

## Canvas Step by Step: How to Link iPeer with Canvas

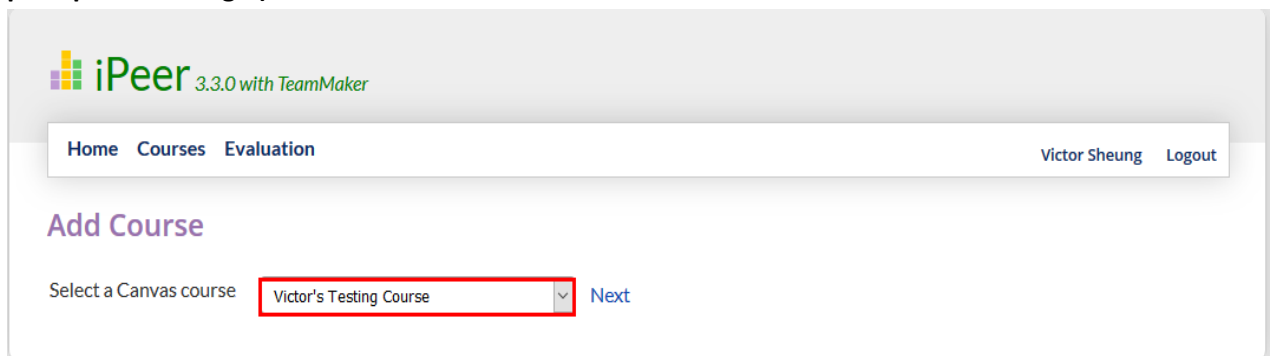
Log into iPeer at <https://ipeer.elearning.ubc.ca/login> and navigate into your homepage. From there, follow the instructions below to sync student groups from Canvas to iPeer.

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 containing 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 containing the number '2'. Below these buttons, there are search and filter options, including a 'Show' dropdown 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 --  **1** **2**

Barish Golland X

Victor Sheung X

Tutors: -- Select a 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

- 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 **1**

### Courses

Show: -- All -- Status.

and Search where: Course contains:

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

**2**

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 details about the course:

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:

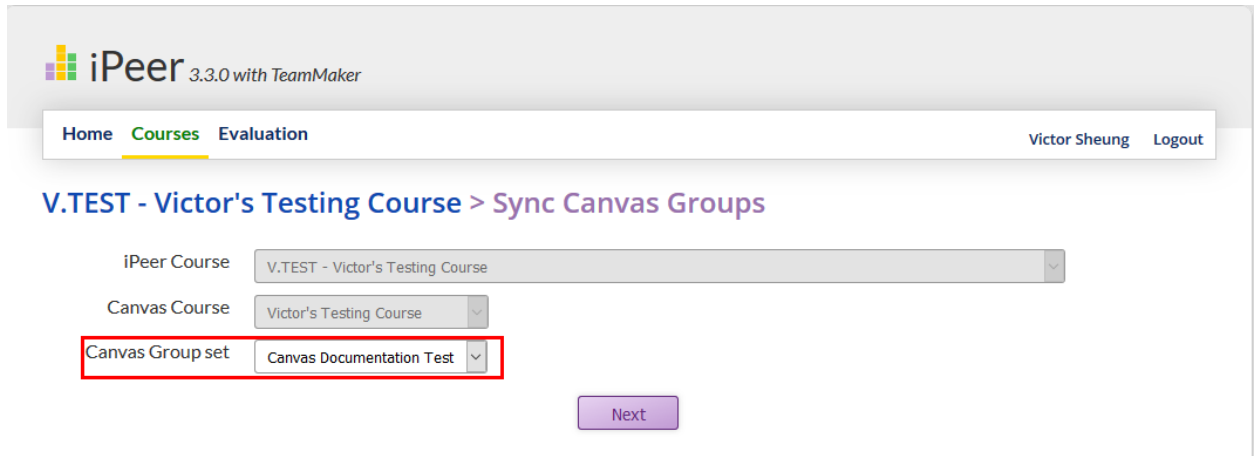
- Students:** Add Student, List Students, Email to All Students, Import Students from CSV.
- Evaluation Events:** Add Event, List Evaluation Events, Export Evaluation Results, Move Students, Move Group of Students, Export Events Listing, Import Events Listing.
- Groups:** Add Group, List Groups, Import 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, Import Groups from Canvas, Export iPeer Groups to Canvas.

In this screenshot, the 'Import Users from Canvas' option in the Canvas menu is highlighted with a red box.

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, showing the iPeer interface. In this instance, the 'Import Groups from Canvas' option in the Canvas menu is highlighted with a red box. A red callout bubble points to this option with the text: "Select this to import groups from 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.

iPeer 3.3.0 with TeamMaker

Home Courses Evaluation Victor Sheung Logout

V.TEST - Victor's Testing Course > Sync Canvas Groups

iPeer Course V.TEST - Victor's Testing Course

Canvas Course Victor's Testing Course

Canvas Group set Canvas Documentation Test

Next

**(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. upload

Student Identifier  Student No.  Username choose student identifier

The student identifier used in the CSV file.

Into iPeer Course  
Sandbox.EricaHill - iclicker training Import

Update group members for existing groups.

**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

#### Groups

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

#### Evaluation Events

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

#### 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