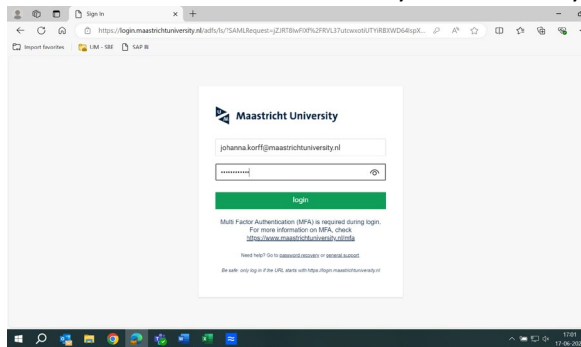


# Canvas Guide for Lecturers

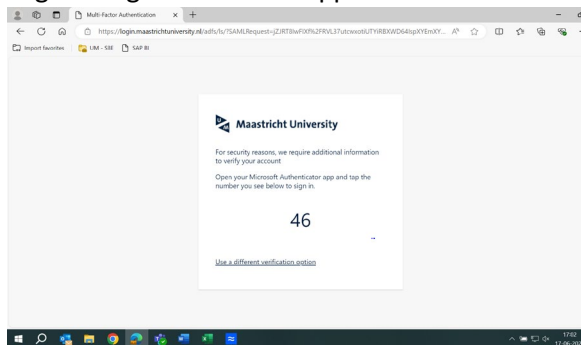
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# 1. Accessing Canvas

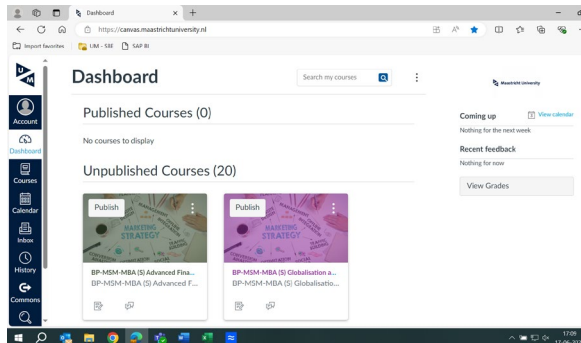
1. Go to [canvas.maastrichtuniversity.nl](https://canvas.maastrichtuniversity.nl) and insert your UM e-mail address and password.



2. Login using the UM MFA app.



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

### Home

The screenshot shows the Canvas LMS Home page for the course 'BP-MSM-Global Corporate Strategy'. The page features a 'Recent announcements' section with a blue banner and buttons for 'Overview', 'Contact', and 'Extra Resources'. A 'Course status' section on the right indicates the course is 'Published'. The left sidebar contains navigation options like Home, Announcements, Modules, Assignments, Discussions, Attendance, Grades, Rubrics, Item Banks, Zoom, Search, Course syllabus, Pages, Files, Collaborations, BigBlueButton, Outcomes, and Settings.

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

### Overview

The screenshot shows the Canvas LMS Overview page for the course 'BP-MSM-Global Corporate Strategy'. The page displays a 'Course schedule' table with columns for Day, Time, Topic, and Class preparation and instructions. The table lists several topics, including 'THE STRATEGIC MANAGEMENT PROCESS', 'THE STRATEGIC LEVEL OF STRATEGIES', 'BUSINESS LEVEL STRATEGIES', 'CORPORATE LEVEL STRATEGIES', 'STRATEGIC MANAGEMENT: HIGH-TECHNOLOGY INDUSTRIES', 'STRATEGIC MANAGEMENT: HIGH-TECHNOLOGY INDUSTRIES', and 'MATCHING STRATEGIES TO CORPORATE OBJECTIVES'.

Day	Time	Topic	Class preparation and instructions
		THE STRATEGIC MANAGEMENT PROCESS: FROM FINANCIAL RISK TO GROWTH	
		THE STRATEGIC LEVEL OF STRATEGIES	
		BUSINESS LEVEL STRATEGIES	
		CORPORATE LEVEL STRATEGIES	
		STRATEGIC MANAGEMENT: HIGH-TECHNOLOGY INDUSTRIES	
		STRATEGIC MANAGEMENT: HIGH-TECHNOLOGY INDUSTRIES	
		MATCHING STRATEGIES TO CORPORATE OBJECTIVES	

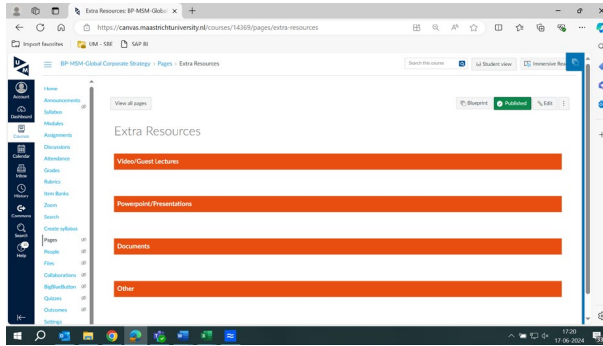
Indicate the schedule of topics and how students should prepare for each topic.

### Contact

The screenshot shows the Canvas LMS Contact page for the course 'BP-MSM-Global Corporate Strategy'. The page features a 'Lecturer' section with a form for Name, E-mail address, and Short bio.

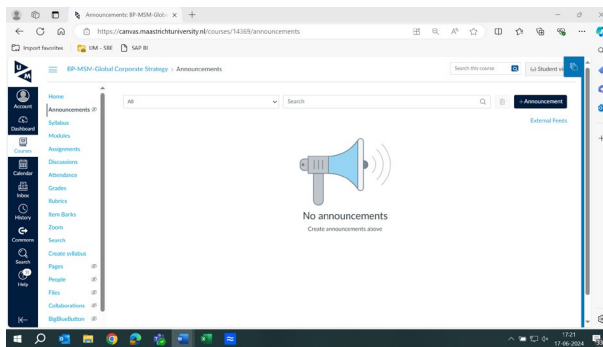
Complete this page with your name, email address, and a short bio.

## Extra Resources



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

## Announcements



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 Mid-term 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 ➡ 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

The screenshot shows the 'Assignments' page in Canvas LMS. The left sidebar contains navigation options: Home, Announcements, Syllabus, Modules, Assignments, Discussions, Attendance, Grades, Rubrics, Item Banks, Zoom, Search, Create syllabus, Pages, People, Files, Collaborations, BigBlueButton, Quizzes, Outcomes, and Settings. The main content area displays a list of assignments grouped into three categories:

- Class Attendance - ADDED AUTOMATICALLY**
- Final individual assessment (70%) - ADD FIRST AND RESIT FROM RESOURCES**
- Individual case or group assessment (30%) - ADD FROM CASE/GROUP RESOURCES**

Below these categories, there are several individual assignment items, some of which are currently in a 'Resources' section (marked 'DELETE BEFORE START COURSE'). Blue arrows indicate the process of moving these items from the Resources section to the appropriate category:

- Arrows point from 'Resources final individual assessment (70%) - DELETE BEFORE START COURSE' to the 'Final individual assessment (70%)' category.
- Arrows point from 'Resources individual case or group assessment (30%) DELETE BEFORE START COURSE' to the 'Individual case or group assessment (30%)' category.

Individual assignment items include:

- Final Individual Assignment - Analysis of an Entrepreneur (Module 4 Module | 10 Pts)
- Resit: Final Individual Assignment - Analysis of an Entrepreneur (10 Pts)
- Final Written Exam (Module 4 Module | 10 Pts)
- Resit: Final Written Exam (10 Pts)
- Individual Mid-term Case Study Analysis (Module 2 Module | 10 Pts)
- Group Assignment Logbook (Module 4 Module | 10 Pts)
- Group Presentation (Module 4 Module | 10 Pts)

At the bottom, there is a section for 'Written exam questions & model answers - IF APPLICABLE ADD ACTUAL USED EXAM AND MODEL ANSWERS AND DELETE EXAMPLES'.

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.

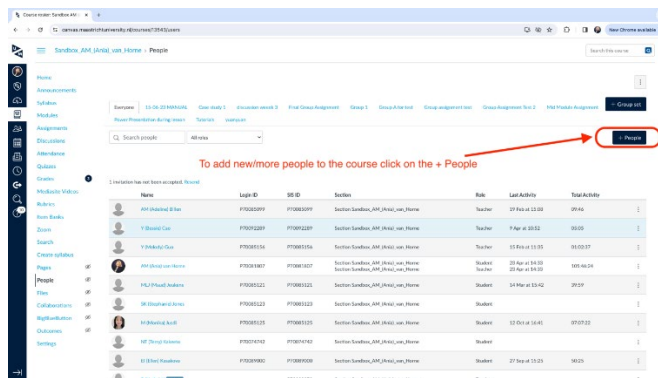
You can add (**+Add**) submission deadlines in case of different submission dates.

## 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”.



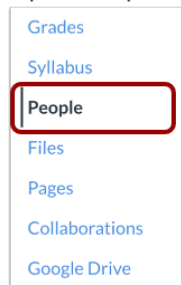
Click on the button + People

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.

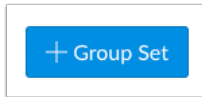
## 7. Creating groups

Open People



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

## Add Group Set



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

A dialog box titled 'Create Group Set' with a close button (x) in the top right corner. It contains a text input field for 'Group Set Name\*' with the placeholder 'Enter Group Set Name'. Below this is a 'Self Sign-Up' section with two checkboxes: 'Allow self sign-up' (unchecked) and 'Require group members to be in the same section' (unchecked). There is a 'Group Structure' dropdown menu currently set to 'Create groups later'. At the bottom are 'Cancel' and 'Save' buttons.

The **Create Group Set** window displays.

## Save Group Set

A dialog box titled 'Create Group Set' with a close button (x) in the top right corner. It contains a text input field for 'Group Set Name' with a red border and a circled '1' above it. Below this is a 'Self Sign-Up' section with two checkboxes: 'Allow self sign-up' (unchecked) with a circled '2' above it, and 'Require group members to be in the same section' (unchecked). There is a 'Group Structure' dropdown menu with a circled '3' above it. The dropdown is open, showing three options: 'Split students by number of groups' (selected, circled '4'), 'Create groups later' (circled '3'), and 'Split number of students per group' (circled '5'). Below the dropdown is a 'Group Structure' input field with the value '0' and a circled '6' above it. At the bottom are 'Cancel' and 'Save' buttons, with a circled '7' above the 'Save' button.

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

You can allow [self sign-ups](#) 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 [automatically create groups](#) 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.

### 2 The following additional texts will appear on your cover page (optional)

Document type	Syllabus MBA52008_FT MBA41
Programme	MBA
Faculty	MSM
Disclaimer	Nothing in this publication may be reproduced and/or made public by means of printing, offset, photocopy or microfilm or in any digital, electronic, optical or any other form without

### 3 The Canvas course pages that will be included in your export

Contact	🔍	Found
[frontpage]	🔍	Found
Overview	🔍	Found
Resources	🔍	Found

### 4 What content do you want to enclose in your export?

include course modules?	<input checked="" type="checkbox"/>	include pages	<input checked="" type="checkbox"/>
		include files	<input checked="" type="checkbox"/>
		include assignments	<input checked="" type="checkbox"/>

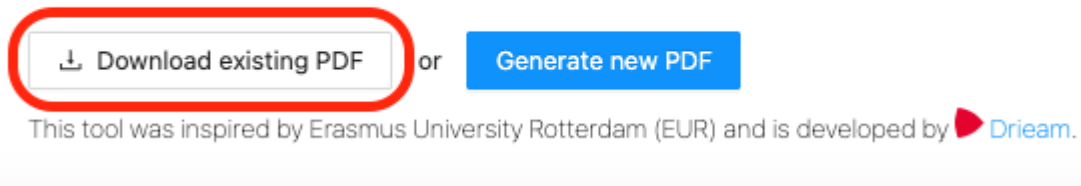
Generate new PDF

This tool was inspired by Erasmus University Rotterdam (EUR) and is developed by Dream.

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.



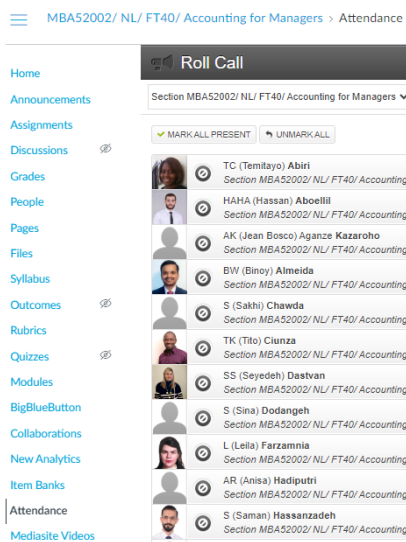
You can click on “Download existing PDF” and you will download the generated Syllabus.



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



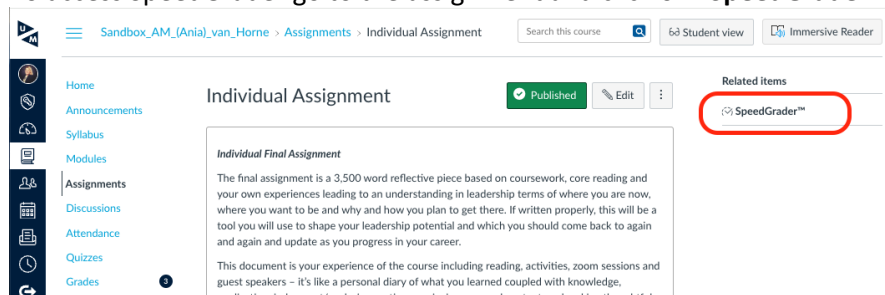
You can mark students present per day (date can be found in the top right corner)

If you'd like to use the Roll Call, please find instructions [here](#)

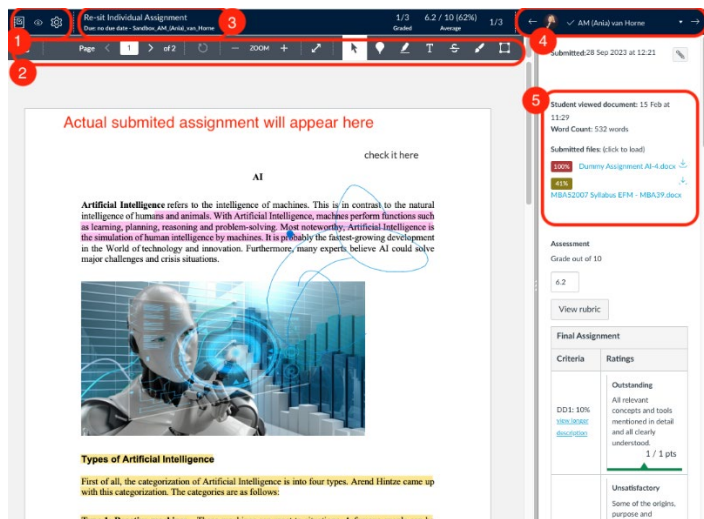
## 10. Grading in Canvas

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):



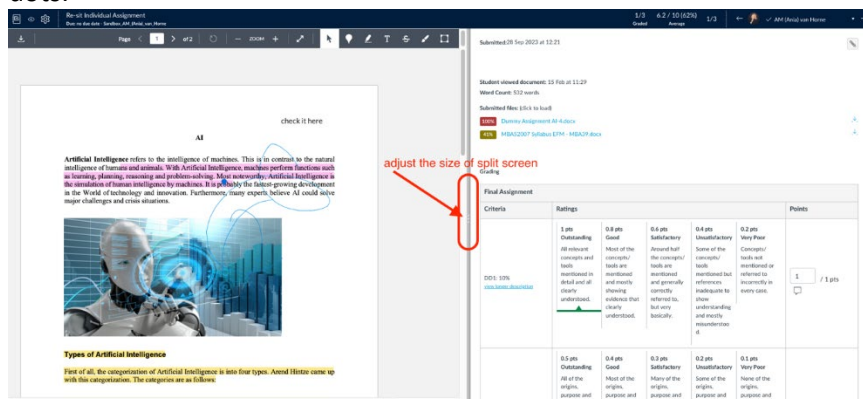
Once you open the SpeedGrader, you will see the work that has been submitted by the participant, and many different tools and information that you can retrieve from it.



1. 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”

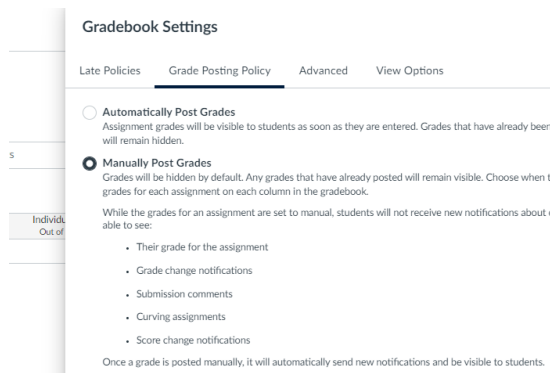


In the image below you can see that grade is already visible, which means that assignment has been graded already, it can be done again if necessary. By clicking on “**View rubric**” you will see the whole rubric again. Choose relevant points according to criteria you have set in the rubric.

## 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>