

Canvas – Overview

FALL 2016

Yuba College

Canvas

- Use Canvas to communicate with students
 - Lectures
 - Handouts and Files
 - Assignments – Posting and student submission
 - Grades
 - Emails
 - Discussion boards

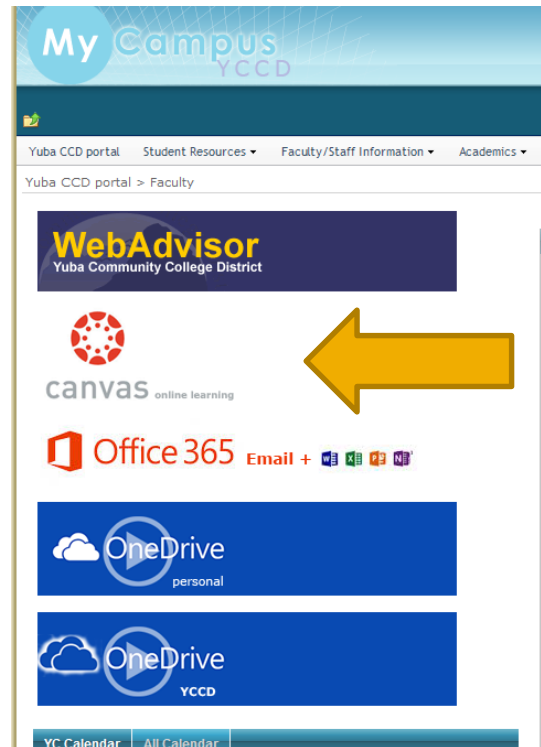
The screenshot displays the Canvas LMS interface for a user named Meridith Selden. The top navigation bar includes links for 'Inbox', 'Settings', 'Logout', and 'Help'. The main content area is divided into several sections:

- Recent Activity:** A section with a message icon and the text "No Recent Messages" and "You don't have any messages. When you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages, and more."
- My Courses:** A dropdown menu showing a list of courses:

Course ID	Enrollment	Term
PSYCH-1A-M7400-...	Enrolled as: Teacher	2015SP
PSYCH-1A-M7403-2015SP	Enrolled as: Teacher	2015SP
PSYCH-1A-S1464-2015SP	Enrolled as: Teacher	2015SP
PSYCH-22-S2647-2015SP	Enrolled as: Teacher	2015SP
PSYCH-7-M0750-2015SP	Enrolled as: Teacher	2015SP
- Coming Up:** A section with a calendar icon and the text "Nothing for the next week".

Getting Started

- Ways to get to Canvas - through portal or through de.yccd.edu
- Through the Portal, click on the Canvas icon on left



Logging in

- Login in using your WebAdvisor username and password



- Once logged in, click on courses, "view all courses." Scroll down to "Future Enrollments." Choose the class you want to work on.

Finding your Course

Current, past and future courses listed. Click the star to make the course a favorite and have it show in the dropdown menu.

My Courses

★	MATH-111-M7264-2014FA, MATH-111-M7264 2014FA	<i>Enrolled as a teacher</i>
★	MATH-111-M7266-2014FA, MATH-111-M7266 2014FA	<i>Enrolled as a teacher</i>
★	MATH-1B-M4237-2015SP, MATH-1B-M4237 2015SP	<i>Enrolled as a teacher</i>
★	MATH-20-M0851-2015SP, MATH-20-M0851 2015SP	<i>Enrolled as a teacher</i>
★	MATH-20-M8210-2014FA, MATH-20-M8210 2014FA	<i>Enrolled as a teacher</i>
★	MATH-21-M8842-2014FA 2014FA	<i>Enrolled as a teacher</i>
★	MATH-25-M1154-2015SP, MATH-25-M1154 2015SP	<i>Enrolled as a teacher</i>



Past Enrollments

★	MATH-10-M8845-2013FA, MATH-10-M8845 2013FA	unpublished	<i>Enrolled as a teacher</i>
★	MATH-1A-M2750-2013SP, MATH-1A-M2750 2013SP		<i>Enrolled as a teacher</i>

Future Enrollments

★	MATH-1A-M8207-2015FA, MATH-1A-M8207 2015FA	unpublished	<i>Enrolled as a teacher</i>
★	MATH-50-M8835-2015FA, MATH-50-M8835 2015FA	unpublished	<i>Enrolled as a teacher</i>
★	MATH-50-M8836-2015FA, MATH-50-M8836 2015FA	unpublished	<i>Enrolled as a teacher</i>
★	MATH-52B-M5968-2015FA, MATH-52B-M5968 2015FA	unpublished	<i>Enrolled as a teacher</i>

Finding your Courses

The dashboard features a dark blue sidebar on the left with icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled "Dashboard" and contains three course cards. The first card is orange and titled "NURS-20-M7497-2016FA INTRO TO NURSING 2016FA". The second is blue and titled "NURS-3-M7221-2016FA MED SURGICAL NURS III 2016FA". The third is purple and titled "NURS-56-M5409-2016FA NURSING SKILLS LAB 2016FA". Each card has a white header with a course ID and title, and a white footer with icons for announcements, documents, and messages. To the right of the dashboard is a "Coming Up" section with a "View Calendar" link, a "Nothing for the next week" message, a "Recent Feedback" section with a "Nothing for now" message, and a "View Grades" button. At the bottom, there is a footer with "BY INSTRUCTURE" on the left and links for "User Research", "Privacy policy", "Terms of service", "Facebook", and "Twitter" on the right.

Account

Dashboard

Dashboard

Courses

Calendar

Inbox

Help

BY INSTRUCTURE

Coming Up [View Calendar](#)

Nothing for the next week

Recent Feedback

Nothing for now

[View Grades](#)

[User Research](#) [Privacy policy](#) [Terms of service](#) [Facebook](#) [Twitter](#)

Customizing your Course

- A course can only be seen by the instructor until it has been "published." Wait to publish the course until you are ready for students to view.

The screenshot shows the Canvas LMS interface for a course titled "Elem Algebra 2015FA". The user is logged in as Kathryn Boyes. The course status is "Unpublished", and a message states "THIS COURSE IS UNPUBLISHED" with a sub-message "Only Teachers Can See This Course Until It is Published". A "Setup Checklist" button is visible. The right sidebar shows "Course Status" with "Unpublished" and "Publish" buttons, and "Coming Up" with "Nothing for the next week".

YCCD canvas Courses ▾ Grades Calendar Kathryn Boyes Inbox Settings Logout Help

Elem Algebra 2015FA Home

Announcements Assignments Grades People Pages Files Syllabus Outcomes Quizzes Modules Conferences Collaborations Attendance LockDown Browser MyLab and Mastering Discussions Settings

Elem Algebra

THIS COURSE IS UNPUBLISHED Only Teachers Can See This Course Until It is Published

Need help setting up your course?

Setup Checklist

Recent Activity in Elem Algebra

No Recent Messages
You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

Course Status

Unpublished Publish

Choose Home Page


Course Setup Checklist

New Announcement


Coming Up [View Calendar](#)

Nothing for the next week


Canvas' New Look




Account




Dashboard




Courses



Calendar



Inbox



☰ [Intro to Nursing](#)


2016FA **NURS-20-M7497-2016FA** Edit ⚙

Fall Semester 2016

New to Campus and Canvas? Click here: <http://screencast.com/t/IdiO!5ATKiH>

click on the link above or paste it into your browser. Once open, click on the large white arrow in the center of the screen to play.

Final course survey. Complete on final class day: <https://www.surveymonkey.com/r/3MJXZ92>

 [Watch Archived and Live Lectures](#)

Our class pages:

- [Class Powerpoints](#)
- [Financial Aid Stuff](#)
- [Weblinks And Videos](#)
- [Final Course Eval](#)
- [TEAS Testing](#)
- [Yuba College Nursing Information link and pages to check out](#)

Course Status

Unpublish **Published**

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

View Course Analytics

Coming Up View Calendar

Nothing for the next week

Open your course

- You must open your course yourself if you want it to open before the semester begins:
- Canvas FAQ -- Making Class Available to Students
<http://mycampus.yccd.edu/staff/canvas/SitePages/Making%20Class%20Available%20to%20Students.aspx>

- Med Surgical Nurs III
- 2015FA
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Attendance
- Files
- LockDown Browser
- Follett Discover
- Settings**

Course Details

Name:


Course Code:


Time Zone:

SIS ID: NURS-3-M7221-2015FA

Department: [Mathematics, Engineering, Science and Health Occupations](#)


Term: 2015FA

Starts: 
Mon Aug 17, 2015 5:00am

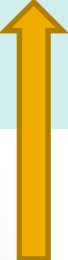
Ends: 
Wed Dec 23, 2015 4:00pm

Users can only participate in the course between these dates
This will override any term availability settings.

Language:

Join the [Canvas Translation Community](#) 

This will override any user/system language preferences. This is only recommended for foreign language courses



Med Surgical Nurs III

2015FA

Home

Announcements

Assignments

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Syllabus

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Quizzes

Modules

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Files

LockDown Browser

Follett Discover

Settings

🏠 > [Med Surgical Nurs III](#) [Settings](#)

[Course Details](#)

[Sections](#)

[Navigation](#)

[Apps](#)

[Feature Options](#)

Course Sections

[NURS-3-M7224](#) (14 Users, SIS ID: M7224-2015FA)



[NURS-3-M7222](#) (12 Users, SIS ID: M7222-2015FA)



[NURS-3-M7221](#) (13 Users, SIS ID: M7221-2015FA)



Add a New Section:*

[+ Add Section](#)

Med Surgical Nurs III

2015FA

Home

Announcements

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Outcomes

Quizzes

Modules

Conferences


🏠 > [Med Surgical Nurs III](#) > [NURS-3-M7224](#)

Section Name: ×

SIS ID: M7224-2015FA

Starts: 

Mon Aug 10, 2015 1:00am

Ends: 

Wed Dec 23, 2015

Users can only participate in the course between these dates

This will override any term or course date settings.



Adding Content

- Syllabus
- Pages
- Assignments
- Gradebook
- Email
- Announcements
- Discussion Boards
- Editing settings - which menu items students can see in course navigation

How to Add Pages

- Click on Pages on left hand side of home page
- Click "+Page" button

The screenshot displays the Canvas LMS interface for a course titled "Elem Algebra 2015FA". The top navigation bar includes "Courses", "Grades", and "Calendar". The left sidebar contains a menu with items: "Home", "Announcements", "Assignments", "Grades", "People", "Pages", "Files", "Syllabus", and "Outcomes". The "Pages" menu item is highlighted with a yellow arrow. The main content area shows the breadcrumb "Elem Algebra > Pages" and a blue "+ Page" button, which is also highlighted with a yellow arrow. Below the button, there is a table header with columns "PAGE TITLE", "CREATION DATE", and "LAST EDIT". The table body contains a message: "No pages created yet. [Add one!](#)".

Pages

- Create a front page and any other pages - such as a page to post lectures or files
- Publish the pages before they can be linked. Click on cloud to publish. Published if green with check.
- Choose one page as the front page
- Link other pages to the front page.

Courses ▾ Grades Calendar

🏠 > Elem Algebra > Pages

+ Page

PAGE TITLE ▾	CREATION DATE ▾	LAST EDIT ▾	
Handouts and Solutions	Jul 20, 2015	Jul 20, 2015 by Kathryn Boyes	
Welcome Page Front Page	Jul 20, 2015	Jul 20, 2015 by Kathryn Boyes	

✎ Edit
🗑 Delete
📄 Use as Front Page

Assignments

- Add assignment groups - such as homework, quizzes, etc
- Add assignments to the groups
- Assignments are only seen by students once they have been published individually.

Weighting & Dropping Assignments/Test

YCCD canvas Courses Grades Calendar

Meridith Selden Inbox Settings Logout Help

Gen Psychology 2015SP

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Gen Psychology

THIS COURSE IS UNPUBLISHED

Only teachers can see this course until it is **published**

Recent Activity in Gen Psychology

No Recent Messages

You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

Course Status

Unpublished Publish

Choose Home Page

New Announcement

Coming Up [View Calendar](#)

Nothing for now

Next Steps

- Import Content
- Add Course Assignments
- Add Students to the Course
- Select Navigation Links
- Choose a Course Home Page
- Add Course Calendar Events
- Add TAs to the Course
- Publish Course

Great, so you've got a course... Now what? Well, before you go publishing it to the world, you may want to check and make sure you've got the basics laid out. Work through the list on the left to ensure that your course is ready to use.

This course is visible only to teachers until it is published

Weighting & Dropping Assignments/Test

🏠 > Gen Psychology > Assignments

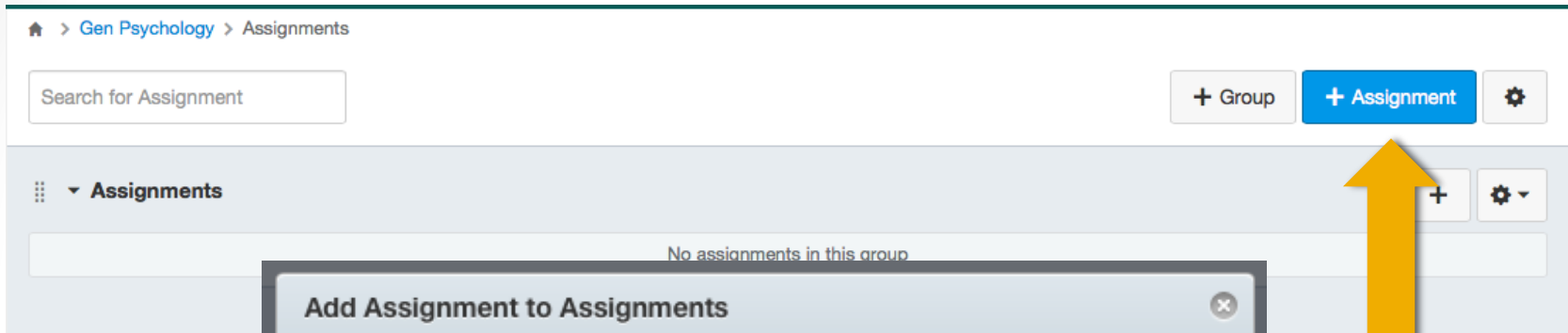
Search for Assignment

+ Group + Assignment ⚙️

☰ ▾ Assignments

No assignments in this group

+ ⚙️ ▾



Add Assignment to Assignments [X]

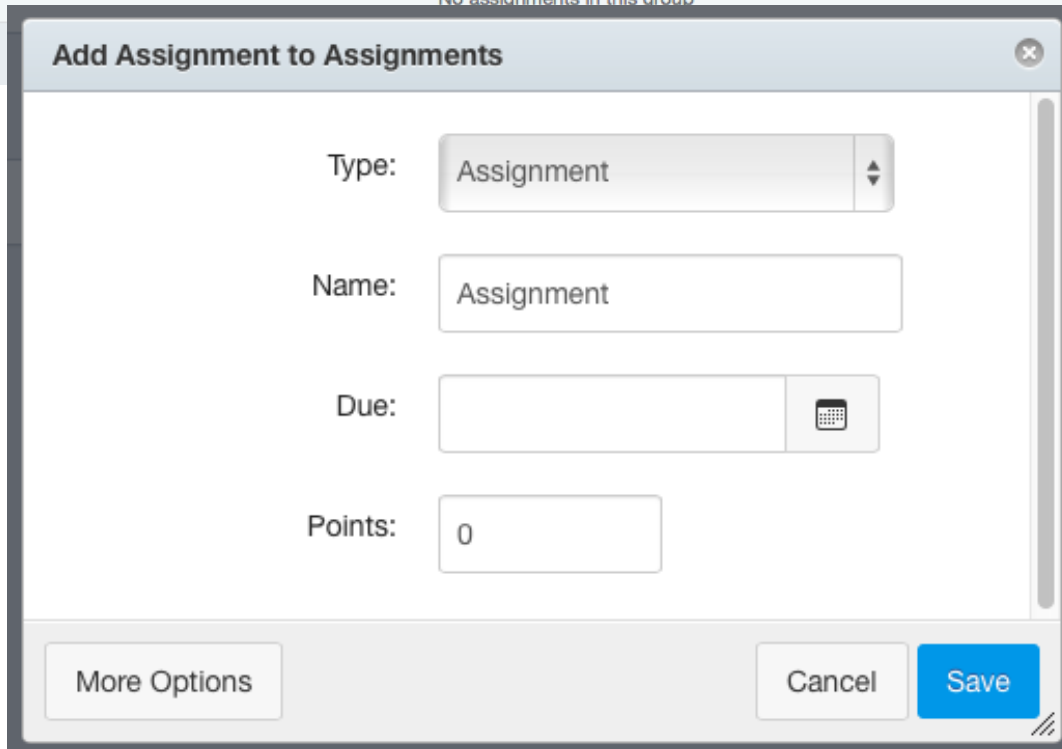
Type: Assignment

Name: Assignment

Due: [] [Calendar Icon]

Points: 0

More Options Cancel Save



Weighting & Dropping Assignments/Test

🏠 > Gen Psychology > Assignments

Search for Assignment

+ Group **+ Assignment** ⚙️

☰ **Assignments** + ⚙️

- ☰ Assignment 1 ☁️ ⚙️
- ☰ Assignment 2 ☁️ ⚙️

☰ **Tests**

☰ **Tests** + ⚙️

- ☰ Test 1
- ☰ Test 2

Edit
Delete
Move To...

Group Name: Assignments

→ % of total grade

Number of scores to ignore for each student

Lowest Scores: 0

Highest Scores: 0

Never Drop: [+ Add an assignment](#)

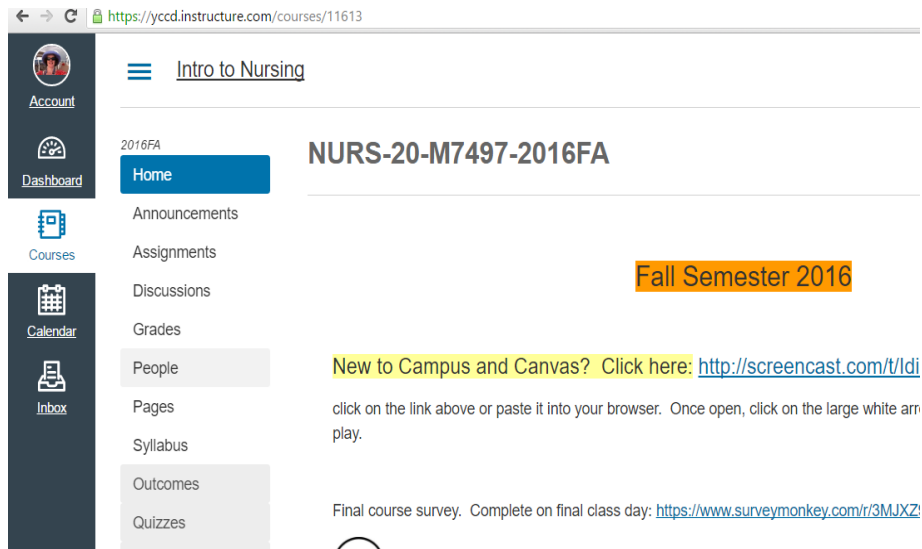
Cancel Save

Gradebook

- Manually add the scores or import them - students can see their score once it is posted.
- If assignment is online and graded within Canvas, the assigned grade will appear in gradebook
- Export grades to Excel or import grades from Excel

Email

- Click on Inbox. You can email individual students or the whole class.
- You will receive a notification to your yccd email when there is an email in Canvas.



The screenshot shows the Canvas LMS interface for the course 'Intro to Nursing'. The browser address bar displays 'https://yccd.instructure.com/courses/11613'. The course title 'Intro to Nursing' is visible at the top. The main content area shows the course ID 'NURS-20-M7497-2016FA' and the semester '2016FA'. A large yellow arrow points to the 'Inbox' link in the left-hand navigation menu. The 'Inbox' link is highlighted in blue. Below the 'Inbox' link, there are several other navigation options: Account, Dashboard, Courses, Calendar, and Quizzes. The main content area also features a 'Fall Semester 2016' banner and a link to a new campus and Canvas page: 'New to Campus and Canvas? Click here: <http://screencast.com/t/ldi>'. Below this link, there is a note: 'click on the link above or paste it into your browser. Once open, click on the large white arrow.' At the bottom, there is a link to a final course survey: 'Final course survey. Complete on final class day: <https://www.surveymonkey.com/r/3MJXZ>'.

Announcements

- You can add announcements. Students will see a list of announcements and receive a notification.



YCCD canvas Courses Grades Calendar

Elem Algebra 2015FA

Home

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Modules

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Collaborations

Attendance

LockDown Browser

MyLab and Mastering

Discussions

Settings

Elem Algebra

THIS COURSE IS UNPUBLISHED

Only Te

Need help setting up your course?

Setup Checklist

Recent Activity in Elem Algebra

No Recent Messages

You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill updates, private messages between you and other users, etc.

Discussion Boards

YCCD canvas Courses Grades Calendar

Ruth Tamulonis Inbox Settings Logout Help

Intro to Nursing 2015SP

Home Announcements Assignments **Discussions** Grades People Pages Files Syllabus Outcomes Quizzes Modules Conferences Collaborations Attendance Settings

Intro to Nursing > Discussions

Search title, body, or author Unread Assignments + Discussion

Pinned Discussions

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.

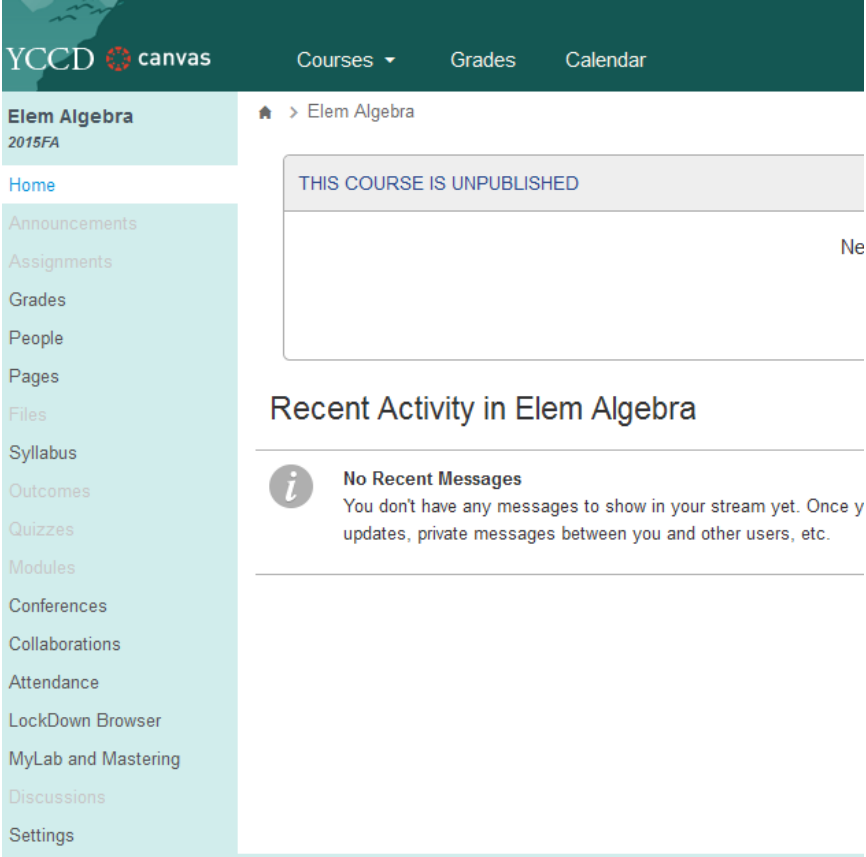
Discussions *Ordered by Recent Activity*

Week 11: Journaling/Chapter 13 Last post Jan 4, 2014	Due Apr 19 at 11:59pm		0 0
Week 10 Journaling/Chapter 12 Last post Jan 3, 2014	Due Apr 12 at 11:59pm		0 0
Week 9 Journaling/Chapter 10 Last post Jan 3, 2014	Due Apr 5 at 11:59pm		0 0
Week 8 Journaling/Chapter 8 Last post Jan 3, 2014	Due Mar 22 at 11:59pm		0 0
Week 7 Journaling/Chapter 7 Last post Jan 3, 2014	Due Mar 15 at 11:59pm		0 0
Week 6 Journaling/Chapter 6 Last post Jan 3, 2014	Due Mar 8 at 11:59pm		0 0

8:33 PM 1/6/2015

How to Hide Menu Items from Students

- Changes to the items listed on the left hand side of the page can be made in "Settings"



The screenshot displays the Canvas LMS interface for a course titled "Elem Algebra 2015FA". The top navigation bar includes the YCCD Canvas logo and links for "Courses", "Grades", and "Calendar". The left sidebar lists various course navigation items, with a large yellow arrow pointing to the "Settings" option at the bottom. The main content area shows a message "THIS COURSE IS UNPUBLISHED" and a section for "Recent Activity in Elem Algebra" with a "No Recent Messages" notification.

How to hide Menu Items from Students

The screenshot shows the 'Navigation' settings page for a course. A yellow arrow points to the 'Navigation' tab. A second yellow arrow points to the 'Disable' option in the context menu for the 'Syllabus' item. A third yellow arrow points to the 'Save' button at the bottom.

Calculus I
2015FA

Home
Announcements
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Attendance
LockDown Browser
Settings

⌘ > Calculus I > Settings

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

Home	⚙️ ▾
Announcements	⚙️ ▾
Assignments	⚙️ ▾
Discussions	⚙️ ▾
Grades	⚙️ ▾
People	⚙️ ▾
Pages	⚙️ ▾
Files	⚙️ ▾
Syllabus	⚙️ ▾
Outcomes	⚙️ ▾
Quizzes	⚙️ ▾
Modules	⚙️ ▾
Conferences	⚙️ ▾
Collaborations	⚙️ ▾
Attendance	⚙️ ▾
LockDown Browser	⚙️ ▾

× Disable
⇅ Move

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

MyLab and Mastering
Page disabled, won't appear in navigation ⚙️ ▾

Save

Places to Learn/Get Help

- <https://community.canvaslms.com/docs/DOC-3476>

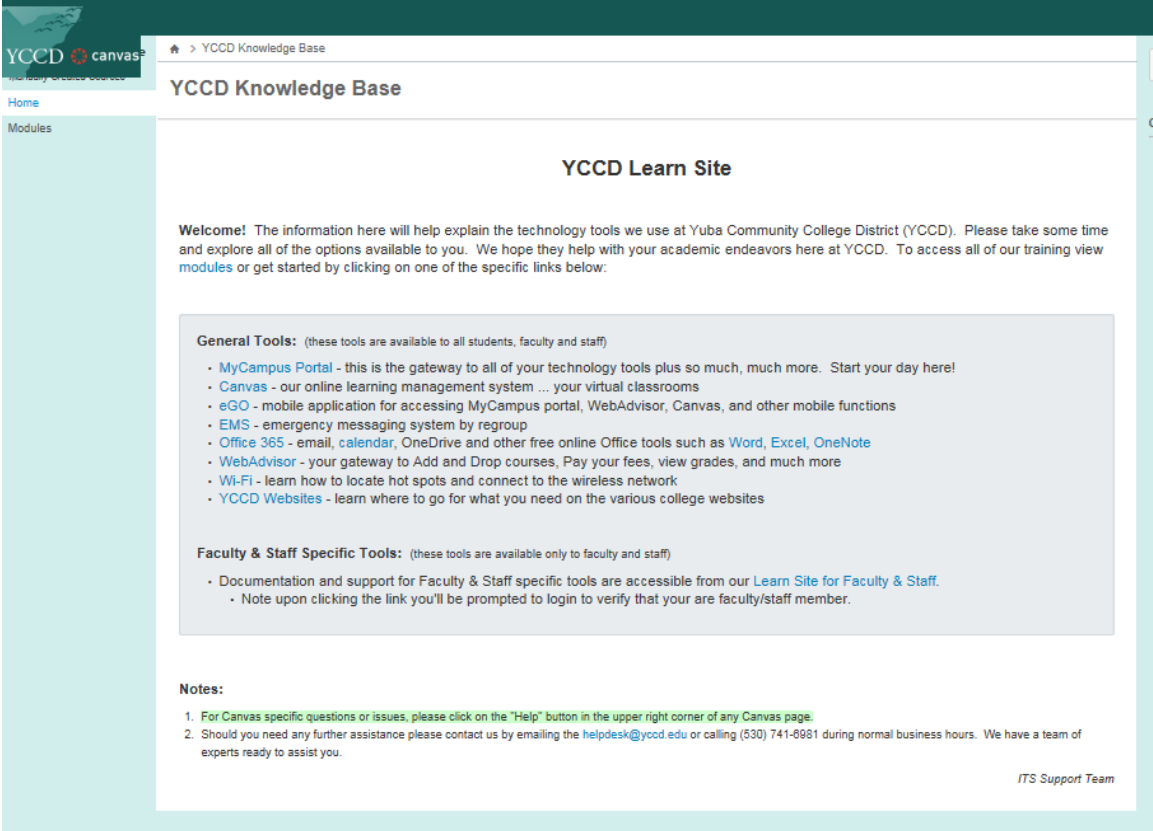
Canvas Instructor Cheatsheet

<p>Announcements - Create an Announcement Course > Announcements > + Announcement</p> <ul style="list-style-type: none">• Import External RSS Feeds to create new Announcements• New Announcement notifications can be received via multiple channels	<p>Conferences - Create New Conference Course > Conferences > Make a New Conference Group > Conferences > Make a New Conference</p> <ul style="list-style-type: none">• Conferences can be long-running or limited to x number of minutes• Describe purpose of Conference in the description field• Invite any subset of the People enrolled in a course or group
<p>Assignments - Create an Assignment Course > Assignments > Add Assignment Group > to Add Assignment Course > Calendar > Click on date > Assignment tab > Submit</p> <ul style="list-style-type: none">• Create assignment groups such as attendance, discussions, papers, quizzes, etc.• Assignment Groups can be weighted to calculate the final grade• Download Assignment submissions from the Assignment page	<p>Conversations - Create New Conversation Inbox > to open To: field > Name, Message, Send</p> <ul style="list-style-type: none">• Messages can be sent to any of your classes, sections, groups• Users can color code, archive, and unsubscribe from a Conversation• Message threads include comments from past Assignments
<p>Calendar - Create an Event Calendar > Click on Date > Event tab > Submit</p> <ul style="list-style-type: none">• More options to open Rich Content Editor and Content Pane• Drag & drop events or assignments to make changes across weeks or months• View up to 10 classes at once with color-coded global calendar view.	<p>Course Home Page - Change Home Page Layout Course > Home > Change Home Page Layout</p> <ul style="list-style-type: none">• Course Activity Stream (Default), Design Custom Page, Modules Page, Assignments
<p>Chat - Join Chat Course > Chat Global Navigation > Courses & Groups > Group > Chat</p> <ul style="list-style-type: none">• Chat in real time at the same URL. (Chat logs not saved)• Broadcast via webcam or computer audio• Join real-time text editor (EtherPad) or real-time graphics editor (Flock Draw)	<p>Course Import/Export Tool - Import/Export Course Content Course > Settings > Copy this Course Course > Settings > Import Content into this Course Course > Settings > Export this Course</p> <ul style="list-style-type: none">• Content can be imported and exported at a granular level• Exported course packages can be shared via email
<p>Collaborations - Create New Collaboration Course > Collaborations > add people > Start Collaborating Global Navigation > Courses & Groups > Group > Collaborations > Start a New Collaboration</p> <ul style="list-style-type: none">• Google Doc authentication only happens once, saved in Profile• Invite any subset of the People enrolled in a course or group	<p>ePortfolios - Create a New ePortfolio Profile > ePortfolios > Create an ePortfolio</p> <ul style="list-style-type: none">• Organize ePortfolio into Sections with Pages• Widgets: Rich Content Editor, HTML Embed, Course Submissions, Images/Files• Enable comments; make comments public; make ePortfolio public• Download ePortfolio as .zip files• ePortfolios belong to a user not a course
<p>Course Navigation - Customize Course Navigation Course > Settings > Navigation > Drag above/below line to show/hide</p> <ul style="list-style-type: none">• Course Navigation is a customizable list of links that helps you GO where you need to inside your course	<p>Course Files - Access Course Files Course > Files</p> <ul style="list-style-type: none">• File hierarchy on the left/ File preview pane on the right• Upload single files or .zip files• Sort files into folders (Mouse over file icon to move files from right to left)• Preview files by clicking on the file title• Three levels of security: public (default), locked until linked, always locked• Download single files .zip files
<p>Course Statistics - View Course Statistics Course > Settings > Course Statistics</p> <ul style="list-style-type: none">• Total number of Assignment types• Recent student visits• Graph of page views over time	<p>Grades - Edit Grades Course > Grades > Click on cell > Enter > Edit > Enter or Arrow Key</p> <ul style="list-style-type: none">• Grading history is always saved, can revert to past grades• Leave media comments to provide assessment feedback• Download CSV export of gradebook, edit, and re-upload• Include or Ignore ungraded Assignments to calculate Total Grade• Students see a table of all course Assignments, can figure out hypothetical grades
<p>Discussions - Create a New Discussion Course > Discussions > + Discussion</p> <ul style="list-style-type: none">• View Discussion Topics and Announcements or just Discussion Topics• Use Rich Content Editor and Content Pane to edit Topic• Attach Files to Discussions• Discussion options: delay posting, reply visibility• Turn a Discussions into a graded Assignments	

Places to Learn/Get Help

- Canvas training videos at learn.yccd.edu

- Or click the help button at the top right hand side in Canvas to take you to another help page



YCCD Knowledge Base

YCCD Learn Site

Welcome! The information here will help explain the technology tools we use at Yuba Community College District (YCCD). Please take some time and explore all of the options available to you. We hope they help with your academic endeavors here at YCCD. To access all of our training view [modules](#) or get started by clicking on one of the specific links below:

General Tools: (these tools are available to all students, faculty and staff)

- [MyCampus Portal](#) - this is the gateway to all of your technology tools plus so much, much more. Start your day here!
- [Canvas](#) - our online learning management system ... your virtual classrooms
- [eGO](#) - mobile application for accessing MyCampus portal, WebAdvisor, Canvas, and other mobile functions
- [EMS](#) - emergency messaging system by regroup
- [Office 365](#) - email, calendar, OneDrive and other free online Office tools such as [Word](#), [Excel](#), [OneNote](#)
- [WebAdvisor](#) - your gateway to Add and Drop courses, Pay your fees, view grades, and much more
- [Wi-Fi](#) - learn how to locate hot spots and connect to the wireless network
- [YCCD Websites](#) - learn where to go for what you need on the various college websites

Faculty & Staff Specific Tools: (these tools are available only to faculty and staff)

- Documentation and support for Faculty & Staff specific tools are accessible from our [Learn Site for Faculty & Staff](#).
 - Note upon clicking the link you'll be prompted to login to verify that you are faculty/staff member.

Notes:

1. For Canvas specific questions or issues, please click on the "Help" button in the upper right corner of any Canvas page.
2. Should you need any further assistance please contact us by emailing the helpdesk@yccd.edu or calling (530) 741-6981 during normal business hours. We have a team of experts ready to assist you.

ITS Support Team



Contact Info

- Meridith Selden: mselden@yccd.edu
- Ruth Tamulonis: rtamulon@yccd.edu
- Sukhi Grewal: sgrewal@yccd.edu