

# The Other Side of Canvas

*(an instructor's point of view)*

GTA Workshop

<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

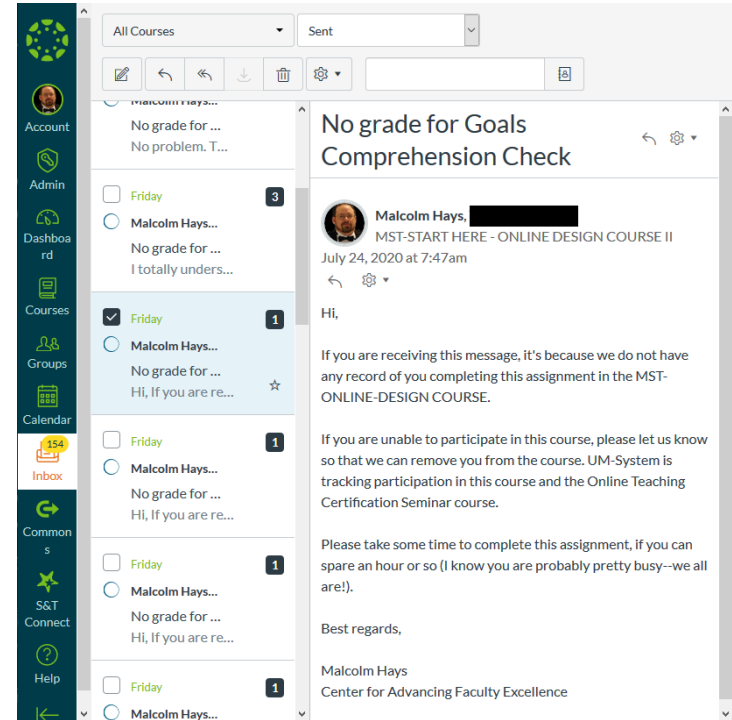
# Why is communication important?

- 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

Home

Secure Exam Proctor

Panopto Recordings

Syllabus

Zoom UMSystem

Modules

Pages

Grades

Announcements

Quizzes

Assignments

Files

Conferences

People

Discussions

Outcomes

Collaborations

Rubrics

Settings

Topic Title

HTML Editor

**B** *I* U A A 12pt Paragraph

0 words

Post to

All Sections

Attachment **Browse...** No file selected.

Options

☐ Delay posting

☐ Allow users to comment

☐ Users must post before seeing replies

☐ Enable podcast feed

☐ Allow liking

Cancel Save

# Communication

## 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

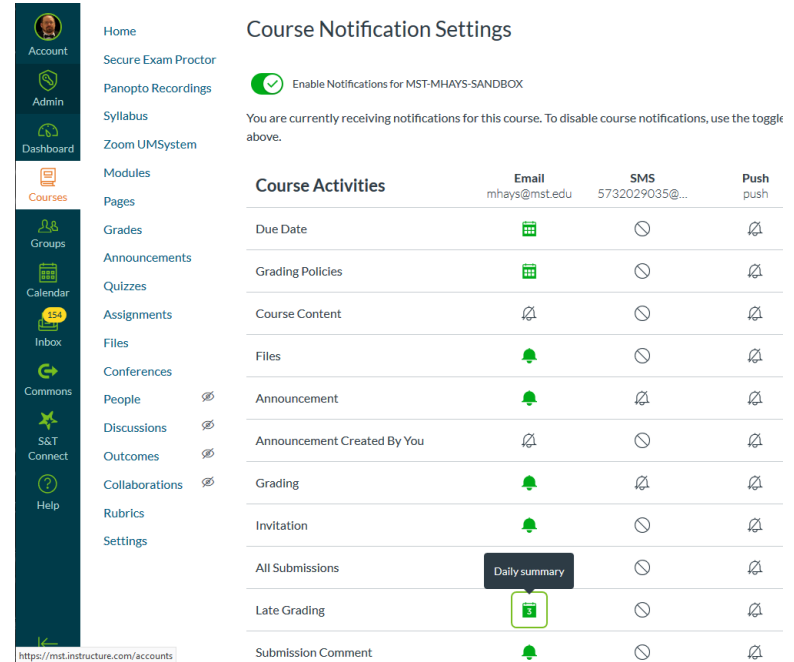
☐ Show name of observed students in notifications.

| Course Activities                                                                                                                                                                              | Email Address<br>mhays@mst.edu | Cell Number | Push Notification<br>For All Devices |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------|--------------------------------------|
| Due Date                                                                                                                                                                                       | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Grading Policies                                                                                                                                                                               | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Course Content                                                                                                                                                                                 | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Files                                                                                                                                                                                          | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Announcement                                                                                                                                                                                   | ✓ ⌚ 📧 ✕                        | ✓ ✕         | ✓ ✕                                  |
| Announcement Created By You                                                                                                                                                                    | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Grading<br><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. | ✓ ⌚ 📧 ✕                        | ✓ ✕         | ✓ ✕                                  |
| Invitation                                                                                                                                                                                     | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| All Submissions                                                                                                                                                                                | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Late Grading                                                                                                                                                                                   | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Submission Comment                                                                                                                                                                             | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Blueprint Sync                                                                                                                                                                                 | ✓ ⌚ 📧 ✕                        | ⌚           | ✓ ✕                                  |
| Discussions                                                                                                                                                                                    |                                |             |                                      |

# Communication

## Notifications

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



The screenshot shows the 'Accounts' page in the MST Instructure system. The left sidebar contains 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 to 'Enable Notifications for MST-MHAYS-SANDBOX'. Below this is a table of notification settings for various course activities.

| Course Activities           | Email<br>mhays@mst.edu | SMS<br>5732029035@... | Push<br>push |
|-----------------------------|------------------------|-----------------------|--------------|
| Due Date                    |                        |                       |              |
| Grading Policies            |                        |                       |              |
| Course Content              |                        |                       |              |
| Files                       |                        |                       |              |
| Announcement                |                        |                       |              |
| Announcement Created By You |                        |                       |              |
| Grading                     |                        |                       |              |
| Invitation                  |                        |                       |              |
| All Submissions             |                        |                       |              |
| Late Grading                |                        |                       |              |
| Submission Comment          |                        |                       |              |

A green box highlights the 'Late Grading' row, and a 'Daily summary' tooltip is visible over the 'All Submissions' row.

# 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

- 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 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 right of the main area are buttons for 'View Progress' and '+ Module'. Below the course name, a list of modules is shown. The first module is 'Getting Started', which includes 'Suggested strategy on taking quizzes', 'Syllabus Quiz' (7 pts | Score at least 7.0), and 'Student Introduction' (20 pts | Contribute). The second module is 'Section 1 - Introduction', which 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 in the modules list has a green checkmark indicating completion status.

# Organization

## Pages

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

The screenshot shows a web interface for a course titled "MINING ENGINEERING 5612: Principles of Explosives Engineering". On the left is a dark 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 "MST-MHAYS-SANDBOX" with an "Edit" button. Below the header is a "Home" section with a list of links: Announcements, Zoom UMSys, Panopto Recordings, Syllabus, Modules, Grades, Pages, Rubrics, Conferences, Files, Assignments, Quizzes, People, Discussions, Outcomes, Collaborations, and Settings. Each link has an external icon. Below this list are three buttons: "Announcements" (yellow), "Syllabus" (green), and "Grades" (blue). Under the "LECTURES" heading, there is a list of sections: "SECTION 0 - Getting Started", "SECTION 1 - Introduction", "SECTION 2 - Explosives", "SECTION 3 - Initiation Systems", and "SECTION 4 - Bench Blasting". The main content area also features a large video player showing a mining scene with the text "MINING ENGINEERING 5612: Principles of Explosives Engineering" overlaid.

# Organization

## 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  | ✓  |
| blastmining20731.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

- 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". The left sidebar contains a vertical menu with icons and labels for various course management tools. The "Courses" section is highlighted, and a red box is drawn around the "Pages" menu item. The main content area shows the course structure, including a "Getting Started" module and a "Section 1 - Introduction" module. The "Getting Started" module contains items like "Suggested strategy on taking quizzes", "Syllabus Quiz", and "Student Introduction". The "Section 1 - Introduction" module contains items like "Lecture Activities", "1.0 Introduction to 5612 2015.pptx", "State Blasters License.pptx", "Lecture Quiz 1", and "Assignments".

Canvas LMS Interface (MST-MHAYS-SANDBOX > Modules)

**Left Sidebar (Course Menu):**

- Account
- Admin
- Dashboard
- Courses**
- Groups
- Calendar
- Inbox
- Commons
- S&T Connect
- Help
- Settings

**Course Content (Modules):**

- Home
- Announcements
- Zoom UMSystem
- Panopto Recordings
- Syllabus
- Modules
- Grades
- Pages
- Rubrics
- Conferences
- Files
- Assignments
- Quizzes
- People
- Discussions
- Outcomes
- Collaborations
- Settings

**Course Content (Items):**

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

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

# 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

MST-MHAYS-SANDBOX > Quizzes

Search for Quiz

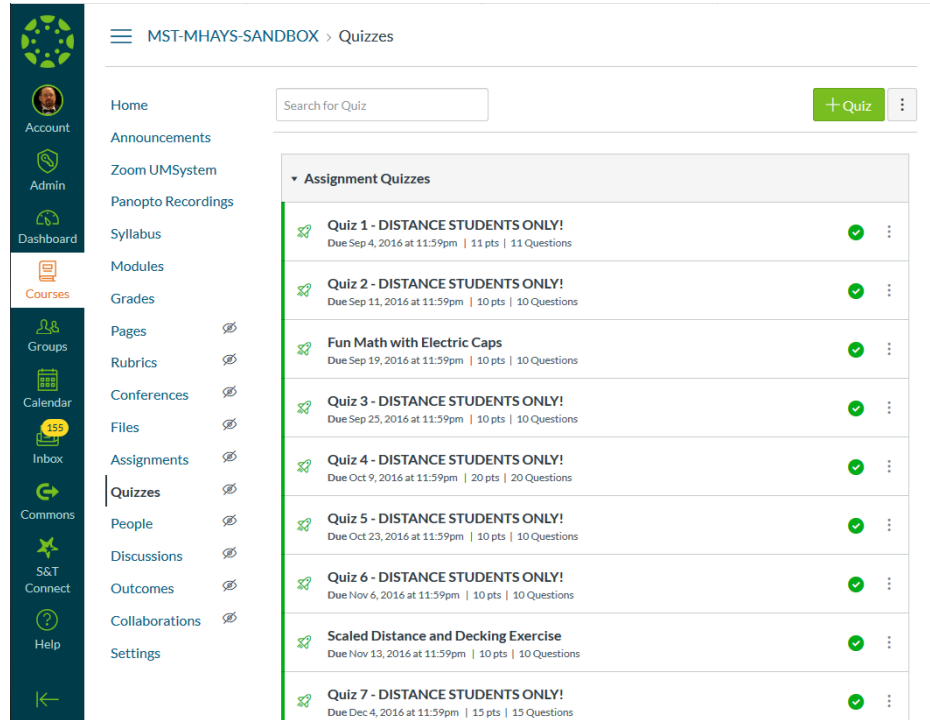
+ Quiz

▼ Assignment Quizzes

|   |                                                                                                    |   |
|---|----------------------------------------------------------------------------------------------------|---|
| ✔ | <b>Quiz 1 - DISTANCE STUDENTS ONLY!</b><br>Due Sep 4, 2016 at 11:59pm   11 pts   11 Questions      | ✔ |
| ✔ | <b>Quiz 2 - DISTANCE STUDENTS ONLY!</b><br>Due Sep 11, 2016 at 11:59pm   10 pts   10 Questions     | ✔ |
| ✔ | <b>Fun Math with Electric Caps</b><br>Due Sep 19, 2016 at 11:59pm   10 pts   10 Questions          | ✔ |
| ✔ | <b>Quiz 3 - DISTANCE STUDENTS ONLY!</b><br>Due Sep 25, 2016 at 11:59pm   10 pts   10 Questions     | ✔ |
| ✔ | <b>Quiz 4 - DISTANCE STUDENTS ONLY!</b><br>Due Oct 9, 2016 at 11:59pm   20 pts   20 Questions      | ✔ |
| ✔ | <b>Quiz 5 - DISTANCE STUDENTS ONLY!</b><br>Due Oct 23, 2016 at 11:59pm   10 pts   10 Questions     | ✔ |
| ✔ | <b>Quiz 6 - DISTANCE STUDENTS ONLY!</b><br>Due Nov 6, 2016 at 11:59pm   10 pts   10 Questions      | ✔ |
| ✔ | <b>Scaled Distance and Decking Exercise</b><br>Due Nov 13, 2016 at 11:59pm   10 pts   10 Questions | ✔ |
| ✔ | <b>Quiz 7 - DISTANCE STUDENTS ONLY!</b><br>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

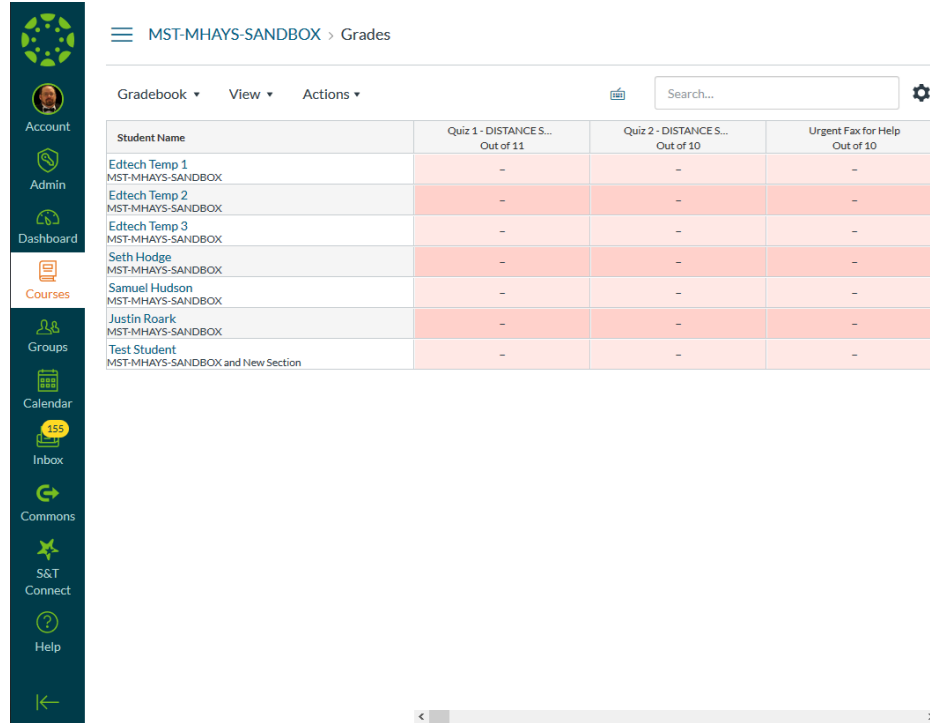
+ Quiz

▼ 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...



The screenshot displays the Blackboard user interface. On the left is a dark blue navigation sidebar with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox (with a 155 notification badge), Commons, S&T Connect, and Help. The main content area is titled 'MST-MHAYS-SANDBOX > Grades'. Below the title are tabs for 'Gradebook', 'View', and 'Actions'. A search bar is located on the right. The central part of the screen contains a table with the following data:

| Student Name                                      | Quiz 1 - DISTANCE S...<br>Out of 11 | Quiz 2 - DISTANCE S...<br>Out of 10 | Urgent Fax for Help<br>Out of 10 |
|---------------------------------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| Edtech Temp 1<br>MST-MHAYS-SANDBOX                | -                                   | -                                   | -                                |
| Edtech Temp 2<br>MST-MHAYS-SANDBOX                | -                                   | -                                   | -                                |
| Edtech Temp 3<br>MST-MHAYS-SANDBOX                | -                                   | -                                   | -                                |
| Seth Hodge<br>MST-MHAYS-SANDBOX                   | -                                   | -                                   | -                                |
| Samuel Hudson<br>MST-MHAYS-SANDBOX                | -                                   | -                                   | -                                |
| Justin Roark<br>MST-MHAYS-SANDBOX                 | -                                   | -                                   | -                                |
| Test Student<br>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:**

- Malcolm Hays (red text)
- ETC 8000-8015 - SP2020 (red text)
- March 19, 2020 (red text)
- LITERATURE REVIEW - Teaching Philosophy (red text)
- Every teacher has a story to tell (red text)
- Teachers begin their craft from different places, times, and circumstances. Pre-service teachers are at the beginning of their careers and have little to no practical experience, instead relying on training and practice for their teaching activities. Seasoned veterans with many years of experience, having taught several thousand students, may serve as influential role models, affecting their students in profound, significant ways. In both cases, every time a teacher sets foot inside a classroom they bring in a set of beliefs and behaviors that together form a philosophy of teaching shaping their practices--influencing what they teach, why they teach it, and how it should be taught. The story of the development of one's teaching philosophy contributes to overall course design, prospects for being hired as a teacher, and personal identity as a teacher. What defines a teacher? How does this affect the choices made in course design projects? Research has much to say regarding the nature and purpose of teaching philosophy statements. How can this information influence teaching philosophy statements for the betterment of student learning outcomes? (red text)
- Not correct! (red text)

**Comment:**

Malcolm Hays  
This is a really nice way to start.

**Submission Information:**

- 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: <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**

# FINAL THOUGHTS



# Need Help?

Google search for “Canvas Instructor Guides”

- <https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>

IT Help Desk

- 573-341-HELP or <https://help.mst.edu>

Missouri Online - Teaching Tools (<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> / 573-341-6713



Center for Advancing Faculty Excellence  
cafe.mst.edu

# REMEMBER TO PUBLISH YOUR COURSE!

2024FS-ENGLISH-1120-111

Assign To Edit

Course Status

Unpublished

State

Publish

Unpublish

View Course Stream

Course Setup Checklist

New Announcement

ENGLISH 1120: EXPOSITION AND  
ARGUMENTATION

# QUESTIONS?

Online Webinars:

<https://teaching.missouri.edu/events>

Contact us: [cafe@mst.edu](mailto:cafe@mst.edu)

Phone: 573-341-6713

<https://cafe.mst.edu>



Center for Advancing Faculty Excellence  
[cafe.mst.edu](https://cafe.mst.edu)