

Quick Tips for Using Canvas

I) Questions about Canvas:

Call 1-515-294-4000, press #2 (faculty member), after that, you have two options to choose:

- *press option #1 (for canvas 24/7 support, they can help with the majority of the canvas questions. They can access your canvas course remotely, analyze the problems and provide solutions via the phone as well. They have the ability to access all of canvas courses remotely.) or
- *press option #2 (If you have questions about ISU specific canvas tools, such as: Enrollments, section combing and grading)

II) ISU CELT Open Labs:

Beginning on March 12, 2020, CELT staff will host face to face open labs in 3015 Morrill Hall and virtually using the WebEx conferencing tool on the following days/times:

- * Monday-Friday from 8-10 a.m. and 3-5 p.m.
- * Or request an appointment by phone 515-294-5357 or email celt@iastate.edu
- * For help as you prepare to do more online, please see the CELT Course Continuity web guide <https://www.celt.iastate.edu/teaching/preparing-to-teach/course-continuity/>
- * Guide for using Webex within Canvas:
<https://canvas.iastate.edu/courses/75/pages/webex>

III) How to record lectures by using ‘Panopto’ in Canvas: Panopto is software that provides lecture recording, screencasting, video streaming, and video content management software. This software is generally used for recording backup lecture videos or personal recording on a laptop or desktop computer.

- a) Log into your canvas course, click ‘settings’, click ‘Navigation’ on the menu, drag the ‘Panopto Recordings’ to the table on the top in the navigation page if you have not done that before. Then click ‘Save’ button. The ‘Panopto Recording’ will show on the course navigation bar in the left hand side of the screen within canvas course.
- b) Click ‘Panopto Recording’ link on the Course navigation bar. Click ‘Create’ in the upper right hand side. Click ‘Record a new session’. Click ‘Download Panopto’ if you have not downloaded it before. Then click the execution file to install it. After installation, click ‘Open Panopto’ to record a new session. Please watch the following videos about how to record a lecture by using the ‘Panopto’ software.

Tutorial Video #1:

<https://howtovideos.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7778edcc-3fe8-4834-ab11-a93f0102d0f2&start=0.707011>

Tutorial video #2:

https://www.youtube.com/watch?v=4TLEWNFo_Ms

Here are more documents for your reference:

<https://www.elo.iastate.edu/design-and-delivery/panopto-recording-windows/>

https://canvas.iastate.edu/courses/75/pages/panopto?module_item_id=1639842

For Mac users: Please watch this tutorial video

<https://www.youtube.com/watch?v=f-KiyV4j8HA>

Here is another document for mac users:

<https://www.elo.iastate.edu/design-and-delivery/panopto-recording-mac/>

You can find more videos about this topic in YouTube.

IV) Here are some more Canvas tools for your reference: You can choose the tools that are suitable for your classes.

1) ‘Echo 360’: Echo360 is a Lecture Capture System. The system enables faculty to record audio, course visuals, and optional video for students to review in digital format.

<https://iowastate.instructure.com/courses/75/pages/echo-360>

2) ‘Announcements’: Canvas ‘Announcements’ is a native tool in all Canvas courses, which instructors may use to post information that the entire class should know. Course announcements are often used to welcome students to the course, and post updates and reminders about course content.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Announcements

3) ‘Calendar’: The calendar tool in Canvas collects events and assignments across all your courses into a single view, providing a useful overview of upcoming events and tasks.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Calendar

4) ‘Quiz’: Quizzes in Canvas are assignments that can be used to challenge student understanding and assess comprehension of course material. The quiz tool is used to create and administer online quizzes and surveys. Quizzes can also be used to conduct and moderate exams and assessments, both graded and ungraded.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Quizzes

5) ‘LockDown Browser’: LockDown Browser is a custom browser that locks down the testing environment within Canvas. When students use Lockdown Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading. (Supports Windows and Mac OS). (Suggestion: Test it to ensure it works fine before apply this function to the whole class.)

https://canvas.iastate.edu/courses/75/pages/lockdown-browser?module_item_id=1639838

6) ‘Assignments’: ‘Assignments’ include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Assignments

7) ‘SpeedGrader’: Canvas provides an internal application for grading student work. This tool allows for annotation directly on the text, so instructors can provide detailed and precise feedback online. It also allows for general comments, including audio and video.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_SpeedGrader

8) ‘Chat’: The Chat tool can be used for real-time conversation with course users. Any user in the course can participate in a chat conversation and view all chat content. Currently there is no load limit for a course chat, but larger numbers of course users may affect performance.

A user must be actively viewing the chat tool to appear in the chat list. You may consider posting chat hours in the course calendar to let students know when you are available. Or you can open Chat in a new browser window while viewing other areas in Canvas.

<https://community.canvaslms.com/docs/DOC-13071-415255286>

9) ‘Discussion Board’: Canvas provides an integrated system for class discussions, allowing both instructors and students to start and contribute to as many discussion topics as desired. Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Discussions

10) 'Piazza' : Piazza is a free platform for instructors to efficiently manage class Q&A. Students can post questions and collaborate to edit responses to these questions. Instructors can also answer questions, endorse student answers, and edit or delete any posted content.

<https://iowastate.instructure.com/courses/75/pages/piazza>

11) 'Conferences': The Conferences feature in Canvas allows synchronous video conferencing for instructors and the students registered in their courses. Conferences allow faculty to broadcast real-time audio and video, hold virtual office hours, demo desktop applications, share presentation slides, or demo online resources.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Conferences

12) 'Collaborations': The Collaborations tool in Canvas helps instructors and students work together with Google Docs, an online collaborative document authoring tools. Any Canvas user can create a collaboration and invite other users to join in.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Collaborations

13) 'Webex': WebEx on Canvas allows for virtual live sessions so that students can participate online with the instructor for discussions, lectures, presentations, etc. Instructors can set up a meeting on WebEx by selecting the "Virtual Meetings" tab and selecting "+ New Meeting."

The Cisco Webex Education Connector (Links to an external site.) is a video collaboration option for Canvas. Schedule and record online class meetings, create spaces for students to chat, meet, whiteboard and share files. Setup a schedule of virtual office hours on to allow students to meet with you over a Webex meeting. Webex LTI Connector is jointly supported by the Center for Excellence in Learning and Teaching (CELT) and IT Services.

<https://iowastate.instructure.com/courses/75/pages/webex>

14) 'Modules': Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a one-directional linear flow of what students should do in a course. Each module can contain files, lecture videos, PPT slides, discussions, assignments, quizzes, and other learning materials.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Modules

15) 'Zoom': The 'Zoom' supports the ability to schedule meeting, list upcoming meeting, list history meeting and join meetings. ISU provides and supports this software.

<https://www.elo.iastate.edu/design-and-delivery/zoom-video-conferencing/>

16) Vimeo: You can also use ‘Vimeo’ software to produce and share videos. However, this option is not listed in the ‘setting’ navigation area within Canvas.

<https://iowastate.instructure.com/courses/75/pages/vimeo>

17) Here are more information and tools from the ‘Teacher at ISU’: This resource is designed to familiarize Iowa State University faculty and staff with information on the tools and features of Canvas and prepare them for course design and delivery.

<https://canvas.iastate.edu/courses/75>

<https://canvas.iastate.edu/courses/75/modules>

<https://iowastate.instructure.com/courses/75/pages/approved-apps>

18) Canvas instructor guides: The following link provides instructions for all of Canvas tools.

https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Introduction

I hope this is helpful and everything goes smoothly for all of our faculty.

Best regards,

Susan Chang