

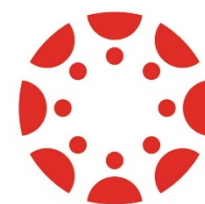
CANVAS BASIC TRAINING

Insights about proctoring with HonorLock, Respondus, and Zoom

Presented by the IT Department



**TEXAS A&M UNIVERSITY
GALVESTON CAMPUS**

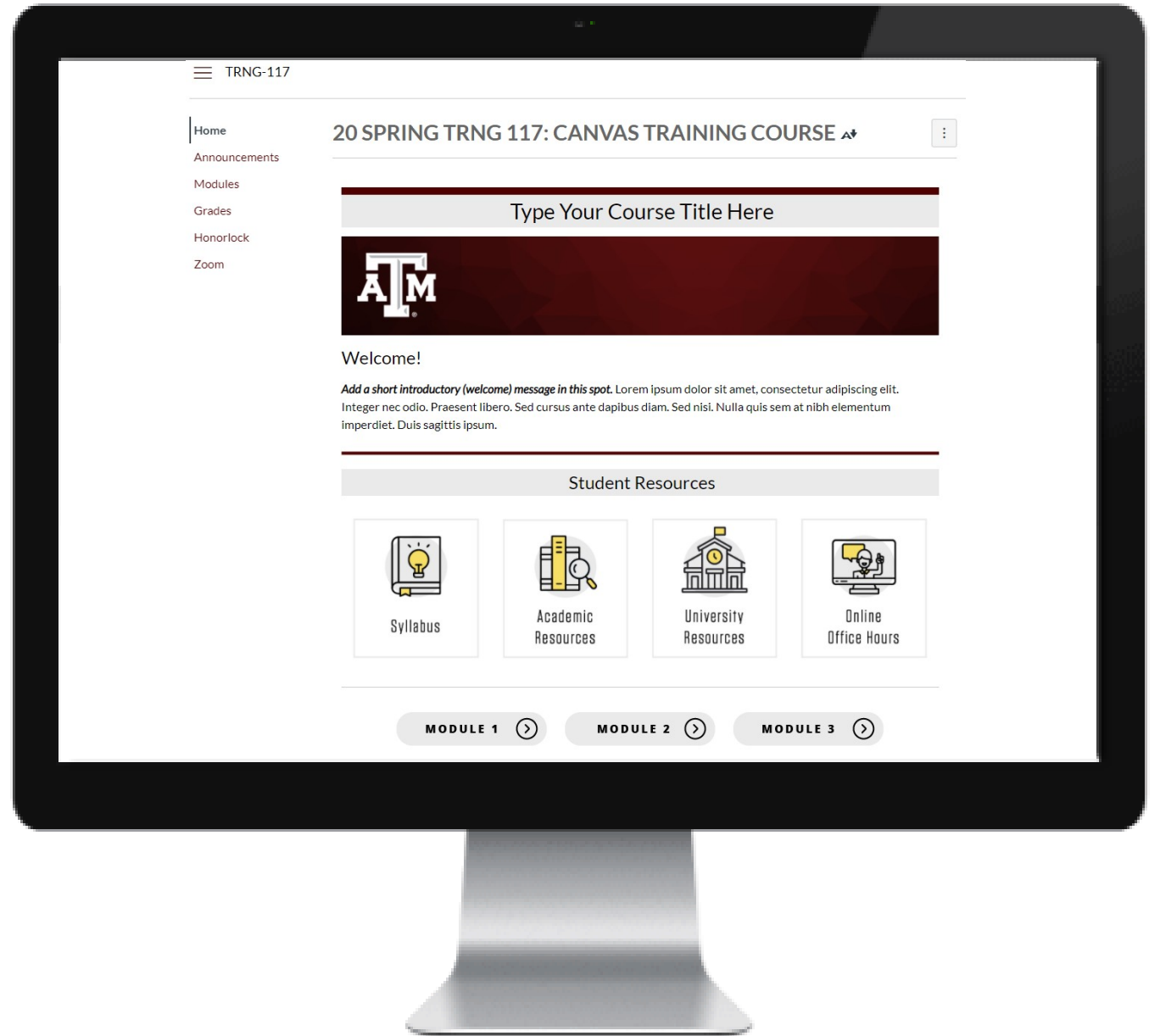


CANVAS

OVERVIEW

This training session will cover:

- Training resources.
- Canvas Updates. What's new.
- Course navigation.
- Content Management: organize/create content.
- Using Third Party tools in Canvas: Google Drive, Zoom integration, MediaSite, and proctoring tools.
- Q&A.



HOUSEKEEPING

During this session, if you have any questions, please send them via the Chat. This is located on Zoom meeting control panel.

At the end of the session we will have a Q&A session and allow you to unmute yourself.

If we are not able to answer your question during our training, please contact us at helpdesk@tamug.edu.



Training Resources

LMS.TAMU.EDU

[YouTube Channel](#)

[Training and Support](#)



TAMU Office for Academic Innovation
162 subscribers

HOME VIDEOS PLAYLISTS CHANNELS DISCUSSION ABOUT

Uploads PLAY ALL



LMS Update - January 2021
41 views • 5 hours ago



Canvas Template Spring 2021
21 views • 3 weeks ago



LMS Update - December 2020
117 views • 4 weeks ago



Spring 2021 Canvas Template Update
26 views • 1 month ago



Proctoring with Respondus Lockdown Browser in...
25 views • 1 month ago



Moderating a Quiz in Canvas
15 views • 1 month ago



Ensuring Academic Integrity
42 views • 1 month ago



Using Canvas to Teach F2F with Remote Option Courses
41 views • 2 months ago

TAMUG.EDU/IT

[Live Training Sessions Schedule](#)

[Online Training Resources](#)

Department of Information Technology



helpdesk@tamug.edu

About IT Getting Started Services & Support

Third-Party Training

Honorlock proctoring

1. Using Honorlock with Canvas (offered by Honorlock):

- [January 12th, 2021 - 10:00 AM CT](#)
- [January 26th, 2021 - 12:00 PM CT](#)
- [February 9th, 2021 - 2:00 PM CT](#)

2. Using Honorlock with eCampus/Blackboard (offered by Honorlock):

- [January 13th, 2021 - 10:00 AM CT](#)
- [January 27th, 2021 - 12:00 PM CT](#)
- [February 10th, 2021 - 2:00 PM CT](#)

CANVAS UPDATES



eCampus will **no longer be available** after Summer 2021. Prepare your move to Canvas and save content that you are planning to reuse.



Canvas shells have a 1 GB size limitation. We will show you how to use your Google Drive and MediaSite integration to have unlimited capacity.



Current Third Party tools in Canvas: <https://lms.tamu.edu/Menu/Teaching-Tools>



Member Management is live in [ORCA.TAMU.EDU](https://lms.tamu.edu/Menu/Teaching-Tools): allows instructors to add or remove users at the section level for Lead TA, TA, Grader, Grade Submitter, and Designer roles. Requires FERPA ([TrainTraQ Course 11012](#)) and Information Security Awareness training ([TrainTraQ Course 3001](#)) **completion prior to granting access.** Video tutorial: <https://youtu.be/SnJoxbUqrfo>



Don't forget to publish your Canvas course manually. It will be visible to students on January 19th even if you publish it today.

COURSE NAVIGATION

1. Course Status: Published/Unpublished.
2. Student View
3. Left Side Menu Navigation. How to add, remove, and organize.
4. HOME PAGE.
 - a. Choosing your home page.
 - b. Editing template.

PRAC-001

63

1. Course Status: Unpublished Publish

2. Student View

3. Left Side Menu Navigation

4. HOME PAGE

4.a. Choose Home Page

4.b. Edit

21 SPRING PRACTICE COURSE

Welcome!

Add a short introductory (welcome) message in this spot. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum.

Student Resources

- Syllabus
- Academic Resources
- University Resources
- Online Office Hours

Coming Up [View Calendar](#)

Nothing for the next week

Learning Resources:

[Canvas Template Spring 2021](#) (29 min)

[Navigating in Canvas](#) (27 min)

CONTENT MANAGEMENT

1. Modules.

- a) Why Modules?
- b) Create a Module.
- c) Add content.
- d) Publish/Unpublish.
- e) Delete Content.

Home

Announcements

Modules

Grades

My Mediasite

Zoom

Office 365

Pages

Quizzes

Collaborations

Discussions

Syllabus

Assignments

Collapse All View Progress **+ Module** **:**

Week 1: Topic/Title **+** **:**

Weekly Overview **✓** **:**

Week 1: Overview and To Do List **✓** **:**

Week 1: Presentation/Lecture **✓** **:**

Week 1: Content Page **✓** **:**

Weekly Activities **✓** **:**

Week 1: Individual Assignment [Title Here] **✓** **:**
0 pts

Week 1: Discussion [Topic Here] **✓** **:**
0 pts

Week 1: Quiz [Title Here] **✓** **:**
0 pts

Weekly Review **✓** **:**

Learning Resources:

[Creating course canvas playlist](#) (Five short videos)

[Building in Canvas](#) (71 min)

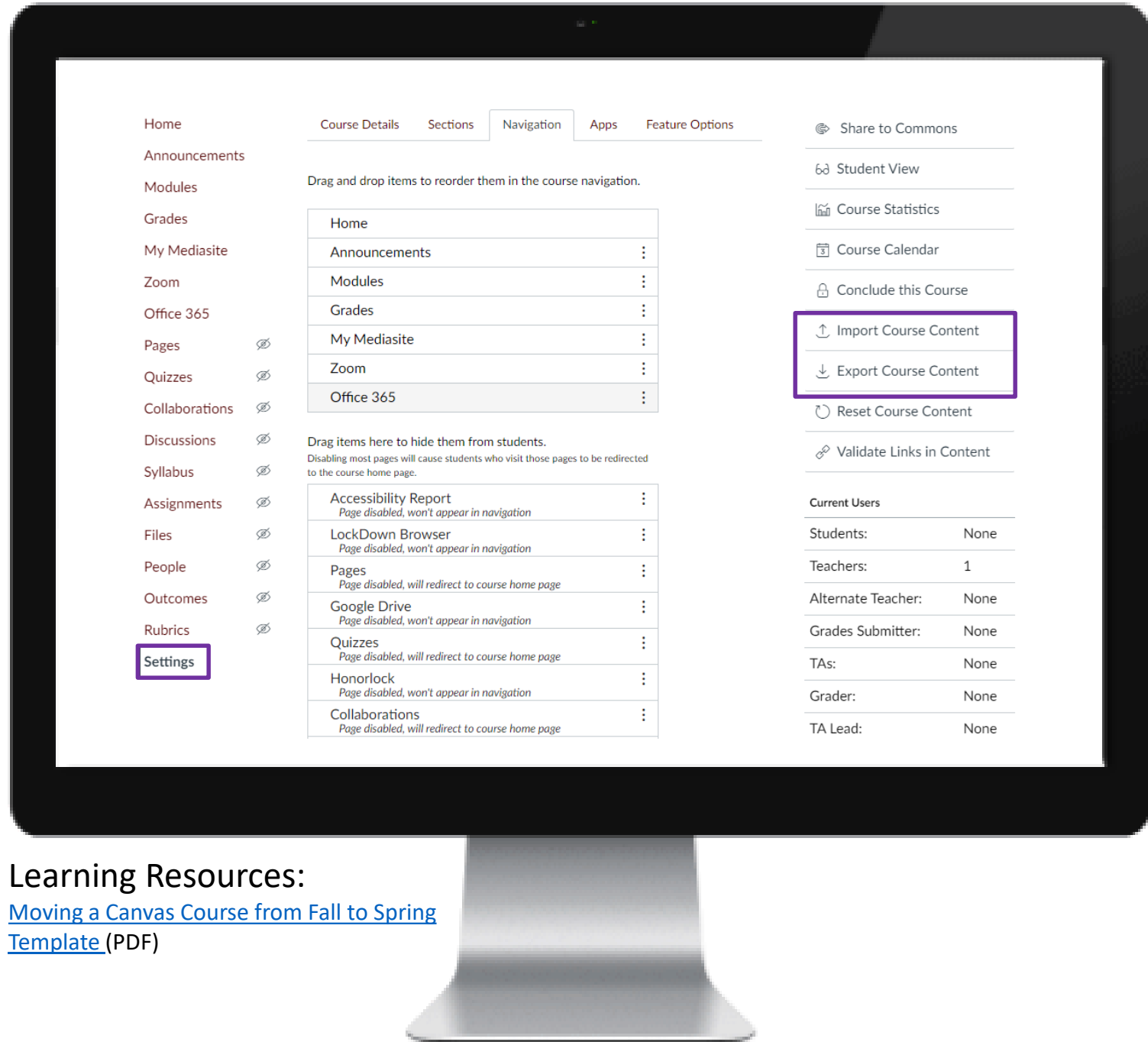
[Creating an exam](#) (10 min)

CONTENT MANAGEMENT

2. Copy / Import / Export Content

a) Individual items.

b) All course Content.



Home Course Details Sections Navigation Apps Feature Options

Announcements

Modules

Grades

My Mediasite

Zoom

Office 365

Pages

Quizzes

Collaborations

Discussions

Syllabus

Assignments

Files

People

Outcomes

Rubrics

Settings

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

Home	
Announcements	⋮
Modules	⋮
Grades	⋮
My Mediasite	⋮
Zoom	⋮
Office 365	⋮

Drag items here to hide them from students.
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Accessibility Report	⋮
<i>Page disabled, won't appear in navigation</i>	
LockDown Browser	⋮
<i>Page disabled, won't appear in navigation</i>	
Pages	⋮
<i>Page disabled, will redirect to course home page</i>	
Google Drive	⋮
<i>Page disabled, won't appear in navigation</i>	
Quizzes	⋮
<i>Page disabled, will redirect to course home page</i>	
Honorlock	⋮
<i>Page disabled, won't appear in navigation</i>	
Collaborations	⋮
<i>Page disabled, will redirect to course home page</i>	

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students:	None
Teachers:	1
Alternate Teacher:	None
Grades Submitter:	None
TAs:	None
Grader:	None
TA Lead:	None

Learning Resources:

[Moving a Canvas Course from Fall to Spring Template](#) (PDF)

ZOOM INTEGRATION

1. Schedule your recurring live lecture.
2. Optional: Import an already scheduled meeting.
3. Instructor view: Start / Delete
4. Student view: Join meeting.
5. Student view: Cloud Recordings.

PRAC-001 > 20 SUMMER PRAC 001: WELCOME TO CANVAS

Home
Announcements
Modules
Grades
My Mediasite
Zoom
Office 365
Pages
Quizzes
Collaborations
Discussions
Syllabus

zoom
Your current Time Zone is (GMT-06:00) Central Time (US and Canada).
[All My Zoom Meetings/Recordings](#)

1. **Schedule a New Meeting** 2. **⋮**

Upcoming Meetings Previous Meetings Personal Meeting Room **Cloud Recordings** Get Training

Show my course meetings only

5.

Start Time	Topic	Meeting ID	
Recurring	21 SPRING TRAINING 001: CANVAS	959 7023 44 30	3. Start Delete

< 1 >

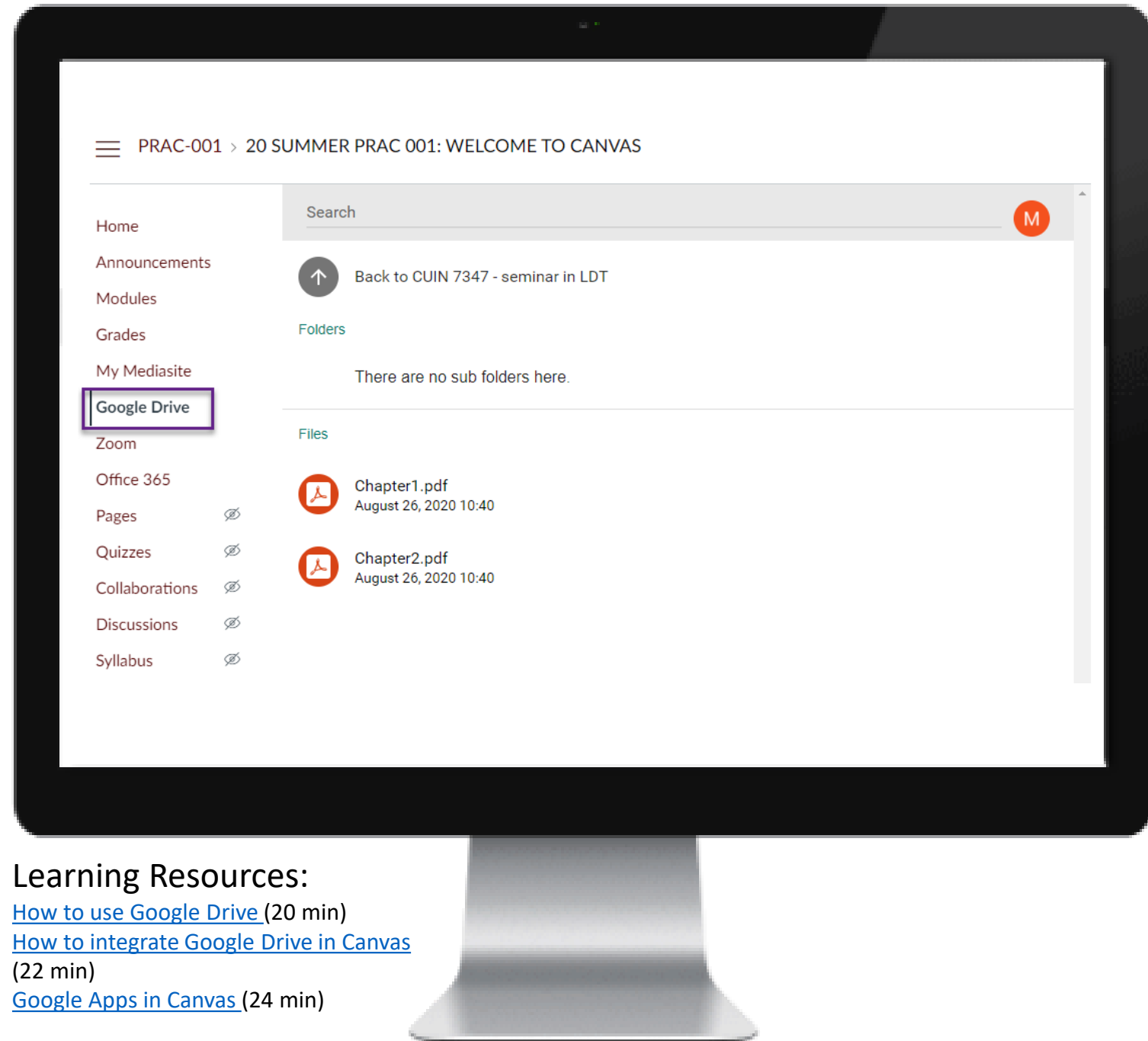
Learning Resources:

- [Scheduling a Zoom Meeting in Canvas](#) (4 min)
- [Best Practices – Scheduling Meetings](#) (pdf)
- [ZOOM Quick Tips playlist](#) (Short videos)
- [Proctoring with Zoom](#) (pdf)
- [How to proctor exams in Zoom – Discussion panel](#) (58 min)

[Quick Tour of your Zoom Meeting Controls](#) (9 min)

GOOGLE DRIVE INTEGRATION

1. Why Google Drive?
2. Enable Google Drive Integration.
3. Upload/Organize large files on your Google Drive.
4. Link Google Drive files on your Modules section.
5. Visualize files in Canvas.



Learning Resources:

[How to use Google Drive](#) (20 min)

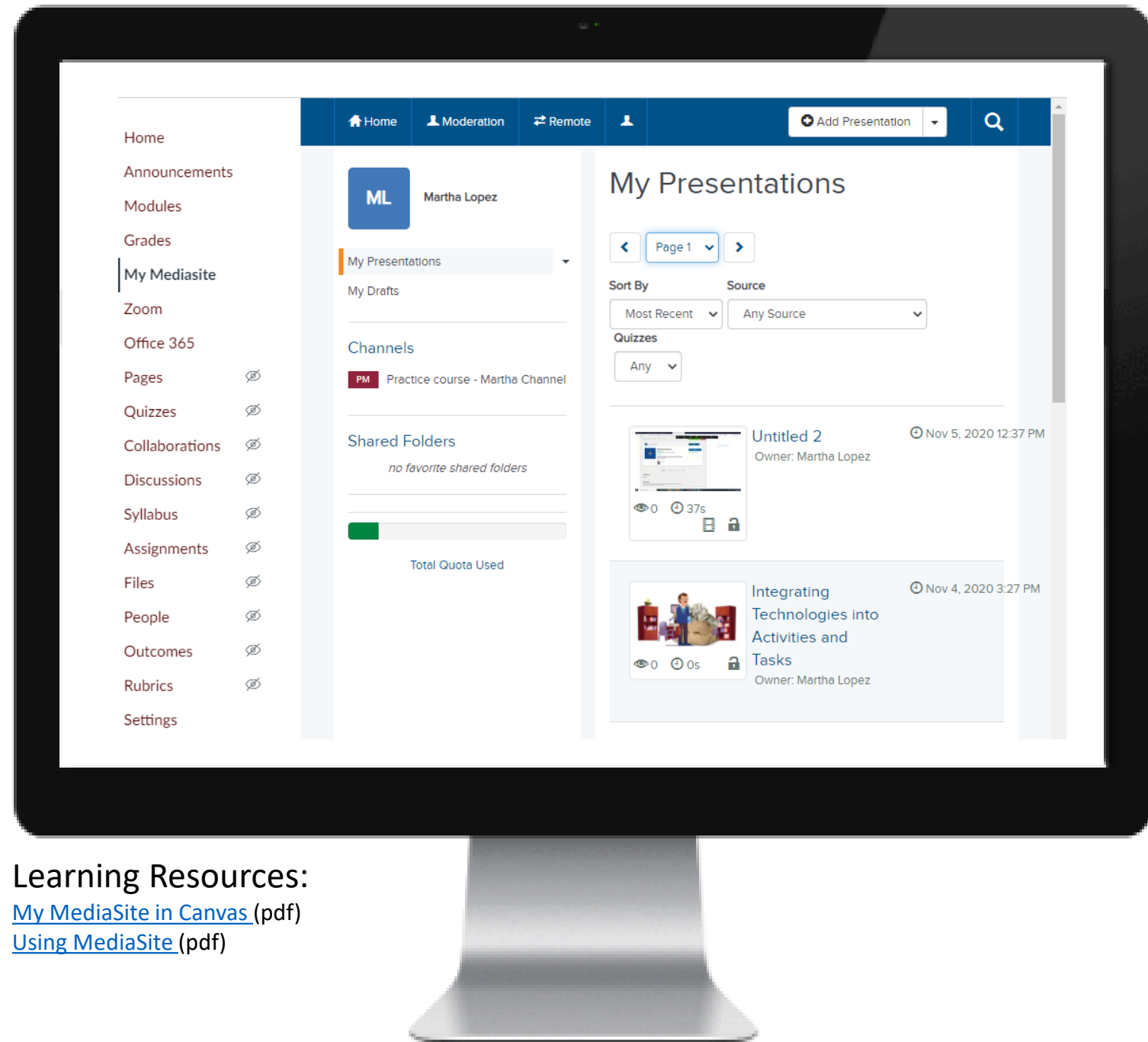
[How to integrate Google Drive in Canvas](#)
(22 min)

[Google Apps in Canvas](#) (24 min)

MEDIASITE INTEGRATION

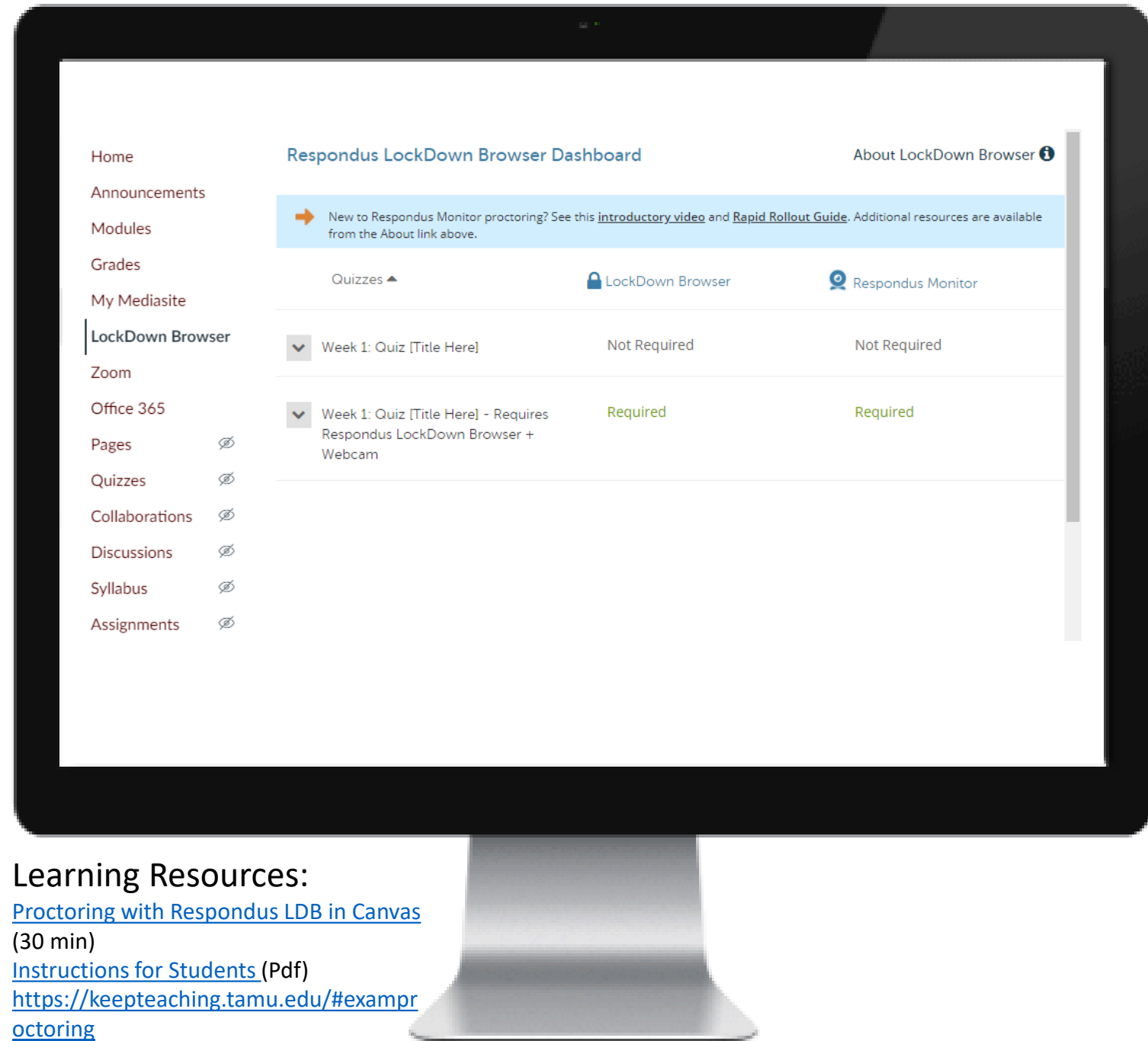
1. Enable/Authorize Mediasite.
2. Add Presentation:
 - a) Upload a New Video
 - b) Link External Video
 - c) Capture Video
3. Embed your Mediasite Video Presentation within a Canvas course page.

Storage Capacity: 2 GB



RESPONDUS LOCKDOWN BROWSER

1. Enable Respondus LDB integration.
2. Setup Exam/Quiz
3. Lessons Learned
 - a. Require Respondus Monitor for online assessments.
 - b. Review the instructions with students more than once. What should they do in case of technical issues?
 - c. Create a mock test to let the students try the app.
 - d. Read about the weaknesses and advantages of using Respondus LDB and decide if it is what you need.
 - e. Do not modify the automatic generated exam password.

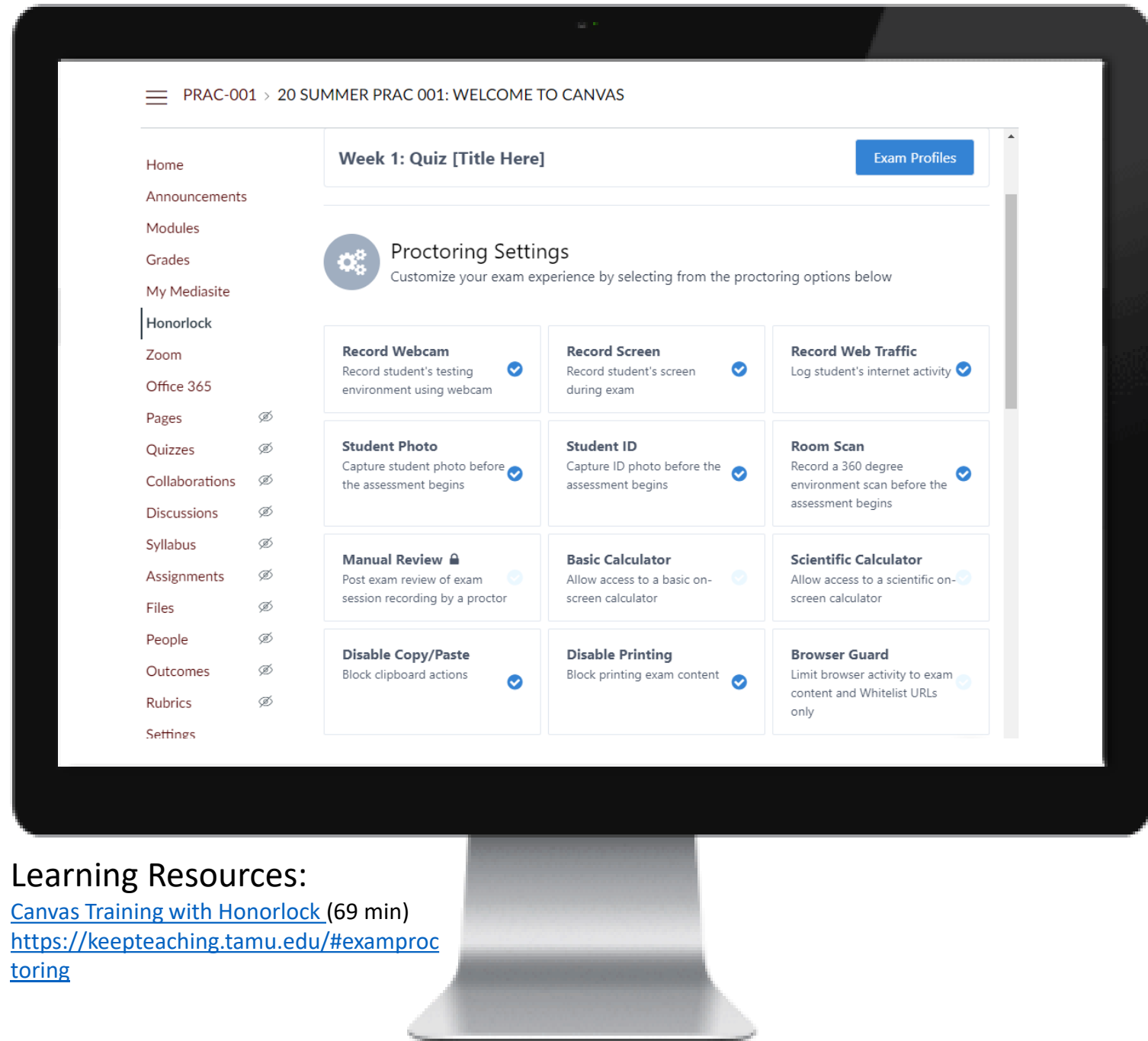


Learning Resources:

[Proctoring with Respondus LDB in Canvas \(30 min\)](#)
[Instructions for Students \(Pdf\)](#)
<https://keepteaching.tamu.edu/#examproctoring>

HONORLOCK

1. Enable Honorlock.
2. Setup Exam/Quiz.
3. Lessons Learned.
 - a. Deliver a practice test.
 - b. Consider Accommodations early.
 - c. Do not modify access codes.
 - d. Inform students about live Honorlock support available.
 - e. Disable Browser Guard if students need any application outside of the LMS.
 - f. Include Whitelist URLs if students need any reference material outside of the LMS.
 - g. Be available to solve issues during the exam timeframe.

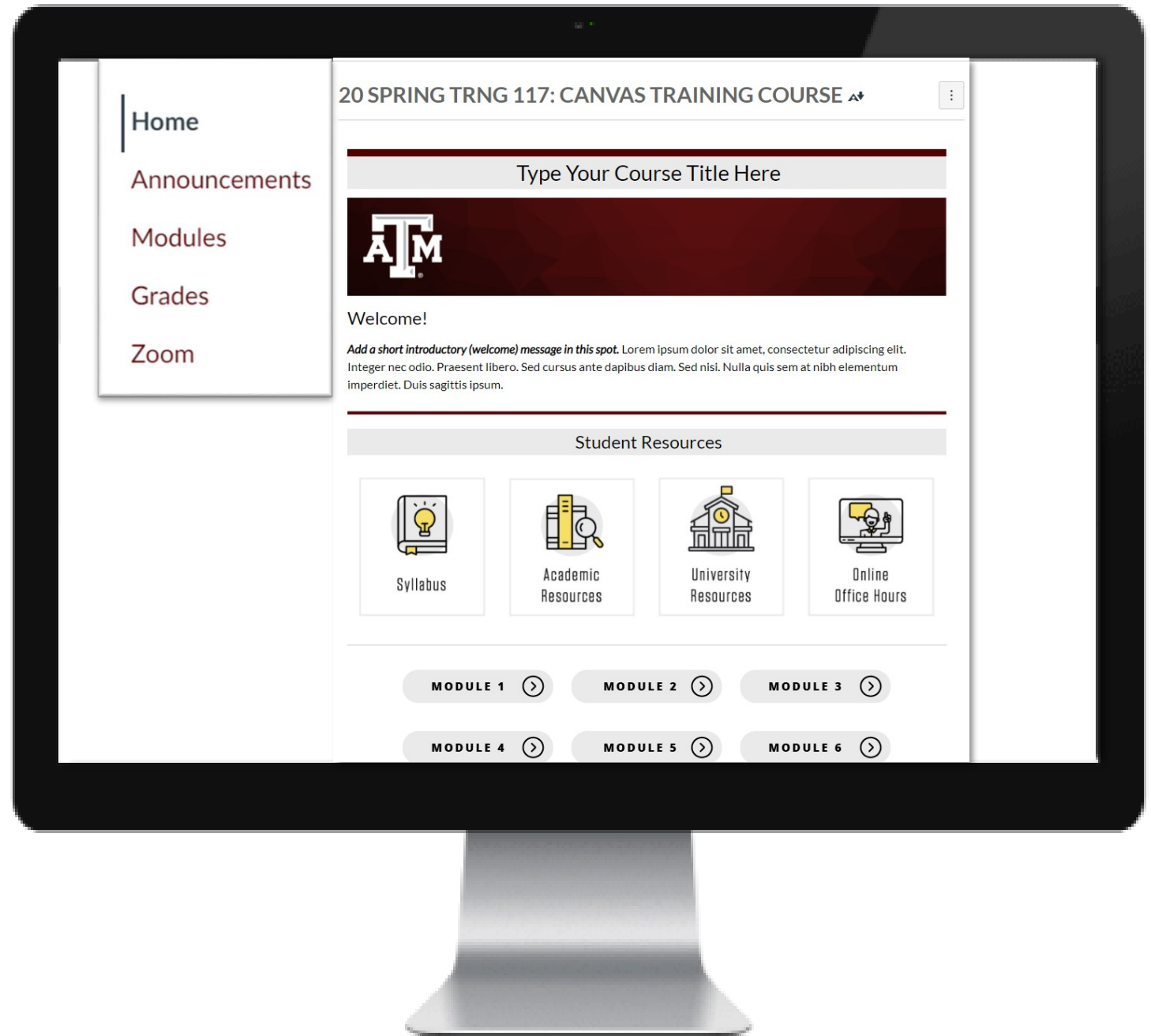


Learning Resources:

[Canvas Training with Honorlock](#) (69 min)
<https://keepeteaching.tamu.edu/#examproctoring>

BEST PRACTICES

- Keep the course navigation links to the essential elements of the course
- Organize your content in Modules.
- Embed or link all your multimedia content (videos, photos, ppt) in Mediasite or Google Drive.
- Go into Student View to check what students see.
- Keep the Student Experience Resources module published.
- Use Proctoring Tools or change your exams method to protect the integrity of your assessments and discourage cheating.



QUESTIONS

