



TEXAS A&M UNIVERSITY

Mays Business School

Getting Started with Canvas

Fall 2020

The document provides Canvas information as follows:

1. First Canvas Login (for Faculty)
2. Opting In for Fall 2020 and Combining Sections in Canvas
3. Reducing the Number of Courses Displayed on Your Canvas Dashboard
4. How to Get Assistance Using Canvas

First Canvas Login

When faculty login to Canvas for the first time, they will see the following course tiles on their Canvas dashboard.

- *Growing with Canvas* – This course is a user-directed, online training course that introduces most of the “out of the box” features of Canvas. I encourage all faculty to work through the modules in this course to learn about these features. The course includes assignments that ask the faculty member to apply what they learn in a course.
- *Development Course* – You will have one development course tile for each course you are teaching (not each section). For example, I have two development courses because I am teaching at least one section of ISTM 415 and ISTM 615 in the Fall 2020 semester.

Software engineers often maintain at least two different computing environments when they are creating software. For example, a software engineer might maintain a “development” environment in which software is initially written/tested and a “production” environment in which the software is deployed to the end user.

The purpose of the development course is for faculty to build and test their courses. The Office for Academic Innovation (OAI) instructional design team created a Canvas “blueprint as a “best practices” example of using the LMS to support remote education. Your development course was created using this blueprint. The development course includes example course modules, assignments, discussion forums, etc.

- *Live Course* – You will have one live course tile for each course section you are teaching. Your live courses represent the software engineering “production” environment mentioned above. You will use a live course shell to teach your “live” Fall 2020 course. This shell will receive student enrollments from Compass/Howdy.

Faculty should design and build their course using a development shell. Then, they can copy course content from the development shell to the live shell when they are ready to publish the

course for students to access. Please note, until August 19, 2020, students will have read-only access to content published by faculty. After August 19, 2020, students will have full access to the content published by faculty.

If you would like to have students from all sections of the same course that you teach to have access to a single Canvas live shell, please see the information in the next section.

Opting In for Fall 2020 and Combining Sections in Canvas

The Office for Academic Innovation (OAI) asks that faculty who plan to use canvas “opt in” by completing the following steps. This helps OAI know how many faculty are planning to use Canvas for Fall 2020.

In addition, if you would like to combine sections in Canvas so that students from all sections of the same course (or stacked courses) access the same Canvas live course, you will need to do the following. (In the eCampus/Blackboard environment, you would have used eCampustools to accomplish this.)

1. Go to the [Fall 2020 Canvas Opt In](#) website.
2. This will show you a list of the sections you are assigned to teach for Fall 2020.
3. You should see something similar Figure 1
4. Follow the steps listed at the top of the page.
 - a. Add checks next to the sections for which you plan to use Canvas (this is the opt in part)
 - b. If you want to combine sections use the dropdown list to choose the same number for sections you want merged into a single Canvas course
5. Click the “Save” button in the lower right corner.
6. Wait 2-3 days (right now the merge process is a manual process) for the merge to happen. You will know the merge has occurred when you see only one “live” course shell listed when you log in to Canvas.
7. You should do all of your course design and build using the “development course” Canvas shell. You can easily transfer this development content to the live course after the merge happens.

Reducing the Number of Courses Displayed on your Canvas Dashboard

You can reduce the number of courses displayed in the Canvas course menu and dashboard by doing the following:

1. After you log in to Canvas, click the “Courses” icon in the left hand toolbar (see Figure 2)
2. Click on the “All Courses” link at the bottom of the pop out menu (see yellow arrow in Figure 2)
3. Click the “star” icon to the left of a course name to select/deselect the courses you want displayed in your courses pop-out menu and on the Canvas dashboard (see Figure 3). A filled in star indicates the course will display. A star outline indicates the course will not display.

How to Get Assistance Using Canvas

If you need assistance learning how to use Canvas, consider one or more of the following options for assistance:

- TAMU [Learning Management System](#) website
- [Canvas Training and Support](#) – OAI offers daily training sessions and has multiple archived “on demand” sessions for you to review
- Email aihelp@tamu.edu to submit a help ticket to the OAI help desk
- Email ben.haymond@tamu.edu – Ben is the Mays Instructional Designer
- Email jon.jasperson@tamu.edu

Canvas Opt In - Canvas Opt In

aitsapps.tamu.edu/CanvasOptIn/Courses/OptIn/616003281

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Canvas Opt In

Step 1: Select the checkbox in the first column for all sections that you would like to activate in Canvas for the fall term.

Step 2 (if applicable): Select all courses from the list beside their title that you would like to have linked to that course. All courses to be linked will be highlighted.

Step 3 (if applicable): Identify which sections should be merged into one course shell by assigning the same number under the Group menu to those sections. Leave Group blank to keep the section separate.

Step 4: Click the **Submit** button in the bottom right-hand corner.

NOTICE: Requests for courses needing combined sections, stacked sections, or cross-listed must be received by Aug 25th to be created in Canvas.

ISTM 415 - INFO SYSTEMS CAPSTONE PROJECT

Cross-Listed/Stacked Courses:

<input checked="" type="checkbox"/>	Merge	Section	Course Type	Days	Start Time	End Time	Enrollment
<input checked="" type="checkbox"/>	1	501					22
<input checked="" type="checkbox"/>	1	502					21

ISTM 485 - DIRECTED STUDIES

Reset Submit

Figure 1

Account
Dashboard
Courses
Calendar
Inbox
Commons
Help

Courses

Published Courses

- GROWING WITH CANVAS - MAYS BUSINESS SCHOOL
- SYS ANALYSIS & DESIGN
CS.Summer.2020

Unpublished Courses

- Dev - Practice Stuff
- BUSINESS DATABASE SYSTEM
CS.Fall.2020
- DEVELOPMENT COURSE
CS.Fall.2020
- DEVELOPMENT COURSE
CS.Fall.2020
- DIRECTED STUDIES
CS.Fall.2020
- INFO SYSTEMS CAPSTONE PROJECT
CS.Fall.2020

[All Courses](#)

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

Published Course Details:
SYS ANALYSIS & DESIGN
ISTM-620
CS.Summer.2020
Publish

To Do

- 13 Grade Exam 4
ISTM-620
100 points • Jul 24 at 11:59pm
- 20 Grade Unit 13: Homework
ISTM-620
100 points • Jul 28 at 11:59pm
- 12 Grade Unit 14: Homework
ISTM-620
100 points • Jul 29 at 11:59pm
- 5 Grade Unit 15: Homework
ISTM-620
100 points • Jul 30 at 11:59pm
- 2 Grade 1.8 | Try the Calendar
TRNG-303
10 points • No Due Date

8 more...

Coming Up [View Calendar](#)

- Unit 14: Homework
ISTM-620
100 points • Jul 29 at 11:59pm
- Unit 15: Homework

Figure 2



All Courses

- Account
- Dashboard
- Courses**
- Calendar
- Inbox
- Commons
- Help

Course	Nickname	Term	Enrolled as	Published
★ ■ GROWING WITH CANVAS - MAYS BUSINES...			Teacher	Yes
★ ■ SYS ANALYSIS & DESIGN		CS.Summer.2020	TA Lead	Yes
★ ■ SYS ANALYSIS & DESIGN		CS.Summer.2020	Alternate Teacher	Yes
☆ ■ BE THE HERO		CS.Summer.2020	Student	No
★ ■ BUSINESS DATABASE SYSTEM		CS.Fall.2020	Teacher	No
★ ■ 20 FALL PRAC 001: WELCOME TO CANVAS	Dev - Practice Stuff		Teacher	No
★ ■ DEVELOPMENT COURSE		CS.Fall.2020	Teacher	No
★ ■ DEVELOPMENT COURSE		CS.Fall.2020	Teacher	No
★ ■ DIRECTED STUDIES		CS.Fall.2020	Teacher	No
★ ■ INFO SYSTEMS CAPSTONE PROJECT		CS.Fall.2020	Teacher	No

Figure 3