Canvas Essentials, March 2020

Log into Canvas

The Faculty/Staff Canvas login page can be found using our main website at https://www.bccc.edu.

1. Navigate to https://www.bccc.edu in your preferred web browser.

Note: Internet Explorer is no longer supported by Canvas. Google Chrome, Mozilla Firefox, and Microsoft Edge will all work, provided that they are up to date. We recommend Google Chrome.

2. **Click on Faculty/Staff** in the blue menu under the banner.
3. On the right, under Services, **click on Canvas – Faculty/Staff**.
4. The Faculty/Staff Canvas Login page will load. **Enter your username and password and click the Log In button.**
   a. **Your username IS the same as your network username.** Typically this is your first initial, followed by your full last name.
   b. **Your password IS NOT the same as your network username.** Canvas and the network do not sync. If you do not know your Canvas password, try following the directions below in the section Reset Your Canvas Password Using Your BCCC Email below.

Change/Reset Your Canvas Password

Reset Your Canvas Password Using Your BCCC Email

If you're having trouble accessing Canvas, you can reset your password yourself using your BCCC email address.

1. From the Faculty/Staff Canvas Login page, click on the Forgot Password? link.
2. In the textbox, type your full BCCC email address and **click the 'Request Password' button.** Canvas will send an email to your email account.
3. **Open the email with the subject "Forgot Password: Canvas"** and **click the 'Click here to set a new password' link**. Make sure to check your spam and junk folders, in case your email provider automatically filtered it out.
4. A webpage will load where you can set a new password. **Enter a new password, enter it a second time to confirm, then click the 'Update Password' button** to set the password.
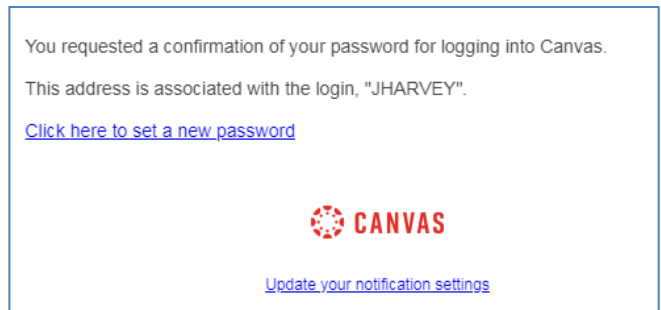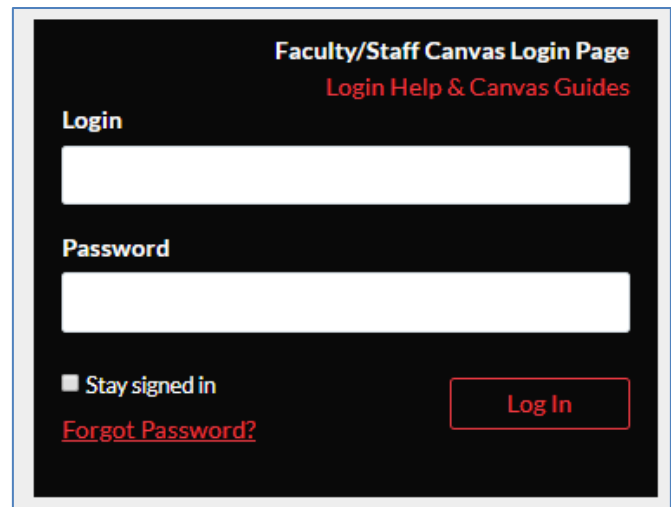
5. You will be taken back to the login screen. **Enter your username and new password to log into Canvas.**
6. If you are still having trouble, contact the E-Learning Department at 410-462-7625 or online@bccc.edu.

Change Your Canvas Password Once You've Logged In

1. Once logged into Canvas, **click on Account** from the Global Navigation Menu, then click on Settings.
2. On your Settings page, **click the Edit Settings button** on the right of the screen. (If you have a narrow monitor, this button may be at the bottom of the screen.)
3. **Click the newly visible Change Password checkbox.**

4. Textboxes will appear where you can **enter your old (current) password, then enter and confirm a new password**.
5. Make sure **to click the Update Settings button** to save the change.

Navigate the Global Navigation Menu

Once logged into Canvas, you will find the main navigation menu, called the Global Navigation Menu, on the far left of the interface. This menu will always be in the same location, no matter where you are in Canvas. There are several options here, such as Account, Dashboard, Courses, and Inbox that you will use regularly.

Find Your Courses

Click on Courses in the Global Navigation Menu to see a list of your current courses. **Click on the name of any course** to open that course.

If you do not see a course that you should, first click on the All Courses list to check your full courses menu. If the course is also not there, then contact the E-Learning Department.
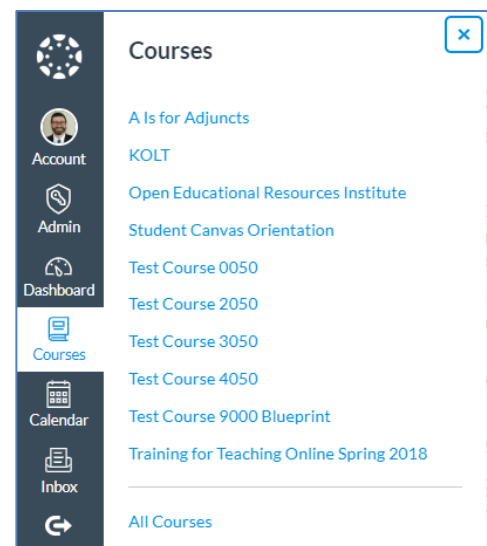
The Canvas Help Menu

As long as you are logged into Canvas, you will have access to the Canvas Help Menu. To view the Help Menu, **click on Help** in the bottom-left corner of the Canvas interface.

Once you have clicked on Help, the Help Menu will slide in from the left. Below, we will cover several items in the Help Menu.

Search the Canvas Guides: This link will take you to the second Canvas Guides website. This version of the Canvas Guides is presented differently than the first, but is still searchable and contains the same information. Choose whichever one you prefer.

Ask the E-Learning Staff: This link lets you quickly send an email to the E-Learning staff at online@bccc.edu. Our general phone number is also listed here.
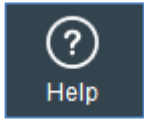
Canvas Support Hotline (866-737-0516): Canvas has a 24/7 support hotline that you can call at any time to talk with a live person who will help you solve a problem, or guide you through a process.

Chat with Canvas Support: If you prefer, Canvas also offers support through an online chat service.

Report a Problem: If you run across any bugs or glitches in Canvas, be sure to report them using this link.

Navigating Your Canvas Course

Once you open one of your courses, there will be a new menu on the left side of the screen. This is the Course Navigation Menu. You can use this to access the different areas of your online course.

Some icons will have an icon resembling a crossed-out eye.   This icon means that students do not see that section of the course. Most likely, this is because that section is empty. Canvas does not like to show empty course sections for students. For example, if the Announcements section is marked with this icon, once you post an announcement it will disappear, and the Announcements section will be visible to the students.

Notice that while in your course the Global Navigation Menu is also still visible. You can use the Global Navigation Menu as usual.

Post Files to Your Canvas Course

The Files section of the course is an easy way for you to share documents, slideshow presentations, videos and other study materials with your students. It works very much like Windows file management system.

Add Files to Canvas

1. From within your Canvas course, **navigate to the Files section**.

2. **Click the Upload button** in the top-right corner.
3. A pop-up window will appear allowing you to **select one or more files**. You can choose files from locations such as your Documents, Desktop, a flash drive, etc.
4. Once you have found and selected the file(s) you wish to add to your course, **click the Open button**.
5. The file will upload to the Canvas course. By default, the file will be published. This is a status that determines whether students can see it or not. Many items in Canvas have a published status. If you want students to be able to see the item (including files), make sure that they're published.
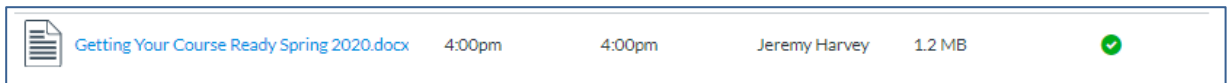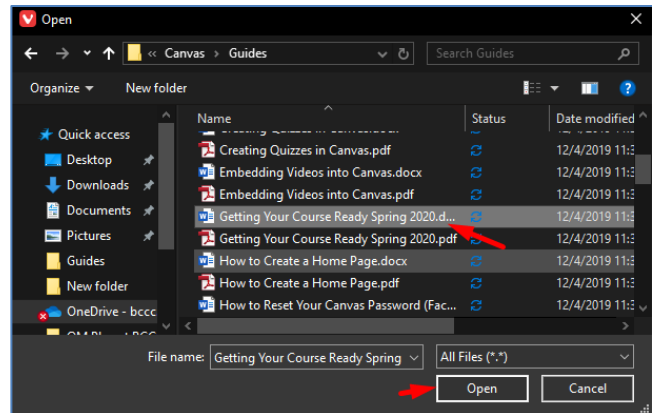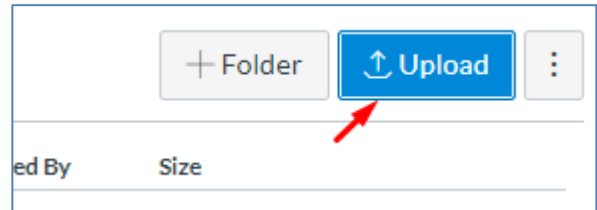
A green check to the right of the file means it's published.

Create Folders to Organize Your Files

You can create folders in the Files section of your courses, too. You can use these folders to organize the files in your course, helping students more easily find what they're looking for. You can make as many folders as you need.

1. In the Files section of your course, **click the + Folder button** in the top-right corner.
2. A new folder will be created, and you will be asked to **give it a name**. You can type any name you want, then **click the checkmark button**.
3. The new folder is created.
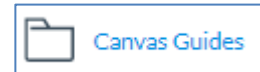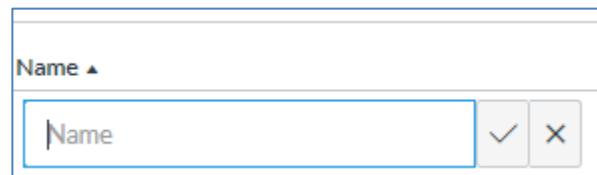
Move Files To/From Folders

You can move files that you've already uploaded in order to organize them.

1. Find the file that you want to move, hover your mouse over the filename (but don't click on it) and click the options button that appears to its right.
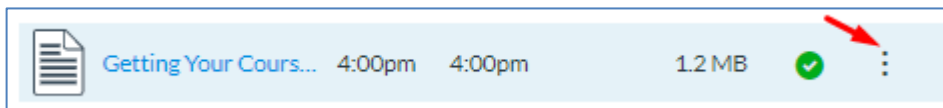
2. Select Move from the menu.
3. A pop-up will appear showing all the folders in your course. Click on the folder you wish to move the file to, then click the Move button. The file will be moved.

Create a Blank Home Page for Your Canvas Course

1. **Navigate to the course** for which you wish to create a home page.
2. **Navigate to the Pages section** of that course using the navigation menu on the left.
3. **Press the + Page button** to add a new page. This page will contain the content for the Home Page.
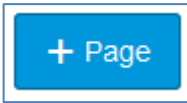
4. **Enter a title for the page** so that you can find it later. (The title of the page will not display on the Home Page.) Then **enter the content** you wish to appear on your Home Page. You can enter the content manually or copy and paste it from another source.
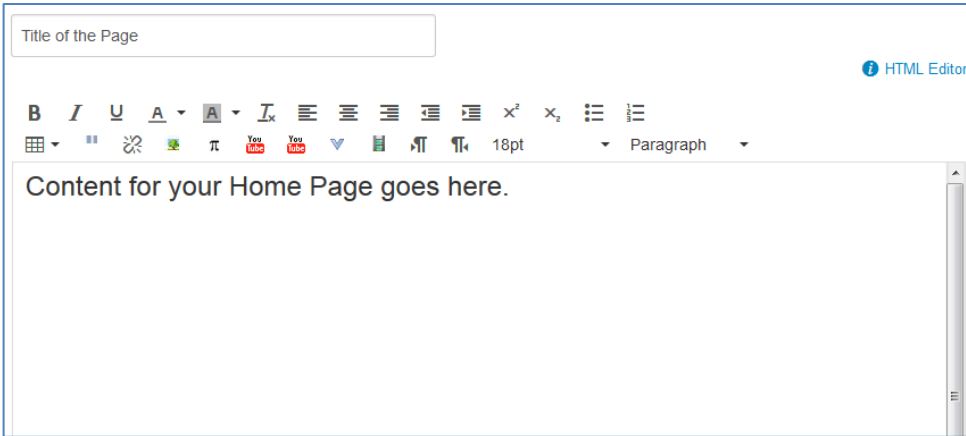
5. Once you are done entering the content, press the **Save & Publish** button below the text area.
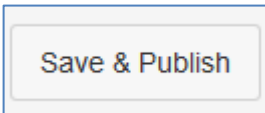
6. **Navigate to the Pages List** by clicking the **View All Pages** button.
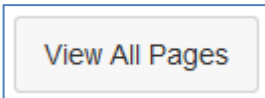
7. **Click on the options icon** ⋮ to the right of the page you just created.
8. A menu will appear. **Select Use as Front Page**.
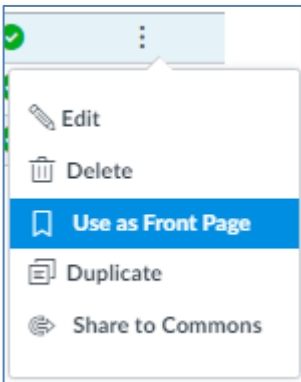
When you have set a page as the Front Page, it will be indicated next to the title as shown in the following image.

NOTE: in order for a page to be used as the Home Page, it needs to be published. If the page is not published, then the Use as Front Page option will be disabled and unselectable. If you wish to use a currently existing page that is not published, you can publish it by clicking on the grey unpublished icon ⊘ to the right of the page title while in the Pages List.

9. Now that we have set a Front Page, we need to tell the course to use it as the Home Page. **Navigate to the course's Home Page** with the navigation menu on the left.

10. On the Home Page, **press the Choose Home Page button** on the right of the page.

11. A menu will appear, allowing you to choose from several options. **Choose Pages Front Page** and **press the Save button**.
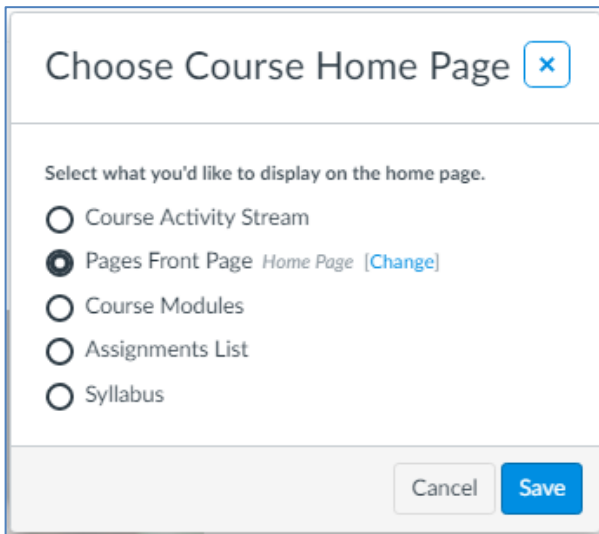
12. The page that you created will now be used as the content on the Home Page. If you need to edit the content on this page, you can do so quickly and easily by **using the Edit button** that appears in the upper-right corner of the Home Page content.
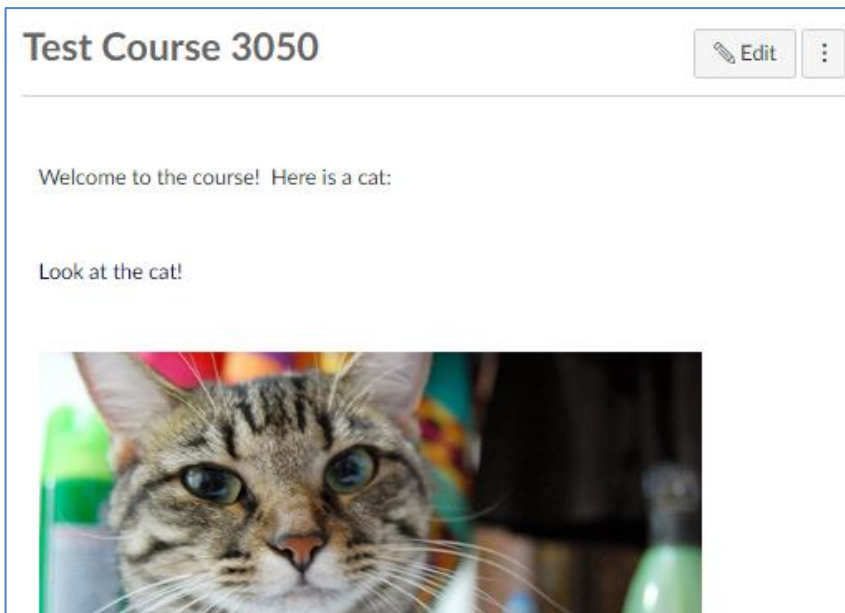
Create Assignments in Canvas
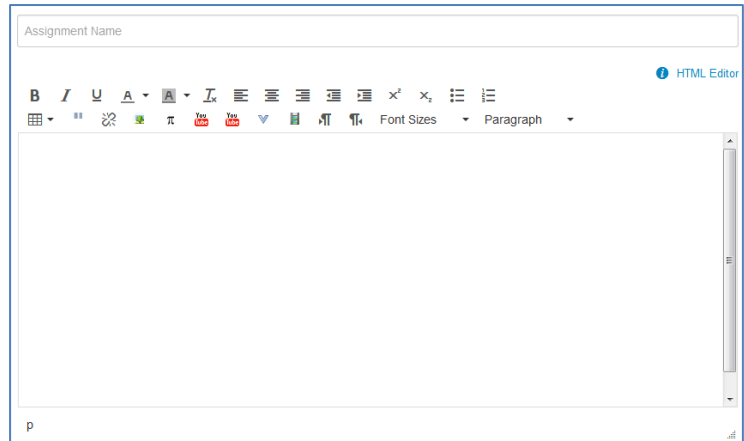
This section will show you how to create assignments in Canvas. Whether your class is fully or partially online, or you just wish to use Canvas for your face-to-face class, you will want to be familiar with the process of creating assignments.

Note that assignments may not appear in the gradebook until they are published.

1. **Navigate to the course** for which you wish to create assignments.
2. **Navigate to the Assignments section** of the course.
3. To create an assignment, **click the + Assignment button** in the top-right corner.
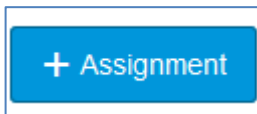
4. You will be shown a page to enter information about the new assignment. The first textbox is for the assignment's name, and the second is for its description.
5. Below the description will be a number of options:
   a. **Points:** Here you will indicate the number of points the assignment is worth. Even an assignment that is graded as a percentage or complete/incomplete is worth points.
   b. **Assignment Group:** If you have created Assignment Groups, then here you can assign the assignment to its group before you save it.
   c. **Display Grade as:** This option will determine how the assignment's grade is displayed in the gradebook. Options include the following: Percentage, Complete/Incomplete, Points, Letter Grade, GPA Scale, or Not Graded.
   d. **Submission Type:** Here you can select the method that you wish students to use when submitting the assignment.
      i. **Online:** This option is for an assignment submitted through Canvas. You can allow any combination of the following submission types:
         1. **Text Entry:** This option provides a text box to students so they can type their submission into Canvas.
         2. **Website URL:** This option allows students to submit a website address for their assignment.
         3. **Media Recordings:** This option allows the student to record audio and/or video to submit for their assignment.
         4. **File Uploads:** This option allows students to submit files for their assignment. If you select this option, you will also get the option to **Restrict Upload File Types**.

e. **Assign:** The Assign area is used to choose who the assignment applies to, when it's due, and when it's available to view. By default, each assignment will be assigned to "Everyone", but you can also choose individual students, or groups of students.

i. **Assign to:** Use this field to choose which students the assignment applies to. Click in the field for a drop-down box which allows you to select students. Most times you will leave this as the default.
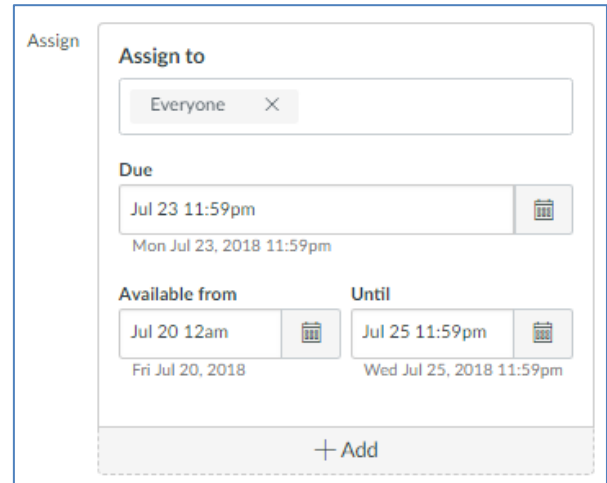
ii. **Due:** Use this field to choose the due date for the assignment.

iii. **Available from:** Use this field to choose which date the assignment will become available. Note that "unavailable" is not the same as "unpublished"! If an assignment if unpublished, students will not see it at all. While an assignment is unavailable, students will be able to see the assignment's name and availability dates but will not be able to see its description or submit the assignment.

iv. **Available until:** Use this field to set a closing date for the assignment. On this date/time, the assignment will stop accepting submissions.

6. When you are finished editing the details for the assignment, make sure to either **Save** or, if you're ready for students to view the assignment, **Save & Publish** the assignment so your changes are saved.

7. Once you've saved and published the assignment, it will appear in the gradebook.

Editing Assignments

The interface used to edit assignments is the same as the one to create them. To edit an assignment, just click on its name in the Assignments section of your course, then click the Edit button near the top-right of the screen.

Create Discussions in Canvas

Discussions can be created much like assignments, but they are formatted to let students converse with one another over the web. This is done asynchronously, meaning that students do not have to be logged in at the same time.

To Create a Discussion

1. Navigate to the Discussions section of your course and **click the + Discussion button** in the top-right corner.

2. **Enter a title** for the discussion.

3. Where you would enter instructors if you were creating an assignment, for a discussion you will **write the first post**. This post should introduce students to the topic, give them any relevant information, videos, or links, and set up your expectations for their replies.

4. For discussions, I would recommend enabling the Allow Threaded Replies option.

5. Discussions can be graded, but they don't have to be. If you enable the Graded option, the discussion will appear in the gradebook for you to grade.
6. If you set the discussion to be graded, you can **set a due date**. Otherwise you will just be able to **set available from and to dates**.
7. Make sure to **save your discussion**, or if it's ready for the students, to save and publish it.

Replying in a Discussion

Once students start posting in the discussion, you can reply to them to give feedback and prompt further conversation.

1. **Find the post** in the discussion that you would like to respond to and **click the Reply button** directly underneath it.
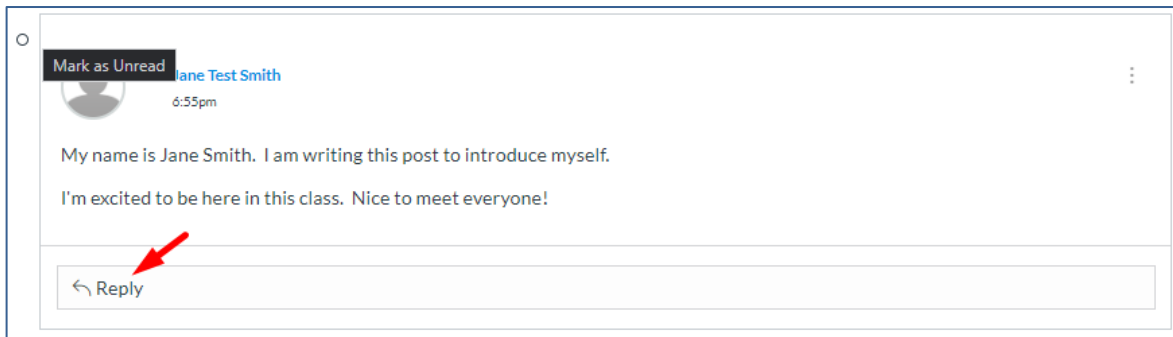
2. A textbox will appear where you can **type your message**. Once you're finished, **click the Post Reply button** to post the message.

Deleting Student Discussion Posts

If needed, you have the ability to delete any student discussion post.

1. **Find the post** in the discussion that needs to be deleted. **Click on the small options icon** on the right side of the message.
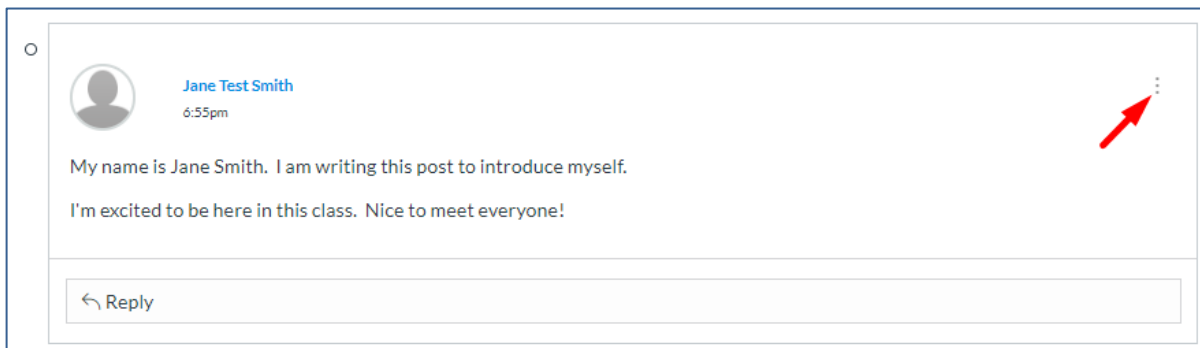
2. **Select Delete from the menu** to delete the message.

Create Quizzes in Canvas

Canvas quizzes offer a lot of flexibility when it comes to student assessment. Quizzes can contain a multitude of different types of questions, many of which can be graded automatically by Canvas. This section will show you how to set up your quizzes in Canvas.
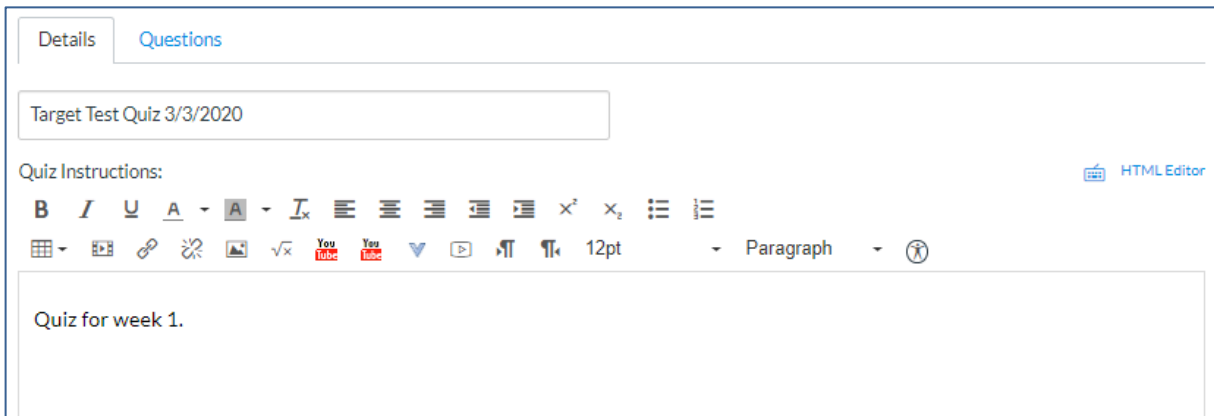
Note that Canvas uses the term Quizzes to encapsulate quizzes, tests, and exams. For the purposes for creating any of the above, Canvas will refer to all of them as quizzes.

Setting up the Quiz

1. **Navigate to the course** for which you wish to create assignments.
2. **Navigate to the Assignments section** of the course.
3. To create a new Quiz, click the + Quiz button.
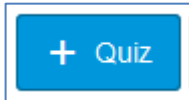
4. You will be shown a page to enter information about the new quiz. The first textbox is for the quiz's name, and the second is for its description.

   You'll notice that unlike with assignments, there are two tabs immediately below the textbox for the quiz's name. The first tab is for the quiz's settings and will be much like setting up an assignment. The second tab is for creating or inserting the quiz's questions.

5. After you have given the quiz a name and entered any necessary information into the description textbox, scroll down and you will see the quiz options. Below are descriptions for several of the options:

   a. **Quiz Type:** Here you will indicate what type of quiz you want to create. The available types are described below.

      i. **Graded Quiz:** This is the type of quiz you will likely create the most. In this type of quiz, each question will be worth a set amount of points, and the student will be graded on their answers. Use this quiz type for any graded quizzes, tests, or exams.

      ii. **Practice Quiz:** This quiz type is almost identical to a graded quiz, except that the quiz will be worth no points and will not appear in the gradebook.

   b. **Shuffle Answers:** Checking this option will cause the answers for each question to be randomized. This helps with test integrity.

   c. **Time Limit:** If you wish for the quiz to be timed, you can check this option and enter the number of minutes that you would like each student to have. Note that you can give extensions to individual students if needed.

   d. **Allow Multiple Attempts:** Checking this option will allow students to take the quiz more than once. If you activate this, you will be presented with two more options.

i. **Quiz Score to Keep:** This allows you to choose which of the students' attempts will be counted as their grade. You can choose to keep the highest score, latest score, or an average of all scores.

ii. **Allowed Attempts:** You can set a maximum number of allowed attempts by checking this option and entering a number of your choice. If you have checked **Allow Multiple Attempts**, but do not check this option then students will be allowed unlimited attempts.

e. **Let Students See Their Quiz Responses:** This option will allow students to see the responses that they chose for the quiz. You can use the next few options to set restrictions on when and how they can see the responses. If you do not want them to ever see the responses, then uncheck this option.

i. **Only Once After Each Attempt:** Checking this option will limit the number of times they can see their responses to once per quiz attempt.

ii. **Let Students See The Correct Answers:** This option allows the students to see the correct answers for questions that they got wrong.

1. **Show Correct Answers at:** If you select a date with this option, students will not be able to see the correct answers until the date chosen. Use this option if you want students to be able to see the correct answers for question they got wrong, but you don't want them to see those answers until the quiz has closed.

2. **Hide Correct Answers at:** If you select a date with this option, student will no longer be able to see the correct answers to the quiz upon the date chosen.

f. **Show one question at a time:** This option will put each question on its own page. Students will need to click a next button to go to the next question.

i. **Lock questions after answering:** If you've chosen to show only one question at a time, then you will be presented with this option. Checking this will lock each question after the student has moved on to the next.

g. **Assign:** The Assign area is used to choose who the assignment applies to, when it's due, and when it's available to view. By default, each assignment will be assigned to "Everyone", but you can also choose individual students, or groups of students.

i. **Assign to:** Use this field to choose which students the assignment applies to. Click in the field for a drop-down box which allows you to select students.

ii. **Due:** Use this field to choose the due date for the assignment.

iii. **Available from:** Use this field to choose which date the assignment will be available. Note that "unavailable" is not the same as "unpublished"! If an assignment if unpublished, students will not see it at all. While an assignment is unavailable, students will be able to see the assignment's name and availability dates, but will not be able to see its description or submit to that assignment.

   iv. **Available until:** Use this field to set a closing date for the assignment. On this date, the assignment will stop accepting submissions.

6. When you are finished editing the options for the quiz, you can either scroll back to the top and **click the Questions tab** if you'd like to start creating questions immediately, or **click the Save button** to save your changes and come back to edit the quiz later.

Options for Test Integrity

To ensure test integrity for online quizzes and tests, we recommend that you consider the following options when setting up your quizzes.

1. **Shuffle Answers:** While a less effective measure, this still helps to make sure that students are not all seeing the exact same question.
2. **Time Limit:** While students can always reference their books or the internet while taking online quizzes, an appropriate time limit will make sure that they still need to be familiar with the material.
3. **Let Students See The Correct Answers/Show Correct Answers at:** You could simply turn this option off and students would not be able to check answers for other students who have not yet taken the quiz. However, many students use old quizzes to study later on in the semester, so that may impact student success. You can set a date using the Show Correct Answers at option to make sure that students cannot see the answers until everyone has taken the quiz.
4. **Show one question at a time:** This option ensures that students cannot quickly read through the entire quiz and cannot easily print or screenshot the quiz.
5. **Lock questions after answering:** This will ensure that students cannot go back and change answers later. Combined with the previous option, it makes it even harder to screenshot or print questions.

Creating Quiz Questions

1. To being creating quiz questions, navigate to the quiz in which you'd like to add the questions, then **click on the Questions tab**.
2. The quiz details will be replaced with a new interface. **Click the + New Question button** to add a new question.
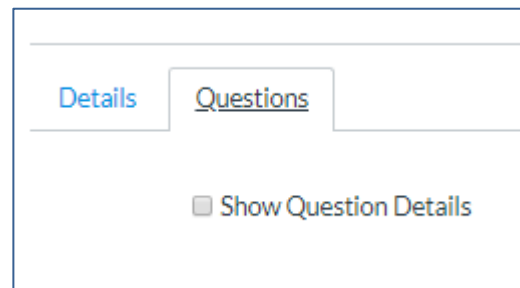
3. A new interface will open. See the figure below:

A. This textbox is for the name of the question. This is optional and you can just leave it as "Question" if you don't want to use question names.
B. This drop-down box allows you to choose the type of question.
C. Here you can enter how many points the question is worth.
D. This area is where you will enter the question itself.
E. This area is where you will enter the answers. Each question is set up differently. The question in the figure is multiple choice, so each textbox allows you to enter a possible answer.
F. In certain questions, this green arrow will mark which answer has been set as the correct one.
G. If you hover your mouse over a possible answer, some options will appear.
   - The pencil icon will allow you to edit the answer.
   - The trashcan icon will delete it.
   - The transparent green arrow (on the left) will set this answer as the correct answer.
H. If you need additional possible answers, then you can add another one with the + Add Another Answer link.
I. The buttons at the bottom will either cancel or save the changes you've made to the question. **Make sure to click the Update Question button to if you want to keep your changes.**

4. After you have Updated the Question, the question will be saved. It will appear in a condensed format as long as you are not currently editing it.

5. When you have added all your questions, make sure to **click the Save button** at the bottom or, if the quiz is ready for students, **click the Save & Publish button**.

Link or Embed Images or Video

Embed a YouTube Video
1. **Navigate to www.youtube.com.**
2. Use YouTube's search bar to **search for the video you want to embed**.
3. Find the video you want in YouTube's search results and **click on its title**.
4. Below the video will be an options area. **Click on Share.**
5. The Share section will appear. **Copy the URL shown** in the Share section.
6. **Navigate to the item in Canvas where you want to embed the video.** (Videos can be embedded into most items including, announcements, assignments, discussions, and pages.)
7. Make sure that you are editing the item in question. **Place your cursor where you would like the embedded video to appear, then paste the copied content.**
8. The URL you copied will be pasted into the textbox, but you will not see the video until you save the item you're working on. **Click the Save button.**
9. You will see a thumbnail for the video that can be clicked on to play it.

Embed Your Own Video
You can also embed video files that you have saved on your computer. These video files can be uploaded, and then inserted into the body of a page, assignment, announcement, etc. The video will play right from within the page it is inserted into.

1. **Navigate to the page, announcement, etc. that you wish to embed the video into.**
2. On the menu to the right, titled "Insert Content into the Page", **click on the Files tab**.
3. In the Files tab, **click on the Upload a new file link**. More options will display.
4. **Click on the Browse… button.** (Depending on your web browser, this button may also say "Choose File".)

5. The File Upload window will appear. **Navigate to the video file that you wish to upload. Select the file and click the Open button.**
6. Once you have selected the file, the filename will appear next to the Browse… button. Confirm that it is the correct file and **click the Upload button.**

Canvas may take a few minutes to upload the video, depending on its size. Once uploaded, the video will be displayed as a link in the editing menu.

0-introVideo.wmv
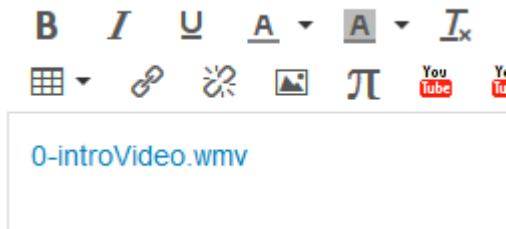
But once you save the item that you are working on, the video will instead be displayed as a thumbnail which can be clicked on to start the video.

Grade Assignments in Canvas

The following section will show you how to set up and maintain your gradebook in Canvas. We will cover the basic features of the Canvas gradebook, and also some more advanced features such as weighting your grades using Assignment Groups.

For a more comprehensive guide on the New Canvas Gradebook, see my other guide Using the Canvas Gradebook.

Access the Gradebook

1. **Navigate to the course** in question using the **Courses menu** in the Global Navigation Menu.
2. **Click on Grades** in the **Course Navigation Menu** on the left.

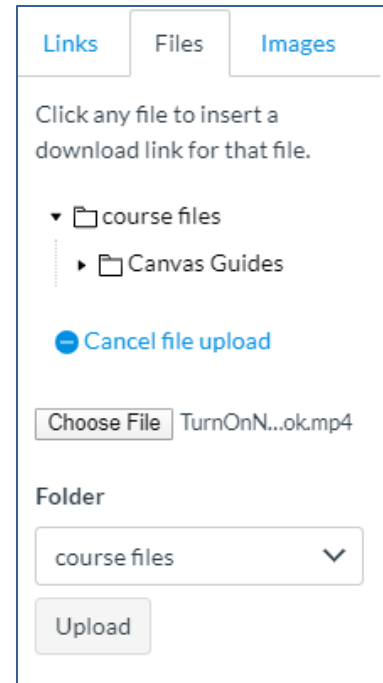## Add Assignments (Columns) to the Gradebook

The first thing to note about the Canvas Gradebook is that you **CANNOT** directly add columns to the Gradebook itself. Instead, **you need to create and publish an assignment in the Assignments section of the course**. Once the assignment is published a column for that assignment will appear in the Gradebook.

Note that unpublished assignments may not appear in the Gradebook.

For more information on creating assignments, see Create Assignments in Canvas within this guide.

Manually Enter a Grade into the Gradebook

It is convenient to have Canvas to grade tests and assignments automatically, but keep in mind that you can override any grade at any time and you always have the option to enter grades manually.

To enter a grade manually, use the following steps:

1. **Navigate to the Gradebook** for the course in which you wish to make changes.
2. Find the space (cell) where the column of the assignment meets the student whose grade you want to enter/override and **click in it**.
3. Canvas will highlight that cell and a blinking cursor will appear there. If you have Canvas set to display the grade in points, the total possible points will also appear.

4. **Enter the grade** that you wish to assign and **press the Enter key**. Canvas will save the new grade and move the cursor down to the next student, making it easy to enter grades for whole class at once. From here, you can enter the grade for the next student and then press the Enter key again to save the grade and advance to the next student.
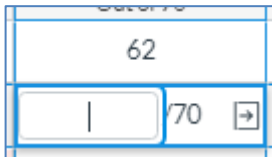
Leaving Feedback from the Gradebook

You can leave feedback for student work right from the gradebook.

1. Find the assignment and student that you wish to leave feedback for.
   Click in the space (cell) as you would if you were going to enter a grade.
2. Next, **click the arrow icon** on the right of the cell.

3. A side menu will appear on the right (see the figure to the right). From here, you can access the SpeedGrader for that assignment/submission, grade the student's submission, and leave feedback (labeled Comments) using the textbox near the bottom.
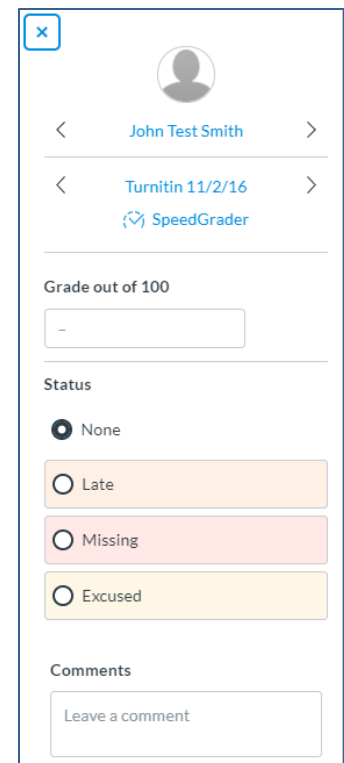
Using SpeedGrader

If you have your students submit assignments directly to Canvas (by using the Online Submission Type), then SpeedGrader is a quick and easy way to grade the entire class's assignments without having to download any files.

Access SpeedGrader

1. First, **navigate to the Assignment** that you wish to grade. You can do this either by going to the Assignments section or the Grades section of the course and clicking on the assignment's name.
2. The assignment's details page will appear. In the Related Items menu on the right (or below if you are using a narrow monitor), **click on SpeedGrader**.
3. SpeedGrader will open and display the first student's submission. If the assignment is a quiz or exam, SpeedGrader will display the questions and the student's responses. If the assignment was an essay or file submission, SpeedGrader will load the essay or file instead.

Navigate SpeedGrader

The following image displays the SpeedGrader interface. Main features of SpeedGrader are marked with a letter and are described below.
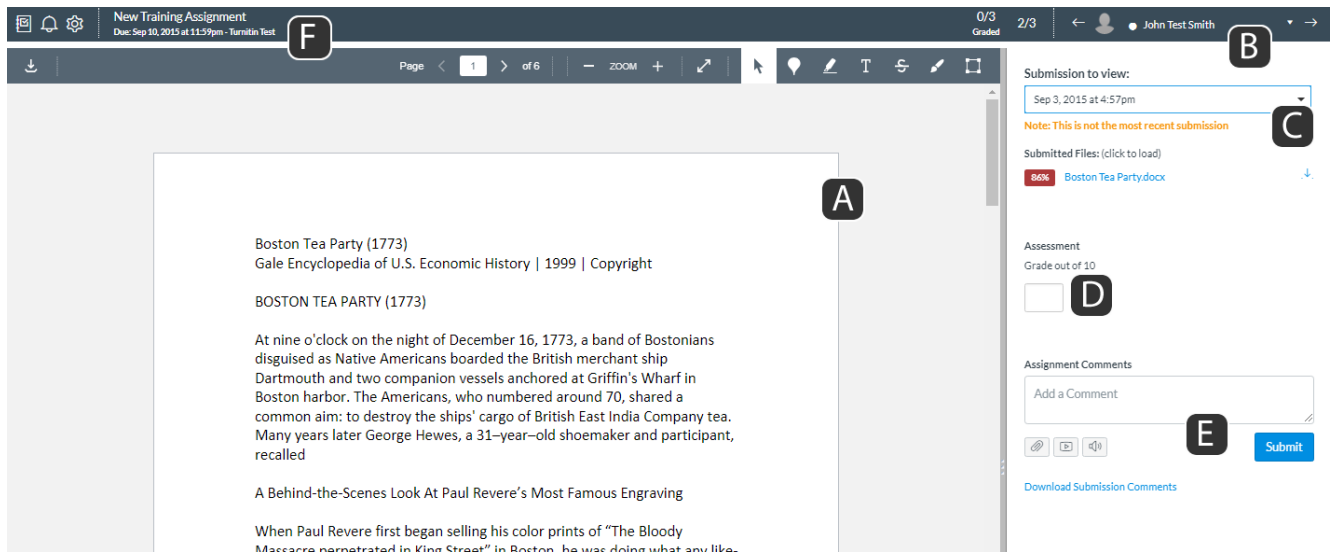
A. The main portion of the screen will display the student's assignment. If you are grading an essay in a supported filetype, there will be editing and annotation tools at the top of the page. You can use these to leave feedback on the student's assignment without having to leave the SpeedGrader or download the assignment.

B. This drop-down menu will display a list of all the students in the course. You can use this to select which student's assignment you would like to grade. You can also use the arrow buttons on either side of the drop-down menu to move to the next or previous student's assignment.
Students whose assignments have already been graded will have a check mark next to their name. ✓
Students whose assignments have not been graded will have a circle next to their name. ●
Students who did not submit an assignment will not have anything next to their name.

C. This area will display the time and date that the assignment was submitted, indicate whether an assignment was submitted late, and also, if the student submitted more than one time, a drop-down menu will appear that allows you to switch between submissions. Each submission will be marked with a time and date that it was submitted. This area will also show a preview percentage of the Turnitin report. For more information on Turnitin you can request the Using Turnitin in Canvas Guide by emailing jharvey@bccc.edu.

D. Here you can enter a grade for the student's assignment.

E. You are free to add any number of general comments on the student's assignment. Enter your comment into the textbox and click the Submit Comment button. Comments you have previously submitted will display above this box and are marked with the time and date you submitted them. You can remove any of these comments by pressing the "X" that appears next to them.

F. This area lists the assignment you are currently looking at. Once you are done grading the assignment, you can use the options here to either return to the Gradebook or to the course's Home Page.

Communicate with Your Students

Create, Edit, and Maintain Announcements in Canvas

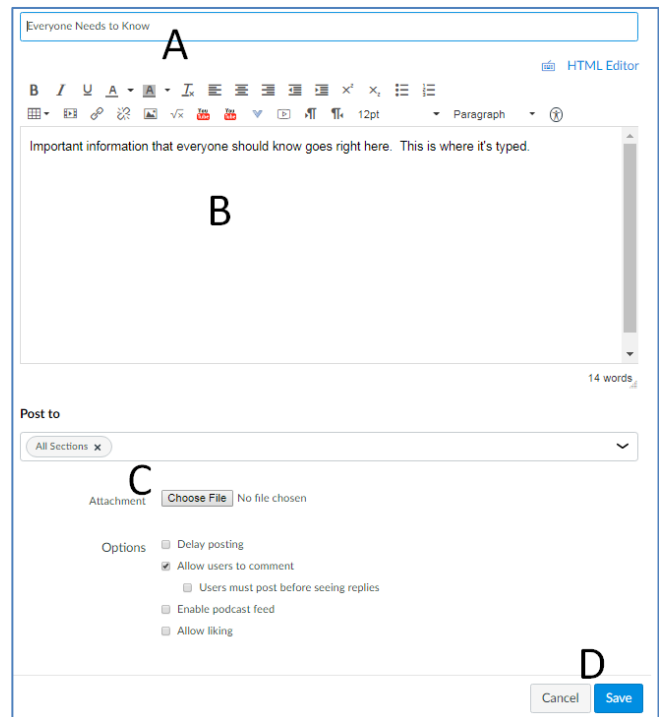This section will teach you the basics of using announcements in Canvas.

1. All announcements for a course are manipulated in the **Announcements** section of the course. To get there, first **navigate to the course** in which you wish to make an announcement.
2. **Navigate to the Announcements** section of the course using the navigation menu on the left.
3. Once you have navigated to this page, you can create, edit, and/or delete announcements for your course.

Create an Announcement

1. On the Announcements page for your course, **press the + Announcement button** in the top-right corner.

2. Each announcement has several pieces of information to fill out:

    A. The **topic title** box allows you to give your announcement a title.
    B. The **main text box** is where the message for your announcement should go. You can use the formatting tools above to customize your text, and to add links and embed videos.
    C. Each announcement can have the following options:
        i. **Attachment:** You can browse for and attach any file that you have on your computer.
        ii. **Delay posting:** This option allows you to create an announcement to post at a later date and time. When you click this option a Post At box will appear. You can click the Calendar icon to open a calendar where you can choose the date and time that you would like the announcement to be posted as shown in the image below.
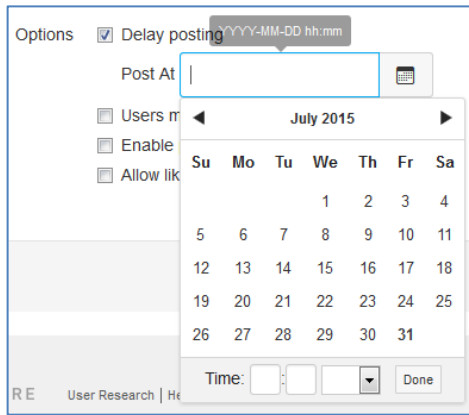
      iii.   Allow users to comment: You can now select per announcement whether your students can comment directly to it to ask questions and such, rather than having to send you a separate message.

    D. **Make sure to save your announcement** when you are finished entering information.

Edit an Existing Announcement
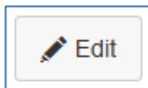
1. **Navigate to the Announcements section** of your course.
2. In the list of announcements, **click on the title of the one you wish to edit**.
3. **Press the Edit button** in the top-right corner.

4. You will be presented with the same options that you see when creating a new announcement. You can edit these options in any way you wish. Refer to the section Create an Announcement for more details on the options within an announcement.

Delete an Existing Announcement

1. **Navigate to the Announcements section** of your course.
2. Find the announcement you wish to delete in the announcement list and **click on its options icon**. ⋮
3. A drop-down menu will appear. From this drop-down menu, **select the Delete option**.
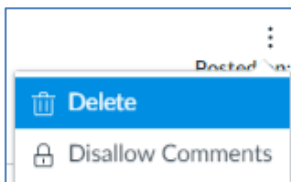
Canvas Inbox and Conversations

You can also use the Canvas Inbox to message your students. These messages tend to work best when you want to contact one or just a few students, but you can also message your entire class. To access click on Inbox in the Global Navigation Menu.
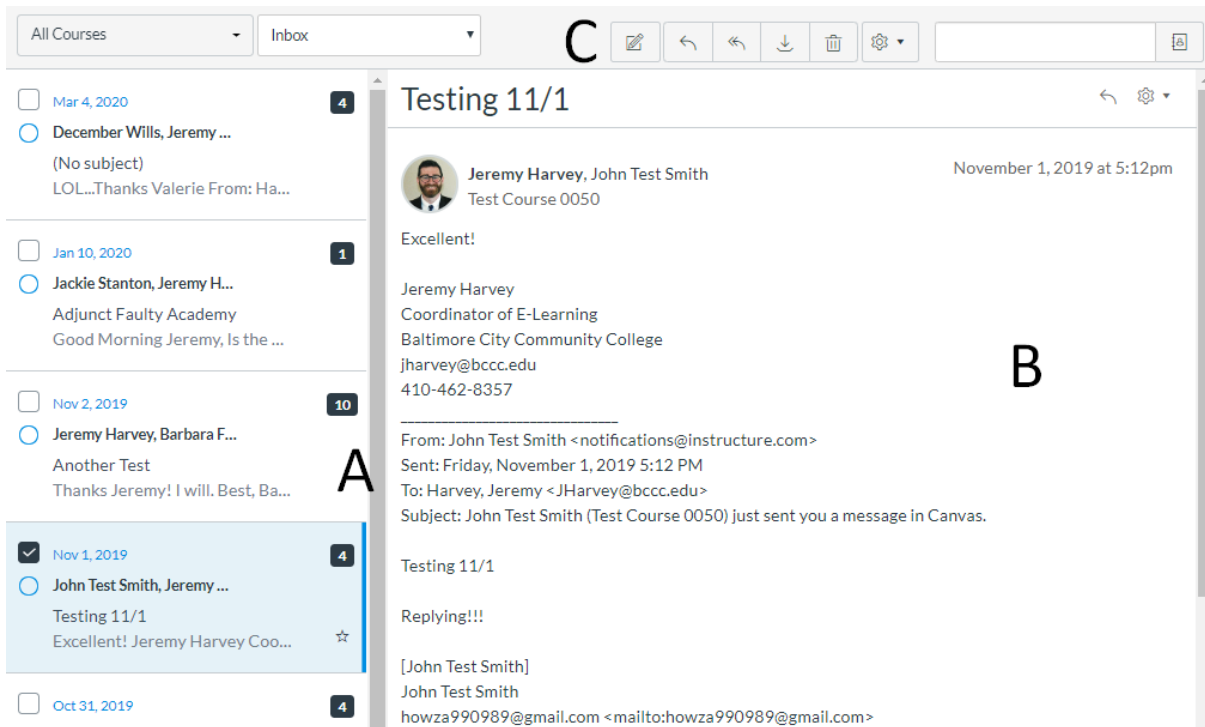
A. Messages that you've received will appear in a list on the left. Click on a message and the full conversation will appear on the right.

B. The currently selected conversation will appear here. If you and a student reply to one another, all messages sent will show up in one list.

C. Options here allow you to create a new message, reply to the message you're looking at, and delete the message you're looking at.

Send an Inbox Message

1. From the Inbox, click the ✎ button at the top.
2. A pop-up window will appear with several options.

   a. Course: Select your course from the drop-down menu. This will filter the address book for the students that you're looking for.

   b. To: Click the button on the right, then click students to see your course roster. You can select the student you want to send the message to. You can also start typing a name to filter the list. If you want to send the message to more than one student, they must be added one at a time.

   c. Subject: Just like with an email, these messages have a subject and body.

Page | 22

    d. Send and individual message to each recipient: This option is important if you are sending any sensitive information. When your message is being sent to multiple students and you have selected this option, each student will receive a separate message, rather than being included on one group message. This keeps information confidential between you and each student.

    e. The large textbox is for the body of the message.

    f. The icons in the bottom-left allow you to attach a file or video.

    g. The Send button is in the bottom-right and will send the message as soon as you click it.

Use the Student View to Check Your Students' Access

Each course has a student view that will let you double check that students are seeing what you want them to in your course. Use this to make sure students aren't seeing items that should be hidden, and that they can see items that they need to use or interact with.

1. To turn on Student View, navigate to your course's Home Page and click the Student View button on the right (bottom on narrow monitors).
2. The page will reload, and you will have a pink/purple border around the entire screen. This is how you know you are seeing the course in student view. You can go anywhere in the course that a student would be able to go like announcements, assignments, etc.
3. When you are done with the Student View, click the Leave Student View button in the bottom-right corner. Whatever page you are viewing will reload with your full instructor's access.

Best Practices for Instructor Presence and Student Engagement Online

Tips on Creating Instructor Presence and Student Engagement

- Send frequent check-in messages: Students want to know that you're there. Make sure that you are active in the course, either with announcements or discussion messages to let them know that you're engaged in the course and paying attention to their participation. Use these to review the content that students have been learning. Invite students to contact you if they have questions or are struggling.
- Use discussions. Studying online can be lonely and make students feel like they're not part of a group. Use the discussions section in Canvas just like you would in your face-to-face courses. This gives students a space to communicate with you and other students. Make sure that you're participating in the discussions, too. You can also create an FAQ or Ask the Instructor discussion where they can ask you questions.
- Contact students privately though the Inbox if they aren't participating in class activities.
- Make your expectations clear. Make sure to include detailed instructions in assignments and discussions. How long do you want student's posts to be? Should students reply to other students for each discussion? How many?

Essential Qualities of Teaching Online

Remember that this transition is going to be jarring and difficult for your students as well. It is going to require patience and understanding to guide them through this change in format and ensure their success in your course. Make sure to keep the following four qualities in mind while teaching online.

- **Compassion:** You are going to be interacting with your students in an entirely different medium. When a student asks a question that may have already been answered before, start with a mindset that they care about their learning. Respond with kindness and include clear and firm requirements when appropriate.

- **Good Listening:** But how do you listen online? Read, pause to respond, re-read and then respond. It is easy to feel the need to respond quickly or hastily to a message. However, responding too quickly can cause problems. Sometimes, you might read the message too fast and miss an important piece of information. Instead, work when you are alert and dedicated to offer the best information and not necessarily on the go. Take you time crafting messages to the students. They are using your advice and feedback as a foundation for their education and future career.

- **Availability:** You should include the expectations students should have of you and when you will be available or the amount of time in which they can expect to hear from you. Make a communication plan and share it with your students. An example may be that you will check and respond to your email/messages twice a day, once in the morning and once in the evening. Stay consistent to these expectations and by doing so you are demonstrating reliability to the students.

  Second, write as if you are talking to them and with a demeanor that is approachable, positive and with interest in your student and what they are learning. Make sure that the students know that they should share their questions and concerns with you. Make the online environment as welcoming as it would be in a classroom setting.

- **Flexibility:** Flexibility is especially important. Flexibility requires you to balance when it is appropriate to extend a deadline, adjust the schedule for clarification on concepts or waive late assignment policies. Remember, this transition will be difficult for your students as well. Some of them may have never used Canvas to submit an assignment and will need extra time and understanding. Who knows? It might also be you, the instructor, who needs flexibility from your students.

Where to Get Help

When working with Canvas, you have several options when seeking help. If there is something that you are not sure how to do, or you run into a problem while setting up your course, consider the following options:

The Canvas Help Menu

As long as you are logged into Canvas, you will have access to the Canvas Help Menu. To view the Help Menu, **click on Help** in the bottom-left corner of the Canvas interface.

For more about this menu, see the section [The Canvas Help Menu](#) near the beginning of this guide.

E-Learning Department

The E-Learning department is also available to help you set up your course. If you need help or have a Canvas question, please contact us at any time.

General E-Learning Contact Info:
online@bccc.edu / 410-462-7625

Jeremy Harvey, E-Learning Coordinator:
jharvey@bccc.edu / 410-462-8357

Canvas Guides for Faculty

You can find other, more detailed guides at the link below:

https://bccc.instructure.com/courses/3464