




Canvas Highlights and Best Practices

Banner controls the creation of academic courses.

 Academic courses are created 90 days before the fall, spring, and summer academic terms.


 Officially teaching? You and your students get access to Canvas through Banner.

 Not officially teaching but need course access? Ask the instructor to [add you](#) with your UIW email address.

Cardinal Apps is how all UIW users [access Canvas](#).

Learn the Canvas Basics. Canvas proficiency is an integral component of course design. Get the knowledge and skills you need in 2 hours or less with [this resource](#).


Set Course Participation start and end dates in Settings to control when students begin and stop actively participating in the course.


 Publish your course before the course participation start date and time or students will not have access.

Cross-list multiple Canvas sections to manage all sections in one course.


 Watch a [cross-list video](#) to learn how.


Files.


 Name your documents without dates or version numbers to use the REPLACE feature in Canvas any time your documents need to be updated – this feature can reduce your work effort by 50% each term.

 Store videos outside of Canvas. Use the embed code to add video to your course, this conserves your 2GB course storage space and ensures a quality viewing experience for students.

Links.


 External links are outside of Canvas somewhere else on the Internet. Course links and course documents are inside your Canvas course.

 You can copy/paste text as well as images and course links inside the same course. Do not copy images or course links from one Canvas course and paste into a different course – this will cause broken links for students.


 Use the Validate Links in Content feature found in Settings to check for broken links in your course.


Modules create Next and Previous buttons to move through the course easily. Arrange items in the modules to craft a logical course structure.


Edit the 8 UIW Course Consistency Initiative items that come with your academic course for your course needs:


 Home page design, Syllabus with UIW Syllabus template, welcome Announcement, Course Orientation for Students module, Sample Module for Faculty, Introduce Yourself discussion, Q&A Cafe discussion, a Sample Assignment, a practice plagiarism assignment, and a Sample Quiz.


Assignments is the feature that creates columns in the Gradebook.

 Assignment groups will average all assignments within the group; the average column is automatically created in the Gradebook.

 Assignment groups can be weighted as a percentage of the total grade.


 Assignments worth zero total points will calculate as extra credit.

 Teachers are unable to delete a student's assignment submissions.

 Failing to set a custom grading scheme in Settings will result in inaccurate letter grades based on the UIW default scheme.

Import Content and Copy To allow you to pull content into your course and push content out to another course.

 [Pull Method](#) – Import Course Content Instructions

 [Push Method](#) – Copy To Instructions