

# Canvas - Tool Guide for Teachers



| What you want to use (technology)                                                       | What you want to achieve (pedagogy)                                                                                                        |                                                                                                                             |                                                                                                                                            |                                                                                                                                        |                                                                                                                                                |                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         | Ease of use                                                                                                                                | Information Transfer                                                                                                        | Assess learning                                                                                                                            | Communication & interaction                                                                                                            | Co-create content                                                                                                                              | Bloom's                                                                                                                                                               |
|                                                                                         | How easy can this be set up by you?                                                                                                        | Is it a tool for disseminating information from you to your students?                                                       | Will this tool allow you to assess your students' learning?                                                                                | Can it be used for communication & interaction among participants (you & your students)?                                               | Can you & your students collaborate & create content together?                                                                                 | Allows what thinking order? <ul style="list-style-type: none"><li>Remember</li><li>Understand</li><li>Apply</li><li>Analyse</li><li>Evaluate</li><li>Create</li></ul> |
| <b>Course Files</b><br>Upload a file (Word Document/ PowerPoint)                        | Easy, like an email attachment. But can your doc stand on its own?                                                                         | Yes. Only teachers can upload files to course site. You can share files with students via Files and links to files on pages | No. Better ways to do this. Use Quiz, Forums, Assignment, Discussions or Conversations (by attaching file)                                 | No. It's a distribution tool. No option for interaction or communication.                                                              | Maybe. Collect files via Discussion, Assignments, Conversations or external means eg email and make available. Store in suitable folder (name) | 2/6<br>Remember & Understand<br>But no learning activity involved, simply a set of resources to read                                                                  |
| <b>My Files</b><br>Store your own files in the Canvas Cloud – same for students         | Easy, click the Upload link and upload files. Make sure you have a suitable folder structure to manage the files                           | Yes. You can attach files directly to students via the Conversations area or add to assignments and pages                   | Yes. Students can upload their own work to MyFiles and send to you in assignment or via Conversation                                       | No. It's a distribution tool. No option for interaction or communication. Students cannot see files in this area                       | Maybe. Students could create resources, save in My Files area and send to you via Conversations. You manually add to course                    | None.<br>This is not a learning activity, but information transfer.                                                                                                   |
| <b>Course Folders</b><br>Create a folder to manage files                                | Easy, click button and name folder. Can add sub-folders. Get structure right!                                                              | Yes. Only teachers can create folders. Important you agree structure on shared courses including folder naming              | No. This is simply a way to collate and manage files in a course                                                                           | No. It's a distribution tool. No option for interaction or communication.                                                              | No. This is simply a way to collate and manage files in a course.                                                                              | None.<br>This is not a learning activity, but information transfer.                                                                                                   |
| <b>Add Page</b><br>Create a webpage in Canvas                                           | Easy, just create the page using the HTML editor, adding multi-media if needed. Drag in files, link to other pages (wiki)                  | Yes. Only teachers can create the page. So definitely a push-tool.                                                          | Yes, indirectly. Link to LTIs or Web2.0 quizzes for students to play. Manually get results to add to gradebook. Create link to assignments | Yes. Embed or link interactive web2.0 tools or LTIs. Use Redirect feature to add webpage. Link to other pages and features             | Maybe. Collect files via Discussion, Assignment, Conversations or external means eg email and make available with links on page                | None.<br>This is not a learning activity, but information transfer.                                                                                                   |
| <b>Link to URL</b><br>Done as part of making a page                                     | Easy, find the web address (aka URL– the bit that starts with http://), copy it, paste it. You can use words and images as links           | Very easy way of directing students to information outside of Canvas.                                                       | Not directly. You could link to external site eg student blog/portfolio or link to external quiz site eg Socrative                         | Yes, depending on link eg to blog site, social media, shared file (via OneDrive or Google Drive) or external wiki. Work needed by you! | Maybe. Link to external collaborative sites or shared files e.g. OneDrive, Wikispaces, Google, shared blogs. Work needed by you!               | 6/6<br>Can do all of the above, depending on where you link to.                                                                                                       |
| <b>Wiki Pages</b><br>Linking together pages                                             | Can be a bit tricky. Create a series of pages. Give permission to students to add content. You are notified of changes                     | Yes. Use as information site. Allow editing only by teachers or by any participant.                                         | Yes. Page design is very agile e.g. design a formative assessment activity. Assess as On Paper submission. You need to set Guidelines      | Maybe. Discussions about progress would not happen directly on page but via Discussions or Conversations. You could grade this!        | Yes. Students can collaborate & explore topics, discuss them & write together. You may want to consider guidelines for editing!                | 6/6<br>Lends itself to Understand, Apply, Analyse, Evaluate, Create.                                                                                                  |
| <b>ReDirect LTI</b><br>Displays an external webpage in your course with Navigation link | Can be a bit fiddly. Click on App. Enter the URL for the link, the name to go in Navigation link and how to display it                     | Very easy way of directing students to information outside of Canvas without leaving the course!                            | Not directly. You could link to external site eg student blog/portfolio or link to external quiz site eg Socrative, Kahoot                 | Yes, depending on link eg to blog site, social media, shared file (via OneDrive or Google Drive) or external wiki. Work needed by you! | Maybe. Link to external collaborative sites or shared files e.g. OneDrive, Wikispaces, Google, shared blogs. Work needed by you!               | 6/6<br>Can do all of the above, depending on where you link to.                                                                                                       |
| <b>YouTube LTI</b><br>Allows you to insert YouTube videos on page                       | Easy. Click on link, type in what to search for and select file. Choice of Embed sizes. Inserts as 'block'                                 | Yes. Added by teacher. You have to search for video first. Can add in multiple videos to page                               | No. Even if student has created work as video, it would be displayed to everyone on the course                                             | Limited. Discussion could take place on Comments section of video but better ways to do this eg add link below to Discussions          | Not really. Students could collaborate and create video external to Canvas and send you link to add in                                         | 2/6<br>Remember, Understand. (Apply depending on content in video)                                                                                                    |
| <b>Survey</b><br>Option with the Quiz tool                                              | Bit fiddly initially. Set up as Quiz. Options for short/long response, multiple choice/select, dropdowns. Can add in images, links, video. | Partly. It depends on the questions you ask and the information you give eg attaching files, videos. Limited though         | Yes. Great for feedback from performance. Students can submit multiple times eg before/after. Can also upload files and grade              | No. Only allows one way communication from student to teacher.                                                                         | No this is an individual activity, Although feedback to course and teaching could be useful for making improvements                            | 2/6<br>Indirectly helps student analyse and evaluate the learning.                                                                                                    |
| <b>Conversations</b><br>The 'email' feature in Canvas with Inbox                        | Easy. You can send a message to teacher, whole class, groups of individuals or one student. Add attachments too                            | Yes. Via messages and attachments. Notifications go to email. Remember, messages can be ignored or deleted!                 | Maybe as it is a communication channel. Better features to use                                                                             | Yes. Students can message teachers but not seen by all students – better using Discussions. Good for personal support                  | No this is an individual activity, not a group activity.                                                                                       | 5/6<br>It is a communications channel so depends on the discussion you have and use. Better options available                                                         |

Great fit

Can work with some learning design

Not best tool for the job

How to use this guide

- Are you a teacher new to Canvas? Use this guide to pick the right tool for the job.
- Know which tool you want to use? Follow its row across to see its strengths & weaknesses.
- Know what you want to achieve? Pick a column and follow it to see which tool will help you do it.
- Don't forget! Many features can always be tweaked to do what you wish with a little bit of though

Canvas Tweeters to Follow

@gideonwilliams  
@mrccring  
@4goggas  
@CanvasLMS  
@DavidDNorton  
@Samantha\_Blyth

Need more Canvas help?

- Canvas Community at <https://community.canvaslms.com>
- Canvas Guides <https://community.canvaslms.com/community/answers/guides>
- Canvas Videos <https://community.canvaslms.com/docs/DOC-3891!>



| What you want to use (technology)                                                                        | What you want to achieve (pedagogy)                                                                                                       | Information Transfer                                                                                                                  | Assess learning                                                                                                                      | Communication & interaction                                                                                             | Co-create content                                                                                                            | Bloom's                                                                                                      |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|                                                                                                          |                                                                                                                                           | Is it a tool for disseminating information from you to your students?                                                                 | Will this tool allow you to assess your students' learning?                                                                          | Can it be used for communication & interaction among participants (you & your students)?                                | Can you & your students collaborate & create content together?                                                               | Allows what thinking order?<br>• Remember<br>• Understand<br>• Apply<br>• Analyse<br>• Evaluate<br>• Create  |
| <b>Module</b><br>Used to organise activities and resources in your course                                | Easy. Create the Module using the button. Add completion requirements. Next add resources/activities to list using + option               | No. It is just a tool for organising resources. Discuss with your Dept. the best way of using Modules to match topics in your subject | Not really. Although can link requirements to complete the module which can be linked to awarding badges and monitored by analytics. | No.                                                                                                                     | No. Just a tool to manage resources. Students cannot create own Modules                                                      | None. This is not a learning activity, but information transfer                                              |
| <b>Quiz</b><br>Use to assess learning, formative or summative.                                           | Can be a little tricky. Range of settings to control quiz. Lots of different question types to use. Self marking features too             | The quiz is aimed at assessment, not distribution.                                                                                    | Quiz can be timed & repeated. Essay, MC, matching, & other types. Can add in images, sound & video. Can assess in variety of ways    | No. Use Discussion forums instead.                                                                                      | No. Use Discussion forums or page wikis instead.                                                                             | 6/6<br>Can do all 6 but this requires you to be creative in your assessment.                                 |
| <b>Conferences</b><br>Real time discussions with students or staff using video, audio, slides, messaging | Simple to set up – uses BigBlue. Slightly more complicated when sharing resources. Users will need instructions and explaining at start   | Great to present information in a variety of ways eg catch up with lectures, help forums. Live broadcast which is recorded            | Could be used as an oral assessment. More secondary information. Not all users confident/ comfortable with live interactions         | Definitely. The teacher can act as moderator and allow students to engage. Teachers can also respond to comments posted | Possible as sessions are recorded. Students could post comments or presentations which can be saved as used again            | 6/6<br>Possible for all six areas to be explored with careful design and practice                            |
| <b>Assignment</b><br>Use to collect, assess & provide feedback on assignments                            | Easy. Online & offline assignments. Submit file, URL, recordings etc. Submit as group, peer assessment and moderated marking.             | No. However can include content for the assignment.                                                                                   | Yes. Set due dates & maximum grades. Collect assignments and provide feedback. Lots of ways to assess progress eg rubrics            | No. Only allows very limited interaction between teacher & student.                                                     | No. Currently it does not allow group assignments. Use forum or wiki .                                                       | 6/6<br>Indirectly. Depends on your assessment design. Work can be submitted outside of Canvas                |
| <b>Grades &amp; SpeedGrader</b><br>Recording of students performances in a variety of tasks              | Straight forward. Create an assignment for anything. Grades can also take place for quizzes, discussions                                  | Yes. Students see score for each assignment. Teachers can also see more detailed features in Course Analytics section                 | Yes. Mark students work directly from grade. Notifications show you what needs marking. Links to Speedgrader.                        | No. Interaction with just student. Add comments to students work and student can make comment on work as it is marked   | No, tool for displaying and marking grades                                                                                   | Not applicable.                                                                                              |
| <b>ePortfolios</b><br>Use to showcase best work or an online site that can an assignment.                | Personal to user. Used across courses. Easy to set up. Add a range of content including work submitted – can make public & allow comments | Possible. You can share your portfolio with students. You can make multiple portfolios too. Student can add comments. Needs care!     | Yes, allows grading via URL submission. Can also invite students for peer reviews                                                    | Not the best use of the resource. But your portfolio could contain links to outside resources. Done better elsewhere    | Yes. Needs careful planning but use portfolios and shared pages and make public for students to use in learning              | 6/6<br>Best sort of evidence. Huge amount of reflective practice possible too                                |
| <b>Syllabus</b><br>Gives students an overview of the course in date order                                | Easy to set up. Can be added to as more content appears. You choose what you want to show.                                                | Yes. You can display resources on it and provide links to resources in other locations eg assignments. Calendar features too          | No. Just a holder for content.                                                                                                       | No. Just a holder for content. Can provide links to other resources that do this eg Discussion groups                   | No. Just a holder for content. Can provide links to other resources that do this eg Discussion groups                        | Not applicable                                                                                               |
| <b>Discussion Forum</b><br>Opportunity for class discussions, reflections etc                            | Easy. You can choose different features and options for forum. Comments can also be graded.                                               | Yes. Share range of resources eg video, podcast links. Care to avoid information getting 'lost' with lots of conversation threads.    | Can grade comments in forum, e.g. design it aa formative assessment activity. Can set up group discussions too                       | Yes. Students communicate with you & peers. Interact as a class or in groups.                                           | Yes. Students can collaborate & explore topics, discuss them & write together.                                               | 5/6<br>Understand, Apply, Analyse, Evaluate, Create                                                          |
| <b>Calendar</b><br>Filtered Tracking of assignments. Add events and reminders                            | Easy to use. Lots of features added to calendar automatically. Trickier if you want to message individual students or classes             | Yes. Details from assignments and gradings automatically added. You can add in Events too                                             | No. Although you can add in assignments directly to the Calendar and then add in details later.                                      | No. Students see information on calendar and you can 'invite' students to meeting but one way                           | Not applicable.                                                                                                              | Not applicable                                                                                               |
| <b>External Apps LTIs</b><br>Add in 3 <sup>rd</sup> party apps to do different features                  | This can be done by the teacher for individual courses or for all courses. Some LTIs not straightforward to use                           | Yes. Huge range of add-ins possible – SlideShare, Dropbox, Quizlet, Etherpad, Wiris equations, Trello, Khan Academy, Wikipedia        | Not sure. No obvious link with some packages. You may have to manually gather data and add in to gradebook                           | Depends very much on the tool involved! Please ask if you want more information                                         | It depends on the tool. If the tool is a collaborative one like Wikispaces. Care – as all content will sit outside of Canvas | 6/6?<br>This can be anything – depends on the connected Tool. Many of the tools focus on Remember/Understand |
| <b>Collaboration*</b><br>Allows students to work together on Google Drive (Office365 due soon)           | Easy to set up. Students <u>MUST</u> have a Google account which is limiting. You choose who to share. Teacher needs to be Drive fan!     | Can do but not the best platform for the role as limited by Google account                                                            | Possible although you would independently add in the grades for collaborative work                                                   | Yes as students are sharing and collaborating although editing of documents and size of group may restrict this         | Yes. Group sizes need to be made manageable though and careful boundaries set. Some work needed                              | 6/6<br>This can be anything – depends on the purpose of the task                                             |
| <b>Announcements</b><br>Reminders you can give to class related to your work                             | Straightforward to set up. Range of features Inc. adding files, link to RSS feeds, delay posting, links to pages, quizzes, assignments    | Yes. Very effective as you can monitor which students have read post. Can link to range of information too                            | No. Just a communication tool                                                                                                        | Possible. Can enable student replies in conversations although for learning doing this in a Discussion Forum is better  | No, just a communication tool                                                                                                | 3/6<br>Indirectly if linking to podcasts and RSS feeds – so Remembering, Understanding and Applying possible |