



Summer Teaching Institute
The gift of teaching.

Making Canvas Work for You

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Session Overview

1. Implement time-saving strategies in Canvas for efficient teaching workflows.
2. Enhance clarity and communication with students using Canvas features.
3. Apply Personalize teaching approaches using advanced Canvas techniques and pedagogical strategies.





On a scale of 1 to 5, with 1 being "Not familiar at all" and 5 being "Extremely familiar,"

How would you rate your current familiarity with using Canvas?



On a scale of 1 to 5, with 1 being "Not comfortable at all" and 5 being "Extremely comfortable,"

How comfortable do you feel navigating and using the core (or basic) features of the platform for your teaching?



Section 1: Time-Saving Strategies in Canvas



Announcements

- **Announcements:**
 - Effective use of Canvas announcements for important updates and course communication
 - Treating announcements as your personal assistant



Notifications

- Walk your students through on how to set up notifications for your course

The screenshot shows the 'Settings for Account' page in Canvas. A red box highlights the 'Account' dropdown menu (1). Another red box highlights the 'Course Activities' section (6), which includes 'Due Date', 'Grading Policies', 'Course Content', and 'Files'. A third red box highlights the notification settings for 'Email' (7), 'Email' (7), and 'Push Notification' (7). A fourth red box highlights the 'Daily summary' notification (8), which is currently turned off. A tooltip for 'Daily summary' is visible below the notification icon.

Settings for	Email	Email	Push Notification
Account	emilyboone@instruct...	emily.boone.canvas...	For All Devices
Course Activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Due Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Notifications

- Walk your students through on how to set up notifications for your course
- Prioritize essential notification to prevent information overload
 - Is that a weekly digest for non-urgent notifications...
 - Is that real-time notification for discussions...



Group Spaces

- Benefits of Group Spaces within Canvas (Instructor & Students)
- Efficient Communication and Collaboration



Benefits of Group Spaces

Instructor:

- Centralized communication saves time and reduces clutter.

Students:

- Centralized communication saves time and reduces confusion.



Benefits of Group Spaces

Instructor:

- Centralized communication saves time and reduces clutter.
- Seamless file sharing and editing streamlines feedback process.

Students:

- Centralized communication saves time and reduces confusion.
- Seamless file sharing and editing enable efficient collaboration.



Benefits of Group Spaces

Instructor:

- Centralized communication saves time and reduces clutter.
- Seamless file sharing and editing streamlines feedback process.
- Streamlined coordination simplifies tracking group progress.



Students:

- Centralized communication saves time and reduces confusion.
- Seamless file sharing and editing enable efficient collaboration.
- Streamlined coordination keeps students organized.

Implementation Tips

- Set clear expectations: Provide guidelines for effective Group space use.
- Prompt updates: Encourage frequent progress updates in the Group space.
- Monitor and support: Regularly check and assist in Group spaces.





Jamboard Instructions

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Section 2: Enhancing Clarity and Communication



Utilizing Canvas Features for Clear Communication

- Highlighting the importance of consistency throughout the course design
- Demonstrating high-impact ways of being consistent with Canvas features



Course Navigation & Layouts

Course navigation ensures that students can easily find and engage the information they need.

- Designing with Modules
- Use Module Requirements Option
- Standardize Formatting
- Page Template Structures



Assignments & Assessments

Consistency in assignment design and expectations helps students understand what is required of them and how to demonstrate learning.

- Assignment Naming Conventions
- Clear Instructions

Consistency in assessment design promotes fairness and helps students prepare effectively.

- Rubrics
- Exam Settings





Jamboard Discussion



Section 3:

Assessment, A Day in the Life



Assessment, A Day in the Life



- **SpeedGrader**

- Hiding grades, sorting students, AV attachments

- **Comment Library**

- Save time on routine comments so you can spend your time where it matters most: individualized feedback

- **Rubrics**

- Help you and your teaching team norm grades across sections; easy and clear tabulation of points, automatically recorded



Jamboard Discussion

Summary & Key Takeaways

- **Implement time-saving strategies in Canvas for efficient teaching workflows.**
 - Take advantage of automated communication tools
 - Schedule announcements in advance and customize notification preferences
- **Enhance clarity and communication with students using Canvas features.**
 - Maintain consistency throughout the course.
- **Apply Personalize teaching approaches using advanced Canvas techniques and pedagogical strategies.**
 - Utilize Canvas features such as rubrics, comment library, and SpeedGrader to personalize feedback.



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Canvas Teaching Materials

Mechanisms for Sharing Canvas Materials



1. Add someone to your Canvas course site

- *When?* Peer review; mentoring a colleague new to the course
- *How?* Go to "People" on Navigation bar; submit a Canvas ticket for past course

2. Work with departmental colleagues to create a course shell / template

- *When?* Consistency across curriculum; new faculty onboarding
- *How?* Request a "development site" from Canvas Support; collaborate with UOO

Mechanisms for Sharing Canvas Materials



3. **Send a copy of individual materials from your Canvas course site**

- *When?* Collegial sharing of materials; community of practice
- *How?* Canvas "Send To" or upload to Canvas Commons



Next Up: Canvas Teaching Materials

1. Home Page

2. Welcome Module

3. Module Design

4. Page Design

5. Discussion Prompts

6. Assignments

7. Canvas Rubrics

8. Canvas Support