COMMUNICATION TOOLS IN CANVAS

Create a tag TARGET_IMAGE that refers to SOURCE_IMAGE Display the running processes of a container 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 co

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

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 using communication tools in Canvas



Create and apply four forms of communication in Canvas to a course including: Announcements, Inbox, Calendar and Zoom



Select how and when you want to be notified when various events occur within your course/s

COMMUNICATION BEST PRACTICES

- Inform students of the methods you will use to communicate
- Be consistent with communication, e.g. send messages at around the same day and time each week using the same method



ANNOUNCEMENTS

• You can create an announcement to share important information with all students within your course and with students in sections of a course.

Note: Your course must be published for students to receive announcement notifications

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CREATE ANNOUNCEMENT

- 1. From the course navigation, click on Announcements
- 2. On the top right, click + Announcement
- **3**. Enter a title for the announcement (think of this as the email subject)
- 4. Enter the body of the announcement using the Rich Content Editor
- 5. Select the sections you would like to send this to, if applicable
- 6. Add attachments, If applicable
- 7. Review the options
- 8. Click Save to send the announcement

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Account	Home	Welcome!	
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ANNOUNCEMENT BEST PRACTICES

- Make sure you have the Announcements section visible to students in the course navigation
- Enable the ability to show recent announcements on the Course home page from the course settings





 The Inbox is a messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can use the Inbox to communicate with other people in your course at any time.



SEND EMAIL

- 1. From the Canvas global navigation, click on Inbox
- 2. Click on Compose a New Message
- **3**. Click on Select course to choose the course you would like to email
- 4. In the To field, click on Contacts to select who you would like to email
- 5. Enter the subject and body of the email
- 6. When you are ready to send, click Send

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EMAIL VS ANNOUCEMENTS

- Use announcements for time-sensitive, urgent information that does not necessarily require a response
- Use email for lengthier, sustained exchanges between instructors and students



CALENDAR

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

When creating assessments such as assignments, quizzes, or discussions, make sure you are adding a Due date

Due dates are communicated to students from the Calendar



APPOINTMENTS IN THE CALENDAR

Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

- 1. Select one course calendar to display
- 2. Click the Add icon
- **3**. Click the Appointment Group tab
- 4. Complete name and location fields
- 5. Set Appointment time and range (You can split the time range into multiple time slots by entering the division time into the time field [3]. For instance, if you want to create 15-minute meeting times from 2:00 pm until 5:00 pm, enter the number 15)
- 6. Click Go
- 7. Set Appointment Options
- 8. Click Publish



CALENDAR BEST PRACTICES

- Assign Due Dates to your assignments so they will appear for students in the Calendar
- Create Appointment Groups for Office Hour slots



NOTIFICATIONS

Canvas includes a set of default notification preferences you can receive for your courses. However, you can change the default settings by setting your own notification preferences. These preferences only apply to you; they are not used to control how course updates are sent to other users. Four Delivery Types:

- 1. Notify me right away
- **2**. Daily summary
- 3. Weekly summary
- 4. Don't send

Note: Notifications apply to all of your courses unless you set your preferences for individual courses

Account	Notifications	Account Notification Settings	
Dashboard	Files <u>Settings</u> Shared Content	<i>i</i> Account-level notifications apply to all courses. Notifications notifications.	ations for individual courses can be changed within each course and will override these
Courses	Folio QR for Mobile Login	Course Activities	Email diana.benavides@tamu.edu
Calendar	Global Announcements	Due Date	Ē
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() History		Course Content	<i>(</i> 2)
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SETTING NOTIFICATION PREFERENCES

- Click on account from the Global navigation
- Click on Notifications
- View all the default account notification settings
- Decide your delivery frequency preference

Notifi	cations	Account Notification Settings		
Files Files Dashboard Share	g <u>s</u> d Content	<i>i</i> Account-level notifications apply to all courses. Not notifications.	ifications for individual courses can be changed withi	n each course and will override these
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NOTIFICATION PREFERENCES PER COURSE

- Click on Courses from the Global navigation and select your preferred course
- Click on the View Course Notifications button in the course home page
- View all the default account notification settings
- Decide your delivery frequency preference



NOTIFICATIONS BEST PRACTICES

- Check your default notifications and change them as needed
- Tell your students to make sure they have enabled notification preferences for course activities such as announcements.
- We recommend mentioning to students Canvas notification preferences in class



ZOOM IN CANVAS

Zoom has been integrated in Canvas making it easier for instructors to schedule class meetings and virtual office hours.

Students can find all the scheduled sessions and recordings directly from Canvas.

My Training Course	> 20 SPRING TRNG 117: CA	NVAS TRAINING COURSE		
Home Account Announcements	ZOOM Your current Time Zone is (GM	T-05:00) Central Time (US and Canada). 🙎	All My Zoom Meetings/Recordings	dule a New Meeting
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Courses Grades	Show course meetings sch	eduled by me		
Google Drive Calendar LockDown Browser	Start Time	Торіс	Meeting ID	
Linbox Assignments	Today (Recurring) 9:00 AM	20 SPRING TRNG 117: CANVAS TR	AINING COURSE 992-152-12371	Start Delete
Commons Rubrics Ø People Ø	Wed, Jun 17 (Recurring) 9:00 AM	20 SPRING TRNG 117: CANVAS TR	AINING COURSE 992-152-12371	Delete
Help Collaborations Ø Discussions Ø	Fri, Jun 19 (Recurring) 9:00 AM	20 SPRING TRNG 117: CANVAS TR	AINING COURSE 992-152-12371	Delete
Quizzes Ø Files Ø	Mon, Jun 22 (Recurring) 9:00 AM	20 SPRING TRNG 117: CANVAS TR	AINING COURSE 992-152-12371	Delete
Pages Ø Outcomes Ø	Wed, Jun 24 (Recurring) 9:00 AM	20 SPRING TRNG 117: CANVAS TR	AINING COURSE 992-152-12371	Delete
Settings	Fri, Jun 26 (Recurring) 9:00 AM	20 SPRING TRNG 117: CANVAS TR	AINING COURSE 992-152-12371	Delete
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SCHEDULE A NEW ZOOM MEETING

- 1. From the Course Navigation, click on Zoom
- 2. Click Schedule a New Meeting
- **3.** Fill in all the details and save
- **4.** All your scheduled meetings will be listed

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Calendar	Google Drive LockDown Browser	Start Time	Topic		Meeting ID		
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SCHEDULE MEETING SETTINGS

Recommended Settings for scheduling class meetings:

- Reoccurring meeting
- Require Meeting
 Password
- Enable Join before host OR Enable Waiting Room (depends on class size)
- Mute participants upon entry
- Only authenticated users can join

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START ZOOM MEETING

- 1. From the Course Navigation, click on Zoom
- 2. Locate the meeting you would like to start
- **3.** Click Start

Home Account Announcements	ZOOM Your current Time Zone is (GMT-	05:00) Central Time (US and Canada). 🖉 All My Zo	om Meetings/Recordings Sc	hedule a New Meeting
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JOIN ZOOM MEETING -STUDENTS

- 1. From the Course Navigation, click on Zoom
- 2. Locate the meeting you would like to join
- **3.** Click Join

Home Announcements	Your current Time Zone is (GMT-06:00) Central Time (US and Canada). 🖉				
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Zoom	Start Time	Торіс	Meeting ID		
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	Tomorrow (Recurring) 9:00 AM	Welcome and Introductions Meeting	990 5454 4551	Join	
	Wed, Jan 6 (Recurring) 9:00 AM	Welcome and Introductions Meeting	990 5454 4551	Join	
				20	

ZOOM BEST PRACTICES

- All communication and access will be given to students from Canvas – no need to copy and paste invitations anymore
- Check and set your desired settings
- Become familiar with Zoom security settings as a host



FOR MORE RESOURCES

