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 The "Start Here" module will be shown as Published but all other Content Modules will not be Published until you are ready.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.

Start Here	Learning Modules	ces	Help & Support
	⋮ ▼ Start Here ⋮ Read the items in this module to begin.)• + 0	:
Home Announcements	ii 🕑 Course Overview	ø	1
Modules	ii 🖹 About Your Instructor	0	
	ii 🖻 Syllabus	Ø	:
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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:

ij ▼ Attendance Quiz	
🗄 🖻 Participation Verification Assignment	
H SR Participation Quiz	
Option 2:	
13) 🖓 Quizzes (13)	
Participation Verification Quiz	
Add Item to Start Here	
Add Quiz	✓ to Start Here
3	
Participation Quiz	Add Item

 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.

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STUB: Chapter 1 Lecture Videos	elete
Import Content	Madula
Content Type Copy a Canvas Course	Module V + :
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Importing the same course content more than once will overwrite any existing content in the course.	A 14-14-14-14-14-14-14-14-14-14-14-14-14-1
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3. 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.

N Edit
Welcome!
Welcome to COURSE NAME AND NUMBER.
REPLACE WITH YOUR IMAGE (Optional: Insert instructor photo)
My name is and I will be your instructor for the XXX Semester. You can contact me at EMAIL@JEFFERSONSTATE.EDU or XXX-XXXX-XXXX-XXXXX-XXXX-XXXX-XXXX-X
For Canvas support, select the Help button in the left navigation menu.

 How do I edit in the template? View the "How To View 2 Courses at the Same Time" in a Browser Handout (<u>Instructor Resources Web Page</u>). Use copy/paste for text items. IMPORTANT: Template Font Text is 12 point.

Keyboard Shortcuts:

Ctrl+A (Select All)	Select all	Ctrl+A	
Ctrl+C (Copy)	Chapter 1 Learning Activities Read Chapter 1 and review Power Point Lecture Notes. Watch Chapter 1 and review Power Point Lecture Notes.	Ctri+C	
Ctrl+P (Paste)	Paste	Ctrl+V	

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.

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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."



 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.

Modules	ii • Instructor Resources Module (Do Not Publish)	
	ii About This Template	
	🗄 🖹 Template: Introduction & How-to Customize	
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	ii Canvas Support	Fifti the solidities terminate below to meet your needs. The blank terminate does not have the instructions
	🗄 🖹 Canvas Resources for Instructors	Fall 2024 Syllabus Template With Instructions 4, Fall 2024 Syllabus Template Without Instructions 4,
	Course Development Resources	 Edit the schedule template to meet your needs. Use the tab key to add additional rows. <u>Schedule Template</u> ψ,
	E Course Development Resources (For Instructo	rs) • Use this checklist of tasks to complete before, during, and after your course. <a>Course Ready Checklist ↓
		JSCC Course Outlines B - Course objectives
		JSCC Course Catalogs B - Course descriptions
‼ ▼ Sta	rt Here	Page Title
II Read	I the items in this module to begin	Syllauus
	Course Overview	$28.8px \lor \text{Heading } 2 \lor \textbf{B} I \sqcup \underline{A} \lor \underline{\mathscr{L}} \lor T^2 \lor \mathscr{P} \lor \underline{\mathbb{B}} \lor \underline{\mathbb{B}} \lor \textbf{L} \bullet$
	About Your Instructor	Upload Document Course Syllabus Course Documents
) Syllabus	User Documents
	Schedule	

 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.

∷ ▼ Start Here	Course Overview
II E Course Overview	About [Title of Course]
🗄 🖹 About You kirstructor	Instructor Note: Use this space to include a custom welcome message, discussion of major class topics. Canvas layout information
ij 🖹 Syllabus	Welcome to [NAME OF COURSE] - Insert course description from <u>course catalog</u> B.
	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:

veryone No Due Date	0 points possible
Discussions	
Group Discussion: [Title Here]	Mark All as Read Mark All as Unread
Prompt	N Edit
[Instructor Note: Include your discussion prompt here. You can link to articles, websites, or embed images/videos as part of the prompt.] Learn More: <u>Canvas Resources for Instructors - Discussions</u> . 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 s mauris. Fusce nec tellus sed augue semper porta. Mauris massa.	 Delete Close for Comments Send To Copy To Copy To
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 promot above	Add Rubric Share to Commons

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: <u>Canvas Resources for Students - Discussions</u>.

https://www.jeffersonstate.edu/resources-for-instructors-de-canvas-resources/



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 guiz; do not work with others.

 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.



To use New Quizzes for Question Groups – follow the handout on exporting quiz from Canvas and importing into Item Bank. IMPORTANT: Follow the Handouts on the Instructor Resources Web site.	Item Banks Settings Course Details Sections Navigation
Note: The Item Bank menu may not 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.	Drag items here to hide them fro
Go to NewQuiz and add new quiz and select	Example of new Question Groups in Canvas:
"add question group" for each Chapter or	Group Chapter 1 Pick 25 questions, 2 pts per question
Unit to pick questions from pool.	Group 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.

