CANVAS 101

in 30 minutes

Windi Turner
CANVAS 101
in 30 minutes

1. Outside of the Box
2. Before/After
3. Scale the Shell
4. Canvas Secrets
Welcome to the Adult Degree Program (ADP) University!

Here you will find useful information about the Bachelor undergraduate degree. This is also the pre-read that you will need to complete each module of this site so required Orientation course. First, you will be sent to ADP 101 for an overview and then required Orientation course. You will be set up to be completed in sequential but complete all modules and the ADP 101 Guide.

Good luck on your new journey!

Start Here: Introduction

Welcome to our Canvas site for all things PLA!

If you are a new user to the Canvas learning management system (LMS), you will want to first pursue Getting Started with Canvas LMS.

This site is organized by the following modules:

- PLA FAQ: valuable information to better understand the PLA process
- Portfolio Examples: borrow ideas to better understand the PLA process
- Course Syllabi: Approved: courses that have been approved for review
- Course Syllabi: Not Yet Approved: courses that have not been approved for review
- Resumes: your resume needs to closely match a course

Outside of the Box

Workshops & Trainings
Advising Information
Program Introduction
Committees
FCCLA
Curriculum House
the shell - BEFORE
the shell - AFTER
SCALE the SHELL

Profile Picture
User Settings

Modules

Course Details
Sections
Navigation
Apps
Feature Options

Canvas Designer Series

*Canvas Designer Series with Dr. Windi D. Turner*

<table>
<thead>
<tr>
<th>Start Here</th>
<th>Syllabus</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- Unit 1
- Unit 2
- Unit 3

- the Water Cooler
- Unit 4
- Tech Help

Swag Bag
SCALE the SHELL
Profile Picture

1. Account/Profile
2. Click to Change Picture
3. Select Profile Picture/Save
1. Settings/Course Details
2. click Choose Image & Upload Image
3. enter Course Name
4. enter Course Code
5. select Time Zone
Dashboard

Published Courses (3)

- Canvas Designer Series: the Basics
- Dr Turner's Orientation: Orientation
- JMU's Online Project: 20FDPMOL4 - Project

Nickname: JMU's Online Project
Color: #626E7B

Unpublished Courses (3)

- Publish
- Publish
- Publish

Coming Up
- Nothing for the next week

Recent Feedback
- Nothing for now

Start a New Course
View Grades
6. select Start and End dates
7. Students can only participate
8. Restrict students
9. Language
10. Large Course
11. Grading Scheme
12. License
13. File Copyright
14. Visibility
15. Format
16. Description
17. Update Course Details
1. Drag to hide
2. Drag to reorder
3. Save
Click x to enable
allows students to download a course and view content offline in read-only state cannot interact with the course in ePub such as submitting an assignment

helps assess the course outcomes being used as part of the regular Gradebook, provides an overview of student learning based on standards rather than grades, also use the gradebook for feedback about curriculum and teaching methods

can only be used in conjunction with the Learning Mastery Gradebook option, shows students how they are being scored against outcomes being used in the course, displays as a separate grades tab on the Student Grades page
allows you to award more than the maximum possible score on an outcome in a rubric

allows you to create assignments with anonymous instructor annotations in DocViewer-supported submissions, when students view instructor comments in DocViewer, comments do not display an instructor's name

allows you to customize learning experiences based on student performance, you can identify activities for each learning path and differentiate assignments, optional learning, or student choice of content and assignments
allows users to view an updated interface for Collaborations, applies when Google Apps LTI is enabled as an external app, removes links to all existing collaborations and no longer allows users to create collaborations with the existing Google Drive option – do not enable this if you want to retain existing collaborations

allows you to use and preview the New Rich Content Editor in your course before it replaces the current Rich Content Editor – only available if your admin has enabled this
allows anyone with assignment creation permissions to specify an assignment submission to be reviewed by one or multiple graders, review the assignment grades, and select which grade should be set as the final grade for each student, the moderator does not have to personally grade the assignment, but only they can specify the final grade, once the assignment is created, only the moderator and admins will be able to change the assigned final grader.

allows you to autosave
+Modules

1. click + Modules
2. add Module Name
3. click Add Module
1. click Pages tab

2. click +Page

<table>
<thead>
<tr>
<th>Page title</th>
<th>Creation date</th>
<th>Last edit</th>
</tr>
</thead>
</table>
Click ✎ to edit
Click + to add
Click ✅ to publish
1. click + to add
2. scroll & select Page
3. select Page
4. select Indentation
5. click Add Item

Add Item to My New Module

Add Assignment to My New Module

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

Indentation: Don't Indent

Add Item to My New Module

Add Page to My New Module

Select the page you want to associate with this module, or add a new page by selecting "New Page".

Indentation: Don't Indent

Add Item to My New Module

Add Assignment to My New Module

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".
1. click ☰ to Edit
2. select Lock Date
3. select Requirements
4. click Update Module
1. click at page to Increase or Decrease Indent
2. click at page to Duplicate
3. click at page to Move
4. click to Publish Module
1. click 🔽 to collapse Module contents
2. click ⬆️ to drag Module and Module contents
Canvas Designer Series

Canvas Designer Series with Dr. Windi D. Turner

Start Here | Syllabus | Modules
---|---|---
Unit 1 | Unit 2 | Unit 3
the Water Cooler | Unit 4 | Tech Help

Swag Bag

You are currently logged into Student View. Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.
Welcome to Canvas Designer Series: the Basics. This mini-course was designed and is taught by me, Windi Turner. I am so delighted to have you here and I welcome your feedback about how I can make your experience even better.

This mini-course is first in my Canvas Designer Series. The purpose of this series is to better understand how to use the Canvas learning management system (LMS) to plan engaged and intuitive online learning experiences.

This mini-course will provide a great starting point for building your online course in Canvas. We want students to have an easy-to-follow, consistent experience so they don't have to spend a lot of time figuring out how to navigate and access content. Consider this your very basic design blueprint.

First, you will begin with the Canvas LMS module to be sure you are familiar with this LMS. The next module is Zoom. Even if you have some familiarity with these platforms, please scroll through each page noting how you could use the information in your course design. Both modules end with a practice quiz.

Once you complete these modules, we’ll dive into the actual content. This mini-course is truly THE BASICS with a lot of resources - it will be up to you to dive as deep as you need to. There are no bells or whistles, that’s saved for the other mini-courses in my Canvas Designer Series. But, you do have a special bonus: Swag Bag.

Let’s get started: the Canvas LMS

Windi Turner
1. Adding People
2. Analytics
3. Inbox
4. Dashboard
5. Importing Course Material
6. Exporting Course Material
7. Validating Content Links
Adding People

### People

<table>
<thead>
<tr>
<th>Name</th>
<th>Login ID</th>
<th>SIS ID</th>
<th>Section</th>
<th>Role</th>
<th>Last Activity</th>
<th>Total Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windi Turner</td>
<td><a href="mailto:turnerw@vt.edu">turnerw@vt.edu</a></td>
<td>Sandbox</td>
<td>Teacher</td>
<td>Oct 20 at 5:10pm</td>
<td>02:46:51</td>
<td></td>
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+ Group Set
+ People
Adding People

Add People

Add user(s) by
- Email Address
- Login ID
- SIS ID

Email Addresses (required)
lsmith@myschool.edu, mfoster@myschool.edu

Role
- Student
- Teacher
- TA
- Designer
- Observer

Section
Designer Series

Select any you would like to create as new users. Unselected will be skipped at this time.

Name
Windl D Turner
Email Address
windl@winditurner.com

Cancel  Back  Next

The following users are ready to be added to the course.
Name  Email Address  Login ID  SIS ID  Institution
Windl D Turner  windl@winditurner.com

Add Users
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**Helen Fuqua**

Canvas Designer Series
Section: Designer Series
Last login: 3:14pm

- Grade: -
- Missing: 0
- Late: 0

Activity Compared to Class

- Participation: High
- Page Views: High
### Grades for Helen Fuqua

**Arrange By**
- Due Date

**Total: N/A**
- Course assignments are not weighted.
- Calculate based only on graded assignments

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Analytics

Helen Fuqua

Canvas Designer Series
Section: Designer Series
Last login: 3:14pm

Grades
New Analytics

- Grade
0 Missing
0 Late

Activity Compared to Class
Participation Page Views
High High
Analytics

Helen Fuqua
Designer Series

Course Grade
Weekly Online Activity
Communication

12 Total Page Views
0 Total Participations

As of Oct 19, 4:31 PM EDT

<table>
<thead>
<tr>
<th>Week Starting</th>
<th>Page Views</th>
<th>Participations</th>
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<td>Oct 18, 2020</td>
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Oct 11–Oct 17

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<td>0 Instructor Messages</td>
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</table>

Week Starting: Student Messages | Instructor Messages

As of Oct 19, 4:31 PM EDT
Export Course

Content Exports

- Course Export from 15 minutes ago

Content export files cannot be downloaded after 30 days.

Export Type

- Course
- Quiz

Create Export
Import Course
Copy Course

Copy Sandbox

Please enter the details for the new course.

Name: Sandbox

Course Code: Sandbox

Start Date: Oct 20, 2020 at 10:11pm

End Date: 

Content:
- All content
- Select specific content
- Adjust events and due dates

Create Course
CANVAS 101

in 30 minutes

1. Outside of the Box

2. Before/After

3. Scale the Shell

4. Canvas Secrets

Be sure to get your copy of the Guide for this presentation.
CANVAS 101
in 60 minutes

1. Prepping Presets
2. Announcements
3. Discussion Boards
4. Introduction/Conclusion Pages
5. Assignments/Quizzes