### Canvas tool guide for teachers

**Pedagogical / Teaching goal**

- **Easy to create, edit, and embed content, including links and media files**
- **Pages**
- **Announcements**
- **Discussions**
- **Files**
- **Assignments**
- **Quizzes**
- **Collaborations**
- **Conferences**
- **ePortfolios**

**Information transfer**

- **Announcements**
  - Very simple to set up, and students will get automatic email reminders of the notices you post

- **Files**
  - Easy to upload and organise PowerPoints, PDFs, images, and other documents through the file menu

- **Pages**
  - Easy to create, edit, and embed content, including links and media files

- **Pages [student editable]**
  - You need to identify a clear purpose and communicate with your students when you enable wiki-like editing

- **Assignments**
  - Assignment set-up and use can be easy or complex; see the Canvas Assignment Guide for options

- **Quizzes**
  - Effective quizzes require prior thought and some careful set-up

- **Collaborations**
  - Students must connect their Canvas and Google accounts first to enable collaborative writing in Google Docs

- **Conferences**
  - Running live sessions online requires thought around timing, structure, and flow

- **ePortfolios**
  - ePortfolios work differently from other tools so it is important to develop student familiarity

**Assessing learning**

- **Announcements**
  - Announcements should not be used for assessment - use discussions instead

- **Files**
  - Students upload files through assignments or discussions rather than via the files menu

- **Pages**
  - Pages are not used for assessment unless you enable student editing (see next row)

- **Assignments**
  - This is the primary purpose of assignments; try Speedgrader to mark entirely online

- **Quizzes**
  - Yes, excellent for immediate feedback and student reflection; can be formative or summative

- **Collaborations**
  - Yes, students can share and submit their collaborations as assessed work

- **Conferences**
  - You could technically do this, but it does not connect with the gradebook

- **ePortfolios**
  - Yes, a strong way of assessing student development and reflection

**Communication & interaction**

- **Announcements**
  - You can enable student replies to announcements, but interaction may be better as a discussion

- **Files**
  - Files are used for the distribution of content, not for interaction or communication

- **Pages**
  - Pages present information passively, unless you enable student editing (see next row)

- **Assignments**
  - Students and teachers can communicate through feedback and (optionally) peer review or group work

- **Quizzes**
  - Ungraded surveys can be used to elicit feedback and students can add comments to a completed quiz

- **Collaborations**
  - Teachers and students can communicate and interact through collaboration comments and content

- **Conferences**
  - Excellent opportunities to communicate with video, audio, and text chat

- **ePortfolios**
  - You can allow for comments on ePortfolio pages but this is not their primary purpose

**Co-creating content**

- **Announcements**
  - Announcements shouldn’t be used for the co-creation of content

- **Files**
  - Students in groups can share files within the group; otherwise, use discussions or group assignments

- **Pages**
  - Pages can only be used this way if you enable student editing (see next row)

- **Assignments**
  - Students and teachers can design, edit, and embed content individually or together

- **Quizzes**
  - Quizzes are not typically used for the co-creation of content

- **Collaborations**
  - Can be used for co-creation of content if you make it a group assignment

- **Conferences**
  - Probably the best tool in Canvas to encourage co-creation of content

- **ePortfolios**
  - ePortfolios do not allow for other students to co-author content

### Key:

- **Good match for this purpose**
- **Can work with some learning design**
- **Not the best tool for this purpose**