

Canvas@Oxford Guide for Academics



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Introduction to Canvas

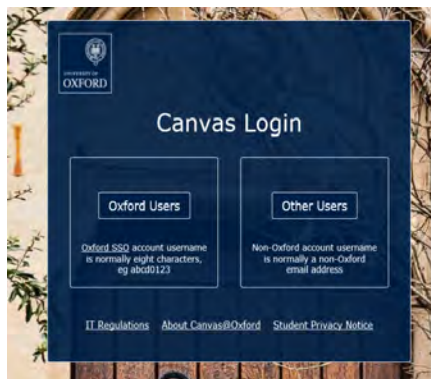
Canvas is the Virtual Learning Environment (VLE) replacing WebLearn at the University of Oxford. It is a software delivered by american educational technology company *Instructure*.

Visit the University's Centre for Teaching and Learning website to find out more about this project, including all Canvas-related training opportunities available to you as members of the University. The URL for this is: <https://www.ctl.ox.ac.uk/>.

(a) Logging in

i) Via a web browser

To visit Canvas from a web browser use the following URL: www.canvas.ox.ac.uk/. Once here, you can choose to sign in using an Oxford SSO or a non-Oxford account username. Choose the option relevant to you to proceed.



ii) Via the Teacher App

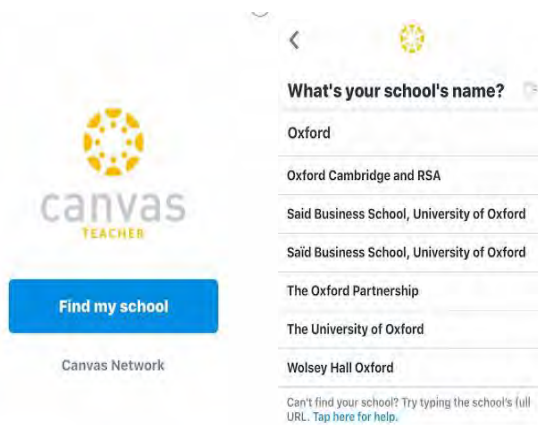
To visit Canvas via a mobile device, we advise you to download the **Canvas Teacher** App. This app is available for both Android and iOS devices.

To install this app on your device:

1. Go to your App Store and search for **Canvas Teacher**. Download and open the app.



2. Use the **Find my school** button to search for **The University of Oxford**.

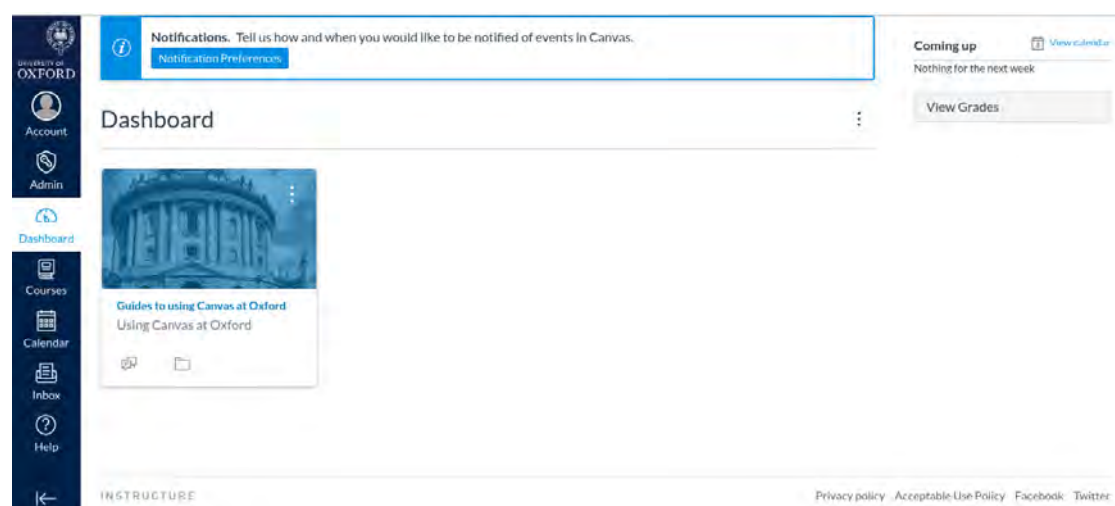


3. You will be taken to the following screen. Use your **Oxford SSO** or **non-Oxford account username** and password to log in.



(b) Your Dashboard and menus

The **Dashboard** is the first thing you see when you log into Canvas. By default, it will display a list of Course Cards, which click into the individual course areas you are enrolled in. If your Dashboard is empty, it is because you have not yet been enrolled onto any courses, or you have been given access to courses through the Admin tab.



When you click into any course, you will have access to two different menus:

[Follow red boxes from left to right]

i) Global Navigation Menu

This menu provides shortcuts to Global Canvas features (those that are NOT course-specific). These include: Account settings, the Dashboard, your Courses, Calendar and Help resources. No matter where you are in Canvas, these shortcuts will always be available on the left-hand side of your screen.

ii) Course Navigation Menu

This is a course-specific menu that provides you and your students one-click access to different course areas, such as Modules and Announcements. You can reorder and even hide these links. **Note:** if a link is greyed out in your course sidebar, it has been hidden and is therefore not visible to your students.

iii) The central red box in the above image highlights the area displaying the **Homepage** of a course. According to our Canvas terms of use and guidance, the recommended setting for your Homepage is to display Modules for easy access to materials.

iv) The **Sidebar** always appears to the far right of your screen in the Home and Settings view of a course. It is a dynamic feature that displays potential actions depending on where you are in Canvas.

[Read more in our Canvas@Oxford guides: Canvas Dashboard](#)

The University's Templates for Canvas

Following on from our EA stage in 2018, it became clear that a certain level of structure would be necessary in order to streamline the adoption and use of Canvas across the University. Furthermore, feedback from WebLearn users highlighted that consistent experience across course sites was lacking. For this reason, the Centre for Teaching and Learning teamed up with the Oxford Learning Institute and the Disability Advisory Service to create six accessible Canvas 'templates' to use as a base when building courses. We hope that using these templates will help simplify course creation and streamline student experience across the University, offering a standardised format that can be customised to suit the needs of individual courses.

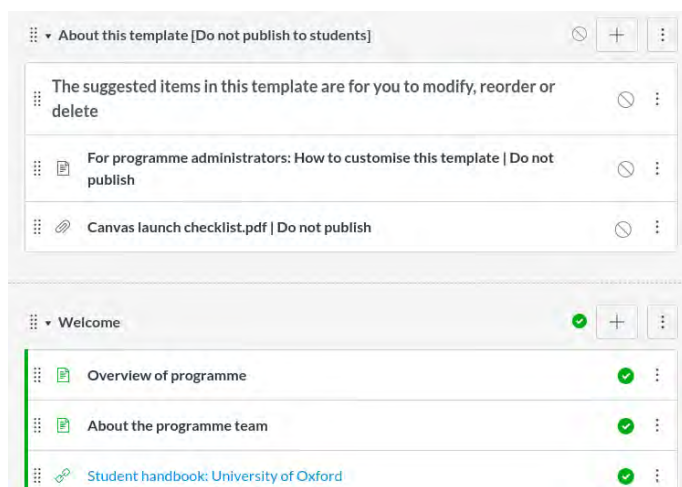
Depending on your requirements for Canvas, when you are given a Canvas site in which to build, it will ordinarily contain one of the following six templates.

(a) Types of template

The six bespoke templates are as follows:

1. Undergraduate programme of study template

<https://canvas.ox.ac.uk/courses/58967>



This template is intended for undergraduate programmes of study and contains prompts for key information such as the course handbook and examiners' reports. It has four Modules designed to house all programme-specific information related to a course, these are as follows: Welcome, Induction, Assessment and Feedback, Student Representation and Feedback.

2. Postgraduate taught programme of study template

<https://canvas.ox.ac.uk/courses/58968>

The postgraduate taught programme of study template was designed to hold all programme-specific info for PGT courses. Its Modules view features the same sections as the UG programme of study template; Welcome, Induction, Assessment and Feedback, Student Representation and Feedback.

3. Postgraduate research programme of study template

<https://canvas.ox.ac.uk/courses/58969>

The postgraduate research template is the only programme-level template that features an additional Module (five in total), Researcher and development skills training, providing a space for research-specific information. This template has been designed to house programme-specific information for PGR courses.

4. Paper or Module template

<https://canvas.ox.ac.uk/courses/58971>

The Paper or Module template has been designed to help you build the content for the papers/modules of a Canvas course. This template features a Modules view that is split by Week/Topic, and contains various placeholders for Canvas items that can enhance teaching and learning, such as Discussions, Assignments and Quizzes.

5. Tutorial template

<https://canvas.ox.ac.uk/courses/58972>

This template has been specifically tailored for tutorial use. The suggested Modules structure splits content into the following sections: Welcome, Assessment, vacation revision and consolidation, and Week/Topic. As you can see, the Week/Topic module contains placeholders for tutorial-related activity such as reading, discussion and formative work.

6. Subject template

<https://canvas.ox.ac.uk/courses/58970>

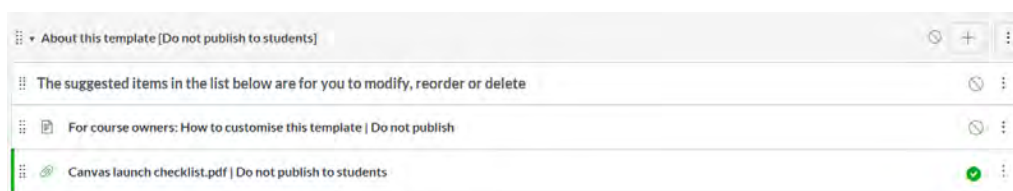
This template is intended for use when building content for a subject in Canvas. As you can see, it features subject-specific pointers, giving you a basis to build upon accordingly.

[*Read more in our Canvas @Oxford guides: Canvas templates at Oxford*](#)

(b) Customising a template

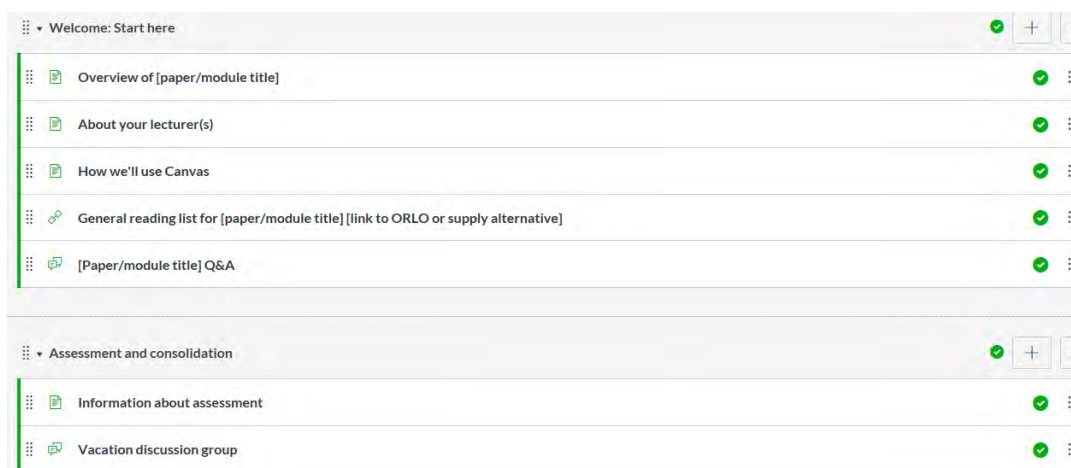
All items, modules and activities found in any of the six templates are fully customisable. They are there to guide you in your curation of a digital course that suits your teaching and learning objectives.

Every template features an unpublished module at the very top, entitled 'About this template [Do not publish to students]'. Within this module, there are two points of primary guidance: 'How to customise this template' and 'Canvas launch checklist', you should read through both before you begin to customise any templates available to you.



i) Customising the Paper/ Module template

As an academic, you are most likely to engage with the 'Paper or Module Template', and so the following advice will focus on this. This template provides you with recommendations for paper/module components and is based on University policies and requirements.



Each item provides specific guidelines and suggestions on how to go about building your content. When you click into any item, all text addressed to you is in **[bold and grey]** and must be deleted when you no longer need it.

Overview of [paper/module title]



About [Name of Course/Paper/Module]

Use this space to include a custom welcome message, discussion of major class topics, Canvas layout information (how students should navigate through materials), expectations, general tips/tricks, etc.

Edit this page and insert your own text here. Edit this page and insert your own text here. Edit this page and insert your own text here. Edit this page and insert your own text here.

Learning objectives

Edit this page and insert your own text here. Edit this page and insert your own text here. Edit this page and insert your own text here. Edit this page and insert your own text here.

1. Text
2. Text
3. Text
4. Text

Expectations

Edit this page and insert your own text here. Edit this page and insert your own text here. Edit this page and insert your own text here. Edit this page and insert your own text here.

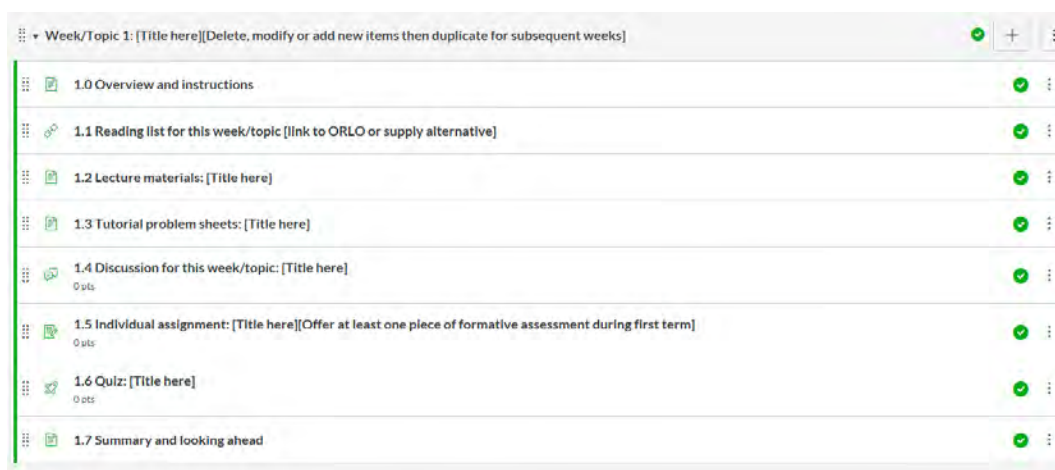
If you need to edit the name of any item within Modules, **click the Options icon** to the right-hand side and **select Edit**. Here you can also have the option to alter **Indent**, **Move**, **Duplicate**, or **Remove** the item.

Note:

- You can also easily move an item by clicking on the right-hand side to then drag and drop.
- Duplicating an item will result in an exact replica being created, with the word 'Copy' added to the name. Quizzes and links to URLs cannot be duplicated.
- Removing an item from Modules view will NOT remove the item overall. Therefore, if you were to delete the above 'Overview of [paper/module title]' page from the Welcome module, it would still remain in Pages, available for later use. If you want to permanently delete an item you must click into the specific area in which it is held (Pages to delete a page, Files to delete a file, Discussions to delete a discussion etc).
- The content of all items can be edited in a Rich Content or HTML Editor.

(c) Duplicating items within a template

Our Paper/Module Template provides you with a list of useful tools and activities. There are 7 items labelled from 1.0 to 1.7: an Overview, Reading lists, Lecture materials, Tutorial problem sheet, a Discussion for the week//topic, a formative assignment, a Quiz and a Summary. We encourage you to take a look at each item to assess if it is relevant to you, customising and copying out what you need and deleting what you don't.



To duplicate an item within Modules:

1. Click the **Options** icon to the right-hand side of the item in question.
2. Select **Duplicate** from the drop down list provided.
3. The duplicated item will appear as an exact replica below the original, with **Copy** attached to its name.
4. Click the **Options** icon, then select **Edit** to rename this page.
5. **Drag and drop** your duplicated item to its correct place.

Note: You cannot duplicate an entire module. Rather, you would add new modules and then drag and drop items duplicated from template module 'Week/Topic 1'.

Building and organising your course

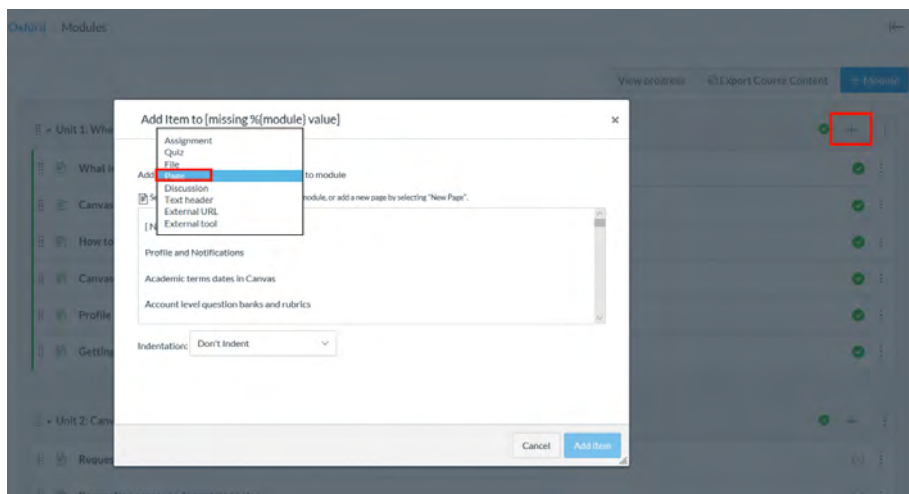
The following section will explain practicalities when building your course. It will advise on how to build course content and is relevant to any customisations/edits you might make to the templates mentioned in Section 2 of this guide.

(a) Pages

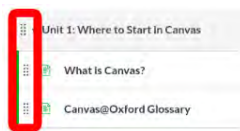
Pages are a powerful tool that enable you to create and display course content. The advantage of pages as opposed to uploading computer files to supply course content, is that pages can be interactive and incorporate assets such as rich media. They can also include links to other course activities or pages in Canvas to allow for easier navigation. Pages can be created directly from Pages or Modules on your Course Navigation menu.

i) Creating a Page in Modules

To add a page directly to a module, select **Modules** from your Course Navigation, click the **+** button in the module you wish to add a page to, and select **Page** from the drop down menu that appears. Click the **Add item button** to complete this action.



You will discover that, from this drop down menu, you are also able to add Assignments, Quizzes and Files directly into your Modules.



Note: All newly-added items will appear at the bottom of the module you are adding them to. To change this order, simply use the drag and drop option on the left hand side of each item.

ii) Creating a page in Pages

To create a page in Pages:

1. Click **Pages** from your Course Navigation menu, then select the **View all pages** button at the top of your screen.

Oxford > Pages

[View all pages](#)

Front page

 Published

 Edit






Welcome to Canvas!













Welcome to Canvas!



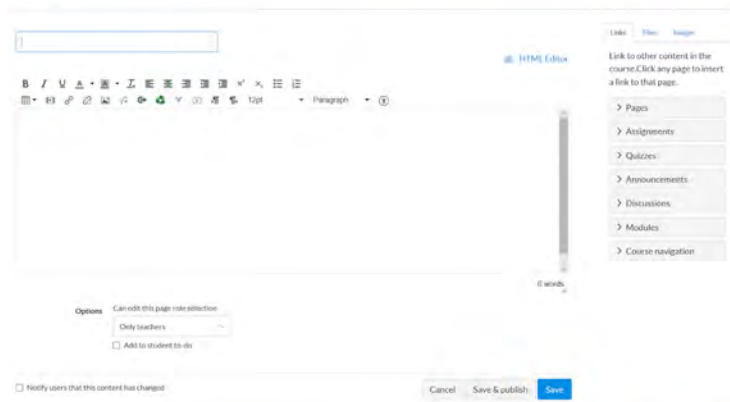
2. This will show you an alphabetical list of all the pages in your course, alongside their **Creation date**, **Last edit** and whether or not they are published.

+ Page				
Page title ▾	Creation date ▾	Last edit ▾		
Profile and Notifications				
Academic terms dates in Canvas				
Account level question banks and rubrics				
Account reports				
Adding and editing a page in Canvas				
Adding and removing files				
Adding users to courses				

3. The icon for a published page is a green circle with a white tick inside. The icon for an unpublished page is a grey outline of a circle with a diagonal line across.

+ Page				
Page title ▾	Creation date ▾	Last edit ▾		
Profile and Notifications				
Academic terms dates in Canvas				
Account level question banks and rubrics				
Account reports				
Adding and editing a page in Canvas				
Adding and removing files				

4. Click the **+Page** button to create a new page.



5. You will be presented with the following screen. You can now add a page name and begin to create its content. To do this, you can choose to use the Rich Content or HTML Editor. When your page is ready, click **Save & publish**. If you would like to come back to this page, click **Save** to create a draft.

Note: If you are saving your page in a draft form, remember to publish it when it is complete. Unpublished pages will not appear to students even if they are added as part of a Module.

[Read more in our Canvas @Oxford guides: Creating and editing pages](#)

iii) Uploading a (pdf, powerpoint, or other) file to a Page

To upload a file to a Canvas page:

1. Go to the page in question (From Pages, or Modules).
2. Click **Edit** in the top right corner and go into the Rich Content Editor.
3. Now place your cursor where you wish to insert the file.
4. Click the **Files** tab from the Content Selector.
5. If you have already uploaded your material in the Files section of Canvas, select your file from the list.
6. If not, click **+Upload a new file**, then click **Browse** to select the required file from your device.
7. When you have the file, select it, and click **Open**. Select the **Folder** drop down menu to choose where you would like to store this file once it has been uploaded.

Note: It is recommended that you create folders within the Files section of Canvas. This is to help you organise your materials, and find them with ease in such situations.

8. Click **Upload**, and check the Rich Content Editor to confirm your file has been uploaded (it will flash yellow upon upload and then turn blue).
9. Click **Save**.

Note: When your file is selected by a user it will automatically download. In order to preview the file within Canvas, a user must click the magnifying glass widget found beside the file link.

iv) Embedding a (pdf, powerpoint, or other) file in a Page

Embedding a file in a Canvas page is different to uploading a file because, when the page in question is opened by a user in Canvas, the file will automatically appear on screen.

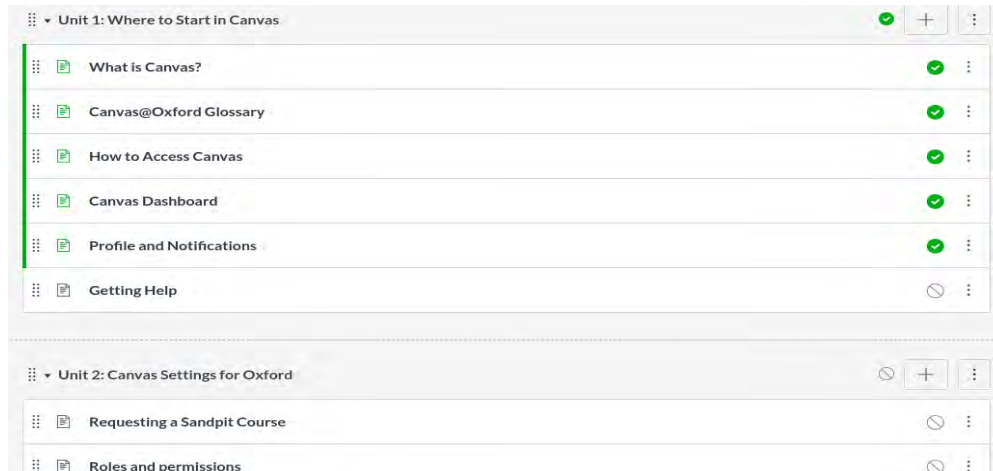
To embed a file in a Canvas page:

1. Go to the page in question (From Pages, or Modules).
2. Click **Edit** in the top right corner and go into the Rich Content Editor.
3. Now place your cursor where you wish to insert the file.
4. Click the **Files** tab from the Content Selector.
5. If you have already uploaded your material in the Files section of Canvas, select your file from the list.
6. If not, click **+Upload a new file**, then click **Browse** to select the required file from your device.
7. When you have the file, select it, and click **Open**. Select the **Folder** drop down menu to choose where you would like to store this file once it has been uploaded.
8. Click **Upload**, and check the Rich Content Editor to confirm your file has been uploaded (it will flash yellow upon upload and then turn blue).
9. Next, place your cursor over the link and click once. Following this, click the link icon.
10. A **Link to Website URL** box should pop up, click the **Auto-open the inline preview for this link** checkbox.
11. Click **Save**.
12. Your file will now automatically open when a user lands on this page.

(b) Modules

Modules are used to organise content by an organisational structure such as units or weeks, creating a one-directional linear learning pathway for students. See below for an example Module structure, using **Units** to separate learning materials.

1.



Each Module can contain content items and learning activities such as Files, Discussions and Quizzes.

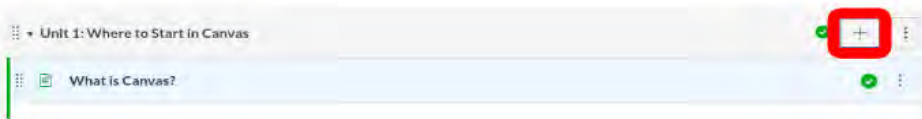
i) Adding a Module

To create a Module in Canvas:

1. Click **Modules** from the Course Navigation menu.
2. Click on the **+ Module** button at the top right-hand side of the screen.
3. Name your module and finalise by clicking the **Add Module** button.
4. Your newly-added module will appear at the end of the Modules page.
5. The next step is to add content to your module.

ii) Adding content to a Module

1. Select the **+** icon on the top right-hand corner of the module.



2. Select the type of content you would like to add from the drop down menu, name the item, choose to indent or not, and finalise by clicking **Add item**.



Note: Modules can be easily organised using the drag and drop handle which can be found on their left-hand side. Elements can be re-organised across your modules by dragging and dropping.

[Read more in our Canvas @Oxford guides: Creating Modules and adding items](#)

(c) Files and folders

The **Files** section in Canvas is where all files (assignments, syllabus, readings, or other documents), including images and multimedia, are held. It is an area where you can upload and organise course files such as articles, and has an easy click-and-drag feature that allows you to drag multiple files from your desktop directly into your course files index page.

Within Files, you can also view file details as well as preview, publish and unpublish, set usage rights, and restrict access to files.

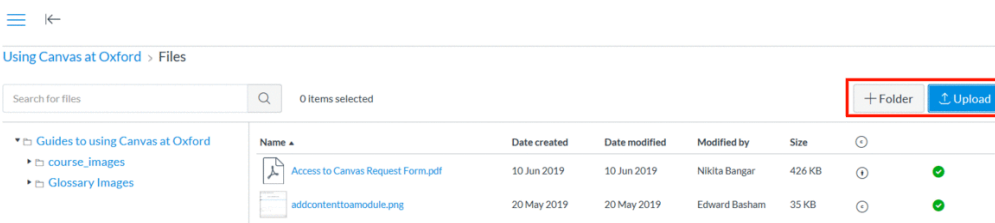
Note: It is recommended that you keep the Files area within any Course Navigation menu disabled, so that it remains hidden from students.

i) Adding items to the Files area in a Canvas course

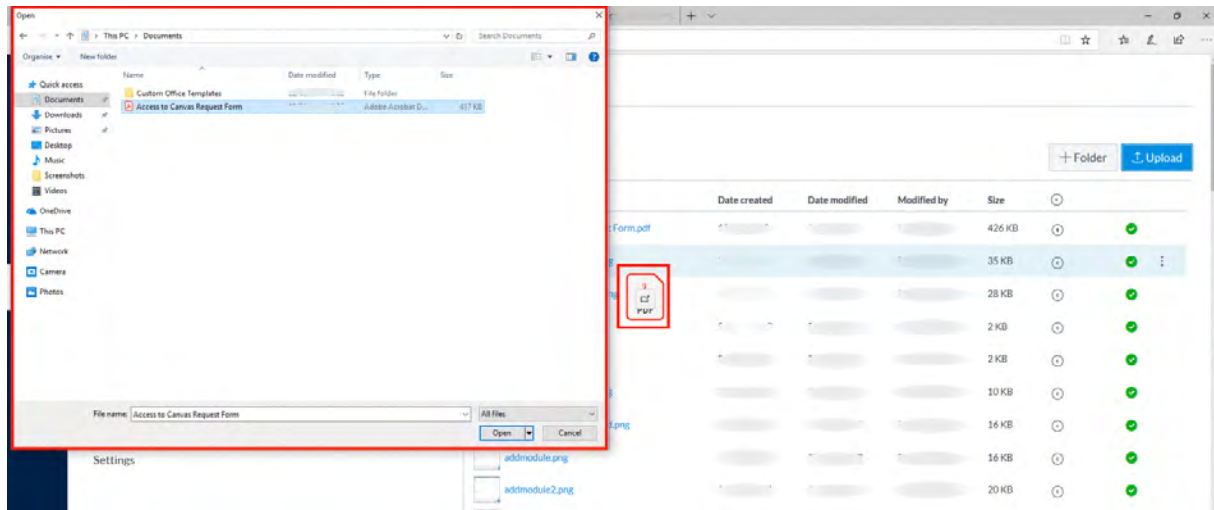
Note: When adding files and folders in the Files area of Canvas, be aware that they are automatically placed in alphabetical order and cannot be rearranged.

To add items to your Files area within a course:

1. Select **Files** from your Course Navigation menu.
2. Click the **Upload** button and select one or multiple files to upload.



In Files, you can also: **view all of the files within your course, organise them into folders, rearrange, rename, download and even delete them.** To do any of these things, click the **Options icon** (three vertical dots besides the published/unpublished icon to the right of your screen) and choose the one you wish to carry out.



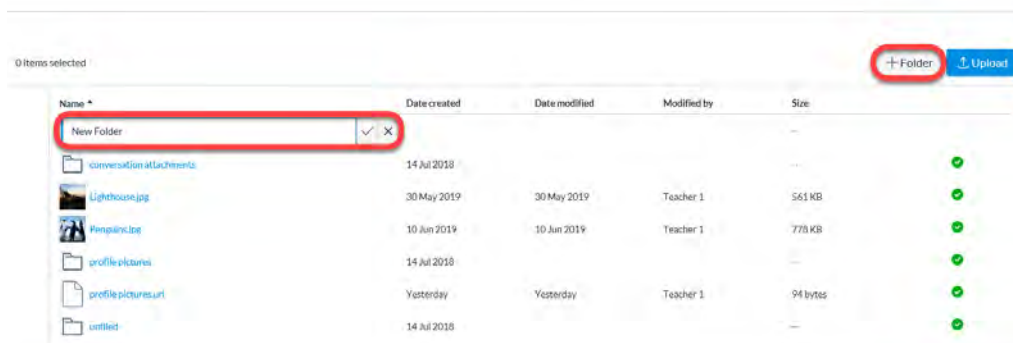
Note: You can also directly drag and drop items from your device straight into the Files area, simply click your file and hold down whilst dropping it into the files index page, as shown above (the pdf outlined in red is being dragged from the user's computer into the index page). It is also important to consider using folders to help organise where you are storing your items.

ii) Adding a folder to the Files area

Folders are a great way to organise your content, and often allow for easier bulk uploading as you are able to easily upload all related files into one folder rather than individually.

To add a folder within the Files area:

1. Select **Files** from your Course Navigation menu.
2. Click the **+ Folder** button at the top right-hand side of the screen.
3. **Type a name** for the new folder and click the tick (or press the Return/Enter key) to complete the action.



ii) Adding a File to a Module

When building content for your courses, you are able to directly add Files to a Module. Read below to find out how:

1. Navigate to the relevant Canvas course and click into **Modules**.
2. Scroll to the Module into which you would like to add a file, and **click the plus button** on the top right-hand side of the module.
3. **Select File** from the drop down list, and either select the file you would like to use from all of your available files, **or select New File** to upload a new file from your device.
4. If selecting a new file, **remember to select what folder you would like to save the file in** (a list of all available folders in your Files area will appear for you to choose from).
5. **Click Add item** and your file will now appear as an item at the end of the Module. If necessary, you can now drag and drop it to a new location.

Note: In order for your students to see any item in Modules view, it must be **published**.
















iii) File usage rights

You should always record the usage rights (copyright) of files that appear in your Canvas course. In order for all course files to be visible to students, they must both be published AND have the correct usage rights set, if either of these actions are not taken, content will appear as unavailable to participating students.

Every time you upload a file in Canvas, if prompted, you should select the correct usage rights and publish the file. However, some files that are added directly to a course in Pages (e.g. any images pasted into the Rich Content Editor) might appear on your screen, but will appear in the Files section with a warning icon beside them, indicating that usage rights are not set.

To double-check that your files have the correct conditions set:

1. From the Course Navigation menu, **select Files**.
2. If necessary, click into a specific folder to view it's files.
3. If you see a warning icon, click it.

Name ▾	Date created	Date modified	Modified by	Size		
 8595078081_fc4e900f8a.jpg	25 Jun 2018	25 Jun 2018		211 KB		
 Desert.jpg	2 Jul 2018	2 Jul 2018		846 KB		
 Image007.jpg	21 Nov 2018	21 Nov 2018		13 KB		
 lecture.png	17 Jan 2019	17 Jan 2019		81 KB		
 resized.jpg	21 Dec 2018	21 Dec 2018		12 KB		

4. A **Manage usage rights** box will appear. Choose the appropriate option from the drop-down list.



5. Enter the details of the copyright holder.
6. Finish this action by selecting **Publish** and then **Save**.
7. The file will be now copyrighted, and the white tick with a green background will indicate that the file has been published.



iv) Copyright

If the works of others have been included in your course, have you obtained permission to use them?

Additionally, have the materials you have used been displayed according to the specifications of the creator?

These are very important questions which demand an answer!

- Unless the material clearly has an open copyright license, educators should be careful about using the work of others.
- Even some open copyright licensed material may have restrictions that could require: the user to provide attribution to the original creator, prevent the user from

using the material in profit-generating situations, inhibit the modification of material or inhibit the re-mixing of material.

Copyright checklist for review prior to publishing your course:

1. Are all quoted materials or resources cited correctly?
2. Has permission been obtained to use copyrighted material such as articles, texts, images, illustrations, music and/or sound?
3. Has permission been obtained to link to videos and animations including those on YouTube?

Bodleian library policy surrounding copyright

<https://www.bodleian.ox.ac.uk/using/copy/copyright>

- It should be noted that the Bodleian library can provide you with advice surrounding copyright for your department if required. If this is the case please contact your faculty or department librarian!

Oxford policy surrounding copyright

- A fuller understanding of Oxford policy with regards to copyright issues can be found at <https://www.ox.ac.uk/public-affairs/images/copyright?wssl=1>. This webpage gives a basic introduction to copyright issues in addition to an explanation of the differing types of copyright licenses.

Creative Commons licensing

- The following link provides a guide to the rules surrounding creative commons licenses: <https://creativecommons.org/>

Further useful links and resources

- The UK Copyrights service
https://www.copyrightservice.co.uk/protect/logo_copyright

- Find out what can be copied, shared or re-used under the license Oxford University holds. <https://www.cla.co.uk/higher-education-licence>

[*Read more in our Canvas@Oxford guides: Uploading Files and using Folders*](#)

[*Read more in our Canvas@Oxford guides: File useage rights*](#)

(d) Using ORLO

ORLO (Oxford Reading Lists Online) is Oxford's new tool for creating online reading lists. It is integrated with Canvas at the University, providing students with direct access to their required reading lists from the VLE.

ORLO was launched in July 2018 with a number of early adopter departments, and is being implemented in a phased rollout across the university. If you want to know more about the project we recommend speaking to your department or college librarian.

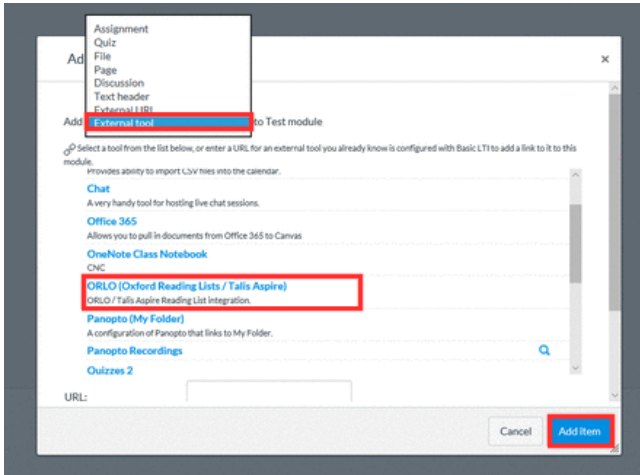
If you are part of a department that has already adopted ORLO, you will be able to seamlessly link reading lists to Canvas courses.

i) Linking an ORLO list to a Canvas course

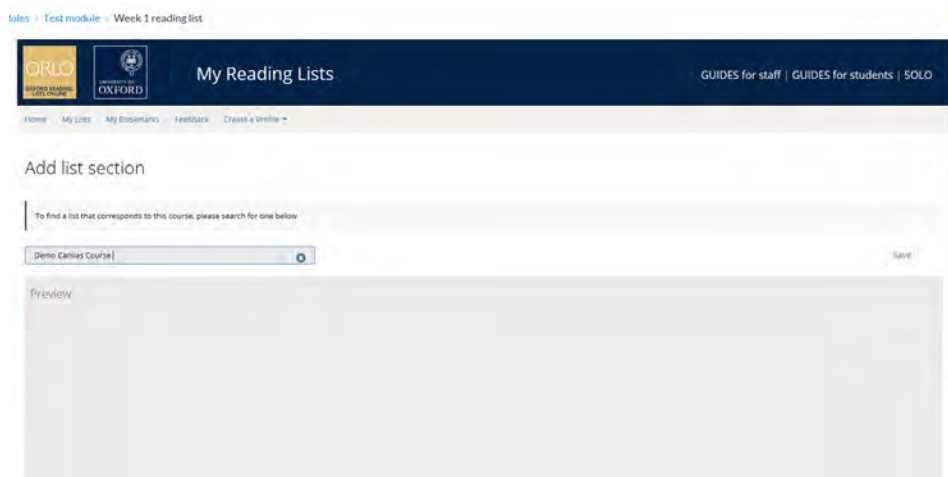
With a few clicks, academics can either embed entire lists or highlight specific sections of lists from ORLO in their Modules pages. Subsequently, when students access the VLE, they will be able to interact with their recommended reading, without leaving Canvas. The following instructions will direct you on how to embed lists, or sections of lists, in Canvas.

To add a list, or section of a list to a Module in Canvas:

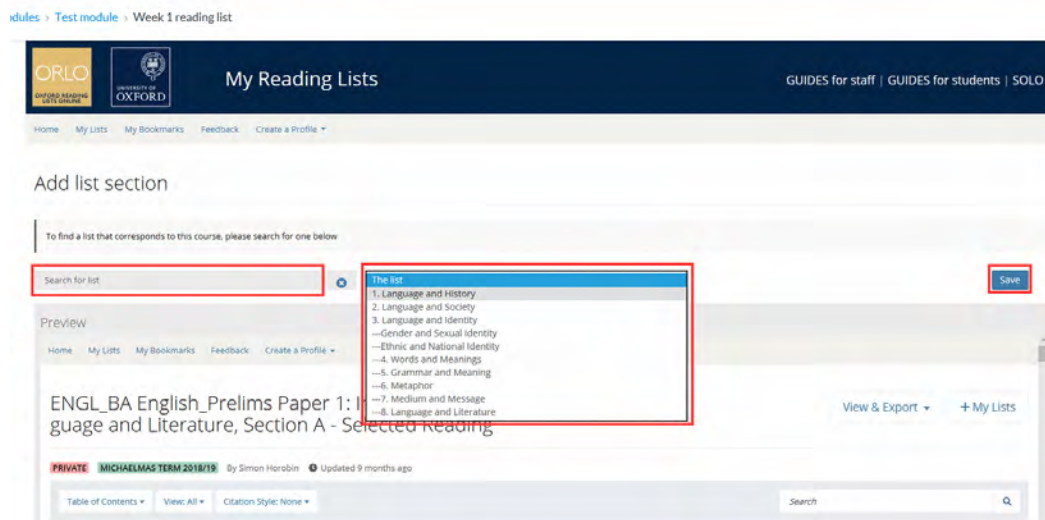
1. Enter the relevant Canvas course by clicking through via the **Dashboard**.
2. Select **Modules** from the left-hand Course Navigation Menu.
3. Click the **+** icon above the relevant module to add an item.
4. From the drop-down menu, select **External tool**.
5. Select **ORLO** from the list of external tools provided.



6. If required, enter a new **Page name**. If you do not select a new page name, the default name that appears as the item name within your module will be: **ORLO (Oxford Reading Lists / Talis Aspire)**.
7. Click **Add item** to save.
8. You will now see a window into ORLO, allowing you to find and embed your reading list.



9. Next, type the name of the required reading list in the search bar and select it when it appears.
10. On the right-hand side of the list search bar, you will find a drop-down menu displaying options to select the entire list, or one of its sections.
11. If you wish to embed the entire list into your Module, select **The list**, if you wish to embed a specific section, select that section.



12. Click the **Save** button.

13. Your list, or section of a list, will now automatically open when the link to it within Modules is selected.

Note: If you are unable to find a list, it may be because it is not yet published in ORLO. Contact the relevant librarian to resolve this issue.

[Read more in our Canvas @Oxford guides: ORLO](#)

(e) Using Panopto

Panopto is an integrated LTI in Canvas. It is a third party software that downloads onto a computer and can record the computer screen, slides, video and audio. It is often used to record lectures and seminars.

Getting started

To get started, one would typically need:

- A Windows or Mac computer with a built-in or external USB microphone, and the Replay recorder software installed on this computer.
- Advanced users who wish to add video to their recordings will need a USB webcam or external HDMI camera (if their computer does not have one).

Accessing Panopto

To access Panopto:

1. When in the relevant Canvas course, click on the link to Panopto from the Course Navigation Menu. This is where lectures or presentations can be recorded and, if already recorded, found.
2. Once a recording has finished it will upload to a secure cloud system where all videos are stored.
3. Students can follow the same process to log into Panopto and watch the recordings that have been made for them.

Note: If you have not downloaded the relevant software you will need to do so, further information is available at: <https://help.it.ox.ac.uk/replay/index>.

[Read more in our Canvas @Oxford guides: Panopto](#)

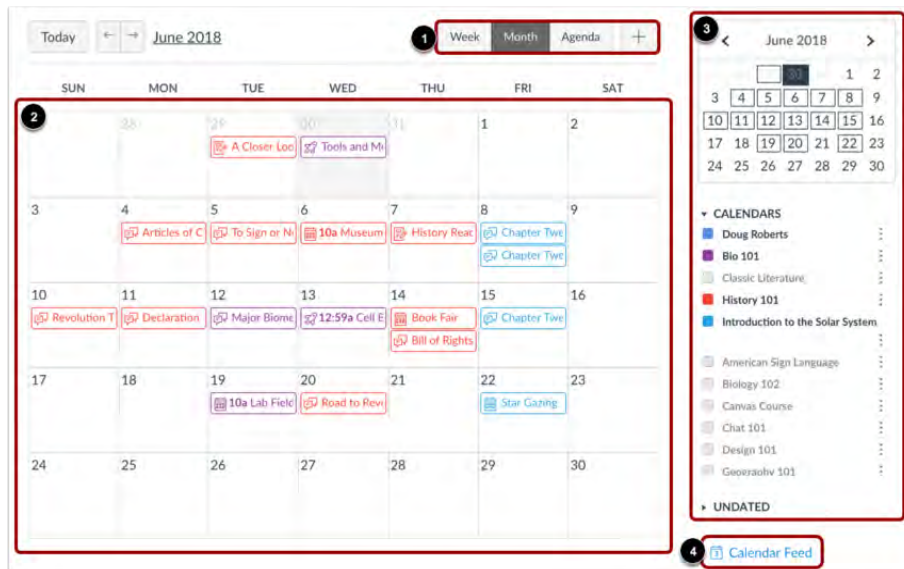
(f) The Calendar

The Calendar is a tool that allows you to view all time-sensitive elements in your courses, in one place. It is accessed via the **Calendar** Global Navigation link.

At the University, we understand the potential importance of adding Oxford term names and week numbers to a course calendar in Canvas, and so we made it an additional functionality. To find out how to do this, please [see our online guidance](#).

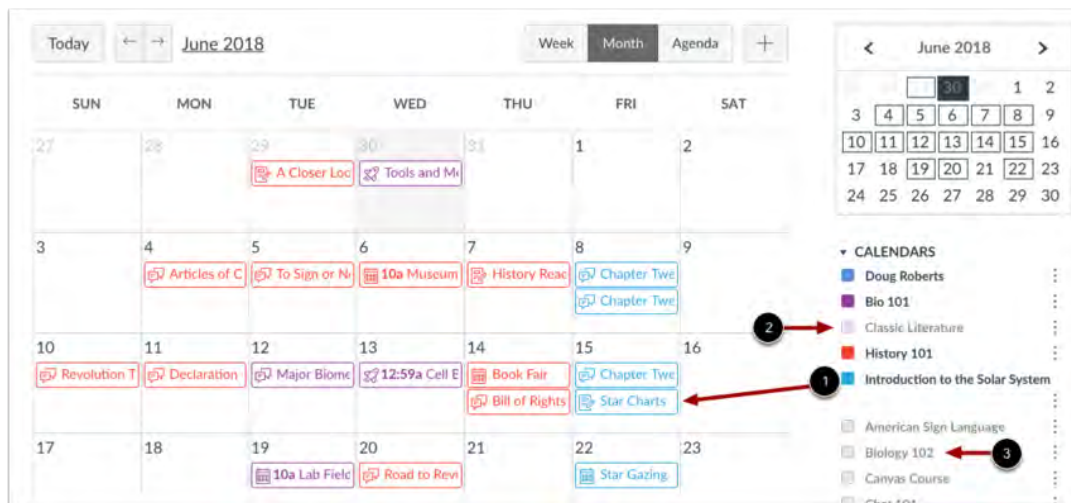
You may also be keen to use the sign-up tool in Canvas. This functionality links to the Calendar, allowing you to schedule in blocks of time in which students can select an appointment slot. To find out more [see our guidance page about appointment groups](#).

The Calendar spans all courses and displays information for each one. In the navigation bar, you can choose to view the calendar by **Week**, **Month**, or **Agenda** [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in **Month** view.



Note:

- Each calendar view shows your assignments, events, or to-do items across all courses.
- The sidebar shows a quick-view calendar [3], your list of courses and groups, and undated items for your courses and groups.
- To view the iCal link for exporting your Canvas calendar to other calendar apps, click the Calendar Feed link [4].



Each personal, course, and group calendar is identified by a separate color that populates the calendar view.

By default, the first 10 course and group calendars will be selected and appear in the calendar view. To hide a calendar, click the box next to the name of the calendar [2]. Calendars that are not active within the calendar view display as faded text [3].

Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice.

Note: The colours set for your Dashboard course cards are also administered to the calendar for those courses.

i) Creating a Calendar event

When in **Calendar**, items can be added directly via the **+** button at the top right of the screen, beside **Agenda**.

Note: The Calendar works in partnership with Assignments, Grades and Syllabus. Thus, any Assignment you create and publish on the Assignments page will automatically show up in the **Grades, Calendar, and Syllabus** features. The reverse is also true: any Assignments you create in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

ii) Duplicating an event

To duplicate an event:

1. From **Calendar**, click the **+** button from the top of your screen to add a new event.
2. Then fill in the event **Title**, **Date** and **Location**.
3. Click the **More options** button.
4. Add any further details into the Rich Content Editor and scroll down to the **Duplicate** checkbox.
5. When you click this checkbox, you can specify the frequency and duration of this duplication. Click the **Create event** button to finish.

Note: If you want to duplicate an already existing event, follow the steps shown below.

iii) Editing Calendar items

When you click on any item in your Calendar, you are given the option to **Delete** or **Edit**. Delete or edit accordingly.

Note: If you want to duplicate an existing event, click **Edit**, then select **More options** and scroll down to the **Duplicate** checkbox.

iv) Drag and Drop Calendar items

You can change the date of calendar items (events, assignments and appointments) by simply clicking on the item in your Calendar and dragging it to the correct date tile. However, to edit any other details you must follow the previously outlined steps.

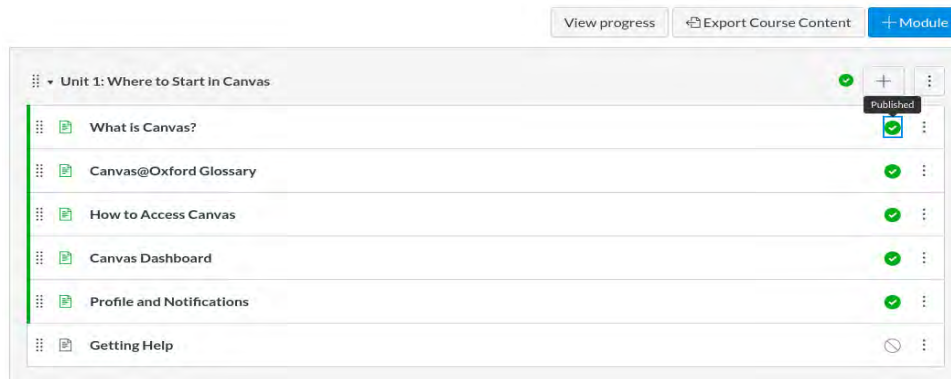
Note: When the date of a Calendar item is altered, all individuals affected by the change are notified. For example, if a lecture date is changed, all students participating will receive a notification of the change.

[*Read more in our Canvas@Oxford guides: The Calendar*](#)

(g) Publishing and Student View

i) Publishing

The publishing feature in Canvas enables you to control whether students have access to content. It allows you to create and test content in advance of making it available to students, as well as manage your personal course notes and materials within Canvas without exposing them to students.

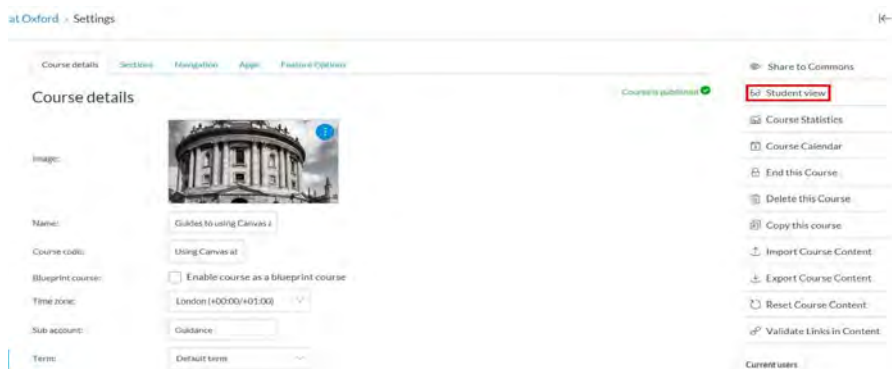


Within Modules, you can publish items by clicking the publish icon on the right hand side of each item. When an item is published the icon will appear as a green circle with a tick inside whereas, when left unpublished this icon will appear as a grey circle with a diagonal line through it. **Note:** Students will never view unpublished items.

ii) Student View

Student View allows you to view your course from a student's perspective. Student View can help you review your course to ensure that the assignments and course materials you have created are working as you intend.

To use Student View, go to **Settings** from your Course Navigation menu and click **Student View**.



When you are in Student View, you will view your course as a student. The purple box that appears around your screen reminds you that you are in Student View, and provides you with two options at the bottom of your page: **Reset student** and **Leave student view**.



In Student View, you can test functions in Canvas as a Test Student. For example, by creating dummy assignments in your course to practice using SpeedGrader™ and grades in the Gradebook. If you were to submit a dummy assignment for grading as a Test Student, a row would appear in Gradebook using the name "Test Student".

When using Student View, your actions are tracked, therefore, if you are testing existing content such as quizzes, your progress will be stored. Hence, if you have done something such as edit a quiz, you should reset the Student View. You would use the **Reset student** button to clear all history and start with a clean slate. To end student view, click the **Leave student view** button at the bottom of your screen.

Note: Conferences, Conversations, Collaborations, Groups, Peer reviews, and Profiles are not active functions in Student View.

[Read more in our Canvas@Oxford guides: Publishing and Student View](#)

Is your Course ready for students?

It is important that you ensure all your course content is ready before you publish your course for students to see. Below you'll find a 16 point checklist that you can use as a matrix to measure your course against before publishing. To access the interactive version of this list, [visit this page in our Canvas@Oxford guides.](#)

CANVAS COURSE LAUNCH CHECKLIST

Purpose

This document describes the steps we recommend you take before you launch your Canvas course.

Top things to check	
Yes ✓	Action
<input type="checkbox"/>	1. Present clear learning objectives , and describe how you intend to communicate with students during the course (i.e. how you intend to use Canvas tools and activities such as Discussions, Assignments, Quizzes, Calendar, Groups).
<input type="checkbox"/>	2. Use the Modules tool to 'chunk' content into manageable pieces (e.g. organised by units, chapters, topic, or weeks). Canvas Guide: Modules
<input type="checkbox"/>	3. Label all Modules and items within modules in a consistent and descriptive way throughout the course (e.g. name the module according to the topic or week; use a numeric prefix to identify items that belong within a particular module, e.g. "1.4 Reading List" is the fourth item in Week 1).
<input type="checkbox"/>	4. Check that it is easy for students to find key information such as the course handbook , reading lists, course materials and dates (using the calendar function).
<input type="checkbox"/>	5. Provide a targeted reading list that presents the essential, recommended and further readings for the course. If you are using ORLO (Oxford reading lists online) , make sure the course links to the correct list for the course, using the instructions in the Bodleian LibGuide for ORLO
<input type="checkbox"/>	6. Use the link validator tool (built into the text editor) to ensure that all links, files, videos and external URLs are active and working , and that every link displays meaningful text that describes what information the link provides, or where it leads to. Canvas Guide: Link Validation
<input type="checkbox"/>	7. Minimise the number of items visible to students in the Course Navigation menu. Canvas Guide: Managing Navigation Links
<input type="checkbox"/>	8. Check that all the content in your course complies with copyright law .

	Canvas Guide: Copyright Resources
<input type="checkbox"/>	9. Use the accessibility checker in the Rich Content Editor when finalising each page of the course. Canvas Guide: General Accessibility Design Guidelines
<input type="checkbox"/>	10. Try to reduce text 'overload': use bullet points, images, headings, short paragraphs and white space to break up the text on the screen. Use explicit and meaningful headings and short introductions on each page to confirm students' navigation decisions.
<input type="checkbox"/>	11. Use formatting conventions in documents and course pages: heading styles to create hierarchies (e.g. Paragraph, Heading 2, etc.); sans serif fonts (e.g. Arial or Helvetica); font size 12-14 pt; left-aligned text; and high colour contrast. Avoid italics and underlining. Provide documents in a flexible format so students can adjust formatting to their individual needs. AbilityNet's Guide: Producing Accessible Documents Canvas Guide: General Accessibility Design Guidelines
<input type="checkbox"/>	12. Include alternative text for all images and ensure that no meaning relies on the ability to distinguish between colours.
<input type="checkbox"/>	13. Provide a text transcript of audio or video files (where possible and feasible).
<input type="checkbox"/>	14. In Settings set the Term to the correct term (or academic year) your course is running. You can set dates other than the standard 8 week term (or academic year) by using the Starts and Ends options which override the Term setting. Your course will be available to students and academics only during the specified dates – thereafter it will become 'read only' and appear under Past Enrolments .
<input type="checkbox"/>	15. Ensure that you have enrolled all the relevant students and staff members on the Canvas course.
<input type="checkbox"/>	16. Publish your course using the Publish/Unpublish button on the right hand side of the Home Page . <ul style="list-style-type: none"> • Make sure that each element in the Modules tool is also published. • Check that all dates are correct if you are using selective release for content or activities. Canvas Guide: Publish a Course

Profile and Notification Settings

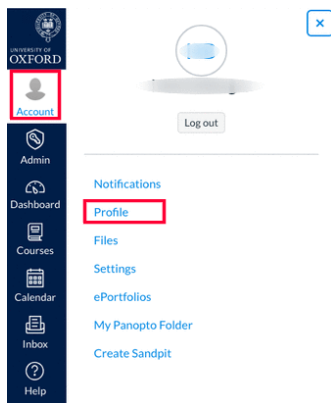
Canvas provides all staff and students with a profile area and the ability to edit user settings within their account(s).

(a) Your Profile

The Profile feature can be enabled or disabled by an institution. When this feature is enabled, as is the case for the University of Oxford, you can view and edit your user settings to:

- Change your display name
- Add a profile photo
- Edit your language preference
- Adjust your time zone
- Update or add contact details
- Create a biography
- Add custom links

In order to edit your Profile, simply click **Account** from the Global Navigation menu, then select **Profile** from the pop out menu. This will allow you to manage your Profile, as well as Settings. Teachers and course administrators can see other people's profiles via the **People** link in the course menu.



Note: Your profile can be seen by staff and students, and is particularly obvious when you trigger an announcement or participate in a discussion. You may choose not to upload a photograph and keep the Canvas default silhouette; however a completed profile means that students and staff can be sure they are contacting or communicating with the right person.

(b) Your Notification Settings

Editing your Notification preferences allows you to select how and when you want to be notified when various events occur within a course.

Note: the settings you apply here translate across all your Canvas courses.

Any time that changes or updates occur in the following five areas, you will receive a notification:

1. Course activities
2. Discussions
3. Communications
4. Scheduling
5. Groups

Note: All users in Canvas have the ability to customise their notification settings. It is useful to advise students to check their own settings and make sure that notifications for key communication tools, such as Announcements, are kept on.

i) Editing your notification preferences

To edit your Notification preferences:

1. Select **Account** from your Global Navigation Menu.
2. Select **Notifications** from the options available to you.
3. You may now **apply the required changes** to your Account Notification settings.
4. Course activities are listed on the left-hand side, and beside each activity there are four types of notification preference to choose from:
 - **Notify me right away** - The 'tick' symbol represents the notification preference 'Notify me right away' and, when chosen, ensures that you are immediately notified of changes in the corresponding area.
 - **Send daily summary** - The clock symbol represents the preference for Canvas to 'Send daily summary'. When this is chosen, you will receive a daily update for notifications.
 - **Send weekly summary** - A calendar icon is used to represent 'Send weekly summary', and when chosen will give you notifications in the corresponding area once weekly. If you scroll down to the end of the page you can read a summary of when your weekly notifications will be sent.

- **Do not send me anything** - When this option is chosen, you are deactivating notifications for the corresponding item/area in Canvas. Choosing this means you will not receive notifications.

[Read more in our Canvas@Oxford guides: Profile and Notifications](#)

Assessments and Grades

Note: Canvas is currently **NOT** to be used for the assessment of summative work.

(a) Types of Canvas assignments

Canvas supports five assignment types:

1. Assignments
2. Discussions
3. Quizzes
4. External Tools
5. Non Graded

As an teacher, you can select the assignment type when creating an assignment shell (see below), or directly in the respective Index Page (i.e by going directly to Assignments, Discussions or Quizzes in your Course Navigation menu).

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

(b) Canvas Assignments functionality

In Canvas, it is possible to add a variety of formative work to a course site using Canvas features such as Assignments, Discussions and Quizzes. When complete, student submissions can be accessed, and feedback given, via SpeedGrader.

Note: Anything added as an Assignment in Canvas will appear on the Calendar and in the Syllabus, and can be linked to any other part of the site that uses a rich content editor. Furthermore, all Assignment results will be displayed to students in Grades.

There are four different online submission types available to students completing Canvas Assignments:

1. Text entry
 2. Website URL
 3. Media Recording
 4. File Upload
-

(c) Creating Assignments

Assignment shells are placeholders for Assignments, created as a kind of empty draft before you are ready to add all the details to an assignment. They can be created in the Assignments index page (found on your Course Navigation menu).

i) Creating an Assignment shell

To create an Assignment shell:

1. Select **Assignments** from your Course Navigation menu.
2. Click the **+Assignment** button.
3. Enter the **Assignment name**.
4. Enter the number of points for the assignment in the **Points** field.
5. Scroll down and select/ manually enter the **Due date**.
6. If for any reason you want to publish your assignment shell, click **Save & Publish**.
7. To leave the shell in draft form to later edit, click **Save**.

ii) Creating a basic Canvas assignment

To create a basic assignment (such as a formative essay, listening/reading activity, or discussion):

1. Select **Assignments** from the Course Navigation menu.
2. Click the **+Assignment** button.
3. Type the name of your assignment in the **Assignment name** field. **Note:** If you created your assignment as an assignment shell, this field will be populated for you, but you can change it if necessary.
4. Enter a description of the assignment. This can be text instructions on what to do, a video or audio brief, links to an external site or an uploaded/embedded PDF, to name some examples.
5. Enter the total of Points available for this assignment in the **Points** field.
6. Choose how you want grades to appear by selecting one of the options available in the **Display grade as** drop down menu (if you choose to display a **Letter grade** or **Percentage**, the point value of a student's mark will be automatically converted and shown as, in this case, a letter or percentage).
7. Select a **Submission type**, this will depend on the assignment being set.
8. Set a **Due** date and **Available from** and **Until** dates.
9. If complete click **Save & Publish**, if in draft, click **Save** (you can come back to complete and publish at a later date).
10. Use the [Rich Content Editor](#) to add images, text, links, equations, or insert media to your assignment.

[Read more in our Canvas@Oxford guides: Creating Assignments](#)

(d) Understanding Sections and Groups

i) Canvas Sections

Canvas Sections are used to segment a class list for administrative purposes. Course sections help subdivide students within a course and offer section-specific options such as varied due

dates for Assignments, Discussions and Quizzes. Sections may even be created for students who may need extra time in a course.

Normally all users in a Canvas course are enrolled into a default Section which has the same title as the course name. This section can be seen by course teachers via **Settings** on the left-hand course navigation menu, within which you will find a tab labelled **Sections**. Additional sections can be created manually using the **+Section** button.

ii) Creating a Section

To create a section:

1. Select **Settings** from your Course Navigation menu.
2. Select the **Sections** tab.
3. Click the **+Section** button.

Once a new section has been created, you can manage the enrollment of students into it via the People tab in your Course Navigation Menu. To do this, click the options icon at the end of the row for a particular student shown within the **People**, then click **Edit sections**.

Note: It is possible to enroll students into multiple sections.

- **Section Permissions:** It's possible to restrict teachers or teaching assistants to particular sections. To do this, enter the **People** tab from your Course Navigation Menu, click the username of the person in question, and select the option to **Limit this user to see only fellow section users**.

Note:

- Restricting teaching assistants' permissions in this way can be useful in scenarios where they lead groups of students (all enrolled within a single Canvas course) and need to review only their allocated students' assignments in Speedgrader.
- Using sections in this way is also advantageous when using the Canvas Teacher app to provide assignment feedback since allocation into sections helps to control the amount of data loaded into the app.

[Read more in our Canvas@Oxford guides: Understanding Sections](#)

iii) Canvas Groups

In Canvas, Groups are like a smaller version of your course and are used as a collaborative tool for students. They are self-contained spaces within a course that have many features of the course itself, such as Announcements, Pages and Discussions.

The difference between a Group and a course is that all members within a Group (including students) have almost full control of these features, meaning that students can utilise a range of functions including adding Announcements, creating Discussions and creating files.

Note:

- Although Groups exist as a collaborative student-owned space, tutors may still set expectations and codes of behaviour to manage their use.
- Groups are created within a Group Set. For example, a teacher may create a Group Set named 'Canvas@Oxford', which holds a number of Groups (Canvas 1, Canvas 2...).
- Teachers can create as many Group Sets as they want and each Group Set can contain any number of Groups.
- To create a Group, a Group Set must already exist.
- Students can be part of multiple Group Sets but can belong to only one Group within a Group Set.
- Students can create their own Groups in order to work collaboratively on tasks.

iv) Creating a Group

Groups are created through the People tab within any course.

To create a group, from the **People** tab:

1. Select the **Groups** tab at the top of the screen, then select the **+ Group set** button.
2. Type your **Group set name** in the field provided.
3. You can then decide whether you want the group to be open to all students or be an invitation-only subset, and whether you want to manually split students into groups or not.

[Read more in our Canvas@Oxford guides: Understanding Groups](#)

(e) Creating Assignment Groups

Assignment Groups are used to help organise assessments in Canvas. To begin, the teacher first creates a group in the **People** tab and then connects that group to an existing assignment in the **Assignments** tab.

To create an Assignment Group:

1. Click on **Assignments** in the Course Navigation Menu.
 2. Add an Assignment Group by clicking the **Add assignment group** button.
 3. Type the Assignment Group name in the **Group name** field.
 4. Click **Save** to finish.
-

(f) Canvas Quizzes

Quizzes are a type of Assignment in Canvas. They can be used to challenge student comprehension of course material. The quiz tool can be used to create both graded and ungraded online quizzes and surveys.

There are four types of Quizzes in Canvas:

1. **Graded quizzes:** the most commonly used type of quiz, Canvas automatically creates a column in the Gradebook for any Graded Quizzes you create.
2. **Ungraded quizzes**
3. **Graded surveys:** a Graded Survey gives students points for completing the survey, but does not allow the survey to be graded for right or wrong answers. Graded Surveys have the option to be anonymous.
4. **Ungraded surveys:** an Ungraded Survey allows you to get opinions or other information from your students without administering a grade. Ungraded Surveys also have the option to be anonymous and are therefore useful when acquiring student feedback.

i) Creating a Canvas Quiz

To create a Canvas Quiz:

1. Select **Quizzes** from your Course Navigation Menu.
2. Click the blue **Add quiz** button.
3. Enter a quiz name in the **Details** tab.
4. Place any necessary directions for students in the Rich Content Editor.
5. Now choose the **Quiz type** and **Assignment group** before confirming the finer details of your quiz.
6. You will now have a range of **Options** to choose from, determining a number of things including **Time limit** and whether you want to **Allow multiple attempts**.

Now, you'll add questions to your Quiz.

7. Click the **Questions** tab at the top of your page.
8. Click the **+New question** button.
9. Add a question name in the **Question** text field.

Note: Quiz questions are not automatically numbered, therefore using custom names may help you identify quiz questions more easily. Regardless of the question name, students always see quiz questions in the chronological order they were created, therefore using a numerical sequence (i.e. Question 1, Question 2) may help you organise them more efficiently.

10. Now choose the type of quiz question you want to create from the drop-down menu beside your question name.

There are 11 options:

- Multiple Choice
- True/False
- Fill-in-the-Blank
- Fill-in-Multiple-Blanks
- Multiple Answers
- Multiple Drop-down
- Matching
- Numerical Answer
- Formula
- Essay

- File Upload

11. Build your question using the Rich Content Editor and **Answers** spaces provided.
12. Click **Save** or **Save & Publish**.
13. Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

[*Read more in our Canvas@Oxford guides: Building a Quiz*](#)

(g) Speedgrader

Speedgrader is a Canvas tool that allows you to grade and give feedback on students' submitted assignments. Canvas uses a technology called "Crocodoc" to support this tool. This technology allows teachers and peer reviewers to create annotations when viewing online submitted assignments.

In Speedgrader, you can:

- View submissions
- Download the original files
- Grade the student's submission
- Add a grading comment
- Annotate the document (comment, draw, strikeout, highlight and add text) using the Crocodoc tool.

Note: Crocodoc supports .doc/.docx, .ppt/.pptx, and .pdf file formats (.xls/.xlsx is available only in beta).

i) Marking Assignments using Speedgrader

To view and mark a submission:

1. Navigate to your course from the Dashboard.
2. Click **Assignments** in the Course Navigation Menu.
3. Click on the Assignment you would like to mark.
4. Click on the **SpeedGrader** button to open.

5. Select the student's name from the menu at the top of the screen.
6. Enter mark.
7. Add a **Comment**.
8. Use the Crocodoc tools to add annotations.
9. Click the **Submit comment** button to save the page.

[*Read more in our Canvas@Oxford guides: Understanding the Gradebook and using Speedgrader*](#)

Communicating with Canvas

(a) Canvas Announcements

Announcements allow you to communicate with students about course activities and post course-related alerts. It is a student engagement tool, designed to broadcast information out to all members of a course, or to all members of sections within a course. Announcements are a great way of making students aware of important news, such as a venue change for a lecture or seminar, or nudging important actions such as bringing a specific material to a session.

When made, Announcements are flagged in three places:

1. On the Module tile on your Dashboard
2. At the top of the Modules page (if this setting has been chosen within Course Settings)
3. In Announcements on your Course Navigation Menu

i) Posting an Announcement

To post an Announcement:

1. Click **Announcements** in the Course Navigation Menu.
2. Click the **+Announcement** button.
3. Type a title for the announcement in the **Topic title** field, then add your content in the Rich Content Editor. You can add links, files, and images to the announcement using the content selector.
4. In the **Post to** section you can define the areas that receive this announcement. By default, Canvas will send your announcement to all sections within your course. To

select specific sections for your announcement, click the **Post to** drop-down menu and select sections from the list provided.

5. You may now add an attachment, and, under **Options**, choose to **Delay posting**, **Allow users to comment**, **Enable podcast feed** and **Allow 'liking'**.
6. Click **Save**.
7. Your post will then immediately appear on the **Dashboard**, in **Announcements** and (if settings allow) at the **top of the Modules page**. Your profile picture will appear beside the announcement.
8. If you choose to delay the posting of your announcement, it will be broadcast on the selected date and time.

(b) Discussions

Canvas provides an integrated system for class discussions, allowing both academics and students to start and contribute to as many discussion topics as desired. Discussions is a tool for interactive communication.

Discussions can be created as an assignment, or simply serve as a forum for topical and current events. Furthermore, topics can be a focused or threaded. Focused discussions are relatively short-lived interactions, while threaded discussions allow replies within replies and may last for a longer period of time. Focused discussions only allow for two levels of nesting, the original post and subsequent replies.

Note: The Discussions Index Page is organised into three main areas: **Pinned discussions** (which will stay at the top of the list), **Discussions**, and prior discussions that are **Closed for comments**.

i) Creating a Discussion

To create a Discussion:

1. Click **Discussions** from the Course Navigation Menu.
2. Click the **+Discussion** button.

3. Type a title for the discussion in the **Topic title** field, then add your content in the Rich Content Editor. You can add links, files, and images to the announcement using the content selector.
4. If you want to create a section-specific discussion that is not graded, select one or multiple sections in the **Post to** drop-down menu. Graded section-specific discussions must be created as part of the **Graded** option in the next section.
5. Using Options, choose to **Allow threaded replies**, ensure that **Users must post before seeing replies**, **Enable podcast feed**, **Allow liking** or **Add to student to-do**. Student to-do items display in the course Calendar, in the student-specific List View Dashboard, and in the global and course homepage to-do lists. **Note:** Graded discussions automatically display in a student's to-do list.
6. To make the discussion a group discussion, click the **This is a Group Discussion** checkbox.
7. To make your discussion available on a specific date or during a specific date range, enter the dates in the **Available from** and **Until** fields, or click the calendar icon to select dates. Before the **Available from** date, students will only be able to view the discussion title. After the **Until** date, students can view the discussion topic and all responses but cannot add or edit any responses.
8. If you are ready to publish your discussion, click the **Save & publish** button.
9. If you want to create a draft of your discussion and publish it later, click the **Save** button. **Note:** When your discussion is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button.

[Read more in our Canvas @Oxford guides: Announcements and Discussions](#)

(c) Conferences

The Conferences tool in Canvas allows academics and students to communicate in real-time using video (via webcam), audio (via USB headset) and text (via the *Chat* pod). Conferences can be used for virtual lectures, office hours and student groups. They can accommodate for as many users as is needed, though the recommended guideline is 50. Conferences are hosted via BigBlueButton, a conferencing LTI that integrates with Canvas.

i) Setting up a Conference

To set up a Conference:

1. Select **Conferences** from your Course Navigation Menu.
2. Click the **+Conference** button.
3. Write a **Name** for your conference in the field provided. The **Type** will always be **BigBlueButton**.
4. Determine the **Duration**.
5. You then have options to **Enable recording** or select **No time limit**.
6. Enter a **Description** and then choose to **Invite all course members** or uncheck this box to select the specific members you wish to invite.
7. When complete, click the **Update** button.
8. Your conference can be found under **New conferences**, on the **Conferences** page. Select the **Start** button to begin your conference.
9. When complete, your conference will move to the **Concluded conferences** section of the **Conferences** page.

Note:

- It is recommended that a headset with a microphone is used when partaking in a conference to help establish a better audio quality. To ensure your audio is working correctly, complete the private audio echo test before joining.
 - Students that are required to join a conference will receive a notification on their Dashboard, they can also join a conference via the **Conferences** tab from the Course Navigation Menu.
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