

Presented by the Office for Academic Innovation



TEXAS A&M UNIVERSITY Office for Academic Innovation



HOUSEKEEPING

During this session, if you have any questions, please send them via the Google Form (link in the chat).

We also ask to keep yourself muted throughout the session.

If we are not able to answer your question during our training, please attend our Virtual Office Hours.



LOG IN

- Navigate to LMS.TAMU.EDU
- 2. On the top right-hand corner, click on Log In
- **3.** Login using your TAMU NetID and password



Ins.tamu.edu Prepare for migration, Design, Facilitate, Engage



TRAINING OUTCOMES

BY THE END OF THIS SESSION, PARTICIPANTS WILL BE ABLE TO



Identify best practices for delivering exams in Canvas



Identify best practices for setting up Gradebook in Canvas as well as learn to sort assignment columns



Navigate and evaluate student assignments quickly in the Speedgrader

Create rubrics for communicating expectations of quality in assignments and discussions

OVERVIEW

This training session covers:

- How to create quizzes, build question banks and moderating a quiz.
- How to set up your Gradebook along with setting up group weights, grading scheme, and grade posting policies.
- How to grade in SpeedGrader and provide feedback

Training & Support

Office for Academic Innovation Service Desk

If you have any questions or need assistance teaching online with any of the resources, please contact the Office for Academic Innovation Service Desk.

 EMAIL:
 aihelp@tamu.edu
 Monday – Friday from 8 a.m. to 9 p.m.

 PHONE:
 (979) 458-3417
 Monday – Friday from 8 a.m. to 5 p.m.

The Office for Academic Innovation Service Desk will be closed from Noon on Tuesday, December 22nd until 8:00am CT on Monday, January 4th.

Training for the Week of January 4, 2021 - January 8, 2021 Canvas Training led by Kenneth Rogers, January 12th and 14th

Time	January 4, 2020	January 5, 2020	January 6, 2020	January 7, 2020	January 8, 2020
Morning 10:00 - 11:00 a.m.	Office Hours	Office Hours	Office Hours	Office Hours	
		TAMU Spring Template	& Learning Modalities		
Special Topics 12:30 - 1:00 p.m.	Using the TAMU Spring 2021 Template in the 5 Different Teaching Modalities	Moving a Canvas course from Fall template to Spring Template	Using the TAMU Spring 2021 Template in the 5 Different Teaching Modalities	Moving a Canvas course from Fall template to Spring Template	
Afternoon 2:00 - 3:00 p.m.	Office Hours	Office Hours	Office Hours	Office Hours	

CREATE QUIZ

- In the Module, click the + sign
- 2. Select Quiz in the drop-down menu and click [New Quiz]
- **3.** Enter quiz name
- **4.** Click Add item

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QUIZ DETAILS

- 1. Click the name of the Quiz you just created in module and then click Edit
- 2. Under the Details tab, add instructions using the Rich Content Editor
- **3**. Select what type of quiz you would like
- **4**. Review the quiz options and restrictions
- 5. Assign to students with the due date and availability window
- 6. Click Save to save a draft to the course or click Save & Publish to show to students immediately

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QUIZ QUESTIONS

- 1. Click the name of the Quiz you just created in module and then click Edit
- 2. Under the Questions tab, click + New Question
- **3**. Enter a question title and select the type of question
- 4. Enter question text using the Rich Content Editor
- **5**. Provide answers (if applicable)
- 6. Click Update Question
- 7. When complete with adding additional questions, click Save to save a draft to the course or click Save & Publish to show to students immediately

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QUIZ QUESTION BANKS

- 1. From the Course Navigation, click Quizzes
- 2. Click the vertical dots to the right of + Quiz, then click Manage Question Banks
- 3. Click Add Question Bank
- 4. Enter a name for the question bank and click Enter on your keyboard
- 5. Access the question bank by clicking the title of it
- 6. After opening the Question Bank, you can:
 - Add a Question
 - Edit Question Bank Details
 - Move Multiple Questions
 - Delete Question Bank

My Trainin	g Course > Question Banks > Module 1	
Account Announcements	Module 1 Remember, changes to question templates won't automatically update quizzes	+ Add a Question
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Courses Grades		Already Bookmarked
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Commons Collaborations Collaborations Discussions Quizzes Files Pages Outcomes Accessibility Rep Settings	୭ ୭ ୭ ୭ ୭ ۲	

QUIZ LOG

You can view quiz logs to view the status of your student quizzes. This feature is also designed to help you investigate problems that a student may have in the quiz. The quiz starts the log when students begin the quiz, so some logs may show that the quiz is in progress.

- 1. In Course Navigation, click the Quizzes link. Then click the name of a quiz
- 2. Click the Settings menu and click the Show Student Quiz Results option
- 3. Click the name of a student
- 4. Click the View Log link

 Action Log 90:00 Session started 90:14 Sopped viewing the Canvas quiz-taking page 90:37 Answered question: #1 90:37 Stopped viewing the Canvas quiz-taking page 91:35 Resumed. 91:44 Answered question: #2 91:50 Stopped viewing the Canvas quiz-taking page 92:50 Stopped viewing the Canvas quiz-taking page 92:51 Stopped viewing the Canvas quiz-taking page 	Started atMon Nov 09 2020 10:48:40 GMT-0600 (Central Standard Time)Attempt1
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QUIZ BEST PRACTICES

- The Quiz tool in Canvas can be used for more than just quizzes – use this tool to create other assessments, such as exams, and knowledge checks.
- To maximize quiz integrity, consider creating Question Banks to shuffle questions.
- Preview the quiz before publishing it





GRADEBOOK

Grades can serve as a communication tool between students and instructors and allow instructors to track the progress of students.

The Gradebook stores all information about student progress in the course, measuring both letter grades and course outcomes.

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Student Name	Reading Assig Out of 20 MA	Plant Genetics Out of 60 MAN	Areas of Re Out of 75	Se Class Journal W Out of 25 MAN	Class Jour Out o
Emily Boone Biology 101 - B	20	C+	60	25	20
Jessica Doe Biology 101 - B	15	A-	75	20	20
Max Johnson Biology 101 - B	20	C+	74	25	2
Bruce Jones Biology 101	19	D+	47	22	2
Joe Rogers Biology 101	18	A	70	-	2
Nora Sanderson Biology 101 - B	20	A	72	17	1
Jana Smith		Р.	61	20	
Biology 101 - B	-	D.	01		
Biology 101 - B	-	D.	01		
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Biology 101 - B					

USING THE GRADEBOOK

 From the Course Navigation, click on Grades

Settings you can enable:

- Late Policies
- Grade Posting Policy

Gradebook • View •	Actions •	All Student Grou	ips 🗸	Search	\$
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Emily Boone Biology 101 - B	20	C+	60	25	20
Jessica Doe Biology 101 - B	15	A-	75	20	20
Max Johnson Biology 101 - B	20	C+	74	25	25
Bruce Jones Biology 101	19	D+	47	22	24
Joe Rogers Biology 101	18	A	70	-	20
Nora Sanderson Biology 101 - B	20	A	72	17	19
Jane Smith Biology 101 - B	-	В-	61	20	20

ARRANGE ASSIGNMENT COLUMNS

- From the Course Navigation, click on Grades
- 2. On the top of the grade book, click on View
- **3.** Click on Arrange by and select your preferred arrangement



ASSIGNMENT COLUMN OPTIONS

- From the Course Navigation, click on Grades
- 2. Click on the three vertical dots next to the assignment column



GRADEBOOK FILTERS

- 1. From the Course Navigation, click on Grades
- 2. On the top of the grade book, click on View
- **3.** Click on Filters by and select your preferred arrangement: Modules and/or Assignment Groups
- 4. Filters will appear on the top of the gradebook. Click on the filter(s) to apply the intended filter

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Groups Calendar				(1) -	
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LATE POLICIES

- 1. From the Course Navigation, click on Grades
- 2. On the top right-hand side of the grade book, click on Settings (gear icon)
- **3.** Select Automatically apply grade for missing submissions and enter the percentage
- 4. Select Automatically apply deduction to late submissions and enter the percent, day and lowest possible grade
- 5. When done, click Update

Late Policies Grade P	Posting Policy Advanced	
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GRADE POSTING POLICIES

- 1. From the Course Navigation, click on Grades
- 2. On the top right-hand side of the grade book, click on Settings (gear icon)
- **3.** Click on the Grade Posting tab
- 4. Select if you would like Automatic or Manual grade posting
- 5. When done, click Update



GRADEBOOK BEST PRACTICES

- Set up your gradebook before you start your course
- Keep a consistent grade posting policy and notify your students about it



ASSIGNMENT WEIGHTS + GROUPS IN CANVAS

Unpause all processes within one or more containers Update configuration of one or more containers Show the Docker version information Block until one or more containers stop, then print their exit codes

up iderker COMMAND --help' for more information on a command

the new off-probs/Crypto/elliptic_curve_diffie_hellman/server

ASSIGNMENT GROUPS

Setting up Assignment Groups allows you to better organize the different types of assignments you use in your course.

You can also use Assignment Groups to set up a "weighted" final course grade.



CREATE ASSIGNMENT GROUPS

- 1. From the Course Navigation, click Assignments
- 2. On the top right, click on + Group
- **3.** Name the assignment group
- **4.** Repeat for each assignment group

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	Training Course	> Assignments			
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		A	dd Assignment Group)	
			Group Name:	e.g., Essay Group 1	
					Cancel

ASSIGNMENT GROUPS WEIGHTS

- 1. From the Course Navigation, click Assignments
- 2. On the top right, click the three vertical dots and select Assignment Group Weights
- **3**. Check the box next to Weight final grade based on assignment groups
- 4. Enter the weights for all assignment weights
- 5. When done, click Save



CREATE RULES

- 1. From the Course Navigation, click Assignments
- 2. Click the Assignment Group Options drop-down menu. Click the Edit link
- **3**. For each Assignment Group, you can create one of the three grading rules:
 - 1. Drop (ignore) the lowest x scores for each student
 - 2. Drop (ignore) the highest x scores for each student
 - **3**. Never drop a specific assignment
- 4. When done, click Save

Kevin Sandbox	Assignments Search for Assignment		+ Group + Assignment :		
Courses	Zoom Modules Syllabus Grades LockDown Browser	III Assignments Google Classroom Week 1: Intro to Algebra Module 15 pts III Group Discussion: [Title Here] Week 1: Intro to Algebra Module 10 pts Week 1: Intro to Algebra Module 10 pts 		20% of Total : : Edit ' Move Contents Move Group	
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() Help	Rubrics Ø People Ø Collaborations Ø Discussions Ø Quirage Ø	III Peer Review Assignment Week 3 Module Due Jul 10 at 11:59pm 10 pts III \$		o :	
K-	Files Ø	I280X720-TAMUTEST 1B 100 pts - Poll Coll Attendance	Group Name:	Assignments 20 % of total grade	
			Number of scores to ignore Lowest Scores:	for each student	
			Highest Scores:	0	
			Never Drop:	+ Add an assignment	Cancel

GRADING SCHEME

A grading scheme is a set of criteria that measures varying levels of achievement in a course.

Grading schemes are built based on percentage ranges, and each percentage range is assigned a name value. When enabling a grading scheme for a course, the grading scheme is applied to the students' final grades in addition to the overall percentage.

Student Name	US Histor Out of 25	Abraham Lincoln Vide Out of 10	Cloud Assig Out of 25	Netal
Emily Boone History 101 and History 101 MWF	0	9	21	Ø 91.63% A
Max Johnson History 101 T-Th	0	4	19	∕ø75.6% c
Bruce Jones History 101	17	6	21	Ø 84.19% B
Joe Rogers History 101	24	8	22	Ø 85.76% B
Nora Sanderson History 101 T-Th	Excused	7	22	Ø 88.83% B
Jane Smith History 101 MWF	0	9	19	Ø74.18% C
Test Student History 101, History 101 MWF, and Hist	-	-	-	-

SET GRADING SCHEME

- 1. From the course navigation, click on Settings
- 2. Select Enable course grading scheme
- **3.** Click on view grading scheme
- 4. Click on the pencil icon on the top right to edit the scheme
- 5. Enter your grade scheme
- 6. Click Save, then click Done
- 7. Click Update Course Details



RUBRICS IN CANVAS te configuration of one or more containers the Docker version information k until one or more containers stop, then print their exit codes

RUBRICS

Rubrics are a way to set up custom or Outcome-based assessment criteria for scoring.

A Rubric is an assessment tool for communicating expectations of quality. Rubrics are typically comprised of rows and columns. Rows are used to define the various criteria being used to assess an assignment. Columns are used to define levels of performance for each criterion.

Ā M CS.Summer-2.2020 Create an Assignment (Sprouting) Account Home (1) Modules Create an Assignment (Sprouting) Dashboarc LMS Resources Criteria Ratings Grades Canvas Assignment 10.0 pts 7.0 pts 4.0 pts 0.0 pts Courses Creation Excellent Good Needs Missing Ø **Rubrics**
 Image: Constraint of the second secon The participant can Improvement Participant Participant Participant Announcements Ø successfully demonstrate Calenda fulfilled all fulfilled most did not meet Participant understanding of the requirements requirement fulfilled some the minimum Ð Ø Pages ability to create an of this of this reauirements of requirements 10.0 pts Assignment, including assessment assessment this assessment of this Inbox Ø Assignments providing detailed with total with with accuracy. assessment. G instructions and choosing Ø accuracy. but more time Files accuracy. the submission type. and effort is Commons Ø Discussions required. ? Ø Syllabus Help Total Points: 10.0 Ø Outcomes Ø People Collaborations [™] Edit Rubric

Pts

TRNG-303 > Rubrics > Create an Assignment (Sprouting)

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CREATE RUBRIC

- 1. From the Course Navigation, click Rubrics
- 2. On the top right-hand side, click + Add Rubric
- 3. In the title field, add a title for the rubric
- 4. Click the pencil icon to edit the criterion description
- **5**. Enter a Description of criterion (and long description if necessary) and click Update Criterion
- 6. Edit the total point values for each rating with score, title and description
- 7. Add additional criterions as necessary
- 8. When done, click Create Rubric



ASSIGNMENT RUBRIC

- 1. From the Course Navigation, click on Assignments
- 2. Create or access an assignment you would like to add a rubric to
- 3. Title the rubric
- 4. Add criteria and descriptions
- 5. Add rating
- 6. Edit points
- 7. Select Use this rubric for assignment grading
- 8. Click Create Rubric when complete



DISCUSSION RUBRIC

- 1. From the Course Navigation, click on Discussion
- 2. Create or access a discussion you would like to add a rubric to
- 3. Title the rubric
- 4. Add criteria and descriptions
- 5. Add rating
- 6. Edit points
- 7. Select Use this rubric for assignment grading
- 8. Click Create Rubric when complete



MANAGE RUBRICS

- From the Course Navigation, click on Rubrics
- 2. Click on the name of the Rubric to manage and make changes

Note: If you have already used the rubric for grading, you will not be able to Edit. You will have to create a new one.



GRADE USING RUBRIC

- 1. From the Course Navigation, click on Assignments
- 2. Click on the assignment name and click on SpeedGrader
- **3.** On the right-hand pane, click View Rubric
- 4. Click on the desired rating(s)
- 5. When done modifying the rubric, click Save
- 6. When complete with grading, click Submit



RUBRIC BEST PRACTICES

- Show the rubric to students to clearly view your expectations of them
- Use the Find a Rubric tool to locate and use rubrics from other courses you are an instructor in



SPEEDGRADER OVERVIEW the Configuration of one or more containers the Docker version information k until one or more containers stop, then print their exit codes

SPEEDGRADER

As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place.

Document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.



ACCESS SPEEDGRADER

- 1. From the Course Navigation, click on Assignments
- 2. Access the assignment you would like to grade
- **3.** On the right-hand side of the assignment, under Related Items, click on SpeedGrader

ĀŢM	My Training Course > Assignments > Assignment: Research Paper Draft							
Account	<u>Home</u> Announcements	Assignm	ent: Research Pap	Related Items (∽) SpeedGrader™				
රැඩ Dashboard	Modules	Ass	signment Overviev	Download Submissions				
Courses	Zoom	This assignm	nent will ask you to submit your i	0 out of 3 Submissions Graded				
දු Groups	Honorlock Accessibility Report	≢ Gui	delines					
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	Settings	Oct 16	For Everyone else	Available from	-			
		-	1 student					
https://canvas	.tamu.edu/courses/6319							
		0000000						

SPEEDGRADER OVERVIEW

Use the SpeedGrader to:

- Annotate directly on the submission
- Download the originally submitted file
- Grade using a Rubric
- Add feedback, such as attachments, videos and audio messages
- Manage the SpeedGrader and access quick statistics



SPEEDGRADER MENU

From the Menu, you can access:

- Gradebook
- Hide/Post Grades
- Settings
- Assignment name and due date
- Amount of graded assignments
- Average score and percentage
- Student submissions

Branching Paths: A Novel Teacher Evaluation Model for Faculty Development

1 > of 2 🕐 — ZOOM

1/4

100 / 100 (100%)

Т 🗲 🖌 Ц

👤 🛛 🔵 Diana Benavide

Submitted: Oct 6 at 9:39am

Submitted Files: (click to load) Research Paper Draft.docx

Assessment Grade out of 100

View Rubric

Assignment Comments

Add a Comment

Download Submission Comments

Suhmi

Assignment: Research Paper Draf

Due: Multiple Due Dates - TRNG-11

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According to Theall (2017), "Faculty evaluation and development cannot be considered separately ... evaluation without development is punitive, and development without evaluation is guesswork" (p. 91). As the practices that constitute modern programmatic faculty development have evolved from their humble beginnings to become a commonplace feature of university life (Lewis, 1996), a variety of tactics to evaluate the proficiency of teaching faculty for development purposes have likewise become commonplace. These include measures as diverse as peer observations, the development of teaching portfolios, and student evaluations.

One such measure, the student evaluation of teacher (SET), has been virtually ubiquitous since at least the 1990s (Wilson, 1998). Though records of SET-like instruments can be traced to work at Purdue University in the 1920s (Remmers & Brandenburg, 1927), most modern histories of faculty

SPEEDGRADER OPTIONS

- Click on the Settings icon on the top left-hand side
- 2. Click on Options
- **3.** Select how you would like to sort students
- 4. Select if you would like to hide students name
- 5. When you are done, click Save Settings



STUDENT SUBMISSIONS

- 1. Click on the student's name on the top right hand side
- 2. Click on the student submission you would like to grade (depends on options you set) OR click on the left and right arrows to navigate

Branching Paths: A Novel Teacher Evaluation Model for Faculty Development

1 > of 2 🕐 - ZOOM + 🦯

Diana Benavide

Submit

ade out of 100

View Rubric

Assignment Comment

Add a Comment

Submit

Download Submission Comments

Diana Benavide
 Travis Irby

Kevin Lawanto
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According to Theall (2017), "Faculty evaluation and development cannot be considered separately ... evaluation without development is punitive, and development without evaluation is guesswork" (p. 91). As the practices that constitute modern programmatic faculty development have evolved from their humble beginnings to become a commonplace feature of university life (Lewis, 1996), a variety of tactics to evaluate the proficiency of teaching faculty for development purposes have likewise become commonplace. These include measures as diverse as peer observations, the development of teaching portfolios, and student evaluations.

One such measure, the student evaluation of teacher (SET), has been virtually ubiquitous since at least the 1990s (Wilson, 1998). Though records of SET-like instruments can be traced to work at Purdue University in the 1920s (Remmers & Brandenburg, 1927), most modern histories of faculty

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