Getting Started with
ONE CANVAS!
GTA Workshop - SP 2023

https://umsystem.instructure.com/
THREE KEY AREAS

1. Communication
   ○ Inbox
   ○ Announcements
   ○ Notification

2. Organization
   ○ Modules
   ○ Pages
   ○ Files

3. Assessments
   ○ Assignments
   ○ Quizzes/Exams
   ○ Grades/SpeedGrader
Communication
Why is communication important?

- **Instructor presence**
  - In an online course, how will students know they are being heard and listened to?

- **Student presence**
  - In an online course, how will you know if students are listening to you?

- **Student-student interactions**
  - Students can learn from each other

- **Instructor-student interactions**
  - Instructors help students stay on track with their learning process
Communication

**Inbox**
- Internal mail system within Canvas
- Sends emails to students’ & instructors’ external email account (Gmail/Outlook/etc.)
- Great for managing conversations within a course
Communication

Announcements

- Mostly one-way communication channel
- May be differentiated based on Sections
- May be delayed for future release
Communication

Notifications

○ Personalized for each user
○ Managed at two-levels
  ■ Account level
  ■ Course level
Communication

Notifications

○ Personalized for each user
○ Managed at two-levels
  ■ Account level
  ■ Course level
Organization
Why is organization important?

- Logical progression of materials for students
  - Easy to find resources
- Motivate student engagement
  - Keep students focused and moving forward
- Minimize distractions for students
  - Reduction of cognitive load

Teachers are designers. An essential act of our profession is the design of curriculum and learning experiences to meet specified purposes.

Organization

Modules

○ Simple, yet efficient
○ Link to other content in Canvas (Pages, Quizzes, Quizzes, Panopto Recordings, etc.)
○ Guided progression through course
Organization

Pages

- Lots of flexibility for content
- Much more engaging visually
- More time & effort to create than modules
Organization

Files

- RECOMMENDED:
  - Hide FILES from students
  - Link to FILES from MODULES
  - Organize files into folders
Organization

Course Menu Navigation

○ REMOVE/HIDE what isn’t being used
○ ADD/KEEP what is being used
Assessments
Why assess students?

- What are you measuring/evaluating? Why?
- Are your assessments formative? Or summative?
- How many assessments are enough?
- What will students learn about themselves through your assessments?
- Do your assessments measure your student learning outcomes?

“The evaluation without development is punitive. Development without evaluation is guesswork.”

Assignments

- Variety of submission types
- Similarity-checking options
- Allow for peer-review
- Can be assigned to groups
- Allow for weighted grading
Quizzes / Exams / Tests

- LOTS of question types!
- Randomization options
  - Shuffle answers
  - Question banks
- Feedback options
- Quiz Analytics
- Moderate Quizzes for different student needs
  - Students with disabilities
Surveys

- Graded or Ungraded
- Anonymous responses
- Same options as Quizzes
Grades

- **ALL columns must be set up as Assignment!**
- Late grade policies
- Grade History for each student
- Export grades into Joe’SSS
- Message student(s) who...
SpeedGrader

- Quickly grade student submissions
- Annotate PDF/DOCX/PPT/etc.
- Provide detailed feedback
- Grade Assignments, Quizzes, Discussions
Canvas Request System
What is the Canvas Request System?

- Managed by UM-System Office of eLearning
- Available at: [https://canvasrequest.umsystem.edu/](https://canvasrequest.umsystem.edu/)
  - **Course Combo** - combine sections of courses
  - **Course User Assignment** - add users to non-Registrar courses
  - **New Course** - request a “DEV” shell (empty course)
  - **Course Copy** - request a course copy for courses in which you are NOT the instructor
  - **Delayed Grade Sections** - Used for “Incompletes”
  - **Test Student Accounts** - *Does not apply to S&T*
Need Help?

Google search for “Canvas Instructor Guides”


IT Help Desk

- 573-341-HELP or [https://help.mst.edu](https://help.mst.edu)

Missouri Online - Teaching Tools ([https://teachingtools.umsystem.edu](https://teachingtools.umsystem.edu))

- [teachingtools@umsystem.edu](mailto:teachingtools@umsystem.edu) / [canvas@umsystem.edu](mailto:canvas@umsystem.edu) / 855-675-0755

Center for Advancing Faculty Excellence

- [cafe@mst.edu](mailto:cafe@mst.edu) / [https://cafe.mst.edu](https://cafe.mst.edu) / 573-341-6713
REMEMBER TO PUBLISH YOUR COURSE!
QUESTIONS?

Online Webinars:
https://elearningevents.umsystem.edu/

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Phone: 573-341-6713

https://cafe.mst.edu