

Canvas Start of Term Checklist (playlist)

Intro

Welcome to this video playlist of Start-of-Term best practices for your Canvas site. This tutorial features a number of shorter videos that will walk you through UO Online's recommendations for setting up your Canvas site at the beginning of each new term. We have organized the video playlist to demonstrate the sequence in which tasks should be performed. However, you can watch the videos in any order.

Copying Content

In this video you will learn about copying content such as assignments, modules, pages, and discussions from one Canvas course to another. This is one of the first steps many instructors take when setting up a course they have taught before. You can copy any existing course in which you are enrolled as a user with permissions to copy course content. To initiate a course copy, you will need to Import Content.

There are two options for accessing the Import Content page:

- On the course Homepage, press the Import Existing Content button. Depending on your screen size this menu will either be on the right side of the screen or at the bottom of the page.

OR

- Click on Settings in the left-hand Course Navigation. Then, on the Course Details page, click Import Course Content.

Once on the Import Content page, select Copy a Canvas Course from the Content Type drop-down menu.

To select a course to copy from, select the desired course from the drop-down menu OR type the Course name into the search bar. To include courses from past terms, click the Include Completed Courses checkbox.

If importing all content from a course, select All Content. If importing specific items from a course, choose Select Specific Content. *Note: you will select the specific content after the import begins.*

If you want to adjust the due dates associated with the course events and assignments, click the Adjust Events and Due Dates checkbox, then input the new dates. This will update all the dates in the course to those of the current term, based on the distance of time between dates. This results in approximate dates that may or may not coincide with the actual dates you would choose. Therefore, you have an additional option to Remove All Dates, and add those in manually later.

Next, click the Import button. The course copy will be found waiting at the top of the Current Jobs list. If copying a full Canvas course, the job status will show as Queued and change to Completed when

finished. If selecting specific content from a Canvas course, status will show as Waiting for Selection. Click the Select Content button and navigate through the list to select the items to be copied.

We recommend importing only content that you will re-use, rather than the whole course. Items such as Announcements are specific to the previous term and cohort of students and do not need to be carried over.

When all specific content has been marked, click the Select Content button. The content will be copied, and job status will show as Completed.

Cleaning up the course files and other content after you've imported it is an important step to complete. When courses are repeatedly copied from term to term, extraneous files, duplicates, and discarded content can quickly build up, resulting in a messy course. If you purge your course of these unneeded items each time you perform an Import, it can help reduce the time you need to spend later. Additionally, if you eventually pass your course on to another instructor, you want to give them a clean course, as they won't know which files may be redundant or old.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Settings

In this video, you will learn about customizing your Canvas course settings. The student experience can be greatly affected by the way your course is arranged.

To get started, click the Settings link in the left-hand Course Navigation. You can manage general course settings in the Course Details tab. From this page, you can view basic course information, such as the course name and CRN, the term, and course description.

To view and select additional course options, click the More Options link. Note the ability to select the number of Announcements students will see on the homepage. To save your changes, click the Update Course Details button.

We recommend uploading a Course Image, which will be displayed on the Course Card on the Dashboard. Having a unique image (or a title) can help students easily find your course amongst all the courses on their Dashboard.

Open the Sections tab to see your course sections, the Navigation tab to reorder the left-hand Course Navigation, the Apps tab to see available LTI tools that work well with Canvas, and the Feature Previews tab to enable and disable Course Features such as Anonymous Grading and New Quizzes.

Customizing your Course Navigation Menu is recommended. Hiding or removing menu items from students in the Course Navigation Menu can help streamline your course and keep students focused on specific content. If you aren't using a specific Canvas tool or link, remove it from the menu.

The Canvas Settings Navigation tab displays two groups of menu items. The top group consists of all the menu items currently visible to students. The bottom group displays the items that are hidden from

students. You can drag menu items from one group to the other. You can also rearrange the order of your menu items.

Removing unnecessary items results in a cleaner, smaller menu for students.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Adding other Users to your Course

In this video, you will learn how to add other users to your course, such as GEs, Librarians, or Learning Assistants.

First, let's talk a bit about Roles in Canvas. Canvas comes with 5 default roles (Student, Teacher, TA, Designer, and Observer). Additionally, institutions can add their own custom roles, such as UO's Librarian, Learning Assistant, Grader, and Admin Staff. Each role has different permissions. You can see a list of these permissions at teaching.uoregon.edu/resources/canvas-roles.

To add a user, click People on the Course Navigation Menu, and then press the +People button to add a person to the course. Search for users by selecting the appropriate radio button and entering the Email Address, Login ID, or SIS ID. You can copy and paste multiple users at one time by placing a comma or line break between users.

Next, select the user details. Choose the appropriate role from the Role drop-down menu, select the appropriate Section, and click the checkbox if you want this person to only interact with users in their section. Press the Next button.

Verify the user information in the Add People pop-up window. If changes are needed, press the Start Over button. If all information is correct, press the Add Users button.

Until the user accepts the course invitation, their status will display as pending. Once the user has accepted the course invitation, you can interact with the user in the course.

You will notice that there are two roles that you cannot add to your course: Teacher and Student. These roles are created automatically by information fed from Banner. Students must add or drop a course in DuckWeb. Changes to the Instructor of Record can be made through your department's scheduler or by submitting a Service Portal Ticket.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Requesting Merges

In this video, you will learn how to request that two Canvas courses be combined into one course.

In some cases, instructors who are teaching multiple sections of a course would prefer to use only one Canvas shell for all sections. However, separate CRNs automatically receive separate Canvas shells. In order to combine them, you will need to submit a Service Portal Ticket.

First, navigate to Canvas Support Services page in the UO Service Portal. Click the Request Canvas Support button on the right. Complete the Canvas Support Services form, select “course Merge from the list of options, and provide all information requested.

Press the Request button at the bottom of the form. Expect to be contacted by Canvas Support within 24 hours.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Customize Syllabus

In this video, you will learn how to customize your course syllabus in Canvas. The Canvas Syllabus tool allows you to create a more engaging syllabus for students that can include text, images, links, and other course content. Providing a downloadable syllabus, embedding it on a Page, and using the Canvas Syllabus tool allows students to interact with your course content from multiple perspectives.

To create and edit your syllabus in the Canvas Syllabus tool, click the Syllabus link in the left-hand Course Navigation. Next, press the Edit button. Edit your syllabus in the Rich Content Editor. By copying from a Word document or typing in the Rich Content Editor, you can provide a course description, a brief introduction, class guidelines, weekly reminders, images and videos, hyperlinks, and other important information.

To embed a downloadable syllabus in the Rich Content Editor (the text and HTML editing tool available in Pages, Discussions, Announcements, and Quizzes), highlight the text where you want the document to appear and click the Documents Options drop-down menu to select the file document. Your file can be uploaded here by selecting Upload Document and locating the file on your computer OR using an existing file in the Course Documents.

The Course Summary is enabled by default and is automatically generated by your assignments and calendar events. It is important to note that students will only see Published Assignments in the Canvas Syllabus.

Remember that your course syllabus sets the context and creates a pathway for students to experience the course and will have a powerful effect on their success.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Set Grade Posting Policy

In this video, you will learn how and why to set your course’s Grade Posting Policy. By default, Canvas courses use an Automatic Grade Posting Policy, meaning that all assignment grades will be visible to students as soon as they are entered into the gradebook. Larger courses with writing assignments or group work tend to take longer periods of time to grade. In this case, you might want to release grades all at once instead of as the individual grades are entered. The Manual Grade Posting Policy allows you to keep all grades hidden from students until you post the grades for the entire class.

To set your Grade Posting Policy, click the Grades link in the Course Navigation. Click the Settings icon that looks like a gear. Open the Grade Posting Policy tab.

To automatically post grades, select the Automatically Post Grades radio button. Remember that students can view assignment grades as soon as they're entered.

To manually post grades, select the Manually Post Grades radio button. With this option, grades are hidden from student view and must be Posted to be viewed by students.

Remember to apply your changes to the Gradebook by pressing the Update button.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Use Student View

In this video, you will learn how to use Student View to experience your Canvas course the same way that enrolled students view the course. It is important to see your course through the student perspective, verify they have access to the correct materials, and to make sure they're getting what they need.

Enabling Student View creates a Test Student in your course. You can also activate Student View in your Course Settings. With this role, you can post and reply to discussions, submit assignments, view grades, view people, pages, the syllabus, quizzes, and the course calendar. Submissions and interactions will not affect course analytics.

Student View can be accessed from most areas of the course, including Home, Modules, Assignments, Announcement, Discussions, Pages, and Syllabus. When in Student View, you will not be able to access items such as Groups and Course Settings

To view content as a Test Student, click the Student View button at the top right of the page. You can now view the course as a student user would see it. Notice the persistent box at the bottom of the page – a reminder that Student View is active.

To return to the course in the instructor view, click the Leave Student View button in the bottom box. This action will clear all activity that does not include any student interaction. For example, if you created an assignment and submitted it as the Test Student but then forgot to add a certain submission type, you can click the Reset Student button and submit the assignment again as the Test Student.

UO Online highly recommends going through your entire course with Student View as soon as you Publish the course. (Note: if the course is unpublished, student view will display a message that you can't view the content, since students can't view anything until the course is Published.) This ensures that you know exactly what students can and can't see, allowing you to make adjustments to anything published or unpublished by mistake.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.

Test Links

In this video, you will learn how to ensure the hyperlinks in your course are valid. *Note: Some links flagged as unresponsive are inaccessible by Canvas servers and will still work for students.*

Validating your course links prior to the start of term is vital. Links to websites and documents may change over time or be broken. This will affect the student experience and generate a number of panicked emails to you.

To get started with checking your links, click the Settings link in the left-hand Course Navigation.

In the course sidebar, click the Validate Links in Content link. This sidebar may be on the right of your screen or at the bottom, depending on the screen size. Press the Start Link Validation button. The course link validator will now search course content for invalid or unreachable links and images.

If any potentially broken links are found in the course, Canvas displays the number of links, followed by the name of the content item and the content's associated invalid link. By default, the checkbox labeled "Show links to unpublished content" is selected. The page will display any broken links in unpublished content.

The validator displays broken links and images by item type. Broken content is identified as either a link or an image. Non-existent content means that the object is invalid and should be replaced. Unreachable objects mean the image could not be displayed

To update links within your course content, click the name of the content item.

After you update the content, you can validate course links again by returning to the Link Validator page and pressing the Restart Link Validation button.

Ensuring all your links are active and routing students to the intended location is one of the first steps in making sure your content is accessible by all students.

For additional information on accessibility or any other Canvas topic, visit teaching.uoregon.edu.

Publishing

In this video, you will learn how to Publish and Unpublish your Canvas course and content. *Note: You must be enrolled as a user with instructor permissions to publish course content.*

When an entire course is ready to be Published, navigate to that course's home page. On the right-hand Course Status sidebar, click Publish. On smaller screens, the sidebar displays beneath Course Home Page content.

There are two options to Publish content within a course:

- Click on Pages in the left-hand Course Navigation. Next, press the View All Pages button at the top of the page. Published content will have a green checkmark, Unpublished content will have a crossed-out circle. To Publish content, click the crossed-out circle. To Unpublished content, click the green checkmark.

OR

- Click on Modules in the left-hand Course Navigation. Published modules and content will have green checkmarks, Unpublished modules will have the crossed-out circle. To Publish content, click the crossed-out circle. To Unpublished content, click the green checkmark.

Note: Students cannot access the course before it is Published and cannot access Unpublished content. Remember that if the module itself is Unpublished, students will not be able to access any content within it.

For additional information on this or any other Canvas topic, visit teaching.uoregon.edu.