

Welcome!

- **Double check your audio:**
 - Audio (up at the top) -> Audio Connection
 - This gives you the choice of calling in or listening through your computer
- **Make sure you are muted**
 - Do this by checking the microphone at the bottom of the screen





Faculty Preparedness

Using Canvas to Scale Learning

Agenda For Today

- Canvas Tutorial
- Step by Step of Creating Coursework
- Independent Course Creation

Logging On to Canvas

eagleonline.hccs.edu

eagleonline.hccs.edu

HCC Eagle Online
CANVAS

Login using your full HCC E-mail - Example
W123456789@student.hccs.edu

Password

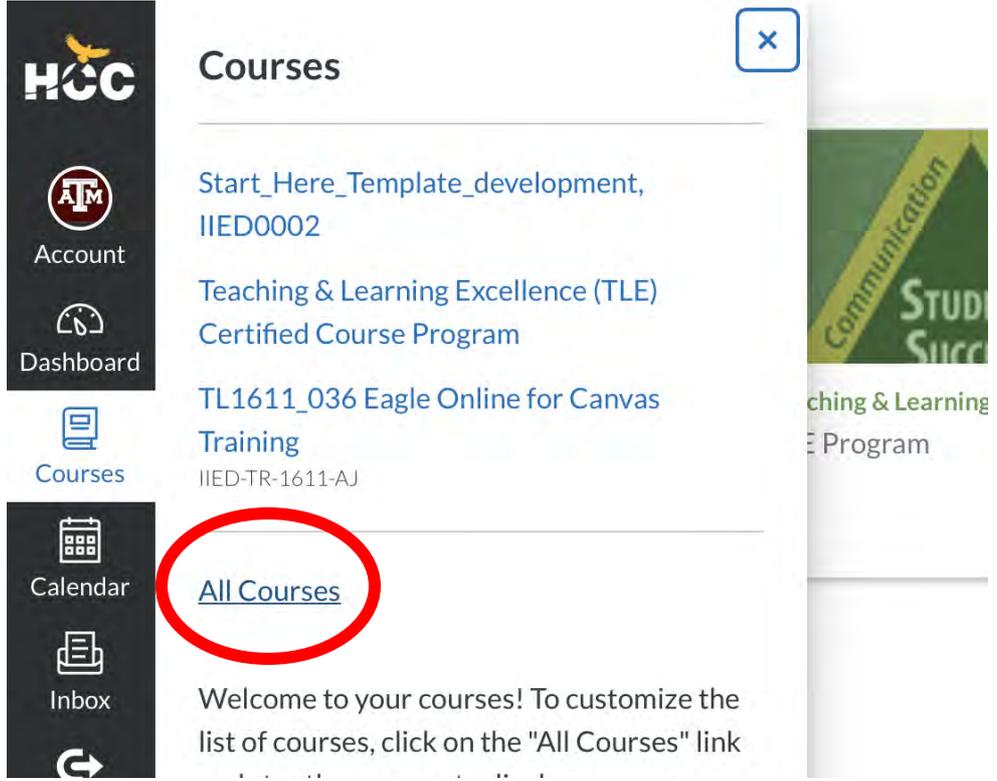
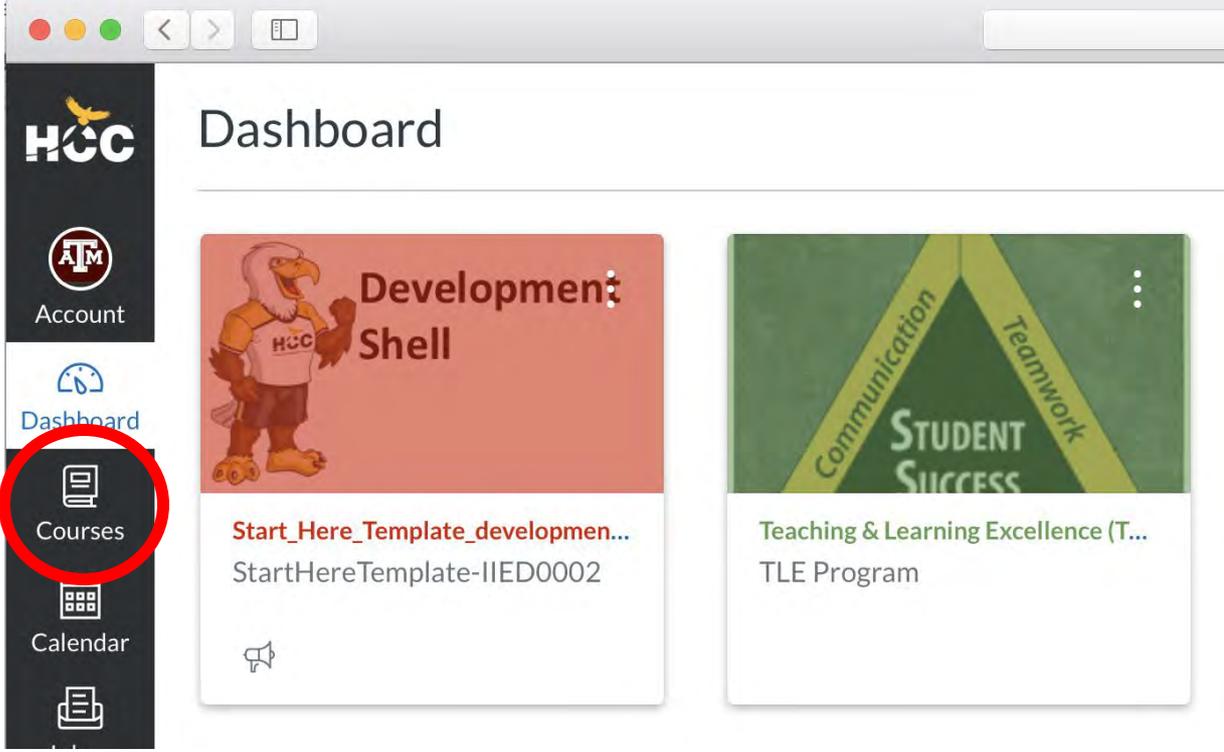
Stay signed in

[Forgot Password?](#)

[Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 INSTRUCTURE

Eagle Online Dashboard



[Home](#)[Announcements](#) [Assignments](#) [Discussions](#)[Grades](#)[People](#)[Pages](#) [Files](#) [Syllabus](#)[Outcomes](#) [Quizzes](#) [Modules](#) [Conferences](#)[Collaborations](#)[Attendance](#)[Chat](#)[LockDown Browser](#)[View Progress](#)[+ Module](#)

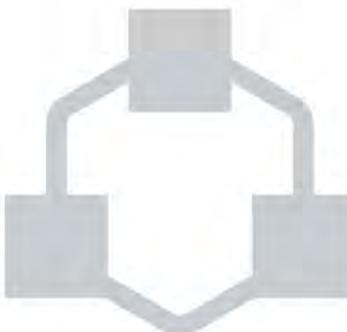
Course Status

 Unpublished Publish[Import from Commons](#)[Choose Home Page](#)[View Course Stream](#)[Course Setup Checklist](#)[New Announcement](#)[Student View](#)

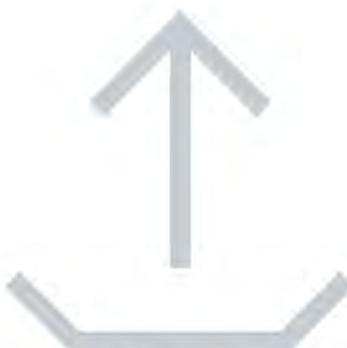
Coming Up

[View Calendar](#)

Nothing for the next week



Create a new Module

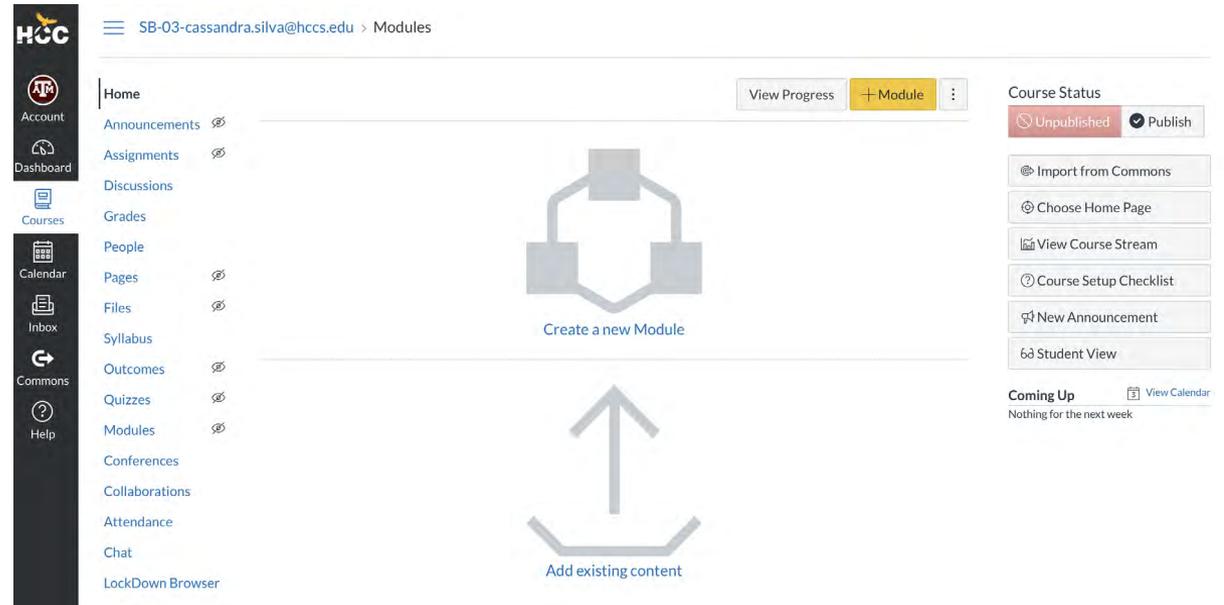


Add existing content

Import the Start Here Module

What is a “Start Here” Module?

- Templated
- Consistency
- Starting Point
- Contains Pertinent Information for Students
- Starting Point



Home

Announcements

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Grades

People

Pages

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Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Attendance

Chat

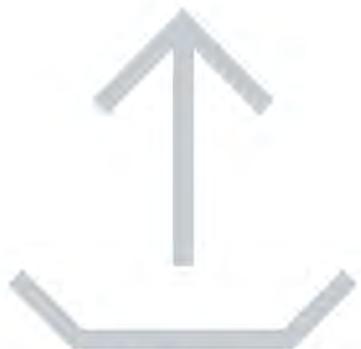
LockDown Browser

View Progress

+ Module



Create a new Module



Add existing content

Course Status

Unpublished

Publish

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

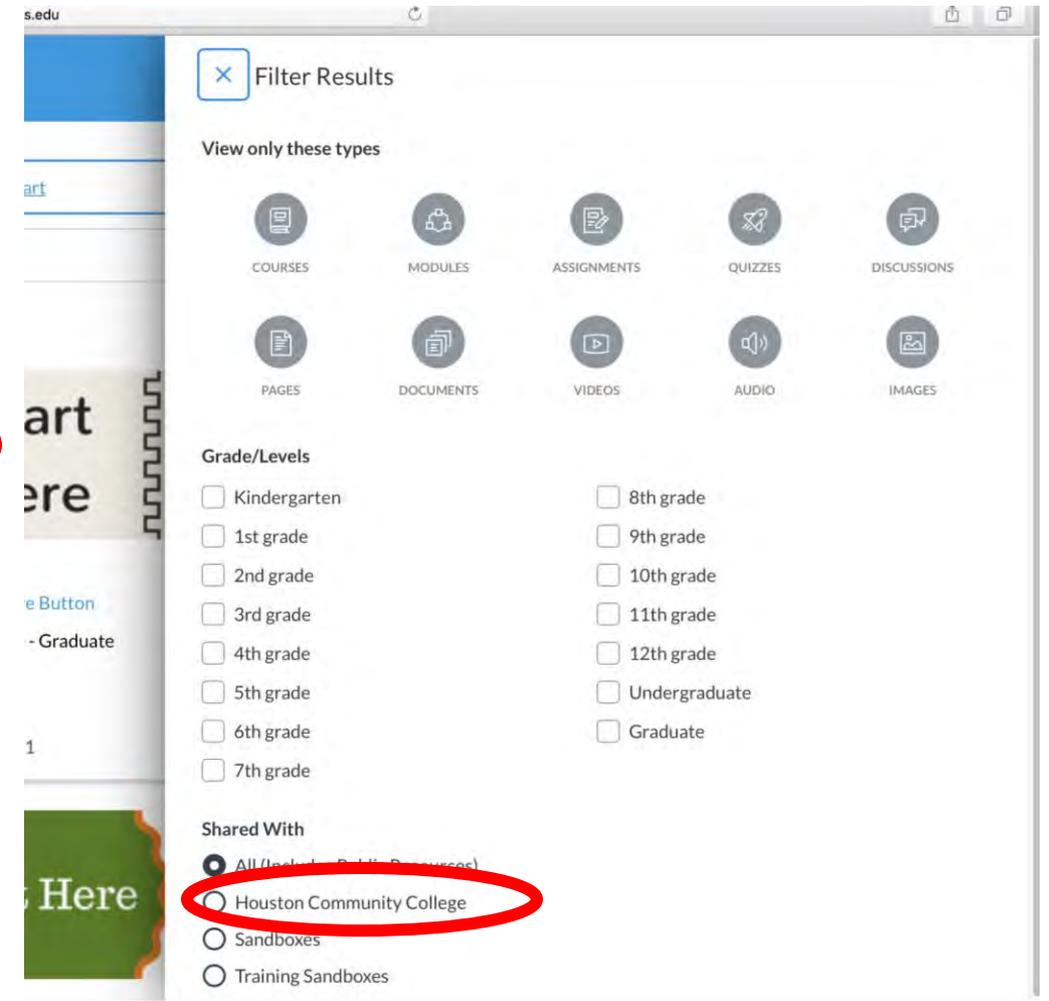
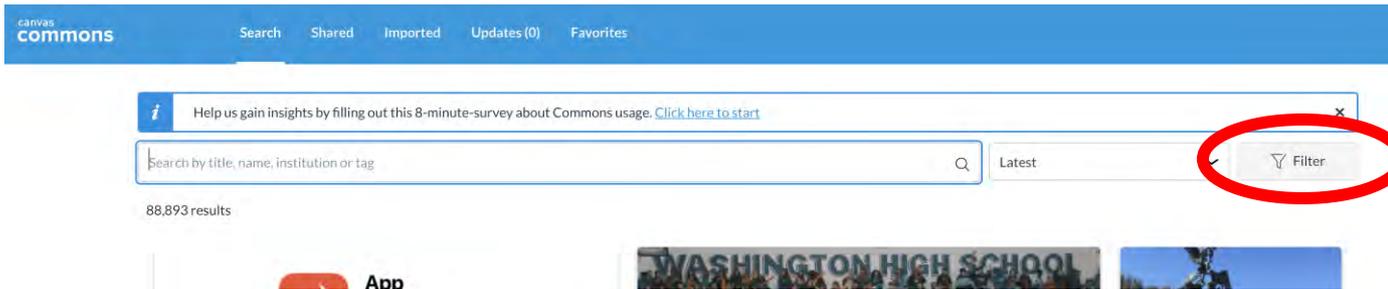
Student View

Coming Up

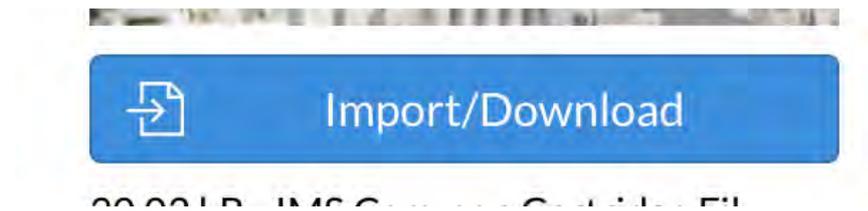
View Calendar

Nothing for the next week

Importing From Commons



Importing From Commons



Importing From Commons

Home

Syllabus

Announcements

Modules

Grades

Purchase Course
Materials

Accessibility Report

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Pages 

Quizzes 

Settings

Edit 

Course Status

Unpublished Publish

 Import from Commons

 Choose Home Page

 View Course Stream

 Course Setup Checklist

 New Announcement

 Student View

Coming Up  View Calendar

Nothing for the next week

Professor Name

Course Full Name

ABCD 1234

CRN: XXXXX

Semester Year



To begin this course, read everything in the [Start Here Module](#).

[Click here to access the Syllabus](#).

To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.

Update Course Info

Update Class Information

Edit **:**

Course Status
Unpublished Publish

Import from Commons
Choose Home Page
View Course Stream
Course Setup Checklist
New Announcement
Student View

Coming Up [View Calendar](#)
Nothing for the next week

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year



To begin this course, read everything in the [Start Here Module](#).
[Click here to access the Syllabus](#).
To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.

***Front Page

HTML Editor

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year



h2 » span » em » strong 257 words

What Are We Editing?

- ✓ Professor Name
- ✓ Course Full Name
- ✓ CRN
- ✓ Semester Year
- ✓ Syllabus Link (from Learning Web)
- ✓ Concepts for course (highlighted in yellow)
- ✓ Contact Information (name, email, preferred communication)

- ✓ Contact Information (name, email, preferred communication)
- ✓ Link to CV
- ✓ Virtual Office Hours
- ✓ Response Time

Options Can edit this page role selection

Only teachers

Add to student to-do

Notify users that this content has changed

Cancel Save

Communication Methods

Canvas Inbox

The screenshot displays the Canvas Inbox interface. On the left, a dark sidebar contains navigation icons for Account, Dashboard, Courses, Calendar, and Inbox, with the Inbox icon circled in red. The top header features a navigation bar with 'All Courses' and 'Inbox' dropdown menus, and a toolbar with icons for compose (circled in red), reply, reply all, download, delete, and settings. The inbox list on the left shows two messages:

- Monday 3
M1.2 grade will be changed to 0
Fixed. Tony D :)
- Feb 19, 2020 2
Module 1.1 Assignment
Good Job. Tony D :)

The main content area on the right displays a large envelope icon and the text "No Conversations Selected".

Notification Settings

The user profile card displays the HCC logo, the user's name 'Cassandra Silva', and the email address 'cassandra.silva@hccs.edu'. Below this, there are two rows of navigation links. The first row includes 'Account', 'Notifications' (circled in red), 'Files', 'Settings', 'ePortfolios', and 'My Badges'. The second row includes 'Dashboard', 'Courses', 'Calendar', and 'Inbox'. A 'Logout' button is also present.

The 'Notification Preferences' dialog box allows users to customize their notification settings. At the top, there are four radio button options: 'Notify me right away' (selected), 'Send daily summary', 'Send weekly summary', and 'Do not send me anything'. Below these options is a table with columns for notification categories and their status for the user's email address.

Category	Email Address
Course Activities	
Due Date	cassandra.silva@hccs.edu
Grading Policies	✓ [clock] [calendar] ✗
Course Content	✓ [clock] [calendar] ✗
Files	✓ [clock] [calendar] ✗
Announcement	✓ [clock] [calendar] ✗
Announcement Created By You	✓ [clock] [calendar] ✗
Grading	✓ [clock] [calendar] ✗
<input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	
Invitation	✓ [clock] [calendar] ✗
All Submissions	✓ [clock] [calendar] ✗
Late Grading	✓ [clock] [calendar] ✗
Submission Comment	✓ [clock] [calendar] ✗
Blueprint Sync	✓ [clock] [calendar] ✗

Customize based on YOUR preference

Recommended Updates

- ✓ Course Activities
- ✓ Discussions
- ✓ Conversations
- ✓ Alerts

Notification Preferences

✓ Notify me right away ⌚ Send daily summary 📅 Send weekly summary ✕ Do not send me anything

Course Activities	Email Address
	cassandra.silva@hccs.edu
Due Date	✓ ⌚ 📅 ✕
Grading Policies	✓ ⌚ 📅 ✕
Course Content	✓ ⌚ 📅 ✕
Files	✓ ⌚ 📅 ✕
Announcement	✓ ⌚ 📅 ✕
Announcement Created By You	✓ ⌚ 📅 ✕
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ ⌚ 📅 ✕
Invitation	✓ ⌚ 📅 ✕
All Submissions	✓ ⌚ 📅 ✕
Late Grading	✓ ⌚ 📅 ✕
Submission Comment	✓ ⌚ 📅 ✕
Blueprint Sync	✓ ⌚ 📅 ✕

Student Lounge

Purchase Course Materials

Assignments

Collaborations

Conferences

Discussions

Files

Outcomes

People

Pages

Quizzes

Accessibility Report

StudyMate



All + Discussion

▼ Pinned Discussions

- Student Lounge: A Place to Ask Questions
[All Sections](#)
- Introductions - Meet & Greet Discussion

▼ Discussions Ordered by Recent Activity

- Introductions
Due Jan 26 at 11:55pm

▼ Closed for Comments Ordered by Recent Activity

Announcements

Home All Search **+ Announcement** External Feeds

Announcements

Modules

Grades

Purchase Course Materials

Accessibility Report

StudyMate

Assignments

Collaborations

Conferences

Discussions

Files

Textbooks Required: Sample delayed Announcement

U [All Sections](#) **Delayed until:**
Textbook: Fundamentals of Anatomy & Physiology by Martini, Nath & Bartholomew, 10th edition... Sep 1, 2022 at 12am

Change in Schedule for Finals Week: Sample Delayed Announcement

U [All Sections](#) **Delayed until:**
During Finals week, class will start at 7:45..... Sample Delayed Announcement Aug 30, 2021 at 12am

Sample immediate announcement.

U [All Sections](#) **Posted on:**
This announcement went out right away. All announcements that do not have a 'delay posting' se...

What to Know About Announcements

- Sent out right away
 - Unless the delayed posting is selected when creating announcements
- Recommended Uses:
 - At the beginning of each week to remind your students what they need to accomplish to stay on track
 - To point students to internal and external resources that will help them achieve course outcomes

Create Assignment Groups

What is Assignment Group

- Organize grading criteria
- Use total points or percentages
- Ability to weight assignments groups based on grading scale
- Calculate student's final average

The screenshot displays a course management interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of navigation options: Home, Syllabus, Announcements, Modules, Grades, Purchase Course Materials, Accessibility Report, Assignments (highlighted with a vertical bar), Collaborations, Conferences, Discussions, Files, Outcomes, People, and Pages. The main content area features a search bar labeled "Search for Assignment" and two buttons: "+ Group" and "+ Assignment". Below these are four assignment groups, each with a title, a description, a weight, and a plus sign icon. The groups are: "Start Here Activities" (5% of Total), "Introductions - Meet & Greet Discussion" (100 pts, due Jan 16, 2019), "Assignments" (30% of Total), "Mid Term Exam" (25% of Total), and "Final Exam" (40% of Total). The "Assignments", "Mid Term Exam", and "Final Exam" groups currently show "No assignments in this group".

Home
Syllabus
Announcements
Modules
Grades
Purchase Course Materials
Accessibility Report
Assignments
Collaborations
Conferences
Discussions
Files
Outcomes
People
Pages

Search for Assignment

+ Group + Assignment

Start Here Activities 5% of Total

Introductions - Meet & Greet Discussion
Start Here Module Module | Due Jan 16, 2019 at 11:59pm | 100 pts

Assignments 30% of Total
No assignments in this group

Mid Term Exam 25% of Total
No assignments in this group

Final Exam 40% of Total
No assignments in this group

What is an Assignment Group

- Organize grading criteria
- Use total points or percentages
- Ability to weight assignments groups based on grading scale
- Calculate student's final average

The screenshot displays a user interface for managing assignments. On the left is a navigation menu with items: Home, Syllabus, Announcements, Modules, Grades, Purchase Course Materials, Accessibility Report, Assignments (highlighted), Collaborations, Conferences, Discussions, Files, Outcomes, People, and Pages. The main content area features a search bar labeled 'Search for Assignment' and two buttons: '+ Group' and '+ Assignment'. Below this are four assignment groups, each with a title, a description, a weight, and a plus icon:

- Start Here Activities**: 5% of Total. Contains one assignment: 'Introductions - Meet & Greet Discussion' (Start Here Module Module | Due Jan 16, 2019 at 11:59pm | 100 pts).
- Assignments**: 30% of Total. Contains the text 'No assignments in this group'.
- Mid Term Exam**: 25% of Total. Contains the text 'No assignments in this group'.
- Final Exam**: 40% of Total. Contains the text 'No assignments in this group'.

Creating Assignment Groups

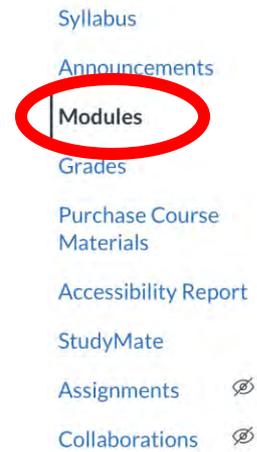
- Click **Assignments** in the Course Navigation Menu
- Click **+Group**
- Type a group name in the Group Name field
- Type a number for % of total grade (for groups with percentages only)
- Click **Save**

The screenshot displays the LMS interface for creating an assignment group. At the top, there is a search bar labeled "Search for Assignment" and two buttons: "+ Group" (circled in red) and "+ Assignment" (yellow). Below this, a section titled "Start Here Activities" shows a list of assignments. The first assignment is "Introductions - Meet & Greet Discussion" with a green checkmark, and the second is "***Syllabus Quiz" with a red X. A modal window titled "Add Assignment Group" is open, showing a "Group Name" field with the text "e.g., Essay Group 1" (indicated by a red arrow) and a "% of total grade" field (indicated by a red arrow). The "Save" button in the modal is circled in red.

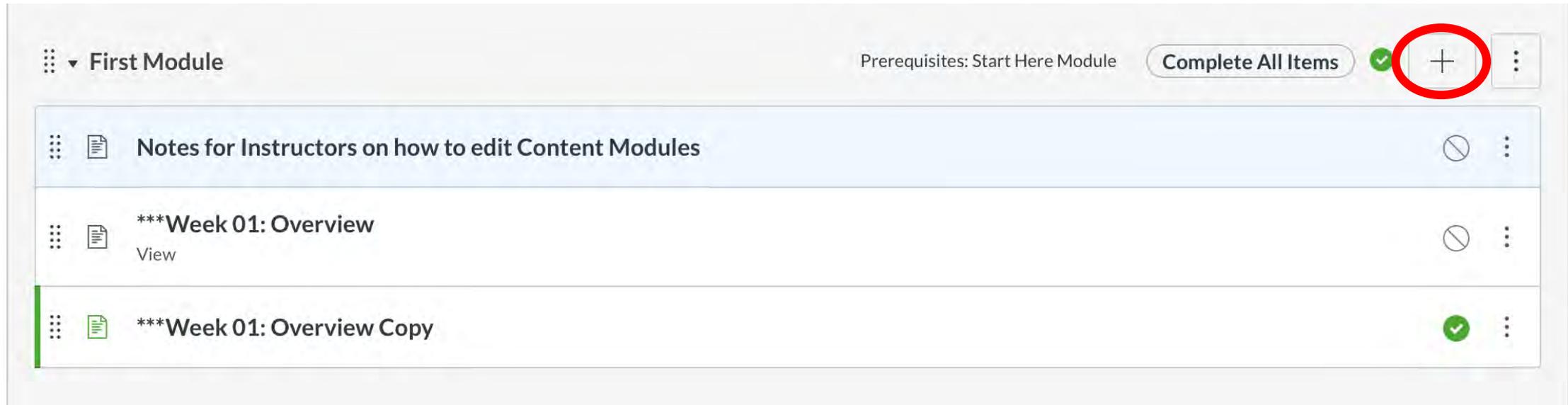
Managing a Module

Module Overview

- A Module is a Collection of:
 - Documents and PowerPoints
 - Pages
 - Assignments
 - Quizzes/Tests
- Can be organized by units, weeks, chapters, etc.



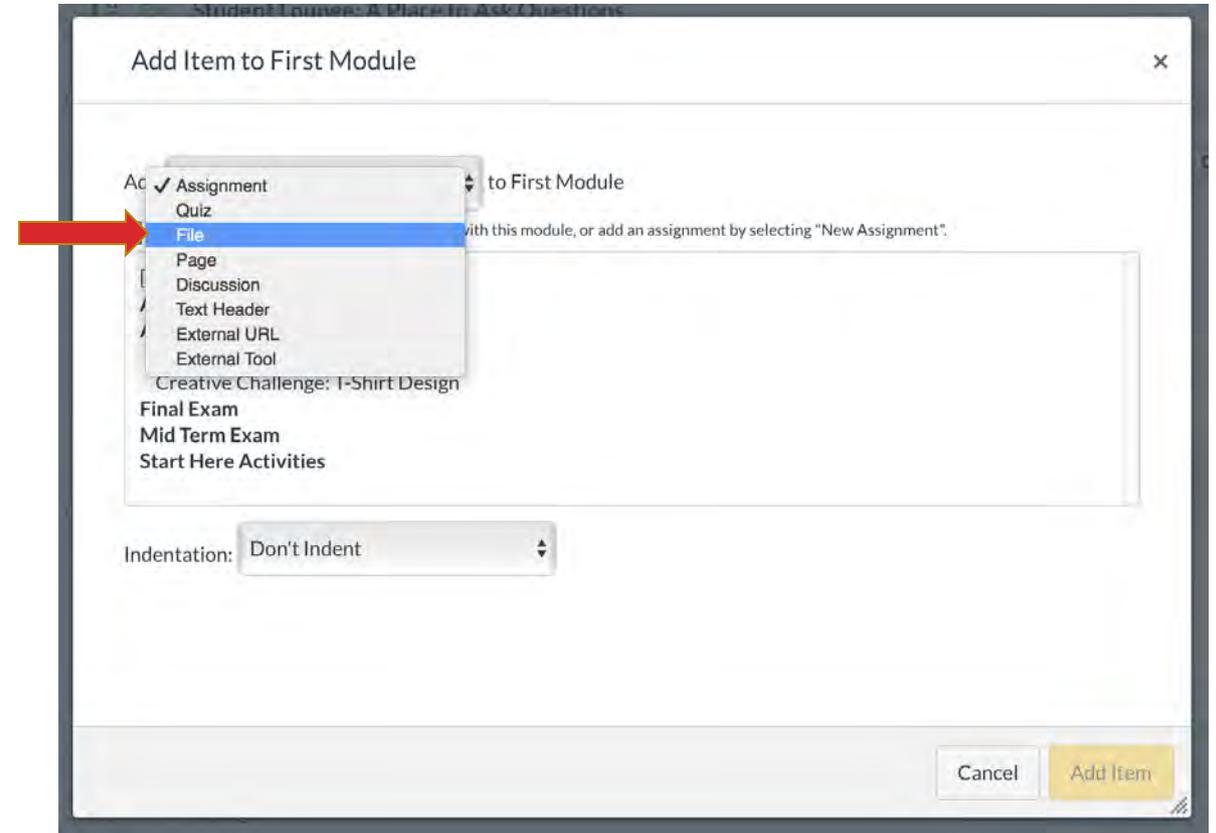
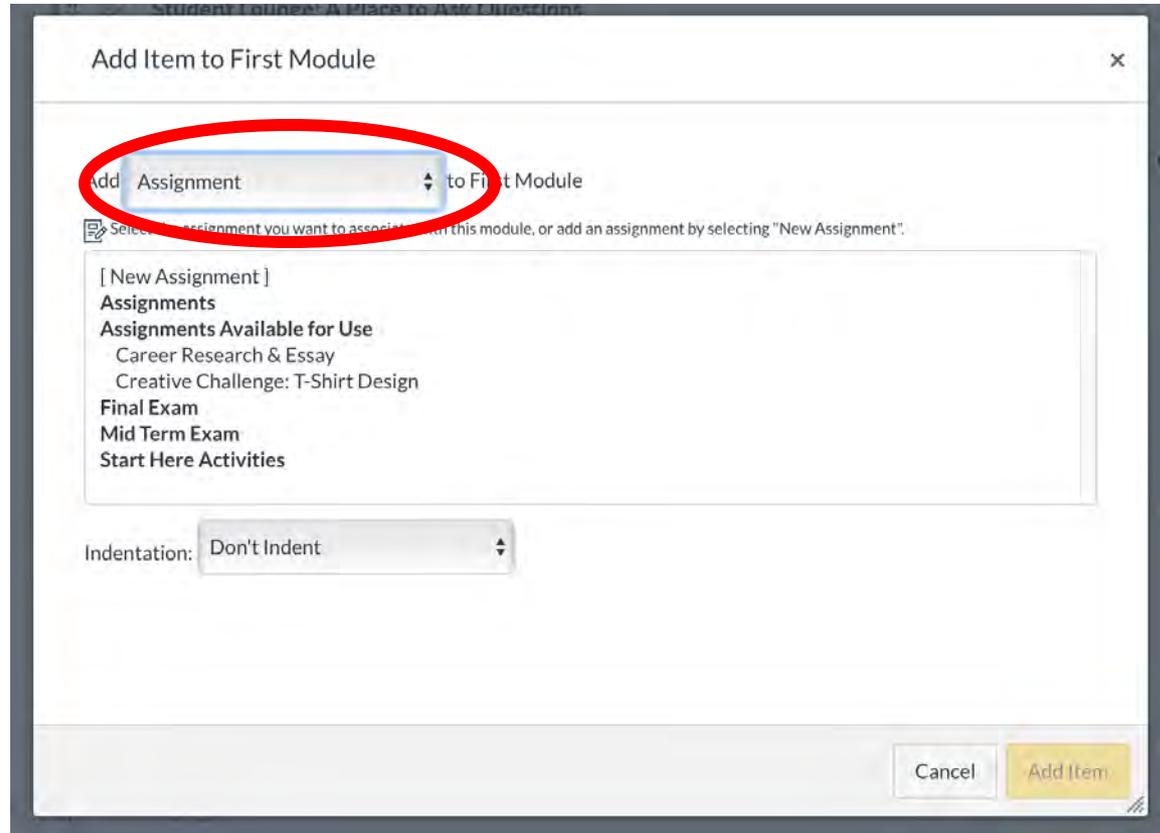
Uploading Documents and PowerPoints



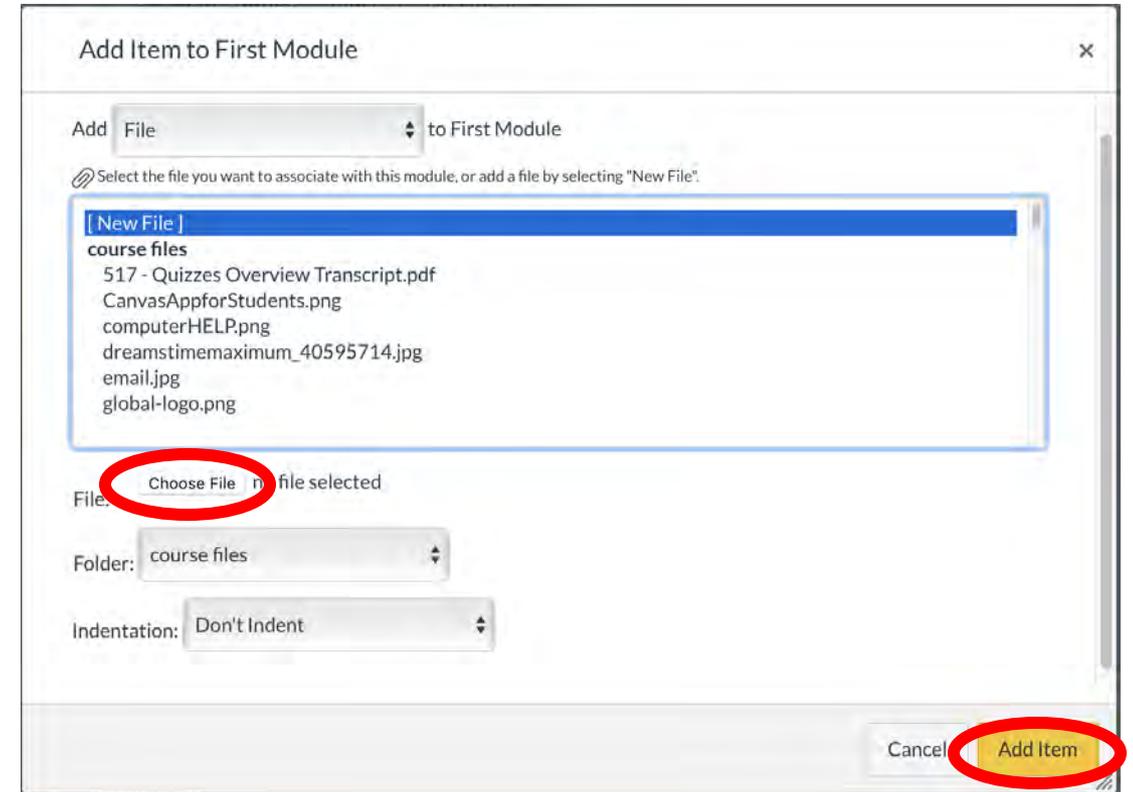
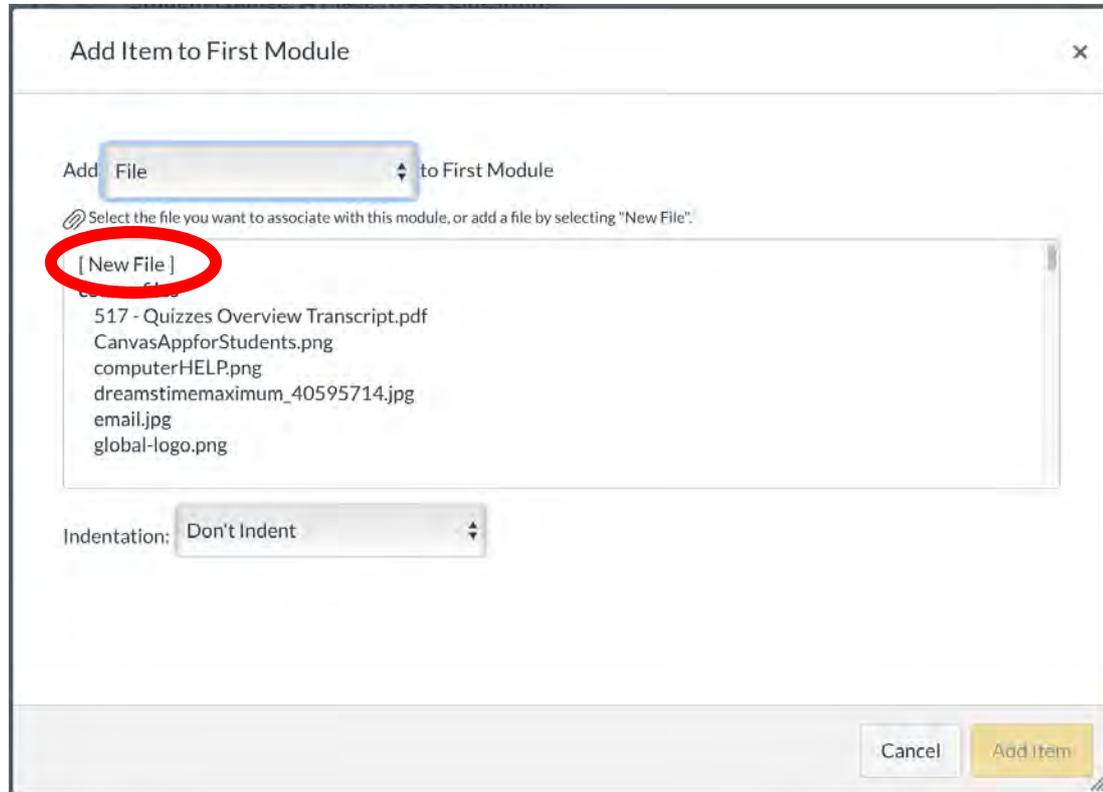
The screenshot displays a user interface for managing content within a module. At the top left, there is a dropdown menu labeled "First Module". To the right, it shows "Prerequisites: Start Here Module" and a "Complete All Items" button with a green checkmark. A red circle highlights a plus sign icon next to the "Complete All Items" button. Below this, a list of items is shown:

- Notes for Instructors on how to edit Content Modules (with a document icon and a greyed-out delete icon)
- ***Week 01: Overview View (with a document icon and a greyed-out delete icon)
- ***Week 01: Overview Copy (with a document icon, a green checkmark, and a greyed-out delete icon)

Uploading Documents and PowerPoints



Uploading Documents and PowerPoints



Uploading Documents and PowerPoints

New Addition

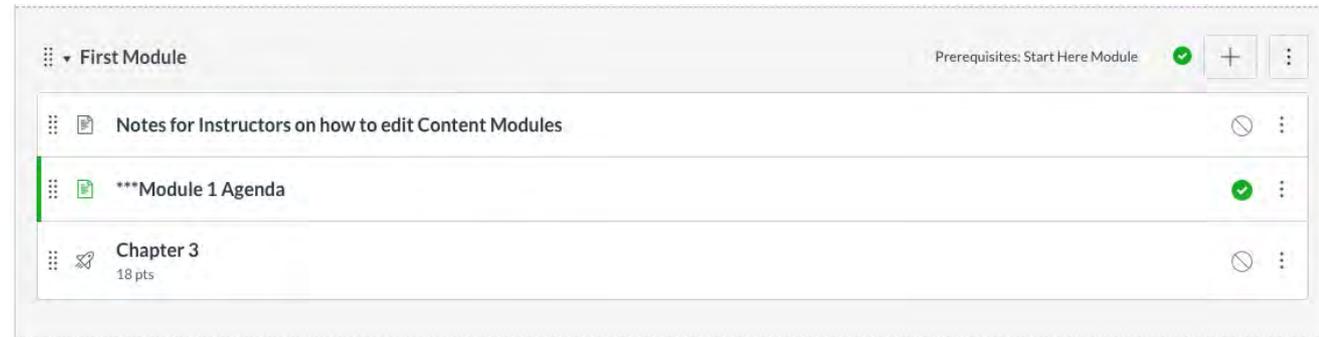


A screenshot of a course content management system interface. The interface shows a list of items under the heading 'First Module'. The items are: 'Notes for Instructors on how to edit Content Modules', '***Week 01: Overview' (with a 'View' link), '***Week 01: Overview Copy' (with a green checkmark), and '517 - Quizzes Overview Transcript.pdf' (with a red checkmark). A red circle highlights the three-dot menu icon for the '517 - Quizzes Overview Transcript.pdf' item. A context menu is open for this item, showing options: 'Increase indent', 'Edit', 'Move to...', 'Remove', and 'Share to Commons'. Below the 'First Module' section, there is a section for 'EGLS3 Course Evaluation' with one item: 'EGLS3 Evaluation of Instruction'. At the top right of the 'First Module' section, there is a 'Prerequisites: Start Here Module' label, a 'Complete All Items' button with a green checkmark, and a plus sign and three-dot menu icon.

Create Pages

What is a Page?

- A page is a blank space where you can customize your own content.
- The *Start Here For Faculty Preparedness Template, Module 1 Agenda* is an example of a page
- A page can be used as a hub for information or copied text from another source (with proper citations)

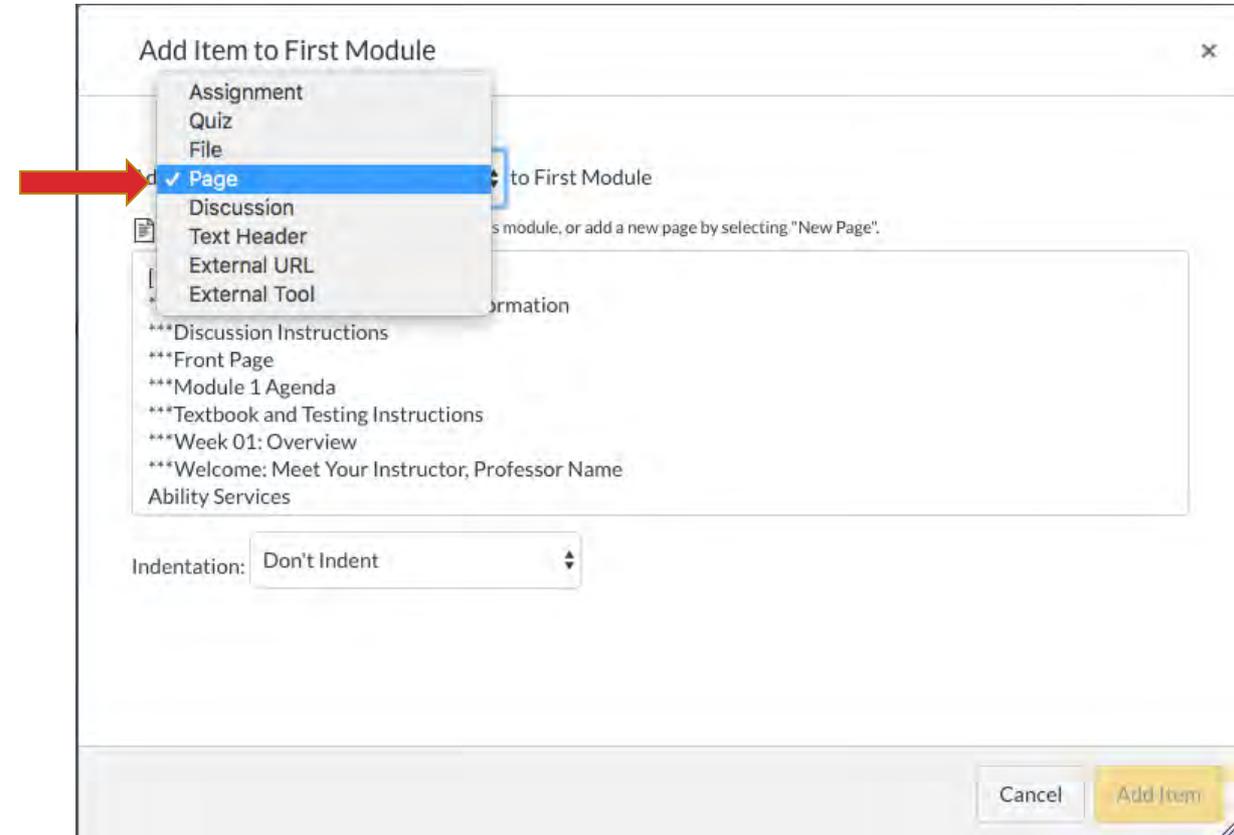
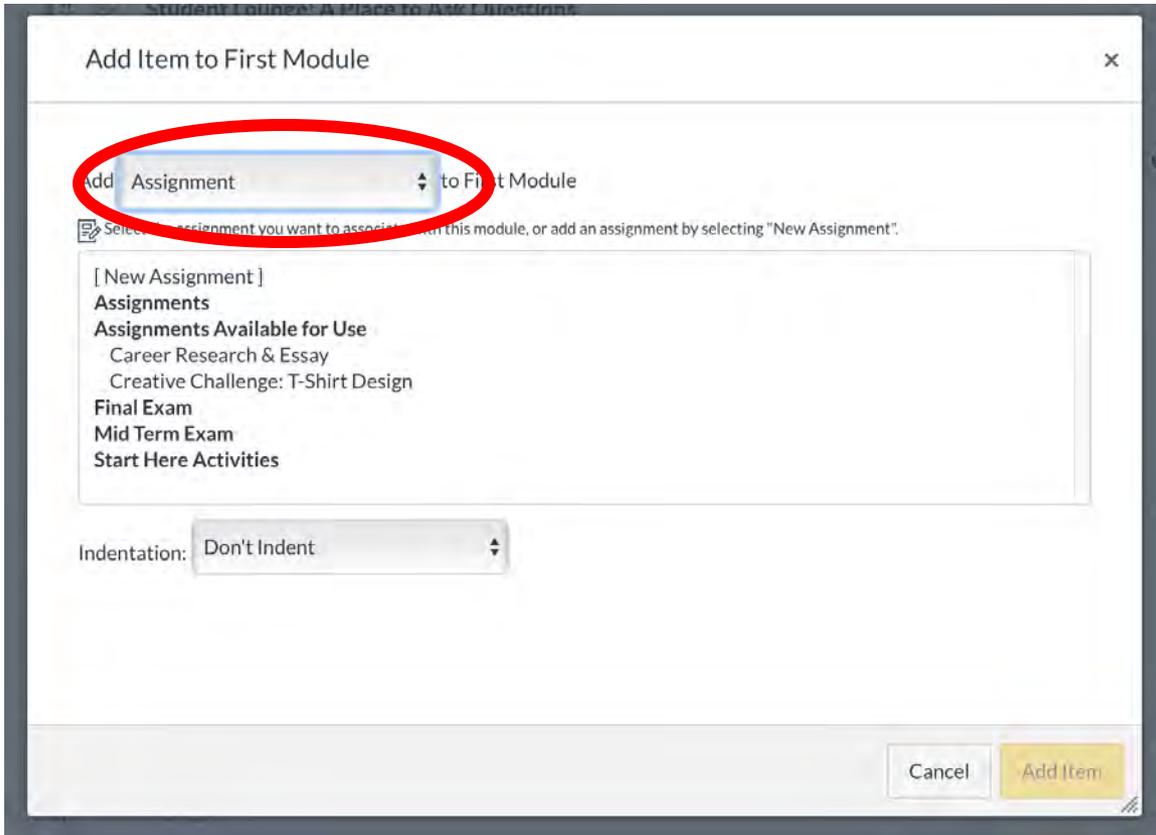


Create a Page

- To add a page, select the + sign on the desired module



Create a Page



Create a Page

- You can insert an existing page OR create your own.
- To create your own, select **[New Page]**
- Name the Page
- Click **Add Item**

Add Item to First Module

Add Page to First Module

Select the page you want to associate with this module, or add a new page by selecting "New Page":

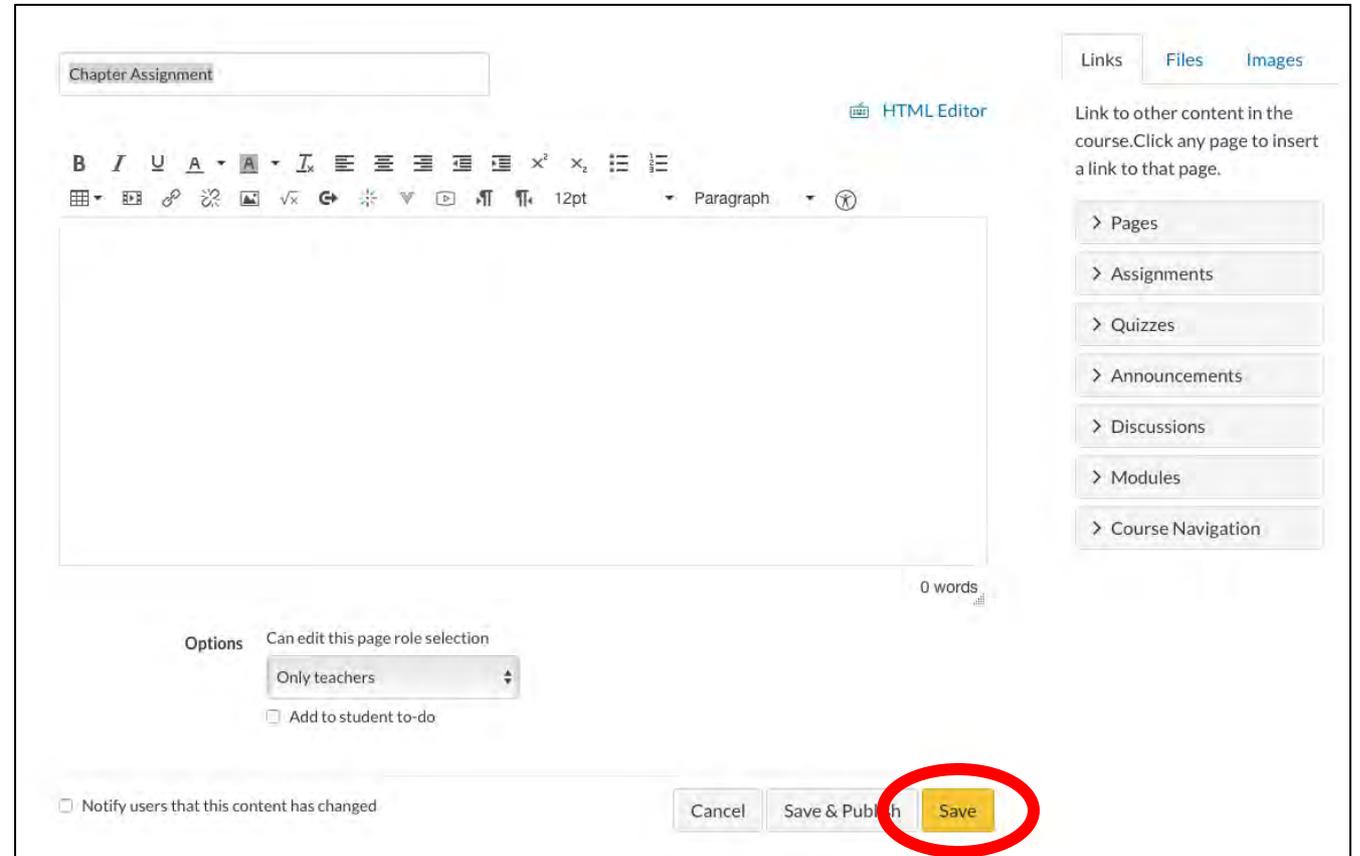
- [New Page]
- ***[Publisher] Terms and Technical Information
- ***Discussion Instructions
- ***Front Page
- ***Module 1 Agenda
- ***Textbook and Testing Instructions
- ***Week 01: Overview
- ***Welcome: Meet Your Instructor, Professor Name
- Ability Services

Page Name:

Indentation: Don't Indent

Cancel Add Item

Edit a Page

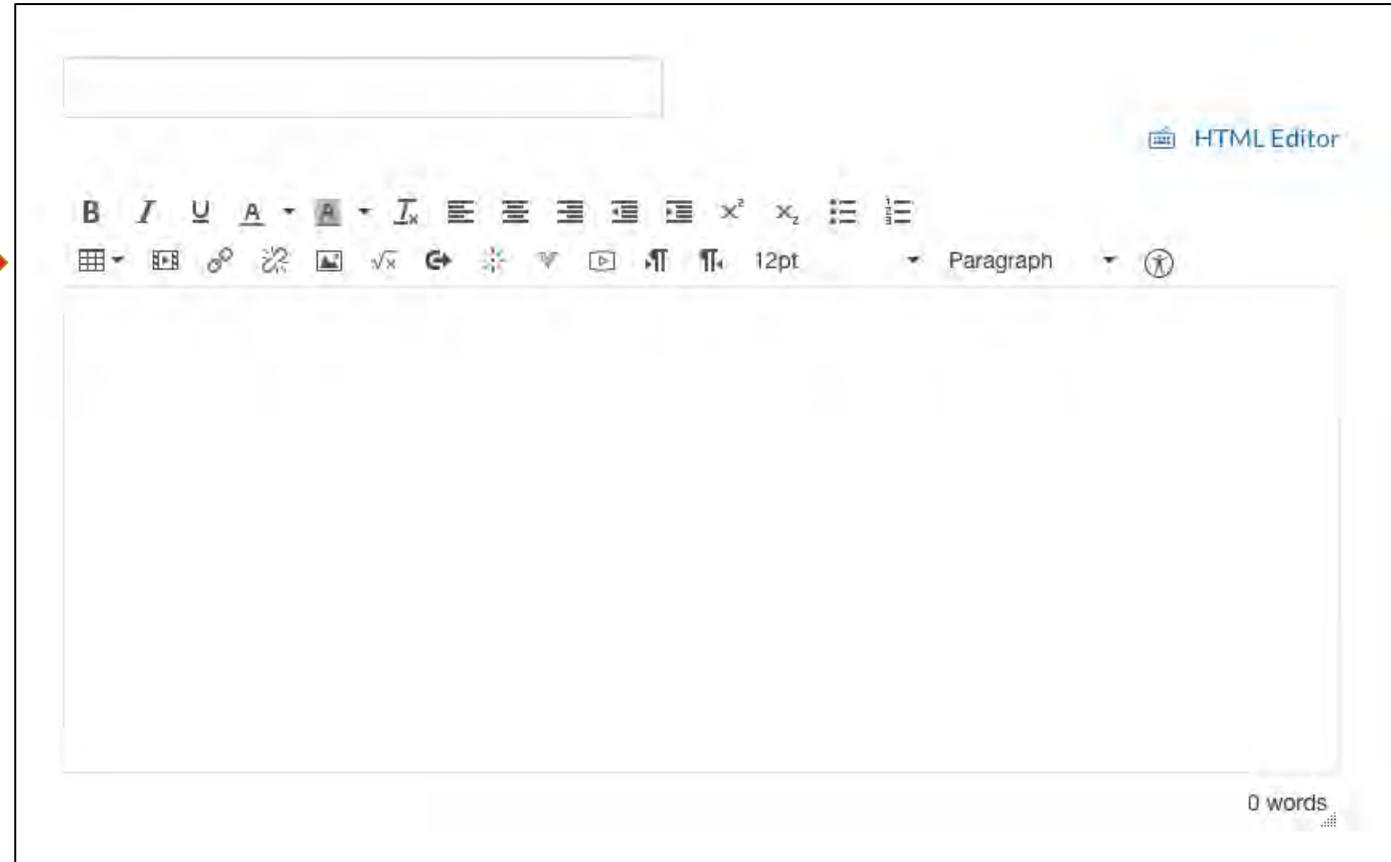


How to Link to Media

What is Media?

- Canvas allows you to upload various types of media to a page including:

- Videos
- Images
- URL's
- Google Slides



Insert Media

- Click the "play" button located next to the insert table on the menu.



Embed Media

- Embedding media refers to the video or image's ability to play directly into the page as opposed to "opening a new window"
- This would be ideal for videos in both internal (EduTube) or external (YouTube)

Embed

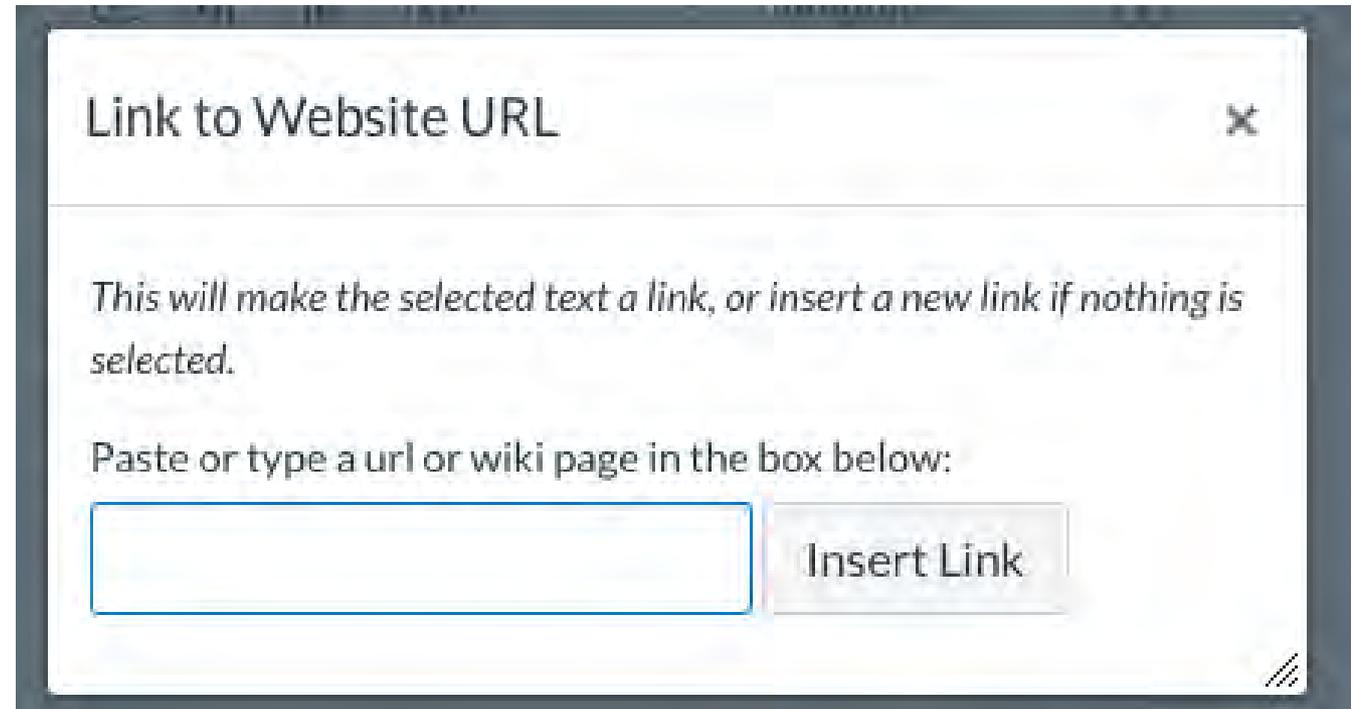
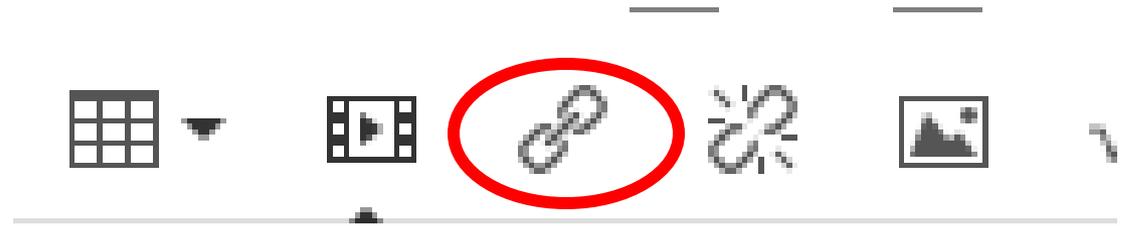
If the media you are using has an embed code, you will copy and paste it here.



The image shows a dialog box titled "Insert/edit media" with a close button (X) in the top right corner. Below the title bar are three tabs: "General", "Embed", and "Advanced". The "Embed" tab is selected and highlighted with a red circle. Below the tabs, the text "Paste your embed code below:" is displayed above a large, empty text input field. At the bottom right of the dialog, there are two buttons: a yellow "OK" button and a grey "Cancel" button.

Insert Link

- Inserting a link refers to adding a link (such as a webpage) to the content
- It is recommended to add text (such as saying **click here**), highlight the desired text, and inserting the link
- The link will show up as [blue](#) when a website has been attached



Insert Image



Insert / Edit Image ✕

Image Source

URL Canvas Flickr

Attributes

Alt text
Describe the image to improve accessibility

Decorative Image
Indicates the image is for decorative purposes only and should not be read by screenreaders

Dimensions x
Aspect ratio will be preserved

Links

Files

Images

Click any image to embed the image in the page.

No file chosen

Record and Upload Media

- Use this feature to use your webcam and microphone to create your own videos or announcements
- If you have your own video recording, you can use the **Upload Media** button to locate the file from your computer



Create Assignments

Create an Assignment

- Locate the module you wish to add the assignment to
- Click the + sign on the right-hand side



Create an Assignment

- Click the + sign on the module
- From the drop-down list click **Assignment**
- Select **New Assignment** if creating one or choose from existing assignment list
- Name the Assignment (if creating new)
- Click Add Item

*Sample assignments are located under **Assignments Available For Use***

The screenshot shows a dialog box titled "Add Item to First Module". At the top, there is a close button (X). Below the title, there is a dropdown menu with "Add Assignment" selected, followed by "to First Module". This dropdown is circled in red. Below the dropdown, there is a text prompt: "Select the assignment you want to associate with this module, or add an assignment by selecting 'New Assignment'". A list of assignment options is displayed, with "[New Assignment]" selected and highlighted in blue. The list includes "Assignments", "Assignments Available for Use" (with sub-items "Career Research & Essay" and "Creative Challenge: T-Shirt Design"), "Final Exam", "Mid Term Exam", and "Start Here Activities". Below the list, there is a text input field for "Assignment Name" with the placeholder text "<Insert Name Here>". Below that is a dropdown menu for "Indentation" with "Don't Indent" selected. At the bottom right of the dialog, there are two buttons: "Cancel" and "Add Item". The "Add Item" button is circled in red.

Edit an Assignment

- Click the name of desired assignment
- Select Edit
- Edit the text field with needed information
- Update:
 - Points
 - Assignment group
 - Display Grade**
 - Submission Type

The screenshot displays the 'Edit an Assignment' interface. At the top right, there is a 'Not Published' status indicator and a menu icon. Below this is a text input field containing the placeholder '<Insert Name Here>'. To the right of the text field is a 'HTML Editor' button. Below the text field is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, math, and other formatting options. The main content area is a large empty text box. At the bottom right of the text box, it says '0 words'. Below the text editor are several configuration fields: 'Points' with a value of '0', 'Assignment Group' with a dropdown menu showing 'Start Here Activities', 'Percentage', 'Complete/Incomplete', 'Points' (selected), 'Letter Grade', 'GPA Scale', and 'Not Graded', and 'Submission Type' with a dropdown menu showing 'No Submission'. A small note 'towards the final grade' is visible next to the 'Not Graded' option.

Submission Type: Online

Submission Type

- No Submission
- ✓ Online
- On Paper
- External Tool

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads

Edit an Assignment continued

- Insert a due date for the assignment
- Edit the **Available From** and **Until** boxes
 - This feature allows assignments to "open" and "close" at designated times.
- Click **Save** or **Save and Publish** if this edit is complete

Assign

Assign to

Everyone ×

Due

Available from Until

+ Add

Notify users that this content has changed

Cancel Save & Publish Save

Create Quizzes and Question Banks

Process for Creating a Quiz

Step 1. Create a Question Bank

*Allows you to share questions
between quizzes/exams*

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz



Process for Creating a Quiz

Step 1. Create a Question Bank

*Allows you to share questions
between quizzes/exams*

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz



Create a Question Bank

Begin by clicking **Quizzes** on the left-hand side of the screen.



Create a Question Bank

Search for Quiz

+ Quiz

⋮

▼ Assignment Quizzes

***Sample Quiz
100 pts | 10 Questions

Manage Question Banks

Commons Favorites

Course Question Banks

Sample Question Bank

14 Questions
Last Updated: Mar 6 at 9:35am

+ Add Question Bank

View Bookmarked Banks

Create a Question Bank

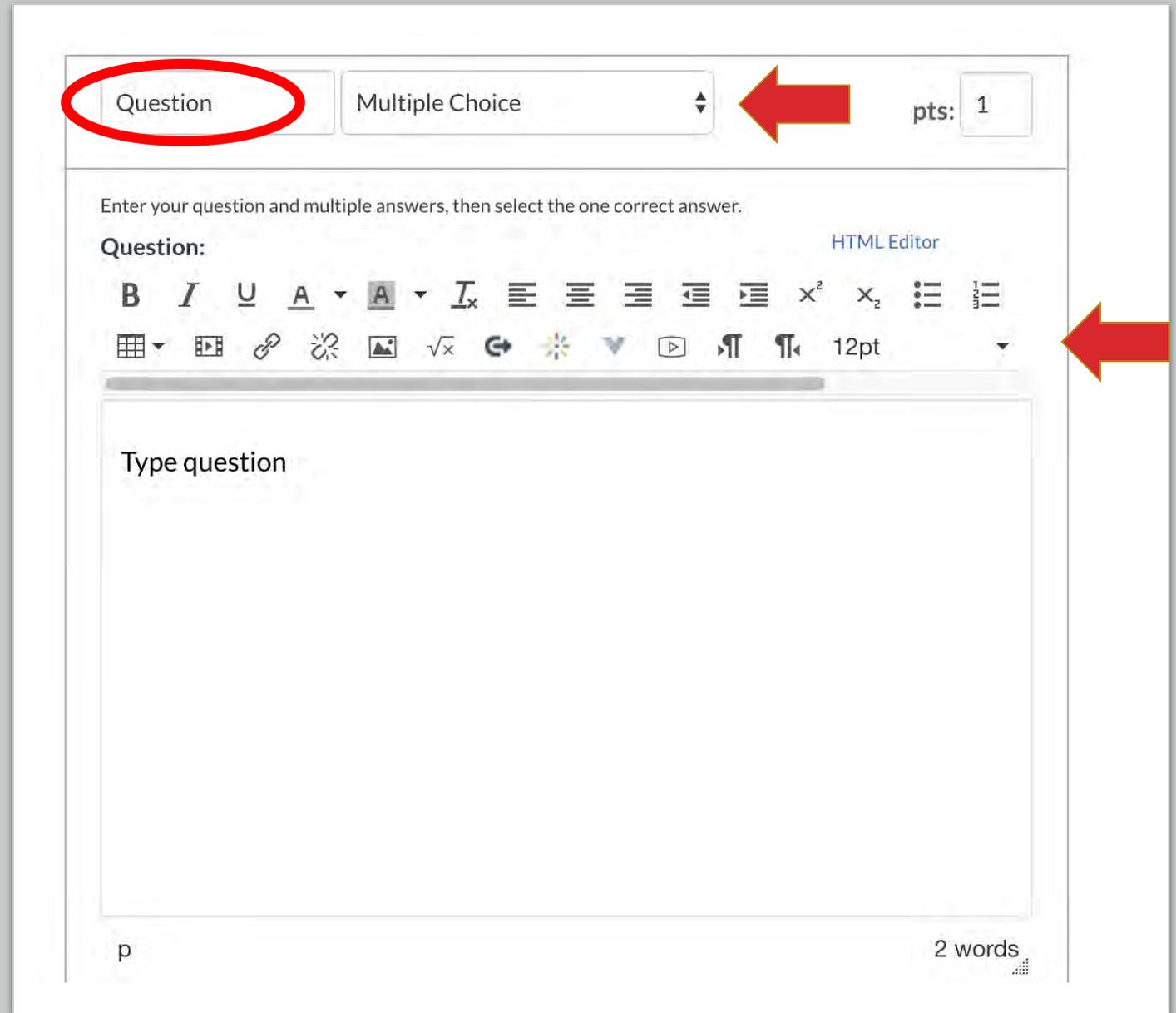
- Name the question bank and hit Enter
- Select the title of new question bank
- Select **+Add a Question**

The screenshot shows the 'Course Question Banks' interface. At the top, there is a 'Bank Name:' input field containing 'No Name', with a red arrow pointing to it. Below this, a list of question banks is shown. The first entry is 'Sample Question Bank 2', with a red arrow pointing to its title. Underneath the title, it says '0 Questions' and 'Last Updated: Mar 9 at 11:42am'. Below the list, there is a detailed view for 'Sample Question Bank 2'. A red arrow points to the '+ Add a Question' button in the right-hand menu. The menu also includes 'Edit Bank Details' and 'Move Multiple Questions'. A note below the title states: 'Remember, changes to question templates won't automatically update quizzes that are already using those questions.' There is also a checkbox for 'Show Question Details'.

Adding Questions

- Add question title (Optional)
- Select the question type from drop-down menu
- Type your question and add any relevant content/answer choices
- Select **Update Question**

Please note that the point value for the question does not need to be updated at this time.



The screenshot shows a question editor interface. At the top, there is a 'Question' button circled in red. To its right is a dropdown menu set to 'Multiple Choice', with a red arrow pointing to it. Further right is a 'pts: 1' field. Below this is a text area for the question, with a red arrow pointing to the right side of the text area. The text area contains the placeholder text 'Type question'. Above the text area is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, text alignment, list creation, link, unlink, image, math, and other formatting options. The toolbar also includes a '12pt' font size selector. At the bottom left of the text area, there is a 'p' icon, and at the bottom right, there is a '2 words' counter.

Process for Creating a Quiz

Step 1. Create a Question Bank

*Allows you to share questions
between quizzes/exams*

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz



Create the Quiz

- Click Modules in the Course Navigation Menu
- Locate the module to add a quiz
- Click the + sign on the module
- From the drop-down list click Quiz, and then click [New Quiz]
- Type a name for the quiz
- Click Add Item

Add Item to Start Here Module

Add to Start Here Module

Select the quiz you want to associate with this module, or add a new one by selecting "New Quiz".

- [New Quiz]
- ***Sample Quiz
- ***Syllabus Quiz

Quiz Name:

Cancel

Create the Quiz

- Click the title of the quiz
- Click on the **Edit** button on the Quiz page
- Add details in the Details tab
 - Quiz Name
 - Directions
 - Select the type of quiz from the Quiz Type drop down menu
 - Select an assignment group from the Assignment Group drop-down menu (if applicable)
 - Type in the maximum number of points in the Score field if graded survey is chosen

Details Questions

***Sample Quiz

Quiz Instructions: HTML Editor

B *I* U A **A** *I_x* x^2 x_2

\sqrt{x} 12pt Paragraph

This quiz will review your knowledge of the chapters covered so far. Please put away all books, notes, and electronics.

You will have 20 minutes to complete this quiz. Good luck!

31 words

Quiz Type: Graded Quiz

Assignment Group: Assignments Available for Use

Create the Quiz

- Select your choices for Options
 - Shuffle Answers
 - Time Limit
 - Allow multiple attempts
 - Allowed attempts
 - Quiz score to keep
 - Let students see quiz responses
 - Show one question at a time
 - Lock questions after answering

Options

Shuffle Answers

Time Limit

Minutes

Allow Multiple Attempts

Quiz Score to Keep

Highest

Allowed 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 one question at a time

Lock questions after answering

Create the Quiz

- Insert a due date for the quiz
- Edit the **Available From** and **Until** boxes
 - This feature allows quizzes to "open" and "close" at designated times.

The screenshot shows a quiz configuration interface with several sections:

- Quiz Restrictions:** Contains two unchecked checkboxes: "Require an access code" and "Filter IP Addresses". A red arrow points to the section header.
- Assign:** A section containing:
 - Assign to:** A dropdown menu showing "Everyone" with a close icon (X). A red arrow points to the header, and another points to the dropdown box.
 - Due:** A date and time selector showing "Jan 24, 2019 11:59pm" with a calendar icon. A red arrow points to the calendar icon.
 - Available from:** An empty date and time input field with a calendar icon. A red circle highlights this field.
 - Until:** An empty date and time input field with a calendar icon. A red circle highlights this field.
 - + Add:** A button at the bottom of the section. A red arrow points to it.

Process for Creating a Quiz

Step 1. Create a Question Bank

*Allows you to share questions
between quizzes/exams*

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz



Attaching Questions to a Quiz

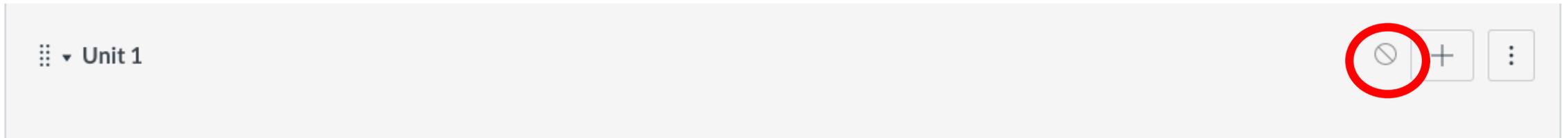
- Click **Questions** tab
- Click **+New Question Group**
- Select **Link to a Question Bank**
- Select the Question Bank you created
- Click **Select Bank**
- Specify how many questions should be picked from the bank and their value.
- Click **Save**

The screenshot displays the 'Questions' tab of a quiz configuration interface. A red arrow points to the 'Questions' tab. Below it, the '+ New Question Group' button is circled in red. A modal dialog is open, showing a 'Group' field, 'Pick 1 questions, 1 pts per question' settings, and a 'Link to a Question Bank' button circled in red. Below the dialog, the 'Pick 1 questions, 1 pts per question' settings are also circled in red. At the bottom of the page, the 'Save' button is circled in red. The interface includes buttons for '+ New Question', '+ New Question Group', and 'Find Questions'. A checkbox for 'Notify users this quiz has changed' is visible at the bottom left.

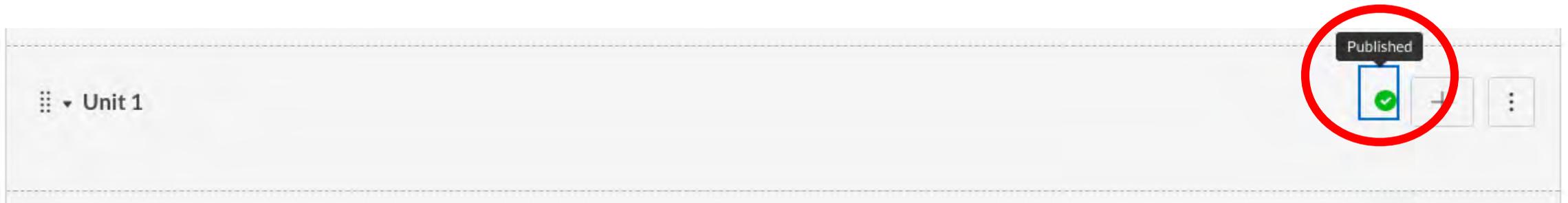
Publish a Module

Unpublished vs. Published

This is what an unpublished module looks like:

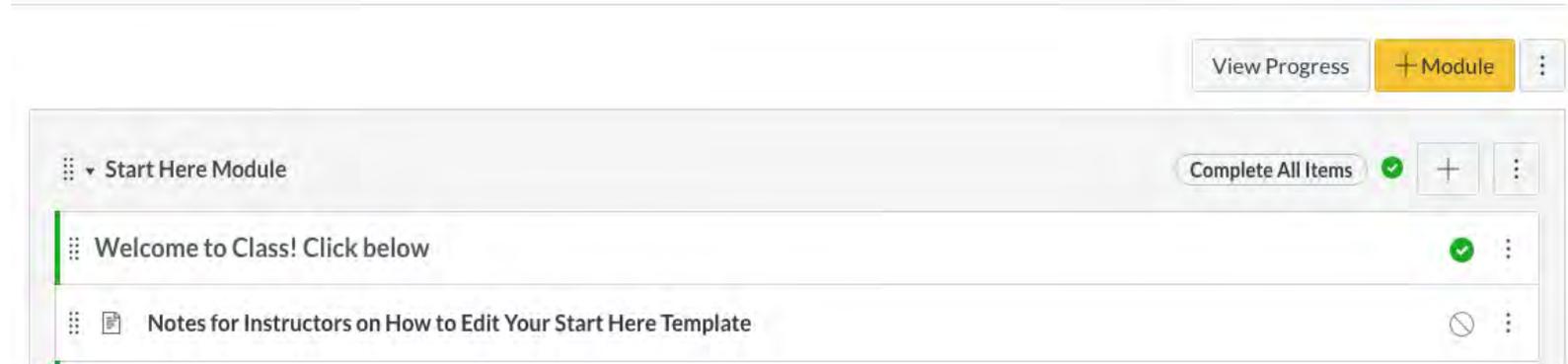


This is what a published module looks like:

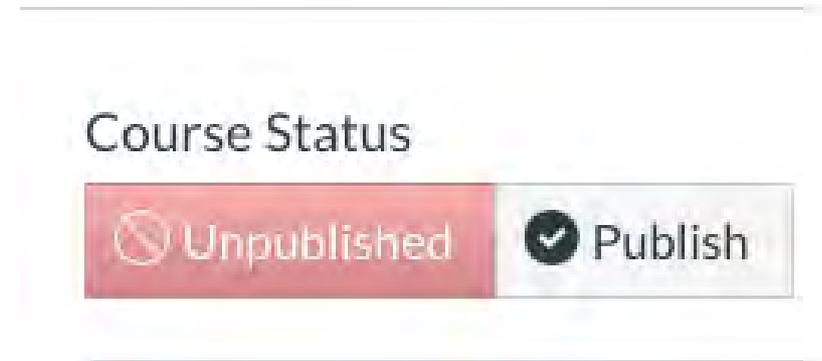


What Needs To Be Published?

- ✓ The individual quiz/assignment/page
- ✓ The module
- ✓ The entire course

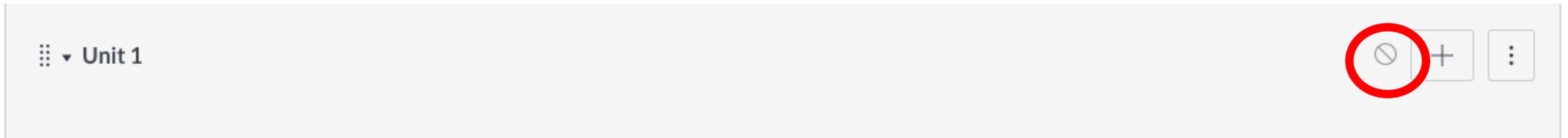


If any one of these are not completed, the course will not be correctly viewed to students.



Unpublished vs. Published

To publish the module, press the grey strike out button.



To unpublish the module, press the green check mark.



Student View

Student View

The screenshot displays a course management interface. On the left is a navigation menu with items: Home (circled in red), Syllabus, Announcements, Modules, Grades, Purchase Course Materials, Accessibility Report, Assignments, Collaborations, Conferences, Discussions, Files, Outcomes, People, Pages, Quizzes, and Settings. The main content area shows course details: Professor Name, Course Full Name (ABCD 1234), CRN: XXXXX, and Semester Year. Below this is a banner image with the text 'WELCOME' and the HCC Houston Community College logo. To the right, a 'Course Status' section shows 'Unpublished' and 'Publish' buttons. Below that is a list of actions: Import from Commons, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, and Student View (circled in red). At the bottom, there is a 'Coming Up' section with a calendar icon and the text 'Nothing for the next week'. Below the banner, there is instructional text: 'To begin this course, read everything in the [Start Here Module](#). [Click here to access the Syllabus](#). To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.'

Student View allows you to see what your students see

How Do I Know I Am In Student View?

The screenshot shows a course shell interface for Houston Community College (HCC). On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area displays course information: Professor Name, Course Full Name (ABCD 1234), CRN (XXXXX), and Semester Year. Below this is a 'WELCOME' banner with the HCC logo. The text below the banner provides instructions on how to begin the course, access the syllabus, and navigate through modules. At the bottom of the page, a purple footer bar contains the text 'You are currently logged into Student View' on the left, a reset instruction in the center, and two buttons on the right: 'Reset Student' and 'Leave Student View'. A red circle highlights these two buttons, and a red arrow points to the 'You are currently logged into Student View' text.

<Your Course Shell>

Home
Syllabus
Announcements
Modules
Grades
Purchase Course Materials

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year

View Course Stream
View Course Calendar

To Do
Introductions - Meet & Gre...
100 points |
Mar 27 at 4:59pm

WELCOME
HCC HOUSTON COMMUNITY COLLEGE

To begin this course, read everything in the [Start Here Module](#).
[Click here to access the Syllabus.](#)

To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.

The course is organized into these modules:

I've been expecting you! To be successful in this course, I encourage you to read everything, study, and use the discussions to develop your skills. You will be learning about **insert concepts here**. Be sure to stay on task as this course has assessments that are due at specific times throughout the course. By mastering the concepts of this course, you will be equipped with knowledge and skills to enter one of the more advanced courses. You **will** use what you learn!

Contact Information

6d You are currently logged into Student View
Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student Leave Student View

Publishing a Course

Publishing a Course

Home

Syllabus

Announcements

Modules

Grades

Purchase Course
Materials

Accessibility Report

Assignments 

Collaborations 

Conferences 

Discussions 

Files 

Outcomes 

People 

Pages 

Quizzes 

Settings

 Edit



Course Status

 Unpublished

 Publish

 Import from Commons

 Choose Home Page

 View Course Stream

 Course Setup Checklist

 New Announcement

 Student View

Coming Up

 View Calendar

Nothing for the next week

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year



To begin this course, read everything in the [Start Here Module](#).

[Click here to access the Syllabus.](#) 

To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.

Importing Courses

When Do You Import New Courses?



Duplicating an "already built" course



To avoid editing a "live" course and utilizing a sandbox environment instead

Importing New Courses

The screenshot displays the course management interface for Houston Community College. The left sidebar contains a navigation menu with 'Settings' circled in red. The main content area is titled 'Course Details' and includes a navigation bar with 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. A 'Course is Unpublished' warning is visible. The course details form includes fields for Name, Course Code, Blueprint Course, Time Zone, SIS ID, Subaccount, Term, and Starts. The 'Import Course Content' button in the right-hand menu is circled in red.

Course Details

Image: 

Name: Sand Box #02-Cassandra

Course Code: <Your Course Sh

Blueprint Course: No

Time Zone: Central Time (US & Canada) (-C)

SIS ID: SB-02-T901174633

Subaccount: Sandboxes

Term: Default Term

Starts:

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	None
Teachers:	6
TAs:	None
COSM-Aud_1:	None
Student_Grader:	None

Importing New Courses

- [Home](#)
- [Syllabus](#)
- [Announcements](#)
- [Modules](#)
- [Grades](#)
- [Purchase Course Materials](#)
- [Accessibility Report](#)

Import Content

Content Type



- ✓ Select One
- Copy a Canvas Course**
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QTI .zip file

Current Job

Import Content

Content Type

Search for a course or

Include completed courses

 Content All content Select specific content

Options Adjust events and due dates

Before You Go Checklist

Before You Go Checklist

- Is your Syllabus updated to reflect any changes?
- Is your course/contact information updated on the home page?
- Are the necessary pages/module/courses published? And verified by using the Student View feature?

Instructor Resources for Teaching Online

What Is It?

- Supporting Materials For Faculty
 - How To Guides
 - Best Practice Articles
 - Canvas Guide
- Hidden from Student View
- Live Updates
- Located At the Bottom of the *Start Here For Faculty Preparedness Template*



What Is On It?

Instructor Resources for Teaching Online

**Post Training Online Resources
for**

Canvas	Online Teaching	Course Enhancement
<ul style="list-style-type: none">GradebookSpeedgrader OverviewQuizzesCanvas Communication ToolsCanvas Guides Video GuidesLecture ToolsEdutube OverviewEdutube Support	<ul style="list-style-type: none">Creating accessible documentsADA Compliance for videosHCC 360 Design to DeliveryRespondus LockDown browserTurnitin	<ul style="list-style-type: none">9 Resources for Moving Your Course OnlineProviding Quality Feedback in Your Online CourseQuizlet for extra practiceFaculty FocusEdutopia: Assessments

Slide 1 | Google Slides

◀ Previous

**WE ARE
HERE
TO HELP YOU**