Canvas Guide for Lecturers

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1. Accessing Canvas

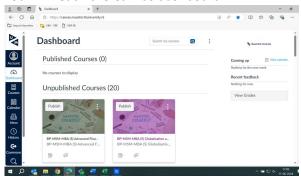
1. Go to canvas.maastrichtuniversity.nl and insert your UM e-mail address and password.

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2. Login using the UM MFA app.

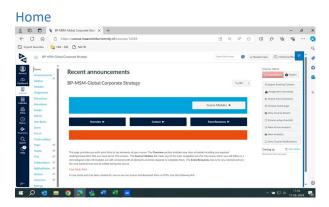
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		For security reasons, we require additional information to verify your account				
		Open your Microsoft Authenticator app and tap the number you see below to sign in.				
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		Use a different verification option				
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3. You will reach the Canvas dashboard:



4. Click on the course you need. Learn how to clean up your dashboard.

2. How to adjust and finalise your course before teaching

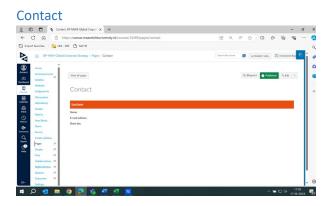


If you have ordered a Case Pack for your course, insert the link here. If not, please delete this sentence.

Overview

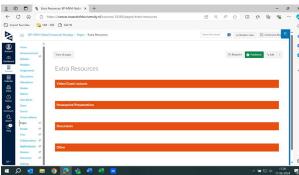
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Indicate the schedule of topics and how students should prepare for each topic.



Complete this page with your name, email address, and a short bio.

Extra Resources



In Extra Resources you can upload your PowerPoint presentations and other material you would like to add to your course.

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Post important updates and information for your students here.

3. Modules

By clicking on **Modules** in the menu left you will see an overview of the 4 modules and an Orientation module; this Orientation module contains some general information you should not change except for the 'How to study this course"- Didactic Approach (adjust when needed).

In the Modules section you can unpublish the items you will not use in your course (such as Midterm individual Case Study Analysis in case of F2F teaching).

By default, all items are 'published'.

Assignments are linked to modules; by default:

Mid-term individual Case Study - end module 2

Group assignment \implies end module 4

Individual assignment/exam end module 4

If you would like to change this (e.g. move the group assignment to module 3) you can simply drag it to a different position.

4. Assignments

4

BP-MSM-MBA52004 Entrepreneurship blueprint > Assignments

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There are three categories for student assessment:

- Class Attendance (0%)
- Final Individual Assessment (70%) ADD FIRST AND RESIT FROM RESOURCES
- Individual Case or Group Assessment (30%) ADD FROM CASE/GROUP RESOURCES

Drag assignments from the Resources section into the appropriate category: first and resit individual assignment to *Final Individual Assessment* and Group assignment(s) (F2F programs) OR Individual Mid-term Case Study Analysis (Flex Online) to *Individual Case or Group Assessment*.

You can now delete the Resources sections and remove the additions "ADD FIRST AND RESIT FROM RESOURCES", "ADD FROM CASE/GROUP RESOURCES", 'ADDED AUTOMATICALLY" and "DO NOT CHANGE" (this will be visible to the students otherwise)

5. Setting the submission date

In the assignment page click on the 3 dots on the right, Edit (fast, simple way)

Or

Open the assignment, click on the **Edit** button and scroll down, click on "**Manage Due Dates** and Assign To"

In the case of a resit you can assign the assignment to only those who need to resit.

You can add (+Add) submission deadlines in case of different submission dates.

Exams (Kuwait)

- For exams, drag the "Final Written Exam" from Resources into the Final Individual Assessment category.
- Note: The "Final Written Exam" placeholder ensures the correct grading structure and does not contain questions. Examples can be found in Resources.
- The scans of the ungraded and graded exam, exam questions and model answers should be saved under Files in a to be created folder.

6. Adding participants/ teacher to a course

Click on the left light blue menu on "People".

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Click on the button + People

Add the UM E-mail addresses (in case of long list of email you can of course copy them for example from Excel file) and select the role (student or teacher), click on **Next** and click on **Add** Users.

Participants or Teacher will receive automatic email with invitation to the course. After the invitation is approved person can access the course.

7. Creating groups

Open People

Grades
Syllabus
People
Files
Pages
Collaborations
Google Drive

In Course Navigation, click the **People** link.

Add Group Set



Click the Add Group Set button. The Create Group Set window will pop up.

Group Set Name*	Enter Group Set Name	
Self Sign-Up 🕜	Allow self sign-up	the same section
Group Structure	Create groups later	~

The Create Group Set window displays.

Allow self sign-up Require group members to be in the same section
it students by number of groups ^ state groups later 3 it students by number of groups it number of students per group
Comparison of ordered per group

Name the new group by typing it in the **Group Set Name** field [1].

You can allow <u>self sign-ups</u> by selecting the **Allow self sign-up** checkbox [2].

To manually create groups or create groups using a CSV file, click the Create groups later option [3].

From the drop-down menu, select the **Split students by number of groups** option [4].

You can <u>automatically create groups</u> by splitting the students into equal groups or selecting the number of students per group. To split the students into a number of equal groups, select the **Split** students by [number] groups option in the drop down menu [5].

To create groups with a certain number of students, use the arrows or type the number of students per group in the dialog box [6].

Click the **Save** button [7].

Notes:

- Except when creating groups manually, you can automatically set student group leaders.
- The Require group members to be in the same section option is available in self sign-up and automatically created groups.

IMPORTANT: Once the group set has been created you need to link this group set to the group assignment:

Go to the Assignment page and click on the group assignment. Click on **Edit,** check the box "**This is a** group assignment" and select the group set.

8. Course Syllabus

Before the course starts, a syllabus needs to be created; all the content from the Canvas course will be bundled in the Course Syllabus.

How to create the syllabus:

Go to "Create Syllabus" light blue menu on the left of the browser. You will have a new window open where you need to fill in data about the syllabus to which course does it belong etc.

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While it does take a while to generate the Syllabus, the notification will inform you that you can leave the page and come back later. You can come back to the very same page where you started generating a syllabus and new button will appear.

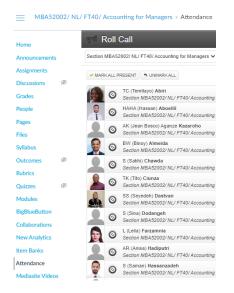
You can click on "Download existing PDF" and you will download the generated Syllabus.



Or you can navigate to Files on the left light blue menu and search for pdf_exports and that's where your syllabus should appear.

9. Attendance

Open Attendance from the menu left



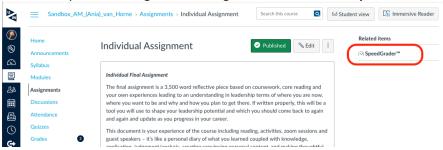
You can mark students present per day (date can be found in the top right corner)

If you'd like to use the Roll Call, please find instructions here

10. Grading in Canvas

Canvas uses a tool called SpeedGrader to assess students work. SpeedGrader will be available in every graded assignment, including quizzes or graded discussions.

To access SpeedGrader go to the assignment and click on "SpeedGrader" (under Related Items):



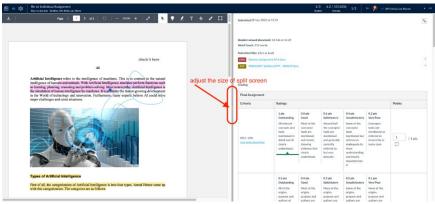
Once you open the SpeedGrader, you will see the work that has been submitted by the participant, and many different tools and information that you can retrieve from it.

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Actual submitted assignment will appear here Leave I I Artisti Artificial Intelligence of the intelligence of machines. This is fin costnab to findingence of human and arisingk. With Artificial Intelligence, machines provide the intelligence of number of the intelligence of the	tions such ligence is velopmen	s t			11:29 Word Count: 5 Submitted file Submitted file S	s (dick to load) my Assignment Al-Lduck $\stackrel{i}{\leftarrow}$, $\stackrel{i}{\leftarrow}$, thatas EFM - MBA39.docx 0
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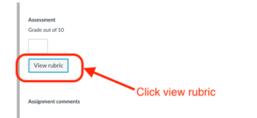
- 1. First icon is shortcut to grade book (the overview with all participants and all assignments. Second icon (eye/crossed eye) indicates if grades are posted and visible to students or not and last gear icon is allowing to change some settings for grading.
- 2. Panel of tools to use for viewing/annotating/marking the work of the participants
- 3. Name of the Assignment; due date and course name
- 4. By clicking on the drop down menu you will get complete list of participants, or in some cases groups that are part of the course. If student has not uploaded the assignment his/her name will appear idle.
- 5. This area contains information on the number of uploads participant had submitted to this Assignment and plagiarism score.

Note: In case a student uploads the wrong file, he/she has one more chance to upload the correct file (Allowed attempts: 2). Both files will appear; make sure you grade the most recent submission. It is not possible for plagiarism tool run over student work multiple times within the assignment, only across other assignments.

To have a better view on rubric you can adjust the size of the split screen by clicking and moving 3 dots:



If the rubric does not appear in the browser as on the screen above, click on "View rubric"

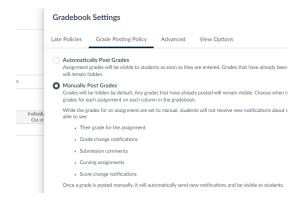


In the image below you can see that grade is already visible, which means that assignment has been graded already, it can be done again if necessary. By clicking on "**View rubric**" you will see the whole rubric again. Choose relevant points according to criteria you have set in the rubric.

11. Gradebook Settings

By default, the grade posting policy is set to "Manually Post Grades"; this means the grades will be hidden until posted/published. This will be done by the Education Officer.

You can check this by clicking on the 🍄 in the Gradebook (click on Grades in the menu left)



12. How to add an assignment in Canvas

If you would like to learn more about how to add an assignment in Canvas, please click here

13. How to create a rubric

If you would like to learn more about how to create a new rubric, please click here

14. Learn more about Canvas

If you would like to learn more about Canvas you can check out the following site:

https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor