

**CENTER
FOR
INNOVATIVE
LEARNING**

Before You Publish: Canvas Course Cleanup



**ALBANY COLLEGE
OF PHARMACY
AND HEALTH SCIENCES**



CANVAS



Overview

- Student View
- Files
- Pages
- Course Settings
- Grade Policy
- Announcements
- Assignments
- Validate Links in Content
- Accessibility Checker-UDOIT



Student View

Can Students Access...

- Review Course Navigation
- Check access to Modules and course content
- Review Quizzes and Assignments
- Check Grading Policies



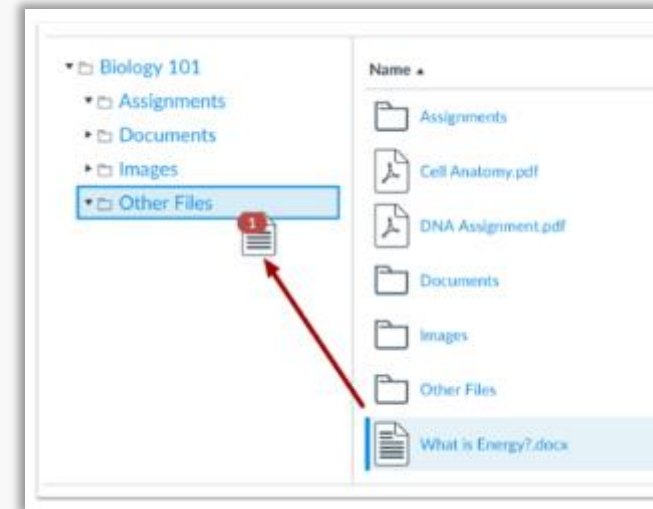
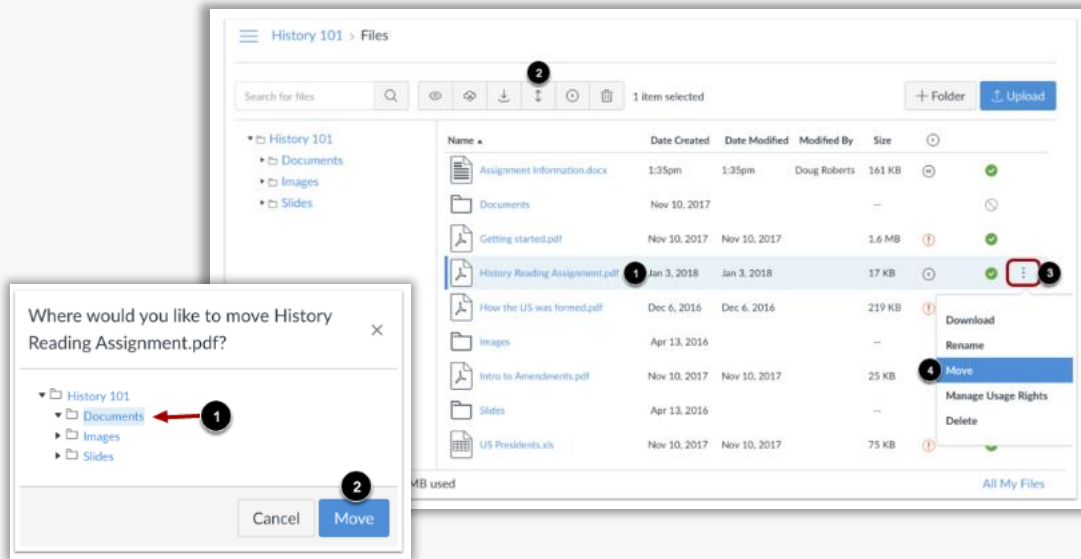
The screenshot shows a Blackboard course page for 'History 101'. The left sidebar contains navigation links: Home, Modules, Assignments, Announcements, Discussions, Grades, People, Pages, and Files. The main content area features a 'Recent Announcements' section with a post titled 'Welcome to class! Welcome to US History 1...' posted on August 14, 2019. Below this is the course title 'History 101' with an 'Edit' button. A banner image for 'AMERICAN HISTORY' by instructor Aren Jurel is displayed. On the right, a sidebar contains several buttons: 'Choose Home Page', 'View Course Stream', 'New Announcement', 'Student View' (highlighted with a red box), and 'View Course Analytics'. A 'To Do' section at the bottom right shows a task 'Grade Course Introductions' worth 10 points, due on August 23 at 11:59pm.



Files

Organize and Rename Files

- Use Folders: unit, module, week, Assignment
- Use a naming convention
- Delete old files when you upload a new one



The image features a decorative horizontal band with a blue and purple gradient background. Overlaid on this band are several white circular outlines of varying sizes. A white rectangular box is positioned on the left side of the band, containing the word "Pages" in a bold, black, sans-serif font.

Pages

Identify Unused Pages

- Pages: Unpublish all
- Modules: Publish all
- Pages: Review all Pages that are not published (delete/publish/link in Modules)

| | |
|--------------------------------------|-------|
| ☰ Welcome: Begin Here! | ✔ + ☰ |
| ☰ 📄 Course Overview | ✔ ☰ |
| ☰ 📄 Faculty Information: Jen Mlyniec | ✔ ☰ |
| ☰ 📄 Meet your Instructor | ✔ ☰ |
| ☰ 🗨️ Course Q&A | ✔ ☰ |
| ☰ 📄 Next Steps | ✔ ☰ |

| | |
|---|-----|
| 🔊 Week 13 - Learning Objectives, Activities, Assessments & Outcomes-2 | ⊘ ☰ |
| 🔊 Week 14 - Learning Objectives, Activities, Assessments & Outcomes | ✔ ☰ |
| Additional Resources- Week 1 | ✔ ☰ |
| Canvas Tutorials | ✔ ☰ |
| Final Group Project Assignment Instructions, Rubric & Examples | ✔ ☰ |
| Google Classroom Post (GCP) Assignment Instructions | ⊘ ☰ |
| Homepage-2 | ✔ ☰ |
| Instructor's Role and Approach in the Classroom | ✔ ☰ |
| Meet Your Classmates! | ⊘ ☰ |

Activity #1 3:00 min

Review Files

1. Create Folders
2. Rename Files, as needed
3. Move files into folders
4. Delete old files/folders or place in a folder named review

Review Pages

1. Unpublish all pages within Pages
2. Publish all Pages within Modules
3. Review all pages that are not published within Pages (Delete/publish/link to modules)



Course Settings

Grade Scheme

- Rounded or whole number
- Official ACPHS Grade Schema

The screenshot displays the 'Course Details' page for a course. The left sidebar contains navigation links: Home, Announcements, Syllabus, Modules, Grades (23), Zoom, Assignments, People, Collaborations, Discussions, Quizzes, Files, Pages, Outcomes, and Settings (1). The main content area shows the 'Course Details' tab (2) with a 'Grading Scheme' dropdown (3) set to 'Official ACPHS Grade Schema - Rounded' (6). Below this, there is a checkbox for 'Enable course grading scheme' (4) and a 'view grading scheme' link. A 'Select Another Scheme' button (5) is visible, which opens a modal window showing a list of grading schemes for the 'College of Pharmacy and Health Sciences'. The modal lists various schemes, with 'Official ACPHS Grade Schema - Rounded' selected. A 'Use This Grading Standard' button (7) is at the bottom of the modal. The 'Update Course Details' button (8) is located at the bottom right of the page.

| Grade | Range |
|-------|-------------------|
| A+ | 100 % to 96.5% |
| A | < 96.5 % to 92.5% |
| A- | < 92.5 % to 89.5% |
| B+ | < 89.5 % to 86.5% |
| B | < 86.5 % to 82.5% |
| B- | < 82.5 % to 79.5% |
| C+ | < 79.5 % to 76.5% |
| C | < 76.5 % to 72.5% |
| C- | < 72.5 % to 69.5% |
| D+ | < 69.5 % to 66.5% |
| D | < 66.5 % to 62.5% |
| D- | < 62.5 % to 59.5% |
| F | < 59.5 % to 0% |



Grade Posting Policy

Manually Post Grades

- Do you want all assignment grades to be hidden?
- Do you want to open any assignments?

Late Policies | **Grade Posting Policy**

Individual Assignment Grade Posting

Automatically Post Grades
Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

Manually Post Grades
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

While the grades for an assignment are set to manual, students will not receive new notifications about or be able to see:

- Their grade for the assignment
- Grade change notifications
- Submission comments
- Curving assignments
- Score change notifications

Once a grade is posted manually, it will automatically send new notifications and be visible to students.

Gradebook ▾ View ▾ Actions ▾ 2 Search... 4 ⚙

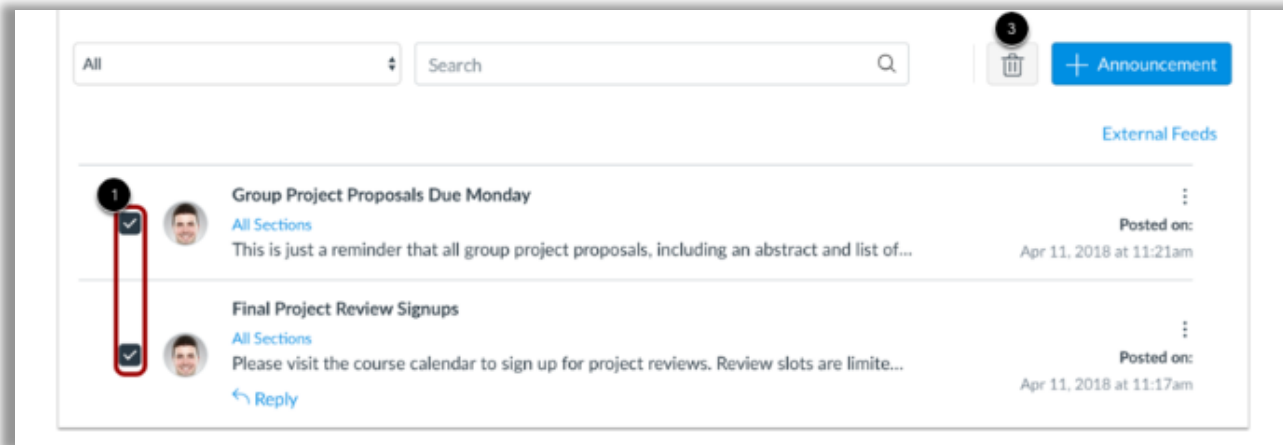
| Student Name | "Identifying Symbols" Group ... Out of 5 MANUAL 1 | Perspective Analysis - Module 1 R... Out of 50 2 | Total |
|--------------|---|--|-------------------------|
| Emily Boone | - | 📄 | 93.33% |
| Jessica Doe | - | 50 | 🔒 100% |
| Max Johnson | - | 44 | 🔒 86.25% 3 |
| Bruce Jones | - | 38 | 🔒 75% |
| Joe Rogers | - | 49 | 🔒 98.75% |



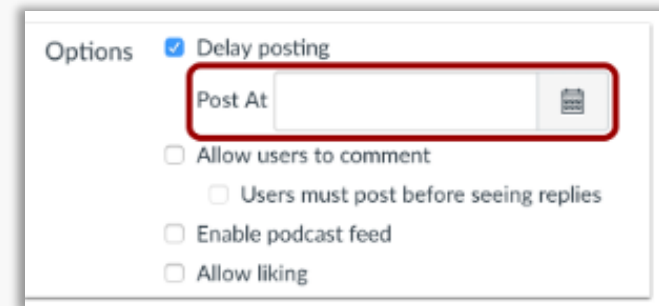
Announcements

Delete or Delay Post

- Copy and paste into a Word Document to save for later



A screenshot of a course announcement feed. At the top, there is a search bar with the text "All" and a search icon. To the right of the search bar is a trash can icon with a "3" notification bubble and a blue "+ Announcement" button. Below the search bar, the text "External Feeds" is visible. The feed contains two announcements. The first announcement is titled "Group Project Proposals Due Monday" and includes a red box around a trash can icon with a "1" notification bubble. The second announcement is titled "Final Project Review Signups" and includes a red box around a trash can icon with a "1" notification bubble. Both announcements include a profile picture, a link to "All Sections", a description, and a "Posted on:" timestamp.



A screenshot of the "Options" menu for a post. The menu is titled "Options" and includes a checked checkbox for "Delay posting". Below this, there is a "Post At" field with a calendar icon to its right, which is highlighted with a red box. Other options in the menu include "Allow users to comment", "Users must post before seeing replies", "Enable podcast feed", and "Allow liking".

The background features a horizontal band with a blue-to-purple gradient. Overlaid on this are several thin white circles of varying sizes. A white rectangular box is positioned on the left side of the band, containing the text 'Assignments'.

Assignments

Review

- Delete Duplicate Assignment Groups
- Verify due dates and module access

The screenshot shows a list of assignments under the heading 'Weekly Assignments'. The assignments are:

- What are Biomes?** (17.5 pts - 10 pts, status: green checkmark). This row is highlighted with a red box. Numbered callouts: 1 (title), 2 (due date), 3 (points), 5 (module name).
- Welcome to class!** (Welcome to Bio 101 Module | Due Feb 17 at 11:59pm | 10 pts, status: green checkmark). Numbered callout: 4 (status icon).
- Safety in Science - Symbols** (Multiple Modules | Due Mar 5 at 11:59pm | 25 pts, status: red X). Numbered callout: 4 (status icon).
- Debunking the Paranormal** (Logical Fallacies and Science Module | Due Oct 9, 2019 at 11:59pm | 60 pts, status: green checkmark).

Bulk Update Due Dates

The screenshot shows the 'Edit Assignment Dates' interface. At the top right, there are buttons for '+ Group', '+ Assignment', and a menu icon (three dots) labeled '1'. Below the menu icon is a button labeled '2 Edit Assignment Dates' with a pencil icon, and the text 'Assignment Groups Weight' below it. The main interface has the title 'Edit Assignment Dates' and a status '0 assignments selected' with buttons for 'Batch Edit', 'Cancel', and 'Save'. Below this is a 'Select by date range' section with two date input fields and an 'Apply' button. The main table has columns: 'Title' (with callout '1'), 'Due At' (with callout '2'), 'Available From' (with callout '3' and arrows pointing to 'Available From' and 'Available Until'), and 'Available Until'. The table contains five rows of assignment data.

| <input type="checkbox"/> Title 1 | Due At 2 | Available From | Available Until |
|---|------------------|-----------------|-----------------|
| <input type="checkbox"/> Articles of C... | Thu Aug 22, 2019 | | |
| <input type="checkbox"/> Course Intro... | Fri Aug 23, 2019 | | |
| <input type="checkbox"/> Position Pap... | Mon Aug 26, 2019 | | |
| <input type="checkbox"/> American Re... | Fri Nov 8, 2019 | Thu Nov 7, 2019 | Fri Nov 8, 2019 |

Activity #2 3:00 min

Access Assignments

1. Review Due Dates
2. Make sure all assignments are linked to Modules
3. Test out Bulk Update Due Dates

The background features a horizontal band with a blue and purple gradient, overlaid with several large, semi-transparent white circles. A white rectangular box is positioned on the left side of this band, containing the text 'Link Validator'.

Link Validator

External and Internal Links

Home **2** Course Details Sections Navigation Apps Feature Options

Announcements

Syllabus

Modules

Grades

Zoom

Assignments

Collaborations

Discussions

Files

Outcomes

Pages

People

Quizzes

Rubrics

UDOIT

Settings **1**

Course Details

Image:

Name:

Course Code:

Blueprint Course: Enable course as a Blueprint Course

Time Zone:

SIS ID:

Subaccount:

Term:

3

Share to Commons

Student View

Course Statistics

Course Calendar

Conclude this Course

Delete this Course

Copy this Course

Import Course Content

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

| | |
|-----------|------|
| Students: | None |
| Teachers: | 1 |

Course Link Validator

The course link validator searches course content for invalid or unreachable links and images.

4

Show links to unpublished content

External and Internal Links

- For Internal Link Errors: Watch for Course Number



- You can check only Published Content
- Restart to see your progress
- Ignore warning for Homepage

A screenshot of a "Homepage" page. It features a warning message: "Links to other courses in this resource may not be accessible by the students in this course:". Below the warning are four links, each with a green padlock icon: "Center for Student Success", "Institutional Policies & Resources", "Technology Requirements", and "Canvas Tutorials".

A screenshot of a course page with several sections. The sections are: "Safety in Science - Symbols (Peer Reviews)" (ASSIGNMENT), "Welcome to class!" (DISCUSSION), "Laboratory Bench" (PAGE), "Home" (PAGE), and "Personal Protective Equipment" (PAGE). Each section has a list of "Unpublished content referenced in this resource:". Annotations include: 1. A red box around the top section. 2. A red arrow pointing from the "preview" link in the "Welcome to class!" section to the "Laboratory Bench" section. 3. A red box around the "Non-existent content referenced in this resource:" message in the "Home" section, with a red arrow pointing to the "at-the-laboratory-bench" link. 4. A red box around the "External links in this resource were unreachable:" message in the "Laboratory Bench" section, with a red arrow pointing to the "http://www.ck12.org/physical-science/Safety-in-Science-in-Physical-Science/lesson/Safety-in-Science/r38/" link.

The image features a decorative background with a gradient of blue and purple hues. Overlaid on this background are several thin, white circular lines of varying radii. A prominent white rectangular box is positioned on the left side of the image, containing the word "Accessibility" in a bold, black, sans-serif font.

Accessibility

UDOIT

Cons

- Will not scan Documents
- Will not scan External Content

Pros

- Inline edits
- Suggest edits
- Only Scan for errors
- Checks for: Use of page headings, Alternative text for images, Table headers, Color contrast, Descriptive link text, Video captions

The screenshot displays the UDOIT interface for a course cleanup. The top navigation bar shows 'Course > Course Cleanup'. A sidebar on the left lists various course elements: Home, Announcements, Syllabus, Modules, Grades, Zoom, Assignments, Collaborations, Discussions, Files, Outcomes, Pages, People, Quizzes, Rubrics, UDOIT (highlighted with a blue circle and the number 1), and Settings. The main content area features the UDOIT logo (v2.6.4) and a 'Scan Course' button. Below the logo, there is a 'Welcome to UDOIT!' message and a 'What does UDOIT look for?' search box. The 'Content' section has a 'Select All' checkbox and a list of content types: Announcements, Assignments, Discussions, Files, Pages, Syllabus, and Module URLs, all of which are checked. A blue circle with the number 2 is positioned next to the 'Files' checkbox. The 'Scan for' section has a 'Select All' checkbox and a list of scan options: Errors and Suggestions, both of which are checked. A blue circle with the number 3 is positioned next to the 'Errors' checkbox. At the bottom, a green button labeled 'Scan This Course' is highlighted with a blue circle and the number 4.

Activity #3 After Session

Run the UDOIT report

1. Fix all errors on the UDOIT report
2. Look at the Suggestions on the UDOIT Report

Run the Link Validator for Published content only

1. Fix external links
2. Fix internal links

Review

- [Student View](#)
- Files: [Move/Organize](#) and [Rename](#)
- Pages: Identify Unused Pages
- Course Settings: [Grade Scheme](#)
- [Grade Posting Policy](#)
- Announcements- [Delete All](#), [Delay Post](#)
- Assignments: Delete Duplicates, [Verify Due Dates and Module Access](#), [Bulk change Due Dates](#)
- [Validate Links in Content](#)
- Accessibility: [UDOIT](#)

**CENTER
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Thank you!

<http://bit.ly/cilacphs>