

Quick Guide to Canvas

Below, are instructions on how to use the most common features of the new course management software, Courseworks/Canvas (the internal Columbia name is Courseworks, but it is the software management system known as Canvas globally). There is more information available on Courseworks. In particular, there is an online course/set of videos available on your Dashboard (see below).

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Starting Courseworks/Canvas

- Log in to Courseworks <https://courseworks.columbia.edu/welcome/> .
- Your Dashboard should open. Alternatively, you might see the My Courses tab. In that tab, if you do not see your current classes, then check that you are in the correct semester.
- To begin working on a class, select the course from your list and its Homepage will open.
- The left hand navigation bar on this page is your Canvas navigation bar. You can use this to go to the sites of other classes without having to return to your original Courseworks tab.

Dashboard/Account/Courses/etc

The left hand navigation bar in Canvas allows you to navigate your Canvas course sites.

- **Account** has your user information. It is also where you will find the course migration tool mentioned below in this document.
- **Dashboard** shows a subset of your courses. Each course is represented by a “card”. Symbols on the card indicate recent activity in the course. To change which courses are visible in the Dashboard, select Courses from the left hand navigation bar (it is the book) and then select All Courses. On the All Courses page simply “star” courses to add them to the Dashboard and “unstar” them to remove them.
- **Courses** shows a list of your current courses as well as a link to past courses with Canvas sites (courses that you created in Courseworks are not available in this list – note that there may be blank Canvas sites corresponding to old Courseworks site but they contain no content).

- **Calendar** is a (unified) calendar for all of your Canvas sites. Scroll to the bottom of the calendar page and you will see a list of your courses. If you select a course then the calendar for that course will appear on your calendar page.
- **Inbox** is a (unified) inbox for all of your Canvas sites.
- **Help** provides a list of resources to help you manage your Canvas site (includes guides, support numbers, etc).

Course Migration

It is possible to copy materials from a Courseworks site into a Canvas site.

- In the far-left hand navigation bar (in dark blue), click on “My Account”.
- Select “Profile”
- Select “Content Migrations”
- Select “+New Migration Request” (it will be on the right hand side of the screen)
- In the Sakai Course Migration Request box, type in the course number of the course from which you would like to copy information. Hit “Search”. It might take a minute or two. Type in only the course number (i.e. drop the prefix).
- Once it displays a list of courses, select your course.
- A list of sections from the Courseworks site will now appear. Select which sections you would like to copy (Resources, Home Page, Syllabus, Tests and Surveys, and Assignments).
- Next you will select which Canvas course you wish to copy the material into. Click on the box next to “Existing Canvas Course” to see a list of classes and select the class that you are looking for.
- Once you submit the request you will go back to the Course Migration Tool page. You will see the migration request listed and the status of the request. Once it is complete it will indicate that in the status column.

The process for migrating materials from one Canvas site to another is done on the Settings page for an individual course. You will see the option to Import or Export course materials in the right hand navigation bar.

Enabling Sections of Courseworks

The first thing that you should do is to choose what features you would like to use for your class. Here is how you choose the features:

- On the left hand side of the page you will see “Settings” – click on it.
- You will then see a menu of links reading left to right. In order the links are "Course Details", "Sections", "Navigation", "Apps", and "Feature Options".
- Click on "Navigation". You will now see a list of possible sections/tools that you can have on your Canvas site. All of these sections are by default active when you open up your Canvas site. To change which sections are active and which are not then click on the three dots next to the section name. A drop down menu will appear which enables you to enable/disable the section and to move the section (i.e. change the order of the sections). Alternatively, you can click and drag the section between the active and the inactive lists or within the active list to change the order.

- I would recommend that you have the following sections in the active list: "Home", "Announcements", "Grades", "People", "Files", "Syllabus", "Mail Tool", "Photo Roster", "Piazza" and "Textbook".
- Once you have made your selections click "Save" at the bottom of the page.

Syllabus

- In the left hand navigation list select "Syllabus"
- On the upper right of the screen you will see "Edit". Click on "Edit".
- You have the option of typing/copying in your syllabus. However most of you will simply want to upload a document. To do so scroll down the screen past "course Summary". Below this you will see the options "Links", "Files" and "Images". Click on "Files".
- You will now see that it allows you to select something from the course files for the syllabus. If you have not already put the syllabus in the course files, then simply select "Upload a new file". This will allow you to browse on your computer to select the file. Be sure to click on "Upload" to complete the action.
- You will now see the syllabus file listed under "course files". Click on the syllabus file.
- Finally, you need to click on the "Update Syllabus" button that is just above "Course Summary" – it is highlighted in blue. Your syllabus should now be on the syllabus page.

Making the Syllabus/Site Public

- In the left hand navigation list select "Settings"
- Scroll down to the section "Visibility"
- If you wish to make your whole site visible everyone then select "Institution" or "Public" (the former restricts to CU while the latter does not).
- If you wish to only make your syllabus visible then in the box "Customize" select either "Institution" or "Public".
- Be sure to click "Update Course Details" at the bottom (it is highlighted in blue).

It is advised that you make the syllabus public to the CU community (select Institution).

Adding your TA to the course

- Click on People in the left hand navigation menu.
- On the right hand side of the screen, you will see a blue button, "+People". Click on it.
- You can then add your TA by putting in his or her Columbia email address. Below that you will see "Role" above a drop down menu. Click on the menu and select enhanced TA.
- Your TA will be send an invitation to join the site. The TA must accept the invitation to join the site.
- You follow the same steps above to add anyone manually to your site (just choose a different role for non TAs).

Home Page

The Home page in Canvas is quite different than the Home page in Courseworks. The default Home page is a course "activity" stream which displays information about recent announcements, assignments, posted files etc. If you would like to display course information on the Home page then you first must

create that information in the Pages section of Canvas. Alternatively, the Course Information page in Canvas displays a course description and can also be edited to add more specific information for your course. Below are the steps for creating a “page” in Pages and then using that page as your Home page.

- Click on Pages (if you have disabled it then go back to settings and enable it)
- Click on the blue button, “+Page”
- Type or copy in the information that you wish to have on your Home page
- Click on Save and Publish
- The page will now appear on your screen. Click on the gear on the right hand side of the screen and select “Use as Front Page”
- Click on the Home page. On the right hand side click on “Choose Home Page”
- From the menu select “Pages Front Page”

Note that once you have created the Home page, it is easy to edit the page directly by simply selecting the edit button. If you have imported the home page from a Courseworks/Canvas site then you also can simply edit the page without going through the steps above.

On the ‘Choose Home Page’ menu, you will see that you have other options to set for your Home page such as your syllabus.

Files

Posting files and creating folders is straightforward.

- Click on “Files”
- On the right hand side of the screen, you will see the option to either create a folder, “+Folder”, or upload a file, “Upload”
- If you select “+Folder”, you will be prompted to input a name for the folder. Be sure to select the little down arrow when you finish typing the name. The folder will now appear in your list of folders.
- If you select “Upload”, a window will open for you to browse for the file. Once you select a file and click open the file will upload to the current active folder.
- It is easy to move files from one folder to another. If you mouse over the file, a gear icon will appear to the right. Click on the gear icon to get a menu of file options. This menu includes “Download”, “Rename”, “Move” and “Delete”.
- Note that the default for new files and folders will be “published” which means that they are viewable to students. If you wish to hide something from students, then click on the green cloud with the checkmark. A menu will open up allowing you to “unpublish” the file or folder or to restrict the access. If you select “restricted access” then you will have the further option of when to make the file or folder available to students.

Publish or Unpublish

Pages, files, folders, etc are visible to students when you see the green cloud icon with the check mark. Similarly, they are not visible when you see the grey cloud icon with the ‘x’ in it. To change the status of a page, file, etc., click on the cloud icon and you will be given the option to change the visibility.

Turnitin

If students submit papers for your class, then I highly recommend that you use this tool. You will not add this app to your Canvas site. Instead the tool has been enabled by CUIT and is integrated into your site.

- Click on Assignments
- Add a new assignment by clicking on "+Assignment"
- You will now see a page where you can edit the details of your assignment beginning with entering a name for the assignment (eg type in "final paper")
- Scroll down the page and you will see a box titled "Submission Type". In that box the first option is submission type. Open that menu and select "External Tool".
- You will then be offered "External Tool Options" and a search box. Click on "Find". A list of tools will open. Scroll to the bottom of that list and select "Turnitin".
- Click on "Load this Tool in a New Tab"
- Enter the submission dates and click on "Save & Publish" or "Save".
- Once the assignment is published and open, students can begin submitting their papers directly to the Canvas site as they would any other online submission.

Once students have submitted their papers, Turnitin.com will evaluate each paper to determine how similar it is to the source material. The paper will also be stored in their data base and be used to evaluate future student submissions. To view the papers and the associated "originality" reports, you return to the assignments page.

- Click on "Assignments" and then click on the title of the assignment. You will be prompted to open a new window. In that window you will see the submissions of all of your students and an "originality" score for each paper. The score gives a percentage of "similarity" to other papers and sources. Green indicates highly original, red indicates highly unoriginal/plagiarized and orange is in between.
- To view an individual paper, click on the title and a window will open with the paper. Click on "Originality" at the top of the paper and the originality report will appear. The report will show you all of the sources that were used in the paper.
- You can also use the "Grademark" tool to make comments on the paper.

Piazza

Piazza is a convenient tool to manage student questions and discussions. Piazza is open by default in Canvas. If you have a large class, then I recommend that you use Piazza to manage student homework and exam questions. You should encourage your students to post their questions in Piazza (which they can do anonymously). The questions are visible to all students, TAs and instructors. A TA should check the piazza page daily to answer questions and also to post any needed clarifications (or direct students to a file with the needed information). The TAs response is visible to all students and not simply the student who asked the question. Piazza greatly reduces the email traffic that the TAs receive and makes sure that everyone gets the same information. Note that students can also post answers to other students' questions. TAs can read these answers and either agree or correct as needed.

To set up Piazza, click on the Piazza link and follow the instructions on the page (they are relatively straightforward).

Textbook

The textbook tool in Canvas is virtually identical to the tool in Courseworks.

- In the left hand navigation list select “Textbook”
- You can either add the textbook information manually here (select “Add Textbooks”). If you can also import a book that you have used previously in the course (select “Import Textbooks”).

If you are NOT using a textbook for the class, then you should select that option in the textbook tool. Otherwise, you will continue to receive emails from the registrar asking you to add a textbook for your course.

Apps

In the Settings section of Canvas, you will notice that in the menu bar, one of the options is Apps. If you select the Apps tab, you will see a list of applications you can add to your course (Piazza will be in the list but will also be marked as “installed”). There is also a link to more apps that you can consider adding. There is not much information regarding what these apps do but many of them will be familiar to you. Three that you might find useful are:

- Dropbox : Canvas does not have a built in dropbox as there was in Courseworks. So if you found that tool useful in Courseworks then you should add this app.
- Turnitin: Please see the section above for information about this tool. Do NOT add the App to your site. It is already integrated into the site.
- The dark blue arrow (ReDirect Tool) app: This tool allows you to put a link in your Canvas site to any web page. Simply click on the arrow, click on “Add App” and a window will open. In the box labeled “Name”, type in the name of the link and in the URL redirect put in the web address of the link. In the menu below, if you select “Show in Course Navigation” then the link will appear in the left hand navigation bar of the Canvas site (and you can order this link by going to the Navigation tab).

Calendar

On the Home page of your site, you will notice that upcoming deadlines are listed and that you have the option to “View Calendar”. Calendar is also one of the options on the left hand navigation bar in Canvas itself. Each one of your courses is allocated a calendar.

- On the right hand side of the screen select the course that you would like to add an event or assignment for. If you started in a course site and clicked “View Calendar” from the Home page then the default will be that course. If you want to add something to another class, then you must first change the class by deselecting the default and selecting the course that you wish.
- Click on a date.
- A pop-up window will allow you to enter details for the Event or Assignment Enter the details