

WHAT NOT

TO DO IN

CANVAS

D O N ' T



Do not upload files like powerpoints, pdfs, or videos directly into Canvas. Canvas has a 1GB data limit per course, and that is needed for exams, lab content, etc.

Do not make the Files, Quiz, and Assignments area of the course menu visible to students, or they can preview images on exams, etc.

Do not copy or duplicate an exam/quiz, or assignments. It will cause problems when you edit the "new" exam

Do not make the gradebook automatic if you like to be in control of when grades are posted or which columns are added to the total grade column

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Do upload content into Google drive and link to it inside Canvas (Must be in "My Drive" NOT "Shared Drive")

Do Go to Settings-> Navigation and drag Files, Quiz, and Assignments in to the hidden column

Do export the old exam/quiz, or assignment as a QTI file and import it into your course as a new exam with a unique identifier

Do make the gradebook manual so you can control which columns contribute to the total grade and when to post grades

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Exam settings: Do not set the Available From and Available To times as the normal exam time, this will kick out students with extra time

Do not make a non-teacher/non-student member of your course a TA or Teacher in ORCA, or they will be added to the evaluation

Do not merge sections without exporting material from the individual sections (only if you began adding content already)

Do not panic

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Do set the Available From and Available To times as the time needed for your longest accommodation time (1.5X, 2X)

Do make a non-teaching/non-student member of your canvas course either a Course Builder or a Lead TA to avoid them being added to the evaluation

Do export the course that you have already added material to, then merge sections in to one canvas course and import the material there

Do ask for help! Your department has a Canvas liaison, and Academic Innovation has staff trained in Canvas