Things to know about Carmen Canvas (for math instructors):

Getting Started:

1. **Math Dept Course Template:** There is a course template for math courses that is set up with a home page, an announcements section, a syllabus section, modules for content, and a sample gradebook. Importing this template and editing it will be faster and easier than organizing your course from scratch. Once you import it, you can easily change it however you would like. See the document "Options for transferring to Carmen Canvas" for steps on how to do this.
2. **Using a Master Course:** Carmen.osu.edu has a button that allows you to create Master Courses. The idea is to let you build a Canvas course for something you are going to teach before you get access to your real course. This can also function as a place to experiment such as by importing the Math Dept Course Template without worrying about messing up a real course. For courses you teach regularly, you may want to set up a master course and copy from the master course into your real course each term. See "Copy from Canvas course to Canvas" course below for how to copy your master course into your real course.

Canvas Basics:

3. **Create the Course:** If you are the primary instructor in a course, you must create your Canvas course by clicking the gear next to the course name at carmen.osu.edu.
4. **Navigation Menu:** You can choose which menu items appear on the side menu for students under Settings -> Navigation. You should hide navigation buttons for you are not using (i.e. ways you do not want students accessing content). For a basic course, you may only want Home, Announcements, Modules, and Grades.
5. **Enabling Student Access:** You must click Publish on the Canvas course homepage (upper right) to enable student access.
6. **Content:** Modules is the equivalent of Content in old Carmen. You should organize your materials for students here. You must **Publish** items (turn them green by clicking the grey cloud) in Modules for students to be able to see them.
   a. **Advanced Tip - Pages:** If you need fancier organization, consider making Pages and then linking to the pages in content. Pages allows you to add descriptions, Latex, pictures, links to course content, and links to external sites all on one page.
7. **Setting up your Gradebook:** The gradebook is set up through the Assignments. To create a gradebook item, set up an assignment Group such as Exams. Then use the "+" to add assignments to that group. Adding Due Dates here can be very helpful to students as Canvas does a nice job of letting students know what they have coming up to do. You must Publish the Assignment before it will appear in the gradebook.
   b. **Advanced Tip – Grade Calculation:** There are no formula's to calculate grades in Canvas. You may drop n highest or lowest grades in a group. You may say to never drop certain assignments. You may do weighted grading, which means you tell the gradebook to scale each group to a certain percentage of the final grade regardless of the total number of points in the group. You cannot weight items within a group.

8. **Entering Grades:** You enter grades under Grades. You can just type in the box. You can sort by section.
    c. **Advanced Tip – Excuse an assignment:** You may enter EX to excuse a student from an assignment. The final grade will be calculated without this assignment.
    d. **Advanced Tip – Display options:** There are many display options under the gear in the upper right. In particular, Show Inactive Enrollments shows dropped students.
    e. **Advanced Tip – Treat Ungraded Items as Zero:** This changes YOUR display ONLY. By default the Total shown for each student is calculated out of assignments for which they have a grade. If you want the grade students see to be correct at the end of the semester, be sure to assign 0's for all missed assignments. You may want to enter something like 0.01 for students who turn in an assignment but earn a 0 so you can distinguish between these and missed assignments for the purpose of reporting EN grades.
9. **Transferring Final Grades to the Faculty Center:** This is done using the gear menu on carmen.osu.edu
10. **Student View:** How a student sees the course is sometimes quite different than the instructor view. You can see the course as a student at any time by going to Settings -> Student View
11. **Grade Statistics:** In Canvas, the assignment statistics are found by:
    f. In the gradebook, hover your mouse over the box containing the name of an assignment. You will see a dropdown arrow. Click it and then click assignment details.
    g. The message students who… choice will give you a quick idea how many students scored above or below a certain number or who does not have a score.
    h. On the home page -> View Course analytics will show you a box and whisker plot with the high, low, and median scores. If you switch the toggle at the top to chart mode instead of graph mode, you can also get the quartile scores.

Other things you might want to know:

12. **Notifications:** You can choose what things Canvas emails you about and how often by clicking on Account -> Notifications in the black menu bar. Individual users (students and instructors) choose how, where, and when they receive notifications (email, phone app, etc.) but all the information is also available within Canvas at all times.
13. **Email:** There is email within Canvas and students may contact you this way. Check your Inbox in the black menu bar. This is also how you can easily email your whole section or class.
14. **People:** This displays your class list. You can actually see what recitation section as student is in here!
15. **Files:** By default this is visible to students, but files are ordered alphabetically so it is usually better to use Modules to display files to students.
16. **Quizzing:** Canvas quizzing allows you to input LaTeX in the questions, answers, and student feedback.
17. **Syllabus:** This is not a syllabus like we usually think of it. It displays all course assignments by due date and summarizes how grades are calculated. If you leave this menu button visible, you may want to put a link to your syllabus in the textbox at the top of the page.
18. **Linking to other areas of the course:** It is easy to link to things in Canvas. If you are editing any textbox area or page, there is a menu to the right that allows you to quickly add a link to any area of the course in that textbox.

19. **Adding Math Content:** If you are editing any textbox area or page, you can click the π symbol to add math notation. If you click "Switch to Advanced View", you can type in or paste LaTeX code.
20. **Adding people to your course:** This is done on carmen.osu.edu using the gear menu. There is no guest role like there was in old Carmen.
21. **Home page:** You can choose what page students see when they first come to your course. When you are on the Home page, click "Choose Home Page" on the right side. Course Activity Stream tells students what has changed since they last logged into the course, including if there are new announcements. If you make your homepage a "Page", this will give you a blank textbox to put any information you want for students.
22. **Changes in "Philosophy":** The Canvas people think about learning management systems differently from old Carmen D2L. A few things you will notice:
    o Canvas does not show you options until you can use them. Just because you don't see a button right now does not mean you cannot do it. Proceed as if the option will be there.
    o Canvas gets feature updates every three weeks, so how something looks or exactly what can be done will change over time.
    o Canvas is transparent to students whenever possible. For example, students can enter potential grades for assignments and see exactly how it will affect their final grade. This is the rational for no gradebook formulas.
23. **Canvas Commons:** Commons is a place where instructors can share content with one another within OSU or across schools. If you import content to Commons, you will get notified if the content author updates the content and you may choose to update your course with those changes or not.
24. **Copy from Canvas course to Canvas course:** Open the course you want to import the material into. Then, look at the buttons on the left side and choose "Settings". Now, look at the buttons on the right side (or below on a small screen) and choose "Import Content Into This Course". For Content Type, choose "Copy a Canvas Course" and follow the wizard.