During this session, if you have any questions, please send them via the Google Form (link in the chat).

We also ask to keep yourself muted throughout the session.

If we are not able to answer your question during our training, please attend our Virtual Office Hours.
1. Navigate to LMS.TAMU.EDU
2. On the top right-hand corner, click on Log In
3. Login using your TAMU NetID and password
Imstamu.edu
Prepare for migration, Design, Facilitate, Engage

1. MAKE THE MOVE TO CANVAS
2. ENGAGING WITH ZOOM
3. TRAIN UP
TRAINING OUTCOMES

BY THE END OF THIS SESSION, PARTICIPANTS WILL BE ABLE TO

- Identify best practices for delivering exams in Canvas
- Identify best practices for setting up Gradebook in Canvas as well as learn to sort assignment columns
- Navigate and evaluate student assignments quickly in the Speedgrader
- Create rubrics for communicating expectations of quality in assignments and discussions
OVERVIEW

This training session covers:

• How to create quizzes, build question banks and moderating a quiz.

• How to set up your Gradebook along with setting up group weights, grading scheme, and grade posting policies.

• How to grade in SpeedGrader and provide feedback
CREATE QUIZ

1. In the Module, click the + sign
2. Select Quiz in the drop-down menu and click [New Quiz]
3. Enter quiz name
4. Click Add item
QUICK DETAILS

1. Click the name of the Quiz you just created in module and then click Edit
2. Under the Details tab, add instructions using the Rich Content Editor
3. Select what type of quiz you would like
4. Review the quiz options and restrictions
5. Assign to students with the due date and availability window
6. Click Save to save a draft to the course or click Save & Publish to show to students immediately
Quiz Questions

1. Click the name of the Quiz you just created in module and then click Edit
2. Under the Questions tab, click + New Question
3. Enter a question title and select the type of question
4. Enter question text using the Rich Content Editor
5. Provide answers (if applicable)
6. Click Update Question
7. When complete with adding additional questions, click Save to save a draft to the course or click Save & Publish to show to students immediately
QUIZ QUESTION BANKS

1. From the Course Navigation, click Quizzes
2. Click the vertical dots to the right of + Quiz, then click Manage Question Banks
3. Click Add Question Bank
4. Enter a name for the question bank and click Enter on your keyboard
5. Access the question bank by clicking the title of it
6. After opening the Question Bank, you can:
   • Add a Question
   • Edit Question Bank Details
   • Move Multiple Questions
   • Delete Question Bank
You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

1. In Course Navigation, click the Quizzes link. Then click the name of a quiz
2. Click the Settings menu and click the Show Student Quiz Results option
3. Click the name of a student
4. Click the View Log link
The Quiz tool in Canvas can be used for more than just quizzes – use this tool to create other assessments, such as exams, and knowledge checks.

To maximize quiz integrity, consider creating Question Banks to shuffle questions.

Preview the quiz before publishing it.
SET UP YOUR GRADEBOOK IN CANVAS
Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.
USING THE GRADEBOOK

1. From the Course Navigation, click on Grades

Settings you can enable:
- Late Policies
- Grade Posting Policy
ARRANGE ASSIGNMENT COLUMNS

1. From the Course Navigation, click on Grades
2. On the top of the grade book, click on View
3. Click on Arrange by and select your preferred arrangement
1. From the Course Navigation, click on Grades
2. Click on the three vertical dots next to the assignment column
1. From the Course Navigation, click on Grades
2. On the top of the grade book, click on View
3. Click on Filters by and select your preferred arrangement: Modules and/or Assignment Groups
4. Filters will appear on the top of the gradebook. Click on the filter(s) to apply the intended filter
1. From the Course Navigation, click on Grades
2. On the top right-hand side of the grade book, click on Settings (gear icon)
3. Select Automatically apply grade for missing submissions and enter the percentage
4. Select Automatically apply deduction to late submissions and enter the percent, day and lowest possible grade
5. When done, click Update
GRADE POSTING POLICIES

1. From the Course Navigation, click on Grades
2. On the top right-hand side of the grade book, click on Settings (gear icon)
3. Click on the Grade Posting tab
4. Select if you would like Automatic or Manual grade posting
5. When done, click Update
GRADEBOOK BEST PRACTICES

- Set up your gradebook before you start your course
- Keep a consistent grade posting policy and notify your students about it
ASSIGNMENT WEIGHTS + GROUPS IN CANVAS
Setting up Assignment Groups allows you to better organize the different types of assignments you use in your course.

You can also use Assignment Groups to set up a "weighted" final course grade.
CREATE ASSIGNMENT GROUPS

1. From the Course Navigation, click Assignments
2. On the top right, click on + Group
3. Name the assignment group
4. Repeat for each assignment group
ASSIGNMENT GROUPS WEIGHTS

1. From the Course Navigation, click Assignments
2. On the top right, click the three vertical dots and select Assignment Group Weights
3. Check the box next to Weight final grade based on assignment groups
4. Enter the weights for all assignment weights
5. When done, click Save
CREATE RULES

1. From the Course Navigation, click Assignments
2. Click the Assignment Group Options drop-down menu. Click the Edit link
3. For each Assignment Group, you can create one of the three grading rules:
   1. Drop (ignore) the lowest x scores for each student
   2. Drop (ignore) the highest x scores for each student
   3. Never drop a specific assignment
4. When done, click Save
A grading scheme is a set of criteria that measures varying levels of achievement in a course. Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.
1. From the course navigation, click on Settings
2. Select Enable course grading scheme
3. Click on view grading scheme
4. Click on the pencil icon on the top right to edit the scheme
5. Enter your grade scheme
6. Click Save, then click Done
7. Click Update Course Details
RUBRICS IN CANVAS
Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring. A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.
1. From the Course Navigation, click Rubrics
2. On the top right-hand side, click + Add Rubric
3. In the title field, add a title for the rubric
4. Click the pencil icon to edit the criterion description
5. Enter a Description of criterion (and long description if necessary) and click Update Criterion
6. Edit the total point values for each rating with score, title and description
7. Add additional criterions as necessary
8. When done, click Create Rubric
ASSIGNMENT RUBRIC

1. From the Course Navigation, click on Assignments
2. Create or access an assignment you would like to add a rubric to
3. Title the rubric
4. Add criteria and descriptions
5. Add rating
6. Edit points
7. Select Use this rubric for assignment grading
8. Click Create Rubric when complete
DISCUSSION RUBRIC

1. From the Course Navigation, click on Discussion
2. Create or access a discussion you would like to add a rubric to
3. Title the rubric
4. Add criteria and descriptions
5. Add rating
6. Edit points
7. Select Use this rubric for assignment grading
8. Click Create Rubric when complete
1. From the Course Navigation, click on Rubrics

2. Click on the name of the Rubric to manage and make changes

Note: If you have already used the rubric for grading, you will not be able to Edit. You will have to create a new one.
1. From the Course Navigation, click on Assignments
2. Click on the assignment name and click on SpeedGrader
3. On the right-hand pane, click View Rubric
4. Click on the desired rating(s)
5. When done modifying the rubric, click Save
6. When complete with grading, click Submit
RUBRIC BEST PRACTICES

• Show the rubric to students to clearly view your expectations of them
• Use the Find a Rubric tool to locate and use rubrics from other courses you are an instructor in
SPEEDGRADER OVERVIEW
As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place. Document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.
1. From the Course Navigation, click on Assignments
2. Access the assignment you would like to grade
3. On the right-hand side of the assignment, under Related Items, click on SpeedGrader
Use the SpeedGrader to:

• Annotate directly on the submission
• Download the originally submitted file
• Grade using a Rubric
• Add feedback, such as attachments, videos and audio messages
• Manage the SpeedGrader and access quick statistics
From the Menu, you can access:

- Gradebook
- Hide/Post Grades
- Settings
- Assignment name and due date
- Amount of graded assignments
- Average score and percentage
- Student submissions
**SPEEDGRADER OPTIONS**

1. Click on the Settings icon on the top left-hand side
2. Click on Options
3. Select how you would like to sort students
4. Select if you would like to hide students name
5. When you are done, click Save Settings
1. Click on the student’s name on the top right hand side
2. Click on the student submission you would like to grade (depends on options you set) OR click on the left and right arrows to navigate
On the top of the document, you can access the following tools:

- Point annotation
- Highlighter
- Text
- Strikethrough
- Free Draw
- Area Annotation
GRADING USING A RUBRIC

1. Click on the appropriate rating for the assignment on the rubric
2. Click on the Comment icon under the Points column to enter a comment for the rubric
3. When done, click Save
ASSIGNMENT
COMMENT TYPES

• Enter Assignment Comments in the text box
• Click on the File icon to attach files
• Click on the Media Comment icon to upload or record a video recording
• Click on the Speech Recognition icon to convert Speech to Text
• When done, click Submit to submit the Grade
# For More Resources

- [LMS.TAMU.EDU](#)
- [Virtual Office Hours](#)
- Training
- [YouTube](#)
  - TAMU Office for Academic Innovation
- Social Media
  - @TAMU_INNOVATION
- Support
  - AIHelp@tamu.edu
  - 979-458-3417
- Canvas Community