**Getting Started in Canvas**

Are you new to Canvas or creating a course in Canvas for the first time?  Then this session is for you!  Learn how to navigate in Canvas and use the basic Canvas features to get started creating course content.  You will also learn how to import content from other Canvas courses, create your Canvas profile, customize your settings, and use the many Canvas support resources that are available to you.

**Session Outline (with tutorial links)**

1. Getting Started (5 minutes)
   1. Logging into Canvas - <https://canvas.xavier.edu/> or by clicking the Canvas link in the Xavier employee hub here: <http://www.xavier.edu/employees/>
   2. Use standard Xavier username and password to login (not full email address)
2. [Global navigation menu](http://guides.instructure.com/m/4152/c/23848) (15 minutes)
   1. [Account](http://guides.instructure.com/m/4152/c/23860) – Profile for picture, bio, and links. Settings for contact methods and services. Notifications for setting the frequency of Canvas-related notifications.
   2. [Dashboard](http://guides.instructure.com/m/4152/l/420619-how-do-i-use-the-dashboard) – Canvas home screen, customizable course tiles.
   3. [Courses](http://guides.instructure.com/m/4152/l/48284-how-do-i-customize-my-courses-list) – View current and past courses here, customizable list.
   4. [Calendar](http://guides.instructure.com/m/4152/c/23832) – Calendar for each Canvas course, change due dates, appointment scheduling.
   5. [Inbox](http://guides.instructure.com/m/4152/c/23836) – Canvas’ internal messaging system.
   6. [Commons](https://community.canvaslms.com/docs/DOC-2002) – Shared Canvas resources repository for importing content into your course.
   7. [Help](http://guides.instructure.com/m/4152/l/41954-how-do-i-get-help-with-canvas) – Canvas Guides, Report Problem, Submit Feature, 24/7 number and chat, Manuals, Upcoming features, Release Notes.
3. [Course Navigation menu](http://guides.instructure.com/m/4152/c/23840) (20 minutes)
   1. [Announcements](http://guides.instructure.com/m/4152/c/23830) – post course announcements here.
   2. [Files](http://guides.instructure.com/m/4152/c/23847) – add course files here. (videos, documents, etc.)
   3. [Assignments](http://guides.instructure.com/m/4152/c/23831) – create assignments here.
   4. [Discussions](http://guides.instructure.com/m/4152/c/23845) – create discussions here.
   5. [Quizzes](http://guides.instructure.com/m/4152/c/23861) – create online quizzes here.
   6. [Pages](http://guides.instructure.com/m/4152/c/23858) – Create wiki/course pages here.
   7. [Modules](http://guides.instructure.com/m/4152/c/23855) – organize course content here.
   8. [Conferences](http://guides.instructure.com/m/4152/c/23835) – create web conferences with your students here.
   9. [Collaborations](http://guides.instructure.com/m/4152/c/23834) – create shared documents that students can collaborate on together.
   10. [Grades](http://guides.instructure.com/m/4152/c/23849) – enter student grades here.
   11. [People](http://guides.instructure.com/m/4152/c/23859) – course roster and activity.
   12. [Settings](http://guides.instructure.com/m/4152/c/23865) – course start/end dates, settings underneath course dates, Student View, import content from other Canvas courses, share to Commons, navigation settings.
4. Other resources and Q&A (5 minutes)
   1. [ID&T Canvas website](http://www.xavier.edu/id/canvas/) - all of our Canvas resources can be found here
   2. [Canvas Basics for Faculty Training Course](https://canvas.xavier.edu/courses/23190) – Xavier’s faculty training course on using Canvas – all faculty members are enrolled in this course
   3. [Canvas Training and Resources for Students](https://canvas.xavier.edu/courses/254) – Xavier’s student training course on using Canvas – all students are enrolled in this course
   4. [Teaching with Technology website](http://www.xavier.edu/teachingwithtech/) – brand new Xavier site that lists many different learning technologies that are available, organized by content type and an A-Z list **(in beta/testing phase)**
   5. [Canvas guides site](https://community.canvaslms.com/community/answers/guides/) – easy-to-follow guides for using all of the features in Canvas
   6. All Xavier faculty and students have **24/7 phone and live chat support access with Canvas.**  You can contact Canvas support for general how-to questions, technical questions, or if you experience any problems with Canvas.Canvas support can be reached at **855-778-9967** or by using the [live chat link](https://cases.canvaslms.com/apex/liveagentchat) found in the **“Help”** menu of Canvas.

**Turnitin and Rubrics**

As you may know, Turnitin is the plagiarism detector that is built into Canvas.  What you may not know is that the Turnitin interface in Canvas changed this year, including the Canvas assignment setup process.  This session will go over the Turnitin assignment setup process in Canvas, configuring the Turnitin assignment settings, and using the Turnitin rubrics feature. It is recommended to attend this session if you plan on using Turnitin in your courses and have not used it before, or if you have not used Turnitin over the last six months.

### **Turnitin Tutorials and Videos for Instructors**

1. [How do I create a Turnitin assignment?](https://community.canvaslms.com/docs/DOC-1799)  (Canvas tutorial)
2. [How do I change Turnitin settings for an assignment?](https://community.canvaslms.com/docs/DOC-5480) (Canvas tutorial)
3. [How do I manage Turnitin assignments?](https://community.canvaslms.com/docs/DOC-5448) (Canvas tutorial)
4. [How do I grade Turnitin assignments in SpeedGrader?](https://community.canvaslms.com/docs/DOC-2860) (Canvas tutorial)
5. [Turnitin LTI Tool for Canvas - How Instructors Create a Turnitin LTI Assignment in the Canvas LMS](https://vimeo.com/155202655) (video)
6. [Turnitin Instructor QuickStart Guide](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/01_Quick_Start_Guide) (Turnitin tutorials)
7. [Turnitn rubrics and grading forms guide](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/17_Grading_Tools/Rubrics_and_Grading_Forms) (Turnitin tutorials)
8. [Turnitin instructor similarity report guides](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/19_The_Similarity_Report) (Turnitin tutorials)
9. [All additional Turnitin guides for instructors](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/17_Grading_Tools/Rubrics_and_Grading_Forms) (Turnitin tutorials)
10. [PDF Version of all instructor Turnitin guides](https://guides.turnitin.com/@api/deki/files/13777/Feedback_Studio_Instructor_Guide_Full.pdf) (Turnitin tutorials)

### **Turnitin Tutorials and Videos for Students**

1. [How do I submit a Turnitin assignment?](https://community.canvaslms.com/docs/DOC-3119) (Canvas tutorial)
2. [How do I view Turnitin results for my assignment submission?](https://community.canvaslms.com/docs/DOC-3120) (Canvas tutorial)
3. [Turnitin LTI Tool for Canvas - How Students Submit a Document to a Turnitin Assignment](https://vimeo.com/155202201) (video)
4. [Turnitin student guides](https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides) (Turnitin tutorials)
5. [Turnitin Student QuickStart Guide](https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides/01_Student_QuickStart_Guide) (Turnitin tutorials)
6. [Turnitin student similarity report guides](https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides/Feedback_Studio_for_Students/15_The_Similarity_Report) (Turnitin tutorials)

**Zoom and BigBlueButton (Canvas Conferences)**

Interested in having virtual video conferences with your students for online presentations or to provide help to your students during your office hours?  Learn about Zoom and BigBlueButton (aka Canvas Conferences) in this session and decide which tool is best for you.  This session will show you how to easily host and record online meetings in both tools and will explain the differences between the two.

**Zoom**

1. To get started with Zoom, navigate to <https://xavier.zoom.us/>
2. Zoom guides on starting a meeting, joining a meeting, scheduling a meeting, and using the Zoom software controls (including recording) can be found on our website here: <http://www.xavier.edu/zoom/>
3. Zoom now has an integration in Canvas. The Zoom app for Canvas supports the ability to schedule meetings, list your upcoming meetings, list your meeting history, and join meetings within your Canvas courses. Faculty can now leverage Zoom meetings from within a Canvas course. Additional features include creating, joining and deleting Zoom meetings, as well as creating Canvas Calendar Events for your meetings and creating Canvas Conversations (messages) with your meeting details to send to participants.Download the Zoom app for Canvas guide by clicking or navigating to this link: <http://tiny.cc/nzw6my>
4. Zoom frequently asked questions and troubleshooting Xavier KB article: <https://services.xavier.edu/TDClient/KB/ArticleDet?ID=326>
5. Getting Started with Zoom Web Conferencing Xavier KB article: <https://services.xavier.edu/TDClient/KB/ArticleDet?ID=173>
6. Installing Zoom on a Mobile Device Xavier KB article: <https://services.xavier.edu/TDClient/KB/ArticleDet?ID=179>

**BigBlueButton**

1. Use the “Conferences” link in your Canvas courses to create web conferences with your students. Students can also create their own conferences using that link or within their Canvas group pages. Conferences include webcam sharing (video conferencing), microphone sharing (audio conferencing), screen sharing, and presentation viewing.
2. Conferences can be recorded by clicking the “Enable recording for this conference” box when setting up a new conference. When you are in the conference a record button appears at the top. Clicking the record button will start recording the conference. Clicking it again will stop the recording. **Note that recorded conferences are stored on the Conferences page for 14 days only once each conference has been concluded.**
3. Presentation formats include all Office documents (powerpoint, word, excel, etc.) and PDF. Instructors can annotate in the presentation area using the annotation bar.
4. Students in the conference can raise their hand to indicate they have a question.
5. All Canvas Conferences instructor guides can be found here: <http://guides.instructure.com/m/4152/c/23835>
6. All Canvas Conferences student guides can be found here: <http://guides.instructure.com/m/4212/c/50340>