

# **CANVAS BEST PRACTICES & GUIDE**

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## **GUIDE PURPOSE**

This guide provides some quick best practices for Canvas to increase course accessibility and transparency, as well as more detailed instructions for downloading and using the UW ChemE Canvas Templates, where one was created with Pages and the other was created with Modules. Below is a linked Table of Contents, where you can click on the section of interest and it will navigate you to that section. Note that many of the suggestions within this guide are generic and can be used either with the UW ChemE Canvas Templates or with another Canvas webpage.

If you have questions or need help with Canvas usage in the UW ChemE Department, please ask the Undergraduate Program Committee.

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## CANVAS BEST PRACTICES

Each of the following are a quick list of best practices. For detailed technical instructions on how to do or set up each of these, see the associated instructions below.

### Utilize a UW ChemE Canvas Course Template created by the DEIA Committee.

The templates, created by the DEIA Committee, facilitates many of the below best practices automatically with significantly reduced effort on the part of the faculty member. Please see the dedicated section for detailed explanations of the template's purpose, features, and how to import and edit it. There are two versions of the template, one using Pages and the other using Modules.

### Organize files in Canvas using folders and name files logically.

It's not recommended to use Canvas as a file dumping ground, where files are uploaded into an unsorted folder. This is confusing for students, as they have trouble locating which files are relevant at a given time. Instead, it is recommended that files be sorted into relevant folders, such as "Exams", "Homework", etc. These folders are provided in the UW ChemE Canvas Template.

It is also recommended to name files logically, as this helps students find relevant files when needed. These practices not only promote easy navigation, but also minimize questions you may get from students who cannot find relevant files. It also sets a good example for students.

Below is an example of ways to organize files using Canvas. Note: this requires making the "Files" section visible to students in the navigation, and instructions for how to do this are presented in a later section.

The screenshot shows the Canvas interface for a course titled "Autumn 2023". The left sidebar contains navigation links: Home, Syllabus, Announcements, Assignments, Discussions, Pages, Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, UW Resources, Ally Course Accessibility Report, and Poll Everywhere. The "Files" section is expanded, showing a tree view of the "ChemE Course Template" with subfolders: Bonus, Exams, Homework, Lectures, Quizzes, Recitation, Resources, Syllabus, and template resources. The "Lectures" folder is selected, displaying a table of files.

Name	Date Created	Date Modified	Modified By	Size
Bonus	Aug 16, 2023		--	✓
Exams	Aug 16, 2023		--	✓
Homework	Aug 16, 2023		--	✓
Lectures	Aug 16, 2023		--	✓
Quizzes	Aug 16, 2023		--	✓
Recitation	Aug 16, 2023		--	✓
Resources	Aug 16, 2023		--	✓
Syllabus	Aug 16, 2023		--	✓
template resources	Oct 5, 2017		--	⊘

At the bottom of the interface, there is a "Collaborations" section with a progress bar showing "0% of 2.1 GB used" and a link to "All My Files".

### **Give all assignments due dates.**

Setting due dates helps students stay on top of their assignments without repeatedly referencing the syllabus or asking when things are due. When you set an assignment deadline in Canvas, it automatically notifies and reminds students of due dates, populates a calendar and reminder list for them, and fills out the Syllabus page of Canvas with upcoming and past assignments. It also helps the instructor by automatically marking the assignment as “Late” if it was turned in after the deadline and keeping track of missing assignments (if you use Canvas for student submissions). Note: due dates still need to be set within Canvas even if you use another service, like Gradescope, as the place where students upload assignments, to take advantage of the above features.

### **Utilize the Canvas Gradebook for all deliverables by organizing assignments by weighted categories according to the syllabus and updating grades regularly.**

Providing students grades, organizing assignments by appropriate categories (e.g., “Homework”, “Quizzes”, “Exams”, etc.), and having assignment categories weighted according to the syllabus ahead of time (e.g., “40% of total grade”) helps create transparency with students regarding their course standing. If individual assignments are created with the correct number of associated points or worth equal points and graded by percentage correct, the overall assignment category weighting will enable Canvas to automatically calculate overall course grades for students, which benefits both students and the instructor. This practice also reduces the questions, concerns, or grade change requests that instructors may get at the end of the quarter.

### **When possible, upload documents as Word documents or PowerPoints instead of PDFs to promote accessibility.**

Word documents and PowerPoints are typically more accessible to screen readers than PDFs, especially if the PDF is a scan. When this is not possible, such as when if you create lecture notes by writing on a tablet and upload those, having a recording of the lecture with captioning (which Panopto within Canvas will automatically do), can help supplement the lack of accessibility of the exported PDF from the tablet. If you have PDFs that are scans of books or other documents, do your best to find a more accessible version of the information or ask DRS or hire a student worker to help you convert the PDF or translate the contents into a more accessible format. Canvas has an automatic accessibility checker (a small dial that appears next to any file you upload) that can let you know which files are the most inaccessible and can be a place to start. It might take time, possibly many quarters, to convert long-standing existing documents into accessible formats—just take it one step at a time and find help or support in the process.

**Utilize Pages or Modules to organize course information by week or theme and create these using the formatting tools in the page editor to promote accessibility.**

Pages and Modules provide structure to your course organization and help students navigate content more easily and accessibly. For example, one Page or Module can be created per week of the course, and all documents for that week can be linked on or under that Page or module, respectively. There are two different versions of the UW ChemE Canvas Template, one that uses Pages and one that uses Modules. An example of an organized Page for a previous course is shown below, where this would mirror the UW ChemE Canvas Template - Pages version.

Autumn 2022

Home  
Syllabus  
Announcements  
Assignments  
Discussions  
**Pages**  
Files  
Panopto Recordings  
Zoom  
Grades  
Gradescope  
People  
UW Libraries  
UW Resources  
Ally Course Accessibility Report  
Modules   
Quizzes 

## Week 2: 10/3 - 10/7

### Lectures

M Oct 3 - Rate Laws

- [Notes](#) ↓
- [Recording](#) 
- [PollEverywhere Poll](#) 

W Oct 5 - Reactor Types, Mole Balance Equations

- [Notes](#) ↓
- [Recording](#) 
- PollEverywhere Polls
  - [Poll 1](#) 
  - [Poll 2](#) 

F Oct 7 - Conversion and Reactor Sizing

- [Notes](#) ↓
- [Recording](#) 

## USING A UW CHEM E CANVAS COURSE TEMPLATE

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### Why use a UW ChemE Canvas Course Template created by the DEIA Committee?

The Canvas course templates were created by the UW ChemE DEIA Committee to:

1. Reduce the amount of work on the part of the faculty member in creating an accessible course site. The templates are already set up with all the features that would take time to adjust for even comfortable Canvas users and may be unfamiliar to those less comfortable with Canvas. The different versions are similarly structured, but give faculty the ability to choose whichever they find easier or more convenient to use from their perspective.
2. Homogenize Canvas course structure across courses in the department to facilitate easy and accessible student navigation.

### Features of the UW ChemE Canvas Course Templates

The following settings and features were already configured in both UW ChemE Course Templates so that any faculty member using the templates can skip these steps:

- Setting the course's Home Page to be the automated Canvas Syllabus page, which will auto-populate with past and upcoming assignment deadlines throughout the course as they're created.
- Creating organized headers and sections on the Home Page and providing template language to organize and link course content for students for easy navigation. Changes can easily be made using the text editor, which is structured similarly to Microsoft Word, and places where faculty need to edit/add text content is clearly marked.
- Organizing the Navigation panel to include only used features, hide unused features, and make visible features (e.g., "Files") that are hidden by default but used in the template.
- Organizing the "Files" by commonly named folders (e.g., "Homework", "Lectures", "Resources") and subfolders, where any folders not used by the course can be hidden easily.
- Creating and weighting assignment categories with commonly used assignment types (e.g., "Homework", "Exams"), where unused categories can be deleted and the weighting can be changed easily.
- Organizing the "Panopto Recordings" section by folders for each week of the course.
- Modules version only:
  - Creating and publishing Modules for each week of the course's content. Modules that are not used or that you want published as the course progresses can be unpublished and republished easily.
- Pages version only:
  - Creating and publishing Pages for each week of the course's content. Pages that are not used or that you want published as the course progresses can be unpublished and republished easily.
  - Linking each week's Page to the course Home Page for easy navigation.

## Importing a UW ChemE Canvas Course Template

1. Navigate to your course's Canvas page.
2. Click on "Import from Canvas Commons" on the right-hand side.

The screenshot shows the Canvas course interface for CHEM E 465 A. On the right-hand side, under the 'Course Status' section, the 'Import Existing Content' button is expanded, and the 'Import from Commons' option is highlighted with a red rectangular box. Other visible elements include the course title, navigation menu on the left, and various course management buttons like 'Collapse All', 'View Progress', and 'Publish All'.

3. Once you're in Canvas Commons, Type in "UW ChemE Course Template" into the search bar. You should see two template options available: the UW ChemE Course Template – Modules Structure and the UW ChemE Course Template – Pages Structure.

The screenshot shows the Canvas Commons search interface. The search bar at the top contains the text "UW ChemE Course Template" and is highlighted with a red box. Below the search bar, two search results are displayed. The first result is titled "UW ChemE Canvas Course Template Modules Structure" and the second is "UW ChemE Canvas Course Template Pages Structure". Both results are created by the "UW ChemE DEIA Committee" and are categorized as "COURSE". The search bar and the first result are highlighted with a red box.

### Choosing the right template structure for you and your course

- When choosing which template you'd like to use, consider the following pros/cons associated with each.

	Module Structure	Pages Structure
Pros	Simpler to use for those less familiar with Canvas.	More customizable, as it enables you to add text, such as descriptions of files or text you'd like students to read, on pages where content is organized.
Cons	Does not allow for adding text descriptions along with module content.	Requires more time and comfort with Canvas to organize course, as you need to hyperlink files onto pages.

- Once you have decided which template structure you'd like to use, click on the name of template you want to upload to your course.

The screenshot shows the Canvas LMS interface. The top navigation bar includes 'Search', 'Shared' (selected), 'Imported', 'Updates (0)', 'Favorites', and 'Admin'. A 'Guides' button is on the right. The main content area is titled 'Shared' and contains a search bar with the text 'Search by title, name, institution or tag'. Below the search bar, there are two course templates listed under '2 results'. The first template is 'UW ChemE Canvas Course Template Modules Structure', created by the UW ChemE DEIA Committee in Summer 2024, with 0 downloads and 0 stars. The second template is 'UW ChemE Canvas Course Template Pages Structure', created by the UW ChemE DEIA Committee in Summer 2023, with 3 downloads and 1 star. The link for the second template, 'UW ChemE Course Template - Pages Structure', is highlighted with a red rectangular box. The URL at the bottom of the page is 'https://lor.instructure.com/resources/7104637410304a8c815e2e04f0107b93'.

- Once redirected to a page about the template, you can preview the contents, see the details/description, view version notes, and import it into your course. To import it, click “Import/Download”.

UW ChemE Course Template - Pages Structure

Preview Details Version notes

Modules (1)  
Pages (16)  
Files (40)

Instructors: START HERE

- About Your Course
- Getting Started with Your Canvas Course
- Improving Accessibility
- Canvas Help and Resources
- Technology Support and Resources (SHARE WITH STUDENTS)

Import/Download

181.35 KB - IMS Common Cartridge File (.imsc)

Remove from Favorites

Copy Resource Link

- This will pull up a right-hand side menu that will enable you to select which course you'd like to import the template to or download the course. Select the course you'd like to import the template into and click “Import into Course”.

UW ChemE Course Template

Preview Details Version notes

Modules (1)  
Pages (16)  
Files (40)

Instructors: S

Import/Download

Import into Canvas

Search for a course

courses

- All
- 21-20-19 Reactor Design
- CHEM E 255 A W 22: Biological Frameworks For Engineers
- CHEM E 465 A Au 24: Reactor Design
- UW ChemE Course template - Modules
- UW ChemE Course Template - Pages

Import into Course

Download

- Once the template is imported, you can navigate to your course and begin tailoring the content as needed.

## Tailor Home Page content to your course

1. Navigate to the home page by either clicking “Home” or “Syllabus” or clicking on your course in the overall Canvas navigation.

### *Editing Canvas pages and the Syllabus Page*

2. Any text shown in both red and italics and often between brackets (e.g., “[text]”) is text that needs to be edited/adapted by the faculty. Certain text or sections are also labeled as optional. You can delete these if they’re not desired or used in your course. To begin making changes, click the “Edit” button in the upper right corner.

Autumn 2023

Home

Syllabus

Announcements 

Assignments 

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Ally Course  
Accessibility Report

Poll Everywhere

## ChemE Course Template

Jump to Today 

Welcome to *[COURSE]*! *[OPTIONAL WELCOME MESSAGE]*. Please use this Canvas site as a resource as we progress through the weeks of the quarter. I will be providing all lecture materials, recordings, assignments, and solutions here. This page will include links to navigate you to various documents and materials as needed. Additionally, assignments will be automatically added to the bottom of this page as they are created.

*Instructors: Anything in red/italics, and often between brackets (e.g., [ ]) is noted as a place for you to edit, add in information, link something, or choose delete (some sections are marked [OPTIONAL] and can be deleted if not used or desired. To do this, click the "Edit" button at the top of the page and edit the text in the text box just like you would edit text in word; you'll have access to the same text editing tools as in word as well. Delete this message when you're done.*

### Syllabus

CHEM E *[COURSE]* *[QUARTER]* Course Syllabus (*link syllabus file here*)

This syllabus contains detailed course schedule, assignment deadlines, late work policies, and resources both on and off campus for students (and more). Please use this as a guide for the course and consult it regularly.

### Course Schedule

[Week 1](#)

- Use the text editor at the top of the page to make changes. A list of minimum changes to make are included in the subsequent steps.

Autumn 2023

## ChemE Course Template

[Jump to Today](#)

Home

**Syllabus**

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Ally Course Accessibility Report

Poll Everywhere

Collaborations

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A

Welcome to [COURSE]! [OPTIONAL WELCOME MESSAGE]. Please use this Canvas site as a resource as we progress through the weeks of the quarter. I will be providing all lecture materials, recordings, assignments, and solutions here. This page will include links to navigate you to various documents and materials as needed. Additionally, assignments will be automatically added to the bottom of this page as they are created.

Instructors: Anything in *red/italics*, and often between brackets (e.g., [ ]) is noted as a place for you to edit, add in information, link something, or choose delete (some sections are marked [OPTIONAL] and can be deleted if not used or desired. To do this, click the "Edit" button at the top of the page and edit the text in the text box just like you would edit text in word; you'll have access to the same text editing tools as in word as well. Delete this message when you're done.

p span 21 | 497 words |

Show Course Summary

Cancel Update Syllabus

- Start by editing the course name and adding a welcome message to the course in the text shown at the top!

Autumn 2023

## ChemE Course Template

[Jump to Today](#)

Home

**Syllabus**

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Ally Course Accessibility Report

Poll Everywhere

Collaborations

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A

Welcome to [COURSE]! [OPTIONAL WELCOME MESSAGE]. Please use this Canvas site as a resource as we progress through the weeks of the quarter. I will be providing all lecture materials, recordings, assignments, and solutions here. This page will include links to navigate you to various documents and materials as needed. Additionally, assignments will be automatically added to the bottom of this page as they are created.

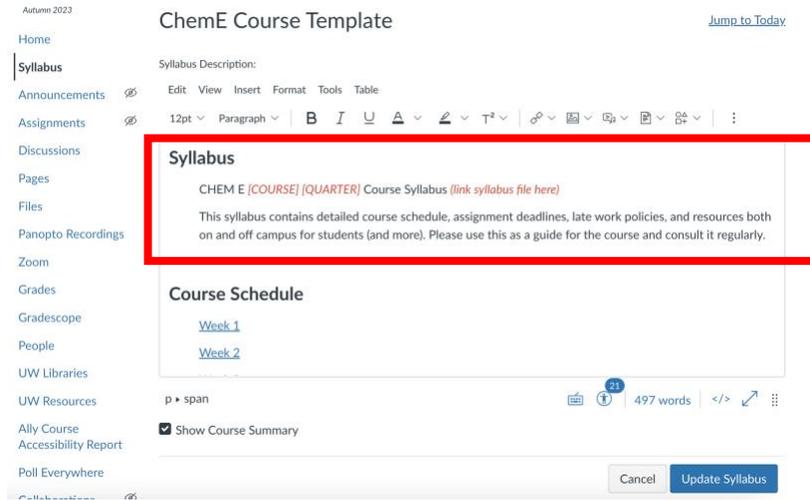
Instructors: Anything in *red/italics*, and often between brackets (e.g., [ ]) is noted as a place for you to edit, add in information, link something, or choose delete (some sections are marked [OPTIONAL] and can be deleted if not used or desired. To do this, click the "Edit" button at the top of the page and edit the text in the text box just like you would edit text in word; you'll have access to the same text editing tools as in word as well. Delete this message when you're done.

p span 21 | 497 words |

Show Course Summary

Cancel Update Syllabus

5. Edit the “Syllabus” section. Detailed instructions below. Before doing this, you’ll need to upload your syllabus document to the “Files” > “Syllabus” folder in the Canvas navigation.

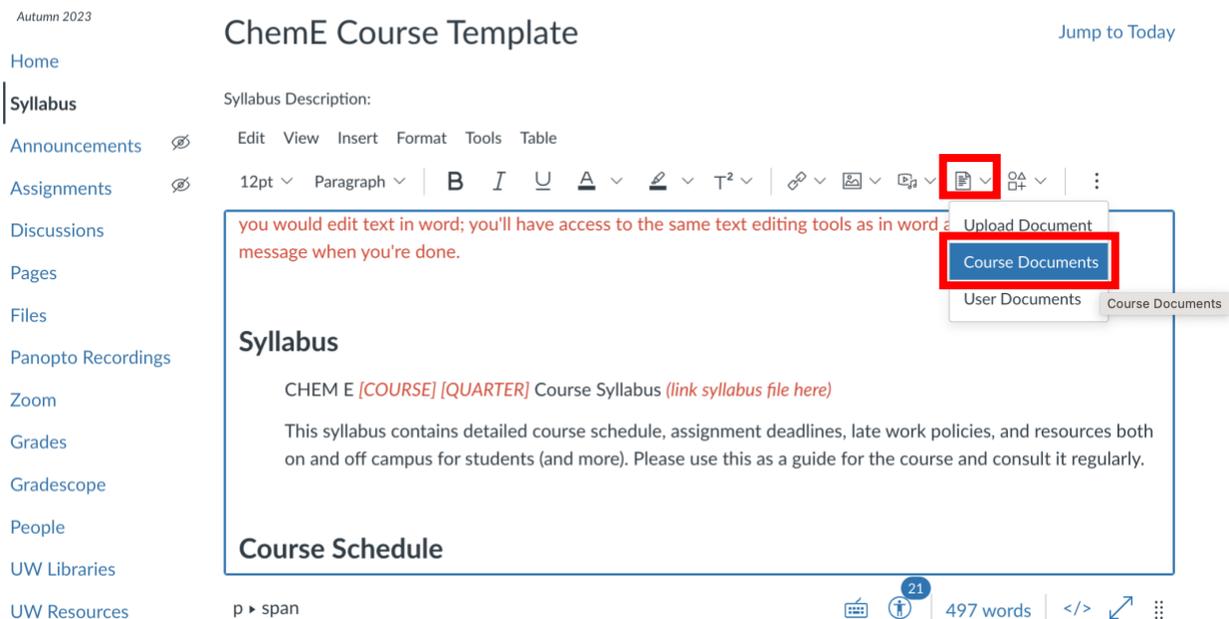


- a. Scroll down the Syllabus header on your home page (shown above).
- b. Change your course name and quarter in the location shown.

### Linking files on pages (*Pages version only*)

- c. To link your Syllabus document, follow these steps:
  - i. Highlight the syllabus text.
  - ii. Click on the file icon dropdown on the right side of the text editor.
  - iii. From the dropdown menu, select “Course Documents”.

☰ ChemE Course Template > Syllabus



iv. Select your file from the Add panel on the right-hand side.

The screenshot shows the 'ChemE Course Template' Syllabus page. On the right, the 'Add' panel is open, displaying a list of files. The file 'CHEM E 465 Autumn 2023 Syllabus.docx' with a date of 'August 30, 2023' is highlighted with a red rectangular box. The main content area shows a syllabus description with some red text: 'sections are marked [OPTIONAL] and can be deleted if not used or desired. To do this, click the "Edit" button at the top of the page and edit the text in the text box just like you would edit text in word; you'll have access to the same text editing tools as in word as well. Delete this message when you're done.'

d. Delete any remaining red text in this section.

6. In the "Course Schedule section", either delete the "Week 11" link if your quarter has no week 11, or remove the red text if your quarter has a week 11. Fall typically is the only quarter that has a week 11. The blue links indicate that this text is already linked to their respective week's pages.

The screenshot shows the 'ChemE Course Template' Syllabus page with the 'Course Schedule' section expanded. A list of blue hyperlinks for 'Week 1' through 'Week 10' is visible. The link for 'Week 11 (delete if not needed)' is highlighted with a red rectangular box. The page includes a sidebar with navigation options and a top navigation bar with 'Autumn 2023' and 'Jump to Today'.

7. Update the Homework section. Remove this section if you don't need it.

The screenshot shows the Canvas LMS syllabus editor interface. The page title is 'ChemE Course Template' and the semester is 'Autumn 2023'. A left-hand navigation menu includes options like Home, Syllabus, Announcements, Assignments, Discussions, Pages, Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, and UW Resources. The main content area is titled 'Syllabus Description:' and contains a rich text editor with a toolbar. The editor content is as follows:

**Homework**

- Homework 1 (Due XX/XX)
- Homework 2 (Due XX/XX)
- Homework 3 (Due XX/XX)
- [fill in and link others as needed]*

**Quiz/Exam**

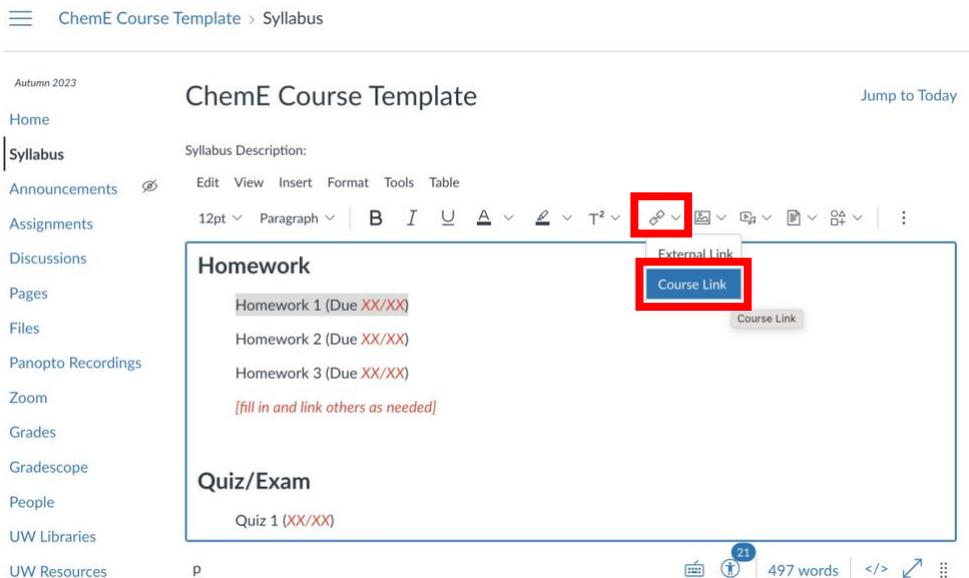
- Quiz 1 (XX/XX)

The 'Homework' section is highlighted with a red rectangular box. At the bottom of the editor, there is a status bar showing '497 words' and other editing icons.

- Add or remove additional homework assignment to the list where the text says *[fill in and link others as needed]*.
- List the due date next to each of homework assignment.
- You can do this either all at once upfront in the course or as the course goes, but before the next step you'll need to create assignments in the "Assignments" section. There are instructions for this in another section.

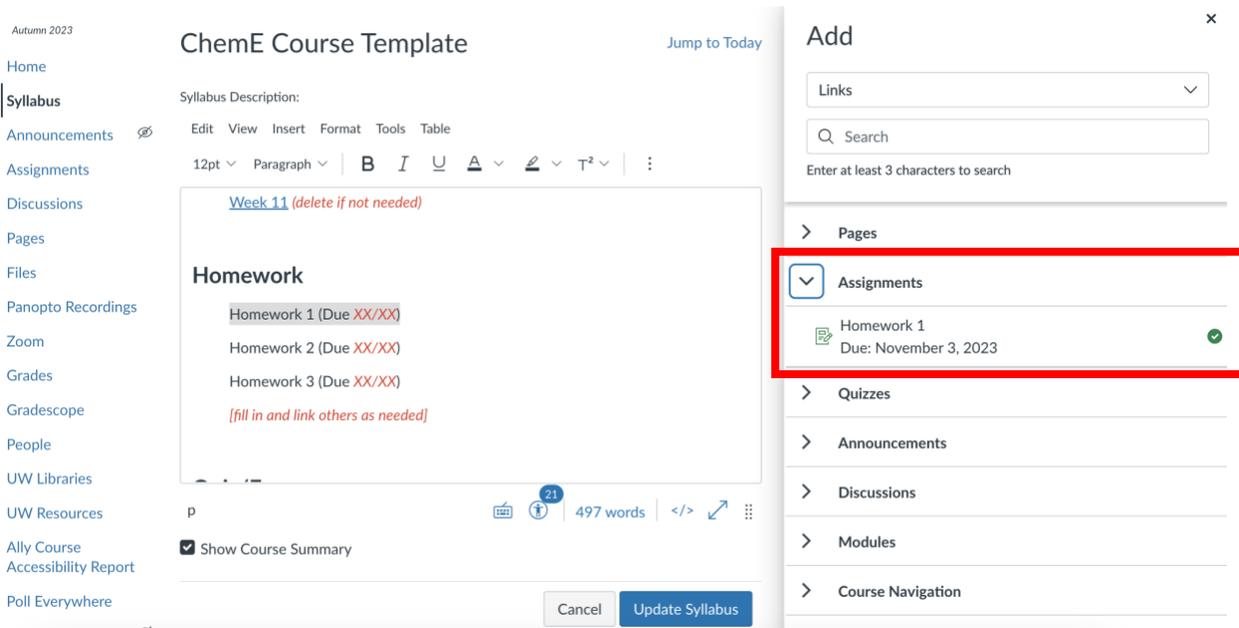
## Linking assignments on pages (Pages version only)

8. To link each of your Homework assignments, follow these steps:
  - a. Highlight the respective assignment text.
  - b. Click on the link icon dropdown in the middle of the text editor.
  - c. From the dropdown menu, select “Course Links”.



The screenshot shows the Canvas LMS editor interface for a page titled "ChemE Course Template". The left sidebar contains navigation options: Home, Syllabus, Announcements, Assignments, Discussions, Pages, Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, and UW Resources. The main editor area shows a "Homework" section with three items: "Homework 1 (Due XX/XX)", "Homework 2 (Due XX/XX)", and "Homework 3 (Due XX/XX)", followed by the instruction "[fill in and link others as needed]". A "Quiz/Exam" section below contains "Quiz 1 (XX/XX)". The text editor toolbar is visible, with a link icon dropdown menu open, showing "External Link" and "Course Link" options. The "Course Link" option is highlighted with a red box.

- d. Select your assignment from “Assignments” tab under the Add panel on the right-hand side.



The screenshot shows the same Canvas LMS editor interface, but with the "Add" panel open on the right-hand side. The "Add" panel has a search bar and a list of categories: Pages, Assignments, Quizzes, Announcements, Discussions, Modules, and Course Navigation. The "Assignments" category is selected and highlighted with a red box. Under "Assignments", the item "Homework 1" with a due date of "Due: November 3, 2023" is selected, also highlighted with a red box. The main editor area shows the "Homework" section with the same three items as in the previous screenshot. The "Update Syllabus" button is visible at the bottom right.

9. Go through the same steps as above with the Quiz/Exam section and those respective assignments. If you have both Quizzes and Exams, copy this section and paste it below and label one “Quizzes” and the other “Exams”. If you only have one or the other, delete the text you don’t need or edit the text there.

The screenshot shows the Canvas LMS syllabus editor interface. The page title is 'ChemE Course Template' and the semester is 'Autumn 2023'. The left sidebar contains navigation options: Home, Syllabus (selected), Announcements, Assignments, Discussions, Pages, Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, UW Resources, Ally Course Accessibility Report, Poll Everywhere, and Collaborations. The main content area is titled 'Syllabus Description:' and includes a rich text editor with a toolbar. The 'Quiz/Exam' section is highlighted with a red box and contains the following text: 'Quiz 1 (XX/XX)', 'Quiz 2 (XX/XX)', 'Quiz 3 (XX/XX)', 'Quiz 4 (XX/XX)', and '[fill in and link others as needed]'. At the bottom right, there are 'Cancel' and 'Update Syllabus' buttons.

10. Go through the same steps as above with the Bonus section and those respective assignments. If you don’t have any bonus, you can delete this section. Or you can delete it for now and add it back later. An example of a low-bar bonus assignment that also benefits the instructor is having students fill out the end of quarter course evaluations from UW. You can offer students even just a few points back on a homework or quiz, and this will help them by giving a few extra points while also significantly increasing your course evaluation response rate.

The screenshot shows the Canvas LMS syllabus editor interface for 'ChemE Course Template' in 'Autumn 2023'. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Syllabus Description:' and includes a rich text editor. The 'Bonus' section is highlighted with a red box and contains the following text: 'End of Quarter Course Evaluation (for example)' and '[fill in and link others as needed]'. At the bottom right, there are 'Cancel' and 'Update Syllabus' buttons.

The steps 10-12 contain optional sections that you can either edit or delete if you don’t need them.

11. Edit or delete the JupyterHub section depending on if your course makes use of JupyterHub. Where indicated, add the link to your courses's JupyterHub if you have one. If you don't, delete this entire section.

Autumn 2023

## ChemE Course Template

Jump to Today

Home

Syllabus

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U **A**  $T^2$

**JupyterHub [OPTIONAL]**

We have a JupyterHub server that we will use for all of our Python coding. This avoids you all having to download Python on your own computers and manage version numbers, etc. You can access the JupyterHub server for the class here: **[LINK JUPYTER HUB IF YOU HAVE ONE; OTHERWISE DELETE THIS SECTION]**. You must use this for all Python assignments.

12. Edit or delete the Slack section depending on if your course makes use of Slack. You may also edit the language to align with your course's policy on communication.

Autumn 2023

## ChemE Course Template

Jump to Today

Home

Syllabus

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U **A**  $T^2$

**Slack [OPTIONAL]**

We will be using a channel in the UW ChemE All Slack for online discussion in a channel specifically for this course. If you have questions about homework or a topic from lecture, please post them on Slack in the our channel. Alternately, you can send a direct message or email to the instructor or TA, but a summary of your question and the response may be posted for others to see without your specific name attached. This will enable the rest of the class to participate in the discussion and learn from your questions. If you see a question on any channel that you know the answer to or have questions on, please feel free to join in!

p 21 | 497 words |

13. Edit or delete the Other Course Resources section based on your course needs. This can be a good place to list and/or link other course resources, such as the course textbook, any additional websites or online tools students may use or frequent, or even resources you make and upload to the “Files” > “Resources” folder and link via the document linking process outlined in step 5.

Autumn 2023

## ChemE Course Template

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People

UW Libraries

UW Resources

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T<sup>2</sup> | | | | |

**Slack [OPTIONAL]**

We will be using a channel in the UW ChemE All Slack for online discussion in a channel specifically for this course. If you have questions about homework or a topic from lecture, please post them on Slack in the our channel. Alternately, you can send a direct message or email to the instructor or TA, but a summary of your question and the response may be posted for others to see without your specific name attached. This will enable the rest of the class to participate in the discussion and learn from your questions. If you see a question on any channel that you know the answer to or have questions on, please feel free to join in!

**Other Course Resources [OPTIONAL]**

*[[List or link any other resources, such as websites or regularly-used files, in a list here]]*

21 | 497 words | </> ↗ ⋮

14. Make sure all red/italicized text is deleted from the page.

15. Click “Update Syllabus” when you’re done and ready to save the changes you made.

Autumn 2023

## ChemE Course Template

Jump to Today

Home

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Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Ally Course Accessibility Report

Poll Everywhere

Collaborations

Syllabus Description:

Edit View Insert Format Tools Table

12pt Paragraph B I U A T<sup>2</sup> | | | | |

Welcome to [COURSE]! [OPTIONAL WELCOME MESSAGE]. Please use this Canvas site as a resource as we progress through the weeks of the quarter. I will be providing all lecture materials, recordings, assignments, and solutions here. This page will include links to navigate you to various documents and materials as needed. Additionally, assignments will be automatically added to the bottom of this page as they are created.

Instructors: Anything in red/italics, and often between brackets (e.g., [ ]) is noted as a place for you to edit, add in information, link something, or choose delete (some sections are marked [OPTIONAL] and can be deleted if not used or desired. To do this, click the “Edit” button at the top of the page and edit the text in the text box just like you would edit text in word; you’ll have access to the same text editing tools as in word as well. Delete this message when you’re done.

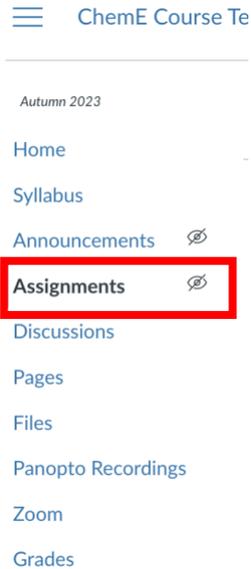
p > span

21 | 497 words | </> ↗ ⋮

Cancel Update Syllabus

## Edit assignment categories and weightings according to your syllabus

1. Navigate to the “Assignments” tab on the left-hand menu. It will be hidden (crossed out eye symbol) by default until you add a published assignment, at which point it will be automatically un-hidden.



2. You'll see that some generic assignment categories and weightings have been created.

A screenshot of the 'Assignments' page in a course template. The page title is 'ChemE Course Template > Assignments'. On the right, there is a '63 Student View' button. Below the title bar, there is a search box labeled 'Search for Assignment' and two buttons: '+Group' and '+Assignment'. The main content area shows a list of assignment categories, each with a weightage and a 'No assignments in this group' message:

Category	Weightage
Homework	30% of Total
Quizzes	40% of Total
Exams	30% of Total
Bonus	2% of Total

Each category has a 'No assignments in this group' message below it. The left-hand navigation menu is visible on the left side of the page, with 'Assignments' highlighted.

## Creating assignment categories

3. Create any additional categories you want.
  - a. To add a new Category, click the “+Group” button at the top of the page.

ChemE Course Template > Assignments 63 Student View

Autumn 2023

**+Group** **+ Assignment** ⋮

- ▼ Homework 30% of Total + ⋮  
No assignments in this group
- ▼ Quizzes 40% of Total + ⋮  
No assignments in this group
- ▼ Exams 30% of Total + ⋮  
No assignments in this group
- ▼ Bonus 2% of Total + ⋮  
No assignments in this group

- b. You'll be prompted to name the category and give it a weight (% of grade).

**Add Assignment Group** ✕

Group Name:

% of total grade

No assignments in this group

*Editing individual assignment category names and weights.*

4. Edit individual category names and weights one category at a time.
  - a. Click on the three vertical dots on the right side of a given category.
  - b. Click "Edit".

ChemE Course Template > Assignments 63 Student View

Autumn 2023  +Group + Assignment ⋮

Home

Syllabus

Announcements

**Assignments**

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Gradescope

⋮	▼ Homework	30% of Total	⋮
No assignments in this group			
⋮	▼ Quizzes		
No assignments in this group			
⋮	▼ Exams	30% of Total	+ ⋮
No assignments in this group			

- c. A box will appear that will allow you to change the category name and weight. Save when you are done.

Group Name:

% of total grade

*Edit all assignment category weights simultaneously.*

5. You can instead also edit all assignment categories simultaneously.
  - a. Click on the three vertical dots on the upper right corner of the page.
  - b. Click on “Assignment Group Weights”.

ChemE Course Template > Assignments 63 Student View

Autumn 2023

**Assignments**

- ▼ Homework: No assignments in this group
- ▼ Quizzes: No assignments in this group
- ▼ Exams: 30% of Total
- ▼ Bonus: 2% of Total

- c. A box will appear that will enable you to change the name and weight of all categories. It will also show you the total the percentages used add up to. Any totals above 100% will include extra credit calculated automatically.

Assignment Groups Weight ✕

Weight final grade based on assignment groups

Homework	<input type="text" value="30"/>	%
Quizzes	<input type="text" value="40"/>	%
Exams	<input type="text" value="30"/>	%
Bonus	<input type="text" value="2"/>	%
<b>Total</b>		<b>102%</b>

## Deleting assignment categories

6. Deleting a category.
  - c. Click on the three vertical dots on the right side of the category you wish to delete.
  - d. Click "Delete".

The screenshot shows the Canvas LMS interface for the 'ChemE Course Template' under the 'Assignments' section. The page is for 'Autumn 2023' and shows a search bar and '+Group' and '+ Assignment' buttons. A sidebar on the left lists navigation options: Home, Syllabus, Announcements, Assignments (highlighted), Discussions, Pages, Files, Panopto Recordings, Zoom, Grades, and Gradescope. The main content area displays three assignment categories: Homework (30% of Total), Quizzes, and Exams (30% of Total). Each category shows 'No assignments in this group'. The 'Delete' option in the context menu for the Homework category is highlighted with a red box.

ChemE Course Template > Assignments 63 Student View

Autumn 2023  +Group + Assignment ⋮

Home

Syllabus

Announcements

**Assignments**

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Gradescope

▼ Homework 30% of Total ⋮

No assignments in this group

▼ Quizzes

No assignments in this group

▼ Exams 30% of Total + ⋮

No assignments in this group

Delete

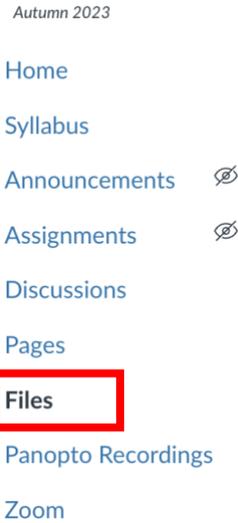
Move Contents...

Move Group...

Commons Favorites

## Organize Files folders and subfolders

1. Navigate to the “Files” tab on the left-hand menu.



2. You'll see that some generic file folders and subfolders have been created. You'll be able to see the existing file structure on the left hand-side of the page and any subfolder structure by clicking the arrow next to a given folder. You'll also see that by default, all of the created folders are published (green check mark circles on the right-hand side), and the “template resources” folder from the UW Canvas template has been un-published (empty circle on right-hand side).

Autumn 2023

Search for files  0 items selected + Folder Upload ⋮

Home

Syllabus

Announcements

Assignments

Discussions

Pages

**Files**

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Ally Course

Accessibility Report

Poll Everywhere

Collaborations

▼ ChemE Course Template

- ▶ Bonus
- ▶ Exams
- ▶ Homework
  - ▶ Homework 1
  - ▶ Homework 2
  - ▶ Homework 3
- ▶ Lectures
  - ▶ Week 1
  - ▶ Week 2
  - ▶ Week 3
  - ▶ Week 4
  - ▶ Week 5
  - ▶ Week 6
  - ▶ Week 7
  - ▶ Week 8
  - ▶ Week 9
  - ▶ Week 10
  - ▶ Week 11
- ▶ Quizzes
- ▶ Recitation
- ▶ Resources
- ▶ Rubrics

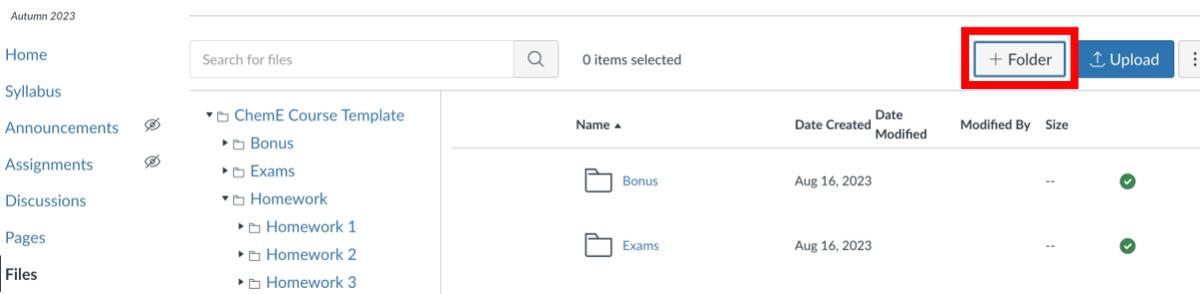
Name ▲	Date Created	Date Modified	Modified By	Size	
▶ Bonus	Aug 16, 2023			--	
▶ Exams	Aug 16, 2023			--	
▶ Homework	Aug 16, 2023			--	
▶ Lectures	Aug 16, 2023			--	
▶ Quizzes	Aug 16, 2023			--	
▶ Recitation	Aug 16, 2023			--	
▶ Resources	Aug 16, 2023			--	
▶ Rubrics	1:19pm			--	
▶ Syllabus	Aug 16, 2023			--	

3. Populate folders with your contents (e.g., more folders, documents) either all at once or throughout the course. Content you don't want shown yet can be un-published, and published once you're ready to share it.

The next steps outline a few folder-management steps to customize your folders.

### Creating new folders or subfolders

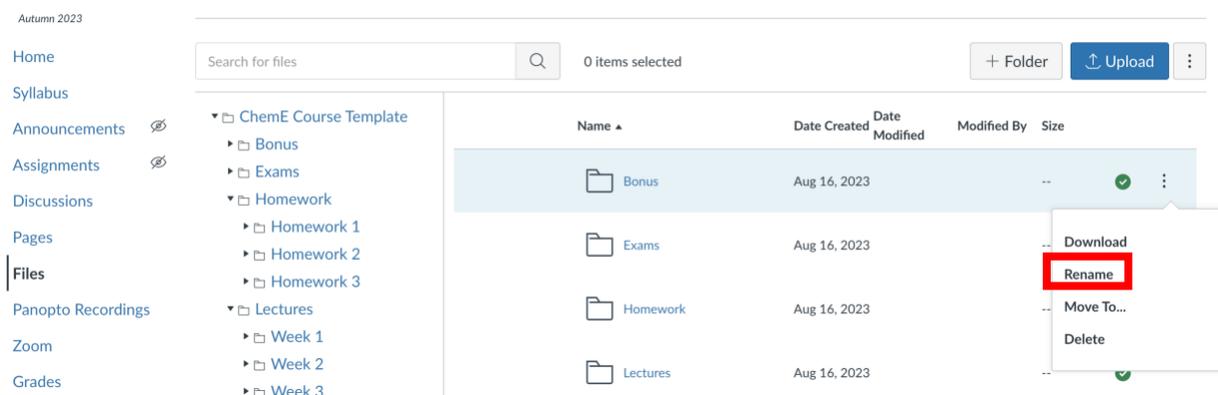
4. Creating new folders.
  - a. Navigate to the folder you want to add a folder to, which may be the overall course folder.
  - b. Click the "+Folder" button in the upper right.



- c. You'll be prompted with a box to start naming a folder and can confirm by hitting the check mark.

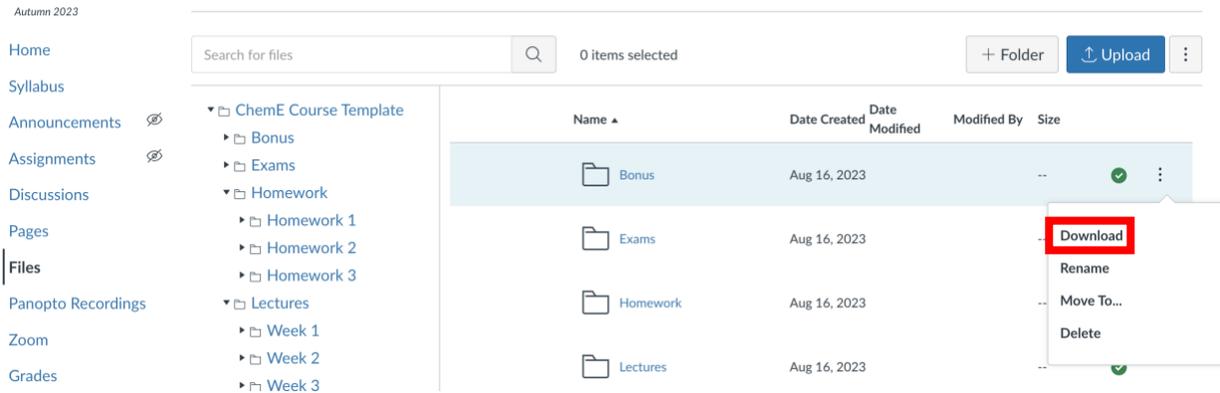
### Renaming folders

5. Renaming folders.
  - a. Hover over the folder you wish to rename so it is highlighted in blue and three dots appear on the right-hand side.
  - b. Click on the three dots.
  - c. Click "Rename".
  - d. You'll be prompted with a box to rename the folder.



## Downloading folders

6. Downloading folders.
  - a. Hover over the folder you wish to download so it is highlighted in blue and three dots appear on the right-hand side.
  - b. Click on the three dots.
  - c. Click "Download".



Autumn 2023

Home

Syllabus

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Search for files

0 items selected

+ Folder

Upload

Name	Date Created	Date Modified	Modified By	Size
Bonus	Aug 16, 2023		--	
Exams	Aug 16, 2023		--	
Homework	Aug 16, 2023		--	
Lectures	Aug 16, 2023		--	

Download

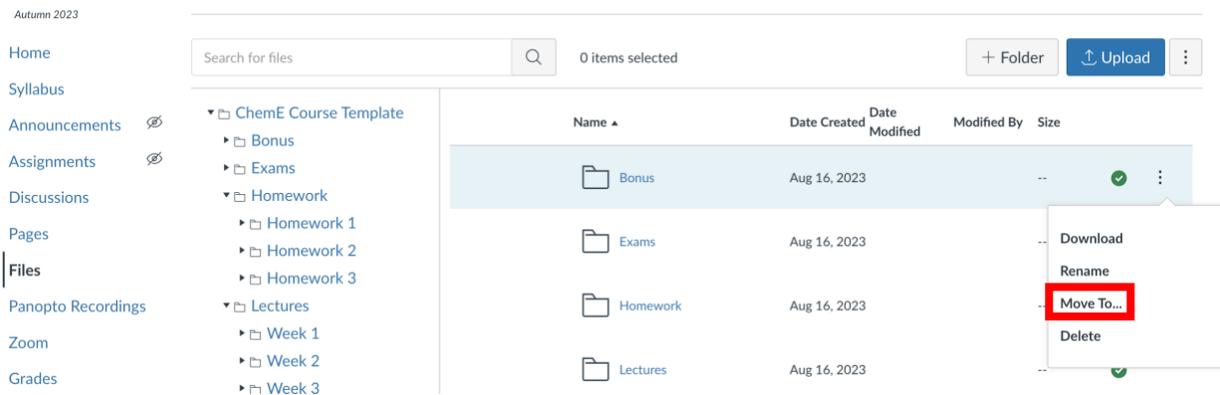
Rename

Move To...

Delete

## Moving folders

7. Moving folders.
  - a. Hover over the folder you wish to move so it is highlighted in blue and three dots appear on the right-hand side.
  - b. Click on the three dots.
  - c. Click "Move To..."



Autumn 2023

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Zoom

Grades

Search for files

0 items selected

+ Folder

Upload

Name	Date Created	Date Modified	Modified By	Size
Bonus	Aug 16, 2023		--	
Exams	Aug 16, 2023		--	
Homework	Aug 16, 2023		--	
Lectures	Aug 16, 2023		--	

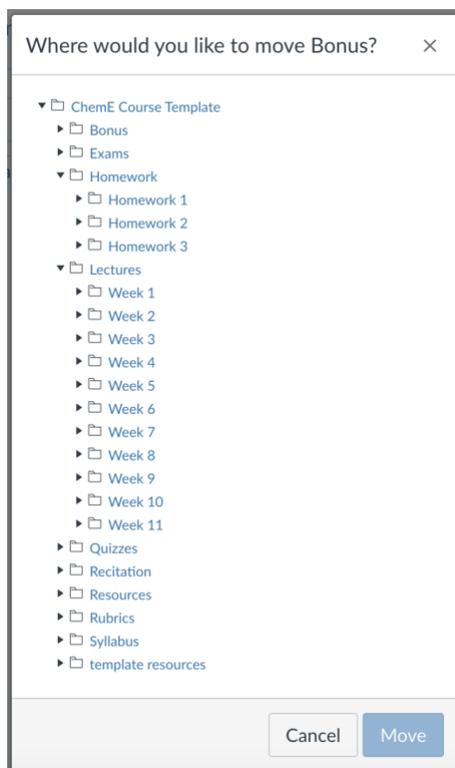
Download

Rename

Move To...

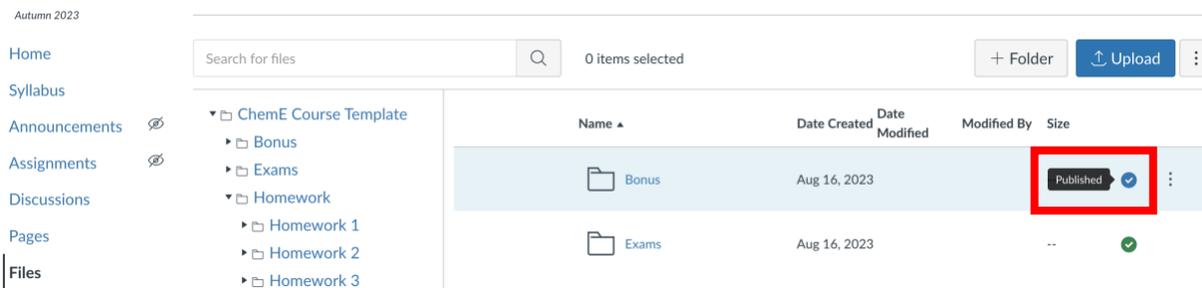
Delete

- d. You'll be prompted with a box showing the full file structure that will enable you to move the folder to another folder.

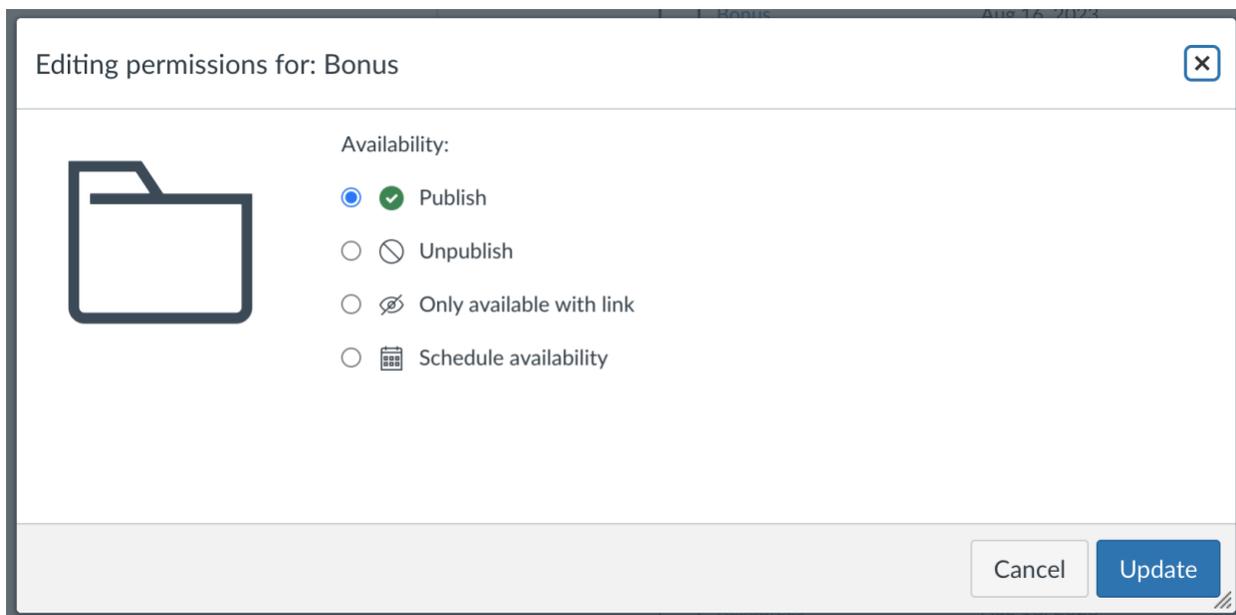


## Publishing/unpublishing folders and content

8. Publishing/un-publishing folders and content.
  - a. To change the published/unpublished status of any folder or content in Canvas, click on the either empty or green circle to the right-hand side of that item.



- b. A box will appear enabling you to change the status of that content. Click on the status you wish the item to have. You can publish or unpublish content, make certain content only available with a link, or schedule the publishing of the content.



## Deleting folders

### 9. Deleting folders.

- Hover over the folder you wish to delete so it is highlighted in blue and three dots appear on the right-hand side.
- Click on the three dots.
- Click "Delete".

Autumn 2023

Home

Syllabus

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Search for files

0 items selected

+ Folder

Upload

Name	Date Created	Date Modified	Modified By	Size
Bonus	Aug 16, 2023			
Exams	Aug 16, 2023			
Homework	Aug 16, 2023			
Lectures	Aug 16, 2023			

Download

Rename

Move To...

Delete

## Uploading content to folders

- Uploading content.
  - Navigate to the folder you wish to upload content to.
  - Click the "Upload" button in the upper right.

Autumn 2023

Home

Syllabus

Announcements

Assignments

Discussions

Pages

Files

Panopto Recordings

Zoom

Grades

Search for files

0 items selected

+ Folder

Upload

Name	Date Created	Date Modified	Modified By	Size
Bonus	Aug 16, 2023			
Exams	Aug 16, 2023			
Homework	Aug 16, 2023			
Lectures	Aug 16, 2023			

Download

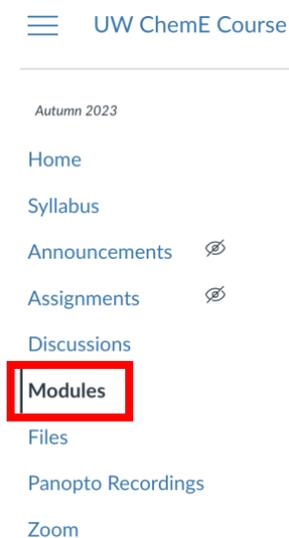
Rename

Move To...

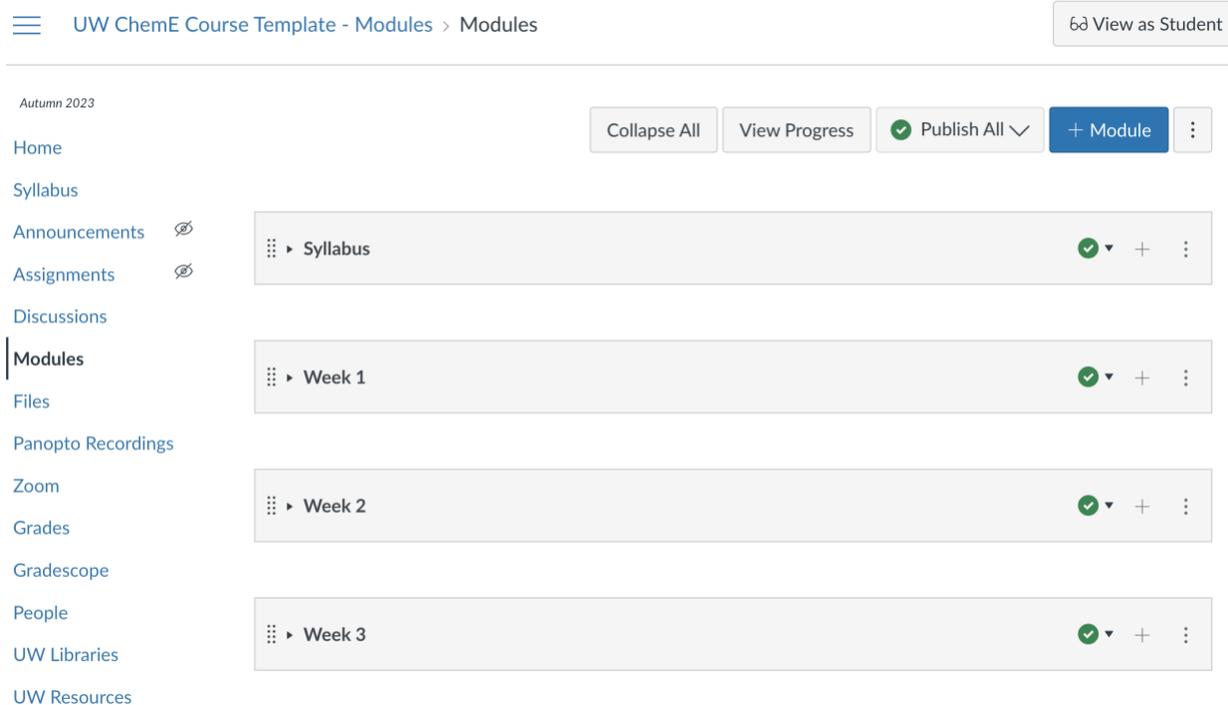
Delete

## Organize course Modules and content in relevant Modules. (*Modules version only*)

1. Navigate to the “Modules” tab on the left-hand menu.

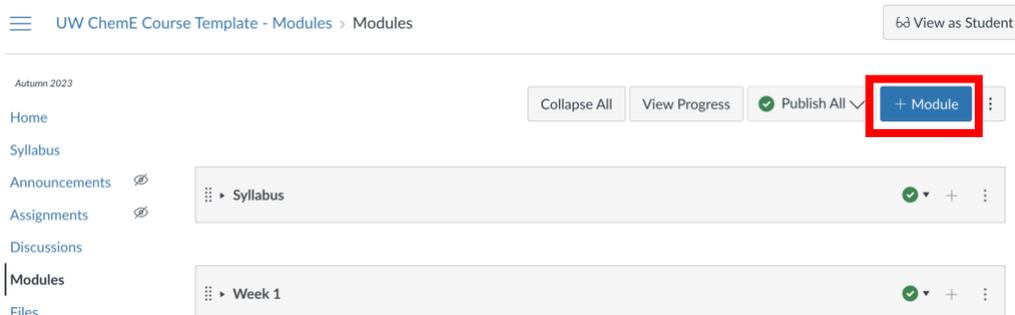


2. You'll see a variety of published modules organized by each of the course's weekly contents, with one for weeks 1-11 (where typically only autumn quarter would need Week 11). There are also modules for the course Syllabus and Resources.

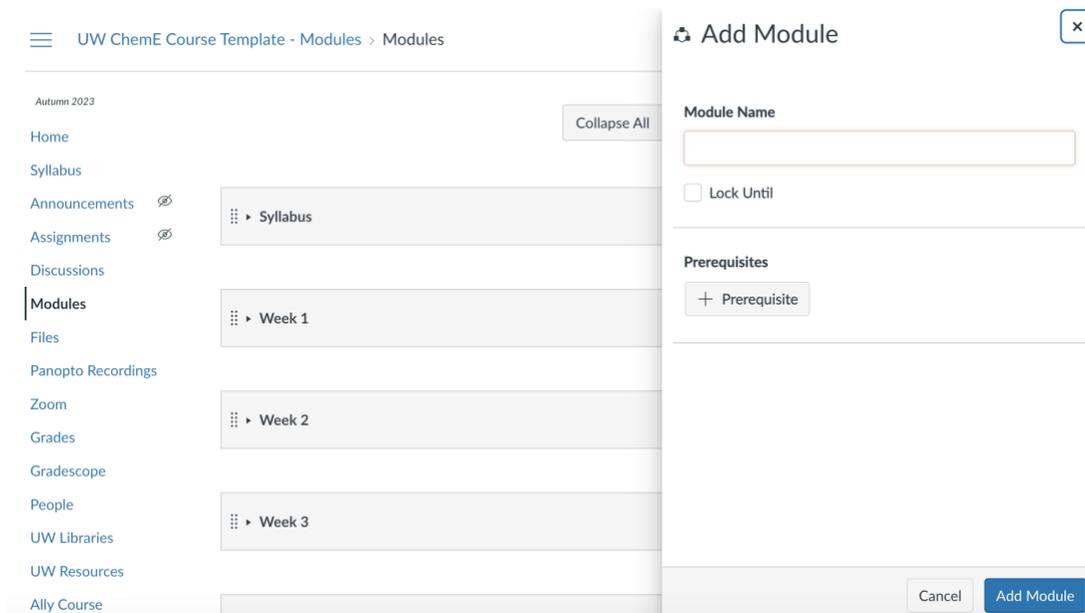


## Creating a module

3. Creating a new module.
  - a. Click the “+Module” button in the upper right.



- b. A screen on the right-hand side will pop up where you'll be asked to name the module and add it.



- c. Set the viewing and usage permissions for the module, to either lock the module until a certain date or require students complete a module as a Prerequisite.

UW ChemE Course Template - Modules > Modules

Autumn 2023

Home

Syllabus

Announcements

Assignments

Discussions

**Modules**

Files

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Ally Course

Collapse All

**Add Module**

Module Name

Lock Until

Date: August 12, 2024

Time: 3:41 PM

Monday, August 12, 2024 3:41 PM

Prerequisites

Syllabus

+ Prerequisite

Cancel Add Module

### Editing a module

9. Editing a module.
  - a. Click on the three dots on the side of the module you want to edit.
  - b. Click "Edit" from the dropdown menu.

UW ChemE Course Template - Modules > Modules

63 View as Student

Autumn 2023

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Syllabus

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Discussions

**Modules**

Files

Panopto Recordings

Zoom

Grades

Gradescope

People

UW Libraries

UW Resources

Collapse All View Progress Publish All + Module

Syllabus

Week 1

Week 2

Week 3

Edit

Move Contents...

Move Module...

Assign To...

Delete

Duplicate

Send To...

Copy To...

Share to Commons

Commons Favorites

FeedbackFruits

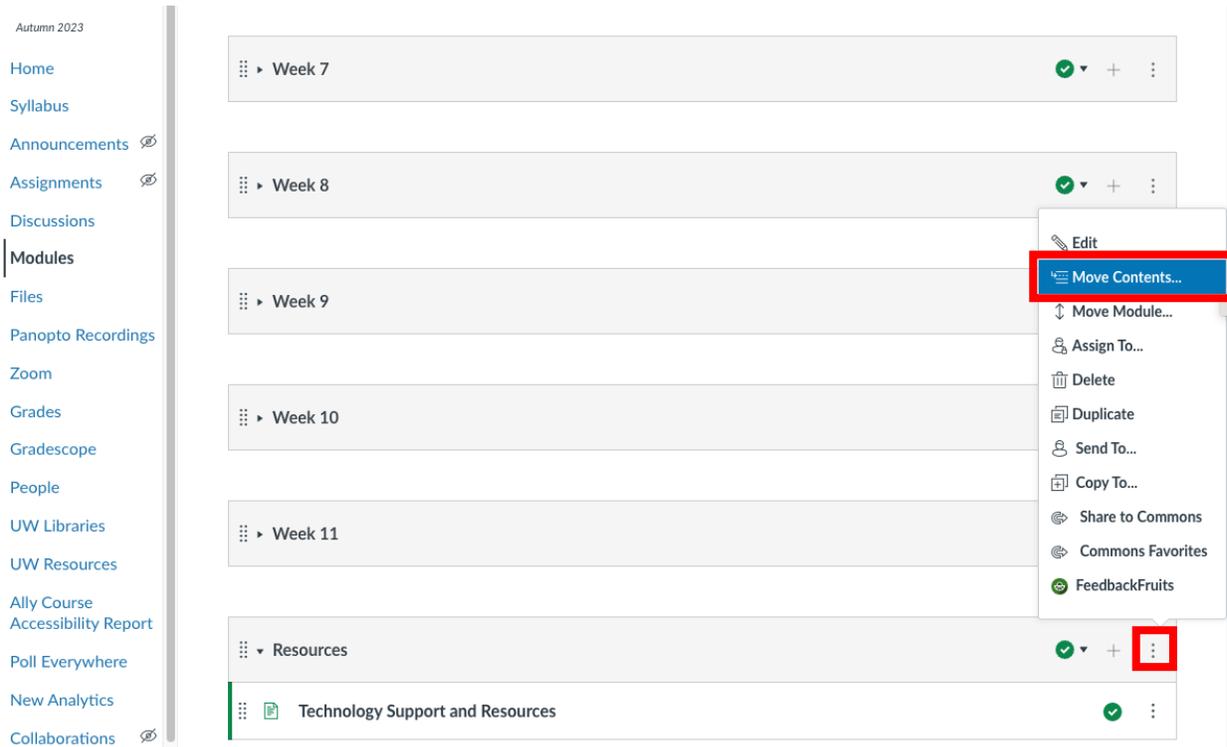
- c. This will pull up a right-hand side menu where you can change the viewing and usage permissions of the module, or change who the module is assigned to (such as students in the section).

The screenshot displays the 'Edit Module Settings' interface. On the left, a navigation menu lists various course components: Home, Syllabus, Announcements, Assignments, Discussions, Modules (highlighted), Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, UW Resources, and Ally Course. The main content area shows a list of modules: Syllabus, Week 1, Week 2, and Week 3. A 'Collapse All' button is located above the list. On the right, the 'Edit Module Settings' panel is open, featuring a 'Settings' tab and an 'Assign To' tab. The 'Settings' tab is active, showing a 'Module Name' field with the value 'Syllabus' and a 'Lock Until' checkbox which is currently unchecked. At the bottom right of the settings panel, there are 'Cancel' and 'Save' buttons.

## Moving the contents within a module to another module

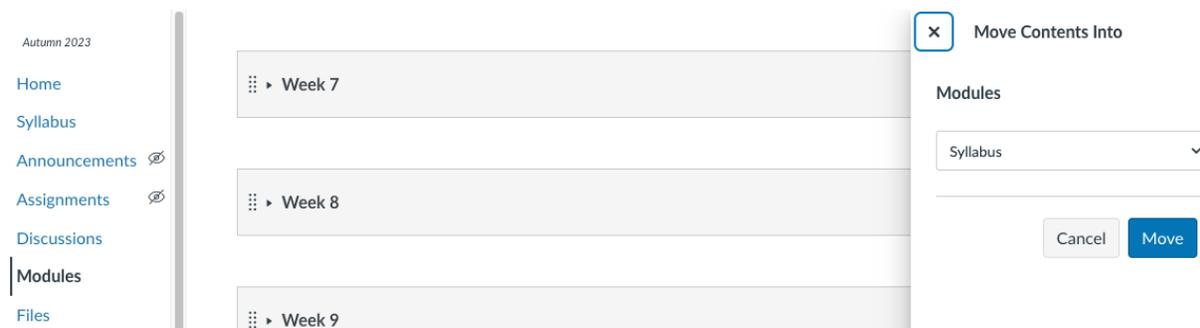
### 10. Moving module contents.

- Click on the three dots on the side of the module you want to move the contents of.
- Click “Move Contents...” from the dropdown menu.



The screenshot shows a course management interface for Autumn 2023. On the left is a navigation sidebar with links: Home, Syllabus, Announcements, Assignments, Discussions, Modules (selected), Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, UW Resources, Ally Course, Accessibility Report, Poll Everywhere, New Analytics, and Collaborations. The main content area displays a list of modules: Week 7, Week 8, Week 9, Week 10, Week 11, and Resources. Each module has a three-dot menu icon on its right side. A dropdown menu is open for the Resources module, listing options: Edit, Move Contents... (highlighted with a red box), Move Module..., Assign To..., Delete, Duplicate, Send To..., Copy To..., Share to Commons, Commons Favorites, and FeedbackFruits. The Resources module's three-dot menu icon is also highlighted with a red box.

- This will pull up a right-hand side menu where you can select which other module that you'd like to move the contents to.



The screenshot shows the 'Move Contents Into' dialog box. It has a title bar with a close button (X) and the text 'Move Contents Into'. Below the title bar, there is a section labeled 'Modules' with a dropdown menu currently set to 'Syllabus'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Move'.

## Moving a module

### 11. Moving a module.

- Click on the three dots on the side of the module you want to move.
- Click “Move Module...” from the dropdown menu.

The screenshot displays the Canvas LMS interface for a course titled "UW ChemE Course Template - Modules". The breadcrumb navigation shows "Modules > Modules". A "View as Student" button is in the top right. The main content area shows a list of modules: "Syllabus", "Week 1", "Week 2", and "Week 3". Each module has a three-dot menu icon on its right side. The "Week 1" module's menu is open, showing options: "Edit", "Move Contents...", "Move Module..." (highlighted with a red box), "Assign To...", "Delete", "Duplicate", "Send To...", "Copy To...", "Share to Commons", "Commons Favorites", and "FeedbackFruits". The "Move Module..." option is highlighted with a red box. The left sidebar contains navigation links for "Home", "Syllabus", "Announcements", "Assignments", "Discussions", "Modules", "Files", "Panopto Recordings", "Zoom", "Grades", "Gradescope", "People", "UW Libraries", "UW Resources", and "Ally Course".

## Duplicating a module

7. Duplicating a module is useful when you want to reduce the work of making a module similar to one you've already made.
  - a. Click on the three dots on the side of the module you want to duplicate.
  - b. Click "Duplicate" from the dropdown menu.
  - c. This will automatically create a duplicate of the page and name it "[Module] Copy".

The screenshot shows the Canvas LMS interface for a course titled "UW ChemE Course Template - Modules". The left sidebar contains navigation links for "Autumn 2023", "Home", "Syllabus", "Announcements", "Assignments", "Discussions", "Modules" (highlighted), "Files", "Panopto Recordings", "Zoom", "Grades", "Gradescope", "People", "UW Libraries", "UW Resources", "Ally Course", and "Accessibility Report". The main content area displays a list of modules: "Syllabus", "Week 1", "Week 2", "Week 3", and "Week 4". Each module has a three-dot menu icon on its right side. A dropdown menu is open for the "Week 2" module, with the "Duplicate" option highlighted in blue. Other options in the menu include "Edit", "Move Contents...", "Move Module...", "Assign To...", "Delete", "Send To...", "Copy To...", "Share to Commons", "Commons Favorites", and "FeedbackFruits". At the top right of the main content area, there are buttons for "Collapse All", "View Progress", "Publish All", and "+ Module". A "View as Student" button is located in the top right corner of the page.

## Publishing/unpublishing a module

8. Publishing/unpublish any modules as necessary for your course. For example, if you don't need the Week 11 module, you could unpublish it.
  - a. For any module you want to change the publication status of, click on the circle on the right-hand side of that module. Green with a check means published, while an empty circle means unpublished.
  - b. Hovering over the publish circle will give you the option to do the following: 1) publish module and all items, 2) publish module only (but not the items), 3) unpublish module and all items, or 4) unpublish module only (but not the items). Here, items would mean the documents or other things linked under each module.



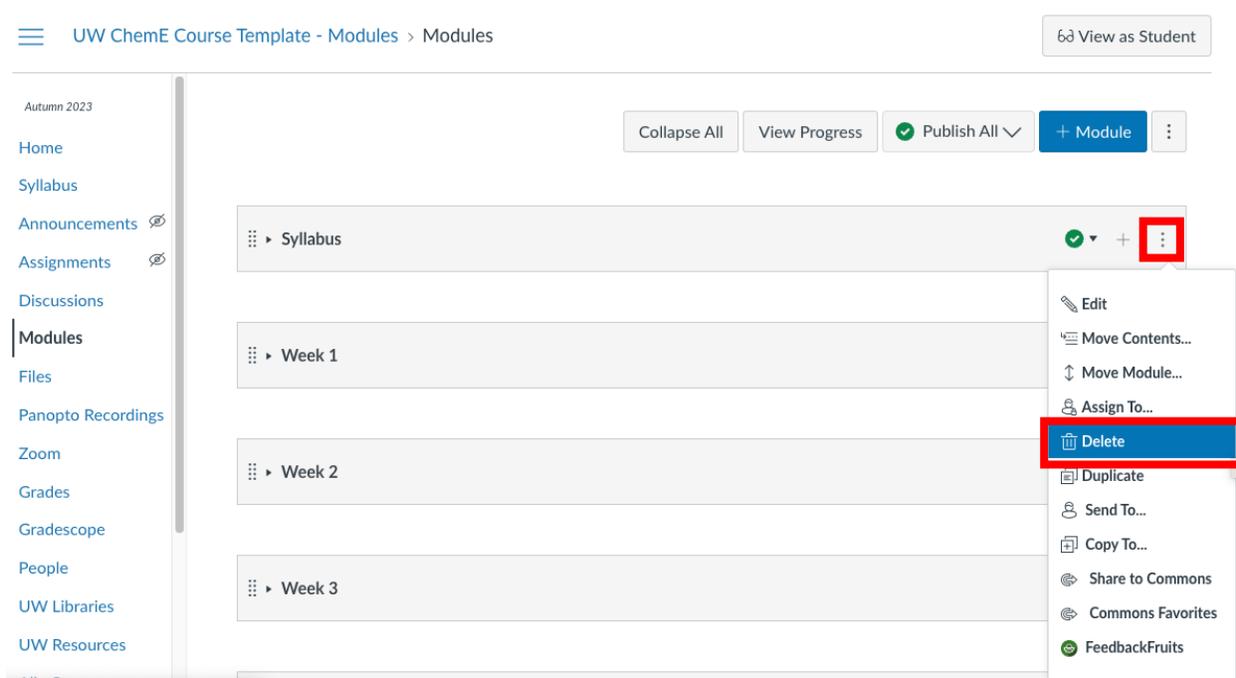
- c. You also have the option at the top of the page to change the publishing status of all modules simultaneously. The options are: 1) publish all modules and items, 2) publish all module only (but not the items), 3) unpublish all module and items, or 4) unpublish all modules only (but not the items).



## Deleting a module

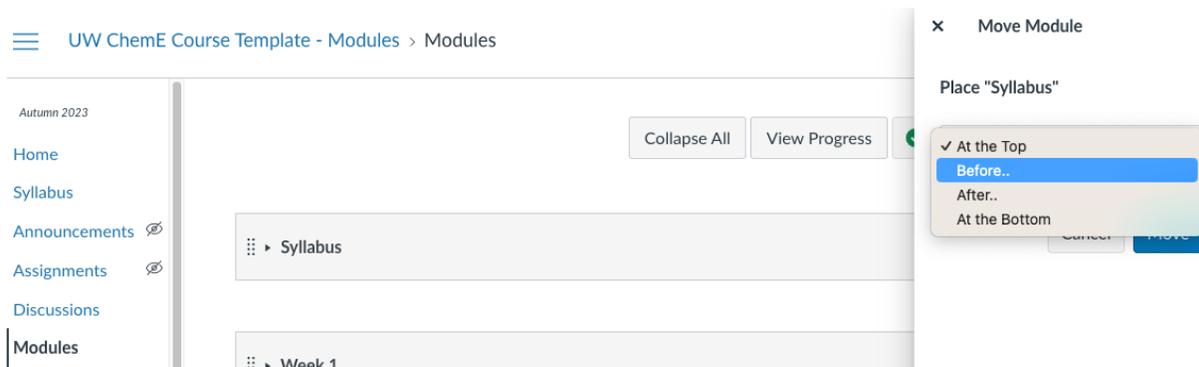
### 9. Deleting a module.

- Click on the three dots on the side of the module you want to delete.
- Click "Delete" from the dropdown menu.



The screenshot shows the 'UW ChemE Course Template - Modules' page. On the left is a navigation sidebar with options like Home, Syllabus, Announcements, Assignments, Discussions, Modules (selected), Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, and UW Resources. The main content area displays a list of modules: Syllabus, Week 1, Week 2, and Week 3. At the top right of the main area, there are buttons for 'Collapse All', 'View Progress', 'Publish All', and '+ Module'. A red box highlights the three-dot menu icon next to the '+ Module' button. A dropdown menu is open, showing options: Edit, Move Contents..., Move Module..., Assign To..., Delete (highlighted with a red box), Duplicate, Send To..., Copy To..., Share to Commons, Commons Favorites, and FeedbackFruits.

- This will pull up a right-hand side menu where you can select where you'd like to move the module to. Your options are either: 1) At the top (of all modules), 2) Before...(a module you select), 3) After...(a module you select), or 4) At the bottom (of all modules).



The screenshot shows the 'Move Module' dialog box. The title is 'Move Module'. Below the title, it says 'Place "Syllabus"'. There are four radio button options: 'At the Top' (checked), 'Before..' (highlighted with a blue bar), 'After..', and 'At the Bottom'. At the bottom of the dialog, there are 'Cancel' and 'Move' buttons.

## Adding contents to a module

10. Add individual contents to a module as necessary for your course.
  - a. For any empty module, you might have the option to drag and drop the first file/item in it. However, this method will result in adding a published, unsorted file to the Files section, and thus we recommend adding files in a manner starting with step (b) below, as it will enable you to automatically chose where in the Files the item is stored.

UW ChemE Course Template - Modules > Modules 63 View as Student

Autumn 2023

Home Collapse All View Progress ✓ Publish All + Module ⋮

Syllabus

Announcements 🔗

Assignments 🔗

Discussions

**Modules**

Files

Panopto Recordings

Zoom

Grades

▼ Syllabus ✓ + ⋮

Drop files here to add to module  
or choose files

- b. Items can be added by clicking the “+” button, as shown below.

UW ChemE Course Template - Modules > Modules 63 View as Student

Autumn 2023

Home Collapse All View Progress ✓ Publish All + Module ⋮

Syllabus

Announcements 🔗

Assignments 🔗

Discussions

**Modules**

Files

Panopto Recordings

Zoom

Grades

▼ Syllabus ✓ + ⋮

Drop files here to add to module  
or choose files

- c. This will pull up a pop-up menu that will enable you to select the kind of content you want.

UW ChemE Course Template - Modules > Modules View as Student

### Add Item to Syllabus ✕

Add Assignment to Syllabus

 Select the assignment you want to associate with this module, or add an assignment by selecting "Create Assignment".

[ Create Assignment ]

**Bonus**

**Exams**

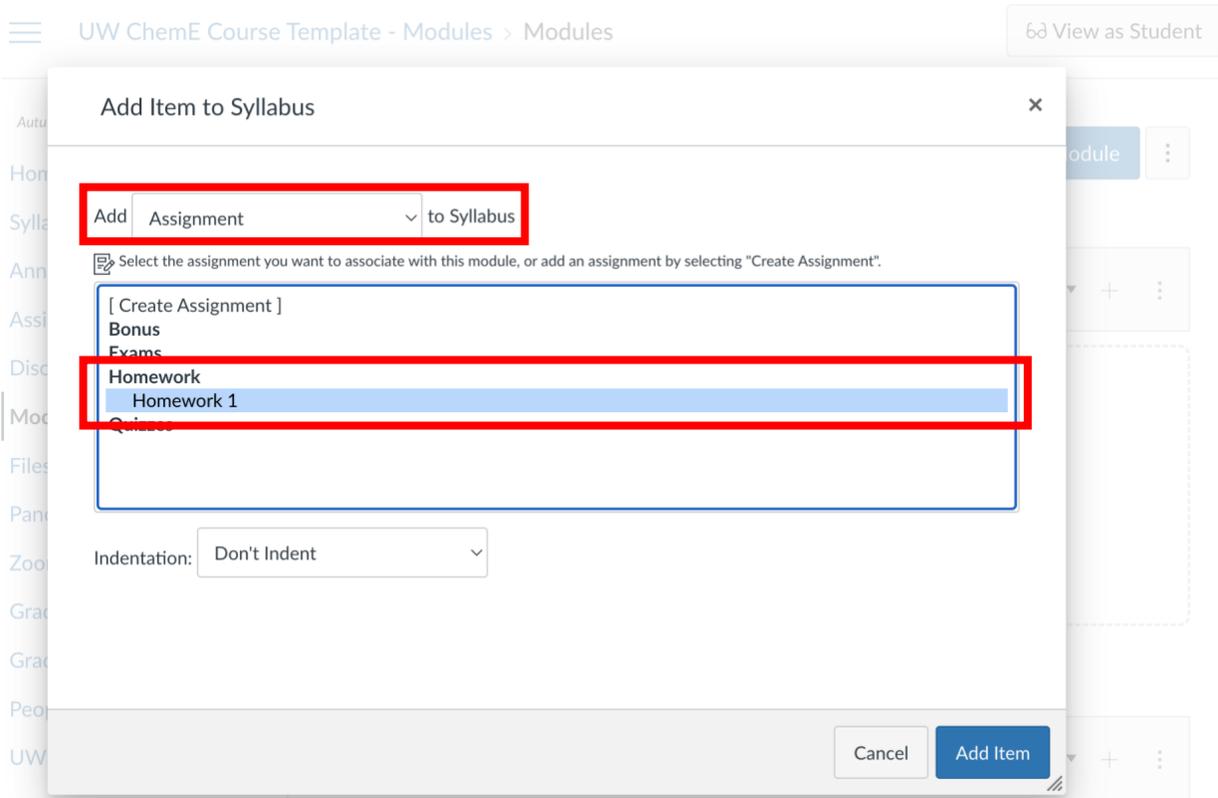
**Homework**

**Quizzes**

Indentation: Don't Indent

CancelAdd Item

- d. If the file is associated with an assignment (such as a homework, exam, quiz, etc.), and you already have assignments in the assignment categories (see Assignment tab and [Edit assignment categories and weightings according to your syllabus](#) section), then you can select “Assignment” from the dropdown menu and select the assignment that the file is associated with by clicking on that specific assignment.



- e. If the file is already in the Files system, you can select “File” from the dropdown menu and select the file in the storage system you would like associated with the module by clicking on that specific file.

UW ChemE Course Template - Modules > Modules 63 View as Student

### Add Item to Syllabus

Add **File** to Syllabus

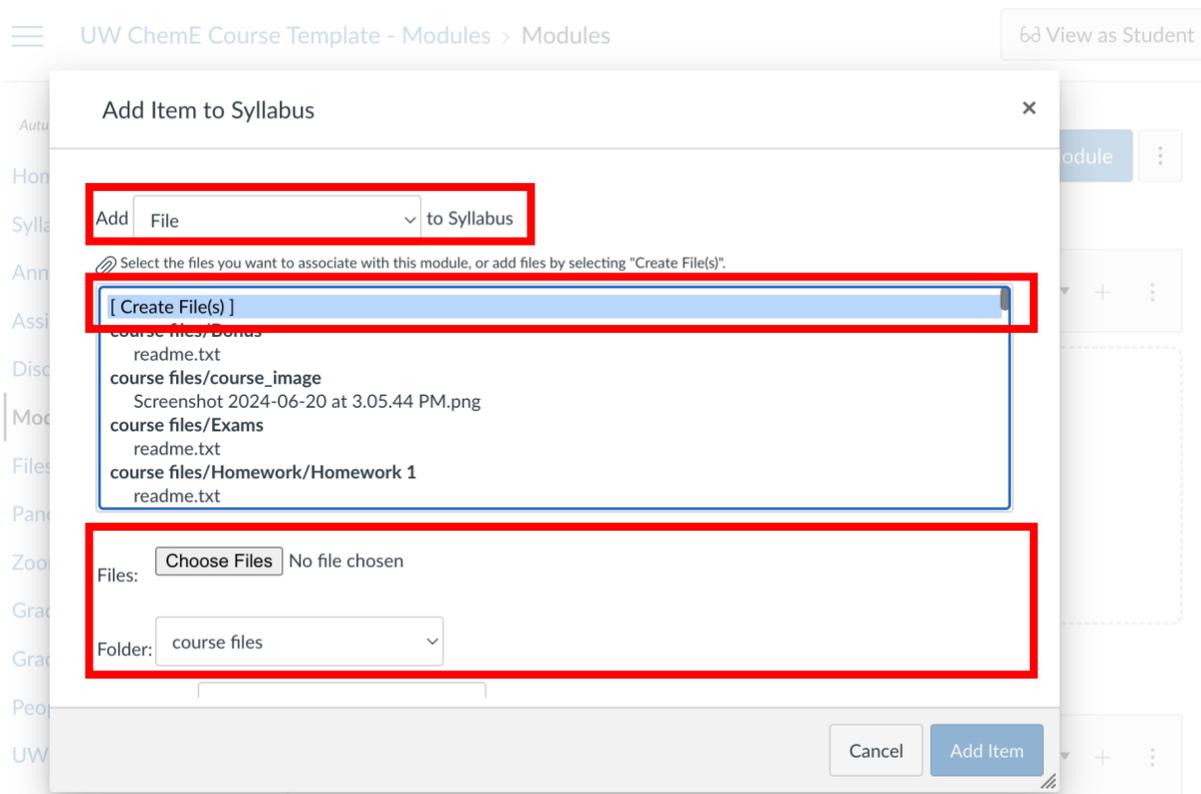
Select the files you want to associate with this module, or add files by selecting "Create File(s)".

- [ Create File(s) ]
- course files/Bonus**
  - readme.txt**
- course files/course\_image
  - Screenshot 2024-06-20 at 3.05.44 PM.png
- course files/Exams
  - readme.txt
- course files/Homework/Homework 1
  - readme.txt

Indentation: Don't Indent

Cancel Add Item

- f. If you're adding a new file for the first time, you can select "Files" from the dropdown menu, and then click on "[Create File(s)]", which will add menu below that will enable you to select the file location on the computer and sort it into a folder of your choice in the Files tab.



- g. If you want to add an external URL, such as a resource or website you'd like students to have access to associated with the module, you can select "External URL" from the dropdown menu, which will pop up a box that will enable you to copy in the URL and give a name to the page.

UW ChemE Course Template - Modules > Modules 63 View as Student

**Add Item to Syllabus** ✕

Add External URL to Syllabus

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page Name:

Load in a new tab

Indentation: Don't Indent

Cancel Add Item

## Editing contents within a module

10. Edit any individual module contents as necessary for your course.
  - a. Click on the three dots on the side of the item within a module you want to edit.
  - b. Click “Edit” from the dropdown menu.

The screenshot shows the course management interface for 'UW ChemE Course Template - M...'. The left sidebar lists navigation options: Home, Syllabus, Announcements, Assignments, Discussions, Modules (selected), Files, Panopto Recordings, Zoom, Grades, and Gradescope. The main content area shows a 'Syllabus' section with a file named 'Demo File.docx'. A red box highlights the three-dot menu icon next to the file. A dropdown menu is open, showing options: 'Edit' (highlighted with a red box), 'Move to...', 'Increase indent', 'Share to Commons', and 'Remove'. The background shows a 'Drop files here to add to module' area with an upward arrow icon.

- c. This will pull up a pop-up menu where you can edit the file title and indent it within the module.

The screenshot shows the 'Edit Item Details' pop-up menu. The title field contains 'Demo File.docx' and the indent dropdown menu is set to 'Don't Indent'. There are 'Cancel' and 'Update' buttons at the bottom of the pop-up. The background shows the same course management interface as the previous screenshot, but the 'Edit' option in the dropdown menu is no longer visible.

## Moving contents within a module

11. Move any individual module contents to another module.
  - a. Click on the three dots on the side of the item within a module you want to move.
  - b. Click "Move to..." from the dropdown menu.

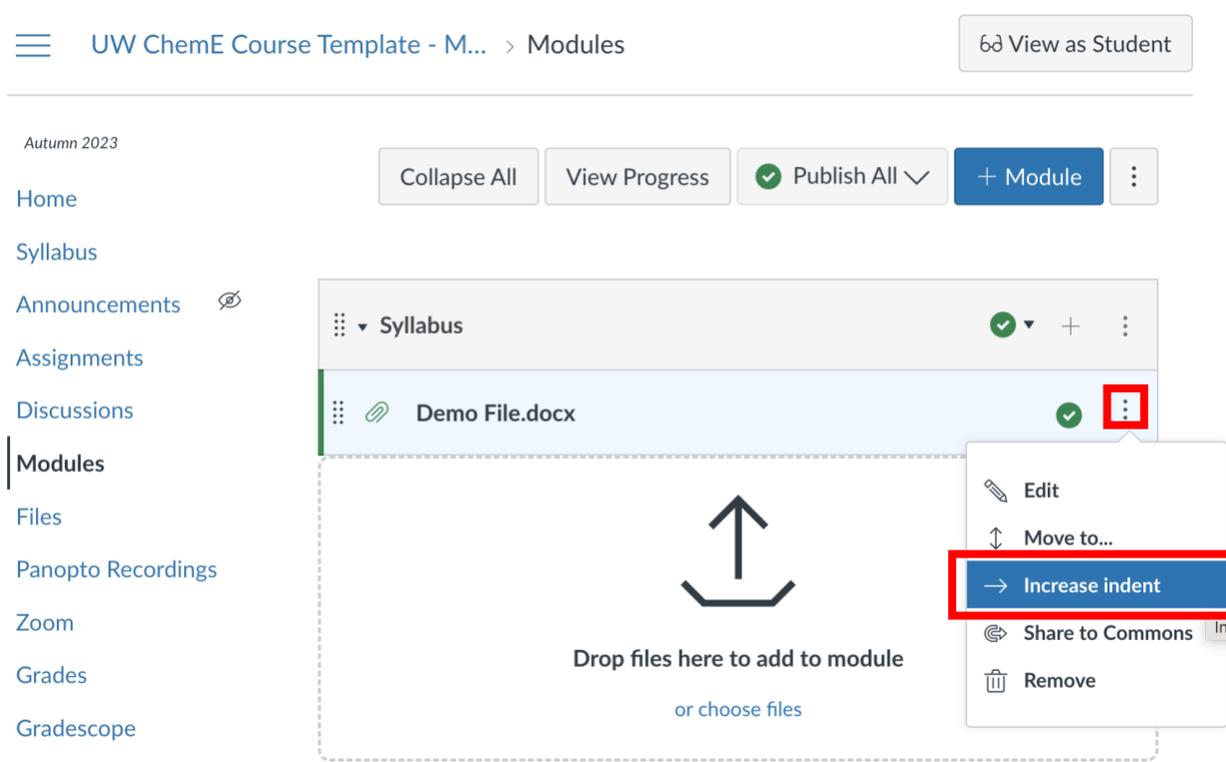
The screenshot shows the course management interface for 'UW ChemE Course Template - M...'. The left sidebar lists navigation options: Home, Syllabus, Announcements, Assignments, Discussions, Modules (selected), Files, Panopto Recordings, Zoom, Grades, and Gradescope. The main content area shows a 'Syllabus' module containing a file named 'Demo File.docx'. A red box highlights the three-dot menu icon next to the file. A dropdown menu is open, showing options: Edit, Move to... (highlighted with a red box), Increase indent, Share to Commons, and Remove. The background shows a 'Drop files here to add to module' area with an upward arrow and the text 'or choose files'.

- c. This will pull up a right-hand side menu where you can select which module you'd like to move the item to and where in the module list you'd like the item to be located. Your options are either: 1) At the top (of all items within that module), 2) Before...(an item of your choice within that module), 3) After...( an item of your choice within that module), or 4) At the bottom (of all items in that module).

The screenshot shows the 'Move Module Item' dialog box. The dialog has a title bar with a close button (X) and the text 'Move Module Item'. It contains two sections: 'Modules' with a dropdown menu set to 'Syllabus', and 'Place "Demo File.docx"' with a dropdown menu set to 'At the Top'. At the bottom of the dialog are 'Cancel' and 'Move' buttons. The background shows the same course management interface as the previous screenshot, with the 'Demo File.docx' file highlighted in the 'Syllabus' module.

### Indenting contents within a module

12. Indent any individual module contents as necessary for your course to organize contents.
  - a. Click on the three dots on the side of the item within a module you want to indent.
  - b. Click "Increase indent" from the dropdown menu.



### Publishing/unpublishing contents within a module

13. Publish/unpublish any individual module contents as necessary for your course.
  - a. For any item you want to change the publication status of, click on the circle on the right-hand side of that item. Green with a check means published, while an empty circle means unpublished.



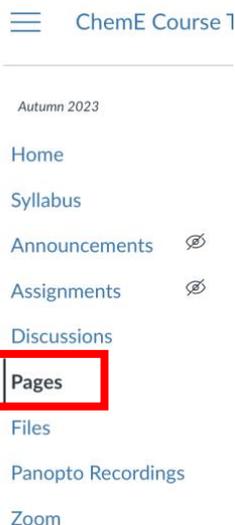
## Deleting contents within a module

14. Delete any individual module contents as necessary for your course.
  - a. Click on the three dots on the side of the item within a module you want to delete.
  - b. Click "Remove" from the dropdown menu.

The screenshot shows a course management interface for 'UW ChemE Course Template - M...'. The top navigation bar includes a hamburger menu, the course name, and a 'View as Student' button. Below the navigation bar, there are several tabs: 'Autumn 2023', 'Collapse All', 'View Progress', 'Publish All', and '+ Module'. A sidebar on the left lists various course components: Home, Syllabus, Announcements, Assignments, Discussions, Modules (highlighted), Files, Panopto Recordings, Zoom, Grades, and Gradescope. The main content area displays a 'Syllabus' module containing a file named 'Demo File.docx'. A dropdown menu is open for the file, showing options: Edit, Move to..., Increase indent, Share to Commons, and Remove. The 'Remove' option is highlighted with a red box. The file name 'Demo File.docx' is also highlighted with a red box. The main content area has a large upward arrow and the text 'Drop files here to add to module or choose files'.

## Organize course Pages and content on relevant Pages. *(Pages version only)*

1. Navigate to the “Pages” tab on the left-hand menu.

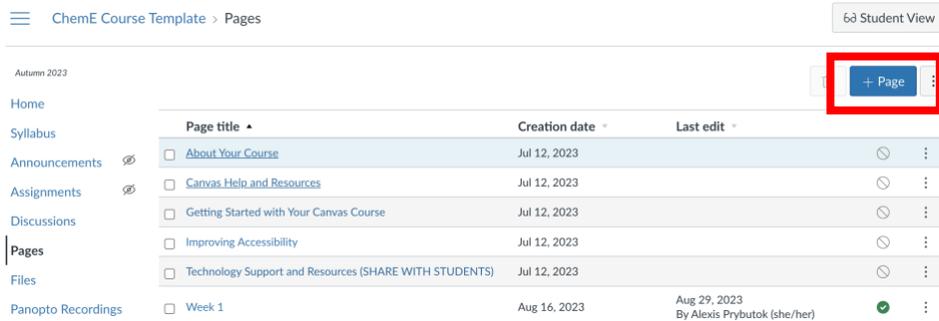


2. You'll see a variety of both published and unpublished pages. The unpublished pages are those associated with the UW default Canvas template and have various resources for faculty. The published pages are each of the course's weekly pages, with one for weeks 1-11 (where typically only autumn quarter would need Week 11).

Page title	Creation date	Last edit		
<input type="checkbox"/> About Your Course	Jul 12, 2023			
<input type="checkbox"/> Canvas Help and Resources	Jul 12, 2023			
<input type="checkbox"/> Getting Started with Your Canvas Course	Jul 12, 2023			
<input type="checkbox"/> Improving Accessibility	Jul 12, 2023			
<input type="checkbox"/> Technology Support and Resources (SHARE WITH STUDENTS)	Jul 12, 2023			
<input type="checkbox"/> Week 1	Aug 16, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 2	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 3	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 4	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 5	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 6	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 7	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		
<input type="checkbox"/> Week 8	Aug 29, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)		

## Creating a page

3. Creating new pages.
  - a. Click the “+Page” button in the upper right.

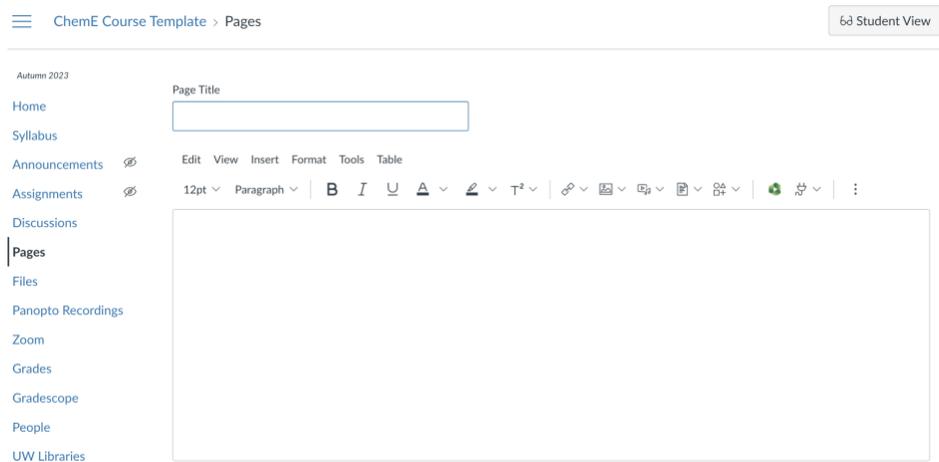


The screenshot shows the 'Pages' section of a Canvas LMS course. The breadcrumb trail is 'ChemE Course Template > Pages'. In the top right corner, there is a '63 Student View' button. On the left side, there is a navigation menu with options: Home, Syllabus, Announcements, Assignments, Discussions, Pages (selected), Files, and Panopto Recordings. The main content area displays a table of pages:

Page title	Creation date	Last edit
<input type="checkbox"/> About Your Course	Jul 12, 2023	
<input type="checkbox"/> Canvas Help and Resources	Jul 12, 2023	
<input type="checkbox"/> Getting Started with Your Canvas Course	Jul 12, 2023	
<input type="checkbox"/> Improving Accessibility	Jul 12, 2023	
<input type="checkbox"/> Technology Support and Resources (SHARE WITH STUDENTS)	Jul 12, 2023	
<input type="checkbox"/> Week 1	Aug 16, 2023	Aug 29, 2023 By Alexis Prybutok (she/her)

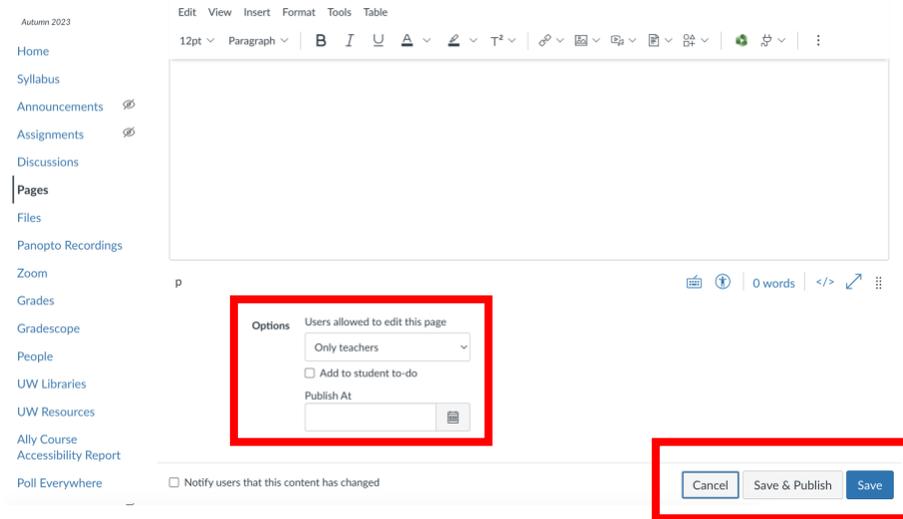
A red box highlights the '+ Page' button in the top right corner of the page list.

- b. You'll be taken to a new page where you'll be asked to name the page and give it contents if you wish using the text editor.



The screenshot shows the 'New Page' editor interface in Canvas LMS. The breadcrumb trail is 'ChemE Course Template > Pages'. In the top right corner, there is a '63 Student View' button. On the left side, there is a navigation menu with options: Home, Syllabus, Announcements, Assignments, Discussions, Pages (selected), Files, Panopto Recordings, Zoom, Grades, Gradescope, People, and UW Libraries. The main content area is titled 'Page Title' and contains a text input field. Below the input field is a rich text editor toolbar with options: Edit, View, Insert, Format, Tools, Table. The toolbar includes icons for font size (12pt), Paragraph, Bold (B), Italic (I), Underline (U), Text color (A), Background color, Text background color, Bulleted list, Numbered list, Link, Unlink, Table of contents, and Undo/Redo. Below the toolbar is a large text area for entering the page content.

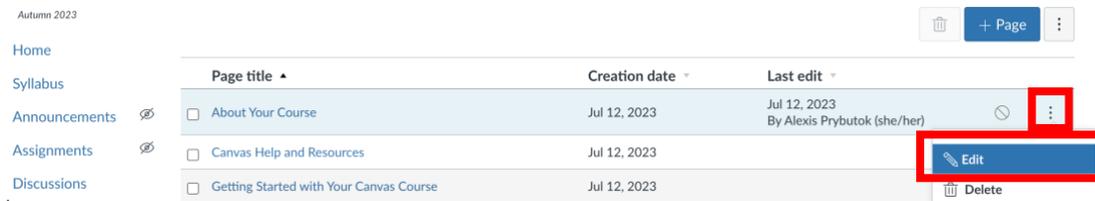
- c. Set the editing permissions for the page, and either “Save” to save the work and publish it later or “Save & Publish” to publish it immediately. You can also schedule the publishing time.



### Editing a page

#### 4. Editing a page.

- a. Click on the three dots on the side of the page you want to delete.
- b. Click “Edit” from the dropdown menu.



- c. Alternately you can click on the name of the page, then click on the “Edit” button on the top of the page itself.

- d. For each page, organize your course content in the way that best suits your course. Each of the provided weekly pages in the template is contains sections for Lecture and Recitation separately and within each contains subcategories for each lecture or recitation of the week (e.g., “Week X Lecture X”) with spaces for you to link notes, recordings, or other files or comments as needed.

The screenshot shows a Canvas course page for 'Week 1'. At the top, there is a 'View All Pages' button and a 'Published' status indicator. The left sidebar contains a navigation menu with items like Home, Syllabus, Announcements, Assignments, Discussions, Pages, Files, Panopto Recordings, Zoom, Grades, Gradescope, People, UW Libraries, UW Resources, Ally Course, Accessibility Report, Poll Everywhere, and more. The main content area is titled 'Week 1' and is divided into two main sections: 'Lectures' and 'Recitation'. Under 'Lectures', there are three sub-sections: 'Week 1 Lecture 1', 'Week 1 Lecture 2', and 'Week 1 Lecture 3'. Each lecture section contains links for 'Notes' and 'Recording'. The 'Recitation' section contains a 'Week 1 Recitation' sub-section with links for 'Notes' and 'Recording'.

- e. Editing the pages, such as adding external or Canvas links to documents or assignments, involves steps similar to those provided in the [Tailoring Home Page content to your course](#) section and its subsections.

### *Duplicating a page*

5. Duplicating a page is useful when you want to reduce the work of making a page similar to one you’ve already made.
  - a. Click on the three dots on the side of the page you want to duplicate.
  - b. Click “Duplicate” from the dropdown menu.
  - c. This will automatically create a duplicate of the page and name it “[Page] Copy”.

Autumn 2023

Home

Syllabus

Announcements

Assignments

Discussions

**Pages**

Files

Page title	Creation date	Last edit
<input type="checkbox"/> About Your Course	Jul 12, 2023	Jul 12, 2023 By Alexis Prybutok (she/her)
<input type="checkbox"/> Canvas Help and Resources	Jul 12, 2023	
<input type="checkbox"/> Getting Started with Your Canvas Course	Jul 12, 2023	
<input type="checkbox"/> Improving Accessibility	Jul 12, 2023	
<input type="checkbox"/> Technology Support and Resources (SHARE WITH STUDENTS)	Jul 12, 2023	

+ Page

Edit

Delete

Use as Front Page

Duplicate

### Publishing/unpublishing a page

6. Publishing/unpublish any pages as necessary for your course. For example, if you don't need the Week 11 page, you could unpublish it.
  - a. For any page you want to change the publication status of, click on the circle on the right-hand side of that page. Green with a check means published, while an empty circle means unpublished.

Autumn 2023

Home

Syllabus

Announcements

Page title	Creation date	Last edit
<input type="checkbox"/> About Your Course	Jul 12, 2023	Jul 12, 2023 By Alexis Prybutok (she/her)

+ Page

Publish

### Deleting a page

7. Deleting a page.
  - a. Click on the three dots on the side of the page you want to delete.
  - b. Click "Delete" from the dropdown menu.

Autumn 2023

Home

Syllabus

Announcements

Assignments

Discussions

Page title	Creation date	Last edit
<input type="checkbox"/> About Your Course	Jul 12, 2023	Jul 12, 2023 By Alexis Prybutok (she/her)
<input type="checkbox"/> Canvas Help and Resources	Jul 12, 2023	
<input type="checkbox"/> Getting Started with Your Canvas Course	Jul 12, 2023	

+ Page

Edit

Delete

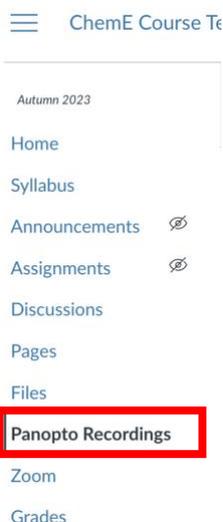
## Organize Panopto Recordings folders

To see why you should record lectures, please see the [UW ChemE Classroom Recording Guide](#) and the following ASEE paper written by members of the UW ChemE DEIA Committee in 2024:

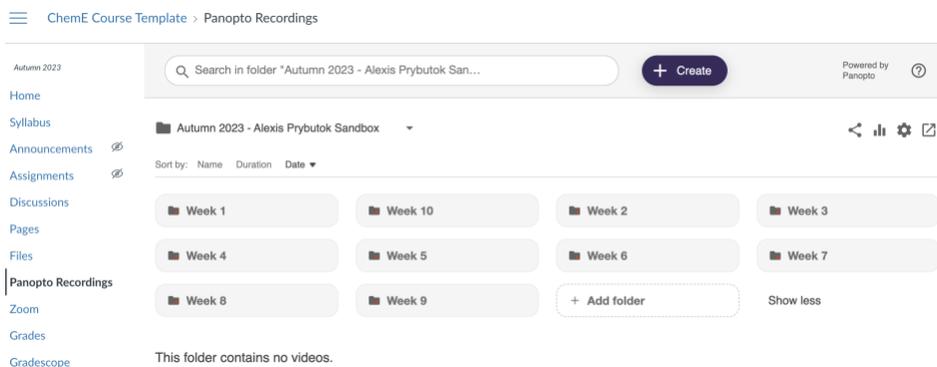
E.R. Crum\*, K.L. Bennett\*, S. Adler, D.S. Bergsman, N. Minkoff†, & A.N. Prybutok†. (June, 2024). To Record or Not to Record? Collaborating through Conflict. *Chemical Engineering Division Session, 131<sup>st</sup> ASEE Annual Conference & Exposition*. \*co-first authorship, †co-corresponding authorship. Retrieved from <https://peer.asee.org/48159>

This paper was awarded the ASEE 2024 Best Professional Interest Council (PIC) I Paper across the 11 divisions included in PIC I as well as the [Chemical Engineering Division's 2025 Joseph J. Martin Award](#) for best division paper and presentation.

1. Navigate to the “Panopto Recordings” tab on the left-hand menu.

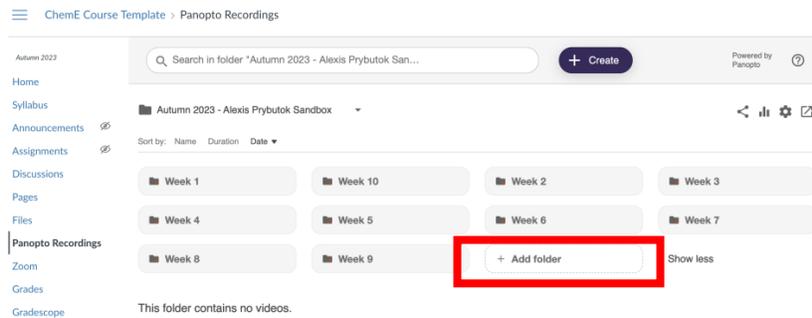


2. You'll see pre-populated folders, one for each week of a 10-week quarter. You can add a Week 11 if needed.



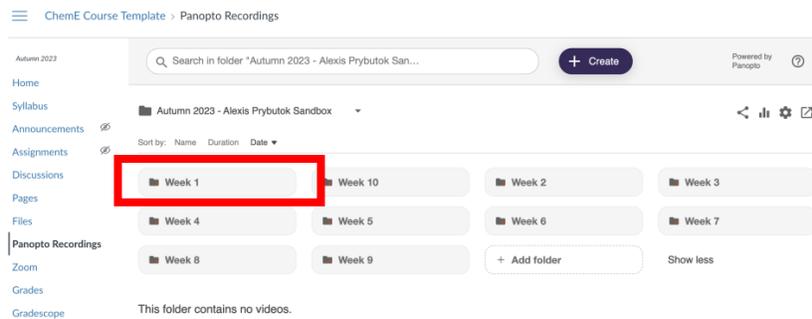
### Creating a Panopto Recordings folder or subfolder

3. Creating a Panopto Recordings folder or subfolder
  - a. Navigate to the folder you wish to add a folder or subfolder to.
  - b. Click the “+Add folder” button.

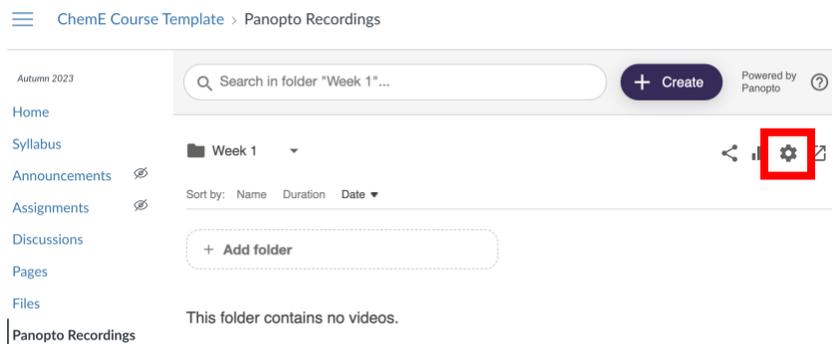


### Deleting a Panopto Recordings folder or subfolder

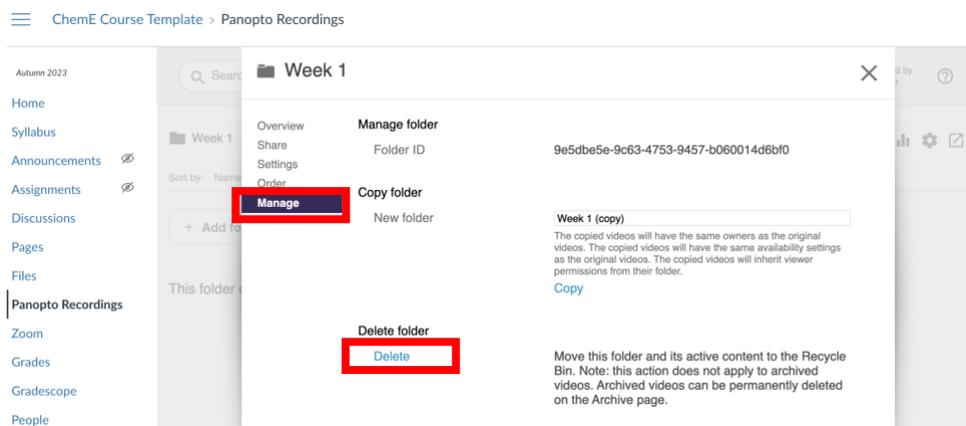
4. Deleting a Panopto folder or subfolder
  - a. Click on the name of the folder you wish to delete.



- b. Once inside the folder, click on the settings icon in the upper right.



- c. Click “Manage” on the left-hand menu of the pop-up box.
- d. Click “Delete” under the Delete Folder section!



### *Add or create Panopto recordings*

5. Please see the step-by-step instructions for this step in the [UW ChemE Classroom Recording Guide](#) created by the DEIA Committee.