



[Canvas Newsletter 28 April](#)

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Official versus ‘dummy’ courses in Canvas

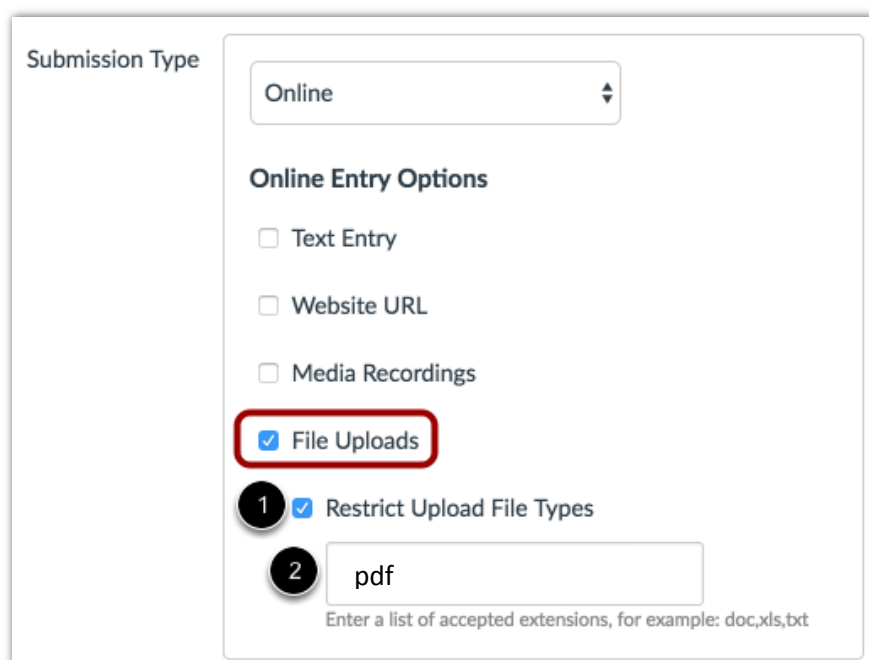
Official University of Auckland courses are loaded into Canvas at the end of every year (around November), once the courses are made available by the timetabling office. These courses are the only ones that can be used for teaching. If you create a course using ‘Start a new course’, this creates what we call a ‘dummy’ course. Dummy courses cannot be used for teaching, as the enrolment data can only be fed into official courses. This is done automatically as students enrol.

If you believe you don’t have access to your official course, please check if the course is under Courses > All courses. If the course is there, you can select the star in front of the course title to add the course to your Dashboard. If the course is not there, please contact your [course access authoriser](#) to request access to the course.

Restricted file types for online assignment submissions

If a student submits an assignment in Canvas with a Mac file type such as the .pages extension and you don’t have access to a Mac machine, you will not be able to open the file (unless you edit the file extension). If this is an issue that affects you, we recommend that you restrict the allowable file types for your assignments. The most commonly used file type for online submissions is PDF.

To [restrict the file type](#) allowable for an assignment submission, select **Submission type – online > File uploads > Restrict upload file types** and enter the allowed file extensions (e.g. PDF, DOCX).



Submission Type

Online

Online Entry Options

Text Entry

Website URL

Media Recordings

File Uploads

1 Restrict Upload File Types

2 pdf

Enter a list of accepted extensions, for example: doc,xls,bt



Email account associated with Canvas

Which of my email addresses will be used in Canvas?

Email addresses come into Canvas from EPR (iam.auckland.ac.nz). The priority has been set as follows:

1. @auckland.ac.nz – If you have an email address ending in @auckland.ac.nz this will be your email address in Canvas.
2. @aucklanduni.ac.nz – If you do not have an email address ending in @auckland.ac.nz, then you will have your @aucklanduni.ac.nz (Gmail) email address displayed. All staff and students are provided with this email address.
3. Preferred email address as set in EPR – If you are a visitor or a contractor (not employed through HR) or a student from another University, you will not be given an @aucklanduni.ac.nz email address. In these cases, your preferred email address will come through to Canvas.

Next monthly meeting

The next Canvas monthly meeting will be held on 5 May, 10am, at the Clock Tower – Great Hall. If you would like to add any items to the agenda, please send these to [Brígida Orioli Figueira](#) by 2 May.

At the end of this meeting Viral Shah will give us a brief overview of Google Team Drives and what it means for the University of Auckland.

Descriptive assignment names for improved Calendar usability

We have received student feedback about their view of the Canvas Calendar. Students see assignments from *all* of their courses in the Calendar. If you name your course assignments using generic titles (e.g., “Assignment 1”, “Essay 1”, “Test 1”), it can be difficult for students to identify which assignment for which course is due.

We recommend that when naming assignments you either use descriptive titles that reflect the assignments’ nature or add your course code to the assignment title. This will assist your students to identify which assignments are due when in their Canvas Calendar.

UoA Ed Tech Hub feature – Canvas Quizzes for improved attendance, monitoring and engagement

The University of Auckland Educational Technology Hub was developed for teaching staff to share how they use technology in their learning and teaching. Among other topics it profiles our community members’ use of Canvas features.

In this [video](#), Tania Evans, from the mathematics Department, discusses how you can use Canvas Quizzes to improve lecture attendance, monitor levels of students’ understanding of the material and engage them prior to each lecture or class.

Who you can contact for assistance

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 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. You can also send us a message via the [Contact Us](#) page at the UoA Canvas website.

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 staffservice@auckland.ac.nz to be removed from the list.