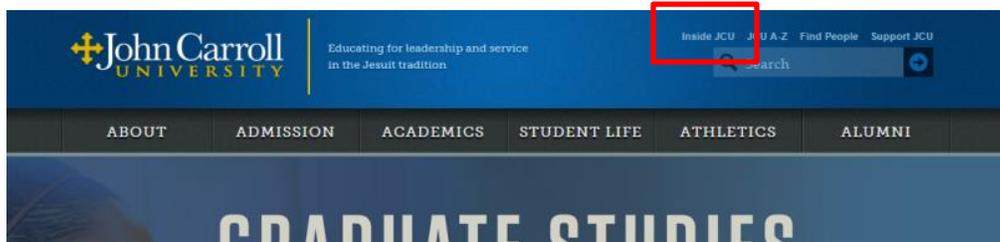


USING CANVAS FOR ASSESSMENT

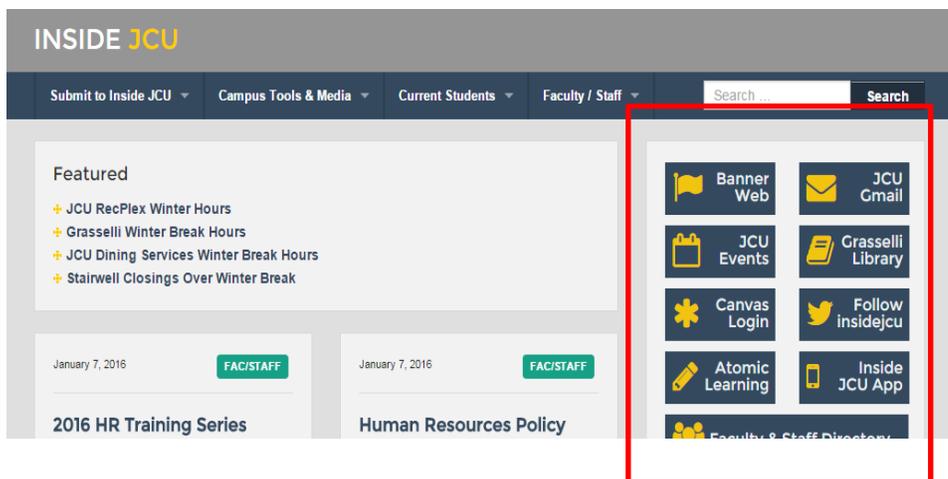
Creating an Assignment

STEP ONE: Log into Canvas

Canvas is located at <http://canvas.jcu.edu> and can also be found by going to the JCU homepage and clicking on **Inside JCU** in the upper right hand corner



You'll find Canvas listed as one of the tools in the right-hand panel.

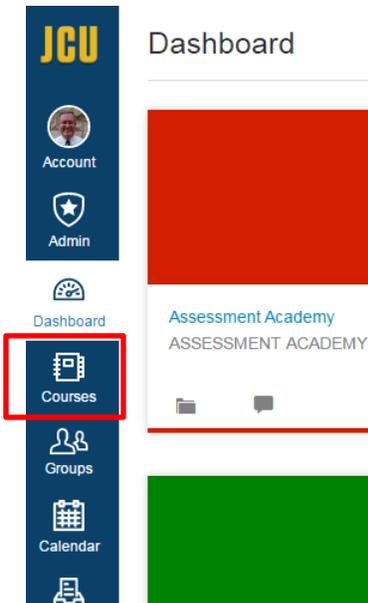


The log-in process used the same username and password as you would use to log-in to any campus computer. The username is the same as your email (without the @jcu.edu part).

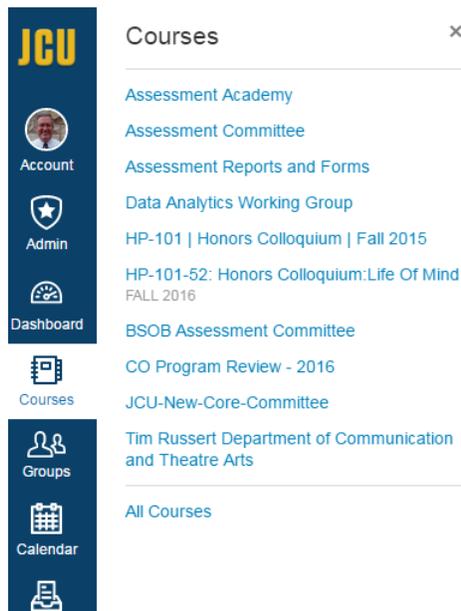
A screenshot of the JCU Canvas login form. The form is dark blue with white text and input fields. At the top, it says 'JCU CANVAS'. Below that is a 'Campus Account' label followed by a white input field. Underneath is a 'Password' label followed by another white input field. There is a checkbox labeled 'Stay signed in' and a 'Forgot Password?' link. A blue 'Log In' button is positioned to the right of the password field. At the bottom, there are links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', and 'Facebook'. Below these links is a small 'Twitter' logo and the text 'BY INSTRUCTURE'.

STEP TWO: Go to your Class

Once you've logged in to Canvas, you'll see the **Courses** menu on the right-hand side of your screen.

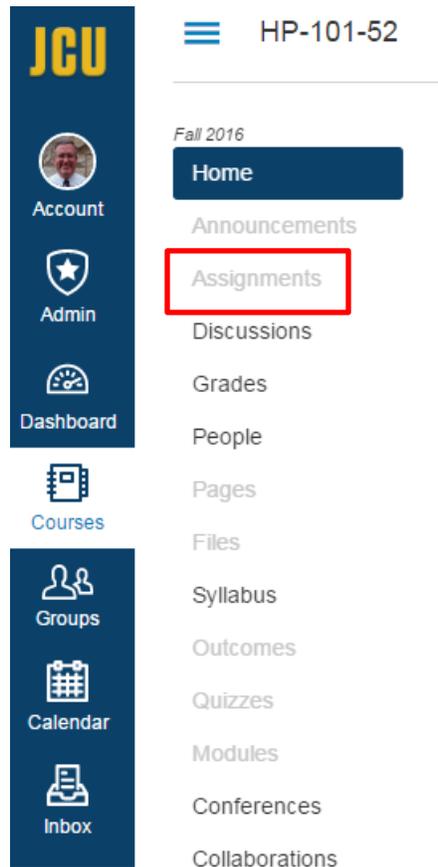


When you click on the word **Courses**, you'll see a list of your classes. Choose your class.



STEP THREE: Click on Assignments

Just to the right of the left-most menu, there are a number of options. Click on **Assignments**.



The screenshot shows a course management interface. On the left is a dark blue sidebar menu with the JCU logo at the top. Below the logo are icons and labels for 'Account', 'Admin', 'Dashboard', 'Courses', 'Groups', 'Calendar', and 'Inbox'. To the right of the sidebar is a main menu for course 'HP-101-52' in 'Fall 2016'. The main menu items are: Home, Announcements, Assignments (highlighted with a red box), Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, and Collaborations.

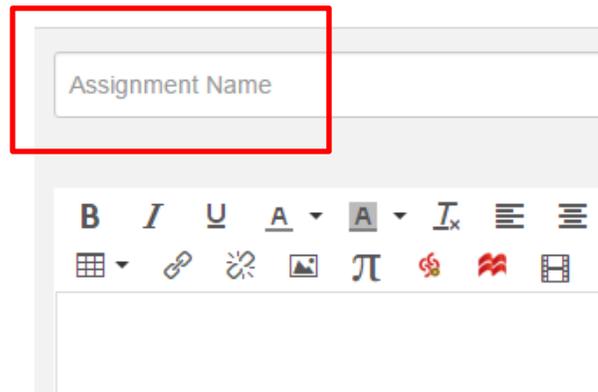
STEP FOUR: Actually Create the Assignment

Click the big blue **+ Assignments** button.

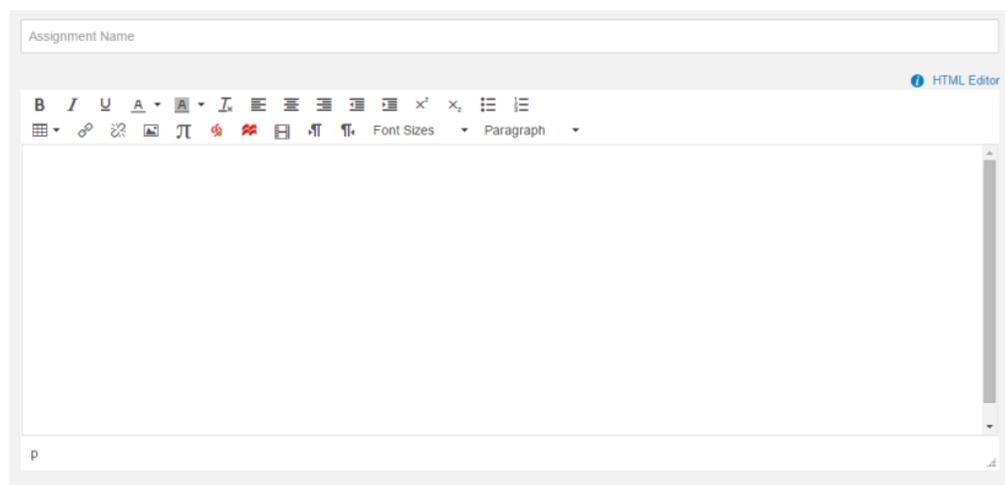


The screenshot shows the 'Assignments' page for course 'EN-125-71'. At the top left, there is a search bar labeled 'Search for Assignment'. At the top right, there are three buttons: '+ Group', '+ Assignment' (highlighted with a red box), and a settings gear icon.

You must give the assignment a name, which goes in the first box.

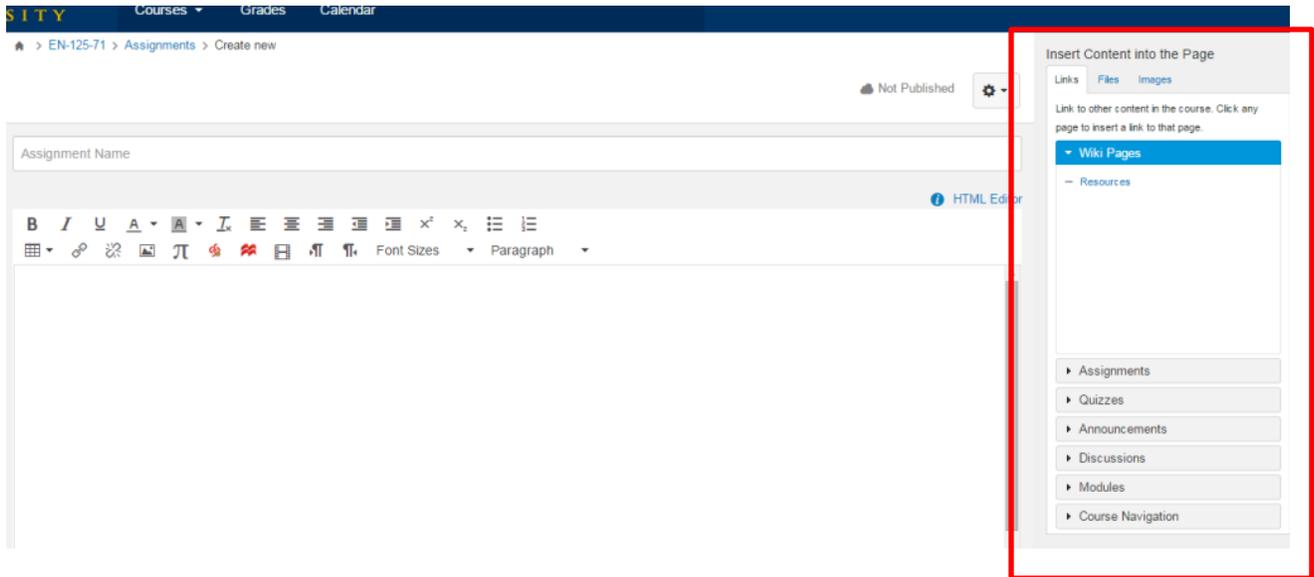


The big box (below the name box) is a place where you can type your assignment description or paste it in from another document. It has a decent selection of formatting options.

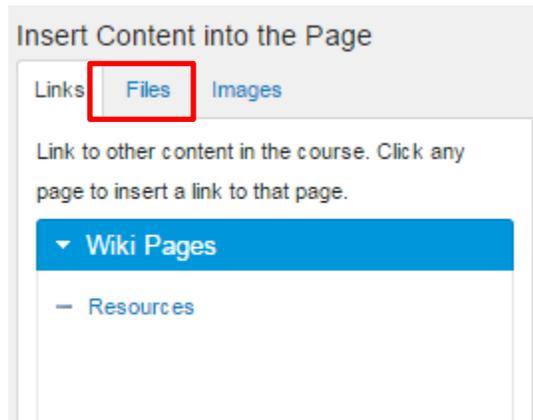


Those who actually assess student work from your course (core subcommittee members, for example) have requested a copy of the assignment students are given. Once the set-up is completed, I will be access the text you put in this box, so please include the assignment description here. (I cannot access documents you link to from this box [see below]).

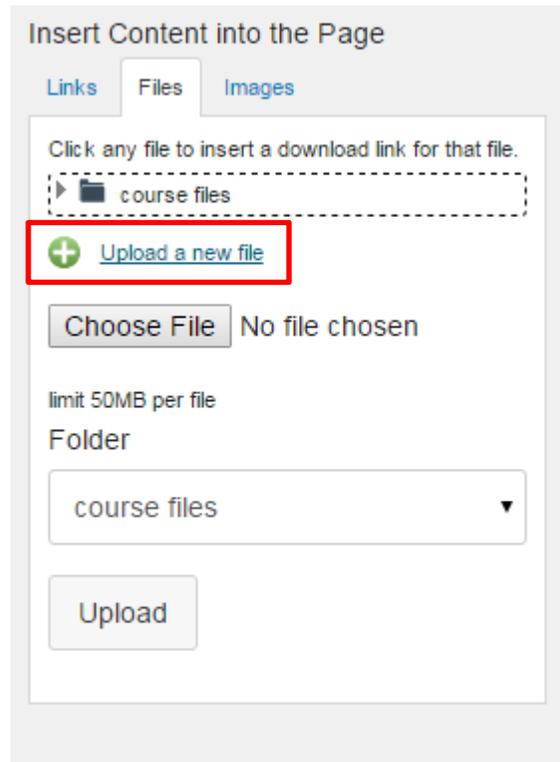
You can also use the far-right panel to insert a link to an uploaded document (a reading, etc.).



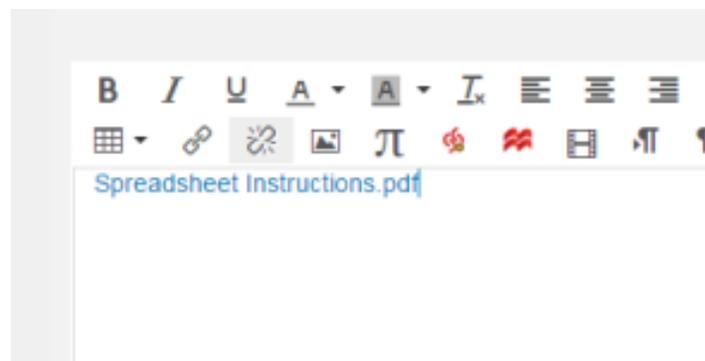
First click in the big description box, then click on **Files** under **Insert Content into the Page**.



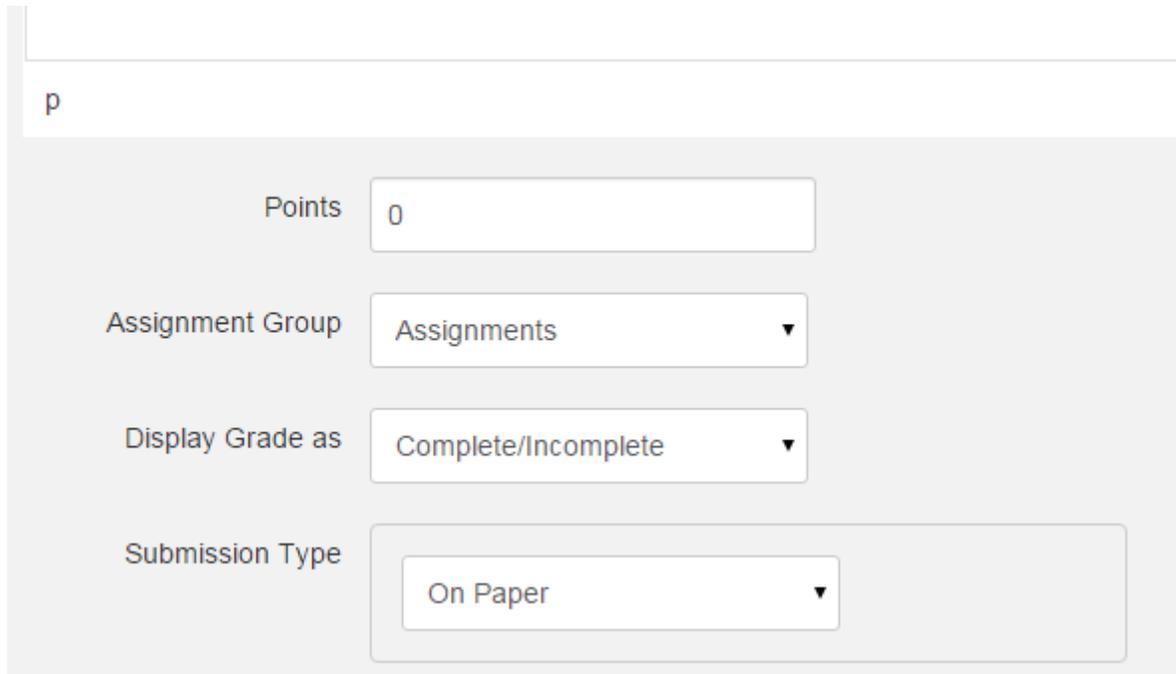
Then click **Upload** a new file next to the green plus sign. The resulting box is just like attaching a document to an email.



The name of the file you uploaded will appear as a blue link in the assignment description box. Students will be able to download your file by clicking on it.



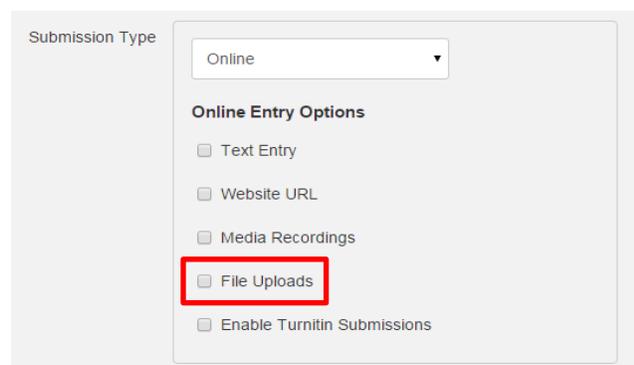
Below the big description box are a number of other options. The first allows you to set how many points the assignment is worth. If you are only using Canvas for assessment, feel free to set this to **0** and set **Display Grade** to **Complete/Incomplete**. **Points**, **Assignment Group**, and **Display Grade** all have no impact on assessment at all.



A screenshot of the Canvas assignment settings interface. It shows four main configuration areas: 'Points' is a text input field containing the number '0'; 'Assignment Group' is a dropdown menu currently set to 'Assignments'; 'Display Grade as' is a dropdown menu currently set to 'Complete/Incomplete'; and 'Submission Type' is a dropdown menu currently set to 'On Paper'. The interface is light gray with white input fields and dropdown menus.

Submission Type is important. Students will only be able to upload their work if you set it to Online¹.

Once you've selected Online, you also must also tell it what type of online entry to allow. **File Upload** is the most likely. It allows students to upload a file. **Text Entry** gives them a box in which to type their answer with some limited formatting choices. **Website URL** allows them to provide a link to a website (for e-portfolios, for example). **Media Recordings** is for video or audio files.



A screenshot of the 'Submission Type' settings in Canvas. The 'Submission Type' dropdown is set to 'Online'. Below it, under the heading 'Online Entry Options', there are five checkboxes: 'Text Entry', 'Website URL', 'Media Recordings', 'File Uploads', and 'Enable Turnitin Submissions'. The 'File Uploads' checkbox is highlighted with a red rectangular box.

¹ For CAPA and QA and other areas where student work cannot be uploaded to Canvas, set this to On Paper or No Submission.

Near the bottom of the page, there is a **Due Date** box. Filling in this field will make the assignment show up on students' Canvas calendar and will automatically mark their work late if it is submitted after the due date. (The **Available from** and **until** boxes, when filled in, keep the assignment invisible to students until the date/time in the **Available from** box and then make it vanish on the date/time in the **until** box.)

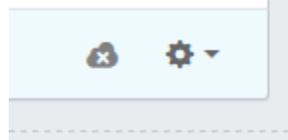
The image shows a close-up of the 'Assign' form in Canvas. At the top, there is a section labeled 'Assign to' with a dropdown menu showing 'Everyone' and a close button 'X'. Below this are three date/time selection fields. The first field is labeled 'Due' and is highlighted with a red box. The second field is labeled 'Available from' and is also highlighted with a red box. The third field is labeled 'until' and is highlighted with a red box. Each of these three fields has a calendar icon to its right. At the bottom of the form is a '+Add' button.

Finally, you'll need to **Save** the Assignment. You have two options. The blue **Save** button adds the assignment to your Assignments page, but the students will not be able to view the assignment until it is separately published. **Save & Publish** adds the Assignment to your Assignments page and makes it visible to the students in one action.

The image shows a wider view of the 'Assign' form. At the top, there are checkboxes for 'Require Peer Reviews' and 'Moderated Grading'. Below these is the 'Assign to' dropdown and the 'Due', 'Available from', and 'until' date/time fields. At the bottom of the form are three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save' button is blue, while the others are grey. A red box highlights these three buttons. A zoomed-in view of these buttons is shown below the main screenshot, with a red box around it. The zoomed-in view shows the 'Cancel' button, the 'Save & Publish' button, and the blue 'Save' button.

STEP FIVE: Publish the Assignment

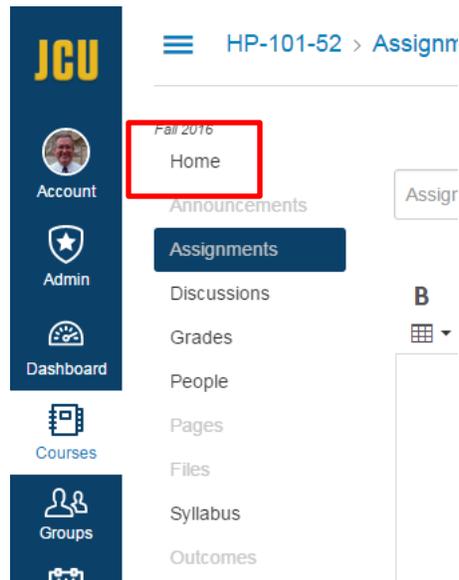
If you didn't **Save & Publish** in Step Four, then on your Assignments page, find your assignment. On the right hand side of its box you'll find a small gray cloud icon with an X in it.



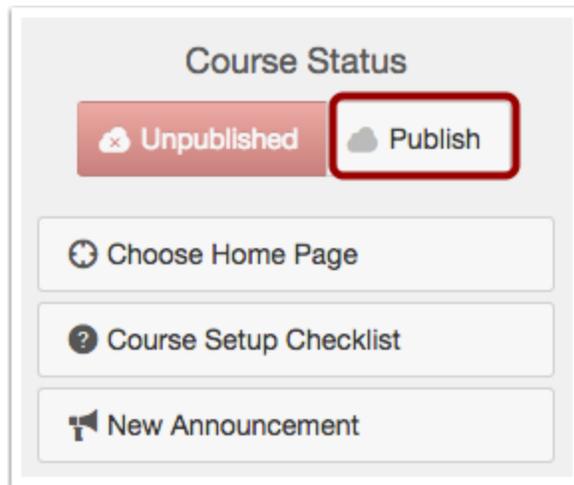
Click the icon. It will turn green and the X will change to a check mark.



Finally, if you haven't already, you will need to **Publish** your course. Click **Home** on the left hand menu.



On the far right, you'll see this:



Click **Publish!**