

9 REMINDERS

FOR INSTRUCTORS TEACHING ONLINE COURSES

HELP WITH CANVAS FEATURES AND RECOMMENDATIONS FOR STAYING ENGAGED & CREATING A PRESENCE

1

PUBLISH YOUR COURSE

- Publish your course and anything you want students to see or have access to

HELP GUIDE

[How do I publish a course?](#)



Computer Person Adapted from design by iconicbestiary / Freepik

2

WELCOME STUDENTS

- Post a welcome announcement or video
- Make sure your profile photo has been updated in Canvas

HELP GUIDES

[How do I add a profile picture?](#)

[How do I add an announcement?](#)

3

POST ANNOUNCEMENTS

- Use Announcements throughout the semester

GOOD TO KNOW:

- + Announcements can be delayed
- + Students can reply to announcements



HELP GUIDES

[How do I add an announcement?](#)

[How do I delay announcements?](#)

[How do I enable replies to announcements?](#)

[How do I post on my mobile device? iOS | Android](#)

[Sample announcement](#)

[Tips on using announcements](#)

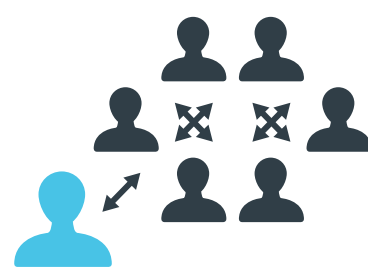
4

ENGAGE IN DISCUSSIONS

- Respond to at least 15% of student posts on the discussion board (where all students can see)
- Provide individualized feedback in SpeedGrader in addition to posting on the discussion board

GOOD TO KNOW:

- + Use SpeedGrader to view all of a student's posts in one place



HELP GUIDES

[How do I create a discussion as an instructor?](#)

[How do I create a group discussion in a course?](#)

[How do I grade a discussion in SpeedGrader?](#)

5

UNDERSTAND CANVAS GRADES

- Configure grades to match your syllabus (points vs. weighted, drop policies, etc.)
- Use Zeroes ("0") in the grade book when students don't turn something in or it won't count against them

GOOD TO KNOW:

- + Adjust your grade posting policy to hide (mute) your grades while you are grading an assignment in order to release all scores and feedback to students at once.



HELP GUIDES

[Grade posting policy information and guides](#)

[How do I add an assignment group?](#)

[How do I create a weighted grade book?](#)

[How do I drop an assignment or create rules for an assignment group?](#)

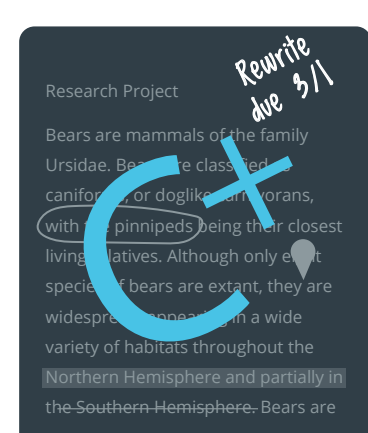
6

PROVIDE QUALITY FEEDBACK

- Provide prompt and meaningful feedback on assignments (feedback that is clear, positive, specific, and focused on observable behavior that can be changed)

GOOD TO KNOW:

- + Use SpeedGrader to provide annotated feedback on submission assignments



HELP GUIDES

[How do I use SpeedGrader to annotate submission assignments?](#)

[How do I use SpeedGrader on my mobile device? iOS | Android](#)

[How do I let students know how to find their annotated feedback?](#)

7

MONITOR STUDENT ENGAGEMENT

- Reach out to inactive and/or struggling students

GOOD TO KNOW:

- + Student activity information can be located in the People and Analytics tools in Canvas
- + Use Message Students Who to contact students from the Grade Book (who scored poorly, haven't submitted, etc.)



HELP GUIDES

[How do I view analytics through the course card in the People tool?](#)

[How do I view analytics for an individual student in Analytics?](#)

[How do I use Message Student who?](#)

8

OFFER OFFICE HOURS

- Offer synchronous online meetings with students at least once a week (or the equivalent in shorter semesters)

GOOD TO KNOW:

- + Zoom is a free video conferencing solution



HELP GUIDE

[Information about Zoom](#)

9

FIND HELP

- Use the Canvas Help button 24/7 for help guides and online chat

GOOD TO KNOW:

- + Keep an eye out for CAS Online and Academic Technology's weekly email Canvas Teaching Tips



HELP GUIDES

[How do I get help with Canvas as an instructor?](#)

[Dodge Family College of Arts and Sciences OATS Teaching Tips](#)