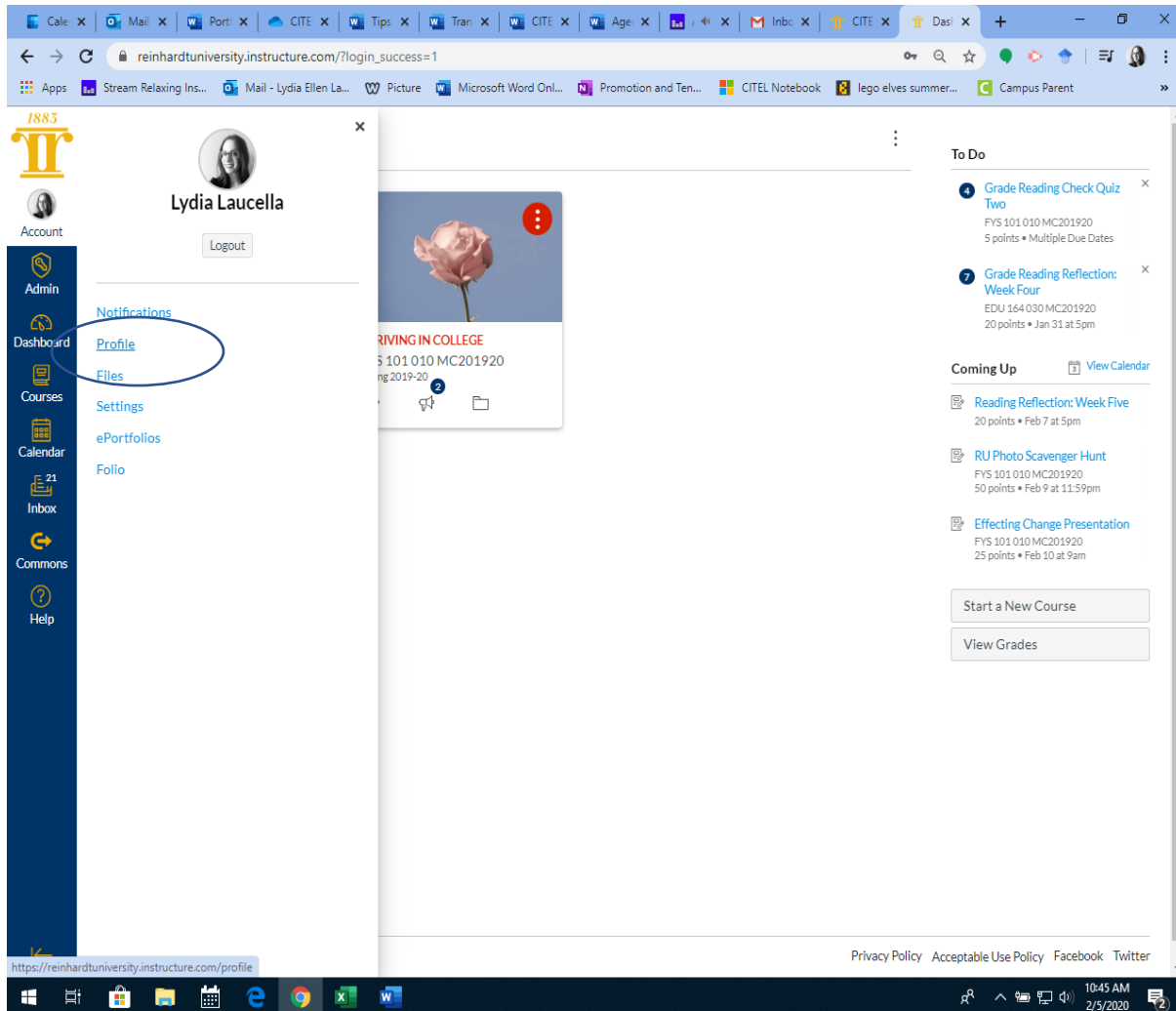


Basic Tips for Getting Started with Canvas

- 1. Enter your instructor information and profile picture under your profile setting.**
 - a. This is a great way for students to get to know you.



- 2. Begin with Modules for online courses or courses that are going to be posting a lot of content online.**
 - a. Name your modules as placeholders for information. This could be done as units, themes, weeks, etc. Go with however you already build your course and what lives in your established syllabus. It is helpful to have designed your syllabus and course calendar first before getting started with Canvas.
 - b. You can leverage modules- you can lock the module until a certain date, or you can have students progress through the module in a certain order. You can do this after all your assignments have been created and after you have more than one module. This will

determine how students move through the course.

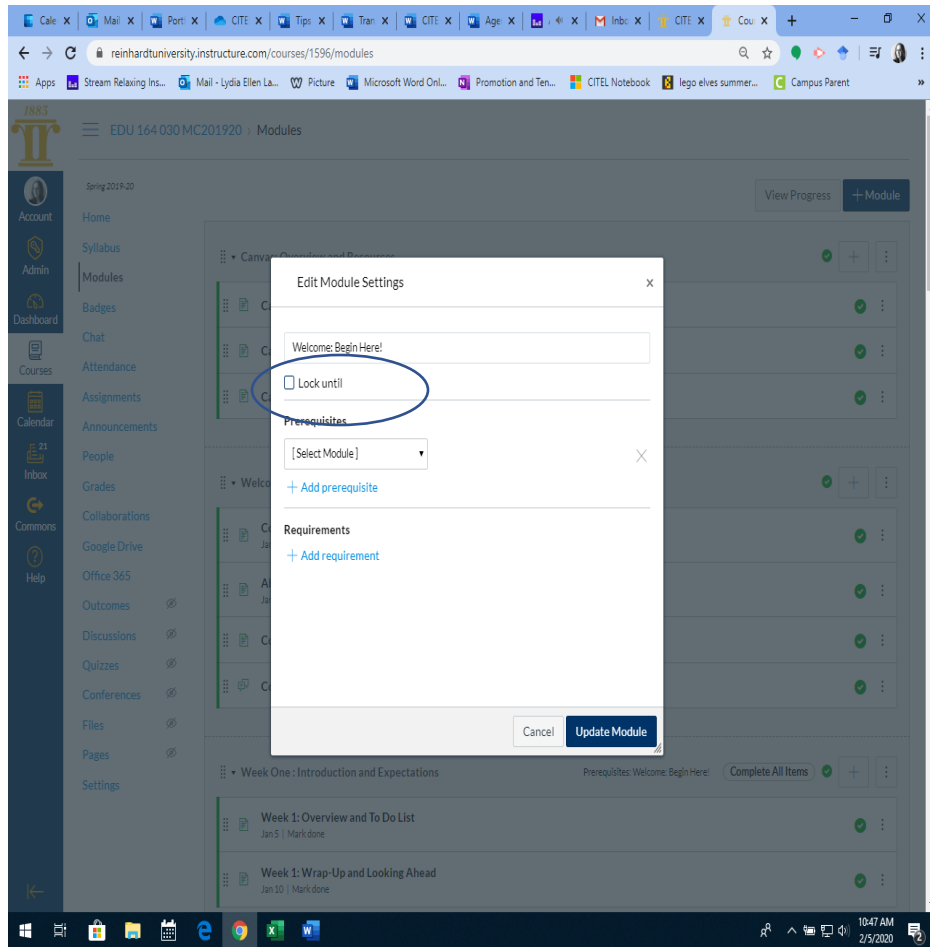
The screenshot shows a web browser window displaying the Canvas LMS interface for a course. The address bar shows the URL: <https://reinhardtuniversity.instructure.com/courses/1596/modules>. The page title is "EDU 164 030 MC201920 > Modules".

The interface includes a left-hand navigation menu with options such as Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area displays a list of modules under the heading "Spring 2019-20".

The modules are organized into sections:

- Canvas: Overview and Resources** (marked as complete with a green checkmark):
 - Canvas: Getting Started (complete)
 - Canvas: Helpful Tips (complete)
 - Canvas: Additional Support (complete)
- Welcome: Begin Here!** (marked as complete with a green checkmark):
 - Course Overview** (Jan 8) - This module is highlighted with a blue circle, and its context menu is open, showing options: Edit, Move Content..., Move Module..., Delete, Duplicate, and Share to Commons.
 - About Your Instructor (Jan 6)
 - Course Resources
 - Course Q&A
- Week One: Introduction and Expectations** (Prerequisites: Welcome: Begin Here!; Complete All Items):
 - Week 1: Overview and To Do List (Jan 5 | Mark done)
 - Week 1: Wrap-Up and Looking Ahead (Jan 10 | Mark done)

The bottom of the browser window shows the Windows taskbar with the time 10:47 AM on 2/5/2020.



- c. You can duplicate modules only if a quiz is not attached to one. It might be a good idea to build all your assignments and then create your modules.

3. Enter your assignments.

a. Create all groups (tests, quizzes, projects, etc.) under Groups in the Assignments tab.

The screenshot shows the Canvas LMS interface for the course EDU 164 030 MC201920. The 'Assignments' tab is active, and the '+ Group' button is circled in blue. The page displays a list of assignments under two categories: Quizzes and Reflections.

Category	Assignment Name	Due Date	Points	Status
Quizzes	Ethics Quiz	Due Mar 27 at 9am	20 pts	✓
	Final Reflection	Due Apr 24 at 11:59am	150 pts	✓
Reflections	Reading Reflection: Week One	Due Jan 8 at 8am	20 pts	✓
	Reading Reflection: Week Two	Due Jan 17 at 8am	20 pts	✓
	Reading Reflection: Week Three	Due Jan 24 at 5pm	20 pts	✓
	Reading Reflection: Week Four	Due Jan 31 at 5pm	20 pts	✓
	Reading Reflection: Week Five	Due Feb 7 at 5pm	20 pts	✓
	Reading Reflection: Week Seven	Due Feb 21 at 5pm	20 pts	✓
	Reading Reflection: Week Six	Due Feb 14 at 5pm	20 pts	✓
	Reading Reflection: Week Nine	Due Mar 9 at 5pm	20 pts	✓

4.

a. Assign group weights if you are utilizing weighted assignments.

Canvas LMS interface showing the Assignments page for course EDU 164 030 MC201920. The page displays a list of assignments under the 'Quizzes' and 'Reflections' categories. A red circle highlights the '+ Assignment' button in the top right corner, with a tooltip that says 'Assignment Group: Weight'.

Category	Assignment Name	Due Date	Points	Status
Quizzes	Ethics Quiz	Due Mar 27 at 9am	20 pts	Completed
	Final Reflection	Due Apr 24 at 11:59am	150 pts	Completed
Reflections	Reading Reflection: Week One	Due Jan 8 at 8am	20 pts	Completed
	Reading Reflection: Week Two	Due Jan 17 at 8am	20 pts	Completed
	Reading Reflection: Week Three	Due Jan 24 at 5pm	20 pts	Completed
	Reading Reflection: Week Four	Due Jan 31 at 5pm	20 pts	Completed
	Reading Reflection: Week Five	Due Feb 7 at 5pm	20 pts	Completed
	Reading Reflection: Week Seven	Due Feb 21 at 5pm	20 pts	Completed
	Reading Reflection: Week Six	Due Feb 14 at 5pm	20 pts	Completed
	Reading Reflection: Week Nine	Due Mar 9 at 5pm	20 pts	Completed

b. Then, create the modules and move your assignments into the appropriate modules.

Canvas LMS interface showing the Modules page for course EDU 164 030 MC201920. The page displays a list of modules under the 'Canvas: Overview and Resources', 'Welcome: Begin Here!', and 'Week One: Introduction and Expectations' categories. A red circle highlights the '+ Module' button in the top right corner.

Module Name	Items	Status
Canvas: Overview and Resources	Canvas: Getting Started, Canvas: Helpful Tips, Canvas: Additional Support	Completed
Welcome: Begin Here!	Course Overview, About Your Instructor, Course Resources, Course Q&A	Completed
Week One: Introduction and Expectations	Week 1: Overview and To Do List, Week 1: Wrap-Up and Looking Ahead	Completed

5. Attendance

a. Enable Attendance under Settings, then Navigation.

The screenshot shows a web browser window displaying the Canvas LMS interface for a course. The browser's address bar shows the URL: `reinhardtuniversity.instructure.com/courses/1596/modules`. The page title is "EDU 164 030 MC201920 > Modules".

The left sidebar contains a navigation menu with the following items: Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, Help, Attendance, Assignments, Announcements, People, Grades, Collaborations, Google Drive, Office 365, Outcomes, Discussions, Quizzes, Conferences, Files, Pages, and Settings. The "Attendance" item is circled in blue.

The main content area displays the course modules. The first module is "Canvas: Overview and Resources", which includes "Canvas: Getting Started", "Canvas: Helpful Tips", and "Canvas: Additional Support". The second module is "Welcome: Begin Here!", which includes "Course Overview", "About Your Instructor", "Course Resources", and "Course Q&A". The third module is "Week One: Introduction and Expectations", which includes "Week 1: Overview and To Do List" and "Week 1: Wrap-Up and Looking Ahead".

The bottom of the page shows the Windows taskbar with the time 10:55 AM on 2/5/2020.

- b. Enable attendance by moving attendance up. You can create it as a graded assignment if you want.

The screenshot shows the Canvas LMS interface for a course. The top navigation bar includes tabs for Course Details, Sections, Navigation, Attendance, and Feature Options. The 'Attendance' tab is circled in blue. The main content area is titled 'Course Details' and includes a course image, name, code, and various settings. The 'Attendance' tab is highlighted in the top navigation bar.

Course Details

Image:

Name: VALUES CHARAC & LDI

Course Code: EDU 164 030 M

Blueprint Course: Enable course as a Blueprint Course

Time Zone: Eastern Time (US & Canada) (-)

SIS ID: EDU 164 030 MC201920

Subaccount: Education

Term: Spring 2019-20

Starts: Dec 5, 2019 at 3:58pm

Ends:

Changing course dates may override term availability settings and placement in the Courses page and Dashboard. Please confirm term dates before modifying course dates.

Students can only participate in the course between these dates. When selected, the course is in a read-only state outside these dates.

Restrict students from viewing this course after end date

Restrict students from viewing this course before start date

When selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end

Current Users

Category	Count
Students	12
Cross-Term Student	None
Teachers	1
Success Coach	None
TAs	None
Undergrad TA	None
Designers	None
Observers	1

The screenshot shows the Canvas LMS course settings page for course 1596. The 'Attendance' item is circled in blue, and a blue arrow points to it from the right. The page shows various course settings like Syllabus, Modules, Badges, Chat, Assignments, Announcements, People, Grades, Collaborations, Google Drive, Office 365, Outcomes, Discussions, Quizzes, Conferences, Files, Pages, Bookshelf, RedShelf Course Materials, Discussions, Quizzes, Conferences, Files, Pages, Pearson, and McGraw Hill Connect. The right sidebar shows 'Current Users' with 12 students and 1 observer.

- c. **Make sure to save your changes.**
 - d. After the first time you take attendance in the live course, a Roll Call attendance assignment will show up under your assignment group. Do not modify this assignment. This is an external tool.
 - e. You can move the attendance down to the appropriate group weight (if you are weighing assignments) by dragging and dropping it.
- 6. Pages**
- a. You can create content pages under the Pages tab that have files attached, YouTube videos, video instructions, weblinks for readings, WikiPages or just a simple instruction page for completing homework/reading.
 - b. The possibilities are endless.



- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

Spring 2019-20

- Home
- Syllabus
- Modules
- Attendance
- Badges
- Chat
- Assignments
- Announcements
- People
- Grades
- Collaborations
- Google Drive
- Office 365
- Outcomes
- Discussions
- Quizzes
- Conferences
- Files
- Pages
- Settings

[View All Pages](#)

Front Page

Published

Edit

Home Page

EDU 164

Values, Character, and Leadership Development



Welcome!

This course considers how values and character develop across the human life span and how they may be promoted by character education through an examination of the changes that occur during childhood, adolescence and adulthood. This course introduces the research of both classical and contemporary scholars as well as other critics that point toward expanded conceptions of moral development. In addition, moral leadership development and service leadership are discussed in terms of building community, promoting human growth and new levels of professionalism.

Note: This course is also developed within the framework of the Georgia Performance Standards Commission Code of Ethics to assist with preparation for the GACE assessment. Ethical standards will be explored through an education lens and in application within current societal contexts. The course will help prepare education students for the GACE assessment and for leadership in education. This course will help prepare non education students to understand the role that ethics

The screenshot shows a web browser window with the URL reinhardtuniversity.instructure.com/courses/1596/pages. The interface includes a top navigation bar with the course ID 'EDU 164 030 MC201920' and a '+ Page' button circled in blue. A left-hand sidebar contains navigation options such as Home, Syllabus, Modules, Attendance, Badges, Chat, Assignments, Announcements, People, Grades, Collaborations, Google Drive, Office 365, Outcomes, Discussions, Quizzes, Conferences, Files, Pages, and Settings. The main content area displays a table of pages with columns for Page title, Creation date, Last edit, and To-Do Date.

Page title	Creation date	Last edit	To-Do Date
About Your Instructor	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 6 at 11:59pm
Canvas for the Instructor: Additional Support	Dec 5, 2019	Dec 5, 2019	
Canvas for the Instructor: Getting Started	Dec 5, 2019	Dec 5, 2019	
Canvas for the Instructor: Helpful Tips	Dec 5, 2019	Dec 5, 2019	
Canvas: Additional Support	Dec 5, 2019	Dec 5, 2019	
Canvas: Getting Started	Dec 5, 2019	Dec 5, 2019	
Canvas: Helpful Tips	Dec 5, 2019	Dec 5, 2019	
Course Overview	Dec 5, 2019	Dec 5, 2019	Jan 8 at 11:59pm
Course Resources	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	
Home Page Front Page	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	
Presentation: [Title Here]	Dec 5, 2019	Dec 5, 2019	
Read Me: Notes For The Template Administrator	Dec 5, 2019	Dec 5, 2019	
Template: Finishing Touches To Your Course	Dec 5, 2019	Dec 5, 2019	
Template: Icons, Banners, & Buttons Customization Options	Dec 5, 2019	Dec 5, 2019	
Template: Introduction & How-to Customize	Dec 5, 2019	Dec 5, 2019	
Volunteer Registration for Crabapple Middle School	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 13 at 5:00pm
Week 1: Overview and To Do List	Dec 5, 2019	Jan 4, 2020 by Lydia Laucella	Jan 5 at 5:59pm
Week 1: Wrap-Up and Looking Ahead	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 10 at 5:00pm
Week 2: Overview and To-Do List	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 12 at 11:59pm
Week 2: Wrap-Up and Looking Ahead	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 17 at 5:59pm
Week 3: Overview and To-Do List	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 19 at 11:59pm
Week 3: Wrap-Up and Looking Ahead	Dec 5, 2019	Jan 22, 2020 by Lydia Laucella	Jan 24 at 5:00pm
Week 4: Overview and To-Do List	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 26 at 11:59pm
Week 4: Wrap-Up and Looking Ahead	Dec 5, 2019	Dec 5, 2019 by Lydia Laucella	Jan 31 at 5:59pm

c. You can then move these pages into the appropriate modules.

7. Discussions

- You can enable discussions. Or just create a course Q&A.
- You will enable discussions just like you did for attendance under Settings > Navigation. Drag and drop what you want to enable.

8. Quizzes

- You can create two types of quizzes- Quizzes or Quizzes. Next. Regular quizzes would be made under the Quizzes tab.
- The Quizzes. Next tool found under assignments allows you to tie outcomes to quiz questions.
- The Canvas guides are useful for figuring out which quiz type would work best for you.

***If you are going to do paper submissions of assignments, you can just create an assignment under the Assignments tab and chose paper submission and manually enter the grade.**

9. Communication

- You can communicate with students through the People tab. You can send emails, videos, and speech-to-text messages.

- b. These messages will go directly to their Reinhardt email, their student app and any other communication preference they have set up.

10. Eagle Web

- a. You can migrate select content over from Eagle Web such as handouts, online quizzes and weblinks into your course.
- b. Check out the videos and guides on this.

11. Reinhardt Template

- a. You can import the Reinhardt template if you wish. This has some Course Overview information for students, a Course Q&A, some sample modules, Reinhardt approved images, and some other helpful materials.
- b. This can be done through the Canvas Commons by searching for the Reinhardt Template, Summer 2019.

The screenshot shows the Canvas Commons search results page. The search bar contains the text "Search by title, name, institution or tag" and the results are sorted by "Latest". The search results show 85,833 results. The first result is "App Development with Swift" by Apple Education, which is highlighted with a blue bar. The course is for "9 - Undergraduate" and has 1.5k downloads and 307 stars. The second result is "Meaningful Inclusion | Special Olympics" by Designers for Learning, which is for "9 - 12" and has 273 downloads and 38 stars. The third result is "Quiz Genes, Chromosomes & Heredity" by S. Nasir, which is for "K - 7" and has 0 downloads and 0 stars. The fourth result is "Assignment Reading the Radar" by Cameron Glenn, which is for "7 - Graduate" and has 0 downloads and 0 stars. The fifth result is "Quiz Honors Nationalism Quiz" by Meghan Stetter, which is for "9 - 10" and has 0 downloads and 0 stars. The sixth result is "Module Information Literacy for EGT 291" by Andrea Brooks, which is for "All Grades" and has 4 downloads and 0 stars. The "App Development with Swift" course is circled in red.

12. Rubrics and Speed Grader

- a. You can attach rubrics to assignments from the Outcomes tab.
- b. Rubrics can also be used to assess learning outcomes.
- c. Rubrics can be saved and used again.
- d. Check out the guides and videos on how to make rubrics.

- e. To see how Speed Grader works, you can submit an assignment as a Test Student. Leave student view and grade the assignment. You will see that you can provide many different types of feedback through Speed Grader.

13. Data and Analytics

- a. You can see course analytics or individual student analytics on your Course Home Page.

The screenshot shows a Blackboard course page for 'EDU 164 Values, Character, and Leadership Development'. The page includes a word cloud with terms such as 'VALUES', 'ETHICS', 'MORALS', 'HONOR', 'TRUTH', 'CHARACTER', 'RESPECT', 'VIRTUE', 'STANDARDS', 'ACCEPTANCE', 'INNOCENCE', 'FAIRNESS', 'CONDUCT', 'ETIQUETTE', 'DECENCY', 'CRITERIA', 'FAITH', 'MOTIVATION', 'RESPONSIBILITY', 'INTEGRITY', 'THEORY', 'EQUALITY', 'RESPECTABILITY', 'TREATMENT', 'HONESTY', 'WORTHINESS', 'PRINCIPLES', 'HYPOCRISY', 'PERFORMANCE', 'TRUST', 'AUTHENTICITY', 'PURPOSE', 'ATTITUDE', 'CHARACTER', 'CONVENTIONALITIES', 'RESPECT', 'VIRTUE', 'STANDARDS', 'ACCEPTANCE', 'INNOCENCE', 'FAIRNESS', 'CONDUCT', 'ETIQUETTE', 'DECENCY', 'CRITERIA', 'FAITH', 'MOTIVATION', 'RESPONSIBILITY', 'INTEGRITY', 'THEORY', 'EQUALITY', 'RESPECTABILITY', 'TREATMENT', 'HONESTY', 'WORTHINESS', 'PRINCIPLES', 'HYPOCRISY', 'PERFORMANCE', 'TRUST', 'AUTHENTICITY', 'PURPOSE', 'ATTITUDE', 'CHARACTER', 'CONVENTIONALITIES'. A sidebar on the left contains navigation links: Home, Syllabus, Modules, Attendance, Badges, Chat, Assignments, Announcements, People, Grades, Collaborations, Google Drive, Office 365, Outcomes, Discussions, Quizzes, Conferences, Files, Pages, Settings. On the right, a 'To Do' list shows 'Grade Reading Reflection: Week Four' (20 points, Jan 31 at 5pm) and 'Reading Reflection: Week Five' (20 points, Feb 7 at 5pm). A blue circle highlights the 'View Course Analytics' button in the top right corner.

- b. You can also see analytics for quizzes after a quiz has been completed.

The screenshot shows the Canvas LMS interface for a course titled 'FYS 101 010 MC201920'. The page is for a 'Reading Check Quiz One'. The navigation sidebar on the left includes links for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The top navigation bar shows the course name and a 'Quizzes' link. The main content area displays the quiz configuration settings, including Quiz Type (Graded Quiz), Points (10), Assignment Group (Reading Check Quizzes), Shuffle Answers (Yes), Time Limit (No Time Limit), Multiple Attempts (No), View Responses (Always), Show Correct Answers (Immediately), One Question at a Time (Yes), and Lock Questions After Answering (Yes). Below the settings is a table of quiz instances with columns for Due, For, Available from, and Until. A 'Preview' button is located at the bottom of the table. On the right side, a 'Related Items' section is circled in blue, containing links for 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader'.

Due	For	Available from	Until
Jan 17 at 9:30am	Everyone else	Jan 17 at 9am	Jan 17 at 9:30am
Jan 17 at 11:30am	1 student	Jan 17 at 11am	Jan 17 at 11:30am
Jan 17 at 11:30am	1 student	Jan 17 at 10:05am	Jan 17 at 11:30am
Jan 22 at 10:45am	1 student	Jan 22 at 10:15am	Jan 25 at 6:45pm
Jan 22 at 6:30pm	1 student	Jan 22 at 6:30pm	Jan 22 at 7pm
Jan 25 at 6:30pm	1 student	Jan 24 at 10:30am	Jan 25 at 6:30pm
Jan 28 at 10am	1 student	Jan 28 at 9:30am	Jan 28 at 10am

14. Good Course Design

- a. You should enable only the minimum requirements for students to see in the course navigation tab. Too much information will overwhelm students. This can be done through Settings > Navigation. Disable anything that you are not using.

Other Resources:

- Canvas Faculty Training Courses.
- CITEL site for guides and videos.