

Adjunct Faculty Handbook (eLearning Section)



Office of eLearning, P.O. Box 668, Moorhead, MS 38761

Phone: 662.246.6319 or 662 246.6341 ♦ Fax: 662.246.6296 ♦ Email: vccdlc@msdelta.edu

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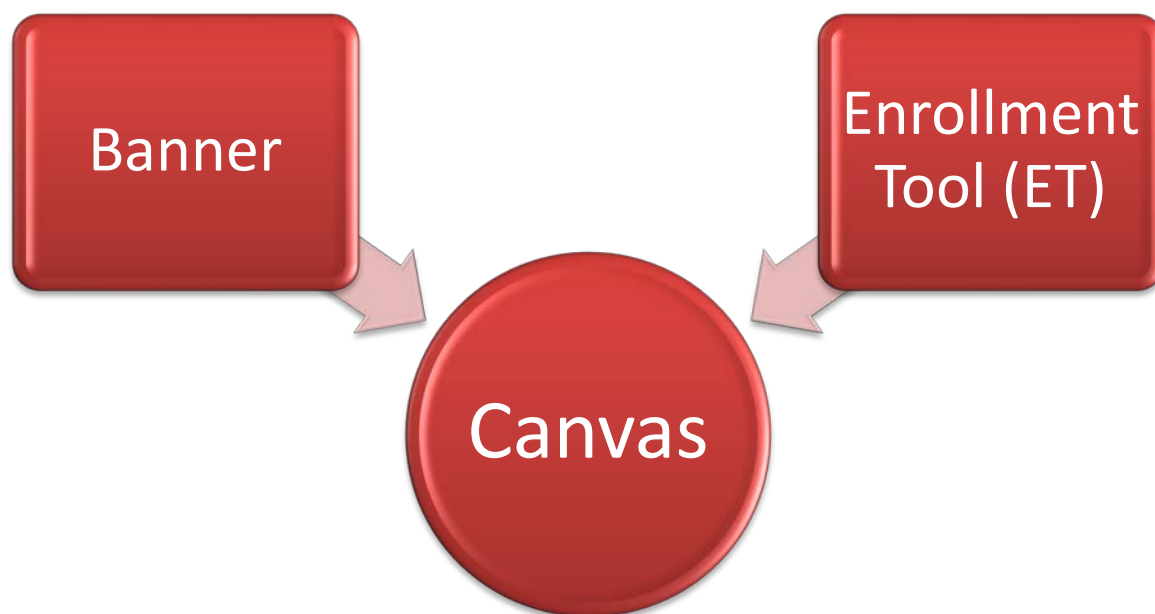
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| <i>(This Canvas manual reproduced for the Adjunct Faculty Handbook is a condensed version. If you would like to have a complete copy with full illustrations, contact Teresa Webster at twebster@msdelta.edu).</i> | |
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Canvas

The Learning Management System for All MS Community Colleges

Explanation of Banner/Canvas/ET processes



Banner Duties:

- Banner sends **ALL** courses (traditional and online) to Canvas.
- Enrollment for traditional classes **ONLY** is sent to Canvas from Banner.

Enrollment Tool-ET Duties (Affects Online Instructors Only):

- The Enrollment Tool is the software provided by the Mississippi Community College Board (MCCB) which allows all 15 community colleges to enroll students at their own institution as well as any sister school. Therefore, even our own students must be keyed into Banner **AND** the ET. The ET sends **ALL** online enrollments to Canvas.

Canvas Duties:

- Sit there and look pretty (and be a wonderful LMS!) Canvas only **RECEIVES** information from the two systems.

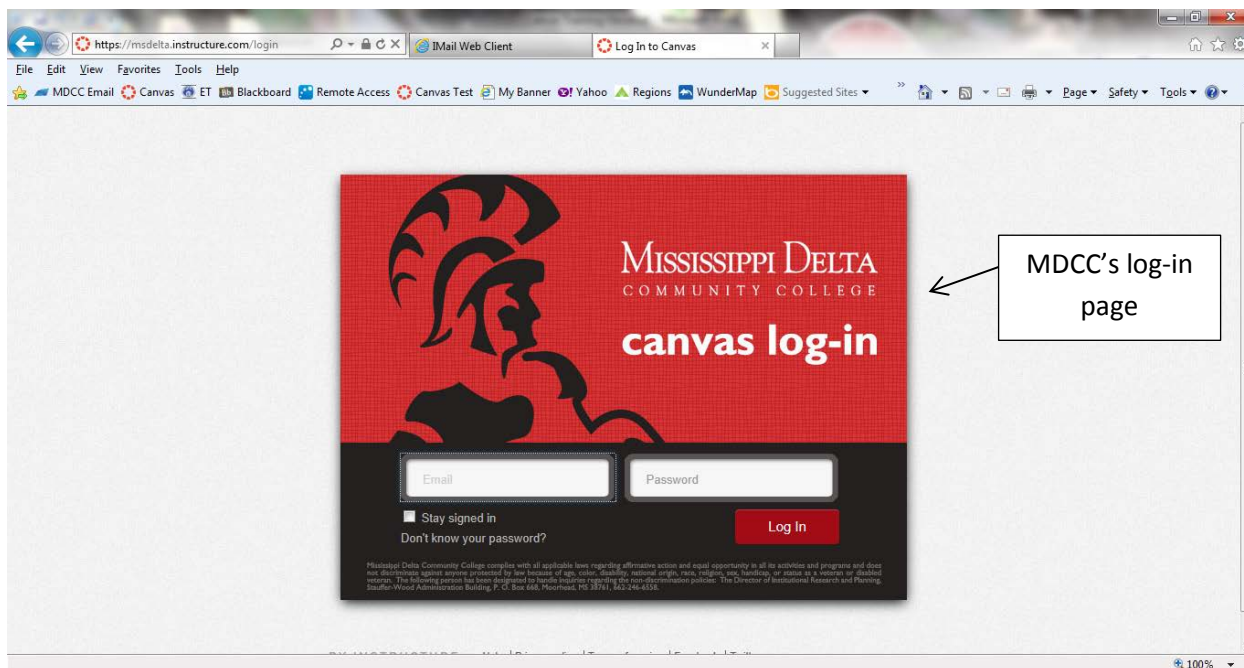
Help Guides

Canvas provides a world of “goodies” to aid you in the learning process. These helps are constantly being updated, so it is not recommended to print them. Check out the following:

- guides.instructure.com/m/4152 – You may download the Canvas Instructor Quickstart Guide
- guides.instructure.com/m/4152 – You can find online help for any topic or area of the Canvas environment
- guides.instructure.com/m/4210 – You can find videos for any topic or area of the Canvas environment
- guides.instructure.com/m/5834 – You can find sample courses to view (staff picks)

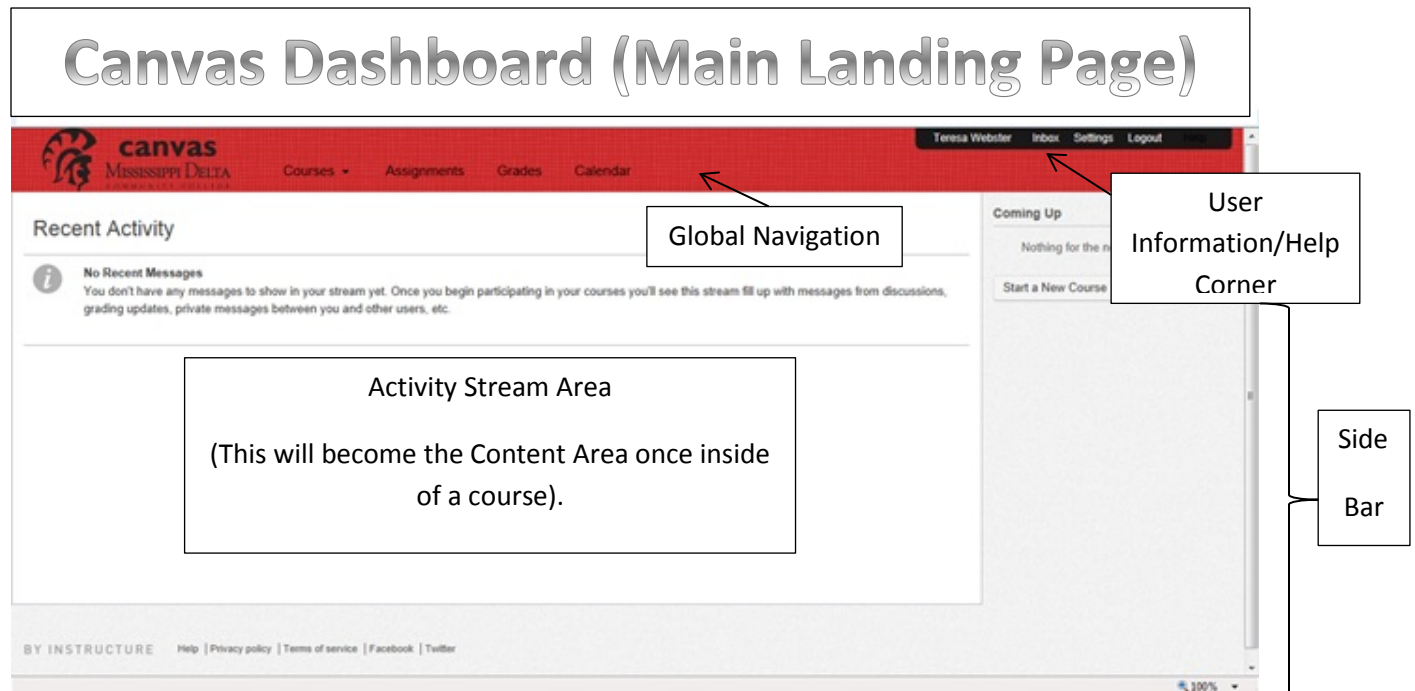
MDCC Canvas Log-in

- Log-in URL for MDCC Canvas: **msdelta.instructure.com**
- You will log-in with your “D” number and password generated by Banner mmddy (your date of birth).
- There will be a log-in from Quick Links on the MDCC web site as well as a link from the eLearning web page to log-in to Canvas.
- You will be able to log-in from this screen once your employment information is finalized and your courses have been sent up from Banner. If you find yourself in a time crunch and need to be working in Canvas, contact the eLearning office for a temporary solution.



Canvas Interface

Once logged into the MDCC Canvas, your screen will be similar to the following:



User Information/Help Corner

Inbox – This is a communication tool within Canvas. It is basically a messaging system between the instructor and the students. If groups are set for collaborative projects, students can converse with their group using this function. This is **NOT** your email Inbox!

Settings – **EXTREMELY IMPORTANT FOR INSTRUCTORS AND STUDENTS.** Provides the user options for receiving notifications, choosing external tools, and changing your Home Page Layout (your landing page for the course). Settings will allow you to register with services and change your notification method. You can choose an alternate e-mail address or you can choose to send/receive texts or Facebook messages from your students! The students will be able to do the same thing. You can also change your password here. **To change your notification settings, go to Settings (top right) and choose Notifications on the left.** You can choose which method of notification for which kind of alert. You might choose to receive a new discussion alert via Facebook and an Assignment submission via your email account. For students, every time you post a grade, your student will receive a notice (if they so choose). Also, if they choose to use Facebook as a method, you don't have to friend them on your page.

Logout – If you click logout, you will be logged out of Canvas!

Help – All kinds of instructions and videos can be found within Canvas' help section. The Help Guides listed on page 4 of this manual may also be found by clicking this link.

Activity Stream Area

The Course Activity Stream shows you all of the recent activity from a single course. This is different from the Global Stream, which you see in the Dashboard when you first log in to Canvas. As an instructor, you have the option to show the Course Activity Stream as your Course Home Page or not.

Things you might see in your Course Activity Stream include:

- Discussions
- Announcements
- Assignment Notifications
- Conversations
- Invitations

Side Bar

The area on the right hand side of the screen that will help you navigate through various processes.

Global Navigation



The Global Navigation is found in the upper portion of the web page. It helps you switch between your Courses, Groups, Grades, and Calendar.

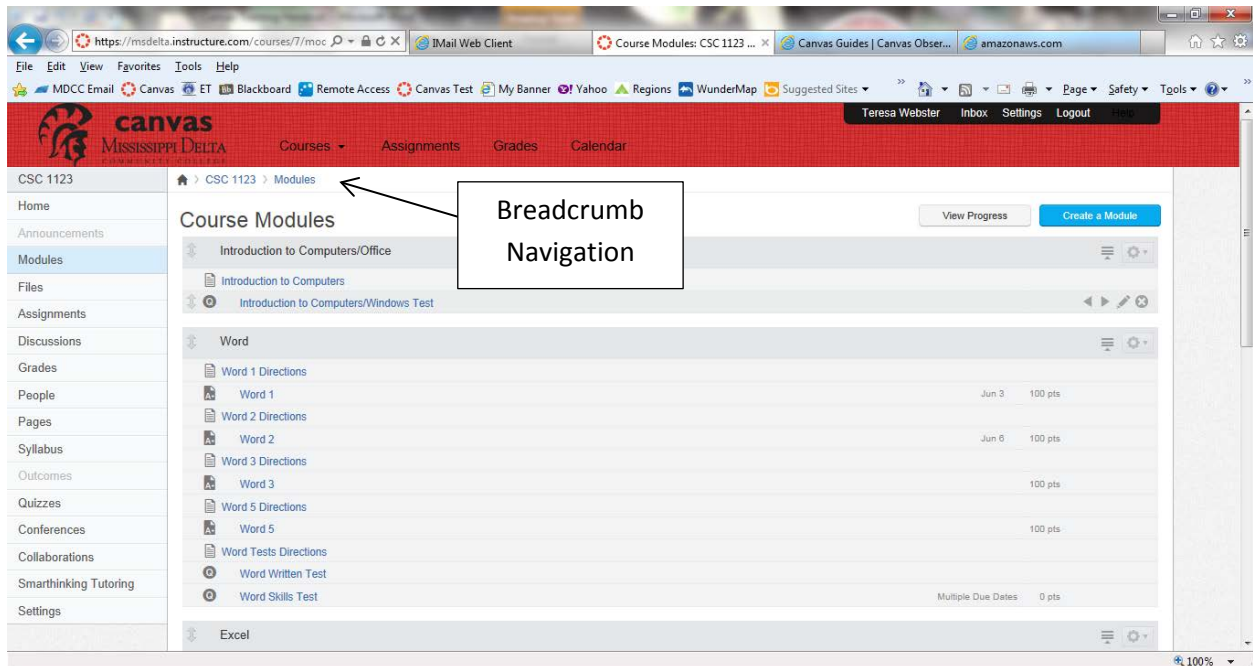
Items in the Global Navigation show you what's going on across *ALL* of your courses, not just in one course. For example, when you click on Grades you will see grading feedback from all of your courses. Likewise, when you click on the Calendar, you will see events and deadlines from all of your courses.

Trojan/Canvas/School Logo

Clicking on the Trojan/Canvas/School logo in the upper left corner of the screen will take you home (back to where you were when you logged in).

BreadCrumb Navigation

The Breadcrumb Navigation shows you where you have navigated to inside of a course and gives you a quick and easy way to move backward.



Courses or Courses & Groups

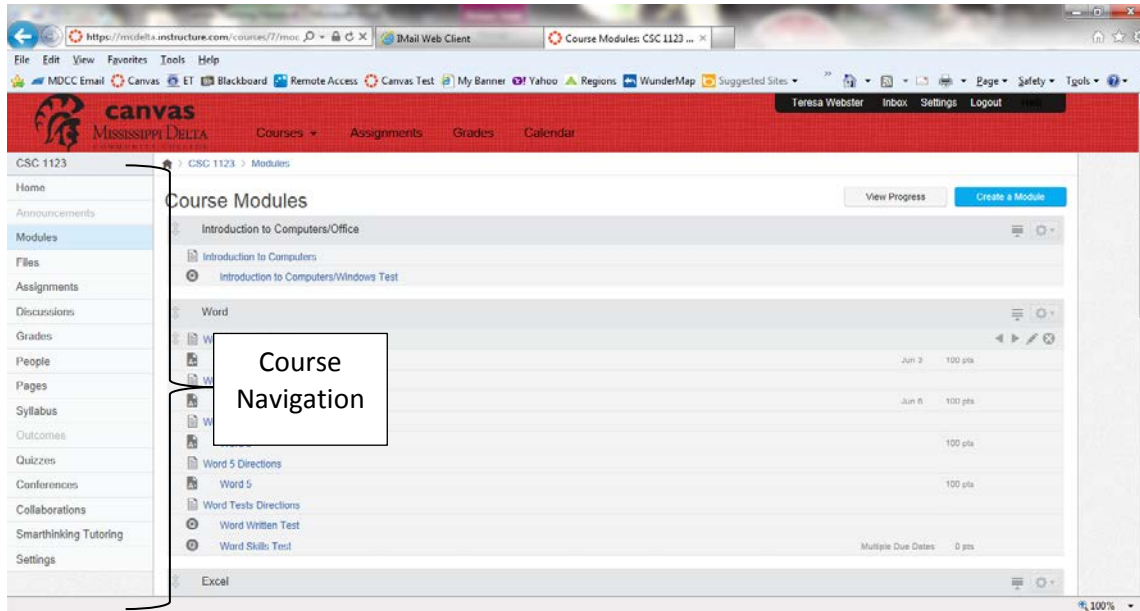
Notice: This option will either say **Courses** or **Courses & Groups**. If you are not enrolled in any groups, your tab will only say **Courses**. If you are enrolled in any group, the tab will say **Courses & Groups**.

Your courses will be generated from Banner here. Simply click on the course that you wish to go to.

By default, your courses are unpublished (unavailable to the student). We have an “Autopublish” script that runs around 5 a.m. the morning the term begins. However, if you see that your course is unpublished once the term begins, you can go ahead and make it available when you are ready. Anybody enrolled in that course will see your course. So, this is something you probably won’t want to do until the night before a term begins. **Courses cannot be UNPUBLISHED.**

Course Navigation

Once you click on one of your courses, you will see the Course Navigation links at the left. You can't add items to the course menu unless added by a redirect Tool (ex. MDCC/Library Info). Many of these are added at the state or MDCC administration level.



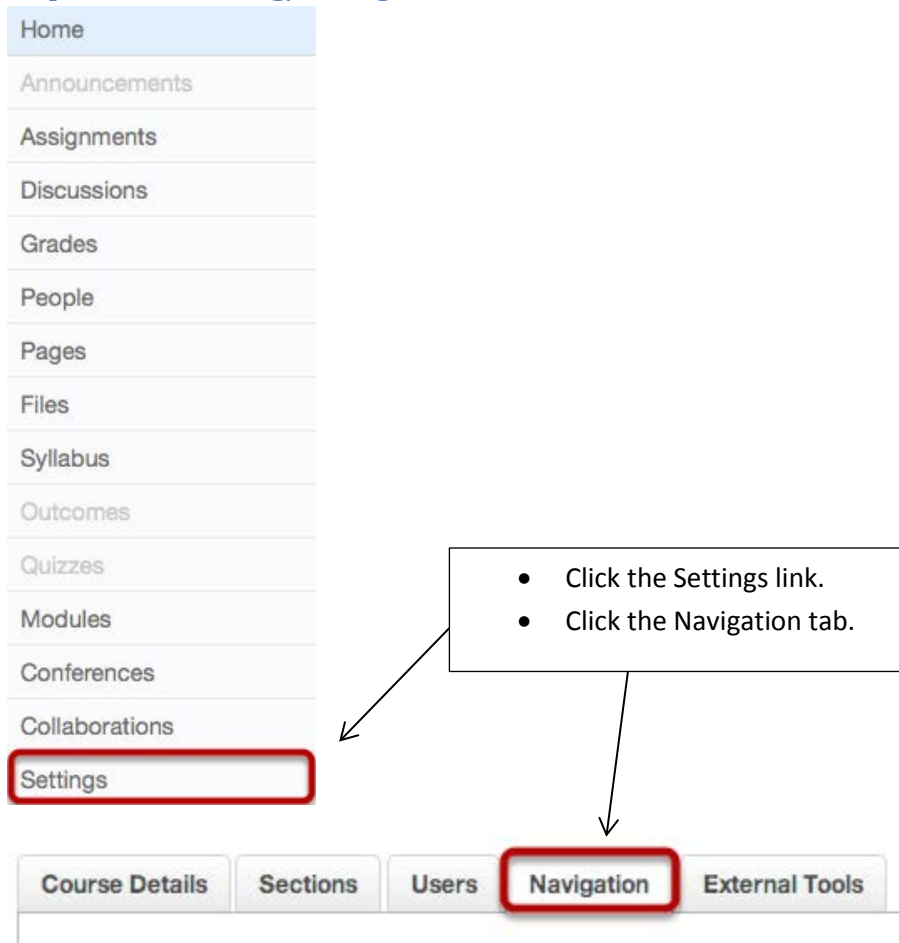
The Course Navigation links on the left side of your screen help you get to where you want to go inside of Canvas. You will see 11+ links. They are:

- Announcements
- Assignments
- Discussions
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations

Hiding/Reordering Links

By default, all links are enabled for all courses. However, links to sections that don't have any content and that students cannot create content for will not be shown to students and will be "grayed" for your view. For example, if there are no learning outcomes set for the course, you will see the "Outcomes" link in gray, but students will not see the link at all. You can also hide and reorder links in the left navigation for your course.

Steps for Reordering/Hiding Links:



Reorder Navigation Links

Drag and drop items to reorder them in the Course Navigation. You can also drag and drop course navigation links to hide them from students. Click the Save button when you are finished reordering everything.

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

| |
|----------------|
| Home |
| Announcements |
| Assignments |
| Discussions |
| Grades |
| Pages |
| Syllabus |
| Quizzes |
| Modules |
| Conferences |
| Collaborations |

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.

| |
|---|
| People |
| Outcomes <i>Page disabled, will redirect to course home page</i> |
| Files <i>Page disabled, will redirect to course home page</i> |



Steps in Building a Canvas Course

1. Get ALL files organized (by topic/chapter/module...ever how you intend to load them).
2. Build assignment shells for every assignment (no details yet...just the name).
3. Build a module for each topic/chapter/module.
4. Create a page for each module. A page is a free-form page (WIKI) where you can state your directions, expectations, links, etc.
5. Complete your assignments and build in your quizzes where needed.
6. Set your home page for the course.

Step 1: Organization of Files

Gather all of your information needed for your course in one location. Organize your files in folders and label them accordingly.

Files Course Link

This is located on the left and where you should upload, arrange, and organize your files. This is like having your own “hard drive space” within Canvas.

Step 2: Build Assignment Shells

You can create an Assignment shell on the Assignment page. Assignment shells are placeholders for the Assignment until you fill in the Assignment details. Build your assignment shells (no details such as due dates, points, etc. yet). To build an assignment, **be logged into that particular course**, and do the following:

- Click Assignments in the Course Navigation.
- Click the plus icon in an Assignment group header or the Add Assignment to link to create an assignment shell. An example Group Name could be Civil War and an Assignment Name could be Battle of Gettysburg. It all depends upon how you want to organize your course.
- (You can do this step later). Enter the Assignment title in the first field, click the Calendar icon to select a due date or manually enter a due date, and enter the number of points for the assignment in the points field. Set the Assignment type by selecting the type drop down menu. Click Update to save the Assignment shell. To add more Assignment details click the assignment title.

To Edit an Assignment Once Created

Click the Edit button to add more details to the Assignment. If you expect to get something back from the student, you must go into advanced options and choose “Online Submission.”

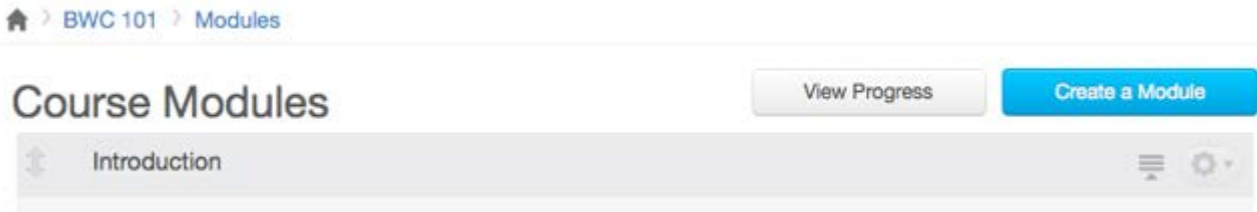
Step 3: Build Modules

Build a module for each chapter/topic, etc. for your course. Modules are used to organize course content by weeks, units, or whatever organizational structure works for your course. With modules, you are essentially creating a one-directional linear flow of what you would like your students to do.

- Click the **Modules** link.
- Click the Create a Module button.
- Type a Module name in the name field.
- (Optional) Select the Lock module until a given date checkbox to lock the module until a set date. Select the Calendar icon to set the date and time.
- (Optional) Click the Add prerequisite link to define prerequisites for access to the module.
 - Select the prerequisite dropdown menu and select the task students must complete to set the prerequisite.

- (Optional) Select the Students must move through requirements checkbox to require students to move through the content in the modules in sequential order.
- Click the Add Module button to create the module.

This is how the module looks once created!



Step 4: Create a page for each module

A page is a free-form page (WIKI) where you can state your directions, expectations, links, etc. This is basically like a Word document.

- Click the Pages link.
- Click the Create a New Page button. (Front Page is a page reserved for your “Home Page” ...more on this later).
- Type a name for the page in the new page title field. Click the Create button.
- Add content to your page using the Content Selector. Edit the content using the Rich Content Editor or switch to HTML view to edit.
- You can choose to hide the page from students by selecting the Hide this Page from Students checkbox. You can decide who can edit the page by selecting the Who can edit this page drop down menu. You can also notify users that content has changed by selecting the Notify users that this content has changed checkbox.
- Click the Save Changes button.

Step 5: Complete Your Assignments and Build In Your Quizzes

Now go back and set all of the assignment details such as due dates, point values, etc.

Creating a New Quiz in Canvas

What are the different types of Quizzes?

The quiz tool is used to create and administer online quizzes and surveys. The steps to create quiz content are the same for each quiz type.

- A graded quiz is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

- A practice quiz can be used as a learning tool to help students see how well they understand the course material.
- A graded survey allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers.
- An ungraded survey allows you to get opinions or other information from your students, but they are not given a grade for answering.

How do I create a new Quiz with individual Questions?

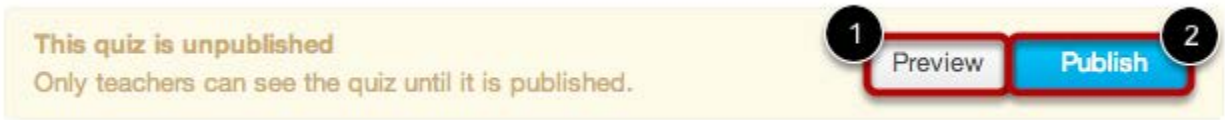
You can add your own questions to your quizzes.

- Click the Quizzes link.
- Click the Create a New Quiz button.
- Under the Settings Tab, you can introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.
- Under the Questions Tab, you can manually create a new quiz question by clicking the New Question button. You will then see the picture below. Just fill in your material and be sure to choose the correct answer!
- Be sure to click the Update Question button to save each question.
- Be sure to click the Save button to save your work on your quiz when completing the quiz.

The screenshot shows a 'New Question' dialog box. At the top, there is a 'Question' label, a dropdown menu set to 'Multiple Choice', and a 'pts: 1' field. Below this, a prompt reads: 'Enter your question and multiple answers, then select the one correct answer.' The 'Question:' section features a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, link, unlink, list, indent, and font size. The 'Answers:' section contains four 'Answer Text' input fields, each with a small '...' icon to its left. The first field is highlighted with a green border, indicating it is the selected correct answer. Below the answer fields is a blue '+ Add Another Answer' button. At the bottom of the dialog are 'Cancel' and 'Update Question' buttons.

(Read the other lessons online to learn more about adding individual questions).

Publishing the Quiz

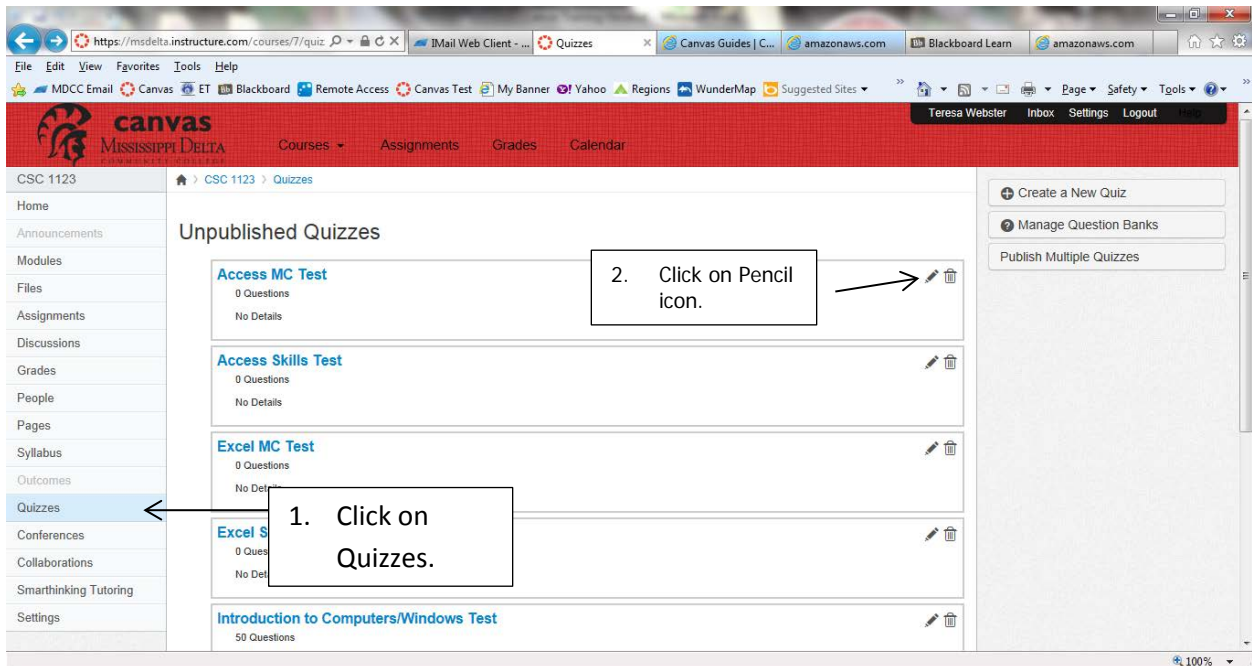


Click **Preview** to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click **Publish**.

Note: You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Quiz Options

To get to quiz options (at a later date), click on the Quizzes link on the left to display this page. Then click on the pencil icon. Then you will see the Quiz Options in the next section.



Set Quiz Options

Options

- Shuffle Answers
- Time Limit Minutes
- Allow Multiple Attempts
- Quiz Score to Keep
- Allowed Attempts
- Let Students See Their Quiz Responses
- Show Which Answers Were Correct
- Restrict this Quiz
- Require an access code ←

Proctored tests will require an access code.
- Filter IP Addresses
- Show one question at a time
- Lock questions after answering

There are other options when creating a quiz:

- You can shuffle (randomize) answers.
- You can set a time limit.
- You can allow multiple attempts and limit the number of attempts.
- You can keep the highest or the latest score out of the attempts.
- You can let students see their quiz results with or without showing the correct answers.
- You can restrict the quiz.
- You can require an access code (given by a proctor) in order to start the quiz.
- You can require students to take a quiz from computer lab with a specified IP address range.
- You can show one question at a time and lock questions after answering.

Set Due and Availability Dates

For

to

Wed Mar 13, 2013 Wed Mar 6, 2013 Wed Mar 20, 2013

You can set the Due Date [1], Available From date [2], and available Until date [3] for the quiz. You can set additional due dates by clicking the **Due Date** button [4].

Resetting a Quiz

- Click on Grades at the left.
- Click on column heading (blue link) of the quiz in question.
- Click the gear icon in the upper right area.
- Choose “Show student quiz results.”
- Click on the student in question.
- At the right, choose “Allow this student an extra attempt.”

Step 6: Set Your Home Page for the Course

You can change your Course Home Page to the Recent Activity Dashboard, a Page you can Decide Yourself, the Course Modules/Sections, the Assignment List, or the Syllabus with Assignment List.

Find the course you want to view the home page for and click on the link. You will see the Course Home Page when you open the course.

Go to Pages on the left. Choose View All Pages if all pages aren't listed. Locate Front Page. At the end of that line, locate the arrow. Click the arrow. Choose Use as Home Page or Front Page.

At this point your course is basically built. The remainder of this documentation will show you how to use the remaining Course Links on the left.

Announcements

Announcements are simple to make in Canvas.

- Click the Announcements link.
- Click the Make an Announcement button.
- Type a title for the announcement in the topic title field and add content in the Rich Content Editor.
- Click the Save button to post the announcement.
- Once you save the announcement, it will show up on the announcements page.

Discussions

Threaded Discussions lend themselves to the refining of complex ideas. Responses and different lines of inquiry that can be quickly navigated due to its hierarchical structure. Threaded Discussions may be long-standing spaces for thoughts that persist throughout an entire course.

To create a discussion:

Click the **Discussions** link. Click the **Start a Discussion** button. Create your discussion by utilizing the following options:

1. Enter your topic title in the topic title field.
2. Use the [Rich Content Editor](#) to format your content.
3. Create a threaded reply by clicking on the **Allow threaded replies** checkbox.
4. Click the **Save** button.

View Threaded Discussion

With Threaded Discussions, you can see when a student replies to another student's reply. A blue dot indicates a new reply, a gray dot indicates an unread reply, and no dot indicates a read reply. Click the **Gear** icon to open the drop-down menu:

- Click the **Go To Topic** link to return to discussion post or comment you replied to.
- Click the **Edit the reply** link to edit your response.
- Click the **Delete the reply** link to delete your response.
- Click the **Open in SpeedGrader** link to grade the discussion replies

View Collapse Replies

By hovering over the reply, you can collapse all and expand all replies to make the Discussion easier to manage. Or you can collapse and expand a single thread. Click the **Reply** link to reply to the discussion.

Grades

There are three types of assessments:

1. Quizzes
2. Discussions
3. Assignments

By creating any of these three, a grade column will automatically appear in the Gradebook. You cannot manually create a column in the gradebook...it must come from one of these sources.

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students. The Gradebook provides a way to easily input and distribute grades for students. It can calculate weighted grades, and assignments can be organized into groups for weighting as well. You can view Grades by clicking on the Grades link in the Global Navigation or the Grades navigation link within a course.

When Would I Use Grades?

Use Grades to:

- Download assignment submissions from students
- Manually enter student grades
- See grade change history
- See assignments grouped by type
- Automatically calculate total and final grades
- Assign zeros after deadline (this will send a notification out to students)

Use the Gradebook

The Canvas Gradebook is a fully featured management tool that allows instructors to:

- Simultaneously view grade information across all courses.
- Be notified when assignments submitted.
- Notify students when an assignment has been graded.
- View Grade history and revert updated assignment scores to previous scores.
- Download or upload Grades as a CSV file.
- Utilize offline grading capability by downloading assignment submissions into a zip file and upload when connectivity is available.
- Block students from viewing their grades until they are published.
- Create custom weighting and grade ranges.
- View a report of all historical grade changes.
- Message students who haven't submitted an assignment yet.
- Message students who scored more than X or less than Y on an assignment.
- Leave private grading notes/comments for the student.

Notes on Grades:

Grades may be curved. Selecting this option is not “adding 5 pts.” It is truly a curve. If you want to add 5 points, you can download the entire gradebook as .csv file in Excel, make changes, and then reupload. Or, you can manually adjust each grade. If you want to bump up an average at the end, adjust one of the grades to bump the average where you want.

If an assignment is muted in the gradebook, no notifications will go out.

The Student Interactions Report will allow you to check for last student interactions. This would be where you would check for the LDA for an online student.

You may communicate with each student on each grade by clicking the arrow by the grade. You can type or record rich media such as audio/video.

Choosing Publish grades will allow the student to receive notification of a grade.

You can drop the lowest grade.

On the student's side, they can even perform hypothetical grades. "What if I make a 100 on this test, what will it do to my average?" Their changes will not affect the "real" grade that the instructor puts in the gradebook.

SpeedGrader

The SpeedGrader™ allows you to view different types of assignment submissions in one place, make text and audio comments to students, and grade using different methods including a simple point scale or a complex rubric.

View Assignment Submissions

Canvas accepts a variety of document formats and even URLs as assignment submissions.

SpeedGrader™ will automatically convert .doc, .docx, .xls, .xlsx, .ppt, .pptx, and .pdf using [Crocodoc](#), while the rest of the file formats will be converted using either Scribd or Google Preview.

Within one frame, you can view, grade, start discussions, and provide students with written, video, and audio commentary. Your private feedback to the student, through text, audio, or video, will be sent via the communication channels that they prefer.

When you have finished with the first student, you can see the submission from the next student by clicking the arrow button.

View Submission Details

When you open SpeedGrader™ for a particular assignment, you will see each individual submission, the date and time that it was submitted, and a red notification if the assignment was submitted after the due date.

Use Rubrics for Grading

| Grading | | | | |
|---|-------------------------------|-----------------------------|-------------------------------------|--|
| Assignment #1 | | | | |
| Criteria | Ratings | | | Pts |
| Follow instructions | Full Marks 5 pts | Partial Marks 3 pts | No Marks 0 pts | <input type="text" value="3"/> / 5 pts |
| Outcome 1 view longer description threshold: 3 pts | Exceeds Expectations 5 pts | Meets Expectations 3 pts | Does Not Meet Expectations 0 pts | -- |
| Length | Full Marks 5 pts | No Marks 0 pts | | <input type="text" value="5"/> / 5 pts |
| Total Points: 8 out of 10 | | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | |

SpeedGrader™ also supports the use of Rubrics, which can help you communicate your expectations for any given assignment, increasing the chances that students will turn in better work. You can bring in your own rubric, but it will not be dynamic. You will not really be able to use it within the SpeedGrader.

People

You can access details about the People in your course by clicking the **People** navigation link.

In People, you can view the Student enrollments and Teachers & TAs for the student and instructor view.

In the instructor view, you can **View User Groups**, **View Prior Enrollments**, **View Registered Services**, and **Manage Users**.

In the student view, you will see **View User Groups** and **View Registered Services**.

Syllabus

This is an aggregation of everything in your course auto compiled by Canvas. The Syllabus in Canvas makes it easy to communicate to your students exactly what will be required of them throughout the course in chronological order. You can even post a copy of your syllabus here as well.

Click the **Syllabus** link in the course navigation.

To edit the Syllabus, click on Edit Syllabus Description. There are three main parts: a calendar and grading scheme, a syllabus description, and a syllabus table automatically managed by Canvas.

The syllabus description is where you can post your course description, a brief introduction, class guidelines, weekly reminders, and other important information. You can copy content from Word documents directly into the Rich Content Editor or create original content inside of the Rich Content Editor. You can also link to your Syllabus by uploading it into Files. Canvas will automatically create a Scribd preview of your document so that they don't have to download it before reading it.

Any course assignment or event will be listed in the bottom half of the Syllabus page with the undated items appearing at the bottom. Changes to these dated events can be made in both the Assignments and Calendar features and will be automatically updated in the Syllabus tool.

Conferences

This feature allows the instructor to give a presentation remotely. It integrates with Wimba and Adobe Connect (Canvas takes care of the integration). Side note: (The MCCB will be retaining Blackboard Collaborate which purchased Wimba). Please see the online guides about how to create a Conference.

Collaborations

This Canvas feature allows students to work on a project in a collaborative effort. Each collaborator will need a Google account and will need to authorize Canvas to access his or her Google account to use Google Docs to collaborate. Also, if you are the owner of the collaboration, you will have to turn on the Share settings to allow people who have the link to edit the document. Please see the online guides about how to create a Collaboration.

Settings

The Settings navigation link is where you can easily update and see the different users, sections and also modify the navigation of your course.

The settings portion of your course is only available to teachers. Students won't be seeing this link so this is where we put in the different reports just for the teachers themselves.

The screenshot shows a navigation bar with five tabs: **Course Details**, **Sections**, **Users**, **Navigation**, and **External Tools**. Below the tabs, the **Course Details** page is displayed. The page contains the following information:

- Name:** Documentation Sandbox
- Course Code:** DS-101
- SIS ID:**
- Root Account:** training.instructure.com
- Department:** DOCUMENTATION
- Term:** Default Term
- Starts:** Jan 1 at 12am
- Ends:** May 4 at 11:55pm
These dates will not affect course availability
- Language:** Not set (user-configurable, defaults to English)
This will override any user/system language preferences. This is only recommended for foreign language courses
- File Storage:** 500 megabytes
- Grading Scheme:** Standard Letter Grades
- License:** Private (Copyrighted)
- Visibility:** Private

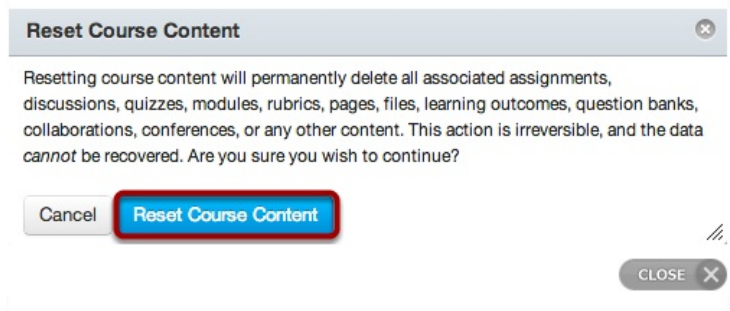
At the bottom of the page is an **Edit Course Details** button. Five red arrows point from numbered circles (1-5) to the corresponding tabs in the navigation bar. A callout box with an arrow points to the **Grading Scheme** field, containing the text: "You can go into this option and change your grading scale."

Depending on your permissions, you can edit differing levels of the course settings.

1. In the **Course Details** tab, you can view the details of your course, its' name, what your quota is, and what license that you've attached to this content inside of your course.
2. In the **Sections** tab, you can manage the different sections of students and see all the people associated with your course according to role.
3. In the **Users** tab, you can add your TA's or other people and view the course roster.
4. In the **Navigation** tab is where you can modify the left navigation of your course. You can drag and drop to change the order of it and then save that. If you want to hide certain features from students, you can disable it from course navigation.
5. The **External Tools** tab allows you to link external tools enabled by your institution to your course.

Many functional items are under settings:

1. *Student View* – allows the instructor to see how the student will see the course. This will replace the Blackboard Administrator’s enrollment of a dummy student in a course.
2. *Course Statistics* – allows the instructor to see overall user activity.
3. *Course Calendar* – allows you to view the calendar just for this course.
4. *Conclude this Course* – ends a course (ours will probably be date driven when exported from Banner).
5. *Permanently Delete this Course* – complete erasure of the course!
6. *Copy this Course* – allows you to create a duplicate of the course.
7. *Import Content into this Course* – this feature will allow you to bring in your content from your “dummy” course or playground.
8. *Export Course Content* – allows you to export content from one course to the other (if you have multiple sections of a course).
9. *Reset Course Content* – this can be a dangerous option. See the picture below.



Calendar

This is located in the Global Navigation area at the top.

There are two types of items that are entered on a calendar:

Events – this will make a Canvas user privy of a field trip, guest speaker. This will show up in the section that says “Coming Up.”

Assignments (all assessments) – these are generated from the due dates set forth by the instructor.

One of the challenges facing both students and teachers is keeping track of all of the assignments planned throughout the term. Teachers are teaching multiple courses and students are learning in multiple courses. Every class has its own timeline for when things need to be done.

The Calendar in Canvas makes it easy for teachers and students to keep track of upcoming assignments. If the need arises, the Calendar makes it easy for teachers to change the due date for any given Assignment. They simply drag the event from one day to another. Canvas automatically sends an Announcement out to the entire class, notifying students of the date change.

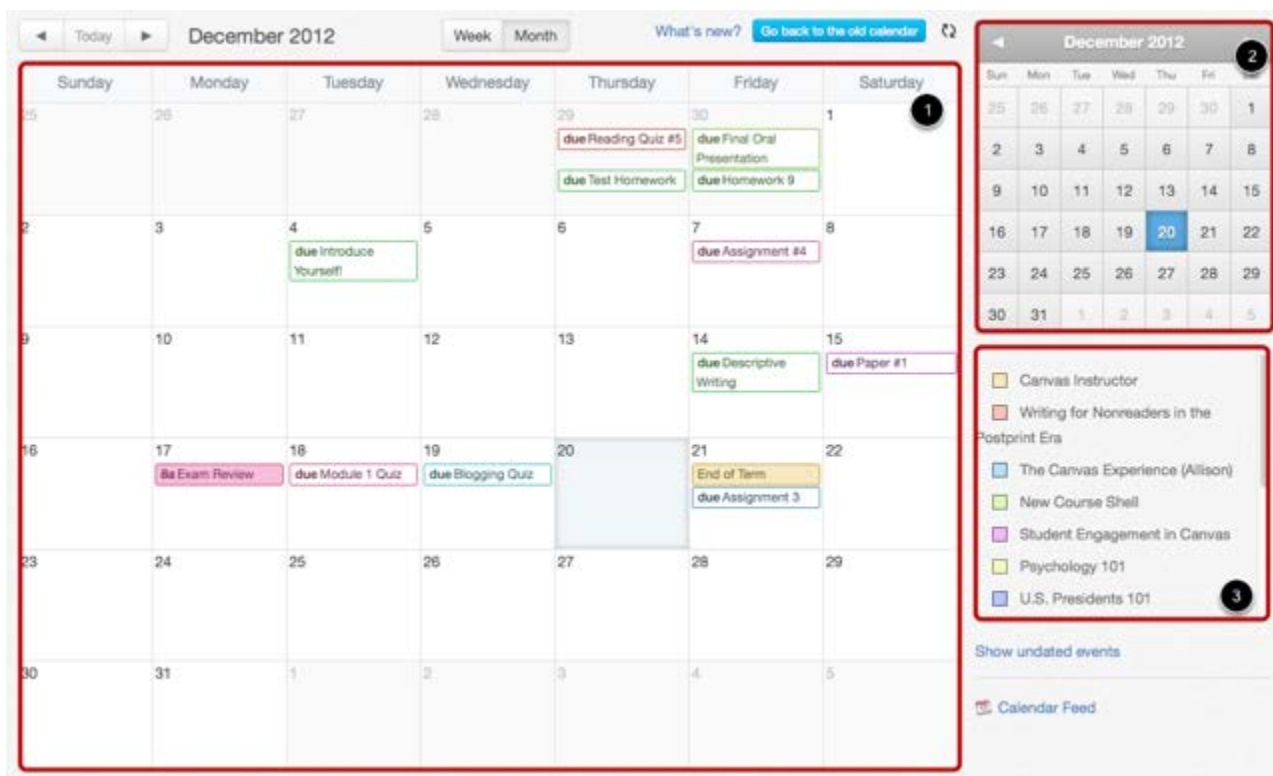
Generally speaking, the Calendar is used for reminding students of graded Assignments with specific due dates. To provide students with detailed descriptions of how synchronous class time will be used, consider using Pages or customizing the Course Home Page.

Remember that the Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if you create, change or delete the due date of an Assignment on the Calendar, it will show up in all the others and vice versa.

The Calendar in Canvas is a global feature, meaning you can see all of your assignments from all of your courses in one place. If your Calendar becomes too crowded, you can filter the number of events listed on your Calendar by selecting or deselecting courses in the Sidebar on the right.

To view the Calendar, click the **Calendar** link in the upper right corner.

View Calendar



After clicking on the Calendar link, you will see the Calendar Month with the events [1], the mini Calendar [2], and the Calendars for the courses [3].

When would I use the Calendar?

- Use the Calendar to quickly add Assignments to a blank course. Fill in the details of those Assignments later.

- **Neat feature:** Use the Calendar to adjust the dates of Assignments that have been imported from previous terms. Canvas makes it easy to drag and drop events across multiple months. Canvas will do its best to adjust dates from a previous semester to the new semester. However, there may be some “tweaking” that needs to be done by the instructor. But, just simply drag and drop!
- Use the Calendar to copy the iCal feed for all of your courses and add it to your preferred personal Calendar.

Mississippi Delta Community College

Frequently Asked Questions

Faculty **must** know how to log on to Faculty Email and MyBanner, and should be checking them frequently. Faculty email is how division chairs and administration communicate with faculty members, and how campus wide announcements are communicated to faculty.

How to Log-in to Banner

1. Click the **My Banner** Log-in link from the MDCC website at www.msdelta.edu.
2. Click **Enter Secure Area**.
3. Log on with your Banner user ID and password. Your initial password is set to your six digit date of birth (MMDDYY format). Upon logging on the first time, your password will expire and you will be forced to change it to something more secure. *Passwords may contain letters and numbers, and must be at least 6 positions but not more than 15 positions in length.*
4. Click the **Login** button.
5. Upon logging in the first time, it is highly recommended that you set a security question in case you ever need to use the "**Forgot PIN?**" function.
 - To set up your security question, click the **Personal Information** tab.
 - Click **Change Security Question**.
 - Enter your current PIN number in the box that says **Please Confirm Your Pin**.
 - You can either select an existing question and supply an answer, or you can enter your own question and answer.
 - Click Submit button.

How to Find Your Banner ID Number

1. Click the **My Banner** Log-in link from the MDCC website at www.msdelta.edu.
2. Click **Enter Secure Area**.
3. Log on with your **SS#** and **Password** (default is six digit DOB in MMDDYY format).
4. Click the **Login** button.
5. Click on **Faculty Services** tab.
6. Click on **Summary Class List**.
7. Your Banner ID # is located to the left of your name at the top right corner of the page. Example: capital **D00012345**.

How to Verify Your Email Address

- Log in to My Banner using your Banner ID number and password.
- Click on the Personal Information tab and then click the View Email Addresses link.
- Your faculty email account should be displayed. Faculty email accounts usually consist of the faculty member's first initial followed by the last name and @msdelta.edu.

How to Access Your Email Account

Faculty can check their email from our web site (www.msdelta.edu) by clicking the "Faculty and Staff Email" link at the left of the page. The default password is set to the faculty member's six digit DOB. (mmddyy)

How to Login to Canvas and Change Password

1. Login to www.msdelta.edu
2. Go to shortcuts on the left and choose **Canvas**.
3. Login to Canvas using the following: **Username (Your Banner ID):** D00012345 **Password:** six digit DOB (mmddyy)
4. To change your password. It is best to use a combination of letters and numbers. Use the following steps:
 - Click on Settings in the upper right hand corner.
 - Click Edit Settings on the right.
 - Click the Change Password checkbox.
 - Type in Old Password.
 - Type in New Password.
 - Type in New Password again to confirm.
 - Click on Update Settings button.

Contact Information

If you have problems or questions related to grades and attendance, please contact the Office of Admissions & Records at 662.246.6306 or 662.246.6366.

If you have problems or questions concerning online classes, or Canvas, please contact the Office of eLearning at 662.246.6319 or 662.246.6341 or email vcddlc@msdelta.edu

If you have *technical* problems with MyBanner or Faculty Email, contact Computer Services at 662.246.6330 or by emailing computerservices@msdelta.edu. You **MUST** provide your Banner ID number, last four digits of your SSN, DOB, full name and a thorough description of your problem or what you need assistance with.