INSTRUCTOR GUIDES
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Transitioning to Canvas @ Yale
This article shows how Classes*v2 Tools map to Canvas Tools. The titles below show the Classes*v2 Tool name followed by the equivalent Canvas Tool name.

Example: In Classes*v2, you could use the "Forums" tool for asynchronous discussions with your students. In Canvas, the tool is called "Discussions". The title of that section would be "Forums → Discussions".

Classes*v2 Tool Equivalents in Canvas

**Announcements → Announcements**

The Canvas Announcements tool is also similar to the Classes*v2 Announcements tool. You can post announcements to your students immediately, or you can schedule them to appear at a later date.

For more information on the Announcements Tool, please go to the Canvas [Announcements Tool Guide](#).

**Assignments → Assignments**

The Assignments tool in Canvas allows you to create activities for your students. The Canvas tool allows you to create assignments that must be submitted online, submitted through an external application, or that will be submitted on paper. You can also use the assignments tool as way for students to share drafts of documents for you to review. Assignments can be graded or ungraded and can be scored in points, percents, complete/incomplete.

For more information on the Canvas Assignments Tool, please go to the Canvas [Assignments Tool Guide](#).

NOTE: As part of the process of grading your assignments, you have access to the exciting SpeedGrader feature which allows for robust and easy to use grading tools. SpeedGrader can be used to grade your assignments, quizzes, and graded discussions. For more information, please go to the Canvas [SpeedGrader Guide](#).
Drop Box → Assignments

Canvas does not have a distinct tool which functions exactly like the Classes*v2 drop box. Instead, in Canvas, you leverage the ease and organization of the Assignments tool to coordinate file sharing between instructor and individual student.

For more information on the Canvas Assignments Tool, please go to the Canvas Assignments Tool Guide.

Email/Messages → Inbox (Conversations)

The Inbox (or Conversations) Tool in Canvas is a much easier way to communicate with your students. In Canvas, your Inbox is accessible from anywhere in the system on your left side global navigation bar.

From the Inbox tool, you can access all of your email messages from all courses that you are enrolled in. You can compose messages to participants in any course. You can opt to send messages to individuals, or you can send to all students, all teaching assistants, or just all participants in the class.

For more information about the Inbox (Conversations) Tool, please go to the Canvas Conversations Tool Guide.

Forums → Discussions

Asynchronous online discussions are easy to create and manage in Canvas' Discussions Tool. Like Classes*v2, you can have threaded discussions which are graded. Canvas does allow you to restrict students from viewing posts in a discussion board until they have posted a reply.

For more information on the Canvas Discussions Tool, please go to the Canvas Discussions Tool Guide.

Groups (Site Info) → Groups (People)

In Canvas, the ability to create and modify Groups is found within the People tool. You can manually create groups, randomly create groups, or create self sign-up groups.

One of the most exciting things about Groups in Canvas is that each group gets their own mini course site within your course. Members of the group can share files, have their own discussion boards and collaborations, and can easily send emails between each other.

As an instructor, you can also assign specific assignments/quizzes/discussion/etc. to your predefined groups.
For more information on Groups, please go to the Canvas Groups Guide.

**Media Gallery *** / Panopto → Panopto**

For video files in Canvas, we recommend that you use Panopto. Panopto is a robust lecture capture, video sharing and streaming tool which makes it easy to store and share files with your students. Panopto is also capable of allow students to share files with the class as well.

*** NOTE: Media Gallery is being replaced by Panopto in Classes*v2 starting in July 2016. All media files that were store in Media Gallery will be moved to Panopto.

For more information on Panopto, please go to the Panopto Documentation Site.

**Resources → Files**

The Files tool in Canvas is your repository for your documents and files. You can easily upload your files by dragging and dropping them onto the browser window. For more information on the Canvas Files tool, please go to the Canvas Files Tool Guide.

NOTE: Each file must be "published" before your students can view it.

**Roster → People**

In Canvas, you can easily view and add members to your course via the People Tool. The people tool lists your students, their login ID, role, and the last time they were active in your course.

For more information on the People Tool, please go to the Canvas People Tool Guide.

**Syllabus → Syllabus**

In Canvas, the Syllabus tool functions very similarly to the Classes*v2 Syllabus. You can upload a file or you can post your content on the page. For more information on the Canvas Syllabus tool and how to upload/edit your syllabus, please go to the Canvas Syllabus Tool Guide.

**Tests & Quizzes → Quizzes**

In Canvas, the Quizzes tool allows you to create graded quizzes/tests and ungraded surveys. You can allow students multiple attempts, allow them to see feedback, and can create feedback at the question or at the answer choice level. The Quizzes tool currently has 12 different questions types to choose from and you can create your questions in a question bank or directly within a quiz.
For more information about the Canvas Quizzes Tool, please go to the Canvas Quizzes Tool Guide.

NOTE: Canvas is currently redeveloping their Quizzes tool with the expectation that it will be released sometime during 2017.

Web Content → ReDirect Tool

In Canvas, the ReDirect Tool allows you to add weblinks to your Course Navigation. This Tool can be found in Settings, Apps, and then "Redirect tool". You will be able to rename the title to show what you would like in the Course Navigation.

New Canvas Tools

Attendance (Roll Call)

The Attendance (Roll Call) tool is a quick and easy way for you to take attendance in your class - whether your class is online or face-to-face. You quickly mark student attendance in bulk and you can create seating charts to help you track attendance faster. With graded attendance, you can preselect how many points are deducted for those who are late or absent and provide comments on why the student was excused or not.

For more information on the Canvas Attendance (Roll Call) Tool, please go to the Canvas Attendance Tool Guide.

For more information:
- Transition Information and Timeline
- Migrate Classes*v2 Resources to Canvas Files
- Migrate Classes*v2 Test and Quizzes to Canvas Quizzes
Transition Information and Timeline

Timeline

The transition of course sites from Classes*v2 will begin during the Fall 2016 and Spring 2017 semesters.

The School of Management, School of Nursing, School of Forestry, and School of Law will begin transition certain programs during this time - please check with your school administrators for details about when you will need to transition to Canvas.

For Yale College and Graduate School, instructors may opt in during Fall 2016 and Spring 2017.

Starting in Fall 2017 - ALL courses will be offered in Canvas only.

Classes*v2 will remain available for reference purposes.

Request a Sandbox Site

A sandbox site is an empty course shell where you can explore and practice using Canvas tools in a safe environment before implementing them into your active course site. Click the link below to request your sandbox site today!

https://canvas.yale.edu/requests/sandbox-course-request

Request a One-on-One Consultation

We are here to help! Use the link below to schedule a one-on-one consultation with one of our staff members.

https://calendly.com/canvas-at-yale/consultation
Please visit our Canvas@Yale Transition website for more information:

https://canvas.yale.edu/help/getting-help-canvas
Project Site Migration

Starting Summer 2017, all project sites within Classes*v2 will be evaluated and migrated from Classes*v2 to a platform which fits the project site's needs. This may or may not be Canvas. To request a Project Site migration, please request a Classes*v2 Project Site Consultation.

uação: Project Sites in Canvas @ Yale do not offer the same granularity in setting permissions or roles as C*v2 did, and departments and individuals should think carefully about who their audience will be when requesting Project Sites.

The following list has been designed to help determine whether or not Canvas is an appropriate platform for your Project Site needs, and if not, offer alternative solutions to archive and store their digital files. Note that Project Sites are for active and collaborative work and should not be considered a file storage system for reference purposes.

E-Portfolios

- WordPress/CampusPress

Research/Labs

- ITS: Research Consulting & Technology

Department & Program Sites

- OrgSync
  - Student forms, fellowship information, scheduling for DUS/DGS hours, orals lists, and more.

Instructional

- Canvas @ Yale
  - Instructional sites, grading, working & reading groups

Collaboration

- Canvas @ Yale
  - Faculty-shared resources

- Interfolio
  - Promotions, job reviews, tenures cases

- Box @ Yale
• File sharing and co-authoring documents
Migrate Classes*v2 Resources to Canvas Files

Please note that Web Links (URLs) are not supported in Canvas Files. Web Links will be converted to a page which contains the link to the website.

By Default, you are given 500 MB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

If you would like to migrate Classes*v2 Tests and Quizzes to Canvas, please see this article: Migrate Classes*v2 Test and Quizzes to Canvas Quizzes.

Starting early summer 2017, we will copy instructional materials from the most recently used Classes*v2 site for each course taught since 2009. As the instructor of record to the courses, you will be enrolled once the transition is complete to verify and re-use the materials. We ask for you to wait until the process is completed to then request any additional courses that you would like migrated to Canvas. To request an additional course migration from Classes*v2 to Canvas, please fill out this form: Course Migration Request Form.

OPTION 1: Use a ZIP Archive

Use this option if you do not have current copies of your files on your computer.

Create a ZIP Archive

In Classes*v2, create a ZIP Archive of your course's Resources: How to Create a Zip Folder in Classes*v2 Resources

Download ZIP Archive

Download the ZIP Archive by right clicking (PC) or control clicking (Mac) the ZIP file and then selecting download/save as. Save the file to your computer.
Import ZIP Archive

Import ZIP Archive into Canvas: How to Import Zip Folder in Canvas Files.

For more information about the Resources tool in Classes V2:

- What is the Resources tool?
- How do I navigate the Resources tool?
- How to upload and unpack zip files in the Resources tool?
- How to reorder files and folders in Resources?

OPTION 2: Manual upload files (individual or bulk)

Can use this if you have current copies of your files on your computer

Go to Canvas

Log into your Canvas course site

Upload Files

Follow the instructions listed here: How to Bulk Upload Files into a Canvas Course?

For more Information about the Files tool in Canvas:

- How do I upload files in a course?
- Files tool guides (Vendor Guides)
How to Use Course Archive Once Downloaded

This article is intended to describe how to utilize the Course Archive file once it is downloaded onto your computer. In order to use the Course Archiver Tool, please see this help document: Course Archiver Tool.

NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff

Protect Your Data

Open Downloaded Zip File

1. Open your course archive from your downloads.
2. Once the zip file is open, if you are using a PC, click "extract all".
3. Click on the index.html file.
Once you open the index.html file, you will see a folder structure for your v2 course. Each folder can be expanded to show the information in each folder.
NOTE: To obtain additional student work from this course, please use the Student Work Archive Request form.
Migrate Classes*v2 Test and Quizzes to Canvas

Quizzes

NOTE: Canvas will be upgrading their native "Quizzes" tool in fall 2017 which will have some new features and question types.

When transitioning Tests and Quizzes from Classes*v2 to Canvas, you will need to do some "clean up". Some things that you will need to address are:

• Although all answer options will copy over, the correct answers will not be indicated in Canvas.
• Some question types in Classes*v2 are not available in Canvas. These questions will need to be rewritten to work with the question types available in Canvas.
• Images, Videos, and other media may not be copied over. When this happens, you will need to download these items from Classes*v2 and re-insert them in Canvas.
• Some feedback for questions may not be copied over - you may need to copy and paste them from Classes*v2 into Canvas.
Get Your Quiz From Classes*v2

Log into your course in Classes*v2

Go to the Test & Quizzes tool

Export your quiz

Go to the "Working Copies" tab (1) and find your quiz. From the drop down menu next to your quiz (2), select "Export" (3).
Choose Download Format

On the next screen, select the radio button for QTI v 1.2 (4) and then click the "Export" button (5).

Download Quiz File

A pop-up window will appear. Click the "Download" button (6). The file will be downloaded to your computer. It will be in the form of a .XML file and will have a name of "exported-assessment.xml" (if you have downloaded multiple quiz files, a numeric suffix may be added to the filename).

Create a .ZIP File Containing your Quiz File

Find your file

On your computer, use the Finder (Mac) or File Explorer (PC) to locate your file.
Create ZIP File: PC Users

1. Right click on the file
2. From the contextual menu that appears, select "Send to"
3. From the sub menu, select "Compressed (zipped) folder"

Create ZIP File: Mac Users

1. Hold down the "control" key on your keyboard and click on the file
2. From the contextual menu, select "Compress filename"
Upload ZIP File into Your Canvas Course

Go to your Canvas Course

Go to Settings

![Settings link arrow](image)

Click the "Settings" link in your course navigation bar

Import Content Into Course

![Import Content into this Course button](image)

On the right side of the settings screen, click the "Import Content into this Course" button.
Select Import Type

On the Import page, click on the "Content Type" drop down menu (1) and select "QTI .zip file" (2).

Select File & Upload

Click the "Choose File" button (3) and navigate to the .ZIP file you just created. Once you have selected your file, click the "Import" button (4) to begin the import process.
Verify Import Completed

Once the process is started, you will be able to watch the progress of your import under the "Current Jobs" area. Once finished, you should see that the file is "Completed".

NOTE: Because of the issues mentioned at the beginning of this article, you will like have a few issues noted.

Edit Your Imported Quiz

Go the Quizzes tool in your Canvas Course

Click on your quiz
Go to Quiz Editor

Click the "Edit" button.

Go to the Question Edit Screen

On the next screen, click the "Questions" tab.
Click the Edit Question Icon

Points 2  Not Published

Details Questions

Show Question Details

True - False

Getting up early is fun.

Multiple Choice

1 pts

Click the Edit (pencil icon) button to begin editing your question.
Edit your question

Things you will likely need to check and edit:
1. Verify that the question type is correct; change if necessary.
2. Verify that the point value is correct; change if necessary.
3. Check the question stimulus text. There may be extra white space before your question text begins. Delete any unnecessary spaces.
4. The correct answer will NOT be selected. Click on an answer to set it as the correct answer.
5. When you are finished, click the "Update Question" button.

Edit all questions

Continue to view and edit all questions until everything is set up correctly.

Save your changes

When you have edited all of your questions, save your changes.
1. Click the "Save" button to save your quiz as a draft that students cannot yet view/complete
2. Click the "Save & Publish" button to save your changes and make the quiz available to your students.

For more information:

Transition Information and Timeline

Migrate Classes*v2 Resources to Canvas Files
Bulk Migration Information

We have completed process of migrating the most recent copy of every unique course taught since Fall 2008 by each instructor. These courses will be available in a read-only format within your past enrollments within Canvas @ Yale.

Note: Only faculty content was migrated- no student submissions have been migrated into Canvas.

Note: Students and Faculty will maintain access to Classes*v2 until May 31, 2019.

Note: Courses that have been migrated over but you do not plan on using can be ignored.

This article will cover:

- Examples of What Will be Migrated
- How to Access Your Migrated Course
- How to Request More Courses to be Migrated to Canvas
- How to Copy a Canvas course into another Canvas course
- What Tools Were Included
- Excluded Tools
- Audio and Video Files
- How to get support

Examples of What Will be Migrated:

- If you taught the same course every year for 8 years, you would get one copy of that course, the most recent version.
- If you taught a different course every year for 8 years, 8 different courses would transfer.
- If the same course is taught by a different person each year for 8 years, 8 copies would come over, with the different instructors enrolled in their respective course.
How to Access Your Migrated Courses:

To view your past courses, click the "Courses" button in the Global Navigation bar and select "All Courses". For more information, please refer to our help article: How to View Classes*v2 Migrated Courses.

How to Request More Courses to be Migrated to Canvas:

In some unique situations, you may want to retain all your Classes*v2 versions of the courses taught. Some examples could be independent studies, seminars, and different readings/topics used throughout the years.

To request more courses to be migrated, please submit the Course Migration Request form for each course (including the course URL) that you would like migrated over.

How to Copy a Canvas course into another Canvas course:

Since the migrated courses are in a read-only state, to edit, revise, or utilize the information, you will need to copy the migrated course into the active course. To do so, please read our help article: Copy Content from One Canvas Course into Another Canvas Course. By default, you are given 500 MB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

Note: If you receive errors within the copying of the migrated course, please contact canvas@yale.edu with the course information and error message for support.

What Tools Were Included:

Assignments → Assignments

• All assignments were migrated into the Assignments tool in Canvas with due dates, points, and closed status.
• Assignment attachments were migrated into Files in a folder labeled “assignments.”
  • Some file types may not have migrated properly - please double check any of these file types that you may have had in your Classes*v2 course.

Forums → Discussions

• Forums moved over as a discussion with a “Forum -” prefix.
• Topics moved over as a discussion as-is.
• The order (top-bottom) of Forums and Topics were maintained in Canvas.
• Both Forums and Topics are at the same level in Canvas as Canvas does not have the same Forum > Topic hierarchy as Classes*v2.
• Forums/topics that were in “draft” state in v2 come over to Canvas without that designation.

Home → Home

• Homepage descriptions and HTML pages migrated over as-is.
• Homepage files / images are migrated into Files in a folder labeled “home” and linked to from Home.
• Note: Images may look skewed due to the more narrow content area in Canvas. Therefore, images may need to be resized.
• Redirects did NOT migrate over.
  • Alternative - Please go back into the Classes*v2 course to capture the URL.

Syllabus → Syllabus

• HTML syllabi migrated over as-is.
• Syllabus attachments were migrated into Files in a folder labeled “syllabus” and linked to from the Syllabus tool.
• Redirects did NOT migrate over.
  • Alternative - Please go back into the Classes*v2 to capture the URL.

Resources → Files

• All resource folders and files migrated over into Files in a folder labeled “resources.”
• Folder structure remained intact
• Active website links migrated over in an HTML page. Broken web links DID NOT migrate over.
• Resources pointing to a local file (ex. file/C:) DID NOT migrate over.
• Note: The folder from Classes*v2 will have the original folder name rather than the name of the folder that it was changed to.
• Note: resource folders with parenthesis may create more than one folder for subfolders and individual files.

For more information on the Canvas tools listed above:

• How to Create Assignments
• How to Created Discussions
• How to Set Your Home Page
• How to Create your Syllabus
• How to Add Files to Resources
Excluded Tools

Announcements - These were NOT part of the bulk migration
• You can request migration by using the content migration form.

Tests & Quizzes - These were NOT part of the bulk migration
• You can request migration by using the content migration form

Media Library - These were NOT part of the bulk migration
• You can request these materials by using the content migration form.

For announcements, tests & quizzes, and the media library, please submit the content migration form to have these tools migrated over.

Audio and Video Files

Canvas Files
Video and media files should be uploaded into the Media Library tool and not into Files. If you have some media files within the Files area, you can download the files from Files onto your computer to be able to upload into the Media Library. Please see this help document to download a file within your Canvas course.

Media Gallery in Classes*v2
The audio and videos within your Media Gallery/Media Library was not part of the bulk migration. In order to have your Media Gallery/Media Library content migrated from Classes*v2 to Canvas, please see the articles below. If you would like assistance with migrating your media files, please submit the content migration form.

For more information on managing your media files in Canvas:
• How do I add media files to the media library?
• How do I find and move content that was in Media Gallery?
• How do I migrate Media Library course content from Canvas Course to Another?
How to get support:

- Local Canvas @ Yale Support: email canvas@yale.edu
- Help documentation: help.canvas.yale.edu
- Request Forms & Support Information: canvas.yale.edu/help
- Consultations: One-on-One Consultations
- 24/7 Support from Instructure: 1-855-308-2813
- Register for a Workshop: ctl.yale.edu/canvas-workshops

💡 For more information on how to prepare your course for the term, please see the links below:

- Quick Start Guide for Instructors
- Beginning of Term Checklist
Course Archiver Tool

The v2*Vault is a repository storing all courses taught in Classes*v2 from Fall 2005 - Spring 2017. This repository will be available until May 31, 2019 for all faculty to access old course sites. Instructors can use the v2*Vault keep a copy of old Classes*v2 course materials. This Course Archive tool will create a zip file of the course content from the tools you select below. Content will be organized into folders by tool name and navigable by an index.html page. The gradebook and photo roster are the only student content that will be included in the archive.

When you are in one of the courses you would like you to archive:

1. Click on “Course Archiver” from the course navigation on the right-hand side.

.shader

NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected
educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff

Protect Your Data

2. Click the check box on the tools that you would like to include in the archive.

3. Click “Create”.

You will receive a notice that archive is in process.

NOTE: A folder within the zip file of each tool selected will be created, even if there is no content within the tool that you selected.
4. Click on “Archive history tab selected”
5. Click “Download”.

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4. Click on “Archive history tab selected”
5. Click “Download”.
This will download a zip file to your local computer. You will see that each item you selected will now have a folder within this zip folder.

**NOTE:** To obtain additional student work from this course, please use the [Student Work Archive Request form](#).

To learn how to use the course archive file once downloaded, please see this help article: [How to Use Course Archive Once Downloaded](#).
Shopping Period
Shopping Period

During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to "shop" for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to officially register.

During this time, you will see participants with the role of "shopper" added to your site.

**Note:** Please contact the Registrar's Office if you have questions about the status of students' enrollment in your class. Our system reflects the data from that office.

What happens during shopping period?

- Students shop for courses via OCS (Online Course Selection) **
- Students' OCS worksheet lists are shared with Canvas by the Registrar's system every 2 hours.
- Canvas provides access to course sites on a student's OCS list based on data received from the Registrar. Students will see a full list of courses they are enrolled in under the "Courses" area (via the "Courses" button found in the left side global navigation bar).
- Until the students' registration is finalized, they will appear in Canvas sites with the role of "shopper".

**The School of Management does employ an alternate method for enrolling students in courses during the shopping period. For more information, please contact the SOM Registrar.**

**Law students need to “browse” courses in Canvas by going to [https://canvas.law.yale.edu/](https://canvas.law.yale.edu/).**

**NOTE:** Students can also go to Yale's [Course Search](https://canvas.law.yale.edu/) to search for courses and access the official course syllabus for that course. Syllabi are available only for courses that have been published by the instructor and are available in Course Search within 6 hours of the course being published.

After approximately two weeks

- Students create a final course selection list on OCS before their access to the system is lost.
- Students finalize their schedules and obtain permissions to seal registration. The Registrar oversees the collection of this information.
- Canvas receives final registration data from the Registrar (this can occur 1-2 weeks after the end of shopping period).
- Officially registered students' role on the Canvas Roster is changed to students (or auditors).
Finalizing the class roster after shopping period

- Shoppers are notified that they will be deleted from course sites on a specified date unless their registration is finalized. Shoppers who have the instructor's permission may request to retain access to a course site in the guest role.
- At the specified date, Canvas deletes all shoppers. For those who didn't register for a course, the course disappears from their course list.
- The class roster is finalized.
Implementing Teaching Practices with Canvas
Implementing Online Discussions

Contemporary discussions of education increasingly emphasize the social nature of learning (Palincsar and Herrenkohl 2002), which focuses on interactions or discussions among students, or among students and instructors. A discussion provides a means for students to exchange opinions, share multiple perspectives, and clarify various thoughts (Dunlap, 2005). Some scholars have identified student discussion as being one of the activities that students find most beneficial to their learning (Ertmer et al 2007; Richardson and Swan 2003).

Effective online discussion questions promote the course purpose while demonstrating achievement of learning objectives (Caulfield, 2011). Questions that concentrate on concepts, principles and skill development, can maintain student interest and create a sense of community in the course (Berge, 2008). Effective online discussion questions ideally are content based, open ended, and designed to reveal student understanding as they provoke critical analysis (Baker, 2011). For example, critical analytical skills may be honed through student scrutiny and critique of demonstrations (Lynam, 2009) and posted case studies. Observation reveals that engaging questions permit discussants to weave in their own experiences. This often transitions discussions into “communities of practice” where knowledge among discussants is shared and enlarged (Rau, 2009).

Examples and Recommendations

- Design a **threaded discussion** to share and iterate upon ideas shared by each student in the course; debate pros and cons of a single issue or multiple issues; ask multiple questions of a single discussion leader; facilitate group discussions around multiple topics; facilitate discussions around a single discussion; or explore at length the feasibility of different solutions to a complex problem; and organize results from a complex research activity where the students can reflect on the results.

- Create a **focused discussion** question to answer a single question; share resources amongst peers; collect results from a simple research activity; correct misconceptions; or share insights about a single reading.

- Ask **leading questions** prior to class time in order to enhance the in-class discussion by allowing students to begin discussing the topic.

- Provide students with a "**Water Cooler**" discussion forum which would be a student-led forum where students would be able to use to ask each other questions and build a sense of community.

- Utilize threaded discussions for students to **provide peer feedback** on assignments prior to submission.
Application and Tools

Below are discussion tools which are available to the Yale community and help guides to assist with the use of these tools.

Canvas Discussions

- How do I Create a Discussion Board?
- How do I use the Discussions Index Page?
- How do I view and sort discussion replies as an instructor?
- How do I create a group discussion in a course?
- How can I require students to reply to a course discussion before they see other replies?

CoursePress

Yale CoursePress is a WordPress platform offered by the Poorvu Center for Teaching and Learning. It is for students and faculty who need a flexible, online platform to help them with their academic work. Instructors can use CoursePress to create a blog-like discussion where either there can be one site for the entire course to develop blog posts or each student can receive their own site to design and create individual blogs which other students can then respond to. To request a CoursePress site for your course go to CoursePress and fill out the form.

VoiceThread

VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate slides and leave comments in 5 ways - using voice (with a mic or telephone), text, audio file, or video (via a webcam). This tool can be used for back and forth discussion rather than just adding comments for the instructor to view.

- Adding VoiceThread to your course
- Setting up your VoiceThread link
- Student Assignment Submission
- Grading Student Work

References


Setting Up Your Canvas Course

The purpose of this article is to provide information on how to effectively use and organize your Canvas course based on student's feedback. Each section will have a brief overview of the tool and includes directions on how to create what is discussed. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the Consultation link to do so.

Syllabus

For students to be able to search for your course Course Search during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.

1. Link to Page with list of readings & websites required for that week
2. Link to Assignment due.
3. Link to Page which is set to be available after class date & time
4. Link to File for reading

To learn how to create an interactive syllabus, please see the following help documentation:

- How to Create Pages
- How to Add Links to a Page

Modules & Pages

Another way to organize your content is to create modules and pages to guide the student’s learning while not in the classroom. Modules are used to organize course content by weeks, units, or by topic. Modules can create a one-directional linear flow of what students should do in a course for that module. Each module can contain files, discussions, assignments, quizzes, and other learning materials, such as URLs and videos.

You have the option to publish the entire module or each item individually so you can work on modules without worrying about students viewing your work. Once you are ready for students to view the modules, you simply publish the item or module. Below is an example of a module:
Note: If you organize your content by using Modules, you may want to hide other tools, such as Files, Quizzes, or Assignments from students since they will be accessing the files and content from the modules. You can do this by re-organizing your course navigation.

For students, when they enter the module, they can then click “Next” and will be brought to the next item within the module. If there is an item that you have set an availability date for, the students will be able to click on it, but then will be notified that they do not have access to the item until the availability date.

To learn how to create modules and how to add content to the modules, please see the following help documentation:

- How to Create Modules
- How to Create Pages
- How to Add Content to Modules
Files

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Although it can be very easy to just import all your files into this area, you will want to utilize the Folders within Files to ensure that the documents are organized in a way that will make it easier for students to identify which files they will need to download and read for that specific week or topic.

1. Click +Folder to add a folder to the Files area.
2. Click Upload to upload a file, multiple files, or a zip file.
3. Files and Folders appear in alphabetical order so you may want to use “01, 02, etc” in front of your folders to ensure they are in the order you would like.
4. Green check mark means the folder and its content is published and available to students.
5. Gray circle means that the folder is not published and the folder or content is not available to students.
6. Orange cloud with lock states that the folder and content has been restricted to be only available with a link or available after a specific date. Note: If the folder is restricted with an availability date, the students will see the folder but will be notified that the folder is available on a later date. If it is restricted with access only with the direct link, the students will not see the folder within the Files area.

To learn how to use the Files area, please see the following help documentation:

- [How do I create folders in my course "Files" area?](#)
- [Using the Content Selector Panel to Add Links to Files.](#)
Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). The Assignments page shows students all the assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user.

If you are having the students complete work within class and just want a column within the Grades area to provide the student with their grade, you can also create an assignment and choose “on paper” submission.

For more information on Assignments, please see our help documentation:

- How do I upload a file to a course?
- How do I create a zip file?

- How do I create Assignments?
- How do I Grade Assignments?
- Creating Weighted Groups for Assignments
Grades

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included. By using the Gradebook functionality, you can have the system complete the weighted totals for you (i.e. Writing Prompts are worth 10%, participation is with 20%, etc.) Once a graded item is created within Canvas under assignments or quizzes, a column will be automatically created within the Gradebook. Students will be able to view all of their grades as well, which allows the students to understand how they are doing within the course.

1. Column for Assignment
2. Bell with Strike-through identifies that the assignment is muted (Students aren't notified immediately of grade or comments)
3. Import/Export options for classes
4. Show only 1 section or all sections for courses with multiple sections
5. EX shows that the student was exempted from the assignment
6. Red highlight shows that the student submitted late

For more information on Grades, please see our help documentation:

- How do I Grade Assignments?
- Blind Grading
- How to Change Grading Schemes
- Gradebook Information
- Creating Weighted Groups for Assignments
- How do I use Speed Grader?
Setting Up Your Syllabus

The purpose of this article is to provide information on how to effectively use the Syllabus tool in Canvas based on student's feedback. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the Consultation link to do so.

For students to be able to search for your course in Course Search during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

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1. Link to Page with list of readings & websites required for that week
2. Link to Assignment due.
3. Link to Page which is set to be available after class date & time
4. Link to File for reading
To learn how to create an interactive syllabus, please see the following help documentation:

- How to Create Pages
- How to Add Links to a Page
- How do I post my Syllabus in Canvas?
Proven Practices for File Storage

If you find that you are running out of space on your Canvas site, review the following alternatives to see if there may be a better solution for your files.

- **Media Files (Panopto)**
- **Box @ Yale**
- **EliApps (Google Drive)**
- **Course Reserves**

### Media Files (Panopto)

Media files are best kept in the Media Library tool. In this space, you can upload an unlimited amount of media content. This tool is hosted by Panopto, and integrated into Canvas. The media library tool is located in your course navigation:

![Media Library in Canvas](image)

More information on how to use Media Library can be found here.

### Box @ Yale

Box @ Yale is a cloud-based file sharing and storage workspace that enables users to collaborate and share information. Box @ Yale provides you with up to 50 GB of storage and can be accessed with your Net ID and Net ID password.

For more information on how to get started with Box @ Yale, visit the ITS informational page.

Users tend to use Box @ Yale for image storage over Canvas, as the tool provides you with a slideshow-style view.
EliApps / Google Drive

EliApps, as referred to at Yale, is Google Apps for Education. EliApps promotes collaboration on a cloud-based storage platform. Google Drive and Docs are the components of an integrated service that provides a single place to store, access, create, edit, and share documents, files, and folders of all types.

Inquiries regarding EliApps can be directed to Yale ITS.

Course Reserves

The Yale University Library has expanded its reserves service with a reserves management system that is fully integrated with Canvas.

Reserves lists should be initiated by clicking the "course reserves" tool in Canvas. For more detailed information on how to use Course Reserves, please follow this article.

Please contact reserves@yale.edu with any questions.

💡 For further information regarding best practices for file storage within Canvas, please contact canvas@yale.edu
Implementing Peer Review Assessments

Although the term peer assessments can be abstract, the overarching sense in which researchers and educators use this term suggests a two-way, reciprocal learning activity which is mutually beneficial and involves the sharing of knowledge, ideas, and experience between participants (Boud, Cohen, & Sampson, 2014). By allowing the students to use peer assessment, there are increased possibilities for students to engage in reflection and collaboratively explore of ideas (Boud, Cohen, & Sampson, 1999). In addition to these motives, researchers have also argued that peer learning and peer assessments may suit some students (i.e. women and minorities) more than the common individualized teaching and learning practices found in the traditional lecture or seminar course (Boud, Cohen, & Sampson, 1999; Chalmers & Volet, 1997; Slavin, 1995).

Examples of Peer Assessment

Summative

• Focuses on the end of a learning activity to determine whether predetermined objectives have been achieved.
• One example is providing feedback on a rough draft of a paper prior to submission.

Formative

• Occurs during the process of student learning activities.
• It focuses on improving students' learning by providing rich and detailed qualitative feedback information about strengths and weaknesses.

Recommendations

• Provide an example of a good peer review, either done within class or provide an online example with annotations.
• Think about how you should assign the peers (i.e. have the students pick their groups; automatically assign groups through Canvas; form groups that enhance the peer's strengths and weaknesses, etc).
• Have multiple peers review the same assignment to provide additional feedback to each student.
• Provide a rubric or clear, guided instructions for the peers to follow to ensure that the feedback provided to others is substantial and meaningful.

Application and Tools

Peer Reviewed Discussions
Within Canvas, you can create a graded peer reviewed discussion. When creating a discussion, you can require students to comment and provide feedback on another student's work. Note: **Peer reviews can only be created with graded discussions and do not have an anonymous option.** Below are some helpful articles to use this tool.

- How to use Peer Review Discussions in a Canvas Course
- How do I create a peer review discussion?
- How do I automatically assign peer reviews for a discussion?
- How do I manually assign peer reviews for a discussion?

**Peer Reviewed Assignments**

A peer review assignment enables students to provide feedback on another student's assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. **Peer reviews can be assigned to show student names or be anonymous.**

- How do I use peer review assignments in a course?
- How do I create a peer review assignment?
- How do I manually assign peer reviews for an assignment?
- How do I automatically assign peer reviews for an assignment?
- How do I view student peer review comments as an instructor?

**Collaborations**

The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations, which can be useful for organizing peer review activities. Students can create collaborations in courses as well. As an instructor, you can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within group sites as well.

- How do I use the Collaborations Index Page?
- How do I create a Google Drive collaboration as an instructor?
- How do I create a Google Docs collaboration as an instructor?
- How do I delete a collaboration as an instructor?

**Box @ Yale**

Box @ Yale is a cloud-based file sharing and storage service workspace which enables users to collaborate, synchronize, and share information. For more questions about Box @ Yale, please contact helpdesk@yale.edu.

- Box at Yale Information Page
- Embedding Box into a Canvas Course
References


Training, Help, & More Resources
Other Ways to Get Help

Below are some additional resources you can use to get help with Canvas.

Online Guides:

Canvas Guides:

- Instructor Guide
- Student Guide
- Video Guides

Also - get updated on the latest news from Canvas by checking out the Canvas Release Notes.

Canvas Apps Guides:

- Canvas App
- Speedgrader App

Support:

Canvas Support

Faculty and Staff and 24/7 support directly from to makers of Canvas. You can choose to call their Canvas Hotline (855-308-2813) or begin a Live Online Chat with a Canvas representative.

You can access the Canvas 24/7 support while you are logged into Canvas at any time by clicking on the Help Icon in the lower left corner of your screen. This button is accessible no matter where you are in Canvas.
Canvas @ Yale Support:

- Access Canvas @ Yale's Self-Paced Instructor Orientation Course
- For additional help, email canvas@yale.edu

Local Support for Professional Schools:

Yale School of Forestry & Environmental Studies

If you are looking for support for a Forestry and Environmental Studies course, please contact Jordanna Packtor at 203-436-5403 or jordanna.packtor@yale.edu.

Yale School of Management

If you are looking for support for a School of Management course, please contact the SOM IT Helpdesk at somit@yale.edu.

Yale School of Nursing

If you are looking for support for a Yale School of Nursing course, please contact Ekaterina Ginzburg at Ekaterina.ginzburg@yale.edu, or Office Extension #32204.
Training Opportunities

With the migration to Canvas @ Yale, the Poorvu Center for Teaching and Learning have found great resources for training, whether that is self-guided learning, group workshops, or one-on-one consultations. Please see the links below to learn more!

Self-guided: Learn at your own pace

- Canvas Quick Start Guide
- Canvas Training on Lynda.com
- Transitioning to Canvas (CTL Project Site)
- Canvas Community
- Canvas @ Yale Instructor Guide
- Canvas @ Yale General Information Guide
- Canvas (Vendor) Instructor Guide
- Canvas (Vendor) Student Guide
- Canvas Accessibility

Community: Learn in a Group Setting

Register for Training!

- Getting Started with Canvas

Please visit the Poorvu Center website for more training opportunities:

- http://ctl.yale.edu/canvas-workshops

One-on-One: Individual Consultation

Canvas @ Yale: Poorvu Center team:
Poorvu Center for Teaching and Learning Consultants are available to meet with you to provide you with additional training or one-on-one training to set up your Canvas @ Yale course. For appointments and information, please schedule your consult.

Migrate Content from Classes*v2 to Canvas @ Yale
Please complete the Classes*v2 Content Migration form to have your course migrated from Classes*v2 to Canvas. Please allow 3-5 business days for us to honor the request. If you have more than one site to request, please complete this form again. You will receive an email confirmation when complete.
Instructure frequently pushes updates to Canvas and revise their help articles to reflect these changes. As such, we rely on their updated articles to ensure that our users view the most current help information possible. Below is a list of common articles from the Instructure Website. Please use these guides if you have any questions.

For up to date information on bug fixes, changes, and features, please check out the Canvas Release Notes.

Announcements

- What are Announcements?
- How do I use the Announcements Index Page?
- How do I view and sort announcement replies as an instructor?
- How do I make an announcement in a course?
- How do I edit an announcement in a course?
- How do I add content to an announcement in a course?
- How do I delete an announcement in a course?
- How do I add an external RSS feed to an announcement?
- How do I view the Announcements RSS feed?
- How do I subscribe to the Announcements RSS Feed?
- How do I delay posting an announcement until a specific date in a course?
- How do I attach a file to an announcement in a course?
- How do I require students to post to a course announcement before they see replies?
- How do I allow students to like replies in a course announcement?
- How do I like a reply in a course announcement?
- How do I close an announcement for comments in a course?
- How do I reply to an announcement?

Assignments

- What are Assignments for instructors?
- How do I use the Assignments Index Page?
- How do I use Draft State in Assignments?
- What is the difference between a Canvas Assignment and a Canvas Activity?
- What assignment types are available in Canvas courses?
- What is the difference between assignment due dates and availability dates?
- How do I create an assignment?
• How do I create an assignment shell in an assignment group?
• How do I add an assignment group in a course?
• How do I weight the final course grade based on assignment groups?
• How do I create rules for an assignment group?
• How do I create an online assignment?
• How do I add details to an assignment?
• How do I add or edit points for an assignment?
• How do I exclude an assignment from the course’s final grade?
• How do I delete an assignment?
• What do assignments with different due dates look like in Canvas?
• How do I assign an assignment to an individual student or course section?
• How do I assign an assignment to a course group?
• How do I add a grading scheme to an assignment?
• How do I set up a moderated assignment to be graded by multiple reviewers?
• How do I add students to an assignment moderation set?
• Can a student resubmit any assignment?
• What is a peer review assignment?
• How do I create a peer review assignment?
• How do I manually assign peer reviews for an assignment?
• How do I automatically assign peer reviews for an assignment?
• How do I import SCORM files as an assignment?

Attendance (Roll Call)

• What is the Roll Call Attendance Tool?
• How do I configure the Roll Call Attendance tool in a course?
• How do I edit the Roll Call Attendance assignment?
• How do I take roll call using the Attendance tool?
• How do I use Roll Call Attendance Badges in a course?
• How is Roll Call Attendance graded in Canvas?
• How do I create a roll call seating chart using the Attendance tool?
• How do I run Roll Call Attendance reports in a course?

Calendar

• What is the Calendar for instructors?
• How do I use the Calendar?
• How do I filter the Calendar view by course?
• How do I add an event to a course calendar?
• How do I add a repeating event to a course calendar?
• How do I add a personal reminder to the Calendar?
• How do I create an assignment shell from the Calendar?
• How do I edit an event or assignment in the Calendar?
• How do I add a conference invitation link to an event in the course calendar?
• How do I set a different event date for each section in a course calendar?
• Where can I find the Calendar iCal feed?
• How do I subscribe to the Calendar feed using Outlook?
• How do I subscribe to the Calendar feed using Google Calendar?
• What is the Scheduler?
• How do I create an appointment group in the Scheduler?
• How do I remove students from an appointment in the Scheduler?

Collaborations

• What are Collaborations?
• How do I create a Google Docs collaboration?
• How do I edit a Google Docs collaboration?
• How do I delete a Google Docs collaboration?
• How do I join a Google Docs collaboration?

Computer Specifications

• What are the basic computer specifications for Canvas?
• Which browsers does Canvas support?
• How do I clear my browser cache on a Mac?
• How do I clear my browser cache on a PC?

Conferences

• What are Conferences for instructors?
• How do I create a conference?
• How do I create a long-running conference?
• How do I delete a conference?
• How do I edit a conference?
• How do I record a conference?
• How do I start a conference?
• How do I join a conference?
• How do I conclude a conference?
• How do I use the Conferences interface?
• How do I share my desktop in the Conferences interface?
• How do I add files to a conference?
• How do I start a poll in a conference?
• How do I automatically create a poll using a presentation in a conference?
• How do I take a poll in a conference?
Conversations (Inbox/Email)

- What is Conversations?
- How do I use Conversations?
- How do I find my unread messages in Conversations?
- How do I filter conversations?
- How do I star a conversation?
- How do I compose and send a message?
- How do I send a message to an entire class as an instructor?
- How do I attach a file to a message?
- How do I attach a media comment to a message?
- How do I reply to a message in Conversations?
- How do I privately respond to one individual in a group message?
- How do I reply to submission comments in Conversations?
- How do I forward a message from a conversation?
- How do I add new people to an existing conversation?
- How do I delete a conversation?
- How do I delete a message from a conversation?
- How do I archive a conversation?

Course Import Tool

- What is the Course Import Tool?
- How do I copy a Canvas course?
- How do I import content from another Canvas course?
- How do I import a Canvas course export package?
- How do I export a Canvas course?
- How do I select specific content as part of a course import?
- How do I adjust events and due dates in a course import?
- How do I view the status of current and prior course imports?

Course Navigation

- How do I use the Course Home Page as an instructor?
- How do I use the Course Navigation Menu as an instructor?
- How do I reorder and hide Course Navigation links?
- What layout options are available in the Course Home Page?
- How do I change the Course Home Page?
- How do I use the Course Activity Stream?
Course Status

- What are the different states of a Canvas course?

Discussions

- What are Discussions for instructors?
- What is the difference between Announcements and Discussions?
- How do I use the Discussions Index Page?
- How do I use Draft State in Discussions?
- What is the difference between threaded and focused discussions?
- How do I view and sort discussion replies as an instructor?
- How do I create a discussion as an instructor?
- How do I create a group discussion in a course?
- How do I assign a graded discussion to an individual student or course section?
- How do I assign a graded discussion to a course group?
- How do I delay posting a discussion until a specified date in a course?
- How can I require students to post to a course discussion before they see replies?
- How do I pin a discussion in a course?
- How do I close a discussion for comments in a course?
- How do I delete a discussion in a course?
- How do I reply to a discussion as an instructor?
- How do I allow students to like replies in a discussion?
- How do I like a reply in a course discussion?
- How do I allow students to attach files to a course discussion?
- How do I allow students to create a course discussion?
- How do I allow students to edit and delete their own discussion posts in a course?
- How do I change discussion settings to manually mark discussion replies as read?
- How do I mark discussion posts as read or unread as an instructor?
- How do I subscribe to a discussion as an instructor?
- How do I edit or delete student discussion posts in a course?
- How do I link to a YouTube video in a discussion reply as an instructor?
- How do I embed an image in a discussion reply as an instructor?
- What is a peer review discussion?
- How do I create a peer review discussion?
- How do I manually assign peer reviews for a discussion?
- How do I automatically assign peer reviews for a discussion?
Files

- What are Files for instructors?
- How do I view my user files as an instructor?
- How do I view course files as an instructor?
- How do I view group files as an instructor?
- How do I use Files as an instructor?
- How do I move and organize my files as an instructor?
- How do I rename a file as an instructor?
- How do I create a folder in Files as an instructor?
- How do I upload a file to a course?
- How do I preview a file as an instructor?
- How do I upload ZIP files as an instructor?
- How do I bulk upload files to a course?
- How do I delete a file as an instructor?
- How do I download a single file as an instructor?
- How do I download a folder in ZIP format as an instructor?
- How do I restrict files and folders to students in Canvas?
- How do I set usage rights and user access for a course file?
- How do I set usage rights and user access for a course file folder?
- What document types does Canvas convert using the document previewer?
- What types of files are supported in Canvas?
- How do I edit an HTML file in a course?

Global Navigation

- How do I log in to Canvas?
- How do I use the Dashboard?
- How do I view grades in the Dashboard?
- How do I use the Global Navigation Menu?
- How do I view my Canvas courses?
- How do I customize my Course list?
- How do I create a nickname for a course?
- How do I get help with Canvas?
- How do I log out of Canvas?

Grades

- What are Grades and the Gradebook?
- How do I use the Gradebook?
- How do I view assignments or students individually in the Gradebook?
- How do I use grading periods in a course?
• How do I view grading period dates in a course?
• What do the icons and colors in the Gradebook represent?
• How do I view assignment details in the Gradebook?
• How do I create extra assignment columns for non-submission assignments in the Gradebook?
• How do I hide student names in the Gradebook?
• How do I enter and edit scores in the Gradebook?
• How do I excuse an assignment for a student in the Gradebook?
• How do I use grading history in the Gradebook?
• How do I leave comments for students in the Gradebook?
• How do I send a message to my students from the Gradebook?
• How do I set a default grade for an assignment?
• How do I curve grades in the Gradebook?
• How do I mute an assignment in the Gradebook?
• How do I grade group assignments in a course?
• How do I view a student's Grades page in a course?
• How do I view my students' total grades as a point value instead of a percentage in the Gradebook?
• How do I sort columns in the Gradebook?
• How do I move the Total column in the Gradebook?
• How do I use the Notes column in the Gradebook?
• How do I change assignment group weights in the Gradebook?
• How do I view grades for concluded student enrollments in the Gradebook?
• How do I view grades for inactive student enrollments in the Gradebook?
• How do I bulk download assignment submissions in Canvas?
• How do I bulk upload assignment submissions in Canvas?
• How do I download scores from the Gradebook?
• How do I upload changes to the Gradebook?
• What is Moderated Grading?
• How do I publish final grades for a moderated assignment?
• What are What-If Grades?
• How do I give extra credit in a course?
• How do I treat ungraded assignments as zero in the Gradebook?

Groups

• What are Student Groups?
• How do I view student groups as an instructor?
• How do I view my Canvas groups as an instructor?
• How do I create a new group set?
• How do I clone a group set?
• How do I edit a group set?
• How do I automatically create groups in a group set?
• How do I manually create groups in a group set?
- How do I expand and collapse groups?
- How do I create self sign-up groups?
- How do I automatically assign students to groups?
- How do I manually assign students to groups?
- How do I assign a student leader to a group?
- How do I message students who have not signed up for a self sign-up group?
- How do I prevent students from switching groups in self sign-up groups?
- How do I move a student into a different group?
- How do I view student activity within a group as an instructor?
- How do I delete a group set?
- How do I start a collaboration with a student group as an instructor?

Modules

- What are Modules for instructors?
- How do I use the Modules Index Page?
- How do I use Draft State in Modules?
- How do I create a module?
- How do I edit a module?
- How do I add items to a module?
- How do I add duplicate module items?
- How do I use duplicate module items as checkpoints in a course?
- How do I reorder modules?
- How do I delete a module?
- How do I add text to a module?
- How do I edit module items?
- How do I remove module items?
- How do I reorder module items?
- How do I require students to move through each module item in order?
- How do I lock a module?
- How do I set up prerequisite modules?
- How do I add requirements to a module?
- How do I expand or collapse module contents as an instructor?
- How do I use modules to view the progress of students in a course?
- How do I link to an external tool in modules?
- How do I link to an external URL in modules?

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- What are Outcomes?
- What calculation methods are available for outcomes?
- How do I create an outcome for a course?
- How do I create outcome groups for a course?
• How do I edit or delete an outcome or outcome group in a course?
• How do I create custom course outcome names for students?
• How do I move outcomes and outcome groups in a course?
• How do I find an existing outcome to add to a course?
• How do I align an outcome with a question bank?
• How do I view all aligned items and artifacts within an outcome?
• How do I use the Learning Mastery Gradebook to view outcome results in a course?
• How do I view outcomes or student results individually in the Learning Mastery Gradebook?
• How do I view the outcomes results report for an individual student in a course?

Pages

• What are Pages for instructors?
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• How do I use Draft State in Pages?
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• How do I delete a page in a course?
• How do I upload a PDF to a page in a course?
• How do I link to other Canvas pages in a course?
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• How do I use the People page as an instructor?
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• How do I view user details for an enrollment in a course?
• How do I edit user roles in a course?
• How do I edit sections for an enrollment in a course?
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• How do I view concluded enrollments in a course?
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• How do I view a summary of all my student interactions in a course?
• How do I view my course interactions with an individual student?
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How can I view registered web services for a student in a course?

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- What are Profile and User Settings?
- How do I edit my profile in my user account?
- How do I add a profile picture in my user account?
- How do I change the settings in my user account?
- How do I change the language preference in my user account?
- How do I add contact methods to receive Canvas notifications?
- How do I set my Canvas notification preferences?
- How do I add an additional email address as a contact method in Canvas?
- How do I change my default email address in my user account?
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- How do I add a text (SMS) contact method in Canvas?
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- How do I use the Quizzes Index Page?
- How do I use Draft State in Quizzes?
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- What options are available in Canvas quizzes?
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- How do I create a quiz with individual questions?
- How do I create a quiz with a question group to randomize quiz questions?
- How do I create a quiz by finding questions in a question bank?
- How do I create a quiz with a question group linked to a question Bank?
- How do I create a Multiple Choice quiz question?
- How do I create a True/False quiz question?
- How do I create a Fill-in-the-Blank quiz question?
- How do I create a Fill-in-Multiple-Blanks quiz question?
- How do I create a Multiple Answers quiz question?
- How do I create a Multiple Dropdown quiz question?
- How do I create Likert scale quiz questions?
- How do I create a Matching quiz question?
- How do I create a Numerical Answer quiz question?
- How do I create a Formula quiz question with a single variable?
- How do I create a Simple Formula quiz question?
- How do I create an Essay quiz question?
- How do I create a File Upload quiz question?
- How do I link course content to a quiz question?
• How do I create a question bank in my course?
• How do I bookmark a question bank in my course?
• How do I unbookmark a question bank in my course?
• How do I delete a question bank in my course?
• How do I move multiple questions from one question bank to another?
• How do I move/copy a question from one question bank to another?
• How do I reorder questions or question groups in a quiz?
• How do I import a question bank from one Canvas course to another?
• How can I create a quiz where students only see one question at a time?
• How do I make a quiz available before or after the due date?
• How do I assign a quiz to an individual student or course section?
• How do I delete a quiz?
• How do I export quiz content from my course?
• Once I publish my quiz, how do I make additional changes?
• Once I publish my quiz, how do I use the Moderate Quiz page?
• Once I publish my quiz, what kinds of quiz statistics are available?
• Once I publish my quiz, how can I give my students extra attempts?
• Once I publish a timed quiz, how can I give my students extra time?
• How do I manually submit outstanding student quiz submissions?
• How do I view student quiz results?
• How do I view a quiz log for a student?
• What regrade options are available for a quiz?
• How do I regrade a Multiple Choice quiz question?
• How do I regrade a True/False quiz question?
• How do I regrade a Multiple Answers quiz question?
• How do I use quiz fudge points in SpeedGrader?
• How do I grade one quiz question at a time in SpeedGrader?
• How do I create a survey in my course?
• How do I view survey results in my course?
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Rich Content Editor

• What is the Rich Content Editor?
• How do I align text using the Rich Content Editor?
• How do I style text content in the Rich Content Editor?
• How do I remove formatting copied from another source in the Rich Content Editor?
• How do I create a bulleted or numbered list using the Rich Content Editor?
• How do I insert a table using the Rich Content Editor?
• How do I use the HTML view in the Rich Content Editor?
• How do I embed images from Canvas into the Rich Content Editor?
• How do I embed images from the web in the Rich Content Editor?
• How do I embed images from Flickr Creative Commons in the Rich Content Editor?
• How do I create a hyperlink in the Rich Content Editor?
• How do I link to a YouTube video in the Rich Content Editor?
• How do I embed iFrame videos using the Rich Content Editor?
• How do I upload a video using the Rich Content Editor?
• How do I upload an audio file using the Rich Content Editor?
• How do I record a video using the Rich Content Editor?
• How do I record audio using the Rich Content Editor?
• What should I do if I can't record video comments with my webcam?
• How do I use the Math Editor in the Rich Content Editor?
• What is the Content Selector in the Rich Content Editor?
• How do I insert links to course content into the Rich Content Editor using the Content Selector?
• How do I insert course files into the Rich Content Editor using the Content Selector?
• How do I insert course images into the Rich Content Editor using the Content Selector?
• How do I set the auto-open for inline preview for files using the Rich Content Editor?
• How do I disable inline previews for files using the Rich Content Editor?
• How do I create a caption file for an external video?
• How do I create captions for new or uploaded videos in Canvas?
• How do I view captions in a video?
• How do I embed a dynamic Google document into the Rich Content Editor?

Rubrics

• What are Rubrics?
• How do I create a rubric in a course?
• How do I add a rubric to an assignment?
• How do I add a rubric to a graded discussion?
• How do I add a rubric to a quiz?
• How do I edit a rubric in a course?
• How do I manage rubrics in a course?
• How do I align an outcome with a rubric in a course?

Settings

• How do I view enrollments in a course section?
• How do I validate links in a course?
• How do I view Course Statistics?
• What is Student View?
• How do I enable Student View?

SpeedGrader

• What is SpeedGrader?
• How do I get to SpeedGrader from the Gradebook?
• How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
• How do I use SpeedGrader?
• How do I use a rubric to grade submissions in SpeedGrader?
• How do I use free-form comments instead of ratings in a rubric in SpeedGrader?
• How do I leave feedback comments for student submissions in SpeedGrader?
• How do I view past versions of submissions in SpeedGrader?
• How do I download assignments in SpeedGrader?
• How do I find a student submission in SpeedGrader?
• How do I sort assignments in SpeedGrader?
• How do I track my grading progress and the average grade in SpeedGrader?
• How do I mute or unmute an assignment in SpeedGrader?
• How do I enable anonymous grading for an assignment in SpeedGrader?
• How do I review moderated assignments in SpeedGrader?
• How do I use Crocodoc in Canvas assignments?
• How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

Syllabus

• How do I use the Syllabus as an instructor?
• How do I edit the Syllabus description in a course?
Beginning of Term Checklist

Before your class becomes available to students, there are a few housekeeping items that we recommend you to address. If you need assistance in any of these items, feel free to contact canvas@yale.edu for more help.

### Course Availability
Courses are created once the registrar has confirmed they have the data of the courses running. Although it is a fluid date, generally fall term courses are available by late July, spring term courses are available in November, and summer term courses are available in April.

- ✔ If you do not see your course on your Canvas Dashboard, go to “All Courses” to confirm that it is listed. For more information on customizing your dashboard, please see Customizing Your Dashboard.

- ✔ To request an umbrella site, please submit the Umbrella Request Form.

- ✔ If you still do not see your course in Canvas @ Yale, please reach out to your registrar to confirm you are listed as the instructor of record.

- ✔ For more information about course availability, please see your respective Academic Calendar or contact your department.

### Reusing Canvas course content in an upcoming term
If you have previously used Canvas to teach your course, you can use the Canvas import tool in order to copy your previous course site to your new term’s course site. You will be able to reuse your syllabus, resources, assignments, discussion boards, etc. from your previous course.

- ✔ For more information, please see Importing Content from Canvas Course.

- ✔ If you only want to copy some of the previous items, you can Select Specific Content to copy.

- ✔ If you had redirect links on the left navigation in your previous course, follow the steps for How to Change a Redirect link for information on how to update the redirect links.

<table>
<thead>
<tr>
<th>Migrating Classes*V2 Content to Canvas</th>
<th>Storage Quota</th>
</tr>
</thead>
</table>
During summer 2017, all unique courses from the past eight years were migrated from Classes*v2 to Canvas. For more information on this process: Bulk Migration Information.

If you would like additional courses migrated from Classes*v2 that you do not currently see within the Past Enrollments in Canvas, please fill out this form: Classes*V2 Migration Request Form.

✔ Please note that Web Links (URLs) are not supported in Canvas Files. Web Links will be converted to a page which contains the link to the website.

<table>
<thead>
<tr>
<th>Upload Your Syllabus</th>
<th>Publish your course</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order for your syllabus to appear on Yale's Course Search for students to view during the shopping period, you will need to upload your syllabus within the Syllabus Tool in your course site.</td>
<td>When you are working on your course site, your course is unpublished. Once you are ready, you need to make your course available for students to view your course and syllabus.</td>
</tr>
<tr>
<td>For more information on uploading your syllabus, please see How to Upload Your Syllabus.</td>
<td>For more information on publishing your course, please see Publishing Your Course.</td>
</tr>
<tr>
<td>✔ If you upload your syllabus in Canvas @ Yale, the syllabus will appear in Course Search and Yale Blue Book.</td>
<td>✔ A course will not be visible to students until it is published. Also, once you have graded an assessment, you cannot unpublish your course.</td>
</tr>
<tr>
<td>✔ It can take two to four hours for changes to appear in Canvas.</td>
<td></td>
</tr>
</tbody>
</table>

Adding Guest users (non NetID)

In order to have non- NetID or Alum auditors added to your course site, you will first need to request a local Canvas guest.

Adding Guest users (NetID)

As instructors, you have the ability to add active NetID users* to your course. The roles which should be used are TAs, Guest...
account by submitting the Request Canvas Guest Account Form.

Once a guest account is created for the user, you will be notified and then as instructor, you will be able to add this user to your course. The roles which should be used are TAs, Guest Instructors, and Guest Students.

✔ It can take 1-3 business days for the non-Yale Guest accounts to be created.

✔ To add users to your course, please review the Add Users to Your Course document.

✔ *Alum auditors are not considered active NetID users and will need a local Canvas guest account created.*

<table>
<thead>
<tr>
<th>Course Reserves</th>
<th>Shopping period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like Classes*V2, Course Reserves will be available through the course navigation.</td>
<td>During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to &quot;shop&quot; for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to officially register.</td>
</tr>
<tr>
<td>In order to set up your Course Reserves, please contact an e-Reserve Librarian. Their contact information can be found here: Course Reserves Home. For more information, please see the Using Canvas for Reserves guide.</td>
<td>You will see participants with the roll of &quot;shopper&quot; added to your site. For more information about the Shopping Period, please see the Shopping Period Guide.</td>
</tr>
<tr>
<td>✔ If you are having issues accessing the reserves through Canvas, please contact an e-Reserve Librarian first.</td>
<td>✔ Shoppers can appear in your course for up to two weeks after the shopping period ends. This is to ensure that student registration data is updated and completed.</td>
</tr>
<tr>
<td>✔ If you do not see the Course Reserves link within your course navigation, please contact <a href="mailto:canvas@yale.edu">canvas@yale.edu</a>.</td>
<td></td>
</tr>
</tbody>
</table>
✔ Please contact the Registrar's Office if you have questions about the status of students' enrollment in your class. Our system reflects the data from that office.

✔ Student enrollments can take up to four hours to appear in your Canvas @ Yale course.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation

If you have any questions regarding accessibility of your content, please contact: accessibility@yale.edu or see the following help documents:

- Accessibility at Yale
- General Accessibility Guidelines
Quick Start Guide for Instructors

- When you post your syllabus and publish your course in Canvas, your syllabus will become available in the Yale's Course Search. It may take up to 4 hours for your syllabus to appear in the system.

- By Default, you are given 1 Gig of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

1. Find your course site at http://canvas.yale.edu

After logging on with your Yale NetID, you will see colored cards for each of your upcoming classes. Click a card to access the course site.

If any of your courses does not appear in Canvas, the class might not be set up in the Registrar's Banner system with you as a listed instructor. Please contact your local registrar for assistance.
Create or upload your syllabus

1. Click Syllabus on your Course Menu.

2. To edit your syllabus, click “Edit” on the right-hand side.

Note: Any assignments within your course will be automatically populated underneath your course syllabus.

3. You can then type your syllabus within the text editor.
4. To upload your syllabus (or to link to other documents), you can find those documents within the Files menu on the right-hand side.

![Canvas interface for adding files](image)

**Add files**

If you have documents you'd like to share with students in the class, you can upload them easily in Files, which is similar to Classes*v2 Resources in many ways. In Canvas, Files is primarily designed to be a behind-the-scenes repository, rather than the primary way of sharing materials directly with students. Consider structuring students' engagement with uploaded files by creating a “Page” that contains links to the files as well as descriptive text to provide some context to the files.

1. Select **Files** from your Course Menu.

![Canvas interface for selecting files](image)

2. **Option 1**: Click upload and select files from your computer.

3. **Option 2**: Click and drag files from your computer to the folder area.
If you have zip files (including from Classes*v2), you can click and drag these folders into the folder area and Canvas will expand the zip file automatically.

If you would like to create a new folder within the Files area, you would just click “+ Folder”, next to upload:

**Publish your site**

On the Home page of your course site, simply click the “Publish” button to make your course visible to students who will be “shopping” your course or who have officially enrolled.
There's a lot more you can do with Canvas beside just sharing a syllabus and files!

- Create Pages that organize all components of a class session in a single place, with explanatory text about the day's topic, links to readings, quizzes, online discussion posts, or assignments
- Consider Modules to structure your class activities in an easy-to-follow sequence
- Support collaborative activities for students, using Collaborations to integrate with Google Docs
- Sign up for one of our advanced Canvas workshops, or a 1-on-1 consultation, to learn more about how Canvas might work best for your teaching: canvas.yale.edu/help
- For further assistance, please email canvas@yale.edu
Supported Browsers

With Canvas, there are specific browsers that are better suited for utilizing the tools within Canvas@Yale. Canvas updates this page frequently with updates: Supported Browser Information (Vendor).

- Mac Users may find it easier to use Firefox rather than Chrome.

- If you are not able to see a tool or feature correctly in one browser, please try to update the browser or try another one.

- Microsoft Edge does not work well with Canvas and should be avoided.
Instructor Notification Recommendations

Within Canvas @ Yale, you have specific notifications that you can modify to determine how frequent you receive email notifications from your Canvas @ Yale course site.

Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".

In order to ensure that you are receiving all types of communication from the students, we recommend you to modify the following notifications:

Legend for Notifications:

- **Check Mark**: To receive notification right away. Delayed one-hour to capture all changes, which prevents multiple notifications at the same time.

- **Clock**: Daily notification via email.

- **Calendar**: Weekly notification via email.

- **Remove**: Does not send notification for that item.

*Note: Each set notification preference will automatically apply to all your courses. They cannot be set for each course individually.*

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>What functionality is covered</th>
<th>Recommended Notification</th>
</tr>
</thead>
</table>

Poorvu Center for Teaching and Learning
<table>
<thead>
<tr>
<th>Course Activities</th>
<th></th>
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<tbody>
<tr>
<td>Announcement Created by You</td>
<td>Announcements created by you</td>
</tr>
<tr>
<td></td>
<td>Replies to announcements you've created</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Assignment submission comment</td>
</tr>
<tr>
<td></td>
<td>Check mark (Immediate)</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Conversations (Inbox)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Added to Conversation</td>
<td>You are added to a conversation</td>
</tr>
<tr>
<td>Conversation Message</td>
<td>New Inbox messages</td>
</tr>
<tr>
<td>Conversations Created by Me</td>
<td>You created a conversation (sent message)</td>
</tr>
<tr>
<td></td>
<td>Check mark (Immediate)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scheduling</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student Appointment Signups</td>
<td>Student appointment sign-up</td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>New appointment on your calendar</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>Appointment cancellation</td>
</tr>
<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
</tr>
<tr>
<td></td>
<td>Check mark (Immediate)</td>
</tr>
</tbody>
</table>

Please see below for the description of each notification type. All notifications are customizable.
<table>
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<th>Notification Type</th>
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</thead>
<tbody>
<tr>
<td><strong>Course Activities</strong></td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>Assignment Due Date Change</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>Course grading policy change</td>
</tr>
<tr>
<td>Course Content</td>
<td>Change to course content including: Pages, Quiz Content, Assignment Content</td>
</tr>
<tr>
<td>Files</td>
<td>New files added to your course</td>
</tr>
<tr>
<td>Announcement</td>
<td>New announcements in your course</td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>Announcements created by you; Replies to announcements you’ve created</td>
</tr>
<tr>
<td>Grading</td>
<td>Includes: Assignment/submission grade entered/changed; Un-muted assignment grade; Grade weight changed.</td>
</tr>
<tr>
<td>Invitation</td>
<td>Invitation for: Web conference; Group; Collaboration; Course; Peer Review reminder</td>
</tr>
<tr>
<td>All Submissions</td>
<td>Assignment submission/resubmission</td>
</tr>
<tr>
<td>Late Grading</td>
<td>Late assignment submission</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Assignment submission comment</td>
</tr>
<tr>
<td><strong>Discussions</strong></td>
<td></td>
</tr>
<tr>
<td>Discussion</td>
<td>New discussion topic in your course</td>
</tr>
<tr>
<td>Discussion Post</td>
<td>New discussion post in a topic you’re subscribed to</td>
</tr>
<tr>
<td><strong>Conversations (Inbox)</strong></td>
<td></td>
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<td>You created a conversation</td>
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<td><strong>Scheduling</strong></td>
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</tr>
<tr>
<td>Student Appointment Signups</td>
<td>Student appointment sign-up</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>New appointment on your calendar</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>Appointment cancellation</td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>New appointment timeslots are available for signup</td>
</tr>
<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
</tr>
</tbody>
</table>

**Groups**

| Membership Update           | Group enrollment; accepted/rejected |

**Alerts**

| Administrative Notifications | Course enrollment; report generated; content export; migration report; new account user; new student group |

**Conferences**

| Recording Ready             | A conference recording is ready |

💡 For more information on notifications:

- [How do I modify the default notification settings?](#)
- [Student notification recommendations](#)
- [How do I communicate with my students?](#)
- [Guide to profile and user settings (Vendor guides)](#)
- [How do I set my canvas notification preferences? (Vendor Guide)](#)
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
The following pdf documents are flyers and brochures that the Canvas @ Yale team has created as handouts to discuss the tools. More flyers will be added as they are created.

<table>
<thead>
<tr>
<th>PDF</th>
<th>Canvas_Quick_Start_Guide.pdf</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>v2_Vault_handout.pdf</td>
</tr>
<tr>
<td>PDF</td>
<td>Canvas_Discussion_Tool.pdf</td>
</tr>
<tr>
<td>PDF</td>
<td>Canvas_Photo_Roster.pdf</td>
</tr>
<tr>
<td>PDF</td>
<td>Canvas_Quizzes.pdf</td>
</tr>
<tr>
<td>PDF</td>
<td>Canvas_-Sign-up_Tool.pdf</td>
</tr>
</tbody>
</table>
Announcements
Announcements (Vendor Guides)

Below are the vendor guides for the tool Announcements

- How do I use the Announcements Index Page?
- How do I view and sort announcement replies as an instructor?
- How do I add an announcement in a course?
- How do I edit an announcement in a course?
- How do I attach a file to an announcement in a course?
- How do I delete an announcement in a course?
- How do I add an external RSS feed to an announcement as an instructor?
- How do I subscribe to the Announcements RSS feed as an instructor?
- How do I allow or disallow announcement replies in a course?
- How do I delay posting an announcement until a specific date in a course?
- How do I reply to an announcement as an instructor?
- How do I allow students to like replies in a course announcement?
- How do I like a reply in a course announcement as an instructor?
Announcements versus Inbox use

With Canvas @ Yale, you have several options available to you in order to contact your students with relevant information. This document is designed to delineate how each option can be used between the Announcements and Inbox tool.

Announcements:

With announcements, you can create messages that will go to all of your students and remain on your course site.

- **Example 1:** If you have to update a reading and want to give the students the link when they log into your course.
- **Example 2:** Changes to a due date to class schedule.
- **Example 3:** Clarification of a course-related issue (i.e. content-related or system related).

Inbox:

The Inbox and Conversations can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time.

Although you have one inbox for all your courses, you can filter by course and by section. **Note:** In order to receive a copy of the message you send out to students, in your Notifications, you will need to select “Conversations Created By Me” under the Conversations sub header.

- **Example 1:** If you need to email a specific section or student within the course.
- **Example 2:** If you would like to view and reply to assignment submission comments.

💡 For more information about announcements:
How do I create an announcement?

How do I communicate with my students?

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Receiving Announcements and Inbox Messages Created by You

You can choose to receive announcements and Inbox messages that you send to your class.

💡 Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".

From the Canvas homepage, click Account, and then Notifications.

From here you will see the title, Announcement Created By You. Select the green check mark in order to receive announcements you send to your class.
Scroll further down to the Conversations area, and you will see the title, Conversations Created By Me. Select the green check mark in order to receive Inbox messages you send to your class.

Once selected, the changes will automatically save. You will begin to receive a copy of the announcement or message you send.

💡 For more information on Announcements and Inbox messages, you can learn more here:

- [Instructor Guide for Inbox messages](#)
- [Instructor Guide for Announcements](#)
- [Announcements versus Inbox](#)
How do I Communicate with my students?

With Canvas @ Yale, you have several options available to you in order to contact your students with relevant information. This document is designed to delineate how each option can be used.

Announcements:
With announcements, you can create messages that will go to all of your students and remain on your course site.

**Example 1:** If you have to update a reading and want to give the students the link when they log into your course.

**Example 2:** Changes to a due date to class schedule.

**Example 3:** Clarification of a course-related issue (i.e. content-related or system related).

💡 For more information on Announcements:

- [How do I Create an Announcement?](#)
- [Announcements (Vendor Guides)](#)

Conversations (Inbox):
Conversations (Inbox) can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, an individual student, or a group
of students. You can communicate with other people in your course at any time. **Note: You can only send messages to individuals who are enrolled in the same course as you.**

Although you have one inbox for all your courses, you can filter by course and by section. **Note:** In order to receive a copy of the message you send out to students, in your Notifications, you will need to select “Conversations Created By Me” under the Conversations sub header.

**Example 1:** If you need to email a specific section or student within the course.

**Example 2:** If you would like to view and reply to assignment submission comments.

💡 For more information on Inbox (Conversations):

[What is Conversations (Inbox) (Vendor Guides)]
How do I Create an Announcement?

Announcements allow you to send messages to students in your course. You can specify the announcements by section, or send them to your entire class.

1. Click on Announcements from your course navigation.

2. Click on + Announcements.

3. Title your announcement.

4. Use the rich content editor to enter the contents of your announcement.

5. To link to Canvas content within your site, use the content selector panel to choose which items in your Canvas site you would like to include in your announcement.

6. Choose the section where you would like to send your announcement. By default, your announcement will be sent to all sections. To specify the section, simply begin typing and the various sections in the course will populate.

7. You have various options for sending your announcement. Choose the appropriate options for your announcement.

8. Click Save, and your announcement will be sent.
For more information about the Announcements tool:

- How do I communicate with my students?
- Announcement vs. Inbox
- Announcement Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Assignments
Assignments (Vendor Guides)

Below are the vendor guides for the tool Assignments

- How do I use the Assignments Index Page?
- How do I use Draft State in Assignments?
- What is the difference between a Canvas Assignment and a Canvas Activity?
- What assignment types can I create in a course?
- What is the difference between assignment due dates and availability dates?
- How do I create an assignment?
- How do I create an assignment shell in an assignment group?
- How do I move or reorder an assignment group?
- How do I add an assignment group in a course?
- How do I weight the final course grade based on assignment groups?
- How do I create rules for an assignment group?
- How do I create an online assignment?
- How do I add an assignment using an external app?
- How do I add or edit details in an assignment?
- How do I add or edit points for an assignment?
- How do I exclude an assignment from the course's final grades?
- How do I give extra credit in a course?
- How do I move or reorder an assignment?
- How do I import SCORM files as an assignment?
- How do I delete an assignment?
- How do I duplicate an assignment?
- How do I assign an assignment to everyone in a course?
- How do I assign an assignment to an individual student?
- How do I assign an assignment to a course section?
- How do I assign an assignment to a course group?
- How do I view differentiated assignments with different due dates in a course?
- How do I add a grading scheme to an assignment?
- How do I set up a moderated assignment to be graded by multiple reviewers?
- How do I add and manage students in a moderated assignment as a moderator?
• Can a student resubmit any assignment?
• How do I use peer review assignments in a course?
• How do I create a peer review assignment?
• How do I manually assign peer reviews for an assignment?
• How do I automatically assign peer reviews for an assignment?
• How do I view student peer review comments as an instructor?
How do I create Assignments?

1. Select Assignments from the Course Menu.

2. Click on +Assignment on the right hand side to create a new assignment.

3. Name your Assignment.
4. Write your Assignment within the content editor.

5. If you would like to attach files, you can select the file from this menu.

Once you have your assignment written, there are many options you can choose from:
Note: Unlike Classes*v2, if you would like a column to appear within your Gradebook, you will need to create an assignment (even for ungraded assignments).

💡 For more information on the Assignments tool:
How do I grade assignments?

Assignment Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
Creating Weighted Groups for Assignments

You can weight final grades based on assignment groups. Selecting this option assigns a weight to each assignment group, not the assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

In the course navigation, click Assignments.

Click the settings icon, and choose Assignments Groups Weight.

A pop up will appear, click the Weight final grade based on assignment groups checkbox, and click save.
Adding Assignment Groups
How do I Grade Assignments?

1. Click on Assignments within the Course Menu

2. Click the link (or name) of the assignment that you would like to grade.

3. Click on “SpeedGrader” on the right-hand side to begin grading.
A. Student's name which work is being currently displayed. You can work between students using the left and right arrow.

B. In-line grading functionality. You can leave comments on the student's work without having to download the document onto your computer.

C. Preview of student's file. You can use the in-line grading functionality on this preview and the students will see your comments.
D. By muting the assignment, you can hold off on student’s receiving feedback until you unmute the assignment.

E. If you would like to download the student's file, you can find the submitted files here.

F. This is where you can grade and provide feedback. By clicking “Submit Comment”, you will be submitting the grade.

For more information about the Assignment tool:

Assignment Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I create Media Recording Assignments?

1. Select Assignments from the Course Menu.

2. Click on +Assignment on the right hand side to create a new assignment.

3. Name your Assignment.
4. Write your Assignment within the content editor.

5. If you would like to attach files, you can select the file from this menu.

Once you have your assignment written, there are many options you can choose from:
Under the "Submission Type", select "Online". When you see the additional options, select "Media Recordings."

Complete the rest of the form selecting the appropriate options.

Note: Unlike Classes*v2, if you would like a column to appear within your Gradebook, you will need to create an assignment (even for ungraded assignments).
For more information on the Assignments tool:

- How do I grade assignments?
- How do I submit audio/video feedback to a student?
- How do students complete their Media Recording assignment?
- Assignment Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Duplicating an Assignment

Canvas allows you the ability to duplicate an assignment.

1. Navigate to the Assignments tab on the left navigation in the course.
2. Click on the gear icon to populate the option to duplicate the assignment.
3. Select Duplicate

The assignment will now be duplicated with the word Copy added to the end of the assignment. Duplicating an assignment defaults the copied assignment to an unpublished status.

- All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:
  - Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
  - Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
• If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
• If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.
• Copied external tool (LTI) assignments may need to be reconfigured.

Note: Assignments currently cannot be duplicated for discussions and quizzes.

For more information on Assignments, please visit the How do I create Assignments? article.
Attendance/
Roll Call
Attendance/Roll Call (Vendor Guides)

Below are the Vendor Guides on how to use the Attendance/Roll Call tool within your canvas course.

💡 **How do I use the Roll Call Attendance tool in a course?**
- How do I create a roll call seating chart using the Attendance tool?
- How do I edit the Roll Call Attendance assignment?
- How do I take roll call using the Attendance tool?
- How do I use Roll Call Attendance badges in a course?
- How do I run Roll Call Attendance reports in a course?
Activating the Attendance Tool

To use the attendance tool, you will first need to activate within your Canvas course. Follow the steps below for activation.

In your course:

1. Navigate to Settings
2. Click Navigation
3. Scroll down until you see Attendance
4. Click over the three dots to choose Enable

5. Scroll down until you see the Save button.
6. Click Save
The Attendance Tool will then be enabled.

💡 Please visit the Canvas help guides for information on how to use the tool.
Calendar
Below are the vendor guides for the Calendar tool

- How do I use the Calendar as an instructor?
- How do I filter the Calendar view by course as an instructor?
- How do I add an event to a course calendar?
- How do I duplicate an event in the Calendar as an instructor?
- How do I add a personal reminder to the Calendar as an instructor?
- How do I add an assignment from the Calendar?
- How do I edit an event or assignment in the Calendar?
- How do I add a conference invitation link to an event in a course calendar?
- How do I set a different event date for each section in a course calendar?
- How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?
- How do I subscribe to the Calendar feed using Google Calendar as an instructor?
- How do I subscribe to the Calendar feed using Outlook as an instructor?
- How do I add a Scheduler appointment group in the Scheduler page?
- How do I view or edit a Scheduler appointment group in the Scheduler page?
- How do I remove students from a Scheduler appointment in the Scheduler page?
- How do I add a Scheduler appointment group in a course calendar?
- How do I view or edit a Scheduler appointment group in a course calendar?
- How do I remove students from a Scheduler appointment in a course calendar?
How to Set Office Hours (Scheduler Tool)

In Canvas @ Yale, you will be able to set your office hours through the calendar within the Global Navigation. You can set up one office hour scheduler for all your classes or for each class separately.

1. Click on the Calendar within the Global Navigation.

2. Select “Scheduler”.

![Select Calendar from you Global Navigation](image)
3. Click on “Create an appointment group”.

4. You will then see this appointment group editor.
   A. Name of your office hours
   B. Date and time*
   C. You can select how to divide the hours’ chosen**
D. Options for office hours and sign up

E. Select 1 or more class calendars for this office hour to be available.

F. Location

G. Save  Publish to make it visible to students.

5. You can see how many people have signed up and have the ability to edit the office hours or message students who have signed up for slots.
* You will need to pick each time and date as there is no reoccurring option (See below).

** You will be able to view all the slots once you click “Go” and will have the option to delete some of these increments if necessary.
For more information about the Scheduler tool:

- What is the Scheduler tool? (Vendor Guide)
- Guides to the Calendar/Scheduler tool (Vendor Guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Canvas Accessibility
Please see the following link to read more information on the accessibility functionality within Canvas: [Accessibility within Canvas](#).

For more information about Yale's accessibility guidelines, please visit the [Usability & Web Accessibility](#) page, or contact accessibility@yale.edu.
General Accessibility Guidelines

The following article describes the general guidelines for creating accessible content within your Canvas site. If you would like further assistance, please see the Canvas (Vendor) General Accessibility Guidelines or contact canvas@yale.edu.

For more information about Yale's accessibility guidelines, please visit the Usability & Web Accessibility page, or contact accessibility@yale.edu.

Layout & Design

The layout of a page should be clean, clear, and uncluttered. Also, navigation should be consistent throughout the course. Finally, when designing a page, avoid using tables for layout since most screen readers cannot read the content within the table. Please see this help article for more information: Creating Accessible Tables in the Rich Content Editor.

Headings

Headings within a course should always include descriptive subheadings to allow a quick scan of content for both sighted and non-sighted students. Also, headings should use the H1 format:

1. Open rich content editor (i.e. within Syllabus page, Content Page, Announcement, etc.)
Click on “Paragraph” to select the type of header you would like to use.

Click on “Save” to save a draft or “Save & Publish” to make it available to students.
Hyperlinks

💡 Instead of copying/pasting the URL link within a page, attach the link to words that describe where the link goes. This will help all students, not just those who use screen readers, understand where the link will take them.

To add a file from Files area:

1. Highlight the words that you would like to be linked
2. Click on the File. You will see the highlighted portion blink yellow to signify it has been linked.
3. Click “Save”.
To add a link from a website:

1. Highlight the words that you would like to be linked.
2. Click on the link icon.
3. Type in or copy/paste URL from website. Click “Insert Link”.

4. Click “Save”
Images

When uploading images to page, the use of ALT Text allows screen readers to inform the student what the picture is. To add ALT text to pictures within Canvas, please see this help document: How do I embed images in the Rich Content Editor?

Videos

Videos within Canvas should always have the option for closed captioning. If using external videos, such as YouTube, check with the video provider for CC options. For videos within Media Library, contact medialibrary@yale.edu to discuss the options available.

Content Formatting

Students can view text contrast when formatting with bolds & italics. Avoid using underlining unless it is an URL link. When using color text, you want to ensure adequate color contrast & use accessibility friendly colors. Avoid bright colors, such as yellow, pale green, pink, and orange. In order to determine if your font color is accessible, please use the ColorSafe website. WCAG Guidelines recommend contrast ratio of 4.5 for small text or 3 for large text which is 24px or 18px bold.

Blackboard Ally- Pilot

Yale's Poorvu Center for Teaching and Learning is piloting Blackboard Ally in Canvas @ Yale in fall 2017, bringing alternative accessible formats of content shared through Canvas into the hands of any student at Yale. These automatically generated alternative accessible formats include Semantic HTML, audio, ePub, and electronic braille. To learn how to obtain accessible content within Canvas, please see help documentation: Alternative accessible formats of content in Canvas.
Canvas @ Yale
Information
Canvas @ Yale Umbrella Sites

Umbrella sites are typically used by multi-section courses to enable the course director to provide information for all sections in one place. Instructors for the sections have the option of posting documents and announcements for their own sections. Students may see only one instance of their course (the umbrella) or they may see the umbrella and the section.

*Umbrella course sites are created by a systems admin.*

Purpose of an Umbrella Site

The purpose of an umbrella site is to provide a site that can contain information useful for a number of sections, usually with the same name (e.g. SPAN 115 01, SPAN 115 02, SPAN 115 03). The course director may also use the Email or Announcement tools to communicate with students across all sections.

The umbrella would be called, for example, SPAN 115 00 and Canvas @ Yale will automatically add all participants from the ‘sections’ to the umbrella.

> Please note: Umbrella sites are different than official cross-listed courses. If your course needs to be officially cross-listed, please contact your registrar to have their data updated.

> *Discussion sections are different and are not created by umbrella sites.* These are sections within a large lecture course and each is taught by a TA.

Types of Umbrella Sites

1. **Umbrella Version 1 (Section-retained Umbrella):** A new course site is created which has all the enrollments from the individual sections. The individual section course sites remain intact.
2. **Umbrella Version 2 (Section-merged Umbrella):** Individual course sections are collapsed into one course site. Select this option if section awareness within files is not needed.
In order to request an umbrella site, please fill out the following form: Umbrella Request Form

**Please allow up to 3 business days for the Umbrella Site to be created. We appreciate your patience**

If you have additional questions regarding which type of umbrella would be best for you, please email canvas@yale.edu.
End of Add/Drop Period

Time line

To accommodate students with delayed or late course registration, shoppers will continue to exist in Canvas course sites for up to two weeks after the last day of the add/drop period. Instructors and shoppers will be notified in advance of the removal of shoppers.

After this notice has been posted, students may send requests to their course instructors asking to be updated to the "Guest Student" role to avoid losing access to course sites.

Unless the student is officially registered for a course, course membership is at the discretion of the instructor.

Instructor Information

Granting a Guest Student Access to a "Shopper"

Students who were manually added to your course

Please be aware that if you have manually added any students to your course with the role of “shopper”, these students will also be removed as part of the end of add/drop processes. If you receive a request from a manually added "shopper", please go to the “People” tool and edit the user's course role to “Guest Student”. For instructions on changing a manually added user's course role, please visit the How do I edit user roles in a course? article.

Students who a added your course via OCS or official registration

If you receive a request from a student who added your course via OCS, you will not be able to modify their course role. These students will will either need to officially register for the course through OCS and/or with the assistance of their departmental registrar or you will need to contact canvas@yale.edu to have the user's role updated. If you do need to contact canvas@yale.edu for support, please make sure to include the following:

Email: canvas@yale.edu
Subject: Shopper Role Update - Course Name
• Your name
• Your course (example: SPAN 101 01)
• Name of the "shopper(s)" in your course you want to become a "Guest Student"

Student Information

If you are listed as a shopper in a Canvas course at the end of the add/drop period, you either used OCS to add the course to your worksheet or you may have been manually enrolled into the course by your instructor/department registrar.

If you are registering for the course and have already submitted all necessary documentation...

• Your “shopper” status will automatically update to “student” once your registration has been processed and entered into the system.

If you do not plan on taking the course...

• Do nothing. Within 2 weeks of the end of the add/drop period, your account will be removed from the course.

If you do not plan on registering for the course, but would like to maintain access to the course...

• Contact your instructor and ask to have your course role converted to "Guest Student". Please be aware that course membership is subject to the instructor's discretion.

Questions about your role:

• If you have any questions about your role or unsure of what role you have in your course, please contact your instructor and have them check your role in the “People” tool.
• If you have questions about OCS or your registration status in a class, please contact your Residential College Dean's office or your Departmental Registrar's office.
Course Reserves in Canvas Course

If you are having difficulty with your readings appearing within Canvas, please contact reserves@yale.edu or call (203) 432-1775

Course Reserves is available to you through your Canvas site. Although it is shown in Canvas, Course Reserves is the Ares system developed and maintained by the library.

For more information on how to use Canvas for your Course Reserves:
http://guides.library.yale.edu/reserves/canvas.

Ares does not work with the Microsoft Edge browser (see screen cast below). This is a known issue that Atlas Systems is aware of. Currently there is no work around so please use a different browser when using Course Reserves:

How do I post my Syllabus in Canvas?

When you post your syllabus and publish your course in Canvas, your syllabus will become available in the Yale's Course Search. It may take up to 6 hours for your syllabus to appear in Course Search.

Please view the video below to watch how to upload your syllabus:

Open Syllabus

In Course Navigation, click the Syllabus link.

Edit The Syllabus Description

The syllabus page shows a table-oriented view of the course schedule, and the basis of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Assignments Summary:
The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information.

**NOTE:** When you post your syllabus and publish your course in Canvas, your syllabus will become available in the [Yale's Course Search](https://coursesearch.yale.edu). It may take up to 6 hours for your syllabus to appear in Course Search.

To edit the Syllabus, click the Edit button.

**Add Content in the Editor**

You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

When you are finished updating the syllabus, click the "Update Syllabus" button to save your changes.
You can also link to your preexisting Syllabus document by uploading it into Course Files as a PDF and linking it in the content selector. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

To insert a link, go to the content selector panel to the right of the editor and do the following:

1. Click the "Files" tab.
2. Click on "course files" to expand the folder.
3. Find your syllabus file and click on it once.**
4. A link to your file will now appear in the editor.
5. Click "Update Syllabus" to save your changes.

** If you do not have the syllabus already uploaded into your "Files" area, you can use the "Upload new file" link in the content selector panel to upload your file on the spot:
1. In the content selector panel, click the "Upload a new file" link.
2. Click the "Choose File" button and browse your computer and select your document.
3. Once you have selected your file, click the "Upload" button.

The link to the file you just uploaded will automatically appear in the editor.

💡 For more information about the Syllabus tool:

**How do I use the Syllabus as an instructor? (Vendor Guide)**

**How do I edit the syllabus description in a course? (Vendor Guide)**

Here is a [beginning of term checklist](#) to help you get started. If you would like more hands-on assistance, please consider attending one of our Canvas @ Yale Getting Started Workshops. You can register [here](#).

ℹ️ To learn more on how to write an effective Syllabus:


If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
How to Request a Sandbox Course

While you become accustomed to Canvas @ Yale, you can request a Sandbox course. This course is an unofficial course site for your use only and is designed to be used for you to practice using the tools available within Canvas @ Yale.

There are two types of Sandbox Courses:

Course Sandbox

• This is a sandbox that you can request if spring or fall courses are not quite ready within Canvas and you would like to begin preparing your course.
• **Note:** No students will be enrolled within this course, but this course can be copied into the actual coursesite once the official course is created.

Personal Sandbox

• A site you can use to experiment with Canvas tools and features.
• **Note:** No students should be enrolled within this course as it is an unofficial course.

💡 In order to request your own Sandbox course, please submit the [Sandbox Request Form](#).
Courses in Past Terms

Term Dates - Dates that are set globally which help to manage users' "dashboard" and "all courses course lists" to show courses completed during a previous term under a "Past Enrollments" heading. Courses that are concluded by Term Dates are still visible to all instructors and participants, but cannot be modified after the end date (Admins can intervene to undo this). Term Dates can be overridden by Course Dates.

Fall, Spring, and Summer Courses - For fall, spring, and summer courses, the term date has been set globally for August 31st. For example:

Courses within Fall 2018 term will be placed into past terms on August 31st, 2018.

Courses within Spring 2018 term will be placed into past terms on August 31st, 2018.

Courses within Summer 2018 term will be placed into past terms on August 31st, 2018.

Although the courses are placed into the past term, you will still maintain access to the course:

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
<th>Term Date Conclude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Can View Course</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Can add/edit content</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Course appears in Dashboard</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Course appears in Past Enrollments</td>
<td>YES</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Can view course</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Can add/edit content</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Course appears in Dashboard</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Course appears in Past Enrollments</td>
<td>YES</td>
</tr>
<tr>
<td>Role</td>
<td>Action</td>
<td>Term Date Conclude</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>General</td>
<td>Enrollments move to &quot;prior enrollments&quot;</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>Can import content into next term courses (or new site)</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Can be overridden/undone</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Who can override/undo</td>
<td>ADMIN</td>
</tr>
<tr>
<td></td>
<td>Official Course- Banner Feed Fix?</td>
<td>NO</td>
</tr>
</tbody>
</table>

In order to view your fall and spring courses, they will be available in the Courses area of Canvas: Click “View All Courses” and look under “Past Enrollments.”
How do I change my name?

Previously in Canvas, you could modify your name to change the spelling or modify your name to your preferred name. As of March 2017, Canvas is now showing "preferred name" based on the official Name Policy and Use of the university.

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Students:</td>
<td>In order to change your name within Canvas, you will need to make the change following the policy reflected here: <a href="#">Name Policy and Use</a></td>
</tr>
<tr>
<td>For Instructors:</td>
<td>Please log into Workday and modify your personal information and include your preferred name.</td>
</tr>
<tr>
<td>Alert:</td>
<td>Please note that it can take up to 48 hours from when your preferred name request is complete for the changes to appear within Canvas.</td>
</tr>
</tbody>
</table>
How to View Past Term Courses and Classes*v2

Migrated Courses

In order to view past term courses (including those that were migrated from Classes*v2 to Canvas), Click on Courses from the global navigation. Then, Click “View All Courses” and look under “Past Enrollments.”
Canvas Video Guides

Help videos from Canvas @ Yale can be found below for the following topics:

• How do I add users to my course?
• How do I post my syllabus?
• How do I publish my course?

How do I add users to my course?

How do I post my syllabus to Canvas?

How do I publish my Canvas course?

💡 For more informational Canvas help videos, please visit the vendor guides by Instructure support.
Types of Guides To Link To

When adding a Library Resources button to a course, you can link to one of the following types of guides:

- Course guide
- Subject guide
- Guides by subject page -- [https://guides.library.yale.edu/](https://guides.library.yale.edu/)
- A YUL Library website (Art Library, main YUL page, Divinity, etc)
- A Research Support and Library Services libguide (How to Guides) -- [https://guides.library.yale.edu/home/support](https://guides.library.yale.edu/home/support) -- EXAMPLE -- Special Collections at Yale University Library

Before you begin...

NOTE: To complete the following steps, you must be added to a course site with the role of “Librarian”. Please contact the instructor of the course to [add you to their course site](https://guides.library.yale.edu/home/support).

Once added to the course, you will receive an email invitation to the course. Be sure that you click the “Accept” button in that email, or log into Canvas and click the “Accept” button on the Dashboard page [1].

![Accept button on Canvas dashboard](image-url)
Access the course

1. Log into Canvas (http://canvas.yale.edu)
2. Click on the title of the course.

Add the Library Resources Button

3. Once inside the course site, click on the “Settings” link in the course navigation. [2]
4. In the settings area, click the “Apps” tab. [3]
5. In the “Filter by name” search bar [4] on the Apps page, type in the word “Redirect”. The App options will filter as you type.
6. Click on the Redirect tool (large blue arrow icon) [5] and then click the “Add App” button [6].

7. A pop-up will appear where you will need to enter the following information:
   a. Name - This is the text that will appear in the course navigation for students to click on. Type “Library Resources”. [7]
   b. URL Redirect - This is the URL you will chose for the Library Resources button.** [8]
   c. Select the checkbox for “Show in Course Navigation”. [9]
d. Click the “Add App” button. [10]

** Remember, the types of guides you link to should be one of the following:

- Course guide
- Subject guide
- Guides by subject page -- [https://guides.library.yale.edu/](https://guides.library.yale.edu/)
- A YUL Library website (Art Library, YUL main page, Divinity, etc.)
- A Research Support and Library Services libguide (How to guides) -- [https://guides.library.yale.edu/home/support](https://guides.library.yale.yale.edu/home/support) -- Example “Guide to Using Special Collections at Yale University Library”

8. After you have added the link, you will see a quick notification at the top of the page.
9. Refresh your browser (or just click on the “Home” link for the course) and you will see the new link in the course navigation.

**Delete the Library Resources Button**

10. Once inside the course site, click on the “Settings” link in the course navigation [11].
11. In the settings area, click the “Apps” tab [12].
12. Click on the “View App Configurations” button [13].
13. Find Library Resources in the list of apps and then click the gear icon [14] next to the Library Resources.

14. From the menu, select “Delete” [15].
Chat
Below are the Vendor Guides on how to use Chat within your canvas course

💡 **How do I use Chat as an instructor?**
- **How do I use inline Chat as an instructor?**
Collaboration
Collaboration (Vendor Guides)

Below are the Vendor Guides on how to use Collaborations within your canvas course

- How do I use the Collaborations Index Page?
- How do I create a Google Drive collaboration as an instructor?
- How do I create a Google Docs collaboration as an instructor?
- How do I delete a collaboration as an instructor?
Conferences
Conferences (Vendor Guides)

Below are the vendor guides for the Conference tool

- How do I use the Conferences Index Page?
- How do I create a conference in a course?
- How do I create a long-running conference?
- How do I delete a conference?
- How do I edit a conference?
- How do I record a conference?
- How do I start a conference?
- How do I join a conference?
- How do I conclude a conference?
- How do I upload files to a conference as a presenter?
- How do I use the Conferences interface as a moderator?
- How do I start a poll in a conference as a presenter?
- How do I share my desktop in a conference as a presenter?
- How do I create shared notes in a conference as a presenter?
- How do I automatically create a poll using a presentation in a conference as a presenter?
- How do I use the multi-user whiteboard in a conference as a presenter?
- How do I create live captioning in a conference as a moderator?

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Conversations/Inbox
Below are the vendor guides for Conversations/Inbox

• How do I use Conversations as an instructor?
  • How do I find my unread messages in Conversations as an instructor?
  • How do I filter conversations as an instructor?
  • How do I star a conversation as an instructor?
  • How do I send a message to a user in a course in Conversations as an instructor?
  • How do I send a message to a user in a group in Conversations as an instructor?
  • How do I send a message to all course users in Conversations as an instructor?
  • How do I attach a file to a message as an instructor?
  • How do I attach a media comment to a message as an instructor?
  • How do I reply to a message in Conversations as an instructor?
  • How do I privately respond to one individual in a group message as an instructor?
  • How do I reply to submission comments in Conversations as an instructor?
  • How do I forward a message from a conversation as an instructor?
  • How do I add new people to an existing conversation as an instructor?
  • How do I delete a conversation as an instructor?
  • How do I delete a message from a conversation as an instructor?
  • How do I archive a conversation as an instructor?
How do I use Conversations (Inbox)?

💡 For more information about the conversations (inbox) tool:

How do I communicate with my students?

Conversation tool guides (Vendor guides)
Announcements versus Inbox use

With Canvas @ Yale, you have several options available to you in order to contact your students with relevant information. This document is designed to delineate how each option can be used between the Announcements and Inbox tool.

Announcements:
With announcements, you can create messages that will go to all of your students and remain on your course site.

- **Example 1:** If you have to update a reading and want to give the students the link when they log into your course.
- **Example 2:** Changes to a due date to class schedule.
- **Example 3:** Clarification of a course-related issue (i.e. content-related or system related).

Inbox:
The Inbox and Conversations can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, an individual student, or a group of students. You can communicate with other people in your course at any time.

Although you have one inbox for all your courses, you can filter by course and by section. **Note:** In order to receive a copy of the message you send out to students, in your Notifications, you will need to select “Conversations Created By Me” under the Conversations sub header.

- **Example 1:** If you need to email a specific section or student within the course.
- **Example 2:** If you would like to view and reply to assignment submission comments.

💡 For more information about announcements:
How do I create an announcement?

How do I communicate with my students?

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
How do I Communicate with my students?

With Canvas @ Yale, you have several options available to you in order to contact your students with relevant information. This document is designed to delineate how each option can be used.

Announcements:

With announcements, you can create messages that will go to all of your students and remain on your course site.

**Example 1:** If you have to update a reading and want to give the students the link when they log into your course.

**Example 2:** Changes to a due date to class schedule.

**Example 3:** Clarification of a course-related issue (i.e. content-related or system related).

💡 **For more information on Announcements:**

- [How do I Create an Announcement?](#)
- [Announcements (Vendor Guides)](#)

Conversations (Inbox):

Conversations (Inbox) can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, an individual student, or a group
of students. You can communicate with other people in your course at any time. **Note: You can only send messages to individuals who are enrolled in the same course as you.**

Although you have one inbox for all your courses, you can filter by course and by section. **Note:** In order to receive a copy of the message you send out to students, in your Notifications, you will need to select “Conversations Created By Me” under the Conversations sub header.

**Example 1:** If you need to email a specific section or student within the course.

**Example 2:** If you would like to view and reply to assignment submission comments.

💡 **For more information on Inbox (Conversations):**

[What is Conversations (Inbox) (Vendor Guides)](https://poorvucenter.yale.edu/)

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Poorvu Center for Teaching and Learning
Discussions
Discussions (Vendor Guides)

Below are the vendor guides for Discussions

- How do I use the Discussions Index Page?
  - How do I create a discussion as an instructor?
  - How do I edit a discussion in a course?
  - How do I use Draft State in Discussions?
  - How do I duplicate a discussion in a course?
  - How do I create a group discussion in a course?
  - How do I delete a discussion in a course?
  - How do I assign a graded discussion to everyone in a course?
  - How do I assign a graded discussion to an individual student?
  - How do I assign a graded discussion to a course group?
  - How do I assign a graded discussion to a course section?
  - How do I enable a podcast feed for a discussion in a course?
  - How do I create a peer review discussion?
  - How do I use peer review discussions in a course?
  - How do I automatically assign peer reviews for a discussion?
  - How do I pin a discussion in a course?
  - How do I move or reorder a discussion in a course?
  - How do I delay posting a discussion until a specified date in a course?
  - How do I manually assign peer reviews for a discussion?
  - How can I require students to reply to a course discussion before they see other replies?
  - How do I mark discussion replies as read or unread as an instructor?
  - How do I view and sort discussion replies as an instructor?
  - How do I embed an image in a discussion reply as an instructor?
  - How do I change discussion settings to manually mark discussion replies as read as an instructor?
  - How do I attach a file to a discussion reply as an instructor?
  - How do I allow students to attach files to a course discussion?
  - How do I subscribe to a discussion as an instructor?
  - How do I allow students to create a course discussion?
  - How do I link to a YouTube video in a discussion reply as an instructor?
  - How do I edit or delete student discussion replies in a course?
• How do I reply to a discussion as an instructor?
• How do I allow students to edit and delete their own discussion posts in a course?
• How do I allow students to like replies in a discussion?
• How do I close a discussion for comments in a course?
• How do I like a reply in a course discussion as an instructor?
How do I Create a Discussion Board?

Creating a Discussion Board

1. From your Canvas course, click Discussions on the left navigation.
2. Click +Discussion to create a new discussion.
3. Give your discussion a Topic Title.
4. Type your discussion within the content editor.
5. To link to other items within your course site, or files from the Files tab, navigate to the right hand side of the page. Choose the item you would like to link to the discussion topic.
6. Choose which section you would like to post the discussion to. From the drop-down menu, you can choose specific sections, or leave the option to send to All Sections.

7. Choose the specific options for your discussion topic that pertain to the discussion topic.

8. You can then choose to make this a group discussion if necessary.

9. If applicable, choose the availability dates for the discussion topic.

10. Save or Save & Publish your discussion topic. Saving your settings will keep your discussion hidden from student view, whereas the Save & Publish option will make your discussion post visible to students.
For more information about the Discussions tool:

Discussion tool guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
External Apps to use with Canvas @ Yale
External Apps Overview

Below you will find the list of external apps that have already been requested and their current status. If you would like to use one of the apps or would like more information, please check our [External Apps documentation](#) or email us at [canvas@yale.edu](mailto:canvas@yale.edu).

💡 If you have an app you would like to request that is not included below, please submit the [External Apps Request Form](#).

External app requests need to be submitted by:

- March 1 for the fall term
- October 1 for the spring term
- December 1 for the summer term

💡 For enhancement requests, general concerns about Canvas' existing functionality, or questions about this form, please contact: [canvas@yale.edu](mailto:canvas@yale.edu).
External App: Cengage Learning

💡 Cengage Learning integration with Canvas @ Yale was approved Fall 2016. Please contact canvas@yale.edu for assistance integrating this tool.

ℹ️ Cengage Learning is publisher content that can be used within your Canvas coursesite. For more information on this tool, please see the vendor website: http://www.cengage.com/
Examity was approved Summer 2016 for the Yale Online Summer Session Programs. For more information on integration within your Canvas course site, please contact canvas@yale.edu.

Examity is an online proctoring tool to allow instructors to use Canvas to distribute proctored exams. For more information on this tool, please see the vendor website: http://examity.com/
ExamSoft was approved for the Yale School of Nursing in Fall 2017. For any additional questions regarding integration, please contact canvas@yale.edu.

ExamSoft is a program which creates, administers, and analyzes student assessments. To see the product, please go to: http://learn.examsoft.com/
External Apps: Faculty Enlight - Linking Your Canvas Course to Faculty Enlight

These directions are for instructors setting up a first time cross-over to Canvas.

1. Login to Canvas with your faculty credentials.

2. Choose the course you are teaching from your dashboard.

3. On your left-hand navigation bar, you will see the following links:
   - Faculty Enlight clicking on this link will open a new window, and prompt you to sign in or create an account with FacultyEnlight. After first time pairing, every subsequent click from Canvas will not require you to sign in.
• **Purchase Course Materials** clicking this link will take your students to the campus bookstore, and prompt them to sign in or create a bookstore account to purchase course materials. The course materials you adopted will appear here in all the available formats (new, used, rental, digital).

4. Click on **Faculty Enlight**.

• You will now be redirected to **FacultyEnlight**.

💡 **Note:** Once you click onto the Faculty Enlight, you will be redirected. Please ensure that your browser has cookies enabled in order to continue with setting up this tool.

5. Login with your **FacultyEnlight** username and password, or create a new account.

• Your course information will auto-populate in **FacultyEnlight** to match the course you selected in Canvas.
6. Your Canvas account is now paired with FacultyEnlight.

- You will not have to log in when clicking the Research & Adopt Course Materials link from Canvas in the future.

💡 If the integration link goes down or if there is a technical error, Barnes & Nobles may be reached at the home office at LTIsupport@bncollege.com. The integration also allows for faculty and students to send messages to us if certain courses are not found. However, if the professors have questions about FacultyEnlight or adoptions, their main point of contact would be the Yale Bookstore staff (GM321@bncollege.com) or through their online form.
This article describes how to add LibGuides to specific courses and how to add the link to the course navigation. For questions regarding LibGuides, please contact Steve Wieda steven.wieda@yale.edu. For questions regarding the process within Canvas, please contact canvas@yale.edu.

Add the LibGuide

1. Enter Coursesite that you will be adding the LibGuide, and click on "Settings" link in the course navigation.

2. In the settings area, click the "Apps" tab.

3. In the "Filter by name" search bar on the Apps page, type in the word "Redirect". The App options will filter as you type.

4. Click on the Redirect tool (large blue arrow icon) and then click the "Add App" button.

4. Click on the Redirect tool (large blue arrow icon) and then click the "Add App" button [A].
5. A pop-up will appear where you will need to enter the following information:

[A] Name - This is the text that will appear in the course navigation for students to click on.

[B] URL Redirect - This is the URL for the LibGuide.

[C] Select the checkbox for “Show in Course Navigation”.

[D] Click the “Add App” button.

6. After you added the link, you will see a quick notification at the top of the page.

7. Refresh your browser (or just click on the "Home" link for the course) and you will see the new link in the course navigation.
MobLab was approved Fall 2017 for School of Management. For more information regarding this tool, please email canvas@yale.edu

MobLab is a tool which has economic games and scenarios. To see more information regarding this tool: https://www.moblab.com/
External App: Moodle + WIRIS

💡 Moodle + WIRIS was approved in Summer 2017 for selected courses only. If you are interested in using this tool, please contact canvas@yale.edu.

ℹ️ WIRIS is a mathematic equation editor that allows you to write equations with either HTML5 or JavaScript.
External App: NoteBowl

Yale is currently conducting a pilot of NoteBowl for Spring 2019 and Fall 2019. The tool is available to all academic courses.

NoteBowl is an alternative discussion board tool with advanced features and a more intuitive user interface. NoteBowl provides the ability for instructors to create graded and ungraded course discussions where students can post text or audio comments asynchronously.

NoteBowl is comprised of 2 distinct tools:

1. [Bulletin Tool](#)
2. [NoteBowl Discussion Assignments](#)

For more information about this tool, please visit the [NoteBowl website](#) and [help articles](#).

**Bulletin Tool**

- [Features of the Bulletin Tool](#)
- [Turn on Bulletin in Your Canvas Course](#)
- [How to post in the Bulletin Tool](#)

**Features of the Bulletin Tool**

The NoteBowl "Bulletin" tool is a space where course members can converse. It can be similar to a water cooler conversation - or it can be used as a coordinated place where students can ask questions and other course members (instructors, teaching fellows, or other students) can reply.

Some of the features that the Bulletin provides include:

- Ability to "pin" posts so that they always appear at the top [A]
- Ability for users to choose if their name will appear next to their post [B]:
  - Display name to all
  - Display name to only instructors
  - Do not display name at all
- Ability to "like" posts
  - Instructors can use the "liking" feature to endorse responses that are correct or most appropriate. A post liked by an Instructor will have a distinctive green check mark. [C]
Turn on Bulletin in Your Canvas Course

1. Log into Canvas
2. Navigate to the course site
3. Once in your course, click on the "Settings" tool [1].
4. On the "Settings" page, click the tab for "Navigation" [2].
5. The "Navigation" tab is divided into 2 sections:
   1. The upper portion of the page displays items that appear in the course navigation menu.
   2. The lower portion of the page displays the tools that have been hidden from student view.
6. Find the "Bulletin" item in the lower portion of the page and drag it to the upper portion. [3]
7. Go to the bottom of the page and click the "Save" button [4].
8. The "Bulletin" tool will now appear in your course navigation menu.
How to post in the Bulletin Tool

1. Go to the "Bulletin" tool in your course.
2. In the box provided [1], enter your text.
   1. If desired, you can add an attachment or a recording to your post by clicking on the appropriate button just below the text box [2].
3. Before you post, you can select how your name will appear next to your post. Click the arrow [3] next to the "Post" button and select from the following options in the dropdown [4]:
   1. Post as yourself - with your name displayed.
   2. Post as anonymous - with your name hidden from everyone except for the instructor.
   3. Coming in January Post as totally anonymous - with your name hidden from everyone.
4. When you are done with your post, click the "Post" button [5].

As you look through the posts in the Bulletin, you can click the "Comment" button on a post [6] to reply to it. Posting a comment is very similar to creating a post. If you read a post or a reply that you agree with or find interesting, you can click the "Like" button [7]. Posts/Comments that are liked by an instructor will have a green check mark next to the "Like" button [8].
NoteBowl Discussion Assignments

- NoteBowl Discussion Assignment Features
- Set up a NoteBowl Discussion Assignment

NoteBowl Discussion Assignment Features

NoteBowl Discussion Assignments allow instructors to create asynchronous graded (or ungraded) focused discussions. Unlike the Bulletin tool, NoteBowl Discussion Assignments can be tied to a column in the Canvas "Grades" area and can also be date/time restricted.
For each NoteBowl Discussion Assignment created, the instructor can set a variety of different options including:

- Allowing anonymous posts / comments
- Requiring a minimum number of original posts
- Requiring a minimum number of comments on other posts
- Setting a required or recommended word count for posts/comments

In addition, NoteBowl Discussion Assignment provide instructors with advanced grading tools including:

- A submission overview - showing how many posts/comments a student has completed.
- Indicators to show whether or not the student has completed the preset requirements for the assignment.
- Ability to quickly jump to the posts/comments for a student.
- Ability to add comments back to a student that are not visible in the discussion assignment.
• Auto-grading students based on either:
  • submission criteria (completed all requirements, completed some requirements, did not submit)
  • grade criteria (do not have a grade yet or already have a grade)

Set up a NoteBowl Discussion Assignment

1. In your course, click on the "Assignments" tool.
2. Click the "+ Assignment" button.

3. Set up your assignment with a Title, Instructions (if desired), and points (if desired).

4. Under the "Submission Type" section, select "External Tool" from the drop down menu [1].

5. Now, click the "Find" button [2].

6. In the pop-up, locate and click on "NoteBowl" [3] and then click the "Select" button [4].

7. Complete the process of creating your assignment.
Perusall was approved for integration within Canvas, Spring 2017. To activate Perusall within your course, please visit our help guide: 

[Integrating Perusall within Your Canvas Course.]

Perusall is an annotation tool that allows students to annotate PDFs and share comments to each other within the document. For more information about this tool, please see the vendor website: [https://perusall.com/].

For further information regarding Perusall, or how to install this application into your Canvas course, please contact Canvas@Yale.edu
Integrating Perusall with Canvas

Perusall is an annotation tool that integrates with Canvas. To integrate Perusall into your course, please follow the steps below. For further assistance, please contact Canvas@Yale.edu

Perusall allows students and their instructors to collaboratively markup .pdf documents. This tool also allows:

- User tagging with email alerts and Perusall inbox alert.
- Tagging of annotations as questions automatically when a user uses a question mark.
- Ability to filter annotations to view questions, unanswered questions, annotations by instructor, or annotations by a specific student.
- Automatic grading.
- Confusion report to see where students have the most questions.
- Provides a downloadable .csv of all annotations in an assignment.

Adding Perusall to Your Canvas Course

From your course, click Settings [1], choose Navigation [2]. Scroll down to the list of disabled apps, until you get to Perusall. Click the settings icon next to Perusall [4], and choose Enable [5].
Scroll down to the bottom of the page, and click Save [5].

Perusall will now appear on the left navigation in your course. As an instructor enrolled in the course, once you click on the Perusall tab, a course will be created within Perusall.

You can then integrate Perusall Assignments into Canvas by following these steps.

💡 For more information on Perusall, please visit the Perusall website.
PlayPosit has been approved for a pilot year beginning this Summer 2018 running through the Spring 2019 term. To begin using PlayPosit please contact canvas@yale.edu.

PlayPosit aims to increase learner engagement through interactive videos. You can integrate PlayPosit into your courses through the Assignments tool, or the Modules tool in Canvas. Instructions are as follows:

Assignments Tool

Modules Tool

Modules

To begin, if you have not already created a module in your Canvas course, navigate to the Modules tab in your course [1]. Click +Modules [2]

Give the modules a name [3], and click Add Module [4].
In the module you just created, click the + icon to add an item to your module [5].

From the "Add" drop down menu, select External Tool [6]. Scroll down until you see PlayPosit, and click the link [7].
You will then see the PlayPosit integration screen that will prompt you to "Get Started" [8].

You can then create a new bulb to link to the module, or choose an existing bulb that you have already created. Choose the bulb you would like to link [9], and select "Set bulb link" [10].
Select the Learner Experience [11], and choose to Set the Link [12].

You will be sent back to the Canvas module, where you can "Add Item" [13].
You will be taken back to the module where you can view the bulb you just added.

Assignments

To begin, click on the Assignments tab in your course [1], and choose +Assignment [2].

Give the assignment a name [3], and from the submission type, choose External Tool [4].
Click Find [5]

Scroll through the list of tools until you find PlayPosit, and click on it [6].
You will then see the PlayPosit integration screen that will prompt you to "Get Started" [7].

You can then create a new bulb to link to the module, or choose an existing bulb that you have already created. Choose the bulb you would like to link [8], and select "Set bulb link" [9].
Select the Learner Experience [10], and choose to Set the Link [11].

You will be sent back to the Canvas module, where you can click Select [12].
Back in the Canvas Assignment, click Save, or Save and Publish to finalize the PlayPosit bulb in the Assignment [13].

You will be taken back to the assignment where you can view and monitor the bulb you just added.

💡 Please visit the vendor guides for more in depth PlayPosit instructions.

💡 For assistance with PlayPosit, email Canvas@yale.edu
Yale will conduct a pilot evaluation of the software system Turnitin for use in courses across the University during the 2018/2019 academic year. Each school has selected their level of integration for the pilot. Please refer to the Turnitin Technology Pilot and Frequently Asked Question: Canvas Pilot of Turnitin articles for more information.

Turnitin is a tool to help faculty and students develop and evaluate written scholarship. It estimates the originality of written work so students can properly reference source material. The tool generates a “similarity report” by comparing an uploaded paper to a database of web pages, articles, books, and other uploaded files. When similarities exist, the tool highlights sections of the uploaded paper and displays the original source. The report provides an opportunity for constructive conversations about properly referencing sources.

For instructions on how to use Turnitin, please refer to the help guides linked below:

**Instructor Guides**

- Creating a Canvas Assignment with Turnitin Enabled
- Accessing the report
- Interpreting the report
- Generating a new report
- Filtering the report
- Excluding Resources
- Accepted file sizes and types
- Paper view requests
- Accessibility in the report
- Create an Assignment
- Turnitin Settings Information
- The Similarity Report

**Frequently Asked Questions about the Canvas Plagiarism Framework**

**Canvas Plagiarism Framework Release Notes**

**Student Guides**

- Accessing the report
Known Issues and Bugs we are aware of

- Similarity Reports are regenerated automatically on due date to check submissions against each other, but this updated score is not sent to Canvas.
- **Student Re-Submissions showing the first submission instead of the most recent submission in the Grades view.**
- **The New Gradebook (beta) does not support Turnitin fully, and clicking on the colored icon does not take you to the report.**
- **Canvas Rubrics & Turnitin LTI (Canvas Community)**
  - **Known issues with the Canvas Turnitin Framework (Turnitin Article - October 2018)**
    - Intermittent issues with submissions and resubmissions
    - Intermittent issues with copied courses and duplicate users
- **Turnitin ignores Canvas anonymous grading rules**
External App: VoiceThread

VoiceThread aims to transform media into collaborative spaces with video, voice, and text commenting. VoiceThread has been integrated into Canvas as of the Summer, 2018. For additional assistance with VoiceThread, please contact canvas@yale.edu

Adding VoiceThread to Your Course

To integrate VoiceThread into your Canvas course, you have several options. You must first decide if your VoiceThread will be graded, or non-graded. Instructions for both options are listed here:

- Non-Graded VoiceThread Integration
- Graded VoiceThread Integration
  - Using Assignment Builder through the Assignments Tool in Canvas

Setting Up Non-Graded Activities

1. Navigate to the Modules area of your course.
2. Find the module to which you would like to add VoiceThread, and click the Add Content button.
3. Select External Tool from the menu.
4. Select VoiceThread from the list of tools.
5. Click Add Item.
6. You will be prompted back to the modules page. Click on the newly added VoiceThread external app link.

7. From this step you have three different options for integrating VoiceThread into your course:
1. Course View will display all VoiceThreads in your specific course.
2. Home will display all VoiceThreads and all courses that a student is enrolled in.
3. Individual VT will display a single specified VoiceThread.

Setting Up Graded Activities

1. Navigate to the Assignments area of your course.
2. Create a new assignment.
3. Name the assignment, and scroll down to Submission Type.
4. Under Submission Type, select External Tool.
5. Click Find on the External Tool URL.

![Image showing steps 4 to 7]

6. Select VoiceThread from the list.

7. Click Select to save your changes.

![Image showing configuration of VoiceThread]

8. Save or Save and Publish your Assignment.

9. Click back into the assignment you just created.

10. From here, choose an option for your graded assignment:
1. Course View will display all VoiceThreads shared within your specific course.
2. Home will display all VoiceThreads and all courses that a student is enrolled in.
3. Individual VT will display a single specified VoiceThread.
4. Assignment Builder will allow you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread. More information on how to use Assignment Builder can be found here.

Join VoiceThread for free workshops! If you are new to VoiceThread or want new ideas, VoiceThread hosts interactive and hands-on workshops. Click here to register.

You can also watch previously recorded workshops presented by VoiceThread by clicking here.

Follow the VoiceThread YouTube Channel.

Read more about VoiceThread on their blog page.

Detailed instructions regarding how to use VoiceThread within your course can be found on the vendor’s website, located here.
Assignment Builder will allow you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread that links to the gradebook. There are three different ways to use the assignment builder:

1. Create a VoiceThread
2. Submit a Comment
3. Watch a VoiceThread

To Begin, Set Up a Graded Activity

1. Navigate to the Assignments area of your course.
2. Create a new assignment.
3. Name the assignment, and scroll down to Submission Type.
4. Under Submission Type, select External Tool.
5. Click Find on the External Tool URL.
6. Select VoiceThread from the list.
7. Click Select to save your changes.

8. Save or Save and Publish your Assignment.
9. Click back into the assignment you just created.
10. From here, choose Assignment Builder.
Assignment Builder will link to three different options which will be further described below.

1. Create a VoiceThread
2. Submit a Comment
3. Watch a VoiceThread

Option 1 - Create a VoiceThread

Selecting this option will allow students to create and submit a VoiceThread of their own.

You will be able to enter an assignment description from here, and create the assignment.
Option 2 - Submit a Comment

Selecting this option will require students to comment on a VoiceThread you have created. Private comments will not count toward the total number of comments for assignments.

After selecting this option you will be prompted to select a VoiceThread from your existing VoiceThreads [1], or you will be able to create a new VoiceThread [2] and select the comment requirements.
Once you select the VoiceThread, you will be able to set assignment parameters. This includes entering a description, how many comments are required for the assignment, and if you would like the assignment comments to be moderated.

Choose Create Assignment, and the VoiceThread will then be linked the the assignment in Canvas.
Option 3 - Watch a VoiceThread

Require students to watch an entire VoiceThread from start to finish.

After selecting this option you will be prompted to select a VoiceThread from your existing VoiceThreads [1], or you will be able to create a new VoiceThread [2] and select the assignment requirements.

Once you select the VoiceThread, you will be able to set assignment parameters. This includes entering a description and allowing students to resubmit the assignment.
Choose Create Assignment, and the VoiceThread will then be linked to the assignment in Canvas.

For more options to integrate VoiceThread into Canvas, visit our help guide found here.

Detailed instructions regarding how to use VoiceThread within your course can be found on the vendor's website, located here.

Join VoiceThread for free workshops! If you are new to VoiceThread or want new ideas, VoiceThread hosts interactive and hands-on workshops. Click here to register.

- You can also watch previously recorded workshops presented by VoiceThread by clicking here.
- Follow the VoiceThread YouTube Channel.
- Read more about VoiceThread on their blog page.
Webassign was approved Summer 2017 and advance integration is pending for Fall 2017.

Webassign is a tool to create assignments and is primarily focused on the STEM disciplines. For more information about WebAssign, please see the vendor website: https://www.webassign.com/.
WileyPlus was approved Summer of 2016. Approved for select sites only, please contact canvas@yale.edu.

WileyPLUS is a research-based online environment for effective teaching and learning. For more information about the tool, please see the vendor website: https://www.wileyplus.com.
External App: Zoom

Zoom within Canvas allow you to schedule and display meetings directly in your Canvas course page. Students can view upcoming Zoom sessions and join them from the Zoom section within your course.

Enabling Zoom within a Canvas course

Zoom is hidden by default within Canvas courses. If you wish to use Zoom in Canvas, you will first need to navigate to the settings tab on your course page.

Then navigate to the "Navigation" tab, drag the Zoom item from the lower list to the upper list of active course items and click "save".
Zoom will now appear in your left hand course navigation menu.

**Scheduling meetings within Canvas**

Zoom Meetings can be scheduled from within your Canvas Course. You can access the Zoom for Canvas tool from the navigation area for the course. The landing page shows information on upcoming meetings and previous meetings. To begin scheduling a session to appear on your Canvas page click the **“Schedule a New Meeting”** button.
Once you have selected "Schedule a New Meeting" you will be brought to a page to enter the meeting information such as the time and name of the meeting. If this will be a regularly occurring session, you can select "Recurring Meeting" and enter the necessary information.
Once you fill out the necessary information and click "Save", you will be brought to a screen confirming the details of your meeting settings.

You can find more information on meeting options in Zoom's guide on scheduling meetings: [https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-](https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-)

### Displaying meetings in Canvas as host

As the host of the meeting you will see tabs for your upcoming meetings, previous meetings, personal meeting room and cloud recordings. Please note that your upcoming meetings will list all meetings associated with your account, not just the ones scheduled through Canvas. Likewise, the cloud recording tab will list all associated recordings with your account. The personal meeting room and cloud recording tabs are not visible to students. Additionally, if another instructor or TA schedules a meeting in the class it will appear in the list of upcoming meetings for students, but not for the host. You can always view the Zoom tab in student view to confirm what students will see.

![Canvas screenshot](image)

**Displaying meetings in Canvas as student**

Students will only see tabs for upcoming meetings and previous meetings and do not have the ability to schedule meetings in the class. Currently, the recordings column will not display
session recordings if you have recorded your meeting. If you wish to make a recording available to your students, you can download the recording from Zoom and upload in the Media Library.
Anonymous Feedback Tool

We have created a special tool to mirror the Anonymous Feedback tool within Classes*V2. Only official instructors and students enrolled within the course can use this tool.

Anonymous Feedback is currently available in the course navigation by default for Yale College, Divinity School, and School of Law courses. If you are interested in using this tool for another course/school, please use this article to add it to your course navigation: Modify Your Course Navigation.

💡 For courses with multiple instructors, if one instructor reads the feedback, it will appear as “read” for all instructors.

1. Click “Feedback” from Course Navigation

![Feedback Tab](image)

Instructor View

Once you click the Feedback tab in the Course Navigation, if there is feedback, you will see a preview of the comment [1]. Click on the preview to read the full comment [2].

You can also see the status of the comments, either read or unread [3]. To mark a comment as read, select Mark as Read [4].
You also have the option to download all of the feedback into a CSV file. In order to download feedback, click on "Download CSV". This will download your feedback onto your computer.

---

Student View

Students will see the Feedback tab in the Course Navigation. Once clicked, they can write up to 1000 characters of feedback. Clicking Submit will submit their feedback.
Keep in mind, students can submit feedback as often as they like.

For individuals who are not official instructors or registered students, they will receive this message:

For more information or help with the Feedback tool, please contact canvas@yale.edu
How do I use the Email Lists tool?

The Email Lists Tool is a tool that generates an email address for you to use to connect with the users in your course. The email addresses provided by this tool can only be emailed by official Yale email address of the instructors and TAs listed within the course site.

- Your course must be published to use the Email List tool and have the correct term (not default term)
- User must accept invitation to course to be added to the Email List
- You must enable the email tool in order to use Email List Tool
- Email list members are updated daily every 2 hours.
- Instructors/TAs can email all the course lists by default. If an instructor limits the TA’s course privileges to their enrolled section, then the TA will only be able to email sections they are enrolled in.
- There is no central storage repository of emails sent to these email addresses. Instructors and TAs will need to keep their own copies of sent emails

Add the Email List Tool to Your Course Navigation

To use the email list tool, you must first add it to your course navigation.

1. Login to your Canvas course.
2. Click Settings in the course navigation.
3. Choose the Navigation tab.
4. Click the dots next to the Email Lists Tool, and choose to enable the tool.
5. Click Save.
Create the Email List

6. The email list tool will now appear in your Course Navigation. Within your course navigation bar, click the "Email Lists" button.

7. Click "Create Email List".

A new list is created and members populate. An update will run that picks up the change in enrollment in your course, this will be reflected every two hours.

The “create email list” button will become disabled once pressed.
Select an Email List

On the following screen, you will see a drop down menu containing all of the different email lists that have been created for you. Lists you have access to may include:

1. All Course Members (does not include anyone with the role of "Grader" in your course)
2. Individual Course Sections - *if applicable* (if you are using an umbrella or unofficial cross-listed site, you will see the different sections of the course which have been combined to create your full course roster)
3. Individual Discussion/Lab Sections - *if applicable* (if you have official discussion/lab sections that the students must register for separately, they will also get a separate email list)
4. All Graders - *if applicable*
5. Graders for Individual Sections - *if applicable*
Click View Members

Once you have selected a list, click the "View Members" button.

View Your List

You will now see a full list of all of the people who are part of this list and the email address associated with each member.

At the top of the page, you will see the email address that you can use to email this group of users. Click on the email address or you can highlight and copy the email address.
TIP: You can also click on an individual user's email address to send an email to just that user.

Open Email Client & Compose Message

Now go to your preferred email client (recommended email client is Outlook). Compose a new message and paste the email alias into the "To:" area.

Fill in the Subject and Content of your email and send.

When you send a message to an Email Lists address, you will receive a copy of your message. Your copy will only show the Email Lists tool address in the "To" field.

TIP FOR OUTLOOK USERS ONLY

If you would like to keep a copy of your email message which includes a list of the individual email addresses that received your message, you can do so by following the instructions below:

1. When you compose your message, paste the email alias into the "BCC:" area**.
2. Once you have pasted the email address, wait a few seconds and then you will see a "+" symbol appear just before the email address. Click on the "+" symbol to expand the list.
3. You will then see a pop-up warning telling you that the email address you pasted will be replaced with the individual members. Click "OK" to continue.
4. You should now see the list of the individual email addresses.

** - You will want to make sure that you do use the BCC area if you expand the user list. This will make sure that the students will not see each other's names/email address and will not be able to reply to the entire list.

💡 For information on Canvas's Conversations (Inbox) tool, visit this article:

How do I use Conversations (Inbox)?
Using Post'Em within your Canvas site

The Post'Em Tool is a way for instructors to provide detailed text feedback to students by uploading a single CSV file. Your CSV file can contain multiple columns of feedback and you can upload as many different CSV files as you wish.

Add Post'Em to your Course

Post'Em has already been added to your course, but not automatically to your course navigation. In order to add to your course navigation:

Go into “Settings”, then Navigation.

Click and drag Post'Em to appear within your course navigation.

Click “Save”
To Use Post’Em

1. Download your course CSV template
2. After you make the changes to the CSV file, you can upload the CSV here.
3. Provide a title for the students to view.
4. Release feedback to participants option.
5. Upload the CSV to the course.
6. Location where the feedback CSV will appear.

💡 When searching for users in a large spreadsheet, please remember to search the entire document:
How do I use the Sign-Up Tool?

⚠️ Please note: Sign-Up Tool is currently within a beta release. This means that there could be additional changes made based on the feedback received from those who are using the tool. If you are using the tool and would like to provide us with feedback, please fill out the following Google Form: Sign-Up Tool Beta Release Feedback.

💡 To make the slots available to students, make sure you publish your appointment block. Once it is published there will be a green check mark next to it.
• If you see an orange exclamation point next to a time slot you are trying to edit, it means that students have already signed up for that time slot.

To Access Sign Up
To Create New Appointment
How do I Edit an Appointment Group
How do I Edit an Individual Time Slot
How do I Reserve a Spot for a Student
How to View who Reserved a Time Slot
How to Unreserve an Attendees' Reservation
How to Email Appointment Group Participants
How to Modify Appointment Group Notifications

To access Sign-Up

1. Go to Sign Up from global navigation
To create a new appointment:

1. Click “+Appointment Group”

The only information which is required is title. However, you can also include the location, details, and address for the appointment blocks.
2. Choose the start date and the times of the appointments. Set the frequency (i.e. does not repeat, daily M-F, Weekly, Bi-Weekly, Monthly) and set the amount of occurrences.

3. Set the frequency (i.e. does not repeat, daily M-F, Weekly, Bi-Weekly, Monthly) and set the amount of occurrences. Set the duration, then select "Add Slots".
*Note* You want to select the date that this will start.

(See screenshot below for details)

4. Click on the "Manage Slots" tab.

5. Each slot is then created. You can modify each date, start time, and end time individually if needed.

6. If needed, you can delete a time slot.
Under the Calendar Tab, if you are using this for multiple courses or groups, you can select every course applicable.
Under the "Option" tab, you can set the Max # of users per slot, max # of slots per users, and the user visibility. Note: If it is set to "visible", students will be able to see who have signed up for that time slot.

Under the "Notifications" tab, you can modify the type of notifications that are sent out to the Instructors and TF's.

Note: Currently the notifications are global for all instructors and teaching fellows. Meaning either everyone received notifications or no one receives notifications.
By Clicking the "Files" tab, you can upload a document which is applicable to this appointment group.

Once all of the information and settings are completed, click "Publish" to make it available to students and click "Save Changes"
How to Edit an Appointment Block

From the Sign-Up too, click "Edit"

The appointment group information and tabs will appear. You will be able to edit all content by clicking on the tab associated with the information you would like to change.

How to Edit a Time Slot

Once you are in the edit appointment group, you can click on an individual time slot and modify the criteria.

1. To change the date, you can click on the date, and a calendar will populate.
2. You can also change the start time and the end time (3).
4. Finally, you can modify the user limit for each individual time slot.
How to Reserve a Time Slot for a Student

In order to reserve a time slot on the student's behalf, you need to open the appointment group to display the time slots and availability.

1. Click on the "manage reservations" for the time slot you would like to choose for the student.

2. Choose the student you are reserving the time slot for.
3. The student's name will appear associated with the "reserve for".
4. Click "Reserve" and now the selection will indicate that it is filled.

How to View who Reserved a Time Slot

To see who has reserved a time slot:

1. Click on "Participant Summary"

2. You will see the student's name listed under Participants for each time slot and date. You can also download the participant summary as a csv.
How to Unreserve an Attendees' Reservation

To unreserve an attendees' reservation, you want to click "manage reservations" for the time slot. Then you click on the X next to the attendees' name.

A pop-up window will appear where you can write comments to the attendees on why you are unreserving their selection. Then click "Ok".

How to Email Appointment Group Participants

1. Click on the blue envelope associated with the appointment group.

2. Select the category of students you would like to message.
3. Type your message, including subject, then hit send. The students will receive this via their Yale email address.

How to Modify Appointment Notifications

1. Click on the gear icon associated with the appointment group and select "Notifications"

2. Click on Notifications Tab and modify the notification preferences

3. Hit Save Changes.
# Edit Appointment Group

<table>
<thead>
<tr>
<th>Event</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Group Published</td>
<td>✔️ ✗</td>
</tr>
<tr>
<td>Appointment Group Updates</td>
<td>✔️ ✗</td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>✔️ ✗</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>✔️ ✗</td>
</tr>
<tr>
<td>Appointment Deletions</td>
<td>✔️ ✗</td>
</tr>
<tr>
<td>Appointment Updates</td>
<td>✔️ ✗</td>
</tr>
</tbody>
</table>

[Save Changes]

[UNPUBLISH] [PUBLISH]
Embedding Box into a Canvas Course

By using Box.com within a page on your Canvas course, you can have an effective way to serve many, or large, files to students in Canvas. You can also use this Box folder as a way to allow students to upload files to share with the class as a whole. This guide outlines how to link to Box from your Canvas course.

This is a multi-step process with several components along the way. The sequence is as follows:

1. [Create a Box Folder](#) to link to, or use an existing folder.
2. [Create a New Page in Canvas](#) to embed the Box folder.
3. [Add the Page to Course Navigation](#) in which the Box folder is embedded.

Creating a Box Folder

Sign into your Yale Box account using this website: [http://box.yale.edu](http://box.yale.edu). If you have an existing Box folder you would like to link to, skip to step 2. To link to a new folder:

1. Click on + New.

2. Select Folder
3. A pop up will appear, allowing you to give your folder a name.

The default sharing option is for people in the Yale community to have access to the folder once it is linked to your course. You can change this after you create the folder, by clicking on the "Sharing" option.

There are several roles you can choose from, this information is available by clicking "Learn about access levels" information icon. Select the appropriate permission for the students.
5. Click Create, and your folder should now be created. You can then begin adding and organizing content into the folder.

**Access the Embed Code for your folder**

In order to add the shared box folder to your Canvas site, you will need to have an embed widget. The following directions are how you can obtain and copy this code.

6. In Box, click on the three-dotted button to the right of your folder [1], hover over More Actions [2], and choose Embed Widget [3].

7. A pop up will appear, copy the embed code.
   
   - **Size** - You can choose between the sizes of small, medium, and large.
   - **Sort** - The files can be sorted by Name, Size, or Date.
• View - You can choose to the folders as a list or a grid.

Create a New Page in Canvas

In order to embed the Box folder into your Canvas site, you will need to create a page within Canvas.

1. In Canvas, create a new page by selecting Pages in the left navigation of your canvas course.
2. Click “+ Page” in the upper right corner.

3. Name your new page in the top text box.

4. Then select HTML Editor in the top right of the page.

5. Once you have selected “HTML Editor” you will notice that you now have simply a blank box for inputting text. Paste your code here that you previously copied from Box.

6. Click Save and Publish.
Add Page to Navigation

Link the page you just created to the course navigation.

1. Copy the page you URL to your clipboard.

2. From your left side navigation bar, click on Settings.

3. Across the top of the screen, click the Apps tab.

4. In the "Filter by app" box, type in Redirect.

5. The App results will now filter. Click on the Redirect tool.
6. Click the +App button.

Enter the information for the page you created in the earlier steps.

7. The name of the page should have reference to the Box folder you will be linking.

8. Paste the URL to page you created in the earlier steps

9. Uncheck force open in a new tab

10. Check Show in Course Navigation

11. Click Add App

Refresh your page and you will see the link in your course navigation. When you click on the link, you will either see a login screen for Box or a screen like below:
Once you log in or drag the cloud to its insert, you will see your box folder within Canvas. You can add/edit/delete files from this page directly. If you gave your students access to edit this folder, then they also can add/edit/delete files.

Note: As a security measure, whenever you access the Box link within Canvas you will be asked to either log in or drag the cloud to its insert.
For more help with Box.com, please contact Yale ITS Helpdesk or 203-432-9000.
External App: Gradescope

The Poorvu Center is piloting Gradescope for the Spring 2019 and Fall 2019 terms. To learn more about the pilot, please see the following page on our Poorvu Center website.

Gradescope Get Started Guide: https://www.gradescope.com/get_started

Help from Gradescope: help@gradescope.com

How to enable Gradescope in Canvas

To enable Gradescope for your class, go to Settings → Navigation → and drag Gradescope above the fold. Scroll to the bottom of this page and save the changes to enable the tool for your class.

The first time you click on Gradescope from Canvas, it will open a new window, and ask if you want to create a new course, or link to an existing one. You should not need to sign in again.
If you choose to create a new course, ensure the term is accurate in Course Settings before continuing. If you are creating a Gradescope course for a spring class but it is still during the fall term, Fall 2018 will be the default, instead of Spring 2019.
How to Sync your Roster in Canvas to Gradescope

To Sync your roster, click on the Roster button on the left nav, and click “Sync Course Roster.”

Optionally uncheck “Let users know that they were added to the course” before you Sync to avoid unnecessary emails to your class.

Sync With Canvas Roster

You haven’t added anyone to your course yet.
Add students or other instructors to your course.

Once your roster is synced, users who were added from Canvas will have a chain link in the “Linked” column with their roles associated with them.
How to link and Assignment in Gradescope to Canvas

First, create an assignment in Canvas where the Submission Type is External Tool. (For information on how to create an assignment, see the following guide.) This will create the assignment for your students in Canvas that will serve as a passthrough to Gradescope, regardless of Instructor or Student submitted assignment, and will create the appropriate column in the Gradebook where grades will be sent.

For “Enter or Find an External Tool URL“ Click Find and scroll to select “Gradescope”
Complete the other Assignment settings as desired, and create and publish your assignment. The assignment must be published for Gradescope to find it to link to.

If you want to prevent students from seeing or getting notified about the grades in Canvas for a particular assignment, mute the assignment in the Canvas Grades tool until you are ready to release grades.

After the assignment is created in Canvas, go into Gradescope to create your assignment.

See Gradescope's “Get Started” guide on how to create different types of assignments.

https://www.gradescope.com/get_started
Once your Gradescope assignment is created, link it to the appropriate Canvas assignment by going to the “Settings” of the Assignment, and choose the Link button under Canvas Assignment.

The integration will populate with the list of assignments you have already created in Canvas. Choose the appropriate assignment, and choose Link Assignment. Save your changes.

Link Canvas Assignment

Select the Canvas assignment matching this one from the list.

SELECT ASSIGNMENT TO LINK

Assignment One

Link Assignment  Cancel
You assignments are now linked. When you have finished grading in Gradescope, you will be given the option at the end to publish grades back to Canvas, updating the Gradebook with the scores from Gradescope.

How to log In to Gradescope through CAS / Single Sign On

From Gradescope.com, go to the Log In button in the top, right, and choose School Credentials

Find Yale NetID in the list at the bottom
Select your school below

If you do not see your school on this list, that means we do not have single sign-on enabled at your school yet.

<table>
<thead>
<tr>
<th>University of Alaska Username</th>
</tr>
</thead>
<tbody>
<tr>
<td>CeiNet ID</td>
</tr>
<tr>
<td>Bucknell Username</td>
</tr>
<tr>
<td>Duke NetID</td>
</tr>
<tr>
<td>HarvardKey</td>
</tr>
<tr>
<td>Notre Dame NetID</td>
</tr>
<tr>
<td>Oregon State ONID</td>
</tr>
<tr>
<td>University of Pittsburgh</td>
</tr>
<tr>
<td><strong>Yale NetID</strong></td>
</tr>
</tbody>
</table>

Please login with your NetID and Password to continue.
Files
Files (Vendor Guides)

Below are the vendor guides for Files.

- How do I view my user files as an instructor?
- How do I view course files as an instructor?
- How do I view group files as an instructor?
- How do I use Files as an instructor?
- How do I move and organize my files as an instructor?
- How do I rename a file as an instructor?
- How do I create a folder in Files as an instructor?
- How do I upload a file to a course?
- How do I preview a file as an instructor?
- How do I upload ZIP files as an instructor?
- How do I bulk upload files to a course?
- How do I delete a file or folder as an instructor?
- How do I download a single file as an instructor?
- How do I download a folder in ZIP format as an instructor?
- How do I restrict files and folders to students in Canvas?
- How do I set usage rights and user access for a course file?
- How do I set usage rights and user access for a course file folder?
- How do I edit an HTML file in a course?
- What types of files can be previewed in Canvas?
Files and File Storage Quotas in Canvas

By Default, you are given 1 GB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

There are 3 types of file storage in Canvas:

- Course File Storage
- Group File Storage
- Personal File Storage

Course File Storage

Course File Storage is set at a default of 1GB per course. Files that count against the course storage limits are as follows:

- Any files uploaded into the course content.

Group File Storage

Group File Storage is set at a default of 50MB per course. Files that count against the course storage limits are as follows:

- Any files uploaded into the group by the group members and/or instructor.

Personal File Storage

Personal File Storage is set at a default of 100MB per user. Files that count against the personal storage limits are as follows:

- Files uploaded directly into your personal file storage area
- Files uploaded to ungraded assignments
- Files uploaded to ungraded discussions
- Files attached to “Conversations” (Inbox/Email)
Note to Students

- Files that are submitted as part of a graded assignment or Graded discussion will appear in your personal file storage area, but they will not count against your quota.
- Files that are submitted as part of a graded assignment cannot be deleted from your personal file storage area.
- Files submitted to previous courses (courses that have been concluded) are not automatically deleted from the student's personal file storage area.
Migrate Classes*v2 Resources to Canvas Files

Please note that Web Links (URLs) are not supported in Canvas Files. Web Links will be converted to a page which contains the link to the website.

By Default, you are given 500 MB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

If you would like to migrate Classes*v2 Tests and Quizzes to Canvas, please see this article: Migrate Classes*v2 Test and Quizzes to Canvas Quizzes.

Starting early summer 2017, we will copy instructional materials from the most recently used Classes*v2 site for each course taught since 2009. As the instructor of record to the courses, you will be enrolled once the transition is complete to verify and re-use the materials. We ask for you to wait until the process is completed to then request any additional courses that you would like migrated to Canvas. To request an additional course migration from Classes*v2 to Canvas, please fill out this form: Course Migration Request Form.

OPTION 1: Use a ZIP Archive

Use this option if you do not have current copies of your files on your computer.

Create a ZIP Archive

In Classes*v2, create a ZIP Archive of your course's Resources: How to Create a Zip Folder in Classes*v2 Resources

Download ZIP Archive

Download the ZIP Archive by right clicking (PC) or control clicking (Mac) the ZIP file and then selecting download/save as. Save the file to your computer.
Import ZIP Archive

Import ZIP Archive into Canvas:  How to Import Zip Folder in Canvas Files.

💡 For more information about the Resources tool in Classes V2:

What is the Resources tool?

How do I navigate the Resources tool?

How to upload and unpack zip files in the Resources tool?

How to reorder files and folders in Resources?

OPTION 2: Manual upload files (individual or bulk)

Can use this if you have current copies of your files on your computer

Go to Canvas

Log into your Canvas course site

Upload Files

Follow the instructions listed here:  How to Bulk Upload Files into a Canvas Course?

💡 For more Information about the Files tool in Canvas:

How do I upload files in a course?

Files tool guides (Vendor Guides)
How do I create folders in my course "Files" area?

By Default, you are given 1 Gig of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

Open Files

In Course Navigation, click the Files link.
Add Folder

Click the "+ Folder" button in the upper right corner of the screen.
Enter Folder Name

Under the files list, a text entry field will appear.

- Type in the name of your folder.
- Click the "Enter" or "Return" key on your keyboard.
Add files

Your new folder will now appear in your files list. On this screen, you can drag and drop files into the folder.

For more information about creating a folder in Files:

How do I upload a file in a course?

How do I create a folder in Files as an instructor? (Vendor Guide)

Guides for the Files tool (Vendor Guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
Using the Content Selector Panel To Add Links to Files

You can insert links to files in your course's Files area by using the Content Selector Panel in the Rich Content Editor. The Rich Content Editor and Content Selector Panel are available in Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Prepare For File Links

Create your content in the Rich Content Editor. Place your cursor in the editor where you want the link to your file to appear.
Open Files Tab

The Content Selector Panel should appear to the right of your editor (if you do not see the panel to the right, you may need to scroll to the bottom of the page).

In the Content Selector Panel, click the "Files" tab.
Link to File

INSERT FILE (File is already in your course's Files Area)

Under the Files tab, you will see structure of the folders and files that exist in your course's Files area. Within the Content Selector panel, find your file and click on it [1]. A link to your file will be inserted in the editor where your cursor was placed [2].

UPLOAD FILE
If your files are not yet located in the Files area of the course, you can upload the file through the content selector panel. On the Files tab of the Content Selector Panel, click the "Upload a new file" link [3].

When you upload the file, it will go into your course's "Files" area. Select the folder in which you would like your new file to be uploaded to [4] (if you select "course files", the file will be uploaded in the main course folder). Click the "Browse" button [5].

Navigate to and click on the file you want to insert [6]. Click "Open" to select the file for upload [7].
Click the "Upload" button [8].
View File Link

View your link in the Rich Content Editor. Your inserted links should appear where the cursor was located.

Save Changes

Click the "Save" button (or if you are in the Syllabus tool, click the "Update Syllabus" button).

View Content

View your content and verify that your files are linked properly. If your document is supported, you click preview the file by clicking the Preview icon [9]. Download the file by clicking on the file name or the pop-out icon [10].
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I upload a file to a course?

Notes:

• By Default, you are given 500 MB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.
• Video and media files should be uploaded into the Media Library tool and not into Files.

Open Files

In Course Navigation, click the Files link.
Upload File

Click the Upload button.

Open File

Click the title of the file you want to upload [1] and click the Open button [2].
OR Upload Files via Drag and Drop

You can also add to your files area by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add [1] and drag the file to your open browser [2]. Your file will automatically upload.

Replace Duplicate File

If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click Change Name button [1]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the Replace button [2].
View Upload Progress

A progress bar will appear at the top of screen tracking the progress of your file upload.

View File

Click on the file name to view your file.

💡 For more information about uploading files:

- How do I create folders in my course Files area?
- How do I upload files to Media library?
How do I use Files as an instructor? (Vendor guide)

What types of files are supported in Canvas? (Vendor guide)

Guides for the Files tool (Vendor Guides)

What if I have large media files?

Use the Media Library tool to house your media files for streaming. Here are a set of guides for accessing and using the Media Library in Canvas.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Global Navigation
Below are the vendor guides for Global Navigation.

- How do I log in to Canvas as an instructor?
- How do I use the Global Navigation Menu as an instructor?
- How do I use the Dashboard as an instructor?
- How do I view course cards in the Dashboard as an instructor?
- How do I use the To Do list and sidebar in the Dashboard as an instructor?
- How do I use the Global Activity Stream as an instructor?
- How do I view grades in the Dashboard as an instructor?
- How do I view my Canvas courses as an instructor?
- How do I customize my Courses list as an instructor?
- How do I view my institution's Public Course Index as an instructor?
- How do I get help with Canvas as an instructor?
- How do I log out of Canvas as an instructor?
Grades
Below are the vendor guides for Grades.

- How do I use the Gradebook?
- How do I view assignments or students individually in the Gradebook?
- How do I use grading periods in a course?
- How do I use the icons and colors in the Gradebook?
- How do I view assignment details in the Gradebook?
- How do I create assignment columns for non-submission assignments in the Gradebook?
- How do I hide student names in the Gradebook?
- How do I enter and edit grades in the Gradebook?
- How do I excuse an assignment for a student in the Gradebook?
- How do I view the history of all grading changes in the Gradebook?
- How do I leave comments for students in the Gradebook?
- How do I send a message to my students from the Gradebook?
- How do I set a default grade for an assignment?
- How do I curve grades in the Gradebook?
- How do I mute or unmute an assignment in the Gradebook?
- How do I view a student’s Grades page in a course?
- How do I view a student’s submission details page in a course?
- How do I view my students’ total grades as a point value instead of a percentage in the Gradebook?
- How do I sort columns in the Gradebook?
- How do I move the Total column in the Gradebook?
- How do I use the Notes column in the Gradebook?
- How do I view grades for concluded student enrollments in the Gradebook?
- How do I view grades for inactive student enrollments in the Gradebook?
- How do I download all student submissions for an assignment in the Gradebook?
- How do I upload all student submissions for an assignment in the Gradebook?
- How do I download grades from the Gradebook?
- How do I upload changes to the Gradebook?
- How do I post final grades for a moderated assignment as a moderator?
- How do I get to SpeedGrader from the Gradebook?
Bulk Import Grades into Gradebook

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook.

💡 Please note:

- The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
- CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments.
- Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment’s grading scheme.
- Read-only columns are automatically ignored in the upload.
- When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
- An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
- To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.

Please see the Vendor Documentation to learn how to import grades into your gradebook.
Blind Grading

Canvas allows you to hide student names in Assignments, or in the Gradebook.

By default, student names are shown in the Gradebook. However, you can hide student names in the Gradebook to remove bias in grading.

You can hide student names in SpeedGrader for anonymous grading at the course level, and at the assignments level.

- Hiding student names in the Gradebook,
- Enabling blind grading at the assignment level,
- Enabling blind grading at the course level.

How do I hide student names in the Gradebook?

From your Course Navigation, click Grades [1], click the Settings icon [2], and choose to Hide Student Names [3].

You can undo this action, by clicking Grades in your Course Navigation [1], choose the Settings icon [2], and select Show Student Names [3].
Enabling Blind Grading at the Assignment Level

Open SpeedGrader from the assignment you would like to grade anonymously [1].

Click the Settings icon near the top left of the browser [2].

From the pop up, check the box to Hide student names in the SpeedGrader [3], and click Save Settings [4].
You can check to see that the student names are hidden by clicking the student drop down menu. You will see the names of students are now listed as Student 1, Student 2, etc.

Enabling Blind Grading at the Course Level

From your Course Navigation, click Settings [1], and select the tab Feature Options [2], and turn on Anonymous Grading [3]. Turning this option on forces student names to be hidden in SpeedGrader.
More information about blind grading can be found on the Poorvu Center for Teaching and Learning's website.

For more information on anonymous grading, visit the vendor guides regarding:

- Hiding student names in the Gradebook
- Enabling anonymous grading
Gradebook Information

1. Click on Grades from the Course Menu

Each assignment that you have created in the course will have its own column with the rows being the enrolled students.

Each assignment category will also have its own column with the student's average for that category. You can set the weights of these categories.
Finally, by selecting the gear icon, you can customize your view of the Gradebook and set the category weights.

For more information about the Grades tool:

How do I grade assignments?
Dues dates vs display dates

How do I use Speed Grader?

Guides to the Grades tool (Vendor guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How to Use Speed Grader

Speedgrader is a grading tool where instructors can leave inline comments, grades, and feedback for student’s work all on one screen. Speedgrader can be used with assignments, graded discussions, and quizzes. Some file types can be marked up for feedback directly within the submission. Instructors can also provide feedback to your students with text, file attachments, or media comments.

Components of Speed Grader:

Speedgrader has four areas:


2. Area to assign grade (either percentages or points).

3. View comments created by you or the student about the assignment.

4. Create text, video, and/or audio feedback for the student.
Some Additional Features:

5. Instructors can mute assignments to allow you to complete all grading prior to the students seeing their scores.

6. To grade anonymously, instructors can hide the student's names.

7. Inline commenting using DocViewer allows you to leave feedback directly within the preview of the document without having to download the document onto your computer.

8. You can easily flip through the submissions by using the arrow keys next to the student's names.

For more information on Speedgrader:

Gradebook information

How do I grade assignments?

Due dates vs. display dates

Speedgrader Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
Due Dates versus Display Dates

With Canvas @ Yale, you can set both due dates and display dates for assignments and discussions. This document is designed to show the differences between the two features.

1. **Due Date:** When you are creating an assignment, you can set due dates for the students to see. This date will be displayed both in the assignment and in the syllabus page.

2. **Display Date:** If you would like to prevent the students from seeing the assignment prior to the week it is due and not be able to submit it after it is due, then you can set the display dates.

Note: The assignment will still be visible on the syllabus page, but when the students click onto the assignment, they will get a page similar to below:
For more information about the due dates in the assignment tool:

How do I create assignments?

How do I grade assignments?

Guides to the assignment tool (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
How to Change Grading Schemes

Within Canvas @ Yale, there is a default grading scheme set by Canvas. If your course has its own grading scheme, you can modify this grading scheme easily. This article provides the directions on how to create a grading scheme and how to embed this grading scheme into your course.

Below is the default grading scheme:

![Grading Scheme Table]

In order to create a new grading scheme, please see:

How do I add a grading scheme in a course?

Please note: a grading scheme will not take affect until it has been embedded into the course. To learn how to embed a grading scheme within your course, please see:

How do I embed a grading scheme for a course?
How do I submit audio/video feedback to a student?

NOTE: To submit audio feedback, you will need to have a microphone. To submit video feedback, you will need both a microphone and a webcam.

Go to Assignments

Go to the "Assignments" area.

Click on the assignment

Find the assignment where you would like to give audio/video feedback and click on it.

Go to Speedgrader

Click on the "Speedgrader" link.

Once inside SpeedGrader, look to the right side grading panel. Under the "Assignment Comments" text box, click the media recording icon. A pop-up window will appear.
Select recording type

In the pop-up window you will see two options. You can either select the "Upload Media" tab to upload a file that you have already recorded or you can create a new recording by selecting the "Record Media" tab (this tab is selected by default).

Record Media

If you choose to record your own media, select the "Record Media" tab. Enter in a title for your recording in the "Title" box [1]. Then, on the left, you can choose to record audio only [2] or you can choose to record audio and video [2]. Once you have selected the appropriate option, click the "Allow" button [4] in the Adobe Flash Player Settings pop-up.
Begin Recording

When you are ready to begin recording, just click anywhere in the box. When you are done recording, just click again in the box.

Note: If you are recording audio & video, you should see a preview of your webcam image while you record.
When you are done recording, the recording will automatically play back for you to review. If you are happy with the recording click the "Save" button [1] or you can click the record button to re-record [2].
When you are done, the media recording feedback will appear in the right side grading panel in SpeedGrader.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
Groups
Groups (Vendor Guides)

Below are the vendor guides for Groups.

- How do I view all groups in a course as an instructor?
  - How do I view my Canvas groups as an instructor?
  - How do I add a group set in a course?
  - How do I edit a group set in a course?
  - How do I automatically create groups in a group set?
  - How do I manually create groups in a group set?
  - How do I create self sign-up groups in a group set?
  - How do I automatically assign students to groups?
  - How do I manually assign students to groups?
  - How do I assign a student leader to a group?
  - How do I message students who have not signed up for a self sign-up group?
  - How do I prevent students from switching groups in self sign-up groups?
  - How do I move a student into a different group?
  - How do I view content and student activity within a group as an instructor?
Accessing Group Sites

Once you create Group Sets and Groups, each Group has its own group site that is created in order for the students within the group to collaborate together. The purpose of this document is to show instructors and teaching fellows how they can access the Group's Homepage.

1. From the Course Navigation, Click on “People”.

2. Click on the Group Set
3. Then, click on the gear associated with the group and select “Visit Group Homepage”.

The following tools are available within the Group Site:

1. Announcements
2. Pages
3. People
4. Discussions
5. Files

6. Conferences

7. Collaborations

Note: The students will have the access to use all the tools within their specific group site, including posting announcements, uploading files, and creating pages.

💡 For more information about accessing Group sites:

- How do I create Groups?
- Guides for the group tool (Vendor guides)

💡 If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I Create Groups?

Create Group Set

1. Begin by clicking on the People tab.
2. Click + Group Set.
3. Select your options for the Group Set, and click Save.
To Create Groups within Group Set

4. Click on +Group.

5. Name the Group.

6. Select Save.
7. If you select “I'll create groups manually”, then you want to click the + next to each student's name.

8. Click on the link to add the student to the specific group.

9. To see what students are in the group, click the arrow next to the group’s name.

For more information about Groups:
Accessing Group sites

Guides for the Group tool (Vendor guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Media Library
What is the Media Library tool?

The Media Library tool is designed to enable instructors, TFs or project site maintainers to upload audio and video files that will be streamed to students and other participants in their Canvas course or project sites. The tool also enables these users to record lectures, create video assignments, and organize content in folders for individual or departmental use.

Media library is Yale's implementation of Panopto, a media management and video capture platform. All media files are saved securely on and served from the Panopto servers, via Amazon web services.

If an instructor would like to record their in class lectures or if you have any questions about the media library please contact us at the below URL and we will be happy to work with you.

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation
How do I add media files to the media library?

The Media Library is the place to upload any video or audio files you'd like for sharing with class participants.

Uploading and Media management - The “Create” button

All basic functions can be found through the “create” button in the Media Library tool. The create button can be found in the top center of the Media library page.

Uploading Media

To upload video and/or audio files select “upload media” from the create button. You can drag and drop up to 100 files into the window. After uploading has finished you may close the window. Once processed, they will be viewable by students.

Record a new session

This option will download and open the screen and video recorder. Please click here for a guide on using this recorder.
Create a new folder

Simply click on “Create” then “New Folder” to make a new folder. Creating folders is a useful way to organize your media. You may create as many folders and subfolders as you like.

Embedding Media in Other Areas of Your Site

Media files that have been uploaded to the Media Library can be embedded in other parts of a course site by using the rich text editor. The rich text editor tool is available in Announcements, Forums, Syllabus, and Quizzes. Simply select a place in the text box where you want to insert your media, then click on the green Media Library icon:

Browse your course libraries until you locate the folder containing the media:

Select the media file you want to embed and save the selection. The media file and player will then be embedded in your announcement, discussion, page, syllabus or quiz page for students to view. (Note: embedded videos are not included in the email notification of an Announcement that participants will receive, but the media can be accessed by viewing the announcement within the course site.)
Lecture Capture

If you have arranged to have your class lectures recorded, they will become available automatically in the Media Library section of your course site. If interested in having your class lecture recorded, please request a consultation with Poorvu Center for Teaching and Learning at the following address:

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation
How do I create a video assignment?

Go to Settings

To create a folder students can upload to, you need to create an “assignment folder.” Click on the settings icon in the Media Library.

Create an Assignment Folder

Within the overview tab in setting click on “Create Assignment Folder.”

Once clicked a new folder will be created within the current folder and students will have the ability to upload media. By default, students will not be able see each others media. This can be changed in the setting tab of the assignment folder.
For more advanced usage of the Media Library please request a consultation with the Poorvu Center for Teaching and Learning using the below link:

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation
How can I share a video?

Share the video

To share a specific video, navigate to the video in Media Library and click the share icon.

Select User/s

In the "Invite people" field, type the name of the person or group you wish to share the content with. Individuals can be found by email or netid. Groups can be found by typing in the name of the course.
Save Changes

Choose your user or group and then select "save changes" or "send and save changes" if you have checked off the box to notify users via email about their access.
How can I share a folder?

Share the folder

Navigate in to the folder within Media Library and select the share icon in the upper right corner.

Set folder access

Most folders are set to inherit the permissions set by their parent folder. If you wish to add people to the folder, click on "Who has access" and set it to "Specific people". This will retain the inherited permissions, but allow you to add users or groups.
Invite users or groups and set permissions

Under "invite people" type the name of the people or groups you wish to share the folder with. Select your users or groups from the returned options, then set their permission levels to "can view" if you only want them to view the contents or "can create" if you want them to be able to add content to the folder.

![Invite people](image)

Save changes

Select "send and save changes" if you have selected to notify people via email about their access, or just "save changes" if you have not selected the notification option.

![Save changes](image)
How can I see other folders I have access to?

Select folder dropdown menu in Media Library

In Media Library, select the folder drop down. You will then see a list of all folders you have access to view within the Media Library video management system.
What are the search features?

Search results

The media library is able to search for the following items:

1. Video title and description
2. Folder title and description
3. Powerpoint or Keynote text
4. Spoken words in video (Note: this speech to text search feature is about 80% accurate)

Any words or text searched within a video also displays the time it appears in the video.

Searching within a folder

To search for everything in your current folder click on the search bar.
Searching everything

To search for everything that you have access to in the Media Library, select the folder title, then scroll to the top and select “everything.”
How do I move my media?

In order to move media to a new course or folder, please first ensure you have the new course set up in Media Library by going to your course page in Canvas and navigating to the Media Library section.

Moving an individual piece of content

Navigate to the file you wish to move and select the "Settings" button.

Select new location

In the overview section, you will see the current location of your media. Select "edit" and choose the new location for your media and then save your changes. You can move the video to any folder to which you have creator level access. Your content will now be located in the new folder destination.

Moving a folder

Navigate in to the folder you wish to move within Media Library. Select the "folder settings" gear icon in the upper right corner.
Select new location

In the overview settings, you will see the current "parent" folder in which the folder resides. Click edit and select the new "parent" folder, then save your changes. You will be able to move the folder into any folder to which you have creator level access. The folder will now be located within the new folder you selected.
How can I copy/move multiple items to another folder?

In order to copy media to a new course or folder, please first ensure you have the new course set up in Media Library by going to your course page and navigating to the Media Library section.

Navigate to your media on the main Media Library page

To copy media, and move multiple items at a time, you must access your media through the main Media Library page. You can either go directly to http://medialibrary.yale.edu/, or click the "Open in Panopto" button from your course Media Library page.

To copy items, check off the media you wish to move and select "Copy"
From the dropdown menu, select the new location

Select "Copy"

Once you select "Copy" the media will be copied to the new location. The copy window will present a notification when it is safe to leave the page.
To move items, follow the same steps, but select "Move"

Note that copying creates another version of the file in a different folder. Moving a file will remove it from the original location.
How instructors and students can comment in video?

Select discussion

When playing a video, select discussion on the left hand side of the video player. This will display name and comments along with time points in the video when the comment is made.
How can I see viewing habits?

Navigate to the video and select the "stats" icon

To view video view habits, hover over the video you want and select the “stats” tool. This will display a graph of usage along with named user viewing habits. You can also download xls files for further analysis.
How do I record my own videos using Panopto Recorder?

If you would like to record your content using the Panopto application on your own computer, you can first start by clicking the Create button in Media Library, and then selecting Record a new session.

If you have previously installed Panopto, this will launch the application. If you have not installed Panopto, this will allow you to install versions for either Windows or OS X.

Once you have launched the application, you can first choose which folder you would like to upload the recording to once finished. The drop down menu will show you all folders to which you have been given creator privileges. You can also create a custom name for your session.

Then select your primary video source. This will be the main video and audio for your recording. If you have multiple available audio and video devices, the drop down menus will allow you to select which you wish to use.
The Panopto application also allows you to capture additional sources along with your primary video. This would most commonly be content from your desktop. As with the primary source, if you have multiple secondary sources, you can select which you wish to use from the drop down menu.

To begin recording, click the red Record button.
Once recording you can pause and resume your recording, or stop the recording when finished.

Once the recording has ended, it will automatically be uploaded to the folder selected.
How do I migrate Media Library course content from one library to another?

If you would like to migrate an entire course's content, this guide will show you how to move your media and folders to your new course. For additional assistance please contact medialibrary@yale.edu

Set up Media Library in your new course

Navigate to your new course in Canvas and click on the "Media Library" item in the left hand column. This will create the folder for this course.

Go to the main Media Library site

From within the Media Library in your course, select the upward facing arrow to navigate to the main Media Library site. You can also access the site by going to http://medialibrary.yale.edu/ and logging in.
Locate the content you wish to move

In the "Browse" section on the left hand side you will find a list of folders for your current and former classes that have used the Media Library. Navigate to the folder for the course you wish to move content from.
Moving folders

Click on the folder you wish to move, then enter the settings for that folder by selecting the gear icon in the upper right hand of the folder window.

You can also right click (control+click on mac) on the folder in the "Browse" section and select "info"

In the "Overview" selection, select "edit" next to "Parent folder"
Select the folder for your new course from the drop down menu and select "save". The folder will now be located within your new course folder.

Moving individual media files

Locate the media you wish to move in your previous course's folder and select which files you would like to move by clicking the box to the left of the file. Then select "Move" from the menu.

Select the folder for your new course from the drop down menu.
Select "Move". Once the window notifies you it has finished moving your files, the media will be located within your new course folder.
How do I find and move content that was in Media Gallery?

This guide will show you how to locate media you uploaded to Media Gallery in Classes*v2 and how to move it to your Media Library within your Canvas course. For any additional assistance please email medialibrary@yale.edu

Locate your previously uploaded Media Gallery content

Log in to Media Library at [http://medialibrary.yale.edu/](http://medialibrary.yale.edu/) by selecting the "Login" button and entering your NetID and Password when prompted.

In the left hand column under "Browse" will be a folder named "Media Gallery" which will have a folder within titled your NetID. This folder will have content you uploaded to Media Gallery in Classes*v2. Please note that this is only content you uploaded and may not be all the content used in your course. Content that was used in your course but uploaded by another user will not appear in this folder.

If you need access to material uploaded by another user, please email medialibrary@yale.edu
Set up Media Library in your new course

Navigate to your new course in Canvas and click on the "Media Library" item in the left hand column. This will create the folder for this course.

Go to the main Media Library site

From within the Media Library in your course, select the upward facing arrow to navigate to the main Media Library site. You can also access the site by going to http://medialibrary.yale.edu/ and logging in.
Locate the content you wish to move

In the "Browse" section on the left hand side, navigate to your NetID folder.
Moving folders

Click on the folder you wish to move, then enter the settings for that folder by selecting the gear icon in the upper right hand of the folder window.

You can also right click (control+click on mac) on the folder in the "Browse" section and select "info"

In the "Overview" selection, select "edit" next to "Parent folder"
Select the folder for your new course from the drop down menu and select "save". The folder will now be located within your new course folder.

Moving individual media files

Locate the media you wish to move in your NetID folder and select which files you would like to move by clicking the box to the left of the file. Then select "Move" from the menu.

Select the folder for your new course from the drop down menu.
Select "Move". Once the window notifies you it has finished moving your files, the media will be located within your new course folder.
How do I add and edit captions?

Panopto has the ability to manually upload captions or add captions through automatic speech recognition (ASR). Please note that captions created through ASR are not 100% accurate and should be reviewed and edited before being used for your content. This guide will show how to import and edit ASR captions as well as upload captions created elsewhere.

Importing ASR generated captions

To import ASR generated captions, enter the online video editor by clicking the "edit" button.

In the video editor, select "captions" from the left hand menu.

Select "import captions" and then "import automatic captions."
***If you do not see the option to import automatic captions, please contact medialibrary@yale.edu and provide a link to your video for reprocessing***

You will now see the caption text listed with timestamps.
Editing your captions

It is highly recommended to edit your ASR generated captions, as they will contain numerous errors. To edit the text, simply click on the text and type to correct or add content.

<table>
<thead>
<tr>
<th>Time</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>0:45</td>
<td>this not.</td>
</tr>
<tr>
<td>0:59</td>
<td>thanks bye would you get your coffee machine but we’re</td>
</tr>
<tr>
<td>1:04</td>
<td>talking</td>
</tr>
<tr>
<td>1:12</td>
<td>please.</td>
</tr>
<tr>
<td>1:44</td>
<td>two</td>
</tr>
<tr>
<td>1:51</td>
<td>two eight. you.</td>
</tr>
<tr>
<td>2:07</td>
<td>alright. so if you would just forward it to me as well.</td>
</tr>
<tr>
<td>2:12</td>
<td>I’m sure</td>
</tr>
<tr>
<td>2:27</td>
<td>you got</td>
</tr>
<tr>
<td>2:41</td>
<td>home. I haven’t</td>
</tr>
<tr>
<td>3:12</td>
<td>yeah.</td>
</tr>
</tbody>
</table>

You can also select the pen icon next to the text to open a edit window.
You can change the text and timing of the caption here.

**Edit Caption**

<table>
<thead>
<tr>
<th>Caption</th>
<th><strong>this not.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>0:00:44.68</td>
</tr>
</tbody>
</table>

**Uploading captions**

If you have had captions created from another service, you can easily upload them to your video content. Panopto currently supports *.srt, *.ashx, and *.dxfp file types for captions. To begin, follow the above steps to enter the online editor and select to the captions options from the left hand menu.
Select "import captions" and then "upload or request captions"

From the menu, delete the automatic captions if they are present for your session.
Browse to your caption file and select "Upload Captions."

You can now edit your captions, if needed, following the steps above.
Mid-Semester Feedback
Mid-Semester Feedback

The following topics will be addressed in this help document:

- General Information
- Mid-Semester Feedback Instructor Tool
- View Important Feedback Survey Dates
- Setting up Your Feedback Survey
- Adding Custom Questions
- Modify/ Edit Your Custom Questions
- Viewing Feedback Submissions
- Removing the Feedback Tool
- Mid-Semester Feedback (Student View)
- Submitting Feedback (Student Instructions)

General Information

- The tool is visible to instructors and students by default. If an instructor does not wish to use the tool, they may remove the tool from the course.
- There are 4 required questions which were developed based on suggestions from the Yale College Teaching and Advising (TLA) Committee.
- Instructors are able to create two additional custom open ended questions for each course.
- Only users with the role of “Instructor” in the course can add/modify questions and view student submissions.
- Only users with the role of “student” or “auditor” in the course can submit feedback.
- Student submissions will be purged on a pre-selected date that is displayed within the Mid-Semester Feedback Instructor tool. Instructors are welcome to download copies of the student feedback for their courses prior to the purge date.
NOTE: The Mid-Semester Feedback tool is comprised of 2 separate tools located in the Canvas Course site’s course navigation bar - one for Instructors to set up questions and view survey submissions and a second tool where students will submit their feedback.

- Mid-Semester Feedback Instructor - This tool will become available to instructors approximately 1 week before the survey opens for students. All users in your course with the role of “Instructor” will be able to modify the survey and view submissions. TAs will see the tool in the Course Navigation, but will not be able to use the tools. Students will not see this tool.

- Mid-Semester Feedback - This tool will become available to students on the open date. The tool will be visible in the Course Navigation for all users, but only users with the role of “Student” and “Auditor” will be able to submit feedback.

Mid-Semester Feedback Instructor Tool

NOTE: This tool will become visible in your course navigation bar approximately 1 week before the survey opens to students.

View Important Feedback Survey Dates

1. Go to your Canvas course site
2. Open the Mid-Semester Feedback Instructor tool
3. On the next page, you will see the deadline details for the survey:

- **Course Question Deadline** - For each course, instructors are able to add/modify two additional open-ended questions. Instructors can make the additions/modifications up until the Course Question Deadline.

- **Feedback Opens to Student** - The date upon which the student tool (Mid-Semester Feedback) will become visible and students will be able to submit feedback.

- **Feedback Closes** - The date after which no more student submissions will be accepted. The student tool (Mid-Semester Feedback) will automatically be removed from the course navigation menu on this date.

- **Submissions Purged** - This is the date upon which all student submissions will be purged from the system. (Instructors are encouraged to download a copy of all student submissions prior to this date to keep a record of their course feedback.)

### Setting up Your Feedback Survey

The Feedback Survey will contain four required questions which were developed by the TLA committee. The Instructor(s) of the each course site is able to add a maximum of 2 additional open ended questions to be included in the survey. If you do not set up custom questions, students will still be presented with the 4 required questions when the survey opens.
NOTE: If you are teaching multiple courses, you will need to set up the Mid-Semester Feedback Instructor tool in each of your courses.

1. Go to your Canvas course site.

2. Open the Mid-Semester Feedback Instructor tool

Adding Custom Questions

3. To set up your custom questions, click the “Manage Questions” link.
4. On the Manage Questions screen, you will see a list of the required questions followed by a section where you can add your 2 custom questions. Click the “+ Question” button [1].

5. In the pop-up, enter the text of your question stimulus [2] and then click the “Submit” button [3]. You may enter up to 2 custom questions.
6. After you add a question, your question will be displayed on the Manage Questions screen below the required questions.

**Modify/ Edit Your Custom Questions**

7. To modify your question, click the edit icon [2] next to your question. In the pop-up, modify your question text and then click the “Save Changes” button.
8. To delete your question, click the delete icon [3] next to your question. In the pop-up, click “OK” to confirm the delete.
Viewing Feedback Submissions

1. Go to your Canvas course site
2. Open the Mid-Semester Feedback Instructor tool
3. To view student submissions, click the “View Submissions” link.
4. On the View Submissions page, you will see a listing of submissions by date. To view the submissions you can:

A. Click on the individual submission to view each submission one at a time

B. Click the “Download All Submissions” link to download a CSV file containing all submissions.

Note: Mid-Semester Feedback Submissions will be purged - be sure to check the Mid-Semester Feedback dates to see when the submissions will be purged for your course and make sure that you download a copy of your feedback submissions prior to that date if you would like to maintain a record of the feedback.

After students begin submitting feedback, you will be able to view and download submissions.
Removing the Feedback Tool (Do Not Want to Collect Feedback)

If you do not want to use Mid-Semester Feedback in your course, you can remove the tool.

**NOTE:** If you remove the tool, you cannot add it back.

1. Go to your Canvas course site.
2. Go to the “Mid-Semester Feedback Instructor” tool.

3. Once you are in the Mid-Semester Feedback Instructor tool, you will see a large red button for “Remove Mid-Semester Feedback Tool”. Click this tool ONLY if you are sure you do not want to use Mid-Semester Feedback. Once you remove the tool, you cannot add it back.
4. After you click the remove button, you will get a pop-up asking you to confirm that you want to permanently remove the tool from this course. If you are certain, click “OK“.

5. When you refresh your course site, the Mid-Semester Feedback Instructor tool will no longer appear in your course navigation menu.

Mid-Semester Feedback (Student View)

❖ NOTE: This tool will become visible to you and your students in the course navigation bar on the day that the survey opens to students. Although you will see the student tool in the course navigation bar, only students will be able to submit feedback.
After the survey is closed, the Mid-Semester Feedback tool will be removed from the course navigation.

**NOTE:** Only users with the role of “student” or “auditor” in the course can submit feedback.

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## Submitting Feedback (Student Instructions)

At a predetermined date around the middle of the semester, the Mid-Semester Feedback tool will automatically appear in the course navigation menu in your courses and will be available for you to submit course feedback. All students will have one week to complete a feedback survey for each course you are taking. After the survey is closed, the Mid-Semester Feedback tool will be removed from the course navigation.

**NOTE:** Please be aware that some instructors may collect feedback using an alternative method. Instructors who do this may turn off the Mid-Semester Feedback tool in their Canvas course.

**NOTE:** If you are taking multiple classes, you will need to submit a separate feedback survey in each course site.

**NOTE:** You will only get 1 submission per course. You may want to write out your answers to the questions before you go to the survey tool to submit your comments.

**NOTE:** Only users with the role of “student” or “auditor” in the course can submit feedback.

1. Log into Canvas
2. Go to your current semester course site
3. In the course navigation bar, click the “Mid-Semester Feedback” button [1].
4. On the next page, you will be able to enter your feedback. Your comments are strongly encouraged for each question, but it is not required that you complete all questions to submit.
REMINDER: You only get one chance to submit your comments, so please make sure that your survey is complete before you click “Submit”.

5. When you have completed your survey, click the “Submit” button [2].

6. Repeat steps 2-5 for all courses you are taking in the current semester.

REMINDER: Some instructors may choose not to use the Mid-Semester Feedback tool. If you are not sure, check with your instructor to see if they intend on using the tool.
Modules
Below are the vendor guides for Modules

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- How do I use the Modules Index Page?
- How do I use Draft State in Modules?
- How do I add a module?
- How do I add prerequisites to a module?
- How do I add requirements to a module?
- How do I edit a module?
- How do I lock a module?
- How do I delete a module?
- How do I move or reorder a module?
- How do I add assignment types, pages, and files as module items?
- How do I add a text header as a module item?
- How do I add an external tool as a module item?
- How do I add an external URL as a module item?
- How do I duplicate a module item?
- How do I edit module items?
- How do I remove module items?
- How do I move or reorder a module item?
- How do I use MasteryPaths in course modules?
- How do I allow a page to be a MasteryPath module item?
- How do I add conditional content to a MasteryPath module item?
- How do I assign a conditional assignment for students to complete in MasteryPaths?
- How do I view the MasteryPaths range breakdown results for an assignment?
- How do I use modules to view the progress of students in a course?
- How do I view course content offline as an HTML file as an instructor?
How do I Create Modules?

In Canvas, there are many ways to display your content to students. One method is to create modules, which allows you to create multiple pages and guide the students through the content rather than having them go to multiple areas to receive the readings, assignments, and all information for class this week.

In this guide, we will show one way to deliver your content to students. Please note that this is only one way, so if you would like to schedule a consultation to discuss your specific content, please see: Schedule a Consultation.

1. From the Course Navigation, click “Modules”.

2. Click “+Modules”
3. Name the Module

4. Select a Lock Date (if applicable)

5. Click “Add Module”

You will now see an empty Module. In order to add content to this Module,

6. Click the +
7. Select from the drop-down menu. Options include Assignment, Quiz, File, Content Page, Discussion, External URL, External Tool.

Note: You will have an opportunity to create a new item in any of the options here.

8. Once you add the item, you will see it listed under the module.

9. Remember to publish both the Module and the item in order for students to view.
For more information on creating modules:

Guides for the Module tool (Vendor guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
Locking a Module from Students

Modules can be locked until a given date in case the information within the module should not be viewed until a certain time.

To lock a module:

1. In Course Navigation, click the Modules link.
2. Click the Options icon.
3. Click edit
4. Choose to Lock Until checkbox, and set the lock date.
5. Click update Module, and your settings will be saved.
For more information on Modules, visit out Help Guides regarding Modules.
Download Course to View Offline

Offline content is available within the modules of your courses. The offline content is for offline viewing only; you cannot interact with course content directly, such as completing an assignment or viewing any submissions. The course content is downloaded as a zip file, which includes the HTML version of the course. In the HTML file, you can view assignment details, availability dates, and point values. Discussions and quizzes only include the description. All discussion replies (graded or ungraded) are considered submissions and must be viewed online. Additionally, you can view any embedded media files in the HTML file. If a link can only be accessed online, the link includes an external icon identifying the content as online only.

**Note:** This can be turned off by course, and is only accessible if modules are used.

1. Open Modules from your Course Navigation.
2. You will see the “Export Course Content” as an option on the right-hand corner. Click on the “Export Course Content” button.
3. You will then see that your course is being downloaded.

**Note:** Depending on the size of the course, this may take a few minutes. If you remain in the page until the download is complete, the file will download directly to your computer. If you leave the page, you’ll receive an email notification when the course download is complete. You can use a link in the email to download the file.

4. The course will download to your computer as a zip file.
5. Once you locate the zip file, you want to double click on the file to open the file.

**Note PC users:** In order to extract the folder, you need to click on the zip folder, then on “Extract”, and then “Extract All”.

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Poorvu Center for Teaching and Learning
6. Once the folder is extracted and open, you want to click on the index.html file.

7. The file will then open in your default browser. The offline download only has the content that was available at the time of download. In order to see new content, you will have to download the content each time.

1. To view course files, click on the Files link.
2. If any content can only be accessed online, the content link includes an external icon.
3. To open the course content, click on the name.

⚠️ The Download Course option is currently enabled in all courses. In order to disable this feature, please see this article: [How to Disable Offline Content Option](#)
Pages
### Pages (Vendor Guides)

Below are the Vendor Guides on using Pages within your canvas course.

- How do I use the Pages Index Page?
- How do I use Draft State in Pages?
- How do I create a new page in a course?
- How do I change the name of a page in a course?
- How do I edit a page in a course?
- How do I duplicate a page in a course?
- How do I delete a page in a course?
- How do I upload a PDF to a page in a course?
- How do I link to other Canvas pages in a course?
- How do I set a Front Page in a course?
- How do I embed a video in a page in a course?
- How do I create a file link in a page in a course?
- How do I view the history of a page in a course?
By using Box.com within a page on your Canvas course, you can have an effective way to serve many, or large, files to students in Canvas. You can also use this Box folder as a way to allow students to upload files to share with the class as a whole. This guide outlines how to use Box.com to embed a directory within your Canvas course.

For more help with Box.com, please contact Yale ITS Helpdesk or 203-432-9000.

Sign into your Yale Box account using this website: http://box.yale.edu.

1. Click on + New.

2. Select Folder.

3. Create your folder name- make sure it is unique and you can easily identify what the folder is for (i.e. ENGL 101 Fall 2016 Resources).

4. For the students to view the folder in Canvas, you need to give students permission. You can add them by their yale email address while creating the folder. They will receive notification that they have a folder shared with them.
When you invite people, there are several roles that you can choose and this information is available by clicking "Learn about access levels" information icon.

5. Once the folder is created, you can then click and drag contents into it.

**Access the Embed Code for your folder**

In order to add the shared box folder to your Canvas site, you will need to have an embed widget. The following directions are how you can obtain and copy this code.

6. Click on the three-dotted button to the right of your folder in Box and then Sharing and then select Embed Widget.
7. Make the desired adjustments to how the embedded content will appear. Select all the embed code and copy this code.

- If you want the widget to be a wide as the page within Canvas, within the embed code, remove the "500" from the width and input "100%".
- You can also view it as a list of documents or the icons by modifying the View options.
- The files can be sorted by Name, Size, or Date.

Create a New Page in Canvas

In order to embed the Box folder into your Canvas site, you will need to create a page within Canvas. The following directions are how to create a page in Canvas and paste the embed code into this page.

1. In Canvas, create a new page by selecting Pages in the left navigation of your canvas course.
2. Then clicking “+ Page” in the upper right corner.

3. Name your new page in the top text box.

4. Then select HTML Editor in the top right of the page.

5. Once you have selected “HTML Editor” you will notice that you now have simply a blank box for inputting text. Paste your code here that you previously copied from Box.
To add a page to your navigation, follow the directions found here: [How Do I Create A Web-Link in My Course Navigation?](#)

- Note: the URL that you will be adding is the URL copied from your Page within your Canvas course. Since this is not an external website, it will not open in a new window.

Once you select "Add App", you want to refresh your page and you will see the link now on your navigation. When you click on the link, you will see either a log in screen for Box or a screen like below:
Once you log in or drag the cloud to its insert, you will see your box folder within Canvas. You can add/edit/delete files from this page directly. If you gave your students access to edit this folder, then they also can add/edit/delete files.

Note: As a security measure, whenever you access the Box link within Canvas you will be asked to either log in or drag the cloud to its insert.
People Tool
Below are the vendor guides for People.

- How do I use the People page in a course as an instructor?
- How do I view a context card for a student in a course?
- How do I add users to a course?
- How do I limit a user to only interact with other users in the same course section?
- How do I view user details for an enrollment in a course?
- How do I record the last day a user attended a course?
- How do I view a user’s profile in a course as an instructor?
- How do I edit user roles in a course?
- How do I edit sections for an enrollment in a course?
- How do I resend student invitations to a course?
- How do I deactivate an enrollment in a course?
- How do I conclude an enrollment in a course?
- How do I restore a concluded enrollment in a course?
- How do I view concluded enrollments in a course?
- How do I remove an enrollment from a course?
- How do I link a student to an observer in a course?
- How do I view a summary of all my student interactions in a course?
- How do I view my course interactions with an individual student?
- How do I view the course access report for an individual user?
People Tool versus Photo Roster

Within your Canvas course site, you will see that you have two roster tools: People and Photo Roster. This guide is designed to help you understand the differences uses of each tool.

**People Tool:** This is the Canvas designed roster tool. By default, students will be able to see this tool and can see other people on this list.

**Photo Roster:** This is the Yale created tool. Only individuals with the roles of Instructor or TA will be able to see this tool. Although other roles can see it on the course site navigation, it will appear blank and no student information will be provided.

To see the student’s Residential College:

1. Click on the Photo Roster link in the Course Navigation
2. The page defaults to photo view. Click on “List View”

3. This will show you roster without photos, but will include information such as their graduating year, Residential College, and major.
4. You can export the roster, including the additional information here by clicking “Export”.

💡 For more information on the People Tool. Please visit the vendor guide found here.

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- **Register here for a workshop**
- **Schedule a one-on-one consultation**
Restricting Teaching Fellow’s Access to Specific Sections

In Canvas @ Yale, you can restrict your Teaching Fellow's access to be only to their specific section within the course. With having only access to their section, the Teaching Fellow will not be able to see or grade students in other sections of your course.

Part One: Associate a Teaching Fellow with a specific section:

1. Click People from Course Menu

![Image of Canvas interface](image)

2. Find the Teaching Fellow, and click on the gear icon associated with their name.

3. Then, click on “Edit Sections”
4. Click on the book icon in order to search available sections.

5. Search and find the appropriate section and click on the section name.
6. Click Update.

Part Two: In order to allow the Teaching fellow to only see their section, please follow the next steps:

1. Return to the People list. Click on the Teaching Fellow’s name.
2. Under “Membership”, click on “Limit this user to only see fellow section users”. This will limit the Teaching Fellow to only their section.
For more information on the People tool:

You have two roster tools: Here is a look at the [People tool vs. the Photo Roster](#).

*How do I limit a user to only view other users in the same course section?* (Vendor Guide)

[Guides to the People tool (Vendor Guides)](#)

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If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I edit user roles in a course?

- You can edit the course roles for those students you have manually added to your course.
- You cannot edit the course roles for a student who is officially registered for a course and their enrollment listed in the registrar’s database. If you must, change the role of an officially registered student, please contact canvas@yale.edu.

Open People

In Course Navigation, click the People link.
Locate User and Edit Role

Locate the user in your people list. Hover over the user's name and click the **Settings** icon [1]. Select the **Edit Role** [2] link.

Edit Course Role

1. Select the **Guest Student** role.

2. Add the role to the course.
Click the **Role** drop-down menu [1], then select the new role for the user [2].

**Note:** Depending on your user permissions, you may not be able to select from all user roles in your course.

**Edit Multiple Roles**

If a user has multiple roles in the course, selecting a new role overwrites all the user's current enrollments.

**Update Role**

Click the **Update** button.
How do I add users to my course?

For official course sites, your student registered student enrollments will be enrolled in your course site automatically.

Types of users you may need to add manually:

- Teaching Assistants / Teaching Fellows
- Guest Lecturers
- Un-officially auditing students (official auditors should register officially with the registrar)
- Students who are on a waitlist
- Students who made revisions to their registration.
- Guests from other institutions (Please note: guests from other institutions will need to have an account created for them in Canvas before you can add them to your course site. To request a guest account, please complete the Guest Account Request Form.)

REMINDER:

There are some roles in Canvas that are protected - these roles are used exclusively by the registration system (Banner) and must not be used when manually enrolling users in your course. Protected roles include:

- Student
- Shopper
- Auditor
- Instructor

Please view the video below regarding how to add people to your course:
Open People

In the course navigation, click the People link.

Add People

Click the Add People button.

Select User Search Type

In the pop-up window, select how you want to add people. You can add them by their email address [1] or by their NetID [2]. If you need to use the Yale Directory to look up an individual, you can do so by clicking "Yale Directory" [3].
Enter Email Addresses - or Yale NetIDs

In the text box type or paste the email addresses or Login IDs of users to add to the course.
You can add multiple users at one time by putting a comma between each user.
Example:

john.doe@yale.edu, thomas.jones@yale.edu

Add Enrollment Details

In the Role drop-down menu [1] select the user(s) a role for the course. Remember, do not use the protected roles. Roles that you can use include:

- Guest Student
- Guest Instructor
- TA

In the Section drop-down menu [2], assign the user(s) a section in the course.

If you want to limit the user(s) to only interact with other users in their section, click the Can interact... checkbox [3].

Click the Next button [4].
Add Users

Canvas will verify that the account is valid [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

Canvas will automatically send the user an invitation to participate in the course.

View Pending Enrollment

Until the user accepts the course invitation, the user's status will display as pending.

Once the user has accepted the course invitation, you can interact with the user in the course. You can also send messages to the user via Conversations (Inbox).
Edit a Users Role

If necessary, you can change a manually added user's role. Just click the gear icon [1] to the right of the user you need to update and then click the "Edit Role" button.

Select new role

Select the new role (remember not to select a protected role) from the Role drop-down menu [1] and the click the **Update** button [2].
How to Remove Guest Instructor, Auditor, or Guest Student

💡 You can remove any user that you have manually added. Note: If the user is being enrolled into the course by registrar data, you will not be able to remove them.

Remove User

From the People Tool, click the three dots associated with the user you would like to remove [1] and click Remove from Course [2].

💡 Form more information about how to add users:

- How do I edit user roles in a course?
- Guides for the People tool (Vendor Guide)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Permissions & Roles
Role Permissions

Roles and Permissions

While permissions for each role can be modified at the Sub-account level, we cannot alter the role names set forth by Canvas. The follow roles are based on registrar enrollment. If you wish to add an individual to your course, please refer to the following chart. The permissions most commonly considered when adding an individual to a course are listed first.
Canvas @ Yale Roles and Permissions

While permissions for each role can be modified at the Sub-account level, we cannot alter the role names set forth by Canvas. The follow roles are based on registrar enrollment. If you wish to add an individual to your course, please refer to the following chart. The permissions most commonly considered when adding an individual to a course are listed first.
Course Roles

Below is a description of the roles available within a Canvas course site:

Faculty Roles

Instructor

• **Primary Use:** Official instructor(s) of record for the course. These users will be automatically added to course sites by the registration system.
• **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
• **Limitations:** Cannot manage users that are automatically enrolled by the registration system.
• **NOTE:** Avoid manually adding users to course sites with the Instructor role. This role should be reserved for the instructor(s) of record.

Guest Instructor

• **Primary Use:** Unofficial user that needs instructor level permissions but are not the official instructor of record. These users must be manually added by the course Instructor or a TA.
• **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
• **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

Support Roles

TA

• **Primary Use:** Teaching fellows and teaching assistants who will be supporting the instructor(s) for a course. These users must be manually added by the course Instructor or a TA.
• **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
• **Limitations:** Cannot manage users that are automatically enrolled by the registration system. Also, TAs can be restricted so that they can only view the course section they are assigned to manage.

Grader
• **Primary Use:** TAs or other staff. These users must be manually added by the course Instructor or a TA.
• **Permissions:** Add/edit student grades and add/edit/delete assignments and quizzes.
• **Limitations:** Cannot manage users or any other course content.
• **NOTE:** Graders are NOT anonymous in Canvas. If you need an anonymous grader, please contact canvas@yale.edu for more information.

**Designer**

• **Primary Use:** Departmental and administrative staff supporting the creation of course sites. These users must be manually added by the course Instructor or a TA.
• **Permissions:** Add/edit/delete course content. Can add other TAs and Guest Instructors.
• **Limitations:** Cannot manage student users and cannot update/edit student grades.

**Librarian**

• **Primary Use:** Librarian staff that are assisting faculty.
• **Permissions:** Add LibGuides links to Course Navigation.
• **Limitations:** Cannot manage users, cannot update/edit/view student grades, and cannot add/edit/delete course content.

**Student Roles**

**Student**

• **Primary Use:** Students who are officially enrolled in a course and have sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
• **Permissions:** View course content and participate in course activities and assignments.
• **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.
• **NOTE:** Avoid manually adding users to course sites with the Student role. This role should be reserved for officially registered students.

**Shopper**

• **Avoid manually adding users to course sites with the Shopper role. This role should be reserved for officially registered students during Yale's Shopping Period.**
• **Primary Use:** Students who are officially enrolled in a course and have NOT sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
• **Permissions:** View course content and participate in course activities and assignments.
• **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

**NOTE:** Users will only have the Shopper role during Yale's official shopping period (plus a week or so grace period). As students seal their worksheets, their Shopper role will automatically do one of the following:
1. Change from Shopper to Student for courses the students plan to complete OR
2. Be completely removed from courses they drop.

Auditor

- **Primary Use:** Students who have officially registered to audita course. These users will be automatically added to course sites by the registration system.
- **Permissions:** View course content and participate in course activities and assignments.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.
- **NOTE:** Avoid manually adding users to course sites with the Auditor role. This role should be reserved for officially registered students.

Guest Student

- **Primary Use:** People who are unofficially requesting to audit or participate in a course. These users must be manually added by the course Instructor or a TA.
- **Permissions:** View course content and participate in course activities and assignments.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

Viewer

- **Primary Use:** For users who would like to view the course only.
- **Permissions:** View course content and post to discussions.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

Roles to Avoid

Teacher

- **Primary Use:** Please do not use.
- **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

Observer

- **This is a default Canvas role and is not recommended for use.**
- **Primary Use:** Typically used in the K-12 arena to allow parents to view and monitor their children's progress.
- **Permissions:** View course content. When linked to a student account, this user can also see the associated student's assignment submissions and grades.
- **Limitations:** Cannot add/edit/delete content or participate in any activities.
How do I edit user roles in a course?

- You can edit the course roles for those students you have *manually added* to your course.
- You cannot edit the course roles for a student who is *officially registered* for a course and their enrollment listed in the registrar’s database. If you must, change the role of an officially registered student, please contact canvas@yale.edu.

Open People

In Course Navigation, click the People link.
Locate User and Edit Role

Locate the user in your people list. Hover over the user's name and click the Settings icon [1]. Select the Edit Role [2] link.

Edit Course Role

1. Choose the Role:
   - Shopper
   - Student
   - Shopper
   - Auditor
   - Guest Student
   - Teacher
   - Instructor
   - Guest Instructor
   - TA
   - Librarian
   - Designer
   - Observer
   - Viewer

2. Select the desired role.
Click the **Role** drop-down menu [1], then select the new role for the user [2].

**Note**: Depending on your user permissions, you may not be able to select from all user roles in your course.

### Edit Multiple Roles

When a user has multiple roles in the course, selecting a new role will overwrite all of their current enrollments.

**Role**:  
Student

### Update Role

Click the **Update** button.

💡 For more information about user roles in a course:

- [Role Permissions](#)
- [How do I add users to my course?](#)
- [A guide to the People tool (Vendor guide)](#)
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Polling &
Clicker/Device
Registration
How do I import a class roster from Canvas in to TurningPoint?

This guide will show you how to import your class roster from your Canvas course in to TurningPoint.

Access the Manage Tab in TurningPoint

Opening TurningPoint and log in (if using TurningPoint Cloud.) From the main menu, select the "Manage" tab on the right.

Create a New Participant List

Select the Participant List drop-down menu and select "New" to create a new participant list.
Select Download from Integration

Connect with Canvas

Select "Canvas" from the "Integration" drop down menu. In the "Server Address" field enter "https://yale.turningtechnologies.com" and then select "Connect"
Authorize TurningTechnologies Access to Canvas Information

Log in with your NetId and Password, then select "Authorize"

Choose your Course

Select which course from which you would like to pull the roster then select "Import". You will now be able to use that course roster for polling.
For more information:

How do I update a class roster in TurningPoint?
How do I update a class roster in TurningPoint?

This guide will show you how to update a course roster in TurningPoint once you have already downloaded it.

Navigate to the Manage tab and Select your Course Roster

Open TurningPoint and log in (if you are using TurningPoint Cloud). Navigate to the Manage tab on the right and select the course roster you wish to update. Then select the "Update" button.

Connect to Canvas and Update

Choose "Canvas" from the Integration drop-down menu and enter "https://yale.turningtechnologies.com" in the Server Address field. Select "Connect" and log in with your NetId and Password. Grant access to TurningPoint and your course roster will update.
For more information:

How do I import a class roster from Canvas into TurningPoint?
How do I enable ResponseWare to allow mobile device use?

If you wish to allow people to participate in polling using a mobile device, you will need to enable the ResponseWare feature in TurningPoint. Keep in mind, participants will need a valid licence and TurningPoint account to participate using a mobile device.
How do I import a course roster in Poll Everywhere

Navigate to the Participants section of your Poll Everywhere dashboard

Log in to your Poll Everywhere account and select the "Participants" tab from the main dashboard.

Select "Add participant"

Select the "Add participant" button in the upper left hand corner.
Select "Connect to LMS"

From the pop up menu, select "Connect to LMS"

![Add participant screen](image)

Select "Canvas"

Select the "Canvas" option from the list of support LMS's

![Connect to LMS](image)

Log in to Canvas

Under "Canvas accounts available for your institution" select "Login" next to https://yale.instructure.com
Connect to LMS

1. Select LMS
2. Authorize
3. Select courses

Select Canvas connection type:
Please note that adding a new Canvas connection will disable participant self-registration
- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:
https://yale.instructure.com

Connect your Canvas and PollEverywhere accounts

When prompted, select "Authorize" to connect your Canvas and PollEverywhere accounts.
Select your Canvas login

You will now see a Canvas login available for you. Select the link that now appears under "Your available Canvas logins."

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**Connect to LMS**

1. Select LMS  
2. Authorize  
3. Select courses

Your available Canvas logins:

https://yale.instructure.com [login: brp81] Delete

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Add more Canvas connections:

- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:

https://yale.instructure.com Login Edit

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Select the course roster you want to import

You will see a list of your courses available in Canvas, with the most current courses listed first. Select the course you want to import and select "Continue." Please note that this will notify students via email who do not have an existing PollEverywhere account that one will be created for them. They will receive an email prompting them to complete their account creation.
Verify students have been added to your participant list

You will be notified that the LMS connection is in progress and your roster will appear in your participant list shortly.

LMS connection in progress!

Our robots are sifting through your roster now. Check the Participants tab in a little while to see results. Remember to set polls to allow Registered participants only, so you can identify them in Gradebook and reports.
In your participant tab of your PollEverywhere dashboard, you will now see the list of your students and which course group/s they belong to.
Quizzes
Below are the vendor guides for Quizzes.

- **How do I use the Quizzes Index Page?**
- **How do I use Draft State in Quizzes?**
- **What quiz types can I create in a course?**
- **What options can I set in a quiz?**
- **How do I import quizzes from QTI packages?**
- **How do I create a quiz with individual questions?**
- **How do I create a quiz with a question group to randomize quiz questions?**
- **How do I create a quiz by finding questions in a question bank?**
- **How do I create a quiz with a question group linked to a question bank?**
- **How do I create a Multiple Choice quiz question?**
- **How do I create a True/False quiz question?**
- **How do I create a Fill-in-the-Blank quiz question?**
- **How do I create a Fill-in-Multiple-Blanks quiz question?**
- **How do I create a Multiple Answers quiz question?**
- **How do I create a Multiple Dropdown quiz question?**
- **How do I create Likert scale quiz questions?**
- **How do I create a Matching quiz question?**
- **How do I create a Numerical Answer quiz question?**
- **How do I create a Formula quiz question with a single variable?**
- **How do I create a Simple Formula quiz question?**
- **How do I create an Essay quiz question?**
- **How do I create a File Upload quiz question?**
- **How do I create a Text (no question) quiz question?**
- **How do I link course content to a quiz question?**
- **How do I create a question bank in a course?**
- **How do I bookmark a question bank in a course?**
- **How do I unbookmark a question bank in a course?**
- **How do I delete a question bank in a course?**
- **How do I move multiple questions from one question bank to another?**
- **How do I move/copy a question from one question bank to another?**
- **How do I reorder questions or question groups in a quiz?**
- How do I import a question bank from one Canvas course to another?
- How can I create a quiz where students only see one question at a time?
- How do I make a quiz available before or after the due date?
- How do I assign a quiz to an individual student?
- How do I assign a quiz to a course section?
- How do I delete a quiz?
- How do I export quiz content from a course?
- Once I publish a quiz, how do I make additional changes?
- Once I publish a quiz, how do I use the Moderate Quiz page?
- Once I publish a quiz, what kinds of quiz statistics are available?
- Once I publish a quiz, how can I give my students extra attempts?
- Once I publish a timed quiz, how can I give my students extra time?
- How do I manually submit outstanding student quiz submissions?
- How do I view student results in a quiz?
- How do I view a quiz log for a student?
- What options can I use to regrade a quiz in a course?
- How do I regrade a Multiple Choice quiz question?
- How do I regrade a True/False quiz question?
- How do I regrade a Multiple Answers quiz question?
- How do I create a survey in my course?
- How do I view survey results in a course?
- How do I view practice quiz results in a course?
Strategies for Delivering Exams in Canvas

Within Canvas @ Yale, the use of Quizzes can be effective for exams. Canvas provides a plethora of features that provide the instructor with opportunity to emulate the limitations students would have if they took the exam in class. This document is designed to assist instructors to understand what each option in Canvas Quizzes means and how they can use them within their course to deliver exams.

Tips for Using Features in Canvas Quizzes

1. **Question Banks will allow you to:**
   - Draw your quiz questions from a pool of questions.
   - Randomize question order (must use Question Groups feature).
   - Update question banks for each course iteration.
   - For more information on Question Banks:
     - [What are question banks?](#)
     - [How do I create a quiz by finding questions in a question bank?](#)

2. **Randomize answer choices for each question.**
   - [How do I create a quiz with a question group to randomize quiz questions?](#)

3. **Display one question at a time.**

4. **Providing time limits for assessments:**
   - Enough time should be given so that students can answer the question without aide of a textbook or Internet resources.
   - Have the assessment accessible only for a specific amount of time (for example, available on Friday at 5pm and due on Sunday at 9pm).
   - Routinely review start and end times for exams to identify anyone who takes an unusually brief period to complete an exam.

5. **Providing availability dates for assessments:**
   - Release the student's test score after the availability time has ended (use the “Mute Assignment” feature in the Gradebook).
   - Release results to the students after all students have taken the exam (use the “Mute Assignment” feature in the Gradebook).
What options can I set in a quiz?

Shuffle Answers [A]. You can shuffle (randomize) answers. *(You can also shuffle questions by creating a question group.)*

Time Limit [B]. You can choose to set a time limit by entering the number of minutes students must complete the entire quiz. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz. An unfinished timed quiz will be automatically submitted when the time limit expires. If no time limit is set, students will have unlimited time to complete the quiz.

Multiple Attempts [C]. You can allow multiple attempts.

If you allow multiple attempts, you will be given two more options:

- **Recent Quiz Score.** You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- **Allowed Attempts.** You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

Quiz Responses [D]. Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.
• As part of this option, you can restrict students' view of the quiz results to **Only Once After Each Attempt**. Students will only be able to view the results immediately after they have completed the quiz. Results include both their responses and the correct answers.

  *Note: This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.*

• When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

**Correct Answers**. This setting enables a green correct tab on every correct answer for the entire quiz. *Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.*

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

  • To show answers immediately after quiz is submitted, leave the “Show” and “Hide” fields blank.
  • To create a date range to display the answers, set a start date in the “Show” field and an ending date in the “Hide” field.
  • To always show answers after a specific date, set a date in the “Show” field.
  • To hide answers after a specific date, set a date in the “Hide” field.

  *Note: If the “Only Once After Each Attempt” option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.*

**One Question at a Time**. You can show one question at a time and lock questions after answering. If you chose this option, you are provided the option to **Lock Questions**, which means you can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

**Require Access Code**. You can require students to enter an access code to take the quiz.

**Filter IP Addresses**. You can filter IP addresses and require students to take a quiz from a specific computer lab.

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ℹ️ *If you would like to meet with a Canvas @ Yale Support member to discuss the use of Quizzes your course, please use the [Consultation link](https://example.com) to do so.*
Rich Content Editor
Below are the vendor guides for the Rich Content Editor.

- How do I add and modify text in the Rich Content Editor?
- How do I insert a table using the Rich Content Editor?
- How do I use the HTML view in the Rich Content Editor as an instructor?
- How do I embed images from Canvas into the Rich Content Editor?
- How do I embed images from Flickr Creative Commons in the Rich Content Editor?
- How do I embed images from the web in the Rich Content Editor?
- How do I create a hyperlink in the Rich Content Editor as an instructor?
- How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?
- How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?
- How do I link to a YouTube video in the Rich Content Editor?
- How do I embed iFrame videos using the Rich Content Editor?
- How do I upload a video using the Rich Content Editor as an instructor?
- How do I upload an audio file using the Rich Content Editor?
- How do I record a video using the Rich Content Editor as an instructor?
- How do I record audio using the Rich Content Editor?
- What should I do if I can't record video comments with my webcam?
- How do I use the Math Editor in the Rich Content Editor?
- How do I use the Accessibility Checker in the Rich Content Editor?
- How do I insert links to course content into the Rich Content Editor using the Content Selector?
- How do I insert course files into the Rich Content Editor using the Content Selector?
- How do I insert course images into the Rich Content Editor using the Content Selector?
- How do I set the auto-open for inline preview for files using the Rich Content Editor?
- How do I disable inline previews for files using the Rich Content Editor?
- How do I add captions to an external video as an instructor?
- How do I add captions to new or uploaded videos in Canvas as an instructor?
- How do I create a caption file using the subtitle creation tool as an instructor?
- How do I view captions in a video as an instructor?
Using the Rich Content Editor

The Rich Content Editor is available for posting content. It is supported by the following Canvas features: Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

When editing a Canvas feature mentioned above, you will see the image as pictured:

![Image of Rich Content Editor]

[1] This area can be used as a place to give your Canvas item a title or subject line.

The formatting toolbar [2] allows you to add, embed, and format content. Types of items you can embed include, tables, record audio, insert links, embed content from Media Library, and much more.

[3] Embedded content will be placed in this area of the rich content editor. It is important to place your cursor in the editor where you want the link to your items to appear.

[4] The Content Selector Panel allows you to embed course Pages, Assignments, Announcements, Discussions, Modules, and tabs from the Course Navigation into the Rich Content Editor. You can also select files within the Files tab of the course, or Images.
Accessibilty Checker in the Rich Content Editor

The Rich Content Editor Accessibility Checker assists instructors and course designers to maintain accessibility requirements in Canvas content. This tool only verifies content created within the Rich Content Editor.

Clicking on the Accessibility Checker icon [1] will notify you of potential accessibility errors [2]. The Accessibility Checker provides the fields or menus needed to fix the error [3].
For more information on how to use the features within the Content Selector Panel, visit these help guides:

- Aligning Text in the Rich Content Editor
- Styling Text in the Rich Content Editor
- Using the Content Selector Panel to Add Links to Files

Visit the vendor guide for more information on the Rich Content Selector Accessibility Checker:

- How do I use the Accessibility Checker in the Rich Content Editor?
Using the Content Selector Panel To Add Links to Files

You can insert links to files in your course's Files area by using the Content Selector Panel in the Rich Content Editor. The Rich Content Editor and Content Selector Panel are available in Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Open the Rich Content Editor

Open the Rich Content Editor using one of the Canvas features which support the Editor.

Prepare For File Links

Create your content in the Rich Content Editor. Place your cursor in the editor where you want the link to your file to appear.
Open Files Tab

The Content Selector Panel should appear to the right of your editor (if you do not see the panel to the right, you may need to scroll to the bottom of the page).

In the Content Selector Panel, click the "Files" tab.
Link to File

INSERT FILE (File is already in your course's Files Area)

Under the Files tab, you will see structure of the folders and files that exist in your course's Files area. Within the Content Selector panel, find your file and click on it [1]. A link to your file will be inserted in the editor where your cursor was placed [2].

UPLOAD FILE
If files is not yet located in the Files area of the course, you can Upload the file through the content selector panel. On the Files tab of the Content Selector Panel, click the "Upload a new file" link [3].

When you upload the file, it will go into your course's "Files" area. Select the folder in which you would like your new file to be uploaded to [4] (if you select "course files", the file will be uploaded in the main course folder). Click the "Browse" button [5].

Navigate to and click on the file you want to insert [6]. Click "Open" to select the file for upload [7].
Click the "Upload" button [8].
View File Link

View your link in the Rich Content Editor. Your inserted links should appear where the cursor was located.

Save Changes

Click the "Save" button (or if you are in the Syllabus tool, click the "Update Syllabus" button).

View Content

View your content and verify that your files are linked properly. If your document is supported, you click preview the file by clicking the Preview icon [9]. Download the file by clicking on the file name or the pop-out icon [10].
Please click the following link to view the syllabus file:

**SampleCourseSyllabus.doc**

If you have any questions, please email the instructor.

For additional information, please refer to the course guide document:

**SampleCourseGuide.docx**

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**If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:**

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
Rubrics
Below are the Vendor Guides on how to use rubrics within your canvas course.

- **How do I create a rubric in a course?**
- **How do I add a rubric to an assignment?**
- **How do I add a rubric to a graded discussion?**
- **How do I add a rubric to a quiz?**
- **How do I edit a rubric in a course?**
- **How do I manage rubrics in a course?**
- **How do I align an outcome with a rubric in a course?**
Settings
Settings (Vendor Guides)

Below are the vendor guides for the Settings in your Canvas course.

- How do I use course settings?
  - How do I set details for a course?
  - How do I change a course name and course code?
  - How do I add an image to a course card in the Dashboard?
  - How do I set a time zone for a course?
  - How do I change the start and end dates for a course?
  - How do I change the language preference for a course?
  - How do I use grading schemes in a course?
  - How do I view grading schemes in a course?
  - How do I enable a grading scheme for a course?
  - How do I add a grading scheme in a course?
  - How do I view grading periods in a course?
  - How do I customize visibility options for a course?
  - How do I customize visibility options for course content?
  - How do I set a Creative Commons license for a course?
  - How do I include a course in the Public Course Index?
  - How do I restrict student access to a course before or after the course dates?
  - How do I set a course format?
  - How do I change the format of a course ePub export file?
  - How do I allow course content to be exported as an offline HTML file?
  - How do I enable course self-enrollment with a join code or secret URL?
  - How do I show recent announcements in the Course Home Page?
  - How do I hide totals in my students' grade summaries?
  - How do I hide grade distribution scoring details from students?
  - How do I disable announcement replies for an entire course?
  - How do I validate links in a course?
  - How do I view Course Statistics?
  - How do I view a course using a test student?
  - How do I reset course content?
  - How do I manage new features for a course?
  - What feature options are currently available for Canvas courses?
How do I modify the Default Notification Settings?

With Canvas @ Yale, you have default notification settings created for you that can be modified to your personal preference.

Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".

To modify these notifications:

1. Click on Account on the Global Navigation.
2. Click Notifications.

Legend for Notifications:
1. **Check Mark**: To receive notification right away. Delayed one-hour to capture all changes, which prevents multiple notifications at the same time.

2. **Clock**: Daily notification via email.

3. **Calendar**: Weekly notification via email.

4. **Remove**: Does not send notification for that item.

**Note**: Each set notification preference will automatically apply to all your courses. They cannot be set for each course individually.

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For more information about notifications:

- [Guides for profile and user settings (Vendor guide)]

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If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop]
- [Schedule a one-on-one consultation]
How do I set Availability Dates

If you would like to prevent the students from seeing content prior to the week or day class is, you can set availability dates for each item within Canvas.

Setting availability dates for a Quiz

1. Click on the name of the assignment.
2. Click on “Edit”.
3. Scroll down until you see “available from”
4. Select the date and times applicable.

5. Click Save

**Setting availability dates for a Quiz**

1. Click on the name of the Quiz.

2. Click “Edit”.

3. Scroll down until you see “Available from”.

4. Select the date and times applicable.

5. Click Save
If you want to lock a Module from a Student:

1. Click the gear icon to edit the Module.
2. Check “Lock until”
3. Select the date and time applicable.
4. Click “Update Module”
More information on due dates and availability dates can be found in here:

Due Dates versus Display Dates

Check out the vendor the vendor guides located here.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How Do I Change My Course Name and Course Number in Canvas?

Go to Settings

In your course navigation bar, click the "Settings" button.

Update Course Details

On the Settings page, you will first need to click on the "Course Details" tab [1].

On the Course Details section, you can edit the Name [2] and Course Code [3].

NOTE: YOU MUST NOT CHANGE THE SIS ID [4].
Save your changes

Once you have made your updates, scroll to the bottom of the page and click the "Update Course Details" button to save your changes.

💡 For more information about changing your course name:

Guides for the Settings tool (Vendor guide)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
How to Change a Redirect Link

For redirect links, the links will have to be relinked to the respective course each term in order for the students to have access to the content.

Go to Settings, then Apps.

Click on App Configurations
Find the Responses tab, click the gear icon.

Update the link to the reflect the URL of the course you would like the page redirects to go to.
How to Disable Offline Course Option

Currently, students and instructors are able to download and view course content offline. There is an option for instructors and teaching assistants to disable this feature within their courses.

1. From your Course Navigation, click on "Settings"

2. Scroll down to the bottom, and you will see "Offline Course". You want to uncheck this box.

3. Then, click "Update Course Details".

💡 For information on downloading your course to view offline, visit this page:

[Download Course to View Offline](#)
How Do I Create A Web-Link in My Course Navigation?

The following instructions help you set up a link within your left side navigation bar which links to an external website.

Find the Redirect Tool

1. From your left side navigation bar, click on “Settings” (1).
2. Across the top of the screen, click the “Apps” tab (2).
3. In the search bar (3) type in “Redirect”.
4. The App results will now filter. Click on the “Redirect” tool (4)
Add Redirect Tool

A form will pop up. Complete the form:

1. Enter the “Name” (5) for the link. This is the word/phrase that users will click on to open the site.
2. Enter the URL (6) for the site. You must keep the "https://" prefix. (If you leave off the "s" in "https://", your website will open in a new tab/window regardless of the other settings you select.)
3. Adjust the settings as needed:
   • (Optional) Force open in new tab (For External Links Only) – If you select this setting, when a user clicks on the link, the page will open in a new tab in their browser. Leave unchecked if you would like the site to open within the Canvas interface.
   • Show in Course Navigation (7) – This puts your link within the left side navigation bar of your course site.
   • Click the “Add App” button (8)

💡 For more information about Course Navigation:
   - [How do I reorganize my Course Navigation?](#)
   - [Course Navigation guides (Vendor guides)](#)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:
   • [Register here for a workshop](#)
   • [Schedule a one-on-one consultation](#)
How to Change Course End Date

Please note this can be done by instructors prior to the term being put in the past. If the course is in the past, please contact Canvas@yale.edu to unlock your course.

To change a course end date, navigate to Settings.

Under the Course Details tab, scroll down to Ends.

Choose a new end date for your course by typing the new date of your choice in the field, or choosing from the calendar.
Once chosen, click the option for "Users can only participate in the course between these dates"

Scroll to the bottom of the page and choose the button Update Course Details.
How can I see what the students see?

1. From Settings, you can select “Student View” to determine what your course looks like as a student.

2. The Pink border around your screen will delineate if you are in student view.

3. To leave student view, click “Leave Student View”.

4. “Reset Student” will be if you take any assessments to ensure that they work. You can reset the student and resubmit the assessments.
For more information about Student View:

What is Student View? (Vendor Guide)

How do I enable Student View? (Vendor Guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Copy Content from One Canvas Course Into Another Canvas Course

These instructions are used to copy content between Canvas Course sites.

By Default, you are given 1 gig of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

Media Library content is not included with this process. In order to copy your Media Library content, please see this article: How do I migrate Media Library course content from one library to another?

To learn how to adjust events and dates during import process: Modify Due Dates and Availability Dates during import

Open Course

Navigate to the Canvas course in which you wish to copy material into.

1. Click the "Settings" button in your course navigation bar.
2. Click "Import Course Content".
Click the "Import Content into this Course" button on the right side of the screen.

**Complete Import Content Form**

1. **Content Type:** From this drop down menu, select "Copy a Canvas Course"
2. Search for a course: Begin typing the name of your course - as you type, Canvas will show you options that match your search criteria. When the correct course title appears, click on that course.

3. Select whether you want to import all content from the course or if you want to select just specific pieces of the content.

4. Click the "Import" button

If you are importing all content - the process will begin and your course materials will be imported. Depending on how large your course is, this process may take several minutes to complete. You will be able to see the progress under the "Current Jobs" section of the Import Content page.

If you are importing only specific content (not all), please continue with the next steps.

**Select Specific Content**

Once you have triggered the import process, you will see your import listed under the "Current Jobs" area of the Import Content Page. To choose which parts of your source course will be copied, click the "Select Content" button to the far right of the job.
Choose Content

Select the check boxes next to the content that you want to copy (1). For some content types, you may be able to expand and see more options by clicking on the down arrow (2).

When you have selected everything that you need, click the "Select Content" button (3).

The process will begin and your selected course materials will be imported. Depending on how large the content is, this process may take several minutes to complete. You will be able to see the progress under the "Current Jobs" section of the Import Content page.

Modify Due Dates and Availability Dates during import

When you import one course into another, during the import process, there is an option to modify the due dates and availability dates all at one time.

1. Click on the Option for "Adjust events and due dates".
2. Fill out the original start date and the new start date.

3. You can click +Substitution to change which days of the weeks the events and due dates should now be on (if applicable).

4. Change days of the week (if applicable).
For more information, please visit the vendor guide found here.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I re-organize my Course Navigation?

1. Select Settings from your Course Menu.

2. Modify your Course Menu order by clicking and dragging each item to where you would like.

3. Any menu item you would like to hide from student view you drag here.

4. Click Save in order to make your changes saved within the course.

5. These are additional settings you can use within your course.
For more information about Course Navigation:

- How do I reorder and hide Course Navigation links? (Vendor guide)
- How do I create a web link in my Course Navigation?
- Guides to Course Navigation (Vendor guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How to Change a Redirect Link

For redirect links, the links will have to be relinked to the respective course each term in order for the students to have access to the content.

Go to Settings, then Apps.

Click on App Configurations
Find the **Responses** tab, click the gear icon.

Update the link to the reflect the URL of the course you would like the page redirects to go to.
Tips on Importing Course Content

When copying content from one canvas course to another, there are some settings you may have to modify or specific choices that could save you time when prepping your course for the next term. The purpose of this article is to provide you with information about each tip, with the tutorials being linked to other help articles.

How to Copy Content from One Canvas Course to Another

Modifying Due Dates and Availability Dates

Changing Redirect Links

Media Library

Course Reserves

How to Copy Content from One Canvas Course to Another

In order to save time when you are setting up your coursesite in a term, you can copy content (the entire course or specific content) from one Canvas course to another.

Copy Content from One Canvas Course Into Another Canvas Course

Modifying Due Dates and Availability Dates

When you import one course into another, during the import process, there is an option to modify the due dates and availability dates all at one time.

Modify Events and Due Dates within Course Import

Changing Redirect Links

When you copy course content from one course to another, the redirect tool will still contain the original course link. For your current students to obtain the information, you may have to modify the redirect link. Note- this only applies to redirect links that were linking to an item within the Canvas course. External links will not have to be modified.

How to Change a Redirect Link
Media Library

Once you import your course content, you will need to also migrate your Media Library folder into your new course. If you need further assistance with Media Library, please email medialibrary@yale.edu.

How do I migrate Media Library course content from one library to another?

Course Reserves

You have the option to import a course reserves list from one course into another course.

Importing Items from a Previous Class

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I publish or unpublish my Canvas course?

- A course will not be visible to students until it is published.
- Once you have graded an assessment, you cannot unpublish your course.

Please watch the video below regarding how to publish your Canvas course.

Publishing Your Course:

View Course Home Page

Open your course and view the Course Home Page.
Publish Course

In the sidebar, click the Publish button.

Optional: choose a Home Page.

Select Choose and Publish from the pop up window.

View Course

Course was successfully updated.
A message will appear at the top of the screen confirming the publishing of your course.

Unpublishing Your Course

⚠️ NOTE: Once your course contains a graded submission, you can no longer unpublish your course.

View Course Home Page

Open your course and view the Course Home Page.
In the sidebar, click the Unpublish button.

A message will appear at the top of the screen confirming the publishing of your course. You will also see a large box at the top of the page indicating that "This course is unpublished".
For more information on publishing a course, check out the beginning of term checklist.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How to Favorite your Course

In order to find all of your courses easily within Canvas @ Yale, you can favorite specific courses to appear on your Dashboard.

1. From your Dashboard, select “Courses”.

2. Click on “All Courses”.

3. To favorite a course, click on the star associated with the course.
When you return to your Dashboard, your favorited course will appear.

💡 For more information about your Dashboard:

- How do I reorganize my course navigation?
- How do I create a course web link in my course navigation?
- How do I use the dashboard (Vendor guide)
- Guides to Global Navigation (Vendor guide)
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
How do I restore deleted items?

With Canvas @ Yale, you have the opportunity to restore items that have been deleted, whether intentional or accidental.

Every course site in Canvas has a unique URL. By adding /undelete at the end of the URL, you will be brought to a list of recently deleted items which can be restored.

Course URL: https://yale.instructure.com/courses/968/

Restore URL: https://yale.instructure.com/courses/968/undelete
How do I create a zip file?

Zip files are an easy way to package together multiple files.

In Canvas, zip files can be used to quickly upload multiple folders and files. They can also be used to upload graded student submissions through the Assignments tool.

Select Files

On your computer, find the files that you need to package up together. Highlight all of the files that you need. (You can select multiple files by holding down the Ctrl key or the Shift key on your keyboard while you click on individual files.)

Create Zip File

PC INSTRUCTIONS:

Right click on one of the select files [1] and select "Send to" [2] then "Compressed (zipped) folder" [3].
MAC INSTRUCTIONS:

Hold down the CTRL key while you click on one of the selected files. From the menu, select "Compress Items".
Discussion Sections - Time, Date, and Location Visibility

Find the time, date, and location for your discussion setting in various places throughout your Canvas course.

Finding discussion sections through Settings:

1. Navigate to the Settings tab in your course.
2. Click on Sections located near the top of the page.

Finding discussion sections through the People tool:

Navigate to the people tab in your course, and the section information will be next to the students name.
Finding discussion sections through the Email List tool:

If the email list tool is activated in your course, click the tab "Email Lists" on the left navigation, and the date and time in which the sections meets will be visible here as well.
Speedgrader
Below are the vendor guides for SpeedGrader.

- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I use SpeedGrader?
- How do I use the student list to view student submissions in SpeedGrader?
- How do I sort the student list in SpeedGrader?
- How do I grade group assignments in SpeedGrader?
- How do I view the details of a submission for a student in SpeedGrader?
- How do I enable anonymous grading to hide student names in SpeedGrader?
- How do I mute or unmute an assignment in SpeedGrader?
- How do I add annotated comments in student submissions using DocViewer in SpeedGrader?
- How do I enter and edit grades in SpeedGrader?
- How do I use a rubric to grade submissions in SpeedGrader?
- How do I use free-form comments instead of ratings in a rubric in SpeedGrader?
- How do I leave feedback comments for student submissions in SpeedGrader?
- How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?
- How do I review moderated assignments in SpeedGrader as a moderator?
- How do I download all student submissions for an assignment?
- How do I upload all student submissions for an assignment?
- How do I grade quiz questions in SpeedGrader?
- How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?
- How do I grade one quiz question at a time in SpeedGrader?
- How do I grade a graded discussion in SpeedGrader?
How to Use Speed Grader

Speedgrader is a grading tool where instructors can leave inline comments, grades, and feedback for student’s work all on one screen. Speedgrader can be used with assignments, graded discussions, and quizzes. Some file types can be marked up for feedback directly within the submission. Instructors can also provide feedback to your students with text, file attachments, or media comments.

Components of Speed Grader:

Speedgrader has four areas:

2. Area to assign grade (either percentages or points).
3. View comments created by you or the student about the assignment.
4. Create text, video, and/or audio feedback for the student.
Some Additional Features:

5. Instructors can mute assignments to allow you to complete all grading prior to the students seeing their scores.

6. To grade anonymously, instructors can hide the student's names.

7. Inline commenting using DocViewer allows you to leave feedback directly within the preview of the document without having to download the document onto your computer.

8. You can easily flip through the submissions by using the arrow keys next to the student's names.

💡 For more information on Speedgrader:

- Gradebook information
- How do I grade assignments?
- Due dates vs. display dates
- Speedgrader Guides (Vendor Guides)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation