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Hidden Treasures: Lesser Known Secrets of Canvas

Julie Gregg

University of Nebraska Medical Center, julie.gregg@unmc.edu

Melissa Diers

University of Nebraska Medical Center, mdiers@unmc.edu

Analisa McMillan

University of Nebraska Medical Center, analisa.mcmillan@unmc.edu

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HIDDEN TREASURES: *Lesser known secrets of Canvas*

ATTENDANCE

Enabling the Attendance Feature

The Attendance (Roll Call) tool is an external app (LTI) used for taking attendance in Canvas courses. The Attendance tool can be used for online or face-to-face courses. The Attendance tool always appears as a visible Course Navigation link, but it cannot be viewed by students, so hiding the link in Course Settings is not necessary.

To turn on Roll Call Attendance:

1. Click **Settings** in the Course Navigation panel.
2. Click the **Navigation** tab.
3. Drag the **Attendance** block to the visible area or right-click the **Attendance** block and click **Enable**.
4. Click **Save**.

<https://community.canvaslms.com/docs/DOC-13077-4152107412>

Taking Attendance

Once the attendance tool is set up in your course, and your course is published, you can start to take attendance using Roll Call.

To take attendance:

1. Click the **Attendance** tab in the Course Navigation.
2. Select the student and click **More**.
3. Mark the student *Present, Absent, or Late*.

Currently you can only view Roll Call on a day-by-day basis. To view additional dates, you can run an attendance report for your course.

Turnitin > Settings

Home Course Details Sections Navigation Apps Feature Options

Announcements

Assignments Drag and drop items to reorder them in the course navigation.

Discussions

Grades

Quizzes

Modules

Attendance

Syllabus

Outcomes

People

Pages

Files

Conferences

Collaborations

Settings

Attendance Page disabled, won't appear in navigation

Syllabus Page disabled, will redirect to course home page

echo360 Page disabled, won't appear in navigation

Outcomes Page disabled, will redirect to course home page

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

+ Enable

Move

The screenshot shows the Canvas Roll Call interface. On the left is a navigation menu with options like Home, Announcements, Assignments, Discussions, Grades, Quizzes, Modules, Attendance (highlighted in red), and Syllabus. The main area is titled 'Roll Call' and shows a list of students: Melissa Diers, M.Ed, DMC-D, D-4K (with a green checkmark) and Sally Student (with a grey circle). To the right, there are statistics: Present: 1, Late: 0, Absent: 0, and Attendance: 100%. A date selector shows 'Thu Apr 05' with a calendar icon. There are also buttons for 'MARK ALL PRESENT' and 'UNMARK ALL'.

Creating a Seating Chart

1. To view the class in the seating chart format, click the **Class** tab.
2. To set a setting arrangement, click **the Edit Seating Chart** tab.

For more information about using seating charts, refer to: <https://community.canvaslms.com/docs/DOC-13058-4152107416>

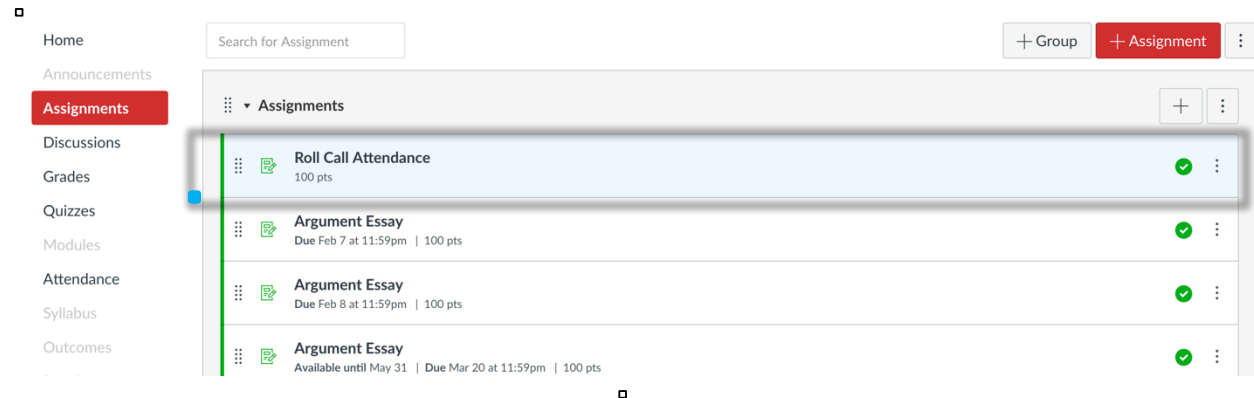
The screenshot shows the Canvas Roll Call interface in the 'Seating Chart' view. The top navigation bar includes 'Roll Call', 'LIST', 'CLASS' (selected), and a settings icon. Below the navigation bar, there are tabs for 'TAKE ATTENDANCE' and 'EDIT SEATING CHART' (selected). The main area is a grid where students can be placed. Two student cards are visible: 'Melissa Diers, M.Ed, DMC-D, D-4K' and 'Sally Student'. A green callout box on the left says: 'Remove students from the seating chart by dragging them here'. The date 'MON MAY 07' is displayed at the top right.

Grading Attendance

After the first time you take roll call, Canvas automatically creates an assignment for Roll Call Attendance and adds a column to the Gradebook. By default, attendance is worth 100 points.

Note: The Attendance assignment will not appear until you have taken roll for at least one student.

Note: Although students cannot view the actual attendance tool, they can still view the attendance assignment in the Assignments page. This assignment cannot be hidden from students.



Instructors can edit several components of the Roll Call Attendance assignment:

1. You can edit the assignment and change the point value.
2. You can remove Attendance from the Gradebook completely by changing the assignment type. **Note:** Once you have changed the assignment type, you cannot change it back to a graded assignment. *Please ensure you do not want to grade Attendance before changing the assignment type.*
3. You can exclude the attendance assignment from the final grade.
4. If you are using weighted assignment groups, you can create a new weighted assignment group and move the attendance assignment into that group.

For more information on grading attendance:
<https://community.canvaslms.com/docs/DOC-12871-4152430299>

For Fun: Adding Images to your modules

To add fun icons to your modules...

1. Go to <https://emojipedia.org/>
2. Select your emoji. The emoji appears with an explanation and a copy button. Click **Copy**.
3. Go to the **Modules** tab in your course.
4. Click **Edit** next to the module header.
5. Paste (Ctrl + V or Command + V)

Gradebook View Actions

Student Name	Roll Call Attendance Out of 100	Argument Essay Out of 100
Melissa Diers, M.Ed, DMC-...	100%	-
Sally Student	-	97
Test Student	-	-

Points:

Assignment Group:

Display Grade as:

Do not count this assignment towards the final grade

Submission Type:

External Tool Options

Enter or find an External Tool URL

Load This Tool In A New Tab

Moderated Grading Allow a moderator to review multiple independent grades for selected submissions



HIDDEN TREASURES: *Lesser known secrets of Canvas*

CALENDAR

Canvas Calendar:

The Calendar is a great way to view everything you have to do for all your courses in one place.

In Global Navigation, click the **Calendar** link.

Each personal, course, and group calendar is identified by a separate color that populates the calendar view. Associated assignments for each course or group will appear within the calendar view for each calendar.

Note: Canvas will assign an arbitrary color for each calendar unless a custom color is chosen. Each calendar contains 15 default colors, but you can insert a Hex code to create any color of your choice. Colors set in Dashboard course cards also update in the calendar.

SUN	MON	TUE	WED	THU	FRI	SAT
25 DB: Week 7 Technology-Tool	26 Approach (Design and Timeline) and Bibliography (GRANT_V48)	27	28 BONUS: 2/21 "What are We Doing Again? Designing Educational Research Objectives" DB: Tech-Tool Peer replies due (Week 7 DB) In Class Feedback (2/27/18)	1	2 8a Homework 4: One-and-Two-Way ANOVA	3
4 DB: Week 8 Online Technology-Project Technology in the Online Classroom Project	5	6	7 Bonus: Finances of Research Talk DB: Technology Project Peer replies due (Week 8 DB)	8 8:10p Midterm Exam	9 Final research proposal (GRANT_V9)	10
11 DB: Week 9 Technology Tool	12 Plagiarism-Primer Statement of Completion	13 Grant-V10: Summary/Abstract, Narrative, Facilities and Equipment	14 DB: Tech Tool Peer replies due (Week 9 DB)	15 8:10p Midterm Exam	16	17
18 DB: Week 10 Flipped Technology Project Technology in the Flipped Classroom Project	19	20	21 DB: Technology Project Peer replies due (Week 10 DB)	22	23	24
25	26	27 Grant V11: Peer review (Initial Primary)	28	29	30 8a Homework 5: Logistic Regression	31

2. You change the date of an event or assignment in the same calendar by dragging and dropping the event or assignment to a different date on the month view or mini calendar. Click the event or assignment, drag to the new date, and release your mouse.

Note: You can also select the event/assignment, and then click **Edit**. Here you can edit the event Title, Date, specify a time range, and Location. You can move the event to a different calendar using the Calendar drop-down menu [5].

For more information on using the Calendar visit: <https://community.canvaslms.com/docs/DOC-12911-41525466> or <https://community.canvaslms.com/docs/DOC-13061-415254672>

Canvas Calendar:

The Calendar displays all Assignments according to due date, which causes assignments, discussions, and quizzes with multiple sections and due dates to appear more than once in the Month view.

Assignments that are for everyone in the course will not have a user, section, or group associated when hovering over the assignment title [2], meaning it is due on the same date for all students and only appears on the Calendar due date.

Multiple Due Dates will appear across your entire course including Quizzes, Assignments, Discussions, Syllabus, Modules, Course Analytics, Calendar, and SpeedGrader.

<https://community.canvaslms.com/docs/DOC-10036-4152101241>

The screenshot shows the Canvas Calendar interface for May 2018. The calendar view is in 'Month' mode. A pop-up window for 'Test (1 student)' is open, showing details: 'Due: May 8 at 11:59pm', 'Calendar: Turnitin Sandbox', and 'Attendees'. To the right, an 'Assign' panel is visible, showing two assignment options. The first is assigned to 'Melissa Diers, M.Ed, DMC-D, D-4K' with a due date of 'May 8 11:59pm' (Tue May 8, 2018 11:59pm). The second is assigned to 'Everyone Else' with a due date of 'May 9 11:59pm' (Wed May 9, 2018 11:59pm). Both have 'Available from' and 'Until' fields.

Scheduler:

The calendar also includes an optional scheduling tool in Canvas. You can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars. Appointments will appear in your calendar after a student or group has reserved a time slot.

1. Click **Calendar** on the Global Navigation.
2. Click **Scheduler**.
3. Click **Create an Appointment Group**.
4. Click **Publish**.

Notes:

If user participation is limited to dates between the [course start and end dates](#), Scheduler events cannot be edited or deleted after the date the course ends.

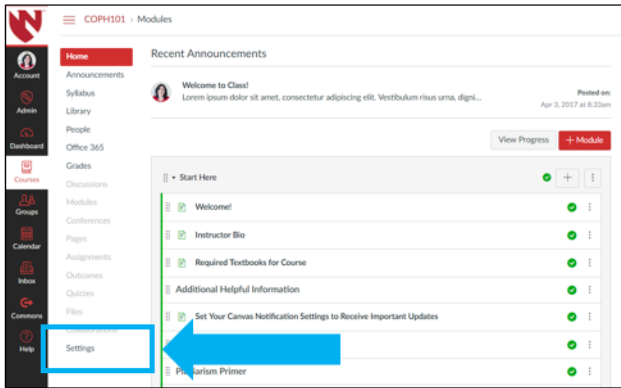
The screenshot shows the 'Edit Appointment Group' form. The 'Name' field contains 'Office Hours'. The 'Location' field is empty. The 'Calendar' field has a 'Select Calendars' button. The scheduling table has four rows, all for 'Wed Apr 4, 2018', with time ranges: 9:00am-9:30am, 9:30am-10:00am, 10:00am-10:30am, and 10:30am-11:00am. The 'Options' section has 'Limit each time slot to 1 users' checked, 'Allow students to see who has signed up for time slots' unchecked, and 'Limit participants to attend 1 appointment(s)' checked. The 'Details' field is empty. The bottom right has 'Save' and 'Save & Publish' buttons.

View the appointment dates and times in your course calendar. Time slots that have been reserved by students will show as a solid color.

<https://community.canvaslms.com/docs/DOC-12920-4152716604>

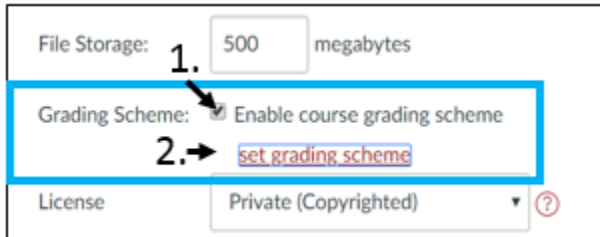
Canvas Course Settings

Select "settings" from the course navigation

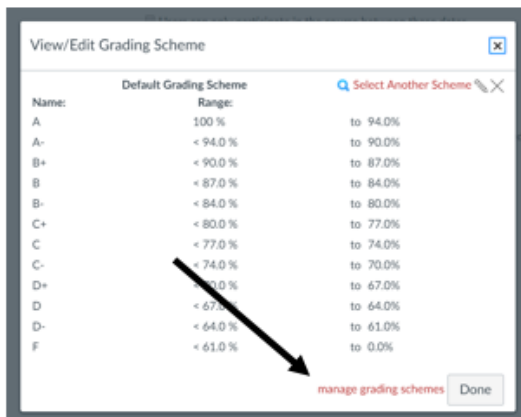


Add a letter grade to the total column in the gradebook

1. Select "enable course grading scheme" -> select set grading scheme



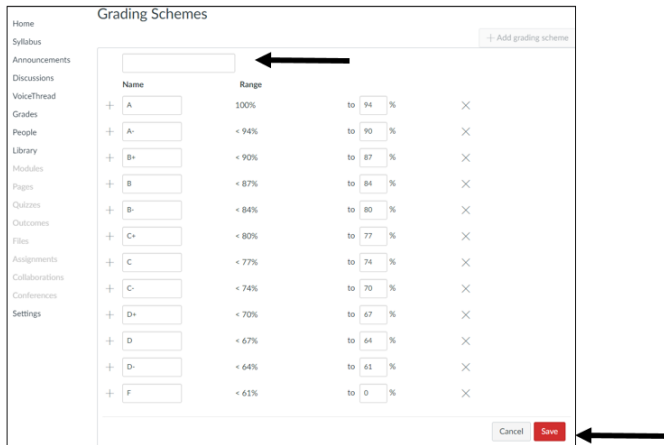
2. To create a new grading scheme -> select manage grading schemes



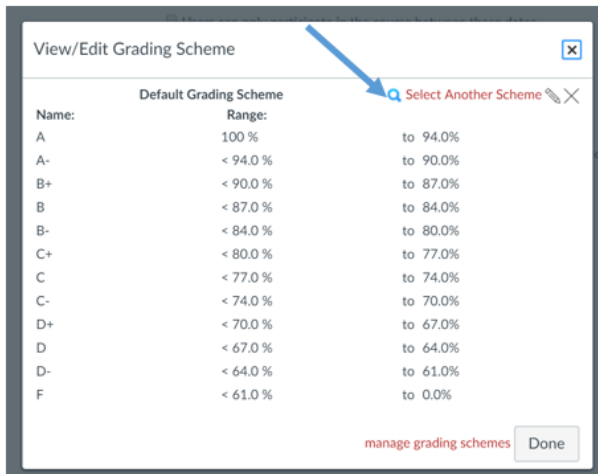
3. Select "+ Add grading scheme)



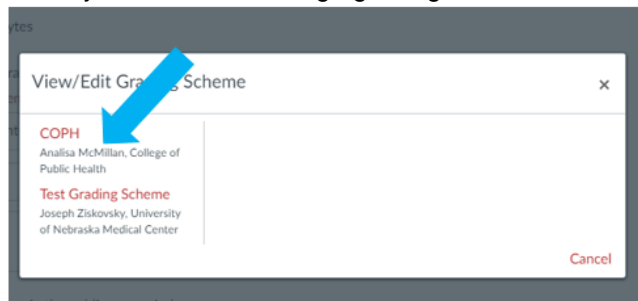
4. Name and complete your grading scheme -> select save



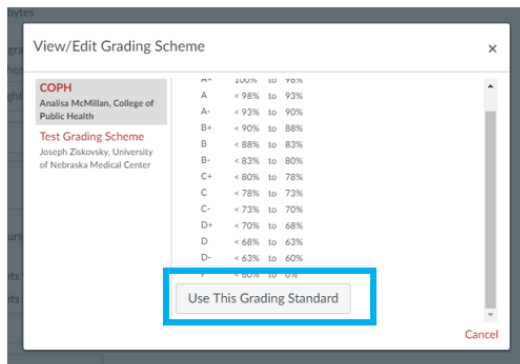
5. Select "select another scheme"



6. Select your course or college grading scheme



7. Select "use this grading standard"



8. Check for letter grade in total column in gradebook

Student Name	Secondary ID	Research Paper 1 Out of 35	Instructor Notes	Extra Credit	Total
Emily Boone Biology 101 and Biology 10	emily.boone.canvas@gmail				100% A
Jessica Doe Biology 101 and Biology 10	jessica.doe.canvas@gmail.c	-			87.5% B+
Max Johnson Biology 101 and Biology 10	max.johnson.canvas@gmail	-			100% A

More Options Link in Settings

Select checkboxes for options and save settings

fewer options

- Show recent announcements on Course home page
- 1 Number of announcements shown on the homepage
- Let students attach files to discussions
- Let students create discussion topics
- Let students edit or delete their own discussion posts
- Let students organize their own groups
- Hide totals in student grades summary
- Hide grade distribution graphs from students
- Disable comments on announcements

Only Teachers can create, rename, and edit course pages by default

Add Announcements to Home Page

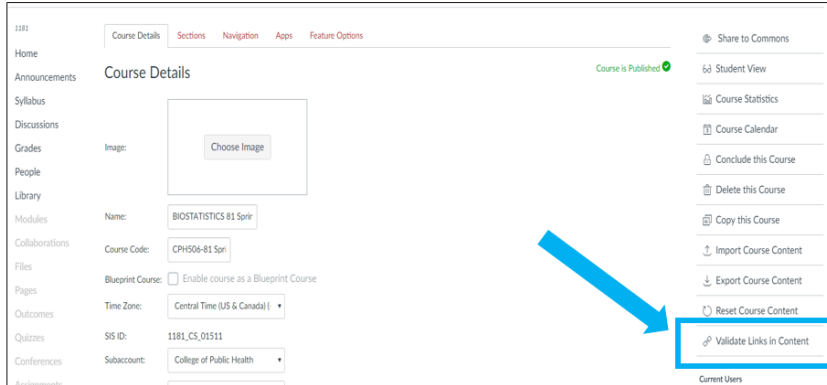
Hide Grade distributions graphs from students

Default allows students to view destitutions, to turn them off select “Hide grade distributions from students” and save settings.

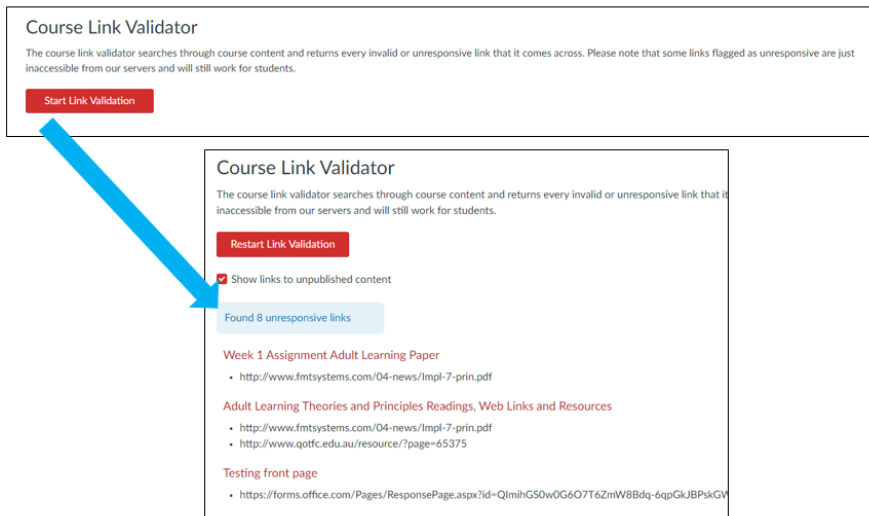
Name	Due	Score	Out of
Homework 1:	Feb 1 by 8am	46	47
Score Details		Mean: 44.6	High: 47 Low: 15
Homework 2:	Feb 9 by 8am	61	63
Score Details		Mean: 61.4	High: 63 Low: 49
Homework 3:	Feb 19 by 8am	72	72
Score Details		Mean: 70.5	High: 72 Low: 56
Homework 4:	Mar 2 by 8am	60	61
Score Details		Mean: 58.4	High: 61 Low: 22

Course Link Validator

1. Select "Validate links in content"

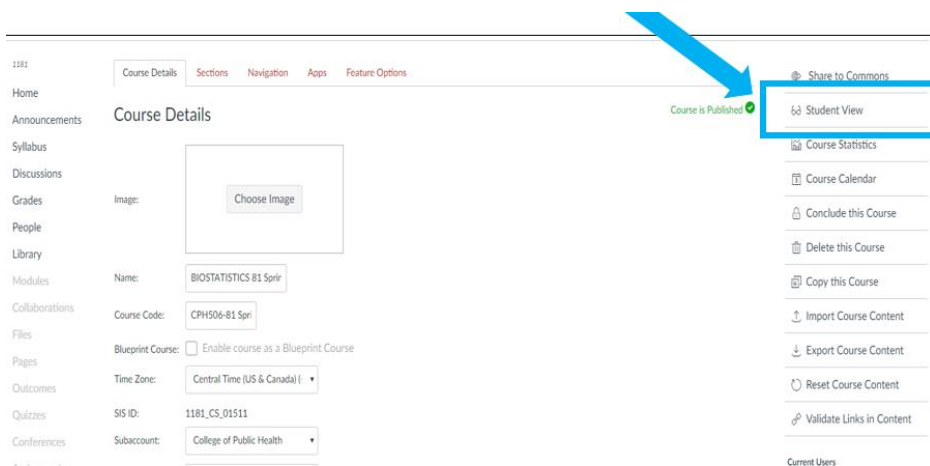


2. Select "Start link validation" and review unresponsive links. Correct or change if necessary



Student View

1. Select "Student View"



2. Navigate through course and select "Leave Student View" to return to instructor view

This screenshot shows the 'Recent Announcements' page in Canvas LMS. The left sidebar contains navigation links for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area displays a 'Welcome to Class!' announcement with a placeholder text and a 'Posted on: Apr 3, 2017 at 8:33am' timestamp. Below the announcement is a 'Start Here' section with links to 'Welcome!', 'Instructor Bio', 'Required Textbooks for Course', and 'Additional Helpful Information'. The bottom of the page features a purple banner with the text 'You are currently logged into Student View' and a 'Reset Student' button.

This screenshot shows the 'Grades for Test Student' page in Canvas LMS. The left sidebar is the same as in the previous screenshot. The main content area displays a table of grades for a test student. The table has columns for 'Name', 'Due', 'Score', and 'Out of'. The 'Name' column lists various assignments, and the 'Due' column shows due dates and times. The 'Score' and 'Out of' columns show the student's performance on each assignment. The total score is 0% (F). A 'Print' button is located in the top right corner. The bottom of the page features a purple banner with the text 'You are currently logged into Student View' and a 'Leave Student View' button.

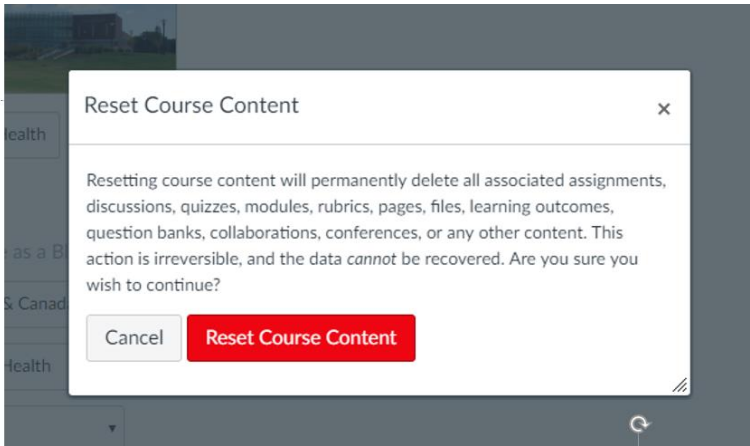
Name	Due	Score	Out of
Week 1 Assignment Adult Learning Paper	May 7, 2017 by 11:59pm	0	25
Technology Project - Online Classroom	May 9, 2017 by 11:59pm	-	100
Adult Learning Principles Paper Discussion	May 12, 2017 by 11:59pm	-	3
Week 1 Quiz	May 16, 2017 by 11:59pm	-	4
Learning/Teaching Styles Paper Discussion	May 19, 2017 by 11:59pm	-	3
Week 2 Assignment Learning/Teaching Styles	Sep 2, 2017 by 11:59pm	-	25
assignment 3		-	0
Paul		-	-

Reset Course Content

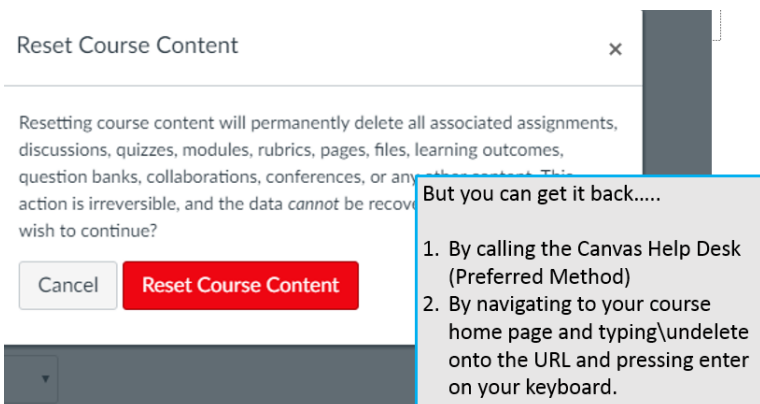
Select "Reset Course Content"

This screenshot shows the 'Course Details' page in Canvas LMS. The left sidebar contains navigation links for Home, Announcements, Syllabus, Discussions, Grades, People, Library, Modules, Collaborations, Files, Pages, Outcomes, Quizzes, and Conferences. The main content area displays course information for 'BIOSTATISTICS 81 Spr' with a 'Course Code' of 'CPH506-81 Spr'. The 'Reset Course Content' button is highlighted with a blue box and a blue arrow pointing to it. The bottom of the page features a purple banner with the text 'You are currently logged into Student View' and a 'Leave Student View' button.

1. Select “cancel” if you DO NOT want to reset course and delete content. Select “Reset Course Content”, if you wish to reset your course and delete all your material.

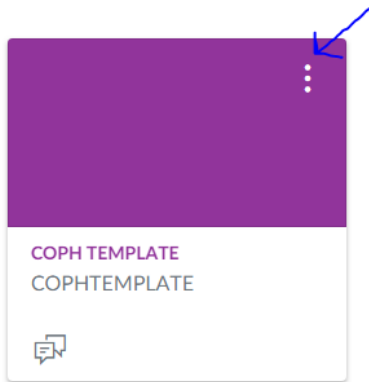


If you reset but need to restore your course, you can contact the Canvas help desk or by using the URL Undelete method below.

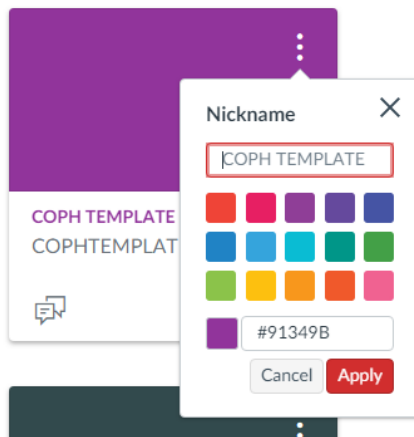


Changing Colors on Course Cards

1. Select the three dots on the card you wish to change

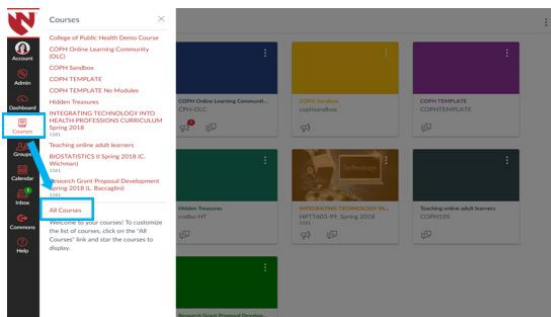


2. Select new color by clicking on shade -> select apply



Dashboard Course Card Organization

1. Select Courses from the Global navigation -> select all courses



2. Select and deselect stars (Colored starred courses are displayed on Dashboard)

Select and Deselect Stars
(Colored stars are displayed on dashboard)

Course	Enrollment	Role	Published
☆ BIostatistics II	1181	Student	No
★ BIostatistics II Spring 2020 (C. Wickham)	1181	Student	Yes
☆ Biostatistics Test content		Teacher	No
☆ Canvas L201 from LMS		Student	Yes
☆ Canvas Training from Canvas Resources		Student	Yes
★ Canvas of Public Health Demo Course		Teacher	Yes
☆ CDPH ExamSoft		Teacher	No
★ CDPH Online Learning Community (OLC)		Teacher	Yes
★ CDPH Sandbox		Teacher	Yes
★ CDPH TEMPLATE		Teacher	Yes
★ CDPH TEMPLATE No Modules		Teacher	Yes
☆ E-Learning Score Card Project		Student	Yes



HIDDEN TREASURES: *Lesser known secrets of Canvas*

GRADEBOOK

Weighting Grades

You can weight final grades based on assignment groups. You can assign a weight to each assignment group, but not the individual assignments.

1. Click the **Assignments** tab.
2. Click the 3 dots icon.
3. Click **Assignment Groups Weight**.
4. Click the Weight final grade based on assignment groups checkbox.
5. The Assignment Groups appear. Now you can assign the desired weight to your Assignment group (s) and click Save.

Enter the percentage weights for each of the different Assignment Groups you created. The percentage weights you specify here will determine how Canvas calculates the final grade for your course. These percentages can be changed at any time and students will be notified when any changes are made. The weights will show up in the Gradebook for both students and instructors.

Notes:

- Assignment group weights can include decimals.
- The total percentage of all assignment groups can be set above or below 100%.
- (Please visit <https://community.canvaslms.com/docs/DOC-10059-415267002> for more calculated information.)

The screenshot shows the 'Assignment Groups Weight' dialog box in Canvas. The dialog box has a title bar 'Assignment Groups Weight' and a close button. It contains a checked checkbox 'Weight final grade based on assignment groups'. Below this are three rows: 'Assignments' with a value of 60 and a percentage sign, 'Quizzes' with a value of 40 and a percentage sign, and 'Total' with a value of 100%. At the bottom are 'Cancel' and 'Save' buttons.

Messaging Students from the Gradebook

You can use the Gradebook to send messages to your students. Message subjects are filtered based on specific assignment categories:

- **Haven't submitted yet**—students who haven't submitted the assignment.
- **Haven't been graded**—students whose assignments have not yet been graded (submitted or unsubmitted).
- **Scored less than [point value]**—students who earned a grade on their assignment less than X number of points.
- **Scored more than [point value]**—students who earned a grade on their assignment more than X number of points.

Although one message most likely will be sent to multiple students at the same time, each student will receive an individual message.

1. Click the **Grades** tab.
2. Click the 3 dots next to assignment title.
3. Select **Message Students Who...**

For more information:

<https://community.canvaslms.com/docs/DOC-13711-73553813641>

Moving the Total column to the front of the Gradebook: You can move the Total column to the front of the Gradebook to quickly see an overview of student progress in your course.

1. In Course Navigation, click the **Grades** link.
2. Access the Gradebook for your course and scroll to the Total column. Hover your cursor over the column header until the blue toggle arrow or 3 dots appear(s).
3. Select the **Move to front** menu option.

You can move the Total column back to the end of the Gradebook at any time by clicking the blue toggle arrow in the Total column and selecting **Move to end**.

[https://community.canvaslms.com/docs/DC-13041-4152252179](https://community.canvaslms.com/docs/DOC-13041-4152252179)

Student Name		Lecture - Final ... 30% of grade	Lecture - Mid-term Ex... 15% of grade	Lecture - A... 10% of gra...		
Sam Student Lab and Lecture	-	75%	75%	88.89%	-	-
Test Student Lab and Lecture	-	-	-	-	-	-

Excusing a Grade: You can use the Gradebook to excuse a student from an assignment, discussion, quiz, or group assignment. Excused assignments are not calculated as part of a student's total grade. The assignment is removed from the calculation for the total grade, so it will neither benefit or detract from their total score. This also applies to weighted grades.






1. In Course Navigation, click the **Grades** link.
2. Locate the student and the assignment you want to excuse.
3. Type "EX" in the appropriate column

When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

<https://community.canvaslms.com/docs/DOC-12938-4152386299>





Turnitin > Grades

Gradebook ▾ View ▾ Actions ▾

	Argument Essay Out of 100	Argument Essay Out of 100	Argument Essay Out of 100	Unnamed Quiz UNPUBLISHED	Assignment Example Out of 25
Sa...	 	60 	75 		-
Te...	-	-	EX /100 		-

Turnitin > Grades

Gradebook ▾ View ▾ Actions ▾

	Argument Essay Out of 100	Argument Essay Out of 100	Argument Essay Out of 100	Unnamed Quiz UNPUBLISHED	Assignment Example Out of 25
Sa...	 	60 	75 		-
Te...	-	-	Excused		-

SpeedGrader Settings and Navigation:

As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. You can also provide feedback to your students with text or media comments. There are three sections to the SpeedGrader interface: Navigation, Markup and the sider bar.

1

2

3

Argument Essay
Due: Feb 7 at 11:59pm - Turnitin

0/3 Graded 2/3

Sally Student

Page < 1 > of 6

Submitted: Feb 5 at 10:39am

Submitted Files: (click to load)

6% Neumann_Argument_Essay... ↓

Assessment

Grade out of 100

Assignment Comments

Add a Comment

Submit

Neumann 1

Alfred Neumann

Engl 101

Prof. Smith

July 20, 2017

Finding the Profit in "Non-Profit"

Within the past decade growing dissension concerning the way that non-profit organizations are run has been brought to light, and ultimately led to questions by people who understandably wonder where their donations are truly going. Donors deserve to know to know

The sidebar provides all the details about the submission for the student. This is where you enter the grade and or provide feedback. Feedback options include video, text, audio to text or attached files.

Argument Essay
Due: Feb 7 at 11:59pm - Turnitin

The left side of the menu includes general settings and options:

1. **Gradebook Icon:** Return to the Gradebook
2. **Mute Icon:** [Mutes or unmutes the assignment](#) (students can't see the grade until you unmute)
3. **Keyboard Icon:** Opens a list of keyboard shortcuts for SpeedGrader].
4. **Help Icon:** Opens the Canvas help menu
5. **Settings Icon:** Opens the SpeedGrader Settings menu [5], which includes enabling [student list sorting options](#) and [anonymous grading](#).

1/3 Graded 97 / 100 (97%) Average 2/3

Sally Student

The right-side of the menu includes grading information such as

1. The number of assignments that have been graded out of the total number of submissions
2. and the average score and percentage You can use this information to keep track of your grading progress.

The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission

3. Click the red arrow to view the student drop down list.
4. 4. Navigate the left and right arrows to move forward and back between students for easy grading.

For more information about using SpeedGrader, visit: <https://community.canvaslms.com/docs/DOC-12774-415255021>



HIDDEN TREASURES: *Lesser known secrets of Canvas*

QUOTAS

The overall UNMC Canvas contract includes the storage limit for the entire UNMC instance (submissions, personal files, etc.) is 500MB per FTE. UNMC has 3717 contracted FTE's = approximately 1.85TB total. There are three system-wide limits within Canvas:

1. **COURSE LIMIT:** The overall system-wide course limit is currently set at 500MB. Limit includes all Teacher file uploads in the course.
The Canvas System Administrator can manually set an individual course limit.
2. **USER LIMIT:** The overall system-wide user file limit which is currently set at 100 MB. User files are a cumulative total of all files uploaded from all courses.
The Canvas System Administrator can manually set an individual course or group limit but not an individual user limit. The user limit is only changed at a system-wide level.

File uploads count towards a user limit:

1. Manual uploaded files via the "Files" area
2. Profile picture
3. Files uploaded in an **ungraded** discussion post
4. Attached files when utilizing the internal email within Canvas

Files which are uploaded as an assignment or a **graded** discussion post do not count towards the user files limit.

A graded discussion post is defined as the check box located under "Options" is checked. If you would like the discussion post not to be graded, but not count against the user limit, type a 0 in the "Points Possible" box.

Keep in mind the discussion post will be displayed in the Grade Center but not be calculated in the overall grade.

<https://community.canvaslms.com/docs/DOC-10565-421241989>

<https://community.canvaslms.com/docs/DOC-10687-4212189819>

3. **GROUP LIMIT:** The overall system-wide group limit which is currently set at 100 MB. Limit includes files which are uploaded in the group page.
The Canvas System Administrator can manually set an individual group limit.

FILES THAT DON'T COUNT TOWARDS QUOTAS

1. Assignments – Record and upload media
2. Conference - Recordings
3. Conversations - Record and upload media (except recorded on mobile device - saved to My Files)
4. Rich Content Editor - Record and upload media
5. SpeedGrader - Record and upload media

<https://s3.amazonaws.com/tr-learncanvas/docs/CanvasMediaComparison.pdf>

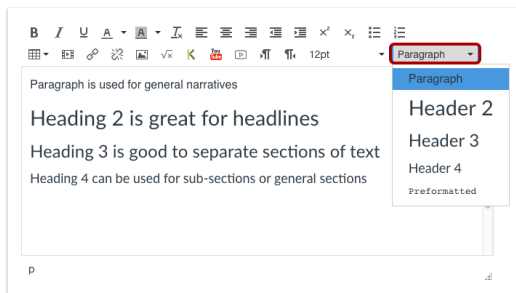


HIDDEN TREASURES: *Lesser known secrets of Canvas*

RICH CONTENT EDITOR

TinyMCE Editor: The Canvas rich content editor is available in the following Canvas features: announcement, assignments, discussion, pages, quizzes and syllabus. utilizes the tinymce rich content editor. The tinymce rich content editor keyboard shortcuts can be used within canvas:
<https://www.tinymce.com/docs/advanced/keyboard-shortcuts/>

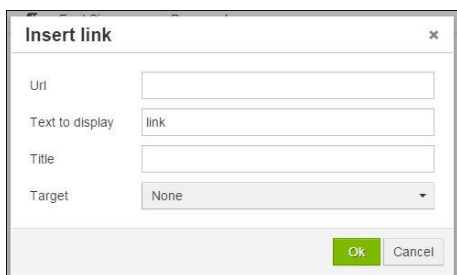
Paragraph drop-down menu: Use the Paragraph Drop-down Menu instead of Font Size to make text accessible for screen readers. Paragraph is used for general narratives. Heading 2 is used for headlines. Heading 3 is used to separate section of text. Heading 4 is used for sub-sections or general sections.



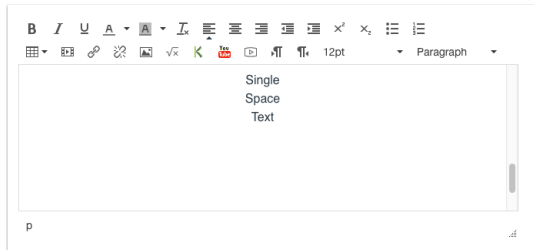
Hyperlinks: To add the accessibility information for a hyperlink

In the rich content editor, highlight the text on the page, press CTRL + K (Windows) or CMD + K (iOS on your keyboard).

1. Add the URL to the first box.
2. The "Text to display" box, this should already be filled in with the same text that was highlighted on your page (in this example, I highlighted the word "link").
3. The "Title" box, this is the pop-up text that you would want people to see when they hover their mouse over the link.
4. The "Target" drop-down can be set to "None" or "New window".



Single space: To separate lines of text with a single space press: SHIFT + Enter (Windows) or OPTION + Return (iOS).



Accessibility checker: The Rich Content Editor includes an accessibility tool that checks common accessibility errors within the editor. This tool can help you design course content while considering accessibility attributes and is in the Rich Content Editor menu bar.

This tool only verifies content created within the Rich Content Editor. You may also use other accessibility tools to verify additional content in Canvas.

All components are designed according to the template set in the institutions Theme Editor and verifies the following accessibility rules:

- Table captions: Tables should include a caption describing the contents of the table.
- Table header scope: Tables headers should specify scope and the appropriate structure.
- Table header: Tables should include at least one header.
- Sequential headings: Heading levels should not be skipped (e.g. H2 to H4). However, the tool does not check if the first header starts with H2 or whether the headings are sequential with the rest of the content in the page. Tables do not begin with H1, which is designated for the page title.
- Heading paragraphs: Headings should not contain more than 120 characters.
- Image alt text: Images should include an alt attribute describing the image content.
- Image alt filename: Image filenames should not be used as the alt attribute describing the image content. Currently, files uploaded directly to Canvas create a redirect that does not properly verify image filenames.
- Image alt length: Alt attribute text should not contain more than 120 characters.
- Adjacent links: Adjacent links with the same URL should be a single link. This rule verifies link errors where the link text may include spaces and break the link into multiple links.
- Large text contrast: Text larger than 18pt (or bold 14pt) should display a minimum contrast ratio of 3:1.
- Small text contrast: Text smaller than 18pt (or bold 14pt) should display a minimum contrast ratio of 4.5:1.

Note: For text contrast, the Accessibility Checker verifies color using the same calculations as the WebAIM tool and verifies against Theme Editor templates without High Contrast Styles. However, High Contrast Styles must be enabled for verification if a link color is overwritten manually in the Rich Content Editor.

STEPS:

1. Open the Rich Content Editor using one of the Canvas features which support the Editor.

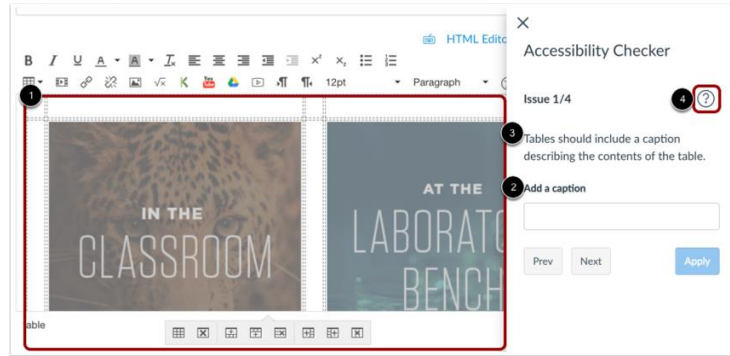
2. Click the Accessibility **Checker** icon.

Note: Depending on the width of your browser window, you may have to scroll the menu bar horizontally to view the icon.



When an issue is detected, the Rich Content Editor highlights the affected area [1]. The sidebar displays the accessibility attribute [2] and an explanation of the error [3]. To learn more about the accessibility attribute, click the **Information** icon [4]. If the Rich Content Editor contains more than one issue, you can view all issues by clicking the **Previous** or **Next** buttons

3. Click Apply button > When all issues have been fixed, or if no issues are detected in the Rich Content Editor, the sidebar indicates that no issues exist and will close automatically.



Accessibility menu: Press the following on the keyboards to open the accessibility menu:

	Windows	iOS
Open accessibility help menu	ALT + F8	ALT + FN + F8
Open editor's menu bar	ALT + F9	ALT + FN + F9
Open editor's toolbar	ALT + F10	ALT + F10

Removing formatting copied from another source: The Rich Content Editor to format text that you pasted from another source. Keyboard shortcuts:

- Windows copy and paste: Ctrl-C, Ctrl-V
- Windows copy and paste-without-formatting: Ctrl-C, Ctrl-Shift-V
- iOS copy and paste: CMD-C, CMD-V
- iOS copy and paste-without-formatting: CMD-C, CMD-OPT-Shift-V

Aligning text: The Rich Content Editor toolbar to align the text. You can set the position of the text on the page with the **Left**, **Center**, and **Right Alignment tools** or indent the text using the **Indent** tool.



Align directional text: The editor also supports directional text so users can insert content right to left. This feature can be added using the **Right to Left** button within the editor. It generally involves text containing different types of [alphabets](#), but may also refer to [boustrophedon](#), which is changing text directionality in each row.



Removing formatting from selected text:

1. Highlight the desired text to remove formatting
2. Click the Clear Formatting icon to remove the formatting
3. Click the Save button

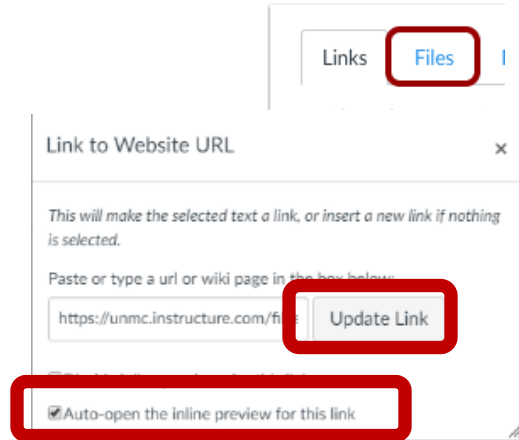
Note: When using the Rich Content Editor in Assignments, Discussions,



Pages, and Quizzes, you have the option to Save & Publish. When using the Rich Content Editor in the Syllabus and Discussions pages, the Save button may appear as “Update Syllabus” or “Post Reply”

Auto open files: The auto-open inline preview for files is available in the Rich Content Editor.

1. Open the Rich Content Editor
2. Click the Files tab
3. Find and select the file you want to insert.
4. The file name will automatically be added inside the Rich Content Editor. Place your cursor over the link and click, then click the Link icon
5. Click the Auto-open the inline preview for this link checkbox
6. Click the Update Link button
7. Click the Save button to save any changes to the post made in the Rich Content Editor



NOTE: Canvas supports previews for documents up to 100 MB and 999 pages. Supported file types

.doc .odt .sxi .docx .pdf .sxw .odf .ppt .xlsx
.odg .pptx .xls .odp .rtf .txt .ods .sxc

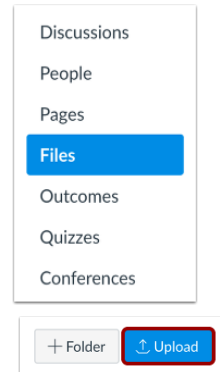
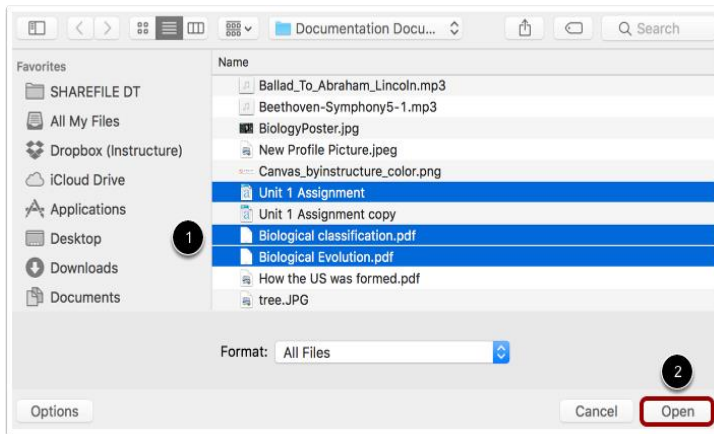


HIDDEN TREASURES: *Lesser known secrets of Canvas*

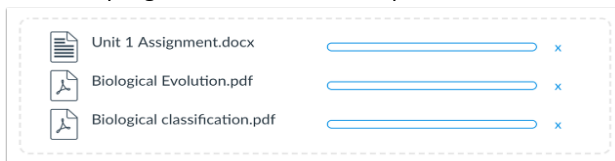
UPLOADING MULTIPLE FILES

Uploading Multiple Files:

1. In Course Navigation, click the Files link.
2. Click the Upload button.
3. Select the files you want to upload to your course [1]. Click the Open button [2].



4. View the progress bars for the file uploads.



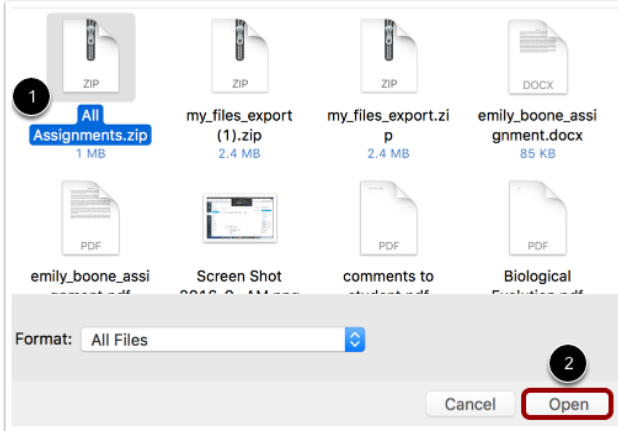
5. View the added files.

Name	Date Created	Date Modified	Modified By	Size		
Biological Evolution.pdf	9:19pm	9:19pm		12 KB		
Biological classification...	9:19pm	9:19pm		12 KB		
Unit 1 Assignment.docx	9:19pm	9:19pm	Doug Rob...	93 KB		
BiologyPoster.jpg	9:04pm	9:04pm		919 KB		

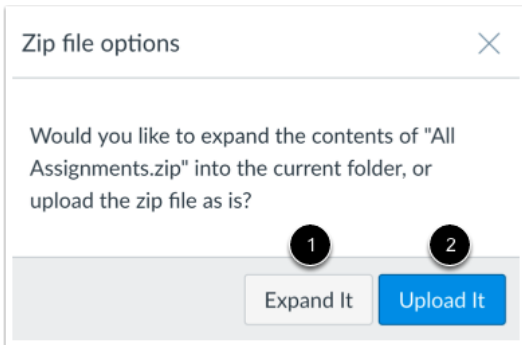
Uploading Multiple Files via ZIP: ZIP files can be imported into Canvas through Files or Course Settings. Through Course Settings, you must upload the ZIP file to an existing folder in Files. You cannot create new folders

through the Course Import Tool. ZIP files containing internal folder structure retain that folder structure upon upload.

1. You can import a ZIP file directly in Files. In Course Navigation, click the Files link.
2. Click the Upload button.
3. Click the title of the file you want to import [1] and click the Open button [2].



4. If you want to expand all the contents of the ZIP file, click the Expand It button [1]. If you want to upload the ZIP file intact, click the Upload It button [2].



5. You can track the progression of the upload by monitoring the progress bar.
6. Your files will be uploaded to Files in Canvas.



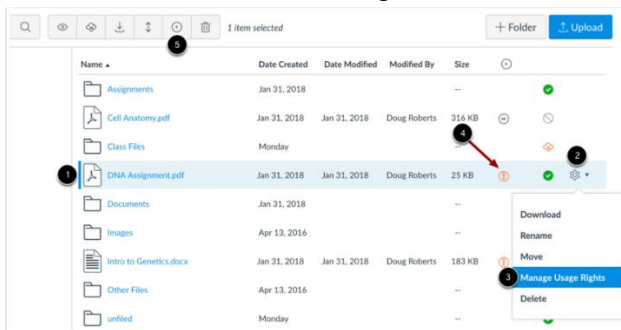
HIDDEN TREASURES: *Lesser known secrets of Canvas*

USAGE RIGHT AND USER ACCESS FOR A FILE

If usage rights feature is enabled in your course, you must set a usage right (copyright) for each file you upload to your course. Usage rights must be assigned to files before files can be published to the course.

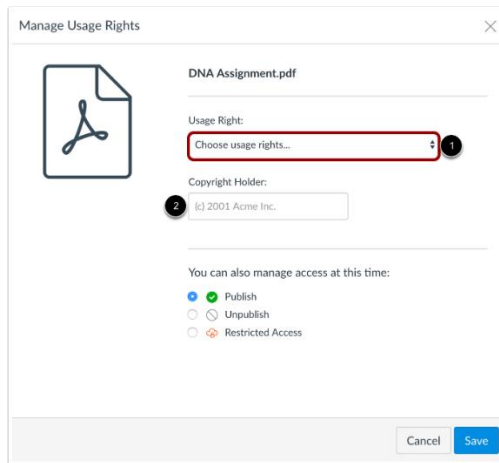
Usage Rights is currently a course opt-in feature

1. In Course Navigation, click the Files link.
2. Click the line item for the file
3. Click the Settings icon
4. and the Manage Usage Rights link
5. You can also click the file's warning icon or the Files toolbar Manage Usage Rights link



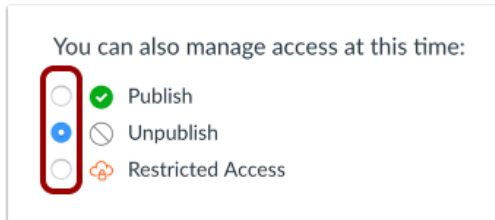
6. In the **Usage Right** drop-down menu [1], select one of five usage rights. If you are an instructor and are not sure which usage right applies to your file, please consult your institutional admin for guidance:
 - I hold the copyright (original content created by you)
 - I have obtained permission to use the file (authorized permission by the author)
 - The material is in the public domain (explicitly assigned to public domain, cannot be copyrighted, or is no longer protected by copyright)
 - The material is subject to fair use exception (excerpt or summary used for commentary, news reporting, research, or analysis in education)
 - The material is licensed under [Creative Commons](#); this option also requires setting a specific Creative Commons license

If known, enter the copyright holder information in the **Copyright Holder** field [2].



7. You can also set access to the file. By default, the file is unpublished. You can also publish the file or restrict access.

To select file access, click the radio button next to the access type. You can change the access at any time.



8. Click the Save button.



HIDDEN TREASURES:

Lesser known secrets of Canvas

WHITELIST

You may discover that certain HTML codes do not work upon saving. This is because Canvas will only support certain HTML elements for security reasons. This also applies to content copied and pasted from an external source. Below is a link to a list of HTML tags that are permissible in Canvas. HTML tags that are not on this list may be stripped out of the Canvas Rich Content Editor when you save your work. https://s3.amazonaws.com/tr-learncanvas/docs/Canvas_HTML_Whitelist.pdf

Whitelist includes

- Allowed HTML Tags
- Attributes on HTML Elements
- Protocols for Elements
- Allowed Style Properties
- MathML Tags



HIDDEN TREASURES: *Lesser known secrets of Canvas*

ZOOM

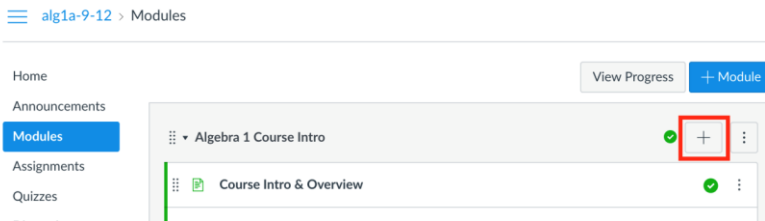
Zoom Installed as LTI: Zoom can be added in the course Navigation as an LTI, this is determined by your system administrator and is a system wide setting

When a user clicks the Zoom link, the Authentication page displays. The user clicks the **Authenticate** button to begin the authorization process.

The image shows two screenshots of the Canvas LMS interface. The top screenshot displays the course navigation menu for 'alg1a-9-12'. The 'Zoom' link is highlighted with a red box. The bottom screenshot shows the 'Zoom Authentication' dialog box, which contains the text: 'ZOOM', 'zoom is requesting access to your account.', and 'You are authorizing this app as Account Admin.' with 'Cancel' and 'Authorize' buttons.

Installed as External Tool: Zoom can be added into Canvas as an External App installation, this is determined by your system administrator and is a system wide setting

1. Login to Canvas and select a course.
2. Once in the course, click Modules.
3. Click + in the Module where you'd like to add Zoom.

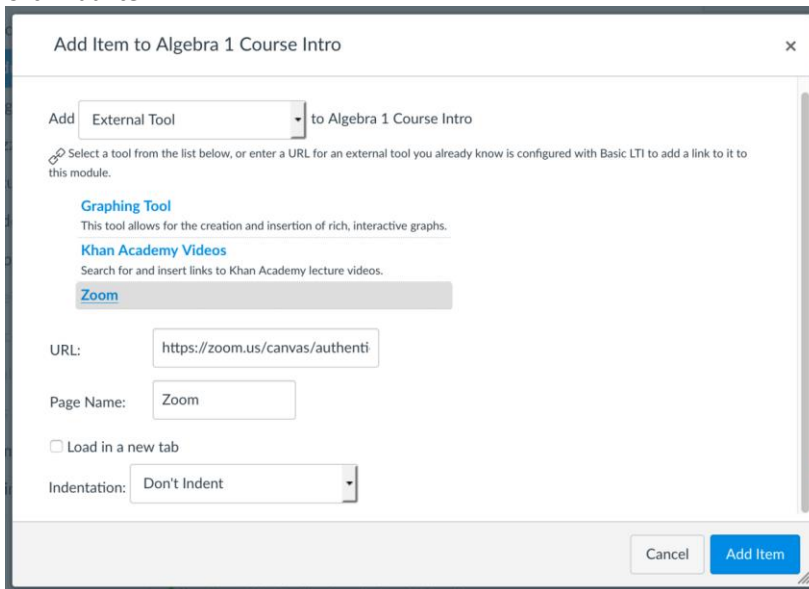


4. This will open the Module options.

Choose **Add External Tool**.

Click **Zoom**.

Click **Add Item**.



5. Click to publish the Zoom link.
6. When you are ready to launch the meeting, click **Zoom**.