

Spring 2021 UNCSA Teaching Tools Support Guide

Teaching and Learning Support

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Teaching Online

Please Pace Yourself this Semester

Using asynchronous presentation tools, try to pace yourself this term by pre-recording lessons to lighten selected weeks. Pre-recorded videos provide flexibility for students and instructors. Below are three tools you can use to pre-record lessons.

Applications for Recording Lessons

PowerPoint Narration

PowerPoint is part of the UNCSA Office 365 subscription and available on both Windows and MacOS.

- Installation instructions: <https://support.microsoft.com/en-us/office/install-office-apps-from-office-365-dcf2d841-dac7-455b-9a77-fc8f7ee92702>
- Record slide show with narrations and slide timing
<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

More PowerPoint support available [lower in this document](#).

ScreenCast-O-Matic recorded presentations

UNCSA offers faculty and staff 25 licenses for concurrent use. Contact IT Help Desk for the password.

If you encounter a warning there are not enough licenses available, please try again later in the day. Also, we would appreciate if you send a note to facultysupport@unca.edu.

- Access page: <https://screencast-o-matic.com/unc-arts>
- Tutorials: <https://screencast-o-matic.com/tutorials>

Loom recorded presentations

Currently offering free educational licenses - these videos are limited to 45 minutes.

<https://www.loom.com/education>

- Capture desktop or capture window:
<https://support.loom.com/hc/en-us/articles/360004398097-How-to-use-Loom-s-different-capture-modes>
- Link from personal library into Canvas:
<https://www.youtube.com/watch?v=R9RogFm9NQY>
- Download Loom videos:
<https://support.loom.com/hc/en-us/articles/360002214818-How-to-download-your-Loom-video>

Canvas

What is Canvas?

Canvas is the learning management system (LMS) UNCSA provides to host course lessons, materials, interaction, and assessment in an online environment.

- Each UNCSA course generates a Canvas course and populates your student roster.
- Canvas courses can be modified to reflect student needs and current course focus.
- Your Canvas courses can be exported for future use at UNCSA or other institutions hosting an LMS capable of importing your exported course.

How to Access Canvas

Logging into Canvas

1. Navigate to www.uncsa.edu/canvas
2. Click the "Activate / Reset Password" link that appears below the Username and Password fields.
3. On the next screen, type your UNCSA Canvas username (for students and faculty this will be the first half of your email address, everything before the "@" sign). Then click "Request Password."
4. Follow the instructions you get in your email. If you don't receive an email right away, please check your clutter and/or your junk e-mail.

Here are some common mistakes that sometimes occur in that process:

- Going to the wrong URL, such as canvas.instructure.com instead of the UNCSA Canvas page www.uncsa.edu/canvas
- Typing the email address in the username field, instead of the username.
- "Clutter" or "spam" features in the email software preventing the password reset message from being delivered to the inbox.

Canvas Features

Instructure's Instructor Guide offers a complete list of Canvas features:

- <https://uncsa.instructure.com/courses/9868>

A Learning Canvas series is available through UNCSA's LinkedIn Learning service:

- <https://www.linkedin.com/learning/learning-canvas-2019/connect-your-digital-teaching-tools-in-one-place?u=43933716>

Where can I see Canvas features in use?

UNCSA hosts a Growing with Canvas Course available to all faculty.

- <https://uncsa.instructure.com/courses/9868>

Course Management

Course Navigation, Visibility, and Student View

When you open a Canvas course, the menu on the left is the course menu. While you will always see the entire list of Canvas functions in the course menu, you customize the menu for view by students. For example, if you upload or import all of your files for the entire course, but do not want your students to be able to view the files until the appropriate time in the course, you can hide the Files link from students. You can then include a link to the files in modules as you proceed through the course.

The following video demonstrates how to use student view to make sure you know what links in the course menu are visible to students and how to modify the course navigation for students:

<https://www.youtube.com/watch?v=PKiz4Lez7c0>

Here are step-by-step instructions for using student view and modifying the course navigation for students:

1. Open a Canvas course
2. Click on Student View in the menu on the right
3. Note the links that are available to the students in the course menu on the left
4. Click Leave Student View on the bottom right
5. To modify the links that are visible to students in the course menu, click Settings in the course menu on the left
6. Click the Navigation tab at the top of the page
7. For any item that you want to hide from student view, click the vertical ellipsis to the right of the item and choose Disable. Alternately, you can drag and drop the item to the bottom of the page.
8. Click Save

Cross-Listing (Combining Sections/Courses)

If you have multiple sections or different levels of the same course, you should consider “Cross-Listing” them. Cross-Listing allows you to post content, create assignments, and manage course data in only one course rather than posting the same content multiple times. When you cross-list different sections of the same course (meaning same course number, but different section numbers), you can still send Canvas messages, enter grades, and set up assignments for individual sections separately. However, if you are cross-listing courses that are different levels of the same course with different course numbers (meaning high school, undergraduate, etc.), you will no longer be able to interact with the individual courses separately.

Cross-listing course sections:

The following video gives a clear demonstration for cross-listing courses:

<https://www.youtube.com/watch?v=KYOUgDOTYzw&t=3s>

Here are step-by-step instructions:

1. Open the course that you wish to be the “parent” or “main” class, that is, the one that will house all of the remaining courses/sections
2. Click on “Settings” at the bottom of your Contents Menu (left side of page)
3. Locate the SIS ID number. Highlight and copy that number
4. Click on Dashboard to once again show all of your courses
5. Open the course you wish to cross-list
6. Click on “Settings” at the bottom of your Contents Menu (left side of page)
7. Click the “Sections” Tab at the top of the page
8. Click on the name of the course or the section number that appears under Course Sections
9. Click the “Cross-List This Section” button (on the right)

10. Paste the SIS ID from the “parent” course in the Course ID field (the course name/section should appear below this field)
11. Click on the green “Cross-List This Section” button

You will need to repeat these steps to cross-list other courses/sections into the parent course.

Account Settings and Notifications

When students send you a Canvas message, submit an assignment, participate in a discussion, etc., you may want to receive a notification that this activity has occurred. Canvas includes a set of default notification preferences you can receive for courses. However, you can change the default settings by setting your own notification preferences. Notifications are sent to Canvas contact methods as specified in your account. Please note that will also be important for students to set their contact method and notification preferences.

The following video demonstrates how to change your contact method and how to set your own notification preferences:

<https://www.youtube.com/watch?v=suxr5i3upHY>

Here are step-by-step instructions for changing your contact method and setting your notification preferences:

1. Click on Account at the top of the global navigation on the far left
2. Click Settings
3. If you would like an additional contact method, you can add another email address or phone number on the far right of the page
4. Now click Notifications from the Account menu on the left
5. In the window that appears, check the appropriate icon for each of the listed items to receive notifications right away, daily, weekly, or not at all.

Manage notifications for a single course

- As an instructor:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manage-notifications-for-a-single-course-as-an/ta-p/1008>
- For your students: Manage notifications for a single course
<https://community.canvaslms.com/t5/Student-Guide/How-do-I-manage-notifications-for-a-single-course-as-a-student/ta-p/430>

Canvas Teacher App

There is a mobile app available that is quite handy for publishing items when a student emails you to say an item isn't visible (not that I'm speaking from experience or anything). The app is also great for receiving notifications of student activity in your courses and receiving and replying to Canvas messages. Please note that there is also a Canvas student app that many students find to be quite useful.

The following video demonstrates how to use the Canvas teacher app:

<https://www.youtube.com/watch?v=QkrzUQop4KM>

Here are step-by-step instructions for using the Canvas teacher app:

1. Search for the Canvas Teacher app in the app store and download it onto your phone
2. Open the app and click on Find my school
3. Type UNCSCA and the click on the school name when it appears
4. Enter your username and password

5. The Canvas app mimics your normal Dashboard. You can edit your courses, send and receive Canvas messages, view and grade assignments, etc. all from your mobile device

Course Analytics

How do I view Course Analytics?

- <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-Course-Analytics/ta-p/968>

Course Design

Creating a Course Homepage

The default home page in Canvas is modules. It is fine to use that as your course home page. (Next week's Canvas email will provide info on using modules as the course home page.) However, if you would like to create a home page with general course info similar to the template that has been provided in the past, the following video and step-by-step instructions will show you how to do so.

Creating a Course Homepage

The following video gives a demonstration for Creating a Course Home Page: <https://youtu.be/9AV9r7kwJBw>

Step-by-Step Instructions for Creating a Course Home Page:

1. Click on Pages in the course navigation on the left.
2. Click on +Page
3. Give the page a name, eg, Home Page, etc.
4. Enter your course/instructor information
5. Include a link to your syllabus if you would like
 - Place your cursor where you would like for the link to appear in the page
 - From the toolbar above the content area, click on the documents icon
 - Click in the Upload File area to browse your computer
 - Navigate to your syllabus on your computer
 - Click Submit
 - A link to your syllabus will appear in the location of your cursor
6. Click Save and Publish
7. From the screen that appears with the page you just created, click on the vertical ellipsis in the upper right-hand corner of the page and choose "Use as Front Page"
8. Click Home from the course navigation on the left
9. From the menu on the right, click Choose Home Page
10. Select "Pages Front Page" and click Save

The newly created page is now your "Home" page and will be the landing page when students access your course. Please note that, by default, the course number and name will show as the title of this page.

Organizing Content

Creating a Module and Adding Content to the Module

In Canvas, the best way to organize content is by using Modules. You can organize content by chapters, by weeks, by unit, by the type of content, etc. Here are screenshots for organizing content by chapters and by type of content (please note that the content in some modules is collapsed so that several modules could be shown):

By Chapter (below):

This screenshot shows a Canvas module organized by chapter. The module contains five main sections, each with a collapse icon (three vertical bars) on the left and a plus sign icon on the right. The sections are:

- Chapter 8
- Chapter 9
- Chapter 10
- Chapter 11
- Chapters 3 and 12

The 'Chapters 3 and 12' section is expanded, showing a list of content items, each with a collapse icon on the left and a plus sign icon on the right:

- Outline Chapters 3 and 12
- Videos Chapter 3
- Section 3.2, part 2 (complete).pdf
- Handsoan Starbursts Data 2019.csv
- Completed Notes Chapter 12
- Bivariate Data Mini Project
Apr 17, 2019 | 24pts

By type of content (below):

This screenshot shows a Canvas module organized by type of content. The module contains five main sections, each with a collapse icon (three vertical bars) on the left and a plus sign icon on the right. The sections are:

- Lecture Notes
- Readings and Practice Problems
- Practice Problem Solutions
- Quiz Solutions
- Assignments

The 'Lecture Notes' section is expanded, showing a list of content items, each with a collapse icon on the left and a plus sign icon on the right:

- Lecture Notes Chapters 1-4.pdf
- Section 4.4.pdf
- Lecture Notes Chapter 5.pdf
- Lecture Notes Chapter 6.pdf
- Lecture Notes Chapter 7.pdf

The 'Assignments' section is also expanded, showing a list of content items, each with a collapse icon on the left and a plus sign icon on the right:

- Assignment #1
Feb 5 | 100pts
- Assignment #2
Feb 17 | 100pts

The following video demonstrates how to create a module and how to add files, pages, videos, discussion, assignments, etc. to the module:

<https://youtu.be/HwUUPGyH-O0>

Here are step-by-step instructions:

1. Create a Module

- Click on Modules in the menu on the left
- Click the +Module button on the top right
- Name the Module and click Add Module.
- At this point, the Module is Unpublished. Don't forget to publish it by clicking the to the right when you're ready for students to see it.

2. Add a document to a Module

- Click the plus sign on the right in the appropriate module
- Click the down arrow to access the list of items that can be added to a module and choose File.
- Click on New File
- Click the Choose File (or Browse) button, then navigate to the document you would like to upload and double click it
- Click Add Item (Note that files are automatically published)

3. Add a Content Page (necessary for uploading a video saved on your computer)

- Click the plus sign on the right in the appropriate module
- Click the down arrow to access the list of items that can be added to a module and choose Content Page.
- Click on New Page
- Name the Page and click Add Item (note that the content page is Unpublished at this point)

4. Add a Video to a Content Page

Adding videos that you have created and/or that are saved on your computer

- Click on the Content Page that you created
- Click the Edit button on the top right
- Place your cursor where you would like for the video to appear in the content page
- From the toolbar above the content area, click on the record/upload media icon
- Click in the upload area to browse your computer
- Navigate to the video you want and double click it
- Click Submit
- Don't forget to click Save at the bottom of the page

Adding a link to a YouTube or other online video

- Navigate to the video you would like to add and copy the embed code (URL)
- Go to your content page and place your cursor where you would like for the video to appear
- From the toolbar above the content area, click on the Embed icon on the far right
- Paste the embed code in the space provided
- Click submit
- Don't forget to click Save at the bottom of the page

5. Add an Assignment to a Module

- Click the plus sign on the right in the appropriate module
- Click the down arrow to access the list of items that can be added to a module and choose Assignment.
- Click on New Assignment

- Name the Assignment, then click Add Assignment
 - You will now be back in the Modules page. Click on the Assignment that you just created
 - Click Edit in the upper right-hand corner
 - Add a description of the assignment in the box at the top of the page
 - Enter a point value for the assignment in the box provided
 - Change submission type to Online and select the appropriate option
 - Enter a due date for the assignment
 - Click Save and Publish
 - If you need to edit the assignment after you have saved and published it, click on the name of the assignment in the module and then click edit. Don't forget to click **save** after making the necessary edits.
6. Add a link to an External URL (links to YouTube videos, websites, etc.)
- Click the plus sign on the right in the appropriate module
 - Click the down arrow to access the list of items that can be added to a module and choose External URL.
 - Copy and paste the URL from the video, website, etc.
 - Name the page
 - Click Add Item (note that the page is Unpublished at this point...click the to publish the page)
7. Add a Discussion to a Module
- Click the plus sign on the right in the appropriate module
 - Click the down arrow to access the list of items that can be added to a module and choose Discussion.
 - Click on New Topic
 - Name the topic and then click Add Item
 - You will now be back in the Modules page. Click on the Discussion that you just created.
 - Click Edit in the upper right-hand corner
 - Add a description of the discussion.
 - Attach a file if you would like
 - Select any of the available options (I like to use threaded replies so that replies are grouped with original posts)
 - Choose Group Discussion if you would like to have small-group discussions (rather than whole class). You can manually choose the groups or have them automatically created in whatever size you specify.
 - Select dates for which you want the discussion to be available.
 - Click Save and Publish
8. Add a Text Header to a Module
- Click the plus sign on the right in the appropriate module
 - Click the down arrow to access the list of items that can be added to a module and choose Text Header.
 - Type the text you'd like to add as a module sub-header
 - Click Add Item (note that the text header is Unpublished at this point...click the to publish the header)

Presentation and Discussion

Enable Zoom Meetings in Canvas Class Navigation

<https://kb.uncsa.edu:8443/display/HD/Enable+Zoom+meetings+in+your+Canvas+Class+Navigation>

Scheduling a Recurring Zoom Meeting for Synchronous Class Sessions

- Within your Canvas course, click Zoom in the course menu on the left.
- Click Schedule a Zoom Meeting at the top of the page on the right.

- The default topic is the course number and name. However, you may want to change this to be more specific about days, times, section number, etc.
- Instead of choosing a specific time for your meeting, click the Recurring meeting box and then choose No Fixed Time under Recurrence.
- Click Save

Scheduling Zoom Office Hours Using your Personal Meeting ID

- Within one of [your](#) Canvas courses, click Zoom in the course menu on the left.
- Choose the Personal Meeting Room tab at the top of the page.
- If you want to change the default settings for your personal meeting room, click Edit this Meeting at the bottom of the page. You may want to consider enabling the waiting room and muting participants upon entry. Click Save (if you made edits).
- Copy the link to your meeting and post it on your Home Page or Create a Module with a link to your meeting.

More Zoom support material is available below:

- [Using Zoom](#)
- [Using Zoom in Canvas Courses](#)

Discussion

The links below provide information on creating whole class and group discussions in Canvas.

- [Creating a discussion in Canvas](#)
- [Creating a group discussion in Canvas](#)

Assignments

Assignments and Speedgrader

The following video gives detailed information on creating assignments (including group assignments), adding the assignment to a module, and grading assignments using Speedgrader (the Speedgrader portion of the video starts around minute 7).

https://youtu.be/O_ydImekB_w

Creating an Assignment

1. Click Assignments in the course menu on the left
2. Click on +Assignment
3. Name the Assignment
4. Add a description of the assignment in the box at the top of the page
5. Enter a point value for the assignment in the box provided
6. Change submission type to Online and select the appropriate option
7. Choose the number of submissions allowed

Optional: To have students work in groups on the assignment, click the Group Assignment box. Then click New Group Category and give the group a name. You can allow students to assign themselves to groups, randomly assign students to groups, or manually assign students to groups. To allow self sign-

up or create groups randomly, you need to enter the number of groups you want and the maximum number of students allowed in a group. To create the groups manually, click the appropriate box and then click on People, click the group name, click +Group, give the group a name, and then drag the student names into the group. Continue this process until all students are assigned to a group. Please note that you should finish setting up the assignment and save it before doing the manual assignment to groups.

Optional: Require Peer Reviews—please see the [Canvas guide](#) for info on peer reviews

8. Enter a due date for the assignment
9. Click Save and Publish

If you need to edit the assignment after you have saved and published it, click on the name of the assignment and then click edit. Don't forget to click **save** after making the necessary edits.

Add the Assignment to a Module

1. Click the + in the appropriate module and choose Assignment in the dropdown menu.
2. Find the name of the assignment in the list that appears.
3. Click Add Item

Grading Assignments

1. Click assignments.
2. Click on the assignment you wish to grade.
3. On the right-hand side of the page, click on SpeedGrader
4. Use the toolbar at the top of the page to make comments on the student's submission. There is also a highlight tool and a strike-out tool available to edit the student's assignment.
5. On the right-hand side of the page, assign points to the assignment (if you gave it points) and add an overall comment if you want. You can also attach a file or leave a recorded comment.
6. Press the right arrow in the top right-hand corner beside the student's name to proceed to the next student's submission

Grading assignments using SpeedGrader automatically sends grades to the gradebook for easy reference.

Creating and Weighting Assignment Groups

This feature is useful if you would like different types of assignments, eg, quizzes, papers, discussions, etc., to have different weights. Here are steps to create and weight assignment groups:

1. Click Assignments in the course navigation on the left
2. Click +Group in the top right-hand corner of the page
3. Give the group a name and a weight
4. If you need to change the weights once you have created the groups, click the vertical ellipsis in the top right beside +Assignment and choose Assignment Groups Weight
5. Enter the appropriate weights (note that they must sum to 100%)

Dropping Lowest (and/or highest) Grade(s) in an Assignment Group

1. Click on Assignments
2. Click the vertical ellipsis to the right of the category for which you would like to drop grades. (Note that the category must contain assignments for the option to be available)
3. Enter the number of grades to drop.
4. To omit a particular assignment(s) from being dropped, click +Add an Assignment, and choose the appropriate assignment(s) from the list.
5. Click Save

Setting a Late Assignment Policy

1. Click Grades in the course menu on the left
2. Click on the Settings icon in the upper right-hand corner
3. Here you can automatically enter a grade for missing assignments and/or enter a penalty for late assignments.

Assessments

Classic Quizzes will be phased out in July 2021. Timeline for switching from classic quizzes to new quizzes in Canvas: [link](#)

- Migrate a classic quiz to a new quiz: [link](#)

Provide extra time for student accommodations

<https://support.canvas.fsu.edu/kb/article/977-how-to-allow-extra-time-for-students-on-a-canvas-assessment/>

Build and use an assessment bank

- Create a question bank:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-question-bank-in-a-course/ta-p/1228>
- Create a quiz by finding questions in a question bank:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-by-finding-questions-in-a-question-bank/ta-p/1034>
- Create a quiz with a question group linked to a question bank:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with-a-question-group-linked-to-a/ta-p/1033>
- Randomize quiz questions from a question bank:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-quiz-with-a-question-group-to-randomize-quiz/ta-p/1032>

Throw out a bad assessment item in a quiz

<https://community.canvaslms.com/t5/Question-Forum/How-to-drop-a-question-from-a-quiz/td-p/121350>

Drop lowest quiz grade

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-rules-for-an-assignment-group/ta-p/848>

Duplicate Quiz

Before duplicating a classic quiz, you must [migrate to a new quiz](#).

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-a-New-Quizzes-assessment/ta-p/577>

Rubrics

Creating a Rubric and Adding it to an Assignment

Create a Rubric

1. Click on Rubrics in the course menu on the left
2. Click add rubric
3. Give the rubric a title, add your criteria, and set up your 1 to 5 scale
4. Click create rubric

Add a Rubric to an Assignment

1. Open an assignment
2. Scroll to the bottom and click on +Rubric
3. Click on Find Rubric in the upper right-hand corner of the window that appears
4. Find the rubric you created (you may have to click on your course in the pane on the left and then choose your rubric from the pane on the right)
5. Click on Use this Rubric (you may have to scroll down to see this button)

When you go into SpeedGrader to grade the assignment, the rubric will be attached and you can click on the appropriate rating for each criterion.

Canvas Gradebook

Hiding Grades

Hiding grades and feedback from students can be useful because it allows faculty to grade assignments (or quizzes) as they come in without the grades and feedback being visible to students. Once all assignments are graded, the grades and feedback can be posted for students to view. Hiding grades can be done at the course level or for individual assignments (or quizzes).

Hiding grades at the course level (this sets hiding grades as the default for all assignments and quizzes)

1. Click Grades in the course menu on the left
2. Click on the Settings icon in the upper right-hand corner
3. Click on the Grade Posting Policy tab
4. Choose Manually Post Grades
5. Click Update Policy

Hiding grades for an individual assignment

1. After creating an assignment (but before grading the assignment), click on Grades in the course menu on the left
2. Click the vertical ellipsis beside the name of the assignment for which you would like to hide grades
3. Choose Grade Posting Policy
4. Choose Manually
5. Click Save

To post grades for students to view, open the Gradebook, click the vertical ellipsis beside the assignment name, and choose Post Grades. You can choose to post grades for specific sections or all sections. Click Post. Students will now be able to view their grade along with any feedback or comments that you provided.

Final Grade Override

<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-override-a-student-s-final-grade-in-the-Gradebook/ta-p/946>

Course archiving and copying

Archiving

- How do I export a Canvas Course?
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-a-Canvas-course/ta-p/785>
- Export quiz content from a course
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-quiz-content-from-a-course/ta-p/826>
- How do I import a Canvas export package?
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-a-Canvas-course-export-package/ta-p/795>
- Import specific content as part of a course import
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-specific-content-as-part-of-a-course-import/ta-p/1091>
- Archive conversations:
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-archive-a-conversation-as-an-instructor/ta-p/668>

Copy Course Elements to New Course

- Assignment
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-an-assignment-to-another-course/ta-p/1116>
- Announcement
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-an-announcement-to-another-course/ta-p/888>
- Discussion
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-discussion-to-another-course/ta-p/1084>
- Module
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-module-to-another-course/ta->

[p/398242](#)

- Module item
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-module-item-to-another-course/ta-p/398241>
- Page
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-page-to-another-course/ta-p/1085>
- Quiz
<https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-copy-a-quiz-to-another-course/ta-p/1083>

Zoom

What is Zoom?

Zoom is a web conferencing tool that provides a “virtual room” for attendees to meet online in real time, to help facilitate online synchronous interaction and collaboration. Zoom’s main features include two-way video, text chat, whiteboards, breakout rooms, polling, and recording of meetings. Zoom can be used for a variety of instructional purposes, such as presentations, office hours, class discussions, exam reviews, guest lectures, or class group work.

All University employees and students with an active “@uncsa.edu or @artist.uncsa.edu” email address can create and host Zoom meetings by logging into their [UNCSA Zoom account \(http://uncsa.zoom.us/signin\)](http://uncsa.zoom.us/signin).

Some features of Zoom can be used directly in a Web browser, but for the best experience using Zoom, it is recommended to download and use the [Zoom client](#) application.

For more information about Zoom in general, see [Zoom’s website](#).

How do I get Support using Zoom?

All UNCSA users of Zoom can also contact Zoom support directly. Zoom provides 24x7 support via live chat and telephone.

- Live chat: click the Help icon in the lower right of any page at Zoom’s website. First, enter a search term to get links to help documents, then click the “Contact us” button to chat live with a person at Zoom.
- Telephone: In the USA, call (888) 799-9666 and select 2 for Support.

Starting with Zoom

Download

Zoom provides apps for Apple and Android devices, Windows, Mac and Linux:

Zoom Download page - <https://zoom.us/support/download>

UNCSA Zoom Account

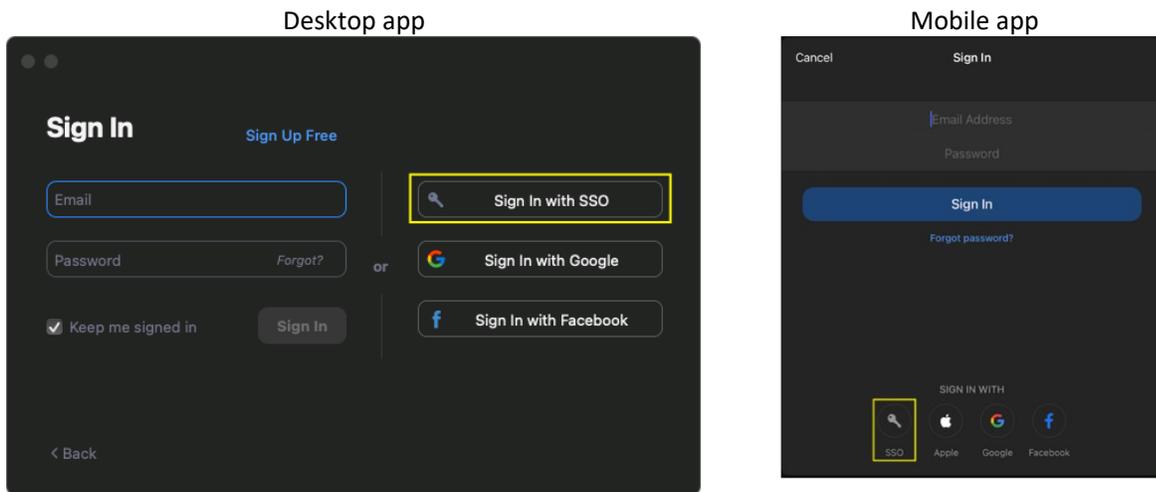
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Sign in via UNCSA Zoom Portal

To sign in, go to <https://uncsa.zoom.us> and click the “Sign in” button. This will prompt you to log in using your UNCSA credentials.

Sign in via the Zoom app

Click on 'Sign in with SSO' (links outlined in yellow)



Requirements

Computer and device requirements

- All modern computers and mobile devices are robust enough to run Zoom through applications or browsers. If you experience poor performance using Zoom, please contact IT for support.

Internet access requirements

- The bandwidth required for Zoom meetings – instructing and viewing – should be well below speeds offered by on-campus, home and mobile wireless services.
- Proximity to wireless access points does play a role in video and audio quality. If you or a student experience poor video or audio, please contact IT (help desk info?) for support.

Video cameras and microphones

- Zoom's audio and video features do require a camera and microphone. Students do not require a video camera to participate verbally.

Technical setup

- Managing multiple monitor setup: <https://support.zoom.us/hc/en-us/articles/201362583-Using-dual-monitors-with-the-Zoom-desktop-client>
- Teaching with multiple cameras: [link](#)
- Changing video layout (gallery view) <https://support.zoom.us/hc/en-us/articles/201362323>

Securing Zoom

UNCSA overview: <https://kb.uncsa.edu:8443/display/HD/Securing+Zoom>

What does Zoom Offer?

Zoom Tools and Features

- [Audio](#)
- [Video](#)
- [Instant Meeting invite](#)
- [Manage Participants](#)
- [Nonverbal feedback](#)
- [Polling](#)
- [Screen Sharing](#)
- [Whiteboard](#)
- [Chat](#)
- [Recording](#)
- [Closed Captioning](#)
- [Breakout Rooms](#)

Zoom Tips and Tricks for Teachers

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>

One Minute Zoom Tutorials

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Zoom's Getting Started pages

<https://support.zoom.us/hc/en-us/categories/200101697>

Considerations for Using Zoom with All Student Populations

FERPA and Zoom: <https://zoom.us/docs/doc/FERPA%20Guide.pdf>

Teaching with Zoom

Zoom Settings

[Recommended Meeting and Recording Settings for NC State Users](#)

Scheduling Meetings

[Recurring Meeting for Synchronous Class Sessions](#)

[Scheduling Zoom Office Hours Using your Personal Meeting ID](#)

Starting a Zoom Meeting

Via Zoom Online Portal

<https://zoom.us/docs/doc/Tips%20and%20Tricks%20for%20Teachers%20Educating%20on%20Zoom.pdf>

Download list of Zoom meeting participants

<https://support.zoom.us/hc/en-us/articles/216378603-Generating-Meeting-Reports-for-Registration-and-Polling>

Engagement

Polling - Includes adding poll questions using the web portal.

- Overview: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>
- Non-verbal feedback and reactions: <https://support.zoom.us/hc/en-us/articles/115001286183-Non-verbal-feedback-and-reactions->
- 25 Strategies to Engage Students on Your Next Zoom Meeting: <https://hookedoninnovation.com/2020/05/13/25-strategies-to-engage-zoom/>

Breakout Rooms

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms>

Creating breakout rooms

- Automatic vs. manual room creation
 - Automatic room creation will create your Breakout Rooms automatically, placing participants into rooms randomly or placing them into their pre-assigned rooms.
 - Manual room creation will allow you to create each room and assign participants to each room individually.
- Enable breakout rooms: <https://support.zoom.us/hc/en-us/articles/206476093>
- Pre-assign participants to breakout rooms: <https://support.zoom.us/hc/en-us/articles/360032752671>

Sharing screens

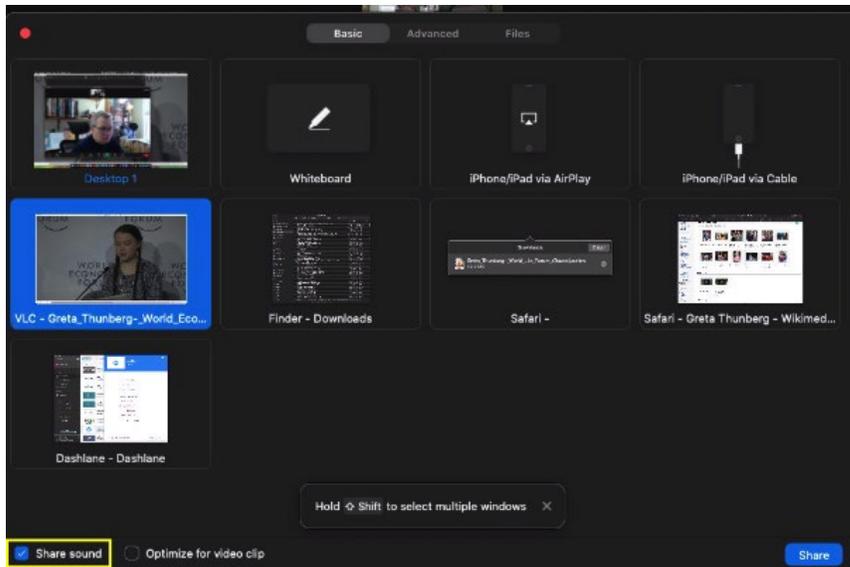
<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

Magnify view in Zoom

- MacOS - <https://support.apple.com/en-us/HT210978>
- Windows 10 - <https://support.microsoft.com/en-us/windows/use-magnifier-to-make-things-on-the-screen-easier-to-see-414948ba-8b1c-d3bd-8615-0e5e32204198>

Presenting films without broadcasting your ambient sound

1. On your computer, open clips and film you wish to present through Zoom. Each in their own window.
2. Start Zoom meeting.
3. When ready to play a clip/film for students:
 - I. Mute yourself.
 - II. Click Share Screen.
 - III. Select the clip or film window you wish to share from those presented.



- IV. Make certain “Share Sound” on the bottom left-hand corner is selected.
- V. Click the blue Share button.

The video should play with audio sent directly to students and without your ambient sound being heard. If you wish to comment, pause the film, unmute yourself. Reverse to continue the media.

Using Zoom in Canvas Courses

Overviews

Step-by-step video by UNCSA faculty member Jason Romney

https://www.youtube.com/embed/sQGSZnmM1_c

Canvas and Zoom Integration Docs

Using Zoom with Canvas FAQ

<https://community.canvaslms.com/t5/Admin-Group/Using-Zoom-with-Canvas-FAQ/ba-p/261826>

Zoom in Canvas

<https://community.canvaslms.com/t5/Admin-Group/Zoom-in-Canvas/ba-p/258278>

Enable zoom in your course

If you do not have a UNCSA Zoom account, please follow the steps in the following video (created by Jason Romney) to create your account and get started with Zoom: [Using Zoom at UNCSA with Canvas](#)

If you already have a UNCSA Zoom account, but do not see a link for Zoom in your course menu, click Settings from the course menu on the left and then choose the Navigation tab across the top of the page. Find Zoom in the Disabled items at the bottom of the page and drag and drop it into the Enabled items section. Alternately, you can click the vertical ellipsis to the right of Zoom and choose Enable.

The following video demonstrates how to schedule a recurring Zoom meeting for synchronous class meetings and scheduling Zoom Office Hours using your personal meeting ID:

<https://youtu.be/-OvxCMOhoF0>

Office 365

Our UNCSA Office 365 accounts provide local and cloud-based applications for all faculty, staff and students. Installing these applications using the Microsoft Office Installer:

- <https://portal.office.com/account>
- Requires login with a UNCSA Single-Sign On account.

PowerPoint

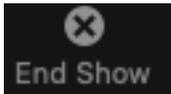
Recording Narration with PowerPoint

Record slide show

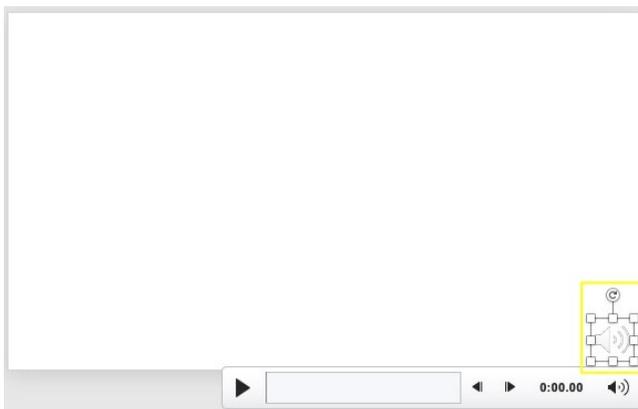
1. Load slide show.
2. Select Slide Show > Record Slide Show



3. Speak your narrative over each slide.
4. When you finish, click End Show on the top left.



5. When completed, you will see a small audio icon on each slide like below. Both in the main viewer and thumbnails.



Present with real-time subtitles

<https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f>

Exporting PowerPoint narration as movie or MP4

- Overview document: <https://support.microsoft.com/en-us/office/save-a-presentation-as-a-movie-file-or-mp4-4e1ebcc1-f46b-47b6-922a-bac76c4a5691>

Media in PowerPoint

PowerPoint allows for the insertion/embedding of many types of media and art via the Insert ribbon bar and Insert menu. There are differences, so please explore both.

Inserting and Embedding Media

Video and audio file formats supported in PowerPoint: [link](#)

Insert a video file

- Movie Browser: Collects movies on your computer created/housed by various programs.
- Movie from File: Select using file browser.
- Online movie: Enter URL of video*

Insert an image file

- Picture browser
- Picture from file
- Stock images: collection of pictures available through pop out menu on right side of screen.
- Online pictures: Enter URL of image*

***If the linked media is removed, it will not appear in your slide.**

Insert an audio file

- Audio browser
- Audio from file
- Record audio: This is an individual recording similar to slideshow narration.

Insert a Screenshot

Select Insert > Screenshot

- Clicking the icon will capture a picture of your current PowerPoint window
- Clicking Screen Clipping will open a selector tool. Click one corner of the area you wish to clip then drag to the opposite corner. (ESC exits the clipping tool to try again).

Other

- SmartArt: graphical layouts - [link](#)
- Charts: [link](#)
- Shapes: [link](#)

Preparing PowerPoint Slides for Sharing

Accessibility

Make your PowerPoint presentations accessible to people with disabilities

<https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

Accessibility Checker

<https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#picktab=macos>

Additional PowerPoint Resources

Video lessons through our UNCSA LinkedIn Learning resource:

- Video lessons are rarely longer than 5 minutes each.
- Some lessons offer project files for hands-on application.

LinkedIn Learning offers video-based training for a wide range of topics.

- Available to UNCSA faculty, staff and students
- <https://www.uncsa.edu/mya/announcements/20190621-linkedin-learning.aspx>

PowerPoint Essential Training (Office 365/Microsoft 365)

<https://www.linkedin.com/learning/powerpoint-essential-training-office-365-microsoft-365/deliver-a-powerful-message-with-a-powerful-presentation?u=43933716>

PowerPoint: From Outline to Presentation

<https://www.linkedin.com/learning/powerpoint-from-outline-to-presentation/creating-a-powerpoint-presentation-from-an-outline?u=43933716>

PowerPoint: Creating an Infographic

<https://www.linkedin.com/learning/powerpoint-creating-an-infographic/creating-infographics-quickly-with-powerpoint?u=43933716>