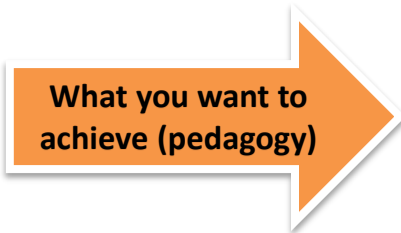


# Canvas - Tool Guide for Teachers



**Ease of use**  
How easy can this be set up by you?

**Information Transfer**  
Is it a tool for disseminating information from you to your students?

**Assess learning**  
Will this tool allow you to assess your students' learning?

**Communication & interaction**  
Can it be used for communication & interaction among participants (you & your students)?

**Co-create content**  
Can you & your students collaborate & create content together?

**Bloom's**  
Allows what thinking order?  

- Remember
- Understand
- Apply
- Analyse
- Evaluate
- Create

**Course Files**  
Upload a file (Word Document/ PowerPoint)

Easy, like an email attachment. But can your doc stand on its own?

Yes. Only teachers can upload files to course site. You can share files with students via Files and links to files on pages

No. Better ways to do this. Use Quiz, Forums, Assignment, Discussions or Conversations (by attaching file)

No. It's a distribution tool. No option for interaction or communication.

Maybe. Collect files via Discussion, Assignments, Conversations or external means eg email and make available. Store in suitable folder (name)

2/6  
Remember & Understand  
But no learning activity involved, simply a set of resources to read

**My Files**  
Store your own files in the Canvas Cloud – same for students

Easy, click the Upload link and upload files. Make sure you have a suitable folder structure to manage the files

Yes. You can attach files directly to students via the Conversations area or add to assignments and pages

Yes. Students can upload their own work to MyFiles and send to you in assignment or via Conversation

No. It's a distribution tool. No option for interaction or communication. Students cannot see files in this area

Maybe. Students could create resources, save in My Files area and send to you via Conversations. You manually add to course

None.  
This is not a learning activity, but information transfer.

**Course Folders**  
Create a folder to manage files

Easy, click button and name folder. Can add sub-folders. Get structure right!

Yes. Only teachers can create folders. Important you agree structure on shared courses including folder naming

No. This is simply a way to collate and manage files in a course

No. It's a distribution tool. No option for interaction or communication.

No. This is simply a way to collate and manage files in a course.

None.  
This is not a learning activity, but information transfer.

**Add Page**  
Create a webpage in Canvas

Easy, just create the page using the HTML editor, adding multi-media if needed. Drag in files, link to other pages (wiki)

Yes. Only teachers can create the page. So definitely a push-tool.

Yes, indirectly. Link to LTIs or Web2.0 quizzes for students to play. Manually get results to add to gradebook. Create link to assignments

Yes. Embed or link interactive web2.0 tools or LTIs. Use Redirect feature to add webpage. Link to other pages and features

Maybe. Collect files via Discussion, Assignment, Conversations or external means eg email and make available with links on page

None.  
This is not a learning activity, but information transfer.

**Link to URL**  
Done as part of making a page

Easy, find the web address (aka URL– the bit that starts with http://), copy it, paste it. You can use words and images as links

Very easy way of directing students to information outside of Canvas.

Not directly. You could link to external site eg student blog/portfolio or link to external quiz site eg Socrative

Yes, depending on link eg to blog site, social media, shared file (via OneDrive or Google Drive) or external wiki. Work needed by you!

Maybe. Link to external collaborative sites or shared files e.g. OneDrive, Wikispaces, Google, shared blogs. Work needed by you!

6/6  
Can do all of the above, depending on where you link to.

**Wiki Pages**  
Linking together pages

Can be a bit tricky. Create a series of pages. Give permission to students to add content. You are notified of changes

Yes. Use as information site. Allow editing only by teachers or by any participant.

Yes. Page design is very agile e.g. design a formative assessment activity. Assess as On Paper submission. You need to set Guidelines

Maybe. Discussions about progress would not happen directly on page but via Discussions or Conversations. You could grade this!

Yes. Students can collaborate & explore topics, discuss them & write together. You may want to consider guidelines for editing!

6/6  
Lends itself to Understand, Apply, Analyse, Evaluate, Create.

**ReDirect LTI**  
Displays an external webpage in your course with Navigation link

Can be a bit fiddly. Click on App. Enter the URL for the link, the name to go in Navigation link and how to display it

Very easy way of directing students to information outside of Canvas without leaving the course!

Not directly. You could link to external site eg student blog/portfolio or link to external quiz site eg Socrative, Kahoot

Yes, depending on link eg to blog site, social media, shared file (via OneDrive or Google Drive) or external wiki. Work needed by you!

Maybe. Link to external collaborative sites or shared files e.g. OneDrive, Wikispaces, Google, shared blogs. Work needed by you!

6/6  
Can do all of the above, depending on where you link to.

**YouTube LTI**  
Allows you to insert YouTube videos on page

Easy. Click on link, type in what to search for and select file. Choice of Embed sizes. Inserts as 'block'

Yes. Added by teacher. You have to search for video first. Can add in multiple videos to page

No. Even if student has created work as video, it would be displayed to everyone on the course

Limited. Discussion could take place on Comments section of video but better ways to do this eg add link below to Discussions

Not really. Students could collaborate and create video external to Canvas and send you link to add in

2/6  
Remember, Understand. (Apply depending on content in video)

**Survey**  
Option with the Quiz tool

Bit fiddly initially. Set up as Quiz. Options for short/long response, multiple choice/select, dropdowns. Can add in images, links, video.

Partly. It depends on the questions you ask and the information you give eg attaching files, videos. Limited though

Yes. Great for feedback from performance. Students can submit multiple times eg before/after. Can also upload files and grade

No. Only allows one way communication from student to teacher.

No this is an individual activity, Although feedback to course and teaching could be useful for making improvements

2/6  
Indirectly helps student analyse and evaluate the learning.

**Conversations**  
The 'email' feature in Canvas with Inbox

Easy. You can send a message to teacher, whole class, groups of individuals or one student. Add attachments too

Yes. Via messages and attachments. Notifications go to email. Remember, messages can be ignored or deleted!

Maybe as it is a communication channel. Better features to use

Yes. Students can message teachers but not seen by all students – better using Discussions. Good for personal support

No this is an individual activity, not a group activity.

5/6  
It is a communications channel so depends on the discussion you have and use. Better options available

Great fit

Can work with some learning design

Not best tool for the job

**How to use this guide**

- **Are you a teacher new to Canvas?** Use this guide to pick the right tool for the job.
- **Know which tool you want to use?** Follow its row across to see its strengths & weaknesses.
- **Know what you want to achieve?** Pick a column and follow it to see which tool will help you do it.
- **Don't forget!** Many features can always be tweaked to do what you wish with a little bit of thought

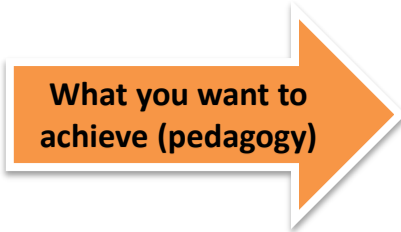
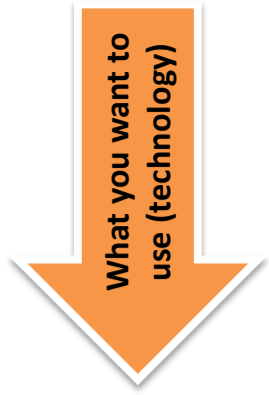
**Canvas Tweeters to Follow**

- @gideonwilliams
- @mrcring
- @4goggas
- @CanvasLMS
- @DavidDNorton
- @Samantha\_Blyth

**Need more Canvas help?**

- **Canvas Community** at <https://community.canvaslms.com>
- **Canvas Guides** <https://community.canvaslms.com/community/answers/guides>
- **Canvas Videos** <https://community.canvaslms.com/docs/DOC-3891!>





**Ease of use**  
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**Module**  
Used to organise activities and resources in your course

Easy. Create the Module using the button. Add completion requirements. Next add resources/activities to list using + option

No. It is just a tool for organising resources. Discuss with your Dept. the best way of using Modules to match topics in your subject

Not really. Although can link requirements to complete the module which can be linked to awarding badges and monitored by analytics.

No.

No. Just a tool to manage resources. Students cannot create own Modules

None. This is not a learning activity, but information transfer

**Quiz**  
Use to assess learning, formative or summative.

Can be a little tricky. Range of settings to control quiz. Lots of different question types to use. Self marking features too

The quiz is aimed at assessment, not distribution.

Quiz can be timed & repeated. Essay, MC, matching, & other types. Can add in images, sound & video. Can assess in variety of ways

No. Use Discussion forums instead.

No. Use Discussion forums or page wikis instead.

6/6  
Can do all 6 but this requires you to be creative in your assessment.

**Conferences**  
Real time discussions with students or staff using video, audio, slides, messaging

Simple to set up – uses BigBlue. Slightly more complicated when sharing resources. Users will need instructions and explaining at start

Great to present information in a variety of ways eg catch up with lectures, help forums. Live broadcast which is recorded

Could be used as an oral assessment. More secondary information. Not all users confident/ comfortable with live interactions

Definitely. The teacher can act as moderator and allow students to engage. Teachers can also respond to comments posted

Possible as sessions are recorded. Students could post comments or presentations which can be saved as used again

6/6  
Possible for all six areas to be explored with careful design and practice

**Assignment**  
Use to collect, assess & provide feedback on assignments

Easy. Online & offline assignments. Submit file, URL, recordings etc. Submit as group, peer assessment and moderated marking.

No. However can include content for the assignment.

Yes. Set due dates & maximum grades. Collect assignments and provide feedback. Lots of ways to assess progress eg rubrics

No. Only allows very limited interaction between teacher & student.

No. Currently it does not allow group assignments. Use forum or wiki .

6/6  
Indirectly. Depends on your assessment design. Work can be submitted outside of Canvas

**Grades & SpeedGrader**  
Recording of students performances in a variety of tasks

Straight forward. Create an assignment for anything. Grades can also take place for quizzes, discussions

Yes. Students see score for each assignment. Teachers can also see more detailed features in Course Analytics section

Yes. Mark students work directly from grade. Notifications show you what needs marking. Links to Speedgrader.

No. Interaction with just student. Add comments to students work and student can make comment on work as it is marked

No, tool for displaying and marking grades

Not applicable.

**ePortfolios**  
Use to showcase best work or an online site that can an assignment.

Personal to user. Used across courses. Easy to set up. Add a range of content including work submitted – can make public & allow comments

Possible. You can share your portfolio with students. You can make multiple portfolios too. Student can add comments. Needs care!

Yes, allows grading via URL submission. Can also invite students for peer reviews

Not the best use of the resource. But your portfolio could contain links to outside resources. Done better elsewhere

Yes. Needs careful planning but use portfolios and shared pages and make public for students to use in learning

6/6  
Best sort of evidence. Huge amount of reflective practice possible too

**Syllabus**  
Gives students an overview of the course in date order

Easy to set up. Can be added to as more content appears. You choose what you want to show.

Yes. You can display resources on it and provide links to resources in other locations eg assignments. Calendar features too

No. Just a holder for content.

No. Just a holder for content. Can provide links to other resources that do this eg Discussion groups

No. Just a holder for content. Can provide links to other resources that do this eg Discussion groups

Not applicable

**Discussion Forum**  
Opportunity for class discussions, reflections etc

Easy. You can choose different features and options for forum. Comments can also be graded.

Yes. Share range of resources eg video, podcast links. Care to avoid information getting 'lost' with lots of conversation threads.

Can grade comments in forum, e.g. design it as formative assessment activity. Can set up group discussions too

Yes. Students communicate with you & peers. Interact as a class or in groups.

Yes. Students can collaborate & explore topics, discuss them & write together.

5/6  
Understand, Apply, Analyse, Evaluate, Create

**Calendar**  
Filtered Tracking of assignments. Add events and reminders

Easy to use. Lots of features added to calendar automatically. Trickier if you want to message individual students or classes

Yes. Details from assignments and gradings automatically added. You can add in Events too

No. Although you can add in assignments directly to the Calendar and then add in details later.

No. Students see information on calendar and you can 'invite' students to meeting but one way

Not applicable.

Not applicable

**External Apps LTIs**  
Add in 3<sup>rd</sup> party apps to do different features

This can be done by the teacher for individual courses or for all courses. Some LTIs not straightforward to use

Yes. Huge range of add-ins possible – SlideShare, Dropbox, Quizlet, Etherpad, Wiris equations, Trello, Khan Academy, Wikipedia

Not sure. No obvious link with some packages. You may have to manually gather data and add in to gradebook

Depends very much on the tool involved! Please ask if you want more information

It depends on the tool. If the tool is a collaborative one like Wikispaces. Care – as all content will sit outside of Canvas

6/6?  
This can be anything – depends on the connected Tool. Many of the tools focus on Remember/Understand

**Collaboration\***  
Allows students to work together on Google Drive (Office365 due soon)

Easy to set up. Students MUST have a Google account which is limiting. You choose who to share. Teacher needs to be Drive fan!

Can do but not the best platform for the role as limited by Google account

Possible although you would independently add in the grades for collaborative work

Yes as students are sharing and collaborating although editing of documents and size of group may restrict this

Yes. Group sizes need to be made manageable though and careful boundaries set. Some work needed

6/6  
This can be anything – depends on the purpose of the task

**Announcements**  
Reminders you can give to class related to your work

Straightforward to set up. Range of features Inc. adding files, link to RSS feeds, delay posting, links to pages, quizzes, assignments

Yes. Very effective as you can monitor which students have read post. Can link to range of information too

No. Just a communication tool

Possible. Can enable student replies in conversations although for learning doing this in a Discussion Forum is better

No, just a communication tool

3/6  
Indirectly if linking to podcasts and RSS feeds – so Remembering, Understanding and Applying possible