

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



Overview

- 1. Course Content**
 - a. Access & Settings
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- 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!

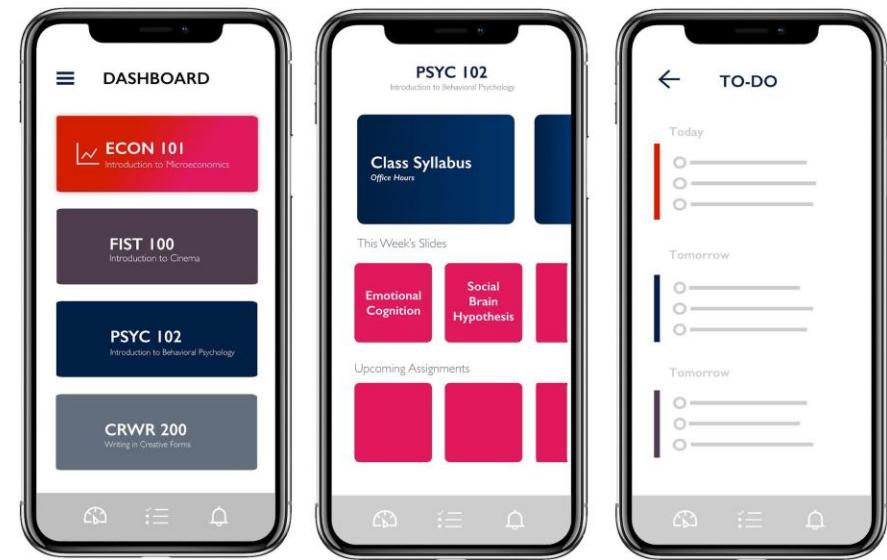
Watch out for sites or emails that pretend to be legitimate and ask for your CWL login name and password.

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

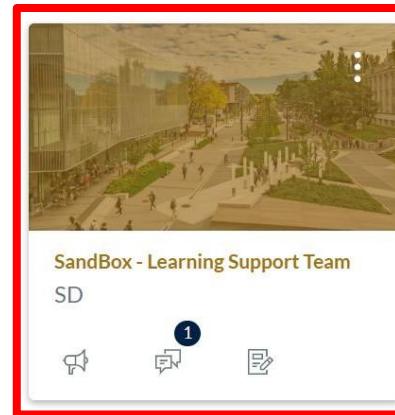
Inbox

Commons

Help



Sidebar

Wellness Centre:
OnlineWellness Centre: Online
Wellness_Centre

SandBox - Learning Support Team

SD



MGEM Program (2020-2021)

VS.MGEM-20-21
20W1-2

Interface

Locating Course



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
19)

Default Term



Contemporary Topics in Forestry

CTF



SandBox - Learning Support Team

SD



Interface

Locating Course

[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</p> <p>Email: firstname.lastname@ubc.ca</p> <p>Virtual Office Hours: Day, Time</p> <p>Course TAs</p> <p>Name: Firstname Lastname</p> <p>Email: firstname.lastname@ubc.ca</p> <p>Department: XXX</p> <p>UBC Faculty of XXX</p>	<p>Announcements</p> <p>Course General Questions</p> <p>Course Discussions</p> <p>STUDENT HELP DESK</p> <p>Student Canvas Help</p> <p>IT Service Centre ↗</p> <p>IT Helpdesk Contact Form ↗</p> <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> <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	⋮

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	⋮

Enable a navigation section



+ Enable

↑ Move

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

SandBox - Learning Support Team

Edit

⋮



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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](#)[All](#) Search[+ Announcement](#)[Announcements](#)[Syllabus](#)[External Feeds](#)[Modules](#)[Discussions](#)[Assignments](#)[Quizzes](#)[Collaborate Ultra](#)[People](#)[Grades](#)[Piazza](#)[Secure Exam Proctor](#)[Lockdown Browser](#)[Rubrics](#)[Course Evaluation](#)[Evaluation Reports](#)

{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...

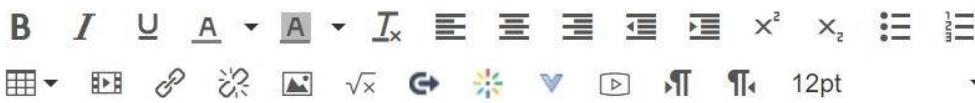
{Course Name} Week 2 Highlights

[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:Posted on:



HTML Editor

Input announcement content

Paragraph

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

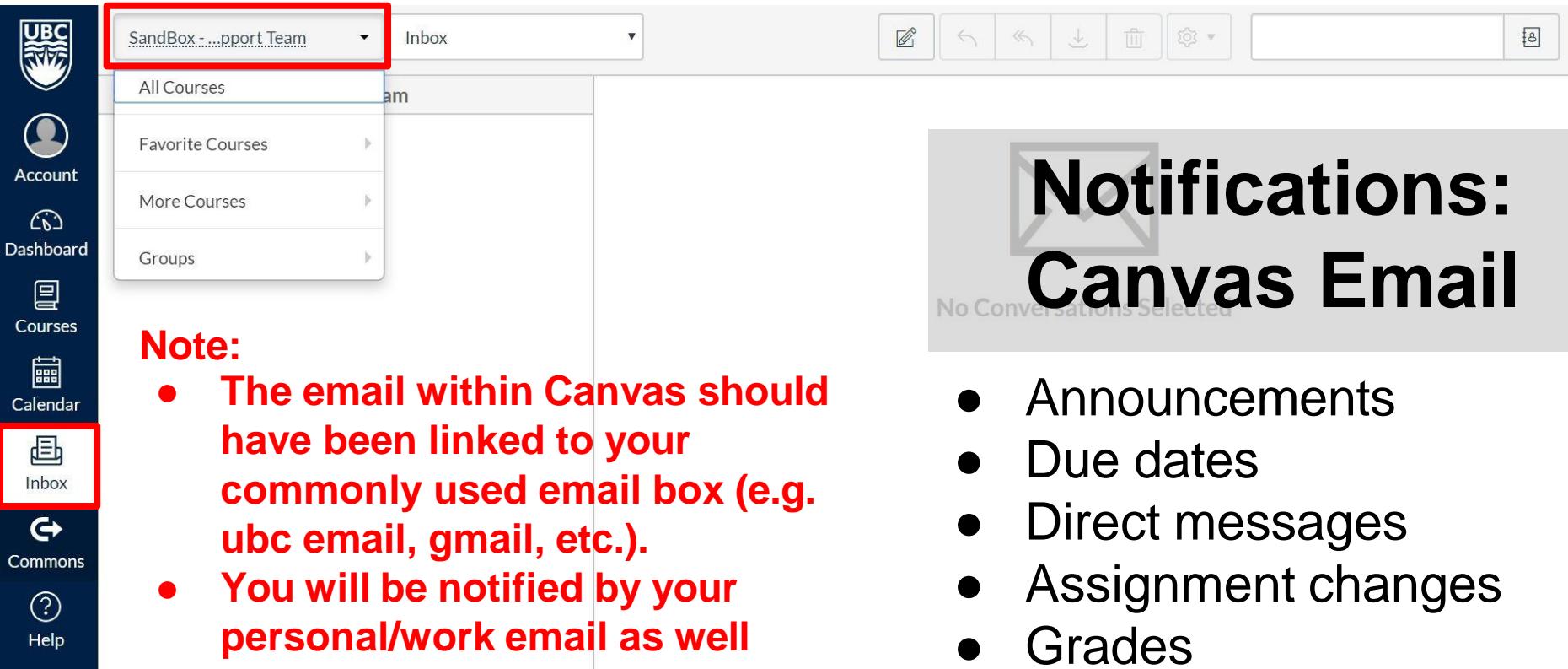
Add a new announcement

Cancel

 Save

 Publish the announcement

Select the course, student groups, or a specific student



The screenshot shows the Canvas inbox interface. On the left, a vertical sidebar contains icons for UBC (University of British Columbia) logo, Account, Dashboard, Courses, Calendar, and three main menu items: **Inbox** (highlighted with a red box), **Commons**, and **Help**. The main content area shows a dropdown menu for selecting a course, with "SandBox - ...pport Team" currently selected. Below this is the inbox interface, which includes a toolbar with edit, reply, forward, download, delete, and settings icons. The inbox lists "All Courses", "Favorite Courses", "More Courses", and "Groups". To the right, a large graphic with the text "Notifications: Canvas Email" and a list of notifications: Announcements, Due dates, Direct messages, Assignment changes, Grades, and Etc.

Notifications:
Canvas Email

No Conversations Selected

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

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

[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](#)

SandBox - Learning Support Team

[Edit](#)

⋮



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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

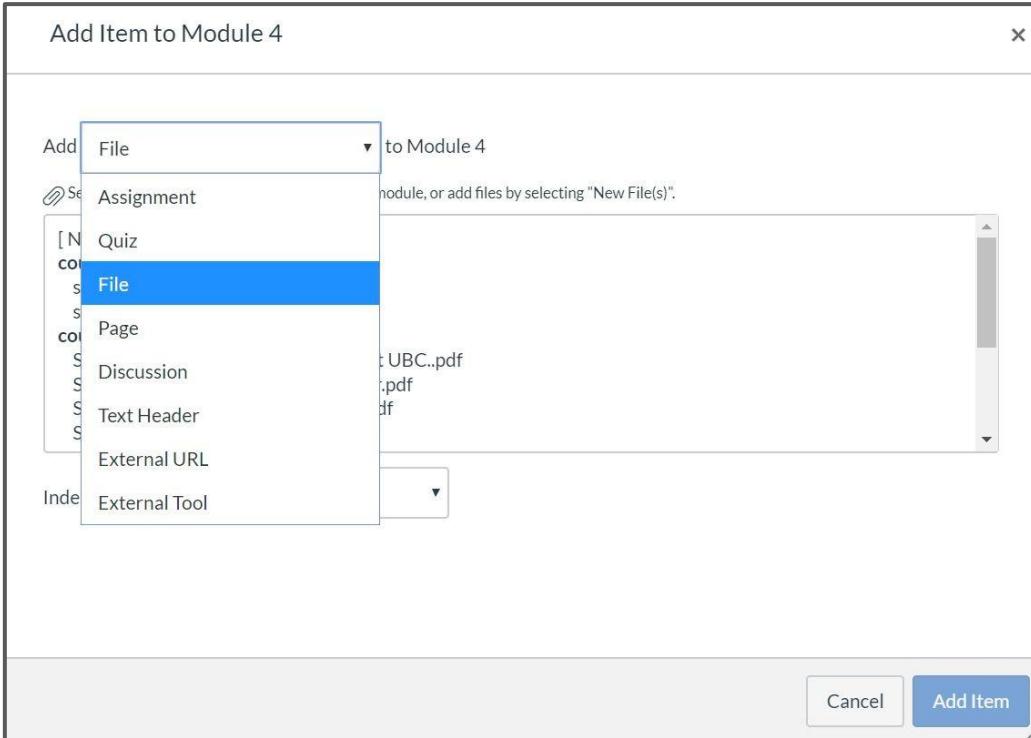


Drop files here to add to module

or choose files

Add Modules

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

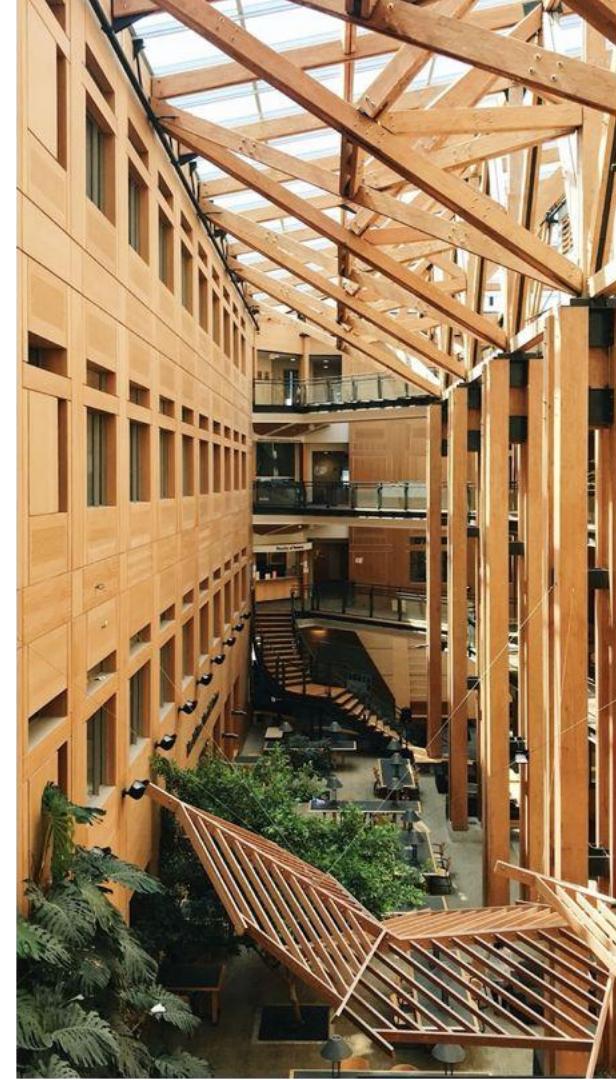


Add content to the empty module

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

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[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](#)

SandBox - Learning Support Team

[Edit](#)

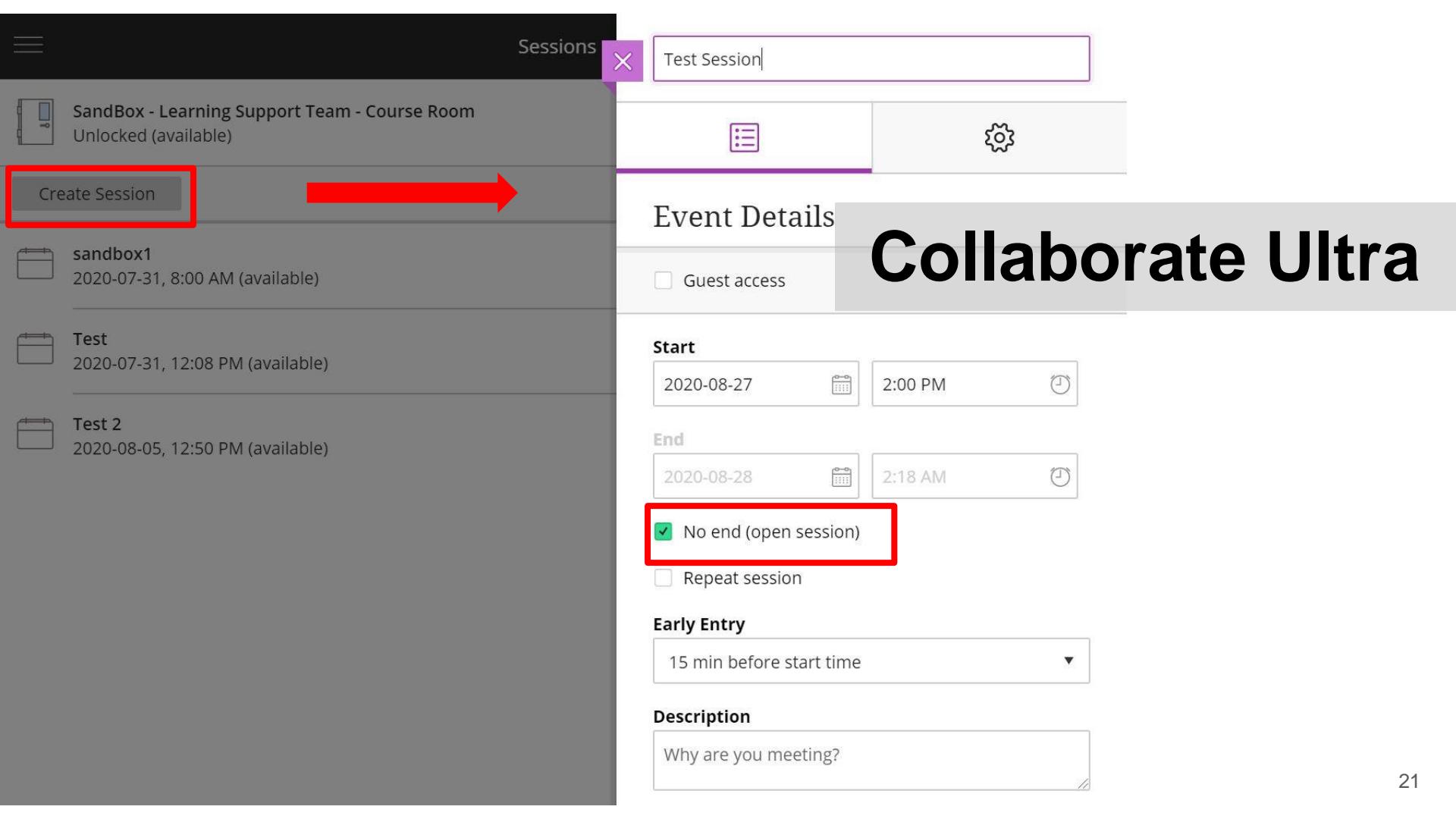
⋮



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

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

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?

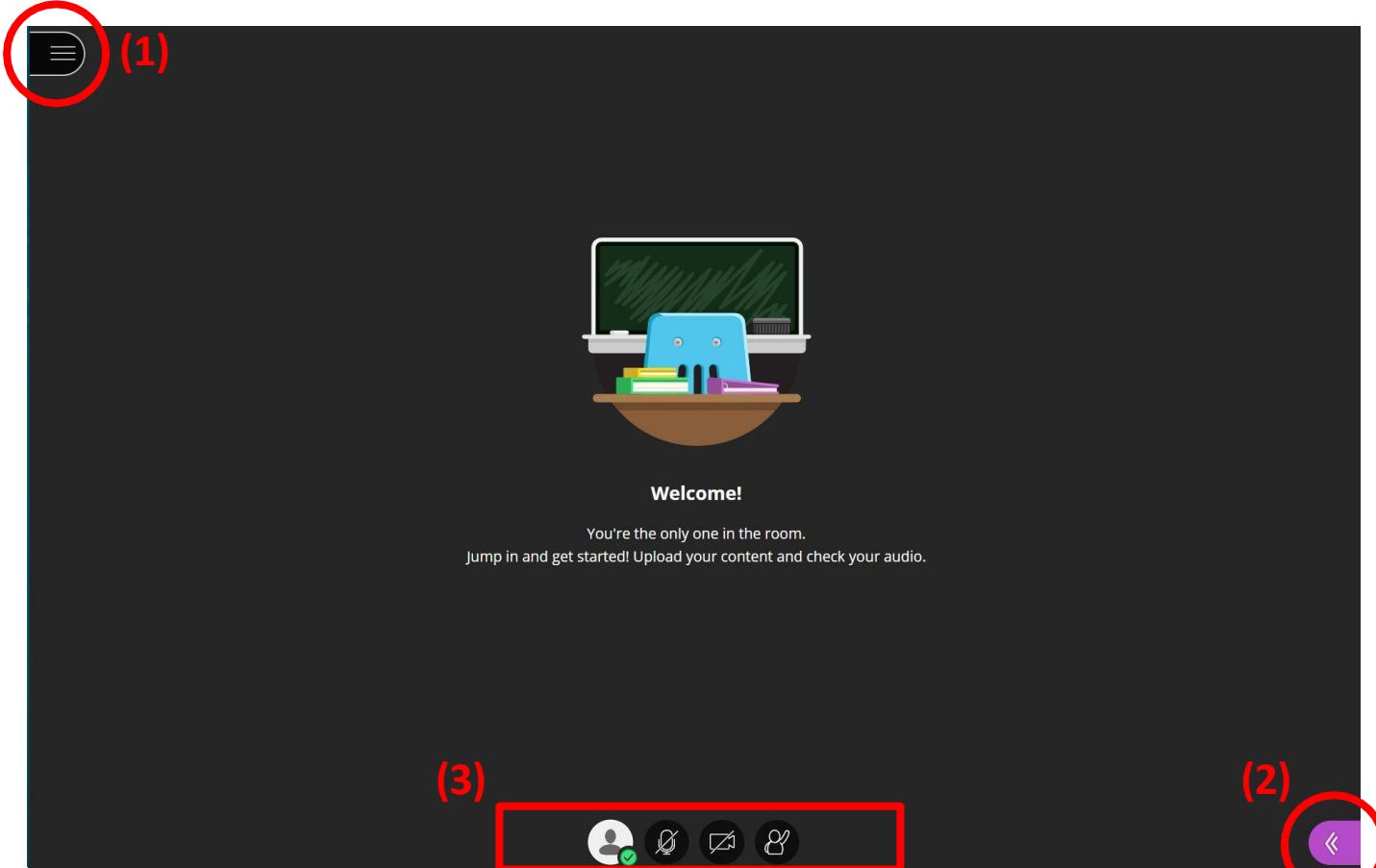
21

Interface

(1) Session Menu

(2) Collaborate Panel

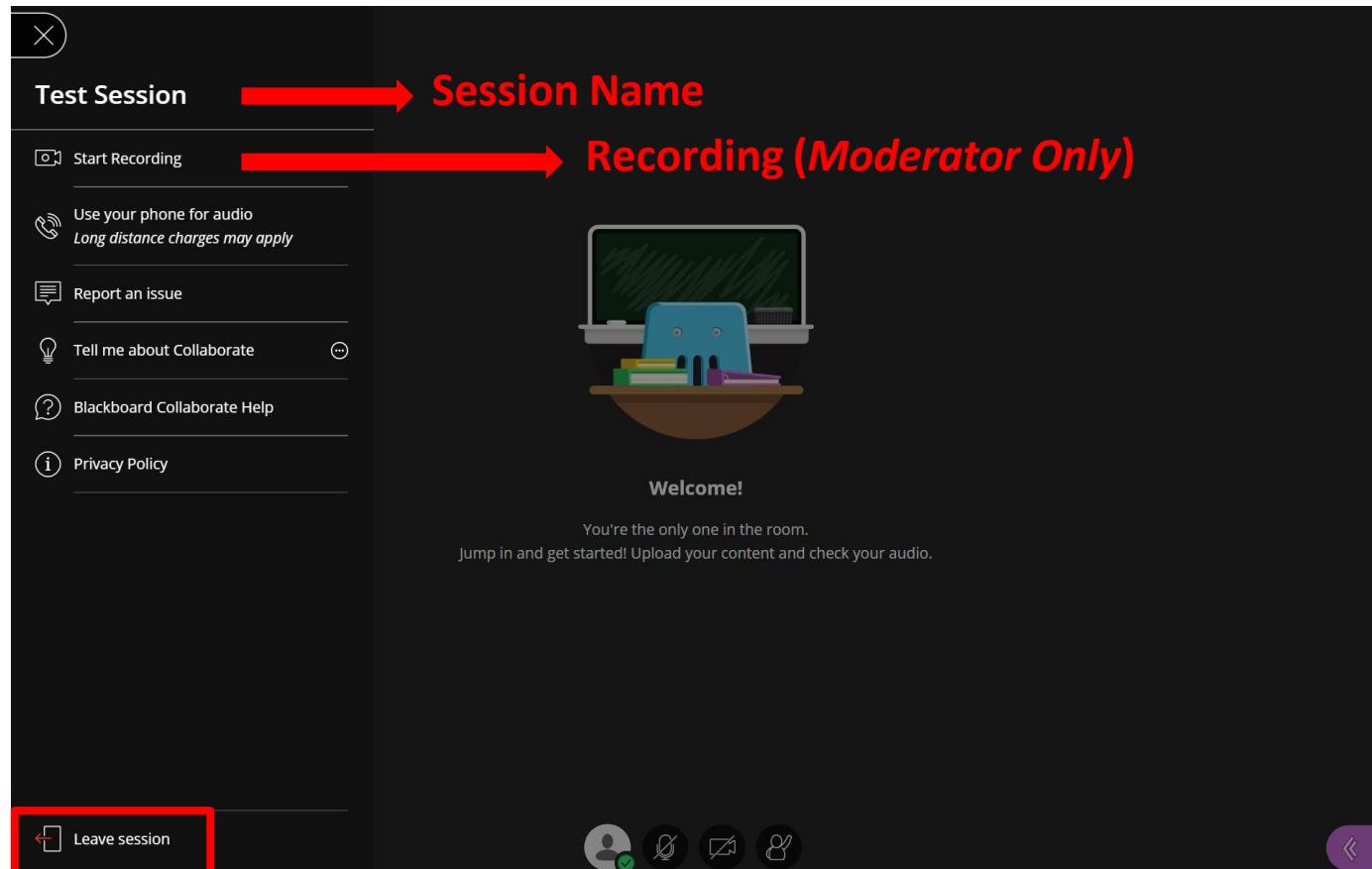
(3) Bottom Panel



Interface

Open Session Menu

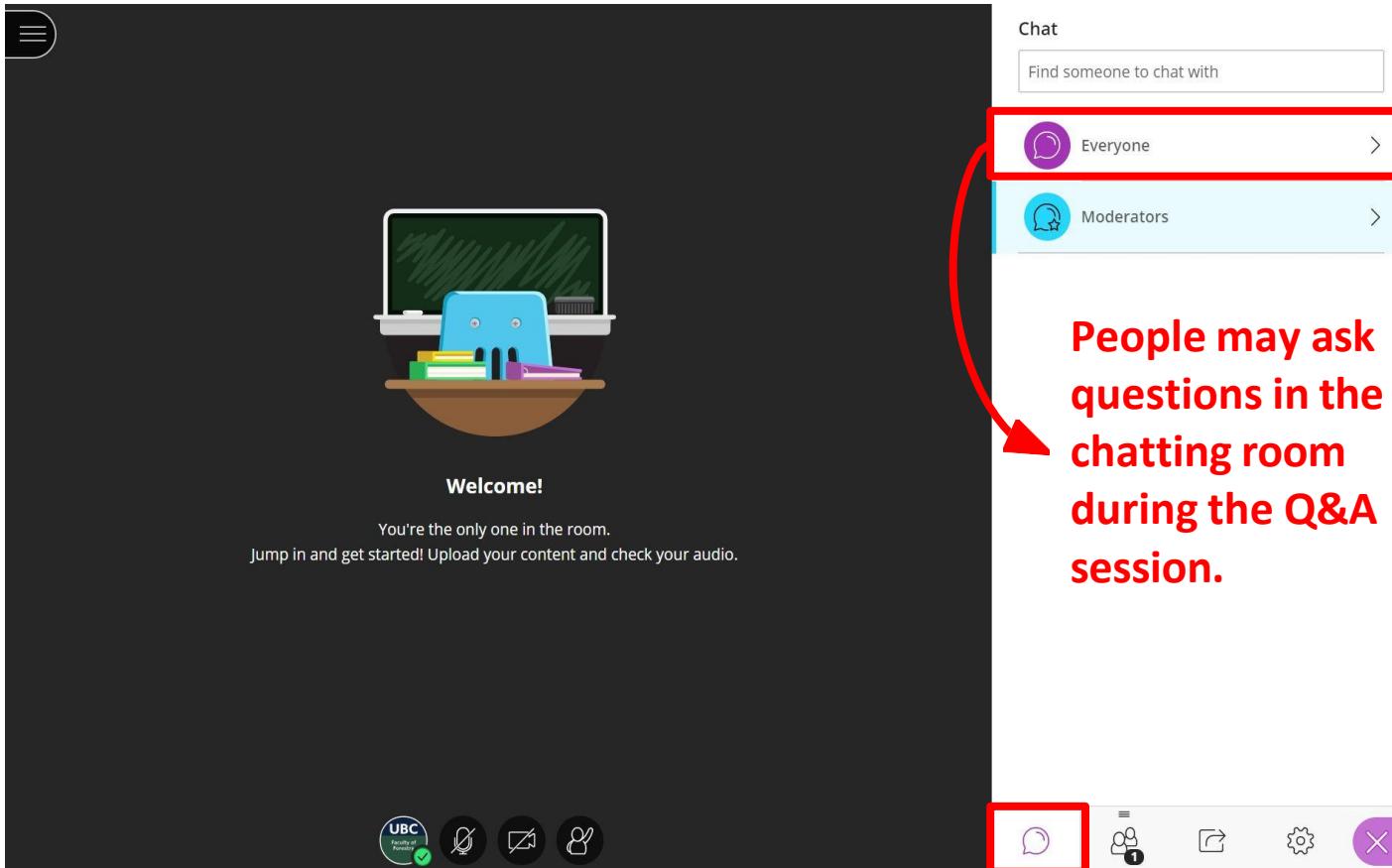
- Recording
- Report an issue
- Help
- Leave session



Interface

Collaborate Panel

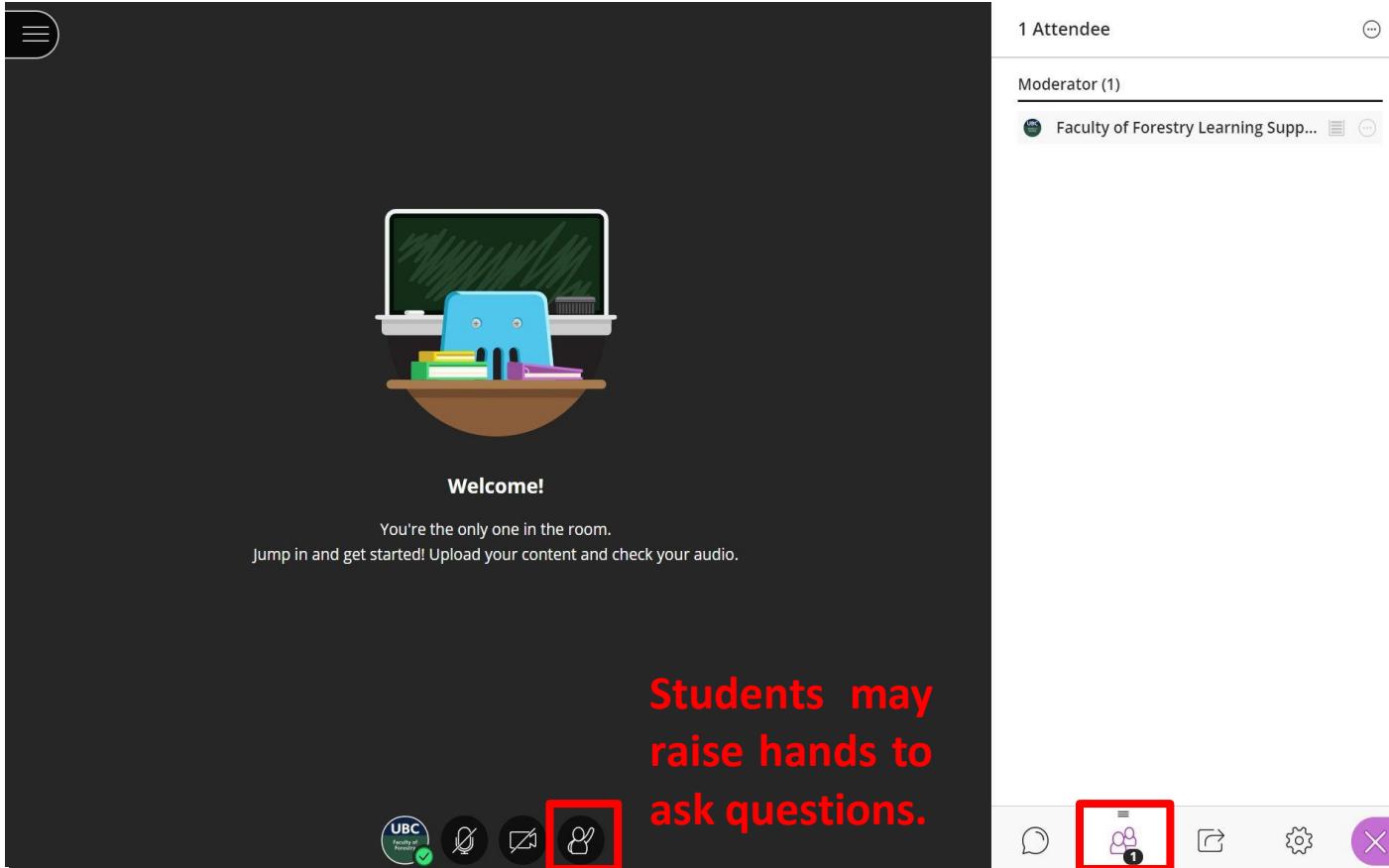
- Chat
- Attendees
- Share Content
- Settings



Interface

Collaborate Panel

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



Welcome!

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

Students may raise hands to ask questions.

1 Attendee

Moderator (1)

Faculty of Forestry Learning Supp...

25

Interface

Collaborate Panel

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

2 Attendees

Moderators (2)

Test Student

Faculty of Forestry Learning Support

Faculty of Forestry Learning Support
Moderator

Students may raise hands to ask questions.

UBC Faculty of Forestry

Faculty of Forestry Learning Support

1

2

26

Interface

Collaborate Panel

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

The screenshot shows the Microsoft Teams Collaborate Panel. At the top, there's a navigation bar with a three-line menu icon. The main area features a dark background with a central illustration of a teacher's desk with a chalkboard, books, and a notepad. Below the illustration, the word "Welcome!" is displayed. A message below it reads: "You're the only one in the room. Jump in and get started! Upload your content and check your audio." At the bottom, there's a toolbar with several icons: a UBC logo, a microphone, a video camera, a person, a speech bubble, a group icon (with a red box around it), a gear, and a close button. To the right of the main area, there's a sidebar titled "Share Content" with options for "Share Blank Whiteboard", "Share Application/Screen", and "Share Camera". Below that is a section titled "Secondary Content" with "Polling" and "Breakout Groups". The "Breakout Groups" section has a red box around its icon. The sidebar also includes a "Interact" section with a group icon.

Interface

Collaborate Panel

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

The image shows the Collaborate Ultra interface. At the top is a toolbar with various icons: a list, a blue arrow, a hand, a pencil, a square, a text icon, and a clip. The blue arrow icon is highlighted with a red box. Below the toolbar is a sidebar titled "Share Content" with sections for "Primary Content" (Share Blank Whiteboard, Share Application/Screen, Share Camera, Share Files) and "Secondary Content" (Polling). The "Share Blank Whiteboard" option is also highlighted with a red box. The main area shows a whiteboard with the text "Welcome to Collaborate Ultra! 😊" in orange, a large orange circle, and the word "Hi!" in orange. At the bottom are footer icons for UBC Faculty of Forestry, a microphone, a video camera, and a person. A red box highlights the "Share Blank Whiteboard" option in the sidebar and the blue arrow icon in the toolbar. The bottom right corner of the whiteboard area is also highlighted with a red box.

Interface

Collaborate Panel

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

The screenshot shows the Collaborate Ultra interface. At the top, there is a toolbar with various icons: a list, a magnifying glass, a cursor, a hand, a pencil, a square, a text icon, and a clipboard. The main area features a yellow box with the text "Welcome to Collaborate Ultra!" and a smiley face emoji. Below this is a drawing of three concentric circles and the word "Hi!" written in orange. At the bottom, there is a footer with the UBC Faculty of Forestry & Environmental Stewardship logo, a speech bubble icon, a video camera icon, a photo icon, a person icon, and a "Share Now" button. A red box highlights the "Share Now" button. On the right side, there is a sidebar titled "Share Files" with a "Add Files" button and a red box highlighting the "Add Files" button. Below this, there is a text box with the placeholder "Drop your image, PowerPoint, or PDF files to upload. Or select to choose files." The sidebar also includes a "Upload the slides" section with a list of features and a "Share Now" button at the bottom right.

- 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 video conferencing interface with a dark background. In the center, there is a cartoon illustration of a teacher's desk with a chalkboard, books, and a pencil holder. Below the illustration, the word "Welcome!" is displayed. Below "Welcome!", a message says "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 screen, there is a toolbar with several icons: a UBC logo, a microphone, a video camera, a person icon, and a speech bubble. To the right of the toolbar is a sidebar titled "Share Content" which contains options for "Share Blank Whiteboard", "Share Application/Screen" (which is highlighted with a red box), "Share Camera", "Share Files", and "Secondary Content". Below this is a section titled "Interact" with an option for "Breakout Groups". At the bottom right of the interface, there is a red box highlighting a circular icon with a double arrow, likely representing a sharing or collaboration function. The number "30" is visible in the bottom right corner of the slide.

Interface

Collaborate Panel

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

The screenshot shows the Microsoft Teams Collaborate Panel. At the top, there's a navigation bar with a back arrow and the word 'Polling'. Below it, there are two options: 'Multiple Choice' and 'Yes/No Choices', with 'Multiple Choice' highlighted. The main area features a classroom-themed icon with a chalkboard, desk, and books. The text 'Welcome!' is displayed, followed by 'You're the only one in the room.' and 'Jump in and get started! Upload your content and check your audio.' At the bottom, there are several icons: a speech bubble, a person with a checkmark, a microphone, a video camera, and a person icon. A red box highlights the 'Multiple Choice' poll type option. In the bottom right corner of the main interface, another red box highlights the poll creation icon (a document with a checkmark).

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 shows the 'Breakout Groups' section of the Collaborate Panel. On the left, there is a dark panel with a chalkboard illustration and the text 'Welcome! You're the only one in the room. Jump in and get started! Upload your content and check your audio.' Below this, a red box highlights the 'Group discussion & Teamwork' section, which contains two bullet points: 'No recordings in breakout groups' and 'May need to join the discussions in different groups'. At the bottom of this panel are several icons: a UBC logo, a microphone, a video camera, a person, and a gear. On the right, the 'Breakout Groups' interface is shown with a 'Main Room' section containing a 'Faculty of Forestry Learning S...' room with 1 member. Below this, a list of groups is shown, with 'Group_1' and 'Group_2' highlighted by a red box. Each group entry includes a plus sign to add members and a trash can icon to delete the group. At the bottom right are 'Cancel' and 'Start' buttons, and a red box highlights the 'File' icon in the bottom right corner of the interface.

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

File

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

Interface

Collaborate Panel

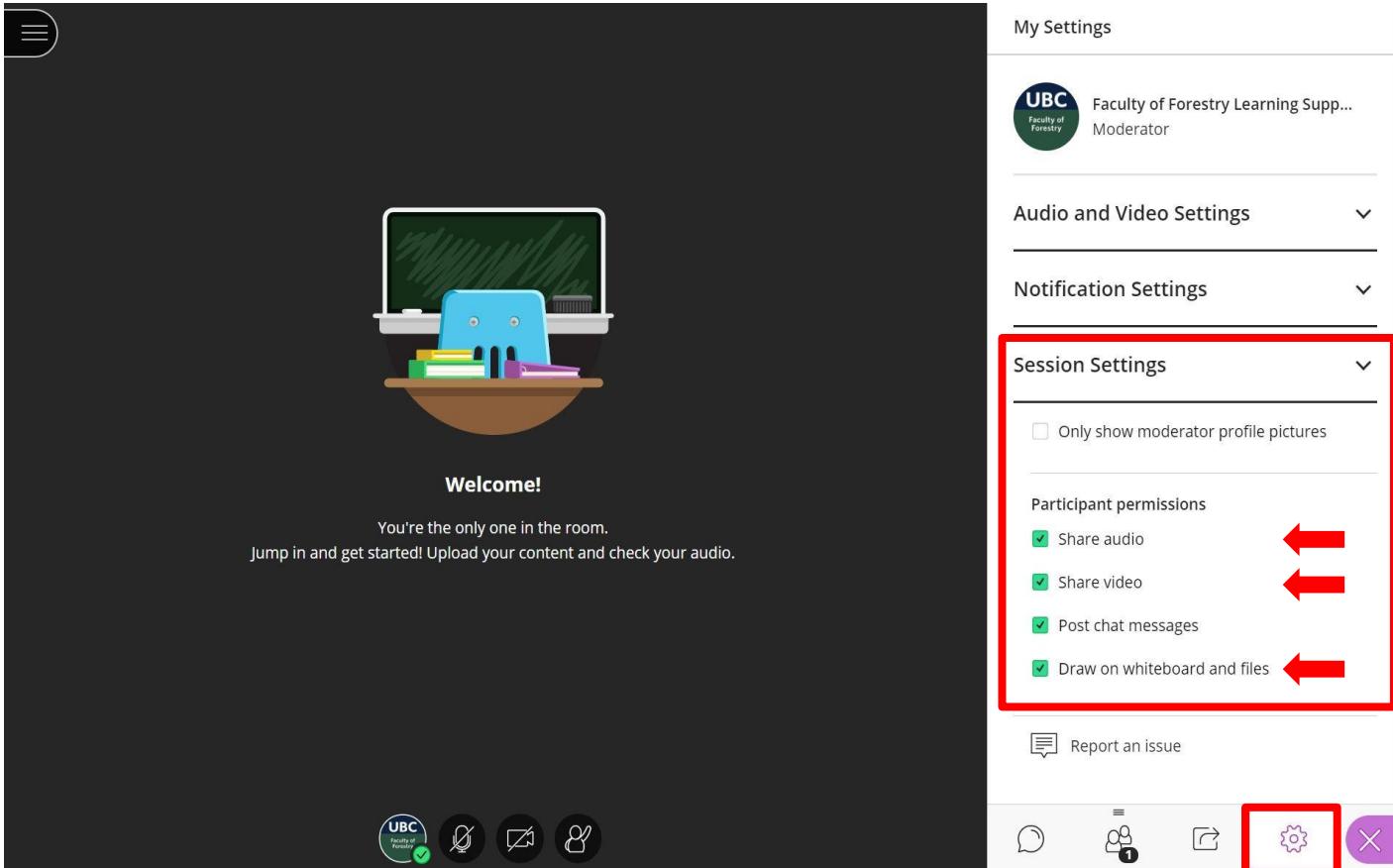
- Chat
- Attendees
- Share Content
- **Settings**
 - **Profile**

The screenshot shows the Collaborate Panel interface. On the left, the main room view displays a cartoon notepad character sitting at a desk with books, with a chalkboard in the background. The text "Welcome!" is centered. Below it, a message says "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 room view are five circular icons: UBC logo, video camera, microphone, and two others. On the right, the "My Settings" page is open. It includes a header, a profile section with a UBC Faculty of Forestry logo and "Faculty of Forestry Learning Supp... Moderator" (this section is highlighted with a red box), and several settings sections: "Audio and Video Settings" (with a microphone icon and "Set up your camera and microphone"), "Speaker Volume" (with a slider at 0%), "Display Closed Captions (when available)" (with an unchecked checkbox), "Notification Settings" (with a dropdown arrow), "Session Settings" (with a dropdown arrow), and "Report an issue" (with a speech bubble icon). At the bottom right of the settings page, there is a toolbar with icons for chat, attendees, share, settings (which is highlighted with a red box), and exit.

Interface

Collaborate Panel

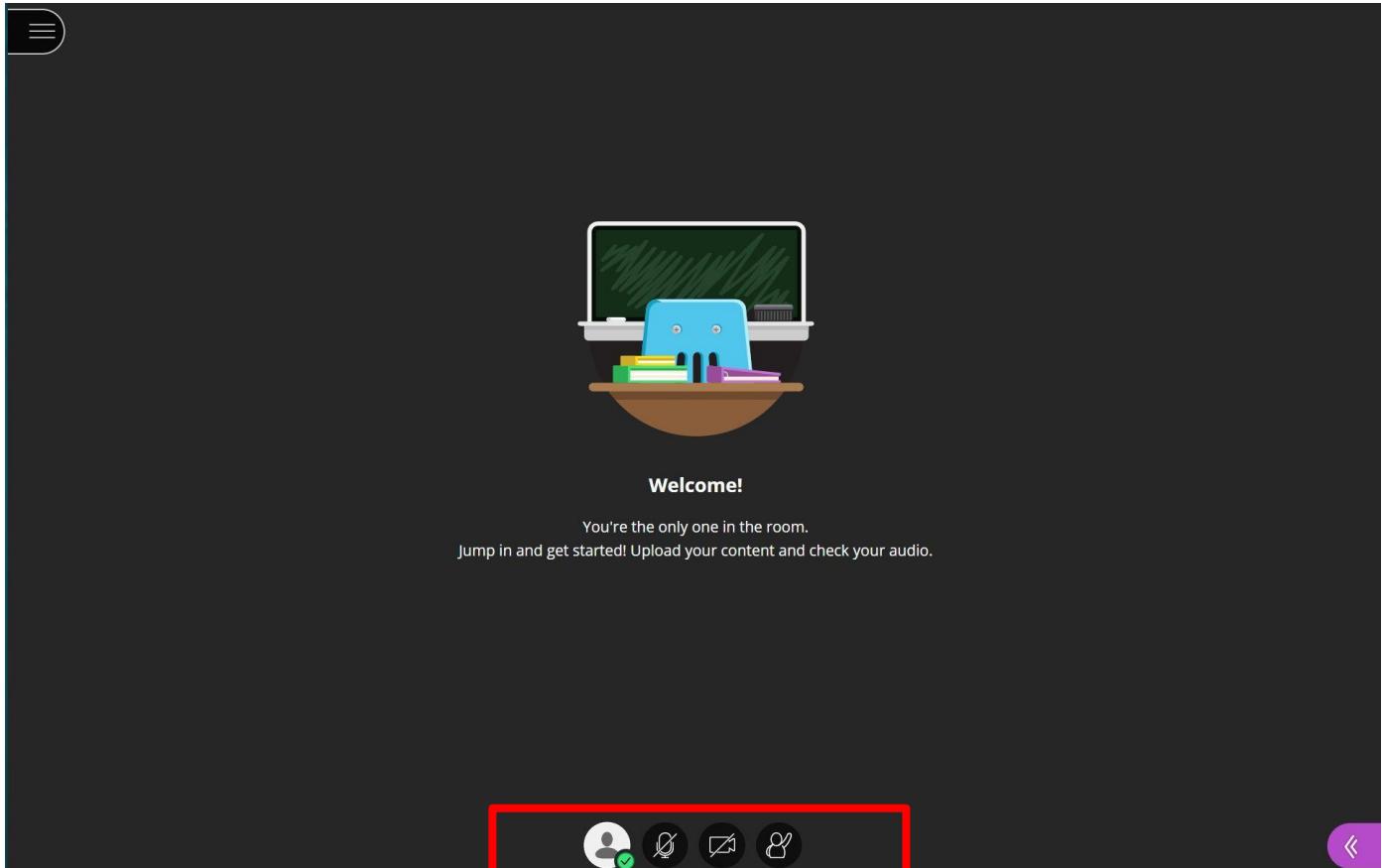
- Chat
- Attendees
- Share Content
- **Settings**
 - **Participant permissions**



Interface

Bottom Panel

- Status
- Audio
- Video
- Raise Hands



Interface

Bottom Panel

- Status
- Feedback
- Audio
- Video
- Raise Hands

Instant feedback from attendees

Faculty of Forestry Learnin... Moderator

Away Leave session

Feedback

<input type="radio"/> Happy	<input type="radio"/> Sad
<input type="radio"/> Surprised	<input type="radio"/> Confused
<input type="radio"/> Faster	<input type="radio"/> Slower

Agree Disagree

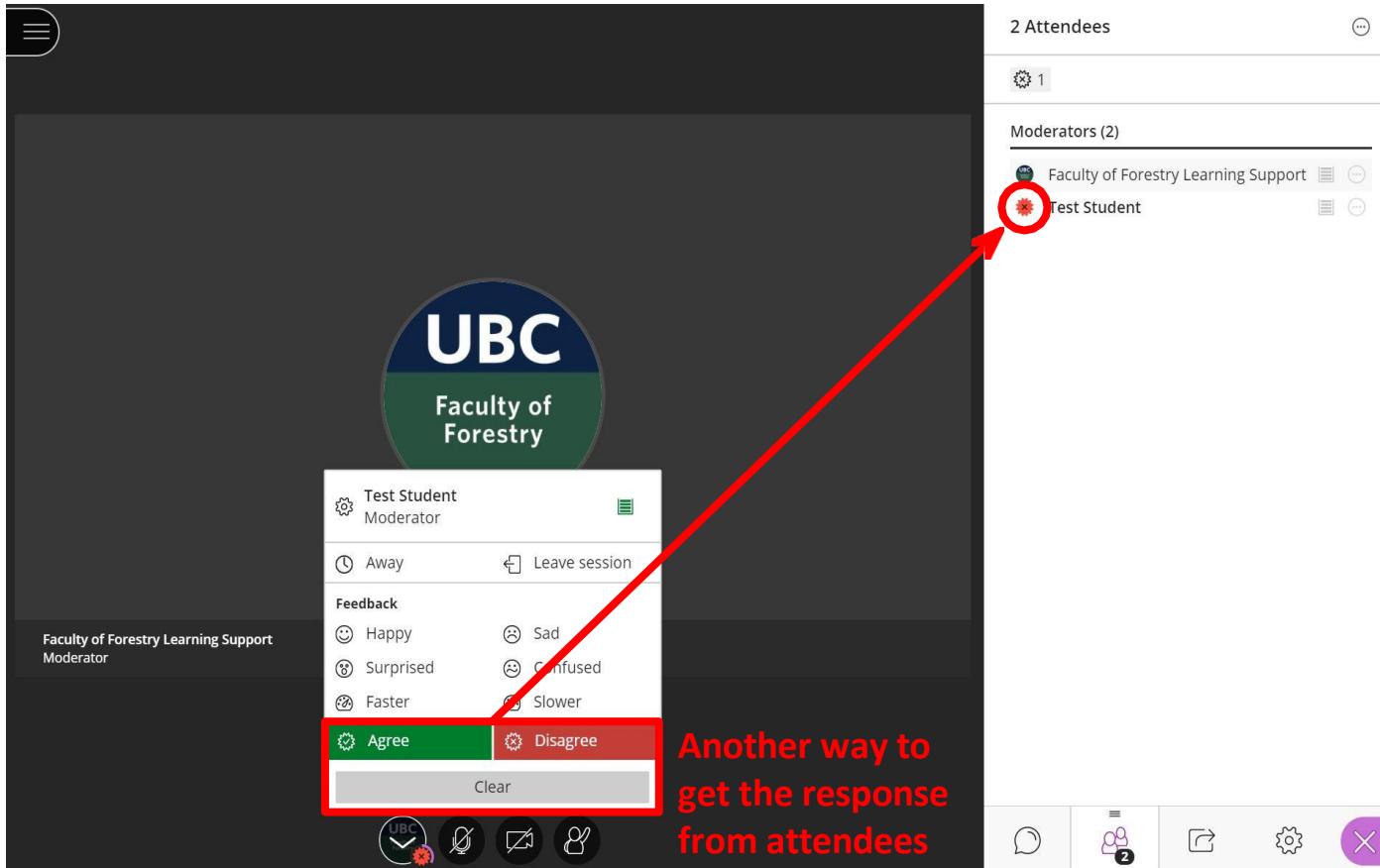
UBC

36

Interface

Bottom Panel

- Status
- Feedback
- Audio
- Video
- Raise Hands



The image shows a Microsoft Teams interface. In the center, there is a feedback overlay for a user named "Test Student" (Moderator). The overlay includes a status section with "Away" and a "Leave session" button, a "Feedback" section with various emoji and text options, and a bottom row with "Agree" (green), "Disagree" (red), and "Clear" buttons. A red box highlights the "Agree" button. To the right of the overlay, a red arrow points from the "Feedback" section towards a list of attendees in the bottom panel. The list shows "2 Attendees" (1 visible), "Moderators (2)", and two entries: "Faculty of Forestry Learning Support" and "Test Student". The "Test Student" entry is circled in red. The bottom panel also features standard Microsoft Teams icons for chat, file sharing, and settings.

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

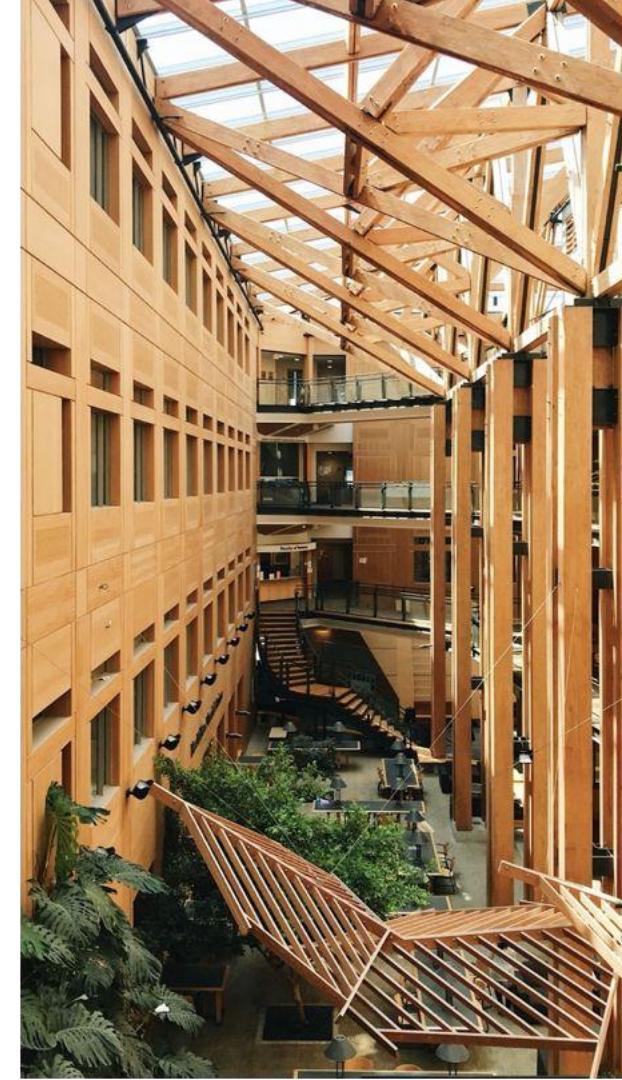
- https://help.blackboard.com/Collaborate/Ultra/Moderator/Get_Started

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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▼ 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

All

[1] Filter discussions

Search by title or author...



+ Discussion



↳ Pinned Discussions

Course General Questions



All Sections

[2] Search for a specific discussion

[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



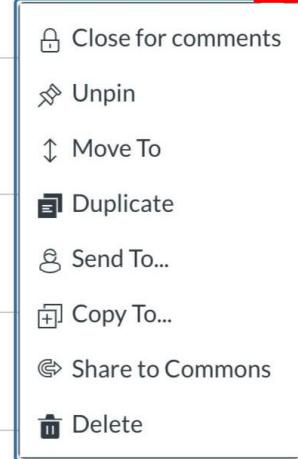
Week 3 Discussion



Week 4 Discussion



Week 5 Discussion



Global Setting
of Discussions

▼ 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



← [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				
Reply	[1] Filter unread replies	[2] View deleted replies	[3] collapse and expand all discussion replies		

- Published: student can access this discussion



- Unpublished: this discussion isn't visible to students



Setting of a Discussion

Topic Title **[1] Enter title**

Not Published

HTML Editor

[2] Enter description

0 words

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

Attachment No file chosen

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

Options

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

Available From

Until

[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

← **[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

[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

[Availability 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

⋮ ⌄ Assignments ← [1] An assignment group

[3] Add a new assignment group

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

⋮ ⌄ Assignment 1 ← [2] An assignment



Global Setting of Assignments

⋮ ⌄ Participation

⋮ ⌄ Participation

⋮ ⌄ Online Discussions

0% of Total + ⋮

⋮ ⌄ Week 4 Discussion ← [5] A graded discussion

Click on the icon to control individual assignment [7]

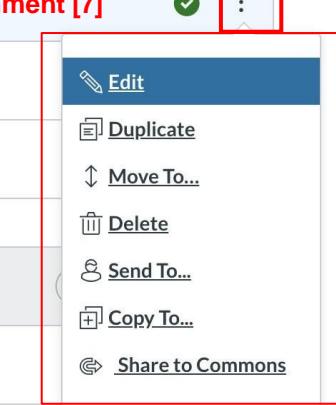


⋮ ⌄ Week 5 Discussion

⋮ ⌄ Week 6 Discussion

⋮ ⌄ Quizzes

⋮ ⌄ Quiz 1 ← [6] A quiz



⋮ ▾ 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

Related Items

SpeedGrader™

Peer Reviews

Instructions

Instructions

Instructions

Instructions for [Assignment 1](#)

Points 10

Submitting a text entry box or a file upload

Due	For
Nov 23	Everyone

[3] Due Date

Available from	Until
Aug 1 at 12am	Nov 30 at 11:59pm

[4] Availability dates

[+ Rubric](#)

View/Edit an Existing Assignment

Create an Assignment

Setting of an Assignment

Assignment Name **[1] Enter title**

Not Published ⋮

Assignment Description **[2] Enter description** →

0 words

HTML Editor

Rich Text Editor toolbar

Points **[3] Points**

Assignment Group **[4] Assignment group (if desired)**

Display Grade as **[5] Grade display**

Do not count this assignment towards the final grade

[2.1] Content selector

Links Files Images

Links Files Images

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

course files

01_syllabus

05_student_guides

Links Files Images

Click any image to embed the image in the page.

Search Flickr

Upload a new image



> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

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

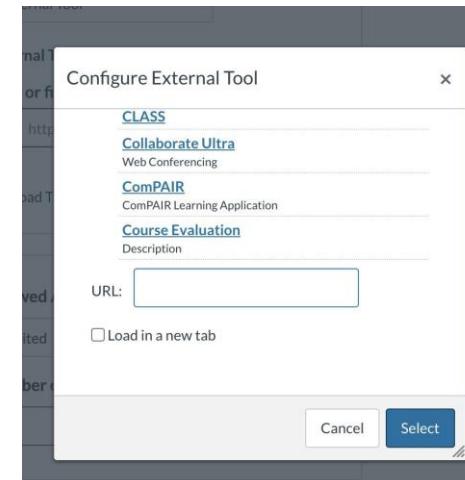


http://www.example.com/launch

Find

[3.1] Click on Find to view available external tools

Load This Tool In A New Tab



[3.2] A list of available external tools in Canvas

Submission Attempts

Allowed Attempts

Limited

Unlimited

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

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

How to Assign Peer Reviews

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

[3.1] Assign peer reviews manually

[3.2] Automatically: Canvas can assign peer reviews randomly

Anonymity

Peer Reviews Appear Anonymously

[3.3] Assign Anonymous Peer Reviews

Submission Attempts & Peer Review Options

Published

Edit

⋮

Related Items

SpeedGrader™

Peer Reviews

Until

in this dropbox



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!

Cancel

Save & Publish

Save

ers that this content has changed

Search for Assignment

⋮ ▾ Assignments

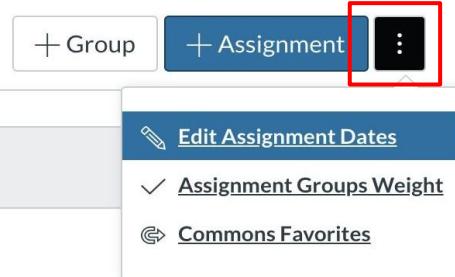
⋮  Assignment 1

⋮ ▾ Participation

⋮  Participation

Edit Due and Availability Dates in individual assignment

Bulk update due dates and availability dates



0% of Total + ⋮



52

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 Apply

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

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

Remove Dates

Remove due dates and assignment availability dates.

Cancel Ok

4 assign

53

Global Setting of Quizzes

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Search for Quiz

[1] Add a new Quiz →

+ Quiz



[2] Option Menu

[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

[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

Setting of a Quiz

[1] Details tab of the quiz

Quiz 1

Quiz Instructions:

[2] Enter title

[3] Enter description

Quiz Type: Graded Quiz

Assignment Group: Quizzes

[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

[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

Options

Shuffle Answers

Time Limit

Minutes

1 Shuffle Answers: can shuffle (randomize) answers

Allow Multiple Attempts

Quiz Score to Keep

Highest

3 Allow students to have multiple attempts

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

Allowed Attempts

3

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

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

- 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

Details

Questions

[1]

[2]

+ New Question

+ New Question Group

Find Questions

 Notify users this quiz has changed

Cancel

Save

Details

Questions

[3]Name

[4]Types of quiz questions

Question

Multiple Choice

pts: 1

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

[5]Points of the question

HTML Editor

Question:



0 words

Add Questions to a Quiz

- Multiple Choice**
- True/False
- Fill In the Blank
- Fill In Multiple Blanks
- Multiple Answers
- Multiple Dropdowns
- Matching
- Numerical Answer
- Formula Question
- Essay Question
- File Upload Question
- Text (no question)

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](#)

Cancel

Update Question

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

Overview

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- 2. Lectures, Teamwork, and Office Hours**
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Search...

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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

1

Gradebook ▾

View ▾

Actions ▾



Search...



2

Student Name

Emily Boone
History 101 Section 1

Jessica Doe
History 101 Section 1

Max Johnson
History 101 Section 1

Bruce Jones
History 101 Section 2

Joe Rogers
History 101 Section 2

Nora Sanderson
History 101 Section 1

Jane Smith
History 101 Section 1

3

History Overview

Out of 11



Research Paper

Out of 35

-

35

30

28



32



29



35

Bill of Rights Topic Discu...

Out of 10

✓

✓

✓

✗

✗

✓

Road to Revolution: Patr...

Out of 10

A

A-

B

B-

B+

A-

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	-	-	-	-	-	-	-

Late Policies Grade Posting Policy Advanced

Automatically apply grade for missing submissions

Grade percentage for missing submissions
100 %

Automatically apply deduction to late submissions

Late submission deduction percent Late submission deduction interval
0 % Day

Lowest possible grade percent
0 %

[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.

Cancel Update

Set Late Policy

SpeedGrader

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 Inv... 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

⋮

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

Student Name	<u>Career Path and Grad...</u> Out of 10 MANUAL	<u>2.2.2 Efficient note ta...</u> Out of 10 MANUAL	<u>1.2.3 Resume and Cov...</u> Out of 10 MANUAL	<u>Pick your favorite 5 p...</u> Out of 1 MANUAL	 <u>Climate Change in BC...</u> Out of 10 MANUAL	<u>Round Table Simulati...</u> 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://ctlt.ubc.ca/resources/teaching/teaching-assistants/>



THANK YOU