

CANVAS TOP TIPS

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SUBMIT FEATURE REQUEST



If you would like to request an update, improvement or additional feature to be integrated with Canvas, then you can do so directly through your Canvas Dashboard. In the Global Navigation Panel, click the Question Mark at the bottom. Then select 'Submit Feature Request' and fill out the form. Processing times vary depending on the request.

You can also check whether an external piece of software you are using as part of your Course can be integrated with Canvas by checking the Edu App Centre: www.eduappcenter.com

AUTOMATICALLY SCHEDULE OFFICE HOURS USING APPOINTMENT GROUPS

- Click on the 'Calendar' icon in your Global Navigation Panel.
- Make sure the Calendar for the correct Course is selected from the right hand menu.
- Click the '+' icon, then select 'Appointment Group'.
- Fill in the required fields and voila!
- Your office hours/tutorials/appointments are automatically created and ready for students to book through Canvas!



ENSURE YOUR IMAGES MEET ACCESSIBILITY STANDARDS



When uploading an image you can provide 'alternative text' that describes the image, to accommodate any user with a visual impairment. That means that anyone using a screen reader with Canvas will hear your description of the image.

If the picture is not relevant to the Course material and is just for aesthetics, you can tick the 'Decorative Image' box to skip the description.

ADJUST YOUR GRADING SCHEME

Grading Schemes in Canvas are an easy way to automatically assign letter grades based on the student's percentage grade. You can edit your Grading Scheme to comply with your Course's requirements.

To access your Grading Scheme:

- Open your Course's settings.
- Then click the 'Course Details' tab.
- Tick the box entitled 'Enable Course Grading Scheme'.
- Click the 'Set Grading Scheme' link.
- At the bottom of the Grading Scheme window, click the 'Manage Grading Schemes' link.
- From there you can add, delete and edit your Grading Schemes.



DATA ANALYTICS

Do you want to check how much time students spend in your Canvas Course?

- Go to the 'People' tab in your Course Navigation Panel.
- Click on an individual's name and then click the 'Analytics' button.
- This will display the student's activity, communication, submissions and grades in handy, visual charts.

Keep an eye out for new and improved Analytics 2.0 in the coming months!

