INSTRUCTOR GUIDES
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Transitioning to Canvas @ Yale
Classes*v2 to Canvas

All Yale University academic courses (except for the School of Medicine) are now using the Canvas learning management system.

To log into Canvas, please go to https://canvas.yale.edu

If you have any questions or concerns, please contact canvas@yale.edu.

Why can't I access the v2*Vault?

⚠️ On Friday, May 31, 2019 the v2*Vault was permanently closed and decommissioned.

In 2016, Yale University elected to transition from the Classes*v2 learning management system (LMS) to Canvas. Part of this plan included the eventual decommissioning of the Classes*v2 servers, scheduled for Friday, May 31, 2019.

In the summer of 2017, content for over 18,000 Classes*v2 course sites were automatically migrated in bulk over to Canvas. For more information about what courses and what content was migrated, please check out our Bulk Migration section below. Instructors for the migrated courses can find their migrated course sites in Canvas under their Past Enrollments.

In March 2018, the Classes*v2 was re-branded to the v2*Vault and included a brand new tool called Course Archiver. This tool provided instructors with the ability to download copies of the courses to their computers. These downloadable copies included data that could not be migrated to Canvas including rosters (with photos) and grades. For information on how to use the archives, please check out our section below on How to Use Downloaded Course Archives.

If you are interested in more information, please refer to our Canvas Transition site.

Bulk Migration Information

💡 Note: Only faculty content was migrated- no student submissions have been migrated into Canvas. Courses that have been migrated over that you do not plan on using can be ignored.
Examples of What Will be Migrated:

- If you taught the same course every year for 8 years, you would get one copy of that course, the most recent version.
- If you taught a different course every year for 8 years, 8 different courses would transfer.
- If the same course is taught by a different person each year for 8 years, 8 copies would come over, with the different instructors enrolled in their respective course.

How to Access Your Migrated Courses:

To view your past courses, click the "Courses" button in the Global Navigation bar and select "All Courses". For more information, please refer to the "How to View Courses Migrated from Classes*v2" section below.

How to Copy a Canvas course into another Canvas course:

Since the migrated courses are in a read-only state, to edit, revise, or utilize the information, you will need to copy the migrated course into an active course site. To do so, please read our help article: Copy Content from One Canvas Course into Another Canvas Course.

How to View Courses Migrated from Classes*v2

1. In order to view courses migrated from Classes*v2 to Canvas, click on "Courses" from the global navigation
2. From the side menu that appears, click “All Courses”
3. Under the "Past Enrollments" section, you will find a list of your inactive courses. Courses whose term ends with a "T" denote that they were "Transferred" from Classes*v2.

### Tool Comparison

<table>
<thead>
<tr>
<th>Classes*v2</th>
<th>Canvas</th>
<th>About</th>
<th>What was Migrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Announcements</td>
<td>The Canvas Announcements tool is similar to the Classes*v2 Announcements tool. You can post announcements to your students immediately, or you can schedule them to appear at a later date. For more information, please go to the Announcements guide.</td>
<td>Excluded from bulk migration</td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignments</td>
<td>The Assignments tool in Canvas allows you to create activities for your students. This Canvas tool allows you to create assignments that can be submitted online, submitted through an</td>
<td>• All assignments were migrated into the Assignments tool in Canvas with due dates, points, and closed status. • Assignment attachments were migrated into Files</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
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<tr>
<td></td>
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<td>external application, or that will be submitted on paper. You can also use the Assignments tool as way for students to share drafts of documents for you to review. Assignments can be graded or ungraded and can be scored in points, percents, or complete/incomplete. For more information, please go to the Assignments guide. NOTE: As part of the process of grading your assignments, you have access to the exciting SpeedGrader feature which allows for robust and easy to use grading tools. SpeedGrader can be used to grade your assignments, quizzes, and graded discussions. For more information, please go to the SpeedGrader guide.</td>
<td>in a folder labeled “assignments.” • Some file types may not have migrated properly - please double check any of these file types that you may have had in your Classes*v2 course.</td>
</tr>
</tbody>
</table>

<p>| Drop Box | Assignments | Canvas does not have a distinct tool which functions exactly like the Classes*v2 drop box. Instead, in Canvas, you leverage the ease and organization of the Assignments tool to coordinate file sharing between instructor and individual student. |</p>
<table>
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<tr>
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<th>What was Migrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email / Messages</td>
<td>Inbox / Conversations</td>
<td>For more information, please go to the Assignments guide.</td>
<td></td>
</tr>
<tr>
<td>Canvas</td>
<td></td>
<td>Canvas does not have a distinct tool which functions exactly like the Classes*v2 drop box. Instead, in Canvas, you leverage the ease and organization of the Assignments tool to coordinate file sharing between instructor and individual student. For more information, please go to the Assignments guide.</td>
<td></td>
</tr>
<tr>
<td>Forums</td>
<td>Discussions</td>
<td>Asynchronous online discussions are easy to create and manage in Canvas' Discussions tool. Like Classes*v2, you can have threaded discussions which are graded. Canvas does allow you to restrict students from viewing posts in a discussion board until they have posted a reply. For more information, please go to the Discussions guide.</td>
<td>• Forums moved over as a discussion with a “Forum -” prefix. • Topics moved over as a discussion as-is. • The order (top-bottom) of Forums and Topics were maintained in Canvas. • Both Forums and Topics are at the same level in Canvas as Canvas does not have the same Forum &gt; Topic hierarchy as Classes*v2. • Forums/topics that were in “draft” state in v2 come over to Canvas without that designation.</td>
</tr>
<tr>
<td>Groups (Site Info)</td>
<td>Groups (People)</td>
<td>In Canvas, the ability to create and modify Groups is found within the People tool. You can manually create groups,</td>
<td></td>
</tr>
<tr>
<td>Classes*v2</td>
<td>Canvas</td>
<td>About</td>
<td>What was Migrated</td>
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<td>randomly create groups, or create self sign-up groups. One of the most exciting things about Groups in Canvas is that each group gets their own mini course site within your course. Members of the group can share files, have their own discussion boards and collaborations, and can easily send emails between each other. As an instructor, you can also assign specific assignments/quizzes/discussions/etc. to your predefined groups. For more information, please go to the <a href="#">Groups guide</a>.</td>
<td>Excluded from bulk migration</td>
</tr>
<tr>
<td>Media Gallery *** / Panopto</td>
<td>Panopto (Media Library)</td>
<td>For video files in Canvas, we recommend that you use Panopto (Media Library). Panopto is a robust lecture capture, video sharing and streaming tool which makes it easy to store and share files with your students. Panopto is also capable of allowing students to share files with the class. **<em>NOTE: Media Gallery has been replaced by Panopto in Classes</em>v2 as of July 2016. All media files that were stored in Media Gallery have been **<em>NOTE: Media Gallery has been replaced by Panopto in Classes</em>v2 as of July 2016. <strong>Media Gallery in Classes*v2</strong> Media Gallery/Media Library files were NOT part of the bulk migration.</td>
<td><strong>Canvas Files</strong> Video and media files should be uploaded into the Media Library tool and not into Files. If you have some media files within the Files area, you can download them onto your computer to be able to upload into the Media Library. Please see this help document to <a href="#">download a file within your Canvas course</a>.</td>
</tr>
<tr>
<td>Classes*v2</td>
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<td></td>
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<td>moved to Panopto (Media Library). For more information, please go to the Media Library guide.</td>
<td>bulk migration. In order to have your Media Gallery/Media Library content migrated from Classes*v2 to Canvas, please see the articles below.</td>
</tr>
<tr>
<td>Resources</td>
<td>Files</td>
<td>The Files tool in Canvas is your repository for your documents and files. You can easily upload your files by dragging and dropping them onto the browser window. For more information on the Canvas Files tool, please go to the Files guide. <strong>NOTE:</strong> Each file must be &quot;published&quot; before your students can view it.</td>
<td>• All resource folders and files migrated over into Files in a folder labeled “resources.” • Folder structure remained intact • Active website links migrated over in an HTML page. Broken web links DID NOT migrate over. • Resources pointing to a local file (ex. file/C:) DID NOT migrate over. • Note: The folder from Classes*v2 will have the original folder name rather than the name of the folder that it was changed to. • Note: resource folders with parenthesis may create more than one folder for subfolders and individual files.</td>
</tr>
<tr>
<td>Roster</td>
<td>People</td>
<td>In Canvas, you can easily view and add members to your course via the People Tool. The people tool lists your students, their login ID, role, and the last time they were active in your course. For more information, please go to the People guide.</td>
<td></td>
</tr>
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</tbody>
</table>
| Syllabus     | Syllabus   | In Canvas, the Syllabus tool functions very similarly to the Classes*v2 Syllabus. You can upload a file or you can post your content on the page. For more information, please see the article [How do I post my Syllabus in Canvas?](#) | • HTML syllabi migrated over as-is.  
• Syllabus attachments were migrated into Files in a folder labeled “syllabus” and linked to from the Syllabus tool.  
• Redirects did NOT migrate over.  
• Alternative - Please go back into the Classes*v2 to capture the URL. |
| Tests & Quizzes | Quizzes   | In Canvas, the Quizzes tool allows you to create graded quizzes/tests and ungraded surveys. You can allow students multiple attempts, allow them to see feedback, and can create feedback at the question or at the answer choice level. The Quizzes tool currently has 12 different questions types to choose from and you can create your questions in a question bank or directly within a quiz. For more information, please go to the [Quizzes guide](#).  
**NOTE:** Canvas has developed a new Quizzes tool (Quizzes.Next), however, it will NOT be enabled in Canvas @ Yale until there is full functional parity with the current Quizzes tool. | Excluded from bulk migration |
<table>
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<tbody>
<tr>
<td>Web Content</td>
<td>Redirect Tool</td>
<td>In Canvas, the Redirect Tool allows you to add webpage links to your course navigation. This tool can be found in Settings, under Apps. You can type &quot;Redirect Tool&quot; in the &quot;Filter by name&quot; search box to find it more easily. Once you add the Redirect Tool app to your course, you will be able to rename it to whatever text you want displayed in the course navigation.</td>
<td></td>
</tr>
</tbody>
</table>
| Home | Home | | • Homepage descriptions and HTML pages migrated over as-is.  
• Homepage files / images are migrated into Files in a folder labeled “home” and linked to from Home.  
• Note: Images may looked skewed due to the more narrow content area in Canvas. Therefore, images may need to be resized.  
• Redirects did NOT migrate over.  
• Alternative - Please go back into the Classes*v2 course to capture the URL. |
How to Use Downloaded Course Archives

NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff

Protect Your Data

Open Downloaded Zip File

1. Open the downloaded course archive file on your computer (typically found under Downloads).

2. For PC users, click "extract all" to open the zip file.

3. Click on the index.html file.

4. Once you open the index.html file, you will see a folder structure for your v2 course. Each folder can be expanded to show the contents.
For more help, please contact canvas@yale.edu.
Project Site Migration

Starting Summer 2017, all project sites within Classes*v2 were evaluated and migrated from Classes*v2 to a platform which fits the project site's needs. This may or may not be Canvas.

💡 Please note: Project Sites in Canvas @ Yale do not offer the same granularity in setting permissions or roles as Classes*v2 did, and departments and individuals should think carefully about who their audience will be when requesting Project Sites.

The following list has been designed to help determine whether or not Canvas is an appropriate platform for your Project Site needs, and if not, offer alternative solutions to archive and store their digital files. Note that Project Sites are for active and collaborative work and should not be considered a file storage system for reference purposes.

E-Portfolios

- CampusPress (WordPress)

Research/Labs

- ITS: Research Technology Consulting

Department & Program Sites

- YaleConnect (OrgSync)
  - Student forms, fellowship information, scheduling for DUS/DGS hours, orals lists, and more.

Instructional

- Canvas @ Yale
  - Instructional sites, grading, working & reading groups

Collaboration

- Interfolio
  - Promotions, job reviews, tenures cases

- Box @ Yale
  - File sharing and co-authoring documents
For more information on Project Sites, please see our help article, "Non-Academic Courses (Project Sites)". To request a new project site appropriate for Canvas, please complete the Project Site Request form. For general help, please contact canvas@yale.edu.
Setting Up Your Course Site
Quick Start Guide for Instructors

💡 When you post your syllabus and publish your course in Canvas, your syllabus will become available in the Yale's Course Search. It may take up to 4 hours for your syllabus to appear in the system.

💡 By Default, you are given 1 Gig of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

1. Find your course site at http://canvas.yale.edu

After logging on with your Yale NetID, you will see colored cards for each of your upcoming classes. Click a card to access the course site.

If any of your courses does not appear in Canvas, the class might not be set up in the Registrar's Banner system with you as a listed instructor. Please contact your local registrar for assistance.
Create or upload your syllabus

1. Click Syllabus on your Course Menu.

2. To edit your syllabus, click “Edit” on the right-hand side.

Note: Any assignments within your course will be automatically populated underneath your course syllabus.

3. You can then type your syllabus within the text editor.
4. To upload your syllabus (or to link to other documents), you can find those documents within the Files menu on the right-hand side.

Add files

If you have documents you’d like to share with students in the class, you can upload them easily in Files, which is similar to Classes*v2 Resources in many ways. In Canvas, Files is primarily designed to be a behind-the-scenes repository, rather than the primary way of sharing materials directly with students. Consider structuring students’ engagement with uploaded files by creating a “Page” that contains links to the files as well as descriptive text to provide some context to the files.

1. Select **Files** from your Course Menu.

2. **Option 1:** Click upload and select files from your computer.

3. **Option 2:** Click and drag files from your computer to the folder area.
**Note:** If you have zip files (including from Classes*v2), you can click and drag these folders into the folder area and Canvas will expand the zip file automatically.

If you would like to create a new folder within the Files area, you would just click “+ Folder”, next to upload:

---

**Publish your site**

On the **Home** page of your course site, simply click the “Publish” button to make your course visible to students who will be “shopping” your course or who have officially enrolled.
There's a lot more you can do with Canvas beside just sharing a syllabus and files!

- Create **Pages** that organize all components of a class session in a single place, with explanatory text about the day's topic, links to readings, quizzes, online discussion posts, or assignments
- Consider **Modules** to structure your class activities in an easy-to-follow sequence
- Support collaborative activities for students, using **Collaborations** to integrate with Google Docs
- Sign up for one of our advanced Canvas workshops, or a 1-on-1 consultation, to learn more about how Canvas might work best for your teaching: [canvas.yale.edu/help](http://canvas.yale.edu/help)
- For further assistance, please email [canvas@yale.edu](mailto:canvas@yale.edu)
Canvas Video Guides

Help videos from Canvas @ Yale can be found below for the following topics:

• How do I add users to my course?
• How do I post my syllabus?
• How do I publish my course?

How do I add users to my course?

How do I post my syllabus to Canvas?

How do I publish my Canvas course?

💡 For more informational Canvas help videos, please visit the vendor guides by Instructure support. For general help, please contact canvas@yale.edu.
How do I post my Syllabus in Canvas?

Please watch the video or the read the steps below to learn how to upload your syllabus.

💡 When you post your syllabus and publish your course in Canvas, your syllabus will become available in the Yale's Course Search. It may take up to 6 hours for your syllabus to appear in Course Search.

Open Syllabus

In Course Navigation, click the Syllabus link.

Edit The Syllabus Description

The syllabus page shows a table-oriented view of the course schedule, and the basis of course grading. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Assignments Summary:
The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information.

**NOTE: When you post your syllabus and publish your course in Canvas, your syllabus will become available in the Yale’s Course Search. It may take up to 6 hours for your syllabus to appear in Course Search.**

To edit the Syllabus, click the Edit button.

**Add Content in the Editor**

You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor.

When you are finished updating the syllabus, click the "Update Syllabus" button to save your changes.
Link to a Syllabus File

You can also link to your preexisting Syllabus document by uploading it into Course Files as a PDF and linking it in the content selector. Canvas will automatically create a preview of your document so your students don't have to download it before reading it.

To insert a link, go to the content selector panel to the right of the editor and do the following:

1. Click the "Files" tab.
2. Click on "course files" to expand the folder.
3. Find your syllabus file and click on it once.**
4. A link to your file will now appear in the editor.
5. Click "Update Syllabus" to save your changes.

** If you do not have the syllabus already uploaded into your "Files" area, you can use the "Upload new file" link in the content selector panel to upload your file on the spot:
1. In the content selector panel, click the "Upload a new file" link.
2. Click the "Choose File" button and browse your computer and select your document.
3. Once you have selected your file, click the "Upload" button.

The link to the file you just uploaded will automatically appear in the editor.

💡 For more information about the Syllabus tool:

- [How do I use the Syllabus as an instructor? (vendor guide)](vendor_guide)
- [How do I edit the syllabus description in a course? (vendor guide)](vendor_guide)

Here is a [beginning of term checklist](beginning_of_term_checklist) to help you get started. If you would like more hands-on assistance, please consider attending one of our [Canvas @ Yale workshops](canvas_at_yale_workshops).

ℹ️ To learn more on how to write an effective syllabus:


If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register for a workshop
- Schedule a one-on-one consultation
How do I publish or unpublish my Canvas course?

- A course will not be visible to students until it is published.
- Once you have graded an assessment, you cannot unpublish your course.

Please watch the video below regarding how to publish your Canvas course.

Publishing Your Course:

View Course Home Page

Open your course and view the Course Home Page.
Publish Course

In the sidebar, click the Publish button.

Optional: choose a Home Page.

Select Choose and Publish from the pop up window.

View Course

Course was successfully updated.
A message will appear at the top of the screen confirming the publishing of your course.

**Unpublishing Your Course**

⚠️ **NOTE:** Once your course contains a graded submission, you can no longer unpublish your course.

**View Course Home Page**

Open your course and view the Course Home Page.
Unpublish Course

In the sidebar, click the **Unpublish** button.

View Course

A message will appear at the top of the screen confirming the publishing of your course. You will also see a large box at the top of the page indicating that "This course is unpublished".
For more information on publishing a course, check out the beginning of term checklist.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Copy Content from One Canvas Course Into Another Canvas Course

These instructions are used to copy content between Canvas Course sites.

By Default, you are given 1 gig of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

Media Library content is not included with this process. In order to copy your Media Library content, please see this article: How do I migrate Media Library course content from one library to another?

To learn how to adjust events and dates during import process: Modify Due Dates and Availability Dates during import

Open Course

Navigate to the Canvas course in which you wish to copy material into.

1. Click the "Settings" button in your course navigation bar.
2. Click "Import Course Content".
Click the "Import Content into this Course" button on the right side of the screen.

**Complete Import Content Form**

1. **Content Type:** From this drop down menu, select "Copy a Canvas Course"
2. **Search for a course:** Begin typing the name of your course - as you type, Canvas will show you options that match your search criteria. When the correct course title appears, click on that course. If the course is in a past term, make sure to click the "Include completed courses" checkbox.

---

Poorvu Center for Teaching and Learning
3. Select whether you want to import all content from the course or if you want to select just specific pieces of the content.
4. Click the "Import" button

If you are importing all content - the process will begin and your course materials will be imported. Depending on how large your course is, this process may take several minutes to complete. You will be able to see the progress under the "Current Jobs" section of the Import Content page.

If you are importing only specific content (not all), please continue with the next steps.

**Select Specific Content**

Once you have triggered the import process, you will see your import listed under the "Current Jobs" area of the Import Content Page. To choose which parts of your source course will be copied, click the "Select Content" button to the far right of the job.
Choose Content

Select the check boxes next to the content that you want to copy (1). For some content types, you may be able to expand and see more options by clicking on the down arrow (2).

When you have selected everything that you need, click the "Select Content" button (3).

The process will begin and your selected course materials will be imported. Depending on how large the content is, this process may take several minutes to complete. You will be able to see the progress under the "Current Jobs" section of the Import Content page.

Modify Due Dates and Availability Dates during import

When you import one course into another, during the import process, there is an option to modify the due dates and availability dates all at one time.

1. Click on the Option for "Adjust events and due dates".
2. Fill out the original start date and the new start date.

3. You can click +Substitution to change which days of the weeks the events and due dates should now be on (if applicable).

4. Change days of the week (if applicable).
For more information, please visit the vendor guide found here.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Course Import Tool (Vendor Guides)

Below are the vendor guides for the Course Import Tool.

- How do I copy a Canvas course into a new course shell?
- How do I copy content from another Canvas course using the Course Import tool?
- How do I export a Canvas course?
- How do I select specific content as part of a course import?
- How do I adjust events and due dates in a course import?
- How do I view the status of current and prior course imports?

The following articles are less common:

- How do I import a Canvas course export package?
- How do I import content from Bb Vista/CE, WebCT 6+ into Canvas?
- How do I import content from Moodle into Canvas?
- How do I import content from Angel into Canvas?
- How do I import content from Blackboard 6/7/8/9 into Canvas?
- How do I import content from Desire 2 Learn (D2L) into Canvas?

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Below are the vendor guides for the Course Navigation.

- How do I use the Course Home Page as an instructor?
- How do I use the Course Navigation Menu as an instructor?
- How do I manage Course Navigation links?
- What layout options are available in the Course Home Page as an instructor?
- How do I change the Course Home Page?
- How do I use the Course Activity Stream as an instructor?
- How do I use the Syllabus as an instructor?
- How do I edit the Syllabus description in a course?

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Global Navigation (Vendor Guides)

Below are the vendor guides for Global Navigation.

- How do I log in to Canvas as an instructor?
- How do I use the Global Navigation Menu as an instructor?
- How do I use the Dashboard as an instructor?
- How do I view course cards in the Dashboard as an instructor?
- How do I use the To Do list and sidebar in the Dashboard as an instructor?
- How do I use the Global Activity Stream as an instructor?
- How do I view grades in the Dashboard as an instructor?
- How do I view my Canvas courses as an instructor?
- How do I customize my Courses list as an instructor?
- How do I view my institution’s Public Course Index as an instructor?
- How do I get help with Canvas as an instructor?
- How do I log out of Canvas as an instructor?
Courses and Sections (Vendor Guide)

Below are the vendor guides for the Courses and Sections.

💡 How do I use the Course Setup Checklist?
- How do I use the Canvas course setup tutorial as an instructor?
- How do I add a section to a course as an instructor?
- How do I change the start and end dates for a course section as an instructor?
- How do I change the name of a course section?
- How do I delete a course section?
- How do I view enrollments in a course section?
- How do I publish a course?

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Rich Content Editor (Vendor Guide)

Below are the vendor guides for the Rich Content Editor.

- How do I add and modify text in the Rich Content Editor?
- How do I insert a table using the Rich Content Editor?
- How do I use the HTML view in the Rich Content Editor as an instructor?
- How do I embed images from Canvas into the Rich Content Editor?
- How do I embed images from Flickr Creative Commons in the Rich Content Editor?
- How do I embed images from the web in the Rich Content Editor?
- How do I create a hyperlink in the Rich Content Editor as an instructor?
- How do I create a hyperlink or embed a file from Google Drive into the Rich Content Editor as an instructor?
- How do I create a hyperlink from Microsoft Office 365 in the Rich Content Editor as an instructor?
- How do I link to a YouTube video in the Rich Content Editor?
- How do I embed iFrame videos using the Rich Content Editor?
- How do I upload a video using the Rich Content Editor as an instructor?
- How do I upload an audio file using the Rich Content Editor?
- How do I record a video using the Rich Content Editor as an instructor?
- How do I record audio using the Rich Content Editor?
- What should I do if I can't record video comments with my webcam?
- How do I use the Math Editor in the Rich Content Editor?
- How do I use the Accessibility Checker in the Rich Content Editor?
- How do I insert links to course content into the Rich Content Editor using the Content Selector?
- How do I insert course files into the Rich Content Editor using the Content Selector?
- How do I insert course images into the Rich Content Editor using the Content Selector?
- How do I set the auto-open for inline preview for files using the Rich Content Editor?
- How do I disable inline previews for files using the Rich Content Editor?
- How do I add captions to an external video as an instructor?
- How do I add captions to new or uploaded videos in Canvas as an instructor?
- How do I create a caption file using the subtitle creation tool as an instructor?
- How do I view captions in a video as an instructor?
Settings (Vendor Guides)

Below are the vendor guides for the Settings in your Canvas course.

- How do I use course settings?
- How do I set details for a course?
- How do I change a course name and course code?
- How do I add an image to a course card in the Dashboard?
- How do I set a time zone for a course?
- How do I change the start and end dates for a course?
- How do I change the language preference for a course?
- How do I use grading schemes in a course?
- How do I view grading schemes in a course?
- How do I enable a grading scheme for a course?
- How do I add a grading scheme in a course?
- How do I view grading periods in a course?
- How do I customize visibility options for a course?
- How do I customize visibility options for course content?
- How do I set a Creative Commons license for a course?
- How do I include a course in the Public Course Index?
- How do I restrict student access to a course before or after the course dates?
- How do I set a course format?
- How do I change the format of a course ePub export file?
- How do I allow course content to be exported as an offline HTML file?
- How do I enable course self-enrollment with a join code or secret URL?
- How do I show recent announcements in the Course Home Page?
- How do I hide totals in my students' grade summaries?
- How do I hide grade distribution scoring details from students?
- How do I disable announcement replies for an entire course?
- How do I validate links in a course?
- How do I view Course Statistics?
- How do I view a course using a test student?
- How do I reset course content?
- How do I manage new features for a course?
- What feature options are currently available for Canvas courses?
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. Click on "Courses" from the global navigation
2. From the side menu that appears, click “All Courses”
3. To favorite a course, click on the star associated with the course.
4. When you return to your Dashboard, your favorite course will appear.
For more help, please contact canvas@yale.edu.
How Do I Change My Course Name and Course Number in Canvas?

Go to Settings

In your course navigation bar, click the "Settings" button.

Update Course Details

On the Settings page, you will first need to click on the "Course Details" tab [1].

On the Course Details section, you can edit the Name [2] and Course Code [3].

NOTE: YOU MUST NOT CHANGE THE SIS ID [4].
Save your changes

Once you have made your updates, scroll to the bottom of the page and click the "Update Course Details" button to save your changes.

💡 For more information about changing your course name:

Guides for the Settings tool (Vendor guide)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
How can I see what the students see?

There are 2 ways to access the "Student View" to determine what your course looks like from the student perspective.

Option 1:
Go to the "Settings" area in your course and click the “Student View” button [A].

![Diagram of Settings page with Student View button highlighted]

Option 2:
Go to the "Home" page of your course and click the "Student View" button [B].
1. Once you have click the Student View button from one of the options above, you will be able to access your course as a fully functional "Test Student".

2. The Pink border around your screen will delineate if you are in student view.

3. To leave student view, click “Leave Student View”.

4. “Reset Student” will be if you take any assessments to ensure that they work. You can reset the student and resubmit the assessments.
For more information about Student View:

What is Student View? (Vendor Guide)

How do I enable Student View? (Vendor Guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I re-organize my Course Navigation?

1. In your course navigation menu, click on **Settings [1]**.
2. One you are in the Settings are, click on the **Navigation tab [2]**.
3. The Navigation area is broken into 2 section - and upper section [3] and a lower section [4].

The upper section [3] displays your current course navigation menu - it shows all the tools that are visible to students and the order in which they appear.

The lower section [4] displays tools that are currently hidden from the student view.

4. You can modify your navigation menu as follows:
   - **TO ADD TOOLS TO THE STUDENT VIEW**, drag the tool from the lower section [4] to the upper section [3].
   - **TO REORDER TOOLS**, drag and drop the tools listed in the upper section [3] into the order you want them to appear in the course navigation menu.

5. When you are done, click **Save** at the bottom of the page to save all of your changes.
For more information about Course Navigation:

- How do I reorder and hide Course Navigation links? (Vendor guide)
- How do I create a web link in my Course Navigation?
- Guides to Course Navigation (Vendor guide)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Using the Rich Content Editor

The Rich Content Editor is available for posting content. It is supported by the following Canvas features: Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

When editing a Canvas feature mentioned above, you will see the image as pictured:

1. This area can be used as a place to give your Canvas item a title or subject line.

2. The formatting toolbar allows you to add, embed, and format content. Types of items you can embed include, tables, record audio, insert links, embed content from Media Library, and much more.

3. Embedded content will be placed in this area of the rich content editor. It is important to place your cursor in the editor where you want the link to your items to appear.

4. The Content Selector Panel allows you to embed course Pages, Assignments, Announcements, Discussions, Modules, and tabs from the Course Navigation into the Rich Content Editor. You can also select files within the Files tab of the course, or Images.
Accessibility Checker in the Rich Content Editor

The Rich Content Editor Accessibility Checker assists instructors and course designers to maintain accessibility requirements in Canvas content. This tool only verifies content created within the Rich Content Editor.

Clicking on the Accessibility Checker icon [1] will notify you of potential accessibility errors [2]. The Accessibility Checker provides the fields or menus needed to fix the error [3].
For more information on how to use the features within the Content Selector Panel, visit these help guides:

- Aligning Text in the Rich Content Editor
- Styling Text in the Rich Content Editor
- Using the Content Selector Panel to Add Links to Files

Visit the vendor guide for more information on the Rich Content Selector Accessibility Checker:

- How do I use the Accessibility Checker in the Rich Content Editor?
How Do I Create A Custom Link in My Course Navigation Using the Redirect Tool?

The following instructions help you set up a link within your left side navigation bar which links to an external website.

Find the Redirect Tool

1. From your left side navigation bar, click on “Settings” (1).
2. Across the top of the screen, click the “Apps” tab (2).
3. In the search bar (3) type in “Redirect”.
4. The App results will now filter. Click on the “Redirect” tool (4)
Add Redirect Tool

Click the “+ Add App” button.

Enter Your Link Information

A form will pop up. Complete the form:

1. Enter the “Name” (5) for the link. This is the word/phrase that users will click on to open the site.
2. Enter the URL (6) for the site. You must keep the "https://" prefix. (If you leave off the "s" in "https://", your website will open in a new tab/window regardless of the other settings you select.)
3. Adjust the settings as needed:

- (Optional) Force open in new tab (For External Links Only) – If you select this setting, when a user clicks on the link, the page will open in a new tab in their browser. Leave unchecked if you would like the site to open within the Canvas interface.
- Show in Course Navigation (7) – This puts your link within the left side navigation bar of your course site.
- Click the “Add App” button (8)

💡 For more information about Course Navigation:

- [How do I reorganize my Course Navigation?](#)
- [Course Navigation guides (Vendor guides)](#)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
How to Request a Sandbox Course

While you become accustomed to Canvas @ Yale, you can request a Sandbox course. This course is an unofficial course site for your use only and is designed to be used for you to practice using the tools available within Canvas @ Yale.

There are two types of Sandbox Courses:

**Course Sandbox**

- This is a sandbox that you can request if spring or fall courses are not quite ready within Canvas and you would like to begin preparing your course.
- **Note:** No students will be enrolled within this course, but this course can be copied into the actual coursesite once the official course is created.

**Personal Sandbox**

- A site you can use to experiment with Canvas tools and features.
- **Note:** No students should be enrolled within this course as it is an unofficial course.

💡 In order to request your own Sandbox course, please submit the [Sandbox Request Form](#).
Canvas @ Yale Umbrella Sites

Umbrella sites are typically used by multi-section courses to enable the course director to provide information for all sections in one place. Instructors for the sections have the option of posting documents and announcements for their own sections. Students may see only one instance of their course (the umbrella) or they may see the umbrella and the section.

_Umbrella course sites are created by a systems admin._

**Purpose of an Umbrella Site**

The purpose of an umbrella site is to provide a site that can contain information useful for a number of sections, usually with the same name (e.g. SPAN 115 01, SPAN 115 02, SPAN 115 03). The course director may also use the Email or Announcement tools to communicate with students across all sections.

The umbrella would be called, for example, SPAN 115 00 and Canvas @ Yale will automatically add all participants from the ‘sections’ to the umbrella.

⚠️ Please note: Umbrella sites are different than official cross-listed courses. If your course needs to be officially cross-listed, please contact your registrar to have their data updated.

⚠️ _Discussion sections are different and are not created by umbrella sites._ These are sections within a large lecture course and each is taught by a TA.

**Types of Umbrella Sites**

1. **Umbrella Version 1 (Section-retained Umbrella):** A new course site is created which has all the enrollments from the individual sections. The individual section course sites remain intact.
2. **Umbrella Version 2 (Section-merged Umbrella):** Individual course sections are collapsed into one course site. Select this option if section awareness within files is not needed.
In order to request an umbrella site, please fill out the following form: Umbrella Request Form

**Please allow up to 3 business days for the Umbrella Site to be created. We appreciate your patience**

If you have additional questions regarding which type of umbrella would be best for you, please email canvas@yale.edu.
Courses in Past Terms

**Term Dates** - Dates that are set globally which help to manage users' "dashboard" and "all courses course lists" to show courses completed during a previous term under a "Past Enrollments" heading. Courses that are concluded by Term Dates are still visible to all instructors and participants, but cannot be modified after the end date (Admins can intervene to undo this). Term Dates can be overridden by Course Dates.

Term Schedule

**Fall, Spring, and Summer Courses** - For fall, spring, and summer courses, the term date has been set globally for August 31st. For example:

Courses within Fall 2019 term will be placed into past terms on August 31st, 2019.

Courses within Spring 2019 term will be placed into past terms on August 31st, 2019.

Courses within Summer 2019 term will be placed into past terms on August 31st, 2019.

Access to Courses in Past Term

Although the courses are placed into the past term, you will still maintain access to the course:

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
<th>Term Date Conclude</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can View Course</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>Can add/edit content</td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Course appears in Dashboard</td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Course appears in Past Enrollments</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can view course</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>Can add/edit content</td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>
## How to View Courses in Past Term

1. In order to view courses migrated from Classes*v2 to Canvas, click on "Courses" from the global navigation

2. From the side menu that appears, click “All Courses”
3. Under the "Past Enrollments" section, you will find a list of your past term courses. Courses whose term ends with a "T" denote that they were "Transferred" from Classes*v2
How to Add Users to Past Term Courses

When the course is in the past term, you cannot add users to the course (the +People button in the People tool will be grayed out or not present). In order to unlock the course to add users, please check out our help article on how to add users to past courses.

💡 Please note: When adding users to the unlocked course, the invited users must accept their invitation prior to the course resuming the past term, read-only state. If the user has not accepted the invitation, then the course will have to be unlocked again.

Project Sites in Past Term

Project Sites typically are given the fiscal year for term. Meaning, that every July 1, project sites will be moved to the past term. For example, a project site with a FY19 term will go into the read-only state July 1, 2019. Please keep this in mind when requesting sites within the spring.

Project Sites will have to be requested for renewal each year by submitting this form: Project Site Request Form. Please note that a consultation may be required to ensure that Canvas is still meeting the needs of the project site or if there are any other new tools that might meet the needs of the project.
How to add people to past courses

If you need to add a user to a past course, you can use these steps to temporarily unlock your course so you can add users. When you manually add the user, they will receive an email invitation to your old course site. After they have accepted the invite**, you can re-lock your course.

** NOTE: If you re-lock the course before they accept the invitation, they will not have access to your course because their enrollment is not complete. They must accept the invitation before you re-lock.

⚠️ The Unlock Tool temporarily unlocks your course for ONE WEEK. After the week has past, the course will go back to the past courses. You can unlock/re-lock a course as many times as needed.

💡 The Lock/Unlock Tool will only appear in courses that are in a past term.

Unlock your past course

From your Dashboard, click the Courses button [1]. In the drawer that pops out, click the All Courses link [2].
On the next screen, go to your Past Enrollments section and click on the course title [3].

Once you are in the course, go to the Settings [4] area and click on the Unlock button [5].

After you click on the unlock button, you will see a progress bar [6] until the course is fully unlocked.
Once the course is fully unlocked, you can begin to add users to your course as needed.

**Lock your past course**

⚠️ **REMINDER:** Newly added users must accept the course invitation before the course is re-locked.

Your course will automatically re-lock ONE WEEK from the date that you unlock it. You can just leave the course alone and it will re-lock in one week.

If all users have accepted the invitation to your past course, you can manually re-lock the course. Just go to the **Settings** area of your course and click the **Lock** button.

[Image of the Canvas interface with the Lock button highlighted]
How do I restore deleted items?

With Canvas @ Yale, you have the opportunity to restore items that have been deleted, whether intentional or accidental.

Every course site in Canvas has a unique URL. By adding /undelete at the end of the URL, you will be brought to a list of recently deleted items which can be restored.

Course URL: https://yale.instructure.com/courses/968/

Restore URL: https://yale.instructure.com/courses/968/undelete
Course Reserves in Canvas Course

If you are having difficulty with your readings appearing within Canvas, please contact reserves@yale.edu or call (203) 432-1775

Course Reserves is available to you through your Canvas site. Although it is shown in Canvas, Course Reserves is the Ares system developed and maintained by the library.

Below are the permissions for access to Course Reserves. Please note that these permissions are controlled through the Ares system and are not modifiable:

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Student</th>
<th>Shopper</th>
<th>Auditor</th>
<th>Guest Student</th>
<th>TA*</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add, edit, delete items in Course Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View items in Course Reserves</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

For more information on how to use Canvas for your Course Reserves: [http://guides.library.yale.edu/reserves/canvas](http://guides.library.yale.edu/reserves/canvas).

Ares does not work with the Microsoft Edge browser (see screen cast below). This is a known issue that Atlas Systems is aware of. Currently there is no work around so please use a different browser when using Course Reserves:

How to Change Course End Date

Please note this can be done by instructors prior to the term being put in the past. If the course is in the past, please contact Canvas@yale.edu to unlock your course.

To change a course end date, navigate to Settings.

Under the Course Details tab, scroll down to Ends.

Choose a new end date for your course by typing the new date of your choice in the field, or choosing from the calendar.
Once chosen, click the option for "Users can only participate in the course between these dates"

Scroll to the bottom of the page and choose the button **Update Course Details.**
Discussion Sections - Time, Date, and Location Visibility

Find the time, date, and location for your discussion setting in various places throughout your Canvas course.

Finding discussion sections through Settings:

1. Navigate to the Settings tab in your course.
2. Click on Sections located near the top of the page.

Finding discussion sections through the People tool:

Navigate to the people tab in your course, and the section information will be next to the students name.
Finding discussion sections through the Email List tool:

If the email list tool is activated in your course, click the tab "Email Lists" on the left navigation, and the date and time in which the sections meets will be visible here as well.
Supported Browsers

With Canvas, there are specific browsers that are better suited for utilizing the tools within Canvas @ Yale.

Please see this link as Canvas updates this page frequently: Supported Browser Information (Vendor)

Throughout the semesters that Yale has been using Canvas @ Yale, we have discovered some great tips related to supported browsers:

- Mac users may find it easier to use Firefox rather than Chrome
- Microsoft Edge does not work well with Canvas and should be avoided
- If you are not able to see a tool or feature correctly in one browser, please try to update the browser or try another one.
- Clearing your browser's cache and cookies may help when trying to resolve viewing issues in Canvas
- Many tools in Canvas require third party cookies to be enabled. Learn how to check this setting with our "Enable 3rd Party Cookies" article.

💡 For more help, please contact canvas@yale.edu.
User Management
People (Vendor Guide)

Below are the vendor guides for People.

Vendor Guides

- How do I use the People page in a course as an instructor?
- How do I view a context card for a student in a course?
- How do I add users to a course?
- How do I limit a user to only interact with other users in the same course section?
- How do I view user details for an enrollment in a course?
- How do I record the last day a user attended a course?
- How do I view a user's profile in a course as an instructor?
- How do I edit user roles in a course?
- How do I edit sections for an enrollment in a course?
- How do I resend student invitations to a course?
- How do I deactivate an enrollment in a course?
- How do I conclude an enrollment in a course?
- How do I restore a concluded enrollment in a course?
- How do I view concluded enrollments in a course?
- How do I remove an enrollment from a course?
- How do I link a student to an observer in a course?
- How do I view a summary of all my student interactions in a course?
- How do I view my course interactions with an individual student?
- How do I view the course access report for an individual user?

💡 For more help, please contact canvas@yale.edu.
Groups (Vendor Guides)

Below are the vendor guides for Groups.

Vendor Guides

- How do I view all groups in a course as an instructor?
- How do I view my Canvas groups as an instructor?
- How do I add a group set in a course?
- How do I edit a group set in a course?
- How do I automatically create groups in a group set?
- How do I manually create groups in a group set?
- How do I create self sign-up groups in a group set?
- How do I automatically assign students to groups?
- How do I manually assign students to groups?
- How do I assign a student leader to a group?
- How do I message students who have not signed up for a self sign-up group?
- How do I prevent students from switching groups in self sign-up groups?
- How do I move a student into a different group?
- How do I view content and student activity within a group as an instructor?

💡 For more help, please contact canvas@yale.edu.
Attendance/Roll Call (Vendor Guides)

Below are the vendor guides for Attendance/Roll Call.

Vendor Guides

- How do I use the Roll Call Attendance tool in a course?
- How do I create a roll call seating chart using the Attendance tool?
- How do I edit the Roll Call Attendance assignment?
- How do I take roll call using the Attendance tool?
- How do I use Roll Call Attendance badges in a course?
- How do I run Roll Call Attendance reports in a course?

💡 For more help, please contact canvas@yale.edu.
Profile and User Settings (Vendor Guides)

Below are the vendor guides for Profile and User Settings.

Vendor Guides

• How do I edit my profile in my user account as an instructor?
• How do I add a profile picture in my user account as an instructor?
• How do I change the settings in my user account as an instructor?
• How do I change the language preference in my user account as an instructor?
• How do I set a time zone in my user account as an instructor?
• How do I add contact methods to receive Canvas notifications as an instructor?
• How do I set my Canvas notification preferences as an instructor?
• How do I add an additional email address as a contact method in Canvas as an instructor?
• How do I change my default email address in my user account as an instructor?
• How do I reset my password as an instructor?
• How do I add a text (SMS) contact method in Canvas as an instructor?

💡 For more help, please contact canvas@yale.edu.
Course Roles

Below is a description of the roles available within a Canvas course site

Faculty Roles

Instructor

- **Primary Use:** Official instructor(s) of record for the course. These users will be automatically added to course sites by the registration system.
- **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

⚠ Avoid manually adding users to course sites with the Instructor role. This role should be reserved for the instructor(s) of record.

Guest Instructor

- **Primary Use:** Unofficial users that need instructor level permissions but are not the official instructor of record. These users must be manually added by the course Instructor or a TA.
- **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations:** Cannot manage users that are automatically enrolled by the registration system.

Support Roles

TA

- **Primary Use:** Teaching fellows and teaching assistants who will be supporting the instructor(s) for a course. These users must be manually added by the course Instructor or a TA.
- **Permissions:** Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations:** Cannot manage users that are automatically enrolled by the registration system. Also, TAs can be restricted so that they can only view the course section they are assigned to manage.
Grader

- **Primary Use:** TAs or other staff. These users must be manually added by the course Instructor or a TA.
- **Permissions:** Add/edit student grades and add/edit/delete assignments and quizzes.
- **Limitations:** Cannot manage users or any other course content.

⚠️ Graders are NOT anonymous in Canvas. If you need an anonymous grader, please contact canvas@yale.edu for more information.

Designer

- **Primary Use:** Departmental and administrative staff supporting the creation of course sites. These users must be manually added by the course Instructor or a TA.
- **Permissions:** Add/edit/delete course content. Can add other TAs and Guest Instructors.
- **Limitations:** Cannot manage student users and cannot update/edit student grades.

Librarian

- **Primary Use:** Librarian staff that are assisting faculty.
- **Permissions:** Add LibGuides links to Course Navigation.
- **Limitations:** Cannot manage users, cannot update/edit/view student grades, and cannot add/edit/delete course content.

Student Roles

Student

- **Primary Use:** Students who are officially enrolled in a course and have sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
- **Permissions:** View course content and participate in course activities and assignments.
- **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

⚠️ Avoid manually adding users to course sites with the Student role. This role should be reserved for officially registered students.

Shopper

- **Avoid manually adding users to course sites with the Shopper role.** This role should be reserved for officially registered students during Yale's Shopping Period.
• **Primary Use:** Students who are officially enrolled in a course and have NOT sealed their registration worksheet. These users will be automatically added to course sites by the registration system.
• **Permissions:** View course content and participate in course activities and assignments.
• **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

**NOTE:** Users will only have the Shopper role during Yale's official shopping period (plus a week or so grace period). As students seal their worksheets, their Shopper role will automatically do one of the following:

1. Change from Shopper to Student for courses the students plan to complete OR
2. Be completely removed from courses they drop.

**Auditor**

• **Primary Use:** Students who have officially registered to audit a course. These users will be automatically added to course sites by the registration system.
• **Permissions:** View course content and participate in course activities and assignments.
• **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

**WARNING:** Avoid manually adding users to course sites with the Auditor role. This role should be reserved for officially registered students.

**Guest Student**

• **Primary Use:** People who are unofficially requesting to audit or participate in a course. These users must be manually added by the course Instructor or a TA.
• **Permissions:** View course content and participate in course activities and assignments.
• **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.

**Viewer**

• **Primary Use:** For users who would like to view the course only.
• **Permissions:** View course content and post to discussions.
• **Limitations:** Cannot view or modify course settings or view other students' grades or assignments.
Roles to Avoid

Teacher

- **Primary Use**: Please do not use.
- **Permissions**: Full course permissions to add/edit/delete/copy course content and manage manually added users.
- **Limitations**: Cannot manage users that are automatically enrolled by the registration system.

Observer

- **This is a default Canvas role and is not recommended for use.**
- **Primary Use**: Typically used in the K-12 arena to allow parents to view and monitor their children's progress.
- **Permissions**: View course content. When linked to a student account, this user can also see the associated student's assignment submissions and grades.
- **Limitations**: Cannot add/edit/delete content or participate in any activities.

💡 For more help, please contact canvas@yale.edu.
Roles and Permissions

While permissions for each role can be modified at the Sub-account level, we cannot alter the role names set forth by Canvas. The follow roles are based on registrar enrollment. If you wish to add an individual to your course, please refer to the following chart. The permissions most commonly considered when adding an individual to a course are listed first.

**Note:** Some 3rd party tools installed in Canvas have their own permissions which cannot be controlled through Canvas. For specifics about those tools and their permissions, please refer to the help articles for those tools.

💡 For more help, please contact canvas@yale.edu.
How do I add users to my course?

For official course sites, your student registered student enrollments will be enrolled in your course site automatically.

Types of users you may need to add manually:

- Teaching Assistants / Teaching Fellows
- Guest Lecturers
- Un-officially auditing students (official auditors should register officially with the registrar)
- Students who are on a waitlist
- Students who made revisions to their registration.
- Guests from other institutions (Please note: guests from other institutions will need to have an account created for them in Canvas before you can add them to your course site. To request a guest account, please complete the [Guest Account Request Form](#).)

**REMINDER:**

There are some roles in Canvas that are protected - these roles are used exclusively by the registration system (Banner) and must not be used when manually enrolling users in your course. Protected roles include:

- Student
- Shopper
- Auditor
- Instructor

ℹ️ Please view the video below regarding how to add people to your course:
Open People

In the course navigation, click the **People** link.

Add People

Click the **Add People** button.

Select User Search Type

In the pop-up window, select how you want to add people. You can add them by their email address [1] or by their NetID [2]. If you need to use the Yale Directory to look up an individual, you can do so by clicking "Yale Directory" [3].
In the text box type or paste the email addresses or Login IDs of users to add to the course. You can add multiple users at one time by putting a comma between each user.
Example:
john.doe@yale.edu, thomas.jones@yale.edu

Add Enrollment Details

In the Role drop-down menu [1] select the user(s) a role for the course. Remember, do not use the protected roles. Roles that you can use include:

- Guest Student
- Guest Instructor
- TA

In the Section drop-down menu [2], assign the user(s) a section in the course.

If you want to limit the user(s) to only interact with other users in their section, click the Can interact... checkbox [3].

Click the Next button [4].
Add Users

Canvas will verify that the account is valid [1]. If you are not ready to add the user, click the Start Over button [2]. Otherwise click the Add Users button [3].

Canvas will automatically send the user an invitation to participate in the course.

View Pending Enrollment

Until the user accepts the course invitation, the user's status will display as pending.

Once the user has accepted the course invitation, you can interact with the user in the course. You can also send messages to the user via Conversations (Inbox).
Edit a Users Role

If necessary, you can change a manually added user's role. Just click the gear icon [1] to the right of the user you need to update and then click the "Edit Role" button.

Select new role

Select the new role (remember not to select a protected role) from the Role drop-down menu [1] and the click the Update button [2].
How to Remove Guest Instructor, Auditor, or Guest Student

💡 You can remove any user that you have manually added. Note: If the user is being enrolled into the course by registrar data, you will not be able to remove them.

Remove User

From the People Tool, click the three dots associated with the user you would like to remove [1] and click **Remove from Course** [2].

💡 Form more information about how to add users:

- [How do I edit user roles in a course?](#)
- [Guides for the People tool (Vendor Guide)](#)

💡 If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
How do I edit user roles in a course?

- You can edit the course roles for those students you have manually added to your course.
- You cannot edit the course roles for a student who is officially registered for a course and their enrollment listed in the registrar’s database. If you must, change the role of an officially registered student, please contact canvas@yale.edu.

Open People

In Course Navigation, click the People link.
Locate User and Edit Role

Locate the user in your people list. Hover over the user's name and click the Settings icon [1]. Select the Edit Role [2] link.

Edit Course Role

1. Select the role.
2. Choose Guest Student.
Click the **Role** drop-down menu [1], then select the new role for the user [2].

**Note:** Depending on your user permissions, you may not be able to select from all user roles in your course.

### Edit Multiple Roles

This user has multiple roles in the course. Changing their role here will overwrite all of their current enrollments.

**Role:**

![Dropdown menu with 'Student' selected]

If a user has multiple roles in the course, selecting a new role overwrites **all** the user's current enrollments.

### Update Role

Click the **Update** button.

💡 For more information about user roles in a course:

- [Role Permissions](#)
- [How do I add users to my course?](#)
- [A guide to the People tool (Vendor guide)](#)

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Poorvu Center for Teaching and Learning
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
People Tool versus Photo Roster

Within your Canvas course site, you will see that you have two roster tools: People and Photo Roster. This guide is designed to help you understand the differences uses of each tool.

People Tool

This is the roster tool created by Canvas. Students are able to see this tool and can see other people on this list. From here, you can manually enroll users, as well as create new group sets.

For more information on the People Tool:

- People (Vendor Guides)
- Groups (Vendor Guides)
Photo Roster

This is the roster tool created by Yale. Only users with an Instructor or TA role will be able to see this tool. Although other roles can see it on the course site navigation, it will appear blank and no student information will be provided. There are two different views: "Photo Roster" and "List View"

Photo Roster View

This is the default view and shows the a user's name, NameCoach if one exists, course role, class, major, and email address. It will also show student ID photos.

List View

The list view shows the users in a list format. It shows more user details than the photo roster view, and includes the user's ID, college, and year. The list can be exported into an Excel file.
For more help, please contact canvas@yale.edu.
How do I Create Groups?

Group sets house the different groups within a course. Once you have created a group set, you can create groups and either manually or automatically enroll students into those groups.

Create a Group Set

1. Click on "People" in the course navigation.
2. Click "+Group Set" in the top right corner.
3. Set the name and options for your group set, and then click "Save":
   - Group Set Name: This is the name of your set of groups, NOT the name of an individual group.
   - Self Sign-Up:
     - Allow self sign-up: This allows students to enroll themselves into their chosen groups.
     - Require group members to be in the same section: If you allow students to enroll themselves into a group, you can specify that they must be in the same section.
   - Group Structure:
• Split students into __ groups: Automatically divides students into the specified number of groups. You can also specify that they must be in the same section.
• I'll create groups manually: Manually create the number of groups, as well as manually enroll students.

Create Groups within a Group Set

After creating a group set, you will be taken to the tab for the new group set. If you chose the "Split students into __ groups", groups will have already been created for you, and students will have been randomly assigned.

4. To manually create a new group, click "+Group".
5. Name the group. You can also optionally limit the number of members to a group. Then click "Save".

6. If you select “I'll create groups manually” or you would like to move students around groups, you can click and drag their names to the chosen group.
7. Click on the arrow next to the group to expand and view the group enrollments.

For more information on Groups:

- Groups Guides (Vendor guides)
- Accessing Group Sites

For more help, please contact canvas@yale.edu.
Accessing Group Sites

Once you create Group Sets and Groups, each Group has its own group site that allows students within the group to collaborate with each other. The purpose of this document is to show instructors and teaching fellows how they can access the Group Homepage.

1. Click on "People" in the course navigation.
2. Click on the group set tab.
3. Click on the three dot icon next to the group and select "Visit Group Homepage".

4. The following tools are available within the group homepage and are specific to that group:
   - Announcements
   - Pages
   - People
   - Discussions
   - Files
   - Conferences
   - Collaborations
Note: The students will have the access to use all the tools within their specific group site, including posting announcements, uploading files, and creating pages.

5. You can switch between group sites by clicking on "Switch Group" and selecting which group you want to see.

6. To return to the course site from the group homepage, click on the course name in the top left hand corner.

For more information on Groups:

- Groups Guides (Vendor guides)
- How do I create Groups?

For more help, please contact canvas@yale.edu.
Activating the Attendance Tool

To use the attendance tool, you will first need to activate within your Canvas course. Follow the steps below for activation.

To use the attendance tool, you must first add it to your course navigation.

1. Click "Settings" in the course navigation.
2. Choose the "Navigation" tab.
3. Click and drag "Attendance" up to the enabled navigation item area.
4. Click Save.

For more help, please contact canvas@yale.edu.
Restricting Teaching Fellow’s Access to Specific Sections

In Canvas @ Yale, you can restrict your Teaching Fellow’s access to be only to their specific section within the course. By restricting access to only their section, the Teaching Fellow will not be able to see or grade students in other sections of your course.

Add a Teaching Fellow to a Specific Section

1. Click on "People" in the course navigation.
2. Click on the three dot icon to the right of the TF's name, and select "Edit Sections".
3. Click "browse" and select the section you would like to assign to the TF. It will now be listed under the search bar.
4. Delete any of the previously existing sections that you do not want the TF to access.

5. Click "Update".
5. Return to the People tool and click on the Teaching Fellow’s name.

6. On this next page, go under “Membership” and click on “limit this user to only see fellow section users”. This will limit the Teaching Fellow to only their section.

For more help, please contact canvas@yale.edu.
Assignments
Assignments (Vendor Guides)

Below are the vendor guides for the tool Assignments

- How do I use the Assignments Index Page?
- How do I use Draft State in Assignments?
- What is the difference between a Canvas Assignment and a Canvas Activity?
- What assignment types can I create in a course?
- What is the difference between assignment due dates and availability dates?
- How do I create an assignment?
- How do I create an assignment shell in an assignment group?
- How do I move or reorder an assignment group?
- How do I add an assignment group in a course?
- How do I weight the final course grade based on assignment groups?
- How do I create rules for an assignment group?
- How do I create an online assignment?
- How do I add an assignment using an external app?
- How do I add or edit details in an assignment?
- How do I add or edit points for an assignment?
- How do I exclude an assignment from the course's final grades?
- How do I give extra credit in a course?
- How do I move or reorder an assignment?
- How do I import SCORM files as an assignment?
- How do I delete an assignment?
- How do I duplicate an assignment?
- How do I assign an assignment to everyone in a course?
- How do I assign an assignment to an individual student?
- How do I assign an assignment to a course section?
- How do I assign an assignment to a course group?
- How do I view differentiated assignments with different due dates in a course?
- How do I add a grading scheme to an assignment?
- How do I set up a moderated assignment to be graded by multiple reviewers?
- How do I add and manage students in a moderated assignment as a moderator?
• Can a student resubmit any assignment?
• How do I use peer review assignments in a course?
• How do I create a peer review assignment?
• How do I manually assign peer reviews for an assignment?
• How do I automatically assign peer reviews for an assignment?
• How do I view student peer review comments as an instructor?
Discussions (Vendor Guides)

Below are the vendor guides for Discussions

- How do I use the Discussions Index Page?
- How do I create a discussion as an instructor?
- How do I edit a discussion in a course?
- How do I use Draft State in Discussions?
- How do I duplicate a discussion in a course?
- How do I create a group discussion in a course?
- How do I delete a discussion in a course?
- How do I assign a graded discussion to everyone in a course?
- How do I assign a graded discussion to an individual student?
- How do I assign a graded discussion to a course group?
- How do I assign a graded discussion to a course section?
- How do I enable a podcast feed for a discussion in a course?
- How do I create a peer review discussion?
- How do I use peer review discussions in a course?
- How do I automatically assign peer reviews for a discussion?
- How do I pin a discussion in a course?
- How do I move or reorder a discussion in a course?
- How do I delay posting a discussion until a specified date in a course?
- How do I manually assign peer reviews for a discussion?
- How can I require students to reply to a course discussion before they see other replies?
- How do I mark discussion replies as read or unread as an instructor?
- How do I view and sort discussion replies as an instructor?
- How do I embed an image in a discussion reply as an instructor?
- How do I change discussion settings to manually mark discussion replies as read as an instructor?
- How do I attach a file to a discussion reply as an instructor?
- How do I allow students to attach files to a course discussion?
- How do I subscribe to a discussion as an instructor?
- How do I allow students to create a course discussion?
- How do I link to a YouTube video in a discussion reply as an instructor?
- How do I edit or delete student discussion replies in a course?
• How do I reply to a discussion as an instructor?
• How do I allow students to edit and delete their own discussion posts in a course?
• How do I allow students to like replies in a discussion?
• How do I close a discussion for comments in a course?
• How do I like a reply in a course discussion as an instructor?
Quizzes (Vendor Guides)

Below are the vendor guides for Quizzes.

- How do I use the Quizzes Index Page?
- How do I use Draft State in Quizzes?
- What quiz types can I create in a course?
- What options can I set in a quiz?
- How do I import quizzes from QTI packages?
- How do I create a quiz with individual questions?
- How do I create a quiz with a question group to randomize quiz questions?
- How do I create a quiz by finding questions in a question bank?
- How do I create a quiz with a question group linked to a question bank?
- How do I create a Multiple Choice quiz question?
- How do I create a True/False quiz question?
- How do I create a Fill-in-the-Blank quiz question?
- How do I create a Fill-in-Multiple-Blanks quiz question?
- How do I create a Multiple Answers quiz question?
- How do I create a Multiple Dropdown quiz question?
- How do I create Likert scale quiz questions?
- How do I create a Matching quiz question?
- How do I create a Numerical Answer quiz question?
- How do I create a Formula quiz question with a single variable?
- How do I create a Simple Formula quiz question?
- How do I create an Essay quiz question?
- How do I create a File Upload quiz question?
- How do I create a Text (no question) quiz question?
- How do I link course content to a quiz question?
- How do I create a question bank in a course?
- How do I bookmark a question bank in a course?
- How do I unbookmark a question bank in a course?
- How do I delete a question bank in a course?
- How do I move multiple questions from one question bank to another?
- How do I move/copy a question from one question bank to another?
- How do I reorder questions or question groups in a quiz?
• How do I import a question bank from one Canvas course to another?
• How can I create a quiz where students only see one question at a time?
• How do I make a quiz available before or after the due date?
• How do I assign a quiz to an individual student?
• How do I assign a quiz to a course section?
• How do I delete a quiz?
• How do I export quiz content from a course?
• Once I publish a quiz, how do I make additional changes?
• Once I publish a quiz, how do I use the Moderate Quiz page?
• Once I publish a quiz, what kinds of quiz statistics are available?
• Once I publish a quiz, how can I give my students extra attempts?
• Once I publish a timed quiz, how can I give my students extra time?
• How do I manually submit outstanding student quiz submissions?
• How do I view student results in a quiz?
• How do I view a quiz log for a student?
• What options can I use to regrade a quiz in a course?
• How do I regrade a Multiple Choice quiz question?
• How do I regrade a True/False quiz question?
• How do I regrade a Multiple Answers quiz question?
• How do I create a survey in my course?
• How do I view survey results in a course?
• How do I view practice quiz results in a course?
Below are the Vendor Guides on how to use rubrics within your canvas course.

- How do I create a rubric in a course?
- How do I add a rubric to an assignment?
- How do I add a rubric to a graded discussion?
- How do I add a rubric to a quiz?
- How do I edit a rubric in a course?
- How do I manage rubrics in a course?
- How do I align an outcome with a rubric in a course?
Creating Weighted Groups for Assignments

Assignment groups allow you to group assignments in a way that makes sense for your course. The benefit to this could be for weighting final grades, organizing assignments, and much more.

Using weighted groups allows you to assign percentages to an assignment group, not to assignments themselves. Within each assignment group, a percentage is calculated by dividing the total points a student has earned by the total points possible for all assignments in that group.

Creating Weighted Groups in Your Course

In the course navigation, click Assignments [1]. Click the settings icon [2], and choose Assignments Groups Weight [3].

A pop up will appear, click the Weight final grade based on assignment groups [4], and click save [5].
Adding Assignment Groups

For more information please visit the vendor guides:

- How do I add an assignment group in a course?
- How do I weight the final course grade based on assignment groups?
How do I Create Assignments?

1. Select Assignments from the Course Menu.

2. Click on +Assignment on the right hand side to create a new assignment.

3. Name your Assignment.
4. Write your Assignment within the content editor.

5. If you would like to attach files, you can select the file from this menu.

Once you have your assignment written, there are many options you can choose from:
Note: Unlike Classes*v2, if you would like a column to appear within your Gradebook, you will need to create an assignment (even for ungraded assignments).
How do I grade assignments?

Assignment Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I set Availability Dates

If you would like to prevent the students from seeing content prior to the week or day class is, you can set availability dates for each item within Canvas.

Setting availability dates for a Quiz

1. Click on the name of the assignment.
2. Click on “Edit”.
3. Scroll down until you see “available from”
4. Select the date and times applicable.
5. Click Save

**Setting availability dates for a Quiz**

1. Click on the name of the Quiz.
2. Click “Edit”.

3. Scroll down until you see “Available from”.
4. Select the date and times applicable.

5. Click Save
If you want to lock a Module from a Student:

1. Click the gear icon to edit the Module.
2. Check “Lock until”
3. Select the date and time applicable.
4. Click “Update Module"
More information on due dates and availability dates can be found in here:

**Due Dates versus Display Dates**

Check out the vendor the vendor guides located here.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- **Register here for a workshop**
- **Schedule a one-on-one consultation**
Due Dates versus Display Dates

With Canvas @ Yale, you can set both due dates and display dates for assignments and discussions. This document is designed to show the differences between the two features.

1. **Due Date**: When you are creating an assignment, you can set a due date. Submissions coming in after the due date will be considered late. This date will be displayed both in the assignment and in the syllabus page.

2. **Display Date**: If you would like to prevent the students from seeing the assignment at any time, you can set the display date. The display date will make the assignment available only within the date range set. This feature can be used to prevent students from submitting assignments after it is due.

Note: The assignment will still be visible on the syllabus page, but when the students click onto the assignment, they will get a page similar to below:
For more information about the due dates in the assignment tool:

- How do I create assignments?
- How do I grade assignments?
- Guides to the assignment tool (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
How do I Grade Assignments?

1. Click on Assignments within the Course Menu

2. Click the link (or name) of the assignment that you would like to grade.

3. Click on “SpeedGrader” on the right-hand side to begin grading.
A. Student's name which work is being currently displayed. You can work between students using the left and right arrow.

B. In-line grading functionality. You can leave comments on the student's work without having to download the document onto your computer.

C. Preview of student's file. You can use the in-line grading functionality on this preview and the students will see your comments.
D. By muting the assignment, you can hold off on student’s receiving feedback until you unmutethe assignment.

E. If you would like to download the student's file, you can find the submitted files here.

F. This is where you can grade and provide feedback. By clicking “Submit Comment”, you will be submitting the grade.

💡 For more information about the Assignment tool:
 Assignment Guides (Vendor Guides)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
Duplicating an Assignment

Canvas allows you the ability to duplicate an assignment.

1. Navigate to the Assignments tab on the left navigation in the course.
2. Click on the gear icon to populate the option to duplicate the assignment.
3. Select Duplicate

The assignment will now be duplicated with the word *Copy* added to the end of the assignment. Duplicating an assignment defaults the copied assignment to an unpublished status.

```
All items in the assignment are duplicated including the name, description, point value, and options, except for the following situations:

- Copied peer review assignments retain the peer review setting and Assign Review date, but the number of reviews per user will be set to zero.
- Copied assignments are always assigned to everyone in the course; differentiated assignments are not retained for individual users, groups, or sections.
```
• If a differentiated assignment includes an Everyone Else date, the copied assignment retains the Everyone Else due date, if any.
• If a differentiated assignment does not include an Everyone Else date, the copied assignment does not include a due date.
• Copied external tool (LTI) assignments may need to be reconfigured.

Note: Assignments currently cannot be duplicated for discussions and quizzes.

For more information on Assignments, please visit the How do I create Assignments? article.
How do I Create Media Recording Assignments?

1. Select Assignments from the Course Menu.

2. Click on +Assignment on the right hand side to create a new assignment.
3. Name your Assignment.

4. Write your Assignment within the content editor.

5. If you would like to attach files, you can select the file from this menu.

Once you have your assignment written, there are many options you can choose from:
Under the "Submission Type", select "Online". When you see the additional options, select "Media Recordings."

Complete the rest of the form selecting the appropriate options.

**Note:** Unlike Classes*v2, if you would like a column to appear within your Gradebook, you will need to create an assignment (even for ungraded assignments).
For more information on the Assignments tool:

How do I grade assignments?

How do I submit audio/video feedback to a student?

How do students complete their Media Recording assignment?

Assignment Guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
How do I Create an Assignment with Turnitin?

There are several important things to keep in mind when using Turnitin for your assignments.

• Turnitin is optional, and can be used on a course by course, assignment by assignment basis.
• All Canvas assignments using Turnitin MUST have a due date. If you do not set a due date, Turnitin will set a due date for 1 week after you save the publish the assignment.
• Turnitin reports are automatically linked to Canvas based on two triggering events:
  1. When the student first submits or resubmits the assignment prior to the due date
  2. On the assignment due date itself, after submissions have been sent and stored in the Yale-only repository for comparison against each other.

Create a Canvas Assignment

In your course, go to the Assignments tool [1] and click the +Assignment [2] button.
Set up basic assignment information

Fill in the information for your new assignment including your Assignment Name [3], instructions (optional) [4], Points possible [5], Assignment Group (if applicable) [6] and Display Grade [7].

Select the Online Submission Type

Next, you will need to select your submission type - Turnitin only works with online text entry or file upload assignments. To set this up, follow these steps:

- From the Submission Type drop-down menu [A], select Online [B].
- From the resulting Online Entry Options menu select either Text Entry or File Uploads (or both) [C].
- After selecting your online entry option, the Plagiarism Review settings will appear. From the Plagiarism Review drop-down [D], select Turnitin [E].
Select Your Turnitin Settings

Once you have turned on Turnitin, you will have some additional settings that you can select. Below is a brief description of the various settings. For more detailed information, please refer to our Turnitin Assignment Settings Options article.

1. **Store submissions in** - Whether to save student submissions in the institutional (Yale-only) paper repository.
2. **Compare submissions against** - Select what your students' papers will be checked against.
3. **Similarity Report** - Select your settings about what is included/excluded when papers are checked against resources.
4. **Show report to students** - Select when students will be able to view their Turnitin report. We strongly encourage faculty to allow students to view this immediately so students can use the report as a learning tool to improve their citation skills.
NOTE: If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.

Student submissions to your Turnitin assignments are NEVER shared with Turnitin or other institutions.

Set Assignment Due Date

Turnitin requires a due date on your Canvas assignment. The due date is the date when your students' papers will be checked against each other. If you do not set a due date on your assignment, Turnitin will set a default due date for 1 week after you publish the assignment.
Under the Assign section, set up a due date for your assignment. On the date you select, all student submission Turnitin originality reports will be re-run comparing your students' papers against each other.

- Click the calendar icon next to the **Due** date box then use the date picker calendar to find and select the **day** you want students to complete the assignment by.
- Just below the month view, you can enter in the **time** of day the assignment is due. If you select nothing, this date will default to 11:59 PM of the selected day.
- When the date and time are entered, click the **Done** button on the date picker calendar.

If desired, you can also set up Available from and Until dates as needed. These dates control when a student will be able to view and submit to the assignment in Canvas.

**Save & Publish**

Click the "Save & Publish" button to save your assignment.

> If you use Turnitin for an individual assignment, the following message will be presented to students prior to submission.
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.
Turnitin Assignment Settings Options

Once you have turned on Turnitin for your Canvas Assignment, you will have some additional settings that you can select and customize.

1. Store Submissions In:

This setting determines whether or not copies of your students' papers will be stored in the Yale-only Institution paper repository. If you choose to store papers in the Yale-only Institution paper repository, future student submissions to assignments submitted through Canvas @ Yale can be checked against the papers submitted to your assignment.

NOTE: If you are creating an assignment to collect a "draft" version of a student paper, DO NOT store the draft assignment in the Yale-only Institution paper repository. This will help prevent false positives when the student submits their final version of the assignment.
2. Compare submissions against:

You can select what types of resources student submissions will be compared against. You may select as many or as few of these options as you want:

- **Student repository** - this is the Turnitin database of student submissions. This is populated by schools who wish to share their papers more broadly for integrity checking. NOTE: Yale does not submit student papers to this repository.
- **Institutional repository** - this is a Yale-only institutional repository of student submissions. Student papers stored here are from Turnitin assignments Yale faculty have chosen to store in the Yale-only Institution paper repository.
- **Website content**
- **Periodicals, journals and publications**

3. Similarity Report:

You can select some custom settings for what to include/exclude from being identified by Turnitin as a potential issue. Many of these issues can be adjusted when you are looking at a student submission's originality report. These settings simply impact what is displayed when the report is run by default.

- **Exclude bibliographic materials** - Turnitin will identify segments of the student submission that look like a bibliography or citation section.
- **Exclude quote materials** - Turnitin will ignore parts of the student submission that are in between double quotation marks.
- **Exclude small sources** - You can set a standard or threshold for what is identified as a potential problem. You can choose the number of words or percentage of words. (Example: if you set a threshold of 10 words, Turnitin will only highlight segments of the submission where more than 10 consecutive words are the same as another source.)
- **Enable grammar checking using ETS® e-rater® technology** - automated grammar, usage, mechanics, style and spelling checker.
4. Show report to students

You can opt to provide copies of the Turnitin reports to the students. We highly recommend that students are able to view their own reports **Immediately** so they can use them as a learning tool to understand how to properly cite materials.

💡 For more information, refer to our guide on [How do I create an assignment with Turnitin?](#)
How do I view a Turnitin Report (Instructor)?

⚠ Turnitin Reports are only generated for assignments that have Turnitin enabled before students begin submitting. You cannot turn on Turnitin retroactively.

From the Grades area of your course, you will be able to see originality score indicators next to the assignments that have Turnitin Reports available.

To view a report:

1. Go to the Grades area of your course.
2. Find the column for your Turnitin-enabled assignment.
3. Click on the originality indicator for a student.
4. The gradebook cell will change to become editable, click on the details arrow to the right of the grade entry box.
5. In the drawer that appears on the right, click on the SpeedGrader link.
6. Once SpeedGrader opens, you will see the originality score indicator in the right side grading panel.
7. Click on the originality score indicator to open Turnitin.
8. When it opens, you will be looking at the report for this student.
For more information about the Similarity Report, please visit the Turnitin Vendor Guides:

- The Similarity Report explained
- Interpreting the Similarity Report
- Refining a Similarity Report
- Similarity scoring scenarios
- Viewing similarity matches
- Viewing sources
- Generating a new Similarity Report
- Text-Only Similarity Report
- Multicolor highlighting in the Similarity Report
How do I Create a Discussion Board?

Canvas's Discussion tool allows you to create a discussion forum in which students can see each other's responses to a discussion topic.

Creating a Discussion Board

1. From your Canvas course, click Discussions on the left navigation.
2. Click +Discussion to create a new discussion.
3. Give your discussion a Topic Title
4. Type your discussion within the content editor.
5. To link to other items within your course site, or files from the Files tab, navigate to the right hand side of the page. Choose the item you would like to link to the discussion topic.
6. Choose which section you would like to post the discussion to. From the drop-down menu, you can choose specific sections, or leave the option to send to All Sections.

7. Choose the specific options for your discussion topic that pertain to the discussion topic.

8. You can then choose to make this a group discussion if necessary.

9. If applicable, choose the availability dates for the discussion topic.

10. Save or Save & Publish your discussion topic. Saving your settings will keep your discussion hidden from student view, whereas the Save & Publish option will make your discussion post visible to students.
For more information about the Discussions tool:

Discussion tool guides (Vendor Guides)

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Grades
Please see below for the Instructor guides from Instructure regarding the New Gradebook.

- How do I use the New Gradebook?
- How do I arrange columns in the New Gradebook?
- How do I filter columns by type in the New Gradebook?
- How do I use the Total column in the New Gradebook?
- How do I sort and display student names in the Student Name column in the New Gradebook?
- How do I view grades for inactive or concluded student enrollments in the New Gradebook?
- How do I use the Notes column in the New Gradebook?
- How do I view the Unpublished Assignments column in the New Gradebook?
- How do I create assignment columns for non-submission assignments in the New Gradebook?
- How do I use the icons and colors in the New Gradebook?
- How do I sort an individual assignment column in the New Gradebook?
- How do I change the color for a grading status in the New Gradebook?
- How do I select a grade posting policy for a course in the New Gradebook?
- How do I select a grade posting policy for an assignment in the New Gradebook?
- How do I post grades for an assignment in the New Gradebook?
- How do I hide grades for an assignment in the New Gradebook?
- How do I change the status of a submission in the New Gradebook?
- How do I send a message to students from the New Gradebook?
- How do I download all student submissions for an assignment in the New Gradebook?
- How do I upload all student submissions for an assignment in the New Gradebook?
- How do I enter and edit grades in the New Gradebook?
- How do I enter grades for an individual assignment as a specific grading type in the New Gradebook?
- How do I get to SpeedGrader from the New Gradebook?
- How do I curve grades in the New Gradebook?
- How do I set a default grade for an assignment in the New Gradebook?
- How do I apply a Missing Submission policy in the New Gradebook?
- How do I apply a Late Submission policy in the New Gradebook?
- How do I override a student's final grade in the New Gradebook?
- How do I leave comments for students in the New Gradebook?
- How do I import grades in the New Gradebook?
- How do I publish final grades for a moderated assignment in the New Gradebook?
- How do I view the history of all grading changes in the New Gradebook?
- How do I view a student's Grades page in a course from the New Gradebook?
- How do I export grades in the New Gradebook?
• **How do I use the Learning Mastery Gradebook to view outcome results in a course from the New Gradebook?**
• **How do I view outcomes or student results individually in the Learning Mastery Gradebook from the New Gradebook?**

💡 If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• [Register here for a workshop](#)
• [Schedule a one-on-one consultation](#)
Below are the vendor guides for SpeedGrader.

- How do I get to SpeedGrader from an assignment, quiz, or graded discussion?
- How do I use SpeedGrader?
- How do I use the student list to view student submissions in SpeedGrader?
- How do I sort the student list in SpeedGrader?
- How do I grade group assignments in SpeedGrader?
- How do I view the details of a submission for a student in SpeedGrader?
- How do I enable anonymous grading to hide student names in SpeedGrader?
- How do I mute or unmute an assignment in SpeedGrader?
- How do I add annotated comments in student submissions using DocViewer in SpeedGrader?
- How do I enter and edit grades in SpeedGrader?
- How do I use a rubric to grade submissions in SpeedGrader?
- How do I use free-form comments instead of ratings in a rubric in SpeedGrader?
- How do I leave feedback comments for student submissions in SpeedGrader?
- How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?
- How do I review moderated assignments in SpeedGrader as a moderator?
- How do I download all student submissions for an assignment?
- How do I upload all student submissions for an assignment?
- How do I grade quiz questions in SpeedGrader?
- How do I adjust the point value for an entire quiz using fudge points in SpeedGrader?
- How do I grade one quiz question at a time in SpeedGrader?
- How do I grade a graded discussion in SpeedGrader?
How to Access SpeedGrader from the New Gradebook

In the new gradebook, you can only open SpeedGrader from an individual student's grade detail tray. You can also open SpeedGrader from Assignments.

Other helpful articles:

- SpeedGrader Vendor Guides
- How to Use Speed Grader
- New Gradebook Vendor Guides
- New Gradebook Features
- New Gradebook Feature Comparison

1. Navigate to the gradebook in your course and click on the student's submission for the assignment you wish to view in SpeedGrader. To the right of the grade, an arrow icon will appear. Click on the arrow to open up a the grade detail tray.

2. In the grade detail tray that opens up, click on "SpeedGrader" to go to SpeedGrader.
For more help, please contact canvas@yale.edu.
How to Use Speed Grader

Speedgrader is a grading tool where instructors can leave inline comments, grades, and feedback for student’s work all on one screen. Speedgrader can be used with assignments, graded discussions, and quizzes. Some file types can be marked up for feedback directly within the submission. Instructors can also provide feedback to your students with text, file attachments, or media comments.

Components of Speed Grader:

Speedgrader has four areas:


2. Area to assign grade (either percentages or points).

3. View comments created by you or the student about the assignment.

4. Create text, video, and/or audio feedback for the student.
Some Additional Features:

5. Instructors can mute assignments to allow you to complete all grading prior to the students seeing their scores.
6. To grade anonymously, instructors can hide the student's names.
7. Inline commenting using DocViewer allows you to leave feedback directly within the preview of the document without having to download the document onto your computer.
8. You can easily flip through the submissions by using the arrow keys next to the student's names.

💡 For more information on Speedgrader:

- Gradebook information
- How do I grade assignments?
- Due dates vs. display dates
- Speedgrader Guides (Vendor Guides)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Gradebook Information

1. Click on "Grades" from the course menu to access the gradebook.

2. Each assignment that you have created in the course will have its own column with the rows being the enrolled students.

3. Each assignment category will also have its own column with the student's average for that category. You can set the weights of these categories.
4. Finally, by going to "View" and hovering over "Filters", you can filter the gradebook by assignment groups, modules, sections, and student groups. Checking these off produce a drop down menu that will allow you to filter.

For more information about the Grades tool:

- How do I grade assignments?
- Dues dates vs display dates
- How do I use Speed Grader?
- Guides to the Grades tool (Vendor guide)
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
New Gradebook Features

With the new Gradebook, there are additional features that may be beneficial to you and your course. The purpose of this article is to review the new features as well as the missing features which Instructure is currently developing resolutions for.

New Gradebook Overview

New Features

Below is a summary of the New Gradebook Features - for full details, please refer to the Canvas Release: New Gradebook vendor guide.

The new Canvas Gradebook includes many features designed to improve the grading experience. In the new Gradebook, you can:

- **Sorting**: Sort assignment columns by their order in modules.
- **Filtering**: Filter assignments by assignment group and/or by module.
- **Customization for Grading Statuses**: Set custom colors for specific submission and grading statuses, including: late, missing, resubmitted, dropped (via assignment group rules), and excused.
- **Sorting Columns**: Sort the data in any Gradebook column by missing or late status.
- **Grade Input**: Toggle between entering and viewing grades as points or as percentage values.
- **Unpublished Assignments**: View or hide unpublished assignments.
- **Automate Late Policies**: Automatically apply grading rules to late and missing submissions.
- **Adjust Submission Status**: Manually adjust submission status to none, late, missing, or excused.
- **Grade Posting Policy**: Select the default grade posting behavior for all gradebook columns (automatically / manually). This can also still be set at the individual assignment level.
- **Hide/Post (formerly Mute/Unmute) additional features** - For manually posted grades, instructors will be able to hide/post to all students or to students who have a graded submission. Additionally, the new Grade Posting Policy allows instructors to release grades based on students' course section enrollment.
Missing Features

- **Student NetID Missing**: Currently the student's secondary ID (NetID) does not automatically appear. In order to show NetID you will need to click the 3 dots associated with the column, select **Secondary Info**, and then **Login ID**.
- **Anonymous Roster**: Cannot hide student's names. Instructors can turn on Anonymous Grading for use with the SpeedGrader when grading individual assignments.

💡 If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](#)
- [Schedule a one-on-one consultation](#)
New Gradebook Feature Comparison

Beginning in Summer 2019, the new Gradebook was turned on for all courses. This article is designed to show the comparisons between the work-flows between the old Gradebook and new Gradebook.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Old Gradebook</th>
<th>New Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering Grades</td>
<td>Only able to enter the grade as a point value. You can set the total number</td>
<td>You can choose to enter the grade as points, a percentage, or (if you have created one in</td>
</tr>
<tr>
<td></td>
<td>of points allowed in Assignments.</td>
<td>Assignments) a grading scheme.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You can set the total number of points allowed in Assignments within the Gradebook.</td>
</tr>
<tr>
<td>Filters</td>
<td>The <strong>Showing All Sections</strong> button located on the upper right allowed you to</td>
<td>The new <strong>View</strong> menu in the upper left allows you to filter by assignment group, course section,</td>
</tr>
<tr>
<td></td>
<td>filter by course sections only.</td>
<td>modules or student groups (created through the people tool) <strong>new!</strong> You can combine multiple</td>
</tr>
<tr>
<td></td>
<td></td>
<td>filters for more streamlined grade book viewing.</td>
</tr>
<tr>
<td>Importing/Exporting</td>
<td>The <strong>Import</strong> and <strong>Export</strong> buttons were at the top right to import/export</td>
<td>Use the new <strong>Actions</strong> menu to import/export grades.</td>
</tr>
<tr>
<td>Grades</td>
<td>grades.</td>
<td></td>
</tr>
<tr>
<td>Notes Column</td>
<td>You could enable/disable the Notes column via the <strong>Settings</strong> (gear) menu.</td>
<td>You can turn the Notes column on/off via the new <strong>View</strong> menu.</td>
</tr>
<tr>
<td>Unpublished Assignments</td>
<td>Unpublished assignments are not displayed.</td>
<td>Unpublished assignments are displayed by default. You can show/hide these columns by using the</td>
</tr>
<tr>
<td>Columns</td>
<td></td>
<td>new <strong>View</strong> menu at the upper left.</td>
</tr>
<tr>
<td>Feature</td>
<td>Old Gradebook</td>
<td>New Gradebook</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Gradebook History</strong></td>
<td>To view the Gradebook History, use the <strong>Settings</strong> (gear) icon at the upper right.</td>
<td>To view the Gradebook History, use the new <strong>Gradebook</strong> menu at the upper left.</td>
</tr>
</tbody>
</table>
| **Sorting Individual Assignments** | To sort an individual assignment from low to high score, click on the link at the top of the assignment column in the Gradebook. | To sort an individual assignment, use the **Options** menu (column of three dots) next to the assignment name in the Gradebook.  
You can sort by Grade (Low to High or High to Low), Missing, or Late. |
| **Sorting Gradebook Columns** | The **Settings** (gear) icon at the upper right sorted gradebook columns by assignment group, due date, or points. | Go to the new **View** menu and use the **Arrange By** sub-menu to sort gradebook columns by assignment name, due date, points, or module.  
You can also drag-and-drop to sort columns manually. |
| **Grade Totals**              | To move the Totals column to the front of the Gradebook, use the drop-down menu at the top of the column. To turn off the Totals column, go to Course Settings. There is no way to sort the Totals column. | To move the Totals column to the front of the Gradebook, use the **Options** menu (column of three dots) at the top of the column. You can also use this menu to sort the Totals column by Low to High or High to Low.  
To turn off the Totals column, go to Course Settings. |
| **Opening SpeedGrader**       | In the Gradebook view, you can open SpeedGrader from the individual assignment menu (drop-down menu at the top of the column) or from an individual student’s grade detail tray. You can also open SpeedGrader from Assignments. | In the Gradebook view, you can only open SpeedGrader from an individual student’s grade detail tray currently.  
You can also open SpeedGrader from Assignments. |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Old Gradebook</th>
<th>New Gradebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downloading Student Submissions</td>
<td>Use the drop-down menu at the top of the assignment column in the Gradebook to download submissions.</td>
<td>Use the <strong>Options</strong> menu (column of three dots) at the top of the assignment column in the Gradebook to download submissions.</td>
</tr>
<tr>
<td>Labeling Submission Status</td>
<td>There are three statuses in total for a submission: None, Late, and Missing. The colors are pre-set and cannot be changed.</td>
<td>There are six statuses in total for a submission: None, Late, Missing, Resubmitted, Dropped, and Excused. You can customize the colors for all of these except None by selecting the <strong>Statuses</strong> option within the new <strong>View</strong> menu. To set a submission status as None, Late, Missing, or Excused, open the individual student’s grade detail tray.</td>
</tr>
<tr>
<td>Late and Missing Submission Policies</td>
<td>You cannot set a late or missing submission policy in the old Gradebook.</td>
<td>You can use the <strong>Settings</strong> (gear) icon at the upper right and select the <strong>Late Policies</strong> tab to set a late or missing submission policy. Note that any late policy you set will apply retroactively to previously graded work (see below).</td>
</tr>
<tr>
<td>Concluded and Inactive Enrollments</td>
<td>View concluded and inactive enrollments using the <strong>Settings</strong> (gear) icon at the upper right.</td>
<td>View concluded and inactive enrollments using the <strong>Options</strong> menu (column of three dots) at the top of the <strong>Student Name</strong> column.</td>
</tr>
<tr>
<td>Treat Ungraded as 0</td>
<td>Had option to treat ungraded work as 0 when calculating grades</td>
<td>Does <strong>not</strong> have option to treat ungraded work as 0 when calculating grades.</td>
</tr>
<tr>
<td>Mute / Unmute Assignment Grades</td>
<td>Use the drop-down menu at the top of the assignment column to Mute (hide) or Unmute (release) student grades for individual assignments.</td>
<td>In new Gradebook this feature referred to as the Grade Posting Policy and has renamed the options to Hide (Mute) and Post (Unmute).</td>
</tr>
<tr>
<td>Feature</td>
<td>Old Gradebook</td>
<td>New Gradebook</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>This setting could also be managed through the</td>
<td>This the Grade Posting Policy can be set at the Gradebook level or at the individual assignment level (see below).</td>
<td>SpeedGrader tool.</td>
</tr>
<tr>
<td>SpeedGrader tool.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grading Posting Policy - Gradebook Level Setting</strong></td>
<td>You cannot set a default posting policy in the old Gradebook.</td>
<td>You can use the <strong>Settings</strong> (gear) icon at the upper right and select the <strong>Grading Posting Policy</strong> tab to set the default grade posting policy. You can select between:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Automatically</strong> - grades available to students as soon as they are entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Manually</strong> - grades hidden until the instructor chooses to post the individual assignments from the <strong>Options</strong> menu (column of three dots).</td>
</tr>
<tr>
<td><strong>Grade Posting Policy - Individual Assignments</strong></td>
<td>For each individual assignment menu (drop-down menu at the top of the column), you could toggle between muting/unmuting the assignment.</td>
<td>Select <strong>Grading Posting Policy</strong> from the <strong>Options</strong> menu (column of three dots). New grade release policies include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Automatically</strong> - grades available to students as soon as they are entered</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Manually</strong> - grades hidden until the instructor chooses to post them. When grades are posted, instructors have new options when posting (note, you will not see these options until you have at least 1 grade entered for a student in the assignment column):</td>
</tr>
<tr>
<td>Feature</td>
<td>Old Gradebook</td>
<td>New Gradebook</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Feature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Post Grades to *Everyone* - all grades made visible
- Post Grades to *Graded* - only students with a grade for their assignment will see the grade

Additionally - for *Manually* posted scores (selecting to post to either *Everyone* or just *Graded*), instructors can choose to release scores only for certain course sections.

💡 For more information on the new Gradebook, please see this article: [New Gradebook (Vendor Guides)](Vendor Guides)

💡 If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- [Register here for a workshop](Register here for a workshop)
- [Schedule a one-on-one consultation](Schedule a one-on-one consultation)
How to use the Grade Posting Policy

The gradebook now has a grade posting policy that allows you to predetermine how you want grades to be posted.

Vendor Guides:
- How do I select a grade posting policy for a course in the New Gradebook?
- How do I select a grade posting policy for an assignment in the New Gradebook?

There are two types of grade posting policies that you can select. They are called "Automatic" and "Manual". By default, the gradebook is set to the "Automatic" grade posting policy.

The "Automatic" policy will make grades available to individual students immediately. As soon as a submission is graded, the grade is released and the student may see the grade.

The "Manual" policy will hide the grades until the instructor is ready to release them. Instructors must manually post the grades for each assignment. They can also choose to release grades to certain students or sections. Grades that have already been posted prior to changing to this posting policy will remain visible unless manually hidden again.

Automatic Grade Posting Policy

This is the default grade posting policy. All grades are immediately published for a student to see. As soon as a submission is graded, the grade is released and the student may see the grade. Prior to grading, a student will see a dash if they have not submitted or a paper icon if they have submitted. This is similar to what an instructor will see in the gradebook for ungraded assignment.
Manual Grade Posting Policy

The entire gradebook or individual assignments can be changed to the manual grade posting policy. Grades for graded assignments are hidden until the instructor chooses to post the grades. At that time, the instructor can choose to release the grades to all students, only students with grades, or certain sections.

A visibility icon will denote that the manual grade posting policy has been set. The icon will become orange to indicate that a graded submission is hidden. The icon will turn back when the grades have been posted.

Please note that any assignments or grades published prior to changing to the manual grade posting policy will continue to be visible to students but will still display the visibility icon. Instructors can hide the grades of an assignment.
How to set a Gradebook Level Grade Posting Policy

1. At the gradebook level, set the grade posting policy by clicking on the cogwheel icon at the top right corner of the gradebook.

2. In the box that pops up, select the "Grade Posting Policy" tab across the top.

3. Automatic will be selected by default. You can change to the manual grade posting policy by clicking "Manually Post Grades".

4. Click update, and the gradebook will now display the visibility icons. Note that any assignments that were already posted will continue to be visible to students. Please see below on how to post and hide grades to hide visible grades.
5. You can change the grade policy back to automatic by following the steps again and selecting "Automatically Post Grades".

**How to set an Assignment Level Grade Posting Policy**

- The assignment level posting will override the gradebook level setting. The default grade posting policy will be whatever is set at the gradebook level.

1. At the assignment level, set the grade posting policy by clicking on the three dots in the title of the assignment column, and click "Grade Posting Policy".

2. Automatic will be selected if no gradebook level policy has been set. Otherwise, it will default to whatever you have set. You can change to the manual grade posting policy by clicking "Manually Post Grades".

3. Click save, and the assignment will now display the visibility icons. Please see below on how to post and hide grades.
Posting and Hiding Grades

Grades can be manually posted and hidden even if the automatic policy is set. This is also how to release or hide grades for an individual assignment when a manual policy is set.

1. To post grades, click on the three dots in the title of the assignment column, and click "Post grades". A bar will appear on the right hand side of the screen.

2. You can select who you are posting to. "Everyone" posts grades to all students even if no grade or submission exists for an individual. "Graded" will make grades only visible to students who have grades.

3. As with hiding grades, you can also post the grades by section by clicking the "Specific Sections" switch and choosing the sections. If you would like to show the grades to the students you selected above regardless of section, leave "Specific Sections" off.

4. Click "Post" to confirm that you are hiding the grades.
1. To hide grades, click on the three dots in the title of the assignment column, and click "Hide grades". A bar will appear on the right hand side of the screen.

2. You can hide the grades by section by clicking the "Specific Sections" switch and choosing the sections. If you would like to hide the grades from everyone, leave "Specific Sections" off.

3. Click "Hide" to confirm that you are hiding the grades.
While the grades for this assignment are hidden, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Students will be able to see that the grades for this assignment are hidden.

You can begin sending notifications again by clicking the Post Grades link.

For more help, please contact canvas@yale.edu.
Gradebook Views and Filtering

The new gradebook now has the ability to change view of the gradebook.

Arranging and filtering

Vendor Guides:

- How do I arrange columns in the New Gradebook?
- How do I filter columns by type in the New Gradebook?

Arranging

- Default - This is the order in which the assignments were created.
- Arrange by assignment name - This will allow you to arrange the assignments alphabetically.
- Arrange by due date - This will allow you to arrange the assignments by due date. Assignments with no due dates will be considered "new".
- Arrange by points - This will allow you to arrange the assignments by the point value.
- Arrange by module - This will allow you to arrange the assignments by the order in which they appear in modules.
- Manual - This is not an option that is listed. You can click and drag columns to arrange them in the order you desire. This will become the new default order and any new assignments will be added to the end.
• Filtering
  • By assignment
    • Assignment groups - View only assignments in a specific assignment group.
    • Modules - View only assignments in a specific modules.
  • By students
    • Sections - View only students in a specific section.
    • Student groups - View only students in a specific student group.
Sorting individual columns

Vendor Guides:

- How do I sort and display student names in the Student Name column in the New Gradebook?
- How do I sort an individual assignment column in the New Gradebook?

• Sorting the Student column
  • Sort by - Sorts students alphabetically by last name
  • Display as - Display by first or last name
  • Secondary info - Alternative IDs to display below student names

• Sorting the assignment columns
  • Grade - Sort grades by ascending or descending score.
  • Missing - Sort by missing status, if any exist.
  • Late - Sort by late status, if any exist.
For more help, please contact canvas@yale.edu.
How to Change Grading Schemes

Within Canvas @ Yale, there is a default grading scheme set by Canvas. If your course has its own grading scheme, you can modify this grading scheme easily. This article provides the directions on how to create a grading scheme and how to embed this grading scheme into your course.

Below is the default grading scheme:

```
<table>
<thead>
<tr>
<th>Name</th>
<th>General Grading Range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 %</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 95.0 %</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 94.0 %</td>
</tr>
<tr>
<td>B</td>
<td>&lt; 87.0 %</td>
</tr>
<tr>
<td>B-</td>
<td>&lt; 84.0 %</td>
</tr>
<tr>
<td>C+</td>
<td>&lt; 80.0 %</td>
</tr>
<tr>
<td>C</td>
<td>&lt; 77.0 %</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74.0 %</td>
</tr>
<tr>
<td>D+</td>
<td>&lt; 70.0 %</td>
</tr>
<tr>
<td>D</td>
<td>&lt; 67.0 %</td>
</tr>
<tr>
<td>D-</td>
<td>&lt; 64.0 %</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 61.0 %</td>
</tr>
</tbody>
</table>
```

To create a new grading scheme, please see:

How do I add a grading scheme in a course?

Please note: a grading scheme will not take affect until it has been embeded into the course. To learn how to embed a grading scheme within your course, please see:

How do I embed a grading scheme for a course?
How do I submit audio/video feedback to a student?

NOTE: To submit audio feedback, you will need to have a microphone. To submit video feedback, you will need both a microphone and a webcam.

Go to Assignments

Go to the "Assignments" area.

Click on the assignment

Find the assignment where you would like to give audio/video feedback and click on it.

Go to Speedgrader

Click on the "Speedgrader" link.

Once inside SpeedGrader, look to the right side grading panel. Under the "Assignment Comments" text box, click the media recording icon. A pop-up window will appear.
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 in 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

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].
When you are done, the media recording feedback will appear in the right side grading panel in SpeedGrader.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• [Register here for a workshop](#)
• [Schedule a one-on-one consultation](#)
Bulk Import Grades into Gradebook

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook.

💡 Please note:

• The Gradebook CSV file downloads complete/incomplete assignments as full or no credit (e.g. for a 10-point assignment, 10 or 0). Scores with full or partial credit upload as a complete assignment; scores with zero upload as an incomplete assignment.
• CSV file uploads can create assignments and update grades; they cannot update any other area of the Gradebook, such as assignment status or comments.
• Letter Grade and GPA Scale assignments do not support any entries that are not part of the assignment’s grading scheme.
• Read-only columns are automatically ignored in the upload.
• When multiple grading periods is enabled, CSV file uploads cannot create new assignments. Currently new assignments must be created in the Canvas interface. Additionally, CSV files are verified against grading period close dates; grades cannot be changed for any assignment in a closed grading period.
• An upload will not recognize assignments named Current Score, Current Points, Final Score, Final Points, or Final Grade.
• To upload changes to the Gradebook with student or assignment names containing special characters, please ensure the file is saved as a UTF-8 CSV.

Please see the Vendor Documentation to learn how to import grades into your gradebook.
Anonymous Grading

Canvas allows you to hide student names in Assignments, or in the Gradebook. By default, student names are shown in the Gradebook. Although you cannot change this in the Gradebook, you can hide student names when in SpeedGrader to remove bias in grading. You can also turn on anonymous grading at the course level that will allow you to create assignments with anonymous grading.

Enabling Anonymous Grading in SpeedGrader

1. Open SpeedGrader from the assignment you would like to grade anonymously.

![SpeedGrader interface]

2. Click the Settings icon near the top left of the browser.

3. From the pop up, check the box "Hide student names in the SpeedGrader" [3]

4. Save Settings. Please note that this setting will turn on anonymous grading for all assignments even after leaving SpeedGrader. To turn it off, uncheck the box and save the settings.
You can check to see that the student names are hidden by clicking the student drop down menu. You will see the names of students are now listed as Student 1, Student 2, etc.

Enabling Anonymous Grading at the Course Level

1. From your Course Navigation, click Settings.
2. elect the tab Feature Options.
3. Turn on Anonymous Grading.
4. Turning this option will show a new "anonymous grading" option when creating an assignment.

5. When viewing the anonymous grading assignment in the Gradebook, the column is blanked out.
6. If the grader tries to open an individual student's assignment in SpeedGrader, a warning appears telling the grader that they cannot access a specific student. Opening SpeedGrader from this warning will take the grader to SpeedGrader with an anonymous view. This feature cannot be turned off in the options, and is only on for the specific assignment.

More information about anonymous grading can be found on the Poorvu Center for Teaching and Learning's website.

For more information on anonymous grading, visit the vendor guides regarding:

- Hiding student names in the Gradebook
- Enabling anonymous grading
How do I Grade Assignments?

1. Click on Assignments within the Course Menu

2. Click the link (or name) of the assignment that you would like to grade.

3. Click on “SpeedGrader” on the right-hand side to begin grading.
A. Student’s name which work is being currently displayed. You can work between students using the left and right arrow.

B. In-line grading functionality. You can leave comments on the student’s work without having to download the document onto your computer.

C. Preview of student’s file. You can use the in-line grading functionality on this preview and the students will see your comments.
D. By muting the assignment, you can hold off on student’s receiving feedback until you unmute the assignment.

E. If you would like to download the student's file, you can find the submitted files here.

F. This is where you can grade and provide feedback. By clicking “Submit Comment”, you will be submitting the grade.

💡 For more information about the Assignment tool:

Assignment Guides (Vendor Guides)

ℹ️ If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
Pages
Pages (Vendor Guides)

Below are the vendor guides for Pages.

Vendor Guides

- How do I use the Pages Index Page?
- How do I use Draft State in Pages?
- How do I create a new page in a course?
- How do I change the name of a page in a course?
- How do I edit a page in a course?
- How do I duplicate a page in a course?
- How do I delete a page in a course?
- How do I upload a PDF to a page in a course?
- How do I link to other Canvas pages in a course?
- How do I set a Front Page in a course?
- How do I embed a video in a page in a course?
- How do I create a file link in a page in a course?
- How do I view the history of a page in a course?

💡 For more help, please contact canvas@yale.edu.
Files Management
Files (Vendor Guides)

Below are the vendor guides for Files.

Vendor Guides

- How do I view my user files as an instructor?
- How do I view course files as an instructor?
- How do I view group files as an instructor?
- How do I use Files as an instructor?
- How do I move and organize my files as an instructor?
- How do I rename a file as an instructor?
- How do I create a folder in Files as an instructor?
- How do I upload a file to a course?
- How do I preview a file as an instructor?
- How do I upload ZIP files as an instructor?
- How do I bulk upload files to a course?
- How do I delete a file or folder as an instructor?
- How do I download a single file as an instructor?
- How do I download a folder in ZIP format as an instructor?
- How do I restrict files and folders to students in Canvas?
- How do I set usage rights and user access for a course file?
- How do I set usage rights and user access for a course file folder?
- How do I edit an HTML file in a course?
- What types of files can be previewed in Canvas?

💡 For more help, please contact canvas@yale.edu.
Collaboration (Vendor Guides)

Below are the vendor guides for Collaborations.

Vendor Guides

- How do I use the Collaborations Index Page?
- How do I create a Google Drive collaboration as an instructor?
- How do I create a Google Docs collaboration as an instructor?
- How do I delete a collaboration as an instructor?

💡 For more help, please contact canvas@yale.edu.
How do I upload a file to a course?

By default, you are given 1000 MB (1 GB) of storage space within your Canvas course. This space allows you to upload files to share with your course. Course storage differs from group and personal storage. Please refer to our "Files and File Storage Quotas in Canvas" article for information on each storage type.

Note: If you have reached the 1000 MB (1 GB) limit in your Canvas course, you may contact canvas@yale.edu to increase storage size up to a limit of 2000 MB (2.1 GB). Any larger limits may require a consult to evaluate file storage usage. It is advised that media files should be uploaded into the Media Library tool in your Canvas course. For other alternatives, please refer to our "Best Practices for File Storage" article.

Upload a New File

1. In Course Navigation, click the "Files".

2. Click the "Upload" button.

3. Click the title of the file you want to upload and click the "Open" button.
4. You can also add to your files area by simply dragging and dropping the files from a file window directly into the Canvas file repository. Click the title of the file you wish to add and drag the file to your open browser. Your file will automatically upload.

Upload Files via Drag and Drop from files explorer to canvas files

Upload a New Version of an Existing File

1. If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it. To create a duplicate of the file with the same name, click the "Change Name" button. This option will create a duplicate copy of the file with a different name.

2. To upload the files as a new version of the existing file, click the "Replace" button. This replaces the existing file with the new one and updates anything linking to it when the new file.
Confirm Upload and View File

1. A progress bar will appear at the top of screen tracking the progress of your file upload.

View Upload Progress

2. Once the upload is completed, you can view the file by clicking on the file name.

View File

💡 For more help, please contact canvas@yale.edu.
How do I create folders in my course "Files" area?

Folders can be created in the "Files" area of Canvas to help you organize the files you upload into your Canvas course.

Note: By default, you are given 1000 MB (1 GB) of storage space within your Canvas course. If you have reached the 1000 MB (1 GB) limit in your Canvas course, you may contact canvas@yale.edu to increase storage size up to a limit of 2000 MB (2.1 GB). Any larger limits may require a consult to evaluate file storage usage.

Create a New Folder

1. In Course Navigation, click the "Files".

Click

2. Click the "+Folder" button.

Click

3. Under the files list, a text entry field will appear. Type in the name of your folder and hit the "Enter" or "Return" key on your keyboard.
4. Your new folder will now appear in your files list. Click on the folder to open it, and on this screen, you can begin uploading new files.

Add files to new folder

💡 For more help, please contact canvas@yale.edu.
How do I delete file or folder from a course

You can delete a single file or select multiple files to bulk delete

Delete a Single File or Folder

1. Click the three dots icon to the right of the item you wish to delete.
2. Click "Delete"

Delete Multiple Files or Folders

1. Select the item you wish to delete by clicking on the item lines while holding down the "CTRL" button ("Command" button on Mac) on your keyboard. Do not click on the item names, as this will open the item.
2. A new menu will appear at the top, next to the search bar. Click on the trash icon to delete the items selected.
For more help, please contact canvas@yale.edu.
Files and File Storage Quotas in Canvas

By default, you are given 1000 MB (1 GB) of storage space within your Canvas course. If you have reached the 1000 MB (1 GB) limit in your Canvas course, you may contact canvas@yale.edu to increase storage size up to a limit of 2000 MB (2.1 GB). Any larger limits may require a consult to evaluate file storage usage. It is advised that media files should be uploaded into the Media Library tool in your Canvas course. For other alternatives, please refer to our "Best Practices for File Storage" article.

There are 3 types of file storage in Canvas:

- **Course File Storage**
- **Group File Storage**
- **Personal File Storage**

**Course File Storage**

Course file storage is set at a default of 1 GB per course. Files that count against the course storage limits are as follows:

- Any files uploaded into the course content.

**Group File Storage**

Group file storage is set at a default of 50 MB per course. Files that count against the course storage limits are as follows:

- Any files uploaded into the group by the group members and/or instructor.

**Personal File Storage**

Personal File Storage is set at a default of 100 MB per user. Files that count against the personal storage limits are as follows:

- Files uploaded directly into your personal file storage area
- Files uploaded to ungraded assignments
- Files uploaded to ungraded discussions
- Files attached to “Conversations” (Inbox/Email)
Note to Students

- Files that are submitted as part of a graded assignment or Graded discussion will appear in your personal file storage area, but they will not count against your quota.
- Files that are submitted as part of a graded assignment cannot be deleted from your personal file storage area.
- Files submitted to previous courses (courses that have been concluded) are not automatically deleted from the student's personal file storage area.

💡 For more help, please contact canvas@yale.edu.
Using the Content Selector Panel to Attach Files

You can insert links to files in your course’s Files area by using the Content Selector Panel in the Rich Content Editor. The Rich Content Editor and Content Selector Panel are available in Announcements, Assignments, Discussions, Pages, Quizzes, and Syllabus.

Attach a File

The rich content editor is the text entry box that allows you to edit and format your text for announcements, assignments, discussions, pages, quizzes, and syllabus. Files can be added to these areas using the content selector panel.

1. To attach files using the content selector panel, open one of the Canvas features which support using the rich content editor and content selector panel.

2. Create your content in the rich content editor. Place your cursor in the editor where you want the link to your file to appear.
3. The content selector panel is to the right of your editor (if you do not see the panel to the right, you may need to scroll to the bottom of the page). In this panel, select the "Files" tab.

4. To link an existing file, click on the file from the list available.

5. To upload and link a new file, click "Choose File", browse your computer to select the file, and click "Upload".

6. The link to the file will appear where your cursor was placed in step 2.
7. Click the "Save" or "Update" button at the bottom to save your changes.

**View Attached File**

Once the link has been attached and saved, you can click on the file link to download it. However, clicking on the down arrow next to the file provides a few more options for viewing the file:

1. "Preview" will open and display the file in a box within the browser without needing to download the file.
2. "Download" will download the file the same way if you clicked on the file link.
3. "Alternative formats" will provide options for alternative, accessible formats. For more information on alternative formats, please refer to our "Alternative Formats of Content in Canvas" article.
For more help, please contact canvas@yale.edu.
Embedding Box into a Canvas Course

By using Box.com within a page on your Canvas course, you can have an effective way to deliver large size or many files to students in Canvas. You can also use this Box folder as a way to allow students to upload files to share with the class as a whole. This guide outlines how to link to Box from your Canvas course.

This is a multi-step process with several components along the way. The sequence is as follows:

1. Create a Box Folder to link to, or use an existing folder.
2. Access the Embed Code for your Folder to get the embed code.
3. Create a New Page in Canvas to embed the Box folder.
4. Add the Page to Course Navigation in which the Box folder is embedded.

Creating a Box Folder

Sign into your Yale Box account using this website: http://box.yale.edu. If you have an existing Box folder you would like to link to, skip to "Access the Embed Code for your Folder".

1. Click on "New".
2. Select "Folder".

3. A pop up will appear. Give the folder a name and click "Create".
Access the Embed Code for your Folder

In order to add the shared box folder to your Canvas site, you will need to have an embed widget. The following directions are how you can obtain and copy this code.

1. In Box, click on the three-dotted button to the right of your folder.
2. Hover over "More Actions".
3. Select "Embed Widget".
4. A pop up will appear. Make changes to the setting as you desire and copy the embed code. Once the code is copied, you can close out of the pop up.

- **Size** - You can choose between the sizes of small, medium, and large.
- **Sort** - The files can be sorted by Name, Size, or Date.
- **View** - You can choose to the folders as a list or a grid.
Create a New Page in Canvas

In order to embed the Box folder into your Canvas site, you will need to create a page within Canvas.

1. In your Canvas course, create a new page by going to "Pages" and click "+Page" in the upper right hand corner.

2. Name your new page in the top text box.

3. Change to the HTML editor by clicking the "HTML Editor" link at the top right.

4. Once you are in the HTML editor, paste the embed code here that you previously copied from Box.
5. Click "Save & Publish" to make available.

6. Once saved, the page will look similar to below. You may be asked to click and drag a white cloud into a dark cloud. After doing so, your folder will appear.

Add Page to Navigation

Link the page you just created to the course navigation.

1. Copy the page URL.
2. Go to "Settings" on your course navigation.

3. Click on the "Apps" tab across the top.

4. In the "Filter by name" box, type in "Redirect".

5. Click on the "Redirect Tool".

6. Click the "+Add App" button.
7. Name the link as you would like it to appear in the course navigation, and paste the URL to page you created in the earlier steps.

8. Uncheck "Force open in a new tab" and check "Show in Course Navigation".

9. Click "Add App".

10. Refresh your page and you will see the link in your course navigation.
For more help with Box.com, please contact Yale ITS Helpdesk. For general help, please contact canvas@yale.edu.
How do I create a zip file?

Zip files are an easy way to package together multiple files. In Canvas, zip files can be used to quickly upload multiple folders and files.

1. On your computer, find the files that you need to package up together. Highlight all of the files that you need.

Tips: You can select multiple files by holding down the "Ctrl" key or the "Shift" key on your keyboard while you click on individual files.

PC Instructions

2. Right click on one of the select files
3. Select "Send to"
4. "Compressed (zipped) folder".
Mac Instructions

5. Hold down the "Ctrl" key while you click on one of the selected files.

6. From the menu, select "Compress Items".
For more help, please contact canvas@yale.edu.
Media Library
What is the Media Library tool?

The Media Library tool is designed to enable instructors, TFs or project site maintainers to upload audio and video files that will be streamed to students and other participants in their Canvas course or project sites. The tool also enables these users to record lectures, create video assignments, and organize content in folders for individual or departmental use.

Media library is Yale's implementation of Panopto, a media management and video capture platform. All media files are saved securely on and served from the Panopto servers, via Amazon web services.

If an instructor would like to record their in class lectures or if you have any questions about the media library please contact us at the below URL and we will be happy to work with you.

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation
How do I add media files to the media library?

The Media Library is the place to upload any video or audio files you'd like for sharing with class participants.

Uploading and Media management - The “Create” button

All basic functions can be found through the “create” button in the Media Library tool. The create button can be found in the top center of the Media library page.

Uploading Media

To upload video and/or audio files select “upload media” from the create button. You can drag and drop up to 100 files into the window. After uploading has finished you may close the window. Once processed, they will be viewable by students.

Record a new session

This option will download and open the screen and video recorder. Please click here for a guide on using this recorder.
Create a new folder

Simply click on “Create” then “New Folder” to make a new folder. Creating folders is a useful way to organize your media. You may create as many folders and subfolders as you like.

Embedding Media in Other Areas of Your Site

Media files that have been uploaded to the Media Library can be embedded in other parts of a course site by using the rich text editor. The rich text editor tool is available in Announcements, Forums, Syllabus, and Quizzes. Simply select a place in the text box where you want to insert your media, then click on the green Media Library icon:

Browse your course libraries until you locate the folder containing the media:

Select the media file you want to embed and save the selection. The media file and player will then be embedded in your announcement, discussion, page, syllabus or quiz page for students to view. (Note: embedded videos are not included in the email notification of an Announcement that participants will receive, but the media can be accessed by viewing the announcement within the course site.)
Lecture Capture

If you have arranged to have your class lectures recorded, they will become available automatically in the Media Library section of your course site. If interested in having your class lecture recorded, please request a consultation with Poorvu Center for Teaching and Learning at the following address:

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation
How do I create a video assignment?

Go to Settings

To create a folder students can upload to, you need to create an “assignment folder.” Click on the settings icon in the Media Library.

Create an Assignment Folder

Within the overview tab in setting click on “Create Assignment Folder.”

Once clicked a new folder will be created within the current folder and students will have the ability to upload media. By default, students will not be able see each others media. This can be changed in the setting tab of the assignment folder.
For more advanced usage of the Media Library please request a consultation with the Poorvu Center for Teaching and Learning using the below link:

http://ctl.yale.edu/request-instructional-consultation-or-classroom-observation
How can I share a video?

Share the video

To share a specific video, navigate to the video in Media Library and click the share icon.

Select User/s

In the "Invite people" field, type the name of the person or group you wish to share the content with. Individuals can be found by email or netid. Groups can be found by typing in the name of the course.
Save Changes

Choose your user or group and then select "save changes" or "send and save changes" if you have checked off the box to notify users via email about their access.
How can I share a folder?

Share the folder

Navigate in to the folder within Media Library and select the share icon in the upper right corner.

Set folder access

Most folders are set to inherit the permissions set by their parent folder. If you wish to add people to the folder, click on "Who has access" and set it to "Specific people". This will retain the inherited permissions, but allow you to add users or groups.
Invite users or groups and set permissions

Under "invite people" type the name of the people or groups you wish to share the folder with. Select your users or groups from the returned options, then set their permission levels to "can view" if you only want them to view the contents or "can create" if you want them to be able to add content to the folder.

Save changes

Select "send and save changes" if you have selected to notify people via email about their access, or just "save changes" if you have not selected the notification option.
How can I see other folders I have access to?

Select folder dropdown menu in Media Library

In Media Library, select the folder dropdown. You will then see a list of all folders you have access to view within the Media Library video management system.
What are the search features?

Search results

The media library is able to search for the following items:

1. Video title and description
2. Folder title and description
3. Powerpoint or Keynote text
4. Spoken words in video (Note: this speech to text search feature is about 80% accurate)

Any words or text searched within a video also displays the time it appears in the video.

Searching within a folder

To search for everything in your current folder click on the search bar.
Searching everything

To search for everything that you have access to in the Media Library, select the folder title, then scroll to the top and select “everything.”
How do I move my media?

In order to move media to a new course or folder, please first ensure you have the new course set up in Media Library by going to your course page in Canvas and navigating to the Media Library section.

Moving an individual piece of content

Navigate to the file you wish to move and select the "Settings" button.

Select new location

In the overview section, you will see the current location of your media. Select "edit" and choose the new location for your media and then save your changes. You can move the video to any folder to which you have creator level access. Your content will now be located in the new folder destination.

Moving a folder

Navigate in to the folder you wish to move within Media Library. Select the "folder settings" gear icon in the upper right corner.
Select new location

In the overview settings, you will see the current "parent" folder in which the folder resides. Click edit and select the new "parent" folder, then save your changes. You will be able to move the folder in to any folder to which you have creator level access. The folder will now be located within the new folder you selected.
How can I copy/move multiple items to another folder?

In order to copy media to a new course or folder, please first ensure you have the new course set up in Media Library by going to your course page and navigating to the Media Library section.

Navigate to your media on the main Media Library page

To copy media, and move multiple items at a time, you must access your media through the main Media Library page. You can either go directly to http://medialibrary.yale.edu/, or click the "Open in Panopto" button from your course Media Library page.

To copy items, check off the media you wish to move and select "Copy"
From the dropdown menu, select the new location

Select "Copy"

Once you select "Copy" the media will be copied to the new location. The copy window will present a notification when it is safe to leave the page.
To move items, follow the same steps, but select "Move"

Note that copying creates another version of the file in a different folder. Moving a file will remove it from the original location.
How instructors and students can comment in video?

Select discussion

When playing a video, select discussion on the left hand side of the video player. This will display name and comments along with time points in the video when the comment is made.
How can I see viewing habits?

Navigate to the video and select the "stats" icon

To view video view habits, hover over the video you want and select the “stats” tool. This will display a graph of usage along with named user viewing habits. You can also download xls files for further analysis.
How do I record my own videos using Panopto Recorder?

If you would like to record your content using the Panopto application on your own computer, you can first start by clicking the Create button in Media Library, and then selecting Record a new session.

If you have previously installed Panopto, this will launch the application. If you have not installed Panopto, this will allow you to install versions for either Windows or OS X.

Once you have launched the application, you can first choose which folder you would like to upload the recording to once finished. The drop down menu will show you all folders to which you have been given creator privileges. You can also create a custom name for your session.

Then select your primary video source. This will be the main video and audio for your recording. If you have multiple available audio and video devices, the drop down menus will allow you to select which you wish to use.
The Panopto application also allows you to capture additional sources along with your primary video. This would most commonly be content from your desktop. As with the primary source, if you have multiple secondary sources, you can select which you wish to use from the drop down menu.

To begin recording, click the red Record button.
Once recording you can pause and resume your recording, or stop the recording when finished.

Once the recording has ended, it will automatically be uploaded to the folder selected.
How do I migrate Media Library course content from one library to another?

If you would like to migrate an entire course's content, this guide will show you how to move your media and folders to your new course. For additional assistance please contact medialibrary@yale.edu

Set up Media Library in your new course

Navigate to your new course in Canvas and click on the "Media Library" item in the left hand column. This will create the folder for this course.

Go to the main Media Library site

From within the Media Library in your course, select the upward facing arrow to navigate to the main Media Library site. You can also access the site by going to http://medialibrary.yale.edu/ and logging in.
Locate the content you wish to move

In the "Browse" section on the left hand side you will find a list of folders for your current and former classes that have used the Media Library. Navigate to the folder for the course you wish to move content from.
Moving folders

Click on the folder you wish to move, then enter the settings for that folder by selecting the gear icon in the upper right hand of the folder window.

You can also right click (control+click on mac) on the folder in the "Browse" section and select "info"

In the "Overview" selection, select "edit" next to "Parent folder"
Select the folder for your new course from the drop down menu and select "save". The folder will now be located within your new course folder.

Moving individual media files

Locate the media you wish to move in your previous course's folder and select which files you would like to move by clicking the box to the left of the file. Then select "Move" from the menu.

Select the folder for your new course from the drop down menu.
Select "Move". Once the window notifies you it has finished moving your files, the media will be located within your new course folder.
How do I find and move content that was in Media Gallery?

This guide will show you how to locate media you uploaded to Media Gallery in Classes*v2 and how to move it to your Media Library within your Canvas course. For any additional assistance please email medialibrary@yale.edu

Locate your previously uploaded Media Gallery content

Log in to Media Library at http://medialibrary.yale.edu/ by selecting the "Login" button and entering your NetID and Password when prompted.

In the left hand column under "Browse" will be a folder named "Media Gallery" which will have a folder within titled your NetID. This folder will have content you uploaded to Media Gallery in Classes*v2. Please note that this is only content you uploaded and may not be all the content used in your course. Content that was used in your course but uploaded by another user will not appear in this folder.

If you need access to material uploaded by another user, please email medialibrary@yale.edu
Set up Media Library in your new course

Navigate to your new course in Canvas and click on the "Media Library" item in the left hand column. This will create the folder for this course.

Go to the main Media Library site

From within the Media Library in your course, select the upward facing arrow to navigate to the main Media Library site. You can also access the site by going to http://medialibrary.yale.edu/ and logging in.
Locate the content you wish to move

In the "Browse" section on the left hand side, navigate to your NetID folder.
Moving folders

Click on the folder you wish to move, then enter the settings for that folder by selecting the gear icon in the upper right hand of the folder window.

You can also right click (control+click on mac) on the folder in the "Browse" section and select "info"

In the "Overview" selection, select "edit" next to "Parent folder"
Select the folder for your new course from the drop down menu and select "save". The folder will now be located within your new course folder.

Moving individual media files

Locate the media you wish to move in your NetID folder and select which files you would like to move by clicking the box to the left of the file. Then select "Move" from the menu.

Select the folder for your new course from the drop down menu.
Select "Move". Once the window notifies you it has finished moving your files, the media will be located within your new course folder.
How do I add and edit captions?

Panopto has the ability to manually upload captions or add captions through automatic speech recognition (ASR). Please note that captions created through ASR are not 100% accurate and should be reviewed and edited before being used for your content. This guide will show how to import and edit ASR captions as well as upload captions created elsewhere.

Importing ASR generated captions

To import ASR generated captions, enter the online video editor by clicking the "edit" button.

In the video editor, select "captions" from the left hand menu.

Select "import captions" and then "import automatic captions."
***If you do not see the option to import automatic captions, please contact medialibrary@yale.edu and provide a link to your video for reprocessing***

You will now see the caption text listed with timestamps.
Editing your captions

It is highly recommended to edit your ASR generated captions, as they will contain numerous errors. To edit the text, simply click on the text and type to correct or add content.

You can also select the pen icon next to the text to open a edit window.
You can change the text and timing of the caption here.

**Uploading captions**

If you have had captions created from another service, you can easily upload them to your video content. Panopto currently supports *.srt, *.ashx, and *.dxfp file types for captions. To begin, follow the above steps to enter the online editor and select to the captions options from the left hand menu.
Select "import captions" and then "upload or request captions"

From the menu, delete the automatic captions if they are present for your session.
Browse to your caption file and select "Upload Captions."

You can now edit your captions, if needed, following the steps above.
Modules
Modules (Vendor Guides)

Below are the vendor guides for Modules.

Vendor Guides

• How do I use the Modules Index Page?
• How do I use Draft State in Modules?
• How do I add a module?
• How do I add prerequisites to a module?
• How do I add requirements to a module?
• How do I edit a module?
• How do I lock a module?
• How do I delete a module?
• How do I move or reorder a module?
• How do I add assignment types, pages, and files as module items?
• How do I add a text header as a module item?
• How do I add an external tool as a module item?
• How do I add an external URL as a module item?
• How do I duplicate a module item?
• How do I edit module items?
• How do I remove module items?
• How do I move or reorder a module item?
• How do I use MasteryPaths in course modules?
• How do I allow a page to be a MasteryPath module item?
• How do I add conditional content to a MasteryPath module item?
• How do I assign a conditional assignment for students to complete in MasteryPaths?
• How do I view the MasteryPaths range breakdown results for an assignment?
• How do I use modules to view the progress of students in a course?
• How do I view course content offline as an HTML file as an instructor?

💡 For more help, please contact canvas@yale.edu.
How do I Create Modules?

In Canvas, there are many ways to display your content to students. One method is to create modules, which allows you to create multiple pages and guide the students through the content rather than having them go to multiple areas to receive the readings, assignments, and all information for class this week. In this guide, we will show one way to deliver your content to students.

Add a Module

1. From the Course Navigation, click “Modules”.

2. Click “+Modules” in the top right corner.
3. Add a name for the module.

4. Select a lock date and prerequisites if applicable.

5. Once your settings are complete, click “Add Module” to finish. You will now see an empty module, and you are ready to begin adding content.
Adding Content to a Module

6. To add content to the module, find the module and click the "+" button to the right of the module title.
7. Select an item type you would like to add from the drop-down menu. Once an item type is chosen, a list of items that exist will appear to choose from. You will also have an opportunity to create a new item in any of the options.

8. Once you have chosen an item to add to the module, click "Add Item".

9. Remember to publish both the module and the items in order for students to view.
For more information on modules, please refer to the Canvas Module Vendor Guides. For general help, please contact canvas@yale.edu.
Courses can be downloaded in an offline, view-only mode. With this download, you cannot interact with the course content, such as completing assignments or viewing submissions. The course content is downloaded as a zip file, which includes the HTML version of the course. Downloading the course content is only accessible if modules were used.

Note: Course content and materials can be viewed in this download, however student submissions to assignments, quizzes, discussions, etc are not included, and will be unavailable.

### Enabling Offline Course

The Offline Course option is currently enabled in all courses. In order to disable this feature, follow the steps below to uncheck the "Offline Course" option.

In order to download the offline view of the course, the option must be enabled. If you are unable to download the offline view, the option may be disabled. Follow the directions below to ensure that it is turned on.

1. From the course navigation, go to "Settings" and make sure the "Course Details" tab is selected.
2. Scroll down until you find the "Offline Course" option. If the "Allow course content to be downloaded and viewed offline" is checked, then the feature is already enabled.

3. If the box is not checked, select it to enable and click "Update Course Details" to save the change.

Exporting Course Content

1. Once "Offline Course" is enabled, you can now download the offline version of the course. Open "Modules" from the Course Navigation.
2. Click on the “Export Course Content” button at the top right.

3. Your course is downloaded to your computer as a zip file. Once you locate the zip file, double click on the file to open the file. PC users may need to extract the folder before the files are accessible.

Note: Depending on the size of the course, this may take a few minutes. If you remain in the page until the download is complete, the file will download directly to your computer. If you leave the page, you'll receive an email notification when the course download is complete. You can use a link in the email to download the file.
4. Once the folder is extracted, open the "index.html" file. The file will then open in your default browser. The offline download only has the content that was available at the time of download. In order to see new content, you will have to download the content each time.
Viewing the Offline Course

From the "index.html" file, you can view the offline version of the course. This will only include content that was available at the time of download. In order to see the newest content in offline mode, you will need to do another export.

1. To view course files, click on the "Files" link at the top.
2. To open the course content, click on the name.
3. If any content can only be accessed online, the content link includes an external icon.

For more help, please contact canvas@yale.edu.
Communication
Announcements (Vendor Guides)

Below are the vendor guides for Announcements.

Vendor Guides

- How do I use the Announcements Index Page?
- How do I view and sort announcement replies as an instructor?
- How do I add an announcement in a course?
- How do I edit an announcement in a course?
- How do I attach a file to an announcement in a course?
- How do I delete an announcement in a course?
- How do I add an external RSS feed to an announcement as an instructor?
- How do I subscribe to the Announcements RSS feed as an instructor?
- How do I allow or disallow announcement replies in a course?
- How do I delay posting an announcement until a specific date in a course?
- How do I reply to an announcement as an instructor?
- How do I allow students to like replies in a course announcement?
- How do I like a reply in a course announcement as an instructor?

💡 For more help, please contact canvas@yale.edu.
Calendar (Vendor Guides)

Below are the vendor guides for the Calendar.

Vendor Guides

- How do I use the Calendar as an instructor?
- How do I filter the Calendar view by course as an instructor?
- How do I add an event to a course calendar?
- How do I duplicate an event in the Calendar as an instructor?
- How do I add a personal reminder to the Calendar as an instructor?
- How do I add an assignment from the Calendar?
- How do I edit an event or assignment in the Calendar?
- How do I add a conference invitation link to an event in a course calendar?
- How do I set a different event date for each section in a course calendar?
- How do I view the Calendar iCal feed to subscribe to an external calendar as an instructor?
- How do I subscribe to the Calendar feed using Google Calendar as an instructor?
- How do I subscribe to the Calendar feed using Outlook as an instructor?
- How do I add a Scheduler appointment group in the Scheduler page?
- How do I view or edit a Scheduler appointment group in the Scheduler page?
- How do I remove students from a Scheduler appointment in the Scheduler page?
- How do I add a Scheduler appointment group in a course calendar?
- How do I view or edit a Scheduler appointment group in a course calendar?
- How do I remove students from a Scheduler appointment in a course calendar?
Chat (Vendor Guides)

Below are the vendor guides for Chat.

Vendor Guides

- How do I use Chat as an instructor?
- How do I use inline Chat as an instructor?

💡 For more help, please contact canvas@yale.edu.
Conferences (Vendor Guides)

Below are the vendor guides for Conferences.

Vendor Guides

- How do I use the Conferences Index Page?
- How do I create a conference in a course?
- How do I create a long-running conference?
- How do I delete a conference?
- How do I edit a conference?
- How do I record a conference?
- How do I start a conference?
- How do I join a conference?
- How do I conclude a conference?
- How do I upload files to a conference as a presenter?
- How do I use the Conferences interface as a moderator?
- How do I start a poll in a conference as a presenter?
- How do I share my desktop in a conference as a presenter?
- How do I create shared notes in a conference as a presenter?
- How do I automatically create a poll using a presentation in a conference as a presenter?
- How do I use the multi-user whiteboard in a conference as a presenter?
- How do I create live captioning in a conference as a moderator?

💡 For more help, please contact canvas@yale.edu.
Conversations/Inbox (Vendor Guides)

Below are the vendor guides for Conversations/Inbox.

Vendor Guides

- How do I use Conversations as an instructor?
- How do I find my unread messages in Conversations as an instructor?
- How do I filter conversations as an instructor?
- How do I star a conversation as an instructor?
- How do I send a message to a user in a course in Conversations as an instructor?
- How do I send a message to a user in a group in Conversations as an instructor?
- How do I send a message to all course users in Conversations as an instructor?
- How do I reply to a message in Conversations as an instructor?
- How do I privately respond to one individual in a group message as an instructor?
- How do I forward a message from a conversation as an instructor?
- How do I add new people to an existing conversation as an instructor?
- How do I delete a conversation as an instructor?
- How do I delete a message from a conversation as an instructor?
- How do I archive a conversation as an instructor?

💡 For more help, please contact canvas@yale.edu.
How do I Communicate with my Students?

Canvas has two ways in which you can communicate with your students. At the course level, there is "Announcements", and at the global level, there is "Conversations" also known as "Inbox".

Announcements

With announcements, you can create messages that will be visible to all of your students and remain on your course site. If individual students have notifications for announcements turned on, they will also receive an email notification with the announcement. This setting is turned on by default.

➢ **Note:** In order to receive a copy of the announcements you send out to students, your notifications settings will need to have “Announcements Created By Me” turned on.

Below are a list of a few use cases as examples:

• **Example 1:** If you have to update a reading and want to give the students the link when they log into your course.
• **Example 2:** Changes to a due date to class schedule.
• **Example 3:** Clarification of a course-related issue (i.e. content-related or system related).

➢ **For more information on Announcements:**

• [Announcements (Vendor Guides)]
• [How do I Create an Announcement?]
Conversations (Inbox)

Conversations (Inbox) can be used as an in-Canvas email system. Inbox is a messaging tool used instead of email to communicate with a course, a group, or an individual student. You can communicate with other people in your course at any time. Unlike announcements, the inbox tool allows you to talk back and forth with the people you are communicating with. Although you have one inbox for all your courses, you can filter by course and by section.

Note: You can only send messages to individuals who are enrolled in the same course as you.

Note: In order to receive a copy of the conversations you send out to students, your notifications settings will need to have “Conversations Created By Me” turned on.

Below are a list of a few use cases as examples:

• Example 1: If you need to email a specific section or student within the course.
• Example 2: If you would like to view and reply to assignment submission comments.

For more information on Inbox (Conversations):
• Conversations/Inbox (Vendor Guides)

For more help, please contact canvas@yale.edu.
How do I Create an Announcement?

Announcements allow you to send messages to students in your course. You can specify the announcements by section, or send them to your entire class.

1. Click on "Announcements" from your course navigation.

2. Click on the "+Announcement" button.

3. Title your announcement.

4. Use the rich content editor to enter the contents of your announcement.

5. To link to Canvas content within your site, use the content selector panel to choose which items in your Canvas site you would like to include in your announcement.

6. Choose the section where you would like to send your announcement. By default, your announcement will be sent to all sections. To specify the section, simply begin typing and the various sections in the course will populate.

7. You have various options for sending your announcement. Choose the appropriate options for your announcement.
   - Attachment - Allows you to attach relevant files to your announcements. If you would like files to be included inline with your text, use the content selector panel instead.
• Delay posting - Schedule the announcement to post for a future date or time.
• Enable podcast feed - Enable the ability to create an RSS feed.
• Allow liking - Allow student to like the announcement post in Canvas.

8. Click "Save", and your announcement will be sent.

💡 For more information on Announcements:
- Announcement Guides (Vendor Guides)
- How do I Communicate with my Students?

For more help, please contact canvas@yale.edu.
How do I use the Email Lists tool?

The Email Lists Tool is a tool that generates an email address for you to use to connect with the users in your course. The email addresses provided by this tool can only be emailed by official Yale email address of the instructors and TAs listed within the course site.

- Your course must be published and have the correct term (not default term) to use the Email List Tool.
- User must accept invitation to course to be added to the Email List.
- You must enable the email tool in order to use Email List Tool.
- Email list members are updated daily every 2 hours.
- Instructors/TAs can email all the course lists by default. If an instructor limits the TA’s course privileges to their enrolled section, then the TA will only be able to email sections in which they are enrolled.
- There is no central storage repository of emails sent to these email addresses. Instructors and TAs will need to keep their own copies of sent emails.

Add the Email List Tool to Your Course Navigation

To use the email list tool, you must first add it to your course navigation.

1. Click "Settings" in the course navigation.
2. Choose the "Navigation" tab.
3. Click and drag "Email Lists" up to the enabled navigation item area.
4. Click Save.
Create the Email List

5. The email list tool will now appear in your Course Navigation. Within your course navigation bar, click the "Email Lists" button.

6. Click "Create Email List". The “create email list” button will become disabled once pressed.

7. A new list is created and members populate. An update will run that picks up any changes in enrollment in your course. This will be reflected every two hours.
Select and View an Email List

8. After the email list has been created, you will see a drop down menu. From the drop down menu, select one of the available lists that have been created. Lists you have access to may include:

- All Course Members (does not include anyone with the role of "Grader" in your course)
- Individual Course Sections - *if applicable* (if you are using an umbrella or unofficial cross-listed site, you will see the different sections of the course which have been combined to create your full course roster)
- Individual Discussion/Lab Sections - *if applicable* (if you have official discussion/lab sections that the students must register for separately, they will also get a separate email list)
- All Graders - *if applicable*
- Graders for Individual Sections - *if applicable*

9. Once you have selected a list, click the "View Members" button. You will now see a full list of all of the people who are part of this list and the email address associated with each member.

10. At the top of the page, you will see the email address that you can use to email this group of users. Click on the email address or you can highlight and copy the email address.

💡 **Note:** You can also click on an individual user's email address to send an email to just that user.
Select an email list and click

Open Email Client & Compose Message

11. Now go to your preferred email client *(recommended email client is Outlook)*. paste the email alias into the "To:" area, and proceed with composing your email as you typically would.

Note: When you send a message to an Email Lists address, you will receive a copy of your message. Your copy will only show the Email Lists tool address in the "To" field.

For more help, please contact canvas@yale.edu.
How to Set Office Hours (Scheduler Tool)

In Canvas @ Yale, you will be able to set your office hours through the calendar within the Global Navigation. You can set up one office hour scheduler for all your classes or for each class separately.

1. Click on the "Calendar" button within the Global Navigation.

2. Click on the "+" button in the top right corner.

3. In the box that pops up, click on the "Appointment Group" tab.

4. Name of your office hours.

5. Set a location

6. Select one or more class calendars for this office hour to be available.

7. Set the date and time for the appointment. If you would like to different date and time ranges, you will need to pick each date and time as there is no reoccurring option.

8. You can select how to divide the hours chosen. You will be able to view all the slots once you click “Go” and will have the option to delete some of these increments if necessary.
9. Optional settings include limiting the amount of participants per slot, allowing students to see who has signed up for each time slot, and limiting the amount of slots per participant.

10. Enter optional details about the office hours.

11. Click "Publish" to make it visible to students.

12. You can see the time slots on the calendar. Click on a time slot will allow you to see group details, delete, or edit. From here, you can see who has signed up, and message those students.
For more information about the Scheduler tool:

- [What is the Scheduler tool? (Vendor Guide)](#)
- [Guides to the Calendar/Scheduler tool (Vendor Guide)](#)

For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).
How do I use the Sign-Up Tool?

Sign-Up Tool is an external application created by Yale to mirror the functionality of the Sign-Up Tool in Classes v*2. It is a scheduling tool that allows instructors to set up office hours or other time slots for appointments. This article is a guide on how to use the Sign-Up Tool:

- How to Access the Sign-Up Tool
- How to Create a New Appointment Group
- How to Edit an Appointment Group or Individual Time Slots
- How to Reserve a Time Slot for a Student
- How to View who Reserved a Time Slot
- How to Unreserve an Student's Reservation
- How to Email Appointment Group Participants

⚠️ 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.

How to Access the Sign-Up Tool

1. Click on Sign-Up Tool (Beta) from your global navigation.
How to Create a New Appointment Group

1. Click “+Appointment Group”.

2. Under "General Info", fill out the title, details, location, and address.

Note: The only information which is required is title. However, you can also include the location, details, and address for the appointment blocks.
3. Under "Create Slots", choose the date and time range of when the appointments will begin. You can set these appointments to repeat if your office hours occur regularly.

4. Click "Add Slots", and a slot for each appointment will appear below. Here, you can modify or delete individual slots if necessary.
5. Under "Calendars", you can select every course calendar applicable for the appointments.

6. Under "Option", you can set the maximum of users per slot, maximum of slots per users, and the user visibility.

Tip: If it is set to "visible", students will be able to see who have signed up for that time slot.
7. Under "Notifications", you can modify the type of notifications that are sent out to the Instructors and TA's.

❗ **Note:** Currently the notifications are global for all instructors and TA's. This means either everyone received notifications or no one receives notifications.
8. Under "Files", you can upload a document which is relevant to the appointment group.

9. Once all of the information and settings are completed, click "Publish" to make it available to students and click "Submit" to create the appointment group.
Note: To make the slots available to students, you must publish your appointment group. Once it is published there will be a green check mark next to it.

10. Your newly created appointment group will now be listed in the Sign-Up Tool, as well as on the calendar.

How to Edit an Appointment Group or Individual Time Slots

1. From the Sign-Up Tool, click the "Edit" pencil icon.

2. A box very similar to when you created the appointment group will appear. Make your changes under any of the tabs.
3. To modify an individual time slot, go to the "Manage Slots" tab. You can change the date and time of individual time slots, and click the "Save" icon to the right to save.

Note: If you see an orange exclamation point next to a time slot you are trying to edit, it means that students have already signed up for that time slot.
4. When you are done making your changes, click "Save and Close".
How to Reserve a Time Slot for a Student

1. In order to reserve a time slot on a student's behalf, open the appointment group by clicking on the appointment group name.

2. Click on the "Manage Reservations" calendar icon for the time slot you would like to choose for the student.

3. Choose the student you are reserving the time slot for.

4. Add reservation comments if applicable.

5. Click "Reserve" to complete the reservation.
6. The student will now appear under the reservations, and the time slot will show that it has been filled.

How to View who Reserved a Time Slot

1. In order to view who reserved a time slot, open the appointment group by clicking on the appointment group name.
2. Click "Participant Summary".

3. You will see the student's name listed under "Participants" for each date and time slot. You can also download the participant summary as a ".csv" file.
How to Unreserve an Student's Reservation

1. In order to unreserve an student's reservation, open the appointment group by clicking on the appointment group name.

2. Click on the "Manage Reservations" calendar icon for the time slot you would like to unreserve for the student.
3. Click on the "X" next to the student you want to unreserve.

4. Enter in your reason for cancellation

5. Click "Unreserve".
How to Email Appointment Group Participants

1. From the Sign-Up Tool, click the "Message Students" envelope icon.

2. Select the category of students you would like to message.

3. Type your message, including subject.

4. Click send. The students will receive this via their Yale email address.
For student instructions on how to use the Sign-Up Tool, please refer to hour "How to Reserve a Time Slot in Sign-Up Tool" article.

For more help, please contact canvas@yale.edu.
Receiving Announcements and Inbox Messages Created by You

You may want to receive announcements and inbox messages that you send to your class. In order to receive a copy, you will need to update your notification settings.

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

1. Follow the steps to [access the notification settings](#).
2. Once you are in the notification settings page, there are two settings you will want to change:
   - Announcement Created By You
   - Conversations Created By Me

Click the check mark to receive announcements and inbox messages that you send to your class right away. Once selected, the check mark will turn green and the changes will automatically save. You will begin to receive a copy of the announcement or message you send.
For more information on Announcements and Inbox messages, you can learn more here:

- Instructor Guide for Announcements
- Instructor Guide for Inbox Messages
- How do I Communicate with my Students

For more help, please contact canvas@yale.edu.
Course Analytics and Reports
Analytics (Vendor Guides)

Below are the vendor guides for Course Analytics.

Vendor Guides

• How do I view Course Analytics?
• How do I view analytics for a student in a course?

💡 For more help, please contact canvas@yale.edu.
Outcomes (Vendor Guides)

Below are the vendor guides for Outcomes.

Vendor Guides

- How do I create an outcome for a course?
- How do I create outcome groups for a course?
- How do I import outcomes for a course?
- How do I edit or delete an outcome in a course?
- How do I edit or delete an outcome group in a course?
- How do I create custom course outcome names for students?
- How do I move outcomes and outcome groups in a course?
- How do I find an existing outcome to add to a course?
- How do I align an outcome with a question bank?
- How do I find Learning Standards to add to a course-level outcome?
- How do I view all aligned items and artifacts within an outcome?
- How do I use the Learning Mastery Gradebook to view outcome results in a course?
- How do I view outcomes or student results individually in the Learning Mastery Gradebook?
- How do I view the outcomes results report for an individual student in a course?

💡 For more help, please contact canvas@yale.edu.
Mid-Semester Feedback Instructor Tool

The following topics will be addressed in this help document:

- General Information
- View Important Feedback Survey Dates
- Setting up Your Feedback Survey
- Adding Custom Questions
- Modify/ Edit Your Custom Questions
- Viewing Feedback Submissions
- Removing the Feedback Tool

⚠️ Some schools have opted out of using the Mid-Semester Feedback tool. If you do not have the Mid-Semester Feedback tool in your Canvas site, please contact your school administration for other methods of collecting feedback from your students.

General Information

The tool is visible to instructors and students by default. If an instructor does not wish to use the tool, they may disable or remove the tool from the course.

There are 4 optional questions which were developed based on suggestions from the Yale College Teaching and Advising (TLA) Committee. Instructors may opt to use any of those questions in their survey.

Instructors are able to create four additional custom open ended questions for each course.

Student submissions will be purged on a pre-selected date that is displayed within the Mid-Semester Feedback Instructor tool. Instructors are welcome to download copies of the student feedback for their courses prior to the purge date.

⚠️ Note: Only users with the role of “Instructor” in the course can add/modify questions and view student submissions. Only users with the role of “student” or “auditor” in the course can submit feedback.
Note: The Mid-Semester Feedback tool is comprised of 2 separate tools located in the Canvas Course site’s course navigation bar - one for Instructors to set up questions and view survey submissions and a second tool where students will submit their feedback.

**Mid-Semester Feedback Instructor** - This tool will be available to instructors at the beginning of the semester. All users in your course with the role of “Instructor” will be able to modify the survey and view submissions. TAs will see the tool in the Course Navigation, but will not be able to use the tools. Students will not see this tool.

**Mid-Semester Feedback** - This tool will also be available in the Course Navigation at the beginning of the semester - but the survey will not open until the survey opens at the middle of the semester. Students who click on the tool before the survey opens will be presented with the survey dates. Although the student tool will be visible in the Course Navigation for all users, only users with the role of “Student” and “Auditor” will be able to submit feedback.

Note: The instructor tool will become visible in your course navigation bar at the beginning of the semester so you can set up your survey questions.

**View Important Mid-Semester Feedback Survey Dates**

1. Go to your Canvas course site.
2. Open the Mid-Semester Feedback Instructor tool.
3. On the next page, you will see the deadline details for the survey:

- **Course Question Deadline** - For each course, instructors are able to add/modify four additional open-ended questions. Instructors can make the additions/modifications up until the Course Question Deadline.
- **Feedback Opens to Student** - The date upon which survey will become active and students will be able to submit feedback.
- **Feedback Closes** - The date after which no more student submissions will be accepted.
- **Submissions Purged** - This is the date upon which all student submissions will be purged from the system. (Instructors are encouraged to download a copy of all student submissions prior to this date to keep a record of their course feedback.)

## Setting up Your Mid-Semester Feedback Survey

The Feedback Survey will contain four optional questions which were developed by the TLA committee. The Instructor(s) of the each course site is able to add a maximum of 4 additional open ended questions to be included in the survey. If you do not set up custom questions, students will still be presented with the 4 optional questions when the survey opens unless you deselect the optional questions. If you do not have any optional or custom questions in your survey, the tool will be disabled for students.
Note: If you are teaching multiple courses, you will need to set up the Mid-Semester Feedback Instructor tool in each of your courses.

1. Go to your Canvas course site.

2. Open the Mid-Semester Feedback Instructor tool.

Adding Custom Questions

3. To set up your custom questions, click the “Manage Questions” link.

4. On the Manage Questions screen, you will see a list of optional questions followed by a section where you can add your 4 custom questions. Click the “+ Question” button [1].
5. In the pop-up, enter the text of your question stimulus and then click the “Submit” button. You may enter up to 2 custom questions.

6. After you add a question, your question will be displayed on the Manage Questions screen below the required questions.

**Modify/ Edit Your Custom Questions**

7. To modify your question, click the edit icon next to your question. In the pop-up, modify your question text and then click the “Save Changes” button.
8. To delete your question, click the delete icon next to your question. In the pop-up, click “OK” to confirm the delete.

**Viewing Mid-Semester Feedback Submissions**

1. Go to your Canvas course site.
2. Open the Mid-Semester Feedback Instructor tool.

3. To view student submissions, click the “View Submissions” link.

4. On the View Submissions page, you will see a listing of submissions by date. To view the submissions you can:
   
   A. Click on the individual submission to view each submission one at a time
   
   B. Click the “Download All Submissions” link to download a CSV file containing all submissions.
Your downloaded submissions will be in a CSV file that can easily be opened with Excel. The first row of the file will be the list of questions and each subsequent row will represent one of the student submissions:

<table>
<thead>
<tr>
<th></th>
<th>Submission Date</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/25/2019 12:48</td>
<td>What elements of the class are hindering your learning?</td>
<td>I admit that I don’t love the group work because my group members are not reading materials before class. Maybe if we rotated groups I would like it more.</td>
<td>Yes, the weekly quizzes were helpful - they reinforced what we learned in class, so that was great.</td>
<td>The lecture slides available before class has been so helpful.</td>
</tr>
<tr>
<td>2</td>
<td>9/25/2019 12:49</td>
<td>Nothing! I like it all!</td>
<td>They are okay - but there are way too many of them.</td>
<td>I really like the in class discussion - both in small groups and with the whole class.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Mid-Semester Feedback Submissions will be purged - be sure to check the Mid-Semester Feedback dates to see when the submissions will be purged for your course and make sure that you download a copy of your feedback submissions prior to that date if you would like to maintain a record of the feedback.

As students begin submitting feedback, you will be able to view and download submissions. You do not need to wait for the survey to close to begin viewing submissions.

Removing the Mid-Semester Feedback Tool (Do Not Want to Collect Feedback)

If you do not want to use Mid-Semester Feedback in your course, you can remove or disable the tool. You can always re-enable the tool.

1. Go to your Canvas course site.
2. Open the Mid-Semester Feedback Instructor tool.
3. Once you are in the Mid-Semester Feedback Instructor tool, under the "Settings" section, click on the slider for “Allow Student Access”.
4. After you click the slider, you will see a pop-up asking you to confirm that you want to disable the tool in this course. If you are certain, click “OK”.

5. When you complete the process, you will see the message indicating that the tool is disabled. When the tool is disabled, the student tool will be automatically be removed from the Course Navigation menu.

**Alternative Method to Remove Mid-Semester Feedback Tool**

As an alternative, you can also disable the tool by simply removing the Mid-Semester Feedback Instructor tool from the course navigation menu. When the Instructor tool is removed, the student tool will not appear when the survey date opens. To remove the tool from your course navigation menu:
1. Go to the "Settings" area.

2. Under "Settings", click on the "Navigation" tab. The Navigation section is split into 2 segments:
   - The upper portion - this part of the page lists out the tools that are on your course's navigation menu.
   - The lower portion - this part of the page lists out tools that have been hidden from the student view.

3. Drag the "Mid-Semester Feedback Instructor" tool from the upper portion of the page down to the lower portion of the page.

4. Click the "Save" button at the bottom of the page.

Note: You can re-enable the Mid-Semester Feedback tool at any time by going either turning the switch to allow student access again or dragging the item in the "Navigation" setting back to the upper portion.

If you re-enable the tool after the Course Question Deadline, the survey will contain the default optional questions.
For more help, please contact canvas@yale.edu.
Anonymous Feedback Tool

The anonymous feedback tool allows you to ask students for feedback on the course throughout the semester. Only official instructors and students enrolled within the course can use this tool.

Note: Please keep in mind that this tool differs from Mid-Semester Feedback. Please refer the "Mid-Semester Feedback Instructor Tool" article for information on that particular tool.

Enabling and Accessing Feedback

1. The anonymous feedback tool is, by default, disabled in all courses. To enable, click on "Settings" from the course navigation.
2. From the "Settings" page, make sure that "Navigation" is the active tab.
3. Click and drag the item called "Feedback" from the bottom disabled navigation section to the top active navigation section.
4. Scroll down and click "Save" to save the changes made.
5. Once enabled, it will show up on the course navigation. Click "Feedback" from the navigation to access the tool.
Instructor View

1. If students have submitted feedback, you will see a preview of the comment. Clicking on the comment preview text will open a window to view the full comment.

2. You can see if the comment has been read or unread. Opening the full comment will automatically mark the comment as read.

3. You can also see the date and time of when the comment was submitted.

4. You also have the option to download all of the feedback into a CSV file. In order to download feedback, click on "Download CSV".

Note: For courses with multiple instructors, if one instructor reads the feedback, it will appear as “read” for all instructors.

Student View

Students will also see "Feedback" in the course navigation. However, they will see something different than instructors when they go to the feedback tool.
1. Students will be able to enter text feedback. They can write up to 1000 characters of feedback.
2. Clicking Submit will submit the feedback entered. Students can submit feedback as often as they would like.

⚠️ Note: For individuals who are not official instructors or registered students, they will receive this error message:
Anonymous Feedback
Post course feedback anonymously

Due to your enrollment, you do not have access to this tool. If you think this is an error, please contact your instructor.

💡 For more help, please contact canvas@yale.edu.
Best Practices, Training, and Resources
Beginning of Term Checklist

⚠ Academic course sites are created in Canvas in coordination with the University Registrar's Office*. Once courses are created, teaching faculty will receive an email and announcements will be posted in Canvas and on the Canvas login page.

- Fall sites are typically created in mid to late July
- Spring sites are typically created in late November or early December
- Summer sites are typically created in January

* Upon request, some professional schools may opt to have their courses created earlier.

Before your class becomes available to students, there are a few housekeeping items that we recommend you to address. If you need assistance in any of these items, feel free to contact canvas@yale.edu for more help.

<table>
<thead>
<tr>
<th>Course Availability</th>
<th>Reusing Canvas course content in an upcoming term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses are created once the registrar has confirmed they have the data of the courses running. Although it is a fluid date, generally fall term courses are available by late July, spring term courses are available in November, and summer term courses are available in April.</td>
<td>If you have previously used Canvas to teach your course, you can use the Canvas import tool in order to copy your previous course site to your new term’s course site. You will be able to reuse your syllabus, resources, assignments, discussion boards, etc. from your previous course.</td>
</tr>
<tr>
<td>✔ If you do not see your course on your Canvas Dashboard, go to “All Courses” to confirm that it is listed. For more information on customizing your dashboard, please see Customizing Your Dashboard.</td>
<td>✔ For more information, please see Importing Content from Canvas Course.</td>
</tr>
<tr>
<td>✔ To request an umbrella site, please submit the Umbrella Request Form.</td>
<td>✔ If you only want to copy some of the previous items, you can Select Specific Content to copy.</td>
</tr>
<tr>
<td>✔ If you had redirect links on the left</td>
<td>✔</td>
</tr>
</tbody>
</table>
✔ If you still do not see your course in Canvas @ Yale, please reach out to your registrar to confirm you are listed as the instructor of record.

✔ For more information about course availability, please see your respective Academic Calendar or contact your department.

<table>
<thead>
<tr>
<th>Migrated Classes*v2 Content</th>
<th>Storage Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td>During summer 2017, all unique courses from the past eight years were migrated from Classes*v2 to Canvas. For more information on what was included in this process: Bulk Migration Information.</td>
<td>The standard storage quota for a course site on Canvas @ Yale is 1 gig. However, if you need additional space, you can email <a href="mailto:canvas@yale.edu">canvas@yale.edu</a> and we will be happy to assist you.</td>
</tr>
</tbody>
</table>

✔ Please note that Web Links (URLs) are not supported in Canvas Files. Web Links will be converted to a page which contains the link to the website.

✔ For audio and video files, we recommend you to use the Media Library. For more information on the use of the Media Library, please review the Media Library documents or contact medialibrary@yale.edu.

<table>
<thead>
<tr>
<th>Upload Your Syllabus</th>
<th>Publish your course</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order for your syllabus to appear on Yale's Course Search for students to view during the shopping period, you will need to upload your syllabus within the Syllabus Tool in your course site. For more information on uploading your syllabus, please see How to Upload Your Syllabus.</td>
<td>When you are working on your course site, your course is unpublished. Once you are ready, you need to make your course available for students to view your course and syllabus. For more information on publishing your course, please see Publishing Your Course.</td>
</tr>
</tbody>
</table>

✔ A course will not be visible to students.
✔ If you upload your syllabus in Canvas @ Yale, the syllabus will appear in Course Search.

✔ It can take two to four hours for changes to appear in Canvas.

## Adding Guest users (non NetID)

In order to have non-NetID or Alum auditors added to your course site, you will first need to request a local Canvas guest account by submitting the [Request Canvas Guest Account Form](#).

Once a guest account is created for the user, you will be notified and then as instructor, you will be able to add this user to your course. The roles which should be used are TAs, Guest Instructors, and Guest Students.

✔ It can take 1-3 business days for the non-Yale Guest accounts to be created.

✔ To add users to your course, please review the [Add Users to Your Course](#) document.

## Adding Guest users (NetID)

As instructors, you have the ability to add active NetID users* to your course. The roles which should be used are TAs, Guest Instructors, and Guest Students.

✔ To add users to your course, please review the [Add Users to Your Course](#) document.

✔ *Alum auditors are not considered active NetID users and will need a local Canvas guest account created.*

## Course Reserves

In order to set up your Course Reserves, please contact an e-Reserve Librarian. Their contact information can be found here: [Course Reserves Home](#). For more information, please see the [Using Canvas for Reserves](#) guide.

✔ If you are having issues accessing the

## Shopping period

During the first few weeks of the Fall and Spring terms, Yale students are given the opportunity to "shop" for courses. During this shopping period, students can attend courses and view online course materials to help them decide for which courses to officially register.

You will see participants with the roll of
reserves through Canvas, please contact an e-Reserve Librarian first.

✔ If you do not see the Course Reserves link within your course navigation, please contact canvas@yale.edu.

"shopper" added to your site. For more information about the Shopping Period, please see the Shopping Period Guide.

✔ Shoppers can appear in your course for up to two weeks after the shopping period ends. This is to ensure that student registration data is updated and completed.

✔ Please contact the Registrar's Office if you have questions about the status of students' enrollment in your class. Our system reflects the data from that office.

✔ Student enrollments can take up to four hours to appear in your Canvas @ Yale course.

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation

If you have any questions regarding accessibility of your content, please contact: accessibility@yale.edu or see the following help documents:

• Accessibility at Yale
• General Accessibility Guidelines
Quick Start Guide for Instructors

- When you post your syllabus and publish your course in Canvas, your syllabus will become available in the Yale's Course Search. It may take up to 4 hours for your syllabus to appear in the system.

- By Default, you are given 1 Gig of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

1. Find your course site at http://canvas.yale.edu

After logging on with your Yale NetID, you will see colored cards for each of your upcoming classes. Click a card to access the course site.

If any of your courses does not appear in Canvas, the class might not be set up in the Registrar's Banner system with you as a listed instructor. Please contact your local registrar for assistance.
Create or upload your syllabus

1. Click Syllabus on your Course Menu.

2. To edit your syllabus, click “Edit” on the right-hand side.

Note: Any assignments within your course will be automatically populated underneath your course syllabus.

3. You can then type your syllabus within the text editor.
4. To upload your syllabus (or to link to other documents), you can find those documents within the Files menu on the right-hand side.

Add files

If you have documents you’d like to share with students in the class, you can upload them easily in Files, which is similar to Classes*v2 Resources in many ways. In Canvas, Files is primarily designed to be a behind-the-scenes repository, rather than the primary way of sharing materials directly with students. Consider structuring students’ engagement with uploaded files by creating a “Page” that contains links to the files as well as descriptive text to provide some context to the files.

1. Select Files from your Course Menu.

2. **Option 1:** Click upload and select files from your computer.

3. **Option 2:** Click and drag files from your computer to the folder area.
**Note:** If you have zip files (including from Classes*v2), you can click and drag these folders into the folder area and Canvas will expand the zip file automatically.

If you would like to create a new folder within the Files area, you would just click “+ Folder”, next to upload:

**Publish your site**

On the **Home** page of your course site, simply click the “Publish” button to make your course visible to students who will be “shopping” your course or who have officially enrolled.
There's a lot more you can do with Canvas beside just sharing a syllabus and files!

- Create **Pages** that organize all components of a class session in a single place, with explanatory text about the day's topic, links to readings, quizzes, online discussion posts, or assignments
- Consider **Modules** to structure your class activities in an easy-to-follow sequence
- Support collaborative activities for students, using **Collaborations** to integrate with Google Docs
- Sign up for one of our advanced Canvas workshops, or a 1-on-1 consultation, to learn more about how Canvas might work best for your teaching: [canvas.yale.edu/help](http://canvas.yale.edu/help)
- For further assistance, please email [canvas@yale.edu](mailto:canvas@yale.edu)
Setting Up Your Canvas Course

The purpose of this article is to provide information on how to effectively use and organize your Canvas course based on student's feedback. Each section will have a brief overview of the tool and includes directions on how to create what is discussed. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the Consultation link to do so.

Syllabus

For students to be able to search for your course Course Search during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.

A. Link to Page with list of readings & websites required for that week
B. Link to Assignment due.
C. Link to Page which is set to be available after class date & time

D. Link to File for reading

To learn how to create an interactive syllabus, please see the following help documentation:

- How to Create Pages
- How to Add Links to a Page

Modules & Pages

Another way to organize your content is to create modules and pages to guide the student's learning while not in the classroom. Modules are used to organize course content by weeks, units, or by topic. Modules can create a one-directional linear flow of what students should do in a course for that module. Each module can contain files, discussions, assignments, quizzes, and other learning materials, such as URLs and videos.

You have the option to publish the entire module or each item individually so you can work on modules without worrying about students viewing your work. Once you are ready for students to view the modules, you simply publish the item or module. Below is an example of a module:

![Example Module](image-url)
Note: If you organize your content by using Modules, you may want to hide other tools, such as Files, Quizzes, or Assignments from students since they will be accessing the files and content from the modules. You can do this by re-organizing your course navigation.

For students, when they enter the module, they can then click “Next” and will be brought to the next item within the module. If there is an item that you have set an availability date for, the students will be able to click on it, but then will be notified that they do not have access to the item until the availability date.

To learn how to create modules and how to add content to the modules, please see the following help documentation:

- How to Create Modules
- How to Create Pages
- How to Add Content to Modules
Files

As an instructor, Files allows you to store files and assignments within Canvas. You can upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. Although it can be very easy to just import all your files into this area, you will want to utilize the Folders within Files to ensure that the documents are organized in a way that will make it easier for students to identify which files they will need to download and read for that specific week or topic.

1. Click +Folder to add a folder to the Files area.
2. Click Upload to upload a file, multiple files, or a zip file.
3. Files and Folders appear in alphabetical order so you may want to use “01, 02, etc” in front of your folders to ensure they are in the order you would like.
4. Green check mark means the folder and its content is published and available to students.
5. Gray circle means that the folder is not published and the folder or content is not available to students.
6. Orange cloud with lock states that the folder and content has been restricted to be only available with a link or available after a specific date. Note: If the folder is restricted with an availability date, the students will see the folder but will be notified that the folder is available on a later date. If it is restricted with access only with the direct link, the students will not see the folder within the Files area.

To learn how to use the Files area, please see the following help documentation:

- How do I create folders in my course "Files" area?
- Using the Content Selector Panel to Add Links to Files.
Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). The Assignments page shows students all the assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user.

If you are having the students complete work within class and just want a column within the Grades area to provide the student with their grade, you can also create an assignment and choose “on paper” submission.

For more information on Assignments, please see our help documentation:

- How do I create Assignments?
- How do I Grade Assignments?
- Creating Weighted Groups for Assignments
Grades

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade.

Only graded assignments, graded discussions, graded quizzes, and graded surveys that have been published display in the Gradebook. Not Graded assignments are not included. By using the Gradebook functionality, you can have the system complete the weighted totals for you (i.e. Writing Prompts are worth 10%, participation is with 20%, etc.) Once a graded item is created within Canvas under assignments or quizzes, a column will be automatically created within the Gradebook. Students will be able to view all of their grades as well, which allows the students to understand how they are doing within the course.

1. Column for Assignment
2. Bell with Strike-through identifies that the assignment is muted (Students aren't notified immediately of grade or comments)
3. Import/Export options for classes
4. Show only 1 section or all sections for courses with multiple sections
5. EX shows that the student was exempted from the assignment

6. Red highlight shows that the student submitted late

For more information on Grades, please see our help documentation:

- How do I Grade Assignments?
- Blind Grading
- How to Change Grading Schemes
- Gradebook Information
- Creating Weighted Groups for Assignments
- How do I use Speed Grader?
Setting Up Your Syllabus

The purpose of this article is to provide information on how to effectively use the Syllabus tool in Canvas based on student’s feedback. If you would like to meet with a Canvas @ Yale Support member to discuss your course, please use the Consultation link to do so.

For students to be able to search for your course in Course Search during Course Selection period, you should upload your syllabus and publish your course. However, there is much more you can do to utilize this tool to be able to ensure the students are aware of the work that will be due throughout your course.

You can use the syllabus tool as an organization tool by creating an interactive syllabus which has links to other components, including readings, videos, modules, and assignments, so the students will only have to go to one page on your course to access all other content. Below is an example on an interactive syllabus which is organized by week.

A. Link to Page with list of readings & websites required for that week
B. Link to Assignment due.
C. Link to Page which is set to be available after class date & time
D. Link to File for reading
To learn how to create an interactive syllabus, please see the following help documentation:

- How to Create Pages
- How to Add Links to a Page
- How do I post my Syllabus in Canvas?
Tips on Importing Course Content

When copying content from one canvas course to another, there are some settings you may have to modify or specific choices that could save you time when prepping your course for the next term. The purpose of this article is to provide you with information about each tip, with the tutorials being linked to other help articles.

How to Copy Content from One Canvas Course to Another

Modifying Due Dates and Availability Dates

Changing Redirect Links

Media Library

Course Reserves

How to Copy Content from One Canvas Course to Another

In order to save time when you are setting up your coursesite in a term, you can copy content (the entire course or specific content) from one Canvas course to another.

Copy Content from One Canvas Course Into Another Canvas Course

Modifying Due Dates and Availability Dates

When you import one course into another, during the import process, there is an option to modify the due dates and availability dates all at one time.

Modify Events and Due Dates within Course Import

Changing Redirect Links

When you copy course content from one course to another, the redirect tool will still contain the original course link. For your current students to obtain the information, you may have to modify the redirect link. Note- this only applies to redirect links that were linking to an item within the Canvas course. External links will not have to be modified.

How to Change a Redirect Link
Media Library

Once you import your course content, you will need to also migrate your Media Library folder into your new course. If you need further assistance with Media Library, please email medialibrary@yale.edu.

How do I migrate Media Library course content from one library to another?

Course Reserves

You have the option to import a course reserves list from one course into another course.

Importing Items from a Previous Class

If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

• Register here for a workshop
• Schedule a one-on-one consultation
Instructor Notification Recommendations

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>".

Recommended Notification Settings

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

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>What functionality is covered</th>
<th>Recommended Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement Created by You</td>
<td>Announcements created by you, and replies to announcements you've created</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Submission Comment</td>
<td>Assignment submission comment</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Conversations (Inbox)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added to Conversation</td>
<td>You are added to a conversation</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Conversation Message</td>
<td>New Inbox messages</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Conversations Created by Me</td>
<td>You created a conversation (sent message)</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Scheduling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Student appointment sign-up</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Appointment Signups</td>
<td>New appointment on your calendar</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Appointment Cancellations</td>
<td>Appointment cancellation</td>
<td>Check mark (Immediate)</td>
</tr>
<tr>
<td>Calendar</td>
<td>New and change items on your course calendar</td>
<td>Check mark (Immediate)</td>
</tr>
</tbody>
</table>

💡 For more help, please contact canvas@yale.edu.
Best Practices for File Storage

If you find that you are running out of space on your Canvas site, review the following alternatives to see if there may be a better solution for your files.

- Media Files (Panopto)
- Box @ Yale
- EliApps (Google Drive)
- Course Reserves

Media Files (Panopto)

Media files are best kept in the Media Library tool. In this space, you can upload an unlimited amount of media content. This tool is hosted by Panopto, and integrated into Canvas. The media library tool is located in your course navigation:

More information on how to use Media Library can be found here.

Box @ Yale

Box @ Yale is a cloud-based file sharing and storage workspace that enables users to collaborate and share information. Box @ Yale provides you with up to 50 GB of storage and can be accessed with your Net ID and Net ID password.

For more information on how to get started with Box @ Yale, visit the ITS informational page.

Users tend to use Box @ Yale for image storage over Canvas, as the tool provides you with a slideshow-style view.
**EliApps / Google Drive**

EliApps, as referred to at Yale, is Google Apps for Education. EliApps promotes collaboration on a cloud-based storage platform. Google Drive and Docs are the components of an integrated service that provides a single place to store, access, create, edit, and share documents, files, and folders of all types.

Inquiries regarding EliApps can be directed to Yale ITS.

**Course Reserves**

The Yale University Library has expanded its reserves service with a reserves management system that is fully integrated with Canvas.

Reserves lists should be initiated by clicking the "course reserves" tool in Canvas. For more detailed information on how to use Course Reserves, please follow this article.

Please contact reserves@yale.edu with any questions.

💡 For further information regarding best practices for file storage within Canvas, please contact canvas@yale.edu
Implementing Online Discussions

Contemporary discussions of education increasingly emphasize the social nature of learning (Palincsar and Herrenkohl 2002), which focuses on interactions or discussions among students, or among students and instructors. A discussion provides a means for students to exchange opinions, share multiple perspectives, and clarify various thoughts (Dunlap, 2005). Some scholars have identified student discussion as being one of the activities that students find most beneficial to their learning (Ertmer et al 2007; Richardson and Swan 2003).

Effective online discussion questions promote the course purpose while demonstrating achievement of learning objectives (Caulfield, 2011). Questions that concentrate on concepts, principles and skill development, can maintain student interest and create a sense of community in the course (Berge, 2008). Effective online discussion questions ideally are content based, open ended, and designed to reveal student understanding as they provoke critical analysis (Baker, 2011). For example, critical analytical skills may be honed through student scrutiny and critique of demonstrations (Lynam, 2009) and posted case studies. Observation reveals that engaging questions permit discussants to weave in their own experiences. This often transitions discussions into “communities of practice” where knowledge among discussants is shared and enlarged (Rau, 2009).

Examples and Recommendations

- Design a threaded discussion to share and iterate upon ideas shared by each student in the course; debate pros and cons of a single issue or multiple issues; ask multiple questions of a single discussion leader; facilitate group discussions around multiple topics; facilitate discussions around a single discussion; or explore at length the feasibility of different solutions to a complex problem; and organize results from a complex research activity where the students can reflect on the results.

- Create a focused discussion question to answer a single question; share resources amongst peers; collect results from a simple research activity; correct misconceptions; or share insights about a single reading.

- Ask leading questions prior to class time in order to enhance the in-class discussion by allowing students to begin discussing the topic.

- Provide students with a "Water Cooler" discussion forum which would be a student-led forum where students would be able to use to ask each other questions and build a sense of community.

- Utilize threaded discussions for students to provide peer feedback on assignments prior to submission.
Application and Tools

Below are discussion tools which are available to the Yale community and help guides to assist with the use of these tools.

Canvas Discussions

- How do I Create a Discussion Board?
- How do I use the Discussions Index Page?
- How do I view and sort discussion replies as an instructor?
- How do I create a group discussion in a course?
- How can I require students to reply to a course discussion before they see other replies?

CoursePress

Yale CoursePress is a WordPress platform offered by the Poorvu Center for Teaching and Learning. It is for students and faculty who need a flexible, online platform to help them with their academic work. Instructors can use CoursePress to create a blog-like discussion where either there can be one site for the entire course to develop blog posts or each student can receive their own site to design and create individual blogs which other students can then respond to. To request a CoursePress site for your course go to CoursePress and fill out the form.

VoiceThread

VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate slides and leave comments in 5 ways - using voice (with a mic or telephone), text, audio file, or video (via a webcam). This tool can be used for back and forth discussion rather than just adding comments for the instructor to view.

- Adding VoiceThread to your course
- Setting up your VoiceThread link
- Student Assignment Submission
- Grading Student Work

References


Strategies for Delivering Exams in Canvas

Within Canvas @ Yale, the use of Quizzes can be effective for exams. Canvas provides a plethora of features that provide the instructor with opportunity to emulate the limitations students would have if they took the exam in class. This document is designed to assist instructors to understand what each option in Canvas Quizzes means and how they can use them within their course to deliver exams.

Tips for Using Features in Canvas Quizzes

1. **Question Banks will allow you to:**
   - Draw your quiz questions from a pool of questions.
   - Randomize question order (must use Question Groups feature).
   - Update question banks for each course iteration.
   - For more information on Question Banks:
     - What are question banks?
     - How do I create a quiz by finding questions in a question bank?

2. **Randomize answer choices for each question.**
   - How do I create a quiz with a question group to randomize quiz questions?

3. **Display one question at a time.**

4. **Providing time limits for assessments:**
   - Enough time should be given so that students can answer the question without aide of a textbook or Internet resources.
   - Have the assessment accessible only for a specific amount of time (for example, available on Friday at 5pm and due on Sunday at 9pm).
   - Routinely review start and end times for exams to identify anyone who takes an unusually brief period to complete an exam.

5. **Providing availability dates for assessments:**
   - Release the student's test score after the availability time has ended (use the “Mute Assignment” feature in the Gradebook).
   - Release results to the students after all students have taken the exam (use the “Mute Assignment” feature in the Gradebook).
What options can I set in a quiz?

Shuffle Answers [A]. You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)

Time Limit [B]. You can choose to set a time limit by entering the number of minutes students must complete the entire quiz. Timed quizzes begin once a student begins the exam and will not be paused if the student navigates away from the quiz. An unfinished timed quiz will be automatically submitted when the time limit expires. If no time limit is set, students will have unlimited time to complete the quiz.

Multiple Attempts [C]. You can allow multiple attempts.

If you allow multiple attempts, you will be given two more options:

- Recent Quiz Score. You can choose whether to keep the highest score, latest score, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
- Allowed Attempts. You can allow multiple attempts and limit the number of attempts. The default dashes represent unlimited attempts.

Quiz Responses [D]. Allows students to see what they answered, any automatic feedback generated by the quiz for correct or incorrect answers, and which questions they got wrong. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.
• As part of this option, you can restrict students view of the quiz results to **Only Once After Each Attempt [E]**. Students will only be able to view the results immediately after they have completed the quiz results include both their responses and the correct answers.
  • **Note: This option may not be appropriate for quizzes that require manual grading, such as essay questions, where students would require additional views to see the updated results.**

• When a quiz is saved with the Only Once After Each Attempt option, you can use the Moderate Quiz feature to give students additional views to their quiz results.

**Correct Answers [F].** This setting enables a green correct tab on every correct answer for the entire quiz. **Quizzes default to this option, so if you do not want students to see the correct answers, deselect the checkbox.**

As a part of this option, you can also control when and for how long students can see the correct answers by setting dates (and specific times, if desired) in the Show and Hide fields.

  • To show answers immediately after quiz is submitted, leave the “Show” and “Hide” fields blank.
  • To create a date range to display the answers, set a start date in the “Show” field and an ending date in the “Hide” field.
  • To always show answers after a specific date, set a date in the “Show” field.
  • To hide answers after a specific date, set a date in the “Hide” field.
  • **Note: If the “Only Once After Each Attempt” option is selected, it will override any show or hide dates or times. If you want to show or hide correct answers on any specific date or time, the Only Once option should not be selected.**

**One Question at a Time [G].** You can show one question at a time and lock questions after answering. If you chose this option, you are provided the option to **Lock Questions**, which means you can choose to lock questions after answering. This option means that students cannot return to the previous question once it has been answered.

**Require Access Code [H].** You can require students to enter an access code to take the quiz.

**Filter IP Addresses [I].** You can filter IP addresses and require students to take a quiz from a specific computer lab.

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ℹ️ If you would like to meet with a Canvas @ Yale Support member to discuss the use of Quizzes your course, please use the Consultation link to do so.
Implementing Peer Review Assessments

Although the term peer assessments can be abstract, the overarching sense in which researchers and educators use this term suggests a two-way, reciprocal learning activity which is mutually beneficial and involves the sharing of knowledge, ideas, and experience between participants (Boud, Cohen, & Sampson, 2014). By allowing the students to use peer assessment, there are increased possibilities for students to engage in reflection and collaboratively explore of ideas (Boud, Cohen, & Sampson, 1999). In addition to these motives, researchers have also argued that peer learning and peer assessments may suit some students (i.e. women and minorities) more than the common individualized teaching and learning practices found in the traditional lecture or seminar course (Boud, Cohen, & Sampson, 1999; Chalmers & Volet, 1997; Slavin, 1995).

Examples of Peer Assessment

Summative

• Focuses on the end of a learning activity to determine whether predetermined objectives have been achieved.
• One example is providing feedback on a rough draft of a paper prior to submission.

Formative

• Occurs during the process of student learning activities.
• It focuses on improving students' learning by providing rich and detailed qualitative feedback information about strengths and weaknesses.

Recommendations

• Provide an example of a good peer review, either done within class or provide an online example with annotations.
• Think about how you should assign the peers (i.e. have the students pick their groups; automatically assign groups through Canvas; form groups that enhance the peer's strengths and weaknesses, etc).
• Have multiple peers review the same assignment to provide additional feedback to each student.
• Provide a rubric or clear, guided instructions for the peers to follow to ensure that the feedback provided to others is substantial and meaningful.

Application and Tools

Peer Reviewed Discussions
Within Canvas, you can create a graded peer reviewed discussion. When creating a discussion, you can require students to comment and provide feedback on another student’s work. Note: Peer reviews can only be created with graded discussions and do not have an anonymous option. Below are some helpful articles to use this tool.

- How to use Peer Review Discussions in a Canvas Course
- How do I create a peer review discussion?
- How do I automatically assign peer reviews for a discussion?
- How do I manually assign peer reviews for a discussion?

**Peer Reviewed Assignments**

A peer review assignment enables students to provide feedback on another student’s assignment submission. Peer reviews are a tool that allows communication between students and can help students master the concepts of a course and learn from each other. Peer reviews can be assigned to show student names or be anonymous.

- How do I use peer review assignments in a course?
- How do I create a peer review assignment?
- How do I manually assign peer reviews for an assignment?
- How do I automatically assign peer reviews for an assignment?
- How do I view student peer review comments as an instructor?

**Collaborations**

The Collaborations Index Page allows you to create collaborations for users in your course. You can create new collaborations, edit existing collaborations, and delete collaborations, which can be useful for organizing peer review activities. Students can create collaborations in courses as well. As an instructor, you can always view any collaboration created by a student in the course, though other students can only view collaborations that have been shared with them. If you have created groups in your course, students can always create collaborations within group sites as well.

- How do I use the Collaborations Index Page?
- How do I create a Google Drive collaboration as an instructor?
- How do I create a Google Docs collaboration as an instructor?
- How do I delete a collaboration as an instructor?

**Box @ Yale**

Box @ Yale is a cloud-based file sharing and storage service workspace which enables users to collaborate, synchronize, and share information. For more questions about Box @ Yale, please contact helpdesk@yale.edu.

- Box at Yale Information Page
- Embedding Box into a Canvas Course
References


Canvas Accessibility (Vendor)

Please see the following link to read more information on the accessibility functionality within Canvas: Accessibility within Canvas.

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

The following article describes the general guidelines for creating accessible content within your Canvas site. If you would like further assistance, please see the Canvas (Vendor) General Accessibility Guidelines or contact canvas@yale.edu.

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

Layout & Design

The layout of a page should be clean, clear, and uncluttered. Also, navigation should be consistent throughout the course. Finally, when designing a page, avoid using tables for layout since most screen readers cannot read the content within the table. Please see this help article for more information: Creating Accessible Tables in the Rich Content Editor.

Headings

Headings within a course should always include descriptive subheadings to allow a quick scan of content for both sighted and non-sighted students. Also, headings should use the H1 format:

1. Open rich content editor (i.e. within Syllabus page, Content Page, Announcement, etc.)
Click on “Paragraph“ to select the type of header you would like to use.

Click on “Save“ to save a draft or “Save & Publish“ to make it available to students.
Hyperlinks

Instead of copying/pasting the URL link within a page, attach the link to words that describe where the link goes. This will help all students, not just those who use screen readers, understand where the link will take them.

To add a file from Files area:

1. Highlight the words that you would like to be linked
2. Click on the File. You will see the highlighted portion blink yellow to signify it has been linked.
3. Click “Save”.

Poorvu Center for Teaching and Learning
To add a link from a website:

1. Highlight the words that you would like to be linked.
2. Click on the link icon.
3. Type in or copy/paste URL from website. Click “Insert Link”.

4. Click “Save”
Images

When uploading images to page, the use of Alternative Text (alt-text) allows screen readers to inform the student what the picture is. To add alt-text to pictures within Canvas, please see this help document: [How do I embed images in the Rich Content Editor?](#)

Videos

Videos within Canvas should always have the option for closed captioning. If using external videos, such as YouTube, check with the video provider for CC options. For videos within Media Library, contact [medialibrary@yale.edu](mailto:medialibrary@yale.edu) to discuss the options available.

For more captioning options, the Digital Accessibility Team has [captioning information and tutorials](#) available, as well.

Content Formatting

Students can view text contrast when formatting with bolds & italics. Avoid using underlining unless it is an URL link. When using color text, you want to ensure adequate color contrast & use accessibility friendly colors. Avoid bright colors, such as yellow, pale green, pink, and orange. In order to determine if your font color is accessible, please use the [ColorSafe](#) website.

[WCAG Guidelines](#) recommend contrast ratio of 4.5:1 for small text or 3:1 for large text which is 18px or 14px bold.

Blackboard Ally

Yale’s Poorvu Center for Teaching and Learning has integrated Blackboard Ally in Canvas @ Yale. Ally provides more accessible formats of content shared through Canvas. To learn how to obtain accessible content within Canvas, please see help documentation: [Alternative accessible formats of content in Canvas](#)
Training Opportunities

With the migration to Canvas @ Yale, the Poorvu Center for Teaching and Learning have found great resources for training, whether that is self-guided learning, group workshops, or one-on-one consultations. Please see the links below to learn more!

Self-guided: Learn at your own pace

- [Canvas Quick Start Guide](#)
- [Canvas Training on Lynda.com](#)
- [Transitioning to Canvas](#) (CTL Project Site)
- [Canvas Community](#)
- [Canvas @ Yale Instructor Guide](#)
- [Canvas @ Yale General Information Guide](#)
- [Canvas (Vendor) Instructor Guide](#)
- [Canvas (Vendor) Student Guide](#)
- [Canvas Accessibility](#)

Community: Learn in a Group Setting

Register for Training!

- [Getting Started with Canvas](#)

Please visit the Poorvu Center website for more training opportunities:

- [http://ctl.yale.edu/canvas-workshops](http://ctl.yale.edu/canvas-workshops)

One-on-One: Individual Consultation

Canvas @ Yale: Poorvu Center team:

The Poorvu Center for Teaching and Learning Consultants are available to meet with you to provide you with additional training or one-on-one training to set up your Canvas @ Yale course. For appointments and information, please schedule your consult.
Canvas How-To Articles

Instructure frequently pushes updates to Canvas and revise their help articles to reflect these changes. As such, we rely on their updated articles to ensure that our users view the most current help information possible. Below is a list of common articles from the Instructure Website. Please use these guides if you have any questions.

For up to date information on bug fixes, changes, and features, please check out the Canvas Release Notes.

Announcements

- What are Announcements?
- How do I use the Announcements Index Page?
- How do I view and sort announcement replies as an instructor?
- How do I make an announcement in a course?
- How do I edit an announcement in a course?
- How do I view and sort announcement replies as an instructor?
- How do I add content to an announcement in a course?
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- How do I attach a file to an announcement in a course?
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- How do I allow students to like replies in a course announcement?
- How do I like a reply in a course announcement?
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- What are Assignments for instructors?
- How do I use the Assignments Index Page?
- How do I use Draft State in Assignments?
- What is the difference between a Canvas Assignment and a Canvas Activity?
- What assignment types are available in Canvas courses?
- What is the difference between assignment due dates and availability dates?
- How do I create an assignment?
• How do I create an assignment shell in an assignment group?
• How do I add an assignment group in a course?
• How do I weight the final course grade based on assignment groups?
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• How do I add or edit points for an assignment?
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• What do assignments with different due dates look like in Canvas?
• How do I assign an assignment to an individual student or course section?
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• What is a peer review assignment?
• How do I create a peer review assignment?
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**Attendance (Roll Call)**

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• How do I configure the Roll Call Attendance tool in a course?
• How do I edit the Roll Call Attendance assignment?
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• How do I use Roll Call Attendance Badges in a course?
• How is Roll Call Attendance graded in Canvas?
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• How do I create an appointment group in the Scheduler?
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• What are Collaborations?
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- What is Conversations?
- How do I use Conversations?
- How do I find my unread messages in Conversations?
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- How do I reply to submission comments in Conversations?
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- What is the Course Import Tool?
- How do I copy a Canvas course?
- How do I import content from another Canvas course?
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- How do I adjust events and due dates in a course import?
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- How do I use the Course Home Page as an instructor?
- How do I use the Course Navigation Menu as an instructor?
- How do I reorder and hide Course Navigation links?
- What layout options are available in the Course Home Page?
- How do I change the Course Home Page?
- How do I use the Course Activity Stream?
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• What are the different states of a Canvas course?

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• What are Discussions for instructors?
• What is the difference between Announcements and Discussions?
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• How do I change discussion settings to manually mark discussion replies as read?
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• What is a peer review discussion?
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- What are Files for instructors?
- How do I view my user files as an instructor?
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Grades

- What are Grades and the Gradebook?
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• What are Student Groups?
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Modules

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- What are Profile and User Settings?
- How do I edit my profile in my user account?
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Quizzes

- What are Quizzes for instructors?
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- What options are available in Canvas quizzes?
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• How do I import a question bank from one Canvas course to another?
• How can I create a quiz where students only see one question at a time?
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• How do I embed images from the web in the Rich Content Editor?
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• What are Rubrics?
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SpeedGrader

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• How do I leave feedback comments for student submissions in SpeedGrader?
• How do I view past versions of submissions in SpeedGrader?
• How do I download assignments in SpeedGrader?
• How do I find a student submission in SpeedGrader?
• How do I sort assignments in SpeedGrader?
• How do I track my grading progress and the average grade in SpeedGrader?
• How do I mute or unmute an assignment in SpeedGrader?
• How do I enable anonymous grading for an assignment in SpeedGrader?
• How do I review moderated assignments in SpeedGrader?
• How do I use Crocodoc in Canvas assignments?
• How do I use Chrome's speech recognition feature to leave a comment in SpeedGrader?

Syllabus

• How do I use the Syllabus as an instructor?
• How do I edit the Syllabus description in a course?
Supported Browsers

With Canvas, there are specific browsers that are better suited for utilizing the tools within Canvas @ Yale.

Please see this link as Canvas updates this page frequently: [Supported Browser Information](Vendor)

Throughout the semesters that Yale has been using Canvas @ Yale, we have discovered some great tips related to supported browsers:

- Mac users may find it easier to use Firefox rather than Chrome
- Microsoft Edge does not work well with Canvas and should be avoided
- If you are not able to see a tool or feature correctly in one browser, please try to update the browser or try another one.
- Clearing your browser's cache and cookies may help when trying to resolve viewing issues in Canvas
- Many tools in Canvas require third party cookies to be enabled. Learn how to check this setting with our "Enable 3rd Party Cookies" article.

💡 For more help, please contact canvas@yale.edu.
# Canvas @ Yale Flyers & Brochures

The following pdf documents are flyers and brochures that the Canvas @ Yale team has created as handouts to discuss the tools. More flyers will be added as they are created.

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External Apps to use with Canvas @ Yale
Overview of ALLY in Canvas

The article below will address the following information:

- What is ALLY?
- What do you mean by accessibility, and what is an accessibility score?
- How do I determine what my score is and why?
- What are alternative formats, and what do my students see?
- Accessing more accessible, alternative formats
- Why doesn't Ally replace my inaccessible file with a more accessible version?
- Adding new material to Canvas, and checking its accessibility

What is ALLY?

Ally is an external tool integrated into Canvas that scans the content you have added to your course site and assigns it an “accessibility score.” Based on the score, your content will show an accompanying colored dial.

When Ally is turned on in your course, you, as the instructor, will see dials next to your course content.

- Red dials appear for files that have 0-33% accessibility score; yellow for 34-66%; and green for 67-100%.

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What do you mean by accessibility, and what is an accessibility score?

Ally's accessibility score determines how many elements responsible for making a document, image, or video accessible to people who use screen readers, are hearing impaired, or have other learning barriers are present or absent in that file.

At the most fundamental level, Ally scans to make sure pdf documents are OCRed so screen readers can read it, that images have alternative-text (alt-text) that will provide people using screen readers meaningful information about the contents of the image, and that captions are present in videos embedded in your site.

For example, OCR--Optical Character Recognition—takes a scanned pdf and turns it from an image of a page into digitally-readable text.

There are many other things Ally scans for. It looks to see if pdfs are tagged, which allows screen reader users to navigate easily among different sections of a document, whether documents are using Headings properly, whether a document's language is set, etc.

We are happy to meet with you to discuss the different features Ally checks in more depth.

How do I determine what my score is and why?

To learn more about a file's accessibility score, click the colored dial next to the file. Depending on the issue, different information about your score will appear, but it will look roughly like the image below.
There are multiple ways to remediate, or fix, accessibility issues within Canvas with the tools Ally provides.

In some instances, Ally will walk you through the steps to fix a document or file in the screen pictured, above.

In other instances, you can download the “alternative formats” available to you and re-upload them to your site.

**What are alternative formats, and what do my students see?**

Students cannot see the colored dials in a course. Both you and your students, however, can download automatically created, more accessible, alternative versions of files uploaded into Canvas. To see your course from a student’s view, click **Settings** and then select **Student View** on the top right.
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.

Click on this arrow to reveal three options: “Download,” which will give you the original file; “Preview” to view the file in the browser; or “Alternative formats,” which are the Ally-produced alternatives.
Choose “Alternative formats” to select the accessible file format you prefer, then click “Download“:

Option 2

From the main Files window, locate the file and navigate to the far right of that row to access the “Actions“ icon (three vertical dots). Select “Alternative formats“:
Option 3

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. Again, you will be presented with the list of Alternative formats.

Option 4

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 “Alternative formats” with the Ally “A” icon:
This same method applies for files included in Modules: click on the file name, and select the “Alternative formats” option at the top of the file preview screen.

Each of these options will download a more accessible version to your computer, but they will *not* replace the inaccessible file in your Canvas course.

**Why doesn’t Ally automatically replace my file with a more accessible version?**

Ally will not replace your file with a more accessible version because you can’t be sure which version your students will prefer. For example, if you download a file formatted in Electronic Braille it would not make sense to replace your PDF with that version.

**Adding new material to Canvas, and checking its accessibility**

To upload a new file, click the **Files** option on the course menu bar, and then select **Upload**.

Uploaded files will be automatically scanned by Ally and within a minute or so, if you refresh the Files view, will be marked with a colored dial.
Please see below for your point of contact:

If you do not see your school on this list, please contact Michelle Morgan, michelle.morgan@yale.edu

Yale College and GSAS:

Michelle Morgan, Digital Accessibility Specialist

Email: accessibility@yale.edu
Phone: 203-432-6438

Yale School of Public Health:

Mike Honsberger, Director of Academic Affairs

Email: michael.honsberger@yale.edu
Phone: 203-785-2775

Lauren Babcock-Dunning, Director of Online and Certificate Education

Email: lauren.babcock-dunning@yale.edu
Phone: 203-785-2914

Yale School of Drama:

Chris Kilbourne, Director of Digital Technology
Email: chris.kilbourne@yale.edu
Phone: 203-432-8814

Yale School of Nursing:
Ekaterina Ginzburg, Director of Academic Support, Instructional Technology, and Design
Email: ekaterina.ginzburg@yale.edu
Phone: 203-785-5611
Joshua Gleason, Instructional Technology Specialist
Email: joshua.gleason@yale.edu
Phone: 203-785-7992

Yale School of Forestry:
Jenn Lawlor, Online Education Program Administrator
Email: jennifer.lawlor@yale.edu
Phone: 203-432-5412
Minna Brown, Director of Academic Affairs
Email: minna.brown@yale.edu
Phone: 203-432-5131

Yale Divinity School:
Graziano Kratli, Digital Projects & Technology Librarian
Email: graziano.kratli@yale.edu
Phone: 203-436-8202

Yale School of Management:
Lacey D'Amato, Assistant Director, Faculty Support Services
Email: lacey.damato@yale.edu
Phone: 203-436-9676
Heather Amero, Faculty Support Team Lead

Email: heather.amero@yale.edu

Phone: 203-436-4832

Yale School of Medicine:

Gary Leydon

Email: gary.leydon@yale.edu

Phone: 203-737-6408

Lisa Egan, Project Specialist, Faculty Support

Email: lisa.egan@yale.edu
Cengage Learning integration with Canvas @ Yale was approved Fall 2016. Please contact canvas@yale.edu for assistance integrating this tool.

Cengage Learning is publisher content that can be used within your Canvas coursesite. For more information on this tool, please see the vendor website: http://www.cengage.com/
External App: Examity

Examity was approved Summer 2016 for the Yale Online Summer Session Programs. For more information on integration within your Canvas course site, please contact canvas@yale.edu.

Examity is an online proctoring tool to allow instructors to use Canvas to distribute proctored exams. For more information on this tool, please see the vendor website: http://examity.com/
External App: ExamSoft

ExamSoft was approved for the Yale School of Nursing in Fall 2017. For any additional questions regarding integration, please contact canvas@yale.edu.

ExamSoft is a program which creates, administers, and analyzes student assessments. To see the product, please go to: http://learn.examsoft.com/
External App: Faculty Enlight

These directions are for instructors setting up a first time cross-over to Canvas.

1. Login to Canvas with your faculty credentials.

2. Choose the course you are teaching from your dashboard.

3. On your left-hand navigation bar, you will see the following links:
   - *Faculty Enlight* clicking on this link will open a new window, and prompt you to sign in or create an account with *FacultyEnlight*. After first time pairing, every subsequent click from Canvas will not require you to sign in.
   - *Purchase Course Materials* clicking this link will take your students to the campus bookstore, and prompt them to sign in or create a bookstore account to purchase course materials.
The course materials you adopted will appear here in all the available formats (new, used, rental, digital).

4. Click on Faculty Enlight.
   • You will now be redirected to FacultyEnlight.

Note: Once you click onto the Faculty Enlight, you will be redirected. Please ensure that your browser has cookies enabled in order to continue with setting up this tool.

5. Login with your FacultyEnlight username and password, or create a new account.
   • Your course information will auto-populate in FacultyEnlight to match the course you selected in Canvas.

6. Your Canvas account is now paired with FacultyEnlight.
• You will not have to log in when clicking the *Research & Adopt Course Materials* link from Canvas in the future.

💡 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.
External App: Gradescope

The Poorvu Center is piloting Gradescope for the Spring 2019 and Fall 2019 terms. To learn more about the pilot, please see the following page our Poorvu Center website.

💡 Gradescope Get Started Guide: https://www.gradescope.com/get_started
Help from Gradescope: help@gradescope.com

How to enable Gradescope in Canvas

To enabled Gradescope for your class, go to Settings → Navigation → and drag Gradescope above the fold. Scroll to the bottom of this page and save the changes to enabled the tool for your class.

The first time you click on Gradescope from Canvas, it will open a new window, and ask if you want to create a new course, or link to an existing one. You should not need to sign in again.
Only those with the role of Instructor, Guest Instructor, or Teacher (not commonly used) can create and link to a Gradescope Course, and create and link assignments. TAs or Teaching Fellows will be able to grade assignments already created.

If you choose to create a new course, ensure the term is accurate in Course Settings before continuing. If you are creating a Gradescope course for a spring class but it is still during the fall term, Fall 2018 will be the default, instead of Spring 2019.
How to Sync your Roster in Canvas to Gradescope

To Sync your roster, click on the Roster button on the left nav, and click “Sync Course Roster.”

Optionally uncheck “Let users know that they were added to the course” before you Sync to avoid unnecessary emails to your class.
Once your roster is synced, users who were added from Canvas will have a chain link in the “Linked” column with their roles associated with them.

How to link an Assignment in Gradescope to Canvas

First, create an assignment in Canvas where the Submission Type is External Tool. (For information on how to create an assignment, see the following guide.) This will create the assignment for your students in Canvas that will serve as a passthrough to Gradescope,
regardless of Instructor or Student submitted assignment, and will create the appropriate column in the Gradebook where grades will be sent.

💡 Only those with the role of Instructor, Guest Instructor, or Teacher (not commonly used) can create and link to a Gradescope Course, and create and link assignments. TAs or Teaching Fellows will be able to grade assignments already created.

For “Enter or Find an External Tool URL” Click Find and scroll to select “Gradescope”
Complete the other Assignment settings as desired, and create and publish your assignment. The assignment must be published for Gradescope to find it to link to.

If you want to prevent students from seeing or getting notified about the grades in Canvas for a particular assignment, mute the assignment in the Canvas Grades tool until you are ready to release grades.

After the assignment is created in Canvas, go into Gradescope to create your assignment.

See Gradescope’s “Get Started” guide on how to create different types of assignments.

https://www.gradescope.com/get_started

Once your Gradescope assignment is created, link it to the appropriate Canvas assignment by going to the “Settings” of the Assignment, and choose the Link button under Canvas Assignment.
The integration will populate with the list of assignments you have already created in Canvas. Choose the appropriate assignment, and choose Link Assignment. Save your changes.

You assignments are now linked. When you have finished grading in Gradescope, you will be given the option at the end to publish grades back to Canvas, updating the Gradebook with the scores from Gradescope.
How to log In to Gradescope through CAS / Single Sign On

From Gradescope.com, go to the Log In button in the top, right, and choose School Credentials

Find Yale NetID in the list at the bottom
Please login with your NetID and Password to continue.

**Identifying Students using Name and Student ID**

When batch uploading student files into Gradescope, you can have your students identify themselves by both their Name (First Last) and Student ID, which in Gradescope is mapped to the Yale UPI.

In Canvas, the SIS ID is the Yale UPI.
In Gradescope, this is the Student ID, visible if you edit the student in the Roster. To see the Student ID, first hover over the name until the “Edit” icon appears.

Click Edit, and you will see Student ID.
Students can look up their UPI in Yale Directory, and it is printed on their ID cards as well.

For more help tutorials on using Gradescope:

- Getting Started with Gradescope
- Assignment Workflow
- Student Workflow
- Stanford's Help: Using the Gradescope integration with Canvas
This article describes how to add LibGuides to specific courses and how to add the link to the course navigation. For questions regarding LibGuides, please contact Steve Wieda steven.wieda@yale.edu. For questions regarding the process within Canvas, please contact canvas@yale.edu.

Add the LibGuide

1. Enter Coursesite that you will be adding the LibGuide, and click on "Settings" link in the course navigation.

2. In the settings area, click the "Apps" tab.

3. In the "Filter by name" search bar on the Apps page, type in the word "Redirect". The App options will filter as you type.

4. Click on the Redirect tool (large blue arrow icon) and then click the "Add App" button [A].
5. A pop-up will appear where you will need to enter the following information:

[A] Name - This is the text that will appear in the course navigation for students to click on.

[B] URL Redirect - This is the URL for the LibGuide.

[C] Select the checkbox for “Show in Course Navigation”.

[D] Click the “Add App” button.

6. After you added the link, you will see a quick notification at the top of the page.

7. Refresh your browser (or just click on the "Home" link for the course) and you will see the new link in the course navigation.
External App: MobLab

MobLab was approved Fall 2017 for School of Management. For more information regarding this tool, please email canvas@yale.edu

MobLab is a tool which has economic games and scenarios. To see more information regarding this tool: https://www.moblab.com/

Economics Games and Experiments, for interactive teaching and learning in the social sciences and management.
Moodle + WIRIS was approved in Summer 2017 for selected courses only. If you are interested in using this tool, please contact canvas@yale.edu.

WIRIS is a mathematic equation editor that allows you to write equations with either HTML5 or JavaScript.
Yale is currently conducting a pilot of NoteBowl for Spring 2019 and Fall 2019. The tool is available to all academic courses.

NoteBowl is an alternative discussion board tool with advanced features and a more intuitive user interface. NoteBowl provides the ability for instructors to create graded and ungraded course discussions where students can post text or audio comments asynchronously.

NoteBowl is comprised of 2 distinct tools:

1. **Bulletin Tool**
2. **NoteBowl Discussion Assignments**

For more information about this tool, please visit the [NoteBowl website](#) and help articles.

### Bulletin Tool

- [Features of the Bulletin Tool](#)
- [Turn on Bulletin in Your Canvas Course](#)
- [How to post in the Bulletin Tool](#)

### Features of the Bulletin Tool

The NoteBowl "Bulletin" tool is a space where course members can converse. It can be similar to a water cooler conversation - or it can be used as a coordinated place where students can ask questions and other course members (instructors, teaching fellows, or other students) can reply.

Some of the features that the Bulletin provides include:

- Ability to "pin" posts so that they always appear at the top [A]
- Ability for users to choose if their name will appear next to their post [B]:
  - Display name to all
  - Display name to only instructors
  - Do not display name at all
- Ability to "like" posts
  - Instructors can use the "liking" feature to endorse responses that are correct or most appropriate. A post liked by an Instructor will have a distinctive green check mark. [C]
Turn on Bulletin in Your Canvas Course

1. Log into Canvas
2. Navigate to the course site
3. Once in your course, click on the "Settings" tool [1].
4. On the "Settings" page, click the tab for "Navigation" [2].
5. The "Navigation" tab is divided into 2 sections:
   1. The upper portion of the page displays items that appear in the course navigation menu.
   2. The lower portion of the page displays the tools that have been hidden from student view.
6. Find the "Bulletin" item in the lower portion of the page and drag it to the upper portion. [3].
7. Go to the bottom of the page and click the "Save" button [4].
8. The "Bulletin" tool will now appear in your course navigation menu.
How to post in the Bulletin Tool

1. Go to the "Bulletin" tool in your course.
2. In the box provided [1], enter your text.
   1. If desired, you can add an attachment or a recording to your post by clicking on the appropriate button just below the text box [2].
3. Before you post, you can select how your name will appear next to your post. Click the arrow [3] next to the "Post" button and select from the following options in the dropdown [4]:
   1. Post as yourself - with your name displayed.
   2. Post as anonymous - with your name hidden from everyone except for the instructor.
   3. Coming in January Post as totally anonymous - with your name hidden from everyone.
4. When you are done with your post, click the "Post" button [5].

As you look through the posts in the Bulletin, you can click the "Comment" button on a post [6] to reply to it. Posting a comment is very similar to creating a post. If you read a post or a reply that you agree with or find interesting, you can click the "Like" button [7]. Posts/Comments that are liked by an instructor will have a green check mark next to the "Like" button [8].
NoteBowl Discussion Assignments

- NoteBowl Discussion Assignment Features
- Set up a NoteBowl Discussion Assignment

NoteBowl Discussion Assignment Features

NoteBowl Discussion Assignments allow instructors to create asynchronous graded (or ungraded) focused discussions. Unlike the Bulletin tool, NoteBowl Discussion Assignments can be tied to a column in the Canvas "Grades" area and can also be date/time restricted.
For each NoteBowl Discussion Assignment created, the instructor can set a variety of different options including:

- Allowing anonymous posts / comments
- Requiring a minimum number of original posts
- Requiring a minimum number of comments on other posts
- Setting a required or recommended word count for posts/comments

In addition, NoteBowl Discussion Assignment provide instructors with advanced grading tools including:

- A submission overview - showing how many posts/comments a student has completed.
- Indicators to show whether or not the student has completed the preset requirements for the assignment.
- Ability to quickly jump to the posts/comments for a student.
- Ability to add comments back to a student that are not visible in the discussion assignment.
Auto-grading students based on either:
  • submission criteria (completed all requirements, completed some requirements, did not submit)
  • grade criteria (do not have a grade yet or already have a grade)

Set up a NoteBowl Discussion Assignment

1. In your course, click on the "Assignments" tool.
2. Click the "+ Assignment" button.

3. Set up your assignment with a Title, Instructions (if desired), and points (if desired).

4. Under the "Submission Type" section, select "External Tool" from the drop down menu [1].

5. Now, click the "Find" button [2].

![Image of Canvas interface with "Find" button highlighted.]

6. In the pop-up, locate and click on "NoteBowl" [3] and then click the "Select" button [4].

7. Complete the process of creating your assignment.

![Image of Canvas interface with "Select" button highlighted.]

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External App: Perusall

Perusall was approved for integration within Canvas, Spring 2017. To activate Perusall within your course, please visit our help guide: Integrating Perusall within Your Canvas Course.

Perusall is an annotation tool that allows students to annotate PDFs and share comments to each other within the document. For more information about this tool, please see the vendor website: https://perusall.com/.

For further information regarding Perusall, or how to install this application into your Canvas course, please contact Canvas@Yale.edu
Integrating Perusall with Canvas

Perusall is an annotation tool that integrates with Canvas. To integrate Perusall into your course, please follow the steps below. For further assistance, please contact Canvas@Yale.edu

Perusall allows students and their instructors to collaboratively markup .pdf documents. This tool also allows:

- User tagging with email alerts and Perusall inbox alert.
- Tagging of annotations as questions automatically when a user uses a question mark.
- Ability to filter annotations to view questions, unanswered questions, annotations by instructor, or annotations by a specific student.
- Automatic grading.
- Confusion report to see where students have the most questions.
- Provides a downloadable .csv of all annotations in an assignment.

Adding Perusall to Your Canvas Course

From your course, click Settings [1], choose Navigation [2]. Scroll down to the list of disabled apps, until you get to Perusall. Click the settings icon next to Perusall [4], and choose Enable [5].
Scroll down to the bottom of the page, and click Save [5].

Perusall will now appear on the left navigation in your course. As an instructor enrolled in the course, once you click on the Perusall tab, a course will be created within Perusall.

You can then integrate Perusall Assignments into Canvas by following these steps.

💡 For more information on roster syncing, and linking an assignment from Canvas to Perusall, please see the following [Overview of LMS Integration](#) help article.

For more general information on Perusall, please visit the [Perusall website](#).
Add Piazza to your Canvas Course Site

Piazza is an online discussion website that gives students anonymity options to encourage everyone—even shy students—to ask and answer questions. Instructor endorsements of good questions and answers let instructors push the class in the right direction.

💡 **Piazza Benefits**

- Ask students directly for anonymous feedback by posting a poll after a lecture.
- Wiki-style QA makes finding the (single) answer easy.
- Create a class that's student-driven, instructor-controlled.
- Manage course QA.
- View class participation to learn more about your students.

Never seen Piazza before? See what Piazza looks like before you set one up for yourself: [Piazza Demo Course](#).

- With integrating Piazza into your Canvas course, the students will not have to leave the site in order to participate.

  Here are some [Piazza (Vendor) Professor Success Stories](#).

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**How to add Piazza to your Canvas Course Site**

1. Go to Settings from your Course Navigation, then “Navigation”. Piazza will be disabled by default, so in order to enable Piazza, you will want to drag it up into the navigation that is visible to the students.
To Create a Piazza Course or Link to an Existing Piazza Course:

1. To Create a Piazza Course, fill out the information under “Create a Piazza Course”.

2. To Link to an Existing Piazza Course, fill out the information under “Already Created a Class in Piazza”.
3. If you already have an account with Piazza, please log in with your password.

4. If you do not have a Piazza account, please follow the prompts on the screen:
5. Once you are logged in, you will see the Piazza course within your shell. You will not have to log into Piazza again.
External App: PlayPosit

PlayPosit has been approved for a pilot year beginning this Summer 2018 running through the Spring 2019 term. To begin using PlayPosit please contact canvas@yale.edu.

PlayPosit aims to increase learner engagement through interactive videos. You can integrate PlayPosit into your courses through the Assignments tool, or the Modules tool in Canvas.

General Information

When using PlayPosit, you will create "bulbs" - which are videos with an overlay of PlayPosit quizzing features. Because PlayPosit integrates with Media Library (Panopto), you can use your existing Media Library videos to create bulbs, or you can use YouTube, Vimeo, record a new or upload an existing file.

Below you will find some specific information about using PlayPosit bulbs as part of your Canvas course Modules and/or Assignments.

Modules

To begin, if you have not already created a module in your Canvas course, navigate to the Modules tab in your course [1]. Click +Modules [2]

Give the modules a name [3], and click Add Module [4].
In the module you just created, click the + icon to add an item to your module [5].

From the "Add" drop down menu, select External Tool [6]. Scroll down until you see PlayPosit, and click the link [7].
You will then see the PlayPosit integration screen that will prompt you to "Get Started" [8].

You can then create a new bulb to link to the module, or choose an existing bulb that you have already created. Choose the bulb you would like to link [9], and select "Set bulb link" [10].
Select the Learner Experience [11], and choose to Set the Link [12].

You will be sent back to the Canvas module, where you can "Add Item" [13].
You will be taken back to the module where you can view the bulb you just added.

Assignments

To begin, click on the Assignments tab in your course [1], and choose +Assignment [2].

Give the assignment a name [3], and from the submission type, choose External Tool [4].
Click Find [5]

Scroll through the list of tools until you find PlayPosit, and click on it [6].
You will then see the PlayPosit integration screen that will prompt you to "Get Started" [7].

You can then create a new bulb to link to the module, or choose an existing bulb that you have already created. Choose the bulb you would like to link [8], and select "Set bulb link" [9].
Select the Learner Experience [10], and choose to Set the Link [11].

You will be sent back to the Canvas module, where you can click Select [12].
Back in the Canvas Assignment, click Save, or Save and Publish to finalize the PlayPosit bulb in the Assignment [13].

You will be taken back to the assignment where you can view and monitor the bulb you just added.

**Vendor Resources**

**PlayPosit Overview & Demo Bulb**

**Building a Bulb**

**Assigning Bulbs in Canvas**
Monitor Analytics

💡 Please visit the vendor guides for more in depth PlayPosit instructions.

💡 For assistance with PlayPosit, email Canvas@yale.edu
Poll Everywhere is an online solution for classroom and audience engagement using real time, live polling activities.

Yale holds a university-wide "hosted" license for Poll Everywhere. With the Yale license, anyone with a Yale NetID can create polls.

To be added to the Yale University Poll Everywhere account please contact medialibrary@yale.edu.

Poll Everywhere has an integration with Canvas to make classroom polling easier. To set up Poll Everywhere for your course, you will need to:

1. Log into Poll Everywhere**
2. Import your Canvas course roster into Poll Everywhere
3. Create an Activity
4. Activate your Poll
5. Present your Poll
6. Export grades back to Canvas

** If you have not already been added to the Yale University Poll Everywhere account, please contact medialibrary@yale.edu.

For additional help, please refer to the Poll Everywhere vendor guides:

- [Instructor Getting Started Guide](#)
- [Presenter Getting Started Guide](#)
- [Student Getting Started Guide](#)
- [Add a Poll Everywhere Poll to your Canvas Module](#)
- [Poll Everywhere Video Guides](#)
How do I import a course roster in Poll Everywhere

Navigate to the Participants section of your Poll Everywhere dashboard

Log in to your Poll Everywhere account and select the "Participants" tab from the main dashboard.

Select "Add participant"

Select the "Add participant" button in the upper left hand corner.
Select "Connect to LMS"

From the pop up menu, select "Connect to LMS"

Select "Canvas"

Select the "Canvas" option from the list of support LMS's

Log in to Canvas

Under "Canvas accounts available for your institution" select "Login" next to https://yale.instructure.com
Connect your Canvas and PollEverywhere accounts

When prompted, select "Authorize" to connect your Canvas and PollEverywhere accounts.
Select your Canvas login

You will now see a Canvas login available for you. Select the link that now appears under "Your available Canvas logins."

**Connect to LMS**

1. Select LMS  
2. Authorize  
3. Select courses

Your available Canvas logins:

[https://yale.instructure.com/login:brp8I](https://yale.instructure.com/login:brp8I)  Delete

Add more Canvas connections:

- Free-For-Teachers account at canvas.instructure.com
- Canvas Network account at learn.canvas.net

Canvas accounts available for your institution:

https://yale.instructure.com  Login  Edit

Select the course roster you want to import

You will see a list of your courses available in Canvas, with the most current courses listed first. Select the course you want to import and select "Continue." Please note that this will notify students via email who do not have an existing Poll Everywhere account that one will be created for them. They will receive an email prompting them to complete their account creation.
Verify students have been added to your participant list

You will be notified that the LMS connection is in progress and your roster will appear in your participant list shortly.

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LMS connection in progress!

Our robots are sifting through your roster now. Check the Participants tab in a little while to see results. Remember to set polls to allow Registered participants only, so you can identify them in Gradebook and reports.

Got it!
In your participant tab of your PollEverywhere dashboard, you will now see the list of your students and which course group/s they belong to.
Using Post'Em within your Canvas site

The Post'Em Tool is a way for instructors to provide detailed text feedback to students by uploading a single CSV file. Your CSV file can contain multiple columns of feedback and you can upload as many different CSV files as you wish.

Add Post'Em to your Course

Post'Em has already been added to your course, but not automatically to your course navigation. In order to add Post'Em to your course navigation, follow the steps below.

From your Canvas course, click Settings [1]. Find the Navigation tab, and click it [2]. Scroll down until you find Post'Em [3].

Click the settings icon next to Post'Em [4] and choose to Enable [5]. Save your settings [6] and you will then see Post'Em in your course navigation.
To Use Post’Em

1. You can start with your own CSV file or you can download your course CSV template [1]. If you start with your own file, you will need to make sure that the first column of your file is LoginID and contains the students' NetIDs.

2. After you make and save the changes to your CSV file, click the Choose File button [2] and select your CSV file.

3. Enter a title for your uploaded CSV [3]. This will default to the file name of your CSV but we recommend that you change this to something more useful for the students.

4. If your CSV file is all set and you are ready to release the information to your students, you can select the Release feedback to participants option [4] to give immediate access to students. If you do not select this option, you can release your results later.

5. When you are done, click the Upload [5] button to upload your file to the course.

6. After you have uploaded your file, you will see your file listed at the bottom of the page [6].
7. After your files are uploaded, you will be able to see last modified date and who modified it. You will also be able to quickly see which files are released to students [7].

8. If you click the Actions menu [8] for a file, you will have access to additional options including:

- **View** - allows you to view the data (results) from the file.
- **Edit Title** - modify the title you gave for the results.
- **Upload New Version** - will overwrite delete the current file and replace it with the new CSV file you upload.
- **Download** - allows you to download a copy of the CSV file that was originally uploaded.
- **Release/Unrelease** - allows you to release/unrelease the results. Released results are visible to students. Unreleased results are only visible to instructors.
- **Delete** - allows you to delete the results completely.
When searching for users in a large spreadsheet, please remember to search the entire document:
External App: Quizlet

Within Canvas, there is an LTI for Quizlet. Currently the LTI functionality is not working as intended and searching for your personal Quizlets is difficult. The purpose of this article is to provide a work around to embed your Quizlets into a Canvas Page. This will not sync the student's results with the gradebook.

Add Quizlet App to Course.

Note: You will only have to do this once per section.

1. Click on Settings from Course Navigation.
2. Click “Apps”.
3. In the Search box, type Quizlet.
4. Click on Quizlet.

5. Click on +Add App, then name the App.

6. Click Add App.
Now the Quizlet App will be an option on your Content Editor.

**Embedding Quizlet into Content.**

1. Open Content Editor (by adding page, editing assignment, creating announcement, etc.)
2. From your editor, you will see a “Q” as an option.

3. This will open the search function in Quizlet. You can search for anything *(you only need this HTML code so at this time what you search for does not matter).*
4. Once you select a quizlet, click “embed”.

5. Open the HTML editor.
6. Here you will see the website that is embedded. You can change this website to be your own website by copying and pasting your website in its place.
7. Click Save.

8. Click “Save and Publish”.
If you would like to learn more about this tool, please consider attending one of our workshops or schedule a one-on-one consultation:

- Register here for a workshop
- Schedule a one-on-one consultation
External App: Respondus LockDown Browser

Respondus LockDown Browser is a custom browser that locks down the testing environment within a learning management system. Students are unable to copy, print, access other applications, or visit other websites during an online exam.

Vendor Guides:

- How to set up your Canvas quizzes with Respond LockDown Browser.
- Instructor Quick Start Guide

Enabling Respondus LockDown Browser

1. You may not immediately see the Respondus LockDown Browser in the left hand navigation of your course. This is because the LockDown Browser is disabled by default. To enable the application in your course, go to the course's settings, select "Navigation" across the top. Scroll down to "LockDown Browser" under the hidden pages and click and drag it into the active course navigation. Make sure to click "Save" to save the changes.
Accessing Respondus LockDown Browser in Canvas for the First Time

1. Within your selected course, click on "LockDown Browser" on the left hand navigation.

2. Canvas will present a message from Respondus requesting access. You will also be able to view the Terms of Use. Click "Authorize" to continue. This will be the only time you are presented with this screen.

3. On the next page, you will see the "About LockDown Browser" page. Check "Don't show this page again" to skip this page for all future visits. This page will continue to be accessible from LockDown Browser Dashboard if you choose to skip the page.

4. Click "Continue to LockDown Browser" from the "About" page to view the dashboard.
5. The dashboard shows all your quizzes in your course. You can follow the vendor guides above to learn more about how to use the dashboard.

💡 For more help, please contact canvas@yale.edu.
External App: Turnitin

Yale conducted a pilot evaluation of the software system Turnitin for use in courses across the university during the 2018-2019 academic year. Each school selected their level of integration for the pilot. Please refer to the Turnitin Technology Pilot and Frequently Asked Question: Canvas Pilot of Turnitin articles for more information.

Turnitin is a tool to help faculty and students develop and evaluate written scholarship. It estimates the originality of written work so students can properly reference source material. 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. The report provides an opportunity for constructive conversations about properly referencing sources.

For instructions on how to use Turnitin, please refer to the help guides linked below:

Instructor Guides

- Creating a Canvas Assignment with Turnitin Enabled
- Accessing the report
- Turnitin Settings Options
- The Similarity Report explained
- Accessing the Similarity Report
- Interpreting the Similarity Report
- Refining a Similarity Report
- Similarity scoring scenarios
- Viewing similarity matches
- Viewing sources
- Generating a new Similarity Report
- Text-Only Similarity Report
- Paper View Requests
- Multicolor highlighting in the Similarity Report

Frequently Asked Questions about the Canvas Plagiarism Framework

Canvas Plagiarism Framework Release Notes
Student Guides:

- Accessing the report
- The Similarity Report
  - Bibliography and quote exclusion definitions
  - Interpreting the Similarity Report
- Accepted file types and sizes

Known Issues and Bugs we are aware of

- Turnitin ignores Canvas anonymous grading rules
  - Please note that this is the expected behavior, and thus no fix will occur

Resolved Issues:

- Similarity Reports are regenerated automatically on due date to check submissions against each other, however this updated score may not be sent to Canvas.
- Student resubmissions showing the first submission instead of the most recent submission in the Grades view.
- Canvas Rubrics & Turnitin LTI (Canvas Community)
  - Note that this was resolved, as Turnitin's submission type is no longer as an external tool
  - All other assignments with an "external tool" submission type will not be able to add rubrics
- Known issues with the Canvas Turnitin Framework (Turnitin Article - October 2018)
  - Intermittent issues with submissions and resubmissions
  - Intermittent issues with copied courses and duplicate users
External App: VoiceThread

VoiceThread aims to transform media into collaborative spaces with video, voice, and text commenting. VoiceThread has been integrated into Canvas as of the Summer, 2018. For additional assistance with VoiceThread, please contact canvas@yale.edu

Adding VoiceThread to Your Course

To integrate VoiceThread into your Canvas course, you have several options. You must first decide if your VoiceThread will be graded, or non-graded. Instructions for both options are listed here:

- Non-Graded VoiceThread Integration
- Graded VoiceThread Integration
  - Using Assignment Builder through the Assignments Tool in Canvas

Setting Up Non-Graded Activities

1. Navigate to the Modules area of your course.
2. Find the module to which you would like to add VoiceThread, and click the Add Content button.
3. Select External Tool from the menu.
4. Select VoiceThread from the list of tools.
5. Click Add Item.
6. You will be prompted back to the modules page. Click on the newly added VoiceThread external app link.

7. From this step you have three different options for integrating VoiceThread into your course:
1. Course View will display all VoiceThreads in your specific course.
2. Home will display all VoiceThreads and all courses that a student is enrolled in.
3. Individual VT will display a single specified VoiceThread.

**Setting Up Graded Activities**

1. Navigate to the Assignments area of your course.
2. Create a new assignment.

3. Name the assignment, and scroll down to Submission Type.
4. Under Submission Type, select External Tool.
5. Click Find on the External Tool URL.

6. Select VoiceThread from the list.

7. Click Select to save your changes.

8. Save or Save and Publish your Assignment.

9. Click back into the assignment you just created.

10. From here, choose an option for your graded assignment:
1. Course View will display all VoiceThreads shared within your specific course.
2. Home will display all VoiceThreads and all courses that a student is enrolled in.
3. Individual VT will display a single specified VoiceThread.
4. Assignment Builder will allow you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread. More information on how to use Assignment Builder can be found here.

Join VoiceThread for free workshops! If you are new to VoiceThread or want new ideas, VoiceThread hosts interactive and hands-on workshops. [Click here to register](#).

You can also watch previously recorded workshops presented by VoiceThread by [clicking here](#).

[Follow the VoiceThread YouTube Channel](#).

[Read more about VoiceThread on their blog page](#).

Detailed instructions regarding how to use VoiceThread within your course can be found on the vendor's website, [located here](#).
External App: VoiceThread Assignment Builder

Setting Up Graded Activities from the Assignment Builder

Assignment Builder will allow you to create a graded assignment requiring students to create, watch, or comment on a VoiceThread that links to the gradebook. There are three different ways to use the assignment builder:

1. Create a VoiceThread
2. Submit a Comment
3. Watch a VoiceThread

To Begin, Set Up a Graded Activity

1. Navigate to the Assignments area of your course.

2. Create a new assignment.

3. Name the assignment, and scroll down to Submission Type.

4. Under Submission Type, select External Tool.

5. Click Find on the External Tool URL.
6. Select VoiceThread from the list.
7. Click Select to save your changes.

8. Save or Save and Publish your Assignment.
9. Click back into the assignment you just created.
10. From here, choose Assignment Builder.
Assignment Builder will link to three different options which will be further described below.

1. Create a VoiceThread
2. Submit a Comment
3. Watch a VoiceThread

**Option 1 - Create a VoiceThread**

Selecting this option will allow students to create and submit a VoiceThread of their own.

You will be able to enter an assignment description from here, and create the assignment.
Option 2 - Submit a Comment

Selecting this option will require students to comment on a VoiceThread you have created. Private comments will not count toward the total number of comments for assignments.

After selecting this option you will be prompted to select a VoiceThread from your existing VoiceThreads [1], or you will be able to create a new VoiceThread [2] and select the comment requirements.
Once you select the VoiceThread, you will be able to set assignment parameters. This includes entering a description, how many comments are required for the assignment, and if you would like the assignment comments to be moderated.

Choose Create Assignment, and the VoiceThread will then be linked the the assignment in Canvas.
Option 3 - Watch a VoiceThread

Require students to watch an entire VoiceThread from start to finish.

After selecting this option you will be prompted to select a VoiceThread from your existing VoiceThreads [1], or you will be able to create a new VoiceThread [2] and select the assignment requirements.

Once you select the VoiceThread, you will be able to set assignment parameters. This includes entering a description and allowing students to resubmit the assignment.
Choose Create Assignment, and the VoiceThread will then be linked to the assignment in Canvas.

For more options to integrate VoiceThread into Canvas, visit our help guide found here.

Detailed instructions regarding how to use VoiceThread within your course can be found on the vendor's website, located here.

Join VoiceThread for free workshops! If you are new to VoiceThread or want new ideas, VoiceThread hosts interactive and hands-on workshops. Click here to register.

• You can also watch previously recorded workshops presented by VoiceThread by clicking here.
• Follow the VoiceThread YouTube Channel.
• Read more about VoiceThread on their blog page.
External App: WileyPLUS

💡 WileyPlus was approved Summer of 2016. Approved for select sites only, please contact canvas@yale.edu.

ℹ️ WileyPLUS is a research-based online environment for effective teaching and learning. For more information about the tool, please see the vendor website: https://www.wileyplus.com.
External App: WordPress in Canvas

Welcome to WordPress in Canvas, our local instance of CampusPress by EduBlogs. WordPress in Canvas sites are available upon request for official courses, and will be linked to your Canvas site automatically. Similar to Canvas sites, a new site will be created each term base on the course ID, and instructor content can be cloned from year to year.

If you wish to keep a WordPress site active for more than one course, e.g., for course portals, course websites with no student content, please create a CampusPress for Yale Wordpress Site.

To request a WordPress in Canvas site, please go to and complete the following request form:

https://canvas.yale.edu/requests/wordpress-canvas-request-form

Key New Features of WordPress in Canvas include:

- LTI Integration with Canvas
  - Including a link from your Canvas site to the Class Blog automatically on site request
  - One click addition of students, TAs and others users enrolled in your Canvas class to your Wordpress site in the role you define
  - Automatic removal of users no longer participating in a class after shopping period

- My Class is the ultimate tool for class and student blogging. It allows you to connect student blogs to your class blog where you can control the student blog privacy, comment moderation and post moderation on all student blogs with just one click.

For additional assistance in using Wordpress in Canvas, please email CampusPress directly: contact@campuspress.com.

Canvas LTI Integration

The Canvas LTI Integration, found under Settings -> LTI Integration, does the following:

1. Connects your site to your Canvas Course by adding a "Course blog" link to your left hand navigation.
2. Maps your user roles from Canvas to Wordpress according to your preference
3. Directs your users to either the Front-End or the Back-End (Dashboard) of your site from Canvas.
4. Removes the users no longer enrolled in your Canvas site from your WordPress site 2x daily, if selected.

Site Visibility

To change these settings, go to your WordPress site Dashboard -> Settings -> Reading.

1. Scroll to the Site Visibility section
2. Select the option for your site.
   1. Only Registered users is the default, locking your site to those enrolled in your Canvas site.
   2. Only administrators would another option if you would like to work on your site prior to allowing your students access.
External App: Zoom

Zoom within Canvas allow you to schedule and display meetings directly in your Canvas course page. Students can view upcoming Zoom sessions and join them from the Zoom section within your course.

⚠️ GUEST ACCOUNT WARNING

Guest accounts (non-Yale NetID accounts) cannot schedule Zoom meetings through Canvas.

Guest accounts with a student-level role (Student, Guest Student, Auditor, Shopper, etc...) can attend Zoom meetings.

💡 The new Zoom Pro LTI was installed July 22, 2019. Updates and features of the new LTI include:

• Scheduled meetings will automatically appear on the course Calendar & Syllabus Course Summary section.
• Deleted meeting will automatically be removed from the course Calendar & Syllabus Course Summary section.
• All users enrolled in the course will receive an Inbox/Conversation message when a Zoom meeting is scheduled or cancelled.
• Instructor view will only show meetings scheduled for the course they are currently in.
• Instructor view will display all meetings scheduled for the course regardless of who created the meeting.

Enabling Zoom within a Canvas course

Zoom is hidden by default within Canvas courses. If you wish to use Zoom in Canvas, you will first need to navigate to the settings tab on your course page.
Then navigate to the "Navigation" tab, drag the Zoom item from the lower list to the upper list of active course items and click "save".

Zoom will now appear in your left hand course navigation menu.
Scheduling meetings within Canvas

Zoom Meetings can be scheduled from within your Canvas Course. You can access the Zoom for Canvas tool from the navigation area for the course. The landing page shows information on upcoming meetings and previous meetings. To begin scheduling a session to appear on your Canvas page click the "Schedule a New Meeting" button.

![Zoom for Canvas tool](image)

Once you have selected "Schedule a New Meeting" you will be brought to a page to enter the meeting information such as the time and name of the meeting. If this will be a regularly occurring session, you can select "Recurring Meeting" and enter the necessary information.
Once you fill out the necessary information and click "Save", you will be brought to a screen confirming the details of your meeting settings.

You can find more information on meeting options in Zoom's guide on scheduling meetings: [https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings](https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings)

**Calendar & Conversation Notifications**

With the new Zoom Pro LTI, once you schedule or cancel a Zoom meeting a message will automatically be sent to your students through the Inbox (Conversations) tool.** New meetings will also be placed on the course calendar and on the Syllabus under the Course Summary. Deleted meetings will be removed from both the calendar and Syllabus.

**Example Inbox / Conversation Message**

1. Go to the Inbox tool [A].
2. Click on the message [B].
3. The message will appear with the details and the link to join the meeting.
4. If the user has elected to do so, they will also receive a copy of this Inbox message in their Yale email account.

**If an admin who is not enrolled in the course’s People tool creates the Zoom meeting, the Inbox / Conversation message will NOT be sent.**
Example Calendar Post

1. Go to the Calendar tool [A].
2. Make sure that you have selected the calendar for your course [B].
3. Your event will appear on the calendar - click the calendar item to view additional details and the link to join the meeting [C].

Example Syllabus Course Summary

1. Go to your course's Syllabus tool [A].
2. Go to the Course Summary section and your meeting will be listed there [B].
Displaying meetings in Canvas as host

As the host of the meeting you will see tabs for your upcoming meetings, previous meetings, personal meeting room and cloud recordings. Please note that your upcoming meetings will list only meetings associated with this course. The personal meeting room and cloud recording tabs are not visible to students. Additionally, if another instructor or TA schedules a meeting in the class it will appear in the list of upcoming meetings.

Displaying meetings in Canvas as student

Students will only see tabs for upcoming meetings and previous meetings and do not have the ability to schedule meetings in the class. Currently, the recordings column will not display session recordings if you have recorded your meeting. If you wish to make a recording available to your students, you can download the recording from Zoom and upload in the Media Library.