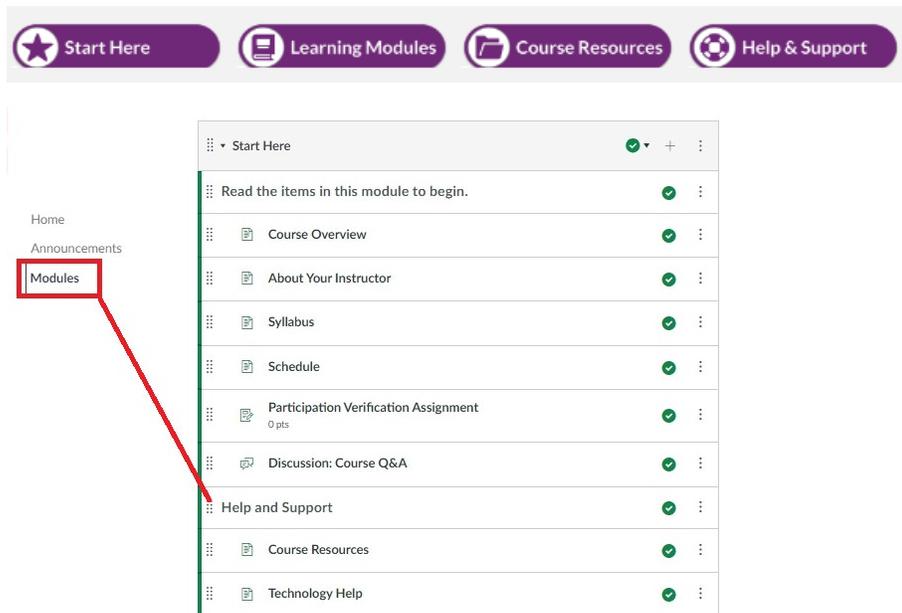


Canvas Template FAQ's and How-To's

1. Do I have to use all of the Template? ACCS want all colleges to use the Home Page (buttons). The "Start Here" module will be shown as Published but all other Content Modules will not be Published until you are ready. **IMPORTANT:** Only update your Welcome Information on the Home Page. Do not delete any buttons OR the information listed under "Help and Support" associated with the buttons (Module - Course Resources; Help & Support). **Note:** The "Start Here" module is associated with the Start Here button on the home page. If you copy from another Canvas course – do not delete the Text Header "Start Here." You may also delete the Q&A Discussion if not planning to use/facilitate. Add any additional information under Course Resources and Technology Help.



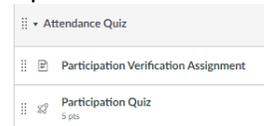
Note: The Participation Verification in the Template is set up as an Assignment. You can use a Quiz.

Do not copy module "Start Here" from Bb/Migrated course.

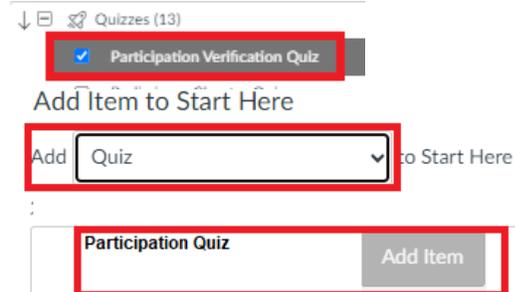
Option 1: Create a new module and move Attendance items then copy. Move to Start Here Module.

Option 2: Copy from Migrated course and re-add to the Start Here Module.

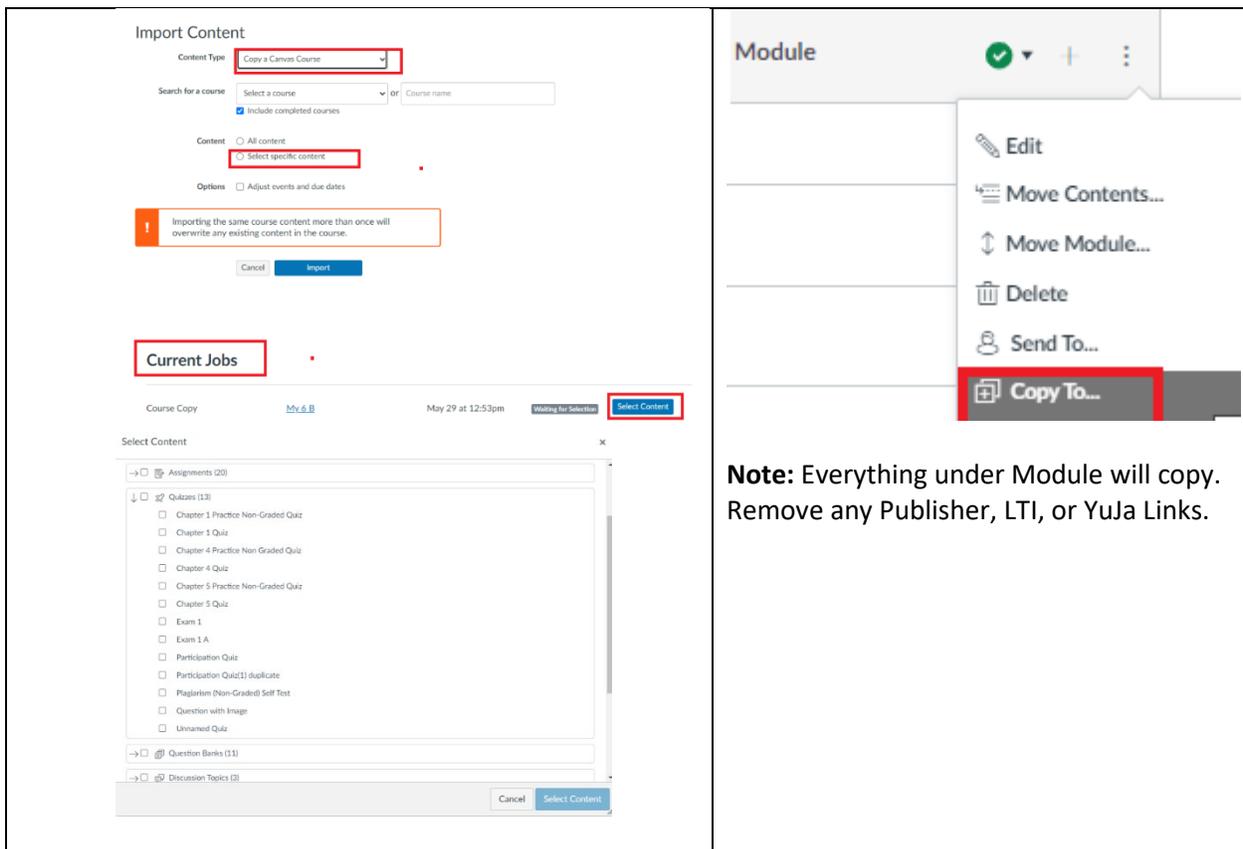
Option 1:



Option 2:

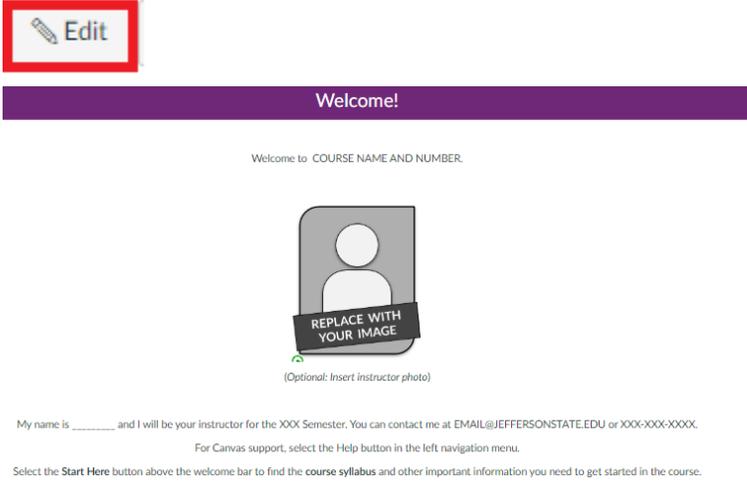


- Do I have to start from scratch? No. You can copy your migrated course materials (using Course Copy or by module format). **Note:** Migrated Course will show course content under “Course Materials” as one Module and will retain the same structure from the migrated course into the Canvas Template. **IMPORTANT:** Make sure to delete/remove any Publisher, YuJa, and/or LTI links before copying.



Note: Everything under Module will copy. Remove any Publisher, LTI, or YuJa Links.

- What do I need to edit on the Home Page? Under the Welcome banner select Edit. You can either copy/paste (from Bb course or Migrated Course) or type in the information. If you upload a picture - use the Rich Content Editor. Select Save. Note: The picture size should be 200 pixels in width.

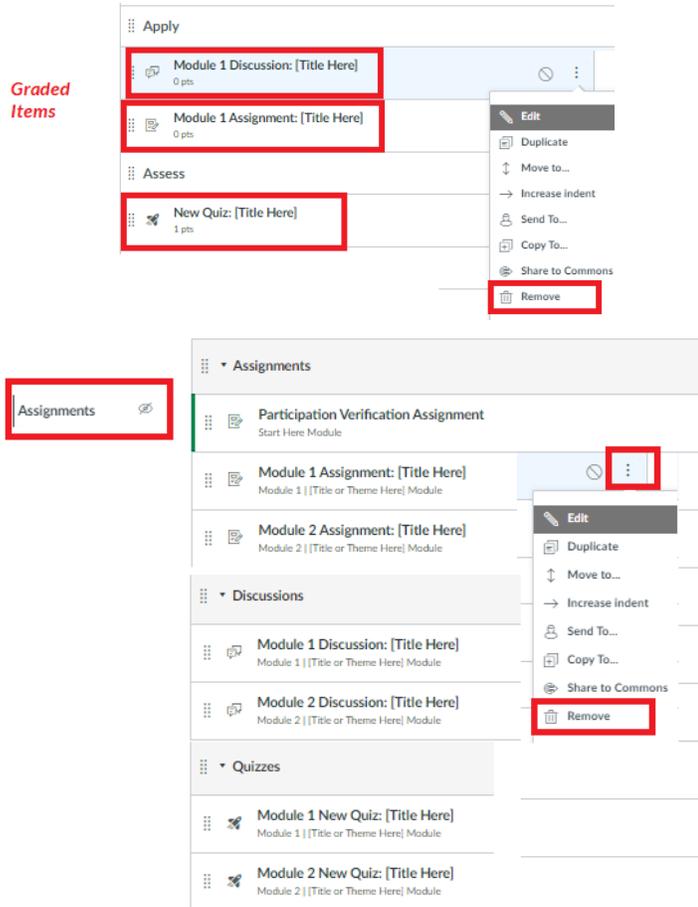


- How do I edit in the template? View the “How To View 2 Courses at the Same Time” in a Browser Handout ([Instructor Resources Web Page](#)). Use copy/paste for text items. **IMPORTANT:** Template Font Text is 12 point.

Keyboard Shortcuts:

Ctrl+A (Select All)	
Ctrl+C (Copy)	
Ctrl+P (Paste)	

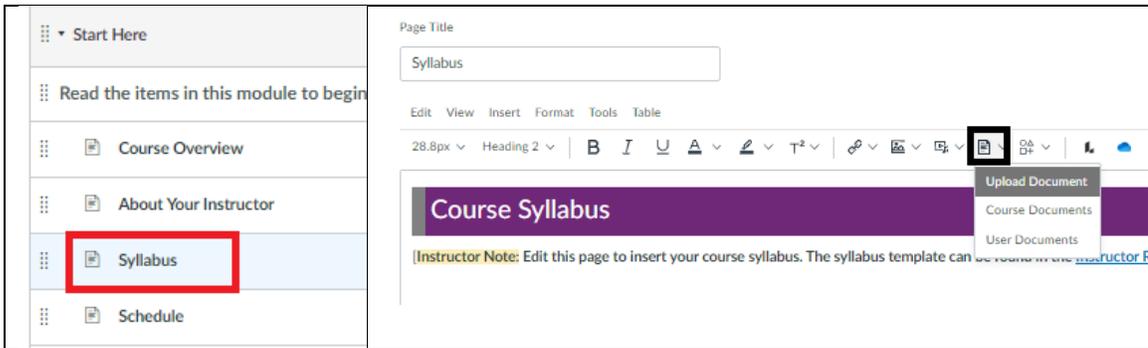
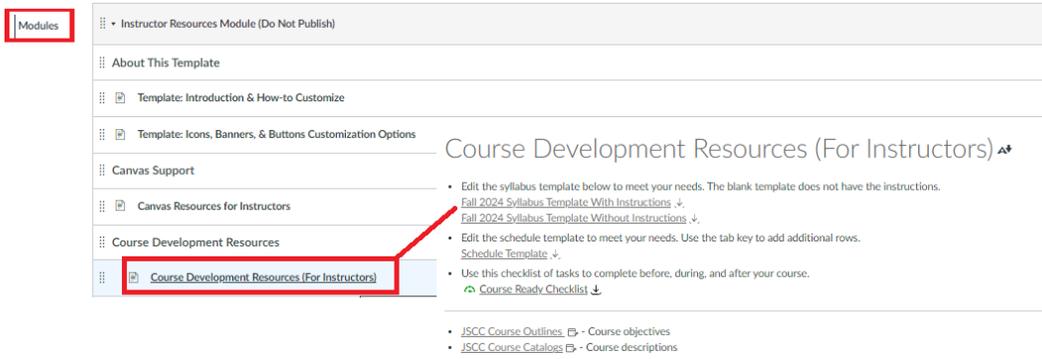
5. Do I have to use the Template Module Layout? We recommend using the Module naming – it will help with GradeBook (i.e. Module 1, etc) but you can delete any items not using. Migrated Course will show course content under “Course Materials” as one Module and will retain the same structure from the migrated course into the Canvas Template. You can either move items into the Template format or create new Modules. **DO NOT COPY ENTIRE COURSE.** **IMPORTANT:** If you delete Template Module items you must delete from the Assignments Index area or they will be listed in your Grade Center. **Note:** There will be 8 pre-loaded modules in the Template.



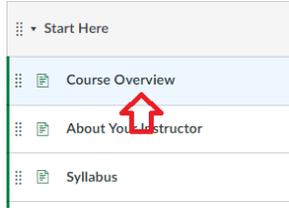
6. Can I use Classic Quizzes? Yes. Migrated Quizzes will be shown as Classic. There are New Quizzes Pre-Loaded in the Template. You can choose to convert classic quiz to new quiz – will have to re-add. Will show in Assignment Index as “Migrated Quizzes.”



7. Do I need to re-do my Syllabus? Go to Modules – Under Instructor Resources/Course Development Resources – download the Syllabus with Canvas language. Update your Syllabus. Go to the Start Here Modules – Syllabus – Edit – In the Rich Content Editor - Upload document.



8. How do I edit in the Template? Make sure in Teacher View/editing. Go to each section and find “Edit” icon to select. You can copy/paste text items from either Bb or migrated Canvas course. You can also type directly into Canvas. Make changes/updates and Save.



Course Overview

Published Edit

About [Title of Course]

[Instructor Note: Use this space to include a custom welcome message, discussion of major class topics, Canvas layout information

Welcome to [NAME OF COURSE] - Insert course description from [course catalog](#).

Course Overview - Introduce students to the course and how to navigate it.

Next Steps - Explain next steps students should take to begin course assignments, i.e., read course syllabus then take the syllabus qu

Graded Items Template Examples:

Everyone No Due Date

Discussions

Group Discussion: [Title Here]

Prompt

[Instructor Note: Include your discussion prompt here. You can link to articles, websites, or embed images/videos as part of the prompt.]

Learn More: [Canvas Resources for Instructors - Discussions](#).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sed mauris. Fusce nec tellus sed augue semper porta. Mauris massa.

Guidelines

[Instructor Note: Use this space to provide specific guidelines for students to follow. Please see the sample below.]

- Your initial response should be 100-200 words in length, reflecting on the prompt above.
- Reply to at least two classmates' posts. Your response to your classmate's discussion should be around 50 words (each) and add to the discussion (i.e. reflecting on their response, asking questions, etc.).

[Instructor Note: Consider adding discussion etiquette rules here. Alternatively, you can create a content page with the etiquette rules and then provide a link to the page in this spot.]

Technical Support

[Instructor Note: Provide technical support for students here. Please see the sample below.]

- Need help using Canvas Discussions? If so, please review the following page: [Canvas Resources for Students - Discussions](#).

0 points possible

Mark All as Read

Mark All as Unread

Edit

Delete

Close for Comments

Send To...

Copy To...

Open in Speedgrader

Add Rubric

Share to Commons

Individual Assignment: [Title Here]

Published Edit

Assignment Overview

[Instructor Note: Type your assignment prompt here. You can also link to articles, websites, or embed images/videos as part of the prompt.]

Learn More: [Canvas Resources for Instructors - Assignments](#).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa.

Assignment Instructions

[Instructor Note: Use this space to provide specific guidelines for students to follow. Please see the sample below.]

Follow the directions below to complete the activity:

Step 1 | [Task Title; i.e Read Chapter 1]

Add descriptive text here about the task that students should complete first. (i.e create, design, research...etc.)

Step 2 | [Task Title; i.e. Write a Summary]

Add descriptive text here about the task that students should complete next. (i.e evaluate, assess, explore...etc.)

Step 3 | Submit Your Work

Once you have completed the activity, follow the directions below to submit your assignment.

1. Select the **Start Assignment** button to begin the assignment submission.
2. Locate and upload the activity from your computer, mobile device, Google Drive, or Office 365.
3. Click the **Submit Assignment** button.

Quiz: [Title Here]

Published Preview Edit

Quiz Guidelines

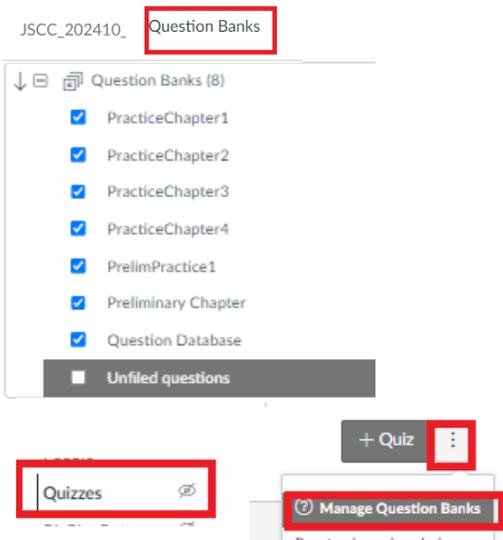
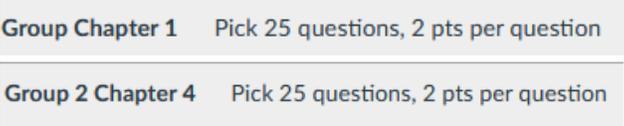
[Instructor Note: Use this space to provide information to students about the quiz/exam. Please see the sample below.]

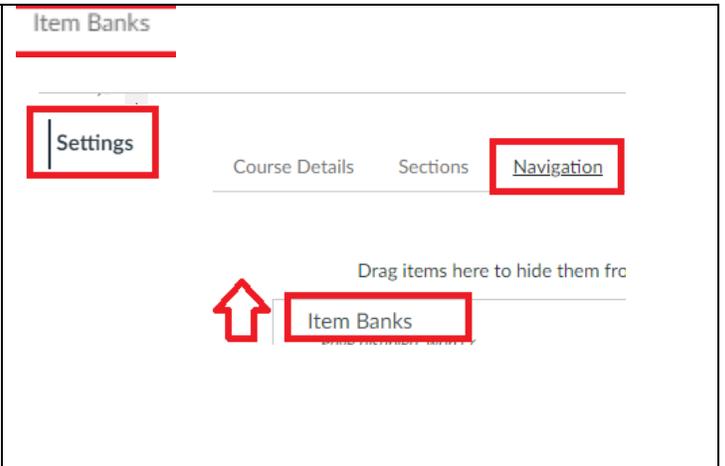
Learn More: [Canvas Resources for Instructors - Quizzes](#).

This multiple-choice and short answer quiz covers material from the textbook readings within Module 1. There are 2 attempts on this quiz, h will differ in each attempt. Your highest score will be entered into the gradebook.

- This is an independent quiz; do not work with others.

9. How do I set up my Question Sets in Canvas? Question Sets from Bb migrated courses do not populate in Canvas. In Canvas they are called Question Groups. Go to the Classic Quiz Question DB to view. **IMPORTANT:** Quizzes do not migrate to New Quizzes/Item Banks.

<p>Course copy - Select Question Banks. You can then use the Question Banks to set up Question Groups in Classic Quizzes.</p> <p>IMPORTANT: Question Sets in migrated courses will only show all questions not by each set.</p>	 <p>The screenshot shows the 'Question Banks' section for course JSCC_202410_. A list of banks is shown with checkboxes: PracticeChapter1, PracticeChapter2, PracticeChapter3, PracticeChapter4, PrelimPractice1, Preliminary Chapter, and Question Database. Below this is a 'Quizzes' button and a 'Manage Question Banks' button. Below the screenshot, the text reads: 'Select the button to complete. Course Question Banks'.</p> <p>PracticeChapter1 32 Questions Last Updated: Jul 10 at 2:54pm</p> <p>PracticeChapter2 26 Questions Last Updated: Jul 10 at 2:54pm</p> <p>PracticeChapter3 19 Questions Last Updated: Jul 10 at 2:54pm</p> <p>PracticeChapter4 22 Questions Last Updated: Jul 10 at 2:54pm</p> <p>Preliminary Chapter 6 Questions Last Updated: Jul 10 at 2:54pm</p> <p>PrelimPractice1 28 Questions Last Updated: Jul 10 at 2:54pm</p>
<p>Go to Classic Quiz and add new quiz and select "add question group" for each Chapter or Unit to pick questions from pool.</p>	<p>Example of new Question Groups in Canvas:</p>  <p>The example shows two question groups: 'Group Chapter 1 Pick 25 questions, 2 pts per question' and 'Group 2 Chapter 4 Pick 25 questions, 2 pts per question'.</p>

<p>To use New Quizzes for Question Groups – follow the handout on exporting quiz from Canvas and importing into Item Bank.</p> <p>IMPORTANT: Follow the Handouts on the Instructor Resources Web site.</p> <p>Note: The Item Bank menu may not be visible on the Course Menu. Go to Settings and drag “Item Banks” from bottom to area to make visible. Students do not have access to Item Banks menu link.</p>	
<p>Go to NewQuiz and add new quiz and select “add question group” for each Chapter or Unit to pick questions from pool.</p>	<p>Example of new Question Groups in Canvas:</p> <ul style="list-style-type: none">Group Chapter 1 Pick 25 questions, 2 pts per questionGroup 2 Chapter 4 Pick 25 questions, 2 pts per question

10. How do I re-add Publisher Links? Check with your Publisher representative.

11. How do I re-add YuJa links? Use the Canvas Rich Content Editor – select icon for Apps – select YuJa.

