Introduction to Using Canvas to Support Student Learning

Presented by:

Centre for Educational Excellence

How ready are you feeling for the semester?

Workshop Outcomes

- Learn how to create and build a basic Canvas course
- Learn how to customize and add Canvas Components
- Learn about useful tips and best practices around using Canvas

What will we do today?

- Set up your Global Canvas environment
- Set up and customize your Canvas course site
- Create and organize your course content and activities
- Communications in Canvas
- Canvas best practices

Select credit courses

Check the box next to the course to select it. You may select multiple courses to create at once.

Suggested Courses

- SPRING 2020

  - ☐ BUS312 - D100 Introduction to Finance
    — includes these sections: D100

  - ☐ BUS312 - E100 Introduction to Finance
    — includes these sections: E100

Search for Courses

If you need to create other credit courses, use the search box below to find them. Search results will show up as you type.

| Spring 2020 ▼ | e.g. MATH150 D100 |

Selected Courses

You are creating courses for ▮▮▮▮▮ Here is a list of what will be created:

- No courses

☐ I want to cross-list these courses into one single course container

Back   Create Course

Getting Help

www.sfu.ca/canvas or from the Canvas help menu

Email us directly for a private consultation:

CEE Help: ceehelp@sfu.ca

Christina Drabik:

Kar On Lee: cal2@sfu.ca

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Summary: Building a Basic Canvas Course

- Step 1: Set Up Global Environment
- Step 2: Create and Customize Course
- Step 3: Create Canvas Components
- Step 4: Pulling it all together

Step 1: Global Canvas Environment

- Done the first time you use Canvas
  - Profile (display name, photo, bio etc)
  - Global and course specific notifications
- Organize and customize Dashboard (reorder, favourites, custom titles and colours)
- Tip: revisit your Canvas Dashboard each semester remove old courses and reorder new ones

Step 2 : Create and Customize Course

- Create a new course shell each term

- Administration:
  - Add manual users (co-instructors, TAs, Designers)
  - customize course settings (course navigation, term dates, images)

Step 3 : Create Canvas Components

- Most commonly used components are
    - Announcements
    - Assignments (Assignments, Quizzes*, Discussion*)
    - Gradebook (Grade Posting Policy)
    - Upload Files* (used by not visible)
    - Modules

- Uploading Files to your course (file organization, nomenclature)

Step 4 : Pulling It All Together

- Set Modules as course front page
- Publishing course components
  - *new* Publish all modules button
- Check course access dates
- Publish course

# Course Design Considerations

- First Impressions
- Easy Navigation
- User Experience Design
- Expectations
- Communications

Course Design Considerations

- Making a good first impression
- Creating a course that is easy to navigate for students
- Making it easy for students to find everything
- **EXPECTATIONS:** Let your students know what they can expect from YOU and what you expect from THEM
- **COMMUNICATIONS**: Keep communications flowing with students, between students and engaged with each other and the content

Canvas Best Practices

- ✓ Course customization
- ✓ Grade posting policy
- ✓ Files
- ✓ Communications
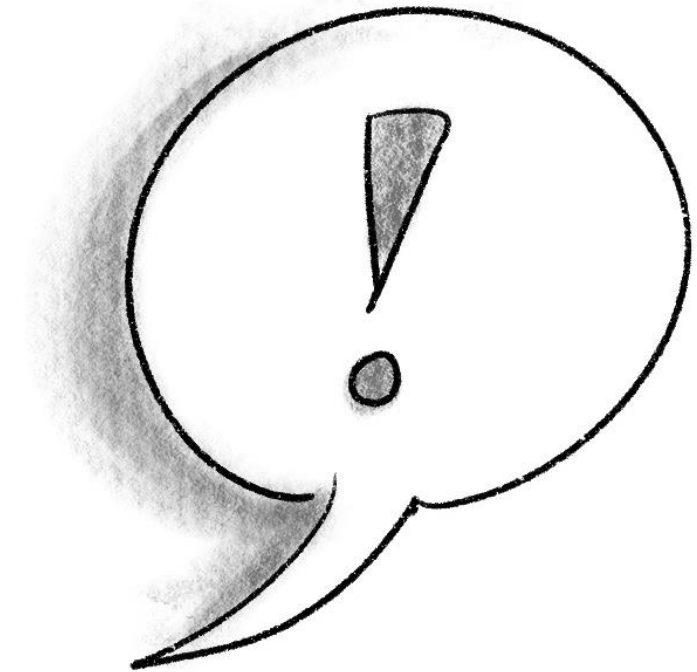
Canvas Best Practices – Course Customization

- Course Navigation: enabling only what is needed keeps your course clean and easy to navigate for students and for them to be able to find things easily.

- Course card image: allows for a good first impression and to embed the link in the student's mind between the image and your course.
- Making student feel safe and welcome as they enter the digital learning space

Canvas Best Practices – Files

- Keeping your files area organized
  - File folder structure
  - Nomenclature
  - Consistency helps students find things as they are used to a certain structure (making things easy to find)
- Select import select content when importing
- Practice content sustainability

Canvas Best Practices – Grade Posting Policy

- Change the grade posting policy in the gradebook to **Manual**
- Enables manual posting of grades as opposed to automatic posting to student as soon as it is entered
- **Do this before you start grading**

Canvas Best Practices - Communications

- <u>With students (TA /Instructor)</u>
  - Preferred contact method (InMail, SFU Mail) with expectations/boundaries
  - Office Hours/Availability (Zoom and in person)
  - Reasonable quick turnaround with thoughtful feedback for assignments
  - Announcements
- <u>Student to Student</u>
  - Create an engaging environment
  - InMail, discussions, group areas (if applicable)
- <u>Student to Content</u>
  - To Do list
  - Course calendar
  - Course level notifications
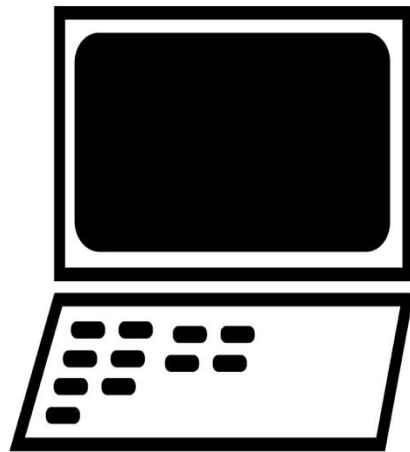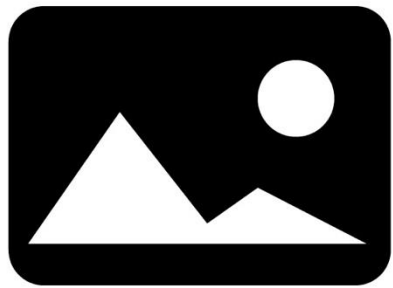
Canvas Best Practices – TA

- Communicate with your instructor on expectations
- What a TA role cannot do:
  - Publish the course
  - Add users into course except observers
- Tutorial Sections
  - Canvas Inbox
  - Create announcements
  - Differentiated Assignments
  - Gradebook and Speedgrader

Supported External Tools

- CEEH5P
- Student Response Systems
- Crowdmark
- Turnitin
- Mediasite