

# Setting Up Your Canvas Course

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# Outline

Canvas syllabus

Course Home Page / selection and design

Course navigation

Select a grade posting policy

Modules and prerequisites / requirements

Assignments

Grades

Communicating

Student view

Publish your course

# Canvas Syllabus

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The "Syllabus" page is where students look for course policies and important due dates

This page, once published, can be viewed by anyone with a Caltech Canvas account if they have the URL - an excellent way to share your course syllabus with students considering your course or with colleagues.

Do not post files to this page that you do not want made available to people NOT enrolled in your course (answer keys, problems, sets, etc.)

# Creating Pages

In addition to the Syllabus, you can create a page to say anything you want: a Welcome message, content you want students to read through, a schedule of lecture / homework / exams, etc.

Steps:

1. Click "Pages" in the left-hand navigation. This will take you to the "Front Page".
2. At the top of the page, click "View All Pages". This will give you a list of every page in your Canvas course, including when they were last edited.
3. To Create a new page, click +Page in the upper-right-hand corner.
4. Remember to "Save & Publish" when you are done editing your new page.

Home

Modules

Announcements

Discussions 

People 

Assignments 


Grades 

Pages 

Files 

Syllabus 

Outcomes 

Rubrics 

Quizzes 

Collaborations 

Settings

View All Pages



+ Page

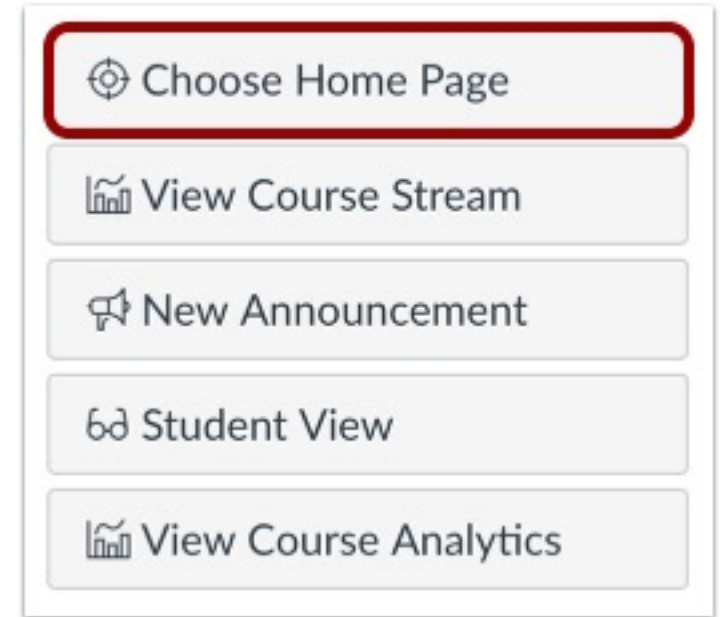
# Course Home Page / Selection and Design

This is the page that students will land on when they enter your course.

At the beginning of the course, you may want this to be a Welcome message page, syllabus page, or the course modules (course modules is the default now).

After the course is under way, it is best to [change the course home page](#) to a page that students need to visit the most (likely your modules page).

To set a new Home Page, open your course and click "Choose Home Page" in the right-hand navigation.



# Course navigation

Each Canvas course has a left-hand navigation that you can customize.

Control which links appear in your course navigation, removing ones students won't need and adding those they will. To change, choose "Settings", then click the "Navigation" tab:

Drag



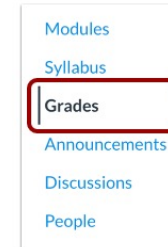
A vertical sidebar navigation menu. The top section is orange with the Caltech logo. Below it are icons for Account, Admin, and Dashboard. The 'Courses' section is highlighted in white. Below that are icons for Calendar, Inbox, History, Commons, Studio, and Help. To the right of the sidebar is a list of course navigation items: Home, Syllabus, Modules, Announcements, Discussions, Resources for Students, NameCoach, People, Assignments, Grades, Quizzes, Rubrics, Pages, Collaborations, Files, Outcomes, and Settings. A red arrow points from the 'Navigation' tab in the previous image to the 'Settings' link. A red oval highlights the links from 'People' to 'Settings', with the text 'Not visible to students' to its right.

# Select a Grade Posting Policy

The grade posting policy determines when students can see grades you enter in the course. You can choose a posting policy for the [entire course](#) or for [individual assignments](#). If you select:

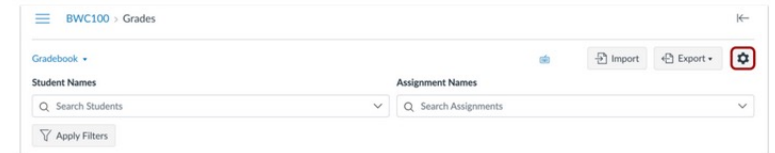
- A **manual posting policy** (recommended), assignment grades remain hidden from student view by default until you post grades for the assignment.
- An **automatic posting policy**, students can see assignment grades as soon as they are entered in the gradebook.

## Open Grades



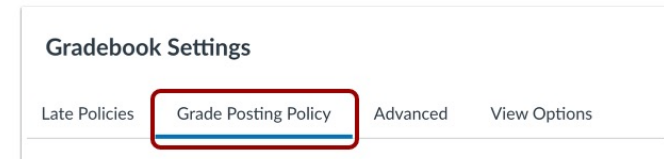
In Course Navigation, click the **Grades** link.

## Open Gradebook Settings



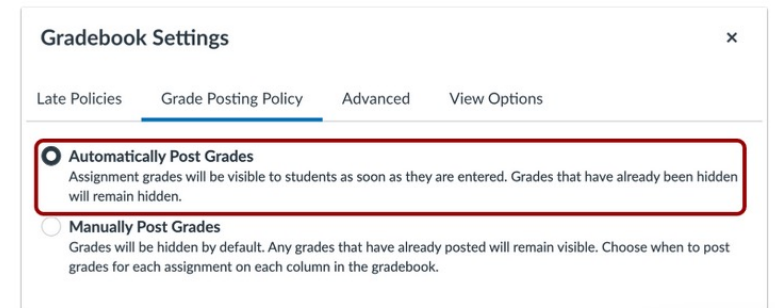
Click the **Settings** icon.

## View Grade Posting Policy



Click the **Grade Posting Policy** tab.

## Post Grades Automatically

























# Modules and Prerequisites / Requirements

Decide how you will organize content. We recommend using clearly-titled modules, so it is clear to students where to find important information.

Start with a “Welcome – Start Here” module

Organize other content by week, unit, or type

▼ Week 1	
Week 1 (Aug. 22 - 28) - Intro to Course and Kinetics	
 Week 1 Module Objectives	
 Week 1 Due Dates and Assignments	
 Crystal Violet Reaction	
 Crystal Violet Reaction Video Quiz 0 pts	

▼ Welcome Module		Complete All Items
Welcome - START HERE!		
 Welcome to Chem 105b!		
 Syllabus		
 Syllabus and Course Policy Quiz 0 pts Score at least 12.0	<input type="radio"/>	
 Assessment Survey 23 pts		
 Getting to Know You Survey 146 pts		
 Chem 105a Review Videos		
 Periodic Table		



# Modules and Prerequisites / Requirements

You can restrict how students move through these modules.

Do you want students to complete a quiz after they read an assignment?

Do you want students to submit an assignment before they can unlock the next unit?

Consider setting module requirements or prerequisites:

1. Click the module three-dot menu and choose "Edit"
2. Select prerequisites (what students must do before the module to unlock it) or requirements (what students must do to move on).

Edit Module Settings

Module Name

Welcome Module

Lock until

Prerequisites

+ Add prerequisite

Requirements

Students must complete all of these requirements

Students must move through requirements in sequential order

Students must complete one of these requirements

Syllabus and Course Poli | score at least | 12.0 / 0

+ Add requirement

Cancel Update Module

# A Note About Course Content

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FERPA is a law that protects student privacy.

You are not allowed to post any material in your Canvas course that contains names and / or images of students who are not enrolled in the course (such as videos you or someone else recorded during the pandemic that students appear in).

# Assignments

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Assignments can be built and graded in Canvas or can be linked to external tools like Gradescope.

Quizzes can be created in Canvas that can be automatically graded (great for pre-class knowledge checks), manually graded (like homework assignments), or a mixture of both.

Larger projects can also be graded using complex matrix-like rubrics simply and quickly in Canvas Speedgrader.

Gradescope is an excellent tool for grading exams and problem sets.

Consider creating "Assignment Groups" to weight scores and / or drop scores automatically.

# Weighting Grades

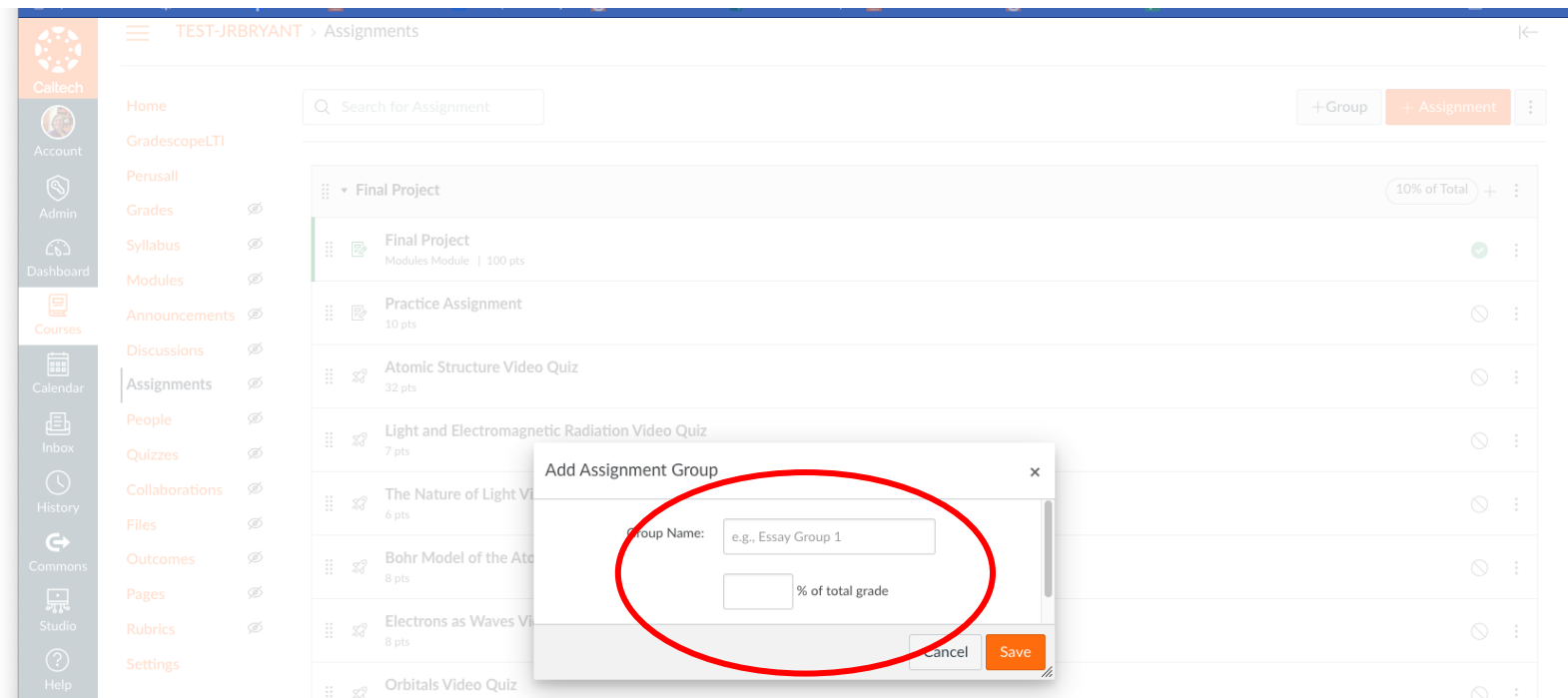
In "Assignments", create an "Assignment Group".

The screenshot displays the Canvas LMS interface for a course titled "TEST-JRBRYANT" in the "Assignments" section. On the left, a sidebar contains navigation icons for Caltech, Account, Admin, Dashboard, Courses, and Calendar. The main navigation menu includes Home, GradescopeLTI, Perusall, Grades, Syllabus, Modules, Announcements, Discussions, and Assignments. The main content area features a search bar labeled "Search for Assignment" and a list of assignments. A red circle highlights the "+Group" button in the top right corner of the assignment list. The list includes a "Final Project" group (10% of Total) containing "Final Project" (100 pts), "Practice Assignment" (10 pts), and "Atomic Structure Video Quiz" (32 pts).

Assignment Group	Weight	Status
Final Project	10% of Total	Active
Final Project	100 pts	Completed
Practice Assignment	10 pts	Not Completed
Atomic Structure Video Quiz	32 pts	Not Completed

# Weighting Grades

Name your group and assign the course weighting as a percentage. Already existing assignments can be dragged or moved to this new category.



The screenshot displays a course management interface for 'TEST-JRBRYANT > Assignments'. A modal dialog titled 'Add Assignment Group' is open, featuring a red circle around the input fields. The 'Group Name' field contains the text 'e.g., Essay Group 1', and the percentage field is empty, followed by the label '% of total grade'. The background interface shows a list of assignments under a 'Final Project' group, which is currently set to '10% of Total'. The left sidebar contains navigation options such as Home, GradescopeLTI, Perusall, Grades, Syllabus, Modules, Announcements, Discussions, Assignments, People, Quizzes, Collaborations, Files, Outcomes, Pages, Rubrics, and Settings.

# Dropping Scores

To drop scores, choose "edit" in the assignment group

The screenshot displays a list of quizzes under the heading "Module 1 Quizzes". The quizzes listed are:

- Atomic Structure Video Quiz (32 pts)
- Light and Electromagnetic Radiation Video Quiz (7 pts)
- The Nature of Light Video Quiz (6 pts)
- Bohr Model of the Atom Video Quiz (8 pts)

An "edit" dialog box is open over the list. The dialog box contains the following fields and options:

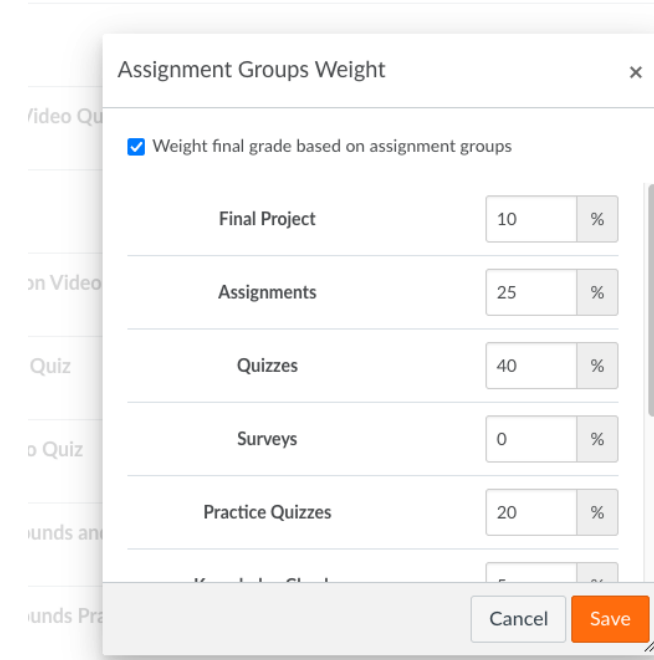
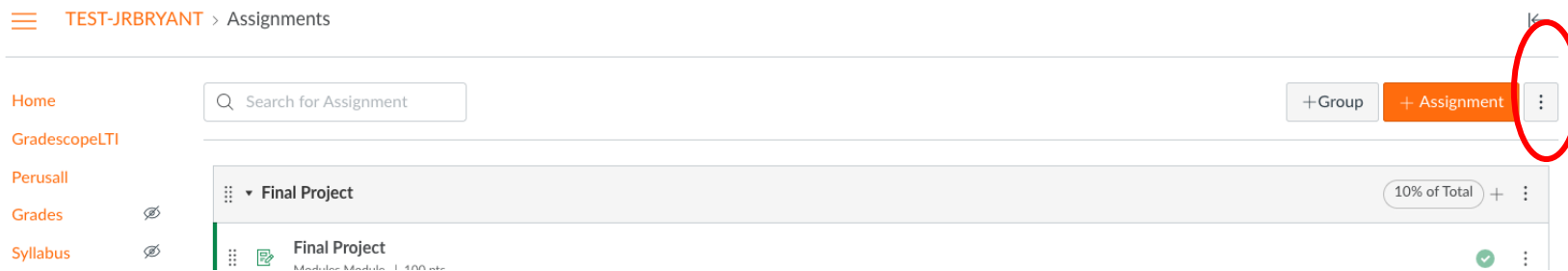
- Group Name: Module 1 Quizzes
- 5 % of total grade
- Number of scores to ignore for each student:
  - Lowest Scores: 0
  - Highest Scores: 0
- Never Drop: + Add an assignment
- Buttons: Cancel, Save

A red arrow points from the text "To drop scores, choose 'edit' in the assignment group" to the "edit" icon (three vertical dots) next to the "5% of Total" value in the quiz list.

# Repeat the Process

For each category of assignments in your course, create an assignment group and specify the percentage. Ungraded assignments (like surveys) can be assigned to a group with 0% weighting or simply marked as "ungraded" in the settings for the assignment.

To review your settings, click the three-dot menu on the "assignments" page and choose "Assignment Groups Weight". Note that Canvas allows your total to exceed 100%



# Gradebook

The Canvas Gradebook will break down overall scores by assignment group and weighted total.

Gradebook ▾



Import

Export ▾



Student Names

Assignment Names

Search Students



Search Assignments



Apply Filters

Student Name	Assignments 25% of grade	Quizzes 40% of grade	Surveys 0% of grade	Practice Quizzes 20% of grade	Knowledge Checks 5% of grade	Imported Assignments 0% of grade	Module 1 Quizzes 5% of grade	Total
Test Student	-	-	-	-	-	-	-	⚠ 92%



# Create Tracking Columns

You can use the Canvas Gradebook to track completion (rather than just scores), even for non-assignment categories. For example, let's say you want the gradebook to display whether or not a student attended an optional event:

1. Create a "no submission assignment" (Assignments → +Assignment).
2. Choose "Complete / Incomplete in "Display Grade as".
3. Select "No submission" for submission type.

The screenshot shows the Canvas Gradebook interface for an assignment named "Attended Film Screening?". The assignment is currently set to "Out of 0". A dropdown menu is open, showing options: a green checkmark, a red X, "Ungraded", and "Excused". Below the dropdown, there is a checkbox labeled "Do not count this assignment towards the final grade" which is unchecked. At the bottom, the "Submission Type" is set to "No Submission".

Assignment Name  
Attended Film Screening?

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** | T<sup>2</sup> |

Attended Film Screening?  
Out of 0

-

✓  
✗  
Ungraded  
Excused

| 0 words |

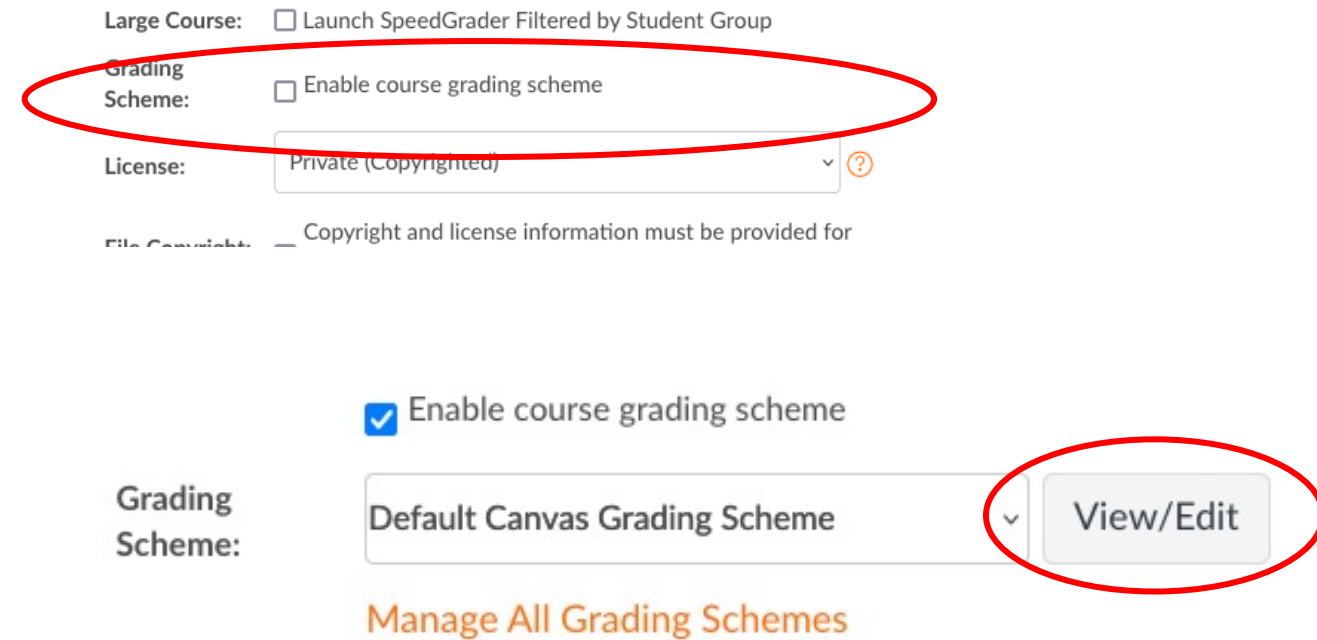
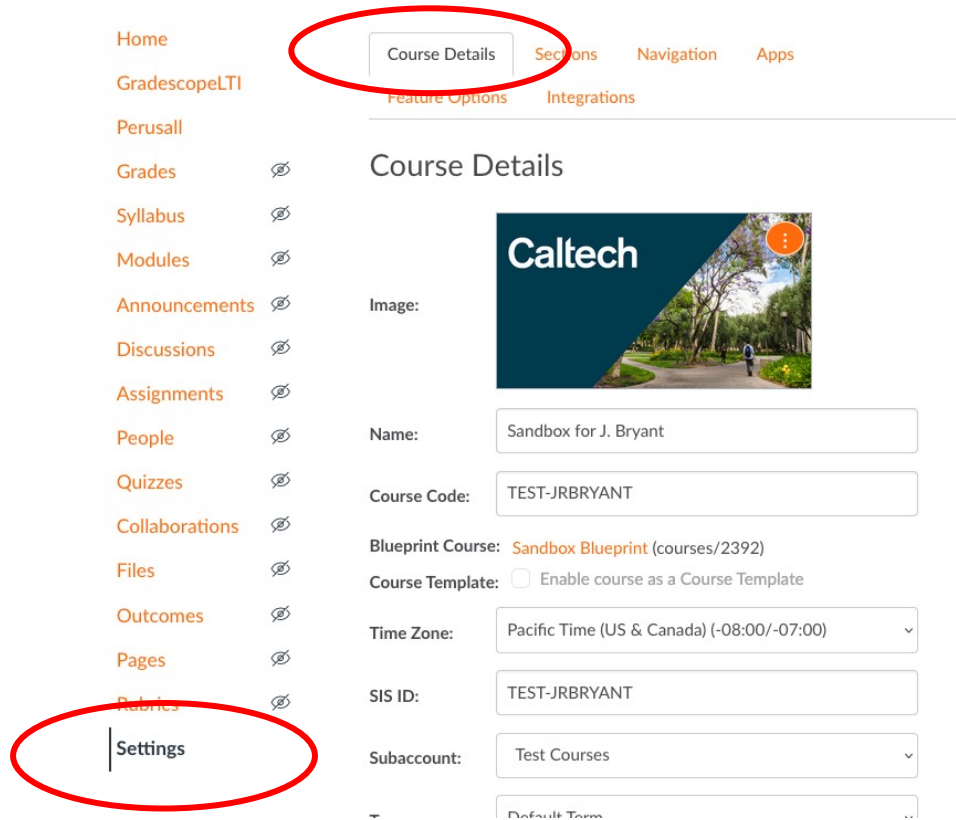
Do not count this assignment towards the final grade

Submission Type  
No Submission

# How to display course grades as letters

In "Settings" → "Course Details"

Scroll down and check the box "Enable course grading scheme"



*Be sure to click "Update Course Details" when you are done.*

# Don't forget to make grades visible to students

Go to Settings → Navigation and drag “Grades” up to the course navigation area:

Caltech  
TEST-JRBRYANT

Home  
GradescopeLTI  
Perusall  
Grades  
Syllabus  
Modules  
Announcements  
Discussions  
Assignments  
People  
Quizzes  
Collaborations  
Files  
Outcomes  
Pages  
Rubrics  
Settings

Students can't see their grades if this symbol is shown

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

Home	
GradescopeLTI	⋮
Perusall	⋮

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Grades	⋮
<i>This page can't be disabled, only hidden</i>	
New Analytics	⋮
<i>Page disabled, won't appear in navigation</i>	
Syllabus	⋮
<i>Page disabled, will redirect to course home page</i>	
Modules	⋮
<i>Page disabled, will redirect to course home page</i>	

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

Home	
GradescopeLTI	⋮
Perusall	⋮
Grades	⋮

Drag items here to hide them from students.

Disabling most pages will cause students who visit those pages to be redirected to the course home page.

New Analytics	⋮
<i>Page disabled, won't appear in navigation</i>	
Syllabus	⋮
<i>Page disabled, will redirect to course home page</i>	

# Communicating

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Canvas has multiple ways to communicate with students: announcements, discussions, inbox, chat, new analytics.

[Announcements](#) help you reach a large number of students at once

[Discussions](#) within Canvas provide an integrated system for you and your students to start and contribute to discussion topics.

[Canvas Conversations](#) uses the Inbox/Messages within the Global Navigation area to deliver and send messages in multiple formats between instructors and students – send to one or all students.

[The Chat tool](#) can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation and view all chat content.

New Analytics can be used to communicate to students who are missing an assignment, scored poorly (or well), etc.

*Be sure to tell students how you will communicate with them and what notification settings they should use.*

# Student View

When your course is ready to show to students, take a few extra minutes first to view it in Student View

☰ TEST-JRBRYANT > Modules

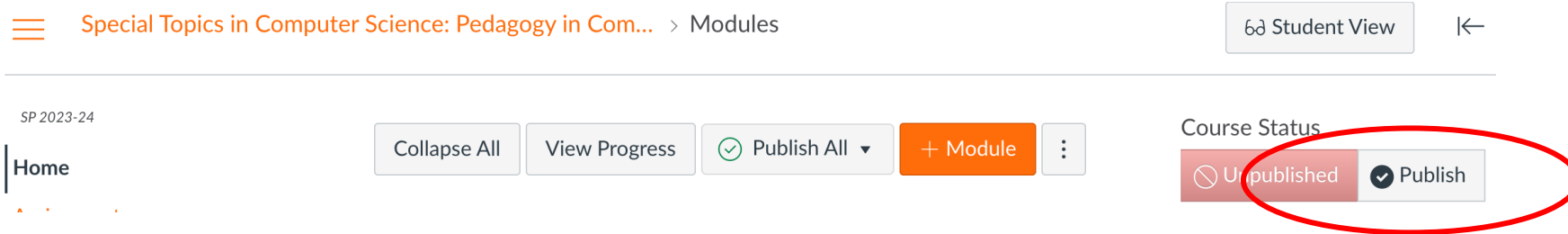
⌕ Student View ←

This can help you determine if you have forgotten to publish something, if the content and order are clear, etc.

(Your "Student View" test identity shows up in your course as "Test Student")

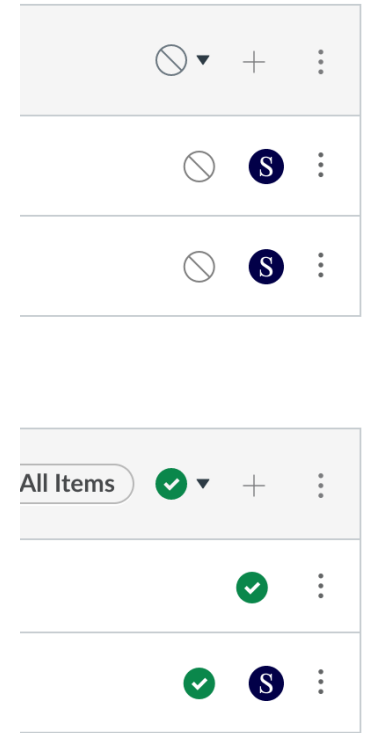
# Publish Your Course

Your students won't be able to interact with any part of your course until you publish the entire course:



Individual items in your modules AND your modules must be published, too.

If there isn't a green check by it, students can't see it!



# Resources

Resource page: [canvas.caltech.edu](https://canvas.caltech.edu)

## Demo Courses

DEMO: ACM011 (SP 2021-22)  
DEMO: Introduction to Comp...

DEMO: CS 038 | CS 138 (SP 2021-...)  
DEMO: Algorithms | Compute...

### Canvas at Caltech

Log in to Canvas

Getting Started with Canvas

Frequently Asked Questions

Canvas Resources

#### CANVAS RESOURCES

- Designing Your Canvas Course
- Recommendations
- Communicating with Students
- Importing Course Content
- Sharing Content
- Integrated Tools
- General Information
- Communications
- Settings

Canvas is the official learning management system of Caltech. Canvas simplifies course management tasks: publishing course materials, grading, communicating with students, and more. Students can use Canvas to access course content, submit assignments anytime, anywhere and collaborate with peers and instructors. Canvas is FERPA-compliant and is connected to registrar records for course enrollments.

#### Additional Resources

Get Started with Gradescope

CTLO Course Design Resources

Canvas Student Guide

March 19, 2024 1:00 pm

#### Setting Up Your Canvas Course

Questions?