

Getting Started in ELMS-Canvas

This content (which also supports a faculty workshop) will orient you to the ELMS-Canvas (Electronic Learning Management System) environment and tools and strategies for communicating, customizing the course Home Page and navigation, uploading content, creating a syllabus, and copying content into other Canvas course spaces. Instructure's Canvas is the learning management system used at UMD; the terms ELMS and Canvas are used synonymously throughout this document.

By the end of this workshop you will be able to:

- access and identify components of the ELMS Management Tool (EMT),
- interact with components of the “User Dashboard”,
- locate the Conversation inbox and send a message
- edit your profile settings and manage your notification preferences,
- manage navigation menu items and explore “student view”,
- create an Announcement and Syllabus entry,
- upload content to the Files area,
- customize the course Home Page and identify the process for “publishing” a course for student access,
- identify the steps required to Import content between ELMS course spaces.

Course Spaces in ELMS-Canvas

ELMS-Canvas spaces are automatically created for all term-based courses when the University of Maryland Registrar releases courses to the University of Maryland Electronic Grading system (UMEG); this usually happens about three months before the start date of the approaching term. Instructors then have access to these “unpublished” spaces in ELMS-Canvas.

ELMS Management Tools

The ELMS Management Tool (EMT) set is designed to help faculty and college-based ELMS administrators self-manage many of the tasks associated with ELMS-Canvas. With the tools available at emt.umd.edu faculty can add designers, observers and guest instructors to a course space, create separate spaces for each section of a multi-section course, modify the course name that appears in the ELMS-Canvas course menu, submit grades to UMEG, and more.

Accessing ELMS

All users—teachers, students, teaching assistants, designers, etc.—access their Canvas courses from the ELMS Home Page at elms.umd.edu.

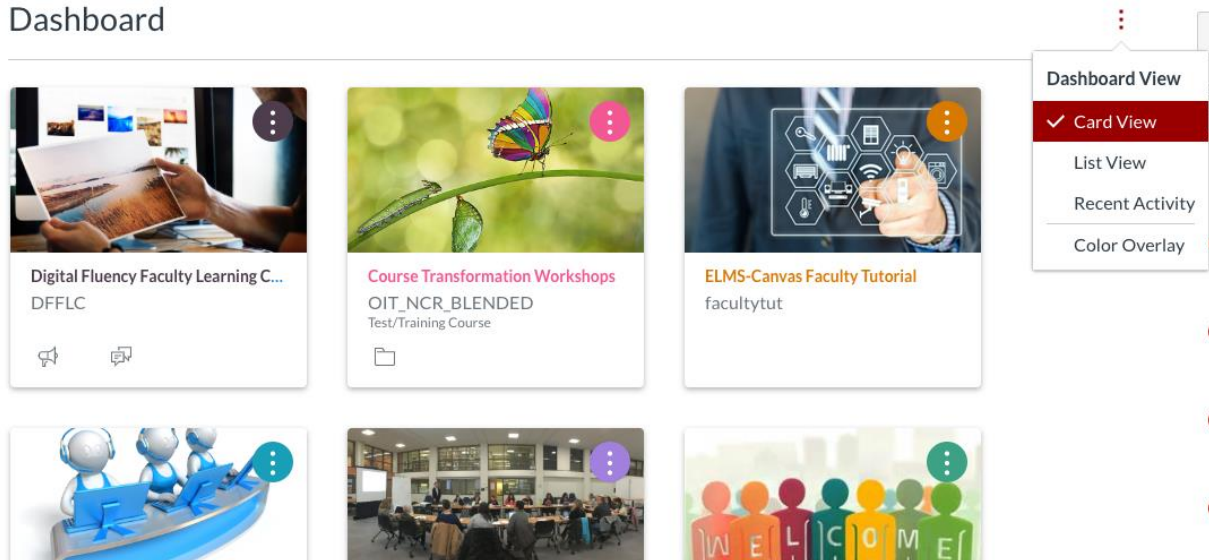
User Dashboard

Canvas provides a User Dashboard as the entry point for all of your courses.

There is a selection tool at the top of the Dashboard page that provides different ways to interact with your courses:

1. Card View
2. List View
3. Recent Activity

Dashboard



The **Global navigation toolbar** (down the left side of the screen) provides a “global view” of your Account, Courses, Calendar, Inbox, and Evaluation entries for all courses in which you are teaching or enrolled, as well as quick access to EMT, Canvas Help, and the external Portfolium and Canvas Commons environments.

Account gives you the opportunity to update your personal profile, settings, and notification preferences.

Courses provides a list view of all of the courses in which you have a role.

Calendar provides a global view of course-related assignment and activity due dates; it can also be populated with personal entries. Assignments and events (ungraded assignments) can be initiated for a course from the calendar or will be reflected on the calendar when created via the Assignments tool in a specific course. The calendars of up to 10 “active” courses (including a personal calendar unrelated to course work) can be displayed.

The screenshot shows the ELMS calendar interface. At the top, there are navigation buttons for 'Today', previous/next month, and view toggles for 'Week', 'Month' (selected), and 'Agenda'. Below this is the title 'November 2019'. The main calendar grid shows days from Sunday to Saturday. Events are listed for specific dates, such as '9a Academic', '5p 9-Proj', '6p Team-f' on Monday the 28th, and 'HTML-an' on Friday the 1st. On the right sidebar, under 'CALENDARS', several options are listed with checkboxes. The checkbox for 'TLTC222 Undergraduate Technology Apprentice Program - Fall 2019' is checked and highlighted with a red square. An arrow points from this red square to the calendar grid, indicating that the events shown are for this specific course.

Courses in which you have a role are listed on the right frame (each course will be presented by a different color). When you click on the course checkbox (you can have multiple courses checked), the activities and events for that course is displayed in the Monthly or Weekly calendar view. Each activity is represented by a clickable link that will display more information about the event or assignment.

See [“Create a Calendar Event in ELMS”](#) (KB0010305 in the DIT knowledge base) for more ‘how to’ details. Note that events or assignments that appear in the calendar will also be displayed in the course Syllabus.

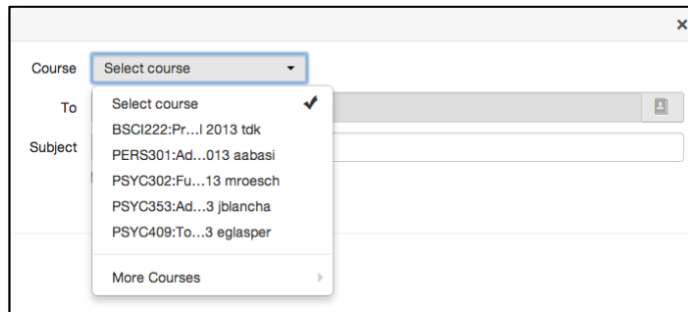
Communication, Profiles, Settings, and Notifications

The **Conversation** tool provides a way to send and receive individual or group messages.

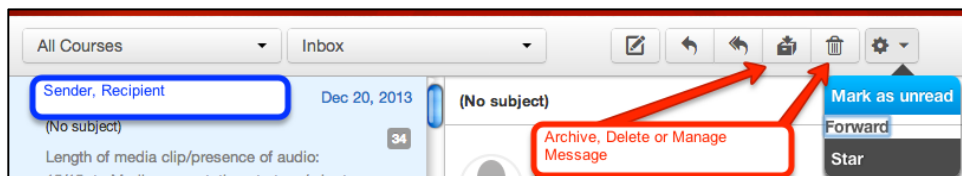
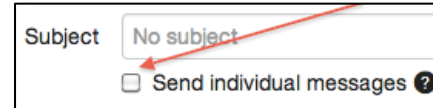
Activity 1:

1. To access existing conversations (messages) select **Inbox** from the Global navigation toolbar.

2. You can filter the messages in your Inbox by selecting a specific course from the “All Courses” drop-down menu.



3. To start a new conversation, select the **Compose Message** icon. Then, a new window will pop up in which you will compose your message. First, select a course from the drop-down menu.
4. Then, either type the name of the person you wish to contact, or use the address book function to send a message to a genre of course participant (teachers, students in a specific section, members of a specific group, etc.).
5. You can attach files from your computer, record video/audio snippets, and provide a subject line. If you send a message to the whole class it is recommended that you click in the “Send an individual message” checkbox, so that in your inbox the message will reflect that it has been sent to students individually. In this way, student responses will be returned to the sender only.
6. To manage messages in the Inbox, click on one message in the Inbox frame and use the Archive, Delete or gear options to manage the message

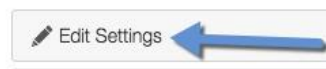


7. To manage a range of messages, click on one message then either CTRL click (Windows) or CMD click (Mac) on other individual messages; to select all messages, click on one message then press CTRL-A (windows) or CMD-A (Mac). You can then use the Delete or Archive buttons to manage the selected messages.

Editing your Profile

The User Profile has global information settings that affect your appearance in all courses. From the **Account** link on the Global menu, you can edit your profile settings, upload a profile picture, and configure your contact settings.

1. Click on the **Account** link.
2. Click on the **Settings** link.
3. Click on the **Edit Settings** button.
4. You can edit your full name, provide a display name, and identify Web Services that link to your profile.

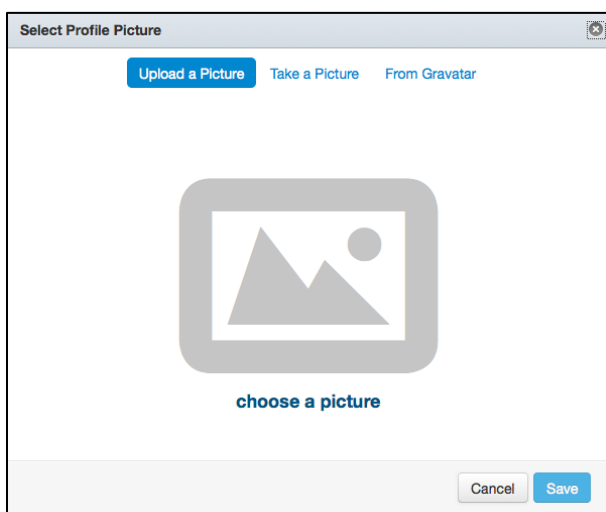


Note: Editing your name on the Settings page will change how it appears to others in every ELMS-Canvas course space or group in which you are enrolled. Discussions, Announcements, etc., will all display the new name. This will NOT change the name of a student in the gradebook, however. See [“Changing Name Settings in ELMS-Canvas”](#) (KB0015329 in the DIT knowledge base) for further information.

Add a Profile Picture and Biography

Activity 2:

1. Click on the **Account** link.
2. Select the **Profile** link.
3. Click on the 3Dot icon to “Edit Profile”
4. Add or edit your picture by hovering over the profile avatar and then selecting the pencil. This will prompt the following screen to pop up.



5. Click on **Upload a Picture** and select an image (.jpg, .png or .gif) from your local computer or **Take a Picture** using your computer's built-in camera.
6. Click **Save**.
7. To remove an image, select it in your files by hovering over the name of the image, clicking the dropdown arrow by the settings gear icon, and then clicking Delete.



You can additionally type or copy/paste biographical content into the Biography field. This information will be available for students to see from any course in which the People tool has been made visible to them by an instructor.

Configuring Your Notification Preferences

Click on the **Account** link from the Global navigation toolbar, then click on the **Notifications** link. On this page, you can configure how frequently (immediately, daily, weekly, not at all) you receive different course notifications. You can set up configurations for each email address, text messaging number, or other social media device that you have entered in your profile.

See [“Set Up Notification Preferences in ELMS-Canvas”](#) (KB0010360 in the DIT knowledge base) for detailed steps.

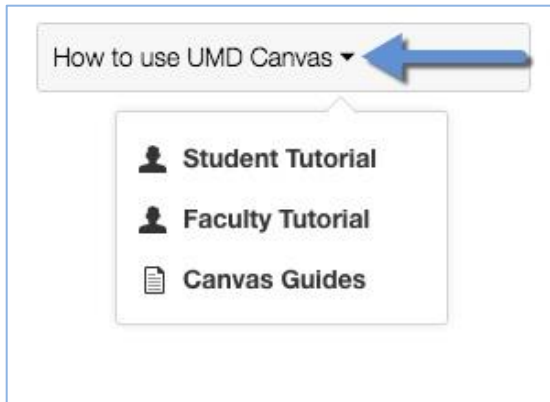
Browsing the New Course Environment

The Canvas environments and tools that we have discussed so far are not specific to one course space. The User Dashboard, Inbox, profile and notification settings all exist outside of course or group spaces in which you have a membership. To enter a course, either select the **Courses** link on the Global navigation toolbar and select a course by clicking on its name in the list OR click on the course card in your user dashboard if you have opted to display the dashboard in “card view”.

Note that the course space is initially unavailable (unpublished) to students in order to allow time for development. While the notation indicates “only teachers can see the course space until it is published,” individuals in a role of Teaching Assistant or Designer can also see and work in the course space before it is published. Students and Observers will not have access to the course until it is published.

Help Available within the New Course Environment

Several valuable resources are available to faculty and students by clicking on the drop-down arrow next to “How to use UMD Canvas” in the right frame of the screen. There are self-paced tutorials for faculty and students as well as the Canvas user’s guides. The tutorials are specific to UMD and the guides are general guides created to support the entire Canvas community.



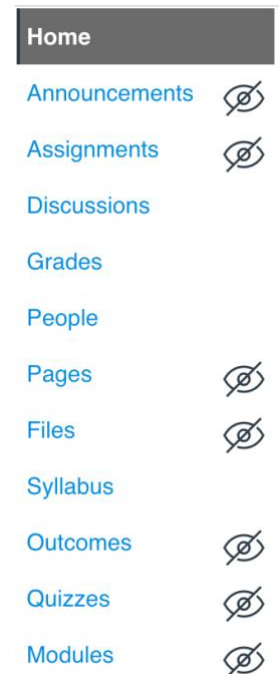
Course Navigation

The Navigation bar on the left side of the page provides the means by which instructors and students access content and tools within the course space. The blue menu links indicate that they are visible to student participants in the course. The links with “closed eye” icon provide instructors and designers with access to the tools but show that they have not yet been released to students, but that the instructor, T.A. or designer may need for development purposes. The **Settings** link, at the bottom of the Navigation bar, leads to a toolset useful for managing these links.

To manage the links on the Navigation bar, click on the Navigation tab.

Activity 3: Manage Course Navigation in Settings

1. Click on the **Settings** link in the course Navigation bar.
2. Click on the *Navigation* tab.
3. Select an item in the “viewable” course navigation list and drag it to the “hide” list.
4. Select an item in the “hide from students” list and drag it up into the course navigation list.
5. Click on the **Save** button.



Announcements

Announcements provide an effective means of communicating with your students about course activities, updates or topics of interest. When you post an announcement it appears in the Communication Stream and students are notified via their preferred Notification preference (e.g., email, text message, Facebook). Canvas also puts a copy under the Announcements area (available from the Navigation bar) so students can respond to your announcement with comments and questions (if you enable that activity). Announcements serve a useful purpose by reminding students of tasks to help them stay on track, identifying resources, providing class-wide messages that include audio or video components.

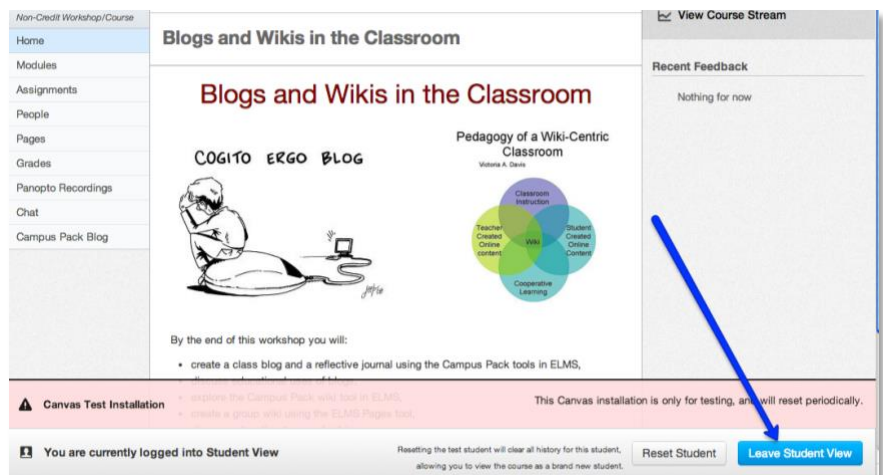
Activity 4: Create an Announcement

From the course home page, click on the **New Announcement** link on the right side of the Canvas window.

1. Type in the topic field, e.g., Class Meets in New Location.
2. In the rich content editor (more on this tool later), type: We will be meeting in Woods Hall room 1410 this week. Let me know if you need directions. (Note that you can also attach a file to an Announcement.)
3. Select the option(s) appropriate to your communication need. You can opt to delay posting and pick a date and time at which the Announcement will be posted. Recalling that an announcement becomes a post in the Announcements area, you can set criteria that restrict students' ability to see other student responses to the announcement.
4. Click the **Save** button.
5. You then view the completed announcement in the Announcements area.
6. Click on the **Announcements** link in the course Navigation bar. This enables you and your students to view the Announcements list, which can be filtered (read vs. unread) and searched. To read an announcement, click on the announcement topic.
7. Click on Home in the Navigation bar and observe the appearance of the announcement in the Communication Stream.

Student View

Canvas enables you to experience your course as your students will experience it via "Student View". The **Student View** link in Settings enables you to switch views. In Student View, your name in the User Profile bar changes to "Test Student" and a bar across the bottom of the ELMS-Canvas window indicates which view you are in and provides the means for leaving Student View. In this view you can navigate through content, turn in an assignment, take a quiz, and view grades (for the Test Student). You return to "Teacher View" by clicking on the **Leave Student View** link. If, while acting in the role of student you take a quiz or post an assignment, the option to **Reset Student** will enable you to "erase" the contributions of the Test Student to the course space.

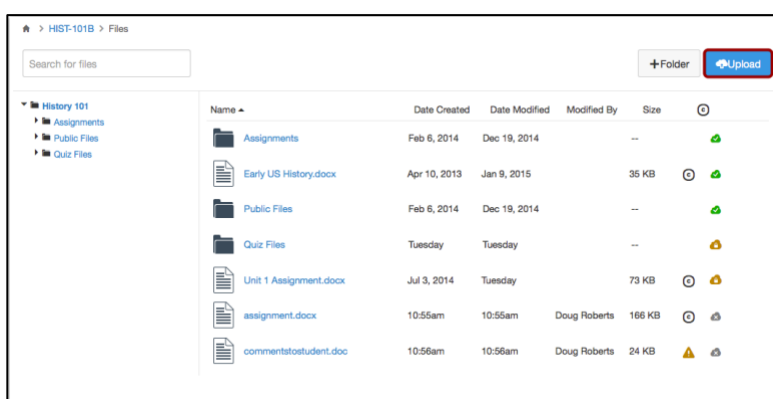


Managing the Files Repository

The Files area is a repository for content; each course has its own Files area. You can upload files from your local computer to the Files area, either one at a time, or in bulk via a zipped file. In the Chrome, Firefox and Safari browsers you can also simply drag and drop files between your local computer and the Files area.

The file storage quota for Canvas course spaces is 5000 megabytes (5 gig), by default. (You can request more space by sending an email request to itsupport@umd.edu.)

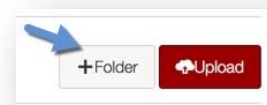
While an instructor can make the Files area itself visible to students from the Navigation bar, in most cases the Files area is just a workspace available to instructors and teaching assistants. Instructors make the Files content available in either the Modules or Pages areas, most frequently. Canvas recognizes and enables you to upload and link a large variety of file formats. In addition to



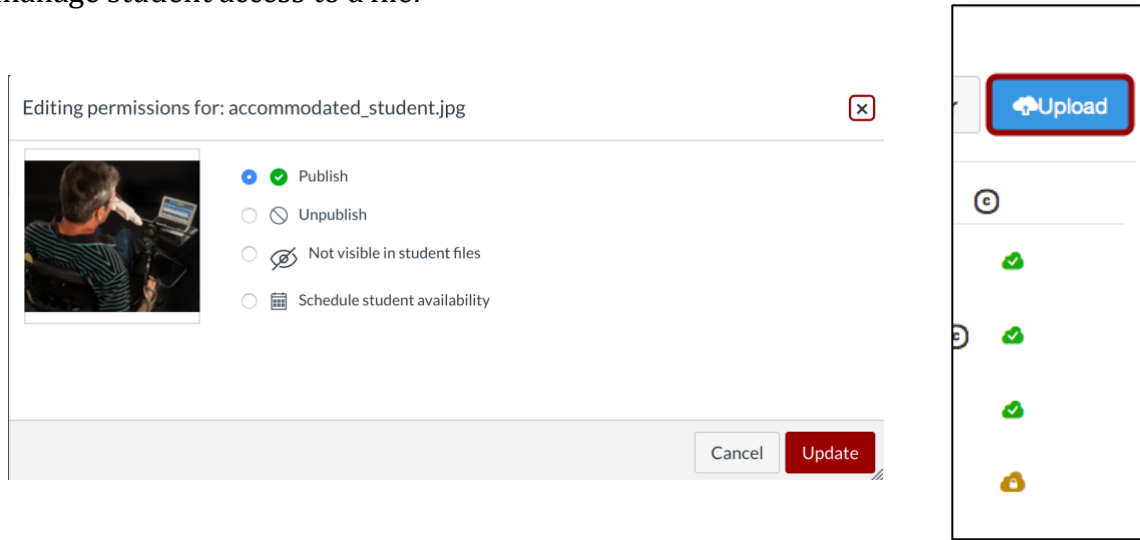
most word processor and presentation formats, Canvas accepts audio file formats that include Real Media (rm), Digital Audio (mp3), and Windows Media Audio (wma). In addition, the following video file formats are also acceptable: Flash Video (fl), Macromedia Flash (swf), Microsoft Media (asf), Apple Quicktime (mov), Digital Video formats (mpg, mpeg, avi, wav, m4v, mp4), Windows Media (wmv) and Multimedia Mobile Format (3gp).

Activity 5: View and Manage Files Area

1. Click on the **Files** link in your course Navigation bar.
2. Click on a folder in the folder list on the left side of the Files window to view an expanded view of its contents in the file management (right side) of the window.
3. Click on the **+ Folder** link and type "Test Folder" in the folder name field.
4. Click on the Test Folder link to open the folder.
5. Click on the **Upload** link at the top of the Test Folder content frame. Upload a file from your local computer.
6. Preview a file by clicking the file name (note, not all file types can be previewed).



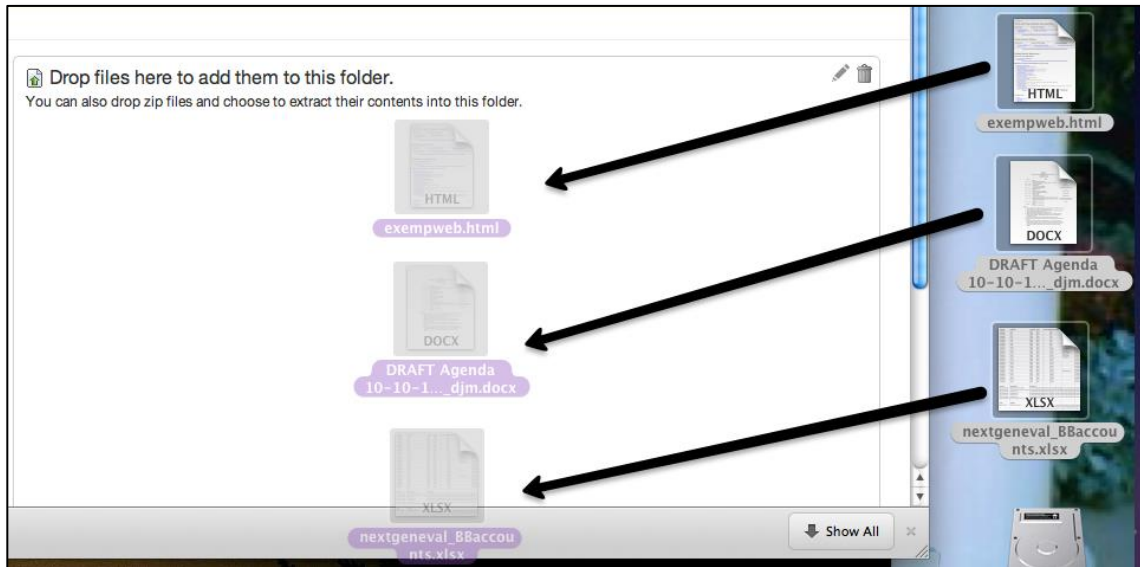
Clicking the cloud icon to the right of a Files item produces the menu below. This allows you to manage student access to a file:



- **Publish:** The item is always available to students.
- **Unpublish:** The item is not visible or available to students in the course.
- **Not visible:** The item will be hidden from students in Course Files.
- **Schedule student availability:** The item will become visible on the defined date/time.

Chrome, Firefox and Safari Users

An alternative method of uploading a file or group of files is to drag them from the local computer to the Files area. This feature cannot be used to drag folders of files into Canvas, however. To upload folders to Canvas you will use the Upload .zip File option.

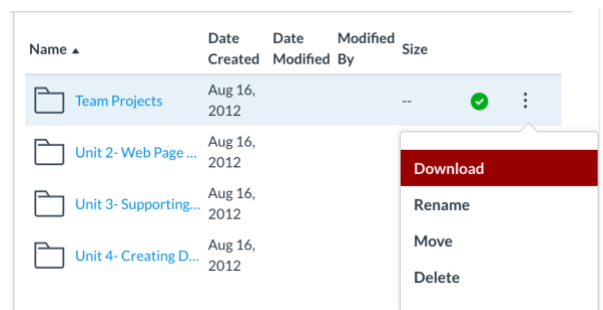


Upload or Download a .zip File

The upload option enables you to upload multiple files at once.

To upload and unzip a .zip file, click the **Upload** icon. Once you browse and upload the zipped file from your computer, you will be prompted to either unzip the folder in the Files area or to maintain the .zip file itself. Files and folders will maintain the same structure in the Files area that they had when you compressed them into a zipped format.

You can reverse the process and download a file or folder from the Files area to the local computer. To do so, make sure you are viewing the file and folder you want to download in the right-hand file content window. Trace over (but do not click on) the folder name, then click on the **3dot** icon on the right side of the screen to reveal the choices that allow you to Download, as well as Rename, Move, or Delete a file or folder.



If you opt to download a folder, ELMS-Canvas will automatically zip its content.

Building a Syllabus

Syllabus is an area in the course space where you can provide a description of your course, an introduction to yourself, a “branding” image, a link to a pdf of your syllabus or the text of the syllabus itself, as well as a detailed timeline of activities and assignments in the Syllabus “Course Summary”. The Syllabus area is split into two parts. The top half of the Syllabus is akin to a wiki page and can be customized with text and images. You can copy and paste content from a Word document into the “Rich Content Editor” or type directly into the RCE environment. The bottom half of the Syllabus is generated automatically based upon the items you create with either the Assignments tool or the Calendar tool. To edit the contents of this part of the Syllabus you must return to the tool in which the item was created. In addition, a course calendar and grading scheme section display information about course events and cumulative weighted grading totals based on assignment groups.

Course Syllabus

Course and Instructor Information

Course Numbers: UNIV399T: Technology in the Classroom

Term: Fall 2012

Class Meeting Time: Fridays (10-12:30 p.m.); online sessions will be a shorter time period

Location: Computer & Space Sciences 2nd room 1410 (Bldg 224)

Online Learning Environment: the terms Canvas (by Instructure) and ELMS are used synonymously throughout this syllabus.

Instructors: Deborah Matak and Quint Gregory

Office Hours: will be conducted online using the Chat tool (see [Materials and Resources](#) for set up details), time(s) to be determined during the first week of class; see the “Student Skills Survey” found in the [Getting Started](#) module under Modules in the course menu to identify “best days/times” for you.

You are also responsible for reviewing the information below in order to understand our learning objectives and methodologies, acceptable communication practices, technical requirements and strategic grading rubrics.

[Syllabus Table](#)

[Course Learning Objectives](#) [Preparing for Success](#) [Materials and Resources](#) [Class Policies](#)

Date	Day	Details	Due by
Sep 14	Fri	PPT Team Triage Product	due by 11:55pm
		PowerPoint is Evil Blog	due by 11:55pm
		Team PowerPoint Triage	due by 11:55pm
Sep 17	Mon	Understanding PowerPoint	due by 11:55pm

[Edit Syllabus Description](#)

October 2012

Group	Weight
Assignments	50%
Projects	20%
Discussion	10%
Quizzes	15%
Ungraded Activities	5%
Total	0%
Total	100%

Edit Syllabus Description

To populate the Syllabus content area with text or images, click on the **Edit Syllabus Description** button in the frame to the right. You can type or copy/paste text into the Rich Content Editor (RCE). The RCE toolbar then enables you to format the content in the window.

Syllabus Description:

[HTML Editor](#)



From left to right the options include, boldface, italics, underline, font color, highlighting (or background) color, remove formatting, alignment options, outdent and indent, Superscript/Subscript, bulleted text, numbered list, create table, insert media, create hyperlink, remove hyperlink, embed image, insert math equation, align paragraphs left or right, select font size, select paragraph style. The toolbar may also contain icons representing integrated tools that you may also be using. The HTML Editor link above the toolbar enables you to view the RCE content in HTML mode.

Activity 6: Rich Content Editor (RCE)

1. Click on the **Edit Syllabus Description** link.
2. Type your name into the RCE area.
3. Select the text (drag through it with your cursor) and click on the Font Size selection menu and apply a size of 5 (18pt), then select a color from the Font Color menu and click on the Center alignment button.
4. Press Enter, then click on the **Insert/Embed Image** button.
5. You have the option of providing a URL to an image on the Web, in which case you should also provide a 1-2 word description of the image in the Alternate Text: field. Or you can search your personal Files folder in Canvas. Or, you can click on the Search flickr link. This option enables you to provide a keyword in order to scan the copyright-free Creative Commons collection of images.
6. Click on the **Search flickr** link.
7. Type the keyword teacher into the Search field. Scroll through the images. Select one image by clicking on it once.

Insert / Edit Image

Image Source

URL Canvas Flickr

http://example.com/image.png

Attributes

Alt text
Describe the image to improve accessibility

Decorative Image ☐
Indicates the image is for decorative purposes only and should not be read by screenreaders

Dimensions x
Aspect ratio will be preserved

Cancel Update

Insert Content into the Page

It is also possible to link to other content or tool areas in your course or link to provide access to files or images using the options available under Insert Content into the Page. These options for Syllabus or Pages development are discussed in detail in the [Create and Manage Content](#) (KB00012042 in the DIT knowledge base) workshop knowledge article..

Customize the Home Page

Canvas has powerful features that allow for greater flexibility in how students access course materials. One of these unique features is the Home Page. The Home Page, as the name implies, is the course entry point for students, and ELMS-Canvas allows multiple options to configure its layout.



To be certain that you are on the Home Page, click on the **Home** link on the left Navigation bar. By default the Home Page displays the course Communication Stream, a sort of course-only version of the ELMS-Canvas entry page. Click the **Choose Home Page** link in the upper-right hand corner of the page. A pop up window reveals a drop-down box of options you can choose for your Home Page. These include:

Course Activity Stream – the default appearance

Pages Front Page – a wiki page you create via the Pages link on the course Navigation bar

Course Modules – the course “outline” you can set up via the Modules link on the course Navigation bar

Assignments List – the date-arranged list of assignments that link to the assignment requirements themselves

Syllabus – the description content and the Course Summary

Publish Course for Student Viewing

As noted before, by default ELMS-Canvas course spaces exist in an “unpublished” state. Once you have completed the development of assignments, modules and page content needed to begin

teaching the course, you must publish it in order for students to access that content. In addition, the Conversation tool cannot be used to communicate with students until the course

has been published. To publish the course click on the Published icon in the Course Status frame. You will know visually that the course is published with the Published button is green.

Course Status

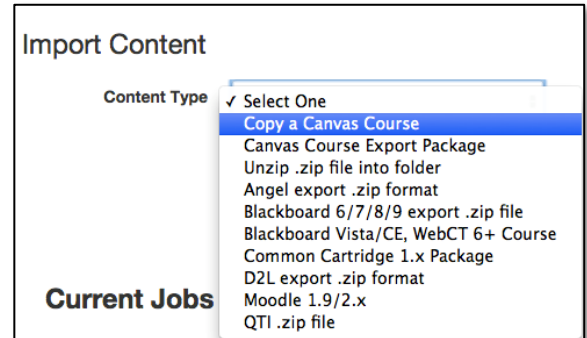


Import Course Content

Each semester you will get a new, blank course space for each course that you teach. You can reuse course content from semester to semester, however, so you do not need to recreate content, assignments, quizzes and the like. **The Import Content** link opens the Import Wizard page. From this page, you can copy content from another Canvas course (a master course or a term-based course) or copy content from another system.

There are 4 steps to import content from another Canvas course:

1. Select the course that has the content that you wish to copy.
2. Select the content in that course that you wish to copy.
3. Adjust the dates before you copy the content (optional).
4. Click the "Import Course Content" button.



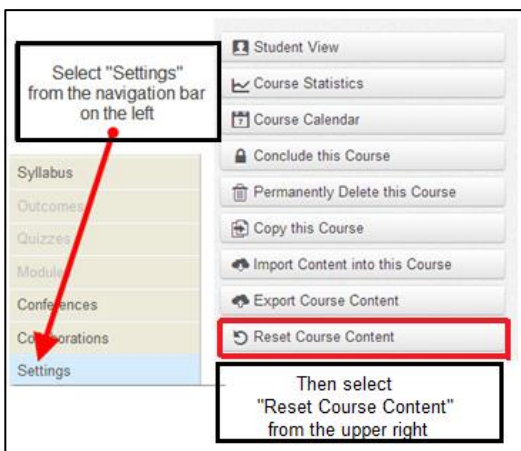
See the ["Import Content from One ELMS-Canvas Course Space to Another"](#) (KB0010292) in the DIT knowledge base) for detailed steps for importing an entire course and specific elements of a course into another course.

Resetting the Course (or How to Fix-it When You Goof)



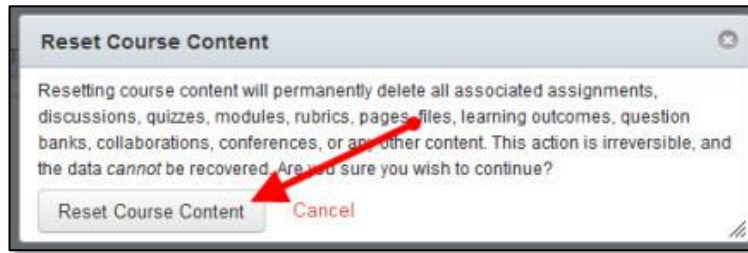
Did you import the wrong course? Did you import an entire course instead of just a section? Did you not adjust your dates? What can you do? In Canvas, the fix is easy. You can reset your course and start again with the push of a button.

To begin, select the Settings link on the Navigation menu. When you are in the Settings area, click the Reset Course Content button from the menu on the right side of the screen.



WARNING: Be certain that you are in the correct course before you click the button. This action will wipe out ALL of the content, quizzes and settings.

A pop-up window will review the risks of resetting the course. If you are satisfied with these consequences, click the Reset Course Content button.



Support

Our team of instructional designers is available to help you plan the design of your course or learn more about the tool features of ELMS-Canvas. Contact us at LTdesign@umd.edu.