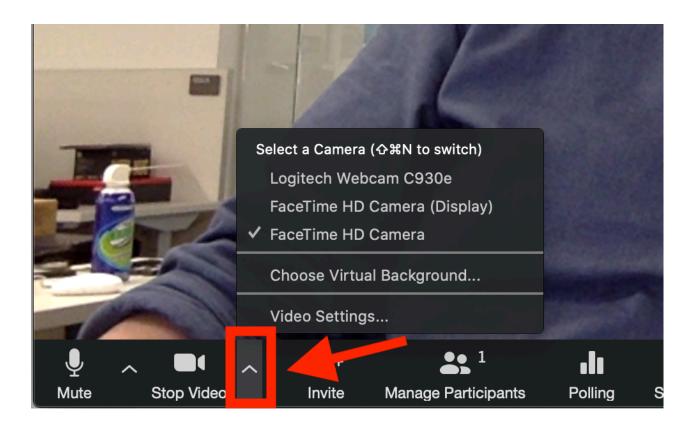
Selecting your microphone and speakers

While you are in a Zoom meeting, you can move your cursor to the lower portion of the Zoom window to bring up the Zoom toolbar. There you will see a microphone icon and an upwards facing arrow to the right. Select the arrow to bring up a menu of your available devices for your microphone and speakers. If you are using a headset or external microphone and Zoom does not automatically use them for your audio, you can select the correct device here.



Selecting your camera

In a Zoom meeting, move your cursor to the bottom of your Zoom window to bring up the Zoom toolbar. There you will see a camera icon and an upwards facing arrow to the right. Select the arrow to bring up a menu of your available camera devices. If you have multiple camera options and Zoom did not automatically use the correct device, you can select the correct device here.

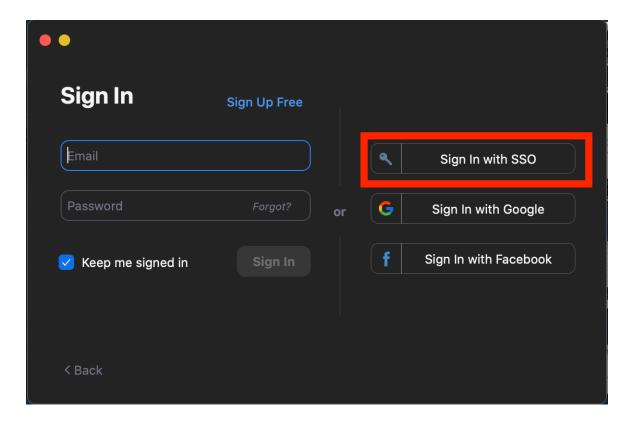


Logging in the Zoom application with your Yale credentials

This guide will show you how to log in to the Zoom application on your computer using your Yale credentials. If you have not yet set up your Yale Zoom account, you can do so following the step here. Additionally, you can download the Zoom application for your device here.

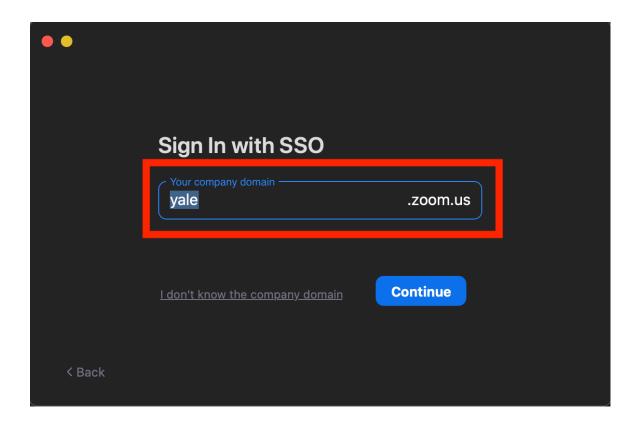
Select "Sign in with SSO"

After opening Zoom, select the option on the right to "Sign in with SSO".



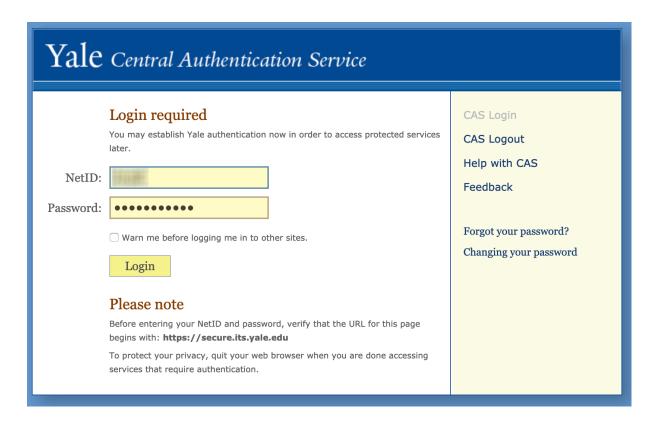
Enter "Yale" as your company domain

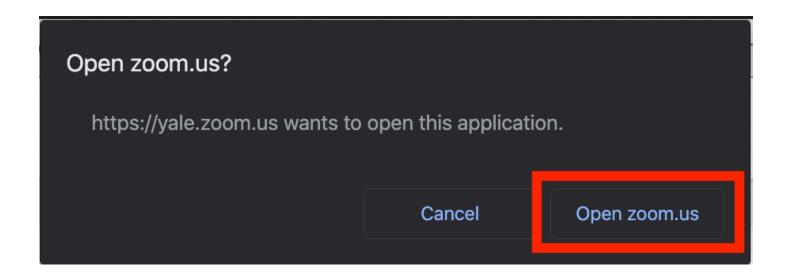
You may be prompted to enter a company domain. If "Yale" is not autofilled, please enter "Yale" for the company domain.



Log in through Yale's Central Authentication Service (CAS)

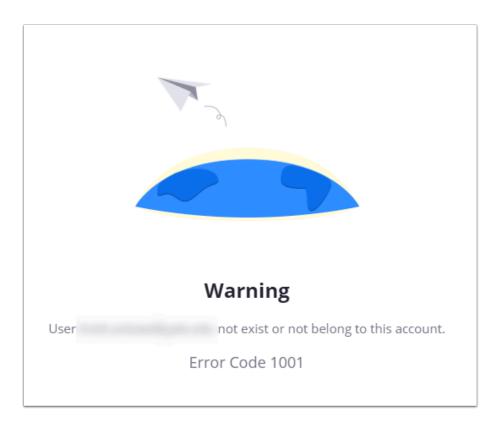
A browser will open and prompt you to log in through CAS using your Yale NetID and Password. Once you log in you will then be prompted to return to Zoom where you will be logged in.



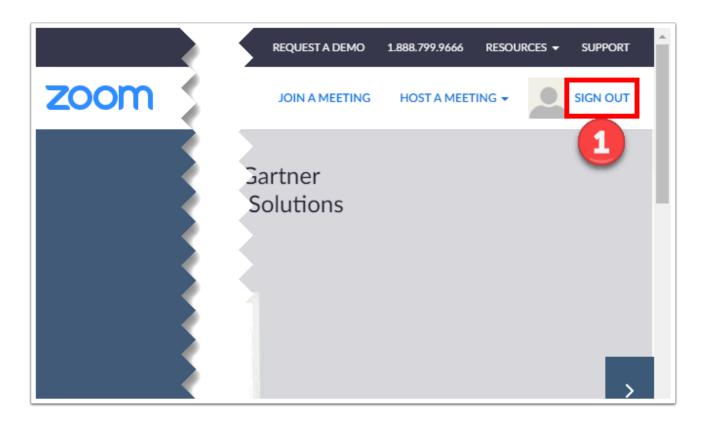


Link a Yale Email to a Yale Zoom Account

If you are seeing the error "User <email address> not exist or not belong to this account. Error Code 1001" in Canvas, one of the reasons may be because your Yale email account is associated with a basic Zoom account. This guide will give you step by step directions on how to resolve this error and associate your Yale email to a Yale Zoom account.



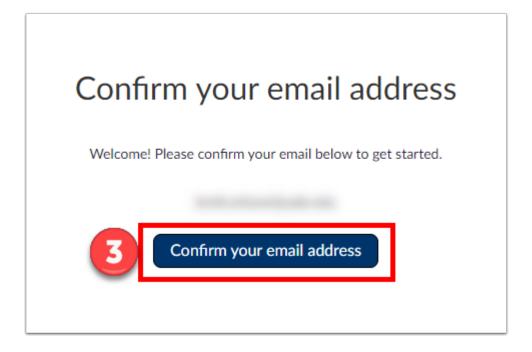
1. Go to https://yale.zoom.us/. If this directs you to the normal zoom page, click "Sign Out" in the top right corner



2. If you had to sign out, go back to https://yale.zoom.us/. From this page, click on "Sign in" to configure your account.



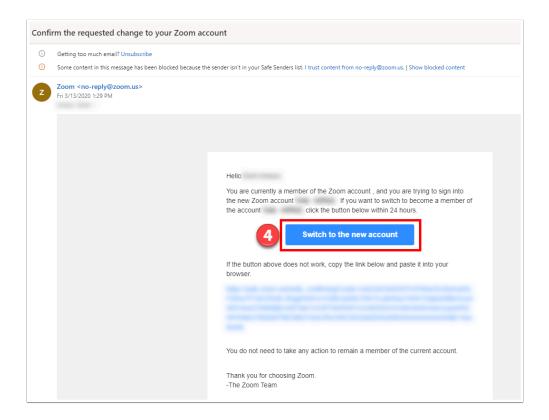
3. Once you log in with your Net ID and Yale password, you confirm your email address. You will be notified that an email has been sent to authorize a switch from basic Zoom to Yale Zoom account.



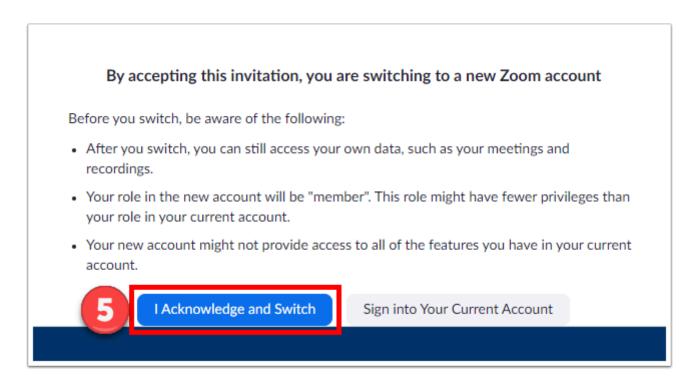
We've sent an email to

If you did not receive the email, please go back and try over again.

4. The email take a few minutes to arrive in your inbox. Once you receive it, click on "Switch to the new account".



5. On the site that pops up, click "I Acknowledge and Switch". You will now get a confirmation that the account has been switched over to Yale Zoom successfully and can now proceed to Canvas with no error.





For more help, please contact canvas@yale.edu.

Logging into the Zoom app on your device using your Yale credentials

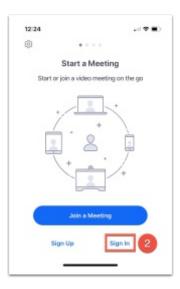
This guide will walk you through the steps of logging into the Zoom application on your device using your Yale credentials.

If you have not already done so, download the Zoom application to your device to get started.

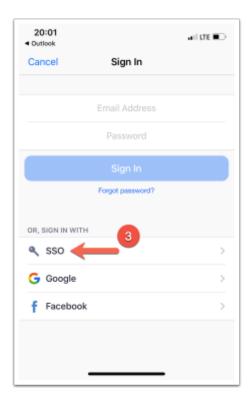
Open the Zoom application from your Device [1]



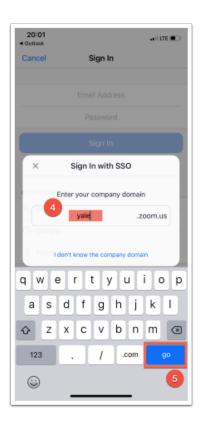
Click Sign In [2]



Choose sign in with SSO [3]



For the domain, enter Yale [4] and click Go [5]



You will be prompted to login using your Net ID and password. Enter your Net ID and Password and click Login [6]. You may be prompted to use DUO multi factor authentication at this point.



From an iPhone, you will be asked to Open this page in "Zoom" and you will see the option to select Open [7].

From an Android you will see the option to "Launch Zoom" [7].





Resolving Zoom Errors (Error 2216 / Error 1001)

Zoom Error: 2216 - Your email is invalid



Issue

Your Yale Zoom account likely has not been created.

Solution

- Make sure that you are logged out of Zoom on your device.
- If you check email through your browser, you may also want to log out of your Yale email account in Gmail.com/Office365.com (or Outlook.com) as well.
- Once logged out, visit https://yale.zoom.us/ and select "sign in." (if prompted select SSO as the login type)
- Once you have signed in, your account has been created.
- Return to Canvas and retry the Zoom tool.

NOTE: You only need to register/create your account once.

Zoom Error: 1001 - Your email does not exist or belong to this account



Issue

Your Zoom account using your yale.edu email address is not associated with Yale's license, or you need a different version of the Zoom/Canvas integration.

Solution 1

- Make sure that you are logged out of Zoom on your device.
- Once logged out, visit https://yale.zoom.us/ and select "sign in." (if prompted select SSO as the login type)
- If prompted, confirm your email address. You will be sent an email asking you to confirm you would like to move to Yale's Zoom account.

See also: Link a Yale Email to a Yale Zoom Account.

Solution 2

Zoom has 2 Canvas integrations -

- 1. **Zoom** used for a majority of Yale Zoom users
- 2. **Zoom HIPAA** used for Yale Zoom users who require extra HIPAA security for their account (typically for persons who may interact with confidential patient data)

If you have enabled the **Zoom** integration and receive the 1001 error, <u>try enabling the **Zoom** HIPAA integration</u> and see if you still get the error.

If you have enabled the **Zoom HIPAA** integration and receive the 1001 error, <u>try enabling the **Zoom** integration</u> and see if you still get the error.



Still Need Help?

If you have tried these steps and are still encountering issues, please contact us at askpoorvucenter@yale.edu.

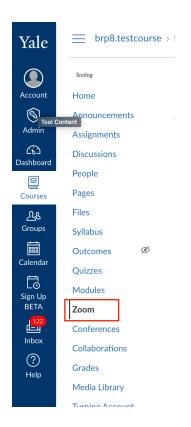
Adding a passcode or waiting room to Canvas Zoom meetings

Starting September 27th 2020, Zoom will require all meetings have either a passcode or waiting room enabled to ensure meetings are as secure as possible. If you did not set a passcode or enable the waiting room for your sessions, the waiting room will be automatically enabled on September 27th. If you have scheduled meetings in Zoom via the Canvas Zoom tool, this guide will show you how to add a passcode or meeting to those sessions. This will help avoid any unexpected behavior when the change is made on September 27th.

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When adding a passcode, the passcode will be included within the link students use to join via the Zoom tool in Canvas. Students accessing the meeting using the "join" button within the Zoom section of the Canvas course should not be prompted to enter a passcode, and can enter the meeting as they did previously. If students join via the Canvas calendar, they will need to have the passcode for the meeting.

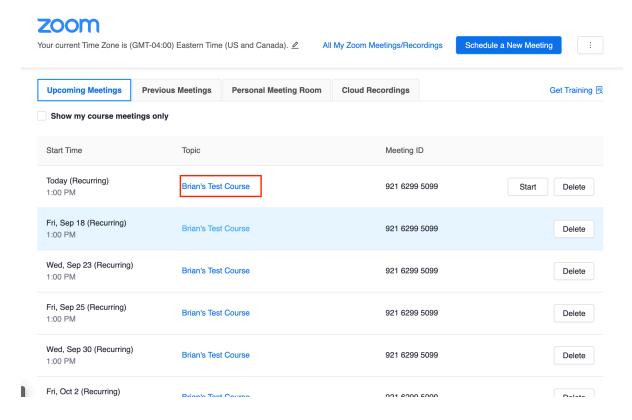
Navigate to the Zoom section of your Canvas course



Select "Zoom" in the left hand course navigation to access the Zoom section of your Canvas course. If you are a Zoom HIPAA user, you will select "Zoom HIPAA" in your course navigation.

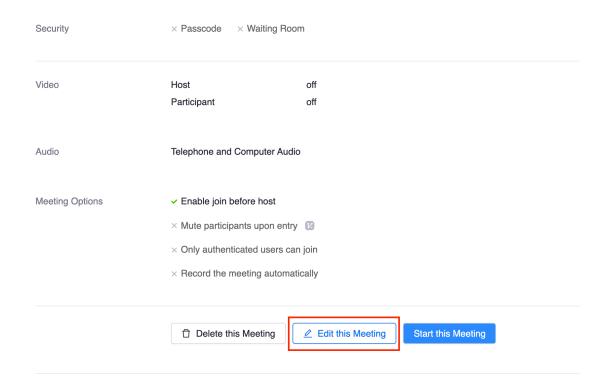


Select your course meeting



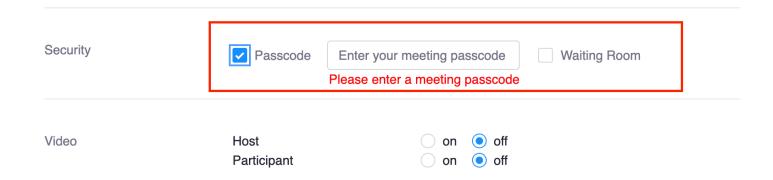
Selecting your course meeting will open the meeting details for that session. If you have scheduled a recurring session you will only need to edit the one meeting, which will then update the remaining occurrences.

Select "Edit this Meeting"



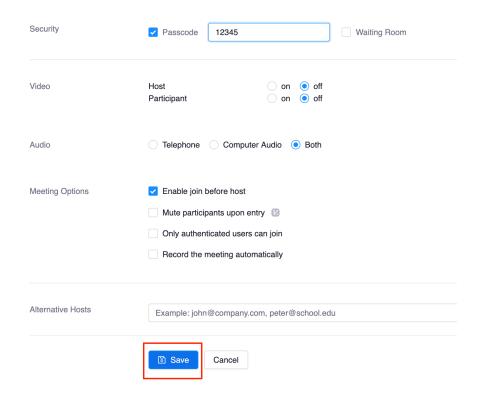
Scrolling to the bottom of the meeting information you will see the "Edit this Meeting" button which will allow you to change the settings for your scheduled meetings.

Select "Passcode" or "Waiting Room"



If you would like to add a passcode to your meeting, check the box next the "Passcode" in the security section of your meeting information and select which passcode you would like to use. If you would like to enable the waiting room for your sessions select the box next to "Waiting Room".

Select "Save"

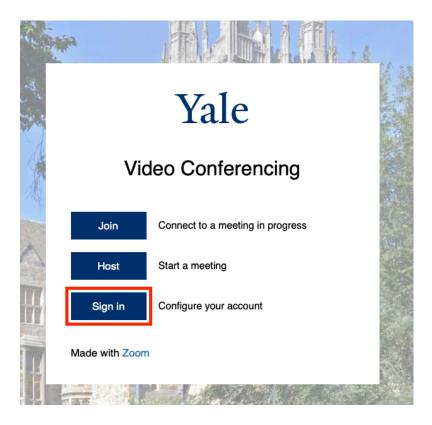


Once you have updated your security settings, select "Save" at the bottom of your meeting information to save the changes. Once saved, all recurring sessions will be updated. If you have scheduled other sessions through the Canvas Zoom tool with different meeting IDs, follow these same steps for those sessions. If you have set a passcode, the passcode will be embedded within the join link students will use from the Zoom section of the course site and will allow them to use the "join" button from the Zoom section to access the meeting without the need to enter the passcode.

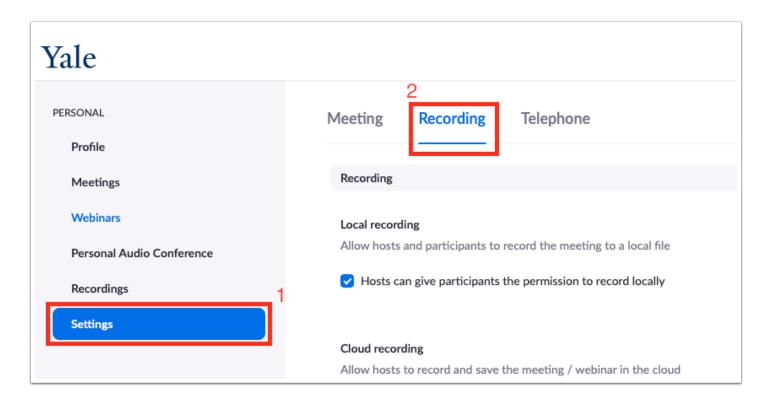
Recording Zoom to the Cloud for Proctoring

This guide will outline the settings needed for recording sessions in zoom cloud for proctoring purposes. These settings are selected to ensure only the needed elements of the proctored session are captured.

Navigate to https://yale.zoom.us/ and login



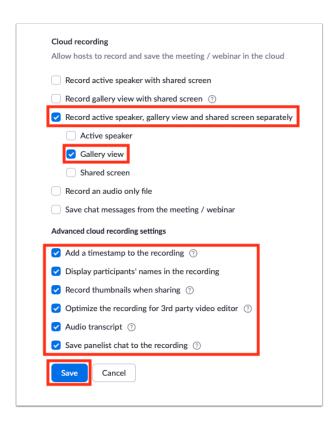
The sign in process will take you through CAS (Central Authentication Service). Continue the sign in process and you'll be brought to your "profile" page in the zoom web portal. Click on "Settings" then "Recording" as seen in the image below.



Once in the recording section, please make sure the following options are selected:

- "Record active speaker, gallery view and shared screen separately"
 - "Gallery view"
- "Add a timestamp to the recording"
- "Display participants' names in the recording"
- "Optimize for the recording for 3rd party video editor"
- "Audio Transcript"
- "Save panelist chat to the recording"

Once you've made these selections hit "Save."



Following the settings above will ensure you have only the recordings needed during a proctoring session. Please reach out to askpoorvucenter@yale.edu if you have any questions and thank you.

User Management

People (Vendor Guides)

Below are the vendor guides for People.

Vendor Guides

- How do I use the People page in a course as an instructor?
- How do I view a context card for a student in a course?
- How do I add users to a course?
- How do I limit a user to only interact with other users in the same course section?
- How do I view user details for an enrollment in a course?
- How do I record the last day a user attended a course?
- How do I view a user's profile in a course as an instructor?
- How do I edit user roles in a course?
- How do I edit sections for an enrollment in a course?
- How do I resend student invitations to a course?
- How do I deactivate an enrollment in a course?
- How do I conclude an enrollment in a course?
- How do I restore a concluded enrollment in a course?
- How do I view concluded enrollments in a course?
- How do I remove an enrollment from a course?
- How do I link a student to an observer in a course?
- How do I view a summary of all my student interactions in a course?
- How do I view my course interactions with an individual student?
- How do I view the course access report for an individual user?



For more help, please contact canvas@yale.edu.

Groups (Vendor Guides)

Below are the vendor guides for Groups.

Vendor Guides

- How do I view all groups in a course as an instructor?
- How do I view my Canvas groups as an instructor?
- How do I add a group set in a course?
- How do I edit a group set in a course?
- How do I automatically create groups in a group set?
- How do I manually create groups in a group set?
- How do I create self sign-up groups in a group set?
- How do I automatically assign students to groups?
- How do I manually assign students to groups?
- How do I assign a student leader to a group?
- How do I message students who have not signed up for a self sign-up group?
- How do I prevent students from switching groups in self sign-up groups?
- How do I move a student into a different group?
- How do I view content and student activity within a group as an instructor?



For more help, please contact canvas@yale.edu.

Attendance/Roll Call (Vendor Guides)

Below are the vendor guides for Attendance/Roll Call.

Vendor Guides

- How do I use the Roll Call Attendance tool in a course?
- How do I create a roll call seating chart using the Attendance tool?
- How do I edit the Roll Call Attendance assignment?
- How do I take roll call using the Attendance tool?
- How do I use Roll Call Attendance badges in a course?
- How do I run Roll Call Attendance reports in a course?



For more help, please contact canvas@yale.edu.

Profile and User Settings (Vendor Guides)

Below are the vendor guides for Profile and User Settings.

Vendor Guides

- How do I edit my profile in my user account as an instructor?
- How do I add a profile picture in my user account as an instructor?
- How do I change the settings in my user account as an instructor?
- How do I change the language preference in my user account as an instructor?
- How do I set a time zone in my user account as an instructor?
- How do I add contact methods to receive Canvas notifications as an instructor?
- How do I set my Canvas notification preferences as an instructor?
- How do I add an additional email address as a contact method in Canvas as an instructor?
- How do I change my default email address in my user account as an instructor?
- How do I reset my password as an instructor?
- How do I add a text (SMS) contact method in Canvas as an instructor?



For more help, please contact canvas@yale.edu.

Course Roles

Below is a description of the roles available within a Canvas course site

Faculty Roles

Instructor

- **Primary Use:** Official instructor(s) of record for the course. These users will be automatically added to course sites by the registration system.
- **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
- Limitations: Cannot manage users that are automatically enrolled by the registration system.



Avoid manually adding users to course sites with the Instructor role. This role should be reserved for the instructor(s) of record.

Guest Instructor

- **Primary Use:** Unofficial users that need instructor level permissions but are not the official instructor of record. These users must be manually added by the course Instructor or a TA.
- Permissions: Full course permissions to add/edit/delete/copy course content and manage manually added users.
- Limitations: Cannot manage users that are automatically enrolled by the registration system.

Support Roles

TA

- **Primary Use:** Teaching fellows and teaching assistants who will be supporting the instructor(s) for a course. These users must be manually added by the course Instructor or a
- Permissions: Full course permissions to add/edit/delete/copy course content and manage manually added users.
- Limitations: Cannot manage users that are automatically enrolled by the registration system. Also, TAs can be restricted so that they can only view the course section they are assigned to manage.

Grader

- Primary Use: TAs or other staff. These users must be manually added by the course Instructor or a TA.
- Permissions: Add/edit student grades and add/edit/delete assignments and quizzes.
- **Limitations:** Cannot manage users or any other course content.



A Graders are NOT anonymous in Canvas. If you need an anonymous grader, please contact canvas@yale.edu for more information

Designer

- **Primary Use:** Departmental and administrative staff supporting the creation of course sites. These users must be manually added by the course Instructor or a TA.
- Permissions: Add/edit/delete course content. Can add other TAs and Guest Instructors.
- Limitations: Cannot manage student users and cannot update/edit student grades

Accessibility Support

- **Primary Use:** Accessibility support staff that are assisting faculty
- Permissions: Add/edit/delete course assignments, files, announcements, discussions, and
- Limitations: Cannot manage users, cannot update/edit/view student grades, and cannot add/edit/delete all other course content.

Librarian

- **Primary Use:** Librarian staff that are assisting faculty.
- Permissions: Add LibGuides links to Course Navigation.
- Limitations: Cannot manage users, cannot update/edit/view student grades, and cannot add/edit/delete course content.

Student Roles

Student

- **Primary Use:** Students who are officially enrolled in a course and have sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
- **Permissions:** View course content and participate in course activities and assignments.
- Limitations: Cannot view or modify course settings or view other students' grades or assignments.



Avoid manually adding users to course sites with the Student role. This role should be reserved for officially registered students.

Shopper

- Avoid manually adding users to course sites with the Shopper role. This role should be reserved for officially registered students during Yale's Shopping Period.
- Primary Use: Students who are officially enrolled in a course and have NOT sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
- **Permissions:** View course content and participate in course activities and assignments.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.
- Ω **NOTE:** Users will only have the Shopper role during Yale's official shopping period (plus a week or so grace period). As students seal their worksheets, their Shopper role will automatically do one of the following:
- 1. Change from Shopper to Student for courses the students plan to complete OR
- 2. Be completely removed from courses they drop.

Auditor

- **Primary Use:** Students who have officially registered to audit a course. These users will be automatically added to course sites by the registration system.
- **Permissions:** View course content and participate in course activities and assignments.
- Limitations: Cannot view or modify course settings or view other students' grades or assignments.



Avoid manually adding users to course sites with the Auditor role. This role should be reserved for officially registered students.

Guest Student

- **Primary Use:** People who are unofficially requesting to audit or participate in a course. These users must be manually added by the course Instructor or a TA.
- **Permissions:** View course content and participate in course activities and assignments.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

Viewer

- **Primary Use:** For users who would like to view the course only.
- **Permissions:** View course content and post to discussions.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

Roles to Avoid

Teacher

- **Primary Use:** Please do not use.
- **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

Observer

- This is a default Canvas role and is not recommended for use.
- **Primary Use:** Typically used in the K-12 arena to allow parents to view and monitor their children's progress.
- **Permissions:** View course content. When linked to a student account, this user can also see the associated student's assignment submissions and grades.
- Limitations: Cannot add/edit/delete content or participate in any activities.



For more help, please contact canvas@yale.edu.

Roles and Permissions

While permissions for each role can be modified at the Sub-account level, we cannot alter the role names set forth by Canvas. The follow roles are based on registrar enrollment. If you wish to add an individual to your course, please refer to the following chart. The permissions most commonly considered when adding an individual to a course are listed first.

- **Note**: Some 3rd party tools installed in Canvas have their own permissions which cannot be controlled through Canvas. For specifics about those tools and their permissions, please refer to the help articles for those tools.
- For more help, please contact canvas@yale.edu.

How do I add users to my course?

For official course sites, students that have enrolled in the course through the registration system will be added to your course site automatically. Users you need to add to your course site manually may include:

- Teaching Assistants / Teaching Fellows
- Guest Lecturers
- · Unofficially auditing students (official auditors should register officially with the registrar)
- Students who are on a waitlist
- Students who made revisions to their registration
- Guests from other institutions (Guests from other institutions will need to have an account created for them in Canvas before you can add them to your course site. To request a guest account, please complete the **Guest Account Request Form**.)



• Note: There are some roles in Canvas that are protected - these roles are to be used exclusively by the registration system (Banner) and must not be used when manually **enrolling users in your course**. Protected roles include:

- Student
- Shopper
- Auditor
- Instructor

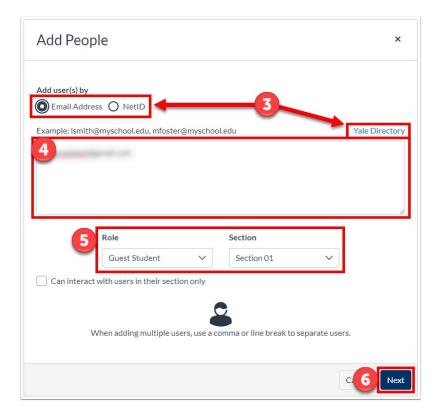
Add a User

- 1. Click on "People" from the course navigation.
- 2. Click "+People" at the top right corner.

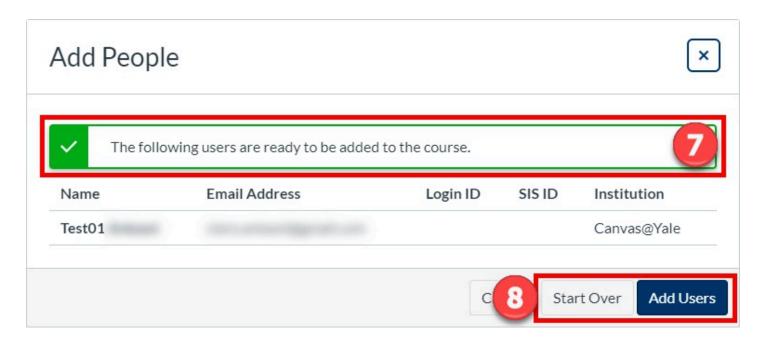
Click

3. In the pop-up window, select how you want to add people. You can use either their email address (required if this is a guest user), or their NetID. A quick link to the Yale Directory is available to help look up an individual.

- 4. Type in the text box provided the user's information type selected. You can add multiple users at once by putting a comma between each user.
- 5. Select the user's intended role and section.
- Note: Do not use the protected roles. Roles that you can use include:
 Guest Student
 Guest Instructor
 TA
- 6. Once the user's role is selected, the "Next" button should appear. Click "Next" to proceed to the next step.



- 7. Canvas will verify that the account is valid. If it is valid, you will see the message in green across the top "The following users are ready to be added to the course".
- 8. If you are not ready to add the user, click the "Start Over" button to go back to the previous screen. Otherwise click the "Add Users" button to add the users to the course. Canvas will automatically send the user an invitation to participate in the course.



9. Until the user accepts the course invitation, the user's status will display as pending. Once the user has accepted the course invitation, you can interact with the user in the course.

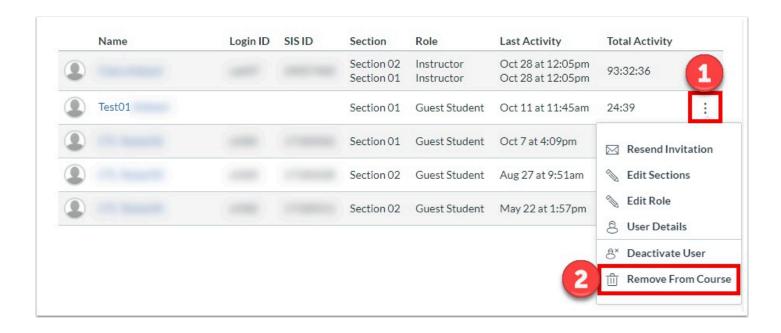
User's status is pending until they accept the course invitation.

Remove a User



Note: You can remove any user that you have manually added. If the user is being enrolled into the course by registrar data, you will not be able to remove them.

- 1. From the People Tool, click the three dots icon associated with the user you would like to remove.
- 2. Click "Remove From Course".



How to Add Users to Past Term Courses

When the course is in the past term, you cannot add users to the course (the +People button in the People tool will be grayed out or not present). In order to unlock the course to add users, please check out our help article on how to unlock courses in past terms.



Note: When adding users to the unlocked course, the invited users must accept their invitation prior to the course resuming the past term, read-only state. If the user has not accepted the invitation, then the course will have to be unlocked again.



For more information on users:

- People (Vendor Guide)
- How do I edit user roles in a course
- People Tool versus Photo Roster

For more help, please contact canvas@yale.edu.

How do I edit user roles in a course?

You can edit the course roles for those students you have manually added to your course. However, you cannot edit the course roles for a student who is officially registered for a course and their enrollment is listed in the registrar's database. If you must change the role of an officially registered student, you will need to contact your department registrar.

- 1. Click on "People" from the course navigation.
- 2. Click the three dots icon associated with the user you would like to edit.
- 3. Click "Edit Role".

Click on

4. Select the new role from the drop down menu.



- Guest Student
- Guest Instructor
- TA
- 5. Click "Update".

Select the new role and click



Note: If a user has multiple roles in the course, selecting a new role overwrites **all** the user's current enrollments.

Edit Multiple Roles



For more information on users:

- People (Vendor Guide)
- How do I add users to my course
- People Tool versus Photo Roster

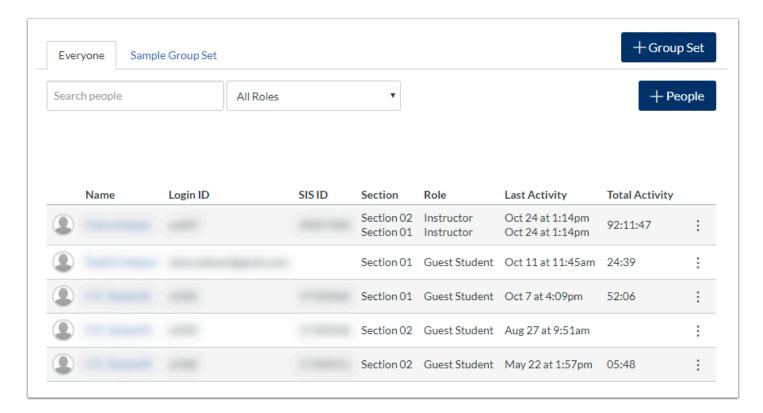
For more help, please contact canvas@yale.edu.

People Tool versus Photo Roster

Within your Canvas course site, you will see that you have two roster tools: People and Photo Roster. This guide is designed to help you understand the differences uses of each tool.

People Tool

This is the roster tool created by Canvas. Students are able to see this tool and can see other people on this list. From here, you can manually enroll users, as well as create new group sets.



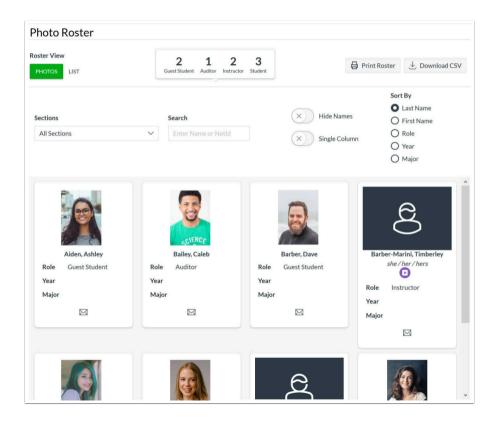
- For more information on the People Tool:
- · People (Vendor Guides)
- Groups (Vendor Guides)

Photo Roster

This is the roster tool created by Yale. Only users with an Instructor or TA role will be able to see this tool. Although other roles can see it on the course site navigation, it will appear blank and no student information will be provided. There are two different views: "Photo Roster" and "List View"

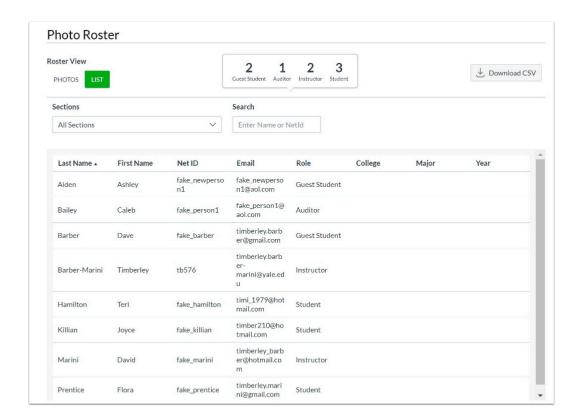
Photo Roster View

This is the default view and shows the a user's name, NameCoach (if one exists), course role, class, major, and email address. It will also show student ID photos.



List View

The list view shows the users in a list format. It shows the user information available on the photo roster view and additionally includes the user's ID, residential college, and graduation year. The list can be exported into an Excel (CSV) file.



For more help, please contact canvas@yale.edu.

Photo Roster Tool

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NOTE: For fall 2020, a new status has been added to the List View of the people tool to show "Learner Status" - read more about this new status in our Canvas Photo Roster: Addition of Learner Status help article.

The Photo Roster tool is a Yale-developed tool available to Instructors and TAs to provide enhanced features that are missing from the Canvas People tool. The Photo Roster tool does not replace the People tool when it comes to adding users to your course site. For a full description of the differences, please refer to our help article **People Tool versus Photo** Roster.

The Photo Roster has 2 unique Views:

- Photo View
- List View



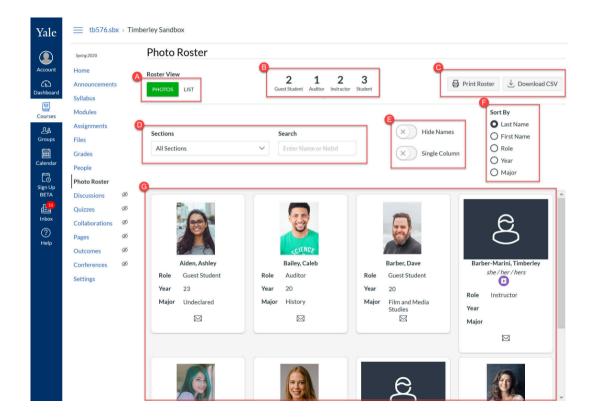
A NOTE: If you receive an error, please try a different browser. You may need to adjust your browser settings to allow 3rd party cookies.

*** Safari users may need to update their browser to version 13.0 or newer.

Photo Roster - Photo View Interface Overview

By default, when you open the Photo Roster, you will be on the Photo View of the Photo Roster. The Photo view will give you access to student photos as well as some filtering and printing tools.

NOTE: Instructors, staff support, and non-Yale guest users will not have photos in the Photo Roster. Typically, TAs will also not have photos unless they are currently pursuing or recently received a degree at Yale.



[A] How to switch to the list view

To switch to the list view, go to the **Roster View [A]** section and click on **List**.

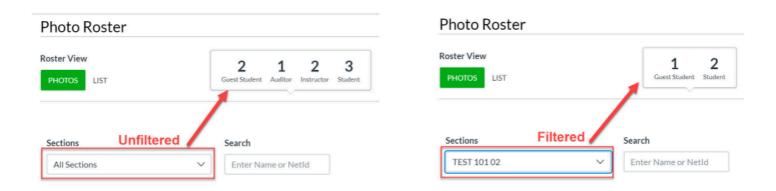




The green-highlighted option indicates the current view.

[B] How to see the number of users in each course role

In the upper portion of your Photo Roster, you will see a **course role summary banner [B]** showing you how many people in your course have each course role. If you are using any filters, the banner will update to reflect the filtered data

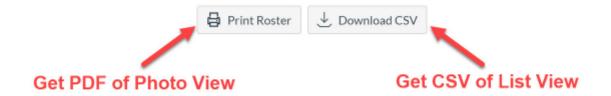


NOTE: Course role with zero users will not display in the banner.

[C] How to download the photo view roster

In the upper right corner of your photo roster, you will see the **export options buttons [C]**.

- Click the "Print Roster" button to print a copy of the photo view of your roster (downloads to your computer as a PDF file).
- Click the "Download CSV" button to print a copy of the list view of your roster (downloads to your computer as a CSV file).

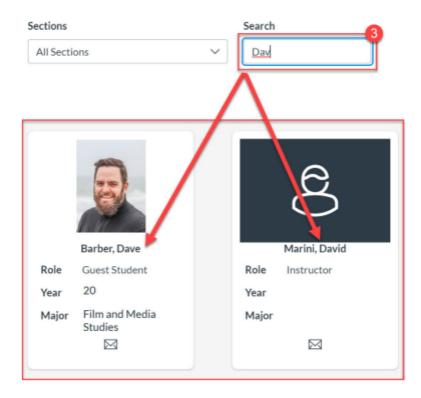


[D] How to filter the photo roster by section / How to search for a specific user

If you have multiple sections (including discussion/lab sections) associated with your Canvas site, you can use the **Sections [D]** filter to view just the students from a specific section. To do so, click the sections drop down menu and select the section you want to view.



If you are looking for a specific person, you start typing the name of the user in the **Search box** [3] and the photo view will immediately be filtered to display only those users that match your search criteria.



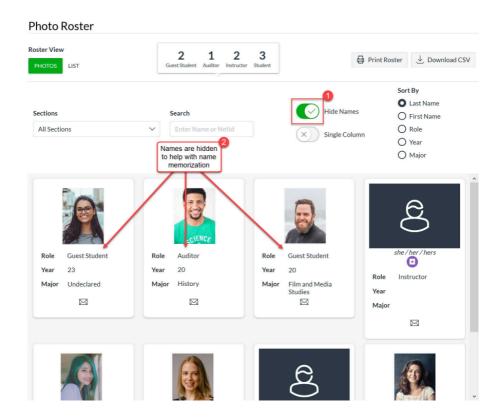
[E] How to practice student names using photo roster "hide names" feature



Students feel more engaged and included when their instructor/TA learns their name.

You can practice your students' names using the **Hide Names** [1] toggle button located in the upper center portion of the photo view [E]. When the toggle is in the *on* position (button is

green), student names are temporarily hidden from the photo view. To bring the names back, toggle the Hide Names slider back to the off position.



[F] How do I sort the photo view?

To sort the photo view of the Photo Roster, you will need to select the radio button for the desired sorting option in the **Sort By [F]** menu.



Courses

Calendar

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Sign Up

BETA

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Inbox

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Help



Photo Roster

Home Roster View

Announcements **PHOTOS** LIST

Syllabus

Assignments

Modules

Spring 2020

Grades

Files

People

Photo Roster

Ø Discussions

Ø Quizzes

Ø Collaborations

Ø **Pages**

Ø Outcomes

Ø Conferences

Settings

Sections

All Sections

Search

Enter N

Guest Studer



Aiden, Ashley

Role Guest Student

Year 23

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- **Last Name** Sorted alphabetically from A-Z (this is the default view)
- First Name Sorted alphabetically from A-Z
- **Role** (users role within the Canvas course site) Sorted by role alphabetically from A-Z, then by last name alphabetically from A-Z
- **Year** (aka expected year of graduation)*** Sorted by graduation year (seniors down to first years)
- Major *** Sorted alphabetically by major from A-Z

*** Instructors, TAs, and guest users will likely not have a Year or Major.

[G] Roster List

Each user in your course site will be listed in the roster list [G]. Where applicable, each user will have the following information in their user card:



- 1. **Photo** for most students, this will be their Yale ID badge photo
- 2. **Name** this will be the users preferred name
- 3. **Pronouns & pronunciation recording** (optional) Yale students/faculty/staff can elect to set up this additional information in Yale's NameCoach system. The NameCoach data is integrated into our photo roster for users who have set this up.
 - NameCoach is a tool where faculty/staff/students can create an audio recording of the pronunciation of their name. Users can also optionally provide their preferred pronouns as well. NameCoach recordings are visible in the Photo Roster tool in Canvas course sites and in the <u>Yale Directory</u>.

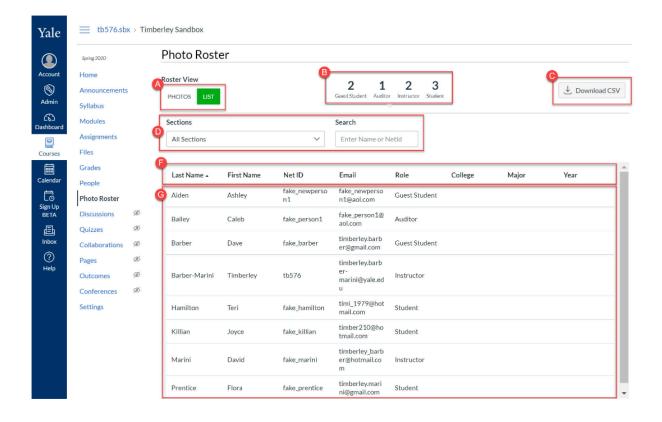
- Student NameCoach Setup Information (scroll to bottom)
- Faculty/Staff NameCoach Setup Information
- 4. **Role** this is the user's role within this course site
- 5. **Year** this is the student's expected graduation year
- 6. **Major** this is the student's currently declared major
- 7. **Email link** you can click on this button to open to email this student from your default email client (NOTE: this is not using Canvas' Inbox tool)



Prefer to see a list of the users email addresses instead of clicking on individual email links? Continue on to the section below for List View!

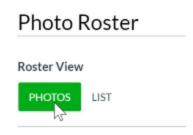
Photo Roster - List View Interface Overview

The List View is a tabular view of your roster which has some additional information which is not available in the Photo View.



[A] How to switch to the photo view

To switch to the list view, go to the **Roster View [A]** section and click on **List**.

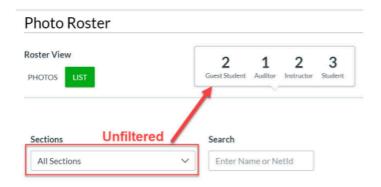


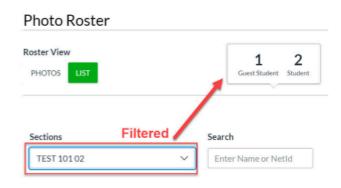


The green-highlighted option indicates the current view.

[B] How to see the number of users in each course role

In the upper portion of your Photo Roster, you will see a **course role summary banner [B]** showing you how many people in your course have each course role. If you are using any filters, the banner will update to reflect the filtered data





NOTE: Course role with zero users will not display in the banner.

[C] How to download the list view roster

In the upper right corner of your photo roster, you will see the **Download CSV button [C]**. Click the button to print a copy of the list view of your roster (downloads to your computer as a CSV file).

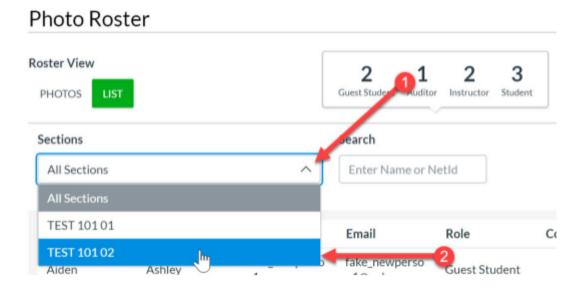


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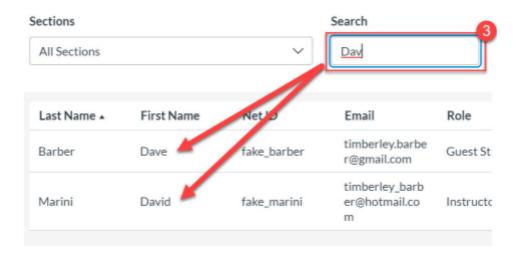
If you need to print the Photo View, go back to the Photo View and click the appropriate button.

[D] How to filter the list view by section / How to search for a specific user

If you have multiple sections (including discussion/lab sections) associated with your Canvas site, you can use the **Sections [D]** filter to view just the students from a specific section. To do so, click the sections drop down menu **[1]** and select the section you want to view **[2]**.



If you are looking for a specific person, you start typing the name of the user in the **Search box** [3] and the photo view will immediately be filtered to display only those users that match your search criteria.



[F] How do I sort the list view?

To sort the list view of the Photo Roster, just click on the **column headers [F]** for your roster. The roster will automatically sort the users by the column you select.

The first time you click a header, it will sort the column in ascending order. Click the header again to sort in descending order.

F	Photo Roste	er		
R	2			
	PHOTOS LIST	Guest Studer		
	Sections	Search		
	All Sections		~	Enter N
	Last Name ▲	First Name	Net ID	Email
	Aiden	Ashley	fake_newperso n1	fake_nev n1@aol.o
	Bailey	Caleb	fake_person1	fake_per aol.com
	Barber	Dave	fake_barber	timberle er@gma
	Barber-Marini	Timberley	tb576	timberle er- marini@ u
	Hamilton	Teri	fake_hamilton	timi_197 mail.com
Poorvu (Center for Teaching and Learning Killian	Joyce	fake_killian	timber2

- Last Name (this is the default view)
- First Name
- NetID
- Email
- **Role** (users role within the Canvas course site) Sorts by role alphabetically, then by last name alphabetically
- College (residential college) ***
- Year (aka expected year of graduation) ***
- Major ***

*** Instructors, TAs, and guest users will likely not have a Year or Major.

[G] Roster List

Each user in your course site will be listed in the roster list [G]. Where applicable, each user will have the following information:

Last Name •	First Name	Net ID	Email	Role	College	Major	Year
Aiden	Ashley	fake_newperso n1	fake_newperso n1@aol.com	Guest Student			
Bailey	Caleb	fake_person1	fake_person1@ aol.com	Auditor			
Barber	Dave	fake_barber	timberley.barb er@gmail.com	Guest Student			
Barber-Marini	Timberley	tb576	timberley.barb er- marini@yale.ed u	Instructor			
Hamilton	Teri	fake_hamilton	timi_1979@hot mail.com	Student			
Killian	Jayce	fake_killian	timber210@ho tmail.com	Student			
Marini	David	fake_marini	timberley_barb er@hotmall.co m	Instructor			
Prentice	Flora	fake_prentice	timberley.mari ni@gmail.com	Student			

- 1. **Last Name** this will be the users preferred name
- 2. First Name
- 3. **NetID** for guest users, this will just be their login ID (typically their email address)
- 4. Email
- 4. **Role** this is the user's role within this course site
- 5. **College***** this is the student's residential college
- 6. Major *** this is the student's currently declared major
- 7. Year *** this is the student's expected graduation year

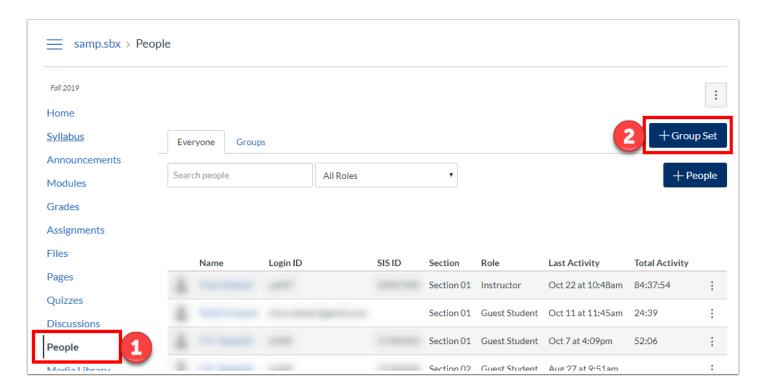
*** Instructors, TAs, and guest users will likely not have a College, Major or Year.

How do I Create Groups?

Group sets house the different groups within a course. Once you have created a group set, you can create groups and either manually or automatically enroll students into those groups.

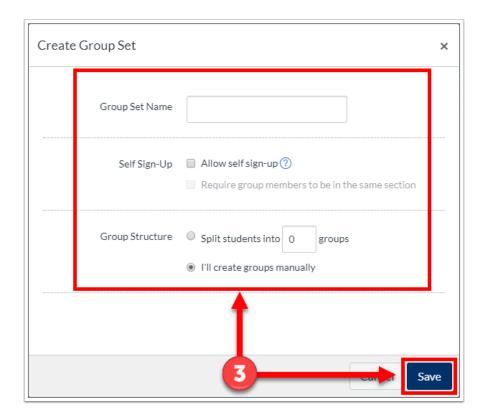
Create a Group Set

- 1. Click on "People" in the course navigation.
- 2. Click "+Group Set" in the top right corner.



- 3. Set the name and options for your group set, and then click "Save":
- Group Set Name: This is the name of your set of groups, NOT the name of an individual group.
- Self Sign-Up:
 - Allow self sign-up: This allows students to enroll themselves into their chosen groups.
 - Require group members to be in the same section: If you allow students to enroll themselves into a group, you can specify that they must be in the same section.
- Group Structure:

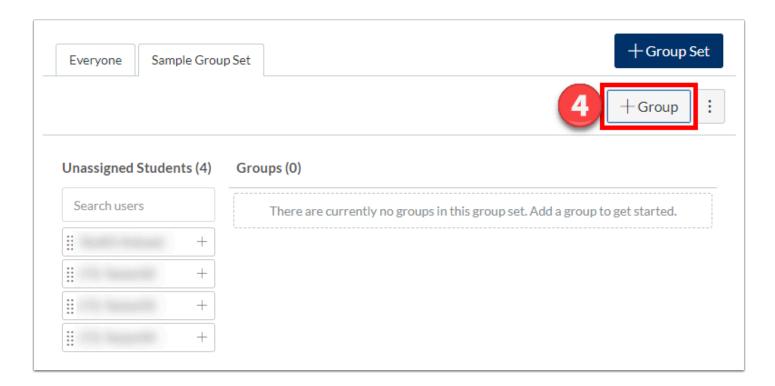
- Split students into __ groups: Automatically divides students into the specified number of groups. You can also specify that they must be in the same section.
- I'll create groups manually: Manually create the number of groups, as well as manually enroll students.



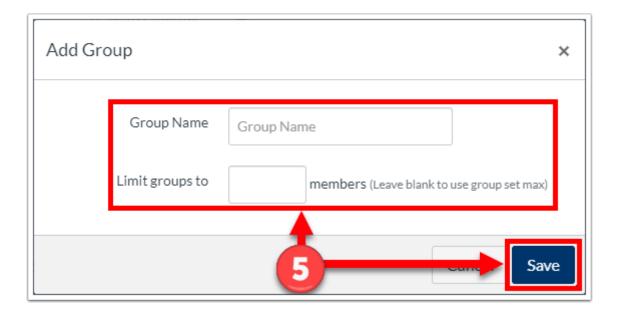
Create Groups within a Group Set

After creating a group set, you will be taken to the tab for the new group set. If you chose the "Split students into __ groups", groups will have already been created for you, and students will have been randomly assigned.

4. To manually create a new group, click "+Group".

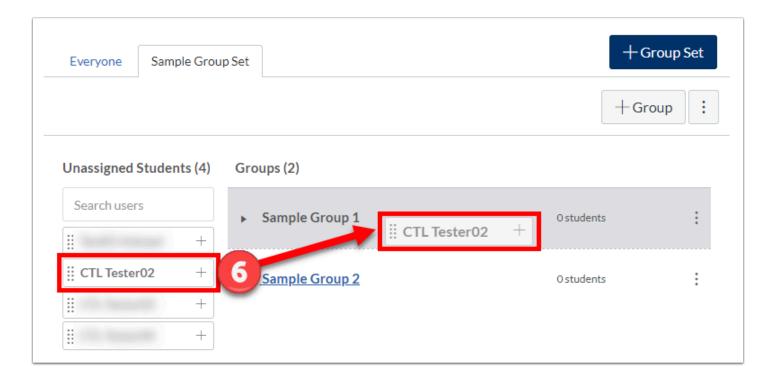


5. Name the group. You can also optionally limit the number of members to a group. Then click "Save".

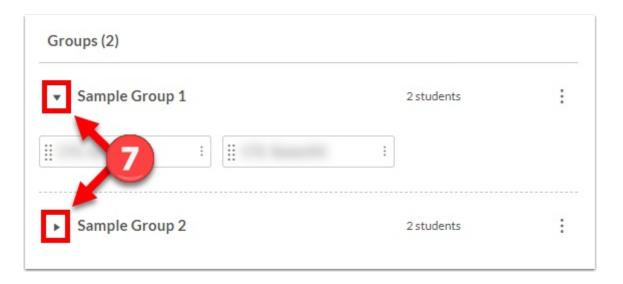


Enroll Students to Groups

6. If you select "I'll create groups manually" or you would like to move students around groups, you can click and drag their names to the chosen group.



7. Click on the arrow next to the group to expand and view the group enrollments.



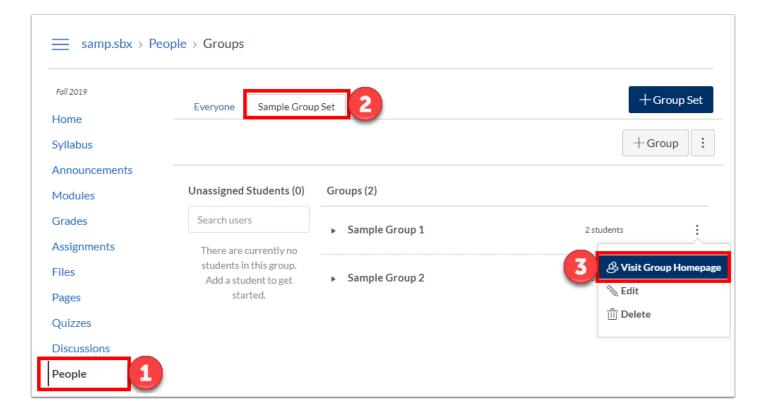
- - Groups Guides (Vendor guides)
- Accessing Group Sites

For more help, please contact canvas@yale.edu.

Accessing Group Sites

Once you create Group Sets and Groups, each Group has its own group site that allows students within the group to collaborate with each other. The purpose of this document is to show instructors and teaching fellows how they can access the Group Homepage.

- 1. Click on "People" in the course navigation.
- 2. Click on the group set tab.
- Click on the three dot icon next to the group and select "Visit Group Homepage".



- 4. The following tools are available within the group homepage and are specific to that group:
 - Announcements
 - Pages
 - People
 - Discussions
- Files
- Conferences
- Collaborations

- \bigcirc
- **Note**: The students will have the access to use all the tools within their specific group site, including posting announcements, uploading files, and creating pages.
- 5. You can switch between group sites by clicking on "Switch Group" and selecting which group you want to see
- 6. To return to the course site from the group homepage, click on the course name in the top left hand corner



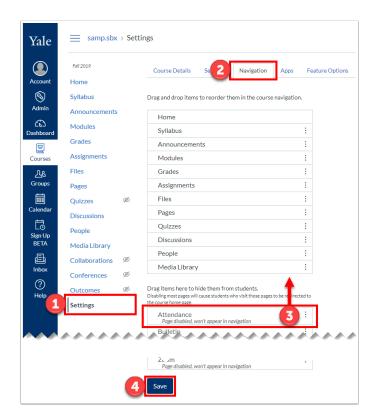
- For more information on Groups:
- Groups Guides (Vendor guides)
- How do I create Groups?

Activating the Attendance Tool

To use the attendance tool, you will first need to activate within your Canvas course. Follow the steps below for activation.

To use the attendance tool, you must first add it to your course navigation.

- 1. Click "Settings" in the course navigation.
- 2. Choose the "Navigation" tab.
- 3. Click and drag "Attendance" up to the enabled navigation item area.
- 4. Click Save.



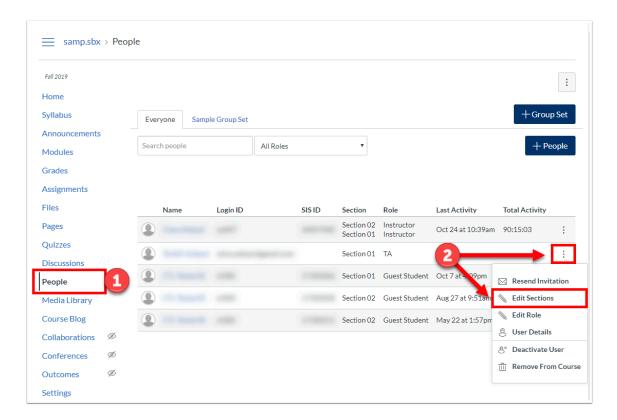


Restricting Teaching Fellow's Access to Specific Sections

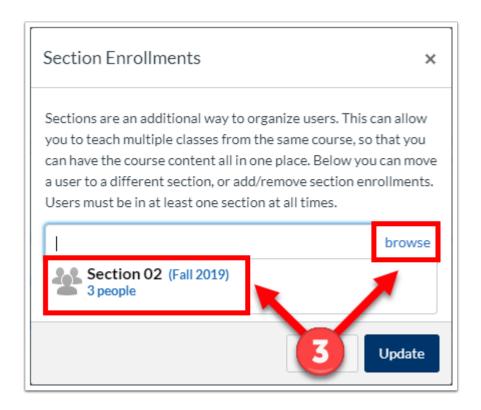
In Canvas @ Yale, you can restrict your Teaching Fellow's access to be only to their specific section within the course. By restricting access to only their section, the Teaching Fellow will not be able to see or grade students in other sections of your course.

Add a Teaching Fellow to a Specific Section

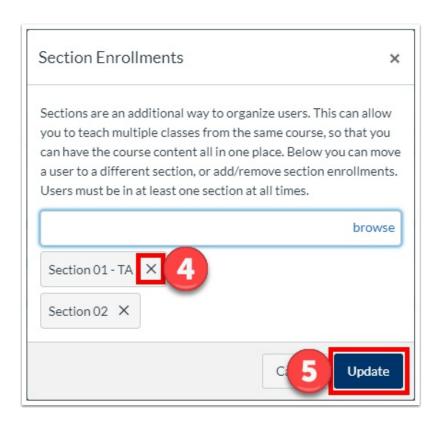
- 1. Click on "People" in the course navigation.
- 2. Click on the three dot icon to the right of the TF's name, and select "Edit Sections".



3. Click "browse" and select the section you would like to assign to the TF. It will now be listed under the search bar.

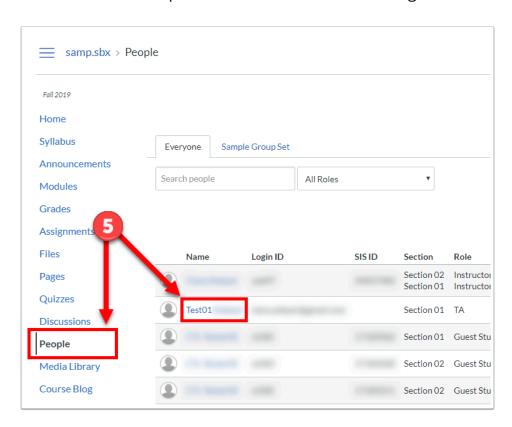


- 4. Delete any of the previously existing sections that you do not want the TF to access.
- 5. Click "Update".

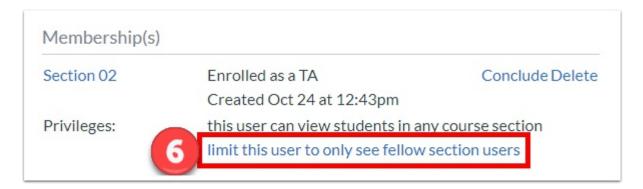


Limit a Teaching Fellow to Only See Fellow Section Users

5. Return to the People tool and click on the Teaching Fellow's name.



6. On this next page, go under "Membership" and click on "limit this user to only see fellow section users". This will limit the Teaching Fellow to only their section.





Creating Manually Created Course Sections

Instructors can create custom, manually created course sections within their Canvas course site. These manually created course sections can be useful if you need to separate users into custom groups (like having one group for each TA in your course). Having custom course sections can allow instructors and TAs post target content in Announcements, Assignments, Discussions, Quizzes, and the Inbox tool.



NOTE: Not all Canvas tools are section-aware. For these tools, when you post content, all students in your Canvas site will have access to it. These tools include (but are not limited to): Files, Pages, and Modules.

When you enroll students in your manually created section, do NOT add students with the "shopper" role. The "shopper" role is a protected role used for official enrollments coming from the Student Information System. At the end of add-drop, all extraneous shopper enrollments are purged - including any students who have "shopper" enrollment in a manually created section.

Please click on the links below to view more information:

How to Create a Manually Created Course Section

How to Delete a Manually Created Course Section



A NOTE: You cannot delete course sections that are created from official course data (e.g. Official Course/Discussion/Lab Sections). If you have extra "official" sections in your course, please contact your registrar to have the sections officially canceled in the registration system. Once the registrar cancels it, the section will be auto-removed from your course in approximately 2-4 hours.

 Ω You cannot delete manually created sections that still have users enrolled in them. You will first need to un-enroll the students from the manually created section and then it.

How to Add Users to a Manually Created Course Section

- The roles of "Student", "Shopper", "Auditor", and "Instructor" are protected roles they should never be used when manually enrolling a user into a Canvas course or manually created section.
- We recommend that you add users to the manually created section the same way that you add new users to your course site and use the "Guest Student" role. The "Guest Student" role is a fully functional student-type role which is used to help identify users who were manually enrolled into the section.

Please refer to the FAQ section at the end of this article for additional information about what happens at the end of the add/drop period.

How to Remove a User from a Manually Created Course Section



A NOTE: You will not be able to remove an official enrollment from your course site you will only be able to remove manually enrolled enrollments.

How to Post Content Specifically To One Manually Created Course Section

 ${\mathbb Q}$

Reminder: Not all Canvas tools are section-aware and will therefore not allow you to include content that is only for one section.

Please refer to these help guides for more information:

- How do I add an announcement in a course? (specific information is included under the Select Sections step)
- How do I assign an assignment to a course section?
- How do I assign a quiz to a course section?
- How do I assign a graded discussion to a course section?

FAQs: Manually Created Course Section Frequently Asked Questions

Click on the links below for details.

1. At the end of add/drop - My students were removed from my manually created course sections

PROBLEM: At the end of the add/drop period, all remaining "shopper" enrollments are removed from academic courses. If a student was added to a manually-created course section with the role of "shopper" - this enrollment will also be removed during the end of add/drop shopper purge process. For more information, check out our help article on what happens at the End Add/Drop Period.

SOLUTION: It is important that you do not add students to your manually created course sections with the role of "shopper". Instead, we recommend that you add the students to your manually created course section with the role of "Guest Student" to ensure that the enrollment is not impacted by the add/drop shopper purge. For information on how to add users to a manually created course section, please refer to How to Add Users to a Manually Created Course Section in this help article.

2. At the end of add/drop - A student who dropped my course is

still enrolled in my manually created course section.

PROBLEM: At the end of add/drop period, some students remain in the course site with the role of "Guest Student" in the manually created course section.

SOLUTION: As students add/drop courses, their official enrollments (as "Student", "Shopper" or "Auditor") will be automatically added to and removed from courses depending on the student finalized course selection. Additionally, at the end of add/drop, all extraneous enrollments with the role of "shopper" will be permanently removed from courses.

Because manually added "Guest Student" enrollments are not managed by the end of add/drop processes. Therefore, if a student has a "Guest Student" enrollment in your course, that enrollment will need to be removed manually. For more information on how to remove users from your manually created section, please refer to How to Remove a User from a Manually Created Course Section in this help article.

3. I need to switch a student from one manually created course section to another.

PROBLEM: A student was added to a manually created section and needs to moved to a different manually created section.

SOLUTION: Follow the steps above for both of the following:

- 1. How to Remove a User from a Manually Created Course Section
- 2. How to Add Users to a Manually Created Course Section

4. Why can't I remove a student's enrollment from a course section?

PROBLEM: When going to the section enrollment list to remove a user, the remove button (red x) does not appear for the user.

SOLUTION: You cannot remove official enrollments that are synchronized from the Student Information System into Canvas. For these enrollments, if a student needs to be removed they will need to officially drop the course from their course selection worksheet or contact the departmental/professional school registrar for assistance with dropping the course.



For more information about Course Sections:

- How do I change the name of a course section? (vendor guide)
- How do I view enrollments in a course section? (vendor guide)
- Restricting Teaching Fellow's Access to Specific Sections

Assignments

Assignments (Vendor Guides)

Below are the vendor guides for Assignments.

Vendor Guides

- How do I use the Assignments Index Page?
- How do I use Draft State in Assignments?
- What is the difference between a Canvas Assignment and a Canvas Activity?
- What assignment types can I create in a course?
- What is the difference between assignment due dates and availability dates?
- How do I create an assignment?
- How do I create an assignment shell in an assignment group?
- How do I move or reorder an assignment group?
- How do I add an assignment group in a course?
- How do I weight the final course grade based on assignment groups?
- How do I create rules for an assignment group?
- How do I create an online assignment?
- How do I add an assignment using an external app?
- How do I add or edit details in an assignment?
- How do I add or edit points for an assignment?
- How do I exclude an assignment from the course's final grades?
- How do I give extra credit in a course?
- How do I move or reorder an assignment?
- How do I import SCORM files as an assignment?
- How do I delete an assignment?
- How do I duplicate an assignment?
- How do I assign an assignment to everyone in a course?
- How do I assign an assignment to an individual student?
- How do I assign an assignment to a course section?
- How do I assign an assignment to a course group?
- How do I view differentiated assignments with different due dates in a course?
- How do I add a grading scheme to an assignment?
- How do I set up a moderated assignment to be graded by multiple reviewers?
- How do I add and manage students in a moderated assignment as a moderator?
- Can a student resubmit any assignment?
- How do I use peer review assignments in a course?
- How do I create a peer review assignment?
- How do I manually assign peer reviews for an assignment?
- How do I automatically assign peer reviews for an assignment?
- How do I view student peer review comments as an instructor?



For more help, please contact canvas@yale.edu.

Discussions (Vendor Guides)

Below are the vendor guides for Discussions.

Vendor Guides

- How do I use the Discussions Index Page?
- How do I create a discussion as an instructor?
- How do I edit a discussion in a course?
- How do I use Draft State in Discussions?
- How do I duplicate a discussion in a course?
- How do I create a group discussion in a course?
- How do I delete a discussion in a course?
- How do I assign a graded discussion to everyone in a course?
- How do I assign a graded discussion to an individual student?
- How do I assign a graded discussion to a course group?
- How do I assign a graded discussion to a course section?
- How do I enable a podcast feed for a discussion in a course?
- How do I create a peer review discussion?
- How do I use peer review discussions in a course?
- How do I automatically assign peer reviews for a discussion?
- How do I pin a discussion in a course?
- How do I move or reorder a discussion in a course?
- How do I delay posting a discussion until a specified date in a course?
- How do I manually assign peer reviews for a discussion?
- How can I require students to reply to a course discussion before they see other replies?
- How do I mark discussion replies as read or unread as an instructor?
- How do I view and sort discussion replies as an instructor?
- How do I embed an image in a discussion reply as an instructor?
- How do I change discussion settings to manually mark discussion replies as read as an instructor?
- How do I attach a file to a discussion reply as an instructor?
- How do I allow students to attach files to a course discussion?
- How do I subscribe to a discussion as an instructor?
- How do I allow students to create a course discussion?
- How do I link to a YouTube video in a discussion reply as an instructor?
- How do I edit or delete student discussion replies in a course?
- How do I reply to a discussion as an instructor?
- How do I allow students to edit and delete their own discussion posts in a course?
- How do I allow students to like replies in a discussion?
- How do I close a discussion for comments in a course?

• How do I like a reply in a course discussion as an instructor?



For more help, please contact canvas@yale.edu.

Quizzes (Vendor Guides)

Below are the vendor guides for Quizzes.

Vendor Guides

- How do I use the Quizzes Index Page?
- How do I use Draft State in Quizzes?
- What quiz types can I create in a course?
- What options can I set in a quiz?
- How do I import quizzes from QTI packages?
- How do I create a guiz with individual guestions?
- How do I create a quiz with a question group to randomize quiz questions?
- How do I create a guiz by finding guestions in a guestion bank?
- How do I create a quiz with a question group linked to a question bank?
- How do I create a Multiple Choice quiz question?
- How do I create a True/False guiz guestion?
- How do I create a Fill-in-the-Blank quiz question?
- How do I create a Fill-in-Multiple-Blanks quiz question?
- How do I create a Multiple Answers quiz question?
- How do I create a Multiple Dropdown guiz guestion?
- How do I create Likert scale guiz guestions?
- How do I create a Matching quiz question?
- How do I create a Numerical Answer guiz guestion?
- How do I create a Formula quiz question with a single variable?
- How do I create a Simple Formula guiz guestion?
- How do I create an Essay quiz question?
- How do I create a File Upload guiz guestion?
- How do I create a Text (no question) quiz question?
- How do I link course content to a guiz guestion?
- How do I create a question bank in a course?
- How do I bookmark a question bank in a course?
- How do I unbookmark a guestion bank in a course?
- How do I delete a question bank in a course?
- How do I move multiple questions from one question bank to another?
- How do I move/copy a question from one question bank to another?
- How do I reorder questions or question groups in a quiz?
- How do I import a question bank from one Canvas course to another?
- How can I create a quiz where students only see one question at a time?
- How do I make a guiz available before or after the due date?
- How do I assign a quiz to an individual student?

- How do I assign a quiz to a course section?
- How do I delete a quiz?
- How do I export guiz content from a course?
- Once I publish a quiz, how do I make additional changes?
- Once I publish a quiz, how do I use the Moderate Quiz page?
- Once I publish a quiz, what kinds of quiz statistics are available?
- Once I publish a quiz, how can I give my students extra attempts?
- Once I publish a timed guiz, how can I give my students extra time?
- How do I manually submit outstanding student guiz submissions?
- How do I view student results in a quiz?
- How do I view a quiz log for a student?
- What options can I use to regrade a quiz in a course?
- How do I regrade a Multiple Choice quiz question?
- How do I regrade a True/False quiz question?
- How do I regrade a Multiple Answers guiz guestion?
- How do I create a survey in my course?
- How do I view survey results in a course?
- How do I view practice quiz results in a course?



For more help, please contact canvas@yale.edu.

Rubrics (Vendor Guides)

Below are the vendor guides for Rubrics.

Vendor Guides

- How do I create a rubric in a course?
- How do I add a rubric to an assignment?
- How do I add a rubric to a graded discussion?
- How do I add a rubric to a quiz?
- How do I edit a rubric in a course?
- How do I manage rubrics in a course?
- How do I align an outcome with a rubric in a course?



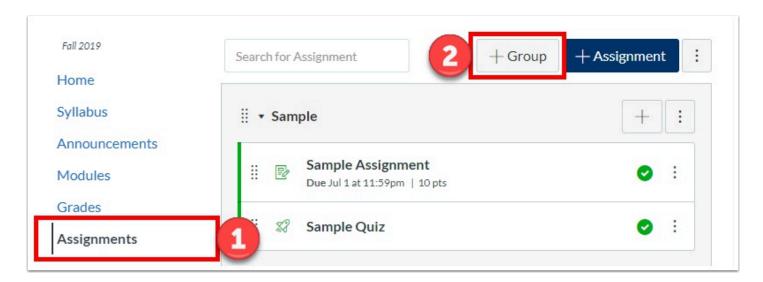
For more help, please contact canvas@yale.edu.

Creating Weighted Assignments Groups

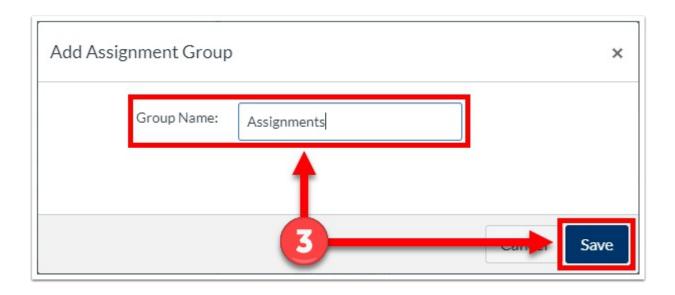
Assignment groups allow you to categorize assignments in a way that makes sense for your course. The benefit to this could be for organizing assignments, weighting final grades, and much more. Using weighted groups allows you to weigh an assignment group for a specified percent of the final grade.

Add Assignment Groups

- 1. Click on "Assignments" from the course navigation.
- 2. Click "+Group" at the top right corner.

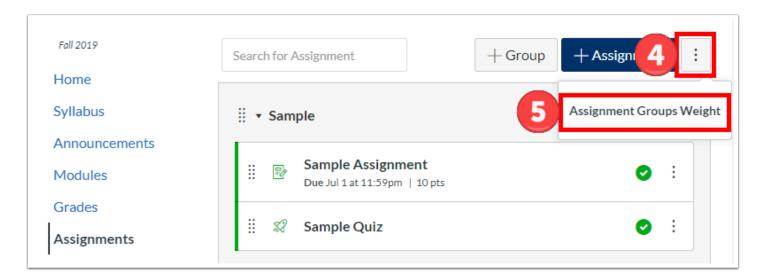


3. In the box that pops up, give the assignment group a name and click the "Save" button.

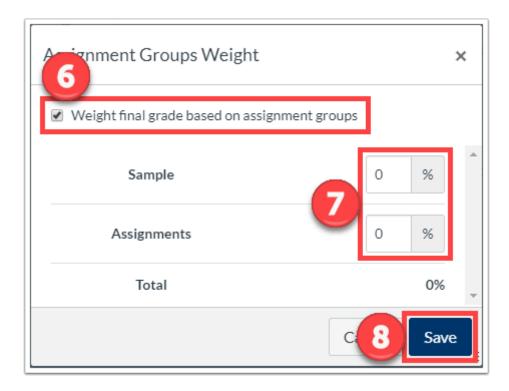


Turn on Assignment Group Weighting

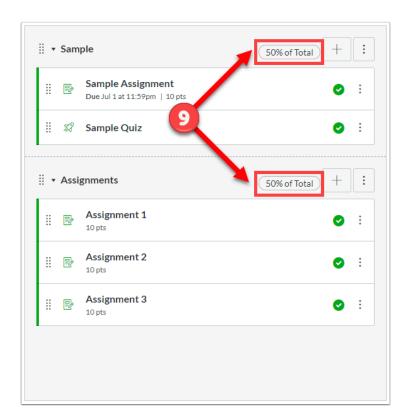
- 4. From the "Assignments" page, click on the three dotted icon in the top right corner.
- 5. Select "Assignment Groups Weight".



- 6. In the pop up that appears, check off the "Weight final grade based on assignment groups" box.
- 7. Underneath the check box, a line for each assignment group will appear. Enter the percentage weight in the text entry box for each assignment group.
- 8. Click the "Save" button.



9. The percentage weights will now appear next to each assignment group.



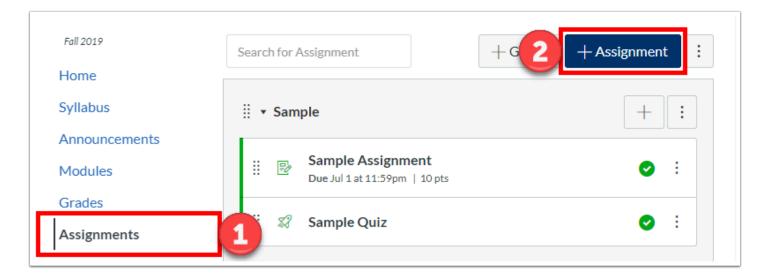


How do I Create Assignments?

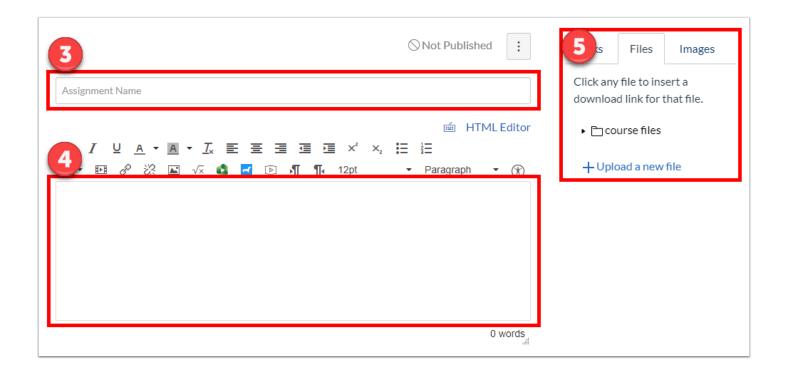
Create the Assignment

Instructors can use Assignments to create and track graded and ungraded assignments, including online and offline submission, no submission, discussions, and quizzes.

- 1. Click on "Assignments" from the course navigation.
- 2. Click "+Assignment" at the top right corner.



- 3. Name your assignment.
- 4. Enter a description or assignment details in the rich content editor.
- 5. If you would like to attach files, you can select the file from the content selector panel.

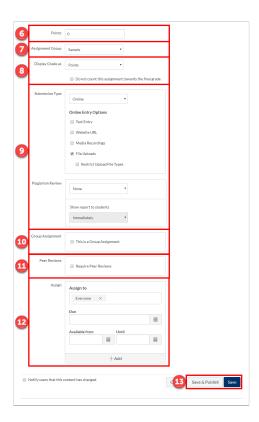


Assignment Settings

Below the rich content editor are assignment settings that can selected to fit your assignment.

- 6. Points Set the number of points the assignment is worth. If ungraded, enter "0".
- 7. Assignment Group Select an assignment group if any have been created.
- 8. Display Grade As Select the type of grade that shows up in the gradebook and on the students' view.
- Percentage
- Complete/Incomplete
- Points
- · Letter Grade Uses the grading scheme
- GPA Scale Uses the grading scheme
- Not Graded If the assignment has no submission AND is ungraded
- "Do not count this assignment towards the final grade" If the assignment has a submission BUT is ungraded
- 9. Submission Type and Plagiarism Review Set the submission type. If a online file is selected, you can also use the plagiarism review tool Turnitin.
- No Submission
- Online
- On Paper
 - Text Entry
 - Website URL

- · Media Recording
- File Uploads
- External Tool
- 10. Group Assignment Select to designate the assignment as a group assignment.
- 11. Peer Reviews Select to have students review their peers' work provide feedback.
- 12. Assign Select who and when will see the assignment, as well set the due date.
- 13. Click "Save & Publish" or just "Save".

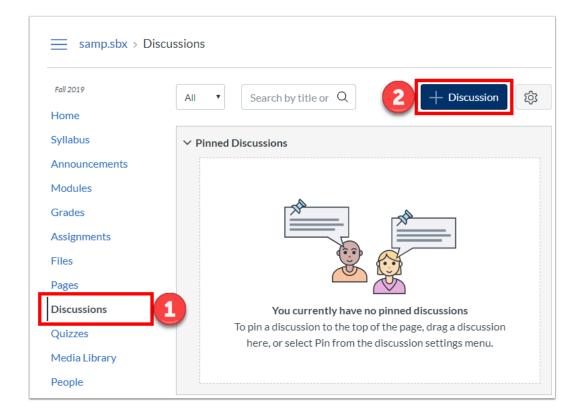




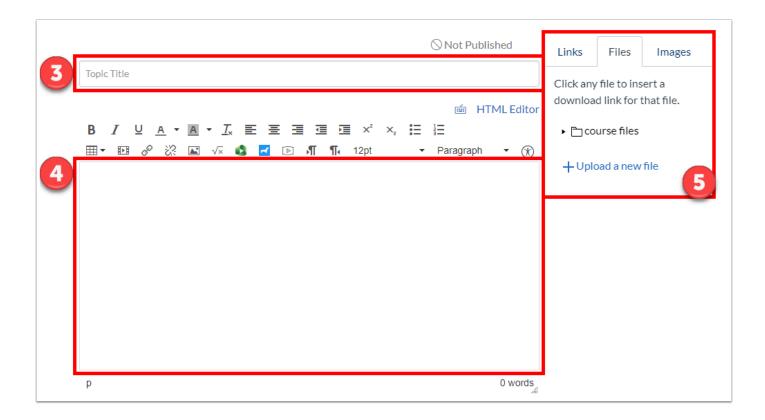
How do I Create a Discussion Board?

The "Discussion" tool allows you to create a discussion board in which students can see and respond their peers' responses to a topic.

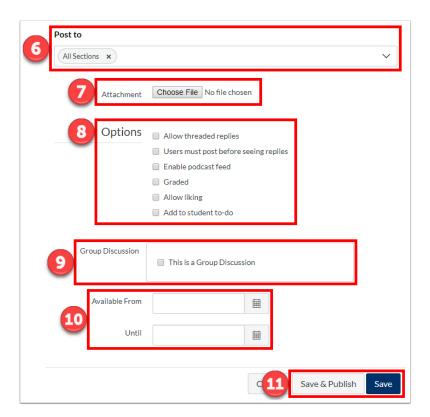
- 1. Click on "Discussions" from the course navigation.
- 2. Click "+Discussion" at the top right corner.



- 3. Name the discussion in the "Topic Title".
- 4. Type your discussion details within the rich content editor.
- 5. If you would like to attach files, you can select the file from the content selector panel.



- 6. Choose which section you would like to post the discussion to.
- 7. Add any additional file attachments.
- 8. Choose the specific options for your discussion topic that pertain to the discussion topic.
- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded
- · Allow liking
- 9. You can choose to make it a group discussion. If you select this option, students will only be able to interact with students in their groups.
- Note: You can find instructions on how to create groups from our help article "How do I Create Groups".
- 10. You can choose the availability dates for when students can interact and reply to the discussion.
- 11. Click "Save & Publish" or just "Save".



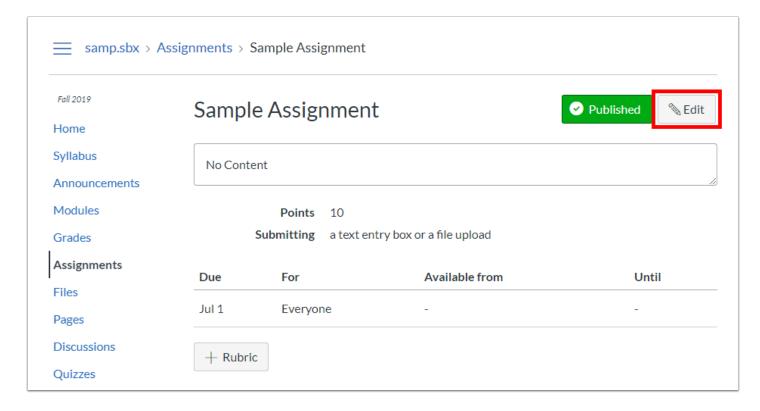
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How do I Set Availability Dates

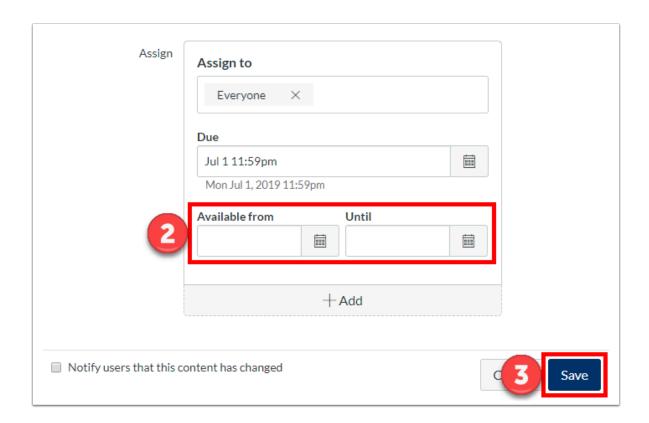
If you would like to prevent the students from seeing content prior to the week or day of class, you can set availability dates for each item within Canvas.

Assignments or Quizzes

1. From the assignment or quiz description page, click "Edit" in the top right corner.

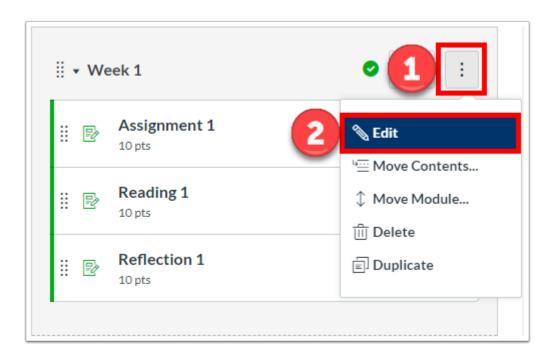


- 2. On the edit page, scroll down until you reach the "Assign" section of the settings. Set the "Available from...until..." dates. These dates are when you want the students to be able to see the assignment.
- 3. Click "Save".



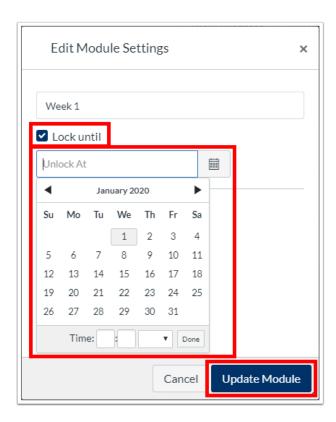
Locking Modules

- 1. From the "Modules" page, click on the three dots icon of the module you want to lock.
- 2. Click "Edit".



3. Check "Lock Until".

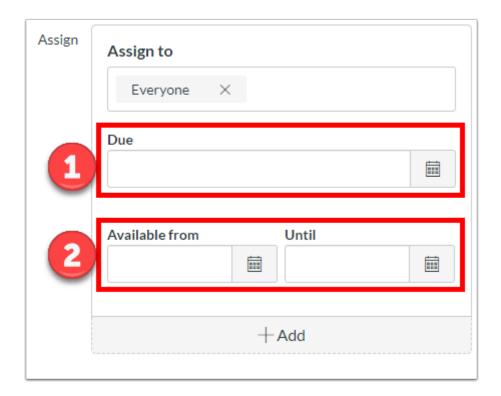
- 4. Select the date to unlock the module and make it available to students.
- 5. Click "Update Module".



Due Dates versus Display Dates

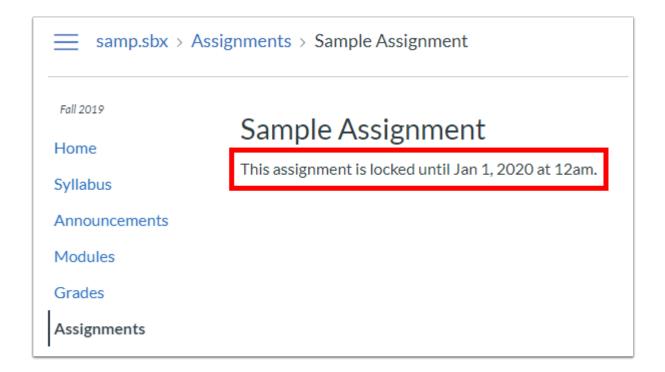
You can set both due dates and display dates for assignments and discussions. This article describes the differences between the two features.

- 1. **Due Date:** When you are creating an assignment, you can set a due date. Submissions coming in after the due date will be considered late. Students can see, access, and submit to the assignment as soon as it is published, and after the due date. This date will be displayed both in the assignment and in the syllabus page.
- 2. **Display Date**: If you would like to prevent the students from seeing the assignment at any time, you can set the display date. The display date will make the assignment available only within the date range set even if it is published. This feature can be used to prevent students from beginning assignments too early, or submitting assignments after the due date. This date will only be displayed in the assignment.





Note: The assignment with display dates set will still be visible on the syllabus page, but when the students click onto the assignment, they will get a page similar to below:

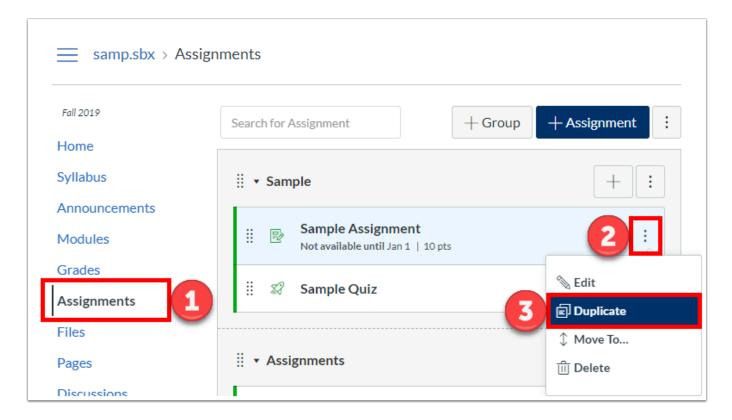


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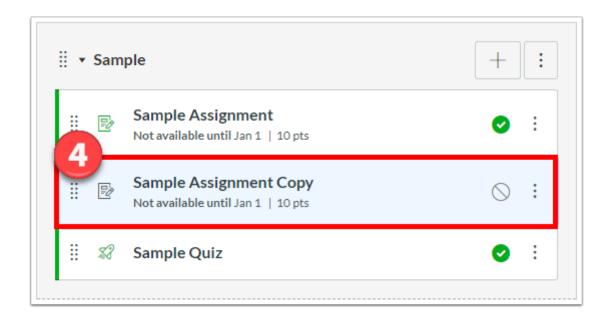
Duplicating an Assignment

Canvas allows you the to duplicate an assignment. This may be useful for quickly creating assignments with the same settings such as weekly assignments.

- 1. Click on "Assignments" from the course navigation.
- 2. Click on the three dot icon next to the assignment you want to duplicate.
- 3. Select "Duplicate".



4. The assignment will now be duplicated with the word "Copy" added to the end of the assignment name. You can edit the assignment to change the name. Duplicating an assignment defaults the copied assignment to an unpublished status.

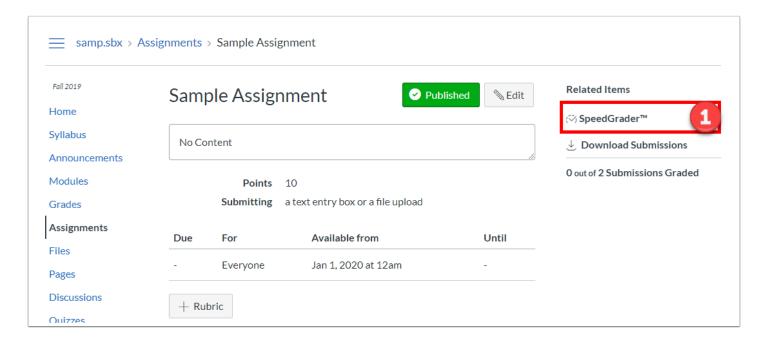


- **Note**: All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:
 - Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
 - Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
 - If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
 - If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.
 - Copied external tool (LTI) assignments may need to be reconfigured.
 - Assignments currently cannot be duplicated for discussions and quizzes.
- For more help, please contact <u>canvas@yale.edu</u>.

How do I Grade Assignments Using SpeedGrader?

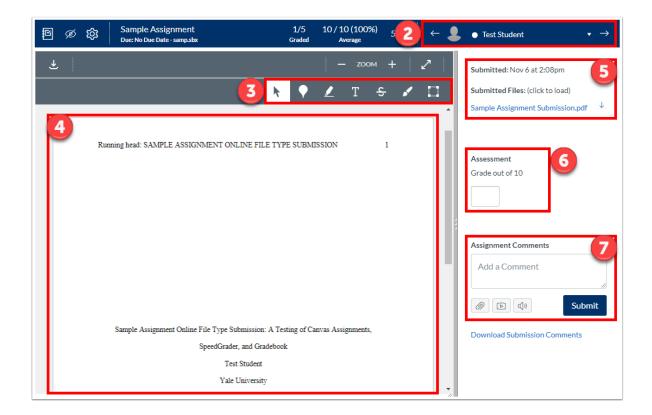
When an assignment with a submission is created, you can grade the assignment and provide feedback to students even if the assignment is not counted for towards the final grade. There is a tool within Canvas that helps facilitate easier grading called "SpeedGrader". Speedgrader is a grading tool where instructors can leave inline comments, grades, and feedback for student's work all on one screen. Speedgrader can be used with assignments, graded discussions, and quizzes. Some file types can be marked up for feedback directly within the submission. Instructors can also provide feedback to your students with text, file attachments, or media comments.

1. From the assignment description page, click "SpeedGrader" on the right. SpeeGrader allows you to access and grade individual assignments student by student.



- 2. The student's name is displayed in the top right corner. You can use the left and right arrows to navigate to the previous or next student. Clicking on the drop down arrow opens the list of students you can jump to.
- 3. The in-line grading tools allow you to make annotations and leave feedback within the file itself.
- 4. The file viewer allows you to view or access the submission in SpeedGrader without having to download the submission.

- 5. Submission details, including a link to download the submission are in the right panel.
- 6. A small text entry box in the right panel allows you to enter a grade of the student. Once a grade is entered, the update is automatically saved.
- 7. Below the grade entry box, you can also leave general feedback on the submission rather than in-line annotations. This function allows you to attach a file or leave a video or audio feedback.
 - **Note**: You must click "Submit" in order to save any feedback is the "Assignment Comments" box, as it does not automatically save like the grade entry box.

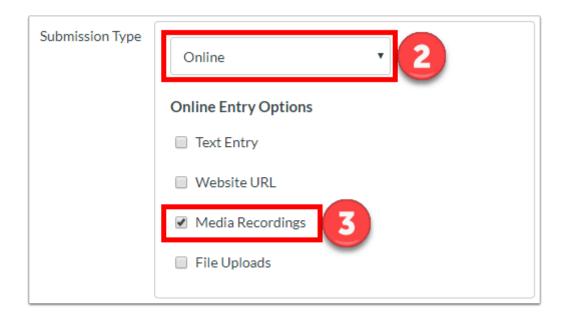


For more help, please contact canvas@yale.edu.

How do I Create Media Recording Assignments?

Canvas Assignments has several different submission types. One of those submission types is a media recording, which can be used to video and audio submissions.

- 1. To create an assignment, see our article "How do I Create Assignments?"
- 2. When you reach the "Submission Type" portion of the assignment settings, select "Online" from the drop down menu
- 3. Check "Media Recordings" as the "Online Entry Options" to allow students to record or upload video or audio submissions.



4. You can follow the "How do I Create Assignments?" guide to complete the remainder of the assignment creation. Be sure to click "Save and Publish" or "Save".



To see the student view of a media recording assignment, please see our article, "How do I submit Media Recording assignments?"

For more help, please contact canvas@yale.edu.

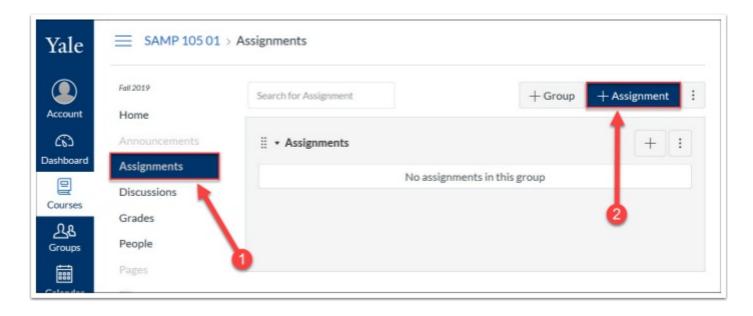
How do I Create an Assignment with **Turnitin?**

There are several important things to keep in mind when using Turnitin for your assignments.

- Turnitin is optional, and can be used on a course by course, assignment by assignment basis.
- All Canvas assignments using Turnitin MUST have a due date. If you do not set a due date, Turnitin will set a due date for 1 week after you save the publish the assignment.
- Turnitin reports are automatically linked to Canvas based on two triggering events:
 - 1. When the student first submits or resubmits the assignment prior to the due date
 - 2. On the assignment due date itself, after submissions have been sent and stored in the Yale-only repository for comparison against each other.

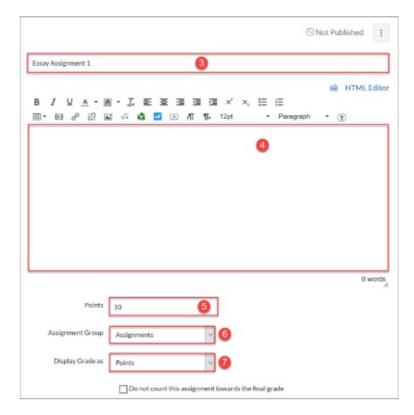
Create a Canvas Assignment

In your course, go to the **Assignments** tool [1] and click the **+Assignment** [2] button.



Set up basic assignment information

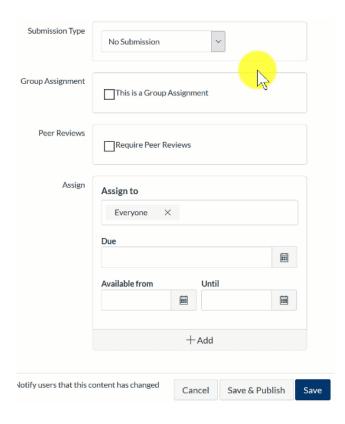
Fill in the information for your new assignment including your **Assignment Name** [3], **instructions** (optional) [4], **Points** possible [5], **Assignment Group** (if applicable) [6] and **Display Grade** [7].



Select the Online Submission Type

Next, you will need to select your submission type - Turnitin only works with online text entry or file upload assignments. To set this up, follow these steps:

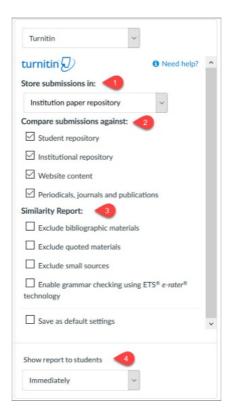
- From the **Submission Type** drop-down menu [A], select **Online** [B].
- From the resulting **Online Entry Options** menu select either **Text Entry** or **File Uploads** (or both) [C].
- After selecting your online entry option, the **Plagiarism Review** settings will appear. From the Plagiarism Review drop-down [D], select **Turnitin** [E].



Select Your Turnitin Settings

Once you have turned on Turnitin, you will have some additional settings that you can select. Below is a brief description of the various settings. For more detailed information, please refer to our <u>Turnitin Assignment Settings Options</u> article.

- 1. **Store submissions in** Whether to save student submissions in the institutional (Yale-only) paper repository.
- 2. **Compare submissions against** Select what your students' papers will be checked against.
- 3. **Similarity Report** Select your settings about what is included/excluded when papers are checked against resources.
- 4. **Show report to students** Select when students will be able to view their Turnitin report. We strongly encourage faculty to allow students to view this immediately so students can use the report as a learning tool to improve their citation skills.



Ω Note:

- For student papers to be compared against each other, the papers MUST be stored in the Yale Institutional Repository. A similarity report is generated at the time of submission and again after the due date. The final paper is sent to the institutional repository on the due date, and the similarity reports are re-generated once the due date has passed
- If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Yale-only Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.
- **1** Student submissions to your Turnitin assignments are NEVER shared with Turnitin or other institutions.

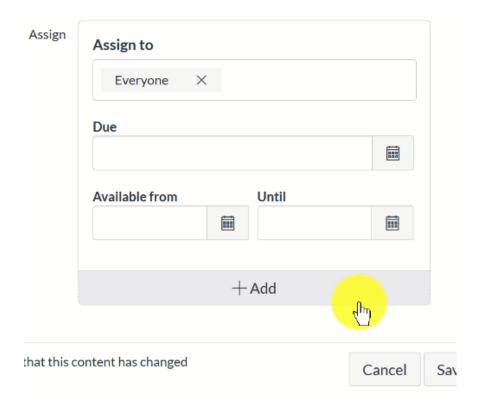
Set Assignment Due Date

A

Turnitin requires a due date on your Canvas assignment. The due date is the date when your students' papers will be checked against each other. If you do not set a due date on your assignment, Turnitin will set a default due date for 1 week after you publish the assignment.

Under the Assign section, set up a due date for your assignment. On the date you select, all student submission Turnitin originality reports will be re-run comparing your students' papers against each other.

- Click the calendar icon next to the **Due** date box then use the date picker calendar to find and select the **day** you want students to complete the assignment by.
- Just below the month view, you can enter in the **time** of day the assignment is due. If you select nothing, this date will default to 11:59 PM of the selected day.
- When the date and time are entered, click the **Done** button on the date picker calendar.



If desired, you can also set up Available from and Until dates as needed. These dates control when a student will be able to view and submit to the assignment in Canvas.

Save & Publish

Click the "Save & Publish" button to save your assignment.

Save & Publish



If you use Turnitin for an individual assignment, the following message will be presented to students prior to submission.

By checking this box, you acknowledge that:

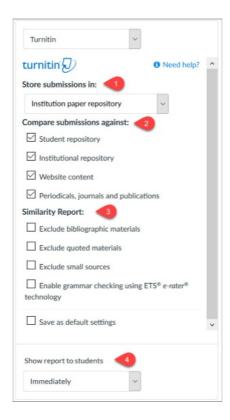
- Your paper will be shared with Turnitin to generate a similarity report, which your instructor and/or you can view to help you use sources more effectively in your writing.
- Your paper may be stored for comparison against future papers submitted at Yale. Your paper will not be stored as part of the larger Turnitin student database and so will not be used to check the originality of papers submitted at other universities. Turnitin does not acquire any rights to your paper.
- When you first attempt to view your similarity report, you will be prompted to accept the <u>Turnitin End User License Agreement (EULA)</u>. This agreement is between you, the individual user (not the university), and Turnitin, LLC, the company that licenses the tool to the university for integration through Canvas. Please read the entire Turnitin EULA carefully.
- If you choose NOT to accept the Turnitin EULA, you will not be able to view the similarity report; however, your course instructor will still be able to view the report.

Please review the available <u>resources on writing from the Poorvu Center for Teaching and Learning</u>, the <u>Turnitin Assignment Setting Options</u>, and speak to your instructor if you have any questions or concerns.

If you would like further information, please contact the Poorvu Center at <u>askpoorvucenter@yale.edu</u>.

Turnitin Assignment Settings Options

Once you have turned on Turnitin for your Canvas Assignment, you will have some additional settings that you can select and customize.



1. Store Submissions In:

This setting determines whether or not copies of your students' papers will be stored in the Yale-only **Institution paper repository**. If you choose to store papers in the Yale-only **Institution paper repository**, future student submissions to assignments submitted through Canvas @ Yale can be checked against the papers submitted to your assignment.

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Note:

 For student papers to be compared against each other, the papers MUST be stored in the Yale Institutional Repository. A similarity report is generated at the time of submission and again after the due date. The final paper is sent to the institutional repository on the due date, and the similarity reports are re-generated once the due date has passed

• If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Yale-only Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.



A Student submissions to your Turnitin assignments are NEVER shared with Turnitin or other institutions.

2. Compare submissions against:

You can select what types of resources student submissions will be compared against. You may select as many or as few of these options as you want:

- Student repository this is the Turnitin database of student submissions. This is populated by schools who wish to share their papers more broadly for integrity checking. NOTE: Yale does not submit student papers to this repository.
- Institutional repository this is a Yale-only institutional repository of student submissions. Student papers stored here are from Turnitin assignments Yale faculty have chosen to store in the Yale-only Institution paper repository.
- Website content
- Periodicals, journals and publications

3. Similarity Report:

You can select some custom settings for what to include/exclude from being identified by Turnitin as a potential issue. Many of these issues can be adjusted when you are looking at a student submission's originality report. These settings simply impact what is displayed when the report is run by default.

- Exclude bibiographic materials Turnitin will identify segments of the student submission that look like a bibliography or citation section.
- Exclude quote materials Turnitin will ignore parts of the student submission that are in between double quotation marks.
- · Exclude small sources You can set a standard or threshold for what is identified as a potential problem. You can choose the number of words or percentage of words. (Example: if you set a threshold of 10 words, Turnitin will only highlight segments of the submission where more than 10 consecutive words are the same as another source.)
- Enable grammar checking using ETS[®] e-rater[®] technology automated grammar, usage, mechanics, style and spelling checker.

4. Show report to students

You can opt to provide copies of the Turnitin reports to the students. We highly recommend that students are able to view their own reports **Immediately** so they can use them as a learning tool to understand how to properly cite materials.



For more information, refer to our guide on <u>How do I create an assignment with</u> Turnitin?

How do I view a Turnitin Report (Instructor)?

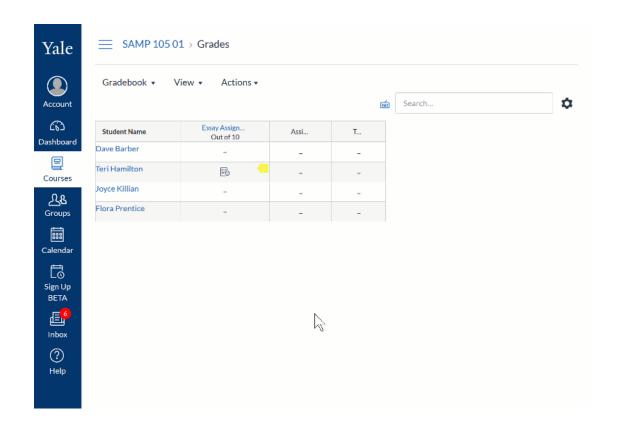


A Turnitin Reports are only generated for assignments that have Turnitin enabled before students begin submitting. You cannot turn on Turnitin retroactively.

From the Grades area of your course, you will be able to see originality score indicators next to the assignments that have Turnitin Reports available.

To view a report:

- 1. Go to the Grades area of your course.
- 2. Find the column for your Turnitin-enabled assignment.
- 3. Click on the originality indicator for a student.
- 4. The gradebook cell will change to become editable, click on the details arrow to the right of the grade entry box.
- 5. In the drawer that appears on the right, click on the **SpeedGrader** link.
- 6. Once **SpeedGrader** opens, you will see the originality score indicator in the right side grading panel.
- 7. Click on the originality score indicator to open Turnitin.
- 8. When it opens, you will be looking at the report for this student.
 - **Note:** A similarity report is generated at the time of submission and again after the due date. For student papers to be compared against each other, the papers MUST be stored in the Yale Institutional Repository. The final paper is sent to the institutional repository on the due date, and the similarity reports are re-generated once the due date has passed.



- For more information about the Similarity Report, please visit the Turnitin Vendor Guides:
- The Similarity Report explained
- Interpreting the Similarity Report
- Refining a Similarity Report
- Similarity scoring scenarios
- Viewing similarity matches
- Viewing sources
- Generating a new Similarity Report
- Text-Only Similarity Report
- Multicolor highlighting in the Similarity Report

Building Assessments in Canvas

Before you begin

In Canvas there are many different ways to assess your students. Below are some suggestions for options for setting up assessments using tools available from within Canvas. There is no one way nor a right or wrong way - you will need to figure out what works best for you, for what skills and knowledge you are assessing and for the students in your course.

P

Recommendation: If you don't already have one, <u>request a Canvas Sandbox site</u>. Your Canvas Sandbox site can be used to try out various Canvas tools and integrations before you decide which to implement. Anything you create in your Sandbox site can be <u>imported into your official Canvas course site</u>.

1. Preparing your assessment

Preparing for your exam means more than just writing out the questions that will be included in your assessment. Framing your assessment and considering the landscape of your students will help you easily navigate what types of assessments are best suited to your course and your students.

Remember:

- **Be patient** especially if you are trying a new type of assessment. There could be a learning curve for both you and your students but the outcome will be rewarding.
- **Be flexible** some students may have internet/bandwidth or other issues that may require you to provide an alternative assessment method.
- **Remote students may be in different time zones** although you should try your best to stay within the confines of your regularly scheduled class meeting times, for students with time zone differences greater than 5 hours you may want to consider offering alternative times for them to take restricted date quizzes.
- Talk to your students students may not always feel comfortable communicating their needs - check in with students and make sure that they are okay with the parameters of your assessment and adjust accordingly.
- Have a back-up plan Life happens and it is always important to be ready for those cases
 when a student loses their internet connection or has a family emergency that prevents
 them from taking the assessment at the scheduled time. Being prepared for unforeseen
 circumstances will ensure that you are able to quickly adapt to the changing needs of your
 students.

2. What type of assessment should I create?

Start by thinking about the following:

- What are your goals for this assessment?
- What knowledge and/or skills are you assessing?
- What types of guestions / activities will help you assess your students?

There are many types of assessments and many tools you could use to create your assessment. Most assessments can be configured to work with the Canvas Quizzes or Canvas Assignments tools. Below is a chart showing guidelines for when you might choose a to use a Canvas

Assignment versus a Canvas Quiz. **Canvas Assignment Canvas Quiz** Submission Details **Submission Details** Student will answer multiple questions of Student will upload and submit just a file • Student will be completing primarily differing types handwritten work Student submissions are combination of

 Student will submit multiple versions (draft and final versions)

Configuration Details

- Timer is not required
- Turnitin will be used to analyze citations

Grading

- Instructor will include inline feedback comments and annotations on a submitted file
- All submissions require instructor input no auto-scored question types (multiple choice)
- · Peer Review options

Common Assessment Types

- Essays/Papers
- Submitting a URL (for a blog or other online work)
- · Video/Audio/Media Recording (can be done through assignment or uploaded to assignment)
- Presentation files
- Research articles, bibliography/citations

Configuration Details

handwritten work Student will submit once

- Timer is required
- Respondus LockDown Browser required to prevent web searches and using other software programs

Grading

 Contains auto-score question types (multiple choice, fill in the blank, matching, etc...)

online submission and minimal

Common Assessment Types

- Practice Quizzes / Surveys
- Assessments with auto-scored question
- Knowledge retention assessments
- Assessments with multiple short answer questions on varying topics
- Assessments that are used year after year and need to prevent questions from being copied and shared after exam.

3. Timing of your Exam

All Canvas Assignments and Canvas Quizzes allow instructors to set 3 dates for each activity. These dates are

Due Date / Available Date / Until Date

Canvas Assignments and Quizzes allow instructors to set 3 different dates for each activity:

- 1. **Due Date Date and time when you want students to submit the activity.** Submissions can be submitted after this date, but will be marked as late both to the student when they submit and to the instructor in the Grades/SpeedGrader.
- 2. Available Date Date and time when the activity will become open for students to view and completed the activity. If a student clicks on the assignment prior to this date, they will see a message indicating that the activity is currently locked and will open on the Available Date.
- 3. Until Date Date and time after which students can no longer submit the activity.** Students who click on the assignment after the due date will see a message saying that the activity was locked on the Until Date. If a student is in a Quiz when the until date passes, their Quiz will auto-submit at the Until Date/Time.



** Reminder: The Until Date set within a Quiz's settings will OVERRIDE a Quiz Time Limit. If a quiz has a 1 hour Time Limit and a student opens the quiz 5 minutes before the Until Date/Time, the student will only get 5 minutes to complete the Quiz.

Recommendations:

- Some remote students may have reduced internet/bandwidth. Consider adding buffer timing on your assessment dates to allow for unforeseen issues.
- Some remote students may be in different time zones. For most students, maintaining the usual class time is ideal to avoid conflicts with other course work - but definitely talk to your students and consider setting up alternative assessment dates and times.

Quiz Timers

Canvas Quizzes allow instructors to set a time limit on their assessment. Quiz timers will do the following:

- The timer will not begin until the student sees the first question on the Quiz.
 - If using Respondus LockDown Browser, the timer will not start until the student has successfully loaded the guiz in the LockDown Browser and sees the first guestion on the Quiz.
- When the timer runs out, the Quiz is auto-submitted to Canvas whether the student is ready or not.
- If a student closes the Quiz window, the timer will continue to count down.



A Reminder: The Until Date set within a Quiz's settings will OVERRIDE a Quiz Time Limit. If a guiz has a 1 hour Time Limit and a student opens the guiz 5 minutes before the Until Date/Time, the student will only get 5 minutes to complete the Quiz.

4. Technology Concerns

With remote students, it is important to remember that students will be working on their private internet connections. Make sure that for your assessment you take into account that students who have limited internet/bandwidth may not be able to participate real-time with bandwidth-heavy interactions (videos, large downloads, etc...). The students might also be impacted if your assessment includes a timer. Consider padding your due dates timed assessments to allow for students encountering technical difficulties.

5. Best Practices Checklist

General Best Practices for Preparing and Implementing Assessments Through Canvas

- If you do not have one, request a Canvas Sandbox site.
- Use your Canvas Sandbox site to try different types of assessments and activity types.
- Build and test out your assessments in your Canvas Sandbox site you can import the final version into your official course.
- Use the Student View feature to take your assessments and see exactly what your students will see.
- Try new tools and create different types of assessments.
- Store files/images used in your graded guizzes and assignments in the Hidden Files folder in your course site's Files area.
- Set up low-stakes assessments using your preferred Canvas tools so both you and your students can try it out before an official exam.
- Communicate with your students frequently to let them know how you are assessing them and what tools you will be using.

- Schedule time-restricted assessments to occur during your regularly scheduled class time talk to remote students about concerns they may have if they are in a vastly different time zone.
- Have questions? Contact <u>askpoorvucenter@yale.edu</u>.

6. Common Assessment "Gotchas"

Instructor "Gotchas"

Files:

- Files/images stored in the files area are by default visible to students when they go to the Files button in your course. Use the <u>Hidden Files Folder</u> to store protected files that you do not want students to access early.
- Canvas does not prevent downloading of files if you want to prevent students from downloading your file, you can <u>store the file in Box, EliApps (Google) Drive</u>, or OneDrive (with download permissions turned off) and link to that file in your quiz/assignment.

Quizzes:

- Until Dates / Quiz Timers Until date will trump the students' timer.
- Until Dates are not timers Quiz timers (as set in the <u>settings of the individual quiz</u>) should be used for this and can be moderated accordingly.
- File Upload Questions cannot be done with LockDown Browser
- File Upload file submissions cannot be graded in SpeedGrader
- Randomizing questions is done through <u>Question Groups</u>
- All questions in the question group must be worth the same # of points

Assignments:

- You cannot give an individual student additional attempts beyond the maximum number attempts set in the setting of an assignment - to accommodate a second attempt, you would need to <u>create a duplicate copy of the assignment</u> and <u>assign the duplicate to just that</u> student.
- <u>SpeedGrader annotations can be anonymous to your students</u>, but comments in the Assignments Comment box cannot.
- <u>SpeedGrader annotations</u> can only be used on Assignment file upload submissions with <u>compatible file types</u>.
- · Assignments with Turnitin enabled:
 - Must have a due date that is set when the assignment is first created this is when your students' submissions will be compared against each other in Turnitin. If you do not set it immediately upon creation, the Turnitin compare date will be 2 weeks from the date you first created the assignment
 - If you are doing "draft" versions of a submission do not store the draft versions in the institutional repository or else you could get false positives on the final draft.

Grade Posting Policy:

- Automatic Grade Posting Policy will allow students to see their grade as soon as you enter it
 Manual Grade Posting Policy allows the instructor to complete grading and then release grades all at once.
- If you <u>change the Grade Posting Policy</u> after you have entered some student grades, the grades that you already entered will still honor the Grade Posting Policy that was present at the time the grade was entered.

Students "Gotchas"

Assignments:

- <u>Annotation feedback on Assignments is viewable</u> by going to the Grades area, clicking on the Assignment and then clicking the View Feedback link.
- Whenever submitting files for grading, keep file names simple and avoid including your name instructors may incorporate blind grading which does not mask the file name.

Quizzes:

- If not using LockDown Browser, you can close your quiz/browser and <u>resume the quiz</u> at any time before the quiz expires.
- If you have not done so manually, your quiz attempt will auto submit when your timer expires or the quiz closes (on the "until" date/time) whichever comes first.
- If your quiz has both a timer and an until (close) date/time, the until (close) date/time will override your timer. Make sure that you open and begin your quiz with ample time before the until date/time so you will get the full amount of time on your timer.
- You can use the <u>quiz navigation to jump to questions</u> and <u>flag questions</u>

Grade Posting Policy

How do I control when students will see their grades in Canvas?

Canvas uses the Grade Posting Policy to control whether students see their scores immediately when entered (automatic) or whether instructors will need to manually post/release the grades (manual). You can refer to our help article on How to use the Grade Posting Policy for full details - the links below will open the article to the specific topic listed:

- 1. How to set a Gradebook Level Grade Posting Policy
- 2. How to set an Assignment Level Grade Posting Policy
 - 1. Posting and Hiding Grades

Quizzes

- 1. Creating and setting up a Canvas Quiz
- 1.1. How do I create a basic Quiz?
- 1.2. How do I create a quiz that displays one question at a time?
- 1.3. What are the available options/settings for a Quiz?

• One of the options available for Quizzes is to set a **Time Limit** which restricts students to have only a set amount of time to complete the Quiz. The timer will begin the moment the student opens the quiz and will auto-submit when the timer runs out.

WARNING: The Quiz's **Until Date** set within the Quiz's settings will OVERRIDE a Quiz timer. If a quiz has a 1 hour timer and a student opens the quiz 5 minutes before the Until Date/Time, the student will only get 5 minutes to complete the Quiz.

- 1.4. What question types are available for a Quiz?
- 1.4.1. Multiple Choice
- 1.4.2. True/False
- 1.4.3. Fill-in-the-Blank
- 1.4.4. Fill-in-Multiple-Blanks
- 1.4.5. Multiple Answers

- 1.4.6. Multiple Drop-down (can be used for Likert scale)
- 1.4.6.1. Likert Scale
- 1.4.7. Matching
- 1.4.8. Numerical Answer
- 1.4.9. Formula
- 1.4.9.1. Simple Formula
- 1.4.9.2. Single Variable
- 1.4.10. Essay
- 1.4.11. File Upload
- 1.4.12. Text (no question)

Typically a Text (no question) question is used to break up the exam questions into parts or to provide information for a series of questions.

1.5. In my Quiz question, how do I links to content stored in my Files area?

Recommendation: Use the <u>Hidden Files folder</u> in your course site's Files area to store content used on your graded assessments. The Hidden Files folder will hide the

content from students when they go to the Files area, but will be viewable to them when you link to the file in your Quiz Question or Assignment.

1.6. In my Quiz question, how do I add math equations?

2. Advanced Quiz Features

Question Banks

2.1. What is a Question Bank?

A Question bank is a repository that stores questions that you can use and reuse on multiple Quizzes. Question banks can simplify the process of creating copies of quizzes, help create varied tests by randomly pulling questions from a bank, and to randomize the order of questions on a Quiz.

Even if you did not specifically create a Question Bank, all of the questions from your Canvas quizzes are by default stored in an Unfiled Questions Question Bank. You can copy and/or move your Quiz questions to other Question Banks if desired.

- 2.2. How do I create a Question Bank?
- 2.3. How do I create a question in a Question Bank?
- 2.4. How do I move a question to a different Question Bank?
- 2.5. How do I create a Quiz using questions from a Question Bank?
- 2.6. How do I use Question Banks to randomize the questions on my Quiz?

LockDown Browser for secured exams

Recommendation: If you are including a File Upload type question in your Canvas Quiz, do NOT use LockDown Browser.

- 2.1. How to enable LockDown Browser in your course
- 2.2. How to enable LockDown Browser for a Canvas Quiz

Recommendation: Create a practice LockDown Browser quiz for students to complete a few days before your actual assessment. This will give students time to download/install the browser and troubleshoot issues before hand.

3. Quiz Scheduling and Student Accommodations

- 3.1. How do I set different due dates/times for individual students?
 - Reminder: Due dates you set with be in Eastern Time (ET). If you have remote students in other time zones, they can modify their personal time zone settings in Canvas so that due dates appear in their local time. When setting a different schedule for a student(s), make sure that you check with them to ensure that the date/time you select does not conflict with other course work or obligations.

3.2. How do I provide extra time for a student?

A Reminder: The Until Date set within a Quiz's settings will OVERRIDE a Quiz Time Limit. If a guiz has a 1 hour Time Limit and you provide a student with 30 extra minutes - if the student opens the guiz 5 minutes before the Until Date/Time, the student will only get 5 minutes to complete the Quiz.

- 3.3. How do I provide an extra attempt for a student?
- 4. Viewing student Quiz results
- 4.1. How to view student results in a quiz
- 4.2. Kinds of quiz statistics available and how to view them
- 5. Grading Canvas Quizzes

Grading Quizzes through SpeedGrader

- 5.1. How to get to SpeedGrader
- 5.2. How to grade quiz questions in SpeedGrader
- 5.3. How to grade one question at a time
- 5.4. How to adjust the point value for an entire Quiz using **Fudge Points**

5.5. How to leave feedback comments for a submission

Regrading Auto-Scored Questions

- 5.1. Regrading Options
- 5.2. Regrade Multiple Choice Questions
- 5.3. Regrade True/False Questions
- 5.4. Regrade Multiple Answer Questions

6. Canvas Quiz Resources for Students

Student Quiz Resources

6.1. Before Taking Quizzes

1. How to change your time zone setting

6.2. Quiz Guides

- 1. How to take a Canvas Quiz
- 2. How to take a Canvas Quiz where I can only view one question at a time
- 3. How to create PDF of hand written work using a smart phone/device for a File Upload type question
- 4. <u>How to use the Math Equation Editor on an Essay type question</u> (instructions are geared towards instructors, but information is the same for students)
- 5. <u>How to take a LockDown Browser Enabled Quiz</u> (includes information on installing LockDown Browser)
- 6. How to submit a Canvas Quiz

Assignments

- 1. Creating and setting up Canvas Assignments
- 1.1. How do I create a basic file upload assignment
- 1.2. In my Assignment, how do I links to content stored in my Files area?
 - Recommendation: Use the <u>Hidden Files folder</u> in your course site's Files area to store content used on your graded assessments. The Hidden Files folder will hide the content from students when they go to the Files area, but will be viewable to them when you link to the file in your Quiz Question or Assignment.

2. Advanced Assignment Features

Peer Review Assignments

- 2.1. Implementing Peer Review Assessments
- 2.2. How to use peer review assignments in a course
- 2.3. How to create a peer review assignment
- 2.4. How to manually assign peer reviews for an assignment
- 2.5. How to auto-assign peer reviews for an assignment

- 2.6. How to view student peer review comments (instructor)
- 2.7. Student Guides for peer review assignments
- How do I know if I have a peer review assignment to complete?
- How do I submit a peer review to an assignment?
- Where do I find my peer's feedback for peer reviewed assignments?

Group Assignments

- 2.1. General information about Groups in Canvas
- How to create a group set
- How to manually create groups
- How to automatically create groups
- How to create self sign-up groups
- How to move a student to a different group
- How to view student groups and activity in the group (instructor)
- How to view my group (student)
- 2.2. How to assign an assignment to a course group
- 2.3. How to grade group assignments in SpeedGrader
- 2.4. Student Groups in Canvas
- How do I submit an assignment on behalf of my group?

Turnitin

- 2.1. How to create an assignment with Turnitin
- 2.2. Turnitin Assignment settings

2.3. How to view Turnitin reports (instructor)

2.4. Student Guides for Turnitin Assignments

- How do I submit a Turnitin Assignment?
- How do I view my Turnitin report (student)?

3. Assignment Scheduling and Student Accommodations

3.1. How do I set different due dates/times for individual students?

Reminder: Due dates you set with be in Eastern Time (ET). If you have remote students in other time zones, they can modify their personal time zone settings in Canvas so that due dates appear in their local time. When setting a different schedule for a student(s), make sure that you check with them to ensure that the date/time you select does not conflict with other course work or obligations.

3.2. How do I provide an extra attempt for a student?

Students are able to submit and resubmit as many times as they want up until the Assignment's **Until Date**. For this reason, you should not have to add an extra attempt for a student. If a student was unable to submit their file before the Until Date, you can use the information on How do I set different due dates/time for individual students to set up an extension for the student.

4. Viewing student Assignment submissions

4.1. How to download all student submissions for an assignment

4.2. How to re-upload all student submissions for an assignment

Reminder: If you want to re-upload versions of student submissions with your comments, you will need to make sure that the file names of your graded versions **EXACTLY** match the file names of the originally download versions. The file name is how Canvas knows which files should be distributed to which student.

4.3. How to view student submissions for an assignment through SpeedGrader

5. Grading Canvas Assignments

- 5.1. How to get to SpeedGrader
- 5.2. How to add annotated comments in student submissions using DocViewer in SpeedGrader
- 5.3. How to enter/edit grades in SpeedGrader
- 5.4. How to enter grades directly into the Grades area

6. Canvas Assignment Resources for Students

Student Assignment Resources

- 6.1. Before Completing Assignments
- 1. How to change your time zone setting

6.2. Assignment Guides

- 1. How do I upload a file as an assignment submission?
- 2. How to create PDF of hand written work using a smart phone/device for a File Upload Assignment
- 3. How do I view assignment comments from my instructor?
- 4. How do I view annotation feedback comments from my instructor directly in my assignment submission?

Grades

New Gradebook (Vendor Guides)

Below are the vendor guides for Gradebook.

Vendor Guides

- How do I use the New Gradebook?
- How do I arrange columns in the New Gradebook?
- How do I filter columns by type in the New Gradebook?
- How do I use the Total column in the New Gradebook?
- How do I sort and display student names in the Student Name column in the New Gradebook?
- How do I view grades for inactive or concluded student enrollments in the New Gradebook?
- How do I use the Notes column in the New Gradebook?
- How do I view the Unpublished Assignments column in the New Gradebook?
- How do I create assignment columns for non-submission assignments in the New Gradebook?
- How do I use the icons and colors in the New Gradebook?
- How do I sort an individual assignment column in the New Gradebook?
- How do I change the color for a grading status in the New Gradebook?
- How do I select a grade posting policy for a course in the New Gradebook?
- How do I select a grade posting policy for an assignment in the New Gradebook?
- How do I post grades for an assignment in the New Gradebook?
- How do I hide grades for an assignment in the New Gradebook?
- How do I change the status of a submission in the New Gradebook?
- How do I send a message to students from the New Gradebook?
- How do I download all student submissions for an assignment in the New Gradebook?
- How do I upload all student submissions for an assignment in the New Gradebook?
- How do I enter and edit grades in the New Gradebook?
- How do I enter grades for an individual assignment as a specific grading type in the New Gradebook?
- How do I get to SpeedGrader from the New Gradebook?
- How do I curve grades in the New Gradebook?
- How do I set a default grade for an assignment in the New Gradebook?
- How do I apply a Missing Submission policy in the New Gradebook?
- How do I apply a Late Submission policy in the New Gradebook?
- How do I override a student's final grade in the New Gradebook?
- How do I leave comments for students in the New Gradebook?
- How do I import grades in the New Gradebook?
- How do I publish final grades for a moderated assignment in the New Gradebook?
- How do I view the history of all grading changes in the New Gradebook?

- How do I view a student's Grades page in a course from the New Gradebook?
- How do I export grades in the New Gradebook?
- How do I use the Learning Mastery Gradebook to view outcome results in a course from the New Gradebook?
- How do I view outcomes or student results individually in the Learning Mastery Gradebook from the New Gradebook?



For more help, please contact canvas@yale.edu.

SpeedGrader (Vendor Guides)

Below are the vendor guides for SpeedGrader.

Vendor Guides

- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I use SpeedGrader?
- How do I use the student list to view student submissions in SpeedGrader?
- How do I sort the student list in SpeedGrader?
- How do I grade group assignments in SpeedGrader?
- How do I view the details of a submission for a student in SpeedGrader?
- How do I enable anonymous grading to hide student names in SpeedGrader?
- How do I mute or unmute an assignment in SpeedGrader?
- How do I add annotated comments in student submissions using DocViewer in SpeedGrader?
- How do I enter and edit grades in SpeedGrader?
- How do I use a rubric to grade submissions in SpeedGrader?
- How do I use free-form comments instead of ratings in a rubric in SpeedGrader?
- How do I leave feedback comments for student submissions in SpeedGrader?
- How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?
- How do I review moderated assignments in SpeedGrader as a moderator?
- How do I download all student submissions for an assignment?
- How do I upload all student submissions for an assignment?
- How do I grade quiz questions in SpeedGrader?
- How do I adjust the point value for an entire guiz using fudge points in SpeedGrader?
- How do I grade one quiz question at a time in SpeedGrader?
- How do I grade a graded discussion in SpeedGrader?
- For more help, please contact canvas@yale.edu.

New Gradebook Features

With the new Gradebook, there are additional features that may be beneficial to you and your course. The purpose of this article is to review the new features as well as the missing features which Instructure is currently developing resolutions for.

New Gradebook Overview

New Features

Note: Below is a summary of the New Gradebook Features - for full details, please refer to the <u>Canvas Release</u>: <u>New Gradebook</u> vendor guide.

The new Canvas Gradebook includes many features designed to improve the grading experience. In the new Gradebook, you can:

- **Sorting:** Sort assignment columns by their order in modules.
- **<u>Filtering</u>**: Filter assignments by assignment group and/or by module.
- **Customization for Grading Statuses:** Set custom colors for specific submission and grading statuses, including: late, missing, resubmitted, dropped (via assignment group rules), and excused.
- Sorting Columns: Sort the data in any Gradebook column by missing or late status.
- **Grade Input:** Toggle between entering and viewing grades as points or as percentage values.
- Unpublished Assignments: View or hide unpublished assignments.
- Automate Late Policies: Automatically apply grading rules to late and missing submissions.
- Adjust Submission Status: Manually adjust submission status to none, late, missing, or excused.
- **Grade Posting Policy:** Select the default grade posting behavior for all gradebook columns (automatically / manually). This can also still be set at the individual assignment level.
- Hide/Post (formerly Mute/Unmute) additional features For manually posted grades, instructors will be able to hide/post to all students or to students who have a graded submission. Additionally, the new Grade Posting Policy allows instructors to release grades based on students' course section enrollment.

Missing Features

- **Student NetID Missing:** Currently the student's secondary ID (NetID) does not automatically appear. In order to show NetID you will need to click the 3 dots associated with the column, select **Secondary Info**, and then **Login ID**.
- **Anonymous Roster:** Cannot hide student's names. Instructors can turn on Anonymous Grading for use with the SpeedGrader when grading individual assignments.



For more help, please contact canvas@yale.edu.

New Gradebook Feature Comparison

Beginning in Summer 2019, the new Gradebook was turned on for all courses. This article is designed to show the comparisons between the work-flows between the old Gradebook and new Gradebook.

Feature	Old Gradebook	New Gradebook	
Entering Grades	Only able to enter the grade as a point value. You can set the total number of points allowed in Assignments.	You can choose to enter the grade as points, a percentage, or (if you have created one in Assignments) a grading scheme. You can set the total number of points allowed in Assignments within the Gradebook.	
Filters	The Showing All Sections button located on the upper right allowed you to filter by course sections only.	The new View menu in the upper left allows you to filter by assignment group, course section, modules or student groups (created through the people tool) new! You can combine multiple filters for more streamlined grade book viewing.	
Importing/Exporting Grades	The Import and Export buttons were at the top right to import/export grades.	Use the new Actions menu to import/export grades.	
Notes Column	You could enable/disable the Notes column via the Settings (gear) menu.	You can turn the Notes column on/off via the new View menu.	
Unpublished Assignments Columns	Unpublished assignments are not displayed.	Unpublished assignments are displayed by default. You can show/hide these columns by using the new View menu at the upper left.	

Feature	Old Gradebook New Gradebook		
Gradebook History	To view the Gradebook History, use the Settings (gear) icon at the upper right.	To view the Gradebook History, use the new Gradebook menu at the upper left.	
Sorting Individual Assignments	To sort an individual assignment from low to high score, click on the link at the top of the assignment column in the Gradebook.	To sort an individual assignment, use the Options menu (column of three dots) next to the assignment name in the Gradebook. You can sort by Grade (Low to High or High to Low), Missing, or Late.	
Sorting Gradebook Columns	The Settings (gear) icon at the upper right sorted gradebook columns by assignment group, due date, or points.	Go to the new View menu and use the Arrange By submenu to sort gradebook columns by assignment name, due date, points, or module. You can also drag-and-drop to sort columns manually.	
Grade Totals	To move the Totals column to the front of the Gradebook, use the dropdown menu at the top of the column. To turn off the Totals column, go to Course Settings. There is no way to sort the Totals column.	To move the Totals column to the front of the Gradebook, use the Options menu (column of three dots) at the top of the column. You can also use this menu to sort the Totals column by Low to High or High to Low. To turn off the Totals column, go to Course Settings.	
Opening SpeedGrader	In the Gradebook view, you can open SpeedGrader from the individual assignment menu (drop-down menu at the top of the column) or from an individual student's grade detail tray. You can also open SpeedGrader from Assignments.	In the Gradebook view, you can only open SpeedGrader from an individual student's grade detail tray currently. You can also open SpeedGrader from Assignments.	

Feature	Old Gradebook	New Gradebook	
Downloading Student Submissions	Use the drop-down menu at the top of the assignment column in the Gradebook to download submissions.	Use the Options menu (column of three dots) at the top of the assignment column in the Gradebook to download submissions.	
Labeling Submission Status	There are three statuses in total for a submission: None, Late, and Missing. The colors are pre-set and cannot be changed.	There are six statuses in total for a submission: None, Late, Missing, Resubmitted, Dropped, and Excused. You can customize the colors for all of these except None by selecting the Statuses option within the new View menu. To set a submission status as None, Late, Missing, or Excused, open the individual student's grade detail tray.	
Late and Missing Submission Policies	You cannot set a late or missing submission policy in the old Gradebook.	You can use the Settings (gear) icon at the upper right and select the Late Policies tab to set a late or missing submission policy. Note that any late policy you set will apply retroactively to previously graded work (see below).	
Concluded and Inactive Enrollments	View concluded and inactive enrollments using the Settings (gear) icon at the upper right.	View concluded and inactive enrollments using the Options menu (column of three dots) at the top of the Student Name column.	
Treat Ungraded as 0	Had option to treat ungraded work as 0 when calculating grades	Does not have option to treat ungraded work as 0 when calculating grades.	
Mute / Unmute Assignment Grades	Use the drop-down menu at the top of the assignment column to Mute (hide) or Unmute (release) student grades for individual assignments.	In new Gradebook this feature referred to as the Grade Posting Policy and has renamed the options to Hide (Mute) and Post (Unmute).	

Feature	Old Gradebook	New Gradebook
	This setting could also be managed through the SpeedGrader tool.	This the Grade Posting Policy can be set at the Gradebook level or at the individual assignment level (see below).
Grading Posting Policy - Gradebook Level Setting	You cannot set a default posting policy in the old Gradebook.	You can use the Settings (gear) icon at the upper right and select the Grading Posting Policy tab to set the default grade posting policy. You can select between: • Automatically - grades available to students as soon as they are entered • Manually - grades hidden until the instructor chooses to post the individual assignments from the Options menu (column of three dots).
Grade Posting Policy - Individual Assignments	For each individual assignment menu (dropdown menu at the top of the column), you could toggle between muting/unmuting the assignment.	Select Grading Posting Policy from the Options menu (column of three dots). New grade release policies include: • Automatically - grades available to students as soon as they are entered • Manually - grades hidden until the instructor chooses to post them. When grades are posted, instructors have new options when posting (note, you will not see these options until you have at least 1 grade entered for a student in the assignment column):

Feature	Old Gradebook	New Gradebook
		 Post Grades to <i>Everyone</i> - all grades made visible Post Grades to <i>Graded</i> - only students with a grade for their assignment will see the grade
		Additionally - for <i>Manually</i> posted scores (selecting to post to either <i>Everyone</i> or just <i>Graded</i>), instructors can choose to release scores only for certain course sections.



For more information on the new gradebook:

New Gradebook (Vendor Guides)

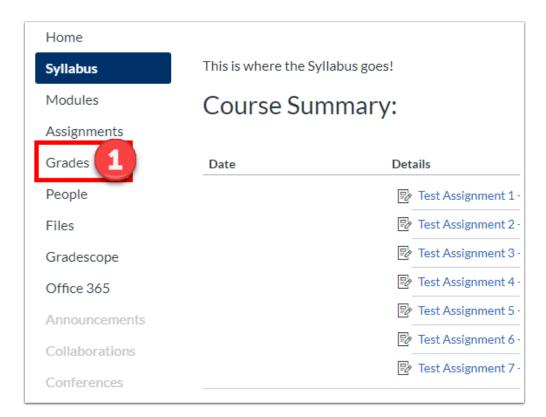
Gradebook Views and Filtering

0

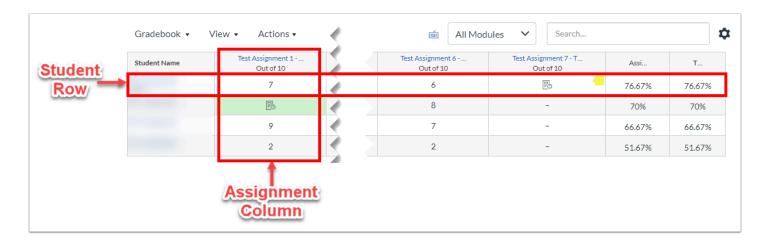
The basic new gradebook view is familiar in many ways. It still has the same student and assignment grades table as the main part. However, it does introduce many new features, including the ability to change view of the gradebook.

Gradebook View

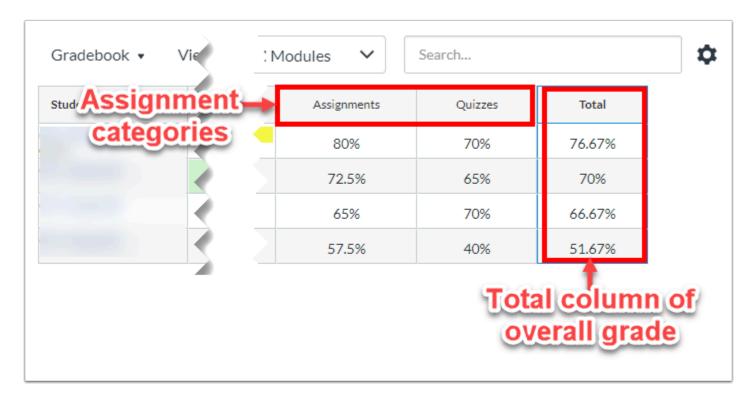
1. Click on "Grades" from the course menu to access the gradebook



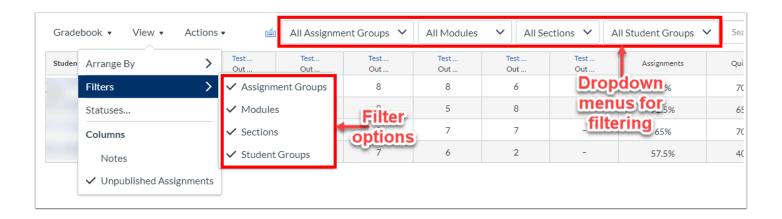
2. Each assignment that you have created in the course will have its own column with the rows being the enrolled students.



3. Each assignment category will also have its own column with the student's average for that category. You can set the weights of these categories



4. Finally, by going to "View" and hovering over "Filters", you can filter the gradebook by assignment groups, modules, sections, and student groups. Checking these off produce a drop down menu that will allow you to filter. See the "Filtering" section below to learn more.



Arranging

Filtering

Sorting Students

Sorting Assignments



How to use the Grade Posting Policy

1 The gradebook now has a grade posting policy that allows you to predetermine how you want grades to be posted. This, along with posting and hiding grades has replaced the "mute/unmute" option in the new gradebook.

There are two types of grade posting policies that you can select. They are called "Automatic" and "Manual". By default, the gradebook is set to the "Automatic" grade posting policy.

The "Automatic" policy will make grades available to individual students immediately. As soon as a submission is graded, the grade is released and the student may see the grade.

The "Manual" policy will hide the grades until the instructor is ready to release them. Instructors must manually post the grades for each assignment. They can also choose to release grades to certain students or sections. Grades that have already been posted prior to changing to this posting policy will remain visible unless manually hidden again.

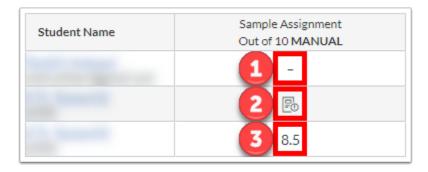
Individual Assignment Grade Posting

- Automatically Post Grades
 Assignment grades will be visible to students as soon as they are entered.
- Manually Post Grades Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

Automatic Grade Posting Policy

All grades are immediately published for a student to see. As soon as a submission is graded, the grade is released and the student may see the grade. Prior to grading, both instructor and student will see a dash if they have not submitted or a paper icon if they have submitted.

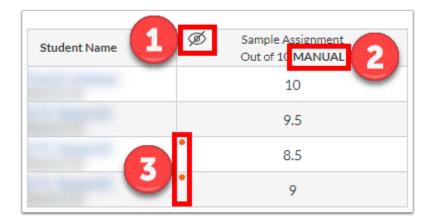
- 1. Unsubmitted assignment
- 2. Submitted, ungraded assignment
- 3. Graded assignment



Manual Grade Posting Policy

This is the default grade posting policy. Grades for graded assignments are hidden until the instructor chooses to post the grades. At that time, the instructor can choose to release the grades to all students, only students with grades, or certain sections.

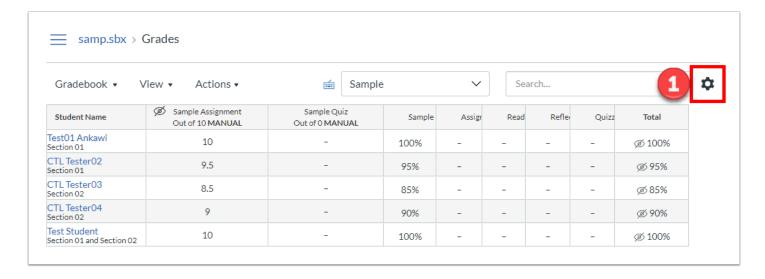
- 1. A visibility icon will denote that *at least one* grade for the marked assignment is hidden.
- 2. Underneath the assignment name in the header row, the word "MANUAL" will appear to indicate that a manual posting policy has been applied.
- 3. Attempting to post will display an orange dot next to those whose grades are hidden.



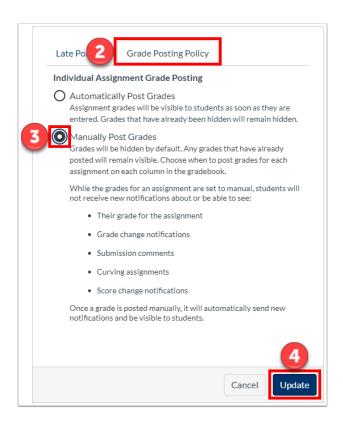
Note: Any assignments where grades were already made available to students prior to changing the grade posting policy will continue to be visible to students. You can override this by <u>hiding the grades at the assignment level</u>.

How to set a Gradebook Level Grade Posting Policy

- Setting the grade posting policy in the gradebook will apply the posting policy to all ungraded assignments and all future assignments.
- 1. At the gradebook level, set the grade posting policy by clicking on the gear icon at the top right corner of the gradebook.



- 2. In the box that pops up, select the "Grade Posting Policy" tab across the top.
- 3. Automatic will be selected by default. You can change to the manual grade posting policy by clicking "Manually Post Grades".
- 4. Click update, and the gradebook will now display the visibility icons.
 - **Note**: Any assignments that were already posted will continue to be visible to students. Please see below on how to post and hide grades to hide visible grades.

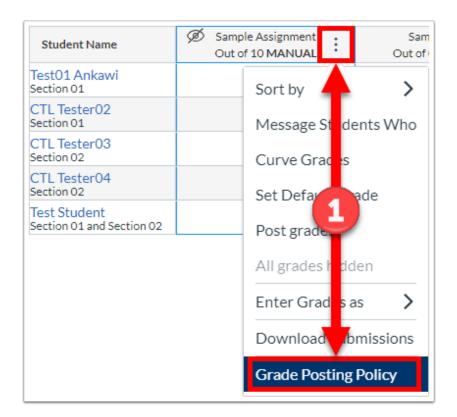


5. You can change the grade policy back to automatic by following the steps again and selecting "Automatically Post Grades".

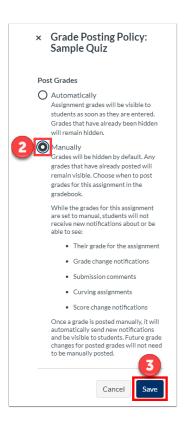
For the vendor guide on how to set the grade posting policy at the course level, see their article on "How do I select a grade posting policy for a course in the New Gradebook?"

How to set an Assignment Level Grade Posting Policy

- 1 The assignment level posting will override the gradebook level setting. The default grade posting policy will be whatever is set at the gradebook level
- 1. At the assignment level, set the grade posting policy by clicking on the three dots in the header of the assignment column, and click "Grade Posting Policy".



- 2. Automatic will be selected if no gradebook level policy has been set. Otherwise, it will default to whatever you have set. You can change to the manual grade posting policy by clicking "Manually Post Grades".
- 3. Click save, and the assignment will now display the visibility icons. Please see below on how to post and hide grades.

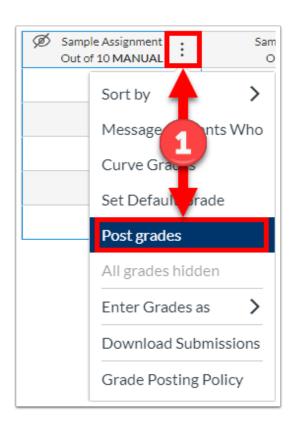


For the vendor guide on how to set the grade posting policy at the assignment level, see their article on "How do I select a grade posting policy for an assignment in the New Gradebook?"

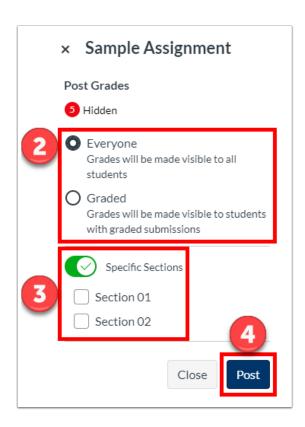
Posting and Hiding Grades

1 Grades can be manually hidden and posted even if the automatic policy is set. This is also how to release or hide grades for an individual assignment when a manual policy is set.

Posting Grades

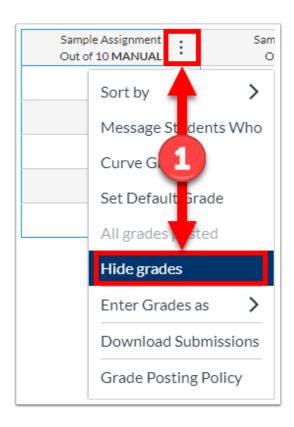


- 2. You can select who you are posting to. "Everyone" posts grades to all students even if no grade or submission exists for an individual. "Graded" will make grades only visible to students who have grades.
- 3. As with hiding grades, you can also post the grades by section by clicking the "Specific Sections" switch and choosing the sections. If you would like to show the grades to the students you selected above regardless of section, leave "Specific Sections" off.
- 4. Click "Post" to confirm that you are posting the grades.

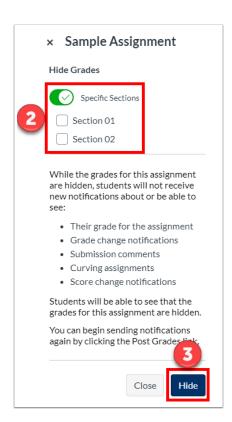


- 2. You can hide the grades by section by clicking the "Specific Sections" switch and choosing the sections. If you would like to hide the grades from everyone, leave "Specific Sections" off.
- 3. Click "Hide" to confirm that you are hiding the grades.

Hiding Grades



- 2. As with posting grades, you can also post the grades by section by clicking the "Specific Sections" switch and choosing the sections. If you would like to hide the grades from the students you selected above regardless of section, leave "Specific Sections" off.
- 3. Click "Hide" to confirm that you are posting the grades.

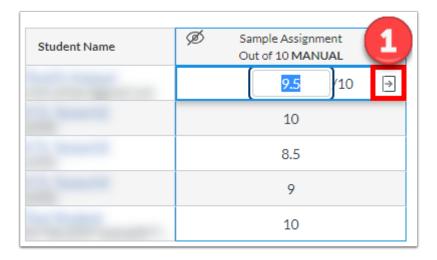




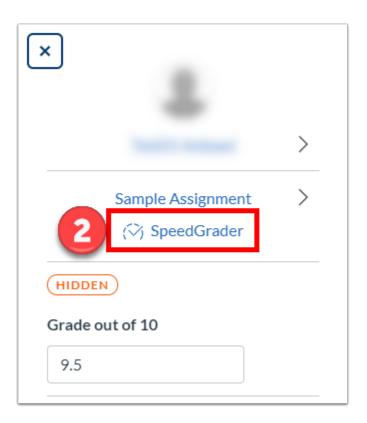
How to Access SpeedGrader from the New Gradebook

In the new Gradebook, you can only open SpeedGrader from an individual student's grade detail tray. You can also open SpeedGrader from Assignments. This article demonstrates how to open SpeedGrader from the new Gradebook

1. From the Gradebook page in your course, click on the student's submission for the assignment you wish to view in SpeedGrader. To the right of the grade, click on the arrow to open up the grade detail tray on the right.



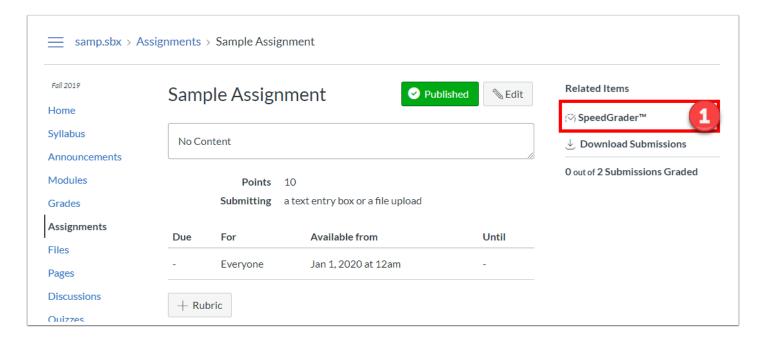
2. In the grade detail tray that opens up, click on "SpeedGrader" to go to SpeedGrader.



How do I Grade Assignments Using SpeedGrader?

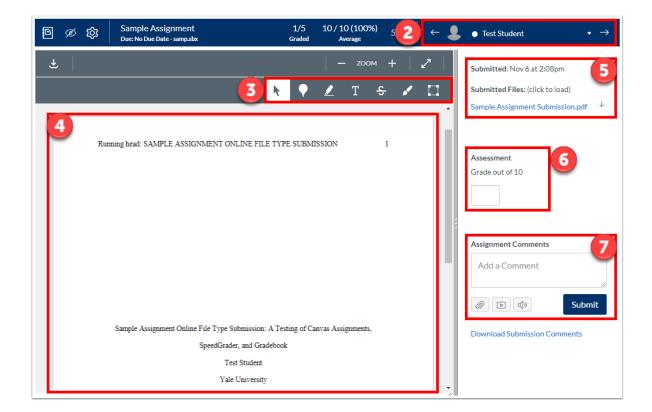
When an assignment with a submission is created, you can grade the assignment and provide feedback to students even if the assignment is not counted for towards the final grade. There is a tool within Canvas that helps facilitate easier grading called "SpeedGrader". Speedgrader is a grading tool where instructors can leave inline comments, grades, and feedback for student's work all on one screen. Speedgrader can be used with assignments, graded discussions, and quizzes. Some file types can be marked up for feedback directly within the submission. Instructors can also provide feedback to your students with text, file attachments, or media comments.

1. From the assignment description page, click "SpeedGrader" on the right. SpeeGrader allows you to access and grade individual assignments student by student.



- 2. The student's name is displayed in the top right corner. You can use the left and right arrows to navigate to the previous or next student. Clicking on the drop down arrow opens the list of students you can jump to.
- 3. The in-line grading tools allow you to make annotations and leave feedback within the file itself.
- 4. The file viewer allows you to view or access the submission in SpeedGrader without having to download the submission.

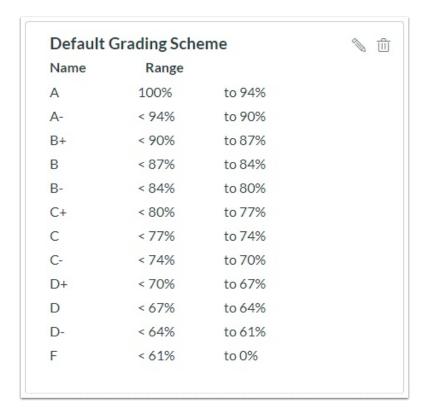
- 5. Submission details, including a link to download the submission are in the right panel.
- 6. A small text entry box in the right panel allows you to enter a grade of the student. Once a grade is entered, the update is automatically saved.
- 7. Below the grade entry box, you can also leave general feedback on the submission rather than in-line annotations. This function allows you to attach a file or leave a video or audio feedback.
 - **Note**: You must click "Submit" in order to save any feedback is the "Assignment Comments" box, as it does not automatically save like the grade entry box.



How to Change Grading Schemes

Within Canvas, there is a default grading scheme set by Canvas. If your course has its own grading scheme, you can modify this grading scheme easily. This article provides the directions on how to create a grading scheme and how to embed this grading scheme into your course.

Below is the default grading scheme:

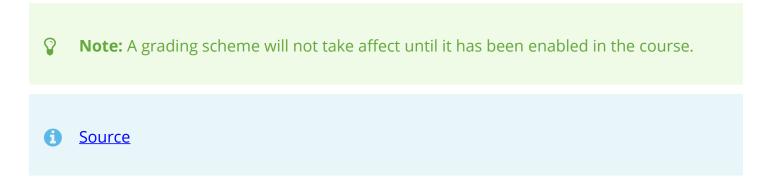


Change Default Grading Scheme Settings

Vendor Guide: How do I add a grading scheme in a course?



Vendor	Guide:	How do	l enable a	grading	scheme	for a	course?
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Vendor Guide: How do I use grading schemes in a course?

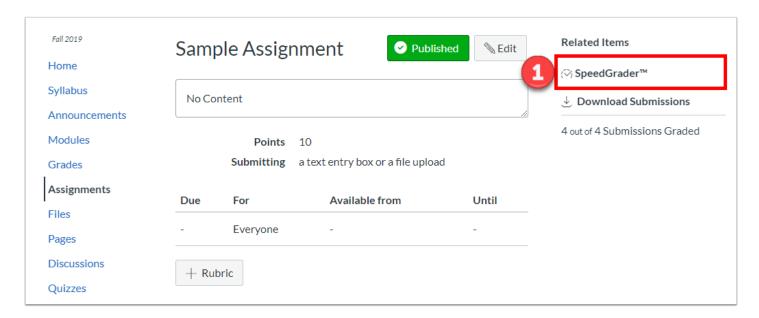
Source

How do I submit audio/video feedback to a student?

You can leave feedback to students as part of the grading process for assignments. In addition to written comments, you can also provide both audio and video feedback. To submit audio feedback, you will need to have a microphone, and to submit video feedback, you will need both a microphone and a webcam.

Submit a Recording

1. Navigate to the SpeedGrader for the assignment you want to leave audio/video feedback on.



2. Under the "Assignment Comments" text box on the right menu, click the "Media Comment" icon. A pop-up window will appear.



- 3. In the pop-up window, make sure the "Record Media" tab is selected. See below on how to upload an existing media file.
- 4. Click the "Mic" button to select which microphone you wish to use.
- 5. Click the "Webcam" button to select which webcam you wish to use. For audio only, you can select the "No Video" option for "Webcam".
 - P

Note: Adobe Flash Player Settings may appear to allow access to the microphone or webcam devices.

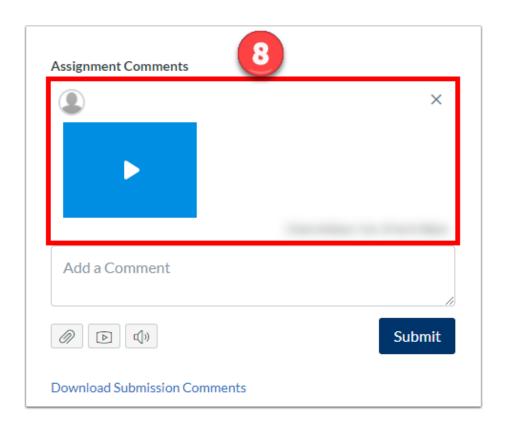
6. Click "Start Recording" when you are ready to begin. This will start a countdown to begin recording. Click "Finish" when you are done.

Record Media

7. When you are done recording, playback the audio or video for review. If you are satisfied with the recording, you can name the recording and click "Save". Otherwise, you can click "Start Over" to try again.

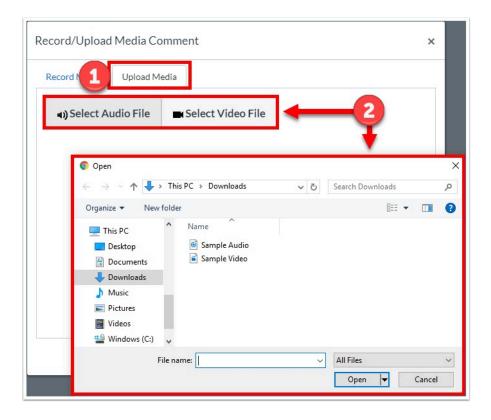
Save or Start Over

8. Once you are satisfied with and have saved the recording, your feedback will appear under "Assignment Comments".

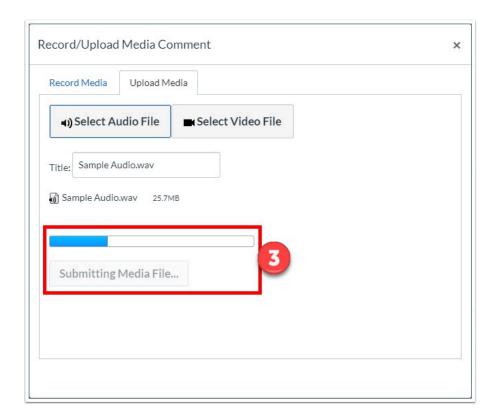


Upload a Recording

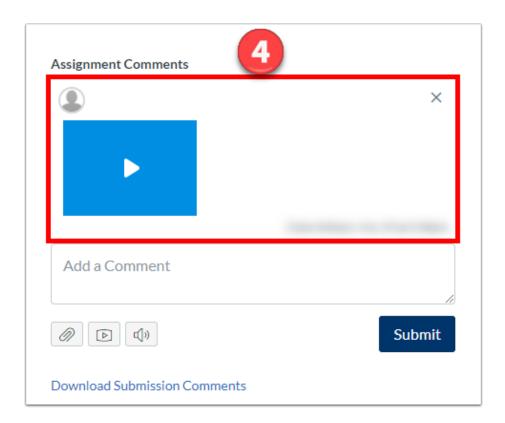
- 1. To upload an existing media file from your computer, go to the assignment you want to leave feedback on and click the "Media Comment" icon. Make sure the "Upload Media" tab is selected.
- 2. Click "Select Audio File" for an audio only file, or "Select Video File" for an audio and video file. Either option will allow you to browse through your computer and select the file you wish to upload.



3. Once a file is selected, the media will be uploaded. A blue bar will show its upload progress.



4. You will not need to name the file, as the name will pull from the file name you uploaded. Once the blue progress bar reaches the end, it will automatically upload, and your feedback will appear under "Assignment Comments".



0

Bulk Import Grades into Gradebook

Within the gradebook, you can upload changes to existing assignments or create new assignments by using a CSV file.

If you don't want to create a new CSV file, you can always <u>download the CSV</u> from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

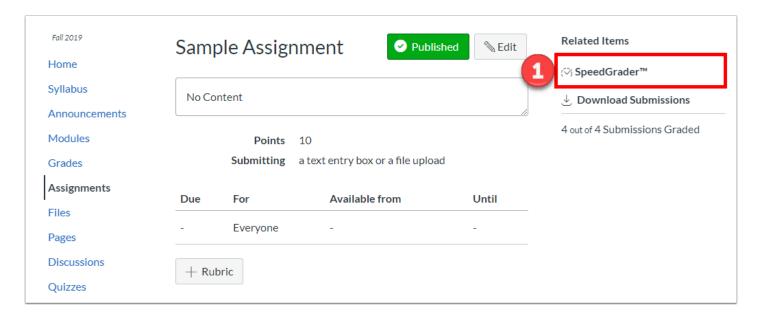


Anonymous Grading

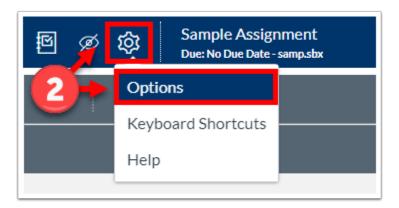
Canvas allows you to hide student names in Assignments. By default, student names are shown in the Gradebook. Although you cannot change this in the Gradebook, you can hide student names when in SpeedGrader to remove bias in grading. You can also turn on anonymous grading at the course level that will allow you to create assignments with anonymous grading.

Enabling Anonymous Grading in SpeedGrader

1. Open SpeedGrader from the assignment you would like to grade anonymously.



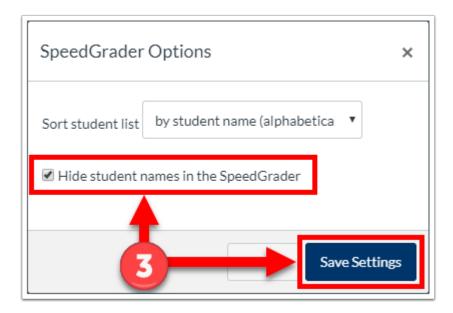
2. Click the gear icon near the top left of the browser and choose "Options".



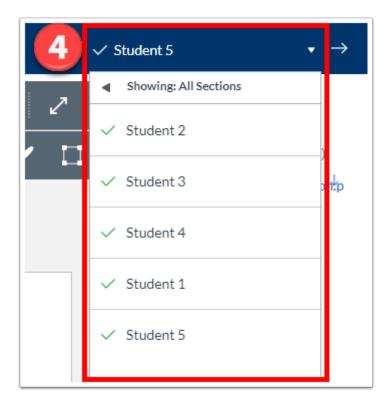
3. From the pop up, check the box "Hide student names in the SpeedGrader" and click "Save Settings".



Note: This setting will turn on anonymous grading for all assignments even after leaving SpeedGrader. To turn it off, uncheck the box and save the settings

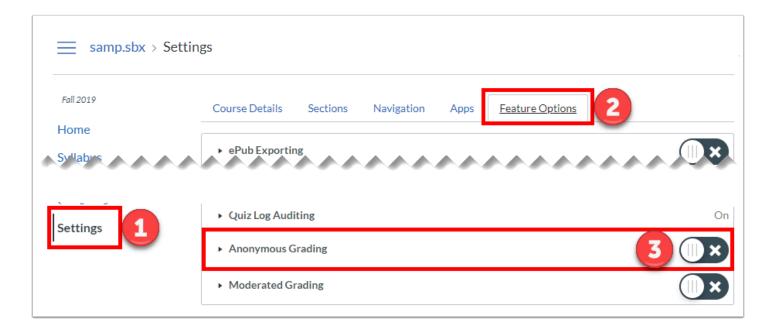


4. You can check to see that the student names are hidden by clicking the student drop down menu. You will see the names of students are now listed as Student 1, Student 2, etc.

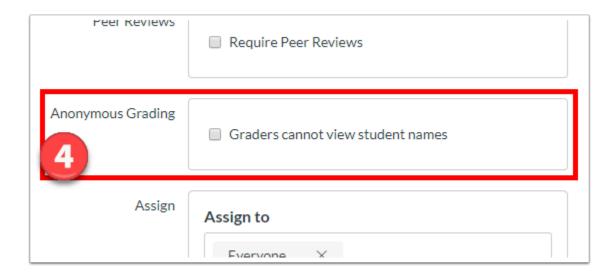


Enabling Anonymous Grading at the Course Level

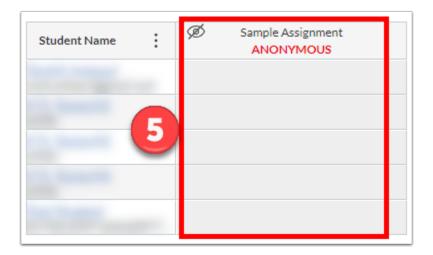
- You can enable anonymous grading at the course level. Turning this feature option on displays an additional option when creating assignments. This additional option allows you to determine if you want the grading to be anonymous at the time of the assignment creation.
- 1. Click on "Settings" from your course navigation.
- 2. Select the "Feature Options" tab.
- 3. Turn on the "Anonymous Grading" option. Clicking the switch automatically saves your selection.



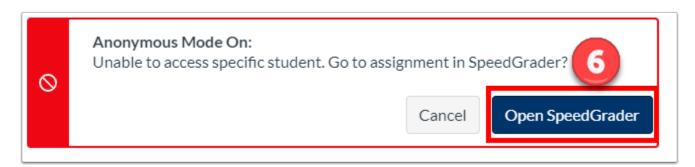
4. Turning this option will show a new "Anonymous Grading" option when creating an assignment



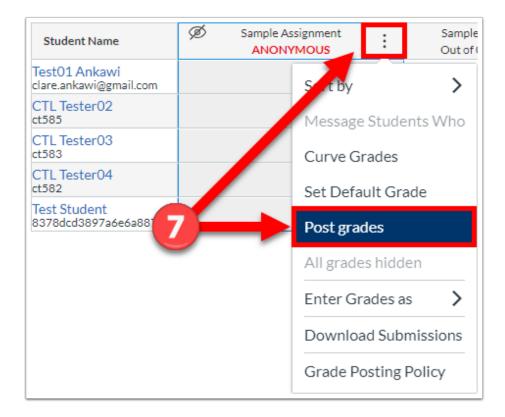
5. When viewing the anonymous grading assignment in the GradeBook, the column is blanked out.



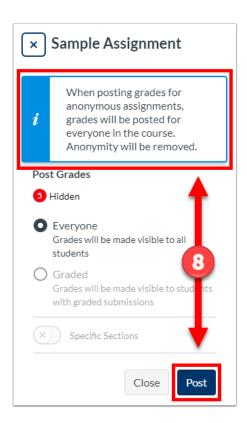
6. If the grader tries to open an individual student's assignment in SpeedGrader, a warning appears telling the grader that they cannot access a specific student. Opening SpeedGrader from this warning will take the grader to SpeedGrader with an anonymous view. This feature cannot be turned off in the options, and is only on for the specific assignment.



7. Once assignment have been graded, and you are ready to view an individual student's grade for the assignment, you can click on the three dot icon next to the name of the assignment and click "Post Grades".



8. A message will alert you that anonymity will be removed. Click "Post" to post grades and remove anonymity.



More information about anonymous grading can be found on the <u>Poorvu Center for Teaching and Learning's website.</u> For more help, please contact <u>canvas@yale.edu</u>.

Pages

Pages (Vendor Guides)

Below are the vendor guides for Pages.

Vendor Guides

- How do I use the Pages Index Page?
- How do I use Draft State in Pages?
- How do I create a new page in a course?
- How do I change the name of a page in a course?
- How do I edit a page in a course?
- How do I duplicate a page in a course?
- How do I delete a page in a course?
- How do I upload a PDF to a page in a course?
- How do I link to other Canvas pages in a course?
- How do I set a Front Page in a course?
- How do I embed a video in a page in a course?
- How do I create a file link in a page in a course?
- · How do I view the history of a page in a course?



Files Management

Files (Vendor Guides)

Below are the vendor guides for Files.

Vendor Guides

- How do I view my user files as an instructor?
- How do I view course files as an instructor?
- How do I view group files as an instructor?
- How do I use Files as an instructor?
- How do I move and organize my files as an instructor?
- How do I rename a file as an instructor?
- How do I create a folder in Files as an instructor?
- How do I upload a file to a course?
- How do I preview a file as an instructor?
- How do I upload ZIP files as an instructor?
- How do I bulk upload files to a course?
- How do I delete a file or folder as an instructor?
- How do I download a single file as an instructor?
- How do I download a folder in ZIP format as an instructor?
- How do I restrict files and folders to students in Canvas?
- How do I set usage rights and user access for a course file?
- How do I set usage rights and user access for a course file folder?
- How do I edit an HTML file in a course?
- What types of files can be previewed in Canvas?



Collaboration (Vendor Guides)

Below are the vendor guides for Collaborations.

Vendor Guides

- How do I use the Collaborations Index Page?
- How do I create a Google Docs collaboration as an instructor?
- How do I delete a collaboration as an instructor?



How do I upload a file to a course?

By default, you are given 1000 MB (1 GB) of storage space within your Canvas course. This space allows you to upload files to share with your course. Course storage differs from group and personal storage. Please refer to our "Files and File Storage Quotas in Canvas" article for information on each storage type.



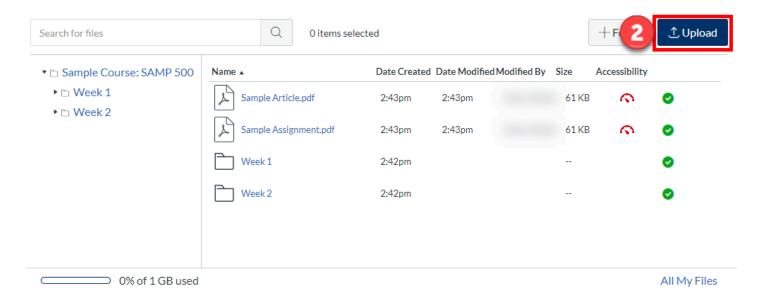
Note: If you have reached the 1000 MB (1 GB) limit in your Canvas course, you may contact canvas@yale.edu to increase storage size up to a limit of 2000 MB (2.1 GB). Any larger limits may require a consult to evaluate file storage usage. It is advised that media files should be uploaded into the Media Library tool in your Canvas course. For other alternatives, please refer to our "Best Practices for File Storage" article.

Upload a New File

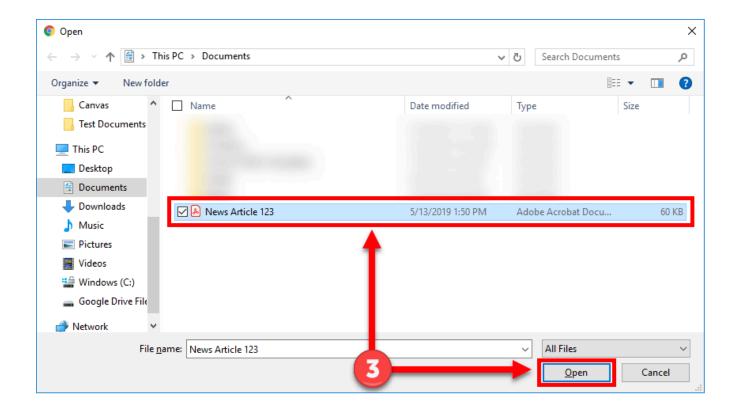
1. In Course Navigation, click the "Files".

Click

2. Click the "Upload" button.



3. Click the title of the file you want to upload and click the "Open" button.



4. You can also add to your files area by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add and drag the file to your open browser. Your file will automatically upload.

Upload Files via Drag and Drop from files explorer to canvas files

Upload a New Version of an Existing File

- 1. If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it. To create a duplicate of the file with the same name, click the "Change Name" button. This option will create a duplicate copy of the file with a different name.
- 2. To upload the files as a new version of the existing file, click the "Replace" button. This replaces the existing file with the new one and updates anything linking to it when the new file.



Confirm Upload and View File

1. A progress bar will appear at the top of screen tracking the progress of your file upload.

View Upload Progress

2. Once the upload is completed, you can view the file by clicking on the file name.

View File



How do I create folders in my course "Files" area?

Folders can be created in the "Files" area of Canvas to help you organize the files you upload into your Canvas course.

Note: By default, you are given 1000 MB (1 GB) of storage space within your Canvas course. If you have reached the 1000 MB (1 GB) limit in your Canvas course, you may contact canvas@yale.edu to increase storage size up to a limit of 2000 MB (2.1 GB). Any larger limits may require a consult to evaluate file storage usage.

Create a New Folder

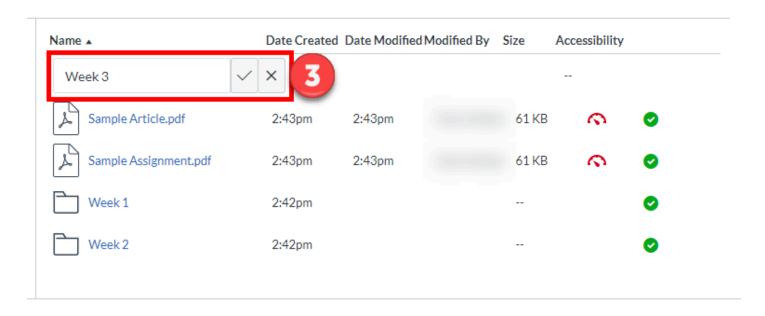
1. In Course Navigation, click the "Files".

Click

2. Click the "+Folder" button.

Click

3. Under the files list, a text entry field will appear. Type in the name of your folder and hit the "Enter" or "Return" key on your keyboard.



4. Your new folder will now appear in your files list. Click on the folder to open it, and on this screen, you can begin <u>uploading new files</u>.

Add files to new folder

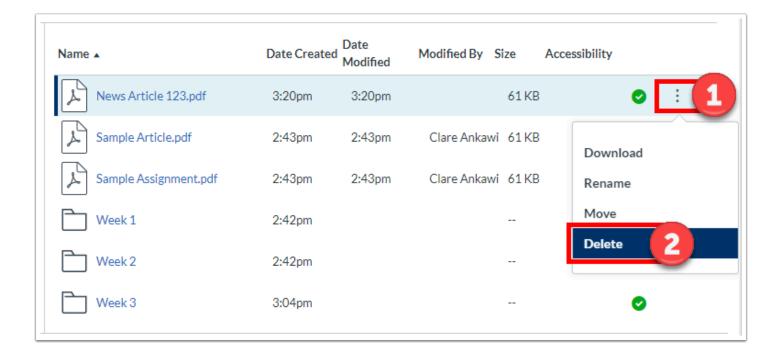


How do I delete file or folder from a course

You can delete a single file or select multiple files to bulk delete

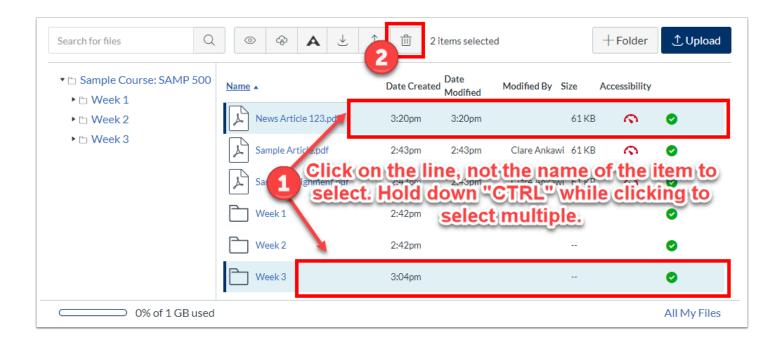
Delete a Single File or Folder

- 1. Click the three dots icon to the right of the item you wish to delete.
- 2. Click "Delete"



Delete Multiple Files or Folders

- 1. Select the item you wish to delete by clicking on the item lines while holding down the "CTRL" button ("Command" button on Mac) on your keyboard. Do not click on the item names, as this will open the item.
- 2. A new menu will appear at the top, next to the search bar. Click on the trash icon to delete the items selected.



For more help, please contact <u>canvas@yale.edu</u>.

Files and File Storage Quotas in Canvas

By default, you are given 1000 MB (1 GB) of storage space within your Canvas course. If you have reached the 1000 MB (1 GB) limit in your Canvas course, you may contact canvas@yale.edu to increase storage size up to a limit of 2000 MB (2.1 GB). Any larger limits may require a consult to evaluate file storage usage. It is advised that media files should be uploaded into the Media Library tool in your Canvas course. For more information about file quotas in Canvas, please refer to the Canvas File Quota Guide. For other alternatives, please refer to our "Best Practices for File Storage article.

There are 3 types of file storage in Canvas:

- Course File Storage
- Group File Storage
- Personal File Storage

Course File Storage

Course file storage is set at a default of 1 GB per course. Files that count against the course storage limits are as follows:

Any files uploaded into the course content.

Group File Storage

Group file storage is set at a default of 50 MB per course. Files that count against the course storage limits are as follows:

Any files uploaded into the group by the group members and/or instructor.

Personal File Storage

Personal File Storage is set at a default of 100 MB per user. Files that count against the personal storage limits are as follows:

- Files uploaded directly into your personal file storage area
- Files uploaded to ungraded assignments
- Files uploaded to ungraded discussions
- Files attached to "Conversations" (Inbox/Email)

Note to Students

- Files that are submitted as part of a graded assignment or Graded discussion will appear in your personal file storage area, but they will not count against your quota.
- Files that are submitted as part of a graded assignment cannot be deleted from your personal file storage area.
- Assignment submissions cannot exceed 5 GB. However, media uploads cannot exceed 500 MB.
- Files submitted to previous courses (courses that have been concluded) are not automatically deleted from the student's personal file storage area.



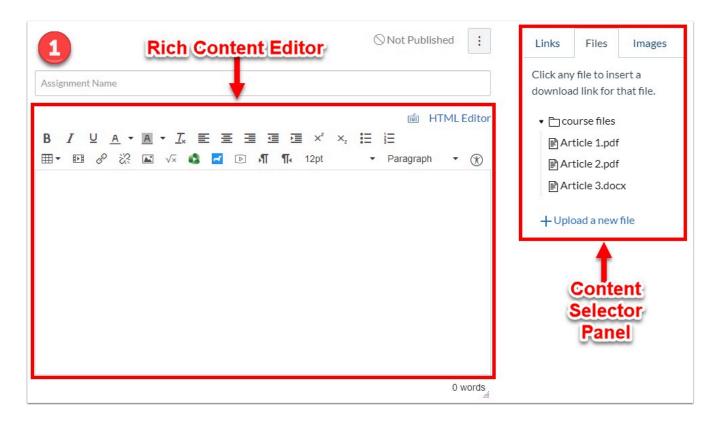
Using the Content Selector Panel to Attach Files

You can insert links to files in your course's Files area by using the Content Selector Panel in the Rich Content Editor. The Rich Content Editor and Content Selector Panel are available in Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

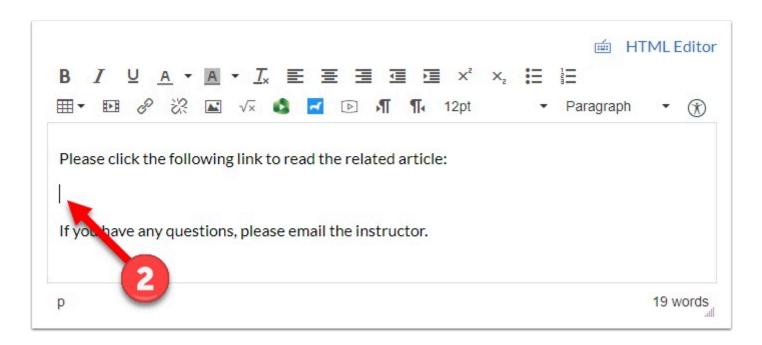
Attach a File

The rich content editor is the text entry box that allows you to edit and format your text for announcements, assignments, discussions, pages, quizzes, and syllabus. Files can be added to these areas using the content selector panel

1. To attach files using using the content selector panel, open one of the Canvas features which support using the rich content editor and content selector panel.



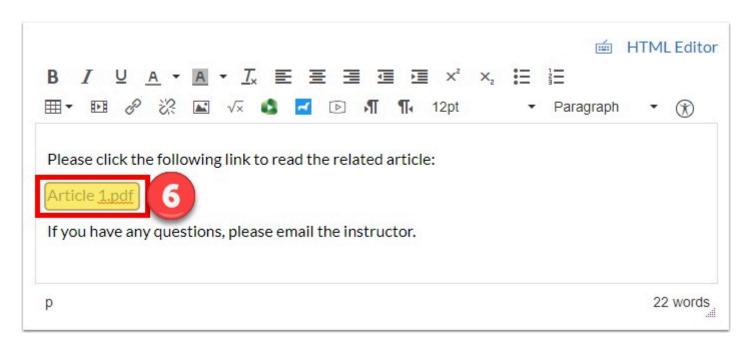
2. Create your content in the rich content editor. Place your cursor in the editor where you want the link to your file to appear.



- 3. The content selector panel is to the right of your editor (if you do not see the panel to the right, you may need to scroll to the bottom of the page). In this panel, select the **Files** tab.
- 4. To link an existing file, click on the file from the list available.
- 5. To upload a new file, click the **Upload a new file** link and then use the **Choose File** button to browse your computer to select the file.
- 6. Optional: From the Folder drop down menu, you can select to upload this file to a specific folder in your Files area. (NOTE: All Spring 2020 courses have a <u>Hidden Files folder</u> which is not visible to students through the Files area of your course. Use the Hidden Files folder to store sensitive files that you want students to be able to access only through the link you are adding here.)
- 7. Click the **Upload** button to complete the upload.

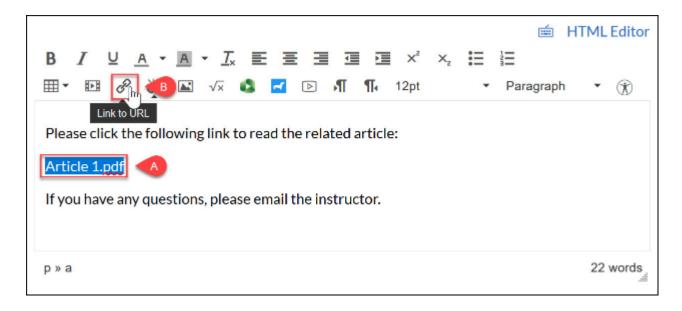


6. The link to the file will appear where your cursor was placed in step 2.



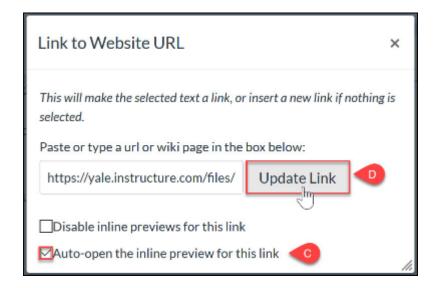
OPTIONAL: Auto-open inline view of file

6a. If you would like your file to appear on screen without the student needing to download it, **highlight the link to your file [A]** and then click the **Link to URL [B]** button in the editor tool bar.

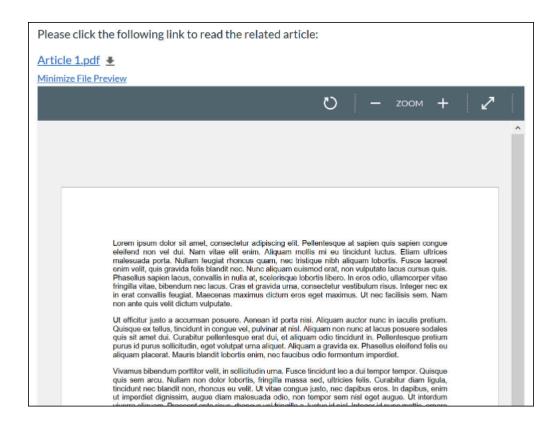


6b. In the pop-up, select the check box for **Auto-open the inline preview for this link [C]**.

6c. Click the **Update Link button [D]**.



NOTE: When a file is set to auto-open inline, it will look like this:

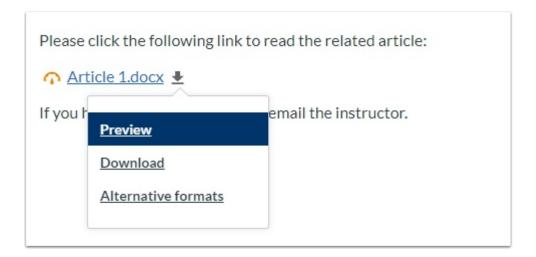


7. Click the **Save** or **Update** button at the bottom to save your changes.

View Attached File

Once the link has been attached and saved, you can click on the file link to download it. However, clicking on the down arrow next to the file provides a few more options for viewing the file

- 1. **Preview** will open and display the file in a box within the browser without needing to download the file.
- 2. **Download** will download the file the same way if you clicked on the file link.
- 3. **Alternative formats** will provide options for alternative, accessible formats. For more information on alternative formats, please refer to our "<u>Alternative Formats of Content in Canvas</u>" article.



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Embedding Box into a Canvas Course

By using Box within a page on your Canvas course, you can have an effective way to deliver large size or many files to students in Canvas. This guide outlines how to link to Box from your Canvas course.

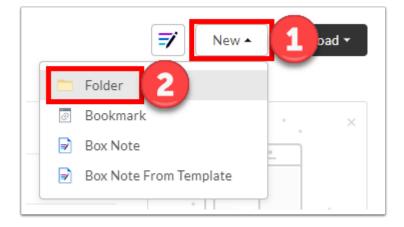
This is a multi-step process with several components along the way. The sequence is as follows:

- 1. <u>Create a Box Folder</u> to link to, or use an existing folder.
- 2. Access the Embed Code for your Folder
- 3. <u>Settings for your Folder: Disable Downloads</u> (optional)
- 4. Insert Embed Code in Canvas
 - 1. Embedding Box Widget into a New Page in Canvas
 - 2. Making Your Canvas Page Available To Students
 - 1. Add Page to a Module
 - 2. Add Page to an Announcement/Assignment/Syllabus/Page etc...
 - 3. Add Page to Navigation

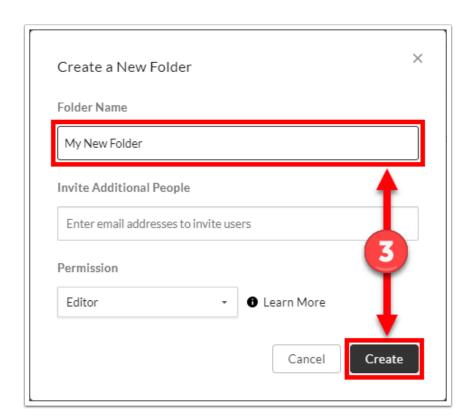
Creating a Box Folder

Sign into your Yale Box account using this website: https://yale.app.box.com/. If you have an existing Box folder you would like to link to, skip to "Access the Embed Code for your Folder".

- 1. Click on "New".
- 2. Select "Folder".



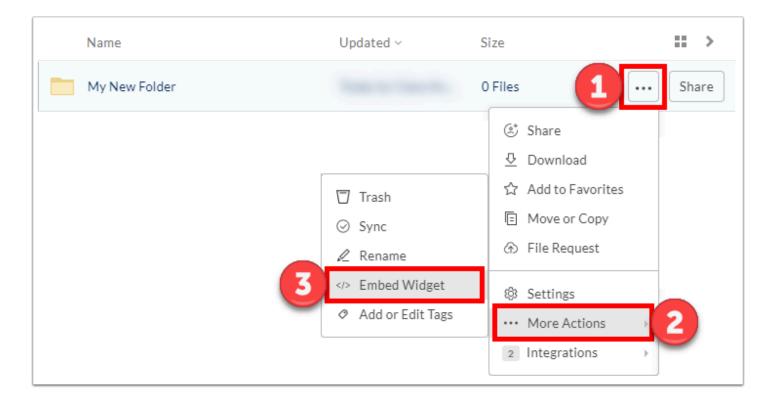
3. A pop up will appear. Give the folder a name and click "Create".



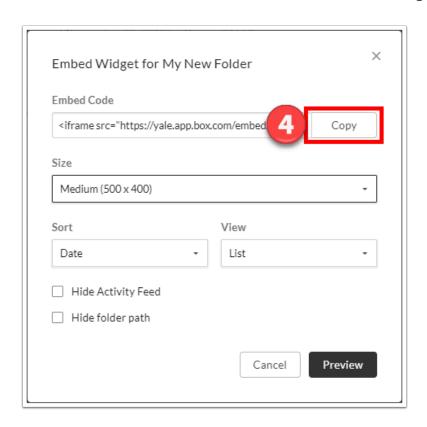
Access the Embed Code for your Folder

In order to add the shared box folder to your Canvas site, you will need to have an embed widget. The following directions are how you can obtain and copy this code.

- 1. In Box, click on the three-dotted button to the right of your folder.
- 2. Hover over "More Actions".
- 3. Select "Embed Widget".



- 4. A pop up will appear. Make changes to the setting as you desire and copy the embed code. Once the code is copied, you can close out of the pop up.
- Size You can choose between the sizes of small, medium, and large.
- Sort The files can be sorted by Name, Size, or Date.
- View You can choose to the folders as a list or a grid.

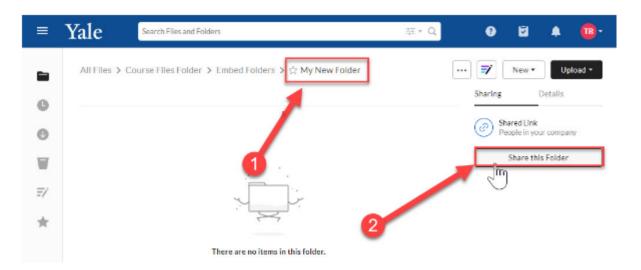


Settings for your Folder: Disable downloads

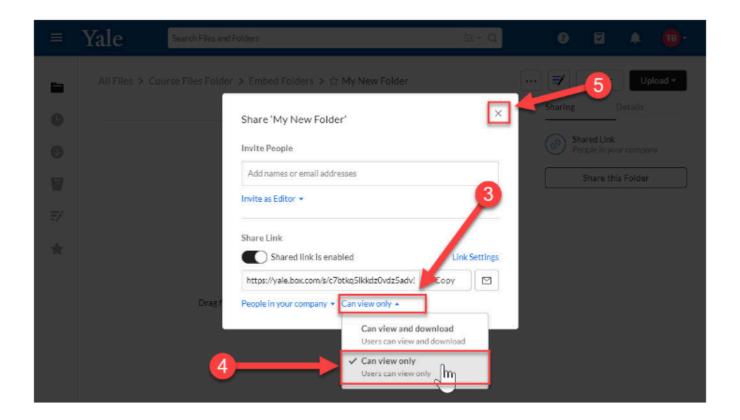
When embedding your Box folder in your Canvas course, you folder will be shared with the users who are enrolled in your course. In Box, after you copy the embed code, your folder is given certain permissions that allow the content within your folder to be shared with users in your Course and will also allow those users to download the content from that folder.

You can turn off the ability for other users to download content in your Box folder by following these steps **AFTER** you have copied out the embed code.

- 1. Click on and open your folder in Box.
- 2. Check the **navigation breadcrumb trail [1]** to make sure that you are in your new folder.
- 3. Click the **Share this Folder [2]** button on the right (NOTE: If you do not see the **Share this Folder** button, you may need to make your browser window wider.)



- 3. In the pop-up, click on the Can view and download option [3].
- 4. From the menu, select **Can view only [4]**.
- 5. After you have changed the setting, close the pop-up by clicking the **X [5]** in the upper right corner of the pop-up.

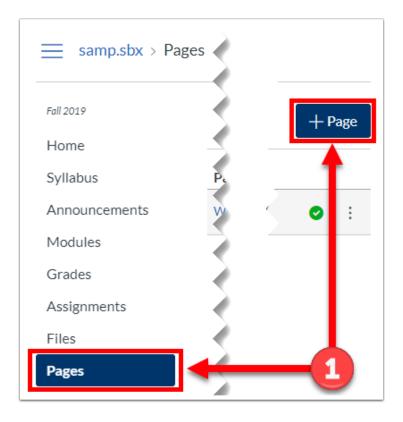


Insert Embed Code in Canvas

We recommend that you insert the embed code for you Box folder into a Canvas page. Technically speaking, you could insert the embed code for your Box folder anywhere in Canvas where you can see the Rich Content Editor - but having a page dedicated to your embed folder is typically the best method.

Embedding Box Widget into a New Page in Canvas

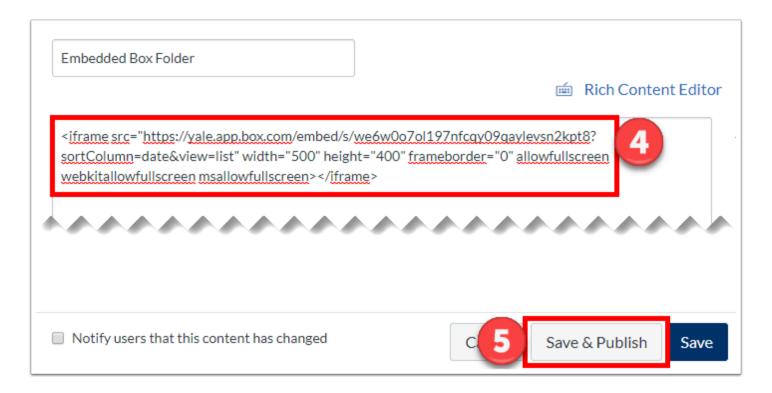
1. In your Canvas course, create a new page by going to "Pages" and click "+Page" in the upper right hand corner.



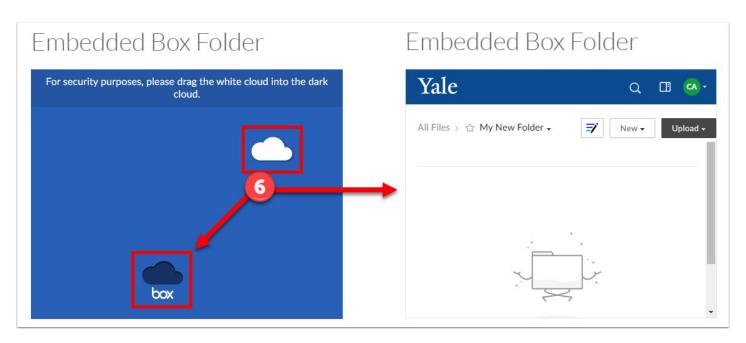
- 2. Name your new page in the top text box.
- 3. Change to the HTML editor by clicking the "HTML Editor" link at the top right.



- 4. Once you are in the HTML editor, paste the embed code here that you previously copied from Box.
- 5. Click "Save & Publish" to make available.



6. Once saved, the page will look similar to below. You maybe asked to click and drag a white cloud into a dark cloud. After doing so, your folder will appear



Making Your Canvas Page Available To Students



NOTE: Regardless of which option you choose, <u>your Page must be published</u> for students to access it.

After you create it, students are able to access your new Page by clicking on the **Pages** button in your course navigation menu. Although this is a totally acceptable way for students to access your new Page, you may want some more flexibility on where students go to find the Page and your embedded Box widget.

Below are some options you have for making your Page available to students in a location other than through the **Pages** tool.

Add Page to a Module

Follow the instructions provided below - make sure that in the **Add Item to Module** section, you select **Pages** and then select the page you just created.

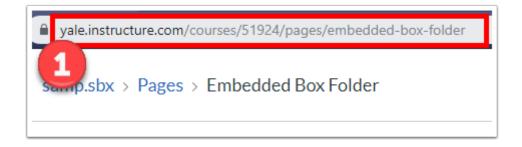
Add link to Page in an Announcement/Assignment/Page/etc...

You can add a link to your new Page anywhere where you see the Rich Content Editor.

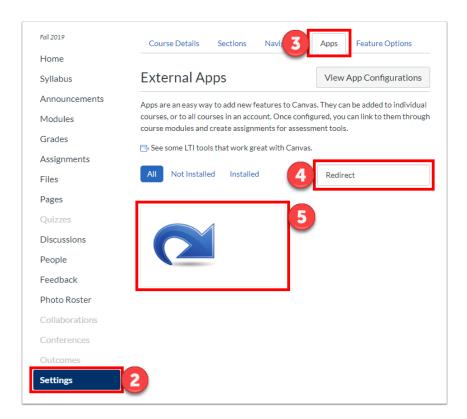
Add Page to Navigation

Link the page you just created to the course navigation.

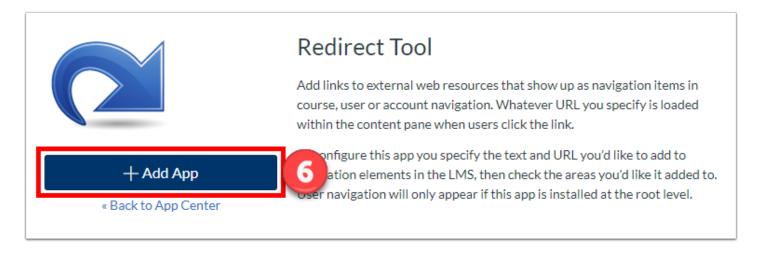
1. Copy the page URL.



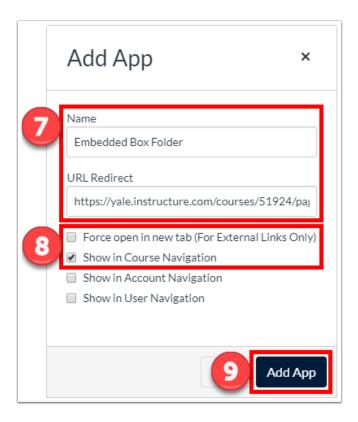
- 2. Go to "Settings" on your course navigation.
- 3. Click on the "Apps" tab across the top.
- 4. In the "Filter by name" box, type in "Redirect".
- 5. Click on the "Redirect Tool".



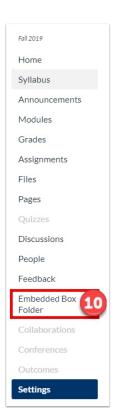
6. Click the "+Add App" button.



- 7. Name the link as you would like it to appear in the course navigation, and paste the URL to page you created in the earlier steps
- 8. Uncheck "Force open in a new tab" and check "Show in Course Navigation".
- 9. Click "Add App".



10. Refresh your page and you will see the link in your course navigation.



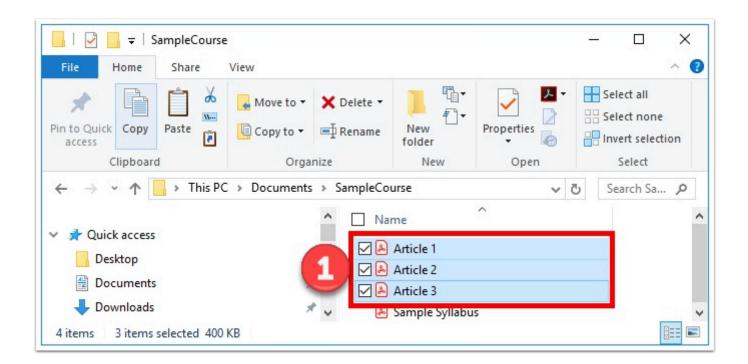


For more help with Box.com, please contact <u>Yale ITS Helpdesk</u>. For general help, please contact <u>canvas@yale.edu</u>.

How do I create a zip file?

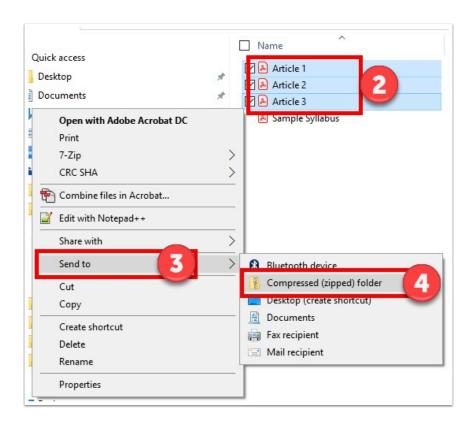
Zip files are an easy way to package together multiple files. In Canvas, zip files can be used to quickly upload multiple folders and files.

- 1. On your computer, find the files that you need to package up together. Highlight all of the files that you need.
 - Note: You can select multiple files by holding down the "Ctrl" key or the "Shift" key on your keyboard while you click on individual files.



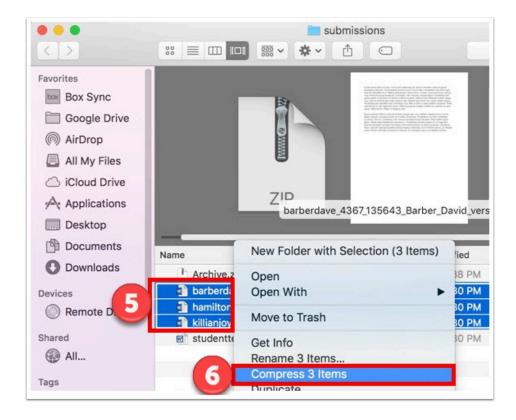
PC Instructions

- 2. Right click on one of the select files
- 3. Select "Send to"
- 4. "Compressed (zipped) folder".



Mac Instructions

- 5. Hold down the "Ctrl" key while you click on one of the selected files.
- 6. From the menu, select "Compress Items".



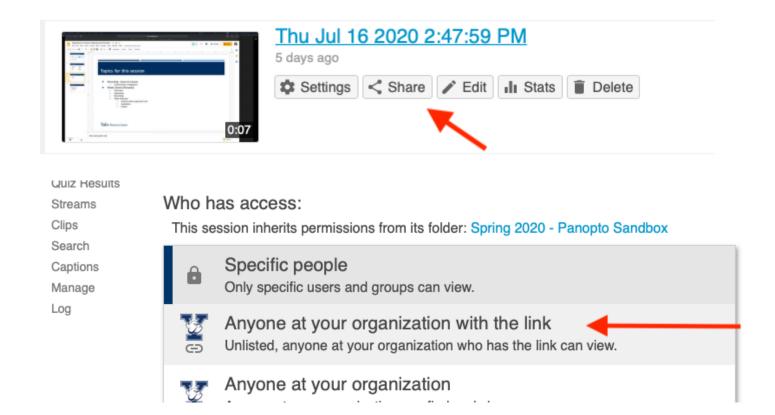
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Recording and sharing videos to the Media Library in Canvas

This article explains three different methods for capturing and sharing videos to your Media Library in your Canvas course site, specifically for the creation of Course Welcome Videos in support of Fall 2020 courses. These methods can be used to record and share other videos as well.

Panopto Method (Chrome, Edge Firefox browsers only)

- 1. Start by entering your <u>Early Course Sandbox</u> or official Fall 2020 course.
- 2. Select Media Library from the left hand menu.
- 3. Towards the top of the page, select the "create" drop down menu and click on "Panopto Capture."
- 4. Take the following steps before you begin recording.
 - Prepare your computer quit any applications that you do not require, or would send you notifications, such as your email. Open your presentation and other web pages you wish to include in your welcome video.
 - Prepare your space close the door if possible to minimize background noise, and ensure you have proper lighting (for example, do not sit in front of an open window).
- 5. Press the large red button to record. A countdown from 5 seconds will commence.
- 6. You can share any computer content you wish by selecting the computer screen icon on the top right either before or during your recording session.
- 7. Once finished click stop (red square) and you'll be able to select the folder you wish the video to appear (Early Course Sandbox or official Fall 2020 course for example)
- 8. In the folder you saved the video, select the share option, then click on "Specific People" and change to "Anyone at your organization with link."



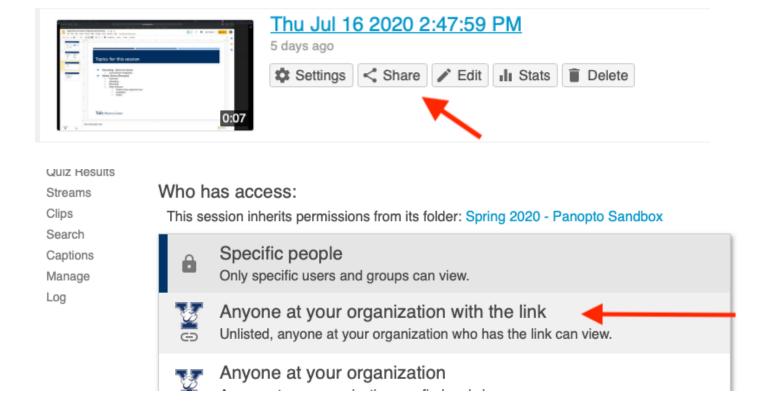
9. From there, you can embed the video in your syllabus using the insert/edit media button, or embed the video on a Canvas Page through the Rich Text Editor Panopto embed icon.

Zoom through Canvas Method

This method of recording works well when your students are not yet in your course, as anyone enrolled in your course would be able to join your session.

- 1. Start by entering your <u>Early Course Sandbox</u> or official Fall 2020 course.
- 2. Enable Zoom in your Canvas course if not already enabled.
- 3. Schedule a meeting through the Canvas / Zoom integration.
 - Choose "Record the meeting automatically" this will allow you to have your recording automatically sent to the courses Media Library. Leave the "In the cloud" radio button selected. Click Save.
 - Note: You will be able to trim your video after you have it recorded and saved.
- 4. Take the following steps before you begin recording.
 - Prepare your computer quit any applications that you do not require, or would send you notifications, such as your email. Open your presentation and other web pages you wish to include in your welcome video.

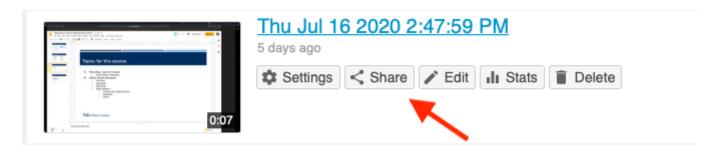
- Prepare your space close the door if possible to minimize background noise, and ensure you have proper lighting (for example, do not sit in front of an open window).
- 5. Start your meeting when you are ready.
 - Remember your recording is starting right away, but <u>you can trim the beginning or end if</u> <u>needed</u>. Start your welcome message when ready.
- 6. If you are going to share your screen, consider sharing just the application you want to include in your video, powerpoint or keynote, for example, instead of your entire desktop. We recommend you select "Optimize Screen Share for Video Clip" to ensure high quality, and sharing computer sound if your presentation has audio, or if you are sharing videos. Click Share.
- 7. When you are finished, End the meeting, and the recording will be automatically saved and posted to your course's Media Library. You will get an email when the processing is complete.
- 8. In the folder you saved the video, select the share option, then click on "Specific People" and change to "Anyone at your organization with link."

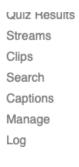


9. From there, you can embed the video in your syllabus using the insert/edit media button, or embed the video on a Canvas Page through the Rich Text Editor Panopto embed icon.

Smartphone Method

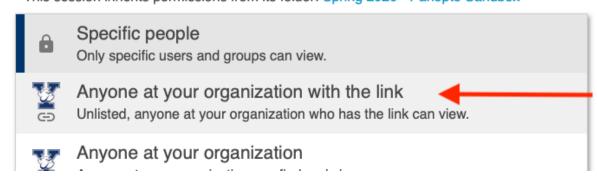
- 1. Download the "Panopto Mobile" app from the Apple App Store (iOS) or Google Play store (Android).
- When opening "Panopto Mobile" for the first time, click on the three dots in the upper right corner.
- 3. In the "enter site manually" field, enter yale.hosted.panopto.com and go through the CAS login process (this is similar to logging into canvas)
- 4. Click "Browse" on the bottom right corner and select the folder you want to upload to (Early Course Sandbox or official Fall 2020 course for example).
- 5. Click the "+" blue circle to record and upload.
- 6. You'll have the option to upload any previous video you've made or create a new video.
- 7. When filming yourself, we advise you record horizontally as vertical videos only use a small portion of a viewers window.
- 8. Click record and create your own video. Once you hit stop the application will upload and process automatically.
- 9. In the folder you saved the video, select the share option, then click on "Specific People" and change to "Anyone at your organization with link."





Who has access:

This session inherits permissions from its folder: Spring 2020 - Panopto Sandbox





How do I prevent a file from being downloaded using Google Drive (EliApps) or Box?



A The methods described in this article to prevent file downloads are not fool-proof. Users may still be able to use 3rd party tools to access, print, screenshot, and/or download your file.

In Canvas, all files stored in the Files area of the course are able to be downloaded by users enrolled in your course. If you have a file that you want to prevent users from downloading, you will need to store your files in a third party tool like Google Drive or Box and implement the security features available in your chosen tool to prevent downloads. Click on the tool you would like to use below for additional instructions.

Google Drive (EliApps)

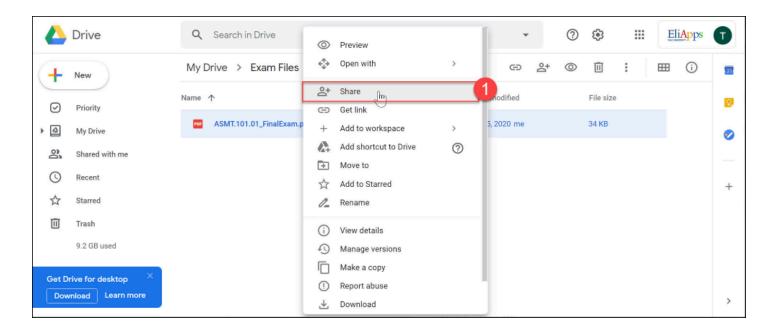
EliApps (Google Apps for Education) is a files storage solutions that is available to Yale EliApps account holders. If you do not have an EliApps account, you can request a noemail EliApps account on <u>ITS's Get Help page</u>. You can also use a personal Google account if desired.

Access your Google (EliApps) Drive & Upload File

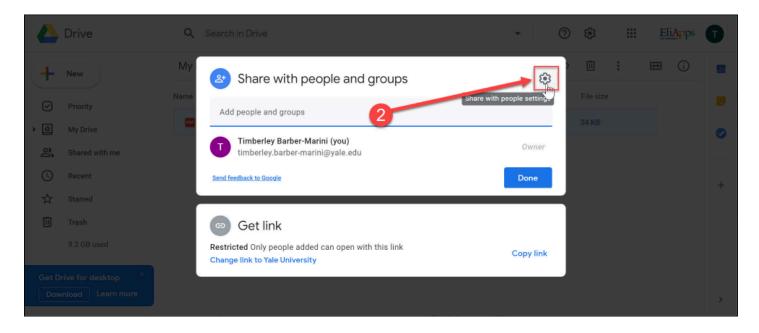
- 1. Log into EliApps Google Drive or your personal Google Drive account.
- 2. Once you are logged into Google Drive, upload your file.
 - 1. OPTIONAL: Create a folder to hold your protected file
 - 2. Then, upload your file by <u>clicking on the New Button or by dragging and dropping files</u> onto the page.

Modify your files settings in Google Drive (EliApps)

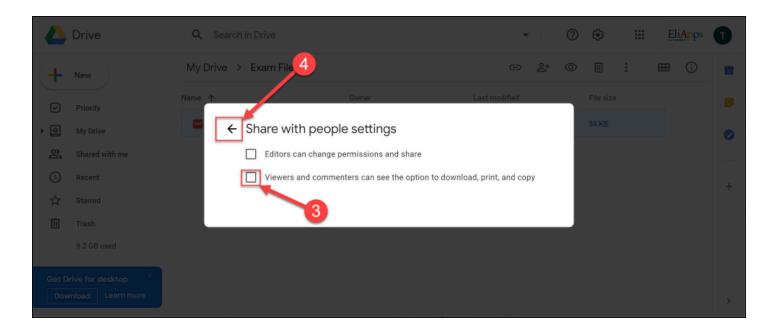
1. Once your file is uploaded, right click on your file and select **Share [1]**.



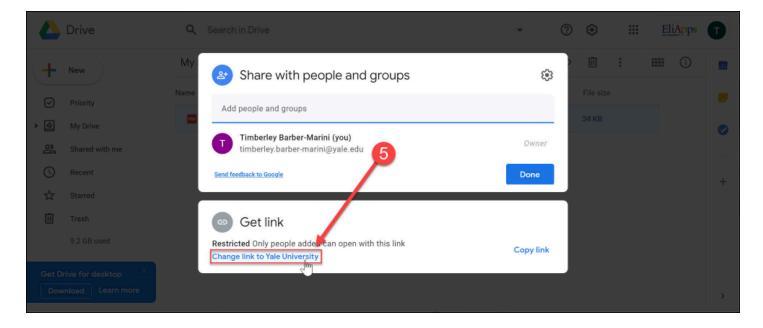
2. In the pop-up you will see 2 boxes. In the upper box, click the Settings (gear) icon [2].



- 3. Deselect the option for Viewers and Commenters can see the option to download, print, and copy [3].
- 4. Click the **back arrow [4]** to go back a level.



5. Back on the main settings area, in the bottom box, select the link that says **Change link to Yale University** [5].

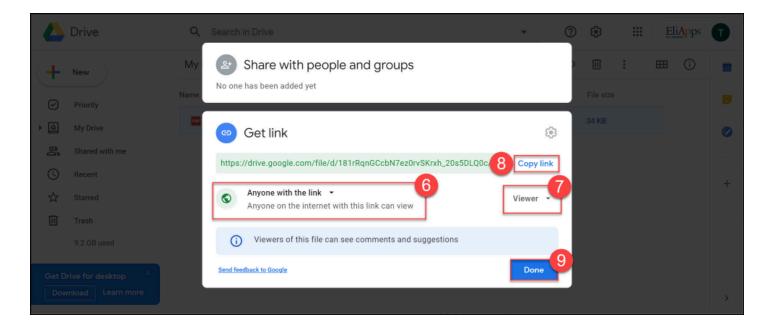


- 6. Change who has access to the link by clicking on the **drop down with user options [6]**. Select the appropriate option for you (see note below):
 - 1. Restricted limited to people you specifically add by including their email address in the list of users who can access the file.
 - 2. Yale University limited to anyone with a Yale NetID EliApps account.
 - 3. Anyone with the link anyone who has access to the link will be able to open the file.



A NOTE: If you have any users in your course who are non-Yale users (they do not have a Yale NetID) OR users that you suspect are not EliApps account holders, you will need to select the **Anyone with link** option or use the Restricted option and add their email address to the list of people who can access.

- 7. Change the level of access for the link by clicking on the **drop down with access type** and select Viewer [7].
- 8. Once you have the settings set up appropriately, click the **Copy Link button [8]**.
- 9. Click the **Done button [9]** to save and close the sharing options.



10. Jump to the instructions for adding the link to your file to your Canvas course.

Box @ Yale

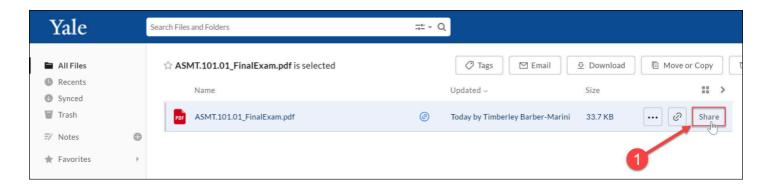
Box @ Yale is a file storage solution that is available to all faculty, staff, and students. If you are sharing HIPAA protected content, you may need to use the Secure Box @ Yale solution instead. For more information about Box @ Yale and Secure Box @ Yale, please check out the **Box @ Yale ITS help articles**.

Access your Box drive & Upload File

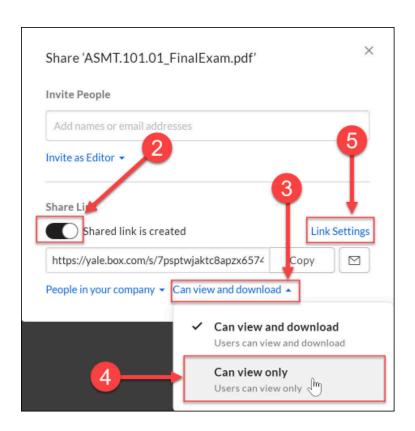
- 1. Log into Box @ Yale
- 2. Once you are logged into Box, you upload your file.
 - 1. OPTIONAL: Create a folder to hold your protected file
 - 2. Then, upload your file via the <u>Upload button</u> or by <u>dragging and dropping files onto the page</u>.

Modify your file's settings in Box

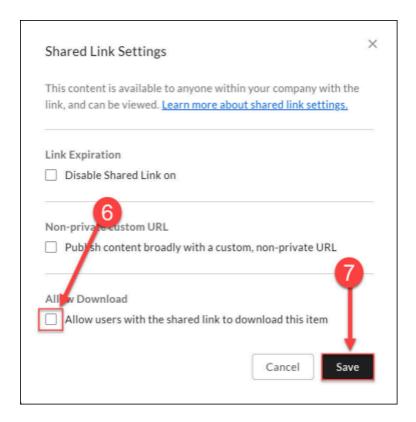
- 3. Once your file is uploaded, hover your mouse over the file to see some additional options.
- 4. Click the Share button [1].



- 5. In the pop-up, move the **Share Link toggle [2]** to the on position.
- Just under the link, click the view permissions drop down menu [3] and select Can view only [4].
- 7. Once you have that set, click the Link Settings button [5].



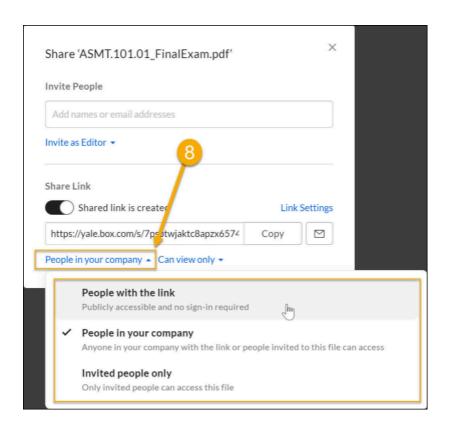
- 8. In the link settings pop-up make sure that the option for **Allow Download [6]** is un-selected.
- 9. Click the **Save button [7]**.
 - TIP: You can further protect also have the ability to automatically disable your link on a specific date via the Link Expiration option. To set, select the Disable Shared Link on option and then use the calendar to set the date when the link should expire.



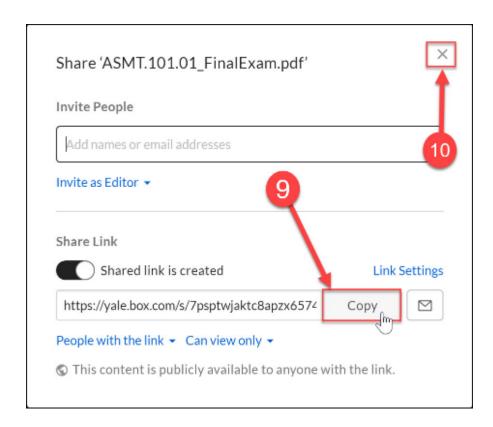


A NOTE: If you have any users in your course who are non-Yale users (they do not have a Yale NetID), you will also need to modify who has access to the link [8]. Below are brief descriptions of your options:

- **People in your company** anyone at Yale who has a NetID and has access to the link can click on it and they will need to use their NetID to log into Box to view the file. This option will work for Yale users but will not work for non-Yale users.
- Invited people only only people that you have specifically granted access (in the Invite People box) will be able to access the file. These users will need to have a Box account, but it does not need to be a Yale Box account. This option will work for both Yale and non-Yale users, but the non-Yale users will need to create a personal Box account before they can access the file.
- **People with the link** anyone who has access to the link can click on it and view it these people will not need a NetID to log into Box to view your file. (With this option, you can password-protect the file with a custom password through the Share Link Settings for additional protection.) This option will work for both Yale and non-Yale users.



- 10. Once you are back on the main pop-up, click the **Copy button [9]** to copy the URL for your file.
- 11. Click the **X** [10] to close the original pop-up.

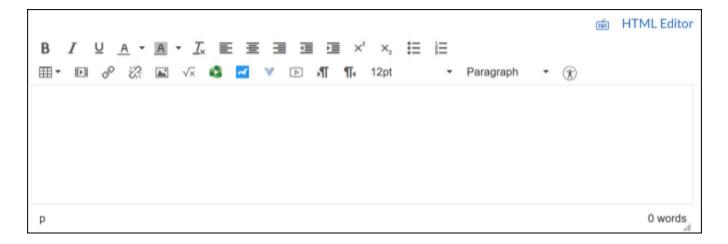


12. Jump to the instructions for adding the link to your file to your Canvas course.

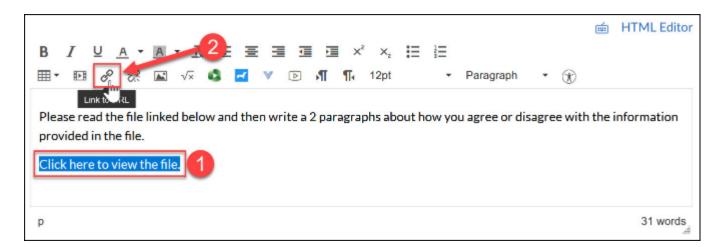
Adding your file link to your Canvas course.

Once you have your file link, you can add that link anywhere in your course where you can add content via the Rich Content Editor (e.g. Syllabus, Assignments, Pages, Discussions, Quizzes, or Announcements) or you can add it as an <u>external URL link in a Module</u>.

- 1. Log into Canvas and go to your course site.
- 2. Navigate to the tool/activity where you want to place your file link.
- 3. Open the tool/activity in edit view so you can see the Rich Content Editor.



- 4. In the Rich Content Editor, **type in the text [1]** that you want users to click on to open your file.
- 5. Highlight your typed **link text [1]**.
- In the toolbar, click the hyperlink button [2].



7. In the pop-up, paste the protected share link URL that you got from Google Drive/Box into the **URL box [3]** and then click **Insert Link [4]**.



8. When you are returned to the Rich Content Editor, you should see that your text is now a hyperlink (blue font). Save/Save and Publish your tool/activity.

Other useful help articles:

- How do I create a hyperlink in the Rich Content Editor as an instructor?
- How do I add an external URL as a module item?
- Adobe Acrobat Pro security features for PDF files

New Rich Content Editor



The New Rich Content Editor is now available in all Personal Sandbox sites! If you do not have one already, you may <u>use this form to request a personal sandbox</u>.

The New Rich Content Editor will be enforced in all Canvas course sites in early January 2021. Instructors do have the option of turning on the new editor in any courses before then - or practice using the editor in their personal sandbox sites.

What is new in the New Rich Content Editor?

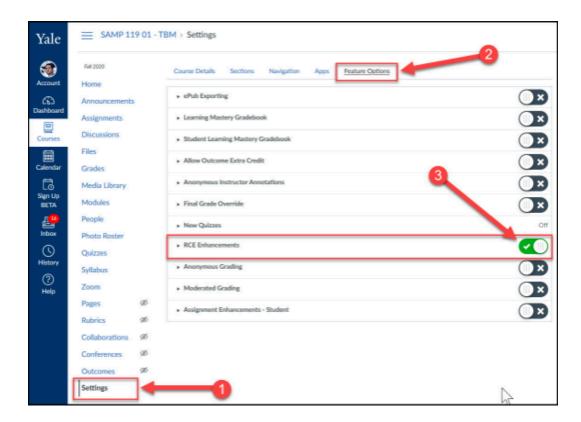
- 1. **New look and feel -** The new Rich Content Editor now has menus (Edit/View/Insert/Format/Tools/Table) which more closely resembles the menu structure found in most common word processing programs.
- 2. **Tool consolidation and updated icons** The new Rich Content Editor streamlines the tool bar by lumping together similar features. This helps to declutter the tool bar and add room for additional items.
- 3. **No more Content Selector Panel** In the old editor, linking to other parts of your course or to files stored in your course sites Files area was handled via the Content Selector Panel to the right of the editor. The new editor has shifted the Content Selector Panel features to menus and icons on the tool bar.
- 4. When adding links to files in your course site's Files area:
 - a. **File Sorting/Filtering** Ability to sort and search for files when adding file links When adding a link to a file stored in your course site's Files area, you can now use search and filtering (by date added or alphabetically by file name) to find the files you need.
 - b. **File Publish Status** When selecting files, you can easily see if the file you are linking to will be visible to your students.
- 5. **Auto-Save** The new auto-save feature will save unsubmitted content in your browser cache for up to one day. This means that if you are editing content and navigate away from the page before saving, as long as you revisit/edit that same page within one day, you will be able to preview and retrieve the auto-saved content that you were working on.
- 6. **More Keyboard Shortcuts** Users have access to more keyboard shortcuts for creating and editing content.

How do I turn on the new editor in my course?

The new editor will be turned on automatically in all courses in early January 2021. But, if you are ready to use the New Rich Content Editor now, follow these steps in each course:

1. Go to your course site in Canvas.

- 2. In your course, click the **Settings button** [1].
- 3. In the Settings area, select the tab for **Feature Options [2]**.
- 4. Find the **RCE Enhancements toggle button [3]** and click it so that it turns to the green check mark.
- 5. Go use the New Rich Content editor!



Need help using the New Rich Content Editor?

The New Rich Content Editor is quite a bit different from the class editor - click on a topic link below to find out the new way to do tasks you are familiar with:

Where did the Content Selector Panel go?

One of the benefits to the new Rich Content Editor is that it has collapsed the Content Selector Panel into the more familiar menu format that is used with most common word processing software and content editing tools. Below you can see screenshots and descriptions showing where the classic editor's Content Selector Panel tools are now located in the new Rich Content Editor.

Content Selector Panel: Links Tab

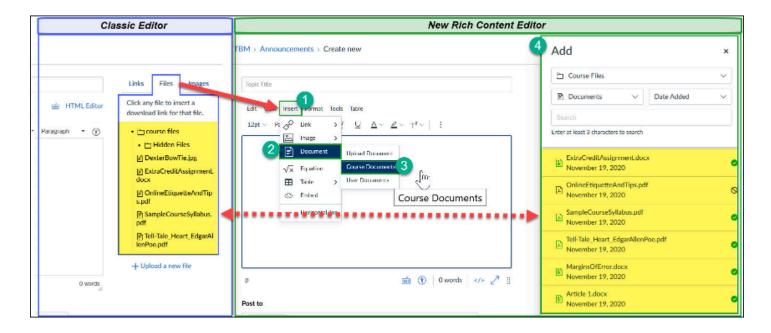
In the new Rich Content Editor, click on the **Insert button [1]** and then select **Link [2]**. When you select **Course Links [3]**, the **Add Links Slider [4]** will appear on the right side of the screen

where you can view, expand, and link to Canvas tools a activities in your course. See more about inserting course links into the editor in the How do I link to a specific Canvas activity or Canvas tool? section of this article.



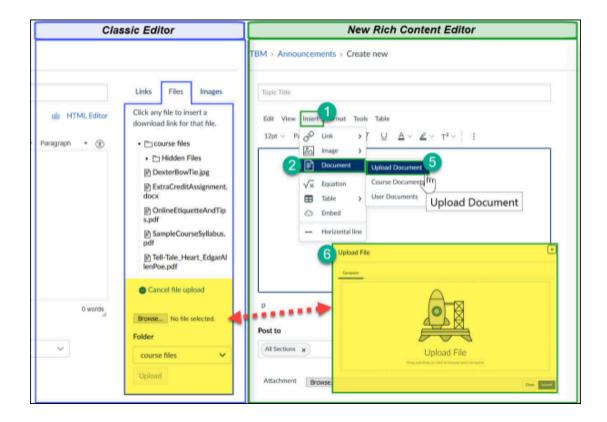
Content Selector Panel: Files Tab

In the new Rich Content Editor, click on the **Insert button** [1] and then select **Document** [2]. When you select **Course Documents** [3], the **Add Files Slider** [4] will appear on the right side of the screen where you can view a list of all the files stored in your Files area. See more about inserting file links into the editor in the <u>How do I link to a document stored in my course site's</u> Files Area? section of this article.



What about uploading a new file?

You can still upload new files directly from the editor - when you go to the Insert button [1] then select Document [2], you will then click on Upload Document [5] to open the **Upload file popup** [6]. See more about uploading files in the <u>How do I upload a new file while editing content?</u> section of this article.



Content Selector Panel: Images Tab

In the new Rich Content Editor, click on the **Insert button** [1] and then select **Image** [2]. When you select **Course Image** [3], the **Add Images Slider** [4] will appear on the right side of the screen where you can view and select image files stored in your course site's Files area. See more about inserting and embedding image files into the editor in the <u>How do I insert and embed an image stored in my course site's Files area?</u> section of this article. You may also want to check out the section on <u>How do I upload and embed a new Image (from your computer, from Unsplash free images, or via URL) white editing content?</u> for details on inserting and embedding files that are not in your Files area.

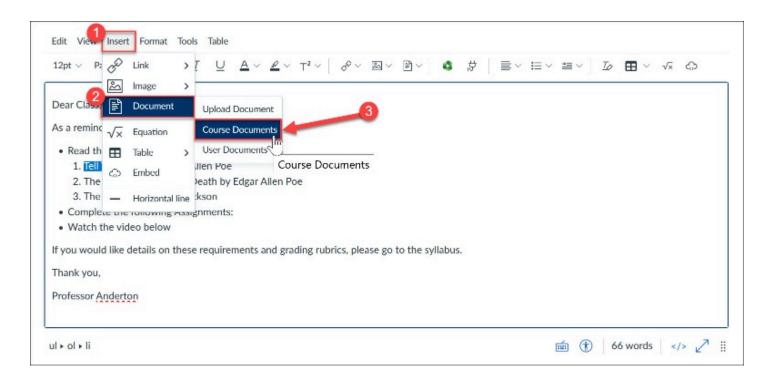


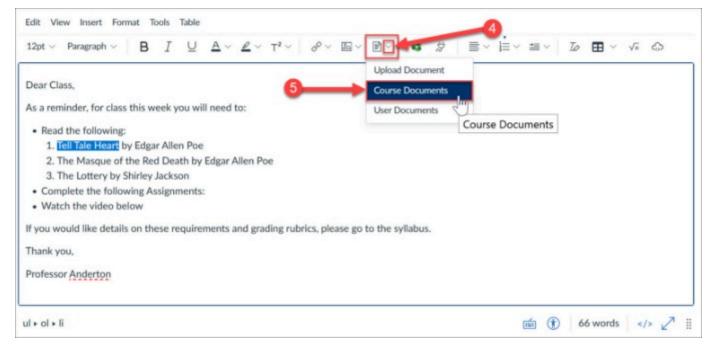
How do I link to a document stored in my course site's Files Area?

- 1. Place your cursor in the text box where you want your link or, if desired, highlight the words you want to be a clickable link.
- 2. To get to the list of files, open the course documents (Files) list by either:
 - Clicking on the Insert menu [1], selecting Document [2] and then Course Documents
 [3].

OR

• Clicking on the arrow to the right of the Document Tool Icon [4] in the tool bar and select Course Documents [5].

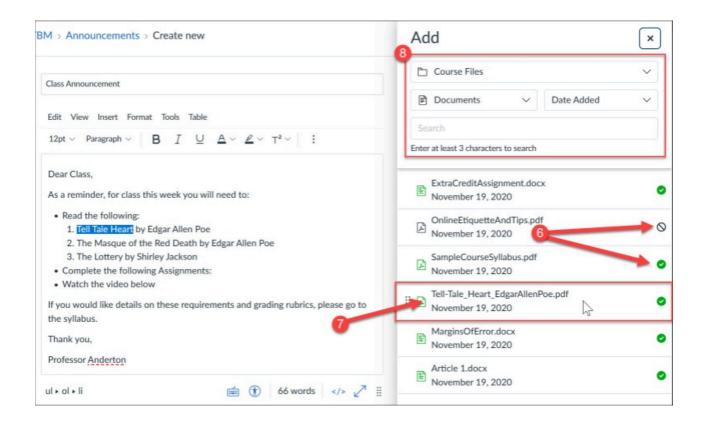




- 3. A slider drawer will appear on the right side of the screen displaying the documents stored in your course site's Files area. The **publish status indicators [6]** show you whether students will be able to view the file if you add the link.
 - · Green circles with check marks indicate a file that is published.
 - Gray circles with slash indicate unpublished files.
- 4. Click on the appropriate **file in the slider list [7]** and the link to your file will be added to the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.

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NOTE: You can use the **filter options drop down menus [8]** to search for files or filter your files by type, Date Added or Alphabetical order.



How do I upload a new file while editing content?

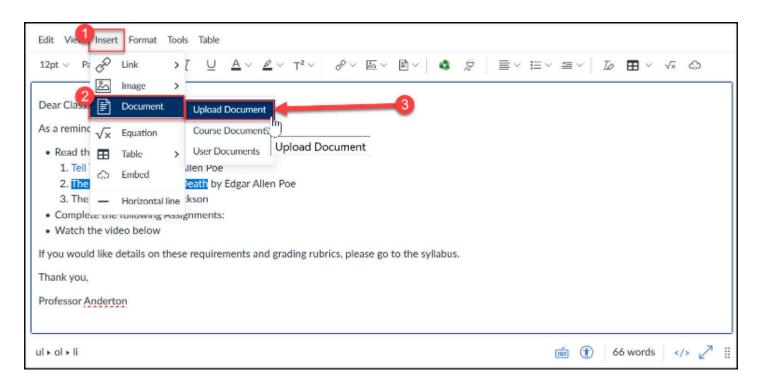


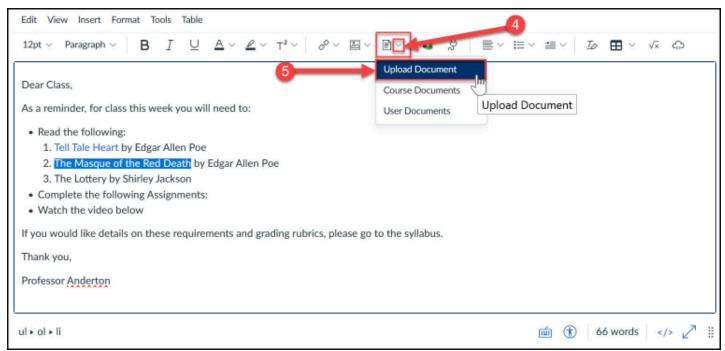
A Files that you upload through the New Rich Content Editor will be stored in your course site's Files area under an auto-generated folder called **Uploaded Media**. Check out the section on How do I find the files I uploaded to Canvas via the New Rich Content Editor? for details.

- 1. Place your cursor in the text box where you want your link or, if desired, highlight the words you want to be a clickable link.
- 2. To get to the upload screen, open the upload files area by either:
 - Clicking on the Insert menu [1], selecting Document [2] and then Upload Document [3].

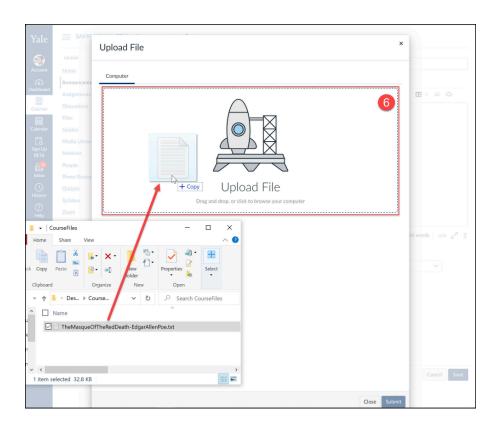
OR

 Clicking on the arrow to the right of the Document Tool Icon [4] in the tool bar and select Upload Document [5].





3. The Upload File popup will appear. Drag and drop your file onto the **Upload File area [6]** or you can click on the **Upload File area [6]** and browse your computer to find the file.



- 4. Once the file is displayed on the screen, you can either click the **Delete icon [7]** to remove it or you can click the **Submit button [8]** to complete the upload and insert the link into the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.

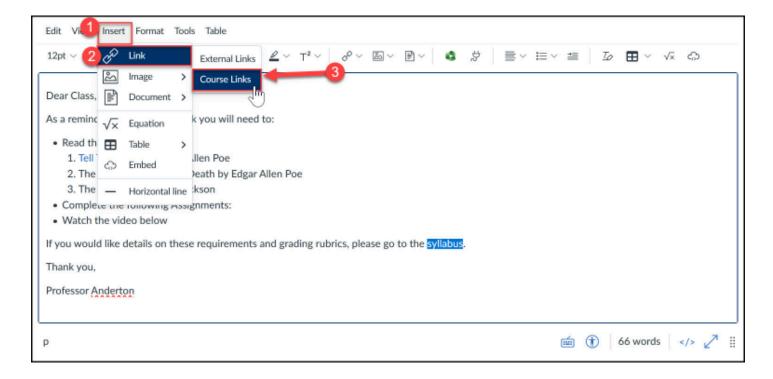


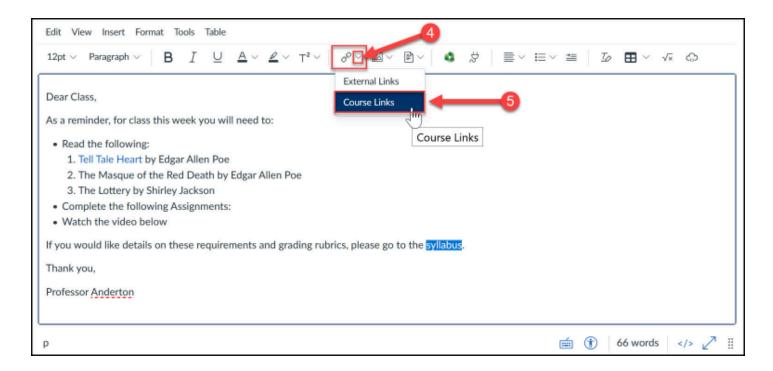
 Ω

NOTE: You can only upload one file at a time through the Upload File popup.

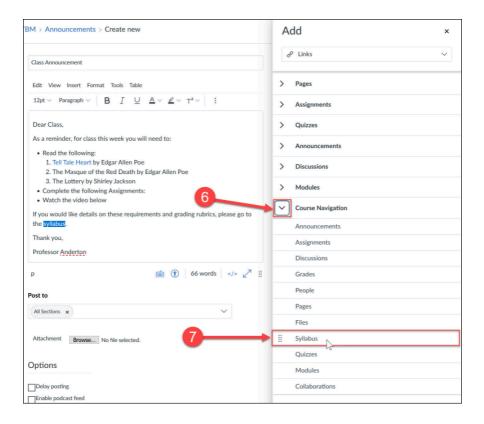
How do I link to a specific Canvas activity or Canvas tool?

- 1. Place your cursor in the text box where you want your link or, if desired, highlight the words you want to be a clickable link.
- 2. To get to the list of activities and tools, open the course links list by either:
 - Clicking on the Insert menu [1], selecting Link [2] and then Course Links [3].
 OR
 - Clicking on arrow to the right of the Links Tool Icon [4] in the tool bar and select Course Links [5].





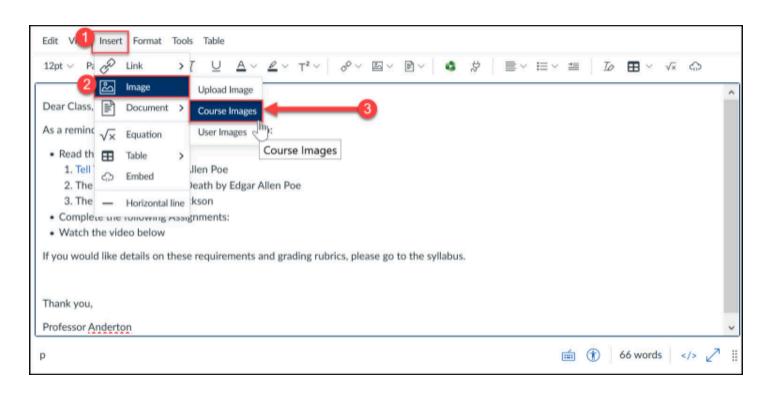
- 3. A slider drawer will appear on the right side of the screen displaying the list of Canvas tools. Click on the **down arrow [6]** next to the appropriate section to expand it, then click on the **specific item in the list [7]** you want to link to.
 - To link to a tool directly (like the Announcements tool or Modules tool), click the down arrow for Course Navigation, then select the tool from the list.
 - To link to a specific activity (like a specific assignment or discussion topic) click on the down arrow next to the tool, then select the specific activity from the list.

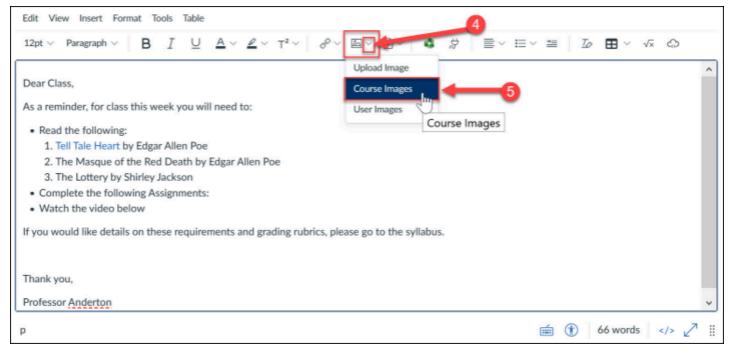


- 4. Once you have clicked on the activity/tool, your link will be inserted into the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.

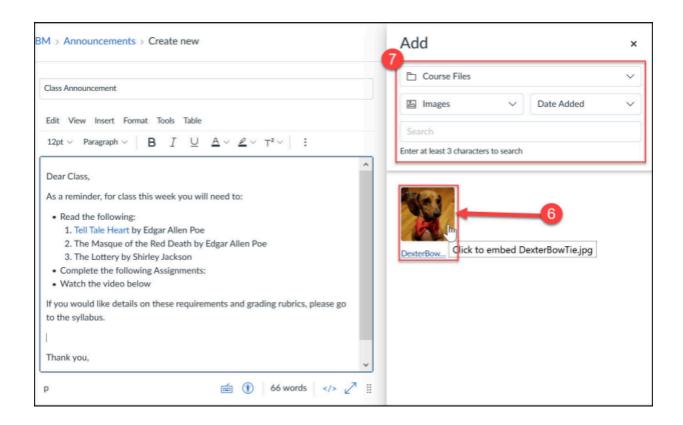
How do I insert and embed an image stored in my course site's Files area?

- 1. Place your cursor in the text box where you want your image to appear.
- 2. To get to the list of image files, open the course images (from Files) list by either:
 - Clicking on the Insert menu [1], selecting Image [2] and then Course Images [3].
 OR
 - Clicking on arrow to the right of the Image Tool Icon [4] in the tool bar and select Course Images [5].





- 3. A slider drawer will appear on the right side of the screen displaying the images stored in your course site's Files area. Click on the **image file [6]** you want to embed.
- 4. Once you have clicked on the appropriate image file, the image will be embedded in the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.



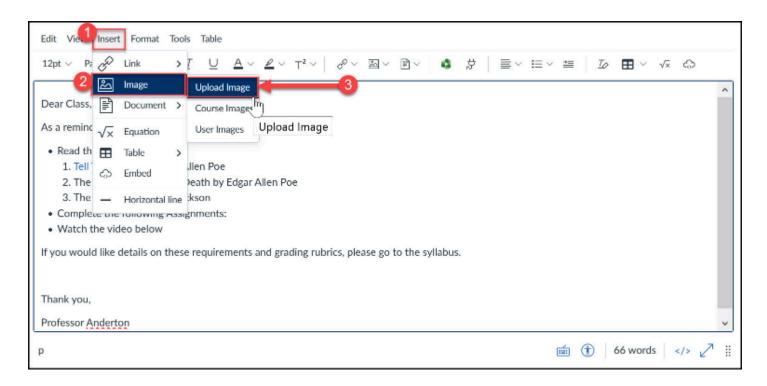
NOTE: You can use the filter options drop down menus [7] to search for files or filter your files by type, Date Added or Alphabetical order.

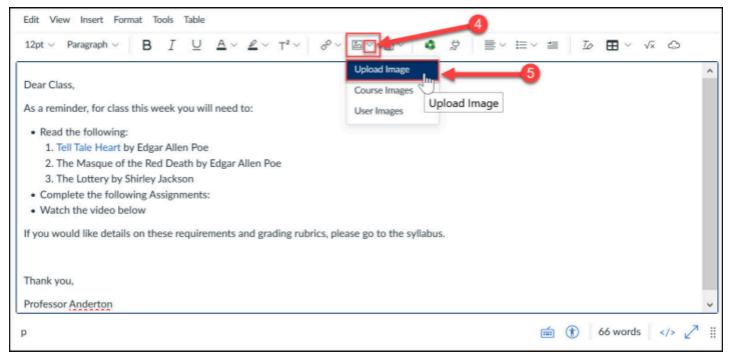
How do I upload and embed a new Image (from your computer, from Unsplash free images, or via URL) white editing content?



Image files that you upload from your computer through the New Rich Content Editor. will be stored in your course site's Files area under an auto-generated folder called **Uploaded Media**. Check out the section on How do I find the files I uploaded to Canvas via the New Rich Content Editor? for details.

- 1. Place your cursor in the text box where you want your image to be embedded.
- 2. To get to the upload screen, open the upload files area by either:
 - Clicking on the Insert menu [1], selecting Image [2] and then Upload Image [3]. OR
 - Clicking on the arrow to the right of the Image Tool Icon [4] in the tool bar and select Upload Image [5].

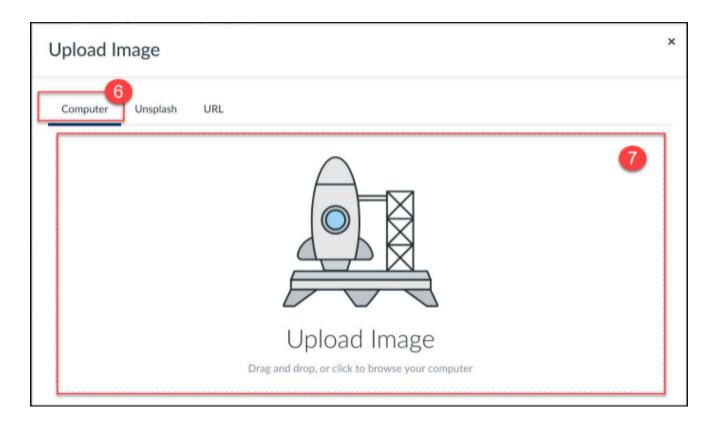




3. The Upload Image popup will appear. You can upload an image in one of 3 ways:

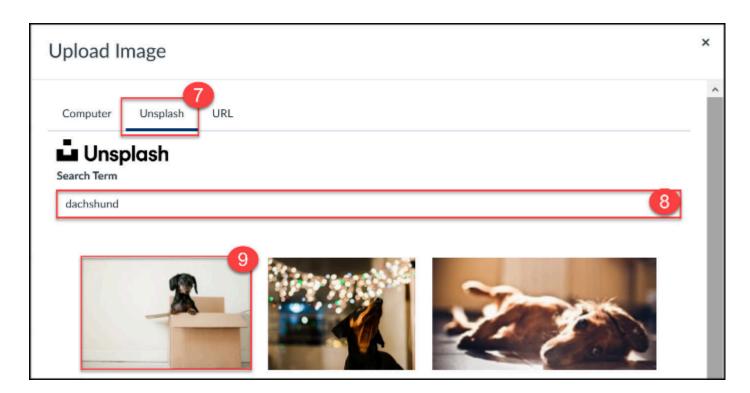
OPTION 1: Upload a file from your computer

- a. Select the Computer tab [6]
- b. Drag and drop your image onto the **Upload File area** [7] or you can click on the **Upload File area** [6] and browse your computer to find the file.



OPTION 2: Select a copyright-free image from Unsplash

- a. Select the Unsplash tab [7]
- b. In the **search bar [8]**, type in a description of the image that you want.
- c. Click on the **image [9]** you want to embed.

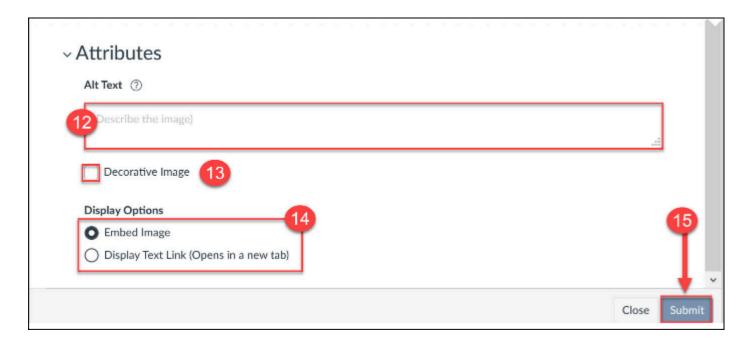


OPTION 3: Enter the URL for an image

- a. Select the URL tab [10]
- b. In the **search bar [11]**, type in a description of the image that you want.



- 4. Once you have selected your image, you will now need to enter some additional information for your image.
 - a. In the **Alt Text box [12]** provide some alternative text for your image this is usually a textual description of what is depicted in your image which will be read to students using screen reading software.
 - NOTE: If your image is not informational and is used for aesthetic purposes, select the checkbox for **Decorative Image [13]**. and you will not need to enter alternative text for the image.
 - b. In the **Display Options settings [14]**, select whether you want the image you are inserting should appear embedded on the screen or if you just want a text link that users will click on to open the image in a new tab.
- 5. When you are done, click the **Submit button [15]** to complete the upload and insert the image.
- 6. When you are returned main page, click Save / Save and Publish to finalize your changes.





NOTE: You can only upload one file at a time through the Upload Image popup.

How do I embed a video from my Media Library?

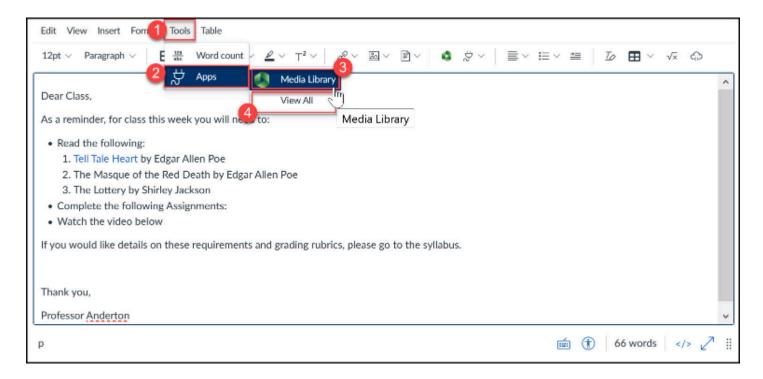


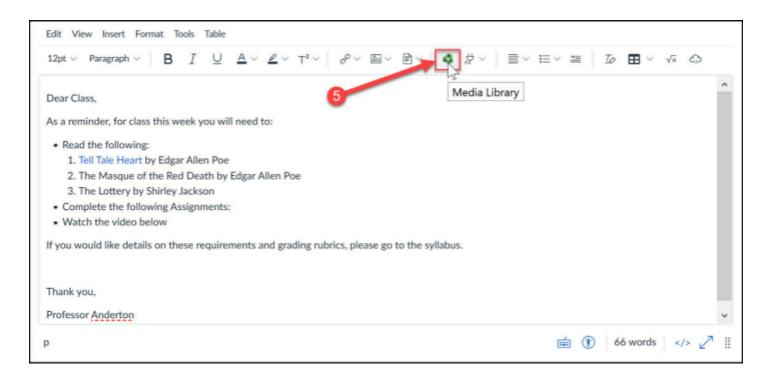
NOTE: For Course Welcome Videos that you want visible to students via Yale Course Search, please skip to the next section on <u>Insert Embed Code</u>.

- 1. Place your cursor in the text box where you want your video to be embedded.
- 2. To get to the Media Library video list you can either:
 - Click on the **Tools menu [1]**, select **Apps [2]** and then **Media Library [3]** (*NOTE: if you have not used Media Library recently, you may need to first click View All [4] and then find <i>Media Library*).

OR

• Click on the **Media Library Icon [5]** in the tool bar.

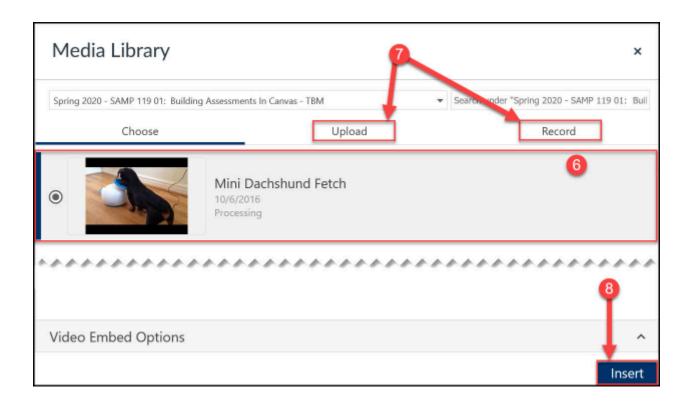




3. The Media Library popup will appear. Select the **video file [6]** you want to embed.

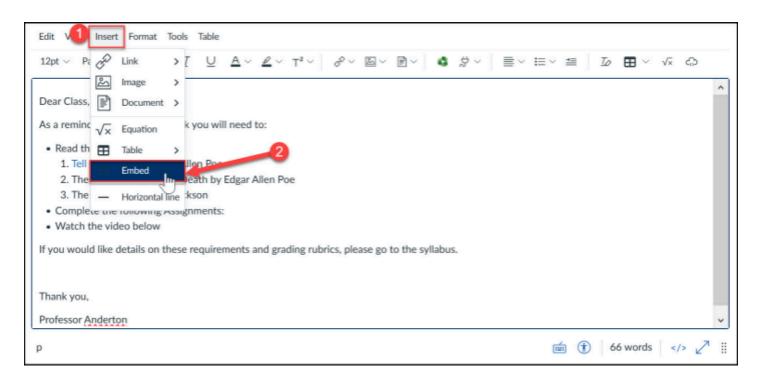


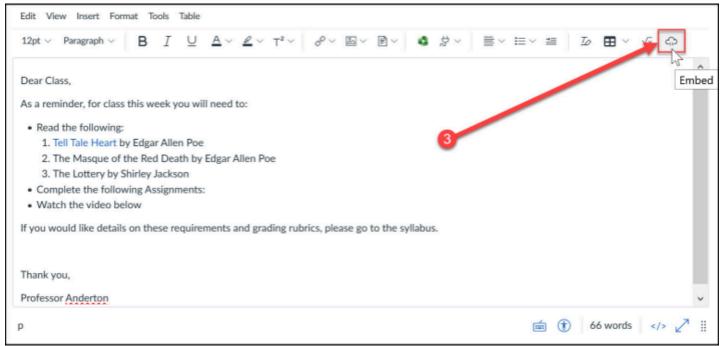
- 4. Once you have selected the video, click the **Insert button [8]** and your video will be embedded into the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.



How do I insert an HTML embed code?

- NOTE: For Course Welcome Videos, you will want to get your video file's Media Library embed code first and then follow the instructions below to insert the embed code into the Rich Content Editor.
- 1. Place your cursor in the text box where you want to insert your embed code.
- 2. To get to the Embed Code tool you can either:
 - Click on the Insert menu [1] and select Embed [2].
 - Click on the **Embed Icon [3]** in the tool bar. (NOTE: If your browser window is too narrow, you may need to click on the more tools (3-dot icon) first and then click on the Embed icon.)







A NOTE: If your browser window is too narrow, you may need to click on the **more tools** (3-dot) icon [A] first and then click on the Embed icon [B].

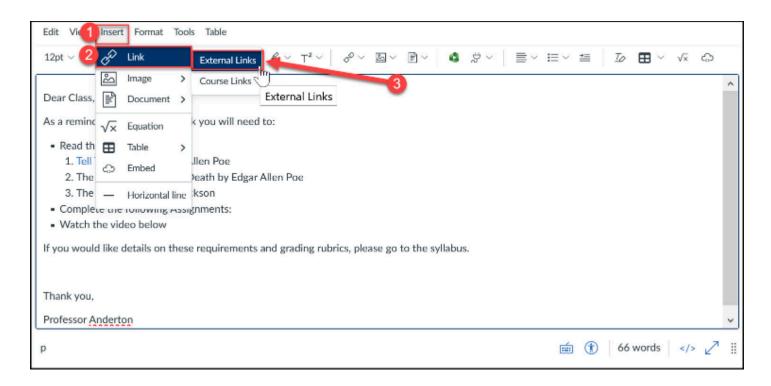


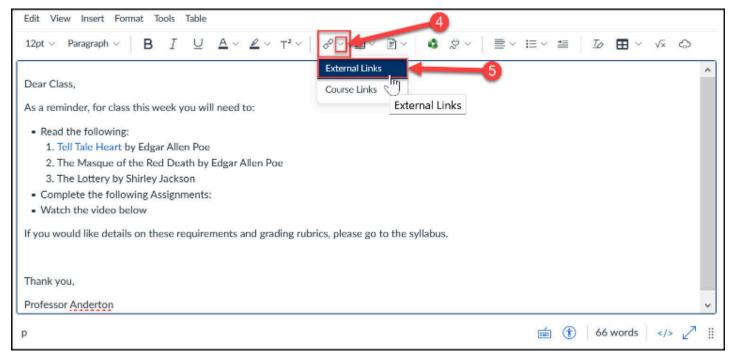
- 3. The Embed popup will appear. Paste code in the **Embed Code box [4]** provided and then click **Submit [5]**.
- 4. Once you have submitted, embed content should appear in the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.



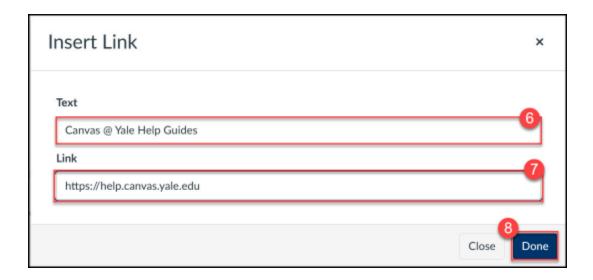
How do I insert URL links to other external sites?

- 1. Place your cursor in the text box where you want your link or, if desired, highlight the words you want to be a clickable link.
- 2. To get to the external link tool you can either:
 - Click on the Insert menu [1], select Link [2] and then External Links [3].
 OR
 - Click on arrow to the right of the Link Tool Icon [4] in the tool bar and select External Links [5].





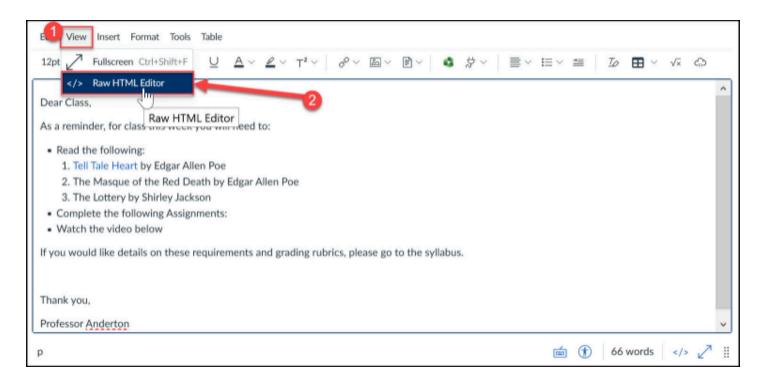
- 3. The Insert Link popup will appear. Enter/update the words that you want users to click on in the **Text box** [6] and insert the URL link into the **Link box** [7].
- 4. Once you have entered the link information click the **Done button [8]** and your link will be inserted into the text box.
- 5. When you are returned main page, click Save / Save and Publish to finalize your changes.

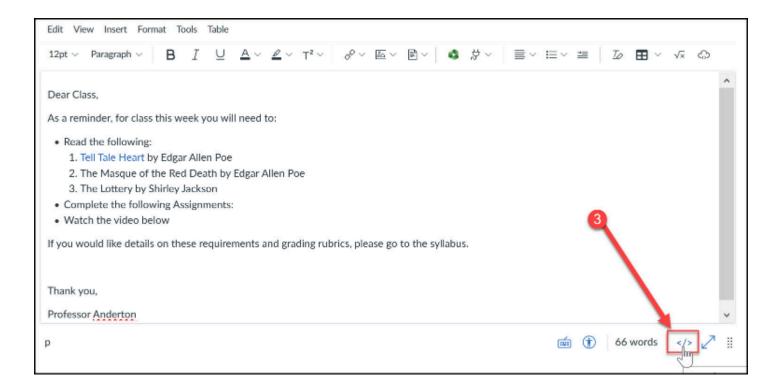


How do I switch between the HTML view and the Rich Content Editor view?

Switch to HTML View

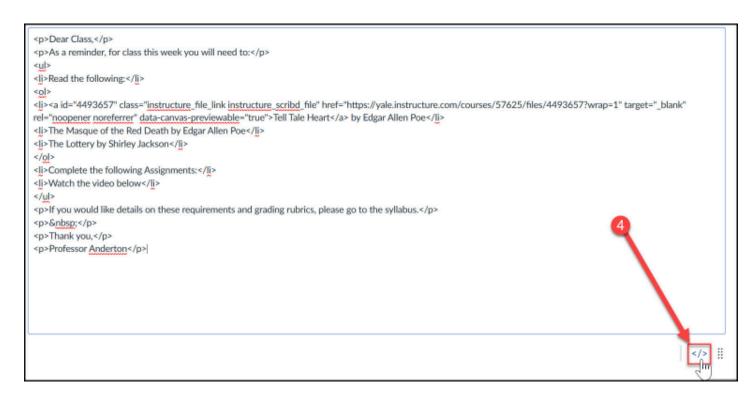
- 1. When you are looking at the Rich Content editor you can either:
 - Click on the View menu [1] and select </> Raw HTML Editor [2].
 OR
 - Click on the </> icon [3] in the tool bar located just below the text box.





Switch back to the Rich Content Editor

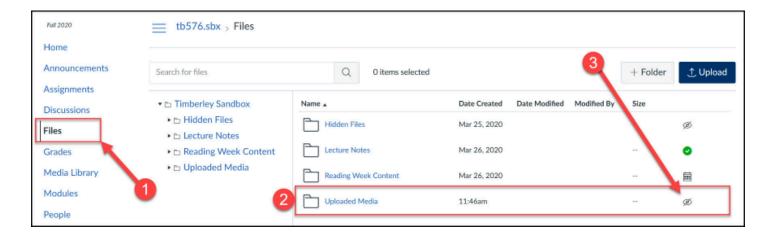
1. Click on the </> icon [4] in the tool bar located just below the text box.



How do I find the files I uploaded to Canvas via the New Rich Content Editor?

When uploading files through the New Rich Content Editor, your files will be uploaded to the Files area in your course to an automatically generated folder called Uploaded Media.

After you have uploaded your first file through the New Rich Content Editor, go to the **Files area [1]** and you will see a new folder for **Uploaded Media [2]**. Notice that the folder has publish permissions set to **Only available to students with link (eye with slash indicator) [3]** - which means that students who navigate directly to the Files area will not see the folder or its contents, but links to these files that instructors add via the New Rich Content Editor will allow students to view the files.



NOTE: The Uploaded Media folder will only appear in the Files area after you have uploaded your first file through the New Rich Content Editor.

Additional Resources

Instructure (Vendor) Guides on the New Rich Content Editor

Media Library

What is the Media Library tool?

This guide provides a quick explanation of the Media Library tool within Canvas.

The Media Library tool is designed to enable instructors, TFs or project site maintainers to upload audio and video files that will be streamed to students and other participants in their Canvas course or project sites. The tool also enables these users to record lectures, create video assignments, and organize content in folders for individual or departmental use.

Media library is Yale's implementation of Panopto, a media management and video capture platform. All media files are saved securely on and served from the Panopto servers, via Amazon web services.

If an instructor would like to record their in class lectures or if you have any questions about the media library please contact us at the below URL and we will be happy to work with you.

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation



How do I add media files to the media library?

The Media Library is the place to upload any video or audio files you'd like for sharing with class participants. This guide provides details on how to add media files to the Media Library

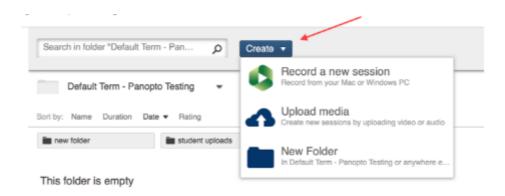
Uploading and Media management - The "Create" button

- 1. Log into Canvas and go to your course site.
- 2. Click on the Media Library tool in your course navigation menu.



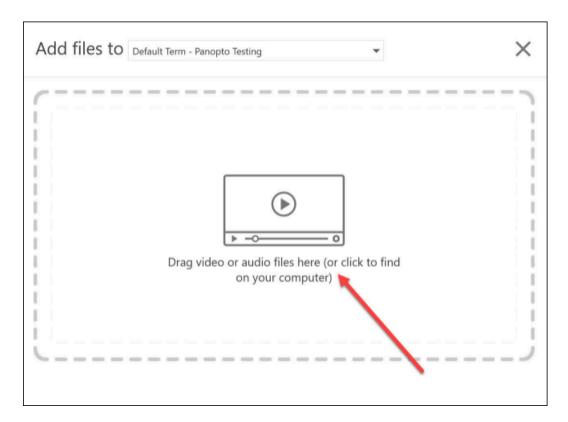
Click on the Create button.

All basic functions can be found through the "create" button" in the Media Library tool. The create button can be found in the top center of the Media library page.



Uploading Media

To upload video and/or audio files select "upload media" from the create button. You can drag and drop up to 100 files into the window (or click in the dotted box to browse your computer). After uploading has finished you may close the window. Once processed, they will be viewable by students.



Record a new session

This option will download and open the screen and video recorder. Please click here for a guide on using this recorder.

Create a new folder

Simply click on "Create" then "New Folder" to make a new folder. Creating folders is a useful way to organize your media. You may create as many folders and subfolders as you like.

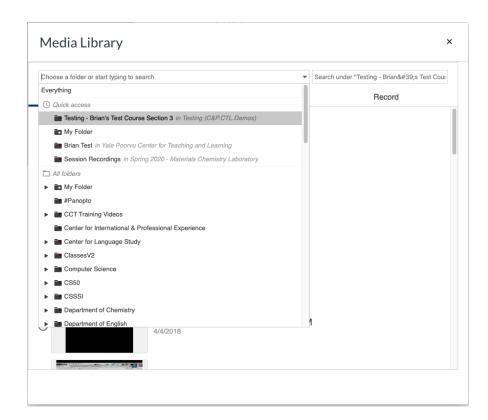


Embedding Media in Other Areas of Your Site



Media files that have been uploaded to the Media Library can be embedded in other parts of a course site by using the rich text editor. The rich text editor tool is available in Announcements, Forums, Syllabus, and Quizzes. Simply select a place in the text box where you want to insert your media, then click on the green Media Library icon:

Browse your course libraries until you locate the folder containing the media:



Select the media file you want to embed and save the selection. The media file and player will then be embedded in your announcement, discussion, page, syllabus or quiz page for students to view. (Note: embedded videos are not included in the email notification of an Announcement that participants will receive, but the media can be accessed by viewing the announcement within the course site.)

Lecture Capture

If you have arranged to have your class lectures recorded, they will become available automatically in the Media Library section of your course site. If interested in having your class lecture recorded, please request a consultation with Poorvu Center for Teaching and Learning at the following address:

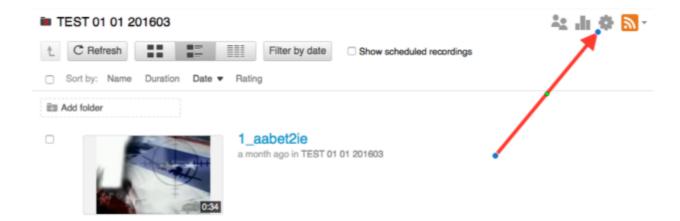
http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation



How do I create a video assignment?

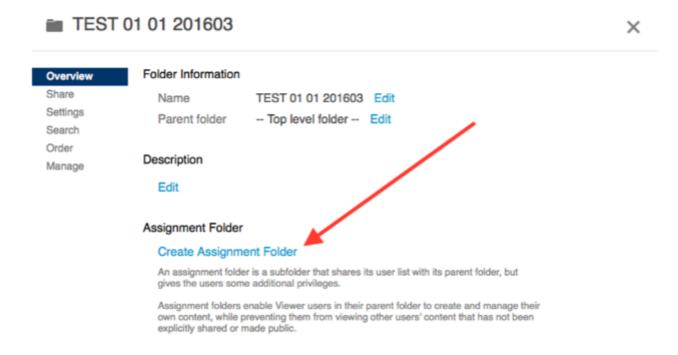
This guide provides details on how to create a video assignment using the Media Library tool within Canvas.

Go to Settings



To create a folder students can upload to, you need to create an "assignment folder." Click on the settings icon in the Media Library.

Create an Assignment Folder



Within the overview tab in setting click on "Create Assignment Folder."

Once clicked a new folder will be created within the current folder and students will have the ability to upload media. By default, students will not be able see each others media. This can be changed in the setting tab of the assignment folder.

For more advanced usage of the Media Library please request a consultation with the Poorvu Center for Teaching and Learning using the below link:

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation



How can I share a video?

This guide provides details on how to share a Media Library video.

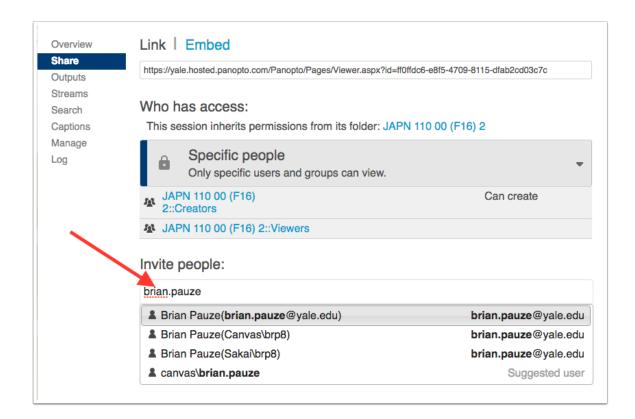
Share the video

To share a specific video, navigate to the video in Media Library and click the share icon.



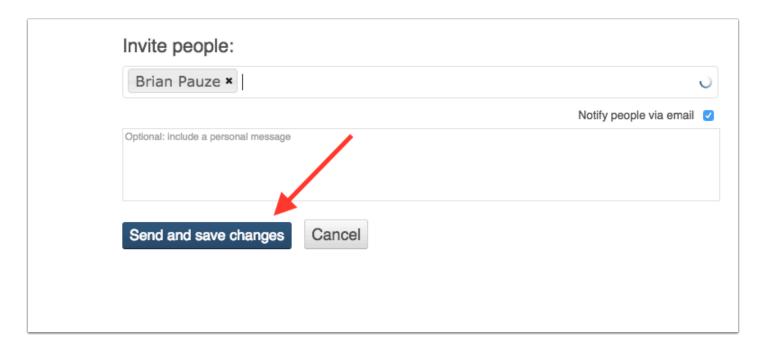
Select User/s

In the "Invite people" field, type the name of the person or group you wish to share the content with. Individuals can be found by email or netid. Groups can be found by typing in the name of the course.



Save Changes

Choose your user or group and then select "save changes" or "send and save changes" if you have checked off the box to notify users via email about their access.



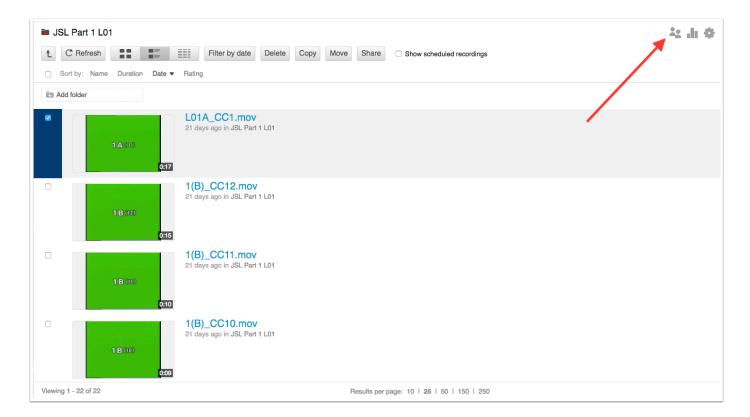


How can I share a folder?

This guide provides details on how to share a Media Library folder.

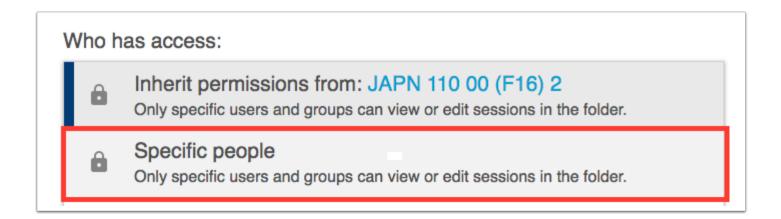
Share the folder

Navigate in to the folder within Media Library and select the share icon in the upper right corner.



Set folder access

Most folders are set to inherit the permissions set by their parent folder. If you wish to add people to the folder, click on "Who has access" and set it to "Specific people". This will retain the inherited permissions, but allow you to add users or groups.



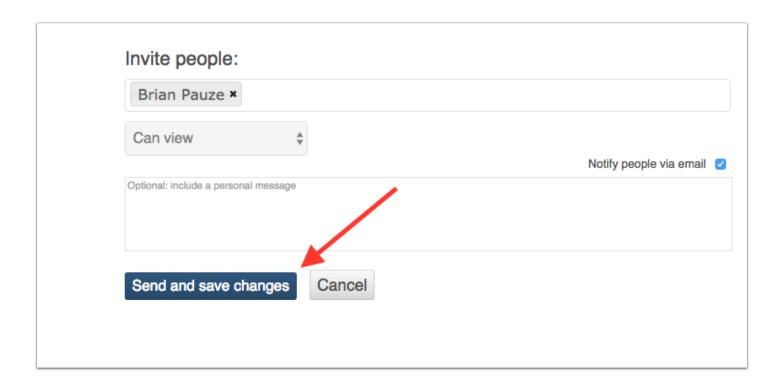
Invite users or groups and set permissions

Under "invite people" type the name of the people or groups you wish to share the folder with. Select your users or groups from the returned options, then set their permission levels to "can view" if you only want them to view the contents or "can create" if you want them to be able to add content to the folder.



Save changes

Select "send and save changes" if you have selected to notify people via email about their access, or just "save changes" if you have not selected the notification option.



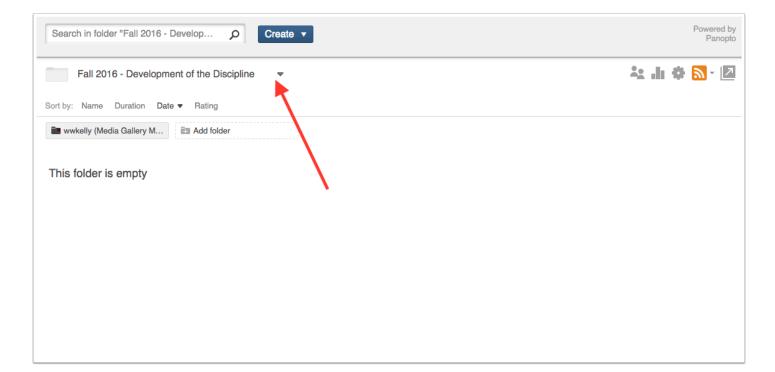
0

How can I see other folders I have access to?

This guide provides details on how to view which folders you have access to within Media Library.

Select folder dropdown menu in Media Library

In Media Library, select the folder drop down. You will then see a list of all folders you have access to view within the Media Library video management system.





What are the search features?

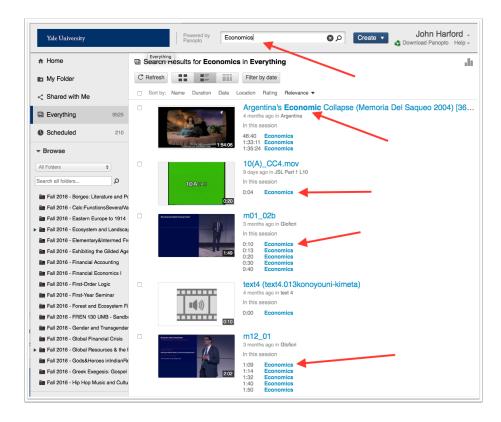
This guide provides details on how to use the search features within Media Library.

Search results

The media library is able to search for the following items:

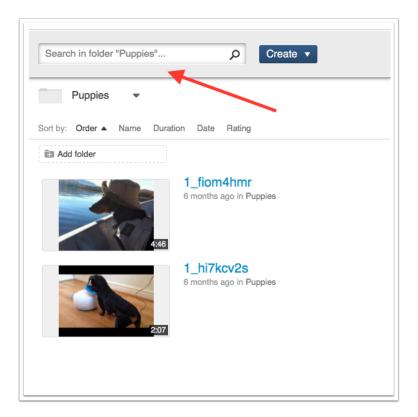
- 1. Video title and description
- 2. Folder title and description
- 3. Powerpoint or Keynote text
- 4. Spoken words in video (Note: this speech to text search feature is about 80% accurate)

Any words or text searched within a video also displays the time it appears in the video.



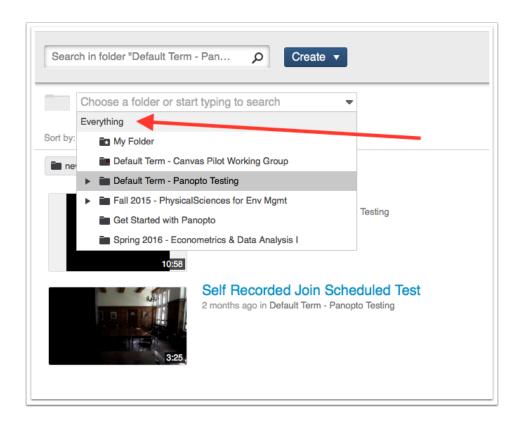
Searching within a folder

To search for everything in you current folder click on the search bar.



Searching everything

To search for everything that you have access to in the Media Library, select the folder title, then scroll to the top and select "everything."





How do I move my media?

In order to move media to a new course or folder, please first ensure you have the new course set up in Media Library by going to your course page in Canvas and navigating to the Media Library section.

Moving an individual piece of content

Navigate to the file you wish to move and select the "Settings" button.



Select new location

In the overview section, you will see the current location of your media. Select "edit" and choose the new location for your media and then save your changes. You can move the video to any folder to which you have creator level access. Your content will now be located in the new folder destination.



Moving a folder

Navigate in to the folder you wish to move within Media Library. Select the "folder settings" gear icon in the upper right corner.



Select new location

In the overview settings, you will see the current "parent" folder in which the folder resides. Click edit and select the new "parent" folder, then save your changes. You will be able to move the folder in to any folder to which you have creator level access. The folder will now be located within the new folder you selected.



8

How can I copy/move multiple items to another folder?

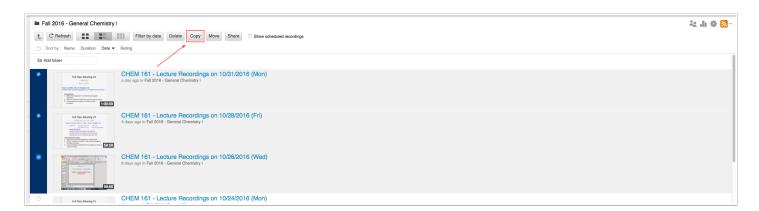
In order to copy media to a new course or folder, please first ensure you have the new course set up in Media Library by going to your course page and navigating to the Media Library section.

Navigate to your media on the main Media Library page

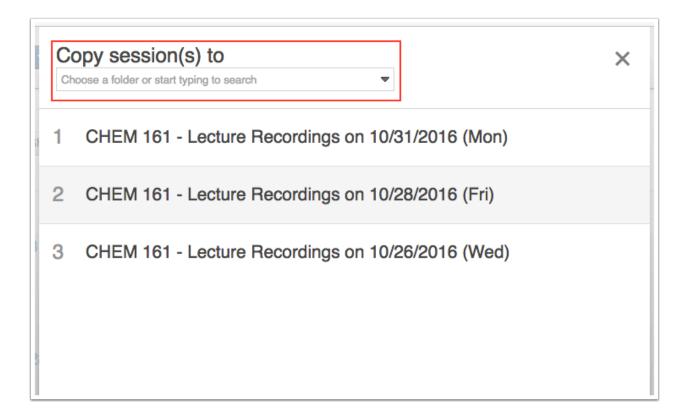
To copy media, and move multiple items at a time, you must access your media through the main Media Library page. You can either go directly to http://medialibrary.yale.edu/, or click the "Open in Panopto" button from your course Media Library page.



To copy items, check off the media you wish to move and select "Copy"

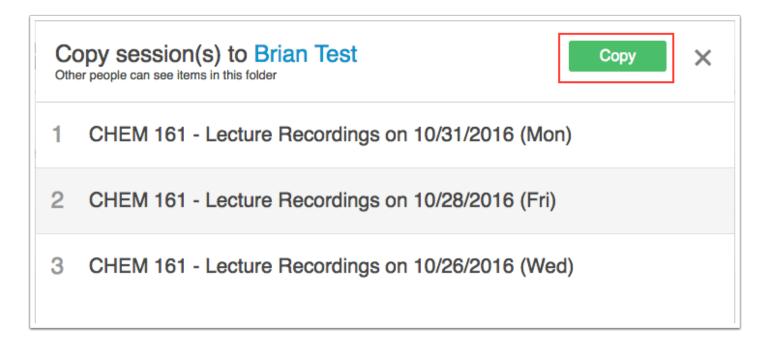


From the dropdown menu, select the new location



Select "Copy"

Once you select "Copy" the media will be copied to the new location. The copy window will present a notification when it is safe to leave the page.



To move items, follow the same steps, but select "Move"

Note that copying creates another version of the file in a different folder. Moving a file will remove it from the original location.

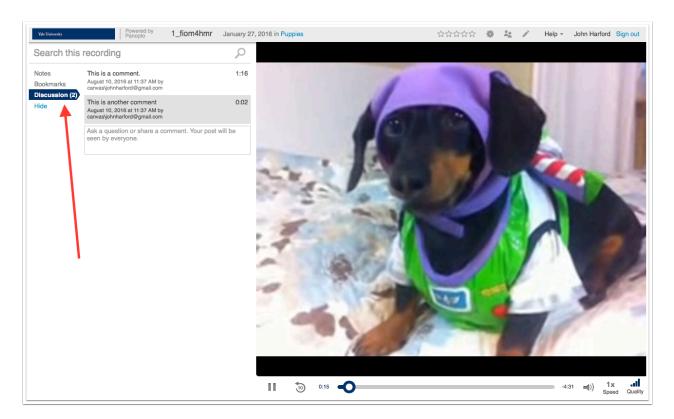


How instructors and students can comment in video?

This guide provides details on how to comment on a Media Library video.

Select discussion

When playing a video, select discussion on the left hand side of the video player. This will display name and comments along with time points in the video when the comment is made.



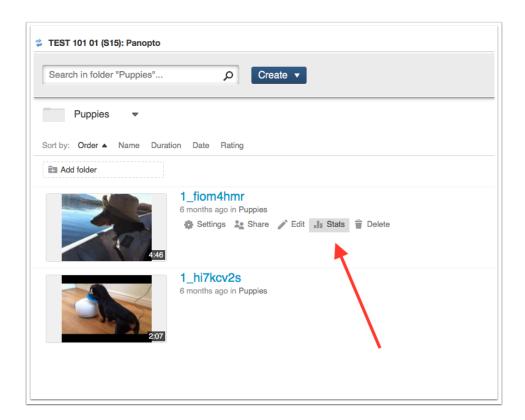


How can I see viewing habits?

This guide provides details on how to see the viewing habits on a Media Library video.

Navigate to the video and select the "stats" icon

To view video view habits, hover over the video you want and select the "stats" tool. This will display a graph of usage along with named user viewing habits. You can also download xls files for further analysis.

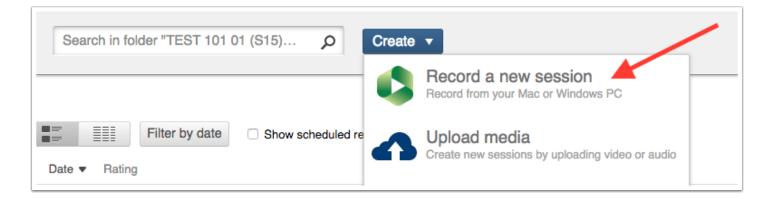




How do I record my own videos using Panopto Recorder?

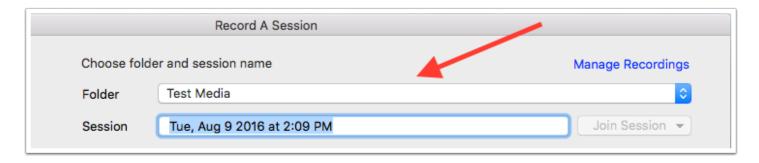
This guide provides details on how record Media Library video using the Panopto Recorder

If you would like to record your content using the Panopto application on your own computer, you can first start by clicking the Create button in Media Library, and then selecting Record a new session

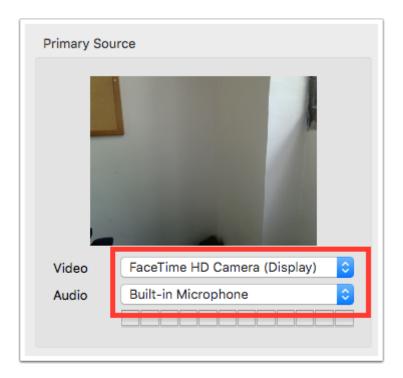


If you have previously installed Panopto, this will launch the application. If you have not installed Panopto, this will allow you to install versions for either Windows or OS X.

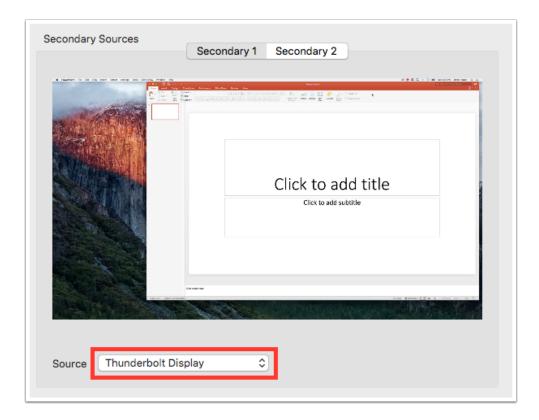
Once you have launched the application, you can first choose which folder you would like to upload the recording to once finished. The drop down menu will show you all folders to which you have been given creator privileges. You can also create a custom name for your session.



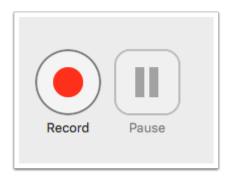
Then select your primary video source. This will be the main video and audio for your recording. If you have multiple available audio and video devices, the drop down menus will allow you to select which you wish to use.



The Panopto application also allows you to capture additional sources along with your primary video. This would most commonly be content from your desktop. As with the primary source, if you have multiple secondary sources, you can select which you wish to use from the drop down menu.



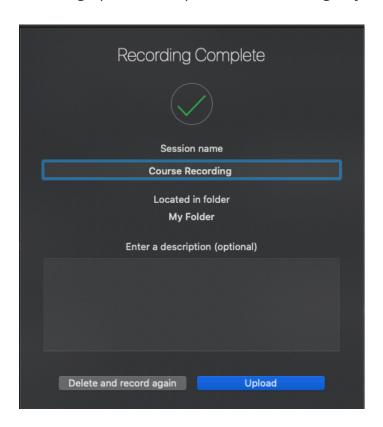
To begin recording, click the red Record button.



Once recording you can pause and resume your recording, or stop the recording when finished.



Once the recording has ended, you can edit the session name and add a description if desired. Selecting upload will upload the recording to your selected folder.





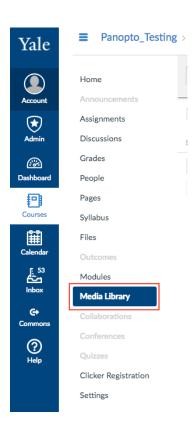
How do I migrate Media Library course content from one library to another?

If you would like to migrate an entire course's content, this guide will show you how to move your media and folders to your new course.

TIP: If you have embedded your Media Library files onto Canvas Pages/Assignments/ Modules/etc (e.g. the students view/play the video on the Canvas Page/Assignment/Module/ etc... without going directly to Media Library) you may prefer to follow the instructions to share your Media Library videos with another course to prevent your embedded videos from breaking.

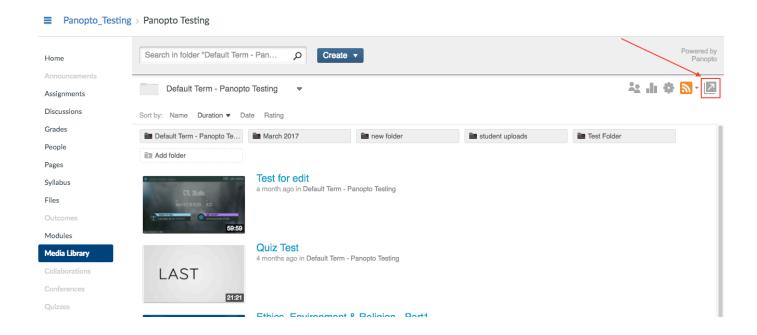
Set up Media Library in your new course

Navigate to your new course in Canvas and click on the "Media Library" item in the left hand column. This will create the folder for this course.



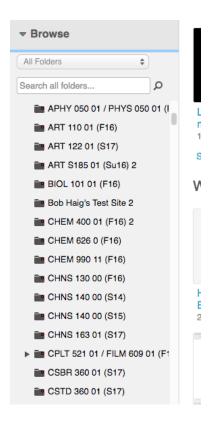
Go to the main Media Library site

From within the Media Library in your course, select the upward facing arrow to navigate to the main Media Library site. You can also access the site by going to http://medialibrary.yale.edu/and logging in.



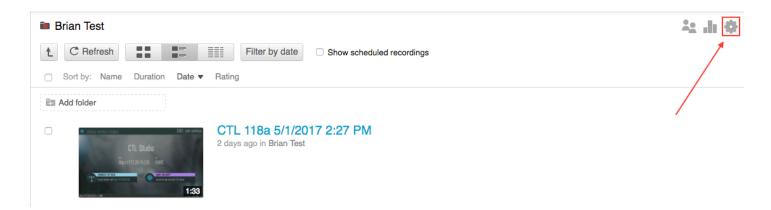
Locate the content you wish to move

In the "Browse" section on the left hand side you will find a list of folders for your current and former classes that have used the Media Library. Navigate to the folder for the course you wish to move content from.

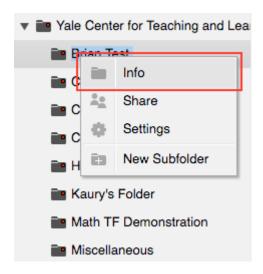


Moving folders

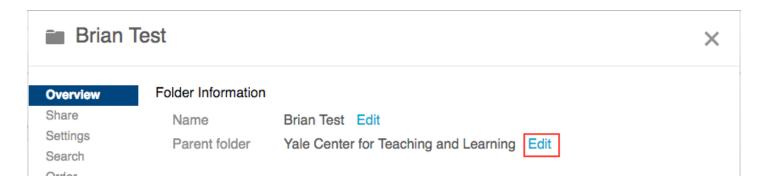
Click on the folder you wish to move, then enter the settings for that folder by selecting the gear icon in the upper right hand of the folder window.



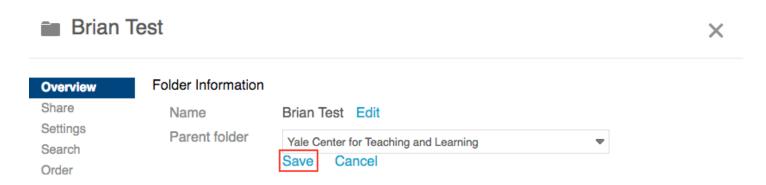
You can also right click (control+click on mac) on the folder in the "Browse" section and select "info"



In the "Overview" selection, select "edit" next to "Parent folder"

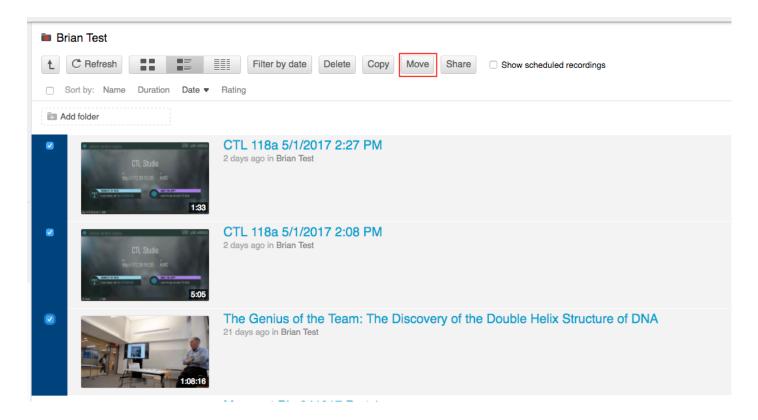


Select the folder for your new course from the drop down menu and select "save". The folder will now be located within your new course folder.

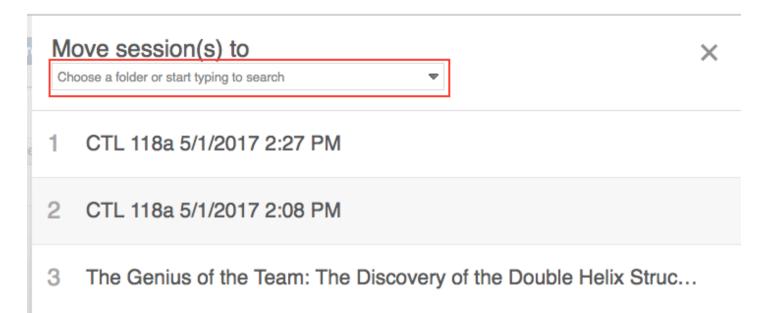


Moving individual media files

Locate the media you wish to move in your previous course's folder and select which files you would like to move by clicking the box to the left of the file. Then select "Move" from the menu.



Select the folder for your new course from the drop down menu.



Select "Move". Once the window notifies you it has finished moving your files, the media will be located within your new course folder.

Move session(s) to Yale Center for Teaching and Learning



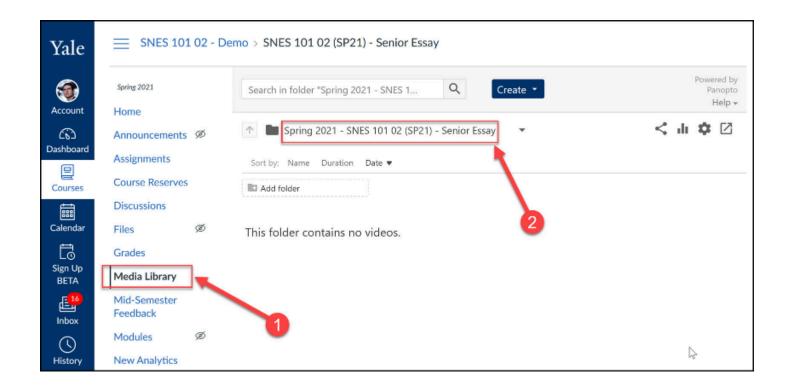
Other people can see items in this folder

- 1 CTL 118a 5/1/2017 2:27 PM
- 2 CTL 118a 5/1/2017 2:08 PM
- 3 The Genius of the Team: The Discovery of the Double Helix Struc...

Sharing files / folders with another course

If you are embedding your Media Library videos into Canvas tools (like Pages/Modules/ Assignments/etc...), a better process for you would be to share the original Media Library files or folders with your new course. By sharing the files, the files will not appear in the Media Library folder of the new course site - but anyone enrolled in the new course would still be able to view the content.

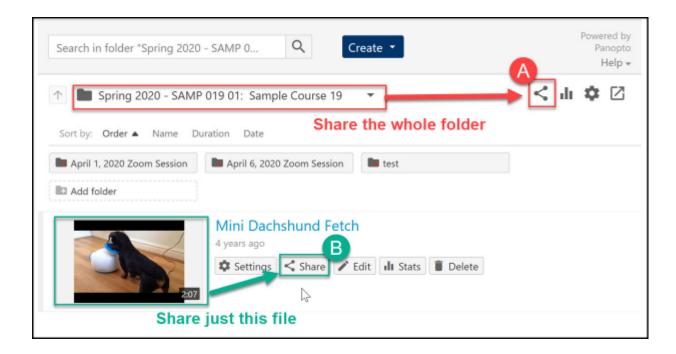
First, go to your new course and click on the **Media Library button** [1]. Notice the **Media Library folder name** [2] for your new course - you will need this folder name for the next steps.



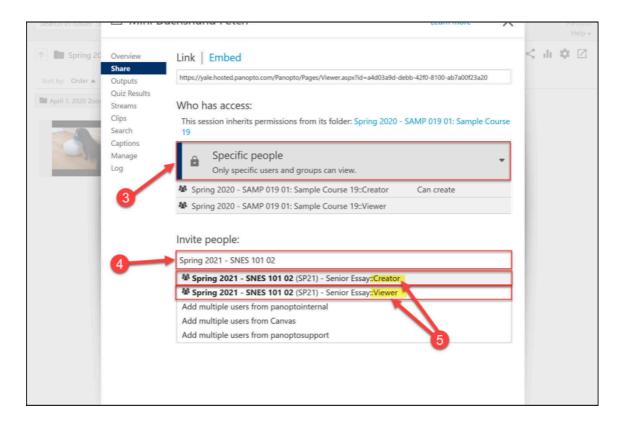
You will now need to navigate to the location in Media Library where your Media Library videos are stored. For most instructors, the original videos will be stored in the Media Library of a prior version of their Canvas course - and the instructions below are based on this scenario.

If your video files are store elsewhere in Media Library (like in your My Folder Media Library folder), you should navigate to that folder and then follow the rest of the instructions.

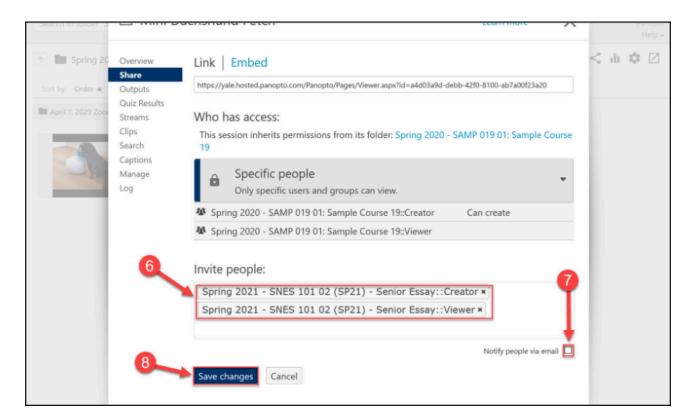
Go to the prior Canvas course site's Media Library (or other location where your videos are stored). Navigate to the appropriate folder and then click the appropriate button to **Share the folder [A]** or to **Share an individual file [B]**.



In the pop-up, make sure that the option for who has access is **Specific people [3]** and then go to the **Invite people [4]** box and start typing in the name of the Media Library folder from your NEW Canvas course. As you type, the results should appear under the text box. You will need to add access for both the **Viewer group** (aka users with a student-level role in your new Canvas course) and the **Creator group [5]** (aka users with an instructor or TA level role in your new Canvas course).



Confirm that the group you selected is listed in the **Invite people box [6]**. Unselect the option to **notify people via email [7]** and then click the **Save changes button [8]**.



For more help, please contact medialibrary@yale.edu.

How do I find and move content that was in Media Gallery?

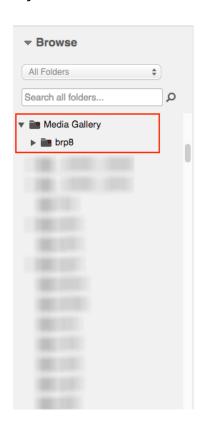
This guide will show you how to locate media you uploaded to Media Gallery in Classes*v2 and how to move it to your Media Library within your Canvas course.

Locate your previously uploaded Media Gallery content

Log in to Media Library at http://medialibrary.yale.edu/ by selecting the "Login" button and entering your NetID and Password when prompted.

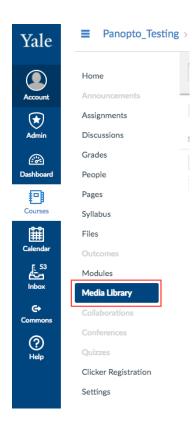
In the left hand column under "Browse" will be a folder named "Media Gallery" which will have a folder within titled your NetID. This folder will have content you uploaded to Media Gallery in Classes*v2. Please note that this is only content you uploaded and may not be all the content used in your course. Content that was used in your course but uploaded by another user will not appear in this folder.

If you need access to material uploaded by another user, please email medialibrary@yale.edu



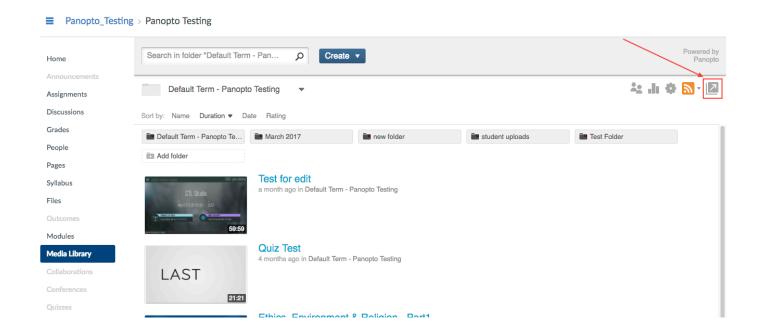
Set up Media Library in your new course

Navigate to your new course in Canvas and click on the "Media Library" item in the left hand column. This will create the folder for this course.



Go to the main Media Library site

From within the Media Library in your course, select the upward facing arrow to navigate to the main Media Library site. You can also access the site by going to http://medialibrary.yale.edu/ and logging in.



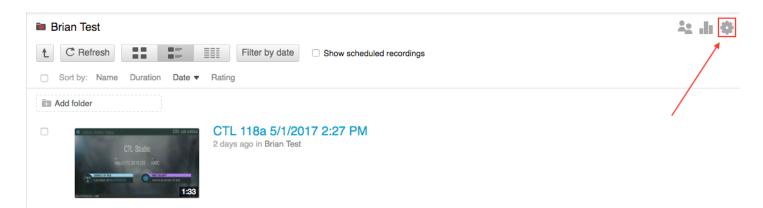
Locate the content you wish to move

In the "Browse" section on the left hand side, navigate to your NetID folder.

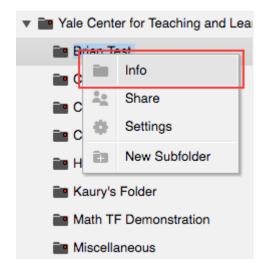


Moving folders

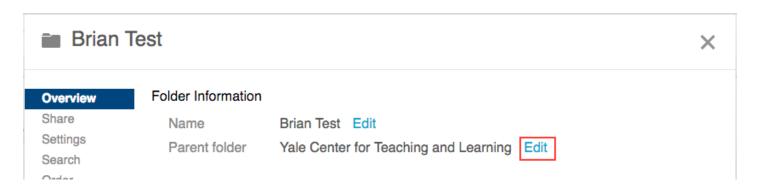
Click on the folder you wish to move, then enter the settings for that folder by selecting the gear icon in the upper right hand of the folder window.



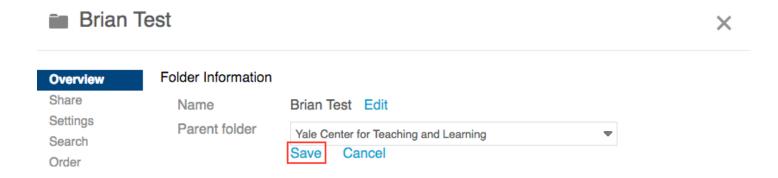
You can also right click (control+click on mac) on the folder in the "Browse" section and select "info"



In the "Overview" selection, select "edit" next to "Parent folder"

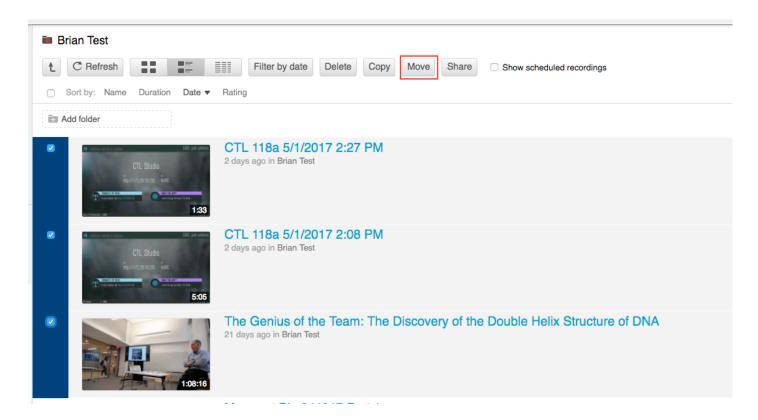


Select the folder for your new course from the drop down menu and select "save". The folder will now be located within your new course folder.

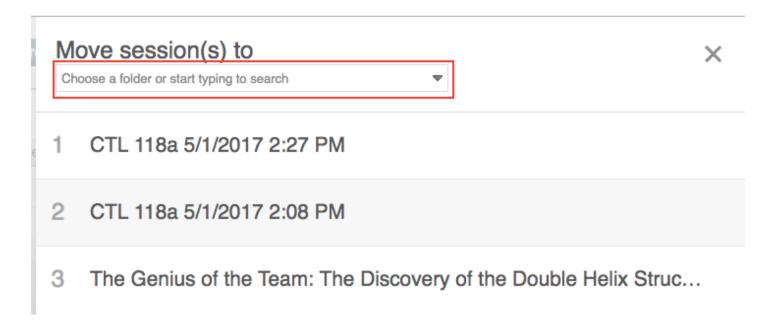


Moving individual media files

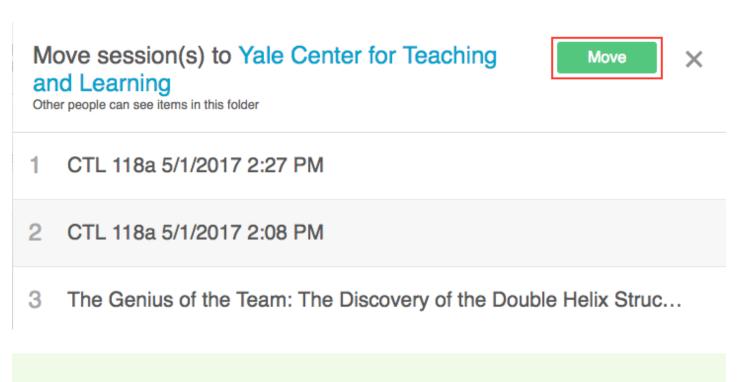
Locate the media you wish to move in your NetID folder and select which files you would like to move by clicking the box to the left of the file. Then select "Move" from the menu.



Select the folder for your new course from the drop down menu.



Select "Move". Once the window notifies you it has finished moving your files, the media will be located within your new course folder.



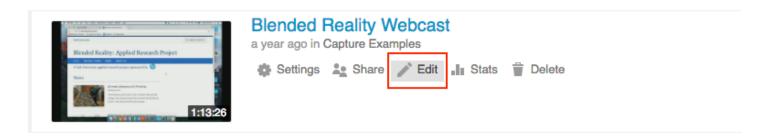
For more help, please contact medialibrary@yale.edu.

How do I add and edit captions?

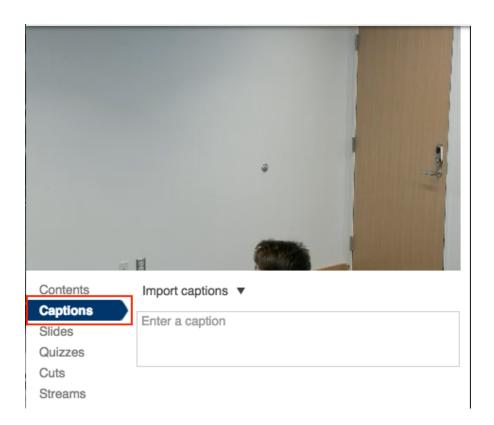
Panopto has the ability to manually upload captions or add captions through automatic speech recognition (ASR). Please note that captions created through ASR are not 100% accurate and should be reviewed and edited before being used for your content. This guide will show how to import and edit ASR captions as well as upload captions created elsewhere.

Importing ASR generated captions

To import ASR generated captions, enter the online video editor by clicking the "edit" button.

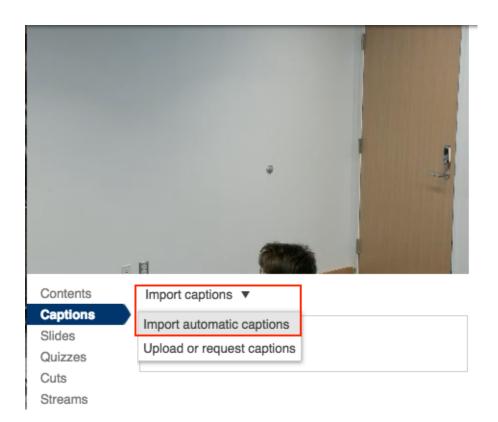


In the video editor, select "captions" from the left hand menu.

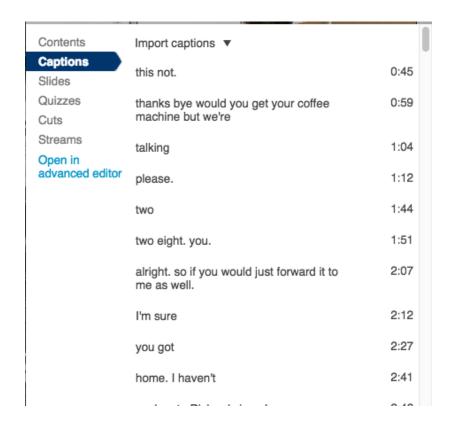


Select "import captions" and then "import automatic captions."

If you do not see the option to import automatic captions, please contact medialibrary@yale.edu and provide a link to your video for reprocessing

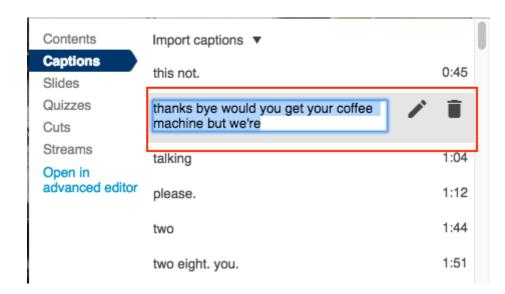


You will now see the caption text listed with timestamps.

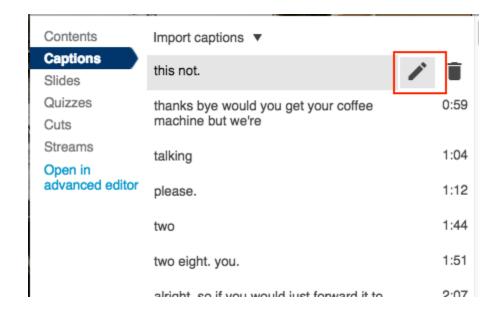


Editing your captions

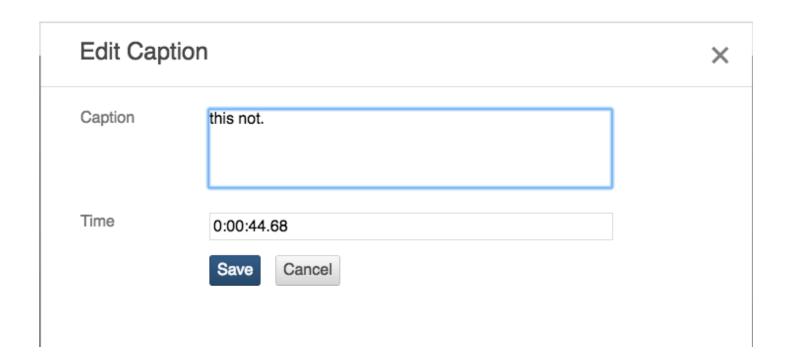
It is highly recommended to edit your ASR generated captions, as they will contain numerous errors. To edit the text, simply click on the text and type to correct or add content.



You can also select the pen icon next to the text to open a edit window.

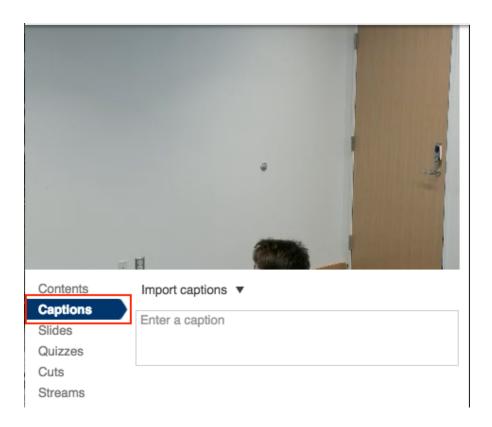


You can change the text and timing of the caption here.

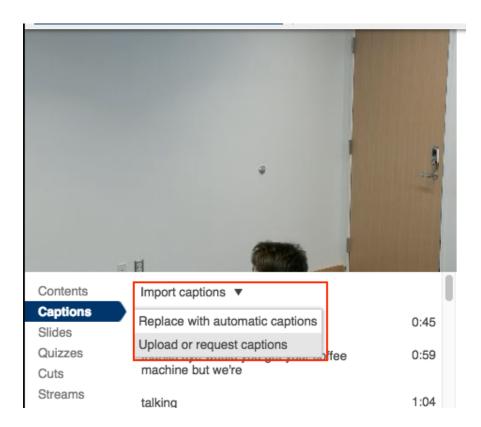


Uploading captions

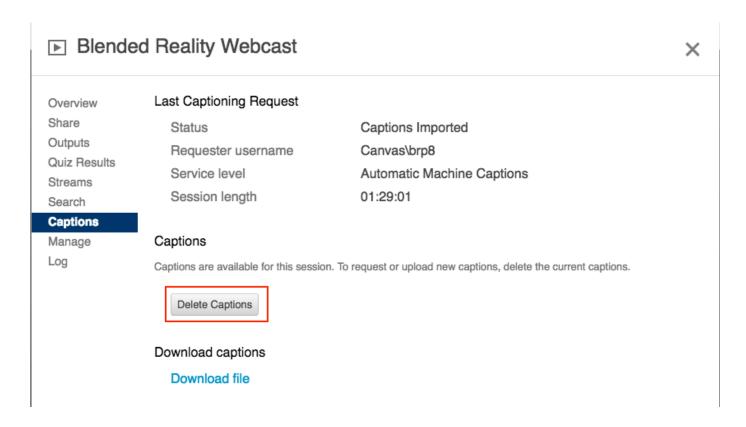
If you have had captions created from another service, you can easily upload them to your video content. Panopto currently supports *.srt, *.ashx, and *.dxfp file types for captions. To begin, follow the above steps to enter the online editor and select to the captions options from the left hand menu.



Select "import captions" and then "upload or request captions"



From the menu, delete the automatic captions if they are present for your session.



Browse to you caption file and select "Upload Captions."



You can now edit your captions, if needed, following the steps above.



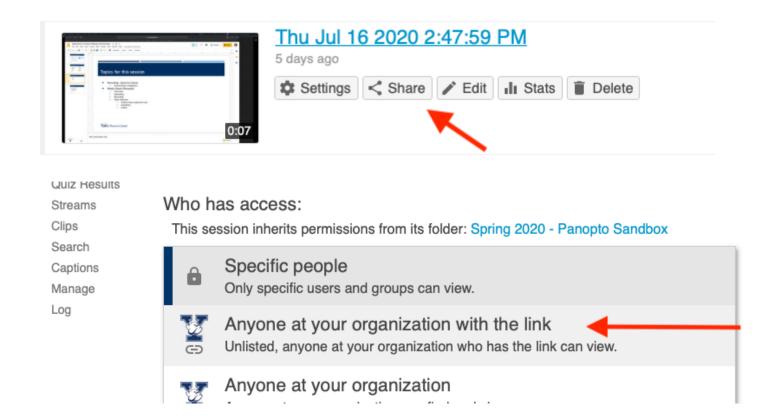
For more help, please contact medialibrary@yale.edu.

Recording and sharing videos to the Media Library in Canvas

This article explains three different methods for capturing and sharing videos to your Media Library in your Canvas course site, specifically for the creation of Course Welcome Videos in support of Fall 2020 courses. These methods can be used to record and share other videos as well.

Panopto Method (Chrome, Edge Firefox browsers only)

- 1. Start by entering your <u>Early Course Sandbox</u> or official Fall 2020 course.
- 2. Select Media Library from the left hand menu.
- 3. Towards the top of the page, select the "create" drop down menu and click on "Panopto Capture."
- 4. Take the following steps before you begin recording.
 - Prepare your computer quit any applications that you do not require, or would send you notifications, such as your email. Open your presentation and other web pages you wish to include in your welcome video.
 - Prepare your space close the door if possible to minimize background noise, and ensure you have proper lighting (for example, do not sit in front of an open window).
- 5. Press the large red button to record. A countdown from 5 seconds will commence.
- 6. You can share any computer content you wish by selecting the computer screen icon on the top right either before or during your recording session.
- 7. Once finished click stop (red square) and you'll be able to select the folder you wish the video to appear (Early Course Sandbox or official Fall 2020 course for example)
- 8. In the folder you saved the video, select the share option, then click on "Specific People" and change to "Anyone at your organization with link."



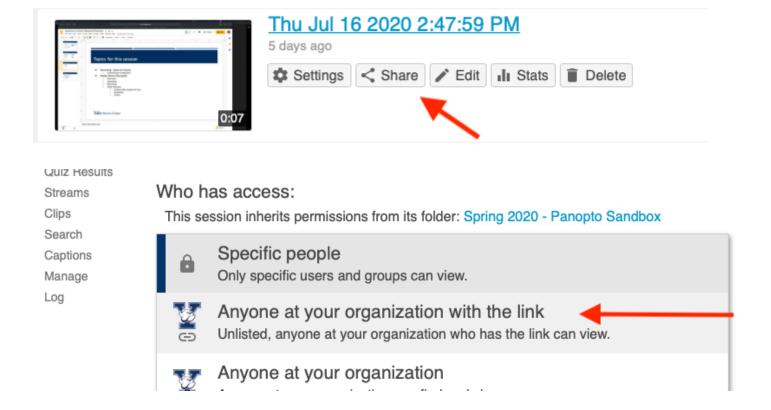
9. From there, you can embed the video in your syllabus using the insert/edit media button, or embed the video on a Canvas Page through the Rich Text Editor Panopto embed icon.

Zoom through Canvas Method

This method of recording works well when your students are not yet in your course, as anyone enrolled in your course would be able to join your session.

- 1. Start by entering your Early Course Sandbox or official Fall 2020 course.
- 2. Enable Zoom in your Canvas course if not already enabled.
- 3. Schedule a meeting through the Canvas / Zoom integration.
 - Choose "Record the meeting automatically" this will allow you to have your recording automatically sent to the courses Media Library. Leave the "In the cloud" radio button selected. Click Save.
 - Note: You will be able to trim your video after you have it recorded and saved.
- 4. Take the following steps before you begin recording.
 - Prepare your computer quit any applications that you do not require, or would send you notifications, such as your email. Open your presentation and other web pages you wish to include in your welcome video.

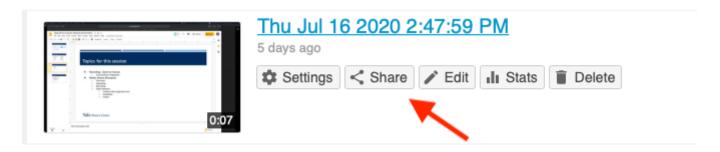
- Prepare your space close the door if possible to minimize background noise, and ensure you have proper lighting (for example, do not sit in front of an open window).
- 5. Start your meeting when you are ready.
 - Remember your recording is starting right away, but <u>you can trim the beginning or end if</u> <u>needed</u>. Start your welcome message when ready.
- 6. If you are going to share your screen, consider sharing just the application you want to include in your video, powerpoint or keynote, for example, instead of your entire desktop. We recommend you select "Optimize Screen Share for Video Clip" to ensure high quality, and sharing computer sound if your presentation has audio, or if you are sharing videos. Click Share.
- 7. When you are finished, End the meeting, and the recording will be automatically saved and posted to your course's Media Library. You will get an email when the processing is complete.
- 8. In the folder you saved the video, select the share option, then click on "Specific People" and change to "Anyone at your organization with link."



9. From there, you can embed the video in your syllabus using the insert/edit media button, or embed the video on a Canvas Page through the Rich Text Editor Panopto embed icon.

Smartphone Method

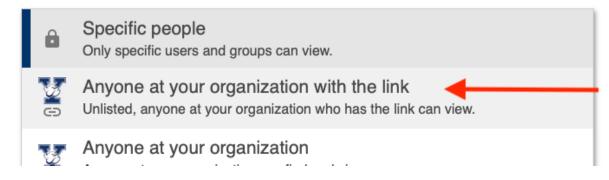
- 1. Download the "Panopto Mobile" app from the Apple App Store (iOS) or Google Play store (Android).
- When opening "Panopto Mobile" for the first time, click on the three dots in the upper right corner.
- 3. In the "enter site manually" field, enter yale.hosted.panopto.com and go through the CAS login process (this is similar to logging into canvas)
- 4. Click "Browse" on the bottom right corner and select the folder you want to upload to (Early Course Sandbox or official Fall 2020 course for example).
- 5. Click the "+" blue circle to record and upload.
- 6. You'll have the option to upload any previous video you've made or create a new video.
- 7. When filming yourself, we advise you record horizontally as vertical videos only use a small portion of a viewers window.
- 8. Click record and create your own video. Once you hit stop the application will upload and process automatically.
- 9. In the folder you saved the video, select the share option, then click on "Specific People" and change to "Anyone at your organization with link."



Quiz Hesuits Streams Clips Search Captions Manage Log

Who has access:

This session inherits permissions from its folder: Spring 2020 - Panopto Sandbox





Poll Everywhere

Logging in to Poll Everywhere

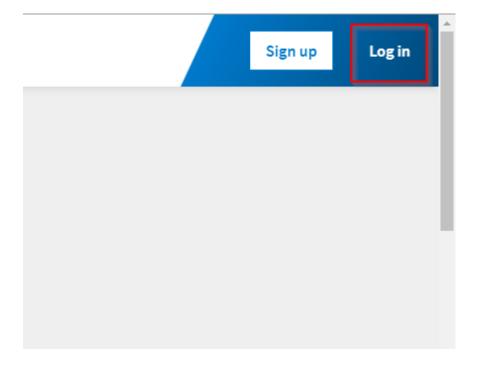
This guide will show you how to log in to your Yale Poll Everywhere account.

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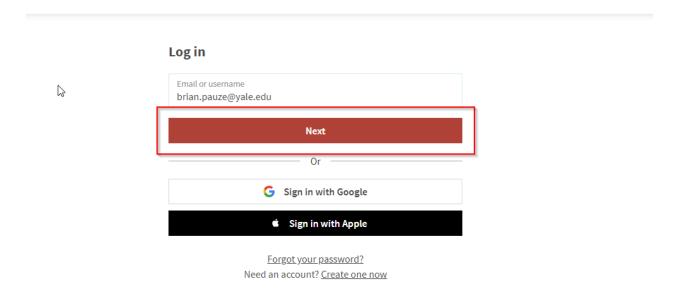
To obtain a Poll Everywhere Presenter account with Yale please send a request to medialibrary@yale.edu and you will be sent an invitation email.

Navigate to the Poll Everywhere website

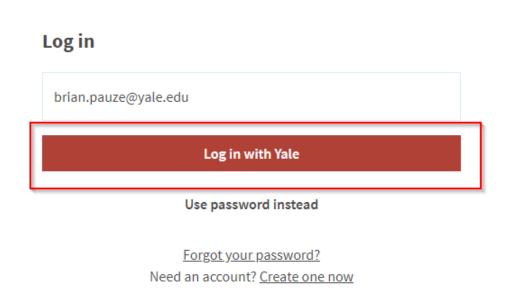
Once you have requested and set up your account, in a browser navigate to https://www.polleverywhere.com/ and select "Log in" in the upper right hand corner.



Enter your Yale email address and select "Next".



Select "Log in with Yale" and authenticate through CAS.



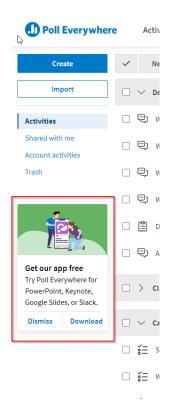
You are now logged in to your Poll Everywhere account and will see your main Poll Everywhere dashboard page.

Installing the Poll Everywhere desktop application

If you want to include Poll Everywhere questions within your presentations in PowerPoint, Keynote or Google slides, you will need to install the Poll Everywhere desktop application. This application will be used to insert slides in to your presentations and collect responses from your participants.

Select

On the left hand side of your Poll Everywhere dashboard, select download and select the appropriate application for your operating system and presentation application.

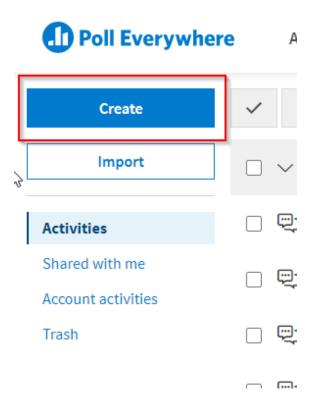


Creating Polls in Poll Everywhere

This guide will show you how to create and customize polls within Poll Everywhere.

Select "Create"

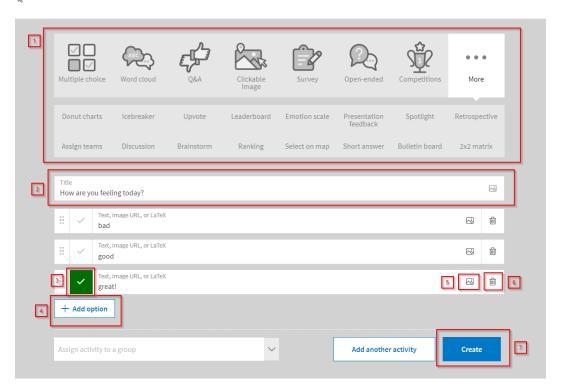
From your Poll Everywhere dashboard, select "Create" in the upper left of the page. This will take you to the poll creation page.



Create your question

You can now choose a variety of options for creating your poll.

B



- 1. **Question Type** This is where you can select which type of question you would like to create. Poll Everywhere allows for a broad selection of question types including multiple choice, free response, Q&A and clickable image.
- 2. **Title** This is where you will enter your question or prompt for responses.
- 3. **Correct Answer** If you wish to designate a correct answer, select the check box to select the correct answer.
- 4. **Add option** Select "add option" to add more answer choices
- 5. **Add Image** Poll Everywhere allows for the addition of images to both questions/prompts and answers. Select the image icon to add an image
- 6. **Delete option** Select the trash can icon to remove an answer option
- 7. **Create** When you have finished entering your poll information select "Create" to create your question and move to the customization screen.

Additional information can be found in Poll Everywhere's **Getting Started Guide**

Customize your Poll

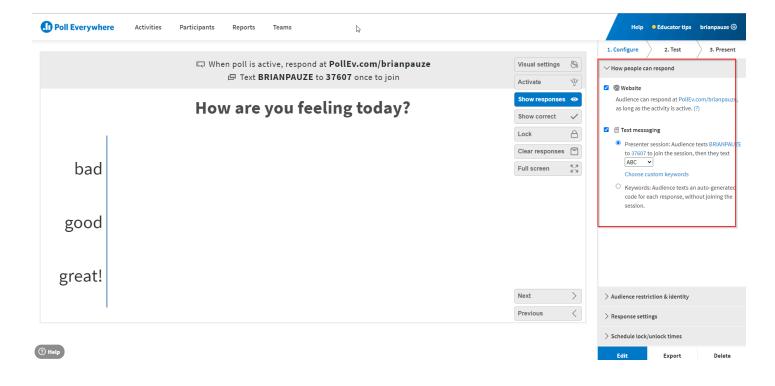
Once you have created your poll, you can customize numerous aspects of how the poll will look and behave. This guide will cover the main options within the poll customization section.

Configuration options

Once you have created you poll, you will be brought to the customization page for that poll. On the right hand side you will find the "Configure" section which allows you to make adjustments to how your poll will behave and how people can respond to the poll.

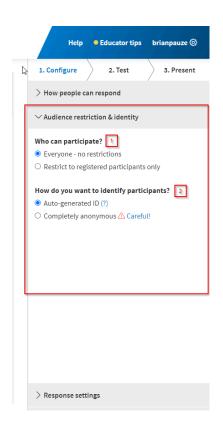
"How people can respond" Section

This section lets you select how people can respond to your poll. By default both the "website" and "text messaging" options should be selected. This allows people to respond both by website/app and via text message if a participant does not have a smart device.



"Audience restriction & identity" Section

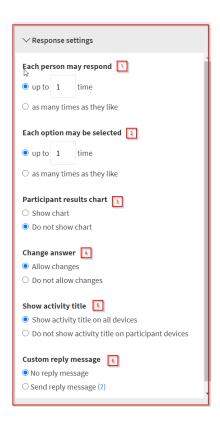
The "Audience restriction & identity" section lets you choose how you would like participants to be identified (if at all) and if you want to require participants to have to log in before answering your poll.



- 1. **Who can participate?** This lets you choose whether you want anyone with your response link to be able to answer without logging in (Everyone no restrictions) or require people to log in with their Yale credentials to answer your poll (Restrict to registered participants only). If you intend to track your student responses by user for grading purposes or otherwise, you will want to restrict to registered participants only.
- *Participants will not have to register with you specifically if you select "Restrict to registered participants only" only log in via SSO (Single sign on) using their Yale credentials to answer your poll*
- 2. **How do you want to identify participants?** If you are allowing everyone to participate without restrictions, you can select if you want to identify people by a chosen screen name/ auto-generated ID (this option can be selected within your Poll Everywhere account settings) or have people respond completely anonymously. If you are restricting to registered participants you will have the option to identify participants by their full name and email or completely anonymously.

"Response Settings" Section

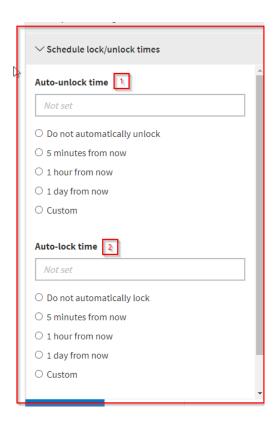
This section allows you to customize how you would like people to be able to respond to your poll.



- 1. **Each person may respond** lets you select how many times a person can answer your poll. If you are asking a question where a participant may be prompted to select a number of different answers, you can customize the behavior here.
- 2. **Each option may be selected** lets you choose if you want to allow people to select the same answer more than once, if you are allowing more than one answer.
- 3. **Participant results chart** lets you select whether or not you want the results of the poll to show up on the participant device or only on the presenter screen.
- 4. **Change answer** lets you set if you would like people to be able to change their answer after selecting an answer option in your poll.
- 5. **Show activity title** lets you choose if you want to show the question/prompt on participant devices as well as on the presentation screen
- 6. **Custom reply message** lets you choose if you would like to send a custom reply back to participants after an answer is selected.

"Schedule lock/unlock times" Section

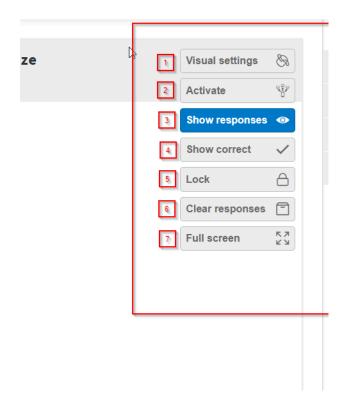
This section lets you determine if you would like to set a custom lock and unlock time for a poll. If you are going to be using poll through presentation software like PowerPoint and want people to respond immediately, this section can be ignored.



- 1. Auto-unlock time lets you select the automatic unlock time
- 2. Auto-lock time lets you select the automatic lock time

On Screen Poll Options

There are a number of options that will appear on the poll question in the customization view. These can also be accessed while you are running the poll by moving your cursor to the upper right hand corner of the poll screen.



- 1. **Visual settings** selecting this will open a menu that allows you to change a large number of options with regards to how your poll looks. This includes changing the layout of the slide, text font and size options, color options among others.
- 2. **Activate** selecting this will activate the current poll question and make it available to answer at your response URL.
- 3. **Show responses** this will toggle between having the live answers visible or having them hidden. You may want to keep answers hidden until all students have answered and this can let you select the visibility ahead of time or during your presentation.
- 4. **Show correct** If you have designated a correct answer or answers, this will identify them on the poll
- 5. **Lock** will lock the presentation and prevent people from submitting any additional responses. You may want to use this in combination with the "Show responses" option to lock the question before showing the responses to your participants.
- 6. **Clear Responses** lets you clear any previous responses from your poll. Any cleared responses will be stored as an archived run and can be accessed via the reporting tool.
- 7. **Full screen** allows you to show the poll in full screen. This will also automatically activate your poll. This can be a good option if you are running polls from the website and not through presentation software like PowerPoint or Keynote.

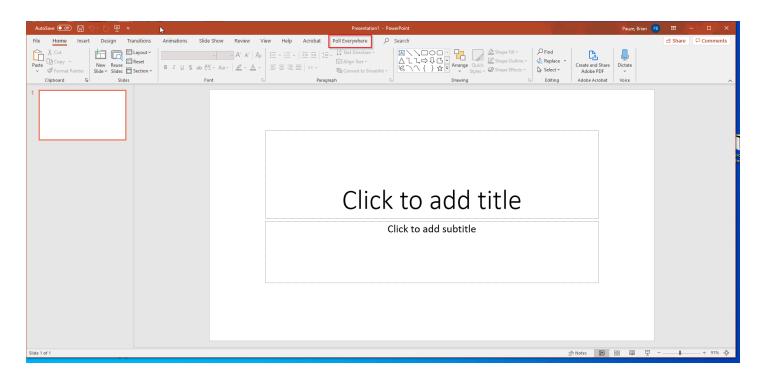
Inserting and Running Polls in PowerPoint on Windows

This guide will show you how to insert Poll Everywhere polls in to PowerPoint for Windows.

If you are running Poll Everywhere in PowerPoint and sharing your content via Zoom, you will need to share your entire desktop and not just the PowerPoint application. Zoom sees the live slide as a separate program and will not display it to your Zoom participants if you share only the PowerPoint application.

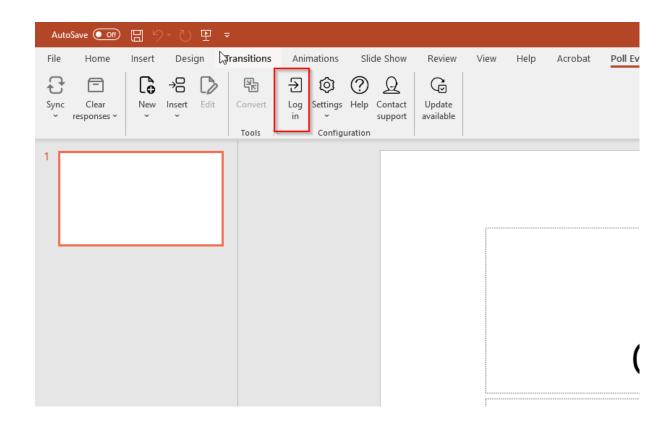
Select the Poll Everywhere Tool within PowerPoint

After installing the Poll Everywhere desktop application for PowerPoint on Windows, you will see the Poll Everywhere tool within PowerPoint.



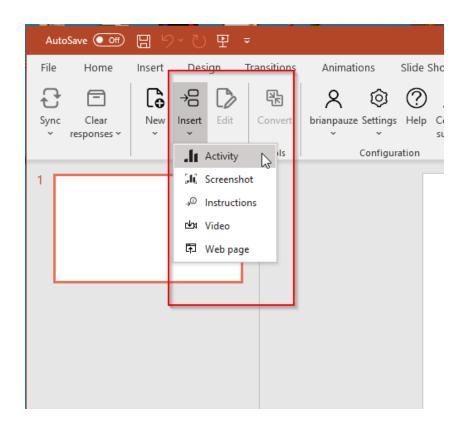
Log in to Poll Everywhere within PowerPoint

To insert your polls and collect responses, you need to be logged in to Poll Everywhere within PowerPoint. Select the "log in" option and sign in using your Yale email and password.



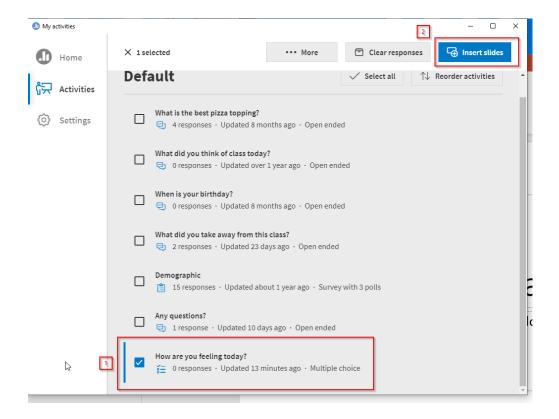
Insert an Activity

Select "Insert" and then "Activity" to bring up a menu of your created polls.





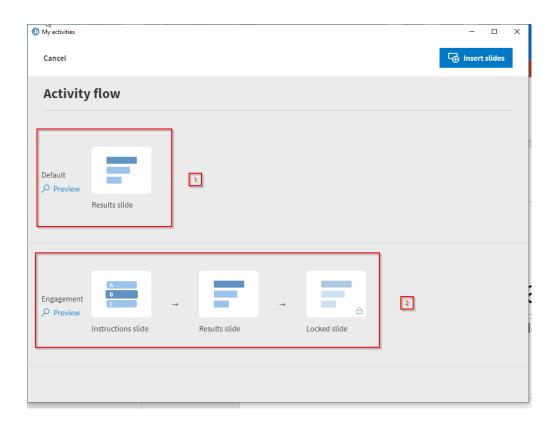
Select your Activity and Insert as a Slide



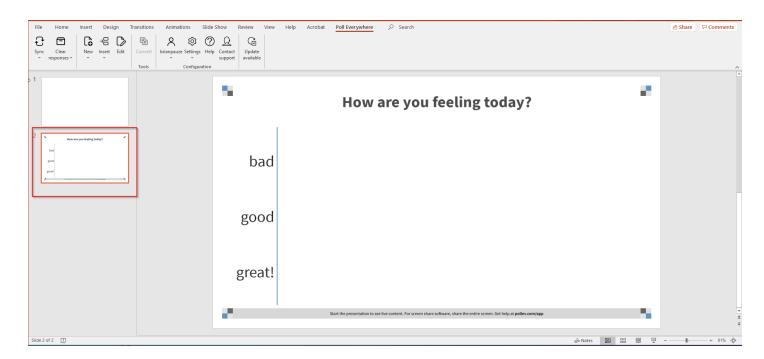
- 1. Select the check box next to the poll, or polls, you would like to insert in to your presentation.
- 2. Select "Insert slides" to have the polls added as new slides in to your presentation.

Select your Activity Flow

Poll Everywhere allows you to insert a poll as one slide or a series of slides depending on how you would like your presentation to flow.



- 1. **Default** inserts the poll as one slide within your presentation
- 2. **Engagement** inserts the poll as a series of slides that will show the instructions, then the results, then lock the slide as you move through the presentation.

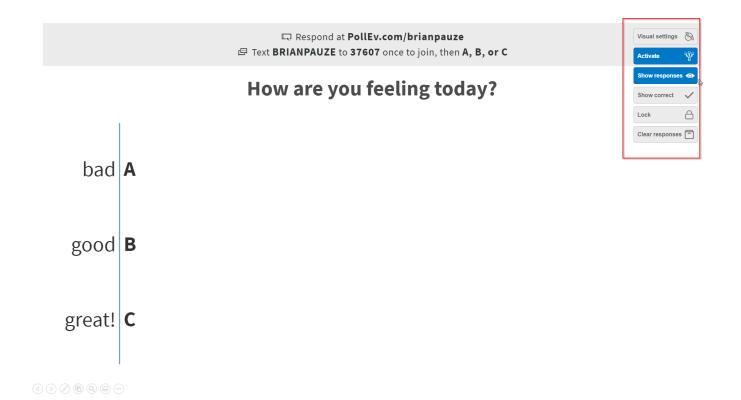


The poll will now be inserted within your presentation as a new slide.

Run your Presentation

You can now run your presentation. When you get to a slide that contains a Poll Everywhere poll, the poll will activate and you will see the live slide displayed. The on screen poll options will appear if you move your cursor to the upper right hand corner of your poll.

If you are running Poll Everywhere in PowerPoint and sharing your content via Zoom, you will need to share your entire desktop and not just the PowerPoint application. Zoom sees the live slide as a separate program and will not display it to your Zoom participants if you share only the PowerPoint application.



Inserting and Running Polls in PowerPoint or Keynote on Mac

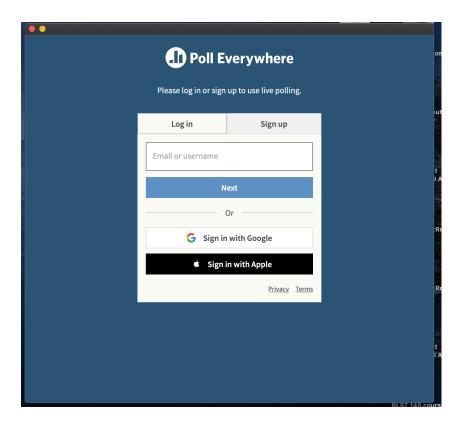
This guide will show you how to insert Poll Everywhere polls in to PowerPoint for Windows.

1 If

If you are running Poll Everywhere in PowerPoint and sharing your content via Zoom, you will need to share your entire desktop and not just the PowerPoint application. Zoom sees the live slide as a separate program and will not display it to your Zoom participants if you share only the PowerPoint application.

Run the Poll Everywhere Standalone Application

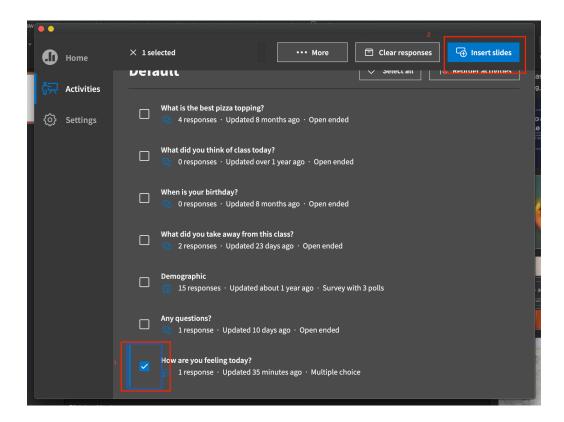
After installing the Poll Everywhere desktop application for PowerPoint or Keynote for Mac, you will need to run the Poll Everywhere application and have it running while you run your presentation.



Log in to Poll Everywhere within PowerPoint

To insert your polls and collect responses, you need to be logged in to the Poll Everywhere standalone application. When you open the Poll Everywhere application, log in using your Yale credentials as you would when logging in to the Poll Everywhere website.

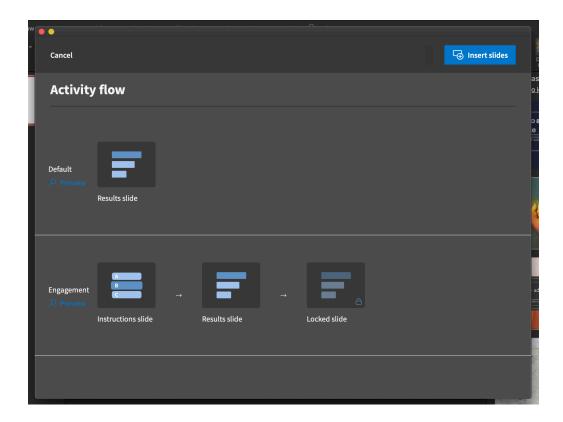
Select your Activity and Insert as a Slide



- 1. Select the check box next to the poll, or polls, you would like to insert in to your presentation.
- 2. Select "Insert slides" to have the polls added as new slides in to your presentation.

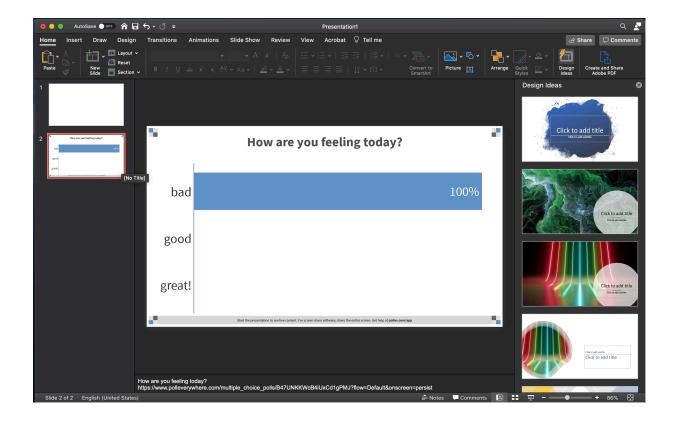
Select your Activity Flow

Poll Everywhere allows you to insert a poll as one slide or a series of slides depending on how you would like your presentation to flow.



- 1. **Default** inserts the poll as one slide within your presentation
- 2. **Engagement** inserts the poll as a series of slides that will show the instructions, then the results, then lock the slide as you move through the presentation.

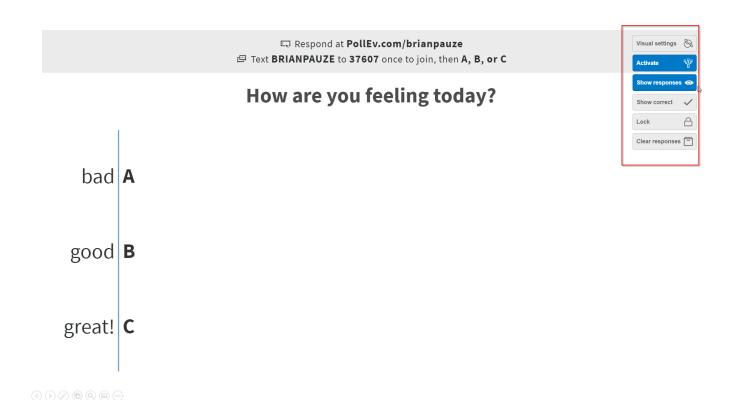
The poll will now be inserted within your presentation as a new slide.



Run your Presentation

You can now run your presentation. When you get to a slide that contains a Poll Everywhere poll, the poll will activate and you will see the live slide displayed. The on screen poll options will appear if you move your cursor to the upper right hand corner of your poll.

If you are running Poll Everywhere in PowerPoint and sharing your content via Zoom, you will need to share your entire desktop and not just the PowerPoint application. Zoom sees the live slide as a separate program and will not display it to your Zoom participants if you share only the PowerPoint application.

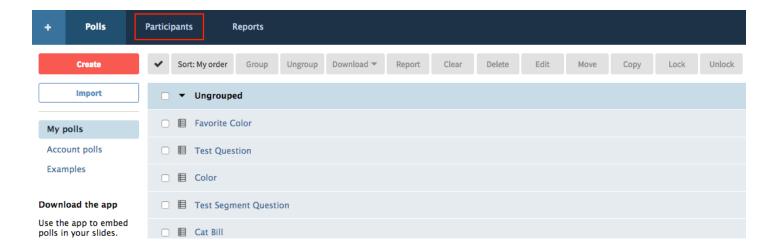


Importing a Course Roster

Importing a course roster is a way to help view responses to your polls in the reports section based on your course enrollment. If you do not want to track named student answers or participation for your polls, you do not need to import your course roster.

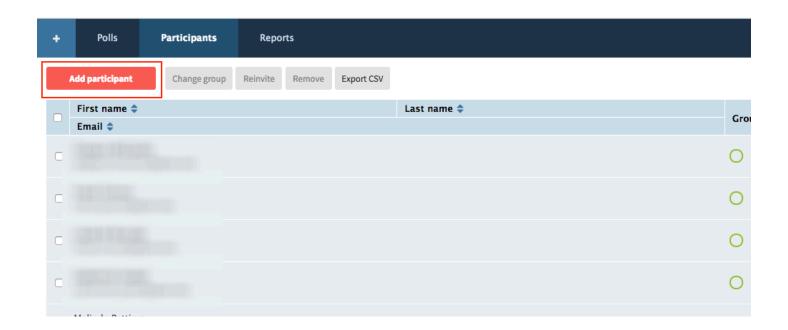
Navigate to the Particpants section of your Poll Everywhere dashboard

Log in to your Poll Everywhere account and select the "Participants" tab from the main dashboard.



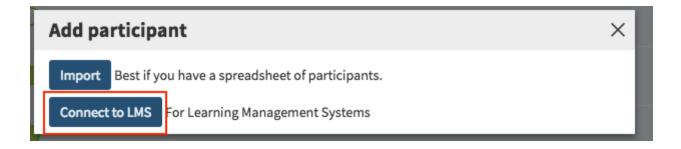
Select "Add participant"

Select the "Add participant" button in the upper left hand corner.



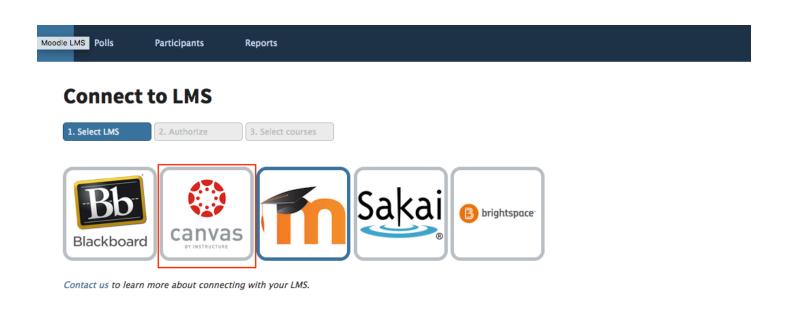
Select "Connect to LMS"

From the pop up menu, select "Connect to LMS"



Select "Canvas"

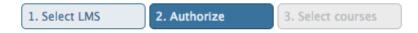
Select the "Canvas" option from the list of support LMS's



Log in to Canvas

Under "Canvas accounts available for your institution" select "Login" next to https://yale.instructure.com

Connect to LMS





Select Canvas connection type:

Please note that adding a new Canvas connection will disable participant self-registration

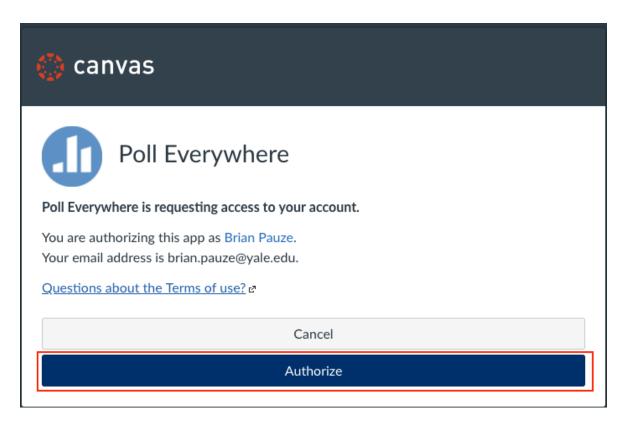
- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:



Connect your Canvas and PollEverywhere accounts

When prompted, select "Authorize" to connect your Canvas and PollEverywhere accounts.



Select your Canvas login

You will now see a Canvas login available for you. Select the link that now appears under "Your available Canvas logins."

Connect to LMS



Your available Canvas logins:

https://yale.instructure.com [login: brp8] Delete



Add more Canvas connections:

Please note that adding a new Canvas connection will disable participant self-registration fo

- Free-For-Teachers account at canvas.instructure.com
- · Canvas Network account at learn.canvas.net

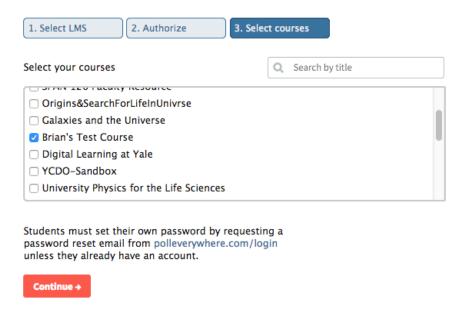
Canvas accounts available for your institution:

https://yale.instructure.com Login Edit

Select the course roster you want to import

You will see a list of your courses available in Canvas, with the most current courses listed first. Select the course you want to import and select "Continue." Please note that this will notify students via email who do not have an existing PollEverywhere account that one will be created for them. They will receive an email prompting them to complete their account creation.

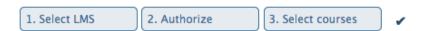
Connect to LMS



Verify students have been added to your participant list

You will be notified that the LMS connection is in progress and your roster will appear in your participant list shortly.

Connect to LMS



LMS connection in progress!

Our robots are sifting through your roster now. Check the Participants tab in a little while to see results. Remember to set polls to allow Registered participants only, so you can identify them in Gradebook and reports.



In your participant tab of your PollEverywhere dashboard, you will now see the list of your students and which course group/s they belong to.

Exporting Poll Results to Canvas Gradebook

Instructors can export poll results back to the Canvas gradebook to be used as assignments. Please note, you will need to restrict your polls to registered participants only to correctly associate responses with your students. You will also need to import your course roster following the instruction here.

Instructions for exporting grades can be found in the Poll Everywhere guide here.

Additional Resources

Poll Everywhere provides a large number of resources on their support page, including tutorial documentation and videos. These can be accessed at their support page

here: https://www.polleverywhere.com/support

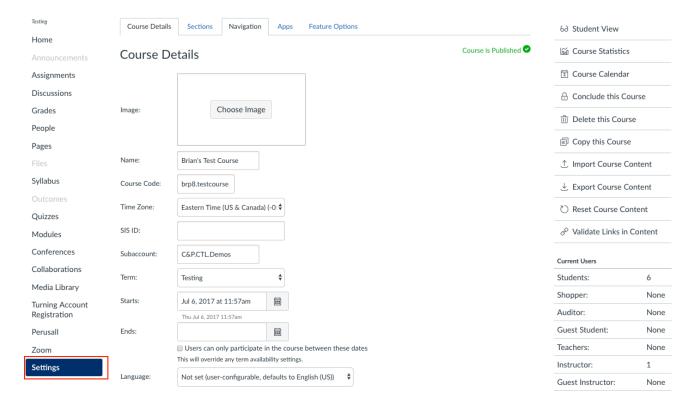
Zoom in Canvas

Enabling Zoom within a Canvas course

Zoom is hidden by default within Canvas courses. This article describes how to add the Zoom tool to your navigation menu.

Add to Canvas Course Site Navigation Menu

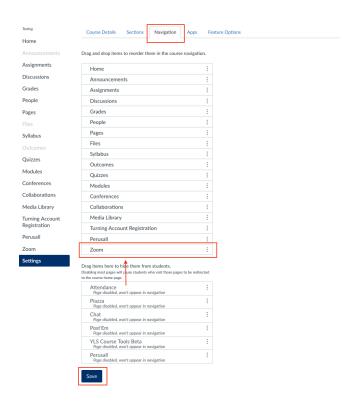
- 1. Log into Canvas and go into your course
- In your course navigation menu, click Settings.



- Select the Navigation tab
- 3. Drag the **Zoom** tool from the lower list to the upper list of active course items
 - ① Users affiliated with Yale School of Medicine or Yale School of Nursing (or any other Yale user with a HIPAA compliant Zoom account) should add the "Zoom HIPAA" tool in the navigation menu. Using the "Zoom" entry may result in an error when selected in the course navigation.

4. Click Save.

Zoom will now appear in your left side course navigation menu.



- For more information, please refer to these helpful links:
 - Getting started with Zoom (vendor)
 - Zoom and Academic Continuity at Yale

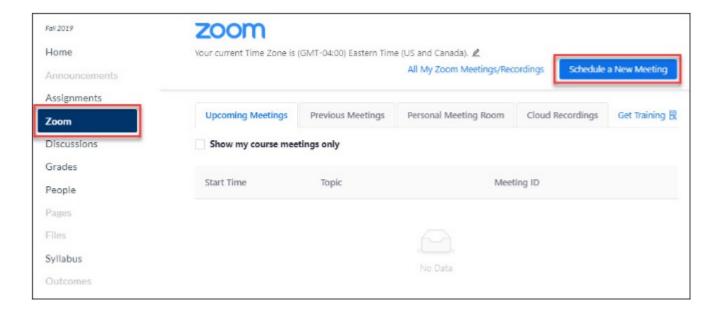
Scheduling Zoom meetings within Canvas

Zoom within Canvas allow you to schedule and display meetings directly in your Canvas course page. Students can view upcoming Zoom sessions and join them from the Zoom section within your course.

Scheduling meetings with the Zoom tool

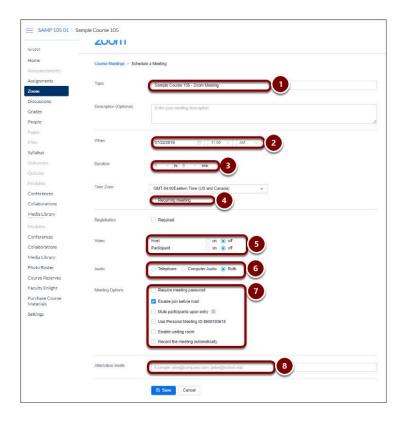
After you have added the Zoom tool to your course site, you can use the Zoom tool to schedule sessions from within your Canvas Course.

- 1. Go to your Canvas course and click on the **Zoom** tool in your course navigation menu.
- 2. The Zoom tool's landing page shows the information on upcoming meetings and previous meetings. Click the "**Schedule a New Meeting**" button to create a new meeting.



You will be brought to a page to enter the meeting information

1 General Settings information and Recommendations - for a full description of available settings, refer to Zoom's guide on <u>scheduling meetings</u>.

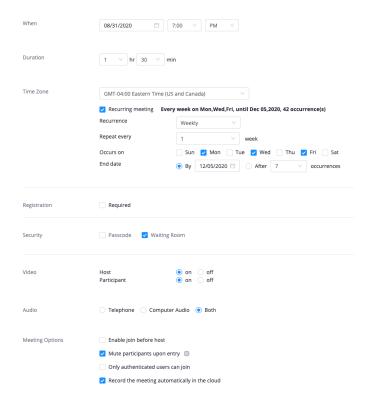


1. **Topic** - Provide a title for this session - if you are scheduling multiple types of sessions, include information in the Topic title to help students distinguish what each session is for (e.g lecture/lab/office hours/etc sessions).

If a TA is creating sessions for their discussion/lab sessions, have the TA include their name and section number in the topic so that students know which sessions they should join.

- NOTE: Always include your course title in your Zoom meeting so students can easily identify what course the Zoom meeting is for.
- 2. **When** Set the date and time for your session be aware that by default sessions are added in Eastern Time (ET). Users can change their personal settings so that Zoom sessions appear in their local time see our help article on how to change your personal-time-zone-preferences-in-Canvas-and-Zoom.
- 3. **Duration** Set the approximate duration for the Zoom meeting. This setting will not impact the session itself, meaning the meeting can continue after the duration passes. The duration is used to create the associated Canvas Calendar entry.
- 4. **Recurring Meeting** Use this setting if you are scheduling an event that repeats (e.g. scheduling all of your class meetings at once). You can schedule meetings to recur daily, weekly, biweekly, or monthly. When you elect to schedule a "weekly" recurring meeting, you will have the ability to choose between the seven days of the week. You can choose multiple dates per week to schedule a class that meets multiple times per week (as pictured below for a meeting that occurs on Monday, Wednesday, and Friday for an entire semester).

- 5. **Security** The "Waiting Room" option creates a holding area for users to join the session and wait for the host to admit them to the meeting. The host does need to admit users if using this setting. Waiting rooms can be useful for open office hours to allow students to wait in a queue while the instructor meets privately with one student at a time. The "Passcode" option allows you to create a numeric code or word for users to enter before they are admitted to a meeting.
- 6. **Video options for Host/Participant** This setting controls whether a person's video will be turned on as they enter your meeting. The user can still choose to turn on/off their video after they are in your meeting. This only controls their setting when they first enter the meeting.
- 7. **Audio options** Zoom provides users the option to use their device's audio (microphone/ speakers) controls or to call in with a phone number. As you schedule, you can select which audio option to provide or you can provide both (we recommend "Both").



NOTE: Set the Audio options to allow **Both** (join by computer audio and/or by telephone) to provide students who do not have a stable internet connection the ability to call in by phone.

7. Meeting Options

1. **Enable join before host** (not recommended) - allows students to join the session before the host has joined

- 2. **Mute participants upon entry** (recommended for large classes) when users first enter the meeting, they would be muted. Users are able to mute/unmute after they have entered the meeting (unless the host changes the settings from within the meeting to prevent unmuting).
- 3. Use Personal Meeting ID (not recommended) would create the meeting link based off of your personal meeting ID. Typically we would suggest not using your personal meeting ID since it could be predictable enough that users who are not in your course could join a session they do not belong in.
- 4. **Record the meeting automatically** will automatically record the session when it begins. The host can select to record to:
 - 1. **Local computer** (not recommended) the recording will be processed and stored on the Host's computer and can then later be uploaded into the Media Library.
 - 2. Cloud (recommended) recording is processed and transferred to the Media Library for the course. See the following article for more information on the Zoom/Panopto Integration.
- 7. **Alternative Hosts** set up co-hosts (aka alternative hosts) for your sessions. If you have TAs in your course, you may want to set them up as co-hosts so that they too can start and manage some features of your session.



A NOTE: Only users who have a Yale Zoom account can be set as a co-host. If the person you are trying to add as a co-host does not have an account already, they can go set one up - or you can just wait until the meeting begins and set them as the cohost from within the meeting. Check our help article for setting Co-Hosts in Zoom sessions for details.

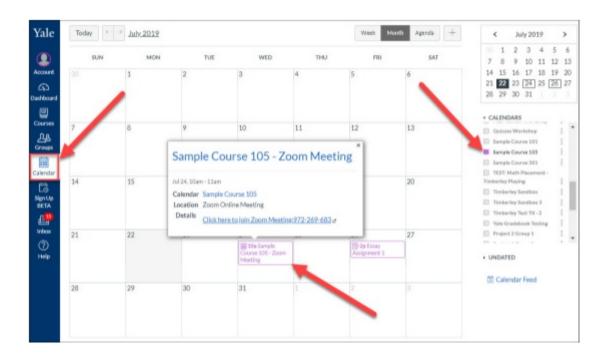
- 8. Once you filled out the necessary information and click **Save**.
- 9. You will now see a screen confirming the details of your meeting settings.

Calendar Notifications

Once you schedule a Zoom meeting through the Canvas Zoom tool, an event will automatically be placed on the Canvas course calendar and on your course site's Syllabus under the Course Summary. Deleted meetings will be removed from both the Canvas calendar and Syllabus.

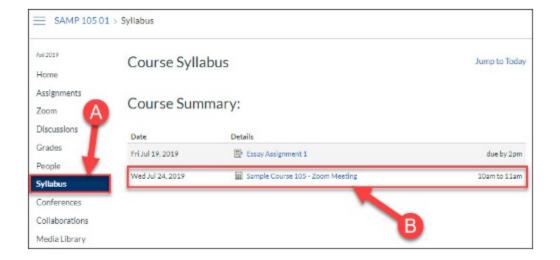
Example Calendar Post

- 1. Go to the Calendar tool [A].
- 2. Make sure that you have selected the calendar for your course [B].
- 3. Your event will appear on the calendar click the calendar item to view additional details and the link to join the meeting [C].



Example Syllabus Course Summary

- 1. Go to your course's Syllabus tool [A].
- 2. Go to the Course Summary section and your meeting will be listed there [B].



- Ω
- For more information, please refer to these helpful links:
- Getting started with Zoom (vendor)
- Zoom and Academic Continuity at Yale

Adding a Co-Host / Alternative Host for a **Zoom Meeting**

Options for adding Co-Hosts

To add a co-host, you have 2 options:

- Option 1: Set Co-Host when scheduling events:
- Option 2: Set Co-Host during your Zoom session:

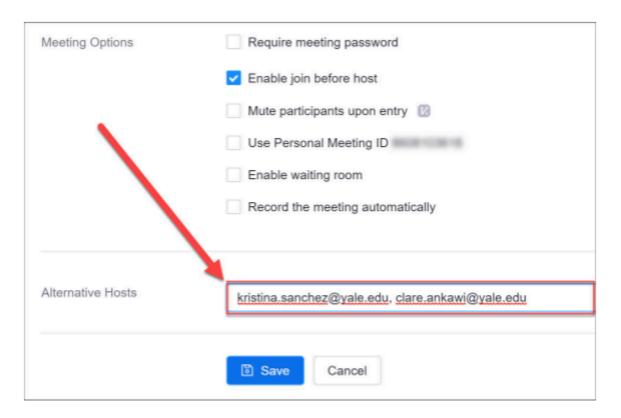
Option 1: Set Co-Host when scheduling events:



A NOTE: To pre-add a co-host when scheduling, the co-host must first have a Yale Zoom account. See our help article (scroll to the Log into Zoom section).

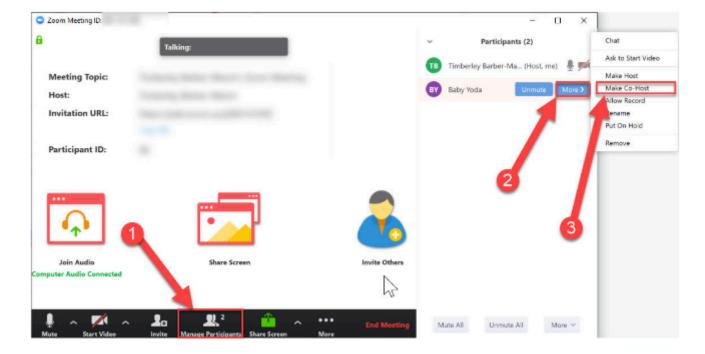
When you are scheduling your meeting, the last option on the screen allows you to add cohosts to the session. Enter the Yale Email address for the person(s) you want to be co-host. If you are adding multiple users, put a comma (,) between each user.

Click Save when you have completed the settings for your session.

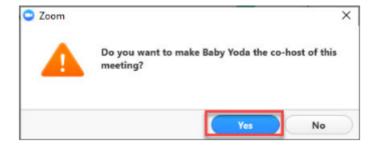


Option 2: Set Co-Host during your Zoom session:

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- NOTE: Co-hosts set during the Zoom session do not need a Yale Zoom account.
- 1. Start your meeting as usual.
- 2. In the Zoom tool bar, click Manage Participants [1].
- 3. In the participants window, find the user you want to make a co-host and **hover over their name**.
- 4. When you hover over their name, you will see 2 buttons. Click the More button [2].
- 5. From the menu that appears, select **Make Co-Host [3]**.



- 6. you will now see a pop-up asking you to confirm that this person should be a co-host. Click **Yes [4]**.
- 7. Repeat steps 3-6 for each person you want to be a co-host.



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- For more information, please refer to these helpful links:
- Getting started with Zoom (vendor)
- Zoom and Academic Continuity at Yale

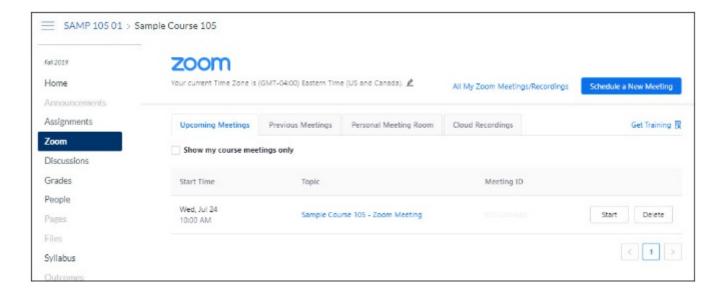
Displaying & Joining Zoom Meetings from Canvas

When clicking on the Zoom tool in Canvas, instructors (hosts) have a slightly different view than students in the course.

- Display & joining meetings in Canvas as a host
- Display & joining meetings in Canvas as a student

Displaying meetings in Canvas as host

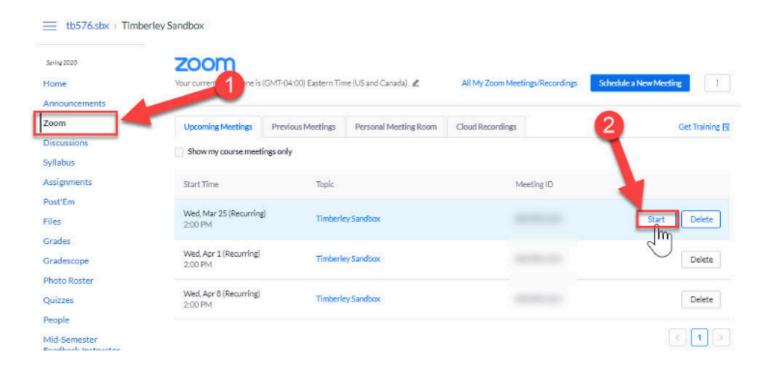
As the host of the meeting you will see tabs for your upcoming meetings, previous meetings, personal meeting room and cloud recordings. Please note that your upcoming meetings will list only meetings associated with this course. The personal meeting room and cloud recording tabs are not visible to students. Additionally, if another instructor or TA schedules a meeting in the class it will appear in the list of upcoming meetings.



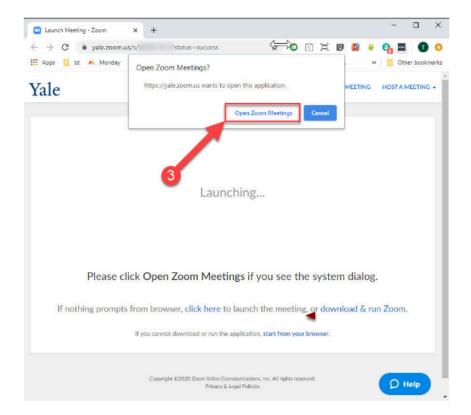
Joining Meetings as the host

When you are ready to start your meeting, log into Canvas and do the following:

- 1. Go to your course site.
- 2. Click on the **Zoom tool** [1] in your course navigation menu.
- 3. Once in the Zoom tool, find the scheduled session and click the **Start button [2]**.



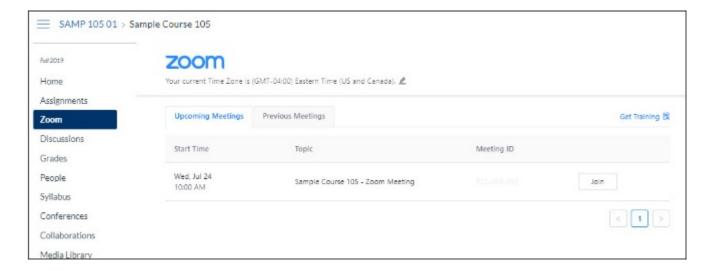
4. A new tab will open in your browser and you will be prompted to open Zoom - click the **Open Zoom Meetings button [3]**.



Check the Zoom help guides for information about Audio Settings and Video Settings.

Displaying meetings in Canvas as student

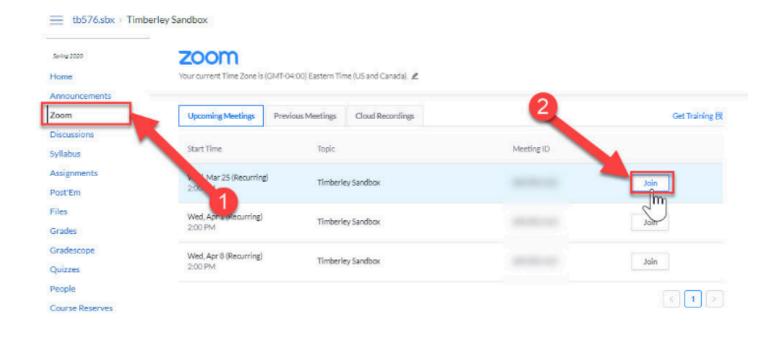
Students will only see tabs for upcoming meetings and previous meetings and do not have the ability to schedule meetings in the class. Currently, the recordings column will not display session recordings if you have recorded your meeting. If you wish to make a recording available to your students, you can download the recording from Zoom and upload in the Media Library.



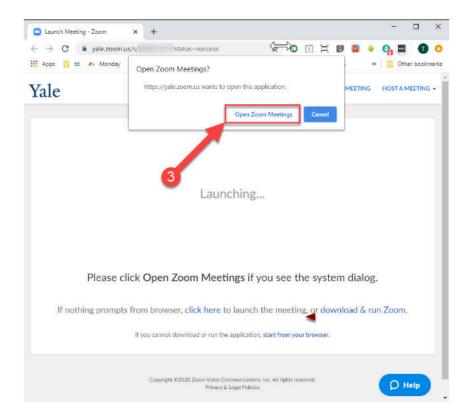
Joining Meetings as a student

When you are ready to join a meeting, you will need to log into Canvas and do the following:

- 1. Click on the **Zoom tool** [1] in the course navigation menu.
- 2. Once in the Zoom tool, find the scheduled session and click the Join button [2].



3. A new tab will open in your browser and you will be prompted to open Zoom - click the **Open Zoom Meetings button [3]**.



- Check the Zoom help guides for information about <u>Audio Settings</u> and <u>Video Settings</u>.
- For more information, please refer to these helpful links:
- Getting started with Zoom (vendor)
- Zoom and Academic Continuity at Yale

Inviting Guests To Your Zoom Session

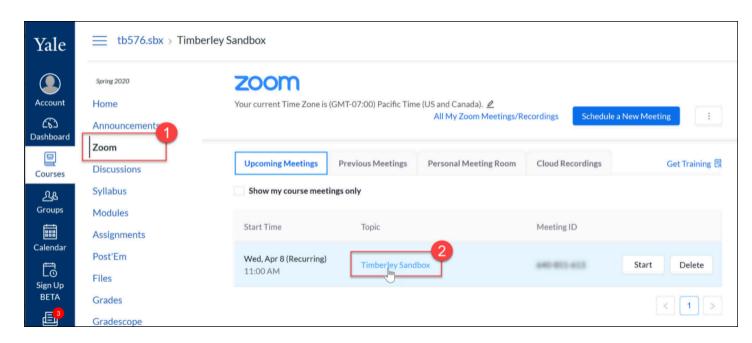
You can invite guests to join your Zoom sessions at any time. Your guests do not need to have a Yale Zoom account or a Yale Canvas account to join your meeting. They also do not need to be enrolled in your Canvas course.

Every scheduled Zoom session/series has a unique meeting ID number. You simply need to share the unique meeting ID link/phone number with the user and they will be able to use that to join your session.

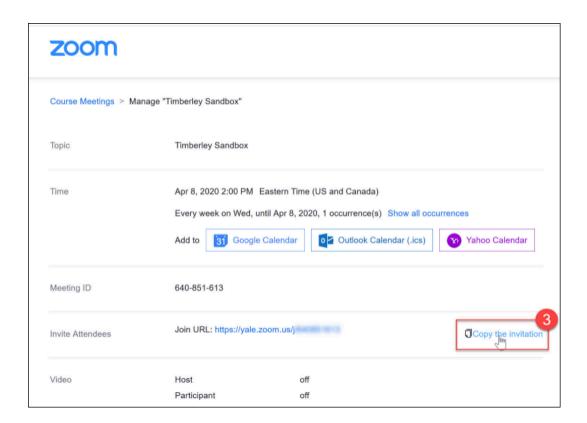
- Retrieving your Zoom Session Invite Information from Canvas Zoom Tool
- Retrieving your Zoom Session Invite Information from Yale.zoom.us

Retrieving your Zoom Session Invite Information from Canvas Zoom Tool

- 1. Log into Canvas
- 2. Go to your course site
- 3. Click on the **Zoom [1]** tool in your course navigation menu
- 4. In the list of scheduled sessions, find the event you want your guest to join and click on the title [2]

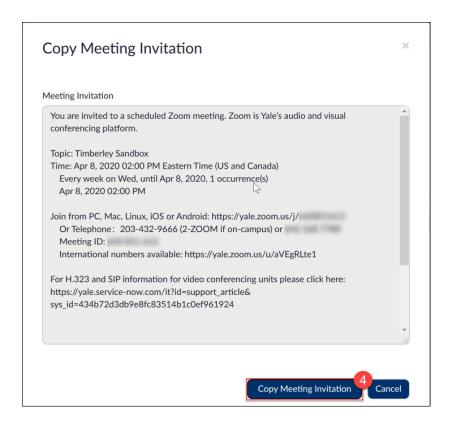


5. On the event details page, click the **Copy the Invitation [3]** link



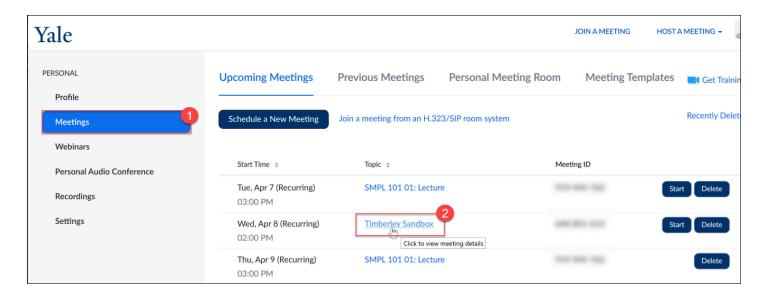
- 6. In the pop-up, click the **Copy Meeting Invitation [4]** button
- 7. Paste the invitation details into an email or Outlook/Gmail meeting invite for your guest and send

RECOMMENDATION: We recommend that you share with your guest the full invitation and not just the URL link for your Zoom session. If the guest has unstable internet or problems with their computer audio, they can use Zoom phone number and Meeting ID provided in the full invitation details to join via phone.



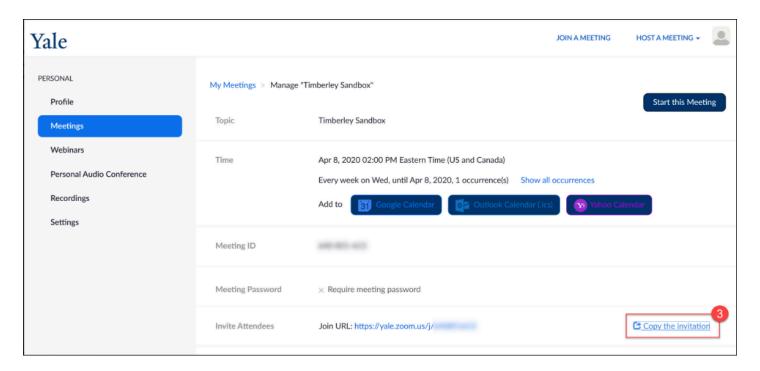
Retrieving your Zoom Session Invite Information from Yale.zoom.us

- 1. Go to: https://yale.zoom.us/ and click the **Sign In** button
- 2. Log in with your Yale NetID and Password
- 3. On the left side bar, click **Meetings** [1]
- 4. In the list of scheduled sessions, find the event you want your guest to join and click on the title [2]





5. On the event details page, click the **Copy the Invitation [3]** link

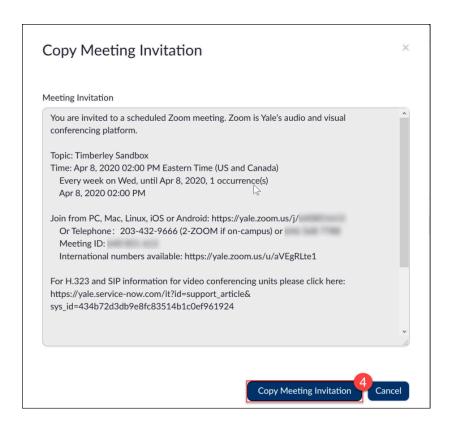


- 1. In the pop-up, click the **Copy Meeting Invitation [4]** button
- 2. Paste the invitation details into an email or Outlook/Gmail meeting invite for your guest and send

NOTE: We recommend that you share with your guest the full invitation and not just the URL link for your Zoom session. If the guest has unstable internet or problems with their computer audio, they can use Zoom phone number and Meeting ID provided in the full invitation details to join via phone.

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RECOMMENDATION: We recommend that you share with your guest the full invitation and not just the URL link for your Zoom session. If the guest has unstable internet or problems with their computer audio, they can use Zoom phone number and Meeting ID provided in the full invitation details to join via phone.



Zoom Cloud Recordings - Accessing, Downloading, Sharing via Media Library

Options to access and download cloud recordings



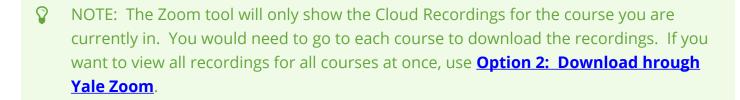
A NOTE: For FERPA security reasons: If you record a Zoom session to the cloud - we strongly recommend that you **do not share** the cloud recording link. Please download the recording to your computer and upload the file into Media Library following the instructions below.

There are 2 ways to access cloud recordings:

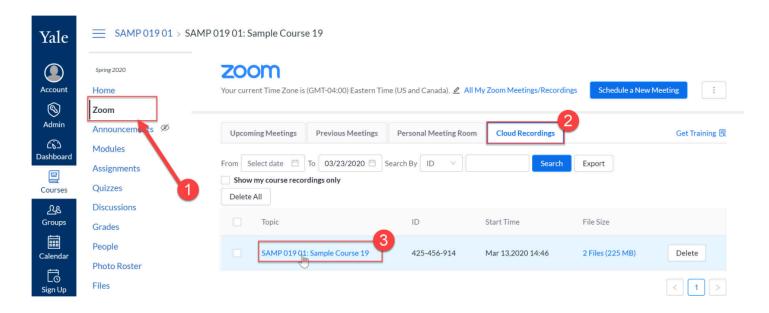
- Option 1: Access/Download through the Canvas Integration
- Option 2: Access/Download through vale.zoom.us

NOTE: When you are done downloading your recordings, you should delete old cloud recordings to free up space.

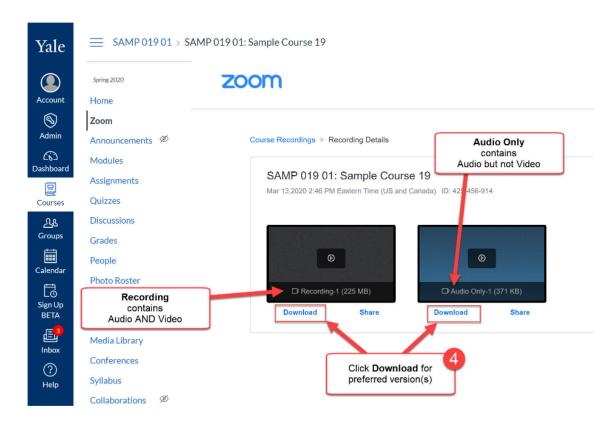
Option 1: Access/Download Through the Canvas Integration



- 1. Go to the course site in Canvas
- 2. Click on the **Zoom tool [1]**
- 3. Click on Cloud Recordings [2]
- 4. Click on the **title of the recording [3]** you want to download.



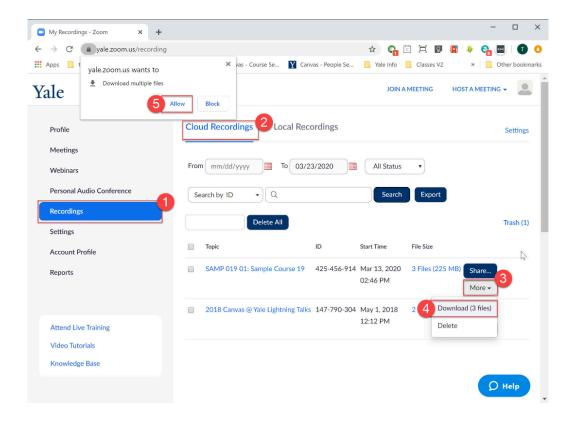
- 5. On the next screen, click on **Download button [4]** for the version(s) you want to download.
- 6. Your file will be downloaded to the Downloads area of your computer.



Option 2: Access/Download through yale.zoom.us

- 1. Go to Yale Zoom at https://yale.zoom.us and log in with your Yale account
- 2. Once Logged in, click on Recordings [1].
- 3. On the top of the page, make sure that you are on the Cloud Recordings tab [2].
- 4. From the list of Cloud Recordings, find the recording you want to download.

- 5. Click on the **More button [3]** to the far right of the recording you want to download.
- 6. From the sub-menu, select **Download [4]**.
- 7. You may see an alter message asking if you want to allow yale.zoom.us to download multiple files. Click the **Allow button [5]**.
- 8. Your file will be downloaded to the Downloads area of your computer.



How to upload recording files into Media Library

After you have a copy of your Zoom session stored locally on your computer, you can upload the file into Media Library to share with your class. By default, most browsers will download your files to:



PC: C:\Users\UserName\Downloads

Mac: /Users/UserName/Downloads

Once the files are stored locally on your machine, you can follow the same instructions used to upload local files to Media Library - but remember to look for the files under your **Downloads** area:



A NOTE: The instructions shown below are taken from our help article on how to access. and share locally recorded Zoom Sessions. The instructions to upload to Media Library are the SAME - except that you will need to navigate to your **Downloads** folder where you saved the Cloud Recording.

Check out our help article on how to add media files to the Media Library for details.

How to delete cloud recordings

- 1. Go to Yale Zoom at https://yale.zoom.us and log in with your Yale account
- 2. Once Logged in, click on Recordings [1].
- 3. On the top of the page, make sure that you are on the Cloud Recordings tab [2].
- 4. From the list of Cloud Recordings, find the recording you want to download.
- 5. Click on the **More button [3]** to the far right of the recording you want to download.
- 6. From the sub-menu, select **Delete [4]**.

For more information, please refer to these helpful links:

- Getting started with Zoom (vendor)
- Zoom and Academic Continuity at Yale

Zoom Local Recordings - Accessing and Sharing via Media Library

In Zoom, you have the ability to record your sessions and store them to either your local computer (recommended) or the cloud. Once your recording is complete, you can share your files to your students via Media Library.

- Step 1: Allow Converting Process to Complete
 - Locate your local recording Zoom session files on your computer
- Step 2: Upload Zoom Session Files to Media Library
 - 2.1 Open Media Library in your Canvas Course
 - Optional: Create new folder in Media Library
 - 2.2 Upload Zoom Sessions to the Media Library Folder
 - Optional: Rename your Zoom session Files in Media Library



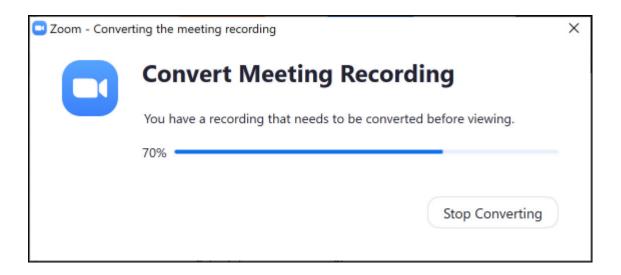
A NOTE: For FERPA security reasons: If you record a Zoom session to the cloud - we strongly recommend that you **do not share** the cloud recording link. Please download the recording to your computer and upload the file into Media Library following the instructions in our Zoom Cloud Recordings - Accessing, Downloading, Sharing via Media Library article.

Step 1: Allow Converting Processing to Complete

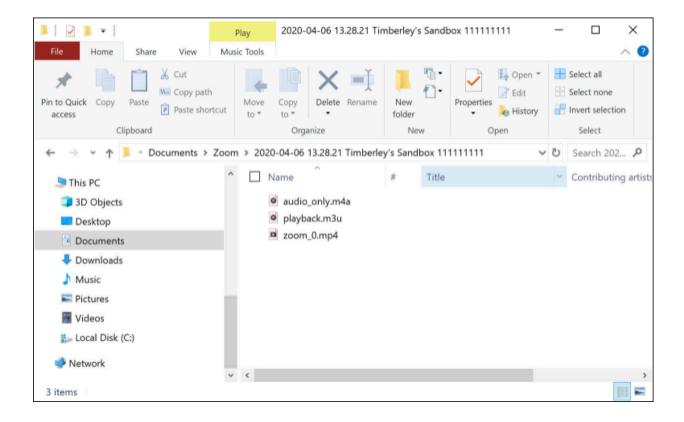
When you record you Zoom sessions, you can opt to have the recording saved to your local computer. After you manually stop the recording or your Zoom session ends, you will see a window letting you know that the recording of your session will be converted/processed and stored on your local computer.



Do not close or shut down your computer until the process has completed.



Once the file is finished processing, your file explorer/Finder window will pop up showing your files.



Locate your local recording files on your computer

After your files have been converted and saved to your computer, the File Explorer (PC)/Finder (Mac) will open up to the exact location where your Zoom session files have been stored. If you closed that location, you can find your files by opening your File Explorer/Finder and navigating to your Zoom Session Files manually. Unless you have modified your Zoom settings, the default location where Zoom sessions are stored are:

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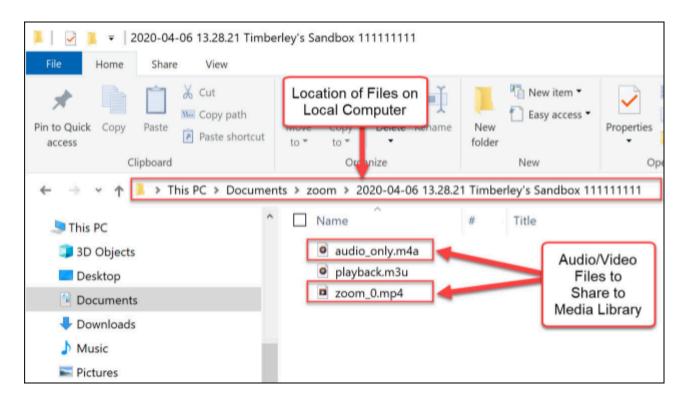
PC: C:\Users\UserName\Documents\Zoom --> A new date-stamped folder created for each recorded session

Mac: /Users/UserName/Documents/Zoom --> A new date-stamped folder created for each recorded session

Once you have found the appropriate folder for your Zoom sessions, you will see that you have multiple files. Although you may see more files, the most important files which can be uploaded to Media Library are:

- zoom_0.mp4 --> this is the video and audio recording of your Zoom session
- audio_only.m4a --> this is the audio only recording of your Zoom session

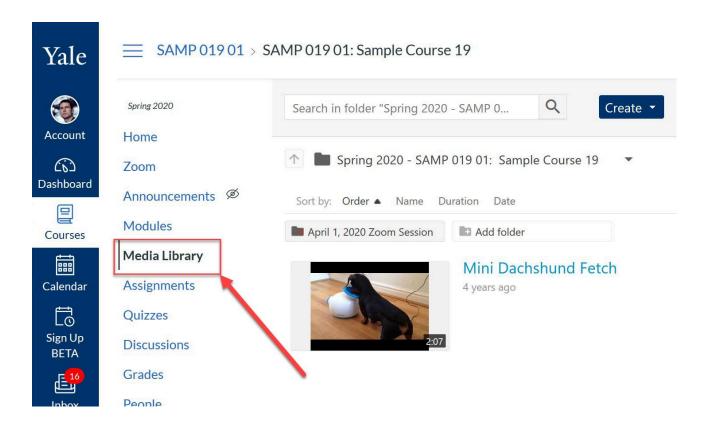
You can share one or both of these files as desired.



Step 2: Upload Zoom Session Files to Media Library

2.1 Open Media Library in your Canvas Course

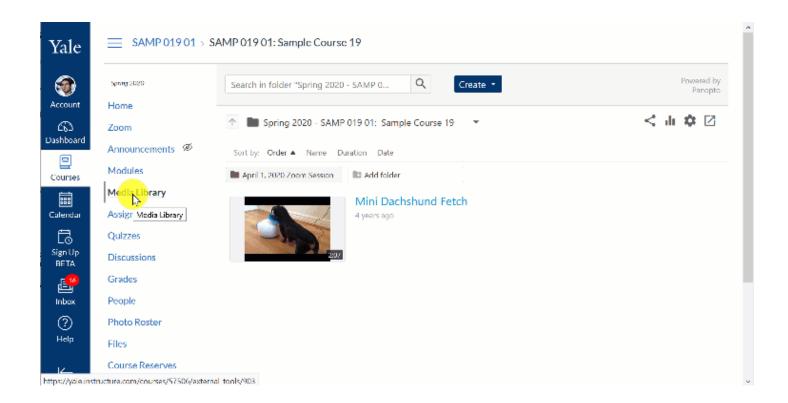
- 1. Log into Canvas
- 2. Navigate to your course site
- 3. Click the Media Library button in your course navigation menu



Optional: Create a New Media Library Folder for your Zoom Session

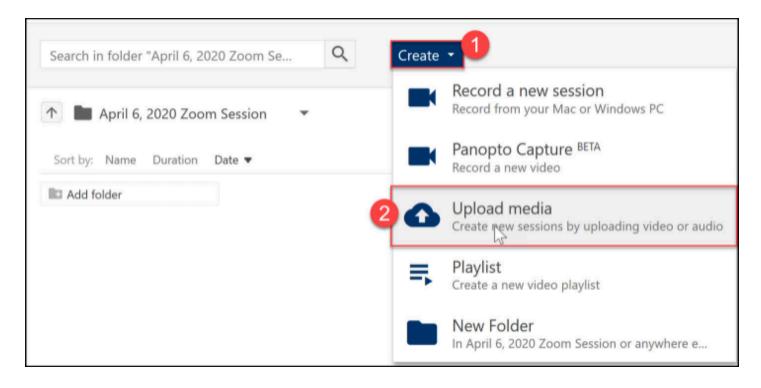
- Click the Add New Folder button on the screen
- Enter a title for your folder and then click the Enter / Return button on your keyboard

TIP: Include the date of your Zoom session in the folder name to make it easier for students to identify the sessions.

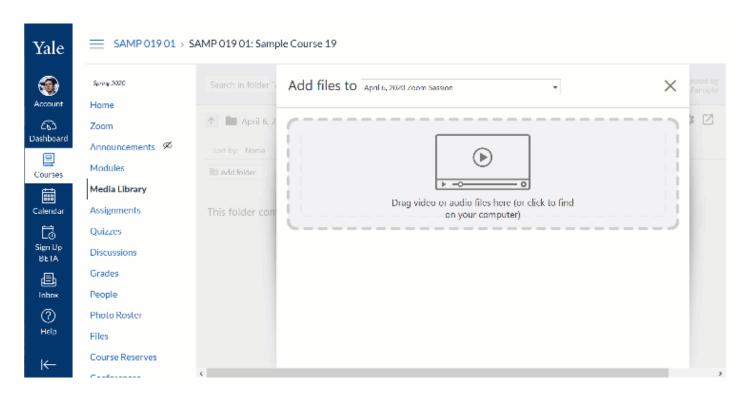


2.2 Upload Zoom Sessions to the Media Library Folder

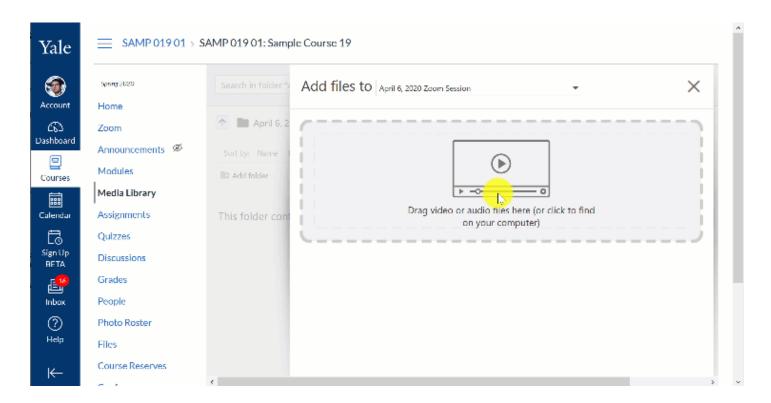
- 4. If you are using folders to organize your zoom sessions, click on the folder where you want to upload these Zoom files
- 5. Click the **Create** [1] button
- 6. From the menu, select Upload Media [2]



- 7. You can add your files in one of two ways:
- 1. Option 1: Drag and drop file into the dotted box [3] or



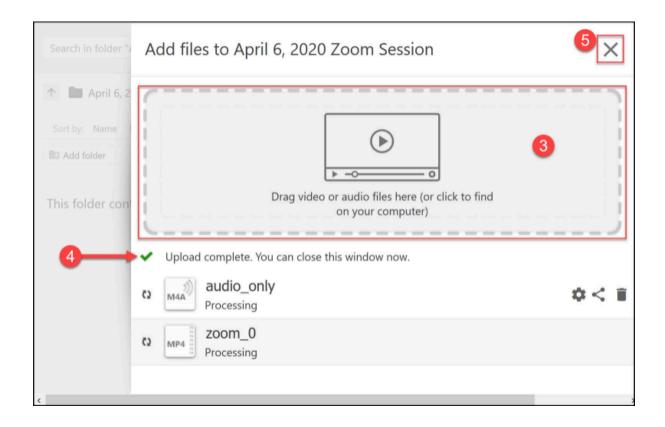
2. Option 2: Click on the dotted box [3] to browse for and select files



- 8. Once your videos are uploaded, you will see an **Upload Complete notification [4]** that you can now close the upload media window. Close the window by clicking on the X [5] in the upper right corner.
- 9. Your videos will take some time to process for online streaming. Once complete, your files will be viewable by the users enrolled in your Canvas course site.



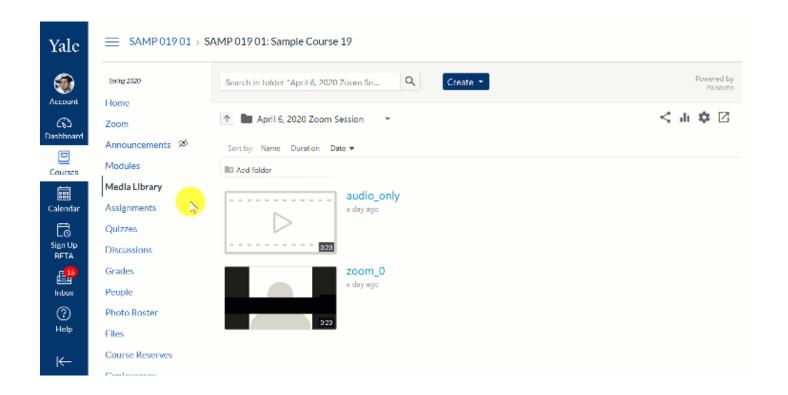
A NOTE: You can upload the **audio (.m4a)** and/or **video (.mp4) files** for your Zoom session but not chat or playback files.



Optional: Rename your uploaded file

Since all Zoom session recording files have the same file names, you may want to rename your files to match the name of the session. If desired, you can rename the files after uploading them into Media Library.

- 1. Hover your cursor over the file you want to rename.
- 2. In the menu that appears, click on **Settings**.
- 3. In the pop-up, find the file name and click the **Edit** button.
- 4. Delete the current name and enter the new name.
- 5. Click the **Save** button.
- 6. Close the pop-up window by clicking on the **X**.
- 7. When you are returned to the list of files, you will see your file listed with the new file name.



- For more information, please refer to these helpful links:
 - Getting started with Zoom (vendor)
 - Zoom and Academic Continuity at Yale

Using the Zoom/Panopto (Media Library) Integration

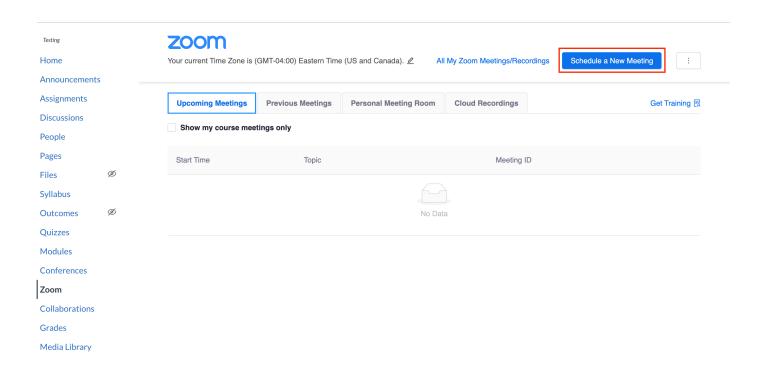
Starting in the 2020 Summer Session A term, Yale will be implementing an integration between Zoom and Panopto (referred to as Media Library in Canvas). This integration will allow sessions scheduled through Zoom in Canvas, and recorded to the Zoom cloud, to be automatically imported in to the Media Library section of the Canvas course site. This guide will cover the steps needed to ensure recordings are placed appropriately in your Media Library.

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Because HIPAA requirements do not allow for cloud recording in Zoom, this process is unavailable to those with Zoom HIPAA accounts. If you have a Zoom HIPAA account, you can recording your sessions locally and upload to the Media Library.

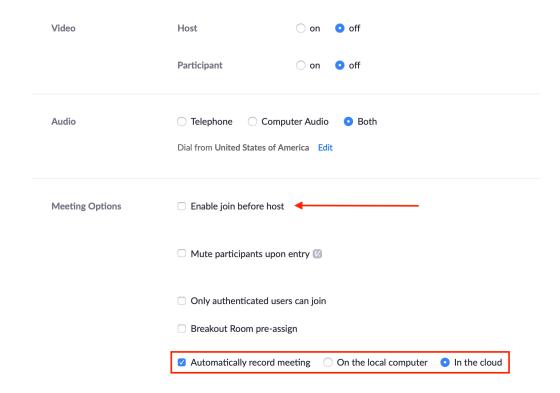
Schedule your Zoom session in Canvas

To have your Zoom sessions recordings automatically imported in to your course Media Library, first schedule your Zoom session through the Zoom tool in Canvas by selecting "Schedule a New Meeting". If you need to enable Zoom in your Canvas course, you can find a guide here.



Record your session to the Zoom cloud

Zoom sessions can be set to automatically be recorded when your are scheduling the meeting, or have the recording manually started while in the session. To have your meeting automatically be recorded to be sent to your Media Library, select "Record the meeting automatically" in your meeting settings and ensure "in the cloud" is selected. Also, be sure to disable "join before host" to prevent recording students who join the meeting before the host arrives.



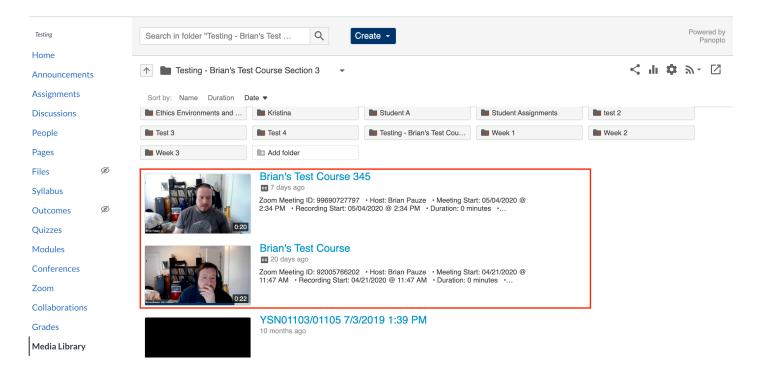
To manually begin your session recording, select "record" once in your session and then select "record to the cloud".



Confirm your recording has been imported to your Media Library

Once your recording has finished, it will be processed in Zoom's cloud. Once it has finished processing on Zoom's cloud it will be imported in to your Media Library in your Canvas course.

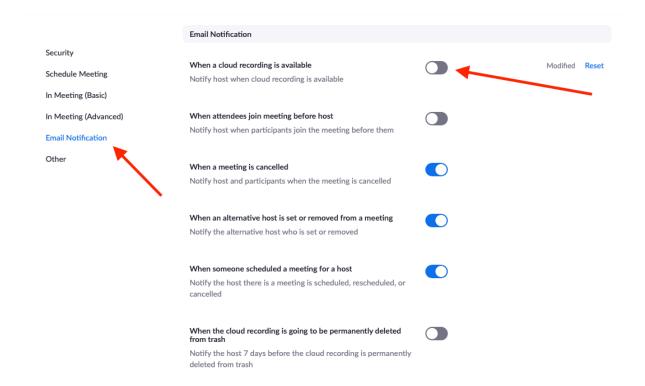
Because the length of this process is determined by the duration of your recording and the processing time for both Zoom and Panopto, there may be a delay of up to a few hours between your recording ending and it being available in your Media Library. Once it has been imported you will see your session in your Media Library section of your Canvas course. The recording name will be the name given to your Zoom session when it was scheduled and some additional details about the meeting recording will be given in the video description.



How to turn off Zoom Cloud recording notifications

Because of the integration, you may no longer want to receive notifications regarding your zoom cloud recordings since they are now transferred to the media library. To turn off notifications:

- · Login to yale.zoom.us.
- · Select setting on left hand menu.
- · Select or scroll down to Email notification.
- · Turn off Email notifications.



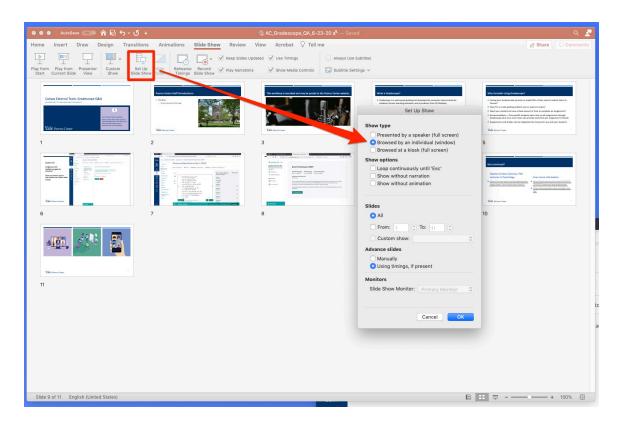
Making the most of teaching through Zoom

This article has some strategies for making the most of teaching through Zoom that are not Zoom settings but ways of creating an DIY Overhead Camera and settings in Powerpoint. As additional ideas are generated, we will update this article.

Last updated: July 14, 2020

How to modify your PowerPoint Presentation mode for Zoom

To have your PowerPoint presentation be in presenter mode, but not take over your entire screen during a zoom meeting, open your presentation and go to Slide Show -> Set Up Slide Show and modify the Show Type to be "Browsed by Individual (window)."



How to Make a DIY Overhead Camera

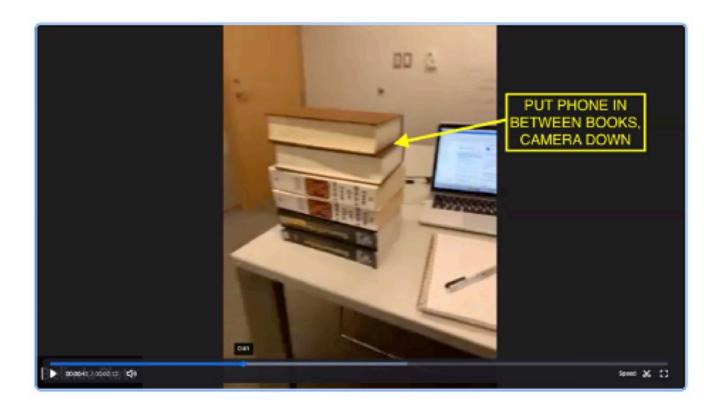
This tutorial will guide you through how to set up an Overhead Camera using materials you already have. This option allows you to write like you would on a blackboard, demonstrate objects or procedures, or broadcast images or books using a like you would on a document camera. Keep in mind, there are many ways to achieve the same goal. If you have questions, please email askpoorvucenter@yale.edu with the subject line "Overhead Camera."

Gathering Materials

- Find household items to stack such as books, board games, pots and pans, shoe boxes, etc. Gather enough items to get to the right height which is roughly 12-18 inches high.
- Collect the items you will want to project for your lesson such as blank paper, printed sheets, books, objects, writing utensils, etc
- Use a marker if you plan to write! Writing with a pen or pencil tends to be difficult to read.

Set Up the Overhead Base

- 1. Create your base by stacking items for maximum balance, make sure the base is sturdy.
- 2. Set up your base to the left or right of where you would like to project your items.
- 3. When placing your smartphone on the base, tilt your camera deliberately to the side so your camera's perspective matches. Otherwise, the video will be sideways.
- 4. Extend your smartphone from the base as far as you can. You can either place a weight on the bottom half of your smartphone or balance your smartphone on a baking rack on top of the base with a counterweight. The baking rack allows you to extend the smartphone out further from the base. A toaster oven rack is great for this!
- 5. Adjust the set up for lighting to avoid shadows from the window or overhead lighting.



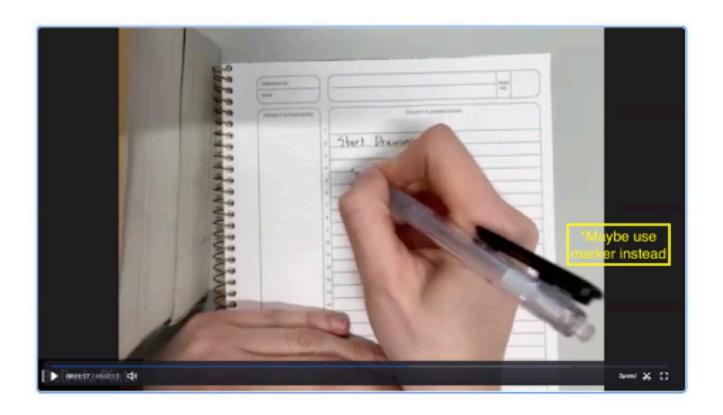
Prepare the Video

If pre-recording:

1. Use video function on your smartphone and record. Storage may be an issue so make sure you have enough space and keep the videos short.

If streaming live on Zoom:

- 1. Make sure the Zoom app is downloaded on your smartphone (<u>iOS</u> or <u>Android</u>).
- 2. Launch Zoom Meeting on a computer to manage the meeting and easily operate all your zoom controls.
- 3. Turn your audio OFF on your computer (both microphone and speakers) before launching the meeting on your Smartphone camera. If Zoom picks up audio from two devices in close proximity it will generate an awful feedback sound.
- 4. When you are ready to share your overhead camera, join the meeting on your smartphone. Do not sign into your Yale Zoom account on your phone to avoid ending the meeting on your computer.
- 5. You may now want to switch the primary audio to be coming from your computer instead of from your phone for quality, so also turn OFF the microphone and speaker on your phone and turn the volume all the way down as well to avoid hearing an echo when you unmute yourself from your computer.
- 6. On your computer, "Spotlight" the overhead camera so it is the primary view for you, your participants, and on the recording.
- 7. If recording, start recording from your computer.



Zoom and Zoom HIPAA in Canvas

Managing a course in Canvas with Zoom HIPAA

If you are an instructor who has a Zoom HIPAA account, it is possible your support staff, teaching assistants, guest instructors and your students may have regular Zoom accounts. Here are some commonly asked questions about how to manage a course in Canvas in this scenario.

What are the differences between Zoom and Zoom HIPAA?

For a list of feature difference between Zoom and Zoom HIPAA please see the following guide from ITS:

https://yale.service-now.com/ it?id=support_article&sys_id=ef91939e1ba85410e71c844fdd4bcbd8

How will my students access the zoom links if they do not have Zoom HIPAA accounts?

Students will still be able to click on the Zoom HIPAA integration in Canvas to join your class - they do not need to be in the Zoom HIPAA sub account to see the meetings.

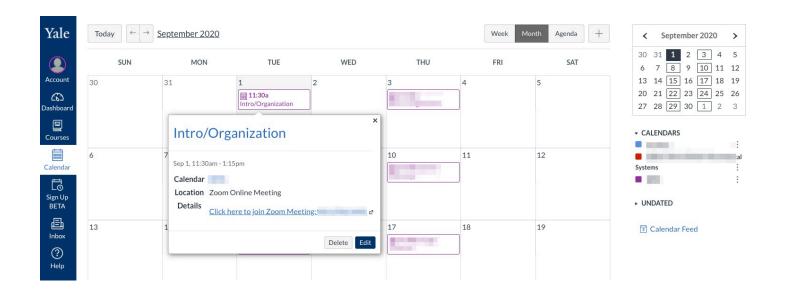
When the students join the session, if they are logged into their Zoom app with their NetID and password, they will appear with their name, and (guest) after their name.

How will the other Guest Instructors or Teaching Assistants with regular Zoom accounts find the links to the Zoom HIPAA sessions through Canvas?

If the instructor scheduling the zoom class sessions has a Zoom HIPAA account, but the other members of the site do not, Students will be able to access the links directly through the Zoom HIPAA integration, but anyone with the level of TA or higher will get an error.

To find the links to the zoom sessions:

- 1. Click on Calendar in the left navigation, and make sure the selected calendars on the right have the course you are looking for enabled.
- 2. Click on the corresponding calendar event to see the details of the zoom meeting scheduled through Zoom HIPAA.



How do I manually record a Zoom HIPAA Session and upload it to Canvas?

Because HIPAA requirements do not allow for cloud recording in Zoom, this process is unavailable to those with Zoom HIPAA accounts. If you have a Zoom HIPAA account, you can recording your sessions locally and upload to the Media Library.

- 1. In a Zoom session, select "Recording" on the controls bar and then click "Record to my Computer."
- 2. After your session ends, Zoom will process the recording and save it in your documents folder under Zoom (both PC and Mac). If you record to the cloud, you will get an email notification and a download link.
- 3. In your Canvas course, select "Media Library" from the left-hand navigation bar.
- 4. Select the blue "Create" button and then click "Upload Media."
- 5. You can drag and drop your Zoom file into the window that appears.
- 6. After the recording uploads, you will see a green check mark appear and you can close the upload window. and
- 7. The recording will then complete a processing sequence in Canvas.
- 8. After the video processes, you can change the title of your video by clicking "settings" next to the video thumbnail.
- 9. Click "edit" next to the title and save your changes.
- 10. Note: videos are automatically available to students after they finish processing.

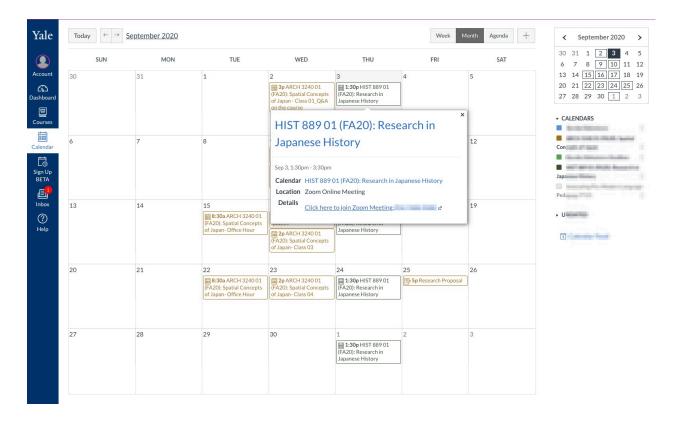
Zoom and YUL Zoom

How do librarians access Zoom links in Canvas?

The Yale University Library has a separate instance of Zoom that is not integrated into Canvas. If you are invited to a course and need to attend a scheduled zoom class, you will need to go through your Calendar view for the course to find the links added through Zoom or through Zoom HIPAA.

To find the links to the zoom sessions:

- 1. Click on Calendar in the left navigation, and make sure the selected calendars on the right have the course you are looking for enabled.
- 2. Click on the corresponding calendar event to see the details of the zoom meeting scheduled through Zoom or Zoom HIPAA.



Strategies for Discussion/Lab Section Zoom Schedules

These recommendations are for courses that have discussion/lab sections that are enrolled within the main Canvas course site. This guidance is to provide a way to book and share online Zoom sessions for a specific discussion/lab section by leveraging Canvas Assignments. Scheduling your discussion/lab section meetings in this way will allow you to where only the members of the section will be able to view the Zoom sessions links and calendar entries. This is only a recommendation.

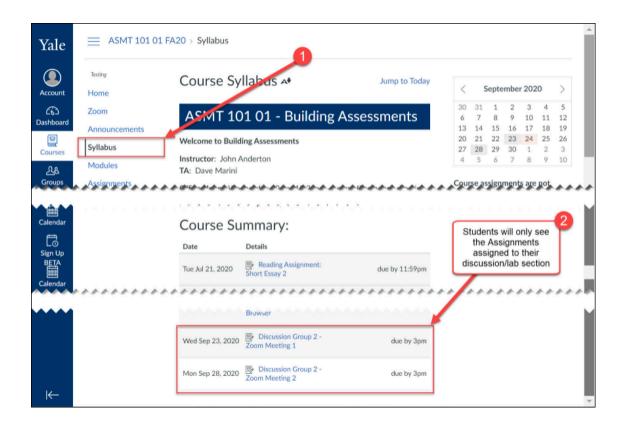
The results of following these steps is that TA Zoom sessions will be listed under the Assignments tool (in a designated Assignment Group) and will only be visible to the members of the discussion/lab section to whom it is assigned. There will also be a corresponding entry on the Canvas Calendars and Syllabus page (under Course Summary) for the members of that discussion/lab section.

0

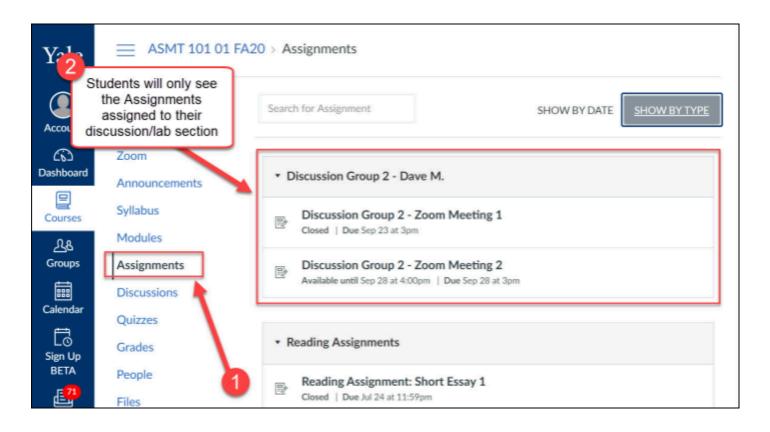
NOTE: In the following instructions, we use the term TA to represent the person who is scheduling and running the Zoom sessions for the discussion/lab groups. In practice, anyone with a Zoom account and Instructor/Guest Instructor/TA level access in the Canvas course can follow these instructions.

Click here to see what a student will see after discussion/lab sessions are set up in this format.

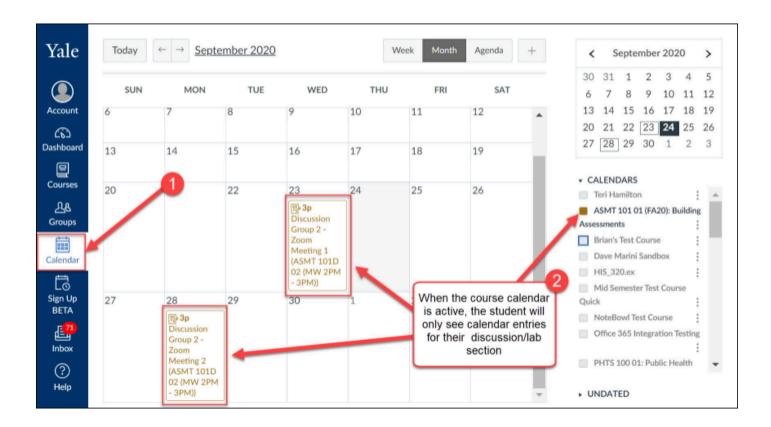
Student View: Syllabus - Course Summary



Student View: Assignments



Student View: Canvas Calendar



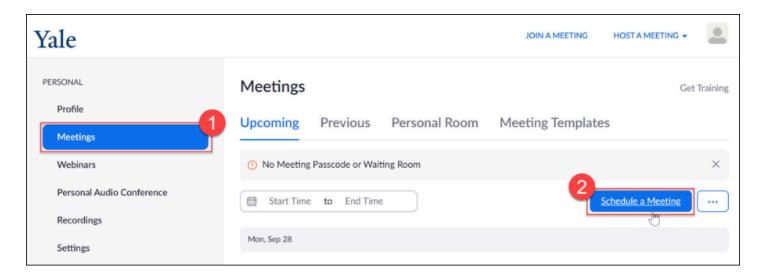
Article Table of Contents:

- STEP 1: TA Schedules Zoom Sessions On Yale.Zoom.us
- STEP 2: Create an Assignment Group for each Discussion/Lab Section
- STEP 3: TA Creates a Canvas Assignment in the Canvas Course
- STEP 4: Duplicate Sessions (If applicable)
- STEP 5: Joining the Zoom Session

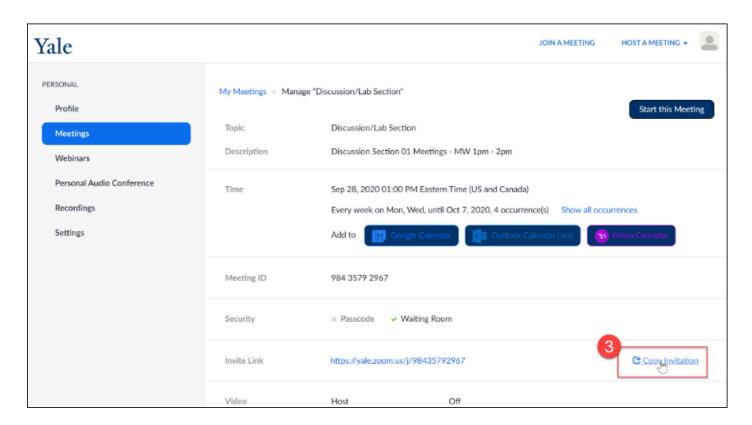
STEP 1: TA Schedules Zoom Sessions On Yale.Zoom.us

The TA leading the discussion/lab section will follow these instructions to create the Zoom sessions.

- 1. Go to and log into https://yale.zoom.us with your Yale NetID and Password.
- 2. Go to the **Meetings** link in the left side navigation menu.
- 3. On the meetings page, click **Schedule a Meeting**.



- 4. Schedule the meeting as you would normally you can feel free to make the meeting recurring so that your meeting ID will be the same for all of your sessions. Click **Save** when you are done.
 - a. NOTE: If you plan to record your sessions, the sessions will NOT automatically be copied to Media Library. For instructions, see our help articles on how to share Zoom cloud recordings to Media Library or how to share local recordings to Media Library.
- 5. After you have created your Zoom session, click the **Copy Invitation** button.
- 6. In the pop-up, click the **Copy Meeting Invitation** button.

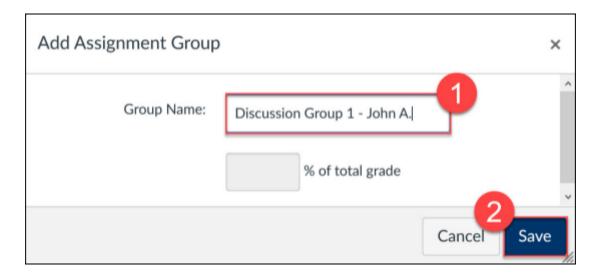


STEP 2: Create an Assignment Group for each Discussion/

Lab Section

Because we are using the Assignments tool to create calendar items that are visible only to sections, you may want to organize these Zoom Sessions Assignments so that they are separate from course assignments and activities. The follow is only a suggestion for organizational purposes and only needs to be done once.

- 1. Go to and log into https://canvas.yale.edu with your Yale NetID and Password.
- 2. Go to the course where the discussion/lab sections are located.
- 3. Go to the **Assignments** tool.
- 4. Click the **+Group** button.
- 5. In the pop-up, enter in a name for the group then click the **Save** button.
 - a. Recommendation: Name the groups consistently. Naming them to include the discussion/lab section number and/or the name of the TA running the sessions can help make it easier to identify and organize.
- 6. Repeat steps 4 & 5 above for each lab/discussion section.

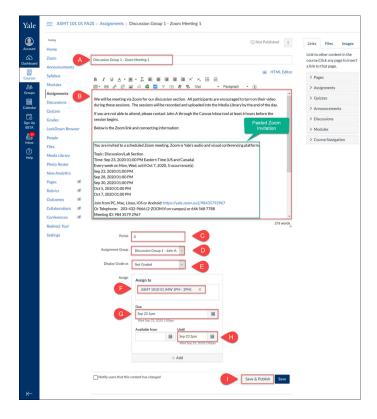


STEP 3: TA Creates a Canvas Assignment in the Canvas Course

The TA will now go into the Canvas Course site and create a no-submission, ungraded assignment for the session. You will need to create one Assignment for every Zoom session. If there are multiple sessions, you can duplicate your assignments following the.

- 1. Go to and log into https://canvas.yale.edu with your Yale NetID and Password.
- 2. Go to the course where the discussion/lab sections are located.
- 3. Go to the **Assignments** tool.
- 4. Click the **+Assignments** button.
- 5. Fill in the Assignment Form as follows:

- A. Assignment Name: Enter a name for the Lab/Discussion Section Zoom Session.
- B. *Instructions Box*: In the rich content editor, enter any useful information you want to include about your session and then paste the Meeting Invitation information you copied from STEP 1 #6 above.
- C. Points: Set points to 0
- D. **Assignment Group**: Select the appropriate Discussion/Lab assignment group created in STEP 2.
- E. Display Grade as: Not Graded
- F. **Assign to**: Remove the **Everyone** group and add your **discussion/lab section** (start typing in the name of the discussion group and then select it from the filtered list)
- G. **Due Date**: Enter the date and time when the Zoom session will **begin**.
- H. *Until Date*: Enter the date and time when the Zoom session will **end**. (The until date will keep the student's upcoming to do's list accurate by putting old sessions as past assignments.)
- 6. Click Save and Publish [I]
- 7. NOTE: You will see a pop-up warning you that the assignment is not assigned to other discussion/lab sections click **Continue**.

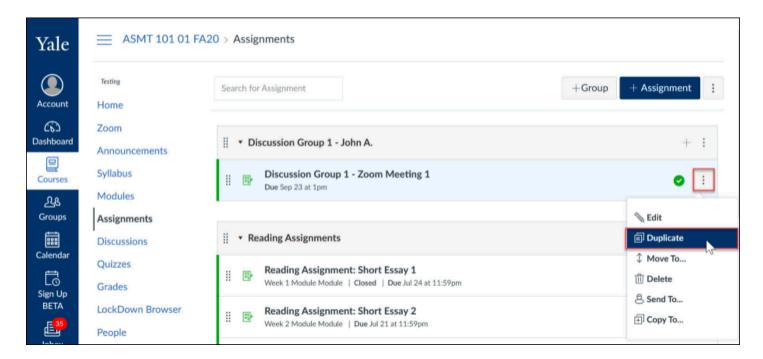


STEP 4: Duplicate Sessions (If applicable)

If you have a recurring meeting with multiple sessions, you can duplicate the assignment you created in STEP 3 and make minor modifications to the date/time for the other sessions. Repeat all parts of STEP 4 for each additional Zoom session.

Create Duplicate

- 1. Go to and log into https://canvas.yale.edu with your Yale NetID and Password.
- 2. Go to the course where the discussion/lab sections are located.
- 3. Go to the **Assignments** tool.
- 4. Find the assignment you just created in the list of assignments.
- 5. Click the three-dot menu to the far right of the assignment and select **Duplicate**.



Update Duplicate Titles and Dates

- 1. When you see your duplicate in the assignment list, click on its title. (The title of the duplicate should be the same as the original assignment plus the word "Copy".)
- 2. On the Assignment summary page, click **Edit**.
- 3. You can modify anything you want on the duplicate, but you should definitely update:
 - Assignment Name: Remove the word "Copy" and make any other updates as appropriate.
 - **Assign to**: Click the **+Add** button and add your **discussion/lab section** (start typing in the name of the discussion group and then select it from the filtered list)
 - Due Date: Enter the date and time when the next Zoom session will begin.
 - *Until Date*: Enter the date and time when the next Zoom session will **end**. (The until date will keep the student's upcoming to do's list accurate by putting old sessions as past assignments.)
- 4. Click Save and Publish.

STEP 5: Joining the Zoom Session

STUDENTS

The Zoom session link will be available through the Canvas Syllabus Tool (Course Summary), Assignments Tool, and Canvas Calendar for all students who are members of the discussion/lab section. The student will need to click on the Syllabus/Assignment/Calendar entry and click the Zoom session link that is included in the Assignment instructions.

TA (host)

The TA can join the session in the same was as students (above), or they can go directly to https://yale.zoom.us and start the Zoom session from there.



A NOTE: The TA who created the session must be logged into their Zoom desktop client. with their Yale Zoom account in order to join the session as the Host.

Modules

Modules (Vendor Guides)

Below are the vendor guides for Modules.

Vendor Guides

- How do I use the Modules Index Page?
- How do I use Draft State in Modules?
- How do I add a module?
- How do I add prerequisites to a module?
- How do I add requirements to a module?
- How do I edit a module?
- How do I lock a module?
- How do I delete a module?
- How do I move or reorder a module?
- · How do I add assignment types, pages, and files as module items?
- How do I add a text header as a module item?
- How do I add an external tool as a module item?
- · How do I add an external URL as a module item?
- How do I duplicate a module item?
- · How do I edit module items?
- How do I remove module items?
- How do I move or reorder a module item?
- How do I use MasteryPaths in course modules?
- How do I allow a page to be a MasteryPath module item?
- How do I add conditional content to a MasteryPath module item?
- How do I assign a conditional assignment for students to complete in MasteryPaths?
- How do I view the MasteryPaths range breakdown results for an assignment?
- How do I use modules to view the progress of students in a course?
- How do I view course content offline as an HTML file as an instructor?



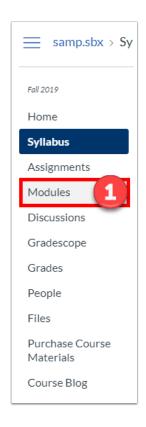
For more help, please contact canvas@yale.edu.

How do I Create Modules?

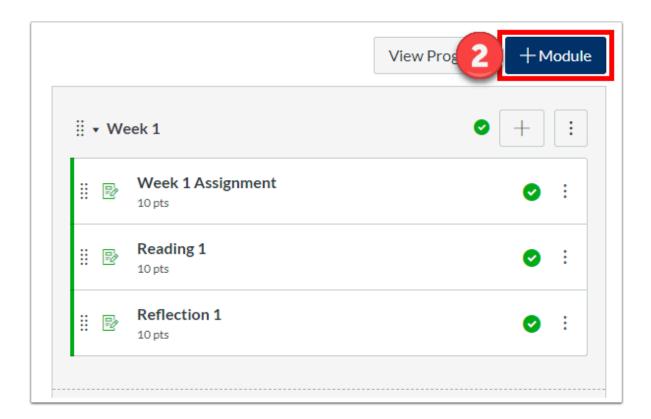
In Canvas, there are many ways to display your content to students. One method is to create modules, which allows you to create multiple pages and guide the students through the content rather than having them go to multiple areas to receive the readings, assignments, and all information for class this week. In this guide, we will show one way to deliver your content to students.

Add a Module

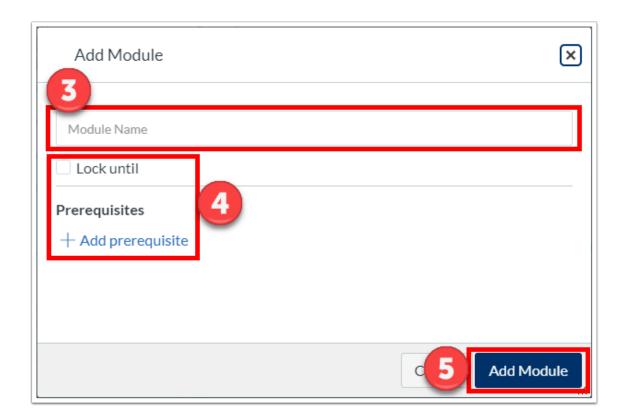
1. From the Course Navigation, click "Modules".



2. Click "+Modules" in the top right corner.

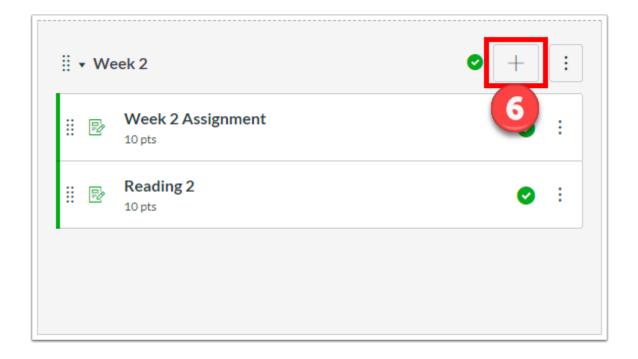


- 3. Add a name for the module.
- 4. Select a lock date and prerequisites if applicable.
- 5. Once your settings are complete, click "Add Module" to finish. You will now see an empty module, and you are ready to begin adding content.

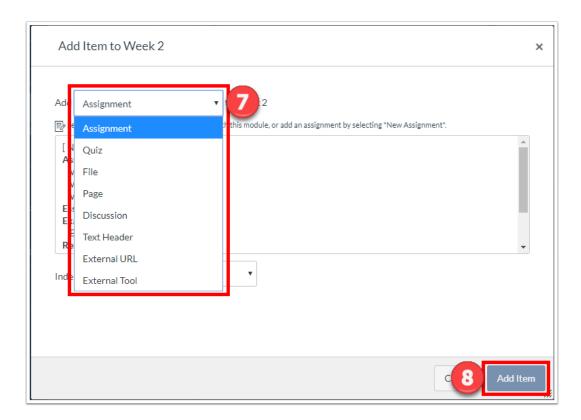


Adding Content to a Module

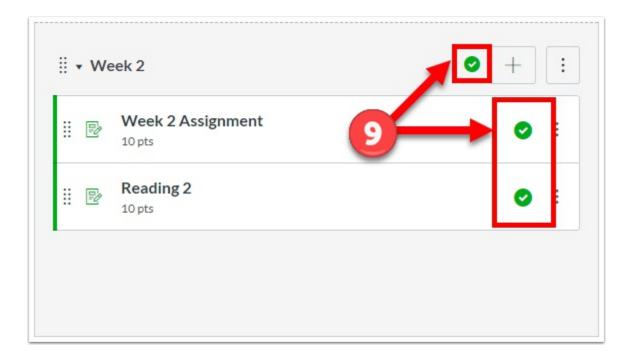
6. To add content to the module, find the module and click the "+" button to the right of the module title.



- 7. Select an item type you would like to add from the drop-down menu. Once an item type is chosen, a list of items that exist will appear to choose from. You will also have an opportunity to create a new item in any of the options.
- 8. Once you have chosen an item to add to the module, click "Add Item".



9. Remember to publish both the module and the items in order for students to view.





For more information on modules, please refer to the <u>Canvas Module Vendor Guides</u>. For general help, please contact <u>canvas@yale.edu</u>.

Download Course to View Offline

- Courses can be downloaded in an offline, view-only mode. With this download, you cannot interact with the course content, such as completing assignments or viewing submissions. The course content is downloaded as a zip file, which includes the HTML version of the course. Downloading the course content is only accessible if modules were used.
- Ω **Note**: Course content and materials can be viewed in this download, however student submissions to assignments, quizzes, discussions, etc are not included, and will be unavailable.

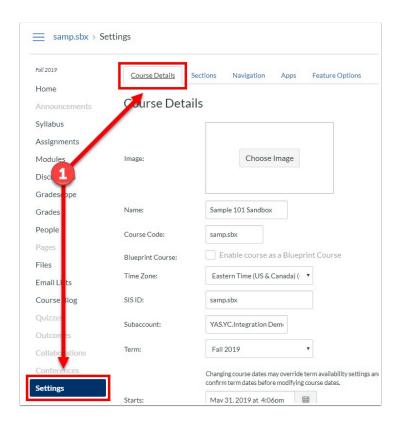
Enabling Offline Course



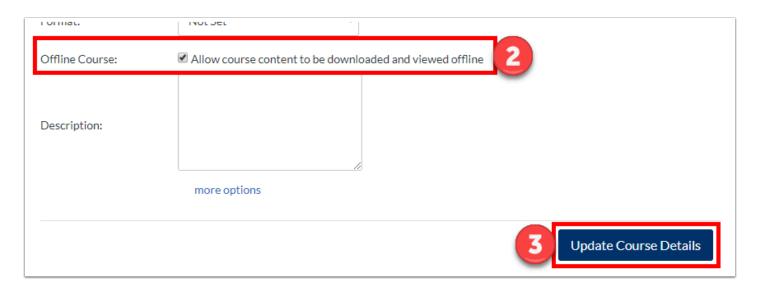
The Offline Course option is currently enabled in all courses. In order to disable this feature, follow the steps below to **uncheck** the "Offline Course" option.

In order to download the offline view of the course, the option must be enabled. If you are unable to download the offline view, the option may be disabled. Follow the directions below to ensure that it is turned on.

1. From the course navigation, go to "Settings" and make sure the "Course Details" tab is selected.



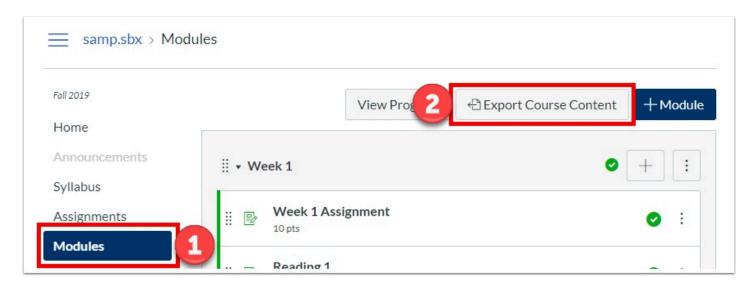
- 2. Scroll down until you find the "Offline Course" option. If the "Allow course content to be downloaded and viewed offline" is checked, then the feature is already enabled.
- 3. If the box is not checked, select it to enable and click "Update Course Details" to save the change.



Exporting Course Content

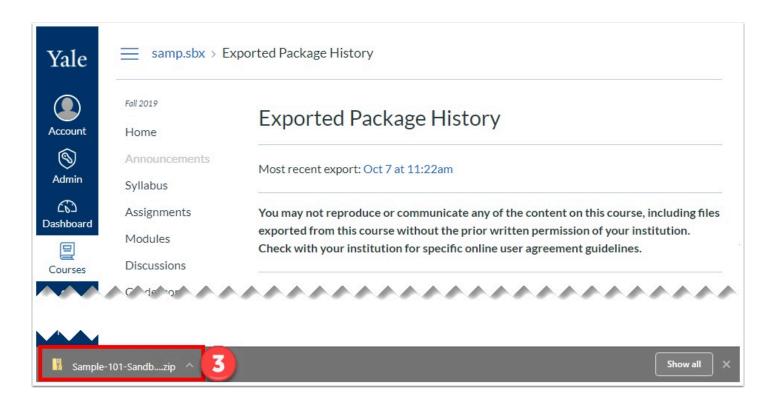
1. Once "Offline Course" is enabled, you can now download the offline version of the course. Open "Modules" from the Course Navigation.

2. Click on the "Export Course Content" button at the top right.

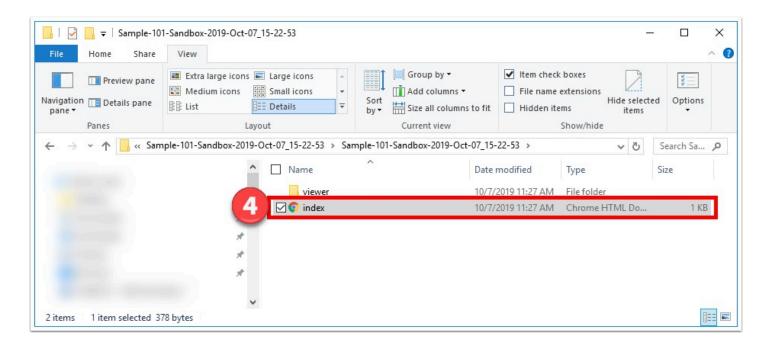


3. Your course is downloaded to your computer as a zip file. Once you locate the zip file, double click on the file to open the file. PC users may need to extract the folder before the files are accessible.

Note: Depending on the size of the course, this may take a few minutes. If you remain in the page until the download is complete, the file will download directly to your computer. If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.



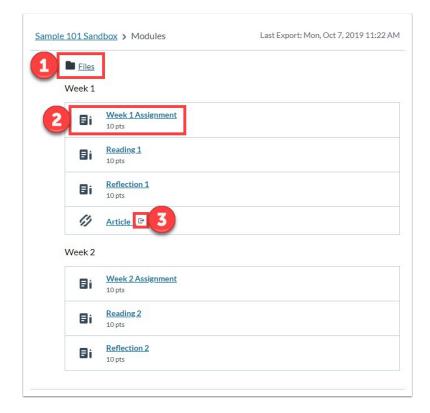
4. Once the folder is extracted, open the "index.html" file. The file will then open in your default browser. The offline download only has the content that was available at the time of download. In order to see new content, you will have to download the content each time.



Viewing the Offline Course

From the "index.html" file, you can view the offline version of the course. This will only include content that was available at the time of download. In order to see the newest content in offline mode, you will need to do another export.

- 1. To view course files, click on the "Files" link at the top.
- 2. To open the course content, click on the name.
- 3. If any content can only be accessed online, the content link includes an external icon.





Communication

Announcements (Vendor Guides)

Below are the vendor guides for Announcements.

Vendor Guides

- How do I use the Announcements Index Page?
- How do I view and sort announcement replies as an instructor?
- How do I add an announcement in a course?
- How do I edit an announcement in a course?
- How do I attach a file to an announcement in a course?
- How do I delete an announcement in a course?
- How do I add an external RSS feed to an announcement as an instructor?
- How do I subscribe to the Announcements RSS feed as an instructor?
- How do I allow or disallow announcement replies in a course?
- How do I delay posting an announcement until a specific date in a course?
- How do I reply to an announcement as an instructor?
- How do I allow students to like replies in a course announcement?
- How do I like a reply in a course announcement as an instructor?



Calendar (Vendor Guides)

Below are the vendor guides for the Calendar.

Vendor Guides

- How do I use the Calendar as an instructor?
- How do I filter the Calendar view by course as an instructor?
- How do I add an event to a course calendar?
- How do I duplicate an event in the Calendar as an instructor?
- How do I add a personal reminder to the Calendar as an instructor?
- How do I add an assignment from the Calendar?
- How do I edit an event or assignment in the Calendar?
- How do I add a conference invitation link to an event in a course calendar?
- How do I set a different event date for each section in a course calendar?
- How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?
- How do I subscribe to the Calendar feed using Google Calendar as an instructor?
- How do I subscribe to the Calendar feed using Outlook as an instructor?
- How do I add a Scheduler appointment group in the Scheduler page?
- How do I view or edit a Scheduler appointment group in the Scheduler page?
- How do I remove students from a Scheduler appointment in the Scheduler page?
- How do I add a Scheduler appointment group in a course calendar?
- How do I view or edit a Scheduler appointment group in a course calendar?
- How do I remove students from a Scheduler appointment in a course calendar?



Chat (Vendor Guides)

Below are the vendor guides for Chat.

Vendor Guides

• How do I use Chat as an instructor?



Conferences (Vendor Guides)

Below are the vendor guides for Conferences.

Vendor Guides

- How do I use the Conferences Index Page?
- How do I create a conference in a course?
- How do I create a long-running conference?
- How do I delete a conference?
- How do I edit a conference?
- How do I record a conference?
- How do I start a conference?
- How do I join a conference?
- How do I conclude a conference?
- How do I upload files to a conference as a presenter?
- How do I use the Conferences interface as a moderator?
- How do I start a poll in a conference as a presenter?
- How do I share my desktop in a conference as a presenter?
- How do I create shared notes in a conference as a presenter?
- How do I automatically create a poll using a presentation in a conference as a presenter?
- How do I use the multi-user whiteboard in a conference as a presenter?
- How do I create live captioning in a conference as a moderator?



Conversations/Inbox (Vendor Guides)

Below are the vendor guides for Conversations/Inbox.

Vendor Guides

- How do I use Conversations as an instructor?
- How do I find my unread messages in Conversations as an instructor?
- How do I filter conversations as an instructor?
- How do I star a conversation as an instructor?
- How do I send a message to a user in a course in Conversations as an instructor?
- How do I send a message to a user in a group in Conversations as an instructor?
- How do I send a message to all course users in Conversations as an instructor?
- How do I attach a file to a message as an instructor?
- How do I attach a media comment to a message as an instructor?
- How do I reply to a message in Conversations as an instructor?
- How do I privately respond to one individual in a group message as an instructor?
- How do I reply to submission comments in Conversations as an instructor?
- How do I forward a message from a conversation as an instructor?
- How do I add new people to an existing conversation as an instructor?
- How do I delete a conversation as an instructor?
- How do I delete a message from a conversation as an instructor?
- How do I archive a conversation as an instructor?



How do I Communicate with my Students?

Canvas has two ways in which you can communicate with your students. At the course level, there is "Announcements", and at the global level, there is "Conversations" also known as "Inbox".

Announcements

With announcements, you can create messages that will be visible to all of your students and remain on your course site. If individual students have notifications for announcements turned on, they will also receive an email notification with the announcement. This setting is turned on by default.



Note: In order to receive a copy of the announcements you send out to students, your notifications settings will need to have "Announcements Created By Me" turned on.



Below are a list of a few use cases as examples:

- **Example 1:** If you have to update a reading and want to give the students the link when they log into your course.
- **Example 2:** Changes to a due date to class schedule.
- **Example 3:** Clarification of a course-related issue (i.e. content-related or system related).



For more information on Announcements:

- Announcements (Vendor Guides)
- How do I Create an Announcement?

Conversations (Inbox)

Conversations (Inbox) can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, or an individual student. You can communicate with other people in your course at any time. Unlike announcements, the inbox tool allows you to talk back and forth with the people you are communicating with. Although you have one inbox for all your courses, you can filter by course and by section.



Note: You can only send messages to individuals who are enrolled in the same course as you.

Note: In order to receive a copy of the conversations you send out to students, your notifications settings will need to have "Conversations Created By Me" turned on.



Below are a list of a few use cases as examples:

- **Example 1:** If you need to email a specific section or student within the course.
- **Example 2:** If you would like to view and reply to assignment submission comments.



For more information on Inbox (Conversations):

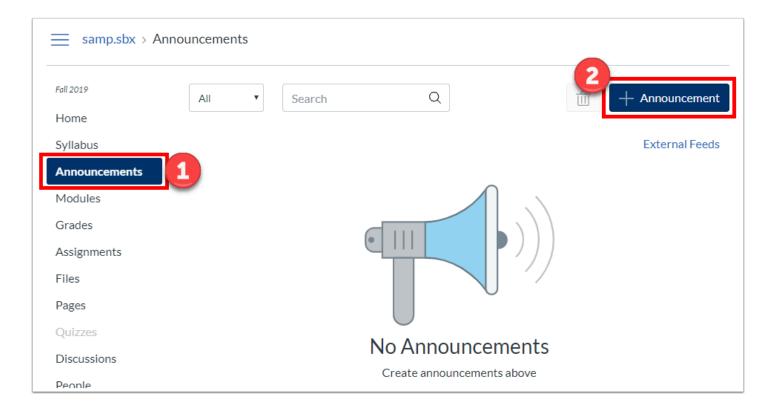
Conversations/Inbox (Vendor Guides)



How do I Create an Announcement?

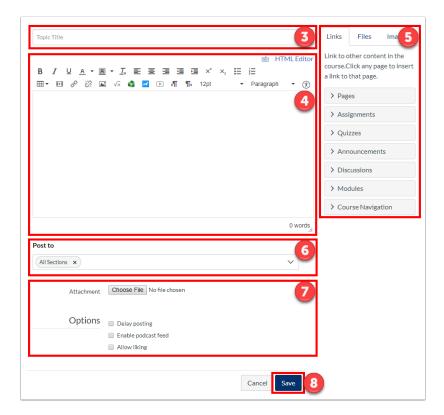
Announcements allow you to send messages to students in your course. You can specify the announcements by section, or send them to your entire class.

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- NOTE: Announcements notifications may be delayed to prevent multiple notifications if an instructor makes several quick edits in succession. Per Instructure's documentation, delays can be up to 1 hour.
- 1. Click on "Announcements" from your course navigation.
- 2. Click on the "+Announcement" button.



- 3. Title your announcement.
- 4. Use the rich content editor to enter the contents of you announcement.
- 5. To link to Canvas content within your site, use the content selector panel to choose which items in your Canvas site you would like to include in your announcement.

- 6. Choose the section where you would like to send your announcement. By default, your announcement will be sent to all sections. To specify the section, simply begin typing and the various sections in the course will populate.
- 7. You have various options for sending you announcement. Choose the appropriate options for your announcement.
 - Attachment Allows you to attach relevant files to your announcements. If you would like files to be included inline with your text, use the content selector panel instead.
 - Delay posting Schedule the announcement to post for a future date or time.
 - Enable podcast feed Enable the ability to create an RSS feed.
- Allow liking Allow student to like the announcement post in Canvas.
- 8. Click "Save", and your announcement will be sent.





For more information on Announcements:

- Announcement Guides (Vendor Guides)
- How do I Communicate with my Students?

How do I use the Email Lists tool?

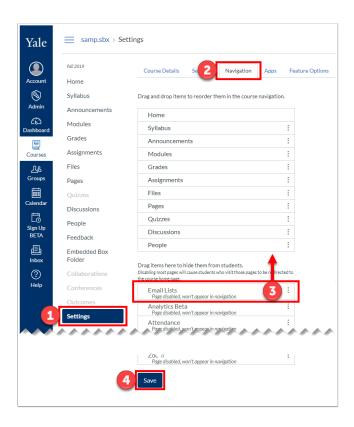
The Email Lists Tool is a tool that generates an email address for you to use to connect with the users in your course. The email addresses provided by this tool can only be emailed by official Yale email address of the instructors and TAs listed within the course site.

- Your course must be published and have the correct term (not default term) to use the Email List Tool.
- User must accept invitation to course to be added to the Email List.
- You must enable the email tool in order to use Email List Tool.
- Email list members are updated daily every 2 hours.
- Instructors/TAs can email all the course lists by default. If an instructor limits the TA's course privileges to their enrolled section, then the TA will only be able to email sections in which they are enrolled.
- There is no central storage repository of emails sent to these email addresses. Instructors and TAs will need to keep their own copies of sent emails

Add the Email List Tool to Your Course Navigation

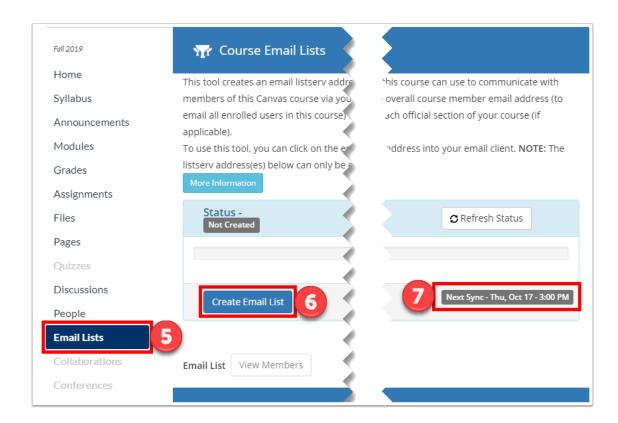
To use the email list tool, you must first add it to your course navigation.

- 1. Click "Settings" in the course navigation.
- 2. Choose the "Navigation" tab.
- 3. Click and drag "Email Lists" up to the enabled navigation item area.
- 4. Click Save.



Create the Email List

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- **Note**: For Spring 2020, Canvas course sites with 50 or more users will have their email lists automatically created. While instructors will still need to enable the tool as shown above, they will not need to follow steps 5-6. Please skip directly to the "Select and View and Email List" section of this guide to proceed.
- 5. The email list tool will now appear in your Course Navigation. Within your course navigation bar, click the "Email Lists" button.
- 6. Click "Create Email List". The "create email list" button will become disabled once pressed.
- 7. A new list is created and members populate. An update will run that picks up any changes in enrollment in your course. This will be reflected every two hours.



Select and View an Email List

- 8. After the email list has been created, you will see a drop down menu. From the drop down menu, select one of the available lists that have been created. Lists you have access to may include:
- All Course Members (does not include anyone with the role of "Grader" in your course)
- Individual Course Sections *if applicable* (if you are using an umbrella or unofficial cross-listed site, you will see the different sections of the course which have been combined to create your full course roster)
- Individual Discussion/Lab Sections *if applicable* (if you have official discussion/lab sections that the students must register for separately, they will also get a separate email list)
- All Graders *if applicable*
- Graders for Individual Sections if applicable
- 9. Once you have selected a list, click the "View Members" button. You will now see a full list of all of the people who are part of this list and the email address associated with each member.
- 10. At the top of the page, you will see the email address that you can use to email this group of users. Click on the email address or you can highlight and copy the email address.



Note: You can also click on an individual user's email address to send an email to just that user.

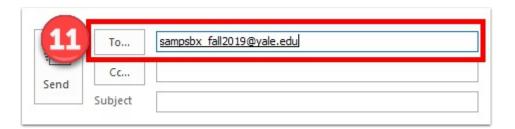
Select an email list and click

Open Email Client & Compose Message

11. Now go to your preferred email client (*recommended email client is Outlook*). paste the email alias into the "To:" area, and proceed with composing your email as you typically would.



Note: When you send a message to an Email Lists address, you will receive a copy of your message. Your copy will only show the Email Lists tool address in the "To" field.

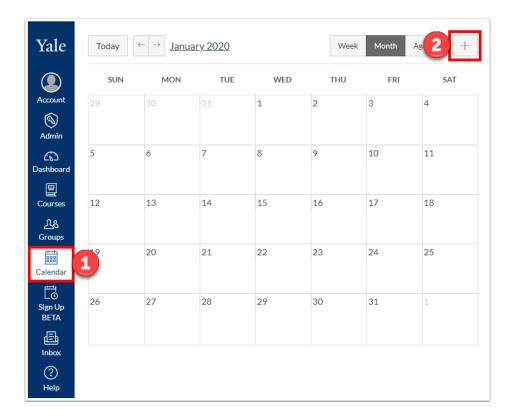




How to Set Office Hours (Scheduler Tool)

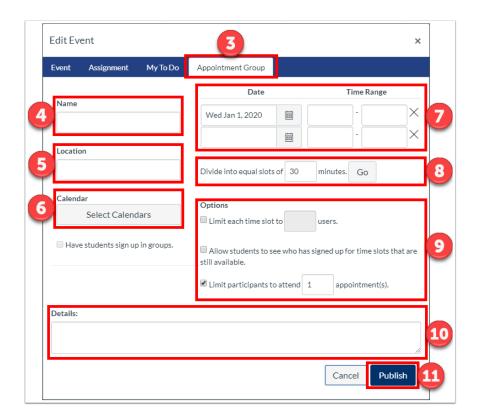
In Canvas @ Yale, you will be able to set your office hours through the calendar within the Global Navigation. You can set up one office hour scheduler for all your classes or for each class separately.

- 1. Click on the "Calendar" button within the Global Navigation.
- 2. Click on the "+" button in the top right corner.

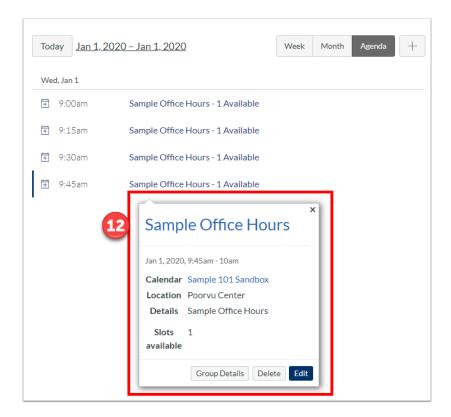


- 3. In the box that pops up, click on the "Appointment Group" tab.
- 4. Name of your office hours.
- 5. Set a location
- 6. Select one or more class calendars for this office hour to be available.
- 7. Set the date and time for the appointment. If you would like to different date and time ranges, you will need to pick each date and time as there is no reoccurring option.
- 8. You can select how to divide the hours chosen. You will be able to view all the slots once you click "Go" and will have the option to delete some of these increments if necessary.

- 9. Optional settings include limiting the amount of participants per slot, allowing students to see who has signed up for each time slot, and limiting the amount of slots per participant.
- 10. Enter optional details about the office hours.
- 11. Click "Publish" to make it visible to students.



12. You can see the time slots on the calendar. Click on a time slot will allow you to see group details, delete, or edit. From here, you can see who has signed up, and message those students.



- **Programme 1** For more information about the Scheduler tool:
 - · What is the Scheduler tool? (Vendor Guide)
 - Guides to the Calendar/Scheduler tool (Vendor Guide)

How do I use the Sign-Up Tool?

Sign-Up Tool is an external application created by Yale to function as a scheduling tool that allows instructors to set up office hours or other time slots for appointments for students enrolled in their current Canvas course sites. This article is a guide on how to use the Sign-Up Tool:

- How to Access the Sign-Up Tool
- How to Create a New Appointment Group
- How to Edit an Appointment Group or Individual Time Slots
- How to Reserve a Time Slot for a Student
- How to View who Reserved a Time Slot
- How to Unreserve an Student's Reservation
- How to Email Appointment Group Participants
- NOTE: We recommend that you do not create more than 50 time slots per appointment group. If you need more than this, you should consider splitting the time slots into multiple appointment groups.



Note: Sign-Up Tool is currently within a beta release. This means that there could be additional changes made based on the feedback received from those who are using the tool. If you are using the tool and would like to provide us with feedback, please fill out the following Google Form: Sign-Up Tool Beta Release Feedback.

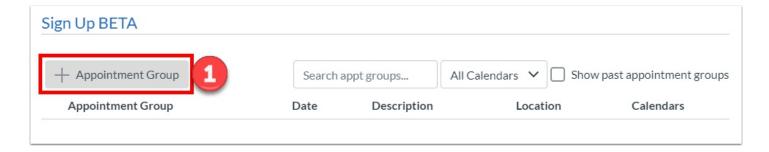
How to Access the Sign-Up Tool

1. Click on Sign-Up Tool (Beta) from your global navigation.



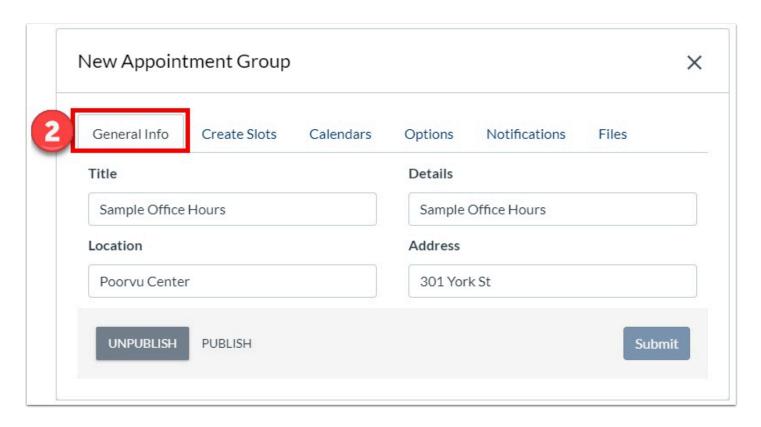
How to Create a New Appointment Group

1. Click "+Appointment Group".

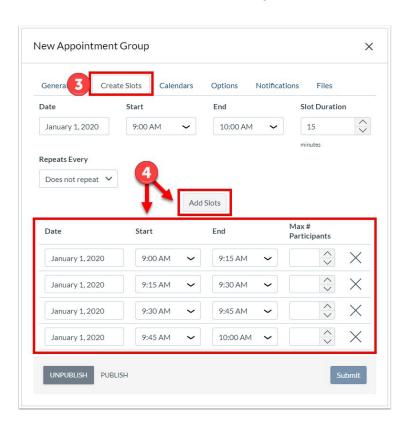


2. Under "General Info", fill out the title, details, location, and address.

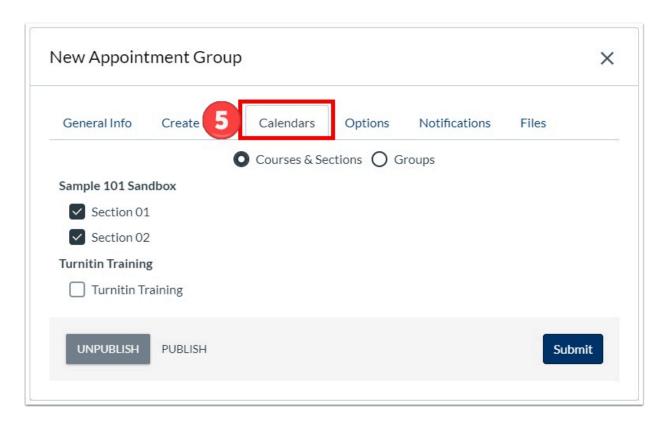
Note: The only information which is required is title. However, you can also include the location, details, and address for the appointment blocks.



- 3. Under "Create Slots", choose the date and time range of the of when the appointments will begin. You can set these appointments to repeat if your office hours occur regularly.
- 4. Click "Add Slots", and a slot for each appointment will appear below. Here, you can modify or delete individual slots if necessary.



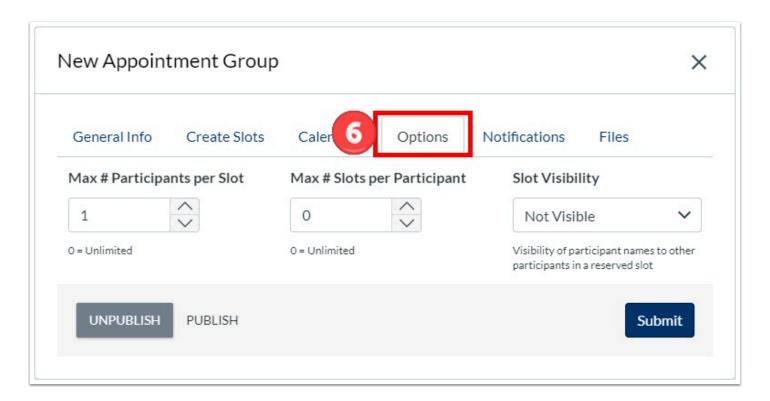
5. Under "Calendars", you can select every course calendar applicable for the appointments.



6. Under "Option", you can set the maximum of users per slot, maximum of slots per users, and the user visibility.



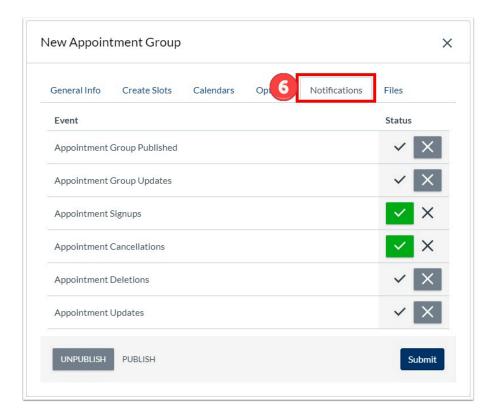
Note: If it is set to "visible", students will be able to see who have signed up for that time slot.



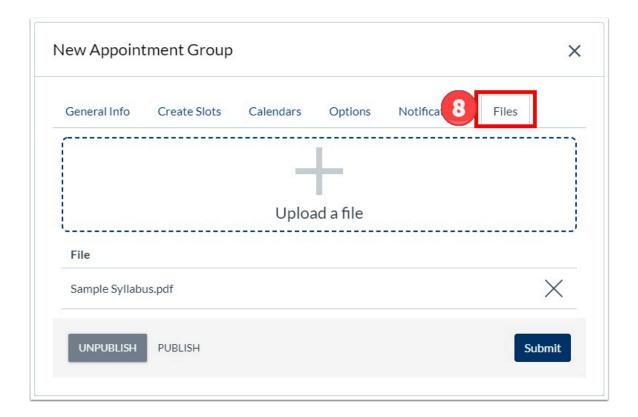
7. Under "Notifications", you can modify the type of notifications that are sent out to the Instructors and TA's.

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Note: Currently the notifications are global for all instructors and TA's. This means either everyone received notifications or no one receives notifications.

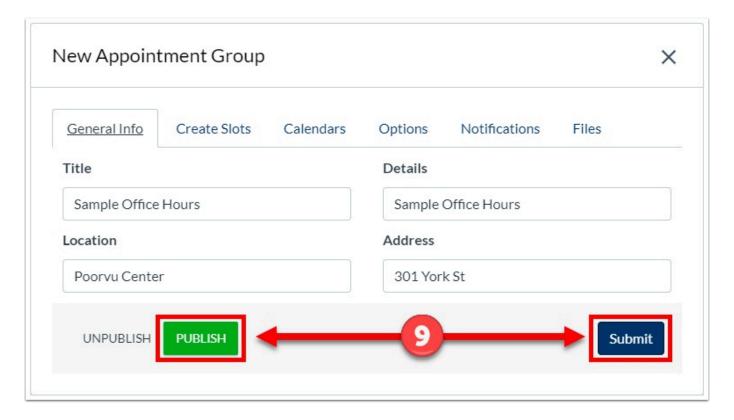


8. Under "Files", you can upload a document which is relevant to the appointment group.



9. Once all of the information and settings are completed, click "Publish" to make it available to students and click "Submit" to create the appointment group.

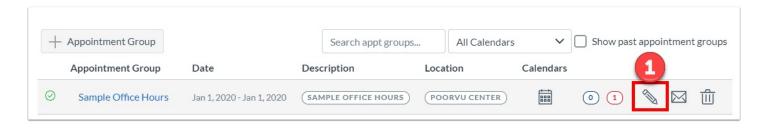
Note: To make the slots available to students, you must publish your appointment group. Once it is published there will be a green check mark next to it.



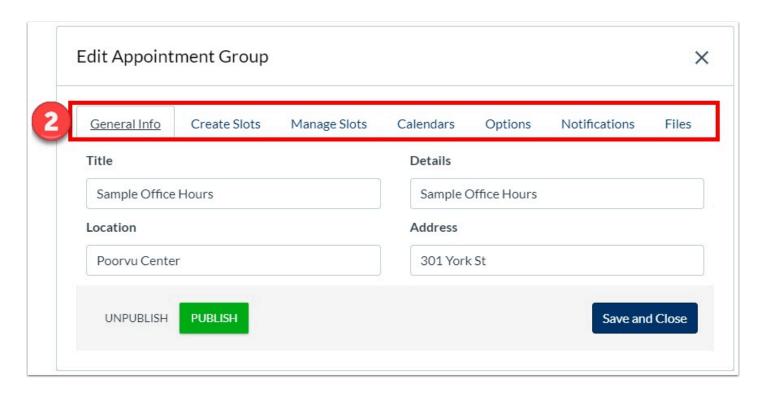
10. Your newly created appointment group will now be listed in the Sign-Up Tool, as well as on the calendar.

How to Edit an Appointment Group or Individual Time Slots

1. From the Sign-Up Tool, click the "Edit" pencil icon.

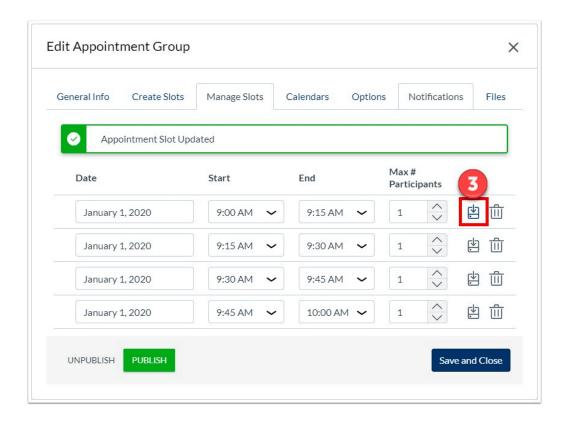


2. A box very similar to when you created the appointment group will appear. Make your changes under any of the tabs.

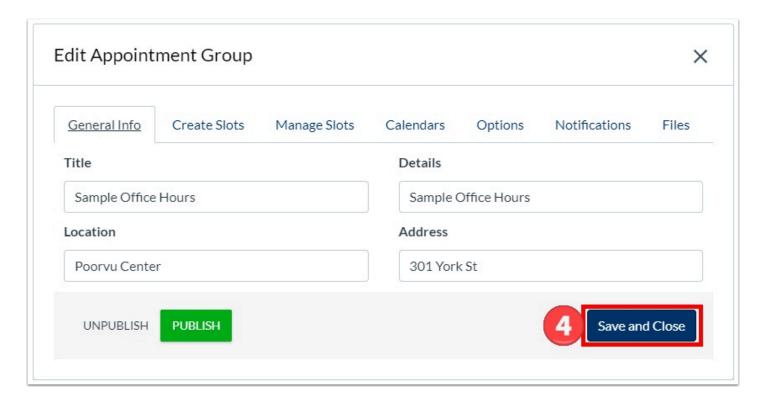


3. To modify an individual time slot, go to the "Manage Slots" tab. You can change the date and time of individual time slots, and click the "Save" icon to the right to save.

Note: If you see an orange exclamation point next to a time slot you are trying to edit, it means that students have already signed up for that time slot.

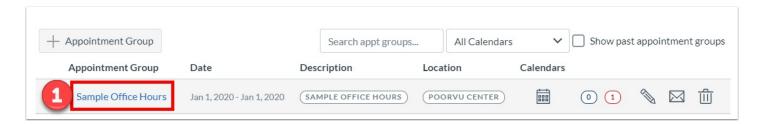


4. When you are done making your changes, click "Save and Close".

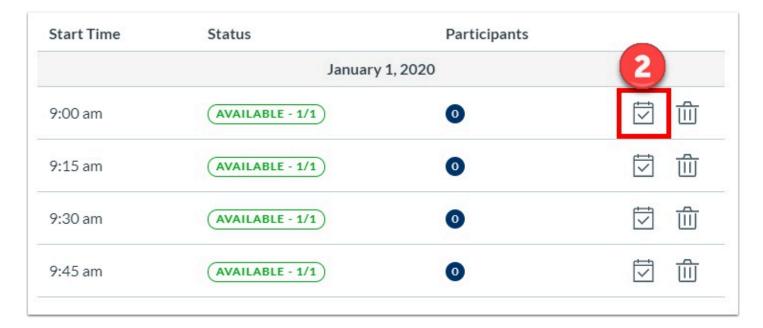


How to Reserve a Time Slot for a Student

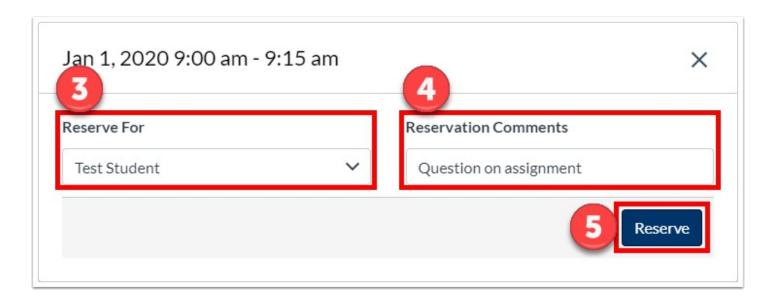
1. In order to reserve a time slot on a student's behalf, open the appointment group by clicking on the appointment group name.



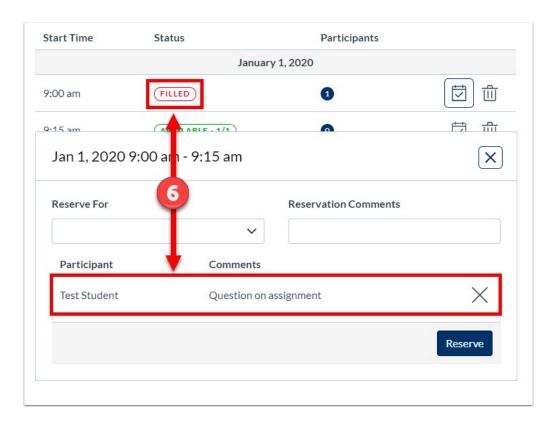
2. Click on the "Manage Reservations" calendar icon for the time slot you would like to choose for the student.



- 3. Choose the student you are reserving the time slot for.
- 4. Add reservation comments if applicable.
- 5. Click "Reserve" to complete the reservation

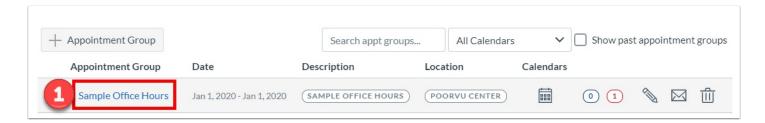


6. The student will now appear under the reservations, and the time slot will show that it has been filled.

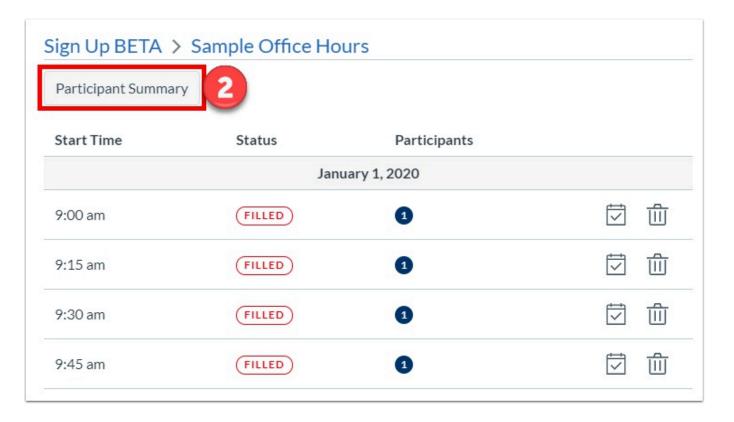


How to View who Reserved a Time Slot

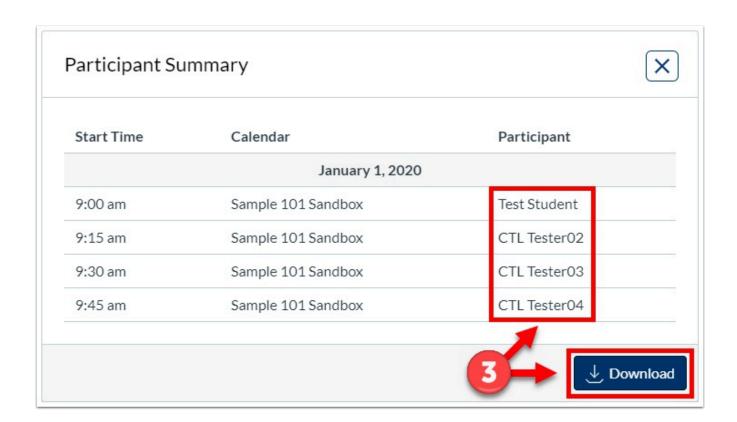
1. In order to view who reserved a time slot, open the appointment group by clicking on the appointment group name.



2. Click "Participant Summary".

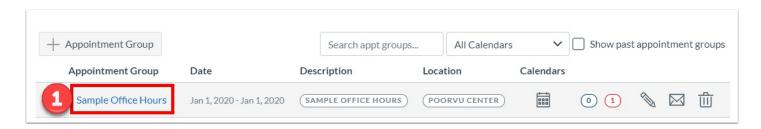


3. You will see the student's name listed under "Participants" for each date and time slot. You can also download the participant summary as a ".csv" file.



How to Unreserve an Student's Reservation

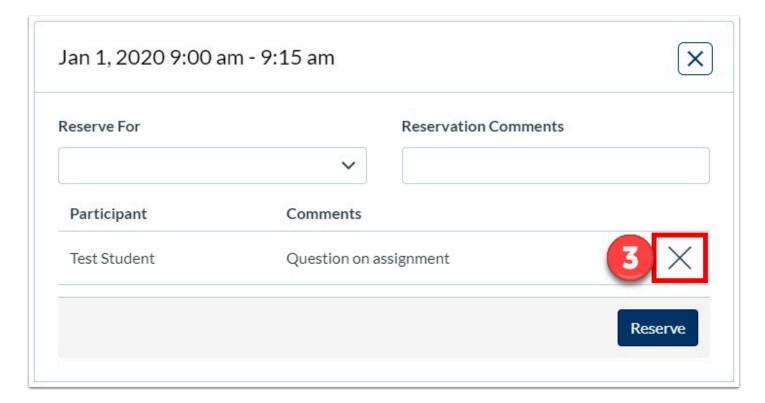
1. In order to unreserve an student's reservation, open the appointment group by clicking on the appointment group name.



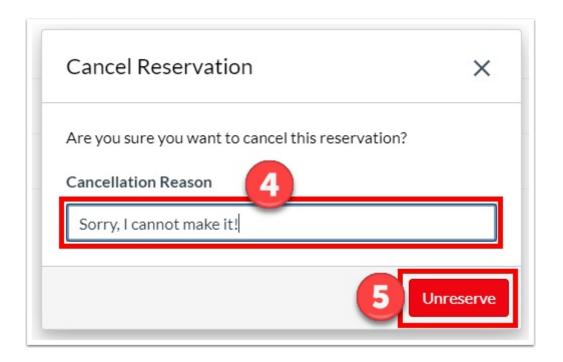
2. Click on the "Manage Reservations" calendar icon for the time slot you would like to unreserve for the student.



3. Click on the "X" next to the student you want to unreserve.

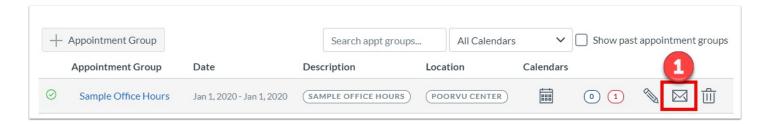


- 4. Enter in your reason for cancellation
- 5. Click "Unreserve".

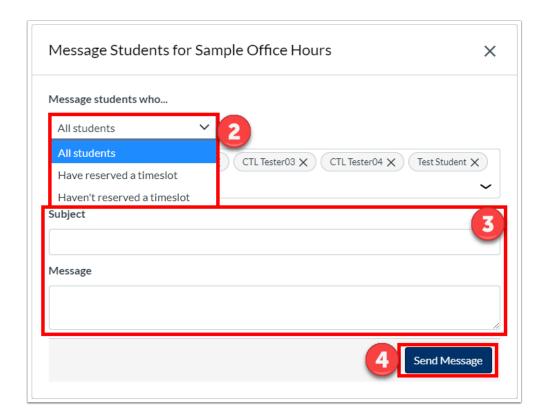


How to Email Appointment Group Participants

1. From the Sign-Up Tool, click the "Message Students" envelope icon.



- 2. Select the category of students you would like to message.
- 3. Type your message, including subject.
- 4. Click send. The students will receive this via their Yale email address.



For student instructions on how to use the Sign-Up Tool, please refer to hour "How to Reserve a Time Slot in Sign-Up Tool" article.

Receiving Announcements and Inbox Messages Created by You

You may want to receive announcements and inbox messages that you send to your class. In order to receive a copy, you will need to update your notification settings.

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Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".

Update your default (account-level) notification settings

- 1. Follow the steps to access the default (account-level) notification settings.
- 2. Once you are in the notification settings page, there are two settings you will want to change:
- · Announcement Created By You
- Conversations Created By Me

Click the check mark to receive announcements and inbox messages that you send to you class right away. Once selected, the check mark will turn green and the changes will automatically save. You will begin to receive a copy of the announcement or message you send.



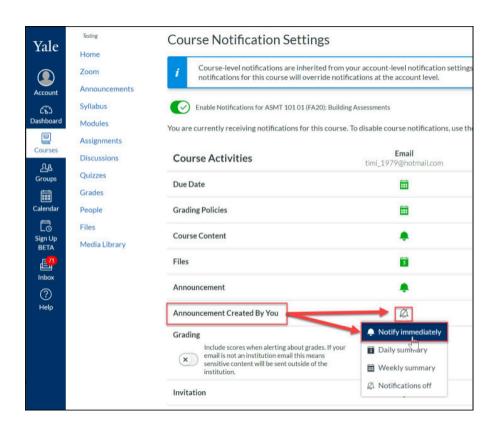
Update course-level settings for Announcements

You can also set specific settings for your announcements at the course level. If you want to change the settings for a specific course to be different than your default (account-level) settings you can do so.



NOTE: Course-level notification settings override default (account-level) notification settings.

- 1. Follow the steps to access the course-level notification settings.
- 2. Once you are on the course-level notification settings page, you can modify your settings for Announcement Created By You. If you want to receive announcement notification emails for this course, make sure that you select Notify Immediately.



- For more information on Announcements and Inbox messages, you can learn more here:
- Instructor Guide for Announcements
- Instructor Guide for Inbox Messages
- How do I Communicate with my Students

Course Analytics and Reports

New Analytics (Vendor Guides)

New Analytics is an LTI tool visible in all courses in Canvas @ Yale.

Data is refreshed in New Analytics every 24 hours. Only active and completed student enrollments are included in data for New Analytics. Deleted or inactive user enrollments will not generate data.

Vendor Guides

What is New Analytics?



Analytics (Vendor Guides)

Below are the vendor guides for Course Analytics.

Vendor Guides

- How do I view Course Analytics?
- How do I view analytics for a student in a course?



Outcomes (Vendor Guides)

Below are the vendor guides for Outcomes.

Vendor Guides

- How do I create an outcome for a course?
- How do I create outcome groups for a course?
- How do I import outcomes for a course?
- How do I edit or delete an outcome in a course?
- How do I edit or delete an outcome group in a course?
- How do I create custom course outcome names for students?
- How do I move outcomes and outcome groups in a course?
- How do I find an existing outcome to add to a course?
- How do I align an outcome with a question bank?
- How do I find Learning Standards to add to a course-level outcome?
- How do I view all aligned items and artifacts within an outcome?
- How do I use the Learning Mastery Gradebook to view outcome results in a course?
- · How do I view outcomes or student results individually in the Learning Mastery Gradebook?
- How do I view the outcomes results report for an individual student in a course?



Mid-Semester Feedback Instructor Tool

Update: Starting in Fall 2020, the Mid-Semester Feedback tool has only item in a Canvas course site's navigation menu and that button will be used by both instructors and students. The user's role within that course site will dictate whether they get the student view or instructor view of the tool.

The following topics will be addressed in this help document:

- General Information
- View Important Feedback Survey Dates
- Setting up Your Feedback Survey
- Adding Custom Questions
- Modify/ Edit Your Custom Questions
- Viewing Feedback Submissions
- Removing the Feedback Tool



A Some schools have opted out of using the Mid-Semester Feedback tool. If you do not have the Mid-Semester Feedback tool in your Canvas site, please contact your school administration for other methods of collecting feedback from your students.

General Information

The tool is visible to instructors and students by default. If an instructor does not wish to use the tool, they may disable or remove the tool from the course.

There are 4 optional questions which were developed based on suggestions from the Yale College Teaching and Advising (TLA) Committee. Instructors may opt to use any of those questions in their survey.

Instructors are able to create four additional custom open ended questions for each course.

Student submissions will be purged on a pre-selected date that is displayed within the Mid-Semester Feedback Instructor tool. Instructors are welcome to download copies of the student feedback for their courses prior to the purge date.

A Note:

- Only users with the role of "Instructor" in the course can add/modify questions and view student submissions.
- Only users with the role of "student" or "auditor" in the course can submit feedback.

Instructor View - Instructors will have access to the question creation/editing tools at the beginning of the semester. All users in your course with the role of "Instructor" will be able to modify the survey and view submissions. TAs will see the tool in the Course Navigation, but will not be able to use the instructor view tools.

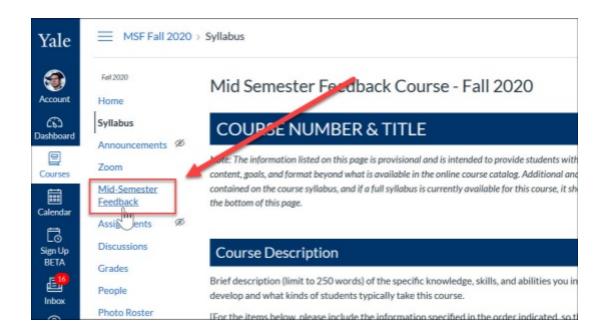
Student View - Students will see the Mid-Semester Feedback button Course Navigation at the beginning of the semester - but the survey will not be accessible until the dates posted within the Mid-Semester Feedback tool. Students who click on the tool before the survey opens will be presented with the survey dates. Although the tool will be visible in the Course Navigation for all users, only users with the role of "Student" and "Auditor" will be able to submit feedback.



Note: The instructor tool will become visible in your course navigation bar at the beginning of the semester so you can set up your survey questions.

View Important Mid-Semester Feedback Survey Dates

- 1. Go to your Canvas course site.
- 2. Open the Mid-Semester Feedback tool.



- On the next page, you will see the deadline details for the survey:
- **Course Question Deadline** For each course, instructors are able to add/modify four additional open-ended questions. Instructors can make the additions/modifications up until the Course Question Deadline.
- **Feedback Opens to Student -** The date upon which survey will become active and students will be able to submit feedback.
- Feedback Closes The date after which no more student submissions will be accepted.
- **Submissions Purged** This is the date upon which all student submissions will be purged from the system. (Instructors are encouraged to download a copy of all student submissions prior to this date to keep a record of their course feedback.)

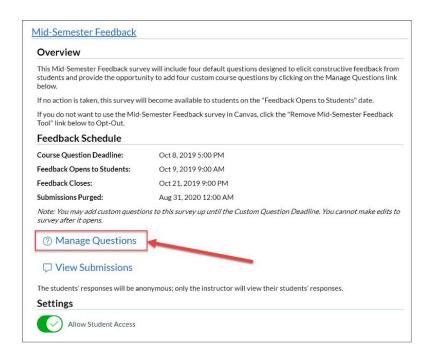
Setting up Your Mid-Semester Feedback Survey

The Feedback Survey will contain four optional questions which were developed by the TLA committee. The Instructor(s) of the each course site is able to add a maximum of 4 additional open ended questions to be included in the survey. If you do not set up custom questions, students will still be presented with the 4 optional questions when the survey opens unless you deselect the optional questions. If you do not have any optional or custom questions in your survey, the tool will be disabled for students.

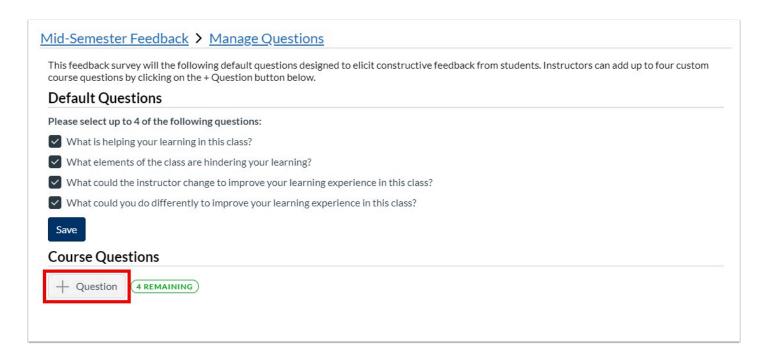
- **Note**: If you are teaching multiple courses, you will need to set up the Mid-Semester Feedback Instructor tool in each of your courses.
- 1. Go to your Canvas course site.
- 2. Open the Mid-Semester Feedback tool.

Adding Custom Questions

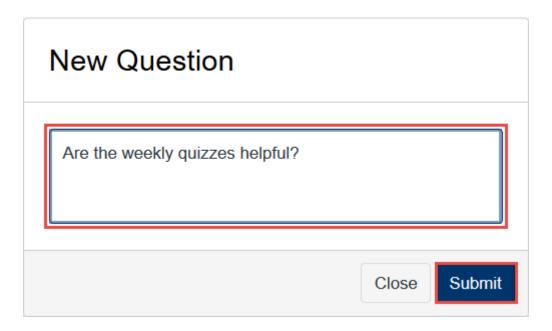
3. To set up your custom questions, click the "Manage Questions" link.



4. On the Manage Questions screen, you will see a list of optional questions followed by a section where you can add your 4 custom questions. Click the "+ Question" button [1].



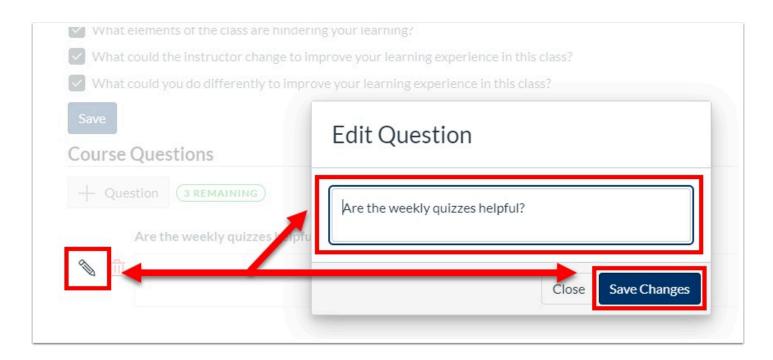
5. In the pop-up, enter the text of your question stimulus and then click the "Submit" button. You may enter up to 2 custom questions.



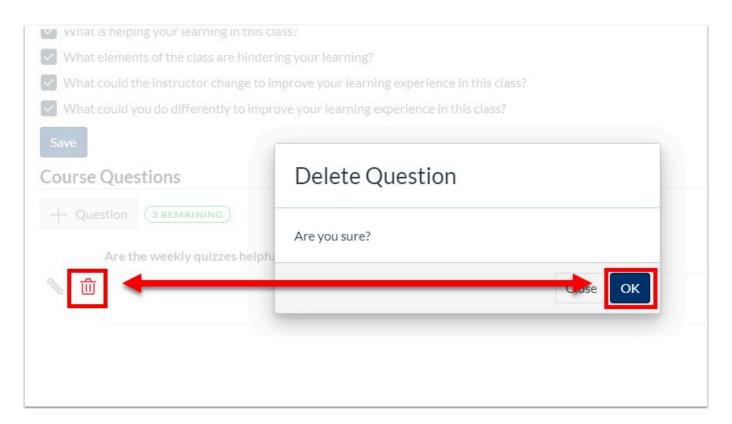
6. After you add a question, your question will be displayed on the Manage Questions screen below the required questions.

Modify/ Edit Your Custom Questions

7. To modify your question, click the edit icon next to your question. In the pop-up, modify your question text and then click the "Save Changes" button.



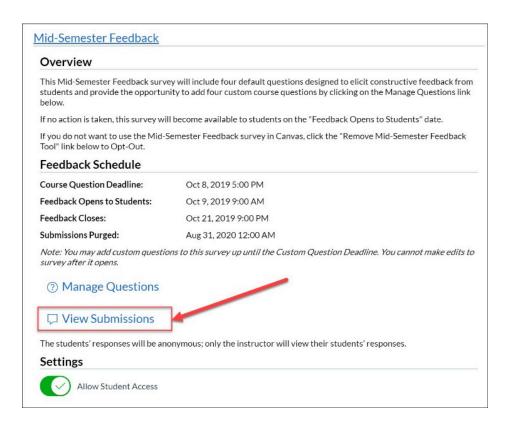
8. To delete your question, click the delete icon next to your question. In the pop-up, click "OK" to confirm the delete.



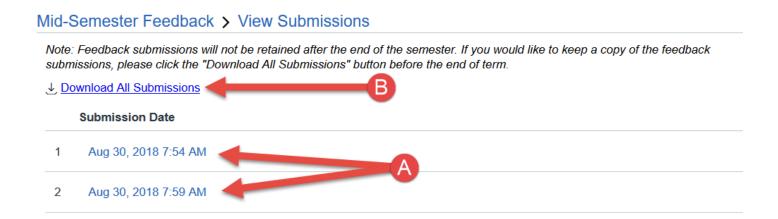
Viewing Mid-Semester Feedback Submissions

1. Go to your Canvas course site.

- 2. Open the Mid-Semester Feedback tool.
- 3. To view student submissions, click the "View Submissions" link.



- 4. On the View Submissions page, you will see a listing of submissions by date. To view the submissions you can:
 - A. Click on the individual submission to view each submission one at a time
- B. Click the "Download All Submissions" link to download a CSV file containing all submissions.



Your downloaded submissions will be in a CSV file that can easily be opened with Excel. The first row of the file will be the list of questions and each subsequent row will represent one of the student submissions:

1	A	В	C	D
1	Submission Date	What elements of the class are hindering your learning?	Were the weekly quizzes helpful?	What is helping your learning in this class?
2	9/25/2019 12:48	I admit that I don't love the group work because my group members are not reading materials before class. Maybe if we rotated groups I would like it more.	Yes, the weekly quizzes were helpful - they reinforced what we learned in class, so that was great.	The lecture slides available before class has been so helpful.
3	9/25/2019 12:49	Nothing! I like it all!	They are okay - but there are way too many of them.	I really like the in class discussion - both in small groups and with the whole class.



Note: Mid-Semester Feedback Submissions will be purged - be sure to check the Mid-Semester Feedback dates to see when the submissions will be purged for your course and make sure that you download a copy of your feedback submissions prior to that date if you would like to maintain a record of the feedback.

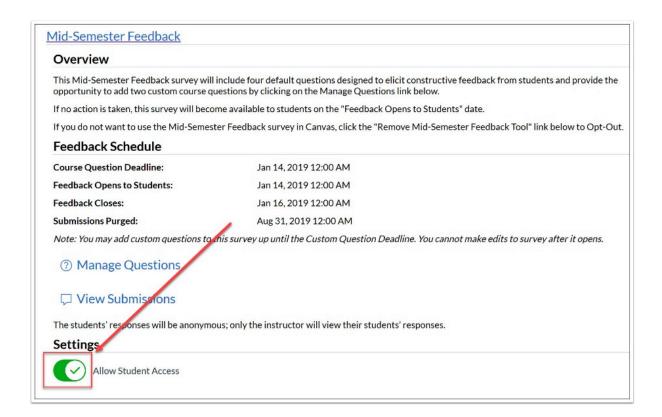
As students begin submitting feedback, you will be able to view and download submissions. You do not need to wait for the survey to close to begin viewing submissions.

Removing the Mid-Semester Feedback Tool (Do Not Want to Collect Feedback)



f you do not want to use Mid-Semester Feedback in your course, you can remove or disable the tool. You can always re-enable the tool.

- 1. Go to your Canvas course site.
- 2. Open the Mid-Semester Feedback tool.
- 3. Once you are in the Mid-Semester Feedback tool, under the "Settings" section, click on the slider for "Allow Student Access".



4. After you click the slider, you will see a pop-up asking you to confirm that you want to disable the tool in this course. If you are certain, click "OK".

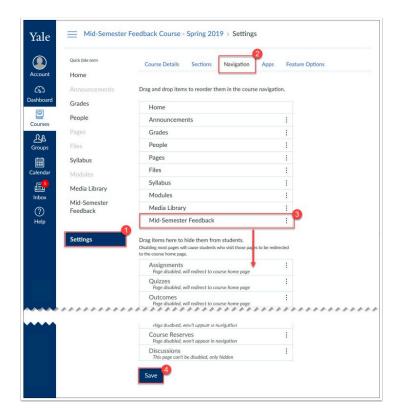


5. When you complete the process, you will see the message indicating that the tool is disabled. When the tool is disabled, the student tool will be automatically be removed from the Course Navigation menu.

Alternative Method to Remove Mid-Semester Feedback Tool

As an alternative, you can also disable the tool by simply removing the Mid-Semester Feedback Instructor tool from the course navigation menu. When the Instructor tool is removed, the student tool will not appear when the survey date opens. To remove the tool from your course navigation menu:

- 1. Go to the "Settings" area.
- 2. Under "Settings", click on the "Navigation" tab. The Navigation section is split into 2 segments:
- The upper portion this part of the page lists out the tools that are on your course's navigation menu.
- The lower portion this part of the page lists out tools that have been hidden from the student view.
- 3. Drag the "Mid-Semester Feedback Instructor" tool from the upper portion of the page down to the lower portion of the page.
- 4. Click the "Save" button at the bottom of the page.



Note: You can re-enable the Mid-Semester Feedback tool at any time by going either turning the switch to allow student access again or dragging the item in the "Navigation" setting back to the upper portion.

If you re-enable the tool after the Course Question Deadline, the survey will contain the default optional questions.



For more help, please contact <u>canvas@yale.edu</u>.

Anonymous Feedback Tool

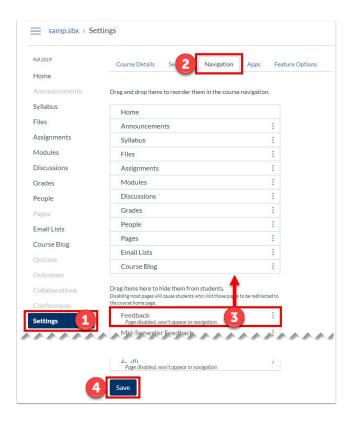
The anonymous feedback tool allows you to ask students for feedback on the course throughout the semester. Only official instructors and students enrolled within the course can use this tool.

Q

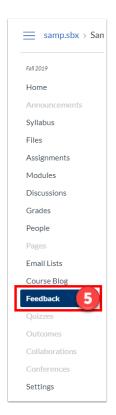
Note: Please keep in mind that this tool differs from Mid-Semester Feedback. Please refer the "Mid-Semester Feedback Instructor Tool" article for information on that particular tool.

Enabling and Accessing Feedback

- 1. The anonymous feedback tool is, by default, disabled in all courses. To enable, click on "Settings" from the course navigation.
- 2. From the "Settings" page, make sure that "Navigation" is the active tab.
- 3. Click and drag the item called "Feedback" from the bottom disabled navigation section to the top active navigation section.
- 4. Scroll down and click "Save" to save the changes made.



5. Once enabled, it will show up on the course navigation. Click "Feedback" from the navigation to access the tool.

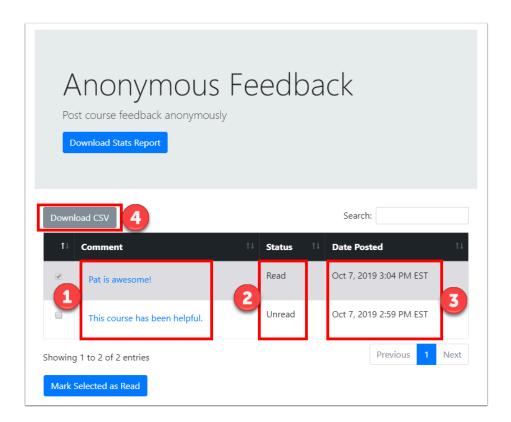


Instructor View

- 1. If students have submitted feedback, you will see a preview of the comment. Clicking on the comment preview text will open a window to view the full comment.
- 2. You can see if the comment has been read or unread. Opening the full comment will automatically mark the comment as read.
- 3. You can also see the date and time of when the comment was submitted.
- 4. You also have the option to download all of the feedback into a CSV file. In order to download feedback, click on "Download CSV".

P

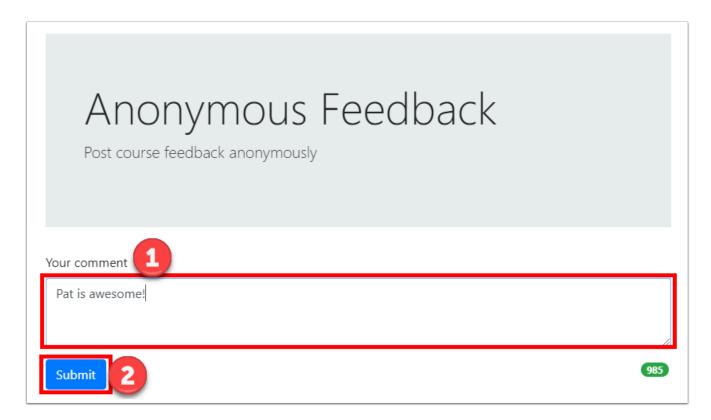
Note: For courses with multiple instructors, if one instructor reads the feedback, it will appear as "read" for all instructors.



Student View

Students will also see "Feedback" in the course navigation. However, they will see something different than instructors when they go to the feedback tool.

- 1. Students will be able to enter text feedback. They can write up to 1000 characters of feedback.
- 2. Clicking Submit will submit the feedback entered. Students can submit feedback as often as they would like.





Note: For individuals who are not official instructors or registered students, they will receive this error message:

Anonymous Feedback

Post course feedback anonymously

Due to your enrollment, you do not have access to this tool. If you think this is an error, please contact your instructor.



Best Practices, Training, and Resources

Canvas How-To Articles (Vendor Guides)

Instructure frequently pushes updates to Canvas and revise their help articles to reflect these changes. As such, we rely on their updated articles to ensure that our users view the most current help information possible. Below is a list of common articles from the Instructure Website. Please use these guides if you have any questions.

For up to date information on bug fixes, changes, and features, please check out the <u>Canvas</u> <u>Release Notes</u>.

Announcements

- What are Announcements?
- How do I use the Announcements Index Page?
- How do I view and sort announcement replies as an instructor?
- How do I make an announcement in a course?
- How do I edit an announcement in a course?
- How do I add content to an announcement in a course?
- How do I delete an announcement in a course?
- How do I add an external RSS feed to an announcement?
- How do I view the Announcements RSS feed?
- How do I subscribe to the Announcements RSS Feed?
- How do I delay posting an announcement until a specific date in a course?
- How do I attach a file to an announcement in a course?
- How do I require students to post to a course announcement before they see replies?
- How do I allow students to like replies in a course announcement?
- How do I like a reply in a course announcement?
- How do I close an announcement for comments in a course?
- How do I reply to an announcement?

Assignments

- What are Assignments for instructors?
- How do I use the Assignments Index Page?
- How do I use Draft State in Assignments?
- What is the difference between a Canvas Assignment and a Canvas Activity?
- What assignment types are available in Canvas courses?
- What is the difference between assignment due dates and availability dates?
- How do I create an assignment?

- How do I create an assignment shell in an assignment group?
- How do I add an assignment group in a course?
- How do I weight the final course grade based on assignment groups?
- How do I create rules for an assignment group?
- How do I create an online assignment?
- How do I add details to an assignment?
- How do I add or edit points for an assignment?
- How do I exclude an assignment from the course's final grade?
- How do I delete an assignment?
- · What do assignments with different due dates look like in Canvas?
- How do I assign an assignment to an individual student or course section?
- How do I assign an assignment to a course group?
- How do I add a grading scheme to an assignment?
- How do I set up a moderated assignment to be graded by multiple reviewers?
- How do I add students to an assignment moderation set?
- Can a student resubmit any assignment?
- What is a peer review assignment?
- How do I create a peer review assignment?
- How do I manually assign peer reviews for an assignment?
- How do I automatically assign peer reviews for an assignment?
- How do I import SCORM files as an assignment?

Attendance (Roll Call)

- What is the Roll Call Attendance Tool?
- How do I configure the Roll Call Attendance tool in a course?
- How do I edit the Roll Call Attendance assignment?
- How do I take roll call using the Attendance tool?
- How do I use Roll Call Attendance Badges in a course?
- How is Roll Call Attendance graded in Canvas?
- How do I create a roll call seating chart using the Attendance tool?
- How do I run Roll Call Attendance reports in a course?

Calendar

- What is the Calendar for instructors?
- How do I use the Calendar?
- How do I filter the Calendar view by course?
- How do I add an event to a course calendar?
- How do I add a repeating event to a course calendar?
- How do I add a personal reminder to the Calendar?
- How do I create an assignment shell from the Calendar?
- · How do I edit an event or assignment in the Calendar?

- How do I add a conference invitation link to an event in the course calendar?
- How do I set a different event date for each section in a course calendar?
- Where can I find the Calendar iCal feed?
- How do I subscribe to the Calendar feed using Outlook?
- · How do I subscribe to the Calendar feed using Google Calendar?
- What is the Scheduler?
- How do I create an appointment group in the Scheduler?
- How do I remove students from an appointment in the Scheduler?

Collaborations

- What are Collaborations?
- How do I create a Google Docs collaboration?
- How do I edit a Google Docs collaboration?
- How do I delete a Google Docs collaboration?
- How do I join a Google Docs collaboration?

Computer Specifications

- What are the basic computer specifications for Canvas?
- Which browsers does Canvas support?
- How do I clear my browser cache on a Mac?
- How do I clear my browser cache on a PC?

Conferences

- What are Conferences for instructors?
- How do I create a conference?
- How do I create a long-running conference?
- How do I delete a conference?
- How do I edit a conference?
- How do I record a conference?
- How do I start a conference?
- How do I join a conference?
- · How do I conclude a conference?
- How do I use the Conferences interface?
- How do I share my desktop in the Conferences interface?
- How do I add files to a conference?
- How do I start a poll in a conference?
- How do I automatically create a poll using a presentation in a conference?
- How do I take a poll in a conference?

Conversations (Inbox/Email)

- What is Conversations?
- How do I use Conversations?
- · How do I find my unread messages in Conversations?
- How do I filter conversations?
- How do I star a conversation?
- · How do I compose and send a message?
- How do I send a message to an entire class as an instructor?
- How do I attach a file to a message?
- How do I attach a media comment to a message?
- How do I reply to a message in Conversations?
- How do I privately respond to one individual in a group message?
- How do I reply to submission comments in Conversations?
- How do I forward a message from a conversation?
- How do I add new people to an existing conversation?
- How do I delete a conversation?
- How do I delete a message from a conversation?
- How do I archive a conversation?

Course Import Tool

- What is the Course Import Tool?
- How do I copy a Canvas course?
- How do I import content from another Canvas course?
- How do I import a Canvas course export package?
- How do I export a Canvas course?
- How do I select specific content as part of a course import?
- How do I adjust events and due dates in a course import?
- How do I view the status of current and prior course imports?

Course Navigation

- How do I use the Course Home Page as an instructor?
- How do I use the Course Navigation Menu as an instructor?
- · How do I reorder and hide Course Navigation links?
- What layout options are available in the Course Home Page?
- How do I change the Course Home Page?
- How do I use the Course Activity Stream?

Course Status

What are the different states of a Canvas course?

Discussions

- What are Discussions for instructors?
- What is the difference between Announcements and Discussions?
- How do I use the Discussions Index Page?
- How do I use Draft State in Discussions?
- What is the difference between threaded and focused discussions?
- How do I view and sort discussion replies as an instructor?
- How do I create a discussion as an instructor?
- How do I create a group discussion in a course?
- How do I assign a graded discussion to an individual student or course section?
- How do I assign a graded discussion to a course group?
- How do I edit a discussion in a course?
- How do I attach a file to a discussion reply as an instructor?
- How do I enable a podcast feed for a discussion in a course?
- How do I delay posting a discussion until a specified date in a course?
- How can I require students to post to a course discussion before they see replies?
- How do I pin a discussion in a course?
- How do I close a discussion for comments in a course?
- How do I delete a discussion in a course?
- How do I reply to a discussion as an instructor?
- How do I allow students to like replies in a discussion?
- How do I like a reply in a course discussion?
- How do I allow students to attach files to a course discussion?
- How do I allow students to create a course discussion?
- How do I allow students to edit and delete their own discussion posts in a course?
- How do I change discussion settings to manually mark discussion replies as read?
- How do I mark discussion posts as read or unread as an instructor?
- How do I subscribe to a discussion as an instructor?
- How do I edit or delete student discussion posts in a course?
- How do I link to a YouTube video in a discussion reply as an instructor?
- How do I embed an image in a discussion reply as an instructor?
- What is a peer review discussion?
- How do I create a peer review discussion?
- How do I manually assign peer reviews for a discussion?
- How do I automatically assign peer reviews for a discussion?

Files

- What are Files for instructors?
- How do I view my user files as an instructor?
- How do I view course files as an instructor?
- How do I view group files as an instructor?
- How do I use Files as an instructor?
- How do I move and organize my files as an instructor?
- How do I rename a file as an instructor?
- How do I create a folder in Files as an instructor?
- How do I upload a file to a course?
- How do I preview a file as an instructor?
- How do I upload ZIP files as an instructor?
- How do I bulk upload files to a course?
- How do I delete a file as an instructor?
- How do I download a single file as an instructor?
- How do I download a folder in ZIP format as an instructor?
- How do I restrict files and folders to students in Canvas?
- How do I set usage rights and user access for a course file?
- How do I set usage rights and user access for a course file folder?
- What document types does Canvas convert using the document previewer?
- What types of files are supported in Canvas?
- · How do I edit an HTML file in a course?

Global Navigation

- How do I log in to Canvas?
- · How do I use the Dashboard?
- How do I view grades in the Dashboard?
- How do I use the Global Navigation Menu?
- How do I view my Canvas courses?
- How do I customize my Course list?
- How do I create a nickname for a course?
- How do I get help with Canvas?
- How do I log out of Canvas?

Grades

- What are Grades and the Gradebook?
- How do I use the Gradebook?
- How do I view assignments or students individually in the Gradebook?
- How do I use grading periods in a course?

- How do I view grading period dates in a course?
- What do the icons and colors in the Gradebook represent?
- How do I view assignment details in the Gradebook?
- How do I create extra assignment columns for non-submission assignments in the Gradebook?
- How do I hide student names in the Gradebook?
- How do I enter and edit scores in the Gradebook?
- How do I excuse an assignment for a student in the Gradebook?
- How do I use grading history in the Gradebook?
- How do I leave comments for students in the Gradebook?
- How do I send a message to my students from the Gradebook?
- How do I set a default grade for an assignment?
- How do I curve grades in the Gradebook?
- How do I mute an assignment in the Gradebook?
- How do I grade group assignments in a course?
- How do I view a student's Grades page in a course?
- How do I view my students' total grades as a point value instead of a percentage in the Gradebook?
- How do I sort columns in the Gradebook?
- How do I move the Total column in the Gradebook?
- How do I use the Notes column in the Gradebook?
- · How do I change assignment group weights in the Gradebook?
- How do I view grades for concluded student enrollments in the Gradebook?
- How do I view grades for inactive student enrollments in the Gradebook?
- How do I bulk download assignment submissions in Canvas?
- How do I bulk upload assignment submissions in Canvas?
- How do I download scores from the Gradebook?
- How do I upload changes to the Gradebook?
- What is Moderated Grading?
- How do I publish final grades for a moderated assignment?
- What are What-If Grades?
- How do I give extra credit in a course?
- How do I treat ungraded assignments as zero in the Gradebook?

Groups

- What are Student Groups?
- How do I view student groups as an instructor?
- How do I view my Canvas groups as an instructor?
- How do I create a new group set?
- How do I clone a group set?
- How do I edit a group set?
- How do I automatically create groups in a group set?
- How do I manually create groups in a group set?

- How do I expand and collapse groups?
- How do I create self sign-up groups?
- How do I automatically assign students to groups?
- How do I manually assign students to groups?
- How do I assign a student leader to a group?
- How do I message students who have not signed up for a self sign-up group?
- · How do I prevent students from switching groups in self sign-up groups?
- How do I move a student into a different group?
- How do I view student activity within a group as an instructor?
- How do I delete a group set?
- How do I start a collaboration with a student group as an instructor?

Modules

- What are Modules for instructors?
- How do I use the Modules Index Page?
- How do I use Draft State in Modules?
- How do I create a module?
- How do I edit a module?
- How do I add items to a module?
- How do I add duplicate module items?
- How do I use duplicate module items as checkpoints in a course?
- How do I reorder modules?
- How do I delete a module?
- How do I add text to a module?
- How do I edit module items?
- How do I remove module items?
- How do I reorder module items?
- How do I require students to move through each module item in order?
- How do I lock a module?
- How do I set up prerequisite modules?
- How do I add requirements to a module?
- How do I expand or collapse module contents as an instructor?
- How do I use modules to view the progress of students in a course?
- How do I link to an external tool in modules?
- How do I link to an external URL in modules?

Outcomes

- What are Outcomes?
- What calculation methods are available for outcomes?
- How do I create an outcome for a course?
- How do I create outcome groups for a course?

- How do I edit or delete an outcome or outcome group in a course?
- How do I create custom course outcome names for students?
- How do I move outcomes and outcome groups in a course?
- How do I find an existing outcome to add to a course?
- How do I align an outcome with a question bank?
- How do I view all aligned items and artifacts within an outcome?
- · How do I use the Learning Mastery Gradebook to view outcome results in a course?
- How do I view outcomes or student results individually in the Learning Mastery Gradebook?
- How do I view the outcomes results report for an individual student in a course?

Pages

- What are Pages for instructors?
- How do I use the Pages Index Page?
- How do I use Draft State in Pages?
- How do I create a new page in a course?
- How do I change the name of a page in a course?
- How do I edit a page in a course?
- How do I delete a page in a course?
- How do I upload a PDF to a page in a course?
- How do I link to other Canvas pages in a course?
- How do I set a Front Page in a course?
- How do I embed a video in a page in a course?
- How do I create a file link in a page in a course?
- How do I view the history of a page in a course?

People

- How do I use the People page as an instructor?
- How do I add users to a course?
- How do I limit a user to only view other users in the same course section?
- How do I view user details for an enrollment in a course?
- How do I edit user roles in a course?
- How do I edit sections for an enrollment in a course?
- How do I deactivate an enrollment in a course?
- How do I conclude an enrollment in a course?
- How do I restore a concluded enrollment in a course?
- How do I view concluded enrollments in a course?
- How do I delete an enrollment in a course?
- How do I link a student to an observer in a course?
- How do I view a summary of all my student interactions in a course?
- How do I view my course interactions with an individual student?
- How do I view the course access report for an individual student?

How can I view registered web services for a student in a course?

Profile and User Settings

- What are Profile and User Settings?
- How do I edit my profile in my user account?
- How do I add a profile picture in my user account?
- How do I change the settings in my user account?
- How do I change the language preference in my user account?
- How do I add contact methods to receive Canvas notifications?
- · How do I set my Canvas notification preferences?
- How do I add an additional email address as a contact method in Canvas?
- How do I change my default email address in my user account?
- How do I reset my password?
- How do I add a text (SMS) contact method in Canvas?
- How do I manage new features in my user account?

Quizzes

- What are Quizzes for instructors?
- How do I use the Quizzes Index Page?
- How do I use Draft State in Quizzes?
- What quiz types are available in Canvas courses?
- What options are available in Canvas quizzes?
- How do I import quizzes from QTI packages?
- How do I create a guiz with individual guestions?
- How do I create a quiz with a question group to randomize quiz questions?
- How do I create a quiz by finding questions in a question bank?
- How do I create a guiz with a guestion group linked to a guestion Bank?
- How do I create a Multiple Choice guiz guestion?
- How do I create a True/False quiz question?
- How do I create a Fill-in-the-Blank guiz guestion?
- How do I create a Fill-in-Multiple-Blanks guiz guestion?
- How do I create a Multiple Answers guiz guestion?
- How do I create a Multiple Dropdown guiz guestion?
- How do I create Likert scale guiz guestions?
- How do I create a Matching quiz question?
- How do I create a Numerical Answer guiz guestion?
- How do I create a Formula guiz guestion with a single variable?
- How do I create a Simple Formula guiz guestion?
- How do I create an Essay quiz question?
- How do I create a File Upload quiz question?
- How do I link course content to a guiz guestion?

- How do I create a question bank in my course?
- How do I bookmark a question bank in my course?
- How do I unbookmark a question bank in my course?
- How do I delete a question bank in my course?
- How do I move multiple questions from one question bank to another?
- How do I move/copy a question from one question bank to another?
- How do I reorder questions or question groups in a quiz?
- How do I import a question bank from one Canvas course to another?
- How can I create a guiz where students only see one guestion at a time?
- How do I make a quiz available before or after the due date?
- How do I assign a quiz to an individual student or course section?
- How do I delete a quiz?
- How do I export quiz content from my course?
- Once I publish my quiz, how do I make additional changes?
- Once I publish my quiz, how do I use the Moderate Quiz page?
- Once I publish my quiz, what kinds of quiz statistics are available?
- Once I publish my quiz, how can I give my students extra attempts?
- Once I publish a timed quiz, how can I give my students extra time?
- How do I manually submit outstanding student guiz submissions?
- How do I view student quiz results?
- How do I view a quiz log for a student?
- What regrade options are available for a quiz?
- How do I regrade a Multiple Choice quiz question?
- How do I regrade a True/False guiz guestion?
- How do I regrade a Multiple Answers guiz guestion?
- How do I use guiz fudge points in SpeedGrader?
- How do I grade one quiz question at a time in SpeedGrader?
- How do I create a survey in my course?
- How do I view survey results in my course?
- How do I view practice quiz results?

Rich Content Editor

- What is the Rich Content Editor?
- How do I align text using the Rich Content Editor?
- How do I style text content in the Rich Content Editor?
- How do I remove formatting copied from another source in the Rich Content Editor?
- How do I create a bulleted or numbered list using the Rich Content Editor?
- How do I insert a table using the Rich Content Editor?
- How do I use the HTML view in the Rich Content Editor?
- How do I embed images from Canvas into the Rich Content Editor?
- How do I embed images from the web in the Rich Content Editor?
- How do I embed images from Flickr Creative Commons in the Rich Content Editor?
- How do I create a hyperlink in the Rich Content Editor?

- How do I link to a YouTube video in the Rich Content Editor?
- How do I embed iFrame videos using the Rich Content Editor?
- How do I upload a video using the Rich Content Editor?
- How do I upload an audio file using the Rich Content Editor?
- How do I record a video using the Rich Content Editor?
- How do I record audio using the Rich Content Editor?
- What should I do if I can't record video comments with my webcam?
- How do I use the Math Editor in the Rich Content Editor?
- What is the Content Selector in the Rich Content Editor?
- How do I insert links to course content into the Rich Content Editor using the Content Selector?
- How do I insert course files into the Rich Content Editor using the Content Selector?
- How do I insert course images into the Rich Content Editor using the Content Selector?
- How do I set the auto-open for inline preview for files using the Rich Content Editor?
- How do I disable inline previews for files using the Rich Content Editor?
- How do I create a caption file for an external video?
- How do I create captions for new or uploaded videos in Canvas?
- How do I view captions in a video?
- How do I embed a dynamic Google document into the Rich Content Editor?

Rubrics

- What are Rubrics?
- · How do I create a rubric in a course?
- How do I add a rubric to an assignment?
- How do I add a rubric to a graded discussion?
- How do I add a rubric to a guiz?
- How do I edit a rubric in a course?
- How do I manage rubrics in a course?
- How do I align an outcome with a rubric in a course?

Settings

- How do I view enrollments in a course section?
- How do I validate links in a course?
- How do I view Course Statistics?
- What is Student View?
- How do I enable Student View?

SpeedGrader

- What is SpeedGrader?
- How do I get to SpeedGrader from the Gradebook?

- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I use SpeedGrader?
- How do I use a rubric to grade submissions in SpeedGrader?
- How do I use free-form comments instead of ratings in a rubric in SpeedGrader?
- How do I leave feedback comments for student submissions in SpeedGrader?
- How do I view past versions of submissions in SpeedGrader?
- How do I download assignments in SpeedGrader?
- How do I find a student submission in SpeedGrader?
- How do I sort assignments in SpeedGrader?
- How do I track my grading progress and the average grade in SpeedGrader?
- How do I mute or unmute an assignment in SpeedGrader?
- How do I enable anonymous grading for an assignment in SpeedGrader?
- How do I review moderated assignments in SpeedGrader?
- How do I use Crocodoc in Canvas assignments?
- How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

Syllabus

- How do I use the Syllabus as an instructor?
- How do I edit the Syllabus description in a course?
- For more help, please contact canvas@yale.edu.

Canvas Accessibility (Vendor Guides)



Below are the vendor guides for Accessibility.

Vendor Guides

• Accessibility within Canvas.



For more information about Yale's accessibility guidelines, please visit the <u>Usability & Web Accessibility</u> page, or contact <u>accessibility@yale.edu</u>. For general help, please contact <u>canvas@yale.edu</u>.

Beginning of Term Checklist

Before your class becomes available to students, there are a few housekeeping items that we recommend you to address. If you need assistance in any of these items, feel free to contact canvas@yale.edu for more help.



Academic course sites are created in Canvas in coordination with the University Registrar's Office*. Once courses are created, teaching faculty will receive an email and announcements will be posted in Canvas and on the Canvas login page.

- Fall sites are typically created in mid to late July
- Spring sites are typically created in late November or early December
- Summer sites are typically created in January

Reusing Canvas course content in an **Course Availability** upcoming term If you have previously used Canvas to Courses are created once the registrar has confirmed they have the data of the teach your course, you can use the Canvas courses running. Although it is a fluid date, import tool in order to copy your previous generally fall term courses are available by course site to your new term's course site. late July, spring term courses are available You will be able to reuse your syllabus, resources, assignments, discussion boards, in November, and summer term courses are available in April. etc. from your previous course. ✓ If you do not see your course on your ✓ For more information, please see Canvas Dashboard, go to "All Courses" to Importing Content from Canvas Course. confirm that it is listed. For more information on customizing your dashboard, please see How to Favorite ✓ If you only want to copy some of the previous items, you can Select Specific your Course. Content to copy. ✓ To request an umbrella site, please submit the Umbrella Request Form. ✓ If you had redirect links on the left navigation in your previous course, follow

^{*} Upon request, some professional schools may opt to have their courses created earlier.

✓ If you still do not see your course in Canvas @ Yale, please reach out to your registrar to confirm you are listed as the instructor of record.

the steps for <u>How to Change a Redirect</u> <u>link</u> for information on how to update the redirect links.

✓ For more information about course availability, please see your respective <u>Academic Calendar</u> or contact your department.

Storage Quota

During summer 2017, all unique courses from the past eight years were migrated from Classes*v2 to Canvas. For more information on what was included in this process: Classes*v2 to Canvas.

Migrated Classes*v2 Content

The standard storage quota for a course site on Canvas @ Yale is 1 gig. However, if you need additional space, you can email canvas@yale.edu and we will be happy to assist you.

✓ Please note that Web Links (URLs) are not supported in Canvas Files. Web Links will be converted to a page which contains the link to the website.

✓ For audio and video files, we recommend you to use the Media Library. For more information on the use of the Media Library, please review the Media Library documents or contact medialibrary@yale.edu.

Upload Your Syllabus

Publish your course

In order for your syllabus to appear on Yale's Course Search for students to view during the shopping period, you will need to upload your syllabus within the Syllabus Tool in your course site.

When you are working on your course site, your course is unpublished. Once you are ready, you need to make your course available for students to view your course and syllabus.

For more information on uploading your syllabus, please see <u>How to Upload Your Syllabus</u>.

For more information on publishing your course, please see <u>Publishing Your Course</u>.

✓ If you upload your syllabus in Canvas @

✓ A course will not be visible to students until it is published. Also, once you have

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Yale, the syllabus will appear in Course Search. ✓ It can take two to four hours for changes	graded an assessment, you cannot unpublish your course.
to appear in Canvas.	
Adding Guest users (non NetID)	Adding Guest users (NetID)
In order to have non- NetID or Alum auditors added to your course site, you will first need to request a local Canvas guest account by submitting the Request Canvas Guest Account Form.	As instructors, you have the ability to add active NetID users* to your course. The roles which should be used are TAs, Guest Instructors, and Guest Students.
Once a guest account is created for the user, you will be notified and then as instructor, you will be able to add this user to your course. The roles which should be used are TAs, Guest Instructors, and Guest	✓ To add users to your course, please review the Add Users to Your Course document.
Students.	✓ *Alum auditors are not considered active NetID users and will need a local Canvas guest account created.*
✓ It can take 1-3 business days for the non- Yale Guest accounts to be created.	curivas gaest account createa.
✓ To add users to your course, please	
review the <u>Add Users to Your</u> <u>Course</u> document.	
	Shopping period
Course document.	Shopping period During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to "shop" for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to officially register.
Course Reserves In order to set up your Course Reserves, please contact an e-Reserve Librarian. Their contact information can be found here: Course Reserves Home. For more information, please see the Using Canvas	During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to "shop" for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to

- e-Reserve Librarian first.
- ✓ If you do not see the Course Reserves link within your course navigation, please contact canvas@yale.edu.
- information about the Shopping Period, please see the <u>Shopping Period Guide</u>.
- ✓ Shoppers can appear in your course for up to two weeks after the shopping period ends. This is to ensure that student registration data is updated and completed.
- ✓ Please contact the Registrar's Office if you have questions about the status of students' enrollment in your class. Our system reflects the data from that office.
- ✓ Student enrollments can take up to four hours to appear in your Canvas @ Yale course.
- If you have any questions regarding accessibility of your content, please contact: accessibility@yale.edu or see the following help documents:
- Accessibility at Yale
- General Accessibility Guidelines

For more help, please contact canvas@yale.edu.

Quick Start Guide for Instructors

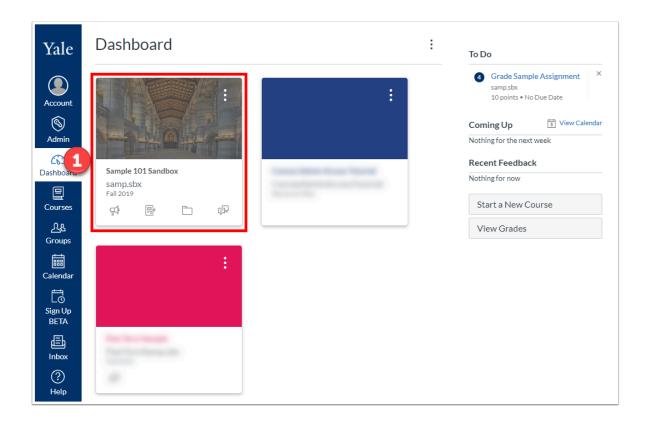
This guide is a collection of help articles meant to help instructors get a quick start on accessing and setting up their course sites. It includes basic instructions on the accessing the course site, posting a syllabus, adding files, and publishing the course site.

Accessing the Course Site

1. Log into Canvas @ Yale by accessing this link: http://canvas.yale.edu.

P

Note: If any of your courses does not appear in Canvas, the class might not be set up in the Registrar's Banner system with you as a listed instructor. Please contact your local registrar for assistance.



Posting the Syllabus

Adding Files

Publishing the Course Site

More Resources

There's a lot more you can do with Canvas beside just sharing a syllabus and files!

- Add <u>Assignments</u> to create and track graded and ungraded assignments, including online and offline submission, no submission, discussions, and quizzes.
- Create <u>Discussions</u> in which students can see and respond their peers' responses to a topic.
- Create <u>Pages</u> that organize all components of a class session in a single place, with explanatory text about the day's topic, links to readings, quizzes, online discussion posts, or assignments.
- Consider Modules to structure your class activities in an easy-to-follow sequence.



For more help, please contact canvas@yale.edu.

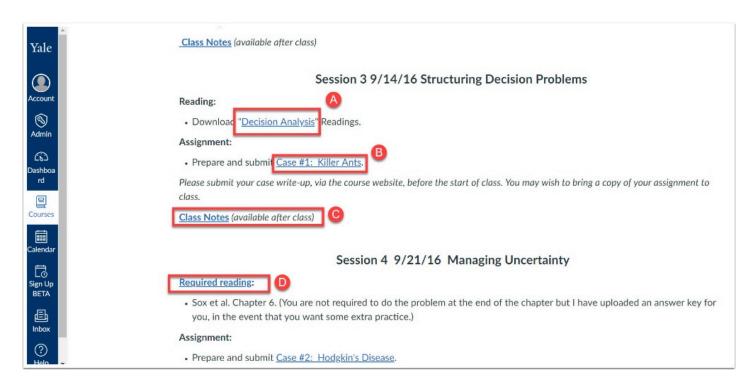
Setting Up Your Canvas Course

The purpose of this article is to provide information on how to effectively use and organize your Canvas course based on student's feedback. Each section will have a brief overview of the tool and includes directions on how to create what is discussed. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the Consultation link to do so.

Syllabus

For students to be able to search for your course <u>Course Search</u> during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.



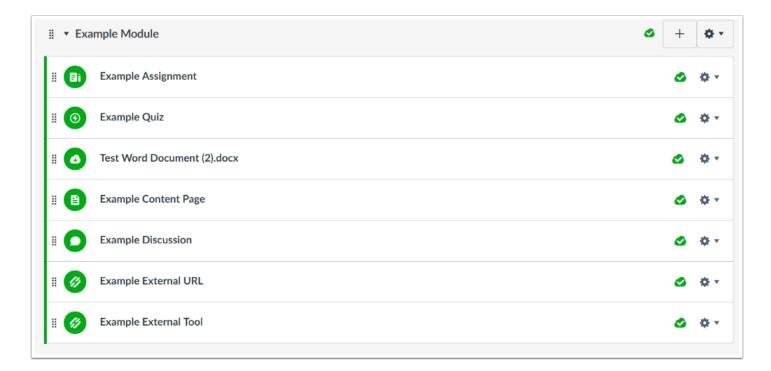
- A. Link to Page with list of readings & websites required for that week
- B. Link to Assignment due.

- C. Link to Page which is set to be available after class date & time
- D. Link to File for reading
 - 1 To learn how to create an interactive syllabus, please see the following help documentation:
 - How to Create Pages
 - How to Add Links to a Page

Modules & Pages

Another way to organize your content is to create modules and pages to guide the student's learning while not in the classroom. Modules are used to organize course content by weeks, units, or by topic. Modules can create a one-directional linear flow of what students should do in a course for that module. Each module can contain files, discussions, assignments, quizzes, and other learning materials, such as URLs and videos.

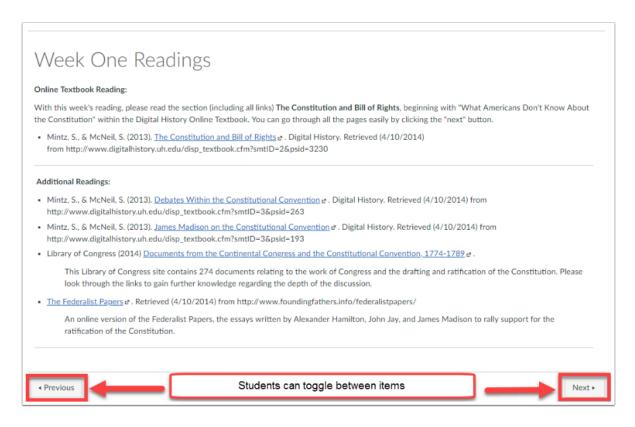
You have the option to publish the entire module or each item individually so you can work on modules without worrying about students viewing your work. Once you are ready for students to view the modules, you simply publish the item or module. Below is an example of a module:



P

Note: If you organize your content by using Modules, you may want to hide other tools, such as Files, Quizzes, or Assignments from students since they will be accessing the files and content from the modules. You can do this by <u>re-organizing your course navigation</u>.

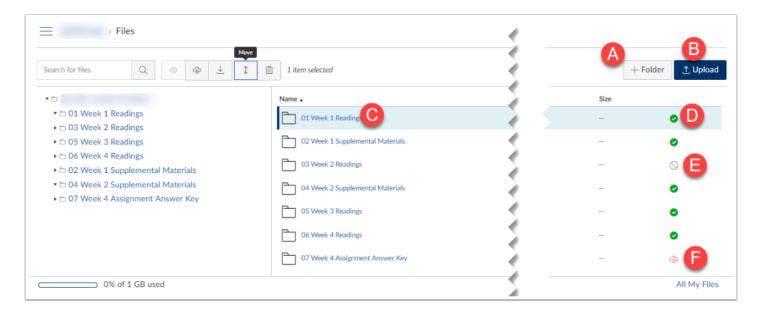
For students, when they enter the module, they can then click "Next" and will be brought to the next item within the module. If there is an item that you have set an availability date for, the students will be able to click on it, but then will be notified that they do not have access to the item until the availability date.



- To learn how to create modules and how to add content to the modules, please see the following help documentation:
 - How to Create Modules
 - How to Create Pages
 - How to Add Content to Modules

Files

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Although it can be very easy to just import all your files into this area, you will want to utilize the Folders within Files to ensure that the documents are organized in a way that will make it easier for students to identify which files they will need to download and read for that specific week or topic.



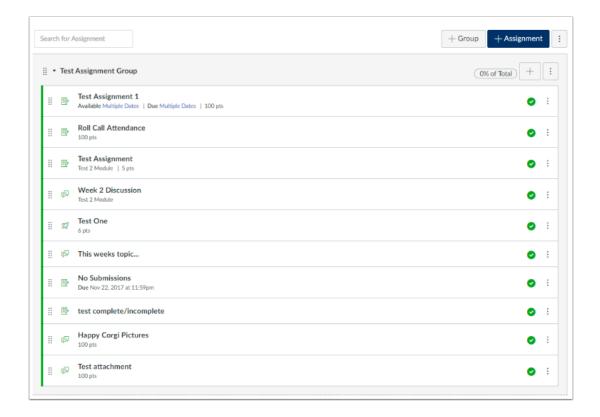
- 1. Click +Folder to add a folder to the Files area.
- 2. Click Upload to upload a file, multiple files, or a zip file.
- 3. Files and Folders appear in alphabetical order so you may want to use "01, 02, etc" in front of your folders to ensure they are in the order you would like.
- 4. Green check mark means the folder and its content is published and available to students.
- 5. Gray circle means that the folder is not published and the folder or content is not available to students.
- 6. Orange cloud with lock states that the folder and content has been restricted to be only available with a link or available after a specific date. Note: If the folder is restricted with an availability date, the students will see the folder but will be notified that the folder is available on a later date. If it is restricted with access only with the direct link, the students will not see the folder within the Files area.
 - 1 To learn how to use the Files area, please see the following help documentation:
 - How do I create folders in my course "Files" area?
 - Using the Content Selector Panel to Add Links to Files.

- How do I upload a file to a course?
- How do I create a zip file?

Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). The Assignments page shows students all the assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user.

If you are having the students complete work within class and just want a column within the Grades area to provide the student with their grade, you can also create an assignment and choose "on paper" submission.



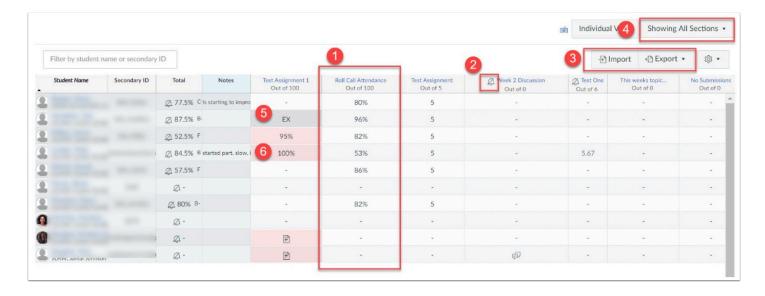
- 1 To learn how to use Assignments, please see our help documentation:
 - How do I create Assignments?
 - How do I Grade Assignments?
 - Creating Weighted Groups for Assignments

- How do I create Media Recording Assignments?
- **Duplicating an Assignment**
- <u>Due Dates versus Display Dates</u>

Grades

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included. By using the Gradebook functionality, you can have the system complete the weighted totals for you (i.e. Writing Prompts are worth 10%, participation is with 20%, etc.) Once a graded item is created within Canvas under assignments or quizzes, a column will be automatically created within the Gradebook. Students will be able to view all of their grades as well, which allows the students to understand how they are doing within the course.



- 1. Column for Assignment
- 2. Bell with Strike-though identifies that the assignment is muted (Students aren't notified immediately of grade or comments)
- Import/Export options for classes
- 4. Show only 1 section or all sections for courses with multiple sections
- 5. EX shows that the student was exempted from the assignment

6. Red highlight shows that the student submitted late

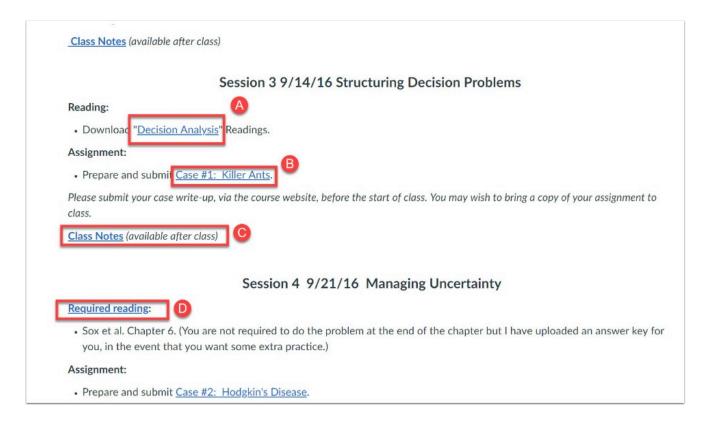
- for more information on Grades, please see our help documentation:
 - New Gradebook Features
 - How do I Grade Assignments?
 - Anonymous Grading
 - How to Change Grading Schemes
 - Creating Weighted Groups for Assignments
- For more help, please contact canvas@yale.edu.

Setting Up Your Syllabus

The purpose of this article is to provide information on how to effectively use the Syllabus tool in Canvas based on student's feedback.

For students to be able to search for your course in <u>Course Search</u> during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.



- A. Link to Page with list of readings & websites required for that week
- B. Link to Assignment due.
- C. Link to Page which is set to be available after class date & time
- D. Link to File for reading

- To learn how to create an interactive syllabus, please see the following help documentation:
 - How to Create Pages
 - How to Add Links to a Page
 - How do I post my Syllabus in Canvas?

For more help, please contact canvas@yale.edu.

Tips on Importing Course Content

When copying content from one canvas course to another, there are some settings you may have to modify or specific choices that could save you time when prepping your course for the next term. The purpose of this article is to provide you with information about each tip, with the tutorials being linked to other help articles.

How to Copy Content from One Canvas Course to Another

In order to save time when you are setting up your course site in a term, you can copy content (the entire course or specific content) from one Canvas course to another.

Copy Content from One Canvas Course Into Another Canvas Course

Modifying Due Dates and Availability Dates

When you import one course into another, during the import process, there is an option to modify the due dates and availability dates all at one time.

Modify Events and Due Dates within Course Import

Changing Redirect Links

When you copy course content from one course to another, the redirect tool will still contain the original course link. For your current students to obtain the information, you may have to modify the redirect link. Note- this only applies to redirect links that were linking to an item within the Canvas course. External links will not have to be modified.

How to Change a Redirect Link

Media Library

Once you import your course content, you will need to also migrate your Media Library folder into your new course. If you need further assistance with Media Library, please email medialibrary@yale.edu.

How do I migrate Media Library course content from one library to another?

Course Reserves

You have the option to import a course reserves list from one course into another course.

<u>Importing Items from a Previous Class</u>



For more help, please contact canvas@yale.edu.

Instructor Notification Recommendations

Within Canvas @ Yale, you have specific notifications that you can modify to determine how frequently you receive email notifications from your Canvas @ Yale course site. For details about each notification setting, please refer to the vendor's <u>Canvas Notifications</u> <u>documentation</u>.

- Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".
- for instructions on how to change your notification preferences, please refer to the help articles below. *Remember that Course-level notifications override account level notifications.*
 - Account-level Notifications: <u>How do I Modify the Default Notification Settings?</u>
 - Course-level Notifications: How do I Modify the Course-Level Notification Settings?

Recommended Notification Settings

In order to ensure that you are receiving all types of communication from the students, we recommend you to modify the following notifications:

Notification Type	What functionality is covered	Recommended Notification	
Course Activities			
Announcement Created by You	Announcements created by you, and replies to announcements you've created	Notify Immediately	
Submission Comment	Assignment submission comment	Notify Immediately	
Conversations (Inbox) Account-level Setting ONLY			

Added to Conversation	You are added to a conversation	Notify Immediately
Conversation Message	New Inbox messages	Notify Immediately
Conversations Created by Me	You created a conversation (sent message)	Notify Immediately
Scheduling		
Student Appointment Signups	Student appointment sign-up	Notify Immediately
Appointment Signups	New appointment on your calendar	Notify Immediately
Appointment Cancellations	Appointment cancellation	Notify Immediately
Calendar	New and change items on your course calendar	Notify Immediately



For more help, please contact <u>canvas@yale.edu</u>.

Best Practices for File Storage

Canvas provides 1GB of files storage space for each Canvas course site. This limitation can make it easy to quickly reach your storage quota cap. Alternative storage options are made available by Yale to supplement your course file storage needs.

If you find that you are running out of space on your Canvas site, review the following file storage alternatives.

Audio/Video Media Files

Media Library (Panopto)

Media files are best kept in the Media Library tool. In this space, you can upload an unlimited amount of media content. This tool is hosted by Panopto, and integrated into Canvas. The media library tool is located in your course navigation:





TIP: The Yale University Library can provide licensed access to several streaming resources for videos and films. Contact reserves@yale.edu to see if your content is available via one of the Yale University Library's services.

More information on how to use Media Library can be found here.

Copyrighted Course Materials

Course Reserves



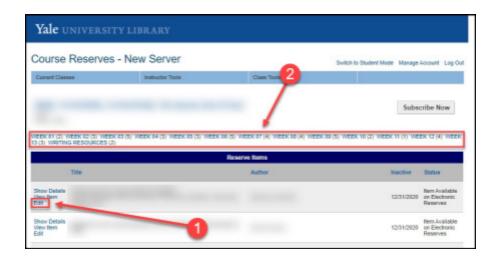
TIP: Guest Instructors and Guest Students enrolled in your Canvas course site can access any materials stored in Course Reserves.

The Yale University Library has expanded its reserves service with a reserves management system that is fully integrated with Canvas. The Course Reserves tool should be used to store all copyrighted materials for your course. Materials that are requested through Course Reserves will be collected by Yale University Library staff and licensing costs will be covered by the university for these materials.

Reserves lists should be initiated by clicking the "course reserves" tool in your Canvas course. For more detailed information on how to use Course Reserves, <u>please follow this article</u>.



TIP: To organize your Course Reserves, you can use item tags. One or more tags can be added to any item in your Course Reserves list to help identify the materials by date/section/week/topic/etc. For example, an item could be tagged as Week 1, Industrial Revolution, and Exam 1 to help students understand and identify your course materials. To add a tag, click on Edit [1] for the item in your course reserves list you wish to tag and type in the appropriate tags for that item in the Item Tags box (place commas between multiple tags). Students can then click on the tags at the top of the reserves page [2] to filter the list.



Please contact <u>reserves@yale.edu</u> with any questions.

Faculty-Created Course Materials: Documents / Presentations / Images / Etc..

Faculty-created materials can be stored outside of Canvas. Using external storage can be useful for any materials, but particularly for large files. External storage solutions typically have higher storage quotas and also allow you to avoid the process of copying these files to your new course site each semester.

Below are several options provided to Yale University Faculty for file storage:

OneDrive

OneDrive is an Office 365 based cloud service that connects you to all the files you work with in the platform. OneDrive allows you to store files you own in a secure environment, share them with others, and access them from anywhere on any device. This makes OneDrive an ideal option to store your Word, Excel, PowerPoint, PDF, and other faculty-created course materials. Once you have the files stored in OneDrive, you can get the direct link to the file/folder of files and post it in your Canvas course as a link (on a page, assignment, announcement, etc) or as an external URL item in a Module.

OneDrive features include:

- Personal file storage in the cloud
- The ability to share files and manage security allowing you to securely share files within or outside the organization
- Access and work with your OneDrive files easily via the Mobile App.
- Versioning, "Backup" and the Recycle Bin allow you to revert a file back to one of the last 500 changes made in the past 90 days. Deleted files can also be recovered from the Recycle Bin within 90 days.

Co-Authoring or Office files allow multiple users to view and work on documents together.

For more information on how to get started with OneDrive, visit the ITS informational page.

EliApps / Google Drive

Google Apps for Education at Yale is called <u>EliApps</u>. EliApps promotes collaboration on a cloudbases storage platform. Google Drive and Docs are the components of an integrated service that provides a single place to store, access, create, edit, and share documents, files, and folders of all types.

Once you have the files stored in EliApps/Google Drive, you can use the URL for your file/folder of files and post it in your Canvas course as a link (on a page, assignment, announcement, etc) or as an external URL item in a Module.



A REMINDER: Not all students and staff at Yale receive EliApps accounts. If you have access to EliApps you can use it for storage, but be cautious about requiring others to use and collaborate on EliApps documents and tools.

For more information on how to get started with EliApps, visit the ITS informational page.

Box @ Yale

Box @ Yale is a cloud-based file sharing and storage workspace that enables users to collaborate and share information. Box @ Yale provides you with up to 50 GB of storage and can be accessed with your Net ID and Net ID password.

Once you have the files stored in Box @ Yale, you can use the URL for your file/folder of files and post it in your Canvas course as a link (on a page, assignment, announcement, etc) or as an external URL item in a Module.

Box @ Yale features include:

- Slideshow view which is ideal for gallery-style image viewing
- Ability to prevent file downloads
- Ability to create folders where users can upload by sending their files as an attachment on an email
- Ability to embed a Box folder on a page in Canvas

For more information on how to get started with Box @ Yale, visit the ITS informational page.



For more help, please contact canvas@yale.edu.

Implementing Online Discussions

Contemporary discussions of education increasingly emphasize the social nature of learning (Palincsar and Herrenkohl 2002), which focuses on interactions or discussions among students, or among students and instructors. A discussion provides a means for students to exchange opinions, share multiple perspectives, and clarify various thoughts (Dunlap, 2005). Some scholars have identified student discussion as being one of the activities that students find most beneficial to their learning (Ertmer et al 2007; Richardson and Swan 2003).

Effective online discussion questions promote the course purpose while demonstrating achievement of learning objectives (Caulfield, 2011). Questions that concentrate on concepts, principles and skill development, can maintain student interest and create a sense of community in the course (Berge, 2008). Effective online discussion questions ideally are content based, open ended, and designed to reveal student understanding as they provoke critical analysis (Baker, 2011). For example, critical analytical skills may be honed through student scrutiny and critique of demonstrations (Lynam, 2009) and posted case studies. Observation reveals that engaging questions permit discussants to weave in their own experiences. This often transitions discussions into "communities of practice" where knowledge among discussants is shared and enlarged (Rau, 2009).

Examples and Recommendations

- Design a **threaded discussion** to share and iterate upon ideas shared by each student in the course; debate pros and cons of a single issue or multiple issues; ask multiple questions of a single discussion leader; facilitate group discussions around multiple topics; facilitate discussions around a single discussion; or explore at length the feasibility of different solutions to a complex problem; and organize results from a complex research activity where the students can reflect on the results .
- Create a **focused discussion** question to answer a single question; share resources amongst peers; collect results from a simple research activity; correct misconceptions; or share insights about a single reading.
- Ask **leading questions** prior to class time in order to enhance the in-class discussion by allowing students to begin discussing the topic.
- Provide students with a "Water Cooler" discussion forum which would be a student-led forum where students would be able to use to ask each other questions and build a sense of community.
- Utilize threaded discussions for students to provide peer feedback on assignments prior to submission.

Application and Tools

Below are discussion tools which are available to the Yale community and help guides to assist with the use of these tools.

Canvas Discussions

- How do I Create a Discussion Board?
- How do I use the Discussions Index Page?
- How do I view and sort discussion replies as an instructor?
- How do I create a group discussion in a course?
- How can I require students to reply to a course discussion before they see other replies?

CoursePress

Yale CoursePress is a WordPress platform offered by the Poorvu Center for Teaching and Learning. It is for students and faculty who need a flexible, online platform to help them with their academic work. Instructors can use CoursePress to create a blog-like discussion where either there can be one site for the entire course to develop blog posts or each student can receive their own site to design and create individual blogs which other students can then respond to. To request a CoursePress site for your course go to CoursePress and fill out the form.

VoiceThread

VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate slides and leave comments in 5 ways - using voice (with a mic or telephone), text, audio file, or video (via a webcam). This tool can be used for back and forth discussion rather than just adding comments for the instructor to view.

- Adding VoiceThread to your course
- Setting up your VoiceThread link
- Student Assignment Submission
- Grading Student Work

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Berge, Z. L. (2008). Changing instructor's roles in virtual worlds. *The Quarterly Review of Distance Education*, 9(4), 407-414.

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Dunlap, J. C. (2005) Workload reduction in online courses: Getting some shuteye, *Performance and Improvement*, *44*(5), pp 18-25.

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Palincsar, A. S. and Herrenkohl, L. R. (2002,) Designing collaborative learning contexts, *Theory into Practice*, *41*(1), 26-32.

Rau, H. E. (2009). Online discussion and communities of practice. *Business Education Innovation Journal*, *1*(2), 92-96.

Richardson, J. C. and Swan, K. (2003), Examining social presence in online courses in relation to students' perceived learning and satisfaction, *Journal of Asynchronous Learning Networks*, 7(1), 68-88.



For more help, please contact canvas@yale.edu.

Strategies for Delivering Exams in Canvas

Within Canvas @ Yale, the use of Quizzes can be effective for exams. Canvas provides a plethora of features that provide the instructor with opportunity to emulate the limitations students would have if they took the exam in class. This document is designed to assist instructors to understand what each option in Canvas Quizzes means and how they can use them within their course to deliver exams.

Tips for Using Features in Canvas Quizzes

1. Question Banks will allow you to:

- Draw your quiz questions from a pool of questions.
- Randomize question order (must use Question Groups feature).
- Update question banks for each course iteration.
- For more information on Question Banks:
 - What are question banks?
 - How do I create a quiz by finding questions in a question bank?

2. Randomize answer choices for each question.

· How do I create a quiz with a question group to randomize quiz questions?

Display one question at a time.

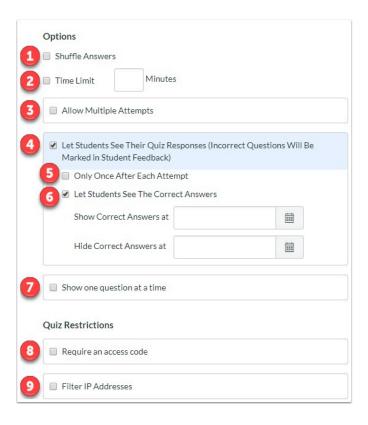
4. Providing time limits for assessments:

- Enough time should be given so that students can answer the question without aide of a textbook or Internet resources.
- Have the assessment accessible only for a specific amount of *time* (for example, available on Friday at 5pm and due on Sunday at 9pm).
- Routinely review start and end times for exams to identify anyone who takes an unusually brief period to complete an exam.

5. Providing availability dates for assessments:

- Release the student's test score after the availability time has ended (use the "Mute Assignment" feature in the Gradebook).
- Release results to the students after all students have taken the exam (use the "Mute Assignment" feature in the Gradebook).

What options can I set in a quiz?



Shuffle Answers [1]. You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)

Time Limit [2]. You can choose to set a time limit by entering the number of minutes students must complete the entire quiz. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz. An unfinished timed quiz will be automatically submitted when the time limit expires. If no time limit is set, students will have unlimited time to complete the quiz.

Multiple Attempts [3]. You can allow multiple attempts.

If you allow multiple attempts, you will be given two more options:

- Recent Quiz Score. You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- *Allowed Attempts*. You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

Quiz Responses [4]. Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.

- As part of this option, you can restrict students view of the quiz results to **Only Once After Each Attempt [5]**. Students will only be able to view the results immediately after they have completed the quizresults include both their responses and the correct answers.
 - Note: This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.
- When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

Correct Answers [6]. This setting enables a green correct tab on every correct answer for the entire quiz. *Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.*

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

- To show answers immediately after quiz is submitted, leave the "Show" and "Hide" fields blank.
- To create a date range to display the answers, set a start date in the "Show" field and an ending date in the "Hide" field.
- To always show answers after a specific date, set a date in the "Show" field.
- To hide answers after a specific date, set a date in the "Hide" field.
- Note: If the "Only Once After Each Attempt" option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.

One Question at a Time [7]. You can show one question at a time and lock questions after answering. If you chose this option, you are provided the option to **Lock Questions**, which means you can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

Require Access Code [8]. You can require students to enter an access code to take the quiz.

Filter IP Addresses [9]. You can filter IP addresses and require students to take a quiz from a specific computer lab.



For more help, please contact canvas@yale.edu.

Implementing Peer Review Assessments

Although the term peer assessments can be abstract, the overarching sense in which researchers and educators use this term suggests a two-way, reciprocal learning activity which is mutually beneficial and involves the sharing of knowledge, ideas, and experience between participants (Boud, Cohen, & Sampson, 2014). By allowing the students to use peer assessment, there are increased possibilities for students to engage in reflection and collaboratively explore of ideas (Boud, Cohen, & Sampson, 1999). In addition to these motives, researchers have also argued that peer learning and peer assessments may suit some students (i.e. women and minorities) more than the common individualized teaching and learning practices found in the traditional lecture or seminar course (Boud, Cohen, & Sampson, 1999; Chalmers & Volet, 1997; Slavin, 1995).

Examples of Peer Assessment

Summative

- Focuses on the end of a learning activity to determine whether predetermined objectives have been achieved.
- One example is providing feedback on a rough draft of a paper prior to submission.

Formative

- Occurs during the process of student learning activities.
- It focuses on improving students' learning by providing rich and detailed qualitative feedback information about strengths and weaknesses.

Recommendations

- Provide an example of a good peer review, either done within class or provide an online example with annotations.
- Think about how you should assign the peers (i.e. have the students pick their groups; automatically assign groups through Canvas; form groups that enhance the peer's strengths and weaknesses, etc).
- Have multiple peers review the same assignment to provide additional feedback to each student.
- Provide a rubric or clear, guided instructions for the peers to follow to ensure that the feedback provided to others is substantial and meaningful.

Application and Tools

Peer Reviewed Discussions

Within Canvas, you can create a graded peer reviewed discussion. When creating a discussion, you can require students to comment and provide feedback on another student's work. *Note: Peer reviews can only be created with graded discussions and do not have an anonymous option.* Below are some helpful articles to use this tool.

- How to use Peer Review Discussions in a Canvas Course
- How do I create a peer review discussion?
- How do I automatically assign peer reviews for a discussion?
- · How do I manually assign peer reviews for a discussion?

Peer Reviewed Assignments

A peer review assignment enables students to provide feedback on another student's assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. *Peer reviews can be assigned to show student names or be anonymous.*

- How do I use peer review assignments in a course?
- How do I create a peer review assignment?
- · How do I manually assign peer reviews for an assignment?
- How do I automatically assign peer reviews for an assignment?
- How do I view student peer review comments as an instructor?

Collaborations

The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations, which can be useful for organizing peer review activities. Students can create collaborations in courses as well. As an instructor, you can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within group sites as well.

- How do I use the Collaborations Index Page?
- How do I create a Google Drive collaboration as an instructor?
- How do I create a Google Docs collaboration as an instructor?
- How do I delete a collaboration as an instructor?

Box @ Yale

Box @ Yale is a cloud-based file sharing and storage service workspace which enables users to collaborate, synchronize, and share information. For more questions about Box @ Yale, please contact helpdesk@yale.edu.

- Box at Yale Information Page
- Embedding Box into a Canvas Course

References

1 Boud, D., Cohen, R., & Sampson, J. (1999). Peer Learning and Assessment. *Assessment & Evaluation in Higher Education, 24*(4), 413-426, DOI: 10.1080/0260293990240405

Boud, D., Cohen, R., & Sampson, J. (Eds.). (2014). *Peer learning in higher education: Learning from and with each other*. London: Routledge.

Chalmers, D. and Volet, S. 1997. Common misconceptions about students from South-East Asia in Australia. *Higher Education Research and Development*, *16*(1), 87–98.

Slavin, R. E. (1995). *Cooperative Learning*, Boston: Allyn and Bacon.

For more help, please contact canvas@yale.edu.

General Accessibility Guidelines

The following article describes the general guidelines for creating accessible content within your Canvas site. If you would like further assistance, please see the <u>Canvas (Vendor)</u> <u>General Accessibility Guidlelines</u> or contact <u>canvas@yale.edu</u>. For more information about Yale's accessibility guidelines, please visit the <u>Usability & Web Accessibility</u> page, or contact <u>accessibility@yale.edu</u>.

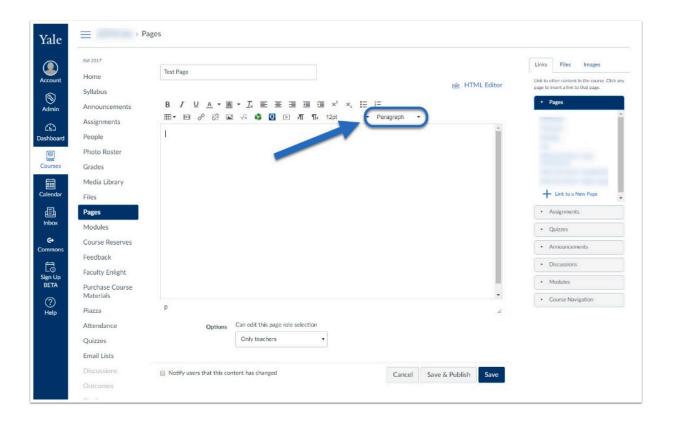
Layout & Design

The layout of a page should be clean, clear, and uncluttered. Also, navigation should be consistent throughout the course. Finally, when designing a page, avoid using tables for layout since most screen readers cannot read the content within the table. Please see this help article for more information: Creating Accessible Tables in the Rich Content Editor.

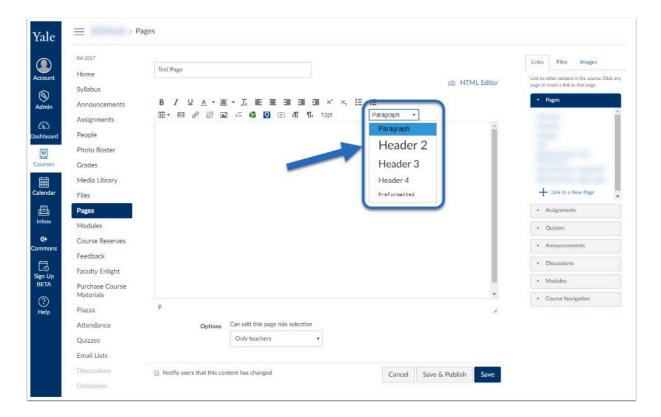
Headings

Headings within a course should always include descriptive subheadings to allow a quick scan of content for both sighted and non-sighted students. Also, headings should use the H1 format:

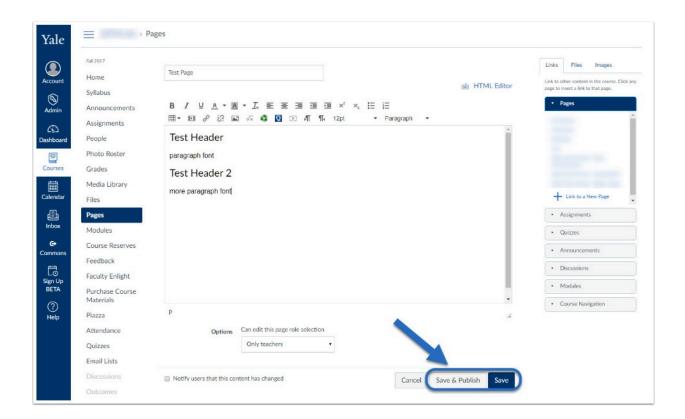
1. Open rich content editor (i.e. within Syllabus page, Content Page, Announcement, etc.)



Click on "Paragraph" to select the type of header you would like to use.



Click on "Save" to save a draft or "Save & Publish" to make it available to students.



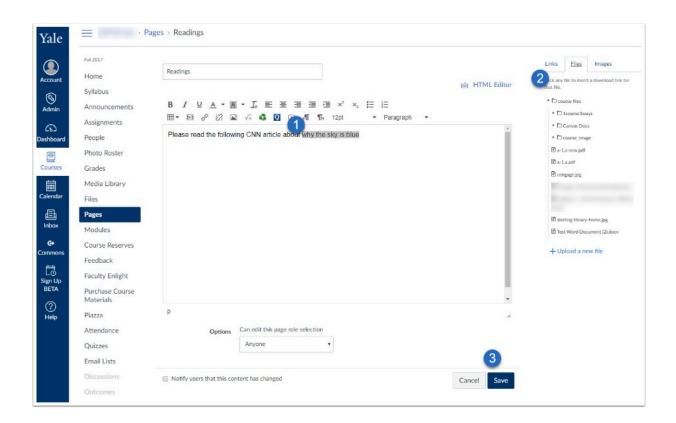
Hyperlinks

P

Instead of copying/pasting the URL link within a page, attach the link to words that describe where the link goes. This will help all students, not just those who use screen readers, understand where the link will take them.

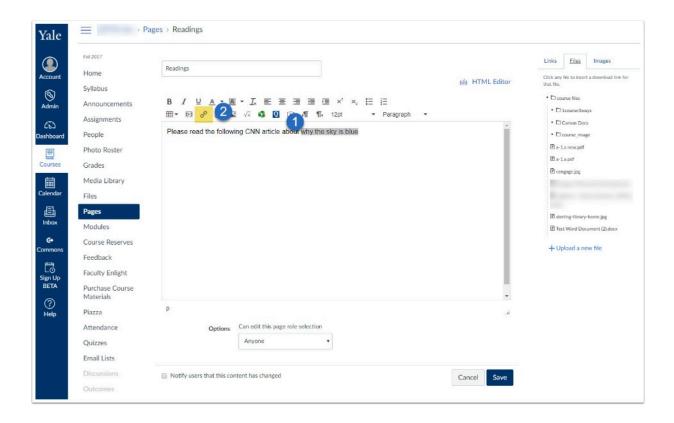
To add a file from Files area:

- 1. Highlight the words that you would like to be linked
- 2. Click on the File. You will see the highlighted portion blink yellow to signify it has been linked.
- 3. Click "Save".

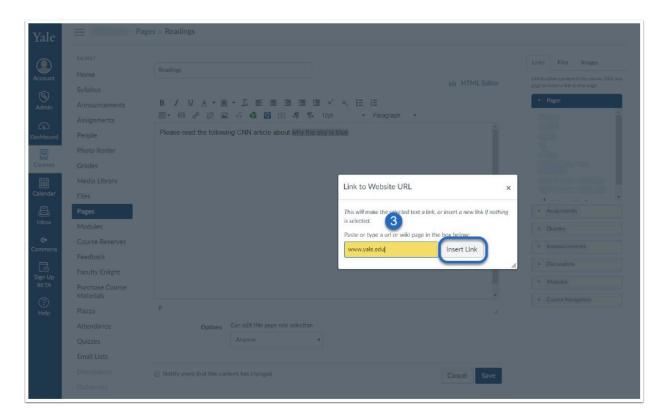


To add a link from a website:

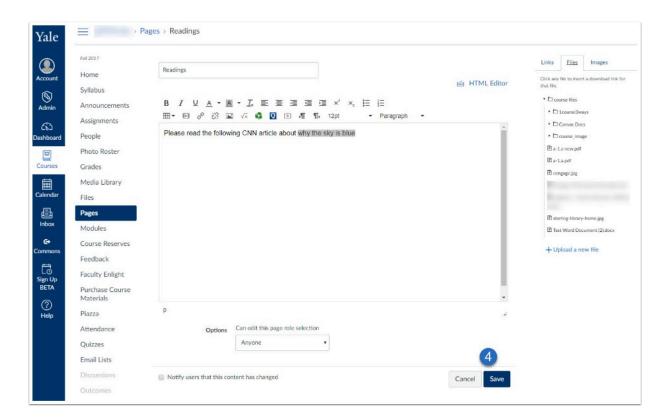
- 1. Highlight the words that you would like to be linked.
- 2. Click on the link icon.



3. Type in or copy/paste URL from website. Click "Insert Link".



4. Click "Save"



Images

When uploading images to page, the use of Alternative Text (alt-text) allows screen readers to inform the student what the picture is. To add alt-text to pictures within Canvas, please see this help document: How do I embed images in the Rich Content Editor?

Videos

Videos within Canvas should always have the option for closed captioning. If using external videos, such as YouTube, check with the video provider for CC options. For videos within Media Library, contact medialibrary@yale.edu to discuss the options available.

For more captioning options, the Digital Accessibility Team has <u>captioning information and tutorials</u> available, as well.

Content Formatting

Students can view text contrast when formatting with bolds & italics. Avoid using underlining unless it is an URL link. When using color text, you want to ensure adequate color contrast & use accessibility friendly colors. Avoid bright colors, such as yellow, pale green, pink, and orange. In order to determine if your font color is accessible, please use the <u>ColorSafe</u> website.

WCAG Guidelines recommend contrast ratio of 4.5:1 for small text or 3:1 for large text which is 18px or 14px bold.

Blackboard Ally

Yale's Poorvu Center for Teaching and Learning has integrated Blackboard Ally in Canvas @ Yale. Ally provides more accessible formats of content shared through Canvas. To learn how to obtain accessible content within Canvas, please see help documentation: <u>Alternative accessible</u> formats of content in Canvas



For more information about Yale's accessibility guidelines, please contact accessibility@vale.edu. For general help, please contact canvas@vale.edu.

Training Opportunities

With the migration to Canvas @ Yale, the Poorvu Center for Teaching and Learning have found great resources for training, whether that is self-guided learning, group workshops, or one-on-one consultations. Please see the links below to learn more!

Self-guided: Learn at your own pace

- Canvas Quick Start Guide
- Canvas Training on Lynda.com
- Canvas Community
- Canvas @ Yale Instructor Guide
- Canvas @ Yale General Information Guide
- Canvas (Vendor) Instructor Guide
- Canvas (Vendor) Student Guide
- Canvas Accessibility

Community: Learn in a Group Setting

Please visit the Poorvu Center website for more training opportunities:

• https://poorvucenter.yale.edu/faculty/canvas-yale-support/workshops

One-on-One: Individual Consultation

Canvas @ Yale: Poorvu Center team:

Poorvu Center for Teaching and Learning Consultants are available to meet with you to provide you with additional training or one-on-one training to set up your Canvas @ Yale course. For appointments and information, please schedule your consult.



For more help, please contact canvas@yale.edu.

Supported Browsers

With Canvas, there are specific browsers that are better suited for utilizing the tools within Canvas @ Yale.

Please see this link as Canvas updates this page frequently: <u>Supported Browser Information</u> (<u>Vendor</u>)

Throughout the semesters that Yale has been using Canvas @ Yale, we have discovered some great tips related to supported browsers:

- Mac users may find it easier to use Firefox rather than Chrome
- Microsoft Edge does not work well with Canvas and should be avoided
- If you are not able to see a tool or feature correctly in one browser, please try to update the browser or try another one.
- Clearing your browser's cache and cookies may help when trying to resolve viewing issues in Canvas
- Many tools in Canvas require third party cookies to be enabled. Learn how to check this setting with our "<u>Enable 3rd Party Cookies</u>" article.



For more help, please contact canvas@yale.edu.

Canvas @ Yale Flyers & Brochures

The following pdf documents are flyers and brochures that the Canvas @ Yale team has created as handouts to discuss the tools. Accessibility_Content_-_Half-Sheet1.pdf Canvas_-_Discussions_tool_(3).pdf Canvas_-_Photo_Roster_(1).pdf Canvas_Quick_Start_Guide_with_Updated_Fold_Lines_(1).pdf Canvas_-_Sign-up_Tool_(1).pdf Create_Modules.pdf Peer_Review_Assignments.pdf Quizzes.pdf Speedgrader.pdf



Media_Assignment.pdf



For more help, please contact canvas@yale.edu.

External Apps to use with Canvas @ Yale

External Application Overview

Avoid non-Yale supported Technology

The Poorvu Center is dedicated to working with all Yale faculty as they teach during the 2020-21 academic year and beyond. Contact the Poorvu Center if you need help identifying and implementing solutions for remote teaching. To avoid compromising the integrity of Yale's secure networks, systems and institutional data, you should not implement new platforms or resources (free or paid) for Yale teaching without consulting with the Poorvu Center or Yale ITS. Unvetted platforms, tools, or resources pose a data privacy risk as well as legal risk related to FERPA and digital accessibility policies. Accounts created on systems outside of Yale's vetted resources may impact the security of our students or faculty. Companies often monetize the data they collect – including the intellectual property you submit on unvetted platforms.

If faculty or students are interested in using platforms, the <u>Poorvu Center would love to know about the platform</u> and can work to approve it through Yale ITS, the Office of General Counsel, and Risk Management. Remember, free is never free! Please do not require students to use platforms unvetted by the University.

How can I find out about other software available at Yale?

Yale licenses a number of applications that offer excellent functionality for Teaching and Learning that are not integrated into Canvas. For a list of applications available, please see the ITS Software Library.

What External Applications are available through Canvas?

Multiple groups on-campus work to identify, test, and implement these technology solutions. Below is information about the various external applications we have installed, and are exploring, for academic courses that utilize Canvas @ Yale.

The following applications are available to all academic courses through Canvas. This list was last updated on *December 8, 2020.*

External Application Name	Description
Blackboard Ally	Blackboard Ally to seamlessly integrates with Canvas to provide alternative formats to content shared with through Canvas, and insight into your institution's accessibility.
Course Reserves - Ares	Integration with Ares, the Yale University Library application used to facilitate digital and in person Course Reserves for both print media and film.

External Application Name	Description
Ed Discussions	Ed Discussion is a threaded discussion platform. It supports document and image upload, math equations, runnable code, embedded video, and image annotation. Posts can be private or anonymous, and student responses can be 'endorsed' by instructors.
<u>Gradescope</u>	Gradescope is a tool designed to streamline and standardize paper-based, digital, and code assignments. It supports problem sets and projects as well as worksheets, quizzes, exams, and papers.
<u>Hypothesis</u>	Hypothesis is a collaborative, digital annotation tool, which allows students to add comments, notes, and highlights to the margins of a shared digital document, whether it is an article on the web or a PDF. Annotation types include highlights, comments, notes, and replies to other students' annotations and notes. Annotations can be made public, private, or only visible to a group of students.
ITS: Email List	Email List tool generate a unique class list alias that can be used to message enrolled students from your course outside of Canvas through your local email client and inbox.
ITS: Feedback	Promotes anonymous feedback at any time throughout the term by providing a feedback box within the course that send messages anonymously to the instructors of the course.
ITS: Mid-Semester Feedback	Mid-Semester feedback is designed to support the collection of anonymous feedback from students to faculty around the middle of the academic term. The tool provides a set of questions for faculty to choose from and the ability to add individual questions as well that will be released to students on a time bound schedule.
ITS: Photo Roster	Photo roster is built leveraging ID photos plus additional information on each student including preferred pronoun and name pronunciation if available, residential college, major, year, contact information. This is designed with Yale College in mind, but used by all. Includes downloadable roster as spreadsheet as well as printable photo roster version in PDF. Visible to those with TA or Instructor based roles.

External Application Name	Description
ITS: Post'em	Easy spreadsheet upload ability to deliver feedback to students beyond letter or number grade, and does not need to be tied to a specific assessment or gradebook column in Canvas. Commonly used to deliver results for placement exams when actual score is not relevant and feedback is a recommendation.
ITS: Sign-up	The Sign-up tool can be used to create sign up slots for adhoc events scheduled through the Canvas calendar tool, such as office hours.
<u>Labster</u>	Lab simulations integrated as assignments into Canvas to engage students with science, covering topics within biology, chemistry and more.
LinkedIn Learning	Ability to bring in LinkedIn Learning content into Canvas as content in a module, or as an assignment. With no gradebook integration or visibility into the students learning in LinkedIn Learning for the instructor, so this is better as supplemental or optional assignments, not as required.
Media Library (Panopto)	Integration with Yale's implementation of Panopto for media management and video capture, called the Media Library in Canvas. The tool also enables these users to record lectures, create video assignments, and organize content in folders for individual or departmental use.
<u>NameCoach</u>	Pronunciation of name, and pronoun preference, integrated through the Photo Roster. Visible to those with TA or Instructor based roles.
Perusall	Perusall is an annotation tool that allows students to annotate PDFs and other documents, and share comments to each other within the document. Can be utilized as an assignment or as a discussion.
<u>PlayPosit</u>	PlayPosit aims to increase learner engagement through interactive videos. You can integrate PlayPosit into your courses through the Assignments tool, or the Modules tool in Canvas. PlayPosit can leverage videos hosted in Panopto, YouTube, or other hosting platforms.
Poll Everywhere	Poll Everywhere is an audience participation application offering a variety of question types for synchronous and asynchronous polling. The integration with Canvas syncs

External Application Name	Description
	the participants from the course roster.
Respondus LockDown Browser	Respondus LockDown Browser is a custom browser that locks down the testing environment within a learning management system. Students are unable to copy, print, access other applications, or visit other websites during an online exam. Requires additional browser to be downloaded.
Turnitin	Turnitin is a tool to help faculty and students develop and evaluate written scholarship. It estimates the originality of written work so students can properly reference source material. Turnitin is seamlessly integrated into the Assignment tool in Canvas.
<u>VoiceThread</u>	VoiceThread is a learning tool that helps facilitate student engagement and online discussions. Can be used as a presentation tool, a discussion, or an assignment.
WordPress	Wordpress is an online blogging solution creating a site where students and instructors can post and comment on a variety of topics. Integration of WordPress with Canvas, includes roster syncing and placement of link to blog within Canvas site. Intended for 1:1 use with Canvas for a single course.
Zoom	Integration with Yale's instance of Zoom for video, audio and chat communications and conferencing. Integrated with Canvas for scheduling of meetings, and include integration with Panopto for cloud recording storage. Zoom and Zoom HIPPA are both available for use depending on instructor affiliation.

for more information on any of these applications, please email askpoorvucenter@yale.edu.

Overview of ALLY in Canvas

The article below will address the following information:

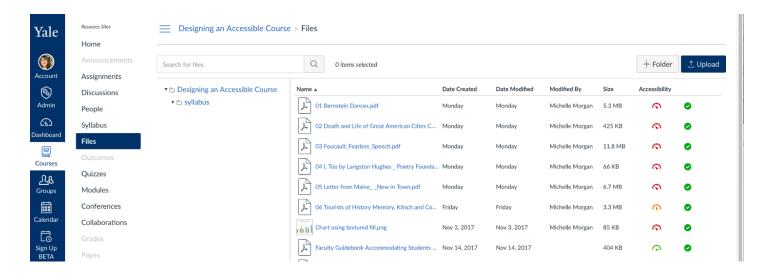
- What is ALLY?
- What do you mean by accessibility, and what is an accessibility score?
- How do I determine what my score is and why?
- What are alternative formats, and what do my students see?
- Accessing more accessible, alternative formats
- Why doesn't Ally replace my inaccessible file with a more accessible version?
- Adding new material to Canvas, and checking its accessibility

What is ALLY?

Ally is an external tool integrated into Canvas that scans the content you have added to your course site and assigns it an "accessibility score." Based on the score, your content will show an accompanying colored dial.

When Ally is turned on in your course, you, as the instructor, will see dials next to your course content.

 Red dials appear for files that have 0-33% accessibility score; yellow for 34-66%; and green for 67-100%.



What do you mean by accessibility, and what is an accessibility score?

Ally's accessibility score determines how many elements responsible for making a document, image, or video accessible to people who use screen readers, are hearing impaired, or have other learning barriers are present or absent in that file.

At the most fundamental level, Ally scans to make sure pdf documents are OCRed so screen readers can read it, that images have alternative-text (alt-text) that will provide people using screen readers meaningful information about the contents of the image, and that captions are present in videos embedded in your site.

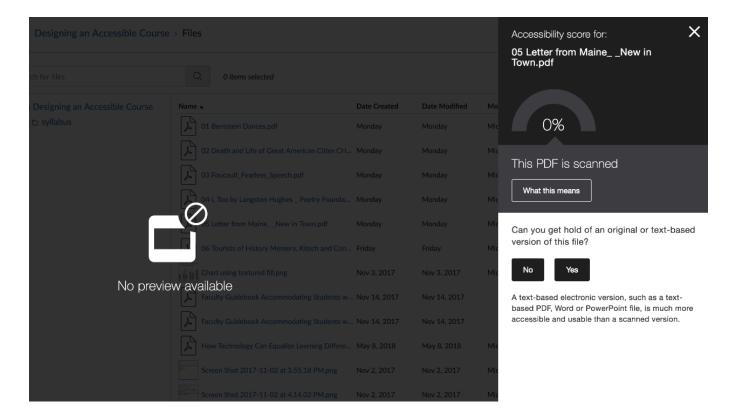
For example, OCR--Optical Character Recognition—takes a scanned pdf and turns it from an image of a page into digitally-readable text.

There are many other things Ally scans for. It looks to see if pdfs are tagged, which allows screen reader users to navigate easily among different sections of a document, whether documents are using Headings properly, whether a document's language is set, etc.

We are happy to meet with you to discuss the different features Ally checks in more depth.

How do I determine what my score is and why?

To learn more about a file's accessibility score, click the **colored dial next to the file**. Depending on the issue, different information about your score will appear, but it will look roughly like the image below.



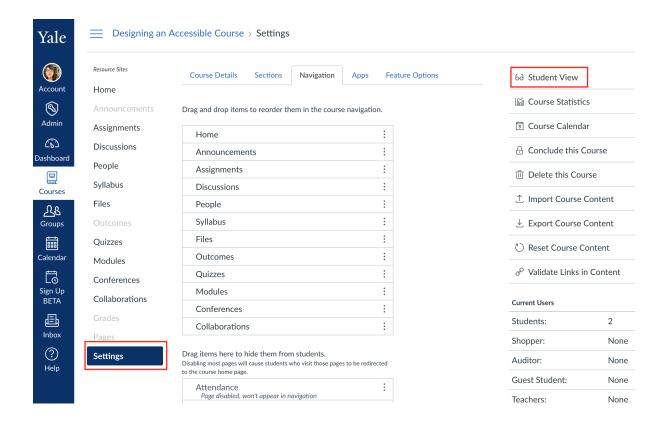
There are multiple ways to remediate, or fix, accessibility issues within Canvas with the tools Ally provides.

In some instances, Ally will walk you through the steps to fix a document or file in the screen pictured, above.

In other instances, you can download the "alternative formats" available to you and re-upload them to your site.

What are alternative formats, and what do my students see?

Students cannot see the colored dials in a course. Both you and your students, however, can download automatically created, more accessible, alternative versions of files uploaded into Canvas. To see your course from a student's view, click **Settings** and then select **Student View** on the top right.



Accessing more accessible, alternative formats

Alternative formats are formats that will be more accessible to screen readers (such as OCRed PDF) or which offer different sensory modalities to students who may not read using vision (such as Electronic Braille).

Option 1:

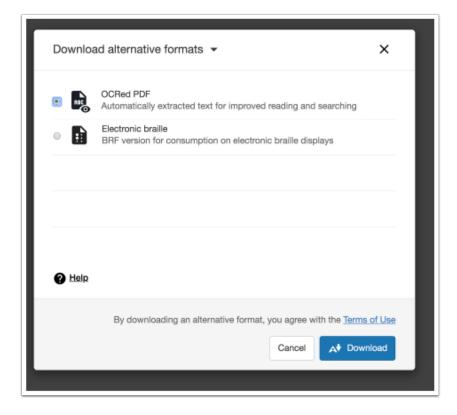
Wherever a file is linked or uploaded in Canvas, there will be a small down arrow icon to the right of the link.



Click on this arrow to reveal three options: "Download," which will give you the original file; "Preview" to view the file in the browser; or "Alternative formats," which are the Ally-produced alternatives.

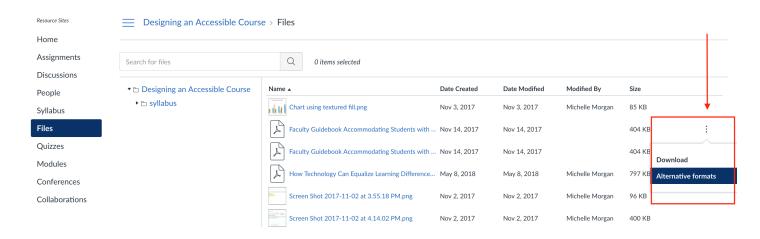


Choose "Alternative formats" to select the accessible file format you prefer, then click "Download":



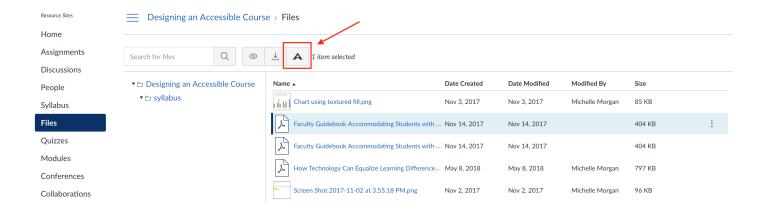
Option 2

From the main Files window, locate the file and navigate to the far right of that row to access the "Actions" icon (three vertical dots). Select "Alternative formats":



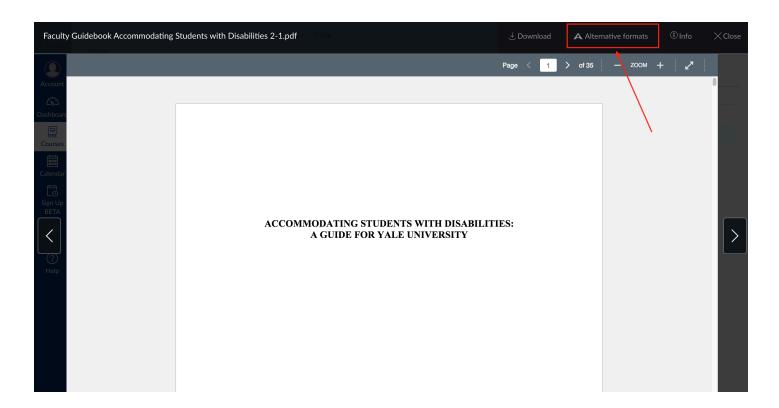
Option 3

From the main Files window, select the row where your file's name appears (don't click on the file name itself). With the row highlighted, locate and click the Ally "A" icon near the top of the page. Again, you will be presented with the list of Alternative formats.



Option 4

When you click on the file name in Files, Canvas opens the file within your browser. At the top of the preview screen, there is an option for "Alternative formats" with the Ally "A" icon:



This same method applies for files included in Modules: click on the file name, and select the "Alternative formats" option at the top of the file preview screen.

Each of these options will download a more accessible version to your computer, but they will *not* replace the inaccessible file in your Canvas course.

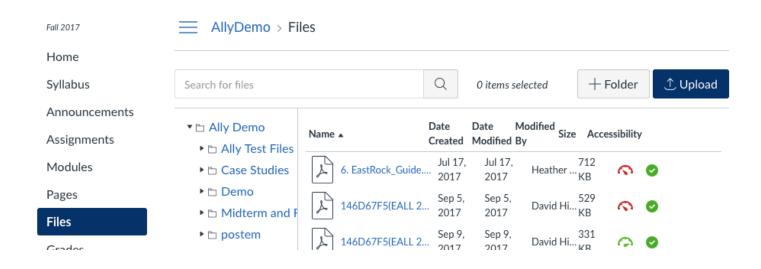
Why doesn't Ally automatically replace my file with a more accessible version?

Ally will not replace your file with a more accessible version because you can't be sure which version your students will prefer. For example, if you download a file formatted in Electronic Braille it would not make sense to replace your PDF with that version.

Adding new material to Canvas, and checking its accessibility

To upload a new file, click the **Files** option on the course menu bar, and then select **Upload**.

Uploaded files will be automatically scanned by Ally and within a minute or so, if you refresh the Files view, will be marked with a colored dial.



Contact Information

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Please see below for your point of contact:

If you do not see your school on this list, please contact Michelle Morgan, michelle.morgan@yale.edu

Yale College and GSAS:

Michelle Morgan, Digital Accessibility Specialist

Email: accessiblity@yale.edu

Phone: 203-432-6438

Yale School of Public Health:

Mike Honsberger, Director of Academic Affairs

Email: michael.honsberger@yale.edu

Phone: 203-785-2775

Lauren Babcock-Dunning, Director of Online and Certificate Education

Email: lauren.babcock-dunning@yale.edu

Phone: 203-785-2914

Yale School of Drama:

George Tinari, Digital Communications Associate

Email: george.tinari@yale.edu

Yale School of Nursing:

Ekaterina Ginzburg, Director of Academic Support, Instructional Technology, and Design

Email: ekaterina.ginzburg@yale.edu

Phone: 203-785-5611

Joshua Gleason, Instructional Technology Specialist

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External App: Cengage Learning

- Cengage Learning integration with Canvas @ Yale was approved Fall 2016. Please contact canvas@yale.edu for assistance integrating this tool.
- Cengage Learning is publisher content that can be used within your Canvas coursesite. For more information on this tool, please see the vendor website: http://www.cengage.com/



External App: Ed Discussions

The Poorvu Center will be piloting Ed Discussions for one year, available to all academic courses in Canvas from January 1, 2021 - December 31, 2021.

Anticipated access to Ed Discussions in Spring 21 courses expected during the week of December 14th, 2020. To become familiar with it now, please enable "Ed" through your personal sandbox site (request one here if you do not have one).

Overview

Ed Discussion is a threaded discussion platform. It supports document and image upload, math equations, runnable code, embedded video, and image annotation. Posts can be private or anonymous, and student responses can be 'endorsed' by instructors.

Ed Discussion features include:

- The ability to create categories to organize the discussion board (e.g. Lectures, Precepts, Lab, aAssignments).
- The ability to create filters to help organize the discussion board (Unread, Starred, Answered, Unanswered).
- A content editor which allows users to easily format text, type equations with LaTeX, write code, upload documents, annotate images etc.
- The ability to create Tread Templates, which allows instructors to pre-define what a student should include in their post.
- The option to set discussion threads to private, i.e. available to course staff only.
- The option to configure the discussions to allow anonymous posts, opening options for peer and instructor feedback.
- Links to all the courses in which you have used Ed are immediately available in the Ed interface allowing you to easily switch to other discussions.
- Integrated notifications that allow you to send announcements to the entire class or to be notified when someone responds to one of your posts.
- Commonly used replies may be saved within Ed and reused. This is helpful when offering recurring feedback on student posts.
 - Please note: Ed Discussion is not integrated with Canvas's grade book. It does have an analytics dashboard, however, which allows you to download a CSV file of student activity.

Guides

Ed Discussions if not enabled by default, but you can easily enable it:

- Go to **Settings** in your main navigation menu.
- Select the tab at the top of the page labeled **Navigation**.
- Find the item labeled **Ed** in the lower portion of the navigation list and drag it up to upper section.
- Be sure to click the **Save** button at the bottom of the page.
- The Ed discussion should now be visible in your course menu.

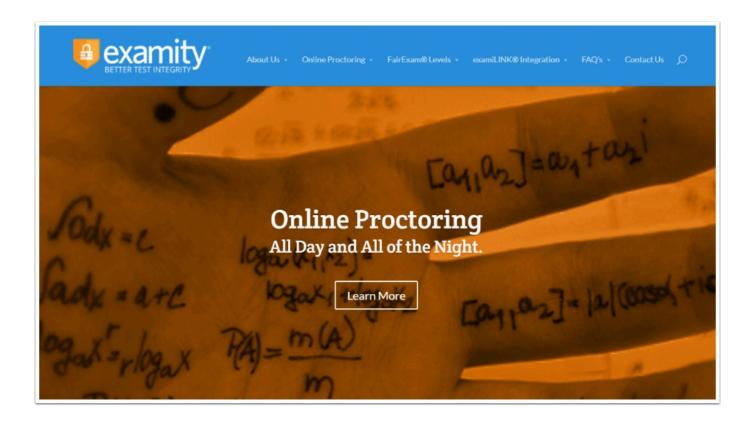
Ed Discussions Quick Start Guide



For more help with Ed Discussions, or the pilot, please email askpoorvucenter@yale.edu.

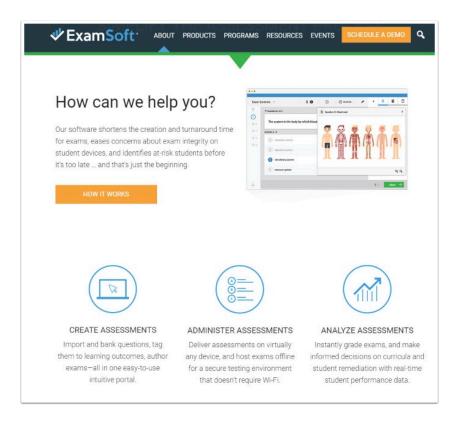
External App: Examity

- Examity was approved Summer 2016 for the Yale Online Summer Session Programs. For more information on integration within your Canvas course site, please contact canvas@yale.edu.
- Examity is an online proctoring tool to allow instructors to use Canvas to distribute proctored exams. For more information on this tool, please see the vendor website: http://examity.com/



External App: ExamSoft

- ExamSoft was approved for the Yale School of Nursing in Fall 2017. For any additional questions regarding integration, please contact canvas@yale.edu.
- ExamSoft is a program which creates, administers, and analyzes student assessments.
 To see the product, please go to: http://learn.examsoft.com/



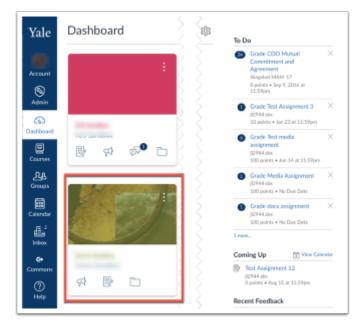
External App: Faculty Enlight

These directions are for instructors setting up a first time cross-over to Canvas.

1. Login to Canvas with your faculty credentials.



2. Choose the course you are teaching from your dashboard.

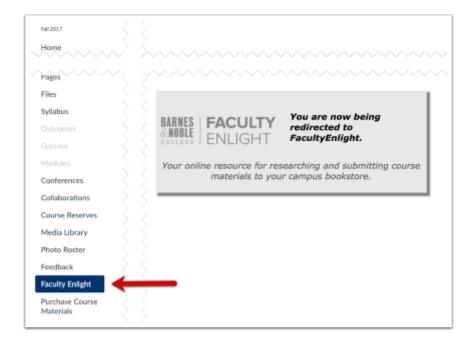


- 3. On your left-hand navigation bar, you will see the following links:
- Faculty Enlight clicking on this link will open a new window, and prompt you to sign in or create an account with FacultyEnlight. After first time pairing, every subsequent click from Canvas will not require you to sign in.
- *Purchase Course Materials* clicking this link will take your students to the campus bookstore, and prompt them to sign in or create a bookstore account to purchase course materials.

The course materials you adopted will appear here in all the available formats (new, used, rental, digital).

- 4. Click on Faculty Enlight.
- You will now be redirected to FacultyEnlight.
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Note: Once you click onto the Faculty Enlight, you will be redirected. Please ensure that your browser has cookies enabled in order to continue with setting up this tool.



- 5. Login with your FacultyEnlight username and password, or create a new account.
- Your course information will auto-populate in FacultyEnlight to match the course you selected in Canvas.



6. Your Canvas account is now paired with FacultyEnlight.

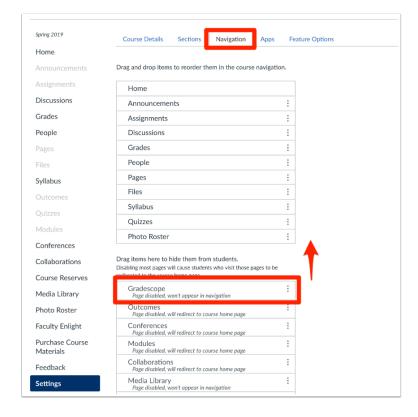
- You will not have to log in when clicking the *Research & Adopt Course Materials* link from Canvas in the future.
- If the integration link goes down or if there is a technical error, Barnes & Nobles may be reached at the home office at LTIsupport@bncollege.com. The integration also allows for faculty and students to send messages to us if certain courses are not found. However, if the professrs have questions about FacultyEnlight or adoptions, their main point of contact would be the Yale Bookstore staff (GM321@bncollege.com) or through their online form.

External App: Gradescope

The Poorvu Center successfully piloted Gradescope from Spring 2019 to Fall 2019. As of Spring 2020, Gradescope is available to all courses through Canvas.

How to enable Gradescope in Canvas

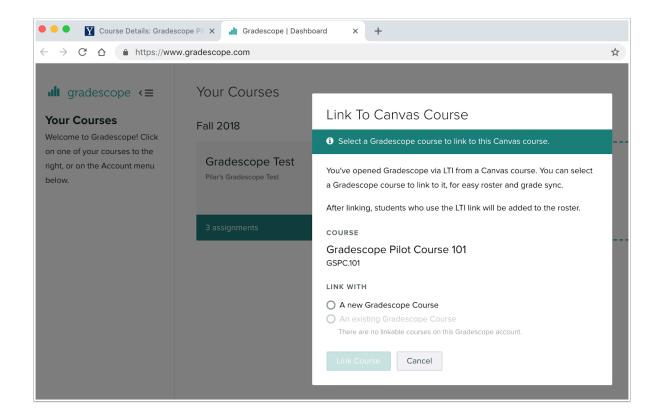
To enabled Gradescope for your class, go to Settings \rightarrow Navigation \rightarrow and drag Gradescope above the fold. Scroll to the bottom of this page and save the changes to enabled the tool for your class.



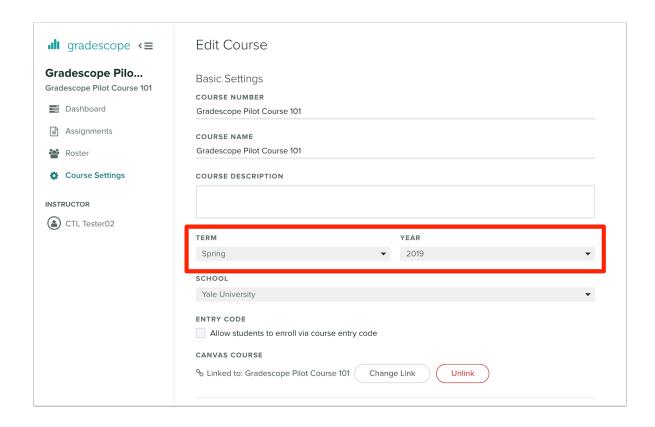
The first time you click on Gradescope from Canvas, it will open a new window, and ask if you want to create a new course, or link to an existing one. You should not need to sign in again.



Only those with the role of Instructor, Guest Instructor, or Teacher (not commonly used) can create and link to a Gradescope Course, and create and link assignments. TAs or Teaching Fellows will be able to grade assignments already created.



If you choose to create a new course, ensure the term is accurate in Course Settings before continuing. If you are creating a Gradescope course for a spring class but it is still during the fall term, Fall 2018 will be the default, instead of Spring 2019.

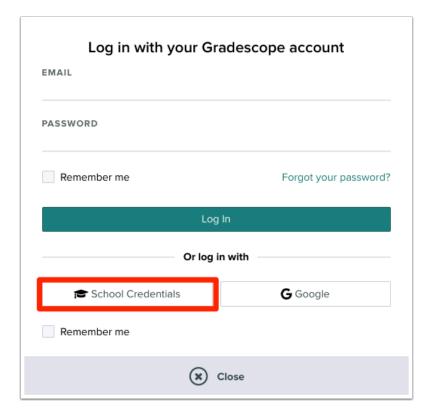


Gradescope Get Started Guide: https://www.gradescope.com/get_started

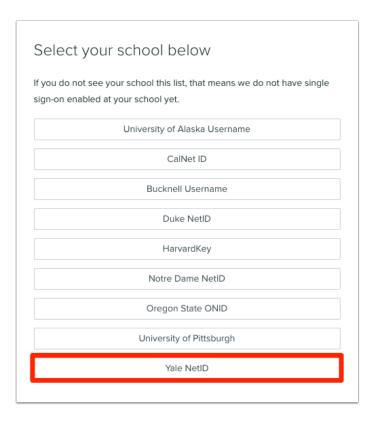
Help from Gradescope: help@gradescope.com

How to log In to Gradescope through CAS / Single Sign On

From Gradescope.com, go to the Log In button in the top, right, and choose School Credentials



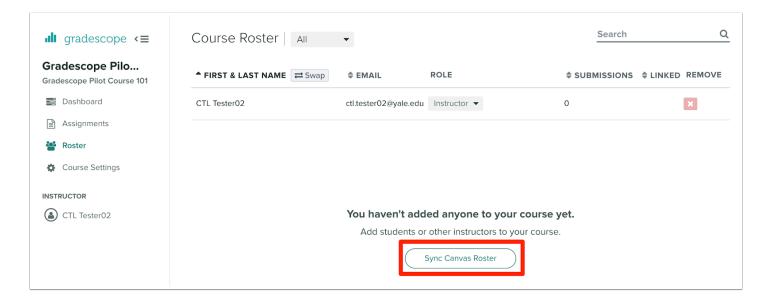
Find Yale NetID in the list at the bottom



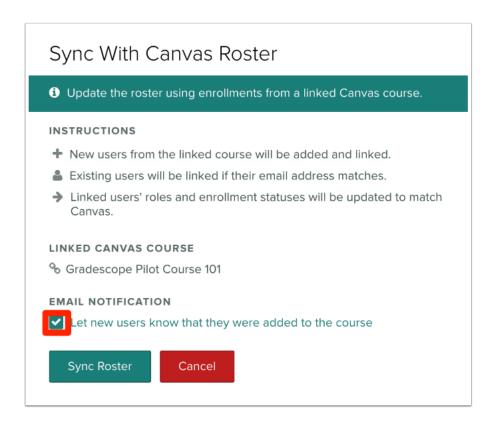
Please login with your NetID and Password to continue.

How to Sync your Roster in Canvas to Gradescope

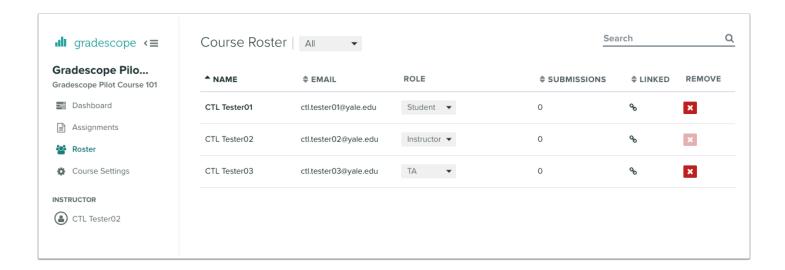
To Sync your roster, click on the Roster button on the left nav, and click "Sync Course Roster."



Optionally uncheck "Let users know that they were added to the course" before you Sync to avoid unnecessary emails to your class.



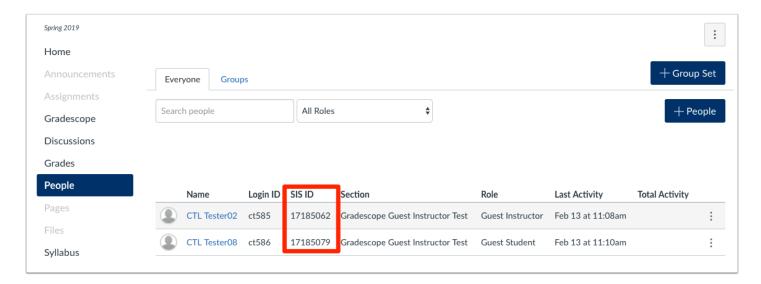
Once your roster is synced, users who were added from Canvas will have a chain link in the "Linked" column with their roles associated with them.



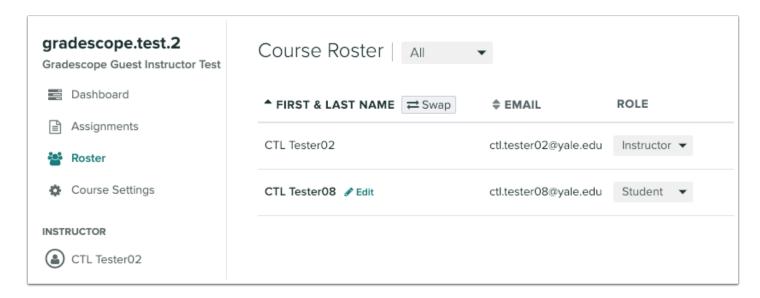
Identifying Students using Name and Student ID

When batch uploading student files into Gradescope, you can have your students identify themselves by both their Name (First Last) and Student ID, which in Gradescope is mapped to the Yale UPI.

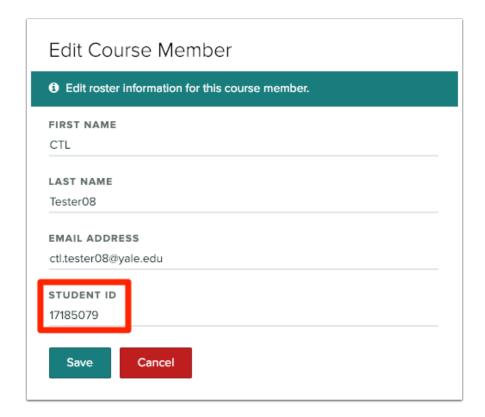
In Canvas, the SIS ID is the Yale UPI.



In Gradescope, this is the Student ID, visible if you edit the student in the Roster. To see the Student ID, first hover over the name until the "Edit" icon appears.



Click Edit, and you will see Student ID.



- Students can look up their UPI in Yale Directory, and it is printed on their ID cards as well.
- **?** For more help tutorials on using Gradescope:
 - Getting Started with Gradescope
 - Assignment Workflow
 - Student Workflow
 - Stanford's Help: Using the Gradescope integration with Canvas

External App: Gradescope - Creating the Canvas Assignment

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Gradescope Get Started Guide: https://www.gradescope.com/get_started

Help from Gradescope: help@gradescope.com

How to Create the Canvas Assignment to link to Gradescope

You will be creating a Gradescope Assignment and a Canvas Assignment independently, and them linking them together once you are ready. For the Gradescope Assignment to find the Canvas assignment, the Canvas assignment needs to be published, so you may want to set up the Gradescope assignment first, and then come back and make the assignment in Canvas to link to. This linking will create the assignment for your students in Canvas that will serve as a passthrough to Gradescope, and will create the appropriate column in the Gradebook where grades will be sent.

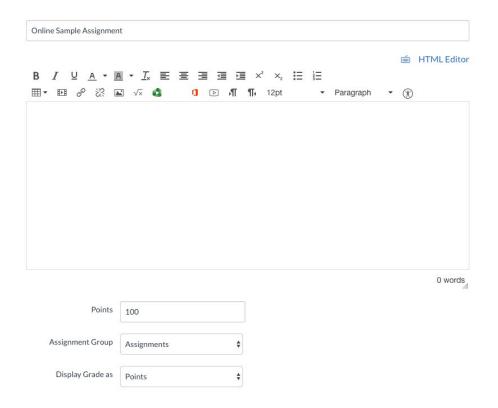


• Only those with the role of Instructor, Guest Instructor, or Teacher (not commonly used) can create and link to a Gradescope Course, and create and link assignments.

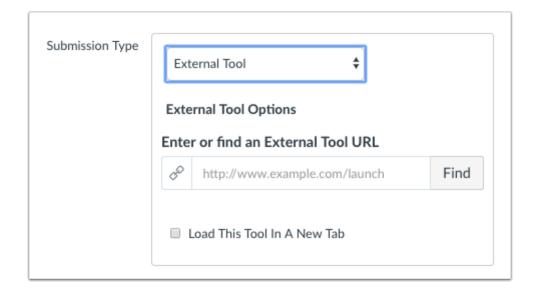
TAs or Teaching Fellows will be able to grade assignments already created.

Once you are ready to link your Gradescope Assignment to Canvas, create an assignment in Canvas give the assignment a name. You do not need to type in a description as the assignment will load Gradescope automatically.

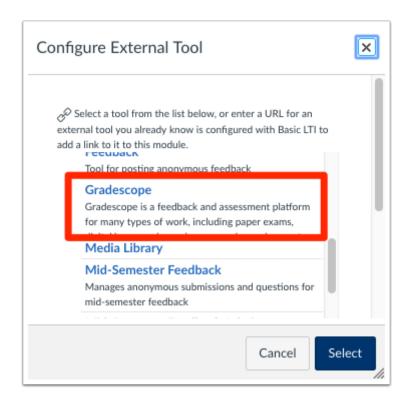
Points are what is passed back from Gradescope to Canvas, so it is best to Display Grade As: Points, and the total number of points that can be awarded in Gradescope should match the number of points indicated in Canvas.



The Submission Type is External Tool. You do not need to select - Load This Tool in A New Window - Gradescope will load well within the frame of Canvas if you do not want your students to need to leave Canvas.



For "Enter or Find an External Tool URL" Click Find and scroll to select "Gradescope."



With the Submission Type - External Tool, you cannot set a Group assignment on the Canvas side. That is alright - group Assignments can be managed on the Gradescope side if you are creating one of the following assignment types.

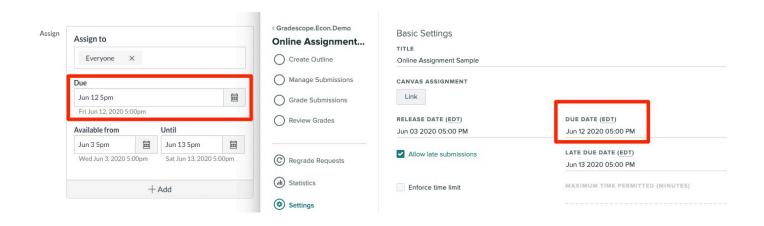
- 1. Online Assignment
- 2. Homework / Problem Set
- 3. Programming Assignment

This is done by indicating that the assignment is a group assignment, and by indicating the limit of the group size. If a student is submitting an assignment for multiple people, that student will be indicating which students they are including in submission during upload, and Gradescope will automatically give each of the students the same grade to pass back to Canvas.



Assign Dates - the due date and availability dates should match as well so that your students know in Canvas what is expected from them in Gradescope.

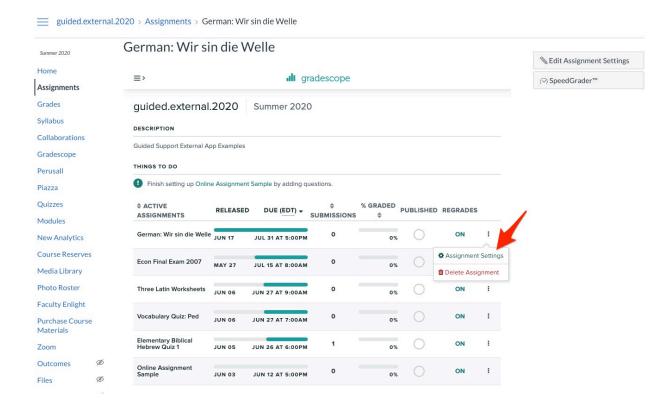
- 1. Due Date in Canvas = Due Date in Gradescope
- 2. Available from in Canvas = Release Date in Gradescope
- 3. Until in Canvas = Late Due Date in Gradescope, if your Due Date does not equal your Until Date.



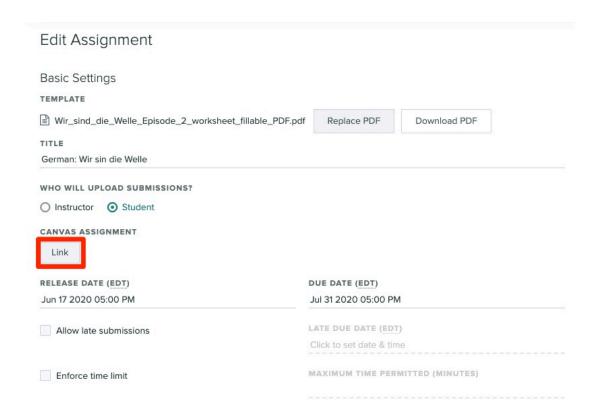
Gradescope Has One Time Zone for Yale's instance of Gradescope - Eastern Standard Time (EDT) regardless of what your time zone is in Canvas. These will not sync.

Click Save and Publish for you to then be able to link the Canvas Assignment you just created to the Gradescope Assignment.

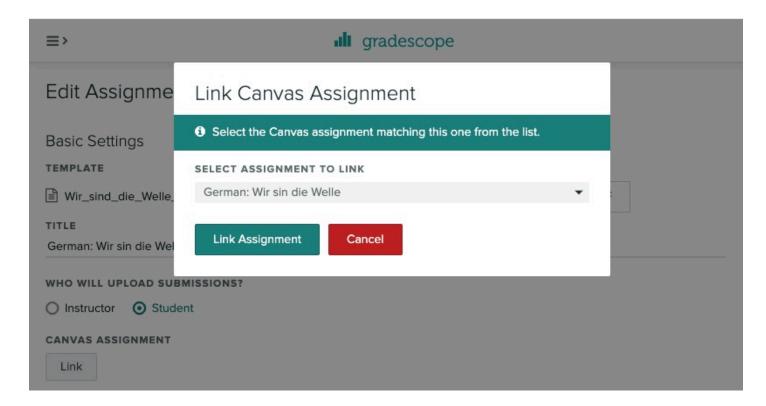
The Assignment List in Gradescope will load the very first time you click on the Canvas Assignment. Find the assignment you wish to link, and click on the three little dots all the way to the right to open the **Assignment Settings**.



Click on the Link button under Canvas Assignment



A window will open and Gradescope will pull the list of available assignments for you from Canvas. If the correct assignment is not selected by default, choose the appropriate assignment, and click **Link Assignment**.



Scroll to the bottom of the screen and select Save.



Your assignment in Gradescope is now linked to your Assignment in Canvas.

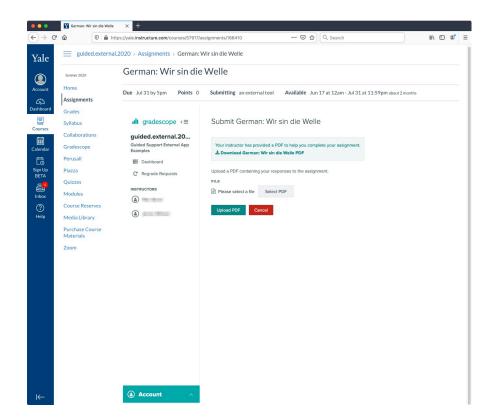
Student View of Gradescope Assignments



A Canvas's **Student View** does not work with Gradescope unfortunately. If you wish to see a student view, you need to have a secondary account enrolled in your course as a student so you can log in directly as that student into Canvas, and then into Gradescope. To request a guest account for yourself, please complete the following form:

https://canvas.yale.edu/requests/guest-account-request

This is what an assignment looks like for a student - this example has a downloadable template for the students to complete, and an upload box for the students to submit their answers when ready.



External App: Hypothesis

The Poorvu Center will be piloting Hypothesis for six months, available to all academic courses in Canvas for the Spring 2021 term.

Overview

Hypothesis is a collaborative, digital annotation tool, which allows students to add comments, notes, and highlights to the margins of a shared digital document, whether it is an article on the web or a PDF. Annotation types include highlights, comments, notes, and replies to other students' annotations and notes. Annotations can be made public, private, or only visible to a group of students.

Hypothesis features include:

- The ability for instructors to embed student discussions directly in digital texts.
- The ability for instructors to create assignments that allows students to read and respond to their peers' annotations, prompting reflection and promoting a sense of community.
- The ability to encourage joint student discussions and create active and social learning opportunities.
- Hypothesis will NOT work with materials in your course sites Course Reserves tool or any materials stored in library databases like ProQuest or JSTOR which require a proxy service.

Guides

Hypothesis can be added to your Canvas site as a Module for ungraded group annotation, or as an assignment for graded annotation for individuals or groups. You do not need to enabled Hypothesis for your course, you can go directly to Modules or Assignments to begin using it.

- How to add Hypothesis as a module item
- How to add Hypothesis as an assignment
- How to grade Student Annotations in Canvas

- Annotating with multiple sections or groups in Canvas
- Student Guide on how to use Hypothesis

Additional Resources

- Hypothesis in Canvas vendor demonstration: <u>Hypothesis in Canvas: Collaborative</u> <u>Annotation as Discussion Forum 2.0</u>
- Hypothes.is: Back to School with Annotation: 10 Ways to Annotate with Students
- New York Times Learning Network Blog: <u>Skills and Strategies</u> | <u>Annotating to Engage</u>, <u>Analyze</u>, <u>Connect and Create</u>



For more help with Hypothesis, or our pilot, please email askpoorvucenter@yale.edu.

External App: Labster

What is Labster?

Available to all academic courses offered through Canvas @ Yale for the Fall 2020 and Spring 2021 terms, <u>Labster</u> in Canvas gives students access to a realistic lab experience that will let them perform experiments and practice their skills in a fun and risk-free learning environment.

Accessibility Information for Faculty/Faculty Support staff considering Labster

While we are excited about the potential for Labster simulations to fill the void left by off-campus instruction, the tool does have some shortcomings that you'll want to be aware of.

- Students who must use a keyboard, switch device, or voice to navigate websites instead of a mouse are not able to use this software. Labster relies almost entirely on clicking, so students who cannot use a mouse will not be able to participate.
- Students who have low vision regularly rely on magnification/zooming when using websites, and Labster does not allow you to zoom in.
- There may be some complications for students who are Deaf/HoH if the simulation you choose relies on sound only to convey the lesson.

In light of this, you should be prepared to provide an equitable alternative learning activity for a student registered with SAS who finds the Labster environment to be inaccessible, particularly if the use of Labster is part of a graded activity.

More information on Labster's commitment to Accessibility is available here.

How can I get started?

Browse, review and test out Labster's 100+ simulations through the following Faculty Resources page. This page features learning objectives, screencasts, quiz questions, descriptions, storylines, theory material and play options for every simulation.

If you find a simulation you are interested in using in your class, please download the Labster Common Cartridge found below.

How do I install Labster simulations in my course?

Labster publishes the following guide explaining how to import simulations into your Canvas site.

https://help.labster.com/en/articles/2743207-step-2-add-labster-simulations-to-your-canvas-course

Please note, for the Fall 2020 / Spring 2021 terms, we have purchased enterprise wide, unlimited access to Labster simulations, so no access codes will be required.

To download the Yale specific Labster Common Cartridge, please access the file here hosted in Box, Yale NetID and password will be required.

https://yale.box.com/s/xvdq8bpa0y4hywwdm3emmi65mi8ifdfy

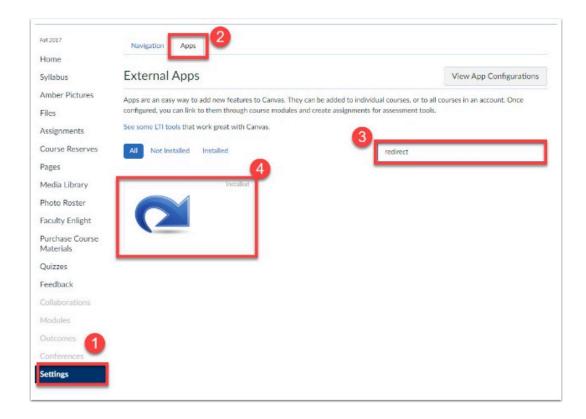
If you have trouble accessing the cartridge or installing the simulations in your course, please contact askpoorvucenter@yale.edu.

External App: LibGuides

This article describes how to add LibGuides to specific courses and how to add the link to the course navigation. For questions regarding LibGuides, please contact Steve Wieda steven.wieda@yale.edu. For questions regarding the process within Canvas, please contact canvas@yale.edu.

Add the LibGuide

- 1. Enter Coursesite that you will be adding the LibGuide, and click on "Settings" link in the course navigation.
- 2. In the settings area, click the "Apps" tab.
- 3. In the "Filter by name" search bar on the Apps page, type in the word "Redirect". The App options will filter as you type.



4. Click on the Redirect tool (large blue arrow icon) and then click the "Add App" button [A].



- 5. A pop-up will appear where you will need to enter the following information:
- [A] Name This is the text that will appear in the course navigation for students to click on.
- **[B]** URL Redirect This is the URL for the LibGuide.
- [C] Select the checkbox for "Show in Course Navigation".
- [D] Click the "Add App" button.



- 6. After you added the link, you will see a quick notification at the top of the page.
- 7. Refresh your browser (or just click on the "Home" link for the course) and you will see the new link in the course navigation.

External App: LinkedIn Learning

LinkedIn Learning has a light weight integration with Canvas allowing you to bring in already published content available in LinkedIn Learning into Canvas as assignment or as content in a module. You will not be able to see if someone has completed the content in LinkedIn Learning, so it is recommended this content is brought in as supplemental material to your course.

Anyone with a Yale NetID can take advantage of the content hosted in LinkedIn Learning with our without the Canvas integration, but it is important to note that only NetID holders will be able to follow the URLs posted in Canvas.

All courses in Canvas can take advantage of the integration, including "Project Sites."

Requesting Sub Admin Access to LinkedIn Learning

You **must** have a Sub Admin level role in LinkedIn Learning in order to integrate content from LinkedIn Learning into Canvas.

Before your account can be elevated, you will first need to activate your in LinkedIn Learning account. To activate your account, please visit the following page on the Yale HR website.

https://your.yale.edu/work-yale/learn-and-grow/online-learning

After your account has been activated, please email askpoorvucenter@yale.edu requesting Sub Admin Access to LinkedIn Learning.

Finding LinkedIn Learning Content

• You must be in the Admin Dashboard of LinkedIn Learning in order to find the SSO URL necessary to bring the content you are interested in into Canvas.

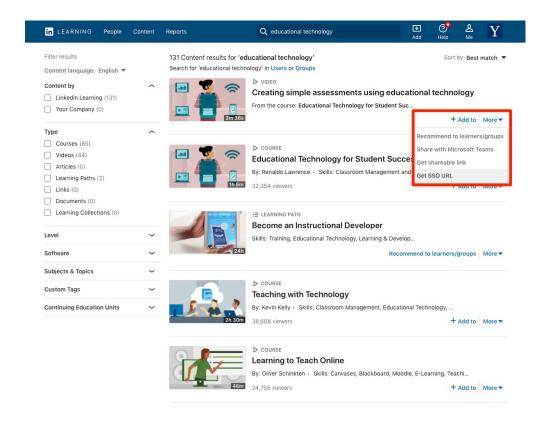
To find the Admin Dashboard, <u>log into LinkedIn learning</u> with your NetID and password, and click on the Go To Admin button in the top-right of the top navigation bar.



Your top navigation bar will turn **Blue** when you are in the Admin Dashboard view, and you will be able to use the center search bar to find the content you wish to bring into Canvas.



Once you find the content you are interested in, Videos, Courses or Learning Paths will all have a unique SSO URL found under the "More" menu that you will need in order to send your students to the correct piece of content when assigned or referenced from Canvas.



You will also be able to create your own Collections and Learning Paths with the content you find in LinkedIn Learning, but it is important to note that everything in LinkedIn Learning, including Collections or Learning Paths are available to ANYONE at Yale with a NetID, and not just to your class.

Create a <u>Learning Path</u> if you want to curate videos, courses and custom content on a specific topic or job function for learners to explore in **sequential order**.

Create a <u>Collection</u> if you want to curate videos, courses and custom content on a specific topic or job function for learners to explore in **any order**.

Adding LinkedIn Learning Content to Canvas

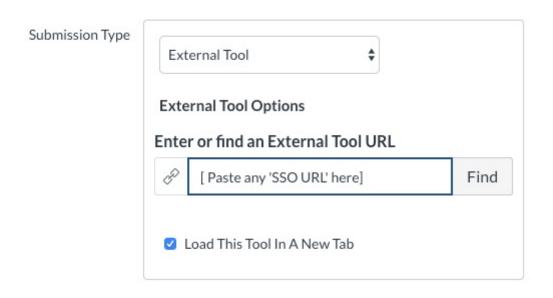
LinkedIn Learning content can be brought into Assignments or into Modules in Canvas. You can add a link to a Video, a Course, a Learning Path or a Collection.

Adding to Assignments

You can create as assignment for students to give them a due date, but as **no data** passes back and forth between Canvas and LinkedIn Learning content, you may want to consider making it a complete/incomplete assignment type instead of the other graded options. Unfortunately, the assignment cannot be Not Graded as then the Submission Type selection box is not available.

Start by setting up your assignment as usual (<u>How to Create an Assignment</u>), and under the Submission Type area, paste the content's SSO URL found and copied from LinkedIn Learning into the External Tool URL box, and be sure to check "Load This Tool In A New Tab" as well.

Continue setting up the assignment as usual.

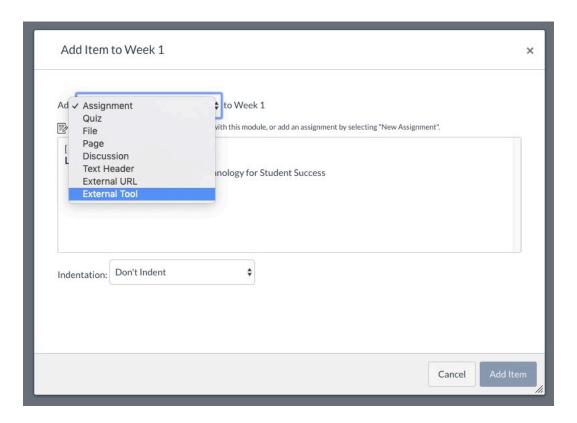


The benefits of adding LinkedIn Learning Content into Canvas as an assignment are to give your students due dates, and/or to make the content visible only to specific people or sections. The drawback is that you cannot verify that the content was completed in LinkedIn Learning, so the content is better offered as supplemental.

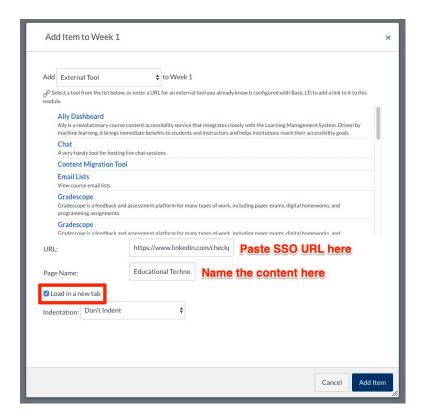
Adding to Modules

LinkedIn Learning Content can also be added as content in Modules.

To add an Item to your module, and choose External Tool as the content type.



Paste in the SSO share URL that you can copy from the LinkedIn learning site for courses or collections in the URL files and check "Load in new tab."

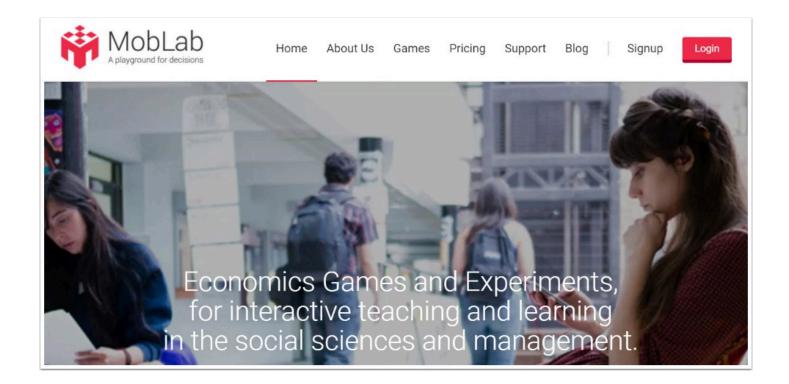


The benefit of adding LinkedIn Learning Content to Canvas as content through Modules is that as it cannot verified complete as an assignment through LinkedIn Learning, adding it here can help keep your grade book from getting cluttered with columns for assignments you may not otherwise grade.

External App: MobLab

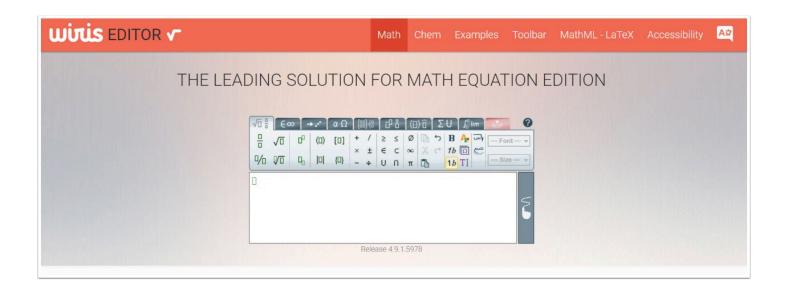
MobLab was approved Fall 2017 for School of Management. For more information regarding this tool, please email canvas@yale.edu

MobLab is a tool which has economic games and scenarios. To see more information regarding this tool: https://www.moblab.com/



External App: Moodle + WIRIS

- Moodle + WIRIS was approved in Summer 2017 for selected courses only. If you are interested in using this tool, please contact canvas@yale.edu.
- WIRIS is a mathematic equation editor that allows you to write equations with either HTML5 or JavaScript



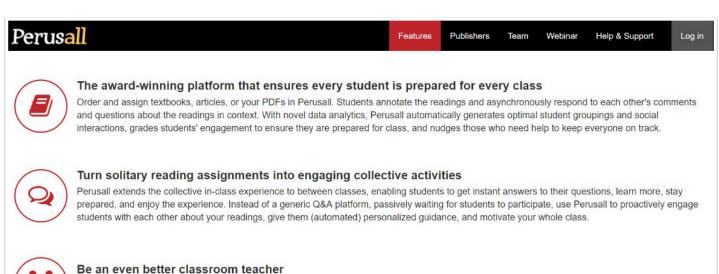
External App: Perusall

P

Perusall was approved for integration within Canvas, Spring 2017. To activate Perusall within your course, please visit our help guide:

Integrating Perusall within Your Canvas Course.

Perusall is an annotation tool that allows students to annotate PDFs and share comments to each other within the document. For more information about this tool, please see the vendor website: https://perusall.com/.



be an even better classroom teacher

Start class by discussing information in an automatically generated "student confusion report" — a one-page summary of concepts and passages your students had trouble with or most engaged them, along with selected examples of the best annotations you can praise.

For further information regarding Perusall, or how to install this application into your Canvas course, please contact Canvas@Yale.edu

External App: Perusall - Integrating with Canvas

What is Perusall?

Perusall allows students and their instructors to collaboratively markup .pdf documents. This tool also allows:

- User tagging with email alerts and Perusall inbox alert.
- Tagging of annotations as questions automatically when a user uses a question mark.
- Ability to filter annotations to view questions, unanswered questions, annotations by instructor, or annotations by a specific student.
- · Automatic grading.
- Confusion report to see where students have the most questions.
- Provides a downloadable .csv of all annotations in an assignment.

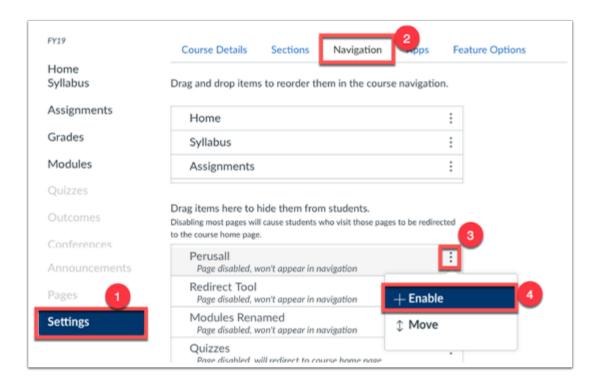
Information for Faculty considering Perusall

While we are pleased to offer Perusall to our community, and we ask you to be aware of the following considerations when using this application:

- Copyright: The following *Copyright Statement* holds true for documents uploaded into Perusall as well as into Canvas.
 - The University expects all users of this site to respect copyright and to determine if their posted content complies with copyright law and the Terms of Use for Canvas. By uploading content into Perusall, you affirm the content was lawfully acquired and:
 - you are the copyright holder; or
 - You have obtained express permission from the copyright holder or determined such content is in the public domain under copyright law; or
 - You have completed a fair use evaluation and determined in good faith after reasonable inquiry that the use of the copyrighted work is a "fair use" under copyright law.
- Accessibility: Students with disabilities who leverage assistive technology may
 experience difficulty reading documents loaded into Perusall using their preferred
 screen reader, and an alternative assignment may be required.
 - To help minimize this, please ensure accessible PDFs are uploaded into Perusall. <u>For assistance in creating accessible PDFs, please see the following page.</u>

Adding Perusall to Your Canvas Course

From your course, click Settings [1], choose Navigation [2]. Scroll down to the list of disabled apps, until you get to Perusall. Click the settings icon next to Perusall [4], and choose Enable [5].



Scroll down to the bottom of the page, and click Save [5].



Perusall will now appear on the left navigation in your course. As an instructor enrolled in the course, once you click on the Perusall tab, a course will be created within Perusall.

You can then integrate Perusall Assignments into Canvas by following these steps.



For more information on roster syncing, and linking an assignment from Canvas to Perusall, please see the following <u>Overview of LMS Integration</u> help article.

For more general information on Perusall, please visit the <u>Perusall website</u>.

Perusall

What is Perusall?

Perusall is an annotation tool that helps your students engage collectively with texts. With it's capability to integrate into Canvas, students can annotate and discuss course readings easily with their peers. The mission of Perusall is to aim to change the nature of reading from the traditional solitary experience to an engaging and collective one. Perusall aims to change education so all students do the reading, come to class prepared, and are motivated to do so because they care about the content. Perusall aims to advance behavioral science and Al research in the service of improving education using their work at Harvard University and Perusall Labs to improve the Perusall platform and to help students, educators, researchers, and society at large. [https://perusall.com/about].

Why use Perusall?

Using discussions in your class can be critical to increasing students' enjoyment of the class and strengthens students' understanding of concepts [TeachingPurpose.Org] As an annotation tool that allows students to annotate PDFs and share comments to each other within the document, Perusall can be used to replace or continue the use of a discussion based on PDF readings.

"I found it to be a kind of light in the darkness of trying to get my online students to interact with one another. I started with two articles the first semester, replacing two weekly Discussions, then went to four and six articles after that. In feedback surveys, students consistently rated it as their favorite element of the course..."

-Glen Davenport, STEM Education Evaluator, Poorvu Center for Teaching and Learning, Yale University

Case Study: First Exposure to Journal Articles

One of the most important learning outcomes for an undergraduate course on research methods is exposure to peer-reviewed research articles. For many undergraduates, a second-year methods course will be their first exposure to this format. With no experience or context for academic writing, these articles can be very intimidating. With Perusall, we can ease some of that anxiety by allowing students to explore the format together.

In an unfamiliar context, some students don't even know where to start asking questions, so one strategy that has been successful is to seed the article with a few discussion questions. We aim for four, each targeting a different part of the article. Here are some example questions that were applied to a nutrition science paper:

"Why did the authors choose to use pre-existing groups here? Why not randomly assign participants to treatment and control groups?"

"There is a statistical test being reported here. How does this test relate back to the authors' research questions?"

"Why did the authors include this table? What point is being made with this data?"

"Are there other possible explanations for the data that the authors observed? Looking back at the study design, are there any threats to validity that might lead you to an alternate conclusion?"

The aim with these prompts is to ask open-ended questions that do have some specific answers, but could lead to wider discussion. Another strategy used was to ask students to make connections between different sections of a paper, subtly emphasizing that research articles have many pieces but that those pieces should be telling a consistent story.

Case Study: Perusall for Advanced Hebrew, by Orit Yeret

I started using the Perusall platform with an advanced language course I taught at Yale University, HEBR 167 - Creative Writing in Hebrew. Since the course involved reading various texts, in addition to writing, before the semester began I searched for a technological tool that will enable a preliminary 'shared-reading' of each text.

As I began using Perusall in that course, I found it to be very helpful in preparing students for class discussions. Students were asked to review the materials beforehand, to raise and answer questions, to comment on the pieces they read and to mark new words they had learned from reading each text.

This activity produced a lively in-class, as well as outside-of-class conversation, where students became much more informed about the materials and about each other's initial thoughts and speculations. As a result, the students arrived better prepared for each session, after having considered different perspectives on every text; they reacted to the online discussion and expanded their vocabulary in the process.

When asked about the use of this tool in our course, students responded positively. They enjoyed having access to all the materials they needed in one place, through our course site on Canvas, and they liked reading their classmates ideas as well as sharing their own ideas, before having our in-class discussion. Overall, I find Perusall to be a good platform for a collaborative class activity.

How do I use Perusall in my Canvas course?

Perusall can be integrated into your Canvas course by <u>following these steps</u>. Once Perusall is in your course, you can begin adding Assignments from Canvas into Perusall.

You can use Perusall to:

- 1. Assign readings and annotations
- 2. Motivate students
- Grade interactive discussions
- 4. Engage students through reading
- 5. Non-adversarial grading

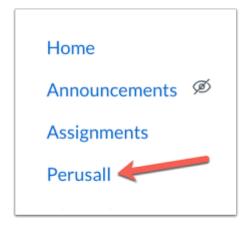
You can use Perusal to encourage your students to:

- Share questions, answers, perspectives
- Share knowledge through threads
- Annotate text, images, or equations

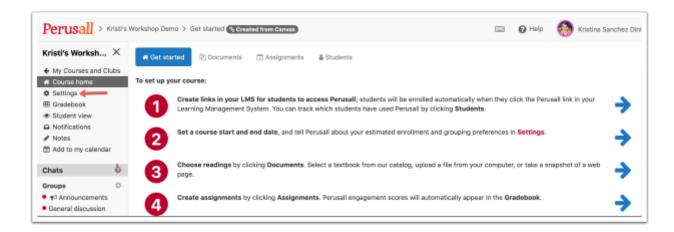
Setting Up Perusall Assignments

Perusall assignments ensure that your students do the reading and come to class prepared. The goal of each reading assignment is to stimulate discussion by encouraging students to post good questions or comments, to help others by answering their questions, and to upvote good questions or comments to draw the attention of their classmates to important ideas [https://perusall.com/].

Once you see Perusall in your course navigation, you can continue the integration by creating an assignment. Click Perusall to get started:



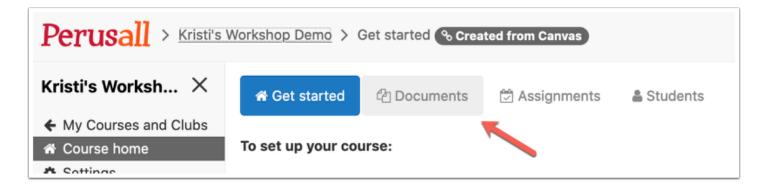
You will be taken to Perusall in a new window, in which you will be given several options. You can start by clicking Settings:



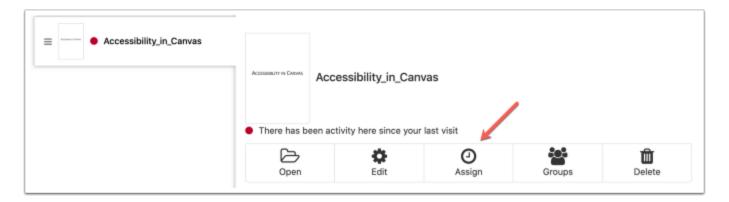
You can modify your course settings here, or continue on to create an assignment.

Important to note is the welcome message found on this page. To keep students focused on intrinsic motivation for the material rather than grades or gaming the system, the <u>student</u> <u>welcome message</u> describes the general characteristics of effective reading without giving precise definitions [https://perusall.com/]. Feel free to edit the welcome message to match the goals of your course.

To create an assignment you will first need to upload a document. Click Documents from the Get Started page:



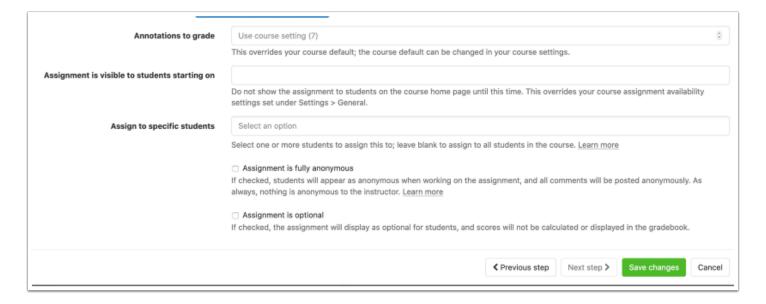
Once the document uploads, click on it to view the options available for the assignment. Click Assign to get started:



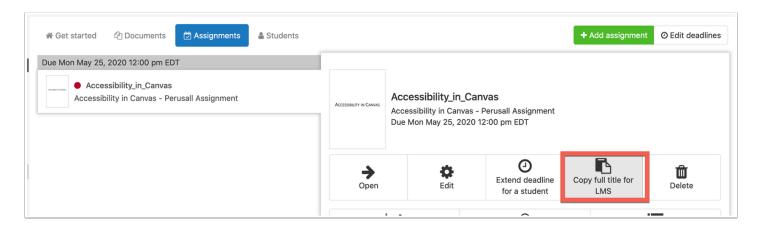
You can proceed through the options to assign the assignment. There are three steps to this process, (1) selecting the content to design, (2) setting the name and deadline, and (3) setting optional advanced options.

From option 2-setting the name and deadline, if you give the assignment a name, you will need to use the exact same naming convention in Canvas. This is how Perusall maps to the Canvas gradebook.

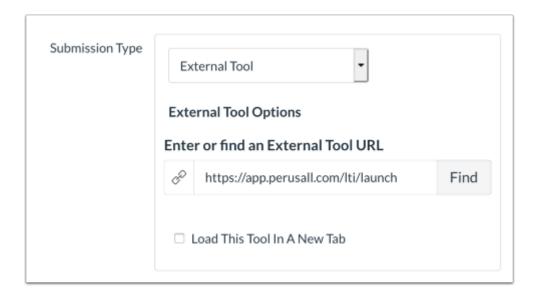
Option 3 allows you to set features that you may find important for the structure of the assignment, such as how many annotations need to be made in the document for the assignment, allowing anonymity, and more.



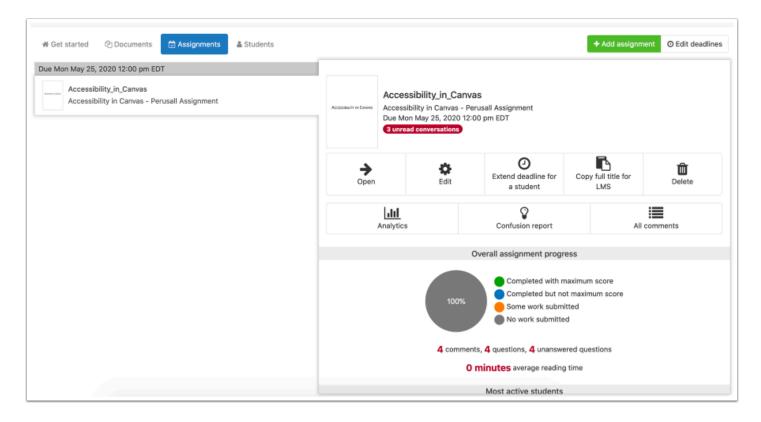
Clicking save changes will save the changes you made to the assignment. Once your assignment is saved, click Copy fill title for LMS:



You will then need to navigate to your Canvas course in order to link the assignment to your Canvas gradebook. From Canvas, create a new assignment and give the assignment the same name as it is in Perusall. From the Submission Type option, choose External Tool, and select Perusall:



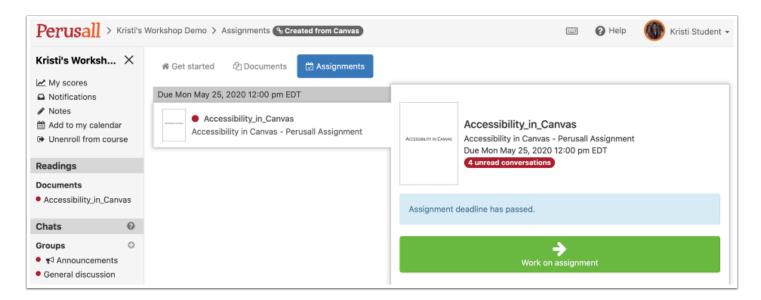
Save your changes, and depending on your settings the assignment will load within Canvas or in a new tab. It will look something like this:



Grades are sent to Canvas from Perusall as a percentage, rather than as a raw score. Canvas will apply that percentage to the assignment based on the number of points you have set for that assignment in Canvas. For example, if your lowest possible assignment score is 0 and highest possible assignment score in Perusall is 5, and the assignment is set in the LMS to be worth 10 points, a score of 4 will be sent across to the LMS as 80% and will show up in the LMS as 8/10. For this reason, we recommend that you set up assignments in your LMS to be worth the same number of points as it is worth in Perusall [https://support.perusall.com/].

What will my students see?

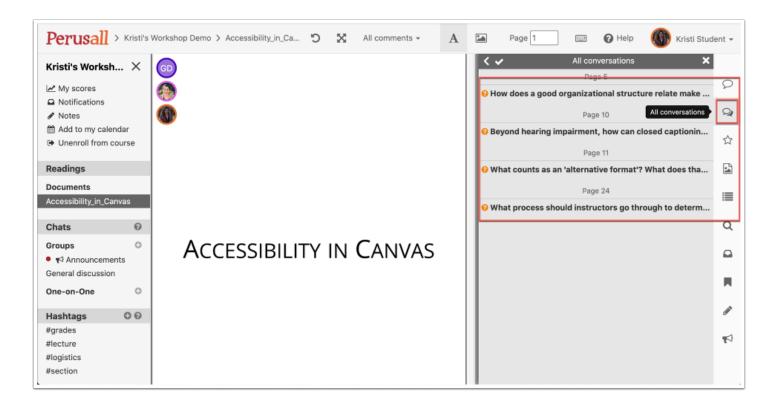
A student can find Perusall in their course by clicking on Perusall in the left navigation, or by clicking on an Assignment in Canvas that utilizes Perusall.



From here they will be taken to Perusall where the student has the option to click "work on assignment". Once they click "work on assignment", they will be taken to the document that is assigned through the assignment tool.

The student can scroll through the document, and make comments using various Perusall tools throughout the document.

In this case, the student sees four comments left by the instructor under the "All Conversations" tab:



When the student clicks on one of the comments, they will be taken to the part in the document that the comment was made, and have the ability to reply to the comment:



Inform Your Students of How Perusall Works

Feel free to share download and modify a one-page rubric that explains what Perusall is, how it works, and how students are graded. (You may need to edit this document to reflect the scoring settings you have set for your course.)

FAQs

Roster Sync

Perusall syncs with your student roster in Canvas. Your student roster in Perusall will automatically populate as students each launch into Perusall from the LMS for the first time.

Gradebook Sync

Grades sync to the gradebook by linking a Canvas assignment into Perusall.

Once you release the grades for a particular assignment, Perusall will send the grades for that assignment back to the LMS gradebook.

Any subsequent changes you make to your course in Perusall that would affect the scores on that assignment will sync back to your LMS so the LMS gradebook and Perusall gradebook are always in sync.

Most grades sync immediately, although it may take up to an hour for a grade update to be reflected in the LMS.

Details of Scoring

Perusall's engagement score allows you to combine multiple metrics of student engagement into a single score. Up to six different components can be combined into a single score to encourage students to engage in behaviors that research shows predict positive learning outcomes. More information can be found here.

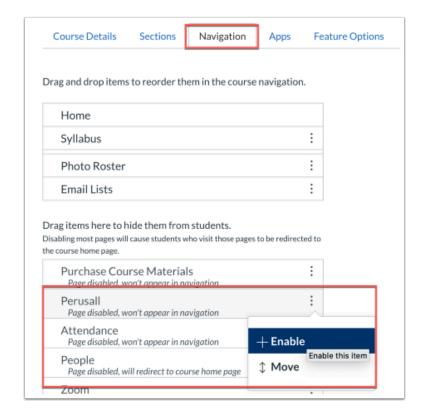
Purchasing Textbooks through Perusall

Perusall works with a number of publishers to make textbooks available for students to purchase and use through Perusall. <u>Visit Perusall</u> to find more information on adopting a textbook for use within the tool.

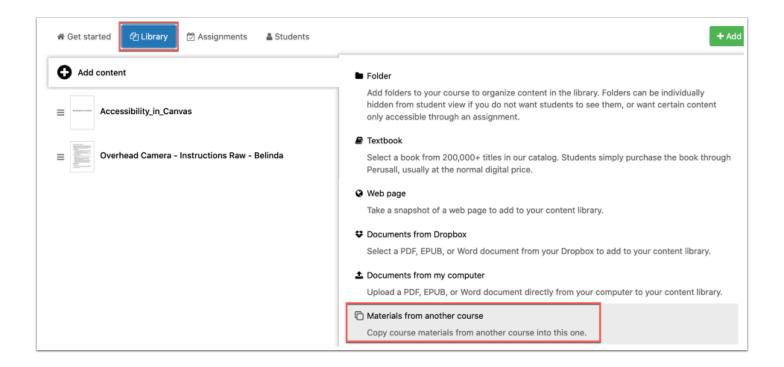
Copying a Perusall Course to a New Course

If you have used Perusall in a Canvas course, and would like to copy the material you created into a new Canvas course, please follow the steps below.

- 1. Navigate to the Canvas course in which you wish to copy material **into.** Click "Settings" in your course navigation bar.
- 2. Choose Navigation, and scroll down until you find Perusall.
- 3. Click Enable, and then scroll to the bottom of your page to save your changes.



Click on Perusall in this course. Navigate to the **Library** tab on the course home page and select **Add > Material from another course** to copy over your documents and assignments to the new course. All you'll need to do now is to adjust the assignment due dates.



More information can be found at <u>Perusall's website</u> regarding using Perusall to teach the same course again.

External App: Piazza Q&A

A Piazza is two products - Piazza Q&A and Piazza Network. Only the Piazza Q&A tool is supported by the Poorvu Center for Teaching and Learning.

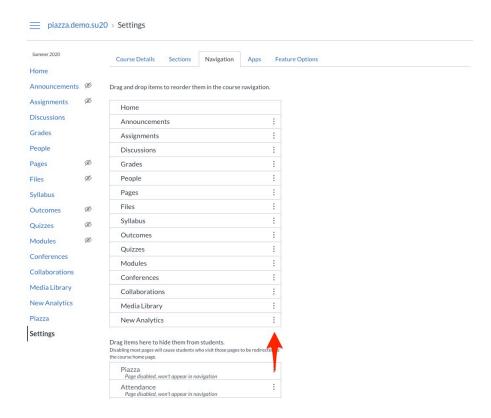
Piazza Q&A is an online discussion tool that gives students anonymity options to encourage everyone—even shy students—to ask and answer questions. Instructor endorsements of good questions and answers let instructors push the class in the right direction. Here is more information on Piazza Q&A.

Piazza Network is packaged together with Piazza Q&A, and is for students and potential employers to connect outside of your class. Piazza Network is only presented to students because they are the target audience. Please advise your students Piazza Network is NOT required to participate in Piazza Q&A, and they can modify their personal settings by reviewing the following guide. Here is more information on Piazza Network.

How to add Piazza to your Canvas Course Site

To enable Piazza Q&A in your course, go to **Settings** from your course navigation, then select the Navigation tab. Piazza is disabled (off) by default - to enable Piazza, you will want to enabled it by clicking and dragging it up above the fold.

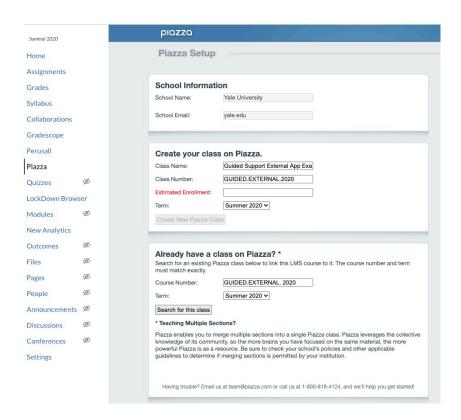
Click Save at the bottom to save your changed settings.



To Create a Piazza Course

To create a piazza course, click on the **Piazza** link in the menu. To create a new class, verify the information for Class Name and Class Number and Term, and enter an estimate for the number of students in your course.

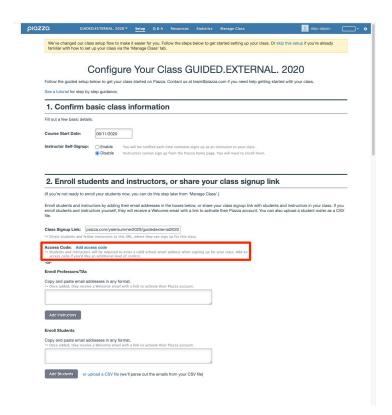
If you have already created a class on Piazza you wish to link to, you can search for and associate your course to that Piazza Q&A board as well.



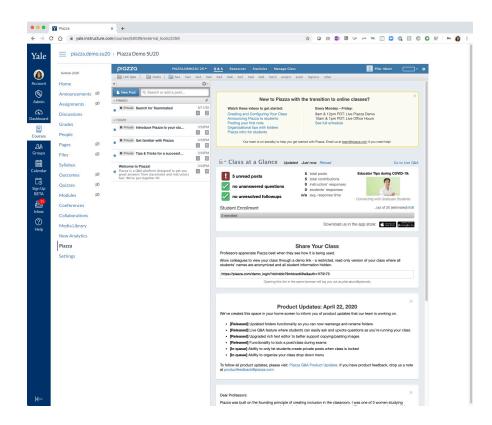
Your course configuration settings are next. You will not need to complete most of this during your initial set-up, but you will want to consider an **Access Code** for your course and adding this to your syllabus or other location in your class.

This will allow you to limit your Piazza Q&A Board to those who know the code - otherwise anyone with a @yale.edu would be able to join through the main Piazza website.

You will not need to share a course URL or enroll professors, TAs, or students into your course, as all participants will be able to join through the Piazza menu item in your Canvas course site navigation.



Once your course is set-up, you will be brought to this welcome screen.

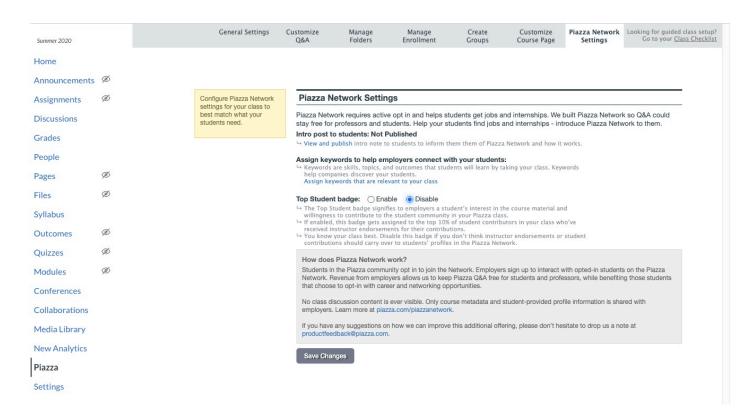


Most of these posts are private just to you as the instructor, and can be deleted.

Consider Disabling Piazza Network Settings

After you have created your course, consider going back into the settings to disable the "Top Student badge" setting for your course. Participating in the Piazza Network, which is not part of Piazza Q&A, is an individual decision for you and your students, but we want you to be aware of this setting not presented to you during the course creation process.

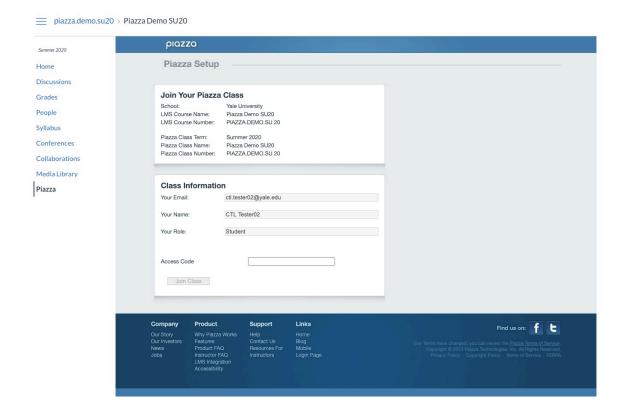
If you have any questions about Piazza Network, please email askpoorvucenter@yale.edu.



Student Experience Joining your Piazza Q&A board

If you have chosen to set a course access code, when your students join for the first time, they will be asked to enter this code to get into the Piazza Q&A Board for your course. This may seem inconvenient, but is important because otherwise anyone with an @yale.edu email can join your class. They will only need to do this once.

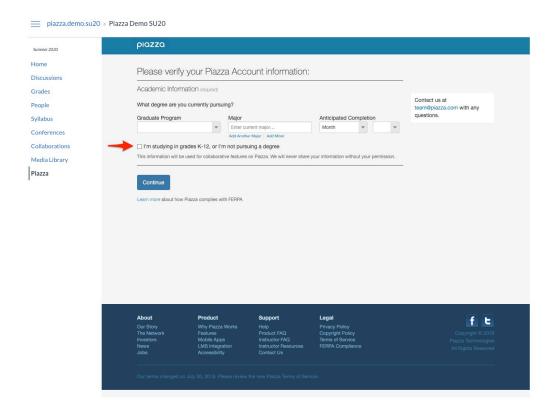
Only students who have clicked to join will be added to the Piazza Q&A board, there is no automatic roster sync between Piazza and Canvas.



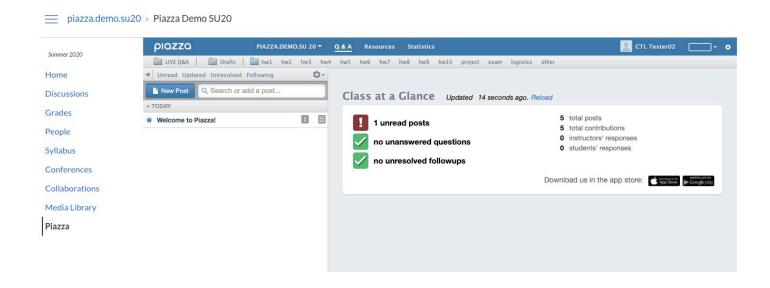
• After they have joined your class, they will be asked to verify their Piazza Account information to also add them to the Piazza Network.

Please inform your students this is NOT required to participate in Piazza Q&A.

To avoid being enrolled in Piazza Network, have them select "I'm not pursuing a degree" and continue.



After they have been successfully enrolled in the course, your students will be broad to the following welcome screen.



Additional How To Documentation

For more information on how to use more of the features in Piazza Q&A, please review the following guides provided by the vendor.

https://support.piazza.com/support/home

External App: PlayPosit

- 1 The Poorvu Center successfully piloted PlayPosit from Summer 2018 running through Summer 2020. As of July 2020, Playposit is available to all courses through Canvas.
- Please visit PlayPosit drop-in hours for any questions you have regarding PlayPosit.
- Tuesdays at 11:30 am ET
- Thursdays at 5:30 pm ET

PlayPosit aims to increase learner engagement through interactive videos. You can integrate PlayPosit into your courses through the Assignments tool, or the Modules tool in Canvas.

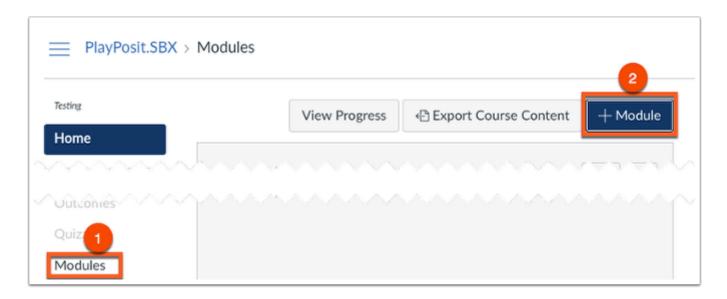
General Information

When using PlayPosit, you will create "bulbs" - which are videos with an overlay of PlayPosit quizzing features. Because PlayPosit integrates with Media Library (Panopto), you can use your exisiting Media Library videos to create bulbs, or you can use YouTube, Vimeo, record a new or upload an existing file.

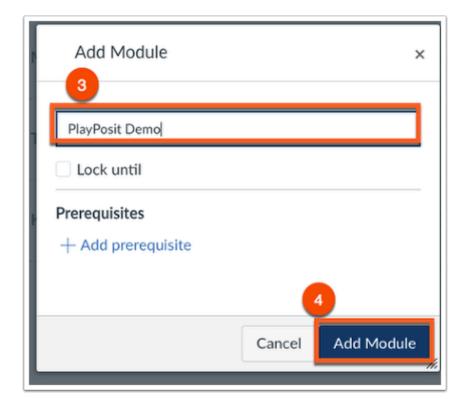
Below you will find some specific information about using PlayPosit bulbs as part of your Canvas course Modules and/or Assignments.

Modules

To begin, if you have not already created a module in your Canvas course, navigate to the Modules tab in your course [1]. Click +Modules [2]



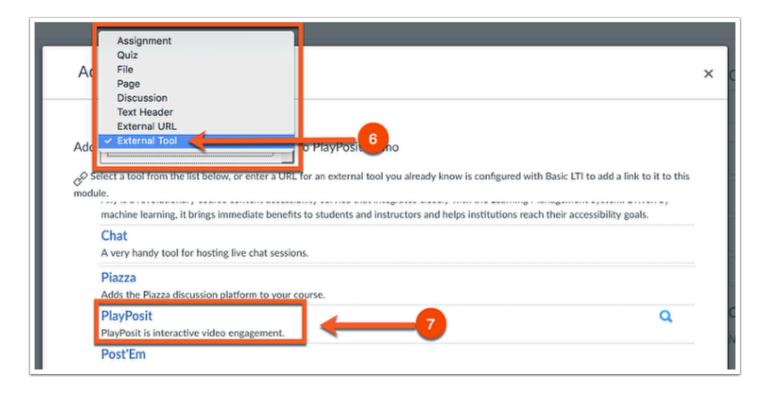
Give the modules a name [3], and click Add Module [4].



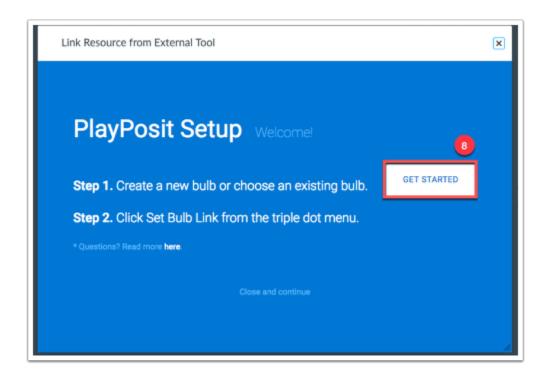
In the module you just created, click the + icon to add an item to your module [5].



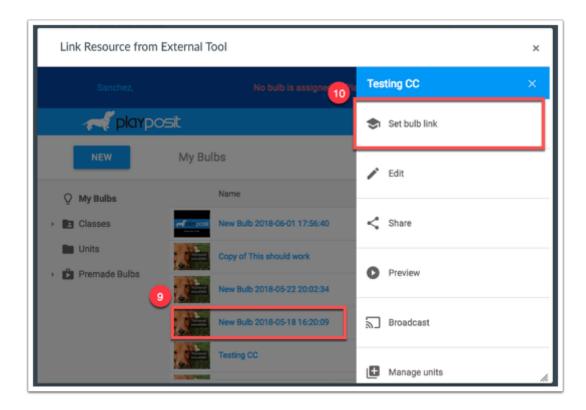
From the "Add" drop down menu, select External Tool [6]. Scroll down until you see PlayPosit, and click the link [7].



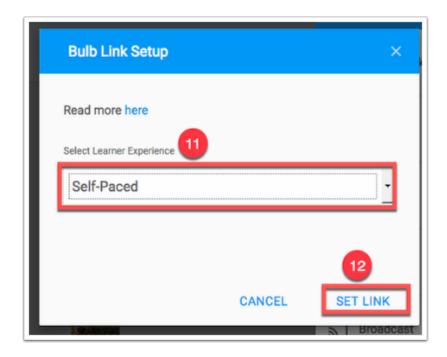
You will then see the PlayPosit integration screen that will prompt you to "Get Started" [8].



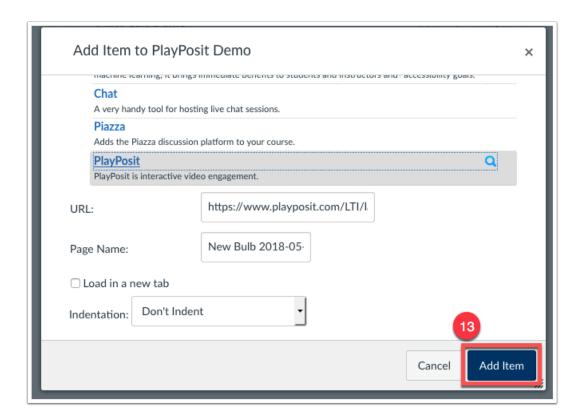
You can then create a new bulb to link to the module, or choose an existing bulb that you have already created. Choose the bulb you would like to link [9], and select "Set bulb link" [10].



Select the Learner Experience [11], and choose to Set the Link [12].



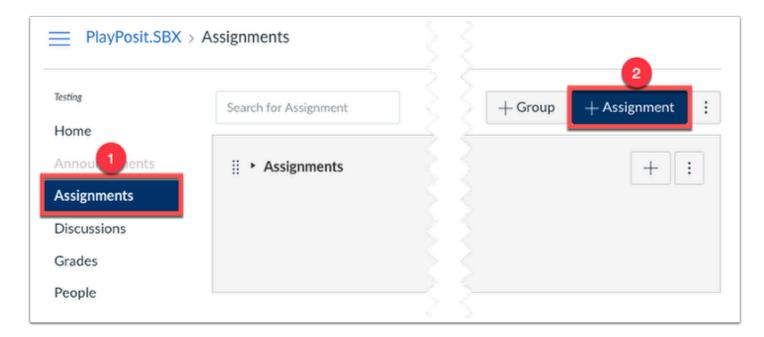
You will be sent back to the Canvas module, where you can "Add Item" [13].



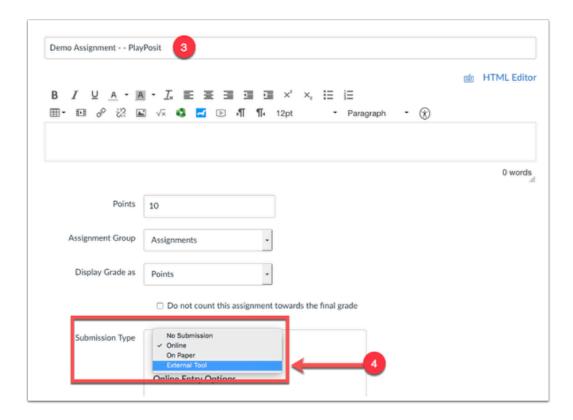
You will be taken back to the module where you can view the bulb you just added.

Assignments

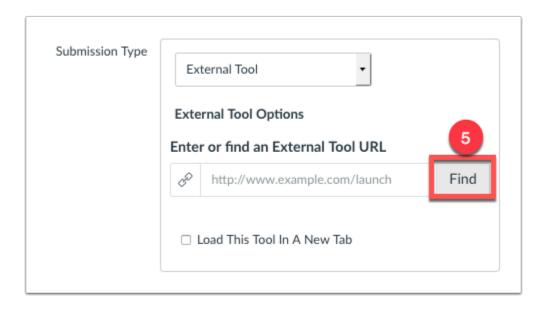
To begin, click on the Assignments tab in your course [1], and choose +Assignment [2].



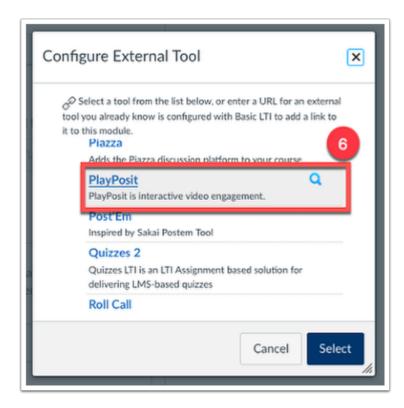
Give the assignment a name [3], and from the submission type, choose External Tool [4].



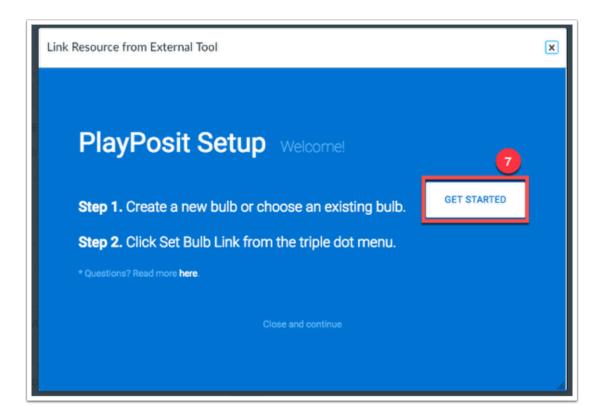
Click Find [5]



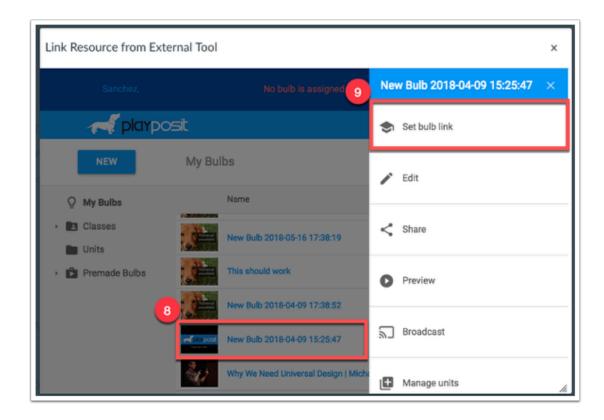
Scroll through the list of tools until you find PlayPosit, and click on it [6].



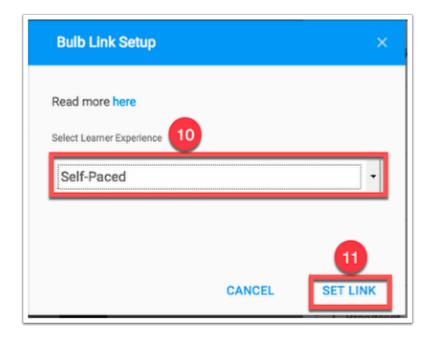
You will then see the PlayPosit integration screen that will prompt you to "Get Started" [7].



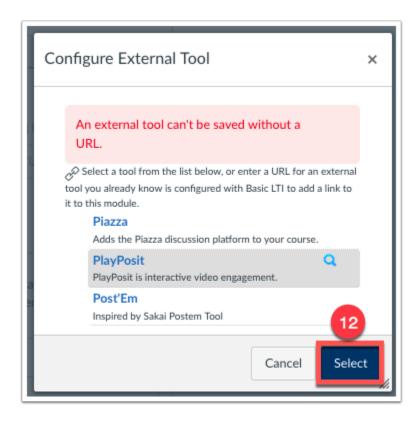
You can then create a new bulb to link to the module, or choose an existing bulb that you have already created. Choose the bulb you would like to link [8], and select "Set bulb link" [9].



Select the Learner Experience [10], and choose to Set the Link [11].



You will be sent back to the Canvas module, where you can click Select [12].



Back in the Canvas Assignment, click Save, or Save and Publish to finalize the PlayPosit bulb in the Assignment [13].



You will be taken back to the assignment where you can view and monitor the bulb you just added.

Vendor Resources

PlayPosit Overview & Demo Bulb

Building a Bulb

Assigning Bulbs in Canvas

Monitor Analytics

Please visit the vendor guides for more in depth PlayPosit instructions.

For assistance with PlayPosit, email Canvas@yale.edu

External App: Poll Everywhere - Getting Started (Instructor)

Poll Everywhere is an online solution for classroom and audience engagement using real time, live polling activities.

1 Yale holds a university-wide "hosted" license for Poll Everywhere. With the Yale license, anyone with a Yale NetID can create polls.

To be added to the Yale University Poll Everywhere account please contact medialibrary@yale.edu.

Poll Everywhere has an integration with Canvas to make classroom polling easier. To set up Poll Everywhere for your course, you will need to:

- 1. Log into Poll Everywhere**
- 2. Import your Canvas course roster into Poll Everywhere
- 3. Create an Activity
- 4. Activate your Poll
- 5. Present your Poll
- 6. Export grades back to Canvas

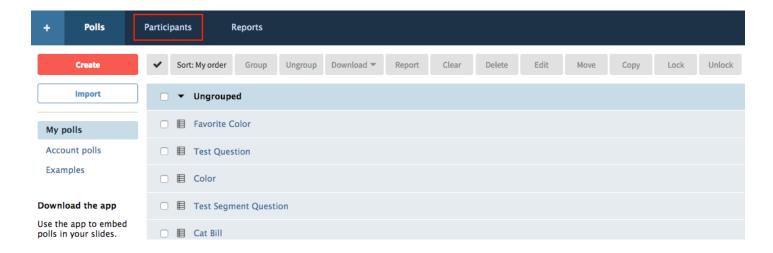
** If you have not already been added to the Yale University Poll Everywhere account, please contact medialibrary@yale.edu.

- For additional help, please refer to the Poll Everywhere vendor guides:
- Instructor Getting Started Guide
- Presenter Getting Started Guide
- Student Getting Started Guide
- Add a Poll Everywhere Poll to your Canvas Module
- Poll Everywhere Video Guides

External App: Poll Everywhere - How do I import a course roster

Navigate to the Particpants section of your Poll Everywhere dashboard

Log in to your Poll Everywhere account and select the "Participants" tab from the main dashboard.



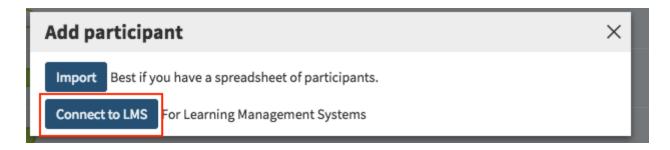
Select "Add participant"

Select the "Add participant" button in the upper left hand corner.



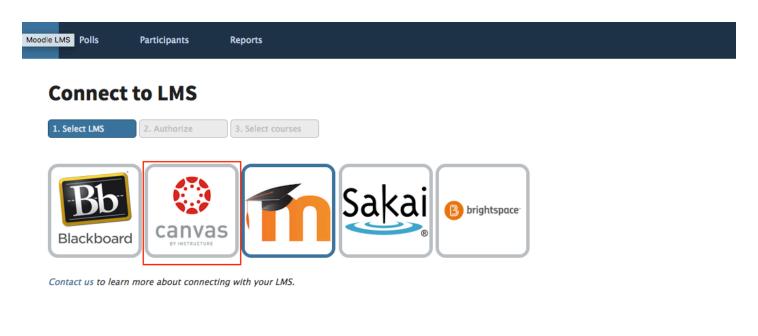
Select "Connect to LMS"

From the pop up menu, select "Connect to LMS"



Select "Canvas"

Select the "Canvas" option from the list of support LMS's



Log in to Canvas

Under "Canvas accounts available for your institution" select "Login" next to https://yale.instructure.com

Connect to LMS





Select Canvas connection type:

Please note that adding a new Canvas connection will disable participant self-registration

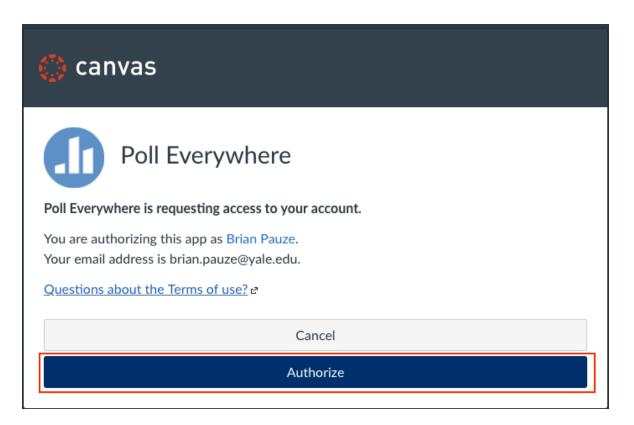
- · Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:



Connect your Canvas and PollEverywhere accounts

When prompted, select "Authorize" to connect your Canvas and PollEverywhere accounts.



Select your Canvas login

You will now see a Canvas login available for you. Select the link that now appears under "Your available Canvas logins."

Connect to LMS



Your available Canvas logins:

https://yale.instructure.com [login: brp8] Delete



Add more Canvas connections:

Please note that adding a new Canvas connection will disable participant self-registration fo

- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

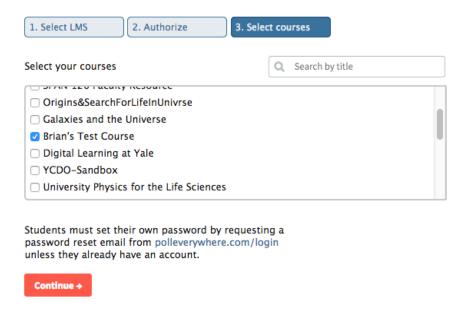
Canvas accounts available for your institution:

https://yale.instructure.com Login Edi

Select the course roster you want to import

You will see a list of your courses available in Canvas, with the most current courses listed first. Select the course you want to import and select "Continue." Please note that this will notify students via email who do not have an existing PollEverywhere account that one will be created for them. They will receive an email prompting them to complete their account creation.

Connect to LMS



Verify students have been added to your participant list

You will be notified that the LMS connection is in progress and your roster will appear in your participant list shortly.

Connect to LMS



LMS connection in progress!

Our robots are sifting through your roster now. Check the Participants tab in a little while to see results. Remember to set polls to allow Registered participants only, so you can identify them in Gradebook and reports.





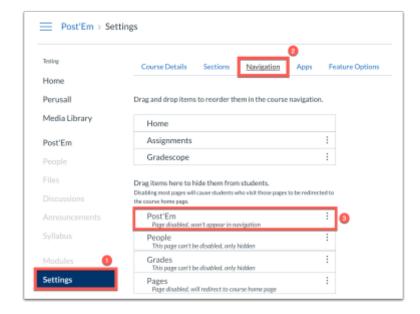
External App: Post'Em

The Post'Em Tool is a way for instructors to provide detailed text feedback to students by uploading a single CSV file. Your CSV file can contain multiple columns of feedback and you can upload as many different CSV files as you wish.

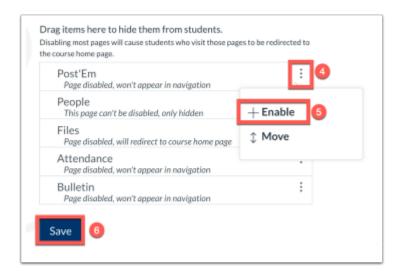
Add Post'Em to your Course

Post'Em has already been added to your course, but not automatically to your course navigation. In order to add Post'Em to your course navigation, follow the steps below.

From your Canvas course, click Settings [1]. Find the Navigation tab, and click it [2]. Scroll down until you find Post'Em [3].

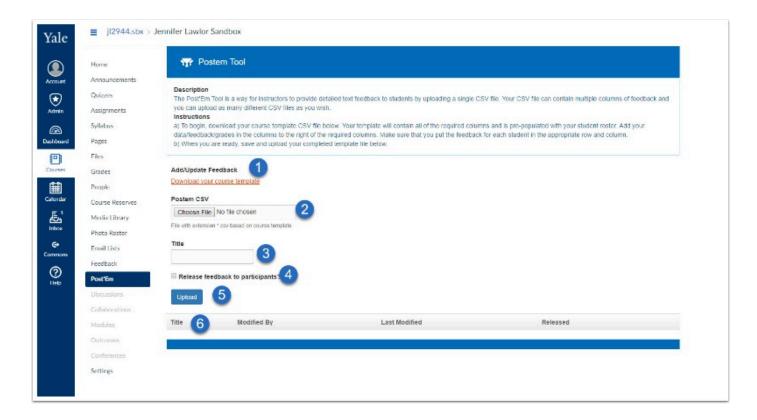


Click the settings icon next to Post'Em [4] and choose to Enable [5]. Save your settings [6] and you will then see Post'Em in your course navigation.

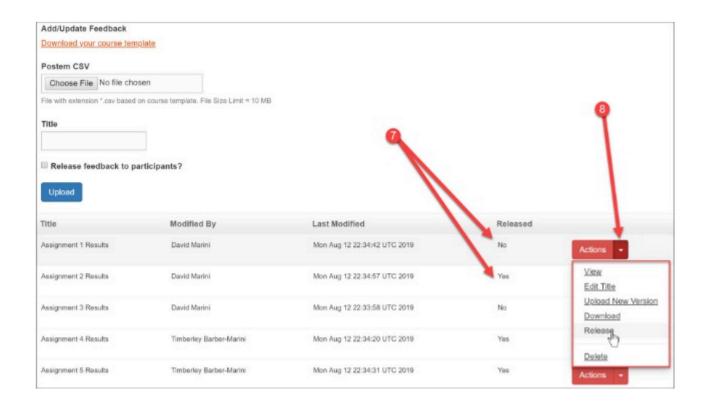


To Use Post'Em

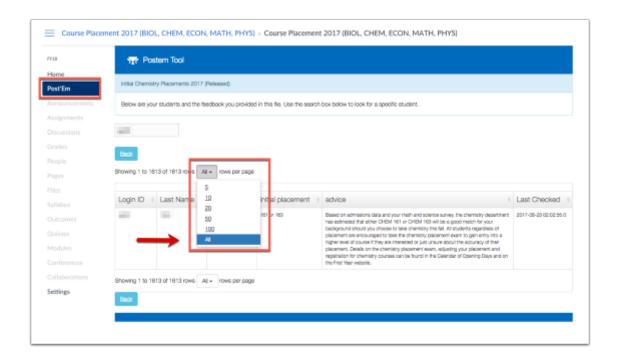
- 1. You can start with your own CSV file or you can download your course CSV template [1]. If you start with your own file, you will need to <u>make sure that the first column of your file is LoginID and contains the students' NetIDs.</u>
- 2. After you make and save the changes to your CSV file, click the **Choose File** button [2] and select your CSV file.
- 3. Enter a title for your uploaded CSV [3]. This will default to the file name of your CSV but we recommend that you change this to something more useful for the students.
- 4. If your CSV file is all set and you are ready to release the information to your students, you can select the *Release feedback to participants option* [4] to give immediate access to students. If you do not select this option, you can release your results later.
- 5. When you are done, click the *Upload* [5] button to upload your file to the course.
- 6. After you have uploaded your file, you will see your file listed at the bottom of the page [6].



- 7. After your files are uploaded, you will be able to see last modified date and who modified it. You will also be able to quickly see which files are released to students [7].
- 8. If you click the Actions menu [8] for a file, you will have access to additional options including:
- View allows you to view the data (results) from the file.
- Edit Title modify the title you gave for the results.
- Upload New Version will overwrite delete the current file and replace it with the new CSV file you upload
- **Download** allows you to download a copy of the CSV file that was originally uploaded.
- Release/Unrelease allows you to release/unrelease the results. Released results are visible to students. Unreleased results are only visible to instructors.
- **Delete** allows you to delete the results completely.



When searching for users in a large spreadsheet, please remember to search the entire document:

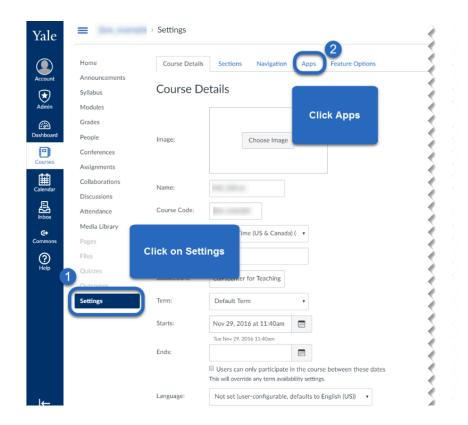


External App: Quizlet

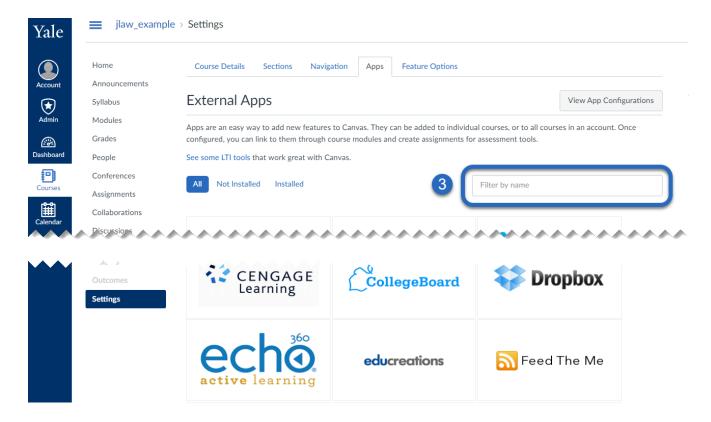
Within Canvas, there is an LTI for Quizlet. Currently the LTI functionality is not working as intended and searching for your personal Quizlets is difficult. The purpose of this article is to provide a work around to embed your Quizlets into a Canvas Page. This will not sync the student's results with the gradebook.

Add Quizlet App to Course.

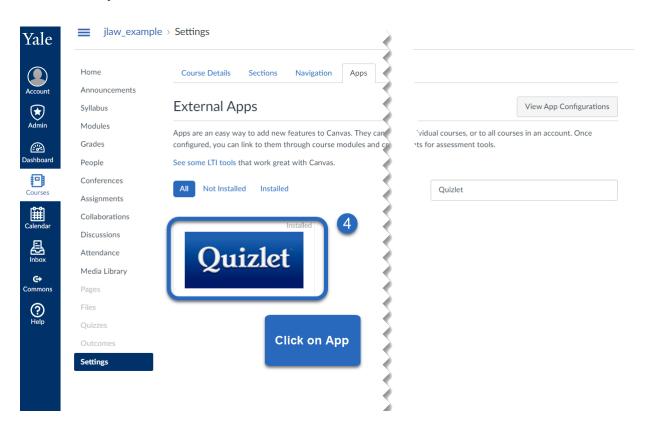
- Ω
- Note: You will only have to do this once per section.
- 1. Click on Settings from Course Navigation.
- 2. Click "Apps".



3. In the Search box, type Quizlet.



4. Click on Quizlet.



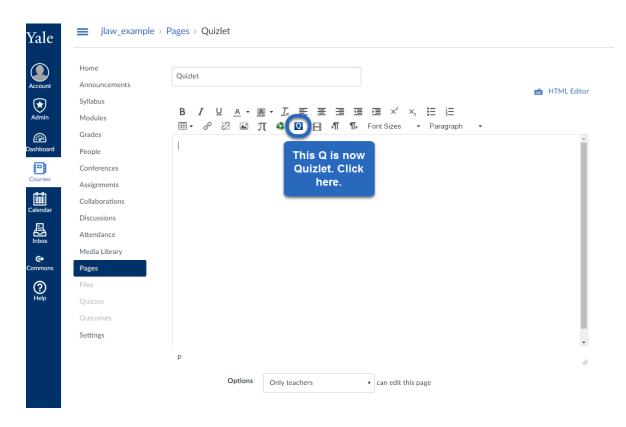
- 5. Click on +Add App, then name the App.
- 6. Click Add App.



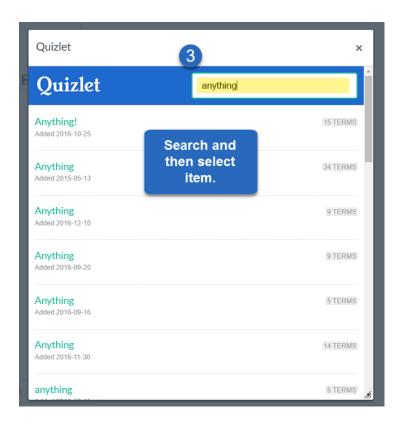
Now the Quizlet App will be an option on your Content Editor.

Embedding Quizlet into Content.

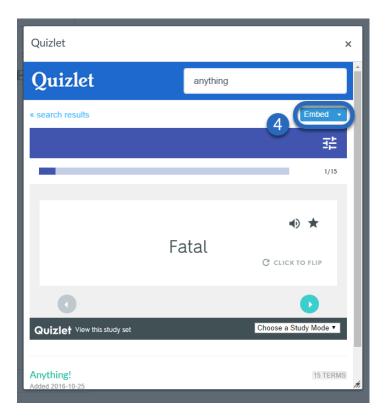
- 1. Open Content Editor (by adding page, editing assignment, creating announcement, etc.)
- 2. From your editor, you will see a "Q" as an option.



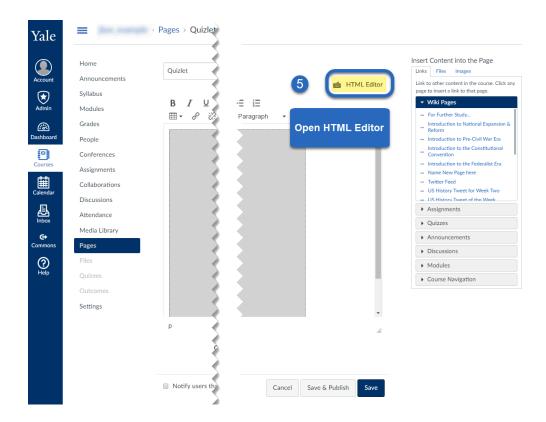
3. This will open the search function in Quizlet. You can search for anything (you only need this HTML code so at this time what you search for does not matter).



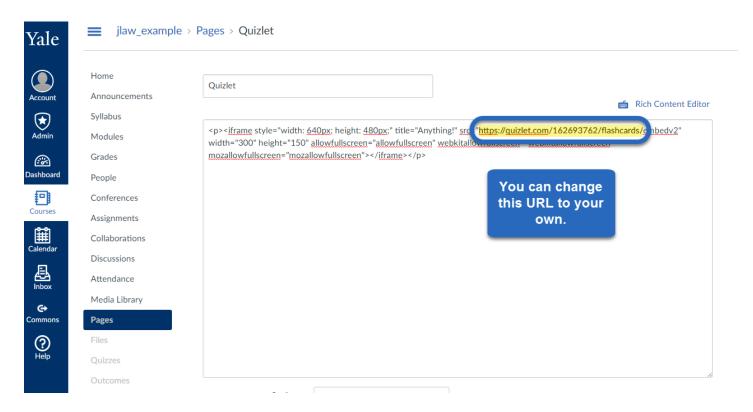
4. Once you select a quizlet, click "embed".

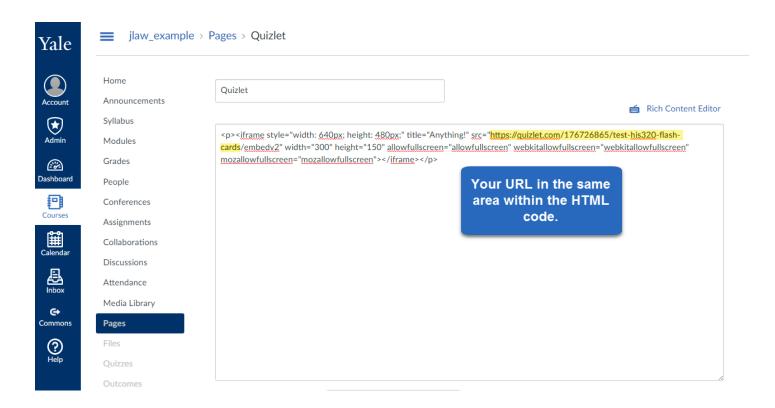


5. Open the HTML editor.

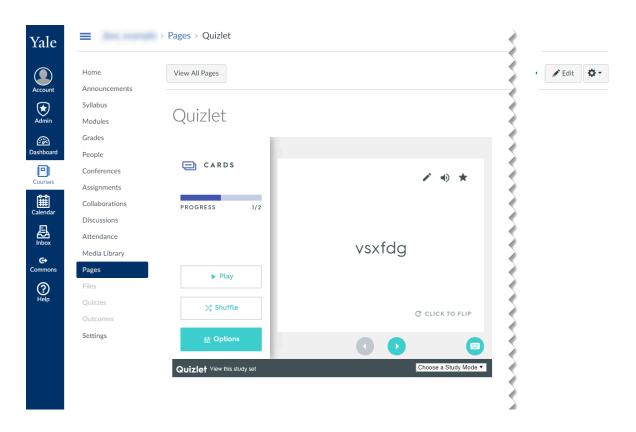


6. Here you will see the website that is embedded. You can change this website to be your own website by copying and pasting your website in its place.





- 7. Click Save.
- 8. Click "Save and Publish".



- If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:
 - Register here for a workshop
 - Schedule a one-on-one consultation

External App: Respondus LockDown Browser

Respondus LockDown Browser is a custom browser that locks down the testing environment within a learning management system. Students are unable to copy, print, access other applications, or visit other websites during an online exam.

Instructor Guides (Vendor):

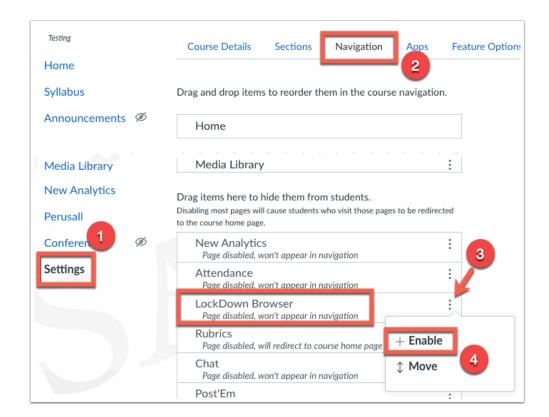
- How to set up your Canvas quizzes with Respond LockDown Browser.
- Instructor Quick Start Guide

Student Guides:

- Taking Respondus LockDown Browser Enabled Quizzes
- Student Support FAQ (Vendor)

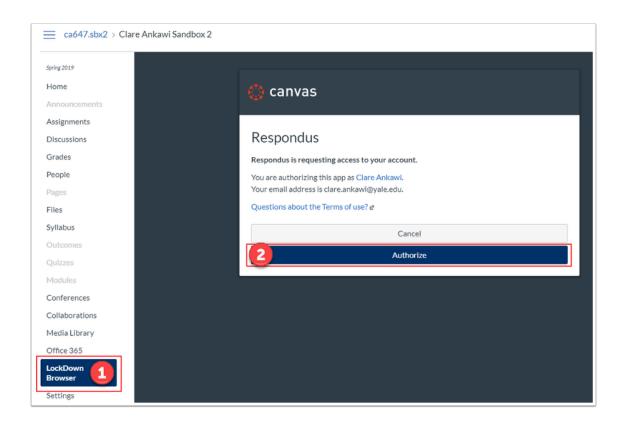
Adding Respondus LockDown Browser to Your Course Navigation

- 1. Navigate to your course settings
- 2. Click Navigation on the top tab
- 3. Scroll down until you see LockDown Browser and click on the three dots
- 4. Choose Enable

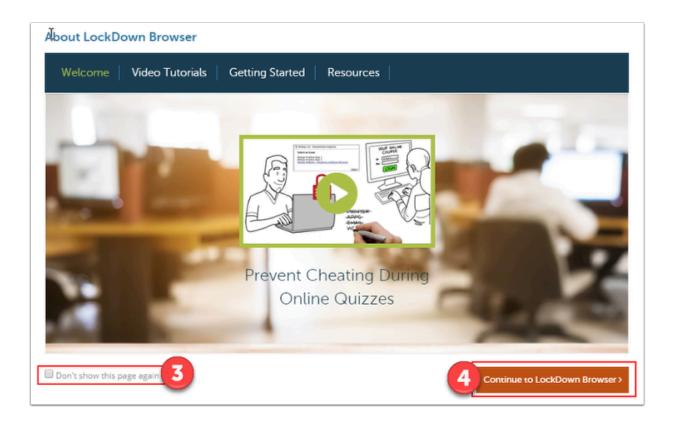


Accessing Respondus LockDown Browser in Canvas

- 1. Within your selected course, click on "LockDown Browser" on the left hand navigation.
- 2. If this is your first time to access Respondus LockDown Browser, Canvas will present a message from Respondus requesting access.Click "Authorize" to continue.



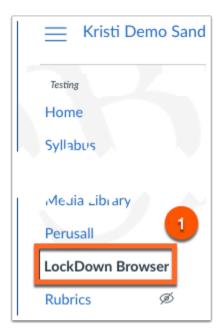
- 3. On the next page, you will see the "About LockDown Browser" page. Check "Don't show this page again" if you wish to skip this page for all future visits. This page will continue to be accessible from LockDown Browser Dashboard if you choose to skip the page.
- 4. Click "Continue to LockDown Browser".



After clicking Continue to LockDown Browser, you will be sent to the dashboard. The dashboard shows of all the guizzes in your course.

Enabling Respondus LockDown Browser for a Canvas Quiz

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- Before you can enable LockDown Browser on a quiz, you will first need to have the quiz created in the Quizzes area of your course.
- 1. Click the LockDown browser tab in the Course Navigation

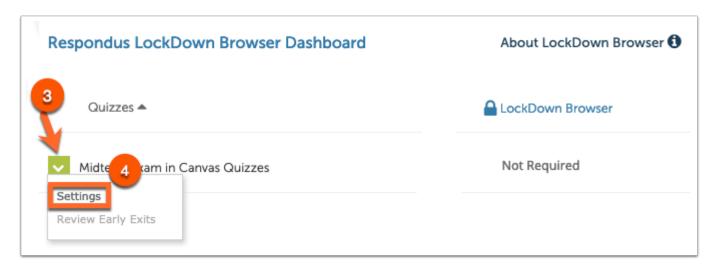


2. Click Continue to LockDown Browser



3. Find the quiz in which you would like to enable LockDown Browser and click the down arrow to expose the Settings area

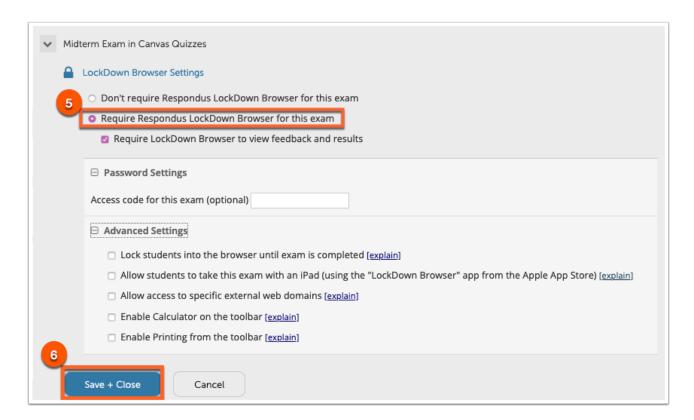
4. Click Settings



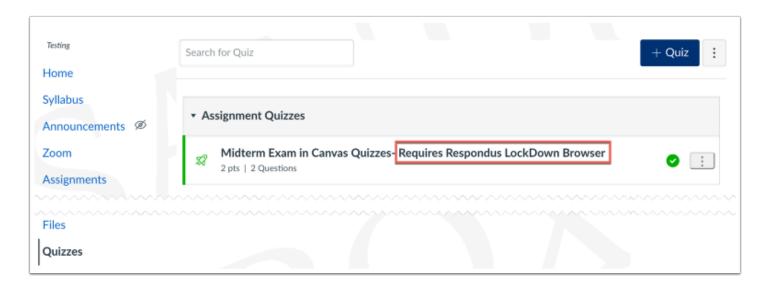
- 5. Click Require Respondus LockDown Browser for this exam
- 6. Select Save and Close

Optional settings include:

- Require LockDown Browser to view feedback and results. Please keep in mind that if selected, students will not be able to view their quiz results "Immediately after completing the quiz" with this setting selected.
- Password Settings
- Advance Settings



You will notice the name of your Canvas quiz will now include, "Requires Respondus LockDown Browser".



For information on the student experience, please visit our help guide, <u>Taking a Quiz Using Respondus LockDown Browser</u>.



Please note that Yale does not use Respondus Monitor

External App: Turnitin

Yale conducted a pilot evaluation of the software system Turnitin for use in courses across the university during the 2018-2019 academic year. Each school selected their level of integration for the pilot. Please refer to the <u>Turnitin Technology Pilot</u> and <u>Frequently Asked Question:</u>
<u>Canvas Pilot of Turnitin</u> articles for more information.

Turnitin is a tool to help faculty and students develop and evaluate written scholarship. It estimates the originality of written work so students can properly reference source material. The tool generates a "similarity report" by comparing an uploaded paper to a database of web pages, articles, books, and other uploaded files. When similarities exist, the tool highlights sections of the uploaded paper and displays the original source. The report provides an opportunity for constructive conversations about properly referencing sources.

For instructions on how to use Turnitin, please refer to the help guides linked below:



- Creating a Canvas Assignment with Turnitin Enabled
- Accessing the report
- Turnitin Settings Options
- The Similarity Report explained
- Accessing the Similarity Report
- Interpreting the Similarity Report
- Refining a Similarity Report
- Similarity scoring scenarios
- · Viewing similarity matches
- Viewing sources
- Generating a new Similarity Report
- Text-Only Similarity Report
- Paper View Requests
- Multicolor highlighting in the Similarity Report

Frequently Asked Questions about the Canvas Plagiarism Framework

Canvas Plagiarism Framework Release Notes

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Student Guides:

- Accessing the report
- The Similarity Report
 - Bibliography and quote exclusion definitions
 - Interpreting the Similarity Report
- Accepted file types and sizes

Known Issues and Bugs we are aware of

- Accessing Similarity Reports Through The New Gradebook.
- Turnitin ignores Canvas anonymous grading rules
 - Please note that this is the expected behavior, and thus no fix will occur

Resolved Issues:

- Similarity Reports are regenerated automatically on due date to check submissions against each other, however this updated score may not be sent to Canvas.
- Student resubmissions showing the first submission instead of the most recent submission in the Grades view.
- Canvas Rubrics & Turnitin LTI (Canvas Community)
 - Note that this was resolved, as Turnitin's submission type is no longer as an external tool
 - All other assignments with an "external tool" submission type will not be able to add rubrics
- Known issues with the Canvas Turnitin Framework (Turnitin Article October 2018)
 - Intermittent issues with submissions and resubmissions
 - Intermittent issues with copied courses and duplicate users

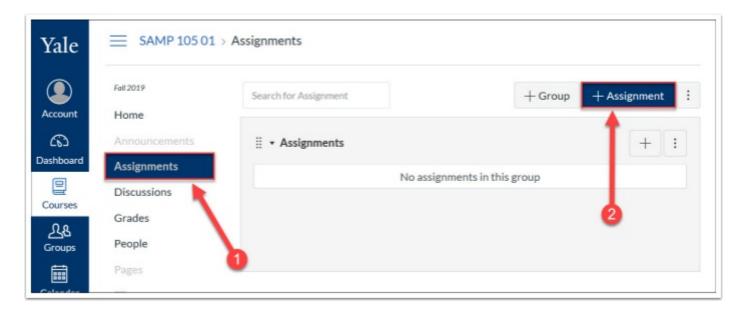
How do I Create an Assignment with **Turnitin?**

There are several important things to keep in mind when using Turnitin for your assignments.

- Turnitin is optional, and can be used on a course by course, assignment by assignment basis.
- All Canvas assignments using Turnitin MUST have a due date. If you do not set a due date, Turnitin will set a due date for 1 week after you save the publish the assignment.
- Turnitin reports are automatically linked to Canvas based on two triggering events:
 - 1. When the student first submits or resubmits the assignment prior to the due date
 - 2. On the assignment due date itself, after submissions have been sent and stored in the Yale-only repository for comparison against each other.

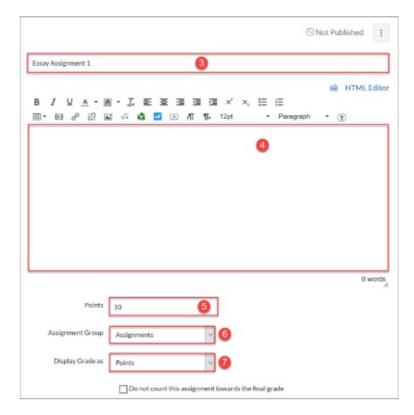
Create a Canvas Assignment

In your course, go to the **Assignments** tool [1] and click the **+Assignment** [2] button.



Set up basic assignment information

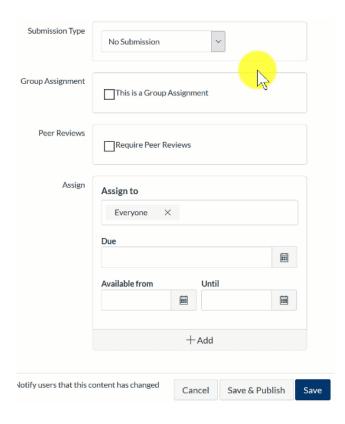
Fill in the information for your new assignment including your **Assignment Name** [3], **instructions** (optional) [4], **Points** possible [5], **Assignment Group** (if applicable) [6] and **Display Grade** [7].



Select the Online Submission Type

Next, you will need to select your submission type - Turnitin only works with online text entry or file upload assignments. To set this up, follow these steps:

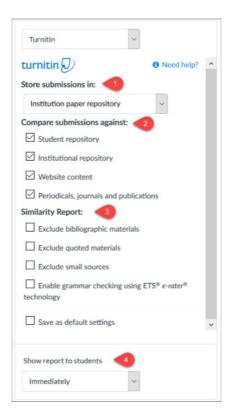
- From the **Submission Type** drop-down menu [A], select **Online** [B].
- From the resulting **Online Entry Options** menu select either **Text Entry** or **File Uploads** (or both) [C].
- After selecting your online entry option, the **Plagiarism Review** settings will appear. From the Plagiarism Review drop-down [D], select **Turnitin** [E].



Select Your Turnitin Settings

Once you have turned on Turnitin, you will have some additional settings that you can select. Below is a brief description of the various settings. For more detailed information, please refer to our <u>Turnitin Assignment Settings Options</u> article.

- 1. **Store submissions in** Whether to save student submissions in the institutional (Yale-only) paper repository.
- 2. **Compare submissions against** Select what your students' papers will be checked against.
- 3. **Similarity Report** Select your settings about what is included/excluded when papers are checked against resources.
- 4. **Show report to students** Select when students will be able to view their Turnitin report. We strongly encourage faculty to allow students to view this immediately so students can use the report as a learning tool to improve their citation skills.



Note:

- For student papers to be compared against each other, the papers MUST be stored in the Yale Institutional Repository. A similarity report is generated at the time of submission and again after the due date. The final paper is sent to the institutional repository on the due date, and the similarity reports are re-generated once the due date has passed
- If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Yale-only Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.
- **1** Student submissions to your Turnitin assignments are NEVER shared with Turnitin or other institutions.

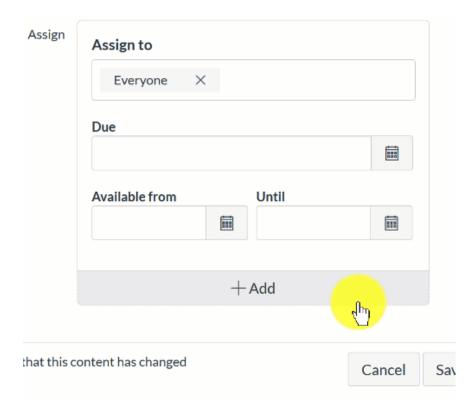
Set Assignment Due Date

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Turnitin requires a due date on your Canvas assignment. The due date is the date when your students' papers will be checked against each other. If you do not set a due date on your assignment, Turnitin will set a default due date for 1 week after you publish the assignment.

Under the Assign section, set up a due date for your assignment. On the date you select, all student submission Turnitin originality reports will be re-run comparing your students' papers against each other.

- Click the calendar icon next to the **Due** date box then use the date picker calendar to find and select the **day** you want students to complete the assignment by.
- Just below the month view, you can enter in the **time** of day the assignment is due. If you select nothing, this date will default to 11:59 PM of the selected day.
- When the date and time are entered, click the **Done** button on the date picker calendar.



If desired, you can also set up Available from and Until dates as needed. These dates control when a student will be able to view and submit to the assignment in Canvas.

Save & Publish

Click the "Save & Publish" button to save your assignment.

Save & Publish



If you use Turnitin for an individual assignment, the following message will be presented to students prior to submission.

By checking this box, you acknowledge that:

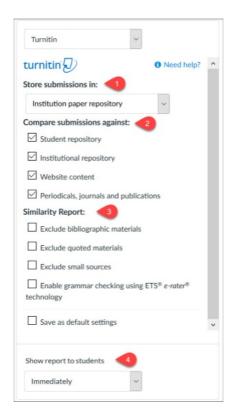
- Your paper will be shared with Turnitin to generate a similarity report, which your instructor and/or you can view to help you use sources more effectively in your writing.
- Your paper may be stored for comparison against future papers submitted at Yale. Your paper will not be stored as part of the larger Turnitin student database and so will not be used to check the originality of papers submitted at other universities. Turnitin does not acquire any rights to your paper.
- When you first attempt to view your similarity report, you will be prompted to accept the <u>Turnitin End User License Agreement (EULA)</u>. This agreement is between you, the individual user (not the university), and Turnitin, LLC, the company that licenses the tool to the university for integration through Canvas. Please read the entire Turnitin EULA carefully.
- If you choose NOT to accept the Turnitin EULA, you will not be able to view the similarity report; however, your course instructor will still be able to view the report.

Please review the available <u>resources on writing from the Poorvu Center for Teaching and Learning</u>, the <u>Turnitin Assignment Setting Options</u>, and speak to your instructor if you have any questions or concerns.

If you would like further information, please contact the Poorvu Center at <u>askpoorvucenter@yale.edu</u>.

Turnitin Assignment Settings Options

Once you have turned on Turnitin for your Canvas Assignment, you will have some additional settings that you can select and customize.



1. Store Submissions In:

This setting determines whether or not copies of your students' papers will be stored in the Yale-only **Institution paper repository**. If you choose to store papers in the Yale-only **Institution paper repository**, future student submissions to assignments submitted through Canvas @ Yale can be checked against the papers submitted to your assignment.

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Note:

 For student papers to be compared against each other, the papers MUST be stored in the Yale Institutional Repository. A similarity report is generated at the time of submission and again after the due date. The final paper is sent to the institutional repository on the due date, and the similarity reports are re-generated once the due date has passed

• If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Yale-only Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.



A Student submissions to your Turnitin assignments are NEVER shared with Turnitin or other institutions.

2. Compare submissions against:

You can select what types of resources student submissions will be compared against. You may select as many or as few of these options as you want:

- Student repository this is the Turnitin database of student submissions. This is populated by schools who wish to share their papers more broadly for integrity checking. NOTE: Yale does not submit student papers to this repository.
- Institutional repository this is a Yale-only institutional repository of student submissions. Student papers stored here are from Turnitin assignments Yale faculty have chosen to store in the Yale-only Institution paper repository.
- Website content
- Periodicals, journals and publications

3. Similarity Report:

You can select some custom settings for what to include/exclude from being identified by Turnitin as a potential issue. Many of these issues can be adjusted when you are looking at a student submission's originality report. These settings simply impact what is displayed when the report is run by default.

- Exclude bibiographic materials Turnitin will identify segments of the student submission that look like a bibliography or citation section.
- Exclude quote materials Turnitin will ignore parts of the student submission that are in between double quotation marks.
- · Exclude small sources You can set a standard or threshold for what is identified as a potential problem. You can choose the number of words or percentage of words. (Example: if you set a threshold of 10 words, Turnitin will only highlight segments of the submission where more than 10 consecutive words are the same as another source.)
- Enable grammar checking using ETS[®] e-rater[®] technology automated grammar, usage, mechanics, style and spelling checker.

4. Show report to students

You can opt to provide copies of the Turnitin reports to the students. We highly recommend that students are able to view their own reports **Immediately** so they can use them as a learning tool to understand how to properly cite materials.



For more information, refer to our guide on <u>How do I create an assignment with Turnitin?</u>

How do I view a Turnitin Report (Instructor)?

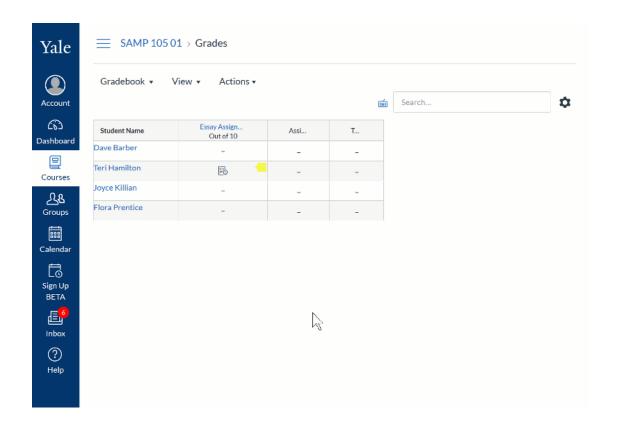


A Turnitin Reports are only generated for assignments that have Turnitin enabled before students begin submitting. You cannot turn on Turnitin retroactively.

From the Grades area of your course, you will be able to see originality score indicators next to the assignments that have Turnitin Reports available.

To view a report:

- 1. Go to the Grades area of your course.
- 2. Find the column for your Turnitin-enabled assignment.
- 3. Click on the originality indicator for a student.
- 4. The gradebook cell will change to become editable, click on the details arrow to the right of the grade entry box.
- 5. In the drawer that appears on the right, click on the **SpeedGrader** link.
- 6. Once **SpeedGrader** opens, you will see the originality score indicator in the right side grading panel.
- 7. Click on the originality score indicator to open Turnitin.
- 8. When it opens, you will be looking at the report for this student.
 - **Note:** A similarity report is generated at the time of submission and again after the due date. For student papers to be compared against each other, the papers MUST be stored in the Yale Institutional Repository. The final paper is sent to the institutional repository on the due date, and the similarity reports are re-generated once the due date has passed.



- For more information about the Similarity Report, please visit the Turnitin Vendor Guides:
- The Similarity Report explained
- Interpreting the Similarity Report
- Refining a Similarity Report
- Similarity scoring scenarios
- Viewing similarity matches
- Viewing sources
- Generating a new Similarity Report
- Text-Only Similarity Report
- Multicolor highlighting in the Similarity Report

External App: VoiceThread

VoiceThread aims to transform media into collaborative spaces with video, voice, and text commenting. VoiceThread has been integrated into Canvas as of the Summer, 2018. For additional assistance with VoiceThread, please contact canvas@yale.edu

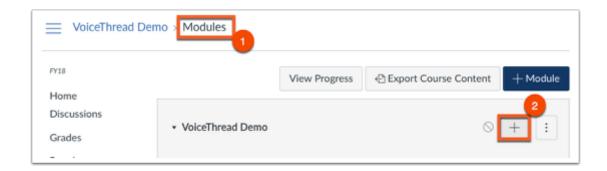
Adding VoiceThread to Your Course

To integrate VoiceThread into your Canvas course, you have several options. You must first decide if your VoiceThread will be graded, or non-graded. Instructions for both options are listed here:

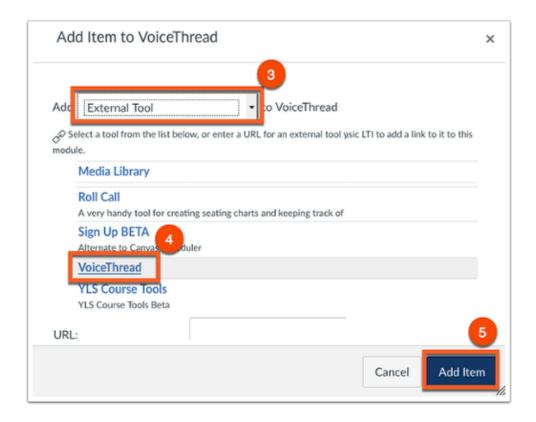
- Non-Graded VoiceThread Integration
- Graded VoiceThread Integration
 - Using Assignment Builder through the Assignments Tool in Canvas

Setting Up Non-Graded Activities

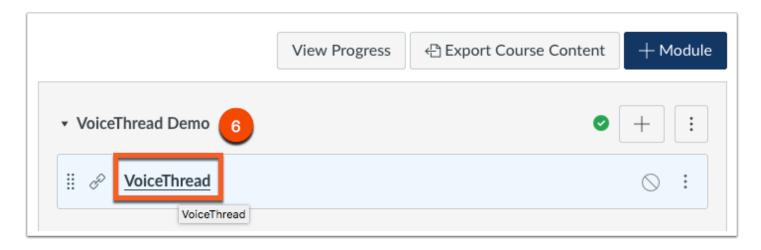
- 1. Navigate to the Modules area of your course.
- 2. Find the module to which you would like to add VoiceThread, and click the Add Content button.



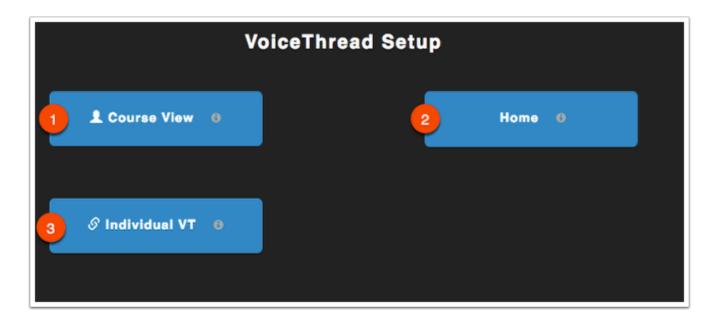
- 3. Select External Tool from the menu.
- 4. Select VoiceThread from the list of tools.
- 5. Click Add Item.



6. You will be prompted back to the modules page. Click on the newly added VoiceThread external app link.



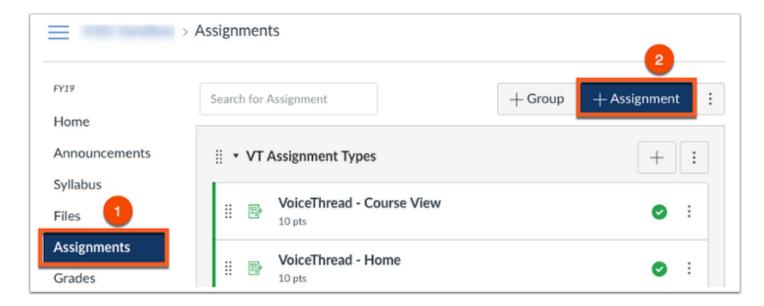
7. From this step you have three different options for integrating VoiceThread into your course:



- 1. Course View will display all VoiceThreads in your specific course.
- 2. Home will display all VoiceThreads and all courses that a student is enrolled in.
- 3. Individual VT will display a single specified VoiceThread.

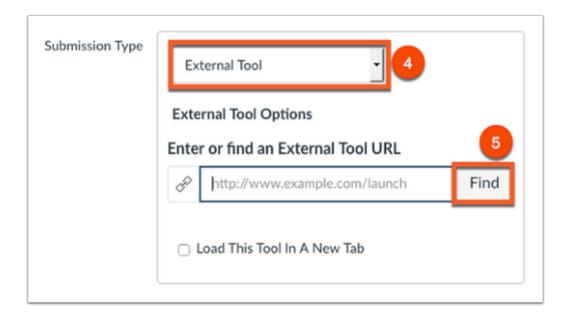
Setting Up Graded Activities

- 1. Navigate to the Assignments area of your course.
- 2. Create a new assignment.

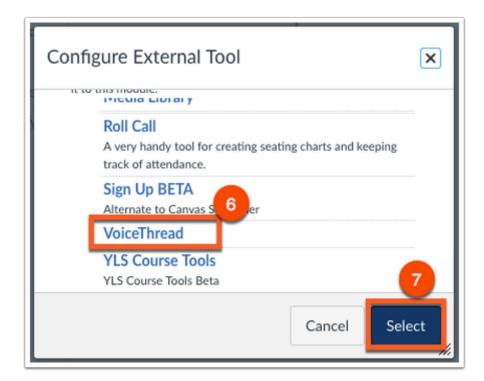


- 3. Name the assignment, and scroll down to Submission Type.
- 4. Under Submission Type, select External Tool.

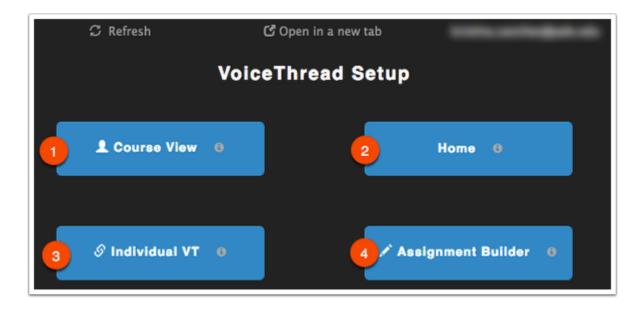
5. Click Find on the External Tool URL.



- 6. Select VoiceThread from the list.
- 7. Click Select to save your changes.



- 8. Save or Save and Publish your Assignment.
- 9. Click back into the assignment you just created.
- 10. From here, choose an option for your graded assignment:



- 1. Course View will display all VoiceThreads shared within your specific course.
- 2. Home will display all VoiceThreads and all courses that a student is enrolled in.
- 3. Individual VT will display a single specified VoiceThread.
- Assignment Builder will allow you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread. More information on how to use Assignment Builder can be found here.
 - Join VoiceThread for free workshops! If you are new to VoiceThread or want new ideas, VoiceThread hosts interactive and hands-on workshops. Click here to register.

You can also watch previously recorded workshops presented by VoiceThread by clicking here.

Follow the VoiceThread YouTube Channel.

Read more about VoiceThread on their blog page.

Detailed instructions regarding how to use VoiceThread within your course can be found on the vendor's website, <u>located here</u>.

External App: VoiceThread Assignment Builder

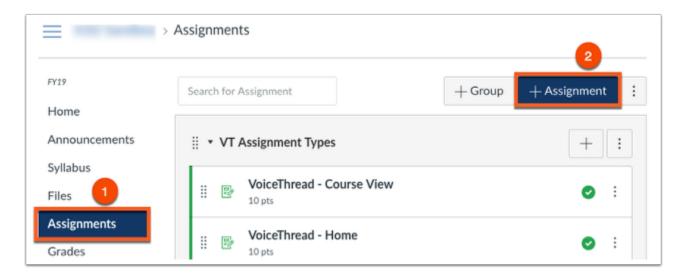
Setting Up Graded Activities from the Assignment Builder

Assignment Builder will allow you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread that links to the gradebook. There are three different ways to use the assignment builder:

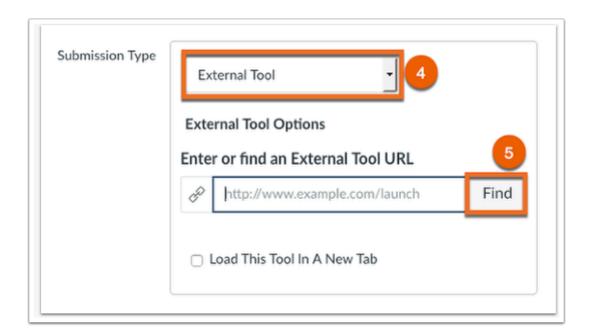
- 1. Create a VoiceThread
- 2. Submit a Comment
- 3. Watch a VoiceThread

To Begin, Set Up a Graded Activity

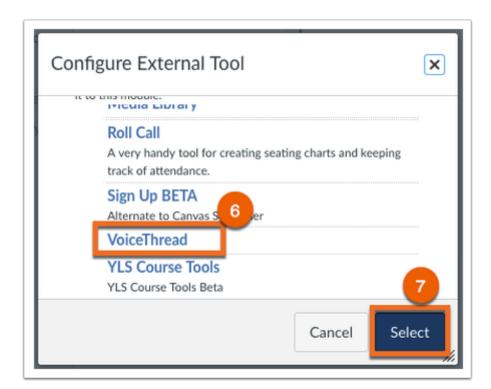
- 1. Navigate to the Assignments area of your course.
- 2. Create a new assignment.



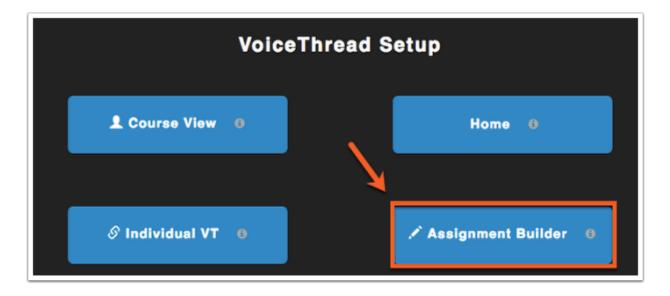
- 3. Name the assignment, and scroll down to Submission Type.
- 4. Under Submission Type, select External Tool.
- 5. Click Find on the External Tool URL.



- 6. Select VoiceThread from the list.
- 7. Click Select to save your changes.



- 8. Save or Save and Publish your Assignment.
- 9. Click back into the assignment you just created.
- 10. From here, choose Assignment Builder.

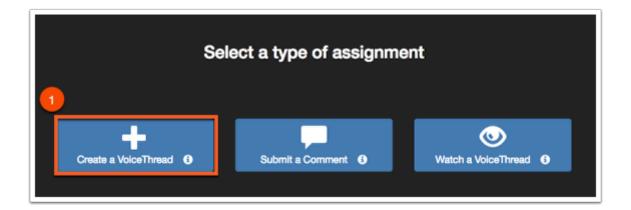


Assignment Builder will link to three different options which will be further described below.

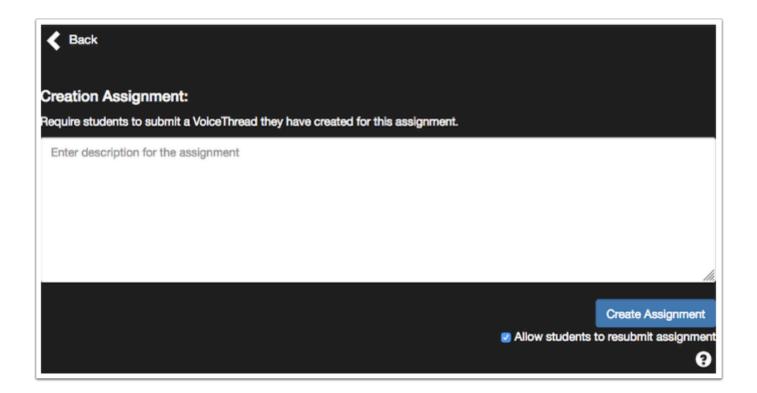
- 1. Create a VoiceThread
- 2. Submit a Comment
- 3. Watch a VoiceThread

Option 1 - Create a VoiceThread

Selecting this option will allow students to create and submit a VoiceThread of their own.

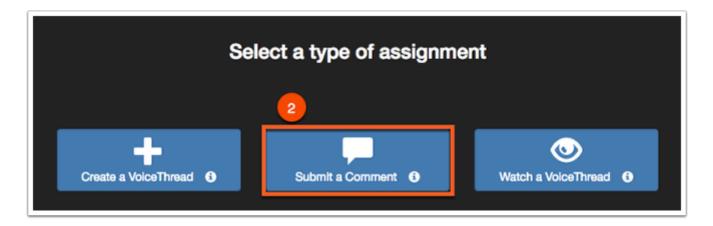


You will be able to enter an assignment description from here, and create the assignment.

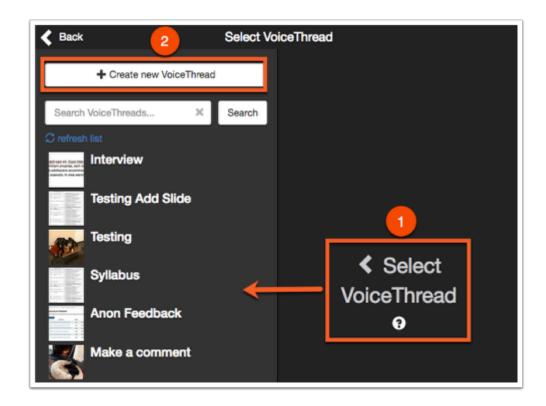


Option 2 - Submit a Comment

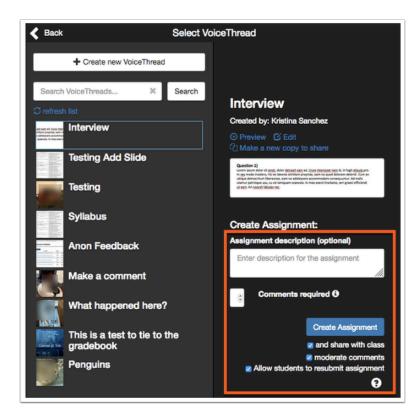
Selecting this option will require students to comment on a VoiceThread you have created. Private comments will not count toward the total number of comments for assignments.



After selecting this option you will be prompted to select a VoiceThread from your existing VoiceThreads [1], or you will be able to create a new VoiceThread [2] and select the comment requirements.



Once you select the VoiceThread, you will be able to set assignment parameters. This includes entering a description, how many comments are required for the assignment, and if you would like the assignment comments to be moderated.



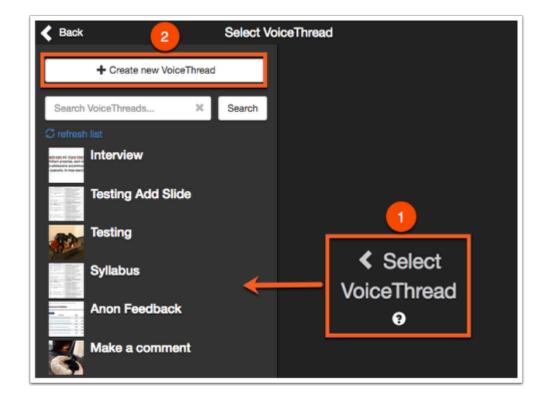
Choose Create Assignment, and the VoiceThread will then be linked the the assignment in Canvas.

Option 3 - Watch a VoiceThread

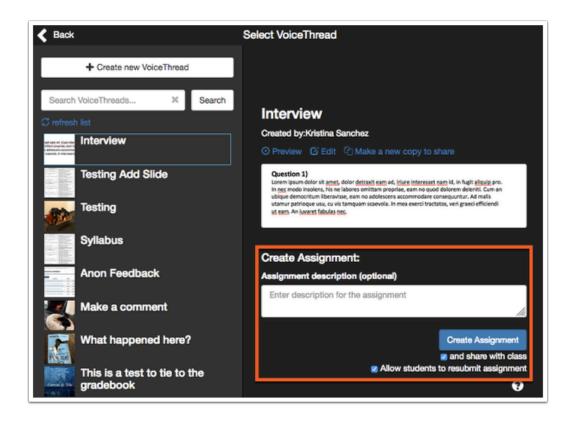
Require students to watch an entire VoiceThread from start to finish.



After selecting this option you will be prompted to select a VoiceThread from your existing VoiceThreads [1], or you will be able to create a new VoiceThread [2] and select the assignment requirements.



Once you select the VoiceThread, you will be able to set assignment parameters. This includes entering a description and allowing students to resubmit the assignment.

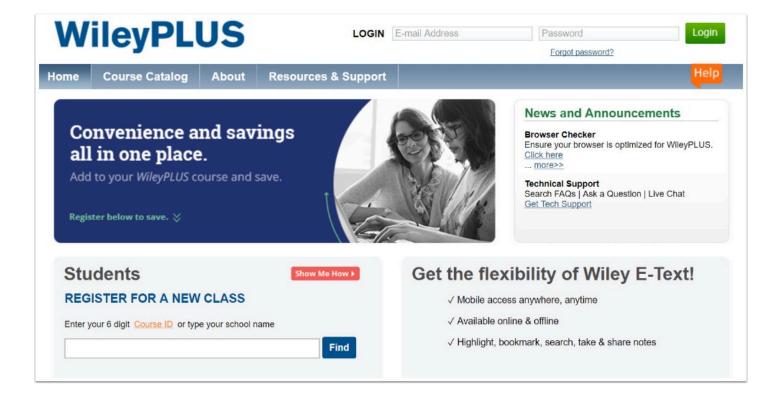


Choose Create Assignment, and the VoiceThread will then be linked the the assignment in Canvas.

- for more options to integrate VoiceThread into Canvas, visit our help guide <u>found</u> here.
- ① Detailed instructions regarding how to use VoiceThread within your course can be found on the vendor's website, <u>located here</u>.
- Join VoiceThread for free workshops! If you are new to VoiceThread or want new ideas, VoiceThread hosts interactive and hands-on workshops. <u>Click here to register.</u>
- You can also watch previously recorded workshops presented by VoiceThread by clicking here.
- Follow the VoiceThread YouTube Channel.
- Read more about VoiceThread on their blog page.

External App: WileyPLUS

- WileyPlus was approved Summer of 2016. Approved for select sites only, please contact canvas@yale.edu.
- WileyPLUS is a research-based online environment for effective teaching and learning. For more information about the tool, please see the vendor website: https://www.wileyplus.com.



External App: WordPress in Canvas

Welcome to WordPress in Canvas, our local instance of CampusPress by EduBlogs.

WordPress in Canvas sites are available upon request for official courses, and will be linked to your Canvas site automatically. Similar to Canvas sites, a new site will be created each term base on the course ID, and instructor content can be cloned from year to year.

If you wish to keep a WordPress site active for more than one course, e.g., for course portals, course websites with no student content, please create a <u>CampusPress for Yale Wordpress Site</u>.



To request a WordPress in Canvas site, please go to and complete the following request form:

https://canvas.yale.edu/requests/wordpress-canvas-request-form

Key New Features of WordPress in Canvas include:

- LTI Integration with Canvas
 - Including a link from your Canvas site to the Class Blog automatically on site request
 - One click addition of students, TAs and others users enrolled in your Canvas class to your Wordpress site in the role you define
 - Automatic removal of users no longer participating in a class after shopping period
- My Class is the ultimate tool for class and student blogging. It allows you to connect student blogs to your class blog where you can control the student blog privacy, comment moderation and post moderation on all student blogs with just one click.



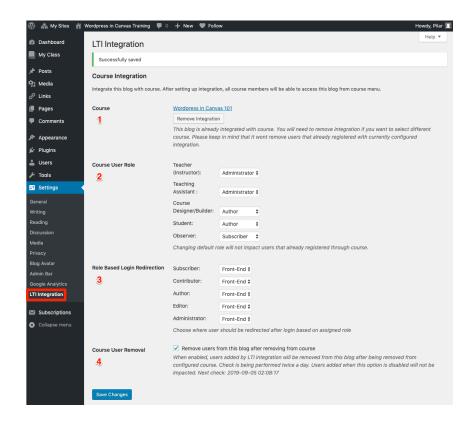
For additional assistance in using Wordpress in Canvas, please email CampusPress directly: contact@campuspress.com.

Canvas LTI Integration

The Canvas LTI Integration, found under Settings -> LTI Integration, does the following:

- 1. Connects your site to your Canvas Course by adding a "Course blog" link to your left hand navigation.
- 2. Maps your user roles from Canvas to Wordpress according to your preference
- 3. Directs your users to either the Front-End or the Back-End (Dashboard) of your site from Canvas.

4. Removes the users no longer enrolled in your Canvas site from your WordPress site 2x daily, if selected.

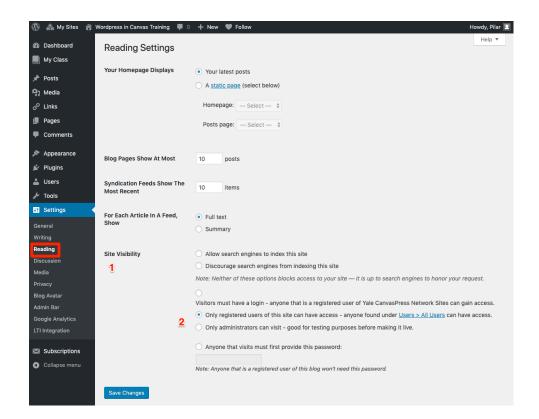


Site Visibility

To change these settings, go to your WordPress site **Dashboard** -> **Settings** -> **Reading**.

- 1. Scroll to the **Site Visibility** section
- 2. Select the option for your site.
 - 1. Only Registered users is the default, locking your site to those enrolled in your Canvas site.
 - 2. Only administrators would another option if you would like to work on your site prior to allowing your students access.
- 3. Click Save Changes





Set Comments to Post Immediately Without Moderating

To change these settings, go to your WordPress site **Dashboard** -> **Settings** -> **Discussion**.

- 1. Find the **Before a Comment Appears** section.
- 2. Un-select the *Comment must be manually approved* option
- 3. Click Save Changes



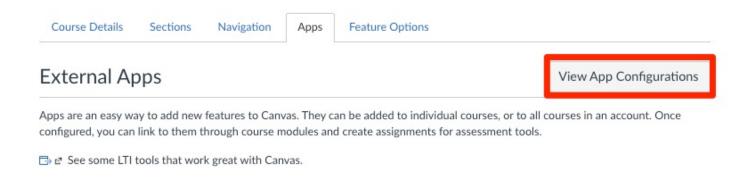
External App: WordPress in Canvas - Removing Course Copy Links to past blogs

Removing copied Course Blog links from your Canvas Site

If you have copied content from one course to another using the Canvas Import Course Content tool, and you have used WordPress in Canvas in the past, you may have two Course Blog links in your course if you did not remove one before requesting a new one for your current term. To avoid confusion for yourself and your students, we recommend you remove the copied course blog link before you request a new course blog.

Option 1: Remove it Completely

- 1. Go to Settings -> Apps
- 2. Click View App Configuration



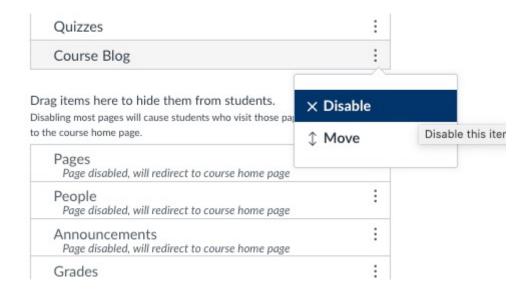
3. Scroll down to where you see **WordPress Integration**, click on the gear icon to the right, and **Delete** this integration.



Option 2: Hide it from your Navigation

1. Go to Settings -> Navigation

2. Fine Course Blog in the list of activated items in your Navigation menu, click on the three dots to the right, and **Disable.**

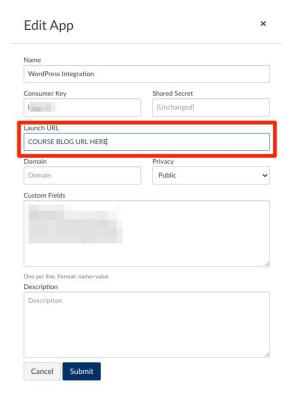


What to do it you already have two Course Blog links

If you already have two Course Blog links in your Canvas site, and you now want to remove one of them, you can verify which one is which by following the same first two steps outlined in Option 1 above, and clicking **Edit** from the gear to view settings of the integration itself.



Here you can view the Launch URL of the different integrations to be able to see which ones points you to the current version of your blog, and which one points you to the past version of your blog.





- Spring 2020 --> 202001
- Summer 2020 --> 202002
- Fall 2020 --> 202003

The year is the first four numbers, and the term is the second two numbers, with 01 representing spring, 02 representing summer, and 03 representing fall.

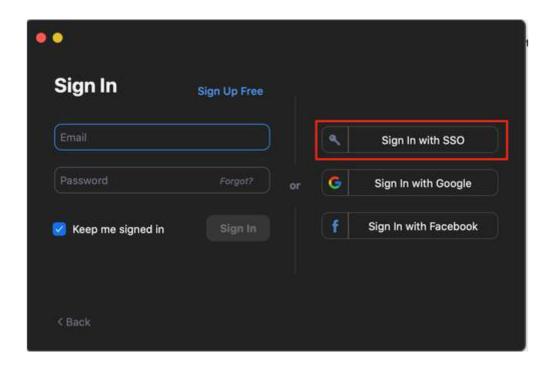
External App: Zoom

Zoom within Canvas allow you to schedule and display meetings directly in your Canvas course page. Students can view upcoming Zoom sessions and join them from the Zoom section within your course.

NEW TO ZOOM? Click for information on how to log into Zoom for the first time

To log into Zoom for the first time, please follow these steps to create your account:

- 1. Navigate to the <u>Yale Zoom website</u>.
- 2. Select the "Sign In" button.
- 3. Enter your Yale NetID and NetID Password.
- 4. <u>Download and install the Zoom Client</u> for virtual classroom software.
- 5. When the application launches, select the "Sign in with SSO" button (pictured below).
- 6. After you've logged in for the first time, <u>test your internet connection by joining a sample meeting.</u>



Covered in this article:

Enabling Zoom within a Canvas course

Zoom is hidden by default within Canvas courses. If you wish to use Zoom in Canvas, you will first need enable it in your course navigation menu.

Scheduling meetings within Canvas

Zoom within Canvas allow you to schedule and display meetings directly in your Canvas course page. Students can view upcoming Zoom sessions and join them from the Zoom section within your course.

Adding a Co-Host / Alternative Host

Calendar Notifications

Displaying & joining meetings

How to access and download cloud recordings

How to upload locally recorded files into Media Library

- When you schedule meetings through the Zoom tool in Canvas:
- Scheduled meetings will automatically appear on the course Calendar & Syllabus Course Summary section.
- Deleted meeting will automatically be removed from the course Calendar & Syllabus Course Summary section.
- Instructor view will only show meetings scheduled for the course they are currently in.
- Instructor view will display all meetings scheduled for the course regardless of who created the meeting.



A GUEST ACCOUNT WARNING

Guest accounts (non-Yale NetID accounts) cannot schedule Zoom meetings through Canvas.

Guest accounts with a student-level role (Student, Guest Student, Auditor, Shopper, etc...) can attend Zoom meetings.

- For more information, please refer to these helpful links:
- Getting started with Zoom (vendor)
- Zoom and Academic Continuity at Yale

FAQ

Where are my courses? I'm teaching a course but I do not see it on my Dashboard page.

Official academic course sites are created in Canvas automatically and enrollments in the sites are managed by the official enrollment data in the registration system (Banner). Official enrollments (Instructors/Students/Auditors) are all managed by the registration system and can only be modified by a school/departmental registrar in Banner.



A Changes made to enrollments in the registration system (Banner) will be synchronized to Canvas every 2 hours - so expected at least a 2 hour delay before changes are reflected in Canvas.

Courses for the Current Semester:

Solution: Check to see if you are using course "favorites".

Users can use the Canvas "favorites" option to keep their Dashboard clean. Visit our help article on How to Favorite your Course to see how you can view and update which courses appear on your Dashboard page.

Solution: Check back in 2 hours.

Changes made by a registrar are not immediately processed into Canvas. Canvas is updated every 2 hours.

Solution: Check to see if you are listed as the instructor of record.

Go to Yale Course Search and look for your course. Whoever is listed as the instructor(s) in Yale Course Search will be enrolled in the site with Instructor access. If you are not listed here, then you will not be automatically enrolled in the Canvas Site.

I am not listed as the instructor of record - what do I do now?

Contact your school/departmental registrar. They will need to add you as the instructor of record in the registration system and then your account will be enrolled into the course site within 2 hours after the registrar makes the change.

I am listed as the instructor of record, but I still do not see the course - what do I do now?

Please email canvas@yale.edu, and include in your message the course/section/term you are teaching (preferably provide the course code - e.g. SPAN 110 Section 03 for Fall 2020). A member of our team will assist in troubleshooting the problem.

What if I need access right now - what should I do?

Contact your school/departmental registrar. Registrar's can opt to have admin access in Canvas that will allow them to manually add you to your course site with the Guest Instructor Role until the change is reflected in the registration system and synced to Canvas.

Courses for the Past Semester

If you are looking for a course that was taught during a term in the past, please check out our help article on <u>Courses in Past Terms</u> - <u>How to View Courses in Past Term</u>.

I just posted an Announcement - why didn't I get a copy in my Yale email account?

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Each user has control over what notifications they will receive. Check out our help articles on Instructor Notification Recommendations and Student Notification Recommendations.

SOLUTION: Update your Notification Preferences



A In Canvas, all users have the ability to set their default Account-Level Notification Preferences as well as modify their Course-Level Notification Preferences. Course Level Notifications Preferences are inherited from the Account-Level Notification Preferences settings, but any changes made at the Course-Level will over-ride the Account-Level settings.

In Canvas, there are 2 notification preferences for Announcements:

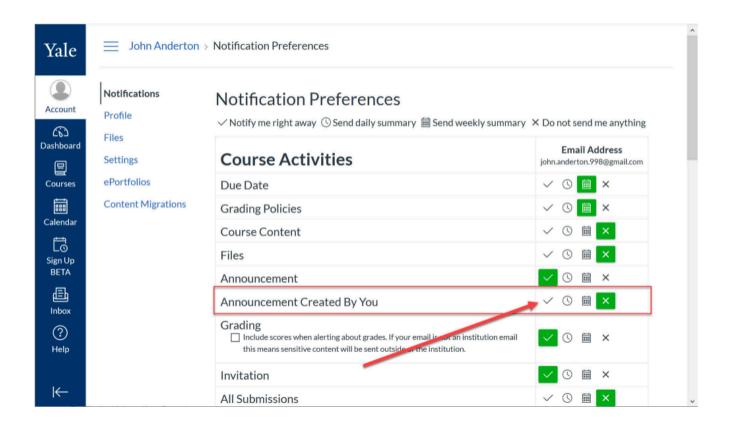
- 1. Announcements
- 2. Announcements created by you

If you would like to get copies of Announcements that you post, you will need to indicate that you would like to receive notifications for [2] Announcements created by you.

Updating your Account-Level Notification Preferences

Your Account-Level Notifications Preferences will set your default settings for all courses.

Check out our help article on how to update your notification preferences.



What are the account-level notification frequency options?

For each preference listed, your notification frequency options are:

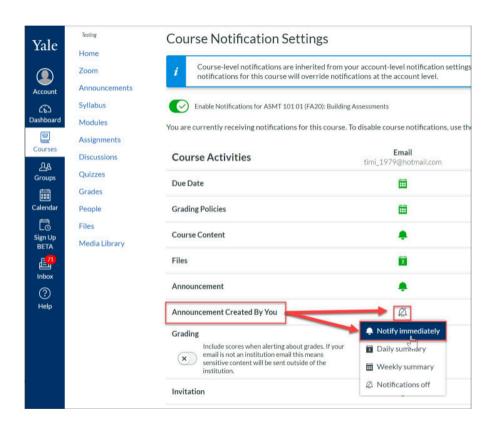
- [1] Immediately (check mark icon)
- [2] A summary at the end of the day (clock icon)
- [3] A summary at the end of the week (calendar icon)
- [4] Do not receive (X icon)



Updating your Course-Level Notification Preferences

You can change your notification preferences for each course you are enrolled in. The default Course-Level Notifications Preferences are inherited from the Account-Level settings, but any changes you make at the Course-Level will override your default Account-Level settings.

Check out our help article on how to update your course-level notification preferences.



What are the course-level notification frequency options?

For each preference listed, your course notification frequency options are:

- [1] Notify Immediately (solid bell)
- [2] A summary at the end of the day (calendar with number)
- [3] A summary at the end of the week (calendar with date boxes)
- [4] Notifications off(clear bell with slash)





For more information about notifications, please see the vendor help article, "<u>Guides for profile and user settings</u>". For general help, please contact <u>canvas@yale.edu</u>.

I just sent an Inbox message - why didn't I get a copy in my Yale email?

- The Inbox tool is also referred to as Conversations.
- Each user has control over what notifications they will receive. Check out our help articles on <u>Instructor Notification Recommendations</u> and <u>Student Notification</u>
 Recommendations.

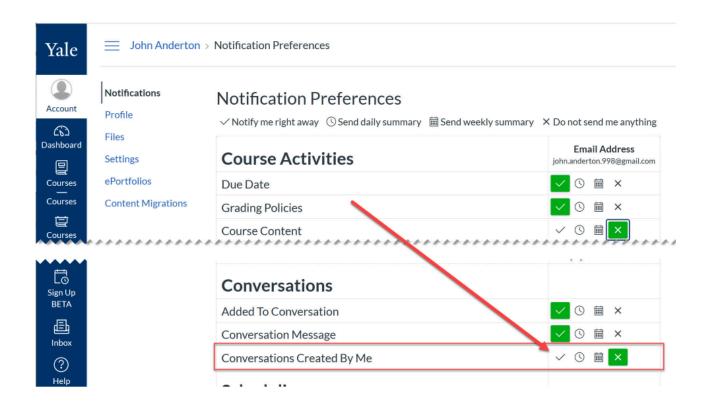
SOLUTION: Update your Notification Preferences

In Canvas, there are 2 notification preferences for the Inbox tool:

- 1. Conversations Messages
- 2. Conversations created by me

If you would like to get copies of Inbox (Conversations) Messages that you send, you will need to indicate that you would like to receive notifications for (2) **Conversations created by me**.

Check out our help article on how to update your notification preferences.



What are the notification frequency options?

For each preference listed, your notification frequency options are:

- [1] Immediately (check mark icon)
- [2] A summary at the end of the day (clock icon)
- [3] A summary at the end of the week (calendar icon)
- [4] Do not receive (X icon)



How do I find my student's residential college?

Canvas has 2 roster-style tools:

- 1. People Tool --> used to add/remove/modify enrollments in your course
- Photo Roster --> contains a "photo view" which shows the Yale ID photos of your students as well as additional information like residential college, graduation year, and major (where applicable).

SOLUTION: Use the Photo Roster Tool

The Photo Roster tool is a tool developed by Yale to include the roster of your Canvas site as well as additional details that are not included in the People Tool including the following for each user:

- 1. ID photos
- 2. Residential college
- 3. Graduation year
- 4. Major

For more information, please check out our help articles on People Tool vs Photo Roster.

What is the "Hidden Files" folder in my Files area?

The **Hidden Files** folder is a folder pre-created for you in your Canvas course site's **Files** area. The **Hidden Files** folder has the default visibility permission (only available to students with link) which prevents students from seeing the folder or the files contained within the folder when they navigation to the **Files** area in your course.

The **Hidden Files** folder can be used to store sensitive files that you do not want students to be able to access. However, anywhere in your course where you see the Content Selector Panel, you can insert links to files contained within your Hidden Files folder and students will be able to use these links to view and access your file.



A NOTE: Anyone with the role of Instructor, Guest Instructor, TA, and Course Designer in your Canvas course site will be able to see the Hidden Files folder and its contents.

What does the visibility setting "online available to student with link" mean? What other settings are there?

There are 4 different visibility settings for files/folders stored in the Files area:

- **Published**: Available to all users enrolled in your course when they go to the files area. If you link to this content, the students will be able to open it.
- Unpublished: Students cannot see this content. If you link to this content, the students will get an error message that the content is unpublished.
- Only available to students with link: Students cannot see this content when they go to the Files area. If you link to this somewhere else in your course, they will be able to open and view it - but only through a link.
- Schedule student availability: Students can only see this content between the dates you specify. If you link to this content somewhere else in your course and the student clicks on it outside of the dates you specify, they will get an error message that the content is not available to them.

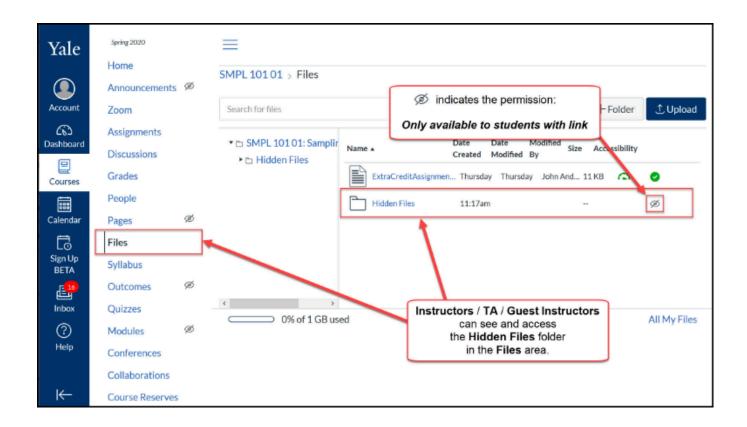


Who has access to my course site's Hidden Files folder?

Users enrolled in your course who can access:

Any user enrolled in your Canvas course site with one of the following roles will be able to view and access the Hidden Files folder and its contents:

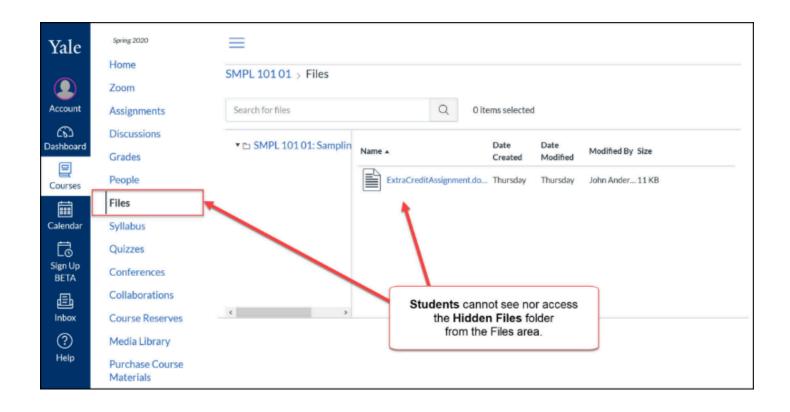
- Instructor
- Guest Instructor
- Teacher
- TA
- Grader
- ULA
- Librarian
- Accessibility Support
- · Course Designer



Users enrolled in your course who cannot access:

Any user enrolled in your Canvas course site with one of the following roles will **NOT** be able to view and access the Hidden Files folder and its contents:

- Student
- Guest Student
- Shopper
- Auditor
- Viewer
- Observer



What types of files should go in the Hidden Files folder?

By default, the **Files** area is available to students and files that you upload to the **Files** area are **Published** and visible to students. The **Hidden Files** folder, however, has special visibility permissions set on it so that files stored within this folder are not visible to students by default. This permission, *only available to student with link*, prevents the students from seeing the **Hidden Files** folder (and contents of the **Hidden Files** folder) when the student navigates directly to the **Files** area of your course.

Types of files you might store in your **Hidden Files** folder include (but are not limited to):

- Homework assignment files
- Images/charts/graphs used in graded activities
- Homework/Quiz answer keys
- Old lecture notes



NOTE: Not all files belong in the Files area of your course. For example, audio and video files should go in your course site's Media Library tool and copyrighted materials should go in Course Reserves. Check out our help article on Best Practices for FileStorage.

How do I link to a file stored in my Hidden Files folder?

Anywhere you see the Rich Content Editor when composing or creating new content in your course site, you will be able to add a link to your Hidden Files folder. For details, visit our help article on how to use the content selector panel to attach files.

How to I add/upload files to my Hidden Files folder?

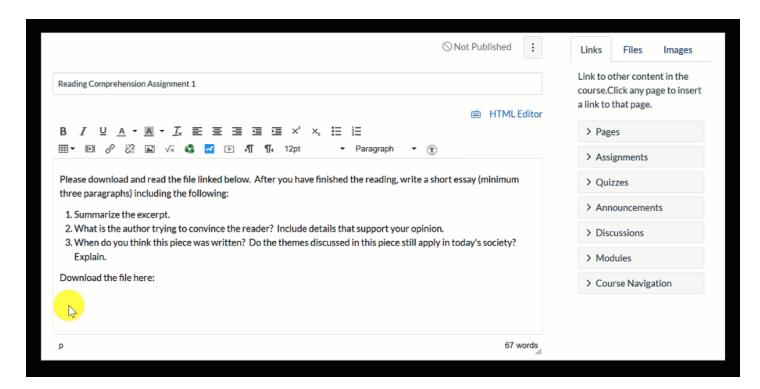
You can upload files to your **Hidden Files** folder the same way that you normally upload files to the Files area.

Uploading directly to the Files

Before you begin these steps, make sure that you first go to the **Files** area and open the **Hidden Files** folder.

Uploading through the Content Selector Panel

When you are creating content in your Canvas course, you can upload content to your Files area right through the Content Selector Panel.



How do I move files that are already in the Files area to my Hidden Files folder?

How do I change the visibility of other files/folders in the Files area?

Can I delete the Hidden Files folder?

You can delete the Hidden Files folder, but we recommend that you leave it so that you always have a place to keep sensitive files you do not want students to access.

Why is my Canvas course name different than past years?

The Canvas course name has traditionally be set to the course title in the official system of record. The Canvas course name is used for many Canvas tools and external applications as the unique identifier, but for instructors who teach multiple sections of the same course in a semester or across semesters, the traditional Canvas course name is not unique enough.

SOLUTION: Primary course information has been added as a prefix to the Canvas course name

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Prior to Summer 2020, the Canvas course name was set to the Course Title as it appeared in the official system of record (Banner).

OLD Canvas Course Name Format: Course Title

In Summer 2020, a change was made to how the Canvas course name is generated using data from the official system of record (Banner).

NEW Canvas Course Name Format:

Primary Course Code + Primary Course Number + Primary Course Section + (Term Code and 2 digit year)

(note: in the above formula, the "+" indicates a space and Term Code is derived from the table below)

Term	Term Code
Fall	FA
Spring	SP
Summer	SU
Summer Session A	SA
Summer Session B	SB

EXAMPLE

For section 01 of the Spring 2021 course Corporate Finance which is a cross-listing of MGT 541 and ECON 361 (where ECON 361 is the primary course):

The Course Data for the primary course is as follows:

Primary Course Code: **ECON**Primary Course Number: **361**Primary Course Section: **01**

• Term Code (from table above): SP

• Year (2 digits): 21

• Course Title: Corporate Finance

The NEW Canvas Course Name will be: **ECON 361 01 (SP21): Corporate Finance**

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If you have any questions or need additional help, please contact canvas@yale.edu.

Why are my TAs grades not being saved in SpeedGrader? / How do I avoid over-writing my co-graders in SpeedGrader?

SOLUTION: Working around SpeedGrader limitations

The Canvas SpeedGrader tool can be a fantastic online grading option. To maximize the experience for a specific instructor/grader, SpeedGrader downloads all students submissions and current grades at one time and instructors are then able to look at submissions and grade. Moving from student to student does not require the browser to refresh and use more bandwidth - which can streamline and improve performance for the person grading student work.

HOWEVER, this method is not the best when you have multiple users grading the same assignment and students at the same time. In this situation, each grader as they continue grading will not automatically see any edits/annotations/grades that other graders make. So if TA 1 enters a score for question 1 for a student and then TA 2 goes to that same student and enters a score afterwards, TA 2's score will overwrite any scores that TA 1 entered.

What information can potentially be lost when multiple graders are using the SpeedGrader at the same time on the same assignment?

- Grades added to the overall asssignment grade
- Grades added using a rubric
- Grades/points added to guiz guestions
- · Comments made on quiz questions

To Avoid Over-Writing

OPTION 1: Schedule Grading Sessions

Have each TA/grader use SpeedGrader at a different time. Make sure that no 2 graders are ever in SpeedGrader at the same time. The first TA should fully log out of the SpeedGrader before the next TA/grader launches.

OPTION 2: Utilize Course Sections for grading

If you do not have auto-created discussion/lab sections in your course, you can <u>Manually Create</u> <u>Course Sections</u> in your course to allow you to split students up. You can then have each TA grade just one section - or just one section at a time.

OPTION 3: Careful Grading with Browser Refreshing

If you have graders that must be grading at the same time, graders should make sure that they are never on the same student as another grader - but before they move to the next student they must refresh their browser before they begin entering scores on the next student.

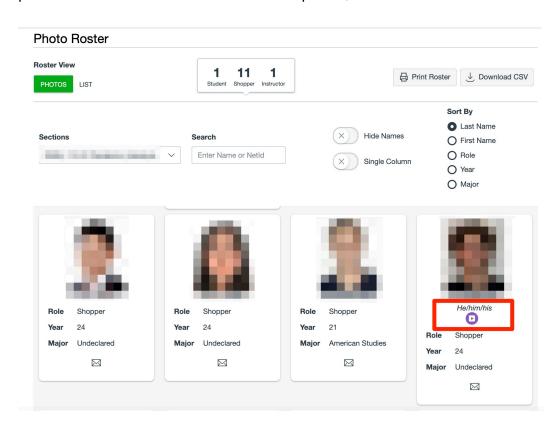
How do I review my students name pronunciations or pronouns?

Yale's Photo Roster has integrated with Namecoach to include a link to the name pronunciation for an individual, and their preferred pronouns, <u>if they have so declared this in the Student Information System / Banner</u>.

For more information on the importance of learning student names, please see the following page on the Poorvu Center website, including a link to where faculty can set their name pronunciation and preferred pronouns as well.

Where can I find pronouns and pronunciation files in Canvas?

- 1. Go into your Canvas course site, and click on the Photo Roster icon on the left.
- 2. In the **Photos** view, preferred pronouns and a play icon with available audio file for name pronunciation is available under their photo, if available.



Why can't I remove some students from my course?

Courses for the Current Semester

SOLUTION: Official enrollments added to Canvas by a student's schedule/worksheet can only be removed by that student dropping the course from their schedule/worksheet.



Official enrollments are synched from student schedules/worksheets into Canvas and cannot be removed from Canvas by instructors.

When students are selecting courses for the semester, they add their prospective courses to their schedule/worksheet via Yale Course Search's Primary Worksheets, Online Course Selection (OCS), or by working directly with a registrar.**

Once a course is added to a student's schedule/worksheet they will automatically be enrolled in course's Canvas site within 2 hours.

Because official enrollments are created outside of and then synched down to Canvas, official enrollments cannot be modified or removed directly from Canvas. Any modification to official enrollments must be made in the system where the enrollment originated.

Official Canvas enrollments populated by a student's schedule/worksheet can only be removed by that student dropping the course from their schedule/worksheet.

** Some professional schools may use other methods for students to officially shop/register for courses.



TIP: Official enrollments in your course will have the **Shopper**, **Student**, or **Auditor** role. These roles are used to indicate official enrollments and should not be used when manually adding users to course sites.

If I cannot remove them via the Canvas People tool, how do official enrollments get dropped from my Canvas course during course selection periods?

SEND REQUEST TO STUDENT

Contact the student and ask them to remove the course from the schedule/worksheet. Once the student removes the course, their enrollment in the Canvas course will be automatically removed within 2 hours.

WAIT FOR END OF ADD/DROP

After the close of the add/drop, there is a flexible grace period[†] to allow registrars to work through any paper-based enrollment changes. Once the registrar's office completes that work, extraneous shopper enrollments will be removed automatically. Announcements are posted within Canvas and on the Canvas login page when shopper removal will occur.

† The grace period usually lasts 1-2 weeks after Yale College/Graduate School closes OCS but can vary depending on the volume of paper-based enrollments.

Courses for Past Semesters

SOLUTION: Enrollments cannot be removed from courses after the term ends.

When the academic term ends, all courses shift to a read-only state. Once the course is in this state, enrollments cannot be added or removed from the site.

If you need to remove a user, you will need to first <u>unlock the course</u> and then you will be able to add/remove users.

Instructional Tools

Canvas Announcements

Instructors in a Canvas course have the ability to send announcements to students in their course. Announcements are found in each course site in the left hand navigation. This is a one way communication tool to send important updates and information to your students. By default, students will receive a notification email when new announcements are posted. They can also access a history of all announcements by going to "Announcements" in the Canvas course site.

Why Use Canvas Announcements

- Send important updates and information to all students in a single post
- Set up announcements in advance to automatically send at a specific date and time
- Students receive email notification with the announcement attached

Sending an Announcement

Sending an announcement can be done from the "Announcements" section of your Canvas course. Click on the "+Announcement" button at the top right hand corner, and you will be taken to the page where you can compose the announcement. Title the announcement and use the large text area to type the message. Unlike the Inbox tool, this has a rich content editor that will allow you to format your message as you'd like. You can also use the content selector panel on the right hand side to add links, files, and images into the body of your message.

Below the rich content editor, you can also attach files that you don't want to directly link in your message. Additionally, the "Delay posting" option will allow you to create an announcement that will be pushed at a later date or time. This is useful for pre-creating a message that you'd like to send at a specific time.

For more details on sending an announcement, please see our help article, <u>How do I Create an</u> Announcement?

For more details on how to use the Rich Content Editor and the Content Selector Panel, please see our following help articles:

- Using the Rich Content Editor
- Using the Content Selector Panel

Additional Resources

- Vendor guides on using announcements
- Receiving a copy of an announcement you posted

Canvas Anonymous Feedback Tool

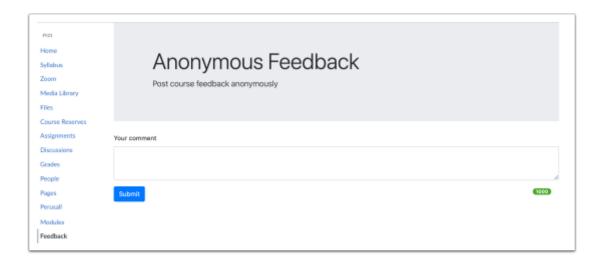
The anonymous feedback tool in Canvas allows students to provide anonymous feedback to instructors at any time during the semester. When enabled, students can go to the tool and enter in textual feedback into an open-ended text entry field.

Although the Anonymous Feedback tool does not allow instructors to create text prompts for students to respond to, instructors can provide questions in advance to students so they can include it in their responses.

Any feedback students submit is only accessible to official instructors of record (having the role of "Instructor" in the Canvas site) and student submissions are not shared with administrators or other users outside of the course.

* NOTE: If there is more than one user in the Canvas site with the role of **Instructor**, all of these Instructors will be able to see the student feedback.

Student view of anonymous feedback:



Anonymous Feedback in Your Course

Anonymous online surveys can be effective teaching tools, helping instructors gather <u>feedback</u> <u>on their teaching</u>, <u>assess prior student knowledge</u>, or perform <u>active learning exercises</u>.

Additional Resources

Canvas Faculty Guide

Enabling and Accessing Anonymous Feedback.

Student Information

What do you see as a student using Anonymous Feedback?

Canvas Assignment Tool

What is the Canvas Assignments Tool?

The Canvas Assignments tool is one of several native Canvas tools that allows instructors to collect student work for grading. Through Assignments, students submit their completed work and instructors can easily collect and score the work either offline (by downloading all submissions with a single button click) or online through the Canvas SpeedGrader tool. Canvas Assignment can also be used to create columns in the gradebook for grading student work that is not submitted online.

Several of the External Applications integrated into Canvas work in coordination with the Canvas Assignments tool. For these tools, you will still create the Canvas Assignment as normal, but you will need to follow the detailed instructions for the specific external application to properly link it to the Canvas Assignment. Visit our Instructional Tools and click on the appropriate tool for details.

Why use Canvas Assignments?

For students, Canvas Assignments are a great centralized location to find and submit their coursework. Instructors can use the assignments to provide students with detailed instructions for each assignment, due dates, template file for student to use when applicable, and rubrics to help students understand what is expected to achieve full credit for their work. Canvas' online grading via the SpeedGrader tool also allows students to quickly receive and reply to instructor comments on their work. Canvas Assignments also work hand-in-hand with the Canvas Grades area, so students can quickly see how well they did on each assignment and how they are doing overall in the course in one place.

For instructors, Canvas Assignments streamlines the way that student work is collected. Instead of receiving digitally completed homework in the form of individual emails from each student for each assignment, instructors can just create a Canvas Assignment to collect the work of all students. With Canvas' online grading tools, instructors can use rubrics for consistent grading and can use the Canvas SpeedGrader tool to provide detailed annotations on student-submitted files or simply use the one button download all submissions button to export all student files at once to their local computer. The Canvas Assignments tool does allow instructors the flexibility to assign activities to specific due dates to individual students or even create activities that are only available to certain students.

Use Cases for Assignments

Canvas Assignments can be used in many ways - below are just a few examples of how assignments can be used in your course.

- Homework Assignments
- Research Papers
- Written Exams
- Handwritten Student work (check out our help article for students on how to create a PDF of handwritten work)
- **Custom Grade Columns** you can create a no-submission assignment to create a column in the Grades area for posting grades. Common examples of a custom grade column:
 - Overall grade for course (that differs from the Canvas-calculated Totals column)
 - Grade for an oral exam or other activity that does not require students to hand in work
 - Class participation grade
- Peer Review Assignments students can be assigned to read and comment on one or more of their classmates' submissions
- Group Assignments require one submission for a group of students

How do I use Canvas Assignments in my course?

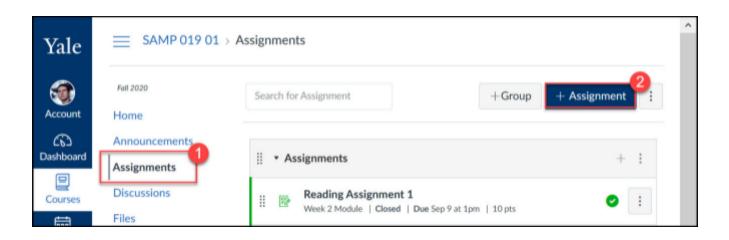
The Canvas Assignments tool is a tool that is available in all courses in Canvas. Instructors and TA level users can always access the tool to create and organize activities - but the tool can be hidden from students if desired.



NOTE: The Assignments tool is hidden from students by default until there is at least one published activity/assignment.

Creating Canvas Assignments

The Assignments area is the central location where all graded activities and assignments listed. To create an assignment, click the **Assignments button [1]** in your course navigation menu then click the **+Assignment button [2]**.



Assignment Submission Types

The Canvas Assignments tool allows instructors to create activities for students to complete in one of four ways:

Online

- *File Uploads* allows students to you can restrict file types if desired, but can accept almost any type of file including (but not limited to):
 - image files (.jpg, .jped, .gif, .tiff, etc...)
 - video files (.mp4, .avi, .mov, .wmv, etc...)
 - word processing files (.doc, .docx, .pdf, .ppt, .xls, .xlsx, .rtf, .txt, etc...)
 - HAND WRITTEN WORK: Hand written student work can easily be submitted as part of a
 file upload assignment. Students can be referred to our help guide on How to create
 a PDF of handwritten assignments for information on how to create a file that can be
 uploaded to a file upload assignment.
- Text Entry gives students a text box on the assignment page where they can type in their answers.
- Website URL students will be given a text box where they can submit the URL link to a website.
- *Media Recording* using a native recording tool in Canvas if you want to allow recordings from other devices, you would use the File Uploads submission type.
- **No Submission** used for assignments you would grade that do not require a submission like class participation or an oral exam.
- **On Paper** used for assignments you want to grade, but you expect the students to submit a physical copy of the work.
- External Tool Using external applications like GradeScope, PlayPosit, VoiceThread, etc... for the activity.

Grading Assignments

When creating a graded activity using the Assignments tool, a column will automatically be created in the Grades area for that activity. You can set your activity to display grades as points, percentages, letters, GPA scale, or complete/incomplete. Check out more information related to Grade Posting Policies which control whether the student will see grades immediately (automatic) or after the instructor posts/releases the grades (manual).

Off-Line Grading

Instructors can grade Assignment submissions offline by downloading all submissions to their local computer. After they have completed their grading, they can reupload graded files back to students (it is imperative not to change the file name of the student submission - as this is how Canvas knows how to distribute the graded versions back to the students.

- How do I download all student submissions for an assignment?
- How do I upload all student submissions for an assignment?

Online Grading with SpeedGrader

Optionally, for student file upload submissions, instructors can grade submissions online in the SpeedGrader's DocViewer tool (<u>click here to see what file types can be used with DocViewer</u>). Through SpeedGrader, instructors can add annotations and comments in-line from right within the Browser.

- How do I use SpeedGrader?
- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I leave feedback comments for student submissions in SpeedGrader?
- How do I enter and edit grades in SpeedGrader?
- How do I add annotated comments in student submissions using DocViewer in SpeedGrader?
- How do I hide or post assignment grades in SpeedGrader?

Due Dates & Assigning to Your Students

As with any native Canvas activity tool, instructors can set up 3 distinct dates for each activity:

- **Due Date**: Date in which you want students to complete the activity this date will appear on the Canvas Calendar for this course.
- **Available Date**: Date in which the students will be able to view and begin submitting to the activity.
- Until Date: Date after which no more submissions will be accepted.

If needed, you can set up multiple due dates for each activity. This may be useful if you have Discussion Sections that meet on different days and the due dates should match accordingly or if an individual student(s) needs a different due date.

CONSIDER: For students who are in different time zones, have personal obligations that conflict, or experience technical difficulties, you can use the additional due dates to help accommodate their unique situation.

- How to assign an assignment to everyone in a course
- · How to assign an assignment to an individual student
- How to assign an assignment to a course section

Assignment Tool Additional Optional Features

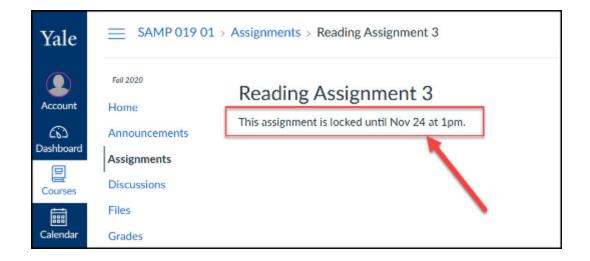
- Peer Review Assignments where students can read and comment on one or more of their classmates submissions.
 - Instructor Guides
 - · How do I use peer review assignments in a course?
 - How do I create a peer review assignment?
 - How do I manually assign peer reviews for an assignment?
 - How do I automatically assign peer reviews for an assignment?
 - How do I view student peer review comments as an instructor?
 - Student Guides:
 - How do I know if I have a peer review assignment to complete?
 - How do I submit a peer review to an assignment?
 - Where can I find my peers' feedback for peer reviewed assignments?
- **Group Assignments** allow students to collaborate in groups and submit one piece of work for all members of the group.
 - Instructor Guides
 - Canvas Group Sets and Groups
 - How do I assign an assignment to a course group?
 - Student Guides
 - How do I submit an assignment on behalf of a group?
- **Turnitin** use Turnitin for academic integrity checks (only works with Online Submissions of File Upload or Text Entry type).
 - Instructor Guides
 - How do I Create an Assignment with Turnitin?
 - Turnitin Assignment Settings Options
 - How do I view a Turnitin Report?
 - Student Guides
 - How do I submit a Turnitin assignment?
 - How to find my Turnitin Report for my assignment submission?

What will my students see?

The actual view your students see will depend on the settings you set on your assignments. Below you can see what a student would see for an online, file upload submission type assignment.

Student clicking on an Assignment that has not opened yet

On each assignment, instructors can set an Available From date - which is the date when the assignment will open for students to start submitting their work. Even though an assignment may not yet be open, students will be able to see that there is an assignment and will be able to click on it. When a student views and assignment that has not opened for submissions yet, they will see a message showing that the assignment is locked and the date when the assignment will open (the Available From date).



Student Submitting to an Online, File Submission Assignment

When going to submit a file, the students will see the assignment instructions, points, due/available from/until dates, and the rubric (if one exists). The students will submit by clicking the Submit Assignment button and following the process to upload and submit their file(s).



Additional Resources

Creating Assignments

- How to create an assignment
- How to copy an assignment
- How do I exclude an assignment from the course's final grades?
- How do I bulk update due dates and availability dates as an instructor?

Rubric

How do I add a rubric to an assignment?

Assignment Groups (for organizing assessments and weighting grades)

- How do I add an assignment group in a course?
- How do I move or reorder an assignment group?
- How do I move or reorder an assignment?
- How do I weight the final course grade based on assignment groups?

Grade Posting Policies

- How to modify the grade posting policy for a course
- How do I select a grade posting policy for an assignment in the Gradebook?

Student Resources

How to create a PDF of hand written assignments

- How do I submit an online assignment?
- How do I upload a file as an assignment submission in Canvas?
- How do I submit a text entry assignment?
- How do I enter a URL as an assignment submission?
- How do I submit a media file as an assignment submission?

Canvas Collaborations

The collaborations section in your Canvas course is a tool that allows you to create collaborative Google docs to share with your students. A collaborative document allows you and your students to work together either during your live your course session, or asynchronously, to share ideas and conduct group work. Google Docs allows you to work collaboratively on tasks like group papers or note-taking. Collaborations gives you and your students an easy place to keep track of those collaborations, and also to set them up without having to swap emails.



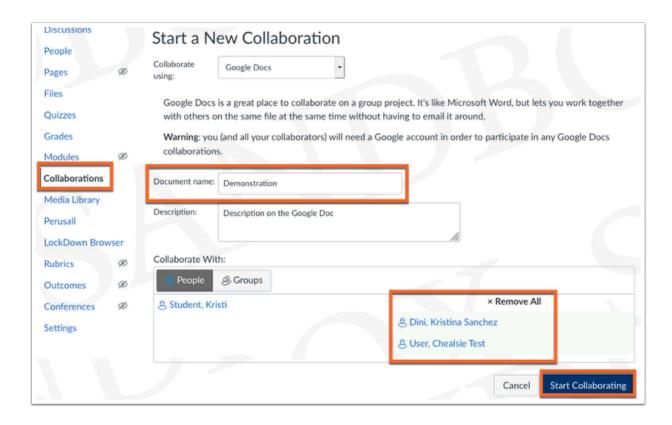
A NOTE: Not all faculty/students have EliApps (Yale's Google for Education) Accounts. This means that when you use the collaborations tool with Google, some students may need to create a personal Google account so that they can collaborate. Because of this limitation, we do recommend that you try to use other tools like OneDrive which is provided to all Yale University members - even though it is not fully integrated with Canvas at this time.

Why Use Canvas Collaborations

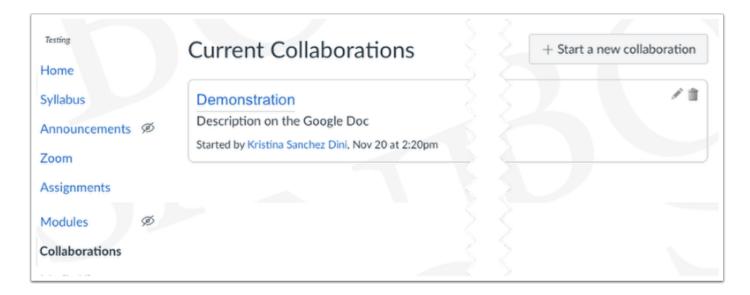
- Collaborations can be used to edit a shared document with your class.
- Copy and paste notes that everyone can access.
- Create a **text-based** whiteboard that everyone in the classroom can see and refer to later.

What does this look like in my course?

Once enabled from the course settings area, you will be able to start collaborating with Google Docs. You will need to give your document a name, and add the users to begin. Click Start Collaboration to see your document.



Your collaborations will be listed under the Collaborations tab. This is where you can open the collaboration, edit the collaborations settings, or delete the collaboration.



Additional Resources

- Vendor Guides on using Collaborations
 - How do I use the Collaborations Index Page?
 - How do I create a Google Docs collaboration as an instructor?
 - How do I delete a collaboration as an instructor?

Canvas Conferences

The Canvas Conference tool is an online webinar style tool. Although this tool can be used for live, face-to-face interactions, Yale's primary video conferencing tools like Zoom and Microsoft Teams are more actively used by faculty, staff, and students.

Why Use Canvas Conferences?

If you are seeking an alternative to Zoom or Microsoft Teams, you may consider using Canvas Conferences. Conferences should be limited to 100 users or fewer. Conference recordings will only be stored for 14 days. Conferences can be used similarly to Zoom or MS Teams for the following:

- Hosting office hours
- Conducting class via web conference
- Collaborating with peers virtually

Additional Resources

- Vendor guides on using Conferences
- What are Conferences?

Canvas Course Settings

The Settings navigation link from within your Canvas Course site where you can review and update some of the basic information about your course, modify the navigation of your course and enable additional functionality that you may find useful. In settings you can also import content from a previous version of your course, or view basic course statistics.

Canvas Navigation Settings

You can modify your course navigation to display exactly what you want students to see and access. While students will not be able to see navigation items that you have disabled, they may still show up in your instructor view. You can tell if it is not visible to students by the eye with a slash icon next to the menu item. You can also use the student view to see exactly what students are seeing when they enter your course.

Editing your Navigation Settings

You can enable and disable navigation items by going to the "Settings" area of your Canvas course. From the setting, click on the "Navigation" tab across the top. This settings page is separated into two sections: enabled items at the top and disabled items at the bottom. To enable or disable an item, you can click and drag that item to the appropriate area. You can also click on the three dot icon next to the item and select "enable" or "disable". When enabling an item, the order in which they appear in the "enable" section will be how it is ordered in the navigation.

It is important to remember to scroll to the bottom of the page and click "Save" when you are done. This step is often overlooked, and missing it will cause you to lose the changes you have made.

For more information:

How do I re-organize my Course Navigation?

Canvas Course Notification Settings

Notifications can be set at the user's account level which become the default for all courses. Granular notifications can be set to be received immediately, in a daily or weekly summary, or not at all. Modifying these settings will be applied to all courses you are enrolled in.

While notifications are set at the account level and are applied to all courses your are enrolled in, you are able to enable and disable notifications for individual courses course.

For more information:

- How do I Modify the Default Notification Settings?
- How do I Modify the Course-Level Notification Settings?
- Instructor Notification Recommendations
 - Receiving Announcements and Inbox Messages Created by You
 - Ljust posted an Announcement why didn't I get a copy in my Yale email account?
- Student Notification Recommendations
 - Why am I not getting copies of my notifications in my Yale email account?

Additional Resources

- Course Navigation
 - How do I re-organize my Course Navigation?
 - How Do I Create A Custom Link in My Course Navigation Using the Redirect Tool?
- Course Notifications
 - How do I Modify the Default Notification Settings?
 - How do I Modify the Course-Level Notification Settings?
 - Instructors
 - Instructor Notification Recommendations
 - Receiving Announcements and Inbox Messages Created by You
 - Ljust posted an Announcement why didn't I get a copy in my Yale email account?
 - Students
 - Student Notification Recommendations
 - Why am I not getting copies of my notifications in my Yale email account?

Canvas Discussions

The Canvas Discussions tool provides instructors and students the opportunity to contribute and discuss asynchronously. The native Canvas tool can be used to coordinate topic-driven or open ended conversations which instructors can optionally link to the Grades area for grading purposes.

Why use Canvas Discussions?

The Discussions tool allows the instructor to create discussion topics for students to contribute to in an asynchronous manner outside of class time. Instructors can use discussions as a way of encouraging students to think about and discuss topics in preparation for the in class discussion or they can be used to encourage collaborative reflection on a topic after it is presented in class.

The asynchronous environment can also be beneficial to students who are less likely to participate in live, real-time discussions (students who are typically more shy or prefer to have time to think and carefully craft responses). The asynchronous aspect of the Discussions tool also provides a platform where all students can share their opinions - which is typically not feasible with in-class discussion due to time constraints.

Use Cases for Discussions

Canvas Discussions are a great way to encourage student collaboration. Typical implementations of Discussions may include:

- Pre-Class discussion
- Post-Class discussion
- Reflection/opinion ask students to read and then reflect or form
- Asynchronous Debates ask students to defend or refute arguments
- **Peer sharing/ Peer review assignments** instructors can use Discussions for assignments that they would like to be openly available to classmates to view/comment on.
- **Group Collaboration** Discussion topics can be assigned to Canvas Group Sets when set up as "group discussions." Instructors set up a single discussion topic which is automatically duplicated to create one version of the topic for each group within the Group Set. The individual group topics are then set up so that only the members of the group can read, write, and reply to their fellow group members.
- **FAQs** Instructors can encourage students to post their questions to an FAQ Discussion topic where instructors, TAs, and classmates can reply.

How do I use Canvas Discussions in my course?

Canvas Discussions is a native Canvas tool that is available in all courses in Canvas. Instructors and TA level users can always access the tool to create activities - but the tool can be hidden from students if desired.

Creating Canvas Discussions

The Discussions tool is located in the course navigation menu. To create a discussion, click the **Discussions button [1]** in your course navigation menu then click the **+Discussion button [2]**.



- How do I Create a Discussion Board?
- How do I create a group discussion in a course?

Grading Discussions

Like other activities, Discussions can be set up so that instructors can give students grades for their discussion posts/replies. The grades are provided as an overall grade - not for individual posts or replies. Graded discussion topics will get a column in the Grades area and they will also be listed on the Assignments area page. Graded group discussions allow instructors to give all students in the group the same grade or individual grades. Check out more information related to Grade Posting Policies which control whether the student will see grades immediately (automatic) or after the instructor posts/releases the grades (manual).

Instructors can post "public" replies that all students can see by replying to comments directly in the discussion topic. For private comments, instructors can use the SpeedGrader tool to post , instructors can add annotations and comments in-line from right within the Browser.

- How do I use SpeedGrader?
- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I grade a graded discussion in SpeedGrader?
- How do I leave feedback comments for student submissions in SpeedGrader?
- How do I enter and edit grades in SpeedGrader?
- How do I hide or post assignment grades in SpeedGrader?

Due Dates & Assigning to Your Students

As with any native Canvas activity tool, instructors can set up 3 distinct dates for each activity:

- **Due Date**: Date in which you want students to complete the activity this date will appear on the Canvas Calendar for this course.
- **Available Date**: Date in which the students will be able to view and begin submitting to the activity.
- *Until Date*: Date after which no more submissions will be accepted.

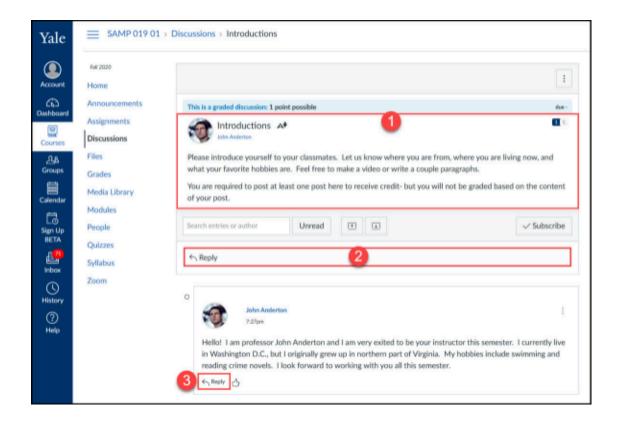
If needed, you can set up multiple due dates for each activity. This may be useful if you have Discussion Sections that meet on different days and the due dates should match accordingly or if an individual student(s) needs a different due date.

CONSIDER: For students who are in different time zones, have personal obligations that conflict, or experience technical difficulties, you can use the additional due dates to help accommodate their unique situation.

- How do I assign a graded discussion to everyone in a course?
- How do I assign a graded discussion to an individual student?
- How do I assign a graded discussion to a course section?
- How do I assign a graded discussion to a course group?

What will my students see?

The actual view your students see will depend on the settings you set on your discussions. Below you can see what a student would see for a normal discussion topic.



Group discussions

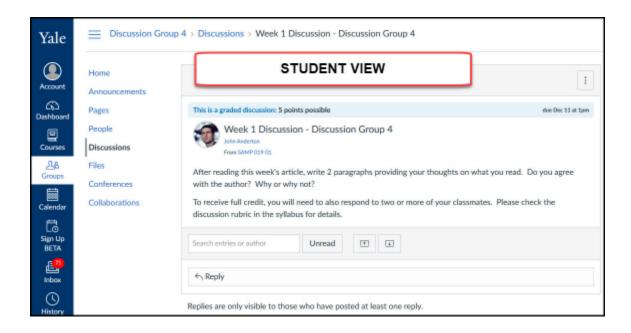
Group Discussions allow instructors to create a single discussion topic which is automatically duplicated to provide one separate version of the topic for each group within the Group Set. For instructors and TAs who want to review the discussions, they will go to the Discussions tool and click on the group discussion topic. Once viewing the discussion topic, instructors will see a list of group discussions and will need to click on the specific group discussion they want to review. Students however, will only see one discussion topic - the version of the discussion topic that is assigned to their group.

Instructor View of Group Discussion

When the instructor goes to the Discussions tool and then clicks on the group discussion topic, they will be taken to a master copy of the topic. They will see a list of links to the individual group topics at the top of the page. To view the submissions for a group discussion, they will need to first click on the group, and then they will see the posts created in that group topic.

Student View of Group Discussion

When a student goes to the Discussions tool and then clicks on the group discussion topic, they will be taken to the discussion topic for their specific group. Students will not be able to view and/or post in any other groups' discussion topic.



Additional Resources

- Best practices for implementing online discussions
- How do I use the Discussions Index Page?
- How do I create a discussion board?
- How do I reply to a discussion as an instructor?
- How do I attach a file to a discussion reply as an instructor?
- How do I like a reply in a course discussion as an instructor?
- Student Settings
 - How can I require students to reply to a course discussion before they see other replies?
 - How do I edit or delete student discussion replies in a course?
 - How do I allow students to attach files to a course discussion?
 - How do I allow students to edit and delete their own discussion posts in a course?
- Discussions (Vendor Guides)

Canvas Groups

The Canvas Group Sets / Groups tool allows instructors to split students up into smaller working groups for collaborative assignment work and discussions. When you set up the groups, each group is provided a "Group Site" with various tools that they can use to facilitate collaboration. Instructors can create and assign Canvas Discussion and Canvas Assignment activities to a group set for the purpose of collecting and monitoring group work.

Why use Canvas Groups?

Canvas Groups is a way to facilitate small group work within Canvas. Groups each receive their own Canvas workspace or "Group Site" which functions almost like a mini Canvas course for group members. Within the Group Site, members of the group can create and manage asynchronous Discussions, synchronous Conferences, and can collaborate on digital content via their own Group Files and Group Pages.

Canvas Groups also integrates with Canvas native tools like Assignments and Discussions so that instructors can assign graded (or ungraded) activities for group members to work on and submit as a team. Groups also integrates with the Canvas Inbox (or Conversations) tool so instructors can send targeted messages to group members.



Instructors can set up group membership (manually or have Canvas randomly assign students) or groups can be self-joinable so students can pick their group.

Use Cases for Canvas Groups

Canvas groups can be used for any type of small group activities. Below are some examples of how Canvas Groups could work in your course.

- Collaboration for group projects/presentations
- Splitting large enrollment courses down into smaller segments for asynchronous discussion assignments
- · Community building
- Study groups

How do I use Canvas Groups in my course?

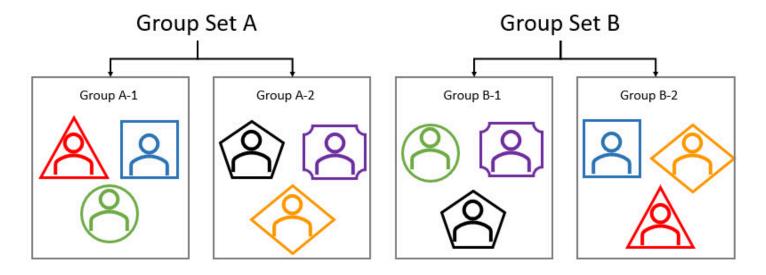
Canvas Groups are created and managed through the People Tool. Instructors/TAs/Guest Instructors can create group sets by going to the People tool and clicking on the Groups tab.

Here, instructors will set up to two components of Canvas Groups - Group Sets and the coordinating Groups they contain.

Groups Sets vs Groups

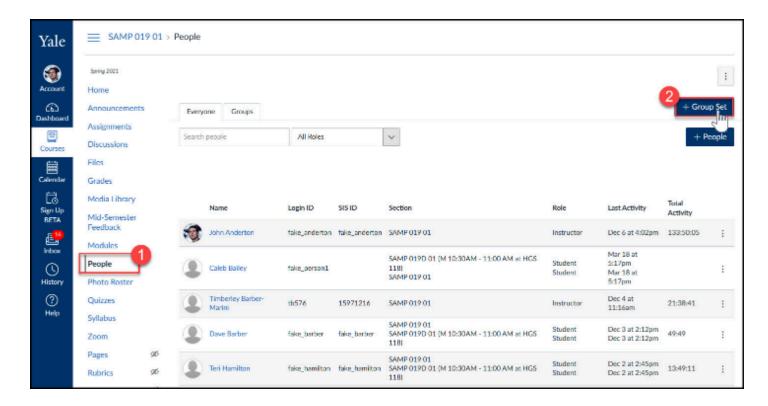
Group Sets are collections of Groups. Instructors can create multiple Group Sets in their course to accommodate different combinations of students for different projects. Each Group Set will contain the appropriate number of groups between which the students should be assigned.

NOTE: A student can only be assigned to one Group within a specific Group Set.



Creating a Group Set

In your Canvas course, go to the **People Tool** [1] and then click on + **Group Set** [2].



In the Create Group Set pop-up, you will set up the information and settings needed for your groups:

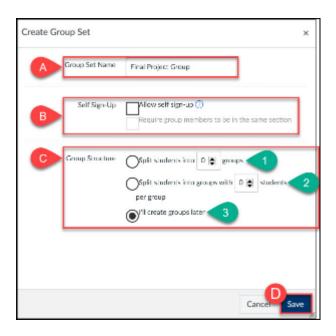
A. Group Set Name

B. **Self Sign-Up Settings** - use these if you want students to pick which group they want to join NOTE: If your course has multiple Canvas course sections (as see in the People tool under the section enrollments column), you can select the option to restrict students so that they can only be in groups with classmates that are in the same Canvas course section choose this setting,

C. Group Structure Settings

- 1. Choose to split your students evenly between a N number of groups**
- 2. Choose to split your students so that N number of students are in each group**
- 3. Choose to manually create groups later

^{**} Automatically create groups will be titled with the Group Set Name followed by a number.



NOTE: Instructor and TA level users do not need to added to group sets/groups. Instructor and TA level roles by default have access to all group sets and groups.

Instructor Documentation:

- How do I automatically create groups in a group set?
- How do I manually create groups in a group set?
- How do I create self sign-up groups in a group set?

Student Documentation (for Self Sign-Up Groups):

- How do I join a group as a student?
- How do I leave a group as a student?

Groups View Page

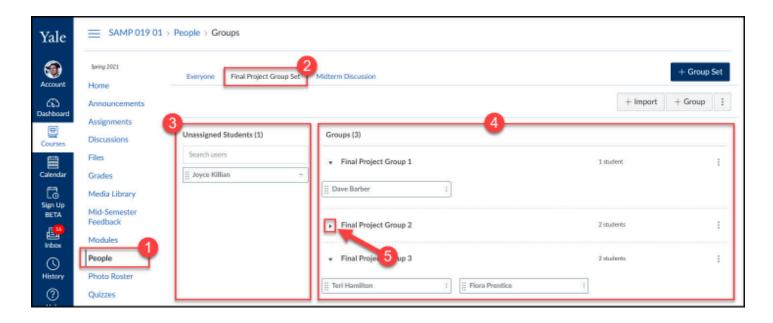
After you have created a group set, you will able to view the details of your group set on the Groups View. Access this page by clicking on the **People Tool button [1]** in your course navigation menu and then click on the **Groups tab [2]**. Below is a description of what you will see on the Groups View page:



- [3] A listing of all the groups within the current group set.
- [4] The expand arrow will allow you to show/hide the list of group members an individual group.
- [5] The expanded view of a group, showing the names of the student group members.
- **[6]** The **More Options menu** for an individual group appears as the three stacked dots button to the far right of the group name.
- [7] Under the **More Options menu** [6], instructors and TAs can use the **View Group Homepage** button to look in on group work that is managed through Canvas Quizzes. *NOTE: Instructors/TAs are only guaranteed access to group work that is done specifically in the Group Site.*
- [8] List of students that are not yet assigned to a group in this group set. REMINDER: Students can only be a member of one group within each group site.
- [9] Import groups tool can be used to quickly assign students to groups. TIP: When you are on the import CSV page upload page, download the template copy of the Canvas Roster and use that file to recreate your enrollments.
- [10] Use the +Group button to create new groups in the current Group Set as needed.
- [11] The **More Options** menu for the Group Set. Allows instructors the ability to modify Group Set settings.

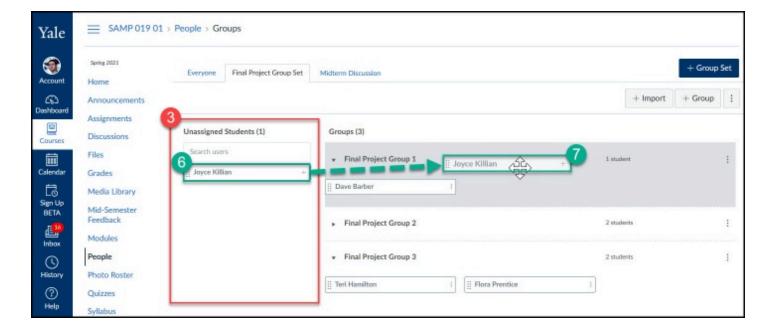
Manually Managing Group Membership

To manage group membership, go to the **People tool [1]** in your course and click on the appropriate **group set tab [2]**. On the Groups View page, you can see a list of **unassigned students [3]** and the list of **Groups [4]** in your Group Set with the current list of members (you may need to click the **expand arrow [5]** to view student names).



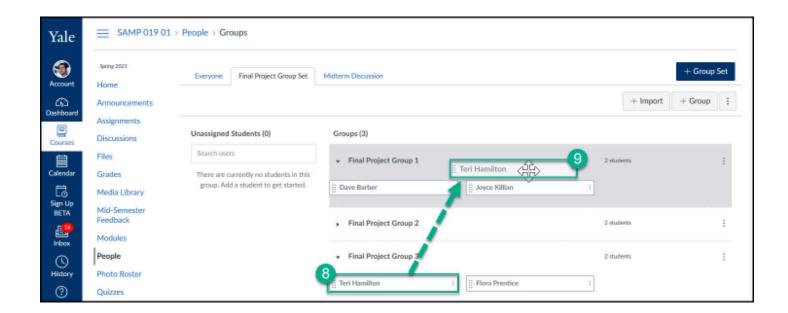
Assigning Unassigned Students

To the left of the groups list, you will see the unassigned students list. To add these unassigned students to a group, simply drag their name from the unassigned students list and drop it on the Group in which you want this student to be a member.



Moving Students From One Group to Another

To move a student between Groups, simply drag the students name from the current group member list and drop onto the group in which you want the student to be a member.



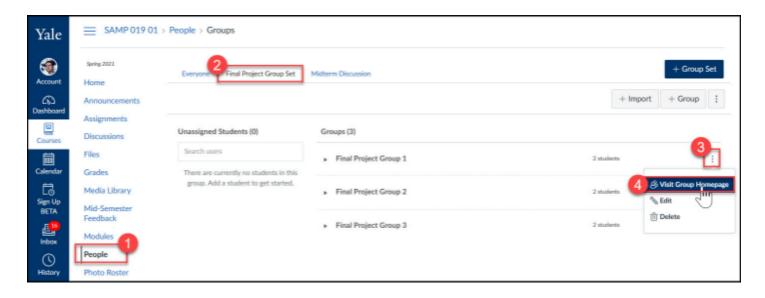


A You can have multiple Group Sets but students can only be a member of ONE group. within each Group Set.

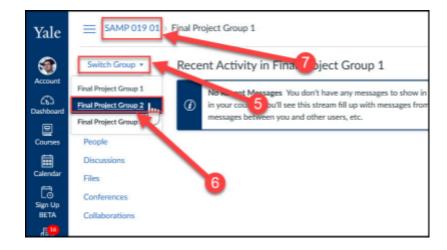
Viewing Group Site Pages

When using Canvas Groups, each group gets a shared Canvas workspace called a Group Site. Instructor and TA level users can access all group sites to monitor/participate in group collaboration. Because they have access to all groups, instructors and TAs access the group sites differently than students.

To view the group sites, go to the **People Tool [1]** in your course and click on the appropriate Group Set tab [2]. Find the specific group you want to view the site for and click on the more options three-dot menu [3] and select Visit Group Homepage [4].



Once you are in a Group Site, you can quickly move to other group sites by clicking on the **Switch Group menu [5]** and selecting a **different group [6]**. If you want to move back to the main course site, click the **course link in the upper breadcrumb trail menu [7]**.

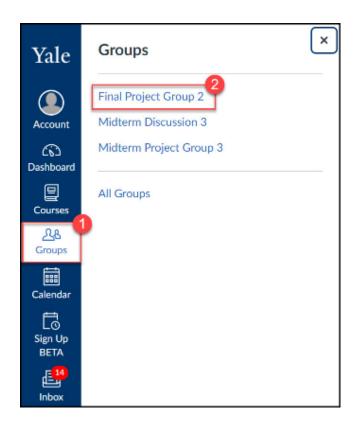


What will my students see?

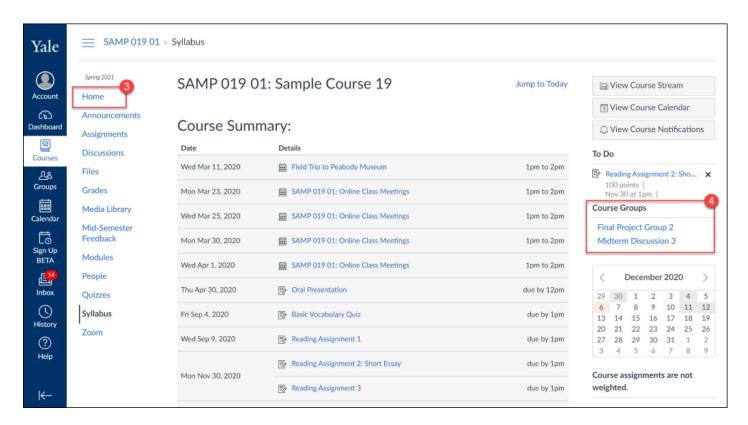
Accessing Groups Sites

Students can access their group sites in one of two ways:

OPTION 1: Go to the **Groups button [1]** in the left-side navigation menu and then click on the appropriate **group name [2]**.



OPTION 2: From within the course, from the **Home page [3]** select the appropriate group from the **Course Groups area [4]**.

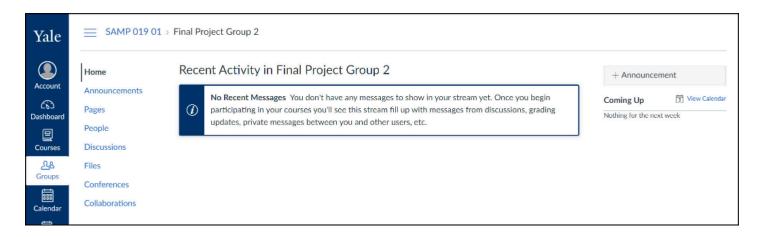


Student documentation:

- How do I view all groups in a course as a student?
- How do I view my Canvas groups as a student?

Viewing and Using the Group Site

Once the group site is open, the student view will display with in a similar fashion as a Canvas course site. In the group site, students have the ability to create and upload content - almost like they are an instructor in the group site space. Below are some links for students on how to upload and create content in their shared group space.



Student Documentation:

- How do I upload a file to a group?
- How do I start a collaboration in a group?
- How do I create a discussion in a group?
- How do I close a discussion for comments in a group?

Additional Resources

Creating Group Sets & Groups

- How do I create groups (Yale Guide)
- How do I add a group set in a course?
- How do I manually create groups in a group set?
- How do I automatically create groups in a group set?
- How do I edit a group set in a course?

Assigning Students to Groups

- How do I manually assign students to groups?
- How do I automatically assign students to groups?
- How do I move a student into a different group?

Creating Self-Sign-Up Groups

- How do I create self sign-up groups in a group set?
- How do I prevent students from switching groups in self sign-up groups?

Viewing Group Work (as an instructor)

- How do I view all groups in a course as an instructor?
- How do I view content and student activity within a group as an instructor?

Assigning Activities to Groups

- How do I assign an assignment to a course group?
- How do I create a group discussion in a course?

Student Resources for Groups

- How do I view all groups in a course as a student?
- How do I view my Canvas groups as a student?
- How do I join a group as a student? (Self-Sign-Up Groups Only)
- How do I leave a group as a student? (Self-Sign-Up Groups Only)
- How do I upload a file to a group?
- How do I create a discussion in a group?

Canvas Inbox Tool

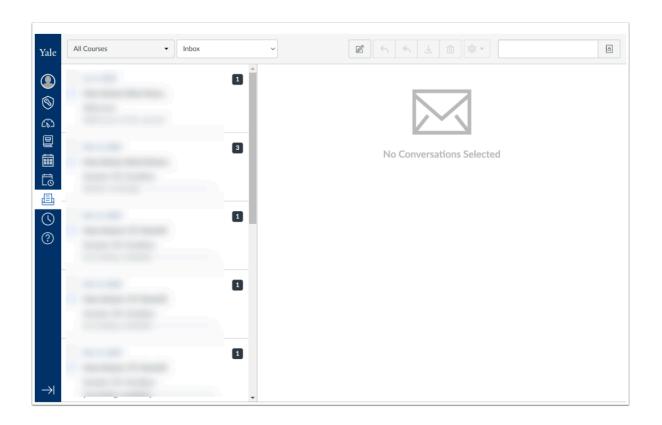
Inbox (also called Conversations) can be used as an in-Canvas email system. Inbox is a two-way messaging tool used instead of email to communicate with a course, a group, or an individual user. You can communicate with other people in your course at any time. Unlike announcements, the inbox tool allows you to talk back and forth with the people you are communicating with. Although you have one inbox for all your courses, you can filter by course and by section.

Why Use the Canvas Inbox Tool

- Send important communication to your students either in a group or individual message
- Allows students to communicate with you privately through Canvas
- Users receive an email notification that a message has been received

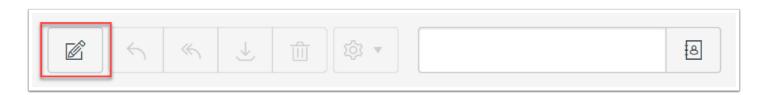
Managing Your Inbox

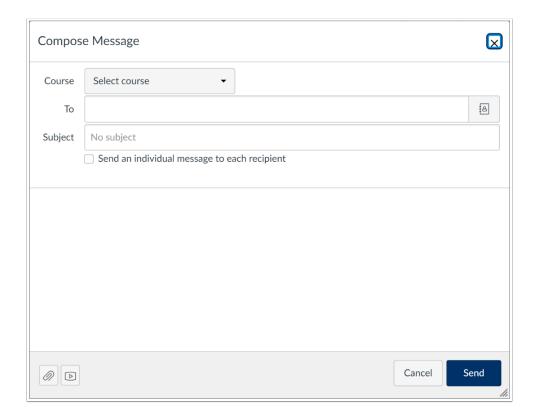
When you access your Inbox, all your received messages will be listed on the left hand panel. Clicking on the message will display the full message in the right hand panel. Your can filter and sort these messages by course, as well as change the view to unread, starred, sent, archived, or submission comments. Additionally, you can search for a specific user or group using the search bar or looking through your address book. For detailed instructions on how to filter your conversations, please see the vendor guide "How do I filter conversations as an instructor".



Composing a Message

At the top right of the Inbox dashboard, click on the paper and pencil icon to compose a new message. The icon will say "Compose a new message" when you hover over it. Clicking on it will bring up a dialogue box that looks similar to sending an email. Select the course you want to send a message to. On the "To:" line, you can start typing names into the provided field, or use the address book icon to select the whole course, specific groups, or individual users. Fill in the subject and compose the body of your message as you would in an email. Note that conversations can only be done in plain text, as there is no rich content editor or formatting for the body of your message. File attachments, as well as video or audio comments can be included in the message by using the buttons at the bottom left of the dialogue box. Click "Send" when you are ready to send the message. For more detailed steps on how to compose a message, please see the vendor guide "How do I send a message to all course users in conversations as an instructor".





Additional Resources

- Inbox Overview
- How to use the Inbox Tool
- Receiving Announcements and Inbox Messages Created by You

Canvas Modules

As you build your Canvas course, you may find that pieces of your course are scattered across the course site. They may be assignments, quizzes, discussions, files, or more that all exist in your course, but in different places. Canvas Modules does a great job in bringing it all together into a single space, and allows you to build cohesion and flow into your course.

Using modules provides a way to for your and your students to stay organized in the course and helps you manage student expectations. Common uses of modules you may want to consider is matching your modules to your syllabus. If your syllabus is ordered by week, consider adding modules by week that include what students should be completing for that week.

Why Use Canvas Modules

- Group and organize related course content together.
- Set and moderate student progress through requirements and prerequisites.
- Provide paths to meet requirements for learning objectives.
- Facilitate self-paced or asynchronous learning.

Creating a Module and Adding Items

To begin creating a module, click on "Modules" in your course navigation. Click on the "+Module" button in the top right hand corner. Give the module a name and click "Add Module". This will add the module to the bottom of the page. You can rearrange modules by clicking and dragging them into the order you'd like them to appear.

You can now begin adding items to modules that you have created. To add items, click on the "+" icon to the right of the module name. From the drop down menu, select the kind of item you'd like to add. A list will populate the selection box with the exist items. You can select an existing item or create a new one of that type.

Indenting further allows you to organize within a module. You can use Text Headers to create sub categories within the module and use indenting to add items under the sub category.

Click "Add Item" once you have selected an item, and it will appear in the module, appended to the end. Click and drag to rearrange the items where you'd like them to go.

For more detailed instructions on how to add a module, please see our help article, <u>How do I</u> <u>Create Modules?</u>

Controlling the Flow

By default, students can move through modules in any order. This means they can skip to future modules that have been published and skip items within a module. However, there are a few ways to control the flow in which students move through modules. You can lock modules until a certain time to prevent students from accessing them too early. You can also control what modules must be completed before moving on to the next module as well as what items within a module must be completed.

When you create or edit a module, you can set a "lock until" date. While students can see published items in the module, they will not be able to access it until the lock date has passed.

In addition to when you create or edit a module, can add is a "prerequisite". You can select a previous existing module to be a completed to be a prerequisite of the selected module. This means that student will not be able to access the selected module until the prerequisite module has been completed.

You can also add requirements within a single module as well. To do this, edit the module and click "+ Add requirement". This opens up two options. "Students must complete all of these requirements" means that all items in the module must be viewed and completed. Under this option, is also the option of "Students must move through requirements in sequential order". Checking this box would require students to complete the module items in the order that they are presented. They would not be able to skip around within the module. The second option is "Student must complete on of these requirements", which will bring up a drop down menu of the items. Select the item you want the student to complete and what is considered "complete". To add more than one item, click "+ Add requirement" again and repeat.

For more detailed instructions on each of these module settings, please see the vendor help articles below:

- How do I lock a module
- How do I add a prerequisite to a module
- How do I add requirements to a module

Additional Resources

Vendor guides on using announcements

Canvas Pages

Not all course materials or educational content fit neatly into assignments, discussions, quizzes, or files. Information that you'd like to deliver to your students may not fall into any of these categories. Canvas Pages offers a versatile space to put these kinds of materials. Pages can be a way to deliver information and content to students, create a front page to welcome students to your course, and even allow classes to work collaboratively.

Why Use Canvas Pages

- Create and share information with students that may not fit anywhere else in Canvas
- Pull in course content such as news/journal articles, files, and multimedia from various sources
- Use the collaborative features to get student contributions for things such as a class wiki

Creating a Page

To begin creating a page, click on "Pages" in your course navigation. Click on the "+Page" button in the top right hand corner. Title your page and use the large text entry area to create your content. This area has a Rich Content Editor, as well as the Content Selector Panel that allows you to format your content and add materials to your page.

Under "Options" you can determine who has access to edit the page. By default, "Only teachers" can edit. This means that only other instructors and TAs will have access to modify the page you create. Changing which roles can edit will open the page up for collaborations with students or other users in your course.

Once you are done, click "Save & Publish" to begin sharing it with students. If you are not done creating the page and would like to save without sharing, you can simply click "Save" and come back to it at a later time.

For more detailed instructions on how to create a page, please see the vendor help article, <u>How do I create a new page in a course</u>.

Front Page and Setting a Home Page

Pages can be used to create a "Front Page". This front page provides a space that can act as a welcome or landing page for your course. To set a Front Page, create a page and format it how you would like. Once the page has been published, go to the Page list in your Canvas course. Click on the three dot icon to the right of the page you want to set, and select "Use as Front Page". This will now be the page you see when you go to Page in Canvas. For more details on how to set a Front Page, please see the vendor help article "How do I set a Front Page in a course".

A front page can be set as your course's Home Page to welcome your students, and allows you to control exactly what students first see when they access your course. To set it as the home page, click on "Home" in your course navigation. On the right hand said, click on the "Choose Home Page" button. A menu will appear that will allow you to select what you want the home page to be. To set it as the front page, select "Pages Front Page" and click "Save". For more details on how to set a Home Page, please see the vendor help article "How do I change the Course Home Page".

Additional Resources

• Vendor guides on using Pages

Canvas Quizzes

What is the Canvas Quizzes Tool?

The Canvas Quizzes tool is a native Canvas feature which is available in all Canvas course sites. Canvas Quizzes allows instructors to create high and/or low stakes assessments containing any combination of both auto-scored and hand scored questions. The Quizzes tool allows instructors to add an assessment timer which begins when a student opens the quiz and auto-submits when the timer runs out (if the student has not already manually submitted). Canvas quizzes does provide the option for instructors to create survey activities as well including quasi-anonymous surveys (instructors can switch any survey from anonymous to named at any time, so this tool should not be used for surveys that require mandatory anonymity).

Click the tabs below for more information and links to resources and documentation for the Canvas Quizzes Tool.

Why use Canvas Quizzes?

Canvas Quizzes is a powerful tool which can provide instructors with a way to offer online self check practice quizzes as well as high stakes written exams. The Quizzes Tool provides a range of question types - many of which can be auto-scored by Canvas to save instructors' time. When creating exam questions, instructors can pre-populate customized feedback for students who select correct or incorrect answers.

Benefits of Canvas Quizzes include (but are not limited to)

- Auto-scoring question types particularly useful for large enrollment courses.
- Hand-scored question types short answer, fill in the blank and file upload type questions can be used to collect student-generated content. Instructors can use the file upload question type to collect handwritten student work (check out our help article for students on how to create a PDF of handwritten work)
- Individual questions since each question can be set up to stand alone, instructors can assign
 points to each question. This allows students to easily see which questions they got right/
 wrong and how that impacted their grade.
- *Allow multiple attempts* you can set up a quiz to be a self-check and allow students to take and retake the quiz until they have master the content.
- Student-Based Quiz timers the Canvas Quiz timer will begin when a student opens their exam and will auto-submit when the timer runs out.
- Extra time / Extra Attempts for Accommodations using the Moderate Quiz feature, instructors can give individual students extra time or extra attempts.
- Custom Due Dates if needed, custom due/available from/until dates can be set for individual students

• Respondus LockDown Browser - Canvas quizzes can be used with Respondus LockDown browser to restrict student usage of the internet or other software programs on their exam device during the quiz.

Use Cases for Quizzes

Below are some examples of how Canvas Quizzes can be used in your course.

- Self-check homework problems
- Midterm Exams
- Final Exams
- **Feedback Surveys** keep in mind that surveys in Canvas are not truly anonymous use Mid-Semester Feedback or Anonymous Feedback tools for true anonymity.

How do I use Canvas Quizzes in my course?

The Canvas Quizzes tool is a tool that is available in all courses in Canvas. Instructors and TA level users can always access the tool to create assessments - but the tool can be hidden from students if desired.



NOTE: The Quizzes tool is hidden from students by default until there is at least one published activity/assignment.

Quiz Types

Due Dates, Assigning & Accommodations

Optional Features

Additional Resources

Creating a Quiz

- What quiz types can I create in a course?
- How do I create a quiz with individual questions?
- How can I create a guiz where students only see one guestion at a time?
- What options can I set in a quiz?
- Once I publish a quiz, how do I make additional changes?

Quiz Questions & Question Groups

- Question Types
 - How do I create a Multiple Choice guiz guestion?
 - How do I create a True/False quiz question?

- How do I create a Fill-in-Multiple-Blanks guiz guestion?
- How do I create a Multiple Answers guiz guestion?
- How do I create a Multiple Dropdown quiz question?
- How do I create a Matching quiz question?
- How do I create a Numerical Answer guiz guestion?
- How do I create a Formula quiz question with a single variable?
- How do I create an Essay quiz question?
- How do I create a Fill-in-the-Blank guiz guestion?
- How do I create Likert scale guiz guestions?
- How do I create a Simple Formula guiz guestion?
- How do I create a Text (no question) quiz question?
- How do I create a File Upload quiz question?

Question Options

- How do I link course content to a quiz question?
- How do I use the Math Editor in the Rich Content Editor to add math equations?
- How do I reorder questions or question groups in a quiz?
- How do I create a quiz with a question group to randomize quiz questions?

Question Banks

- How do I create a question bank in a course?
- How do I move multiple questions from one question bank to another?
- How do I move/copy a question from one question bank to another?
- How do I create a quiz by finding questions in a question bank?
- How do I create a guiz with a guestion group linked to a guestion bank?

Due Date, Assigning to Students, and Accommodations

- How do I assign a quiz to a course section?
- How do I assign a quiz to an individual student?
- Once I publish a guiz, how can I give my students extra attempts?
- Once I publish a timed guiz, how can I give my students extra time?

Viewing and Grading Quiz Results

- Once I publish a guiz, what kinds of guiz statistics are available?
- How do I view student results in a quiz?
- How do I view practice guiz results in a course?
- What options can I use to regrade a quiz in a course?
- How do I regrade a Multiple Choice quiz question?
- How do I regrade a True/False quiz question?
- How do I regrade a Multiple Answers guiz guestion?

Surveys

- How do I create a survey in my course?
- How do I view survey results in a course?

Student Resources

- How do I take a quiz?
- How do I take a quiz where I can only view one question at a time?
- How do I answer each type of question in a quiz?
- How do I resume a quiz that I already started taking?
- How do I submit a quiz?
- How do I view quiz results as a student?
- How do I view quiz comments from my instructor?
- How do I know if I can retake a quiz?
- How do I submit a survey?

Canvas Syllabus

While you may be familiar with uploading your syllabus file to your Canvas course site, you can actually create and format an interactive syllabus to enhance and organize your course for online learning. An interactive syllabus is created on the "Syllabus" section of the course site using the rich content editor and content selector panel to add links, files, images, media, and more.

Creating an Interactive Syllabus

You can create an interactive syllabus in the same place as you upload your syllabus file in your Canvas course. Click on "Syllabus" in your course navigation to take you to the syllabus page. From here, click on the "Edit" button in the top right hand corner. You can start building your interactive syllabus in the provided large text entry area.

This text entry area includes the Rich Content Editor that will allow you to format your text, add external links, embed Media Library Videos, and much more. Additionally, you can use the Content Selector Panel on the right hand side to add links to areas in you Canvas course, upload files, and embed images.

If your syllabus is already formatted how you'd like in an existing file, you can try to copy and paste the content into the Rich Content Editor. Please note that the copy and paste may not be perfect, and you may need to edit the formatting once it has been pasted. For this reason, we recommend you copy and paste in sections and save as you go to help manage the editing.

For more details on how to use the Rich Content Editor and the Content Selector Panel, please see our following help articles:

- Using the Rich Content Editor
- Using the Content Selector Panel

Additional Resources

Recommendations, research, and examples of syllabi from the Poorvu website:

Syllabus Design

Information on how to set up and post your syllabus in Canvas:

- Setting Up Your Syllabus
- How do I post my Syllabus in Canvas?

Ed Discussion

The Poorvu Center will be piloting Ed Discussions for one year, available to all academic courses in Canvas from January 1, 2021 - December 31, 2021.

Ed Discussions is a powerful threaded discussion tool that allows instructors and students to share and interact asynchronously. Ed Discussion's user friendly design and unique tool set makes it the perfect solution to engage students, enhance peer learning, and foster community. The assortment of rich interactions makes Ed Discussion an ideal tool for STEM courses and beyond.



Ed Discussions is integrated with Canvas to synchronize your student enrollments, but it does not currently integrate with the Canvas Grades for graded discussion work.

Features

- The ability to create custom categories to organize discussion posts/questions (e.g. FAQ, Lectures, Precepts, Labs, Assignments, etc).
- The ability to set a default category for all new student posts/questions.
- The ability to search and use filters to help find posts quickly (Unread, New Replies, Starred, Unanswered, etc).
- Ability to create messages as Posts, Questions or Announcements (instructors/staff only).
- A content editor which allows users to easily format text, type equations with LaTeX, post static or runnable code, upload documents, annotate images etc.
- The ability to create Thread Templates which provide students with a skeleton structure for discussion posts so they know what their post should include.
- The option to set discussion threads to private, i.e. available to course staff only.
- Instructors are able to set addition options for pinning a post at the top of the list, private to staff, anonymous, allow anonymous comments and a megathread (dedicated FAQ threads for short questions and comments about a particular topic).
- The option to configure the discussions to allow anonymous posts, opening options for peer and instructor feedback.
- Links to all the courses in which you have used Ed are immediately available in the Ed interface allowing you to easily switch to other discussions.
- Integrated notifications that allow you to send announcements to the entire class or to be notified when someone responds to one of your posts.
- Commonly used replies may be saved within Ed and reused. This is helpful when offering recurring feedback on student posts.

Why use Ed Discussions?

Ed Discussions provides a vast set of tools and features which can enhance asynchronous discussions with and between students. Asynchronous discussions are a great way to encourage collaboration outside the classroom and foster community building. The user-friendly interface with advanced searching abilities makes it easier for instructors to accommodate large enrollment courses and/or large numbers of discussion posts. Image annotations, LaTeX math typesetting and static or runnable code are just a few of the features that makes Ed Discussions a more robust alternative to Canvas Discussions and Piazza.

Use Cases for Ed Discussions

Asynchronous discussions are a great tool for engaging students outside of class time and for coordinating full class or small group collaboration. Below are some ways that Ed Discussion can be integrated into your course:

- Class discussion (either full class or small group) analyzing concepts covered in class readings/lecture.
- Peer review assignment work where students post original content/code and classmates comment on it.
- FAQ / Q&A discussion space where students can post questions (possibly anonymously?) that peers can respond to. The instructor/TA post-endorsing feature allows staff to indicate the appropriate answer.
- Collaborative place where students can work together to study or do homework problems.

How do I use Ed Discussions in my course?

Anticipated access to Ed Discussions in Spring 21 courses expected during the week of December 14th, 2020. To become familiar with it now, please enable "Ed" through your personal sandbox site (<u>request one here if you do not have one</u>).

If Ed Discussions in not enabled in your course, you can easily add the tool to your course navigation by:

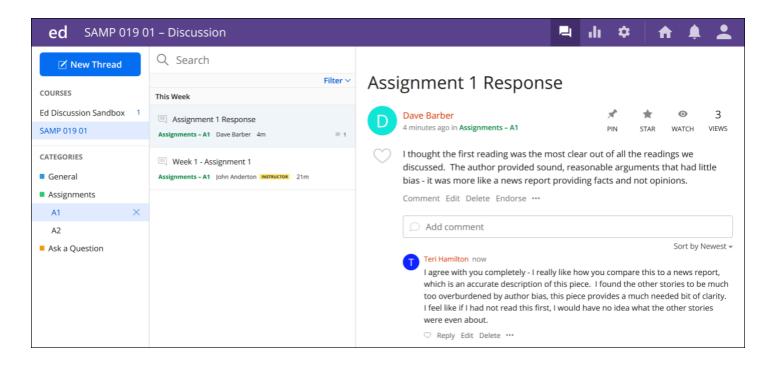
- 1. Go to the **Settings area** [1] of your course site.
- 2. Go to the **Navigation tab** [2].
- 3. Find the **Ed tool** [3] in the lower portion of the page where the disabled tools appear.
- 4. Drag and Drop Ed to the upper portion of the page (to the enabled tools section) or just click the **Ed options three-dot menu [4]** and select **Enable [5]**.
- 5. Scroll to the bottom of the page and click the **Save button [6]**.



Once enabled, Ed Discussions (Ed) will appear in the Course Navigation menu of your course. To begin using Ed Discussions, simply click on the **Ed button [7]**.



Ed Discussions will load in a separate tab/window.



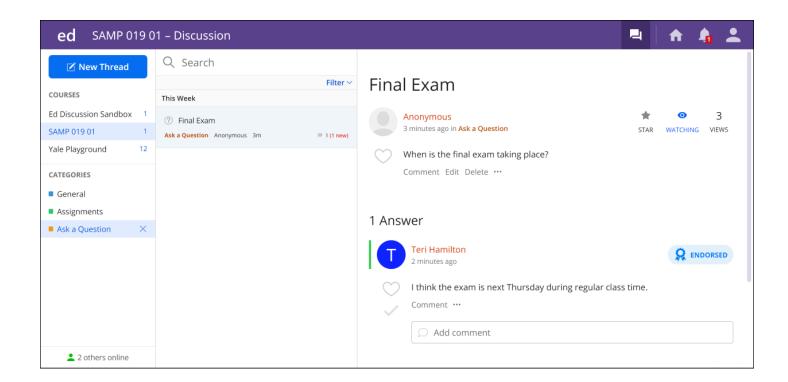
For information on how to use Ed Discussions, visit the Ed Discussion Quick Start Guide.

What will my students see?

Students will see the Ed Discussion button in your course navigation menu. Students will click on the button to go directly to the Ed Discussion space for your course.



Ed Discussion will open in a separate tab/window.



Additional Resources

- Ed Discussion Quick Start Guide
- Vendor Website

Gradescope

Gradescope is a tool designed to streamline and standardize paper-based, digital, and code assignments. It supports problem sets and projects as well as worksheets, quizzes, exams, and papers.

Why Use Gradescope

- Easily collect hand written assignments for online grading
- Grade assignments quickly while providing detailed feedback
- Standardize grading across individuals and graders

Enabling and Trying out Gradescope

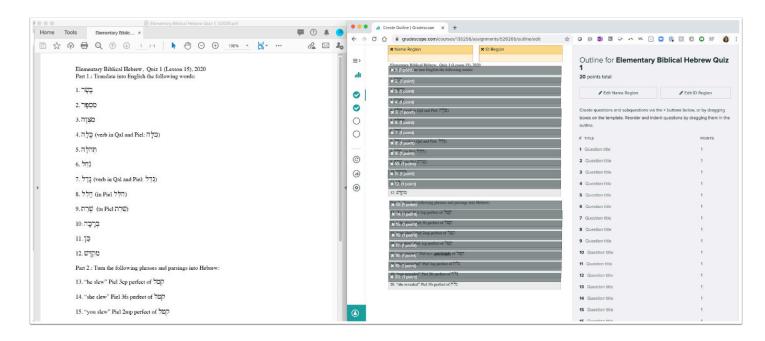
Gradescope is available to all official courses taught at Yale through Canvas, and <u>can be</u> <u>enabled through your course Settings</u>, and then <u>under Navigation the tab</u>.

If you want to test it out, we encourage you to turn it on in your person or early course sandbox. To request a sandbox, please complete this form.

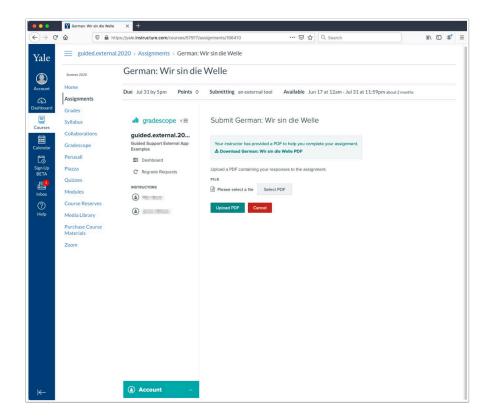
Using Gradescope to Collect Worksheets

Gradescope can be an excellent way to collect weekly worksheets from your students that require handwriting or special characters. You can provide a template they download and complete, or you can collect PDFs from a workbook they have purchased and are working through.

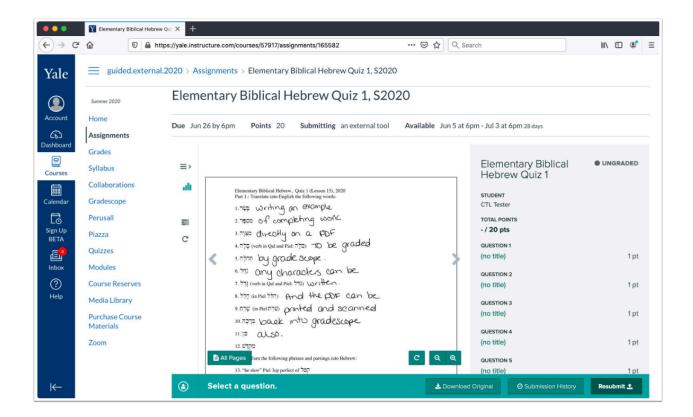
When setting up the assignment in Gradescope from a template they would complete, you use the Assignment Outline feature to define where on the page you would expect the students to write their answers for each question.



Here is the student view when they enter the assignment in Canvas - it will allow them to download the original and upload the completed assignment in the same window.



Once their submission has been made, they will be able to see a preview of the file they uploaded, and they can choose to resubmit as well if you have allowed multiple submissions.



Additional Resources

- · Vendor guides on using Gradescope
- Vendor getting started guide

Hypothesis

Hypothesis is a collaborative, digital annotation tool, which allows students to add comments, notes, and highlights to the margins of a shared digital document, whether it is an article on the web or a PDF. Annotation types include highlights, comments, notes, and replies to other students' annotations and notes. Annotations can be made public, private, or only visible to a group of students. The integration of Hypothesis into Canvas allows the tool to directly link to your Canvas files. Please keep in mind that Hypothesis will not work with materials in the Course Reserves area of your Canvas course.

Hypothesis features include:

- The ability for instructors to embed student discussions directly in digital texts.
- The ability for instructors to create assignments that allows students to read and respond to their peers' annotations, prompting reflection and promoting a sense of community.
- The ability to encourage joint student discussions and create active and social learning opportunities.

Why Use Hypothesis?

Annotation helps in reading comprehension and in developing critical thinking about course materials. Hypothesis enables students to continue this essential activity with online readings. Digital annotation also offers new affordances, enabling students to respond to text using different media and empowering them to collaborate on understanding and developing ideas about their readings.

Hypothesis has the potential to increasing student engagement, expanding reading comprehension, and building critical-thinking and community in classes. Collaborative annotation makes reading active, visible, and social, enabling students to engage with their texts, teachers, ideas, and each other in deeper, more meaningful ways. [web.hypothes.is]

Additional Resources

Please visit these guides for more information on how to use Hypothesis in Canvas:

- How to add Hypothesis as a module item
- · How to add Hypothesis as an assignment
- How to grade Student Annotations in Canvas
- Annotating with multiple sections or groups in Canvas
- Student Guide on how to use Hypothesis

Labster

Labster in Canvas gives students access to a realistic lab experience that will let them perform experiments and practice their skills in a fun and risk-free learning environment. View Labster's Faculty Resource Page for a comprehensive list of the all the different kinds of lab simulations available to be imported into your course. This list also enables you to review and test the simulations to help you choose the right one.

Why Use Labster

- Experience virtual labs in an engaging and effective way
- Offers true-to-life lab experiences
- Supplement teaching with virtual labs
- Prepare students before jumping into the wet lab

Labster Simulations in Canvas

All Yale Academic Courses have unlimited access to all simulations for the Fall 2020 and Spring 2021 terms. Follow these instructions to install your chosen simulations into your course. A "common cartridge" created specially for Yale is required, and can be found here. Please note that a Yale NetID and password will be required to access the common cartridge file.

Additional Resources

- External App: Labster
- Labster Help Center
- Vendor Faculty Resources
- Vendor How To Add Simulations to Canvas
- · Accessibility in Labster

LinkedIn Learning

Eligible faculty, student, and staff members can take advantage of LinkedIn Learning courses in leadership, professional development, creative media, and information technology. Its courses are designed for in-depth and just-in-time instruction at various skill levels.

The platform also offers some of the same courses in German, Spanish, French, Japanese, Mandarin or Brazilian Portuguese languages. <u>Please see the Work @ Yale page to view a small sampling of topics and courses here in the topics of Professional Development, Leadership Development and Career Development.</u>



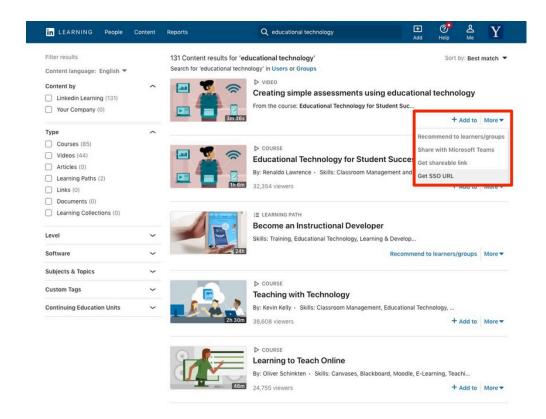
To access LinkedIn Learning, please follow the Yale Link posted here: https://your.yale.edu/yale-link/linkedin-learning

Using LinkedIn Learning in your Canvas Course

LinkedIn Learning has a light weight integration with Canvas allowing you to bring in already published content in LinkedIn Learning into Canvas as an **assignment** or as content in a **module**. You will not be able to track individual progress through assigned LinkedIn Learning content, but adding it as a supplemental assignment or resource can give students who wish the practice guidance on relevant courses or videos that could help them learn or hone specific skills.

Anyone with a Yale NetID can take advantage of the content hosted in LinkedIn Learning with our without the Canvas integration, but it is important to note that only NetID holders will be able to follow the URLs posted in Canvas.

Before you can get started adding LinkedIn Learning content to a course in Canvas, instructors **must** have a Sub Admin level role in LinkedIn Learning in order to find the SSO URL required to integrate the content from LinkedIn Learning into Canvas. To request this access, please email askpoorvucenter@yale.edu.



Use Cases

LinkedIn Learning offers supplemental materials and just in time resources on a wide variety of topics, and if there is a project or presentation component to your class, LinkedIn Learning may offer some additional resources or supports for your students to complete those assignments.

A place to start may be letting them know the resource itself exists. For example, if presenting in front of the class is a requirement for your course, perhaps they would like to feel more confident in public speaking, or they would like to better understand how to use powerpoint for an upcoming presentation. Without making these required or official assignments for your class, you could let them know these resources exist, should they wish to take advantage of them.

The content hosted in LinkedIn Learning is often not created for or by anyone at Yale, so please review the materials before assigning them to your students.

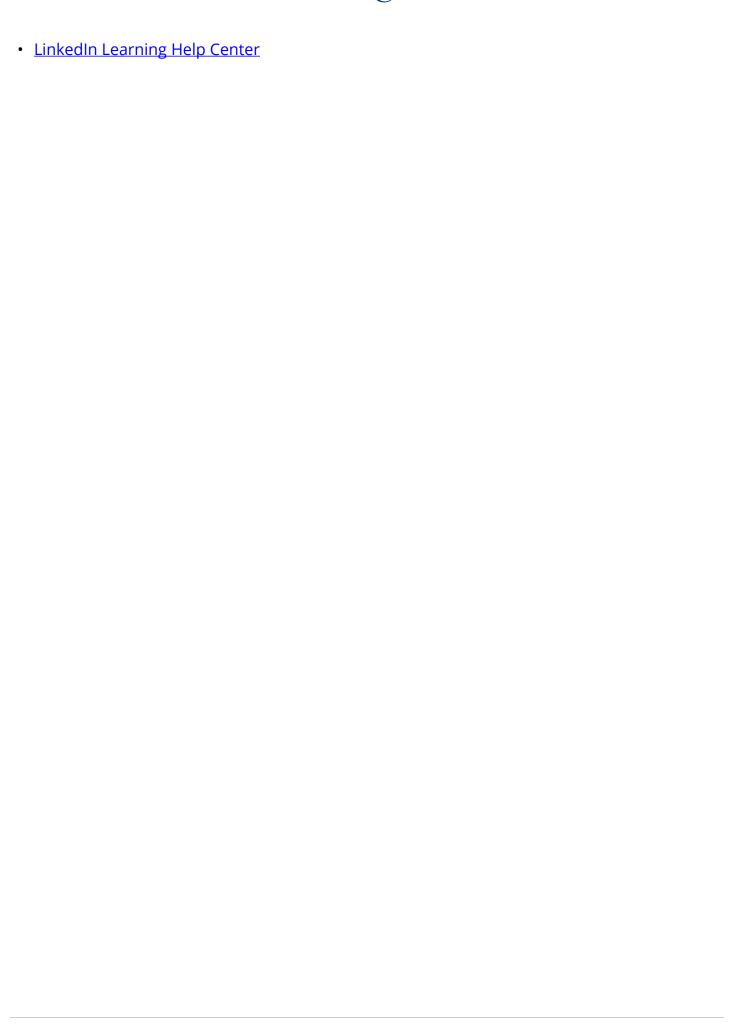
Additional Resources

Canvas Faculty Guide

External App: LinkedIn Learning

General Guides

Online Learning page through It's Your Yale



Media Library (Panopto)

Media Library (Panopto) is a streaming video service that is integrated into Canvas. Media Library can be used to store and stream uploaded audio and video files. Using the Panopto Recorder or Capture tool, instructors can record and edit new audio/video files to share with students. Instructors can also integrate Medial Library into assignments allowing students to upload/record audio and video files to submit.

Media Library seamlessly integrates into multiple areas of Canvas courses:

- Embeds via Canvas Rich Content Editor instructors can embed Media Library videos into their Canvas content
- Quizzes via Canvas Assignments instructors can overlay a questions from a short list of question types on top of their videos which can be linked to a Canvas Assignment for grading
- Lecture capture via Zoom sessions scheduled in Canvas Zoom sessions scheduled through the Canvas Zoom tool and set to record to the cloud will automatically be processed and moved to the Canvas course site's Media Library tool



Media Library is integrated with Canvas - but can also be used <u>independently from Canvas</u> (for NetID holders only).

Media Library for Lecture Capturing

Asynchronous Pre-recorded Lectures

Media Library can be used for recording audio/video files to be shared with students and, if desired, embedded into areas of Canvas (like on Pages, Assignments, Announcements, etc.). Using the Panopto Recorder tool or the simplified Panopto Capture tool, instructors can use their webcam and microphone to record themselves speaking and can also use the desktop capturing tools to record their screen (e.g. presenting PowerPoint slides, demoing software, writing on a tablet, etc...).

- Panopto Recorder
 - PC
 - How to download and Install Panopto for Windows
 - How to record with Panopto for Windows
 - Mac
 - How to download and Install Panopto for Mac
 - How to record with Panopto for Mac

- · Panopto Capture
 - How to create a Video using Panopto Capture

Synchronous Lecture capture: Zoom / Media Library Integration

Zoom and Media Library (Panopto) now have an integration which makes it easy for instructors to record and share their live recorded lectures sessions. Zoom lectures schedule through the Canvas Zoom tool that are set to record to the cloud will automatically be uploaded to the Media Library folder of the course in which the session was scheduled.

* Using the Zoom/Panopto (Media Library) Integration

Media Library for sharing videos

For instructors who already have video files, Media Library can be used to store and stream/ share videos with students.

- How to add media files to the Media Library
- SPECIAL INSTRUCTIONS: Course Welcome Videos*

Media Library for Video Assignments

Instructors can set up assignments that require students to submit audio/video files. Media Library can be set up with a folder where students will just upload their files. If making the assignment gradable is desired, instructors can set up a Canvas Assignment where students can upload/link their file.

- How to create a video assignment
- How to create a canvas video assignment using the Media Library

Media Library Video Quizzes

Video quizzes can allow for low stakes opportunities for students to answer multiple choice or fill in the black questions during recorded course content. This can provide students prompts to reflect on material that has been presented, and checks on understanding of key concepts, before moving on with additional content.

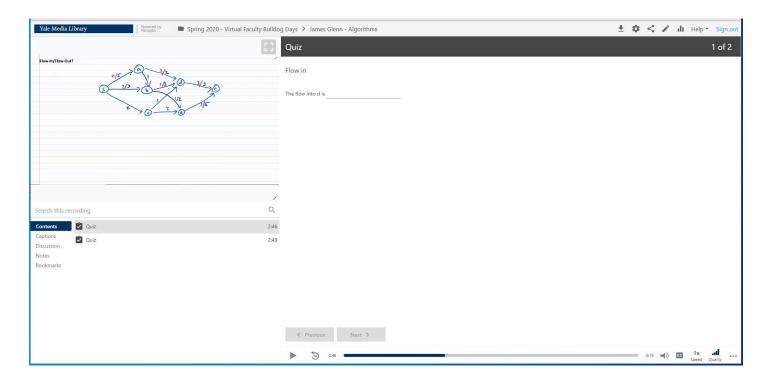
^{*} Course Welcome Videos have special embedding instructions to ensure the course videos stored in Media Library are visible to all students.

Video Quiz Presentation

Whether videos are presented in Panopto's full screen web player, or in an embedded context, video quizzes will stop the video at the selected time and prompt students to answer one, or multiple, questions before moving on. Options in the quiz tool include allowing students to retake the quiz, showing the correct answer with an explanation, and the ability to show a grade after the student completes the quiz.

- How to add a a quiz to a Video
- How to link your Video Quiz to a Canvas Assignment

Example of a video quiz in the web player:



Example of video quiz in an embed:



Additional Resources

• Vendor guides on getting started with Media Library (Panopto)

Mid-Semester Feedback

The Mid-Semester Feedback tool is a Yale-developed survey tool created to specifically to support Yale College faculty in the collection of anonymous student feedback during the midterm of the traditional fall and spring semesters. Despite the focus on Yale College, the tool is available to all schools who would like to use it.

The Mid-Semester Feedback survey opens during a pre-designated ~2 week period during the midterm of the semester and allows students to complete a separate survey for each of their courses that offer the survey. Instructors can choose whether to use the survey (which is on by default) or disable it for each course they teach.

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NOTE: If you do not see the Mid-Semester Feedback tool in your official Canvas course site, your school may have opted not to utilize this tool. Contact your school's local support team for alternatives.

Why use Mid-Semester Feedback?

Collecting feedback from students is a critical component to ensure that you and your students are getting the most out of your course. Feedback can be structured to confirm that students are understanding concepts presented in class and are comfortable with the format of the class and activities. Your students' feedback can inform and guide you on changes that you may need to make to help students be successful in your course.

The Mid-Semester Feedback tool is a mechanism for instructors to collect valuable student feedback during the midterm of the course. Mid-Semester Feedback surveys are unique and customizable for each course and all Mid-Semester Feedback student submissions are fully-anonymous so that students can feel comfortable and confident in providing open and honest feedback to the instructor.

Use Cases for Mid-Semester Feedback

Mid-Semester Feedback is used specifically to collect feedback from students during the midterm. Below are topics for questions you might consider when preparing your survey:

- · Pacing of the course material
- Appropriateness of the assignments and activities
- · Student comfort with the course content materials
- Access to content/materials/technology/other resources
- Satisfaction with Teaching Assistants/Fellows or other support staff
- Suggestions for what students would like to see improved/changed

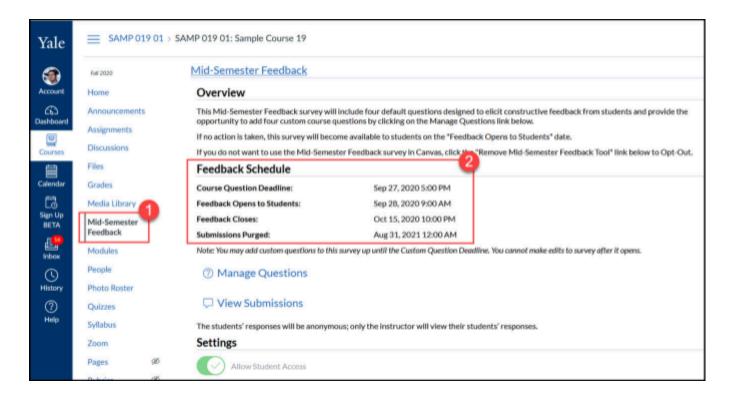
- What aspects of the course are working well
- What problems students are having
- What successes students are experiencing
- Other suggestions/comments

How do I use Mid-Semester Feedback in my course?

Click on a topic below to learn more about using the Mid-Semester Feedback tool in your Canvas courses.

Timing of Mid-Semester Feedback

The Mid-Semester Feedback tool is controlled by pre-designated dates which are selected before the term begins and are posted within the instructor view of the Mid-Semester Feedback Tool in Canvas. To access the dates for your survey, click the **Mid-Semester Feedback button** [1] in the course navigation menu you will see the dates in the **Feedback Schedule section** [2] of the main Mid-Semester Feedback page.



The pre-designated dates include:



The following dates are set globally for all courses and cannot be modified for a specific course, instructor, or student.

- Instructor Open Date Date after which instructors can begin customizing their Mid-Semester Feedback surveys in each course. Typically instructors can begin customizing their surveys right after course sites are created for the semester up through the Course Question Deadline.
- **Course Question Deadline** Date after which instructors can no longer select/create/edit questions for the surveys.
- Feedback Opens to Students Date Date when students can begin submitting feedback.
- Feedback Close Date Date after which students can no longer submit feedback
- **Submission Purge Date** Date when student submissions will be permanently deleted from the Mid-Semester Feedback tool. NOTE: Instructors are encouraged to download their students' feedback prior to this date.

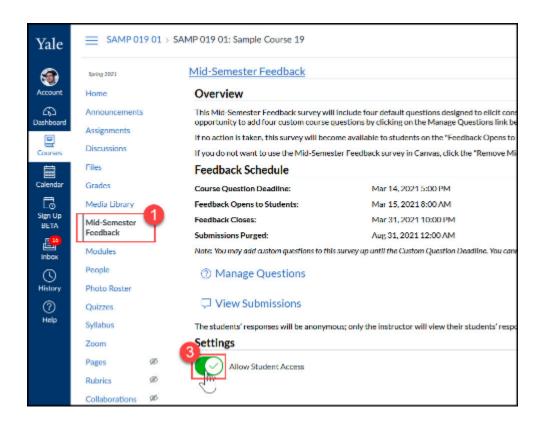
Enable / Disable Feedback Survey in Your Canvas course

By default, the Mid-Semester Feedback tool is enabled and will open to students in your courses on the pre-determined Feedback Open Date. If you have not customized the survey, students will be presented with the four default questions on that date (see the <u>Managing</u> <u>Feedback Survey Questions</u> section for the list of the default questions).

Instructors do have the ability to disable (and if necessary re-enable) the survey tool in their course if desired.

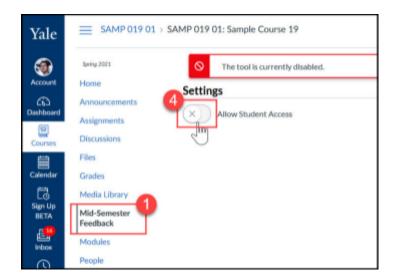
How to Disable Feedback Survey

To disable the Mid-Semester Feedback Survey in your course, go to your course and click on the **Mid-Semester Feedback tool [1]**. On the main page of the tool, click on the **Allow Student Access toggle button [3]** (put to the gray X "off" position) and then click OK in the pop-up to confirm that you want to disable the tool.



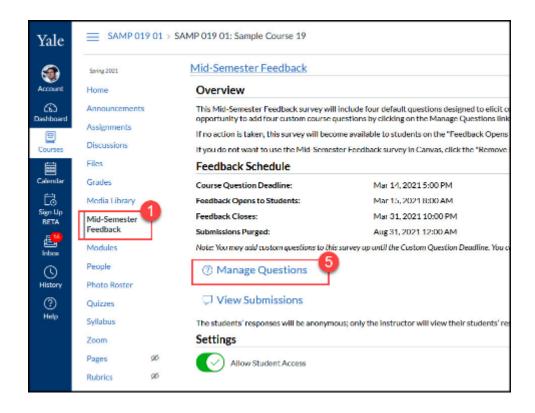
How to Re-enable Feedback Survey

If you want to re-enable the tool, go back to the **Mid-Semester Feedback tool** [1] and click on the **Allow Student Access toggle button** [4] (put to the green check mark "on" position).



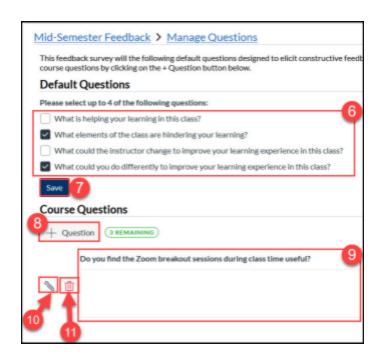
Managing Feedback Survey Questions

Instructors will need to go to the Mid-Semester Feedback Survey tool [1] and then go to the Manage Questions [5] area.



Instructors can then pick up to four of the **default questions [6]*** by selecting the check box next to the desired questions. Once the default questions are selected, click **Save [7]** to save your selections.

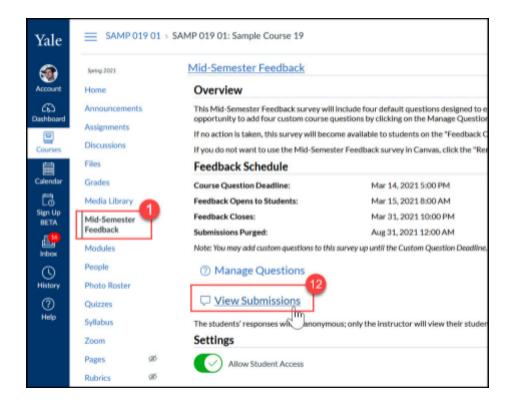
Instructors can also create up to four custom open ended questions by click the **+Question button** [8]. Instructors will compose their questions in the pop-up that appears. **Previews of existing saved questions** [9] will appear on the page. Instructors can make changes to their questions by clicking the **modify button** [10] or the **delete button** [11].



- * If you do not disable or customize the Mid-Semester Feedback Survey questions in your course, the survey will open to students on the Feedback Opens to Students date and the survey will contain the following four default survey questions:
 - What is helping your learning in this class?
 - What elements of the class are hindering your learning?
 - What could the instructor change to improve your learning experience in this class?
 - · What could you do differently to improve your learning experience in this class?

Viewing & Downloading Student Submissions

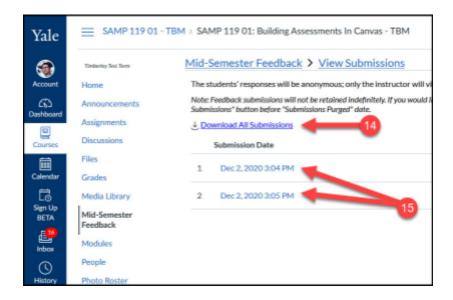
Instructors can begin viewing Student submissions immediately and read students submissions as they come in. Instructors just need to go to the **Mid-Semester Feedback tool** [1] and then click on **View Submissions** [12].



Once there, instructors can click **Download All Submissions** [14] to get a file containing the responses for all currently available submissions or they can click on the **submission dates for individual submissions** [15] to view the submissions separately in the browser one at a time.

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Instructors will not be notified when new submissions are recorded, so instructors will need to periodically check for new submissions via the Mid-Semester Feedback tool.

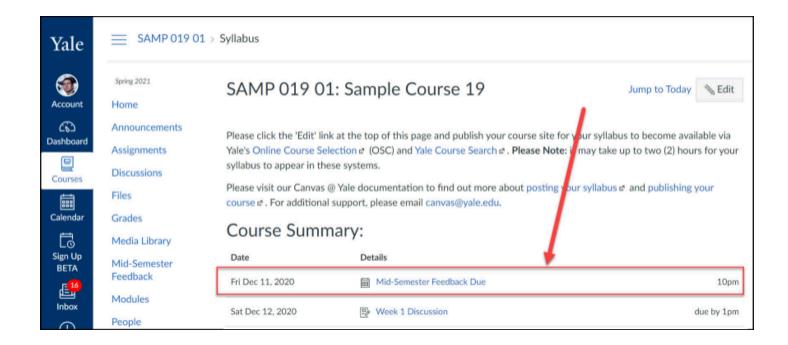


Notifying Students About Mid-Semester Feedback

Instructors should communicate with their students if they intend to use the Mid-Semester Feedback Tool. If you are using it, we strongly recommend that you announce the open of the Mid-Semester Feedback survey to your students and encourage them to submit feedback for your course. Although an event with a due date will appear on the Syllabus page under the Course Summary area and on the course Calendar, students may miss or ignore the survey if you do not discuss it with them directly.



When announcing the Mid-Semester Survey, you may want to reiterate that all submissions are totally anonymous.

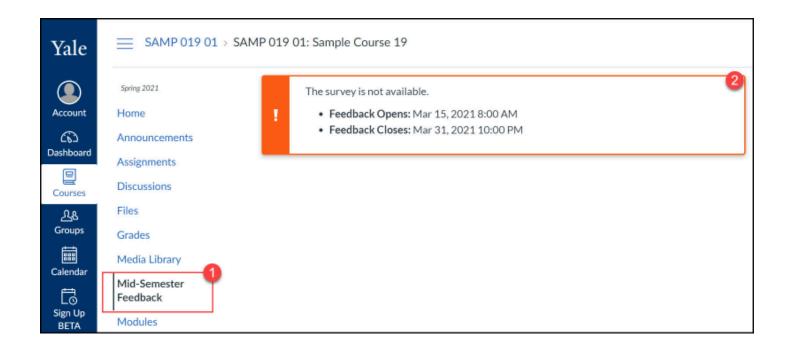


What will my students see?

Students may see different things depending on the day when the student clicks on the tool and depending on whether or not you have enabled Mid-Semester Feedback in your course. Click on the topics below to see what your students will see for each scenario.

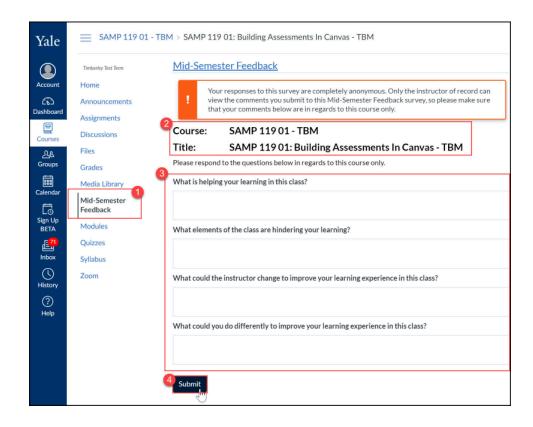
Before the Mid-Semester Feedback Survey opens

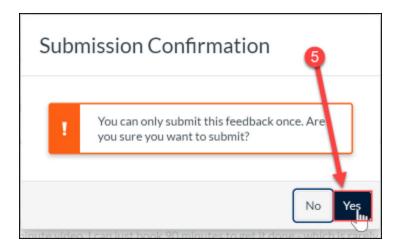
Students will not be able to submit feedback before the survey opens. However, they will see the Mid-Semester Feedback tool in the course navigation menu. If the student attempts to open the **Mid-Semester Feedback tool [1]** before the survey opens, they will receive a **message [2]** letting them know when the survey will become available.



Once the Mid-Semester Feedback Survey opens

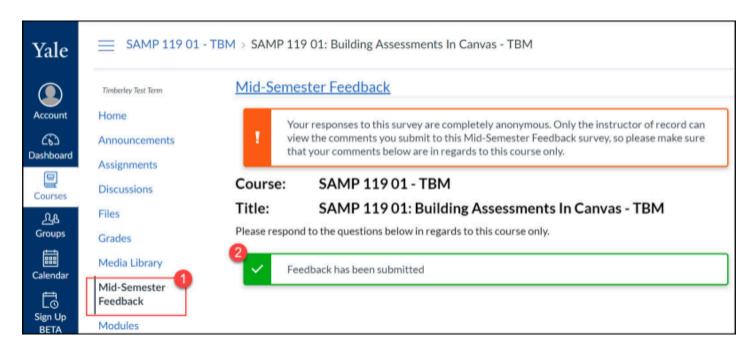
As soon as the feedback open, students can click on the **Mid-Semester Feedback tool** [1] and then they will be presented with the **course information** [2] and your **survey questions** [3]. Once they have filled in their answers, they will need to click the **Submit button** [4] and then confirm their submission (click the **Yes button** [5]) before their responses are posted.





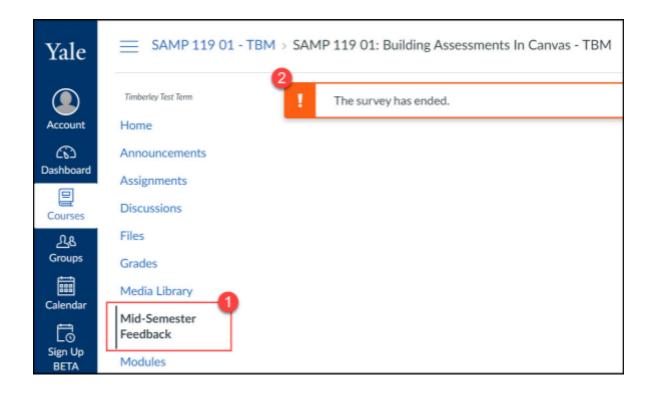
Returning to the Mid-Semester Feedback tool after submitting feedback (while the survey is still open)

Student who have already submitted and return to the **Mid-Semester Feedback tool [1]** will see a message indicating that their **feedback was already submitted [2]**.



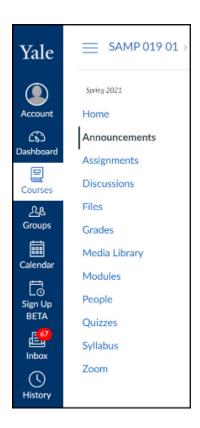
After Mid-Semester Feedback Survey closes

Students who click on the **Mid-Semester Feedback tool** [1] after the feedback close date will see a message indicated that **the survey has ended** [2].



When Mid-Semester Feedback is disabled in a course

When an instructor opts to disable the Mid-Semester Feedback tool in their course, students will not see the Mid-Semester Feedback button in their course navigation menu at all.



FAQ

Who can see the Mid-Semester Feedback submissions in my course?

All users with the role of "Instructor" in the Canvas course site's People tool will be able to view student submissions.

Mid-Semester Feedback submissions are **NOT** shared with departments, department chairs, DUS/DGS, registrar's office or any other university administrators. The feedback submitted to this tool is only visible to the course instructors.

Who can submit Mid-Semester Feedback in my course?

Only users with the role of "Student" or "Auditor" in the Canvas course site's People tool will be able to submit feedback.

Guest students, viewers, shoppers, etc... will NOT be able to submit.

Can I find out which student submitted which response?

The Mid-Semester Feedback submissions are totally anonymous - which means that you will not be able to tell which student submitted which response.

Can students submit the survey more than once?

Students can only submit the Mid-Semester Feedback survey once per Canvas course.

Can I change the dates when the survey is offered?

The availability of Mid-Semester Feedback survey is controlled by the globally managed dates (which appear on the main page of the Mid-Semester Feedback tool for the instructor). These dates cannot be modified for individual courses or for individual students who miss the deadline.

Additional Resources

Mid-Semester Feedback Instructor Tool (instructors)

Mid-Semester Feedback Submission Directions (students)

Perusall

What is Perusall?

Perusall is an annotation tool that helps your students engage collectively with texts. With it's capability to integrate into Canvas, students can annotate and discuss course readings easily with their peers. The mission of Perusall is to aim to change the nature of reading from the traditional solitary experience to an engaging and collective one. Perusall aims to change education so all students do the reading, come to class prepared, and are motivated to do so because they care about the content. Perusall aims to advance behavioral science and Al research in the service of improving education using their work at Harvard University and Perusall Labs to improve the Perusall platform and to help students, educators, researchers, and society at large. [https://perusall.com/about].

Why use Perusall?

Using discussions in your class can be critical to increasing students' enjoyment of the class and strengthens students' understanding of concepts [TeachingPurpose.Org] As an annotation tool that allows students to annotate PDFs and share comments to each other within the document, Perusall can be used to replace or continue the use of a discussion based on PDF readings.

"I found it to be a kind of light in the darkness of trying to get my online students to interact with one another. I started with two articles the first semester, replacing two weekly Discussions, then went to four and six articles after that. In feedback surveys, students consistently rated it as their favorite element of the course..."

-Glen Davenport, STEM Education Evaluator, Poorvu Center for Teaching and Learning, Yale University

Case Study: First Exposure to Journal Articles

One of the most important learning outcomes for an undergraduate course on research methods is exposure to peer-reviewed research articles. For many undergraduates, a second-year methods course will be their first exposure to this format. With no experience or context for academic writing, these articles can be very intimidating. With Perusall, we can ease some of that anxiety by allowing students to explore the format together.

In an unfamiliar context, some students don't even know where to start asking questions, so one strategy that has been successful is to seed the article with a few discussion questions. We aim for four, each targeting a different part of the article. Here are some example questions that were applied to a nutrition science paper:

"Why did the authors choose to use pre-existing groups here? Why not randomly assign participants to treatment and control groups?"

"There is a statistical test being reported here. How does this test relate back to the authors' research questions?"

"Why did the authors include this table? What point is being made with this data?"

"Are there other possible explanations for the data that the authors observed? Looking back at the study design, are there any threats to validity that might lead you to an alternate conclusion?"

The aim with these prompts is to ask open-ended questions that do have some specific answers, but could lead to wider discussion. Another strategy used was to ask students to make connections between different sections of a paper, subtly emphasizing that research articles have many pieces but that those pieces should be telling a consistent story.

Case Study: Perusall for Advanced Hebrew, by Orit Yeret

I started using the Perusall platform with an advanced language course I taught at Yale University, HEBR 167 - Creative Writing in Hebrew. Since the course involved reading various texts, in addition to writing, before the semester began I searched for a technological tool that will enable a preliminary 'shared-reading' of each text.

As I began using Perusall in that course, I found it to be very helpful in preparing students for class discussions. Students were asked to review the materials beforehand, to raise and answer questions, to comment on the pieces they read and to mark new words they had learned from reading each text.

This activity produced a lively in-class, as well as outside-of-class conversation, where students became much more informed about the materials and about each other's initial thoughts and speculations. As a result, the students arrived better prepared for each session, after having considered different perspectives on every text; they reacted to the online discussion and expanded their vocabulary in the process.

When asked about the use of this tool in our course, students responded positively. They enjoyed having access to all the materials they needed in one place, through our course site on Canvas, and they liked reading their classmates ideas as well as sharing their own ideas, before having our in-class discussion. Overall, I find Perusall to be a good platform for a collaborative class activity.

How do I use Perusall in my Canvas course?

Perusall can be integrated into your Canvas course by <u>following these steps</u>. Once Perusall is in your course, you can begin adding Assignments from Canvas into Perusall.

You can use Perusall to:

- 1. Assign readings and annotations
- 2. Motivate students
- Grade interactive discussions
- 4. Engage students through reading
- 5. Non-adversarial grading

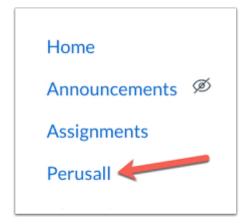
You can use Perusal to encourage your students to:

- Share questions, answers, perspectives
- Share knowledge through threads
- Annotate text, images, or equations

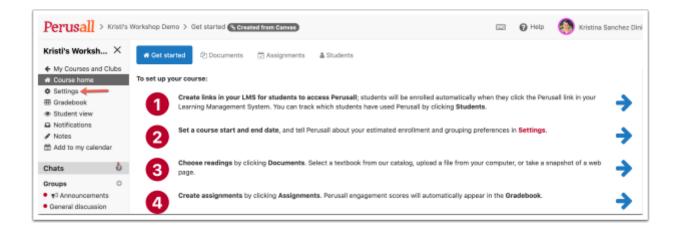
Setting Up Perusall Assignments

Perusall assignments ensure that your students do the reading and come to class prepared. The goal of each reading assignment is to stimulate discussion by encouraging students to post good questions or comments, to help others by answering their questions, and to upvote good questions or comments to draw the attention of their classmates to important ideas [https://perusall.com/].

Once you see Perusall in your course navigation, you can continue the integration by creating an assignment. Click Perusall to get started:



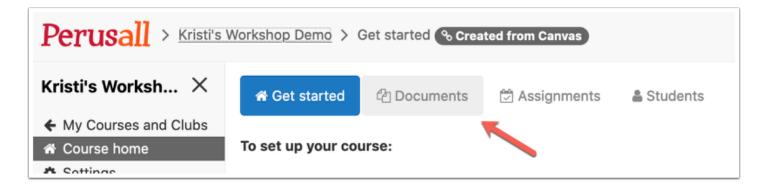
You will be taken to Perusall in a new window, in which you will be given several options. You can start by clicking Settings:



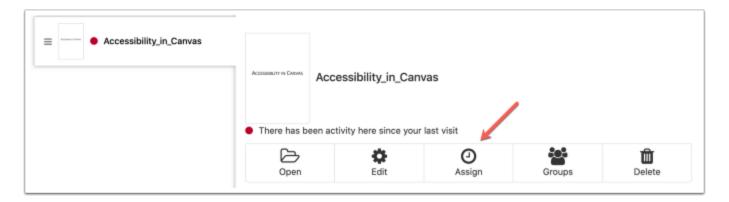
You can modify your course settings here, or continue on to create an assignment.

Important to note is the welcome message found on this page. To keep students focused on intrinsic motivation for the material rather than grades or gaming the system, the <u>student</u> <u>welcome message</u> describes the general characteristics of effective reading without giving precise definitions [https://perusall.com/]. Feel free to edit the welcome message to match the goals of your course.

To create an assignment you will first need to upload a document. Click Documents from the Get Started page:



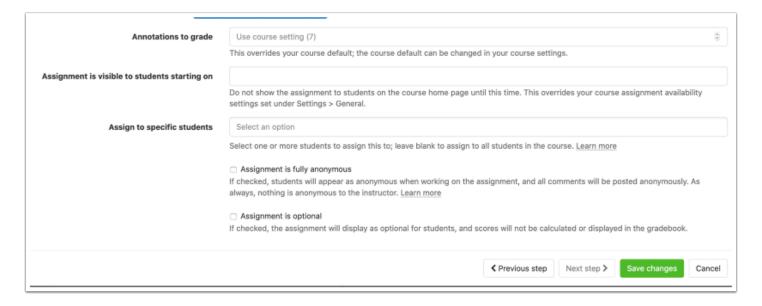
Once the document uploads, click on it to view the options available for the assignment. Click Assign to get started:



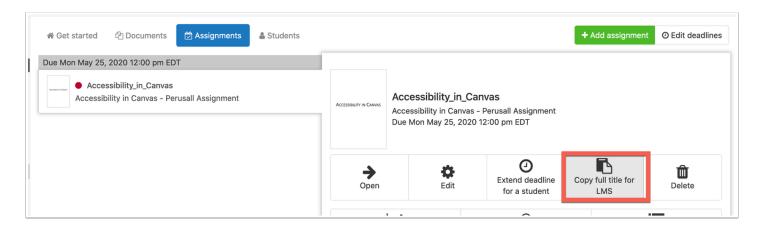
You can proceed through the options to assign the assignment. There are three steps to this process, (1) selecting the content to design, (2) setting the name and deadline, and (3) setting optional advanced options.

From option 2-setting the name and deadline, if you give the assignment a name, you will need to use the exact same naming convention in Canvas. This is how Perusall maps to the Canvas gradebook.

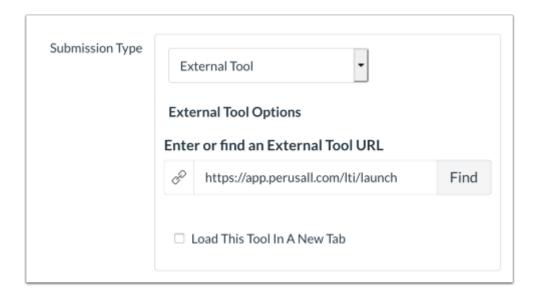
Option 3 allows you to set features that you may find important for the structure of the assignment, such as how many annotations need to be made in the document for the assignment, allowing anonymity, and more.



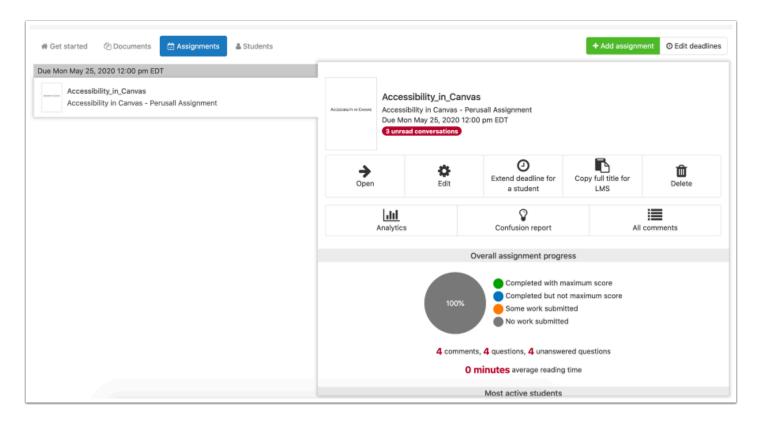
Clicking save changes will save the changes you made to the assignment. Once your assignment is saved, click Copy fill title for LMS:



You will then need to navigate to your Canvas course in order to link the assignment to your Canvas gradebook. From Canvas, create a new assignment and give the assignment the same name as it is in Perusall. From the Submission Type option, choose External Tool, and select Perusall:



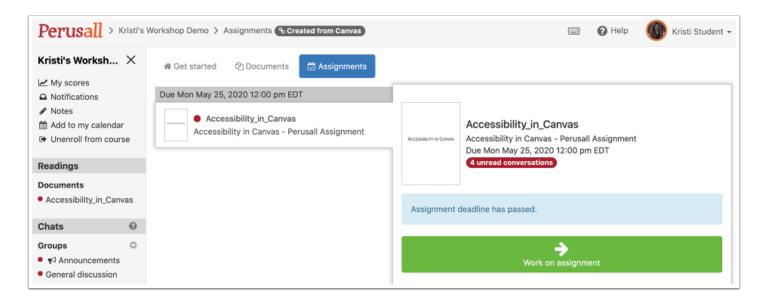
Save your changes, and depending on your settings the assignment will load within Canvas or in a new tab. It will look something like this:



Grades are sent to Canvas from Perusall as a percentage, rather than as a raw score. Canvas will apply that percentage to the assignment based on the number of points you have set for that assignment in Canvas. For example, if your lowest possible assignment score is 0 and highest possible assignment score in Perusall is 5, and the assignment is set in the LMS to be worth 10 points, a score of 4 will be sent across to the LMS as 80% and will show up in the LMS as 8/10. For this reason, we recommend that you set up assignments in your LMS to be worth the same number of points as it is worth in Perusall [https://support.perusall.com/].

What will my students see?

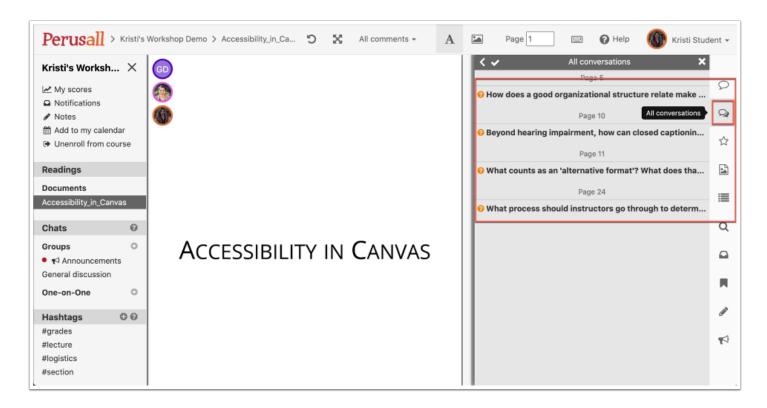
A student can find Perusall in their course by clicking on Perusall in the left navigation, or by clicking on an Assignment in Canvas that utilizes Perusall.



From here they will be taken to Perusall where the student has the option to click "work on assignment". Once they click "work on assignment", they will be taken to the document that is assigned through the assignment tool.

The student can scroll through the document, and make comments using various Perusall tools throughout the document.

In this case, the student sees four comments left by the instructor under the "All Conversations" tab:



When the student clicks on one of the comments, they will be taken to the part in the document that the comment was made, and have the ability to reply to the comment:



Inform Your Students of How Perusall Works

Feel free to share download and modify a one-page rubric that explains what Perusall is, how it works, and how students are graded. (You may need to edit this document to reflect the scoring settings you have set for your course.)

FAQs

Roster Sync

Perusall syncs with your student roster in Canvas. Your student roster in Perusall will automatically populate as students each launch into Perusall from the LMS for the first time.

Gradebook Sync

Grades sync to the gradebook by linking a Canvas assignment into Perusall.

Once you release the grades for a particular assignment, Perusall will send the grades for that assignment back to the LMS gradebook.

Any subsequent changes you make to your course in Perusall that would affect the scores on that assignment will sync back to your LMS so the LMS gradebook and Perusall gradebook are always in sync.

Most grades sync immediately, although it may take up to an hour for a grade update to be reflected in the LMS.

Details of Scoring

Perusall's engagement score allows you to combine multiple metrics of student engagement into a single score. Up to six different components can be combined into a single score to encourage students to engage in behaviors that research shows predict positive learning outcomes. More information can be found here.

Purchasing Textbooks through Perusall

Perusall works with a number of publishers to make textbooks available for students to purchase and use through Perusall. <u>Visit Perusall</u> to find more information on adopting a textbook for use within the tool.

Photo Roster

The Photo Roster is a user management tools within each course site. It is a roster tool specific to Canvas @ Yale created by Yale. Only users with an Instructor or TA role will be able to see this tool. This tool provides a more detailed view of the students in your course, including information such as their photo, major, year, college, and email address. There are two different views: "Photo Roster" and "List View".

Why Use the Photo Roster

- View additional information to learn more about your students
- · Includes photos of your students
- Download an offline list of your students to communicate with students outside of Canvas. This may be particularly useful in case of any service interruptions.

How is it Different from the Canvas People Tool?

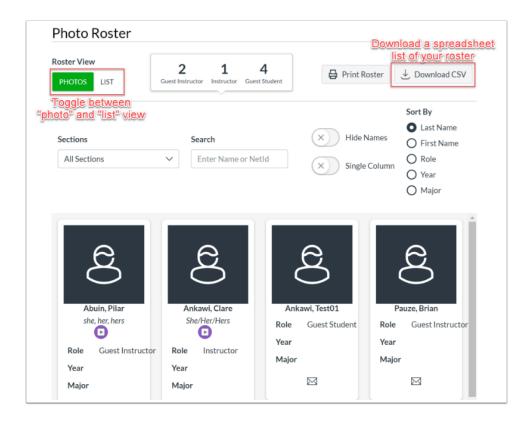
The people tool is created by Canvas. Students are able to see this tool and can see other people on this list. From here, you can manually enroll users, as well as create new group sets. The photo roster tool is created by Yale. Only instructors and TAs will be able to see this tool. This tool has more information on each student than the people tool, and will allow you to download an offline list of the users in your course.

Photo View

The photo roster view is the default view and shows the a user's name, NameCoach (if one exists), course role, graduation year, and major. It will also show student ID photos if the user is a Yale student.

List View

The list view shows the users in a list format. It shows the user information available on the photo roster view and additionally includes the user's ID, email address, and residential college. The list can be exported into an Excel (CSV) file. We highly recommend exporting this list so that you have access to it in an offline view. This is especially useful in the event that you lose internet connection or cannot access Canvas.



Additional Resources

- People Tool versus Photo Roster
- How do I add users to my course?
- Photo Roster Tool
 - How do I find my student's residential college?
 - How do I review my students name pronunciations or pronouns?
 - Canvas Photo Roster: Addition of Learner Status

PlayPosit

PlayPosit is an interactive web-based video platform that allows instructors to enrich video content with interactions including a variety of quiz question types, discussions, and other tools to increase learner engagement through participation. With advance question types and branching features, PlayPosit can add an engaging adaptive assessments to your course.

Why use PlayPosit?

The PlayPosit tool set is an overlay that can be used with Media Library video content, YouTube videos, or Vimeo videos (or a combination of these) to create learner "bulbs" that students can watch and complete. PlayPosit is integrated with Canvas so that bulbs can be linked to Canvas Assignments for graded activities. PlayPosit provides a series of interaction types that can be injected into the video a specific points in time to help enhance the content or to check student learning and comprehension.

Use Cases for PlayPosit

PlayPosit can be used in many ways. Below are just a few examples of common ways to incorporate PlayPosit into your course.

Use PlayPosit:

- to increase student engagement with asynchronous lecture recordings by injecting quiz questions and supplemental content that reinforce the presented topic.
- as a feedback tool to collect student understanding and comfort with prerecorded lecture content.
- with foreign language videos to create "translate the dialogue" style activities for practice and/or for a grade.
- asynchronous discussion boards overlayed on a video to encourage student collaboration.
- as an audience response system using the <u>broadcast feature in person via Canvas</u>. or <u>broadcast feature remotely via Zoom</u>.
- as an assignment type where students create the PlayPosit content/bulb in a student-as-thelecturer style activity.

How do I use PlayPosit in my course?

PlayPosit is a tool that is available in all academic courses. The tool can be used in coordination with a Canvas Assignment for grading purposes or can be used as a standalone activity/lecture by adding it to a page via the Rich Content Editor or as a Module Item.

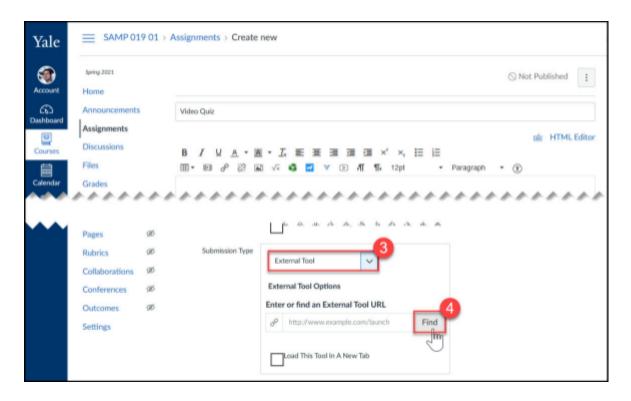
Adding a PlayPosit Activity to Your Course

Add PlayPosit as a graded Assignment

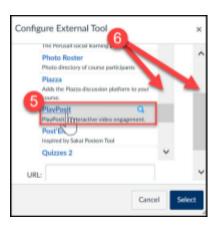
Go to the Assignment tool [1] and click the + Assignment button [2].



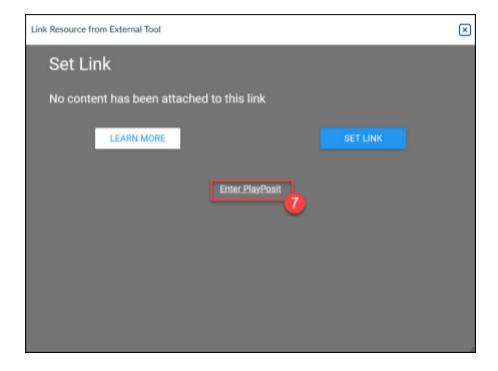
Follow the general instructions to <u>create a Canvas Assignment</u>. When you get to the submission type, select **External Tool [3]** and then click **Find [4]**.



In the pop-up, scroll down and click on the **PlayPosit link [5]**. (NOTE: There are **2 scroll bars [6]** on the pop-up - you may need to scroll down in both scroll bars to find the PlayPosit link.)



The pop-up with change to be the PlayPosit menu - click on **Enter PlayPosit [7]** and then follow the instructions on how to build PlayPosit bulbs and then complete the process to <u>Assign a bulb to students</u>.



Add PlayPosit as an ungraded activity via the Rich Content Editor

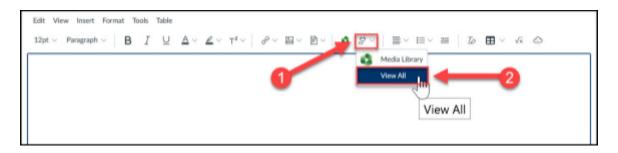
Activities added via the Rich Content Editor will not sync grades back to Canvas - even if you insert the activity into the instructions space of a Canvas Assignment.

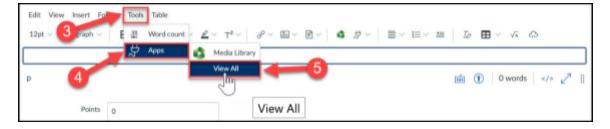
New Rich Content Editor



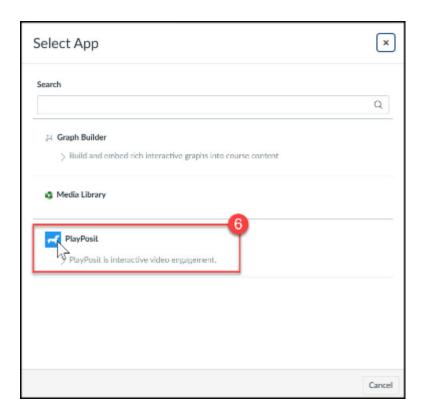
The New Rich Content Editor will be enforced January 8, 2021 but is currently available for instructors in their Personal Sandbox sites and is also available for instructors to enable in academic courses as desired before January 8th.

To add a PlayPosit interaction via the New Rich Content Editor, go to the Edit View of your Canvas Page, Assignment, etc... Once you can see the Rich Content Editor and the tool bar, click on the Apps Icon[1] then View All [2] (or click Tools [3] then Apps [4] then View All [5].)

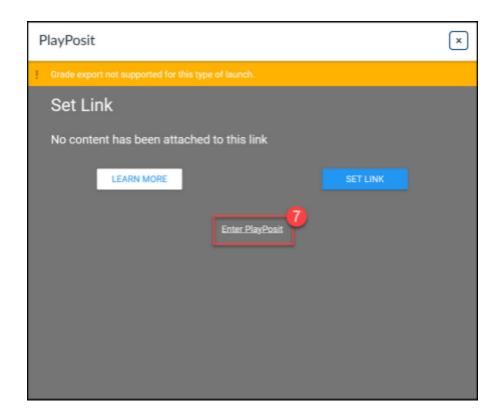




You will now see a pop-up with all the available external applications. Click on PlayPosit [6].



The pop-up will now change to the PlayPosit menu. Click on **Enter PlayPosit [7]** and follow the instructions on how to build PlayPosit bulbs and then complete the process following the instructions on how to assign and ungraded bulb.

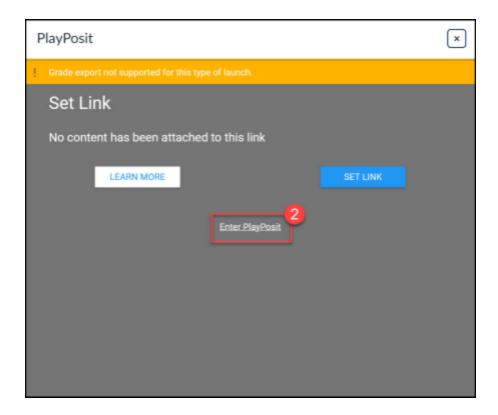


Old Rich Content Editor

To add a PlayPosit interaction via the Old Rich Content Editor, go to the Edit View of your Canvas Page, Assignment, etc... Once you can see the Rich Content Editor and the tool bar, click on the **PlayPosit Icon[1]** in the toolbar.



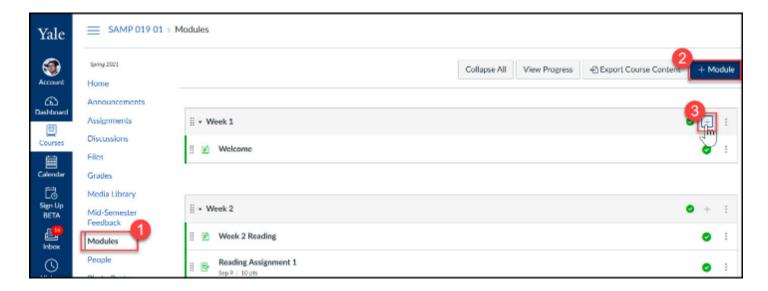
PlayPosit pop-up will appear. Click on **Enter PlayPosit [2]** and follow the instructions on <u>how to build PlayPosit bulbs</u> and then complete the process following the instructions on <u>how to assign and ungraded bulb</u>.



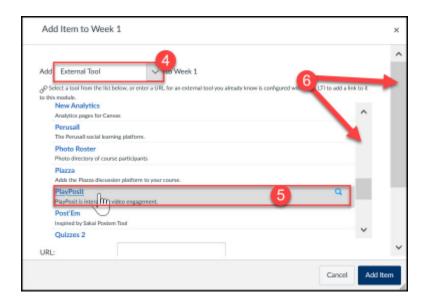
Add PlayPosit as an ungraded Module Item

Activities added via the Rich Content Editor will not sync grades back to Canvas - even if you insert the activity into the instructions space of a Canvas Assignment.

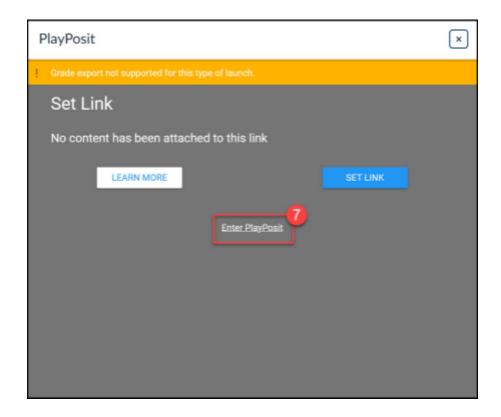
To add a PlayPosit interaction as a Module item, go to the **Modules area** [1] of your course site. If you do not already have one, click the **+ Module button** [2] and follow the instructions on how to create a new Module. Once you have a module, click the add module item + button [3] for the module in which you want the PlayPosit interaction to appear.



In the Add Item pop-up, select **External Tool** from the **Add drop down menu [4]** and the scroll to find and click on **PlayPosit [5]**. (NOTE: There are **2 scroll bars [6]** on the pop-up - you may need to scroll down in both scroll bars to find the PlayPosit link.)



The pop-up will now change to the PlayPosit menu. Click on **Enter PlayPosit [7]** and follow the instructions on how to build PlayPosit bulbs and then complete the process following the instructions on how to assign and ungraded bulb.

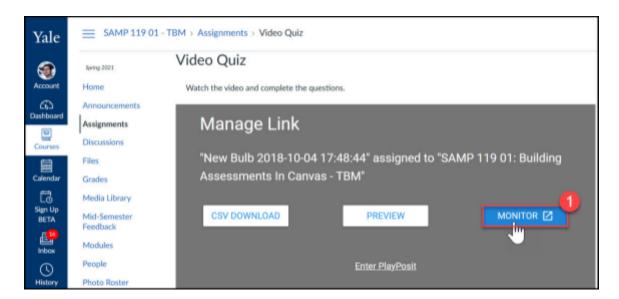


How do I monitor/grade student submissions?

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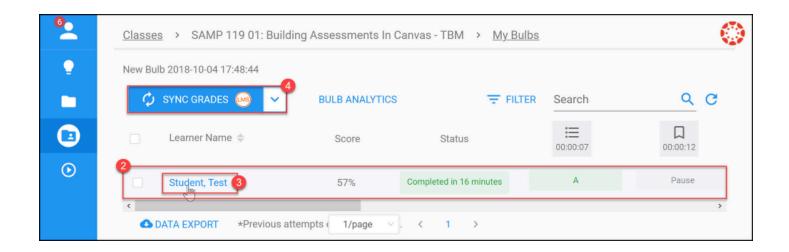
If the PlayPosit activity is a graded and tied to a Canvas Assignment, the students' grades will automatically pass from PlayPosit to the Canvas Grades area immediately upon submission.

To view student submissions, the instructor can go to the Assignment/Page/Module Item where the PlayPosit bulb is located and click on it. When the activity loads, click on **Monitor [1]**.



You will then be taken to PlayPosit where you will see a list of students who have completed the bulb. You can see some general submission information [2] right in the spreadsheet view. To view a specific student's submission, just click on their Learner Name [3].

If you make updates to grades in PlayPosit, you can use the Sync Grades button [4] to push your updated grades into the Canvas Grades area.



What will my students see?

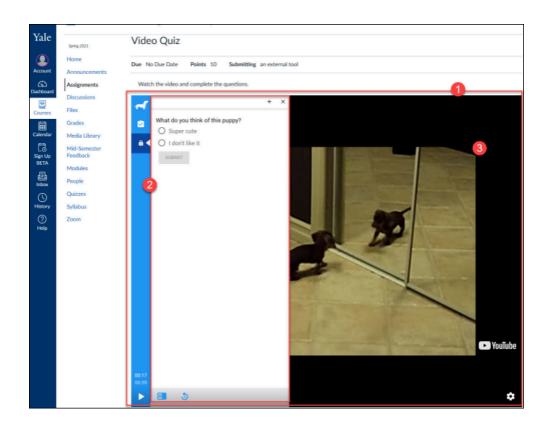
When students complete PlayPosit activities, they will need to go to the appropriate Canvas tool where you posted it. Once they are on the page/assignment/module where the PlayPosit interaction is located, the **PlayPosit viewer [1]** will display. The student will need to click on the video player to being the activity.

When player is activated, the video will start. When there is an interaction, a pop-out [2] will appear on top of the video [3]. The student will need to complete the interaction to continue playing the video

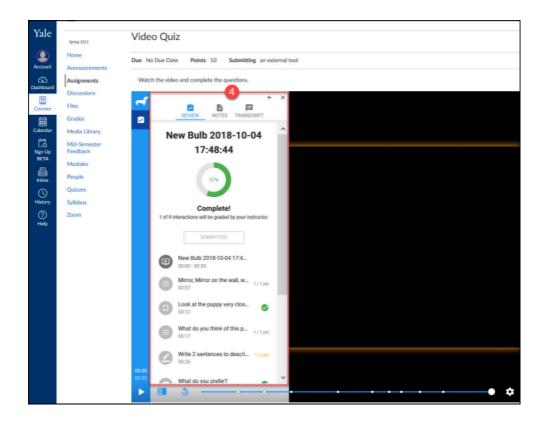


NOTE: By default, students cannot fast-forward through the video and/or skip interactions. Instructors can change settings to modify that behavior. See the <u>Playback section</u> of the <u>Building a Bulb help article</u>.

Depending on your implementation and settings, your students may see something a bit different than what appears below.



When the student completes the bulb, they will see a **summary of their submission [4]** (based on the settings you set when creating your bulb). Below is an example of a summary of a bulb that had both graded and ungraded question types:



Additional Resources

- External App: PlayPosit
- Vendor guides on using PlayPosit
 - Building a Bulb in PlayPosit 3.0
 - Assign a graded Bulb to learners
 - Assign a non-graded Bulb to learners
 - Monitor learner responses
 - Sync scores to Canvas Gradebook

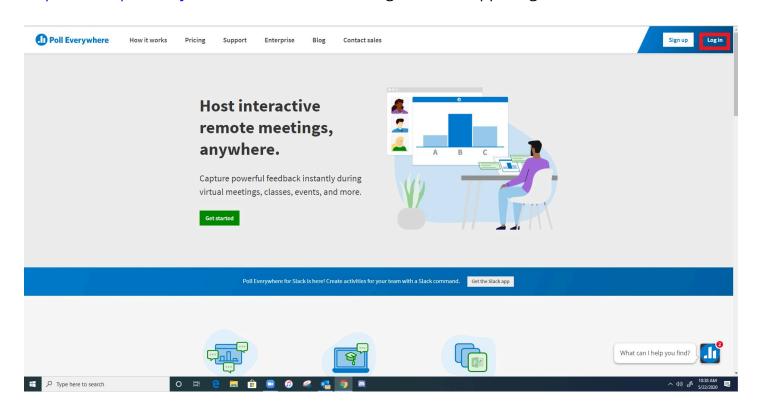
Poll Everywhere

Poll Everywhere is Yale's supported system for in-class polling. Using a cloud based "bring your own device" model for polling, Poll Everywhere allows the flexibility to be used in an online course context as well as in person. Pol Everywhere provides an expanded list of question types vs. Zoom polling including short answer, clickable imagine, ranking and others. Polling allows you to get real-time formative feedback from students. This feedback can be used to gauge student understanding of concepts, and allow for new strategies in engaging students in higher order thinking. In addition to live polling, static links can be generated for Poll Everywhere questions, which can be used to ask a question via a poll in an asynchronous context via email, posting on Canvas, or other communication medium.

Accessing Poll Everywhere

To begin using all the features of Poll Everywhere you will need an account set up with Yale's license. Please contact medialibrary@yale.edu to request an account. If you have previously set up a Poll Everywhere account with your Yale email address, your account can be moved to be under Yale's license which allows you access to the features of Poll Everywhere.

Once your account has been created with Yale you can navigate to https://www.polleverywhere.com/ and select "Log in" in the upper right hand corner.



Enter your Yale email address and select "Next" and then "Log in with Yale"

Log in

brian.pauze@yale.edu

Log in with Yale

Use password instead

Forgot your password?

Need an account? Create one now

You will then be taken to Yale's CAS log in, where you can log in using your Yale NetID and password.

Using Poll Everywhere

- Yale Guides
 - External App: Poll Everywhere Getting Started (Instructor)
 - External App: Poll Everywhere How do I import a course roster
 - Logging in to Poll Everywhere
 - Installing the Poll Everywhere desktop application
 - Creating Polls in Poll Everywhere
 - · Running Polls:
 - Inserting and Running Polls in PowerPoint on Windows
 - Inserting and Running Polls in PowerPoint or Keynote on Mac
 - Exporting Poll Results to Canvas Gradebook
- Getting a Shareable Response Link
- Using Poll Everywhere:
 - Poll Everywhere Presenter Guide
 - Poll Everywhere Instructor Guide
 - Poll Everywhere Support Articles
 - · Poll Everywhere Pre-recorded Getting Started Webinar:

Respondus LockDown Browser

Respondus LockDown Browser is a custom browser that locks down a student's testing environment. When used, students must download the browser in order to take a Canvas Quizzes in which an instructor requires a lockdown environment. LockDown Browser prevents students from browsing other sites on the internet and from opening other programs on their computer. LockDown Browser can be enabled on any graded quiz in your course site.

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NOTE: The use of LockDown Browser is not a guarantee to prevent academic dishonesty - students who have access to other internet-enabled devices could still potentially access the internet.

Why Use LockDown Browser

Although LockDown browser does not fully protect against academic dishonesty, it may be useful to you if you would like the following features during a Canvas Quiz:

- Browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop
- Prevention of access to other applications including messaging, screen-sharing, virtual machines, and remote desktops
- Printing and screen capture functions are disabled
- Copying and pasting anything to or from an assessment is prevented
- · Right-click menu options, function keys, keyboard shortcuts and task switching are disabled
- An assessment cannot be exited until the student submits it for grading

Additional Resources

- External App: Respondus LockDown Browser (instructors)
- Taking Respondus LockDown Browser Enabled Quizzes (students)
- Vendor guides on using Respondus LockDown Browser

Turnitin

Turnitin compares a student paper against a wide range of sources, and generates a report highlighting passages in the submitted paper that have phrasing similar to published material. Turnitin is only available at Yale through Canvas Assignments - we are unable to support direct access to turnitin.com at this time.

For questions about using Turnitin in Canvas, or for assistance reviewing a Turnitin report, please email askpoorvucenter@yale.edu.



To access Turnitin outside of an individual course or assignment, <u>please use the</u> <u>following access page to join the appropriate class based on your role</u> (CAS required).

Using Turnitin in your Canvas Course

There are several important things to keep in mind when considering Turnitin for your assignments.

- Turnitin is optional, and can be used on a course by course, assignment by assignment basis.
- All Canvas assignments using Turnitin MUST have a due date. If you do not set a due date, Turnitin will set a due date for 1 week after you save the publish the assignment.
- Turnitin reports are automatically linked to Canvas based on two triggering events:
 - 1. When the student first submits or resubmits the assignment prior to the due date
 - 2. On the assignment due date itself, after submissions have been sent and stored in the Yale-only repository for comparison against each other.
- If you would like papers to be checked against other submissions within the same class, for
 the same assignment, the assignment Turnitin settings must use the Yale-only Institutional
 paper repository, and the papers only get sent to the repository on the due date for the
 assignment. After this date, a new report is generated now comparing the papers to each
 other.
- If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Yale-only Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.

Additional Resources

The Poorvu Center has organized resources to help faculty use Turnitin to improve student writing. Faculty and students can use Turnitin to see patterns of source use and misuse, and these patterns can help guide revised teaching, writing, and revision practices.

- Teaching with Turnitin
- Writing with Turnitin

Canvas Faculty Guides

- External App: Turnitin
- How do I create an assignment with Turnitin?
- How do I view a Turnitin report?

Canvas Student Guides

- How do I submit a Turnitin assignment?
- How do I find my Turnitin report for my assignment submission?

VoiceThread

VoiceThread is a learning tool that helps facilitate student engagement and online discussions. Instructors and students can use VoiceThread to create and share various types of media artifacts including images, videos, audio files, documents, and more. They can then collaborate and discuss these items by leaving comments via text, phone, video, or audio upload.

VoiceThread has a Canvas integration available to everyone at Yale that is automatically enabled. Start using it simply by <u>creating an External Tool Assignment and follow the prompts set forth by the assignment builder</u>. If you would like to test it out, we encourage you to practice in your early course sandbox. <u>To request an early course sandbox</u>, <u>please complete the following form</u>.

Why Use VoiceThread

- · Easy ability to discuss images, videos, audio files, and other media artifacts
- · Students can doodle/annotate on the media for a more interactive discussion
- · Allows for offline commenting via phone
- Moderated comments allows for the option of assessment over discussion
- Provides a space for oral assessments, particularly in language or speech oriented classes
- Brings a more interactive and human element to discussions that a standard text based discussion board

Creating and Sharing Media Artifacts

VoiceThread allows you to create and share all sorts of media artifacts that can act as the focal point of your interactive discussion thread. You can create a video or audio recording directly in the interface, upload files from your computer, or find artifacts from various online sources such as Google or the New York Public Library. Below is a list of common files that you can use with VoiceThread.

- Images
- · Video files
- · Audio files
- PowerPoint presentations
- Word documents
- PDFs
- Many more file types

Comment, Discuss, and Annotate

When creating a VoiceThread, you can insert a comment. Shared VoiceThreads allow both you and your students to leave comments, as well as reply to each other to create a dialogue and start building a community. While recording a video or audio comment, you can also annotate and draw on the media artifacts by using the "Doodle" pencil tool. Below is a full list of how users can interact with a shared VoiceThread.

- Comment
 - Text entry
 - · Phone/dial in recording
 - · Video or audio recording or upload
- · Discuss: Reply to comments using the options above
- · Annotate: Use video or audio recording to "doodle" on the media artifact

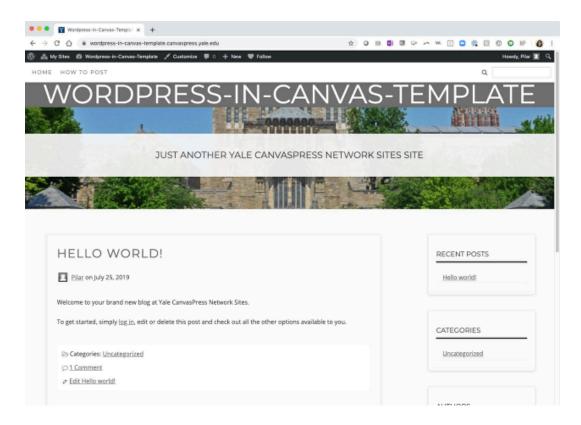
Additional Resources

Interested in learning more? VoiceThread provides <u>helpful how to guides and videos</u>, as well as a <u>digital library of successful projects</u>. There are also workshops provided throughout the year, including <u>recordings of those workshops</u> available for you to view. You can also read one Canvas instructor's experience with VoiceThread in a Canvas blog post on "<u>Why use VoiceThread in your online class?</u>"

- External App: VoiceThread
- External App: VoiceThread Assignment Builder
- Vendor guides on using VoiceThread in Canvas
- Watch previously recorded workshops presented by VoiceThread.

WordPress for Canvas

WordPress for Canvas is a the popular WordPress blogging software powered by <u>EduBlogs</u> and made available through Canvas for use in teaching. Once the wordpress site is requested and installed in your Canvas course, a new tab will appear in the course navigation called, Course Blog. Once clicked, you will be taken to a WordPress site specifically created for your Canvas course. The integration with Canvas provides roster syncing and easy access to the blog through Canvas.



Why Use WordPress for Canvas

Blogs are a popular way to engage students with course materials and foster students' writing. Some instructors choose to use blogs if they are interested in a new approach to using discussion posts. Some feel that with the move to remote teaching, blogging can help foster a student's sense of community in the class. As with all assignments, it is important to set guidelines and goals for a course blog. Tips about blogging in the classroom and best practices for incorporating blogs can be found at the articles linked here:

- Edublogger a blog offering advice and tips
- Inside HigherEd: <u>Using Blogs for Online</u>, <u>Hybrid or HyFlex Teaching</u>

Using WordPress in your Canvas course

WordPress in Canvas sites are connected to courses in Canvas 1:1, so unfortunately we cannot connect the same WordPress site in Canvas to multiple courses in Canvas. However, any course in Canvas can have a WordPress site connected to it. To request a WordPress for Canvas site, please fill out the request form here:

WordPress for Canvas Request

If you are interested in having a single blog for multiple Canvas sites, or for use not connected to Canvas at all, consider self provisioning a CampusPress site. More information about CampusPress sites can be found here: http://campuspress.yale.edu/

Additional Resources

- External App: WordPress in Canvas
- WordPress in Canvas: How to Blog (students)
- Vendor guides on how to use WordPress

Zoom

Zoom is a web/video conferencing tool which allows instructors to meet with their students synchronously online. Zoom has many great features including the ability to share your screen, collaborate on a shared whiteboard, poll your participants, and allow for text chatting. With the Zoom/Canvas integration, instructors can schedule and manage their online class meetings right from their Canvas course site. Instructors and students alike can join the online class meeting directly from the Zoom button in their Canvas course site or from the auto-generated coordinating Canvas Calendar event (also appears in the Syllabus tool's Course Summary page).

Yale University maintains an enterprise license for Zoom, which means that all faculty, students, and staff are welcome to create accounts and take advantage of pro features available with the enterprise license both through the Zoom/Canvas integration or through the Zoom app directly.

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NOTE: Some users may have a HIPAA protected Zoom account based on their role at the university. Please check out this informational help article from Yale ITS which describes the difference between a Regular Zoom account and a Zoom HIPAA account.

Zoom in Canvas

There is a Zoom integration within Canvas that allows you to schedule Zoom meetings using your Yale Zoom account withing your Canvas course. Meetings scheduled using this Zoom in Canvas integration will be visible to your entire class and provides a central location for all users in your course to access the Zoom meetings.

Configure your Yale Zoom Account

Before you can start using Zoom in Canvas, you will need to configure your Yale Zoom account. You can do this simply by going to https://yale.zoom.us/ and clicking on the "Sign in" button. Once you log in, your account will be configured and ready to use with Zoom in Canvas. For a more detailed description, please see our help article on Setting.up.your.zoom.account.

Enabling Zoom in Canvas

In most courses, Zoom will be enabled automatically and you will not need to do anything further.

If you do not see Zoom in your course site's navigation menu (or you need to add the Zoom HIPAA version), you will need to go into your course site's <u>navigation settings and enable Zoom</u>.

In most cases the Zoom Canvas tool will be appropriate, however some instructors in School of Nursing, Public Health, or Medicine will require the Zoom HIPAA tool. If you don't know or are not sure which one you should use, it is ok to turn on both to check. The one you have access to will be show you the Zoom dashboard, while the one you do not have will return an error. The one you do not have can be turned off.

Check out our help article on the two most common Zoom tool error messages.

Scheduling a Zoom Meeting and Setting Meeting Options via the Zoom Canvas Tool

Once Zoom is enabled in your course, you can click on it in the course navigation to access the dashboard. From this dashboard, you can schedule a Zoom meeting by clicking on the blue button in the top right hand corner that says "Schedule a New Meeting". This will take you to a form to set your meeting preferences and options.

The "Topic" will be pre-populated with the course name. Be sure to edit the topic to make it clear what the Zoom meeting is for, otherwise every meeting will be named the same thing.

Schedule the "When" and the "Duration" for the time and length of the Zoom meeting. These are guidelines to help Zoom add the meeting to the calendar. Zoom will not prevent you from starting your meeting earlier or going later than scheduled, so do not worry too much about what you set here.

For recurring meetings such as repeated weekly classes, you can schedule all of them at once by checking the "Recurring meeting" check box and setting the schedule as anticipated.

If you set the videos to "off" and set audio to "mute participants upon entry", note that this does not prevent users from turning on video or audio once they are in the meeting. These settings specifically refer to the behavior of a user's video or audio when they enter the meeting.

An important meeting option that you may want to consider checking off is "Record the meeting automatically". This will allow you to automatically record your Zoom meeting when you enter the meeting room. The recording can then be uploaded into Media Library to share with students who may not have been able to attend class. We recommend choosing to record "in the cloud", as this option utilizes the Zoom and Media Library connection to automatically upload the recording for you as well.

These are just a few of the options when scheduling a meeting. For a more detailed description of meeting options, please see our help article, <u>Scheduling Zoom meetings within Canvas</u>.

Zoom Features Overview

Zoom Breakout Rooms

Breakout rooms is a feature in Zoom that allows you to move your students in to individual smaller sessions during your main session. While in their breakout rooms students can collaborate with each other, chat, share their screens and request the host come in to their session to work with their small group. Breakout rooms can be a great way to have students engage in small group work during your synchronous course session. Breakout rooms can be assigned randomly, or manually, during your session and can also be set ahead of time if you want to maintain the same groups over the course of multiple sessions.

Getting Started with Breakout Rooms

The breakout room feature is enabled by default for all users on Yale's Zoom account and does not require you to enable it in your Zoom profile settings. Zoom provides both a video tutorial as well as a written resource on using breakout rooms here:

- Zoom Managing Breakout Rooms
- Zoom Pre-assigning Breakout Rooms (will only work with users who have created Yale Zoom Accounts)

Zoom Non-verbal Feedback (real-time)

Zoom provides a few options for students and others to provide feedback during a live session non-verbally. With the ability to virtually raise their hands, give a yes/no response request a speaker go faster or slower among other responses, students have the ability to give general feedback and request a time to speak. In a larger class, encouraging students to use these features can be a great way to get general feedback from across a wide sample of students and give students the ability to request time to speak.

Getting Started with Non-verbal Feedback

By default, students have the ability to use the raise hand feature in Zoom via the participants section in the Zoom application. In a larger class, encouraging your students to use this function is a way to know when someone would like to contribute a questions or comment during your session when jumping in to the conversation might otherwise be too disruptive.

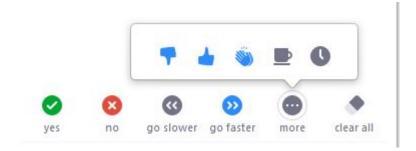
Zoom's non-verbal feedback tool is not on by default and needs to be enabled at a user's account level. To enable the non-verbal feedback tool, use the following steps:

1. Navigate to https://yale.zoom.us/

- 2. Click "Settings" in the left hand menu, or navigate directly to https://yale.zoom.us/profile/setting
- 3. Click "In Meeting (Basic)"
- 4. Find the entry for "Nonverbal feedback" and ensure the toggle is blue and to the right



In live sessions, participants will now see a menu of options for giving feedback. This can be a great alternative to running a full poll when you just need basic feedback from all your students regarding a topic or question.



For more information:

Zoom's Guide on Nonverbal feedback during meetings

Zoom Polling

Zoom polling allows you to create single or multiple choice questions to display to your students within your synchronous Zoom sessions. Polling can be a way to get real-time feedback from the students in your session regarding key concepts being discussed and provide an opportunity to break up lectures. Zoom polls can be created in real time in your session, for questions that come up on the spot, or can be added to sessions ahead of time if you know which question you would like to pose to students during your class. Additionally, reports can be run on sessions to view polling results after your session.

Enabling Zoom Polling

Zoom polling is available to all users on Yale's Zoom account, but must be enabled on your zoom profile before you can launch polls in your session. To enable Zoom Polling, navigate to your account settings by following these steps:

1. Navigate to https://yale.zoom.us/

- 2. Click "Settings" in the left hand menu, or navigate directly to https://yale.zoom.us/profile/setting
- 3. Click "In Meeting (Basic)"
- 4. Find the entry for Polling and ensure the option toggle is to the right and blue to make sure the Polling feature is turned on.

Polling
Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

For more information:

- Zoom's Guide on Polling for Meetings
- Zoom's Guide on Generating Meeting Reports for Polling
- Overview of Zoom Polling in a meeting:

Zoom Whiteboard and Annotation

Zoom's built-in whiteboard feature allows an instructor to quickly bring up a whiteboard in their live Zoom session. The Zoom whiteboard allows for the ability to draw, write text, add basic shapes and other options via the annotation tool bar. The Zoom whiteboard can also be used to let other participants in your meeting contribute annotations, turning it in to a quick collaboration tool.

For more information:

• Zoom's guide on using annotation on a shared screen or whiteboard

Additional Resources

- Vendor Guides
 - Vendor guides for using Zoom
 - Feature Guides
 - · Breakout Rooms
 - Zoom's Guide on Managing Breakout Rooms
 - Zoom's Guide on Pre-assigning Breakout Rooms (will only work with users who have created Yale Zoom Accounts)
 - Nonverbal Feedback
 - Zoom's Guide on Nonverbal feedback during meetings
 - Polling
 - Zoom's Guide on Polling for Meetings
 - Zoom's Guide on Generating Meeting Reports for Polling
 - Whiteboard and Annotation



