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**Canvas How To
(For Faculty)**

Getting Started

Canvas is a valuable resource used by DIRI Staff, Faculty, Students, and Members. Canvas is where files can be access, communications can be sent and received, and grades can be updated and viewed.

This “how-to” will guide you in using Canvas and will include information on how to update your class information, upload files, and update, add and grade assignments.

Online CE specific content is denoted with an asterisk * at the end of the header below.

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Home

The Home page is where you can provide instructions to your students. The Basic SI courses Home page has buttons which redirect users to the Course Description, Syllabus/Schedule, About the Instructor page, and Course Models.

The screenshot shows the Canvas LMS interface for a course titled 'EDU Test class'. On the left is a navigation menu with items like Home, Announcements, Assignments, Discussions, Modules, Quizzes, Grades, People, Files, Discussions, Chat, Google Drive, Syllabus, Collaborations, Conferences, Pages, Outcomes, and Settings. The main content area features a 'Welcome to this class.' message, a large banner for 'Phase II: Embodiment of Rolfing® Structural Integration & Rolf Movement® Integration' by Dr. Ida Rolf Institute, and a welcome message for Phase II. Below this, there are four teal buttons: 'Course Description', 'Syllabus/Schedule', 'About the Instructor', and 'Course Modules'. A paragraph of text describes the learning outcomes for Phase II.

Test Classes

EDU Test class

Home

Announcements

Assignments

Discussions

Welcome to this class.

Phase II:
Embodiment of Rolfing® Structural Integration
& Rolf Movement® Integration

Dr. Ida Rolf
Institute
We hold to higher standards

Welcome to Phase II:
Embodiment of Rolfing® Structural Integration
& Rolf Movement® Integration

During Phase II, you will learn the skills required to recognize simple structural patterns, to see str to gravity, and to develop a working knowledge of the basics of Rolfing Structural Integration & Ro Integration principles and theories. Phase II will continue to focus on these learning outcomes: See Embodiment, Therapeutic Relationships, and Didactic Knowledge.

Course Description

Syllabus/Schedule

About the Instructor

Course Modules



Settings

Course settings are pre-set by the DIRI Administration, such as dates and the Navigation settings. If you need adjustments made to Settings, please send an email to class@rolf.org.

Canvas Content

The DIRI Administration is continuously making improvements to course content for the Basic Rolfing® Certification Program, Phases I, II, and III. The administrative staff will push changes from the Canvas Blueprints to upcoming classes. You are strongly encouraged to check course content a few weeks prior to your class starting to see if any updates have occurred.

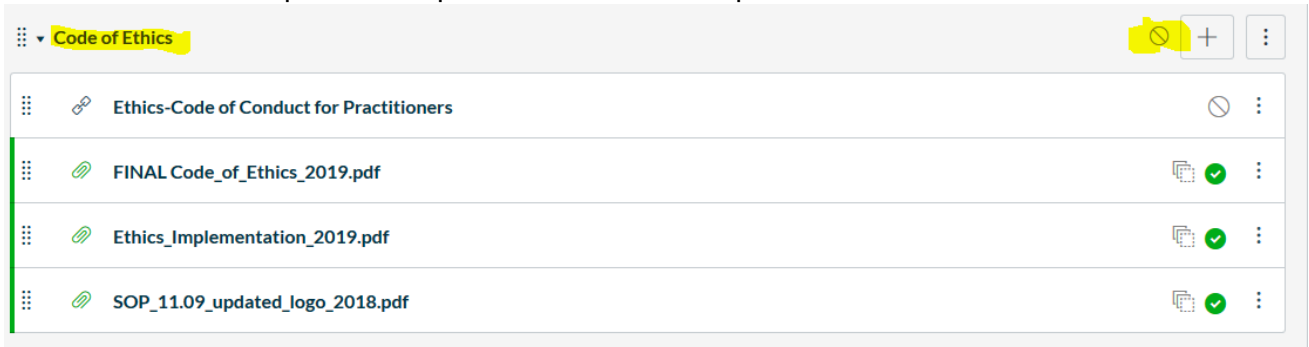
Publishing/Unpublishing Canvas Course Content

One of the first things you want to do when you gain access to your Canvas is to log in and make sure you have published, or unpublished information that you do or do not want students to see. A green checkmark  signifies published content, where an  icon signifies it is not.

Back to Top

Modules in Canvas will need to be published in order for students to have access to their contents. If you have published files, assignments, etc. within a Module, but the Module is not published, students will not be able to view any of the content.

An example of an unpublished Module with published content is below.

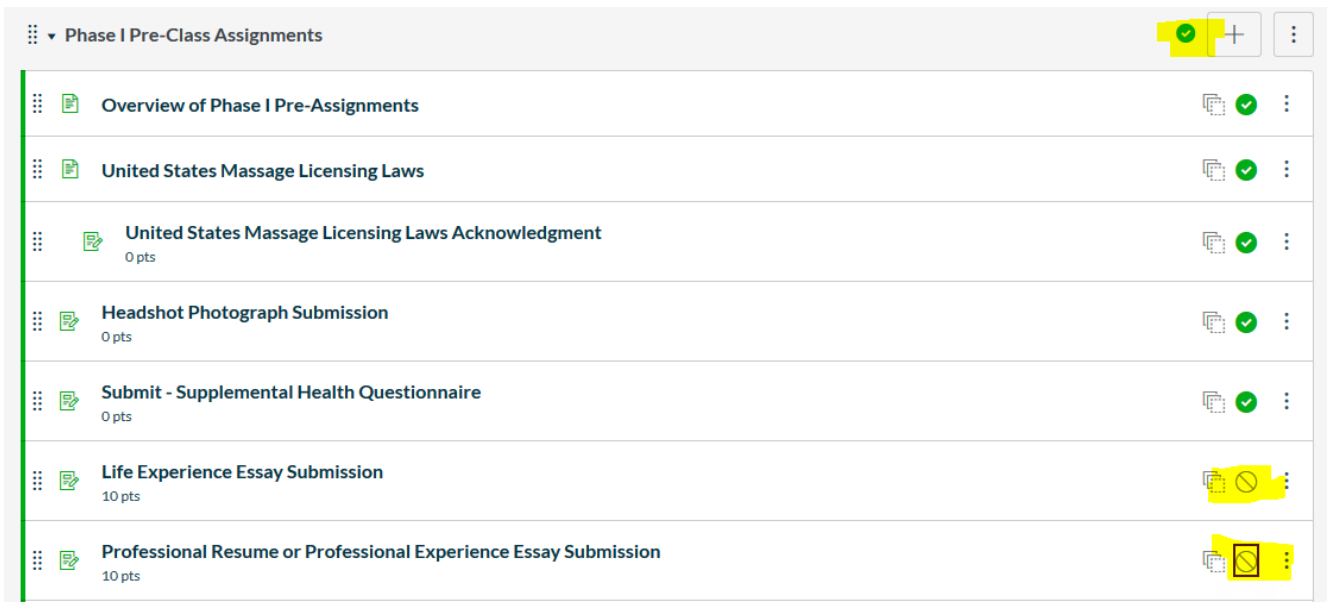


The screenshot shows a Canvas module titled "Code of Ethics" which is currently unpublished, as indicated by a grey circle with a diagonal line over the publish button in the top right. The module contains four items, all of which are published, indicated by green checkmarks in the right-hand column:

- Ethics-Code of Conduct for Practitioners
- FINAL Code_of_Ethics_2019.pdf
- Ethics_Implementation_2019.pdf
- SOP_11.09_updated_logo_2018.pdf

If there are assignments within a Module that you do not want students to have access to until a future date, you have two options. You can either unpublish the assignment until you are ready for it to be public or set an “available from” date within the assignment so student’s will not be able to see it until a future date (see examples below).

The Module below is published, but some of the content has been unpublished from student view.



The screenshot shows a Canvas module titled "Phase I Pre-Class Assignments" which is published, as indicated by a green checkmark over the publish button in the top right. The module contains seven items with varying publication statuses:

- Overview of Phase I Pre-Assignments: Published (green checkmark).
- United States Massage Licensing Laws: Published (green checkmark).
- United States Massage Licensing Laws Acknowledgment (0 pts): Published (green checkmark).
- Headshot Photograph Submission (0 pts): Published (green checkmark).
- Submit - Supplemental Health Questionnaire (0 pts): Published (green checkmark).
- Life Experience Essay Submission (10 pts): Unpublished (grey circle with diagonal line).
- Professional Resume or Professional Experience Essay Submission (10 pts): Unpublished (grey circle with diagonal line).

Enter “Available from” date by clicking on the calendar icon and selecting a date (and time).

You can also click to Publish/Unpublish a Module’s contents by clicking on it from the Modules page, and then clicking “Published” or “Publish” at the top of the screen.

If you are updating existing “unpublished” content, or adding new content, you also have the option to “Save & Publish” or “Save” without publishing at the bottom of the Edit screen.

****Do not** Unpublish any of the following Modules or Content as they are for Admin use:

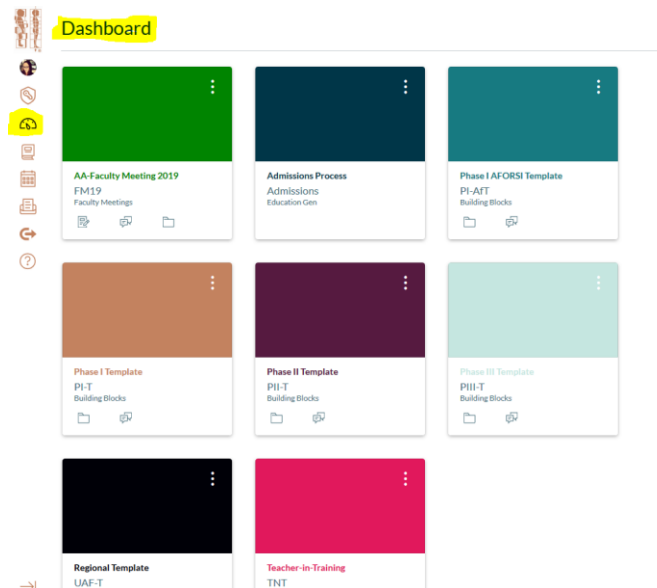
- Getting Started as a Student (Module or any of its content)
- Required Materials (Module or any of its content)
- Pre-Class Assignments (Module or any of its content)
- Assessments (Module or any of its content)
- Evaluation of Course (Module or any of its content)
- Appendix: Handbooks, Policies and Procedures (Module or any of its content)
- Pre-Class Assignments (for future phase)- (Module or any of its content)

Importing Course Content

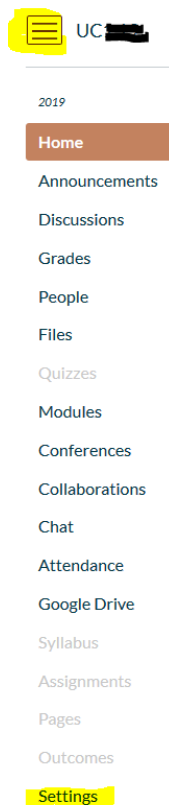
Log in to Canvas using your member username and password:

<https://rolf.instructure.com/login/canvas>

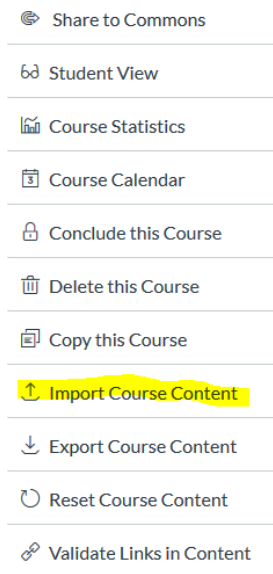
From the Dashboard, click on the class you wish to import items IN to.



From the left-hand menu, click Settings at the bottom (if the menu is not showing, click the three lines at the top left)



From the right-hand menu, click Import Course Content.



Choose Content Type: Copy a Canvas Course

Search for a course: Enter Course Code in the text box (ex: UC1.19) and select it from the menu

Content: Click “Select specific content” (this will prevent duplicate files, assignments, etc. from importing)

Check box to “Adjust events and due dates”

Date adjustment: Click “Remove dates”

Click Import.

Import Content

Content Type Copy a Canvas Course

Search for a course UC1.19 Phase III - Basic Rolwing® Training

☐ Include completed courses

Content ☐ All content ☒ Select specific content

Options ☒ Adjust events and due dates

Date adjustment ☐ Shift dates ☒ Remove dates

Cancel Import

Click “Select Content” at right.

Current Jobs

Course Copy

UC1.19 Phase III -...

May 30 at 9:32am













Waiting for Selection

Select Content

Content import files cannot be downloaded after 500 days.


Click → to the left of each section to expand it and select specific content.
You may have to click → multiple times depending on what content you are importing.


Select Content

<input type="checkbox"/>	 Course Settings
<input type="checkbox"/>	 Syllabus Body
	<input type="checkbox"/>  Modules (19)
	<input type="checkbox"/>  Assignments (76)
	<input type="checkbox"/>  Pages (52)
	<input type="checkbox"/>  Announcements (11)
	<input type="checkbox"/>  Files (326)

Check the box next to the items you would like to Import which will highlight them in Orange.
You can select as many as you like. Click Select Content at the bottom when done and the Import will start automatically.

Select Content

↓  Files (326)

↓  course files

☐ Basic SI Rubric FINAL 09 14 17 V 4.pdf
☐ Basic SI Rubric FINAL 09 14 17 V 4-1.pdf
☒ UC1.19 Schedule-Final.pages.pdf

→ ☐ course files/Anatomy

→ ☐ course files/Assessments

→ ☐ course files/Chap. 1: Introduction

→ ☐ course files/Chap. 2: The First Hour

→ ☐ course files/Chap. 3: The Second Hour

→ ☐ course files/Chap. 4: The Third Hour

→ ☐ course files/Chap. 5: The Fourth Hour

→ ☐ course files/Chap. 6: The Fifth Hour

→ ☐ course files/Chap. 7: The Sixth Hour

→ ☐ course files/Chap. 8: The Seventh Hour

→ ☐ course files/Forms

Cancel

Select Content

Queued (to the right of the date) will change to Completed when done.

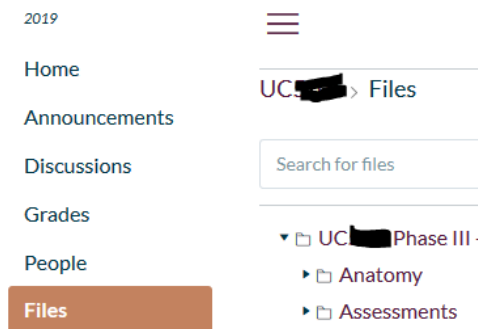
Current Jobs

Course Copy	UC1.19 Phase III -...	May 30 at 9:32am	Queued
Content import files cannot be downloaded after 500 days.			

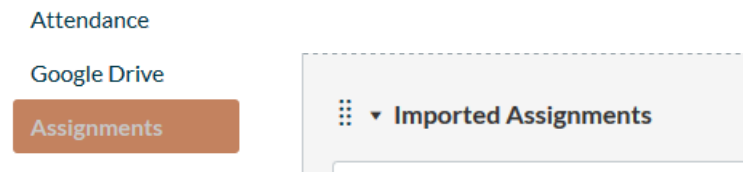
Current Jobs

Course Copy	UC1.19 Phase III -...	May 30 at 9:32am	Completed
Content import files cannot be downloaded after 500 days.			

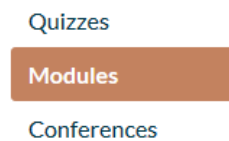
If you are importing Files, they will go into the Files folder.



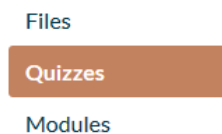
If you are importing Assignments, they will go into the Assignments folder under Imported Assignments. *Note: The Assignments folder is hidden from students and is simply used for ordering items in the Gradebook.*



If you are importing full Modules, they will go into the Modules folder at the bottom.



If you are importing Quizzes, they will go into the Quizzes folder.



Updating About the Instructor

From the Course Homepage, click *About the Instructor*

The screenshot shows the Canvas LMS interface for a course titled "Phase III Template". On the left is a sidebar with navigation links: Home, Announcements, Modules, Files, Discussions, Grades, People, Quizzes, Chat, Google Drive, Syllabus, Conferences, Collaborations, Assignments, Pages, Outcomes, and Settings. The main content area features a banner for "Phase III: Clinical Application of Rolwing® Theory" with a welcome message and a description of the phase. Below the banner are four buttons: "Course Description", "Syllabus/Schedule", "About the Instructor" (highlighted with a red arrow), and "Course Modules". On the right, the "Course Status" section shows "Unpublish" and "Published" buttons, followed by a list of actions: "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "Student View", and "View Course Analytics". The "Coming Up" section indicates "Nothing for the next week".

At top right, click Edit, which will allow you to edit the page contents.

This screenshot shows the top right of the "About the Instructor" page edit interface. It includes a "View All Pages" button, a "Blueprint" button, a "Publish" button, and an "Edit" button which is highlighted with a red box.

About the Instructor

From here, you can click in the content box to enter a short bio about yourself and your assistant, as well as photos if you would like.

This screenshot shows the "About the Instructor" page edit interface. At the top is a text input field with the title "About the Instructor". Below it is an "HTML Editor" toolbar with various formatting options. A large text area for the bio is below the toolbar. On the right, there is a sidebar with a "Links" tab selected, showing a list of links: "Pages", "Assignments", "Quizzes", "Announcements", "Discussions", "Modules", and "Course Navigation". At the bottom, there are "Options" for "Can edit this page role selection" (set to "Only teachers") and "Add to student to-do". There are also checkboxes for "Notify users that this content has changed", "Cancel", "Save & Publish", and "Save".

To add a photo, click the image icon, then the *Canvas* tab, Course files, scroll down to Images, and click Upload File to the bottom right of the box.

The screenshot shows the top portion of the Canvas editor. At the top is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, etc.) and alignment. Below the toolbar is a large text area. Underneath the text area is the 'Image Source' section. It has two tabs: 'URL' and 'Canvas'. The 'Canvas' tab is selected and highlighted in yellow. Below the tabs is a section titled 'Available folders' which contains a list of folders: 'Course files' (highlighted in yellow), 'My files', and a scrollable list containing 'Getting Started Module Handouts', 'Handouts', and 'Images' (highlighted in yellow). At the bottom of the 'Images' folder, there is a small 'Upload File' button.

This will allow you to upload a photo from your computer's desktop.

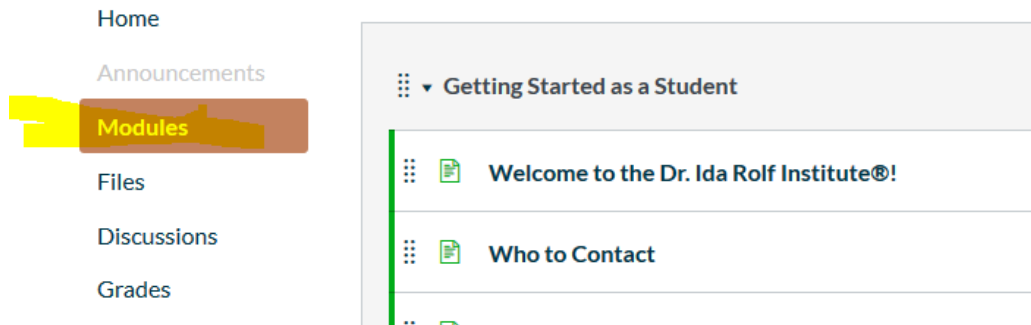
When you are done updating your bio, click Save & Publish at the bottom right of the screen.

The screenshot shows the bottom portion of the Canvas editor. At the top of this section is a small text area with the letter 'p' and a word count of '0 words'. Below this is the 'Options' section. It has a title 'Options' and a subtitle 'Can edit this page role selection'. There is a dropdown menu with 'Only teachers' selected. Below the dropdown is a checkbox labeled 'Add to student to-do'. At the bottom of the screen is a row of three buttons: 'Cancel', 'Save & Publish' (highlighted in yellow), and 'Save'. To the left of these buttons is a checkbox labeled 'Notify users that this content has changed'.

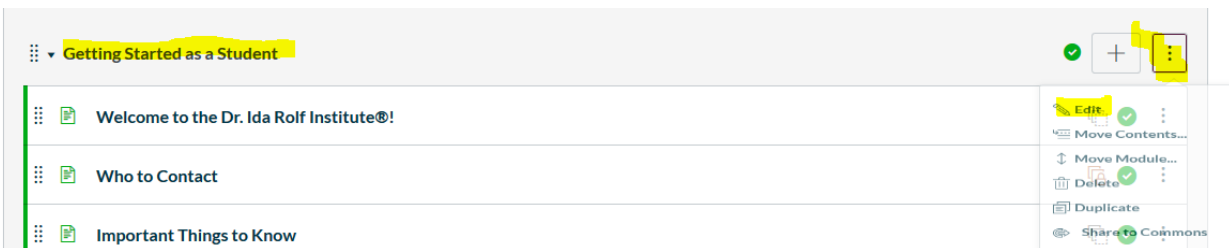
Modules

Editing an Existing Module, or Module Content

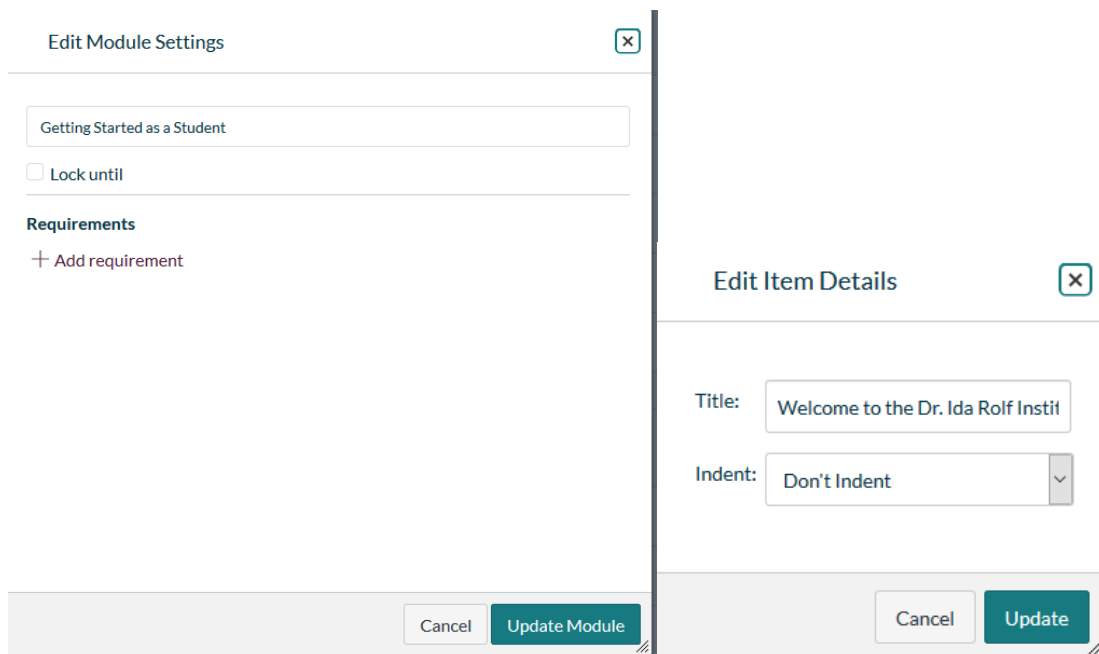
To update the name/title of a Module, or a file within a module, navigate to the Module page from the menu at left.



Click the three dots to the far right of the name/title you want to change and click Edit.



When done, click “Update Module” (for Modules) or “Update” (for Content)



Assignments

Adding Assignments under the Modules Tab

Select which Module you would like to add an Assignment to.

Click the + at the top right.



- Under Add choose Assignment
- Click [New Assignment].
- Enter Assignment Name
- Click Add Item
 - This will automatically add an unpublished Assignment to the bottom of the Module

Add Item to Getting Started as a Student ×

Add Assignment to Getting Started as a Student

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Case Study

- Case Study 1-3- Assignment Submission
- Case Study 4-7-Assignment Submission

Evaluations

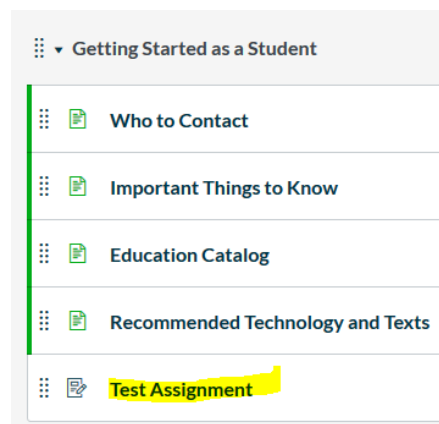
- Evaluation for Administration - PIII
- Evaluation for Ethics
- Evaluation for Instructor - PIII
- Evaluation for Outside Workshop
- Evaluation for Practice Building

Assignment Name:

Indentation: Don't Indent

Cancel Add Item

Click on the Assignment Title to edit.



Click Edit at the top right.

Test Assignment

No Content

Points

None

The content of the Assignment in the Body.


which Assignment Group you want it to show up in on the Assignment Group page.

how you want Grades to display (common is Complete/Incomplete)

If choosing Points Value grading, add how many points the assignment is worth.

Test Assignment

B I U A A X List Link Image Video Embed Signature Font Color Background Color Paragraph Indentation Bulleted Numbered Table Insertion Help



0 words

Points

0

Assignment Group

Pre-Class Assignments

Display Grade as

Complete/Incomplete

☐ Do not count this assignment towards the final grade

To link to files, you can either Type the name of the file in the Body of the Assignment, highlight it, click Files at top right, and find the file you would like to link to (if already uploaded)-

Test Assignment

Blueprint Not Published

HTML Editor

B I U A A T X [List Bulleted] [List Numbered] x² xₓ [Table] [Link] [Image] √x ↻ [Color Picker] [Background Color] [Media] 12pt Paragraph

Test File

- Links
- Files**
 - Images

Click any file to insert a download link for that file.

- course files
 - Anatomy
 - ANATOMY LEAD IN WEEK UNIT III COURSE MODEL FINAL.pdf**
 - Assessments
 - Assignments

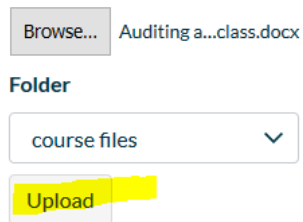
Or, Type the name of the file in the Body of the Assignment, click Files at top right, and then click +Upload a new file at the bottom of the list.

The screenshot shows the Canvas LMS assignment editor. The main editor area has a title 'Test Assignment' and a rich text editor. On the right sidebar, the 'Files' tab is selected, displaying a list of course files and folders. The list includes folders for each chapter (Chap. 1: The First Hour through Chap. 8: The Seventh Hour), 'Ethics', 'Getting Started Module Handouts', 'Handouts', 'Images', 'Practice Building', 'Prerequisites', and 'Self Care'. Some files are listed under 'Ethics', including 'Ethics_Implementation_2019.pdf' and 'FINAL Code_of_Ethics_2019.pdf'. At the bottom of the sidebar, there is a '+ Upload a new file' button.

Click Browse to locate the file on your computer you'd like to upload, and choose a folder from the Folder drop down (*note: putting files into the **course files** folder will put the file in the top-level folder under Files*)

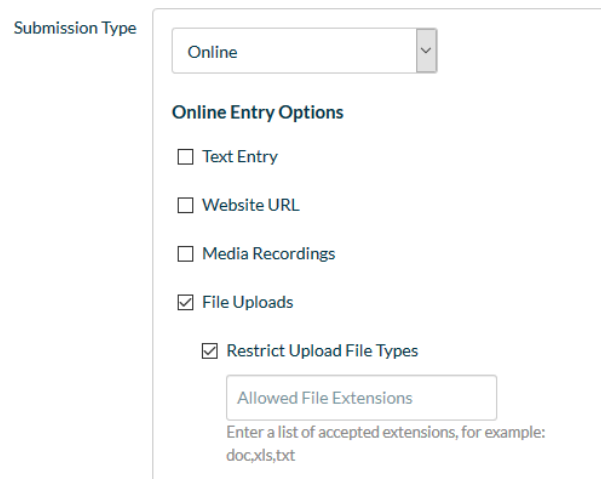
The screenshot shows the 'Browse...' dialog box. The 'Folder' dropdown menu is open, displaying a list of folders. The 'course files' folder is selected and highlighted in blue. The list of folders includes: Anatomy, Assessments, Assignments, Case Study, SOAP and Observer Notes Templates, Chap. 1: Introduction, Chap. 2: The First Hour, Chap. 3: The Second Hour, Chap. 4: The Third Hour, Chap. 5: The Fourth Hour, Chap. 6: The Fifth Hour, Chap. 7: The Sixth Hour, Chap. 8: The Seventh Hour, Ethics, Getting Started Module Handouts, Handouts, Movement, Section A- Intervention and Structure, and Section B- Movement.

Click Upload and the file will start uploading. Allow 3-5 seconds for the file to link in the Body of the assignment.

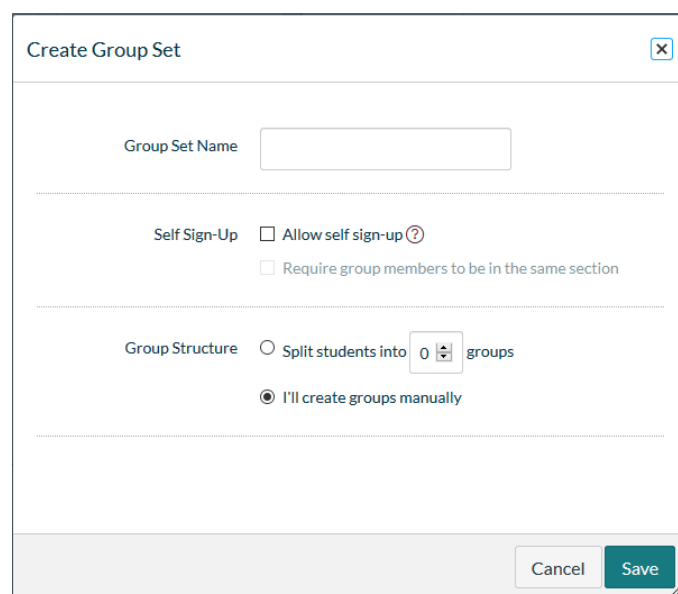


Enter Submission Type (online, paper, external tool).

If choosing online, enter Online Entry Options. File uploads will give the option to restrict upload file types.



Choose if it is a Group Project (you will need to add additional information)



Choose if Peer Reviews are required and enter additional information (if applicable, do not check if not).

Peer Reviews

☒ Require Peer Reviews

How to Assign Peer Reviews

☒ Manually Assign Peer Reviews

☐ Automatically Assign Peer Reviews

Anonymity

☐ Peer Reviews Appear Anonymously

Enter Due Date and if applicable, “Available from” date.

Assign

Assign to

Everyone X

Due

Available from **Until**

+ Add

When complete, click Save & Publish at the bottom.

☐ Notify users that this content has changed

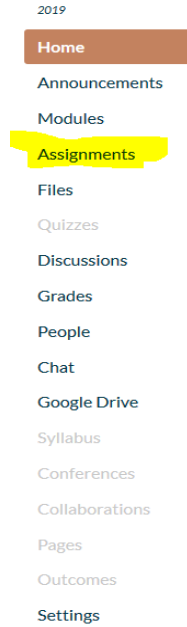
Cancel

Save & Publish

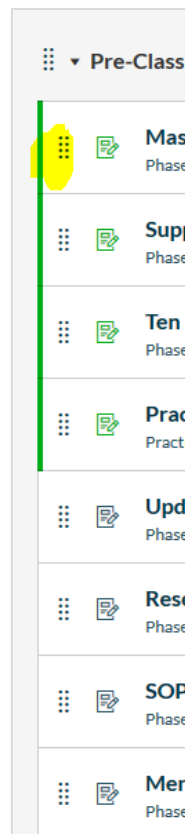
Save


Updating Assignments

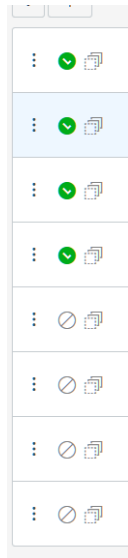
Click Assignments from the menu on the left.



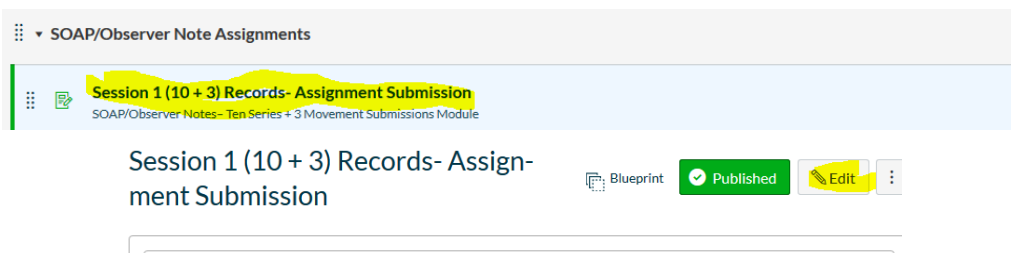
To update the order of Assignments (this is how they show up in the gradebook) click the dot cluster to the left, hold down and drag to the new location.



To publish/unpublish an assignment from student view, click the bubble on the right. A green circle with a check signifies it is published, a  means it is not.



To add a due date, click on the Assignment title, then click Edit.



Scroll down to the bottom of the screen and enter the date the assignment is due. Clicking on the calendar on the right will allow you to select a date without typing it in and will also allow you to enter a time due (i.e. 12:00pm).

Click done once you have entered all information. And then Save at the bottom of the screen.

Due

Available from

Until

+ Add

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						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						

Time: :

Done

☐ Notify users that this content has changed

Cancel Save

Downloading Assignment Submissions

Click Grades from the left hand menu, and then click on the Assignment Title you would like to view.

Building Blocks

Home

Announcements

Modules

Quizzes

Assignments

Grades

Filter by student name or secondary ID

Student Name	Secondary ID	Submit - Massage Licensing Laws ... Out of 0	Submit - Supplemental Health Que... Out of 0	Somatic Awareness and Perceptio... Out of 0	Therapeutic Relationship Case Stu... Out of 0
Test Student	a74b4500bd45e7z	-	-	-	-

Click Download Submissions on the right. (Note: if “Download Submissions” does not appear, there have been no uploads.)

Therapeutic Relationship Case Study
- Assignment Submission

Blueprint Published Edit

Related Items

SpeedGrader™

Download Submissions

11 out of 11 Submissions Graded

A “Download Assignment Submissions” status box will pop up, and then you will be given the option to save the .zip folder of files or open them.

Download Assignment Submissions

↓ Your student submissions are being gathered and compressed into a zip file. This may take some time, depending on the size and number of submission files.

Finished! Redirecting to File...
Click here to download 341 KB

Opening submissions.zip

You have chosen to open:

submissions.zip
which is: Compressed (zipped) Folder (341 KB)
from: https://cdn.inst-fs-iad-prod.inscloudgate.net

What should Firefox do with this file?

☒ Open with Windows Explorer (default)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

If you choose to Open the folder, a list of assignments will populate. They show up in your Temporary Files folder and will appear as the student saved/uploaded them (which should be by their name and the Assignment title).

You do have the option to download individual files from the SpeedGrader, however if you have a large class this will take more time.

To download individual files from the SpeedGrader, click on the down arrow to the right of the Submitted File.

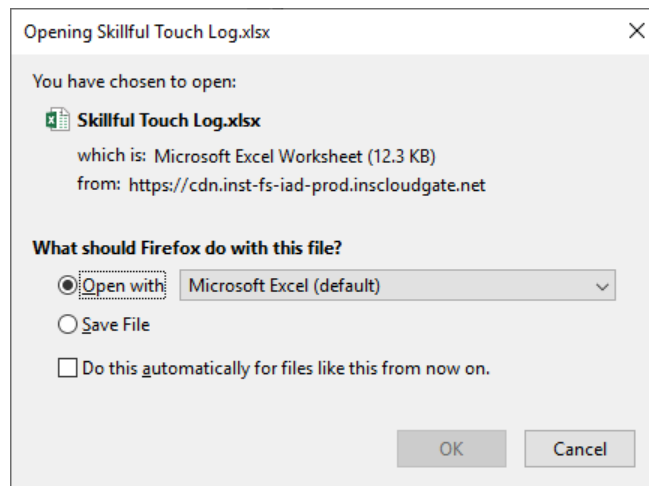
Submitted: Jul 7 at 6:13pm

Submitted Files: (click to load)

Skillful Touch Log.xlsx



You will be prompted to Open or Save the individual file.



To go back to the Gradebook to click on another Assignment, click on the Gradebook icon on the top left of the screen.



Therapeutic Relationship Case Study - Assignment Submission

Due: Jul 7 at 11:59pm - UB4.19

Grading Assignments via SpeedGrader

Click Grades from the left hand menu, and then click on the Assignment Title you would like to view.

PI-T > Grades

Building Blocks

Home

Announcements

Modules

Files

Discussions

Grades

Filter by student name or secondary ID

Student Name	Secondary ID	United States Massage Licensing L Out of 0	Learning Style Inventory Submission Out of 0	Personal Body 0
Test Student	4188bc5b9ae001e	-	-	

Click SpeedGrader at the top right.

United States Massage Licensing Laws Acknowledgment

Blueprint

Published





Edit



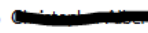

⋮

Related Items

SpeedGrader™

Click the top ← or → arrows on the far right of the screen (near the student's name) to move from student to student.

(L)    Skillful Touch Log - Assignment Submission
Due: Jul 7 at 11:59pm 

2/12 Graded 1 / 1 (100%) Average 1/12     (R)

Each file submission will appear on the left side of the screen. You will be able to add comments and grades on the right.

Some Assignments will need to be given a Points Value, while others are marked as Complete/Incomplete.

Assessment
Grade out of 1 

Assignment Comments

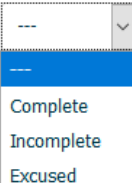
Add a Comment

Points Value Grading:




[Download Submission Comments](#)

Assessment
Grade (/ 1)


Complete
Incomplete
Excused

Comments

Add a Comment

[Download Submission Comments](#)

Complete/Incomplete Grading:

Click Submit when done.

You also have the option to download individual files from the SpeedGrader to view them offline, however if you have a larger class this will take more time.

To download individual files from the SpeedGrader, click on the down arrow to the right of the Submitted File.

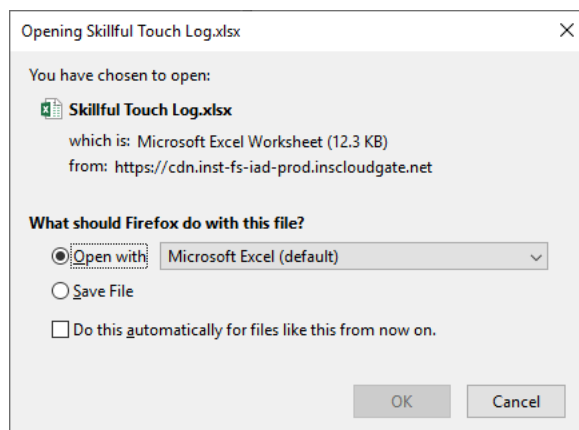
Submitted: Jul 7 at 6:13pm

Submitted Files: (click to load)

Skillful Touch Log.xlsx



You will be prompted to Open or Save the individual file.

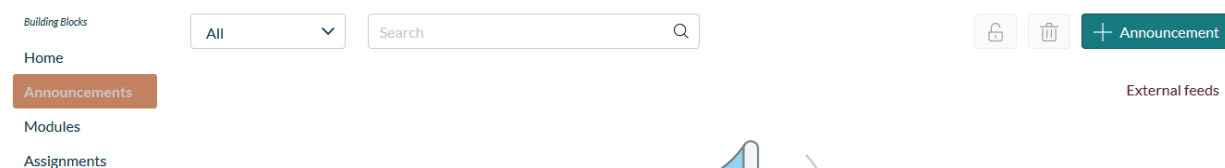


Announcements

Adding Announcements

Announcements are the best way to notify the class of upcoming events, reminders, etc. and is a great way to keep a history of what has been sent.

To add an Announcement, click Announcements from the left-hand menu and then + Announcement at the top right. (Announcements at the left will be gray until you have entered at least one.)



From here you can enter a Topic Title and the Body of the Announcement. You can attach files, either from the Files tab on the right, or from your computer.


You can also enable the ability for users to comment (comments go to your Inbox in Canvas) and liking.

Click Save when done.

The Announcement will not be visible to students until the posting date.

Options

☒ Delay posting

Post At Aug 31 at 9am 

Mon Aug 31, 2020 9:00am

☐ Allow users to comment

☐ Users must post before seeing replies

☐ Enable podcast feed

☐ Allow liking

[Cancel](#) [Save](#)

If you decide later that you want to release the announcement early, you must go in and select the current date and a later time, otherwise it will post as of the date the Announcement was created.

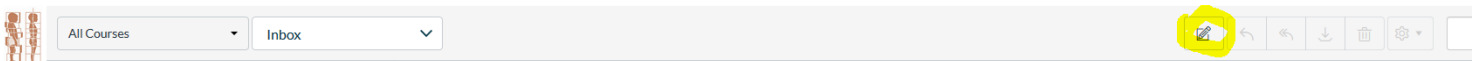
Email

Sending an Email to the Class or Individual Students

From the left-hand menu, click the Inbox Icon.

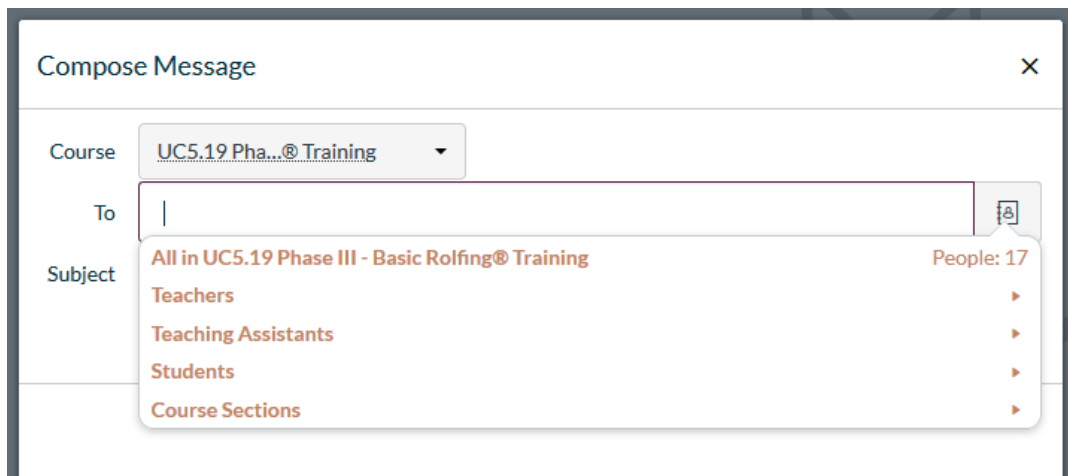


Click the “compose a new message button” at the top.



Under Course, choose the class you would like to contact (example: UC5.19)

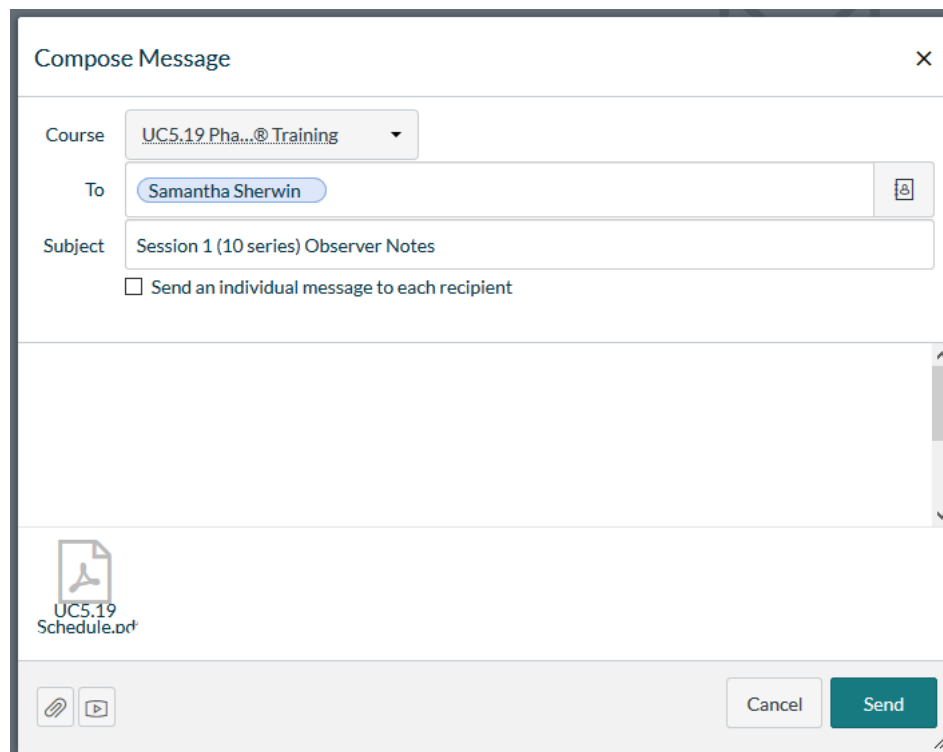
Under To, click the address book icon at right, and select who you would like to message. If emailing an individual student, you may begin typing their name, or click Students, and find them from the list. You can also select Teachers, Teaching Assistants, or All.



The screenshot shows the 'Compose Message' dialog box. The 'Course' dropdown is set to 'UC5.19 Pha...@ Training'. The 'To' field is empty, and a dropdown menu is open, showing options: 'All in UC5.19 Phase III - Basic Roling® Training' (with 'People: 17' next to it), 'Teachers', 'Teaching Assistants', 'Students', and 'Course Sections'. Each option has a right-pointing arrow. The 'Subject' field is empty.

Fill in the Subject and enter text in the Body of the message. If you are attaching documents, click the paperclip icon at the bottom left.

Click on the document you are sending from your computer. Once it is attached, click Send.



The screenshot shows the 'Compose Message' dialog box with the following details: 'Course' is 'UC5.19 Pha...@ Training'; 'To' is 'Samantha Sherwin'; 'Subject' is 'Session 1 (10 series) Observer Notes'; and a checkbox for 'Send an individual message to each recipient' is unchecked. The message body is empty. An attachment named 'UC5.19 Schedule.pdf' is shown with a PDF icon. At the bottom, there are icons for attaching a file or a video, and 'Cancel' and 'Send' buttons.

Recipients will receive the message in Canvas, via their inbox.

Discussions

Creating a Discussion Post

As an instructor, you can create a discussion for your course. This lesson outlines a variety of options to choose from in order to customize a discussion for your course.

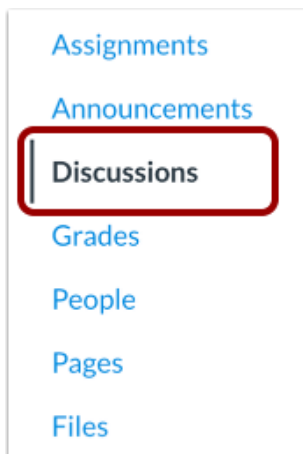
Note: Discussions can be graded or ungraded. If a student attaches a file to an ungraded discussion, the file size counts toward the student's storage quotas. However, attachments added to graded discussions do not count toward the student's storage quotas.

*Document created by Canvas Doc Team on Oct 7, 2017

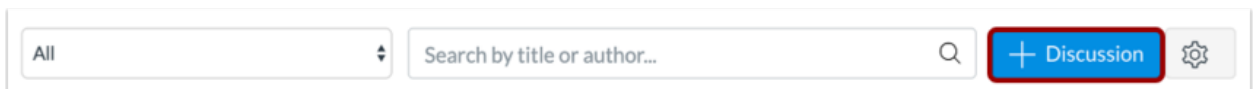
**Last modified by Canvas Doc Team on Apr 6, 2020

Open Discussions

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



Click the **Add Discussion** button.



In the Title field [1], create a title for your discussion.

Use the Rich Content Editor [2] to create content for your discussion. The Rich Content Editor includes a word count display below the bottom right corner of the text box.

You can also add links, files, and images to the discussion using the content selector [3].

If you want to create a section-specific discussion that is not graded, select one or multiple sections in the Post to drop-down menu [4]. Graded section-specific discussions must be created as part of the Graded option in the next section.

You can also add an attachment to your discussion by clicking the **Choose File** button [5].

Not Published

1 Topic Title

2 HTML Editor

3 Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Pages

- A Declaration by Committee
- Amendments to the Constitution
- Articles of Confederation and Constitution Wrapup
- Bill of Rights
- Bill of Rights
- Introduction
- Bill of Rights Wrapup
- Class Reading
- Course and Content

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

Post to

4 All Sections x

Attachment

5 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

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.


Attachment No file chosen


Options

- ☐ Allow threaded replies **1**
- ☐ Users must post before seeing replies **2**
- ☐ Enable podcast feed **3**
- ☐ Graded
- ☐ Allow liking **4**
- ☐ Add to student to-do **5**

Group Discussion


☐ This is a Group Discussion **6**

Available From  **7**

Until 

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](#).

Post to

All Sections x 

Attachment No file chosen

Options

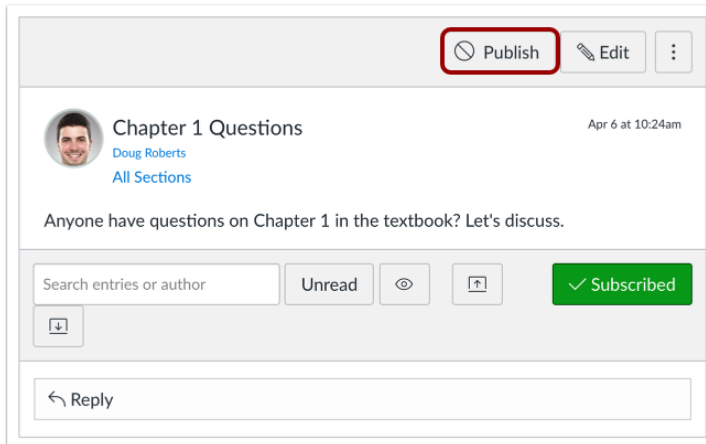
- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ **Graded**
- ☐ Allow liking
- ☐ Add to student to-do

Note: If you want to create a graded discussion and you have added sections in the Post To field, the Graded option will be unavailable. You must remove the sections from the Post To field before selecting this option. You will be able to add sections as part of the graded discussion options.

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].

1 **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.



Creating a Discussion Group in a Course

Groups are a subset of a course with a course-like environment including their own Calendar, Discussion board, and Collaboration tools. Only students added to a group have permission to see and use the respective tools within the group.

A group discussion assignment creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created.

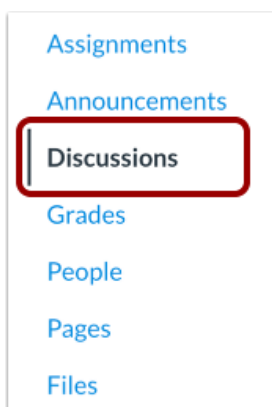
If you prefer to create a group discussion for grading, learn how to [create graded group discussions](#).

Note: You will need to create [group sets](#) and [groups](#) before setting up a group discussion assignment.

*Document created by Canvas Doc Team on Oct 7, 2017

**Last modified by Canvas Doc Team on Apr 6, 2020

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



Click the **Add Discussion** button.

The navigation bar includes a dropdown menu set to 'All', a search input field with the placeholder 'Search by title or author...', a magnifying glass icon, a blue button with a white plus sign and the text '+ Discussion', and a gear icon for settings.

Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the Rich Content Editor to format your content. The Rich Content Editor includes a word count display below the bottom right corner of the text box.
3. Click the This is a Group Discussion checkbox.

The discussion creation form includes a 'Not Published' status indicator. It features a 'Topic Title' field (callout 1), a rich content editor with various formatting tools and a '0 words' count (callout 2), a 'Post to' dropdown menu, an 'Attachment' section with a 'Choose File' button, and a 'Group Discussion' section with a checkbox labeled 'This is a Group Discussion' (callout 3). There are also several unchecked options: 'Allow threaded replies', 'Users must post before seeing replies', 'Enable podcast feed', 'Graded', and 'Allow liking'.

To select an existing group set, click the **Group Set** drop-down menu [1]. To create a new group category, click the **New Group Category** button [2].

This close-up shows the 'Group Discussion' section where the checkbox 'This is a Group Discussion' is checked. Below it, the 'Group Set' dropdown menu is set to 'Project Groups' (callout 1), and the 'New Group Category' button is visible (callout 2).

To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available From** and **Until** fields [7], or click the calendar icons to select dates.

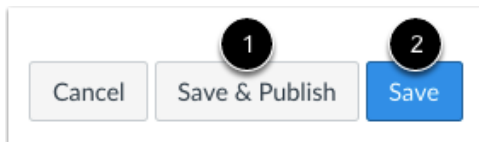
These dates apply to all users. By default, these fields are left blank and the discussion can be viewed throughout the entire course.

Note: These fields only apply for non-graded discussions; If you create a graded group discussion, these date fields do not apply.



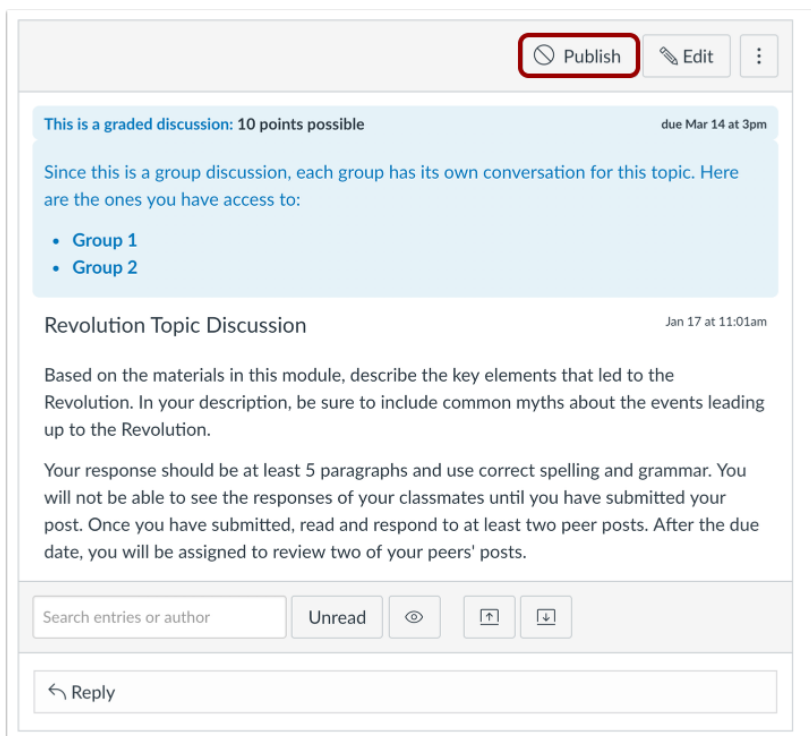
The image shows two date selection fields. The top field is labeled 'Available From' and the bottom field is labeled 'Until'. Each field consists of a text input box followed by a calendar icon button.

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].



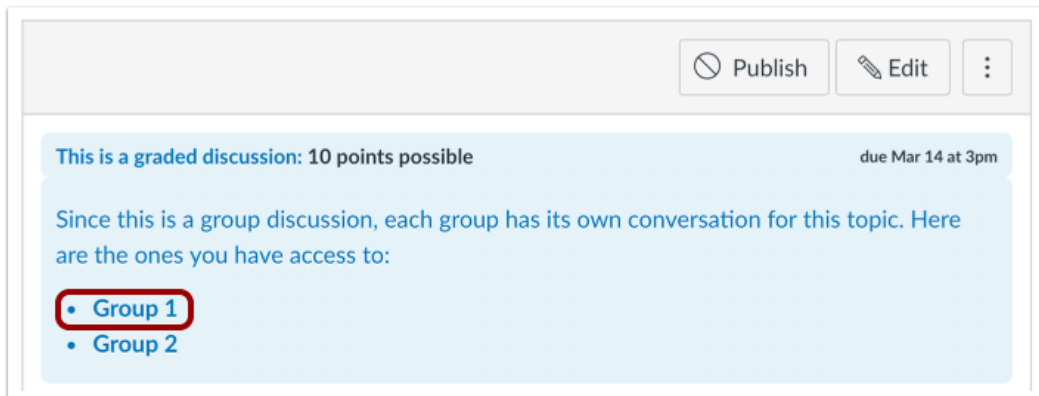
The image shows three buttons in a row: 'Cancel', 'Save & Publish', and 'Save'. A black circle with the number '1' is positioned above the 'Save & Publish' button, and a black circle with the number '2' is positioned above the 'Save' button.

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** button.



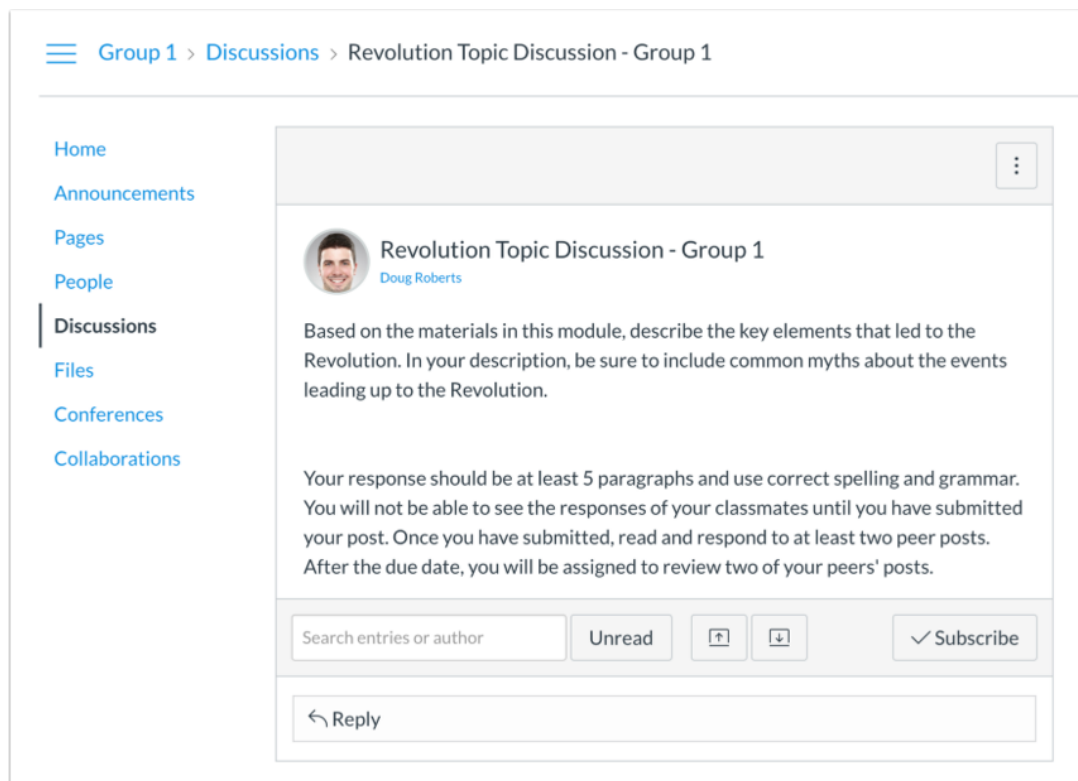
The image shows a screenshot of a discussion page. At the top right, there are three buttons: 'Publish' (highlighted with a red box), 'Edit', and a menu icon. Below these buttons is a light blue box containing the text: 'This is a graded discussion: 10 points possible' and 'due Mar 14 at 3pm'. Below this box is another light blue box containing the text: 'Since this is a group discussion, each group has its own conversation for this topic. Here are the ones you have access to:' followed by a bulleted list: 'Group 1' and 'Group 2'. Below these boxes is the title 'Revolution Topic Discussion' and the date 'Jan 17 at 11:01am'. The main content area contains two paragraphs of text. Below the text is a search bar labeled 'Search entries or author', an 'Unread' button, and three icons: a magnifying glass, an up arrow, and a down arrow. At the bottom is a 'Reply' button.

View the discussion. A Teacher or TA will see links to each group. Click the group name to open the group discussion and view replies to the topic.



When students open the discussion, they will be taken to the Discussions page within their specified project group to complete the assignment.

Note: Discussion posts cannot be made anonymously.



How to Publish or Unpublish a Discussion

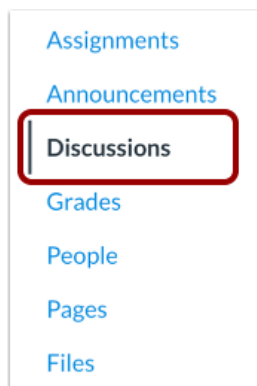
As an instructor, you can publish or unpublish a discussion in a course. Unpublished content is invisible to students, and graded discussions are excluded from grade calculations.

Note: If you use Modules in your course and add a Discussion to a Module, please be aware that the state of the Module overrides the state of all module items. You may want to consider leaving Discussions unpublished until you are ready to publish the entire Module. For more information please see the [Modules Draft State lesson](#).

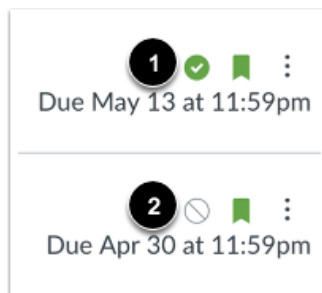
*Document created by Canvas Doc Team on Oct 7, 2017

**Last modified by Canvas Doc Team on Apr 6, 2020

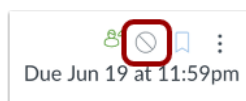
In Course Navigation, click the **Discussions** link.



On the Discussions index page, you can view the status of each discussion. Green icons indicate the discussion is published [1]. Gray icons indicate unpublished discussions [2]. You can change the status of a discussion by toggling the published and unpublished icons.

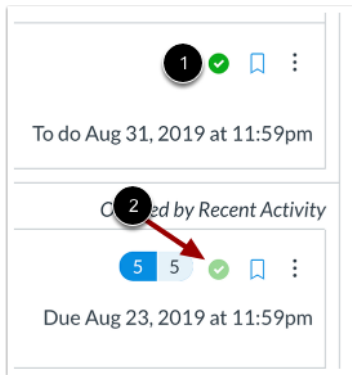


To publish a discussion, click the discussion's unpublished icon.



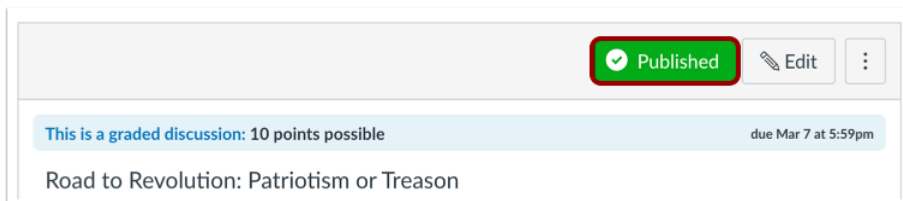
To unpublish a discussion, click the discussion's published icon [1].

Discussions with student submissions cannot be unpublished. The published icon for these discussions is lighter in color to indicate discussions that cannot be unpublished [2].

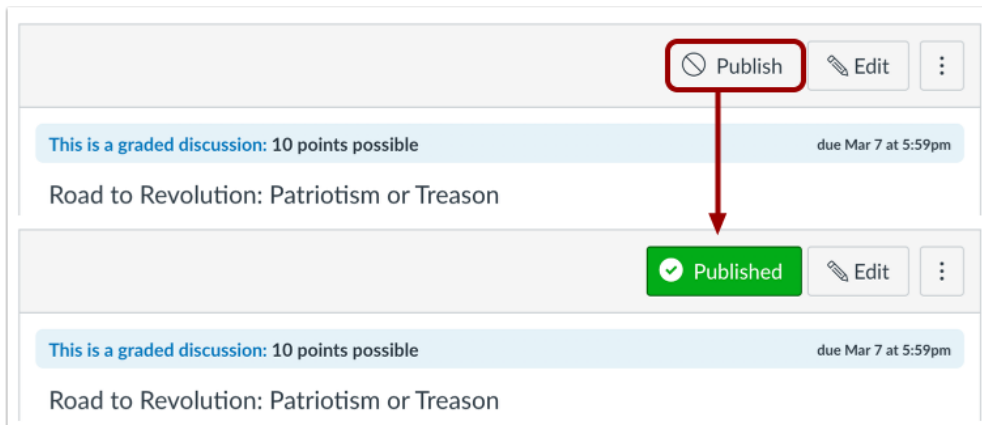


Within individual discussions, the discussion status is shown next to the discussion settings.

Published Discussion

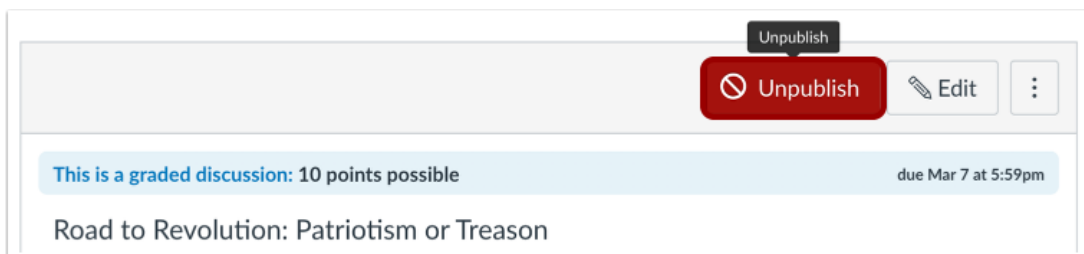


To publish a discussion, click the discussion's **Publish** button. The button will change from gray to green.



To unpublish a discussion, hover over the published button for the content item and view its status. If the discussion can be unpublished, the hover text will confirm you want to unpublish the discussion, and the button will change from green to red. Click the button to confirm.

Content with student submissions cannot be unpublished.



Students cannot see any of the actions involved with publish status, such as published and unpublished icons and setting icons. Students will only see published discussions.

All

Search by title or author...

+ Discussion

▼ Pinned Discussions

Articles of Confederation vs. Constitution Topi...

Last post at Oct 25, 2019 at 1:21pm

Due Aug 22, 2019 at 11:59pm

To Sign or Not to Sign Discussion

[All Sections](#)

To do Aug 31, 2019 at 11:59pm

▼ Discussions

Ordered by Recent Activity

Course Introductions

Last post at Oct 25, 2019 at 1:27pm

Due Aug 23, 2019 at 11:59pm

Revolutionary War - Group 1

Due Sep 20, 2019 at 11:59pm

Elections Discussion

Due Nov 22, 2019 at 11:59pm

Revolution Topic Discussion

[All Sections](#)

To do Nov 1, 2019 at 11:59pm

Declaration of Independence Topic Discussion

Due Nov 5, 2019 at 11:59pm

▼ Closed for Comments

Ordered by Recent Activity

Jessica's Discussion

[All Sections](#)

Procedures- Canvas "How To" for Faculty (updated 4/2020-SS)

Back to Top
Page 37 of 82

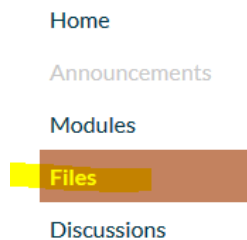
Schedule

**Schedules should be uploaded to Canvas no later than four-weeks prior to the first day of your class.*

Uploading a Schedule

To add a schedule to the Files in Canvas:

Log in to your class, click **Files** on the left



Click Upload on the top right

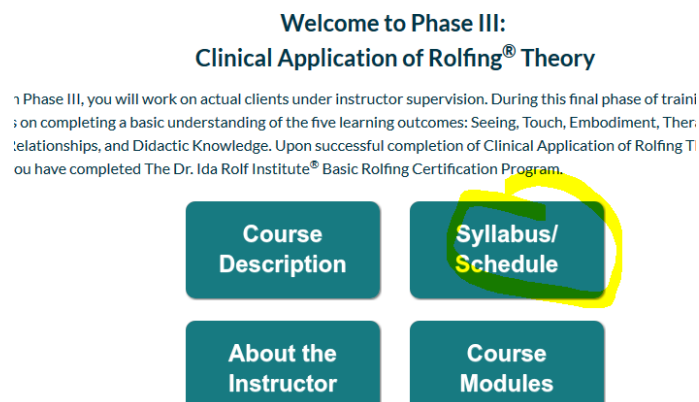


Find the document you wish to upload from your computer (make sure it is a pdf, not a page)

Click open (downloading will start automatically)

Navigate to the Syllabus/Schedule page by clicking Home to go back to the Course Homepage.

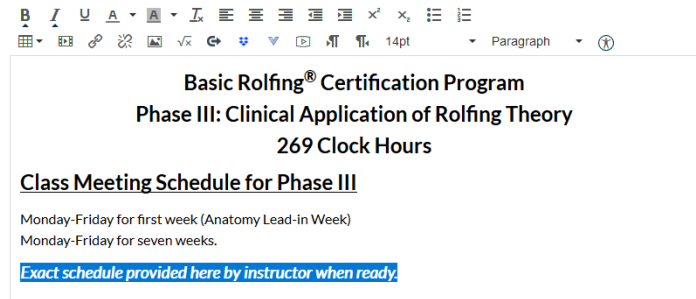
Click *Syllabus/Schedule*.



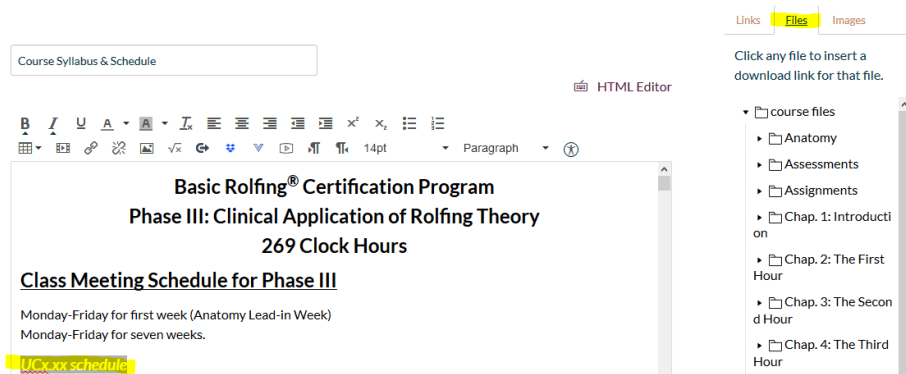
Click Edit at the top right.

Course Syllabus & Schedule

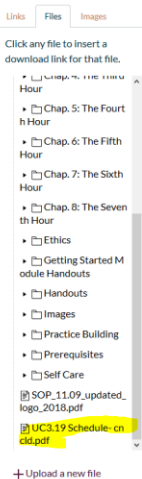
Highlight the words “**Exact schedule provided here by instructor when ready**” and type in whatever you want (example: UC5.19 Schedule).



Highlight words again and click Files at top right (between Links and Images)



Find the schedule you uploaded (it should be at the bottom of the list unless you put it in a folder).



Click on the file, wait 2-3 seconds, and then click Save at the bottom.

p » span » strong » em » a

1628 words

Options Can edit this page role selection

Only teachers

☐ Add to student to-do

☐ Notify users that this content has changed

Cancel Save

Schedule Upload Steps without Screenshots:

The steps to add your schedule to Canvas are below. Please let me know if you have any questions.

1. Upload your schedule to the Files in Canvas.
 - a. In Canvas, go to Files on the left
 - b. Click Upload on the top right
 - c. Find the document you wish to upload (make sure it is a pdf, not a page)
 - d. Click open (downloading will start automatically)
2. Go to the Syllabus & Schedule page.
 - a. Click Home, then Course Syllabus and Schedule
 - b. Click Edit at the top right.
 - c. Highlight the words **“Exact schedule provided here by instructor when ready” and type in** whatever you want (example: UCx.xx Schedule).
 - d. Highlight words again and click Files at top right (between Links and Images)
 - e. Find the schedule you uploaded.
 - f. Click on it and the click Save at the bottom.

People

The People tab on the left will allow faculty to view the roster for each class. All Roles will show all students, faculty members and TAs.

To view a specific role, such as just Students, Roles can be sorted by clicking on the drop down that shows “All Roles” and selecting a role type.

2020

Home

Announcements

Modules

Assignments

Quizzes

Grades

People

Everyone Groups

Search people

All Roles

2 invitations haven't been accepted. Resend

All Roles

Student (12)

Teacher (2)

PII Module Teacher (0)

Principles (0)

Future Phase Teacher (1)

Anatomy (0)

Practice Building (0)

Outside Workshop (0)

Ethics (0)

TA (1)

Week 1 TA (0)




Coordinator (0)

Designer (0)

Observer (0)

Syllabus

The Syllabus page is not available to students. Here is where you can see what Assignments are due and when. Assignments that have been assigned a due date will appear at the top, and all undated assignments will show at the bottom of the list in alphabetical order.

2020	
Home	
Announcements	Course Syllabus can be fo
Modules	
Assignments	
Quizzes	
Grades	<u>Date</u>
People	Mon Jul 13, 2020
Files	
Discussions	Wed Jul 22, 2020
Chat	
Google Drive	
Syllabus	
Collaborations	 Fri Aug 28, 2020
-	-

Course Syllabi

Course Summ

Outcomes

Outcomes are not currently used by the Organization.

Setting up Outcomes

Outcomes are created here to track mastery in a course. To get started, checkout the menu bar along the top. Click on the New Outcome button to create a new outcome, or the New Group button to create a new group to organize your outcomes into. The Find button will allow you to use outcomes that have been created by your state or institution. As you create and use outcomes you will be able to use the panel to the left to navigate through your outcomes. You can drag and drop outcomes between the different levels to create structure.

In order to import a large quantity of Outcomes at once, or to update your existing outcomes, please [follow the CSV format](#).

More importantly, Canvas allows you to add outcomes to your grading rubrics so that you can evaluate mastery as you grade assignments. Once you've set up outcomes, click Manage Rubrics to start using your outcomes for grading.

Conferences

Creating a Conference

You can create a conference in a course to hold virtual office hours and speakers. Conference invitations are sent out when the conference is created. To alert invitees about upcoming conferences, you can create course events in the Calendar.

Conferences can be created with as many users as needed, though the recommended guideline is a limit of 100 users. You can create multiple conferences, which are listed in

chronological order by the date they were created. The most recently created conference will appear at the top of the list.

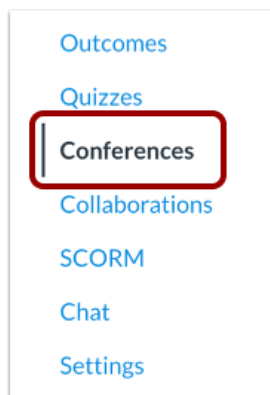
Notes:

- Creating a conference is a course permission. If you cannot create a conference, the Administration has not enabled this feature.
- Users invited to a conference will not receive a notification in Canvas. However, depending on the user's notification settings, they may receive a notification via email, test, and/or push notifications. To notify users of a conference in Canvas, consider adding an Announcement, Assignment, or Calendar Event.
- For more information on web conferencing options in Canvas, view [Web Conferencing Resources](#).

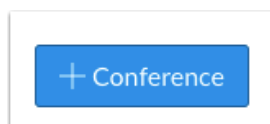
*Document created by Canvas Doc Team on Oct 7, 2017

**Last modified by Canvas Doc Team on Apr 6, 2020

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



Click the **New Conference** button.



To create a new conference, type a name for the conference in the **Name** field [1].

If you want to set a time limit on how long invited members are able to join the conference, enter the number of minutes in the **Duration** field [2]. The time limit will begin when the presenter starts the conference. Once the duration has expired, new participants will be unable to join and the conference will continue until the last person leaves the conference room or the conference organizer concludes the conference.

If you want to enable [recording options](#) for this conference, select the **Enable recording for this conference** checkbox [3].

If you don't want to set a time limit for the conference, you can create a long-running conference by selecting the **No time limit (for long-running conferences)** checkbox [4]. This option will remove the time limit in the duration field.

To create a description of your conference, type a description in the **Description** field [5].

New Conference [X]

1 Name: History 101 Conference

Type: BigBlueButton

2 Duration: 60 minutes

3 ☐ Enable recording for this conference

4 ☐ No time limit (for long-running conferences)

5 Description: [Empty text area]

You can add any user in your course to your conference. However, once a user has been invited, the user cannot be removed from the conference.

By default, all members in the course will be invited to the conference [1].

To remove all course observers from the conference invitation, select the **Remove All Course Observer Members** checkbox [2]. When this checkbox is selected all course members except observers are invited to the conference.

Note: Conferences can accommodate as many users as needed, though the recommended guideline is a limit of 100 users.

Members

1 ☒ Invite All Course Members

2 ☐ Remove All Course Observer Members

If you want to select specific members of your course, deselect the **Invite All Course Members** checkbox [1]. Select the checkbox(es) for the individual member(s) you would like to invite [2].

Members

1 ☐ Invite All Course Members

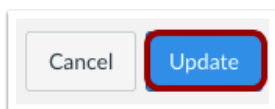
☐ Remove All Course Observer Members

2

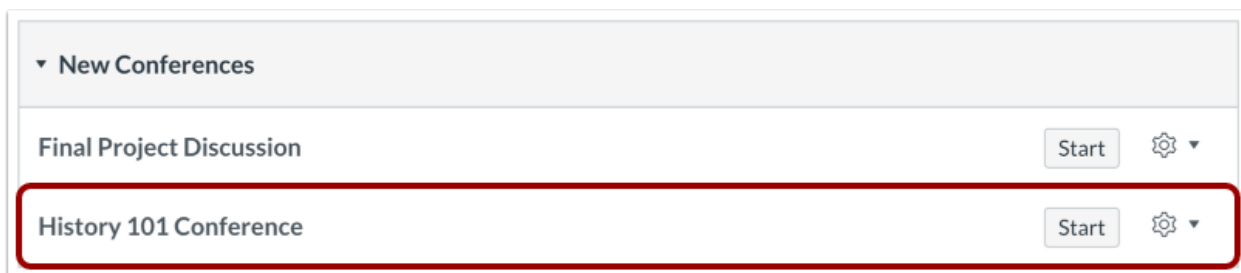
- ☐ Boone, Emily
- ☐ Doe, Jessica
- ☐ Johnson, Max
- ☐ Jones, Bruce
- ☐ Jones, Caroline
- ☐ Parent, Canvas
- ☐ Rogers, Joe

To save the conference settings, click the **Update** button.

Note: Students invited to a conference will not receive a notification in Canvas. However, depending on the student's notification settings, they may receive a notification via email, text, and/or push notifications. To notify students of a conference in Canvas, consider adding an announcement, assignment, or calendar event.



View your created conference.



Collaborations

Collaborations allow faculty members to assign Group Projects to students where they can collectively work on assignments via Google Docs. You can create new collaborations, edit existing collaborations, and delete collaborations.

Current Collaborations

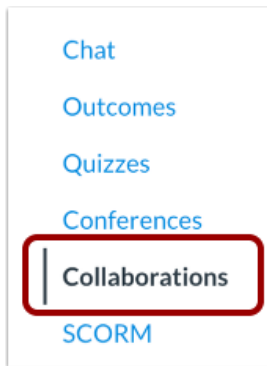
What do we mean by collaborations? We're talking about web-based tools that most likely your students are already familiar with. Students can use resources like [Google Docs](#) to work collaboratively on tasks like group papers or note-taking. This page gives them (and you) an easy place to keep track of those collaborations, and also to set them up without having to swap emails.

To find out more about a particular type of collaboration, click "Start a New Collaboration" and then choose that type in the dropdown list.

You can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within groups.

Note: Depending on your institution's preference, your Collaborations page may not match the images shown in this lesson. However, functionality of the page remains the same.

Open Collaborations by clicking the **Collaborations** link.



View Collaborations

Current Collaborations

[+ Start a new collaboration](#)

1

[Final Test Review](#)

Started by [Emily Boone](#), Dec 4 at 1:35pm

2

[HIS-101 Resources](#)

Please share your favorite resource and why in at least one paragraph.

Started by [Doug Roberts](#), Mar 9, 2016 at 12:25pm

3

4

The Collaborations page displays all collaborations that have been created for the course. For each collaboration, you can view the name of the collaboration [1], the description [2], the person who created the collaboration [3], and the date and time the collaboration was created [4].

Add Collaboration

Current Collaborations

[+ Start a new collaboration](#)

[Final Test Review](#)

Started by [Emily Boone](#), Dec 4 at 1:35pm

[HIS-101 Resources](#)

Please share your favorite resource and why in at least one paragraph.

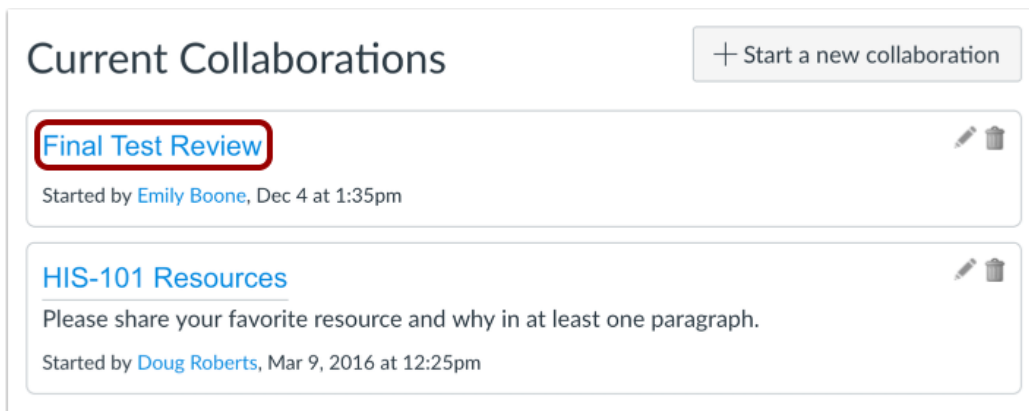
Started by [Doug Roberts](#), Mar 9, 2016 at 12:25pm

To create a new collaboration, click the **Start a new collaboration** button.

Depending on your institution's preference, you may be able to [create a Google Drive collaboration](#) or [create a Microsoft Office 365 collaboration](#).

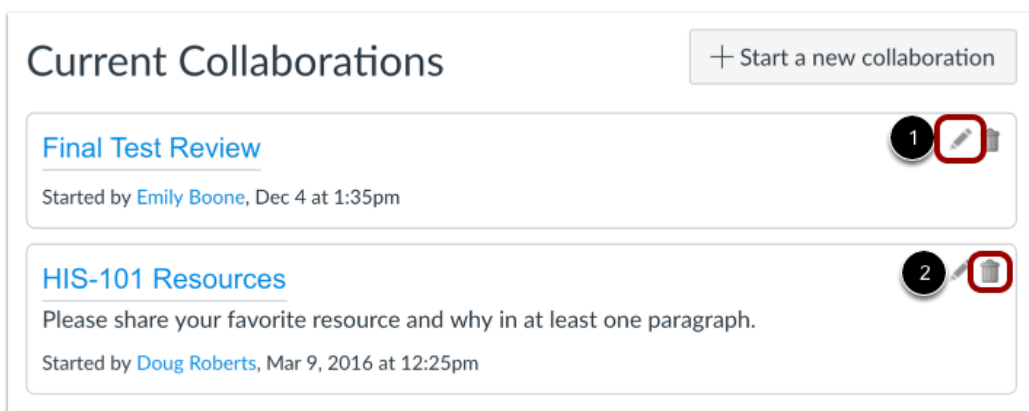
If your collaborations page does not match the image shown in this lesson, you can still [create a Google Docs collaboration](#).

To open a collaboration, click the name of the collaboration.



Note: The collaboration will open in a new tab. You may be asked to sign in to view the file.

To edit a collaboration, click the **Edit** icon [1]. To [delete a collaboration](#), click the **Delete** icon [2].



Pages

Pages are managed by the DIRI Administration. If you have questions about a specific page within your course, please send an email to class@rolf.org.

Quizzes

Creating a Multiple Choice quiz question

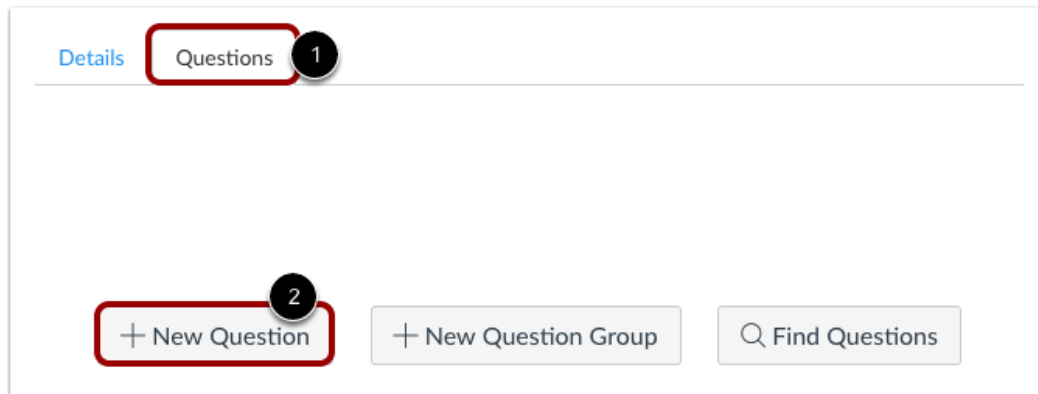
*Document created by [Canvas Doc Team](#) on Apr 6, 2020

**Last modified by [Nathan Atkinson](#) on Apr 6, 2020

You can create a multiple choice question for your students.

If you need to edit a Multiple Choice question after publishing the quiz, you can use [quiz regrade](#) to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

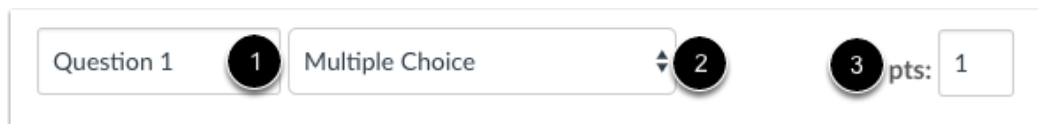


Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Multiple Choice question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

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 build a multiple choice question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response options
3. Text for the answer comments under each answer and/or at the end of the question

Question Multiple Choice pts: 1

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

Question: [HTML Editor](#)

1

0 words

2 Answers:

Correct Answer Answer Text

Possible Answer Answer Text

Possible Answer Answer Text

Possible Answer Answer Text

Possible Answer Answer Text

3

+ Add Another Answer

Cancel Update Question

To create your answer with the Rich Content Editor, hover over the response and click the **Edit** icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. Click the **Done** button when finished [2].

Correct responses are indicated in green, while incorrect responses are in red.

By default, the text in the first answer field is the answer that will be considered correct by Canvas. The correct answer is identified by a solid green arrow [1] next to the answer, and the answer comment [2] is also green.

The screenshot shows the 'Answers' section of a Canvas quiz. The first answer field contains 'Answer Text' and is preceded by a solid green arrow icon, labeled with a circled '1'. To the left of this arrow is a comment box containing '...', labeled with a circled '2'. Below this are three 'Possible Answer' fields, each with 'Answer Text' and a red-outlined comment box containing '...'.

To select another response as the correct answer, hover your cursor to the left of the answer you want to reveal a faded green "ghost" arrow. Click the arrow.

This screenshot shows the same 'Answers' interface. The first answer field remains the 'Correct Answer' with a solid green arrow. The second 'Possible Answer' field now has a faded green arrow icon to its left, which is highlighted by a red box. The other 'Possible Answer' fields and their red-outlined comment boxes remain unchanged. At the bottom right, there is a '+ Add Another Answer' link. At the bottom left, there are 'Cancel' and 'Update Question' buttons.

The arrow will become solid green [1], and the answer comment [2] will also turn green to indicate the correct answer has changed.

Answers:

Possible Answer Answer Text

...

1 Correct Answer Answer Text

2 ...

Possible Answer Answer Text

...

Possible Answer Answer Text

...

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.


Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

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


Question: [HTML Editor](#)


Rich Text Editor: B I U A A Ix [List Icons] x² x₂ [List Icons] [Grid] [Video] [Link] [Unlink] [Image] [√x] [K] [YouTube] [GIF] [12pt] Paragraph [User Icon]




[Empty Text Box]

0 words 

Answers:

 **Correct Answer**



 **Possible Answer**  


Comments, if the student chooses this answer:

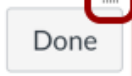
[HTML Editor](#)




Rich Text Editor: B I U A A Ix [List Icons] x² x₂ [List Icons] [Grid] [Video] [Link] [Unlink] [Image] [√x] [K] [YouTube] [GIF] [12pt] Paragraph


[Empty Text Box]

p




0 words 



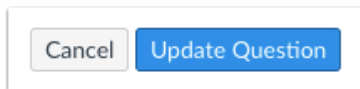
 **Possible Answer**  



[+ Add Another Answer](#)

Click the **Update Question** button.

A rectangular box containing two buttons. The left button is labeled "Cancel" and has a light gray background. The right button is labeled "Update Question" and has a blue background with white text.

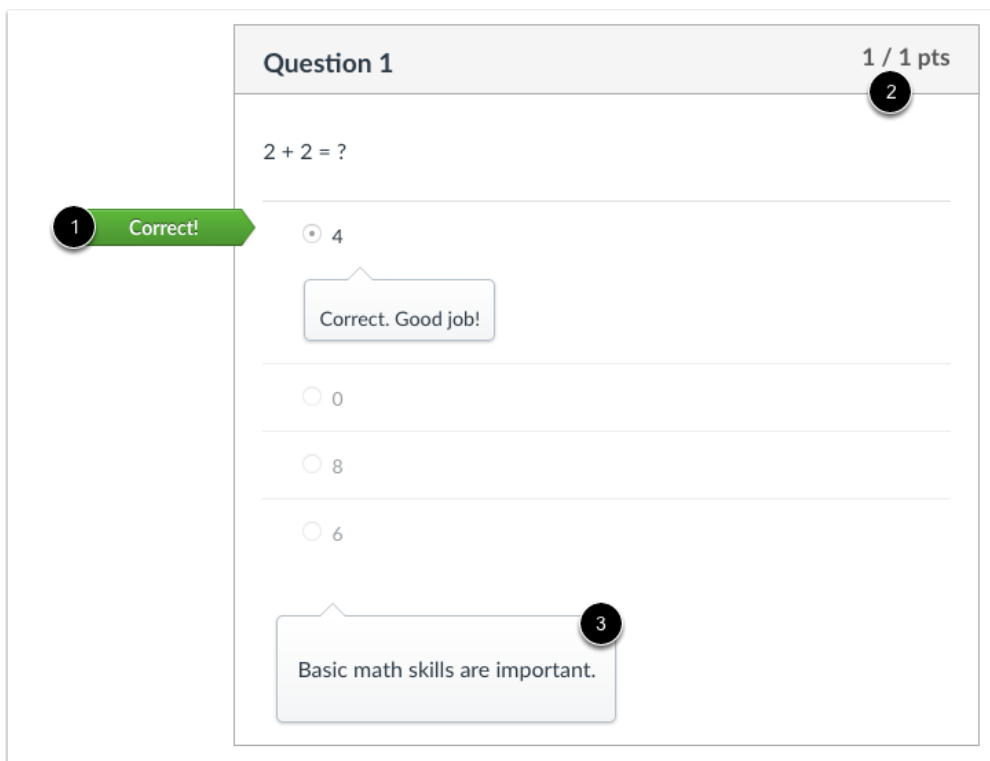
Add additional [individual questions](#) as needed.

This is what students see when they encounter a Multiple Choice question in a quiz.

A screenshot of a quiz question interface. At the top, a header bar shows "Question 1" on the left and "1 pts" on the right. Below the header, the question text "2 + 2 = ?" is displayed. Underneath the question, there are four radio button options: "4", "0", "8", and "6".

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was correct by viewing the green flag [1]. Credit is assigned if the student answers a Multiple Choice question correctly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].

A screenshot of the same quiz question interface as before, but with feedback elements. A green flag icon with the number "1" and the text "Correct!" is positioned to the left of the question. A black circle with the number "2" is located next to the "1 / 1 pts" score indicator. A blue comment box with the text "Correct. Good job!" is positioned above the "4" option. Another blue comment box with the text "Basic math skills are important." is positioned below the "6" option, with a black circle containing the number "3" next to it.

This is what students see if they are allowed to see correct answers after submitting the quiz.

Students can see which response was incorrect by viewing the red flag [1]. No credit is assigned if the student answers a Multiple Choice question incorrectly [2]. Notice that the blue answer comment appears whether or not the student answers this question correctly [3].

The screenshot displays a quiz question interface. At the top, a header bar shows "Question 1" on the left and "0 / 1 pts" on the right. A small black circle with the number "2" is positioned below the score. The question text is "2 + 2 = ?". Below the question, there are four radio button options: "4", "0", "8", and "6". The option "0" is selected and is enclosed in a red rectangular box. To the left of the options, there are two callout boxes: a grey one labeled "Correct Answer" pointing to "4", and a red one labeled "1 You Answered" pointing to the selected "0". Below the "0" option, a grey callout box contains the text "Incorrect. 2-2=0". At the bottom of the question area, a blue callout box contains the text "Basic math skills are important.", with a small black circle containing the number "3" next to it.

Creating a True/False quiz question

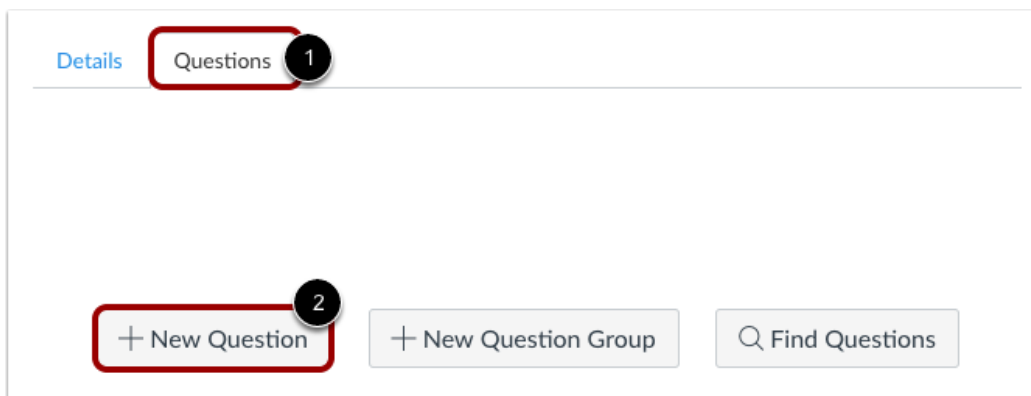
*Document created by [Canvas Doc Team](#) on Apr 6, 2020

**Last modified by [Nathan Atkinson](#) on Apr 6, 2020

You can create a question for students that is a true or false answer.

If you need to edit a True/False question after publishing the quiz, you can use [quiz regrade](#) to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz.

With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].



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 [1]. 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).

Click the drop-down menu and select the True/False question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

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 build a True/False question, you will need to enter the following details:

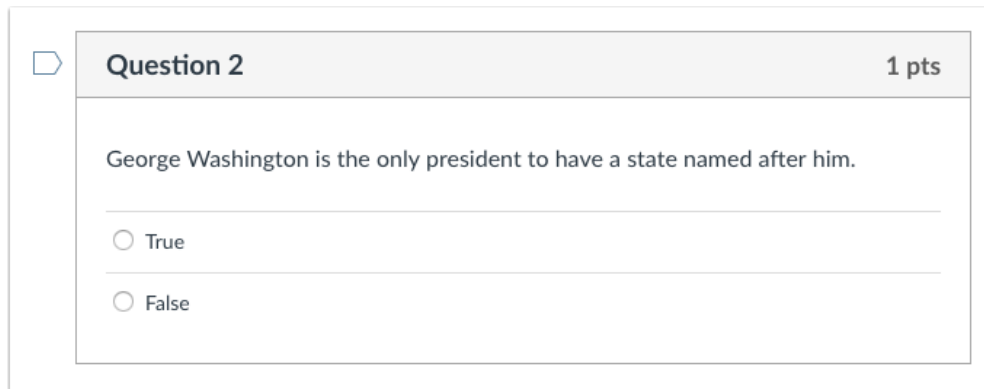
1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Text for the answer comments at the end of the question

The screenshot shows the Canvas LMS question editor interface. At the top, there is a 'Question' tab and a dropdown menu set to 'True/False'. To the right, a 'pts:' field is set to '1'. Below this, a text prompt reads: 'Enter your question text, then select if True or False is the correct answer.' The 'Question:' section features a rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, link, unlink, image, math, video, etc.) and a text area. A red circle with the number '1' is placed over the toolbar. Below the question text area, the 'Answers:' section is visible. It has two main options: 'True' and 'False'. Each option has a corresponding text input field. A green 'ghost' arrow points to the left of the 'True' input field. A red circle with the number '2' is placed over this green arrow. Below these, there are three more input fields for additional answer comments, each with a colored border (green, red, and blue). At the bottom of the 'Answers' section, there are 'Cancel' and 'Update Question' buttons.

Hover your cursor to the left of the correct answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment field around that answer will turn green. In this example, the "true" answer is the correct answer.

This is a close-up screenshot of the 'Answers:' section from the previous image. It shows the 'True' and 'False' options. The 'True' option is selected, indicated by a green 'ghost' arrow pointing to the left of its input field. The input field for 'True' is highlighted with a green border. The 'False' option is unselected, with its input field having a red border. Below these, there are three more input fields for additional answer comments, each with a colored border (green, red, and blue). At the bottom, there are 'Cancel' and 'Update Question' buttons.

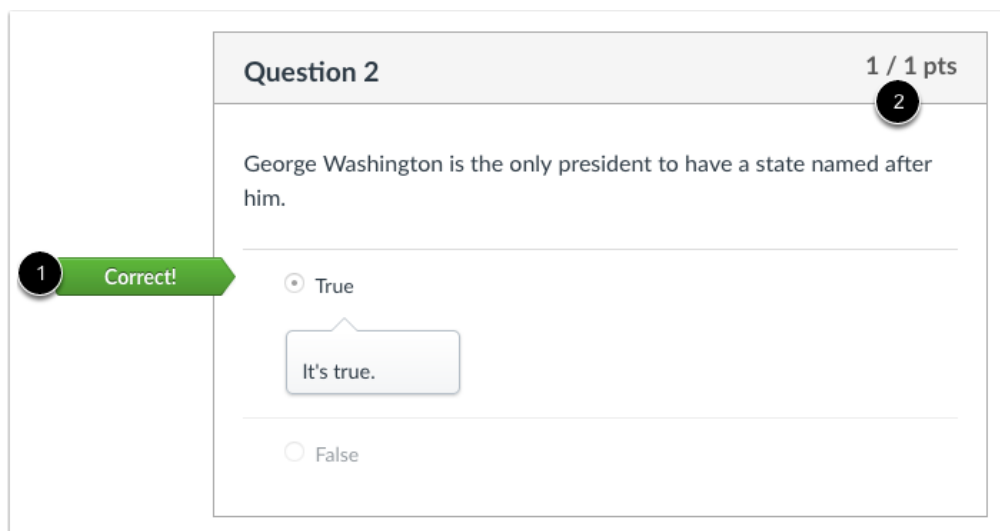
This is what a student sees when they encounter a True/False question in a quiz.



A screenshot of a quiz question interface. At the top, there is a header bar with a question icon on the left, the text "Question 2" in the center, and "1 pts" on the right. Below the header, the question text "George Washington is the only president to have a state named after him." is displayed. Underneath the question, there are two radio button options: "True" and "False".

This is what students see if they are allowed to see correct answers after submitting the quiz.

They will see if their answer was correct or incorrect. No credit is assigned if the student answers a True/False question incorrectly [2].



A screenshot of a quiz question interface showing the correct answer. The header bar is identical to the previous screenshot, but the score is now "1 / 1 pts" with a small circle containing the number "2" next to it. The question text "George Washington is the only president to have a state named after him." is still present. The "True" radio button is now selected, and a green arrow points to it with the text "Correct!". A callout box with the text "It's true." is positioned above the "False" radio button. The "False" radio button remains unselected.

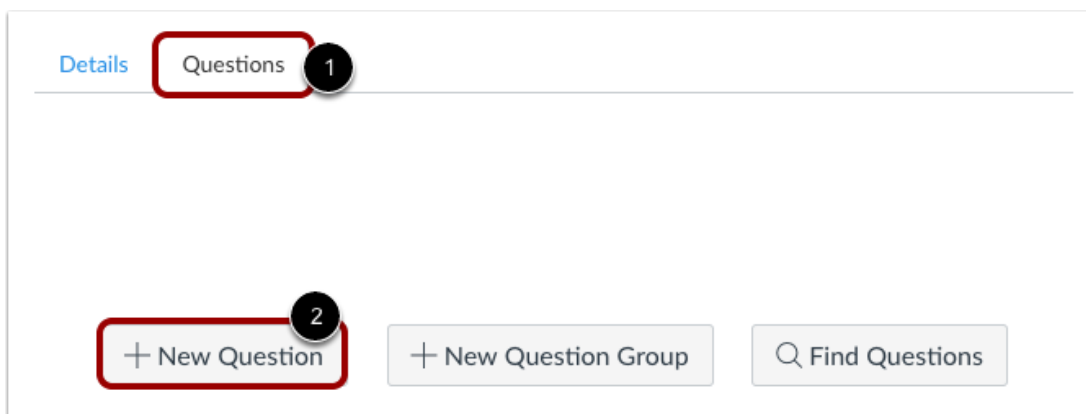
Creating a Fill-in-Multiple-Blanks quiz question

*Document created by [Canvas Doc Team](#) on Apr 6, 2020

**Last modified by [Nathan Atkinson](#) on Apr 6, 2020

You can create a question that has multiple blanks for students to type in their responses. You can create a sentence with multiple fill-in-the banks, as demonstrated in this lesson, or you can use the same steps to create a list.

With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

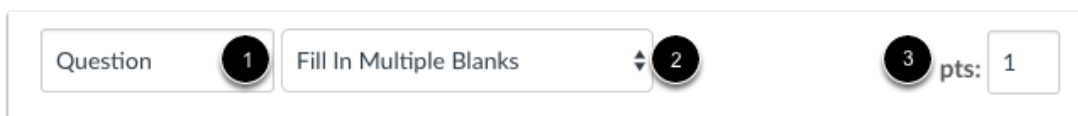


Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field [1]. Custom names can help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

Click the drop-down menu and select the Fill In Multiple Blanks question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

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.



Note: Fill-in-Multiple-Blanks questions that include tables may not display some question content when viewed by students.

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Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the **Show Possible Answers for** drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

A student will not get full credit for an answer if it is left blank, misspelled, or is incorrect. For each item in the dropdown menu, instructors must try to account for all of the possible correct answers that a student might give. Currently, fill-in-multiple-blanks answers are **not** case sensitive. Partial credit will be assigned if only one of the fields is filled out correctly.

Select the first reference word in the drop-down list and type the different versions of the right answer in the Possible Answer fields [1]. You can add comments for each answer if you wish [2]. Click **Add Another Answer** to add more answer fields [3].

Note: If a student does not enter any of the possible answers but still submits a valid response, instructors may need to manually grade the quiz to restore points that they lost.

Select the second item in the drop-down menu to create associated answers. Repeat this process for as many reference words as are in your question.

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Question Fill In Multiple Blanks pts: 1

Enter your question, specifying where each blank should go. Then define the possible correct answer for each blank. Students must type correct answers into text boxes at each blank.

Question:
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

HTML Editor

B *I* U **A** **A** *I*_x x^2 x_2 \sqrt{x} 12pt Paragraph

Roses are [color1], violets are [color2]

p

Answers:
Show Possible Answers for color1

Possible Answer: Red

Comments, if the student chooses this answer:

HTML Editor

B *I* U **A** **A** *I*_x x^2 x_2 \sqrt{x} 12pt Paragraph

Correct!

p

Done

Click the **Update Question** button.

Cancel Update Question

Add additional individual questions as needed.

This is what students see when they encounter a Fill-in-Multiple-Blanks question.

Question 4

1 pts

Roses are , violets are

If you allow students to see the correct answers, they will see correct responses marked with a correct answer flag [1]. Their incorrect response will be marked with a red flag [2] and the correct response marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

Question 4

4 0.5 / 1 pts

Roses are , violets are

Answer 1:

1 Correct Answer

Red

Correct!

Correct Answer

red

Answer 2:

2 You Answered

3 Correct Answer

Blue

Correct Answer

blue

Creating a Multiple Answers quiz question

*Document created by [Canvas Doc Team](#) on Apr 6, 2020

**Last modified by [Nathan Atkinson](#) on Apr 6, 2020

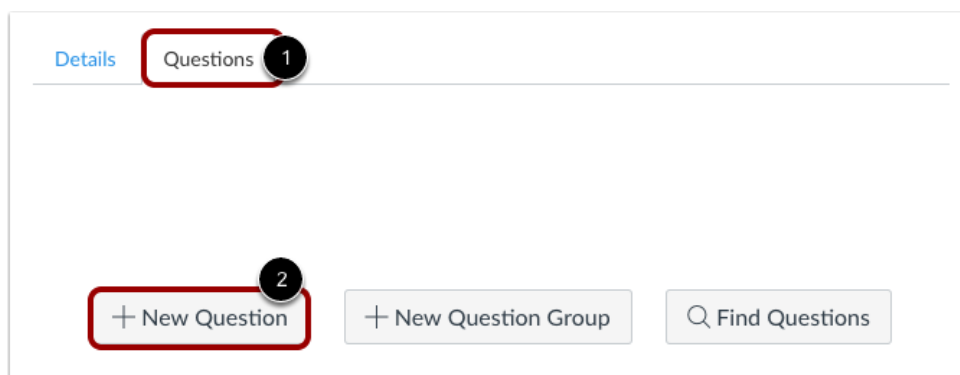
You can create a question that has multiple answers in it.

Notes:

If you need to edit a Multiple Answers question after publishing the quiz, you can use [quiz regrade](#) to edit quiz questions and tell Canvas to update grades for students who have already taken the quiz. However, this option only works for regrading existing questions, not deleting questions completely.

To calculate scores for Multiple Answers quiz questions, Canvas divides the total points possible by the amount of correct answers for that question. This amount is awarded for every correct answer selected and deducted for every incorrect answer selected. No points are awarded or deducted for correct or incorrect answers that are not selected. For example, an instructor may create a Multiple Answer quiz question with 9 points possible that includes three correct choices and two incorrect choices. If a student selects two correct answers and one incorrect answer, they would be awarded 3 total points for that question. This would be calculated by awarding 3 points (9 total points divided by 3 correct answers) for each correct answer and subtracting 3 points for the incorrect answer.

With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].



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 [1]. 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).

Click the drop-down menu and select the Multiple Answers question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

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 build a Multiple Answers question, you will need to enter the following details:

1. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
2. Question response text
3. Text for the answer comments under each correct answer and/or at the end of the question

The screenshot shows the Canvas question editor for a "Multiple Answers" question. At the top, there's a "Question" tab and a "Multiple Answers" dropdown menu. To the right, it says "pts: 1". Below this, a message states: "This question will show a checkbox next to each answer, and the student must select ALL the answers you mark as correct." The "Question:" label is followed by a rich content editor toolbar with various icons for text formatting, alignment, and media insertion. A red box labeled "1" highlights this toolbar. Below the toolbar is a large text area for the question text. Underneath, the "Answers:" section is visible. It includes a "Correct Answer" field with a green arrow icon and a text input field labeled "Answer Text", which is highlighted with a red box labeled "2". Below this are "Possible Answer" fields, each with a red arrow icon and a text input field labeled "Answer Text". A red box labeled "3" highlights the first possible answer field. At the bottom right of the answers section is a "+ Add Another Answer" link. At the very bottom are "Cancel" and "Update Question" buttons.

To create your answer with the Rich Content Editor, hover over the response and click the **Edit** icon [1]. This switch will allow you to post video, audio, math equations, and more in the answer response. To close the editor, click the **Done** button [2].

This screenshot shows a close-up of the "Answers:" section in the Canvas question editor. It focuses on a "Correct Answer" field. Above the text input area is a rich content editor toolbar, identical to the one in the previous screenshot. A red box labeled "1" highlights the "Edit" icon (a pencil) in the top right corner of the toolbar. Below the toolbar is a large text area for the answer. At the bottom right of this text area, there is a "Done" button, which is highlighted with a red box labeled "2".

Click the **Add Another Answer** [1] link to create as many correct answers and distractors as you like. If you want to delete a response, hover over the response and click the **Delete** icon [2].

Answers:

Possible Answer 1918

...

Correct Answer 1814

Comments, if the student chooses this answer:
Correct!

Correct Answer 1931

...

Possible Answer 1810

...

1 + Add Another Answer

2

Multiple Answers questions can have more than one correct answer. Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answers. You will know which answers are marked as correct responses because both the arrow and the feedback bubble below the answer field will turn green. In this example, the second and third answers are marked as correct. Students are required to select all correct answers to get full credit.

Answers:

Possible Answer 1918

...

Correct Answer 1814

Comments, if the student chooses this answer:
Correct!

Correct Answer 1931

...

Possible Answer 1810

Comments, if the student chooses this answer:
Incorrect.

+ Add Another Answer

Cancel Update Question

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students.

The screenshot displays the 'Answers' section of a Canvas quiz question editor. It features several input fields for 'Possible Answer' and one for 'Correct Answer'. Below each 'Possible Answer' field is a text area for 'Comments, if the student chooses this answer:'. A red circle with the number '1' and two arrows points to the comment fields for the 'Possible Answer' values '1931' and '1810'. A red circle with the number '2' and a bracket points to three small colored boxes (green, red, and blue) at the bottom left, which are used for general feedback. The 'Correct Answer' field is set to '1814'. The 'Possible Answer' fields are set to '1918', '1931', and '1810'. The comment field for '1918' is empty. The comment field for '1814' contains 'Correct!'. The comment field for '1931' contains 'Incorrect'. The comment field for '1810' is empty. A '+ Add Another Answer' link is located at the bottom right. At the bottom left, there are 'Cancel' and 'Update Question' buttons.

Answers:

Possible Answer 1918

Correct Answer 1814

Comments, if the student chooses this answer:
Correct!

Possible Answer 1931

Comments, if the student chooses this answer:
Incorrect

Possible Answer 1810

Comments, if the student chooses this answer:

+ Add Another Answer

Cancel Update Question

Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Question

Multiple Answers

pts: 1

This question will show a checkbox next to each answer, and the student must select ALL the answers you mark as correct.

Question:

HTML Editor

B I U A A Ix [List Icons] x² x₂ [List Icons]

What year was the Star-Spangled Banner written, and when was it adopted officially as the national anthem for the United States of America?

23 words

Answers:

Possible Answer 1918

...

Correct Answer 1814

Comments, if the student chooses this answer:

HTML Editor

B I U A A Ix [List Icons] x² x₂ [List Icons]

Correct!

p

1 words

Done

Click the **Update Question** button.

Cancel Update Question

Add additional [individual questions](#) as needed.

This is what students see when they encounter a Multiple Answers question in a quiz.

Question 5

1 pts

What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America

☐ 1918

☐ 1814

☐ 1931

☐ 1810

If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3].

Question 5

0 / 1 pts

What year was The Star-Spangled Banner written and when was it adopted officially as the national anthem for the United States of America

2 You Answered

☒ 1918

1 Correct!

☒ 1814

Correct!

3 Correct Answer

☐ 1931

☐ 1810

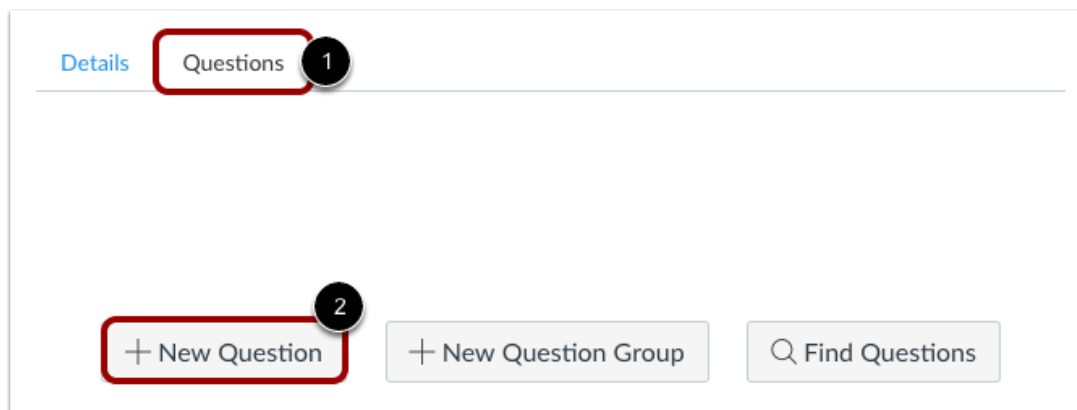
Creating a Multiple Dropdown quiz question

*Document created by [Canvas Doc Team](#) on Apr 6, 2020

**Last modified by [Nathan Atkinson](#) on Apr 6, 2020

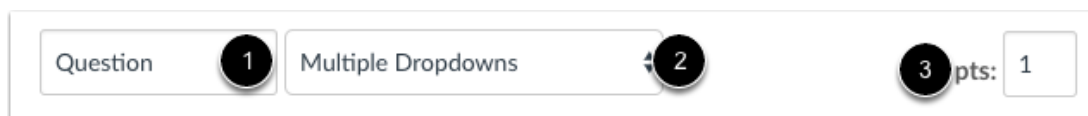
You can create a question that has multiple options for students to select in their response. You can create a sentence with multiple answers, as demonstrated in this lesson, or you can use the same steps to create a list.

Add Question



With the **Questions** tab [1] selected inside a new quiz, click the **New Question** button [2].

Set Name, Type, and Points



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 [1]. 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).

Click the drop-down menu and select the Multiple Dropdowns question type [2].

Enter number of points the question is worth (quiz totals are calculated based on combined total of questions) [3].

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.

Type your question into the Rich Content Editor question box. You can also use the Rich Content Editor to include video, images, math equations, or flash activities.

Question Multiple Dropdowns pts: 1

Enter your question, specifying where each dropdown should go. Then define possible answers for each dropdown, with one correct answer per dropdown.

Question:
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

HTML Editor

B I U A A Ix [Grid] [Table] [Link] [Image] [Video] [Audio] [Equation] [Code] [List] [Indent] [Outdent] [Align] [Justify] [Left] [Right] [Center] [Full] 12pt Paragraph

p 0 words

Answers:
Show Possible Answers for [Enter Answer Variables Above]

+ Add Another Answer

Cancel Update Question

Now replace the words you want students to enter in the question with reference words. Reference words should be surrounded by brackets and cannot contain spaces, periods, or other non-alphanumeric characters. Once you place a word in brackets, the word will populate in the **Show Possible Answers for** drop-down menu.

For example, red has been replaced with [color1], and blue has been replaced with [color2].

Question Multiple Dropdowns pts: 1

Enter your question, specifying where each dropdown should go. Then define possible answers for each dropdown, with one correct answer per dropdown.

Question:
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

HTML Editor

B I U A A Ix [Grid] [Table] [Link] [Image] [Video] [Audio] [Equation] [Code] [List] [Indent] [Outdent] [Align] [Justify] [Left] [Right] [Center] [Full] 12pt Paragraph

The opposite of [color1] is [color2].

p 6 words

Answers:
Show Possible Answers for color1 color2

Correct Answer Answer Text

For each item in the drop-down menu, enter one correct answer and all of the other distractors. Type the correct answer and the distractors in the Possible Answer fields [1]. Click the **Add Another Answer** link [2] to add additional distractors.

Note: The drop-down menu displays a maximum of 100 characters to students taking a quiz.

Question Multiple Dropdowns pts: 1

Enter your question, specifying where each dropdown should go. Then define possible answers for each dropdown, with one correct answer per dropdown.

Question:
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

HTML Editor

B I U A A Ix **≡ ≡ ≡ ≡ ≡** **x² x₂** **≡ ≡** **x² x₂** **≡ ≡** **12pt** **Paragraph**

The opposite of [color1] is [color2].

p 6 words

Answers:

Show Possible Answers for color1

1 **Correct Answer** blue

Possible Answer hot pink


2 **+ Add Another Answer**

Cancel Update Question

Hover your cursor to the left of any answer to reveal a green "ghost" arrow. Click the green arrow to the left of the correct answer. You will know which answer is the correct answer because both the arrow and the answer comment around that answer will turn green. In this example, the first answer is the correct answer.

Answers:


Show Possible Answers for

 **Correct Answer**


Comments, if the student chooses this answer:

Correct!


Possible Answer






Possible Answer



Possible Answer




  


[+ Add Another Answer](#)

Select the second item in the drop-down menu and create the associated answers. Repeat this process for as many reference words as are in your question.


Answers:

Show Possible Answers for


 **Possible Answer**






Possible Answer



Possible Answer



[+ Add Another Answer](#)

You can choose to give students feedback in the answer comments fields. To leave feedback for a specific answer, click the comment field beneath the answer [1].

You can also create general answer comments for the quiz question as a whole [2]. Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Note: Any applicable feedback is visible as soon as a quiz is submitted and cannot be hidden from students

Answers:

Show Possible Answers for color1

Correct Answer blue

Possible Answer hot pink

Comments, if the student chooses this answer:
Incorrect

+ Add Another Answer

Cancel Update Question

Each text box can be expanded in size by clicking and dragging the handle at the bottom-right of the text box.

Question Multiple Dropdowns pts: 1

Enter your question, specifying where each dropdown should go. Then define possible answers for each dropdown, with one correct answer per dropdown.

Question:
In the box below, every place you want to show an answer box, type a reference word (no spaces) surrounded by brackets (i.e. "Roses are [color1], violets are [color2]")

HTML Editor

B I U A A Ix x^2 x_2 12pt Paragraph

The opposite of [color1] is [color2].

p 6 words

Answers:
Show Possible Answers for color1

Correct Answer blue

Comments, if the student chooses this answer:

HTML Editor

B I U A A Ix x^2 x_2 12pt Paragraph

p 0 words

Done

Click the **Update Question** button.

Cancel Update Question

Add additional individual questions as needed.

This is what students see when they encounter a Multiple Dropdowns question in a quiz.

Question 6 1 pts

The opposite of [Select] is [Select]

If you allow students to see the correct answers, correct responses are marked with a green flag [1]. Incorrect responses will be marked with a red flag [2] and any correct answers not indicated by the student are marked with a gray flag [3]. Partial credit will be assigned if some of the blanks are completed correctly [4].

Question 6

0.5 / 1 pts

4

The opposite of Blue is Purple

Answer 1:

1 Correct!

Blue

Correct!

Answer 2:

3 Correct Answer

2 You Answered

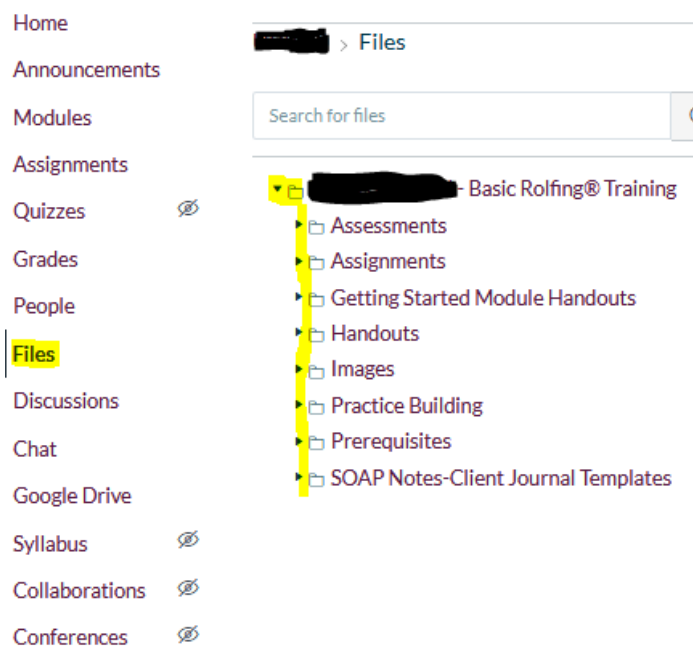
Orange

Purple

Incorrect.

Files

Files allows users to view all of the files that have been added to a course. By clicking the arrow to the left of each folder, or clicking on the name of the folder, its contents will be displayed on the right.



Files and the folders they are located in must be published in order for students to view them.

	Assessments	Sep 14, 2017	--	
	Assignments	Feb 12, 2019	--	
				

To add a file directly to the Files folder, click “Upload” on the top right. You can then browse your device to find a file to add. Files must be in .xls, .pdf, or .doc format. Pages files cannot be accessed by students who do not have a Mac.



You can also add a Folder by clicking the +Folder button.

Linking a file to a Module assignment or page

To link to files, you can either Type the name of the file in the Body of the Assignment, highlight it, click Files at top right, and find the file you would like to link to (if already uploaded)-

Links Files Images

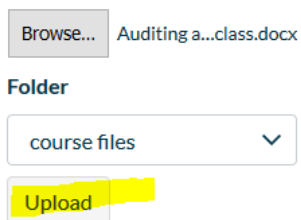
Click any file to insert a download link for that file.

- course files
 - Anatomy
 - ANATOMY LEAD I N WEEK UNIT III CO URSE MODEL FINAL. pdf**
 - Assessments
 - Assignments

Or, Type the name of the file in the Body of the Assignment, click Files at top right, and then click +Upload a new file at the bottom of the list.

Click Browse to locate the file on your computer you'd like to upload, and choose a folder from the Folder drop down (*note: putting files into the **course files** folder will put the file in the top-level folder under Files*)

Click Upload and the file will start uploading. Allow 3-5 seconds for the file to link in the Body of the assignment.

A screenshot of the Canvas file upload interface. It features a 'Browse...' button next to the text 'Auditing a...class.docx'. Below this is a 'Folder' dropdown menu currently set to 'course files'. At the bottom is a yellow 'Upload' button.

Browse... Auditing a...class.docx

Folder

course files

Upload

Mini-Files

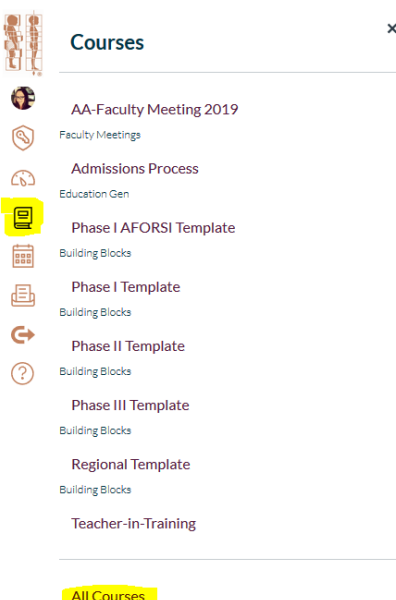
Effective in 2018, mini-files are no longer sent to Faculty by the Administration. The exceptions to this, currently, are midterm and final evaluations for prior phases, and mini-files for students who have moved from their original cohort/pipeline.

Because the break in between phases has been reduced from twelve to three weeks, faculty members can expect to receive midterms and finals no more than one-week prior to their class start date.

As a Phase II or III faculty member, you will be given access to student's prior phases that fall within the cohort/pipeline. For example, if a pipeline includes UA1.19, UB2.19 and UC3.19, faculty members in UB2.19 would be given access to UA1.19 with a "Future Phase Teacher" Role, and faculty members in UC3.19 would be given access to UA1.19 and UB2.19 with a "Future Phase Teacher" Role.

The faculty members that are given access are: Lead Instructors, (Ph II) Principles, (Ph III) Anatomy, Ethics, Practice Building, and Outside Workshop. Assistants are only given access to the current class they are assisting.

To access the documents that would have been included in the mini file, log in to Canvas, navigate to the Courses tab and click All Courses.



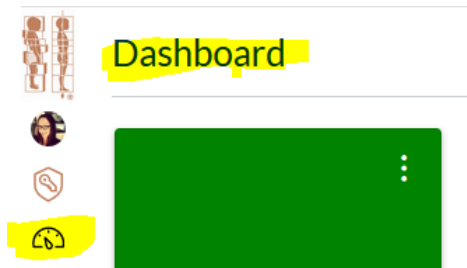
Classes that have ended will be listed under “Past Enrollments” at the bottom.

Past Enrollments

Course	Nickname	Term	Enrolled as	Published
★ ■ AA-Faculty Meeting 2019		Faculty Meetings	Teacher	Yes

Click on the Course title for Phase I or II to gain access to the course contents.

**If the courses are not showing up, you will need to go back to the Dashboard and accept the invitation to the class(es).



There are two ways to view student file information. The first is to download all submissions for an assignment. The second is to view each individual file via the SpeedGrader.

**Note, only assignments that require a file upload will allow you to download submissions. Some assignments, such as the United States Massage Licensing Laws Acknowledgement, and Supplemental Heath Questionnaire are for Admin use and will be graded by a member of the DIRI staff.*