

Canvas Step by Step: How to Link iPeer with Canvas

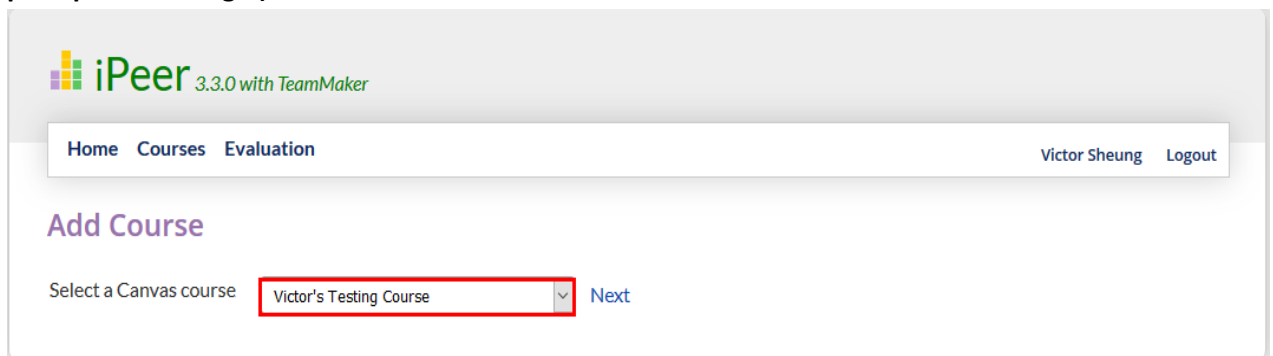
Log into iPeer at <https://ipeer.elearning.ubc.ca/login> and navigate into your homepage. From there, follow the instructions below to sync student groups from Canvas to iPeer.

1. Select 'Courses' on the toolbar located at the top of the page and select 'Add Course Based on Canvas'



The screenshot shows the iPeer 3.3.0 with TeamMaker interface. At the top, there is a navigation bar with 'Home', 'Courses', and 'Evaluation' tabs. The 'Courses' tab is highlighted with a red box and a red circle with the number '1'. To the right of the navigation bar, the user's name 'Victor Sheung' and a 'Logout' link are visible. Below the navigation bar, the 'Courses' section is displayed. On the right side of this section, there are two buttons: 'Add Course' and 'Add Course Based on Canvas'. The 'Add Course Based on Canvas' button is highlighted with a red box and a red circle with the number '2'. Below these buttons, there are search and filter options, including a 'Show' dropdown menu set to 'All', a 'Status' dropdown, and a search box with 'Course' selected in the dropdown and a 'contains:' label. There are also 'Search' and 'Clear' buttons. At the bottom, there is a table header with columns for 'Course', 'Title', 'Status', and 'Created by'.

2. Proceed to select the Canvas course you wish to sync from the drop down menu and click 'Next'. (If this is your first time syncing a Canvas course, there is a preceding step which prompts a CWL login).



The screenshot shows the 'Add Course' screen in the iPeer interface. At the top, there is a navigation bar with 'Home', 'Courses', and 'Evaluation' tabs. The 'Courses' tab is highlighted. To the right of the navigation bar, the user's name 'Victor Sheung' and a 'Logout' link are visible. Below the navigation bar, the 'Add Course' section is displayed. There is a label 'Select a Canvas course' followed by a dropdown menu. The dropdown menu is open, showing 'Victor's Testing Course' selected, which is highlighted with a red box. To the right of the dropdown menu is a 'Next' button.

- By selecting the 'Select an Instructor' drop down menu you can add (selecting 'Add Instructor') and allow other instructors to access the new iPeer course. To remove instructors, select the 'x' beside the name of the instructor you wish to remove. For Sauder courses please select "Sauder" from the Department dropdown menu. Click 'Save' after configuring your preferred settings.

iPeer 3.3.0 with TeamMaker

Home Courses Evaluation Victor Sheung Logout

Add Course

Course:
Course subjects and course numbers, e.g. APSC 201 001

Title:
Course title, e.g. Technical Communication

Instructors: -- Select an instructor -- Add Instructor
 X X

Tutors: -- Select a tutor -- Add Tutor

Status: Active

Department: Applied Sciences
Architecture and Landscape Architecture
Arts
Audiology and Speech Sciences

Selecting correct association will allow admin to help troubleshooting.

Homepage:
e.g. http://mycoursehome.com

Save

- To sync student groups into your newly created iPeer course, select 'Courses' on the toolbar located at the top of the page and select the name of your iPeer Course.

iPeer 3.3.0 with TeamMaker

Home **Courses** Evaluation Victor Sheung Logout

Courses

Add Course Add Course Based on Canvas

Show: -- All -- Status:

and Search where: Course contains: Search Clear Page Size: 15 30 90 270

Course ▲	Title	Status	Created by
SIS.UBC.COMM.101.101.2017W1.87675	2017W1-COMM101-101-Business Fundamentals	Active	
SIS.UBC.COMM.101.102.2017W1.87676	2017W1-COMM101-102-Business-Fundamentals	Active	
SIS.UBC.COMM.101.103.2017W1.87677	2017W1-COMM101-103-Business-Fundamentals	Active	
SIS.UBC.COMM.101.104.2017W1.87678	2017W1-COMM101-104-Business-Fundamentals	Active	
SIS.UBC.COMM.101.105.2017W1.87679	2017W1-COMM101-105-Business-Fundamentals	Active	
SIS.UBC.COMM.101.106.2017W1.87680	2017W1-COMM101-106-Business-Fundamentals	Active	
SIS.UBC.COMM.436.101.2017W1.87857	2017W1-COMM436-101-Information Systems Analysis and Design-WOO	Active	
V.TEST	Victor's Testing Course	Active	Victor Sheung

Total Results: 8

5. Sync the student roster from your Canvas course to iPeer by selecting 'Import Users from Canvas'.

The screenshot shows the iPeer 3.3.0 with TeamMaker interface. At the top, there are navigation links for Home, Courses, and Evaluation, along with the user name Victor Sheung and a Logout button. Below this is the course title 'V.TEST - Victor's Testing Course'. A summary table provides course details:

Web	Instructors	Tutors	Class Size	Groups Count	Evaluation Events
None	Barish Golland Victor Sheung	None	0 students	0 groups	0 events

The main interface is divided into several functional areas:

- Students:** Add Student, List Students, Email to All Students, Import Students from CSV.
- Evaluation Events:** Add Event, List Evaluation Events, Export Evaluation Results, Move Students, Move Group of Students, Export Events Listing, Import Events Listing.
- Groups:** Add Group, List Groups, Import Groups from CSV, Export Groups to CSV.
- Team Maker:** Create Groups (Auto), List Survey Group Sets, Export Survey Group Sets.
- Canvas:** Import Users from Canvas (highlighted with a red box), Import Groups from Canvas, Export iPeer Groups to Canvas.

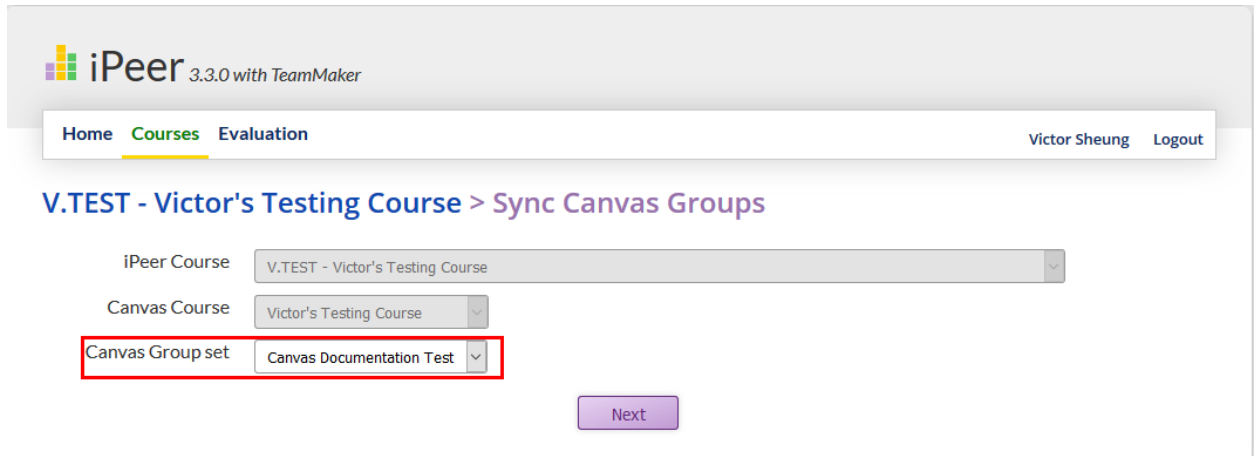
6. (A)If you have created your groups in Canvas, Return to the home page of your iPeer course, and under the category 'Canvas', select the option 'Import Groups from Canvas'.

This screenshot is similar to the previous one but highlights a different option in the 'Canvas' menu. A red box surrounds 'Import Groups from Canvas', and a red callout bubble points to it with the text: 'Select this to import groups from Canvas'.

The 'Canvas' menu options are:

- Import Users from Canvas
- Import Groups from Canvas (highlighted)
- Export iPeer Groups to Canvas

Select the Canvas group set you wish to import and click 'Next'.



The screenshot shows the iPeer 3.3.0 with TeamMaker interface. At the top, there is a navigation bar with 'Home', 'Courses', and 'Evaluation' tabs. The 'Courses' tab is active. On the right side of the navigation bar, the user's name 'Victor Sheung' and a 'Logout' link are visible. Below the navigation bar, the page title is 'V.TEST - Victor's Testing Course > Sync Canvas Groups'. There are three dropdown menus for selection: 'iPeer Course' is set to 'V.TEST - Victor's Testing Course', 'Canvas Course' is set to 'Victor's Testing Course', and 'Canvas Group set' is set to 'Canvas Documentation Test'. The 'Canvas Group set' dropdown is highlighted with a red border. A 'Next' button is located below the dropdowns.

(B) If you have not created your groups in Canvas and would like to upload a CSV of your groups, Return to the home page of your iPeer course, and under the category ‘Groups’, select the option ‘Import Groups from CSV’. Upload a CSV with the student number and team name, no column headers. Note what student identifier you are using, Import.

Home Courses Users Evaluation Eric

Sandbox.EricaHill - iclicker training > Import Groups From CSV File (.csv or .txt)

Instructions

- Please make sure to remove the header in CSV file.
- All fields are mandatory. The system will generate the group numbers.
- All group names must be unique within the class.
- The student identifiers that can be used are usernames or student numbers.
- Please make sure the column matches the username/student number in the students' profile

Formatting:

Student Identifier, Group Name

Examples:

29978037, Team A
29978063, Team A
29978043, Team B
29978051, Team B

Import

File No file selected.

Student Identifier Student No. Username

The student identifier used in the CSV file.

Into iPeer Course
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Update group members for existing groups.

Import

To put these groups in Canvas, Return to the home page of your iPeer course, and under the category ‘Canvas’, select the option ‘Export iPeer Groups to Canvas’.

Students

- Add Student
- List Students
- Email to All Students
- Import Students from CSV

Evaluation Events

- Add Event
- List Evaluation Events
- Export Evaluation Results
- Move Students
- Move Group of Students
- Export Events Listing
- Import Events Listing

Groups

- Add Group
- List Groups
- Import Groups from CSV
- Export Groups to CSV

Team Maker

- Create Groups (Auto)
- List Survey Group Sets
- Export Survey Group Sets

Canvas

- Import Users from Canvas
- Import Groups from Canvas
- Export iPeer Groups to Canvas