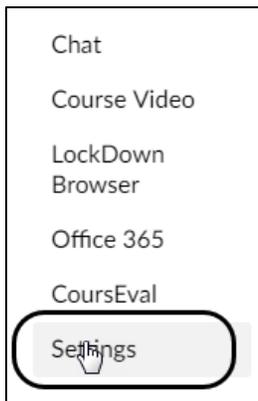


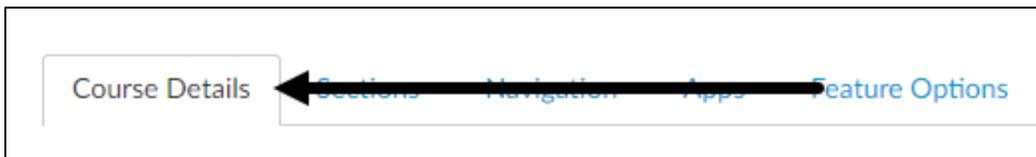
# Canvas Settings to Check BEFORE Publishing Your Course...Plus a Few After (Don't Say We Didn't Warn You!)

## 1. Check Your Start/End Dates

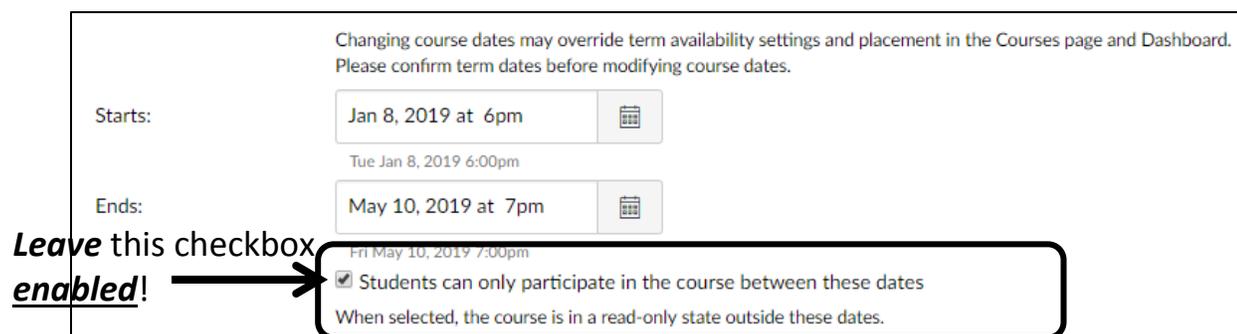
Ever wonder why students are saying they cannot see your course even though you clicked that oh-so-tempting **Publish** button at the top of the **Home** page a week before the semester began? There are built-in **Start** and **End** dates based on the term the course is being taught. By default, the **Start** date is set to the evening before your official first class date, as published in *myDU*. The **End** date is set to roughly nine days after the last day. Students **cannot** go into your course—even if you published it—before the **Start** date. So, do not even **THINK** about publishing your course site before you check these dates! To do this, go into your course site, and click on the **Settings** button at the bottom of the course menu, as shown below:



On the ensuing screen, be sure you are in the **Course Details** area:



You will then see your course's term dates, as shown below, a bit below the course title and term. (This may differ from *course-to-course*, depending on your School/program). You can then click on either calendar icon to change the **Starts** or **Ends** dates. Be sure to **leave** the **Students can only participate in the course between these dates** checkbox **enabled**. **This is extremely important!** If you disable that checkbox, the course will revert to the *original term settings* in *myDU*, which means the course will end on the last published class date—including for you—effectively locking yourself and your students out of the class at the end. **Not good!**



After the designated **Ends** date, the course becomes **read-only for faculty, too**; no additions can be made. You WILL, however, still be able to **import FROM** this course site all material *into* one of your new course sites the following semester. Your students will also have **read-only** access to the course unless you choose to enable the checkbox **Restrict students from viewing course after end date** further down this screen.

As stated in the box above, again be aware that the **Ends** date is truly when all editing indeed **ENDS**—both for you and your students. (Unlike the **Starts** date, which only affects your students.) Speaking of students....

## 2. Check the Student View NOW—*Before* You Publish the Course!

To access **Student View**, click the **Student View** button on the **Home** page. Alternatively, head to the **Settings** menu item (at the bottom left) and then click on **Student View** on the far right of any Settings screen.

Some faculty are under the mistaken impression that the **Student View** will not work on an unpublished course site. Absolutely **incorrect!** You do not have to publish a course site in order to use the Student View to get a pretty good idea of what your students will (or will not, as the case may be) see upon first looking at your course site.

It is very easy to get wrapped up in creating assignments, adding files, and otherwise getting your course site together in somewhat reasonable order before the term begins. But looking at your course site in Student View **before** you click that **Publish** button may help you realize that students do not always see things the way you do.

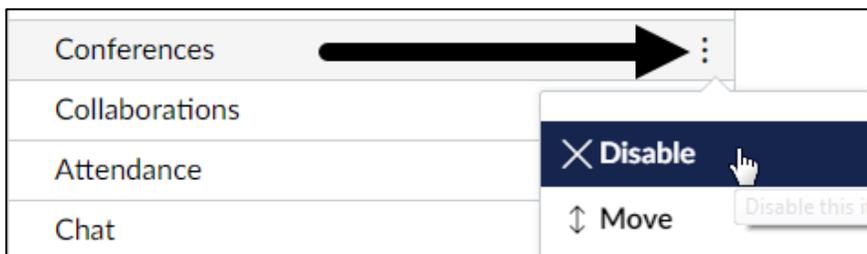
Many faculty are especially surprised to see that all of the assignment groups that they so lovingly carved out on the **Assignments** page are NOT seen by students by default. A check in Student View will tell you that when students click on the **Assignments** menu item, they see them in the order that is most important to them: **by due date**, along with the grade earned (when you start grading).

After the class begins, before you create a Support Center case that begins with these four words "*My students say that....*" STOP!! Ask yourself: "Have I checked the Student View?" It is not perfect, but it's close enough in many cases. Use it early; use it often.

## 3. Check Your Course Menu in Student View

While you are in Student View, check *every* menu item you see while in Student View; yes, *every* menu item. If you are not going to use it—or do not even know what it *does*—you should HIDE the menu item. If you are using **Modules**, you want to seriously consider hiding almost every menu item except **Modules** (of course), **Home**, **People**, **Syllabus**, and **Grades**.

To hide a menu item, once you *leave* Student View, head to **Settings** and then the **Navigation** tab at the top. You just click the options icon to the right of any menu item and select **Disable**.)

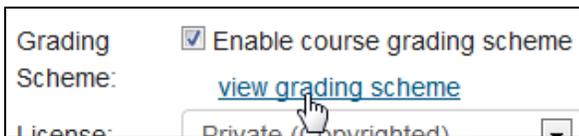


## 4. Run the Link Validator

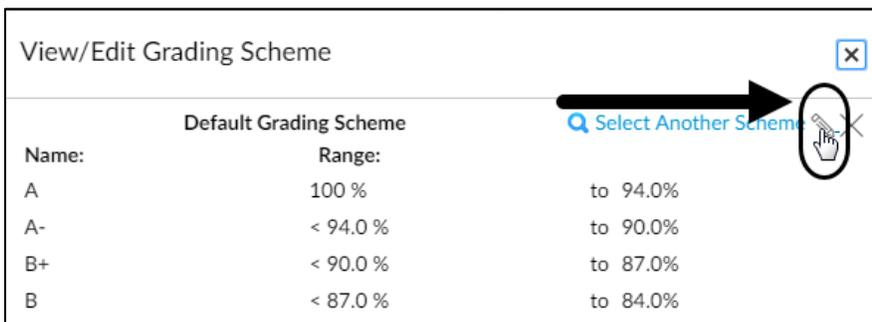
Nothing like a student clicking a link to a web site in your course and saying "This doesn't work!"—right?!? Avoid some of that frustration with using the built-in Link Validator. You can find it via (you guessed it!) the **Settings** menu item, and 'way over on the far right at the very, very bottom is a button that says **Validate Links in Content**. Yes, it registers some "false positives" from time to time, but it's a good start. There is some additional information with screen captures [in the online documentation for the validator](#).

## 5. Gradebook Settings: Setting Letter Grades

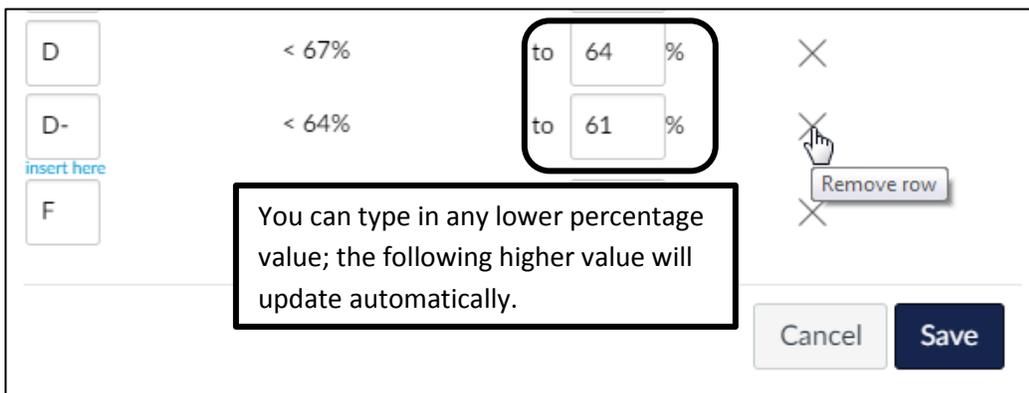
First of all, you ARE using the Gradebook, right? (Correct answer should be **yes**.) You can enable a letter grade equivalent for the **Total** score (not each individual assignment) in the Gradebook. Oddly enough, you do not *set* this in the Gradebook. To do this, head to the **Settings** link on the course menu. Click the **Course Details** tab on the top, and scroll down a bit. You will eventually see a checkbox for **Enable course grading scheme**. When you enable that checkbox, you will see a **view grading scheme** link immediately underneath:



Click that link, and you will see the following dialog box which shows a default grading scheme that Canvas has. You will *likely* want to edit it, which you can do by clicking on the pencil icon that is circled below:



You can give the scheme a **Scheme Name** (which has limited use, frankly), change the low percentage scores, or **delete** an entire grade by clicking on the **X** icon to its right, as shown below. (For example, undergraduates at Dominican do not get a D+ or a D-, but only a **D**.) Graduates, of course, do not have a D in the grading at all:



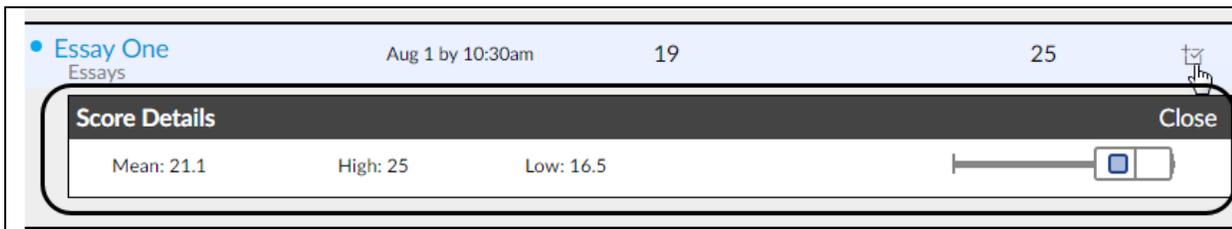
When finished, be sure to click the **Save** button, and then **Done** from the *next* box, and you are set.

## 6. Comfortable with Students Viewing the Class Averages for Each Assignment? (How About Forming Their Own Groups or Creating Discussions?)

By default, students are able to view the *class average* for a specific assignment in their view of **Grades** by clicking the check icon next to the score once all assignments have been graded:

Name	Due	Score	Out of	
• The Dust Bowl	Jul 25 by 10:30am	10	10	<input type="checkbox"/>
• Essay One Essays	Aug 1 by 10:30am	19	25	<input checked="" type="checkbox"/>
• In-Class Presentation				

After clicking that checkbox, a graph displays underneath, revealing the class wide mean, high, and low:



There is currently no way to disable that setting by default for courses (we checked), and besides, many faculty like this feature. If you want to turn this feature **off**, head to the **Settings** menu for the course and scroll *all the way down* to the end of the screen. Finally, click the **More Options** link towards the bottom of the screen:

Restrict students from viewing course after end date

Restrict students from viewing course before start date

Format:

Description:

[more options](#)

Then, *enable* the **Hide distribution graph from students** checkbox, as circled below. Also, note that **Let students organize their own groups** (see arrow, below) is **ENABLED** by default. Changing either of these is, obviously, completely up to you. There are also **Discussion** and **Announcements** settings here. When you are finished checking/unchecking, be sure to click the **Update Course Details** button at the bottom.

[fewer options](#)

Show recent announcements on Course home page

Number of announcements shown on the homepage

Let students attach files to discussions

Let students create discussion topics

Let students edit or delete their own discussion posts

Let students organize their own groups

Hide totals in student grades summary

Hide grade distribution graphs from students

Disable comments on announcements

can create, rename, and edit course pages by default

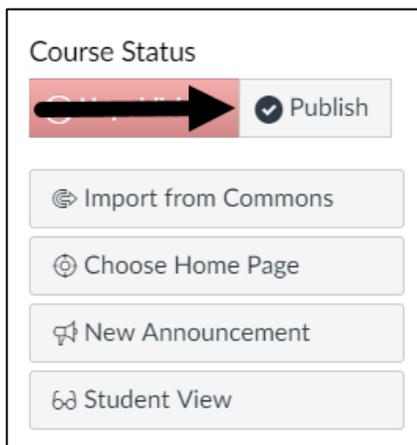
## 7. And Finally.....

Do not publish your course if you still plan on doing a massive import from another course from a previous term, because once that import occurs your students will suddenly receive *multiple* notifications about new items being available, depending on their own notification settings.

Remember you *also* "publish" individual assignments/pages within each course site. Students will not see individual assignments or pages until you publish them, so you can build your course up slowly even after the course itself has been published. Once you publish any assignment it appears in Grades...both for you as well as your students. (All the better reason to use the **Student View** a few times.)

Also, you CAN "Unpublish" a course—but only if you have NOT graded anyone yet. Once you have input a grade or students have submitted something, there is no more ability to **Unpublish!**

Got all that? OK, *now* you can **Publish** your course! 😊



## Sending a Message to Students and Copying Yourself

Publishing the course also means that you can send a message to your students via the Canvas **Inbox**. Until a course site is published, students will NOT appear for you when you click in that **To:** icon when composing a message from the **Inbox**. Yes, you *can* send a message even before the **Starts** date so long as course site is published, though if your message is course-related they will probably want access to the course, too.

While it is easy to assume students will receive messages sent from the **Inbox** in Canvas, it is *not* 100% guaranteed! In theory, they can adjust their **Notifications** so that they do not receive so-called "Conversations" at all, though it would obviously be unwise for them to do so.

To ensure that a message you sent from your **Inbox** in Canvas got sent out, be sure to adjust your *own* **Notifications** so that the setting called "Conversations Created by Me" is set to *Notify me right away*. By default, this setting is NOT enabled for users, so faculty often think the message was not sent out since they did not receive a copy of their own message.

**Continued on next page**

## What to Do When the Term Nears Completion

### 1. Fill in the Blanks (in your Gradebook); a Dash is NOT a Zero!

See any grade columns with a dash in them for a student's assignment, like this?

Essay One Out of 25	The Dust Bowl Out of 10	In-Class Presentation Out of 15
-	9	14

A dash means **ungraded**, as in it counts neither for nor against the student's total grade. If the student never turned the work in, grade it with a **0**. If it is *excused*, while the dash could indeed then stay, it would probably be more clear for both you and the student if you typed in **EX** for the grade, which also counts neither for nor against the student's total grade.

### 2. Final Grades Must be Submitted to the Registrar!

While Canvas is tied into the Registrar so far as student enrollments are concerned, the same does not apply to final grades. Grades **MUST** be submitted separately to the Office of the Registrar. The Office of the Registrar will send out an email to all faculty to their **Dominican email address**.

### 3. Double-check the End Date

As stated 'way back on page 1, the **Ends** date on your course is when YOU can no longer make any edits to the course, including grades! Make sure you followed the instructions at the beginning of this document. You can always, however, import the course into your new course site the following term.

## Addendum: When Are Courses Available for Faculty?

Faculty have access to their course sites approximately **120 days** before the Start date of the course *assuming* an instructor has been named on the course listing on *myDU*. Students will be automatically populated (as well as dropped during the add/drop period or if they withdraw) via the **People** menu link starting **90 days** before the class start date, *assuming* they have registered. (Waitlisted students are **NOT** added.) Depending on when you are looking for your course site, you may have to click the **All Courses** link at the bottom of your **Courses** icon on the left global navigation bar. (See circled area in screen capture below on the left.) The ensuing screen will lead to a listing of your courses where you can click a star icon to turn it gold to "favorite" it, moving it to your Dashboard so that it will be on the main screen when you next login:

