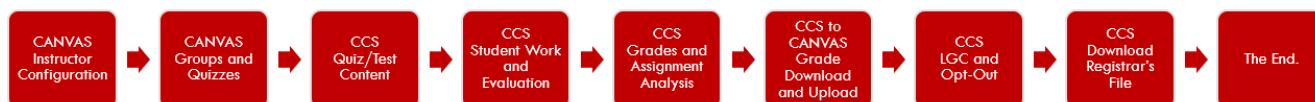


THE INSTRUCTOR'S HANDBOOK TO CANVAS AND INTEGRATION OF CANVAS WITH CCS



WRITTEN BY DR. BLERINA XHABLI

(updated on January 11, 2024)

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INTRODUCTION

Starting from the Summer of 2023, all UH instructors will exclusively utilize CANVAS as the Learning Management System. Consequently, it is crucial to acquire proficiency in effectively using CANVAS and seamlessly integrating it with other platforms, particularly CCS. CCS, the integrated version of the former CASA courseware system, has been designed to synchronize with CANVAS assignments and gradebook.

This handbook serves as a comprehensive guide to assist you in configuring CANVAS assignments and its gradebook, while seamlessly integrating these settings with CCS. If your course previously relied on the formal CASA courseware for online quizzes, tests, and other assessments, you will now transition to using CCS.

Throughout this guide, you will discover numerous new features that CANVAS offers, enabling you to enhance the effectiveness of your CANVAS course. It is important to note that this handbook primarily focuses on the fundamentals.

We will begin by providing guidelines on how to request CANVAS shells for your courses. Subsequently, we will proceed with step-by-step instructions on building the content of your CANVAS courses, including the Home Page, Syllabus, CANVAS groups, assignments for each group, Modules, and Gradebook. The setup process will emphasize the significance of CANVAS groups and their corresponding assignments, as they serve as the framework for the CANVAS gradebook and CCS usage.

After the completion of the CANVAS setup, we will proceed with the implementation of the CCS structure. This phase will involve learning how to install content for quizzes, tests, and practice tests within CCS, ensuring their accessibility to students. Additionally, we will explore how CCS facilitates the assessment of student performance in each assignment completed through its platform. This feature is similar to the functionality provided by CANVAS for quizzes created directly within the CANVAS system.

Finally, and of utmost importance, CCS provides us with the LGC (Letter Grade Calculator) to calculate letter grades at the end of the semester. This invaluable tool streamlines the process of determining final grades based on the established criteria from the CANVAS setup.

STEP 1: REQUEST CANVAS SHELLS FOR YOUR COURSES AND CONNECT TO CCS

You should be receiving emails from **UH Course Request Communication** to request your courses you will be teaching with all the instructions. For your convenience, you can click to this link to see how this process works: [How to submit a course request \(detailed instructions\)](#)

The CANVAS shells for your courses will be created in a timely manner to allow you enough time to set up your course with all the necessary details, information and assignments, before the semester starts.

Important Note 1: If you are requesting a course that has labs associated with it, then it is strongly recommended to request a merging of your course with its labs (unless the lab has a separate grade.) For example, this rule should apply to all calculus courses taught at UH, i.e. Math.2413/Math.2414/Math.2415 courses. This merging request is done in three steps as the following image shows:

Course Ticket Wizard Step 2 - Shell Information

Answer the following questions to create a course shell for this course.

Year	Semester	Session	Course	Class	Finite M
2023	Summer	2	MATH1324	10109	Finite M

Select a different course

Course organization

Combine other courses/classes with this course/class? ☒ Yes ☐ No
Only courses in the same semester and session can be combined.

Select a Course to Merge

You have chosen to combine the following additional courses/classes with this course

What template would you like to use?

- For a Teams course, select "Microsoft Teams Template".
Note: A Canvas course will also be created with a message redirecting students to use Teams.
- For a Canvas course, select any other template.
Note: A Teams course will also be created, but you must activate it manually.

☒ Starting template: Select a standard template

☐ Copy from my previous course: Select a course

Search Class Sections to Merge

Select course prefix: MATH ☒ Include Non-Enrollment Courses

Course Inclusion	Course Number	Class	Course Name	Course Topic	Instruction Type
Select	MATH1300	13360	Fundamentals of Math		LEC
Select	MATH1314	12069	College Algebra		LEC
Master Course	MATH1324	10109	Finite Math with Applications		LEC
Select	MATH1342	12919	Elementary Statistical Methods		LEC
Select	MATH1351	15020	Introduction to Geometric Reasoning		LEC
Select	MATH2413	10110	Calculus I		LEC
Non-Enrollment	MATH2413	10111	Calculus I		LAB
Non-Enrollment	MATH2413	10112	Calculus I		LAB
Non-Enrollment	MATH2413	11858	Calculus I		LAB
Select	MATH3325	11859	Transition to Advanced Mathematics		LEC

Important Note 2: If you cannot see the labs of your course after you select the merging feature, then please add a note at the comment section of the request and emphasize that you want the lecture and the labs to be merged. Write down all the lab sections to be included in the merge:

- ☒ Starting template:
- ☐ Copy from my previous course:
- ☐ Copy from another instructor's course.
- A new window will pop up to search your requested course.
 - Note: We will contact the original Instructor asking for approval to copy material into your course shell. If Instructor is not available, Dept. Chair permission will suffice.

➡ **Special Instructions**

- Early load date? Please supply specific date
- Older Template not available? Provide details
- Don't want any Teams course created? Please note that below
- Anything else? Please enter it below
- Note: TA requests are performed after "Submit Request" is complete

Please merge with the following lab sections:

math 2414/11520, math 2414/11521, math 2414/14343, math 2414/14344

Enter the lab sections to be merged.

The course request will be completed in a timely manner.

Once your CANVAS shell courses are created, it is important to contact Herbert Ward (hjward2@central.uh.edu) via email to request the activation of the corresponding CCS course shells. Please reach out to Herbert Ward at the provided email address to ensure the integration of CCS with your CANVAS course.

([Back to top](#))

STEP 2: CANVAS CONTENT MANAGEMENT AND NSM COURSE TEMPLATES

Welcome to CANVAS

The courses are created and now it is time to start building up the content. You can access your CANVAS account through AccessUH (click the CANVAS icon) or directly through <https://canvas.uh.edu/>.

After you login to your CANVAS account, you will see the CANVAS dashboard, which displays all your courses you will be teaching (and/or courses you have taught in the past.) There are two different types of courses: Published and Unpublished.

Published courses are the ones you have either taught in a previous semester or the ones you will be teaching. **If the course is published, the students can access your course and its contents.** Any unpublished courses that appear on your dashboard will be in their own "unpublished drafts" section of the page. Simply click the **publish** button on the course card to publish it.

The screenshot displays the Canvas Dashboard interface. On the left is a red sidebar with navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Commons, Help, and a back arrow. The main content area is titled "Dashboard" and is divided into two sections: "Published Courses (8)" and "Unpublished Courses (6)".

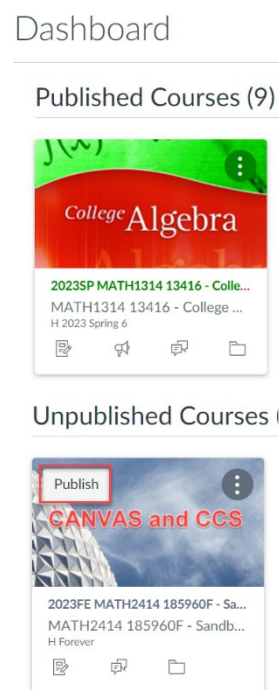
Published Courses (8): This section contains three course cards. The first card is for "College Algebra" (2023SP MATH1314 13416 - Colle... MATH1314 13416 - College ... H 2023 Spring 6). The second card is for "CALCULUS II" (2023SP MATH2414 14504 MAIN ... MATH2414 14504 MAIN - C... H 2023 Spring 1). The third card is also for "CALCULUS II" (2023SP MATH2414 14507 - Calc... MATH2414 14507 - Calculus II H 2023 Spring 1). Each card features a course image, title, ID, semester, and icons for announcements, discussions, assignments, and files.

Unpublished Courses (6): This section contains three course cards, each with a "Publish" button in the top left corner. The first card is for "2023SU MATH2414 10971 MAIN... MATH2414 10971 MAIN - C... H 2023 Summer 1". The second card is for "2023FA MATH2305 18011 - Discr... MATH2305 18011 - Discrete ... H 2023 Fall 1". The third card is for "2023FA MATH2414 11518 MAIN... MATH2414 11518 MAIN - C... H 2023 Fall 1". Each card also includes icons for announcements, discussions, assignments, and files.

By default, the CANVAS courses may be created in the published mode, which allows students to have access to the course content in CANVAS. You are strongly advised to put all your courses in the “Unpublished” mode. This allows the instructor to edit the course content without having students being exposed to unfinished work of yours. Once your content is ready, you should publish your course to make it accessible to the students. You can publish your course site in two ways: From the course's homepage, or from your Canvas Dashboard.

Publishing your course from your Dashboard

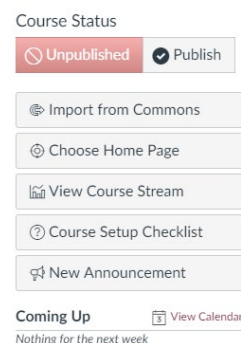
Simply push the publish button on the course card to publish it:



Publishing your course from the course's homepage

Publish your course by clicking the **Publish** button in the course status bar on the main course page.

A **red box** with the word "Unpublished" means that students cannot access your course.



A **green box** with the word "Published" means that enrolled students can access your course.

Course Status

☐ Unpublish ☒ Published

[Import from Commons](#)

[Choose Home Page](#)

[View Course Stream](#)

[Course Setup Checklist](#)

[New Announcement](#)

[View Course Analytics](#)

Coming Up [View Calendar](#)

Nothing for the next week

Note: Published courses that haven't yet been accessed by students can be unpublished.

2023FE MATH2414 185764 - DEV: Canvas CCS Training

Course Status

☐ Unpublish ☒ Published

[Import Existing Content](#)

[Import from Commons](#)

[Choose Home Page](#)

[View Course Stream](#)

[Course Setup Checklist](#)

[New Announcement](#)

[New Analytics](#)

[View Course Notifications](#)

Coming Up [View Calendar](#)

Nothing for the next week

Note: Published courses that have been accessed by students cannot be unpublished:

2023SP MATH1314 13416 - College Algebra

Math.1314 - College Algebra Marathon

[Start here!](#) [Professor](#) [Syllabus](#) [Modules](#) [Help](#)

Welcome to Math.1314 - College Algebra course with Dr. Xhabli. I hope you are all ready to begin the 5 week marathon of learning College Algebra. **College Algebra**

Course Status

☐ Unpublish ☒ Published

[Import Existing Content](#)

[Import from Commons](#)

[Choose Home Page](#)

[View Course Stream](#)

[Course Setup Checklist](#)

[New Announcement](#)

[New Analytics](#)

[View Course Notifications](#)

To Do

1 Grade Practice Test 3 100 points • Multiple Due Dates

Using UH NSM Templates for your Course

In the following steps of this handbook, we will show how to build the CANVAS course content from scratch and how to manage it properly.

On another note, you can use **standard UH template** or **NSM templates** to help you organize your course content. **You can request such templates when you complete the course request form, or you can copy them from Commons on your own.**

Let's have a look at NSM templates: The NSM-IT Canvas Course Templates have been designed to help you get started structuring your content in Canvas and can be easily imported into your course and customized for your needs.

NSM-IT Sample Template Basic:

[View NSM-IT Basic Template mini-showcase](#): To preview the template to get an idea of what would work best to guide the student learning in your course.


[View NSM-IT Sample Template Basic – Production Course](#)

For your convenience, I will provide some screenshots of how this template will look like in your CANVAS course.







Homepage Look:

[H Forever](#)
[Home](#)
[Syllabus](#)
[Modules](#)
[Grades](#)

Course Front Page – UH Colors



Course Title and Code
Instructor's Name | Year | Class Time



Getting Started | **Course Syllabus** | **Course Modules** | **Course FAQ'S** | **Student Resources** | **Office Hours**

[Instructor Note: Here is the place reserved for a short welcome message & course description. You want to keep the paragraph short and sweet and direct them to various menu items and links to acquire important course information. You may also like to remind students to [update their Canvas settings](#) ⚙️, and the desired contact information to receive important course information in a timely fashion.]

Also, view an [alternative front page template here](#).

Syllabus Look:

Course Syllabus



Course Name | Course Number | Course Section

The template below is just that: a template. This is an optional resource. We invite faculty to edit the content to best fit their courses. Currently, the template structure meets the following Quality Matters standards 1.2, 1.3, 1.4, 1.5, 1.6, 6.4, 7.1, 7.2, 7.3, 8.6.

To incorporate this into your course, follow the instructions below:

1. Click on Edit.
2. Click on HTML Editor to edit using code (necessary for Syllabus Navigation)/ copy and paste text into the needed areas to modify content.
3. Click Save/Save and Publish.

Syllabus Navigation

Course Policies

- [Course Description and Structure](#)
- [Prerequisites and Necessary Skills](#)
- [Required Texts and Materials](#)
- [Course Outcomes](#)
- [Technical Requirements](#)
- [Technical Support](#)
- [Course Assessment & Grades](#)
- [Academic Support Services](#)
- [Online Etiquette](#)
- [Participation](#)
- [Course Absence](#)
- [Late Work](#)
- [Plagiarism](#)
- [Syllabus Revision](#)
- [Fair Use](#)
- [UH Required Syllabus Language](#)

University Policies

- [Accommodations](#)
- [Intellectual Dishonesty](#)
- [Title IX Sexual Misconduct](#)
- [Code of Student Rights, Responsibilities, and Conduct](#)
- [Campus Grading Policies](#)
- [Grade Appeal](#)
- [Dropping a Course](#)

[Download a copy of the syllabus](#) ➞

Download the Course Schedule

Office Hours Look:

Office Hours and Contact Info



Our Office Hours

Instructor Office Hours	TA Office Hours
Instructor Name Office Hours: Day & Time or By Appointment Email: xxx@xxx.edu Phone: (xxx) xxx-xxx Campus Location: xxxxxx Online Meeting Link: xxxxxx	TA Name Office Hours: Day & Time or By Appointment Email: xxx@xxx.edu Phone: (xxx) xxx-xxx Campus Location: xxxxxx Online Meeting Link: xxxxxx
Instructor Name Office Hours: Day & Time or By Appointment Email: xxx@xxx.edu Phone: (xxx) xxx-xxx Campus Location: xxxxxx Online Meeting Link: xxxxxx	TA Name Office Hours: Day & Time or By Appointment Email: xxx@xxx.edu Phone: (xxx) xxx-xxx Campus Location: xxxxxx Online Meeting Link: xxxxxx
Instructor Name Office Hours: Day & Time or By Appointment Email: xxx@xxx.edu Phone: (xxx) xxx-xxx Campus Location: xxxxxx Online Meeting Link: xxxxxx	TA Name Office Hours: Day & Time or By Appointment Email: xxx@xxx.edu Phone: (xxx) xxx-xxx Campus Location: xxxxxx Online Meeting Link: xxxxxx

[< Previous](#)[Accessibility Needs Assessment](#)[Next >](#)

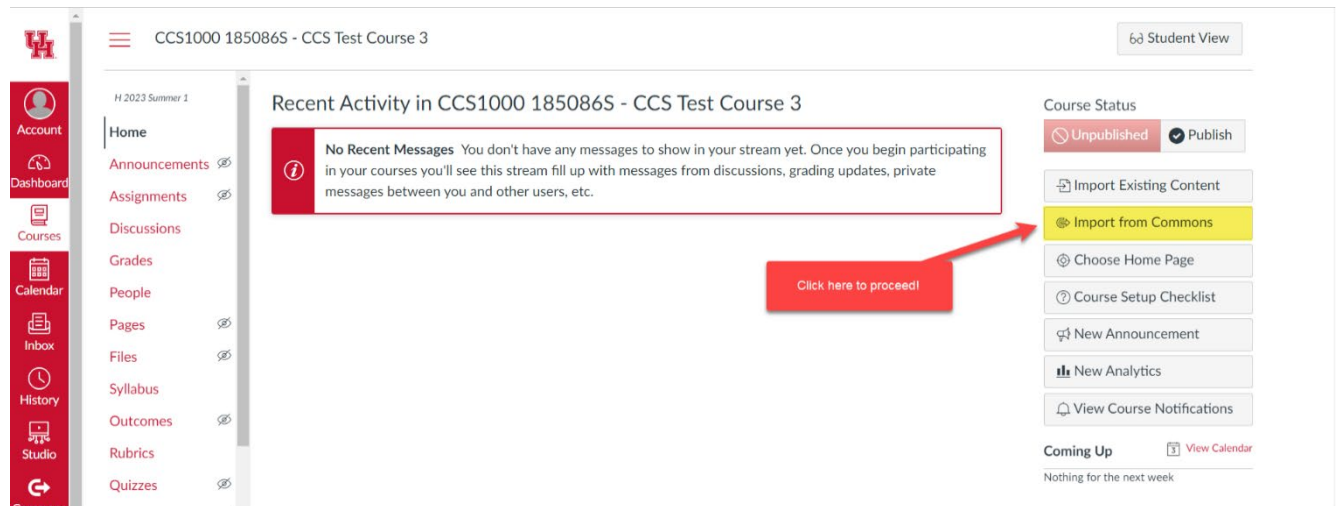
If you prefer this look for your course, there are two ways to adopt this template.

You either can import from Commons or you can import from a downloaded package file. Copying this template from Commons is the best approach.

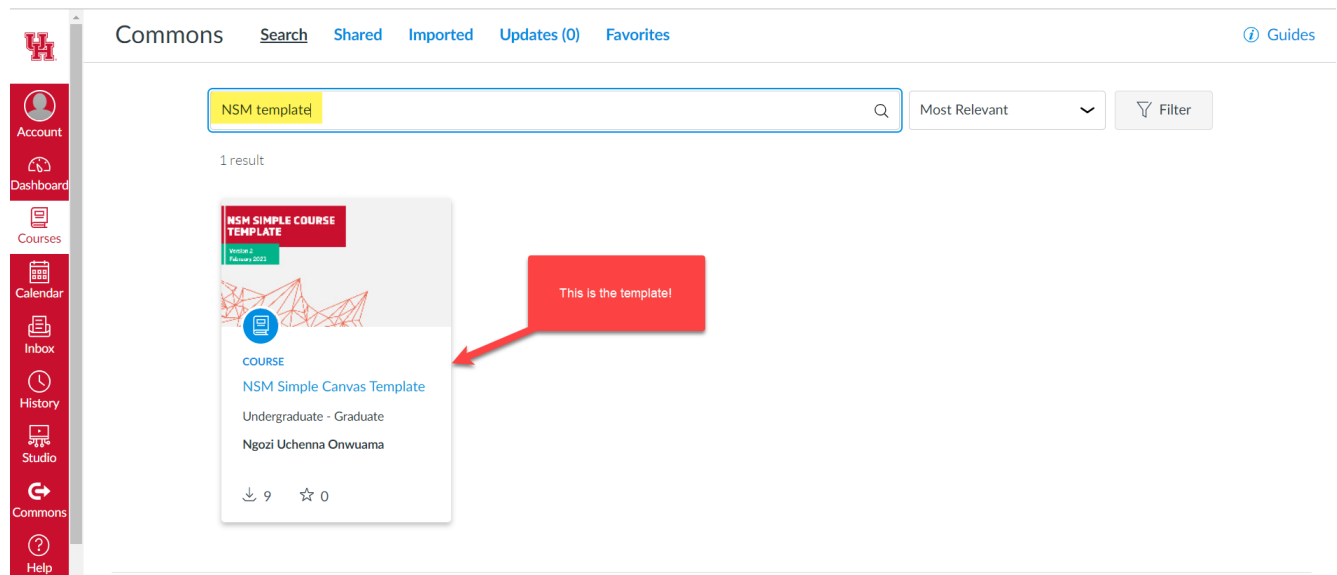
Commons is a learning object repository that enables educators to find, import, and share resources. Being a digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.

Here are the steps to import from Commons:

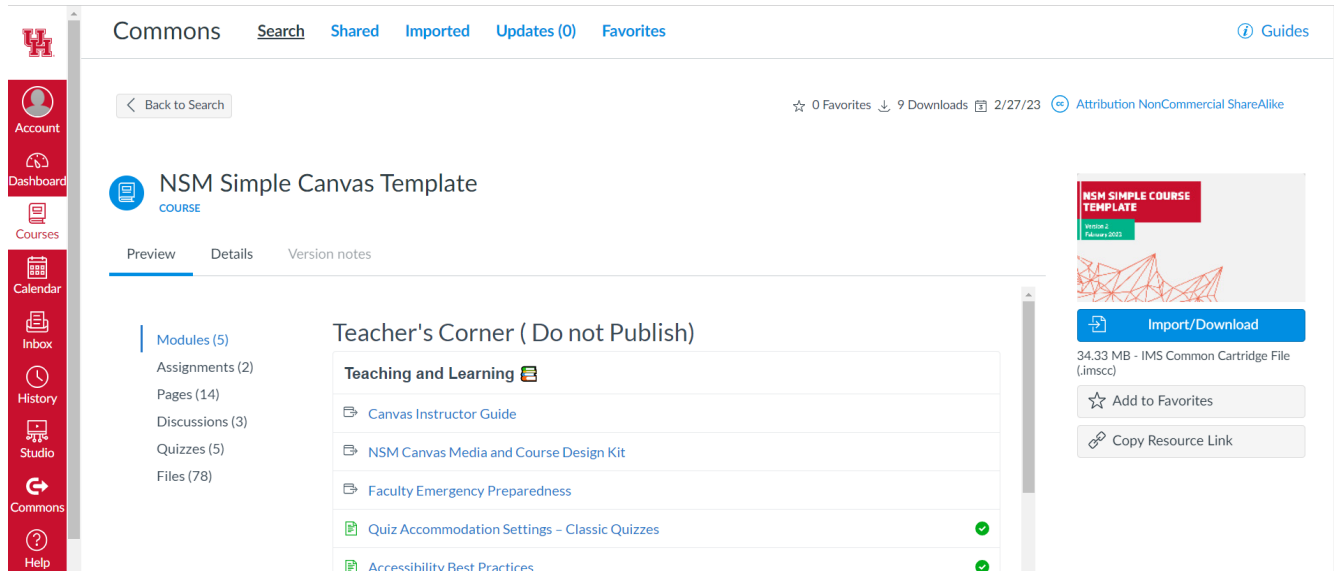
1. In your main page of your CANVAS course shell, on the right-side column, click Import from Commons, and proceed:



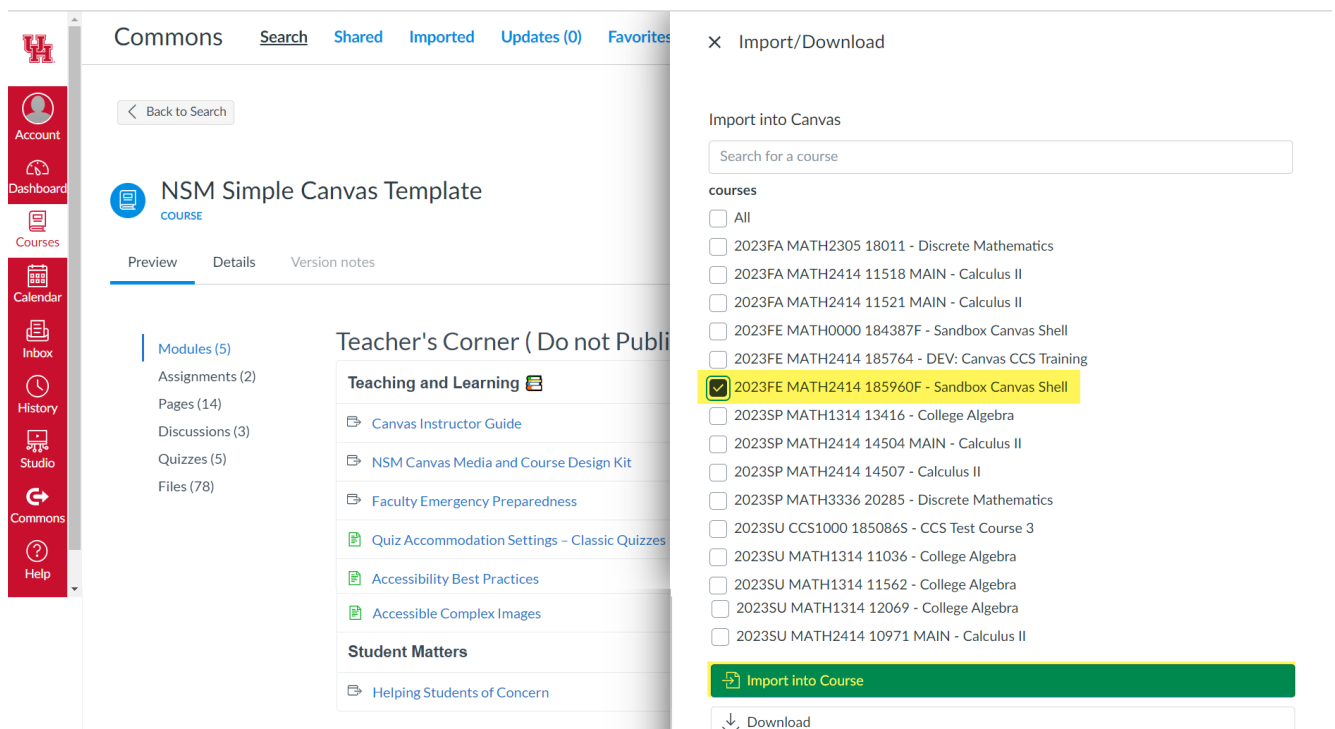
2. You will be directed to the Commons content. Write NSM Template on the Search bar to find this template. (You can search UH and you will see more templates as well):



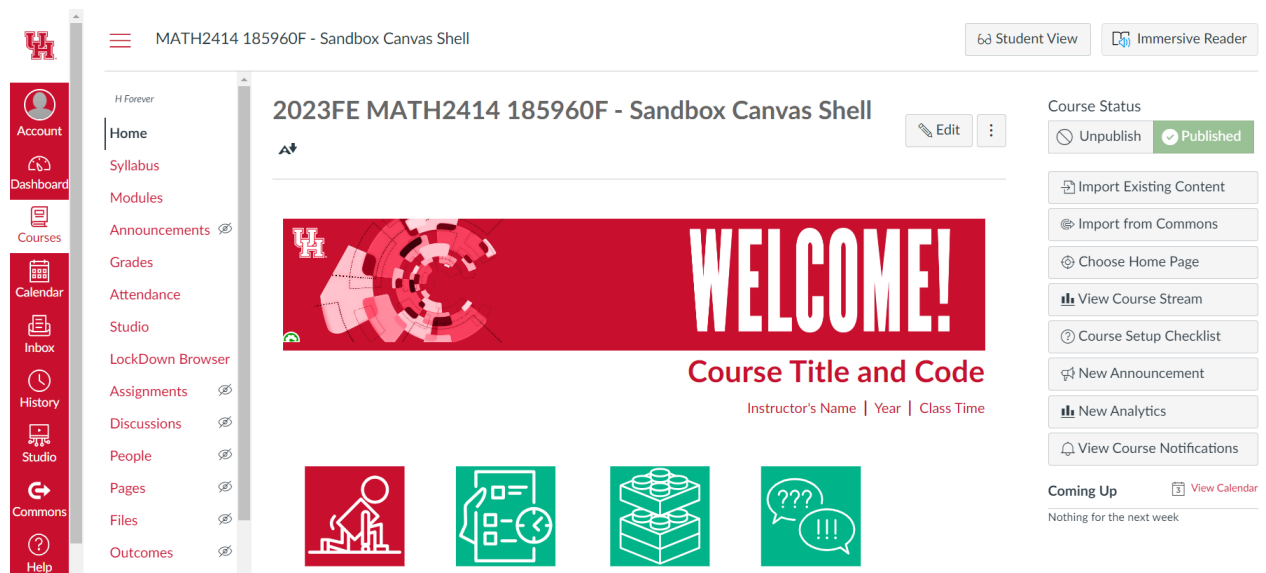
3. Open the template and feel free to check it out. On the right-hand side, click Import/Download:



4. Then you will be directed to select the course you want to import this template. **It is strongly recommended that you either import this template in an empty CANVAS shell or in a course you have not started setting it up. Otherwise, the old content will be overwritten.** Select the course and click Import:



5. The template will be ready in your CANVAS course shell for you to use and modify.



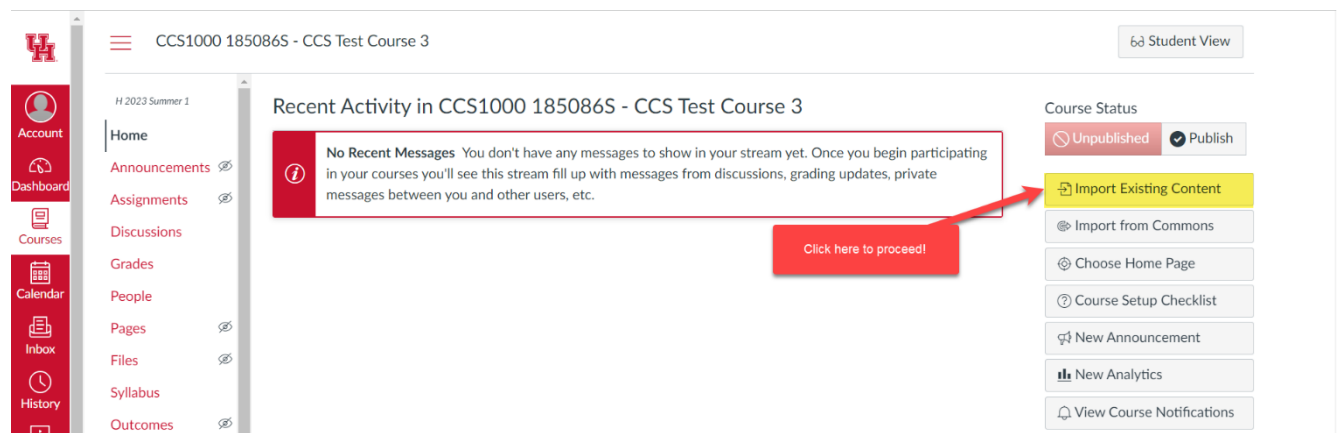
Do your changes properly before you publish to students.

NSM-IT Sample Template Embellished

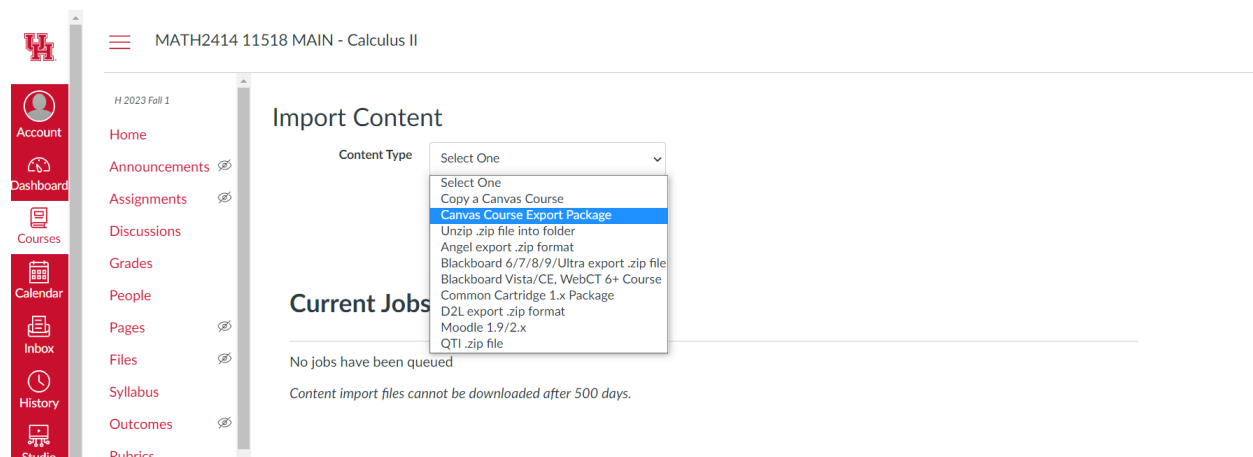
This template is a work in progress and has not been released to Commons yet. If you want to have a look at it, you can visit the following link:

[View NSM-IT Template Embellished mini-showcase](#): To preview the template to get an idea of what would work best to guide the student learning in your course.

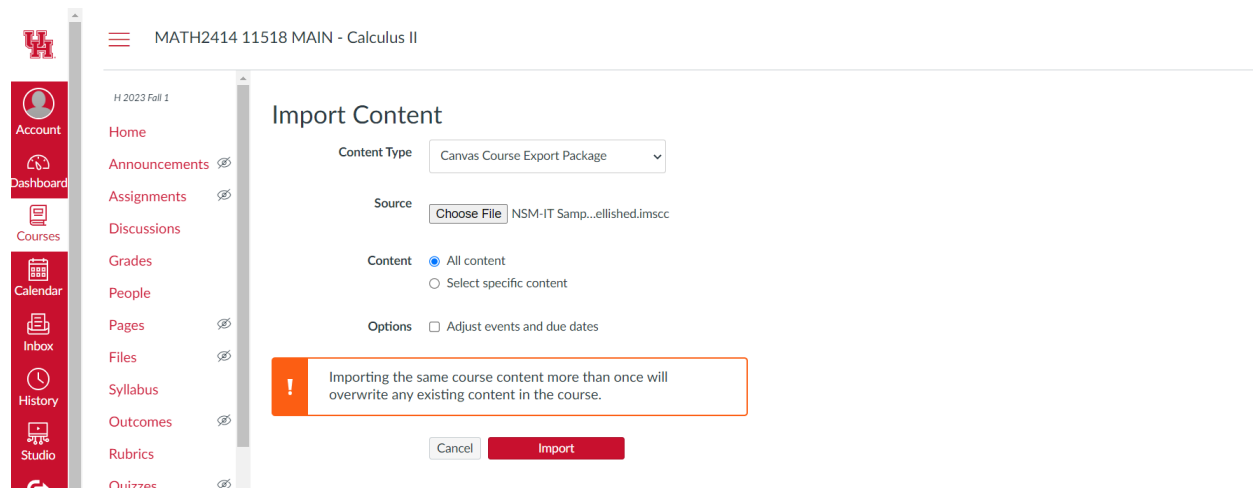
If you want to experiment with this template, you should download the template package from this link [Download Canvas imsc file](#) (do not try to open this file). Then, on your empty course main page, click Import Existing Content:



On the next step, choose Canvas Course Export Package to import the downloaded file from your computer:



After uploading the package, you will be able to choose whether you want to upload all the features or only some of them:



If you are uploading/importing into an empty sandbox shell, you should choose all content, and then modify and use selected content for your courses. Otherwise, you should know exactly what to copy for your use.

At the end, click Import. It will take some time (not too long) for your template to be uploaded in your CANVAS shell.

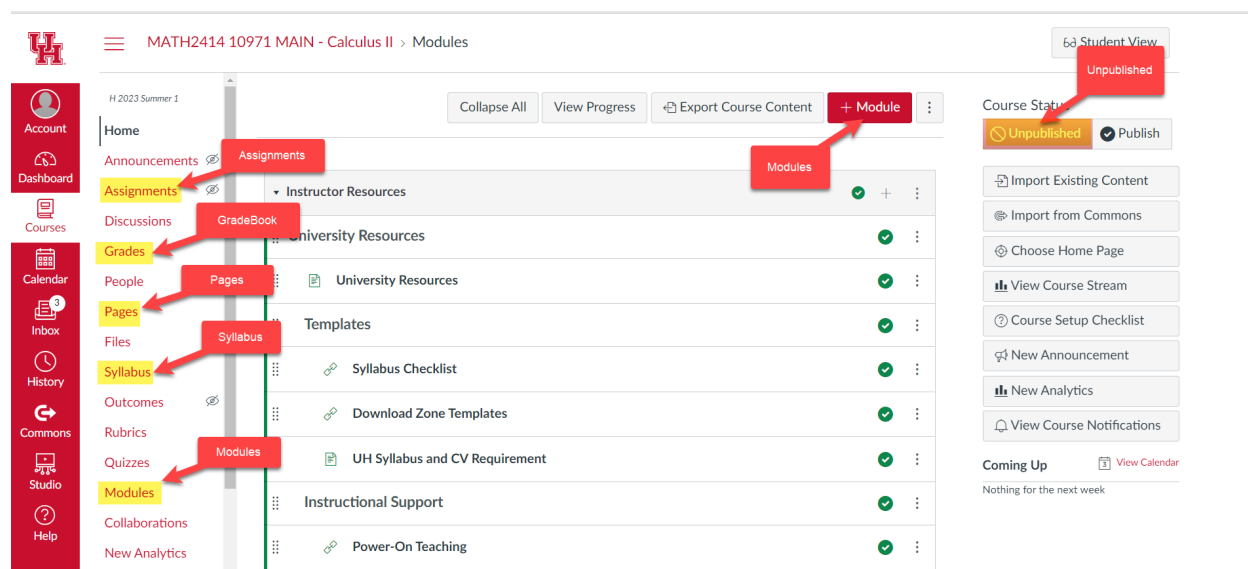
This is all how to get advantage of some preset templates for your course.

[\(Back to top\)](#)


STEP 3: THE COURSE HOME PAGE AND THE NAVIGATION MENU ADDITIONS

Course Home Page

Click the unpublished course you want to work on and you will be directed to the main page of that course. This is how the untouched main page looks like:



On the main page, you might see a module called “Instructor Resources”. It is strongly recommended that you check them out if you need any help with those guidelines.

You should be able to see  the button for your course.

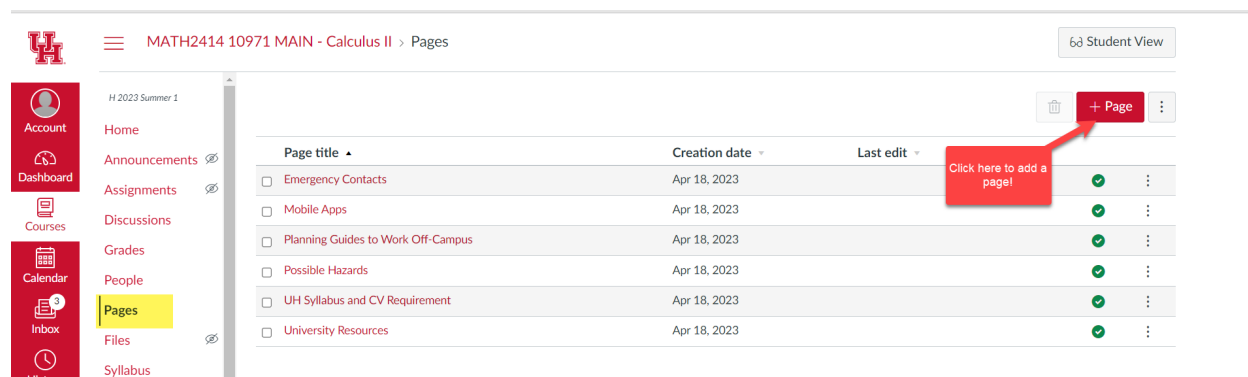
You should click Publish once you are ready. If you see a green arrow next to the item, you should know that students will have access to it as it is assigned. If you want to hide some content, just click on the green arrow, and your item will become inaccessible.

The course navigation menu is the column on the left side of the page with default links/tabs on it that helps the instructor to navigate easily through the course content. We have highlighted the features/links from the course navigation menu that are crucial in the initial setup. After we finish setting up all those features, your class is ready to publish. At the end, we will show how to add other important tabs for your course.

When a class is published, it is the instructor’s choice to make an impression to your class. You can create a home page where you put your information and class information

and maybe something more. Or you can choose the syllabus to show up, or you can leave it as it is, all will be fine.

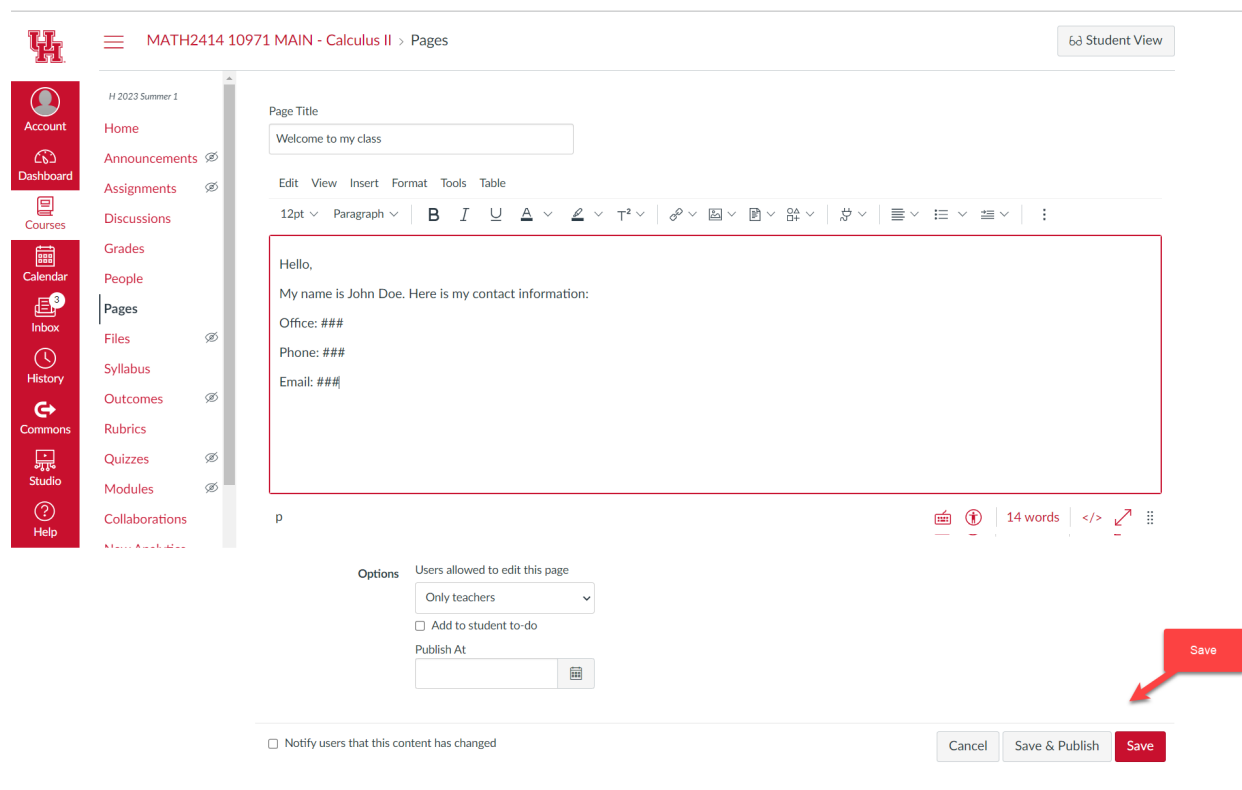
We will show how to create a home page for your course. Click “Pages” on the left column. It is one of the highlighted features. You will see a list of the existing pages of instructor resources. Click “+Page” button as shown below:



The screenshot shows the Canvas LMS interface for a course titled "MATH2414 10971 MAIN - Calculus II". The left sidebar has a red vertical bar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Pages. The "Pages" icon is highlighted. The main content area shows a list of existing pages with columns for Page title, Creation date, and Last edit. A red callout box points to the "+ Page" button at the top right of the list with the text "Click here to add a page!".

Page title	Creation date	Last edit
<input type="checkbox"/> Emergency Contacts	Apr 18, 2023	
<input type="checkbox"/> Mobile Apps	Apr 18, 2023	
<input type="checkbox"/> Planning Guides to Work Off-Campus	Apr 18, 2023	
<input type="checkbox"/> Possible Hazards	Apr 18, 2023	
<input type="checkbox"/> UH Syllabus and CV Requirement	Apr 18, 2023	
<input type="checkbox"/> University Resources	Apr 18, 2023	

Then you will be directed to an empty page to fill:



The screenshot shows the Canvas LMS interface for a course titled "MATH2414 10971 MAIN - Calculus II". The left sidebar has a red vertical bar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Pages. The "Pages" icon is highlighted. The main content area shows a form to create a new page. The form includes a "Page Title" field, a rich text editor, and an "Options" section for editing permissions. A red callout box points to the "Save" button at the bottom right of the form.

Page Title: Welcome to my class

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² Link Image Video Embed Table

Hello,
My name is John Doe. Here is my contact information:
Office: ###
Phone: ###
Email: ###

Options: Users allowed to edit this page
Only teachers
☐ Add to student to-do
Publish At

14 words

Save

At the end, you should save your work, and if you are satisfied with the look, then you should publish it. Your page is ready. Click the three dots and make it a “Front Page”.

The screenshot shows the Canvas LMS interface for a course titled "MATH2414 10971 MAIN - Calculus II". The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, and a list of course items (Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus). The main content area displays a "Welcome to my class" page with a "View All Pages" button and a "Published" button. A red callout box points to the three dots menu next to the "Published" button, with the text: "Click on these three dots and choose the option to set the mainpage."

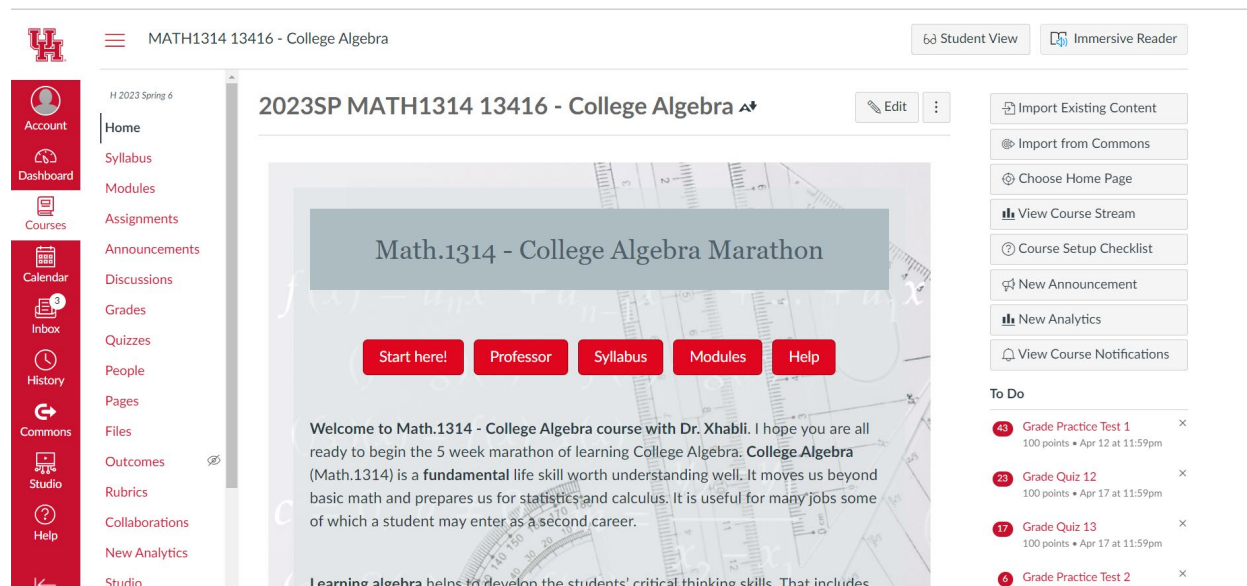
Then go **Home**, and click “**Choose Home page**” to select your Front page:

The screenshot shows the Canvas LMS interface for the same course, now in the "Home" view. The left sidebar is the same, but the "Home" link is highlighted. The main content area shows a list of "Instructor Resources" including "University Resources", "Templates", and "Instructional Support". A red callout box points to the "Choose Home Page" button in the right sidebar, with the text: "Click here."

All is done. This is what your students will see when they login to this course:

The screenshot shows the final Canvas LMS interface for the course, titled "2023SU MATH2414 10971 MAIN - Calculus II". The left sidebar is the same, but the "Home" link is highlighted. The main content area displays a "Hello," message and contact information for John Doe. The right sidebar shows the "Course Status" section with "Unpublished" and "Publish" buttons, and a list of course items (Import Existing Content, Import from Commons, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, New Analytics, View Course Notifications). The "Choose Home Page" button is now visible in the right sidebar.

You can make it pretty, you can add picture of yours, you can add a lot of things. Here is an example of how a home page can look like:



CANVAS allows you to do anything with your pages etc. You have features to add links, images, upload content and many more. You can keep it simple and set the home page to be your syllabus or your modules (where you put course content.) This is all about the Home Page of your course.

Adding Apps/Tabs on the Course Navigation Menu

The Course Navigation Menu is a series of tabs/links on the left side of your course that help you and your students access different course areas. The Course Navigation Menu is always visible on its respective pages.

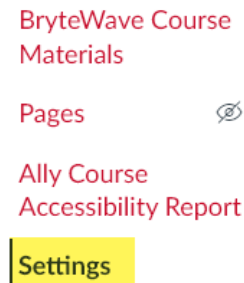
As an instructor, you can control which links appear in Course Navigation. Canvas includes a set of default Course Navigation links that are shown by default and cannot be renamed. Depending on your course configuration, other links may be available and may be customizable.

Links to sections that don't have any content and that students cannot create content for will be automatically hidden for students and will display the Visibility icon to instructors. For example, if there are no learning outcomes set for the course, you will

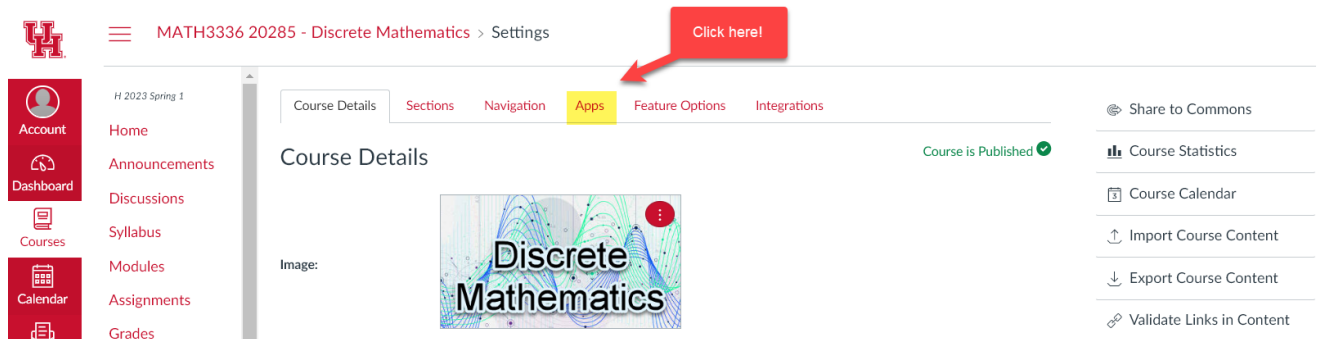
see the Outcomes link with the Visibility icon, but students will not see the link at all. Configured External Apps may create additional Course Navigation links.

CCS system is an external App for which we should create a link/tab on the navigation menu. Here is how to add the CCS tab/link to your course navigation menu:

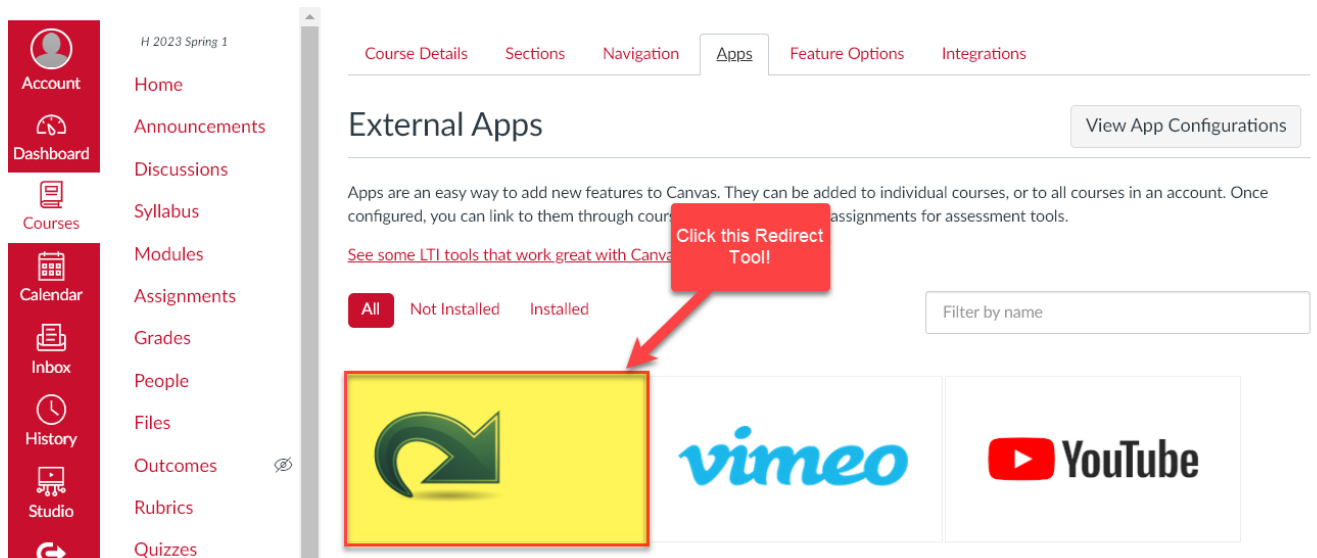
1. Click Settings link from the course Navigation menu (it should be the last item).



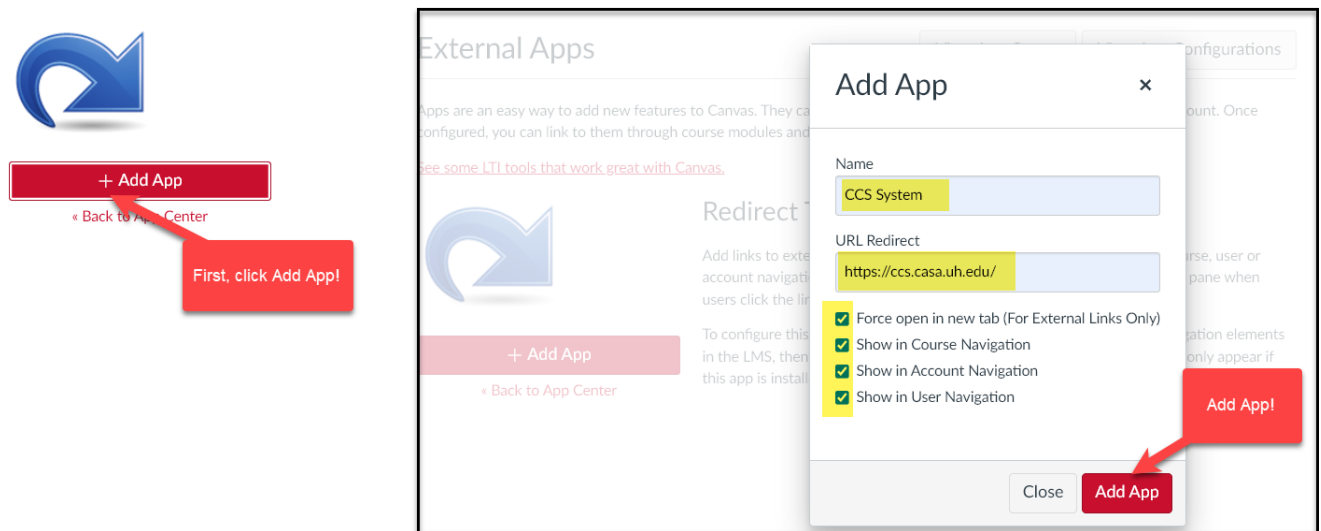
2. On this page, click the Apps tab to continue:



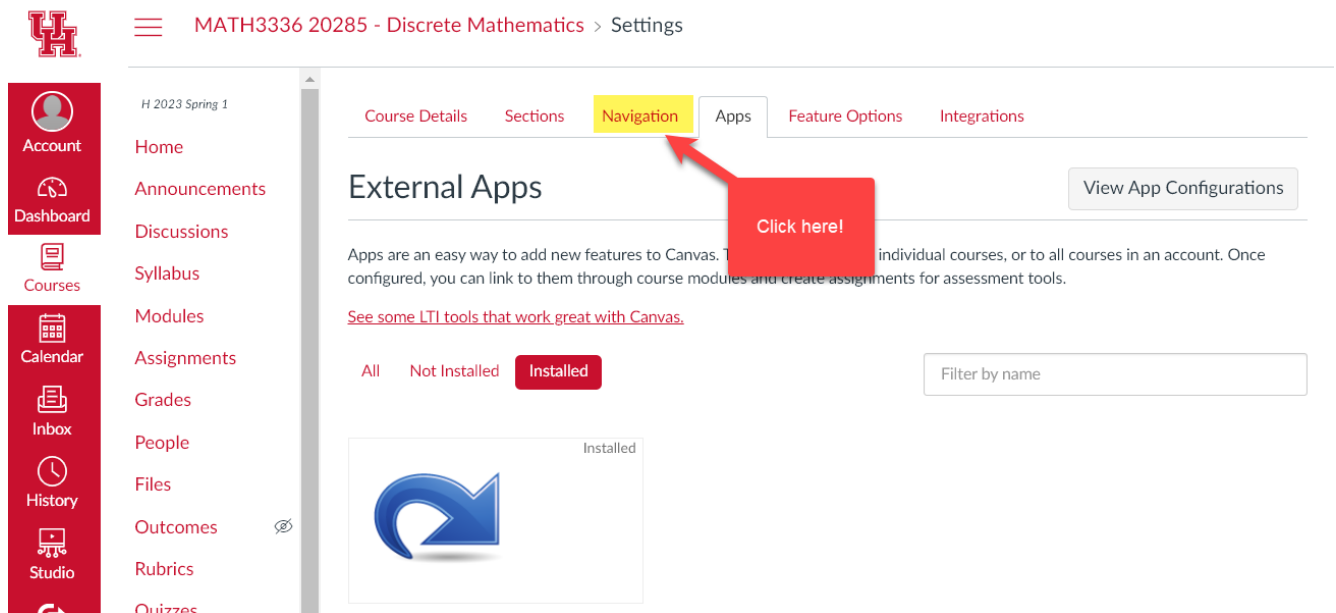
3. On this page, click the Redirect Tool icon and continue:



4. Then click +Add App and fill in the details. Click Add App at the end:



5. On this page, click Navigation tab:



6. Refresh the list, and find CCS System link and drag/drop to the position you like:

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Discussions	⋮
Syllabus	⋮
Modules	⋮
Assignments	⋮
Grades	⋮
People	⋮
Files	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Collaborations	⋮
New Analytics	⋮
Studio	⋮
LockDown Browser	⋮
Course Reserves	⋮
Attendance	⋮
Top Hat	⋮
BryteWave Course Materials	⋮
Ally Course Accessibility Report	⋮
CCS System	⋮



Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Discussions	⋮
Syllabus	⋮
Modules	⋮
Assignments	⋮
CCS System	⋮
Grades	⋮
People	⋮
Files	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Collaborations	⋮
New Analytics	⋮
Studio	⋮
LockDown Browser	⋮
Course Reserves	⋮
Attendance	⋮
Top Hat	⋮
BryteWave Course Materials	⋮
Ally Course Accessibility Report	⋮

Do not forget to click **Save** at the end of this page. CCS System is added to menu.

You can check the CCS System tab/link is available in the course navigation menu now. Similarly, you can add Teams link or Google Drive links or other resources that are important for your course.

Account

Dashboard

Courses

Calendar

Inbox

H 2023 Spring 1

Home

Announcements

Discussions

Syllabus

Modules

Assignments

CCS System

Grades

[\(Back to top\)](#)

STEP 4: THE COURSE SYLLABUS

On the home page, click the **Syllabus** on the left and then click **Edit** as shown below:

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

H 2023 Summer 1

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

MATH2414 10971 MAIN - Calculus II > Syllabus

63 Student View

Immersive Reader

Course Syllabus

The syllabus page shows a table-oriented view of the course schedule, and the basics of the course. You can add any other comments, notes, or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Jump to Today

Edit

Click here to edit!

April 2023						
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Course assignments are not weighted.

Course Summary:

Date	Details	Due
------	---------	-----

You can copy/paste your syllabus in word format (easy and strongly recommended for accessibility standards), or you can attach your pdf file of the syllabus, or you can type it on your own in the provided space. Once done, click Update. Your syllabus can look like:

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

H 2023 Summer 1

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

MATH2414 10971 MAIN - Calculus II > Syllabus

63 Student View

Immersive Reader

Course Syllabus

Math2414-CalculusII

Time: MWF 10:00am-11:00am

(add more info)

Assignments and Percentages:

Test 1 - 15%

Test 2 - 15%

Test 3 - 15%

Quizzes - 15%

Poppers - 10%

Final - 30%

Course Summary:

Date	Details	Due
------	---------	-----

This is how you can make the content of the Syllabus available. You can link the syllabus in your created homepage to give students one more reason to read it.

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STEP 5: CREATING GROUPS OF ASSIGNMENTS IN CANVAS

The Importance of Groups

In CANVAS, the creation of assignments is a fundamental feature for any course. It allows instructors to design and administer assessments effectively. However, creating groups of assignments takes this functionality to the next level. Grouping assignments together is essential for instructors to monitor students' progress and ensure that the overall grading aligns with the percentages specified in the syllabus. This setup enables instructors to have a comprehensive view of students' performance throughout the semester.

Moreover, the assignment grouping setup benefits students as well. They can easily track their progress and evaluate their performance over time. By organizing assignments into groups, students gain a clear understanding of their overall achievements and can gauge their progress in the course.

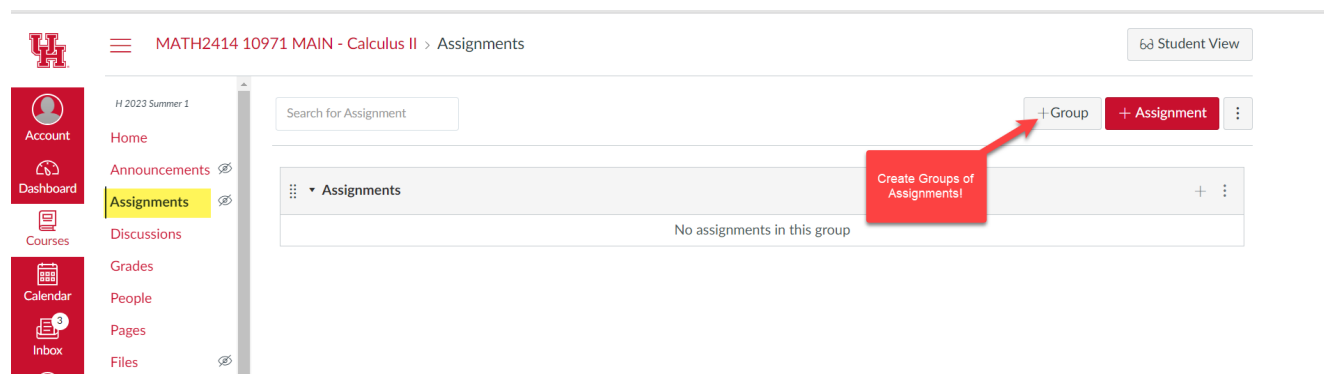
This setup holds great significance as it offers valuable insights and facilitates effective monitoring of student progress throughout the semester. It ensures that both instructors and students have a clear overview of the course and promotes a productive and informed learning experience.

Golden Rule #1:

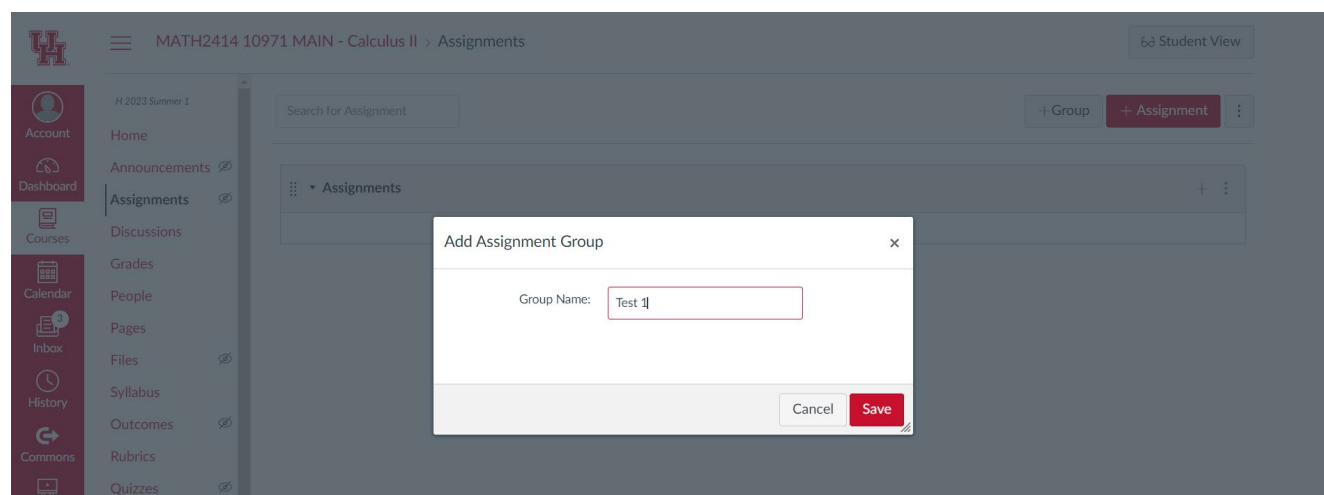
Every assessment mentioned in syllabus must have their own group in CANVAS.

Creating Groups in CANVAS

Click the **Assignments** on the left column of the page, and begin creating groups on the Assignments page. Click **+Group** to add a group for each assessment:



Write the name of the group and click **Save**:

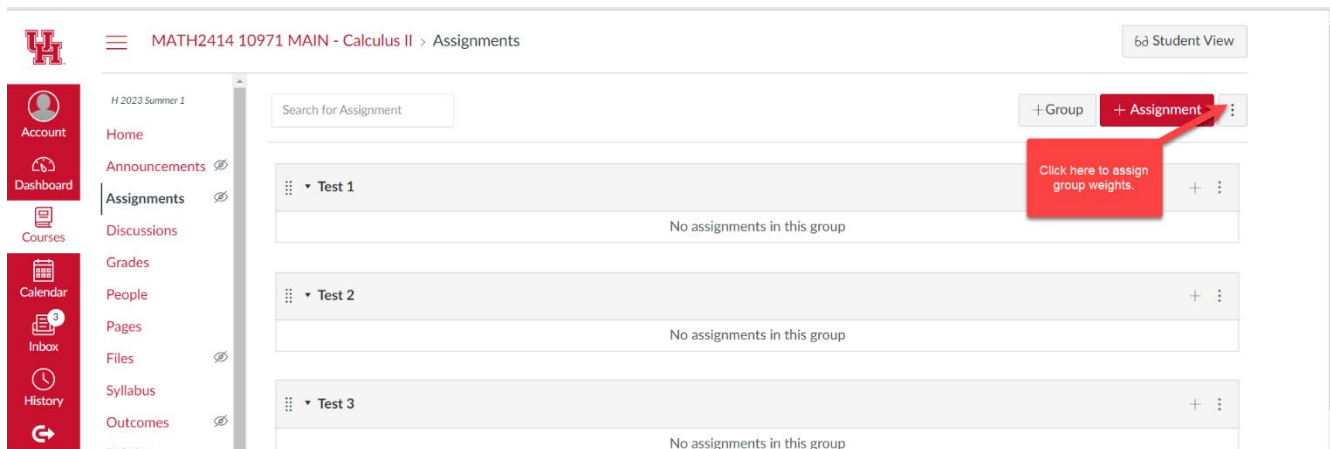


It is recommended to name the groups according to the different assessments you have in your syllabus. For example, if your syllabus contains Test 1, Test 2, Test 3, Final Exam, Online Quizzes, Homeworks and Poppers, **you should aim to create a group for each.**

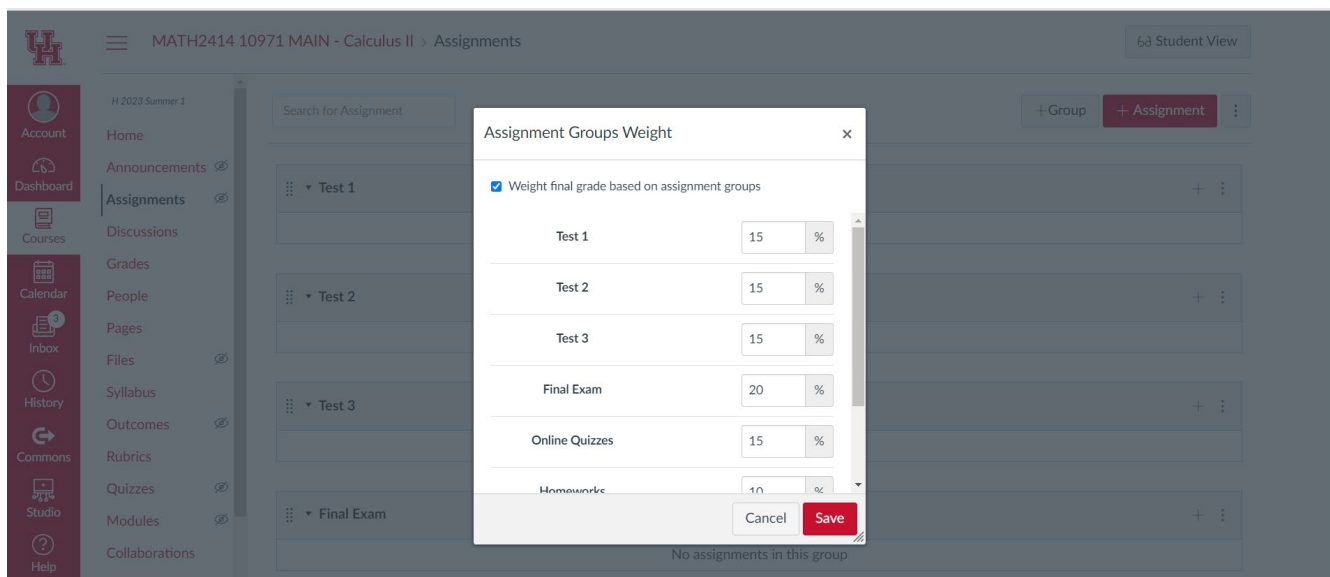
Assignments and Percentages:

Test 1 - 15%
Test 2 - 15%
Test 3 - 15%
Quizzes - 15%
Homeworks - 10%
Poppers - 10%
Final - 20%

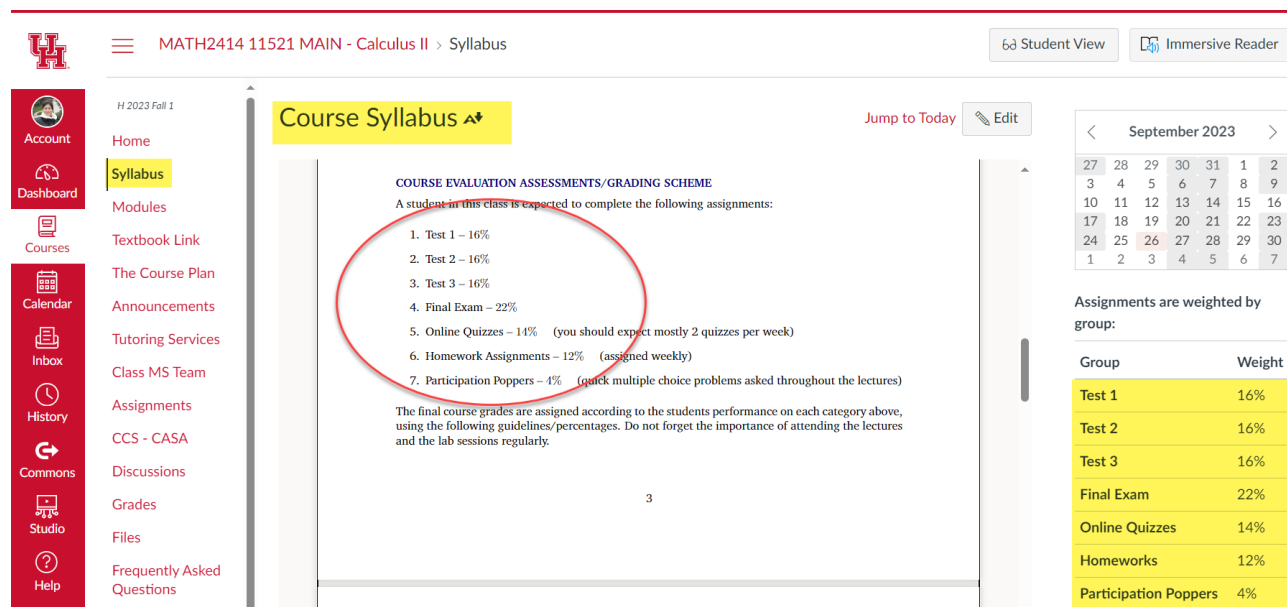
Repeat these steps to create all the groups that your course needs. After creating all the groups for each assessment, you have stated in your syllabus, it is time to assign their percentages as given in the syllabus. Click the three dots as shown:



After you click the three dots, select the group weights option, and then complete them. Make sure they match with the percentages you have in syllabus. Save them:



A cool thing about groups is that they show up next to the syllabus. You can always check from the Syllabus page to make sure that all is set properly.



COURSE EVALUATION ASSESSMENTS/GRADING SCHEME

A student in this class is expected to complete the following assignments:

1. Test 1 – 16%
2. Test 2 – 16%
3. Test 3 – 16%
4. Final Exam – 22%
5. Online Quizzes – 14% (you should expect mostly 2 quizzes per week)
6. Homework Assignments – 12% (assigned weekly)
7. Participation Poppers – 4% (quick multiple choice problems asked throughout the lectures)

The final course grades are assigned according to the students performance on each category above, using the following guidelines/percentages. Do not forget the importance of attending the lectures and the lab sessions regularly.

3

Assignments are weighted by group:

Group	Weight
Test 1	16%
Test 2	16%
Test 3	16%
Final Exam	22%
Online Quizzes	14%
Homeworks	12%
Participation Poppers	4%

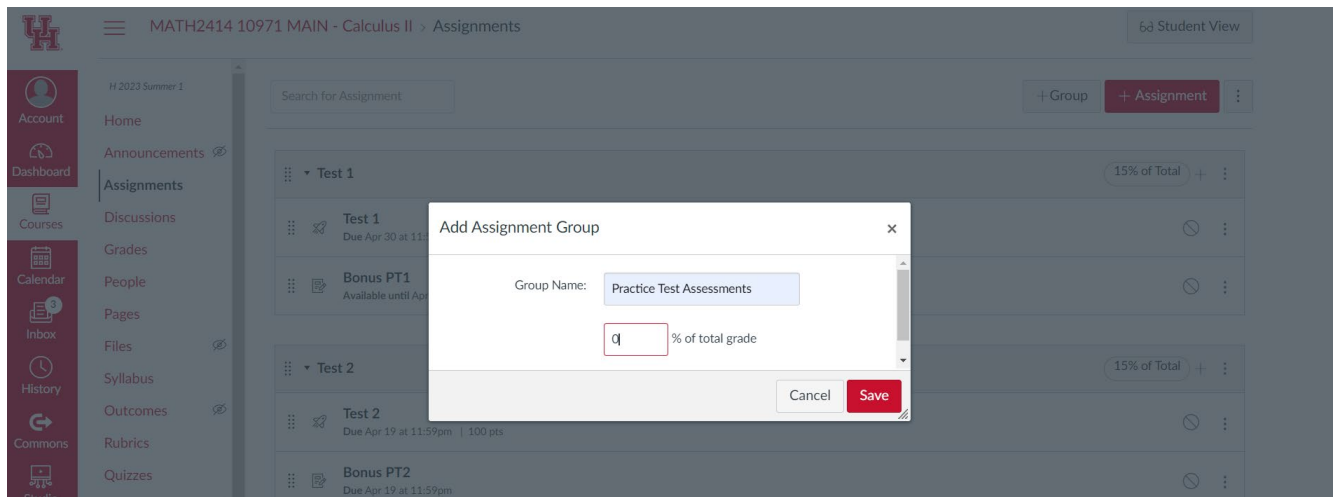
Practice Tests Group

If your course includes practice tests for students, it is recommended to create an additional group of assignments specifically for practice tests. These practice tests serve as a means for students to practice and prepare for the actual exams. To incentivize students to complete the practice tests, you can assign bonus points equal to 5% of their best practice test grade. It's important to note that practice tests themselves do not contribute to the overall grade, but rather provide practice opportunities and bonus points that can enhance students' test grades.

This group of practice tests should have a weight of 0%, meaning it will not be factored into the final grade calculation. It will include all the practice tests or any other assignments aimed at enhancing learning but are not intended to be included in the final grade. If you wish to include these assignments in the final grade, you should place them in one of the previously created groups that align with the statements in your syllabus.

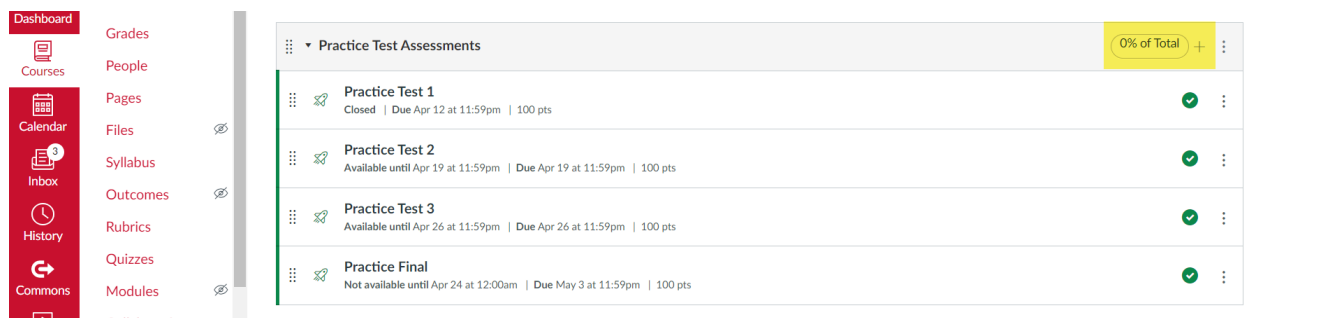
To create the group for practice tests with 0% weight, follow the steps below:

1. Navigate to the Assignments section.
2. Click +Group and continue.
3. Name the group as "Practice Tests" or "Practice Test Assessments".
4. Set the weight for this group to 0%
(to ensure it does not contribute to the final grade calculation.)
5. Save the settings for the group.



By following these steps, you will successfully create the group specifically for practice tests, ensuring that it has no impact on the final grade calculation.

After you create the practice tests group, then you will fill it with the practice test assignments and other assignments that you want to provide to your students for extra practice. Here is an example of how it will look like when completed:



The students will be able to see this group in the syllabus page, as well:

The screenshot displays the Canvas LMS interface for the course MATH2414 10971 MAIN - Calculus II. The left sidebar contains navigation links such as Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Commons, and Help. The main content area is titled 'Course Syllabus' and includes a 'Jump to Today' button and an 'Edit' button. A large red banner at the top reads 'CLASS SYLLABUS' and 'Calculus II | Math.2414 | 10971'. Below this, the 'Instructor Contact Information' section lists the instructor as Dr. Blerina Xhabli, with contact details for email, phone, office, and office hours. The 'Course Information' section provides links for the course webpage, platform, and calendar. On the right, a table titled 'Assignments are weighted by group:' lists various assignment groups and their weights. A red callout box with an arrow points to the 'Practice Tests' row, which has a weight of 0%, with the text 'Note the 0% value!'.

Group	Weight
Test 1	16%
Test 2	16%
Test 3	16%
Final Exam	22%
Online Quizzes	15%
Homeworks	10%
Participation Poppers	5%
Practice Tests	0%
Total	100%

Dropping the Lowest Assignment Grade(s) in a Group

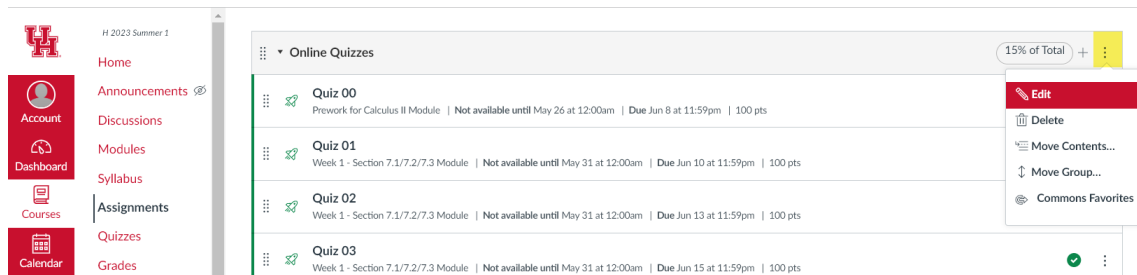
If your course policy states that you will drop one or more of the lowest assignment grades in a specific group, such as Online Quizzes, Homeworks, or Poppers, you can implement this rule within the corresponding group in Canvas.

It is generally recommended to add this rule later in the semester, once there are a sufficient number of assignments available. However, it is also acceptable to set it at the beginning of the semester. Please note that this rule can only be applied if there are more assignments in the group than the number of grades to be dropped.

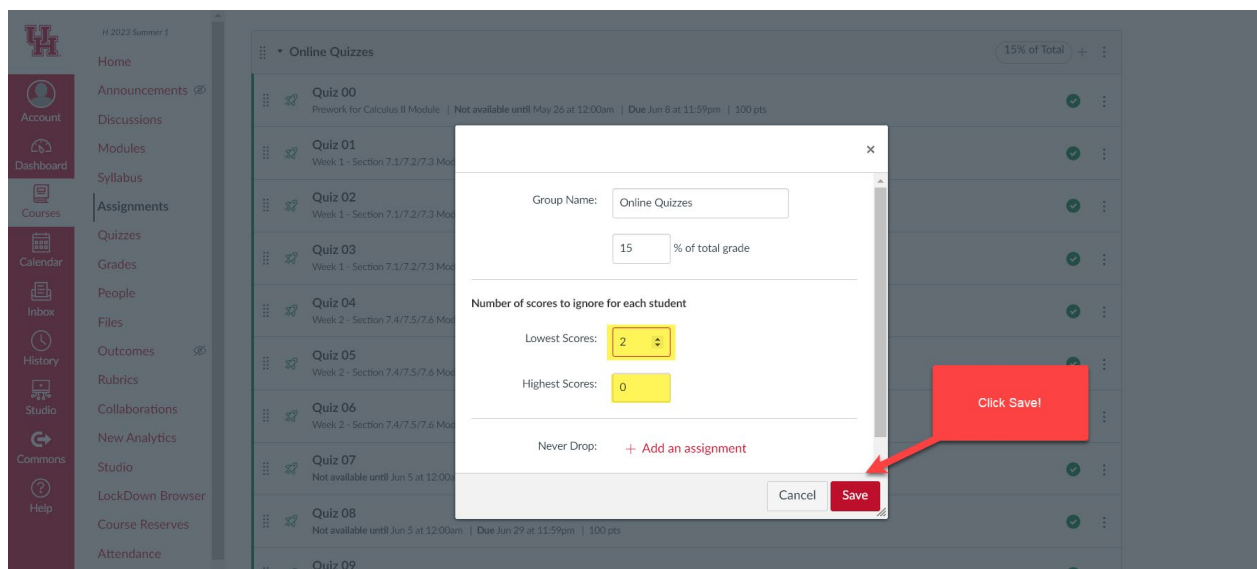
Setting the rule to drop the two lowest quiz grades from the Online Quizzes group:

1. Ensure that the Online Quizzes group is populated with enough quizzes.
2. Navigate to the Assignments section in your Canvas course.
3. Locate the Online Quizzes group and click on the three dots next to the group.

4. From the dropdown menu, select "Edit" to access the group settings.



5. In the group settings, enter the desired number of grades to drop and save.



6. Save the group settings.

By following these steps, you will set the rule to drop the two lowest quiz grades from the Online Quizzes group. Canvas will automatically exclude these grades when calculating the final grades for the group, aligning with your course policy. Remember to adjust the number of grades to drop according to your specific course requirements.

You should follow the same steps as outlined above to drop the desired number of lowest homework assignments' grades or other assignments from different groups.

For Poppers group, if your course policy states that you will drop 15% of all your popper assignments, then you should follow the following steps:

1. Count the number of poppers or other participation assignments in this group.
2. Multiply this number by 0.15 and round up to the next integer. For example, if you give 28 poppers, then you should drop $[0.15 * 28] = [4.2] = 5$ poppers.
3. Set this rule in the Poppers group and you are all set.

Indeed, following the rules to set up CANVAS groups based on the weights of assessments specified in your syllabus is essential. By doing so, you provide a transparent grading structure that allows students to track their progress throughout the semester.

When you properly configure the assignment groups in CANVAS with the appropriate weights, students can easily determine the relative importance of each category in their final grade. This helps them understand their standing in the course and empowers them to identify areas where they may need to focus more attention and make improvements.

Additionally, by implementing rules such as dropping the lowest grades or adding bonus points, you create a fair and motivating environment. Students can see the impact of these rules on their grades, which can encourage them to strive for better performance.

Overall, setting up CANVAS groups based on the weights specified in your syllabus ensures transparency, empowers students to monitor their progress, and promotes a more effective learning experience.

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STEP 6: CREATING ASSIGNMENTS FOR EACH GROUP IN CANVAS

Assignments in CANVAS with content in CCS

After we create the groups of the assessments, we will work with content of each group. If the assignments such as quizzes, practice tests and/or tests, will have their content delivered by CCS, **then all such assignments should be quiz type.** This is an important step as it guarantees the integration of your assignment with CCS.

Golden Rule #2:

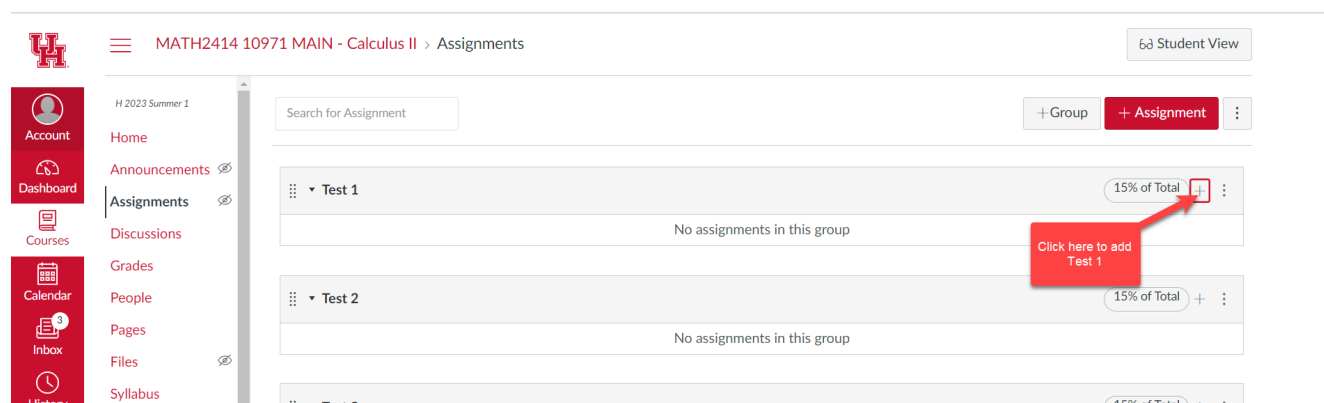
Every assignment whose content is delivered by CCS must be a quiz type assignment.

All tests, practice tests and quizzes must be quiz type assignments. **These assignments serve as CCS placeholders.** Creating quiz type assignments is the same for each group.

Populating Test Groups with Quiz type Assignments

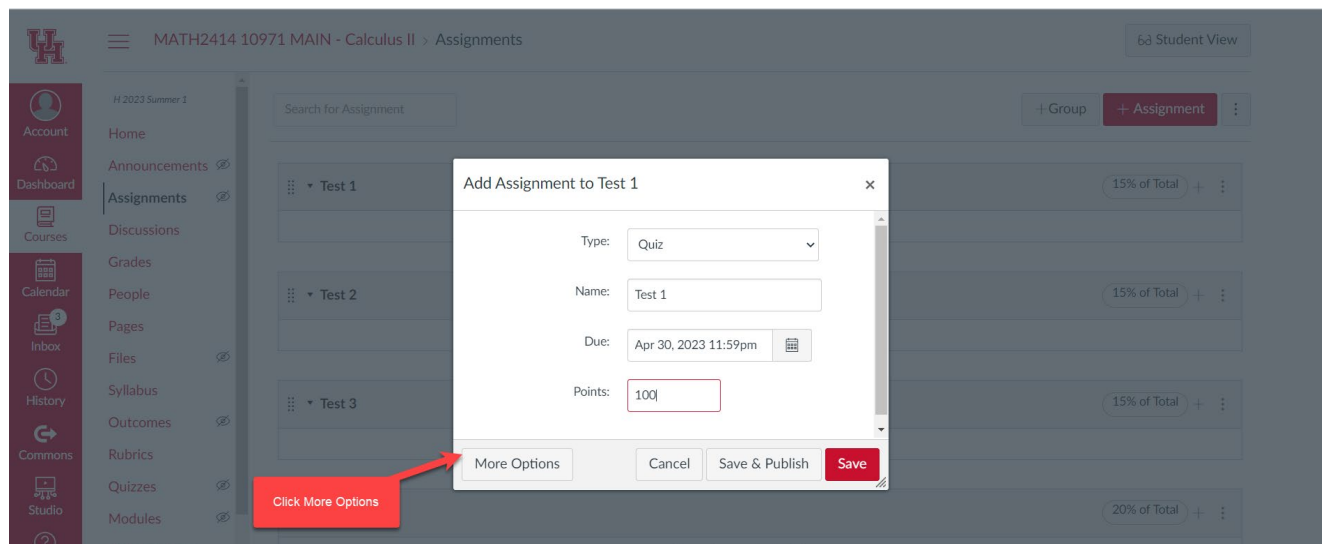
We want to create Test 1. If your Test 1 will be maintained by CCS (the new CASA system) then you should name it “**Test 1**” and the type of assignment should be quiz.

Click the + button on Test 1 group, as the image shows:



Then fill in the details. Make sure you choose quiz type and you name it Test 1.

Afterwards, click More Options:



The **More Options** will allow you to continue with more detailed setup. You will be directed to a more detailed page. It is important to fill this page correctly as this is what CCS is going to read and use in its system. In this page, you can set the number of attempts a quiz can be taken (all tests should have only one attempt), the length of the quiz, the deadlines, the rules whether you can allow the student to view their answers or not after they complete their quiz. You can/should add instructions about the test. This is very important as the test or any other quiz type assignment will mostly be completed in CCS, therefore putting some instructions for students to read makes everyone comfortable. An example of instructions should look like:

- **Test 1 - Chapter 1**
- This is a proctored test to be taken at CASA Testing center(s) on April 30.
- This test contains 20 multiple choice problems to be done in 60 minutes
- You will take this test in [CCS](http://ccs.casa.uh.edu/cgi-bin/canvas1.sh) courseware on April 30:
<http://ccs.casa.uh.edu/cgi-bin/canvas1.sh>
- You will be able to view your work within the week after the test is done!
- Good luck!

It is strongly recommended that the first line of instructions include the name of the assignment and the description, for example **Test 1 – Chapter 1**. The description helps to categorize and enlist the quizzes in CCS for easy access.

Details Questions

Test 1

Quiz Instructions:

Edit View Insert Format Tools Table

14pt Paragraph B I U A T² Link Image Video Embed Canvas Embed Unlink Bulleted List Numbered List Indented List Table of Contents

- Test 1 - Chapter 1
- This is a proctored test and will be taken at the appointed CASA Testing center on April 30.
- This test contains 20 multiple choice problems and you have 60 minutes to complete this test.
- You will take this test in CCS courseware on April 30: <http://ccs.casa.uh.edu/cgi-bin/canvas1.sh>
- You will be able to view your work within the week after the test is done!
- Good luck!

ul li span 68 words </>

Quiz Type Graded Quiz

Assignment Group Test 1

Scroll down to fill the rest of the details: the length of the exam, the start/end date, etc.

Quiz Type Graded Quiz

Assignment Group Test 1

Options

☐ Shuffle Answers

☒ Time Limit 60 Minutes

☐ Allow Multiple Attempts

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Only Once After Each Attempt

☐ Let Students See The Correct Answers

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

Assign

Assign to Everyone X

Due Apr 30, 2023, 11:59 PM

Available from Apr 28, 2023, 12:00 AM Until Apr 30, 2023, 11:59 AM

+ Add

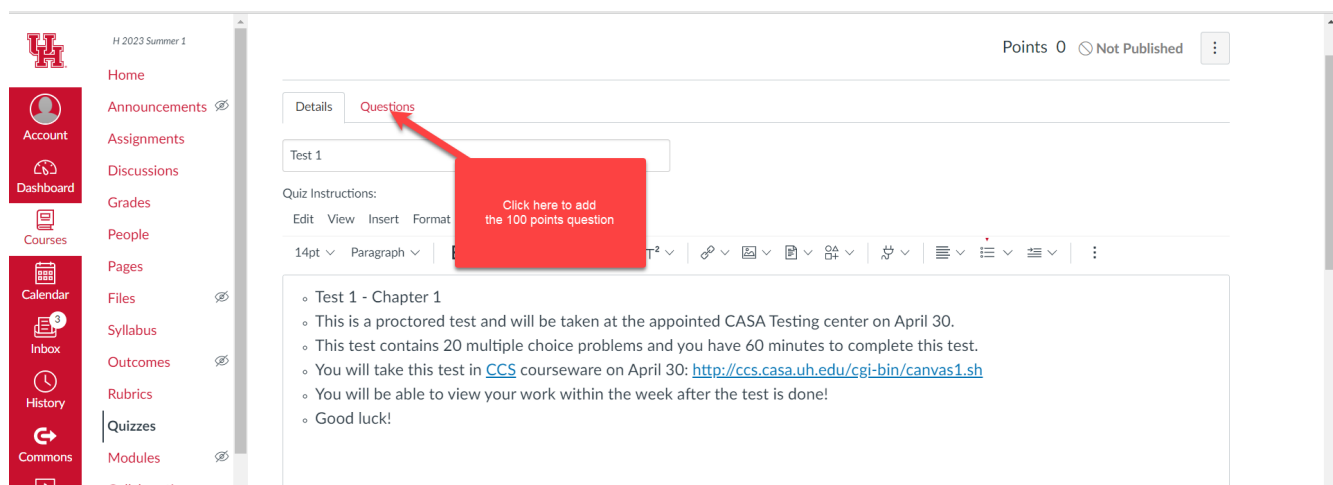
☐ Notify users this quiz has changed

Cancel Save & Publish Save

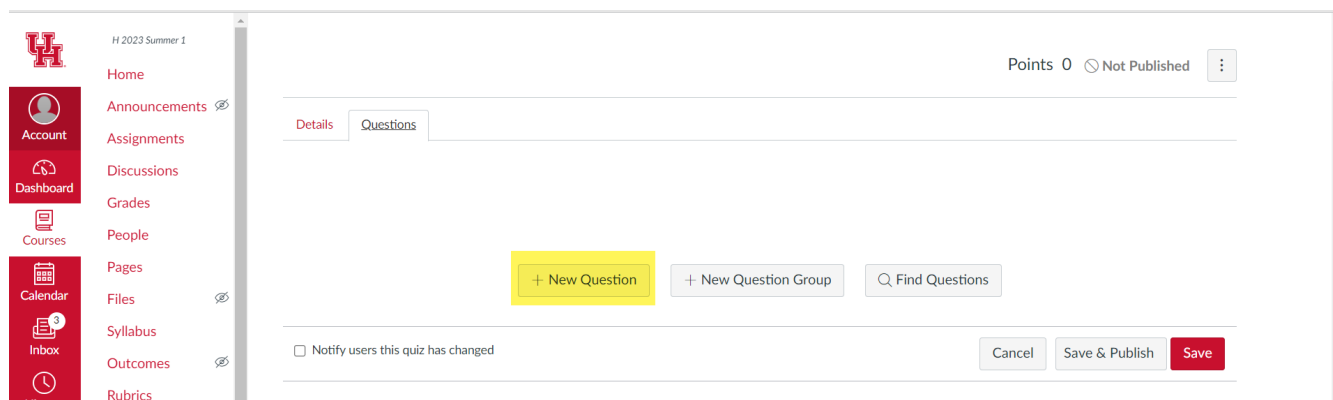
Once you have completed the primary setup, the next step is to insert a dummy question and assign it a value of 100 points. This procedure is essential to ensure that each assignment consistently carries 100 points. Quiz-type assignments derive their point values from the questions you generate.

Given that the questions for quizzes, tests, and practice tests will be delivered through CCS, this step serves as a preparatory measure. Additionally, the inclusion of this 100-point dummy question ensures that CANVAS will display students' performance in real-time once grades are posted.

Click **Questions** to add a dummy question for assigning points to this quiz type assignment that will be completed in CCS:



Once you click there, you will see:



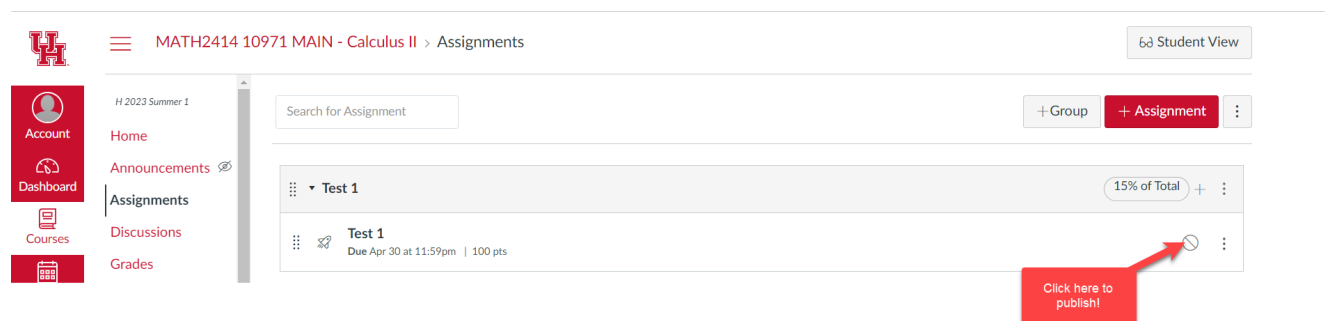
Click **+New Question**, choose **Essay Question** and enter 100 points, as shown below. If you want, you add a comment in the question section such as Login to CCS to complete your Test. Then click **Update Question**:

The screenshot shows the Canvas LMS interface. On the left is a sidebar with navigation links: Home, Announcements, Discussions, Modules, Syllabus, Assignments, Quizzes, Grades, People, Files, Outcomes, Rubrics, Collaborations, New Analytics, Studio, LockDown Browser, Course Reserves, and Attendance. The main content area is titled 'H 2023 Summer 1' and shows a 'New Question' dialog for an 'Essay Question' with a value of 'pts: 100'. The dialog includes a text editor with the text 'Time to begin: Use this link to access CCS and take the quiz: <http://ccs.casa.uh.edu/cgi-bin/canvas1.sh>'. At the bottom of the dialog are 'Cancel' and 'Update Question' buttons. A red callout box points to the 'Update Question' button with the text 'Click Update to save this information!'.

At the end, after you have completed all the needed details about your assignment, click Save, and **Test 1** is complete:

The screenshot shows the Canvas LMS interface for 'MATH2414 10971 MAIN - Calculus II > Quizzes > Test 1'. The main content area has a 'Questions' tab and a 'Question' section with the text 'Good luck!' and a value of '100 pts'. At the bottom of the page are 'Cancel', 'Save & Publish', and 'Save' buttons. A red callout box points to the 'Save' button with the text 'Click to Save!'.

You can choose to click Save and Publish if you want the assignment to be published right away, or you can just save and publish later when needed as follows:



You should repeat the same steps to create

- **Test 2** in Test 2 group,
- **Test 3** in Test 3 group and
- **Final Exam** in the Final Exam group.

Make sure you name them exactly as Test 2, Test 3 and Final Exam. This name convention is important for LGC in CCS.

Tests with Free Responses

If your tests have a free response part, then your test group should contain a test free response assignment. For example, suppose that Test 1 has free response, where the multiple choice part is 60 points and free response is 40 points. You should create Test 1 assignment exactly as explained above for Test 1 group. Make sure you assign 60 points (not 100) in the question part.

Afterwards, you should create an assignment with no submission, called **Test 1 FR**. Follow these steps to create Test 1 FR assignment:

On **Test 1 group**, click the + button again to add an assignment (**not quiz type**) and click **More Options**. This is not a quiz type, and it does not require CCS placeholder.

MATH2414 11518 MAIN - Calculus II > Assignments > Test 1 FR

Published

Assignment Name

Test 1 FR

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² Link Image Document Table List Bulleted List Numbered List Indent Outdent Undo Redo

The free response grade from Test 1 will be posted under this column!

Then scroll down to enter the rest of details. You should assign 40 points, the group is Test 1 and there should be **On Paper**:

Points 40

Assignment Group Test 1

Display Grade as Points

☐ Do not count this assignment towards the final grade

Submission Type On Paper

Enter the same deadline as **Test 1** to avoid confusion.

You should repeat the same steps to create

- **Test 2 FR** in Test 2 group,
- **Test 3 FR** in Test 3 group and
- **Final FR** in the Final Exam group.

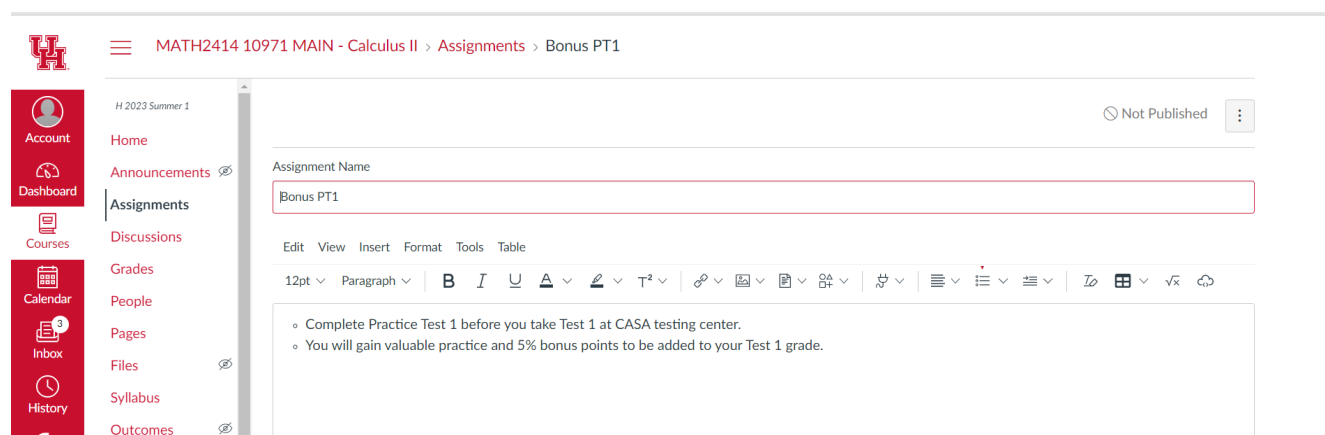
Make sure you name them exactly as Test 2 FR, Test 3 FR and Final FR.

This name convention is important for LGC in CCS.

Adding Bonus Points Assignments in each Test Group.

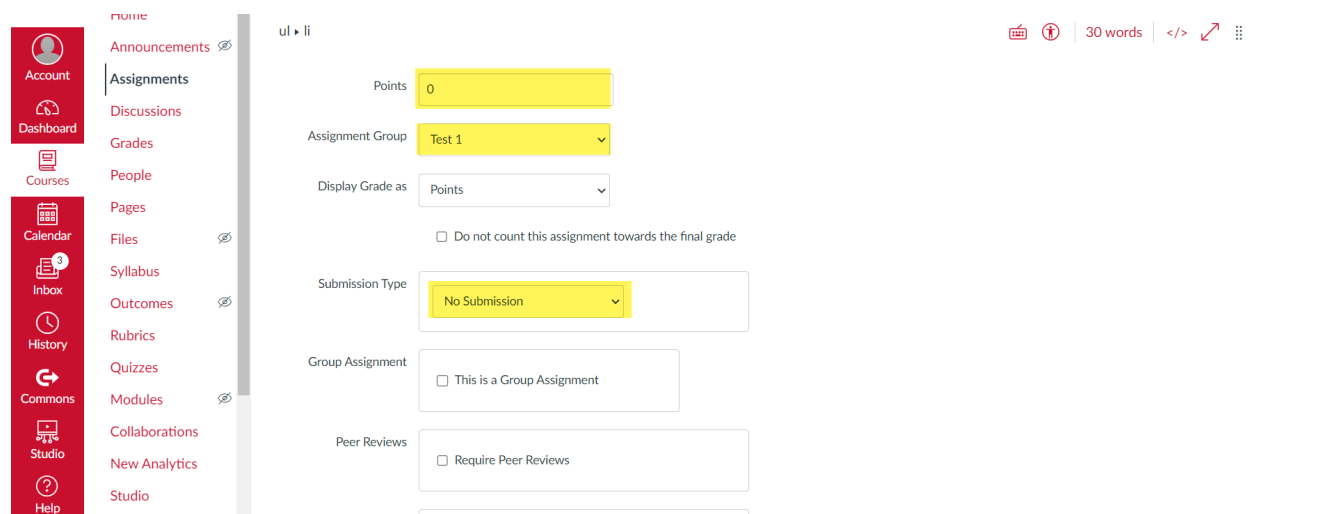
On **Test 1 group**, we should add another assignment that provide the bonus points from completion of Practice Test 1. We should call it “**Bonus PT1**”. The name is important. Since it is a bonus assignment, the value of this assignment should be 0. Any extra points assigned/uploaded to this bonus assignment become a bonus because we have set it up to be 0. CANVAS gradebook is gradebook that calculates everything by taking average of accumulated points in each group.

On **Test 1 group**, click the + button again to add an assignment (**not quiz type**) and click **More Options**. This is not a quiz type, and it does not require CCS placeholder.



The screenshot shows the Canvas LMS interface for the course 'MATH2414 10971 MAIN - Calculus II'. The 'Assignments' page is active, and a new assignment named 'Bonus PT1' is being created. The 'Points' field is set to 0, and the 'Assignment Group' is set to 'Test 1'. The 'Display Grade as' is set to 'Points'. The 'Submission Type' is set to 'No Submission'. The 'Group Assignment' checkbox is unchecked, and the 'Peer Reviews' checkbox is unchecked. The 'Do not count this assignment towards the final grade' checkbox is checked. The 'More Options' button is visible in the top right corner.

Then scroll down to enter the rest of details. You should assign 0 points, the group is Test 1 and there should be **No submission**:



The screenshot shows the 'More Options' section for the 'Bonus PT1' assignment. The 'Points' field is set to 0. The 'Assignment Group' is set to 'Test 1'. The 'Display Grade as' is set to 'Points'. The 'Submission Type' is set to 'No Submission'. The 'Group Assignment' checkbox is unchecked, and the 'Peer Reviews' checkbox is unchecked. The 'Do not count this assignment towards the final grade' checkbox is checked. The 'More Options' button is visible in the top right corner.

Enter the same deadline as Practice Test 1 to avoid confusion. The creation of Bonus PT1 assignment is complete. Here is how your Test 1 group looks like:

Follow the same steps to create

- **Bonus PT2** for Test 2 group
- **Bonus PT3** for Test 3 group
- **Bonus PF** for Final Exam group.

Note that the name conventions are important for LGC purposes.

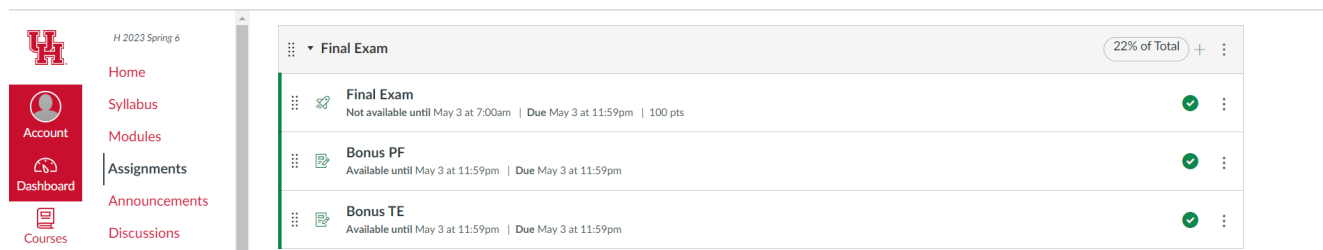
This is exactly how each group of tests (with no free response) should look like:

All your tests and their bonus points are set in CANVAS.

Bonus Points from Course Teaching Evaluations

If you assign bonus points to all students who submit their course evaluations at the end of the semester to be added to their final exam grade, then we should create one more bonus assignment in the Final Exam group. We will call it **Bonus TE**.

The steps to create a bonus assignment without submission are always the same as explained above. After creating the **Bonus TE**, this is how the Final Exam Group should look like:



Adding Assignments of Quiz Type to the Online Quizzes/Practice Tests Groups

You should add quiz type assignments for Online Quizzes/Practice Tests group the same way as you added a test assignment to any of the test groups. You should follow the same steps to create:

- all the quiz assignments inside the Online Quiz group,
- all practice test assignments inside the Practice Tests group (0%)

Make sure you provide the correct setup that allows students to use the assignments in a timely and organized manner. Do not forget to choose quiz type if you are going to use CCS. And **do not forget to assign 100 points to each assignment** by adding the dummy essay type question. This guarantees the overall performance of CANVAS gradebook and CCS integration.

Creating Quiz 00 in the Online Quizzes group

Let's demonstrate one more time by creating Quiz 00:

Click the + button on Online Quizzes, as the image shows:

UH MATH2414 10971 MAIN - Calculus II > Assignments 63 Student View

Search for Assignment

+ Group + Assignment

Online Quizzes 15% of Total

Test 1

Click here to add a new quiz!

Then fill in the details on the pop-up assignment form.

Make sure you choose quiz type and click More Options to continue:

MATH2414 10971 MAIN - Calculus II > Assignments 63 Student View

Search for Assignment

+ Group + Assignment

Online Quizzes 15% of Total

Test 1 16% of Total

Test 2 16% of Total

Test 3 16% of Total

Final Exam 22% of Total

Add Assignment to Online Quizzes

Type: Quiz

Name: Quiz 00

Due:

Points: 0

Click here to continue!

More Options Cancel Save & Publish Save

Enter the description and instructions to proceed on CCS for completion:

UH H 2023 Fall 1

Home Syllabus Modules Textbook Link The Course Plan Announcements Tutoring Services Class MS Team Assignments CCS - CASA Discussions Grades Files Frequently Asked Questions Ally Course

Details Questions

Quiz 00

Quiz Instructions:

Edit View Insert Format Tools Table

14pt Paragraph B I U Description!


Quiz 00 - Calculus I Review

Link to CCS!

Click here to start the quiz!

ul li span strong 20 words

Continue to fill in the rest of the details such as time limit, number of attempts, availability and many more. You should allow multiple attempts for the online quizzes and practice tests:



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Announcements

Class MS Team

CCS System

Syllabus

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Assignments

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Quizzes

Grades

Account

Dashboard

Courses

Calendar

Inbox

Courses

Options

☐ Shuffle Answers

☒ Time Limit 75 Minutes

☒ Allow Multiple Attempts

Quiz Score to Keep Highest

☒ Allowed Attempts 20

☒ Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)

☐ Only After Their Last Attempt

☐ Only Once After Each Attempt

☐ Let Students See The Correct Answers

☐ Show one question at a time

Quiz Restrictions

☐ Require an access code

☐ Filter IP Addresses

Assign

Assign to

Everyone

Due

Jun 8, 2023, 11:59 PM


Available from

May 26, 2023, 12

Until

Jun 8, 2023, 11:5

As a final step, click Questions to add a dummy question for 100 points:



H 2023 Summer 1

Home

Announcements

Class MS Team

Account

Details

Questions

Quiz 00

Quiz Instructions:

Click here to add the dummy question!

On the Questions page, click **+New Question**, choose **Essay Question** and enter 100 points, as shown below. If you want, you add a comment in the question section such as Login to CCS to complete your Test. Then click **Update Question**:

At the end, click **Save** or **Save and Publish**. Quiz 00 shell is created successfully:

Make sure you create all the quiz shells and all the practice test shells in CANVAS. We need these placeholder shells for installing content in CCS.

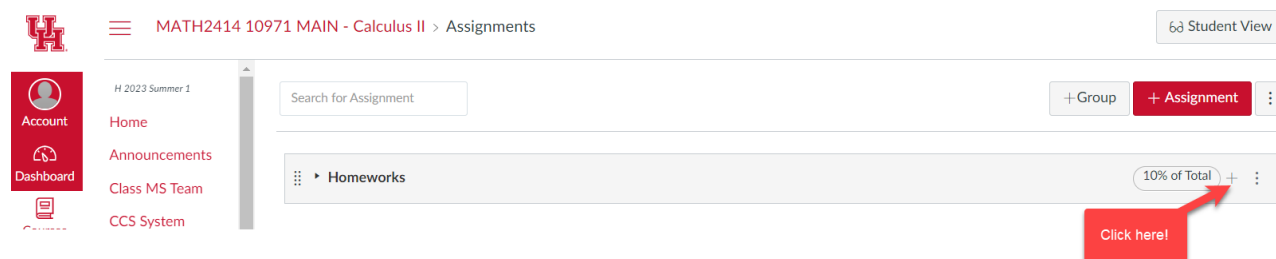
Adding Multiple Choice Homework Assignments to Homework Group

The multiple-choice homework assignment content will be posted on CANVAS. They can be posted as a pdf file or a word document. You can choose to create EMCF structure in CANVAS or you can use the EMCF structure in CCS. Using the built-in EMCF structure in CCS saves a lot of time and it has its own benefits in terms of analyzing students' submissions and their accuracy. For such assignments whose content is NOT in CCS, we will use assignment type shells in CANVAS with no submission.

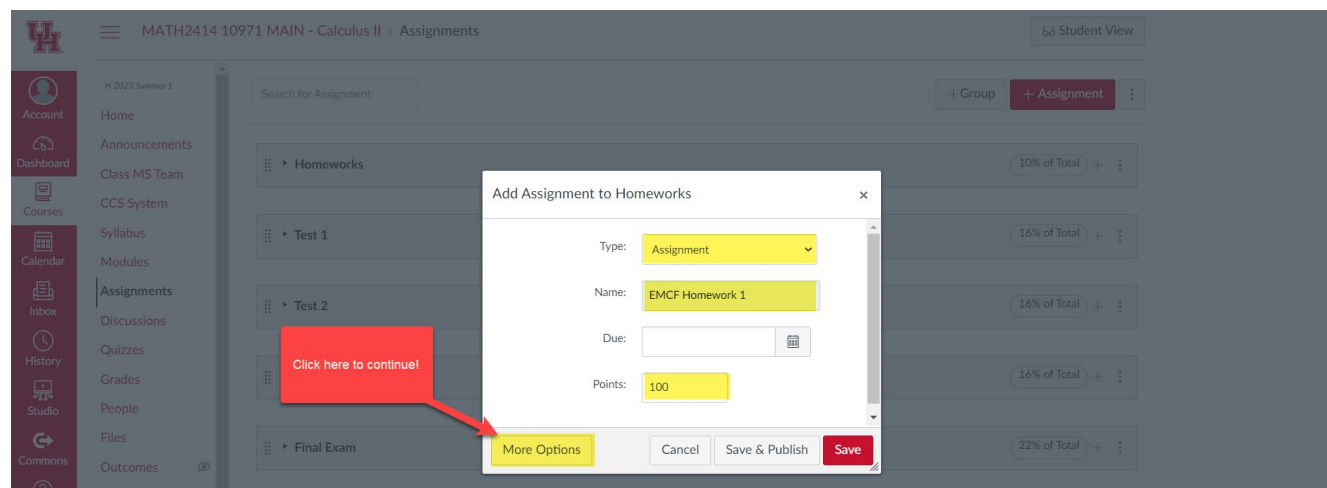
Creating an EMCF Homework Assignment on CANVAS

Let's create **EMCF Homework 1** on the Homeworks Group:

Click + button on Homeworks group and continue:



Fill-in the pop-up form by choosing Assignment type and click More Options to continue:



Enter the details and the instructions for the homework on the provided space:

- Check this link to access the homework problems: **Homework 1**
- You can download or print the file for your convenience.
- Solve the problems and submit your answers through CCS under the EMCF section.
- You can submit or change your answers as many times as needed until the deadline.
- Make sure you save/submit your work each time you work on it.

There are different ways to provide access to the homework assignment file. You can choose to provide an external link to your homework file or you can upload this file in the instructions area of the setup.

Providing an External Link to the Homework File

Select the Homework 1 word, click **the link button** and choose **External Link**:

Assignment Name

EMCF Homework 1

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² Link Image Document Link List Table Link

• Check this link to access the homework problems: **Homework 1**

• You can download or print the file for your convenience.

• Solve the problems and submit your answers through CCS under the EMCF section.

• You can submit or change your answers as many times as needed until the deadline.

• Make sure you save/submit your work each time you work on it.

After you click the External Link, proceed to complete the link information:

Assignment Name

EMCF Homework 1

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² Link Image Document Link List Table Link

• Check this link to access the homework problems: **Homework 1**

• You can download or print the file for your convenience.

• Solve the problems and submit your answers through CCS under the EMCF section.

• You can submit or change your answers as many times as needed until the deadline.

• Make sure you save/submit your work each time you work on it.

Insert Link

Text

Homework 1

Link

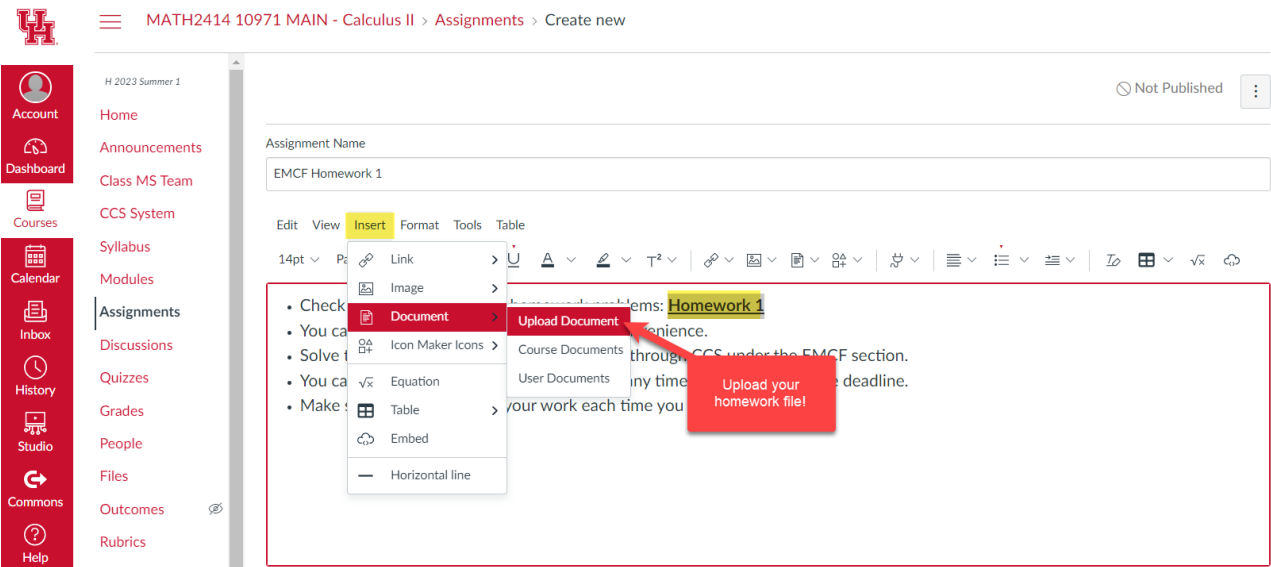
https://math.uh.edu/~blerina/homework1.pdf

Close Done

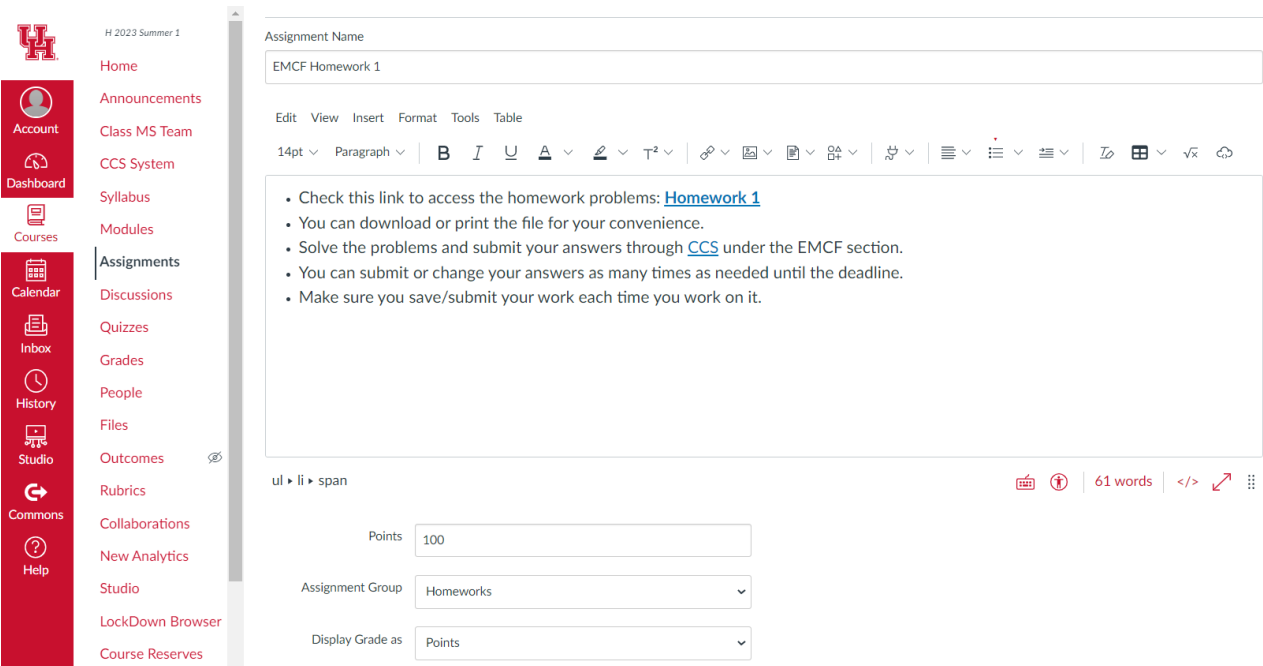
Click **Done**. The homework link is saved and students will have access to it.

Uploading the Homework File on CANVAS

Select the Homework 1 word, click Insert and follow steps to upload:



After attaching the file, you will see the link to the uploaded file as follows:



There will be no submission of such multiple-choice homework assignments in CANVAS. The students will have limitless attempts and unlimited time in CCS during the provided period until deadline. Therefore, we choose no submission in CANVAS:

After entering the deadline, we save the assignment and publish it. The homework is ready for the students to explore:

Note: Follow [Step 15 of this handbook](#) to learn how to create an EMCF in CCS for a multiple-choice homework assignment.

Adding Popper Assignments to the Popper Group

The popper assignments are multiple choice assignments whose questions are provided during the lectures. Similarly, like multiple choice homework assignments, you should create popper assignments shells in CANVAS. The EMCF structure of these poppers can be built in CANVAS or it can be provided by the EMCF feature in CCS.

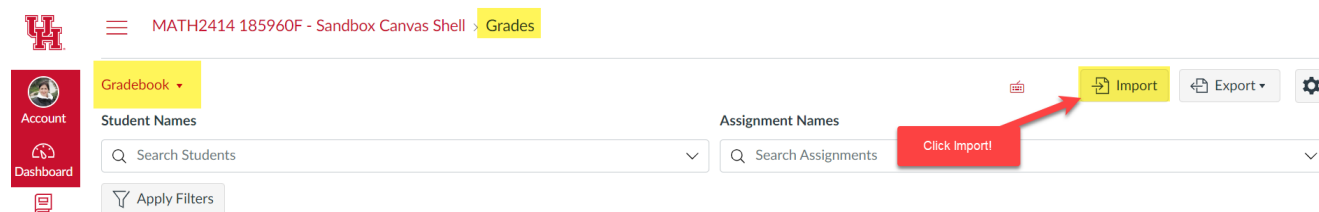
The creation of popper assignments in CANVAS is beneficial to make students aware of such assignments. But even if you do not create the popper shells in CANVAS, you still can create popper EMCFs in CCS. Follow [Step 15 of this handbook](#) to learn how to create an EMCF in CCS for a popper assignment. Then you can download those grades and upload them as new columns in CANVAS.

Suppose you downloaded the CSV file of the CCS grades for Popper 1.

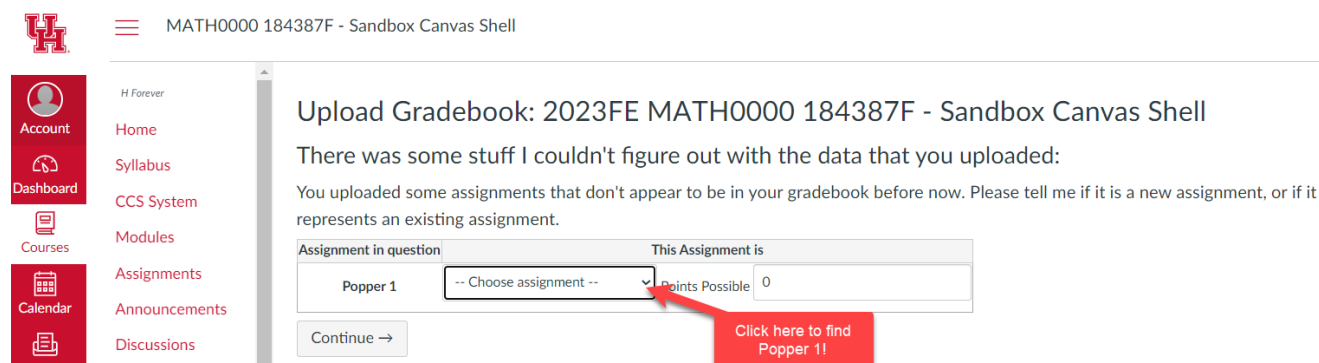
We are going to upload these grades in CANVAS. There are two options:

Option 1 – Popper 1 Shell exists in CANVAS:

Suppose we have created a Popper 1 shell in CANVAS same way as shown for homework. On navigation menu in CANVAS, we click Grades, then we click Import:



On next page, choose the csv file and upload the data. Then you will see the following:



Select Popper 1 assignment from the dropdown list and continue to upload the grades:

Assignment in question	This Assignment is
Popper 1	Popper 1

Continue ->

Save the changes after uploading.

The grades for Popper 1 are added successfully to the CANVAS gradebook.

Option 2 – Popper 1 Shell does not exist in CANVAS

Suppose we have NOT created a Popper 1 shell in CANVAS. From EMCF section in CCS, we download the Popper 1 grades. Then we proceed to CANVAS, click Grades, then click Import. We proceed to choose the csv file and upload the data.

From the dropdown menu, we choose **A new assignment** and enter **100 points**: (You should enter 100 if you use the percent score, otherwise you should enter the number of points available for your popper):

Assignment in question	This Assignment is
Popper 1	A new assignment

Points Possible: 100

Continue ->

Click Continue. We have added a new column of grades in CANVAS named Popper 1.

Important TIP: Check the CANVAS groups to make sure that the uploaded Popper 1 is in the right assignment group. If it is not, just drag it to its corresponding group.

There is a shortcut to this process: Before uploading the Popper 1 csv file in CANVAS, click Assignments in the navigation menu, find the Poppers group and drag it to the top of all groups (or you can click the three dots of the Poppers group and choose to move it to the top). After you complete this step, go to Grades, click Import, choose to upload as a new assignment of 100 points and upload the new column. It will be automatically placed in the popper group.

Creating Written/Free Response Homework Assignments

If you are teaching a course where you assign written homework problems, then these assignments will not be completed through CCS. These assignments should be created on CANVAS as assignment type with upload submissions.

Under the Homework group, click + to add a new assignment:

The screenshot shows the Canvas LMS interface. In the background, there is a list of assignments under the 'Homeworks' group. The 'Homeworks' group has a '10% of Total' progress indicator. The 'Practice Test Assessments' group has a '0% of Total' progress indicator. The 'Homeworks' group contains 'Homework 1' (100 pts). The 'Practice Test Assessments' group contains 'Practice Test 1' (Closed, Due Apr 12 at 11:59pm, 100 pts), 'Practice Test 2' (Closed, Due Apr 19 at 11:59pm, 100 pts), 'Practice Test 3' (Closed, Due Apr 26 at 11:59pm, 100 pts), and 'Practice Final' (Closed, Due May 3 at 11:59pm, 100 pts). A red arrow points to the 'Continue!' button in the 'Practice Test 3' row. Another red arrow points to the 'Add!' button in the top right corner of the 'Homeworks' section. The 'Add Assignment to Homeworks' dialog box is open in the foreground. It has a title bar 'Add Assignment to Homeworks' and a close button 'x'. The dialog box contains the following fields: 'Type' (dropdown menu set to 'Assignment'), 'Name' (text input field with 'Written Homework 1'), 'Due' (text input field with a calendar icon), and 'Points' (text input field with '100'). At the bottom of the dialog box, there are four buttons: 'More Options' (yellow), 'Cancel' (white), 'Save & Publish' (white), and 'Save' (red).

Click **More Options** to continue with more details of the homework. Add proper instructions and upload a pdf file of the homework problems as needed:

Assignment Name

Written Homework 1

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² Link Image Document Table of Contents Bulleted List Numbered List Indent Decrease Indent Increase Link Table of Contents Bulleted List Numbered List Indent Decrease Indent Increase

- Check this link to access the homework problems: [Written Homework 1](#)
- You can print the file and work on the provided space to submit the solutions.
- Or you can download the file on your computer and fill in the solutions on the provided space.
- Or you can solve the problems in your own paper in the given order by following the instructions properly.
- After you are done with the homework, scan your papers in one single pdf file and upload in this homework shell.

Then add the extra details such as submission type and deadline of the homework:

Points	100
Assignment Group	Homeworks
Display Grade as	Points
<input type="checkbox"/> Do not count this assignment towards the final grade	
Submission Type	Online
Online Entry Options	
<input type="checkbox"/> Text Entry	
<input type="checkbox"/> Website URL	
<input type="checkbox"/> Media Recordings	
<input type="checkbox"/> Student Annotation	
<input checked="" type="checkbox"/> File Uploads	
<input checked="" type="checkbox"/> Restrict Upload File Types	
pdf, doc, docx	
Enter a list of accepted extensions, for example: doc,xls,txt	

After you are done adding the deadlines or other details that you find necessary, click Save and Publish. The homework is ready for students to work upon.

Assign

Assign to

Everyone

Due

May 20, 2023, 11:59 PM

Available from

May 14, 2023, 12

Until

May 20, 2023, 11

+ Add

☐ Notify users that this content has changed

Cancel

Save & Publish

Save

A Summary of Groups and Assignments in CANVAS

Here is a glimpse to how each group can look like when completed:

Test 1 Group

Dashboard

Courses

Calendar

Inbox

History

Announcements

Discussions

Modules

Syllabus

Assignments

Quizzes

Grades


People

Test 1

16% of Total

<div>Test 1</div> <div>Closed Due Feb 16 at 11:59pm 60 pts</div>	<div>✓</div> <div>⋮</div>
<div>Test 1 FR</div> <div>Closed Due Feb 18 at 11:59pm 40 pts</div>	<div>✓</div> <div>⋮</div>
<div>Bonus PT1</div> <div>Closed Due Feb 18 at 11:59pm</div>	<div>✓</div> <div>⋮</div>

Test 2 Group



H 2023 Spring 1

Home

Announcements


Discussions

Modules


Syllabus

Assignments


Quizzes




Account



Dashboard



Courses



Quizzes

⋮


▼ Test 2

16% of Total

+

⋮

⋮




Test 2

Closed | Due Mar 11 at 11:59pm | 60 pts

✓

⋮

⋮




Test 2 FR

Closed | Due Mar 11 at 11:59pm | 40 pts

✓

⋮

⋮




Bonus PT2

Closed | Due Mar 11 at 11:59pm

✓

⋮

Test 3 Group



H 2023 Spring 1

Home

Announcements

Discussions

Modules

Syllabus

Assignments

Quizzes

Test 3

16% of Total

+

:

Test 3

Closed | Due Apr 18 at 11:59pm | 70 pts

✓

:

Test 3 FR

Closed | Due Apr 18 at 11:59pm | 30 pts

✓

:


Bonus PT3

Closed | Due Apr 18 at 11:59pm

✓

:

Final Exam Group



H 2023 Spring 1

Home

Announcements

Discussions

Modules

Syllabus

Assignments

Quizzes

Grades

Final Exam

22% of Total

+

:

Final Exam

Not available until May 5 at 12:00am | Due May 9 at 11:59pm | 70 pts

✓

:

Final FR

Not available until May 5 at 12:00am | Due May 9 at 11:59pm | 30 pts

✓

:

Bonus PF

Not available until May 5 at 12:00am | Due May 9 at 11:59pm

✓

:


Bonus TE

Not available until May 5 at 12:00am | Due May 9 at 11:59pm

✓

:

Online Quizzes Group



H 2023 Spring 1

Home

Announcements

Discussions

Grades

Quizzes

People

Pages

Files

Outcomes

Online Quizzes

18% of Total

1 Rule

+

:

Quiz 00

Chapter 1/Background Check Module | Available Multiple Dates | Due Multiple Dates | 100 pts

✓

:

Quiz 01

Chapter 2/Chapter 6 Resources - Test 1 Module | Available Multiple Dates | Due Multiple Dates | 100 pts

✓

:

Quiz 02

Chapter 2/Chapter 6 Resources - Test 1 Module | Closed | Due Apr 6 at 11:59pm | 100 pts

✓

:


Quiz 03

Chapter 2/Chapter 6 Resources - Test 1 Module | Closed | Due Apr 6 at 11:59pm | 100 pts

✓

:

Participation Poppers Group



H 2023 Spring 1

Home

Announcements

Discussions

Modules

Syllabus

Assignments

Quizzes

Grades

Participation Poppers

4% of Total

1 Rule

+

:

Popper S71

Week 1 - Section 7.1 and Section 7.2 Module | Closed | Due Jan 21 at 11:59pm | 100 pts

✓

:

Popper S72

Week 1 - Section 7.1 and Section 7.2 Module | Closed | Due Jan 21 at 11:59pm | 100 pts

✓

:

Popper S73

Week 2 - Section 7.3 and Section 7.4 Module | Closed | Due Jan 28 at 11:59pm | 100 pts

✓

:

Popper S74

Week 2 - Section 7.3 and Section 7.4 Module | Closed | Due Jan 28 at 11:59pm | 100 pts

✓

:

Homeworks Group

The screenshot shows the Canvas LMS interface for a course titled "H 2023 Spring 1". The left sidebar contains navigation links: Home, Account, Dashboard, and a search bar. The main content area is titled "Homeworks" and shows a progress bar at "10% of Total" and "1 Rule". Below this, there are three homework assignments listed:

- Homework 1**: Week 1 - Section 7.1 and Section 7.2 Module | Closed | Due Jan 27 at 11:59pm | 100 pts
- Homework 2**: Week 2 - Section 7.3 and Section 7.4 Module | Available Multiple Dates | Due Multiple Dates | 100 pts
- Homework 3**: Week 3 - Section 7.5 and Section 7.6 Module | Available Multiple Dates | Due Multiple Dates | 100 pts

Practice Tests Group

The screenshot shows the Canvas LMS interface for a course titled "H 2023 Spring 1". The left sidebar contains navigation links: Dashboard, Courses, Calendar, Inbox, History, Commons, and a search bar. The main content area is titled "Practice Test Assessments" and shows a progress bar at "0% of Total". Below this, there are four practice test assessments listed:

- Practice Test 1**: Closed | Due Apr 12 at 11:59pm | 100 pts
- Practice Test 2**: Available until Apr 19 at 11:59pm | Due Apr 19 at 11:59pm | 100 pts
- Practice Test 3**: Available until Apr 26 at 11:59pm | Due Apr 26 at 11:59pm | 100 pts
- Practice Final**: Not available until Apr 24 at 12:00am | Due May 3 at 11:59pm | 100 pts

We have set up all the assignments of the course. Remember that this is just a set up. The content of the assignments will be located in CCS. Without the setup, the CCS does not function properly. CCS reads the information of such assignments and transfers the information over CCS.

Warning about Quiz/Test/Practice Test Placeholders in CANVAS

After you create a quiz/test/practice test placeholder in CANVAS, CCS proceeds to process this information by using the names and the unique IDs of these placeholders in CANVAS to generate corresponding integrated assignments within the CCS platform.

For this reason, **please refrain from altering the names of these assignments or deleting them.** You are, however, free to make adjustments to other settings, such as dates or the number of attempts. Failure to adhere to these instructions can result in complications within the CCS platform.

[\(Back to top\)](#)

STEP 6*: CREATING QUIZZES AND PLACEHOLDERS FOR CCS PROCTORED EXAMS

You can skip this step if you are going to use CANVAS groups for your assignments, as explained in [Step 5](#) and [Step 6](#).

If you plan to use the CASA Campus Services (CCS) for:

1. quizzes and/or tests only without the CANVAS groups
2. test placeholders for CCS proctored exam services

then you should follow the following instructions. It is important to emphasize that the instructions to create a quiz or a test with content in CCS platform or to create test placeholders for CCS proctoring services are exactly the same.

Let's start to create a quiz assignment, say Quiz 01.

Click Quizzes on the navigation left column of your home page in the CANVAS course:

The screenshot displays the Canvas LMS interface for a course titled "2023FE MATH0000 184387F - Sandbox Canvas Shell". The left navigation menu is visible, with "Quizzes" highlighted in yellow. A red callout box with an arrow points to the "Quizzes" link, containing the text "Click Here!". The main content area shows a "Welcome to CANVAS Training Course!" banner for Dr. Blerina Xhabli, Summer -2023, Class Time. Below the banner are links for "Course Syllabus", "Student Resources", "Help & Support", and "Office Hours". The right sidebar shows "Course Status" as "Published" and a list of course actions like "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "New Analytics", and "View Course Notifications".

On the main page of Quizzes, click +Quiz to add a new quiz assignment:

The screenshot shows the Canvas interface for the course 'MATH0000 184387F - Sandbox Canvas Shell'. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Home, Syllabus, Modules, Assignments, Announcements, Discussions, Grades, Quizzes, and People. The main content area is titled 'Quizzes' and shows a search bar and a '+ Quiz' button. A red callout box with an arrow points to the '+ Quiz' button, containing the text 'Click here to add a quiz or test assignment!'.

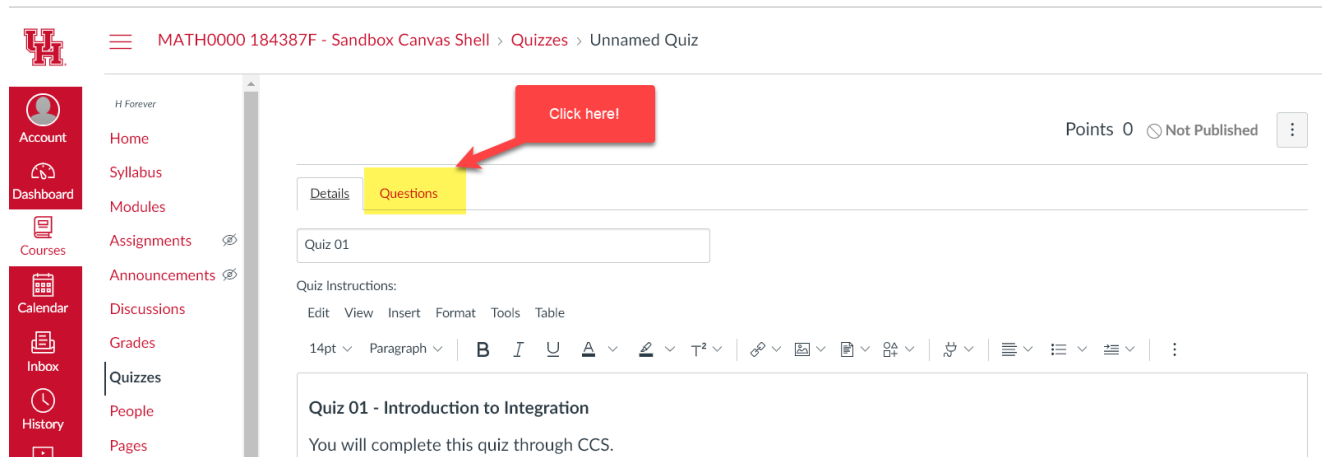
Complete the details of your quiz. Enter some important instructions along with the description of the quiz to guide the students properly and let them know what to expect:

The screenshot shows the 'Unnamed Quiz' creation page in Canvas. The left sidebar is the same as the previous screenshot. The main content area has tabs for 'Details' and 'Questions'. The 'Details' tab is active, showing a form for 'Quiz 01'. The 'Quiz Instructions' section is highlighted with a red box. Inside this box, there is a text area with the following content: 'Quiz 01 - Introduction to Integration', 'You will complete this quiz through CCS.', 'Click the following link to log into CCS - <http://www.ccs.casa.uh.edu>', 'Then complete your quiz by clicking "take a quiz or practice test" item in CCS', 'You can view your quiz grade after completion in CCS.', and 'Your grades will be transferred to CANVAS in a timely manner.' A red callout box with an arrow points to the text area, containing the text 'Description!'. Another red callout box with an arrow points to the text area, containing the text 'Some instructions!'.

Then scroll down to complete the other details such as the time limit, number of attempts, and availability of the quiz:

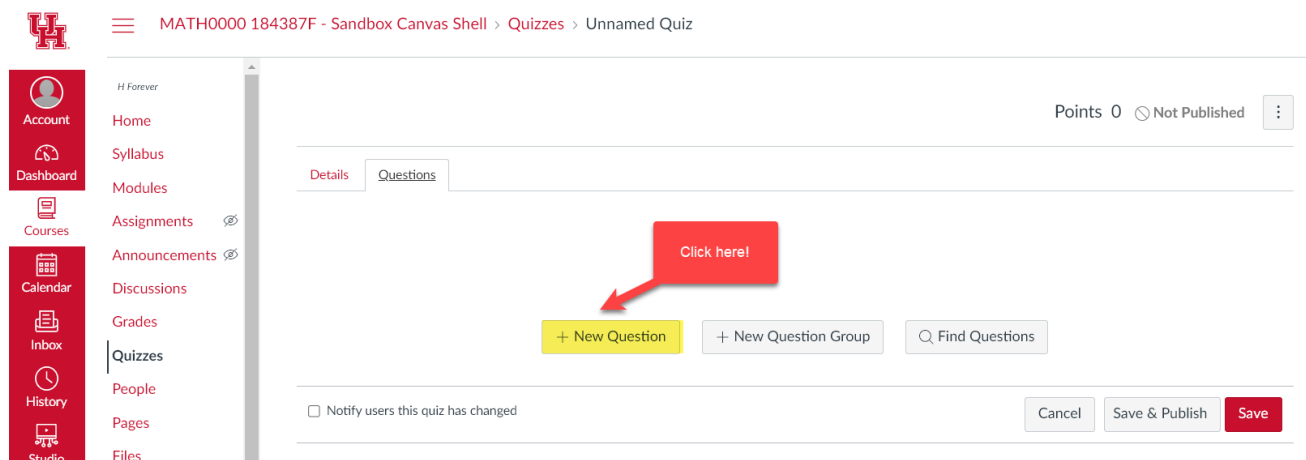
The screenshot shows the 'Quiz Settings' page in Canvas. The 'Time Limit' section is set to '70 Minutes'. The 'Allow Multiple Attempts' section is checked, with 'Quiz Score to Keep' set to 'Highest' and 'Allowed Attempts' set to '10'. The 'Availability' section shows the 'Due' date as 'May 31, 2023, 11:59 PM', 'Available from' as 'May 25, 2023, 12', and 'Until' as 'May 31, 2023, 11'.

After you enter these important details that CCS is going to read and apply them in the system, make sure you add a dummy question of 100 points (or other value depending on the number of points you want to assign to the quiz). Scroll up and click Questions:



The screenshot shows the Canvas LMS interface for editing a quiz. The breadcrumb trail at the top reads: MATH0000 184387F - Sandbox Canvas Shell > Quizzes > Unnamed Quiz. On the left sidebar, the 'Quizzes' menu item is highlighted. In the main content area, the 'Questions' tab is selected, indicated by a yellow highlight and a red arrow pointing to it with the text 'Click here!'. The quiz title is 'Quiz 01'. Below the title, there are tabs for 'Details' and 'Questions'. The 'Quiz Instructions' section contains the text: 'You will complete this quiz through CCS.' The right side of the interface shows 'Points 0' and a 'Not Published' status.

Then on the next page, click +New Question to add the dummy question:



The screenshot shows the same Canvas LMS interface, but now the '+ New Question' button is highlighted with a yellow background and a red arrow pointing to it with the text 'Click here!'. The breadcrumb trail remains the same. The 'Questions' tab is still selected. Below the '+ New Question' button, there are buttons for '+ New Question Group' and 'Find Questions'. At the bottom of the interface, there is a checkbox labeled 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'.

Then from dropdown list, choose essay question, enter the number of points (100 or other value), and click update the question:

Question: Essay Question pts: 100

Students will be given a text field to compose their answer.

Question:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Link] [Image] [Video] [Audio] [Table] [List] [Indent] [Outdent] [More]

Complete your quiz in CCS!

5 words </> [Link]

Cancel Update Question

Choose Essay from dropdown list!

Enter 100 points or other value!

Click Update Question!

Afterwards, your quiz is ready to be saved and published:

Points 100 Not Published

Details Questions

Question 100 pts

Complete your quiz in CCS!

+ New Question + New Question Group Find Questions

☐ Notify users this quiz has changed

Cancel Save & Publish Save

Click save and publish!

The quiz shell in CANVAS is created successfully:

MATH0000 184387F - Sandbox Canvas Shell > Quizzes

63 Student View

Search for Quiz + Quiz

Assignment Quizzes

Quiz 01

Available until May 31 at 11:59pm | Due May 31 at 11:59pm | 100 pts | 1 Question

You will fill the content of the quiz by following the instructions in [Step 14](#).

If you need to create a test placeholder in CANVAS for CCS proctoring services, then you should follow the same steps as above. For example, if your students will be taking Test 1 at CASA testing centers, then create Test 1 quiz by following the instructions above.

It is important to provide details and instructions about how this test is going to take place. Make sure you add those instructions in the provided space:

The screenshot shows the Canvas LMS interface for a course titled "MATH0000 184387F - Sandbox Canvas Shell". The user is in the "Quizzes" section, specifically editing a quiz named "Test 1". The quiz is currently "Not Published" and has 0 points. The "Questions" tab is active, showing the quiz instructions: "Test 1 - Chapter 1. This test will be proctored at CASA testing centers. Please schedule your test through CCS by using the scheduling feature in the Proctored Exam box." The interface includes a sidebar with navigation links such as Home, Syllabus, Modules, Assignments, Announcements, Discussions, Grades, Quizzes, People, Pages, Files, Outcomes, Rubrics, Collaborations, New Analytics, Studio, and LockDown Browser. The top right corner shows the quiz status: "Points 0" and "Not Published".

Then continue to add the details as we did for Quiz 01 above. If your test is out of 100 points (or any other value) and you plan to add the grades of this test on CANVAS, then make sure you add the 100 points (or the other value) dummy question as well.

The Test 1 placeholder is created successfully.

Note: You should send the test schedule to Minh Nguyen before the semester starts.

- If the test will be provided through CCS, then make sure you upload the content of your test on time.
- If the test will only be proctored at CASA testing centers, then make sure you emphasize that your tests have no content in CCS.
- **Do NOT delete and do NOT change the names of quiz/test/practice test placeholders.**

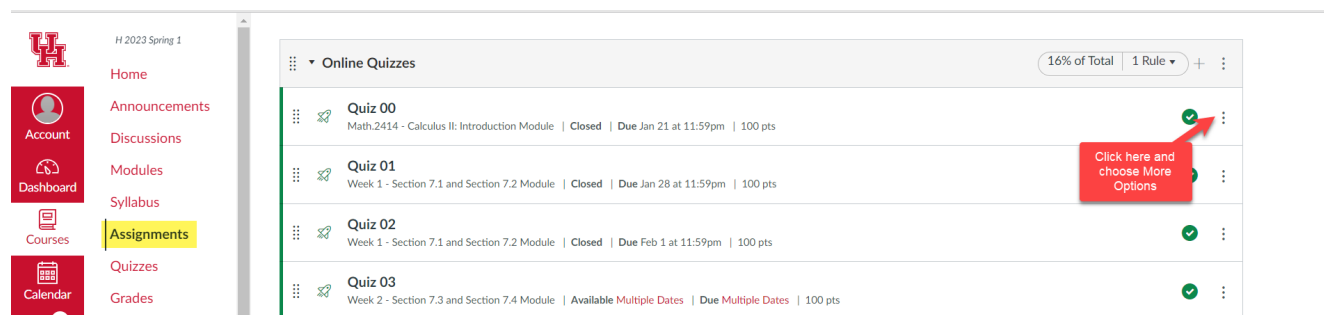
[\(Back to top\)](#)

STEP 7: CHANGING/CUSTOMIZING DEADLINES OF ASSIGNMENTS IN CANVAS

At the beginning of the semester, you prepare a tentative course calendar where you plan the deadline of each assignment accordingly. We have the test dates set, which we do NOT change and we plan everything else based on the exam schedule. The goal is to stay put with this plan and to deliver content on time. Sometimes we spend more time than what we plan or sometimes we have a student who requests extra time due to being sick or having another valid excuse. In such cases, we need to adjust the deadlines of the assignment.

Canvas allows us to adjust the deadline of any assignment without affecting the other sections of the same course. Furthermore, it allows us to extend deadlines for individual requests. Here is how it works: Suppose, we want to extend the deadline of Quiz 00.

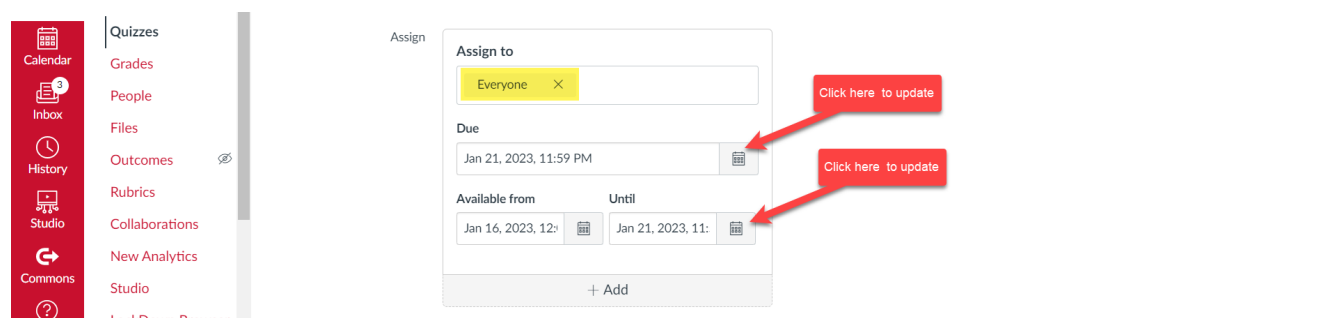
Go to Assignment Page, find Online Quizzes group, locate **Quiz 00**, and click three dots:



Scroll down to the end of the page and update the deadline as needed. Make sure that your deadline is within the limited period to allow students enough time for other assignments that will follow.

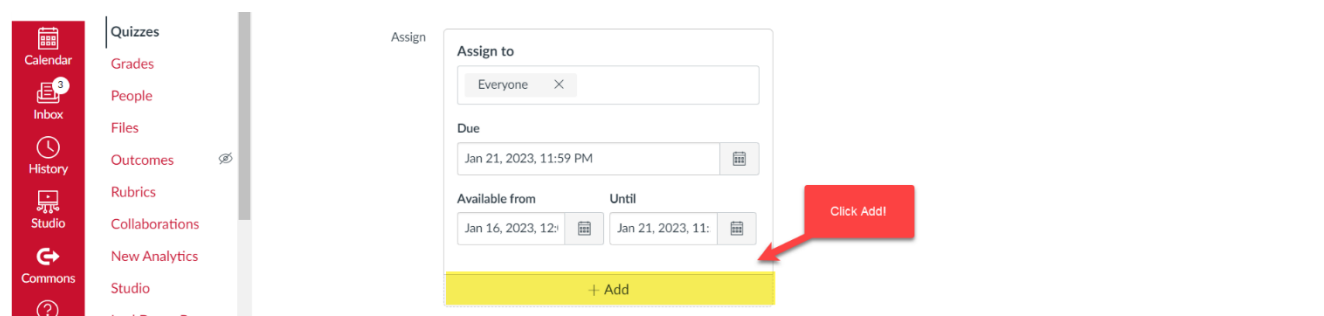
You can choose to update the deadline for everyone in your class, or you can choose to update the deadline for individual students depending on their requests.

Updating Deadline for Everyone

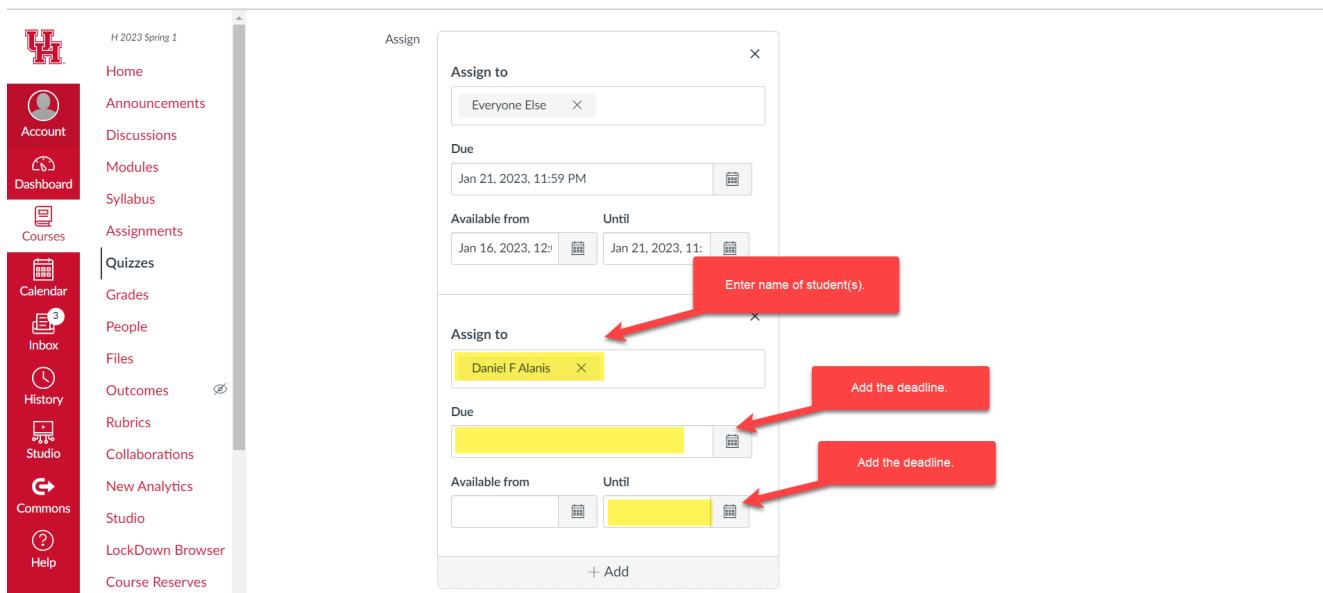


You should choose the same date in both places. After choosing the right date, make sure you **save the updated quiz settings**. These settings will be updated in CCS.

Updating Deadline for One or More Students



After you click Add, you will have the option to choose the student or more if you have more than one request that need the same extension. Type the name(s) in the provided space, and it will fill up from the course:



If different students need different extensions, then you should do it separately for each.

Do not forget to click save. That is all. Your student will have the option to practice on this quiz til the deadline you provided. You can do this for any assignment.

Important Note: The quiz assignments are completed in CCS. You should expect 15-30 minutes at most for these updates to take place in CCS. If your updates have not applied in CCS after a considerable amount of time has passed, please contact the CCS support team (Herbert Ward) to report the issue.

For any other assignment, the extensions become available on CANVAS right after you submit the changes.

[\(Back to top\)](#)

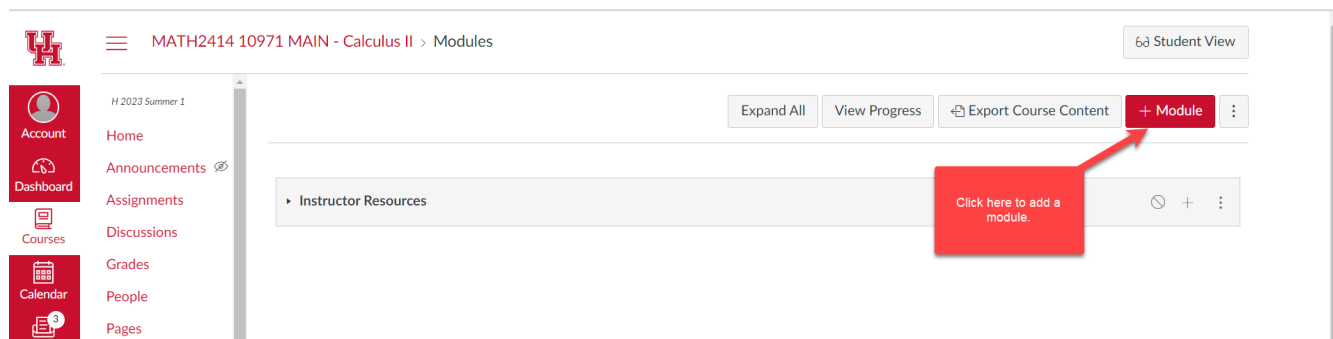
STEP 8: MODULES AND COURSE RESOURCES IN CANVAS

It is time to put the course content for the students to begin working and use throughout the semester. Canvas Modules are an organizational tool that help instructors structure course content by day, week, unit, topic, or outcome. Modules help simplify student navigation through a course and ensure a sequential flow of content. With modules, instructors can require interaction with content before completing assignments. Each Module can contain files, discussions, assignments, quizzes, and other learning materials, and they're a great way to start building your course, because you can manage everything in one place.

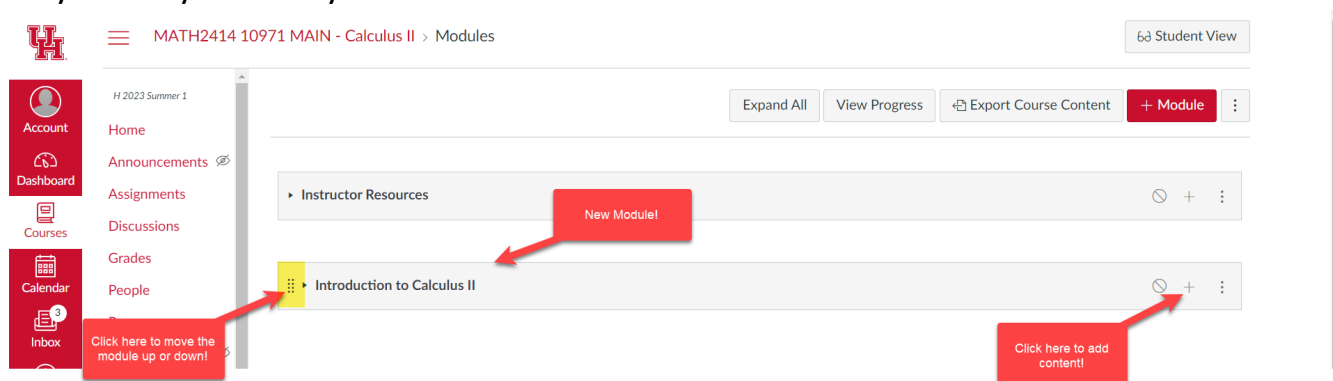
TIP: In the left side navigation menu, you can choose to hide all links except “Home”, “Modules” and “Grades” to simplify a student’s experience even more.

How to Create a Module in Canvas

To create a Module, on the left side menu, click Modules. On the Modules page, click the +Module button at the top right to add a new module:



TIP: As you build a Module, leave it unpublished until all your content is uploaded. That way nobody can see your "instructional mess."



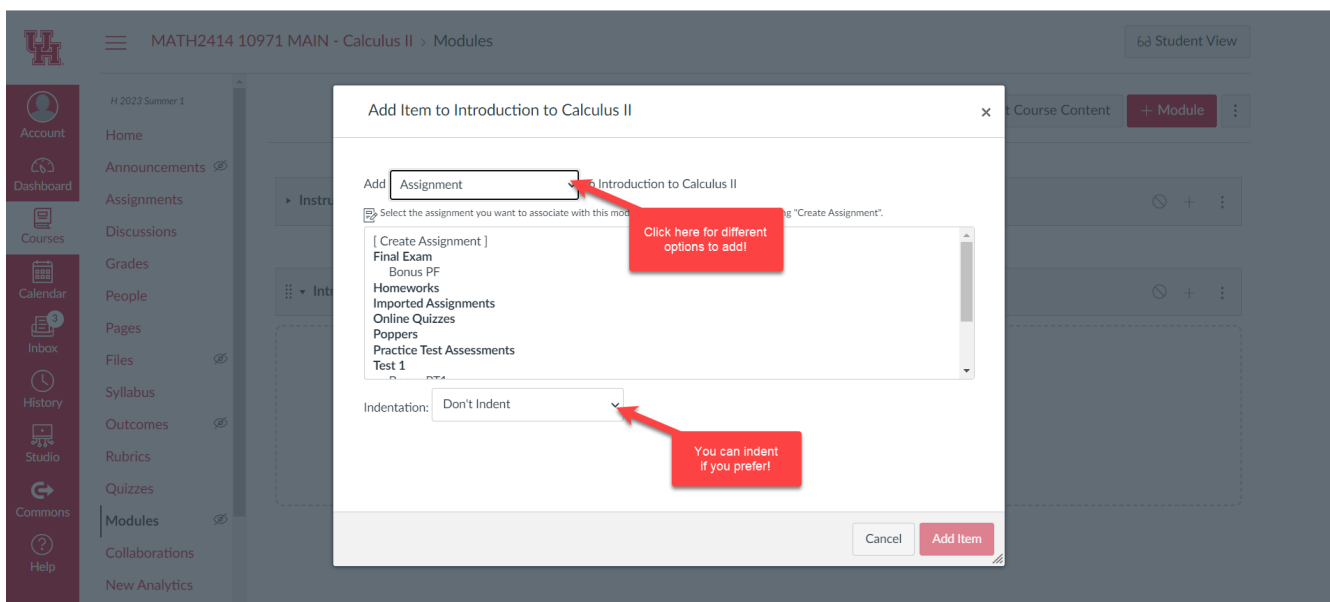
How to Structure a Module

Short answer: However you naturally structure your course. For some teachers that might be by unit, for others it could be by day or week. Other ways to structure a module include by topic or outcome. It depends on the course structure and on teaching approaches of the instructor.

TIP: New to Modules? Plan your course outline with pen and paper first. “Think about structuring your content first, before you build it out. Worry about details after.”

How to Add Content to a Module

Click the + sign in the top right of the Module box to add content. Options include files, discussions, assignments, quizzes, webpages, and external tools. You can also add existing content from other courses to your Module. Use the drag and drop feature to reorganize your content in the flow you need.



Keep it simple and effective!

TIP: “If you’re overwhelmed by the amount of content, guess who else will be? Your students. Make sure you chunk your course into digestible bits.”

Here is an example of how a created Module filled with content, can look like:

The screenshot shows the Canvas LMS interface for a course titled "MATH1314 13416 - College Algebra". The left sidebar contains navigation links such as Home, Syllabus, Modules, Assignments, Announcements, Discussions, Grades, Quizzes, People, Pages, Files, Outcomes, Rubrics, and Collaborations. The main content area displays a list of items for "Chapter 4/Chapter 5 Resources - Test". The items are: "Schedule Test 3" (Apr 25), "Chapter 4/Chapter 5 Lecture Notes and Videos", "Live Sessions on Mondays at 1:00pm", "Practice Test 3" (Apr 26 | 100 pts), "Quiz 14" (Apr 20 | 100 pts), and "Quiz 15" (Apr 20 | 100 pts). Three red callout boxes provide instructions: "You can add reminders to schedule the tests!" points to the "Schedule Test 3" item; "You can build a page where you can organize your lecture notes etc." points to the "Chapter 4/Chapter 5 Lecture Notes and Videos" item; and "You can add assignments related to the content of the module!" points to the "Quiz 14" item.

If the students click on Chapter4/Chapter 5 Lecture Notes and Videos page, they will see the course content you have provided. You can put just simple links and instructions. Or if you are into pushing the limits with html coding, you can create little pages that look like this (or even better):

The screenshot shows the "Chapter 4/Chapter 5 Lecture Notes and Videos" page. At the top, there is a "View All Pages" button and a "Published" status indicator. Below the title, there is a navigation bar with tabs for "Section 4.1", "Section 4.2", "Section 4.3", "Section 4.4", "Section 5.1/5.2", "Section 5.3", "Section 5.4", and "Section 5.5". The "Section 4.1" tab is selected, showing the content for "Section 4.1 Basics of Polynomial Functions". The content includes links for "Section 4.1 Blank Notes", "Section 4.1 Filled Notes", and "Section 4.1 Lecture Video". Below these links, there is text that says "Watch the recording and submit Popper S41. Work on Quiz 14 ASAP." To the right of the text is a video player for "S_4.1" with a play button and the text "Microsoft Stream".

The students can navigate through tabs to find the related content and study on it.

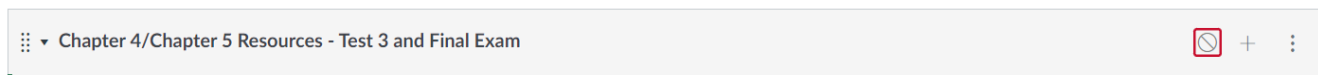
How (and Why) to Use Indentation and Text Headers in Modules

Indenting content and using text headers in Modules helps visual flow, especially if you have a lot of content items. Drag and drop headers to delineate content in your Module.

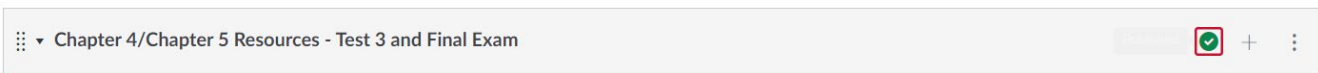
TIP: For a stronger visual cue, use emojis with your headers to allow students to quickly scan content. Check out coppypastecharacters.com to add symbols such as an hourglass for time-sensitive content.

Once your content is ready for students to access, make sure you publish the module:

Unpublished Module:



Published Module:



How to Set Prerequisites in Modules (optional)

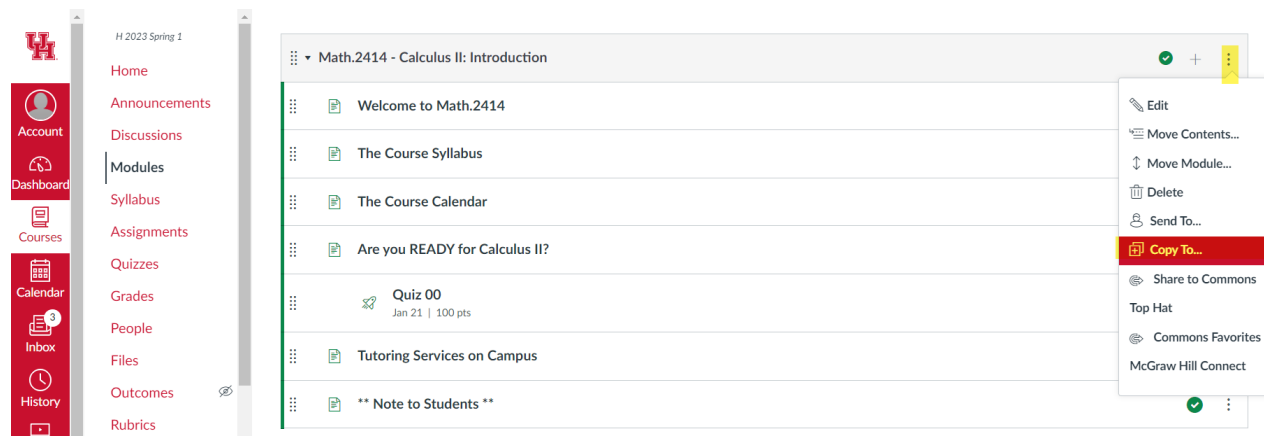
Setting prerequisites is one of the best features of Modules. If you want to keep your students grounded with the course content, then you can make good use of this feature. It ensures a one-way directional flow of course content. Under the Edit Module Settings menu, select “Students must move through requirements in sequential order.” You can also require specific submissions before students can move onto more content.

When prerequisites are set, content will be greyed out until content is viewed or submitted. For example, you can set a prerequisite for students to complete an entire Module before they move onto the next.

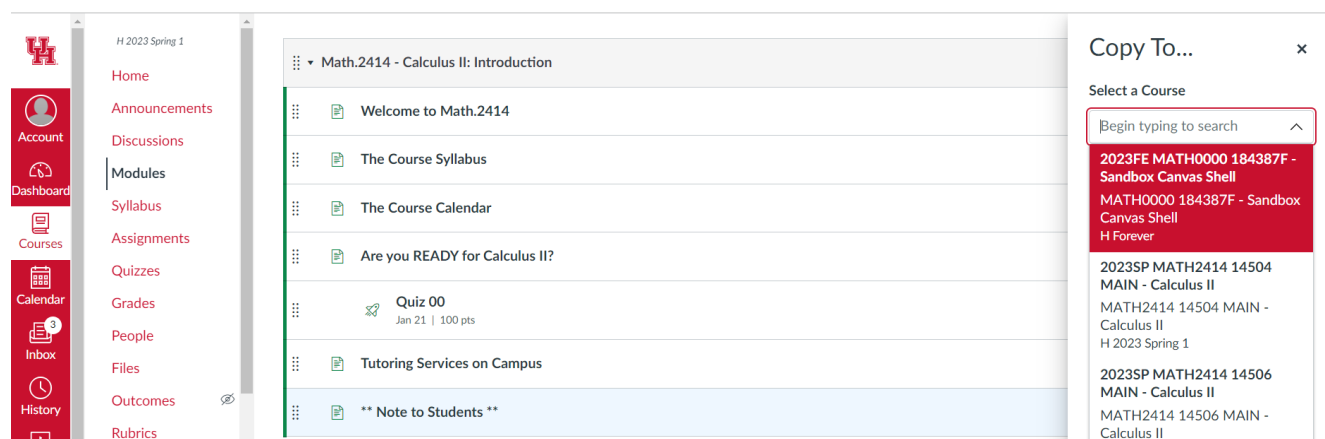
How to Duplicate or Import Modules for Other Courses or Sections

This is one of the most favorite features CANVAS can provide. Use the Duplicate Module feature to save time creating course content. (**Note:** you cannot duplicate Modules with a quiz. First, delete the quiz, then duplicate.)

For classes where the instructors have multiple sections, they can make all modules in one of the sections and then copy it to each section and make small changes as needed. It saves a lot of time. To copy the content, just click the three dots on the right edge of the module and select the course you want to copy this module to.



After you click Copy to, you will have a dropdown list to select the course you want to copy to. Select the course and click Copy. Your content is copied successfully.



TIP: Create a Module template, keep it unpublished, and duplicate it whenever you create a new Module.

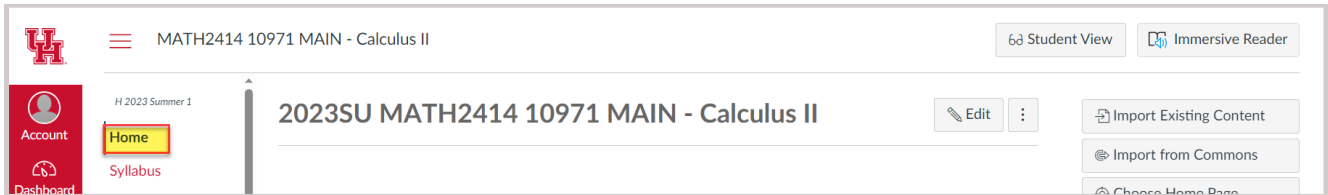
Remember students only view module content that has been published and assigned to them. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Modules can be expanded and collapsed.

Just explore your opportunities. You will learn so much more!

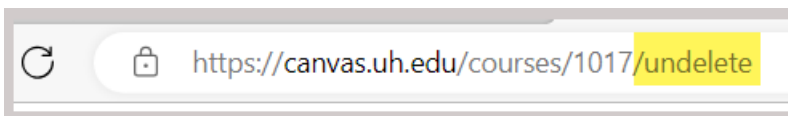
How to Restore Deleted Course Content on CANVAS

Instructors can restore items they have deleted from their Canvas course site. In Canvas, deleted pages, files, and announcements can be recovered by typing "/undelete" after your course URL.

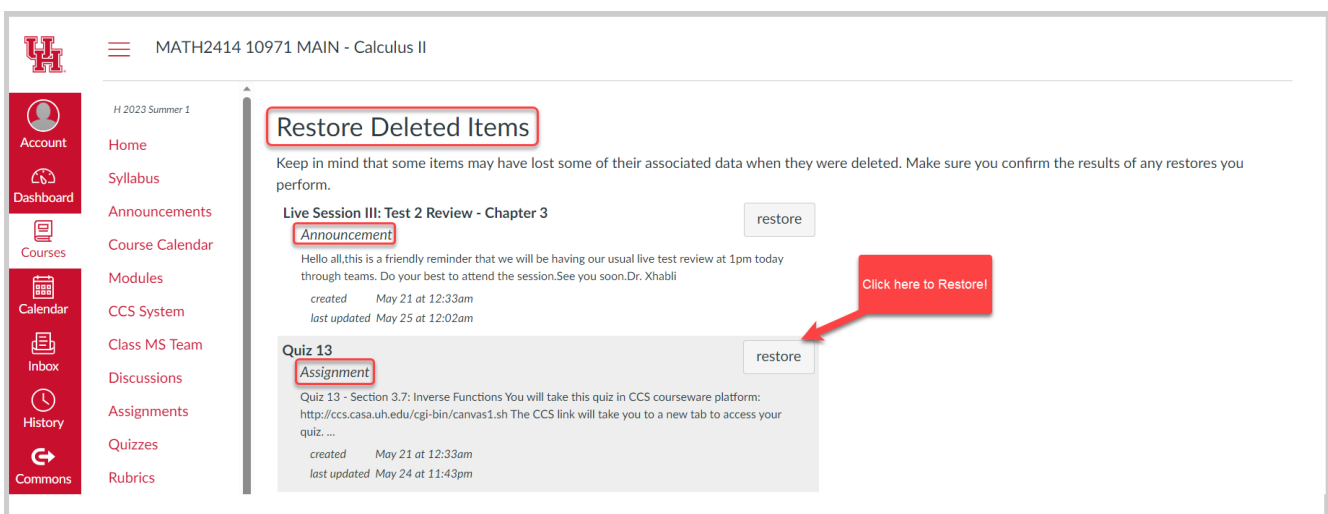
1. Click Home to navigate to the home page of your Canvas course:



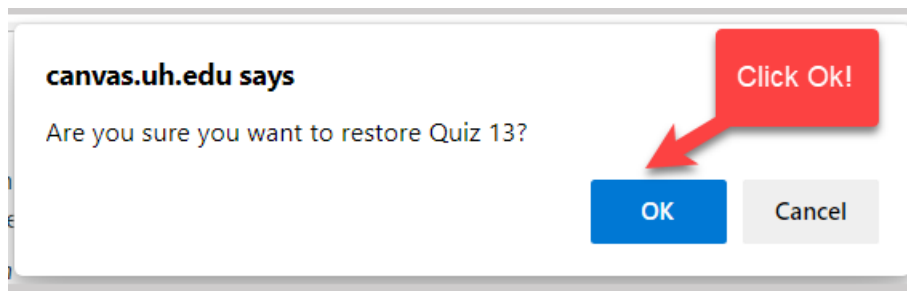
2. Type **/undelete** to the end of the URL link and press enter:



3. A Restore Deleted Items page will appear, which will include a list of recent restorable items. These will have brief descriptions that include what type they are, and the date of their creation and their last update. If an item is not on this list, it cannot be restored.



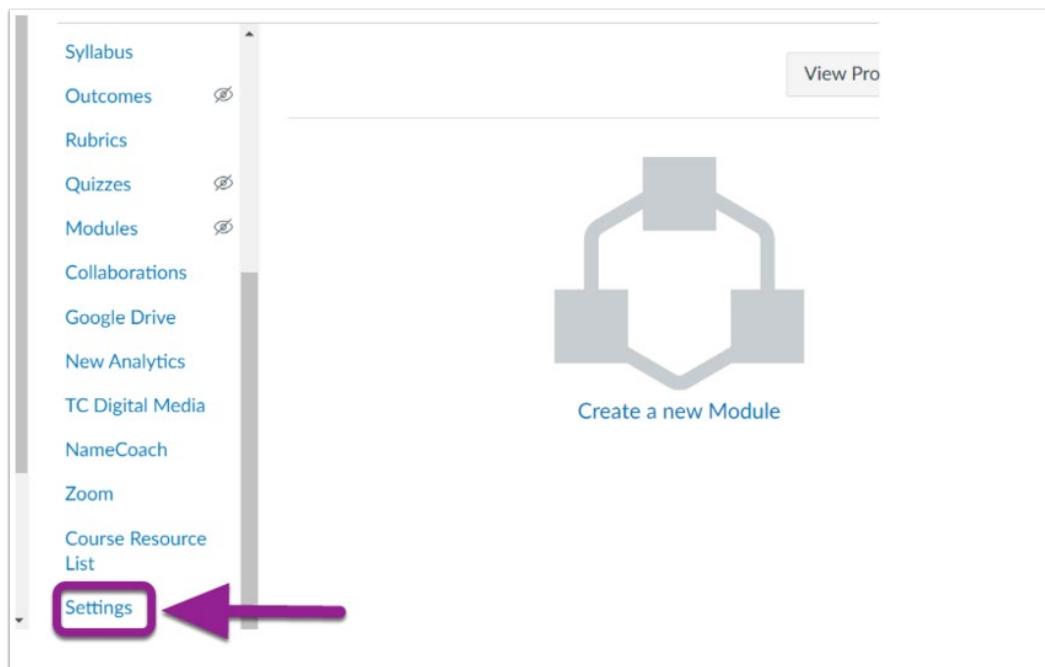
- Click the restore button for the content you wish to restore. A pop-up window will appear to confirm the changes. Click OK.



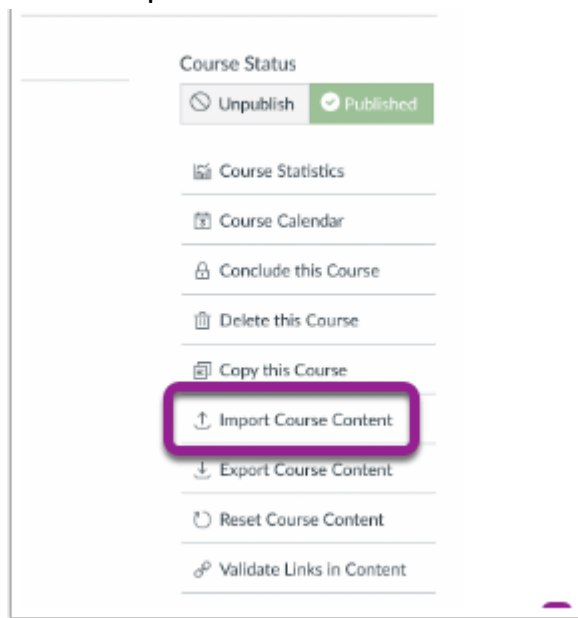
- After confirming the changes, your item should be placed in the original spot in your course.

How to Import a Past Canvas Course in a New Course

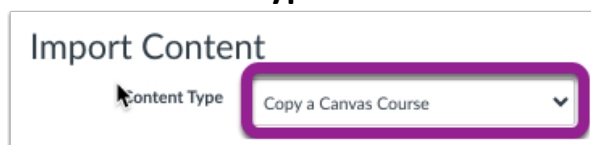
- Go to the new course you would like to import into and go to Settings.



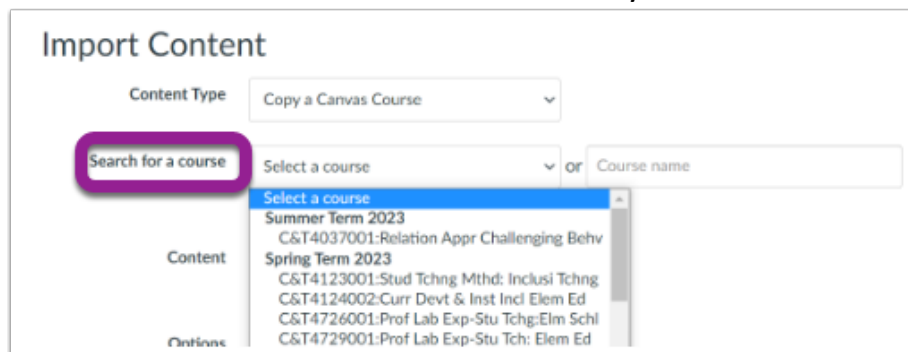
2. Select Import Course Content.



3. Select Content Type

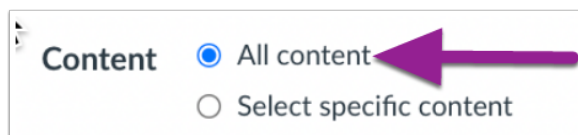


4. Select or search the name of the course you would like to import from:



5. Select 'All content' to copy entire course.

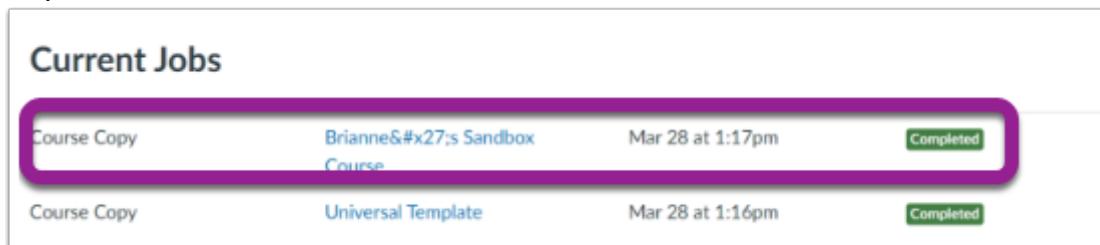
Note: You can choose “Select Specific Content” if you want to copy only a part of the course content you already have.



6. Select Import.



7. After the course job says 'Complete,' check the course to confirm all content has been imported.



How to Delete Unwanted File(s) from your Overcrowded Files Folder

As the semesters progress, we duplicate a course repeatedly, updating and adding files as required each time. While this process is routine, it results in the current semester's file folder accumulating outdated or unnecessary content.

Unfortunately, CANVAS lacks a universal delete button to erase all or specific content. However, there is a method to remove multiple files from your folder in CANVAS.

Let's have a look at the Files folder of our course:

Click the Files tab from the course navigation menu to see the folder content of your course. Depending on how and what content you upload, CANVAS may create automatic categorized folders and content goes there (look at the blue highlighted folders), or they just go in the file folder without any categorization (look at the lilac highlighted documents):

MATH0000 184387F - Sandbox Canvas Shell > Files

Search for files 0 items selected + Folder Upload

2023FE MATH0000 184387F - S

- course_image
- Design Toolkit
- Icon Maker Icons
- Uploaded Media 3

Name	Date Created	Date Modified	Modified By	Size	Accessibility
ACADEMYSLIDE14_WEB.jpg	4:16pm	4:16pm	Blerina Xhabli	53 KB	✓
ACADEMYSLIDE15_WEB.jpg	4:16pm	4:16pm	Blerina Xhabli	59 KB	✓
art.jpg	4:16pm	4:16pm	Blerina Xhabli	10 KB	✓
background.png	4:16pm	4:16pm	Blerina Xhabli	1.2 MB	✓
course_image	Apr 18, 2023		--		✓
Design Toolkit	May 17, 2023		--		✓
Icon Maker Icons	Feb 19, 2023		--		✓
Uploaded Media 3	May 29, 2023		--		✓

Here are the steps for deleting multiple files or all of them.

1. Select the first item. To select the first item, click on the empty space adjacent to it, as illustrated below:

MATH0000 184387F - Sandbox Canvas Shell > Files

Search for files 1 item selected + Folder Upload

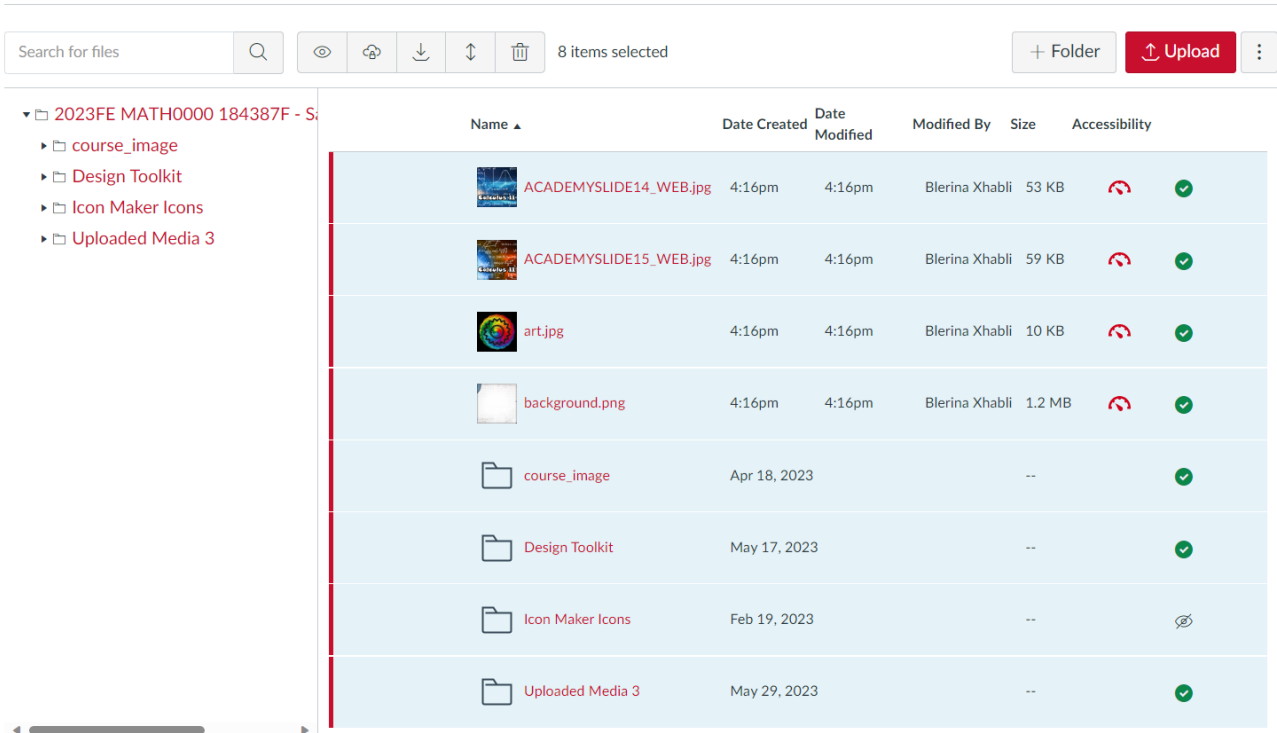
2023FE MATH0000 184387F - S

- course_image
- Design Toolkit
- Icon Maker Icons
- Uploaded Media 3

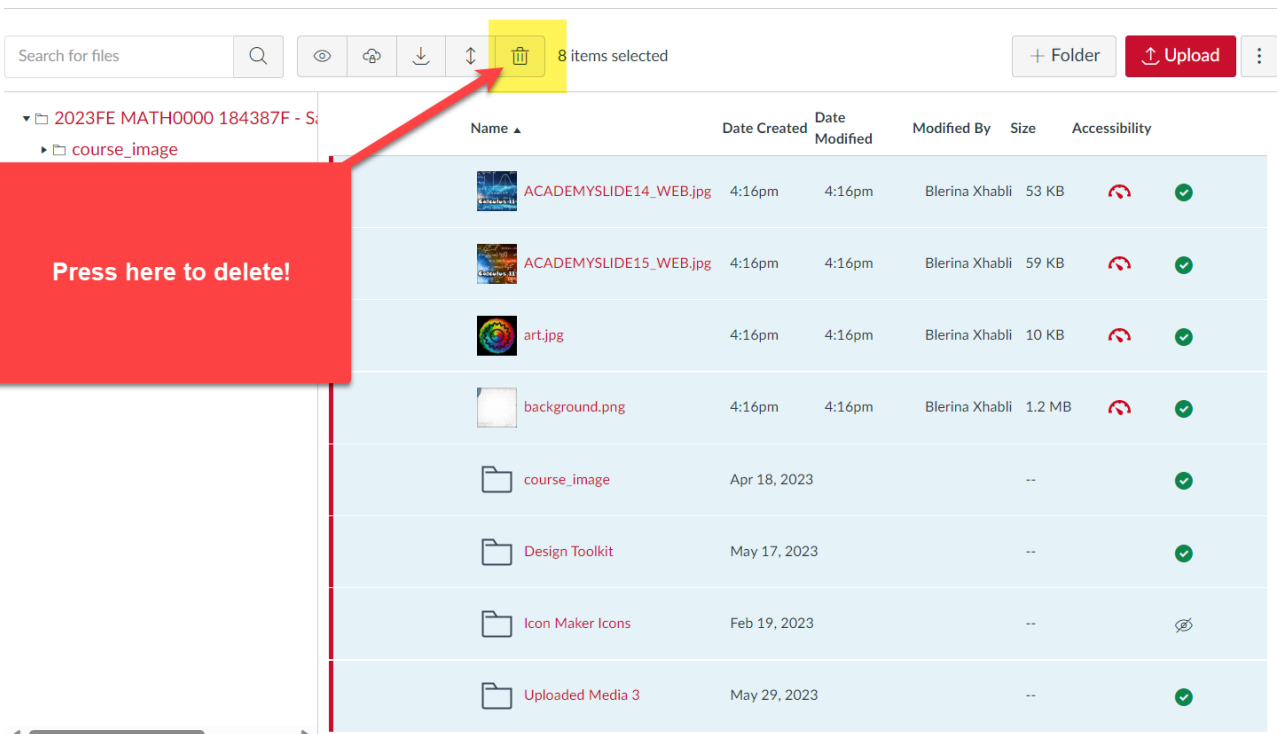
Name	Date Created	Date Modified	Modified By	Size	Accessibility
ACADEMYSLIDE14_WEB.jpg	4:16pm	4:16pm	Blerina Xhabli	53 KB	✓
ACADEMYSLIDE15_WEB.jpg	4:16pm	4:16pm	Blerina Xhabli	59 KB	✓
art.jpg	4:16pm	4:16pm	Blerina Xhabli	10 KB	✓
background.png	4:16pm	4:16pm	Blerina Xhabli	1.2 MB	✓
course_image	Apr 18, 2023		--		✓
Design Toolkit	May 17, 2023		--		✓
Icon Maker Icons	Feb 19, 2023		--		✓
Uploaded Media 3	May 29, 2023		--		✓

Click exactly in that empty space to select!

2. Scroll down until you reach the last file visible. **Hold down the SHIFT key** and continue to press it while selecting the final item on the list. This will select everything:



3. Once you have selected everything, click on  the button located in the top row:



4. Confirm the deletion and all selected items will be removed.

Important Note: Suppose you wish to save specific files or folders. After selecting everything as described earlier, hold down the "CTRL" key while choosing the files you want to keep. For instance, the selection process will appear as follows:

Search for files

6 items selected

+ Folder

Upload

▼ 2023FE MATH0000 184387F - S





















▶ course_image

▶ Design Toolkit

▶ Icon Maker Icons

▶ Uploaded Media 3

UnSelected Files to keep/save

Name	Date Created	Date Modified	Modified By	Size	Accessibility
 ACADEMYSLIDE14_WEB.jpg	Tuesday	Tuesday	Blerina Xhabli	53 KB	 
 ACADEMYSLIDE15_WEB.jpg	Tuesday	Tuesday	Blerina Xhabli	59 KB	 
 art.jpg	Tuesday	Tuesday	Blerina Xhabli	10 KB	 
 background.png	Tuesday	Tuesday	Blerina Xhabli	1.2 MB	 
 course_image	Apr 18, 2023			--	
 Design Toolkit	May 17, 2023			--	
 Icon Maker Icons	Feb 19, 2023			--	
 Uploaded Media 3	May 29, 2023			--	

2% of 2.1 GB used

All My Files

Proceed with the deletion, and only the files you've selected will be removed.

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STEP 9: PUBLISH, PUBLISH, PUBLISH – KEY TO CANVAS

We have been able to create course content for our course in CANVAS. We have seen how to publish or unpublish a created content. From the beginning, we emphasized how important it is to publish your content on a timely manner. That is why we are going to emphasize this important task one more time:

Make sure your students can access your course and its content. Students cannot access your course or any specific items until you have both published the course itself AND published the specific items you want your students to access.

Publish your course site

You can publish your course site in two ways: From the course's homepage, or from your Canvas Dashboard. Check [Step 2 of this handbook](#) for more details.

Publish your Modules

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

The screenshot displays the Canvas Modules interface. At the top right, there are buttons for "View Progress" and "+ Module". The interface is divided into sections for "Week 1" and "Week 2".

Week 1: The header indicates "Module is published." with a red arrow pointing to a green checkmark icon. Below this, three items are listed:







- "Watch this video lecture" with a green checkmark icon.
- "Week 1 Discussion Forum" with a green checkmark icon.
- "Short Essay #1" with a green checkmark icon.

Week 2: The header indicates "Module is not published." with a red arrow pointing to a gray circle with a diagonal line through it. Below this, one item is listed:

- "Quiz 1" (1 pts) with a green checkmark icon. A tooltip message states: "Quiz is published. But students will not be able to access this quiz from the Modules menu."






Publish your Assignments

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

 Example Assignment Module 8: Grading, Assignments, and Feedback in Canvas Module -/10 pts	Published!	→		
 Paper 1 Due Jun 17, 2017 at 3pm	Not published.	→		



Publish your Quizzes/Tests/Practice Test

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

 Module 3 Quiz 6 pts 6 Questions	Published!	→		
 Module 3 Quiz 4 pts 4 Questions	Not published.	→		

Publish your Discussions

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

▼ Discussions Ordered by Recent Activity				
 1 Discussion Topic for Forum Page Last post Sep 27, 2017	Published!	→	 	  
 2 Discussion Topic for Forum Page	Not published.	→	 	  

Publish everything you want your student to have access to.
Publish everything on a timely manner.

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STEP 10: CANVAS GRADEBOOK AND GRADE UPLOAD

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade. Only graded assignments, graded discussions, graded quizzes, and graded poppers that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View. However, Individual View currently does not support all settings and options from the Gradebook.

The following keyboard shortcuts are supported in the Gradebook:

- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader. After the browser is closed, the grade changes update.

View Gradebook and its Features

To access the gradebook, click Grades on the left side course navigation column.

MATH2305 18011 - Discrete Mathematics > Grades

Gradebook ▾

Account

Dashboard

Courses

Calendar

Inbox

History

Student Names

Assignment Names

Search Students

Search Assignments

Apply Filters

5

6 Import

7 Export ▾

8

Student Name	Homework 1 Out of 100	Homework 2 Out of 100	Homework 3 Out of 100	Homework 4 Out of 100	Quiz 01 Out of 100	Quiz 02 Out of 100	Quiz 03 Out of 100	Quiz 04 Out of 100
Student 1	90	82	93		100	100	100	90
Student 2	88	98	82		62.5	90	80	90
Student 3	75	98	92		87.5	100	100	100
Student 4	86	93	100		75	100	90	-
Student 5	81	80	99		75	100	100	-

The Gradebook includes global sorting options and settings you can use to organize your gradebook [1], student data [2] and assignment data [3].

You can apply filters[4] to view specific part of gradebook.

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon [5] or press the Shift+Question Mark keys simultaneously.

You can import grades by clicking Import[6] in the gradebook. Furthermore, you can export all grades by clicking Export [7]. You can change settings for assignments[8].

Gradebook Options[1]

MATH2305 18011 - Discrete Mathematics > Grades

Gradebook ▾

Account

Dashboard

Courses

Change Gradebook view

✓ Traditional Gradebook

Individual Gradebook

Gradebook History

Student Name	Homework 1 Out of 100	Homework 2 Out of 100
--------------	--------------------------	--------------------------

The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available at any time.

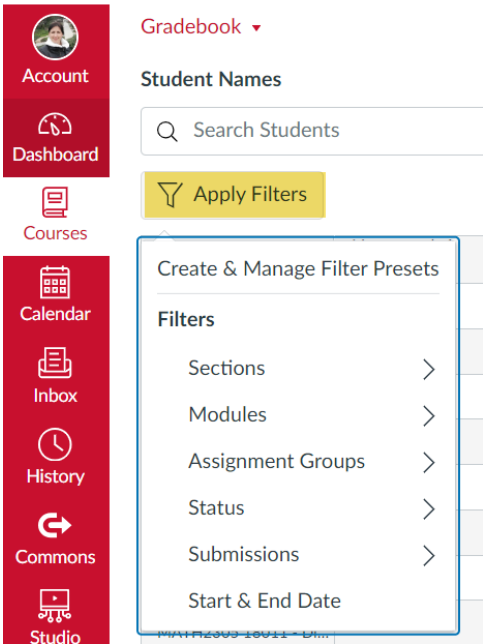
Individual View allows you to assess one student and one assignment at a time and is fully accessible for screen readers. Individual View currently does not support settings and options from the Gradebook.

Gradebook History displays the **Gradebook History** page, which logs recent grade changes in the course according to student, grader, assignment, and date.

Apply Filters[4]

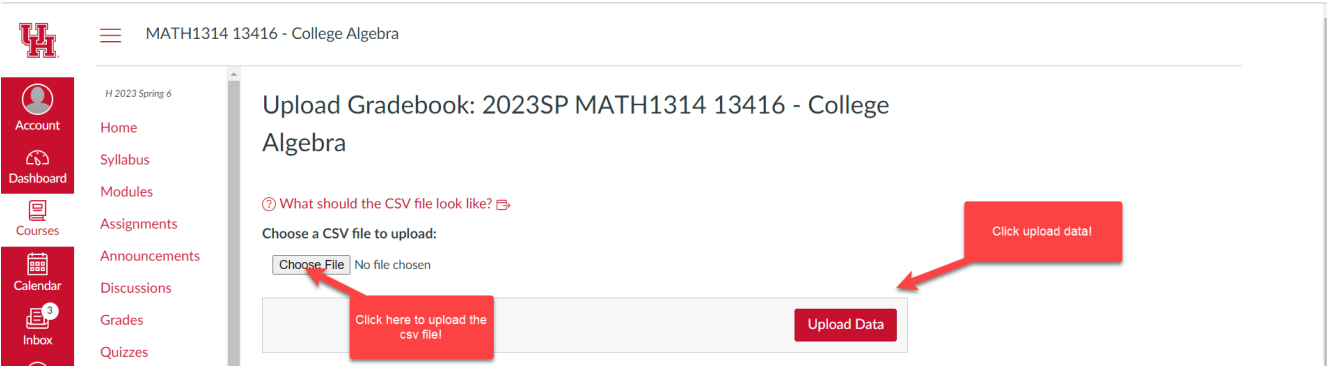
The filtering system is a very important tool if your course has multiple lab sections and/or multiple graders or multiple assignments. The graders can filter the students through the lab sections they are enrolled to grade their own students only. To make their work even easier, they can filter just the homework they want to grade and continue to do the grading effortlessly through the built-in SpeedGrader.

There are a lot of other filtering features that help the instructor have a better insight on students' performance.



Importing Grades[6]

To bulk manage student grades in the Gradebook, you can also **import grades** and export grades. If you are using CCS for assignments, you will be using the import feature very frequently. On the Gradebook page, click **Import[6]**. You will be directed to this page:



Click Choose File, find the csv file downloaded from CCS in your computes and attach the file. Click **Upload Data** and **Save Changes**. Your upload is complete.

By default, the gradebook displays all students and all assignments. If you want to focus on one student or a couple of them, or if you want to focus on only one particular assignment, then you can search the students or the assignments by name:

Student Names

Q Search Students

Assignment Names

Q Search Assignments

Gradebook Settings[8]

The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course or Viewing Grade Options for Students and many more. **You are advised to enter 0 for missing assignments, otherwise the gradebook will not include the assignment in the average if the grade is missing.**

For more details on such settings, explore the settings by clicking each tab.

Gradebook Settings

x

Late Policies

Grade Posting Policy

Advanced

View Options

☐ Automatically apply grade for missing submissions


Grade for missing submissions

0

%

After you set your rules, then click Apply Settings and you are done.
You can set the Grade Posting Policy to be automatically(recommended) or manually.

View Assignment Column[3]

Homework 8 Out of 100	Homework 9 Out of 100	Homework 10 Out of 100
0	0	-
102	100	-
102		-
102	97	-
92	96	-
102	100	-

Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

Hover over the assignment name to display three dots and see the dropdown menu for different options to apply to your assignment:

Homework 8 Out of 100	Homework 9 Out of 100	Homework 10 Out of 100
0		-
102		-
102		-
102		-
92		-
102		-
102		-
85		-
95		-
99		-
53		-

Sort by >

SpeedGrader

Message Students Who

Curve Grades

Set Default Grade

All grades posted

Hide grades

Enter Grades as >

Download Submissions

Grade Posting Policy

You can sort the grades, you can open the Speedgrader to grade the assignments with free response, you can curve the grades if necessary, you can message students who have not submitted or students who have a failing grade and many more. Just explore the options.

Important Note: If you are teaching a coordinated course, do not use the “Curve Grades” feature without consulting with your coordinator. In math department, we do not curve grades, unless it is necessary at the end.

View Assignment Groups and Total Column

Test 1 16% of gr...	Test 2 16% of gr...	Test 3 16% of gr...	Final Exam 22% of grade	Online Quizzes 12% of grade	Homeworks 10% of grade	Lab Work 5% of grade	Participation Poppers 3% of grade	Practice Tests 0% of grade	Total	Override
74%	86.75%	0%	–	86.08%	73.75%	60%	77.78%	16.67%	62.51%	–
98%	92.5%	104%	–	100%	99.38%	102.86%	100%	60%	98.97%	–
105%	103%	106%	–	100%	100.29%	102.86%	100%	66.67%	103.09%	–

You should be able to see the assigned percentages and the performance of students in each category throughout the semester. You can choose to hide the total columns.

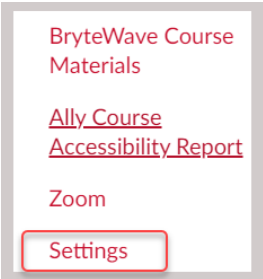
You will be learning more by exploring every feature. These were some important guidelines to get you started.

Assigning Letter Grades to Students through CANVAS

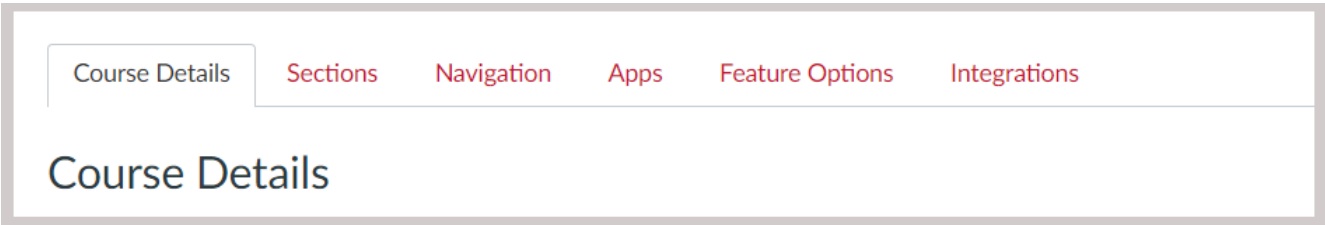
When you configure assignments within groups and assign weights according to the syllabus, CANVAS will automatically show the overall average for each group. Furthermore, Canvas displays the Total grade in the instructor's gradebook and in the individual student's grade view as a percentage.

Online Quizzes 15% of grade	Homeworks 10% of grade	Participation Poppers 5% of grade	Practice Tests 0% of grade	Total
73.68%	82.5%	100%	70.4%	72.3%
88.38%	96.17%	100%	81.06%	90.54%
93.38%	93%	84.14%	81.67%	94.39%
96.69%	87.33%	100%	0%	80.3%
1.58%	31.6%	2.76%	16.67%	9.76%

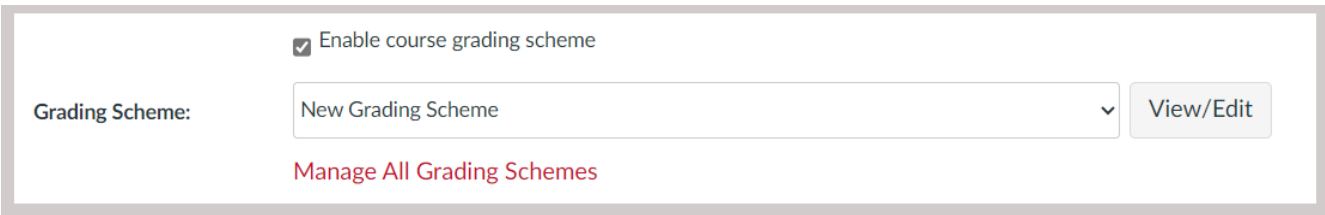
To display the Total Grade as a letter Grade, go to Settings on the navigation menu:



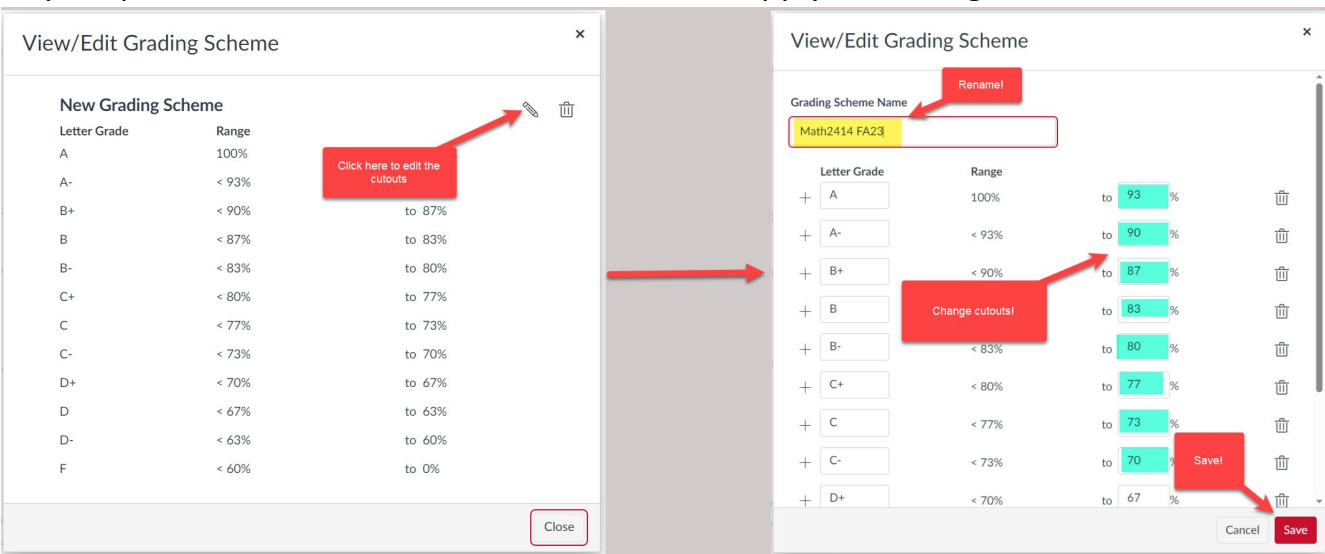
Make sure the Course Details page is displayed:



Checkmark "Enable course grading scheme":



The default grading scheme in use is the official UH grading scheme. If your approach differs from this scheme, you can click on the "View/Edit" link to customize it according to your preferences. Rename it for convenience, apply the changes and save:



After you have saved your work, this is what you will be seeing:

☒ Enable course grading scheme

Grading Scheme:

Math2414 FA23

▼

View/Edit

Manage All Grading Schemes

Proceed to the end of the page and click “Update Course Details”. The students will be able to see their letter grade based on the scheme you have provided and selected. You can change or disable the scheme anytime.

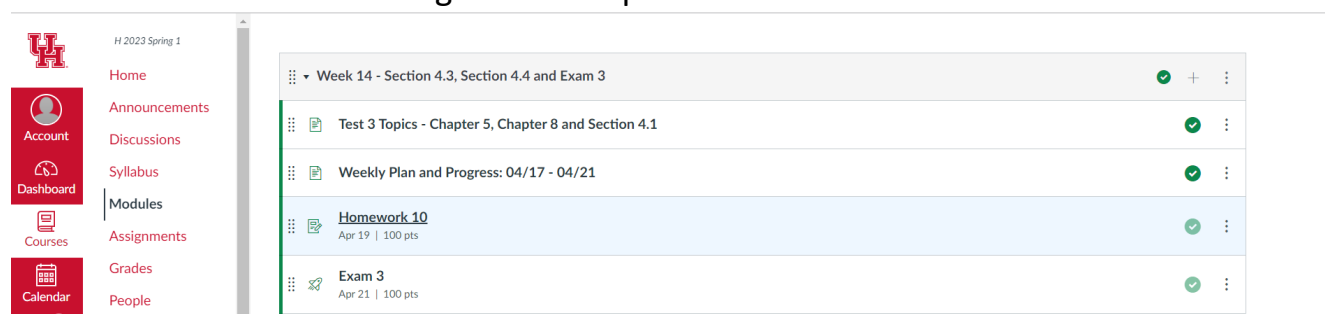
([Back to top](#))

STEP 11: GRADING FREE RESPONSE ASSIGNMENTS IN CANVAS

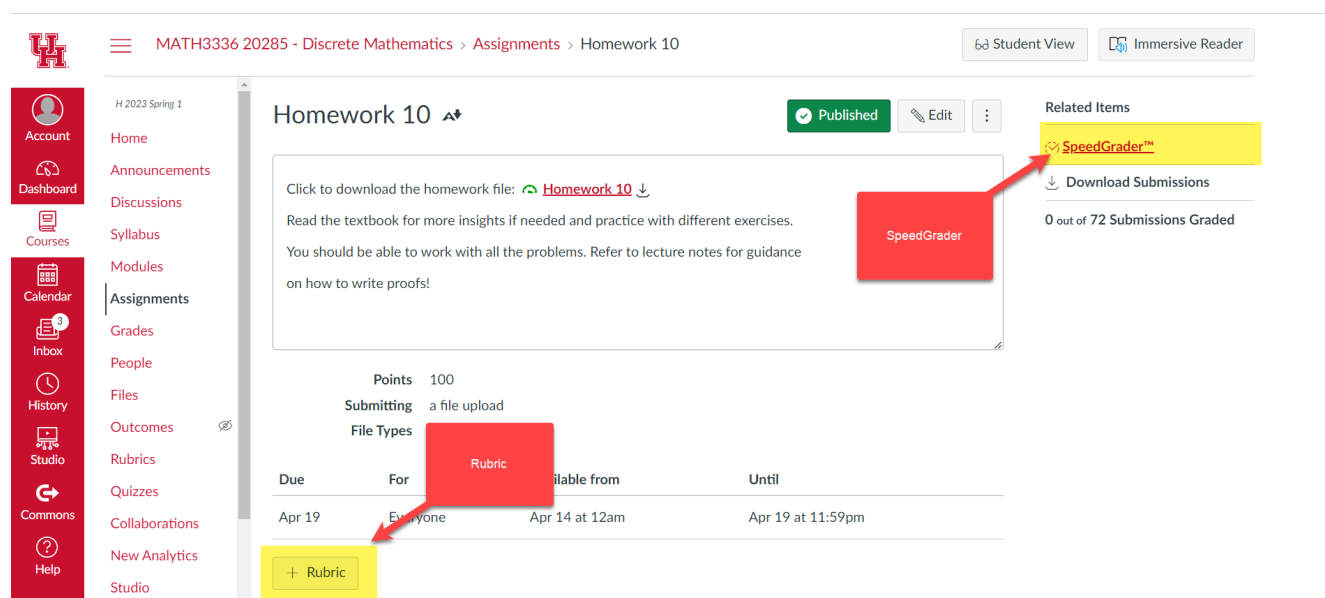
There are many classes which require homework upload submissions through CANVAS. All these assignments need to be graded manually by either the instructor or by the graders assigned to the instructor. For such grading duties, we will use SpeedGrader. SpeedGrader is a tool within Canvas that allows instructors to quickly view and grade students' submissions for Assignments, Discussions, and Quizzes.

Accessing SpeedGrader

Locate the assignment you want to grade in SpeedGrader: You can click Assignments on the navigation panel of CANVAS, or you can find your assignment in one of the Modules. Then click the assignment to open:



After you select and click your assignment, then you will see the assignment page:



You can choose to add a rubric to this assignment (strongly recommended) before you begin grading the assignment. This will help to keep track of the graded questions and the points the students get from each question. Adding rubric clears any confusion that students might have about the grading structure.

Adding Rubric

Click **+Rubric** and complete the form based on your grading criteria:

- Add the name of rubric to be able to distinguish easily from the rest of rubrics
- Add the problem # under criteria and describe how it is graded
- Add the points under the ratings and put comments for detailed explanation
- Add more questions as needed.
- When done, select “Use this rubric for assignment grading.”
- Click Create Rubric at the end.

The screenshot shows the Canvas LMS interface with the 'Add Rubric' form. The form is titled 'Homework 10 Rubric' and has a 'Find a Rubric' search bar. It contains a table with columns for 'Criteria', 'Ratings', and 'Pts'. The 'Criteria' column has a 'Description of criterion' and a 'Range' dropdown. The 'Ratings' column has a 'Full Marks' and a 'New Marks' dropdown. The 'Pts' column has a 'pts' dropdown. There are red callout boxes with arrows pointing to the 'Criteria' and 'Ratings' columns, and a 'Create Rubric' button at the bottom.

Due	For	Available from	Until
Apr 19	Everyone	Apr 14 at 12am	Apr 19 at 11:59pm

Criteria	Ratings	Pts
Description of criterion Range <input type="text"/>	5 pts Full Marks	0 pts New Marks
Total Points: 5		

Buttons: Cancel, Create Rubric

The rubric is created and ready to use. Now we are ready to click SpeedGrader. We will be directed in a web browser to work on. The student work will open up, you will read their solutions and fill the points in the rubric. Use the rubric to make your work easier. The rubric adds the points automatically. When done with one student, use the arrows in the upper right corner to move to the next one:

Homework 10
Due: Apr 19 at 11:59pm - MATH3336 20285 - Discrete Mathematics

15/87 Graded 0 / 100 (0%) 3/87

Page 1 of 4

MATH 3336 - HW 9

1. Solve the nonhomogenous recurrence relation $a_n = 2a_{n-1} + 2n^2$, with given initial condition $a_1 = 4$.
Solution:
 Characteristic polynomial: $r = 2 \rightarrow a_n^h = C(2^n)$
 and $a_n^p = C_1n^2 + C_2n + C_3 = 2(C_1(n-1)^2 + C_2(n-1) + C_3) + 2n^2$

$n = 0 : C_3 = 2(C_1 - C_2 + C_3)$, then

$$2C_1 - 2C_2 + C_3 = 0. \quad (1)$$

$n = 1 : C_1 + C_2 + C_3 = 2$, then

$$C_1 + C_2 + C_3 - 2 = 0. \quad (2)$$

$n = -1 : C_1 - C_2 + C_3 = 2[4C_1 - 2C_2 + C_3] + 2$, then

Student Viewed Document 35pm
 Word Count: 1,367 words
 Submitted Files: (click to download)
 3336_hw10_BoazAdikaibe.pdf

Assessment
 Grade out of 100

View Rubric

Comments for this Attempt

Add a Comment

Submit

Click here to go to next student!

Total Points will show here!

Click here to use rubric and fill it in!

When you click View Rubric, you will see the rules of grading you assigned in the rubric. Fill the points for every question while you evaluate the solutions:

Homework 10
Due: Apr 19 at 11:59pm - MATH3336 20285 - Discrete Mathematics

15/87 Graded 0 / 100 (0%) 3/87

Page 1 of 4

$a_n = C(2^n) - \frac{2}{7}n^2 + \frac{4}{7}n + \frac{12}{7}$

We know that $a_1 = 4$, so we have the following:
 $4 = 2C - \frac{2}{7} + \frac{4}{7} + \frac{12}{7}$
 $4 = 2C + 2$
 $C = \frac{4-2}{2} = 1$
 Thus, the solution to the recurrence relation is

$$a_n = 2^n - \frac{2}{7}n^2 + \frac{4}{7}n + \frac{12}{7}$$

Rubric

Criteria	Ratings	Pts
13 pts Full Marks	0 pts No Marks	13
Make sure all problem is submitted.		/ 13 pts
13 pts Full Marks	0 pts No Marks	13
Make sure all problem is submitted.		/ 13 pts

At the end, after you have read all the solutions, click Save and enter the accumulated points in the rubric in the Grade box. Afterwards, you can move to the next student:

Homework 10
Due: Apr 19 at 11:59pm - MATH3336 20285 - Discrete Mathematics

16/87 Graded 6.5 / 100 (7%) 3/87

Page 1 of 4

and $a_n = C_1n^2 + C_2n + C_3 = 2(C_1(n-1)^2 + C_2(n-1) + C_3) + 2n^2$

$n = 0 : C_3 = 2(C_1 - C_2 + C_3)$, then

$$2C_1 - 2C_2 + C_3 = 0. \quad (1)$$

$n = 1 : C_1 + C_2 + C_3 = 2$, then

$$C_1 + C_2 + C_3 - 2 = 0. \quad (2)$$

$n = -1 : C_1 - C_2 + C_3 = 2[4C_1 - 2C_2 + C_3] + 2$, then

$$7C_1 - 3C_2 + C_3 + 2 = 0. \quad (3)$$

Subtract (2) from (1):

Assessment
 Grade out of 100

104

View Rubric

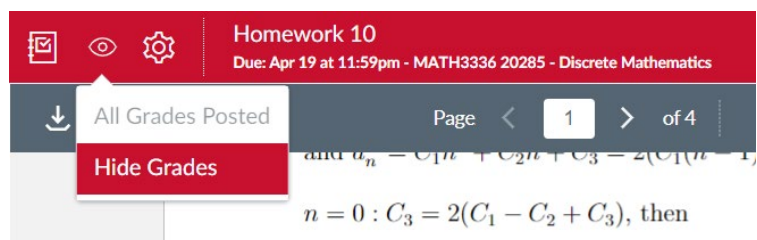
Homework 10 Rubric

Criteria	Ratings
Full Marks	

Click Next!

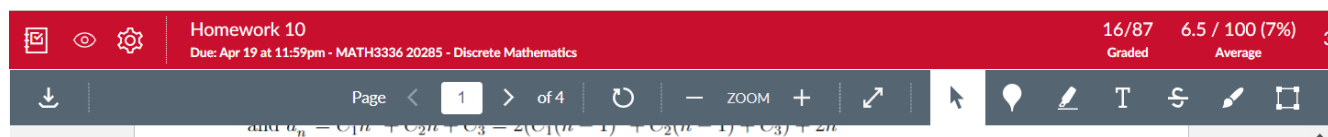
Document Submissions

Before you begin grading and annotating using SpeedGrader, it is highly recommended clicking the eye icon in the top left of SpeedGrader page and choosing Hide Grades. This will prevent students from seeing their grades until you post grades once you are done grading. Additionally, this allows you to make further comments or change grades without notifying students of the changes.



Annotating and grading document submissions

SpeedGrader allows you to annotate document submissions. If students have submitted using the Text Entry option, you will not be able to annotate their submissions. You can limit submission types when building Assignments.



Just explore the tools you see to understand their features.

Grading Assignments in classes with multiple lab sections

If you are teaching a class which has multiple lab sections and/or multiple graders, then CANVAS will divide the students based on their lab enrollment and you or TA will be able to select their students only. After you choose the assignment you want to work with, on the main page, you should select the group/lab section you want to grade:

The screenshot shows the Canvas LMS interface for a course titled 'MATH2414 14507 - Calculus II'. The navigation sidebar on the left includes links to Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Commons, and New Analytics. The main content area displays 'Homework 10' with a 'Published' status and an 'Edit' button. A red callout box points to the 'Select Group to Grade' dropdown menu, which lists various lab sections including 'MATH2414 14506 - Calculus II'. Below the dropdown, a table shows submission details: Points (100), Submitting (a file upload), File Types (doc, pdf, and docx), Due (Apr 28), For (Everyone), Available from (Apr 20 at 12am), and Until (Apr 28 at 11:59pm).

After you select the lab section, continue with SpeedGrader and finish your grading.

Grading with Ipad: If you have an ipad, just open the homework you need to grade, choose the lab section (if applicable), and do the grading by putting annotations on paper. Do not forget to complete the rubric if it is available.

Dealing with Multiple Graders in a Course with No preset Groups/Labs

If your course has multiple graders but not lab sections, there is a manual process to be done through CANVAS. On the navigation panel of CANVAS, click People, then we select +Group Set and follow the steps according to how you prefer to add the groups.

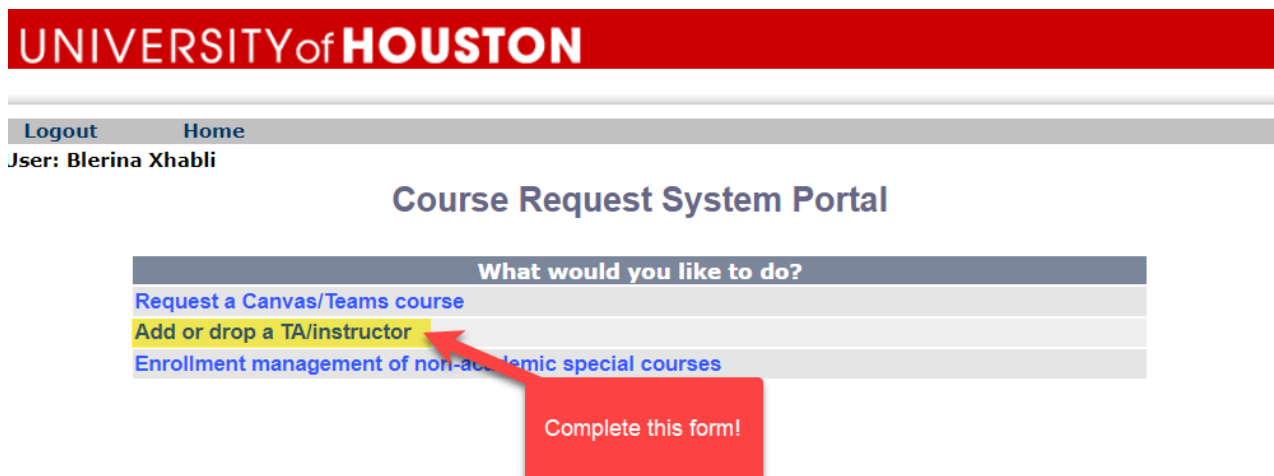
You can choose to upload a csv file with students grouped based on different criteria you might choose. Feel free to contact Blerina Xhabli at bxhabli@uh.edu for some important details and fair distribution of students in groups for grading purposes.

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STEP 12: COURSE COORDINATION IN CANVAS

If the class you are teaching is coordinated, then the assignment groups and the common assignments should be created by the coordinator. The instructor has the freedom to design their own unique poppers or other supplemental assignments for their own class that differ from the common ones (test/quizzes/homeworks). If you are the coordinator of one course with multiple sections, then there are some important steps to be completed from your part as a coordinator:

1. **You should request a CANVAS developmental shell to prepare content for the course** you will be coordinating. This request should be completed by filling the form provided in this link:
https://forms.office.com/pages/responsepage.aspx?id=vboLF_CikEytSw6PDwxCWUlfku1BRZJmM9JesmYbVbURUVMVNaWkM3UIUzOFJWRVdSVTZaNVBaUS4u
2. **You should be added as a teacher in all the sections of the course being taught during the semester.** To achieve this, kindly request the other instructors who are also teaching this course to add you as a teacher in their respective CANVAS shells. The process of adding you as a teacher can be facilitated through the **Course Request System Portal** available in [AccessUH](#).



After clicking the "Add or Drop a TA/Instructor" link, the instructor must select their respective class and then submit a request to add you as a teacher in their CANVAS shell. This process is typically completed within a few hours.

3. As a coordinator, **you are responsible to design an academic plan that outlines all the assignments' deadlines and to confirm the exam schedule with Minh Nguyen before the semester starts.**
4. **The next step is to set up all these assignments in CANVAS. This involves creating the necessary groups with their corresponding weights as stated in the syllabus and adding the common assignments to these groups accordingly.**

Important Note: To facilitate with this process, we do have a general developmental shell that has a CANVAS generic course setup template to streamline the process of setting up the assignments. This will save time and ensure consistency in organizing the groups and assignments as per your academic plan. You will be added in this developmental shell to benefit from this template.

5. Once you have created the groups and assignments with the appropriate settings and deadlines in your developmental CANVAS shell, the next step is to **add all the other instructors to this shell**. The process of adding an instructor or more to your CANVAS shell is completed through the **Course Request System Portal** as explained above.
6. After doing so, **you should notify the instructors that the content is now ready to be imported into their respective sections**. This will ensure that everyone involved in teaching the course has access to the prepared materials and can proceed with their sections accordingly. All instructors must adhere to the instructions provided in [Step 13](#) for importing course content.
7. After the instructors have imported the groups and their assignments into their respective CANVAS shells, **you should proceed with uploading/installing quiz content for all quizzes, practice tests, and tests in CCS** (if the content is already available). While there is no immediate rush in this process, you should ensure timely uploading to provide sufficient practice time for the students. For instructions and support related to installing content in CCS, you can always refer to [Step 15](#).

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STEP 13: IMPORTING GROUPS AND ASSIGNMENTS INTO YOUR CLASS

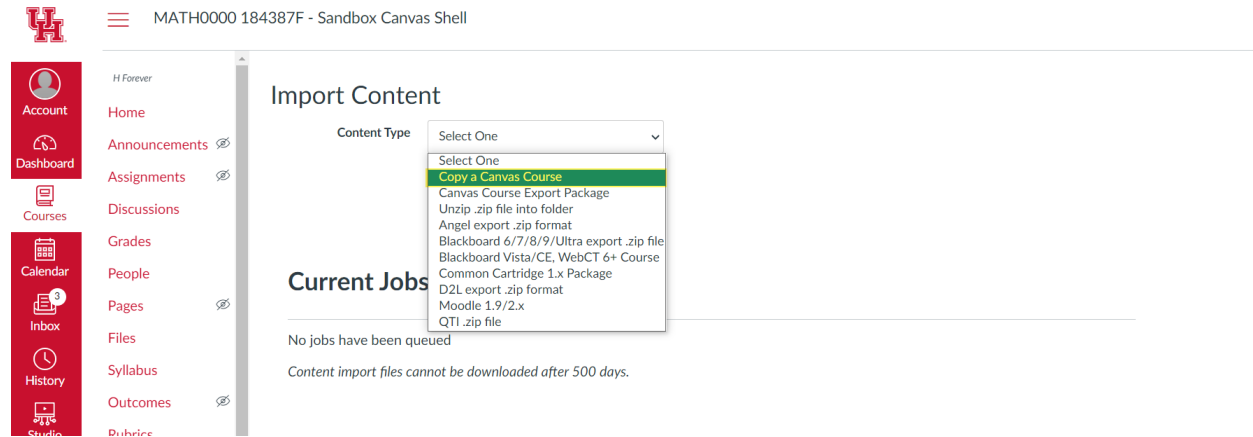
After the course coordinator has prepared the groups and their corresponding assignments, **every instructor is responsible to import/copy these groups and assignments from the developmental shell into your section.** To achieve this, follow these steps to copy the common assessments shared by all sections in the course:



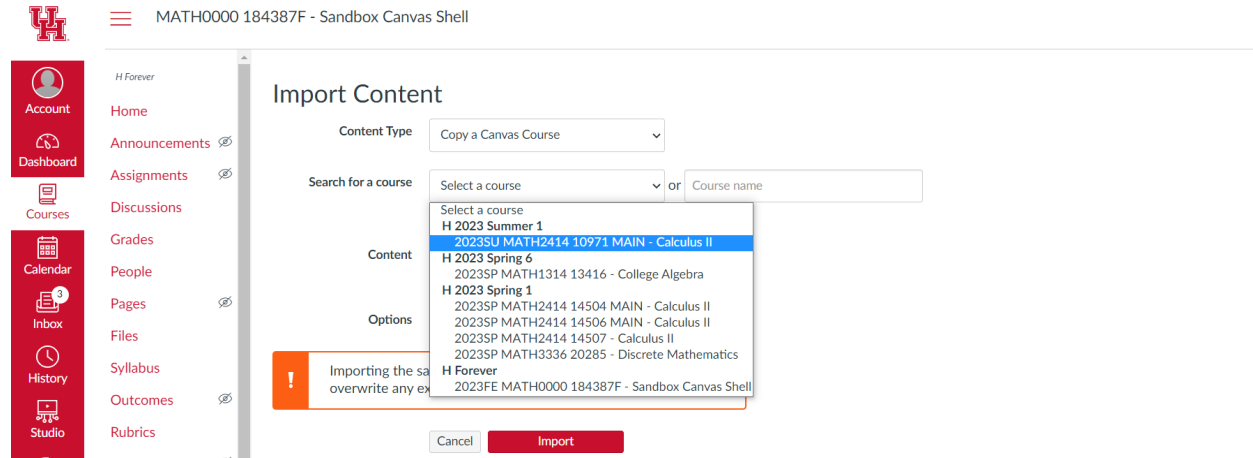
1. Access your CANVAS shell you want to import the content, and on the navigation menu, scroll to the end and click **Settings**. Then click **Import Course Content**:

The screenshot shows the Canvas LMS interface for a course titled "CCS1000 185086S - CCS Test Course 3". The left navigation menu is visible, with "Settings" highlighted at the bottom. The main content area displays "Course Details" for "Calculus 2". A red callout box with an arrow points to the "Import Course Content" button in the right-hand "Course Status" section, with the text "Click here to start importing!".

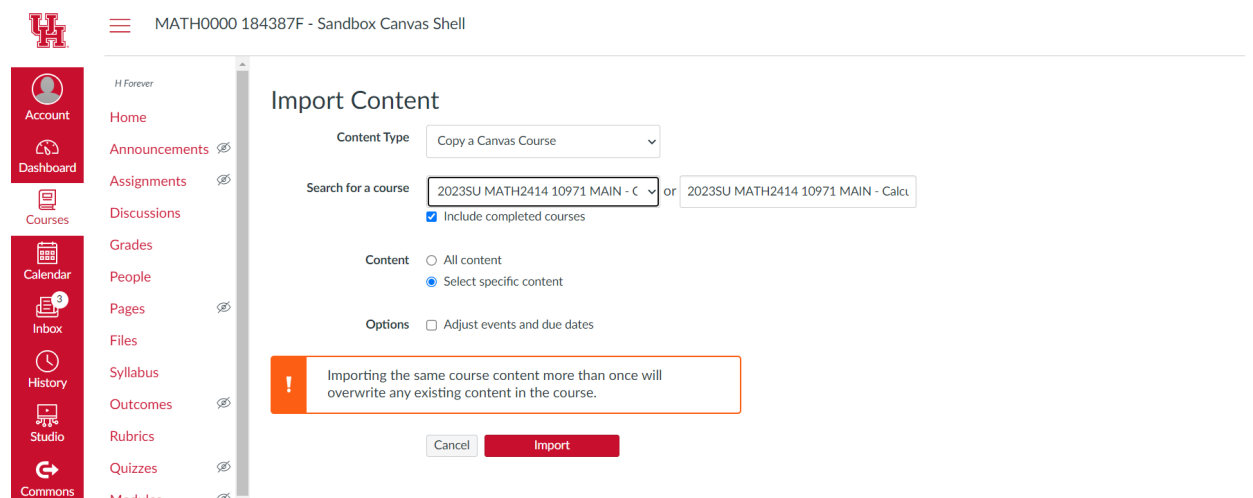
2. From the dropdown menu, select **Copy a Canvas Course**:



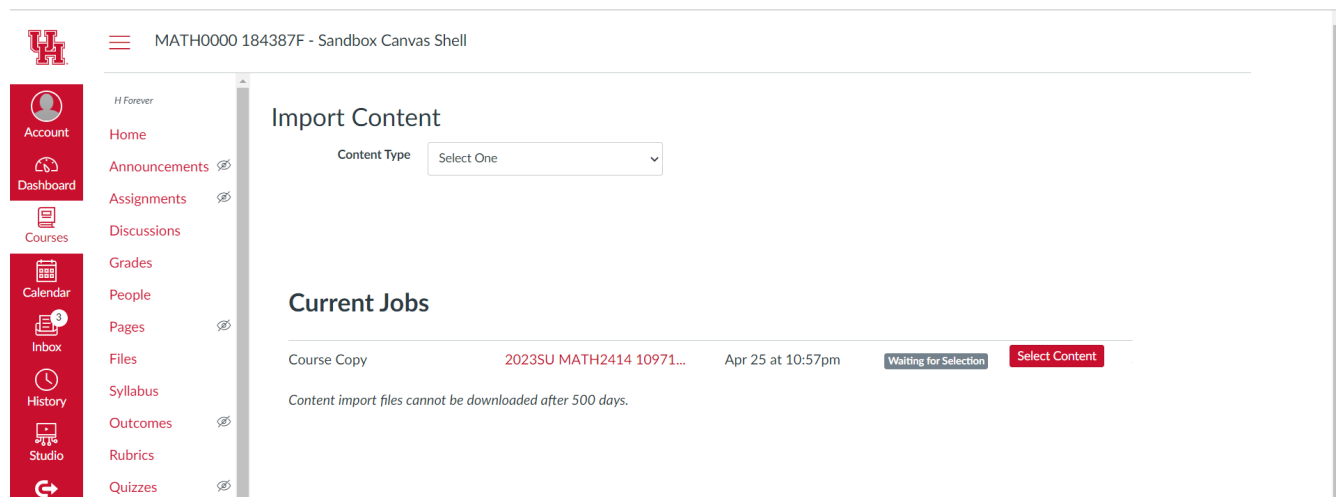
3. Choose the **developmental shell** from which you will copy the content:



4. Specify the content you need to copy, **do not adjust dates**, and click Import:



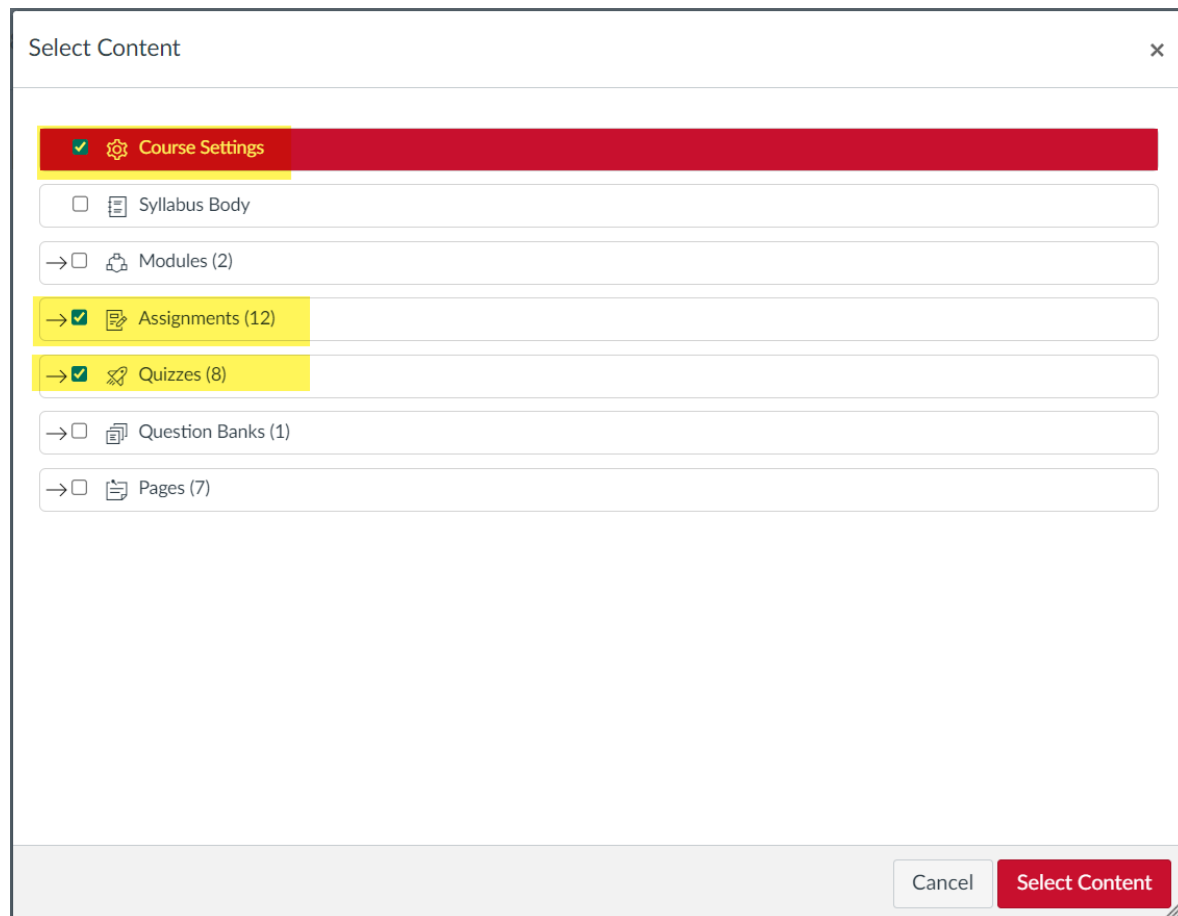
5. After importing, you should be able to select the content you want to copy:



The screenshot shows the Canvas LMS interface for a course titled "MATH0000 184387F - Sandbox Canvas Shell". On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and a list of course items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, and Quizzes. The main content area is titled "Import Content" and features a "Content Type" dropdown menu set to "Select One". Below this is a section titled "Current Jobs" which contains a table of import jobs. The first job is a "Course Copy" for "2023SU MATH2414 10971..." dated "Apr 25 at 10:57pm", with a status of "Waiting for Selection" and a red "Select Content" button. A note below the table states: "Content import files cannot be downloaded after 500 days."

Course Copy	2023SU MATH2414 10971...	Apr 25 at 10:57pm	Waiting for Selection	Select Content
Content import files cannot be downloaded after 500 days.				

6. Choose Course Settings, all the assignments and quizzes and click Select Content:



The screenshot shows a "Select Content" dialog box with a close button (X) in the top right corner. The dialog lists various content types for selection. "Course Settings" is selected with a checkmark and a gear icon, highlighted with a red background. "Syllabus Body" is unselected. "Modules (2)" is unselected with a right-pointing arrow. "Assignments (12)" is selected with a checkmark and a document icon, highlighted with a yellow background. "Quizzes (8)" is selected with a checkmark and a document icon, highlighted with a yellow background. "Question Banks (1)" is unselected with a right-pointing arrow. "Pages (7)" is unselected with a right-pointing arrow. At the bottom right are "Cancel" and "Select Content" buttons.

<input checked="" type="checkbox"/>		Course Settings
<input type="checkbox"/>		Syllabus Body
<input type="checkbox"/>		Modules (2)
<input checked="" type="checkbox"/>		Assignments (12)
<input checked="" type="checkbox"/>		Quizzes (8)
<input type="checkbox"/>		Question Banks (1)
<input type="checkbox"/>		Pages (7)

- Once the import is complete, you will find the groups and assignments in your section, ready for use by you and your students. Go to the Assignments page to check:

The screenshot displays the Canvas LMS interface for the course 'MATH0000 184387F - Sandbox Canvas Shell'. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Commons. The main content area is titled 'Assignments' and includes a search bar, '+ Group' and '+ Assignment' buttons, and a list of assignments. The assignments are grouped under 'Test 1' and 'Test 2'. Each group shows a percentage (15% of Total) and a list of assignments with due dates and point values.

Group	Assignment	Due Date	Points	Percentage
Test 1	Test 1	Due Apr 30 at 11:59pm	100 pts	15% of Total
	Bonus PT1	Available until Apr 30 at 11:59pm Due Apr 30 at 11:59pm		
Test 2	Test 2	Due Apr 19 at 11:59pm	100 pts	15% of Total
	Bonus PT2	Due Apr 19 at 11:59pm		

You should be able to see all the groups you created in your own section along with the percentages and the assignments in each group.

The common shared assignments are all set. You can create your own poppers or other assignments that you want to give to your students besides the common ones. Make sure you put these new assignments in their appropriate group.

Important Note: All the instructors can copy any course content including modules, assignments, discussions etc. from their old CANVAS courses by following the same steps above. This process saves them a lot of time in setup and course content.

However, if the course is coordinated, it is essential for the instructor not to create groups of assignments. While the instructor has the flexibility to develop their own poppers or discussion assignments, they should refrain from creating quizzes, tests, or similar assessments. These specific groups and assignments should be exclusively designed by the coordinator. This approach ensures the consistency and uniformity of all sections within the course, preserving its integrity and smooth management.

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STEP 14: CCS STRUCTURE AND HOW TO USE IT

The **CASA Campus Services platform (aka CCS)** is the new courseware platform that is replacing the formal CASA courseware. All the quizzes and tests maintained by the formal CASA courseware will be transferred to this new system. One of the main purposes to move everything to this new system is the accessibility and integration with CANVAS. CCS is designed to read the content from the CANVAS course such as the list of students and the quiz type assignments created on CANVAS. Every setting of an assignment provided in CANVAS will be applied in CCS accordingly.

CCS is still a work in progress. The main structure is developed completely: It provides all the functionality and services you were able to do through the formal CASA courseware. Furthermore, there are some additional services provided such as insight to student performances in quizzes/tests through quiz/test analysis feature, easy access to view different sections' assignments' performance for coordinated classes, etc. The LGC calculator and Opt-Out feature are built-in tools within CCS, as well. More features and tools will be added or improved in the future.


Make sure you request your CCS shells for your courses. You can access CCS through <http://ccs.casa.uh.edu/cgi-bin/canvas1.sh>

Let's have a look at the design of CCS and explore the main features that we need to create content for our assignments such as quizzes/tests/homeworks, etc:

Follow the link above and authorize your login to this platform. You are required to use your CougarNet credentials to login. Once you login, you will be able to see the list of all the classes you have taught or you will be teaching. If you are a coordinator, you will be seeing all the sections of the course you coordinate. It will be a long list to display.

Using the Filter System of CCS platform

We have a filter system that helps the instructor to display the courses of the current semester only. Use this filter feature to display the classes of the current semester by choosing the current semester option in the filter system displayed on the main page, as shown in the following image:



CASA Campus Services

This page is
SELECT COURSE 1A

[Main Menu](#)
[Change Course](#)
[Help](#)
[Log Out](#)

Blerina Xhabli — CCS170

semester	session	course ID	section number	description	GO	
2023SU	none	CCS1000	185086S	CCS Test Course 3	teacher	student
2023SU	1	MATH1314	11036	College Algebra	teacher	student
2023SU	MIN	MATH1314	11562	College Algebra	teacher	student
2023SU	2	MATH1314	12069	College Algebra	teacher	student
2023SU	1	MATH2414	10971	MAIN	teacher	student

filter(s):

2023SU semester
all session
all course

For every course in CCS, you will have two options to view the course: the teacher view where all your work in CCS will take place, and the student view to check your work from a student's perspective and use it as a guide for your students.

CCS Student Portal

The Student Portal is very self-explanatory and have all the basic features needed for a student to finish their work on CCS. To access student view for any of your courses, click the student button next to the course.

It is strongly recommended that you explore each item you see in the main menu of the student view. This will help you understand the system better and be able to answer any questions that the students might have regarding the features in this menu.

You are responsible for the rules in [CASA Testing Center Guidelines](#)

Main Menu

Unproctored Assessments

- [GO](#) A1 take your **quiz or practice test**
- [GO](#) A2 view your **graded quiz or practice test**

Proctored Exams

- [GO](#) B1 **schedule or re-schedule** to take a proctored exam in an on-campus testing center
- [GO](#) B2 check your reservation
- [GO](#) B3 take your **proctored exam**
- [GO](#) B4 view your **grades and/or graded exams**

EMCF: Poppers/Multiple Choice Homeworks

- [GO](#) C1 take an **EMCF**
- [GO](#) C2 view a graded **EMCF**

Opt-Out and Letter Grade Calculator (LGC)


- [GO](#) **D1 opt-out** and letter grade calculator (LGC)

Textbook and Miscellaneous

- [GO](#) E1 view the **textbook**
- [GO](#) E2 view your activity **history**
- [GO](#) **E3 email** preferences

CCS Teacher Portal

Choose the class you want to work upon, and click the teacher button to continue. You will be directed to the **main menu of CCS teacher portal** for your class:

 CASA Campus Services	MAIN MENU	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2024SP MATH2414 20553 MAIN - Calculus II — Session 1 Thu Jan 11 11:55 2024</div>
---	-----------	---

[Alphabetical Index to Menu](#)

A. Information on Integrating CCS with Canvas GO A1. Instructions on using Canvas and CCS. GO A2. Essential Information about Assignments.	E. Grades — Viewing and Analysis GO E1. (Gradebook+) view graded quiz attempts and completed tests. GO E2. View quiz/test analysis. GO E3. View quiz/test analysis for all sections (coordinators only). GO E4. View the statistics of test free response grades. GO E5. View student activity report (slow, allow 20-60 seconds). GO E6. Override the default date when students can view graded proctored tests.
B. Quiz/Test Content (questions) B1. Step 1 of 4. Create the quiz/test in Canvas. GO B2. Step 2 of 4. Install quiz/test content. GO B3. Step 3 of 4. Check quiz/test content. GO B4. Step 4 of 4. Release quiz/test to students. GO B5. Print a quiz/practice test/test copy. GO B6. Check everything for all quiz/tests. GO B7. View an archived quiz/test. GO B8. Check points assigned to questions. GO B9. Semester rollover, copy assignments between semesters en-masse.	F. LGC (letter grade calculator) GO F1. Check Canvas set-up. GO F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes). GO F3. Set drop type for quizzes/homework/lab quizzes, etc.. GO F4. Set drop type for poppers. GO F5. New LGC run (includes the registrar's file) GO F6. View an existing LGC run. GO F7. View the pass rate for all sections (coordinators only).
C. EMCF GO C1. Step 1 of 3. Create and release to students. GO C2. Step 2 of 3. Enter the key. GO C3. Step 3 of 3. Grade and download the grades. GO C4. View or modify configuration. Delete an EMCF. GO C5. NEW View graded EMCF's. GO C6. NEW EMCF grade corrections. GO C7. Sync between sections.	G. Test Services and Student Accommodations GO G1. View a report of student scheduling status (slow, allow 5-30 seconds). GO G2. Arrange make-up proctored tests. GO G3. View Dart time multipliers. GO G4. Set Dart time multipliers.
D. Grades — Download/Upload to Canvas GO D1. Info GO D2. Download quiz/test grades for upload to Canvas. GO D3. Enable auto-upload grade when student submits work. GO D4. Upload grades to Canvas with one button click GO D5. Make grade correction in CCS. GO D6. Download bonus points for submission of course evaluation. GO D7. Download free response grades for upload to Canvas.	H. General Class Information and Textbook GO H1. View section info (teachers, number of students, etc). GO H2. View the status of course evaluation for each student (slow, allow 1-2 minutes). GO H3. View the textbook. GO H4. Get student email addresses.

The teacher menu is self-explanatory for most of the services it provides. All these **instructions** that you read in this handbook will be linked in **Section A** of the main menu.

All the quiz/practice test/test **content** will be maintained by **Section B**. It is mandatory to have the quiz assignment created in CANVAS before you begin building the content in CCS. There are steps involved, but they are all straightforward and easy to apply.

If you want to build **EMCF** forms for your multiple choice homeworks or poppers, you will be using **Section C** of this menu. You will be able to enter the key ahead of time or after the students have submitted their answers. You will be able to see the statistics of such submissions. After the deadline, you will be able to download EMCF grades.

Students' grades can be downloaded from the items in **Section D**. After the deadline of an assignment has passed, you are advised to download the grades of the assignment. A csv file with the same name as the assignment will be downloaded in your computer, which you will import in CANVAS gradebook. Furthermore, you can make grade changes or automate grade uploading to CANVAS utilizing the proper items in this section.

Section E is where you can view students' graded attempts. Moreover, this section offers additional features that aid in understanding student performance and analyzing assignment averages.

Section F contains **the LGC** calculator and Opt-out tool. For the LGC, the instructor will have the chance to set the drop type of assignments: either be the actual drop of lowest grade assignments, or reduce the denominator type of drop to be implemented when we calculate the letter grade for this class. Furthermore, this section provides some tools to check the overall **CANVAS set up** and CANVAS/CCS grade sync.

Section G enables the instructor to view students' test schedules or permit them to take makeup exams. Additionally, the instructor can update student accommodation requests within this section.

General class information, updated student email addresses, textbooks, and more can be found in **Section E** of this portal.

[\(Back to top\)](#)

STEP 15: INSTALLING CONTENT FOR QUIZZES/TESTS/PRACTICE TESTS IN CCS

Quizzes, practice tests and tests are some of the most important assessments that help the student to retain the information properly and eventually show mastery of such content. All these assessments are planned accordingly at the beginning of the semester and made available to students in a timely manner. The setup of these assessments takes place in CANVAS. The instructor or the coordinator is strongly recommended to do the setup for these three major assessments on CANVAS before the semester starts.

The content of these assessments will be provided through the CCS platform. All the assessments should have proper instructions that guide students to go to the right place, as explained in [Step 6 of this handbook](#).

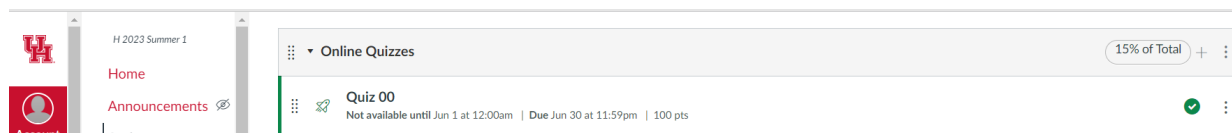
Let's begin to create content for such an assessment, say Quiz 00. Most of classes have a Quiz 00 (or just Quiz 0), which is a background check type of assignments for the students. We will follow the steps that are listed in Section B of the main menu of CCS:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.

- GO B2. Step 2 of 4. Install quiz/test content.
- GO B3. Step 3 of 4. Check quiz/test content.
- GO B4. Step 4 of 4. Release quiz/test to students.
- GO B5. Print a quiz/practice test/test copy.
- GO B6. Check everything for all quiz/tests.
- GO B7. View an archived quiz/test.
- GO B8. Check points assigned to questions.
- GO B9. Semester rollover, copy assignments between semesters en-masse.


We double check that we have this Quiz 00 already setup in CANVAS:



Golden Rule #3:

Everything must be set up in CANVAS before adding content in CCS.

Then we proceed with item B2 of Section B to install the quiz content. On the next page, you will see three important divisions:

 CASA Campus Service	This page is INSTALL CONTENT FOR QUIZ OR TEST page 1 of 3	<div> Main Menu Change Course Help Log Out </div> <div> Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017 </div>
--	---	---

Use this clobber to overwrite the existing content!

Clobber

Use this only if you are asked.

Source

- ☐ Option 1: Copy a quiz/test which exists already in CCS.
- ☐ Option 2: Upload a zip file.
- ☐ Option 3: Copy a quiz/test from CourseWare

Use one of these options to upload content in your quiz!

Target (the quiz/test you want to create)

Select the quiz you want to create content for!

Next

Clobber: You will use this feature, if you already have content in your Quiz 00, but you made a change/update and want to overwrite the content. If you are sure of this process, you need to write **overwrite** in the box and continue the other steps.

We will be developing the feature of appending/combining two quizzes together later.

Source: This is the main feature of Section B, the purpose of Section B. You will have the option to choose to copy content from existing resources in CCS, or you can upload a new zip file of coded quiz/test/practice test. If none of these options is available, then you can request option 3 to copy a quiz/test/practice test from the formal CASA Courseware archives. Your request will be completed in a timely manner.


Target: You should be able to select the proper quiz/test/practice test from CANVAS that you are planning to build the content for.

Installing Individual Quiz/Test/Practice Test content using Option 1 in item B2

Option 1 - Copying quiz/test/practice test available in CCS

We are going to build content for Quiz 00.

1. We click item B2, and on the next page, we skip clobber, and we choose option 1:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 1 of 3	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017
---	---	--

Clobber
 Use this only if you are asked

We choose Option 1!

Source
☒ Option 1: Copy a quiz/test which exists already in CCS.
☐ Option 2: Upload a zip file.
☐ Option 3: Copy a quiz/test from CourseWare archives.

Target (the quiz/test you want to create)


Quiz 00

Next

This section is needed only for Option 1.
Spring Session 1 2023 ☐ proctored ☒ unproctored

Choose the semester/session/year from which you want to copy content! Select unproctored for quizzes!

2. Once you choose option 1, you will see the options to choose the semester, the session, the year and proctored/unproctored. Pick the options that you know where the content is, choose Quiz 00 and click Next:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017
---	---	--

We are creating this quiz/test: 'Quiz 00' (57243).

Select the quiz/test from which to copy:

Select a quiz/test here.

Next

3. From the dropdown list, choose the quiz you want to copy from and click Next:


Select a quiz/test here.

- Practice_Final | All_Chapters
- Practice_Test_1 | Chapter_07
- Practice_Test_2 | Chapter_08
- Practice_Test_3 | Chapter_09
- Quiz_00 | null**
- Quiz_01 | Section_7.1
- Quiz_02 | Section_7.2
- Quiz_03 | Section_7.3
- Quiz_04 | Section_7.4
- Quiz_05 | Section_7.5
- Quiz_06 | Section_7.6
- Quiz_07 | Section_8.1
- Quiz_08 | Section_8.2
- Quiz_09 | Section_8.3
- Quiz_10 | Section_8.4

Select a quiz/test here.

Next

4. The copying of the content is done successfully:


CASA Campus Services

This page is
INSTALL CONTENT FOR QUIZ OR TEST
page 3 of 3

Main Menu Change Course Help Log Out

Blerina Xhabli — CCS170
2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017

Success.

Source: 115 2023SP MATH2414 14507 - Calculus II — Quiz 00

Created: 1017 — Quiz 00

Next

5. We need to make sure that we have uploaded the right content. Therefore, we check the uploaded content by clicking item B3. Go to main menu and click item B3:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.

GO B2. Step 2 of 4. Install quiz/test content.

GO **B3. Step 3 of 4. Check quiz/test content.**

GO B4. Step 4 of 4. Release quiz/test to students.

GO B5. Print a quiz/practice test/test copy.


GO B6. Check everything for all quiz/tests.

GO B7. View an archived quiz/test.

GO B8. Check points assigned to questions.

GO B9. Semester rollover, copy assignments between semesters en-masse.


On the next page, choose the quiz you need to check and click Next:

 CASA Campus Services	This page is VIEW CONTENT page 1 of 3	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
---	---	--

Quiz 00 ▾

Next

You will be directed to see the quiz content. Here is a glimpse of what to expect:

 CASA Campus Services	This page is VIEW CONTENT page 2 of 3	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
---	---	--

Question number 1.

Show All Versions

Evaluate: $\lim_{x \rightarrow -4} \frac{x^2 + 5x + 4}{x + 4}$

☐ does not exist

☐ $\frac{1}{3}$

☐ 8

☐ -3

Scroll down the page to see all the different questions of the quiz. If you want to see all the different versions of a question, click **Show All Versions**

When you see all versions of a specific question, you will be able to see the answer to each different version. This is a great way to check whether there is a typo or a wrong answered question.

6. If you are satisfied with the quiz content, now it is time to release the quiz to all students. Go to main menu and click item B4:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.

B2. Step 2 of 4. Install quiz/test content.

B3. Step 3 of 4. Check quiz/test content.

B4. Step 4 of 4. Release quiz/test to students.

B5. Print a quiz/practice test/test copy.


B6. Check everything for all quiz/tests.

B7. View an archived quiz/test.

B8. Check points assigned to questions.

B9. Semester rollover, copy assignments between semesters en-masse.

On the next page, choose the right options and click Next:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 1 of 3	<div><input type="button" value="Main Menu"/> <input type="button" value="Change Course"/> <input type="button" value="Help"/> <input type="button" value="Log Out"/></div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
--	---	--


You can (a) configure a new quiz or (b) re-configure an old quiz. Please select one quiz.

▾

☐ proctored

☒ unproctored

On the next page, you will have the chance to enter the points. If you distribute evenly, then you leave 0 at every box, otherwise enter the points you have planned for each question in each box. It is done manually for the moment. (It will become a better feature in the future.) After you are done with the points, click Next:

 <p>CASA Campus Services</p>	<p>This page is RELEASE QUIZ/TEST page 2 of 3</p>	<div> Main Menu Change Course Help Log Out </div> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>
---	---	--


Now specify the number of points for each question. To give equal points to all questions, put a 0 in each box.

Hint: Use your tab key to jump to the next box.

0	Question 1
0	Question 2
0	Question 3
0	Question 4
0	Question 5
0	Question 6
0	Question 7
0	Question 8
0	Question 9
0	Question 10
0	Question 11
0	Question 12
0	Question 13
0	Question 14
0	Question 15
0	Question 16
0	Question 17
0	Question 18
0	Question 19
0	Question 20

Next

The quiz is complete and ready for the students to work upon.

 <p>CASA Campus Services</p>	<p>This page is RELEASE QUIZ/TEST page 3 of 3</p>	<div> Main Menu Change Course Help Log Out </div> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>
---	---	--

All questions will be equally weighted.

Success.

To proceed, click Main Menu above.

It is important to emphasize that all the deadlines, the number of attempts, and other rules such as not showing the right answer but just the student answer, are inherited by


the CANVAS setup. If you extend the deadline in CANVAS, it will be updated in CCS shortly after. You can extend deadlines for specific students, and CCS will provide that extension to all students who need the extension.

Important Note: You should follow the same steps if you want to copy the content for a test. **Make sure you select “proctored” option for tests, otherwise your students will your test before being administered.**

Installing Individual Quiz/Test/Practice Test content using Option 2 in item B2

Option 2 - Uploading a zip file for quiz/test content

1. Click item B2, and on the next page, click the option to upload a zip file. Choose target to be Test 1 assignment to be uploaded and click Next:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 1 of 3	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
---	---	--

Clobber

Use this only if you are asked.

Source

☐ Option 1: Copy a quiz/test which exists already in CCS.

☒ Option 2: Upload a zip file.


☐ Option 3: Copy a quiz/test from CourseWare archives.

Target (the quiz/test you want to create)

Test 1

Next

2. Then click the link to upload a file from your computer:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
---	---	--


We are creating this quiz/test: 'Test 1' (45755).

Use the browse button below to select your zip file. Then click Next. Allow up to four minutes for processing.

Choose File No file chosen

Next

3. After you choose the right file, click Next, and wait until the upload takes place:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017
---	---	--

We are creating this quiz/test: 'Test 1' (45755).

Use the browse button below to select your zip file. Then click Next. Allow up to four minutes for processing.

Choose File **SP23_2414_T1.zip**

Next

4. You will get the upload confirmation. You should see a message as follows:

The quiz/test ID is 45755. The uploaded file was 226469 bytes (221 KB).
I found 13 questions. I found 210 versions (sum over all the questions).

Success


I assigned an equal number of points to each of the questions in your upload. If you need something different, please email hjward2@central.uh.edu.

To continue, use the back button on your browser.

You can use menu item 15 to verify the upload.

Zipfil=/tmp/uploadzipfil_13771.zip, header=/tmp/upload_header.13771.


5. Go back and go to main menu to continue with item B3:

 CASA Campus Services	This page is VIEW CONTENT page 1 of 3	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017
---	---	--

Test 1 ▾

Next

Click Next to check the content and if all is good, proceed with item B4 to release to the student. It is very important to be careful on this step. Make sure you select proctored for all tests:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 1 of 3	<div> Main Menu Change Course Help Log Out </div> <div> Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017 </div>
---	--	---


You can (a) configure a new quiz or (b) re-configure an old quiz. Please select one quiz.

Test 01

☒ proctored
☐ unproctored

Next

After you click Next, you will be given the option to enter the points for each question. If you have an exam with free responses, you should enter 0 for the free response problems and you should enter point values for the rest of the problems:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 2 of 3	<div> Main Menu Change Course Help Log Out </div> <div> Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017 </div>
--	--	---

Now specify the number of points for each question. To give equal points to all questions, put a 0 in each box.

Hint: Use your tab key to jump to the next box.

6	Question 1
6	Question 2
6	Question 3
6	Question 4
6	Question 5
6	Question 6
6	Question 7
6	Question 8
6	Question 9
6	Question 10
0	Question 11
0	Question 12
0	Question 13


Multiple Choice Questions!

Free Response Questions!

Next

If your test does not have free response, and all questions are equally evaluated, then leave 0 and click Next to submit your settings.

This is the message you will get after you click Next:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 3 of 3	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
---	--	--

I wrote points for 13 questions for 1 sections. The sum of points is 60.


Please contact CASA administration to arrange scheduling for this proctored test. As of Feb 2023, this is Minh Nguyen, Samantha Stark, or Patrick Daniel.

To proceed, click Main Menu above.

Installing Individual Quiz/Test/Practice Test content using Option 3 in item B2

Option 3 - Copying from formal CASA Courseware Archives

1. Another option to install content for your quiz/test is to choose option 3. If your quiz/test is not in CCS or you do not have any zip file for it, then you should go with option 3. After you click item B2, choose option 3 and the target assignment, say Practice Test 1, and click Next:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 1 of 3	<div>Main Menu Change Course Help Log Out</div> <div>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</div>
---	---	--

Clobber

Use this only if you are asked.

Source


- ☐ Option 1: Copy a quiz/test which exists already in CCS.
- ☐ Option 2: Upload a zip file.
- ☒ Option 3: Copy a quiz/test from CourseWare archives.

Target (the quiz/test you want to create)

Practice Test 1

Next

Then you will be directed to this page. If you do not see any option to select, just email Herbert Ward:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017
---	---	--

We are creating this quiz/test: 'Practice Test 1' (45763).

If the zip file is not in the drop down, send email to hjward2@uh.edu.



There are no installed zip files for your course (2023SU_MATH2414).

Click Next and wait 1-5 minutes.

[Next](#)

Then after he uploads the content, you should proceed similarly as you do with quizzes in item B3 and item B4 to release to the students.

This is all how copying/uploading of quiz/test content works. You can always check the uploaded quiz by using item B3. **Never forget to make your tests proctored.**

You can print a copy of each quiz/test/practice test by using item B5.

Checking the quiz/test configuration status.

It is easy to lose track of what quizzes/tests we have configured/released so far, especially when there are a lot of them. Therefore, **item B6** is a very important tool from this aspect. Go to main menu, and click item B6:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.

[GO](#) B2. Step 2 of 4. Install quiz/test content.

[GO](#) B3. Step 3 of 4. Check quiz/test content.

[GO](#) B4. Step 4 of 4. Release quiz/test to students.

[GO](#) B5. Print a quiz/practice test/test copy.


[GO](#) **B6. Check everything for all quiz/tests.**

[GO](#) B7. View an archived quiz/test.

[GO](#) B8. Check points assigned to questions.

[GO](#) B9. Semester rollover, copy assignments between semesters en-masse.

Then you will be able to see the following (an example from a Spring 23 course):



CASA Campus Services

This page is
CHECK ALL QUIZZES
page 1 of 1

Main Menu
Change Course
Help
Log Out

Blerina Xhabli — CCS170
2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114

name	proctored tests: dates	in scheduler as a proctored test	released to students	number of questions	time limit (minutes)	due	until due (days)	allowed attempts	testing center	ID	proctored tests: aids *
BonusHWK		no	no	0	0	Sat Apr 15 23:59 2023	past due (or no due date)	2	?	41662	
FinalExam	2023-05-05 to 2023-05-09	yes	yes	0	110	Tue May 9 23:59 2023	11.44	1	GAR	7320	
PracticeFinal		no	yes	36	100	Thu May 4 23:59 2023	6.44	10	not proctored	5155	
PracticeTest 01		no	yes	18	100	Sat Feb 18 23:59 2023	past due (or no due date)	20	not proctored	4893	
PracticeTest 02		no	yes	20	100	Sat Mar 11 23:59 2023	past due (or no due date)	10	not proctored	5156	
PracticeTest 03		no	yes	21	100	Tue Apr 18 23:59 2023	past due (or no due date)	10	not proctored	5157	
Quiz 00		no	yes	20	75	Sat Jan 21 23:59 2023	past due (or no due date)	2	not proctored	4794	

If an assignment is not built in yet, you will see red squares, and if the assignment is built and is released to the students will not have any red squares. For example, we have configured Quiz 00. From this table, you should plan what to do next. For example, we have to upload the final exam for that class.

It is important to know that item B7 gives the instructor an opportunity to have a look at the archived quiz/test content before they upload to their own class.

Furthermore, you can always check the point distribution in each quiz/test/practice test by using item B8.

Installing Individual Quiz/Test Content as a Coordinator

You are the coordinator and you set up all the quizzes on CANVAS for all sections. Now it is time to upload content in these quizzes/tests/practice test. The steps are similar to how any instructor would upload/copy content for a given quiz. The only change is that you as a coordinator, will have the option to select all sections when uploading content. Click item B2, choose one of the options that fits your upload/copy content, choose the target quiz, for example Quiz Trial, and continue to select all the sections of the course:

Clobber

Use this only if you are asked.

Source

This section is needed only for Option 1.

- ☒ Option 1: Copy a quiz/test which exists already in CCS.
☐ Option 2: Upload a zip file.
☐ Option 3: Copy a quiz/test from CourseWare archives.

Spring

Session 1

2023

☐ proctored

☒ unproctored

Target (the quiz/test you want to create)

Quiz Trial

If you want to include other sections, check them here.

- ☒ 2023SP MATH2414 14506 MAIN - Calculus II
☒ 2023SP MATH2414 14507 - Calculus II

Next

Click Next and select the quiz source to copy in the same way as you did as an individual instructor. The only difference is to select the sections. The sections will be available to be selected only to the coordinators of the course. After you are done, you will see the confirmation message that this quiz has been created in all the sections of the course.

Installing Multiple Quizzes/Tests Content in CCS using item B9

If we intend to reuse assignments from a previous semester, we can populate them using the rollover feature found in item B9 of Section B. It's crucial to note that all assignment placeholders must be established in CANVAS before initiating the rollover. Additionally, ensure that the assignments you plan to use have identical names to those from the previous semester. This ensures a seamless rollover process.

1. Click item B9 from Section B to proceed:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.

GO B2. Step 2 of 4. Install quiz/test content.

GO B3. Step 3 of 4. Check quiz/test content.

GO B4. Step 4 of 4. Release quiz/test to students.

GO B5. Print a quiz/practice test/test copy.

GO B6. Check everything for all quiz/tests.


GO B7. View an archived quiz/test.

GO B8. Check points assigned to questions.

GO B9. Semester rollover, copy assignments between semesters en-masse.

2. On the following page, select **the source** from the first column and select the **recipient(s) course(s)** from the second column.

Important Note: This page will be updated to a better user-friendly structure soon.

 CASA Campus Services	B9 SYNC ASSIGNMENTS BETWEEN SECTIONS page 1 of 3	<div> Main Menu Change Course Help Log Out </div> <div> Blerina Xhabli — CCS170 2024SP MATH2414 20553 MAIN - Calculus II — Session 1 — ID7458 Thu Jan 11 12:39 2024 </div>
---	---	--

Copy assignments between sections (semester rollover).

Select one (1) source section.

Select one or more recipient sections.

source	recipient(s)	name	number of existing assignments		Canvas ID	number of placeholders in Canvas
			unproctored	proctored		
<input type="radio"/>	<input type="checkbox"/>	2023SP MATH2414 14504	36	4	114	72
<input type="radio"/>	<input type="checkbox"/>	2023SP MATH2414 14507	29	4	115	71
<input type="radio"/>	<input type="checkbox"/>	2023SU MATH2414 10971	28	4	1017	68
<input type="radio"/>	<input type="checkbox"/>	2023FA MATH2414 11515	28	4	2397	33
<input type="radio"/>	<input type="checkbox"/>	2023SU MATH2414 10693	0	0	2628	0
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	2023FE MATH2414 185764	0	0	3234	32
<input checked="" type="radio"/>	<input type="checkbox"/>	2023FA MATH2414 11518	28	4	3395	72
<input type="radio"/>	<input type="checkbox"/>	2023FA MATH2414 11521	28	4	3396	69
<input type="radio"/>	<input checked="" type="checkbox"/>	2023FE MATH2414 185960F	2	0	3398	32
<input type="radio"/>	<input type="checkbox"/>	2023FE MATH2414 186005	0	0	3437	0
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 20553	28	0	7458	32
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 191520S	0	0	7815	0
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 13993	28	0	8754	69
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 13996	28	0	8755	72
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 14010	31	2	8946	62
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 13989	28	0	9104	33
<input type="radio"/>	<input type="checkbox"/>	2023FE MATH2414 193021	0	0	9201	0
<input type="radio"/>	<input type="checkbox"/>	2024SP MATH2414 14000	28	0	10594	32


Next

We will be updating the structure once it is produced.

After selecting what you need, click “Next” to proceed:

3. After clicking "Next," on the subsequent page, you'll encounter both the source assignments and the recipient ones. Note the identical names.

Select "Select all" if you intend to copy the content of all these assignments. Once clicked, all items will be checked. If you choose not to replicate specific quiz or test content, ensure you deselect those assignments before advancing with the rollover process.



CASA Campus Services

B9 SYNC ASSIGNMENTS BETWEEN SECTIONS

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Blerina Xhabli — CCS170
2024SP MATH2414 20553 MAIN - Calculus II — Session 1 — ID7458
Thu Jan 11 12:42 2024

	Select All	source	recipients
index	selector	2023SP MATH2414 11518 MAIN - Calculus II	2023FE MATH2414 185764 - DEV: Canvas CCS Training
1	<input checked="" type="checkbox"/>	Final Exam 245464	Final Exam 243039
42	<input checked="" type="checkbox"/>	Practice Final 245469	Practice Final 243028
43	<input checked="" type="checkbox"/>	Practice Test 1 245463	Practice Test 1 243017
44	<input checked="" type="checkbox"/>	Practice Test 2 245488	Practice Test 2 243055
45	<input checked="" type="checkbox"/>	Practice Test 3 245480	Practice Test 3 243003
46	<input checked="" type="checkbox"/>	Quiz 00 128834	Quiz 00 243020
47	<input checked="" type="checkbox"/>	Quiz 01 128784	Quiz 01 243022
48	<input checked="" type="checkbox"/>	Quiz 02 128813	Quiz 02 243041
49	<input checked="" type="checkbox"/>	Quiz 03 128803	Quiz 03 243019
50	<input checked="" type="checkbox"/>	Quiz 04 128840	Quiz 04 243037
51	<input checked="" type="checkbox"/>	Quiz 05 128806	Quiz 05 243021
52	<input checked="" type="checkbox"/>	Quiz 06 128810	Quiz 06 243036
53	<input checked="" type="checkbox"/>	Quiz 07 128829	Quiz 07 243009
54	<input checked="" type="checkbox"/>	Quiz 08 128827	Quiz 08 243030
55	<input checked="" type="checkbox"/>	Quiz 09 128811	Quiz 09 243004
56	<input checked="" type="checkbox"/>	Quiz 10 128800	Quiz 10 243023
57	<input checked="" type="checkbox"/>	Quiz 11 128817	Quiz 11 242993
58	<input checked="" type="checkbox"/>	Quiz 12 128801	Quiz 12 243031
59	<input checked="" type="checkbox"/>	Quiz 13 128837	Quiz 13 242994
60	<input checked="" type="checkbox"/>	Quiz 14 128819	Quiz 14 242998
61	<input checked="" type="checkbox"/>	Quiz 15 128836	Quiz 15 243006
62	<input checked="" type="checkbox"/>	Quiz 16 245460	Quiz 16 243012
63	<input checked="" type="checkbox"/>	Quiz 17 245466	Quiz 17 243026
64	<input checked="" type="checkbox"/>	Quiz 18 245459	Quiz 18 242995
65	<input checked="" type="checkbox"/>	Quiz 19 245483	Quiz 19 243000
66	<input checked="" type="checkbox"/>	Quiz 20 245474	Quiz 20 243060
67	<input checked="" type="checkbox"/>	Quiz 21 245471	Quiz 21 242996
68	<input checked="" type="checkbox"/>	Quiz 22 245462	Quiz 22 243044
69	<input checked="" type="checkbox"/>	Quiz 23 128841	Quiz 23 243045
70	<input checked="" type="checkbox"/>	Test 1 128842	Test 1 242997
71	<input checked="" type="checkbox"/>	Test 2 128821	Test 2 243024
72	<input checked="" type="checkbox"/>	Test 3 128785	Test 3 243047

Next

4. After you set the preferences, then proceed by clicking Next.
The rollover process has been completed successfully.

Copying 128826 to 245462.
Copying 128826 to 243044.
Copying 128841 to 245487.
Copying 128841 to 243045.
Copying 128842 to 245484.
Copying 128842 to 242997.
Copying 128821 to 245481.
Copying 128821 to 243024.
Copying 128785 to 245478.
Copying 128785 to 243047.

All done. CCS released the unproctored assignments for you (menu button B4), so you don't have to do that.

All the unproctored assignments are released to the students, and the proctored tests will be released in CASA testing centers.

Preventing Scrambling of Questions in Quizzes/Tests

If your quiz/test problems require the multiple choices to be in a specific order, and not being scrambled randomly, then you can turn off scrambling by simply including a file named **no-scramble.txt** or **no-scramble** in your zip file, in the same folder as the problems.

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STEP 16: CREATING EMCF SHELLS FOR POPPERS/HOMEWORKS IN CCS

The EMCF Structure in CCS

The EMCF structure operates independently and does not read CANVAS content for its functioning. You can create EMCF shells for multiple-choice homework assignments or attendance poppers using the EMCF structure. These shells will be generated immediately and ready for student use.

However, it is highly recommended to first set up these assignments in CANVAS, designating them as assignment types. Developing this habit is crucial. Afterward, you will create the corresponding EMCF shell in CCS for answer submission, using the same name for ease and clarity among students.

For example, if you have created a **Popper Ch1** assignment in CANVAS, you will then create the EMCF shell in CCS called Popper Ch1 and input the availability of the popper exactly as it is in CANVAS. Please note that EMCF in CCS operates independently, which is why you must enter the availability separately.

Maintaining the same name and same availability between the CANVAS assignments and their corresponding EMCF shells is crucial to avoid confusion among students. Consistency in availability ensures that students are clear about the deadlines and submission timelines for their assignments. Furthermore, this approach facilitates your ability to retain command over your EMCF shells and implement modifications as necessary, such as extending deadlines for the entire class or specific students.

As an instructor, it is your responsibility to promptly generate the EMCF shells for all multiple-choice homework assignments and attendance poppers. In the case of a coordinated course encompassing multiple-choice homework assignments, the coordinator has likely already generated and shared the corresponding CANVAS shells for these assignments. The coordinator possesses the capability to distribute the EMCF shells across all sections of the course. Nonetheless, contingent upon the level of coordination involved in the course, the duty of crafting EMCF shells for these assignments may rest upon you.

Creating EMCF shells for Poppers/Homeworks

On Section C of the main menu, click **item C1(Step 1) Create and release** to students:

C. EMCF

GO

C1. Step 1 of 3. Create and release to students.

GO

C2. Step 2 of 3. Enter the key.

GO

C3. Step 3 of 3. Grade and download the grades.

GO

C4. View, configure, or delete.

GO

C5. Sync between sections.

On the next page, click **Create a new EMCF** button.


Then complete the form based on the criteria you want the EMCF for this popper.
Make sure you use the same name for grade download and upload purposes.

EMCF 1

name of EMCF	Popper Ch1		
number of questions	5 ▾		
number of choices	5 ▾		
start	Date	Apr ▾	27 ▾ 2023 ▾
	Time	09 ▾	00 ▾ AM ▾
end	Date	Apr ▾	27 ▾ 2023 ▾
	Time	10 ▾	00 ▾ AM ▾

Next

You can enter as many questions as you need to. If you use for class attendance, you can make it available for one hour only. If it is a homework, then you can make it available as long as needed. Click Next and your first EMCF popper is created and ready for use.



CASA Campus Services

C1 NEW EMCF
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Blerina Xhabli — CCS170
2023FE MATH2414 185960F - Sandbox Canvas Shell — ID3398
Tue Sep 26 17:53 2023

EMCF number 6 for course/section 2023FE MATH2414 185960F - Sandbox Canvas Shell.

Success. Your data is saved. We wrote data for 1 course/sections (see the list above).

Your students can begin work now.

Entering the Key to EMCFs

If you already have a key, then you can enter it right away, or you can wait until all students submit their answers. To enter the key, the **click item C2** from menu.

On the next page, select the popper you are grading and click Next:

				start					due				
selector	name	number of questions	number of choices	interval	month	day	year	time (24-hour format)	interval	month	day	year	time (24-hour format)
1	 Popper Ch1	5	5	started	Apr	27	2023	9:00	past due (by 0.54 days)	Apr	27	2023	10:00

Select the EMCF for which you will input the key

Next

On this page, you will see the EMCF form along with the students' statistics. Enter the key on the provided form and click Next. The key is saved. If you want to change the key, repeat the same steps again.

Popper Ch1

The student stats below do not update automatically. To update them go back one page and the 'Next' button again.

Question 1:	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	Student stats	A = 0	B = 0	C = 0	D = 0	E = 0
Question 2:	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	Student stats	A = 0	B = 0	C = 0	D = 0	E = 0
Question 3:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E	Student stats	A = 0	B = 0	C = 0	D = 0	E = 0
Question 4:	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	Student stats	A = 0	B = 0	C = 0	D = 0	E = 0
Question 5:	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E	Student stats	A = 0	B = 0	C = 0	D = 0	E = 0

Next

Downloading the EMCF Grades

After the deadline, it is time to grade and download the grades. Click item C3:

C. EMCF

GO

 C1. Step 1 of 3. Create and release to students.

GO

 C2. Step 2 of 3. Enter the key.

GO

 C3. Step 3 of 3. Grade and download the grades.

GO

 C4. View, configure, or delete.

GO

 C5. Sync between sections.

On the next page, select the emcf(s)/popper(s) you want to grade and click Next:

Select one of the EMCFs below to grade and click Next:

selector	name	number of questions	number of choices	start					due				
				interval	month	day	year	time (24-hour format)	interval	month	day	year	time (24-hour format)
1	Popper Ch1	6	5	started	Apr	27	2023	9:00	past due (by 34.14 days)	Apr	31	2023	23:59

Next

Follow the instructions on the next page and click Next to download the grade file:

On the previous page, you selected these EMCF's:

- EMCF number 1, Bonus Hwk 1

1. Click Next to download the CSV file that has the grades.
2. Wait 10-30 seconds.
3. Find the CSV file in your Downloads folder.
4. To upload the file to Canvas:
 - Log into Canvas.
 - Click "Grades".
 - Click "Actions".
 - Click "Import".
5. If you do not wish to upload the file to Canvas, you will find the student names and PSIDs in the file.

If you want raw scores instead of percent score, click the check box below.

Important Note: Do not check this box if you use percent scores for your EMCFs.

☐ raw scores (instead of percent scores)

Next

The download is complete. You can check your Downloads folder to find the csv file of the grades for Popper Ch1 (it will have the same name.) Go to CANVAS course, click Grades, and under Actions, click [Import](#) to upload this file of grades.

Viewing/Updating Settings of an existing EMCF

Suppose you create an EMCF called Homework 1 and you decide to update/extend the deadline for the whole class or some students only. You can update these settings by using item C4 in the menu. If you need to change the name, it is recommended to delete the popper and create a new one with the correct name.

Click item C4 to proceed:

C. EMCF

GO

C1. Step 1 of 3. Create and release to students.

GO

C2. Step 2 of 3. Enter the key.

GO

C3. Step 3 of 3. Grade and download the grades.

GO

C4. View, configure, or delete.

GO

C5. Sync between sections.

On the next page, you have the options to view, change due date or delete every emcf you have created. Select Homework 1 to either view your settings before you change the deadline or delete. We will see how to reconfigure. Click Next:

selectors	EMCF name	course	number of students who submitted work	EMCF number	due date
<div><div><input type="radio"/> view</div><div><input checked="" type="radio"/> change due date</div><div><input type="radio"/> delete</div></div>	Homework 1	2023FA MATH2414 11521 MAIN - Calculus II	0	1	Due: Aug 16 2023
<div><div><input type="radio"/> view</div><div><input type="radio"/> change due date</div><div><input type="radio"/> delete</div></div>	Homework 2	2023FA MATH2414 11521 MAIN - Calculus II	0	2	Due: Aug 18 2023

Next

On this page, do the changes you need. The form will be open in its original settings:

EMCF, change due date

The screenshot shows the EMCF form for 'Homework 1'. It includes fields for 'start' and 'due date', each with 'Date' and 'Time' sub-fields. A red callout 'Modify the start date!' points to the start date field. Another red callout 'Modify the due date!' points to the due date field. A third red callout 'Select all students or particular students!' points to a dropdown menu titled 'ALL STUDENTS' which lists several student names. A text instruction 'To change the due date for one student, select the student below.' is also present.

Homework 1	
start	Date Aug 14 2023 Time 09 00 AM
due date	Date Aug 16 2023 Time 09 00 AM

ALL STUDENTS

- Rama Abboushi
- Sarah Daniel Abebe
- Aderinsola R Adebayo-Lateef
- Amin Abdirazak Aden
- Joy Aderungboye
- Kader Baaba Adiawiakoye
- Ahmed A Adiba
- Zainab Mosunmola Aqboola
- Aziz Raed Ahmad

To change the due date for one student, select the student below.

Next

Click Next after you are done. The new settings are applied to this emcf.

Maintaining EMCfS for Multiple Sections/Coordination

If you are a coordinator of a class with multiple sections or you are an instructor that teaches two sections of the same course and you have common multiple choice homeworks to share between sections, then here are the steps you need to follow to be able to post the created homework to all sections of the course:

Click item C5 to sync your created emcfs with the other sections:

The screenshot shows a menu titled 'C. EMCf' with five items: C1, C2, C3, C4, and C5. Item C5, 'C5. Sync between sections.', is highlighted in yellow.

C. EMCf

- GO C1. Step 1 of 3. Create and release to students.
- GO C2. Step 2 of 3. Enter the key.
- GO C3. Step 3 of 3. Grade and download the grades.
- GO C4. View, configure, or delete.
- GO C5. Sync between sections.

On the next page, there are two options to sync. You can export your emcfs to the other sections, or you can import emcfs from another section to the other (or later you can import your old emcfs in the new class you will be working with.)

Choose Export Emcfs and click Next:

- ☒ Export EMCF — to other sections.
- ☐ Import EMCF — from another section.

Next

Then choose all the emcfs you want to share with the other sections:

MATH2414, section 11521, Session 1
Xhabli,Blerina
2023FA

The highest EMCF number is 2 (for export).

Select one or more EMCF's to export to other sections.	Select one or more target (recipient) sections.										
<div><input checked="" type="checkbox"/> EMCF 1: Homework 1</div> <div><input checked="" type="checkbox"/> EMCF 2: Homework 2</div>	<div>Session 1</div> <table><tr><td><input checked="" type="checkbox"/></td><td>MATH2414</td><td>Xhabli,Blerina</td><td>11518</td><td>2023FA</td></tr><tr><td><input checked="" type="checkbox"/></td><td>MATH2414</td><td>May,Jennifer Ruhnnow</td><td>11515</td><td>2023FA</td></tr></table>	<input checked="" type="checkbox"/>	MATH2414	Xhabli,Blerina	11518	2023FA	<input checked="" type="checkbox"/>	MATH2414	May,Jennifer Ruhnnow	11515	2023FA
<input checked="" type="checkbox"/>	MATH2414	Xhabli,Blerina	11518	2023FA							
<input checked="" type="checkbox"/>	MATH2414	May,Jennifer Ruhnnow	11515	2023FA							

Next

All these emcfs are copied to the other sections including their keys if provided. Each instructor will be able to see the created Homework 1 and Homework 2 in their account. Each instructor will be able to update the deadline of these assignments for their own section as explained above as needed.

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STEP 17: GRADED ASSIGNMENTS AND GRADE DOWNLOAD

The students will be working on the assignments til the deadline. If you want to have a look at a graded attempt of the student when they ask questions, you can use Section E for this purpose.

E. Grades

- E1. View graded quiz attempts and completed tests.
- E2. Download quiz/test grades for upload to Canvas.
- E3. View the status of course evaluation for each student (slow, allow 1-2 minutes).
- E4. Download bonus points for submission of course evaluation.
- E5. View quiz/test analysis.
- E6. View quiz/test analysis for all sections (coordinators only).
- E7. View the statistics of test free response grades and download the grades.
- E8. **NEW:** View student activity report (slow, allow 20-60 seconds).

View Graded Quizzes or Tests

Click **item E1 in Section E**. Then you have two options:

- ☐ view graded quizzes/attempts by assignment
- ☐ view graded quizzes/attempts by student (allow 10-60 seconds)

Next


The first option will allow you to select the quiz or test you want to view. On the next page, choose the student of interest, and follow on the next page to find all attempts of this particular student. Click one of the attempts and you will be able to see their work.

The second option will give you a quick view of all students, and you can choose one student to see their quizzes. Choose any completed quiz to view.

Download Graded Quizzes or Tests

Click **item E2 in Section E** and proceed. On the next page, you will see all the quiz assignments, tests and practice test organized in groups for easy access. You can choose one or more quizzes to download. Always choose the Full grade option for downloading quizzes or tests.

Select the quiz(es) you want to download, check Full grade option, then click Next:

 CASA Campus Services	E2 DOWNLOAD QUIZ GRADES page 1 of 1	<div>Main Menu Change Course Help Log Out</div> <p>Blerina Xhabli — CCS170 2023FA MATH2414 11521 MAIN - Calculus II — Session 1 — ID3396 Tue Sep 26 22:04 2023</p>
---	--	--

Download grades:

1. Please select the assignments below.
2. For quizzes and tests, choose the full grade option below.
For practice tests, choose the 5% bonus grade option.
3. Click Next, wait 10-40 seconds, check your downloads folder, and then follow the instructions for uploading to Canvas.

- ☒ Full grade — Use this for quizzes and tests.
☐ 5% bonus grade — Use this for practice tests.
☐ Download raw points (not percentage grades).

You can select multiple assignments for one download.

name	due	due	approximate % of students with attempts	selector	name	last download (since Sep 17, 9am)	number of downloads (since Sep 17, 9am)
Quizzes							
Quiz 00	Sun Aug 27 23:59	29.9 days ago	100 %	<input type="checkbox"/>	Quiz 00		0
Quiz 01	Wed Aug 30 23:59	26.9 days ago	97 %	<input type="checkbox"/>	Quiz 01		0
Quiz 02	Sat Sep 2 23:59	23.9 days ago	94 %	<input type="checkbox"/>	Quiz 02		0
Quiz 03	Wed Sep 6 23:59	19.9 days ago	95 %	<input type="checkbox"/>	Quiz 03		0
Quiz 04	Wed Sep 13 23:59	12.9 days ago	95 %	<input type="checkbox"/>	Quiz 04		0
Quiz 05	Sun Sep 17 23:59	8.9 days ago	92 %	<input type="checkbox"/>	Quiz 05	Mon Sep 18 00:38 , 8.9 days ago	2
Quiz 06	Thu Sep 21 23:59	4.9 days ago	93 %	<input type="checkbox"/>	Quiz 06	Fri Sep 22 01:08 , 4.9 days ago	1
Quiz 07	Wed Sep 27 23:59	1.1 days from now	19 %	<input type="checkbox"/>	Quiz 07		0
Quiz 08	Sat Sep 30 23:59	4.1 days from now	4 %	<input type="checkbox"/>	Quiz 08		0

The grades csv file will be downloaded promptly. Then go to CANVAS gradebook, and import the grades following the steps as explained in the Gradebook instructions. Check [Step 10 of this handbook](#) for a refresh on this task.

Download Bonus Points from Practice Tests and Teaching Evaluation

Practice Tests give the students the practice they need for the test and bonus points to be added to the test grade. Click item E2, select the 5% bonus grade option, choose the completed practice test and click Next. The bonus point file will be downloaded promptly. If a student receives 100 in a practice test, then they will receive 5 points as bonus for their corresponding test. We upload these points in CANVAS Gradebook.

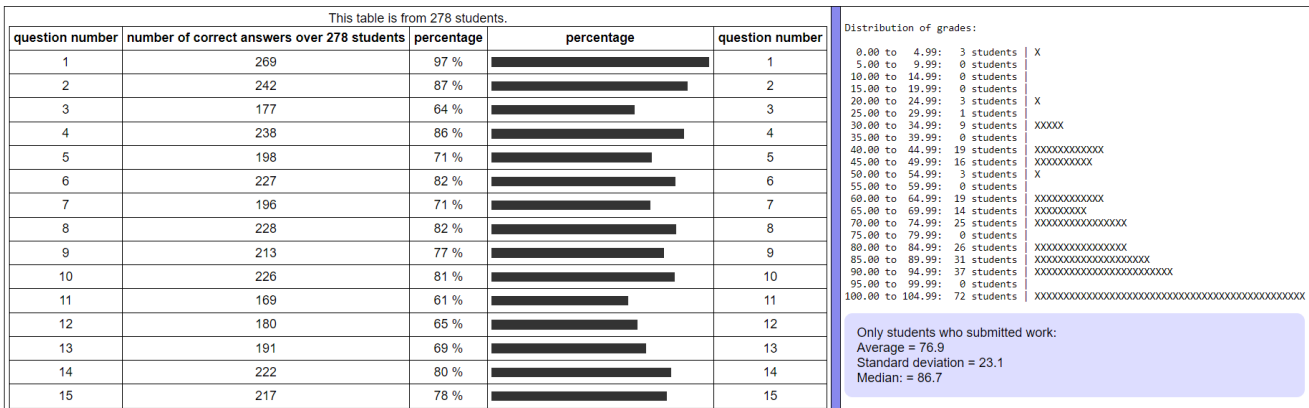
For bonus points that come from teaching evaluation at the end of the semester use item E4. To check the status of students who submitted their evaluation, use item E3.

Tip: Downloading the grades and uploading them in CANVAS help the student be more aware of his work throughout the semester. It is a manual process and not very pleasant, but doing this process regularly and consistently (once a week at least) will provide great benefits for your students.

View the Performance of Students in each Quiz/Test Assignment

If you want to check the test average of the students after they take a test, then use item E5. After you click this item, on the next page choose the test you want to check (or even a quiz if necessary), and proceed to see a detailed analysis of the test. You will be able to see the average of the test and the performance of them in each question of the test. Here is a screenshot of how it looks like:

This analysis uses the attempt with the highest score by each student.




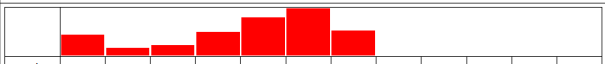
The coordinator will have the right to see the overall averages of the tests or quizzes for each section in one single page. This will help the coordinator to analyze and move forward to make necessary changes for better assessments in the future semesters. The coordinator will be able to access such data through item E6.

Download Test Free Response Grades

If you are teaching a course that includes exams featuring free response parts, then you can download the free response grades through item E7 on the grade section. After clicking item E7 and choosing the specific graded test, you will be able to see the statistic data of the free response grades and subsequently download the grades’ file:

MATH2414

Final

Canvas Shell ID	Section Number	Session	Number of Students Who Took the Test	FR Average (only students with a non-zero score)	Download	Histogram of scores. Includes students who did not take the test.												
1017	10971	1	75	21.9														
						number of students	10	4	5	11	18	22	12	0	0	0	0	0
						score range	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59

Next

Feel free to explore each item of the Grades section in CCS.
You will get a better idea of the features that are available to you
and use them for analyzing your students’ performance.

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STEP 18: LETTER GRADE CALCULATOR AND REGISTRAR'S FILE

One of the most important and convenient features that CCS is going to provide to the instructors using CCS is the letter grade calculator. This feature is created dynamically to read the CANVAS setup of your assessments as set in the syllabus and to provide the extra touches that the instructors use to produce the students' grades. These extra touches include the replacement of lowest test grade with the final exam grade whenever applicable; dropping some lowest assignments' grades by doing actual drop as CANVAS does or by reducing the denominator; etc.

The optout process and its data will be stored in this section of CCS platform.

A. Information on Integrating CCS with Canvas GO A1. Instructions on using Canvas and CCS. GO A2. Essential Information about Assignments.	D. Textbook GO D1. View the textbook.
B. Quiz/Test Content (questions) B1. Step 1 of 4. Create the quiz/test in Canvas. GO B2. Step 2 of 4. Install quiz/test content. GO B3. Step 3 of 4. Check quiz/test content. GO B4. Step 4 of 4. Release quiz/test to students. GO B5. Print a quiz/practice test/test copy. GO B6. Check everything for all quiz/tests. GO B7. View an archived quiz/test. GO B8. Check points assigned to questions.	E. Grades GO E1. View graded quiz attempts and completed tests. GO E2. Download quiz/test grades for upload to Canvas. GO E3. View the status of course evaluation for each student (slow, allow 1-2 minutes). GO E4. Download bonus points for submission of course evaluation. GO E5. View quiz/test analysis. GO E6. View quiz/test analysis for all sections (coordinators only). GO E7. View the statistics of test free response grades and download the grades. GO E8. NEW: View student activity report (slow, allow 20-60 seconds).
C. EMCF GO C1. Step 1 of 3. Create and release to students. GO C2. Step 2 of 3. Enter the key. GO C3. Step 3 of 3. Grade and download the grades. GO C4. View, configure, or delete. GO C5. Sync between sections.	F. LGC (letter grade calculator) GO F1. Check Canvas set-up. GO F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes). GO F3. Set drop type for quizzes/homework/lab quizzes, etc.. GO F4. Set drop type for poppers. GO F5. New LGC run (includes the registrar's file) GO F6. View an existing LGC run. GO F7. View the pass rate for all sections (coordinators only).
	G. Miscellaneous GO G1. View section info (teachers, number of students, etc). GO G2. View a report of student scheduling status (slow, allow 5-30 seconds). GO G3. Arrange make-up proctored tests. GO G4. View Dart time multipliers.

Check all the items in this section to understand and know the features properly.

Item F1

The item F1 gives you a glimpse into the setup you have provided in CANVAS for major assignments: tests and final. It is strongly recommended that you double check to make sure that the set up and naming of assignments is done correctly.



CASA Campus Services

This page is
CHECK CANVAS SET-UP
page 1 of 1


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Blerina Xhabli — CCS170
2023SP MATH1314 13416 - College Algebra — Session 6 — ID111

				group							
		max possible points		name	weight	open		due		published	
Test 1	Test 1	100	These assignment(s) should be in the same group. The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Test 1	18	Wed	Apr 12	07:00	Wed	Apr 12 23:59	true
	Bonus PT1	0		Test 1	18	Mon	Apr 3	00:00	Wed	Apr 12 23:59	true
	Practice Test 1	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Mon	Apr 3	00:00	Wed	Apr 12 23:59	true
Test 2	Test 2	100	These assignment(s) should be in the same group. The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Test 2	18	Wed	Apr 19	07:00	Wed	Apr 19 23:59	true
	Bonus PT2	0		Test 2	18	Mon	Apr 10	00:00	Wed	Apr 19 23:59	true
	Practice Test 2	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Wed	Dec 31	18:00	Tue	May 2 23:59	true
Test 3	Test 3	100	These assignment(s) should be in the same group. The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Test 3	18	Wed	Apr 26	07:00	Wed	Apr 26 23:59	true
	Bonus PT3	0		Test 3	18	Mon	Apr 17	00:00	Wed	Apr 26 23:59	true
	Practice Test 3	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Wed	Dec 31	18:00	Tue	May 2 23:59	true
Final Exam	Final Exam	100	These assignment(s) should be in the same group. The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Final Exam	22	Wed	May 3	07:00	Wed	May 3 23:59	true
	Bonus PF	0		Final Exam	22	Mon	Apr 24	00:00	Wed	May 3 23:59	true
	Practice Final	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Mon	Apr 24	00:00	Wed	May 3 23:59	true

Item F2

The item F2 provides a quick synchronized checkup for grades in CANVAS and CCS. Sometimes, we might do little mistakes and type the wrong grade if done manually. This item will bring these changes into sight and allow us to make proper changes if needed. The goal is to check whether the CCS grades have been uploaded properly in CANVAS so that students get the exact calculation of their performance at the end.


CASA Campus Services

This page is
CHECK GRADE SYNC
page 1 of 1

Main MenuChange CourseHelpLog Out

Blerina Xhabli — CCS170
2023SU MATH1314 11562 - College Algebra — Session MIN — ID1775

We have 0 grades from Canvas.
We have 0 grades from CCS.

Canvas grade < CCS grade

Student ID	quiz/test ID	Canvas grade	CCS grade
------------	--------------	--------------	-----------

Canvas grade > CCS grade

Student ID	quiz/test ID	Canvas grade	CCS grade
------------	--------------	--------------	-----------

Item F3

The item F3 allows the instructor to choose the drop type of the lowest grade assignments for quizzes, homeworks, lab quizzes, etc. There are two types of drops: actual drop or reduce the denominator drop. After you choose the drop type for your course (or all the courses if you are the coordinator), then you can proceed to item F4 to run the LGC with the setting you provided. If you decide to change the drop type, you should reset your drop type from item F3. If you are teaching a coordinated course, then the coordinator will be setting the drop type for all sections involved.

Current Status

Your section is currently set to drop type **actual drop**. For an explanation, see the table below.

Background Info

CCS copies your Canvas set-up for grading. This includes

- percentage weight of each of your groups
- how many assignments to drop in each group
- due dates
- etc

LGC also replaces the lowest test grade with the grade from the Final Exam.

Info

LGC has two drop types. If you are teaching a coordinated course, the coordinator will select the drop type.

drop type	description
actual drop	Assignments are completely removed from the average.
reduce the denominator	Assignments are not removed. But the denominator is reduced. And there is a cap at 100.

Action

- ☐ Drop the number of assignments set in Canvas by applying **actual drops**.
- ☐ Drop the number of assignments set in CANVAS **by reducing the denominator with a cap at 100**.

If you want to include other sections, check them here.

- ☐ 2023FA MATH2414 11515 MAIN - Calculus II
- ☐ 2023FA MATH2414 11518 MAIN - Calculus II

Next

Item F4

The item F4 allows the instructor the flexibility of using non-percentile popper grades. The instructor can create poppers on a point system rather than a percent system, and the instructor can create poppers with different point values. Then using item F4 feature, the instructor will be able to drop 15% of all poppers, normalize and cap at 100.

Furthermore, item F4 also allows the instructor to use the percentile popper grades and perform drops as assigned in CANVAS. There are two types of drops: actual drop or reduce the denominator drop.

After you choose the drop type for your class, then you can proceed to item F5 to run the LGC with the setting you provided. If you decide to change the drop type, you should reset your drop type from item F3. If you are teaching a coordinated course, then the coordinator will be setting the drop type for all sections involved.

You are currently set to Option 1 below.

☐ Option 1: No Drop

☐ Option 2: Drop 15% of the sum of popper points (one point per question). Capped at 100.

Use this if you want **some poppers to count more than other poppers**.

Use 'raw scores' when uploading the EMCF grades.

☐ Option 3: Drop the number of poppers set in CANVAS by applying **actual drops**.

This option requires the instructor to use popper percentage grade in CANVAS.

☐ Option 4: Drop the number of poppers set in CANVAS by **reducing the denominator**.

This option requires the instructor to use popper percentage grade in CANVAS.


The result will be capped at 100.

Next

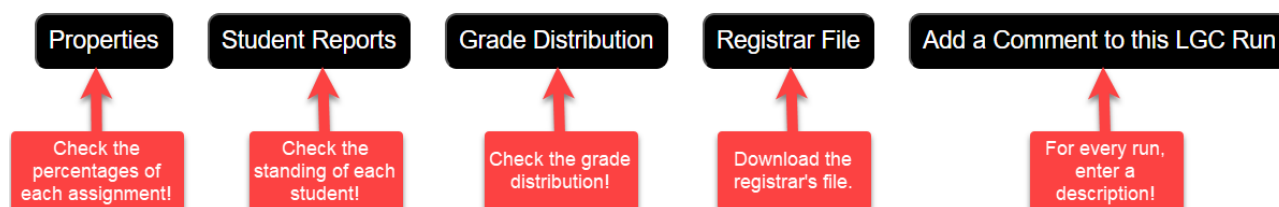
Item F5

The item F5 is going to be a very useful feature for all the instructors. It has a built-in dynamical letter grade calculator feature and registrar's file. After each test or any time of the semester, you can do a routine run to see the standing of your class and individual performance. This will come handy when we are asked to provide a standing report of different students.

By using this item, you will be able to see the distribution of grades and many other useful features. At the end of the semester when the grades are finalized, you will be able to download the registrar's file.

 <p>CASA Campus Services</p>	<p>This page is LGC INSTRUCTOR page 1 of 2</p>	<div> Main Menu Change Course Help Log Out </div> <p>Blerina Xhabli — CCS170 2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114</p>
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The below grades were copied from Canvas 1.8 hours ago. Copies occur every four hours. The next one will be Wed May 17 16:25 2023



Item F6

If you name each LGC run, then you will be able to go back and review the students' performance at a past time. This helps to get an idea of how the student improved in your class or the opposite.

Item F7

The coordinators will have an extra item F6 to be able to see the overall performance of all students enrolled in different sections. This will provide important insights to have and analyze so that we can do better in the future.

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STEP 19*: USING CCS FOR CASA TESTING/PROCTORING PURPOSES ONLY

CCS allows the instructor to deliver their assignments through its platform. Furthermore, CCS overlooks the testing and proctoring services through CASA testing centers. When creating and managing an exam that will be proctored at CASA testing centers, there are several steps involved to ensure a smooth process. Here's an outline of the key steps:

1. **Determine Exams' Details:** Define the specific details of the exams, including the date, time, duration, and any special instructions or requirements. It is strongly recommended to determine all your exam details at the beginning of the semester.
2. **Coordinate with CASA:** Contact the CASA administrators to establish the proctoring arrangements. Provide them with the necessary information about the exams, such as the date, time, and any specific instructions or materials required.
3. **Create Exam Shell/Placeholder in CANVAS:** Follow the relevant procedures, such as [Step 6*](#) of the handbook, to create an exam shell or placeholder in CANVAS. This shell will serve as a central location for students to access exam-related information and instructions. Here's a general outline of the process:
 1. Log in to CANVAS using your administrative or instructor account.
 2. Navigate to the course where you want to create the exam shell.
 3. Click Quizzes from the menu to create the exam shell.
 4. Click on the "Add" or "+" button to create a new quiz.
 5. Choose the quiz option to create an exam shell.
 6. Provide a title and any necessary instructions for the exam.
 7. Set the availability and due dates, duration, and other relevant settings based on the exam requirements.
 8. Add a dummy question to assign points to this exam.
 9. Save and publish the exam shell to make it visible to students.
4. **Deliver Exam Content to CASA:** Provide CASA with the exam content or materials they need to administer the exam. This can include digital files, physical copies, or any other required resources.

CASE I: Exam content delivered through CCS

If your exam is going to be delivered through the CCS platform, there are specific steps you need to follow to provide content to it by following the instructions provided in [Step 14](#) of this handbook. Here's a general outline of these steps:

1. Log in to CCS and navigate to Section B.
2. Use item B2 to install the content from either CCS archive (option 1), or uploading a zipped file (option 2), or CASA archive (option 3).
3. Make sure you have uploaded the right content by checking through item B3.
4. Release the exam as a proctored assignment using item B4.
5. Your exam is ready to be taken on the scheduled period.

CASE II: Exam Content delivered through CANVAS

If your exam content will be in CANVAS only but proctored at CASA, then once you have created the exam shell (**quiz type**), you need to add the actual content or questions to it. Here's a general overview of the process:

1. Access the exam shell in CANVAS.
2. Click on the exam title or editing option to enter the exam editor.
3. Depending on the type of exam, you may have different options to add content, such as multiple-choice questions, essay questions, file attachments, etc.
4. Use the available tools and options within the exam editor to add the desired content. This may involve typing in questions, uploading files, or selecting pre-defined question templates.
5. Organize the content within the exam shell as per your desired structure or sequence.
6. Save the changes as you add content to ensure it's preserved.

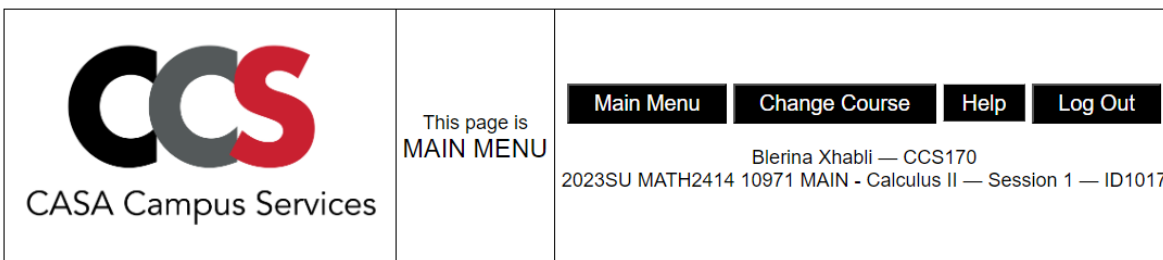
CASE III: Exam Content delivered by other parties

If your exam content is not stored within the CCS or CANVAS platform, but you require CASA testing centers for proctoring services, then the exam placeholder shell will serve as a framework or placeholder for your exam details and instructions. Although the actual exam content will be located elsewhere, the exam shell in CANVAS will provide a central location for students to access exam-related information and for you to communicate instructions.

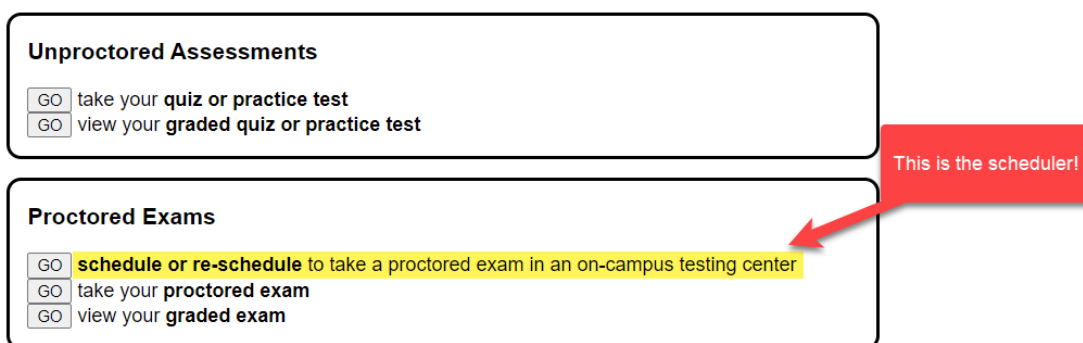
5. **Schedule Exams through CCS:** The scheduler in CCS is designed to create schedules for exams. The scheduling process typically takes place one to two weeks in advance, depending on the specific semester or academic term. During this timeframe, the scheduler is configured to generate a schedule for upcoming exams. In order for the scheduler to function effectively, it requires **the exam placeholder shell within the CANVAS system**.

The exam placeholder shell serves as a template or framework where the scheduler can populate the necessary information for each exam, such as the date, time, duration, location, and other relevant details. By having this placeholder shell available in CANVAS, the scheduler can seamlessly integrate with the system and automatically create the exam schedules based on predefined rules or parameters.

The student will have one to two weeks to be informed and register for their exam through CCS student portal:



Main Menu



The exam scheduling will be available for two weeks in advance during the regular semesters and one week in advance during mini or summer semesters. The student will follow the guidelines provided on the scheduler through CCS. They will be able to manage and reschedule during the scheduling period.

6. **Proctoring at CASA:** On the designated exam date, students will visit the CASA testing centers to take the exam under proctored conditions. CASA staff will facilitate the exam administration and ensure a secure testing environment.
7. **Collect Exam Responses/Papers:** CASA will collect the completed exam responses from students and handle any necessary procedures, such as ensuring the integrity of the exam materials.
8. **Grade Exams:** Once CASA returns the completed exams, you, as the instructor, will proceed with grading the exams according to your established criteria or guidelines.
9. **View and Download Student Grades:** If the exam content is managed by CCS, the process of viewing and downloading student grades can be carried out through the CCS teacher portal. Specifically, Section E of the teacher portal provides functionalities for these tasks. Here's an overview of the steps involved:
 1. Access the CCS teacher portal using your authorized credentials.
 2. Locate and navigate to Section E, which is specifically designated for viewing and managing student work and grades.
 3. Within Section E, you will find two items of relevance:
 - a. **Item E1:** This item allows you, as the instructor, to view the work of your students. You can access and review the exam submissions or relevant materials from your students.
 - b. **Item E2:** This item enables you to download the grades of your students. You can generate and obtain a file containing the grades achieved by each student in the exam.
 4. Use Item E1 to view the work of your students and Item E2 to download the grades.
10. **Optional: Upload Grades to CANVAS:** If desired, follow [Step 10](#) of the handbook to upload the grades obtained from the CCS teacher portal into CANVAS. Uploading the grades to CANVAS facilitates the integration of the exam results with the learning management system, allowing students to view their grades within their CANVAS accounts.

As a summary, to facilitate exam scheduling and administration, it is essential to use an exam shell or a placeholder in CANVAS, where the instructor provides necessary details and instructions related to the exam, such as the date, time, location, duration, and any other relevant information. The exam shell in CANVAS plays a crucial role in coordinating the scheduling of exams. It serves as a reference point for administrators, instructors, and students to ensure that everyone is aware of the exam details and adheres to the designated schedule.

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STEP 20: SCHEDULING MAKE UP EXAMS THROUGH CASA/CCS

Below is the updated procedure for scheduling makeup exams at CASA:

1. After the conclusion of the initial testing period, the Course Coordinator should forward the following information to Minh Nguyen to request a makeup exam date:
 - **Course:**
 - **Section number:**
 - **Exam name:**
 - **Original exam date(s):**
 - **Makeup exam request date:**
 - **Number of required seats:**
2. Minh Nguyen will notify the instructor once the makeup exam date has been approved and the scheduling is finalized.
3. The instructor will then utilize the CCS menu item G3 to enable the selected student(s) to reschedule for the makeup exam on the approved date.
4. Subsequently, the instructor should inform the student(s) to log into their CCS accounts and reschedule for an available time slot on the approved date.
5. On the reserved date and time, the student should come to CASA to take the makeup exam.

Please note: To ensure a smooth process, it is important to avoid submitting makeup exam requests on the same day as scheduling. This allows for proper setup, student notification, and proctor coordination in advance of the student's arrival.

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CONCLUSION

These are some basic rules to get you all set up and have a smooth transition to using CANVAS and CCS for your course. As time passes, by exploration and by asking your colleagues, you will become a pro in using the features of CANVAS and CCS.

There are three golden rules about everything:

1. Every assessment mentioned in syllabus must have their own group in CANVAS.
2. Every assignment whose content is delivered by CCS must be a quiz type assignment.
3. Everything must be set up in CANVAS before adding content in CCS.

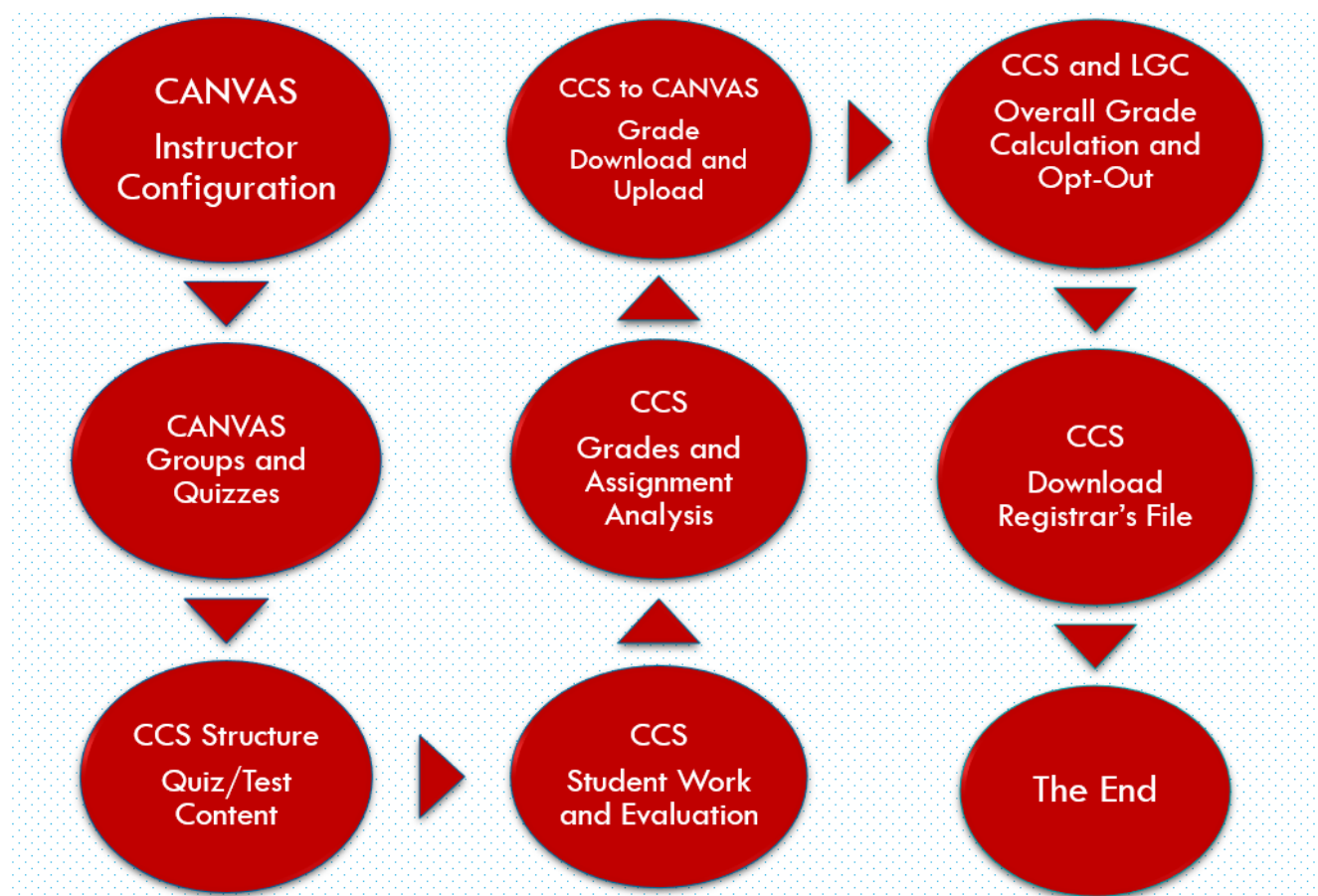
Important Tip: Use the CCS student edition of your course to understand how a student views the course content on CCS:

Always feel free to ask CANVAS questions to Blerina Xhabli at bxhabli@uh.edu .
For technical issues on CANVAS account, use the **Help** feature in CANVAS.
For technical issues in CCS, feel free to ask Herbert Ward at hjward2@central.uh.edu .

For more help on CANVAS and its features, please check out the official UH CANVAS Resources page: [Canvas Training Videos and Resources – Instruction @ UH](#)

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Here is how **CANVAS and CCS Framework Process** explained in this handbook looks like:



Prepared by [Dr. Blerina Xhabli](#).

Feel free to email bxhabli@uh.edu for more details in each step of this handbook.

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