



Mississippi University for Women

Center for Teaching and Learning

Fall 2015

Canvas Assignments and Grading

Objectives

- Rubrics
- Assignments
- Quizzes
- Discussions
- SpeedGrader
- Grade Book



canvas
BY INSTRUCTURE

Canvas by Instructure is currently the Learning Management System (LMS) used by The Mississippi University for Women and supported by the Center for Teaching and Learning. Canvas allows you to provide content, communicate, and grade the activities of your students.

Contact Us For Help

The Center for Teaching and Learning offers faculty opportunities for continuous development in areas relevant to their roles, including: integrating technology into the classroom, improving student engagement, assessing student learning, innovative teaching approaches, and other topics that create and support robust environments for teaching, learning and discovery.

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Rubrics

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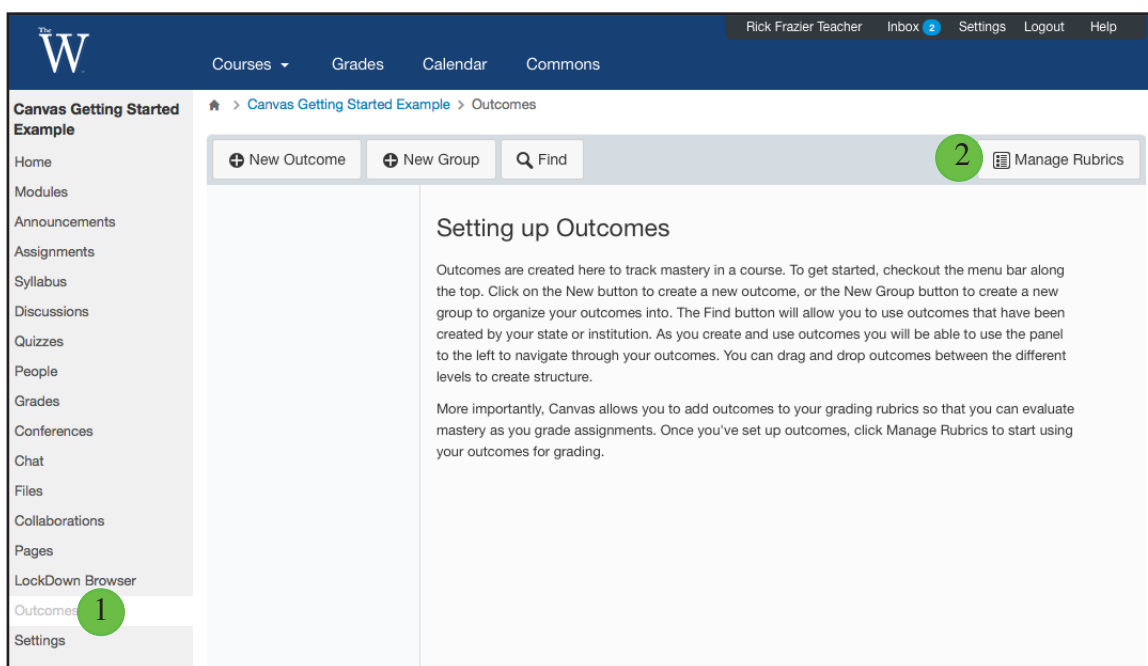
Canvas Rubrics

Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring.

Use a Rubric to:

- Communicate assessment expectations to users.
- Align pre-defined learning Outcomes to your course assessments.
- Assess online submissions in the SpeedGrader.

1. In Course Navigation, click the Outcomes link.
2. Click the Manage Rubrics button.



Canvas Rubrics Page

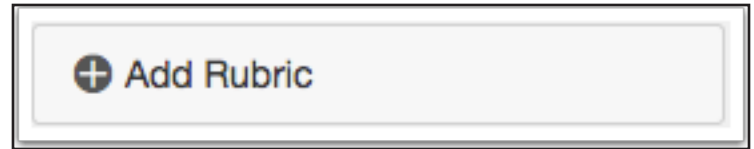


The Canvas Rubrics page contains:

1. Existing Rubrics if you have created any
2. The Add Rubric button to create a new Rubric

Add Rubric

1. Click the Add Rubric button.



Provide Rubric Details

The image shows a web-based interface for creating a rubric. At the top, there's a title field containing "Assignments Rubric". Below this is a table with three main columns: "Criteria", "Ratings", and "Pts". The "Criteria" column has a text input field for "Description of criterion" and a "view longer description" link. The "Ratings" column is split into three sub-columns: "Full Marks", "Rating Description", and "No Marks". The "Pts" column has a numeric input field for points. There are two rows in the table. The first row has "Full Marks" set to "5 pts", "Rating Description" set to "3 pts", and "No Marks" set to "0 pts". The second row has "Full Marks" set to "5 pts", "Rating Description" set to "5 pts", and "No Marks" set to "0 pts". A double-headed arrow icon is visible between the "Full Marks" and "Rating Description" cells in the second row. Below the table, there are links for "+ Add Criterion" and "Find Outcome". At the bottom right, there are "Cancel" and "Create Rubric" buttons. Numbered green circles (1-6) highlight specific elements: 1 points to the edit icon, 2 points to the double-headed arrow, 3 points to the "Rating Description" cell, 4 points to the points input field, 5 points to the "+ Add Criterion" link, and 6 points to the "Create Rubric" button.

Criteria	Ratings			Pts
Description of criterion view longer description	Full Marks 5 pts	Rating Description 3 pts	No Marks 0 pts	5 pts
Description of criterion OK Cancel	Full Marks 5 pts	Rating Description 5 pts	No Marks 0 pts	5 pts

[+ Add Criterion](#) [Find Outcome](#) Total Points: 10

[Cancel](#) [Create Rubric](#)

Edit the rubric title by typing in the title field.

1. Click the Edit icon next to any Criterion to edit.
2. To add a rubric rating, mouse over a cell wall and click the double-ended arrow to split a single cell into two.
3. Split cells on the row as often as necessary to created the desired number of ratings.
4. Edit the point value of a criterion by typing in the points field.
5. Click the Add Criterion link to add new criterion to the rubric.
6. Click the Create Rubric button.

Assignments

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Assignments

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.) Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show your students all of the Assignments that will be expected of them and how many points each is worth.

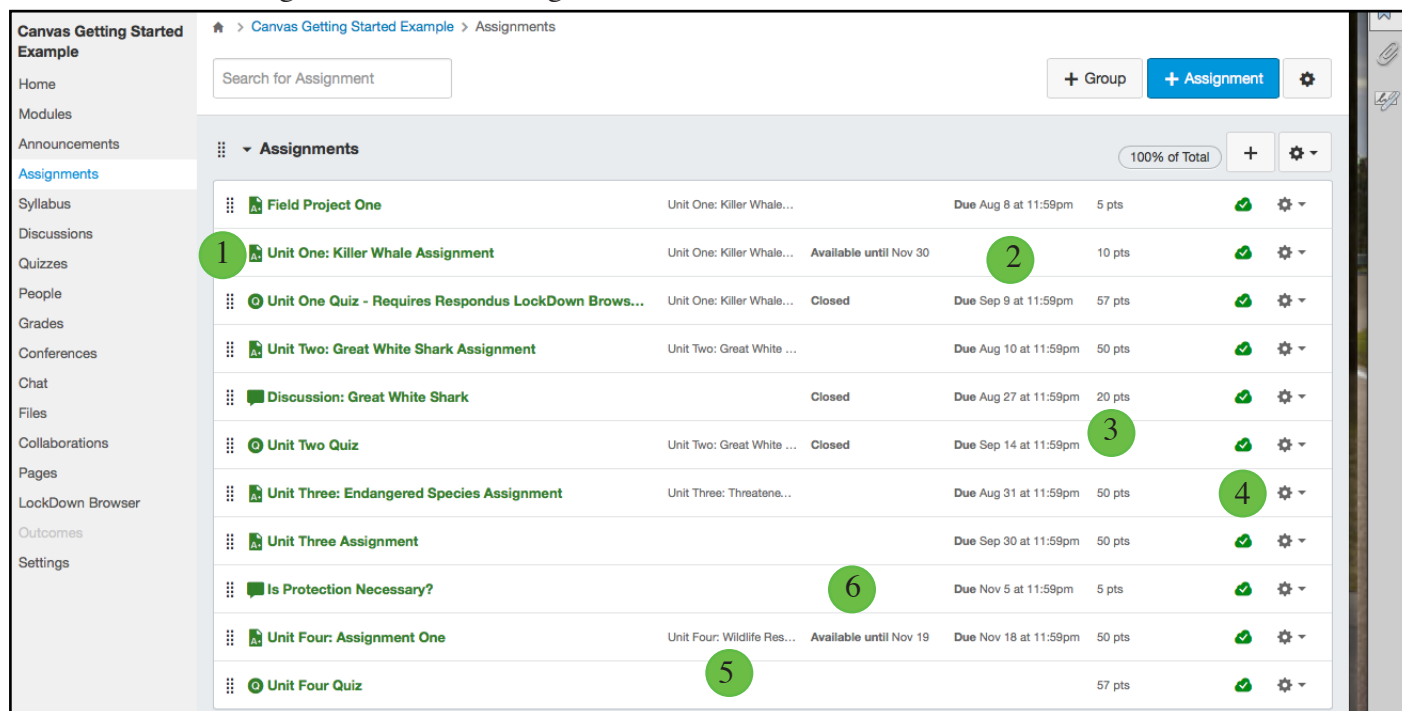
Any Assignment you create and publish on the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view them. The reverse is also true: any Assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

You can also organize assignments by placing them in Modules.

The Assignments Index Page

You can view all your course assignments on the Assignments Index page.

1. In Course Navigation, click the Assignments link.



Assignment Name	Module	Due Date	Points	Status
Field Project One	Unit One: Killer Whale...	Due Aug 8 at 11:59pm	5 pts	Published
Unit One: Killer Whale Assignment	Unit One: Killer Whale...	Available until Nov 30	10 pts	Published
Unit One Quiz - Requires Respondus LockDown Brows...	Unit One: Killer Whale...	Closed	57 pts	Published
Unit Two: Great White Shark Assignment	Unit Two: Great White ...	Due Aug 10 at 11:59pm	50 pts	Published
Discussion: Great White Shark		Closed	20 pts	Published
Unit Two Quiz	Unit Two: Great White ...	Closed	Due Sep 14 at 11:59pm	Published
Unit Three: Endangered Species Assignment	Unit Three: Threatene...	Due Aug 31 at 11:59pm	50 pts	Published
Unit Three Assignment		Due Sep 30 at 11:59pm	50 pts	Published
Is Protection Necessary?		Due Nov 5 at 11:59pm	5 pts	Published
Unit Four: Assignment One	Unit Four: Wildlife Res...	Available until Nov 19	Due Nov 18 at 11:59pm	50 pts
Unit Four Quiz			57 pts	Published

Each assignment displays:

1. The assignment name
2. Due date (if any)
3. The number of points the assignment is worth
4. Assignment draft state status (published or unpublished) You can also set varied due dates for an assignment and create due dates according to course section. Varied due dates appear as multiple dates.
5. If an assignment is associated with a module, the module name will appear on the individual line item of the assignment
6. Availability of the assignment

Manage Individual Assignment

1. To edit an Assignment, click the Settings icon for the Assignment.



You can also use the settings drop-down menu to:

1. Edit
2. Delete
3. Move the assignment

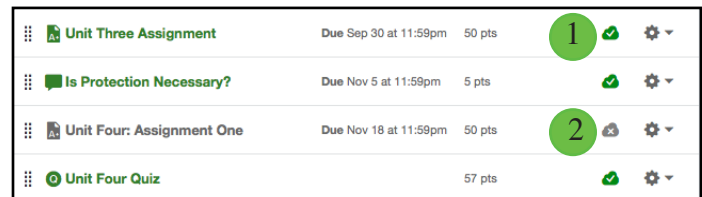
Draft State in Assignments

Draft State allows content in Assignments to exist in an unpublished (draft) state. Unpublished assignments are invisible to students and excluded from grade calculations. You can manage the state of all assignments on the Assignments Index Page, or you can manage each assignment individually.

On the Assignments Index page, you can view the status of each assignment.

1. Green cloud icons with a white checkmark indicate the assignment is published.
2. Solid gray cloud icons indicate unpublished assignments.

You can change the status of an assignment by toggling the published and unpublished icons.

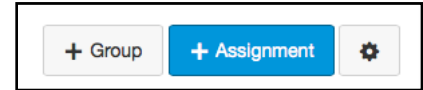


Assignments

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Create an Assignment

1. You can create assignments directly from the assignment tool by clicking the Add Assignment button. You will be taken to the Edit page for the assignment.



Note: You can also create an Assignment in Modules to edit later.

2. Enter the assignments details.

Enter for your assignment

1. A name
2. A description using the Rich Content Editor
3. Enter the Points for the Assignment
4. Select how you wish to have the Grade Display

Select Submission Type

In the Submission Type drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to Online.

1. Online is when you want students to submit their assignments using Canvas.
2. On Paper is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

Assignments

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Select Online Entry Options

When you use the online submission type, you can specify online entry options. These options tell your students how they can submit their assignment. You can select one or all options:

1. Text Entry: Students can submit their assignment directly in the Rich Content Editor.
2. Website URLs: Students can submit a URL that fulfills the assignment.
3. Media Recordings: Students can submit an audio or video recording that fulfills the assignment. They can either record new media or upload existing media.
4. File Uploads: Students can upload a file to fulfill the assignment. Note that if your institution has enabled Google Docs as a submission type, students can connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide. However, these files will convert to their Microsoft counterpart file type—Word, Excel, and PowerPoint, respectively.
5. If you want to only allow certain types of files for assignment submissions, click the Restrict Upload File Types checkbox.
6. Manually enter a list of accepted extensions in the Allowed File Extensions field.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

Assignments

Edit Due and Availability Dates

The image shows the 'Assign' dialog box in Canvas. It has three main sections: 'Assign to', 'Due', and 'Available from'.
 1. 'Assign to' shows 'Everyone' with a green circle '1' next to it.
 2. 'Due' shows 'Nov 18 at 11:59pm' with a green circle '2' next to it.
 3. 'Available from' shows 'Nov 4 at 12:00am' with a green circle '3' next to it, followed by 'until Nov 19 at 11:59pm'.
 At the bottom is a '+Add' button.

1. By default, Canvas will set your assignment dates for everyone in your course. However, you can assign the assignment to a specific student or section.
2. Create a due date for the assignment in the Due Date field. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
3. You also have the option to add availability date fields.

Save Assignment

The image shows the 'Save Assignment' dialog box. It has a checkbox labeled 'Notify users that this content has changed' with a green circle '1' next to it. To the right are three buttons: 'Cancel', 'Save & Publish' (with a green circle '3' next to it), and 'Save' (with a green circle '2' next to it).

1. If you want to notify users about any future assignment changes, click the Notify users that this content has changed checkbox.
2. Click the Save button to save without publishing the assignment (Create a draft of the assignment).
3. Click Save and Publish if you are ready for students to see the Assignment.

Delete Assignment

1. Locate the assignment you want to delete and click the Settings icon.
2. Click the Delete button in the drop-down menu.

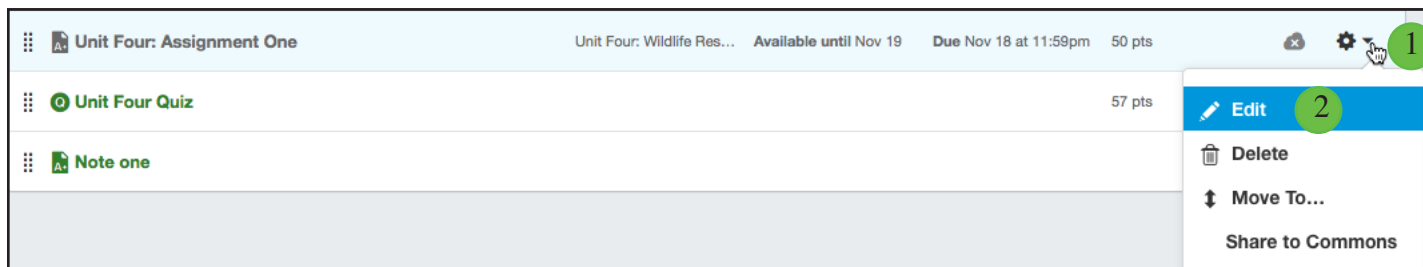
The image shows a list of assignments in Canvas. The first item is 'Unit Four: Assignment One' with a settings gear icon. The second is 'Unit Four Quiz' and the third is 'Note one'. The settings menu for 'Unit Four: Assignment One' is open, showing options: 'Edit', 'Delete', 'Move To...', and 'Share to Commons'. The 'Delete' option is highlighted with a green circle '2'.

Assignments

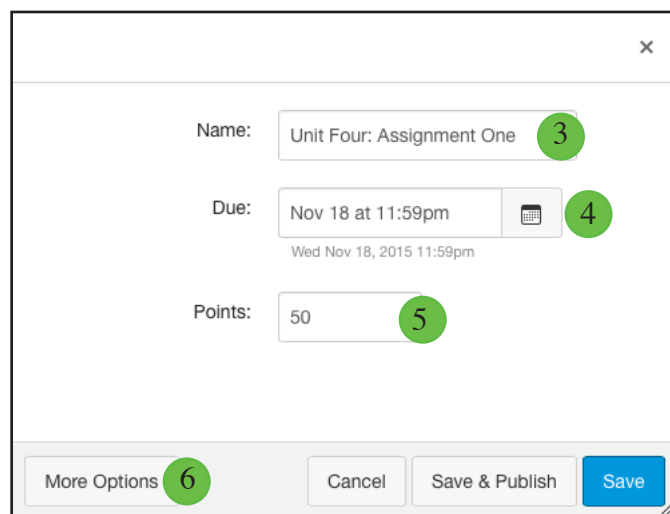
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Edit an Assignment

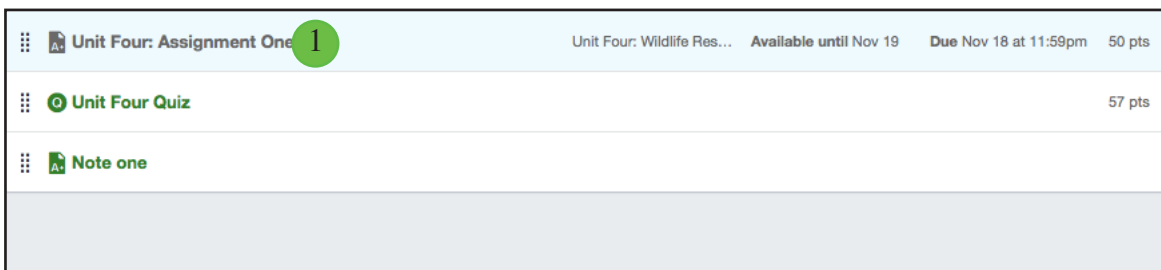
1. Locate the assignment you want to edit and click the Settings icon.
2. Click the Edit button in the drop-down menu.



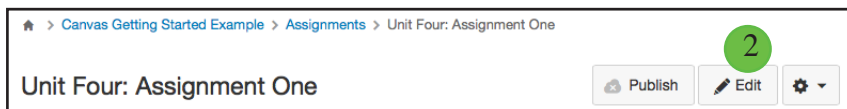
3. You can change the Name.
4. You can change the Due Date.
5. You can change the Points.
6. Click More Options to edit all of the test options.



1. Optionally, click the Assignment name in the Assignments page.



2. Click the Edit button on the page for the assignment.



Note: You can also create an Assignment in Modules to edit later.

Quizzes

Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. You can also use quizzes to conduct and moderate exams and assessments, both graded and ungraded.

Any Quiz you create and publish on the Quizzes page will automatically show up in the Assignments, Grades, Calendar, and Syllabus features so students can view them. The reverse is also true: any Quiz you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

You can also organize quizzes by placing them in Modules.

The Quizzes Index Page

You can view all your quizzes in your course on the Quizzes Index page. As an instructor, you can also add quizzes, create quiz groups, and modify quiz settings. You can also reorder quizzes and quiz groups.

1. In Course Navigation, click the Quizzes link.

Canvas Getting Started Example

Home

Modules

Announcements

Assignments

Syllabus

Discussions

Quizzes

People

Grades

Conferences

Chat

Files

Collaborations

Pages

LockDown Browser

Outcomes

Settings

Search for Quiz

+ Quiz

Assignment Quizzes

Quiz Name	Status	Due Date	Points	Questions	Actions
Unit One Quiz - Requires Respondus Lock...	Closed	Due Sep 9 at 11:59pm	57 pts	7 Questions	✓ ⚙️
Unit Two Quiz	Closed	Due Sep 14 at 11:59pm	71 pts	8 Questions	✓ ⚙️
Unnamed Quiz	Available Multiple Dates	Due Multiple Dates	57 pts	7 Questions	✓ ⚙️
Unit Four Quiz	Not available until Nov 12	Due Nov 13 at 11:59pm	70 pts	7 Questions	✓ ⚙️

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Each quiz displays:

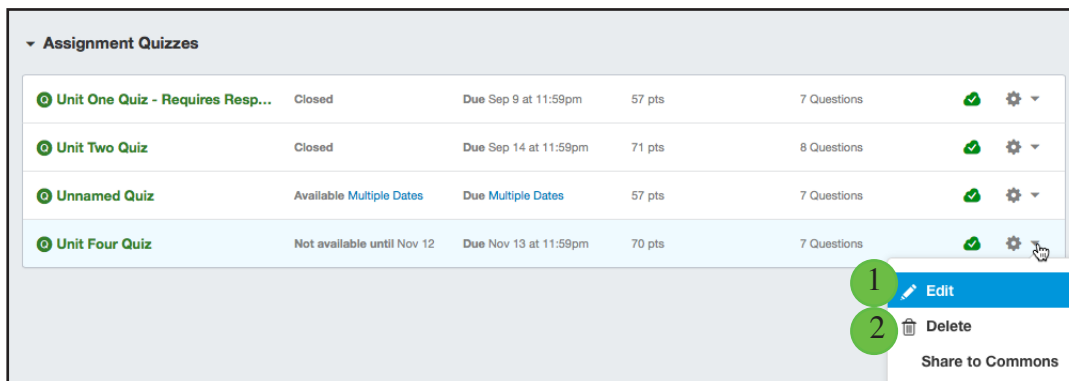
1. The quiz name
2. Due date (if any)
3. The number of points the assignment is worth
4. Number of Questions
5. Quiz draft state status (published or unpublished)
6. Availability of the quiz

Quizzes

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Manage Individual Quiz

- To edit a Quiz, click the Settings icon for the Quiz.



You can use the settings drop-down menu to:

- Edit the Quiz
- Delete the Quiz

Draft State in Quizzes

Unit One Quiz - Requires Resp...	Closed	Due Sep 9 at 11:59pm	57 pts	7 Questions	✓	⚙️
Unit Two Quiz	Closed	Due Sep 14 at 11:59pm	71 pts	8 Questions	✓	⚙️
Unnamed Quiz	Available Multiple Dates	Due Multiple Dates	57 pts	7 Questions	1 ✓	⚙️
Unit Four Quiz	Not available until Nov 12	Due Nov 13 at 11:59pm	70 pts	7 Questions	2 ✖️	⚙️

Draft State allows content in Quizzes to exist in an unpublished (draft) state. Unpublished quizzes are invisible to students and excluded from grade calculations. You can manage the state of all quizzes on the Quizzes Index Page, or you can manage each quiz individually.

Note: Draft state does not affect the availability dates of a quiz. A quiz can be published now and available at a later date and the student will only be able to take the quiz at the later date.

On the Quiz Index page, you can view the status of each quiz.

- Green cloud icons with a white checkmark indicate the quiz is published.
- Solid gray cloud icons indicate unpublished quizzes.

You can change the status of a quiz by toggling the published and unpublished icons.

Note: Quizzes with attempts cannot be unpublished.

Create a Quiz

1. You can create quizzes directly from the quizzes tool by clicking the Add Quiz button. You will be taken to the Edit page for the quiz.
2. Enter the quiz details.

A screenshot of the Canvas Quizzes tool interface. At the top, there is a breadcrumb trail: Home > Canvas Getting Started Example > Quizzes. Below this is a search bar labeled 'Search for Quiz'. To the right of the search bar is a blue button labeled '+ Quiz' and a settings gear icon.

A screenshot of the Canvas Quiz Edit page. The breadcrumb trail at the top is: Home > Canvas Getting Started Example > Quizzes > Unit Four Quiz. Below the breadcrumb trail, it shows 'Points 0' and 'Not Published' with a settings gear icon. The main title 'Unit Four Quiz' is highlighted with a green circle labeled '1'. Below the title are two tabs: 'Settings' and 'Questions'. The 'Settings' tab is active. Under 'Quiz Instructions:', there is a rich text editor with various formatting options (bold, italic, underline, text color, background color, link, unlink, image, video, iframe, etc.). The text in the editor is: 'The following quiz is graded and 2 is unit four. You have one hour to complete this quiz. There is only one attempt.' The number '2' is highlighted with a green circle labeled '2'. Below the text editor, there are two dropdown menus: 'Quiz Type' set to 'Graded Quiz' (highlighted with a green circle labeled '3') and 'Assignment Group' set to 'Assignments'. A green circle labeled '4' is placed at the bottom right of the text editor area.

Note: You can also create a Quiz in Modules to edit later.

Enter for your quiz:

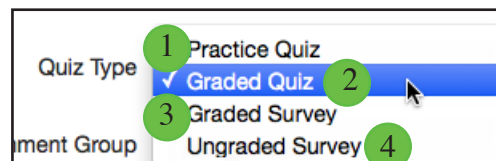
1. A name
2. A description using the Rich Content Editor
3. Enter the Quiz Type

Quizzes

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Canvas has four different types of quizzes:

1. A **graded quiz** is the most common quiz, and **Canvas automatically creates a column in the Gradebook for any graded quizzes you build.**
2. A practice quiz is ungraded and can be used as a learning tool to help students see how well they understand the course material. **Practice quizzes do not appear in the syllabus or Gradebook.**
3. A graded survey allows you to give students points for completing the survey; however, it is not graded based on right or wrong answers.
4. An ungraded survey allows you to obtain opinions or other information from students; however, students do not receive a grade for their responses. Ungraded surveys do not appear in the syllabus or Gradebook.



Set Quiz Options

Options

1 ☒ Shuffle Answers

2 ☒ Time Limit 60 Minutes

3 ☐ Allow Multiple Attempts

4 ☒ Let Students See Their Quiz Responses

5 ☐ Only Once After Each Attempt

6 ☒ Let Students See The Correct Answers

Show Correct Answers at

Hide Correct Answers at

7 ☒ Show one question at a time

☐ Lock questions after answering

Quiz settings have several options.

1. **Shuffle Answers.** You can shuffle (randomize) answers. (You can also shuffle questions by creating a question group.)
2. **Time Limit.** You can choose to set a time limit by entering the number of minutes students have to 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. If no time limit is set, students will have unlimited time to complete the quiz.
3. **Multiple Attempts.** You can allow multiple attempts.
4. **Quiz Responses.** You can let students see their quiz responses. Quiz responses include both correct and incorrect answers. Quizzes default to this option, so if you do not want students to see their quiz responses, deselect the checkbox.
5. As part of this option, you can restrict students view of the quiz results to Only Once After Each Attempt. 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.
 - This option may not be appropriate for quizzes that require manual grading, such as essay questions, where student 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.
6. **Correct Answers.** You can let students see which answers were correct. Quizzes default to this option, so if you do not want students to see their quiz responses, 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.

7. **One Question at a Time.** You can show one question at a time and lock questions after answering.

Allow Multiple Attempts

☒ Allow Multiple Attempts
 1 Quiz Score to Keep Highest
 2 ☒ Allowed Attempts 2

1. **Recent Quiz Score** — You can choose whether to keep the highest, latest, or average score of all attempts. By default, Canvas will keep the highest score unless this setting is changed.
2. **Allowed Attempts** — You can allow multiple attempts and limit the number of attempts. The default dashes represent **unlimited** attempts.

Quizzes

Center for Teaching and Learning

Set Due and Availability Dates

Assign

Assign to

Everyone X

Due

Nov 13 at 11:59pm 1

Fri Nov 13, 2015 11:59pm

Available from

Nov 12 at 12:00am 2

until Nov 13 at 11:59pm 3

Thu Nov 12, 2015

Fri Nov 13, 2015 11:59pm

+Add

You can set the Due Date, Available From date, and available Until date for the quiz. These fields are optional and can be set depending how you want to manage the quiz:

1. Due Date: the date and time that the Quiz is due
2. Available From: the date and time when the Quiz will become available for students to take the quiz
3. Until: the date and time when students can no longer take the quiz

Note: Due dates are used to create a Calendar and Syllabus entry. The Available until option will end the quiz while the student is taking the quiz if Available Until time comes before the student is finished with the test.

Create Quiz Questions

Once you have set up the settings for your quiz, you can create individual quiz questions, questions with a question bank, questions with a question group, and questions with a question bank in a question group.

1. Click the Questions tab to create the quiz questions and points.

The screenshot shows the Canvas Quiz creation interface. At the top, there is a breadcrumb trail: Home > Canvas Getting Started Example > Quizzes > Unit Four Quiz. Below this, the quiz title 'Unit Four Quiz' is displayed. To the right of the title, it shows 'Points 0' and 'Not Published' with a green circle '5' next to it. Below the title, there are two tabs: 'Settings' and 'Questions'. The 'Questions' tab is selected, and a green circle '1' is next to it. Below the tabs, there are three buttons: 'New Question' (with a green circle '2'), 'New Question Group' (with a green circle '3'), and 'Find Questions' (with a green circle '4'). At the bottom, there is a checkbox labeled 'Notify users this quiz has changed', and three buttons: 'Cancel', 'Save & Publish', and 'Save'.

1. The Question Tab allows you to:
 2. Create a New Question
 3. Create a New Question Group
 4. Find Questions within existing Question Groups
5. You can also see the points total for your questions
6. Click the Save button to save work on your quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Quizzes

Center for Teaching and Learning

- Click the New Question button.

- Name your question, choose the question type, enter question details, and enter the answers.

- Quiz questions are not automatically numbered for instructors. To add a custom name to your quiz question, enter the name in the question text field. Custom names can help you identify quiz questions more easily.
 - Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).
- In the question type drop-down menu, you can create the following types of quiz questions:
 - Multiple Choice
 - True/False
 - Fill-in-the-Blank
 - Fill-in-Multiple-Blanks
 - Multiple Answers
 - Multiple Drop-down (can be used for Likert scale)
 - Matching
 - Numerical Answer
 - Formula (simple formula and single variable)
 - Canvas Instructor Guide
 - Page
 - Essay
 - File Upload

You can link course content to create Quiz questions, such as linking a diagram image.

Create a Multiple Choice Quiz Question

You can create a multiple choice question for your students.

The screenshot shows a quiz creation interface with the following elements:

- Question 1** (labeled 1): The question title.
- Multiple Choice** (labeled 2): The question type selected from a dropdown menu.
- pts: 1** (labeled 3): The number of points the question is worth.
- Question:** A text area for the question text, which reads: "Which of the following is an ocean and coastal partnership?" (labeled 4).
- Answers:** A section for adding and managing answer options.
 - Correct Answer:** A dropdown menu showing "Coral Reef Taskforce" (labeled 5).
 - Comments, if the student chooses this answer:** A text area for feedback, containing "Great Job." (labeled 6).
 - Possible Answer:** A text area for a distractor option, containing "Ocean Tides" (labeled 7).
 - Comments, if the student chooses this answer:** A text area for feedback, containing "This is the name of a resort." (labeled 8).
 - Possible Answer:** A text area for a distractor option, containing "River Estates" (labeled 9).
 - Possible Answer:** A text area for a distractor option, containing "Whale Watchers" (labeled 10).
 - Correct answer comments:** A text area for general feedback, containing "The Coral Reef Taskforce is the main group protecting coral reef." (labeled 11).
 - General answer comments:** A text area for general feedback, containing "These are general comments." (labeled 12).
- Buttons:** "Cancel" and "Update Question" at the bottom.

Enter Question and answer details.

1. Click the drop-down menu and select the Multiple Choice question type.
2. Enter number of points the question is worth (quiz totals are calculated based on combined total of questions)

To build a multiple choice question, you will need to enter the following details:

3. The question text (use the Rich Content Editor to include video, images, math equations, or flash activities)
4. Question response options
5. Text for the answer comments under each answer and/or at the end of the question

Quizzes

Center for Teaching and Learning

Create Answers with Rich Content Editor

Answers:

Correct Answer

Coral Reef Taskforce

Comments, if the student chooses this answer:
Great Job.

1

Answers:

Correct Answer

HTML Editor

B I U A A Ix E E E E E x² x₂ Font Sizes Paragraph

Coral Reef Taskforce

2

3 Done

To create your answer with the Rich Content Editor

1. Hover over the response and click the Edit icon.
2. In the Rich Content Editor, you can post video, audio, math equations, and more in the answer response.
3. Click Done when finished.

Add or Delete Answers

1. Click the Delete icon to the right of an answer to delete it.
2. Click the Add Another Answer link to create as many distractors as you like. Multiple Choice questions can have more than four answers.

View Correct Answer

1. Correct responses are indicated in green.
The correct answer is identified by a solid green arrow next to the answer, and the answer comment is also green.
2. Incorrect responses are in red.

Note: By default, the text in the first answer field is the answer that will be considered correct by Canvas.

2

- Note:** Partial Credit is given for Multiple Answer Questions and matching.

Enter Feedback Text

You can choose to give students feedback in the answer comments fields.

The screenshot shows a quiz editor interface. At the top right is a 'Done' button. Below it is a red-bordered text box labeled 'Comments, if the student chooses this answer:' with the text 'Great Job.' inside. Below this is a green-bordered text box with the same label and the text 'This is the name of a resort.' inside. Below the green box is a 'Possible Answer' section with a green arrow icon and the text 'River Estates'. Below this is a blue-bordered text box with the same label and the text 'Whale Watchers'. A yellow tooltip points to the blue box with the text 'Click to enter comments for the student if they choose this answer'.

1. To leave feedback for a specific answer, click the comment field beneath the answer.
2. You can also create general answer comments for the quiz question as a whole.

Note: Students who select the correct answer will see the feedback in the green comment field. Students who select any incorrect answer will see the feedback in the red comment field. All students will see the feedback in the blue comment field.

Update Question

You must update each question any time you make a change. If you do not click Update Question, your changes will not be saved.

The screenshot shows two buttons: a grey 'Cancel' button and a blue 'Update Question' button.

Save Quiz

Click the Save button to save your work and preview the quiz. If you edited an existing quiz, any saved changes will automatically be updated.

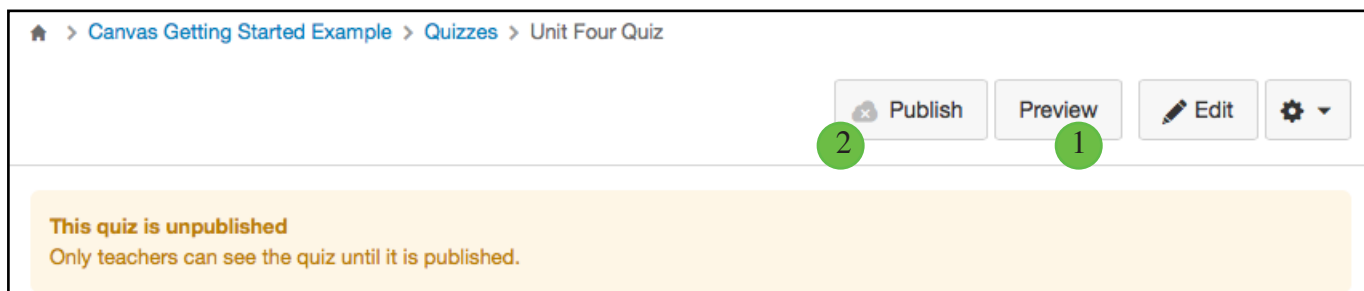
The screenshot shows three buttons: a grey 'Cancel' button, a grey 'Save & Publish' button, and a blue 'Save' button.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the Save & Publish button.

Quizzes

Center for Teaching and Learning

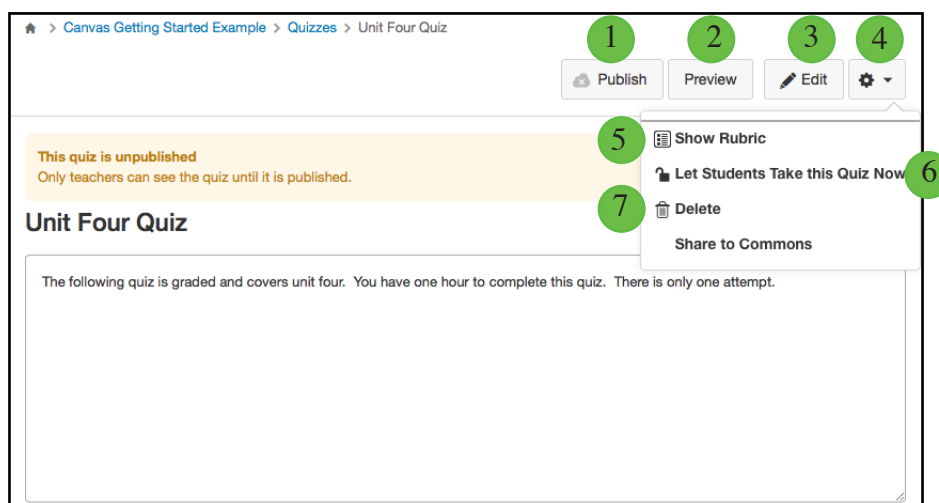
Preview and Publish Quiz



1. To preview the quiz, click the Preview button.
2. If the preview shows the quiz the way you want it, click the Publish button.

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Unpublished Quiz Options



Once you save your quiz, you have several quiz options.

1. To publish the quiz, click the Publish button. Publishing a quiz means that students will be able to see the quiz in the course.
2. Before publishing the quiz, if you want to see the student view and make sure it appears correctly, click the Preview button.
3. To edit the quiz, click the Edit button.
4. You can also view more options in the Settings menu:
5. Show the rubric for a quiz to evaluate student answers, such as for essay questions (learn how to add a rubric)
6. Let students take this quiz now.
7. Delete this quiz.

Note: If you want to hide the quiz from student view, do not publish the quiz. When the quiz is unpublished, it can only be viewed by the instructor.

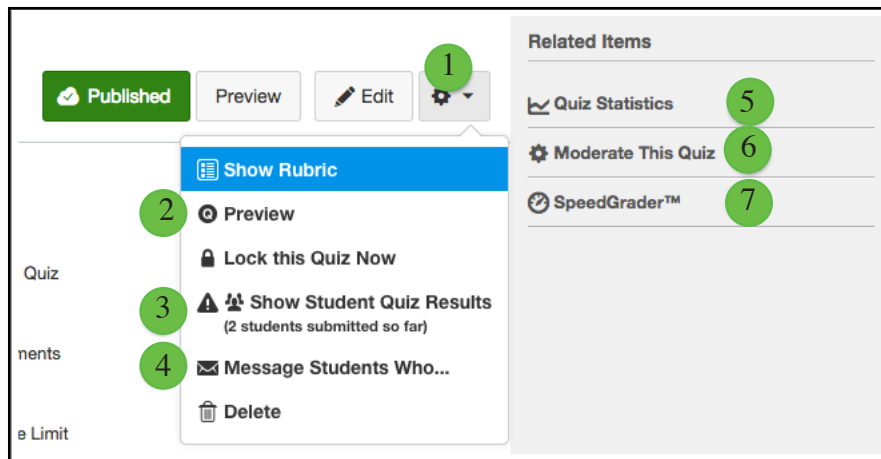
Preview and Publish



1. Click the Preview button to see what students will see when they take the quiz.
2. If the preview shows the quiz the way you want it, click the Publish button.

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Published Quiz Options



Once you publish a quiz, you can view additional options.

1. In addition to the options available for unpublished quizzes, in the Settings Menu, you can:
 2. Preview the quiz.
 3. Show student quiz results from students who have taken the quiz
 4. Message students who have taken the quiz already or who haven't yet taken the quiz

In the sidebar, you also have access to related quiz features:

5. Show quiz statistics
6. Moderate this quiz and grant students more time or additional attempts (this option can be used for any type of quiz)
7. Grade quiz in the SpeedGrader

You can also hide grades from students by muting assignments in the gradebook.

Discussions

Center for Teaching and Learning

Discussions

The Discussion Index page allows you to view all the discussions within a course. As an instructor, you can add discussions and modify discussion settings. Please note at this time you cannot reorder discussions; by default they are ordered by most recent activity.

- Discussions are accessed within the Discussions link within Course Navigation.

The screenshot shows the Canvas Discussions Index page for a course titled 'Canvas Getting Started Example'. The page layout includes a left-hand navigation menu with links like Home, Modules, Announcements, Assignments, Syllabus, Discussions (highlighted), Quizzes, People, Grades, Conferences, Chat, Files, Collaborations, Pages, LockDown Browser, Outcomes, and Settings. The main content area has a search bar (1) and tabs for 'Unread' and 'Assignments'. A '+ Discussion' button (4) and a settings gear icon (5) are in the top right. The page is divided into sections: 'Pinned Discussions' (currently empty), 'Discussions' (2) showing a list of active discussions, and 'Closed for Comments' (3) showing discussions that are no longer open for comments. Each discussion entry includes the title, last post date, due date, and a settings menu. The settings menu for a discussion includes options like 'Open for comments', 'Delete', 'Pin', and 'Share to Commons'. The footer contains links for 'BY INSTRUCTURE', 'User Research', 'Help', 'Privacy policy', 'Terms of service', 'Facebook', and 'Twitter'.

- The Discussions Index page is designed with global settings at the top of the page.
- Discussions.** These are current discussions within the course. Discussions can remain open indefinitely, or you can specify a date range (as designated by the available from/until date). Discussions are ordered by most recent activity. Students will only see this section heading if there are discussions within this section.
- Closed for Comments.** These discussions have been manually closed for comments, or the discussion is past the available from/until date. These are discussions that are only available in a read-only state. Closed for comments discussions are also ordered by most recent activity. Students will always see this section heading, even if there are no discussions within this section.
- Add a new discussion.
- Edit discussion settings.

View Individual Discussion

The screenshot shows the Canvas 'Discussions' page for a course titled 'Canvas Getting Started Example'. The left sidebar contains navigation links: Home, Modules, Announcements, Assignments, Syllabus, Discussions (highlighted), Quizzes, People, Grades, Conferences, Chat, Files, Collaborations, Pages, LockDown Browser, and Outcomes. The main content area has a search bar and filters for 'Unread' and 'Assignments'. Below this, there's a 'Pinned Discussions' section with a message: 'You currently have no pinned discussions. To pin a discussion to the top of the page, drag a discussion here, or select Pin from the discussion settings menu.' The 'Discussions' section is ordered by 'Recent Activity' and lists three discussions:

- 'Introduce Yourself' (Last post Oct 23, 2015) with a green cloud icon, a checkmark, and 0 unread/0 total posts.
- 'Is Protection Necessary?' (Last post Nov 3, 2015) with a green cloud icon, a checkmark, and 0 unread/0 total posts. This discussion is marked with callout 1 (graded), 2 (name), 3 (last post date), 4 (due date: Nov 5 at 11:59pm), 5 (draft status: published), 6 (subscription: subscribed), and 7 (unread/total posts).
- 'Discussion: Great White Shark' (Last post Sep 1, 2015) with a green cloud icon, a checkmark, and 0 unread/3 total posts.

Each discussions displays:

1. Whether or not it is a graded discussions
2. The name of the discussion
3. The date of the last discussion post
4. The due date (if any)
5. The discussion draft state status (published or unpublished)
6. Whether or not you are subscribed to the discussion
7. The number of unread/total posts in the discussion

Manage Individual Discussion

This screenshot shows the settings menu for the 'Is Protection Necessary?' discussion. The menu is open, displaying options: 'Open for comments', 'Delete', 'Pin', and 'Share to Commons'. The discussion is marked with callout 1 (graded). The settings menu is marked with callout 2. The discussion itself is marked with callout 2 (name). The due date is marked with callout 2 (due date: Nov 5 at 11:59pm). The draft status is marked with callout 2 (published). The subscription status is marked with callout 2 (subscribed). The unread/total posts are marked with callout 2 (0 unread/0 total posts).

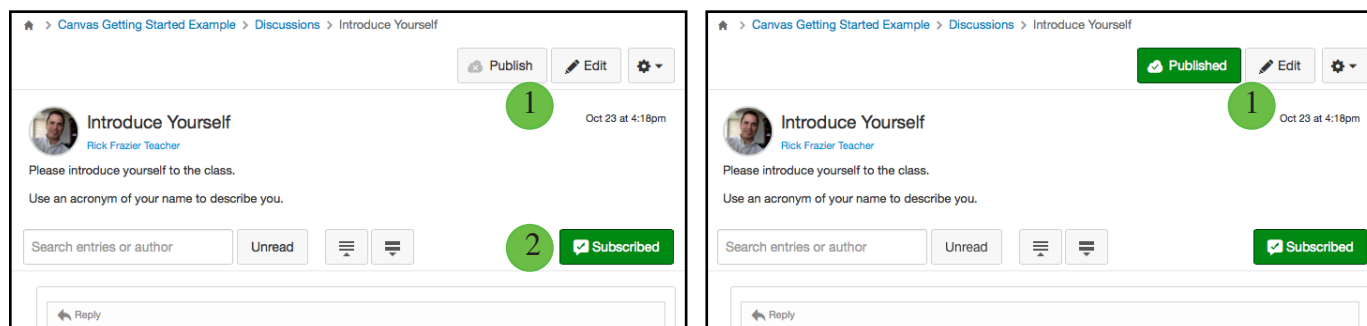
1. For each individual discussion, you can use the settings drop-down menu to close the discussion for comments, delete, or pin or unpin a discussion.
2. Green cloud icons with a white checkmark indicate the discussion is published.
 - Solid gray cloud icons indicate unpublished discussions. You can change the status of a discussion by toggling the published and unpublished icons.

Note: Discussions with student submissions cannot be unpublished.

Discussions

Center for Teaching and Learning

View Status within an Individual Discussion

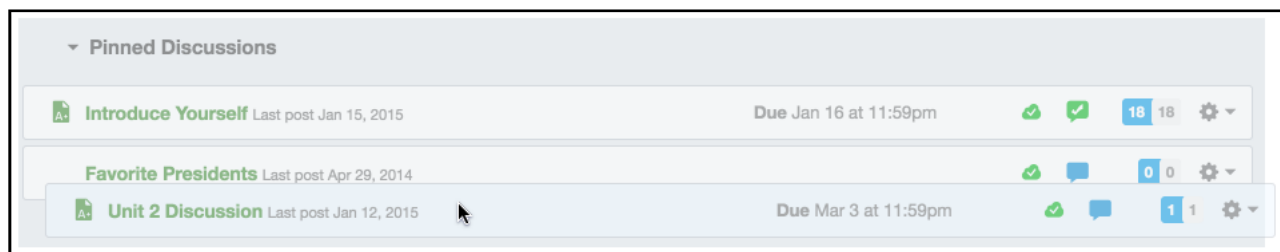


Within individual discussions, the discussion status is shown next to the discussion settings.

1. To publish a discussion, click the discussion's Publish button. The button will change from gray to green.
2. To subscribe to a discussion, click the Subscribe button. Subscribing to a discussion allows you to follow the discussion and receive notifications as set in your notification preferences. You are automatically subscribed to any discussions you reply to. When you create a discussion, you are also automatically subscribed to the discussion.

Manually Order Discussions

Within Pinned Discussions, you can manually reorder discussions. Drag and drop the discussions in the order you prefer.

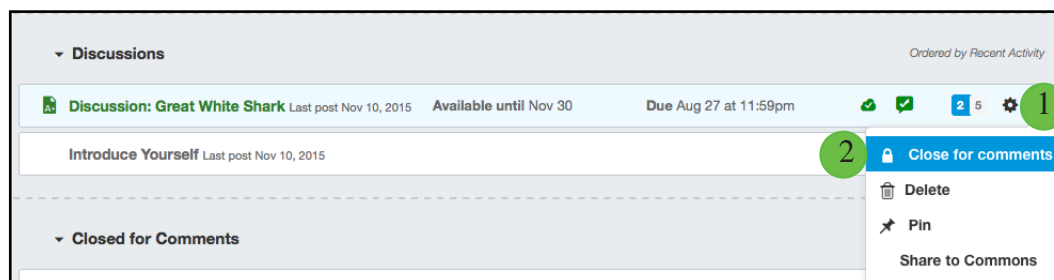


Close a Discussion for Comments

To manually stop students from posting replies to discussion posts, use the close for comments link. You can also pin discussions to the closed for comments section on the discussion index page.

Note: You can automatically set your post to close for comments on a specific date by creating discussion availability dates.

1. Choose the Discussion topic to close for comments. Click the Settings drop-down.
2. Choose Close for comments from the drop-down.



Re-Open for Comments

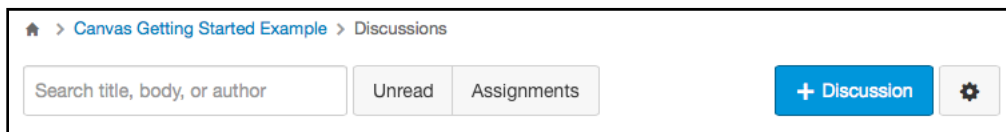
You can manually re-open the discussion for students to begin posting replies to discussion posts.

1. Choose the Discussion topic to open for comments. Click the Settings drop-down.
2. Choose Open for comments from the drop-down.

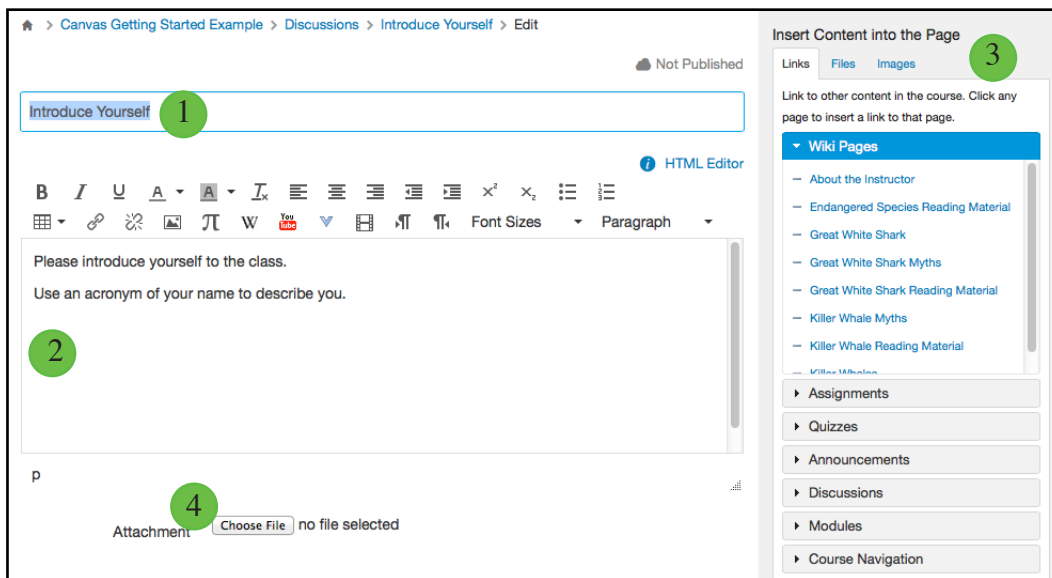


Create a Discussion

1. Click the Add Discussion button.



2. Add Title and Content.



1. In the Title field, create a title for your discussion.
2. Use the Rich Content Editor [2] to create content for your discussion.
3. You can also add links, files, and images to the discussion using the content selector.
4. You can also add an attachment to your discussion by clicking the Choose File button.

Discussions

Center for Teaching and Learning


Add Discussion Options


Options

- ☐ Allow threaded replies 1
- ☐ Users must post before seeing replies 2
- ☐ Enable podcast feed 3
- ☐ Graded 4
- ☐ Allow liking 5

Group Discussion

☐ This is a Group Discussion 6

Available From  7

Until 

1. By default, discussions are created as focused discussions. To create a threaded discussion, click the Allow threaded replies checkbox.
2. To require users to reply to the discussion before they can see any other replies, click the Users must post before seeing replies checkbox.
3. To enable a discussion podcast feed, click the Enable podcast feed checkbox.
4. To create a graded discussion, click the Graded checkbox.
5. To allow students to like discussion replies, click the Allow liking checkbox.
6. To make the discussion be a group discussion, click the This is a Group Discussion checkbox.
7. To make your discussion available on a specific date or during a specific date range, enter the dates in the Available From and Until fields, or click the calendar icons to select dates.
 - If a Discussion is not in the Availability Date range, no student can see any content for the Discussion at all.

What is the difference between threaded and focused Discussions?

As an instructor, when you create a discussion in Canvas, you can choose to create a **focused** or **threaded** discussion. Focused discussions are relatively short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period of time.

Use a **Focused** Discussion for single posts and related comments. One discussion leader typically posts a message and multiple learners comment on it. Participants may leave a side comment to a reply, but cannot develop the conversation beyond two layers of nesting.

Use a **Threaded** Discussion for multiple posts and related comments. One or more discussion leaders post a message and multiple learners comment on it with the freedom to create any number of related discussion topics and comments (infinite layers of nesting).

Set Graded Discussion

The screenshot shows a web form for setting a graded discussion. It includes sections for 'Options', 'Group Discussion', 'Points Possible', 'Display Grade as', 'Assignment Group', 'Peer Reviews', and 'Assign'. Numbered callouts (1-6) highlight specific settings: 1 points to the 'Graded' checkbox in the Options section; 2 points to the 'Points Possible' input field set to 5; 3 points to the 'Display Grade as' dropdown menu set to 'Points'; 4 points to the 'Due' date and time field set to 'Nov 12 at 11:59pm'; 5 points to the 'Available from' start date and time field set to 'Nov 9 at 12:00am'; and 6 points to the 'Available from' end date and time field set to 'Nov 13 at 11:59pm'.

1. Click the Graded checkbox.
2. Enter the number of points possible.
3. Select the Grading Type.
4. Set the Due Date, the date and time that the graded discussion is due.
5. Set the date and time when the graded discussion will become available.
6. Set the date and time when the graded discussion will no longer be available.

Discussions

Center for Teaching and Learning

Save and Publish

1. If you are ready to publish your discussion, click the Save & Publish button.
2. If you want to create a draft of your discussion and publish it later, click the Save button. Students cannot see an unpublished Discussion Title or Content.



Publish, Unpublished, Available, Not available, Closed for Comments

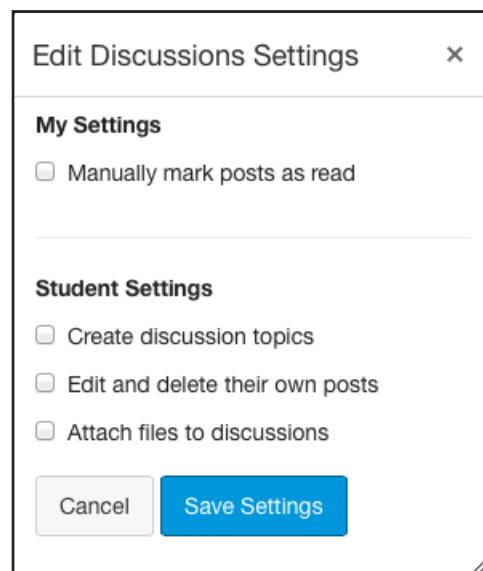
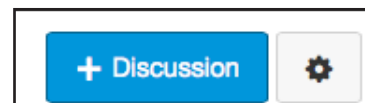
The levels of availability of Discussions are:

- **Published** - These discussion threads are visible to the student.
- **Unpublished** - These discussion threads are not visible to the student.
- **Available** - This is set by the Date and Time restriction. When available, students can see all posts and thread instructions if they are published.
- **Not Available** - This is set by the Date and Time restriction. When not available, students can see the thread name, but see that the topic is locked.
- **Closed for Comments** - This is set by the closed for comments setting. If the discussion is published and available, the student can read all posts and instructions, but cannot add posts to the thread.

Edit Discussion Settings

The Discussion settings are:

- Manually mark posts as read
- Student:
 - Create Discussion Topics
 - Edit and delete their own posts
 - Attach Files to Discussions





SpeedGrader

Center for Teaching and Learning

SpeedGrader

As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

Access SpeedGrader

You can access SpeedGrader in several ways:

- Access via the Gradebook
- Access via Assignment, Quiz, or Graded Discussion

You can use SpeedGrader to:

- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading

Access SpeedGrader from Gradebook

1. Click the drop-down menu for the grade column to access SpeedGrader for.

Student Name	Secondary ID	Total	Unit One: Killer Whale Assignment Out of 10	Discussion: U
Ricka Frazier	rfrazier22@gmail.com	0%		
Rickb Frazier	rfrazier22b@gmail.com	0%		
Rickc Frazier	rfrazier22c@gmail.com	0%		
Rickd Frazier	rfrazier22d@gmail.com	0%		
Test Student	c67409f7826ce6086a	100%		

Assignment Details

SpeedGrader

Message Students Who...

Set Default Grade

Curve Grades

Download Submissions

Mute Assignment

SpeedGrader

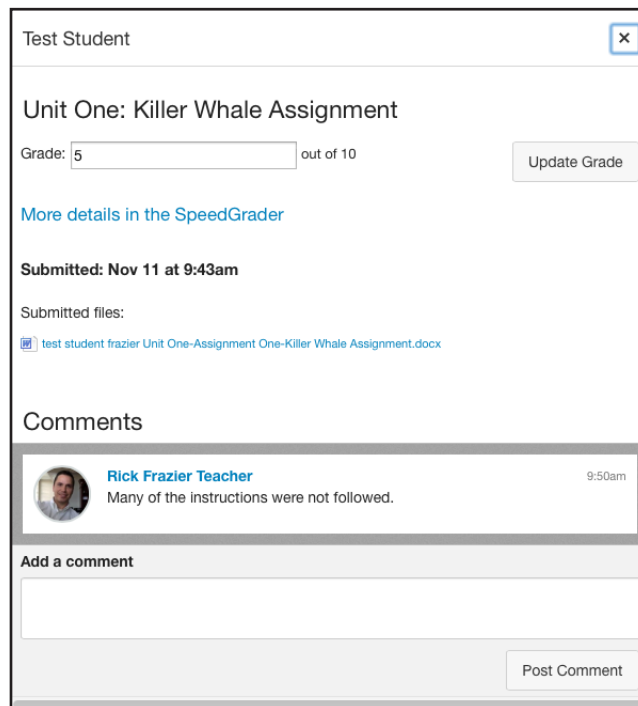
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Access SpeedGrader from Gradebook

1. Click the top right corner of a submission in the grade center for the student to access speedgrader on.

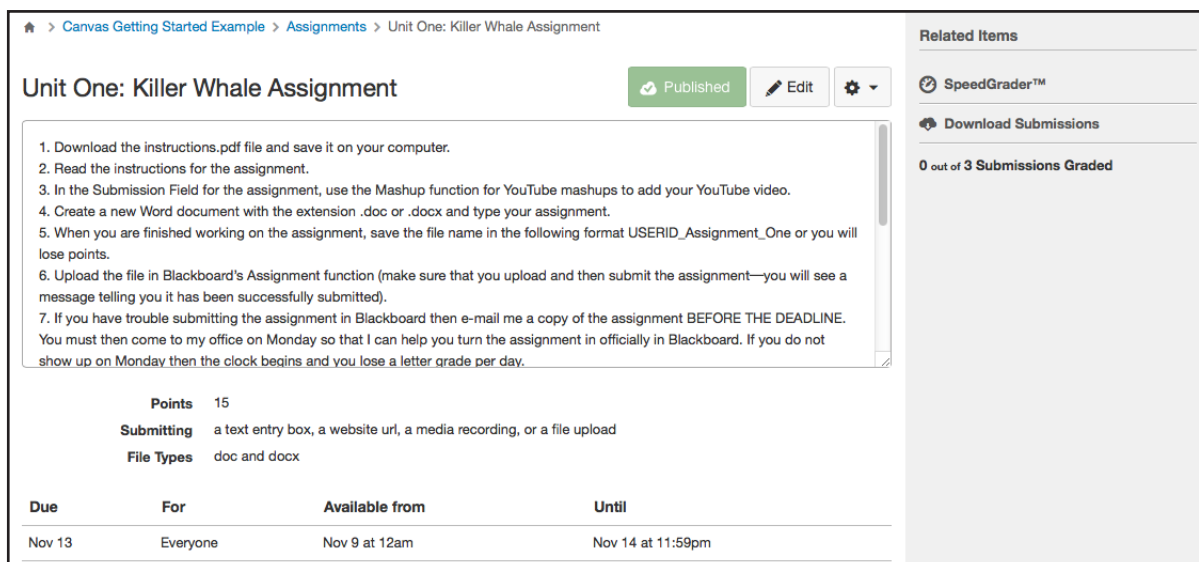


2. Click More details in the SpeedGrader.



Access SpeedGrader from an Assignment, Quiz, or Graded Discussion

1. Within a graded assignment, quiz, or discussion, click the SpeedGrader link.



View SpeedGrader

You can use SpeedGrader to:

- Sort submissions by student and hide student names for anonymous grading
- Evaluate assignments for each student, including resubmitted assignments
- Use rubrics to assign grades
- Leave feedback for your students
- Track your grading progress and hide assignments while grading

The screenshot shows the SpeedGrader interface for a student named 'Test Student' on 'Unit One: Killer Whale Assignment'. The interface is divided into several sections:

- 1. Submission Preview:** A large area on the left showing the student's submission. It includes a text prompt: 'Type a one page paper, double spaced giving the origins of some killer whale myths. Upload a YouTube video of your own or find one that backs up your topic. Add the YouTube video as a mashup to this assignment.' A yellow callout box from 'Rick Frazier Teacher' says 'This paper is not double spaced.'
- 2. Grade:** A section on the right showing the current grade 'out of 15'.
- 3. View Rubric:** A button to view the rubric for the assignment.
- 4. Assignment Comments:** A section for adding comments. It shows a comment from 'Rick Frazier Teacher' stating 'Many of the instructions were not followed.'
- 5. Attachments:** A section for attaching files, with a 'Submit Comment' button.

For each student, SpeedGrader has five areas:

1. View student submissions. Preview .doc, .docx, .ppt, .pptx, and .pdf submissions using Crocodoc; re-view other file format submissions using the document previewer or Google Preview
2. Assign a grade based on your preferred assessment method (points or percentage). If you have a rub
3. View Rubric to assist with grading (if one is added to the assignment)
4. View comments created by you or the student about the assignment
5. Create text, video, and/or audio commentary for the student

Student List

The three screenshots show the 'Student List' with different submission statuses for 'Ricka Frazier':

- 1. Graded:** A green checkmark next to the student's name indicates the assignment has been graded.
- 2. Not Graded:** An orange dot next to the student's name indicates the assignment has not been graded or has been re-submitted.
- 3. Not Submitted:** A grayed-out name indicates the assignment has not been submitted.

For easy identification, each student is identified with a assignment submission status next to his or her name:

1. A green checkmark indicates the assignment has been graded
2. An orange dot indicates the assignment has not been graded or has been re-submitted
3. No checkmark and a grayed out name indicates the assignment has not been submitted

View Student Submission

The screenshot displays the SpeedGrader interface for a student submission. The main body of the interface (1) shows the submission content, which includes a text area with instructions: "Type a one page paper, double spaced giving the origins of some killer whale myths. Upload a YouTube video of your own or find one that backs up your topic. Add the YouTube video as a mashup to this assignment." A feedback comment from Rick Frazier Teacher is visible: "This paper is not double spaced." (2). The right sidebar (3) provides additional details: "Submitted: Nov 11 at 9:43am", a red note stating "This submission was LATE", the submitted file "test student frazier Unit One-Assignment One-Killer Whale Assignment.docx", the assessment grade "out of 15", and assignment comments including "Many of the instructions were not followed." by Rick Frazier Teacher.

View the student's assignment in the main body of SpeedGrader.

To provide comments on the assignment, you can:

1. Use Crocodoc to mark up .pdf, .doc/.docx, and .ppt/.pptx. assignments directly in SpeedGrader (.xls/.xlsx files are currently in Crocodoc beta testing)
2. Download the submission, put feedback on the document,
3. Then re-upload the submission

View Submission Details

1. When you open SpeedGrader for a particular assignment, you will see Each individual submission, the date and time that it was submitted.
2. You will have a red notification if the assignment was submitted after the due date.

This close-up screenshot focuses on the right sidebar of the SpeedGrader interface. It highlights the submission details: "Submitted: Nov 11 at 9:43am" (1), a red notification "Note: This submission was LATE", the submitted file "test student frazier Unit One-Assignment One-Killer Whale Assignment.docx", the assessment grade "out of 15", and assignment comments including "Many of the instructions were not followed." by Rick Frazier Teacher (2).

Evaluate Multiple Submissions

If a student has submitted more than one assignment:

1. The submission view will include a drop-down menu where you can view prior submissions.
2. By default, the date of the most recent assignment will always be shown first. Canvas will warn you if you are not viewing the most recent submission.

Submission to view:

- ✓ Nov 11 at 9:39am LATE (1)
- Nov 11 at 9:40am LATE (2)

Note: This submission was LATE
Note: This is not the most recent submission

Assessment

Grade out of 15

View Rubric

Assignment Comments

Add a Comment

Attach

Submit Comment

Assign a Grade

To submit a grade for the student's assignment:

1. Enter the grade in the Grade field.
2. If a Rubric is attached to the assignment, you can click the View Rubric button to evaluate the assignment.

Submitted: Nov 11 at 9:43am

Note: This submission was LATE

Submitted Files: (click to load)

test student frazier Unit One-Assignment One- Killer Whale Assignment.docx

Assessment

Grade out of 15 (1)

View Rubric (2)

Assignment Comments

Many of the instructions were not followed. ✕
Rick Frazier Teacher, Nov 11 at 9:50am

Add a Comment

Attach

Submit Comment

SpeedGrader

Center for Teaching and Learning

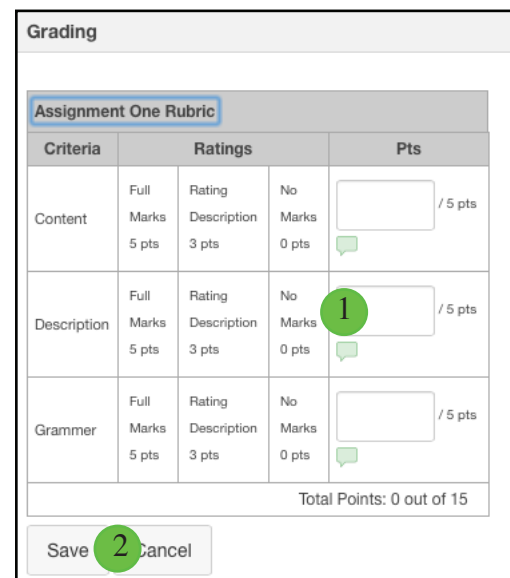
View Rubric

If you have added a rubric to an assignment, you can view the rubric in SpeedGrader.

Note: If you intend to use a rubric for grading, be sure to select the Use this rubric for assignment grading checkbox when adding a rubric to an assignment.

Use the rubric to evaluate the assignment.

1. Select the grade for each criteria by clicking the appropriate category.
2. Click the Save button to save the grade.



Assignment One Rubric				
Criteria	Full Marks	Rating	No Marks	Pts
Content	5 pts	3 pts	0 pts	/ 5 pts
Description	5 pts	3 pts	0 pts	/ 5 pts
Grammar	5 pts	3 pts	0 pts	/ 5 pts

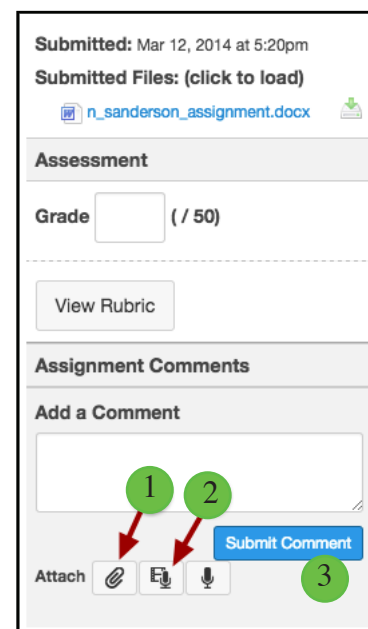
Total Points: 0 out of 15

Save Cancel

Add File or Media Comment

To attach a file to the comment:

1. Click the Paperclip icon.
2. To record a video or audio comment, click the Media icon.
3. Click the Submit Comment button.



Submitted: Mar 12, 2014 at 5:20pm

Submitted Files: (click to load)

[n_sanderson_assignment.docx](#)

Assessment

Grade (/ 50)

[View Rubric](#)

Assignment Comments

Add a Comment

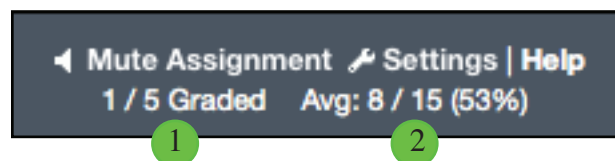
Attach

Track my Progress and the Average Grade in SpeedGrader

Track your progress by

1. Locating the number of student submissions you've graded
2. And the average grade received.

If you want to view all the student grades at one time, you can return to the Gradebook.



◀ Mute Assignment ⚙ Settings | Help

1 / 5 Graded Avg: 8 / 15 (53%)

Crocodoc in Canvas Assignments

Crocodoc is a tool that allows annotations on online assignment submissions in Canvas. When you open a submission, Crocodoc will automatically save any annotations made to the submission file for one hour.

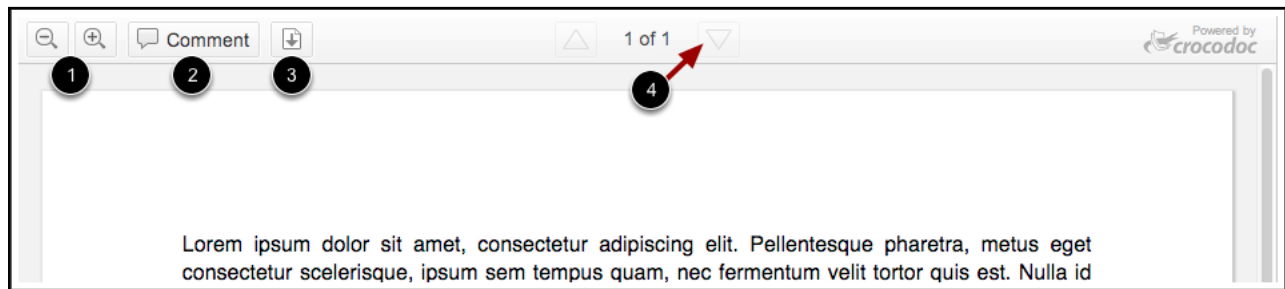
Compatible Crocodoc Files

If a submission includes a file that can be rendered in Crocodoc, but the submission preview is not complete, Canvas will generate a message stating the document is still processing.

If a file is submitted that is not compatible with Crocodoc, the Canvas document previewer will still display the file, but Crocodoc markup and commenting will not be available.

Canvas currently supports .doc/.docx, .ppt/.pptx, and .pdf Crocodoc file formats.

Crocodoc Toolbar



The Crocodoc Toolbar helps you manage the assignment submission.

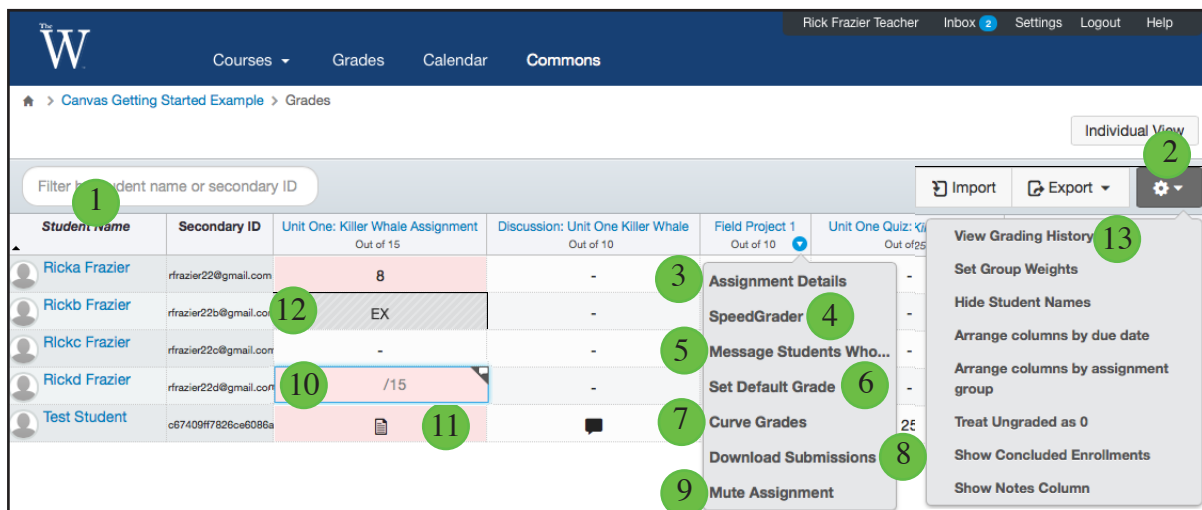
1. The Magnifying Glass icons allow you to zoom in and out on the submission.
2. The Comment icon allows you to add comments on the submission.
3. The Download icon allows you to download the submission file and/or the annotated submission file.
4. If there are multiple pages, the Page arrow icons help you advance through the submission to find the page you want to annotate.

Grades

Center for Teaching and Learning

Canvas Gradebook

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



The screenshot shows the Canvas Gradebook interface. At the top, there's a navigation bar with 'Courses', 'Grades', 'Calendar', and 'Commons'. Below this, a search bar is labeled 'Filter by student name or secondary ID' (1). To the right, there are buttons for 'Import', 'Export', and a settings gear icon (2). The main table has columns for 'Student Name', 'Secondary ID', and several assignments: 'Unit One: Killer Whale Assignment' (Out of 15), 'Discussion: Unit One Killer Whale' (Out of 10), 'Field Project 1' (Out of 10), and 'Unit One Quiz: Killer Whale' (Out of 25). The table contains rows for 'Ricka Frazier', 'Rickb Frazier', 'Rickc Frazier', 'Rickd Frazier', and 'Test Student'. Callouts point to specific features: (3) 'Assignment Details' button, (4) 'SpeedGrader' button, (5) 'Message Students Who...' button, (6) 'Set Default Grade' button, (7) 'Curve Grades' button, (8) 'Download Submissions' button, (9) 'Mute Assignment' button, (10) a cell containing '/15', (11) a cell containing 'EX', (12) a cell containing 'EX', and (13) the 'View Grading History' button.

1. In the Gradebook, you can sort your Gradebook by students names.
2. You can also use the Settings drop-down menu to specify settings for the entire Gradebook.
3. View Assignment (Quick) Details.
4. Access SpeedGrader for the Grade Column.
5. Message Students who have or have not completed the assignment or scored more or less than a certain amount.
6. Set Default Grade. You can choose to overwrite any submitted grades so far.
7. Curve Grades
8. Download Submissions
9. Mute Assignment Scores
10. Double click cell to manually enter score
11. Ungraded Assignment entry
12. EX entered in a cell excuses an assignment for a student
13. View Grading History for students



Notes

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