ANDERSON

Canvas Cheat Sheet

Index

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Announcements – Create an announcement

> Course > Announcement > + Announcement

Add title, insert announcement in text box, select what courses it is posted to, attach file, and choose from several options.

Assignments – Create an assignment

> Course > Assignments > + Assignment

Add assignment name, add info in the rich content editor such as description or instructions, assign number of points, choose the assignment group, select how to display the grade, choose the submission type, choose number of submission attempts, check whether it is a group assignment, check whether it requires peer reviews, choose who to assign it to, select the due date, select the assignment availability.

Calendar – Create a calendar event

> Calendar > Click on the desired date > Enter information > Submit

Add a title, edit the date, enter time by hour and minutes with AM/PM included (ex. 11:45 AM), location, and which calendar you would like it displayed on. Click the 'More Options' button to add a further description using the rich content editor.

Commons – Find, import, and share resources

> Commons button

The commons section allows users to share resources with other users. Shared course templates can be found here by UNM as well as Anderson.

Conversations – Create a new conversation (similar to Course Messages)

> Inbox > Compose a new message > Send

Messages can be sent to an entire course, a group, or to an individual student.

Course Files – Access, view, and organize course files

> Course > Files

File hierarchy can be seen on the left, with file preview on the right. Folders can be created for organizational purposes and most file types can be uploaded.

Course Home Page – Select and\or change home page

> Course > Home > Choose Home Page

Select what you would like to display on the home page ranging from course activity stream, pages front page, course modules, assignments list, and syllabus.

Course Import\Export Tool – Import\Export course content

Course > Settings > Import Course Content

Course > Settings > Export Course Content

Course content from Blackboard Learn or other platforms can be imported into the Canvas course. The entire Canvas course or just quizzes can be exported into an IMSCC file.

Course Navigation – Edit course navigation

Course > Settings > Navigation > Drag and drop items to reorder\hide items

Customize the location of the navigation links for the course and choose which items can and cannot be seen by students.

Course Statistics – View course statistics

Course > Settings > Course Statistics

View statistics for the class including running course totals, total number of assignments and types, view those that have recently logged in, and file storage information.

Discussions – Create a discussion

Course > Discussions > +Discussion

Add topic title, insert discussion question or instructions using the rich content editor, select which section to post the discussion to, add attachment, select from options, check whether it is a group discussion, select the discussion availability.

Grades – Grade assignments

Course > Grades > Click on cell for desired student and assignment > Edit > Save by clicking enter or arrow key

Enter grade of assignment. Can select a status from none, late, missing, or excused. Leave comments in the provided text box. In the grade section you can view gradebook history, filter gradebook, assign late policies, and assign grade posting policies.

Groups – Create a new group

Course > People > Groups > +Group Set

Add group set name, check to allow students to allow self sign-up, and select how to structure the group. Groups can be created automatically by choosing either the number of groups you would like or by how many students you would like in each group. The groups can manually be created later on by selecting the 'I'll create groups later' option.

Help – Links to help pages

Help button

Links to Canvas training and help sites are available. UNM Canvas support can be contacted over the phone at 505-277-0857.

History – View recent history of Canvas activity

History button

View your recent history within the Canvas site and click on any of the links to go back to a previous page.

Item banks – Add new item bank

Course > Item Banks > +Bank

Enter a name for the item bank and click the create bank button. Item banks are question banks for quizzes and tests. Banks can be viewed by all banks, institution banks, banks shared to the course, and banks from the current course.

MasteryPaths – [Click here for instructions to create a MasteryPath](#)

MasteryPaths allows you to customize learning experiences for students based on performance. You can enable MasteryPaths to automatically assign coursework based on the score achieved for a previous assignment. This provides multiple opportunities to show and achieve mastery in a course.

Modules – Create a module

Course > Modules > +Module

Add a module name, choose to lock module until a certain date and\or time, and add prerequisites. Once created you can add items to the module such as files, links, assignments, quizzes, etc. Drag and drop to order module items and modules themselves. Prerequisites can also be added to the module after it is created.

My Media – Link to Kaltura Tools

Account > My Media

Canvas uses Kaltura, just like Blackboard Learn, as a tool to create and upload course videos. Videos previously uploaded to Kaltura will be available within Canvas as well.

New Analytics – Track performance and activity within the course

Course > New Analytics

New Analytics is a tool that can be used by the instructor and students to track performance and activity within the course. The analytics can show a number of things such as which students have viewed pages, completed activities, grade information, and so much more in interactive chart graphs or data tables.

Notification Preferences – Edit and customize notification preferences

Account > Notifications

Settings for notifications can be edited. Settings can be set for your entire account which will apply to all courses or set for a specific course. Notifications will be sent over email with the options of notify immediately, daily summary, weekly summary, or notifications off. Daily notification will be delivered around 6pm and weekly notification will be delivered on Saturdays between 5pm and 7pm.

Outcomes – Create an outcome

Course > Outcomes > +Outcome

Add an outcome name, describe the outcome, edit criterion ratings, select mastery level, and the calculation method. Outcomes are used to track students' mastery of the course and can be used for grading purposes as well.

Pages – Create a new page

Course > Pages > +Page

Add a page title, add page contents using the rich content editor, select users allowed to edit, select to add to student to-do, select to allow in mastery paths, and select whether to notify users that the content on the page has changes. Pages can include text, multimedia, and links to files or other course content.

People – View course students and groups

Course > People

All people with access to the course can be seen in this section. It also provides information ranging from the role they have in the class (e.g., student, instructor, teaching assistant), their last course activity, and their total accumulated course activity.

Profile – View and edit profile

Account > Profile

View and edit profile information by adding a profile picture, contact information, biography, and any links you would like to share (e.g., LinkedIn).

Quizzes – Create a new quiz

Course > Quizzes > +Quiz

Select between using classic quizzes or new quizzes, which allows for more question type options. Once selected, add a quiz name, assign the number of points for the quiz, choose which group it will be in, select how to display the grade, select the submission type, choose who to assign it to, select the due date, and select the assignment availability. Once that part is done, click the 'Build' button where you can then build the quiz and\or select from item banks.

Rich Content Editor – Used to edit discussion topics, calendar events, assignments, quizzes, etc.

The Rich Content Editor is the text box seen when creating and editing many different items within Canvas. The editor has formatting tools, the ability to link or unlink websites, embed images, insert math equations, and an HTML editor.

Rubrics – Create a new rubric

> Course > Rubrics > +Rubric

Add rubric title, add grading criteria (outcomes can be added as criteria as well), ratings, and points possible. Rubrics can be attached with assignments, discussions, and quizzes.

Settings –

> Course > Settings

Settings for the course can be viewed and edited. Settings options are broken up into tabs including course details, sections, navigation, apps, feature options, and integrations.

SpeedGrader – Open and use SpeedGrader

> Course > Grades > Choose Assignment > SpeedGrader

SpeedGrader can be used to view and grade all submissions for an assignment within one place. Edit students grade manually or using an attached rubric and provide any feedback within the text box. Multiple submissions will appear in the drop-down menu. A red notification message appears if the assignment was submitted after the due date.

Syllabus – View and edit the course syllabus

> Course > Syllabus

The course syllabus can be added to this section of the course by selecting the 'Edit' button and utilizing the rich content editor. The syllabus page shows a table-oriented view of the course summary including due dates for assignments and quizzes.