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Objectives

At the end of this session, you will be able to:

- Build a Rubric
- Add a Rubric to a Discussion Topic and An Assignment
- Grade a Discussion Topic with a Rubric
- View Rubric Results (Guest Student)
- Create a Group Discussion
- Create Student Groups
- Post to a Group Discussion
- Send email from Canvas
- View Quiz Statistics
- Track Module Completion
- Track Student Access
- Track Overall Course Progress
- Publish Your Course
- Choose your Homepage (Pages)
- Set up Course to begin
- Perform end of quarter tasks

http://webshares.northseattle.edu/elearning/canvas/instructor/
RUBRICS

- You can build Rubrics in three places:
  - Outcomes in the left menu navigation panel>Manage Rubrics>Add Rubric
  - Discussions: Build a rubric after you create your discussion your discussion>Gear dropdown>Add A Rubric
  - Assignments: Build a rubric after you create your assignment>Add Rubric displays under Due Date

Note: Rubrics created in Discussions and Assignments will be saved in Outcomes

CREATING A RUBRIC

- Title your rubric in a way that will be easy to find and reuse
- Hover your mouse under the Criteria column and click the pencil icon to write a description (e.g. number of original posts)
- Hover your mouse between Full Marks/No Marks and create a third Rating. Click the pencil icon to edit each Rating Description and Points
- Add a second Criterion

Important: Select the box to use rubrics got grading: 3 options for grading.

VIEW RUBRIC RESULTS

- Log into a different internet browser (e.g. Chrome) as your Guest Student, and go to your Practice Course
  Reminder: Guest Student credentials:
  login: guestNSCCjdoe  *use your first initial and last name
  password: perfect
- Click Grades and select the rubric icon for Week 1 Discussion

http://webshares.northseattle.edu/elearning/canvas/instructor/
Recommended: In your Orientation Module, direct students to the Canvas Student Guide for help finding rubric results:  [http://tinyurl.com/viewrubric](http://tinyurl.com/viewrubric)

Resources in the Canvas Guides:

- How to Create A Rubric  
  [http://guides.instructure.com/m/4152/l/86227-how-do-i-create-a-rubric](http://guides.instructure.com/m/4152/l/86227-how-do-i-create-a-rubric)

- How to add a Rubric to a Quiz  

CREATE STUDENT GROUPS

- Go to the People left-hand course navigation tab and View User Groups
- Choose +Group Set

Option - create multiple Group Sets to rearrange groups for different Assignments, for example: Discussion Groups, Research Groups, Final Essay Groups

- Create groups within your Group Set Category

  ![Group Set](image)

- Use the Gear Icon to:
  - Allow Self Enroll
  - Limit group members
  - Randomly assign members

Option - Choose “I’ll create groups manually” to assign specific groups

- Then, drag and drop students from “Unassigned” into the Groups

IMPORTANT - Click and drag students from “Unassigned” into a Group if they are enrolled in your course after you have created Groups

[http://webshares.northseattle.edu/elearning/canvas/instructor/](http://webshares.northseattle.edu/elearning/canvas/instructor/)
CREATE A GROUP DISCUSSION USING YOUR CREATED GROUPS

- *Edit OR Create a Discussion*, and check *This is a Group Assignment*
- Choose the *Discussion Groups* Set and click *Save*

In the course *Orientation Module*, mention the Group tools for students to use:

- Announcements
- Pages
- Discussions
- Files
- Collaborations

Note:

- Students will only see posts from students in their Group
- There are Canvas tools available inside each Group
- Instructors have access to all course Groups
- Students can only be in one group at a time (unless they self-enroll)
- Groups cannot see other group work in the Group Discussion

POST TO A GROUP DISCUSSION

- Go to your student account and find your group, post to the group discussion
- Groups appear in the Global Navigation as “Courses & Groups”

CREATE A GROUP ONLINE SUBMISSION

- Choose or create an Assignment and check *This is a Group Assignment*
- Choose one of your created Group Sets and click *Save*

Note:

http://webshares.northseattle.edu/elearning/canvas/instructor/
• Only one student from each Group needs to upload their group Assignment
• The grade you leave one student will automatically appear for other students in the Group

Option: Assign Grades to Each Student Individually for a group

Resources in the Canvas Guides:
For Instructors:

What are student Groups:
http://guides.instructure.com/m/4152/l/55483-what-are-student-groups

How do I create a student Group:
http://guides.instructure.com/m/4212/l/55566-how-do-i-create-a-student-group

How to make a new set of groups:
http://guides.instructure.com/searches?utf8=%E2%9C%93&text=Creating+groups&commit=Search

How to manually create a subgroup
http://guides.instructure.com/m/4152/l/55489-how-do-i-manually-create-subgroups

How to set up a Discussion group assignment
http://guides.instructure.com/m/4152/l/64224-how-do-i-set-up-a-group-discussion-assignment

How to automatically assign students to a group
http://guides.instructure.com/m/4152/l/55491-how-do-i-automatically-assign-students-to-groups

Resources in the Canvas Guides:
For Students:

How do I find my group
http://guides.instructure.com/m/4212/l/55565-which-groups-am-i-enrolled-in

How do I join a Student Group
http://guides.instructure.com/m/4212/l/64913-how-do-i-join-a-student-group

SEND EMAIL IN CANVAS

• Click on INBOX in the upper right hand corner in Canvas (next to Settings)
• Left side of the Inbox shows students listed chronologically by most recent message
  o After selecting a student, the Right side of the Inbox shows all messages between you
    and that student
• Organize messages by choosing the course from the drop down menu
• Mark messages as desired by choosing the dropdown menu in the tab INBOX
• Compose, reply, forward, archive and delete messages using the tool bar at the top

Send an email to your guest student

http://webshares.northseattle.edu/elearning/canvas/instructor/
• Go to your guest account and reply

Resources in the Canvas Guides:

What is the Conversation Inbox?
http://guides.instructure.com/m/4152/l/48299-what-is-the-conversations-inbox

TRACK MODULE COMPLETION

View locked/in progress/completed Modules for each student

• Click Modules in the left-hand course navigation
• Click the View Student Progress for Modules button in the right-hand sidebar
• You can select students from the left-hand column
• In the right-hand column, view Modules each student has completed based on your Module Requirements you setup
• In the right-hand column, you’ll see which Assignments need to be completed to meet Module Requirements

TRACK STUDENT ACCESS

• Click People on the left-hand course navigation menu
• On the next screen, select a student from the list
• Next, click on the Access Report link in the right-hand sidebar
  o You will see when the student last accessed graded and ungraded parts of your course
  o You also see how many times the student has viewed and participated in these areas

TRACK OVERALL COURSE PROGRESS

• Click Home on the left-hand course navigation menu
• Click the View Course Analytics button in the right-hand sidebar of your course home
• The top portion of this page displays overall course analytics
• Hover your mouse over the graph in the “Activity” section to see the number of student interactions and page views each day of your course
• Hover your mouse over the bars in the “Assignments” section to see the percentage of students that have submitted the Assignment on time
• Hover your mouse over the bars in the “Grades” section to see the high, low and median (average) score for each Assignment
TRACK INDIVIDUAL STUDENT COURSE PROGRESS

- In View Course Analytics, click on a students name
- Hover your mouse over the graph for data
- Scroll to the top of the screen, notice the “Current Total” which is the student’s percentage grade out of all possible points so far in the course

(Optional) Next to the score, click on the mail icon to message the student about their overall progress in the course using information from this page

Note – you can switch to another student’s analytics from the dropdown in the upper-right portion of the screen

Resources in the Canvas Guides: (Follow the thread in the guides for complete information)
http://guides.instructure.com/searches?utf8=%E2%9C%93&text=Course+Analytics&commit=Search

VIEW QUIZ STATISTICS

- Click Quizzes on the left-hand course navigation menu
- Click the first Quiz in your list
- On the next page, click “Quiz Statistics” in the right-hand sidebar
- You will see the combined student answers for each question in the Quiz
- Hover your mouse over the graphs for multiple choice questions to see the percentage of students representing by the bar
- Click on a bar to see which students selected this answer
- On the right-hand sidebar you will see class averages for this quiz, including Average Time

(Optional)

- Click the Count All Attempts to display all student answers (not just the latest attempt)
- Click the Download csv button to run this data through external tools, and save a back-up copy of student responses

Choose your Homepage (Pages)

Optional: Create a new Home page for each week

- Choose PAGES from left menu navigation
- Choose VIEW ALL PAGES in blue, top left hand corner
- Choose +Page to create a new page and save
- Choose Gear drop down menu
- Choose USE AS FRONT PAGE

Note: Page must be published for the USE AS FRONT PAGE button to be active.
THE QUARTERLY CHECKLIST

See the “canvas_quarterly_checklist.pdf” supplemental handout

- Before each Quarter begins (at least two weeks prior)
- Request Quarter specific class shells
- Copy Course Content in the new course (empty of content)>settings>import>copy canvas class
- Check all due dates
- “Publish” the course

Note – Instructors need to “publish” their Canvas course before each Quarter

- Click the Home tab on the left-hand course navigation
- Click the published link at the end of the phrase “Only teachers can see this course until it is published”
- Click the Publish Course button at the bottom of the screen

Note – Students are enrolled in courses the Thursday before the Quarter begins. If instructors want to restrict course access until after this date they may do so by following these directions: http://tinyurl.com/CanvasCourseDates

Resources from Canvas Guides:
How do I import content from another Canvas Course?
http://guides.instructure.com/m/4152/l/57077-how-do-i-import-content-from-another-canvas-course

How do I publish my course?
http://guides.instructure.com/m/4152/l/57126-how-do-i-publish-my-course

After each Quarter ends

- Double-check course access for students
- Create personal archives
- Download the Gradebook

http://webshares.northseattle.edu/elearning/canvas/instructor/
http://webshares.northseattle.edu/elearning/canvas/instructor/