

Fall 2022 Start of Quarter Procedures for Canvas Course Management

Fall Courses were added to Canvas August 9, 2022

Tips for Sharing Content with Colleagues

The best ways to share course materials with your colleagues is either through Canvas Commons (organized by department or program) or by sharing the Canvas export package directly with a peer. Canvas export packages are usually too large to email and should be shared via OneDrive.

Canvas Commons Guides

[How do I share a resource to Commons?](#)

[How do I view and import a Commons resource?](#)

Canvas Export / Import Guides

[How do I create a Canvas export package?](#)

[How do I import a Canvas export package into course?](#)

Requests for Independent Study, Practicum or Research Courses

If you need a Canvas course for a class that ends in 90, 92, 96, 96 or 700 please submit the [Independent study, Practicum or Research Canvas Course Request Form](#).

Faculty are responsible for publishing their Canvas course. Students cannot view or participate in the course until it is published. **Canvas courses should be published by the first day of instruction, September, 21st by 8am.**

Combined Course sections in Canvas

Course sections that share the following criteria will again automatically be combined in Canvas:

1. Course ID (Ex: ENG101)
2. Instructor of record
3. Teaching modality (online / face-to-face)

Within a combined Canvas course, faculty can still:

- [Set differentiated due dates by section](#)
- [Filter the gradebook by section](#)
- [Send out announcements by section](#)

What if I do not want my course sections combined? If you do not want your course sections combined, complete the [Separate Combined Course Sections Request form](#). Course sections cannot be separated after the term has started or assignment submissions have been made.

Cross-listing Canvas Course Sections: If your course sections are not automatically combined in Canvas but meet the criteria for cross-listing, complete the [Canvas Cross-listing Request form](#).

Canvas Course Checklist

To learn more about how to complete the task in the checklist below, follow the link to the Canvas guide. For 24/7 Premium Faculty Canvas Support call: 1-833-209-6110.

- Set course [homepage](#)
- [Create a banner for Canvas front page](#)
- Upload [syllabus](#)
- Create welcome [announcement](#)
- Set-up course [navigation](#)
- Import content** from another Canvas course
- Import shared resources from [Canvas Commons](#), when applicable
- Create [assignments, discussions, quizzes](#)
- Use [modules](#) to organize course content
- If using LockDown Browser, click on the LockDown Browser link to verify settings
- Review course using the [student view](#)
- Important: Publish** course by 8am on the first day of the quarter

Faculty Support

Faculty One-On-One Instructional Design Consultation

Back by popular demand, faculty can [book 30-minutes instructional design consultations](#) with one of the Multimodal Learning Team Members. Choose from the following categories: *Instructional Design, Canvas Technologies, Digital Accessibility, Virtual Reality in Education, Active Learning/Adaptive Learning, or Panopto/Kaltura or other instructional video questions.*

Faculty Open Lab New Location



Now in Samuelson 165, in the new Faculty Innovation Center or [Remote via Zoom link](#) Faculty can drop-in on Tuesdays and Thursdays between 2-4pm for help with Canvas, course design, streaming media, student engagement and other technologies Multimodal Learning supports.

Canvas Boot Camp Workshops - Friday, September 16th, 2022

Time on Sept. 16th	Workshop Title	Location	Registration
9:00-9:50am	Intro to Canvas	SAM 129 or Remote via Zoom	Registration link
10:00-10:50am	Canvas Assignments & Gradebook	SAM 129 or Remote via Zoom	Registration link
11:00-11:50am	Intro to Panopto Lecture Capture	SAM 129 or emote via Zoom	Registration link
1:30-2:20pm	Web-conferencing 101: Teaching with Zoom or MS Team Meetings	SAM 129 or Remote via Zoom	Registration link
2:30-3:20pm	Using O365 Integration for Online Collaborations	SAM 129 or remote via Zoom	Registration link
3:30-4:20pm	Online Tests & Quizzes	SAM 129 or remote via Zoom	Registration link

Canvas Updates and Features

Blackboard Collaborate Sunsetting June 2023

Multimodal Learning will be sunsetting Blackboard Collaborate at the end of Academic Year 2022-2023. License will end June 2023. Faculty who want to download recordings stored in Blackboard Collaborate need to do so prior to June 2023. Reach out to MML for assistance. Use Zoom or MS Teams for web conferencing needs.

Canvas Retention Policy Announced

In collaboration with CWU Records Management, Multimodal Learning is adopting a 6-year Canvas retention policy. This means that at the end of 2022-2023 Academic Year, term courses that are older than 6 years will be deleted. Panopto recordings & media uploads to Kaltura will also follow the same 6-year retention cycle.

New Features in Canvas

- [Default subject line when using the “Message students who” option in Gradebook](#)
 - This update improves instructor workflow by automatically inserting a corresponding subject line when composing a message to students and observers with the Message Student Who link.
- Rich Content Editor Updates
 - [Align Option Text Labels](#) - adding text labels improves accessibility
 - [Document Link Disable Preview Option](#) – allows faculty to disable the preview option and require download
- [Default due date time customized by course \(Course Settings\)](#)
 - This feature allows instructors to adjust the Assignments Default Due time for all assignments within a course.
- [New Icon Maker within Rich Content Editor](#) (Summer 2022)
 - This feature allows instructors to add icons from Canvas’s icon library to any Canvas content they create using the Rich Content Editor (RCE). Icons can be used in place of hyperlinks or for visual engagement.
- [Emoji Library in Speedgrader](#) (Summer 2022)
 - This feature allows users to add emojis when entering or replying to comments for an assignment in Speedgrader.