

CANVAS TOP TIPS

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UPDATE FILES EASILY

Do you need to update your files on Canvas regularly? You can easily replace old versions of files with new ones in Canvas.

- Open the document you wish to update on your computer (or download it from Canvas by hovering over it and clicking the **ellipsis** to download)
- Make any changes or updates to the document
- Drag and drop the new file into the **Files** area of Canvas
- Canvas will prompt you to either replace the existing file or change the name
- Replace the existing file to apply the changes to your document in Canvas.

COLLABORATE IN GROUPS



Student groups can work together on Microsoft documents in Canvas simultaneously. No more emailing documents between group members!

- Start from the **Group Home Page**
- At the left hand side, find the index called **Collaborations**
- Create a new Collaboration by clicking the **+Collaborations** button
- Set the document up as **PowerPoint, Word or Excel**
- Students can edit online or in the desktop apps; all changes will be saved in Canvas.



PUBLISH YOUR FILES FOR A LIMITED TIME

When adding a file within your module structure, you can set up a publish date and time for when you want to make it accessible.

- In your **Module structure**, add a file by clicking the **+** and selecting **'File'** in the drop-down menu
- Click the **Unpublished** icon at the right-hand side to Publish it
- Click the **Publish** icon again, and select **'Restricted Access'**
- Click **'Schedule Student Availability'**
- Set the dates for which you want the file to be available.



QUIZ ANALYTICS



Capture student performance on Canvas Quizzes using Analytics.

- In your **Modules** section, click the name of the Quiz for which you want to see statistics
- Once some students have completed the Quiz, you will see a button on the top right that says **'Quiz Statistics'**
- The general statistics will show you average scores, average times, standard deviation and more
- Click **'Student Analysis'** to see how individual students performed in your Quiz.



MESSAGE STUDENTS WHO HAVEN'T SUBMITTED THEIR ASSIGNMENTS

Although students have their assignment due dates listed in Canvas, sometimes you may want to send an additional reminder to students who haven't submitted yet.

- In the **Gradebook**, hover over the Assignment name
- Click the **small arrow** icon to bring up the drop-down menu
- Click **'Message Students who...'**
- Select **'Haven't submitted yet'** from the drop-down menu and write your message
- You can also message students who haven't been graded or who scored more or less than a given score.



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