

CANVAS TOP TIPS

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Here are a few more ideas on how to get the most out of your Canvas Course



ADD YOUR CANVAS CALENDAR TO OUTLOOK

Do you want to have all your Calendar dates in one place?

The Canvas calendar is great for automatically tracking your Assignment due dates, Quizzes and more, but Outlook is what you typically use day-to-day. That's no problem.

- Click on the Calendar icon at the left hand side. 
- Then find the 'Calendar Feed' link at the right hand side of your Calendar page and copy the entire link it provides.
- In your Outlook, open the Calendar and click the 'Folder' tab.
- Then select 'Open Calendar' and choose 'From Internet' in the drop down menu.
- Then paste in the link.
- Click 'Yes' on the dialogue box and the Canvas calendar will appear next to your Outlook Calendar.
- Under 'My Calendars' at the left hand side, you can tick the box next to the new Calendar to hide it.

CREATE A SURVEY

Do you want to gather some quick feedback from your students? You can create an ungraded survey in Canvas.

- Go to the 'Quizzes' tab and click the red '+Quiz' button to create a Quiz.
- At the Quiz type drop-down box, select 'Ungraded Survey' and populate your questions and instructions.
- Students can access the survey through the usual web app, or the iOS or Android mobile apps.

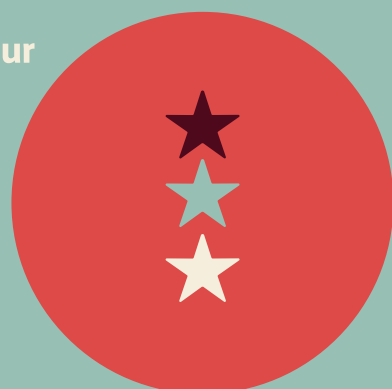


REMOVE UNWANTED COURSE CARDS

Now that you are using your Academic Shell, you may want to rid your Dashboard of clutter by removing unnecessary Course Cards.

From your Canvas Dashboard,

- Click on the Courses icon at the left hand side.
- Then click 'All Courses'.
- Click the star next to the Courses you want to keep on your Dashboard.
- When you return to your Dashboard, only the Courses you've marked with a star will remain. You can always access your full list of Courses by clicking on 'All Courses' again.



PUBLISH AT ALL THREE LEVELS

One common obstacle for anyone new to Canvas is making sure to Publish everything. You have the option to Publish content one bit at a time, but be sure your overall Course and Modules are Published. Otherwise, the Assignments, Pages and Quizzes they contain will remain invisible to students.



GIVE YOUR ASSIGNMENTS SOME WEIGHT

Many lecturers have Assignments that make up a certain percentage of their students' final grade. You can organise this in Canvas by creating Assignment Groups.

- Go to your 'Assignments' tab and click the '+Group' button at the top.
- Name your Assignment Group, for example 'Group Project', and enter the percentage it constitutes.
- Assignment Groups show up as different headers within your Assignments list.
- You can drag and drop Assignments using the gripper dots on the left side.
- You can edit Assignment Groups at any time using the ellipsis on the right side of the heading.
- Using the same menu, you can also choose to ignore a set number of low or high scores from that Assignment Group. You may want to allow your students some wiggle room by ignoring their lowest Assignment grade or challenge them by ignoring the highest. You can select important Assignments to be left out of the 'Ignore' process if you wish.

