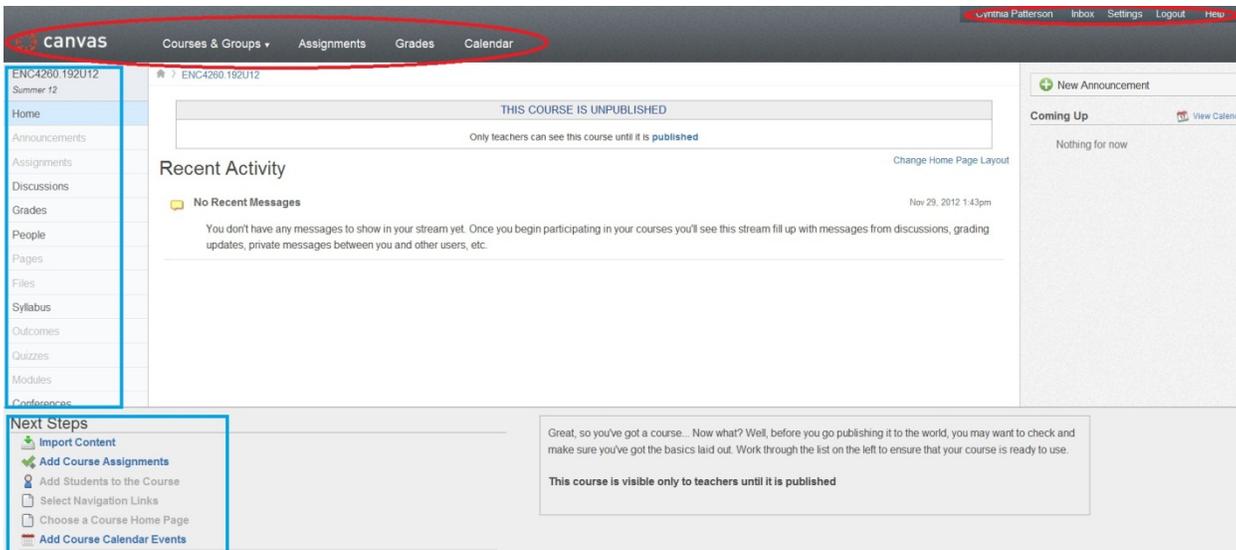


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Welcome to this 90-minute overview and introductory session for USF's new Learning Management System (LMS), *Canvas*, an open-source package offered by *Instructure*.

You will find your spring 2013 courses by navigating to: <http://www.usflearn.instructure.com>

You will be prompted to enter your USF NetID and password. Your entry point for the course will include four (4) navigation/toolbars: two external to the course itself (in red ovals below); and two (2) internal to the course (in blue oblong boxes below):



NOTE: Most portions of your course(s) will be “greyed out” until you build them out by adding content.

You may access additional courses via the “Courses & Groups” drop-down menu located on the grey “canvas” toolbar in the upper left. You may access both online and downloadable instructor manuals via the “Help” link on the same toolbar, upper right, and via the link below:

<http://guides.instructure.com/>



The downloadable .pdf for the full instructor manual runs to nearly 1200 pages! Plan on spending approximately 8 hours navigating through the entire instructor's manual.

Today's workshop will focus on the frequently-used functions of an LMS, as reported by faculty registering for *Canvas* training. Accordingly, this training will cover:

1. Exporting from *Blackboard*/Importing into *Canvas*
2. Setting up Announcements
3. Creating folders/uploading files
4. Using “Email” (called “Conversations” in *Canvas*)
5. Sharing a Syllabus
6. Creating Assignments (alas, no “SafeAssignment” available, and unlikely that “Turn-it-in” will be available either)
7. Creating a Discussion
8. Working with Groups (accessed via the “People” link)

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9. Working with Wikis (called “Pages”)
10. Creating Modules
11. The Gradebook

1.0 Exporting from Blackboard/Importing to Canvas

NOTE: At present, there is no way to directly copy files from *BB* to *Canvas*. The process described below involves using the “Export” function from the *BB* “Control Panel,” which creates a .zip file, then uploading and unzipping the file into *Canvas* using the “Import Wizard.” At present, faculty are encouraged to create *Canvas* courses from scratch due to the “glitchy” nature of this process.

- 1.1 Navigate to a previous version of the course in *BB*.
- 1.2 Select “Export/Archive Course” from the “Packages and Utilities” menu:
- 1.3 Check email for notification once the course package has been zipped
- 1.4 Return to the “Export/Import” function in *BB* and download the zip file to your desktop
- 1.5 Follow the “Import Wizard” in *Canvas* to upload your .zip file.



NOTE: You will again need to wait to receive an email from *Canvas* indicating that the .zip file was successfully uploaded.

2.0 Setting up Announcements (Section 2 of the Instructor Manual, pp. 34-67)

Announcements are pretty straightforward in *Canvas*. However, a few helpful “value added” operations available through the Announcements in *Canvas*: 1) Students can set up their *Canvas* accounts to access Announcements via *Facebook*, *Twitter*, or email; 2) *Canvas* automatically creates a new discussion thread so students can respond to your Announcement (unless you disable this for each Announcement); 3) You can feed posts from your blog directly into Announcements using RSS feeds.

- 2.1 Click on the “Announcement” tab on the left internal course navigation bar
- 2.2 Click on “Make an Announcement”
- 2.3 Use the text editor to create your Announcement. NOTE: You may embed images or media and you may link to either an external URL or another “Page” within the course.
- 2.4 Click “Save” to post your Announcement. NOTE: You have additional “Options” for your Announcement:

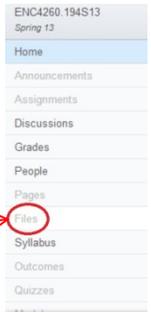
Attachment No file chosen

Options Delay posting
 Users must post before seeing replies
 Enable podcast feed

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3.0 Creating Folders/Uploading Files

The deployment of files in *Canvas* is unlike that used in *BB*: because *Canvas* is a cloud-based LMS, housed on servers external to USF, you must first upload files to your *Canvas* course before you can deploy them in your courses. It might be useful to first decide on a folder structure, based on how/where you deployed files for your courses on *BB*, then to create a similar structure on *Canvas*.



3.1 Creating Folders

- 3.1.1 Click on the “Files” tab on the left navigation menu for the course
- 3.1.2 Click on the “Add Folder” link on the upper right navigation bar. NOTE: You may find that a folder already exists titled “Collaborations.” You can learn about “Collaborations” from the *Instructor Manual*.
- 3.1.3 Type in a name for the file and hit the “Enter” key. You will see your new folder in the left navigation menu.

3.2 Adding Files

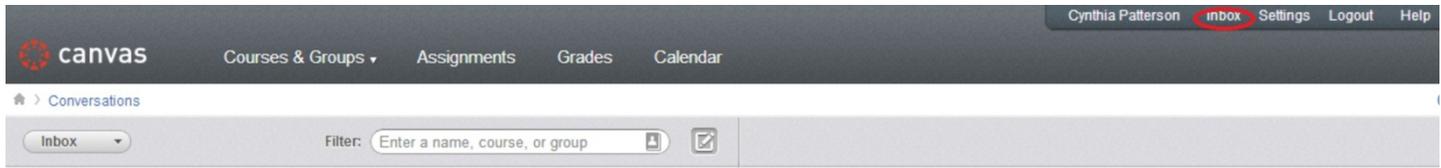
- 3.2.1 Click on the folder in the left navigation menu to which you wish to add a file
- 3.2.2 Click on the “Add Files” link on the upper right navigation bar. NOTE: For a list of the file types supported by Canvas, see the *Instructor Manual*, pp. 542-43.

4.0 Using Conversations (email) in Canvas

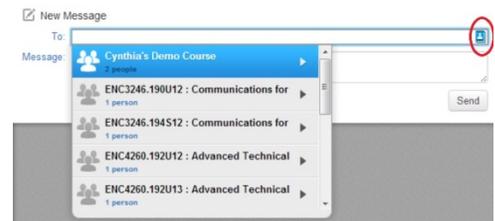
The Conversations function in *Canvas* is way more robust than that in *BB*. However, this means that the interface can appear very confusing at first. In *Canvas*, ALL emails generated in *Canvas* will initially appear in ALL courses or organizations in which you are enrolled. And like “Discussions,” Conversations can be “threaded” in a variety of ways.

4.1 To start a Conversation in Canvas

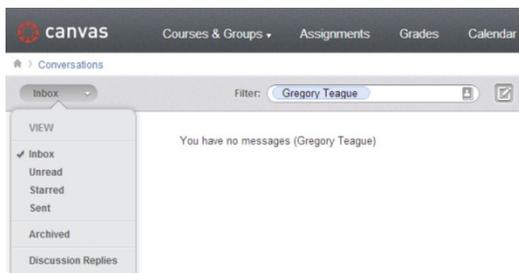
- 4.1.1 Navigate to your Canvas “Inbox” found on the uppermost grey toolbar:



- 4.1.1 Click on the “People” icon in the “New Message” section of the Inbox on the right:
- 4.1.2 Select the individual or group to which you wish to send the message
- 4.1.3 Type your message. NOTE: You may attach a file OR you may record an audio message with your Conversation
- 4.1.4 Hit “Send”



NOTE: You can “Filter” what you see in your Inbox using the drop-down menus on the left side of the Inbox interface:



NOTE: Again, Conversations is a very complex function. For more, see the *Instructor Manual*.

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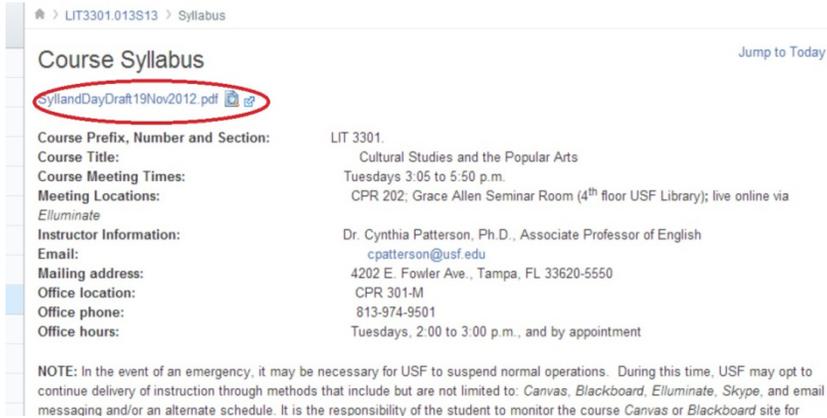
5.0 Posting your Syllabus

The Syllabus function in *Canvas* differs from *BB* in that it includes a built-in table for Assignment due dates. This table is constructed automatically as you add Assignments to the course; furthermore, added Assignments appear on the Calendar. Assignment due dates can be edited from either the “Assignments” portion of the course or directly from the Calendar.

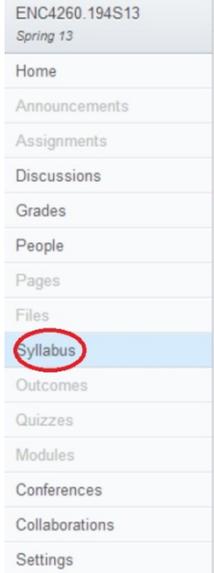
5.1 Click on the Syllabus link from the left navigation bar for the course:

5.2 Type your Syllabus information into the text box, or “cut and paste” from a *Word* file – you’ll need to “clean up” the alignment in this case.

NOTE: Canvas designers suggest that you BOTH “cut and paste” your Syllabus description into the text box, AND add a link to a downloadable copy, as shown below:



The screenshot shows the Canvas course interface for LIT3301.013S13. The page title is "Course Syllabus" with a "Jump to Today" link. A red circle highlights a link to "syllandDayDraft19Nov2012.pdf". Below this, course details are listed: Course Prefix, Number and Section (LIT 3301), Course Title (Cultural Studies and the Popular Arts), Course Meeting Times (Tuesdays 3:05 to 5:50 p.m.), Meeting Locations (CPR 202; Grace Allen Seminar Room (4th floor USF Library); live online via Elluminate), Instructor Information (Dr. Cynthia Patterson, Ph.D., Associate Professor of English), Email (cpatterson@usf.edu), Mailing address (4202 E. Fowler Ave., Tampa, FL 33620-5550), Office location (CPR 301-M), Office phone (813-974-9501), and Office hours (Tuesdays, 2:00 to 3:00 p.m., and by appointment). A NOTE at the bottom states: "NOTE: In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It is the responsibility of the student to monitor the course Canvas or Blackboard site for".



The sidebar shows the course navigation menu for ENC4260.194S13 Spring 13. The items listed are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus (highlighted with a red circle), Outcomes, Quizzes, Modules, Conferences, Collaborations, and Settings.

6.0 Creating Assignments

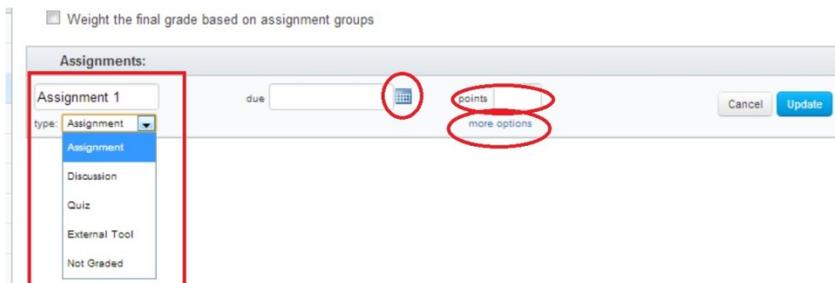
Canvas contains two separate functions: Assignments (which students complete for a grade, and are which linked to the gradebook) and Activities (which students may complete for learning purposes but which do not appear in the gradebook. You may, for example, create Activities for students to complete BEFORE they complete a graded Assignment. This prompt focuses only on creating a new Assignment.

6.1 Click on the Assignments link on the left navigation menu

6.2 Click on Add an Assignment NOTE: You’ll see on the right navigation that Assignments can be assigned to various “Groups” (such as “quizzes” or “major papers” etc.).

6.3 Type a title for your Assignment, select a due date from the small calendar, indicate the point value of the Assignment and Save. NOTE: You’ll also see a “more options” link: this link allows you to control when assignments open and close, whether or not peer review is required, what kinds of files may be submitted, etc.

6.4 Click on “Update” to create your Assignment



The screenshot shows the "Assignments" form in Canvas. At the top, there is a checkbox labeled "Weight the final grade based on assignment groups". The form has a title "Assignment 1" and a "type" dropdown menu set to "Assignment". A red box highlights the dropdown menu, which lists "Assignment", "Discussion", "Quiz", "External Tool", and "Not Graded". To the right of the type dropdown is a "due" date field with a calendar icon circled in red. Further right is a "points" field with a "more options" link circled in red. At the bottom right are "Cancel" and "Update" buttons.

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At this time, there is no option in *Canvas* to create a *SafeAssignment*, nor will there be one added in the future. Negotiations with “*Turn-it-in*” have stalled and *Canvas* administrators warn that it is likely there will be no option for either feature in the near future.