



CANVAS FACULTY QUICKSTART GUIDE

Table of Contents

Getting Started with Canvas	4
Log in to Canvas	4
Login Troubleshooting	4
Dashboard	5
Courses	6
Customize Courses List	7
Canvas Notification Preferences	10
Files	12
Rich Content Editor	14
Link to Course Content	16
Course Home Page	18
View Course Navigation	19
View Sidebar	20
Reorder Course Navigation	21
Syllabus	23
Announcements	25
Inbox	27
View Toolbar	28
View Conversations	28
Calendar	29
View Undated Events List	32
View Assignments and Events	33
View Scheduler	33
Modules	34
Add Module	35
Add Items to Modules	36
Assignments	37
Add Assignment Group	37
Add Assignment Shell	38
Add Assignment	39
Quizzes and Exams	40

Quiz Questions.....	42
Discussions	44
Create Graded Discussion	47
Save and Publish	47
Reply to a Discussion Post.....	48
Gradebook.....	49
Gradebook Settings.....	50
Gradebook Columns	51
Entering Grades	52
View Grade Detail	53
View Assignment Groups and Total Column	54
Speedgrader.....	55
View Student List	56
SpeedGrader Sidebar	58
Turnitin	59
More Help.....	59
Browser Support	59
Canvas Help	59

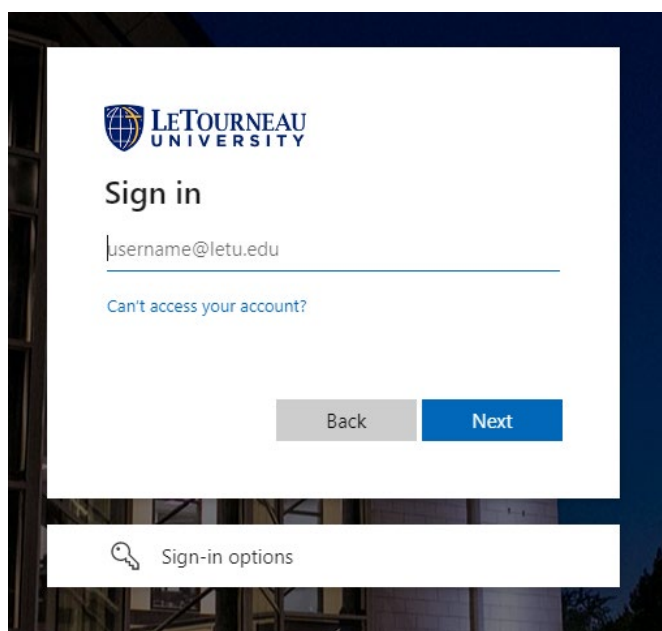
Getting Started with Canvas

Welcome to LeTourneau University! We're so glad that you've decided to be a part of our community, and we want you to feel equipped and ready as you begin your instruction.

In this guide, we will introduce you to the Canvas Learning Management System. Canvas is the program you will use to access your course content here at LeTourneau (LETU). While it can be intimidating at first glance, Canvas is designed to make accessing and teaching your classes quick and easy as possible.

Log in to Canvas

The easiest way to access Canvas is to use the direct link in your browser. In a browser window, enter courses.letu.edu.



When prompted, sign in using your LETU credentials.

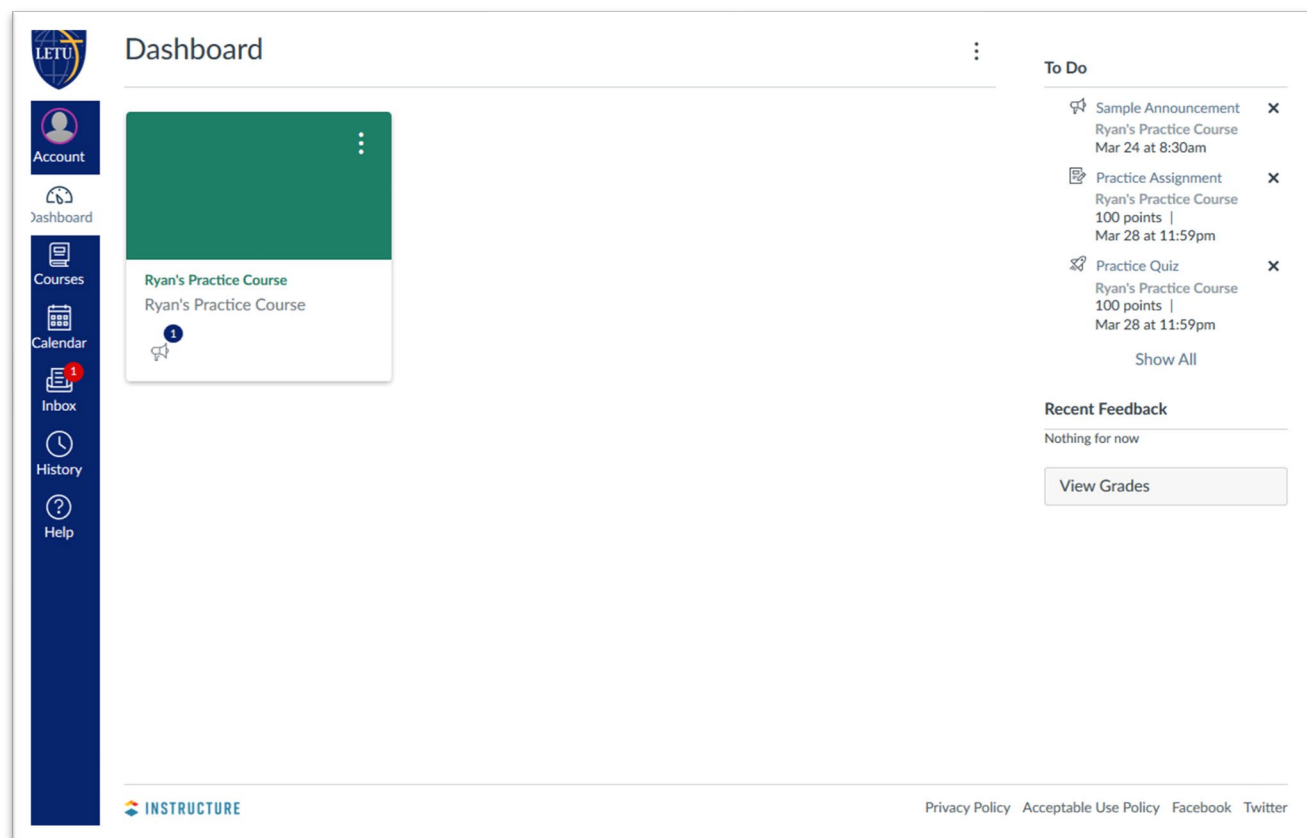
Login Troubleshooting

If you are having trouble logging in to your account, here are some tips:

- Verify you are using the correct Canvas URL, listed above.
- Make sure you are using your correct LETU username and password. LeTourneau utilizes a single sign-on process across all systems, meaning your username and password are the same for Canvas as they are for your LETU email and myLETU.
- If you are still having issues with your login, you can contact IT for a reset at <https://servicedesk.letu.edu/>.

Dashboard

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your courses and allows you to figure out what to do next.

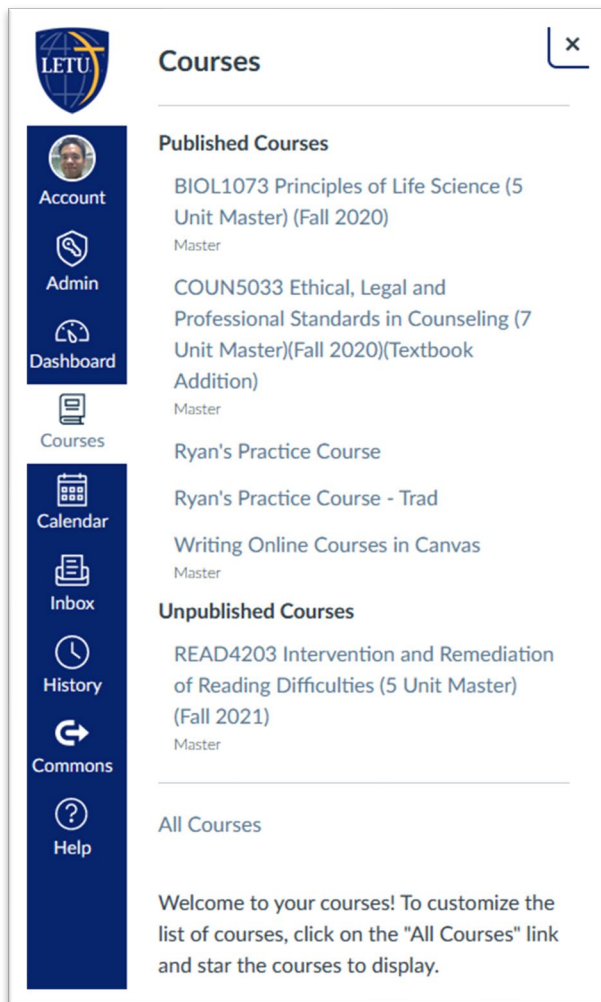


The Dashboard course view includes a course card for each of your favorite courses. Some courses may include an image for the course behind the course color. Each card can include up to four tabs, which represent the four main Canvas features for course activity: Announcements, Assignments, Discussions, and Files.

The Dashboard may also include global announcements, which are announcements created by the institution. To remove the announcement from your dashboard, click the **Remove** icon.

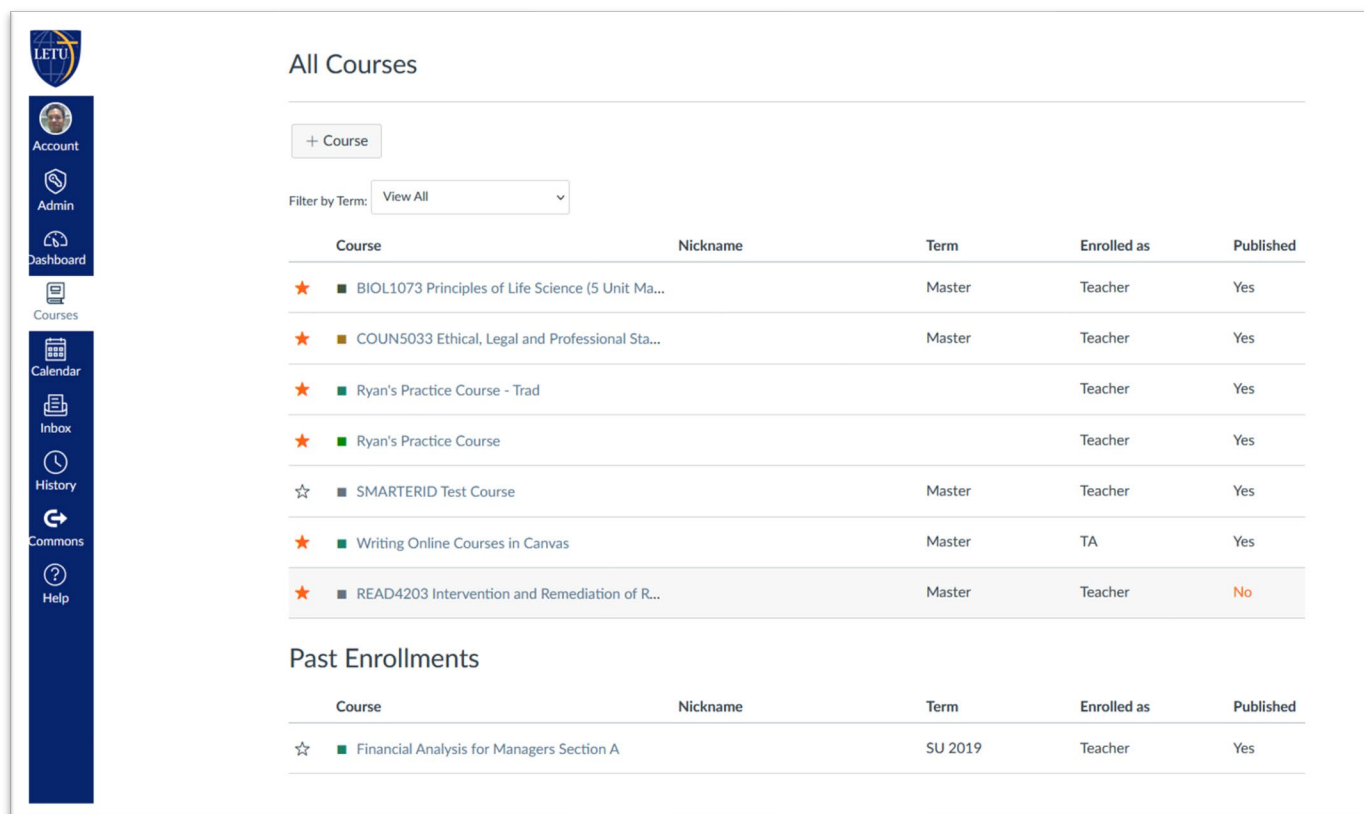
Courses

After logging into Canvas, you can view your current courses in Canvas.



In Global Navigation, click the **Courses** link [1]. Here, a list of favorite courses [2] will appear – or, if you have not favorited any courses, a list of your current courses will appear instead.

To see the full list of courses that you have access to, click the **All Courses** links [2].



All Courses

+ Course

Filter by Term: View All

Course	Nickname	Term	Enrolled as	Published
★ ■ BIOL1073 Principles of Life Science (5 Unit Ma...		Master	Teacher	Yes
★ ■ COUN5033 Ethical, Legal and Professional Sta...		Master	Teacher	Yes
★ ■ Ryan's Practice Course - Trad			Teacher	Yes
★ ■ Ryan's Practice Course			Teacher	Yes
☆ ■ SMARTERID Test Course		Master	Teacher	Yes
★ ■ Writing Online Courses in Canvas		Master	TA	Yes
★ ■ READ4203 Intervention and Remediation of R...		Master	Teacher	No

Past Enrollments

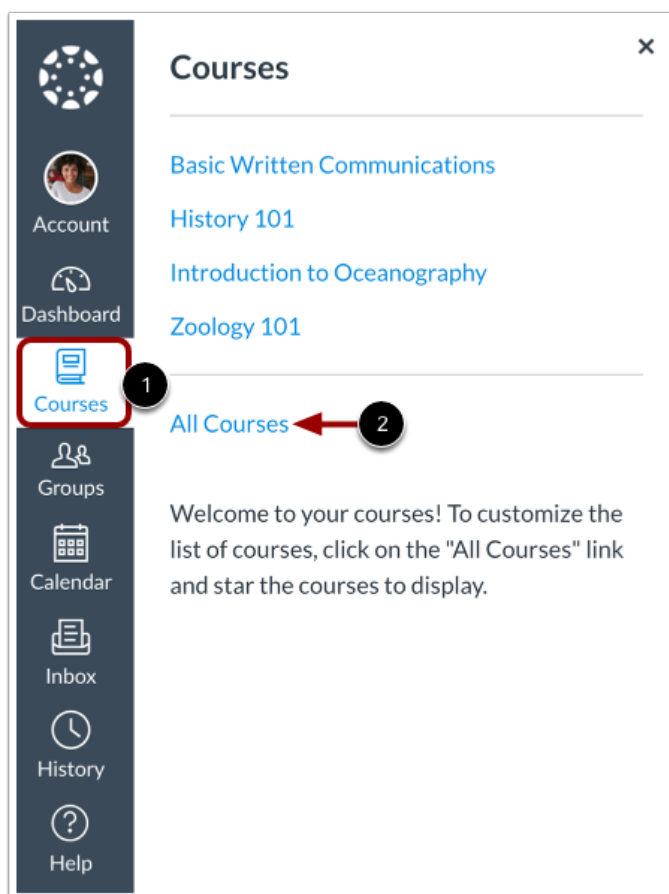
Course	Nickname	Term	Enrolled as	Published
☆ ■ Financial Analysis for Managers Section A		SU 2019	Teacher	Yes

Customize Courses List

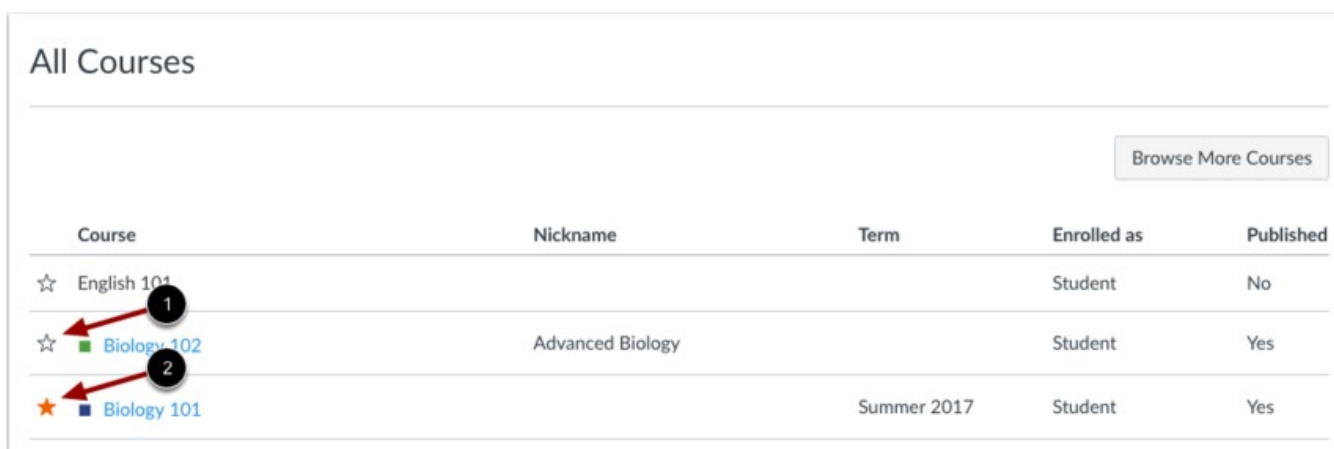
When you are enrolled in more than one Canvas course, you can customize the active courses you want to show in your Course list. Courses you want to show in the Courses drop-down menu are called favorite courses. You can favorite any published course that appears in the My Courses section on the course list page.

When no courses are favorited, the courses list automatically displays up to 20 courses alphabetically in the drop-down menu. However, once you have selected at least one course as a favorite, only your favorite courses will appear in the Courses list.

Note: Courses are always listed alphabetically; you cannot reorder your courses manually.



In Global Navigation, click the **Courses** link [1], then click the **All Courses** link [2].



Course	Nickname	Term	Enrolled as	Published
☆ English 101			Student	No
☆ Biology 102	Advanced Biology		Student	Yes
★ Biology 101		Summer 2017	Student	Yes

To favorite a course, click the star next to a course [1]. Courses with filled stars show the course is a favorite [2].

In the Dashboard, any courses you have with an instructor role will be listed first, followed by TA roles and any other custom instructor-based roles. Your courses with student roles are listed last.

Note: When you favorite at least one course, the Dashboard will only display favorited courses. Canvas will also continue to automatically favorite new course enrollments.

Course	Nickname	Term	Enrolled as	Published
★ ■ Biology 101		Winter 2020	Teacher	Yes
★ ■ Biology 201		Winter 2020	Teacher	Yes
★ ■ History 101			Teacher	Yes
1 ★ ■ Biology 101A		Winter 2020	Teacher	2 No

Unpublished courses can be identified by a gray background [1] and the Published column [2]. You can favorite unpublished courses.

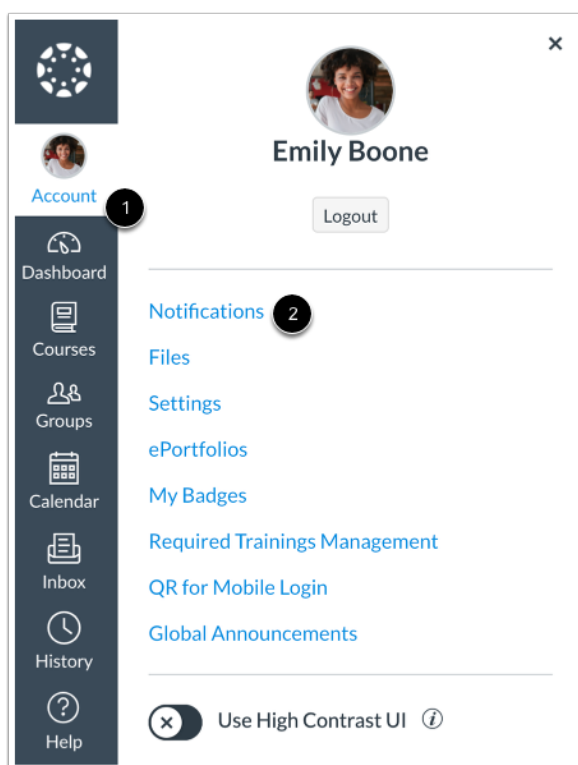
Canvas Notification Preferences

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users.

Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account.

Notification settings apply to all of your courses unless you [set notification preferences for individual courses](#).






















While there are no specific notification requirements at LeTourneau, we strongly suggest leaving email notifications enabled for coursework and course announcements.



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Account Notification Settings

Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications.

Course Activities	Email emily.boone.can...	Email emboone86@gm...	Push Notification For All Devices	SMS 1234567890@t...
Due Date	 1			 6
Grading Policies	 2 Notify immediately			
	 3 Daily summary			
Course Content	 4 Weekly summary			
Files	 5 Notifications off			
Announcement				

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for the contact method [1].

To receive a notification right away, select the **Notify immediately** option [2]. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

To receive a daily notification, select the **Daily summary** option [3].

To receive a weekly notification, select the **Weekly summary** option [4]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, select the **Notifications off** option [5].

Unsupported notification types display the **Unsupported** icon [6]. Unsupported notification types cannot be enabled.

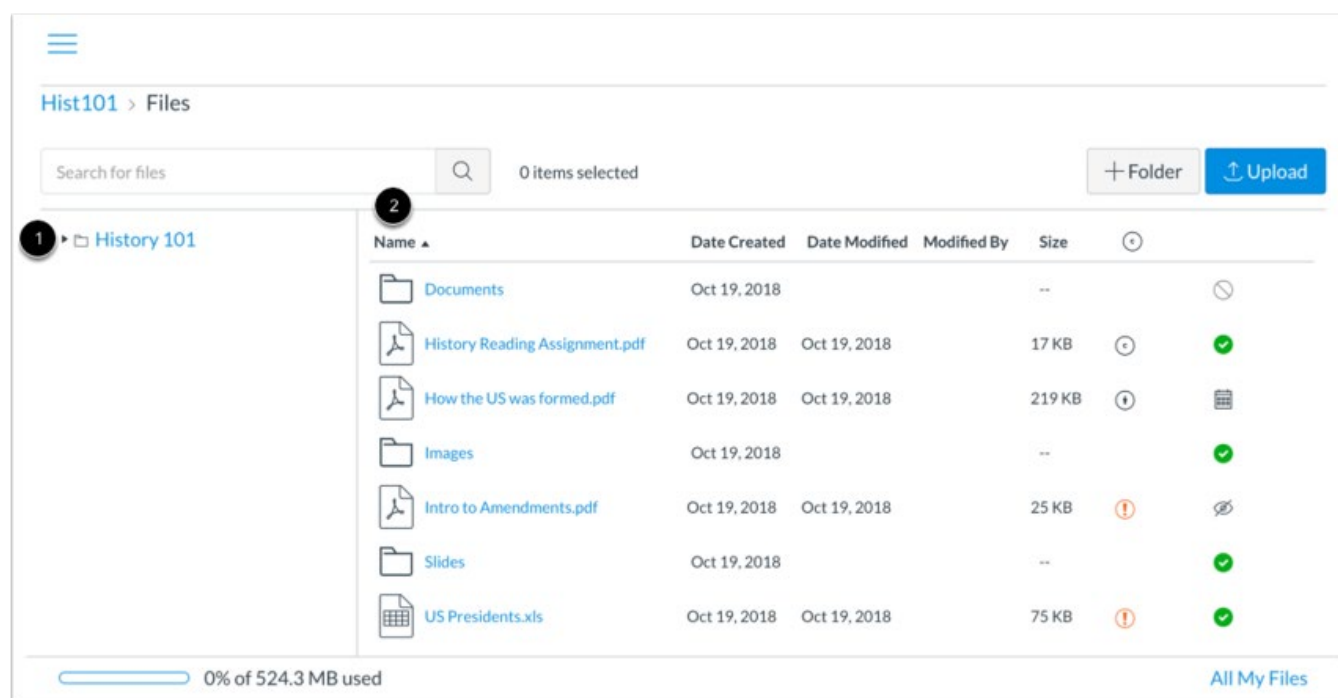
Files

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. Files is built with responsive design to adjust for browser scaling. The folder navigation window, file displays, and even file names adjust to the width of the browser window.

Files loaded into courses can be linked to in pages, assignments, announcements, and discussions using the Rich Content Editor.

You have access to files (documents, images, media, etc.) in three different feature areas:

- [User files](#), located in your user profile
- [Course files](#), located in each course where you are enrolled
- [Group files](#), located in each group where you are a member



The screenshot displays the Canvas Files interface for a course named "Hist101". The interface is divided into three main sections:

- Left Panel (Navigation):** Labeled with a circled "1", it shows a sidebar with a folder icon and the text "History 101".
- Top Bar:** Contains a search bar labeled "Search for files", a magnifying glass icon, and the text "0 items selected". On the right, there are buttons for "+ Folder" and "Upload".
- Main Panel (File List):** Labeled with a circled "2", it displays a table of files and folders. The table has columns for Name, Date Created, Date Modified, Modified By, Size, and a status column with icons.

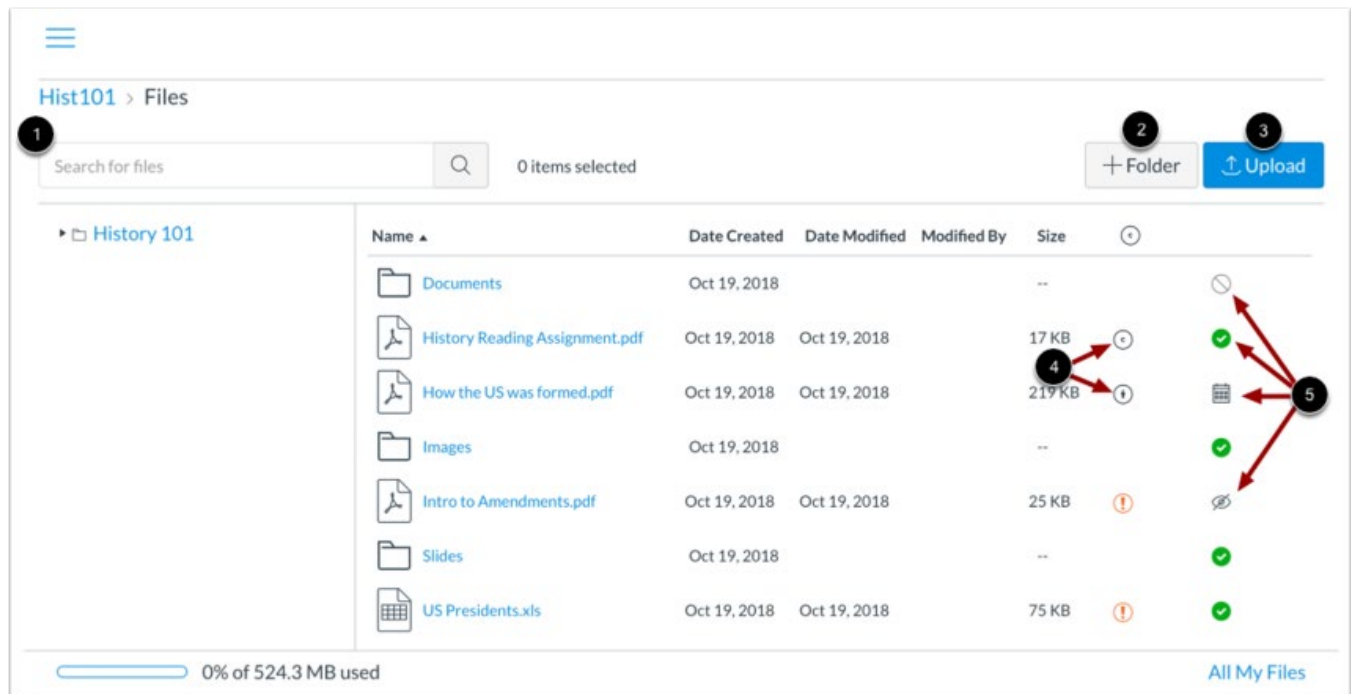
Name	Date Created	Date Modified	Modified By	Size	Status
Documents	Oct 19, 2018			--	🔒
History Reading Assignment.pdf	Oct 19, 2018	Oct 19, 2018		17 KB	📄
How the US was formed.pdf	Oct 19, 2018	Oct 19, 2018		219 KB	📄
Images	Oct 19, 2018			--	📁
Intro to Amendments.pdf	Oct 19, 2018	Oct 19, 2018		25 KB	📄
Slides	Oct 19, 2018			--	📁
US Presidents.xls	Oct 19, 2018	Oct 19, 2018		75 KB	📄

At the bottom of the interface, there is a progress bar showing "0% of 524.3 MB used" and a link labeled "All My Files".

The basic functionality within Files is the same within each files location, but some features may differ according to feature area.

The left panel [1] shows all folders for quick navigation. Some folders may be housed within other folders. Click the arrows next to the folder name to expand all folders.

Click the name of a folder. All contents within the folder you are viewing display in the right panel [2]. You can also click folder names in the right panel to view folder content.



Depending on the file area, files may contain several options to manage files:

Search for files [1]. Files is fully searchable by file name.

[Add a folder](#) [2]. Add a new folder to Files to store files. Folders can also house other folders.

[Upload a file](#) [3]. Upload a file to Files.

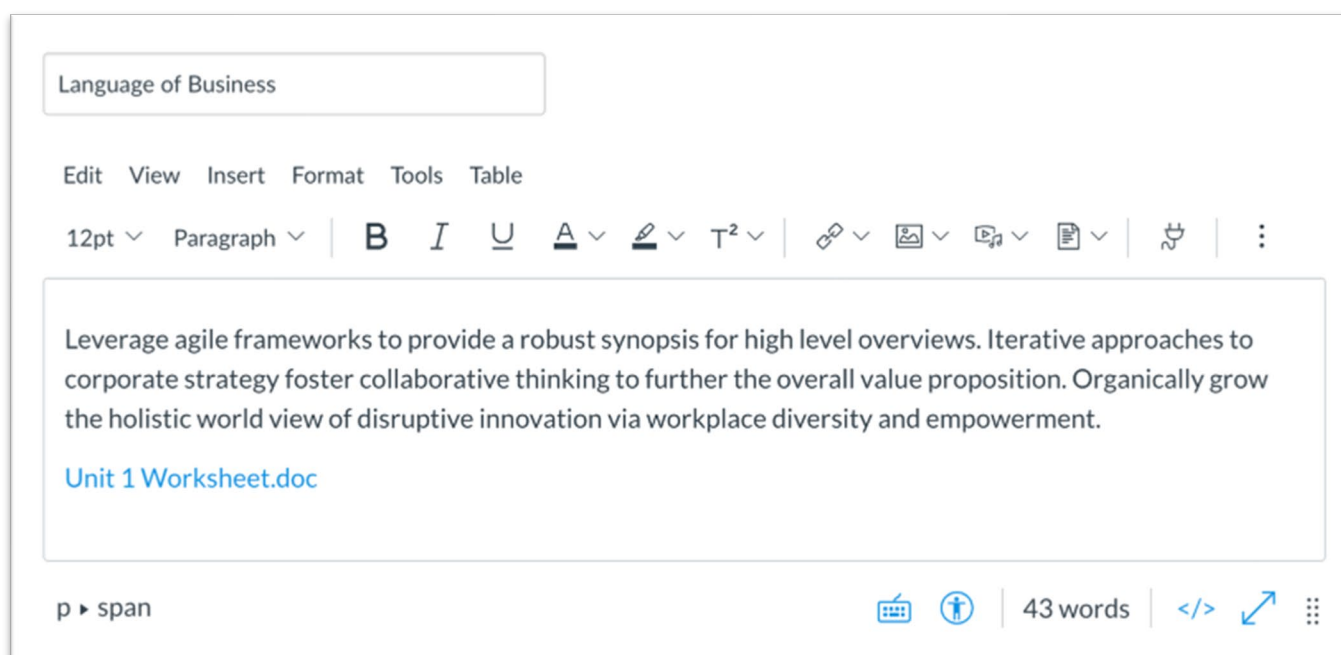
For courses and groups using usage rights, [set the user right \(copyright\) for a file](#) [4]. You must set a user right for a file before it can be published. Files that do not contain a usage right display as a warning icon.

Change the state of the file [5]. Files can be published, unpublished, or include a [restricted status](#).

For more on using files in Canvas please visit [Canvas' Files Guide](#).

Rich Content Editor

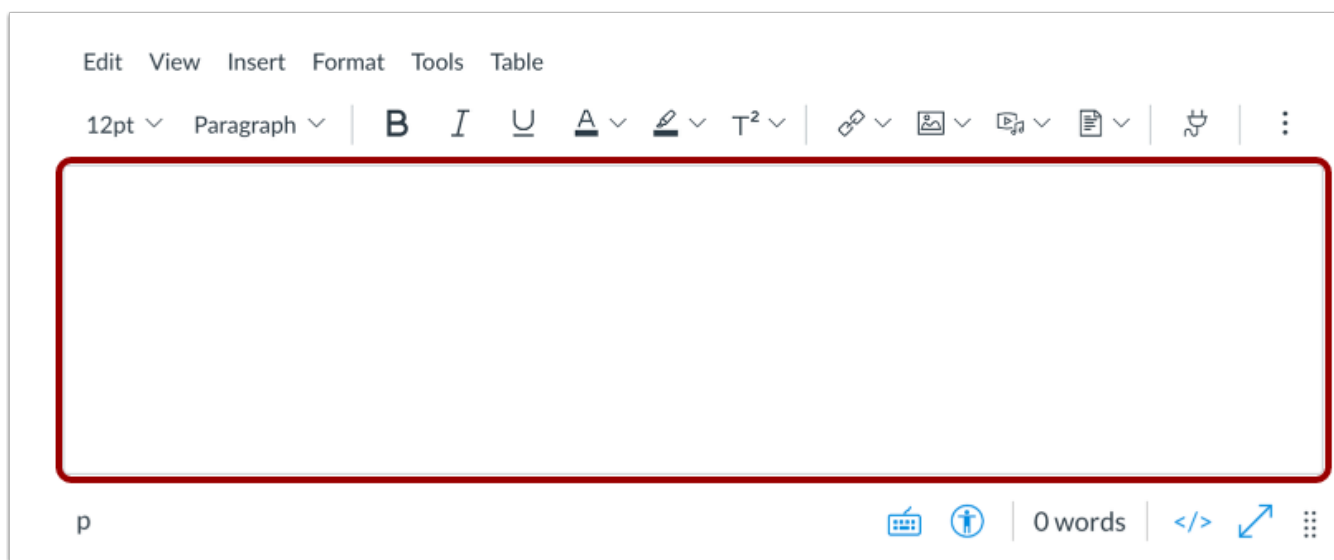
Canvas has a simple, yet powerful, word processor that is available anytime for creating new content (assignments, announcement, discussions, blogs etc.) within Canvas. Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media. Anything that can be viewed in a web browser can be inserted as content. Content can also input HTML directly into Canvas with the HTML view. Users can also easily link to course content using the Content Selector.



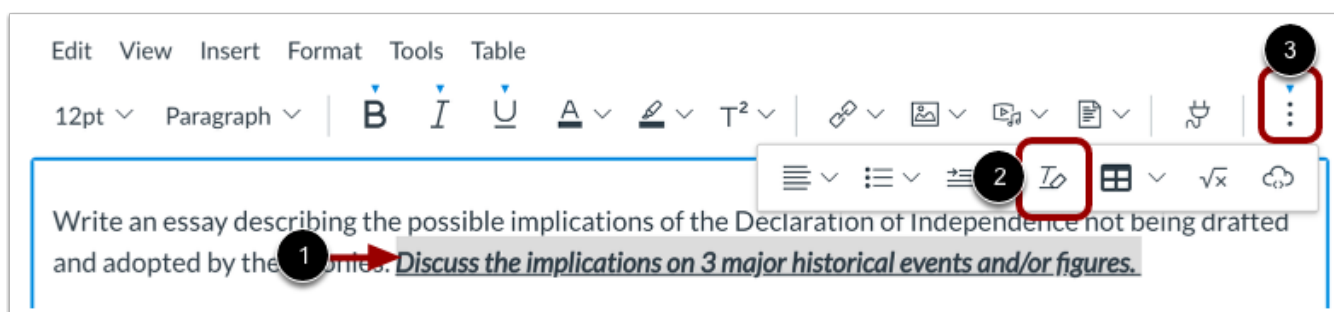
What Canvas Features Use the Rich Content Editor?

The following Canvas features use the Rich Content Editor:

- Announcements
- Assignments
- Discussions
- Pages
- Quizzes
- Syllabus

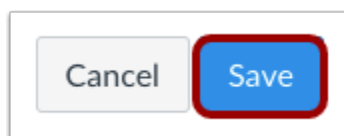


Type or paste copied text into the Rich Content Editor.



To remove text formatting, select the text [1], then click the Clear Formatting icon [2].

Note: To view the Clear Formatting icon, you may have to click the Options icon [3].

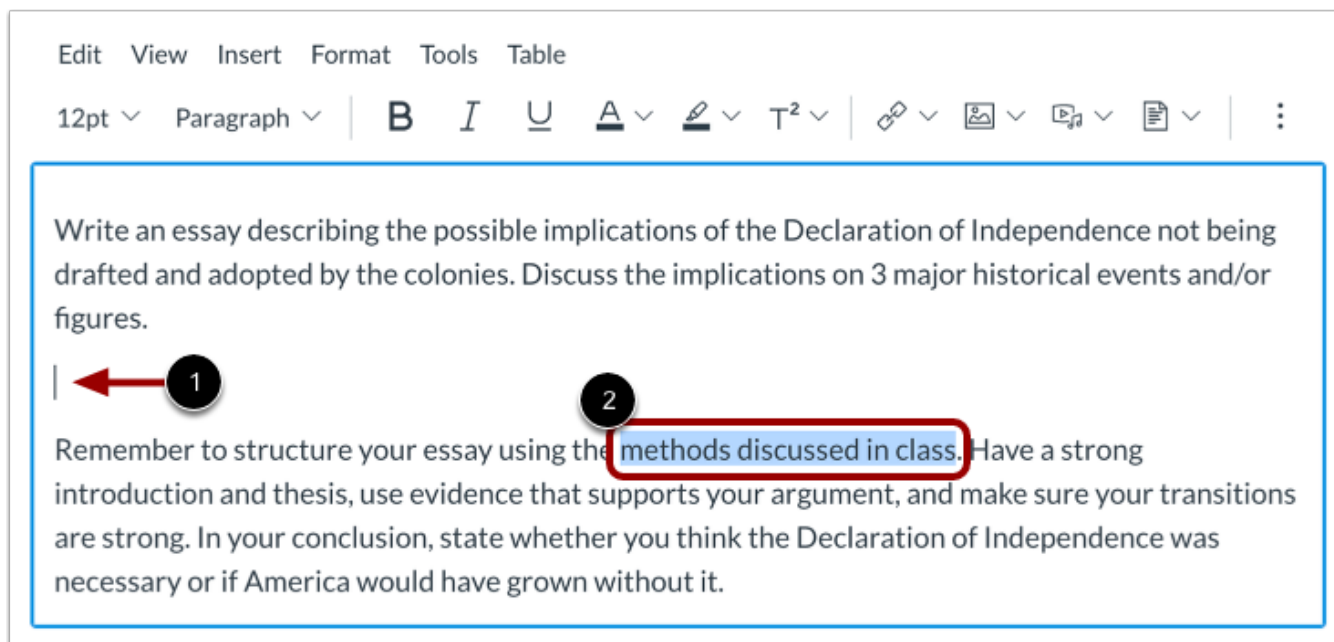


Click the **Save** button.

Note: When using the Rich Content Editor in Discussions, the Save button may appear as the Post Reply button.

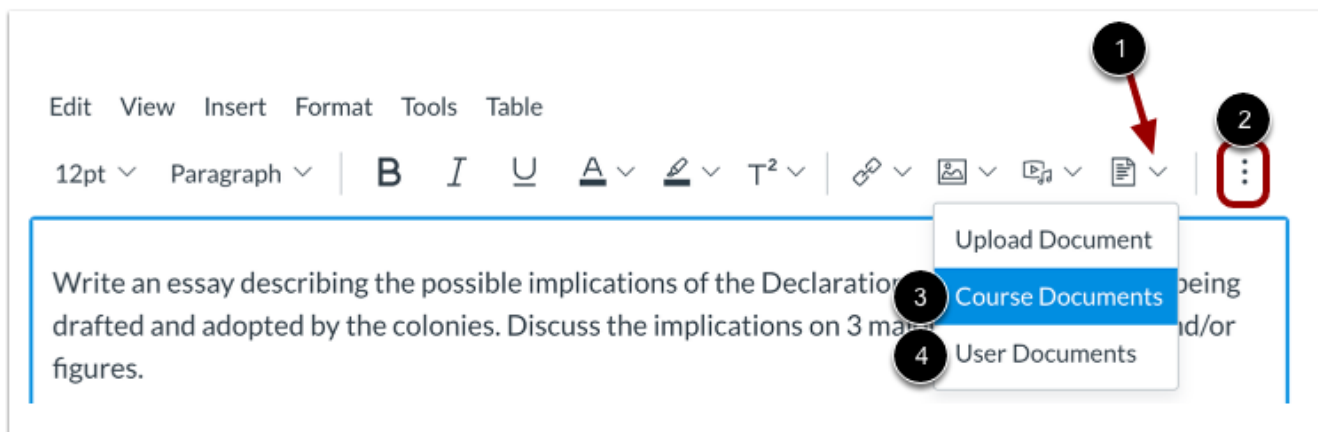
Link to Course Content

You can use the Rich Content Editor to insert hyperlinks to document files stored in your course, user, and group files.



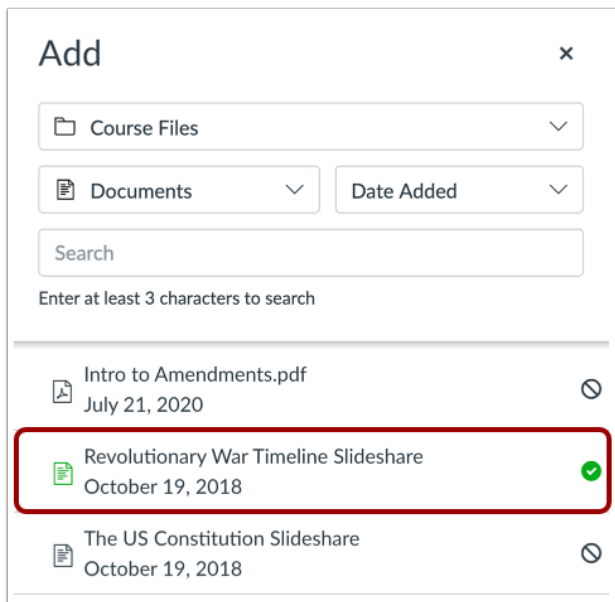
To insert a link displaying the name of the file, click to place your cursor in the location in the Rich Content Editor where you want the link to appear [1].

To insert a hyperlink to a course content item, select the text for your hyperlink [2].



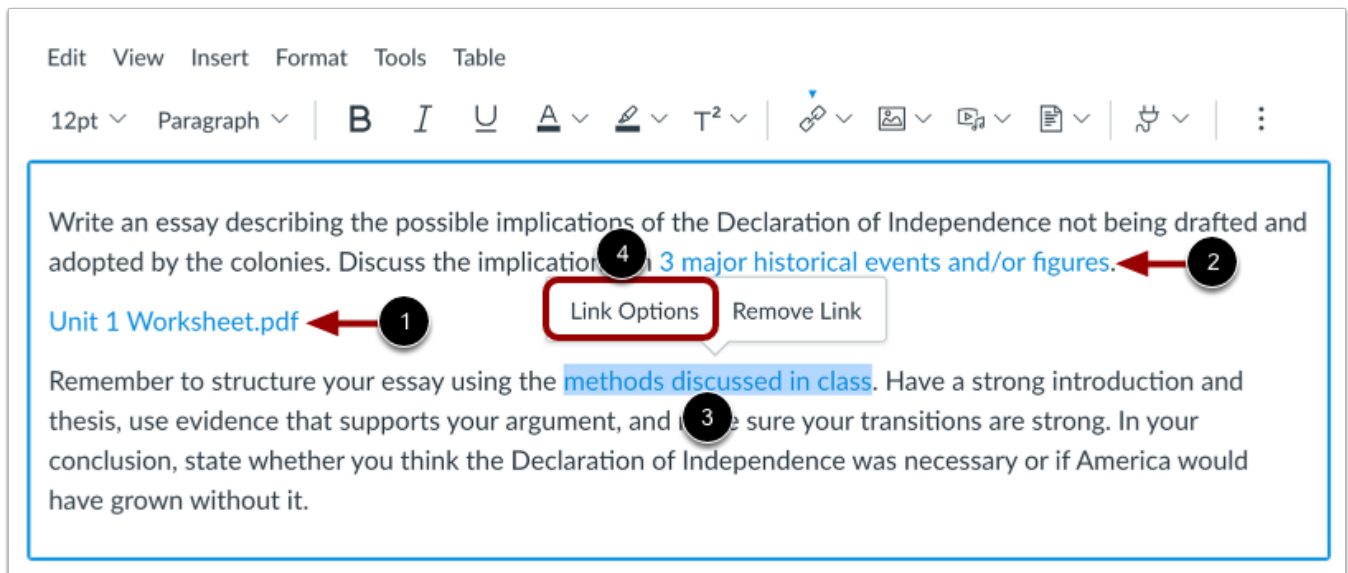
In the toolbar, click the Document Options arrow [1]. To view the Documents icon, you may have to click the Options icon [2].

To view course documents, click the Course Documents option [3]. To view your user documents, click the User Documents option [4].



Click the name of the file you want to link in the Rich Content Editor.

Note: The text will flash before turning into the hyperlink.

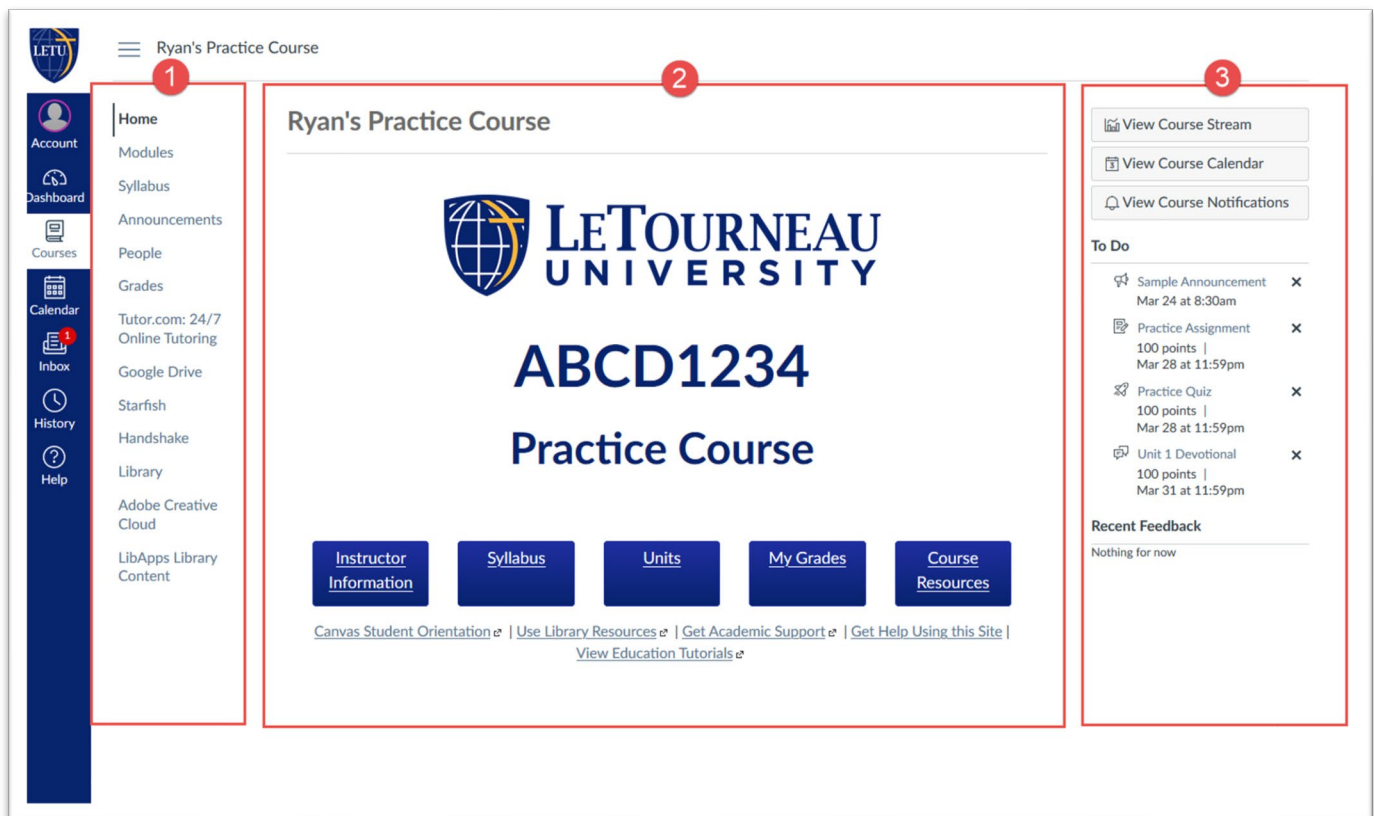


View the link displaying the name of the file [1] or the hyperlinked text [2]. To manage options for the link, click the link title [3] and click the Link Options link [4].

To find out more about how to utilize the Rich Content Editor, please visit Canvas' [Rich Content Editor Guide](#).

Course Home Page

To access a course, in Global Navigation, click the **Courses** link, then click the name of your course.

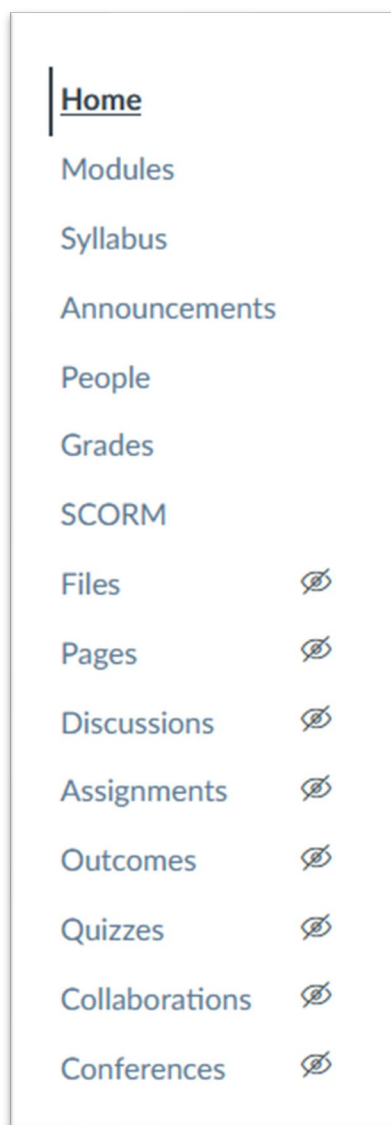


The screenshot shows the Canvas Course Home Page for "Ryan's Practice Course" at LeTourneau University. The page is divided into three main sections, each highlighted with a red box and a number:

- 1 Course Navigation:** A vertical sidebar on the left containing links for Account, Dashboard, Courses, Calendar, Inbox, History, and Help.
- 2 Content Area:** The main central area displaying the course title "Ryan's Practice Course", the LeTourneau University logo, the course ID "ABCD1234", and the title "Practice Course". Below this are buttons for Instructor Information, Syllabus, Units, My Grades, and Course Resources. At the bottom of the content area are links for Canvas Student Orientation, Library Resources, Academic Support, Help Using this Site, and View Education Tutorials.
- 3 Sidebar:** A vertical sidebar on the right containing buttons for View Course Stream, View Course Calendar, and View Course Notifications. Below these are sections for "To Do" (listing Sample Announcement, Practice Assignment, Practice Quiz, and Unit 1 Devotional) and "Recent Feedback" (Nothing for now).

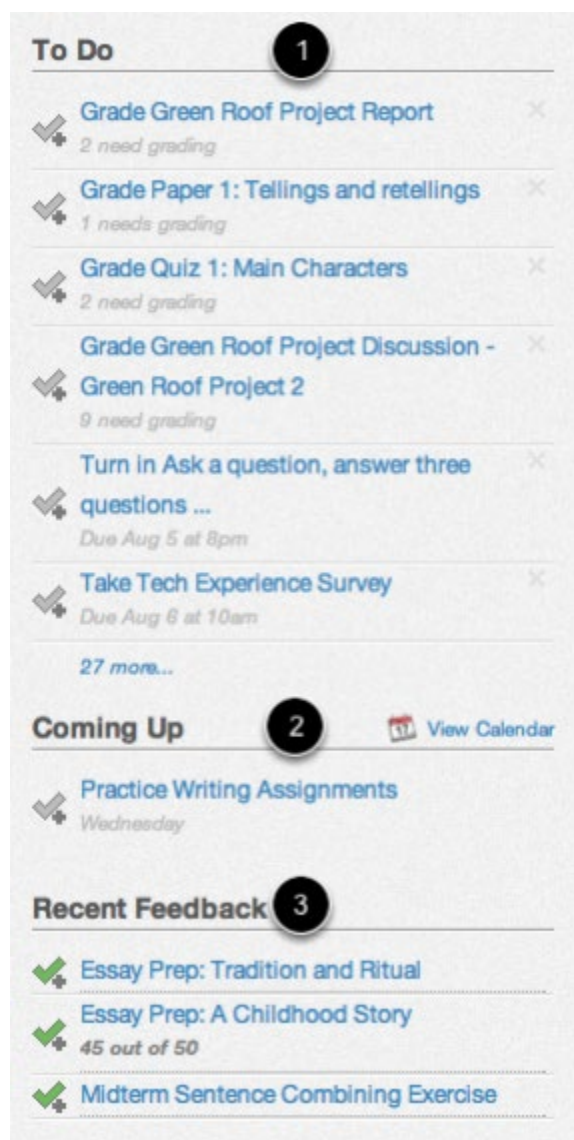
The Course Home Page involves **Course Navigation** (1), the **content area** (2), and the **sidebar** (3).

View Course Navigation



The Course Home Page is viewed from the Course Navigation **Home** link [1].

View Sidebar



The screenshot shows the Canvas sidebar with three main sections, each with a numbered callout bubble:

- To Do (1):** Lists assignments needing grading or submission. Items include:
 - Grade Green Roof Project Report (2 need grading)
 - Grade Paper 1: Tellings and retellings (1 needs grading)
 - Grade Quiz 1: Main Characters (2 need grading)
 - Grade Green Roof Project Discussion - Green Roof Project 2 (9 need grading)
 - Turn in Ask a question, answer three questions ... (Due Aug 5 at 8pm)
 - Take Tech Experience Survey (Due Aug 6 at 10am)
 - 27 more...
- Coming Up (2):** Lists upcoming assignments. Item includes:
 - Practice Writing Assignments (Wednesday)
- Recent Feedback (3):** Lists recent feedback on submissions. Items include:
 - Essay Prep: Tradition and Ritual
 - Essay Prep: A Childhood Story (45 out of 50)
 - Midterm Sentence Combining Exercise

The Sidebar contains three helpful feeds:

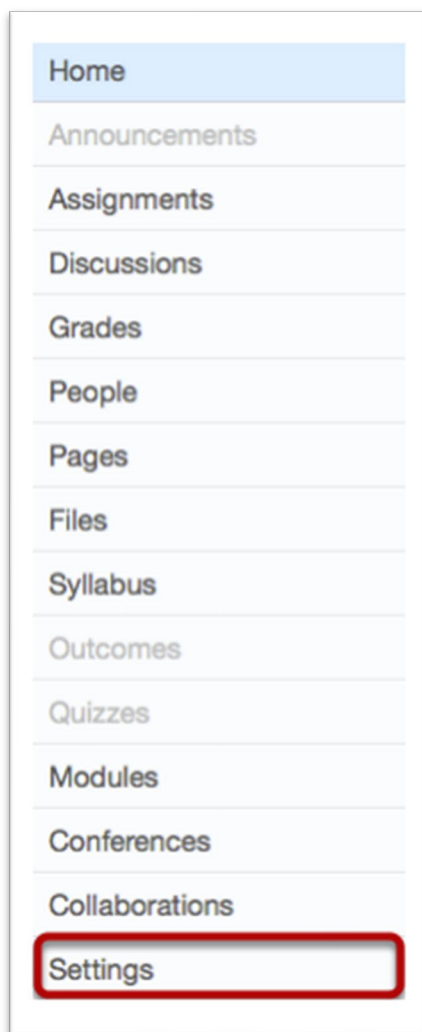
1. The **To Do** feed lists the next five assignments you need to turn in (if you are a student) or you need to grade (if you are an instructor). Assignments will still show up in this list even if they are past due. Click on the links to go directly to the Assignments page.
2. The **Coming Up** feed lists the next five assignments or events coming due in the next week.
3. **The Recent Feedback** feed lets students know when their instructor has left a comment or a grade for one of their submissions. The same feed will let instructors know when students have left comments about work they have evaluated. This feed helps students and instructors keep the conversation alive around Assignments.

Reorder Course Navigation

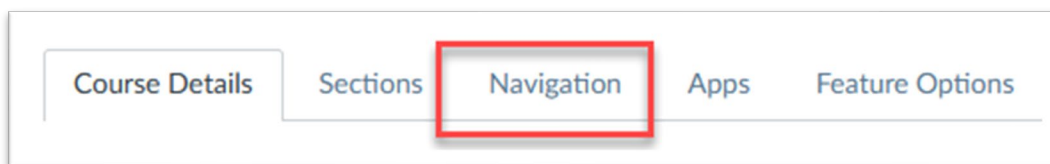
Links to sections that don't have any content and/or that students cannot access will not be shown to students and will be "grayed" for your view. For example, if there are no announcements set for the course, you will see the "Announcements" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

Open Settings

Click the **Settings** link.



Click the **Navigation** tab.



Reorder Navigation Links

Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the Save button when you are finished reordering everything

Drag and drop items to reorder them in the course navigation.

Home
Announcements
Assignments
Discussions
Grades
Pages
Syllabus
Quizzes
Modules
Conferences
Collaborations

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the

People
Outcomes <i>Page disabled, will redirect to course home page</i>
Files <i>Page disabled, will redirect to course home page</i>

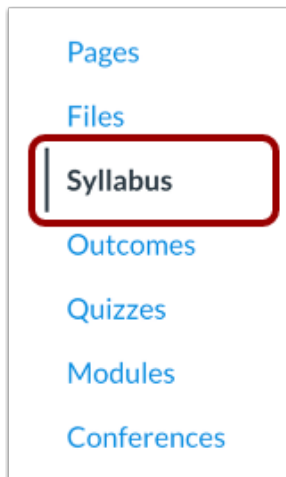
Save

Syllabus

The Syllabus helps your instructor communicate course expectations and information. The Course Summary is automatically generated based on assignments and events within a course. All assignments (unpublished and published) are listed in the syllabus for instructors.

Note: All nontrade (ie. “online”) courses will have the Syllabus already created.

In Course Navigation, click the **Syllabus** link.



The Syllabus includes the syllabus description [1], the syllabus table [2], and the sidebar [3].

Course Syllabus

[Jump to Today](#)

1

Welcome to HIS101, American History!

This course is a short 5 week review course that covers US History from 1775 to 1791, including the Declaration of Independence, Revolution, Articles of Confederation and the Constitution, and the Bill of Rights. My name is Aren Jurel and I will be your instructor for this course.

The table below contains all the due dates for the course. Throughout the course, you will be engaged in peer interactions on discussion boards and peer reviews, collaborative work in teams, groups, and circles, watching videos, writing, and completing quizzes. The variety of activities should provide you with a wide range of opportunities for learning.

Use the [discussion on course questions](#) if you need explanation of any of the course assignments or activities.

A note on working with others... in this course, you will see that you [may sign up to work with a team, a group, and a circle](#) to edit three different wiki pages. These working organizations will allow you opportunities to work with a variety of people, and will help differentiate between the wiki page assignments. You are expected to work collaboratively within these structures. You may choose your own team, group or circle as the class starts the module in which they are assigned. The wiki page edits are due at the same time as the quiz for the module.

Click the [Modules button](#) on the left menu of the [Home button](#) to get started. Good luck on the course!

Mr. Jurel

3

< August 2018 >

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Assignments are weighted by group:

Group	Weight
Assignments	30%
Discussions	30%
Quizzes	20%
Extra Credit	10%
Summaries	10%
Total	100%

Course Summary:

2

Date	Details	
Wed Jul 4, 2018	Holiday - No Class	2am
Sat Jul 7, 2018	Position Paper	due by 1:59am
Thu Aug 2, 2018	Road to Revolution: Patriotism or Treason	due by 1:59am
	Revolutionary War Required Reading	to do: 1:59am

The syllabus description [1] is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

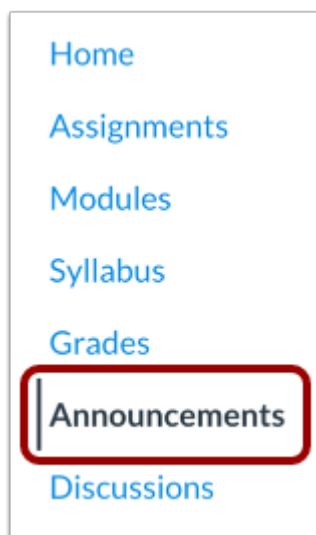
You can also link to your Syllabus by [uploading it into Course Files](#) as a PDF and [embedding the document](#) in the Rich Content Editor. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

The Course Summary [2] is automatically generated for the course and contains a list of assignments and events. Assignments are indicated by the Assignments icon [1], and events are indicated by the Calendar icon [2]. Non-graded items with a to-do date show the to-do date [3]. All assignments (unpublished and published) are listed in the syllabus for instructors, but students only see published assignments.

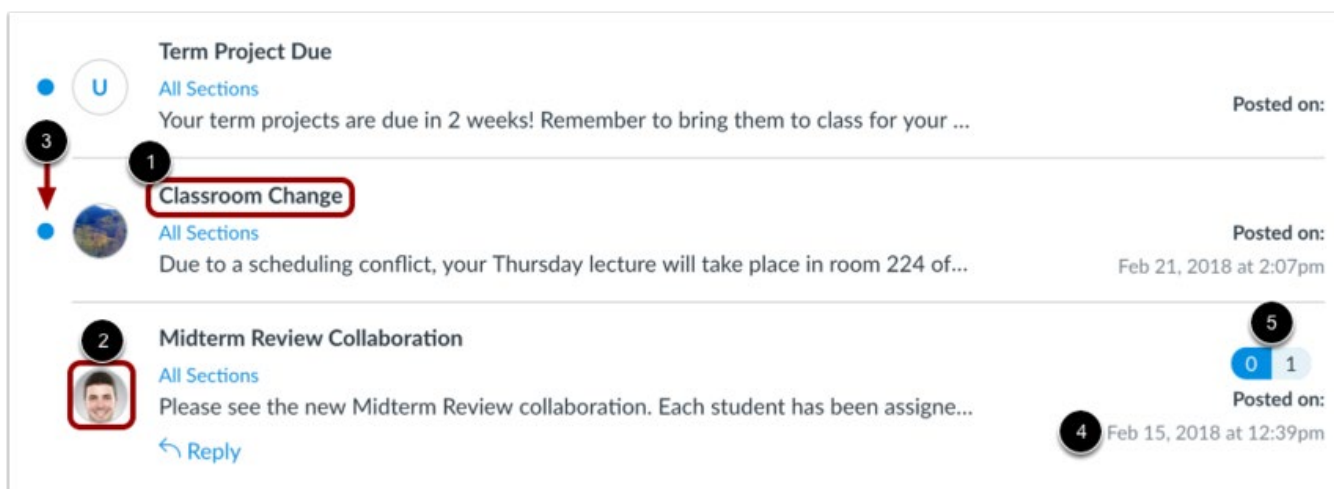
The sidebar section [3] displays information about course events and grading. The assignment group information can be edited in the Assignments feature while the Calendar information can be edited in both the Assignments and Calendar features. Any changes made will be reflected in the Course Summary section of the Syllabus.

Announcements

The Announcements Index Page allows you to view and filter announcements in your course. You can also receive new announcements via Canvas notifications, view announcements on the Recent Activity Dashboard, or view announcements in the To Do list.



In Course Navigation, click the **Announcements** link.



In Announcements, you can view all the announcements in your course.

Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.

Each announcement includes the title of the announcement [1], the picture of the user who posted the announcement [2], an unread indicator near unread announcements [3], the announcement post date [4], and the number of unread/total replies in the announcement [5].

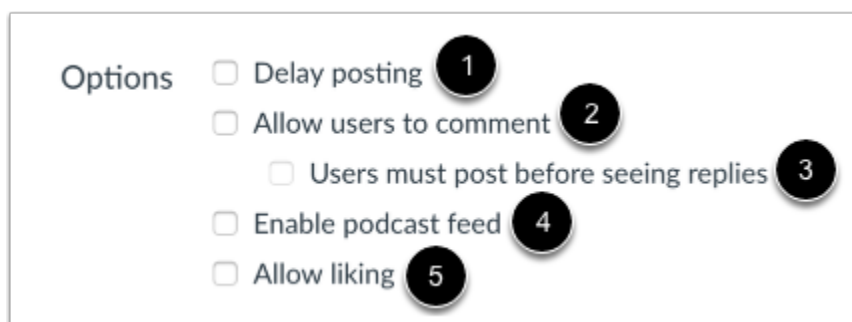
To create an announcement, click the **Add Announcement** button.



Type a title for the announcement in the topic title field [1] and add content in the Rich Content Editor [2].

By default, Canvas will send your announcement to all sections within your course. To select specific sections for your announcement, click the Post to drop-down menu and select sections from the list provided.

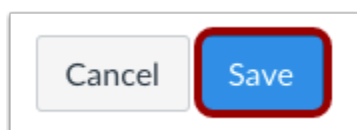
To add an attachment to your discussion, click the **Choose File** button [1].



In the Options section, you can select various options for your announcement. You can delay the posting of your announcement [1], which allows you to schedule the announcement for a future date.

Additionally, you can allow users to comment on the announcement [2] and require students to reply to a post before seeing other replies [3].

You can also enable an announcement podcast feed [4] and allow students to like announcement replies [5].

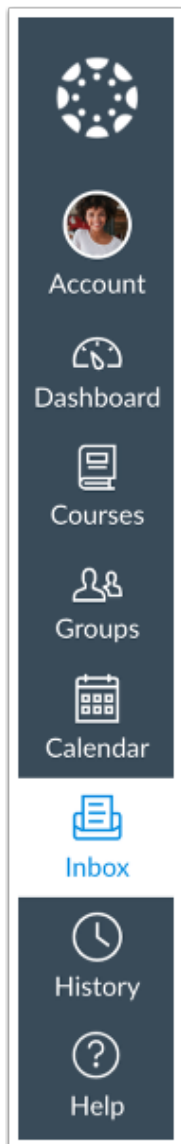


Click the Save button.

Note: Unless you are using the delay posting option in Announcements, once you click Save, your announcement will immediately be posted in your course. Do note that your course must be published for students to be able to receive announcements.

Inbox

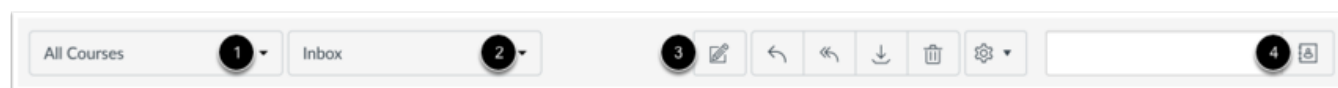
The Inbox is split into two panels and displays messages (called “conversations” in Canvas) chronologically. You can view and reply to conversations and sort them by course or inbox type. Depending on your notification preferences, your conversations may also send a copy to your LETU email address.



In Global Navigation, click the **Inbox** link.

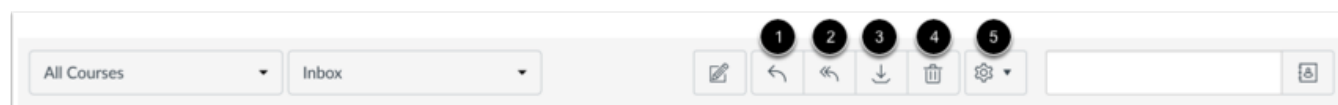
If the Inbox link includes a numbered indicator, the indicator shows how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.

View Toolbar



The toolbar includes global message options. To load conversations, filter your messages by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can compose a message at any time using the compose icon [3].

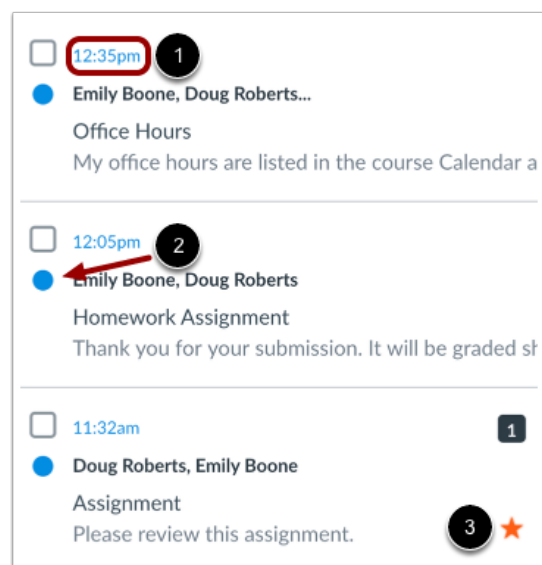
You can also search for conversations by user in the **Search by user** field [4].



Once you have selected a conversation, you can use the other options in the toolbar to:

1. Reply to a conversation.
2. Reply-all to a conversation.
3. Archive a conversation.
4. Delete a conversation.
5. Forward, mark a conversation as read or unread, and star conversations.

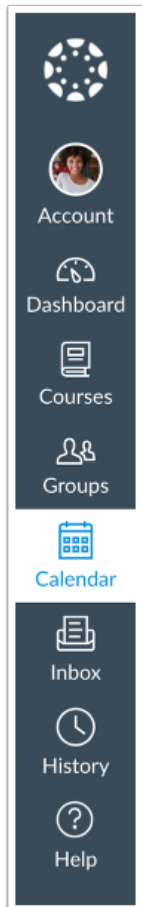
View Conversations



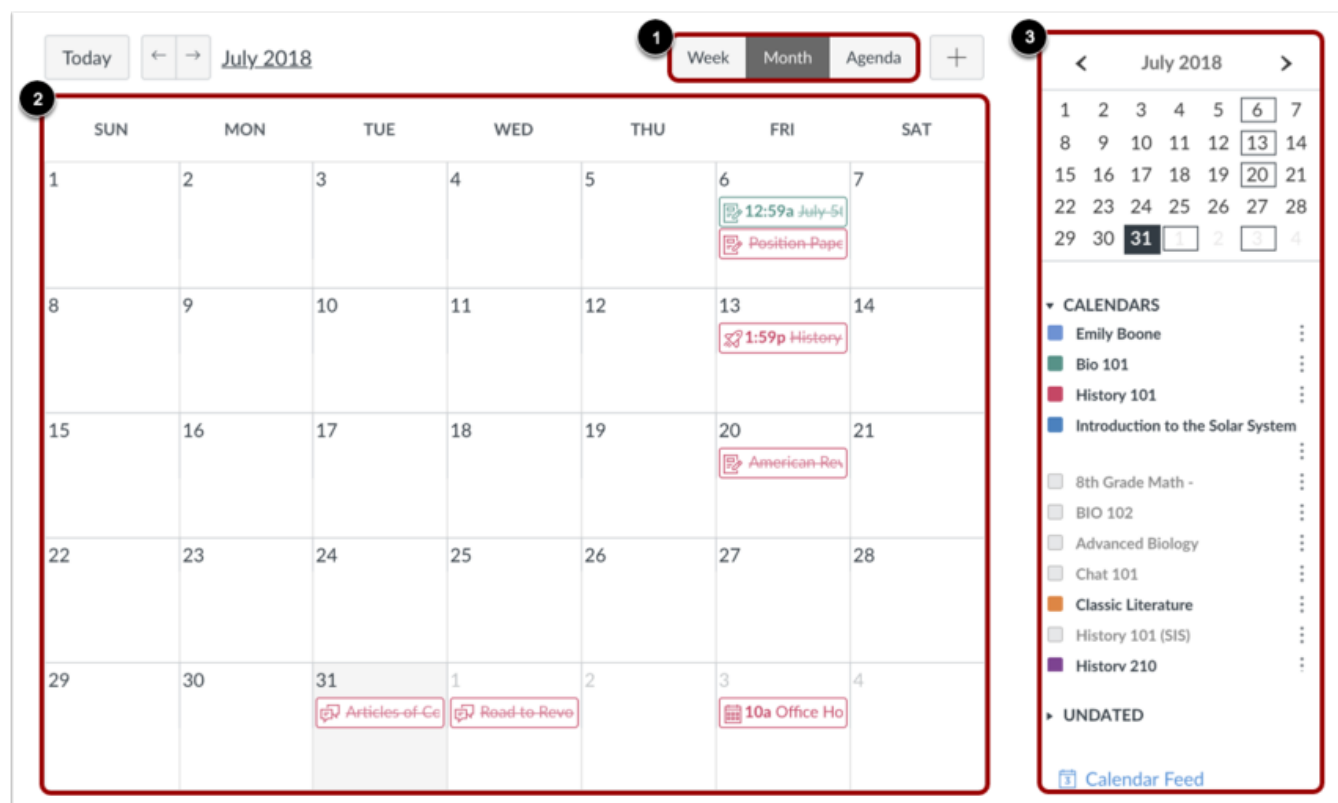
The Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top [1] and the older conversations at the bottom.

Calendar

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

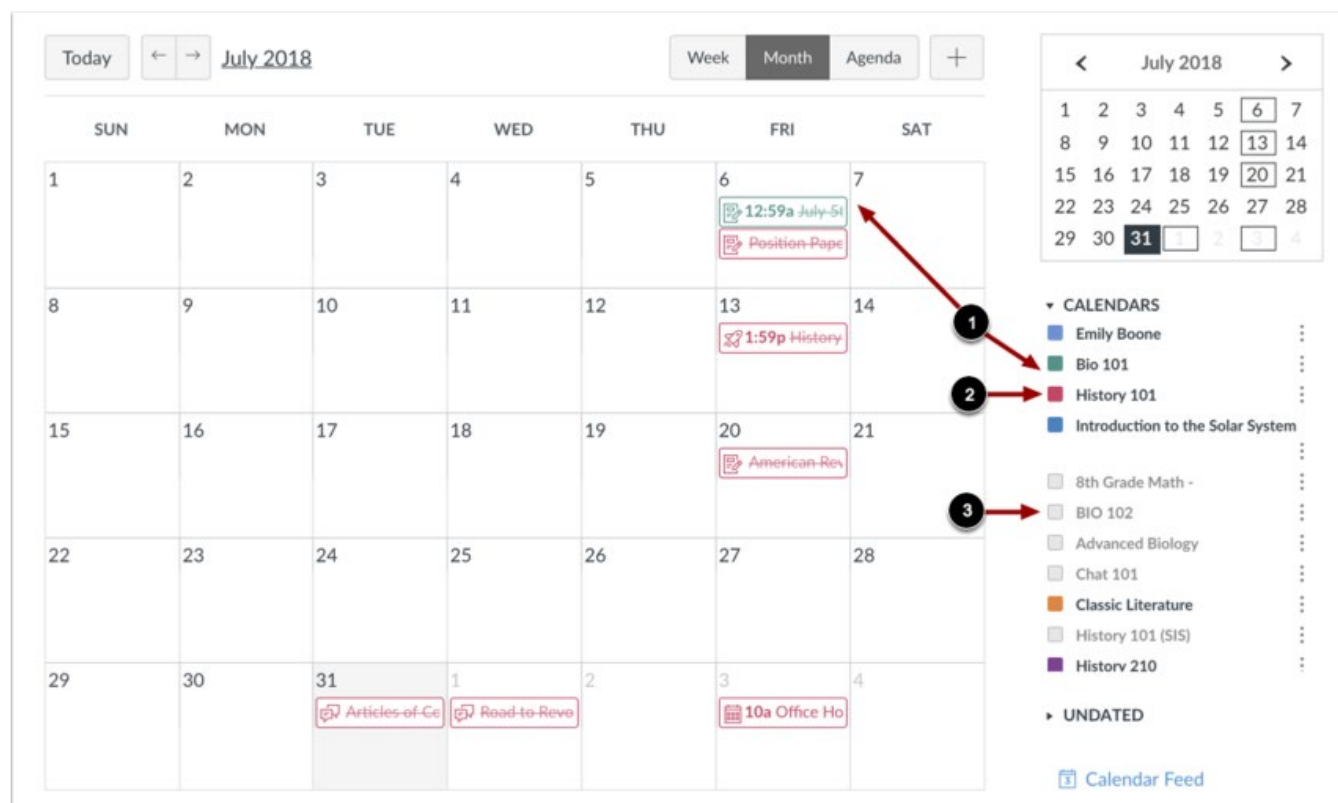


In Global Navigation, click the **Calendar** link.



The Calendar spans all courses and displays information for each of your enrolled courses and groups. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.

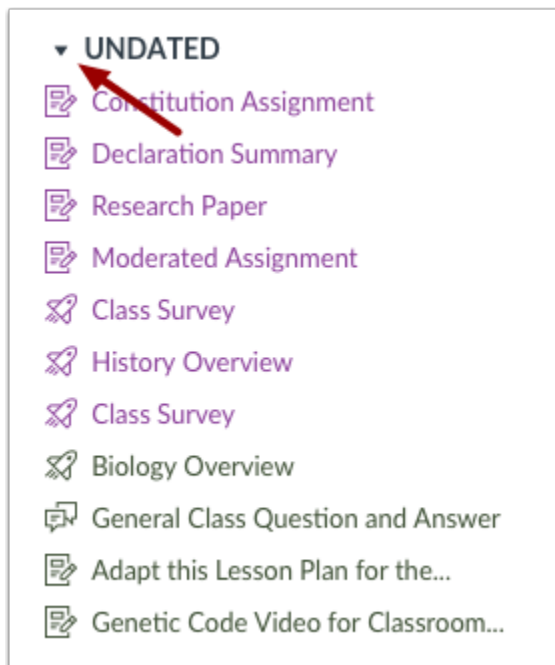


Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated calendar items for each course or group display when selected in the calendar view [1].

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

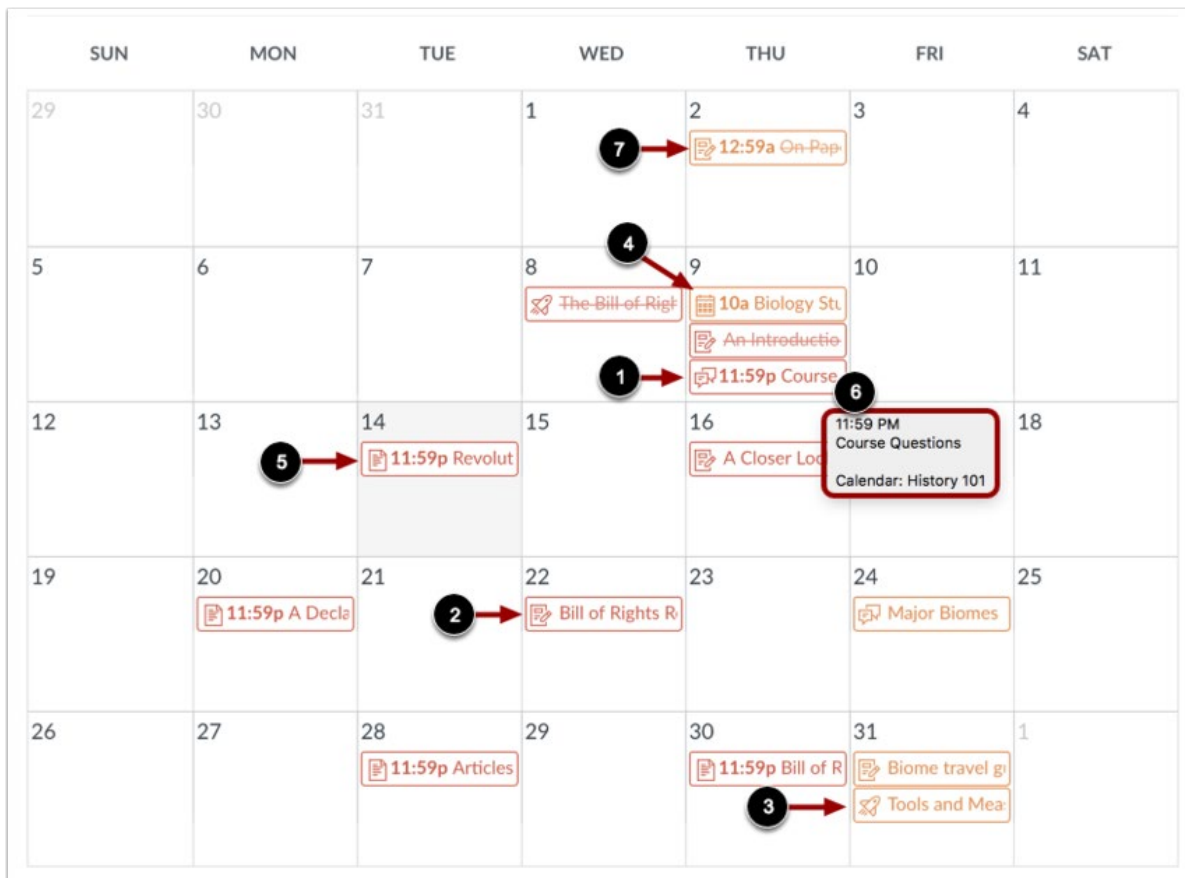
Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.

View Undated Events List



Expanding the **Undated items** link will show you a list of events and assignments that are not dated. The assignments and events will be differentiated by icons and by the personal, course, or group calendar color. You can assign due dates to undated items by dragging and dropping them into the Calendar.

View Assignments and Events



Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4]. Non-graded items with a to-do date also display in the calendar for a course [5].

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [6].

Calendar assignments can also be crossed out [7], which is a simple way to keep track of assignments. Assignments are crossed out when the due date has passed and all submissions have been graded.

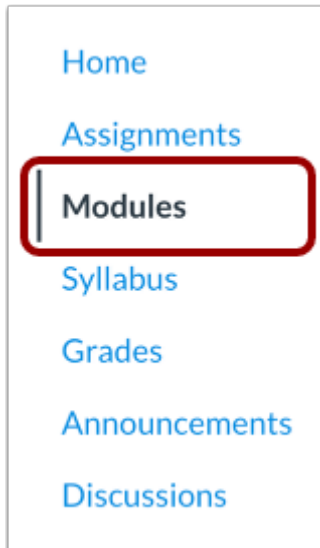
View Scheduler

You can manage Scheduler events directly in each course calendar. To [add an appointment group](#), click the **Add** button [1] and select the **Appointment Group** tab [2]. Once created, the appointment group will display in your calendar. You can view or edit groups and remove students directly from the course calendar as well.

Modules

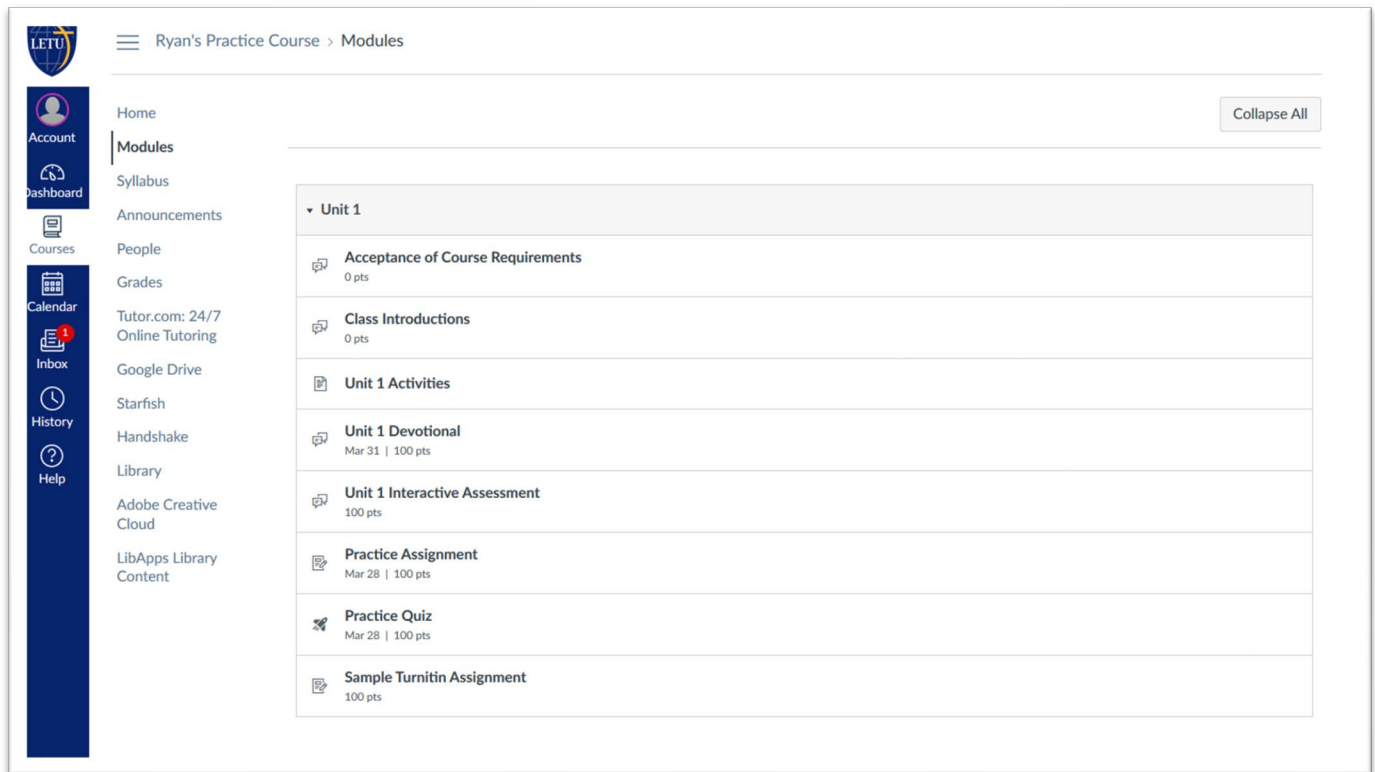
While not always the case, many instructors at LeTourneau use modules to organize their course. Modules control the entire flow of the course, along with its content.

Note: All non-trad (ie. “online”) courses are automatically set up to utilize modules.



In Course Navigation, click the **Modules** link.

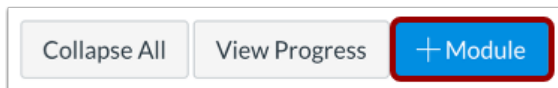
In Modules, you can view all the modules in your course. Modules are organized by order of progression. Modules house the content items within each module.



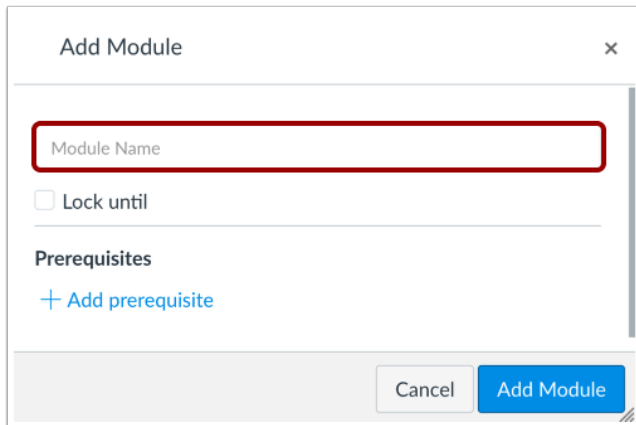
All *nontrad* (ie “online”) courses at LETU utilize a “unit” naming convention for modules. Generally (although not always) one unit = one week.

Add Module

To add a new module, click the **Add a Module** button.



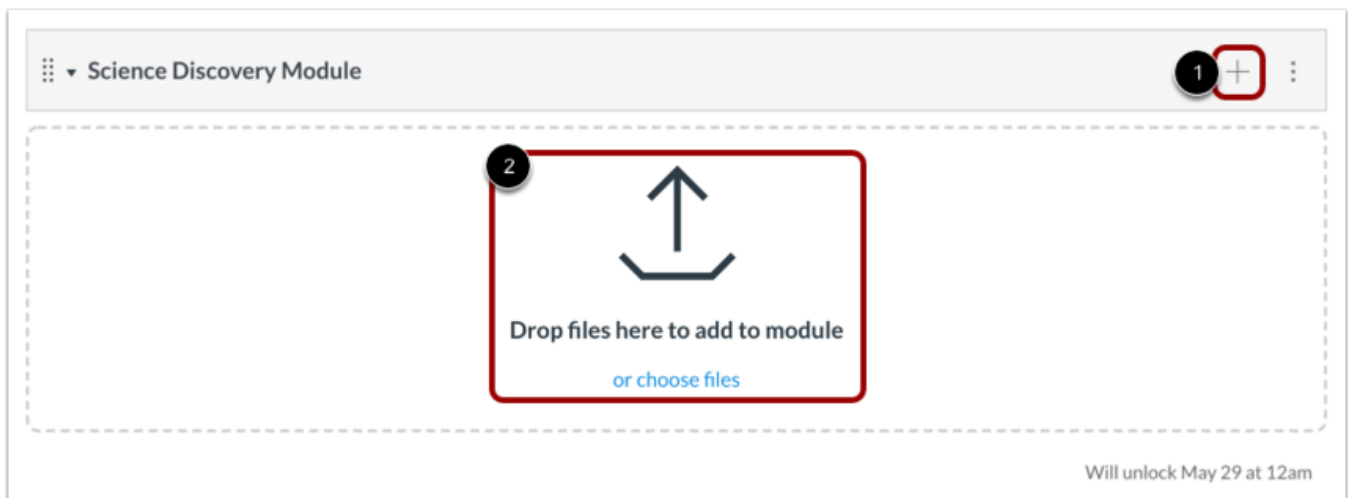
Type a name in the **Module Name** field. If you want to restrict the module until a specific date, you can lock the module.



The 'Add Module' dialog box contains a 'Module Name' text input field, a 'Lock until' checkbox, a 'Prerequisites' section with a '+ Add prerequisite' link, and 'Cancel' and 'Add Module' buttons at the bottom right. A red rectangle highlights the 'Module Name' input field.

Click the **Add Module** button.

Add Items to Modules



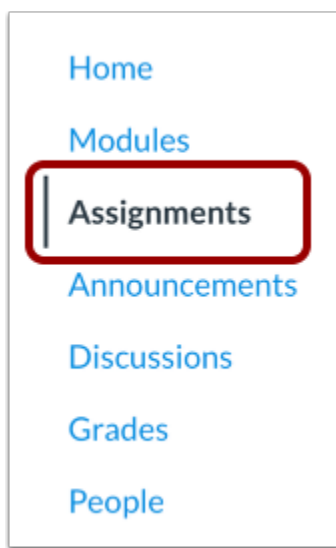
The interface shows the 'Science Discovery Module' header. A red circle with the number '1' highlights the '+ Add' icon in the top right. Below, a dashed box contains a red rectangle with an upward arrow icon, the text 'Drop files here to add to module', and a link 'or choose files'. A red circle with the number '2' highlights this entire dashed box. At the bottom right, it says 'Will unlock May 29 at 12am'.

To add items to your module, click the **Add** icon [1] or drag and drop to add files to an empty module [2].

Assignments

You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details at the same time.

In Course Navigation, click the **Assignments** link.

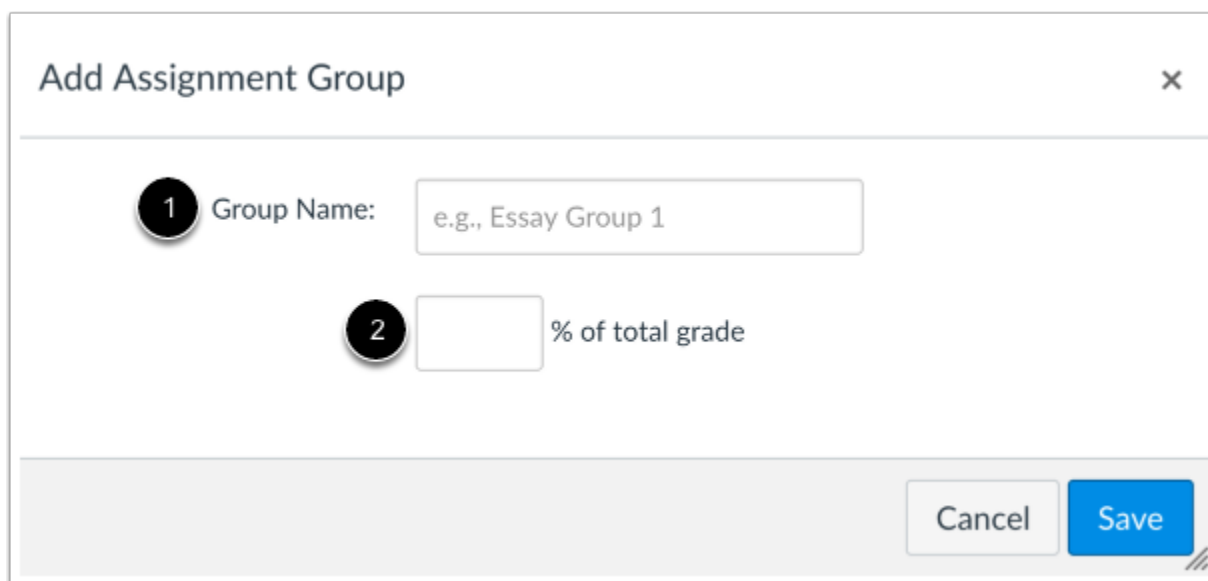


Add Assignment Group

Using Assignment Groups allows you to organize the assignments in your course. Assignment groups house the different types of assignments you may want to keep in your course, such as assignments, discussions, quizzes, surveys, etc. If you create assignment groups in your course, students can filter their assignments page by assignment type to view the same groups.



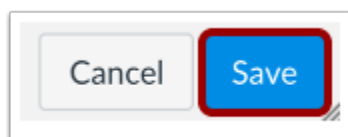
Click the **Add Group** button.



The dialog box is titled "Add Assignment Group" with a close button (X) in the top right corner. It contains two numbered fields: 1. "Group Name:" with a text input field containing "e.g., Essay Group 1". 2. A percentage input field followed by the text "% of total grade". At the bottom right, there are "Cancel" and "Save" buttons.

Type the Assignment Group Name in the **Group Name** field [1]. If you want to weight the final grade for students using assignment groups, the percentage will appear in **% of total grade** field [2].

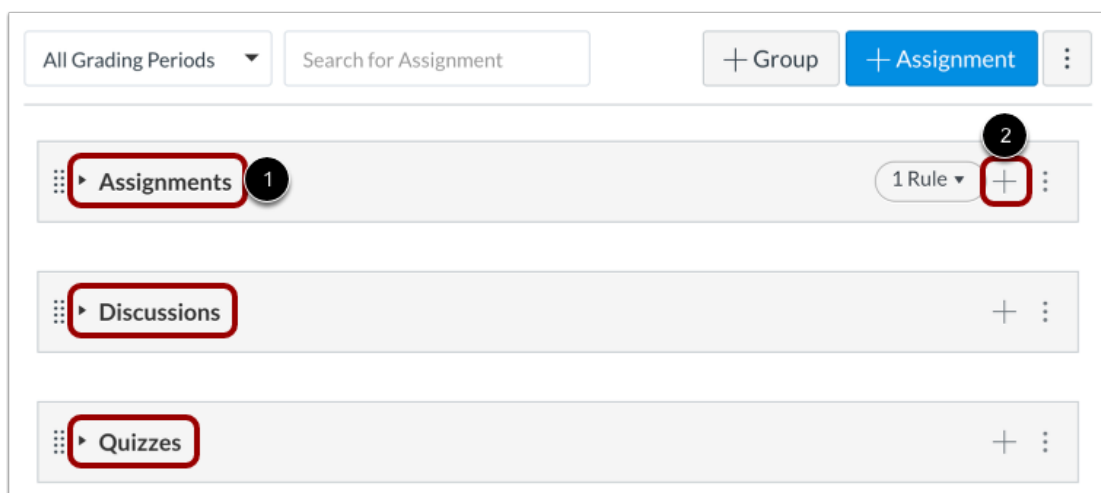
Note: You must create assignment groups before you can assign percentages to each group.



A close-up of the "Save" button, which is blue with white text, and the "Cancel" button, which is light gray with dark gray text.

Click the **Save** button.

Add Assignment Shell

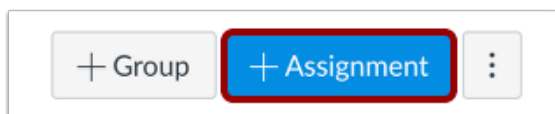


The interface shows a top bar with "All Grading Periods" (dropdown), "Search for Assignment" (input), "+ Group" (button), "+ Assignment" (button), and a menu icon (three dots). Below this are three assignment shells: 1. "Assignments" (labeled 1) with a "1 Rule" dropdown and a "+" button (labeled 2). 2. "Discussions" with a "+" button. 3. "Quizzes" with a "+" button. Each shell has a menu icon (three dots) on the left.

If you want to create an assignment placeholder with a title and a date, you can create an assignment shell in an assignment group.

To create an assignment shell, locate an assignment group [1] and click the Add Assignment button [2]. Assignment shells only include fields for the assignment type, name, due date (optional), and points. You can add assignment details at any time by editing the assignment.

Add Assignment



If you want to create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Assignment details include fields for the assignment type, name, description, points, assignment group (if desired), grade display, and submission type, and due dates. You can also specify if the assignment is a group assignment or requires peer reviews in the [assignment details](#) lesson.

When you add details to an assignment, you can also assign the assignment to all students, [course sections](#), [course groups](#), or [individual students](#).

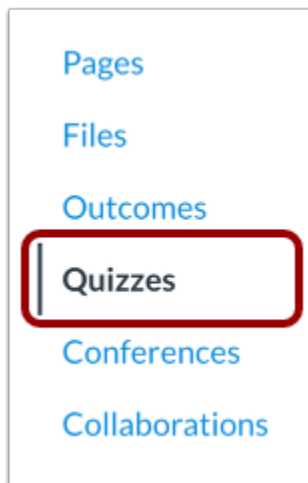
Note: If you are utilizing Modules to deliver content to students, remember to add your assignments to the created modules.

To learn more about how to create assignments please visit [Canvas Assignments guide](#).

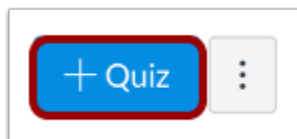
Quizzes and Exams

The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to [conduct and moderate exams and assessments](#), both graded and ungraded.

A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded. You can also view quiz [results for graded quizzes](#) in SpeedGrader or from the quiz results page.



In Course Navigation, click the Quizzes link.



Click the Add Quiz button.

Points 0 Not Published

Details Questions

1 History Overview

Quiz Instructions:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T

Quiz Type Graded Quiz

Assignment Group Assignments

Options

☐ Shuffle Answers

☐ Time Limit Minutes

☐ Allow Multiple Attempts

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

Assign

Assign to

Everyone X

Due

Available from Until

+ Add

In the Details tab, enter the name of your quiz [1]. In the Rich Content Editor [2], introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz. Complete the rest of the quiz details [3].

Details

Questions 1

+ New Question 2

+ New Question Group

Find Questions

Quiz Questions

Click the Questions tab [1]. Manually create a new quiz question by clicking the New Question button [2].

Question

Multiple Choice

pts: 1

Enter your question and multiple answers, then select the one correct answer.

Question:

EditViewInsertFormatToolsTable

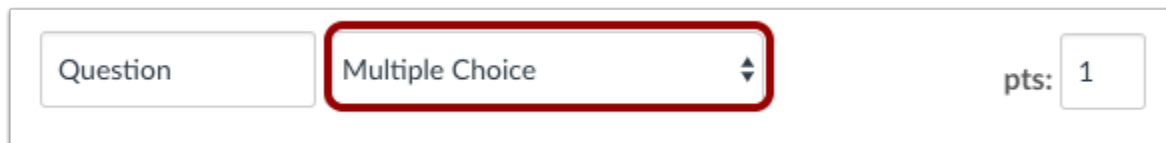
12ptParagraphBBIAT²LinkImageVideoTableHelpMore

p

0 words

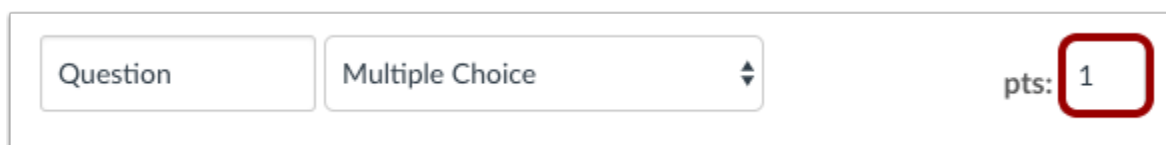
Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.

Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).



In the question type drop-down menu, you can create the following types of quiz questions:

- [Multiple Choice](#)
- [True/False](#)
- [Fill-in-the-Blank](#)
- [Fill-in-Multiple-Blanks](#)
- [Multiple Answers](#)
- [Multiple Drop-down](#) (can be used for [Likert scale](#))
- [Matching](#)
- [Numerical Answer](#)
- Formula ([simple formula](#) and [single variable](#))
- [Essay](#)
- [File Upload](#)



To set the point value for the question, enter the points in the pts field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

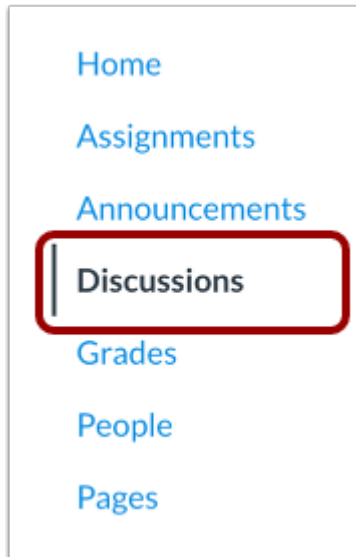
To save your question, click the **Update Question** button.

To find out more about how to create quizzes or exams in Canvas, please visit [Canvas' Quizzes Guide](#).

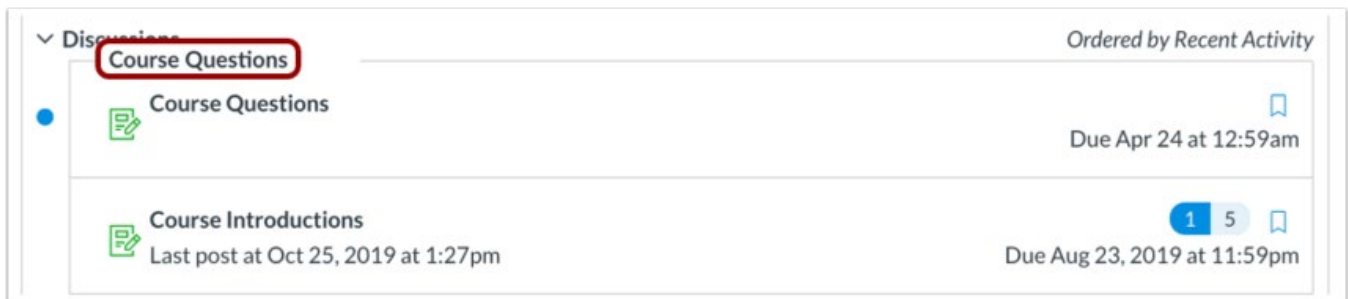
Discussions

As an instructor, you can create a discussion for your course.

Note: Nontrad (ie. “online”) courses will have placeholders for all discussions (devotionals and/or interactive assessments) already in place.

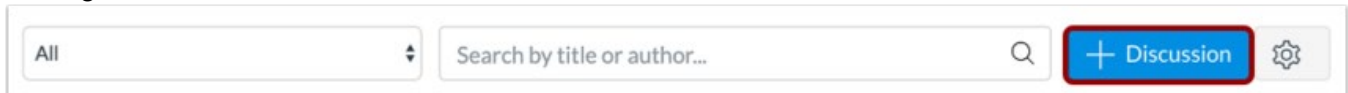


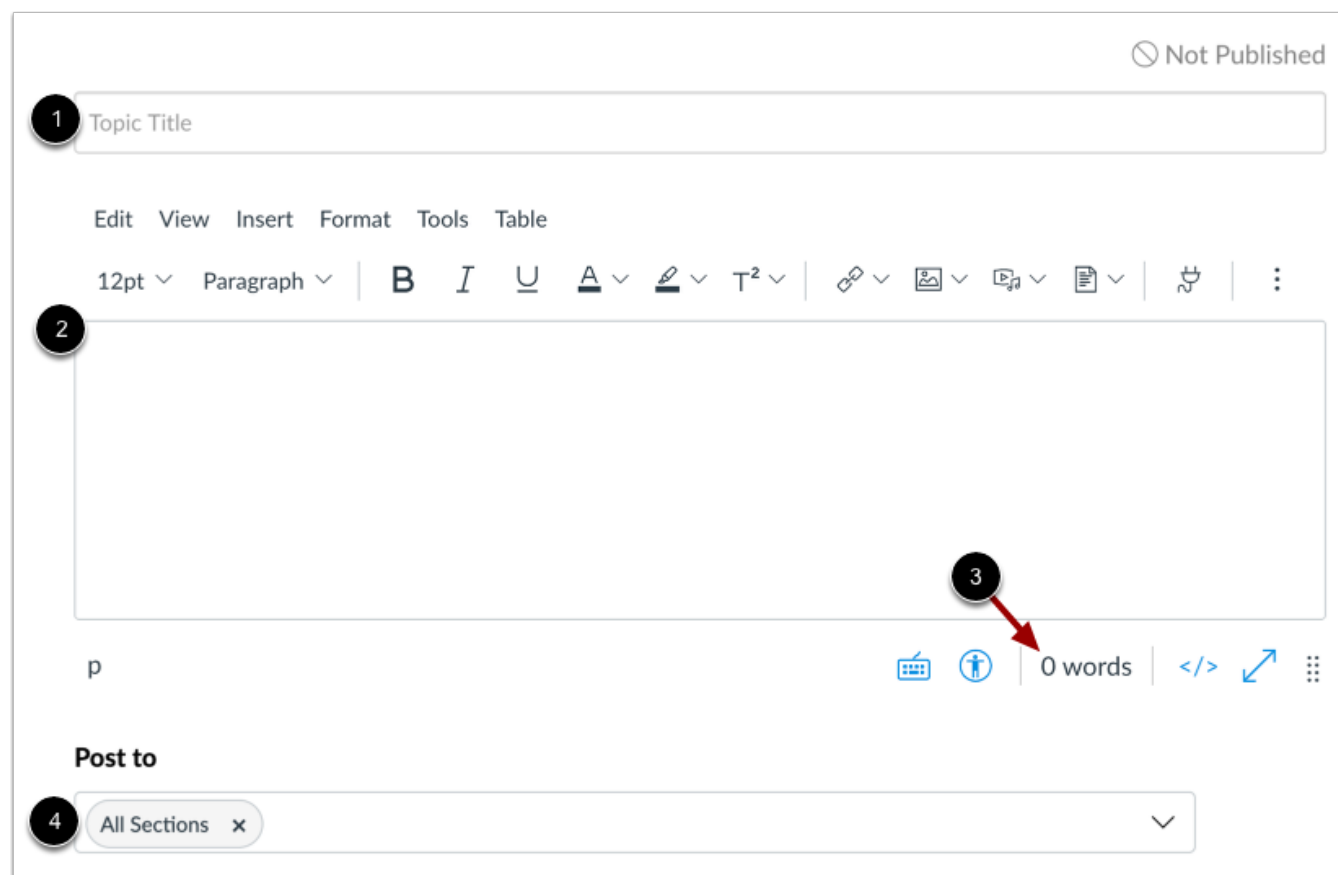
In Course Navigation, click the **Discussions** link.



To edit an *existing* discussion, click the title of the discussion you would like to edit.

To begin a new *discussion*, click the **Add Discussion** button.





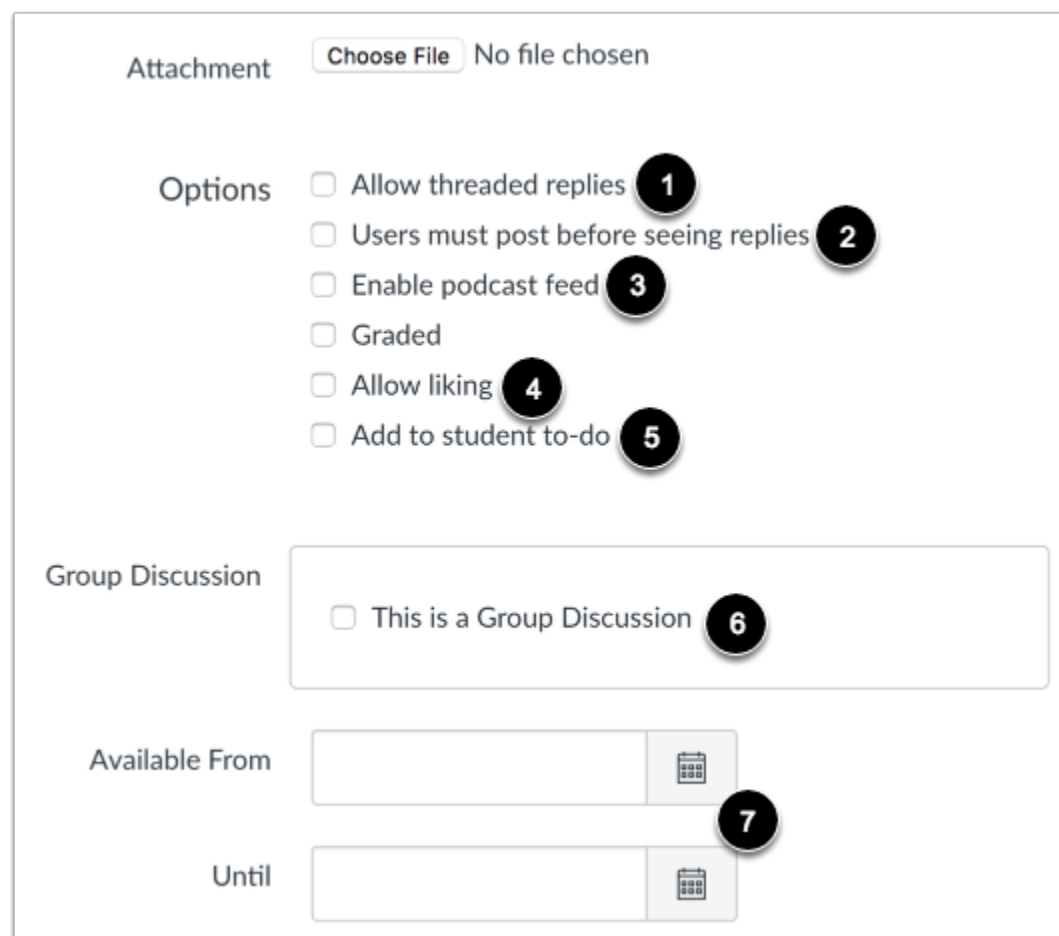
The screenshot shows the Canvas discussion creation interface. At the top right, there is a "Not Published" status indicator. Below it is a "Topic Title" field, labeled with a circled "1". Underneath the title field is a rich text editor toolbar with options for "Edit", "View", "Insert", "Format", "Tools", and "Table". The toolbar includes various formatting icons like bold (B), italic (I), underline (U), text color (A), background color, subscript (T²), link, unlink, insert image, insert video, insert link, and a list icon. The main text area is labeled with a circled "2". At the bottom right of the text area, there is a word count display showing "0 words", labeled with a circled "3" and a red arrow. Below the text area is a "Post to" section, labeled with a circled "4", which contains a dropdown menu currently showing "All Sections" with a close button (x) and a dropdown arrow (v).

Add a title for your discussion in the Topic Title field [1].

To add discussion content, use the Rich Content Editor [2]. The Rich Content Editor includes a word count display below the bottom right corner of the text box [3].

If you want to create a section-specific discussion that is not graded, click the Post to drop-down menu [4]. You can select one or multiple sections. To create a graded section-specific discussion, use the discussion options.

To add an attachment to your discussion, click the **Choose File** button.



The screenshot shows the Canvas discussion creation interface. At the top is the 'Attachment' section with a 'Choose File' button and 'No file chosen' text. Below is the 'Options' section with six checkboxes: 'Allow threaded replies' (1), 'Users must post before seeing replies' (2), 'Enable podcast feed' (3), 'Graded', 'Allow liking' (4), and 'Add to student to-do' (5). The 'Group Discussion' section contains a checkbox 'This is a Group Discussion' (6). At the bottom are the 'Available From' and 'Until' date fields, each with a calendar icon (7).

By default, discussions are created as focused discussions. To create a threaded discussion, click the **Allow threaded replies** checkbox [1].

To require users to reply to the discussion before they can see any other replies, click the **Users must post before seeing replies** checkbox [2].

To enable a discussion podcast feed, click the **Enable podcast feed** checkbox [3].

To allow students to like discussion replies, click the **Allow liking** checkbox [4].

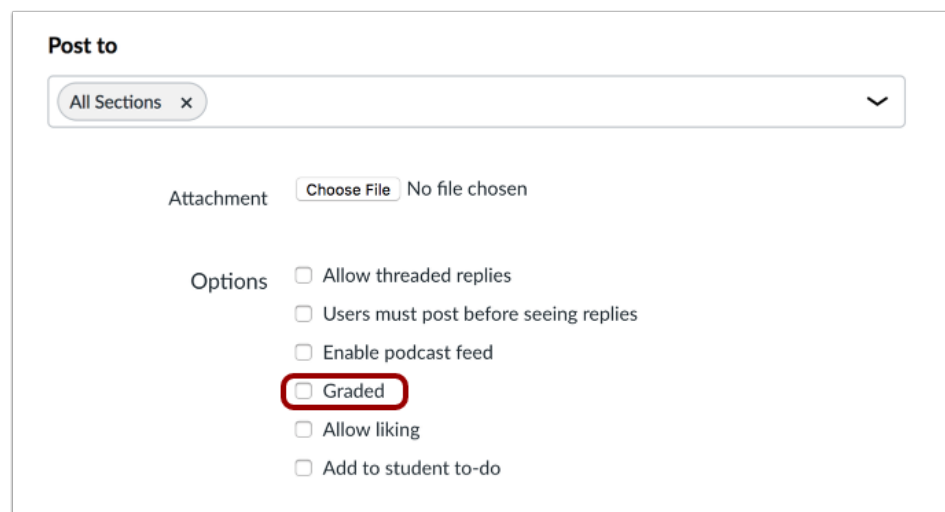
To add an ungraded discussion to the student to-do list, click the **Add to student to-do checkbox** [5]. Student to-do items display in the course calendar, in the student-specific List View Dashboard, and in the global and course home page to-do lists. Graded discussions automatically display in a student's to-do list.

To make the discussion a group discussion, click the This is a **Group Discussion** checkbox [6].

To make your discussion available on a specific date or during a specific date range using availability dates, enter the dates in the **Available From** and **Until** fields [7], or click the calendar icons to select dates. If you create a graded discussion, the Available From and Until dates can be set in the Assign field. Before the Available From date, students will only be able to view the discussion title. After the

Until date, students can view the discussion topic and all responses but cannot add or edit any responses.

Create Graded Discussion



Post to

All Sections x

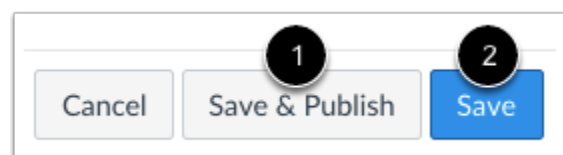
Attachment **Choose File** No file chosen

Options

- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☒ Graded
- ☐ Allow liking
- ☐ Add to student to-do

To create a graded discussion, click the Graded checkbox. If this option is selected, additional options will be added to the page, where you can assign graded discussions to everyone, individual students, course sections, or course groups.

Save and Publish

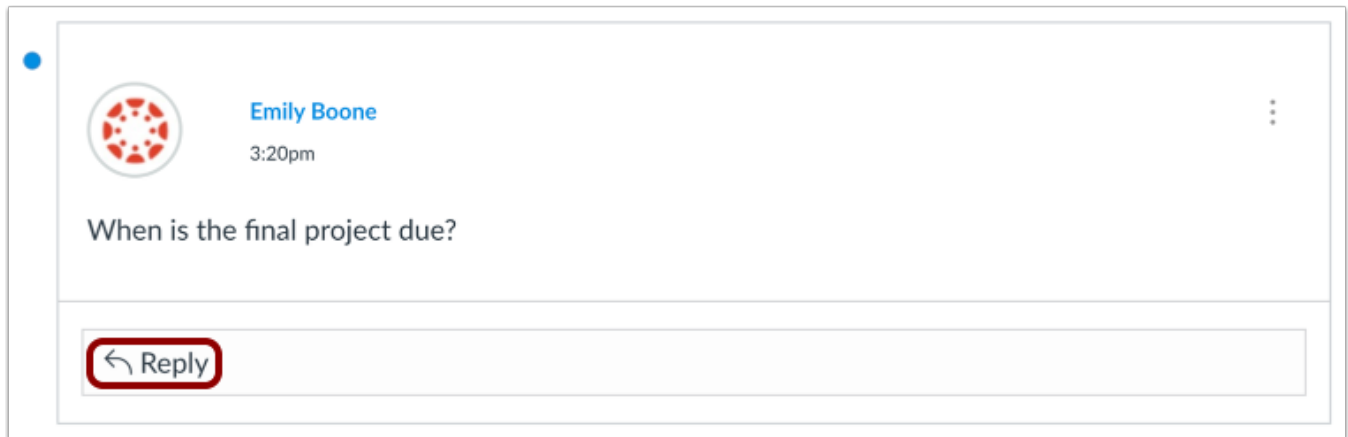


Cancel **Save & Publish** **Save**

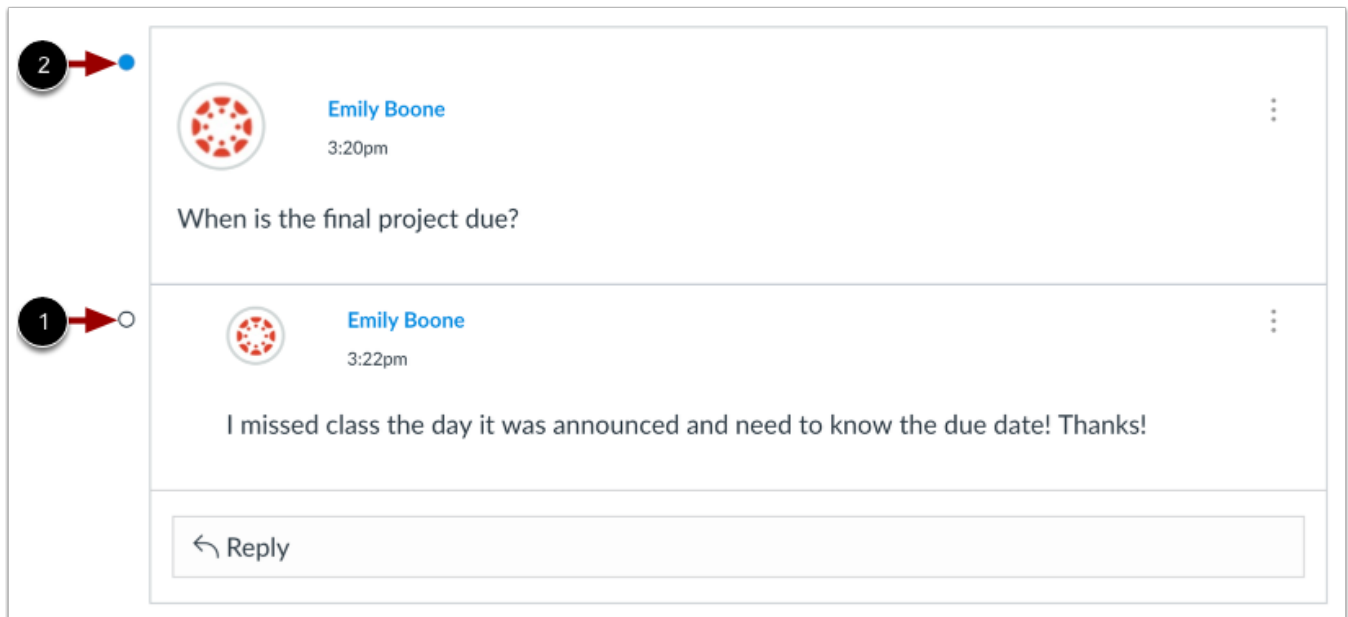
If you are ready to publish your discussion, click the **Save & Publish** button [1]. If you want to create a draft of your discussion and publish it later, click the **Save** button [2].

When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** icon.

Reply to a Discussion Post



To respond to a discussion reply, click the **Reply** link.



Your reply displays at the bottom of the discussion thread.

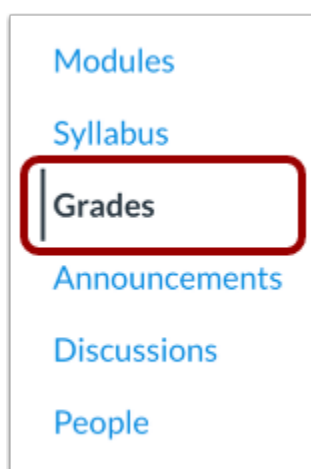
To learn more about discussions, please visit [Canvas' discussion guide](#).

Gradebook

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.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View. However, Individual View currently does not support all settings and options from the Gradebook.



In Course Navigation, click the **Grades** link.


 A screenshot of the Canvas Gradebook interface for 'History 101'. The interface includes a header with 'History 101 > Grades', a toolbar with 'Gradebook', 'View', and 'Actions' menus, a search bar, and a settings gear icon. The main table displays student data and assignment scores. Numbered callouts 1 through 4 point to specific UI elements: 1 points to the header, 2 points to the student list, 3 points to the assignment headers, and 4 points to the toolbar.

Student Name	History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	-	-	✓	A
Jessica Doe History 101 Section 1	35	35	✓	A-
Max Johnson History 101 Section 1	30	30	✓	B
Bruce Jones History 101 Section 2	-	28	✗	B-
Joe Rogers History 101 Section 2	32	32	✗	B+
Nora Sanderson History 101 Section 1	-	29	✓	A-
Jane Smith History 101 Section 1	-	35	✓	C

The top of the Gradebook includes global sorting options and settings you can use to organize your gradebook [1], which will populate the selected student data [2] and assignment data [3].

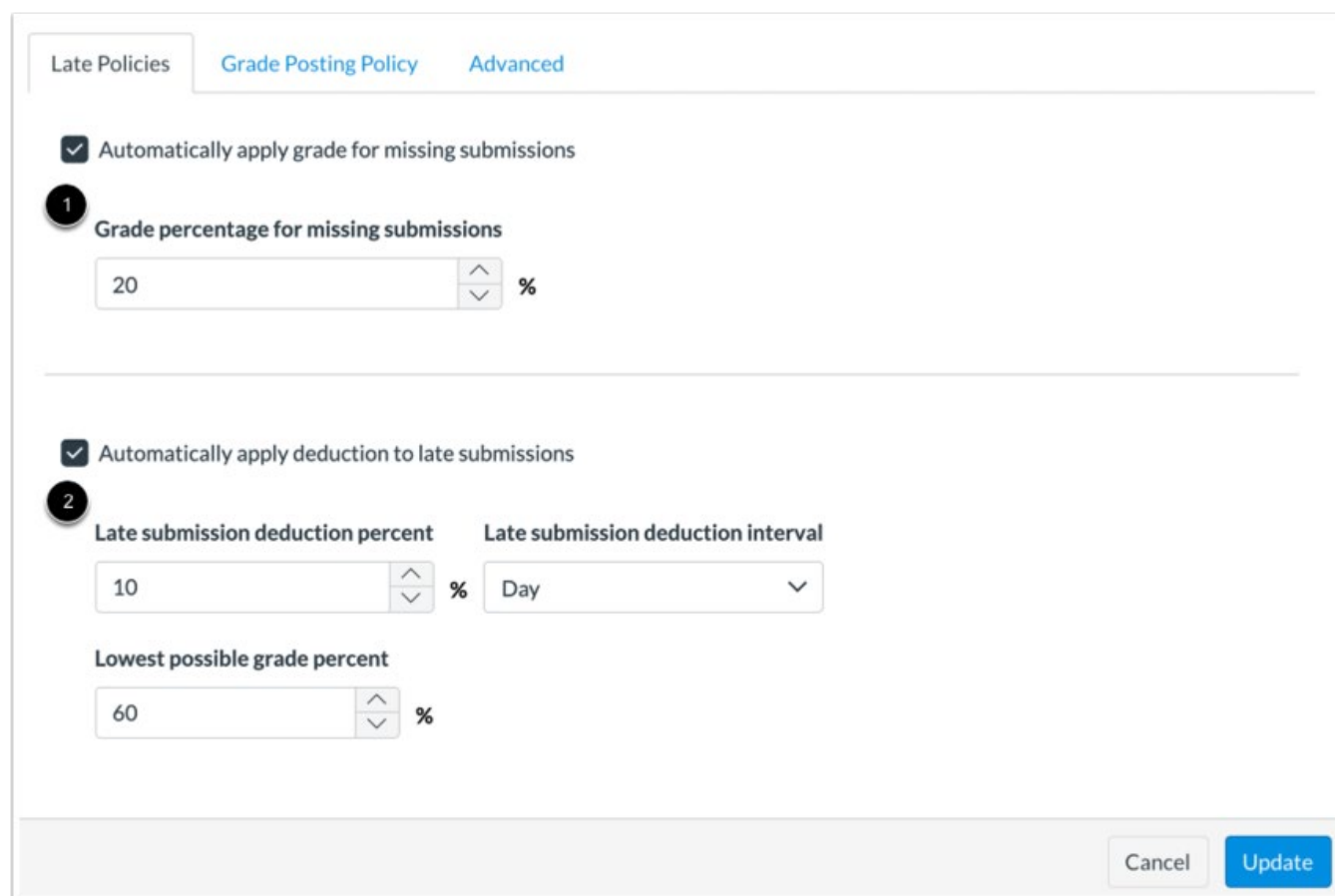
The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click on the **Keyboard** icon [4] or press the Shift+Question Mark keys simultaneously.

Gradebook Settings



Gradebook ▾ View ▾ Actions ▾  Search... 



The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course.



Late Policies **Grade Posting Policy** Advanced




☒ Automatically apply grade for missing submissions

1 Grade percentage for missing submissions



20   %

☒ Automatically apply deduction to late submissions

2

Late submission deduction percent	Late submission deduction interval
10   %	Day 

Lowest possible grade percent

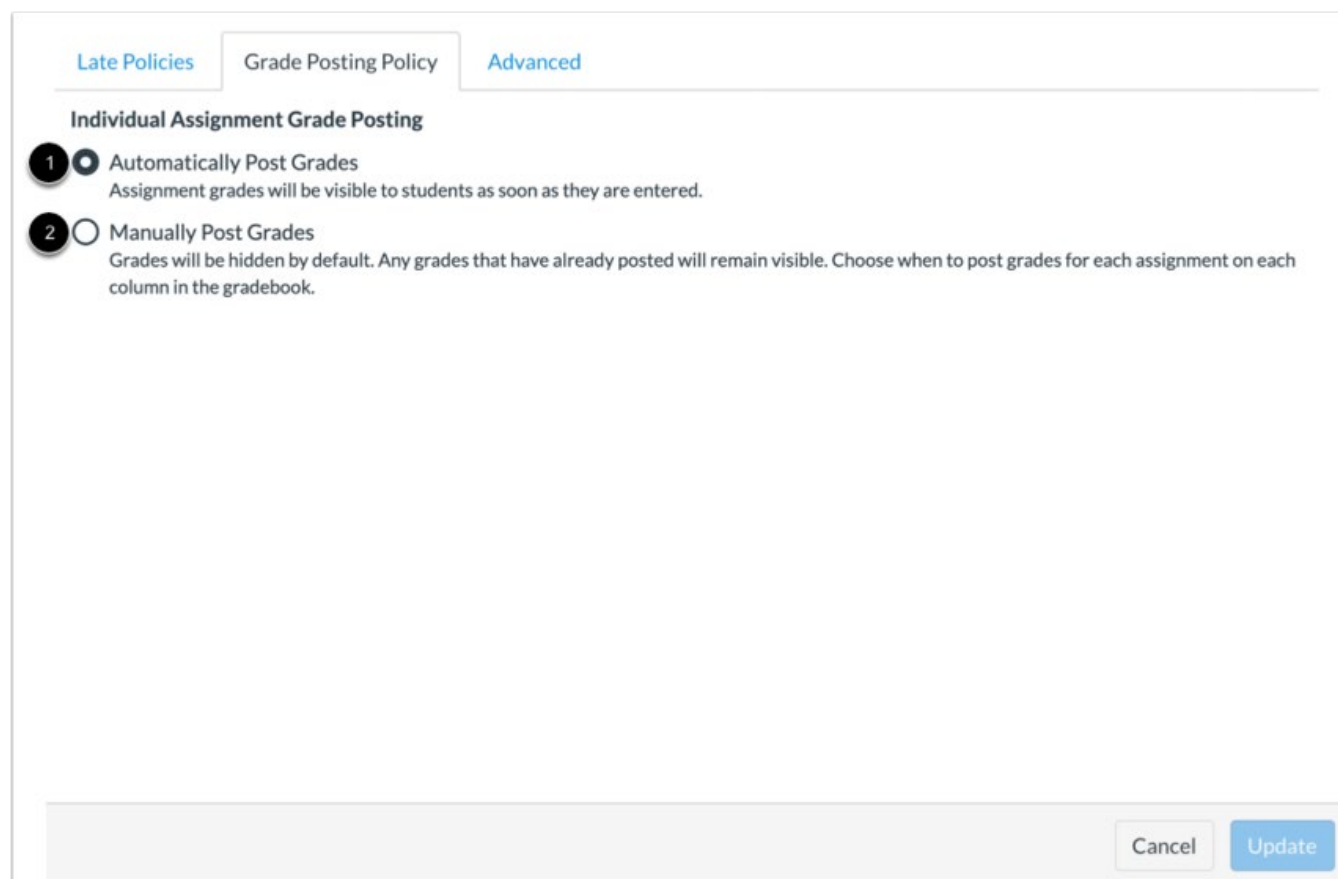
60   %

Cancel **Update**

The Late Policies tab allows you to apply late policies in your course.

The [Missing Submission policy](#) allows you to automatically apply a grade for submissions labeled as Missing [1]. A submission is labeled Missing when the due date has passed and the assignment has not been submitted.

The [Late Submission policy](#) allows you to automatically apply a defined penalty to submissions with a status of Late [2]. A submission is labeled Late when it is submitted past the due date. Additionally, you can define a threshold under which a student will not be scored, regardless of how late the submission is when submitted.



[Late Policies](#) **Grade Posting Policy** [Advanced](#)

Individual Assignment Grade Posting

1 ☒ **Automatically Post Grades**
Assignment grades will be visible to students as soon as they are entered.

2 ☐ **Manually Post Grades**
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

[Cancel](#) [Update](#)

The Grade Posting Policy tab allows you to [change grade posting policies for your course](#).

To automatically post grades and make them visible to students as soon as they are entered, select the **Automatically Post Grades** option [1]. The posting policy is set to Automatically Post Grades by default.



To hide grades by default and manually choose when to post grades and make them visible to students, select the **Manually Post Grades** option [2].

Note: Grades for anonymous or moderated assignments must be manually posted. Moderated assignments grades cannot be unhidden until final grades have been posted.

Gradebook Columns

Assignment columns are automatically added every time you create and publish assignments, graded discussions, and graded quizzes and surveys. A column is also automatically added for the Attendance tool.

Entering Grades

Gradebook ▾ View ▾ Actions ▾ Search... 				
Student Name	History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1		-	✓	A
Jessica Doe History 101 Section 1		35	✓	A-
Max Johnson History 101 Section 1		30	✓	B
Bruce Jones History 101 Section 2	-	28 / 35 	✗	B-
Joe Rogers History 101 Section 2		32	✗	B+
Nora Sanderson History 101 Section 1	-	29	✓	A-
Jane Smith History 101 Section 1	-	35	✓	C


When entering grades, the Gradebook displays crosshairs and highlighting across the row and column for improved orientation.

To [enter grades](#), type the grade as supported by assignment type directly in the Gradebook cell [1].

You can also enter grades and change the submission status by clicking the **Grade Detail Tray** icon [2].


View Grade Detail

×



< Bruce Jones >

< Research Paper >

 SpeedGrader

1 Grade out of 35

2 Status

☒ None

☐ Late

☐ Missing

☐ Excused

3 Comments

The Grade Detail Tray allows you to enter or edit grades [1], [change the status of a submission](#) [2], and [leave comments](#) for the student [3].

View Assignment Groups and Total Column

Weekly Assignments 15% of grade	1 Laboratory Assignments 20% of grade	Projects 20% of grade	Discussions 5% of grade	Extra Credit 0% of grade	3 Total
100%	90%	70%	84.5%	-	77.7% C+
100%	70%	76.67%	91.5%	-	86.05% B
100%	100%	79.68%	100%	-	84.89% B
100%	70%	78.67%	96.5%	-	79.41% C+
100%	100%	100%	100%	-	94.55% A
100%	80%	80%	84.5%	-	81.89% B-
70%	70%	70%	46.67%	-	67.91% D+

The assignment groups shown in the Gradebook match the assignment groups created in the Assignments page [1].

If your assignment groups are weighted, the weighted grade displays below the group title [2]. Assignment group weights are reflected in the total grade. The assignment grade earned by the students is multiplied by the assignment group weight.

Grade totals from assignment groups are calculated in the Total column of the Gradebook [3]. You can hover over the column header to view the [Total column menu](#) [4], which allows you to sort by grade and move the total column to the front of the Gradebook. Additionally, if your assignment groups are not weighted, you can view the totals as a point value instead of a percentage.

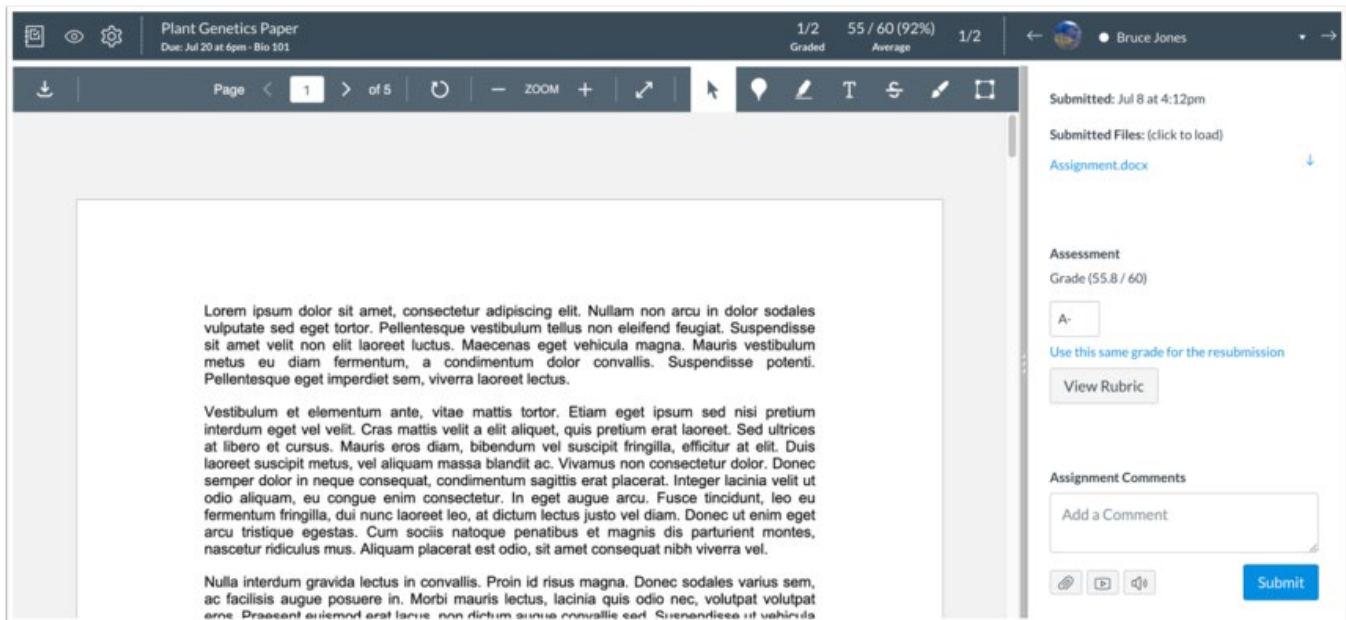
To learn more about the Gradebook, visit [Canvas' gradebook guide](#).

Speedgrader

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

You can access SpeedGrader through: [Assignments](#), [Quizzes](#), [Graded Discussions](#), and [the Gradebook](#).



SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.



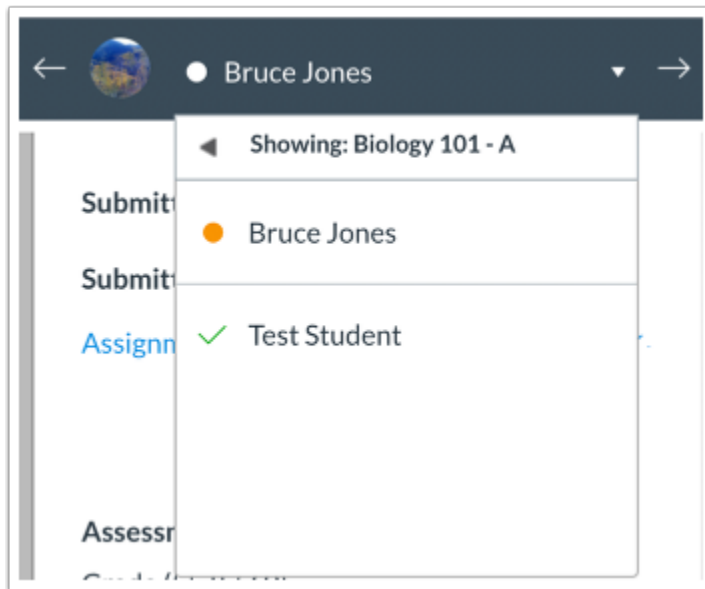
The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you [download all student submissions](#) for the assignment.

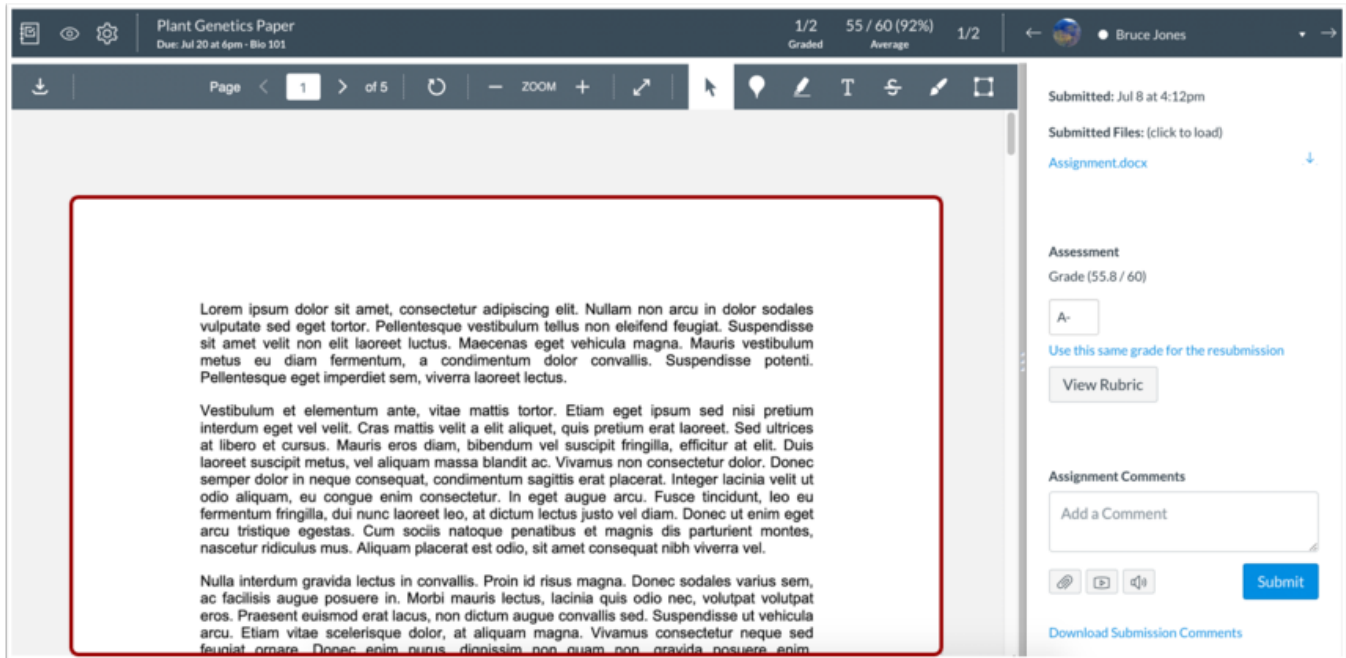
To return to the Course Home Page, click the name of the course.

Grading information includes assignment statistics, including the number of assignments that have been graded out of the total number of students in the course [4] and the average score and percentage [5]. You can use this information to keep track of your grading progress.

View Student List



The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission. You can also [use the student list to find student submissions](#).



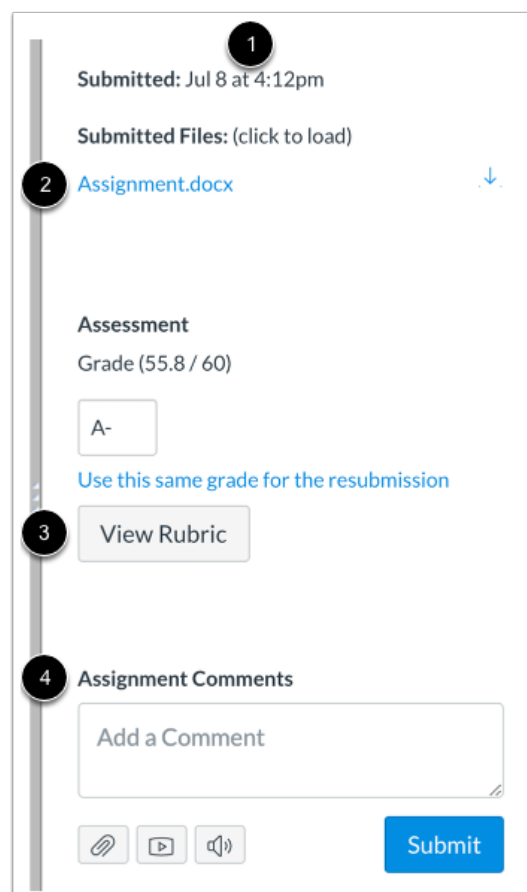
Once you have selected a student, the student's submission displays in the preview window.

Depending on the assignment and submission type, the SpeedGrader preview window may vary. For example, a website URL submission type will appear in the main body of SpeedGrader with the option to open the URL in a new tab. Some website URL submissions cannot be viewed in Canvas and must be viewed in a new tab. Media submissions may display as an embedded file in SpeedGrader or only display as a downloadable file.

To provide comments on document submissions, you can:

- Use [Canvas DocViewer](#) to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- [Download](#) the submission, put feedback on the document, and re-upload the submission.

SpeedGrader Sidebar



The image shows a screenshot of the SpeedGrader sidebar interface. It features a vertical sidebar on the left with four numbered callouts (1, 2, 3, 4) pointing to specific sections. The main content area on the right displays submission details. Callout 1 points to the 'Submitted' date and time. Callout 2 points to the 'Submitted Files' section, which includes a link to download the file 'Assignment.docx'. Callout 3 points to the 'Assessment' section, which shows the current grade (55.8 / 60), a grade box containing 'A-', and a button to 'View Rubric'. Callout 4 points to the 'Assignment Comments' section, which includes a text input field for adding comments and a 'Submit' button. At the bottom of the sidebar, there are icons for attaching files, video, and audio, along with a 'Submit' button.

Submitted: Jul 8 at 4:12pm

Submitted Files: (click to load)

Assignment.docx

Assessment

Grade (55.8 / 60)

A-

Use this same grade for the resubmission

View Rubric

Assignment Comments

Add a Comment

Submit

The SpeedGrader sidebar provides all the [submission details](#) for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

View the [submission details](#) [1], including as the date and time of the submission; if an assignment was resubmitted, you can view previous versions of the submission.

You can also download the submission file by clicking the link [2].

Complete the assessment of the submission by [entering a grade](#) or [using a rubric for grading](#), if available [3].

Leave assignment [feedback comments](#) for the student in the comments section [4]. Assignment comments also display as a new thread in [Conversations](#).

For more on SpeedGrader please visit [Canvas' SpeedGrader guides](#).

Turnitin

Turnitin is a plagiarism prevention service incorporated into written assignments. This service helps educators prevent plagiarism by detecting unoriginal content in student papers.

LeTourneau University recommends utilizing Turnitin whenever possible to ensure student work is authentic.

For more information on Turnitin, please check out these links:

- [Turnitin Similarity Report Introduction Video](#)
- [LeTourneau Turnitin Guides](#)

More Help

Browser Support

Because it is built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

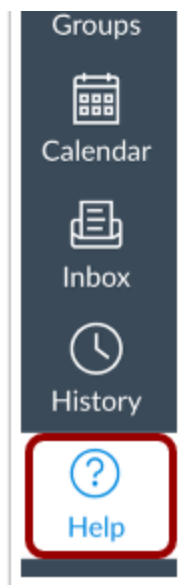
That said, all students at LeTourneau University are required to utilize an adequate computer for coursework. Specific technology requirements can be found here:

<https://www.letu.edu/offices/administration-finance/it/techspecs.html>. LETU does not provide Canvas support for phones, tablets, or other mobile devices.

Additionally, we recommend utilizing Google Chrome for Canvas coursework whenever possible, as we've found it to have the least number of issues.

Canvas Help

You can get help with Canvas by using the **Help** menu within Canvas. The Help menu generates a list of resources to help you with Canvas, such as how to search Canvas Documentation and report a problem. The **Help** menu also includes links on how to access LETU support, including the IT Department and the Curriculum Design and Technology Department.



To access help, at the bottom of Global Navigation, click the **Help** link.

For more information on the topics contained in this Quickstart Guide and beyond, visit [Canvas' Instructor Knowledgebase](#).



Last Updated 06/17/2021