

Canvas Training

Course Setup

- You will receive the generic WPE course with the following items:
 - Home page
 - 1 module setup for content
 - 1 module for skill development
 - 1 module “Getting Started”
 - *previous course content can be added – request from Tina Davis, tdavis@ocean.edu
- Each time the course runs, you will need to set up your:
 - Simple Syllabus
 - Welcome announcement
 - Any assignments with due dates

Assignment Creation and Grading

It’s a good idea to create assignments in Canvas so there is a record of grades. Students do not have to use Canvas for you to create an assignment and record grades.

Select “Assignments” from the Left Navigation

1. Select “+ Assignment” from the top right.
2. When the window opens, type a name for your assignment in the top box.
3. In the box, you can add directions for students on how to complete the assignment. If the assignment is strictly for record keeping – skip this step.
4. You can give your assignment points, or leave it 0.
5. If you have assignment groups, you can change the group, otherwise leave it on “Assignments”
6. For the display, you can have the grade show as points, percentage, or complete/incomplete in the grade book.
7. For submission type, select no submission (record keeping), online, on paper, or external tool. You can then choose specific file types if “Online” is selected.
8. You can edit the number of attempts, make it a group assignment, or require peer reviews.
9. You can create an assignment for 1 person, or a select group (for make-up work)
10. Add due dates. The availability setting lets an assignment be available for a range of dates, but due on 1 date.

Be sure to “Save and Publish”.

Grading an Assignment

- To grade an assignment, select it from the “Assignments” tab.
- From the top right, select “SpeedGrader”.
- The student submission opens and you can grade their work. If you have a rubric attached (recommended for written assignments), you can use the rubric to evaluate.
- You can also add a grade, comments, or attachments. You may also record an audio response.
- You can navigate between students from the top menu bar.

test
Due: No Due Date - CEHS188

0/1 Graded 1/1

← Test Student →

Paper View

Submitted: Apr 15 at 11:13am

Word Count: 140 words

Submitted Files: (click to load)

Assessment
Grade (/ 0)

Assignment Comments

Add a Comment

Submit

Download Submission Comments

This is my essay on climate change.

Climate change is a global issue that poses significant threats to the environment, economy, and human well-being. The increase in greenhouse gas emissions, primarily from human activities such as burning fossil fuels and deforestation, has led to rising temperatures, melting ice caps, more frequent extreme weather events, and disruptions to ecosystems. These impacts not only endanger wildlife and natural habitats but also exacerbate social and economic inequalities, disproportionately affecting marginalized communities. Addressing climate change requires urgent action at local, national, and international levels through mitigation efforts to reduce emissions and adaptation strategies to cope with the inevitable changes. By transitioning to renewable energy sources, implementing sustainable land-use practices, and fostering international cooperation, we can mitigate the worst effects of climate change and build a more resilient and sustainable future for generations to come.

Communication

There are several ways to communicate with students.

1. Announcements.
 - a. To create an announcement, select “Announcements” from the left navigation. Select “+Announcement”.
 - b. Give your announcement a title.
 - c. Type your message in the box.
 - d. You can add a file if necessary.
 - e. You can choose to delay the posting, allow users to comment or like, and enable podcast feed (allow users to access through external tool [not recommended])
2. Discussions.
3. Webex meetings. You can hold a class session or office hours in Webex.
 - a. To set up a Webex meeting, select “Cisco Webex” from the left navigation.
 - b. Select “New Meeting”
 - c. Name your meeting.
 - d. Select the date and duration. You can select a 1 time meeting or a recurring meeting.
 - e. You can even record your meeting so students who are unable to attend can watch later.
 - f. Select “Create Meeting”
4. Canvas inbox.
 - a. From the blue navigation pane on the left, select the icon .
 - b. You can email students from any of your courses as a group or individually.
 - c. From the top, select the “All Courses” drop-down to select your course.
 - d. To compose the email, select the icon from the top bar:

All Courses

Inbox

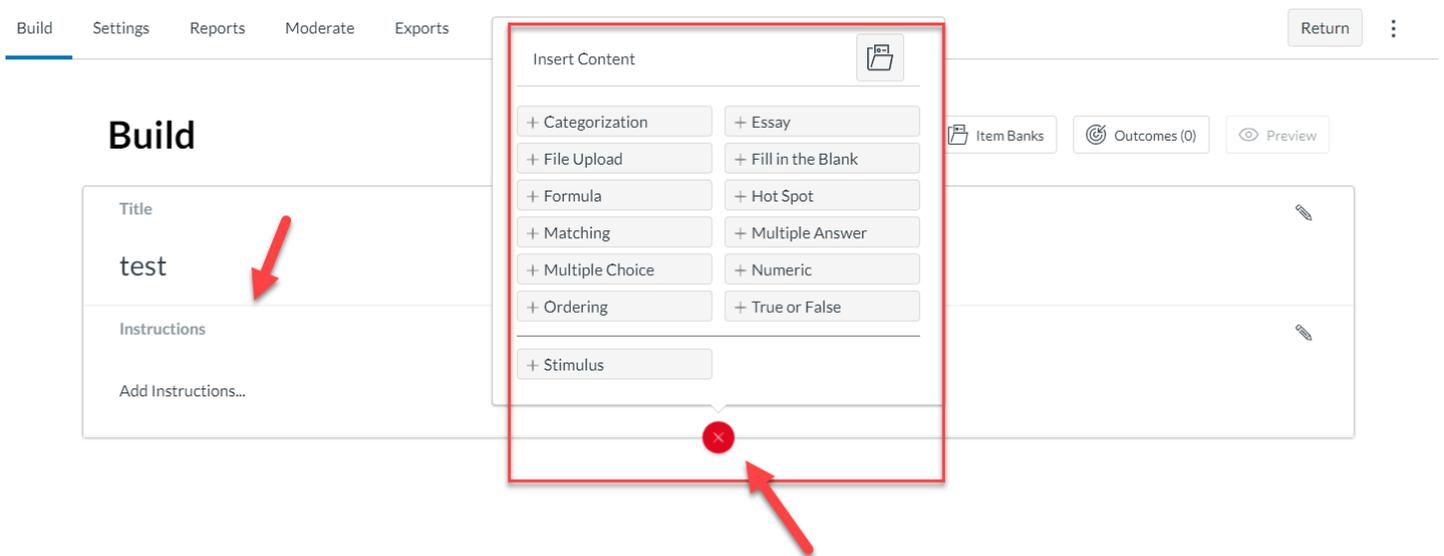
Q Search...

Compose

Assessments and Quizzes

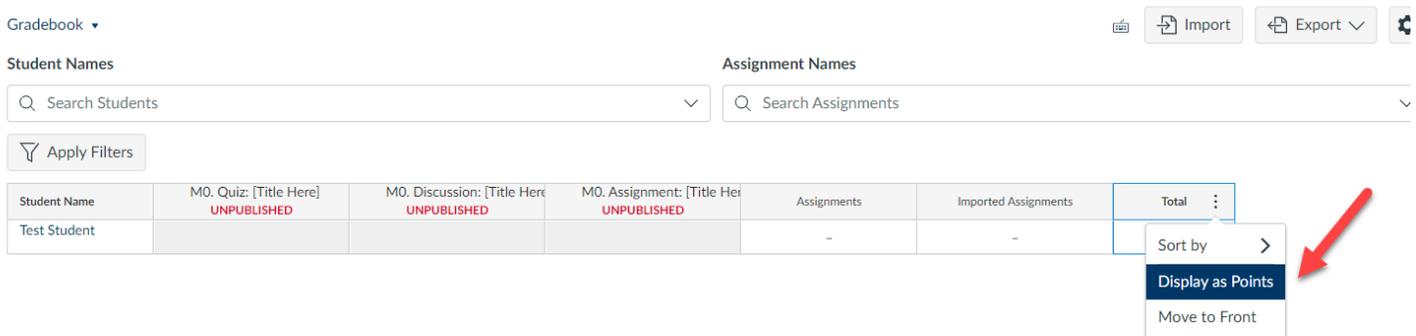
You can set up a quiz or test in Canvas. Canvas offers a wide variety of question types and has settings to make testing secure and easy to launch.

- To set up a quiz, go to “Quizzes” from the left navigation.
- On the page “Choose a Quiz Engine” select “New Quizzes”. Classic quizzes will be ending, and you don’t want your quizzes to be lost. Select “Submit” to make your choice.
- Give your quiz a name.
- Assign points, assignment group, and display just like the assignment settings. The submission type for this defaults to “External Tool”.
- Set up the due dates and availability just like for an assignment.
- Select “Build” to make the quiz.
- Add instructions for the students on how to complete the quiz.
- Select the blue “+” sign to choose the type of question you want to add.
- The question “Stem” is the actual question. You can choose settings to change the number of points, comments for incorrect or correct answers, as well as add questions to a question bank.



Gradebook

- To view your gradebook, select “Grades” from the left navigation bar.
- You will see the list of your students, the assignments, and their grades.
- You can adjust the display to show points.
- You can also arrange the assignments by name, due date, module or point value.



Gradebook Settings

Late Policies Grade Posting Policy View Options

Arrange By

Default Order

Show

Notes

Unpublished Assignments

Hide Assignment Group Totals

Hide Total Column

Status Color

Late	
Missing	
Resubmitted	
Dropped	
Excused	

Cancel Apply Settings

Accessibility and Universal Design

Accessible Content Format:

- Provide content in multiple formats such as text, audio, and video to accommodate different abilities. All videos that I make are given CC directly into YouTube.
- Use clear and concise language with proper formatting (headings, lists, etc.) to improve readability and navigation.
- Documents such as PDFs, PPTs or Word Docs are checked for Accessibility using the checker in the program.

Alternative Text (Alt Text):

- Provide descriptive alternative text for all non-text content such as images, charts, and graphs to convey their content and function to users who cannot see them.

Descriptive Links:

- Ensure that hyperlinks have descriptive anchor text that clearly indicates the destination of the link.

- Avoid using generic phrases like "click here" or "read more." I write "select" instead of "click here"

Color Contrast:

- Use sufficient color contrast between text and background to ensure readability for users with low vision or color blindness. I run questionable colors through a color contrast analyzer.
- Avoid relying solely on color or underlining to convey information.

Responsive Design:

- Test for usability and accessibility across various devices, including desktops, laptops, tablets, and smartphones – can be checked with DevTools.