UNIVERSITY of HOUSTON

DEPARTMENT OF MATHEMATICS

THE INSTRUCTOR'S HANDBOOK TO CANVAS
AND INTEGRATION OF CANVAS WITH CCS
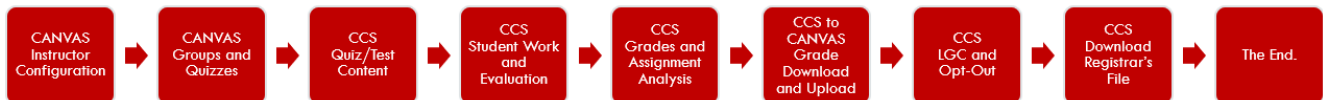SPRING 2023

CANVAS Instructor Configuration → CANVAS Groups and Quizzes → CCS Quiz/Test Content → CCS Student Work and Evaluation → CCS Grades and Assignment Analysis → CCS to CANVAS Grade Download and Upload → CCS LGC and Opt-Out → CCS Download Registrar's File → The End.

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INTRODUCTION

Starting from the Summer of 2023, all UH instructors will exclusively utilize CANVAS as the Learning Management System. Consequently, it is crucial to acquire proficiency in effectively using CANVAS and seamlessly integrating it with other platforms, particularly CCS. CCS, the integrated version of the former CASA courseware system, has been designed to synchronize with CANVAS assignments and gradebook.

This handbook serves as a comprehensive guide to assist you in configuring CANVAS assignments and its gradebook, while seamlessly integrating these settings with CCS. If your course previously relied on the formal CASA courseware for online quizzes, tests, and other assessments, you will now transition to using CCS.

Throughout this guide, you will discover numerous new features that CANVAS offers, enabling you to enhance the effectiveness of your CANVAS course. It is important to note that this handbook primarily focuses on the fundamentals.

We will begin by providing guidelines on how to request CANVAS shells for your courses. Subsequently, we will proceed with step-by-step instructions on building the content of your CANVAS courses, including the Home Page, Syllabus, CANVAS groups, assignments for each group, Modules, and Gradebook. The setup process will emphasize the significance of CANVAS groups and their corresponding assignments, as they serve as the framework for the CANVAS gradebook and CCS usage.

After the completion of the CANVAS setup, we will proceed with the implementation of the CCS structure. This phase will involve learning how to install content for quizzes, tests, and practice tests within CCS, ensuring their accessibility to students. Additionally, we will explore how CCS facilitates the assessment of student performance in each assignment completed through its platform. This feature is similar to the functionality provided by CANVAS for quizzes created directly within the CANVAS system.

Finally, and of utmost importance, CCS provides us with the LGC (Letter Grade Calculator) to calculate letter grades at the end of the semester. This invaluable tool streamlines the process of determining final grades based on the established criteria from the CANVAS setup.

STEP 1: REQUEST CANVAS SHELLS FOR YOUR COURSES AND CONNECT TO CCS

You should be receiving emails from **UH Course Request Communication** to request your courses you will be teaching with all the instructions. For your convenience, you can click to this link to see how this process works: [How to submit a course request (detailed instructions)](#)

The CANVAS shells for your courses will be created in a timely manner to allow you enough time to set up your course with all the necessary details, information and assignments, before the semester starts.

Important Note: If you are requesting a course that has labs associated with it, then it is strongly recommended to request a merging of your course with its labs (unless the lab has a separate grade.) For example, this rule should apply to all calculus courses taught at UH, i.e. Math.2413/Math.2414/Math.2415 courses. This merging request is done in three steps as the following image shows:

Important Note: If you cannot see the labs of your course after you select the merging feature, then please add a note at the comment section of the request and emphasize that you want the lecture and the labs to be merged. Write down all the lab sections to be included in the merge:

🔘 Starting template: [Standard UH Template   ▾]

⚪ Copy from my previous course: [Select a course   ▾]

⚪ Copy from another instructor's course.
- A new window will pop up to search your requested course.
- Note: We will contact the original Instructor asking for approval to copy material into your course shell. If Instructor is not available, Dept. Chair permission will suffice.

➡️ **Special Instructions**
- Early load date? Please supply specific date
- Older Template not available? Provide details
- Don't want any Teams course created? Please note that below
- Anything else? Please enter it below
- Note: TA requests are performed after "Submit Request" is complete

> Enter the lab sections to be merged.

```
Please merge with the following lab sections:
math 2414/11520, math 2414/11521, math 2414/14343, math 2414/14344
```

[Continue]

The course request will be completed in a timely manner.

Once your CANVAS shell courses are created, it is important to contact Herbert Ward (hjward2@central.uh.edu) via email to request the activation of the corresponding CCS course shells. Please reach out to Herbert Ward at the provided email address to ensure the integration of CCS with your CANVAS course.

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STEP 2: CANVAS CONTENT MANAGEMENT AND NSM COURSE TEMPLATES

The courses are created and now it is time to start building up the content. You can access your CANVAS account through AccessUH (click the CANVAS icon) or directly through https://canvas.uh.edu/.

After you login to your CANVAS account, you will see the CANVAS dashboard, which displays all your courses you will be teaching (and/or courses you have taught in the past.) There are two different types of courses: Published and Unpublished.

Published courses are the ones you have either taught in a previous semester or the ones you will be teaching. **If the course is published, the students can access your course and its contents.** Any unpublished courses that appear on your dashboard will be in their own "unpublished drafts" section of the page. Simply click the **publish** button on the course card to publish it.

By default, the CANVAS courses may be created in the published mode, which allows students to have access to the course content in CANVAS. You are strongly advised to put all your courses in the "Unpublished" mode. This allows the instructor to edit the course content without having students being exposed to unfinished work of yours. Once your content is ready, you should publish your course to make it accessible to the students. You can publish your course site in two ways: From the course's homepage, or from your Canvas Dashboard.
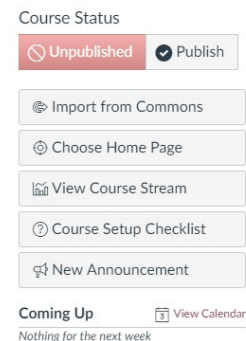
Publishing your course from your Dashboard

Simply push the publish button on the course

card to publish it:

Dashboard

Published Courses (9)

2023SP MATH1314 13416 - Colle...
MATH1314 13416 - College ...
H 2023 Spring 6

Unpublished Courses

Publish

CANVAS and CCS

2023FE MATH2414 185960F - Sa...
MATH2414 185960F - Sandb...
H Forever
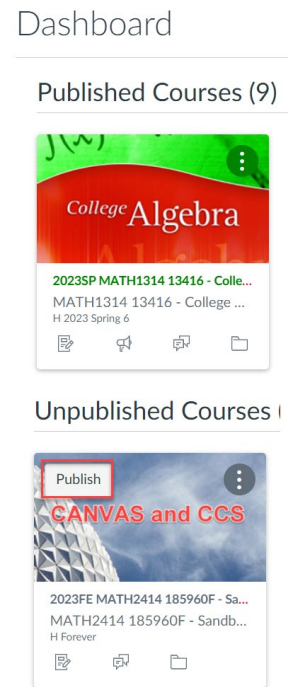
Publishing your course from the course's homepage

Publish your course by clicking the **Publish** button in the course status bar on the main course page.

A **red box** with the word "Unpublished" means

that students cannot access your course.

Course Status

⊘ Unpublished   ✔ Publish

🌐 Import from Commons
⊕ Choose Home Page
📊 View Course Stream
? Course Setup Checklist
📢 New Announcement

Coming Up   📅 View Calendar
Nothing for the next week

A **green box** with the word "Published" means that enrolled students can access your course.

Note: Published courses that haven't yet been accessed by students can be unpublished.

Note: Published courses that have been accessed by students cannot be unpublished:

Using NSM Templates for your Course

In the following steps of this handbook, we will show how to build the CANVAS course content from scratch and how to manage it properly.

On another note, you can use **NSM templates** to help you organize your course content.

The NSM-IT Canvas Course Templates have been designed to help you get started structuring your content in Canvas and can be easily imported into your course and customized for your needs.
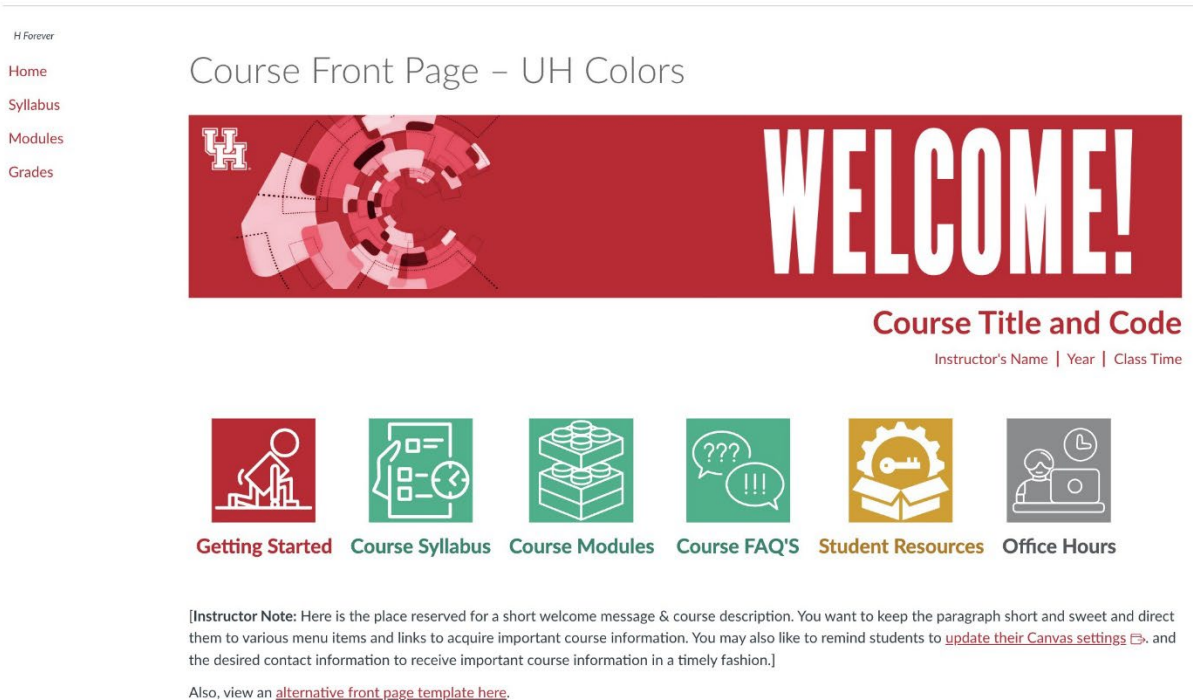
- **NSM-IT Sample Template Basic**:

  View NSM-IT Basic Template mini-showcase: To preview the template to get an idea of what would work best to guide the student learning in your course.
  View NSM-IT Sample Template Basic – Production Course

  For your convenience, I will provide some screenshots of how this template will look like in your CANVAS course.

  Homepage Look:

Syllabus Look:

Course Syllabus

Course Name | Course Number | Course Section

The template below is just that: a template. This is an optional resource. We invite faculty to edit the content to best fit their courses. Currently, the template structure meets the following Quality Matters standards 1.2, 1.3, 1.4, 1.5, 1.6, 6.4, 7.1, 7.2, 7.3, 8.6.

To incorporate this into your course, follow the instructions below:

1. Click on Edit.
2. Click on HTML Editor to edit using code (necessary for Syllabus Navigation)/ copy and paste text into the needed areas to modify content.
3. Click Save/Save and Publish.

Syllabus Navigation

<u>Course Policies</u>

- Course Description and Structure
- Prerequisites and Necessary Skills
- Required Texts and Materials
- Course Outcomes
- Technical Requirements
- Technical Support
- Course Assessment & Grades
- Academic Support Services
- Online Etiquette
- Participation
- Course Absence
- Late Work
- Plagiarism
- Syllabus Revision
- Fair Use
- UH Required Syllabus Language

<u>University Policies</u>

- Accommodations
- Intellectual Dishonesty
- Title IX Sexual Misconduct
- Code of Student Rights, Responsibilities, and Conduct
- Campus Grading Policies
- Grade Appeal
- Dropping a Course

Download a copy of the syllabus ▭⇥

Download the Course Schedule

Office Hours Look:

If you prefer this look for your course, there are two ways to adopt this template.

You either can import from Commons or you can import from a downloaded package file. Copying this template from Commons is the best approach.

Commons is a learning object repository that enables educators to find, import, and share resources. Being a digital library full of educational content, Commons allows Canvas users to share learning resources with other users as well as import learning resources into a Canvas course.
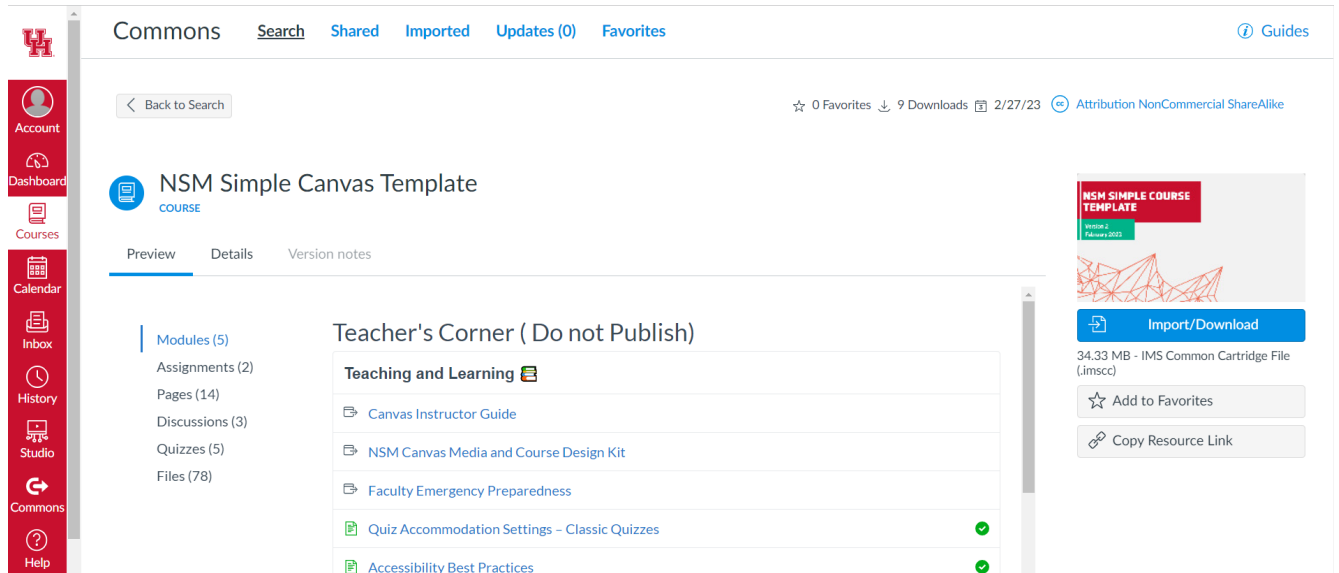
Here are the steps to import from Commons:

1. In your main page of your CANVAS course shell, on the right-side column, click Import from Commons, and proceed:
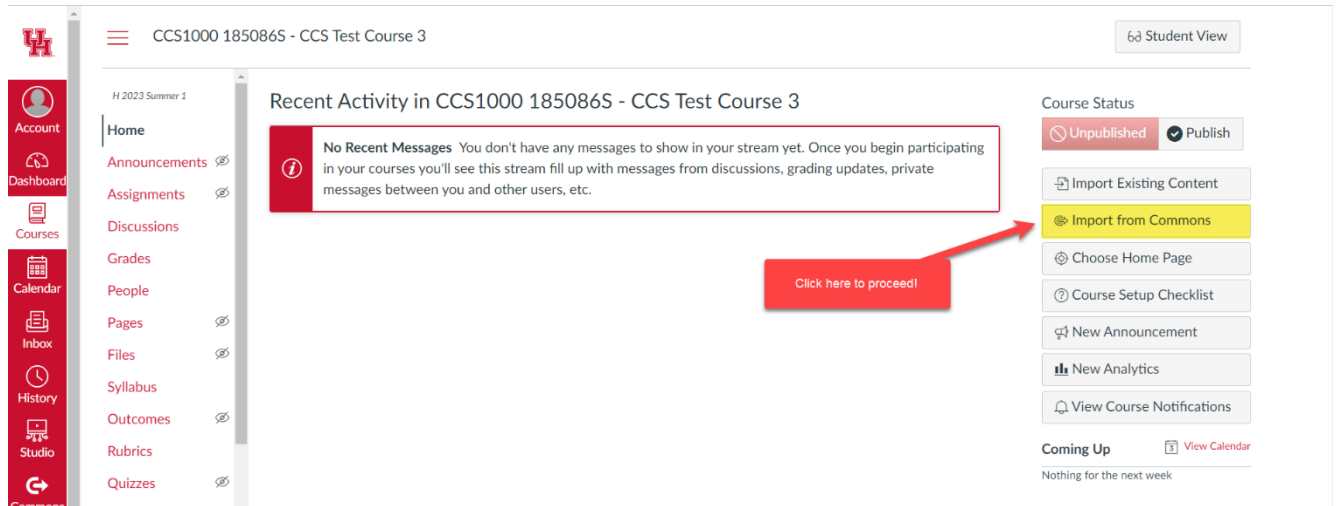

2. You will be directed to the Commons content. Write NSM Template on the Search bar, and you will see the template:
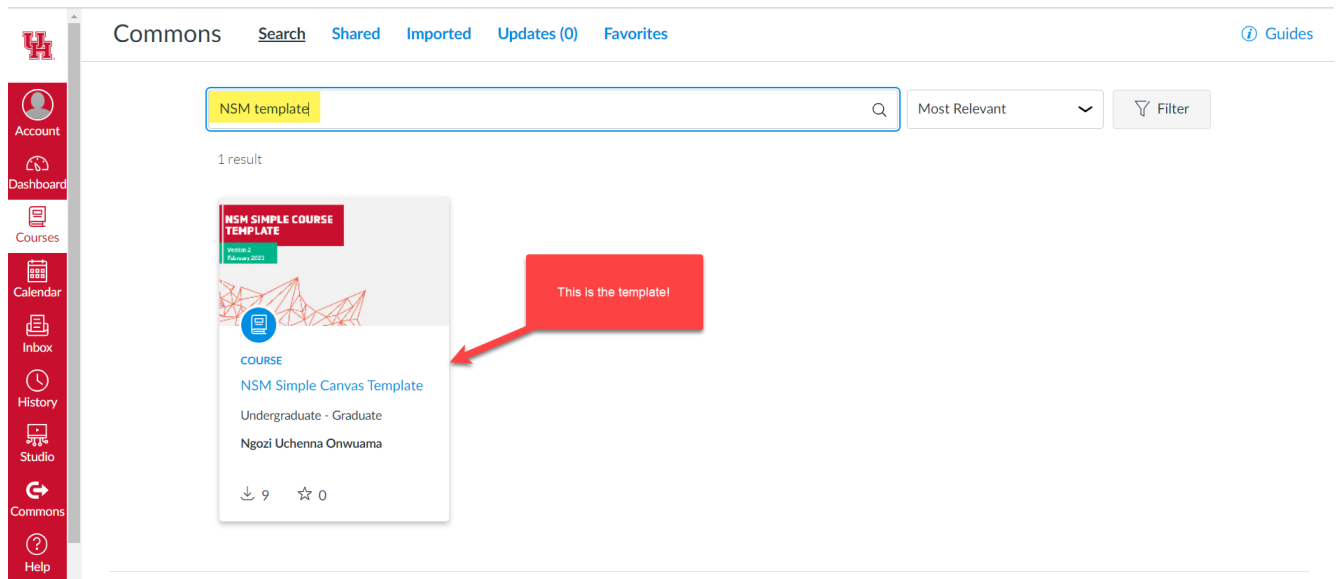
3. Open the template and feel free to check it out. On the right-hand side, click
    Import/Download:

4. Then you will be directed to select the course you want to import this template.
    **It is strongly recommended that you either import this template in an empty
    CANVAS shell or in a course you have not started setting it up. Otherwise, the
    old content will be overwritten.** Select the course and click Import:
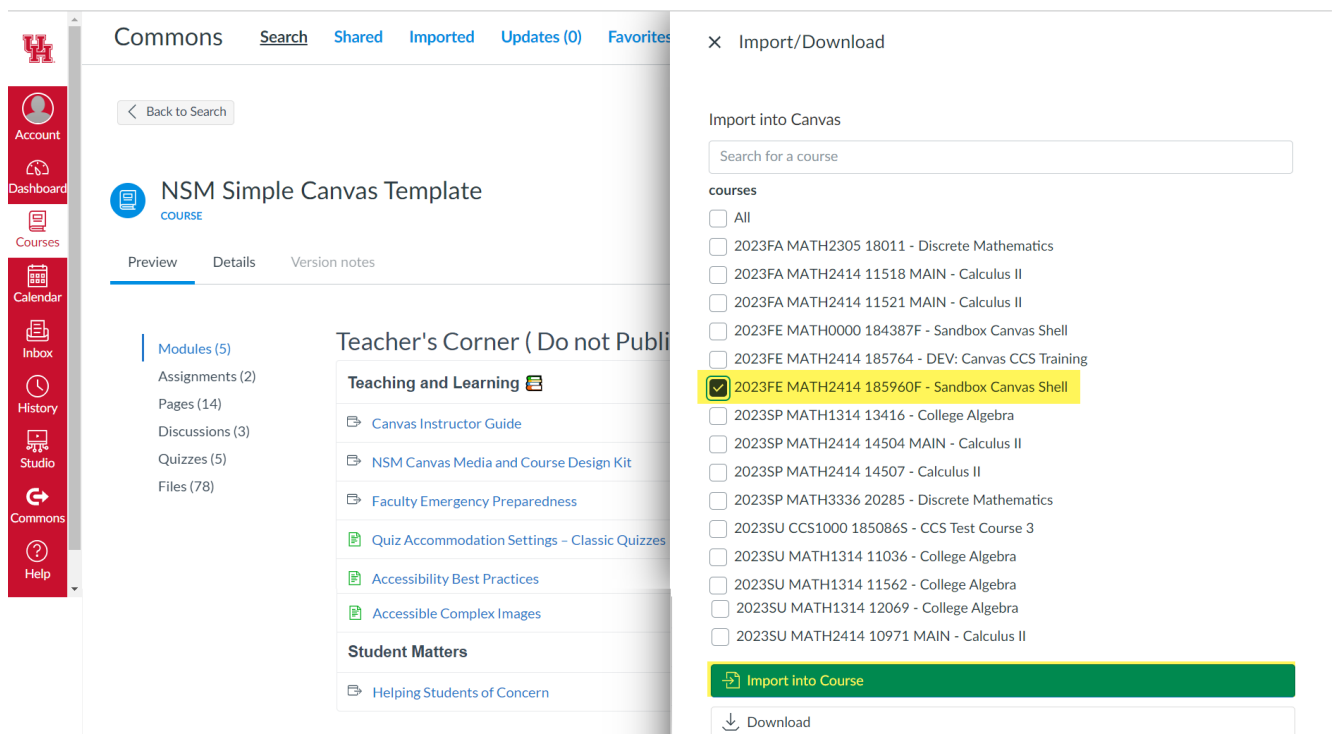
5. The template will be ready in your CANVAS course shell for you to use and modify.
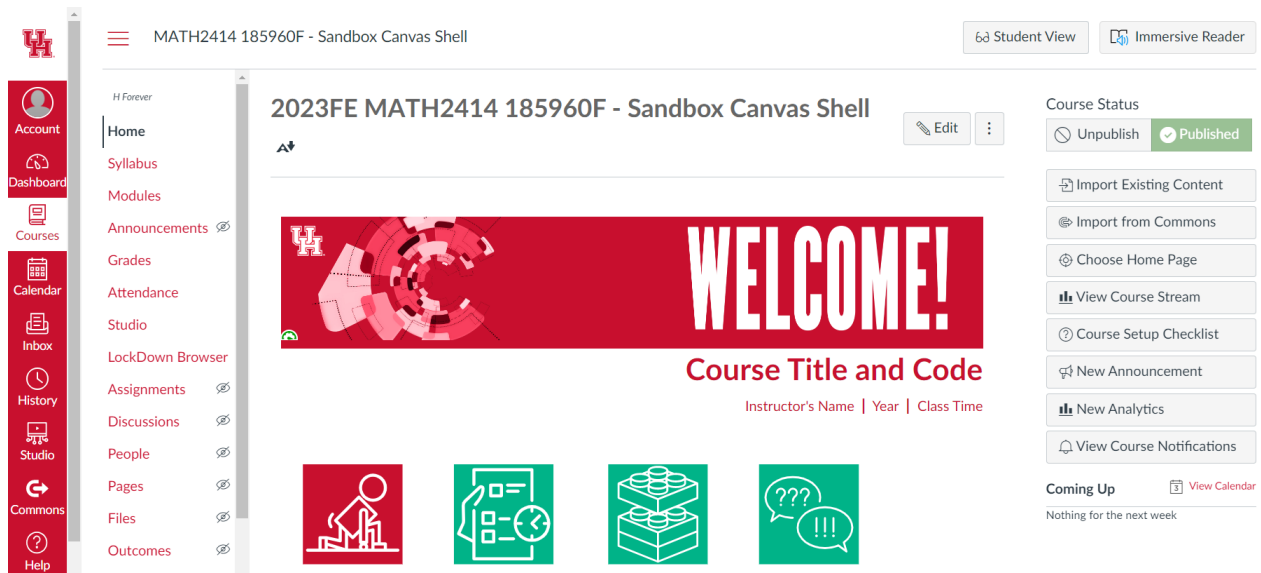

Do your changes properly before you publish to students.

- **NSM-IT Sample Template Embellished**

This template is a work in progress and has not been released to Commons yet. If you want to have a look at it, you can visit the following link:

View NSM-IT Template Embellished mini-showcase: To preview the template to get an idea of what would work best to guide the student learning in your course.

If you want to experiment with this template, you should download the template package from this link **Download** Canvas imscc file (do not try to open this file). Then, on your empty course main page, click Import Existing Content:
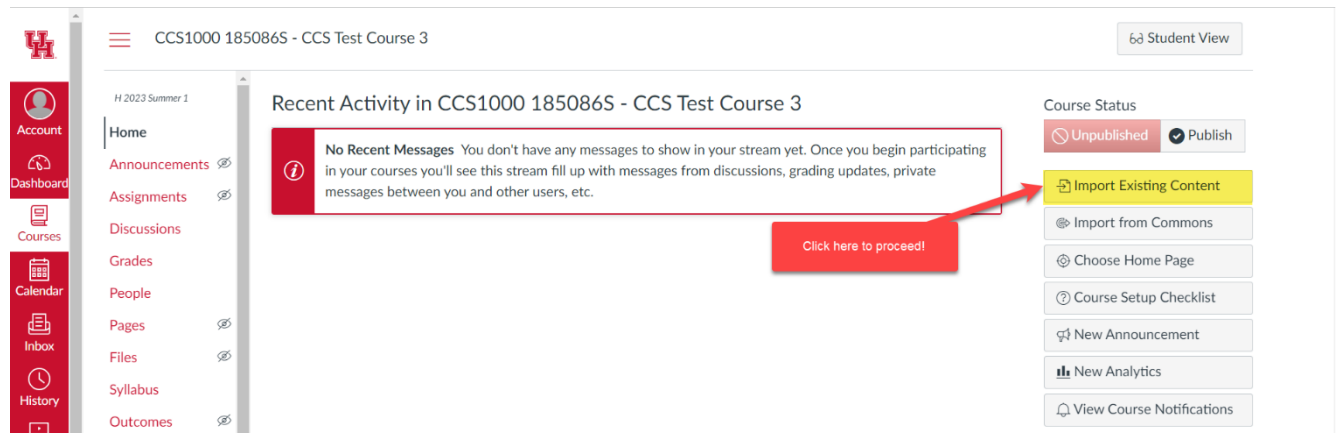
On the next step, choose Canvas Course Export Package to import the downloaded file from your computer:
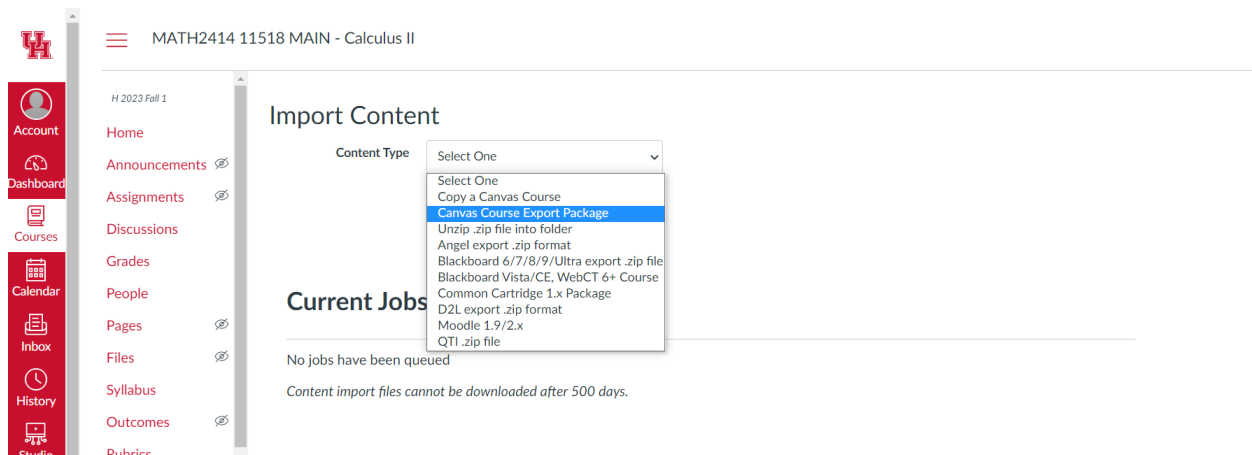
After uploading the package, you will be able to choose whether you want to upload all the features or only some of them:
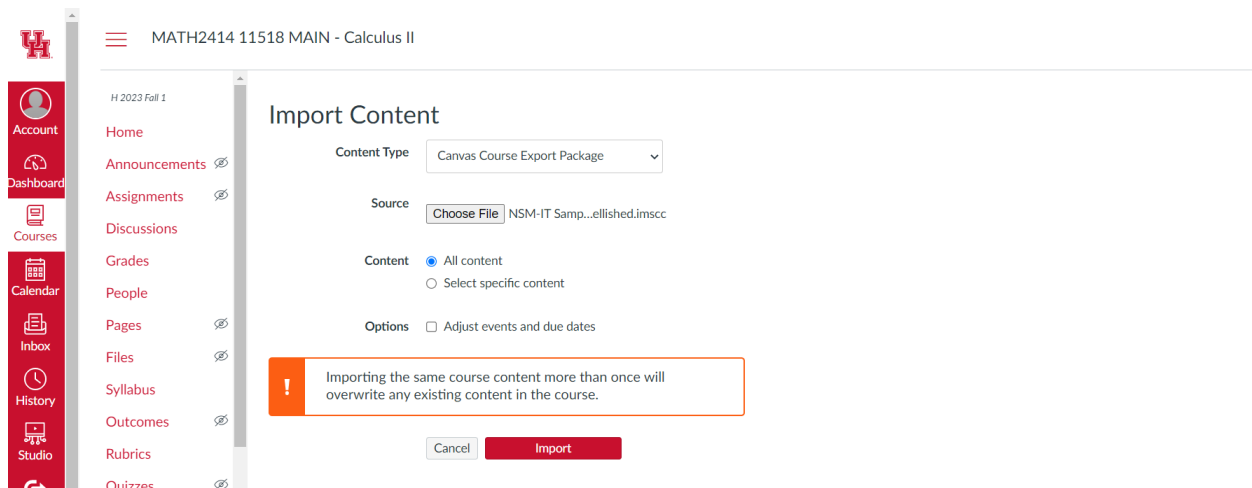
If you are uploading/importing into an empty sandbox shell, you should choose all content, and then modify and use selected content for your courses. Otherwise, you should know exactly what to copy for your use.

At the end, click Import. It will take some time (not too long) for your template to be uploaded in your CANVAS shell.

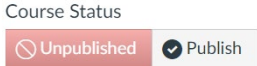This is all how to get advantage of some preset templates for your course.

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STEP 3: THE COURSE HOME PAGE AND THE NAVIGATION MENU ADDITIONS

Click the unpublished course you want to work on and you will be directed to the main page of that course. This is how the untouched main page looks like:
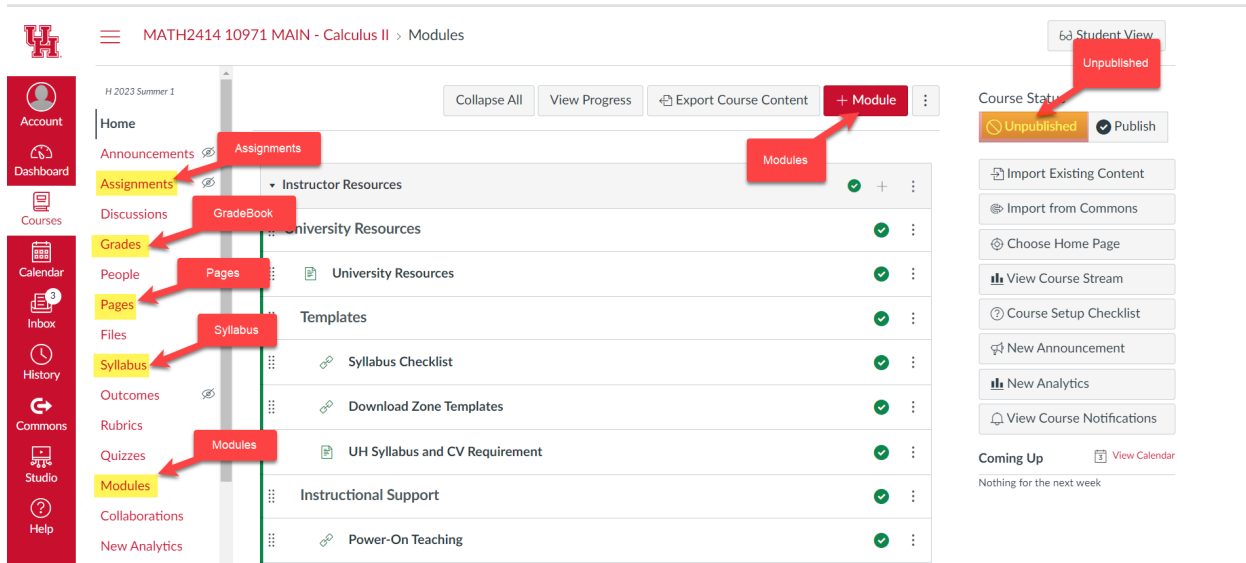
On the main page, you might see a module called "Instructor Resources". It is strongly recommended that you check them out if you need any help with those guidelines.

You should be able to see ⬛ the button for your course.

You should click Publish once you are ready. If you see a green arrow next to the item, you should know that students will have access to it as it is assigned. If you want to hide some content, just click on the green arrow, and your item will become inaccessible.

The course navigation menu is the column on the left side of the page with default links/tabs on it that helps the instructor to navigate easily through the course content. We have highlighted the features/links from the course navigation menu that are crucial in the initial setup. After we finish setting up all those features, your class is ready to publish. At the end, we will show how to add other important tabs for your course.

When a class is published, it is the instructor's choice to make an impression to your class. You can create a home page where you put your information and class information and maybe something more. Or you can choose the syllabus to show up, or you can leave it as it is, all will be fine.

We will show how to create a home page for your course. Click "Pages" on the left column. It is one of the highlighted features. You will see a list of the existing pages of instructor resources. Click "+Page" button as shown below:
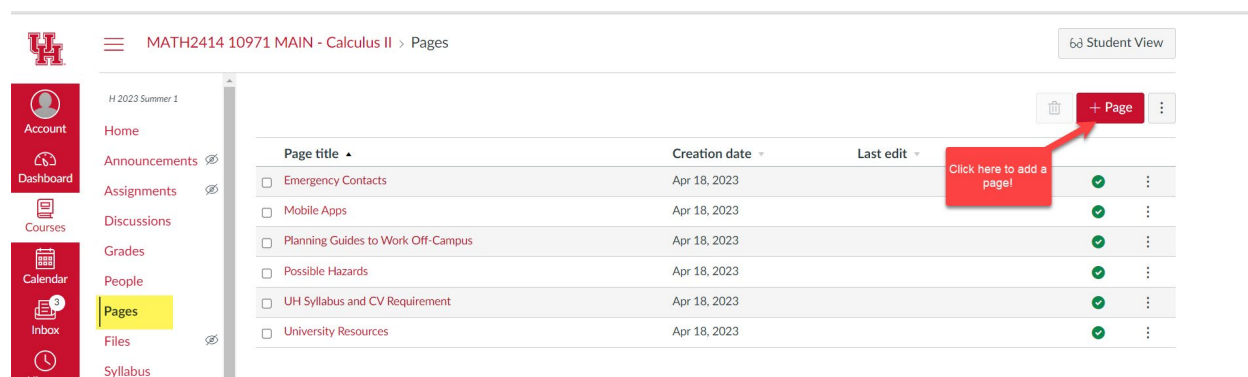
Then you will be directed to an empty page to fill:
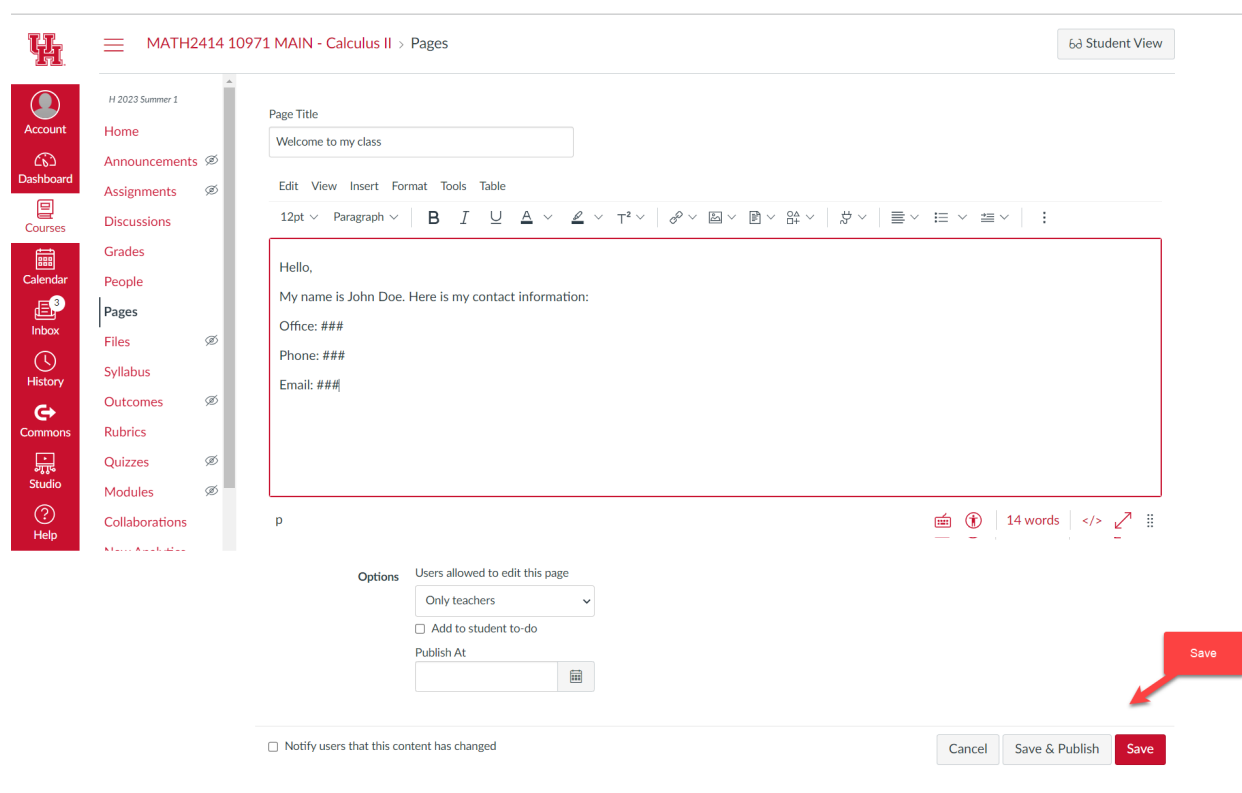
At the end, you should save to check how it look like, and if you are satisfied with the look, then you should publish it. Your page is ready.

Click the three dots and make it a "Front Page".

Then go **Home**, and click "**Choose Home page**" to select your Front page:

All is done. This is what your students will see when they login to this course:

You can make it pretty, you can add picture of yours, you can add a lot of things. Here is an example of how a home page can look like:
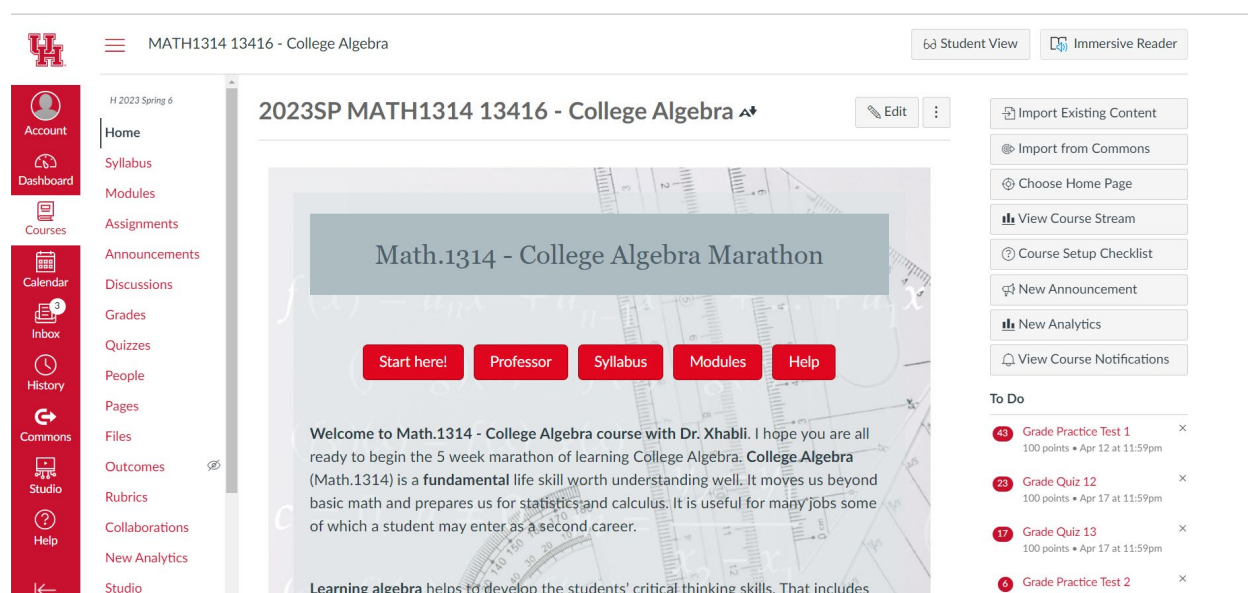
CANVAS allows you to do anything with your pages etc. You have features to add links, images, upload content and many more. You can keep it simple and set the home page to be your syllabus or your modules (where you put course content.) This is all about the Home Page of your course.

Adding Apps/Tabs on the Course Navigation Menu

The Course Navigation Menu is a series of tabs/links on the left side of your course that help you and your students access different course areas. The Course Navigation Menu is always visible on its respective pages.

As an instructor, you can control which links appear in Course Navigation. Canvas includes a set of default Course Navigation links that are shown by default and cannot be renamed. Depending on your course configuration, other links may be available and may be customizable.

Links to sections that don't have any content and that students cannot create content for will be automatically hidden for students and will display the Visibility icon to instructors. For example, if there are no learning outcomes set for the course, you will

see the Outcomes link with the Visibility icon, but students will not see the link at all. Configured External Apps may create additional Course Navigation links.

CCS system is an external App for which we should create a link/tab on the navigation menu. Here is how to add the CCS tab/link to your course navigation menu:
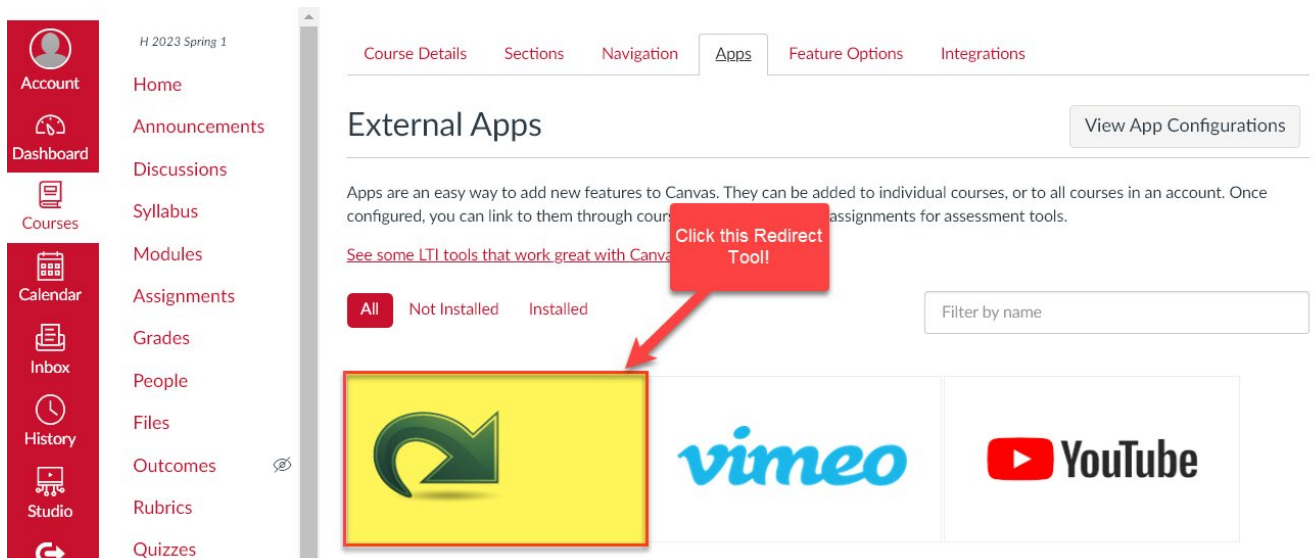
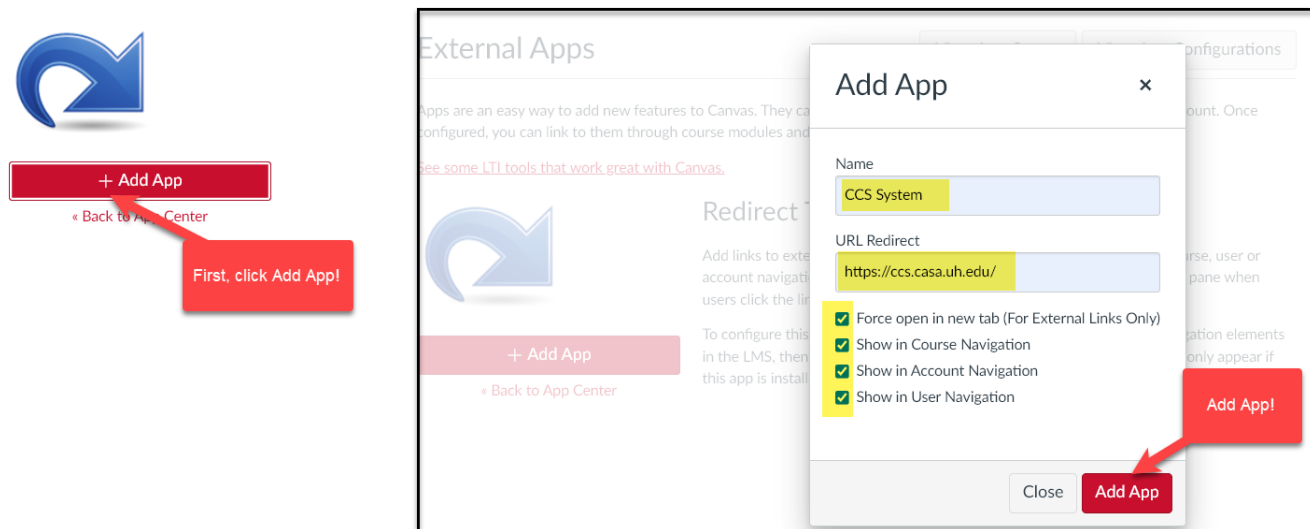1. Click Settings link from the course Navigation menu (it should be the last item).
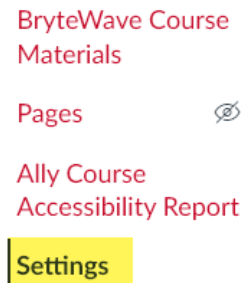
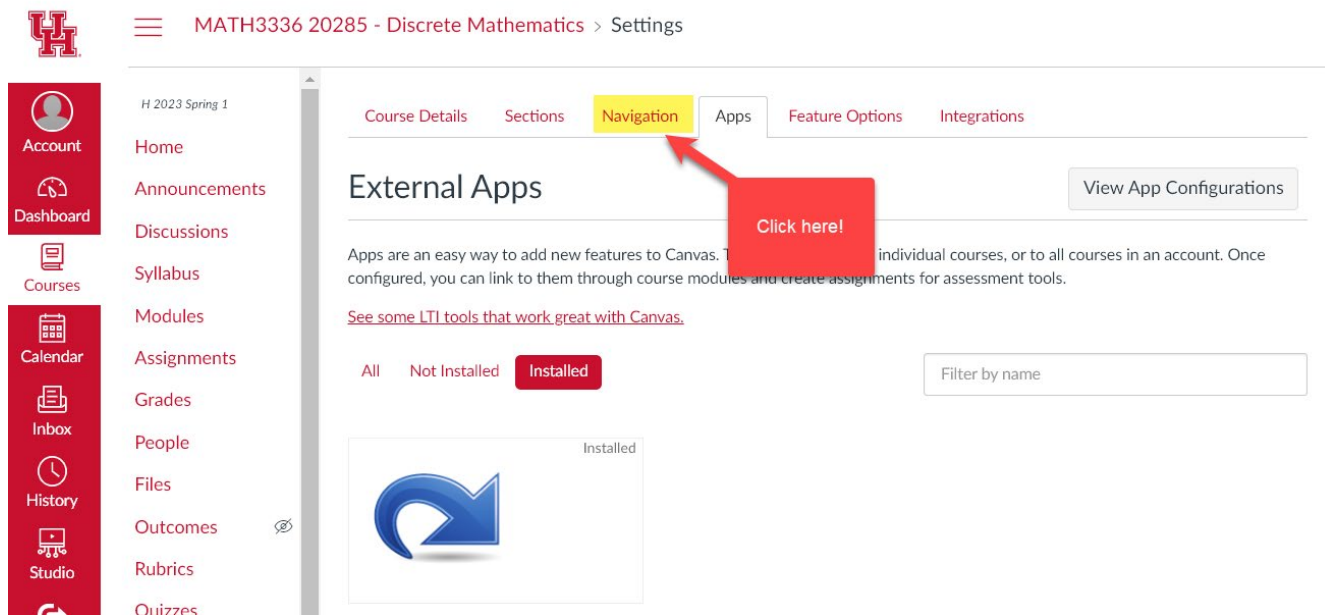2. On this page, click the Apps tab to continue:
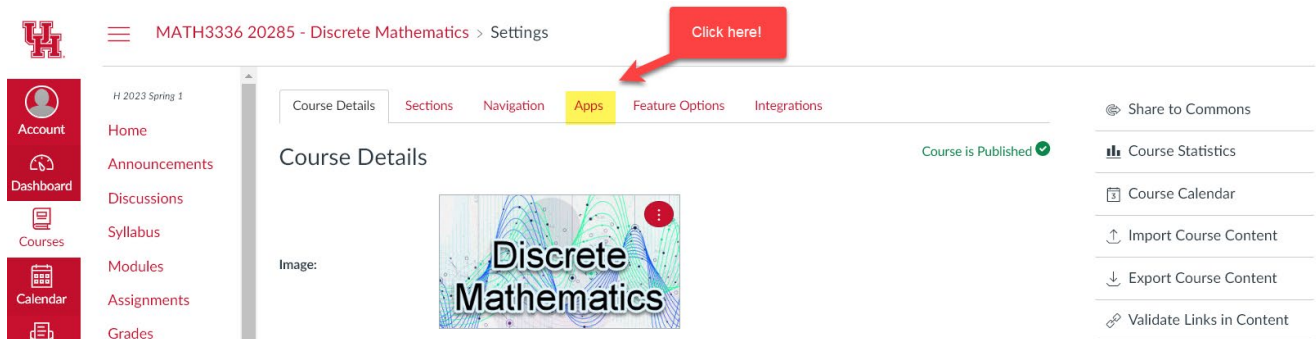
3. On this page, click the Redirect Tool icon and continue:

4. Then click +Add App and fill in the details. Click Add App at the end:

5. On this page, click Navigation tab:

6. Refresh the list, and find CCS System link and drag/drop to the position you like:

Do not forget to click **Save** at the end of this page. CCS System is added to menu.

You can check the CCS System tab/link is available in the course navigation menu now. Similarly, you can add Teams link or Google Drive links or other resources that are important for your course.
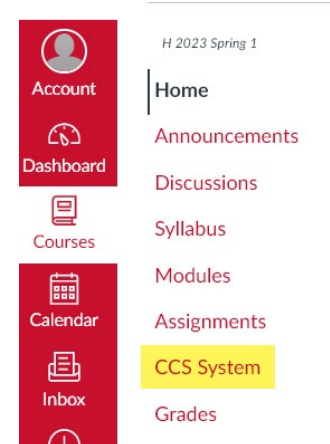
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STEP 4: THE COURSE SYLLABUS

On the home page, click the **Syllabus** on the left and then click **Edit** as shown below:

You can copy/paste your syllabus in word format (easy and strongly recommended for accessibility standards), or you can attach your pdf file of the syllabus, or you can type it on your own in the provided space. Once done, click Update. Your syllabus can look like:

This is how you can make the content of the Syllabus available. You can link the syllabus in your created homepage to give students one more reason to read it.

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STEP 5: CREATING GROUPS OF ASSIGNMENTS IN CANVAS

In CANVAS, the creation of assignments is a fundamental feature for any course. It allows instructors to design and administer assessments effectively. However, creating groups of assignments takes this functionality to the next level. Grouping assignments together is essential for instructors to monitor students' progress and ensure that the overall grading aligns with the percentages specified in the syllabus. This setup enables instructors to have a comprehensive view of students' performance throughout the semester.
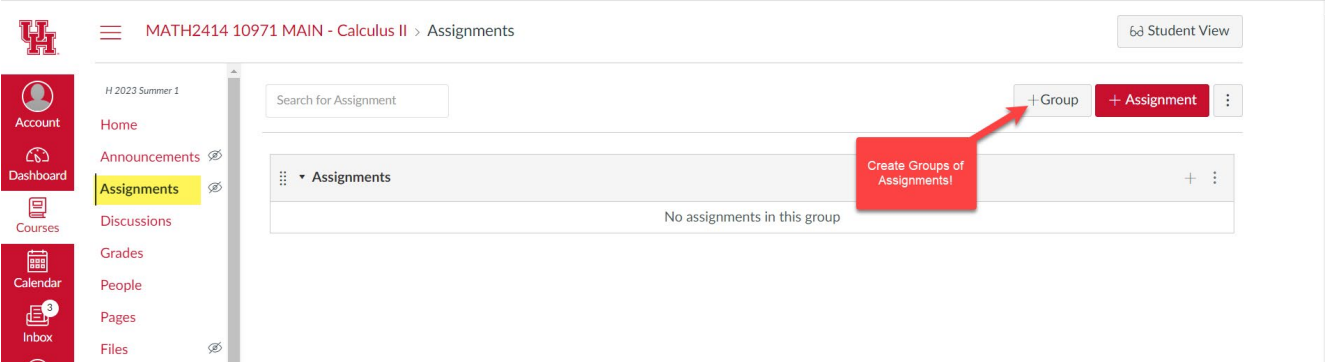
Moreover, the assignment grouping setup benefits students as well. They can easily track their progress and evaluate their performance over time. By organizing assignments into groups, students gain a clear understanding of their overall achievements and can gauge their progress in the course.

This setup holds great significance as it offers valuable insights and facilitates effective monitoring of student progress throughout the semester. It ensures that both instructors and students have a clear overview of the course and promotes a productive and informed learning experience.

Golden Rule #1:

Every assessment mentioned in syllabus must have their own group in CANVAS.

Click the **Assignments** on the left column of the page, and begin creating groups on the Assignments page. Click **+Group** to add a group for each assessment:

Write the name of the group and click **Save**:
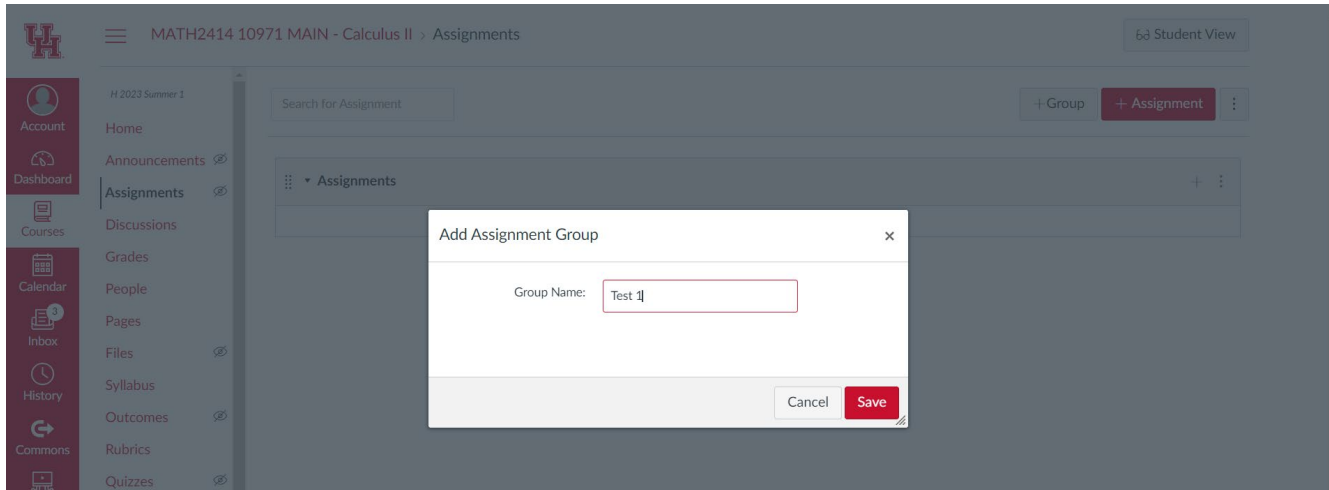
It is recommended to name the groups according to the different assessments you have in your syllabus. For example, if your syllabus contains Test 1, Test 2, Test 3, Final Exam, Online Quizzes, Homeworks and Poppers, **you should aim to create a group for each**.

Assignments and Percentages:

Test 1 - 15%
Test 2 - 15%
Test 3 - 15%
Quizzes - 15%
Homeworks - 10%
Poppers - 10%
Final - 20%

Repeat these steps to create all the groups that your course needs. After creating all the groups for each assessment, you have stated in your syllabus, it is time to assign their percentages as given in the syllabus. Click the three dots as shown:
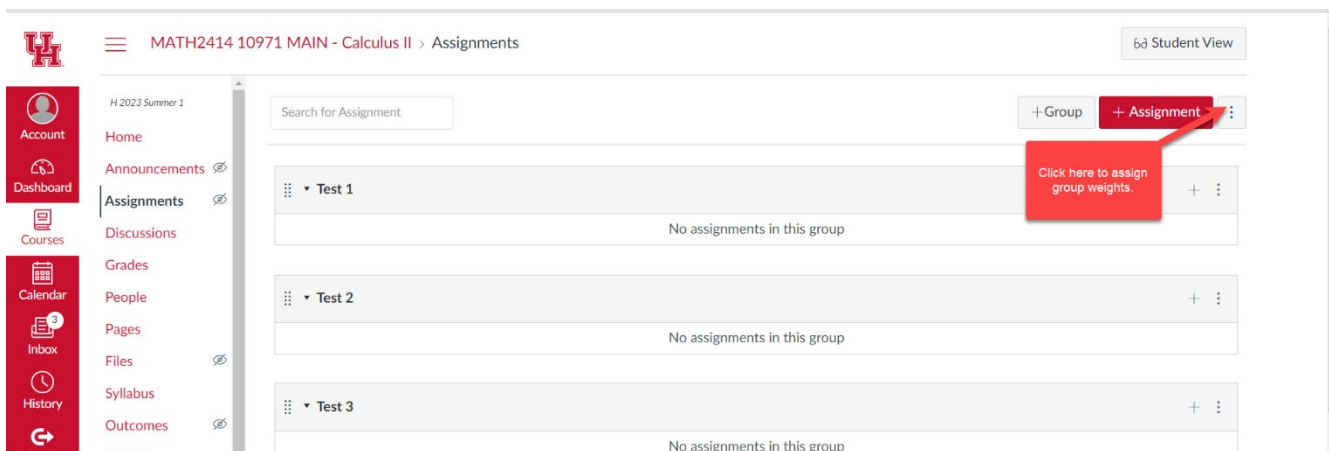
After you click the three dots, select the group weights option, and then complete them. Make sure they match with the percentages you have in syllabus. Save them:
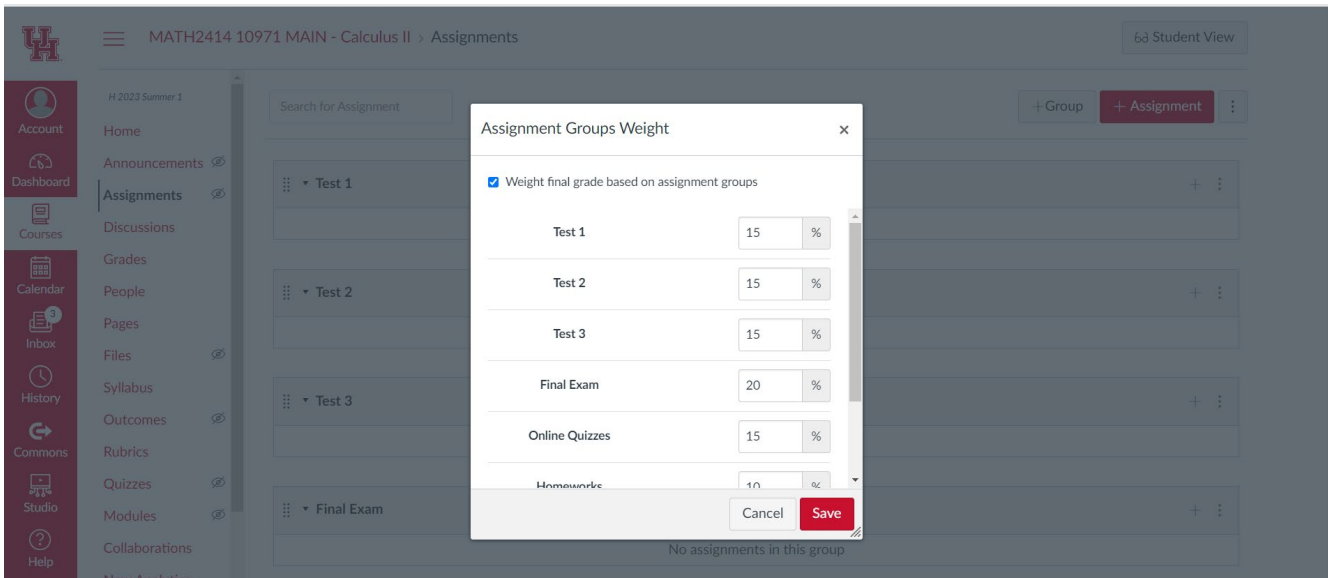
A cool thing about groups is that they show up next to the syllabus. You can always check from the Syllabus page to make sure that all is set properly.
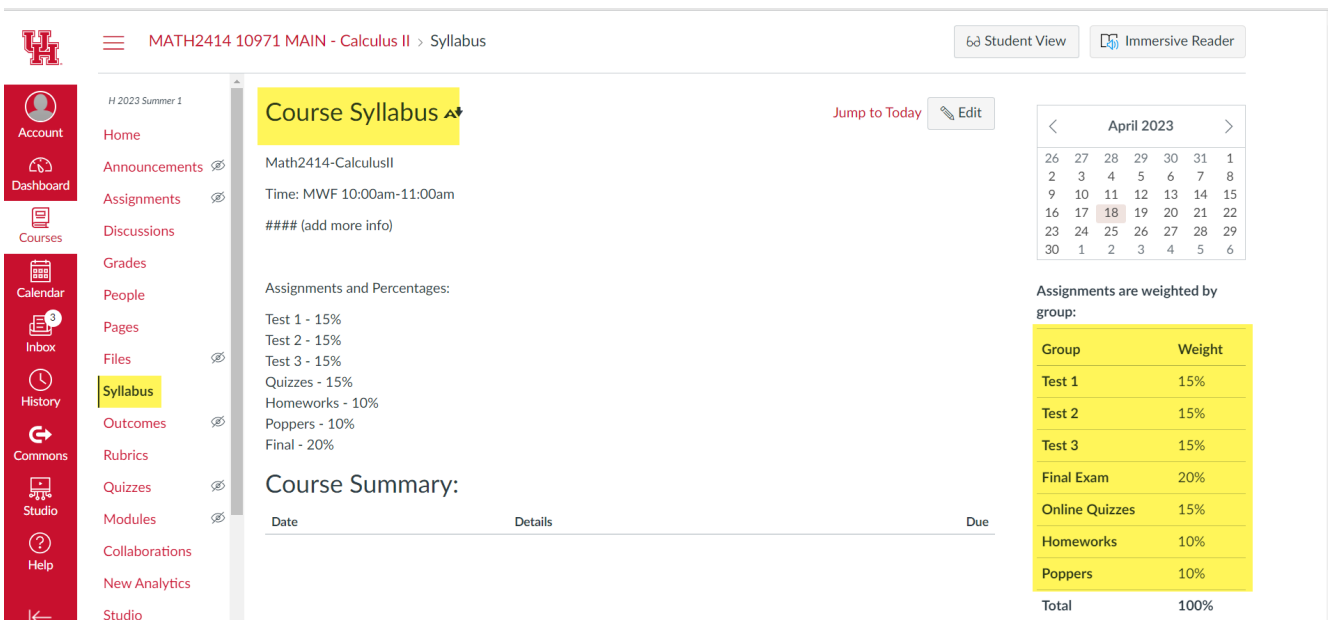
Practice Tests Group

If your course includes practice tests for students, it is recommended to create an additional group of assignments specifically for practice tests. These practice tests serve as a means for students to practice and prepare for the actual exams. To incentivize students to complete the practice tests, you can assign bonus points equal to 5% of their best practice test grade. It's important to note that practice tests themselves do not contribute to the overall grade, but rather provide practice opportunities and bonus points that can enhance students' test grades.

This group of practice tests should have a weight of 0%, meaning it will not be factored into the final grade calculation. It will include all the practice tests or any other assignments aimed at enhancing learning but are not intended to be included in the final grade. If you wish to include these assignments in the final grade, you should place them in one of the previously created groups that align with the statements in your syllabus.

To create the group for practice tests with 0% weight, follow the steps below:

1. Navigate to the Assignments section.

2. Click +Group and continue.

3. Name the group as "Practice Tests" or "Practice Test Assessments".

4. Set the weight for this group to 0%
   (to ensure it does not contribute to the final grade calculation.)

5. Save the settings for the group.
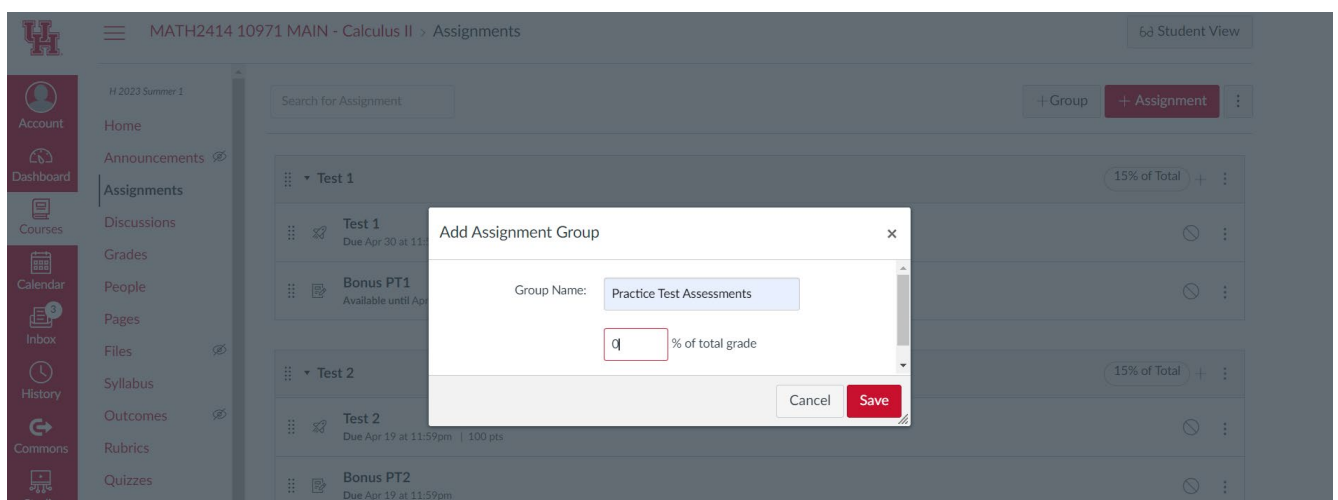
By following these steps, you will successfully create the group specifically for practice tests, ensuring that it has no impact on the final grade calculation.

After you create the practice tests group, then you will fill it with the practice test assignments and other assignments that you want to provide to your students for extra practice. Here is an example of how it will look like when completed:

The students will be able to see this group in the syllabus page, as well:

Dropping the Lowest Assignment Grade(s) in a Group

If your course policy states that you will drop one or more of the lowest assignment grades in a specific group, such as Online Quizzes, Homeworks, or Poppers, you can implement this rule within the corresponding group in Canvas.

It is generally recommended to add this rule later in the semester, once there are a sufficient number of assignments available. However, it is also acceptable to set it at the beginning of the semester. Please note that this rule can only be applied if there are more assignments in the group than the number of grades to be dropped.

Setting the rule to drop the two lowest quiz grades from the Online Quizzes group:

1. Ensure that the Online Quizzes group is populated with enough quizzes.

2. Navigate to the Assignments section in your Canvas course.

3. Locate the Online Quizzes group and click on the three dots next to the group.

4. From the dropdown menu, select "Edit" to access the group settings.
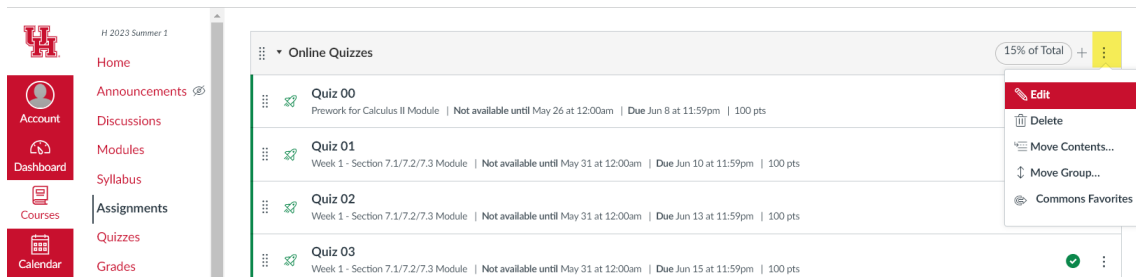
5. In the group settings, enter the desired number of grades to drop and save.
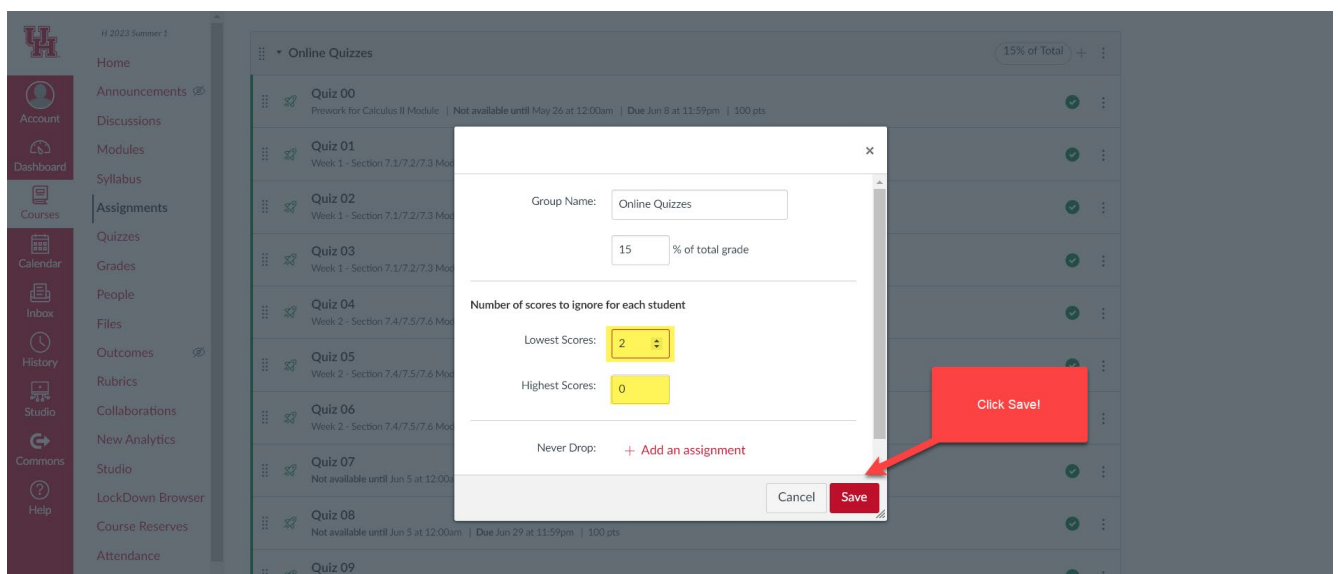
6. Save the group settings.

By following these steps, you will set the rule to drop the two lowest quiz grades from the Online Quizzes group. Canvas will automatically exclude these grades when calculating the final grades for the group, aligning with your course policy. Remember to adjust the number of grades to drop according to your specific course requirements.

You should follow the same steps as outlined above to drop the desired number of lowest homework assignments' grades or other assignments from different groups.

For Poppers group, if your course policy states that you will drop 15% of all your popper assignments, then you should follow the following steps:

1. Count the number of poppers or other participation assignments in this group.
2. Multiply this number by 0.15 and round up to the next integer. For example, if you give 28 poppers, then you should drop $\lceil 0.15 * 28 \rceil = \lceil 4.2 \rceil = 5$ poppers.
3. Set this rule in the Poppers group and you are all set.

Indeed, following the rules to set up CANVAS groups based on the weights of assessments specified in your syllabus is essential. By doing so, you provide a transparent grading structure that allows students to track their progress throughout the semester.

When you properly configure the assignment groups in CANVAS with the appropriate weights, students can easily determine the relative importance of each category in their final grade. This helps them understand their standing in the course and empowers them to identify areas where they may need to focus more attention and make improvements.

Additionally, by implementing rules such as dropping the lowest grades or adding bonus points, you create a fair and motivating environment. Students can see the impact of these rules on their grades, which can encourage them to strive for better performance.

Overall, setting up CANVAS groups based on the weights specified in your syllabus ensures transparency, empowers students to monitor their progress, and promotes a more effective learning experience.

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STEP 6: CREATING ASSIGNMENTS FOR EACH GROUP IN CANVAS

After we create the groups of the assessments, we will work with content of each group. If the assignments such as quizzes, practice tests and/or tests, will have their content delivered by CCS, **then all such assignments should be quiz type**. This is an important step as it guarantees the integration of your assignment with CCS.

Golden Rule #2:
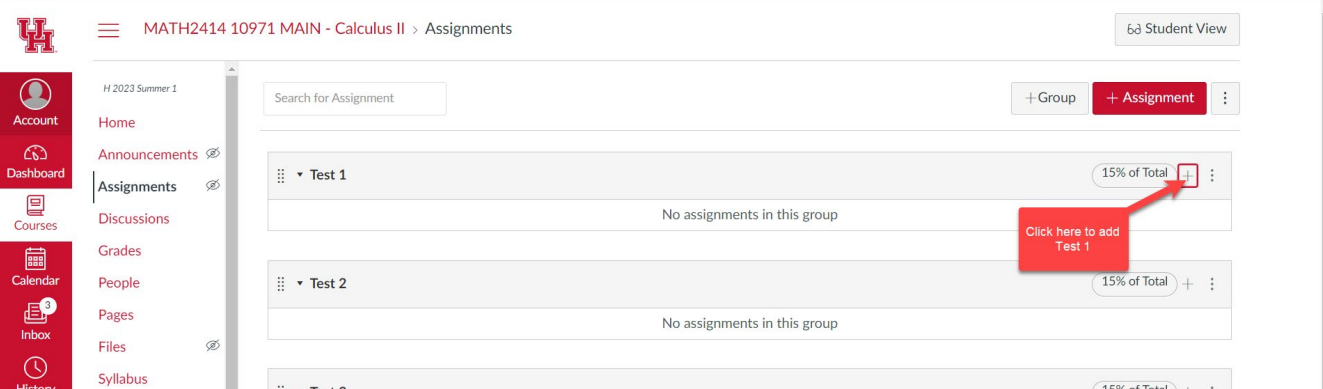
Every assignment whose content is delivered by CCS must be a quiz type assignment.

All tests, practice tests and quizzes must be quiz type assignments.
Creating quiz type assignments is the same for each group.

Let's start with Test 1 group.

We want to create Test 1. If your Test 1 will be maintained by CCS (the new CASA system) then you should name it "**Test 1**" and the type of assignment should be quiz.

Click the + button on Test 1 group, as the image shows:

Then fill in the details. Make sure you choose quiz type and you name it Test 1.

Afterwards, click More Options:
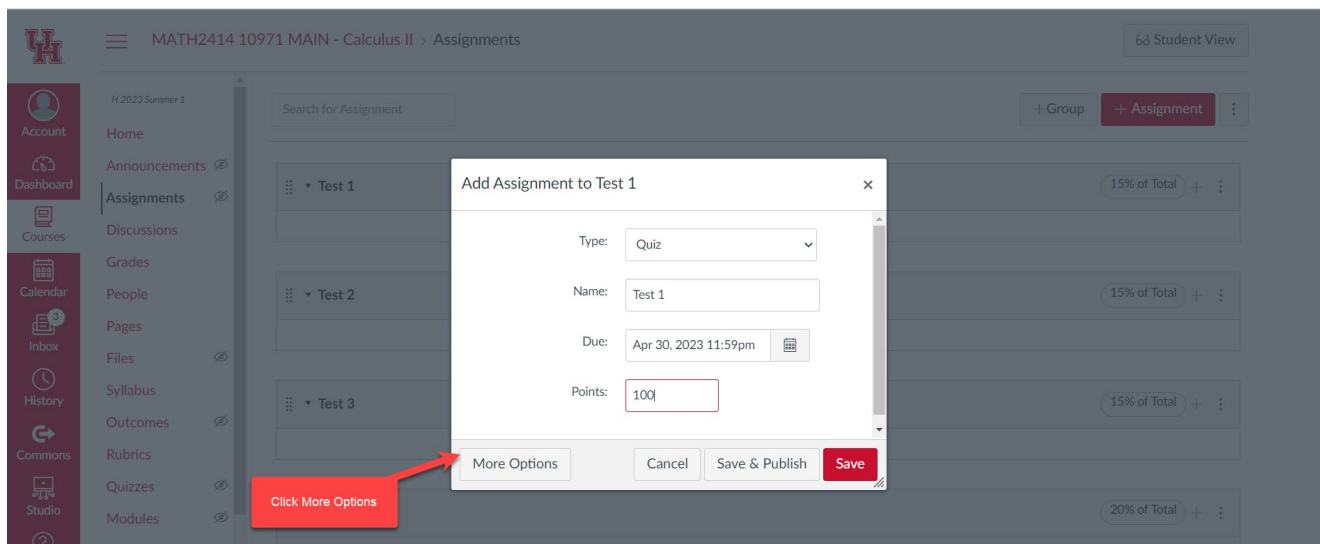
The **More Options** will allow you to continue with more detailed setup. You will be directed to a more detailed page. It is important to fill this page correctly as this is what CCS is going to read and use in its system. In this page, you can set the number of attempts a quiz can be taken (all tests should have only one attempt), the length of the quiz, the deadlines, the rules whether you can allow the student to view their answers or not after they complete their quiz. You can/should add instructions about the test. This is very important as the test or any other quiz type assignment will mostly be completed in CCS, therefore putting some instructions for students to read makes everyone comfortable. An example of instructions should look like:

o **Test 1 - Chapter 1**
o This is a proctored test to be taken at CASA Testing center(s) on April 30.
o This test contains 20 multiple choice problems to be done in 60 minutes
o You will take this test in CCS courseware on April 30:
    http://ccs.casa.uh.edu/cgi-bin/canvas1.sh
o You will be able to view your work within the week after the test is done!
o Good luck!

It is strongly recommended that the first line of instructions include the name of the assignment and the description, for example **Test 1 – Chapter 1**. The description helps to categorize and enlist the quizzes in CCS for easy access.

Scroll down to fill the rest of the details: the length of the exam, the start/end date, etc.

After you are done with the main set up, you need to add a dummy question and assign 100 points. Click **Questions** to add a dummy question for assigning points to this quiz type assignment that will be completed in CCS:
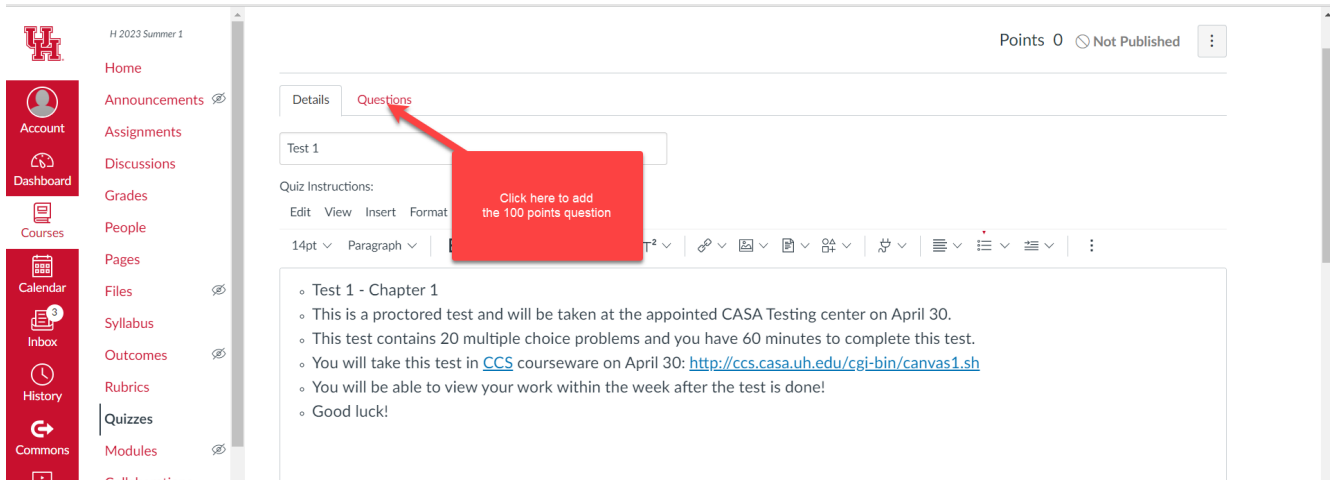
Once you click there, you will see:
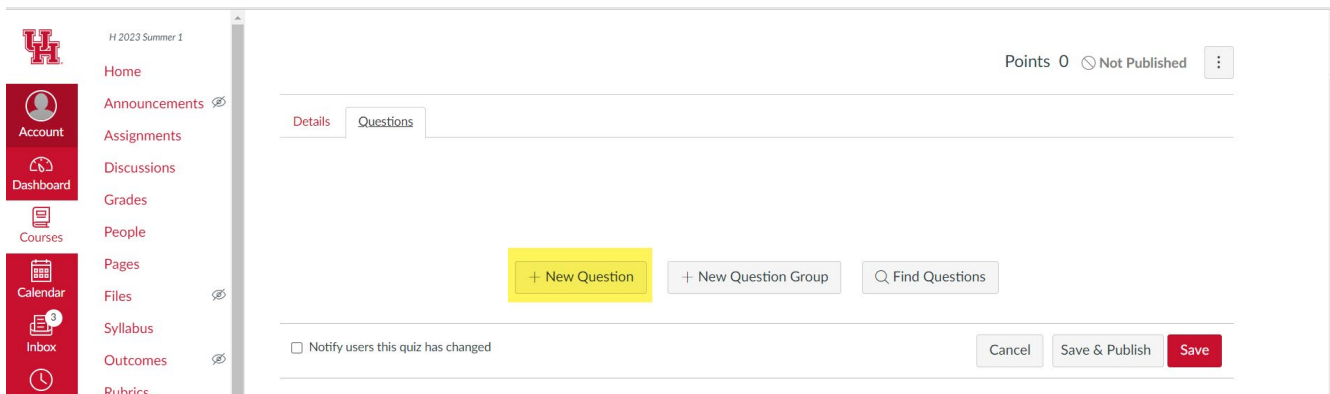
Click **+New Question**, choose **Essay Question** and enter 100 points, as shown below. If you want, you add a comment in the question section such as Login to CCS to complete your Test. Then click **Update Question**:
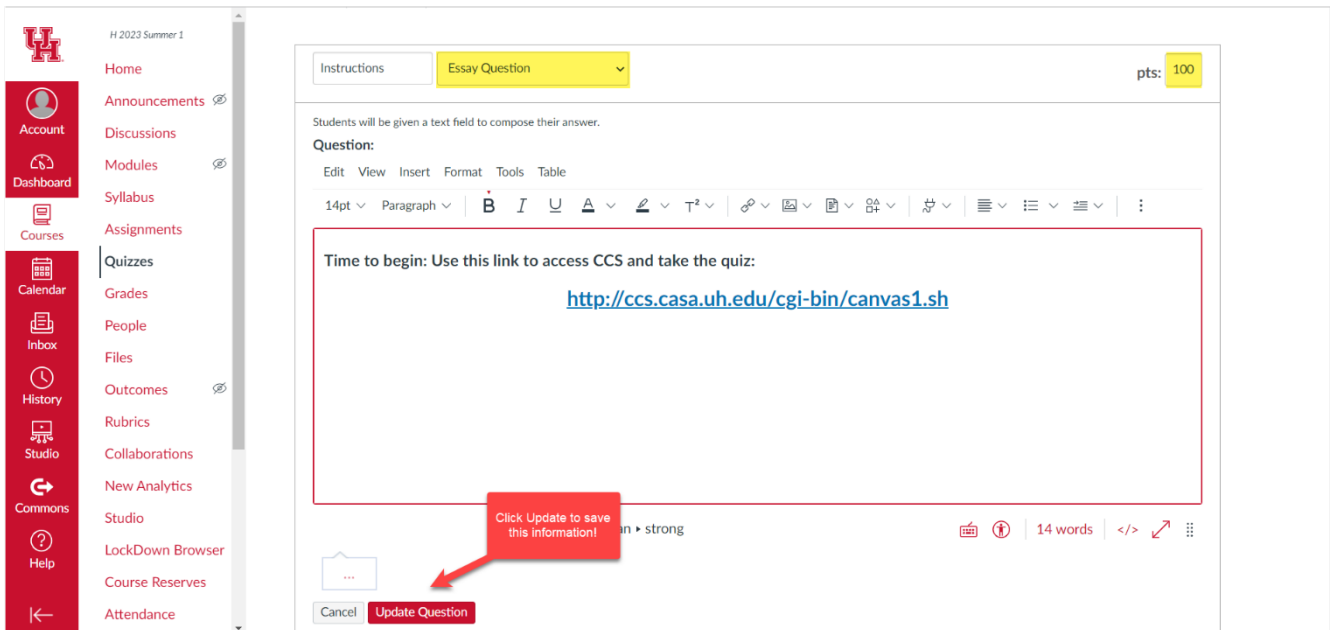
At the end, after you have completed all the needed details about your assignment, click Save, and **Test 1** is complete:
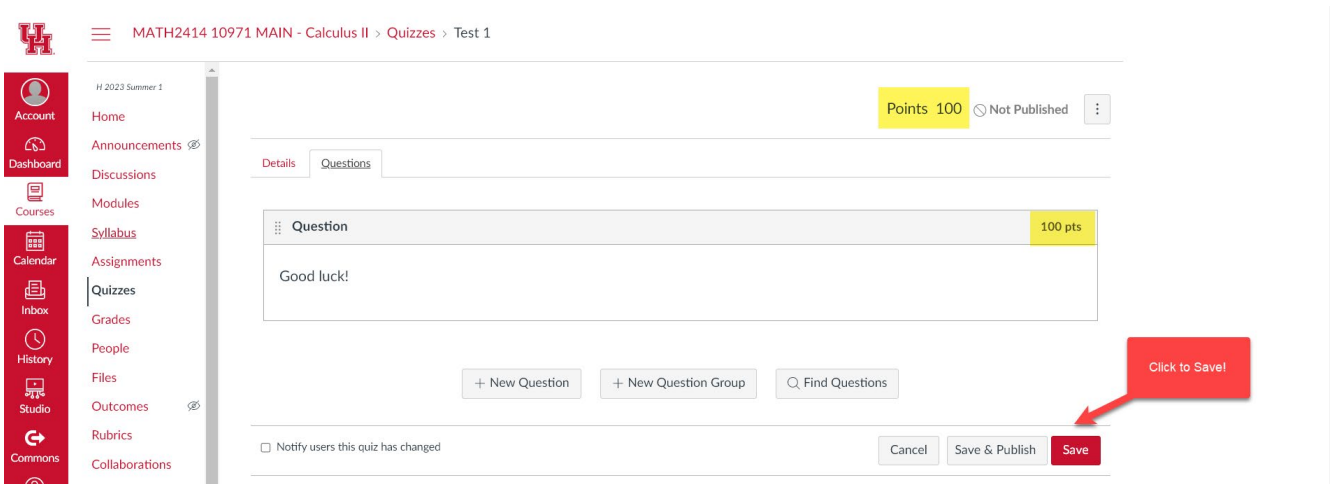
You can choose to click Save and Publish if you want the assignment to be published right away, or you can just save and publish later when needed as follows:

You should repeat the same steps to create

- **Test 2** in Test 2 group,
- **Test 3** in Test 3 group and
- **Final Exam** in the Final Exam group.

Make sure you name them exactly as Test 2, Test 3 and Final Exam. This name convention is important for LGC in CCS.

Adding Bonus Points assignments in each Test Group.

On **Test 1 group**, we should add another assignment that provide the bonus points from completion of Practice Test 1. We should call it "**Bonus PT1**". The name is important. Since it is a bonus assignment, the value of this assignment should be 0. Any extra points assigned/uploaded to this bonus assignment become a bonus because we have set it up to be 0. CANVAS gradebook is gradebook that calculates everything by taking average of accumulated points in each group.

On **Test 1 group,** click the + button again to add an assignment **(not quiz type)** and click **More Options.** This is not a quiz type, and it does not require CCS.
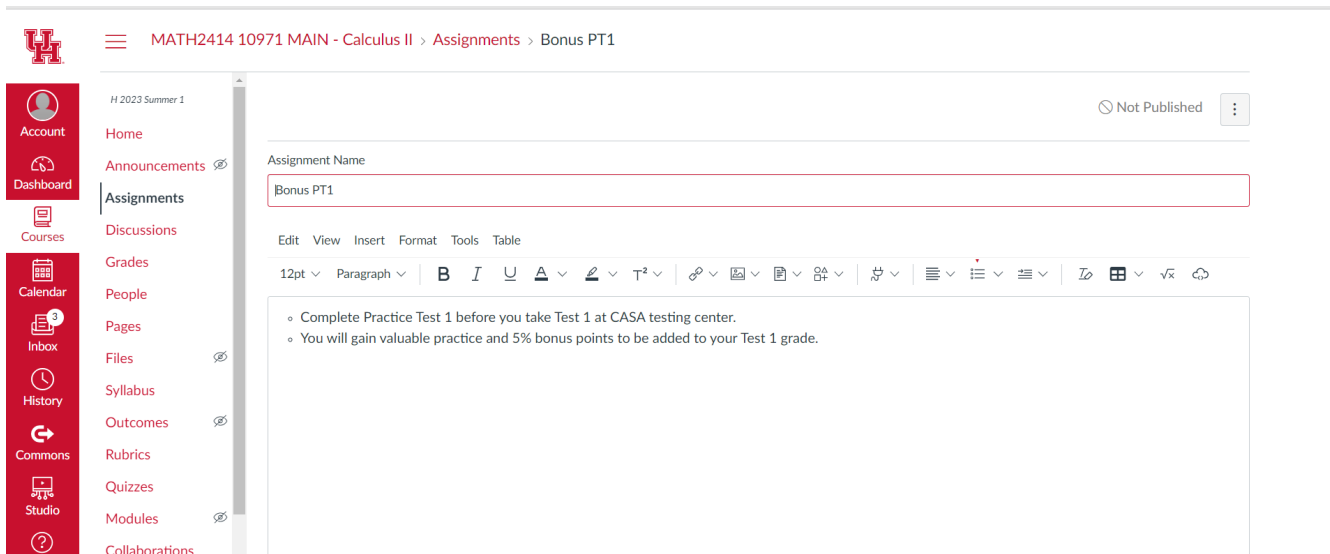
Then scroll down to enter the rest of details. You should assign 0 points, the group is Test 1 and there should be **No submission**:
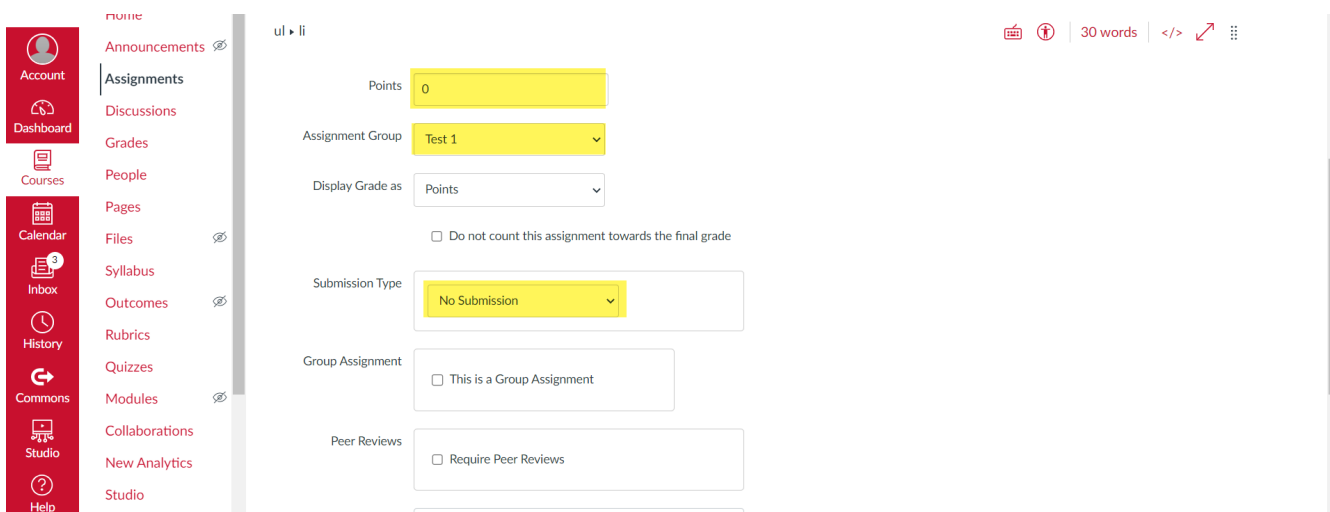
Enter the same deadline as Test 1 to avoid confusion. The creation of Bonus PT1 assignment is complete. Here is how your Test 1 group looks like:

Follow the same steps to create

- **Bonus PT2** for Test 2 group
- **Bonus PT3** for Test 3 group
- **Bonus PF** for Final Exam group.

Note that the name conventions are important for LGC purposes.

This is exactly how each group of tests should look like

All your tests and their bonus points are set in CANVAS.

Bonus Points from Course Teaching Evaluations

If you assign bonus points to all students who submit their course evaluations at the end of the semester to be added to their final exam grade, then we should create one more bonus assignment in the Final Exam group. We will call it **Bonus TE**. The steps to create a bonus assignment without submission are always the same as explained above. After creating the **Bonus TE**, this is how the Final Exam Group should look like:
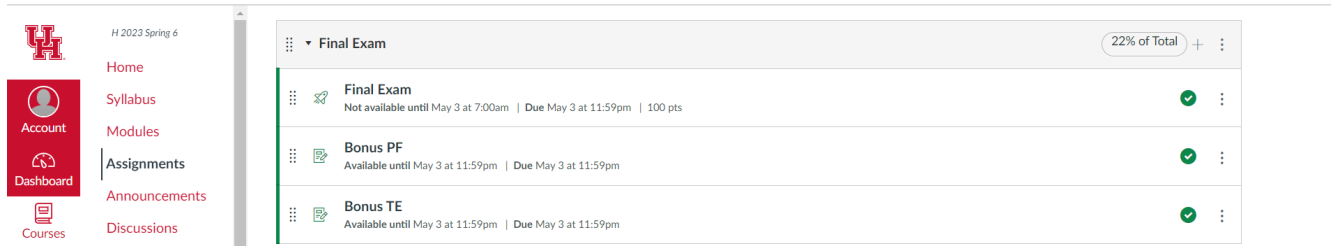
Adding Assignments of Quiz Type to the Online Quizzes/Practice Tests Groups

You should add quiz type assignments for Online Quizzes/Practice Tests group the same way as you added a test assignment to any of the test groups. You should follow the same steps to create:

- all the quiz assignments inside the Online Quiz group,
- all practice test assignments inside the Practice Tests group (0%)

Make sure you provide the correct setup that allows students to use the assignments in a timely and organized manner. Do not forget to choose quiz type if you are going to use CCS. And **do not forget to assign 100 points to each assignment** by adding the dummy essay type question. This guarantees the overall performance of CANVAS gradebook and CCS integration.
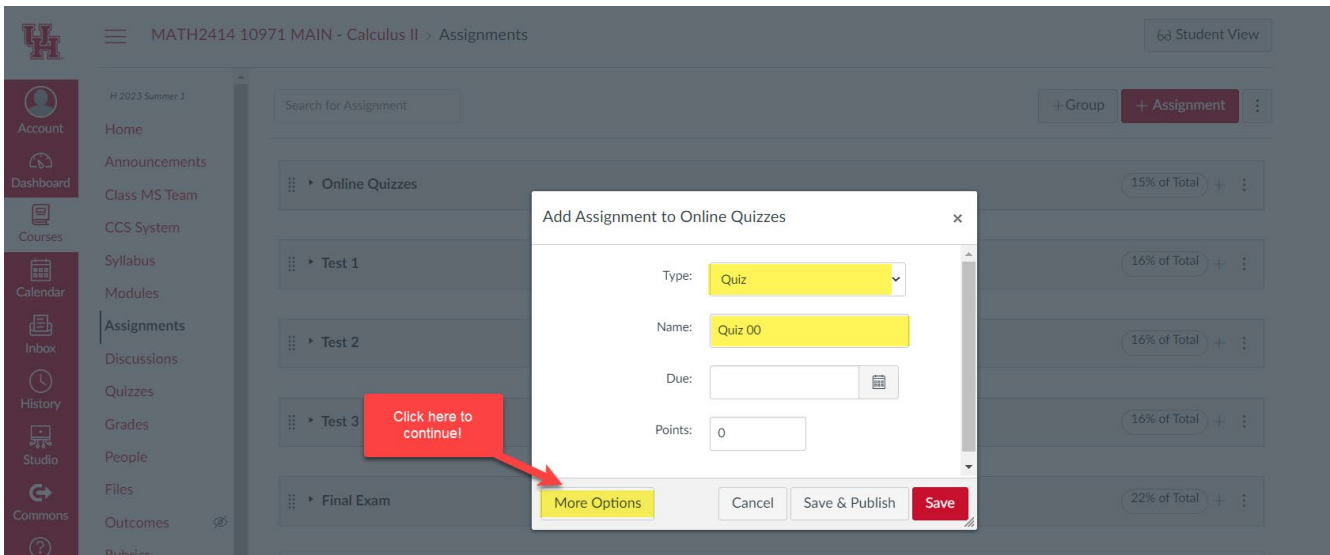
Let's demonstrate one more time by creating Quiz 00:

Click the + button on Online Quizzes, as the image shows:

Then fill in the details on the pop-up assignment form.

Make sure you choose quiz type and click More Options to continue:

Enter the description and instructions on the provided space:
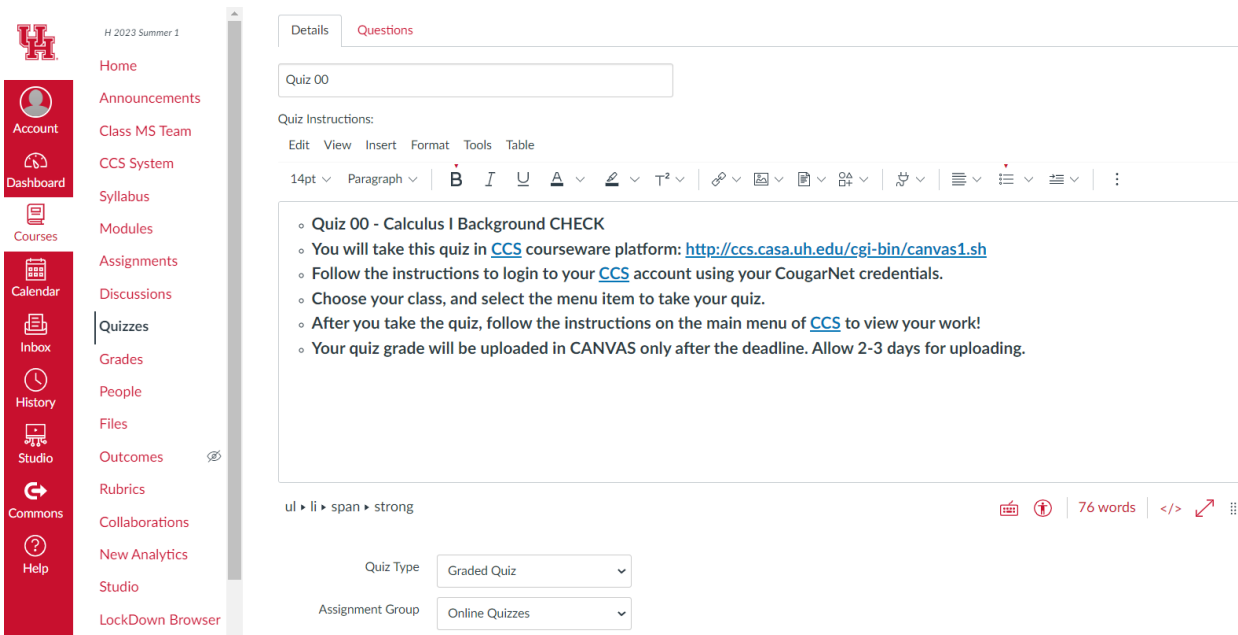
Continue to fill in the rest of the details such as time limit, number of attempts, availability and many more. You should allow multiple attempts for the online quizzes and practice tests:

As a final step, click Questions to add a dummy question for 100 points:

On the Questions page, click **+New Question**, choose **Essay Question** and enter 100 points, as shown below. If you want, you add a comment in the question section such as Login to CCS to complete your Test. Then click **Update Question**:

At the end, click **Save** or **Save and Publish**. Quiz 00 shell is created successfully:

Make sure you create all the quiz shells and all the practice test shells in CANVAS. We need these shells for installing content in CCS.

Adding Multiple Choice Homework Assignments to Homework Group

The multiple-choice homework assignment content will be posted on CANVAS. They can be posted as a pdf file or a word document. You can choose to create EMCF structure in CANVAS or you can use the EMCF structure in CCS. Using the built-in EMCF structure in CCS saves a lot of time and it has its own benefits in terms of analyzing students' submissions and their accuracy. For such assignments whose content is NOT in CCS, we will use assignment type shells in CANVAS with no submission.

Let's create **EMCF Homework 1** on the Homeworks Group:

Click + button on Homeworks group and continue:

Fill-in the pop-up form by choosing Assignment type and click More Options to continue:
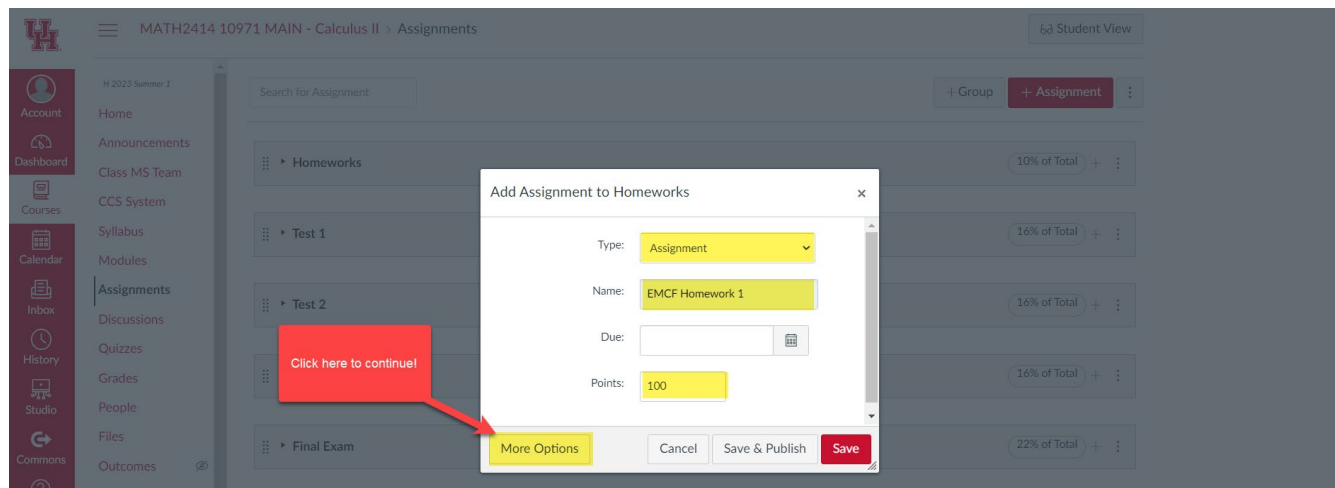
Enter the details and the instructions for the homework on the provided space:

- Check this link to access the homework problems: **Homework 1**
- You can download or print the file for your convenience.
- Solve the problems and submit your answers through CCS under the EMCF section.
- You can submit or change your answers as many times as needed until the deadline.
- Make sure you save/submit your work each time you work on it.
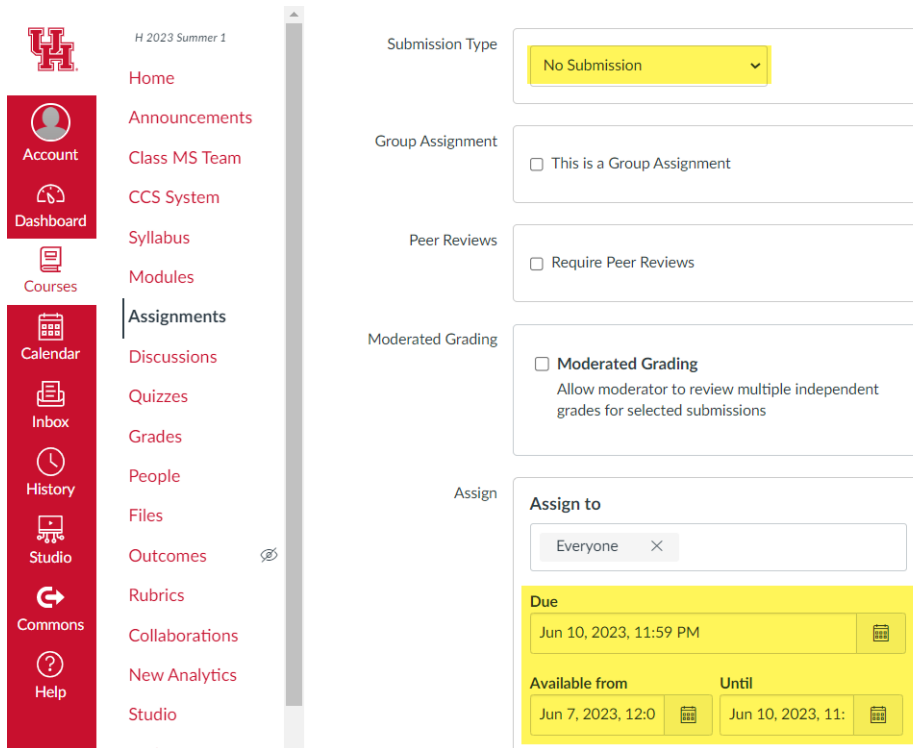
If the homework assignment problems are provided through a pdf or word file, we need to upload this file in the instructions area of the setup. On the instructions area, select the Homework 1 word, click Insert and follow steps to upload:
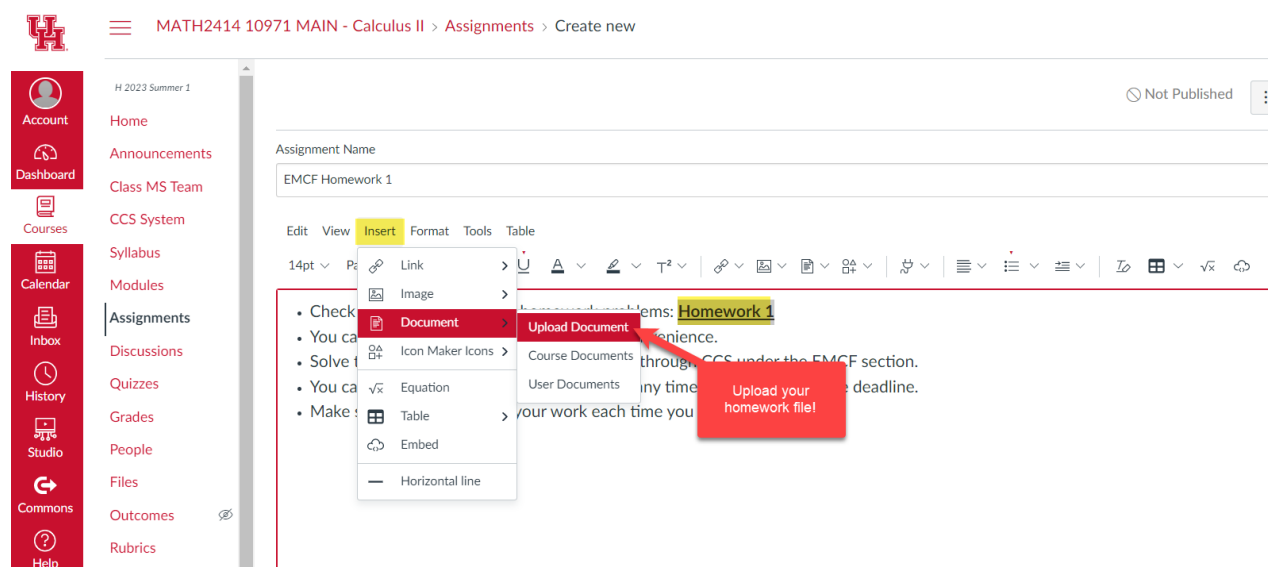
After attaching the file, you will see the link to the uploaded file as follows:
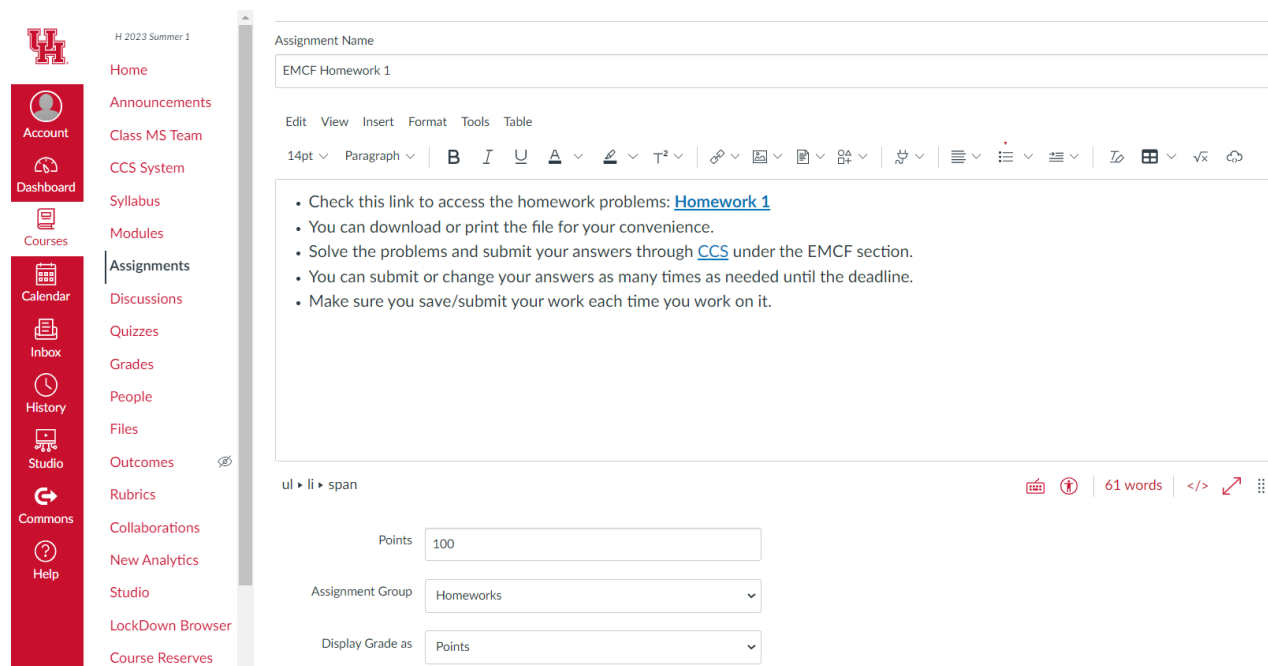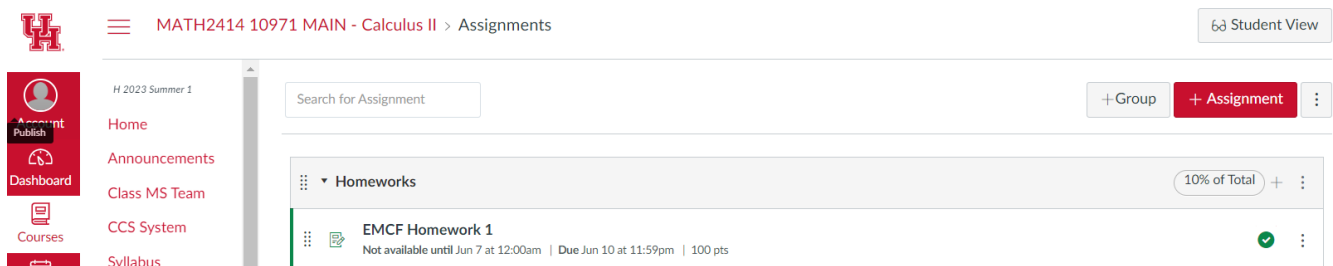
There will be no submission of such multiple-choice homework assignments in CANVAS. The students will have limitless attempts and unlimited time in CCS during the provided period until deadline. Therefore, we choose no submission in CANVAS:

After entering the deadline, we save the assignment and publish it.
The homework is ready for the students to explore:

Note: Follow Step 15 of this handbook to learn how to create an EMCF in CCS for a multiple-choice homework assignment.

Adding Popper Assignments to the Popper Group

The popper assignments are multiple choice assignments whose questions are provided during the lectures. Similarly, like multiple choice homework assignments, you should create popper assignments shells in CANVAS. The EMCF structure of these poppers can be built in CANVAS or it can be provided by the EMCF feature in CCS.

The creation of popper assignments in CANVAS is beneficial to make students aware of such assignments. But even if you do not create the popper shells in CANVAS, you still can create popper EMCFs in CCS. Follow Step 15 of this handbook to learn how to create an EMCF in CCS for a popper assignment. Then you can download those grades and upload them as new columns in CANVAS.
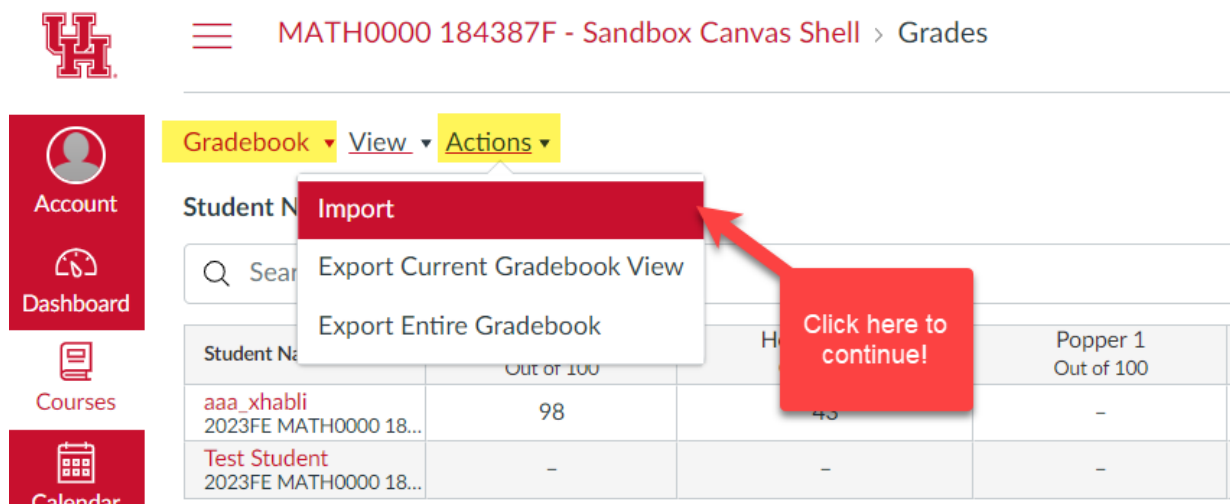
Suppose you downloaded the CSV file of the grades for Popper 1.

We are going to upload these grades in CANVAS. There are two options:

Option 1 – Popper 1 exists in CANVAS:

Suppose we have created a Popper 1 shell in CANVAS same way as shown for homework.

On navigation menu in CANVAS, we click Grades, then Actions, then Import:

On the next page, choose the csv file and upload the data.

Then you will see the following:

Select the Popper 1 assignment from the dropdown list and continue to upload the grades:

Save the changes after uploading.

The grades for Popper 1 are added successfully to the CANVAS gradebook.

Option 2 – Popper 1 does not exist in CANVAS

Suppose we have NOT created a Popper 1 in CANVAS. From EMCF section in CCS, we download the Popper 1 grades. Then we proceed to CANVAS, click Grades, then Actions, then import. We proceed to choose the csv file and upload the data.

From the dropdown menu, we choose **A new assignment** and enter **100 points**:
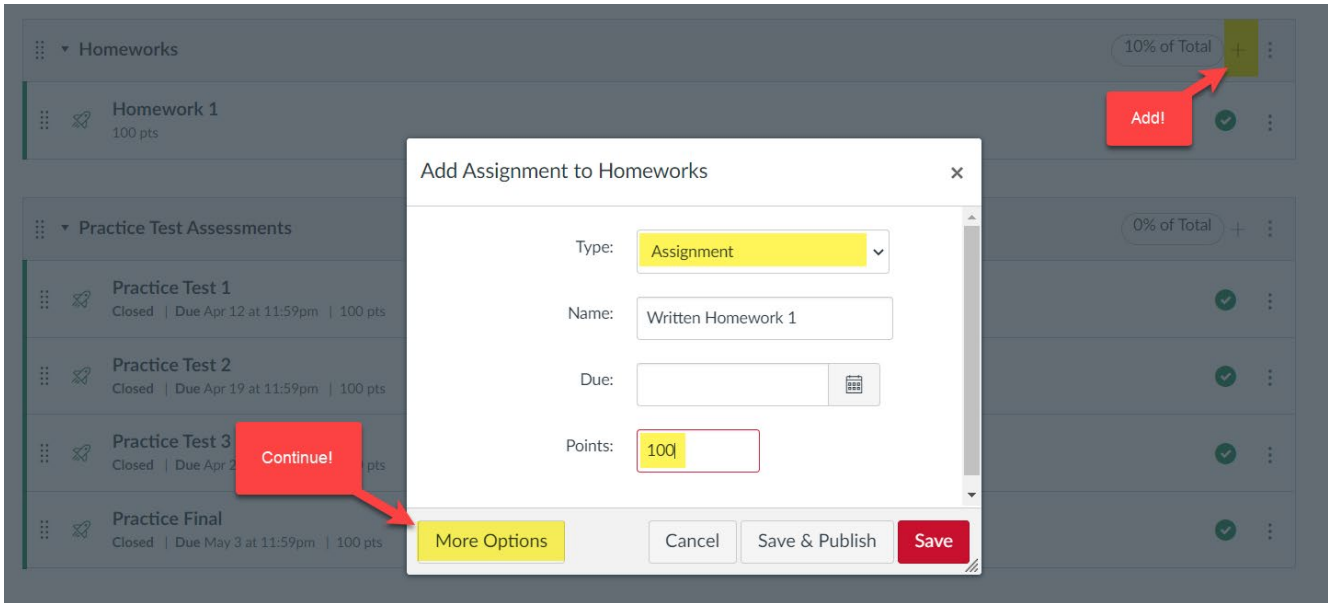
Click Continue. We have added a new column of grades in CANVAS named Popper 1.

Important TIP: Check the CANVAS groups to make sure that the uploaded Popper 1 is in the right assignment group. If it is not, just drag it to its corresponding group. There is a shortcut to this process. Before uploading the Popper 1 csv file in CANVAS, click Assignments in the navigation menu, find the Poppers group and drag it to the top of all groups (or you can click the three dots of the Poppers group and choose to move it to the top). After you complete this step, go to Grades, click Action, then Import, choose to upload as a new assignment of 100 points and upload the new column. It will be automatically placed in the popper group.

About Written/Free Response Homework Assignments

If you are teaching a course where you assign written homework problems, then these assignments will not be completed through CCS. These assignments should be created on CANVAS as assignment type with upload submissions.

Under the Homework group, click + to add a new assignment:

Click More Options to continue with more details of the homework. Add proper instructions and upload a pdf file of the homework problems as needed:

Then add the extra details such as submission type and deadline of the homework:

After you are done adding the deadlines or other details that you find necessary, click Save and Publish. The homework is ready for students to work upon.

Here is a glimpse to how each group can look like when completed:

Online Quizzes Group

Participation Poppers Group

Homeworks Group

Practice Tests Group

Tests with Free Responses

If your tests have a free response part, then your test group should contain a test free response assignment. For example, suppose that Test 1 has free response, where the multiple choice part is 60 points and free response is 40 points. You should create Test 1 assignment exactly as explained above for Test 1 group. Make sure you assign 60 points (not 100) in the question part.

Afterwards, you should create an assignment with no submission, called **Test 1 FR**. Follow the same steps as you created a bonus assignment, but make sure to assign 40 points (not zero). You repeat this for each test group.

Test 1 Group

Test 2 Group

Test 3 Group

Final Exam Group

We have set up all the assignments of the course. Remember that this is just a set up. The content of the assignments will be located in CCS. Without the setup, the CCS does not function properly. CCS reads the information of such assignments and transfers the information over CCS.

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STEP 6*: CREATING QUIZZES AND PLACEHOLDERS FOR CCS PROCTORED EXAMS

You can skip this step if you are going to use CANVAS groups for your assignments, as explained in Step 5 and Step 6.
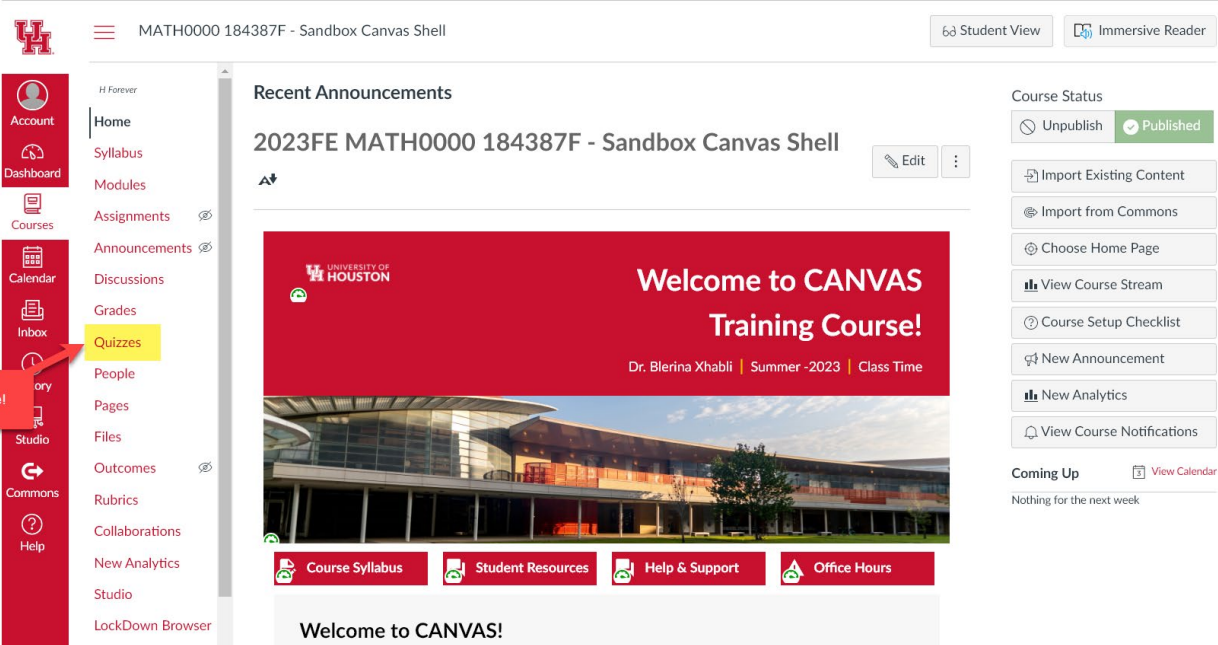
If you plan to use the CASA Campus Services (CCS) for:

1. quizzes and/or tests only without the CANVAS groups
2. test placeholders for CCS proctored exam services

then you should follow the following instructions. It is important to emphasize that the instructions to create a quiz or a test with content in CCS platform or to create test placeholders for CCS proctoring services are exactly the same.

Let's start to create a quiz assignment, say Quiz 01.

Click Quizzes on the navigation left column of your home page in the CANVAS course:

On the main page of Quizzes, click +Quiz to add a new quiz assignment:

Complete the details of your quiz. Enter some important instructions along with the description of the quiz to guide the students properly and let them know what to expect:
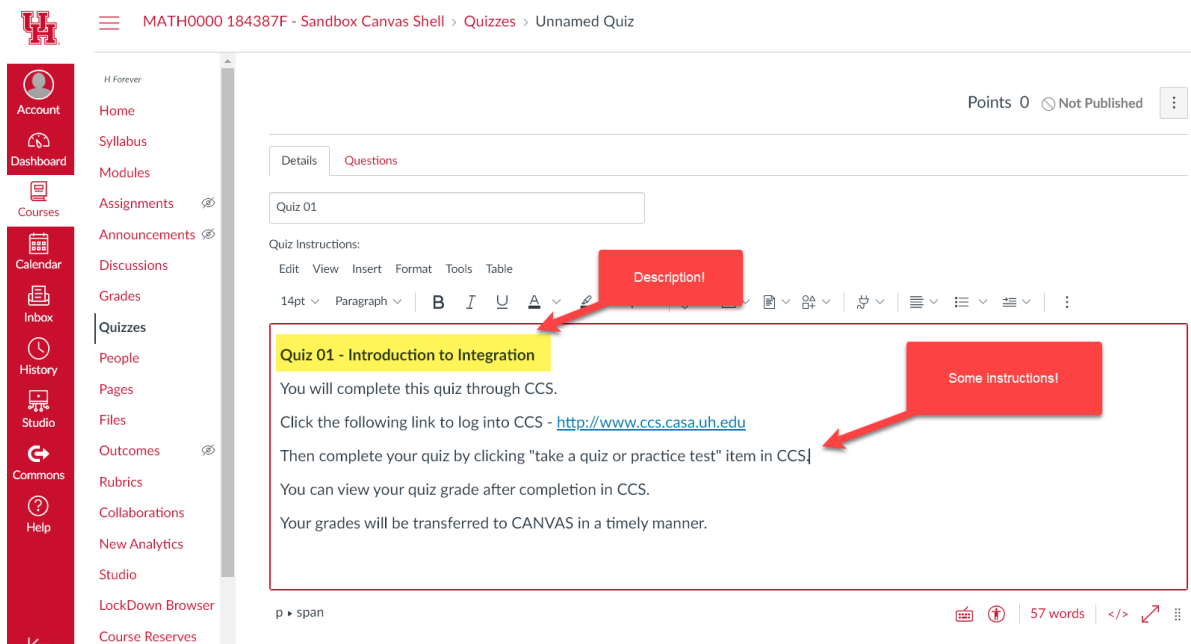
Then scroll down to complete the other details such as the time limit, number of attempts, and availability of the quiz:

After you enter these important details that CCS is going to read and apply them in the system, make sure you add a dummy question of 100 points (or other value depending on the number of points you want to assign to the quiz). Scroll up and click Questions:
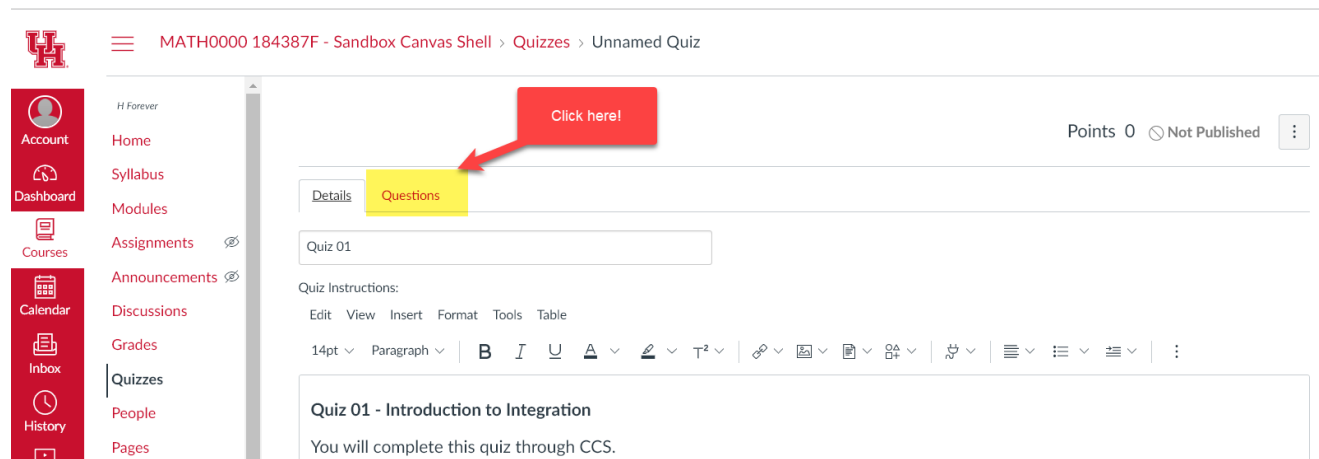
Then on the next page, click +New Question to add the dummy question:
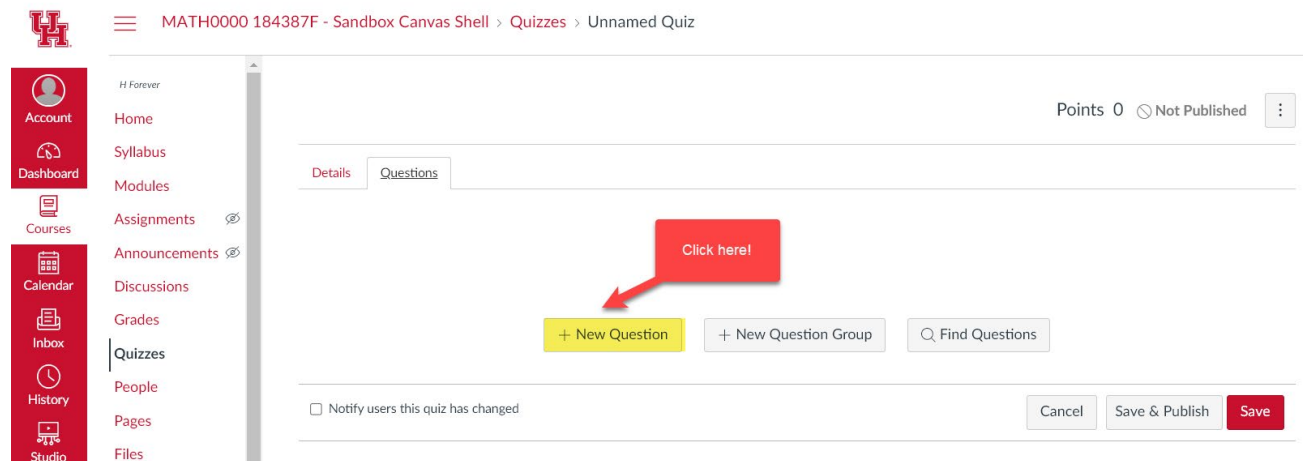
Then from dropdown list, choose essay question, enter the number of points (100 or other value), and click update the question:

Afterwards, your quiz is ready to be saved and published:

The quiz shell in CANVAS is created successfully:
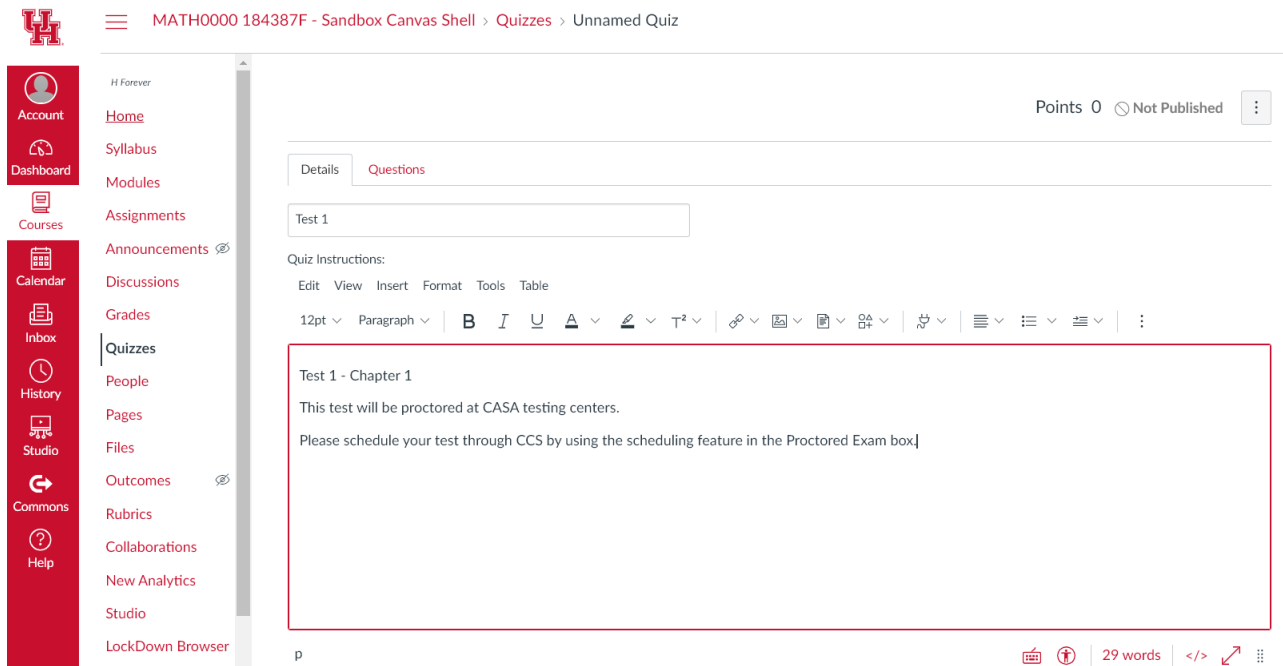
You will fill the content of the quiz by following the instructions in Step 14.

If you need to create a test placeholder in CANVAS for CCS proctoring services, then you should follow the same steps as above. For example, if your students will be taking Test 1 at CASA testing centers, then create Test 1 quiz by following the instructions above.

It is important to provide details and instructions about how this test is going to take place. Make sure you add those instructions in the provided space:

Then continue to add the details as we did for Quiz 01 above. If your test is out of 100 points (or any other value) and you plan to add the grades of this test on CANVAS, then make sure you add the 100 points (or the other value) dummy question as well.

The test 1 placeholder is created successfully.

Note: You should send the test schedule to Minh Nguyen before the semester starts.

- If the test will be provided through CCS, then make sure you upload the content of your test on time.
- If the test will only be proctored at CASA testing centers, then make sure you emphasize that your tests have no content in CCS.
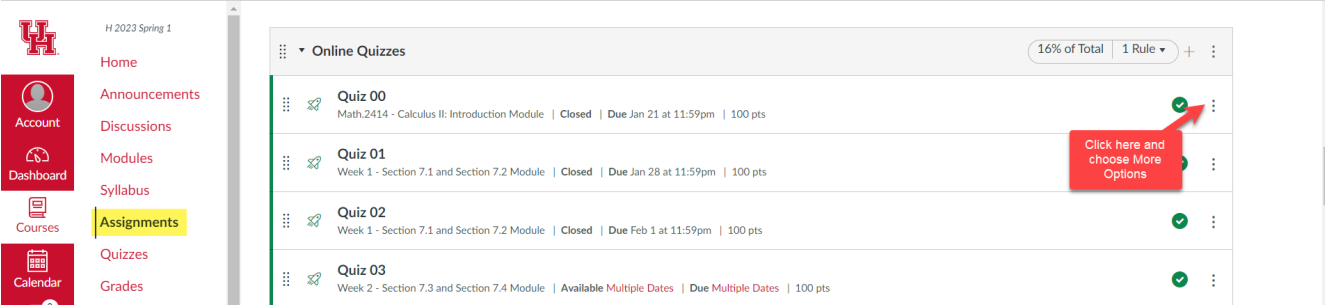
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STEP 7: CHANGING/CUSTOMIZING DEADLINES OF ASSIGNMENTS IN CANVAS

At the beginning of the semester, you prepare a tentative course calendar where you plan the deadline of each assignment accordingly. We have the test dates set, which we do NOT change and we plan everything else based on the exam schedule. The goal is to stay put with this plan and to deliver content on time. Sometimes we spend more time than what we plan or sometimes we have a student who requests extra time due to being sick or having another valid excuse. In such cases, we need to adjust the deadlines of the assignment.

Canvas allows us to adjust the deadline of any assignment without affecting the other sections of the same course. Furthermore, it allows us to extend deadlines for individual requests. Here is how it works: Suppose, we want to extend the deadline of Quiz 00.

Go to Assignment Page, find Online Quizzes group, locate **Quiz 00**, and click three dots:

Scroll down to the end of the page and update the deadline as needed. Make sure that your deadline is within the limited period to allow students enough time for other assignments that will follow.

You can choose to update the deadline for everyone in your class, or you can choose to update the deadline for individual students depending on their requests.

Updating Deadline for Everyone:
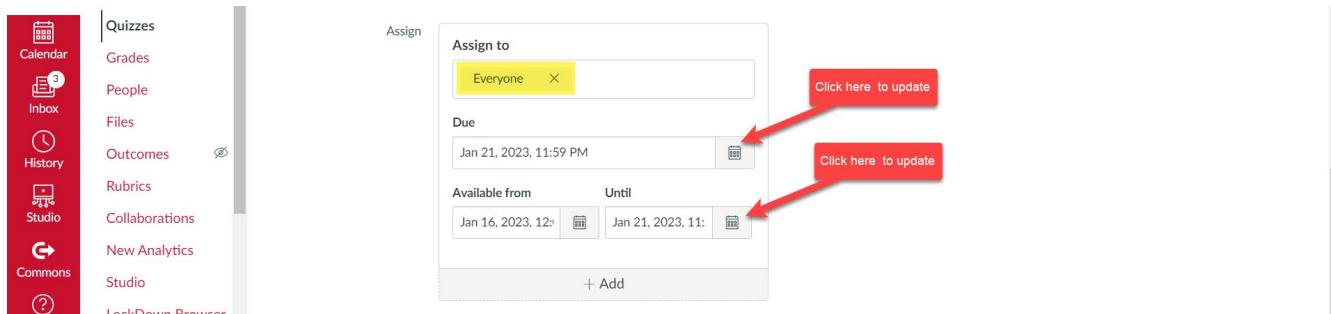
You should choose the same date in both places. After choosing the right date, make sure you **save the updated quiz settings**. These settings will be updated in CCS.

Updating Deadline for a Particular Student or More:
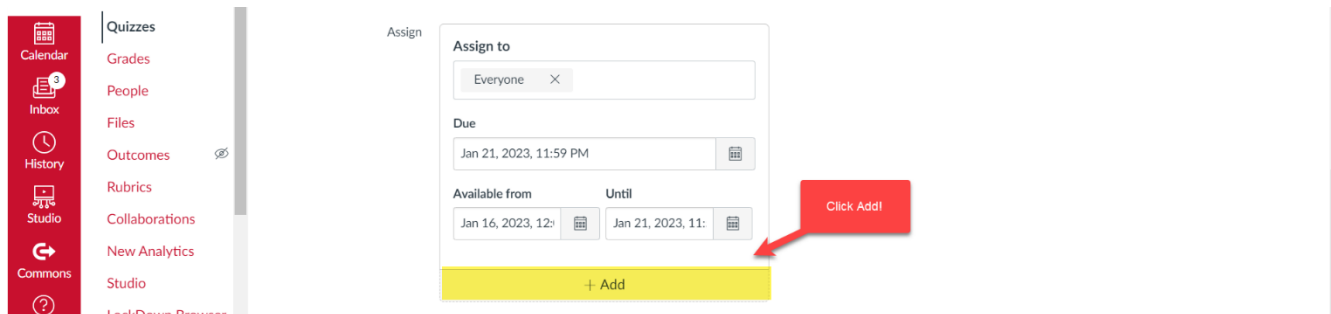
After you click Add, you will have the option to choose the student or more if you have more than one request that need the same extension. Type the name(s) in the provided space, and it will fill up from the course:
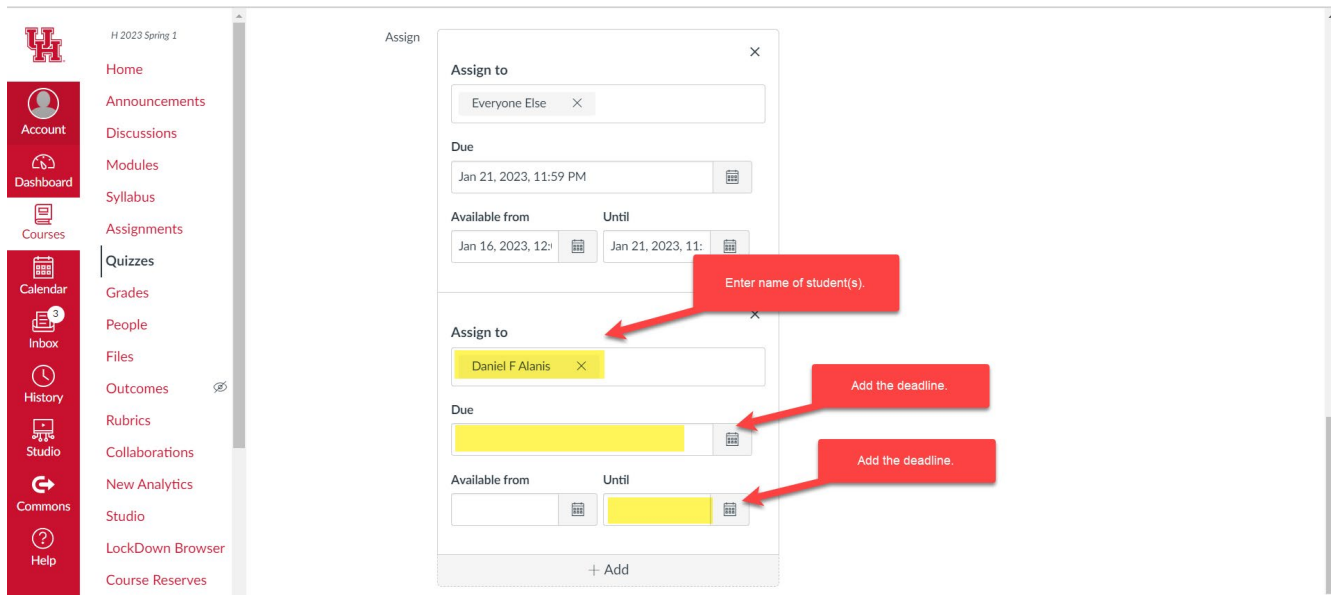
If different students need different extensions, then you should do it separately for each.

Do not forget to click save. That is all. Your student will have the option to practice on this quiz til the deadline you provided. You can do this for any assignment.

Important Note: You should expect 15-30 minutes at most for these updates to take place in CCS. If your updates have not applied in CCS after a considerable amount of time has passed, please contact the CCS support team (Herbert Ward) to report the issue.

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STEP 8: MODULES AND COURSE RESOURCES IN CANVAS

It is time to put the course content for the students to begin working and use throughout the semester. Canvas Modules are an organizational tool that help instructors structure course content by day, week, unit, topic, or outcome. Modules help simplify student navigation through a course and ensure a sequential flow of content. With modules, instructors can require interaction with content before completing assignments. Each Module can contain files, discussions, assignments, quizzes, and other learning materials, and they're a great way to start building your course, because you can manage everything in one place.

TIP: In the left side navigation menu, you can choose to hide all links except "Home", "Modules" and "Grades" to simplify a student's experience even more.

How to Create a Module in Canvas

To create a Module, on the left side menu, click Modules. On the Modules page, click the +Module button at the top right to add a new module:
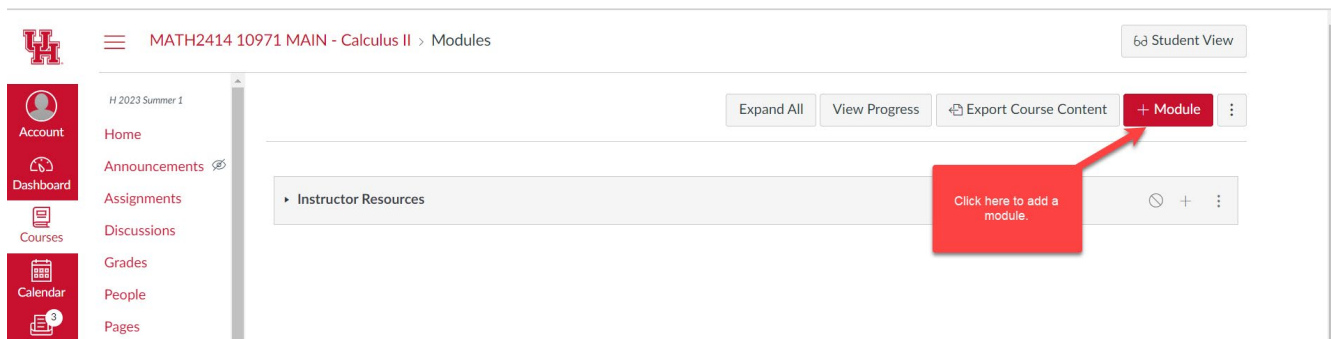
TIP: As you build a Module, leave it unpublished until all your content is uploaded. That way nobody can see your "'instructional mess."
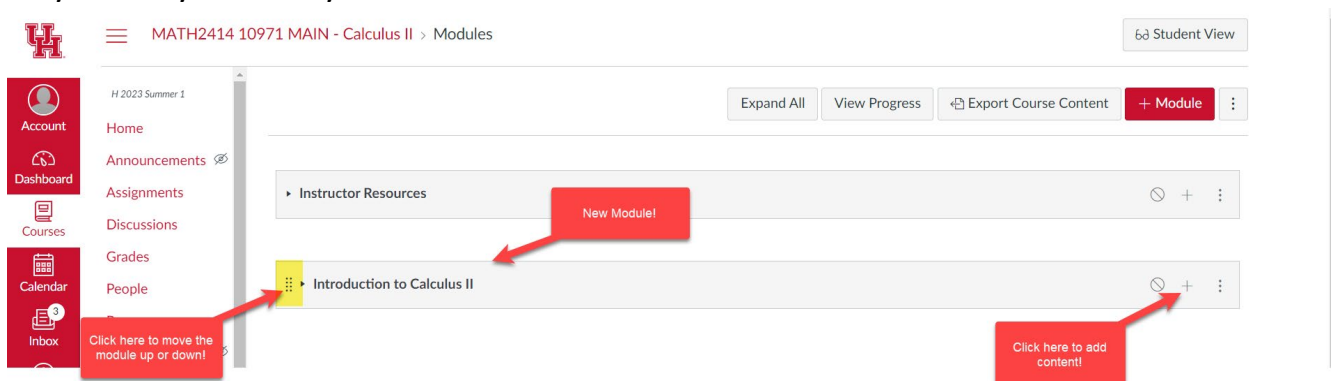
How to Structure a Module

Short answer: However you naturally structure your course. For some teachers that might be by unit, for others it could be by day or week. Other ways to structure a module include by topic or outcome. It depends on the course structure and on teaching approaches of the instructor.

TIP: New to Modules? Plan your course outline with pen and paper first. "Think about structuring your content first, before you build it out. Worry about details after."

How to Add Content to a Module

Click the + sign in the top right of the Module box to add content. Options include files, discussions, assignments, quizzes, webpages, and external tools. You can also add existing content from other courses to your Module. Use the drag and drop feature to reorganize your content in the flow you need.
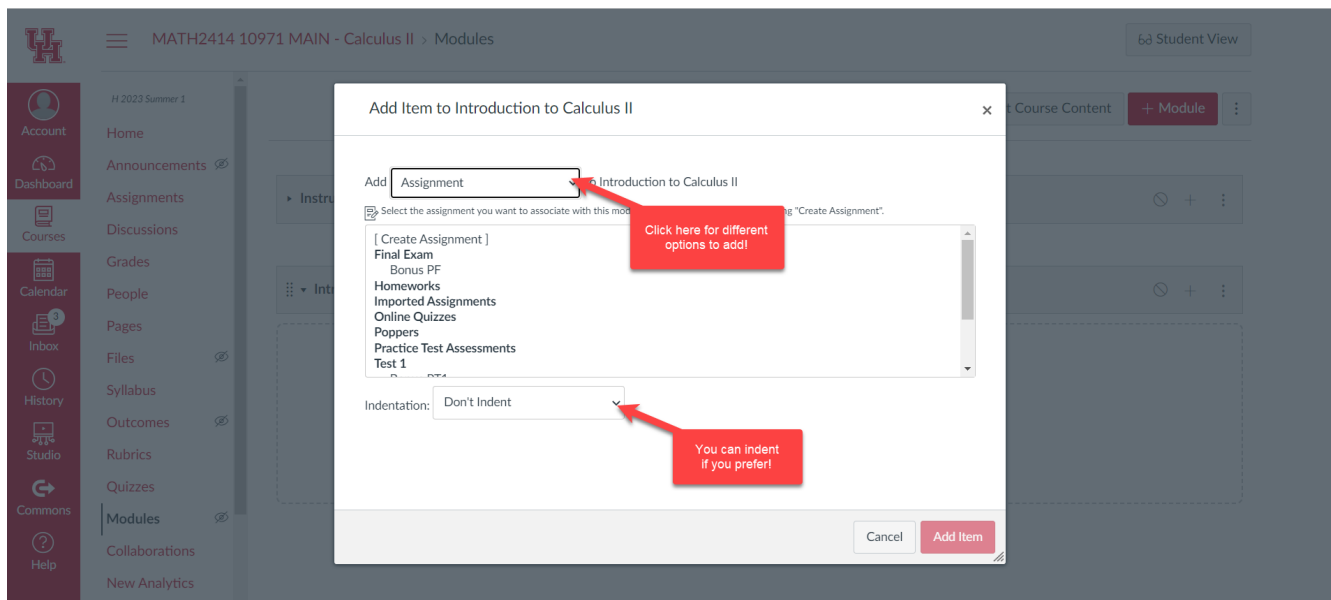
Keep it simple and effective!

TIP: "If you're overwhelmed by the amount of content, guess who else will be? Your students. Make sure you chunk your course into digestible bits."

Here is an example of how a created Module filled with content, can look like:
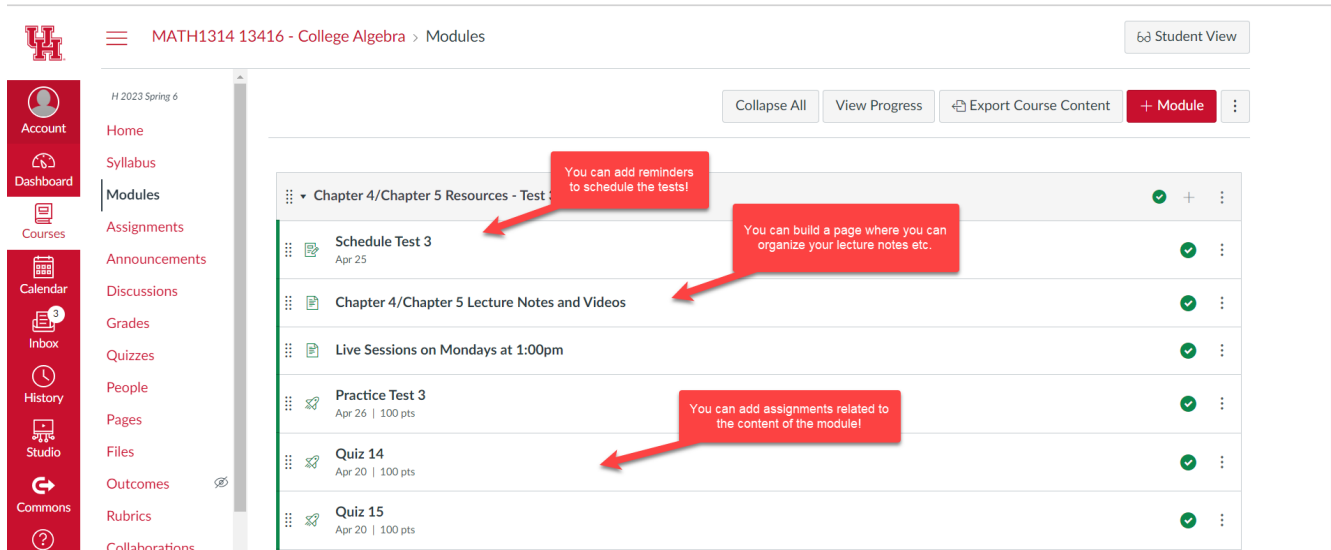
If the students click on Chapter4/Chapter 5 Lecture Notes and Videos page, they will see the course content you have provided. You can put just simple links and instructions. Or if you are into pushing the limits with html coding, you can create little pages that look like this (or even better):
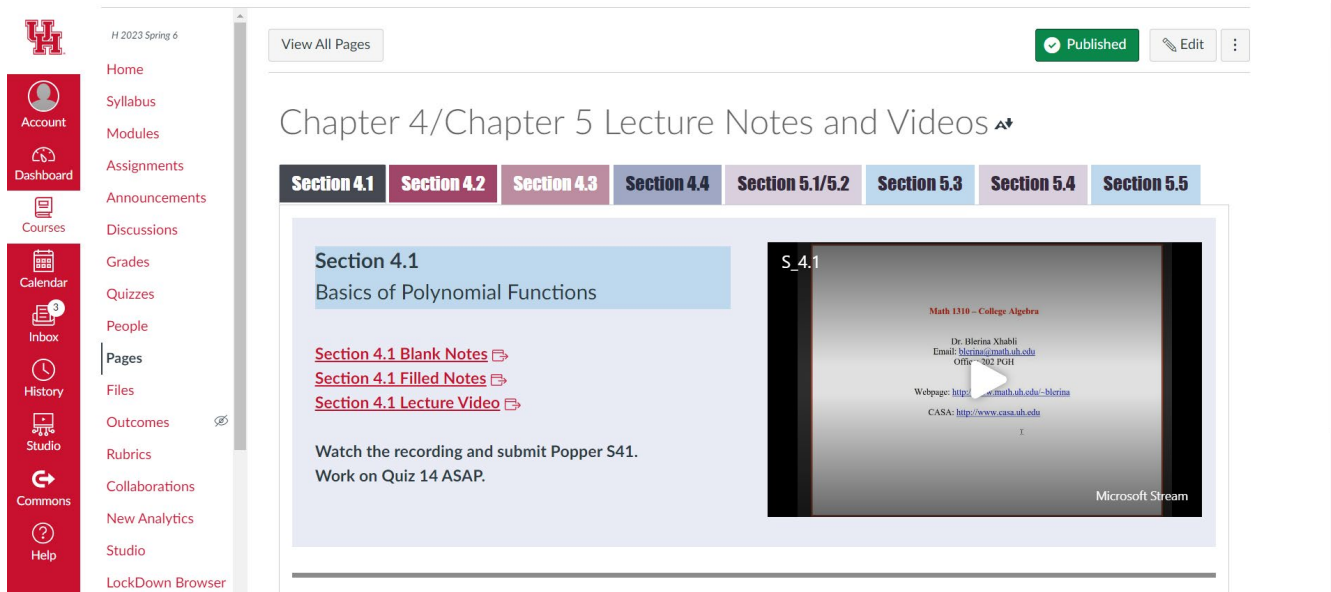
The students can navigate through tabs to find the related content and study on it.

How (and Why) to Use Indentation and Text Headers in Modules

Indenting content and using text headers in Modules helps visual flow, especially if you have a lot of content items. Drag and drop headers to delineate content in your Module.

TIP: For a stronger visual cue, use emojis with your headers to allow students to quickly scan content. Check out copypastecharacters.com to add symbols such as an hourglass for time-sensitive content.

Once your content is ready for students to access, make sure you publish the module:

Unpublished Module:

⠿ ▾ Chapter 4/Chapter 5 Resources - Test 3 and Final Exam   🚫 + ⋮

Published Module:

⠿ ▾ Chapter 4/Chapter 5 Resources - Test 3 and Final Exam   ✅ + ⋮
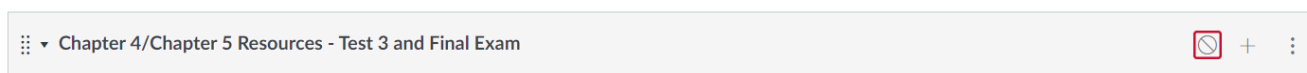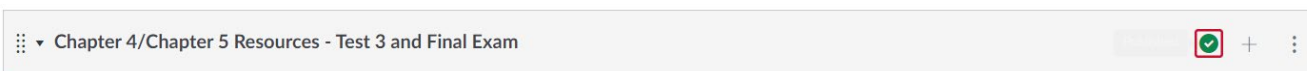
How to Set Prerequisites in Modules (optional)

Setting prerequisites is one of the best features of Modules. If you want to keep your students grounded with the course content, then you can make good use of this feature. It ensures a one-way directional flow of course content. Under the Edit Module Settings menu, select "Students must move through requirements in sequential order." You can also require specific submissions before students can move onto more content.

When prerequisites are set, content will be greyed out until content is viewed or submitted. For example, you can set a prerequisite for students to complete an entire Module before they move onto the next.

How to Duplicate Modules for Other Courses or Sections

This is one of the most favorite features CANVAS can provide. Use the Duplicate Module feature to save time creating course content. (**Note:** you cannot duplicate Modules with a quiz. First, delete the quiz, then duplicate.)

For classes where an instructor have multiple sections, they can make all modules in one of the sections and then copy it to each section and make small changes as needed. It saves a lot of time. To copy the content, just click the three dots on the right edge of the module and select the course you want to copy this module to.
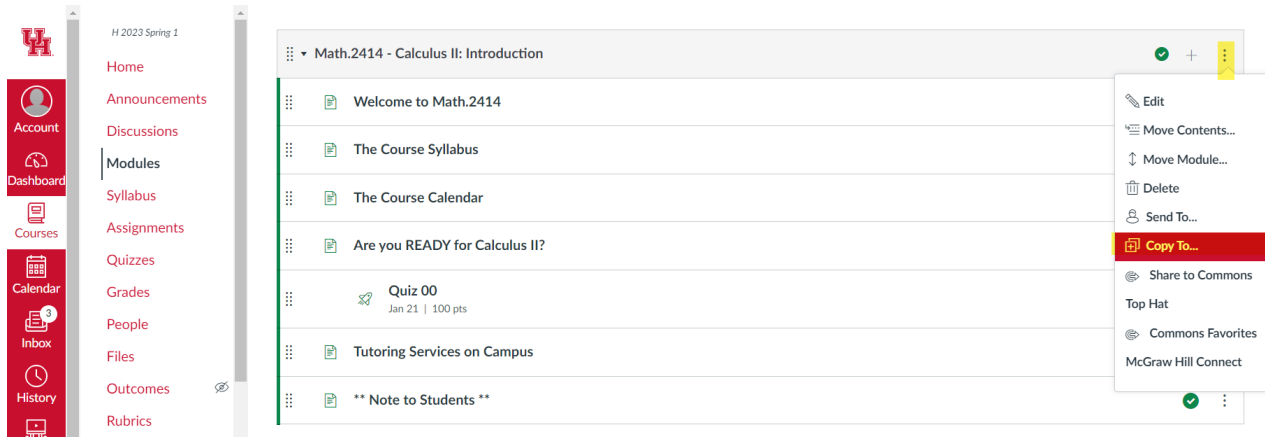
After you click Copy to, you will have a dropdown list to select the course you want to copy to. Select the course and click Copy. Your content is copied successfully.
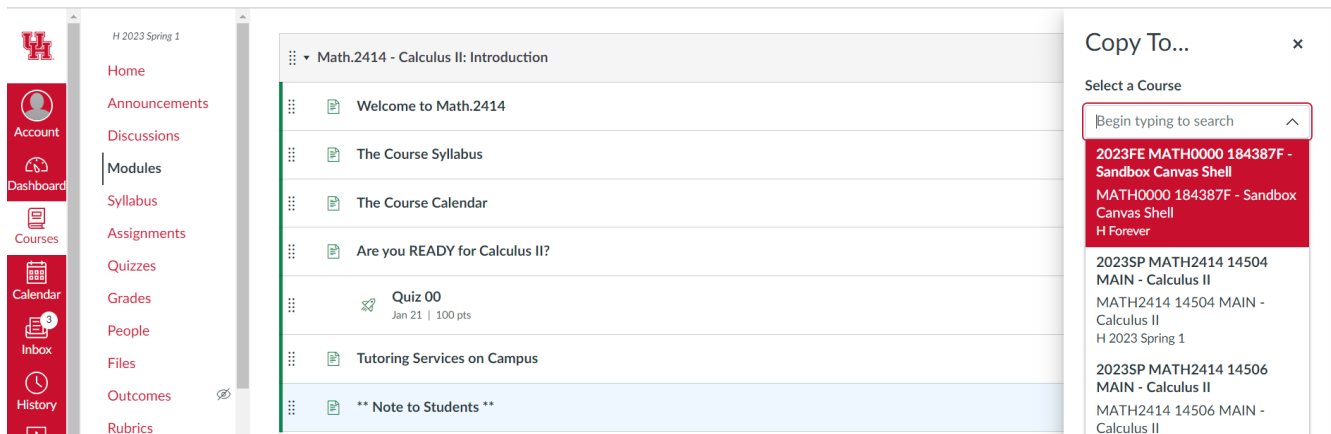
TIP: Create a Module template, keep it unpublished, and duplicate it whenever you create a new Module.

Remember students only view module content that has been published and assigned to them. Each module can contain files, discussions, assignments, quizzes, and other learning materials. Modules can be expanded and collapsed.

Just explore your opportunities. You will learn so much more!

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STEP 9: PUBLISH, PUBLISH, PUBLISH – KEY TO CANVAS

We have been able to create course content for our course in CANVAS. We have seen how to publish or unpublish a created content. From the beginning, we emphasized how important it is to publish your content on a timely manner. That is why we are going to emphasize this important task one more time:

Make sure your students can access your course and its content. Students cannot access your course or any specific items until you have both published the course itself AND published the specific items you want your students to access.

Publish your course site

You can publish your course site in two ways: From the course's homepage, or from your Canvas Dashboard. Check Step 2 of this handbook for more details.

Publish your Modules

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

Publish your Assignments

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

Publish your Quizzes/Tests/Practice Test

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

Publish your Discussions

A green circle with a white checkmark indicates an item is published; a gray circle with a line through it indicates an unpublished item.

Publish everything you want your student to have access to.
Publish everything on a timely manner.

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STEP 10: CANVAS GRADEBOOK AND GRADE UPLOAD

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade. Only graded assignments, graded discussions, graded quizzes, and graded poppers that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View. However, Individual View currently does not support all settings and options from the Gradebook.

The following keyboard shortcuts are supported in the Gradebook:
- S: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- M: Open the menu for the currently selected column.
- Esc: Close the menu for the currently selected column.
- G: Open the Assignment Detail page for the currently selected assignment.
- C: Open the Grade Detail tray for the currently selected assignment.

Note: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader. After the browser is closed, the grade changes update.

View Gradebook

To access the gradebook, click Grades on the left side course navigation column.

The Gradebook includes global sorting options and settings you can use to organize your gradebook [1], student data [2] and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon [4] or press the Shift+Question Mark keys simultaneously.

View Gradebook Menu

The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available at any time.

Individual View allows you to assess one student and one assignment at a time and is fully accessible for screen readers. Individual View currently does not support settings and options from the Gradebook.

Gradebook History displays the **Gradebook History page**, which logs recent grade changes in the course according to student, grader, assignment, and date.

View Gradebook Viewing Options
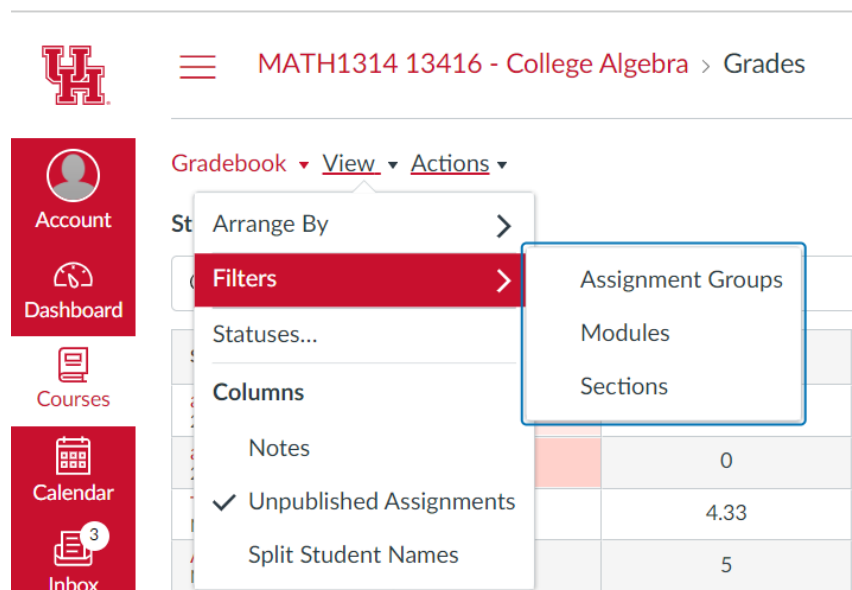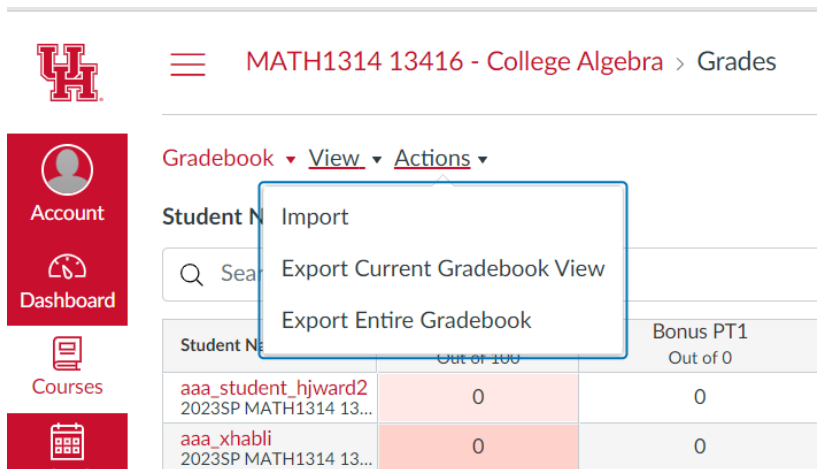
The View menu allows you to filter and sort the Gradebook according to several viewing options. Explore each option to learn more about those filters.

The filtering system is a very important tool if your course has multiple lab sections and/or multiple graders. The graders can filter the students through the lab sections they are enrolled to grade their own students only. To make their work even easier, they can filter just the homework they want to grade and continue to do the grading effortlessly through the built-in SpeedGrader.

There are a lot of other filtering features that help the instructor have a better insight on students' performance.

View Gradebook Actions Options

To bulk manage student grades in the Gradebook, you can also **import grades** and export grades. Currently the Gradebook Export CSV file data includes all Gradebook data regardless of filtered or sorting options.

Importing Grades

If you are using CCS for assignments, you will be using the import feature very frequently. On the Gradebook page, click **Actions** and **select Import**.

You will be directed to this page:
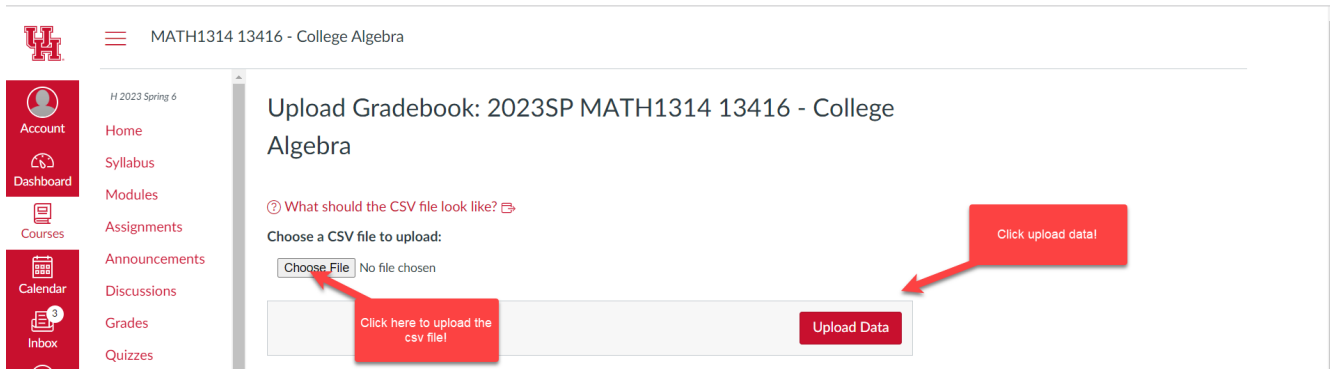
Click Choose File, find the csv file downloaded from CCS in your computes and attach the file. Click **Upload Data** and **Save Changes**. Your upload is complete.

By default, the gradebook displays all students and all assignments. If you want to focus on one student or a couple of them, or if you want to focus on only one particular assignment, then you can search the students or the assignments by name:
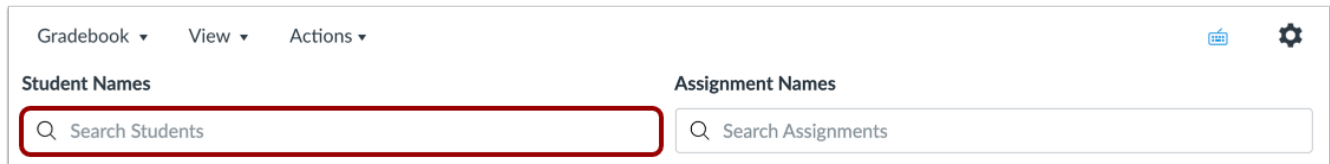
View Gradebook Settings
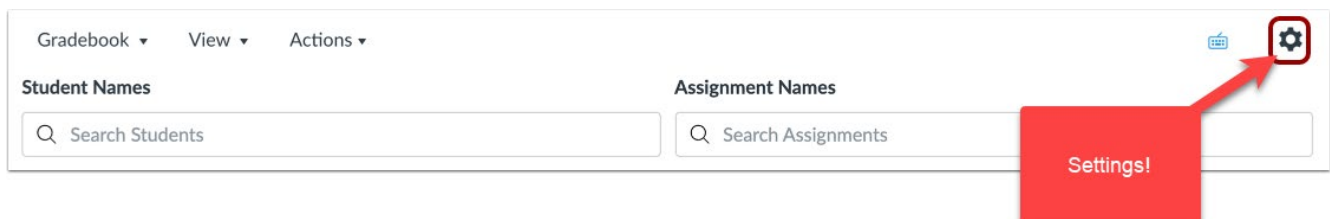
The Gradebook Settings allow you to apply Late Policies or a Final Grade Override in your course. **You are advised to enter 0 for missing assignments, otherwise the gradebook will not include the assignment in the average if the grade is missing.**

Gradebook Settings   ✕

Late Policies   Grade Posting Policy   Advanced

☑ Automatically apply grade for missing submissions

Grade for missing submissions

| 0 | %

☐ Automatically apply deduction to late submissions

Late submission deduction   **Deduction interval**

| 0 | % | Day ⌄ |

Lowest possible grade

| 0 | %

Cancel   Apply Settings

After you set your rules, then click Apply Settings and you are done.
You can set the Grade Posting Policy to be automatically(recommended) or manually.

View Assignment Column

Homework 8 Out of 100	Homework 9 Out of 100	Homework 10 Out of 100
0	0	–
102	100	–
102	📄	–
102	97	–
92	96	–
102	100	–

Each column in the Gradebook represents a published assignment in the Assignments page. Each column displays the assignment title, total points, and each student's grade.

Hover over the assignment name to display three dots and see the dropdown menu for different options to apply to your assignment:

Homework 8 Out of 100	Homework 9 Out of 100	Homework 10 Out of 100
0	Sort by >	–
102	SpeedGrader	–
102	Message Students Who	–
102	Curve Grades	–
92	Set Default Grade	–
102	All grades posted	–
102	Hide grades	–
85	Enter Grades as >	–
95	Download Submissions	–
99	Grade Posting Policy	–
53		–

You can sort the grades, you can open the Speedgrader to grade the assignments with free response, you can curve the grades if necessary, you can message students who are have not submitted or students who have a failing grade and many more. Just explore the options.

Important Note: If you are teaching a coordinated course, do not use the "Curve Grades" feature without consulting with your coordinator. In math department, we do not curve grades, unless it is necessary at the end.

View Assignment Groups and Total Column

Test 1 16% of gr...	Test 2 16% of gr...	Test 3 16% of gr...	Final Exam 22% of grade	Online Quizzes 12% of grade	Homeworks 10% of grade	Lab Work 5% of grade	Participation Poppers 3% of grade	Practice Tests 0% of grade	Total	Override
74%	86.75%	0%	–	86.08%	73.75%	60%	77.78%	16.67%	62.51%	–
98%	92.5%	104%	–	100%	99.38%	102.86%	100%	60%	98.97%	–
105%	103%	106%	–	100%	100.29%	102.86%	100%	66.67%	103.09%	–

You should be able to see the assigned percentages and the performance of students in each category throughout the semester.

You will be learning more by exploring every feature. These were some important guidelines to get you started.

Step 11: Grading Free Response Assignments in Canvas

There are many classes which require homework upload submissions through CANVAS. All these assignments need to be graded manually by either the instructor or by the graders assigned to the instructor. For such grading duties, we will use SpeedGrader. SpeedGrader is a tool within Canvas that allows instructors to quickly view and grade students' submissions for Assignments, Discussions, and Quizzes.

Accessing SpeedGrader

Locate the assignment you want to grade in SpeedGrader: You can click Assignments on the navigation panel of CANVAS, or you can find your assignment in one of the Modules. Then click the assignment to open:
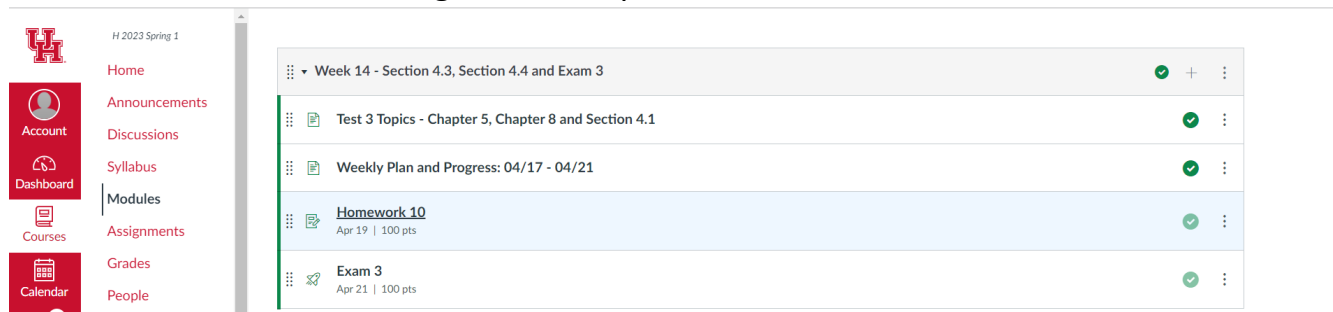
After you select and click your assignment, then you will see the assignment page:
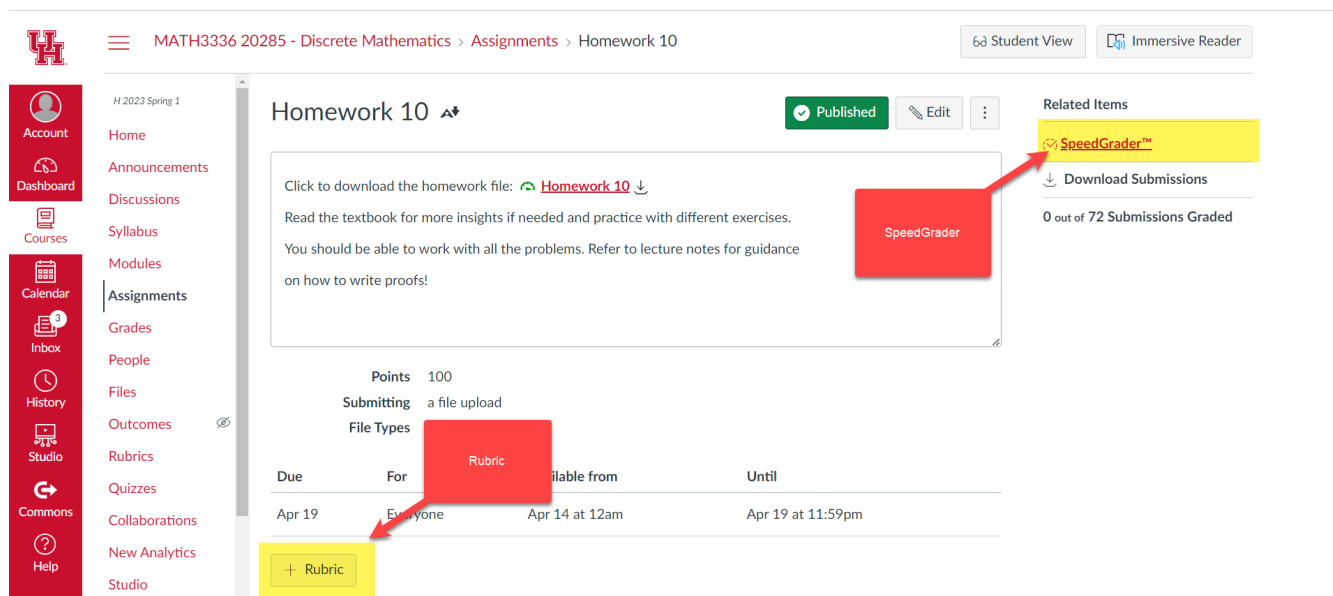
You can choose to add a rubric to this assignment (strongly recommended) before you begin grading the assignment. This will help to keep track of the graded questions and the points the students get from each question. Adding rubric clears any confusion that students might have about the grading structure.

Adding Rubric

Click **+Rubric** and complete the form based on your grading criteria:
- Add the name of rubric to be able to distinguish easily from the rest of rubrics
- Add the problem # under criteria and describe how it is graded
- Add the points under the ratings and put comments for detailed explanation
- Add more questions as needed and click Create Rubric at the end.

The rubric is created and ready to use. Now we are ready to click SpeedGrader. We will be directed in a web browser to work on. The student work will open up, you will read their solutions and fill the points in the rubric. Use the rubric to make your work easier. The rubric adds the points automatically. When done with one student, use the arrows in the upper right corner to move to the next one:

Page 1 of 4   ZOOM

MATH 3336 - HW 9

1. Solve the nonhomogenous recurrence relation $a_n = 2a_{n-1} + 2n^2$, with given initial condition $a_1 = 4$.

Solution:
Characteristic polynomial: $r = 2 \to a_n^H = C(2^n)$
and $a_n^P = C_1 n^2 + C_2 n + C_3 = 2(C_1(n-1)^2 + C_2(n-1) + C_3) + 2n^2$

$n = 0 : C_3 = 2(C_1 - C_2 + C_3)$, then

$$2C_1 - 2C_2 + C_3 = 0. \qquad (1)$$

$n = 1 : C_1 + C_2 + C_3 = 2$, then

$$C_1 + C_2 + C_3 - 2 = 0. \qquad (2)$$

$n = -1 : C_1 - C_2 + C_3 = 2[4C_1 - 2C_2 + C_3] + 2$, then

Student Viewed Docu... ...35pm
Word Count: 1,367 w... Click here to go to next student!
Submitted Files: (click...
3336_hw10_BoazAdikaibe.pdf

Total Points will show here!

Assessment
Grade out of 1...

View Rubric

Click here to use rubric and fill it in!

Comments for this Attempt

Add a Comment

Submit

When you click View Rubric, you will see the rules of grading you assigned in the rubric. Fill the points for every question while you evaluate the solutions:

Page 1 of 4   ZOOM

$a_n = C(2^n) - \frac{2}{7}n^2 + \frac{4}{7}n + \frac{12}{7}.$

We know that $a_1 = 4$, so we have the following:
$4 = 2C - \frac{2}{7} + \frac{4}{7} + \frac{12}{7}$
$4 = 2C + 2$
$C = \frac{4-2}{2} = 1$
Thus, the solution to the recurrence relation is

$$a_n = 2^n - \frac{2}{7}n^2 + \frac{4}{7}n + \frac{12}{7}.$$

Rubric

Ratings		Pts
13 pts Full Marks Make sure all problem is submitted.	0 pts No Marks	13 / 13 pts
13 pts Full Marks Make sure all problem is submitted.	0 pts No Marks	13 / 13 pts

At the end, after you have read all the solutions, click Save and enter the accumulated points in the rubric in the Grade box. Afterwards, you can move to the next student:

Page 1 of 4   ZOOM

and $a_n = C_1 n + C_2 n + C_3 = 2(C_1(n-1) + C_2(n-1) + C_3) + 2n$

$n = 0 : C_3 = 2(C_1 - C_2 + C_3)$, then

$$2C_1 - 2C_2 + C_3 = 0. \qquad (1)$$

$n = 1 : C_1 + C_2 + C_3 = 2$, then

$$C_1 + C_2 + C_3 - 2 = 0. \qquad (2)$$

$n = -1 : C_1 - C_2 + C_3 = 2[4C_1 - 2C_2 + C_3] + 2$, then

$$7C_1 - 3C_2 + C_3 + 2 = 0. \qquad (3)$$

Subtract (2) from (1):

Assessment
Grade out of 100

Click Next!

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View Rubric

Homework 10 Rubric

Criteria	Ratings	
	Full Marks	

Document Submissions

Before you begin grading and annotating using SpeedGrader, it is highly recommended clicking the eye icon in the top left of SpeedGrader page and choosing Hide Grades. This will prevent students from seeing their grades until you post grades once you are done grading. Additionally, this allows you to make further comments or change grades without notifying students of the changes.
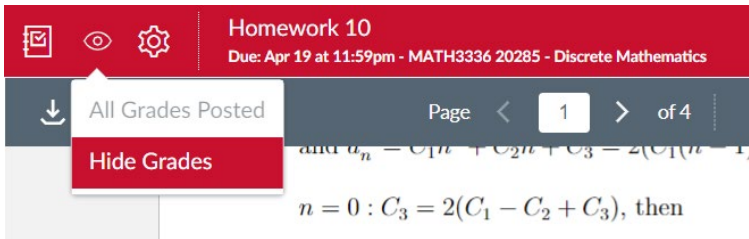
Annotating and grading document submissions

SpeedGrader allows you to annotate document submissions. If students have submitted using the Text Entry option, you will not be able to annotate their submissions. You can limit submission types when building Assignments.
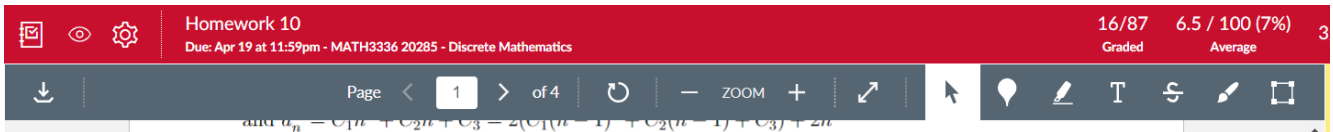
Just explore the tools you see to understand their features.

Grading Assignments in classes with multiple lab sections

If you are teaching a class which has multiple lab sections and/or multiple graders, then CANVAS will divide the students based on their lab enrollment and you or TA will be able to select their students only. After you choose the assignment you want to work with, on the main page, you should select the group/lab section you want to grade:

After you select the lab section, continue with SpeedGrader and finish your grading.

Grading with Ipad: If you have an ipad, just open the homework you need to grade, choose the lab section (if applicable), and do the grading by putting annotations on paper. Do not forget to complete the rubric if it is available.

Dealing with Multiple Graders in a Course with No preset Groups/Labs

If your course has multiple graders but not lab sections, there is a manual process to be done through CANVAS. On the navigation panel of CANVAS, click People, then we select +Group Set and follow the steps according to how you prefer to add the groups.

You can choose to upload a csv file with students grouped based on different criteria you might choose. Feel free to contact Blerina Xhabli at bxhabli@uh.edu for some important details and fair distribution of students in groups for grading purposes.

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STEP 12: COURSE COORDINATION IN CANVAS

If the class you teach is coordinated, then the assignment groups and the common assignments should be created by the coordinator. The instructor can create their own poppers or other supplemental assignments that is different from the common ones (test/quizzes/homeworks).

If you are the coordinator of one course with multiple sections, then there are some important steps to be completed from your part as a coordinator:

1. You should request to be a teacher/coordinator in all the sections of the course you teach. Email courserequest@uh.edu with a list of courses/sections you need to be added to. The request will be completed in a timely manner.

2. You should prepare an exam schedule for your course before the semester starts and send the schedule to Minh Nguyen to get it approved.

3. You should create/set up the assignment groups with their proper weight percentages as stated in syllabus, and their corresponding assignments that are the same for each section **in your own course/section** before the semester starts.

4. After creating these groups and assignments, you should copy this content to the other sections. You are the ONLY ONE who can copy this content because you are a teacher/coordinator in each section!

5. **Copying the groups and assignments** in each group to the other sections of your coordination **will be completed one at a time**. Here are the steps you should follow to copy the common assessments that all sections share in this course:

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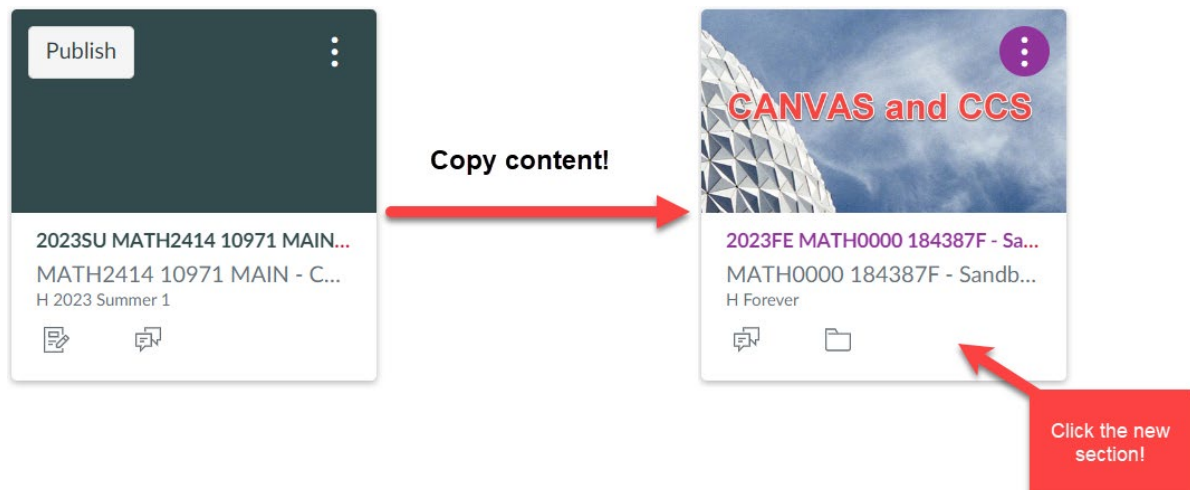
6. Click the section you want to copy the content, and on the left side navigation menu, scroll to the end and click **Settings.** Then click **Import Course Content:**

7. From the dropdown menu, select **Copy a Canvas Course:**

8. Choose your own course from which you will copy the content:

9. Specify the content you need to copy, do not adjust dates, and click Import:

10. After importing, you should be able to select the content you want to copy:

11. Choose Course Settings, all the assignments and quizzes and click Select Content:
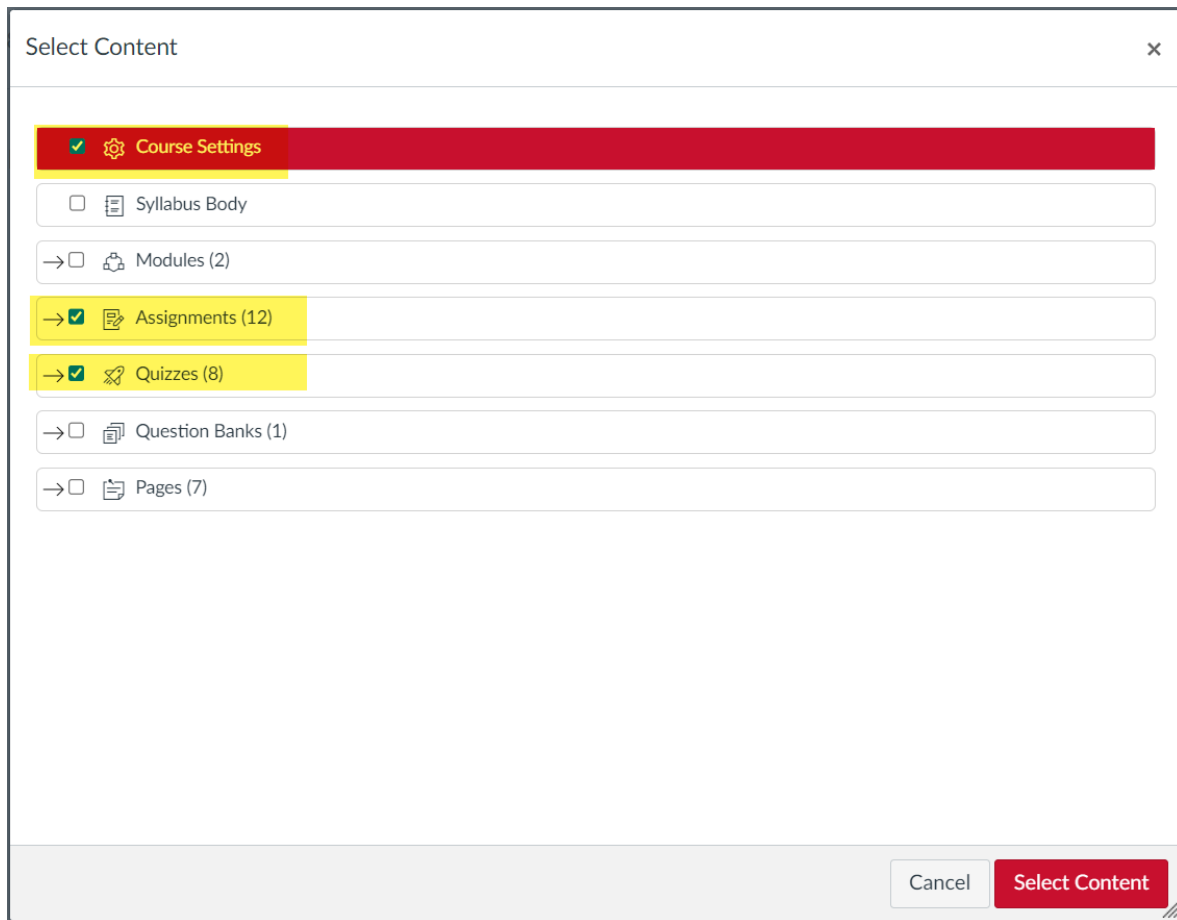
12. The task is completed. Now go to the Assignments page to check:
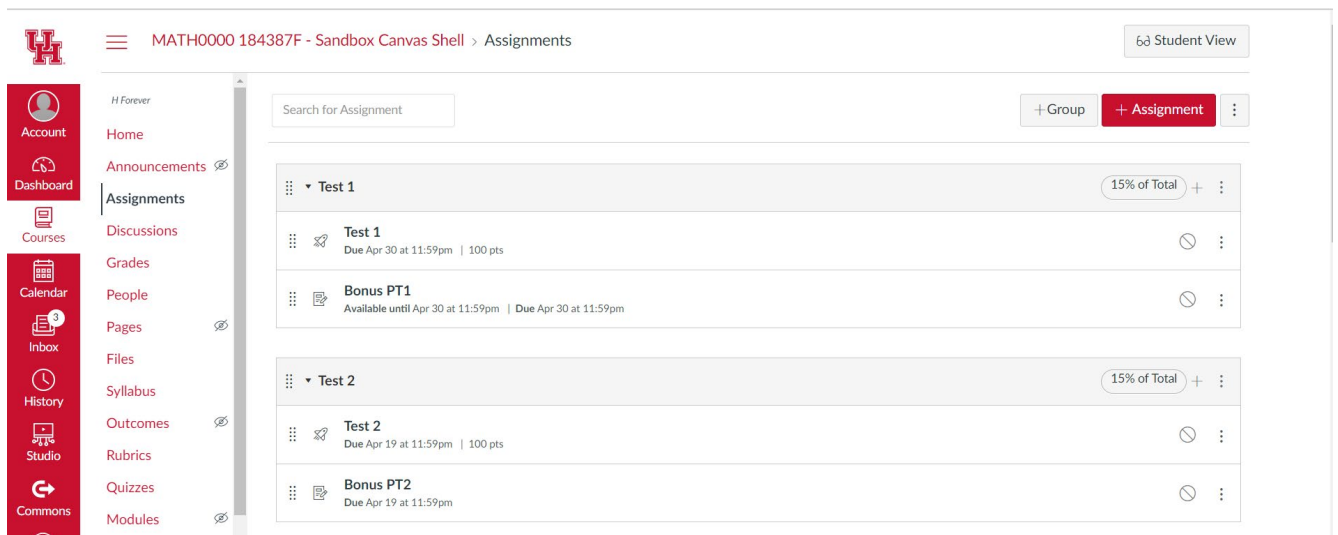
You should be able to see all the groups you created in your own section along with the percentages and the assignments in each group.

That is your only job as a coordinator in CANVAS part.

Important Note: The instructors can copy any course content including modules, assignments, discussions etc. from their old CANVAS courses by following the same steps above. This process saves them a lot of time in setup and course content.

However, the instructor should NOT create groups of assignments if the course is coordinated. The instructor can create their own poppers or discussion assignments, but not quizzes or tests, etc. Only the coordinator should create such groups and assignments to preserve the integrity and maintenance of all sections of the same course.

STEP 13: CCS STRUCTURE AND HOW TO USE IT

The **CASA Campus Services platform (aka CCS)** is the new courseware platform that is replacing the formal CASA courseware. All the quizzes and tests maintained by the formal CASA courseware will be transferred to this new system. One of the main purposes to move everything to this new system is the accessibility and integration with CANVAS. CCS is designed to read the content from the CANVAS course such as the list of students and the quiz type assignments created on CANVAS. Every setting of an assignment provided in CANVAS will be applied in CCS accordingly.

CCS is still a work in progress. The main structure is developed completely: It provides all the functionality and services you were able to do through the formal CASA courseware. Furthermore, there are some additional services provided such as insight to student performances in quizzes/tests through quiz/test analysis feature, easy access to view different sections' assignments' performance for coordinated classes, etc. The LGC calculator and Opt-Out feature are built-in tools within CCS, as well. More features and tools will be added or improved in the future.

Make sure you request your CCS shells for your courses. You can access CCS through
http://ccs.casa.uh.edu/cgi-bin/canvas1.sh

Let's have a look at the design of CCS and explore the main features that we need to create content for our assignments such as quizzes/tests/homeworks, etc:

Follow the link above and authorize your login to this platform. You are required to use your CougarNet credentials to login. Once you login, you will be able to see the list of all the classes you have taught or you will be teaching. If you are a coordinator, you will be seeing all the sections of the course you coordinate. It will be a long list to display.

Using the Filter System of CCS platform

We have a filter system that helps the instructor to display the courses of the current semester only. Use this filter feature to display the classes of the current semester by choosing the current semester option in the filter system displayed on the main page, as shown in the following image:

semester	session	course ID	section number	description	GO	
2023SU	none	CCS1000	185086S	CCS Test Course 3	teacher	student
2023SU	1	MATH1314	11036	College Algebra	teacher	student
2023SU	MIN	MATH1314	11562	College Algebra	teacher	student
2023SU	2	MATH1314	12069	College Algebra	teacher	student
2023SU	1	MATH2414	10971	MAIN	teacher	student

For every course in CCS, you will have two options to view the course: the teacher view where all your work in CCS will take place, and the student view to check your work from a student's perspective and use it as a guide for your students.

CCS Student View

The Student View is very self-explanatory and have all the basic features needed for a student to finish their work on CCS. To access student view for any of your courses, click the student button next to the course.

It is strongly recommended that you explore each item you see in the main menu of the student view. This will help you understand the system better and be able to answer any questions that the students might have regarding the features in this menu.

CCS
CASA Campus Services

Main Menu

Unproctored Assessments

GO take your **quiz or practice test**
GO view your **graded quiz or practice test**

Proctored Exams

GO **schedule or re-schedule** to take a proctored exam in an on-campus testing center
GO take your **proctored exam**
GO view your **graded exam**

EMCF: Poppers/Multiple Choice Homeworks

GO take an **EMCF**
GO view a graded **EMCF**

Opt-Out and Letter Grade Calculator (LGC)

GO **opt-out** and letter grade calculator (LGC)

Textbook and Course Activity

GO view the **textbook**
GO view your activity **history**

CCS Teacher View

Choose the class you want to work upon, and click the teacher button to continue. You will be directed to the **main menu of CCS teacher view** for your class:

CCS CASA Campus Services	This page is MAIN MENU	Main Menu ・ Change Course ・ Help ・ Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017

A. Information on Integrating CCS with Canvas

GO A1. Instructions on using Canvas and CCS.
GO A2. Essential Information about Assignments.

B. Quiz/Test Content (questions)

    B1. Step 1 of 4. Create the quiz/test in Canvas.
GO B2. Step 2 of 4. Install quiz/test content.
GO B3. Step 3 of 4. Check quiz/test content.
GO B4. Step 4 of 4. Release quiz/test to students.
GO B5. Take quiz/test as a dummy student.
GO B6. Check everything for all quiz/tests.
GO B7. View an archived quiz/test.

C. EMCF

GO C1. Step 1 of 3. Create and release to students.
GO C2. Step 2 of 3. Enter the key.
GO C3. Step 3 of 3. Grade and download the grades.
GO C4. View, re-configure, or delete an existing EMCF.

D. Textbook

GO D1. View the textbook.

E. Grades

GO E1. View graded quiz attempts and completed tests.
GO E2. Download quiz/test grades for upload to Canvas.
GO E3. View the status of course evaluaton for each student (slow, allow 1-2 minutes).
GO E4. Download bonus points for submission of course evaluation.
GO E5. View quiz/test analysis.
GO E6. View quiz/test analysis for all sections (coordinators only).

F. LGC (letter grade calculator)

GO F1. Check Canvas set-up.
GO F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes).
GO F3. Set drop type.
GO F4. Create a new LGC run (includes the registrar's file)
GO F5. View an existing LGC run.
GO F6. View the pass rate for all sections (coordinators only).

G. Miscellanous

GO G1. View section info (teachers, number of students, etc).
GO G2. View a report of student scheduling status (slow, allow 5-30 seconds).

The teacher menu is self-explanatory for most of the services it provides. All these **instructions** that you read in this handbook will be linked in **Section A** of the main menu.

All the quiz/practice test/test **content** will be maintained by **Section B**. It is mandatory to have the quiz assignment created in CANVAS before you begin building the content in CCS. There are steps involved, but they are all straightforward and easy to apply.

If you want to build **EMCF** forms for your multiple choice homeworks or poppers, you will be using **Section C** of this menu. You will be able to enter the key ahead of time or after the students have submitted their answers. You will be able to see the statistics of such submissions. After the deadline, you will be able to download EMCF grades.

The **textbook** can be found in **Section D** of the menu.

Section E is the place where you will be able to view the graded attempts of the students. Furthermore, this is the place where the **grade download** occurs. For the moment, it is a manual process. After the deadline of an assignment has passed, you are advised to download the grades of the assignment. A csv file with the same name as the assignment will be downloaded in your computer, which you will import in CANVAS gradebook. There are also other features that help to understand the performance of students.

Section F contains **the LGC** calculator and Opt-out tool. For the LGC, the instructor will have the chance to set the drop type of assignments: either be the actual drop of lowest grade assignments, or reduce the denominator type of drop to be implemented when we calculate the letter grade for this class. Furthermore, this section provides some tools to check the overall **CANVAS set up** and CANVAS/CCS grade sync.

There is a **Section G** with some extra information about the class enrollment. Here you will find a report of the exam scheduling status for each student. In the future, some sections can be improved for the better outcome, and some others can be added.

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STEP 14: INSTALLING CONTENT FOR QUIZZES/TESTS/PRACTICE TESTS IN CCS

Quizzes, practice tests and tests are some of the most important assessments that help the student to retain the information properly and eventually show mastery of such content. All these assessments are planned accordingly at the beginning of the semester and made available to students in a timely manner. The setup of these assessments takes place in CANVAS. The instructor or the coordinator is strongly recommended to do the setup for these three major assessments on CANVAS before the semester starts.

The content of these assessments will be provided through the CCS platform. All the assessments should have proper instructions that guide students to go to the right place, as explained in Step 6 of this handbook.

Let's begin to create content for such an assessment, say Quiz 00. Most of classes have a Quiz 00 (or just Quiz 0), which is a background check type of assignments for the students. We will follow the steps that are listed in Section B of the main menu of CCS:

We double check that we have this Quiz 00 already setup in CANVAS:
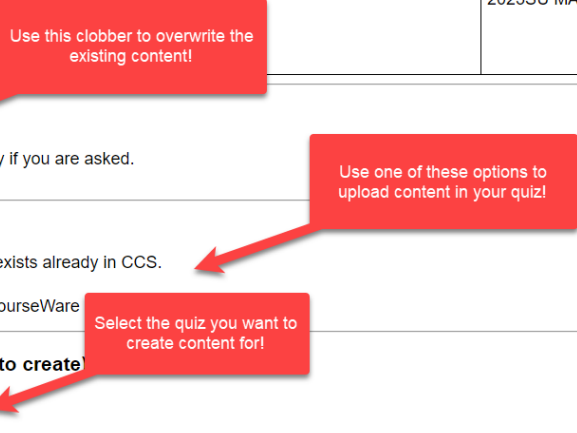
Golden Rule #3:

Everything must be set up in CANVAS before adding content in CCS.

Then we proceed with item B2 of Section B to install the quiz content. On the next page, you will see three important divisions:

Clobber: You will use this feature, if you already have content in your Quiz 00, but you made a change/update and want to overwrite the content. If you are sure of this process, you need to write **overwrite** in the box and continue the other steps.

We will be developing the feature of appending/combining two quizzes together later.

Source: This is the main feature of Section B, the purpose of Section B. You will have the option to choose to copy content from existing resources in CCS, or you can upload a new zip file of coded quiz/test/practice test. If none of these options is available, then you can request option 3 to copy a quiz/test/practice test from the formal CASA Courseware archives. Your request will be completed in a timely manner.

Target: You should be able to select the proper quiz/test/practice test from CANVAS that you are planning to build the content for.

Let's begin with option 1.

Copying quiz/test/practice test available in CCS

We are going to build content for Quiz 00. We click item B2, and on the next page, we skip clobber, and we choose option 1:

Once you choose option 1, you will see the options to choose the semester, the session, the year and proctored/unproctored. Pick the options that you know where the content is, choose Quiz 00 and click Next:

From the dropdown list, choose the quiz you want to copy from and click Next:

The copying of the content is done successfully:

We need to make sure that we have uploaded the right content. Therefore, we check the uploaded content by clicking item B3. Go to main menu and click item B3:

On the next page, choose the quiz you need to check and click Next:

Quiz 00 ⌄

Next

You will be directed to see the quiz content. Here is a glimpse of what to expect:

Question number 1.

Show All Versions

Evaluate: $\lim\limits_{x \to -4} \dfrac{x^2 + 5x + 4}{x + 4}$

○ does not exist

○ $\dfrac{1}{3}$

○ 8

○ −3

Scroll down the page to see all the different questions of the quiz. If you want to see all the different versions of a question, click   Show All Versions

When you see all versions of a specific question, you will be able to see the answer to each different version. This is a great way to check whether there is a typo or a wrong answered question.

If you are satisfied with the quiz content, now it is time to release the quiz to all students. Go to main menu and click item B4:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.
GO   B2. Step 2 of 4. Install quiz/test content.
GO   B3. Step 3 of 4. Check quiz/test content.
GO   B4. Step 4 of 4. Release quiz/test to students.
GO   B5. Take quiz/test as a dummy student.
GO   B6. Check everything for all quiz/tests.
GO   B7. View an archived quiz/test.

On the next page, choose the right options and click Next:

	This page is RELEASE QUIZ/TEST page 1 of 3	Main Menu Change Course Help Log Out
CCS CASA Campus Services		Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017

You can (a) configure a new quiz or (b) re-configure an old quiz. Please select one quiz.

Quiz 00

○ proctored
◉ unproctored

Next

On the next page, you will have the chance to enter the points. If you distribute evenly, then you leave 0 at every box, otherwise enter the points you have planned for each question in each box. It is done manually for the moment. (It will become a better feature in the future.) After you are done with the points, click Next:

This page is
RELEASE QUIZ/TEST
page 2 of 3

| Main Menu | Change Course | Help | Log Out |

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Now specify the number of points for each question. To give equal points to all questions, put a 0 in each box.

Hint: Use your tab key to jump to the next box.

0	Question 1
0	Question 2
0	Question 3
0	Question 4
0	Question 5
0	Question 6
0	Question 7
0	Question 8
0	Question 9
0	Question 10
0	Question 11
0	Question 12
0	Question 13
0	Question 14
0	Question 15
0	Question 16
0	Question 17
0	Question 18
0	Question 19
0	Question 20

Next

The quiz is complete and ready for the students to work upon. All the deadlines, the number of attempts, and other rules such as not showing the right answer but just the student answer, are inherited by the CANVAS setup. If you extend the deadline in CANVAS, it will be updated in CCS shortly after. You can extend deadlines for specific students, and CCS will provide that extension to that student:

This page is
RELEASE QUIZ/TEST
page 3 of 3

| Main Menu | Change Course | Help | Log Out |

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All questions will be equally weighted.

Success.

To proceed, click Main Menu above.

You should follow the same steps if you want to copy the content for a test. **Make sure you select "proctored" option for tests, otherwise your students will your test before being administered.**

Uploading a zip file for quiz/test content

Click item B2, and on the next page, click the option to upload a zip file.
Choose target to be Test 1 assignment to be uploaded and click Next:

Then click the link to upload a file from your computer:

After you choose the right file, click Next, and wait until the upload takes place:

CCS CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3	Main Menu　Change Course　Help　Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017

We are creating this quiz/test: 'Test 1' (45755).

Use the browse button below to select your zip file. Then click Next. Allow up to four minutes for processing.

Choose File SP23_2414_T1.zip

Next

You will get the upload confirmation. You should see a message as follows:

The quiz/test ID is 45755. The uploaded file was 226469 bytes (221 KB).
I found 13 questions. I found 210 versions (sum over all the questions).

Success

I assigned an equal number of points to each of the questions in your upload. If you need something different, please email hjward2@central.uh.edu.

To continue, use the back button on your browser.

You can use menu item 15 to verify the upload.

Zipfil=/tmp/uploadzipfil_13771.zip, header=/tmp/upload_header.13771.

Go back and go to main menu to continue with item B3. Click item B3 to go to next page:

CCS CASA Campus Services	This page is VIEW CONTENT page 1 of 3	Main Menu　Change Course　Help　Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017

Test 1　˅

Next

Click Next to check the content and if all is good, proceed with item B4 to release to the student. It is very important to be careful on this step. Make sure you select proctored for all tests:

CCS
CASA Campus Services

| Main Menu | Change Course | Help | Log Out |

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You can (a) configure a new quiz or (b) re-configure an old quiz. Please select one quiz.

Test 01

◉ proctored
○ unproctored

Next

After you click Next, you will be given the option to enter the points for each question. If you have an exam with free responses, you should enter 0 for the free response problems and you should enter point values for the rest of the problems:

CCS
CASA Campus Services

| Main Menu | Change Course | Help | Log Out |

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Now specify the number of points for each question. To give equal points to all questions, put a 0 in each box.

Hint: Use your tab key to jump to the next box.

6	Question 1
6	Question 2
6	Question 3
6	Question 4
6	Question 5
6	Question 6
6	Question 7
6	Question 8
6	Question 9
6	Question 10
0	Question 11
0	Question 12
0	Question 13

Mutliple Choice Questions!

Free Response Questions!

Next

If your test does not have free response, and all questions are equally evaluated, then leave 0 and click Next to submit your settings.

This is the message you will get after you click Next:

I wrote points for 13 questions for 1 sections. The sum of points is 60.

Please contact CASA administration to arrange scheduling for this proctored test. As of Feb 2023, this is Minh Nguyen, Samantha Stark, or Patrick Daniel.

To proceed, click Main Menu above.

Copying from formal CASA Courseware Archives

Another option to install content for your quiz/test is to choose option 3. If your quiz/test is not in CCS or you do not have any zip file for it, then you should go with option 3. After you click item B2, choose option 3 and the target assignment, say Practice Test 1, and click Next:

Clobber

[_____] Use this only if you are asked.

Source

○ Option 1: Copy a quiz/test which exists already in CCS.
○ Option 2: Upload a zip file.
● Option 3: Copy a quiz/test from CourseWare archives.

Target (the quiz/test you want to create)

[Practice Test 1   ▾]

[Next]

Then you will be directed to this page. If you do not see any option to select, just email Herbert Ward:

| CCS CASA Campus Services | This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3 | Main Menu | Change Course | Help | Log Out |
| | | Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017 | | | |

We are creating this quiz/test: 'Practice Test 1' (45763).

If the zip file is not in the drop down, send email to hjward2@uh.edu.

[∨]

There are no installed zip files for your course (2023SU_MATH2414).

Click Next and wait 1-5 minutes.

Next

Then after he uploads the content, you should proceed similarly as you do with quizzes in item B3 and item B4 to release to the students.

This is all how copying/uploading of quiz/test content works.
Never forget to make your tests proctored.

You can always check the uploaded quiz by using item B5 and complete that quiz as dummy student. This will give you an idea whether all is set properly along with the point system.

Checking the quiz/test configuration status.

It is easy to lose track of what quizzes/tests we have configured/released so far, especially when there are a lot of them. Therefore, **item B6** is a very important tool from this aspect. Go to main menu, and click item B6:

B. Quiz/Test Content (questions)

B1. Step 1 of 4. Create the quiz/test in Canvas.
GO B2. Step 2 of 4. Install quiz/test content.
GO B3. Step 3 of 4. Check quiz/test content.
GO B4. Step 4 of 4. Release quiz/test to students.
GO B5. Take quiz/test as a dummy student.
GO B6. Check everything for all quiz/tests.
GO B7. View an archived quiz/test.

Then you will be able to see the following (an example from a Spring 23 course):

| | | | | This page is CHECK ALL QUIZZES page 1 of 1 | Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114 | | | | | |

name	proctored tests: dates	in scheduler as a proctored test	released to students	number of questions	time limit (minutes)	due	until due (days)	allowed attempts	testing center	ID	proctored tests: aids *
BonusHWK		no	no	0	0	Sat Apr 15 23:59 2023	past due (or no due date)	2	?	41662	
FinalExam	2023-05-05 to 2023-05-09	yes	yes	0	110	Tue May 9 23:59 2023	11.44	1	GAR	7320	
PracticeFinal		no	yes	36	100	Thu May 4 23:59 2023	6.44	10	not proctored	5155	
PracticeTest 01		no	yes	18	100	Sat Feb 18 23:59 2023	past due (or no due date)	20	not proctored	4893	
PracticeTest 02		no	yes	20	100	Sat Mar 11 23:59 2023	past due (or no due date)	10	not proctored	5156	
PracticeTest 03		no	yes	21	100	Tue Apr 18 23:59 2023	past due (or no due date)	10	not proctored	5157	
Quiz 00		no	yes	20	75	Sat Jan 21 23:59 2023	past due (or no due date)	2	not proctored	4794	

If an assignment is not built in yet, you will see red squares, and if the assignment is built and is released to the students will not have any red squares. For example, we have configured Quiz 00. From this table, you should plan what to do next. For example, we have to upload the final exam for that class.

Finally, item B7 gives the instructor an opportunity to have a look at the archived quiz/test content before they upload to their own class.

Creating Quiz/Test Content as a Coordinator

You are the coordinator and you set up all the quizzes on CANVAS for all sections. Now it is time to upload content in these quizzes/tests/practice test. The steps are similar to how any instructor would upload/copy content for a given quiz. The only change is that you as a coordinator, will have the option to select all sections when uploading content. Click item B2, choose one of the options that fits your upload/copy content, choose the target quiz, for example Quiz Trial, and continue to select all the sections of the course:

Clobber

[ ] Use this only if you are asked.

Source   This section is needed only for Option 1.

◉ Option 1: Copy a quiz/test which exists already in CCS.   Spring ▾   Session 1 ▾   2023 ▾   ○ proctored
○ Option 2: Upload a zip file.   ◉ unproctored
○ Option 3: Copy a quiz/test from CourseWare archives.

Target (the quiz/test you want to create)

Quiz Trial ▾

If you want to include other sections, check them here.

☑ 2023SP MATH2414 14506 MAIN - Calculus II
☑ 2023SP MATH2414 14507 - Calculus II

[Next]

Click Next and select the quiz source to copy in the same way as you did as an individual instructor. The only difference is to select the sections. The sections will be available to be selected only to the coordinators of the course.

After you are done, you will see the confirmation message that this quiz has been created in all the sections of the course.

This is how CCS functions to build content for your assignments of the course.

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STEP 15: CREATING EMCF SHELLS FOR POPPERS/HOMEWORKS IN CCS

If you use poppers for attendance, then it is strongly recommended to set them up in CANVAS first. It is important to make this a habit. Similarly, if your course has multiple choice homeworks as assignments, you need to create them in CANVAS as assignment types, and afterwards we create the EMCF form in CCS for answer submission. Say we create **Popper Ch1** quiz type assignment in CANVAS. Now, we will create the EMCF shell in CCS and enter the availability of the popper exactly as it is in CANVAS. EMCF in CCS runs independently that is why you are required to enter the availability.

Creating Poppers/Homeworks

On Section C of the main menu, click **item C1(Step 1) Create and release** to students:

A. Information on Integrating CCS with Canvas

GO A1. Instructions on using Canvas and CCS.
GO A2. Essential Information about Assignments.

B. Quiz/Test Content (questions)

     B1. Step 1 of 4. Create the quiz/test in Canvas.
GO B2. Step 2 of 4. Install quiz/test content.
GO B3. Step 3 of 4. Check quiz/test content.
GO B4. Step 4 of 4. Release quiz/test to students.
GO B5. Take quiz/test as a dummy student.
GO B6. Check everything for all quiz/tests.
GO B7. View an archived quiz/test.

C. EMCF

GO C1. Step 1 of 3. Create and release to students.
GO C2. Step 2 of 3. Enter the key.
GO C3. Step 3 of 3. Grade and download the grades.
GO C4. View, re-configure, or delete an existing EMCF.

D. Textbook

GO D1. View the textbook.

E. Grades

GO E1. View graded quiz attempts and completed tests.
GO E2. Download quiz/test grades for upload to Canvas.
GO E3. View the status of course evaluaton for each student (slow, allow 1-2 minutes).
GO E4. Download bonus points for submission of course evaluation.
GO E5. View quiz/test analysis.
GO E6. View quiz/test analysis for all sections (coordinators only).

F. LGC (letter grade calculator)

GO F1. Check Canvas set-up.
GO F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes).
GO F3. Do a new run (includes the registrar's file)
GO F4. View an old run (archives)

G. Miscellanous

GO G1. View section info (teachers, number of students, etc).

On the next page, click **Create a new EMCF** button.

Then complete the form based on the criteria you want the EMCF for this popper. Make sure you use the same name for grade download purposes.

EMCF 1

name of EMCF	Popper Ch1		
number of questions		5 ⌄	
number of choices		5 ⌄	
start	Date	Apr ⌄ 27 ⌄ 2023 ⌄	
	Time	09 ⌄ 00 ⌄ AM ⌄	
end	Date	Apr ⌄ 27 ⌄ 2023 ⌄	
	Time	10 ⌄ 00 ⌄ AM ⌄	

Next

You can enter as many questions as you need to. If you use for class attendance, you can make it available for one hour only. If it is a homework, then you can make it available as long as needed. Click Next and your first EMCF popper is created and ready for use.

CCS CASA Campus Services	This page is NEW EMCF page 3 of 3	Main Menu Change Course Help Log Out
		Blerina Xhabli — CCS170
		2023SP MATH1314 13416 - College Algebra — Session 6 — ID111

EMCF number 1 for course/section 2023SP MATH1314 13416 - College Algebra.

Success. Your data is saved. We wrote data for 1 course/sections (see the list above).

You can tell your students to use menu item 15. They can begin work now.

Entering the Key to Poppers

If you already have a key, then you can enter it right away, or you can wait until all students submit their answers. To enter the key, the click item C2 from menu:

C. EMCF

GO	C1. Step 1 of 3. Create and release to students.
GO	C2. Step 2 of 3. Enter the key.
GO	C3. Step 3 of 3. Grade and download the grades.
GO	C4. View, re-configure, or delete an existing EMCF.

On the next page, select the popper you are grading and click Next:

	selector	name	number of questions	number of choices	interval	month	day	year	time (24-hour format)	interval	month	day	year	time (24-hour format)
							start					due		
1	⊙	Popper Ch1	5	5	started	Apr	27	2023	9:00	past due (by 0.54 days)	Apr	27	2023	10:00

Select the EMCF for which you will input the key

Next

On this page, you will see the EMCF form along with the students' statistics. Enter the key on the provided form and click Next. The key is saved. If you want to change the key, repeat the same steps again.

Popper Ch1

The student stats below do not update automatically. To update them go back one page and the 'Next' button again.

| Question 1: ○ A   ○ B   ⊙ C   ○ D   ○ E | Student stats   A = 0   B = 0   C = 0   D = 0   E = 0 |

| Question 2: ○ A   ⊙ B   ○ C   ○ D   ○ E | Student stats   A = 0   B = 0   C = 0   D = 0   E = 0 |

| Question 3: ○ A   ○ B   ○ C   ⊙ D   ○ E | Student stats   A = 0   B = 0   C = 0   D = 0   E = 0 |

| Question 4: ○ A   ⊙ B   ○ C   ○ D   ○ E | Student stats   A = 0   B = 0   C = 0   D = 0   E = 0 |

| Question 5: ○ A   ⊙ B   ○ C   ○ D   ○ E | Student stats   A = 0   B = 0   C = 0   D = 0   E = 0 |

Next

Downloading the Popper Grades

After the deadline, it is time to grade and download the grades. Click item C3:

C. EMCF

GO	C1. Step 1 of 3. Create and release to students.
GO	C2. Step 2 of 3. Enter the key.
GO	C3. Step 3 of 3. Grade and download the grades.
GO	C4. View, re-configure, or delete an existing EMCF.

On the next page, select the popper you want to grade and click Next:

Select one of the EMCFs below to grade and click Next:

	selector	name	number of questions	number of choices	start					due				
					interval	month	day	year	time (24-hour format)	interval	month	day	year	time (24-hour format)
1	◉	Popper Ch1	6	5	started	Apr	27	2023	9:00	past due (by 34.14 days)	Apr	31	2023	23:59

Next

Follow the instructions on the next page and click Next to download the grade file:

1. Click Next to download the CSV file that has the grades.
2. Wait 10-30 seconds.
3. Find the CSV file in your Downloads folder.
4. To upload the file to Canvas:
   - Log into Canvas.
   - Click "Grades".
   - Click "Actions".
   - Click "Import".
5. If you do not wish to upload the file to Canvas, you will find the student names and PSIDs in the file.

Next

The download is complete. You can check your Downloads folder to find the csv file of the grades for Popper Ch1 (it will have the same name.) Go to CANVAS course, click Grades, and under Actions, click Import to upload this file of grades.

Viewing/Updating Settings of an existing EMCF

Suppose you create Popper Ch1 with 5 questions, but afterwards you decide to update to 6 questions (or sometimes you decide to delete some questions.) or you decide to update the deadline. You can update these settings by using item C4 in the menu. You cannot change the name though. But you can delete this popper if it is not needed. Click item C4 to proceed:

C. EMCF

GO	C1. Step 1 of 3. Create and release to students.
GO	C2. Step 2 of 3. Enter the key.
GO	C3. Step 3 of 3. Grade and download the grades.
GO	C4. View, re-configure, or delete an existing EMCF.

On the next page, select the options to either view your settings before you change anything, or re-configure, or delete. We will see how to reconfigure. Click Next:

Step 1: Select "view", "re-configure", or "delete".

Step 2: Select one or more EMCFs in the table below.

Step 3: Click the "Next" button.

○ view
◉ re-configure
○ delete

You can select multiple rows in this table.

selectors	EMCF name	course	number of students who submitted work	EMCF number	due date
☑	Popper Ch1	2023SP MATH1314 13416 - College Algebra	0	1	Due: Apr 27 2023

NB: If you want to do multiple sections, you have to click multiple rows above.

Next

On this page, do the changes you need. The form will be open in its original settings. Note that we changed the # of questions and the deadline:

name of EMCF		Popper Ch1		
number of questions		5 ˅		
number of choices		5 ˅		
start	Date	Apr ˅	27 ˅	2023 ˅
	Time	09 ˅	00 ˅	AM ˅
end	Date	Apr ˅	27 ˅	2023 ˅
	Time	10 ˅	00 ˅	AM ˅

Next

name of EMCF		Popper Ch1		
number of questions		6 ˅		
number of choices		5 ˅		
start	Date	Apr ˅	27 ˅	2023 ˅
	Time	09 ˅	00 ˅	AM ˅
end	Date	Apr ˅	31 ˅	2023 ˅
	Time	11 ˅	59 ˅	PM ˅

Next

Click Next after you are done. The new settings are applied to this Popper:

2023SP MATH1314 13416 - College Algebra	Popper Ch1	0 students submitted work

The EMCF's in the above table have been re-configured.

You can go back to item C2 to enter/update the key for the last question you added. The previous key is already saved. But you can change if you need it.

These are the steps you need to follow to create an EMCF form for either a popper or homework after you create them in CANVAS.

Maintaining EMCFs as a Coordinator

If you are a coordinator of a class with multiple sections, and you have common multiple choice homeworks to share, then here are the steps you need to follow to be able to post the created homework to all sections of the course:

Click **item C1** to create an EMCF for Homework 1, then click `Create a new EMCF`

On the next page, you will be able to see the list of all sections that this course offer. Select all sections after you apply the settings that you need for Homework 1:

EMCF 1

name of EMCF	Homework 1		
number of questions	10 ⌄		
number of choices	5 ⌄		
start	Date	Apr ⌄ 23 ⌄ 2023 ⌄	
	Time	09 ⌄ 00 ⌄ AM ⌄	
end	Date	Apr ⌄ 31 ⌄ 2023 ⌄	
	Time	11 ⌄ 59 ⌄ PM ⌄	

If you want to include other sections, check them here.

☑ 2023SP MATH2414 14506 MAIN - Calculus II
☑ 2023SP MATH2414 14507 - Calculus II

`Next`

Click Next. Then the next page will confirm the creation of EMCF for Homework 1 in all the sections that you selected to be posted:

EMCF number 1 for course/section 2023SP MATH2414 14504 MAIN - Calculus II.
EMCF number 1 for course/section 2023SP MATH2414 14506 MAIN - Calculus II.
EMCF number 1 for course/section 2023SP MATH2414 14507 - Calculus II.

Success. Your data is saved. We wrote data for 3 course/sections (see the list above).

You can tell your students to use menu item 15. They can begin work now.

The coordinator should be able to enter the key for all the sections of the course by following the same steps of entering a key for any EMCF and by selecting all the sections of the course.

Each instructor will be able to see the created Homework 1 in their account. Each instructor will be able to update the deadline of this assignment if necessary for their own section as explained above. However, the instructor should be careful to not delete assignments that are NOT created by themselves. The assignments created by the coordinator should be deleted by the coordinator only. If done by mistake, contact your coordinator.

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STEP 16: GRADED ASSIGNMENTS AND GRADE DOWNLOAD

The students will be working on the assignments til the deadline. If you want to have a look at a graded attempt of the student when they ask questions, you can use Section E for this purpose.

A. Information on Integrating CCS with Canvas

GO A1. Instructions on using Canvas and CCS.
GO A2. Essential Information about Assignments.

B. Quiz/Test Content (questions)

　　　B1. Step 1 of 4. Create the quiz/test in Canvas.
GO B2. Step 2 of 4. Install quiz/test content.
GO B3. Step 3 of 4. Check quiz/test content.
GO B4. Step 4 of 4. Release quiz/test to students.
GO B5. Take quiz/test as a dummy student.
GO B6. Check everything for all quiz/tests.
GO B7. View an archived quiz/test.

C. EMCF

GO C1. Step 1 of 3. Create and release to students.
GO C2. Step 2 of 3. Enter the key.
GO C3. Step 3 of 3. Grade and download the grades.
GO C4. View, re-configure, or delete an existing EMCF.

D. Textbook

GO D1. View the textbook.

E. Grades

GO E1. View graded quiz attempts and completed tests.
GO E2. Download quiz/test grades for upload to Canvas.
GO E3. View the status of course evaluaton for each student (slow, allow 1-2 minutes).
GO E4. Download bonus points for submission of course evaluation.
GO E5. View quiz/test analysis.
GO E6. View quiz/test analysis for all sections (coordinators only).

F. LGC (letter grade calculator)

GO F1. Check Canvas set-up.
GO F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes).
GO F3. Set drop type.
GO F4. Create a new LGC run (includes the registrar's file)
GO F5. View an existing LGC run.
GO F6. View the pass rate for all sections (coordinators only).

G. Miscellanous

GO G1. View section info (teachers, number of students, etc).

View Graded Quizzes or Tests

Click **item E1 in Section E**, then select the quiz or test you want to view. On the next page, choose the student of interest, and follow on the next page to find all attempts of this particular student. Click one of the attempts and you will be able to see their work.

Download Graded Quizzes or Tests

Click **item E2 in Section E** and proceed. On the next page, choose the quiz you want to download and choose full grade to download, then click Next:

The Quiz 21 grades csv file will be downloaded promptly. Then go to CANVAS gradebook, choose Actions and import the grades following the steps as explained in the Gradebook instructions. Check Step 10 of this handbook for a refresh on this task.

Important Note: Use the 5% bonus grade option only for practice test grade downloads. If a student receives 100 in a practice test, then they will receive 5 points as bonus for their corresponding test. We upload these points in CANVAS Gradebook.

For bonus points that come from teaching evaluation at the end of the semester use item E4. To check the status of students who submitted their evaluation, use item E3.

Tip: Downloading the grades and uploading them in CANVAS help the student be more aware of his work throughout the semester. It is a manual process and not very pleasant, but doing this process regularly and consistently (once a week at least) will provide great benefits for your students.

Viewing the Performance of Students in each Assignment

If you want to check the test average of the students after they take a test, then use item E5. After you click this item, on the next page choose the test you want to check (or even a quiz if necessary), and proceed to see a detailed analysis of the test.

You will be able to see the average of the test and the performance of them in each question of the test. Here is a screenshot of how it looks like:

This analysis uses the attempt with the highest score by each student.

question number	number of correct answers over 278 students	percentage	percentage	question number
1	269	97 %		1
2	242	87 %		2
3	177	64 %		3
4	238	86 %		4
5	198	71 %		5
6	227	82 %		6
7	196	71 %		7
8	228	82 %		8
9	213	77 %		9
10	226	81 %		10
11	169	61 %		11
12	180	65 %		12
13	191	69 %		13
14	222	80 %		14
15	217	78 %		15

This table is from 278 students.

```
Distribution of grades:

    0.00 to    4.99:    3 students  | X
    5.00 to    9.99:    0 students  |
   10.00 to   14.99:    0 students  |
   15.00 to   19.99:    0 students  |
   20.00 to   24.99:    3 students  | X
   25.00 to   29.99:    1 students  |
   30.00 to   34.99:    9 students  | XXXXX
   35.00 to   39.99:    0 students  |
   40.00 to   44.99:   19 students  | XXXXXXXXXXXX
   45.00 to   49.99:   16 students  | XXXXXXXXXX
   50.00 to   54.99:    3 students  | X
   55.00 to   59.99:    0 students  |
   60.00 to   64.99:   19 students  | XXXXXXXXXXXX
   65.00 to   69.99:   14 students  | XXXXXXXXX
   70.00 to   74.99:   25 students  | XXXXXXXXXXXXXXXX
   75.00 to   79.99:    0 students  |
   80.00 to   84.99:   26 students  | XXXXXXXXXXXXXXXX
   85.00 to   89.99:   31 students  | XXXXXXXXXXXXXXXXXXXX
   90.00 to   94.99:   37 students  | XXXXXXXXXXXXXXXXXXXXXXXX
   95.00 to   99.99:    0 students  |
  100.00 to  104.99:   72 students  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Only students who submitted work:
Average = 76.9
Standard deviation = 23.1
Median: = 86.7

The coordinator will have the right to see the overall averages of the tests or quizzes for each section in one single page. This will help the coordinator to analyze and move forward to make necessary changes for better assessments in the future semesters. The coordinator will be able to access such data through item E6.

STEP 17: LETTER GRADE CALCULATOR AND REGISTRAR'S FILE

One of the most important and convenient features that CCS is going to provide to the instructors using CCS is the letter grade calculator. This feature is created dynamically to read the CANVAS setup of your assessments as set in the syllabus and to provide the extra touches that the instructors use to produce the students' grades. These extra touches include the replacement of lowest test grade with the final exam grade whenever applicable; dropping some lowest assignments' grades by doing actual drop as CANVAS does or by reducing the denominator; etc.

The optout process and its data will be stored in this section of CCS platform.

A. Information on Integrating CCS with Canvas	**D. Textbook**
GO A1. Instructions on using Canvas and CCS. GO A2. Essential Information about Assignments.	GO D1. View the textbook.
B. Quiz/Test Content (questions)	**E. Grades**
B1. Step 1 of 4. Create the quiz/test in Canvas. GO B2. Step 2 of 4. Install quiz/test content. GO B3. Step 3 of 4. Check quiz/test content. GO B4. Step 4 of 4. Release quiz/test to students. GO B5. Take quiz/test as a dummy student. GO B6. Check everything for all quiz/tests. GO B7. View an archived quiz/test.	GO E1. View graded quiz attempts and completed tests. GO E2. Download quiz/test grades for upload to Canvas. GO E3. View the status of course evaluaton for each student (slow, allow 1-2 minutes). GO E4. Download bonus points for submission of course evaluation. GO E5. View quiz/test analysis. GO E6. View quiz/test analysis for all sections (coordinators only).
	F. LGC (letter grade calculator)
C. EMCF	GO F1. Check Canvas set-up. GO F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes). GO F3. Set drop type. GO F4. Create a new LGC run (includes the registrar's file) GO F5. View an existing LGC run. GO F6. View the pass rate for all sections (coordinators only).
GO C1. Step 1 of 3. Create and release to students. GO C2. Step 2 of 3. Enter the key. GO C3. Step 3 of 3. Grade and download the grades. GO C4. View, re-configure, or delete an existing EMCF.	
	G. Miscellanous
	GO G1. View section info (teachers, number of students, etc.)

Check all the items in this section to understand and know the features properly.

Item F1

The item F1 gives you a glimpse into the setup you have provided in CANVAS for major assignments: tests and final. It is strongly recommended that you double check to make sure that the set up and naming of assignments is done correctly.

		max possible points		group name	weight	open	due	published
Test 1	Test 1	100	These assignment(s) should be in the same group.	Test 1	18	Wed Apr 12 07:00	Wed Apr 12 23:59	true
	Bonus PT1	0	The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Test 1	18	Mon Apr 3 00:00	Wed Apr 12 23:59	true
	Practice Test 1	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Mon Apr 3 00:00	Wed Apr 12 23:59	true
Test 2	Test 2	100	These assignment(s) should be in the same group.	Test 2	18	Wed Apr 19 07:00	Wed Apr 19 23:59	true
	Bonus PT2	0	The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Test 2	18	Mon Apr 10 00:00	Wed Apr 19 23:59	true
	Practice Test 2	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Wed Dec 31 18:00	Tue May 2 23:59	true
Test 3	Test 3	100	These assignment(s) should be in the same group.	Test 3	18	Wed Apr 26 07:00	Wed Apr 26 23:59	true
	Bonus PT3	0	The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Test 3	18	Mon Apr 17 00:00	Wed Apr 26 23:59	true
	Practice Test 3	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Wed Dec 31 18:00	Tue May 2 23:59	true
Final Exam	Final Exam	100	These assignment(s) should be in the same group.	Final Exam	22	Wed May 3 07:00	Wed May 3 23:59	true
	Bonus PF	0	The Bonus assignment (if any) should have 'max possible points' set to 0 (zero).	Final Exam	22	Mon Apr 24 00:00	Wed May 3 23:59	true
	Practice Final	100	The group name (next column to the right) for this row should be 'Practice Tests'. The group weight for this row should be 0 (zero).	Practice Tests	0	Mon Apr 24 00:00	Wed May 3 23:59	true

Item F2

The item F2 provides a quick synchronized check up for grades in CANVAS and CCS. Sometimes, we might do little mistakes and type the wrong grade if done manually. This item will bring these changes into sight and allow us to make proper changes if needed. The goal is to check whether the CCS grades have been uploaded properly in CANVAS so that students get the exact calculation of their performance at the end.

We have 0 grades from Canvas.
We have 0 grades from CCS.

Canvas grade < CCS grade

Student ID	quiz/test ID	Canvas grade	CCS grade

Canvas grade > CCS grade

Student ID	quiz/test ID	Canvas grade	CCS grade

Item F3

The item F3 allows the instructor to choose the drop type of the lowest grade assignments. There are two types of drops: actual drop or reduce the denominator drop. After you choose the drop type for your class, then you can proceed to item F4 to run the LGC with the setting you provided. If you decide to change the drop type, you should reset your drop type from item F3. If you are teaching a coordinated course, then the coordinator will be setting the drop type for all sections involved.

Item F4

The item F4 is going to be a very useful feature for all the instructors. It has a built-in dynamical letter grade calculator feature and registrar's file. After each test or any time of the semester, you can do a routine run (no need to ask Herb anymore) to see the standing of your class and individual performance. This will come handy when we are asked to provide a standing report of different students.

By using this item, you will be able to see the distribution of grades and many other useful features. At the end of the semester when the grades are finalized, you will be able to download the registrar's file.

CCS
CASA Campus Services

This page is
LGC INSTRUCTOR
page 1 of 2

| Main Menu | Change Course | Help | Log Out |

Blerina Xhabli — CCS170
2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114

The below grades were copied from Canvas 1.8 hours ago. Copies occur every four hours. The next one will be Wed May 17 16:25 2023

| Properties | Student Reports | Grade Distribution | Registrar File | Add a Comment to this LGC Run |

Check the percentages of each assignment!

Check the standing of each student!

Check the grade distribution!

Download the registrar's file.

For every run, enter a description!
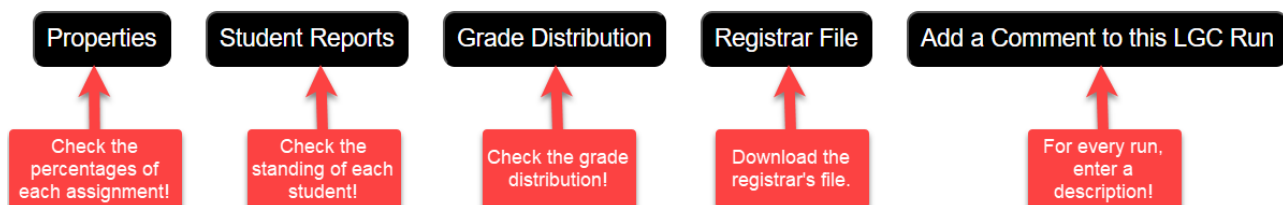
Item F5

If you name each LGC run, then you will be able to go back and review the students' performance at a past time. This helps to get an idea of how the student improved in your class or the opposite.

Item F6

The coordinators will have an extra item F6 to be able to see the overall performance of all students enrolled in different sections. This will provide important insights to have and analyze so that we can do better in the future.

STEP 18*: USING CCS FOR CASA TESTING/PROCTORING PURPOSES ONLY

CCS allows the instructor to deliver their assignments through its platform. Furthermore, CCS overlooks the testing and proctoring services through CASA testing centers. When creating and managing an exam that will be proctored at CASA testing centers, there are several steps involved to ensure a smooth process. Here's an outline of the key steps:

1. **Determine Exams' Details:** Define the specific details of the exams, including the date, time, duration, and any special instructions or requirements. It is strongly recommended to determine all your exam details at the beginning of the semester.

2. **Coordinate with CASA:** Contact the CASA administrators to establish the proctoring arrangements. Provide them with the necessary information about the exams, such as the date, time, and any specific instructions or materials required.

3. **Create Exam Shell/Placeholder in CANVAS:** Follow the relevant procedures, such as Step 6* of the handbook, to create an exam shell or placeholder in CANVAS. This shell will serve as a central location for students to access exam-related information and instructions. Here's a general outline of the process:

    1. Log in to CANVAS using your administrative or instructor account.
    2. Navigate to the course where you want to create the exam shell.
    3. Click Quizzes from the menu to create the exam shell.
    4. Click on the "Add" or "+" button to create a new quiz.
    5. Choose the quiz option to create an exam shell.
    6. Provide a title and any necessary instructions for the exam.
    7. Set the availability and due dates, duration, and other relevant settings based on the exam requirements.
    8. Add a dummy question to assign points to this exam.
    9. Save and publish the exam shell to make it visible to students.

4. **Deliver Exam Content to CASA:** Provide CASA with the exam content or materials they need to administer the exam. This can include digital files, physical copies, or any other required resources.

CASE I: Exam content delivered through CCS

If your exam is going to be delivered through the CCS platform, there are specific steps you need to follow to provide content to it by following the instructions provided in Step 14 of this handbook. Here's a general outline of these steps:

Step 14: Put Content in the Exam Shell.

1. Log in to CCS and navigate to Section B.
2. Use item B2 to install the content from either CCS archive (option 1), or uploading a zipped file (option 2), or CASA archive (option 3).
3. Make sure you have uploaded the right content by checking through item B3.
4. Release the exam as a proctored assignment using item B4.
5. Your exam is ready to be taken on the scheduled period.

CASE II: Exam Content delivered through CANVAS

If your exam content will be in CANVAS only but proctored at CASA, then once you have created the exam shell (**quiz type**), you need to add the actual content or questions to it. Here's a general overview of the process:

1. Access the exam shell in CANVAS.
2. Click on the exam title or editing option to enter the exam editor.
3. Depending on the type of exam, you may have different options to add content, such as multiple-choice questions, essay questions, file attachments, etc.
4. Use the available tools and options within the exam editor to add the desired content. This may involve typing in questions, uploading files, or selecting pre-defined question templates.
5. Organize the content within the exam shell as per your desired structure or sequence.
6. Save the changes as you add content to ensure it's preserved.

CASE III: Exam Content delivered by other parties

If your exam content is not stored within the CCS or CANVAS platform, but you require CASA testing centers for proctoring services, then the exam placeholder shell will serve as a framework or placeholder for your exam details and instructions. Although the actual exam content will be located elsewhere, the exam shell in

CANVAS will provide a central location for students to access exam-related information and for you to communicate instructions.

5. **Schedule Exams through CCS:** The scheduler in CCS is designed to create schedules for exams. The scheduling process typically takes place one to two weeks in advance, depending on the specific semester or academic term. During this timeframe, the scheduler is configured to generate a schedule for upcoming exams. In order for the scheduler to function effectively, it requires **the exam placeholder shell within the CANVAS system**.

The exam placeholder shell serves as a template or framework where the scheduler can populate the necessary information for each exam, such as the date, time, duration, location, and other relevant details. By having this placeholder shell available in CANVAS, the scheduler can seamlessly integrate with the system and automatically create the exam schedules based on predefined rules or parameters.

The student will have one to two weeks to be informed and register for their exam through CCS student portal:
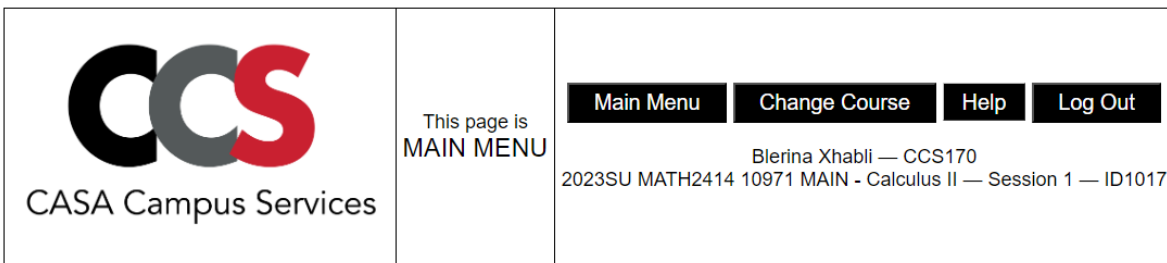
The exam scheduling will be available for two weeks in advance during the regular semesters and one week in advance during mini or summer semesters. The student will follow the guidelines provided on the scheduler through CCS. They will be able to manage and reschedule during the scheduling period.

6. **Proctoring at CASA:** On the designated exam date, students will visit the CASA testing centers to take the exam under proctored conditions. CASA staff will facilitate the exam administration and ensure a secure testing environment.

7. **Collect Exam Responses/Papers**: CASA will collect the completed exam responses from students and handle any necessary procedures, such as ensuring the integrity of the exam materials.

8. **Grade Exams:** Once CASA returns the completed exams, you, as the instructor, will proceed with grading the exams according to your established criteria or guidelines.

9. **View and Download Student Grades:** If the exam content is managed by CCS, the process of viewing and downloading student grades can be carried out through the CCS teacher portal. Specifically, Section E of the teacher portal provides functionalities for these tasks. Here's an overview of the steps involved:

   1. Access the CCS teacher portal using your authorized credentials.
   2. Locate and navigate to Section E, which is specifically designated for viewing and managing student work and grades.
   3. Within Section E, you will find two items of relevance:
      a. Item E1: This item allows you, as the instructor, to view the work of your students. You can access and review the exam submissions or relevant materials from your students.
      b. Item E2: This item enables you to download the grades of your students. You can generate and obtain a file containing the grades achieved by each student in the exam.
   4. Use Item E1 to view the work of your students and Item E2 to download the grades.

10. **Optional:** Upload Grades to CANVAS: If desired, follow Step 16 of the handbook to upload the grades obtained from the CCS teacher portal into CANVAS. Uploading the grades to CANVAS facilitates the integration of the exam results with the learning management system, allowing students to view their grades within their CANVAS accounts.

    To upload the grades into CANVAS, you can follow the steps outlined in Step 10 of the handbook or any relevant guidelines provided to you. This process generally involves accessing the appropriate course within CANVAS, locating the gradebook, and importing or uploading the grades file that you obtained from the CCS teacher portal.

As a summary, to facilitate exam scheduling and administration, it is essential to use an exam shell or a placeholder in CANVAS, where the instructor provides necessary details and instructions related to the exam, such as the date, time, location, duration, and any other relevant information. The exam shell in CANVAS plays a crucial role in coordinating the scheduling of exams. It serves as a reference point for administrators, instructors, and students to ensure that everyone is aware of the exam details and adheres to the designated schedule.

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CONCLUSION

These are some basic rules to get you all set up and have a smooth transition to using CANVAS and CCS for your course. As time passes, by exploration and by asking your colleagues, you will become a pro in using the features of CANVAS and CCS.

There are three golden rules about everything:

1. Every assessment mentioned in syllabus must have their own group in CANVAS.
2. Every assignment whose content is delivered by CCS must be a quiz type assignment.
3. Everything must be set up in CANVAS before adding content in CCS.

Important Tip: Use the CCS student edition of your course to understand how a student views the course content on CCS:

Always feel free to ask CANVAS questions to Blerina Xhabli at bxhabli@uh.edu . For technical issues on CANVAS account, use the **Help** feature in CANVAS. For technical issues in CCS, feel free to ask Herbert Ward at hjward2@central.uh.edu .

For more help on CANVAS and its features, please check out the official UH CANVAS Resources page: Canvas Training Videos and Resources – Instruction @ UH

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Here is how **CANVAS and CCS Framework Process** explained in this handbook looks like:
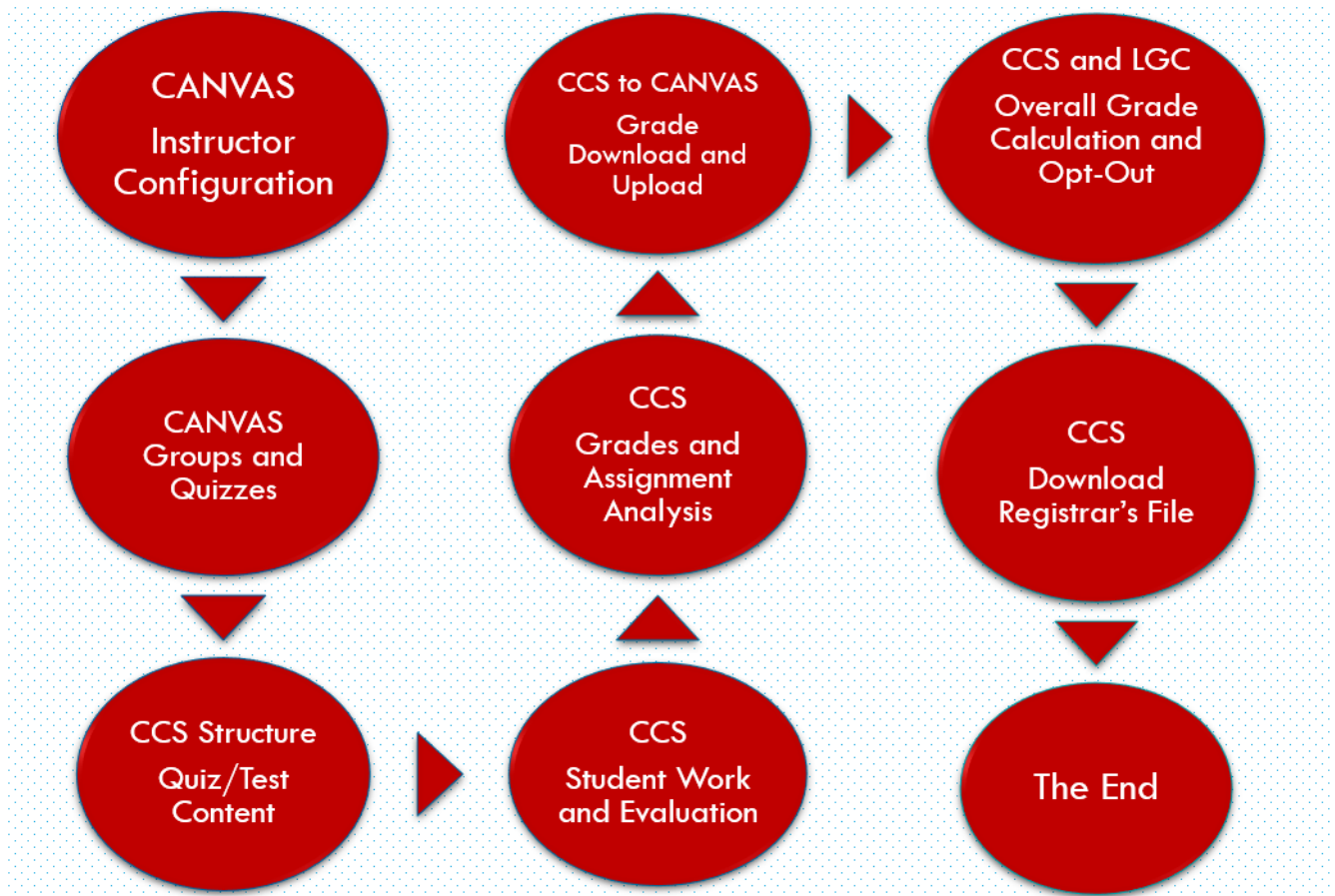
Prepared by Dr. Blerina Xhabli.

Feel free to email bxhabli@uh.edu for more details in each step of this handbook.