



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry



Online Teaching and Learning Transition

An Introduction to Canvas

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Online Learning Support Team, Faculty of Forestry





Overview

1. **Course Content**
 - a. Access & Settings
 - b. Announcements & Notifications
 - c. Modules
2. **Lectures, Teamwork, and Office Hours**
 - a. Collaborate Ultra
 - b. Zoom
3. **Discussion, Assignment, and Quiz**
 - a. Create assignments and discussions
 - b. Create quizzes
4. **Grading**
 - a. SpeedGrader





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Canvas - Access & Log in

Canvas Website (canvas.ubc.ca)

CWL Authentication

Login to continue to [UBC Canvas](#)

Login Name

Password

[Login](#)

Recover your CWL login or Reset your CWL password via Email

If you have a non-UBC email address associated with your CWL account you can either:

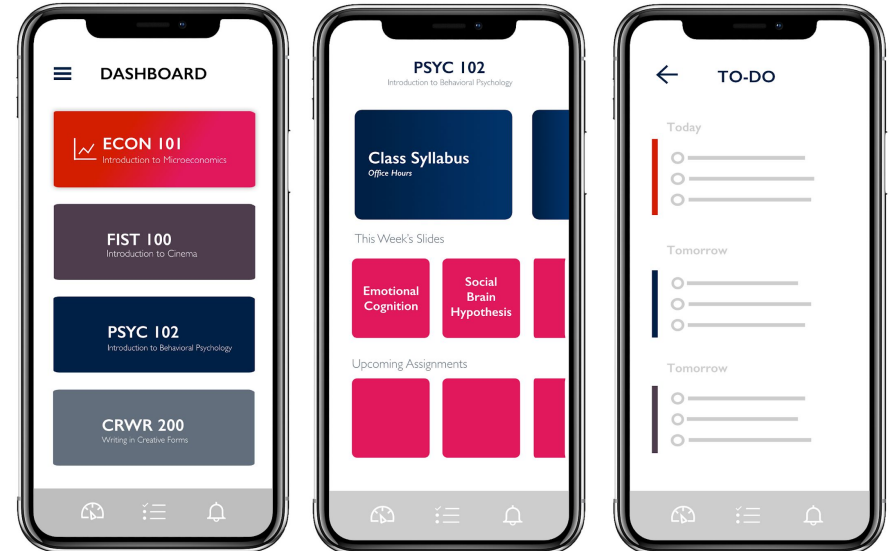
- [Recover your CWL Login Name](#)
- [Reset your CWL Password](#)

Protect Your CWL account!

- Watch out for sites or emails that [pretend to be legitimate](#) and ask for your CWL login name and password.
- Please [report any suspicious requests](#) for your CWL login name and password.
- [Learn more](#) about how to protect your devices.

[Learn about the CWL Terms of Use >](#)

Canvas Mobile App





Account



Dashboard



Courses



Calendar



Inbox



Commons



Help



Sidebar

New: Student time zone tool now available



With students currently in a range of locations, this new tool will help with scheduling synchronous activities by showing how your workday aligns with your students' preferred time zones.

Find 'Student Time Zones' in your course menu to explore, or learn more in the [Canvas tool guide](#).

This is a message for The University of British Columbia

Set your time zone for winter session



Update your time zone in Canvas, and help your instructors consider your preferred online hours when scheduling synchronous course activities (where part or all of your class meets at the same time).

To set your time zone, visit your Account Settings, click 'Edit Settings', and select your preferred time zone from the list. Learn more in the [Student's Guide to Canvas](#).

This is a message for The University of British Columbia

Personal Pronouns in Canvas



Canvas now allows users to display their personal pronouns (e.g., she, he, they) next to their name throughout the platform. Displaying your pronouns can help make sure instructors and students use the right pronouns when referring to you. You can also look for that information about other people to ensure you use the right words for other people, which helps create an inclusive and welcoming climate online. To choose a set of pronouns to display, go to Account then Settings and then to Edit Settings. Canvas currently limits users to one set of pronouns. For technical questions, please fill out a ticket at <https://web.it.ubc.ca/forms/isf/>. For broader questions about pronouns, check out the [Gender Diversity FAQ](#) from the Equity & Inclusion Office or contact trans.inclusion@equity.ubc.ca.

This is a message for The University of British Columbia



THE UNIVERSITY OF BRITISH COLUMBIA

Coming Up



[View Calendar](#)

Nothing for the next week

Interface

[View Grades](#)



Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Dashboard






Wellness Centre: Online
Wellness_Centre







Contemporary Topics in Forestry CTF








SandBox - Learning Support Team
SD

MGEM Program (2020-2021)
VS.MGEM-20-21
220W1-2

Interface

Locating Course

Sidebar



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help



Sidebar

Courses

Published Courses

SandBox - Learning Support Team

Default Term

Contemporary Topics in Forestry

Default Term

Faculty of Forestry Online Teaching and Learning Resources

Default Term

Introduction to Contemporary Forestry and Conservation

Default Term

Transition Online Amid Crisis: How Canvas Can Help

Default Term

Canvas 101

Default Term

Forestry Co op Workshops 2018

2018W1-2

Go Global Pre-Departure Learning Modules (Term 1, Full Year & Summer 19)

Default Term



Contemporary Topics in Forestry
CTF










SandBox - Learning Support Team
SD



- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

- Home
- Announcements
- Syllabus
- Modules
- Discussions
- Assignments
- Quizzes
- Collaborate Ultra
- People
- Grades
- Piazza
- Secure Exam Proctor
- Lockdown Browser
- Rubrics
- Course Evaluation
- Evaluation Reports
- ComPAIR
- Zoom
- Student Time Zones
- SFM Course 1a
- SFM Course 1
- Files 
- Pages 
- Outcomes 
- Settings**



INSTRUCTOR CONTACT	COMMUNICATION
<p>Course Instructors</p> <p>Name: Dr. Firstname Lastname Email: firstname.lastname@ubc.ca Virtual Office Hours: Day, Time</p> <p>Course TAs</p> <p>Name: Firstnam Lastname Email: firstname.lastname@ubc.ca</p> <p>Department: XXX UBC Faculty of XXX</p>	<p>Announcements</p> <p>Course General Questions</p> <p>Course Discussions</p> <hr/> <p>STUDENT HELP DESK</p> <p>Student Canvas Help</p> <p>IT Service Centre </p> <p>IT Helpdesk Contact Form </p> <hr/> <p>STUDENT RESOURCES</p> <p>Academic Integrity </p> <p>Writing Support </p> <p>Skills for Class </p> <p>Library Skills Tutorial </p> <p>UBC Keep Learning Site </p> <hr/> <p>CURRENT PACIFIC TIME</p>

Course Settings

- Course details (e.g. start date, time zone, etc.)
- Navigation sections (e.g. Modules, Quizzes, Discussions, etc.)
- Add external apps (e.g. Twitter, YouTube, etc.)
- Etc.

Drag and drop items to reorder them in the course navigation.

Home	
Modules	⋮
Announcements	⋮
Discussions	⋮
People	⋮
Pages	⋮
Files	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Chat	⋮
Visible to students	⋮

Visible to students

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Piazza <i>Page disabled, won't appear in navigation</i>	⋮
iClicker <i>Page disabled, won't appear in navigation</i>	+ Enable
ComPAIR <i>Page disabled, won't appear in navigation</i>	⇅ Move
Invisible to students	





































Invisible to students

Enable a navigation section

Course Settings

- Course details (e.g. start date, time zone, etc.)
- **Navigation sections (e.g. Modules, Quizzes, Discussions, etc.)**
- Add external apps (e.g. Twitter, YouTube, etc.)
- Etc.



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CURRENT PACIFIC TIME						

Announcements & Notifications

- Course messages
- Reminder (e.g. assignment due dates, quizzes, exams, etc.)
- Students will be noticed by the Canvas email

Home

Announcements

Syllabus

Modules

Discussions

Assignments

Quizzes

Collaborate Ultra

People

Grades

Piazza

Secure Exam Proctor

Lockdown Browser

Rubrics

Course Evaluation

Evaluation Reports

All

Search



+ Announcement

External Feeds

{course number} Starts Soon!



All Sections

Hello All, We are excited that you are joining us for {course number} {course n...

{course number} Starts Today!



All Sections

Hello everyone! At this time, {course number} is available from your Canvas ...

{Course Name} Week 1 Highlights



All Sections

We hope you all had a great week! Below, we have provided links to some exc...

{Course Name} Week 2 Highlights



All Sections

We hope you all had a great week! Below, we have provided links to some exc...

Add a new
announcement

Topic Title **Input announcement title**

Links

Files

Images



HTML Editor

Link to other content in the course. Click any page to insert a link to that page.

Input announcement content

Add a new announcement

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

0 words

Post to

All Sections ×



Attachment

Choose File

No file chosen

Options

- Delay posting
- Allow users to comment
 - Users must post before seeing replies
- Enable podcast feed
- Allow liking

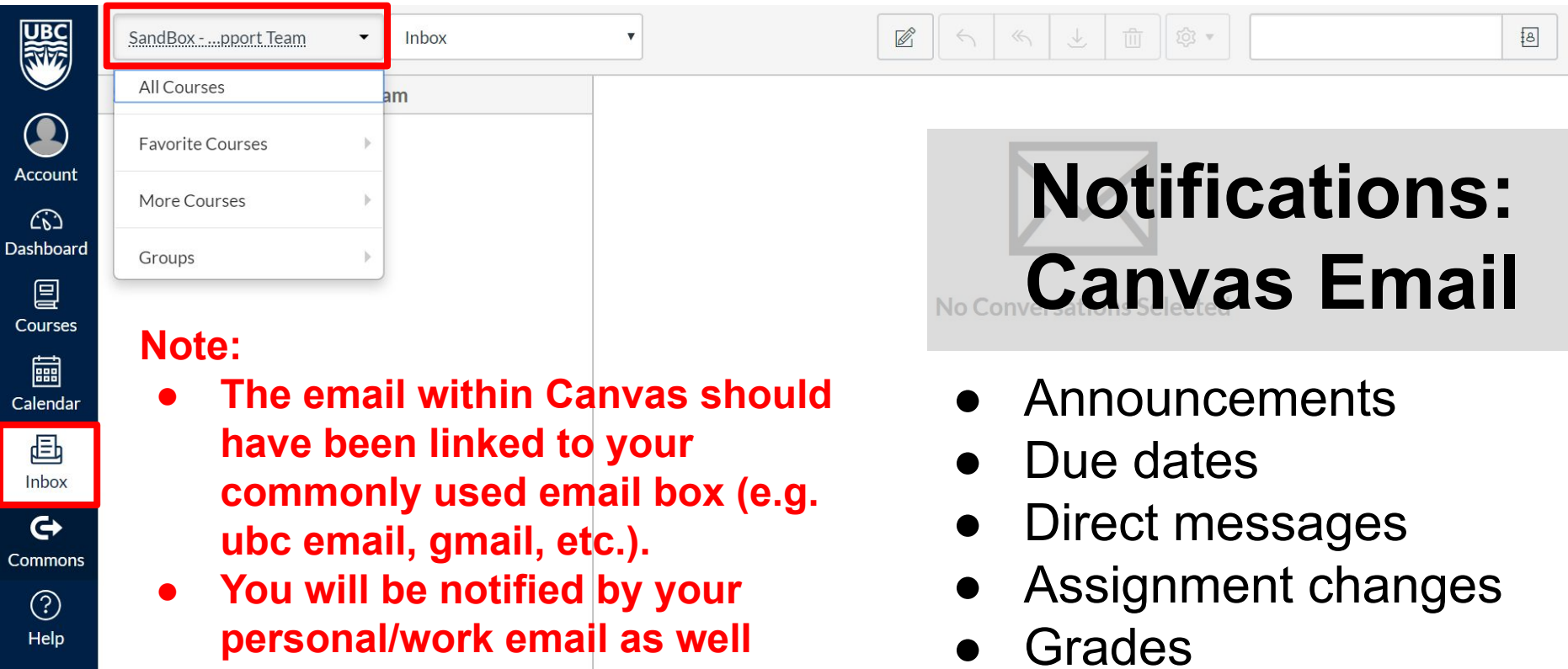
Add a new announcement

Cancel

Save

Publish the announcement

Select the course, student groups, or a specific student



The screenshot shows the Canvas LMS interface. On the left is a dark blue navigation sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The 'Inbox' icon is highlighted with a red box. The main content area shows a dropdown menu for course selection, with 'SandBox - ...pport Team' selected and highlighted by a red box. The dropdown menu lists 'All Courses', 'Favorite Courses', 'More Courses', and 'Groups'. Below the dropdown is a red 'Note' section with two bullet points. To the right of the screenshot is a grey box with a large 'X' icon and the text 'Notifications: Canvas Email'. Below this is a list of notification types.

Note:

- The email within Canvas should have been linked to your commonly used email box (e.g. ubc email, gmail, etc.).
- You will be notified by your personal/work email as well

Notifications: Canvas Email

- Announcements
- Due dates
- Direct messages
- Assignment changes
- Grades
- Etc.



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Course Modules

- Course content
- Lecture slides
- Assignments
- Student resources (e.g. readings, useful links, etc.)

- Home
- Announcements
- [Syllabus](#)
- Modules**
- Discussions
- Assignments
- Quizzes
- Collaborate Ultra
- People
- Grades
- Piazza
- Secure Exam Proctor
- Lockdown Browser
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- Course Evaluation
- Evaluation Reports
- ComPAIR
- Zoom
- Student Time Zones
- SFM Course 1a
- SFM Course 1

⋮	▼ Start Here (Course Orientation)	✓	+	⋮
⋮	📄 Welcome Message	✓		⋮
⋮	📄 Your Instructors & TAs	✓		⋮
⋮	📄 Communication Protocols	✓		⋮
⋮	📄 Student Guides	✓		⋮

Add Modules

⋮	▼ Assessment Descriptions	✓	+	⋮
⋮	📄 Online Discussions	✓		⋮
⋮	📄 Online Quizzes	✓		⋮
⋮	📄 Assignment 1	✓		⋮
⋮	📄 Assignment 2	✓		⋮
⋮	📄 Assignment 3	✓		⋮

Add Module ×

Module Name **Input module name**

Lock until

Prerequisites

[Select Module] ×

[+ Add prerequisite](#)


Prerequisite: e.g. students have to finish Module 1 in order to unlock Module 2

Cancel Add Module



Module 4 Prerequisites: Module 3 ⊘ + ⋮

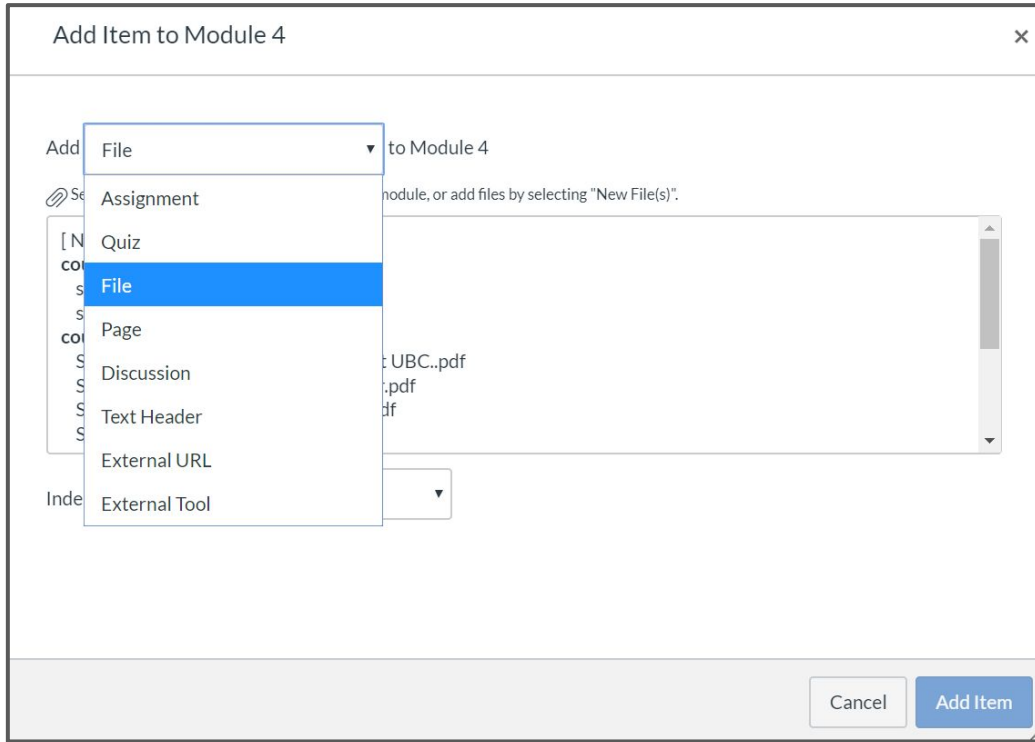
Empty Module



Drop files here to add to module
or choose files

Add Modules

- Course content
- Lecture slides
- Assignments
- Student resources (e.g. readings, useful links, etc.)



Add Modules

- Course content
- Lecture slides
- Assignments
- Student resources (e.g. readings, useful links, etc.)

Add content to the empty module

- Upload files (e.g. lecture slides)
- Link to an assignment, a quiz, or a discussion topic
- Link to course readings for this module










Overview

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Collaborate Ultra & Zoom

- Live lectures
- Group work
- Virtual office hours
- TA - Q&A sessions
- Etc.

Test Session



Create Session



Event Details

Collaborate Ultra

Guest access

Start

2020-08-27



2:00 PM



End

2020-08-28



2:18 AM



No end (open session)

Repeat session

Early Entry

15 min before start time



Description

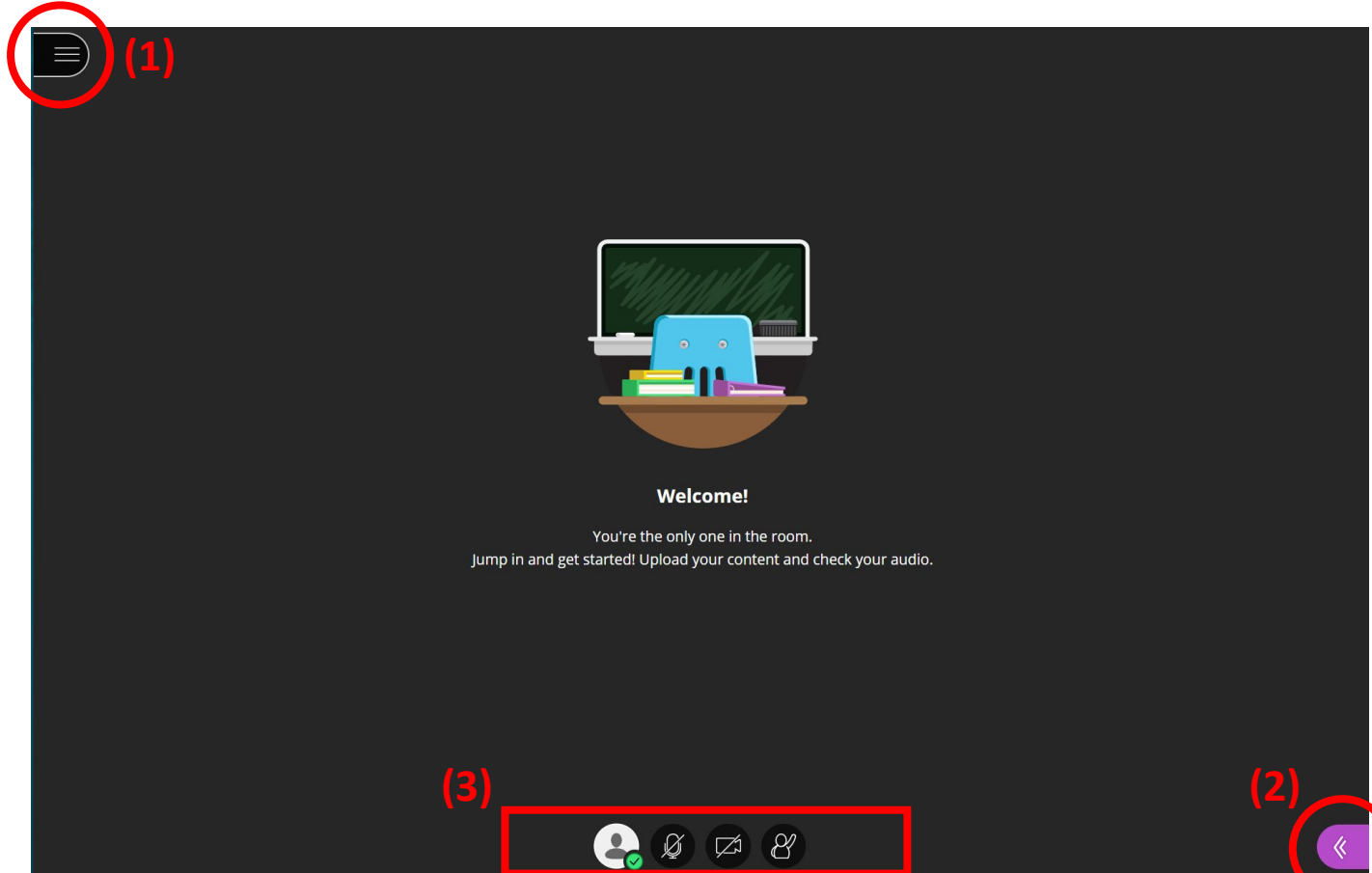
Why are you meeting?

Interface

(1) Session Menu

(2) Collaborate Panel

(3) Bottom Panel



Interface

Open Session Menu

- Recording
- Report an issue
- Help
- Leave session

The screenshot displays the Blackboard Collaborate interface. On the left, a dark sidebar contains a session menu with the following items: 'Test Session', 'Start Recording', 'Use your phone for audio (Long distance charges may apply)', 'Report an issue', 'Tell me about Collaborate', 'Blackboard Collaborate Help', and 'Privacy Policy'. A red box highlights the 'Leave session' button at the bottom of this menu. The main area shows a 'Welcome!' message: 'You're the only one in the room. Jump in and get started! Upload your content and check your audio.' A red arrow points from the 'Test Session' text to the label 'Session Name'. Another red arrow points from the 'Start Recording' text to the label 'Recording (Moderator Only)'. The bottom right corner features a navigation bar with icons for user profile, mute, chat, and help, along with a back arrow.

Interface

Collaborate Panel

- Chat
- Attendees
- Share Content
- Settings

Chat

Find someone to chat with

Everyone >

Moderators >

People may ask questions in the chatting room during the Q&A session.

Welcome!

You're the only one in the room.
Jump in and get started! Upload your content and check your audio.

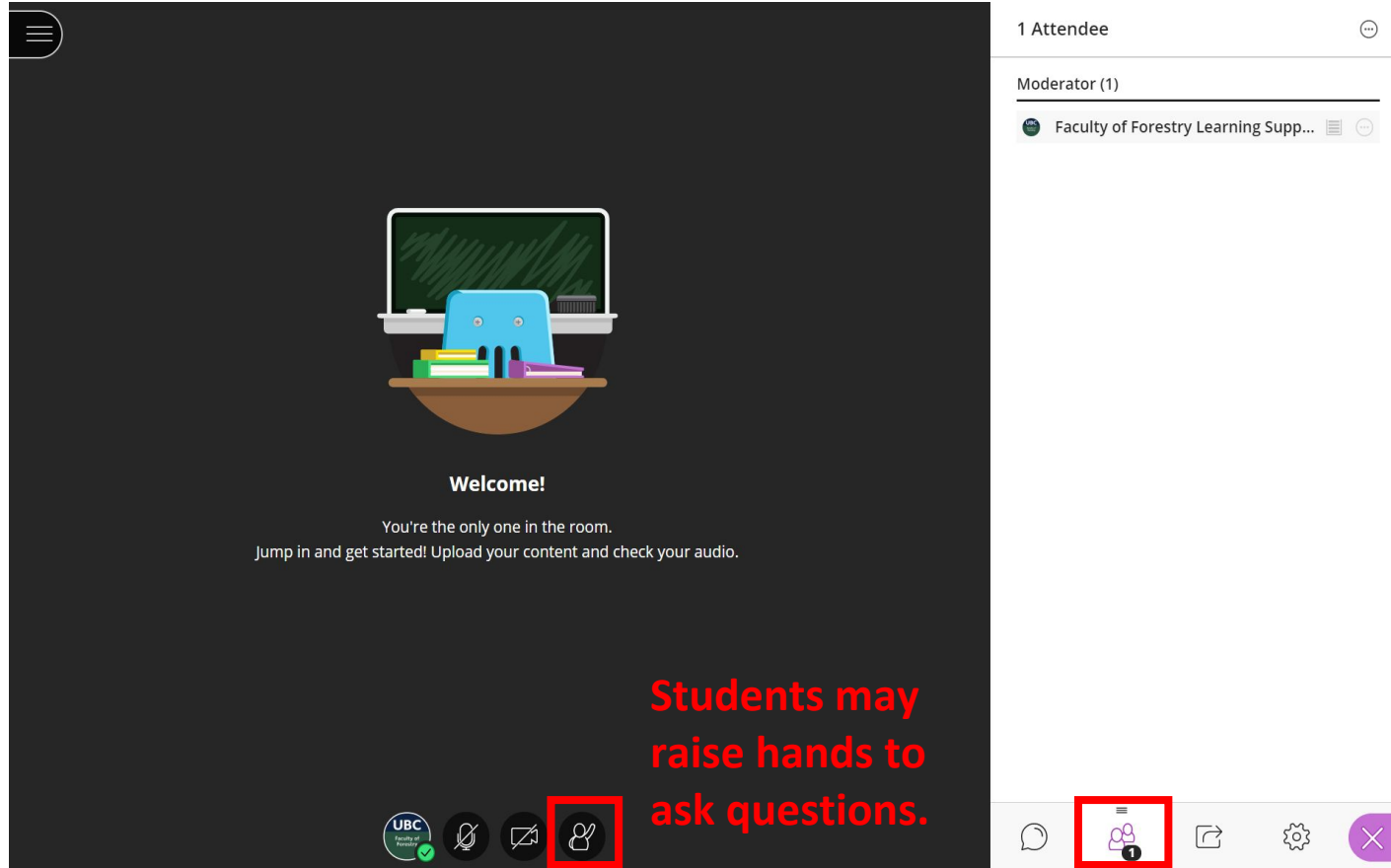
UBC Faculty of Forestry

Chat, Attendees, Share, Settings

Interface

Collaborate Panel

- Chat
- **Attendees**
- Share Content
- Settings



The screenshot displays a Zoom meeting interface. At the top right, it shows '1 Attendee' and 'Moderator (1)'. Below this, the name 'Faculty of Forestry Learning Supp...' is visible. The main area features a welcome message: 'Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio.' Below the message is a red text overlay: 'Students may raise hands to ask questions.' At the bottom, a toolbar contains several icons: a microphone, a video camera, a screen share icon, a 'Raise Hand' icon (highlighted with a red box), a chat icon, a share icon, a settings gear, and a close button. The 'Raise Hand' icon is a person silhouette with a hand raised, and it has a small '1' next to it.



Interface

Collaborate Panel

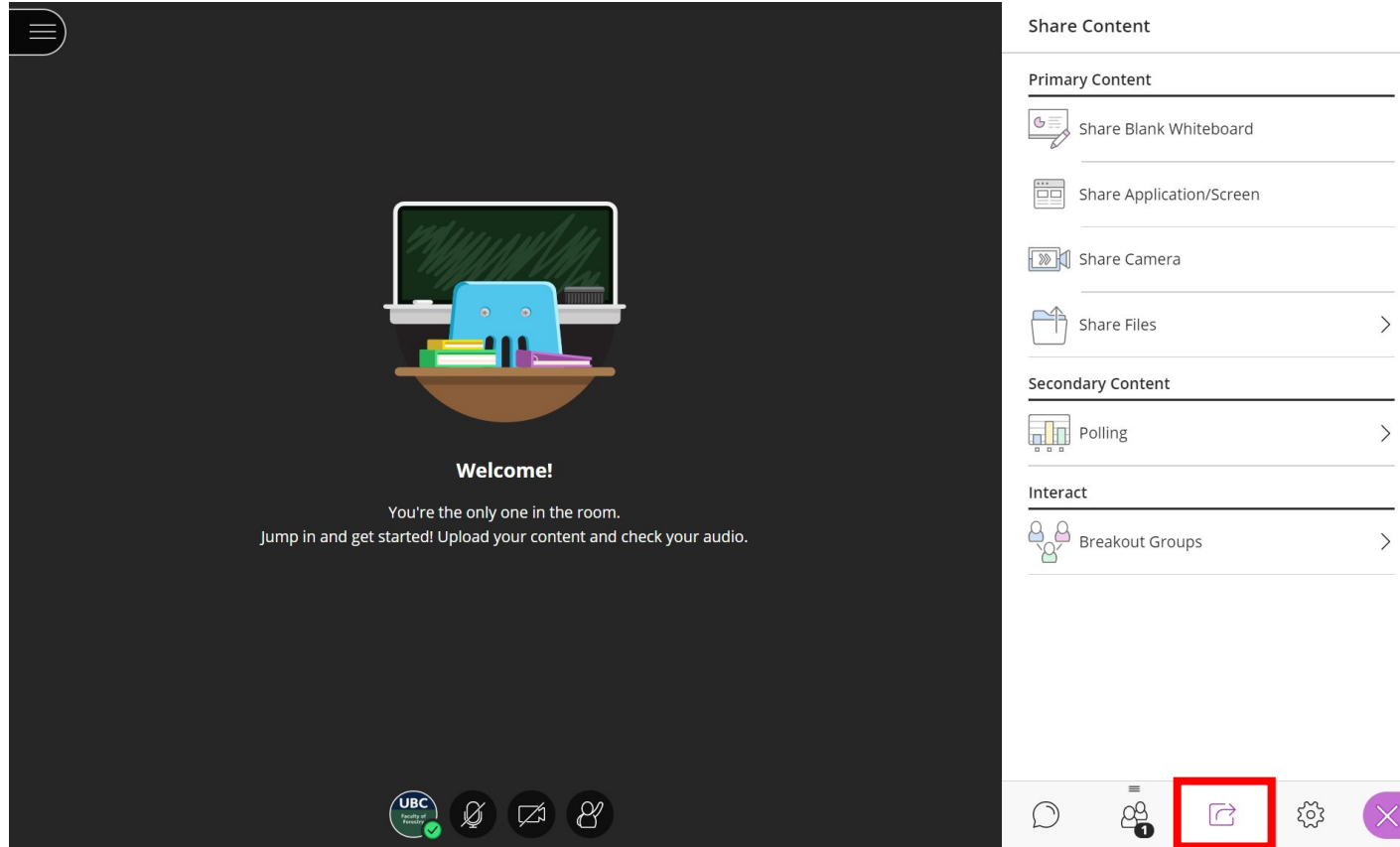
- Chat
- **Attendees**
 - **Raise hands**
- Share Content
- Settings

The screenshot displays a Zoom meeting interface. The main content area shows the UBC Faculty of Forestry logo. On the right, a list of attendees is visible, including 'Test Student' and 'Faculty of Forestry Learning Support'. A red arrow points from the 'Raise Hand' icon in the bottom toolbar to the 'Test Student' name in the attendees list. The bottom toolbar also features a 'Raise Hand' icon with a red box around it and a '2' next to it, indicating two participants have their hands raised. A red text box at the bottom right of the meeting area reads: 'Students may raise hands to ask questions.'

Interface

Collaborate Panel

- Chat
- Attendees
- **Share Content**
- Settings

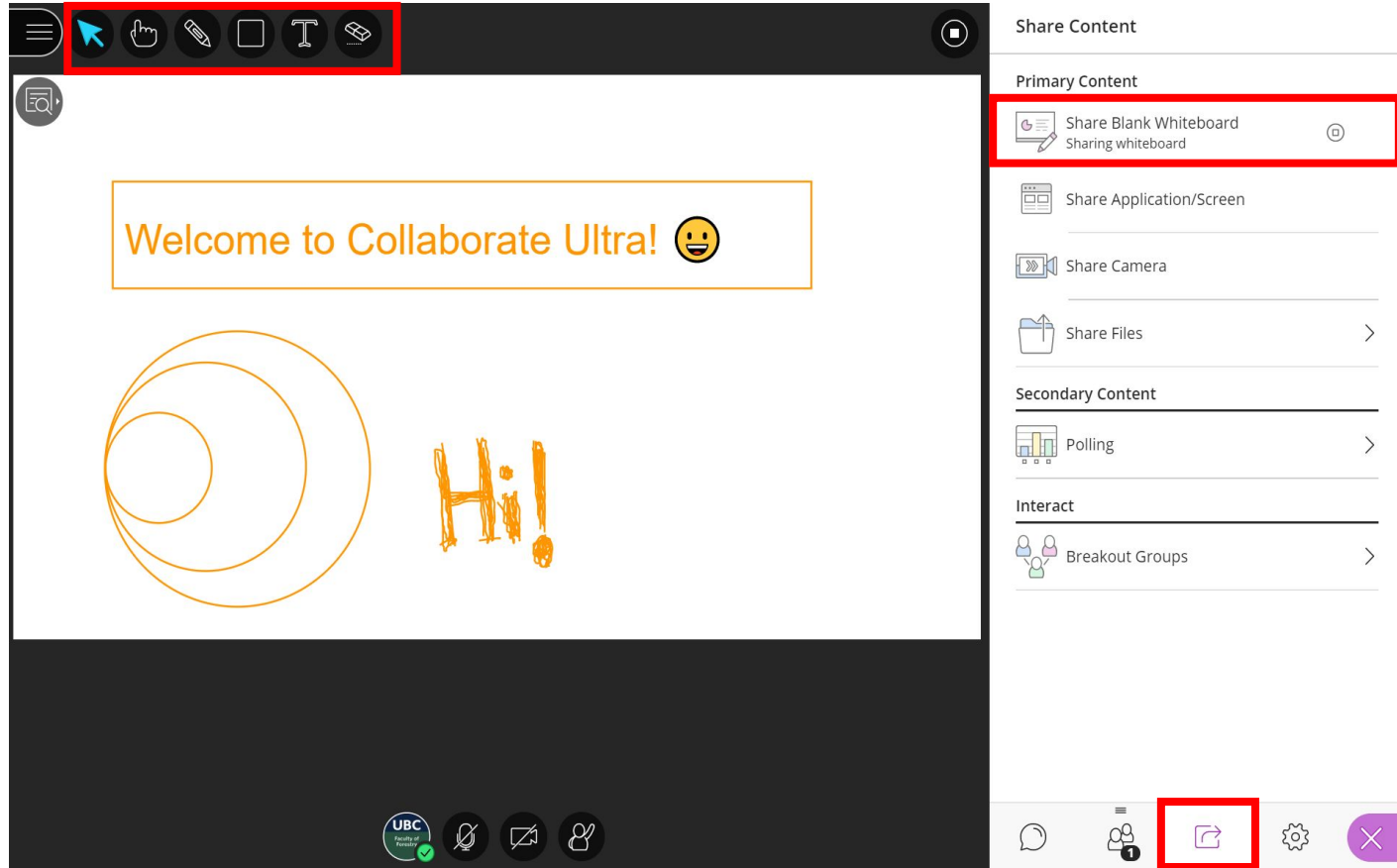


The screenshot displays a virtual meeting interface. The main area is dark with a central illustration of a desk with a laptop, a blue chair, and books. Below the illustration, it says "Welcome!" and "You're the only one in the room. Jump in and get started! Upload your content and check your audio." At the bottom of the main area, there are icons for UBC Faculty of Forestry, a microphone, a video camera, and a person icon. On the right side, there is a "Share Content" panel with the following options: "Primary Content" (Share Blank Whiteboard, Share Application/Screen, Share Camera, Share Files), "Secondary Content" (Polling), and "Interact" (Breakout Groups). The "Share Files" and "Polling" options have right-pointing chevrons. At the bottom of the share panel, there are icons for chat, attendees, a red-bordered "Share Content" icon, settings, and a close button.

Interface

Collaborate Panel

- Chat
- Attendees
- **Share Content**
 - **Text**
 - **Shape**
 - **Pointer**
 - **Eraser**
- Settings



Interface

Collaborate Panel

- Chat
- Attendees
- **Share Content**
 - **Share Files**
- Settings

The screenshot displays the Collaborate Ultra interface. The main whiteboard area contains the text "Welcome to Collaborate Ultra!" with a smiley face emoji, and a drawing of three overlapping circles and the word "Hi!" written in orange. The top toolbar includes icons for navigation, pointing, drawing, erasing, text, and erasing. The bottom toolbar includes the UBC logo, a microphone, a chat icon, and a share icon. On the right side, the "Share Files" panel is visible, featuring a red-bordered box with the text "Add Files" and instructions: "Drop your image, PowerPoint, or PDF files to upload. Or select to choose files." Below this panel is a "Share Now" button and a bottom navigation bar with icons for chat, attendees, share, settings, and close.

Upload the slides

- **People can highlight points in the slides**
 - **Could be helpful in Q&A**
 - **You can erase everything with the eraser**
- **Size limit: 60 MB/file**
- **Total limit :125 MB**

Interface

Collaborate Panel

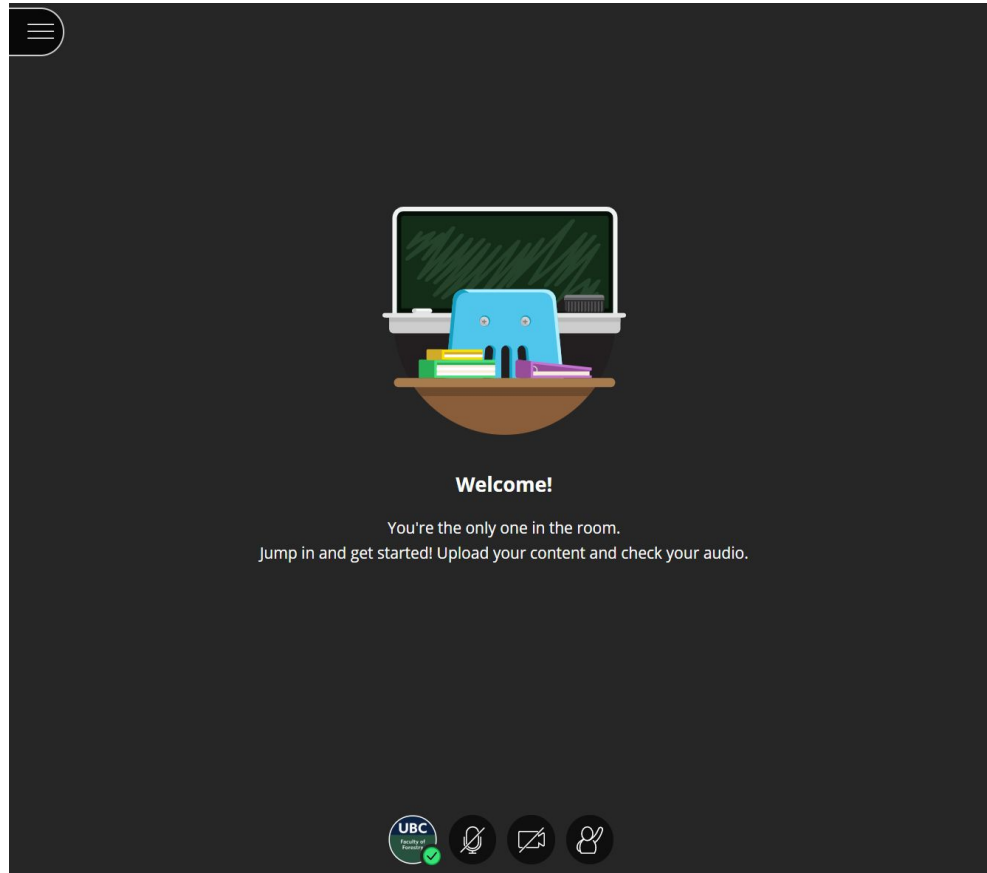
- Chat
- Attendees
- **Share Content**
 - **Screen or Web Tab**
- Settings

The screenshot shows a virtual meeting interface. On the left, a 'Collaborate Panel' lists options: Chat, Attendees, **Share Content** (with sub-option **Screen or Web Tab**), and Settings. The main screen features a 'Welcome!' message: 'You're the only one in the room. Jump in and get started! Upload your content and check your audio.' Below this is a toolbar with icons for UBC Faculty of Forestry, mute, video, and chat. On the right, a 'Share Content' panel is visible, listing 'Primary Content' (Share Blank Whiteboard, **Share Application/Screen** (highlighted in red), Share Camera) and 'Secondary Content' (Polling). Below that is an 'Interact' section with 'Breakout Groups'. At the bottom right, a toolbar contains icons for chat, attendees, **Share Application/Screen** (highlighted in red), settings, and a close button.

Interface

Collaborate Panel

- Chat
- Attendees
- **Share Content**
 - **Polling**
- Settings



< Polling

Multiple Choice

Yes/No Choices

Simple questions

- In-class activities
- Get feedback from attendees

Note: complex polling questions should be created in slides.

Select poll type



Interface

Collaborate Panel

- Chat
- Attendees
- **Share Content**
 - **Breakout groups**
- Settings

Welcome!

You're the only one in the room.
Jump in and get started! Upload your content and check your audio.

Group discussion & Teamwork

- **No recordings in breakout groups**
- **May need to join the discussions in different groups**

Breakout Groups

Assign Groups
Custom assignment

Allow attendees to switch groups

Main Room
Faculty of Forestry Learning S...
1 member

Group 1
0 members

Group 2
0 members

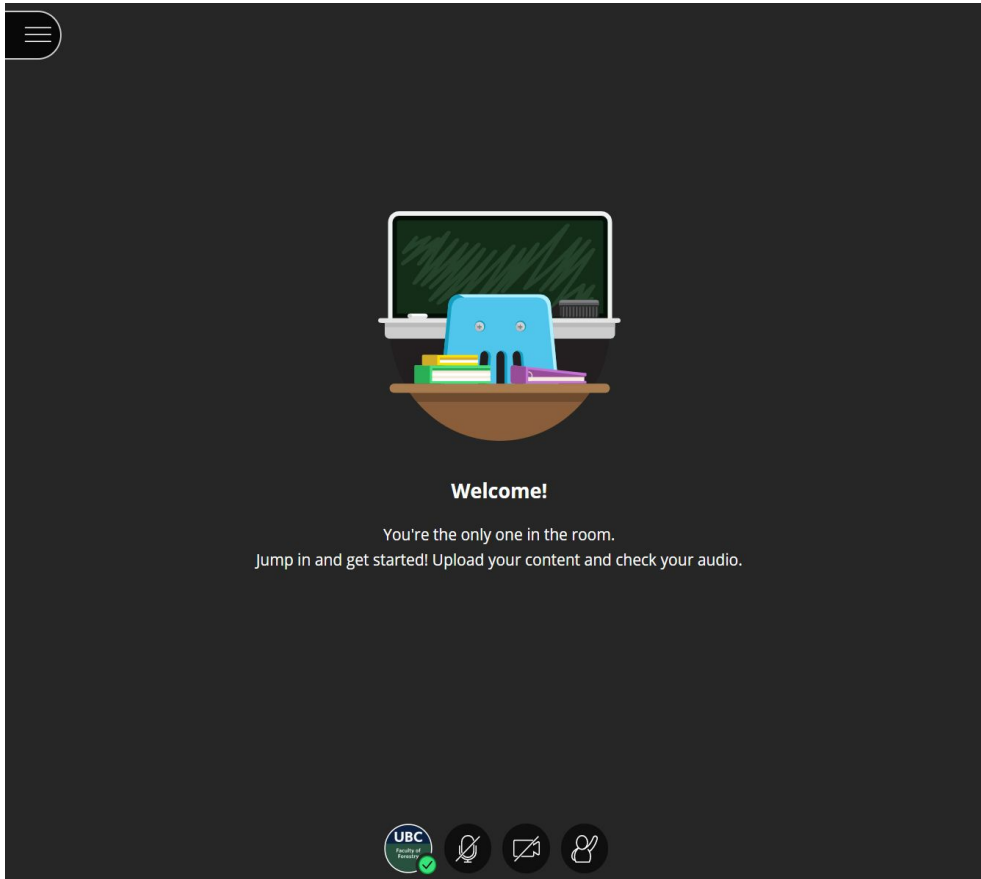
Cancel Start

Share Content

Interface

Collaborate Panel

- Chat
- Attendees
- Share Content
- **Settings**
 - **Profile**



Interface

Collaborate Panel

- Chat
- Attendees
- Share Content
- **Settings**
 - **Participant permissions**

The screenshot displays a Zoom meeting interface. The main window shows a 'Welcome!' message with a cartoon notepad character and instructions: 'You're the only one in the room. Jump in and get started! Upload your content and check your audio.' The right-hand sidebar contains the 'My Settings' menu, which is expanded to show 'Session Settings'. This panel is highlighted with a red border and contains the following options:

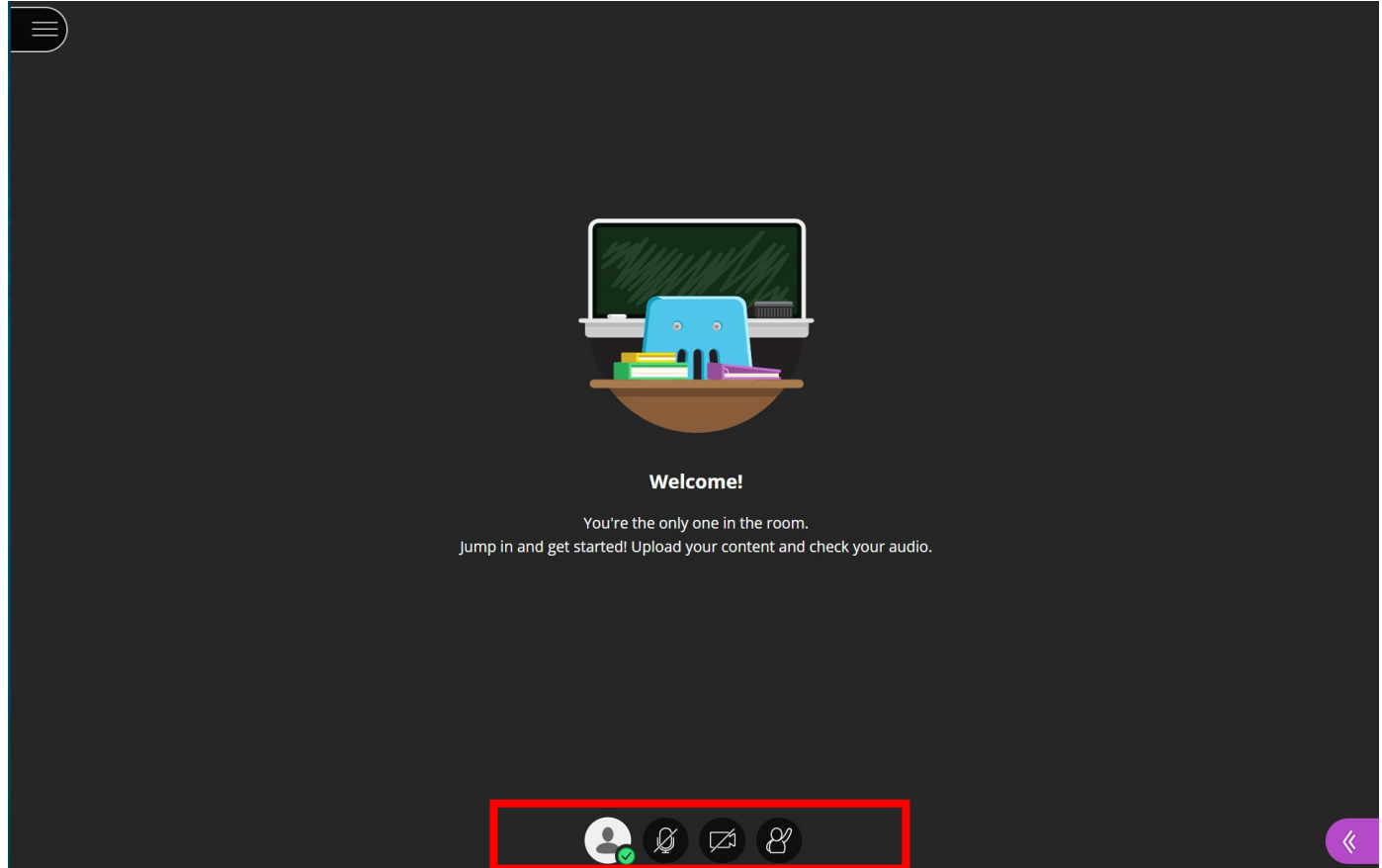
- Only show moderator profile pictures
- Participant permissions**
 - Share audio (indicated by a red arrow pointing left)
 - Share video (indicated by a red arrow pointing left)
 - Post chat messages
 - Draw on whiteboard and files (indicated by a red arrow pointing left)
- Report an issue

At the bottom of the interface, a toolbar contains icons for chat, participants, share, settings (highlighted with a red box), and close.

Interface

Bottom Panel

- Status
- Audio
- Video
- Raise Hands



Interface

Bottom Panel

- **Status**
 - **Feedback**
- Audio
- Video
- Raise Hands

The screenshot shows a Zoom meeting interface. At the top center is a circular logo for UBC Faculty of Forestry. Below it is a white control panel for the 'Faculty of Forestry Learnin... Moderator'. The panel includes options for 'Away', 'Leave session', and a 'Feedback' section. The 'Feedback' section is highlighted with a red border and contains six options: 'Happy', 'Sad', 'Surprised', 'Confused', 'Faster', and 'Slower'. Below the feedback options are 'Agree' and 'Disagree' buttons. At the bottom of the screen, there are icons for UBC, mute, video, and profile. A red text overlay on the screen reads 'Instant feedback from attendees'.

Interface

Bottom Panel

- **Status**
 - **Feedback**
- Audio
- Video
- Raise Hands

The screenshot displays a Zoom meeting interface. In the center, a circular logo for 'UBC Faculty of Forestry' is visible. A feedback menu is open for the 'Test Student Moderator', showing options for 'Away', 'Leave session', and 'Feedback'. The feedback options include 'Happy', 'Sad', 'Surprised', 'Confused', 'Faster', and 'Slower'. The 'Agree' and 'Disagree' options are highlighted with a red box. A red arrow points from the 'Agree' button to the 'Test Student' name in the 'Moderators (2)' list on the right side of the screen. The list also includes 'Faculty of Forestry Learning Support'. At the bottom of the screen, there are icons for chat, participants (with a '2' indicator), share, settings, and close.

Another way to
get the response
from attendees

A few things to note:

Upload the slides to “Share Content” □ “Share Files”

- May be better than sharing the screen
- Deactivate the participants’ access to draw on files during the presentation
- Allow participants to draw on files during the Q&A session

There could be a bandwidth limit for the Collaborate Ultra session

- Sharing videos using “Share Screen” may not work sometimes
- If you need to integrate videos in the presentation, then you could upload the videos to “Share Files” first
- The system might crash if the internet connection is poor

A few things to note:

Engaging attendees

- Get feedback from attendees
 - *Use the feedback from the bottom panel*
 - Status agree/disagree
 - *Use polling questions*
 - Share Content
 - Embed the questions in slides
- Breakout groups
 - May need to lead the discussion
 - May need to summarize major points in the main room
- Allow attendees to draw on the whiteboard



Helpful Links for Collaborate Ultra

Get started with Collaborate Ultra

- https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started

Moderate & Teaching with Collaborate Sessions

- <https://wiki.umbc.edu/pages/viewpage.action?pageId=96536422>
- How to create a poll?
- How to randomly assign breakout groups?
- How to save files from breakout groups?
- How to share content with all breakout groups?
- Etc.



Overview

1. **Course Content**
 - a. Access & Settings
 - b. Announcements & Notifications
 - c. Modules
2. **Lectures, Teamwork, and Office Hours**
 - a. Collaborate Ultra
 - b. Zoom
3. **Discussion, Assignment, and Quiz**
 - a. Create assignments and discussions
 - b. Create quizzes
4. **Grading**
 - a. SpeedGrader



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SFM Course 1

All

Search by title or author...

+ Discussion



Discussion

▼ Pinned Discussions

Course General Questions



[All Sections](#)

Self Introduction



[All Sections](#)

 **Week 1 Discussion**



 **Week 2 Discussion**



 **Week 3 Discussion**



 **Week 4 Discussion**



 **Week 5 Discussion**



All

[1] Filter discussions

Search by title or author...

[2] Search for a specific discussion

+ Discussion

[4] Add a new discussion

▼ Pinned Discussions

Course General Questions

[All Sections](#)

[3] Click on the OPTION icon to control each discussion

Self Introduction

[All Sections](#)

Pin/unpin this discussion on the top
Move To: reorder discussions

 Week 1 Discussion

Copy To: Copy the discussion to another course









 Week 2 Discussion

Delete: Delete this discussion

 Week 3 Discussion

 Week 4 Discussion

 Week 5 Discussion

-  Close for comments
-  Unpin
-  Move To
-  Duplicate
-  Send To...
-  Copy To...
-  Share to Commons
-  Delete

**Global Setting
of Discussions**

All

Search by title or author...



+ Discussion



▼ Pinned Discussions

Course General Questions

[All Sections](#)

To view discussion details and replies, click on the name of the discussion.

View/Edit an existing discussion

Published

Edit



← [4] Click on Edit to change content/settings

Course General Questions

[All Sections](#)

- 1. Course General Questions
- 2. Course General Questions
- 3. Course General Questions
- 4. Course General Questions

Search entries or author

Unread



[3] collapse and expand all discussion replies

Subscribe

Published

- **Published:** student can access this discussion
- **Unpublished:** this discussion isn't visible to students

Publish

Reply

[1] Filter unread replies

[2] View deleted replies

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Search for Assignment

+ Group + Assignment

▼ Assignments

- Assignment 1
- Test Quiz
Available until Aug 30 at 11:59pm | Due Aug 29 at 11:59pm | 2 pts

▼ Participation

- Participation

▼ Online Discussions 0% of Total

- Week 2 Discussion
- Week 4 Discussion
- Week 3 Discussion
- Week 5 Discussion

Assignments

- Assignment
- Discussion
- Quiz

Search for Assignment

+ Group

+ Assignment

[3] Add a new assignment group

[4] Add a new assignment
0% of Total +

▾ Assignments

← [1] An assignment group

Assignment 1

← [2] An assignment

▾ Participation

Participation

Global Setting of Assignments

▾ Online Discussions

0% of Total +

Week 4 Discussion

← [5] A graded discussion

Click on the icon to control individual assignment [7]

Week 5 Discussion

Week 6 Discussion

▾ Quizzes

Quiz 1

← [6] A quiz

- Edit
- Duplicate
- Move To...
- Delete
- Send To...
- Copy To...
- Share to Commons

Search for Assignment

+ Group

+ Assignment



▾ Assignments

0% of Total + ⋮

⋮  [Assignment 1](#)



To view assignment details and submission status, click on the name of the assignment.

Assignment 1

✓ Published

 Edit



[2] Click on Edit to edit

Instructions

Instructions

Instructions

Instructions for [Assignment 1](#)

Related Items

 [SpeedGrader™](#)

 [Peer Reviews](#)

Points 10

Submitting a text entry box or a file upload

Due

For

Available from

Until

Nov 23

Everyone

Aug 1 at 12am

Nov 30 at 11:59pm

[3] Due Date

[4] Availability dates

+ Rubric

View/Edit an Existing Assignment

Create an Assignment

Submission Type

No Submission
 Online
 On Paper
 External Tool
 Online Entry Options

- [1] Online: submit their assignments via Canvas.
- [2] On Paper: submit an assignment in person
- [3] External Tool: submit an assignment using embedded external apps

Submission Types

Submission Type

Online

Online Entry Options

Text Entry

Website URL

Media Recordings

File Uploads

Restrict Upload File Types

Allowed File Extensions

Enter a list of accepted extensions, for example:
doc,xls,txt

[1.1] Text Entry: submit directly in the Rich Content Editor embedded in the Canvas.

[1.2] File Uploads: upload a file.

- You can restrict file types by entering file extensions.
- i.e. doc, pdf, txt

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

Find

Load This Tool In A New Tab

[3.1] Click on Find to view available external tools

Configure External Tool

CLASS

[Collaborate Ultra](#)
Web Conferencing

[ComPAIR](#)
ComPAIR Learning Application

[Course Evaluation](#)
Description

URL:

Load in a new tab

Cancel Select

[3.2] A list of available external tools in Canvas

Submission Attempts

Allowed Attempts

- Unlimited
- Limited

Number of Attempts

1

[1] Limit submission attempts for the assignment(For Online Submission)

Group Assignment

This is a Group Assignment

[2] Set as a group assignment(only requires one submission from the group)

Peer Reviews

Require Peer Reviews

How to Assign Peer Reviews

- Manually Assign Peer Reviews
- Automatically Assign Peer Reviews

Anonymity

Peer Reviews Appear Anonymously

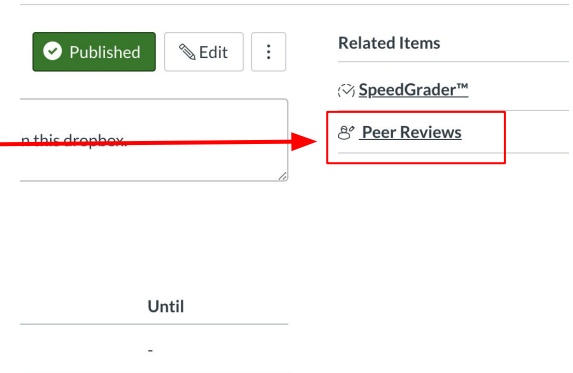
[3] Require students review each other's work(For Online Submission)

[3.1] Assign peer reviews manually

[3.2] Automatically: Canvas can assign peer reviews randomly

[3.3]Assign Anonymous Peer Reviews

Submission Attempts & Peer Review Options



Assign

Assign to
Everyone X

Due
[Calendar icon]

Available from [Calendar icon] Until [Calendar icon]

+ Add

[1] Assign the assignment to everyone/ an individual student or course section

[2] Due: Create due date. Students can still submit after due date.

[3] Availability dates: Students can't access the assignment beyond the availability date range

A new assignment is created!

ers that this content has changed

Cancel

Save & Publish

Save

Edit Due and Availability Dates in individual assignment

Bulk update due dates and availability dates

Search for Assignment

+ Group

+ Assignment



▾ Assignments

▸ Assignment 1

- Edit Assignment Dates
- Assignment Groups Weight
- Commons Favorites

▾ Participation

▸ Participation

0% of Total + ⋮



Bulk update due dates and availability dates

Edit Assignment Dates

Allows you to bulk update due dates and availability date

Select by date range

 to 

0 assignments selected

<input type="checkbox"/> Title	Due At	Available From	Available Until
<input type="checkbox"/> Assignment 1	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<input type="checkbox"/> Assignment 2	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<input type="checkbox"/> Assignment 3	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<input type="checkbox"/> Final Exam	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<input type="checkbox"/> Mid-term	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 
<input type="checkbox"/> Quiz 1	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 



Shift dates forward by a number of days or remove due and availability dates

Batch Edit Dates

Shift Dates

Shift due dates and assignment availability dates forward by a number of days.

Days

Remove Dates

Remove due dates and assignment availability dates.


4 assign

Global Setting of Quizzes














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Search for Quiz

[1] Add a new Quiz →


+ Quiz 

[2] Option Menu


Assignment Quizzes	
 Final Exam	
 Mid-term	 
 Quiz 1	 
 Quiz 2	 
 Quiz 3 2 pts 2 Questions	 

[3] Manage Question Banks

- Question Bank: A bank to store all your created quizzes






 [Manage Question Banks](#)

[Reset quiz engine choice](#)

 [Commons Favorites](#)

To view quiz details and submission status, click on the name of the quiz.

Create a Quiz

- ▼ Assignment Quizzes
 -  **Final Exam**
 -  **Mid-term**
 -  **Quiz 1**
 -  **Quiz 2**
 -  **Quiz 3**
2 pts | 2 Questions

Choose a Quiz Engine ×

Canvas now has two quiz engines. Please choose which you'd like to use. [Learn more about the differences.](#)

- Classic Quizzes**
For the time being, if you need security from 3rd-party tools, Speedgrader, or CSVs for student response analysis, this is the better choice.
- New Quizzes**
This has more question types like hotspot, categorization, matching, and ordering. It also has more moderation and accommodation features.

Remember my choice for this course

⋮

[1] Add a new quiz

<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	⋮
<input checked="" type="checkbox"/>	⋮

Options

Shuffle Answers

[1] Shuffle Answers: can shuffle (randomize) answers

Time Limit Minutes

[2] Time Limit: Timed quizzes do not pause if the student navigates away from the quiz after beginning the quiz

Allow Multiple Attempts

Quiz Score to Keep

[3] Allow students to have multiple attempts

- Have options to keep the Highest/Latest/Average of attempts

Allowed Attempts

Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

[4] Allow students to see their scoring (Correct answers are hidden)

Only After Their Last Attempt

[4.1] Allow students to see their scoring after their last attempt (Correct answers are hidden)

Only Once After Each Attempt

[4.2] Allow students to see their scoring only once after each attempt (Correct answers are hidden)

Let Students See The Correct Answers

[5] Allow students to see their scoring and correct answers

Only After Their Last Attempt

Show Correct Answers at



[4] Show correct answers to students at the designated Show Correct Answer time

Hide Correct Answers at



- leave date for Hide Correct Answers at in blank if you don't want to hide answers after a specific date

Show one question at a time

Lock questions after answering

Question

Multiple Choice

pts: 1

Enter your question and multiple answers, then select the one correct answer.

Question:

[HTML Editor](#)



[1] What you want to ask

p 0 words

Answers:

Correct Answer Answer Text

[2] Correct Answers marked green

...

Possible Answer Answer Text

[3] Alternative Answers marked red

...

Possible Answer Answer Text

...

[+ Add Another Answer](#)



[4] Text for the answer comments under each answer and/or at the end of the question

Cancel

Update Question

Add Questions to a Quiz

Student view of the question:

Question 1 1 pts

2 + 2 = ?

4

0

8

6

Details

Questions

Show Question Details

⋮ Question

1 pts

How much time should you spend on your online course each week in order to understand the concepts?

⋮ Question

1 pts

George Washington is the only president to have a state named after him.

View Questions



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[Gradebook](#) ▾ [View](#) ▾ [Actions](#) ▾



Search...



Student Name	Assignment 1 Out of 0	Test Quiz Out of 2	Participation Out of 0	Week 2 Discussion Out of 0	Week 4 Discussion Out of 0	We
Test Student	-	-	-	-	-	-

Grading

[1]Global Sorting Options

- Search: allows you to find an individual student

[2] Name of students

[3]Assignment data

View Grade Book

☰ History 101 > Grades

Gradebook ▾ View ▾ Actions ▾ ⚙️

2 Student Name	3 History Overview Out of 11	Research Paper Out of 35	Bill of Rights Topic Discu... Out of 10	Road to Revolution: Patr... Out of 10
Emily Boone History 101 Section 1	📄	-	✓	A
Jessica Doe History 101 Section 1	📄	35	✓	A-
Max Johnson History 101 Section 1	📄	30	✓	B
Bruce Jones History 101 Section 2	-	28	✗	B-
Joe Rogers History 101 Section 2	📄	32	✗	B+
Nora Sanderson History 101 Section 1	-	29	✓	A-
Jane Smith History 101 Section 1	-	35	✓	C



Student Name	Assignment 1 Out of 10	Week 4 Discussion Out of 0	Week 5 Discussion Out of 0	Week 6 Discussion Out of 0	Quiz 1 Out of 0	Quiz 2 Out of 0	Quiz 3 Out of 2
Test Student	-	-	-	-	-	-	-

Set Late Policy

Late Policies | **Grade Posting Policy** | Advanced

Automatically apply grade for missing submissions

Grade percentage for missing submissions
 %

Automatically apply deduction to late submissions

Late submission deduction percent: %
Late submission deduction interval: ▾

Lowest possible grade percent
 %

[1] Missing Submission Policy: Automatically apply a grade for missing submissions

[2] Late Submission policy: Apply a defined penalty.

- **Lowest possible grade percent: a threshold score regardless of how late the submission is when submitted.**

Gradebook ▾ View ▾ Actions ▾

Conservation and Urbar ▾ Search... ⚙️

Student Name	3+2 Program Meeting Out of 10 MANUAL	Welcome to the class!... Out of 10 MANUAL	2020 Inclusive Forest... Out of 10 MANUAL	Topic 1.1 Q & A Out of 10 MANUAL	1.1.7 Living in Vancou... Out of 10 MANUAL	1.1.9 How to Get Invo... Out of 10 MANUAL
	100%		10	100%	100%	10
	100%		10	90%	100%	10
	100%		-	-	80%	-
	100%		7	100%	100%	6
	100%		9	100%	-	10
	100%		9	100%	100%	10

Sort by >

SpeedGrader

Message Students Who

Curve Grades

Set Default Grade

All grades posted

Hide grades

Enter Grades as >

Grade Posting Policy

Sort by: Grade high to low/ low to high/ missing/ late

SpeedGrader: All values for an assignment are loaded and saved in the browser

Enter grades as: points/ percentage

Back to the
gradebook

Avg. and remaining
ungraded students

Navigate to the next student



Plant Genetics Paper
Due: Jul 20 at 6pm - Bio 101

1/2 55 / 60 (92%) 1/2
Graded Average



Bruce Jones



Page < 1 > of 5



— ZOOM +



Student assignment

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam non arcu in dolor sodales vulputate sed eget tortor. Pellentesque vestibulum tellus non eleifend feugiat. Suspendisse sit amet velit non elit laoreet luctus. Maecenas eget vehicula magna. Mauris vestibulum metus eu diam fermentum, a condimentum dolor convallis. Suspendisse potenti. Pellentesque eget imperdiet sem, viverra laoreet lectus.

Vestibulum et elementum ante, vitae mattis tortor. Etiam eget ipsum sed nisi pretium interdum eget vel velit. Cras mattis velit a elit aliquet, quis pretium erat laoreet. Sed ultrices at libero et cursus. Mauris eros diam, bibendum vel suscipit fringilla, efficitur at elit. Duis laoreet suscipit metus, vel aliquam massa blandit ac. Vivamus non consectetur dolor. Donec semper dolor in neque consequat, condimentum sagittis erat placerat. Integer lacinia velit ut odio aliquam, eu congue enim consectetur. In eget augue arcu. Fusce tincidunt, leo eu fermentum fringilla, dui nunc laoreet leo, at dictum lectus justo vel diam. Donec ut enim eget arcu tristique egestas. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Aliquam placerat est odio, sit amet consequat nibh viverra vel.

Nulla interdum gravida lectus in convallis. Proin id risus magna. Donec sodales varius sem, ac facilisis augue posuere in. Morbi mauris lectus, lacinia quis odio nec, volutpat volutpat eros. Praesent euismod erat lacus, non dictum augue convallis sed. Suspendisse ut vehicula

Submitted: Jul 8 at 4:12pm

Submitted Files: (click to load)

[Assignment.docx](#)

Download the
uploaded file

Assessment

Grade (55.8 / 60)

Grading

A-

[Use this same grade for the resubmission](#)

[View Rubric](#)

Assignment Comments

[Add a Comment](#)

Feedback &
comments



Submit



Student Name	Career Path and Grad... Out of 10 MANUAL	2.2.2 Efficient note ta... Out of 10 MANUAL	1.2.3 Resume and Cov... Out of 10 MANUAL	Pick your favorite 5 p... Out of 1 MANUAL	🔍 Climate Change in BC... Out of 10 MANUAL	Round Table Simulati... UNPUBLISHED
	-	8	0	1		
	-	0	0	0		
	-	0	6	1	0	
	-	7	8	1		
	-	7	3.5	1	0	
	-	6	9	1		
	-	6	0	1	0	

 : Missing submission after available dates

 : Late submission

- : No submission

 : Need to be graded



Resources

- **CANVAS 101 Tutorial:** <https://lthub.ubc.ca/guides/canvas/>
- CANVAS Instructor Guide: <https://guides.instructure.com/m/4152>
 - Discussion: <https://guides.instructure.com/m/4152/c/23845>
 - Assignments: <https://guides.instructure.com/m/4152/c/23831>
 - Quizzes: <https://guides.instructure.com/m/4152/c/23861>
 - Grade: <https://guides.instructure.com/m/4152/c/287688>
 - SpeedGrader: <https://guides.instructure.com/m/4152/c/23867>
- Thrive 5: <https://wellbeing.ubc.ca/thrive-5>
- UBC Wiki: <https://lthub.ubc.ca/guides/ubc-wiki/>
- Resources for Teaching Assistants:
<https://ctlit.ubc.ca/resources/teaching/teaching-assistants/>



THANK YOU