Canvas Guide for Lecturers

1.	Accessing Canvas	2
2.	How to adjust and finalise your course before teaching	3
3.	Modules	4
4.	Assignments	5
5.	Setting the submission date	5
6.	Adding participants/ teacher to a course	6
7.	Creating groups	6
8.	Course Syllabus	8
9.	Attendance	9
10.	Grading in Canvas	9
11.	Gradebook Settings1	1
12.	How to add an assignment in Canvas1	1
13.	How to create a rubric1	1
14.	Learn more about Canvas1	1

1. Accessing Canvas

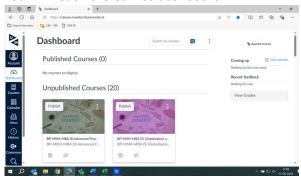
1. Go to canvas.maastrichtuniversity.nl and insert your UM e-mail address and password.

Paraticity University pursue drift (insuscritetorwersystell) pursue drift	200	🗅 Sign In	× +								-	0
Paraticity University pursue drift (insuscritetorwersystell) pursue drift	< C ⋒	https://login.maastri	htuniversity.nl/ad	ls/ls/?SAMLRequest=jZJRT8IwF00%21	RVL37utcwxotiUTYiRB	(WD64IspX 🖉	Aª 🏠	Φ	5	۲	-	
plana konfigmaatoridhutivensky ul mmm eritik by Dom Dana konfisionalistik Dana konfisi	Import favorites	🍋 LIM - SILE 🕒 SAP IN										
				Johanna kooffigenaastrichtunive	required during login. AFA, check arsibunimia er execution						17.00	
	• × •									en de	17-06-2	024

2. Login using the UM MFA app.

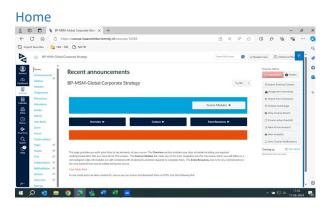
2 0 0	🗅 Multi-Factor Authentication 🛛 🗙 🕒	+			-	Ø
< ℃ @	https://login.maastrichtuniversit	ty.nl/adfs/1s/?SAMLRequest=jZJRT8lwF00%2FRVL37utcoxotiUTYiRBXW	/D64lspXYEmXY A ^a 🏠 🛈	Q1 @		
Import favorites	tim - shi 🗋 sapihi					
		Maastricht University				
		For security reasons, we require additional information to verify your account				
		Open your Microsoft Authenticator app and tap the number you see below to sign in.				
		46				
		Use a different verification option				
। । ।	. = 0 2 4 =	x1 =		~ 🛥 🖵 4-	170	

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

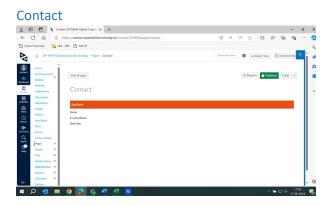


If you have ordered a Case Pack for your course, insert the link here. If not, please delete this sentence.

Overview

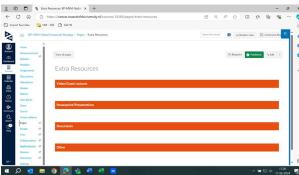
	G Ó h	tps://camias.maastrichtuniversity	nl/courses/14369/pages/overview	田 Q A 合 田 命 @	
port favori	tes 🛛 🍋 LM -	SINE 🕒 SAP NI			
=	BP-MSM-Global	Corporate Strategy > Pages > Overvie	w	Search this course 🔹 🕼 Student view	ive Rea
Hore	î.				
A	uncements	View all pages		R Blueprint O Published % 6	0 1
5,600				Carrier Contract Co	
Meda	Aes	0			
Anip	ments	Overview			
Discu	askors				
Atten	dance	Course schedule			
Grade		Course schedule			
8.64					
iten f	Ranks	Day Time	Tepk	Class preparation and instructions	
Zoon			Teol: 1 STRATEGIC MANAGEMENT: BASIC PROCESSES AND TOOLS		
Second			Teek 2 THE FIRM'S INTERNAL CARABILITIES		
	e sylabus		Tool: 3 BUSINESS LEVEL STRATEGES Tool: 4 CORPORATE-LEVEL STRATEGES		
		-	Tool: 5 STRATEGY IN UNCERTAIN TIMES		
			THE & STRATEGES IN RAPIDLY CHANGING AND HIGH-VELOCITY		
Pages			NDUSTRIES		
Pages			Teek, 7 STRATEGY & INNOVATION		
Pages Poople Files	10				
Pages People Files Collet	25 1000		Tesic 8 WRAP-UP: MATCHING STRATEGY TO COMPETITIVE CIRCLINICIDANCES		
Pages People Files Collet	10		Toole & WRAP-UP, MATCHING STRATEGY TO COMPETITIVE CIRCUMSTRACES		
Pages People Files Collet	so constions st actilution st				

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.

0	C & Announce	ments: 8P-MSM-Glo	brx +										ð
- C	G D http:	://canvas.maastri	chturiversity nl/course	s/14369/announc	ements	8	5 Q	A ⁿ 1	2 0	Û	¢.		
Import fa	norites 🛛 🛜 UM - SBI	1 SAP 11											
	EP-MSM-Globa	I Corporate Strate	gy > Announcements					Search t	in course	۵	63 Stude	et vi	i
	Home	All		v	Search				Q I		Amounce	nent	
æ	Svilabus										External	Feeds	
board	Modules												
9	Assignments				/								
3	Discussions				0 111								
order	Attendance					[1]							
11 I	Grades												
õ	Rubrics												
ROW	Item Banks				No annound	cements							
	Zoom				Create announces	sonts above							
morm	Search												Ш
3	Create syllabus												Ш
9	Pages Ø												
ida -	People Ø												
	Collaborations Ø												ľ

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

ome nnouncements Ø	Q Search
diabus	
odules	Class Attendance - ADDED AUTOMATICALLY
signments	
scussions	
endance	Final individual assessment (70%) - ADD FIRST AND RESIT FROM RESOURCES
ides	•
rics	
n Banks	Individual case or group assessment (30%) - ADD FROM CASE/GROUP RESOURCES
m	* Individual case of group assessment (30%) - ADD FROM CASE/GROUP RESOURCES
arch	
ate syllabus	
es Ø	Resources final individual assessment (70%) - DELETE BEFORE START COURSE
ple Ø	
s Ø	Final Individual Assignment - Analysis of an Entrepreneur
laborations Ø	:: 🙉 Resit: Final Individual Assignment - Analysis of an Entrepreneur
BlueButton Ø	ID Pts
zzes Ø	ii 📴 Final Written Exam
tcomes Ø	II Eff Module 4 Module 10 Pts
tings	ii 🐨 Resit: Final Written Exam
	# * Resources individual case or group assessment (30%) DELETE BEFORE START COURSE
	III III III III III III III III III II
	II B Group Assignment Logbook
	II B Group Presentation Module 4 Module 10 Per
	E Module 4 Module 10 Pm Module 4 Module 10 Pm Second Secon

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".

		turiornity ri	(courses)73543(users						Q @ \$	0 0 0	iev Chrome a
🚍 Sandbox	AMJAR	sla) van "He	ome > People							Surshiti	1 074 78
Home											
Amountements											
Sylature			15-06-23 MANUA				annual Group 1 Group After test Group and				- Group set
Modules			tenentation during lesson		Feb.81	i ina chap ha	genn daspt betydene bespin	agentitati Gatte	and and a second second		
Assignments			contractor of some							-	
Discussions		Q, Sea	arch people	Allerito	~						+ People
Attendance								_		-	
Quizzes				To add	new/more	e people to	the course click on the +	People			
Crades		Limitatio	e has not been accepted.	front							
Mediaste Video			Name		Login (D	SK ID	Section	Entr.	Last Activity	Total Activity	
Rubrics							Fundament State and Mark State Street Street				
Rubrics Rem Earles		2	AM Underland 20 Mars		P70065099	P70003099	Sector Sandoor, AM (Ania), var, Horne	laather	19 Feb at 13 (0)	07.46	
		2	AM (Adeled & lan Y (Boold Cae			P70083099 P70092189	Sector Sandoo, AM (Ana), van Jihme Sector Sandoo, AM (Ana), van Home				
Ben Barks Zoom Search		9 9 9			P70085099			laadwr	19 Feb at 13 (0)	97.46	
Rom Banks Zoom Soarch Create syllabus		+ + +	Y Bookd Can Y Makety Guo		P70082099 P70092209 P70085156	P70092289 P70085156	Sector Sandoux, AM, (Hria), sar, Home Sector Sandoux, AM, (Hria), sar, Home Sector Sandoux, AM, (Hria), sar, Home	Teacher Teacher Teacher Studiert	29 Feb at 13:00 P Apr at 20:52 15 Feb at 13:05 20 Apr at 14:33	09.46 05.05 01.02.37	
ben Baiks Zoon Search Create syllabus Pages	×	+ + + +	Y Basild Can		P70285099	P70092189	Sector Sandour, AM, (Ania), san, Horne Sector Sandour, AM, (Ania), san, Horne	lactor lactor Techor	19 Feb at 15 08 P Apr at 20.52 15 Feb at 15 05	99.46	
Item Basks Zoom Search Create syllabus Pages People	æ	+ + + •	Y Bookd Can Y Makety Guo		P70082099 P70092209 P70085156	P70092289 P70085156	Sector Sandoux, AM, (Hria), sar, Home Sector Sandoux, AM, (Hria), sar, Home Sector Sandoux, AM, (Hria), sar, Home	Teacher Teacher Teacher Studiert	29 Feb at 13:00 P Apr at 20:52 15 Feb at 13:05 20 Apr at 14:33	09.46 05.05 01.02.37	1
Dem Eanks Zoom Search Create sylabox Pages People Tiles			Y Basid Cao Y (Mala), Gao Mi (Sol) an Horn		P70082099 P70092209 P70085156 P7008581807	P70092289 P70085156 P70081807	Section Sandous, AM (Avia), van, Harne Section Sandous, AM (Avia), van, Harne Section Sandous, AM (Avia), van, Harne Section Sandous, AM (Avia), van, Harne	Teacher Teacher Teacher Student Teacher	29 Feb at 23.00 P Apr at 20.52 15 Feb at 13.05 20 Apr at 34.30 20 Apr at 34.30	09946 0505 01:02:37 105:46:54	1
bern Banks Zoom Search Create syllabus Pegele	æ æ		V Bosid Cao Y Miloty Cao Mil (Kita) sec Hore MJ Mised Anlans SK Bitchard Anna		P30262099 P30272089 P30265255 P30265255 P30265225 P30265225	P70083154 P70083154 P70083120 P70883123 P70883123	Sector-Sandow, AM, Vivel, ser, Hanne Sector-Sandow, AM, Vivel, ser, Hanne	Teacher Teacher Teacher Studiet Studiet Studiet	29 Feb at 12.00 P Apr at 20.52 15 Feb at 11.05 20 Apr at 14.33 20 Apr at 14.33 20 Apr at 15.42	09.46 03.05 01.02.37 105.46.24 29.59	
Rem Banks Zoom Scarch Create syllabox People Tiles Collaborations	8 8 8		Y Boski Cao Y Meksty Guo AM (kea) un Harry HCJ Maad Anders		P70282089 P70292289 P70286554 P70286554 P70285521	P70092289 P70085156 P70081807 P70085121	Section Sandour, AM, (Ana), van, Horne Section Sandour, AM, (Ana), van, Horne	Teacher Teacher Teacher Studere Studere	29 Feb at 23.00 P Apr at 20.52 15 Feb at 13.05 20 Apr at 34.30 20 Apr at 34.30	09946 0505 01:02:37 105:46:54	
Rem Earlis Zoom Search Create sylatou Pages People Files Colaborations BigBlanButton	8 8 8 8		V Bosid Cao Y Miloty Cao Mil (Kita) sec Hore MJ Mised Anlans SK Bitchard Anna		P30262099 P30272089 P30265255 P30265255 P30265225 P30265225	P70083154 P70083154 P70083120 P70883123 P70883123	Sector-Sandow, AM, Vivel, ser, Hanne Sector-Sandow, AM, Vivel, ser, Hanne	Teacher Teacher Teacher Studiet Studiet Studiet	29 Feb at 1230 P Apr at 2052 15 Feb at 1135 20 Apr at 1433 20 Apr at 1430 20 Apr at 15430 34 Mar at 1542	09.46 03.05 01.02.37 105.46.24 29.59	
Rem Banks Zoam Search Create sylabos Pages People Files Coloborations BigBlanButton Outcomes	8 8 8 8		V Basid Cao V Dhiot, Goo Ah (Joa) on Hern Hul Maal Aulan Sit District Anal Hul Maal Aulan		P10085099 P10085289 P1008525 P1008525 P1008525 P1008525 P1008525 P1008525 P1008525	PTORESISE PTORESISE PTORESISE PTORESISS PTORESISS PTORESISS	Setter Landes, AM (Mill), with Home feetter Sandars, AM (Mill), and Home feetter Sandars, AM (Mill), and Home feetters handlas, AM (Mill), and Home feetters Sandars, AM (Mill), and Home	Tacher Tacher Tacher Stater Stater Stater Stater	29 Feb at 1230 P Apr at 2052 15 Feb at 1135 20 Apr at 1433 20 Apr at 1430 20 Apr at 15430 34 Mar at 1542	09.46 03.05 01.02.37 105.46.24 29.59	

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.

Document type		Syllabus MBA52008-FTN	IBA41	
Programme		MBA		
Faculty		MSM		
Disclaimer			on may be reproduced and/or made publ crofilm or in any digital, electronic, optical	· · · ·
The Canvas cour	se pages tha	at will be included in y	our export	
Contact	Φ	Found		
(frontpage)	Φ	 Found 		
(trontpage) Dverview	© ©	Found Found		
Dvervlew	0	• Found	vrt?	
Dvervlew	0 0 9 you want t	Found Found	ort? Include pages	
Dvervlew Resources What <u>content</u> do	0 0 9 you want t	Found Found		

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.

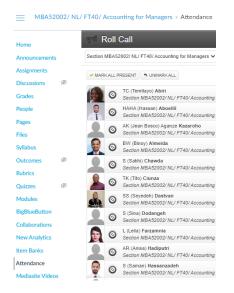
You can click on "Download existing PDF" and you will download the generated Syllabus.



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



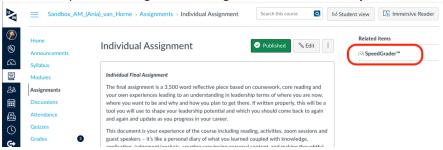
You can mark students present per day (date can be found in the top right corner)

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):



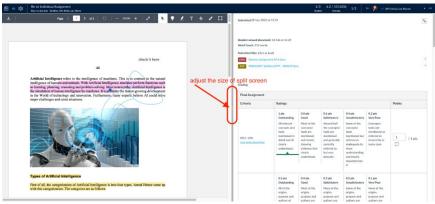
Once you open the SpeedGrader, you will see the work that has been submitted by the participant, and many different tools and information that you can retrieve from it.

	1/3 6. iraded	2 / 10 (62 Average	2%) 1/	3	⊢ √ ам(а	nia) van Horne 🔹 🔹
Page < 1 > of2 ○ - 200M + ♪ ▶ ♥	∠ 1	÷	1		4 Submitted:28	Sep 2023 at 12:21
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
					Criteria DD1: 10% visw.langer description	Ratings Outstanding All relevant concepts and tools mentioned in detail and all clearly understood.
Types of Artificial Intelligence First of all, the categorization of Artificial Intelligence is into four types. Arend Hintz with this categorization. The categories are as follows:	e came uj	5				1 / 1 pts Unsatisfactory
Tune 1: Deactive machines. These machines are sand to situations: A fumous are	nla can be					Some of the origins, purpose and

- 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"

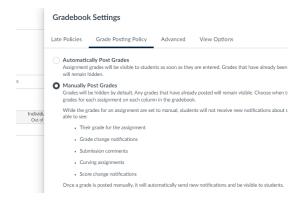


In the image below you can see that grade is already visible, which means that assignment has been graded already, it can be done again if necessary. By clicking on "**View rubric**" you will see the whole rubric again. Choose relevant points according to criteria you have set in the rubric.

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