



[Canvas Newsletter November 25](#)

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Canvas Course Check List

All courses at the University of Auckland require a [minimum amount of information](#) to be made available to students. These basic requirements are as follows:

- Course Settings
- Home Page/Syllabus
- Assignments
- Course Structure via Modules or Files
- Talis Reading List

To consider

Under Course Settings

Grading Scheme – You have to choose a grading scheme for your course. There are a few templates you can choose from. To select one of the UoA templates, tick the box ‘Enable course grading scheme’ and click ‘View grading scheme’. In the pop-up window you can either ‘Select another scheme’ (choose one of the UoA ones) or ‘Manage grading scheme’ (to create your own).

More Options – You might want to consider choosing some of the options which are not set by default, especially ‘Hide totals in student grades summary’. This option means that students can’t see their Total in the gradebook.

Remember to save any changes you have made by scrolling down to the bottom of the page and clicking on ‘Update course details’.

Files

Only publish files you are happy for students to access. If you upload any files to Canvas, and would like to have them invisible to students, keep the file unpublished.

Basic Course Template

Before you start adding content to your course, you might also want to consider importing a basic course template from Commons.

The “UoA Syllabus/Homepage and settings template” course offers a basic template for the Syllabus page, which can be used as the Home Page for the course. The Settings were selected for a basic University of Auckland course: 1) Under Course Details, the UoA Grading Scheme was selected, and Totals (Final Grade) are hidden from students;



2) Under Navigation, only the basic course items (Home, Announcements, Modules, Assignments, Grades and Reading List) are 'visible' to students.

If you would like to use this basic template for your 2017 courses just follow this [Canvas Guide](#).

Accessing your Canvas Course

If you have not gained access to your 2017 course, please check the [Canvas Newsletter Special Issue](#) to understand how the process works.

Summer School 2017

Please send a message to canvashelp@auckland.ac.nz to request support to develop your Summer School Canvas Course. We have Facilitators available all throughout December to come and meet you if you need assistance.

Canvas Support

Self Help

Canvas provides a large variety of online support. You should check the [Canvas Guides](#) as they can answer most of your questions. Also, please consider checking the UoA [knowledge base](#) articles. These have been created based on the questions we have received all throughout 2016. In our [Canvas News & Resources](#) webpage you will find the resources we have developed for you. The resources include assistance in developing a Canvas course, using Turnitin in Canvas, submitting final grades, and more.

Online

Online live chat 24/7 – select 'Chat with Canvas Support' from the Help menu (Question mark symbol in the bottom left of your Canvas Global menu)

Report a problem – file a support ticket when you've encountered a problem

Get help from a Canvas expert at the [Canvas Community](#)

Local Assistance

For local support you can call SSC on 86000 or send a message to staffservice@auckland.ac.nz.

Collaborative Documents in Canvas

Google documents can be leveraged in Canvas by allowing multiple users to work on a document at the same time. This allows your students to collaborate on the document and see real-time changes as the document is edited by others. Lecturers can create Collaborations and assign it to their students. The URL for the Google Doc can then be submitted on Canvas to be graded as an assignment.

Using Collaborative documents for group work

If students have been added to Groups in Canvas, they can create their own Collaborations from within their group. This can be done by going to their group home page and creating a Collaboration there.

Sharing Collaborative documents in Modules

When you access the document on Google, click on File > Share. Choose your privacy settings, i.e., whether you wish for others to be able to just view the document or edit it as well. Copy the link and add it in to your Modules as an External URL. Students can also access Collaborations in the Course Navigation.

NB: Students can only see Collaborations that they have created themselves, or that they have been added to. Lecturers can see and participate in all Collaborations created in the course.

Users also need to have [registered Google Drive](#) to their Canvas profile before they can begin collaborating.

The [Canvas Guides](#) have more information on setting up Collaborations in Canvas.



FMHS Teaching Showcase: Canvas CAN DO

The Faculty of Medical and Health Sciences invites all University staff to the 2016 Teaching and Learning Showcase: Canvas – CAN DO (See Flier attached to this document).

Friday December 9, 8:30am-12pm.

Who You Can Contact For Assistance

A reminder to staff that 24-hour support contacts and online resources are available.

Online live chat 24/7 – select ‘Chat with Canvas Support’ from the Help menu (click the question mark in the bottom left of your Canvas screen)

Canvas Support Hotline 24/7 – call 0800 001469 from a landline or mobile to speak with a Canvas Support representative

Report a problem – file a support ticket when you’ve encountered a problem

Get help from a Canvas expert at the [Canvas Community](#)

Find out more about Canvas - For more information on what’s happening visit [Canvas @ the University of Auckland](#)

About this Newsletter - This update supports University staff with using our new Learning Management System, Canvas. If the information is not relevant to you, please contact canvashelp@auckland.ac.nz to be removed from the list.



The Faculty of Medical and Health Sciences invites all University staff to the 2016 Teaching and Learning Showcase Canvas – CAN DO.

TIME	PROGRAMME	SPEAKERS
8.30am	Registration	
9am	Welcome	Associate Professor Mark Barrow & working group (FMHS)
9.10am	Keynote speech	Dr Kevin Morris (Office of the Vice-Chancellor)
9.40am	Morning Tea	
10am	Main theme 1: The Canvas Connections	Joanne Agnew, Mia Carroll, Louise Carrucan-Wood, Kylie Hodgson, Morteza Khoshkhoo (School of Nursing)
10.30am	Breakout session: The Big Blue Button: is it worth hitting?	Dr Bridget Kool (School of Population Health)
	Breakout session: 'Do you see what I see?' – Students' views and uses of Canvas	Associate Professor Jenny Sim, Angela Tsai and Students (School of Medical Sciences)
10.50am	Breakout session: Design of a Canvas course environment	Dr Nabeel Albashiry (Faculty of Business and Economics)
	Breakout session: UoA Educational Technology Hub	Dr Li Wang & Anuj Bhargava (Libraries & Learning Services / School of Medical Sciences)
11.15am	Main theme 2: Canvas quizzes	Peter Bier (Faculty of Engineering)
11.45am	Closing remarks	Associate Professor Mark Barrow
12pm	Lunch	

All University staff willing to expand their knowledge of Canvas are welcome to join this free event.

Please RSVP by **Wednesday 30 November** for catering purposes:
[Marleena Holmberg \(assistant-assocdeans@auckland.ac.nz\)](mailto:assistant-assocdeans@auckland.ac.nz)