Canvas Features Glossary Handout

Feature	Description	Usage
Home	**Home** is the landing screen for your course.	Use the Home page to provide a course description, general instructions for navigating and joining Zoom meetings, and other key information about your course.
Announcements	**Announcements** distribute course-wide communications to all students in your course. Announcements can be created ahead of time and set to send to students and post in the Announcements area on a specific date.	Use Announcements to: • Welcome students to your course and provide information on how to get started. • Provide instructions on how to connect to your Zoom meetings. • Remind students of upcoming events and due dates. • Recap key concepts discussed during the class Zoom meeting and address questions from the chat that may not have been answered. • Leave a message for the entire class with video or audio comments. • Celebrate student success and important events that may be of interest to your students.
Course Syllabus	The **Course Syllabus** provides the following course details: • Logistical information • Point-of-contact information • Description • Objectives and Outcomes • Evaluation Criteria and Breakdown • Required materials	Use the Course Syllabus as the contract between you and your students, as well as the blueprint for developing your entire course.

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	• Course and institutional policies • Schedule	
Modules	**Modules** provide a customizable area in Canvas for you to create the structure of your course where students can access all course-related materials such as lecture content, support materials, practice activities, and graded assignments. Individual Modules are built in this area to organize your course content and activities in a logical way for students, such as by weeks. This "modular" approach provides a guided learning path for students to follow.	As a best practice, add all content, activities, and assignments in the Modules area of your course. Build out Modules by adding: • Pages • Assignments • Discussions • Quizzes • Files • Text Headers • External URLs • External Tools

Grades	**Grades** provide the course gradebook for all graded assignments, discussions, and quizzes built in Canvas. (Instructor view provides a snapshot of graded work submitted by all enrolled students in your course. Student view provides the grades and comments for an individual student only.)	**Instructor View** Use the gradebook to: - See which students completed each assignment. - See how an individual student is performing. - Identify assignments that are on time, late, and missing. - Get a snapshot of current cumulative grades for all students. - Use the SpeedGrader feature to submit a grade and comments for each graded assignment. **Student View** Your students can use Grades to: - See their current standing in the course. - View grades for individual graded assignments. - View your feedback for each graded assignment. Note: When submitting assignments through Canvas, students can also submit comments to their instructor.

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Assignment	An **Assignment** in Canvas is an interactive screen in which students submit information (text, links, files, documents, etc.) to the instructor for feedback. • Assignments can be graded or ungraded. • Graded Assignments are tied to your Canvas gradebook.	Use Assignments in your course when creating interactive screens that enable your students to submit work to you. ***Assignments must be added to the Modules area of your course and published for students to view and access them.***
Quiz	A **Quiz** is an interactive screen in which students answer a series of questions to indicate proficiency of knowledge and skills (results submitted to the instructor), or answer survey questions to provide feedback. • Quizzes/surveys can be graded or ungraded. • Graded quizzes/surveys are tied to your Canvas gradebook.	Use Quizzes in your course when creating a Quiz (mid-term, exam, quiz, test, etc.) or Survey (entrance, mid-course, course evaluation). ***Quizzes must be added to the Modules area of your course and published for students to view and access them.***
File	A **File** provides students with direct access to a file (pdf, PowerPoint, document, etc.) that has been uploaded to your course.	***Files must be added to the Modules area of your course and published; or embedded in a published Page, Assignment, Discussion, Quiz, and/or Announcement for students to view and access them.***

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Page	A **Page** is an informational screen where you can present content to students in the form of text, images, videos, and links to additional resources. You can provide students with access to your PowerPoint Presentations, PDF files, etc. from within a Page. (Note: The screen that you are viewing right now was built as a Page in Canvas.)	Use Pages when creating screens that present information. *Pages must be added to the Modules area of your course and published for students to view and access them.*
Discussion	A **Discussion** is an interactive screen in which students communicate with each other **online** in Canvas on a specific topic by posting to a class forum and replying to others. • Discussions can be graded or ungraded. • Graded discussions are tied to your Canvas gradebook.	Use Discussions in your course when creating interactive screens that enable your students to converse with one another, share ideas, and reflect online. *Discussions must be added to the Modules area of your course and published for students to view and access them.*

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Text Header	A **Text Header** enables you to visually sub-divide your Module into sections and label groups of items within your Module.	Use text headers to organize your course materials within a Module. Added directly to a Module.
External URL	An **External Url** provides students with direct access to a web page outside of your course.	Added directly to a Module.
External Tool	An **External Tool** provides students with direct access to a tool available outside of your course.	Added directly to a Module.
Zoom	**Zoom** is an audio and video web conferencing tool that allows you to interact with your students online, in real-time. Facilitating live meetings will require access to Zoom, which is integrated directly into your Canvas course. It is one of Canvas' many tools that can be used to create collaborative learning experiences for your students.	Use Zoom to: • Conduct live, remote class sessions with your students. • Conduct virtual office hours to meet with students one-on-one.

Videos - Panopto	**Videos** provide access to Panopto— a video and hosting tool available that allows you to create new videos, as well as upload pre-recorded videos that were created using another application. Panopto works with common presentation tools, such as PowerPoint, Pages, Google Slides, and Prezi.	Benefits of using the Panopto **Videos** area of your course include: • Having a secure and centralized location for all videos within your Canvas course. • No limits for the size and number of videos that can be uploaded into your course. • Ability to embed videos in a page, announcement, or assignment simply by clicking the green Panopto icon in the Canvas rich text editor toolbar. • Students can launch a full-screen video player from Canvas and access a table of contents, captions, and notes for videos. • Students can search for keywords within a video and jump forward to precise video segments. • Panopto's interactive video player is supported on multiple devices, including tablets and phones.