STUDENT GUIDE
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Setting up Canvas
How to Favorite your Course

In order to find all of your courses easily within Canvas @ Yale, you can favorite specific courses to appear on your Dashboard.

1. From your Dashboard, select “Courses”.

![Dashboard with Courses selected]

2. Click on “All Courses”.

![All Courses selected]

3. To favorite a course, click on the star associated with the course.
When you return to your Dashboard, your favorited course will appear.
Within Canvas @ Yale, you have specific notifications that you can modify to determine how frequently you receive email notifications from your Canvas @ Yale course site. For details about each notification setting, please refer to the vendor's Canvas Notifications documentation.

Notifications received from Canvas to your email address will come from "Course Name <notifications@instructure.com>".

In order to ensure that you are receiving all types of communication from your instructor or TA, we recommend you to modify the following notifications:

**Legend for Notifications:**

1. **Check Mark:** To receive notification right away. Delayed one-hour to capture all changes, which prevents multiple notifications at the same time.
2. **Clock:** Daily notification via email.
3. **Calendar:** Weekly notification via email.
4. **Remove:** Does not send notification for that item.

**Note:** Each set notification preference will automatically apply to all your courses. They cannot be set for each course individually.

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<th>Notification Type</th>
<th>What functionality is</th>
<th>Recommended Notification</th>
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Poorvu Center for Teaching and Learning
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<td>Appointment Availability</td>
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<td></td>
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<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
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<tr>
<td>Check mark (Immediate)</td>
<td></td>
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Please see below for the description of each notification type. All notifications are customizable.
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<tr>
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<th>Assignment Due Date Change</th>
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<tbody>
<tr>
<td>Grading Policies</td>
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</tr>
<tr>
<td>Course Content</td>
<td>Change to course content including: Pages, Quiz Content, Assignment Content</td>
</tr>
<tr>
<td>Files</td>
<td>New files added to your course</td>
</tr>
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<td>Announcement</td>
<td>New announcements in your course</td>
</tr>
<tr>
<td>Grading</td>
<td>Includes: Assignment/submission grade entered/changed; Un-muted assignment grade; Grade weight changed.</td>
</tr>
<tr>
<td>Invitation</td>
<td>Invitation for: Web conference; Group; Collaboration; Course; Peer Review reminder</td>
</tr>
<tr>
<td>All Submissions</td>
<td>Assignment submission/resubmission</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Assignment submission comment</td>
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</tbody>
</table>

### Discussions

<table>
<thead>
<tr>
<th>Discussion</th>
<th>New discussion topic in your course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Post</td>
<td>New discussion post in a topic you're subscribed to</td>
</tr>
</tbody>
</table>

### Conversations (Inbox)

<p>| Added to Conversation | You are added to a conversation |</p>
<table>
<thead>
<tr>
<th>Conversation Message</th>
<th>New Inbox messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversations Created By Me</td>
<td>You created a conversation</td>
</tr>
<tr>
<td><strong>Scheduling</strong></td>
<td></td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>New appointment on your calendar</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>Appointment cancellation</td>
</tr>
<tr>
<td>Appointment Availability</td>
<td>New appointment timeslots are available for signup</td>
</tr>
<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
</tr>
<tr>
<td><strong>Conferences</strong></td>
<td></td>
</tr>
<tr>
<td>Recording Ready</td>
<td>A conference recording is ready</td>
</tr>
</tbody>
</table>
How do I "shop" a Canvas course?

NOTE: School of Management does have a different process for enrolling in their courses. Please contact the SOM registrar at somregistrar@yale.edu for more information.

Search for Courses and View Course Syllabi

Students will need to search for courses using Online Course Selection (OCS) or Yale's Course Search. Syllabi are available in Course Search if the course has been published by the instructor.

NOTE - If a course does not have a syllabus, it may mean that the instructor has not posted a syllabus or they have not published their course site.

Register to Shop the Course

Students will need to add the course to their OCS worksheet. (For additional information on how to use Yale Course Search / OCS, please refer to the Yale Course Search Resources section of the Registrar's Website.

Once you have added a course to your worksheet, it could take several hours before you are enrolled in the course site. Course enrollments are processed approximately every 2 hours.

When your enrollment is processed, you will be added to the course as a "shopper".

Finalize and Seal Your Worksheet

Once you have made your final course selections for the semester, you will need to seal your OCS worksheet.

Once you have sealed your worksheet, your enrollment in the courses you have chosen will change from "shopper" to "student". For all courses you shopped but decided not to take this semester, you will automatically be un-enrolled.
How do I find my courses?

Courses that you are enrolled in can be found at Canvas @ Yale. When you login, you will be taken to your dashboard. You may not see all of your courses on your dashboard. If that is the case, follow the steps below.

1. Click on Courses, then All Courses.

2. Here you can see all the courses that you are enrolled in. *

*If you cannot click into the course, it is unpublished by the instructor.

**Note** - you can favorite your courses by clicking on the star, which will make the courses appear on your dashboard.
For more information on organizing course content, visit the article [How to Favorite Your Course](#).

To search Syllabi of courses you are not enrolled in, visit Yale's [Course Search](#).
Courses and Assignments
How do I submit Media Recording assignments?

**NOTE:** To submit media recording assignments you will need to have a microphone and if you are also doing video you will need a webcam.

**Go to the Media Recording Assignment**

In your course, go to the assignment and click the "Submit Assignment" button.
Now, click the "Record / Upload Media" button under the submission area.

**Select recording type**

In the pop-up window you will see two options. You can either select the "Upload Media" tab to upload a file that you have already recorded or you can create a new recording by selecting the "Record Media" tab (this tab is selected by default).

**Record Media**

If you choose to record your own media, select the "Record Media" tab. Enter a title for your recording in the "Title" box [1]. Then, on the left, you can choose to record audio only [2] or you
can choose to record audio and video [2]. Once you have selected the appropriate option, click the "Allow" button [4] in the Adobe Flash Player Settings pop-up.

**Begin Recording**

![Record/Upload Media Comment](image)

When you are ready to begin recording, just click anywhere in the box. When you are done recording, just click again in the box.

💡 Note: If you are recording audio & video, you should see a preview of your webcam image while you record.
When you are done recording, the recording will automatically play back for you to review. If you are happy with the recording click the "Save" button [1] or you can click the record button to re-record [2].
Submit your assignment

Audio Assignment

Due: No Due Date  Points: 10  Submitting: a media recording
No Content

Ready to Submit! Click 'Submit Assignment' button to finish.

Comments...

When you are done, the submission area will display that you are ready to submit and you can enter some comments in the comments field [1] if you like. When you are ready, click the "Submit Assignment" button [2] to complete your assignment.
Finding your Feedback

In this article, you will find help documentation on how to view different types of feedback that you may receive on your assignments.

How do I view annotation feedback comments from my instructor directly in my assignment submission?

How do I view assignment comments from my instructor?

Where can I find my peers' feedback for peer reviewed assignments?
How do I submit a Turnitin assignment?

Turnitin is a tool that estimates the originality of written work. The tool generates a “similarity report” by comparing an uploaded paper to a database of web pages, articles, books, and other uploaded files. When similarities exist, the tool highlights sections of the uploaded paper and displays the original source.

You can submit a Turnitin assignment the same way you submit a normal assignment.

1. Navigate to the Turnitin assignment you would like to submit and click "Submit Assignment" in the top right hand corner.
2. You can select "File Upload" or "Text Entry" depending on what the instructor has allowed. Choose the file you would like to upload or enter text in the box provided.
3. A Turnitin assignment will have a check box that indicates the assignment will be run through the Turnitin framework. You must acknowledge the statement by selecting the box.
4. Once the box is checked, you can click "Submit Assignment".

Find out how to access your similarity report!

How to identify if your assignment will be run through Turnitin

The only indicator that your assignment submission will be run through Turnitin is a checkbox acknowledgment that is presented at the time of submission.

Students must check this box in order to submit the assignment, however, this is not an acceptance of the Turnitin End User License Agreement (EULA). Students are not required to accept the EULA in order to submit. However, their submission will still be run through Turnitin and a similarity report will still be generated for the instructor to view.

Below is the language presented prior to submission of an assignment in Canvas.

By checking this box, you acknowledge that:

- Your paper will be shared with Turnitin to generate a similarity report, which your instructor and/or you can view to help you use sources more effectively in your writing.
• Your paper may be stored for comparison against future papers submitted at Yale. Your paper will not be stored as part of the larger Turnitin student database and so will not be used to check the originality of papers submitted at other universities. Turnitin does not acquire any rights to your paper.

• When you first attempt to view your similarity report, you will be prompted to accept the Turnitin End User License Agreement (EULA). This agreement is between you, the individual user (not the university), and Turnitin, LLC, the company that licenses the tool to the university for integration through Canvas. Please read the entire Turnitin EULA carefully.

• If you choose NOT to accept the Turnitin EULA, you will not be able to view the similarity report; however, your course instructor will still be able to view the report.

Please review the available resources on writing from the Poorvu Center for Teaching and Learning, the Turnitin Assignment Setting Options, and speak to your instructor if you have any questions or concerns.

If you would like further information, please contact the Poorvu Center at askpoorvucenter@yale.edu.
How to find my Turnitin Report for my assignment submission? (Student)

⚠️ Turnitin can be used on an assignment by assignment basis. If your instructor has not enabled Turnitin on an assignment, you will not have access to a Turnitin Similarity Reports for that assignment.

💡 Although it is recommended that instructors using Turnitin allow students to immediately view Similarity Reports, the instructor does have the ability to suppress student access to reports completely or until the assignment due date.

For assignments that use Turnitin, instructors you can allow you to view your Similarity Report. For these assignments, you can access the report by doing the following:

1. Go to your course's Grades area.
2. For the assignment, click on the accessibility score indicator (a flag indicator).
Refer to the vendor guides for more information on how to read and interpret your Similarity Report.

- Interpreting the Similarity Report
- Refining the Similarity Report
- Similarity scoring scenarios
- Viewing a breakdown of your matches
- Viewing all sources associated with a paper
- Viewing source details
- Excluding quotes and bibliography
- Bibliography and quote exclusion definitions
- Excluding small sources
- Multi-color highlighting in the Similarity Report
- Report generation after resubmission
- Resizing a paper
- Using the thumbnail bar
- Using layers
Taking Respondus LockDown Browser Enabled Quizzes

Your instructor may have created Respondus LockDown Browser enabled quizzes. These quizzes will require a special browser that must be installed prior to taking the quiz. LockDown Browser is a locked browser that prevents you from printing, copying, going to another page, or using outside tools during the quiz. LockDown enabled quizzes will not allow you to take the quiz on a standard browser.

Check out the Respondus Help Article on the Computer Requirements for LockDown Browser Installations.

Overview

Installing Respondus LockDown Browser

1. Each institute's installation is unique. If you already have Respondus LockDown Browser installed on your computer via a non-Yale course, you will be unable to use it for any Canvas @ Yale course. You may have more than one instance of the browser installed. If this is the case, make sure you select the correct one for your Yale course.

2. To download and install Respondus LockDown Browser, you will need the custom Yale download link. You will not be able to find a link on the Respondus website, and any link you use from another institute will not work. You may also access this link by viewing the Respondus LockDown Browser enabled quiz in a standard browser. This will give you an error and direct you to the download link.
3. Click "Install Now" on the download and install page. Open the file that was downloaded and follow the prompts to install the program. After it is installed, you are ready to take a Respondus LockDown Browser enabled quiz.

Windows Users: Are you having trouble downloading Respondus LockDown Browser (Windows)?
Taking an Assessment

1. Once Respondus LockDown Browser has been installed, open the browser. The browser will attempt to close all running programs. Declining to close these programs will cause the browser to exit, allowing you to save your work in progress if you have not done so, and close everything manually. Once everything is closed, the browser can be loaded.

2. You will notice that there is no URL bar, and very few browser functions on the top screen. The browser will also automatically load to the Canvas @ Yale log in page. If you see another institute's log in page, you may have opened the incorrect installation.

3. Log into Canvas and navigate to your course as normal. Find the Respondus LockDown Browser enabled quiz and begin the quiz as normal. Instead of receiving the error as you do in a standard browser, you are now able to take the quiz!

💡 For more help, please refer to the Respondus Knowledgebase Help Articles.

For additional information, contact canvas@yale.edu.
Mid-Semester Feedback Submission

Directions

💡 NOTE: Only users with the role of “student” or “auditor” in the course can submit feedback

Submitting Feedback

At a predetermined date around the middle of the semester, the Mid-Semester Feedback tool will automatically appear in the course navigation menu in your courses and will be available for you to submit course feedback. All students will have one week to complete a feedback survey for each course you are taking. After the survey is closes, the Mid-Semester Feedback tool will be removed from the course navigation.

💡 NOTE: Please be aware that some instructors may collect feedback using an alternative method. Instructors who do this may turn off the Mid-Semester Feedback tool in their Canvas course.

NOTE: If you are taking multiple classes, you will need to submit a separate feedback survey in each course site.

NOTE: You will only get 1 submission per course. You may want to write out your answers to the questions before you go to the survey tool to submit your comments.

NOTE: Only users with the role of “student” or “auditor” in the course can submit feedback.

1. Log into Canvas.
2. Go to your current semester course site.
3. In the course navigation bar, click the “Mid-Semester Feedback” button [1].
4. On the next page, you will be able to enter your feedback. Your comments are strongly encouraged for each question, but it is not required that you complete all questions to submit.

**REMINDER:** You only get one chance to submit your comments, so please make sure that your survey is complete before you click “Submit”.

5. When you have completed your survey, click the “Submit” button [2].

6. Repeat steps 2-5 for all courses you are taking in the current semester.

**REMINDER:** Some instructors may choose not to use the Mid-Semester Feedback tool. If you are not sure, check with your instructor to see if they intend on using the tool.
WordPress in Canvas: How to Blog

How to access your blog

If this is your first time accessing the course blog, you will need to follow these directions in order to be added and granted the appropriate permissions to the blog

• Log into Canvas and navigate to the course with the course blog
• In the left hand course level navigation, click on the "Course Blog" link
• This will open up WordPress in Canvas. It may prompt you to log in with your school information. If this is the case, use your Canvas credentials.
• You will be taken to the home page of the course blog. From here, you can start posting!

How to Change Your Display Name.

• When you first login your display name will be your Net ID. In the top right corner you will see “Howdy, [NetID]“.
• Move your cursor over that and select “Edit Profile“.
• Add your first name and last name in the text boxes then choose that from the “Display Name Publicly As” drop down.
• As you create posts your name will appear on the right menu of the blog.
• If you click on your name, all the posts you create will be aggregated.

How to post

• If you are logged in you will see a black admin bar across the top. If you don’t see the bar click Login under User Tools on the right hand menu.
• On the top admin menu hover over “+New” and select “Post”
• Title your Blog
• Add content in the main content area (including images, links, audio and video – see below for specific media upload information).
• Before you publish your post, select the assignment category appropriate for the post. The category box is to the right of the main content box. This way you can click the category on the right menu of the blog and it will aggregate all posts associated with that particular assignment.
• Click Publish on the upper right.
How to comment on a post

• Click on the title of the post
• Enter your comment in the “Leave a reply” text box
• Click Submit

How to add media

The Media Library holds all uploaded images, audio or video you upload using the Add Media button in the Post editor.

Uploading an Image

• Locate an image you would like to use online.
• Right click on the image and choose “Save Image as”
• If appropriate rename the image and save to a location on your computer.
• On the course blog Post Editor window click the Add Media button and drag and drop the image into the Media Library.
• On the right, change the alignment if you want
• Be sure to cite the source for your image within the post content.

Adding images from Google Images

• Open Google images, find the image you would like to add to the blog. Click View Image.
• Copy the URL and click add media.
• Choose Add media from URL.
• Link to image URL, or to a custom URL.

Adding YouTube

• YouTube videos will be displayed as a video player on the blog within the post
• Find the video you’d like to feature
• Copy the URL
• In the Post editor, paste the URL on it’s own line (return before and after the URL).
• If you only see the URL and not a video player, it is usually because the URL is not on a line by itself.
• You can add videos from other sites such as Vimeo.

💡 For more help, please contact canvas@yale.edu.
Piazza Account Creation and Modify Your Settings

If an instructor has opted to use the Piazza Q&A online discussion board in your class, you will see a left menu item “Piazza” in your Canvas site. This link will bring you to the Piazza platform, and prompt you to create an account, if you do not already have one, or will pass you through automatically if you have used it before.

If you are creating an account for the first time, it will ask you to verify additional academic information. This is not required to participate in the Piazza Q&A discussion board, and it is our recommendation that you think carefully about any information you share. If you do not wish to share information with Piazza, you can choose “I'm not pursuing a degree” before you continue. This will not limit your ability to use Piazza Q&A.
The additional Piazza Network is also *not required* to participate in the Piazza Q&A discussion board. Enrolling in the Piazza Network allows Piazza to share your information with commercial companies, and you should carefully consider whether you wish to enroll.
If at any time you wish to verify your account settings, you can go to the gear in the top, right of the screen.

For additional assistance on how to use Piazza Q&A, please see the Piazza Support Center: http://support.piazza.com/
Miscellaneous
Alternative formats of content in Canvas

💡 For more information about Yale’s accessibility guidelines, please visit the Usability & Web Accessibility page, or contact accessibility@yale.edu.

Yale’s Poorvu Center for Teaching and Learning is integrating Blackboard Ally in Canvas @ Yale. Ally provides more accessible formats of content shared through Canvas. To learn how to obtain alternative formats within Canvas, please see our help documentation: Ally for More Accessible Content

For more information regarding the digital content available in Canvas, please see the vendor guides relating to:

- Students
- Instructors
- Administrators

Accessible Versions throughout Canvas

- Syllabus
- Files
- Announcements
- Assignments
- Modules
- Discussions
- Content pages

Throughout the course site, students and faculty will notice a small down arrow next to content linked from various tools in Canvas.

Clicking on this down arrow will surface a pull down menu inviting participants to download the original file uploaded by the instructor, or to choose from one of several alternative formats for download.
Alternative formats of content are generated on demand, and downloaded to your local computer.

**Accessing alternative formats in the Syllabus**

If an instructor has chosen to link to a downloadable version of the syllabus, alternative formats of the file will be available through the submenu.
Accessing alternative formats of content in Files

When accessing content through the Files tool in Canvas, hover over the file row to the far right, and a drop down menu will appear. When available, the Alternative Formats menu will be presented.

There are other paths to alternative formats. When a file is selected in the Files tool, a small A-shaped icon appears towards the top of the list of files. This only appears when one file is selected.
Alternatively, if you click on a file to view it in preview mode, alternative formats are made available through a button on the top of the screen.

Accessing alternative formats of content in Announcements

When content is shared directly from within an Announcement posted in a Canvas site, alternative formats of that piece of content will be found where that file is linked.
Accessing alternative versions in Assignments

Content shared in an assignment by the instructor will have alternative formats made available through the linked file drop down menu, but student submissions will NOT be scanned by Ally and will not have alternative formats made available to the faculty member or to peers during a peer review.

Accessing alternative formats of Files in Modules

When a file is linked to directly from within a Module as shown here:
The alternative formats of the content are found within the top portion of the window after you've opened it to view.

Accessing alternative formats of content in Discussions

Content linked from discussions by the instructor will have alternative formats available. Content shared by students will NOT be scanned by Ally, and will NOT have accessible versions made available to readers.
Accessing alternative formats of content in Pages

Content linked in Pages by the instructor will have alternative formats available via the drop down menu.
For more information on Canvas accessibility, please visit the Canvas vendor guides to learn more:

https://community.canvaslms.com/docs/DOC-2061
The Poorvu Center for Teaching and Learning has implemented Ally, a service that provides alternative and more accessible versions of files that have been uploaded into Canvas.

### Accessing more accessible, alternative formats

Alternative formats are formats that will be more accessible to screen readers (such as OCRed PDF) or which offer different sensory modalities to students who may not read using vision (such as Electronic Braille).

**Option 1:**

Wherever a file is linked or uploaded in Canvas, there will be a small down arrow icon to the right of the link.

Choose “Alternative formats” to select the file format you prefer, then click “Download”: 
Files

There are three ways to get alternative versions of materials uploaded in the Canvas Files area.

1) From the main Files window, locate the file and navigate to the far right of that row, to access the “Actions” options (3 vertical dots). Open the options menu, and select “Alternative formats”:

2) From the main Files window, select the row where your file's name appears (don't click on the file name itself). With the row highlighted, locate and click the Ally “A” icon near the top of the page.
3) When you click on the file name in Files, Canvas opens the file within your browser. At the top of the preview screen, there is an option for “A” with the Ally “A” icon:

This same method applies for files included in Modules, Assignments, Discussions, Announcements, and more: click on the file name or the drop down arrow, and select the “Alternative Formats” option from either the drop down menu or at the top of the file preview screen.

💡 If you discover that an Ally alternative file does not work well with your screen reader, please email accessibility@yale.edu with information about the file that is causing problems.
How to Reserve a Time Slot in Sign-up Tool?

This article will show you how to use the Sign-Up Tool, reserve a time within an appointment group, and unreserve a time within an appointment group.

⚠️ Please note: Sign-Up Tool is currently within a beta release. This means that there could be additional changes made based on the feedback received from those who are using the tool. If you are using the tool and would like to provide us with feedback, please fill out the following Google Form: Sign-Up Tool Beta Release Feedback.

1. Click on Sign-Up Tool (Beta) from your global navigation.

2. Click on the name of the appointment group you want to reserve time for.
3. Once within the appointment group, click on the reserve icon to reserve the time slot.

4. If applicable, type in any comments you will like the instructor to see with your reservation.

5. Click Reserve.
How to Unreserve a Time Slot

1. To unreserve, go back to the time slot you reserved (indicated under the status) and click the unreserve icon.

2. Enter in your reason for cancellation and then click "unreserve".

3. If applicable, you can provide the reason for the cancellation. Then click "OK".

Sign Up BETA  Office Hours

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Status</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>AVAILABLE - 1/1</td>
<td>0</td>
</tr>
<tr>
<td>9:15 am</td>
<td>RESERVED</td>
<td>1</td>
</tr>
<tr>
<td>9:30 am</td>
<td>AVAILABLE - 1/1</td>
<td>0</td>
</tr>
<tr>
<td>9:45 am</td>
<td>AVAILABLE - 1/1</td>
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<tr>
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</table>

March 26, 2018

March 28, 2018
Sign Up BETA > Office Hours

<table>
<thead>
<tr>
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<th>Status</th>
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<tbody>
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<tr>
<td>9:15 am</td>
<td></td>
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<tr>
<td>9:30 am</td>
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<tr>
<td>9:45 am</td>
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</tr>
</tbody>
</table>

March 26, 2018

Cancel Reservation

Are you sure you want to cancel this reservation?

Cancellation Reason

Sorry, I cannot make it!

Unreserve
Linking Canvas to the Yale University Official Bookstore

These directions are for students setting up a first time cross-over to Canvas to the Yale University Official Bookstore.

1. Login to Canvas with your student credentials.

2. Choose your course from your dashboard.

3. Click on *Purchase Course Materials* from the left-hand navigation bar.
   - Clicking this link will open a new window, where you will be prompted to sign in or create an account for the bookstore website. Your account will be paired to Canvas, and you will not be required to sign in after the initial login.

4. You will now be redirected to the Yale University Official Bookstore website.
• Your course information will auto-populate to match the course you selected in Canvas, and your course materials will appear here in all the available formats (new, used, rental, digital).

5. Your Canvas account is now paired with the bookstore website.

• When you use the Purchase Course Materials link in the future, you will be sent directly to your course materials.

💡 If the integration link goes down or if there is a technical error, Barnes & Nobles may be reached at the home office at LTIsupport@bncollege.com. The integration also allows for faculty and students to send messages to us if certain courses are not found. However, if the professors have questions about FacultyEnlight or adoptions, their main point of contact would be the Yale Bookstore staff (GM321@bncollege.com) or through their online form.