Instructions, Canvas: Basics II Workshop

<u>Create a practice site</u>

Use the following information in creating your practice site:

1. Name: practiceSite

2. Under settings, hide everything in Navigation Pane EXCEPT:

   a. Home, Pages, Syllabus, Assignments, Grades

Verify that "People" has only YOU in the course.

Publish the course, and enter student view.

<u>Managing Resources with "Pages"</u>

Following the Detailed Instructions provided:

1. Upload the file materials.zip to the course site.

2. Create a page called "Week 1: Rachmaninoff"

   a. **Embed** the image rachmaninoffPortrait.jpg in the Page.
      i. Alt text: Portrait of Rachmaninoff
      ii. 160 for first entry of dimension
   b. **Write the prose**: "Listen to this historic recording of Rachminoff playing his own Prelude, op. 23, no. 5. Follow along with a score."
   c. **Link to the external website** for a Variations recording of the prelude with the text "historic recording"
      (url for recording is in variationsLink.txt on desktop).
   d. **Link to the Canvas course content** RachmaninoffOp23no5.pdf (in Files) with the text "a score" a hyperlink.
   e. Publish the Page

3. Create a page called "Welcome Page"

   a. **Embed** the image of a Week 1 button (there are two to choose from).
   c. **Link to the Canvas course** Page "Week 1: Rachmaninoff" with the Week 1 button.

4. Make Welcome Page course site Home Page

   a. Select "Welcome Page" as the Pages Front Page.
   b. Choose Course Site Home Page, setting it to the Pages Front Page.

Creating Appointment Signups

Following the Detailed Instructions provided:

1. Create the Appointment Group "Practice Site Office Hours" in Scheduler

2. Select practiceSite in Calendar

3. Set date to Monday, February 22, and time range to 10-11:30am

4. Tell Canvas to divide the 1.5 hour office hour into 15-minute slots

   i.   BE SURE to click "Split" before Save or Save & Publish.

Assignments

1. Create Assignment #1, which asks students to upload a PDF of Rachmaninoff's op. 23, no. 5.

2. Set due date to Friday, February 27, 5pm

3. Examine what happens in Calendar and Syllabus

Detailed Instructions for Canvas: Basics II Workshop

Creating a Practice Site

1. Click "Start a New Course" on the Canvas Landing Page. If you're already logged in, Click on the IU Canvas logo in the top-left corner of your browser window.
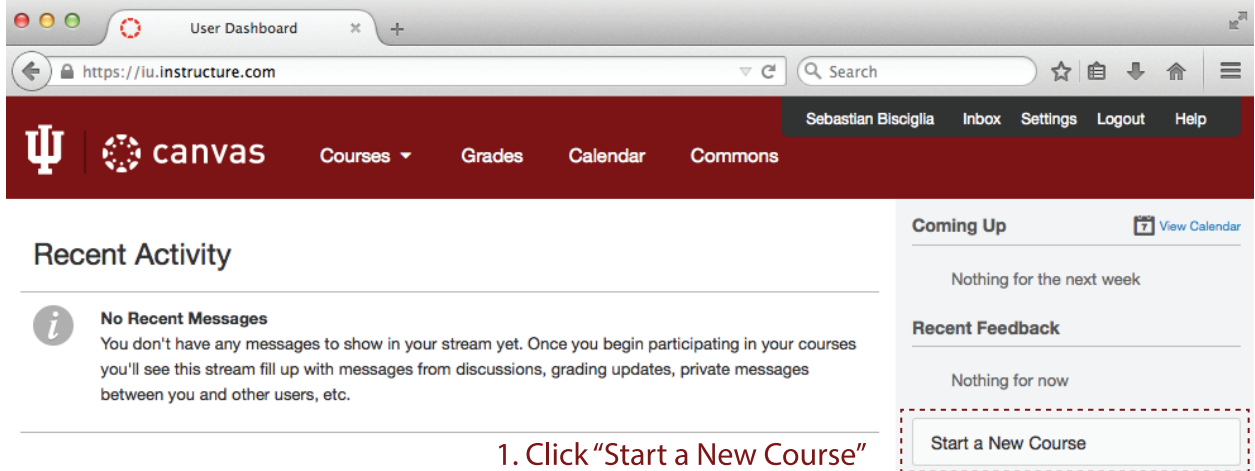
1. Click "Start a New Course"

2. Give your course a name in the pop-up window that opens.

   Here I've used practiceSite, but anything goes.
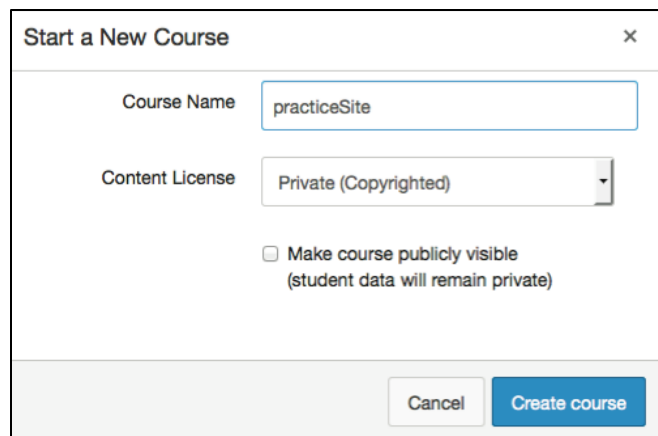
3. Click "Publish" on the newly created course site page. After the click, the "Publish" button will turn green and say "Published."
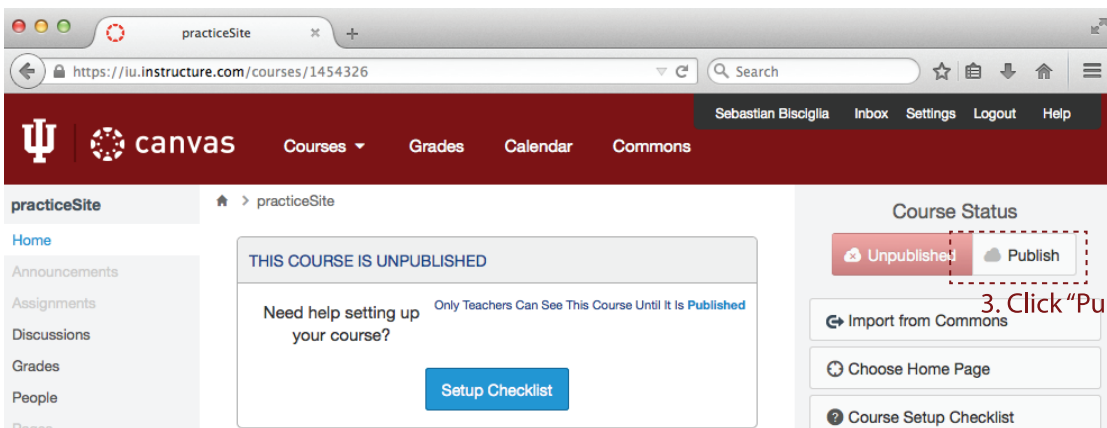
After clicking

3. Click "Publish"
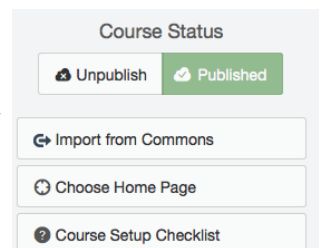
Uploading Files to a Course

1. Click "Files" in the course Navigation Pane.
2. Click "Upload", and select the file(s) you wish to upload.
   a. To upload a folder, or a combination of files and folders all at once, compress the items as a single .zip file, then click "Expand It" in the pop-up window that opens. Canvas will replicate the file/folder structure of the items you've zipped.

Creating a "Page"

1. Click on "Pages" in the course Navigation Pane.
   NB. "Pages" is probably greyed out if this is the first Page you're creating.

2. Click the blue "+ Page" button.

3. In the page that opens, give the Page a title.

   a. Here you're working with the Canvas Editor. You'll encounter this editor when creating other content too, like "Assignments" and "Quizzes."

Embedding Images

1. In the Canvas Editor, click the "Embed Image" Icon.
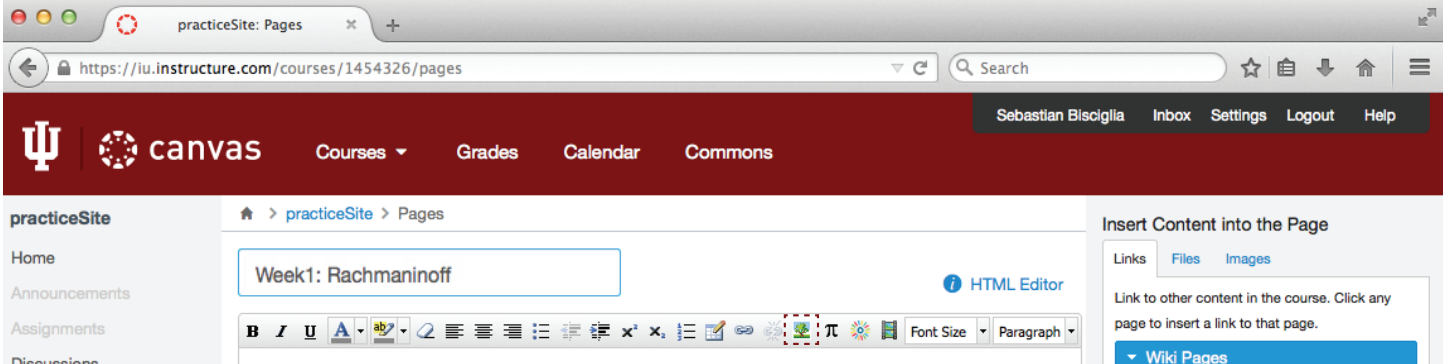
1. Click "Embed Image" icon

That boxed icon is small, here it is blown up:

2. In the pop-up window that opens, click the appropriate tab for the "Image Source." Most often, the Image Source will be "Canvas" (i.e., files you've uploaded).
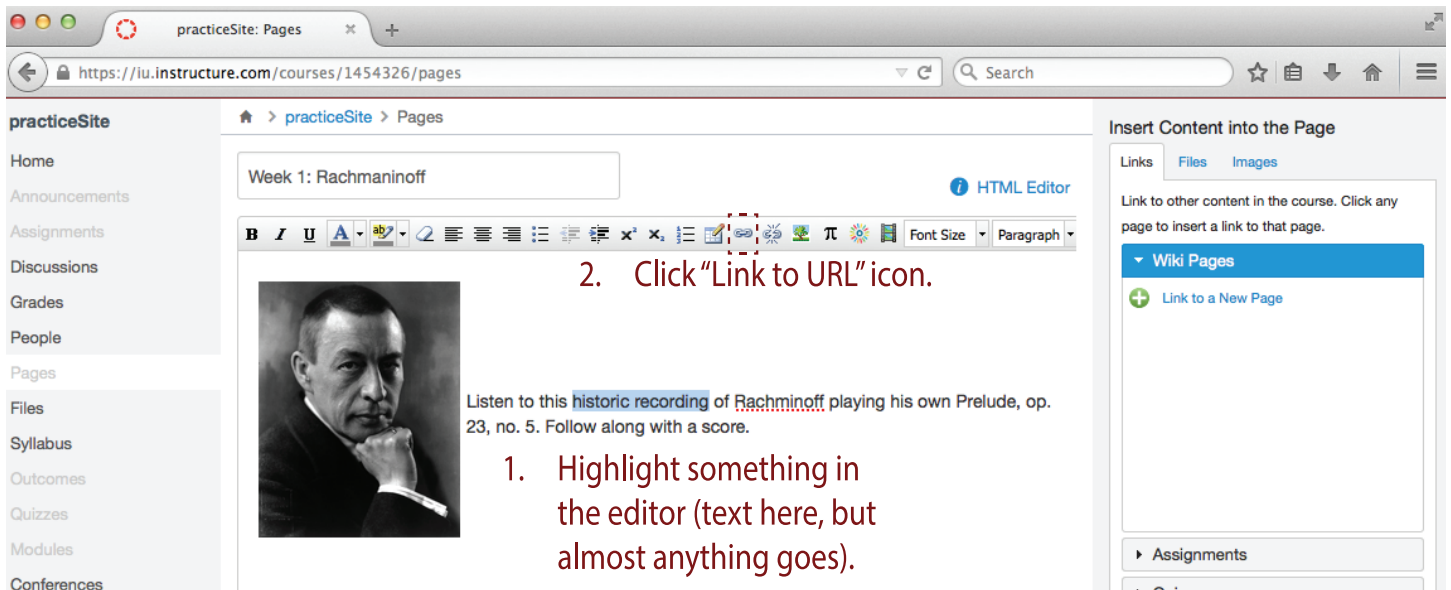
3. Under "Attributes" provide Alt Text and the dimensions for the image.

   a. Alt Text is what a screen reader will speak to a visually impaired user.

   b. The image dimensions are in pixels.

Linking to an External Website

1. Highlight something in the Canvas Editor.

   a. In the screenshot below, prose is highlighted, but you can highlight pretty much anything that appears (e.g., Rachmaninoff's headshot).

2. In the Canvas Editor menu, click the "Link to URL" icon in the Canvas Editor.

3. In the pop-up window that opens (not shown here), input the desired web address (URL).

That boxed icon is small, here it is blown up:

Linking to Other Canvas Course Site Content

1. Highlight something in the Canvas Editor.

   a. In the screenshot below, prose is highlighted, but you can highlight pretty much anything that appears (e.g., Rachmaninoff's headshot).

2. Under "Insert Content into the Page" on the right, choose the content to which you are linking.

   a. "Links" allows you to connect to other locations within Canvas (e.g., another Page, an Assignment, etc.).

   b. "Files" and "Images" allow you to link to files; "Images" displays only image files (e.g., .jpg, .png) and embeds them into the page.

      i. If the file you're linking to or embedding hasn't been uploaded to your Canvas site already, it will get uploaded now.d

Choosing the Pages Front Page

The Front Page is the Page that automatically loads when a student clicks on "Pages."

1. Click "Pages" in the course Navigation Pane.
2. Click the gear icon on the Page you wish to make the Front Page.
3. Select "Use as Front Page" from Drop-down menu.

After setting the Pages Front Page, it will be identified as such in the list view of pages.

Choosing the Course Site Home Page

1. Click "Home" in course Navigation Pane.

2. Click "Choose Home Page" in the right-hand Sidebar.

3. In the pop-up window that opens, select the desired option (here I have chosen Pages Front Page; notice that Canvas tells you what the current Front Page is, i.e., "Welcome Page").

Creating Sign Ups With Scheduler

1. Click "Calendar" in the Canvas menu.

2. Click "Scheduler" within the Calendar.

3. Click "Create and appointment group" within the "Scheduler" view

3. Click "Create an appointment group"

4. In the pop-up window that opens, fill in the details as desired.

    a. "Calendar" is where you select the course in which you want to create sign ups.

    b. You MUST click "Split" in order to divide the date/time ranges into slots of the desired length.

4a. "Calendar" is where you select the course you want to create sign ups in.

4b. You MUST click split to divide the date and time ranges.