JOIN "THE COMMUNITY"

Best Practice: Why should everyone visit the Canvas Community? To get questions answered, discover additional features, learn about monthly Canvas updates, and more. We urge everyone to get familiar with the Canvas Community! This website may be your new best friend for Canvas!

• The Canvas Guides are for faculty and students, as well as for Canvas users who access Canvas from mobile devices like smart phones & tablets. The guides contain how to tutorials on many Canvas topics and describe Canvas tools & features in detail.
• Feature Discussions where you can visit forums to chat with other users of Canvas at other schools, ask questions and learn more; and even propose new features for Canvas. If your feature proposal garners enough votes, Instructure will implement it. So propose away, and be sure to vote for the features you’d like to see in Canvas!
• Wondering about something Canvas-related? Pose a question to the Canvas Community. And yes, you will get an answer, or spark an illuminating discussion.

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FILTER

NEW: Have you noticed that Canvas Commons received a face lift over the fall semester? The Commons layout is much more simple, but with that, it may seem confusing where to look for specific content types, levels, SJU content, or Commons Groups. Now, if you’re on the Search tab, click on the Filter button to the right of the search box to select your search criteria.

FAVORITE CONTENT

NEW: Instructors can now add a resource to Favorites. Adding resources to your Canvas Favorites will allow you to keep track of useful Canvas content and makes it easier to import content into your Canvas course efficiently.

FRESH TIPS FOR STUDENT FEEDBACK

ADD RUBRICS AT THE COURSE-LEVEL INSTEAD OF THE ASSIGNMENT-LEVEL

Best Practice: Creating rubrics at the course-level, instead of at the assignment-level, will save the rubrics on the Manage Rubrics page for future use.

Adding rubrics to your course will help students focus their efforts on completing assignments in line with clearly set expectations, and allow you to use the rubric to provide feedback, consistent grading, and adding comments to improve students’ learning.

ENABLE THE NEW GRADE BOOK

NEW: Instructure has released a new version of the Gradebook for Canvas. Instructors may enable the new Gradebook on a course-by-course basis. Eventually, the new Gradebook will replace the current Canvas Gradebook.

Enable the new Gradebook in your course:
• In the course navigation menu, click Settings.
• Click Feature Options.
• Move the New Gradebook (beta) toggle to on. The toggle should turn green and display a checkmark.
• To disable the new Gradebook, click the toggle again. It should turn dark blue with a white “X”.

TO DO’S NOW AVAILABLE IN DISCUSSIONS & PAGES

NEW: Instructors can now assign “to-do dates” to course Pages and non-graded Discussions. For example, you can ask students to view a page with important class procedures or participate in an upgraded ice breaker discussion by a certain date. When assigned a “to-do date” these Pages and non-graded Discussions will display as To Do list items on students’ Dashboards, while in List View.

To-Do list items and “to-do dates” are not associated with the Gradebook and you cannot customize these for individual students. Like graded items with due dates, students will also see To-Do list items on their course Calendar and on the Syllabus/Course Summary page. Please note that “to-do dates” are intended only as reminders; students can dismiss an item from their To-Do list at any time.

CHECKLIST

FOR CANVAS USERS

BEST PRACTICES

NEW FEATURES

IN A FLASH

GET YOUR COURSES ORGANIZED

IN A FLASH

Make the most out of your Canvas network

Canvas Support

Best Practice: You have access to Canvas support 24 hours a day, 7 days a week via the Canvas Support Hotline. Unpublished content in the course is not accessible via the Content tab and has an orange “unpublished” icon. Content that is unpublished but still accessible via the Content tab has a blue “unavailable” icon.

COURSE LINK VALIDATOR

NEW: The Course Link Validator page received design enhancements for link clarity, including identifying broken Course Card images. The validator searches course content for invalid or unreachable links and images. Invalid means the link or image is no longer valid, and the content should be removed or replaced. Unreachable means the link or image could not be displayed because of the host server. Unpublished content in the course is also displayed in the results.

DASHBOARD CUSTOMIZATION

By default, course cards are added by Canvas to Dashboard. Dashboard courses are ordered alphabetically by course name and your role in the course.

NEW: Now, you can also manually drag and drop a course card to another location on the Dashboard. Click on a course card and drag it to the desired location.

TAKE ATTENDANCE IN STARFISH

NEW & Best Practice: Prior to the Starfish implementation, you may have used the Attendance/Roll Call tool in Canvas to record student attendance. However, Starfish is now the preferred platform for attendance tracking.

All faculty are able to access an attendance roster for each class they are teaching: the roster is generated automatically and once class dates are customized, the attendance “sheet” is created for you.

View a short how-to video to guide you through the process.

FRESH TIPS FOR STUDENT FEEDBACK

ADD RUBRICS AT THE COURSE-LEVEL INSTEAD OF THE ASSIGNMENT-LEVEL

REMEMBER, CANVAS OPEN SUPPORT SESSIONS TAKE PLACE EVERY TUESDAY AND WEDNESDAY FROM 11 AM - 12 PM

IN A FLASH

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UPDATE YOUR CANVAS COMMONS

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Favored content is viewed and managed in the Favorites page.

POST A QUESTION TO THE CANVAS COMMUNITY

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