

# Give Teaching a Boost with Canvas.

Adjunct Faculty Dinner 8-11-14

<http://canvas.iu.edu>

1. Redirect your class to Canvas
2. Attach your syllabus
3. Add your assignments
4. Gradebook is done!
5. Use roll call for attendance
6. SpeedGrader/Crocodoc

## 1. Redirect your class to Canvas

In Oncourse select the redirect button. When your students login they will automatically be redirected to the Canvas course.

Click the button below if you plan to teach this course in Canvas instead of Oncourse. Doing so will hide most tools in this site and send site members to your Canvas course. You can undo this change at any time.

Start teaching this course in Canvas

## 2. Attach your syllabus

Login to Canvas at <http://canvas.iu.edu/>

Select **Syllabus** on the left tool bar

Select **Edit Syllabus Description** button on the right of the screen.

Select the **Files** tab on the right

Click on **Upload new file**

Select **Choose file** button and locate your file.

Click on **upload**

File is uploaded and added to the Syllabus Description box.

Select **Update Syllabus** button

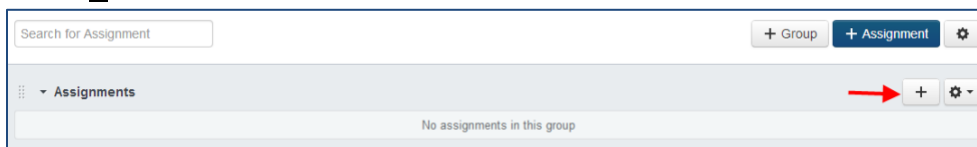
## 3. Add your assignments – (Creating simple assignment details for in-class course.)

E.G. 4 Writing papers and 1 Exams

Login to Canvas at <http://canvas.iu.edu/>

Select **Assignments** on the left tool bar

Select **+** button to the top right of Assignments



Complete details and click on **Save**

**Add Assignment to Assignments**

Type: Assignment

Name: Writing Paper 1

Due: Aug 15, 2014 11:59 pm  
Local: Fri Aug 15, 2014 11:59pm  
 Course: Fri Aug 15, 2014 11:59pm

Points: 50

More Options Cancel Save

Repeat until you have entered all your assignments.

Click the gray cloud to the right of each assignment on the listing to publish them. Students can only see published assignments.

Assignment Name	Due Date	Points	Status
Writing Paper 1	Due Aug 15 at 11:59pm	50 pts	Published
Writing Paper 2	Due Aug 22 at 11:59pm	50 pts	Published
Writing Paper 3	Due Aug 29 at 11:59pm	100 pts	Published
Writing Paper 4	Due Sep 5 at 11:59pm	100 pts	Published
Exam 1	Due Sep 12 at 11:59pm	200 pts	Published

Example of Assignment list with Assignments Published.

**4. Gradebook is done.**

Once you have created the assignments your gradebook, syllabus with schedule, and calendar due dates will be complete.

Student Name	Secondary ID	Writing Paper 1 Out of 50	Writing Paper 2 Out of 50	Writing Paper 3 Out of 100	Writing Paper 4 Out of 100	Exam 1 Out of 200	Assignments	Total
Test Student	d142bc871a58a8...	-	-	-	-	-	-	-

Example showing the gradebook is set up based on assignments you entered.

**5. Use Rollcall for attendance.**

Login to Canvas at <http://canvas.iu.edu/>

Select **Attendance** on the left tool bar

Click the **Login** Button - the tool requires you to login

The **Roll Call** tool is enabled and you can use this to take attendance in class.

For assistance read "How do I take attendance using Roll Call?"

<http://guides.instructure.com/m/4152/l/107412-how-do-i-take-attendance-using-roll-call>

**6. SpeedGrader / Crocodoc.**

Instructors who require students to submit papers online will find the Crocodoc tool in SpeedGrader most useful. For more information read: How do I use Crocodoc in the SpeedGrader?

<http://guides.instructure.com/m/4152/l/80119-how-do-i-use-crocodoc-in-the-speedgrader>