

Managing content



Managing content: Intended Learning Outcomes

- Identify where to access courses and Virtual Common Rooms in Canvas.
- Understand what modules and module items are and how they can be used.
- Create a module in Canvas, add a file, external URL and text header to the module.
- Identify which menu options to use to:
 - Create, edit and publish modules and module items.
- Be able to preview modules / module items as a student.

Blackboard vs Canvas Structure

Courses and VCRs, Global Navigation, Content Organisation, FSE template

ILO: Identify where to access courses, VCRs in Canvas.

Differences in content organisation

Blackboard

Blackboard: Heavily Nester folder content

Students need to open different menus to access content folders

Descriptions often added to folders and items to provide context and orientation students

Canvas

Modular Structure – Linear progression

Students access modules via single menu or button on course homepage

Each module should have an entry page to orientate students.

Pages can be used to collate content (text, document/images, videos, hyperlinks)

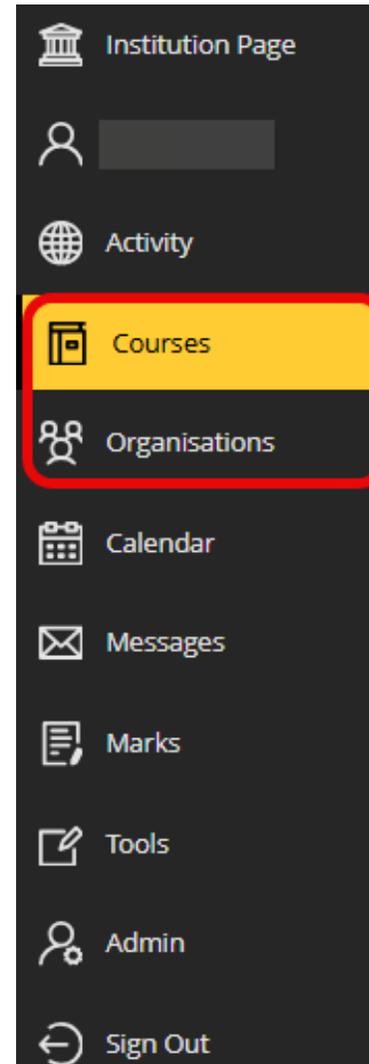
Global Navigation

Blackboard:
Courses: All Courses
Organisations: Virtual Common Rooms- (VCRs)

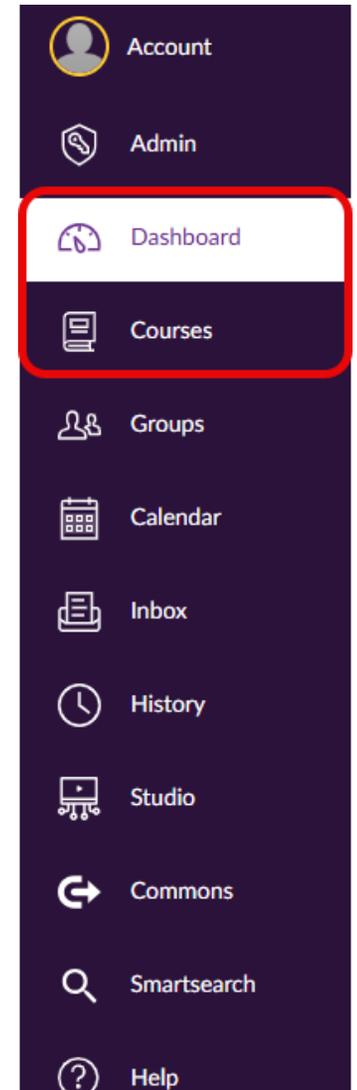
Canvas
Dashboard: Displays **20** most active courses
Course Menu: **All** Courses and VCRs

- All course units in Campus Solutions will have a course unit space in Canvas.
- Virtual Common Rooms will have a course unit space.
 - Graduate intern support for building spaces.
 - Reduced content compared to Blackboard.
 - Some content in Sharepoint
 - Canvas VCR will contain tests that need to be trackable (eg. H&S).

Blackboard



Canvas



Standardised Course Template

- Home
- Modules
- Grades
- Reading List
- Discussions
- Digital and Study Skills
- Student Support

Recent announcements

COURSE UNIT CODE : Course Unit Name ▲▼

Welcome to your course unit. Use the buttons below to navigate to the Modules. There is also information about the course unit team and how to contact them.

Course Information
Assessment & Feedback
Modules

- View Course Stream
- View Course Calendar
- View Course Notifications

To do

Nothing for now

Assignments
Quizzes
Announcements

The Team



Title Name Surname
Contact info/link

- The Structure of a Canvas course is determined by the Standardised Course Template
- This ensures a consistent experience for students across all courses
- Is a result of feedback and consultation with students

Modules

ILOs:

Understand what modules and modules items are and how they can be used.

Modules - Overview

- Organise content (e.g. by week/topic)
- Create a linear flow / learning path for students
- Modules that you add will be **unpublished** by default (hidden from students).
- You can add different types of **module items** to a module (e.g. Files, Pages, Videos, Hyperlinks, Assignments, Quizzes).
- You can choose when to publish modules and module items.
- You can use View as a Student to check how modules/module items appear to your students.

▼ Week 2 - Chemical Bonding and Molecular Structure

📄 Introduction - Week 2

📄 Video 2.1 - Electronic Structure

📄 Video 2.2 - Electronic Configurations and Orbital Energy Diagrams

🎯 Week 2 Practice Quiz
10 pts



Video 2.1 - Electronic Structure [⚙]

In this video, we'll dive deeper into atomic theory and the essential concepts that govern the arrangement of electrons within atoms. Understanding electronic structure is crucial, as it lays the groundwork for comprehending how atoms interact, form molecules, and participate in chemical reactions.

We'll begin by examining the key developments in atomic theory, highlighting the contributions of pivotal scientists throughout history, including the Rutherford-Bohr Model. This model revolutionised our understanding of atomic structure by presenting the atom as a tiny nucleus surrounded by orbiting electrons, much like planets around the sun. We'll also discuss how the arrangement of electrons in different energy levels and orbitals influences the chemical properties of elements.

As you engage with the video, consider the significance of electronic configurations and how they dictate the behavior of elements in various chemical reactions. This knowledge is not just theoretical, it has practical applications in fields ranging from materials science to medicine.

Sam Hay, CHEM10111, LM1 workshop 2

• Electronic Structure (in a post QM world):



Core Module in Template

☰ ▾	Course Unit Information
☰	 Orientation and Expectations
☰	 Introduction
☰	 How to Engage with this Course Unit in Canvas
☰	 Giving Feedback on this Course Unit
☰	 Key Course Unit Information
☰	 Course Unit Aims and Support
☰	 Assessment & Feedback

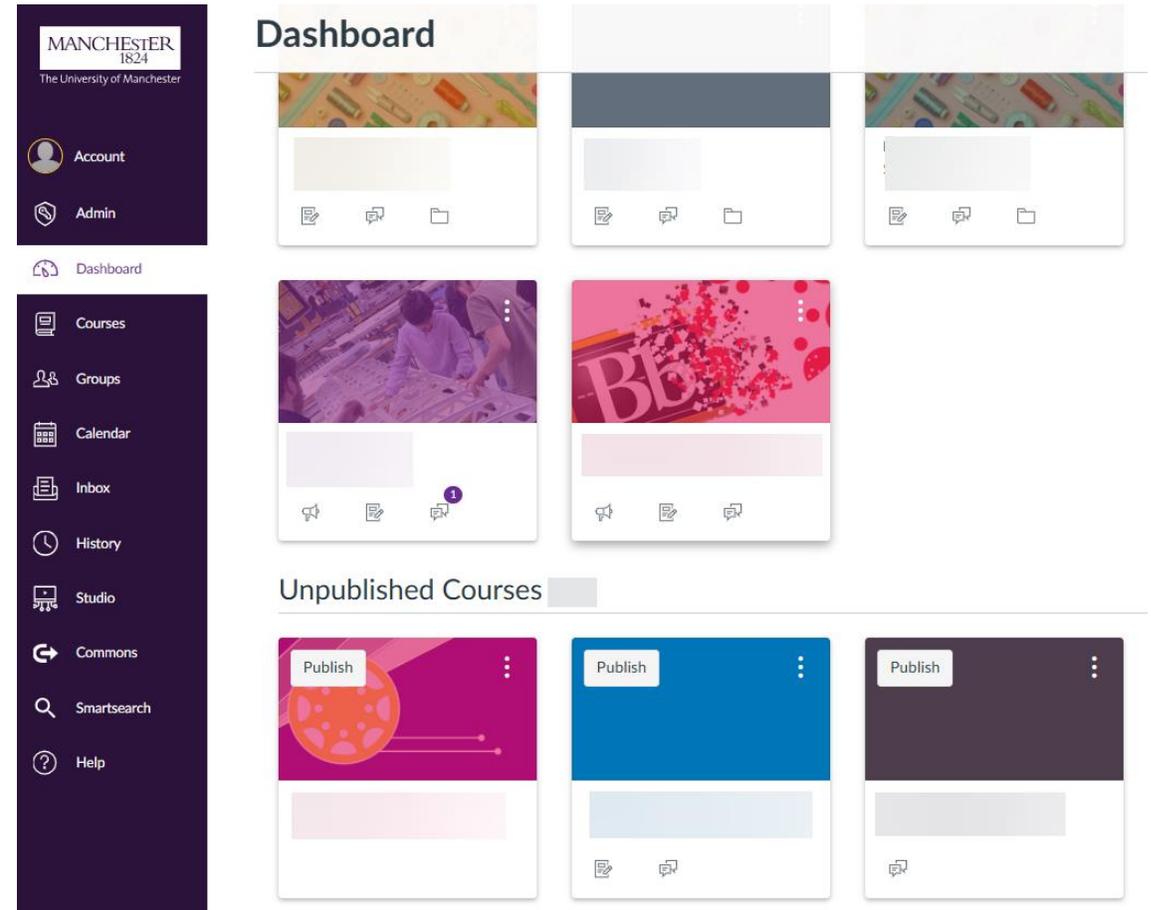
Example of what a core standardised module looks like in Canvas using the template

Activity 1: Create (Add) a Module

ILO: Create a module in Canvas, add a file, external URL and text header to the module.

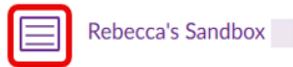
Activity 1: Create (Add) a Module

1. Go to canvas.manchester.ac.uk.
2. Click either **Dashboard** or **Courses**.
3. Locate your **Sandbox**, under Unpublished Courses.
4. Access your **Sandbox**.



The screenshot displays the Canvas LMS interface. On the left is a dark navigation sidebar for 'The University of Manchester' with options: Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, Commons, Smartsearch, and Help. The main content area is divided into two sections. The top section, titled 'Dashboard', contains three course cards with various background images and icons for editing, commenting, and viewing. The bottom section, titled 'Unpublished Courses', contains three course cards, each with a 'Publish' button and a three-dot menu icon in the top right corner.

5. In your Sandbox expand the course menu icon by clicking on the 3 line icon.



6. Click Modules in left hand menu.

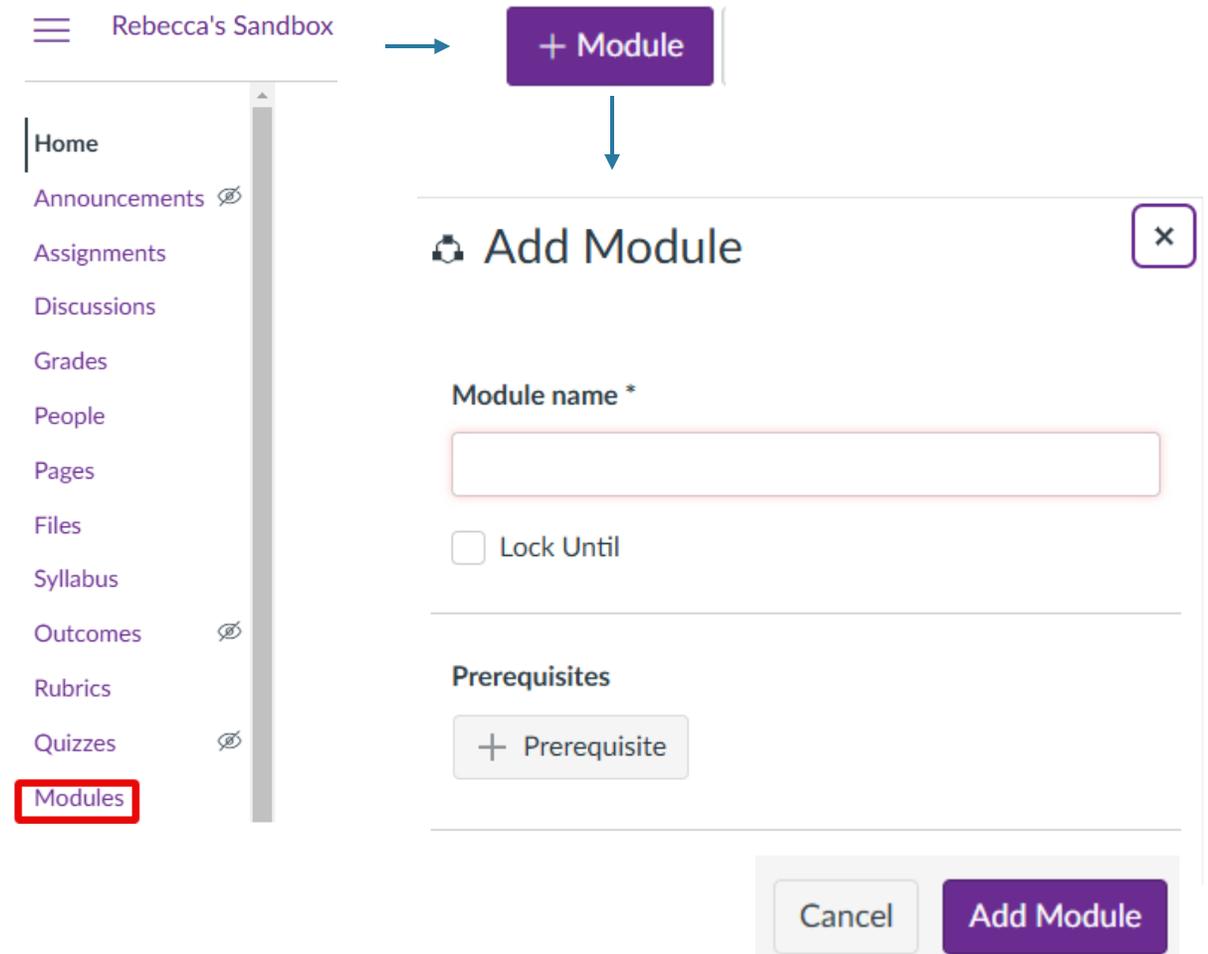
7. Click + Module .

8. Enter a Module name e.g. Week 1.

9. Lock until (leave unticked)

10. Pre-requisite (ignore).

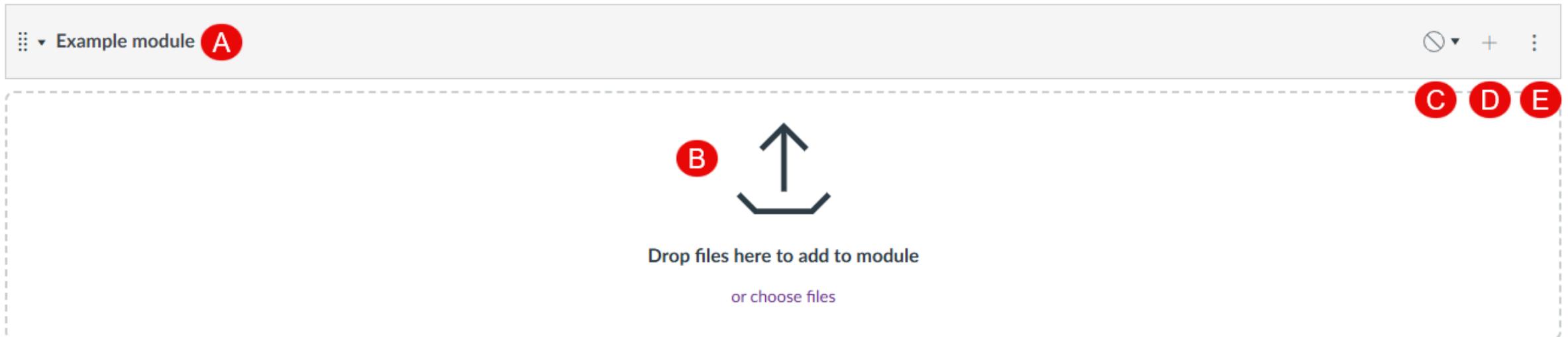
11. Scroll down and click Add Module.



The screenshot illustrates the process of adding a module in Canvas. On the left, the course menu for 'Rebecca's Sandbox' is shown with the 'Modules' option highlighted. An arrow points from the 'Modules' option to a '+ Module' button. Below this, the 'Add Module' dialog box is displayed, featuring a text input field for 'Module name *', a 'Lock Until' checkbox (which is unchecked), and a '+ Prerequisite' button. At the bottom of the dialog, there are 'Cancel' and 'Add Module' buttons.

12. Once you have created your module you should see....

- a) Module title.
- b) Option to drag / drop or choose files from your computer.
- c) Publish / Unpublish options (**don't publish just yet!**)
- d) A plus button to add module items (e.g. files, hyperlinks etc) to your module.
- e) ... to access more settings (e.g. edit, move, duplicate, delete).



Creating and adding content (module items) to modules

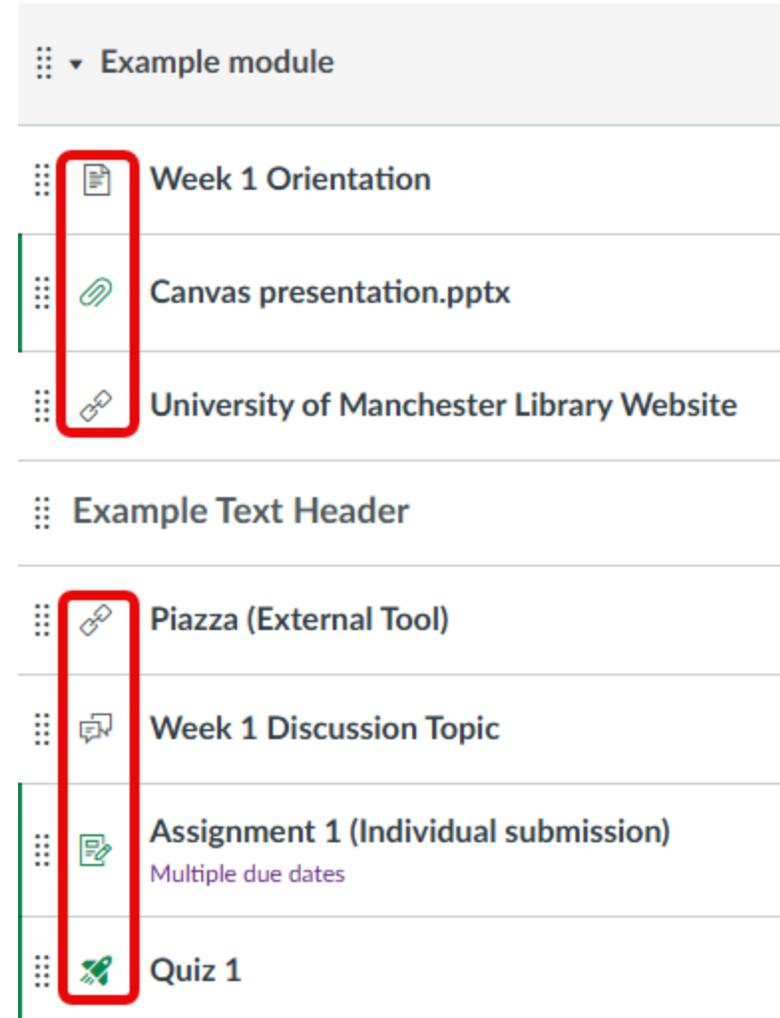
ILO: Create a module in Canvas, add a file, external URL and text header to the module.

What can I add to a Module?

Pages, Files, External URLs

Text Headers

Learning / assessment activities:
External Tools, Discussions, Assignments, Quizzes



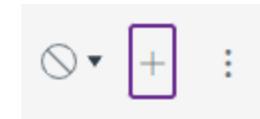
- ☰ ▾ Example module
- ☰ 📄 Week 1 Orientation
- ☰ 📎 Canvas presentation.pptx
- ☰ 🔗 University of Manchester Library Website
- ☰ Example Text Header
- ☰ 🔗 Piazza (External Tool)
- ☰ 💬 Week 1 Discussion Topic
- ☰ 📄 Assignment 1 (Individual submission)
Multiple due dates
- ☰ 🚀 Quiz 1

Activity 2: Adding Module Items

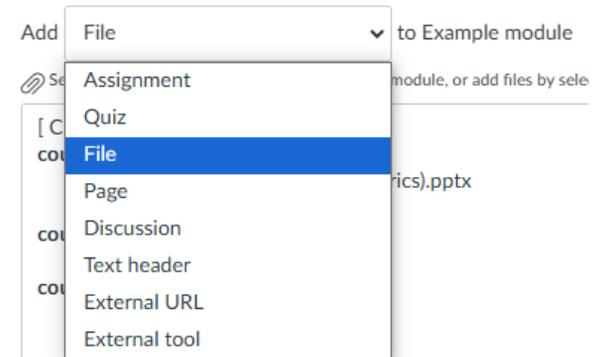
Activity 2: Adding module items

1. Add a file to your module by using Drag and Drop.

2. Use the + button on the module bar to add a **File**.
 - Click the + button
 - In the Add drop down menu choose **File**.
 - Click [**Create File(s)**]
 - Next click **Choose Files** (to open Files on your computer)
 - Select the file(s) you want to add and click **Open**
 - Folder (Leave as course files)
 - Indentation: Leave as Don't indent
 - Click **Add Item** to add the file(s) to your module.



Add Item to Example module



3. Use the + button on the module bar to add an External URL

- Click the + button
- In the Add drop down menu choose **External URL**
- **URL field:** Enter a website address eg. www.manchester.ac.uk
- **Page name:** Enter University of Manchester website
- **Load in a new tab:** Click the checkbox
- **Indentation:** (Leave as Don't indent)
- Click **Add Item** to add the External URL to your module.

Add External URL to Example module

 Enter a URL and page name to add a link to any website URL to this module.

URL:

Page name:

Load in a new tab

Indentation: Don't Indent

4. Use the + button on the module bar to add a Text Header

- Click the + button
- In the Add drop down menu choose **Text header**
- **Header:** Enter the name of your Text Header
- **Indentation:** (Leave as Don't indent)

Add to Example module

Type the text you'd like to add as a module subheader

Header:

Indentation:

Editing modules and module items

Editing content, Moving content, Deleting/removing content

ILO: Identify which menu options to use to edit modules and module items.

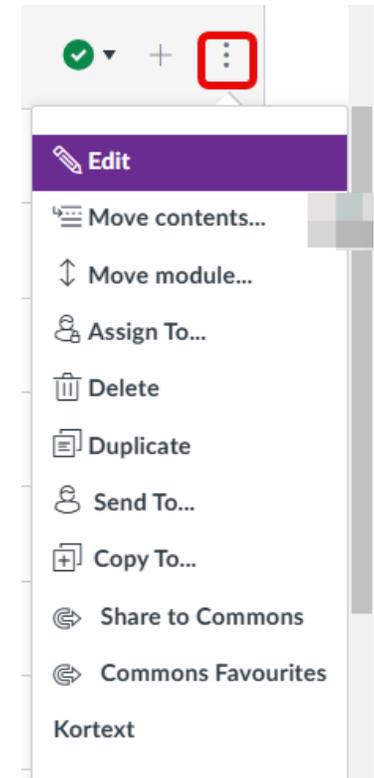
How do I edit a module?



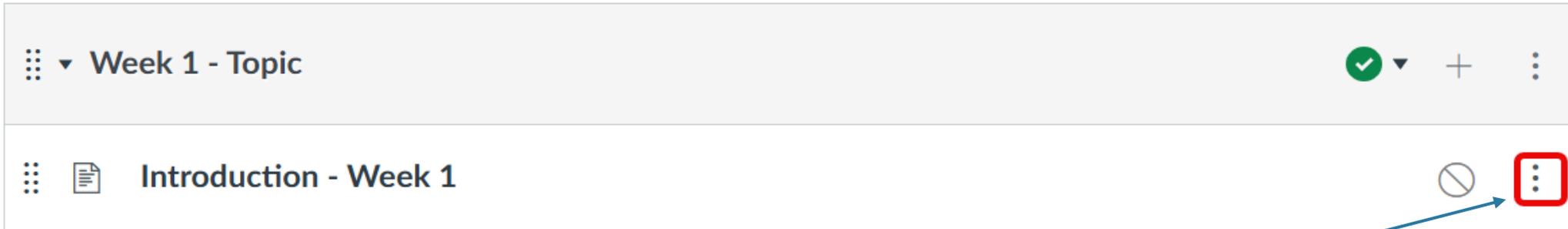
Click the ellipsis by the relevant module and choose Edit

Common edit options:

- **Edit** (change module name, lock until date, pre-requisites)
- **Move content** (to another module)
- **Move Module**
- **Assign to** (choose when to make module available to specific students)
- **Delete**
- **Duplicate**



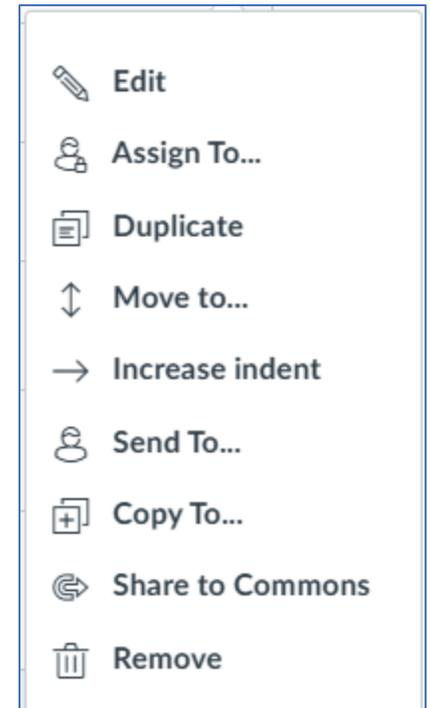
How do I edit module items?



Common edit options:

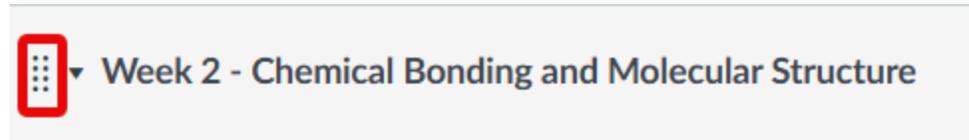
- **Edit** (Change item title)
- **Remove** (remove item from module)
- **Indent** (a module items position in the module)
- **Move To** (move item to another module)

Click the ellipsis by the relevant **module item** to reveal additional options.

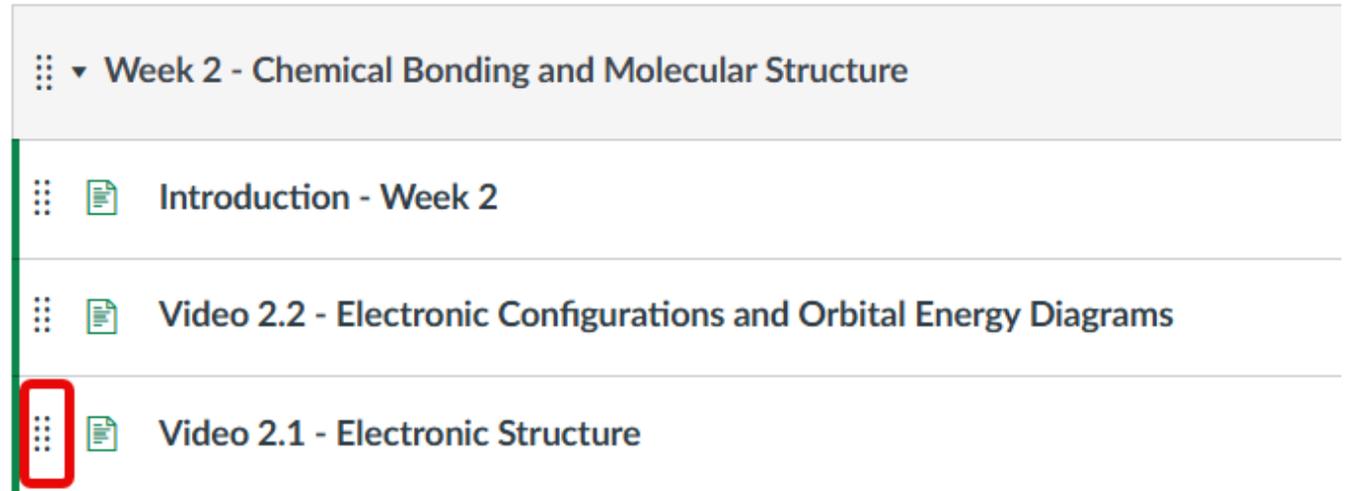


How do I move modules and module items?

Drag and drop a module to a new position in a course unit



Drag and drop a module item to a new position within a module



Publishing

Publishing modules and module items

Switching between publish and unpublish

ILO: Identify which menu options to use to publish and unpublish.

How do I check what modules and module items are published?

- Click on **Modules** in the **Course menu**

Home

Modules

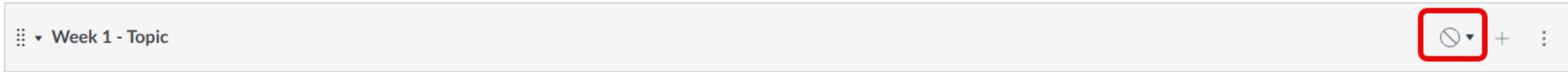
☰	▼ Course Unit Information	✓	+	⋮
☰	📄 Orientation and Expectations	✓		⋮
☰	📄 Introduction	⊘		⋮

- Green tick = published (visible to students)
- Red calendar = content will automatically publish on a future specified date.
- Grey circle = unpublished (hidden from students)



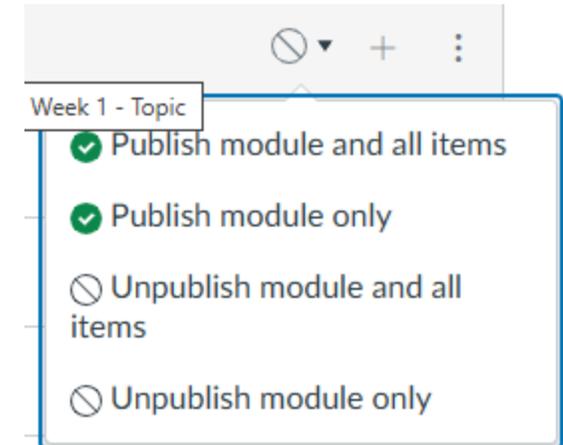
How do I publish a module?

- To publish a module, click on the publishing button (grey circle).



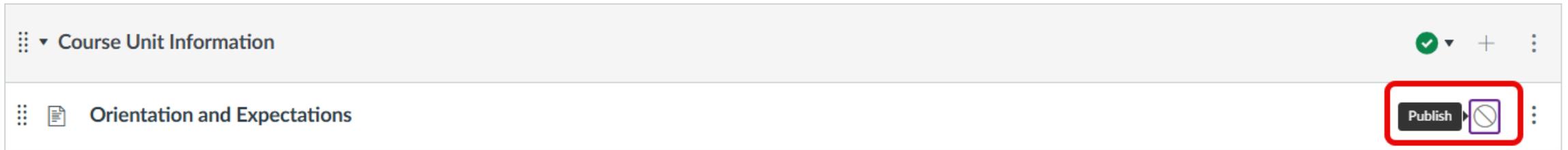
Choices:

- Publish module only.
- Bulk publish/unpublish a module and all module items.

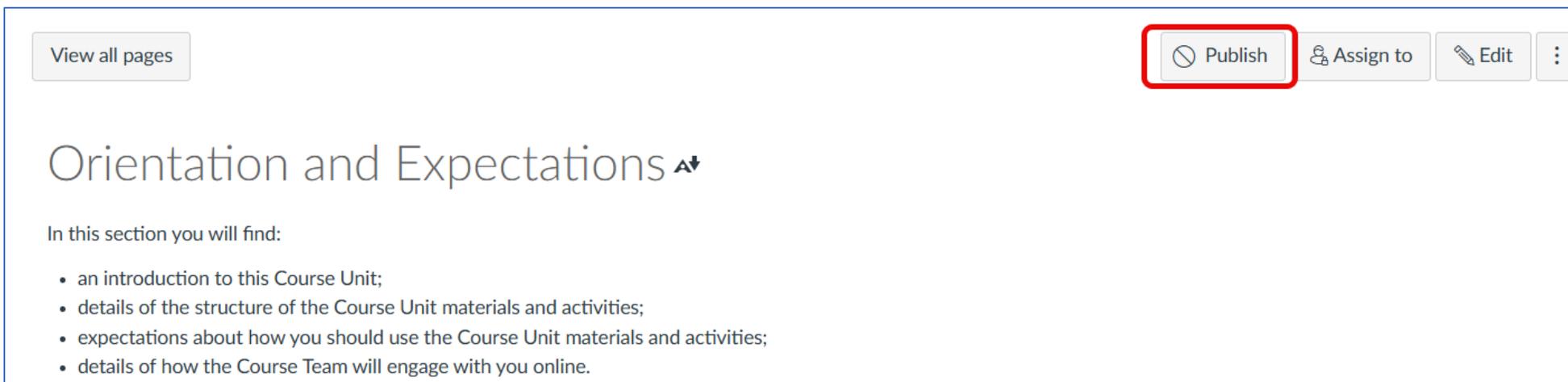


How do I publish a module item?

- Locate the module item in the **Modules** section of the course unit.
- Either click the grey circle next to the item or open the item and use the publish button.



A screenshot of the Canvas course unit navigation menu. The menu is displayed in a light grey bar. On the left, there is a dropdown menu with 'Course Unit Information' selected. Below it, 'Orientation and Expectations' is listed with a document icon. On the right side of the menu, there are several icons: a green checkmark, a plus sign, and a vertical ellipsis. A red box highlights the 'Publish' button, which is a black button with a white circle and a diagonal slash, and a vertical ellipsis icon.



A screenshot of the Canvas 'Orientation and Expectations' page. The page has a white background. At the top left, there is a 'View all pages' button. At the top right, there is a toolbar with four buttons: 'Publish' (a grey button with a white circle and a diagonal slash), 'Assign to' (a grey button with a person icon), 'Edit' (a grey button with a pencil icon), and a vertical ellipsis icon. A red box highlights the 'Publish' button. Below the toolbar, the title 'Orientation and Expectations' is displayed with a small 'A' icon. Below the title, there is a section titled 'In this section you will find:' followed by a list of four bullet points: 'an introduction to this Course Unit;', 'details of the structure of the Course Unit materials and activities;', 'expectations about how you should use the Course Unit materials and activities;', and 'details of how the Course Team will engage with you online.'

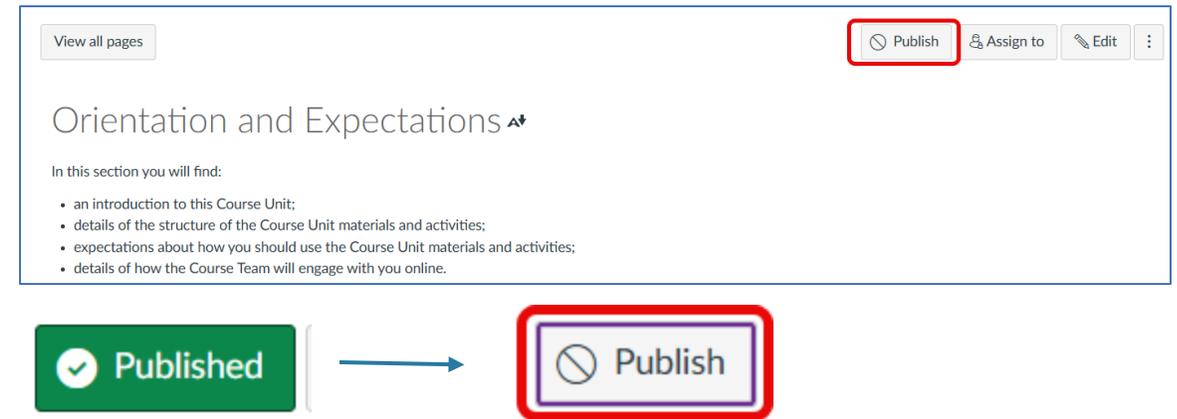
How do I switch between publish / unpublish?

- If an item is published, click on the green tick to revert to unpublished or open the item and click the published button.

Modules Screen



View when module item opened



How do I check what a student can see?

ILO: Be able to preview modules / module items as a student.

Using view as a student

- The **View as Student** button will appear at the top of your screen in the following menu areas:
 - Home, Modules, Announcements, Assignments, Quizzes, Discussions.

☰ Rebecca's Sandbox 2 > Modules

👤 View as Student

- Using this button switches the view of the course unit space.
- To exit student view click **Leave student view**.

Reset student

Leave student view

Staff vs Student View

Week 1 - Topic ✓ + ⋮

⋮ 📄 Introduction to Week 1 11 Mar	✓ ⋮
⋮ 📎 Lecture 1 Sample.pdf	🔄 ✓ ⋮
⋮ 📄 Summary - Week 1	🚫 ⋮

Week 1 - Topic

📄 Introduction to Week 1 11 Mar
📎 Lecture 1 Sample.pdf

Managing content: Key takeaways

Accessing courses:

- Use the Global Navigation courses menu to access **All** courses/VCRs.

Content

- Teaching spaces will use a standardised template. Fewer menus and a modular structure should make it easier for students to find information.
- The Canvas '**Assign to**' feature can be used to customise releasing content to students at different dates / times.
- It's very easy to publish / unpublish content at the click of a button, so be careful and if in doubt use View as Student to check student view.

Managing Quizzes in Canvas

Create, Publish, Manage

A collection of white, semi-transparent geometric shapes, including circles and semi-circles, scattered in the bottom right corner of the slide.

Managing Quizzes: Intended Learning Outcomes

- Identify the key differences between Blackboard and Canvas Quizzes
- Create and Edit Canvas Quiz Settings
- Add Quizzes to modules and manage the visibility of Canvas Quizzes for different students
- Export quizzes from Canvas as PDF files

Blackboard vs. Canvas: Quizzes

ILO: Identify the key differences between Blackboard and Canvas Quizzes

Comparing Quiz Setups

Blackboard

Tests

Surveys

Located in course content, no central location

Questions Pools

Canvas

Quizzes

As a module in the course flow, Quizzes in course menu

Item Banks



Please Note: we are using an new version of quizzes called “New Quizzes” by Canvas. Take care not to follow guidance from Canvas that references “Quizzes”. Any resources linked by FSE eLearning will be of the correct type

Creating a Simple Quiz Shell

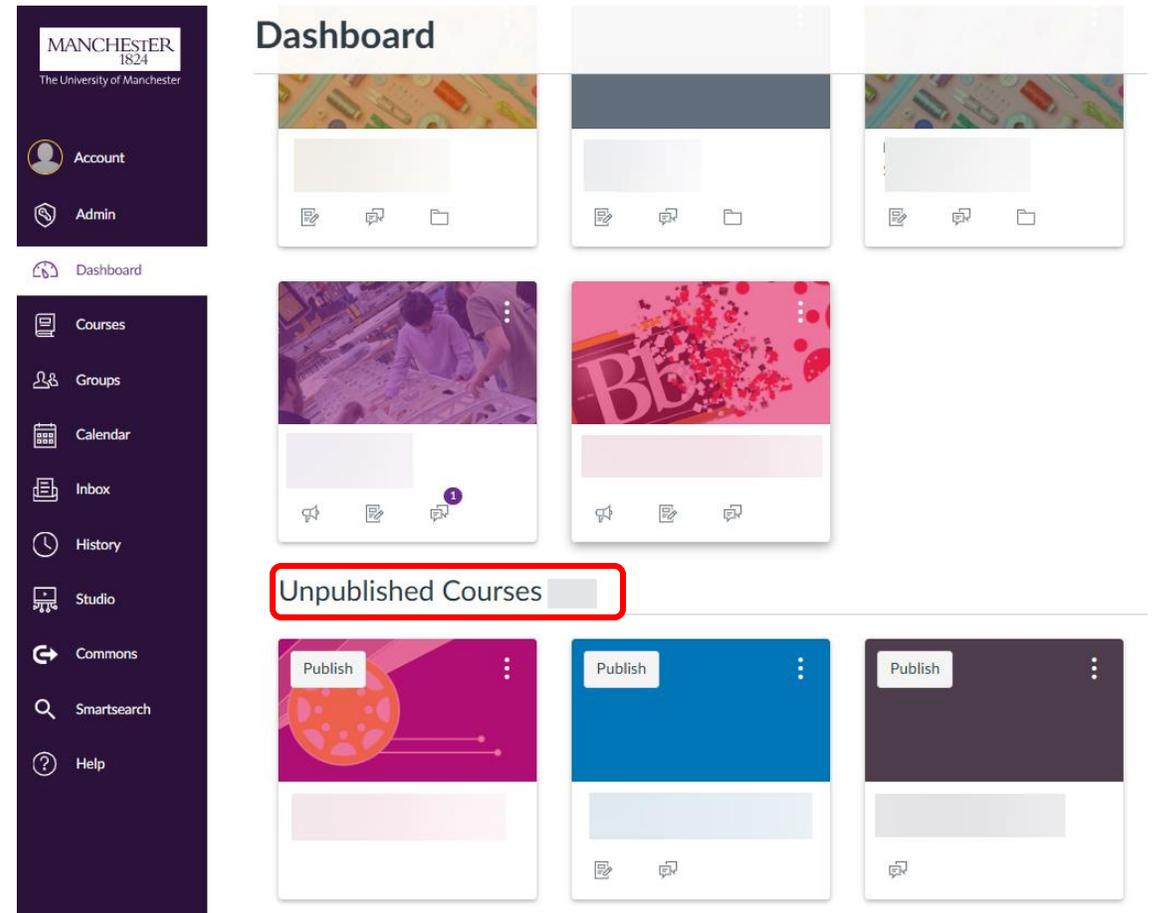
ILO: Create and Edit Canvas Quizzes

Create a Simple Quiz Shell

- **Quizzes** can be created in the **Modules** or **Quizzes** section of the course menu
- We recommend creating quizzes through **Quizzes** on the course menu which gives immediate access to all Quiz options and prompts users to populate the quiz.
- You can then add the **Quiz** into the **Modules**
- **Now try Activity 3....**

Activity 3: Simple Quiz Shell Setup

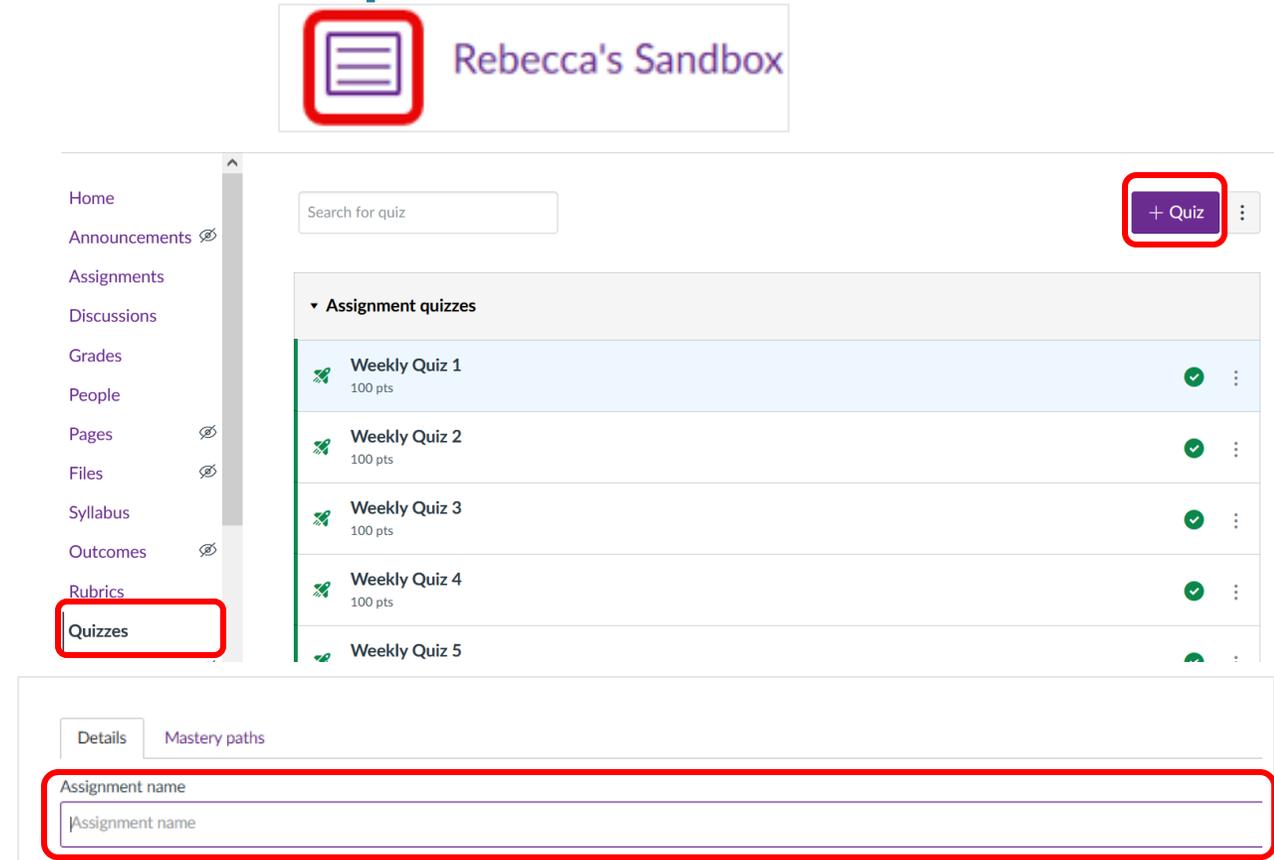
1. Go to canvas.manchester.ac.uk.
2. Enter UoM e-mail address and password.
3. Click either **Dashboard** or **Courses**.
4. Locate your **Sandbox**, under Unpublished Courses.
5. Click on the 'tile' to **access** your Sandbox.



The screenshot displays the Canvas LMS interface. On the left is a dark purple navigation sidebar for 'The University of Manchester' (MANCHESTER 1824). The sidebar includes options for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, Commons, Smartsearch, and Help. The main content area shows a 'Dashboard' view with a grid of course tiles. A red box highlights the 'Unpublished Courses' section, which contains three course tiles, each with a 'Publish' button. The top tile has a purple background with a globe icon, the middle one has a blue background, and the bottom one has a dark blue background.

Activity 3: Simple Quiz Shell Setup

6. In your Sandbox, expand the **course menu**.
7. Click **Quizzes** in course menu.
8. Click **+ Quiz**.
9. Enter an **Assignment name**.



The screenshot shows the Canvas LMS interface for a course named "Rebecca's Sandbox". The course menu on the left is expanded, and the "Quizzes" option is highlighted with a red box. In the main content area, the "Assignment quizzes" section is visible, showing a list of existing quizzes: "Weekly Quiz 1" through "Weekly Quiz 5", each with a score of 100 pts and a green checkmark. A "+ Quiz" button is highlighted with a red box in the top right corner of the main area. Below the quiz list, the "Details" tab is selected, and the "Assignment name" field is highlighted with a red box, containing the text "Assignment name".

Activity 3: Simple Quiz Shell Setup

10. Configure the Assignment settings as follows:

- **Points:** Enter 100.
 - **Assignment group:** Assignments (leave as default).
 - **Display grade as:** Points (leave as default).
 - Do not count [...] towards final grade: leave unticked.
 - **Submission type:** fixed as the Quiz engine
 - **Anonymous Grading:** leave unticked
 - **Assign Access:** Assign to everyone
-
- Click **Save** (NOT Save & publish!).

Points

Assignment group

Display grade as

Do not count this assignment towards the final grade

Submission type

External Tool Options

Enter or find an external tool URL

Anonymous grading Graders cannot view student names

Assign Access

Assign to

Start typing to search...

Due date

Available from

Until

Activity 3: Output

In the **Quizzes** section of the course menu, Quiz “shell” created, with no questions, and unpublished.

Please Note: Students won't be able to see the assignment until you publish it.

Search for quiz + Quiz 

▼ Assignment quizzes

 Weekly Quiz 1 100 pts	 
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The Quiz Builder

The screenshot shows the Canvas Quiz Builder interface. At the top, there is a navigation bar with tabs for 'Build', 'Settings', 'Reports', 'Moderate', and 'Exports'. A 'Return' button and a menu icon are also present. Below the navigation bar, the main area is titled 'Build' and contains several sections:

- 1**: The 'Build' tab is selected in the top navigation bar.
- 2**: The 'Build' section header.
- 3**: Action buttons for 'Item Banks', 'Outcomes (0)', and 'Preview'.
- 4**: The 'Title' field, which contains the text 'Weekly Quiz 1'.
- 5**: The 'Instructions' field, which contains the text: 'This formative quiz will assess your knowledge and understanding of the materials and ILOs covered in... This quiz **does not** contribute to the final grade for this course unit, but is designed to give you feedback... focus your efforts when reviewing the material. You can repeat this quiz as many times as you like, for... see if you have improved your understanding of the topic'.
- 6**: A plus sign button used to add new questions.
- 7**: A question card for 'Question 1', which is a 'Multiple choice' question worth '1 point'. The text of the question is: 'Si and O are combined to form the compound SiO₂. Which of the below best describes the bonding p...'.

i If you need support with building quizzes, please book a 1-to-1 with the FSE eLearning Team

The Quiz Builder – Options



Build	Add/modify instructions/questions, change point allocations, preview the quiz
Settings	Modify quiz settings: shuffle options, set a password, apply time limits, multiple attempts, hide results from students
Reports	Generate reports on student achievement and attainment at overall, question and student level.
Moderate	View logs of attempts, regrade questions, submit In Progress attempts on behalf of students, add accommodations (increase time limits)
Exports	Export quizzes between tools. NB: .pdf export will be covered shortly

Publishing Quizzes

ILO: Manage the visibility of Canvas Quizzes for different students

What is Assign to?

- This works in the same the same way as a regular “Assignment”
- By default, quizzes are assigned to **Everyone**.
- Use '**Assign to**' to specify different due dates and/or release dates for individual students.
- When you add a new '**Assign to**' group, **Everyone** changes to **Everyone else**
- Students will be able to submit if:
 - The assignment is **published**.
 - AND
 - The **Available from** date has passed or is left blank.

Assign Access

Assign to

Everyone X Start typing to search... ▼

Due date  **Time** ▼ [Clear](#)

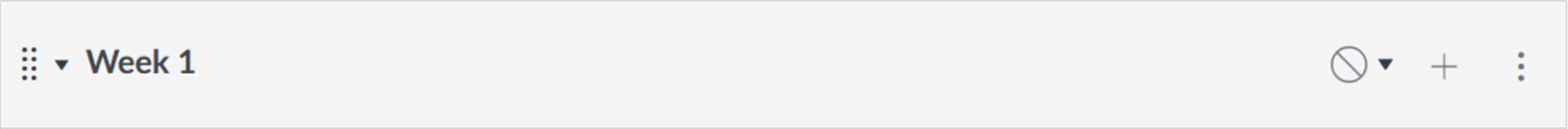
Available from  **Time** ▼ [Clear](#)

Until  **Time** ▼ [Clear](#)

+ Assign to

Activity 4: Add a Quiz to the Modules Page

1. Click **Modules** on the Course Menu
2. Click **+ Module** to create a Module, name your module “Week 1”



☰ ▼ Week 1



3. Click the + button, select “Add [Quiz] to Week 1” from the dropdown
4. Select the quiz you created in Activity 1, and click “Add Item”

Activity 4: Add a Quiz to the Modules Page

5. For the quiz to be visible to students, you will need to publish the Module and the Quiz. Use “View as Student” to check the following:
 - a. What happens if you publish the Quiz, but not the module?
 - b. What happens if you publish the Module, but not the Quiz?
6. Using the Assign feature, change the quiz availability so it is only available after a date in the future. Use “View as Student” to check the following:
 - a. What can students see if the Quiz is published, but not available?

Publishing Quizzes – Take care

What happens if you publish the Quiz, but not the module?

The Quiz is not visible to students on the Modules area, but can be accessed through the Quizzes area

What happens if you publish the Module, but not the Quiz?

The Quiz is not accessible to students, through either the Module or Quizzes view

What can students see before the Quiz is released?

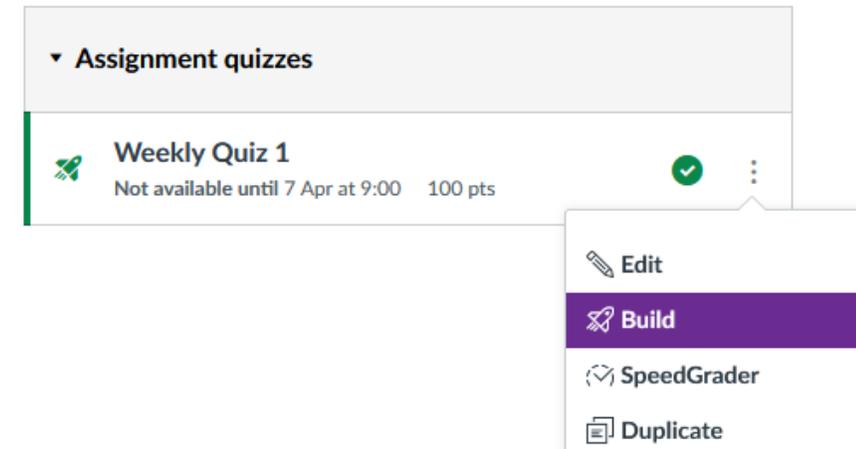
The date that the Quiz will become available, and the number of points. They will be able to see a rubric if attached. They will not be able to see the introduction to the quiz.

Managing Quizzes

ILO: Export quizzes from Canvas as PDF files

Activity 4: Print a Quiz as a PDF File

1. Enter the “Quiz Builder” for the quiz you created earlier [(:) → Build]
2. Click (:) at the top right corner of the “Quiz Builder”
3. Click “Print Key (With Answers)”, then Print Preview
4. This will open a print preview in your browser. Set the “Destination” to “Microsoft Print to PDF” to print as a PDF file.
5. Repeat the process but click “Print Blank Quiz” in step 3.
 - a) What is the difference between the two PDFs?



Print a Quiz as a PDF File

- **Quizzes** can be printed as PDF files from the Quiz Builder
- Two options:
 - Print Key (With Answers) [NB: this does not include the quiz title or rubric/information]
 - Print Blank Quiz
- This can be done with **published** or **unpublished** quizzes
 - No more screenshotting quizzes!

Downloading Quiz results

- Overall quiz grades can be bulk downloaded using the **Export** function in the Gradebook.
- Detailed quiz results for individual students can also be downloaded.
- Additional guidance will be available on the Canvas microsite.

Creating rubrics

ILO:

How / where to create a rubric.

Rubrics - Intended Learning Outcomes

- How / where to create a rubric and attach a rubric to an assignment.
- Managing rubrics

(Importing vs Copying a rubric, Editing, Replacing and Deleting Rubrics)

- Know how staff can access rubrics to add marks and feedback.
- Know how students can access graded rubrics within Canvas.
- Downloading and importing rubric data via Canvas Gradebook.

Where can rubrics be created?

- Create / Add to an **existing assignment**

Or

- Create directly via **Course menu>Rubrics**

Home

Modules

Announcements

Assignments

Quizzes

Grades

Reading List

Discussions

Digital and Study Skills

Student Support

Studio

People 

Syllabus 

Pages 

Files 

Rubrics 

Rubric menu – built in support

When staff open the Rubrics menu in a course space Canvas will automatically signpost to useful support articles.....

Rubrics



Communicate grading expectations

Rubrics can show students your expectations for assignment quality and how they'll be scored accordingly. Rubrics can be associated with assignments, discussions, and quizzes. Use a rubric solely for grading, or create a non-scoring rubric specifically for assessment-based and outcome-based grading without points. Outcomes can be added as criteria items in rubrics.

- ❓ [How do I add a rubric in a course?](#)
- ❓ [How do I manage rubrics in a course?](#)
- ❓ [How do I align an outcome with a rubric in a course?](#)
- ❓ [How do I add a rubric to an assignment?](#)

[See more in Canvas Guides](#)

Don't Show Again

How do I add a rubric in a course?

If you cannot find a rubric you want to use in your course, you can create a new rubric. Once you create a rubric, the rubric is saved in your course for future use. You can [add the rubric to an assignment](#) and use the rubric for grading and adding comments. You can manage created rubrics in the [Manage Rubrics page](#).

This lesson shows how to create a rubric in the Manage Rubrics page. You can also create a rubric directly when adding a rubric to an assignment, and the process is the same.

Rubric criteria can include a point range or an individual point value.

Notes:

- Criterion cannot be reordered after they are added to a classic rubric.
- If the steps in this lesson do not match what is displayed in your course, learn how to [add a rubric in the Enhanced Rubrics interface](#).

Open Rubrics

- [Files](#)
- [Syllabus](#)
- [Outcomes](#)

In this guide:

- [Open Rubrics](#)
- [Add Rubric](#)
- [Add Title](#)
- [Edit Criterion Description](#)
- [Enter Descriptions](#)
- [Select Range](#)
- [Edit Total Point Value](#)
- [Add Ratings](#)
- [Update Rating](#)
- [Manage Criterion](#)
- [Add Criterion](#)
- [Create Rubric](#)
- [View Rubric](#)

[View our top guides and resources](#)



UoM are using 'Enhanced Rubrics'

Creating a rubric via Rubrics menu

- Open **Rubrics** menu
- Click the + **Create New Rubric**

Create New Rubric

Rubric Name	Type	Rating Order	Scoring
<input type="text"/>	Scale ▼	High < Low ▼	Scored ▼

Don't post to Learning Mastery Gradebook
 Use this rubric for assignment grading
 Hide rubric score total from students

Criteria Builder **0 Points possible**

1.

- Home
- Modules
- Announcements
- Assignments
- Quizzes
- Grades
- Reading List
- Discussions
- Digital and Study Skills
- Student Support
- Studio
- Syllabus 🔗
- Pages 🔗
- Files 🔗
- Rubrics** 🔗

Attaching rubrics to assignments

ILO:

How to attach a rubric to an assignment

How do I attach a rubric to an assignment?

- Go to Assignments menu.

Home

Modules

Announcements

Assignments

- Locate the relevant assignment.
- Click the assignment title to access assignment settings page.
- Use the **+ Create rubric** or **Find rubric**

View of assignment settings page:

Coursework 1

⋮

No additional details were added for this assignment.

Points 100
Submitting a file upload

Due	For	Available from	Until
1 Apr at 14:00	Everyone	-	-



See [Managing Grades Activity 8](#) to practice importing a rubric and attaching the rubric to an assignment.

Managing rubrics

ILO:

How to copy a rubric in Canvas.

How to edit, replace and delete rubrics in Canvas.

Rubrics Screen - Overview

1. See all **Rubrics** within the course unit.
2. Check **Location used** (which assignment).
3. Use **Actions** to access further options (Edit, Duplication, Delete, Archive, Copy To).
4. **Import** and **Create** Rubrics.

Rubrics

Saved
Archived

Rubric Name	Total points	Criteria	Location Used	Actions
<input type="checkbox"/> Free Form comments	100	5	-	⋮
<input type="checkbox"/> Large Scale Testing Rubric	12	3	courses and assignments	⋮
<input type="checkbox"/> Rubric 1	12	3	courses and assignments	⋮

How do I copy a rubric in Canvas?

Import

Rubrics Screen > Import Rubrics button

Import Rubrics ✕

This feature requires the use of our rubric template.

[Download template](#)



Drag a file here, or
[Choose a file to upload](#)

	A	B	C	D
1	Rubric Name	Criteria Name	Criteria Description	Criteria Enabled
2	Rubric 1	Criteria 1	Criteria 1 Description	FALSE
3	Rubric 1	Criteria 2	Criteria 2 Description	FALSE

Import Rubric:
Can be used to download / upload rubric data from an Excel Template

Duplicate / Copy

Rubrics Screen > Actions column > Ellipsis

Rubrics

Import Rubric
+ Create New Rubric

Saved Archived

Rubric Name	Total points	Criteria	Location Used	Actions
<input type="checkbox"/> Free Form comments	100	5	-	⋮

⋮

- Edit
- Duplicate 1
- Copy To 2
- Archive
- Delete

1) Duplicate – create a copy of rubric in same course

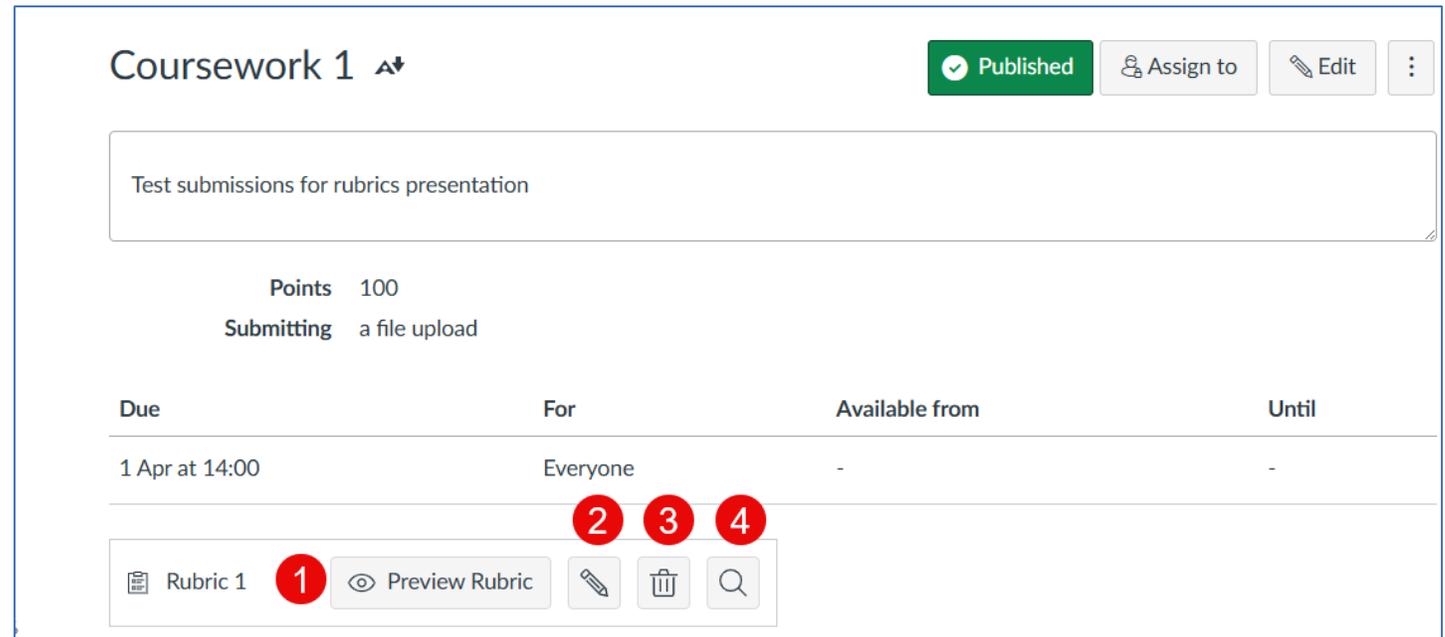
2) Copy To – search for another course unit and copy rubric to that unit.

Editing, Replacing and Deleting Rubrics

Staff can access rubrics attached to assignments via:
Assignments>Open assignment>Assignment Settings

Assignment settings screen:

- 1) Preview Rubric
- 2) Edit rubric
- 3) Delete rubric
- 4) Change rubric (replace it)



Coursework 1 [▲]

Published Assign to Edit

Test submissions for rubrics presentation

Points 100
Submitting a file upload

Due	For	Available from	Until
1 Apr at 14:00	Everyone	-	-

Rubric 1 **1** Preview Rubric Edit Delete Search

2 **3** **4**

Editing rubrics - limitations

- What you can edit may depend on factors such as:
 - If a rubric has been attached to more than one assignment.
 - *Maybe able to copy rubric instead.*
 - *Maybe able to 'unlink' a rubric from the assignment.*
 - If feedback has already been added to the rubric within an assignment.
 - *Maybe able to minor changes (eg. Tweak wording in a rubric criteria)*

Please contact eLearning for support if you have queries!

Example Canvas messages:



Editing is limited for this rubric as it has already been used for grading.

Confirm to continue
×

You can't edit this rubric, either because you don't have permission or it's being used in more than one place. Any changes you make will result in a new rubric based on the old rubric. Continue anyway?

Cancel
Confirm

Confirm to continue
×

The rubric is associated with another assignment. You can remove this rubric from the assignment without impacting other assignments by unlinking it

Cancel
Unlink

Deleting a rubric

Think carefully before deleting a rubric and if in doubt contact eLearning for support.

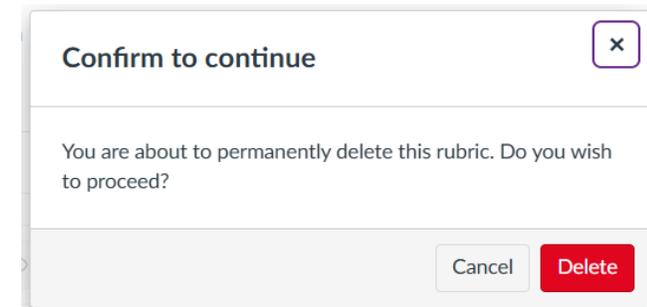


Before deleting a rubric we recommend you:

- Check in the Rubrics screen find out which assignments are using the rubric in your course.
- Download rubric data from Gradebook for reference.

CAUTION! If you delete a rubric:

- Canvas will remove the rubric from all associated assignments in the course.
- Canvas will remove any existing scores and assessments given using the rubric.



Accessing rubrics attached to student work

ILO:

Know how staff can access rubrics to add marks and feedback.

How can staff access rubrics for entering or viewing marks/feedback?

- A rubric attached to an assignment is available to staff in SpeedGrader
- Staff can access SpeedGrader via:
 - To do lists (Canvas Dashboard / Course unit)
 - Assignment settings
 - Canvas Gradebook

The screenshot displays the Canvas SpeedGrader interface. At the top, the header shows 'Coursework 1' with a due date of '1 Apr at 14:00 - Sandbox 3'. On the right, it indicates '0/13 Graded' out of '1/13' and identifies the user as 'FEAT-S Student A'. Below the header is a toolbar with navigation and editing tools. The main content area shows a document with the title 'Example Title' and two paragraphs of placeholder text. On the right-hand side, a sidebar provides submission details: 'Submitted: 24 Mar at 13:44 by Rebecca Riley', 'Word Count: 551 words', and 'Submitted files: (click to load) Example Assignment 1-1.docx'. Under the 'Assessment' section, it shows 'Grade out of 100' and a 'View rubric' button, which is highlighted with a red rectangular box. At the bottom of the sidebar, there is a section for 'Assignment comments'.

Access SpeedGrader via Dashboard or Course unit 'To Do' List

Canvas Dashboard:
Shows 'To Do' list for 'All courses'

Course unit:
Shows 'To Do' list only for items with the course space that the user currently has open

Accessing SpeedGrader via Assignments

Assignments menu

Locate and open assignment to access assignment settings

Home

Modules

Announcements

Assignments



View in Assignment settings:



Coursework 1 [▲]_▼ Published Assign to Edit ⋮

Test submissions for rubrics presentation

Points 100
Submitting a file upload

Due	For	Available from	Until
1 Apr at 14:00	Everyone	-	-

Related items

- SpeedGrader**
- Download submissions
- Re-upload submissions

0 out of 1 submissions graded

Accessing SpeedGrader via Grades menu

Grades menu

Locate relevant student in Gradebook

Click the relevant cell and click arrow icon

Click SpeedGrader

- Home
- Modules
- Announcements
- Assignments
- Quizzes
- Grades**



Gradebook ▾

Student Names

Search Students

Apply Filters

Student name	Coursework 1 Out of 100
FEAT-S Student A FEAT Lec and Sandbox 3	



Gradebook ▾

Student Names

Search Students

Apply Filters

Student name	Coursework 1 Out of 100
FEAT-S Student A FEAT Lec and Sandbox 3	<input type="text"/> /100



FEAT-S Student A >

Coursework 1 >

SpeedGrader

Submit for Student

24 Mar at 13:44

Student view

ILO:

- Know how students can access graded rubrics within Canvas.

How do students access a graded rubric?

Students can access grades, feedback and rubrics via the Grades menu

- Home
- Modules
- Announcements
- Assignments
- Quizzes
- Grades 2
- Reading List
- Discussions
- Digital and Study Skills
- Student Support

Grades for FEAT-S Student A

Course

Sandbox 3
▼

Arrange by

Due date
▼

Apply

Name	Due	Submitted	Status	Score	
Assignment Submission Assignments	17 Jan by 14:00			65% ●	●
Example Assignment Name Assignments	28 Feb by 14:00		missing	- / 100	
Coursework 1 Assignments	1 Apr by 14:00	24 Mar at 13:44		64 / 100 ●	●

What can students see via Student Grades?

1) Click Assignment title to open submission.

Options to **View Feedback** (eg. Annotations on submission) and **Show Rubric**

Coursework 1 Assignments **1** 1 Apr by 14:00 24 Mar at 13:44 **2** 64 / 100 **3**

2) Overall Grade

3) Click shortcut to access graded rubric

Submission details

Grade: 64 / 100 [Show Rubric](#)

Coursework 1

FEAT-S Student A submitted 24 Mar at 13:44
Submitted by: Rebecca Riley

[Resubmit assignment](#)

[View feedback](#)

Example Assignment 1-1.docx 23.2 KB

Add a comment:

[Media comment](#) [Attach file](#)

[Save](#)

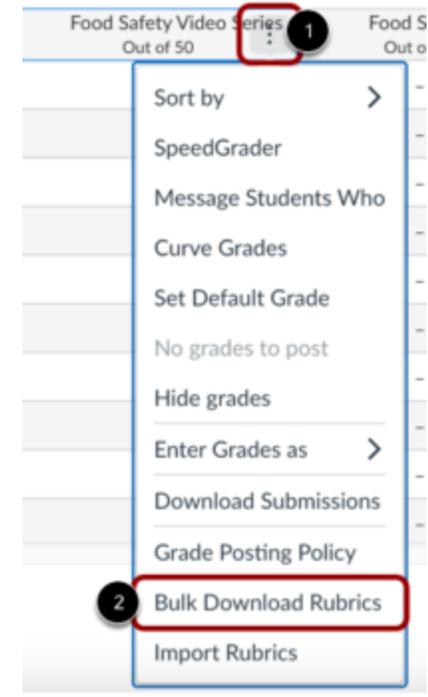
Downloading and uploading rubrics

How do I download a graded rubric?

- In the Gradebook, you can bulk download rubric assessments
- Open **Grades** menu.
- In Canvas Gradebook locate the relevant assignment and click on the elipsis next in the column heading.
- Select **Bulk Download Rubrics**

Download options:

- All students
- Has assessment (completed rubric assessments)
- Not assessment (incomplete rubric assessments)

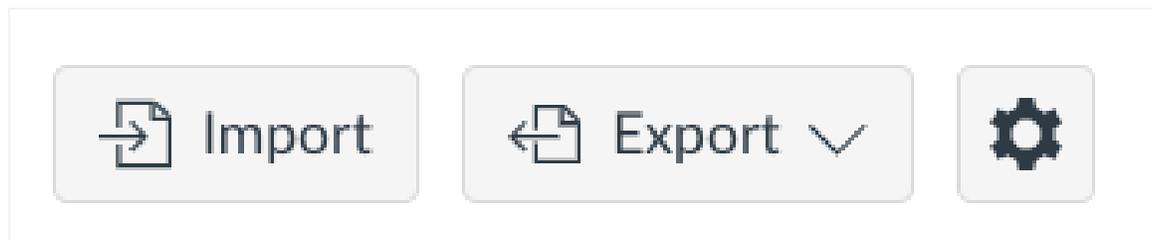


See Managing Grades Activity 14 to practice bulk downloading rubrics.

Can I import grades?

Grades can be bulk uploaded via CSV file. If you have courses that use this option speak to eLearning for support/guidance.

- You must use a **CSV template**.
- Grades imported via CSV upload will **appear in both the Gradebook and SpeedGrader**.
- Grades imported via CSV upload will **override existing grades**.
- Changes to the grades are logged and can be viewed in the **Gradebook History**.



Upload gradebook: Sandbox 1

[? What should the CSV file look like?](#)

Choose a CSV file to upload:

No file chosen

Managing Assessment via External Tools

Gradescope, Buddycheck, etc.

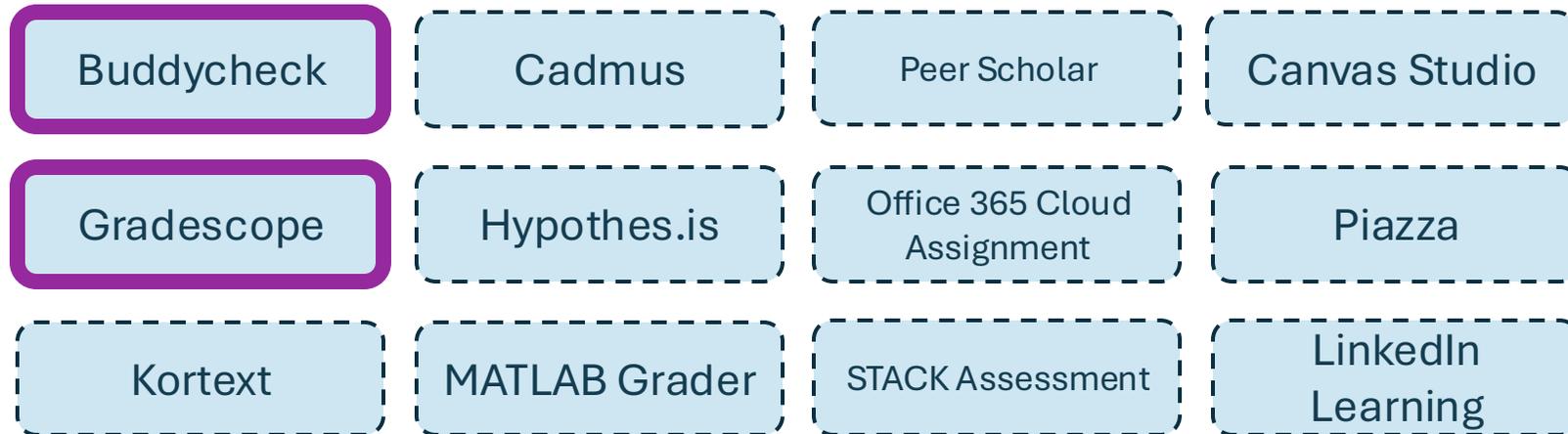
A collection of white, semi-transparent decorative shapes in the bottom right corner, including various sizes of circles and semi-circles.

Using External Tools

ILO: Create and manage teaching activities and assessments that uses an external tool

Using External Tools

- A range of external tools used in Blackboard will be available in canvas:

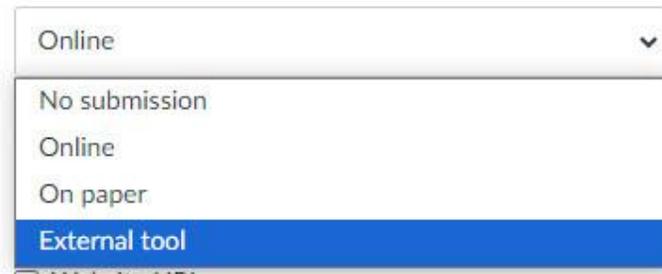


- Once set up, external tools will broadly act as they did with Blackboard
- No submissions through Turnitin LTI as previously discussed

Creating an Assignment with an External Tool

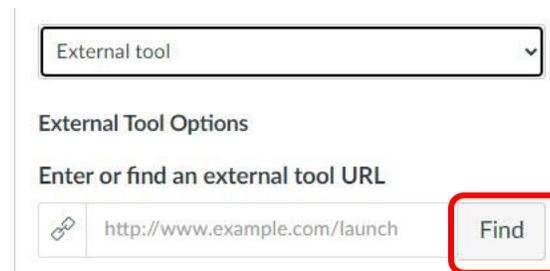
- For those that have used Buddycheck or Gradescope in BB
- Set up is very similar to a regular Assignment
 - Navigate to the **Assignments** menu through the course menu
 - Choose **+ Assignment** to create a new assignment and in the **Submission type** choose **External Tool** and **Find**, to open a list of tools.

Submission type



A screenshot of a dropdown menu for 'Submission type'. The menu is open, showing several options: 'Online', 'No submission', 'Online', 'On paper', and 'External tool'. The 'External tool' option is highlighted in blue. Below the menu, the text 'Web-based URL' is partially visible.

Submission type



A screenshot of the 'External Tool Options' form. It features a dropdown menu for 'Submission type' with 'External tool' selected. Below this is a text input field with the label 'Enter or find an external tool URL' containing the URL 'http://www.example.com/launch'. To the right of the input field is a 'Find' button, which is highlighted with a red square.

- The other Assignment settings remain the same
- External Tools added via this method only appear in **Assignments** and need to be added to **Modules** manually.

Using External Tools – Further Support

- The **FSE Getting Started with Canvas** microsite is being updated with guidance for different External Tools as we continue to test how they best work with Canvas
 - <https://www.elearning.fse.manchester.ac.uk/getting-started-with-canvas/accessing-external-tools-from-canvas/>
- If you require additional support, please book a 1:1 Consultation or come to a Canvas Clinic
 - <https://www.elearning.fse.manchester.ac.uk/getting-started-with-canvas/training/>

Further resources

Rubrics further resources

How / where to create a rubric and attach a rubric to an assignment.

[How do I add a rubric to in a course using Enhanced Rubrics?](#)

[How do I add a rubric to an assignment?](#)

Managing rubrics (copy, duplicate, edit, delete)

[How I manage rubrics in a course using Enhanced Rubrics?](#)

Know how staff can access rubrics to add marks and feedback

[How do I use SpeedGrader](#)

[How do I use a rubric to grade submissions in SpeedGrader using Enhanced Rubrics?](#)

Know how students can access graded rubrics within Canvas

[How do I review rubric results for my assignment?](#)

Downloading and uploading

[How do I download rubric assessments using Enhanced Rubrics?](#)

[How do I import rubric assessments?](#)

Quizzes further resources

- Identify the key differences between Blackboard and Canvas Quizzes
 - <https://www.elearning.fse.manchester.ac.uk/getting-started-with-canvas/assignments-and-quizzes/#Setting-up-Quizzes>
- Create and Edit Canvas Quizzes
 - <https://www.elearning.fse.manchester.ac.uk/getting-started-with-canvas/assignments-and-quizzes/#Setting-up-Quizzes>
 - <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-quiz-in-New-Quizzes/ta-p/992>
- Manage the visibility of Canvas Quizzes for different students
 - <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-assignment-details-of-a-New-Quizzes-quiz/ta-p/582>
- Export quizzes from Canvas
 - <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-print-a-quiz-in-New-Quizzes/ta-p/478615>

NEW: Student Guide to Canvas



Student Support: [Introduction to Canvas for Students](#)

This resource provides students with guidance on using Canvas.

Feedback

Please take a few minutes to complete our feedback survey.

Thank you for your support!

Survey link:

tinyurl.com/tlsetrainingfeedback

