UBC Faculty of Forestry & Environmental Stewardship

canvas

Online Teaching and Learning Transition

An Introduction to Canvas

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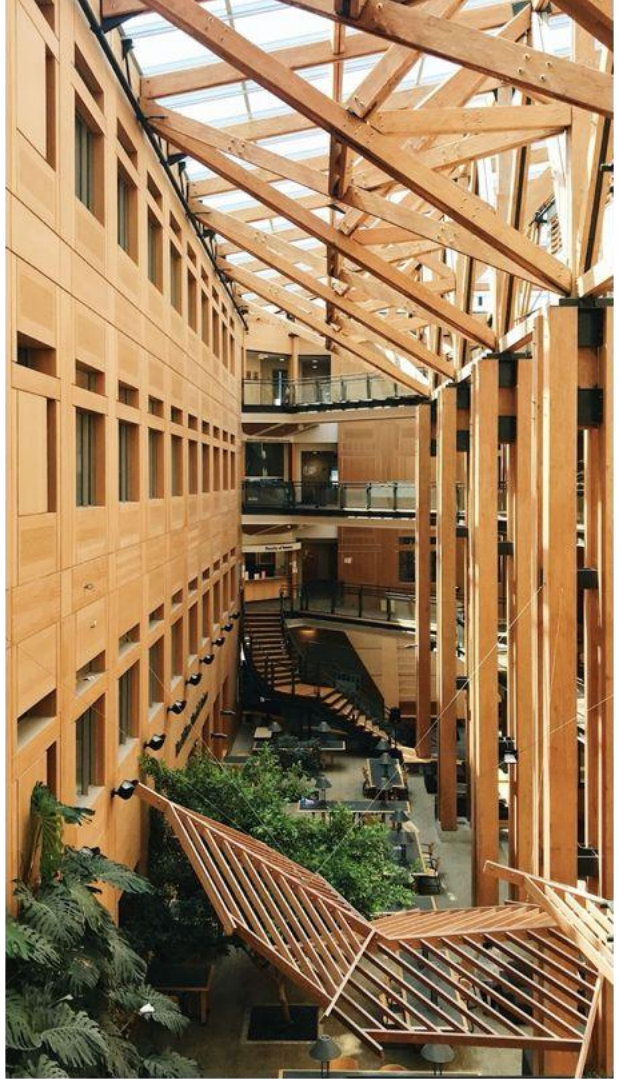
Online Learning Support Team, Faculty of Forestry

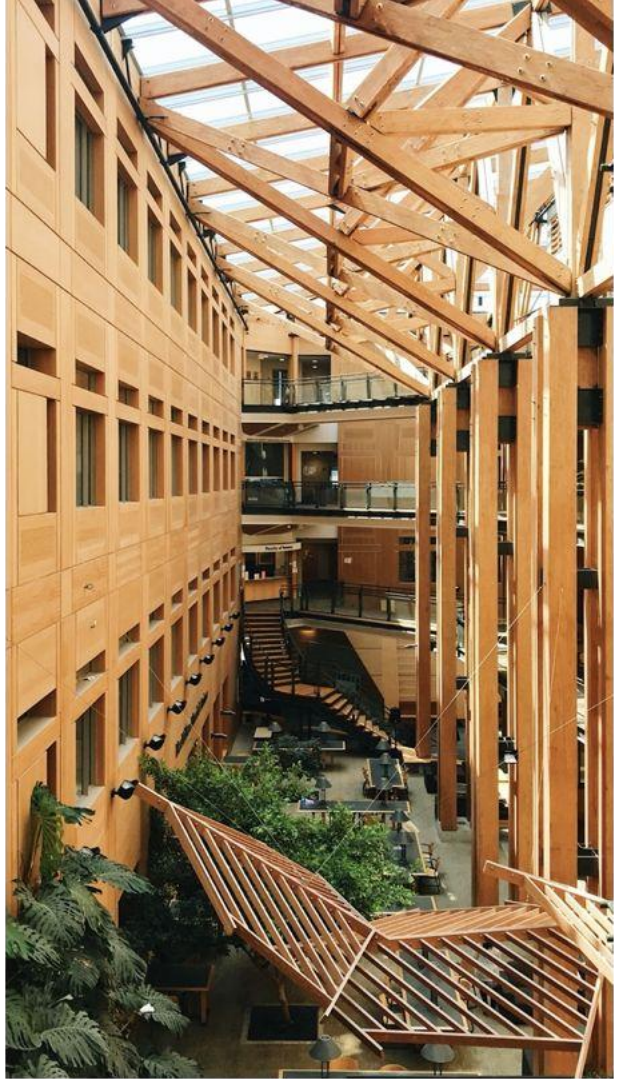


UBC Faculty of Forestry & Environmental Stewardship

canvas

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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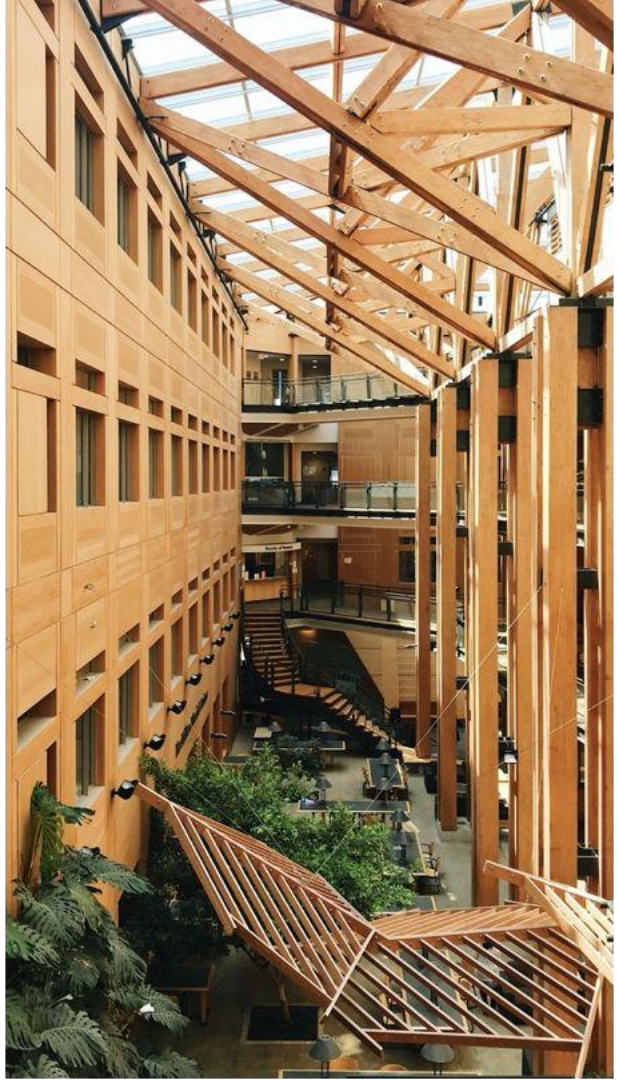

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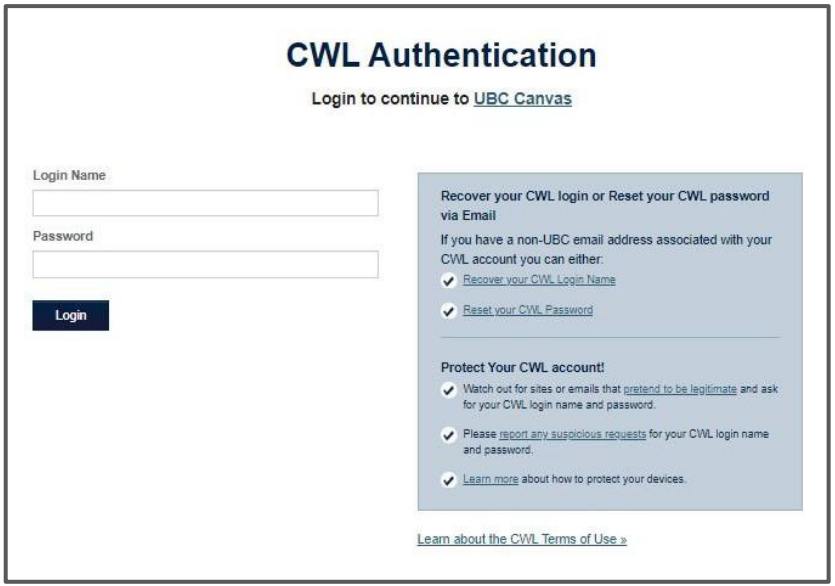
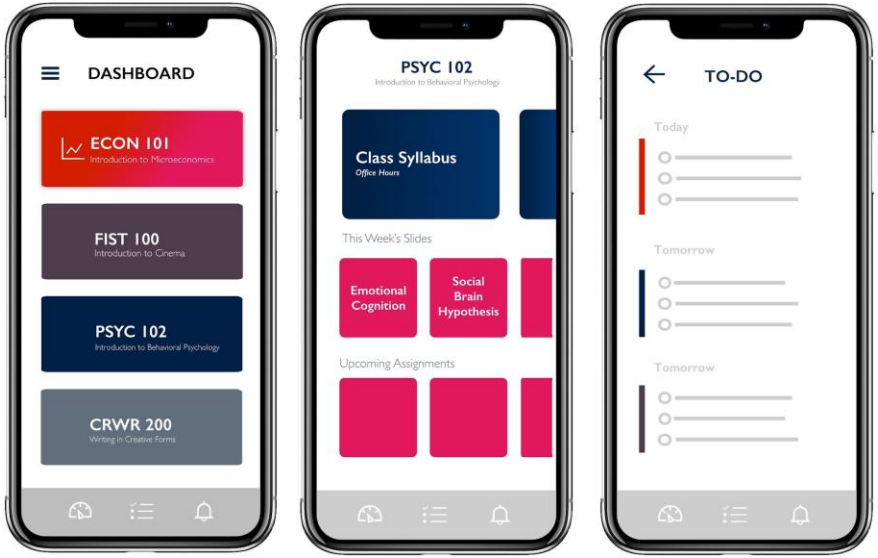
canvas

Canvas - Access & Log in

Canvas Website (canvas.ubc.ca)



Canvas Mobile App



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**

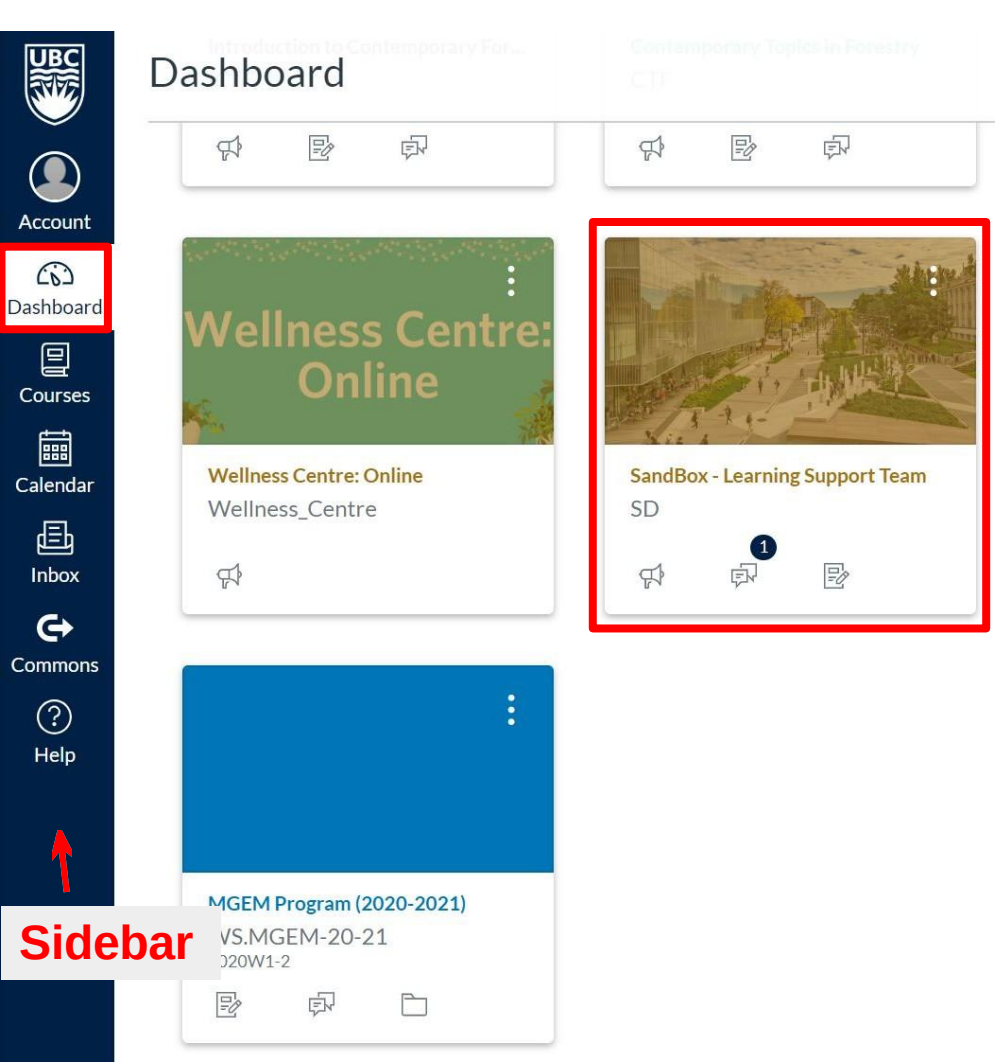
THE UNIVERSITY OF BRITISH COLUMBIA

Coming Up View Calendar

Nothing for the next week

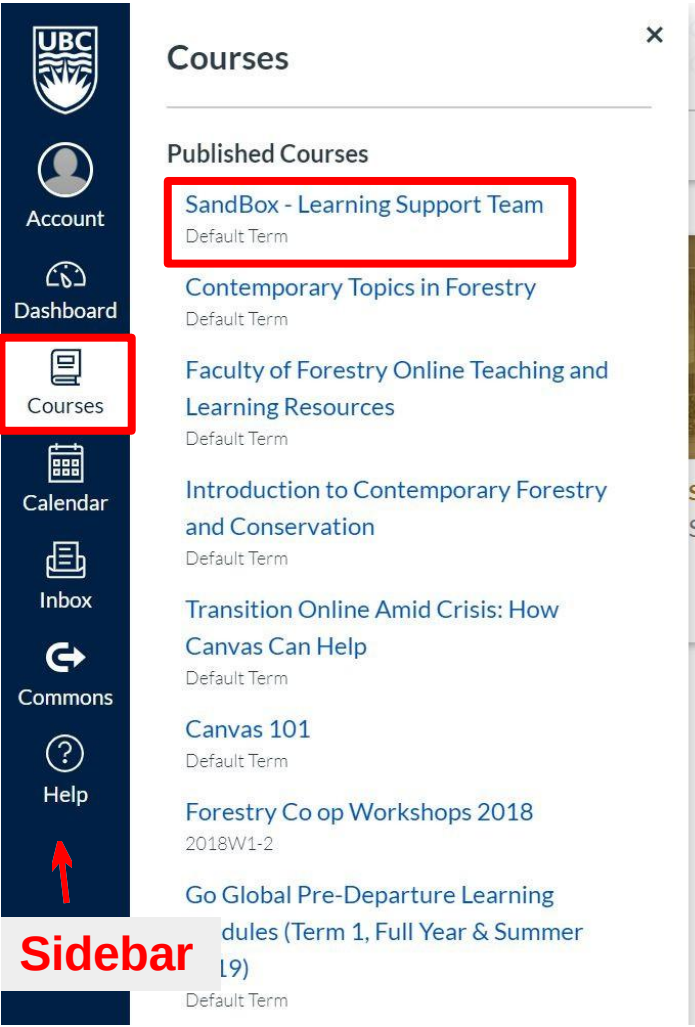
View Grades

Interface



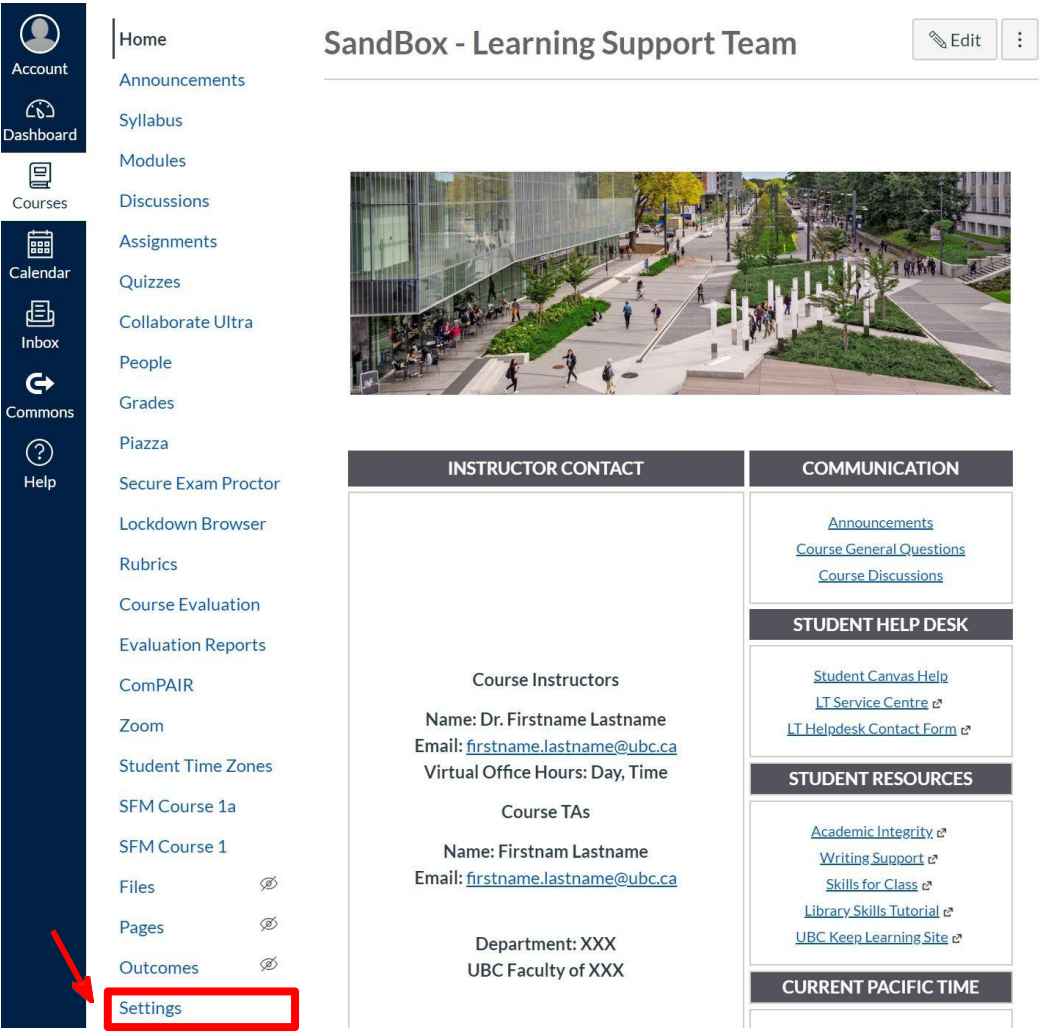
Interface

Locating Course



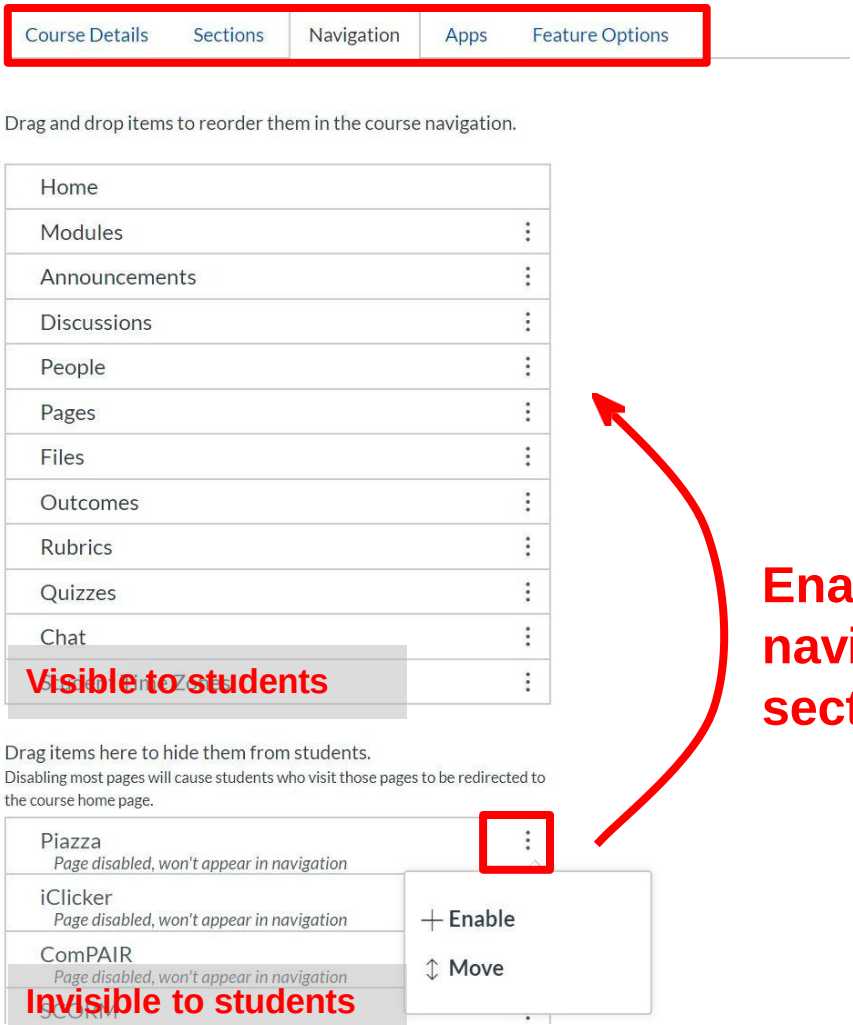
Interface

Locating Course



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.



Enable a navigation section

Course Settings

- Course details (e.g. start date, time zone, etc.)
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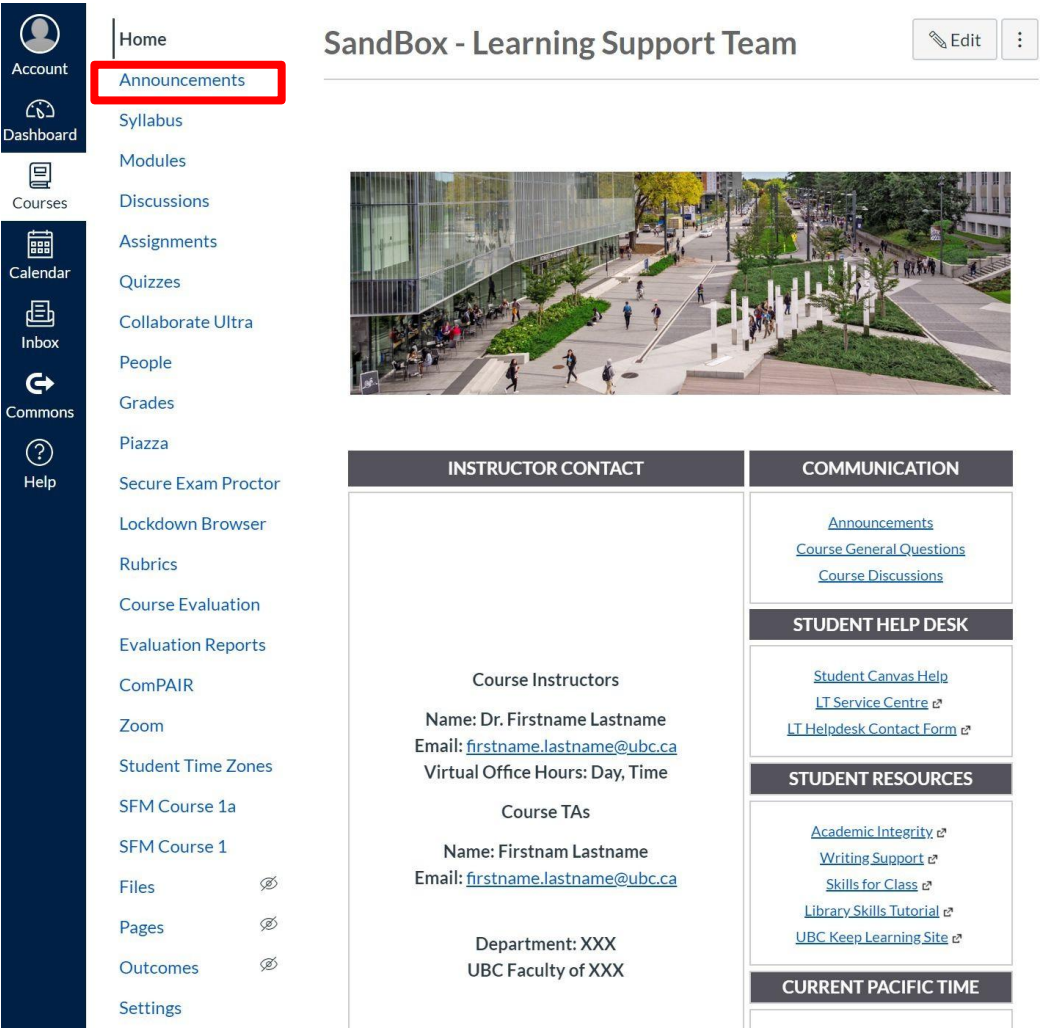
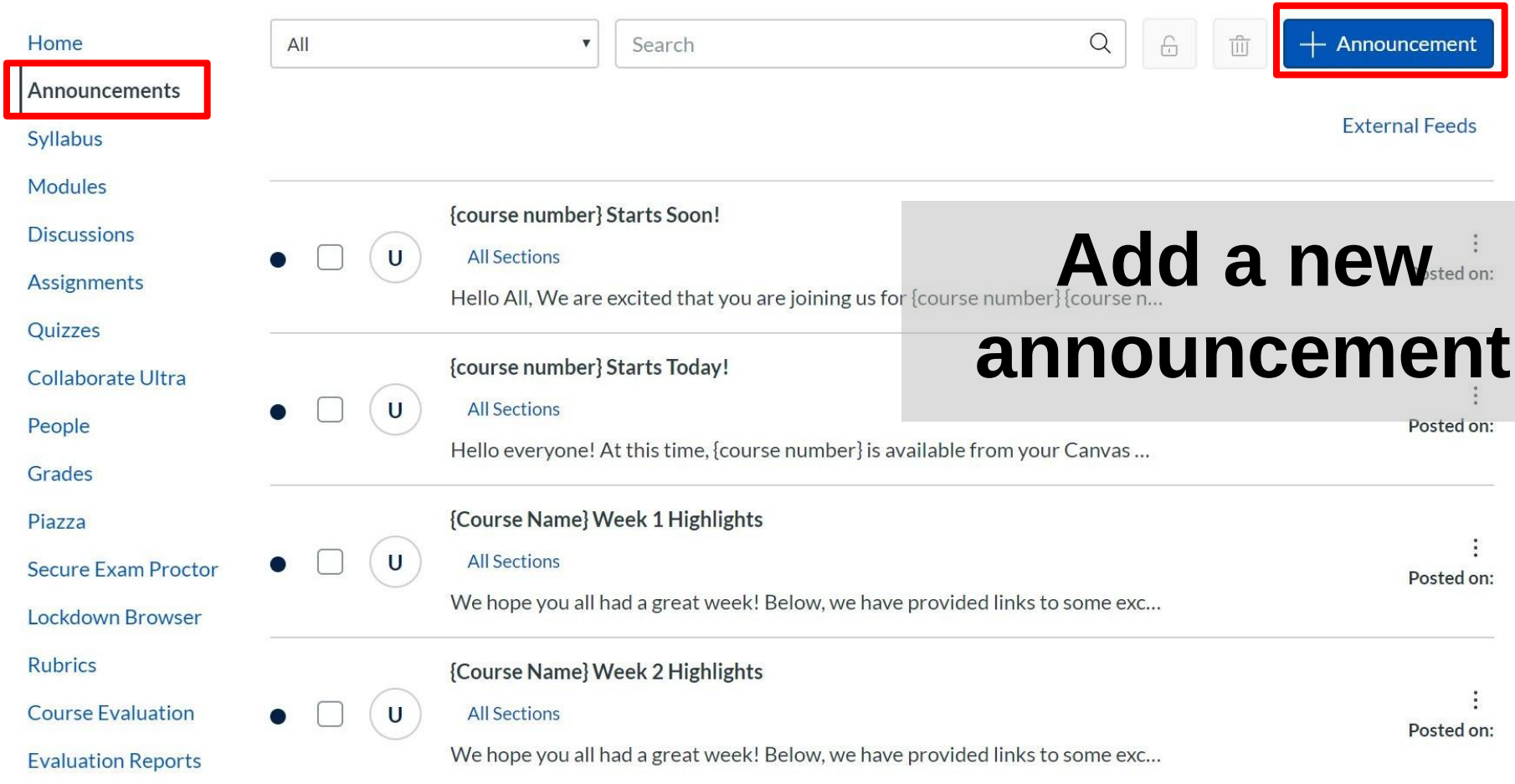
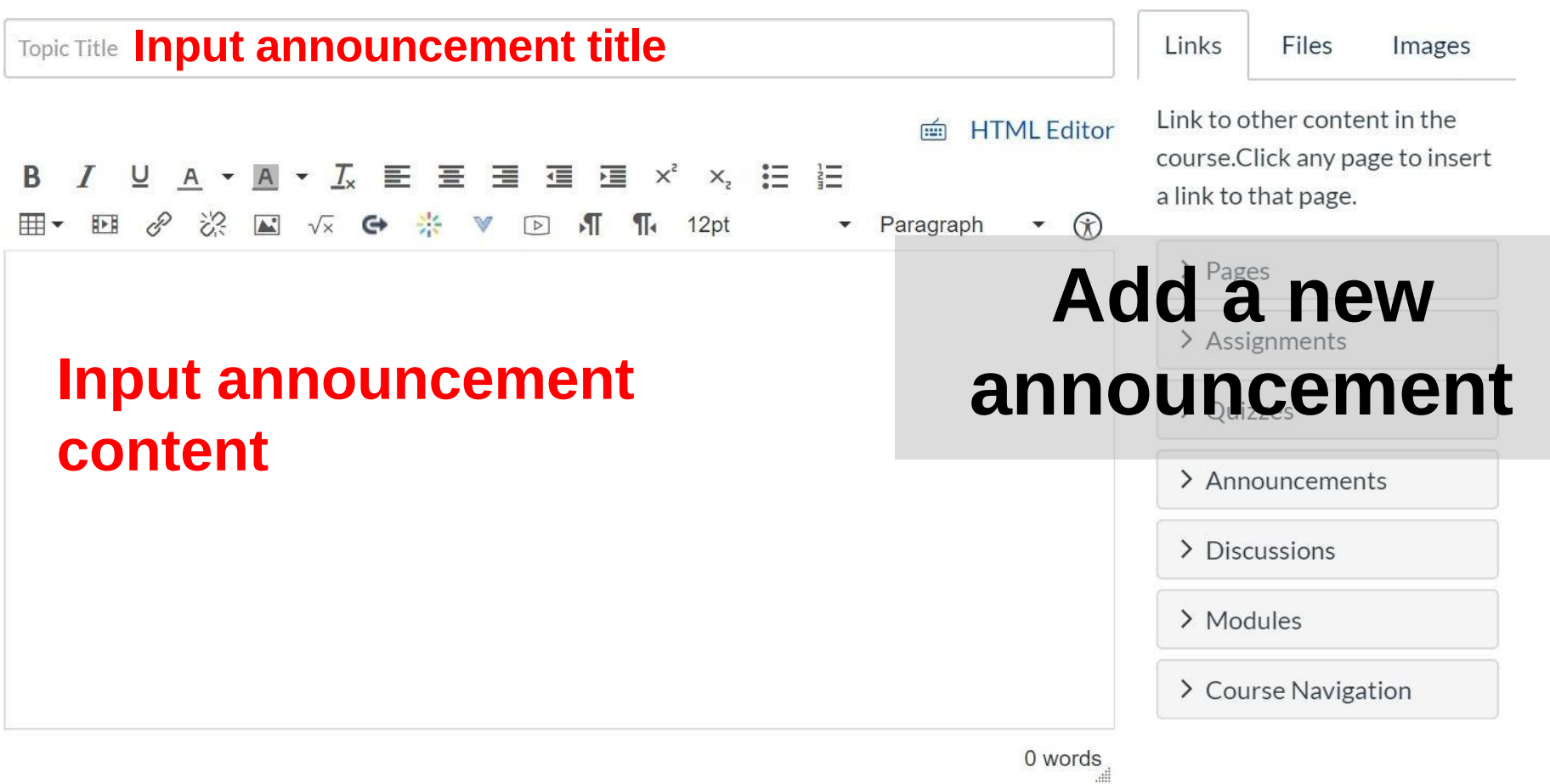
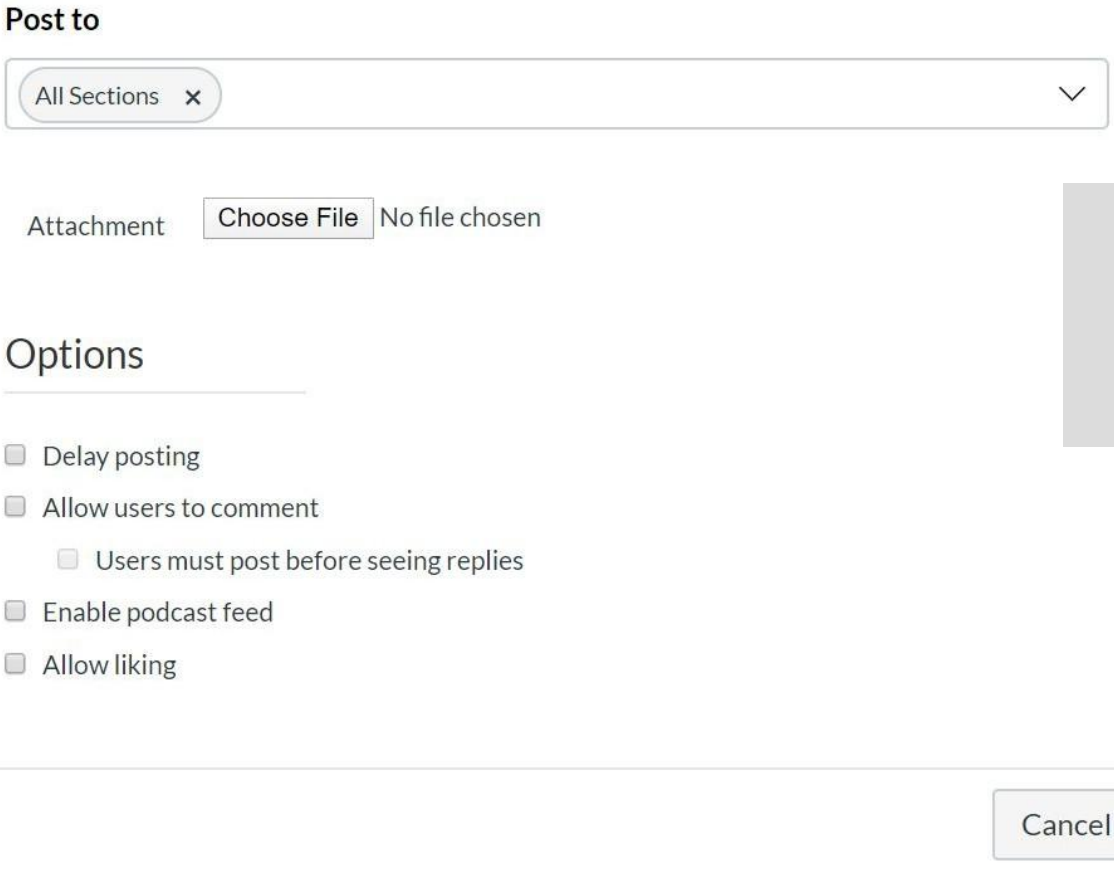


Announcements & Notifications

- 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 ...
Posted on:
{Course Name} Week 1 Highlights
All Sections
We hope you all had a great week! Below, we have provided links to some exc...
Posted on:
{Course Name} Week 2 Highlights
All Sections
We hope you all had a great week! Below, we have provided links to some exc...
Posted on:
Add a new announcement

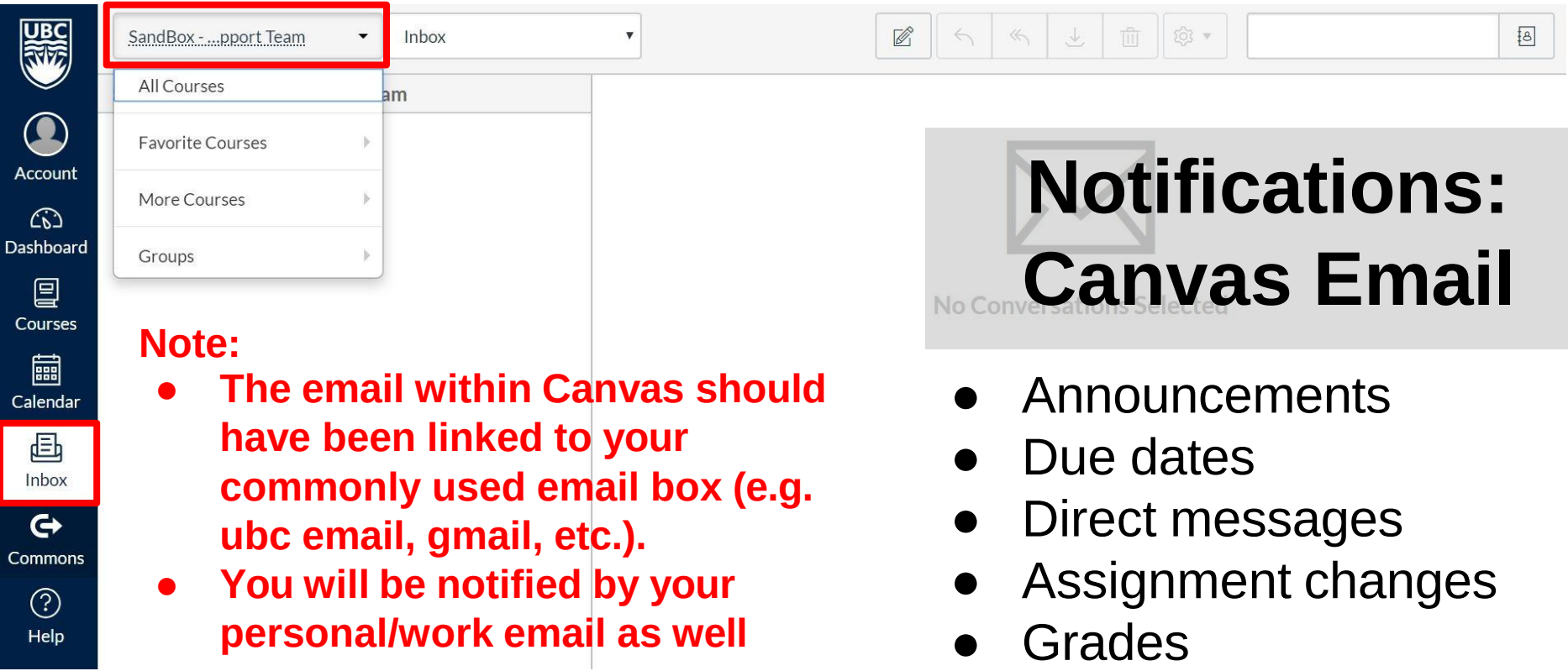

Topic Title
Input announcement title
HTML Editor
12pt
Paragraph
Input announcement content
0 words
Links
Files
Images
Link to other content in the course.Click any page to insert a link to that page.
Pages
Assignments
Quizzes
Announcements
Discussions
Modules
Course Navigation
Add a new announcement



Add a new announcement

Publish the announcement

Select the course, student groups, or a specific student

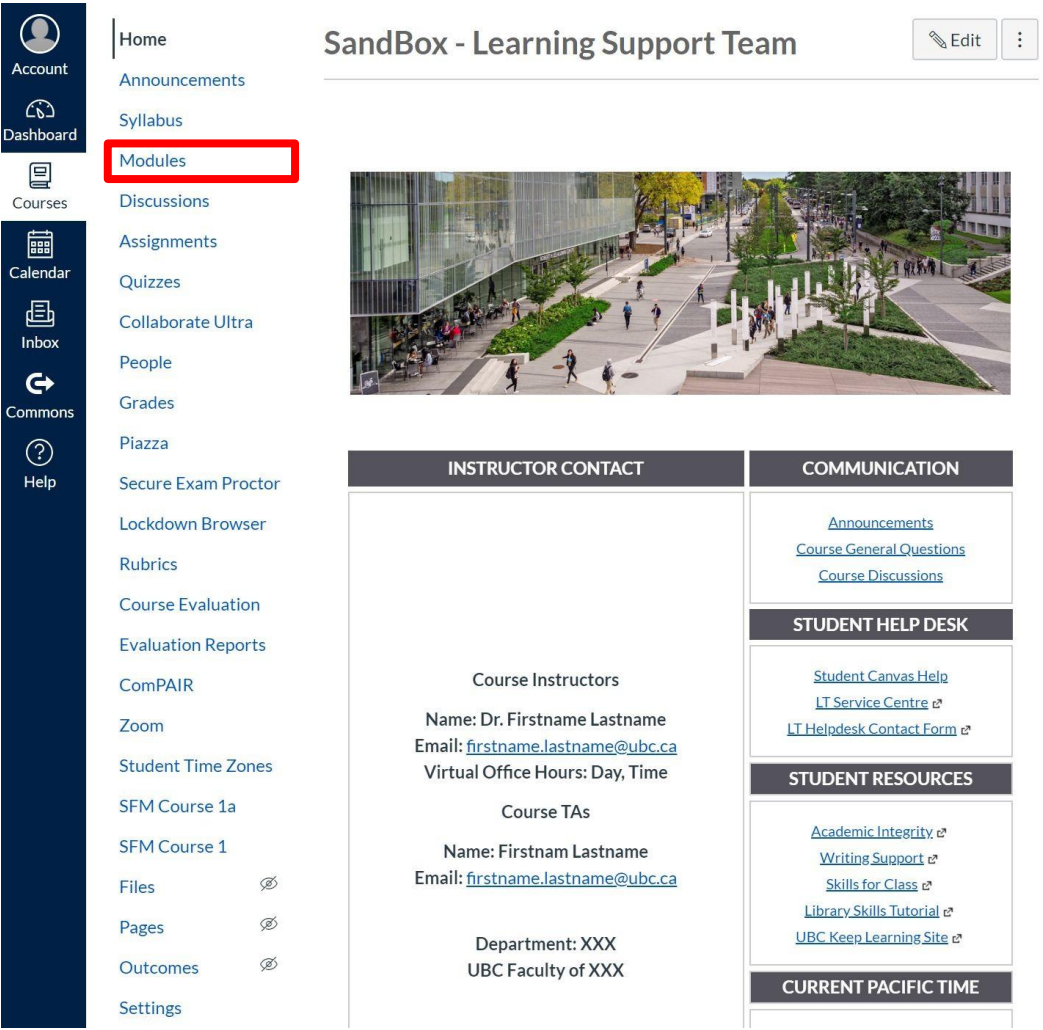


Note:

- **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**

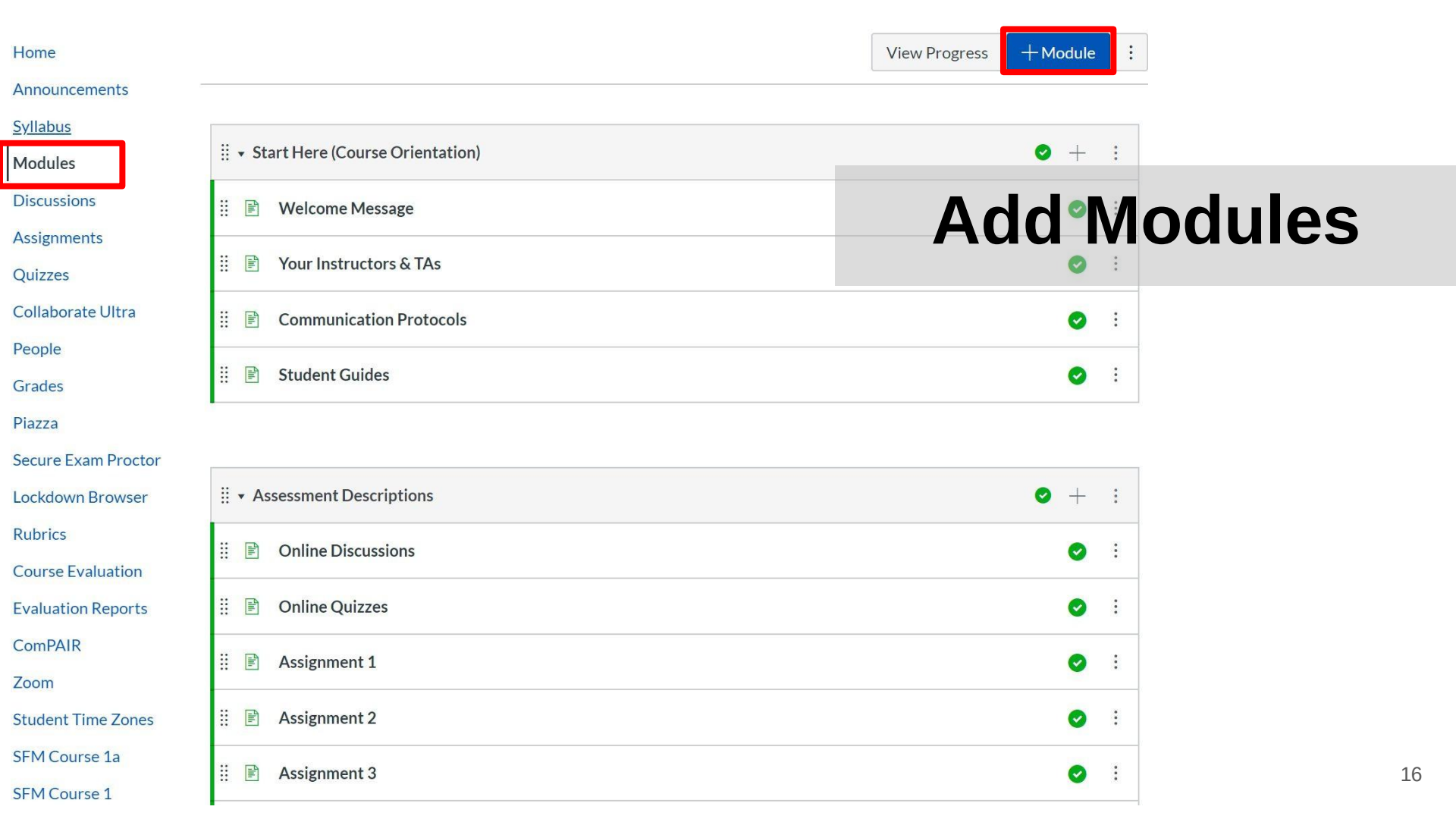
Notifications: Canvas Email

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



Course Modules

- Course content
- Lecture slides
- Assignments
- Student resources (e.g. readings, useful links, etc.)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Piazza
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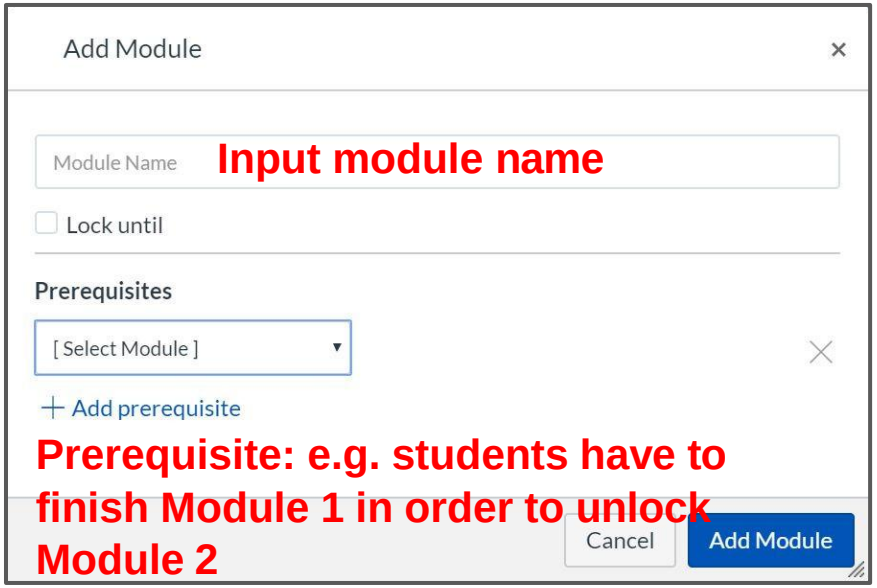
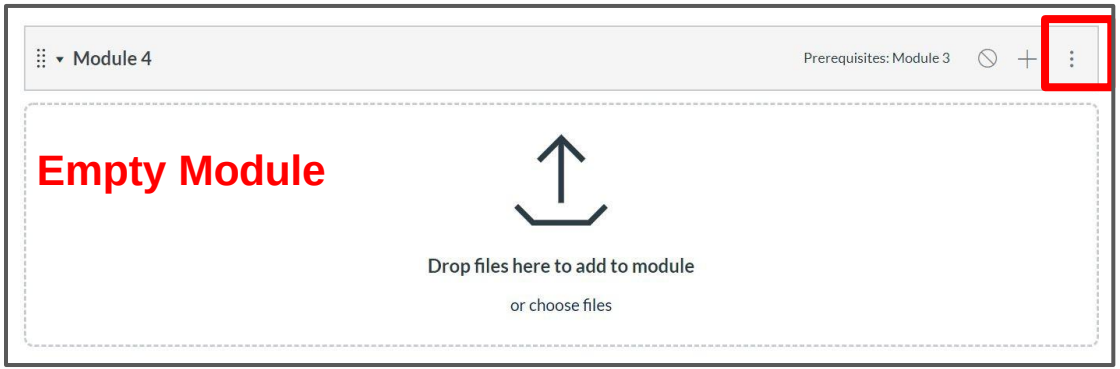
Lockdown Browser
Rubrics
Course Evaluation
Evaluation Reports
ComPAIR
Zoom
Student Time Zones
SFM Course 1a
SFM Course 1
View Progress
+ Module
Start Here (Course Orientation)
Welcome Message
Your Instructors & TAs
Communication Protocols
Student Guides
Assessment Descriptions
Online Discussions
Online Quizzes
Assignment 1
Assignment 2
Assignment 3

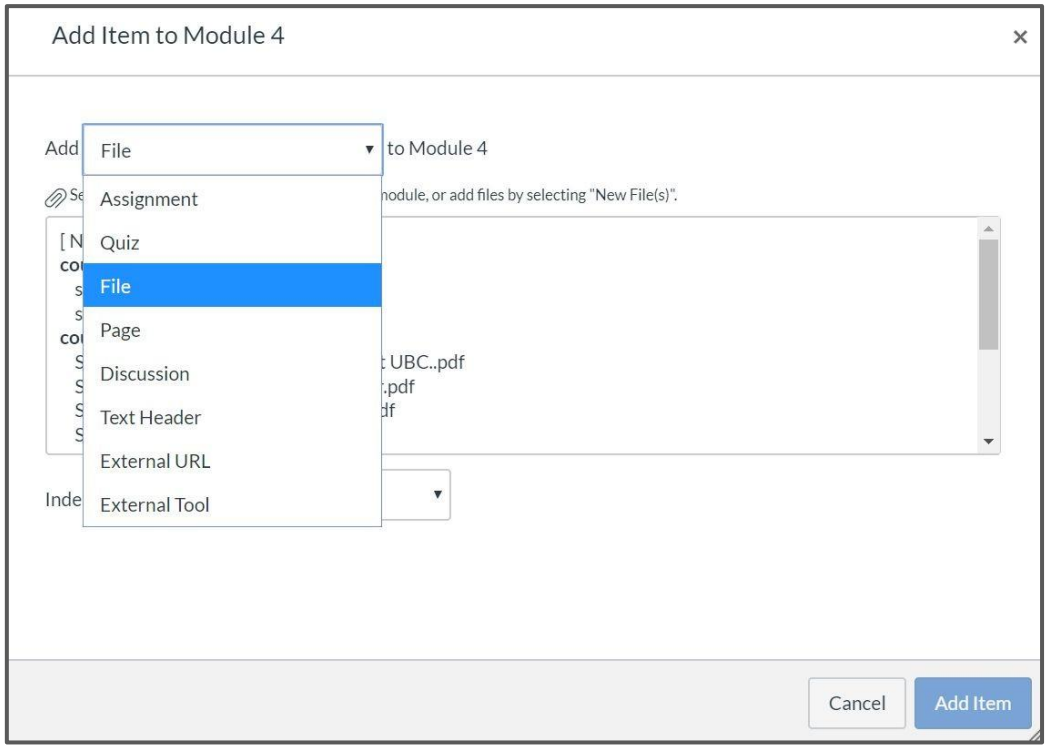
Add Modules

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

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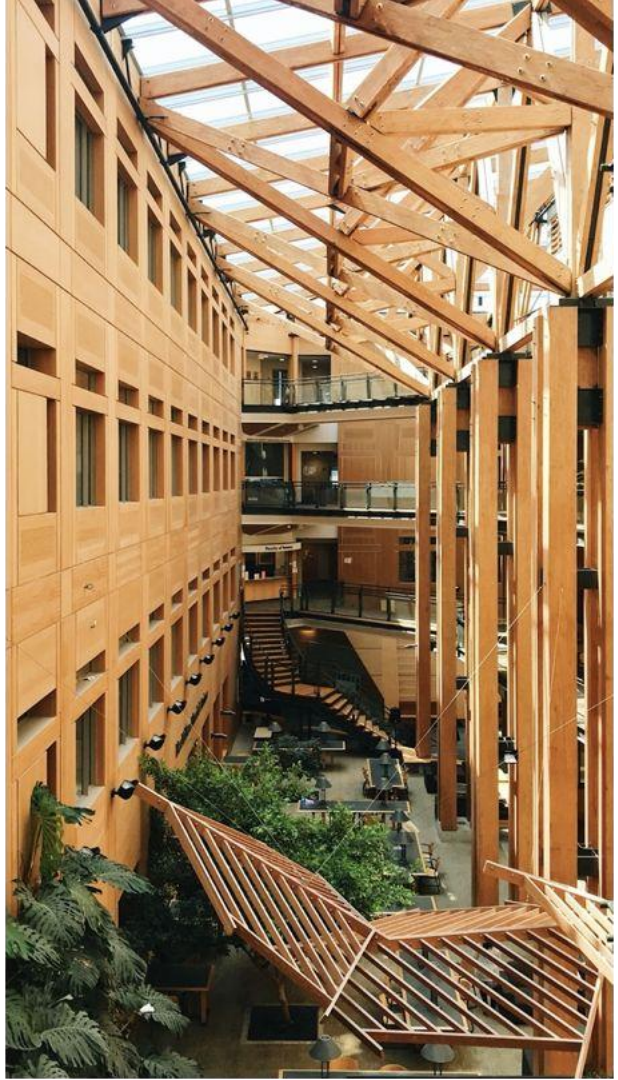
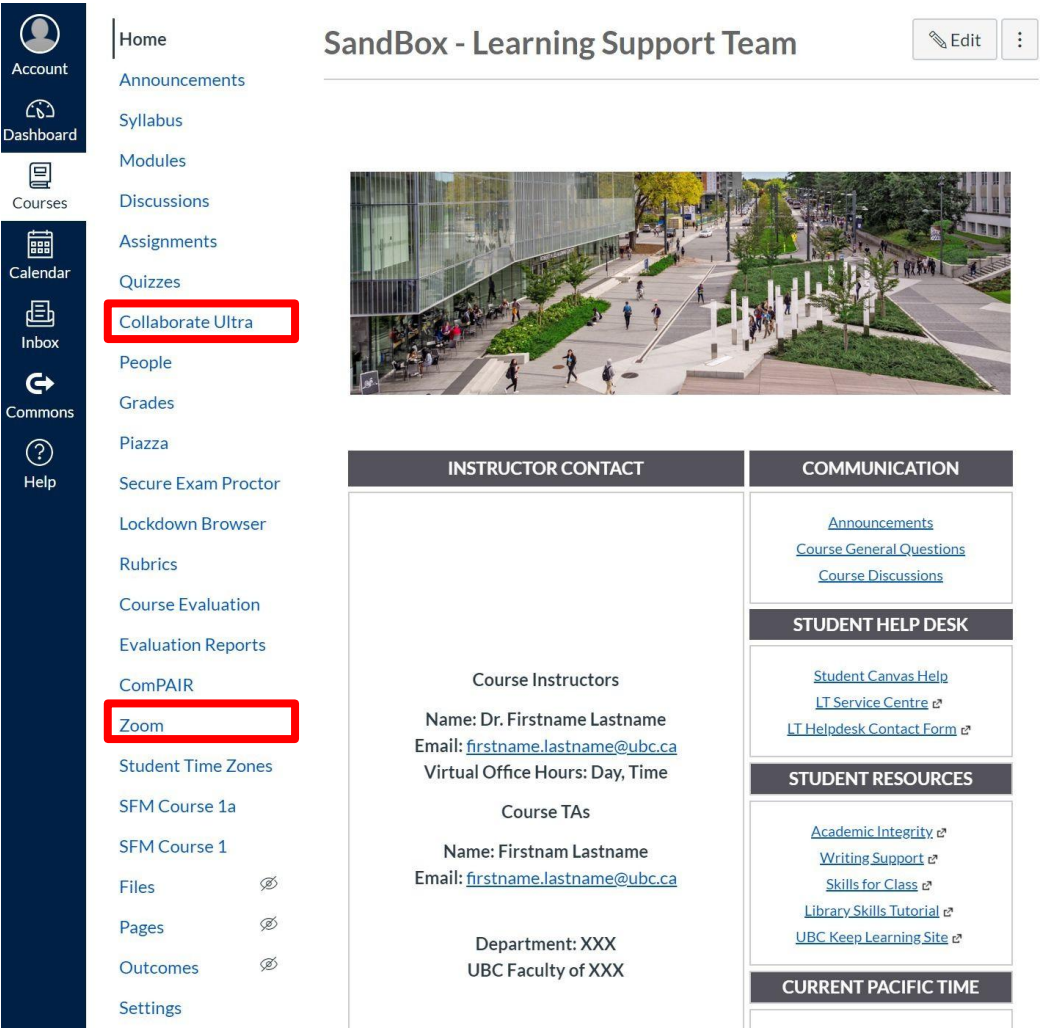
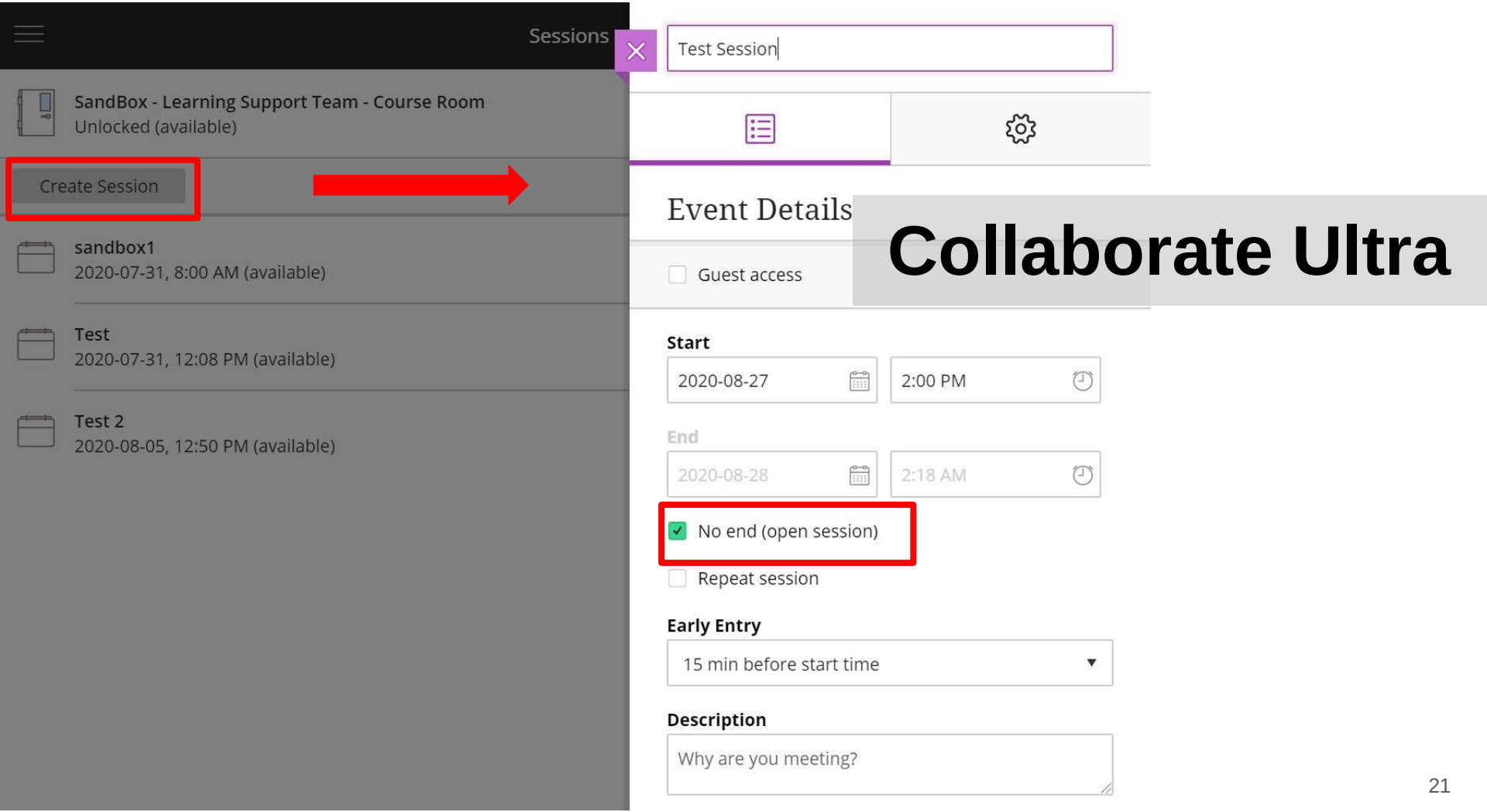




Collaborate Ultra & Zoom

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



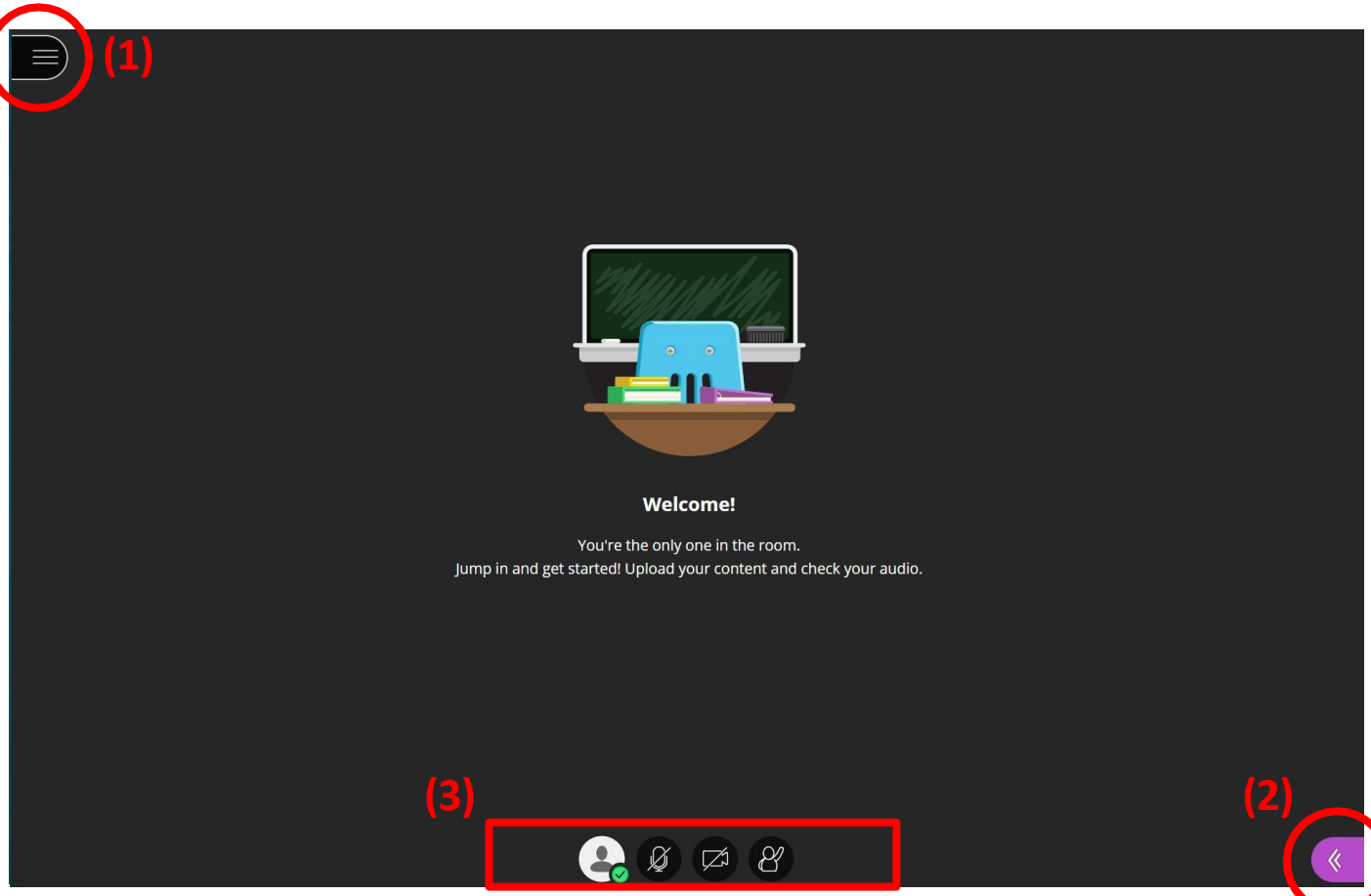
Collaborate Ultra

Interface

(1) Session Menu

(2) Collaborate Panel

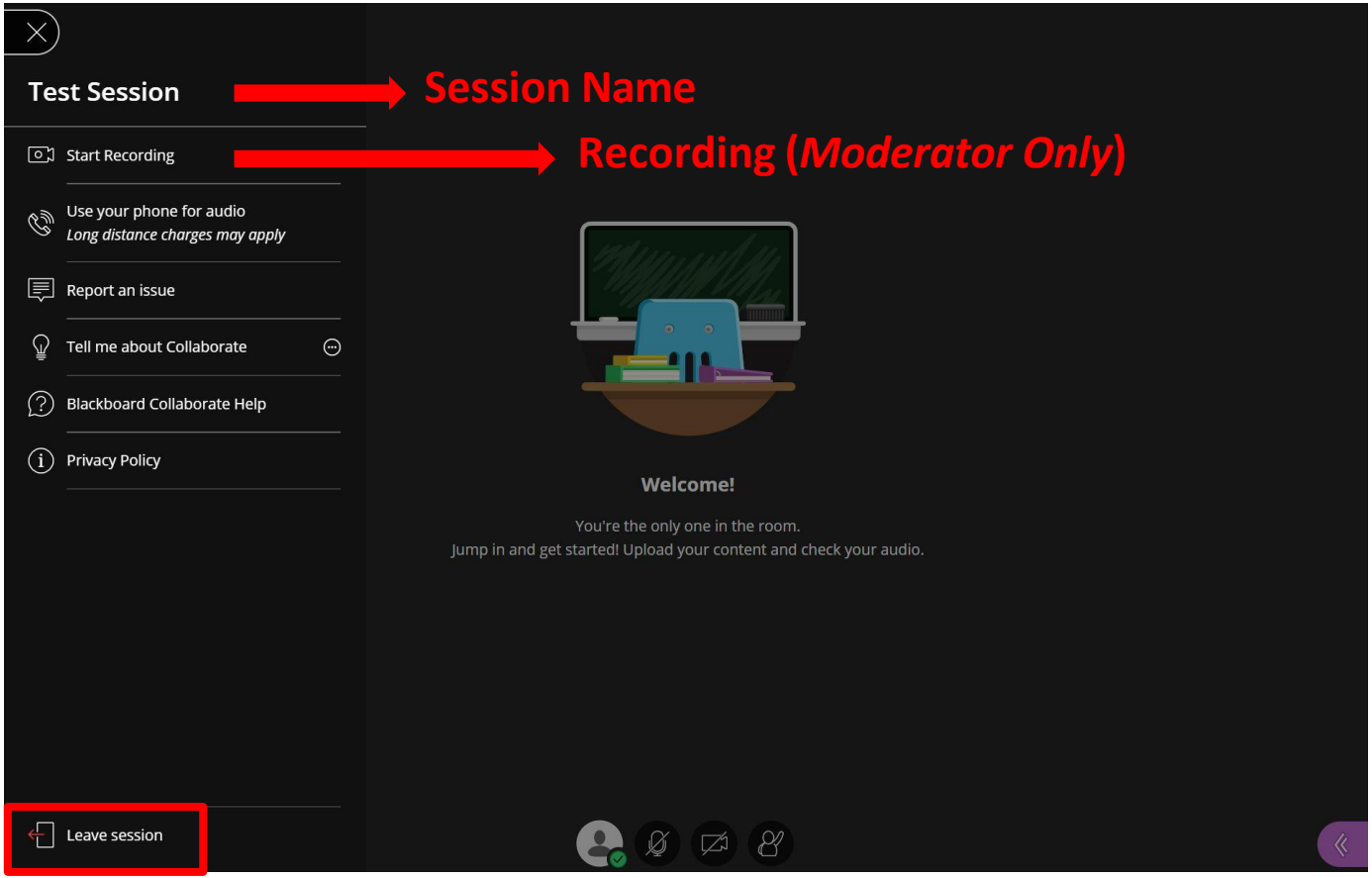
(3) Bottom Panel



Interface

<u>Open Session Menu</u>

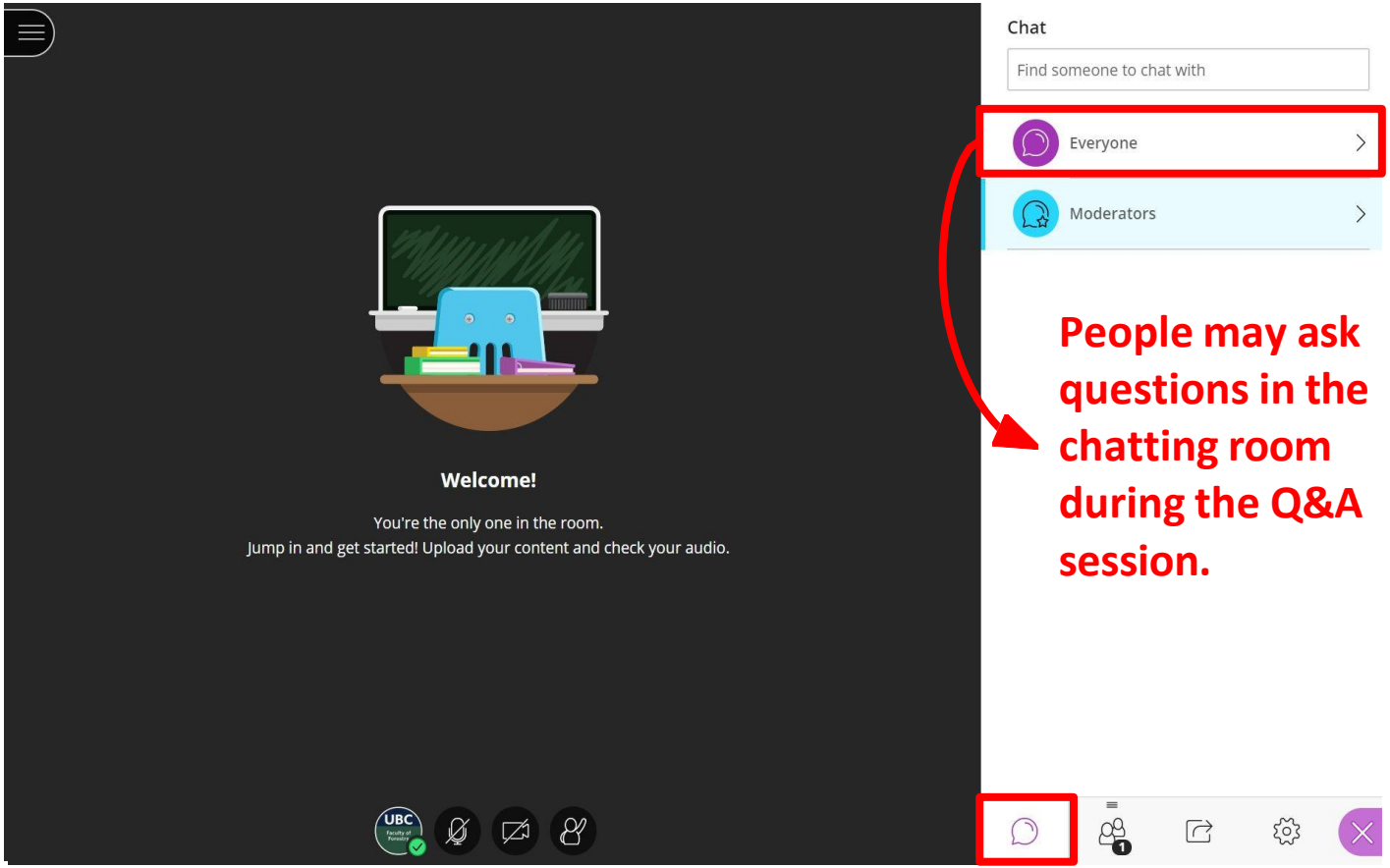
- Recording
- Report an issue
- Help
- Leave session



Interface

Collaborate Panel

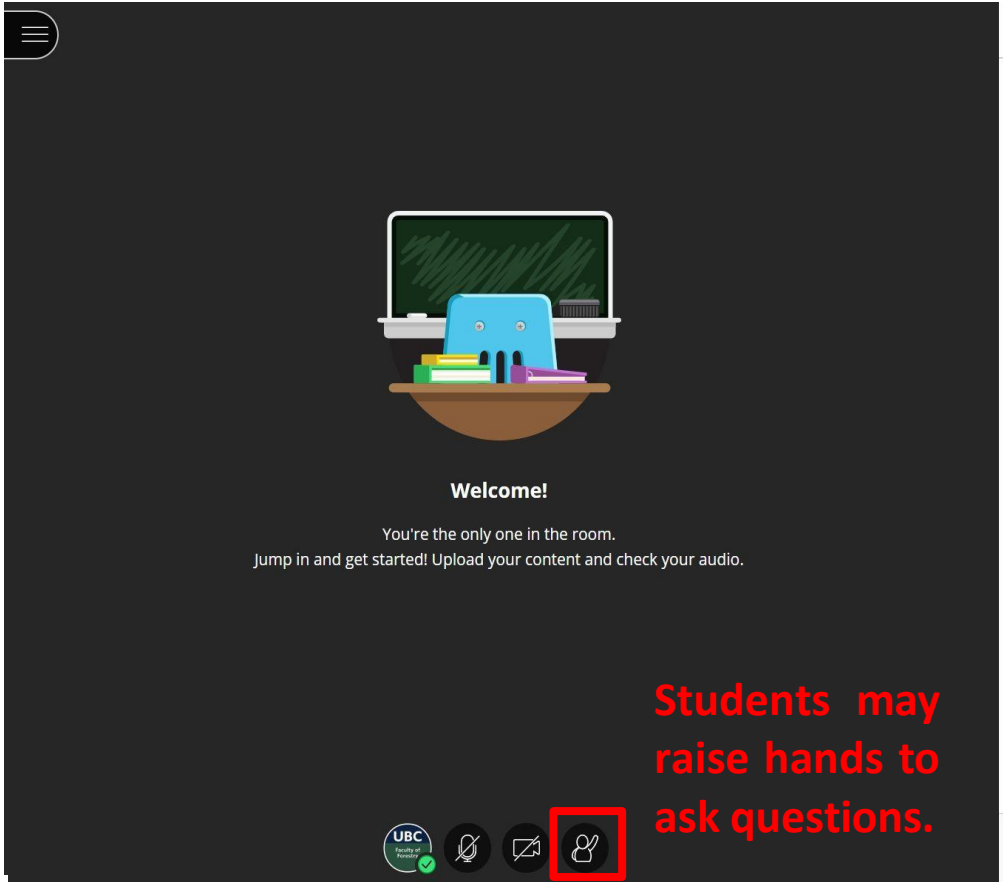
- **Chat**
- Attendees
- Share Content
- Settings



Interface

Collaborate Panel

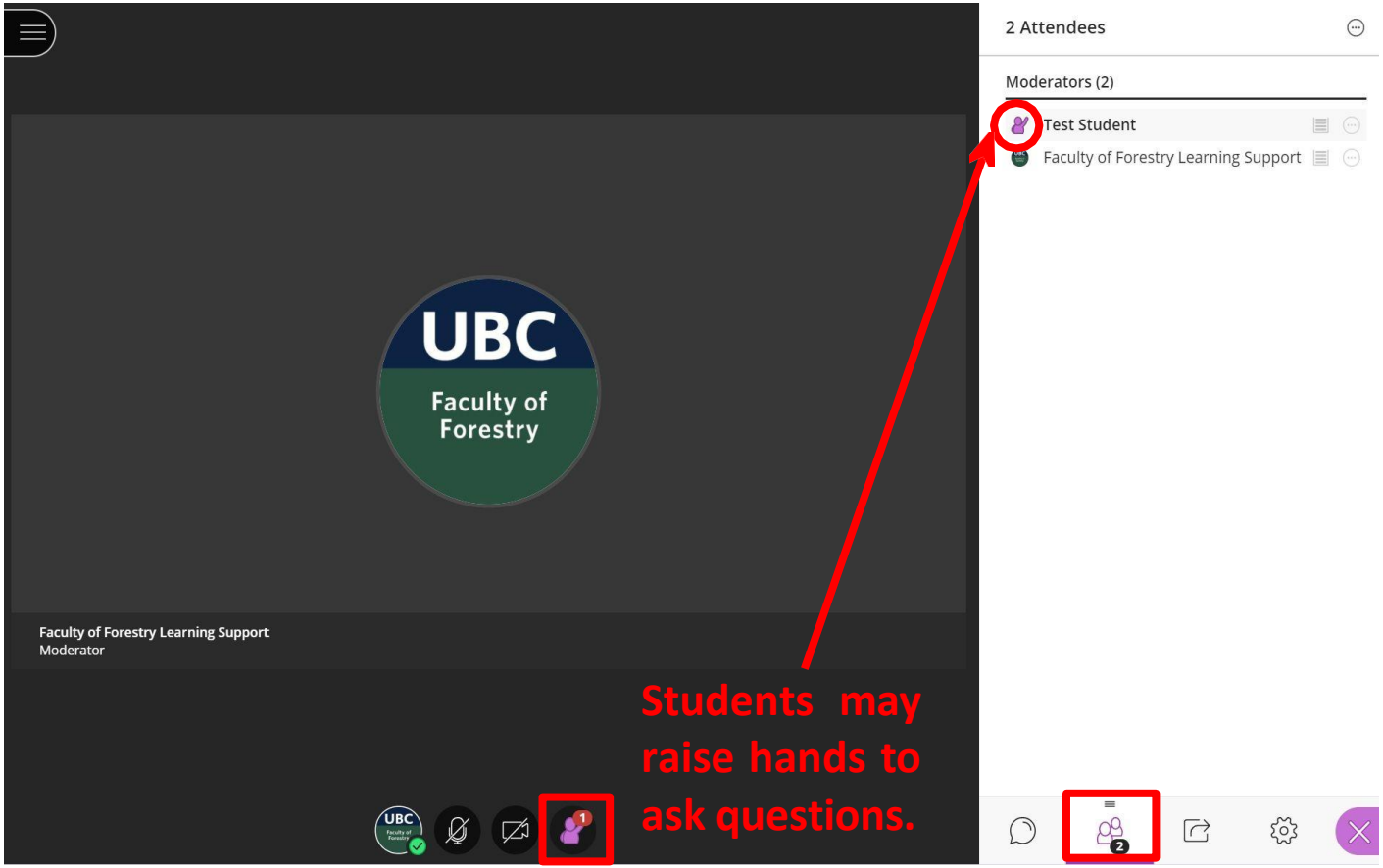
- Chat
- **Attendees**
- Share Content
- Settings



Interface

Collaborate Panel

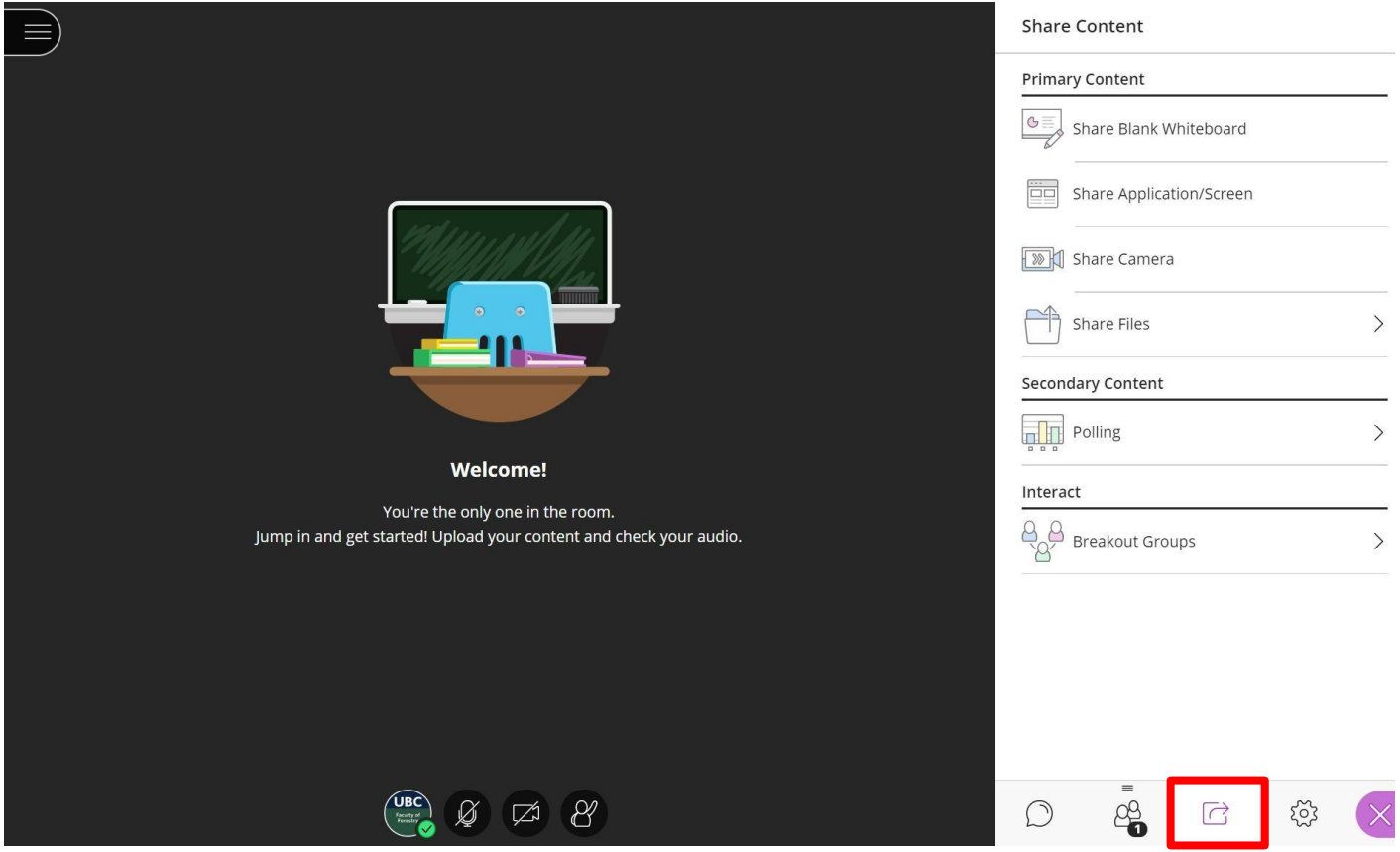
- Chat
- **Attendees**
  - **Raise hands**
- Share Content
- Settings



Interface

Collaborate Panel

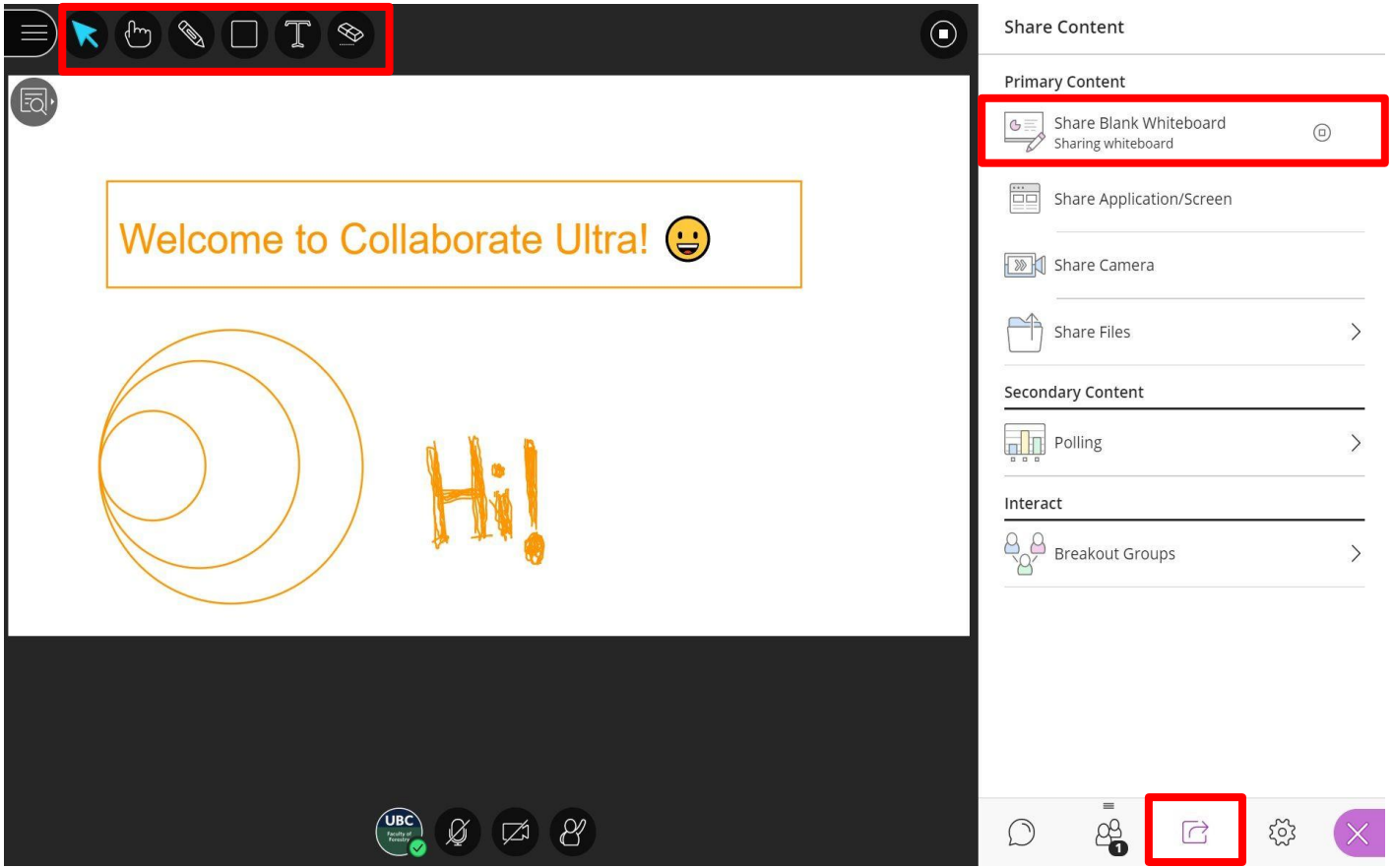
- Chat
- Attendees
- **Share Content**
- Settings



Interface

<u>Collaborate Panel</u>

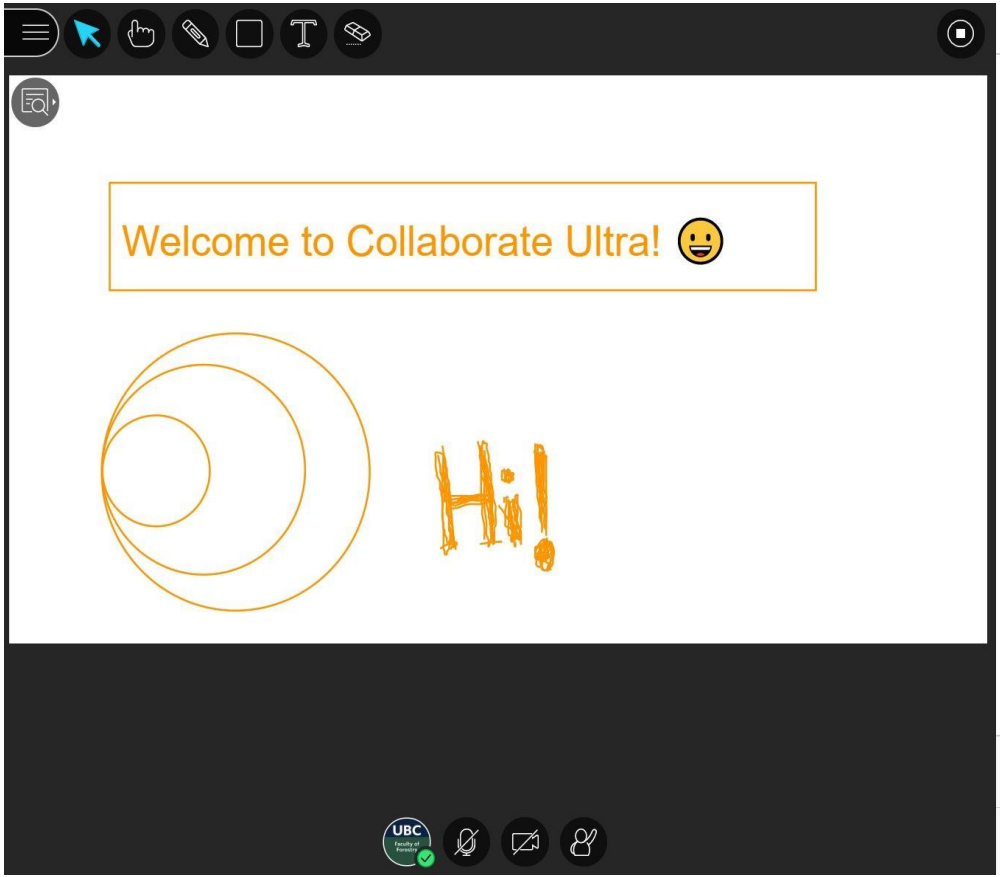
- Chat
- Attendees
- **Share Content**
  - **Text**
  - **Shape**
  - **Pointer**
  - **Eraser**
- Settings

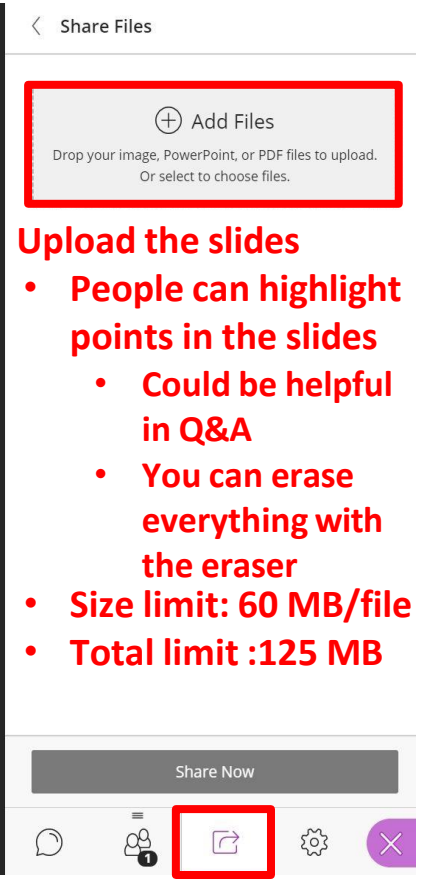


Interface

Collaborate Panel

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





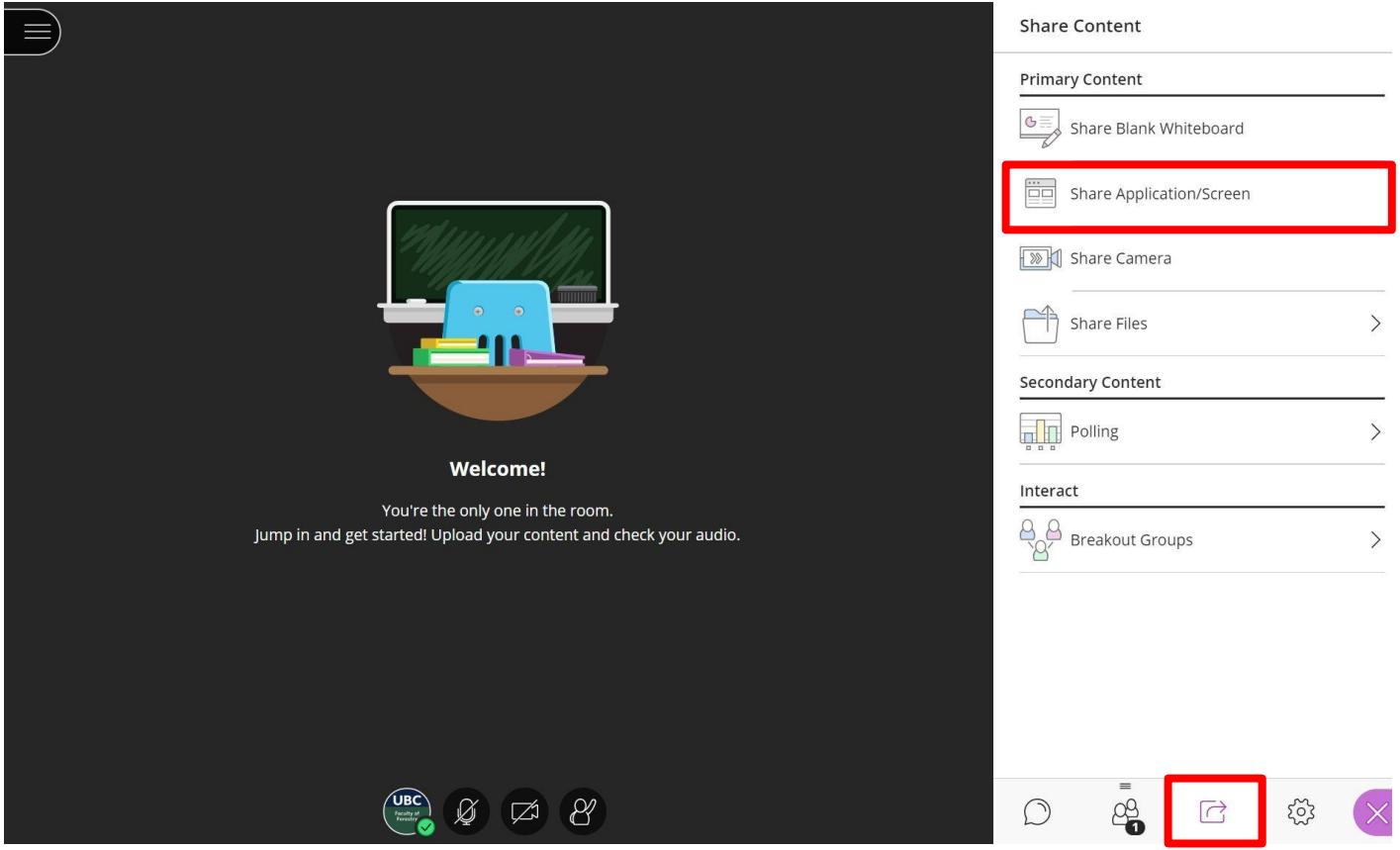
Upload the slides

- **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

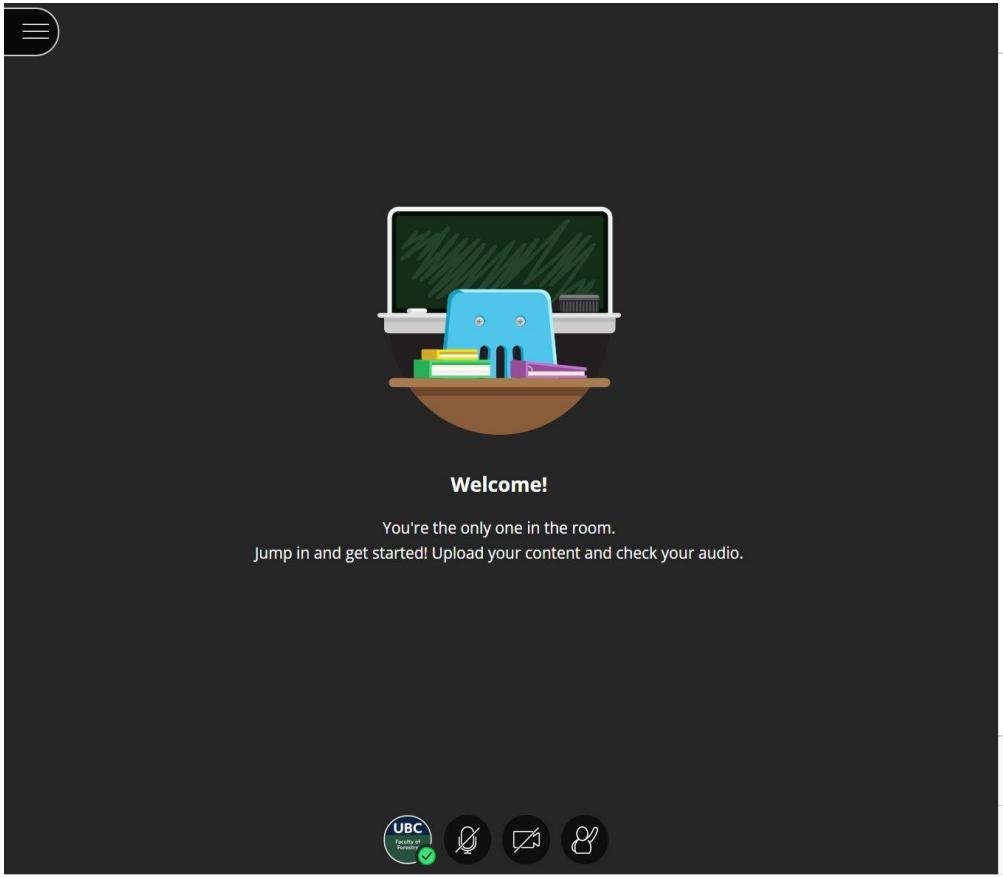
- Chat
- Attendees
- **Share Content**
  - **Screen or Web Tab**
- Settings

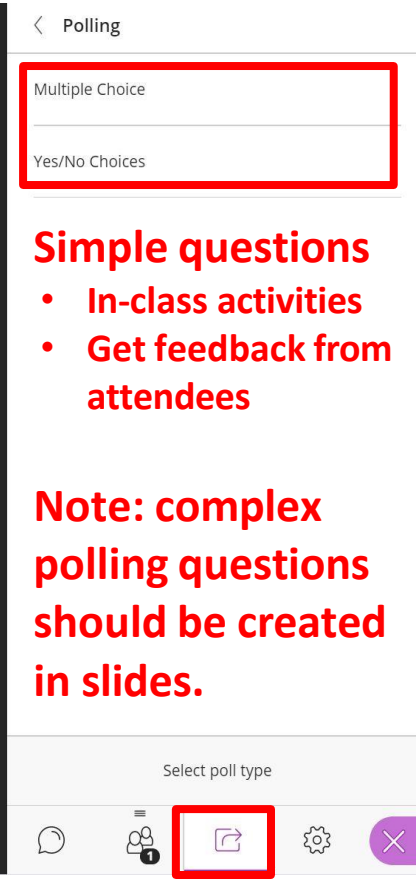


Interface

Collaborate Panel

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





Simple questions

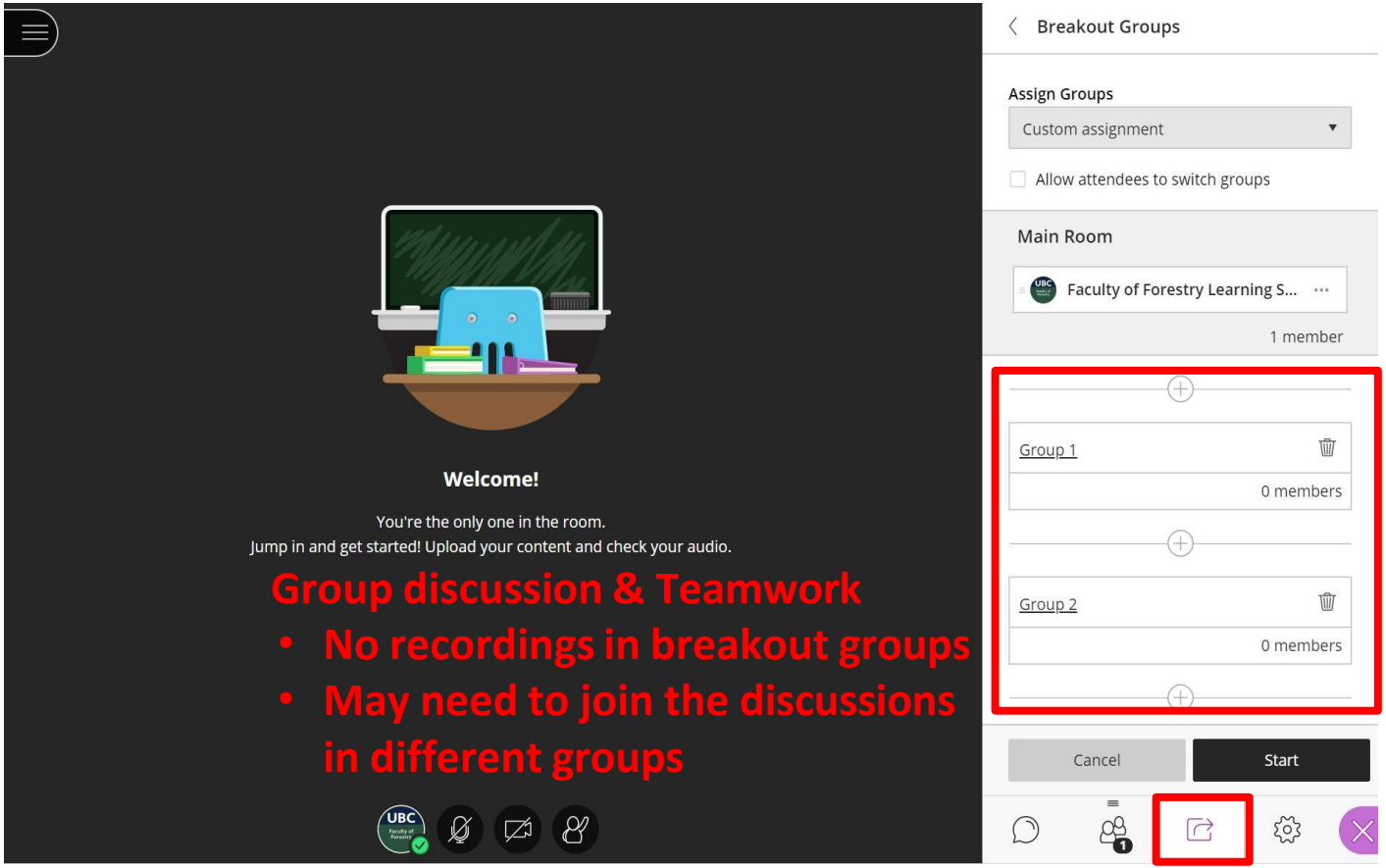
- **In-class activities**
- **Get feedback from attendees**

Note: complex polling questions should be created in slides.

Interface

Collaborate Panel

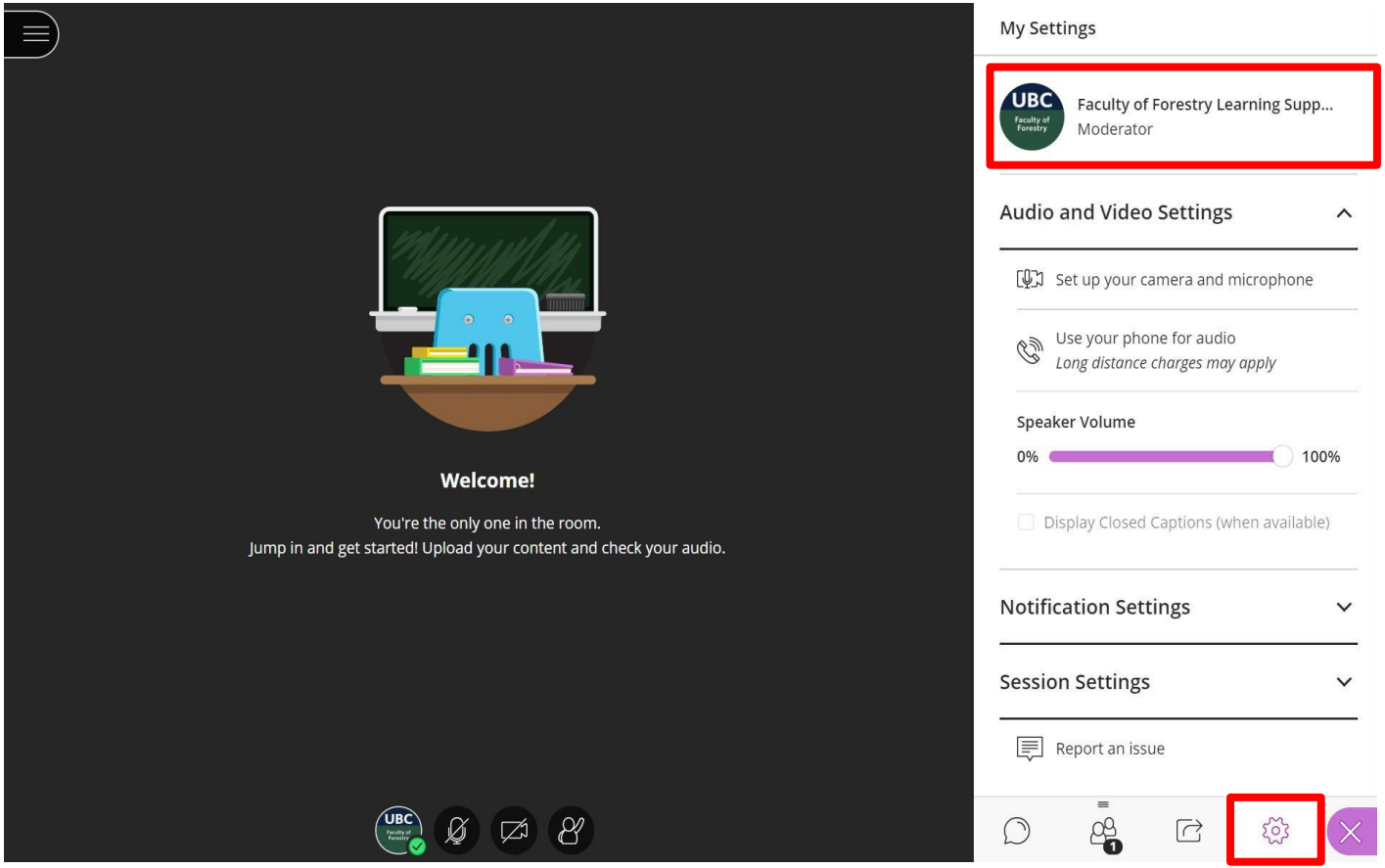
- Chat
- Attendees
- **Share Content**
  - **Breakout groups**
- Settings



Interface

Collaborate Panel

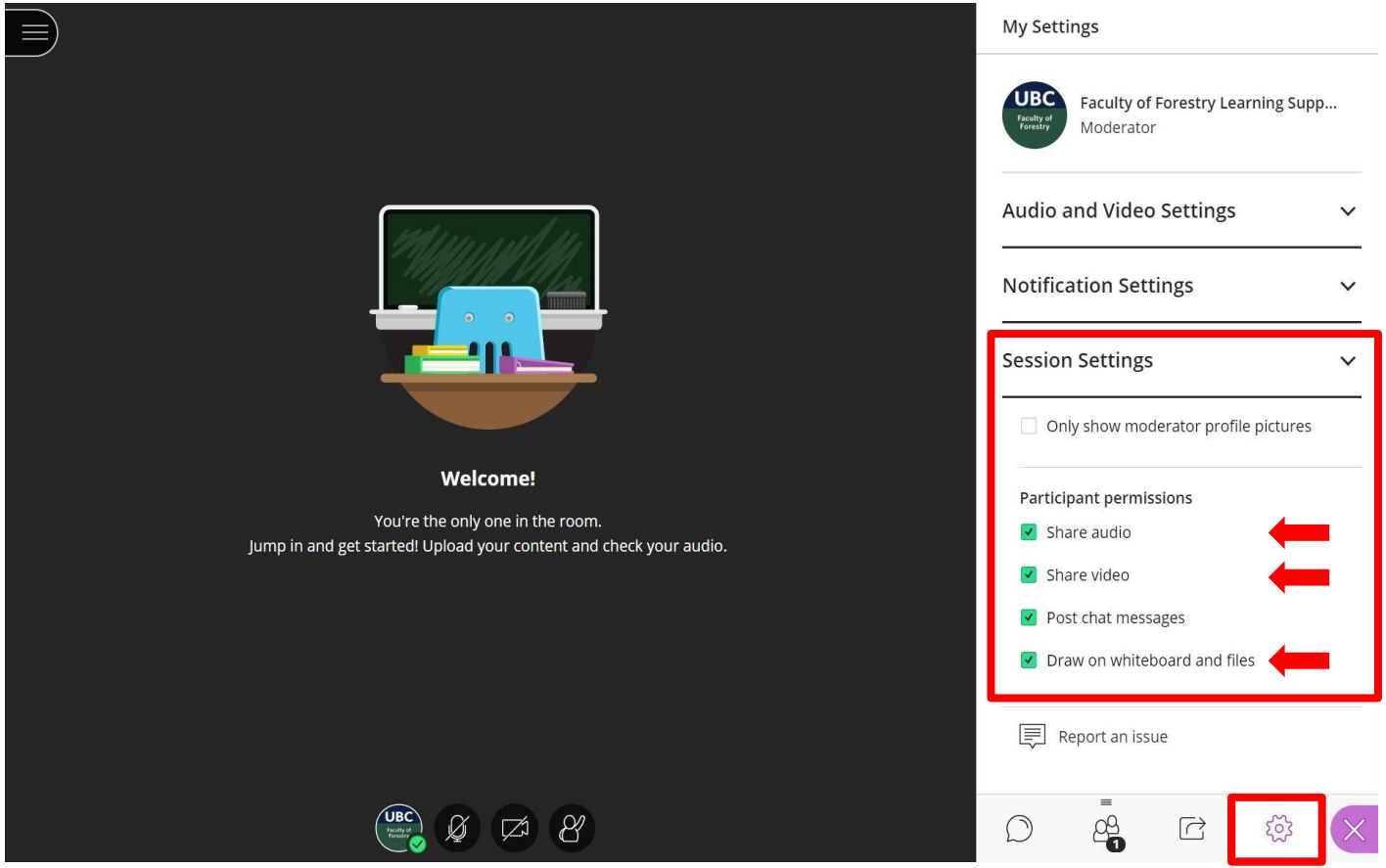
- Chat
- Attendees
- Share Content
- **Settings**
  - **Profile**



Interface

Collaborate Panel

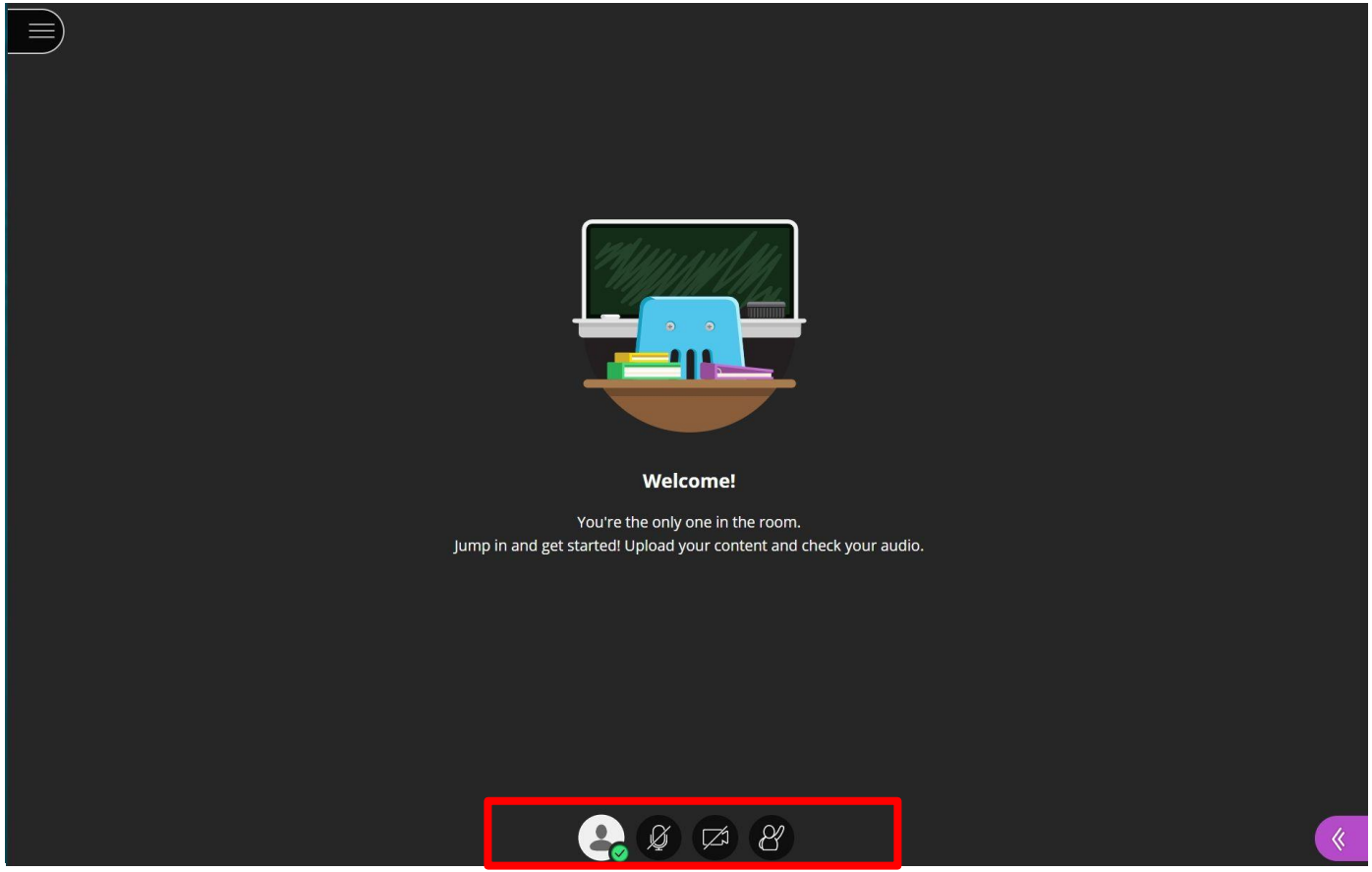
- Chat
- Attendees
- Share Content
- **Settings**
  - **Participant permissions**



Interface

<u>Bottom Panel</u>

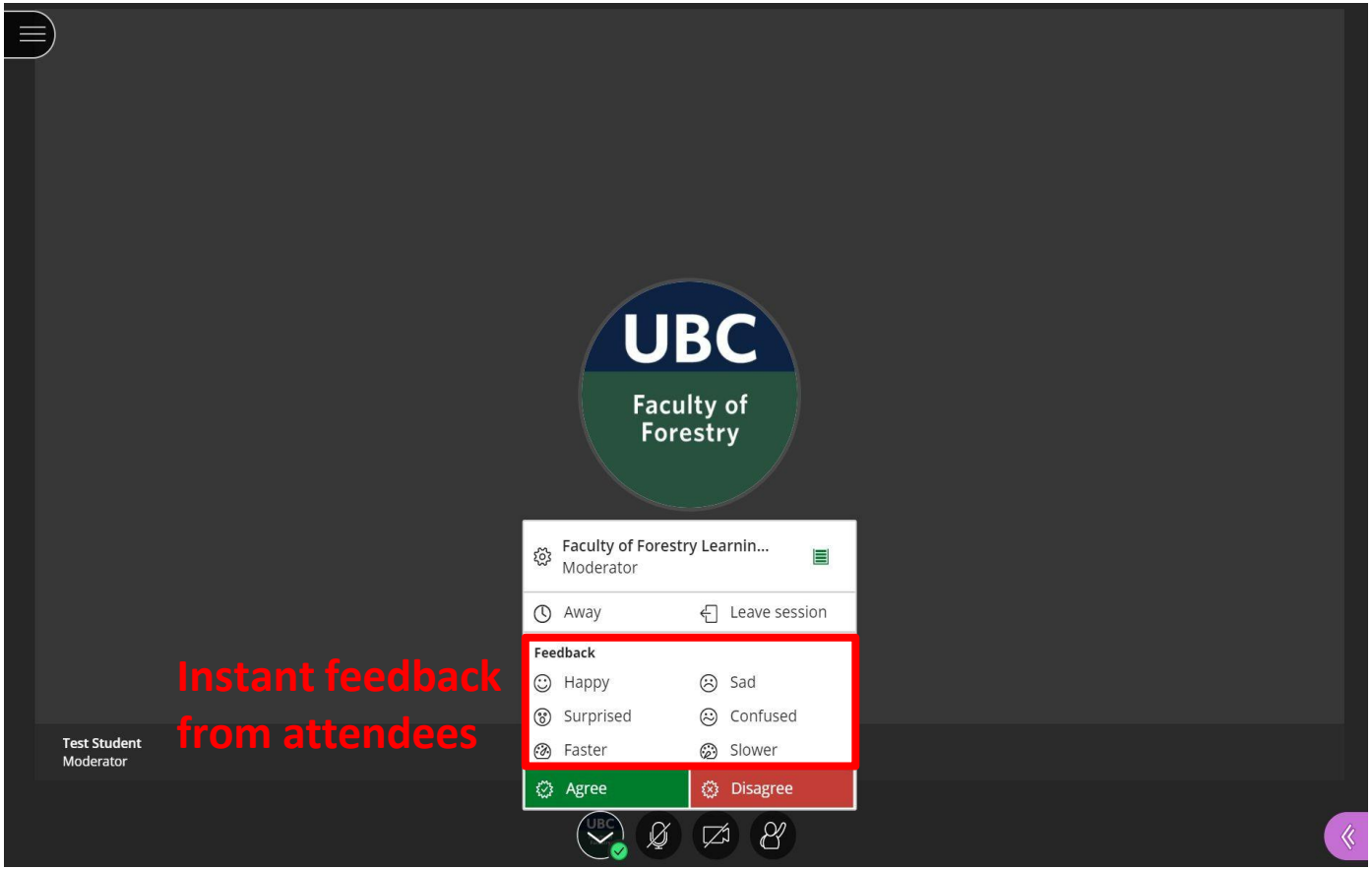
- Status
- Audio
- Video
- Raise Hands



Interface

Bottom Panel

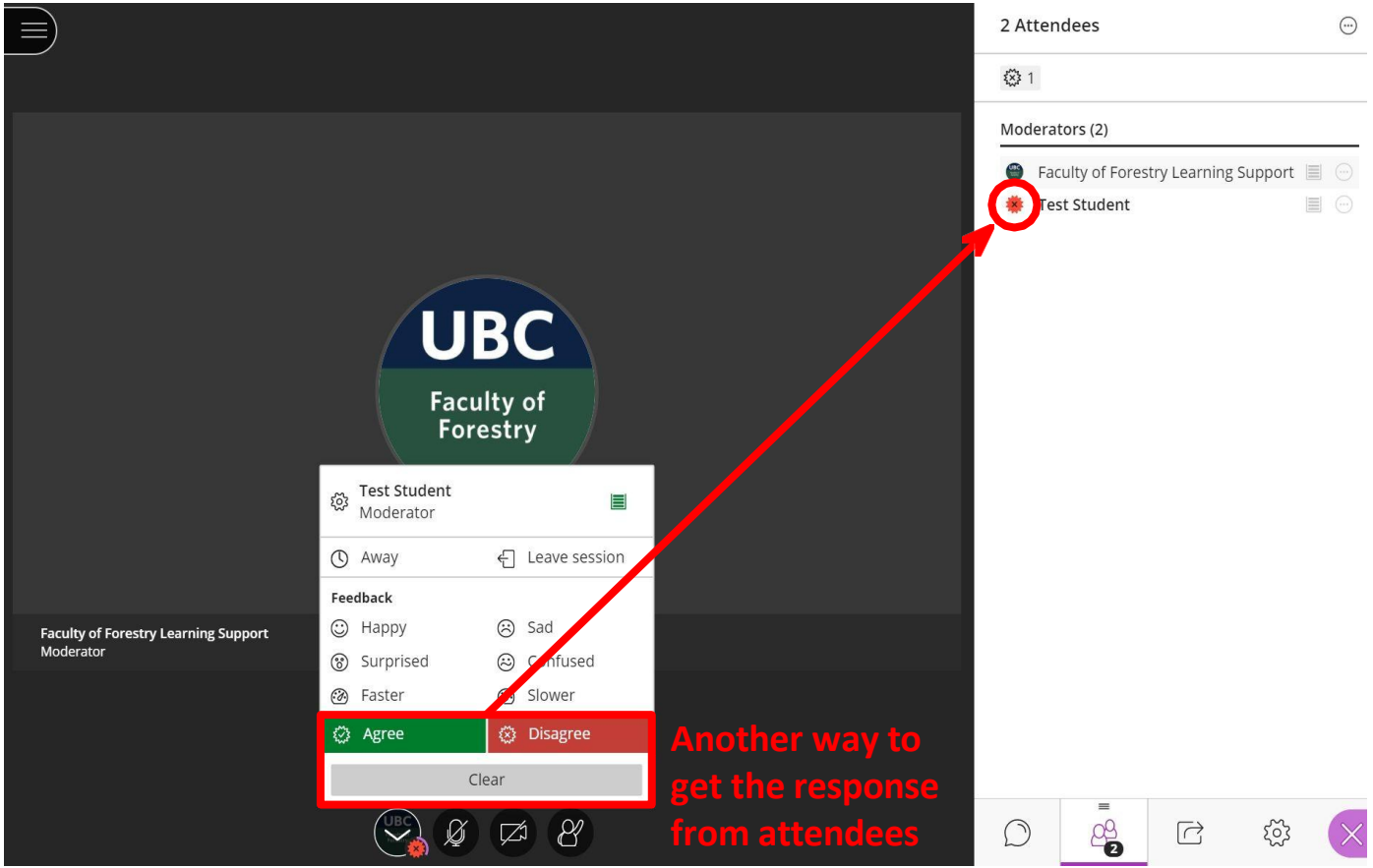
- **Status**
  - **Feedback**
- Audio
- Video
- Raise Hands



Interface

<u>Bottom Panel</u>

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



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

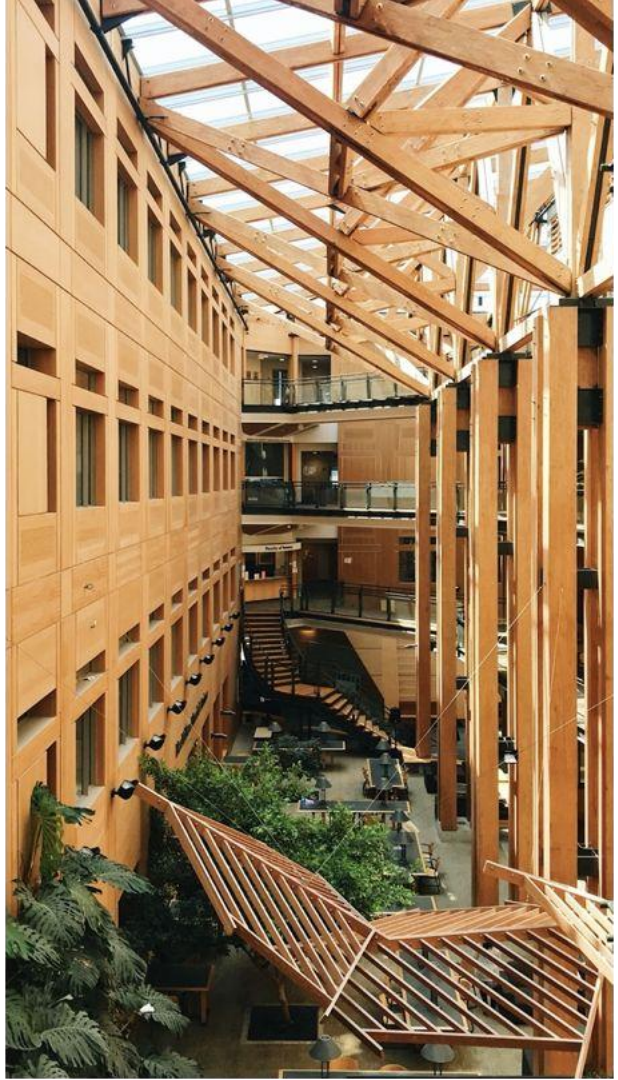
- https://wiki.umbc.edu/pages/viewpage.action?pageId=96536422
- How to create a poll?
- How to randomly assign breakout groups?
- How to save files from breakout groups?
- How to share content with all breakout groups?
- Etc.

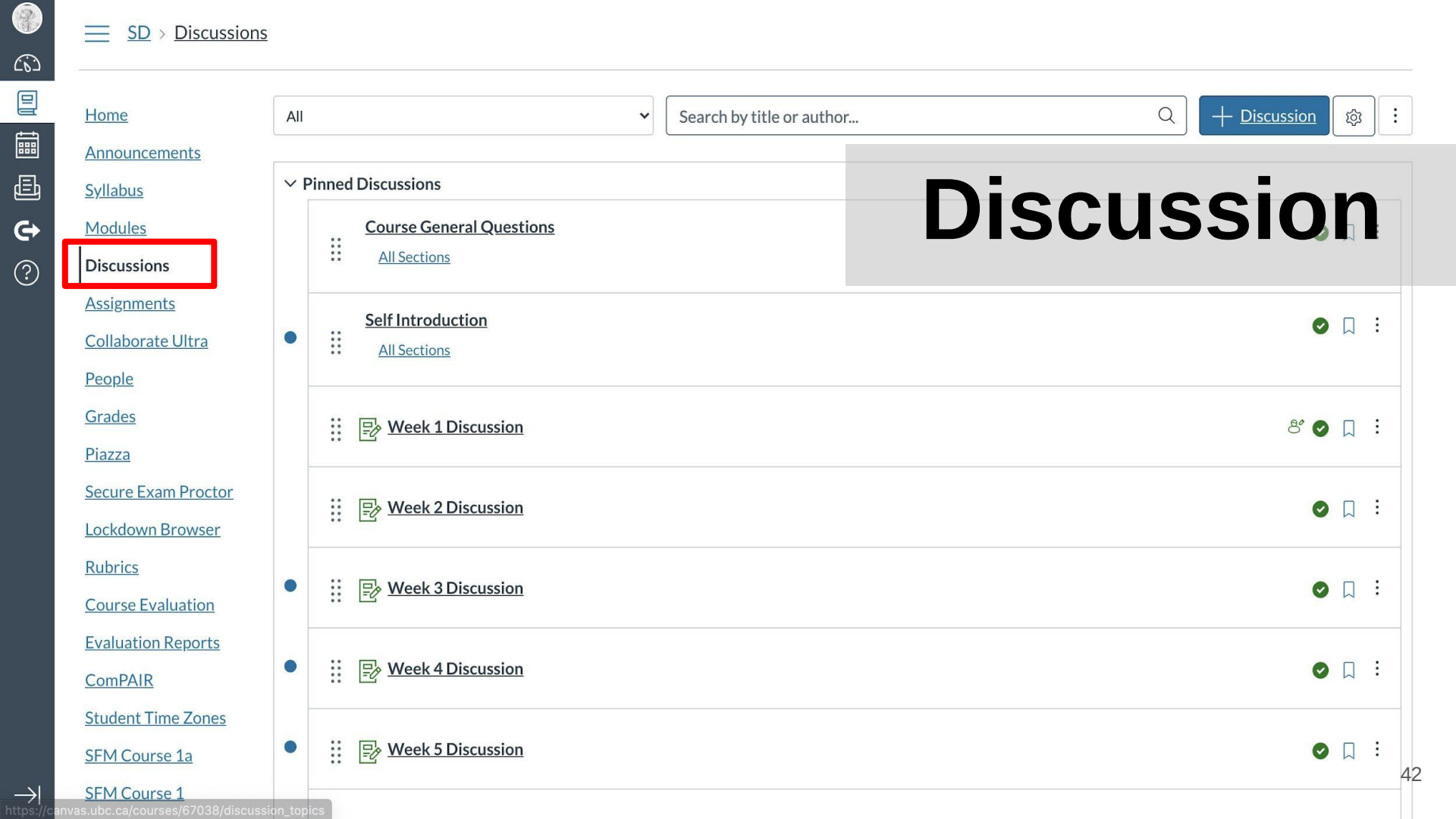
UBC Faculty of Forestry & Environmental Stewardship

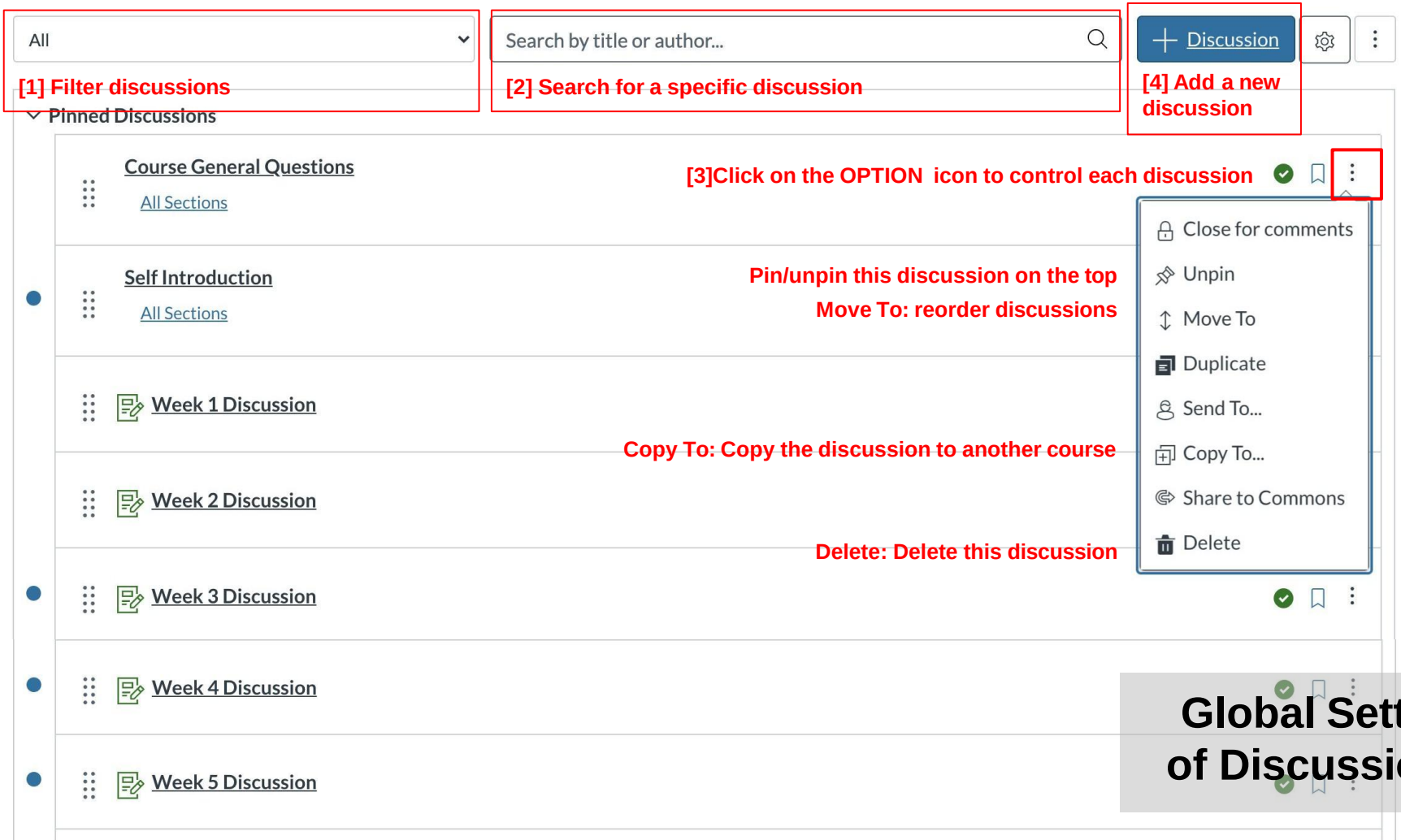
canvas

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

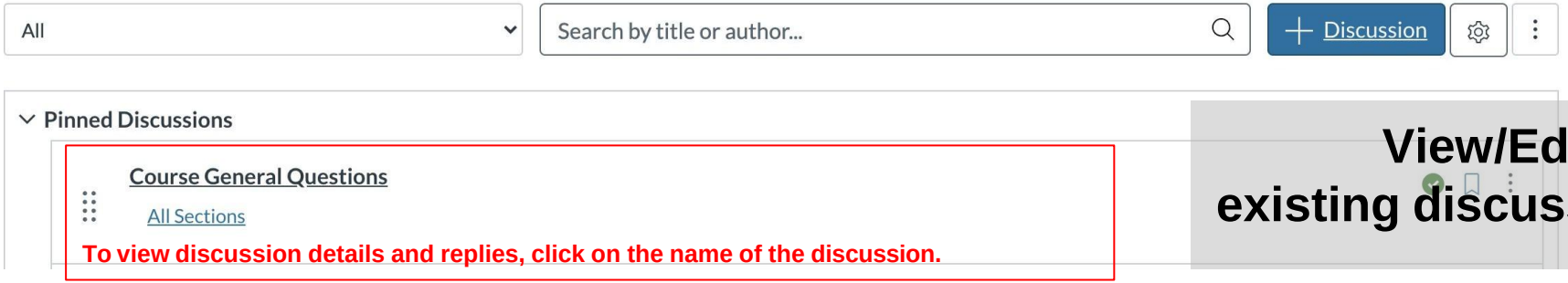


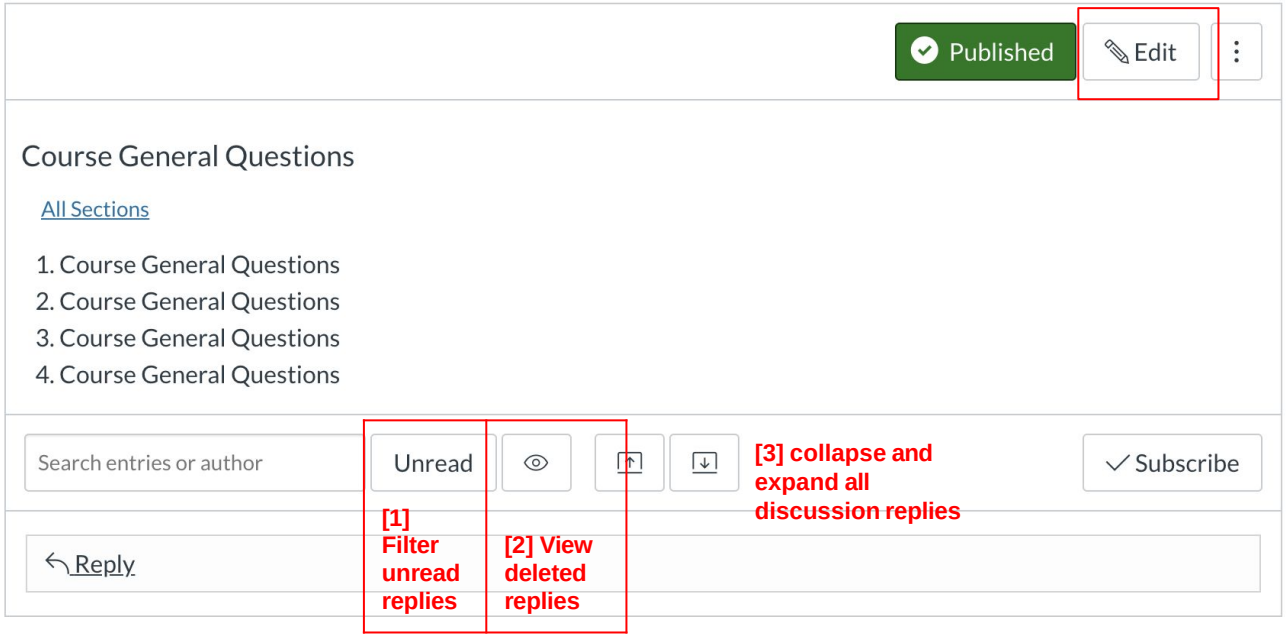

SD
Discussions
Home
Announcements
Syllabus
Modules
Discussions
Assignments
Collaborate Ultra
People
Grades
Piazza
Secure Exam Proctor
Lockdown Browser
Rubrics
Course Evaluation
Evaluation Reports
ComPAIR
Student Time Zones
SFM Course 1a
SFM Course 1
All
Search by title or author...
Discussion
Pinned 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
Discussion
https://canvas.ubc.ca/courses/67038/discussion_topics



Global Setting of Discussions

View/Edit an existing discussion



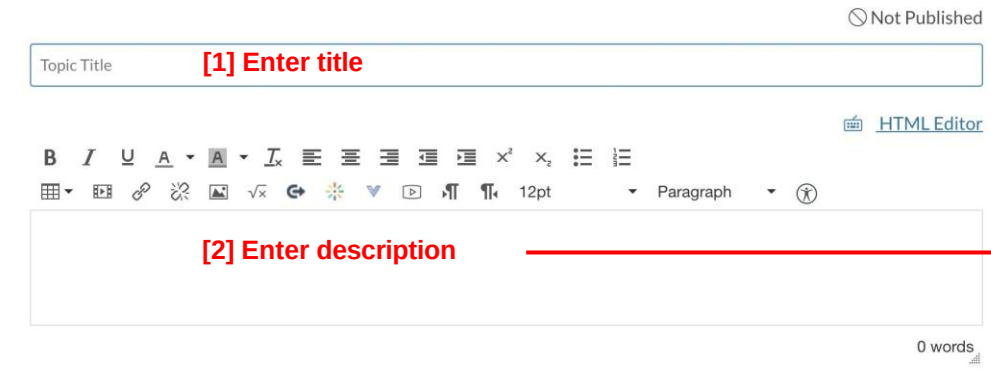


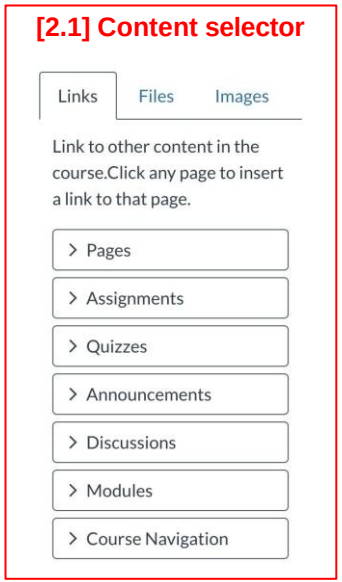
← [4] Click on Edit to change content/settings

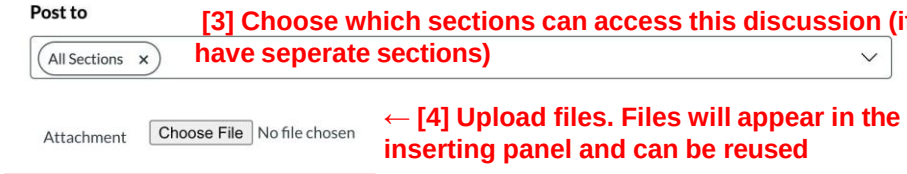
- **Published: student can access this discussion**

- **Unpublished: this discussion isn't visible to students**

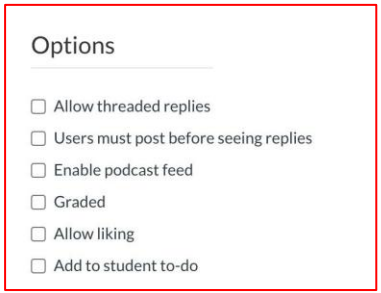
Setting of a Discussion







← [4] Upload files. Files will appear in the inserting panel and can be reused

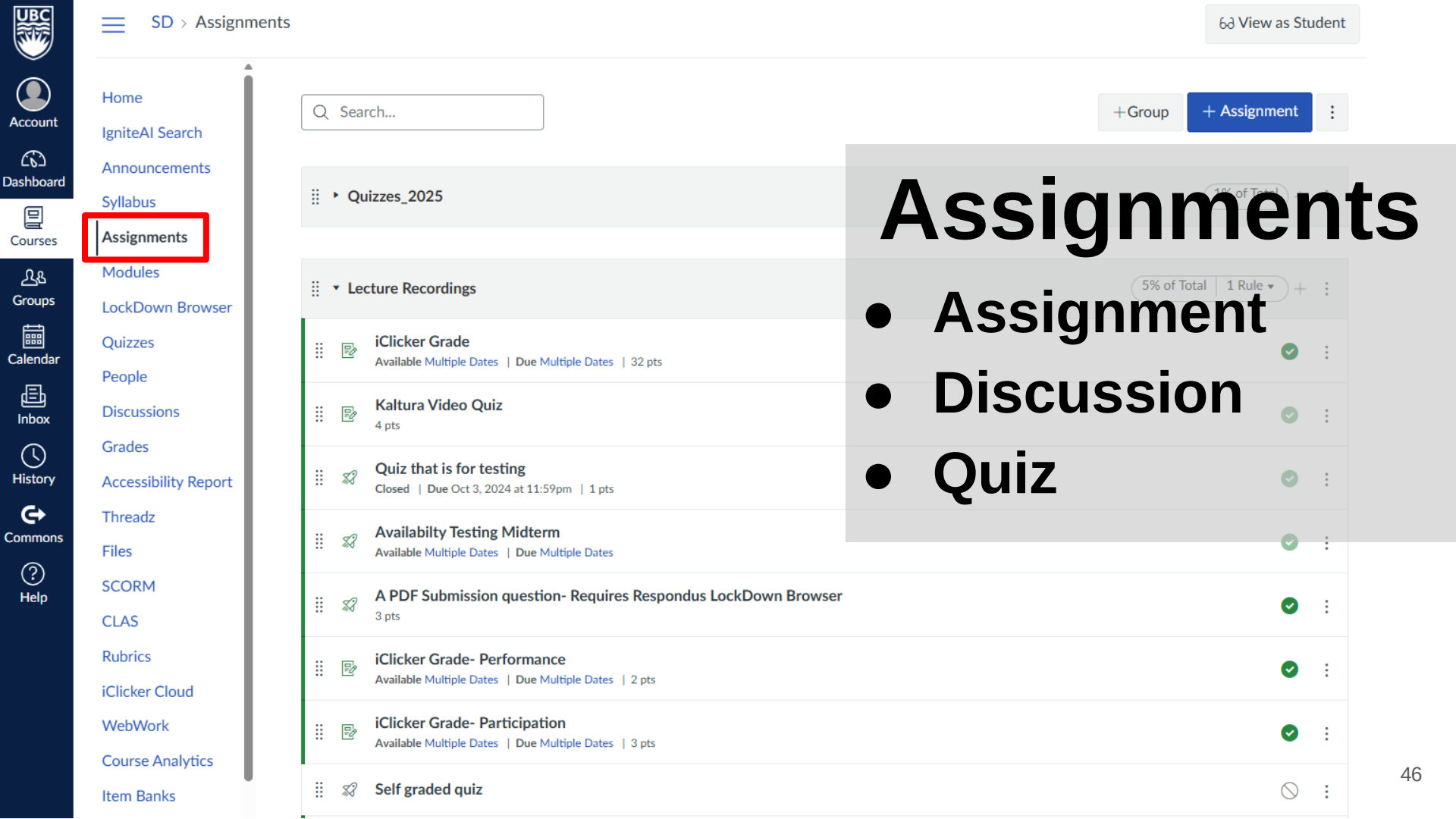


← [5] Options:

- Allow threaded replies: Allow nesting responses
- Users must post before seeing replies: Restrict access
- Graded:Turn this discussion into an mandatory assignment
- Allow liking: Allow students to like discussion replies
- Add to student to-do: The ungraded discussion will be added to calendar of students. (Graded discussion will be added automatically)

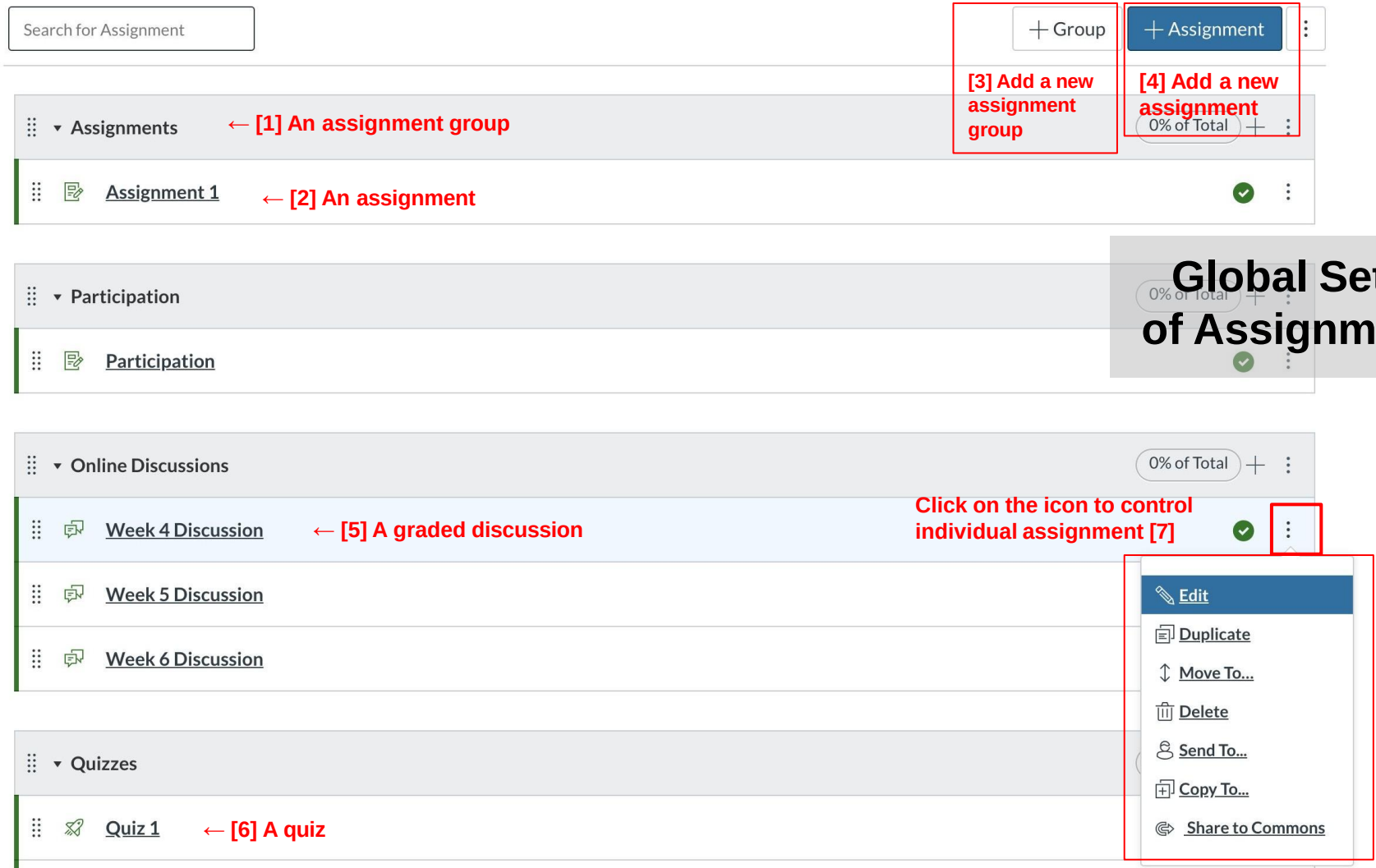
← [6] Make your discussion available during a specific date range

- Will always be available when leave them in blanks

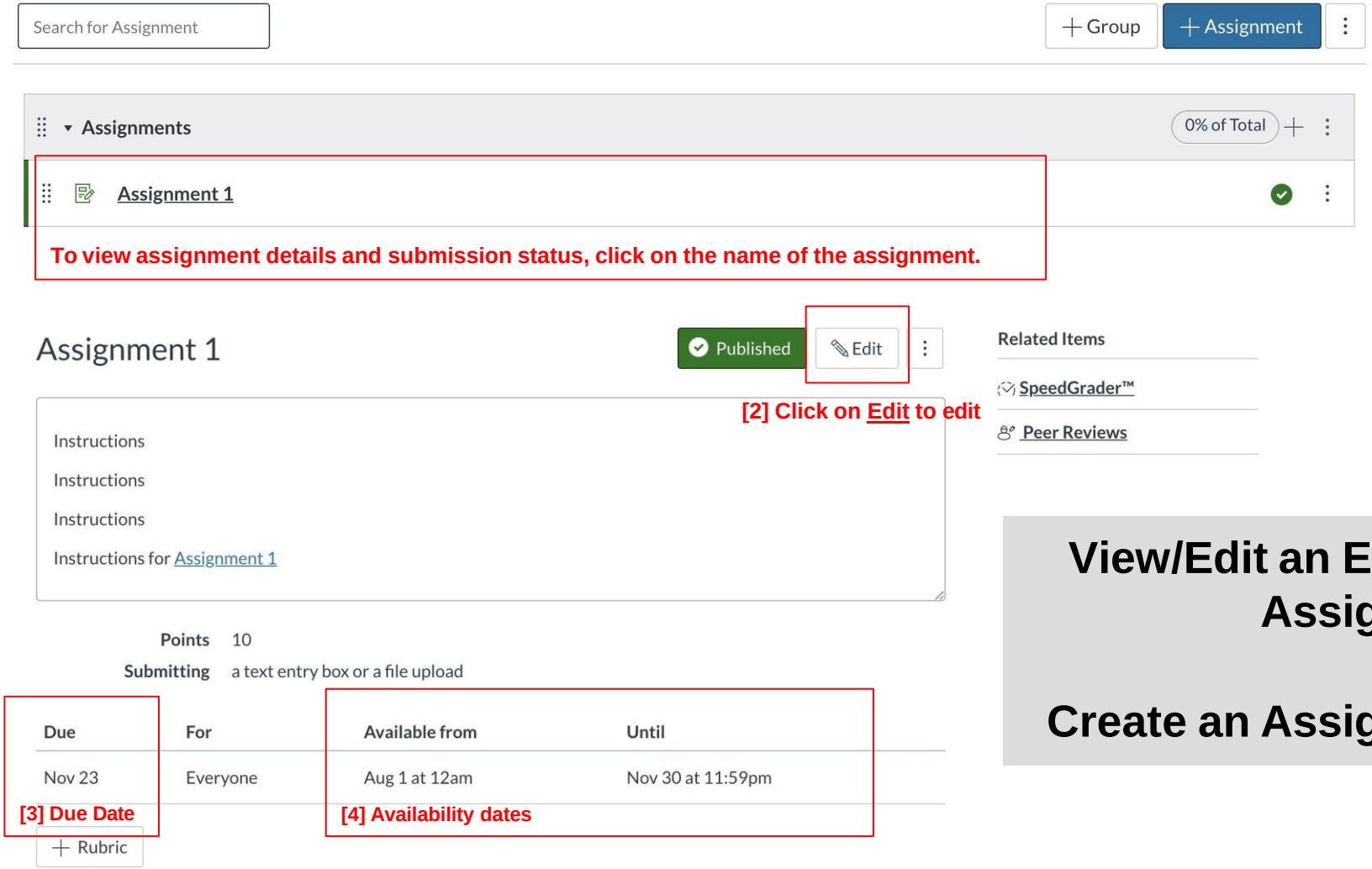


Assignments

- Assignment
- Discussion
- Quiz



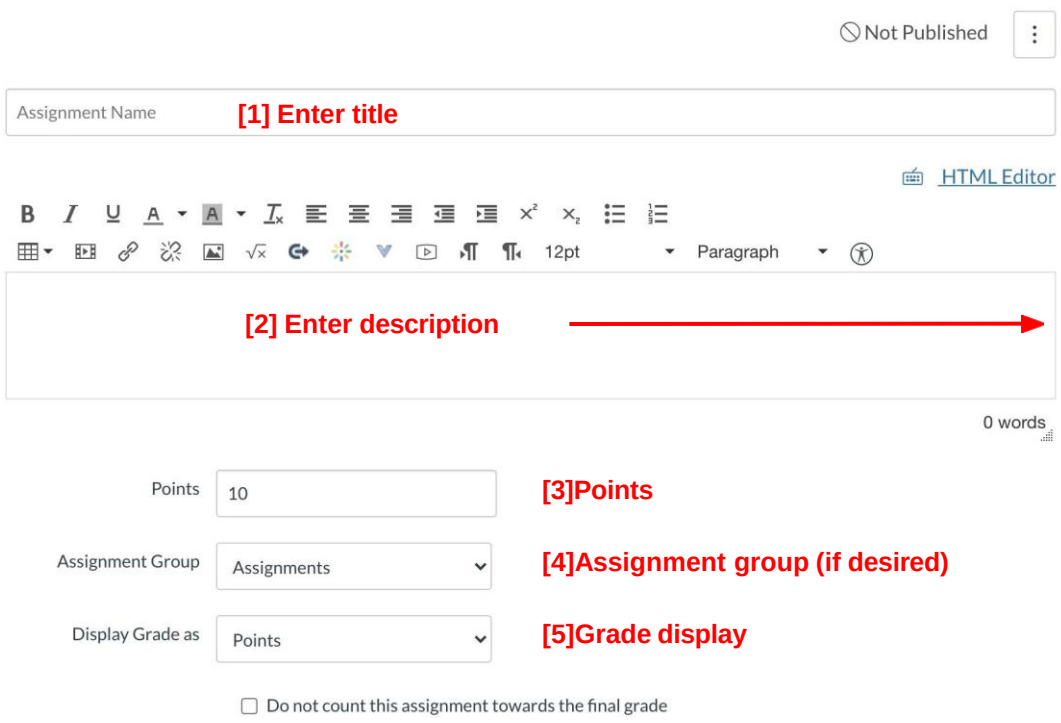
Global Setting of Assignments

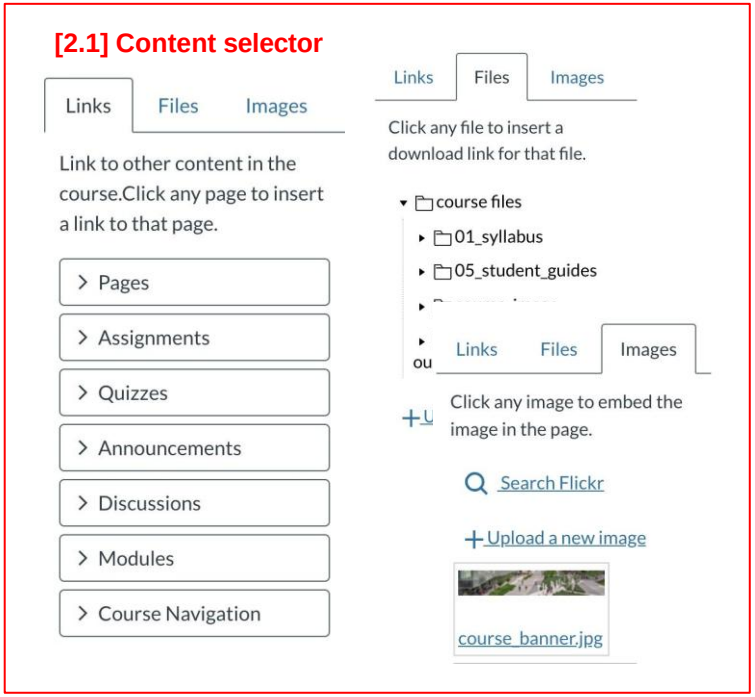


View/Edit an Existing Assignment

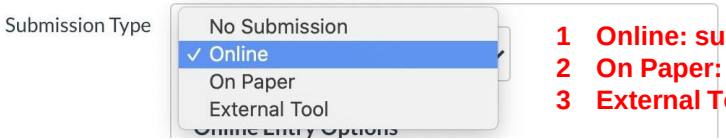
Create an Assignment

Setting of an Assignment

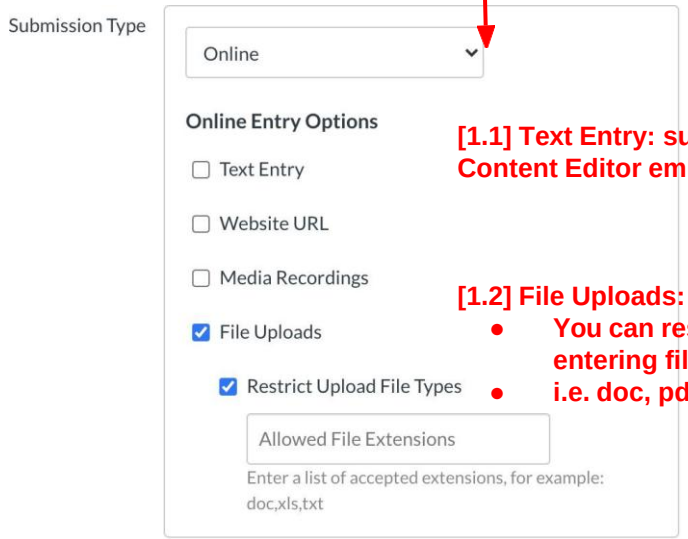




Submission Types



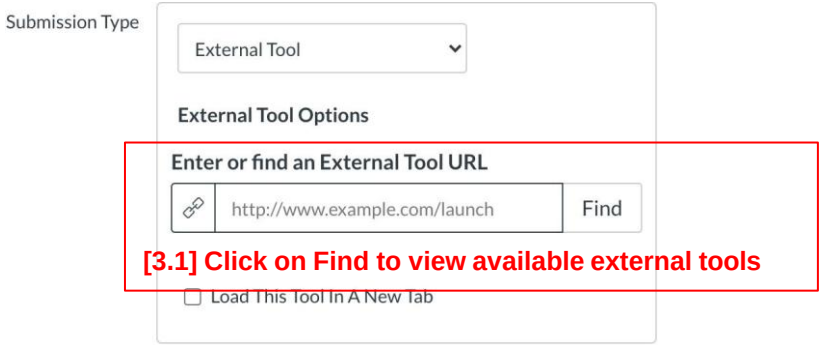
1. Online: submit their assignments via Canvas.
2. On Paper: submit an assignment in person
3. External Tool: submit an assignment using embedded external apps



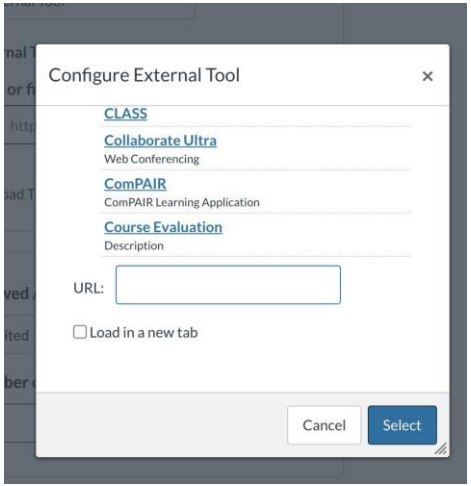
[1.1] Text Entry: submit directly in the Rich Content Editor embedded in the Canvas.

[1.2] File Uploads: upload a file.

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



[3.1] Click on Find to view available external tools



[3.2] A list of available external tools in Canvas

Submission Attempts & Peer Review Options

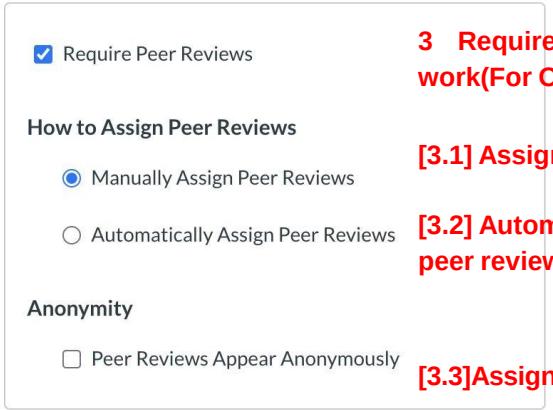
Submission Attempts

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

Group Assignment

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

Peer Reviews

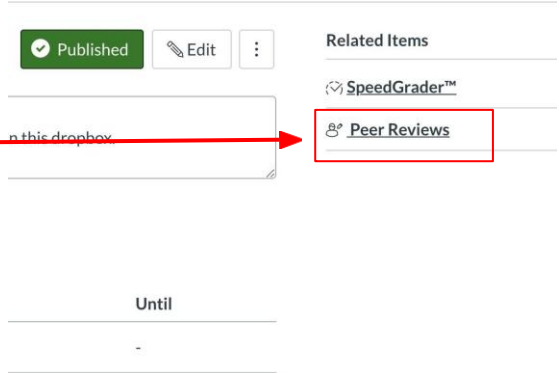


3 Require students review each other's work(For Online Submission)

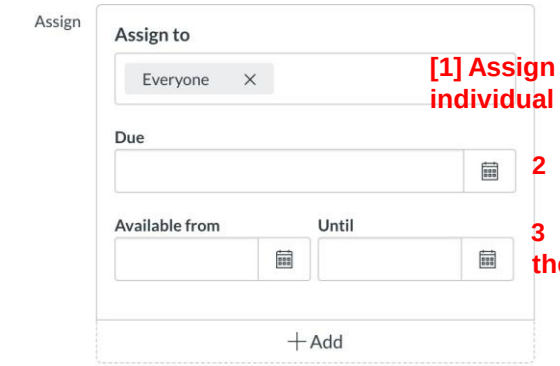
[3.1] Assign peer reviews manually

[3.2] Automatically: Canvas can assign peer reviews randomly

[3.3]Assign Anonymous Peer Reviews



Edit Due and Availability Dates in individual assignment

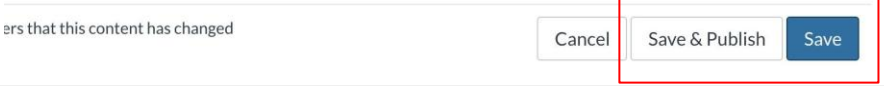


[1] Assign the assignment to everyone/ an individual student or course section

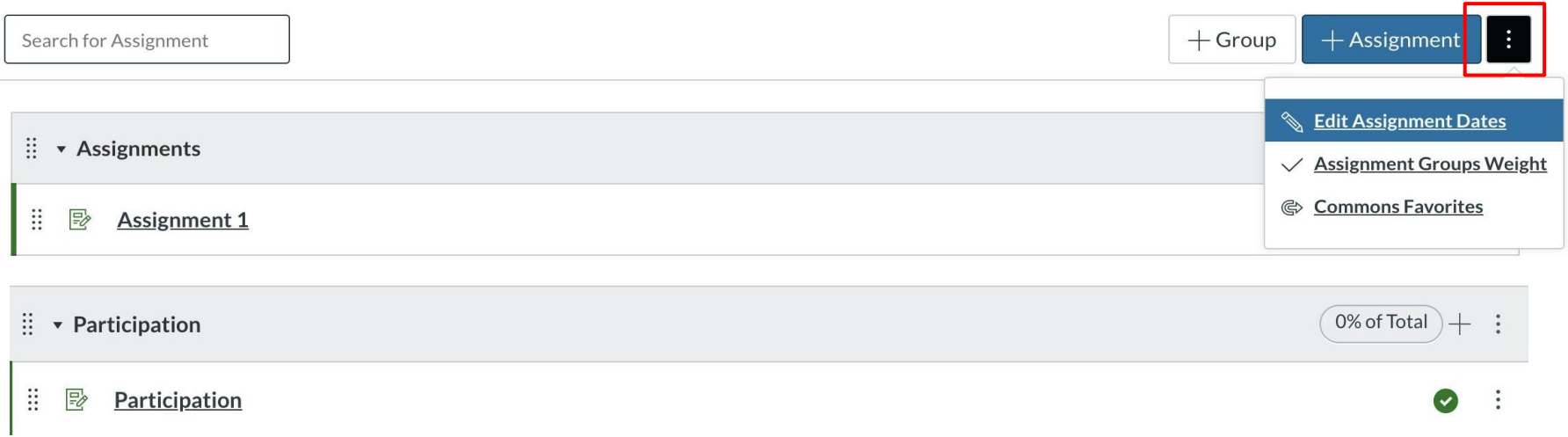
2 Due: Create due date. Students can still submit after due date.

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

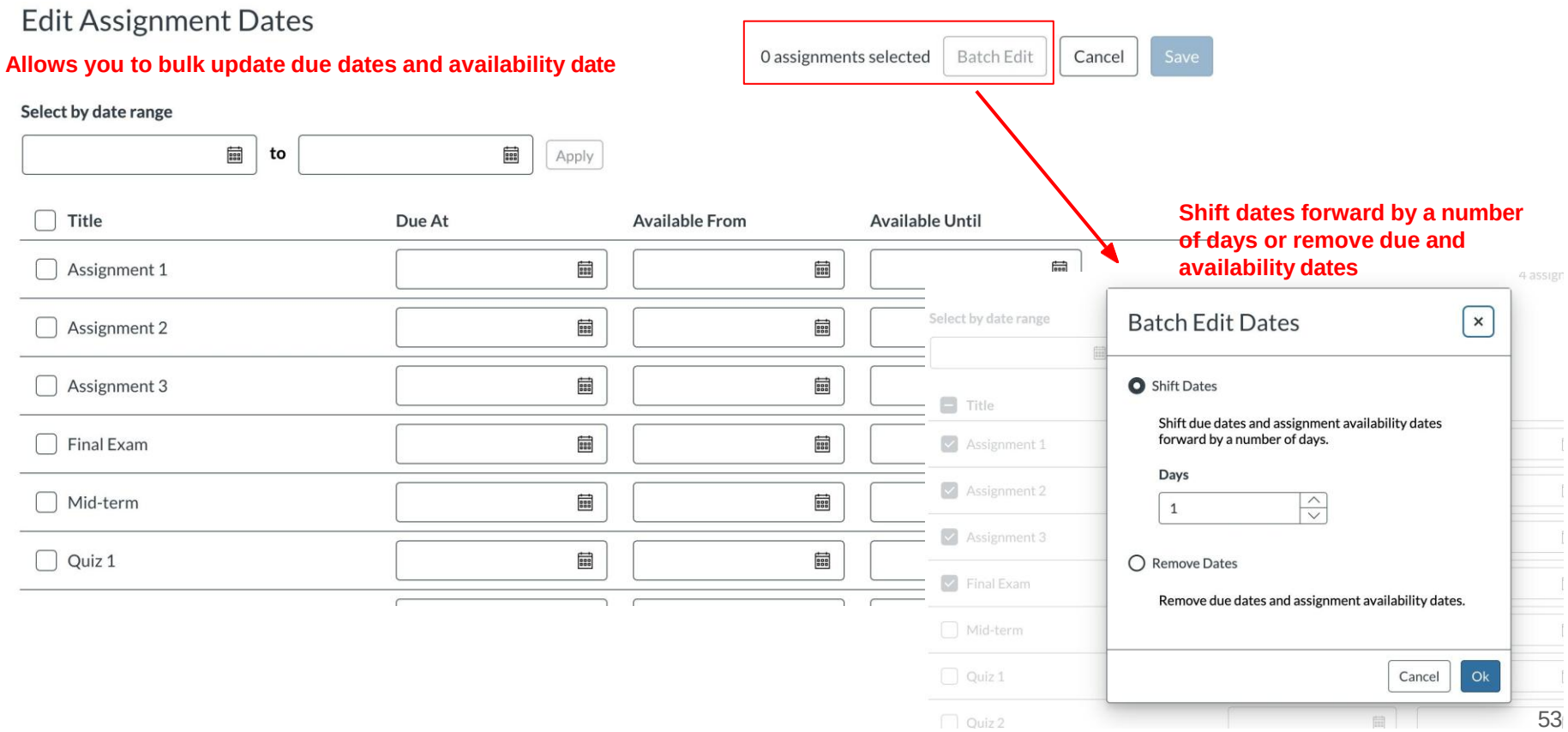
A new assignment is created!



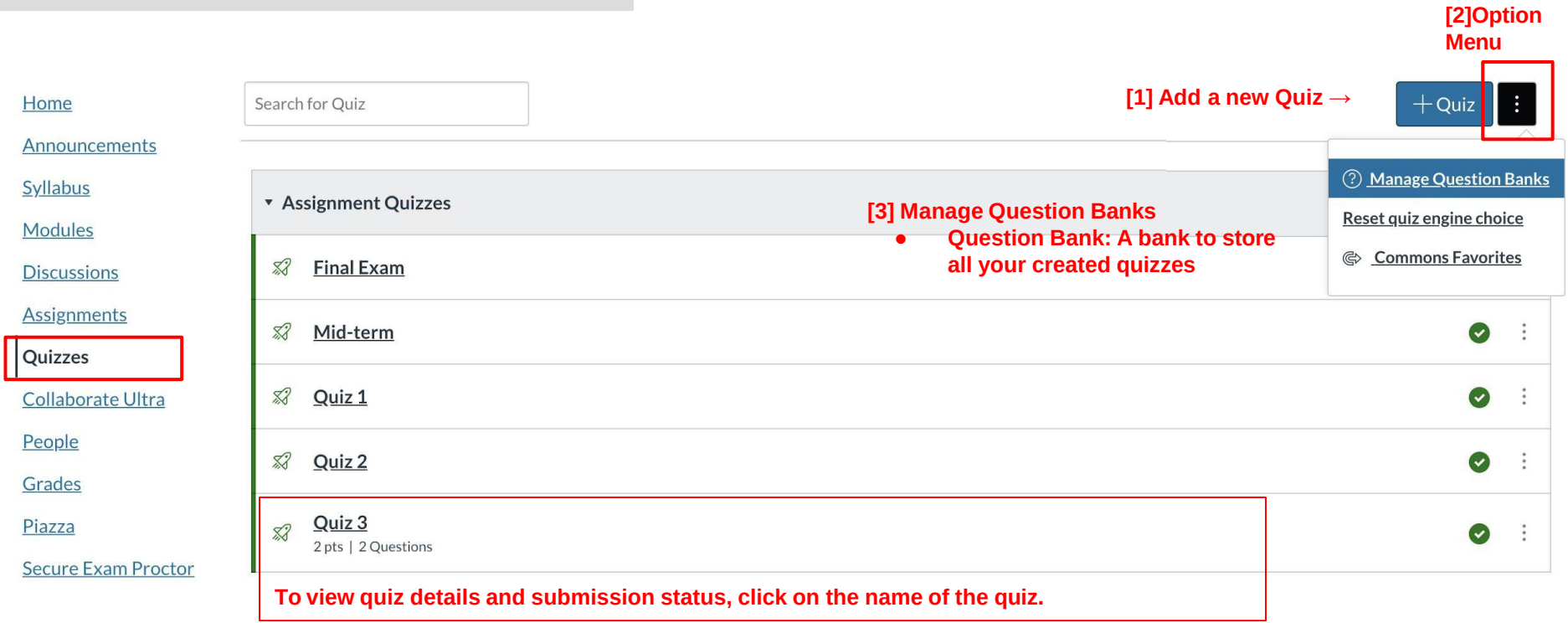
Bulk update due dates and availability dates



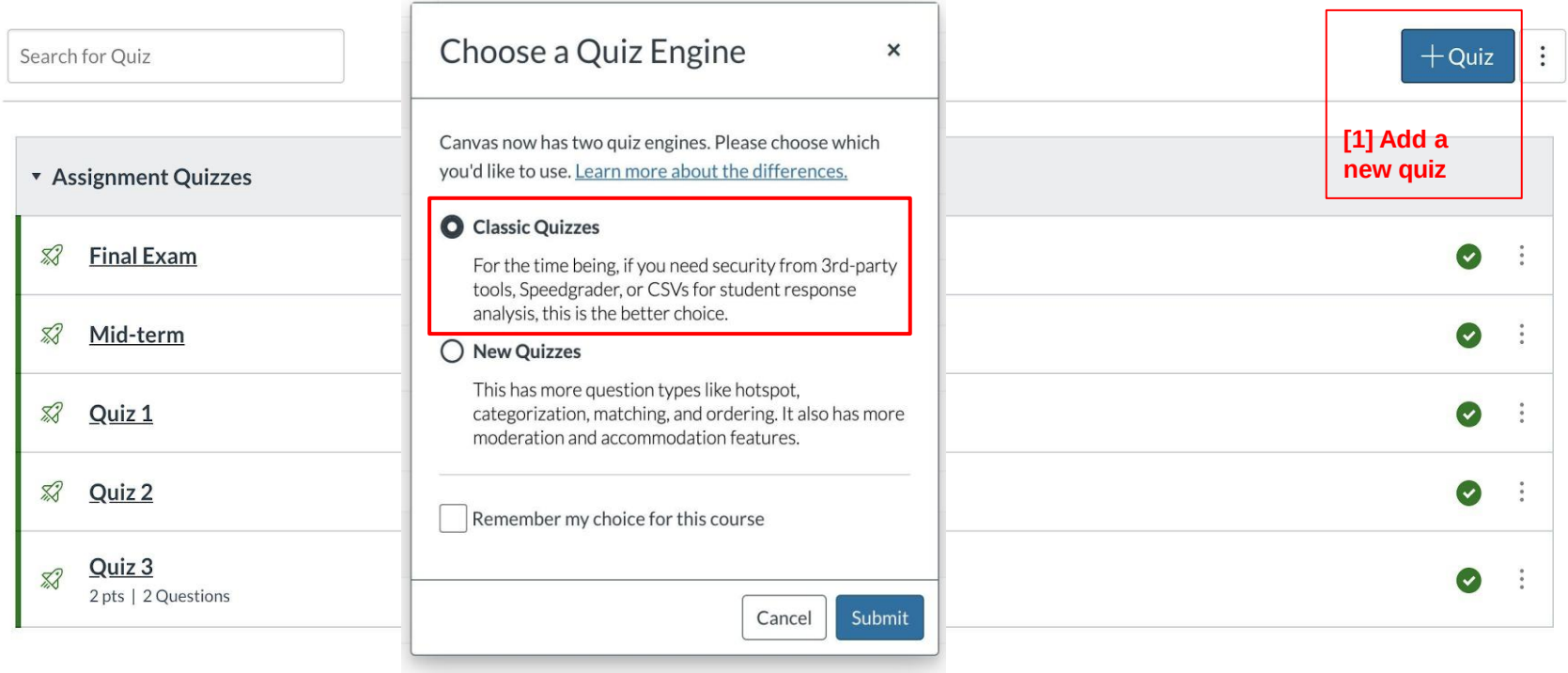
Bulk update due dates and availability dates



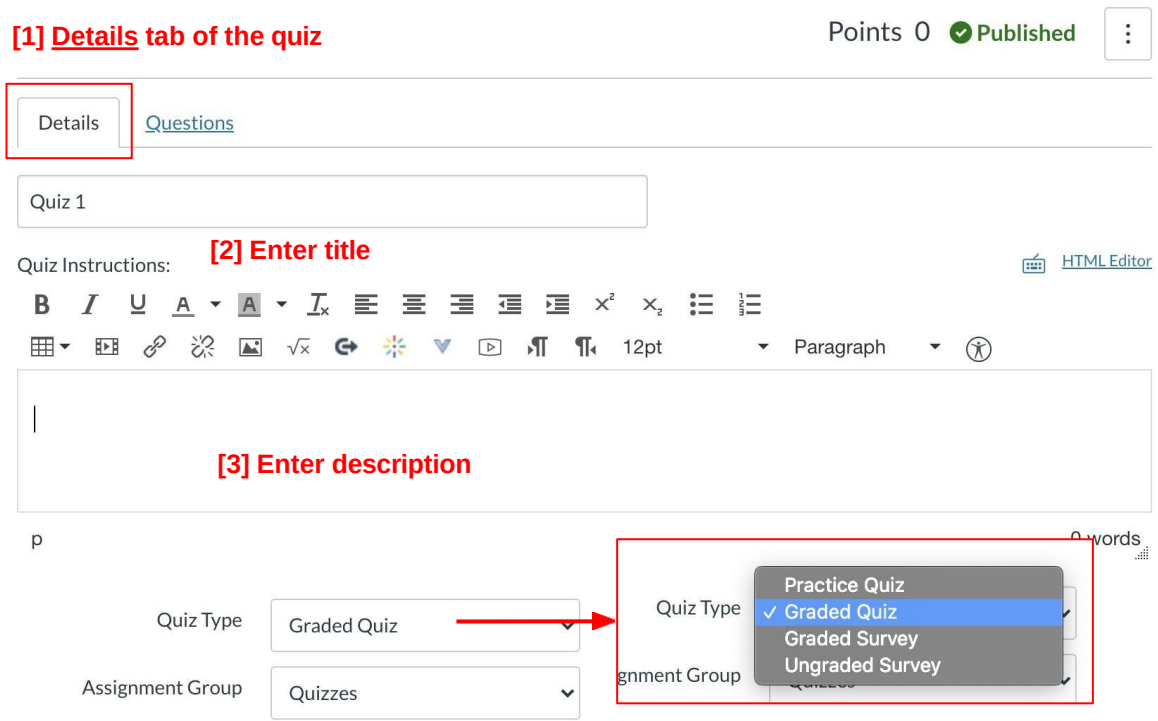
Global Setting of Quizzes

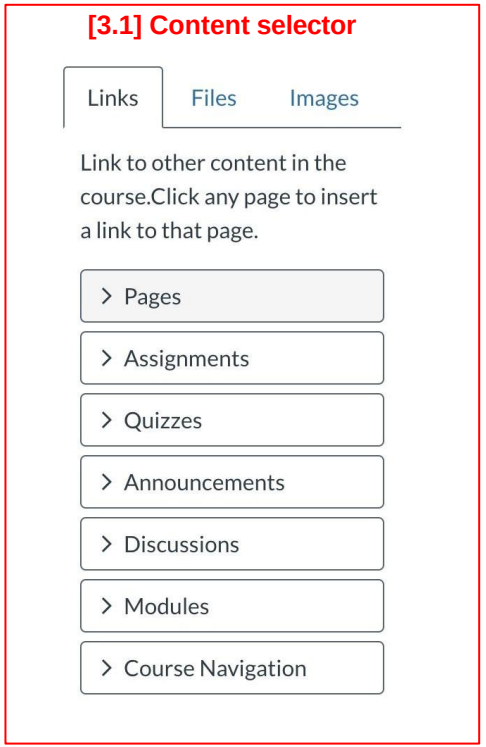


Create a Quiz



Setting of a Quiz

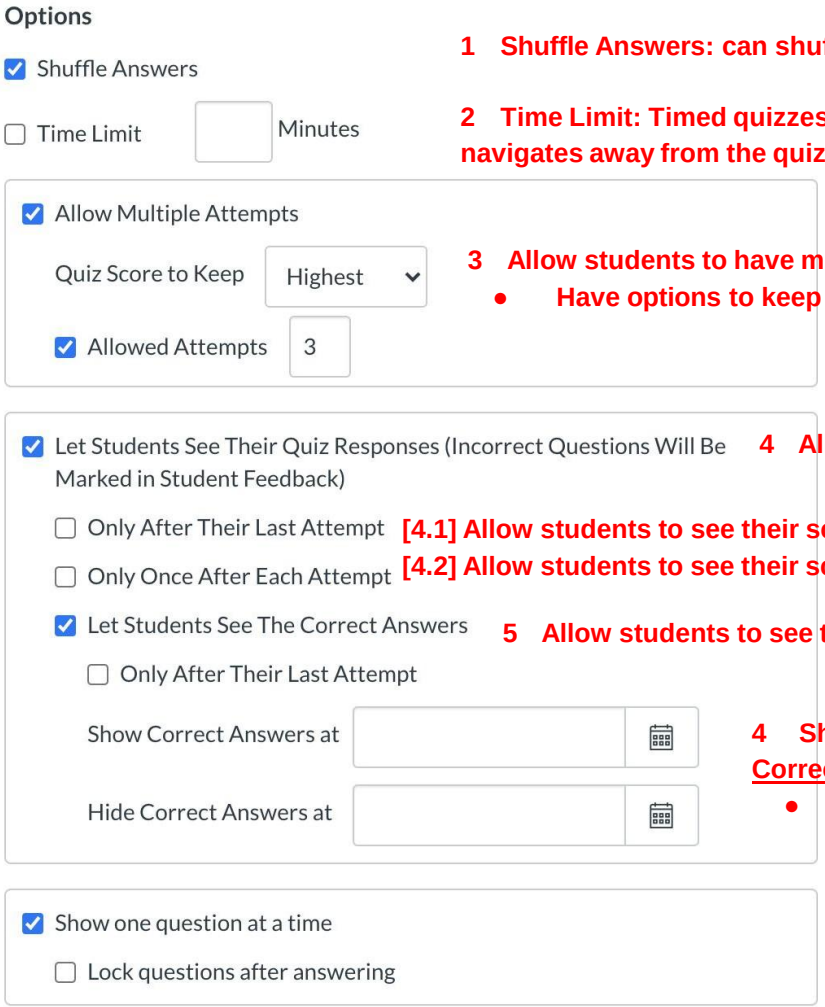




[5] Categorize the quiz into the proper Assignment group.

[4] Quiz Types:

- Practice Quiz: not graded
- Graded Survey: Students will receive the grade after completing
- Ungraded Survey: Students won't be graded



1 Shuffle Answers: can shuffle (randomize) answers

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

3 Allow students to have multiple attempts

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

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

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

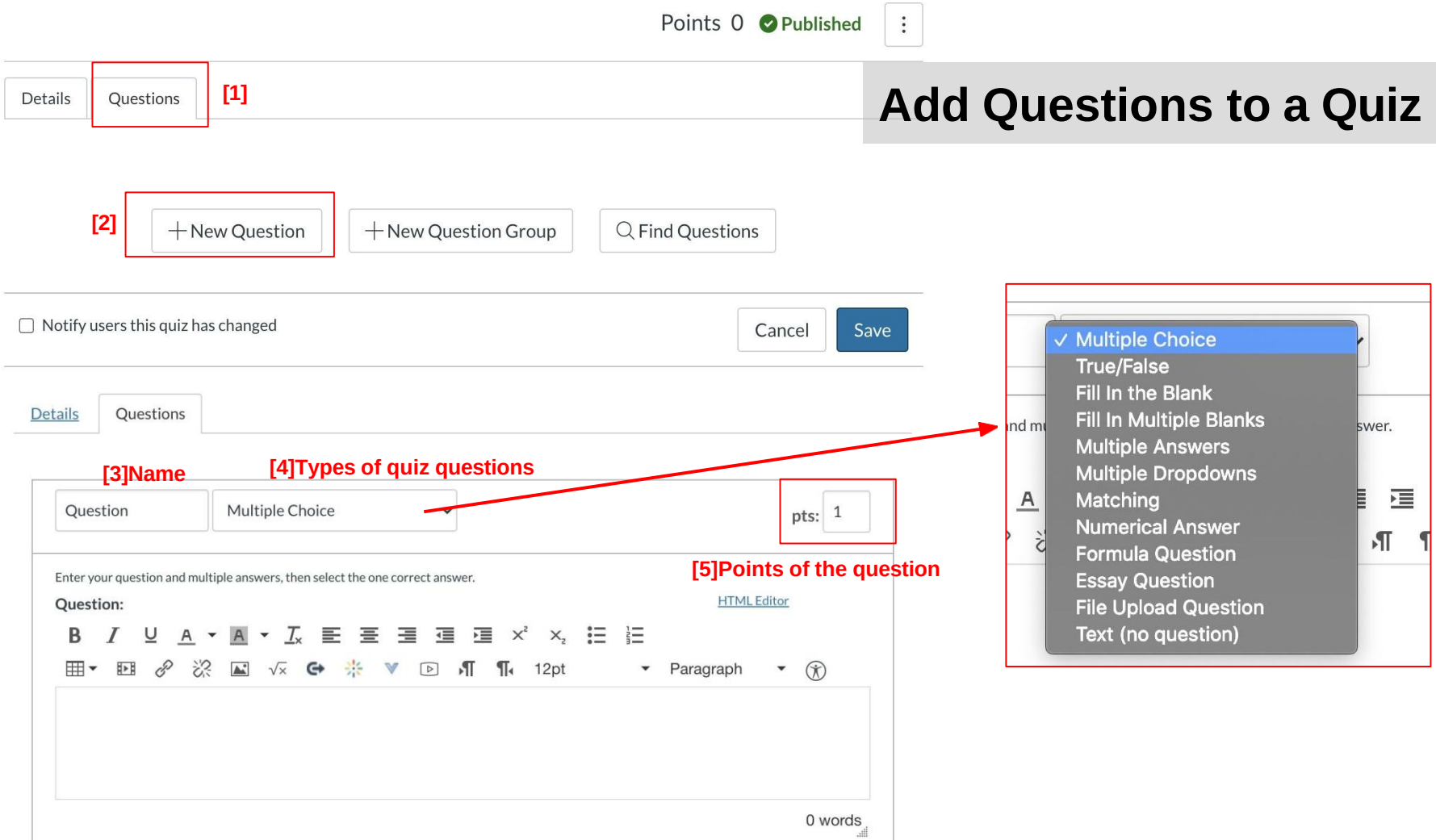
[4.2] Allow students to see their scoring only once after each attempt (Correct answers are hidden)

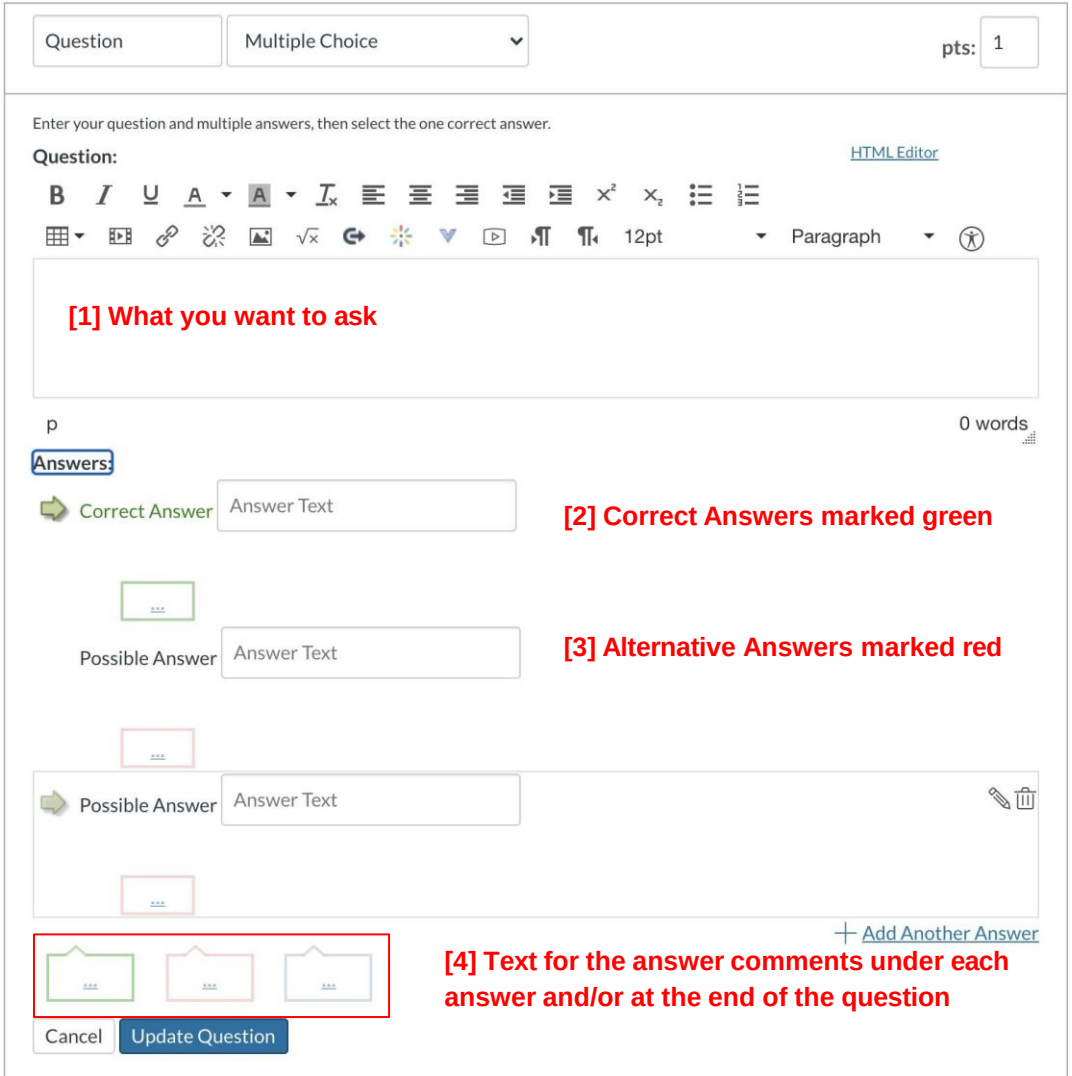
5 Allow students to see their scoring and correct answers

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

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

Add Questions to a Quiz

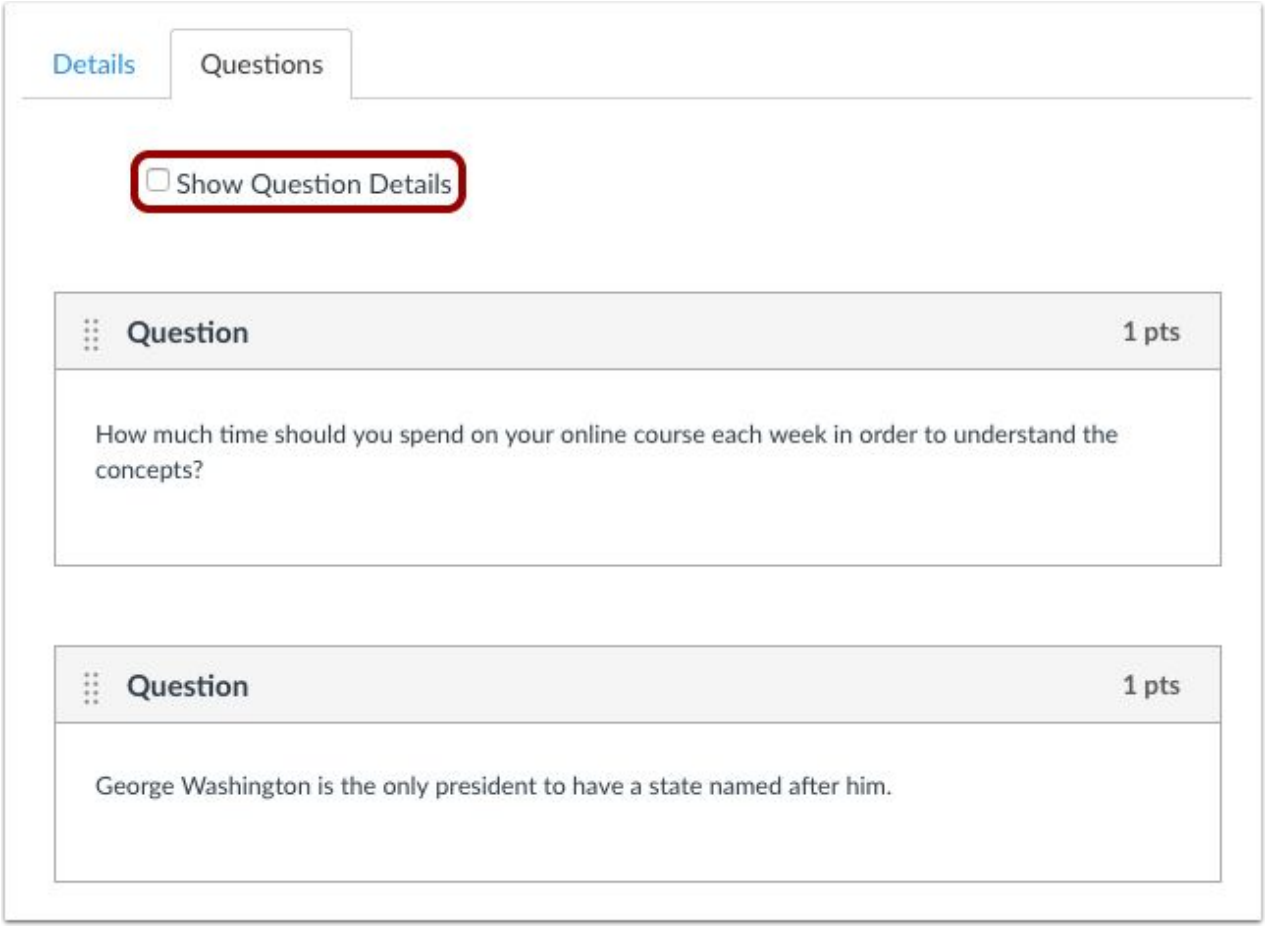




Add Questions to a Quiz

Student view of the question:

View Questions



UBC Faculty of Forestry & Environmental Stewardship

canvas

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   b. Create question banks and quizzes
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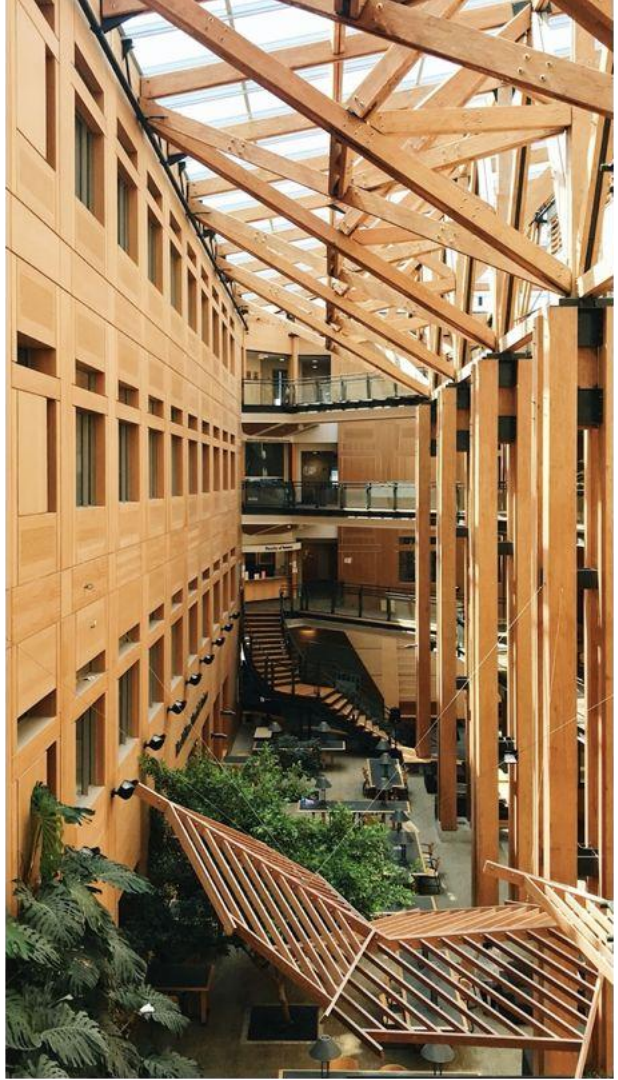
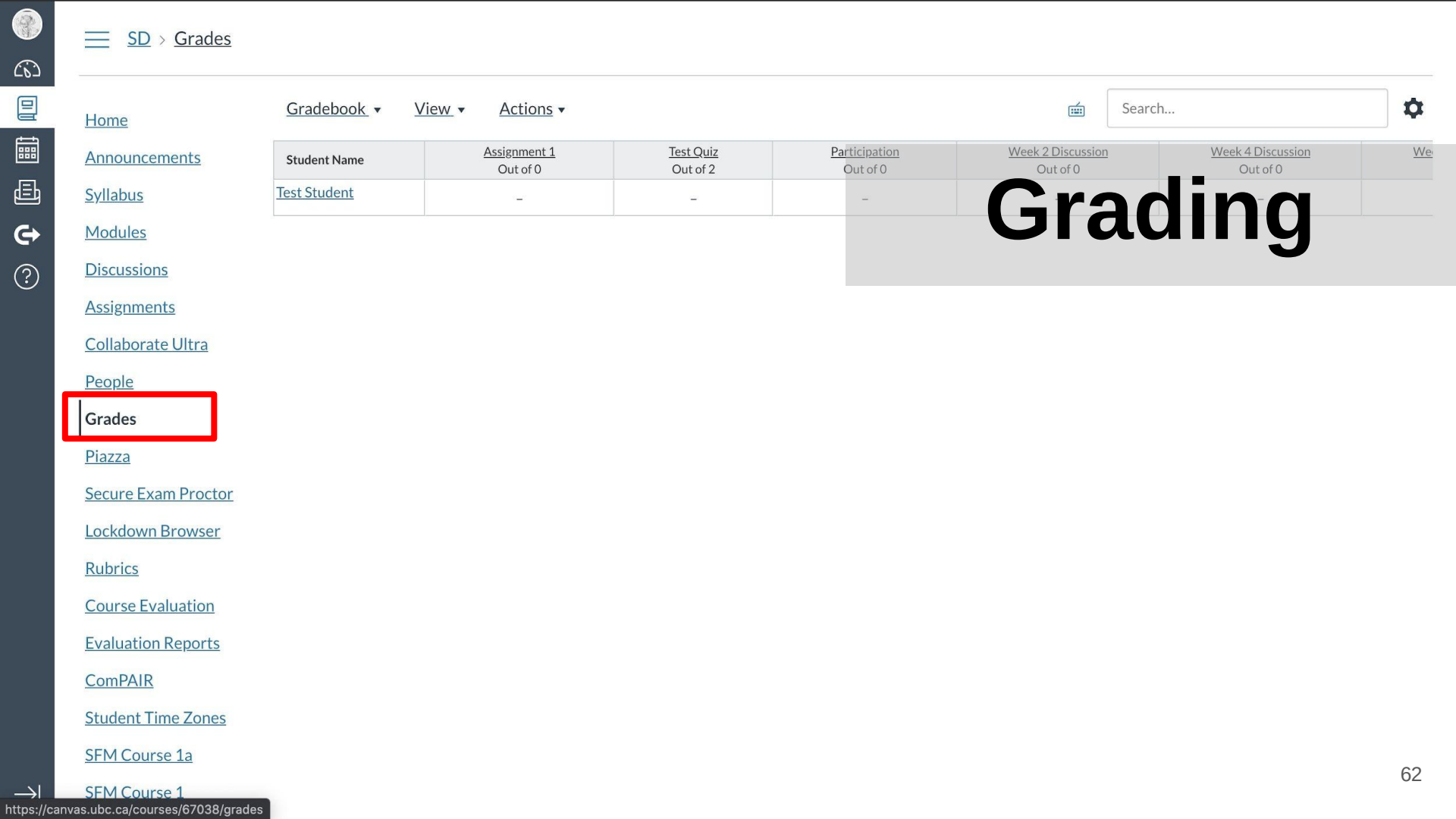



SD › Grades
Home
Announcements
Syllabus
Modules
Discussions
Assignments
Collaborate Ultra
People
Grades
Piazza
Secure Exam Proctor
Lockdown Browser
Rubrics
Course Evaluation
Evaluation Reports
ComPAIR
Student Time Zones
SFM Course 1a
SFM Course 1
Gradebook
View
Actions
Search...
Student Name
Assignment 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
Test Student
Grading
https://canvas.ubc.ca/courses/67038/grades

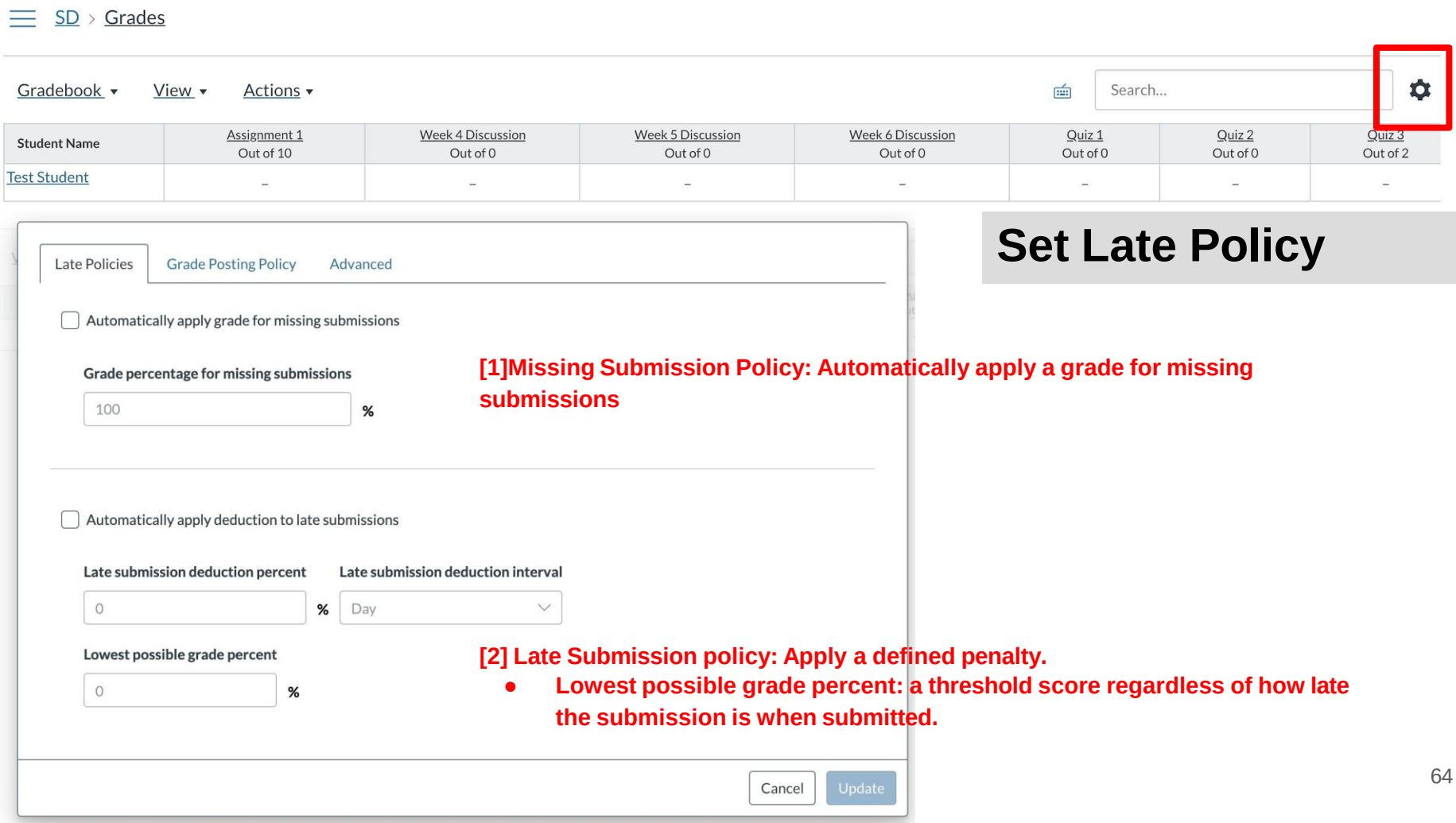
[1]Global Sorting Options

- Search: allows you to find an individual student

[2] Name of students

[3]Assignment data

View Grade Book



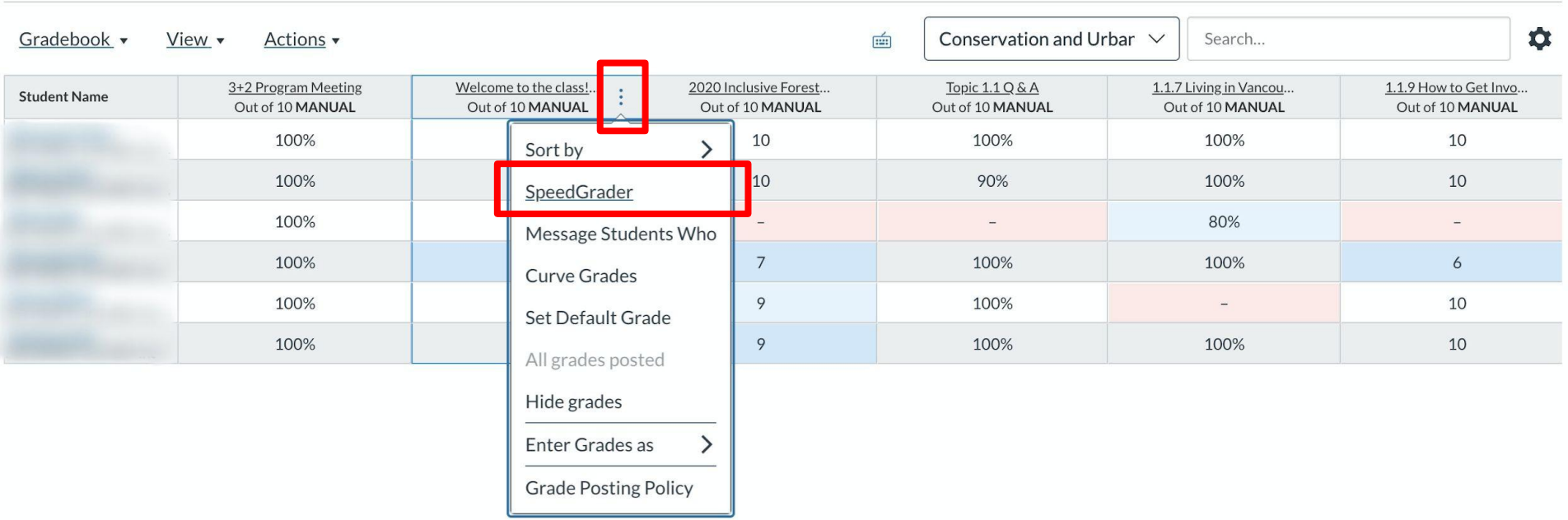
Set Late Policy

[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.**

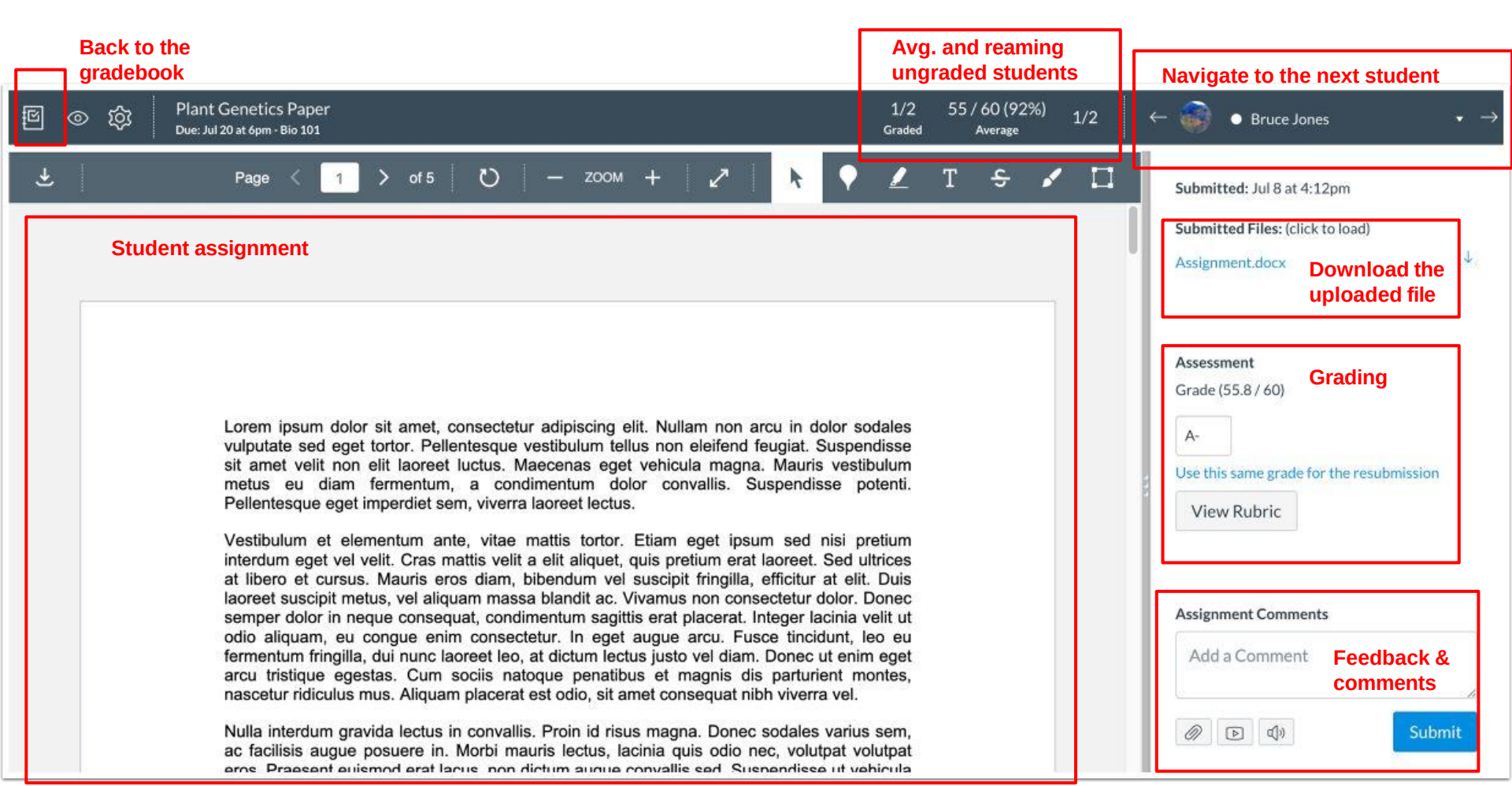
SpeedGrader

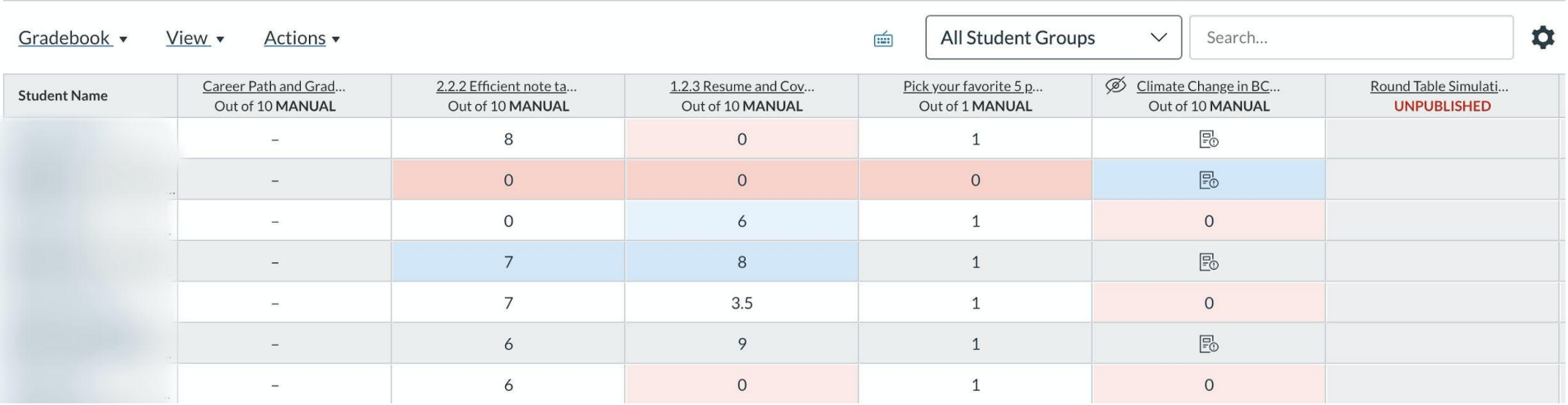


Sort by: Grade high to low/ low to high/ missing/ late

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

Enter grades as: points/ percentage


Back to the gradebook
Avg. and reaming ungraded students
Navigate to the next student
Plant Genetics Paper
Due: Jul 20 at 6pm · Bio 101
1/2 Graded
55 / 60 (92%) Average
1/2
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
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



: 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://ctlt.ubc.ca/resources/teaching/teaching-assistants/

THANK YOU