

Getting started with Canvas

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Webinar Guidelines

To keep the session more focused:

- Follow through closely what we are doing; try not to jump ahead
- Ask questions related to the sections being covered
- Post your questions on chat. But, before you post, please have a look at the Canvas FAQs, we have compiled:

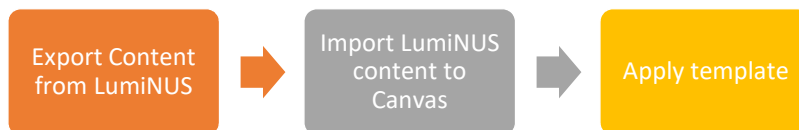
<https://wiki.nus.edu.sg/display/canvasinstructor/Common+queries>

We will assign time at the end to answer further questions

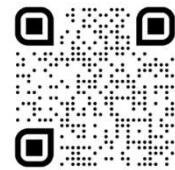
Outline

- Introduction to Canvas
- Canvas Interface
- Global vs. Course navigation
- Create a module
- Add contents to a module
 - Syllabus
 - Pages
 - Files
 - Assignments
 - Discussions
- Managing course
 - Course settings
 - Posting announcements
- Manage Users
 - Add people
 - Download course roster
 - View analytics
- Course Backup
- Copy course from previous semester

Migration



<https://wiki.nus.edu.sg/display/canvasinstructor/Content+migration>



Migrate LumiNUS to Canvas

Introduction to Canvas

Canvas Interface

The screenshot displays the Canvas LMS Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Studio, OIOC, and Help. The main content area is titled "Dashboard" and "Published Courses (15)". It features a grid of 12 course cards, each with a thumbnail image, a title, and course ID. The "To do" list on the right contains 10 items with due dates and times.

Published Courses (15)

Course ID	Course Name
CDT1006	Creating online teachin...
CDT11084	Integrating audio/vid...
CDTL-UTOP	Undergraduate Teach...
CDTL-UTOP [2202]	Undergraduates' Teac...
CDTL-UTOP1	Undergraduates Tea...
CDT'PORTFOL	Developing a Teaching Portfolio'
CDTBL2	Developing e-Learning resources L...
CDT1005	Recording Online Lectures with Pa...
CDT-PDR-JUL2023	Assessment and Feedback
CDT-PDR-JUL2023	Effective and engaged learning
CDT-PDR-JUL2023	Strategies on engaged learning
Microteaching Lesson Plan	Turn In Submission:

To do

- Grade Video submission using Panopto
CANVAS107
30 points • 30 Jul 2022 at 23:59
- Grade Studio Assignment
CANVAS107
100 points • 31 Oct 2022 at 23:59
- Grade Video Submission (using Panopto)
CANVAS107
100 points • 31 Oct 2022 at 23:59
- Grade Group project pitch
CANVAS107
100 points • 27 Jan at 23:59
- Grade Assignment 5: 2-minute video pitch
CANVAS107
100 points • 27 Jan at 23:59
- Take Quiz: Assessment and Feedback
CDT-PDR-JUL2023
10 points • 27 Jul at 9:00
- Take Survey: Effective and engaged learning
CDT-PDR-JUL2023
10 points • 27 Jul at 9:00
- Take Quiz: Strategies on engaged learning
CDT-PDR-JUL2023
5 points • 27 Jul at 9:00
- Turn In Submission: Microteaching Lesson Plan

House= Course



Canvas Interface

The screenshot displays the Canvas LMS interface for a course. On the left is a vertical sidebar with navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Commons. The main content area shows a course structure with sections like 'WELCOME' and 'Week 1', each containing items like 'Welcome to the course!', 'Meet the Instructor', 'Ask Questions Here', and 'Course Syllabus.pdf'. On the right, there are course management options such as 'Import Existing Content', 'Import from Commons', 'Choose home page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. A 'SANDBOX' watermark is visible in the bottom right corner.

Global navigation **vs.** Course navigation

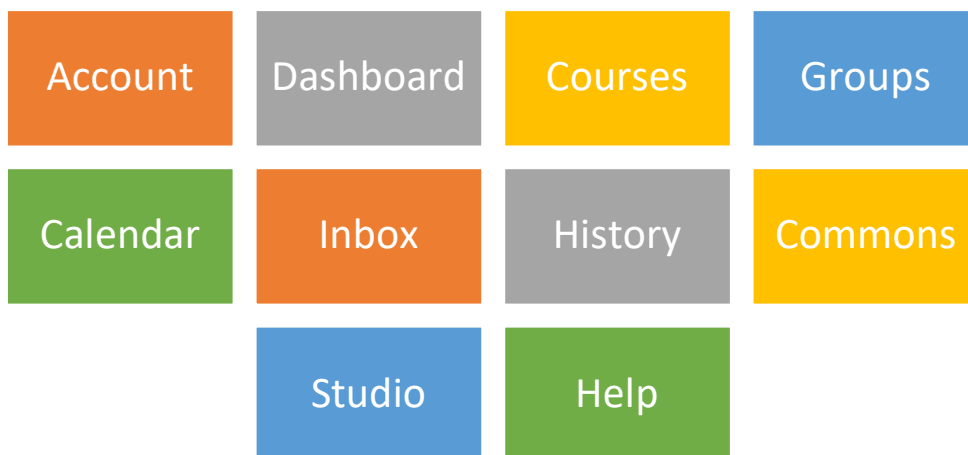
Exterior= Global Navigation



Canvas Interface

The screenshot displays the Canvas LMS interface for a course titled "CDTCLO". The interface is viewed in "Student view" within a "Sandbox" environment. The left-hand navigation menu is highlighted with a red box and includes options such as Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Studio, and DYOC. The main content area shows a course outline with sections for "WELCOME" and "Week 1". The "WELCOME" section includes items like "Welcome to the course!", "Meet the Instructor", "Ask Questions Here", and "Course Syllabus.pdf". The "Week 1" section includes "Week 1: Introduction to Design Thinking" and "Assignment 1: Exploring Design Thinking in Everyday Life". The right-hand sidebar shows "Course status" (Unpublished/Publish), "Import Existing Content", "Import from Commons", "Choose home page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". A "Coming up" section indicates "Nothing for the next week". A "SANDBOX" watermark is visible in the bottom right corner.

Global Navigation





Canvas Interface

Canvas LMS interface for course CDTCL0. The interface includes a sidebar menu, a main content area, and a right-hand navigation panel.

Sidebar Menu (Sandbox):

- Home
- Announcements
- Modules
- Files
- Assignments
- Quizzes
- Discussions
- Collaborations
- Grades
- People
- Pages
- Syllabus
- Rubrics
- New Analytics
- Outcomes
- Studio

Main Content Area:

Course status: Unpublished (Unpublished) Publish

Last export: 31 Jul at 11:34

WELCOME

- Welcome to the course!
- Meet the Instructor
- Ask Questions Here
- Course Syllabus.pdf

Week 1

- Week 1: Introduction to Design Thinking
- Assignment 1: Exploring Design Thinking in Everyday Life

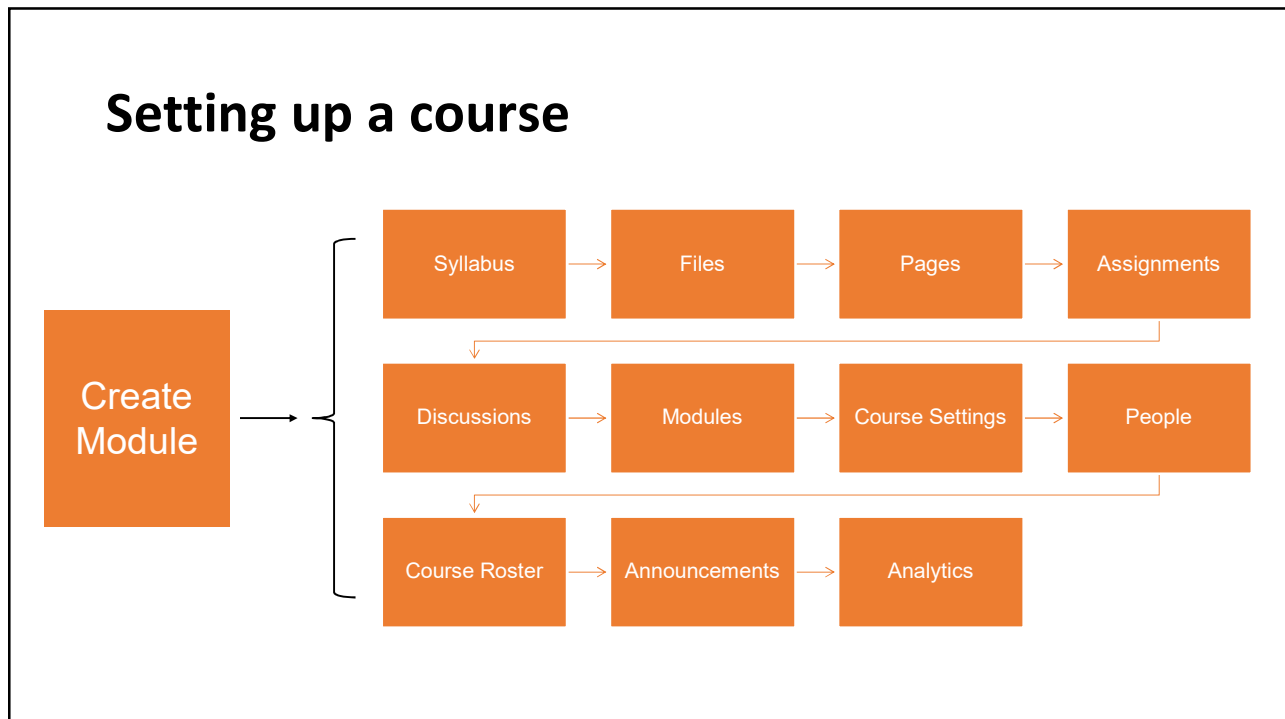
Right-hand Panel:

Course status: Unpublished (Unpublished) Publish

- Import Existing Content
- Import from Commons
- Choose home page
- View Course Stream
- New Announcement
- New Analytics
- View Course Notifications

Coming up: View calendar
Nothing for the next week.

SANDBOX



Creating a module

The screenshot displays a course management interface with two main sections: 'WELCOME' and 'Session 1 | Overview of a Teaching Portfolio'. Each section has a 'Complete all items' button with a green checkmark and a plus sign. The 'WELCOME' section contains four items: 'Welcome!' (View), 'Course outline', 'Important message', and 'Pre-Survey [must do]'. The 'Session 1' section contains five items: 'What is the purpose of a teaching portfolio?' (View), 'What is good university teaching?', 'Pause for your thoughts -1', 'How do I go about preparing and developing a teaching portfolio?', and 'Checklist for teaching portfolio'. On the right side, there is a sidebar with several options: 'Import Existing Content', 'Import from Commons', 'Choose home page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. Below these is a 'Coming up' section with a 'View calendar' link and the text 'Nothing for the next week'.

Applying a template to a module

Using a Module Template

14 results

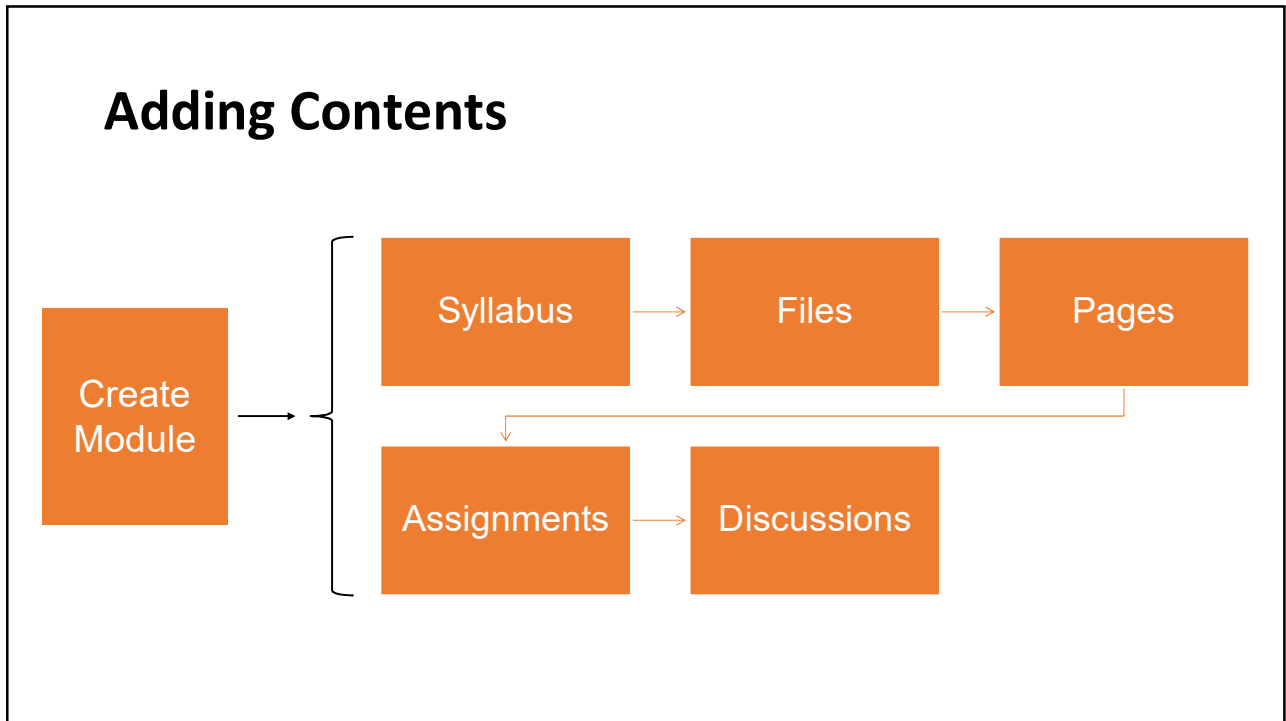
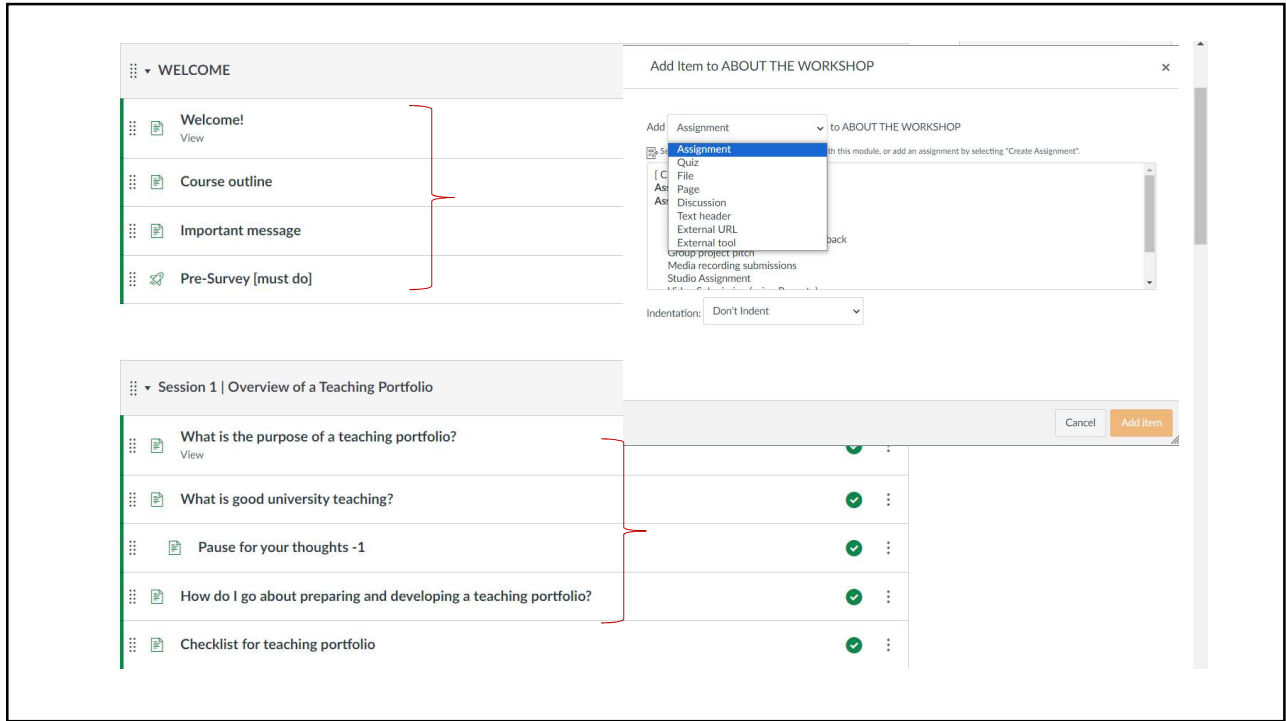
Undergraduate/Graduate X National University of Singapore (NUS) X

The screenshot displays a grid of search results for 'Using a Module Template'. The results are categorized into 'COURSE' and 'MODULE'. Each result includes a thumbnail image, a title, a description, the creator's name, and engagement metrics (downloads and stars).

Category	Title	Description	Creator	Downloads	Stars
COURSE	NUS SCALE Youth Programme (On-campus)	10 - Graduate	Lia Yixin	78	2
COURSE	NUS Template: 13-week template [Semester 2]	Undergraduate - Graduate	Kiruthika Ragupathi	371	11
COURSE	NUS Template: 13-Week template [Semester 1]	Undergraduate - Graduate	Kiruthika Devi Ragupathi	625	14
COURSE	NUS Template: Simple template [Syllabus + Files]	Undergraduate - Graduate	Kiruthika Ragupathi	112	0
COURSE	NUS Template #3: Topics template	Undergraduate - Graduate	Kiruthika Devi Ragupathi	89	3
COURSE	NUS Template #2: 6-Week Template				
MODULE	Using Zotero at NUS for reference management				
COURSE	NUS SCALE Youth Programme (Online - Some homework)				
MODULE	Linux bash bootcamp for newbies				
COURSE	a very basic template				

COMMONS

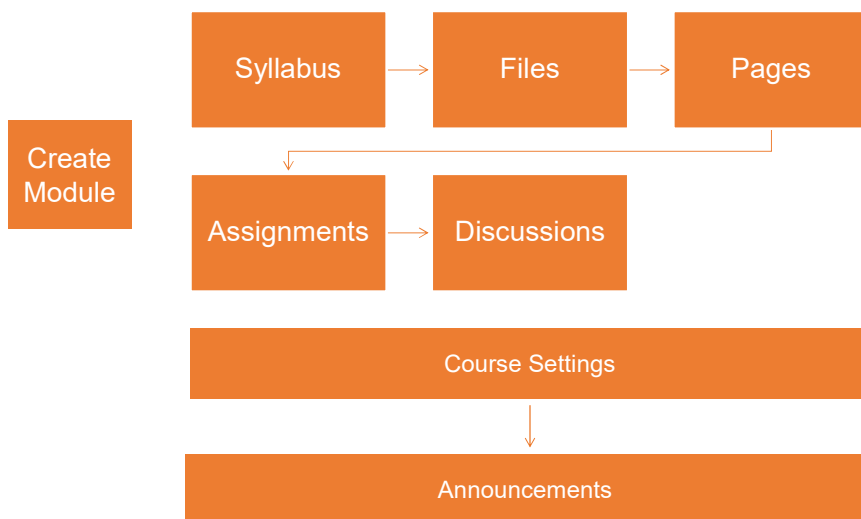
Adding contents to a module



Manage Course

Course Settings, Post announcements

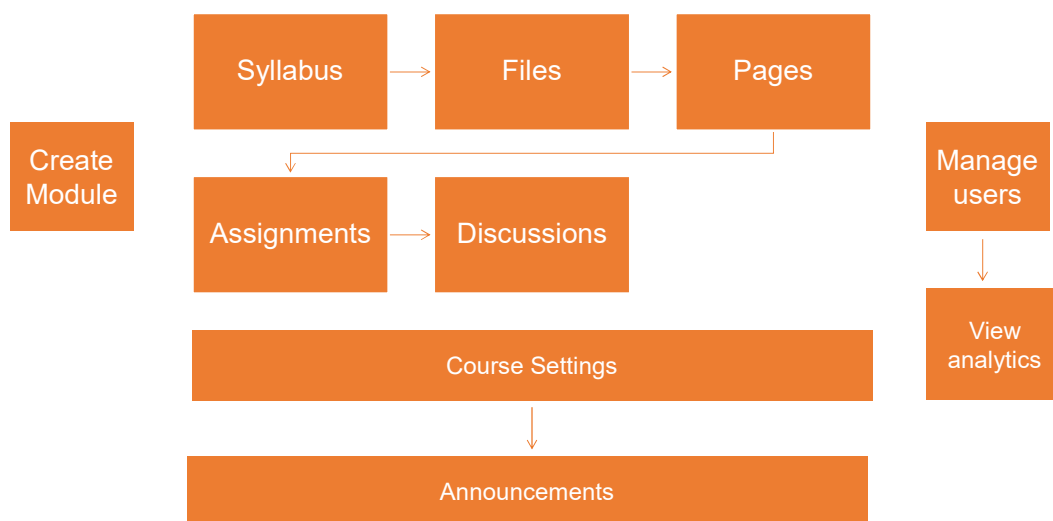
Manage Course



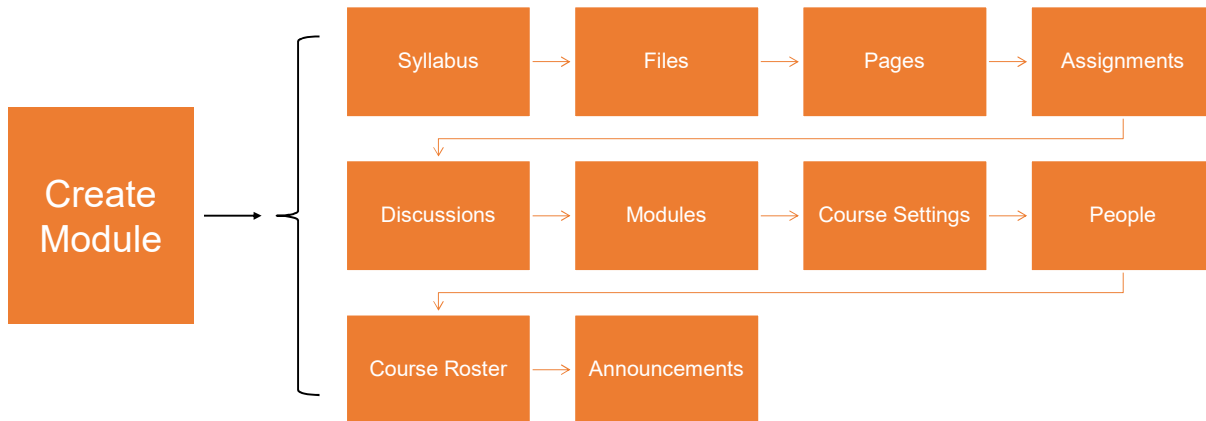
Manage Users

Add people, view groups, download course roster, monitor student activities

Manage Users



Adding Contents



Copying a course from previous semester

Summary

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Questions?

Faculty Guide

<https://canvas.nus.edu.sg/courses/21495>

Detailed Guide

<https://wiki.nus.edu.sg/display/canvasinstructor/Canvas+Instructor+Guide>

Common FAQ

<https://wiki.nus.edu.sg/display/canvasinstructor/Common+queries>



Faculty Help Desk

<https://cithelp.nus.edu.sg/servicedesk/customer/portal/11>



Student Help Desk

<https://cithelp.nus.edu.sg/servicedesk/customer/portal/14>