

The Other Side of Canvas

(an instructor's point of view)

GTA Workshop

umsystem.instructure.com

THREE KEY AREAS

1. Communication

- Inbox
- Announcements
- Notification

2. Organization

- Modules
- Pages
- Files

3. Assessments

- Assignments
- Quizzes/Exams
- Grades/SpeedGrader

Communication

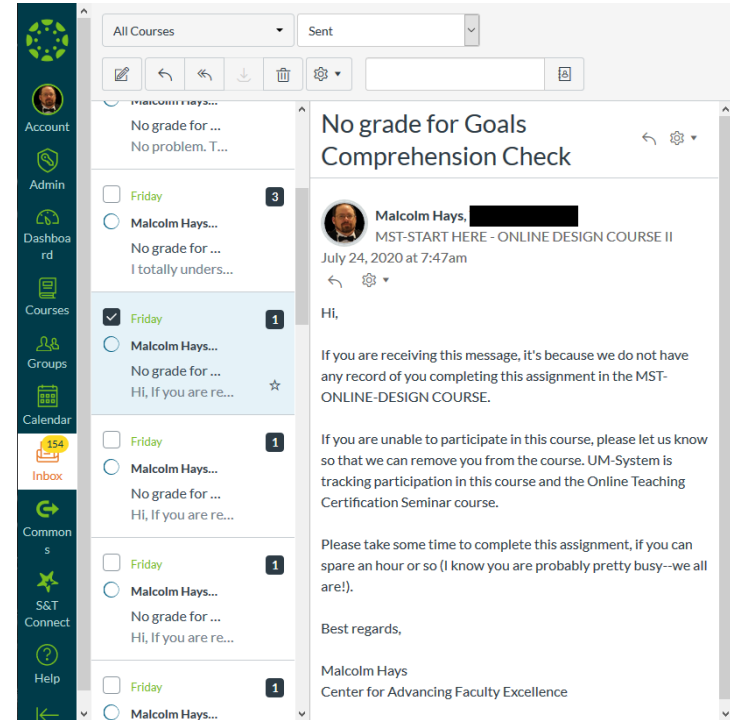
Why is communication important?

- 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

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

Announcements

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

The screenshot displays the Canvas LMS interface for creating a new announcement. On the left is a dark blue sidebar with navigation icons and labels: Home, Secure Exam Proctor, Panopto Recordings, Syllabus, Zoom UMSystem, Modules, Pages, Grades, Announcements (highlighted), Quizzes, Assignments, Files, Conferences, People, Discussions, Outcomes, Collaborations, Rubrics, Settings, Groups, Calendar, Inbox, Commons, S&T Connect, and Help. The main content area has a top header with a 'Topic Title' input field and an 'HTML Editor' toggle. Below this is a rich text editor toolbar with various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, embed, code, undo, redo) and a large text area for the announcement content. At the bottom right of the text area, it says '0 words'. Below the text area is a 'Post to' dropdown menu currently set to 'All Sections'. Underneath is an 'Attachment' section with a 'Browse...' button and the text 'No file selected.'. Below that is an 'Options' section with several checkboxes: 'Delay posting', 'Allow users to comment', 'Users must post before seeing replies', 'Enable podcast feed', and 'Allow liking'. At the very bottom right are 'Cancel' and 'Save' buttons.

Communication - Notifications (account)

Notifications

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

Malcolm Hays > Notification Preferences

Notifications

- Files
- Settings
- ePortfolios
- Shared Content
- QR for Mobile Login

Notification Preferences

☒ Notify me right away ☐ Send daily summary ☐ Send weekly summary ☒ Do not send me anything

☐ Show name of observed students in notifications.

Course Activities	Email Address mhays@mst.edu	Cell Number	Push Notification For All Devices
Due Date	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Invitation	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
All Submissions	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Late Grading	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Submission Comment	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Blueprint Sync	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Discussions			

Communication - Notifications (course)

Notifications

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

The screenshot displays the MST Instructure LMS interface. On the left is a dark sidebar with navigation links: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, and Help. The main content area is titled 'Course Notification Settings' and includes a toggle for 'Enable Notifications for MST-MHAYS-SANDBOX' which is currently turned on. Below this is a table of notification settings for various course activities, with columns for Email, SMS, and Push notifications. A 'Daily summary' tooltip is visible over the 'All Submissions' row, and a green box highlights the 'Late Grading' row.

Course Activities	Email mhays@mst.edu	SMS 5732029035@...	Push push
Due Date	📅	🚫	🔔
Grading Policies	📅	🚫	🔔
Course Content	🔔	🚫	🔔
Files	🔔	🚫	🔔
Announcement	🔔	🔔	🔔
Announcement Created By You	🔔	🚫	🔔
Grading	🔔	🔔	🔔
Invitation	🔔	🚫	🔔
All Submissions	Daily summary	🚫	🔔
Late Grading	📅	🚫	🔔
Submission Comment	🔔	🚫	🔔

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.

-- Wiggins and McTighe, *Understanding by Design* (2005)

Organization - Modules

Modules

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

The screenshot displays the Canvas LMS interface. On the left is a dark blue sidebar with navigation icons and labels: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, Help, and Settings. The main content area is titled 'MST-MHAYS-SANDBOX > Modules'. It features a 'Home' tab and a 'View Progress' button. Below the tabs, there are two expandable module sections. The first section, 'Getting Started', contains three items: 'Suggested strategy on taking quizzes', 'Syllabus Quiz' (7 pts | Score at least 7.0), and 'Student Introduction' (20 pts | Contribute). The second section, 'Section 1 - Introduction', has prerequisites of 'Getting Started' and contains four items: 'Lecture Activities', '1.0 Introduction to 5612 2015.pptx', 'State Blasters License.pptx', and 'Lecture Quiz 1' (5 pts | Score at least 4.0). Each item has a green checkmark indicating completion. The interface also includes a '+ Module' button and a 'Complete All Items' button for each section.

Organization - Pages

Pages

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

The screenshot displays the MST-MHAYS-SANDBOX LMS interface. On the left is a dark sidebar with navigation icons and labels: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, Help, and a back arrow. The main content area is titled 'MST-MHAYS-SANDBOX' and features a 'Home' tab. Below the tab is a list of navigation links: Announcements, Zoom UMSys, Panopto Recordings, Syllabus, Modules, Grades, Pages, Rubrics, Conferences, Files, Assignments, Quizzes, People, Discussions, Outcomes, Collaborations, and Settings. The 'Pages' link is highlighted. To the right of the links is a large banner for 'MINING ENGINEERING 5612: Principles of Explosives Engineering' with a video player showing a mining scene. Below the banner are three buttons: 'Announcements' (yellow), 'Syllabus' (green), and 'Grades' (blue). Further down is a 'LECTURES' section with a list of links: [SECTION 0 - Getting Started](#), [SECTION 1 - Introduction](#), [SECTION 2 - Explosives](#), [SECTION 3 - Initiation Systems](#), and [SECTION 4 - Bench Blasting](#).

Organization - Files

Files

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

ROLLA-MST-MHAYS-SANDBOX > Files

Search for files 0 items selected + Folder Upload

Name	Date Created	Date Modified	Modified By	Size	
Activity1-Fig1.png	Jan 6, 2023	Jan 6, 2023	Malcolm Hays	80 KB	✓
banner.png	May 20, 2021	May 20, 2021		14 KB	✓
Basic Outline for Blast Design Updated 120710.docx	May 20, 2021	May 20, 2021		15 KB	✓
blastMining2023.jpg	May 20, 2021	May 20, 2021		39 KB	g6
Calvin & Hobbes Homework.gif	May 20, 2021	May 20, 2021		65 KB	✓
Campus_Map-EdTech-Office.gif	May 20, 2021	May 20, 2021		318 KB	✓
Clickers-Intro-QuestionsOnly	Feb 3, 2023	Feb 3, 2023	Malcolm Hays	454 KB	✓
Course Info	May 20, 2021			...	✓
course_image	May 20, 2021			...	✓
cscc-logo-white.png	May 20, 2021	May 20, 2021		21 KB	g6
design elements	May 20, 2021			...	✓

Organization - Course Menu Navigation

Course Menu Navigation

- REMOVE/HIDE what isn't being used
- ADD/KEEP what is being used

The screenshot displays the Canvas LMS interface for a course named 'MST-MHAYS-SANDBOX'. On the left is a dark sidebar menu with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, Help, and Settings. The 'Courses' icon is highlighted with a red box. The main content area shows the course navigation pane with links for Home, Announcements, Zoom UMSystem, Panopto Recordings, Syllabus, Modules, Grades, Pages, Rubrics, Conferences, Files, Assignments, Quizzes, People, Discussions, Outcomes, Collaborations, and Settings. The 'Modules' link is also highlighted with a red box. The right side of the screen shows the course content view, including a 'Getting Started' module with items like 'Suggested strategy on taking quizzes', 'Syllabus Quiz', and 'Student Introduction', and a 'Section 1 - Introduction' module with items like 'Lecture Activities', '1.0 Introduction to 5612 2015.pptx', 'State Blasters License.pptx', 'Lecture Quiz 1', and 'Assignments'. Each item has a status indicator (green checkmark) and a plus icon for expansion.

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?

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

Theall, M. (2007, June 11). Basic issues in good evaluation practice. Invited presentation at the Academic Impressions Institute's Using Faculty Evaluation Data for Decision Making, Boston, MA.

Assignments

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

MST-MHAYS-SANDBOX > Assignments

Search for Assignment

+ Group + Assignment

▼ Assignment		10% of Total	
History of Explosives - Assignment 1	Section 1 - Introduction Module Available until Aug 31 at 11:59pm Due Aug 31 at 11:59pm 10 pts	✓	
Urgent Fax for Help	Section 3 - Initiation Systems Module Due Sep 11, 2016 at 11:59pm 10 pts	✓	
Fun Math with Electric Caps	Section 4 - Bench Blasting Module Due Sep 19, 2016 at 11:59pm 10 pts	✓	
Design Your Own Blast (Spreadsheet 1)	Section 4 - Bench Blasting Module Due Apr 1 at 11:59pm 20 pts	✓	
Design Your Own Blast (Spreadsheet 2)	Section 6 - Federal & State Laws Module Due Oct 23, 2016 at 11:59pm 30 pts	✓	
Scaled Distance And Decking	Section 7 - Environmental Module 11 pts	✓	
Scaled Distance and Decking Exercise	Section 7 - Environmental Module Due Nov 13, 2016 at 11:59pm 10 pts	✓	
Final Exam (On-campus students) - Paper based exam	Section 10 - Final Design Module 100 pts	✓	
Student Introduction		✓	

Quizzes / Exams / Tests

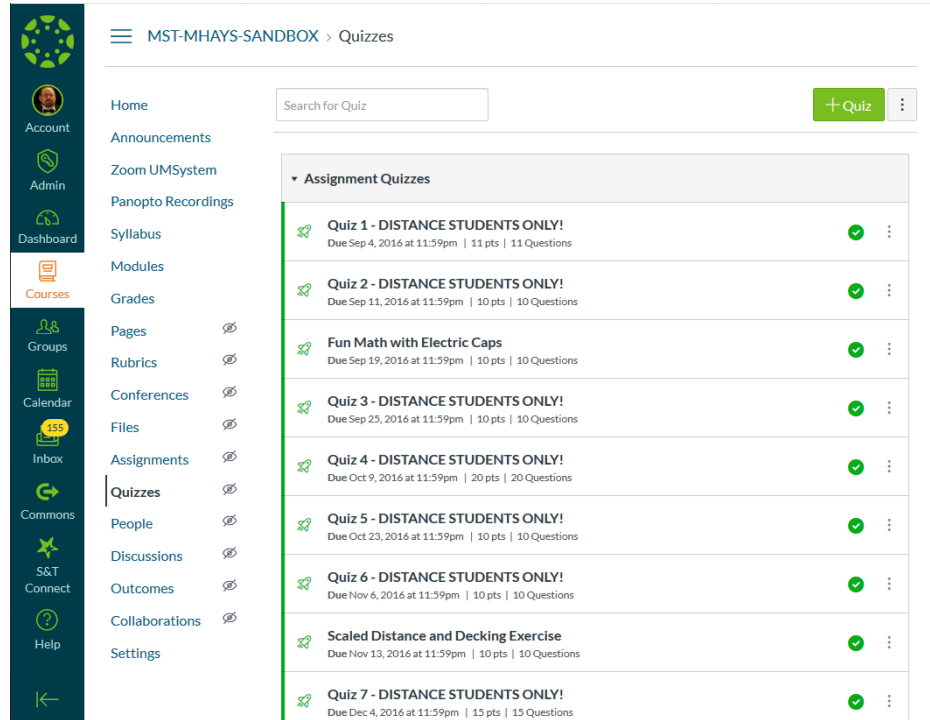
- LOTS of question types!
- Randomization options
 - Shuffle answers
 - Question banks
- Feedback options
- Quiz Analytics
- Moderate Quizzes for different student needs
 - Students with disabilities

The screenshot shows a user interface for a learning management system. On the left is a dark blue sidebar with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, and Help. The main content area is titled 'MST-MHAYS-SANDBOX > Quizzes'. It features a search bar, a '+ Quiz' button, and a list of 'Assignment Quizzes'. The list includes seven items, each with a green checkmark icon, a title, a due date, and a point/question count. The 'Quizzes' item in the left sidebar is highlighted.

Assignment Quizzes		
Quiz 1 - DISTANCE STUDENTS ONLY!	Due Sep 4, 2016 at 11:59pm 11 pts 11 Questions	✓
Quiz 2 - DISTANCE STUDENTS ONLY!	Due Sep 11, 2016 at 11:59pm 10 pts 10 Questions	✓
Fun Math with Electric Caps	Due Sep 19, 2016 at 11:59pm 10 pts 10 Questions	✓
Quiz 3 - DISTANCE STUDENTS ONLY!	Due Sep 25, 2016 at 11:59pm 10 pts 10 Questions	✓
Quiz 4 - DISTANCE STUDENTS ONLY!	Due Oct 9, 2016 at 11:59pm 20 pts 20 Questions	✓
Quiz 5 - DISTANCE STUDENTS ONLY!	Due Oct 23, 2016 at 11:59pm 10 pts 10 Questions	✓
Quiz 6 - DISTANCE STUDENTS ONLY!	Due Nov 6, 2016 at 11:59pm 10 pts 10 Questions	✓
Scaled Distance and Decking Exercise	Due Nov 13, 2016 at 11:59pm 10 pts 10 Questions	✓
Quiz 7 - DISTANCE STUDENTS ONLY!	Due Dec 4, 2016 at 11:59pm 15 pts 15 Questions	✓

Surveys

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



MST-MHAYS-SANDBOX > Quizzes

Search for Quiz

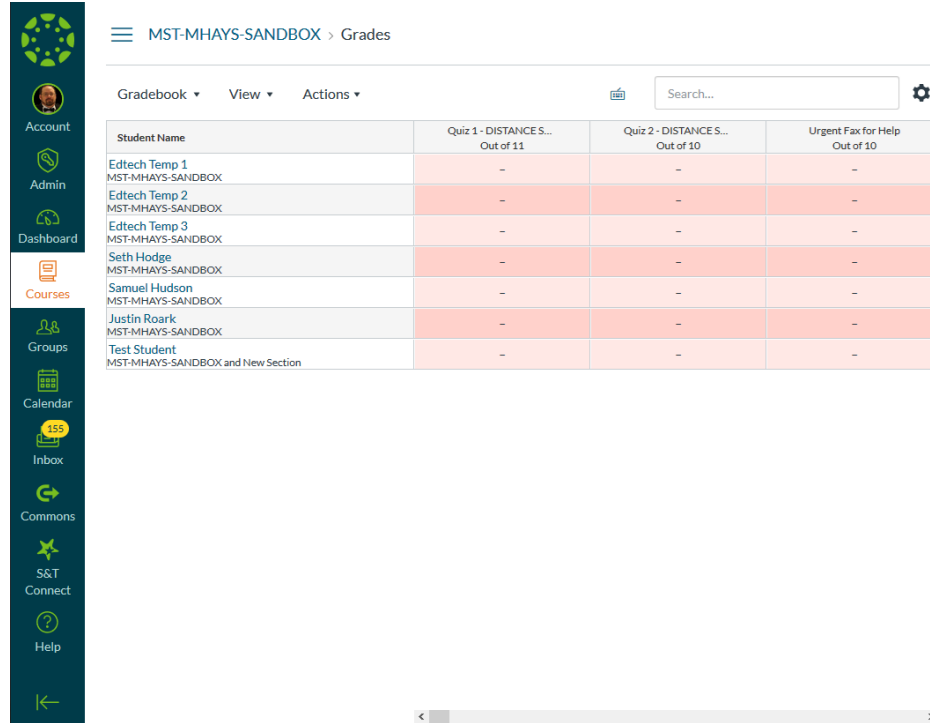
+ Quiz

▼ Assignment Quizzes

Quiz 1 - DISTANCE STUDENTS ONLY!	Due Sep 4, 2016 at 11:59pm 11 pts 11 Questions	✓	⋮
Quiz 2 - DISTANCE STUDENTS ONLY!	Due Sep 11, 2016 at 11:59pm 10 pts 10 Questions	✓	⋮
Fun Math with Electric Caps	Due Sep 19, 2016 at 11:59pm 10 pts 10 Questions	✓	⋮
Quiz 3 - DISTANCE STUDENTS ONLY!	Due Sep 25, 2016 at 11:59pm 10 pts 10 Questions	✓	⋮
Quiz 4 - DISTANCE STUDENTS ONLY!	Due Oct 9, 2016 at 11:59pm 20 pts 20 Questions	✓	⋮
Quiz 5 - DISTANCE STUDENTS ONLY!	Due Oct 23, 2016 at 11:59pm 10 pts 10 Questions	✓	⋮
Quiz 6 - DISTANCE STUDENTS ONLY!	Due Nov 6, 2016 at 11:59pm 10 pts 10 Questions	✓	⋮
Scaled Distance and Decking Exercise	Due Nov 13, 2016 at 11:59pm 10 pts 10 Questions	✓	⋮
Quiz 7 - DISTANCE STUDENTS ONLY!	Due Dec 4, 2016 at 11:59pm 15 pts 15 Questions	✓	⋮

Grades

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



MST-MHAYS-SANDBOX > Grades

Gradebook ▾ View ▾ Actions ▾

Student Name	Quiz 1 - DISTANCE S... Out of 11	Quiz 2 - DISTANCE S... Out of 10	Urgent Fax for Help Out of 10
Edtech Temp 1 MST-MHAYS-SANDBOX	-	-	-
Edtech Temp 2 MST-MHAYS-SANDBOX	-	-	-
Edtech Temp 3 MST-MHAYS-SANDBOX	-	-	-
Seth Hodge MST-MHAYS-SANDBOX	-	-	-
Samuel Hudson MST-MHAYS-SANDBOX	-	-	-
Justin Roark MST-MHAYS-SANDBOX	-	-	-
Test Student MST-MHAYS-SANDBOX and New Section	-	-	-

SpeedGrader

- Quickly grade student submissions
- Annotate PDF/DOCX/PPT/etc.
- Provide detailed feedback
- Grade Assignments, Quizzes, Discussions

The screenshot displays the SpeedGrader interface for a document titled "History of Explosives - Assignment 1". The document is a PDF titled "LITERATURE REVIEW - Teaching Philosophy" by Malcolm Hays, dated March 19, 2020. The document content includes a paragraph about teaching philosophy and a section for "Definitions of Teaching Philosophy Statements". The interface shows a toolbar with various annotation tools like highlight, eraser, and text. A comment box on the right contains the text "This is a really nice way to start." and a "Not correct!" label. The right sidebar shows submission details: "Submitted: Jul 30 at 12:20pm", "Student Viewed Document: Jul 30 at 1:42pm", "Submitted Files: (click to load)", "LITERATURE REVIEW - Teaching", "Assessment Grade out of 10" with a score of 8, and "Assignment Comments" with a "Submit" button.

Canvas Request System

What is the Canvas Request System?

- Managed by UM-System Office of eLearning
- Available at: 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**

Title II Digital Accessibility

Title II Digital Accessibility – What is it?

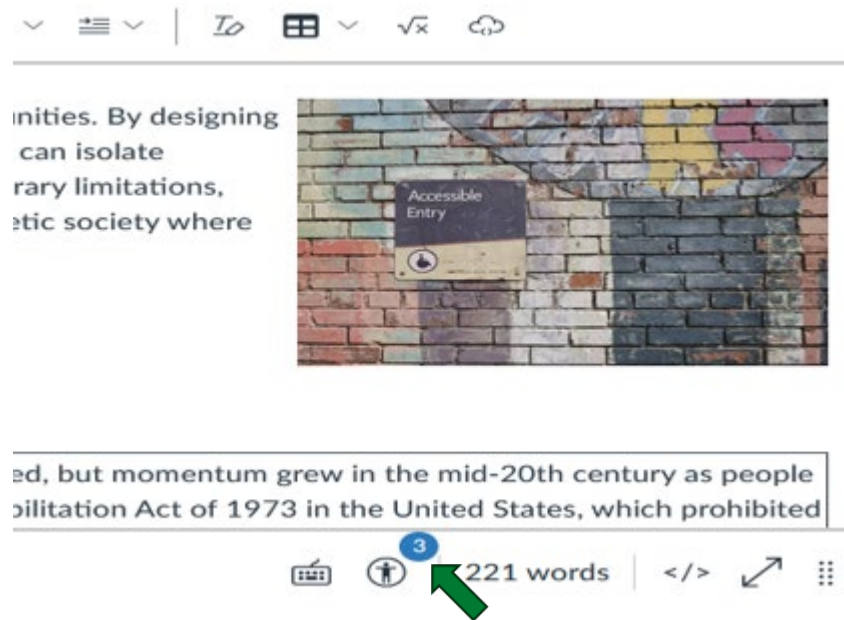
- ADA Title II requires state and local governments to make digital content accessible for people with disabilities.
- Applies to websites, mobile and desktop applications, online forms, documents and videos.
- Must follow WCAG 2.1 Level AA standards by ***April 2026***.

What Does It Include?

- Text, images, forms, and videos must be usable with screen readers and keyboard navigation.
 - Images need alternative text ("alt text").
 - Videos need captions.
 - Text must be readable and high-contrast.
- Covers all digital services, including third-party tools and mobile apps.

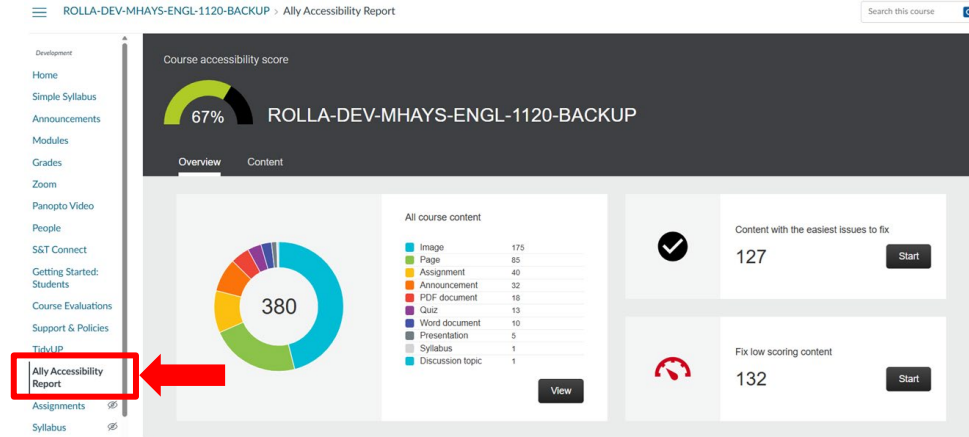
Canvas Accessibility Checker

- Canvas accessibility checker will check the page you have opened
- To access the checker select the page you would like to review and click edit
- The number above the icon shows the accessibility issues the checker found



Blackboard Ally in Canvas

- Create alternate accessible formats
- Improve accessibility on the fly
- See which content needs remediation immediately



Digital Accessibility Resources

Student Accessibility and Testing:

- saat@mst.edu
- 573-341-6655
- G-10 Norwood Hall

Digital Access Website:

- [Digital Accessibility is a Requirement](#)

FINAL THOUGHTS



Need Help?

Google search for “[Canvas Instructor Guides](#)”

IT Help Desk

- 573-341-HELP or help.mst.edu

[Missouri Online](#)

- teachingtools@umsystem.edu / canvas@umsystem.edu / 855-675-0755

Center for Advancing Faculty Excellence

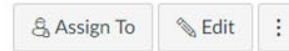
- cafe@mst.edu / cafe.mst.edu / 573-341-6713



Center for Advancing Faculty Excellence
cafe.mst.edu

REMEMBER TO PUBLISH YOUR COURSE!

2024FS-ENGLISH-1120-111



Course Status

Unpublished

State

Publish

Unpublish

View Course Stream

Course Setup Checklist

New Announcement

ENGLISH 1120: EXPOSITION AND
ARGUMENTATION



Center for Advancing Faculty Excellence

QUESTIONS?

Online Webinars:

teaching.missouri.edu/events

Contact us: cafe@mst.edu

Phone: 573-341-6713

Web: cafe.mst.edu



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