Canvas Basics
for Instructors

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Introduction

This guide is meant to teach the core basics of using the Canvas LMS (Learning Management System) to instructors, giving instructors the ability to quickly get an online course up and running in the Canvas system. For more detailed information in using Canvas, you can check out the official Canvas Help Site for Instructors (see the Further Information section of this guide).

Using This Guide

Most procedures in this guide are given in a step-by-step fashion. Please note that any **bold** text you see within the steps indicate words that you should look for on your computer screen.

Requirements for Canvas

The minimum and recommended hardware/software requirements to use the Blackboard Learn system are as follows:

Screen Resolution
- Minimum – 800 × 600; Recommended – 1024 × 768 or above
- If you plan to use a mobile device, it's recommended by Instructure that you use the Canvas mobile app.

Operating Systems
- Windows 7 and newer
- Mac OS X (version 10.6 and newer)
- Linux – ChromeOS

Mobile Operating Systems (smartphones, tablets, etc.)
- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Supported Browsers for Windows computers
- Internet Explorer version 9 and above
- Firefox 28 and above
- Chrome 34 and above

Supported Browsers for Mac computers
- Safari version 6 and above
- Firefox 28 and above
- Chrome 34 and above

Hardware and Other Requirements
- Use a computer 5 years old or newer when possible

- 1GB of RAM
- 2GHz processor (CPU)
- Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments.
- Minimum of 512kbps; CITS Recommends at least 1Mbps (1000kbps).

> ⚠️ **NOTE:** Though Internet Explorer and Microsoft Edge are officially supported browsers by Instructure (the makers of Canvas), CITS's LMS Support team **strongly recommends** and supports the use of either Mozilla Firefox or Google Chrome for the best possible experience in using Canvas.

Ensuring a Canvas Account Is Made for You

If you are a new instructor to the University, please go to the article linked below to ensure that you get everything needed to have our automated system make your Canvas account:

http://kb.alcorn.edu/index.php/article/ensuring-a-working-canvas-account

Logging in to Canvas

To log in to Blackboard:

1. In your web browser's address box, type **canvas.alcorn.edu** and press Enter on your keyboard. Do not type a www in front of the address. www.canvas.alcorn.edu is incorrect and will give you an error message.
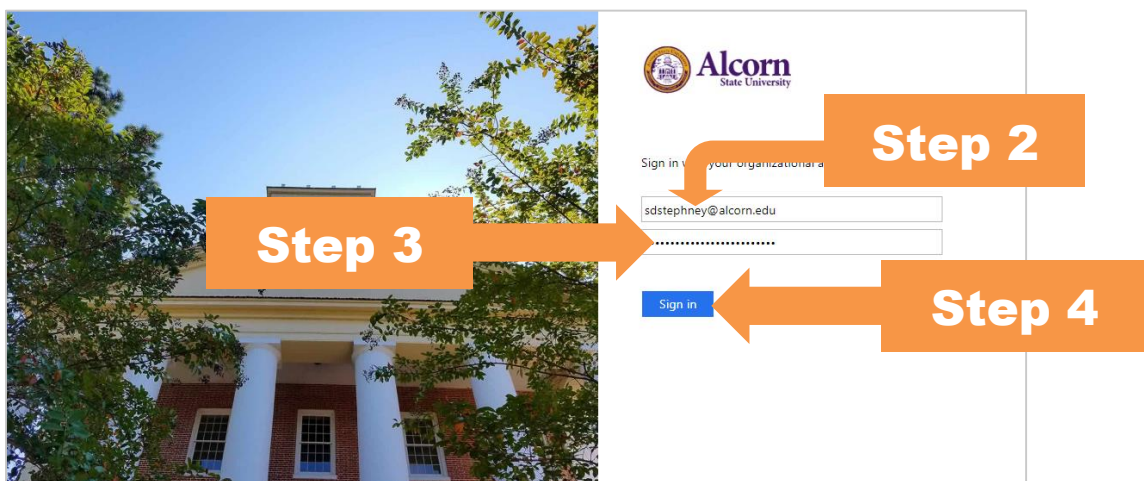
2. On the login page, enter your full Alcorn Email address (e.g., qaneshia@alcorn.edu or kwilliamson@alcorn.edu) as the username.
3. As the **Password**, enter the same password to access your Alcorn Email account as your password.
4. Click the **Sign In** button.

Clicking the Sign In button will bring you to the Dashboard.

The Dashboard and Global Navigation

After clicking the Sign In button, you will be logged in to the Canvas system and brought to the Dashboard. By default, the 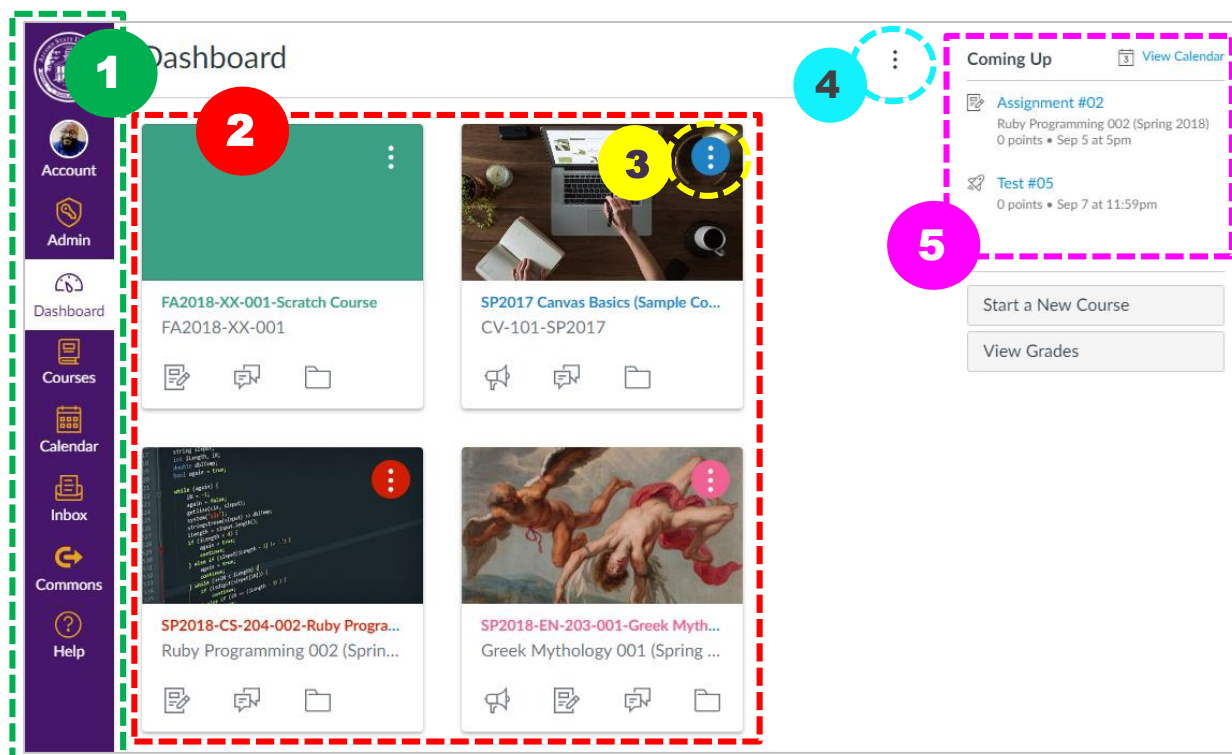courses that you are teaching will be shown on the screen as cards. You will also see courses that you are enrolled in as a student in this area as well. The remainder of this section shows and describes the Dashboard as well as the Global Navigation.

1. **Global Navigation** – This menu is something you'll see pretty much everywhere you go while in the Canvas system. With the Global Navigation, no matter where you are in Canvas, you can jump straight to the important stuff, like your Courses, your Inbox (more about this later in the guide), and more.
2. **Course Cards** – These "cards" are here to show you your courses as well as a bit of info about them; the icons at the bottom of the cards indicate the availability of recently added/changed items (e.g., Assignments, Discussions, Course Files, etc.) within the course.
3. **Course Card Options** – For each course card you'll see an Options button – denoted by three vertical dots in the upper-right corner of said card. These options give you a chance to put a color overlay on top of the course's image (more on adding course images later) as well as setting a Nickname for your course.
4. **Dashboard Options** – In the Dashboard options – also denoted as three vertical dots (most options buttons in Canvas will appear in this fashion) – gives you the option to switch to Recent Activity View, which will show recent activity that has taken place in all of your courses as opposed to showing you just the courses. You also choose whether or not to use the Color Overlay on your cards here.
5. **Coming Up** – the Coming up section lets you see upcoming course activities and due dates from across all of your courses' calendars.

Finding & Accessing your Courses

Using the Dashboard, accessing your courses is a breeze. You simply click on the name the course or the course image and there you are, but it's worthy to note that the Dashboard is really meant to show only the courses that you have set as a Favorite. You actually find all of your courses by:

1. clicking on **Courses** in the Global Navigation

This brings up the Courses side menu, which is, by default, the same list of courses that you see on the Dashboard. To see all of the courses that you have as both instructor and a student, you:

2. Click on the **All Courses** link in the Global Navigation.
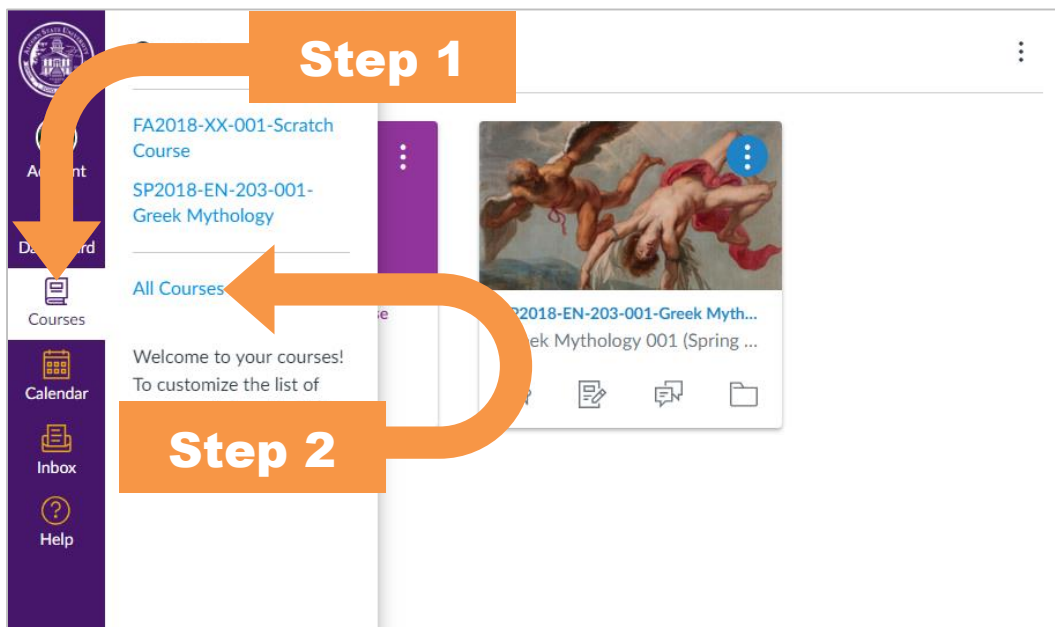
This brings you to the full list of courses that you are enrolled in, in the Canvas system as a teacher as well as any courses you're enrolled in as a student. From here, to access your course, you can simply click the name of your course. Also notice the little star next to each course. If you click that star, that will make that particular course a Favorite, and Favorite courses show up in the Courses side bar as well as on the Dashboard.

Course Status

On the All Courses page, you'll also notice among the different columns a Published column. This reports the course Publish status. You use the Publish status to control whether or not students see the course. If the Published status is 'Yes' for a course, then the students can see it when they log in to their Canvas accounts; if Published is set to 'No', then only the instructor(s) and system admins can see the Canvas course. At the start of the semester you'll want to make sure you Publish the course so that your students can see it. To publish a course in Canvas:

1. In the Global Navigation, click on **Courses**.
2. Click on **All Courses**.

3. Click on the name of the Unpublished course that you'd like to Publish.

If a course is set as No under Published (marked in green), your students can't get into the course.

4. On the right side of the screen under **Course Status**, click the **Publish** button. See the screenshot below to see how the Course Status buttons looks when the course is Published versus Unpublished.

Published Course versus Unpublished Courses

Course Status	Course Status
🚫 Unpublished ✔ Publish	🚫 Unpublish ✔ Published
This is what the Course Status looks like when a course is **Unpublished**. Student cannot see this course in their Canvas account, even if they registered for it in Banner.	This is what the Course Status looks like when a course is **Published**. Students should be able to see this course when they log in to Canvas.

After completing the steps above, your course should be visible to students. If your course is Published, and your students are still reporting that they cannot see the course(s), please do not hesitate to reach out to Canvas Support at **1-855-590-7763.**

The Canvas Course Page

Once you're in a Canvas course, you'll see a page that looks like the one below. This section of the Basics Guide will give you a quick overview of the Canvas Course Page:
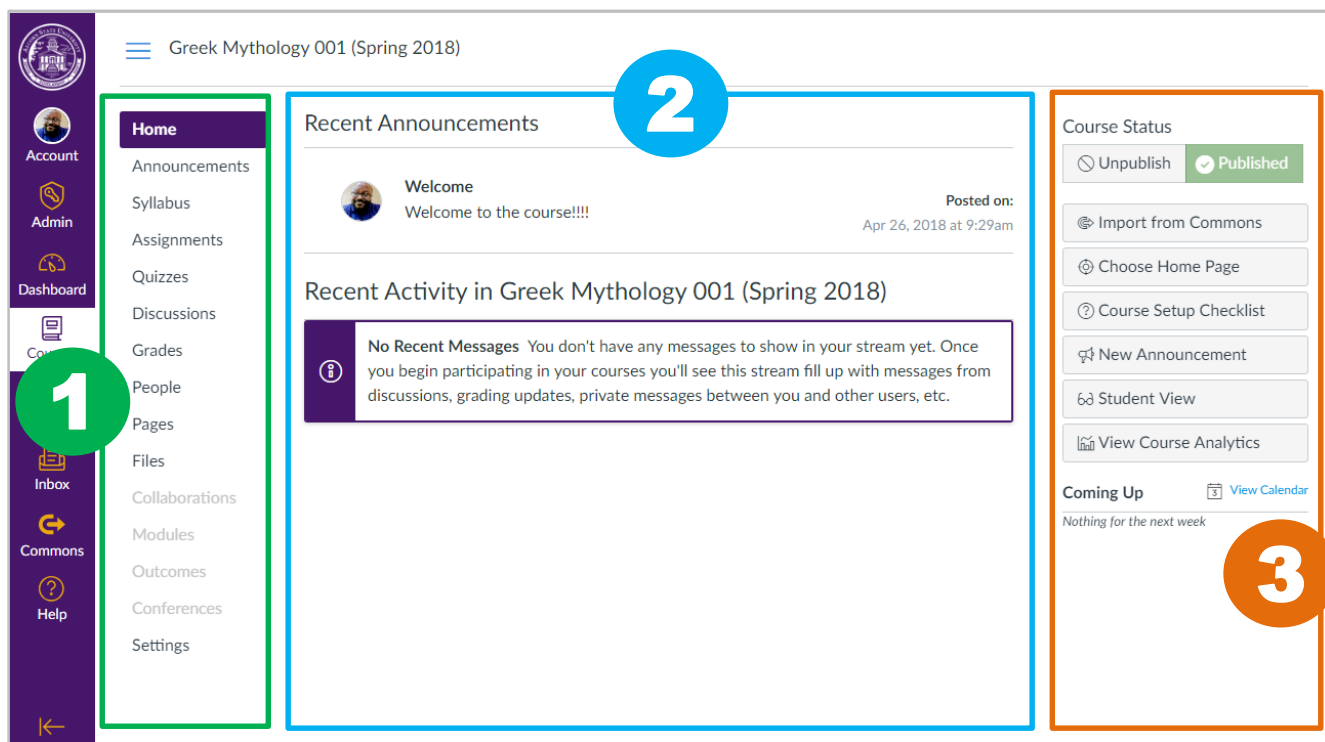
1. **Course Navigation** – This is where one finds the different areas of the course. As of this writing, Canvas doesn't allow much customization of this menu beyond hiding/showing the sections that are already listed here.
2. **Feature Area Frame** – When you click on any one of the course menu's items (called feature areas), then that very feature area's content is shown in this large area in the middle.
3. **Home Page Sidebar** – You will see this particular sidebar only on the Home Page of a course. A course Home Page is the first page that you see when you come into a Canvas course. Here you'll find: the Course Status, that lets you Publish/Unpublish the course; several buttons for controlling some key aspects of the course (more on those later in this guide); and the Coming Up section, which shows course activities which are coming due soon.

Announcements

The Announcements area is where you, the instructor, would typically post anything that you would like to announce to all of your students, e.g., no class today, changes made to the syllabus or assignment, new course items posted, etc.

Making an Announcement

1. To begin creating an Announcement in Canvas. You can either…
   a. Go to your course's Home page and click the **New Announcement** button, or…
   b. you can click on the Announcement area in the Course Navigation and then click the purple **+ Announcement** button.
   Either of these two methods will bring you to the Create new Announcement page.
2. On the **Create new** Announcement page, type the **Topic Title** of the Announcement.
3. In the larger box below the Topic Title, type the body of the Announcement.
4. Under **Post To**, you'll leave that as its default value of **All Sections**.

5. Next, if you have any pertinent attachments to add to the Announcement, you can click on the **Choose File** button to browse your computer to add a file attachment to your Announcement.
6. You can check the **Delay posting** checkbox if you do not wish to display the Announcement within the course immediately. After clicking the Delay posting checkbox, the **Post At** box will appear. If you want the Announcement to appear immediately, you can skip to Step 10.
7. In the **Post At** box, click the calendar button on the right side of the box. A calendar will appear.
8. In the calendar, choose the date and time you wish to have the Announcement begin displaying within the course.
9. When you're done choosing the date and time in the calendar popup, click on the little **Done** button next to the time you've entered.
10. Check the **Allow users to comment** checkbox if you'd like the users (students) to make comments directly to/under this Announcement. If you don't wish to allow users to comment on Announcements, you can skip to the next step.
11. If you allow students to comment on your Announcement, then you can also check the **Users must post before seeing replies** checkbox to keep users from seeing comments on this Announcement until after they have commented on the Announcement themselves.
12. For now, we'll skip the **Enable podcast feed** checkbox in this basics guide. To keep things basic, please leave this checkbox unchecked.
13. Check the **Allow liking** checkbox if you'd like the students to have the ability to 'like' an Announcement.
14. Click the **Save** button.

Editing Announcements

Once you've created an Announcement, you may wish to go back and edit to remove errors or make some other adjustment. To edit an Announcement:

1. In your course, go to the Announcements page.
2. Next, click on the title of the Announcement you wish to edit.
3. In the Announcement's page, click on the **Edit button**.
4. Change the parts of the Announcement you wish to change.
5. Click the **Save** button.

Deleting Announcements

1. In your course that has the Announcement you wish to delete, go to the Announcements page.
2. On the far right side of the Announcement you wish to delete, click the Announcements Options icon, which appears as three vertical dots. A small popup asking you to confirm the deletion will appear.
3. In the small popup, click the **Delete** button. A confirmation popup will appear.
4. In the **Confirm Delete** popup, click the **Delete** button.

Syllabus

The Syllabus is a section dedicated solely to your syllabus and any other materials/information meant to provide an overview of the course i.e., the required textbook, office hours, code of conduct, etc. In Canvas, the syllabus includes a calendar in which course activities added to the course calendar. For the basics, the process delineated below will be the

process of uploading a file to the syllabus area, as most instructors already have a file ready to upload into their Blackboard course. To upload a syllabus to the course:

1. First, navigate to the course that you'd like to add your syllabus file to.
2. Next, in the Course Navigation on the left, click on **Syllabus**.
3. In the upper right, click on the **Edit** button.
4. In the **Syllabus Description** textbox, type a name for your syllabus. This will be the title of the syllabus that the students will see and click on to download said syllabus.
5. Next, click and drag over the syllabus name that you just typed to highlight that text.
6. In the Content Selector to the right, click on the **Files** tab, then click on **+ Upload a new file** link. A **Choose File** button will appear.
7. Click on the **Choose File** button. An Open file dialog window will pop up, showing you all of the files on your computer.
8. In the file dialog window, navigate to the folder that has your syllabus file, then click on the syllabus file.
9. Click the **Open** button.
10. Next, click the **Upload** button. Notice that as you do this, the text you highlighted will briefly flash a golden color, and the text has been turned into a link to your uploaded syllabus file.
11. Click the **Update Syllabus** button.

The Course Summary section below the Course Syllabus section is automatically generated from any course activities (Assignments, Graded Discussions, Quizzes, etc.) with Due Dates that you create. This list will show the students in one place what is due as well as what date & time it's due.

Discussions

Discussions is the area you'll use in your Canvas course to engage in students in typed, public discussions, beginning with an initial post from you, the instructor, with all the students making replies to your original post. Instructors that use Discussions typically create Discussions for each course week, course topic, and/or textbook chapter.

Each students' direct replies to your initial post and all replies to each student's direct reply and the replies to those replies and etc. are referred to as a thread.

To Make a Discussion in Canvas:

1. Log in to Canvas and navigate to the course in which you wish to make a Discussion.
2. In the Course Navigation, click on **Discussions**. This will bring you to what's called the Index Page. This page shows a list of all Discussions you've created.
3. In the upper-right corner, click the **+ Discussion** button.
4. On the **Create new** Discussion page, give a title to your Discussion in the **Topic Title** textbox.
5. In the larger textbox below the Topic Title textbox, type the initial post for your Discussion.
6. **Post to** can be left as its default value of **All Sections**.
7. If you have any files that are pertinent to your initial post, you can click the **Choose File** button to browse your computer to find and upload document(s) to the Discussion.
8. Under **Options**, check the box for **Allow threaded replies** to allow for deeper discussions among your class. This particular feature allows for unlimited nesting of discussion posts and replies.
9. Check the box for **Users must post before seeing replies** if you don't students to see other students replies to your initial post until they have made a reply of their own.
10. Keeping to the basics here in this guide, we'll skip the **Enable podcast feed** checkbox for now; leave it unchecked.
11. Check the **Graded** checkbox if you'd like this Discussion to be a graded course activity. Checking this box will present a few extra options. We'll get to those up upcoming steps.
12. The **Allow liking** checkbox will allow students to hit a Like button on Discussion replies.
13. Keeping to the basics, we'll skip **This is a Group Discussion** for now.

    If the **Graded** checkbox was checked, then you'll have the option to…

14. Set the number of **Points Possible**, or the total number of points that this graded Discussion is worth.
15. Set **Display Grade as** to a value of your choosing; **Points** and **Percentage** are most commonly chosen here.
16. Choose an **Assignment Group** to place this graded Discussion under. The dropdown also allows you to create a new Assignment Group on the fly to assign this graded Discussion to.
17. We'll skip **Require Peer Reviews**, in the spirit of keeping to the core basics here.
18. For Assign, you'll typically leave it as **Everyone** under **Assign to**.
19. Set a **Due** date & time (Due dates & times are explained a bit more later in the guide in the Assignments section).
20. Set the **Available from** and **Until** dates & times (Available from and Until are explained a bit more later in the guide in the Assignments section).
21. Next, click the **Save & Publish** button.

You've now created a Discussion for your students.

Not Published

Step 4 → Introductions

HTML Editor

B *I* U A̲ A̲ I̲ₓ ≡ ≡ ≡ ≡ ≡ x² x₂ ≔ ≔
⊞ ▦ 🔗 ✂ 🖼 √x ▶ ¶ ¶ 12pt Paragraph ⊕

Step 5 → Hi! Come on in and post here to make an introduction of yourself to me and all your fellow classmates. You can also post non-class-related stuff here throughout the semester, too!

p   31 words

Post to

Step 6 → All Sections ×   ⌄

Attachment   Choose File ← **Step 7**

Options   ☑ Allow threaded replies
           ☐ Users must post before seeing replies   **Steps 8 - 12**
           ☐ Enable podcast feed
           ☑ Graded
           ☐ Allow liking

Group Discussion   ☐ This is a Group Discussion

Step 14 → Points Possible   30

Display Grade as   Points   ← **Step 15**

Assignment Group   Assignments   ← **Step 16**

Peer Reviews   ☐ Require Peer Reviews

Assign   **Assign to**

Step 18 → Everyone ×

Due

Step 19 → Nov 1 5pm   📅
                 Thu Nov 1, 2018 5:00pm

Available from   **Until**

Step 20 → Sep 5 8am   📅   Nov 1 5pm   ← **Step 21**
              Wed Sep 5, 2018 8:00am   Thu Nov 1, 2018 5:00pm

+ Add

Cancel   Save & Publish   Save

A look at some of the steps for creating a Discussion

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Posting Discussion Replies

Now that you've made a Discussion, you may wish to Reply to your own initial Discussion post or to your students' posts. To make a Reply to a Discussion post:

1. In your course's Discussions area, first click on the title of the Discussion you wish to Reply to. This will take you into the Discussion page where you can see the initial post and all replies below it.
2. Next, on the Discussion page, as you browse through the posts, you'll notice under each post there is a **Reply** button. Click on the **Reply** button that's immediately underneath the post that you'd like to reply to. This will bring up the Rich Content Editor along with a large textbox to type your reply into.
3. Type your reply into the large textbox.
4. Below the textbox, you can click on **Attach** to attach any files pertinent to your post and/or the Discussion.
5. Click the **Post Reply** button to post your reply.

Editing Replies

To edit a Reply…
1. In your course's Discussions area, first click on the title of the Discussion that has the post that you wish to edit.
2. Browse to the reply post that you'd like to edit, and in the upper-right corner of said reply look for and click on the tiny Options icon (three vertical dots).
3. In the Options menu that pops out, click on **Edit**.
4. Make the desired changes to the post.
5. Click the **Done** button at the bottom of the post.
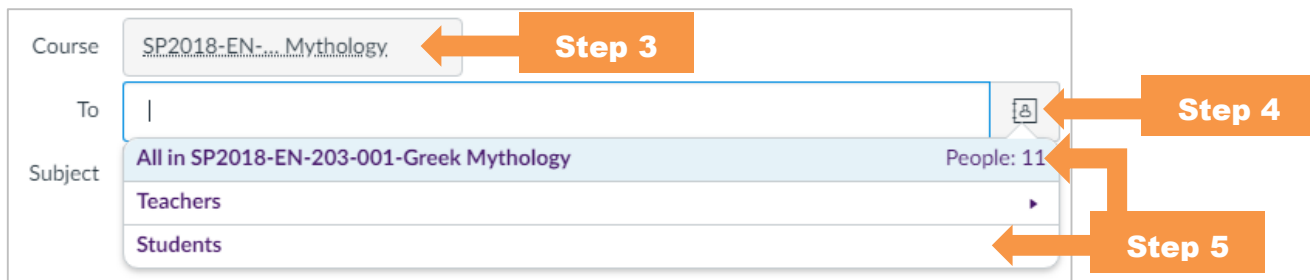
Conversations (Inbox)

Canvas offers a means to message students within the Canvas system in which the messages sent and received all live inside the Canvas system. Please note, however, that by default, all users' Notifications are set up in Canvas to send copies of any received messages in Conversations are sent to said users' respective Alcorn Email accounts.

Sending Messages to Individual Students

To send a message to a student:
1. In the Global Navigation, click on **Inbox**.
2. Next, in the upper right corner, click on the Compose a new message button. This will bring up the **Compose Message** popup.
3. In the **Compose Message** popup, choose the **Course** in which your intended recipient (student) is enrolled. *Tip:* if you're having trouble telling one course from another in the dropdown, just let the mouse hover in place over for a second, and you'll see a tooltip showing the full name of the course.
4. Next, click the Address Book button.
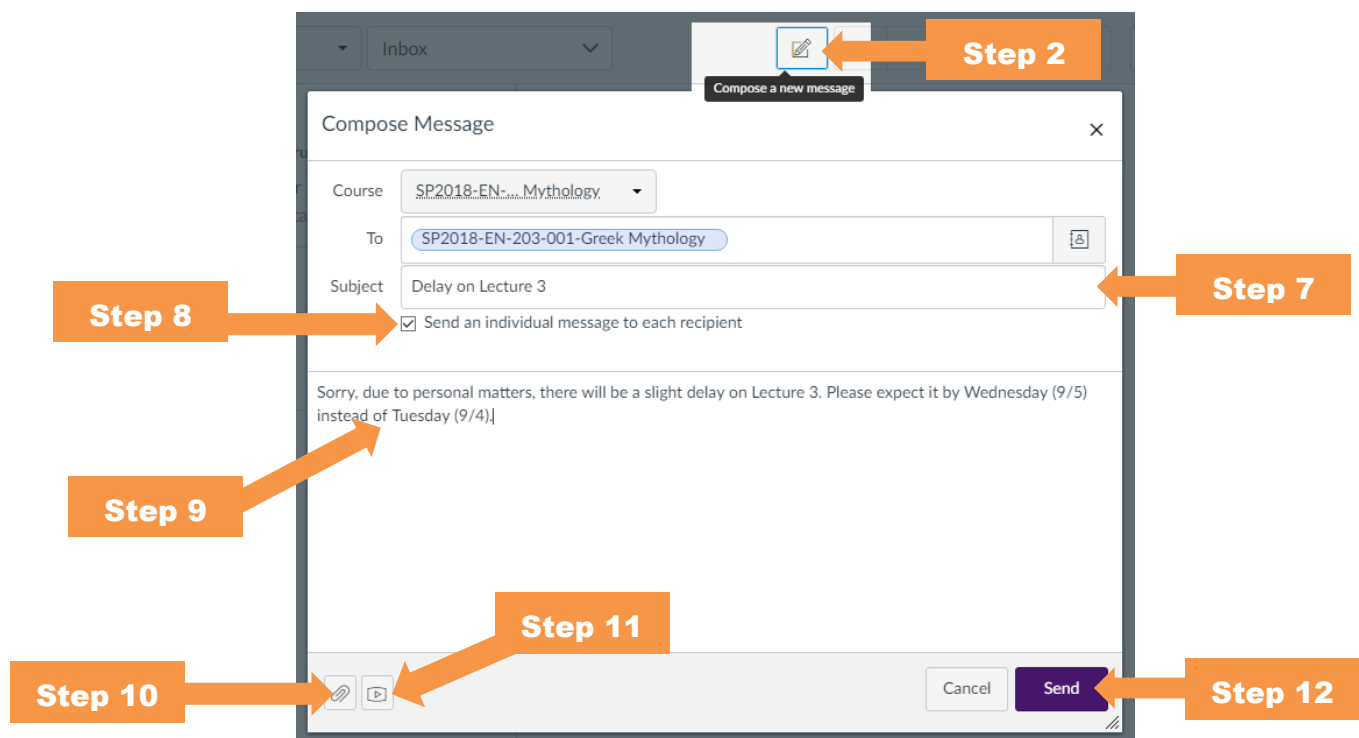
5. In the menu that pops out, click on **Students**. If you'd like to send a message to all students in the course, click on **All in <<your_course_name_here>>.**

6. Next, click on the name of the student you'd like to add as a recipient of your message.
   Tip: if you hold down the Control (Ctrl) key (that's the Command (⌘) key for Mac users), while clicking you'll be able to select multiple users at once.

7. The **Subject** is whatever you'd like to make the title of this message.

8. If you're sending to multiple students, you can optionally check the **Send an individual message to each recipient** to one of the same message to each recipient. For example, if I check the Send an individual message to each recipient checkbox and send a message to Harry, Qanisha, and Kendrick, then the Conversations tool will send one message to Harry and only Harry, one message to Qanisha and only Qanisha, and one message to Kendrick and only Kendrick. This is as opposed to not checking the box, which would send one message to with Harry, Qanisha, and Kendrick all in the To field.

9. Type the body of your message into the large textbox.

10. If you'd like to add an attachment, click on the **Attach** button (the button with the paper clip icon).

11. If have a webcam and/or mic handy on your computer, then you can click on the Media Comment button to record and attach an embedded video. Please note that users that receive a copy of messages with Media Comments won't be able to view the Media Comments themselves without opening Conversations in Canvas.

12. When you're all done and ready to send your message, click on the **Send** button.

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Assignments

Canvas has a lot going on with Assignments, but we'll stick to the Basics here in this guide. To create an Assignment:

Creating Assignments

1. In the course you'd like to create an Assignment, click on Assignments in the Course Navigation.
2. Click the Add **(+) Assignment** button. This takes you to the **Create new** Assignment page.
3. Type the name/title of the Assignment in the **Assignment Name** box.
4. In the large textbox below the Assignment Name, type the instructions for the Assignment. If there are any files pertinent to the Assignment that you wish to upload/add to the assignment, you can use the Content Selector on the right to upload & link a new file.
5. Type the number of **Points** this Assignment is worth.
6. If you wish to add this Assignment to an **Assignment Group**, you can choose an Assignment Group from this dropdown or create a new Assignment Group to add this Assignment to. Assignment Groups are used to assign weights to groups of graded course activities (e.g., all Homework is worth 20% of the final grade, the Midterm is worth 15% of the final grade, etc.).
7. Choose how you what you want to **Display Grade As**; most instructors typically choose either **Points** or **Percentage**.
8. Next, for the **Submission Type**, choose the method in which students will be submitting their Assignment. In most cases, this will be set to **Online**. For more info about Submission Types, you can go here.
9. For Online Entry Options, check only the **File Uploads** checkbox.
10. If you wish, you can further restrict file uploads by file type by checking the **Restrict Upload File Types** checkbox. In the textbox that appears, you can type, for instance, "doc,docx" (without the quotes) to restrict file uploads to the Microsoft Word format.
11. Since we're only doing the basics in this guide, we'll skip **Group Assignment** and **Peer Reviews** for now.
12. If you'd like, you can check the box for **Anonymize all annotations made by instructors on submissions for this assignment** in SpeedGrader if your course section has more than one instructor and you don't want students to know who made the annotations on their assignment.
13. Next, for **Assign to**, you'll typically want this to be left as **Everyone**.
14. Set the **Due Date** for your assignment. If you set the due date, students will still have the ability to turn in the assignment if the assignment is set as available past the due date, but will be marked as late in the Gradebook and SpeedGrader if turned in past the due date.
15. Set the date restrictions for the assignment using the **Available from** and **Until** options. If you do not wish to accept Assignment submissions after the due date and time, then you should set the Until date to be the same as your due date and time.
16. If you're ready to put your assignment out there to students, you can click on the **Save & Publish** button. If you're still not quite ready to post the Assignment and want to come back to it for further editing later, click the **Save** button. Save will put the Assignment out as Unpublished and the students won't see the Assignment at all. If you choose Save & Publish, the Assignment will appear to students, even if the Available from date & time has not yet come. Even though students will see the Assignment before the Available from date & time has occurred, when they click the title, they will only see that the Assignment is locked until the Available from date & time.

Not Published

Step 3 → Assignment #02

HTML Editor

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▦ ▾ ▦ 🔗 ✂ 🖼 √x ▶ ¶ ¶ 12pt ▾ Paragraph ▾ ⊕

Step 4 → Choose one of the 12 Olympians or one of the Titans and write a one-page paper on that particular Olympian/Titan. Per usual, please be sure to single-space and use Calibri font at size 12.

p » span   35 words

Step 5 →   Points   100

                    Assignment Group   Assignments ▾   ◄ **Step 6**

Step 7 →   Display Grade as   Points ▾

                         ☐ Do not count this assignment towards the final grade

                    Submission Type   Online ▾   ◄ **Step 8**

                                        Online Entry Options
                                        ☐ Text Entry
                                        ☐ Website URL
                                        ☐ Media Recordings
Step 9 →   ☑ File Uploads
                                            ☐ Restrict Upload File Types

                    Group Assignment   ☐ This is a Group Assignment

                    Peer Reviews   ☐ Require Peer Reviews

      Anonymous Instructor   ☐ Anonymize all annotations made by instructors on
             Annotations   submissions for this assignment in SpeedGrader

                    Assign   **Assign to**
Step 13 →   Everyone   ✕

                                    Due
Step 14 →   📅

                                    Available from   **Until**
                                                      📅   📅

                                            + Add   ◄ **Step 15**

17.

☐ Notify users that this content has changed   Cancel   Save & Publish   Save

                                                              Step 16

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Checking and Grading Assignments

Though it is possible to grade Assignments directly in Canvas's Gradebook feature, its SpeedGrader is a much better interface for looking into papers' details. To grade Assignments using SpeedGrader:

1. In the Course Navigation, click on **Grades**. This will bring you into the Gradebook.
2. Hover your mouse over the column of the activity that you'd like to grade; this will make a small menu button appear.
3. Click the small menu button; in the menu that pops out, click on **SpeedGrader**. This switches you into the SpeedGrader feature of Canvas – a streamlined interface for grading papers online. The SpeedGrader will automatically jump to the first student in your roster with a submitted assignment.
4. In the SpeedGrader, take a look at the paper in the large pane on the left side of the screen.
5. If you'd like, you can make annotations using the annotation tools in the gray bar above.
6. In the pane on the right, be sure to observe the **Submitted** date & time. Late assignments will be marked with a red badge that says "LATE".
7. Once you're done making annotations and you're ready to assign the grade to the student's paper, you can click in the textbox under **Assessment** to assign the grade the student has earned.
8. If there are any comments you'd like to impart to the student, you can do so by either typing into the **Assignment Comments** box, or clicking the Media Comment button to record a video comment for the student (if you have a webcam & mic on the computer you're using).
9. Once you're all done, click the **Submit** button.
10. Now that you're done with that student paper, you can go on to the next student by clicking the right or left arrows next to the student's name in the upper-right corner of the SpeedGrader.
11. To return to your Gradebook (and the rest of the course), click on the Gradebook icon the far upper-left corner of the SpeedGrader.

Quizzes (Tests)

Making tests in Canvas is, for the most part, straightforward:
(Note that these steps will use the words quiz and test interchangeably)

1. In the course in which you'd like to create a test/quiz, click on Quizzes in the Course Navigation.
2. Next, click the Add Quiz (**+ Quiz**) button. This takes you to the page to make a new Quiz.
3. Replace the text **Unnamed Quiz** with what you'll be naming this quiz or test.
4. In the **Quiz Instructions** box, you can type any special instructions beyond "answer the questions correctly". You can even choose to add video instructions using the Media Comment button, if you'd like.
5. For **Quiz Type**, let's keep it to the basics in this guide and go with **Graded Quiz**.
6. Choose an **Assignment Group** for this test. Keep in mind for Quizzes in Canvas, if you'd like to add a Quiz to a custom Assignment Group, then you'll need to create the Assignment Group in the Assignments area of the course.
7. Under Options, choose whether or not you'll **Shuffle Answers** (display any multiple choice question choices in random order).
8. Next, use the checkbox to choose whether you'll set a **Time Limit** on the Quiz, making sure to put how many minutes the time limit will be in the Minutes textbox. This means the moment a student starts the Quiz, a timer

of however many minutes you choose to complete the test. Even if the student navigates away from the test, the timer will continue to tick down. Once the time reaches zero, it's the online equivalent of "Pencils down, hands up"; the user's test will be submitted on his/her behalf.

9. Check the box for **Allow Multiple Attempts** to give students a chance to take the test multiple times. In addition to this option, you can also choose which Quiz Score to Keep among Highest grade, Latest grade, and the Average of the attempts' grades. When allowing multiple attempts, most instructors set this as Highest grade.

10. Along with allowing multiple attempts comes the choice of how many **Allowed Attempts**. Leaving this checkbox unchecked and the textbox with the two dashes in it will indicated that there are unlimited attempts for the Quiz.

11. If you'd like to let students see their Quiz responses after the Quiz you can check the **Let Students See Their Quiz Responses** checkbox. Further, you can choose whether or not the students will see those responses **Only Once After Each Attempt** and whether or not to **Let Students see the Correct Answers**. When it comes to showing the correct answers you can choose when to start and stop showing students the correct answers to the Quiz.

12. Check the **Show one question at a time** checkbox if you'd like to show only one question on the test at a time. If you choose that option, you'll also have the option to Lock questions after answering.

13. Under Quiz Restrictions, check the box for **Require an access code** if you'd like to set a password for the Quiz that students would have to enter before accessing the Quiz.

14. Sticking with the basics, let's skip **Filter IP Addresses** for now.

15. Under **Assign to**, you'll typically leave this as **Everyone**.

16. Set the **Due date** & time along with the **Available from** and **Until** dates & times in the same manner you'd set for an Assignment.

17. At this point, since there were so many settings set and there's still the matter left of adding questions to the test, click on the Save button. At this point, clicking the **Save** (not **Save & Publish**) button will keep the students from seeing the test at all.

Doing this will bring you to the Quiz page. Now, it's time to pop back into the Quiz and make/add the questions.

Adding Questions to Quizzes

1. Next up, click on the **Edit** button. You might be a bit confused at this point. We're back to where we started with the name of the Quiz and its options, right? Look closely! Just above the name of the Quiz, you'll see two tabs – the **Details** tab and the **Questions** tab. Click the **Questions** tab.

2. Click on the **+ New Question** button to add a new question to the page.

3. Next, you can skip the textbox with the word **Question** in it. This is for a title for your question. You can put in a title if you want to help you more easily recognize the question in a massive set of Quiz questions.

4. In the dropdown next to the question title box, you can choose the question type. For now, let's stick with **Multiple Choice** – the most commonly chosen question type among instructors.

5. To the right, you can put how many points this question is worth in the **pts:** textbox.

6. In the **Question:** box, you'll type the actual question at hand.

7. Below, you will enter the answer choices in the textboxes in the **Answers** section.

8. If you hover your mouse over each answer choice, you can see a little green arrow next to each answer choice. You can click on that little green arrow next to the answer choice that is the right answer.

9. If you'd like to leave generic feedback based on whether or not the student got this particular question right or wrong, you can click on and fill out the small, colored speech bubbles below the answer choices.

10. When you're done click the **Update Question** button.

Just repeat the steps above to make more questions and create a complete Quiz in Canvas. Just make sure to click on **Save & Publish** when you're done so that the Quiz will actually be available to students when the Availability dates come to pass.

More About the Types of Questions

For more info on the types of questions please refer to the section on Question Types in the Canvas Guides site. You can find it by clicking the link below:

https://community.canvaslms.com/docs/DOC-12943-4152724267

Using BigBlueButton Conferences

The remainder of this quick guide will discuss the bare basics of how to create, join, and use a BigBlueButton (BBB) session to hold live online lectures. To use BBB within the Canvas system, you will be required to meet all of the requirements mentioned in the Requirements section of this guide.

Preparing to Use BigBlueButton Conferences

Before using BBB Conferences on a computer, it is very important to make sure that computer is prepared to open BBB sessions. To prepare a computer for opening BigBlueButton sessions:

1. Download and install Java. You can download and install Java from here: http://www.java.com/getjava.
2. Download and install the latest version of Flash. You can download the latest version of Flash player from here: https://get.adobe.com/flashplayer/
3. Restart your computer.

Accessing BigBlueButton

You can access BigBlueButton from within your Canvas by…

1. clicking on **Conferences** in the course in which you'd like to use BigBlueButton.

This brings you to the Conferences page, where you can create your BigBlueButton session.

Create a BigBlueButton Session

1. On the Conferences page, click on the **+ Conference** button. The New Conference popup will show up.
2. In the New Conference popup, type a **Name** for your Conference. With BigBlueButton, there aren't hard start and end dates/times set, so you may wish to include a date & time in the **Name** of your session.
3. The **Type** box will be left as **BigBlueButton**.
4. For **Duration**, type the number of minutes you anticipate your session being. After the time limit is up, no new students can enter into the session and the session will last until either the last person leaves the session or until you, the instructor, concludes the Conference.

New Conference ✕

Name: 9/10/18 6:00pm - 8:45pm Greek Mythology Lecture #01 — **Step 2**

Type: BigBlueButton — **Step 3**

Duration: 165 minutes — **Step 4**

Options: ☑ Enable recording for this conference — **Step 5**

Step 6 — ☐ No time limit (for long-running conferences)

Description: This is the first lecture for the course. I'll also discuss the syllabus in this session.

Step 7

Members

☑ Invite All Course Members — **Step 8**

Step 9

Cancel | Update

5. If you wish to be able to record the session, check the **Enable recording for this conference** button.
6. If you don't want a time limit on the BBB Conference, you can check the **No time limit** checkbox.
7. An alternate place you can put the scheduled time for the live online session could be here in the **Description** textbox, along with any other detailed info about the session you'd wish the students to know about.
8. Under Members, leave the **Invite All Course Members** box checked or else no students will be allowed to view the session.
9. Click the **Update** button.

From here the session is created, and you'll see it on the Conferences page in Canvas in the New Conferences section. When the scheduled time arrives, you will join the session by Starting it. Until you start the session, no other users can join the session, so you'll want to make sure you Start the session a few minutes earlier than the start of the class.

Starting a BBB Session

Before starting these steps, make sure you already have your PC headset or mic & speakers already plugged in to your computer.

1. In the Conferences area of your course, to the right of the session you'd like to start, click the **Start** button. The session will load in a new tab in your web browser.
2. If prompted, please do allow/enable your web browser to run Flash.
3. Next, the session interface will load and you'll see a prompt asking How do you want to join the audio? Choose **Microphone** to ensure that you will be able to use your microphone.
4. After clicking microphone, you'll be prompted to choose your microphone. Please choose your microphone and be sure to **Allow** it to run in your web browser.
5. After this, you'll see an **Audio Test**. All you have to do is speak into your microphone and listen for the echo. If you hear the echo of your voice, you can click the blue **Yes** button.

From here, you're brought into the BigBlueButton session window.

The BigBlueButton Conference Session Window

The screenshot below is a look at what the BigBlueButton Conference session interface looks like. This is the window you will see after completing the steps to join a Blackboard Collaborate session. Below this image you will find a description of each of the different parts of the session window:
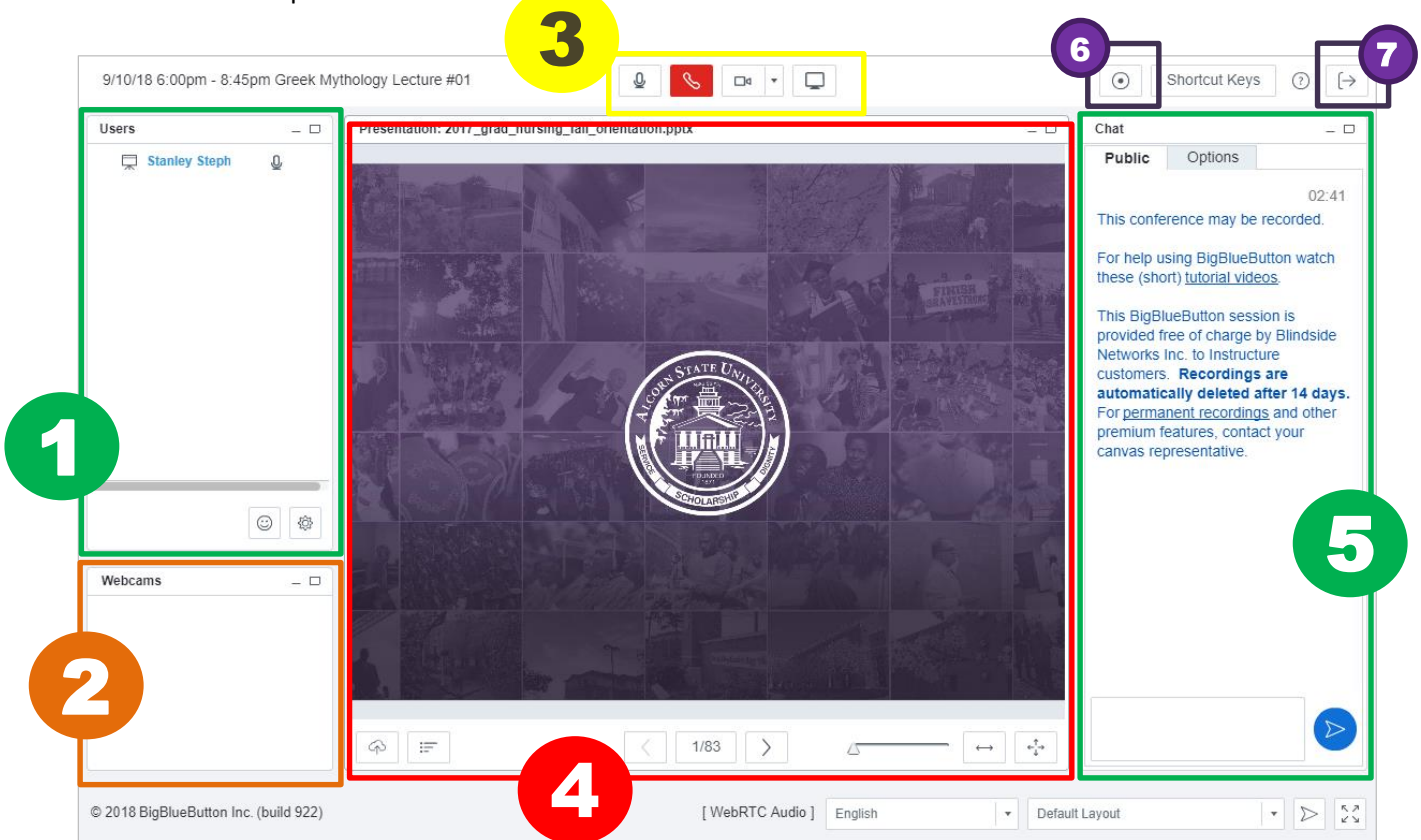

1. The **Users Area** allows you to view everyone, including yourself, is that currently in your session. You can also make a student into a presenter to let them control the presentation panel by clicking the icon/button to the left of the student's name.
2. The **Webcams Panel** – Here is where your webcam will show if you choose to use it.

3. The **Audio/Video Controls** – These buttons can (left to right): mute and unmute your audio, disable/enable audio controls, enable/disable your webcam, and open the screen sharing feature.
4. The **Presentation panel** is where you share your PowerPoint presentation with your students.
5. The **Chat Area** is used to talk with everyone is the room without using your mic. Keep an eye on this area as you're teaching during the session, as students will use this feature as a means to politely ask a question without interrupting your lecture.
6. You'll need to hit the **Record button** to begin recording the session.
7. The **Log Out button** is what you'll use to exit the session. Please note that this is not the same as ending the conference.

Loading PowerPoint Files Into Your BBB Session

To load PowerPoint presentation files into your BigBlueButton Session:

1. At the bottom of the Presentation pane, click the Upload Presentation button. This will bring up the **Add Files to Your Presentation** popup window.
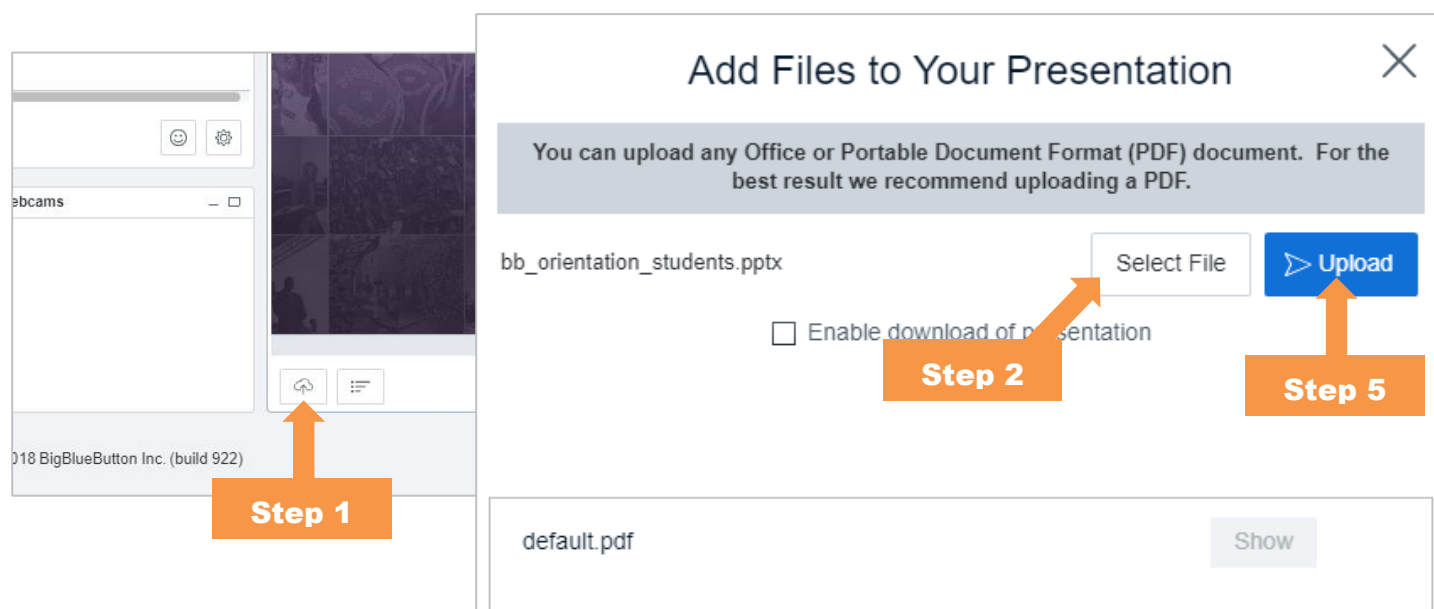

2. In the **Add Files to Your Presentation** popup, in the upper-right area of the popup, click on Select File. This will bring up the Open dialog window that shows all the files on your computer.
3. Browse to the folder on your computer containing the PowerPoint file that you wish to load into the Presentation area.
4. Choose the file and click the **Open** button. This will close out the Open dialog.
5. In the **Add Files to Your Presentation** popup, click on the blue **Upload** button.

At this point, it will take a few moments to load the presentation. This process may take several minute depending on the size and/or complexity of your PowerPoint Presentation. Also note that any audio, animations, special effects, etc. will be stripped from the PowerPoint presentation. It's for this reason (among others) that most instructors may wish to start their lecture/conference several minutes early.

Also note that you can load any Microsoft Office compatible files (e.g., Word documents) as well as PDFs. Simply follow the above instructions, choosing one of the aforementioned filetypes as your file to load.

Navigating the Presentation

In the Presentation pane, to navigate from slide to slide (or page to page if you loaded a Word document or PDF), you can simply click the next and previous slide buttons located at the bottom of the Presentation pane.
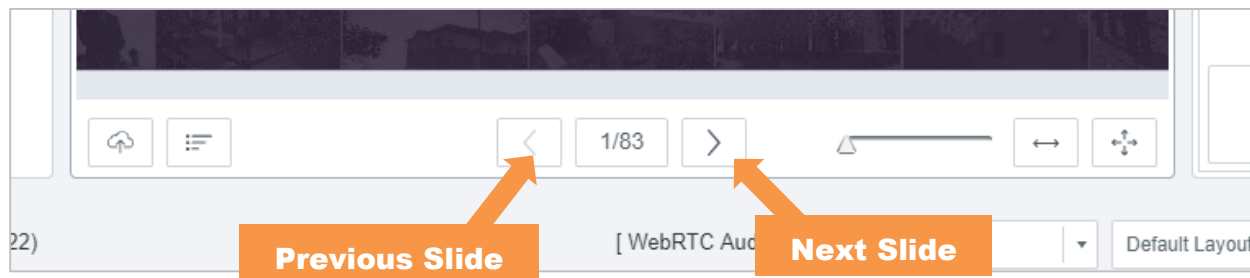
Screen Sharing with BigBlueButton

The Screen Share Publish tool can be used to share specific your whole screen (or a portion of your screen) with your students. This tool can be used to share the contents of document types that you can't share using the Load Content button in the Collaborate session window. This section of the guide will go over how to share your computer's entire desktop. Note that once you start to share your desktop, everything you do on your computer will display to students in near-real time.

To Share Your Desktop

1. On your computer, click the Open Screen Share Publish Window button. A popup will appear.
2. In the **Screen Sharing: Presenter's Preview** popup window, at the bottom in the center, make sure **Share** is set to **Full screen**.
3. Click the blue **Start** button. This will either directly open a .jnlp file on your computer or it will download the .jnlp file to your computer.
4. If the file downloaded to your computer (this depends on your web browser's settings), open the .jnlp file. If the file opened directly, skip to step 5.
5. Next follow any prompts in order to open Java to run the Screen Share feature of BigBlueButton.
6. After a few prompts, you should see a **Screen Sharing: Presenter's Preview** window showing a mirror of your desktop in it. This means that you're now sharing your full desktop with the students. You can minimize this popup and proceed to show the students what you wish on your computer. Please note that minimizing this window will turn it into a small rectangle near the bottom of the BigBlueButton session window. Also note that your computer screen has a blue border around it. This is another indicator that the students see what you're doing on your computer.
7. When you're ready to stop sharing your desktop, navigate back to your BigBlueButton session in your web browser and pull the **Screen Sharing: Presenter's View** popup back up by double-clicking on it.
   a. Then, click the Stop button in the lower-right area of the **Screen Sharing: Presenter's View** popup.

About Students Accessing BigBlueButton on Mobile Devices

Please note that students can access BigBlueButton on mainstream mobile devices (iOS and Android smartphones, tablets, etc.) via an unofficially unsupported method, which is by way of using the Puffin Web Browser. You can learn more details of this access method in the knowledge base article linked below:
http://kb.alcorn.edu/index.php/article/accessing-bigbluebutton-on-mobile-devices

Further Information

For further information about Canvas, you can go to www.alcorn.edu/canvashelp for more helpful links and resources available for both faculty and students. For support with the Canvas system, please call **1-855-590-7763** to reach our 24/7 Hotline for Instructors (Tier 1 support); what Tier 1 can't handle will be escalated to Tier 2, which is Alcorn's on-campus Canvas support team.