Instructor Quick Start: Getting set up in Canvas

1. Request a Canvas course
   a. As part of the request process, you can indicate if you would like course materials to be imported from Blackboard. If you have an exported file from an LMS you’ve previously used at another institution, you can provide us with that file to migrate into Canvas.
   b. Once the course is created, you will receive a system email informing you that the course is available for you to begin setting it up. If you do not notice a Canvas course creation confirmation email from us in 48hrs from your request, please contact canvas-help@andrew.cmu.edu. Note: It may be that because this is a system-generated email, it may go unnoticed by you or it may be picked up in your spam filter.

2. Log in and orient to the Canvas environment
   a. Navigate to www.cmu.edu/canvas/ and click the “Login” button (top, right of page). You will log in with your Andrew ID and Password.
   b. Once logged in, you will land on the Canvas “Dashboard” page.

The “Dashboard” is the landing page you (and your students) will see when logging in to Canvas.
- **On the left,** you will see the “Global navigation” that provides access to all of your Courses, Groups, Calendars, Inbox, and more.
- **In the center of the page,** you will click to enter your Canvas course(s).
- **On the right,** Canvas will bubble up your “To Do” list of upcoming course deadlines and calendar events.
3. Set up your Canvas course
   a. Course organization, content and files
   b. Syllabus
   c. Assignments in Canvas
      - Quick Start: Canvas Peer Assignment
      - Quick Start: Turnitin Peer Mark Assignment
   d. Discussion Board
   e. Quizzes
   f. Gradebook

   a. Course organization, content and files
      Use the Canvas “Modules” page to organize your course content. Organize your course outline by week or topic, or whatever makes the most sense for your students’ learning. Add content directly to pages and/or upload/link to files.

      The icons that Canvas associates with each activity type, along with the titles you provide, will signal to students the nature of the instructional activity (e.g., a content page, a reading or video, an assignment or quiz, a discussion board, etc.).

      NOTE: To help students to anticipate time to spend on an assignment, you can provide an indicator in your labeling regarding expected “time to completion” (e.g., Article Review and Interpretation – expected time to completion = 1 hour).
Notice the “cloud” icon next to each module and each item within each module. By clicking on the cloud icon to make it green with a checkmark, you make this item available to students. Of course, students will not have access to anything in the course until you “Publish” it.

b.  **Syllabus**

You can use the Syllabus page to provide students with access to your course syllabus document, as well as present other key details, like office hours and contact information. Click the “Edit” button to begin to customize this page.

You will notice additional features that present on the Syllabus page including the “Course Summary” which is populated as a result of dates you set in the system as you create things like Assignments and Quizzes. A mini course calendar highlighting similar key dates also presents on the right column. These features can help to notify students of their priorities for your course.

c.  **Create Assignments**

As you fill out your Assignment description/instructions, notice that on the right side of the screen, there is a way to select and insert content to the assignment details. Content includes Canvas pages you’ve created, files and images you have uploaded to the Canvas “Files” area.

There are various submission types including:

- **No Submission & On Paper** – where you might just want a grade column created for a particular in-person event or where you will collect the assignment in class.
- **Online** – when you want students to submit their assignment through Canvas
• **External Tool** – when you want students to submit their assignments using an external (LTI) enabled tool (e.g., OLI course modules) for your course. Contact canvas-help@andrew.cmu.edu for help with enabling external tools.

*See also... Canvas how-to document on* setting up **assignment details** and **assignment groups** (assignment groups help you to manage **weighting of grades**).

The assignment creation screen in Canvas. This is very similar to what was offered in Blackboard, including the ability to create **group assignments** and provide **peer review** opportunities. You can use the **rubric** functionality in Canvas to provide students with clear assignment criteria and feedback on their submissions. You are able to **grade on rubrics** and can control when/whether to show/hide the grades.
d. **Canvas Discussion Board**

Canvas provides standard Discussion board functionality including options for creating a graded discussion, ensuring students post before they can see replies, allowing threaded replies, creating group discussions, and more.

*See also... Canvas how-to document on* setting up **Discussion Boards** in Canvas.

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The Discussion Board in Canvas: provides a way to “pin” discussions to the top of the page for a period of time. You can also add links, files, and images to the discussion. You can also provide peer review discussions.

Note: we also provide access to an external tool, Piazza, which can be used for supporting students asking and responding to questions. Let us know if you’d like to know more about how to use this and/or plug it into your course.
e. **Quizzes**

Quizzes provide a way to offer frequent practice with timely feedback. The quiz creation tool in Canvas provides you with a variety of question types. Comment bubbles under the answers provide you with a space to enter targeted feedback that presents to students at the time when they submit the quiz.

*See also... Canvas how-to document on* setting up and selecting *Quiz* options.

The quiz functionality in Canvas also provides a way to set up *question groups*, as well as a way to import quizzes from *QTI packages*. *Let us know* if you’d like help with setting up your quizzes in Canvas.
f. **Gradebook**

   To get to the gradebook, click on Grades in the left course menu. There are two main views: “default”/spreadsheet view and the “individual view.”

   ![Gradebook Interface](image)

   In the default/spreadsheet view, you will notice that the first columns list the students’ names and IDs – student enrollments are automatically populated. The top column headings/grade columns are automatically generated as you create assignments, quizzes, and other graded activities in the course setup process.

   For some of the assessments and quizzes, Canvas will be able to automatically enter a grade into the Gradebook, if it’s a multiple choice, true false, or some of the other types of questions. For other types of graded work, you can enter it manually.

   See also... Canvas how-to document on Curving Grades.
   See also... Canvas how-to document on Hiding Grades from Students.

4. **Publish the course to provide students with access**

   - Click on “Home” in the course menu.
   - On the right side of the page, you should see the Course Status “Unpublished” switch/button. Click to change it to a “Published” status.
   - When the course has published, you will see a notification appear at the top of the screen and the published status button will turn green.
Instructor Quick Start: Setting up Canvas Peer Review Assignments

Assignments: A peer review assignment enables students to provide feedback on another student's assignment submission.

- Peer reviews can be assigned to show student names or display anonymously.
- You can assign peer reviews manually or you can have Canvas assign them automatically.
- Group assignments can also be assigned peer reviews.
- You can also assign a rubric to the assignment. If the assignment includes a rubric, students must also complete the rubric to complete the peer review. The rubric score is used for an assessment opinion only; you must review the assignment and assign the final grade.

When setting up a regular Canvas assignment, options are available for making it a Peer Review assignment. From the Peer Reviews options area in the Assignment setup, you will:

a. Select “Require Peer Reviews.”
b. Select how you would like to assign the reviews: manually or automatically. If you selected “automatically,” then enter the number of reviews you are assigning to each student (e.g. 2 peer reviews per student)
c. In the “Assign Reviews” field, select the date and time for the assignment.
d. Select Anonymity so that students do not see the names of their peer reviewers.

Note: In order to monitor student progress on the assignment, navigate to the Peer Review page for the assignment which shows an indicator next to the names of students who have completed the peer review.

Contact canvas-help@andrew.cmu.edu for help with setting up a Peer Review assignment in Canvas.
Instructor Quick Start: Setting up Turnitin PeerMark (peer review) Assignments

When setting up a regular Canvas assignment, options are available for making it a Turnitin PeerMark assignment:

1. Select the “external tool” from the “Submission Type” options.
2. Then click “Find” next to the “Enter or find External Tool” field to select from a list of external tools. Click on “Turnitin” and it will auto-populate the URL field.
3. Click “Select”.

To set up the Peermark assignment details, after saving the assignment in Canvas:

1. Navigate to the assignment page (by clicking on the assignment title in the Assignments page listing).
2. The Turnitin assignment will appear. Click on “Settings” on the Turnitin top menu bar.
3. This will provide you with additional Turnitin assignment options. Find the “Add PeerMark assignments label” and click “Yes.”

4. This will again provide you with additional options for setting up the PeerMark assignment. Select the appropriate options for your assignment and click to “Save” your settings.

5. Note: You will see a column generated in the Canvas Grades spreadsheet for the Turnitin PeerMark assignment.