

CTL Canvas Webpage

Workshop and consultation schedules, consultation sign-up form, Sakai request form, migration request form, etc., please go to

<https://ctl.dukekunshan.edu.cn/canvas/prepare-for-spring-2024/>



Welcome to CTL Workshop for DKU Instructors: Round 2-Session 2

Assessing Students in Canvas

November 2nd, 2023



<https://canvas.duke.edu/>



DUKE KUNSHAN
Center for Teaching and Learning

Session Goals

Attendees will be able to:

- Create an assessment plan with basic tools such as assignments, quizzes, and discussions
- View submissions and provide feedback using the Speed Grader
- Create assignments using external tools
- Create and manage the Gradebook

Session Format

This is a fast-paced workshop, with opportunities for practice. We'll be switching between a sandbox site and an example site.

Please hold your questions during the session and we will have time for additional help in the end.




Assessment Overview

- Assignments
- Quizzes
 - Graded Quizzes
 - Ungraded Quizzes
 - Graded Surveys
 - Ungraded Surveys
- Discussions
 - Graded
 - Ungraded

Home

Announcements 

Modules 

Grades

DKU Library

Assignments 

Collaborations 

Discussions 

Files 

Outcomes 

Pages 

Quizzes 

Rubrics 

Syllabus 

Settings



Assignments

The Assignment Index Page displays

- Assignments (graded/not graded)
- **Graded** Quizzes/Surveys
- **Graded** Discussions



Assignments

- Any **graded** assessment will automatically create a column in Canvas Gradebook
- Gradebook **Category** in Sakai = Assignment **Group** in Canvas
- Categories and Weighting are set up in Assignments

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Search for Assignment

+ Group + Assignment

Assignments

0% of Total

Week 01 Assignment [Edit Name]
Sample Module [Edit Name] Module

Week 01 Quiz [Edit Name]
Sample Module [Edit Name] Module



General Suggestions

- Build and test out your assessments in your Canvas Sandbox site.
- Use the Student View feature to **take your assessments** and see exactly what your students will see.
- Set up low-stakes assessments first using your preferred Canvas tools.
- Hide the “Files” folder
- Pay attention to grade/feedback release settings



Pause and Practice I

- Create an assignment
- Edit settings
 - **Display Grades as** any type except “Not Graded”
 - **Submission type:** online - File Uploads
- **Publish**
- Go to student view and submit a document



Pause and Practice II

- Grade the submission using **Speedgrader**

Wrap-up

- Gradebook structure is set up on the “Assignments” page.
- Manage grade visibility carefully.
- Use the student view to try out your assessment.



More Help?

- Refer to internal Canvas help
24/7 support
Live training webinars
Canvas Guides

The screenshot shows the Canvas Help menu. On the left is a dark sidebar with icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area is titled 'Help' and features a panda mascot holding a book. Below the mascot, the text reads 'Not sure where to go?' followed by a red-bordered box around the link 'Get help with Canvas'. Below this is a search prompt: 'Search the Canvas Guides or Chat, Call, or Email a support specialist.' Under the heading 'OTHER RESOURCES', there is another red-bordered box around the link 'Training Services Portal' with the subtext 'Access Canvas training videos and courses'. Below that is the link 'Show Welcome Tour'. At the bottom, there is a 'Customize this menu' link and a 'RELEASE NOTES' section with a link for 'Instructor Role Updates' dated 'Apr 15'.

More practice and QA

- Create groups in the Assignment index page and assign percentages;
- Add individual assignments, quizzes, and other items to each group
- View them in the Grades (aka Gradebook)
- Link them in the Modules
- **Try any external tool you may use for assessment**

Questions?



Thank you!

