

Online Teaching and Learning Transition

An Introduction to Canvas

Michelle Zeng michelle.zeng@ubc.ca

Yangqian (Frederick) Qi yangqian.qi@ubc.ca

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



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



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:

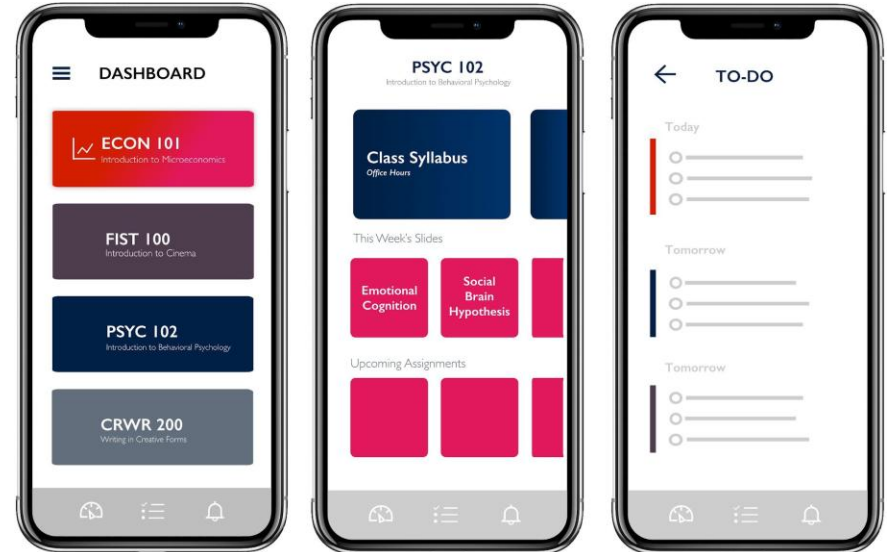
- ✓ [Recover your CWL Login Name](#)
- ✓ [Reset your CWL Password](#)

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

Introduction to Contemporary For...
Dashboard


Contemporary Topics in Forestry
CTF



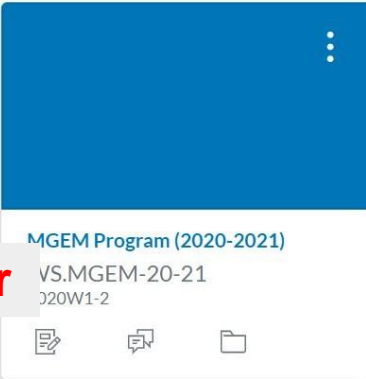





Wellness Centre: Online
Wellness_Centre



SandBox - Learning Support Team
SD



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



Sidebar

Interface

Locating Course

UBC

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
dules (Term 1, Full Year & Summer
L9)

Default Term

Contemporary Topics in Forestry
CTF

📢 📄 💬



SandBox - Learning Support Team
SD

📢 1 💬 📄

Interface

Locating Course



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>
	STUDENT HELP DESK
	<p>Student Canvas Help</p> <p>LT Service Centre</p> <p>LT Helpdesk Contact Form</p>
	STUDENT RESOURCES
	<p>Academic Integrity</p> <p>Writing Support</p> <p>Skills for Class</p> <p>Library Skills Tutorial</p> <p>UBC Keep Learning Site</p>
	CURRENT PACIFIC TIME

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>	⋮
ComPAIR <i>Page disabled, won't appear in navigation</i>	⋮
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.

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

SandBox - Learning Support Team

Edit

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 Course General Questions Course Discussions </p> <p>STUDENT HELP DESK</p> <p> Student Canvas Help LT Service Centre LT Helpdesk Contact Form </p> <p>STUDENT RESOURCES</p> <p> Academic Integrity Writing Support Skills for Class Library Skills Tutorial UBC Keep Learning Site </p> <p>CURRENT PACIFIC TIME</p>

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



Posted on:



Posted on:



Posted on:



Posted on:

Topic Title **Input announcement title**

Links

Files

Images

B *I* U A A *I_x*      x^2 x_2  
     \sqrt{x}       12pt

 [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 x



Attachment

Choose File

No file chosen

Options

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

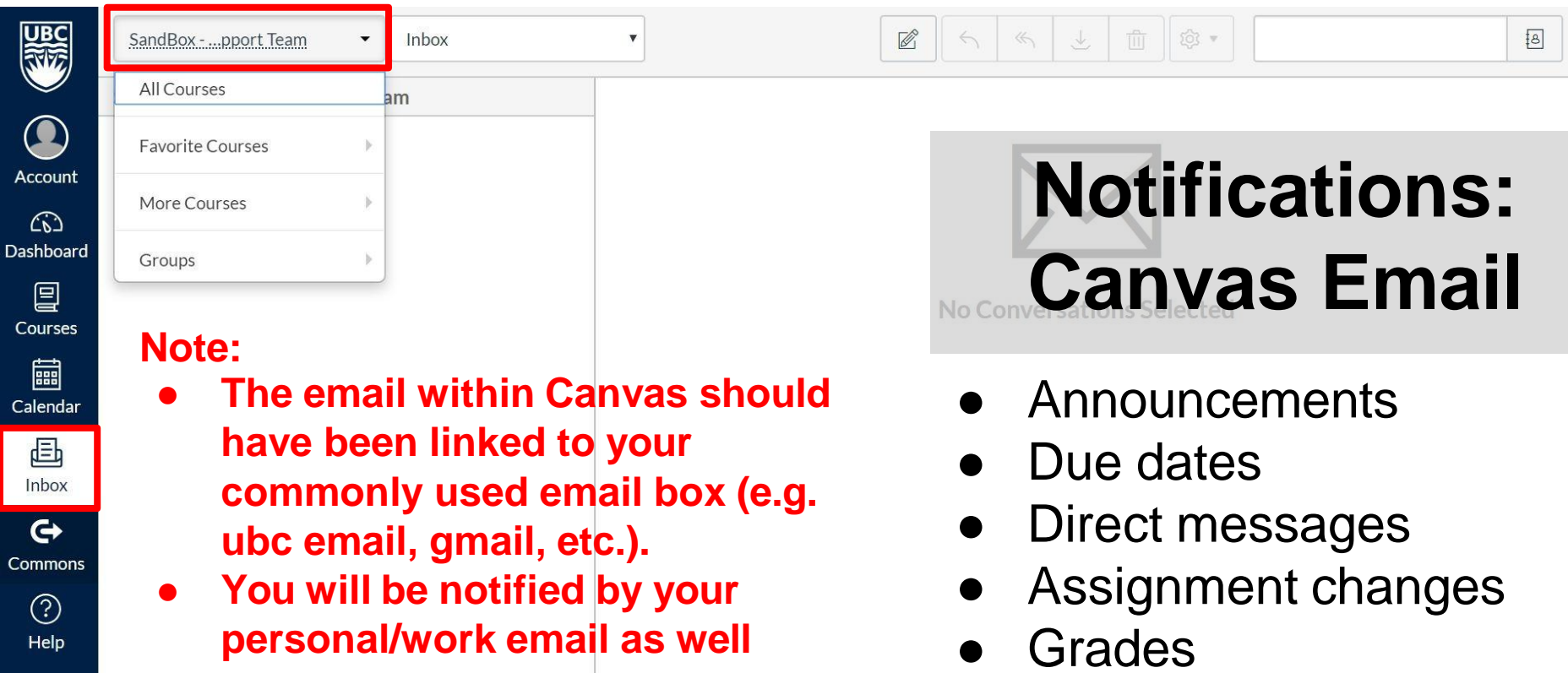
Add a new announcement

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 sidebar with icons for UBC, Account, Dashboard, Courses, Calendar, Inbox (highlighted with a red box), Commons, and Help. The main content area has a top bar with a course dropdown menu (currently showing 'SandBox - ...pport Team' and highlighted with a red box), an 'Inbox' dropdown, and a toolbar with icons for editing, navigating, and deleting. Below the course dropdown, a list of options is visible: 'All Courses', 'Favorite Courses', 'More Courses', and 'Groups'. To the right of the main content area, there is a grey box with the text 'Notifications: Canvas Email' and 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.



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>
	STUDENT HELP DESK
	<p>Student Canvas Help</p> <p>IT Service Centre </p> <p>IT Helpdesk Contact Form </p>
	STUDENT RESOURCES
	<p>Academic Integrity </p> <p>Writing Support </p> <p>Skills for Class </p> <p>Library Skills Tutorial </p> <p>UBC Keep Learning Site </p>
	CURRENT PACIFIC TIME

Course Modules

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

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



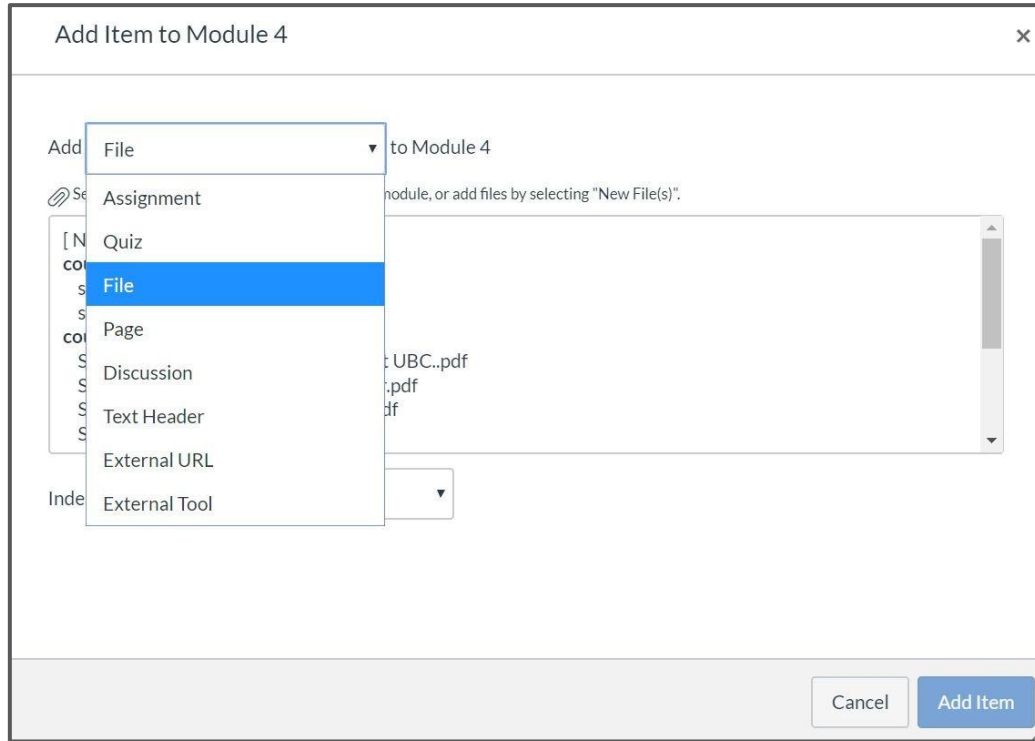
- # Add Modules
- Course content
 - Lecture slides
 - Assignments
 - Student resources (e.g. readings, useful links, etc.)

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 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

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





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>
	STUDENT HELP DESK
	<p>Student Canvas Help</p> <p>IT Service Centre</p> <p>IT Helpdesk Contact Form</p>
	STUDENT RESOURCES
	<p>Academic Integrity</p> <p>Writing Support</p> <p>Skills for Class</p> <p>Library Skills Tutorial</p> <p>UBC Keep Learning Site</p>
	CURRENT PACIFIC TIME

Collaborate Ultra & Zoom

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

Sessions

SandBox - Learning Support Team - Course Room
Unlocked (available)

Create Session

sandbox1
2020-07-31, 8:00 AM (available)

Test
2020-07-31, 12:08 PM (available)

Test 2
2020-08-05, 12:50 PM (available)

Test Session

Event Details

☐ 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?

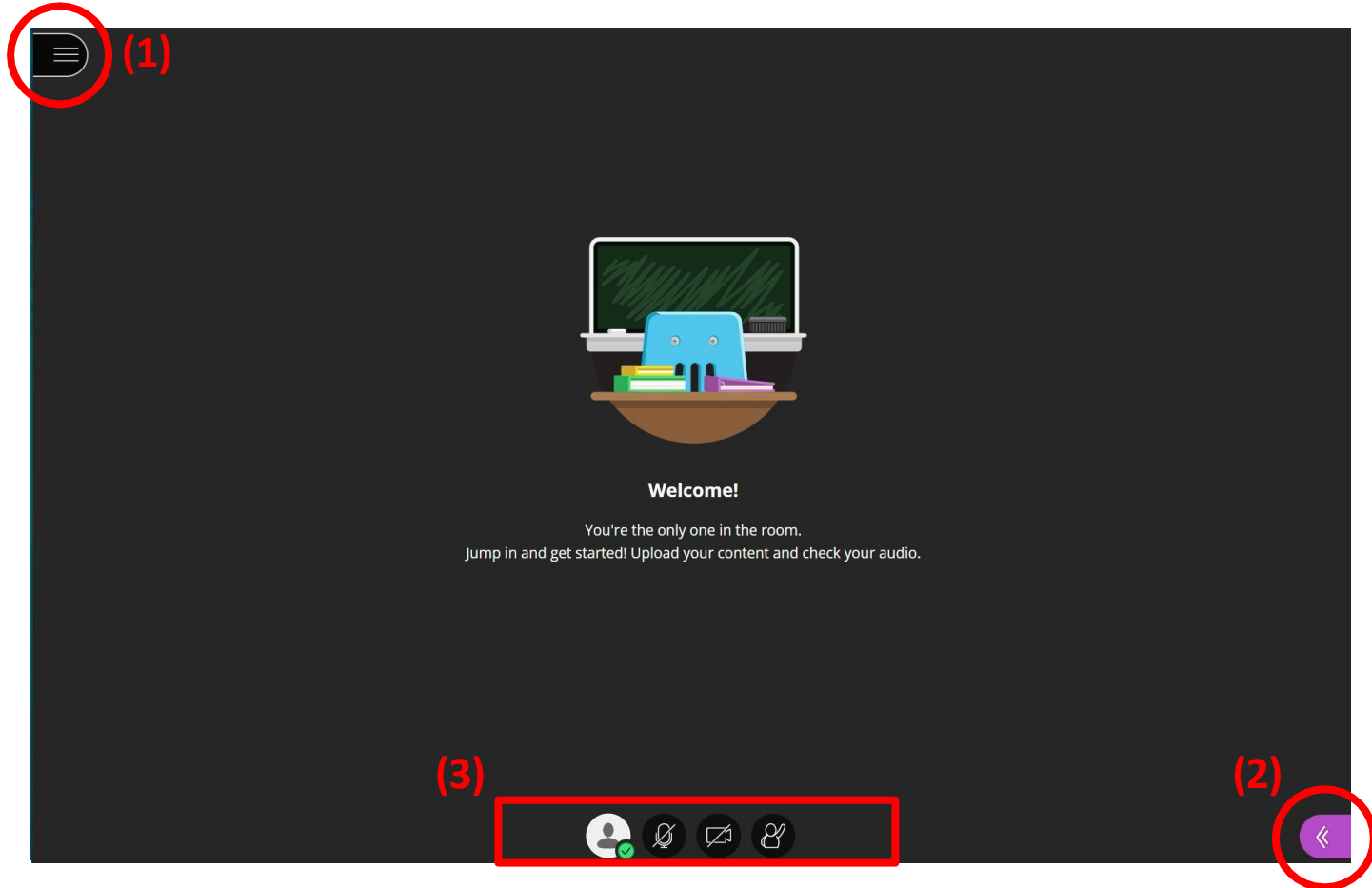
Collaborate Ultra

Interface

(1) Session Menu

(2) Collaborate
Panel

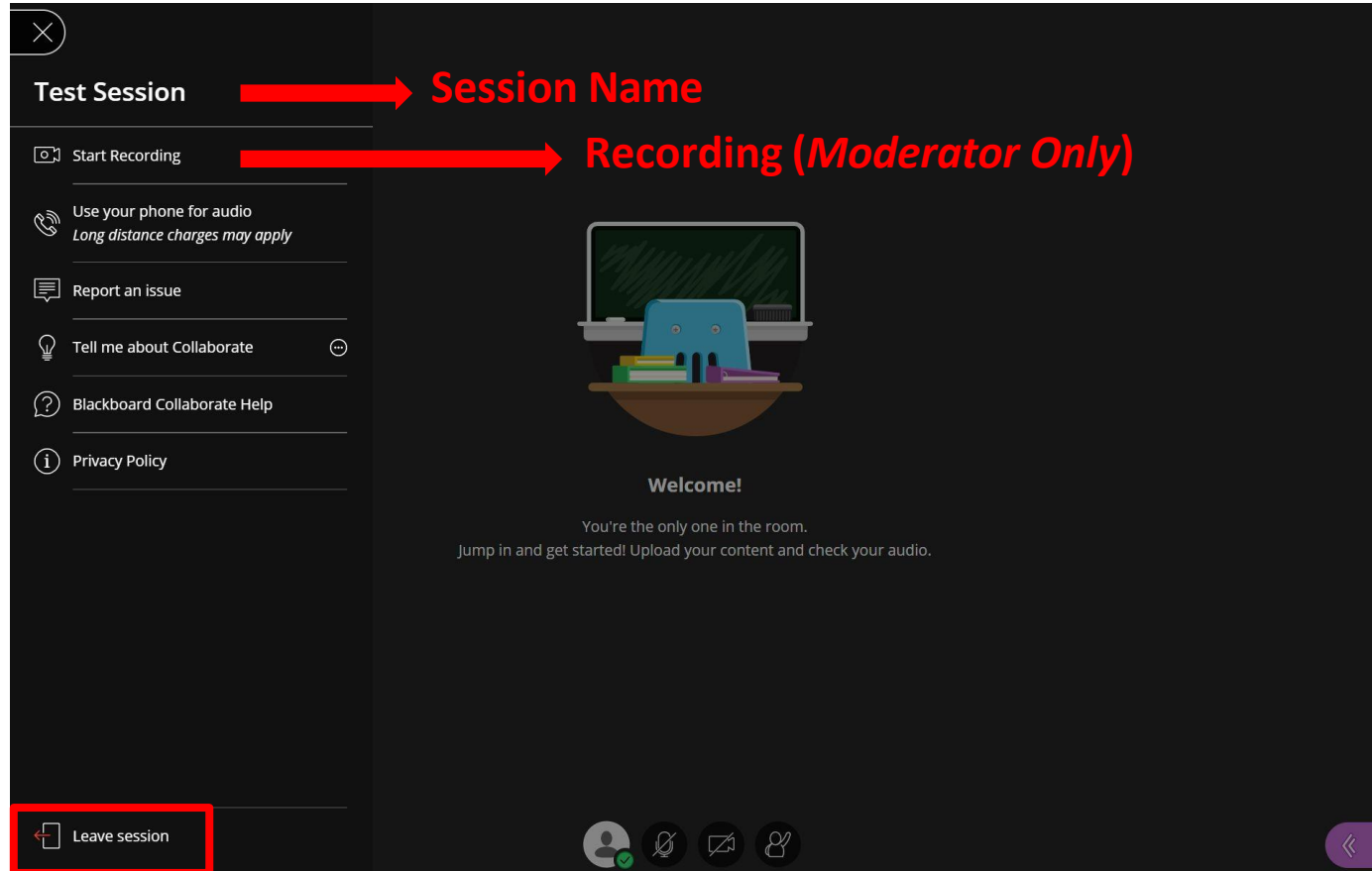
(3) Bottom Panel



Interface

Open Session Menu

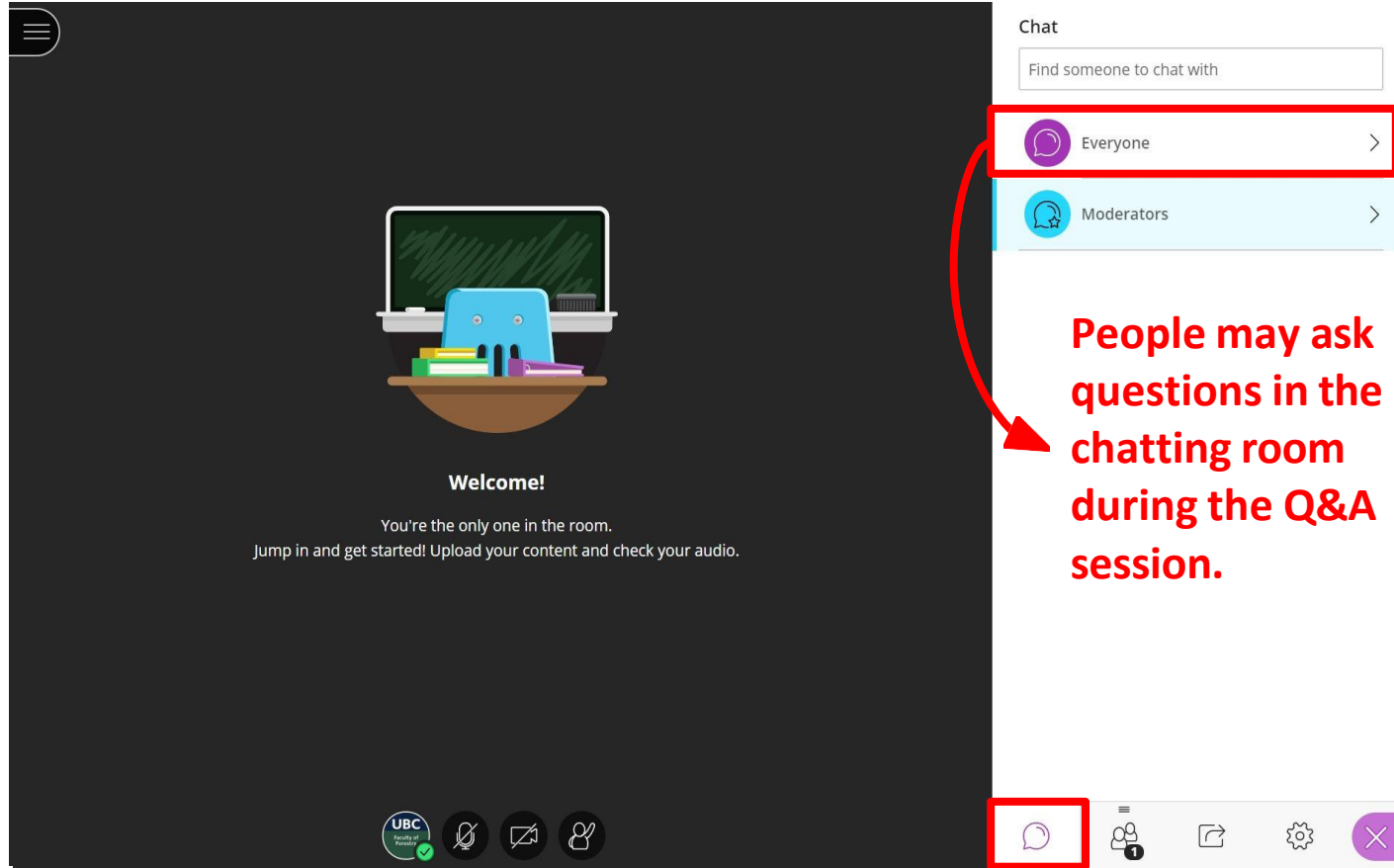
- Recording
- Report an issue
- Help
- Leave session



Interface

Collaborate Panel

- Chat
- Attendees
- Share Content
- Settings

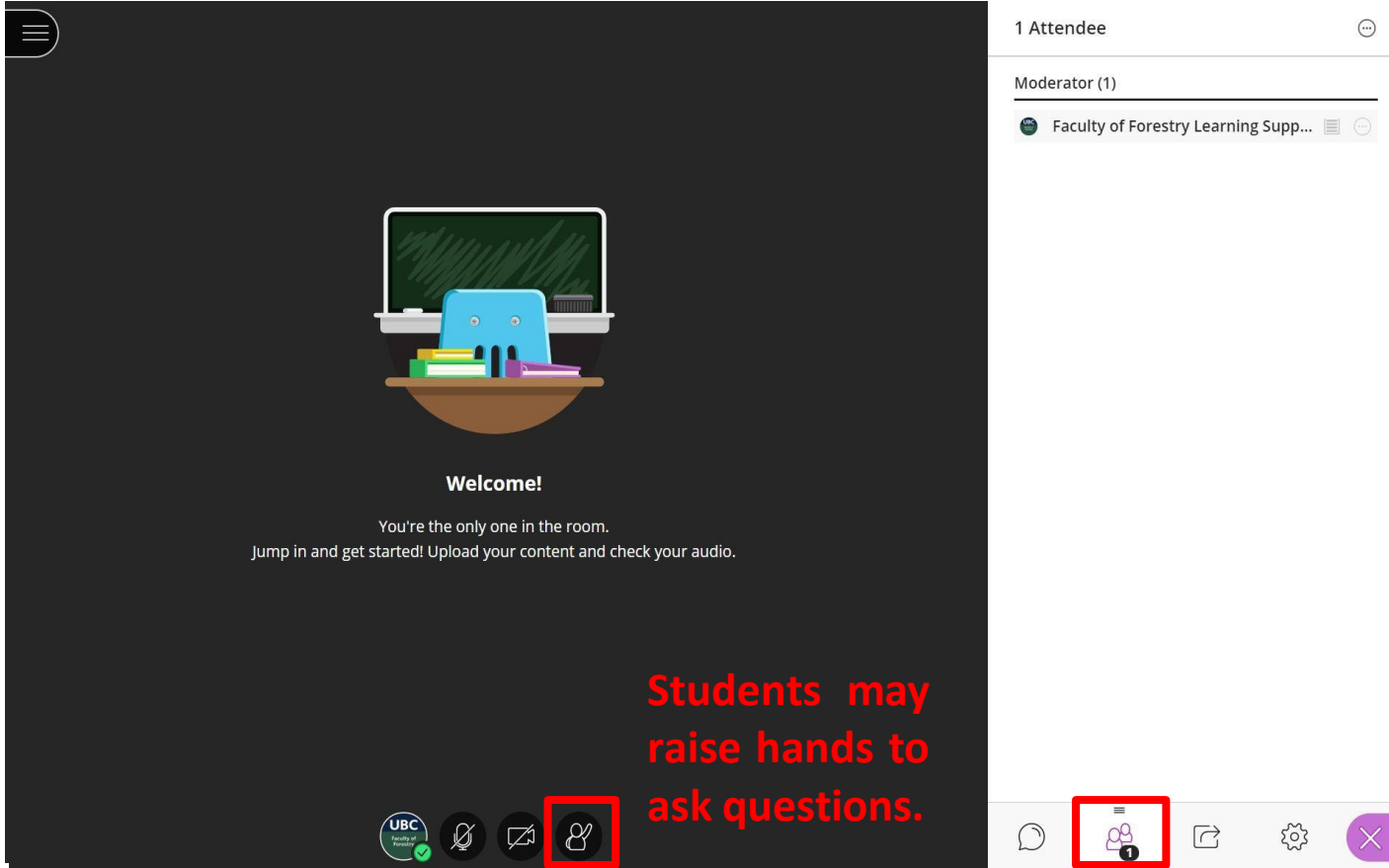


People may ask questions in the chatting room during the Q&A session.

Interface

Collaborate Panel

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



The screenshot displays a virtual meeting interface. The main area is dark gray with a central illustration of a desk with a laptop, a blue robot-like figure, 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." The right sidebar is white and shows "1 Attendee" and "Moderator (1)". The attendee list includes "Faculty of Forestry Learning Supp...". The bottom toolbar is dark gray and contains several icons: a UBC logo, a microphone, a screen share icon, a hand raise icon (highlighted with a red box), a chat icon, a share icon, a settings icon, and a close icon.

1 Attendee

Moderator (1)

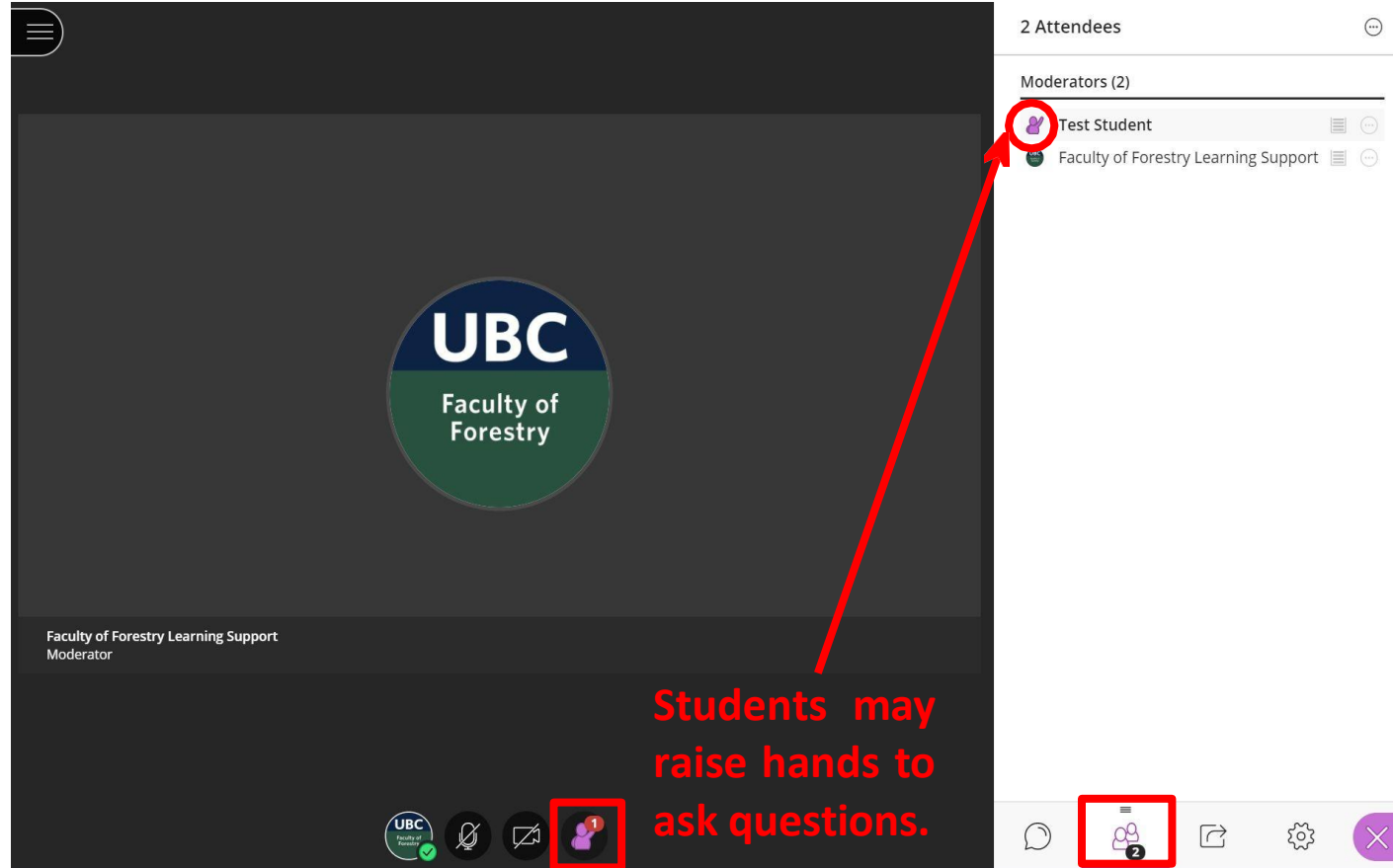
Faculty of Forestry Learning Supp...

Students may raise hands to ask questions.

Interface

Collaborate Panel

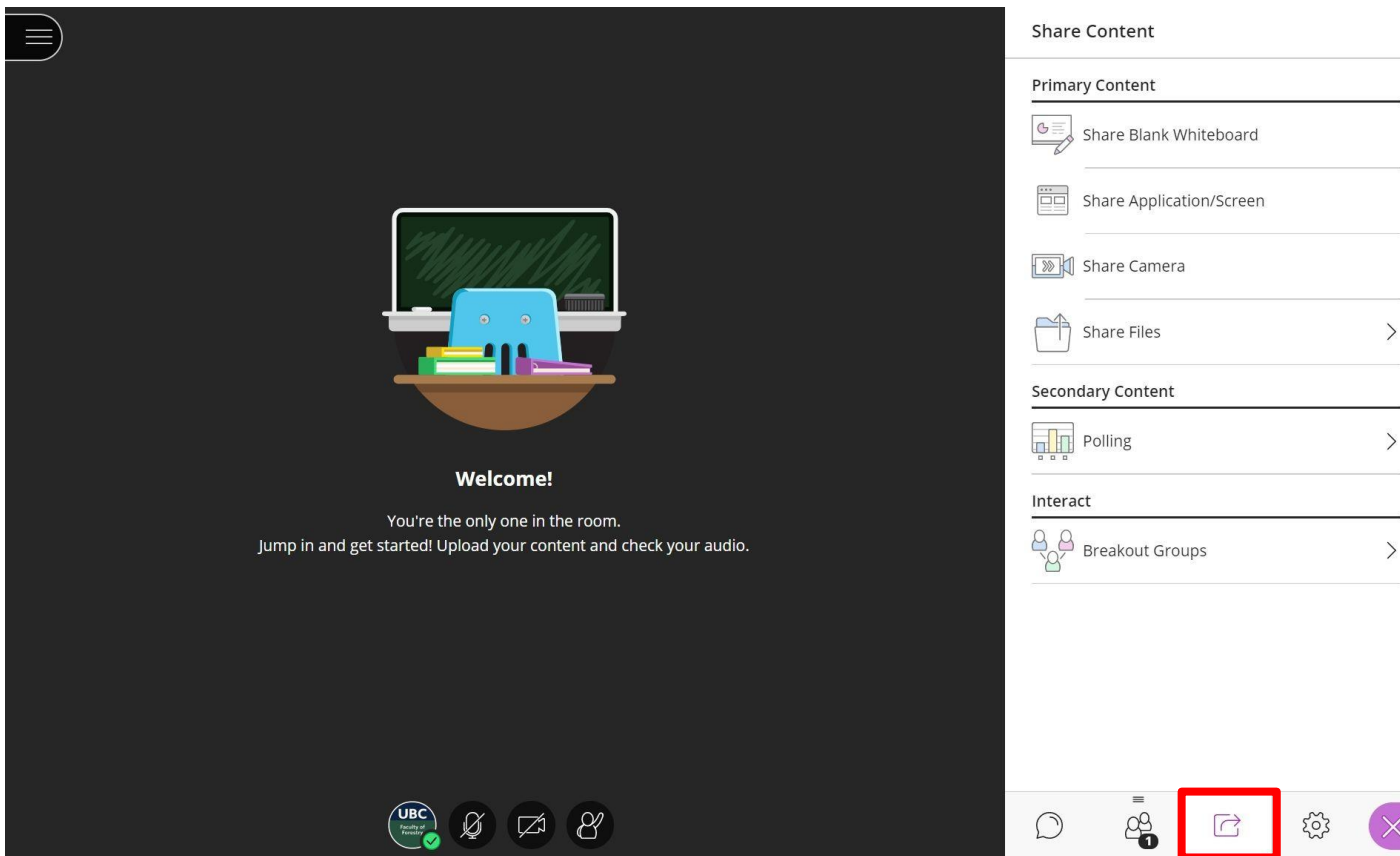
- Chat
- **Attendees**
 - **Raise hands**
- Share Content
- Settings



Interface

Collaborate Panel

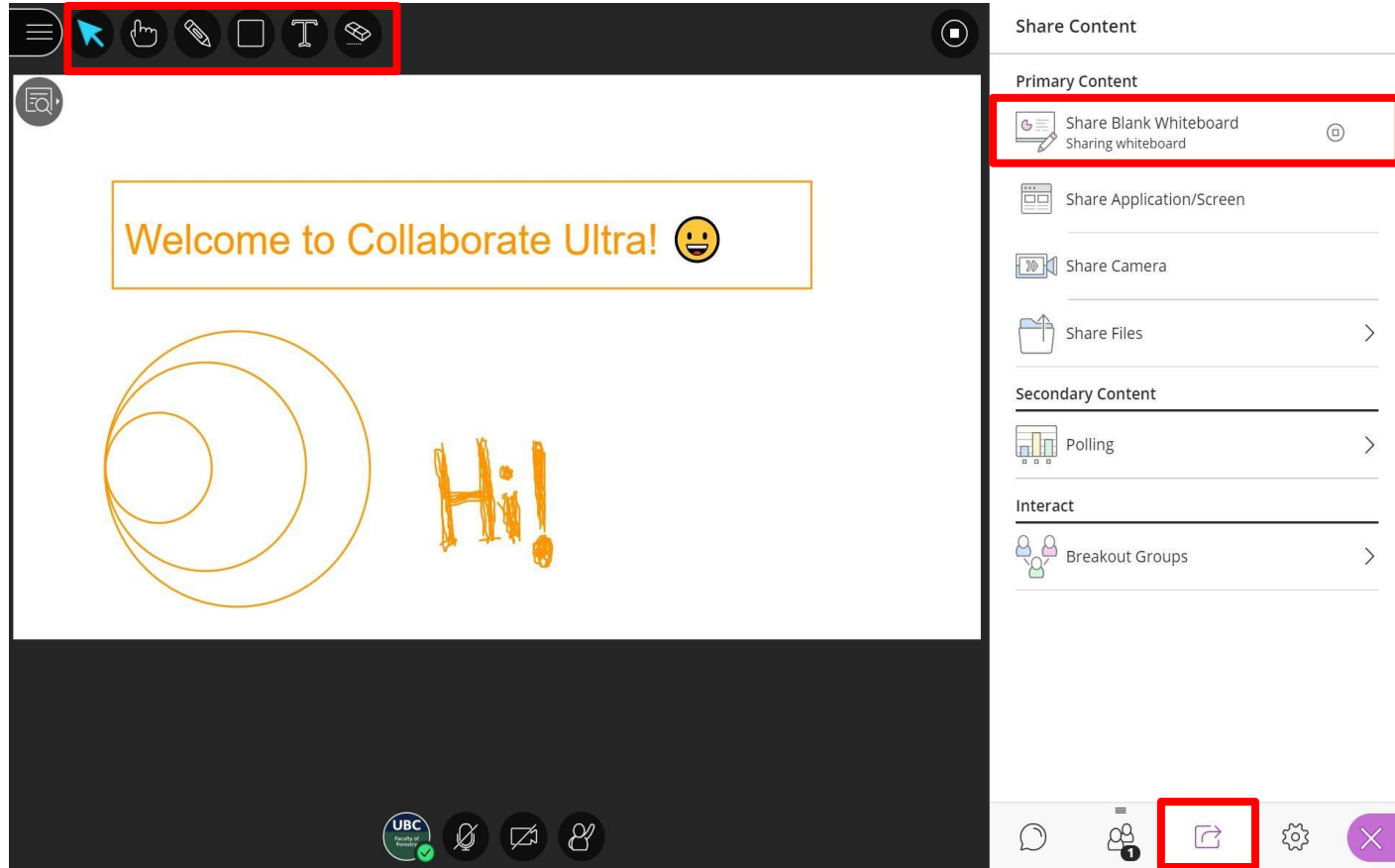
- Chat
- Attendees
- **Share Content**
- Settings



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 area shows a presentation slide with the text "Welcome to Collaborate Ultra!" and a smiley face emoji, followed by a large orange circle and the handwritten text "Hi!". The top toolbar includes icons for navigation, drawing, and presentation control. The bottom toolbar shows the UBC logo and icons for chat, attendees, and settings. The right sidebar, titled "Share Files", contains an "Add Files" button and a "Share Now" button. A red box highlights the "Add Files" button and the "Share Now" button.

Share Files

+ Add Files

Drop your image, PowerPoint, or PDF files to upload.
Or select to choose files.

Share Now

UBC
Faculty of Forestry & Environmental Stewardship

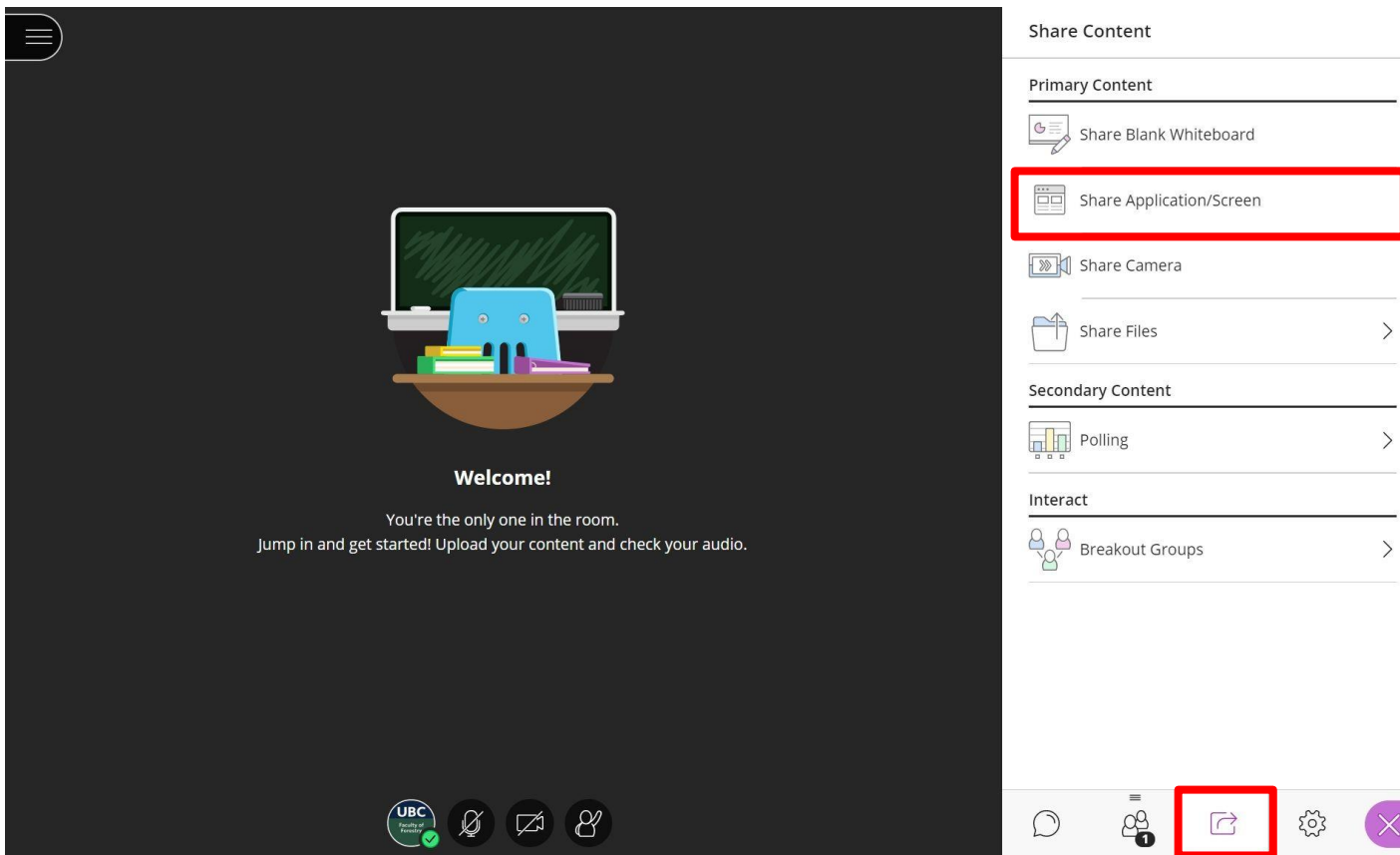
Upload the slides

- **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

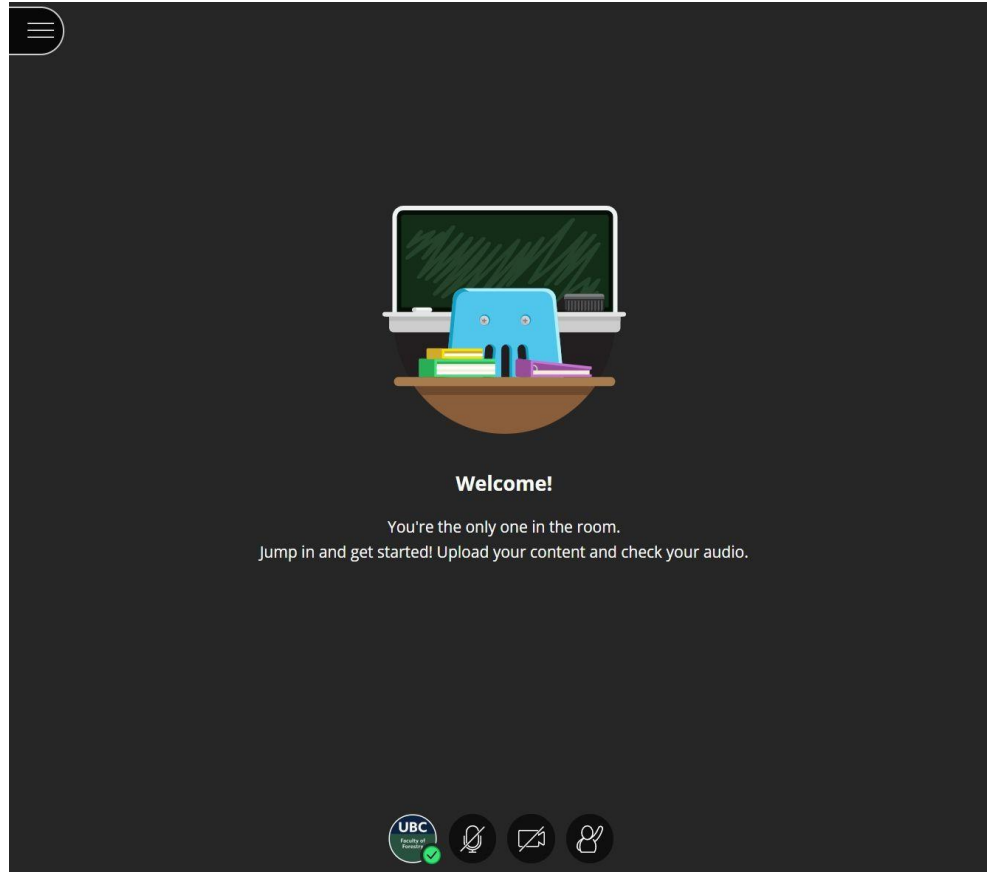
- Chat
- Attendees
- **Share Content**
 - **Screen or Web Tab**
- Settings



Interface

Collaborate Panel

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



< Polling

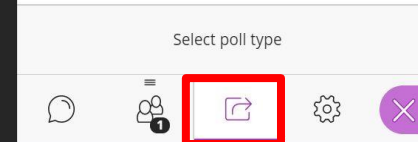
Multiple Choice

Yes/No Choices

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

The screenshot displays the 'Breakout Groups' interface. The main area has a dark background with a central illustration of a desk and a laptop. Text on the screen includes 'Welcome!', 'You're the only one in the room.', and 'Jump in and get started! Upload your content and check your audio.' The right sidebar contains settings for 'Assign Groups' (set to 'Custom assignment'), a checkbox for 'Allow attendees to switch groups', and a 'Main Room' section showing 'Faculty of Forestry Learning S...' with 1 member. Below this, two breakout groups are listed: 'Group 1' and 'Group 2', each with 0 members. A red box highlights the group list area. At the bottom, a navigation bar includes icons for chat, attendees, share content (highlighted with a red box), settings, and a close button. The UBC logo is visible in the bottom left corner of the interface.

Group discussion & Teamwork

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

Interface

Collaborate Panel

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

The screenshot displays the UBC Faculty of Forestry Learning Support interface. The main area is dark gray with a central illustration of a laptop on a desk with books and a blue chair. 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." The right sidebar is white and contains the "My Settings" section, which is highlighted with a red box. This section includes the user's profile (UBC Faculty of Forestry Learning Support, Moderator) and expandable sections for "Audio and Video Settings", "Notification Settings", and "Session Settings". The "Audio and Video Settings" section is expanded, showing options for camera and microphone setup, a speaker volume slider at 100%, and a checkbox for "Display Closed Captions (when available)". At the bottom of the interface, there is a navigation bar with icons for chat, attendees, share, settings (highlighted with a red box), and a close button.

My Settings

UBC Faculty of Forestry Learning Support
Moderator

Audio and Video Settings ^

Set up your camera and microphone

Use your phone for audio
Long distance charges may apply

Speaker Volume
0% 100%

☐ Display Closed Captions (when available)

Notification Settings v

Session Settings v

Report an issue

Interface

Collaborate Panel

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

The screenshot displays the UBC Faculty of Forestry Learning Support interface. The main area is dark gray with a central illustration of a laptop on a desk with 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." The right sidebar is titled "My Settings" and includes sections for "Audio and Video Settings", "Notification Settings", and "Session Settings". The "Session Settings" section is highlighted with a red box and contains a list of "Participant permissions" with checkboxes: "Share audio", "Share video", "Post chat messages", and "Draw on whiteboard and files". All four permissions are checked, and red arrows point to each. At the bottom of the sidebar, there is a "Report an issue" link. The bottom of the interface features a navigation bar with icons for UBC, a microphone, a video camera, a person, and a settings gear icon, which is also highlighted with a red box.

My Settings

UBC Faculty of Forestry Learning Supp... Moderator

Audio and Video Settings

Notification Settings

Session Settings

☐ Only show moderator profile pictures

Participant permissions

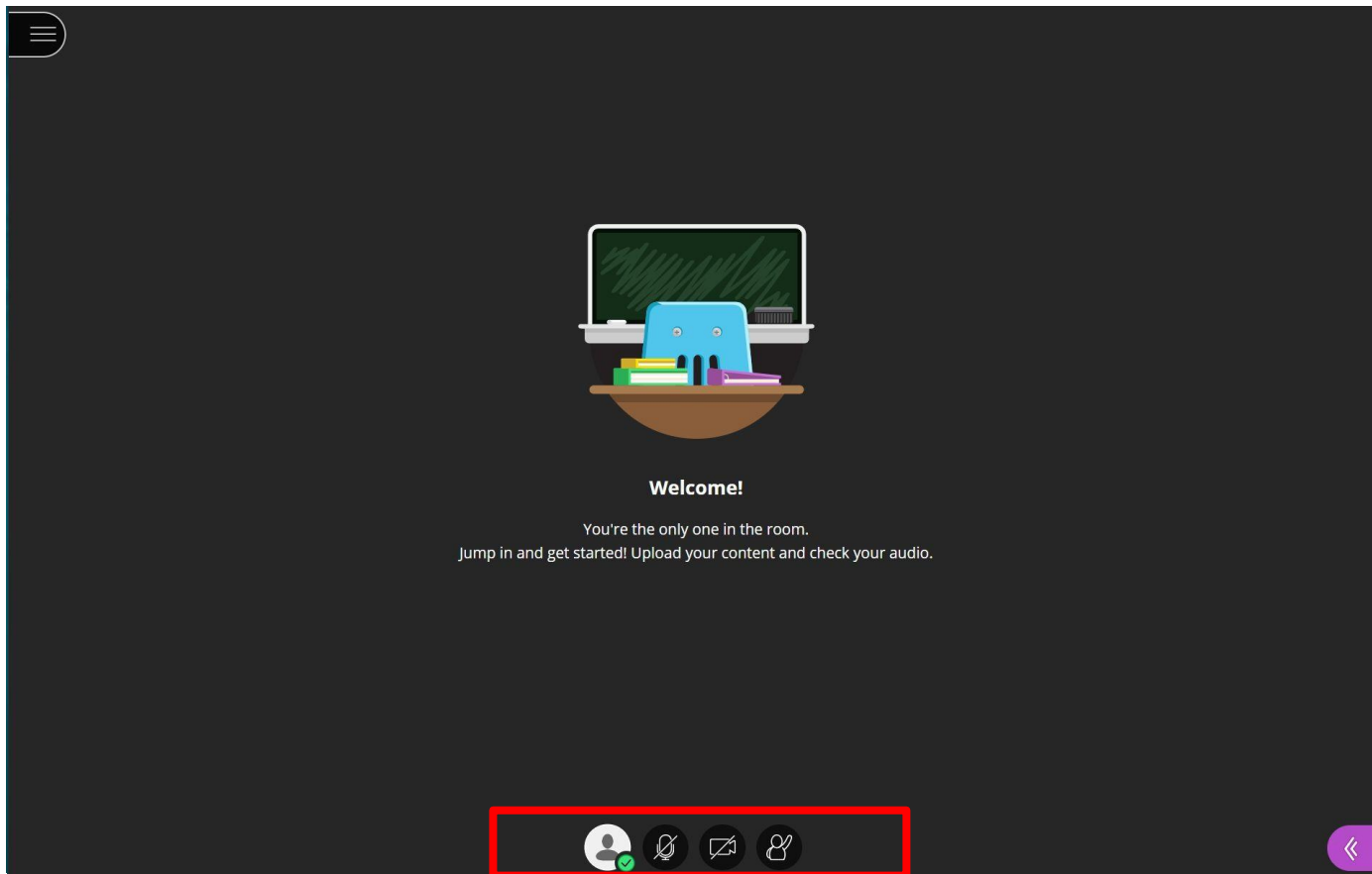
- ☒ Share audio
- ☒ Share video
- ☒ Post chat messages
- ☒ Draw on whiteboard and files

Report an issue

Interface

Bottom Panel

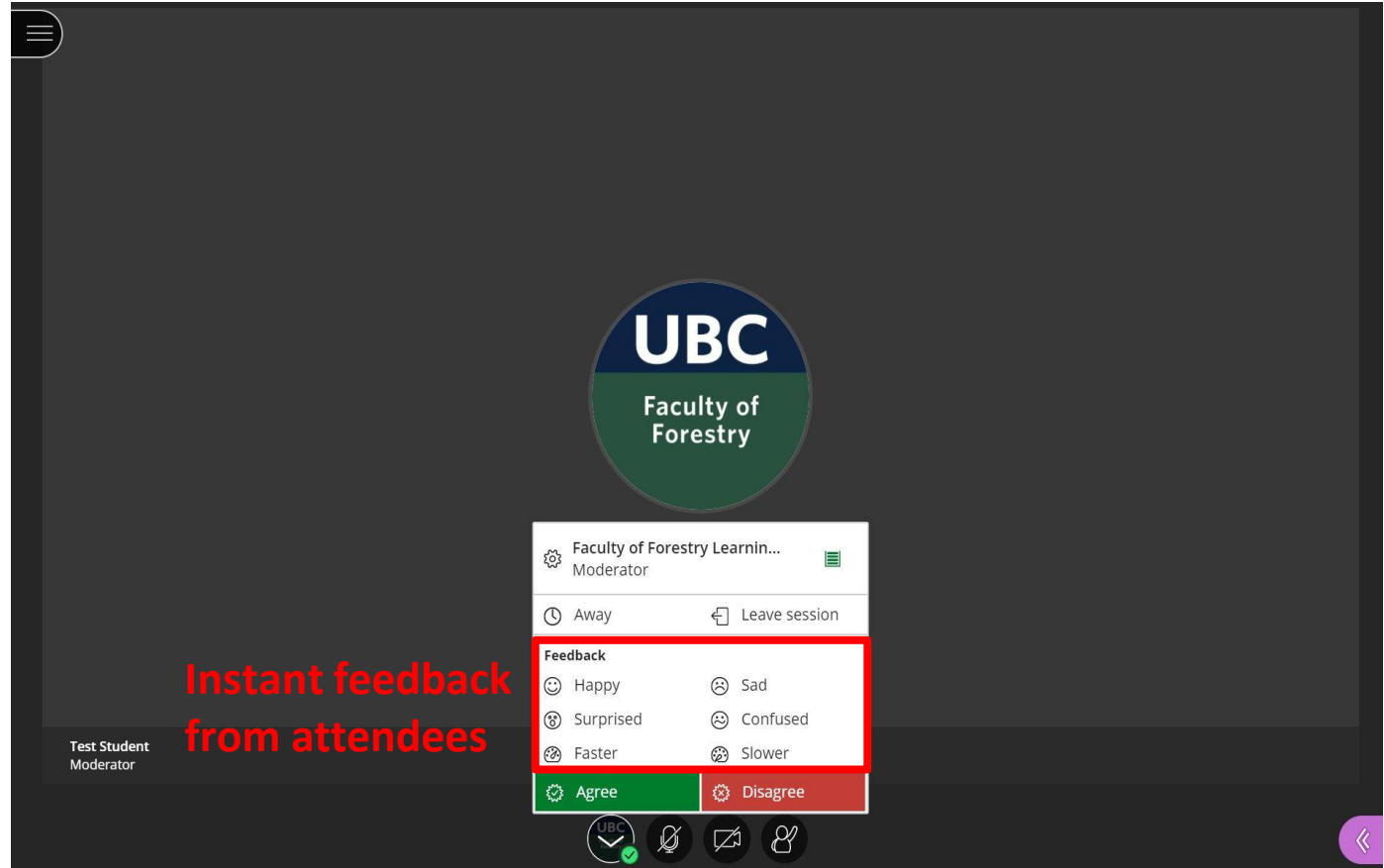
- Status
- Audio
- Video
- Raise Hands



Interface

Bottom Panel

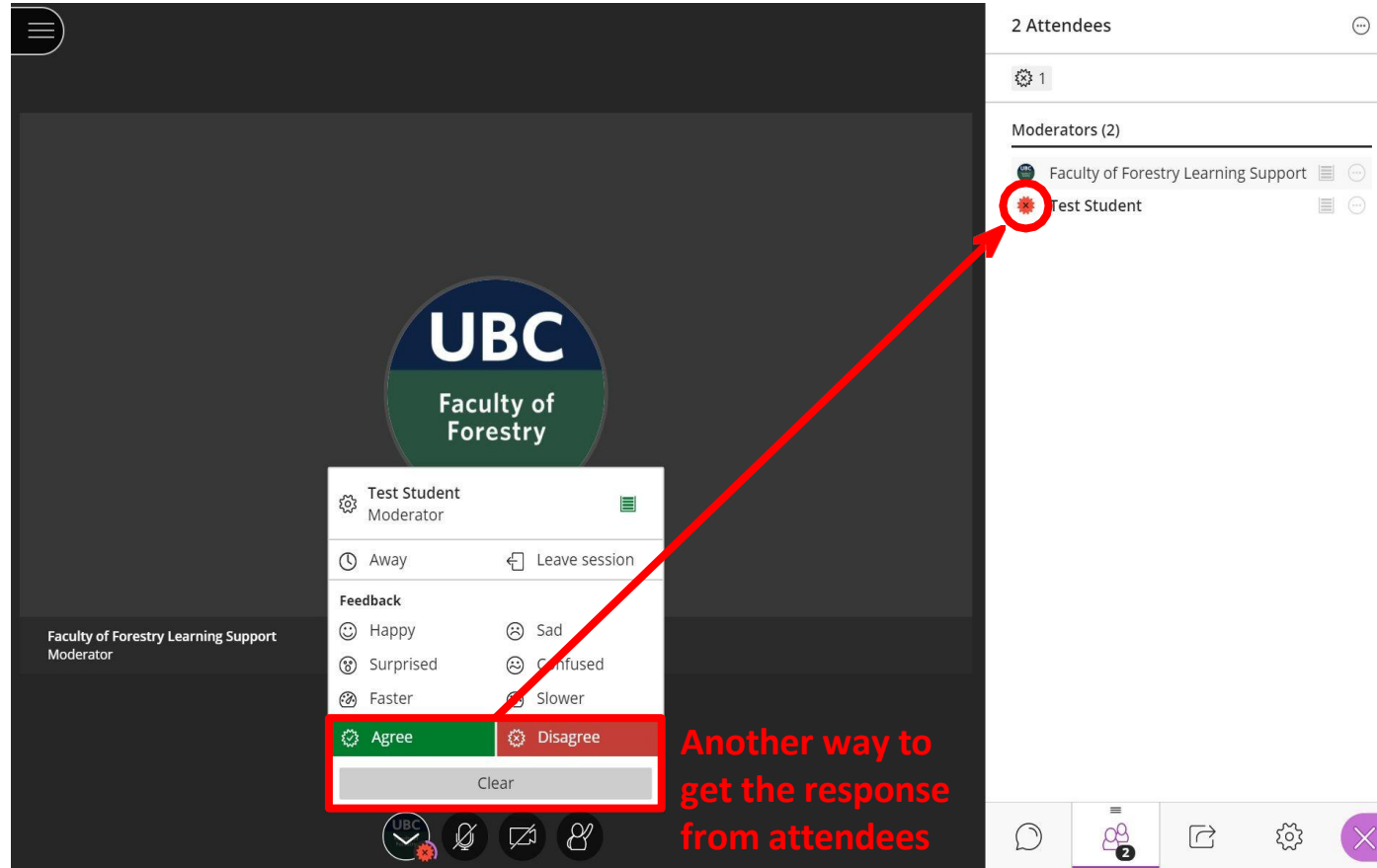
- **Status**
 - **Feedback**
- Audio
- Video
- Raise Hands



Interface

Bottom Panel

- **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.



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





- 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

⋮	<u>Course General Questions</u>	
	All Sections	
●	<u>Self Introduction</u>	✓ ⓑ ⋮
	All Sections	
⋮	<u>Week 1 Discussion</u>	👤 ✓ ⓑ ⋮
⋮	<u>Week 2 Discussion</u>	✓ ⓑ ⋮
●	<u>Week 3 Discussion</u>	✓ ⓑ ⋮
●	<u>Week 4 Discussion</u>	✓ ⓑ ⋮
●	<u>Week 5 Discussion</u>	✓ ⓑ ⋮

Discussion

All

Search by title or author...



+ Discussion



[1] Filter discussions

[2] Search for a specific 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

← Reply

[1]
Filter
unread
replies

[2] View
deleted
replies

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

✓ Published

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

⊘ Publish

Topic Title **[1] Enter title**

[2] Enter description

HTML Editor

[3] Choose which sections can access this discussion (if you have separate sections)

Attachment No file chosen

Options

- ☐ Allow threaded replies
- ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ Graded
- ☐ Allow liking
- ☐ Add to student to-do

Available From

Until

← **[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 a 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**

[2.1] Content selector

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

Setting of a Discussion

Cancel

Save & Publish

Save



Account



Dashboard



Courses



Groups



Calendar



Inbox



History



Commons



Help

Home

IgniteAI Search

Announcements

Syllabus

Assignments

Modules

LockDown Browser

Quizzes

People

Discussions

Grades

Accessibility Report

Threadz

Files

SCORM

CLAS

Rubrics

iClicker Cloud

WebWork

Course Analytics

Item Banks

Search...

+ Group

+ Assignment



Quizzes_2025

Lecture Recordings

iClicker Grade
Available Multiple Dates | Due Multiple Dates | 32 pts

Kaltura Video Quiz
4 pts

Quiz that is for testing
Closed | Due Oct 3, 2024 at 11:59pm | 1 pts

Availabilty Testing Midterm
Available Multiple Dates | Due Multiple Dates

A PDF Submission question- Requires Respondus LockDown Browser
3 pts

iClicker Grade- Performance
Available Multiple Dates | Due Multiple Dates | 2 pts

iClicker Grade- Participation
Available Multiple Dates | Due Multiple Dates | 3 pts

Self graded quiz

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

Setting of an Assignment

Not Published

Assignment Name

[1] Enter title

B I U A A Ix [list icons]

[table icon] [link icon] [unlink icon] [image icon] [sqrt icon] [undo icon] [redo icon] [color picker] [font size dropdown] Paragraph [help icon]

[2] Enter description

0 words

Points

10

[3] Points

Assignment Group

Assignments

[4] Assignment group (if desired)

Display Grade as

Points

[5] Grade display

☐ Do not count this assignment towards the final grade

[2.1] Content selector

[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

Links

Files

Images

Click any file to insert a download link for that file.

▼

course files

▶

01_syllabus

▶

05_student_guides

▶

06_student_guides

ou

Links

Files

Images

Click any image to embed the image in the page.


+

Q

Search Flickr

+

Upload a new image



course_banner.jpg

Submission Type

No Submission
✓ Online
On Paper
External Tool

- 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

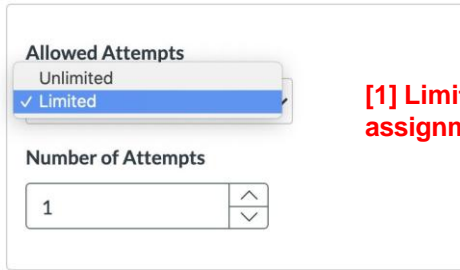
URL:

☐ 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

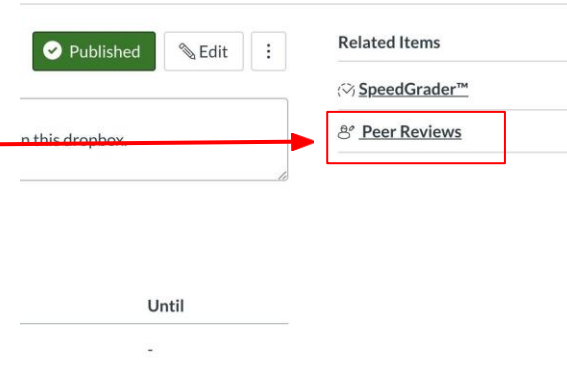
3 Require students review each other's work(For Online Submission)

[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



Published Edit

Related Items

SpeedGrader™

Peer Reviews

Until

Assign

Assign to

Everyone X

Due

Available from Until

+ 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

<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"/>

0 assignments selected

Batch Edit

Cancel

Save

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

^

v

☐ Remove Dates

Remove due dates and assignment availability dates.

Cancel

Ok

Global Setting of Quizzes

Home

Announcements

Syllabus

Modules

Discussions

Assignments

Quizzes

Collaborate Ultra

People

Grades

Piazza

Secure Exam Proctor

Search for Quiz

[1] Add a new Quiz →

+ Quiz

⋮

Manage Question Banks

Reset quiz engine choice

Commons Favorites

Assignment Quizzes

Final Exam

Mid-term

Quiz 1

Quiz 2

Quiz 3

2 pts | 2 Questions

[2] Option Menu

[3] Manage Question Banks

Question Bank: A bank to store all your created quizzes

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

Create a Quiz

Search for 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

Cancel

Submit

+ Quiz

⋮

[1] Add a new quiz

⋮

⋮

⋮

⋮

⋮

Setting of a Quiz

[1] Details tab of the quiz

Points 0 Published

...

Details

Questions

Quiz 1

[2] Enter title

Quiz Instructions:

 [HTML Editor](#)

B *I* U A ▾ **A** ▾ *I*_x ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ x^2 x_2 ≡ ≡ ≡ ≡











12pt

 Paragraph

[3] Enter description

p

0 words

Quiz Type

Graded Quiz

Quiz Type

Assignment Group

Assignment Group

Quizzes

[3.1] Content selector

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

[4] Quiz Types:

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

Options

☒ Shuffle Answers

☐ Time Limit Minutes

☒ Allow Multiple Attempts

Quiz Score to Keep

☒ Allowed Attempts

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

☐ Only After Their Last Attempt

☐ Only Once After Each Attempt

☒ Let Students See The Correct Answers

☐ Only After Their Last Attempt

Show Correct Answers at



Hide Correct Answers at



☒ Show one question at a time

☐ Lock questions after answering

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

[1]

[2]

🔍 Find Questions

Save

Questions

[4]Types of quiz questions

pts: 1

[5]Points of the question

HTML Editor

Paragraph

0 words

- 58

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

Overview

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



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	Week 6 Discussion Out of 0
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 ▾  Search... 				
Student Name	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

Gradebook ▾ View ▾ Actions ▾



Search...



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

100

%

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

☐ Automatically apply deduction to late submissions

Late submission deduction percent

0

%

Late submission deduction interval

Day



Lowest possible grade percent

0

%

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

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

Cancel

Update

Gradebook ▾ View ▾ Actions ▾

Conservation and Urban ▾ 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 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 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/>

A high-angle, wide shot of a modern building's atrium. The walls are clad in vertical wood panels. A large, lush green Monstera plant is in the lower-left foreground. A wooden staircase with a slatted railing descends from the upper left towards the center. In the background, a multi-level atrium is visible with people sitting at tables, and a sign for 'MacMillan Reading Room' is on the wall. The text 'THANK YOU' is overlaid in large white letters across the center.

THANK YOU