Canvas Instructor's Guide

https://canvas.wayne.edu

Table of Contents

Canvas Access

How can I login to Canvas?

1. Open a web browser and go to the URL https://canvas.wayne.edu
2. Log in with your WSU Access ID and password.
3. Click the LOGIN button.

If you are experiencing difficulties logging in Canvas with your WSU Access ID, please contact the C&IT helpdesk via email helpdesk@wayne.edu or telephone (313) 577-HELP.

Why can't I login to Canvas?

You may not be able to log into Canvas because you have never been an "Instructor on Record" or added to a participating course. If you are the "Instructor on Record and/or "Primary" instructor and don't see your Canvas course contact, please contact The LMS Administrators at lmsadmin@wayne.edu.

When will the course sites be created?

All the course sites of regular courses (that have a CRN) will be auto-created within Canvas at the start of every term once the class information is available in the banner record.
- If you would like to have a course site manually created, please send us a request with the instructor name and a course title via email to mededsupport@wayne.edu.

What can I see and do after I login to Canvas?

The landing page after log in is called the **Dashboard**. The user Dashboard summarizes what is happening in **all your courses.** The **To Do** section on the far right side allows you to see recent activities across your courses. You can return to your Dashboard at any time by clicking on the **WSU** logo on the top left of the page.

The **Dashboard** consists of 4 main elements:

1. **Global Navigation** - provides you with a quick access to your Courses, Groups, Calendar, and Inbox. Global Navigation (green column) appears on the left-side of every page in Canvas.
2. **Dashboard** - includes a course card for each of your favorited courses. Each card can include up to 4 tabs, which represent the 4 main Canvas features for student course activity: Announcements, Assignments, Discussions, and Files. These tabs (the symbols on the bottom of each card) mimic visibility and order in Course Navigation. For instance, if an instructor hides the Announcements link, the Announcements tab will not display on the course activity. If the tabs are visible, a number over each tab will indicate the amount of new activity.
3. **Help** – to access to a list of the Canvas guides and support resources.
4. **Sidebar** – helps you see what requires your attention across all your courses. It can contain sections such as To Do, Coming Up, and View Grades.

How do I view my courses?

To view a complete list of your courses, click on the **Courses** icon on the left Global Navigation menu of your Canvas page and select the course from drop-down list. If you don't see your course in the short menu click **All Courses** icon. You may have to scroll down your course list to reach it. Read more >>

How do I customize my Course list?

Click **Courses,** a drop-down will display of the most recent active courses in alphabetical order when it's not customized. To modify the drop-down list, click the **All Courses** link from the short menu. Use the star symbol next to a course to add or remove it from the Courses drop-down list and dashboard. Read more >>

What are the basic computer specifications for Canvas?

Canvas is designed for maximum compatibility and minimal requirements. Read more about the details of the specifications >>

Which browsers does Canvas support?

Canvas supports the last two versions of every browser release. We highly recommend updating to the latest version of your browser of choice as well as the most up-to-date Adobe Flash plug-in. See the complete list of browsers >>

Will Canvas work on my mobile device?

Yes. You can access Canvas on your mobile device through any mobile browser. You can also access it from the **Canvas Teacher** app (by Instructure Inc.). The first time launching the Canvas app, select **Find My School** and type Wayne State University. Then, log in with your WSU Access ID and password. Depending on your device, not all Canvas features may be available on the app. Read more >>

Canvas Teacher (Apple)
Canvas Teacher (Android)

Why can't I find a past course I taught in Canvas?

After a course has concluded but is still available as a read-only archived course, it will be grouped under the section **Past Enrollments** by selecting the **All Courses** link from the courses' short menu. All users including instructors, TAs, and students can only view course material and grades. Users cannot submit any assignments or make any changes to the course settings.

	Course	Nickname	Term	Enrolled as	Published
☆	Dozier_Practice_Course_02	TEMP_Pathbio 2021	Non-Term	Teacher	No
★	TEST_JOINER			Teacher	No
★	Year 1 Orientation (c/o 2022)		Med Sch 2018-20...	Teacher	Yes

Past Enrollments

	Course	Nickname	Term	Enrolled as	Published
☆	(Summer2017) CTE Instructional Practices M...		Spring/Summer 2...	Student	No
☆	Blackboard Collaborate Training		Non-Term	Student	Yes
☆	DONOT_USE_OLD_ClinMed		MedSchool 2017	Teacher	Yes
☆	Faculty Blackboard Users Group		Non-Term	Student	Yes
☆	Fall 2015 Advncd Medcl Genetics Sec 001		Fall 2015	Teacher	No
☆	Fall 2015 Hist & Pharm CTE Sec 001		Fall 2015	Student	No

Can I change my email notification preferences?

Yes. You can change the default setting on Canvas. There are 4 options for each notification category
- Right Away
- Daily
- Weekly
- Never

It is advisable to go through all the actions and customize the notifications based on your personal preferences. Before you make any changes, you need to be aware of the following:

- These **settings apply to all of your courses**. You cannot change settings for individual courses.

- **Setting preferences inside the mobile app will override preferences in the browser version of Canvas**, and some preferences are not supported. Learn how to change the default settings >>

Read more about setting preferences for Android phones or iOS devices >>

What to do if I encounter an error when viewing pages?

Update your web browser to the latest version and clear your cache. Restart the web browser and see if the problem still occurs. If you're using a bookmark to open a specific page in Canvas, try to navigate to that page from the Canvas main page at https://canvas.wayne.edu.

You may follow the instructions below on how to clear cache with your web browser.

Read more about clearing the cache on PC or MAC.

Setting Up Your Canvas Site

What is the Course Home Page?

The **Course Home Page** is the first page you see after you've selected a course site. Once within the course, you can click the **Home** link in the Course Navigation to return to the Course Home Page. As an instructor, you can customize several areas to create a specific workflow for your students. You can also change the Course Home Page altogether. The Home page contains 4 main areas (image below):

1. **Course Navigation Menu** – a series of links on the left side that help you and your students access all the materials and modules within your course.
2. **Breadcrumbs** – shows your selected course tools along the upper border. You can click on the course code to return to Course Home Page.
3. **Content Area** – displays the corresponding contents while students go through different components within the course. For the default display when first landing, it can be one of 5 different layouts depending on your preference (read more below the image).

4. **Sidebar** - The top of the sidebar contains links for managing your course. This includes the **Course Analytics** tab. Below the course management tabs, you will **Coming Up** events, due dates, as well as the **To Do** list for items requiring your action.

There are 4 options to choose from for your **Home Page Content Area** (3):

1. The default home page is the **Modules** section, **it is suggested that you create a Welcome page for your default home section with basic information.** Learn more on how to change the Course Home Page >>
2. If you are using Canvas mainly for online assessments, select **Assignments List**.
3. **Course Activity Stream** shows the recent activities in the course.
4. Alternatively, you can use the **Syllabus** page as the home page.

Learn more about layout options are available in the Course Home Page >>

How can I manage the Course Navigation menu (left sidebar)?

By default, all menu links (Announcements, Discussions, Grades, People, etc.) are enabled for all courses. It is recommended you rearrange and hide some of these links to simplify the interface for the students. Teachers and TAs can see and access these menu links even if the students cannot see them.
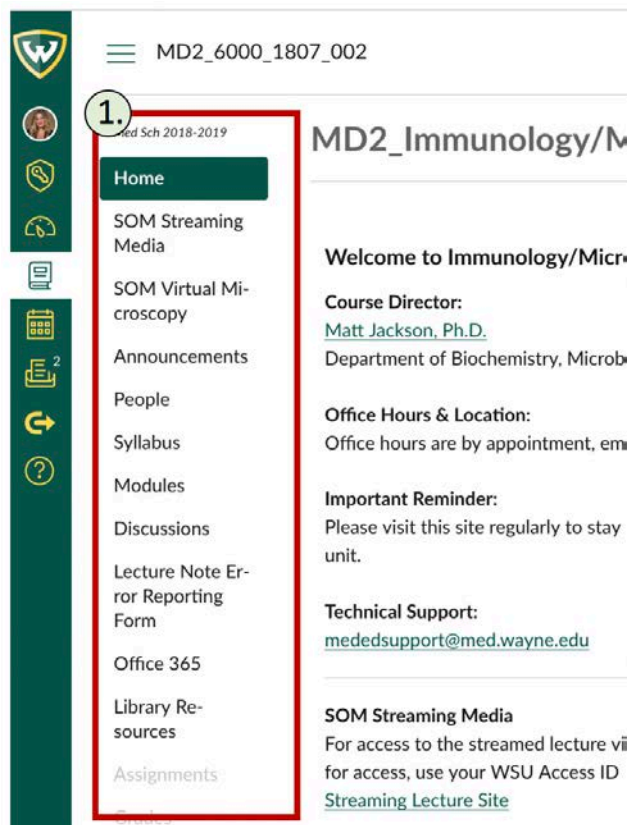
To reorder / manage the Navigation links and hide some of them go to the course settings and then choose tab Navigation.
[Read more>>](#)

Please note that:

1. The menu items cannot be renamed.

2. If the item does not contain any content, it will automatically be hidden from the student view and it will appear grey for teachers and TAs.

How do I add TAs or other supporting staff and users to my course?

Supporting staff such as TAs, Librarians, Designers, and/or Observers need to be added to the course manually by an Instructor or Administrator.

- To add a user to your course, select the **People** tool in the left course menu of your home page.
- You can add user(s) by their WSU Access ID (ab1234) or WSU Access ID email (ab1234@wayne.edu).

Select the type of searching (1) by selecting the radio button and enter the corresponding user information at the text field (2) with

- the full WSU AccessID email address (ab1234@wayne.edu) if you select "Email Address"; or,
- the WSU AccessID login (**ab1234**) if you select "Login ID" (alias IDs are not supported)

You can add multiple users at one time by placing a comma or line break in between.
Select the role option in the **Role** drop-down menu (3). The main roles in Canvas include Teacher, TA, and Student.

Assign a section in the **Section** drop-down button (4) (in most cases leave as is). You can also restrict the TA to grade students in their section by clicking the **Can interact...** checkbox (5).

Click the **Next** button [6]. Canvas will verify the account, click the **Add Users** button if confirmed.

Can I hide my course from student after the course ended?

Yes. You can change student access settings to allow or restrict students from viewing your course before the start date or after the end date. Find out how to change the dates >>

Can I copy my contents from a previous Canvas course?

Yes. Canvas provides a way to copy a whole course or specific content from another Canvas course. You can use this tool when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates.

The function is under **Course Settings**, in the right sidebar **Import Content into this Course**. Read more about how to copy a Canvas course >>

Please note that Draft State settings are retained in course imports. If an assignment is unpublished in a course, the assignment will also be unpublished in the content import.

Can I preview my course before publishing it?

Yes, you can view a course the same way that your students view your course through **Student View**, which you can activate Student View in your Course Settings (right sidebar). You can preview the course, post and reply to discussions, submit, view grades, pages and the syllabus, view and try quizzes, and etc. Read more about how to view your course using a Test Student >>

How do I publish (make available) a course?

When the course is ready for your students, you can publish your course in the **Course Home Page** on right sidebar.
- Select **Home** from the Course Navigation.
- From the right sidebar under *Course Status* select **Publish**. Read more about how to publish a course >>

Please note that:
- Publishing a course will immediately send out invitations to any users manually added to your course; or invitations will be sent on the course start date if a specific date has been assigned to the course setting

Building Your Canvas Course Site

What are the basic features of Canvas?

Canvas is a very comprehensive Learning Management System with a wide range of features. Features are roughly grouped into 4 categories:

1. **To deliver content** – Modules, Pages, Files, Syllabus, Conference, Collaborations
2. **To assess students** – Assignments, Quizzes, Grades, Discussions
3. **To communicate** with students – Announcements, Conversations, Discussions
4. **To monitor the online participation and progress** – Course Analytics, Quiz Analytics, People

To facilitate learning and usability, we recommend you to use Modules. Using Modules, you can combine files, pages, videos, quizzes, assignments, and discussions into one section and/or sequence. [Learn more about Modules >>](#)

How do I edit my Course Syllabus?

The Course Syllabus in Canvas makes it easy to communicate exactly what will be required of your students throughout the course in chronological order. It contains 3 main parts (figure below):

[1] In the **Course Syllabus**, you can include all the necessary text and information.

[2] The **Course Summary**, automatically managed by Canvas, will contain all the graded assignments and scheduled events in the course

[3] The sidebar includes a course calendar and weighted assignment groups.

To edit the Syllabus Description, click **Edit** in the Couse Syllabus section [1].

Can I let students who are not enrolled in my course view the Syllabus?

You can choose to make your syllabus public so that people who are not enrolled in your course can view more information about the course. A public syllabus can be viewed as part of a private course when you send a link to a student. Learn more on how to make your syllabus public >>

What are Modules?

Modules can be used to organize course materials such as files, pages, videos, quizzes, assignments, discussions, and others into a section and or sequence [1 & 2 in figure below]. Depending on the instructor, modules can be used to organize course content by weeks, lectures, or topics. You can see an image of a sample module with content pages, a discussion, a quiz and an assignment below. Learn more about Modules >>

How can I present my course materials to students (readings, PPTs, videos, and links)?

You can make use of **Pages** (under Course Navigation) to combine text, video, files, and links into a single page. This tool allows you to embed and view PowerPoint slides, pdf files, and images directly online. This is a good strategy if you have a number of different resources you want the students to cover on a single topic.

You can create the page directly though Modules or through the Pages tool. It can also be added to the Modules to build up the learning sequence for your course.

Pages can also be used as a collaboration tool where you can create class wikis and set specific user access for each page. Canvas keeps the entire history of the page so you can see how it changes over time.

Read more about how to create a new page >>

Learn more about Pages >>

What can I do with the Assignments tool?

This tool allows you to create new Assignments. The Assignments tool shows all graded assessments in your course, including assignments, graded quizzes, and graded discussions. It will also display the deadlines and the points awarded for each type of assessment.

Please note that if you create an assignment with this tool, it will not appear automatically in your Modules sequence. Thus, if you are using Modules to organize the content of your course, it is best to create the assignment shell directly through the specific Module. From within the specific Module select the **+** to the right of the Module title, select *Add Assignment* [1], then *New Assignment* [2], and next *Assignment Name* [3] and click *Add Item* (this will create your assignment shell / placeholder).

Learn more about Assignments >>

1. After creating the assignment shell / placeholder, in your **Module** you can then edit the placeholder by adding instructions, assignment type, settings and due dates. Learn more >>

2. If you are not using Modules to present the content to the students, you can use the Assignment section from the course navigation. Learn more about how to create a new assignment >> or how to add/edit assignment details >>

How do I add a grading scheme to an assignment?

When you choose to display grades as letter grades / GPA scale to an assignment, you will have the option to assign a grading scheme. Learn more about how to add a grading scheme >>

Can I assign an assignment to an individual student or course section or group?

When creating or editing an assignment, instructors can specify whether the assignment is assigned to everyone in the course, to specific sections, to specific group if groups are created, or to individual students. Availability date functionality is still available for each assignment.

When using differentiated assignments with the **Gradebook**, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment.

Grades cannot be assigned to students who have not been included in the assignment. Assignments that are not assigned to a student are not factored into overall grades.

On the student grades page, students can only view assignments that are assigned to them, either individually or as part of a course or section. Learn more about how to assign an assignment to an individual student or course section >>

What is Discussion for Instructors?

Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions can also be created as an assignment for grading purposes (and seamlessly integrated with the Canvas Gradebook), or simply serve as a forum for question and answers. Learn more about Canvas Discussion >>

How do I create a Discussion as an instructor?

You can create discussions directly through Modules or using the **Discussion** tool in the Course Navigation on the left. Read more on how to create a new Discussion in Canvas >>

In Course Navigation, click the **Discussions** link.

Add Discussion

Click the **Add Discussion** button.

Create Discussion, In the Title field [1], create a title for your discussion. Use the Rich Content Editor [2] to add text for your discussion. The Rich Content Editor includes a word count display below the bottom right corner of the text box. You can also add links, files, and images to the discussion using the content selector.

You can also add an attachment to your discussion by clicking the **Browse** button [3].

Add Discussion Options

By default, discussions are created as focused discussions. To create a threaded discussion, click the **Allow threaded replies** checkbox [4].

To require users to reply to the discussion before they can see any other replies, click the **Users must post before seeing replies** checkbox [5].

To enable a discussion podcast feed, click the **Enable podcast feed** checkbox [6].

To create a graded discussion, click the **Graded** checkbox [7]. You can assign graded discussions to everyone, individual students, course sections, or course groups.

To allow students to like discussion replies, click the **Allow liking** checkbox [8].

To add an ungraded discussion to the student to-do list, click the **Add to student to-do** checkbox [9]. Student to-do items display in the student-specific List View Dashboard and in the global and course home page to-do lists. Graded discussions automatically display in a student's to-do list.

To make your discussion available on a specific date or during a specific date range, enter the dates in the *Available From* and *Until* fields [10], or click the calendar icons to select dates. If you create a graded discussion, the Available *From* and *Until* dates can be set in the Assign field. **Before** the *Available From* date, students will only be able to view the discussion title. **After** the *Until* date, students can view the discussion topic and responses but cannot add or edit any responses. When options are complete Select Save [11].

Notes:

- Students can still reply to graded discussions after due date, but the reply will be marked late.
- Learn about the difference between due dates and availability dates in Canvas.

What are Quizzes for instructors?

Quizzes in Canvas are assessments that can be used to challenge students' knowledge and comprehension of course material. There are 4 types of quizzes available to you: graded quiz, practice quiz, graded survey, and ungraded survey. Quizzes are automatically graded unless they include open-ended questions.

Quizzes allow you to combine a number of different types of questions in one quiz. You can create the following types of quiz questions: Multiple Choice; True/False; Fill-in-the-Blank; Fill-in-Multiple-Blanks;

Multiple Answers; Multiple Drop-down (can be used for Likert scale); Matching; Numerical Answer; Formula (simple formula and single variable); Essay (open ended question); File Upload.

Learn more about Quizzes >>

How do I create a Quiz with individual Questions?

You can add a quiz through Modules or through the Quiz tool. You can combine many different types of quiz questions into one quiz. Learn more >>

Is there any limit on number of questions in each quiz?

Quizzes in Canvas do not have any limit on number of questions, but Canvas does have a limit on the Quiz Statistics and SpeedGrader. It will recommend you to keep the total number of questions of each quiz to be under 100.

How do I create a Quiz with a Question Group to randomize quiz questions?

If you want to randomly draw questions from a pool and display different combination of questions to each student, you need to create a quiz with Question Groups. This is a good practice if you want to minimize sharing and copying of answers.

You can create a quiz using one or more question groups (question pools). You can choose the number of questions to be picked from a group and how many points should be given for each question. Creating a question group randomizes questions within a quiz. Learn more about creating randomize quiz with Question Group >>

How do I use Question Bank in my course?

Question banks are a collection of all of the quiz questions you've created in a course, a sort of database of questions. Question Banks store quiz questions so that you can reuse them across different courses. Learn more about how to create a Question Bank >>

By default, Question Banks are linked to the course where they were created. However, you can make it available in other courses by bookmarking it.
Learn more about how to bookmark a Question Bank >>
Learn more on how to move/copy a question from one Question Bank to another >>
Learn more on how to move multiple questions from one bank to another >>

Can I share a Question Bank with other Canvas courses?

Yes. You can share a Question Bank with several courses and with other Instructors/TAs by importing the Question Bank from one course to another. Learn more on how to import a Question Bank >>

What are Files for instructors?

You can upload course files using the **Files** tool, which may include PPTs, PDFs or other documents. Here you can find previously uploaded files through Pages and Modules. Once you have uploaded the files, you can link them to Modules, Assignments, and Pages. *You don't need to upload them multiple times.*

Files and folders are arranged in alphabetical order and cannot be reorganized. As an instructor, you can lock the folders so students cannot access the files. We don't recommend you to using files for assigned readings because you cannot arrange them to make them easily accessible. Learn more about Files >>

How do I use Files as an instructor?

As an instructor, the Files tool allows you to store files (handouts, readings, references, videos, etc.) within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublished files, set usage rights, insert into Modules and restrict access to files. The files can be seen by all instructors/TAs.
Learn more about how to use Files in Canvas >>
Learn more about how to move and organize my files >>

Grading

How do I use SpeedGrader?

The SpeedGrader tool makes online grading and feedback on assignments easier. You can find this tool in the upper right-hand corner whenever you are in an assignment, a quiz, or a graded discussion. You can use SpeedGrader to:
- read, evaluate and download student's submission
- input student grade
- provide feedback as a comment
- provide feedback directly onto the online submissions (pdf, doc, PPT files)
- input and use grading rubrics

Note: It is a good practice to mute the Assignment before grading students. This way some students will not see their grade before others. Learn more about SpeedGrader >>

How do I get to SpeedGrader from an Assignment, Quiz, or Graded Discussion?

You can access SpeedGrader when the assessment is 1) published and 2) gradable. To access the SpeedGrader go to the assignment, quiz, or graded discussion you want to view and click on the SpeedGrader tab in the right sidebar. Read more >>

How do I use the Gradebook?

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete/incomplete, pass/fail, GPA scale, and letter grades. Assignments can be organized into groups for weighting as well. Learn more about Gradebook >>

The default view in the Gradebook shows students at a time, but you can also view students individually in the Gradebook Individual View. Read more >>

How do I hide the grades of an assignment from students in the Gradebook?

By default, Canvas allows students to see assignment grades as soon as an assignment has been graded. In some cases, instructors may wish to hold student grades until all assignments have been graded, and then release grades to all students at the same time.

To hide student grades temporarily, an instructor can choose to mark an assignment as "mute." A muted assignment will not send out grade-change notifications or any new instructor comments until the assignment is unmuted.

A muted assignment displays a "mute" icon on the student grades page so students know the assignment is muted. Learn more on how to mute an assignment >>

How can I post the grades for a non-submission assignment?

To enter grades for non-submission assignments, e.g. paper-based exams or assignments, you will first need to create a "No Submission" or "On Paper" assignment for manual grading. Learn more on how to create a no submission assignment >>

Can I export or import grades to Gradebook?

Yes. You can use a CSV file to upload changes to the Gradebook.
Learn more on how to download the scores from gradebook >>
Learn more on how to upload changes to Gradebook >>

Can I hide the totals in my students' grade summaries?

Instructors can hide totals in students' grade summaries. By default, totals are visible to students. For courses using weighted assignment groups, assignment group totals are also hidden from students.
Learn more on how to hide totals in student grades summaries>>

Can I exclude an assignment from the course's final grades?

When creating an assignment, instructors have the option to choose if they want to count an assignment toward the final grade or not. This feature allows you to provide feedback for assignments without the assignment counting toward Gradebook calculations.
Learn more on how to exclude an assignment from the course's final grades >>

How do I view Analytics for my course or a specific student?

Canvas provides onscreen analytics for both course level and individual student. The **Course Analytics** shows the overview of the course activity, assignment submissions, grades, and students' performance.

The **Student Analytics** shows the overall performance of individual student in the course. You can view analytics in both active and concluded courses.
Learn more on how do I view Course Analytics >>
Learn more on how do I view analytics for a student in a course >>

Communicating With Your Students In Canvas

How to make an Announcement

Announcements allow you to communicate with your students about course activities and post engaging course-related topics. As soon as you have created an Announcement, Canvas will notify students through email according to their Notification Preferences.

Why can't I receive an email notification for Announcements I've made?

By default, Canvas will not send email notification to the Announcement creator. To change the notification preference, you can simply go to your **Account**, then **Notifications**. Change the setting for **Announcement Created By You** to **Notify me right away**.

Can I preview my Announcement before releasing to students?

No, there is no direct method to preview an announcement. However, you can use the **Delay posting** setting to make the announcement posting date to later than today. After clicking **Save**, you and other course staff will be able to view the announcement, but it will not be released to students. When you are ready to post it to students, simply uncheck the Delay posting settings and Save the announcement. The announcement will be post right away. Read more about how to set the delay posting of announcement >>

How to send message to someone in my course?

Conversations (Inbox) is the messaging tool in Canvas. You can use it to communicate with your students easily. The Conversations tool is similar to email but does not have as many functions as a normal email (no cc options, no spell-check).

To access this tool, click the **Inbox** link in the top right corner of Canvas. Read the detailed instructions on how to compose and send a message >>

If you want to get an instant email notification on your conversations with the students, make sure to change the setting for **'Conversations Created By Me'** notifications setting to **Notify me right away**.

What is the Calendar for instructors?

The Calendar in Canvas will automatically sync with other features such as Assignments, Syllabus, and Grades. If you create, change, or delete the due date of an Assignment on the Calendar, it will show up in all the others and vice versa. You can change dates easily by dragging and dropping assignments from one date to another. Read more about the Calendar >>

You can also create events in the course calendar, read more >>

More help with Canvas

You can get more help with Canvas by using the Help link from the Course Navigation sidebar in Canvas. The Help link consist a list of resources to help you with Canvas as follow: Ask Your Instructor a Question, Faculty Resources, Student Resources, Search the Canvas Guide, Libraries, and Canvas Project.

Best practices with Canvas

WSU provides regular workshops about the use and best practices with Canvas, or you can set-up one-on-one training through MESG.

We recommend you to also explore the video tutorials created by Canvas.
See Canvas Overview – Instructors (Videos) here >>

Search the Canvas Guides

If you could not locate your answer from this Instructor Guide, you may try look up the answer from the up-to-date Instructor guide with step-by-step instructions and snapshots maintained by Canvas. Go to the Online Canvas Instructor Guide >>

You can also always search for an answer about a Canvas feature from the **Help** link in the top right corner, **Search the Canvas Guides**. This link will take you to Canvas Guides where you can search Canvas documentation for information about features inside of Canvas.