



**BALL STATE
UNIVERSITY**

Information Technology

Using Canvas

**A BALL STATE UNIVERSITY GUIDE TO CANVAS
FOR FACULTY**

What is Canvas?

Canvas is the official Ball State University learning management system. Faculty use Canvas to streamline education and organize digital tools and resources for their courses. This guide will introduce you to the basics of Canvas, but for additional information please contact the Division of Online and Strategic Learning.

Courses

Effective course design makes it easier for students to access your materials. An effective way to practice your course design is in a Canvas Development Site. A Development Site provides a backup of your course materials and the content can easily be copied into a live course. You can request a development site at bsu.edu/canvas.

WHO TO CONTACT FOR HELP WITH COURSES?

- For technical issues with your course, contact the [Ball State HelpDesk](#).
- For help designing your course, contact the [Office of Strategic Learning](#).
- For general Canvas support, see the [Canvas Instructor Guide](#) or call the Canvas 24/7 support number: 1-833-737-0515.



DESIGNING FOR STUDENTS

After publishing your course, you can control what students see by publishing your modules and course materials. Canvas indicates that modules and items are successfully published with a green check box, so you can easily see which items are published and which are not. Clicking the student view button in your Canvas course allows you to navigate your courses from the students' perspective and help you design a more effective course.

If a student drops the course, they will be listed as an **inactive** enrollment. You can still access previously submitted assignments to complete any requests for information from the Registrar's Office or Financial Aid.

All enrollment in Ball State's Canvas courses is controlled by Banner, so faculty cannot add or remove students. Banner processes any student drops or withdraws, which feed into Canvas every hour. We recommend allowing a few hours for processing. If you want to add another instructor or GA to your course, you have to go through your department to get them added via Banner.

WHEN A SEMESTER ENDS, WHERE DO MY COURSES GO?

For instructors, courses are concluded at the end of the semester, but not removed from Canvas until three years after the course end date, which means you can still access courses in a read-only state.

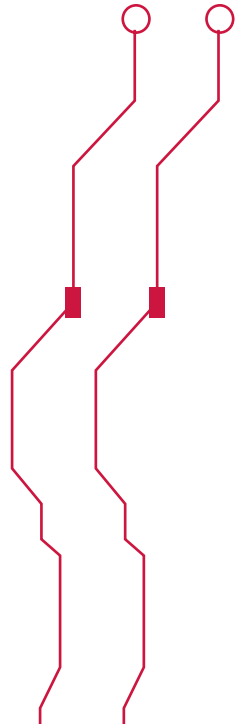
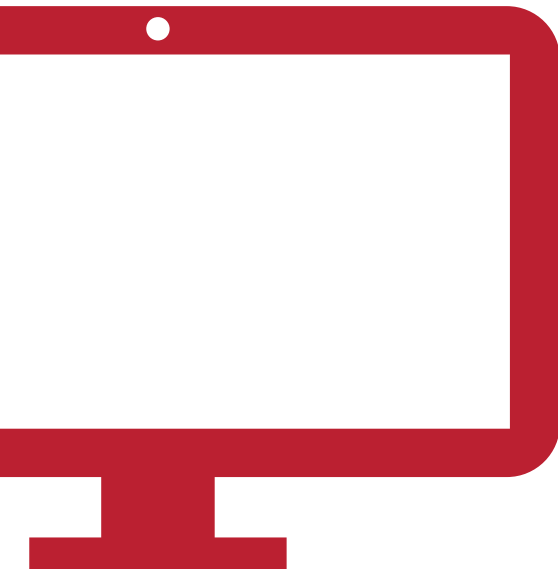
To find old courses, click the **Courses** link and then click **All Courses** to select the desired course. For students and faculty, these courses will be read only.

Grades

The Division of Online and Strategic Learning is available to help instructors use Canvas Grades.

Some of the basic functions of Gradebook include:

- Adding grades and comments on assignments
- Notifying students when assignments are due
- Tracking the timeliness of student submissions
- Arranging columns in any order
- Sorting and filtering by student or by grade columns



Communicating with students

INBOX

It is in your best interest to have your students email you through the Canvas Inbox. You can sort your messages by class to make your Inbox more organized. This also makes it easier for you to respond to students.

ANNOUNCEMENTS

Announcements are a great way to keep students up-to-date on last-minute changes or remind them of upcoming due dates. You can show recent announcements on your course homepage.

1. Go to **Settings**.
2. Scroll down and click **More Options**.
3. Check the box next to **Show recent announcements on Course home page**.
4. Then, choose the number you want to show.

MEDIASITE

Mediasite allows faculty to record and share videos within a Canvas course. This is a great way to embed personally recorded videos directly in Canvas.

For help setting up Mediasite, please contact the Division of Online and Strategic Learning.

Discussions

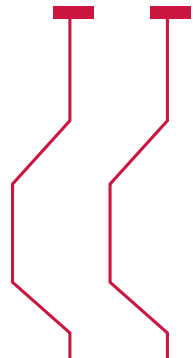
As an instructor, you can create discussions for your course. Discussions allow for an entire class or group to communicate interactively and can be created as an assignment for grading purposes or simply serve as a forum.

CREATING AND MONITORING DISCUSSIONS

When creating a new discussion, you are able to add links, files, and images with the **Rich Content Editor**.

To make replies easier to read, turn on threaded discussions. Threaded discussions allow for easier interaction and communication amongst your students.

To create a threaded discussion, click the **Allow threaded replies checkbox**. To require users to reply to the discussion before they can see any other replies, click the **Users must post before seeing replies checkbox**.



GROUPS

Groups are a subset of a course where a certain number of students who are added have permission to see and use the tools within the group.

Group discussion assignments create identical discussion topics in each group category. When students reply to a discussion topic they do so within their group, which is linked to the course from which the assignment was created.

Groups can also be used for assignment submission. Only one student in the group needs to submit the assignment for all group members to see the provided grade and feedback.

For help setting up groups, please contact the Division of Online and Strategic Learning.



Quizzes

Canvas quizzes are assignments that assess student understanding of course material. You can create and administer graded and ungraded quizzes, and use the quiz tool to conduct and moderate exams and assessments.

QUIZ STATISTICS

You can view statistics for quizzes that have been published and have at least one submission. To view and download statistics, click **Quiz Statistics** on the right sidebar of your quiz page.

MODERATING QUIZZES

When you moderate a quiz, you can allow extra attempts for students. If your quiz is timed, you can grant extra time in accordance with accommodation requests from Disability Services. Likewise, if your quiz allows students to view results only once after each attempt, you can let students view their results one more time.

If you need help creating a quiz, setting the quiz options, or using quiz basics, contact the Division of Online and Strategic Learning.

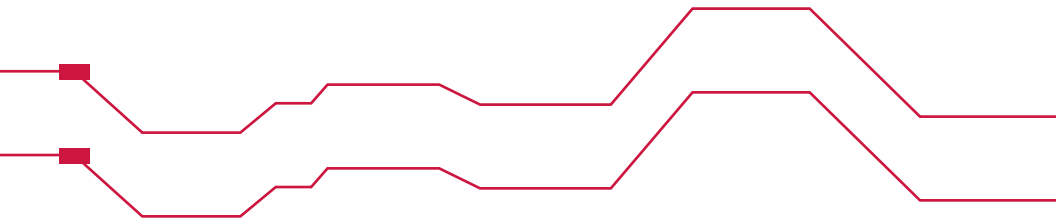
SpeedGrader

SpeedGrader makes it easy to evaluate individual student assignments and group assignments quickly. You can access SpeedGrader through **Assignments**, **Quizzes**, **Graded Discussions**, and the **Gradebook**. The Speedgrader also allows you to place feedback directly on the submitted materials to help students see specifically what they need to work on.

Canvas App

The Canvas Teacher App is recommended to stay up-to-date with your courses anywhere you go. The app is available for free on both Android and iOS devices.

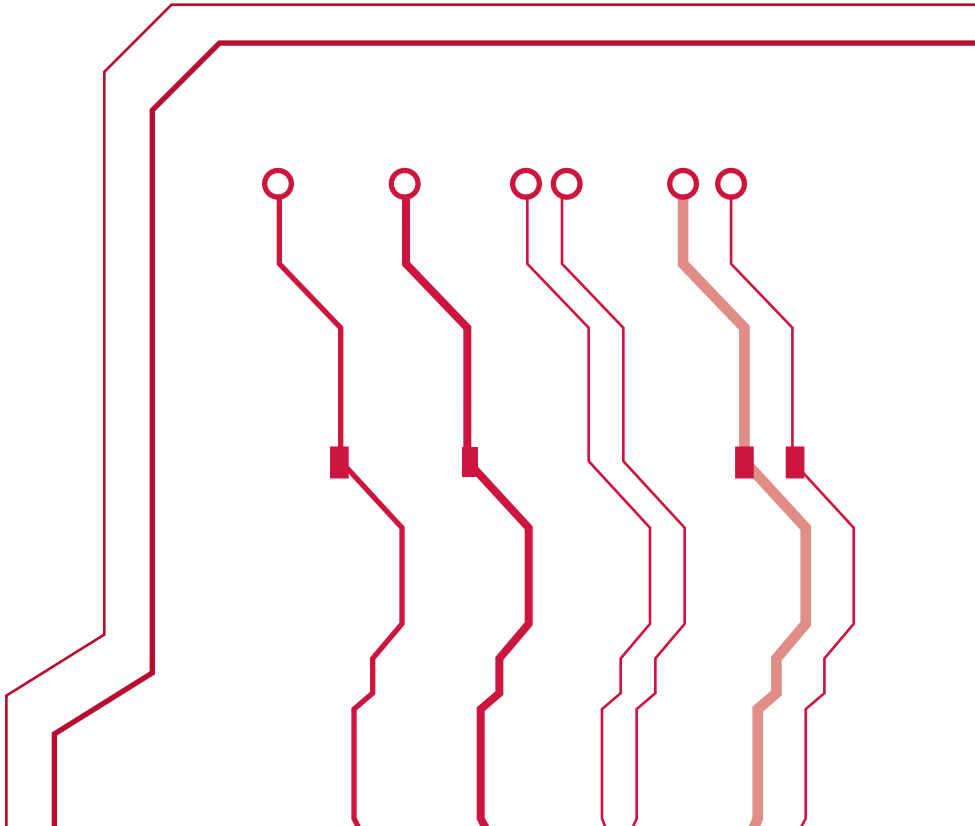
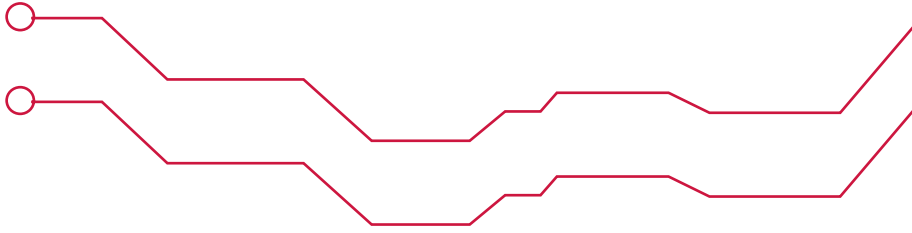
The Canvas Teacher App is built for convenience; it gives instructors overviews of their classes and the ability to check up on submitted student assignments, making it easy to do work on the go. You can also use the app to send announcements or emails to your students.



Canvas Tips and Tricks

- Canvas's default notification settings will have almost all options turned on. To keep your email from getting too cluttered, go into your Notification settings and select your preferred frequency.
- Canvas has a 1GB limit for uploading files. Student uploads for graded assignments, quizzes, or discussion boards do not count toward the 1 GB limit. Ball State recommends linking files out to Box to save space and promote seamless integration between the two platforms.
- Canvas updates once a month. While some changes may be bigger than others, it is important to keep in mind that Canvas might change slightly after new updates.
- Remember: students cannot see content, including your course, until you Publish it.





Need More Help?

OFFICE OF STRATEGIC LEARNING

[https://www.bsu.edu/about/administrativeoffices/
online-and-strategic-learning/canvas-at-ball-state](https://www.bsu.edu/about/administrativeoffices/online-and-strategic-learning/canvas-at-ball-state)

(765) 285-6582

Ball Communication (BC) 220

Ball State University

Muncie, IN 47306

BALL STATE HELP DESK

[bsu.edu/helpdesk](https://www.bsu.edu/helpdesk)

(765) 285-1517

Bracken Library (BL) 101

Ball State University

Muncie, IN 47306

CANVAS SUPPORT

<https://community.canvaslms.com/welcome>

