



Missouri University of Science and Technology

The Other Side of Canvas

An instructor's point of view

Four Key Areas



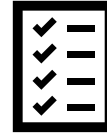
Communication

- ▶ Inbox
- ▶ Announcements
- ▶ Notification



Organization

- ▶ Modules
- ▶ Pages
- ▶ Files



Assessments

- ▶ Assignments
- ▶ Quizzes/Exams
- ▶ Grades
- ▶ SpeedGrader

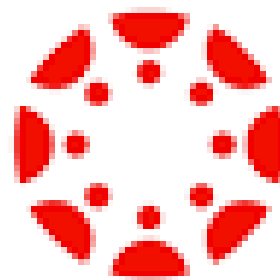


Accessibility

- ▶ Checkers
- ▶ Ally
- ▶ Resources

Instructure Community Resources

- [Instructor getting started](#)
- [Using new quizzes](#)
- [How to use the gradebook](#)



canvas

Communication

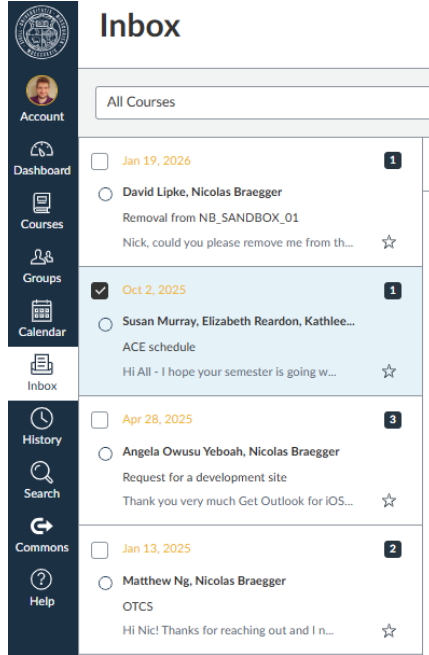


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Why is communication important?

- ▶ Instructor presence
 - How will students know they are being heard and listened to?
- ▶ Student presence
 - How will you know if students are listening to you?
- ▶ Student –student interactions
 - Students 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 email to students' & instructors' external email accounts (Gmail, Outlook, Etc)
- ▶ Great for managing conversations within a course

Communication - Announcements

Announcements

- ▶ Mostly one-way communication channel
- ▶ May be differentiated based on section
- ▶ Can be delayed for future release

The screenshot displays the Blackboard LMS interface. On the left is a vertical navigation menu with icons and labels for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Search, Commons, and Help. The main content area shows the 'Announcements' section. At the top, there is a search bar and buttons for 'Add Announcement' and 'Mark All as Read'. Below this, a list of announcements is shown, each with a status icon (green dot for new, blue 'U' for unread), a title, a brief description, and a 'Posted on' date and time. The announcements are dated from March 20, 2026, to May 4, 2026.

Status	Title	Description	Posted on
New	Week 6: Final Project Construction	Hello everyone! We are in our final week of our OTCS seminar. The announcement that went out this morning was the incorrect one. Sorry for any confusion. The assignment from last we...	May 4, 2026, 12:00 PM
Unread	Week 5: Crafting Your Online Teaching Experience	Hello OTCS participants! We are in the fifth week of our six week seminar and I have unlocked both Module 5, which has our work for this week, and Module six which has the final project...	Apr 27, 2026, 8:00 AM
New	Week 4: Motivation within the Online Learning Community	Hello participants in OTCS! You have made it to week four of our seminar. We are officially past the halfway point of the seminar. There is a light at the end of the tunnel! Module four is a s...	Apr 20, 2026, 8:00 AM
Unread	Week 3: Shaping Your Online Instructor Presence	Good morning OTCS participants! For this week's work we have our next assignment and some material about shaping your online presence. The readings focus on community building an...	Apr 13, 2026, 8:00 AM
New	Week 2: Teaching Strategies and Module Creation	Hello everyone and welcome to week 2! Welcome to the start of the second week of our Online Teaching Certification Seminar. This week's material is focusing on teaching strategies. It L...	Apr 6, 2026, 8:00 AM
Unread	Welcome to OTCS!	Good morning, OTCS participants! Welcome to the first week of our six weeks course. My name is Jeff Jennings, and I will be facilitating this seminar. Module zero and one have been publ...	Mar 30, 2026, 9:00 AM
New	Week 1: Preparing to Teach Online	Hello everyone in OTCS! Today we start reflecting on what it means to teach online. We have several readings for you to peruse in module. Please take your time to read through them tho...	Mar 30, 2026, 9:00 AM

Communication – Notifications (Levels)

Notifications

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

The screenshot displays the 'Notification Settings' page for a user named Nicolas Braegger. The left sidebar contains navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Search, Commons, and Help. The main content area is titled 'Notification Settings' and includes two informational boxes at the top. Below these, there are settings for 'Account' and a toggle for 'Show name of observed students in notifications'. The 'Course Activities' section contains a table with columns for 'Email' (address: nb61z@umsystem.edu) and 'Push Notification' (For All Devices). The table lists various activities with their respective notification status icons.

	Email nb61z@umsystem.edu	Push Notification For All Devices
Due Date Assignment due date change	📅	📅
Grading Policies Course grading policy change	📅	🚫
Course Content Change to course content: - Page content - Quiz content - Assignment content	📄	📄
Files New file added to your course	📄	🚫
Announcement New Announcement in your course	📢	📢
Announcement Created By You - Announcements created by you - Replies to announcements you've created	📄	🚫
Grading Includes: - Assignment/turnitin grade entered/changed - Grade weight changed	📢	📢
Invitation Invitation for: Web conference	📢	📢

Communication – Notifications (Control)

- Due dates
- Grading policies
- Course Content
 - Page content
 - Quiz content
 - Assignment content
- File
- Announcements
- Announcements Created by you
- Discussions
- Conversations
- Scheduling
- Groups
- Conferences
- Alerts
 - Administrative Notifications
 - Content Link Error
 - Global Announcements

Organization



Missouri University of Science and Technology

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

The screenshot displays the Canvas LMS interface. On the left is a dark sidebar with navigation icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, and Help. The main content area shows the 'Modules' page for the course 'MST-MHAYS-SANDBOX'. At the top, there are buttons for 'View Progress' and '+ Module'. Below this, a list of modules is shown, each with a 'Complete All Items' button and a green checkmark indicating completion. The modules are organized into sections: 'Getting Started' and 'Section 1 - Introduction'. The 'Getting Started' section includes 'Suggested strategy on taking quizzes', 'Syllabus Quiz' (7 pts | Score at least 7.0), and 'Student Introduction' (20 pts | Contribute). The 'Section 1 - Introduction' section includes 'Lecture Activities', '1.0 Introduction to 5612 2015.pptx', 'State Blasters License.pptx', 'Lecture Quiz 1' (5 pts | Score at least 4.0), and 'Assignments'.

Modules

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

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 blue sidebar with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, Help, and a back arrow. The main content area has a header with 'MST-MHAYS-SANDBOX' and a 'Home' link. Below the header is a list of navigation links: Announcements, Zoom UMSystem, Panopto Recordings, Syllabus, Modules, Grades, Pages, Rubrics, Conferences, Files, Assignments, Quizzes, People, Discussions, Outcomes, Collaborations, and Settings. The main content area features a course banner for 'MINING ENGINEERING 5612: Principles of Explosives Engineering' with a video player showing a person in a red jacket in a mining environment. Below the banner are three buttons: 'Announcements', 'Syllabus', and 'Grades'. Underneath these buttons is a section titled 'LECTURES' 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

ROLA-MST-MHAYS-SANDBOX > Files

Search for files 0 items selected + Folder Upload

Name	Date Created	Date Modified	Modified By	Size	
Activity 5-File2.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 120720.docx	May 20, 2021	May 20, 2021		15 KB	✓
MaskKinning307C3.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			--	✓
cptic-logo-white.png	May 20, 2021	May 20, 2021		21 KB	g6
design elements	May 20, 2021			--	✓

Organization Course Menu

Course Menu Navigation

REMOVE/HIDE what isn't
being used

ADD/KEEP what is being used

The screenshot displays the course menu for 'MST-MHAYS-SANDBOX' under the 'Modules' section. On the left is a dark blue sidebar with icons for Account, Admin, Dashboard, Courses (highlighted), Groups, Calendar, Inbox (154), Commons, S&T Connect, and Help. The main content area shows a breadcrumb 'MST-MHAYS-SANDBOX > Modules' and a 'Home' button. Below this is a list of course items with checkboxes and status indicators. The 'Getting Started' section includes 'Suggested strategy on taking quizzes', 'Syllabus Quiz' (7 pts, Score at least 7.0), and 'Student Introduction' (20 pts, Contribute). The 'Section 1 - Introduction' section includes 'Lecture Activities', '1.0 Introduction to 5612 2015.pptx', 'State Blasters License.pptx', 'Lecture Quiz 1' (5 pts, Score at least 4.0), and 'Assignments'. Each item has a green checkmark and a plus icon.

Section	Item	Status
Getting Started	Suggested strategy on taking quizzes	Complete All Items
	Syllabus Quiz (7 pts Score at least 7.0)	Complete All Items
	Student Introduction (20 pts Contribute)	Complete All Items
Section 1 - Introduction	Lecture Activities	Complete All Items
	1.0 Introduction to 5612 2015.pptx	Complete All Items
	State Blasters License.pptx	Complete All Items
	Lecture Quiz 1 (5 pts Score at least 4.0)	Complete All Items
	Assignments	Complete All Items

Assessment

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

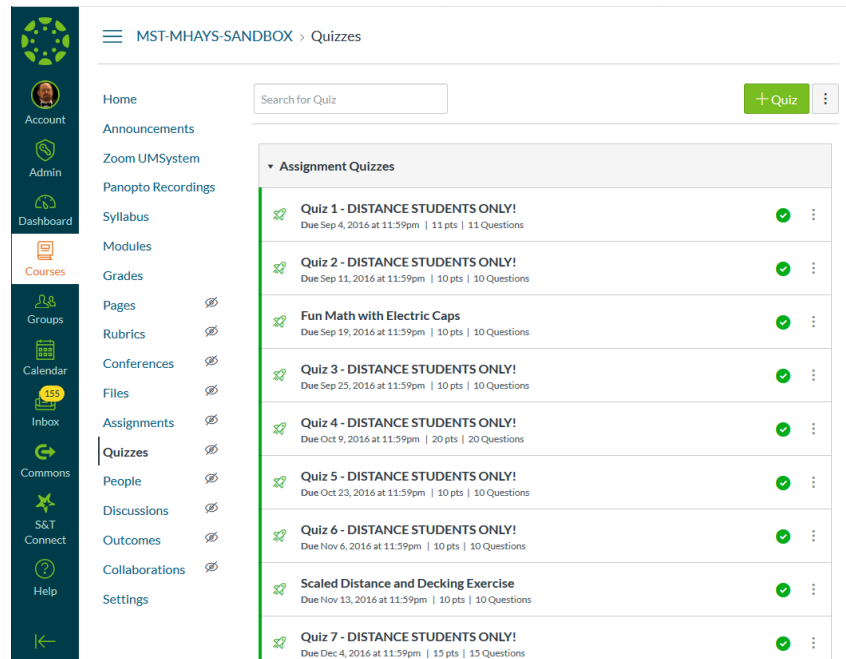
+ Group + Assignment

10% of Total

Assignment	
	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 displays the Canvas LMS interface for a user named MST-MHAYS-SANDBOX. The left sidebar contains navigation links: Home, Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, Commons, S&T Connect, and Help. The main content area shows the 'Quizzes' section with a search bar and a '+ Quiz' button. Below this, a table lists 'Assignment Quizzes' with columns for quiz name, due date, points, and questions. The quizzes listed are:

Quiz Name	Due Date	Points	Questions
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 3, 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

MST-MHAYS-SANDBOX > Quizzes

Home Search for Quiz + Quiz

Announcements

Zoom UMSys

Panopto Recordings

Syllabus

Modules

Grades

Pages

Rubrics

Conferences

Files

Assignments

Quizzes

People

Discussions

Outcomes

Collaborations

Settings

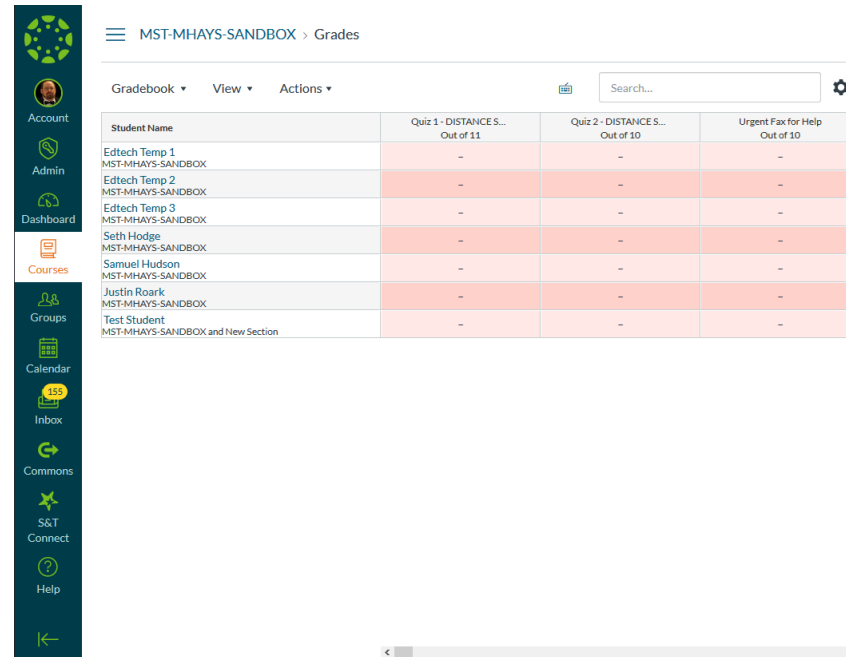
▼ Assignment Quizzes

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	✓	⋮

- 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'SS
- Message student(s) who...



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". The interface shows the document content with various annotations and a comment.

Annotations include:

- Malcolm Hays
- LTC 0000 0010 - 092020
- March 19, 2020
- This is a really nice way to
- Not correct!

A comment box on the right side of the document contains the text: "This is a comment" by Malcolm Hays.

The right sidebar shows the 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
- 8
- View Rubric
- Assignment Comments
- Add a Comment
- Submit
- Download Submission Comments

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 Accessibility

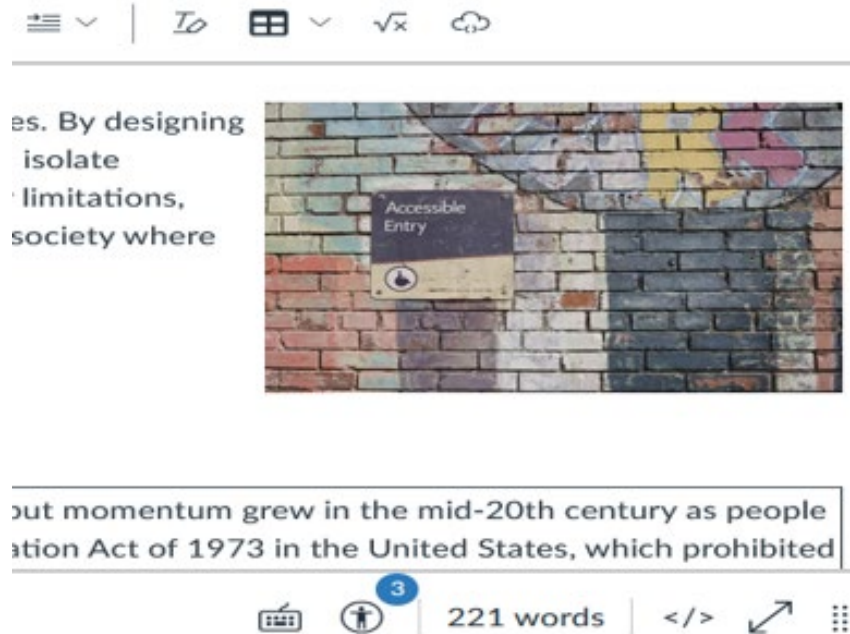
Title II Digital Accessibility – What is it?

- 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?

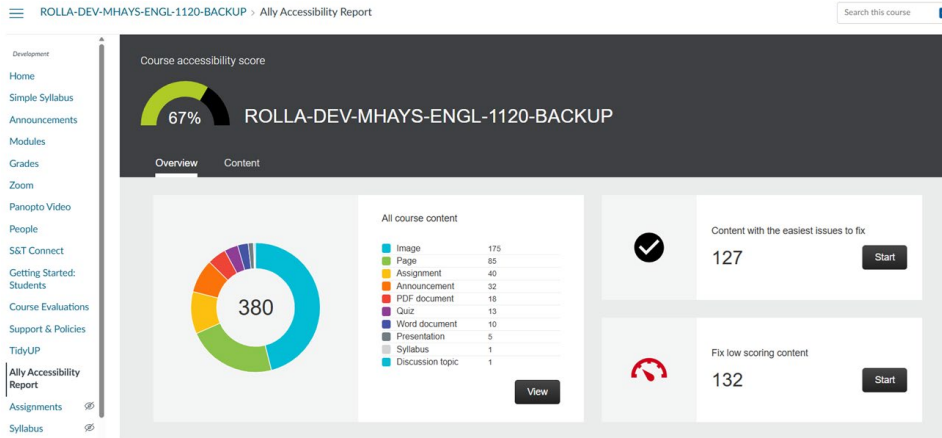
- Text, images, forms, and videos must be usable with screen readers and keyboard navigation.
 - Images need alternative text ("alt text").
 - Videos need captions.
 - Text must be readable and high-contrast.
- Covers all digital services, including third-party tools and mobile apps.

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

Ally in Canvas



- 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

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](#)

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

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