

UNIVERSITY of **HOUSTON**

DEPARTMENT OF MATHEMATICS

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

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INTRODUCTION

All instructors at UH are required to utilize CANVAS starting in the Summer of 2023. As an instructor, it is mandatory for you to request CANVAS shells for your courses prior to the start of the semester. Once your course shells are prepared, you will need to develop the content for your CANVAS courses, which includes the Home Page, Syllabus, CANVAS assignments, Modules, and so on. Each instructor will have their own style and presentation for their courses. If you require assistance with creating and managing the content in your course, please reach out to the UH CANVAS support team.

Assignments such as quizzes and tests play a crucial role in every course. You can create assignments in CANVAS, add content to them, and make them available for your students to work on. Some assignments can be easily delivered through CANVAS without the need for proctoring, while others may require the use of other platforms like CASA Campus Services (CCS) for delivery, which may require proctoring.

For assignments that involve the use of CCS, there are specific steps to be followed. This handbook has been prepared to assist instructors who require proctoring services for their tests or who need CCS for their quizzes and tests. Here is an outline of what you can find in this handbook:

1. If you only need CASA-CCS for proctoring services, please refer to the instructions provided in Step 1 and Step 2.
2. If you need CASA-CCS to deliver the content for your tests or quizzes, please follow the instructions given in Step 1, Step 2, and Step 4.
3. If your test or quiz was delivered through the CCS platform, please proceed to Step 5 to obtain the grades from CCS, and then follow Step 6 to upload these grades in CANVAS.

STEP 1: CREATING QUIZZES AND PLACEHOLDERS FOR CCS PROCTORED EXAMS

If you plan to use the CASA Campus Services (CCS) for:

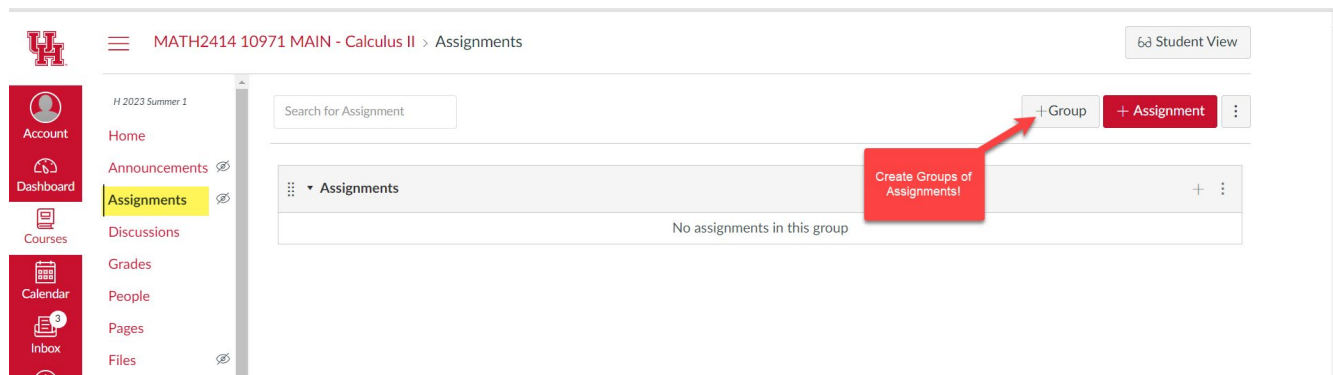
1. test placeholders for CCS proctored exam services
2. online quizzes with content in CCS

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.

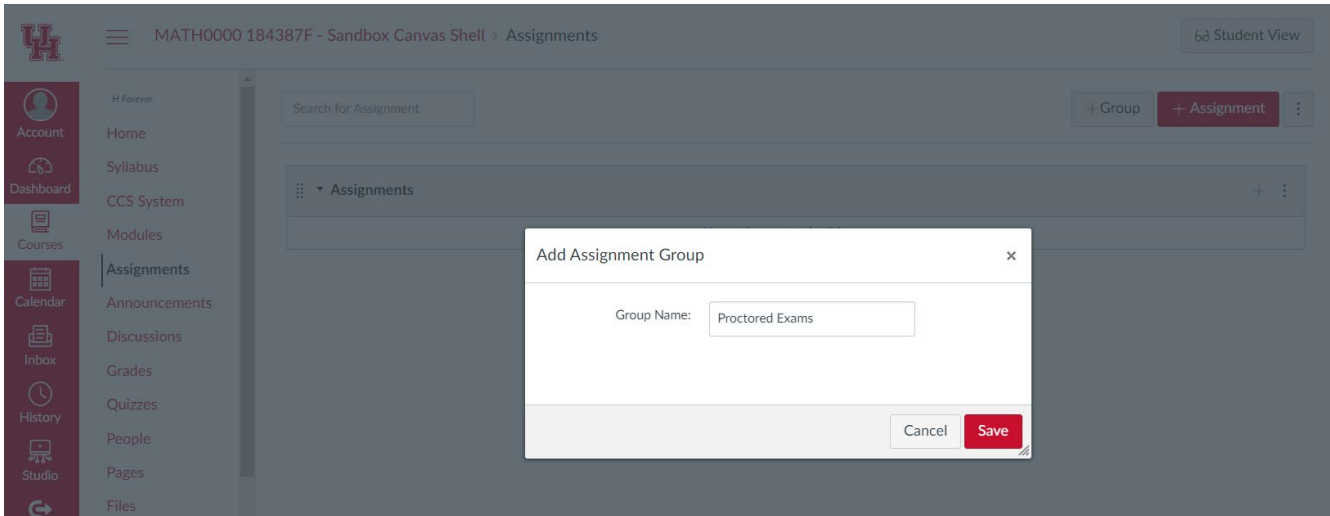
To keep your assignments organized and help the student navigate easily through them, then we recommend you create a group for the proctored exams through CCS and a group for online quizzes through CCS (if applicable).

Proctored Exams Group

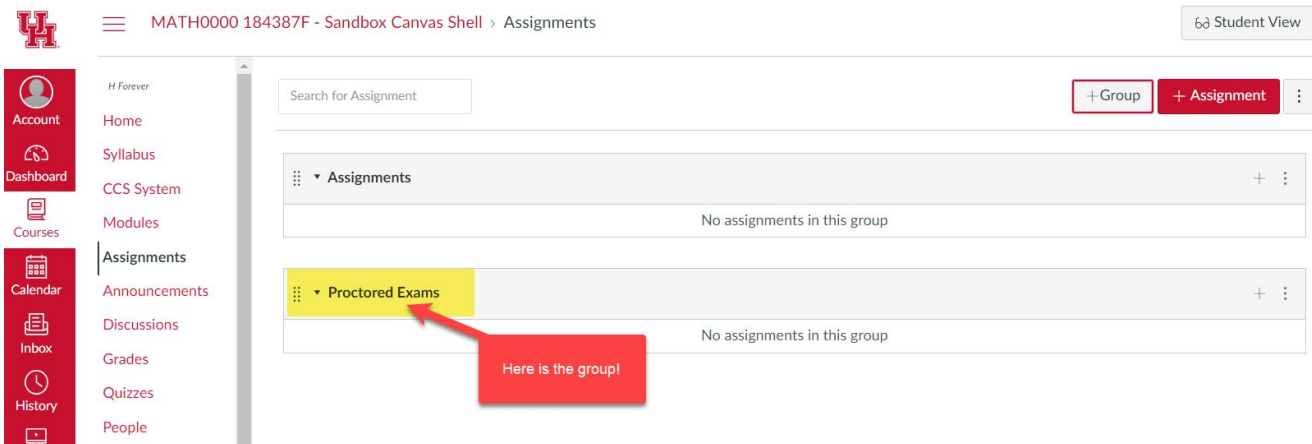
Login to CANVAS, go to your course, click the **Assignments** on the navigation menu, and begin creating groups on the Assignments page. Click **+Group** to add a group for each assessment:



Write the name of the group and click **Save**:



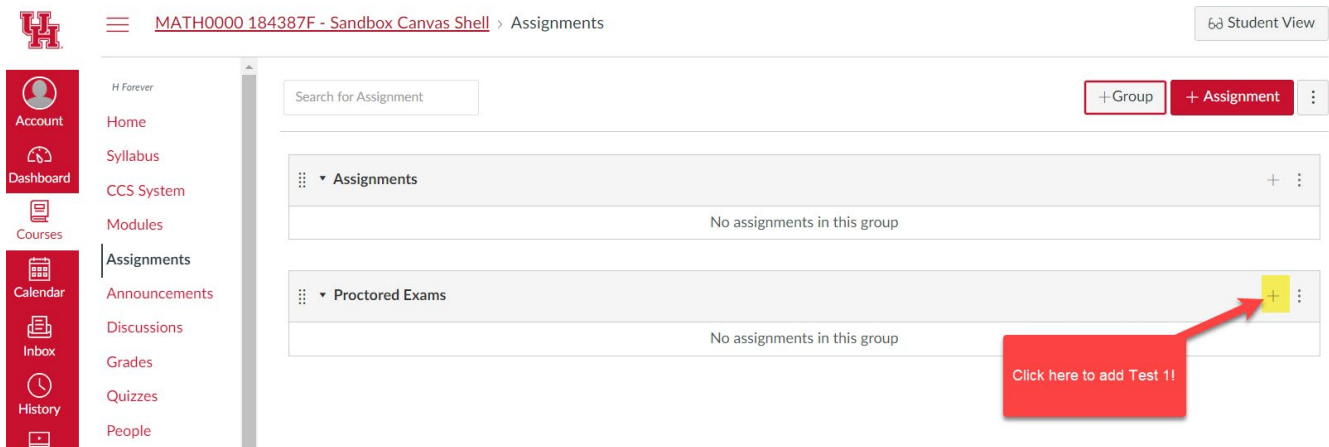
The Proctored Exams group is created successfully:



Now, you need to create a test or a test placeholder in CANVAS for CCS proctoring services. For example, if your students will be taking Exam 1 at CASA testing centers, then create Exam 1 assignment (quiz type).

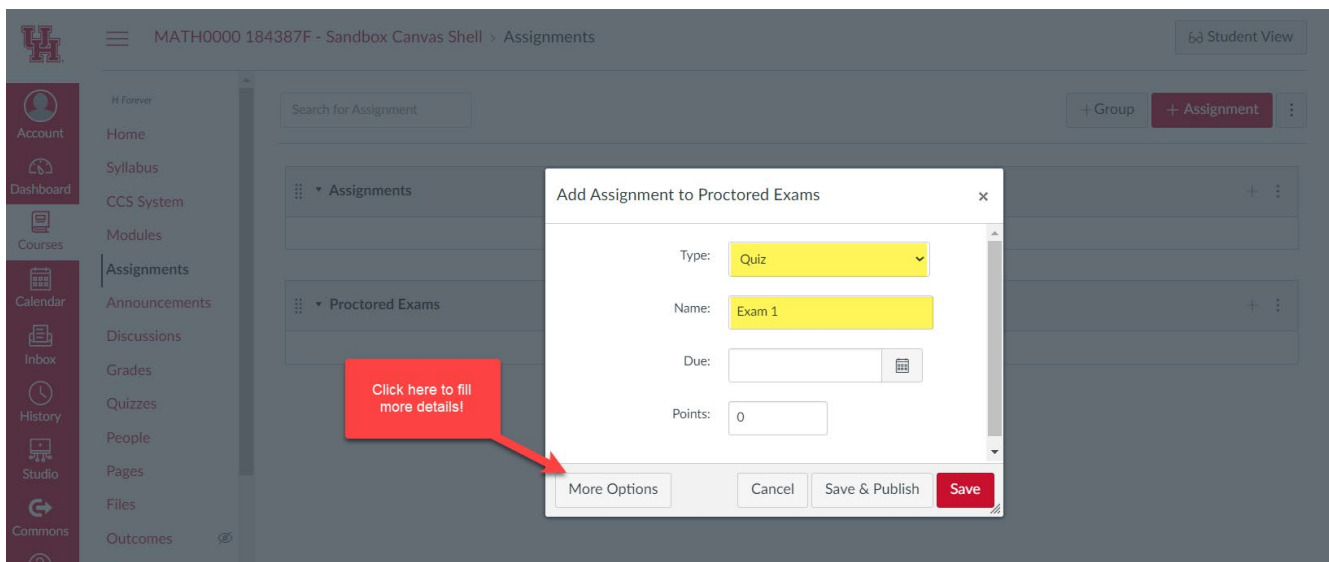
We want to create Exam 1:

Click the + button on Proctored Exams group, as the image shows:



Then fill in the details. Make sure you choose **quiz type** and you name it as you prefer.

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 length of the test, the availability, the rules whether you can allow the student to view their answers or not after they complete their test. You can/should add instructions about the test. This is very important as the test will mostly be completed in CCS, therefore putting some instructions for students to read makes everyone comfortable. An example of instructions should look like:

- **Exam 1**
- This is a proctored exam to be taken at CASA Testing center(s) on April 30.
- Good luck!

Scroll down to fill the rest of the details: the length of the exam, the start/end date, etc. If your exam will be proctored in one of the CASA testing centers, then you will need an IP address that CASA administration will provide to you to be input in the instructions:

IMPORTANT NOTE:

If your exam content is delivered by CANVAS, then you need the IP address to protect and lock down the exam. But, if your exam content will be delivered through CCS, then you do not need an IP address.

Continue to enter the availability of the exam:

Assign

Assign to
Everyone X

Due
Jun 17, 2023, 11:59 PM

Available from
Jun 16, 2023, 12:00:00 AM

Until
Jun 17, 2023, 11:59:59 PM

+ Add

Notify users this quiz has changed

Cancel Save & Publish Save

Exam 1 Content

Proceed with this step if your exam content will be uploaded in CANVAS or created in CANVAS. **If your exam will be delivered through CCS platform or by other parties, then you can skip this step.**

Click Questions tab and begin adding content for your exam:

MATH0000 184387F - Sandbox Canvas Shell > Quizzes > Exam 1

Account Home Syllabus CCS System Modules Assignments Announcements

Points 0 Not Published

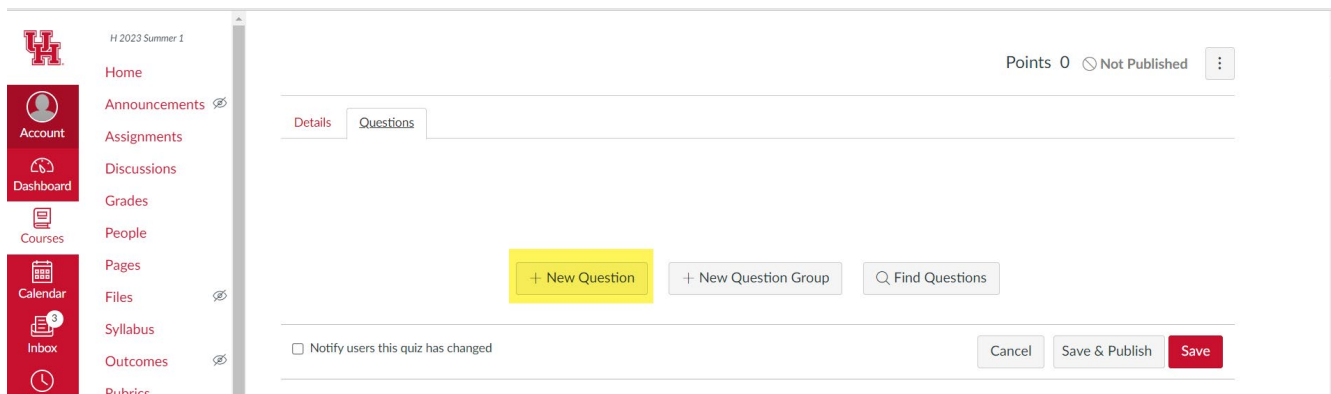
Details Questions

Exam 1

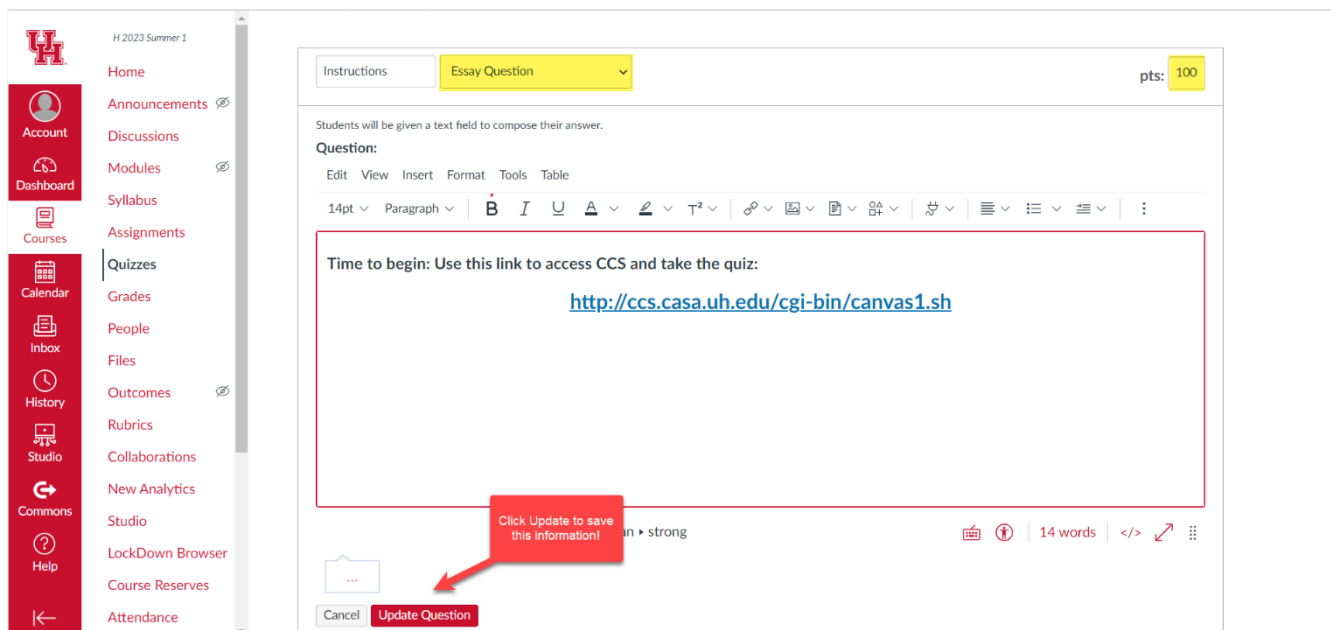
Quiz Instructions:
Edit View Insert Format Tools Table

Click here!

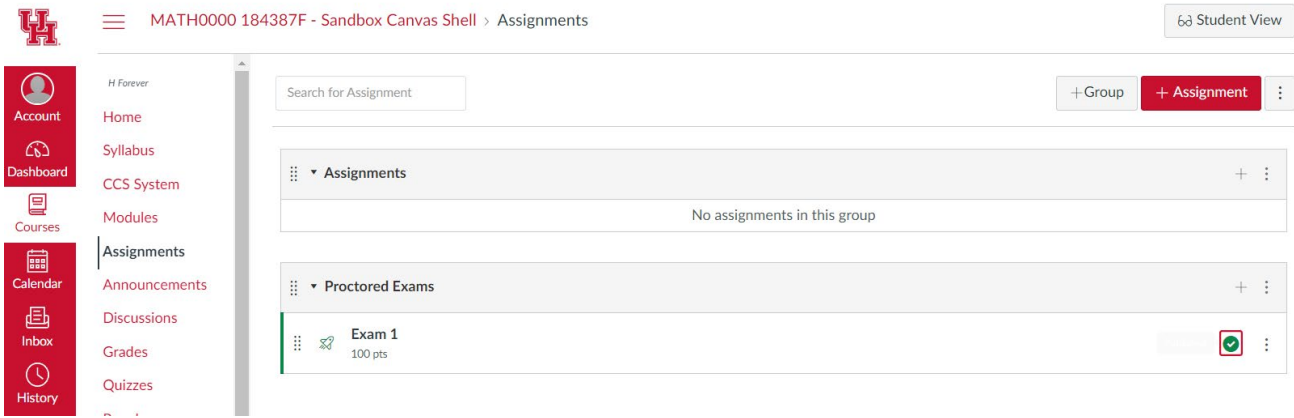
On the questions page, add questions for your exams.



Click **+New Question** to add your own questions. Or follow other methods to upload your questions. Enter the points for each question. Here I have added a dummy question of 100 points.



At the end, after you have completed all the needed details about your assignment, click Save and Publish, and Exam 1 is complete:



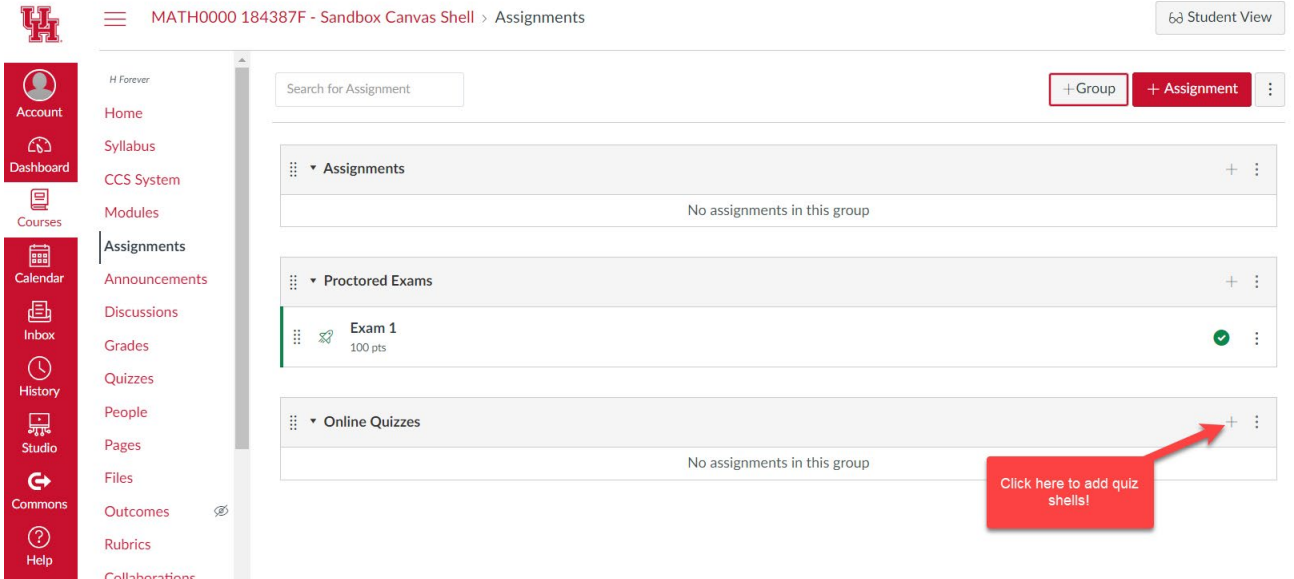
The exam 1 or exam 1 placeholder is created successfully.

The student will be able to take their exam on the scheduled time.

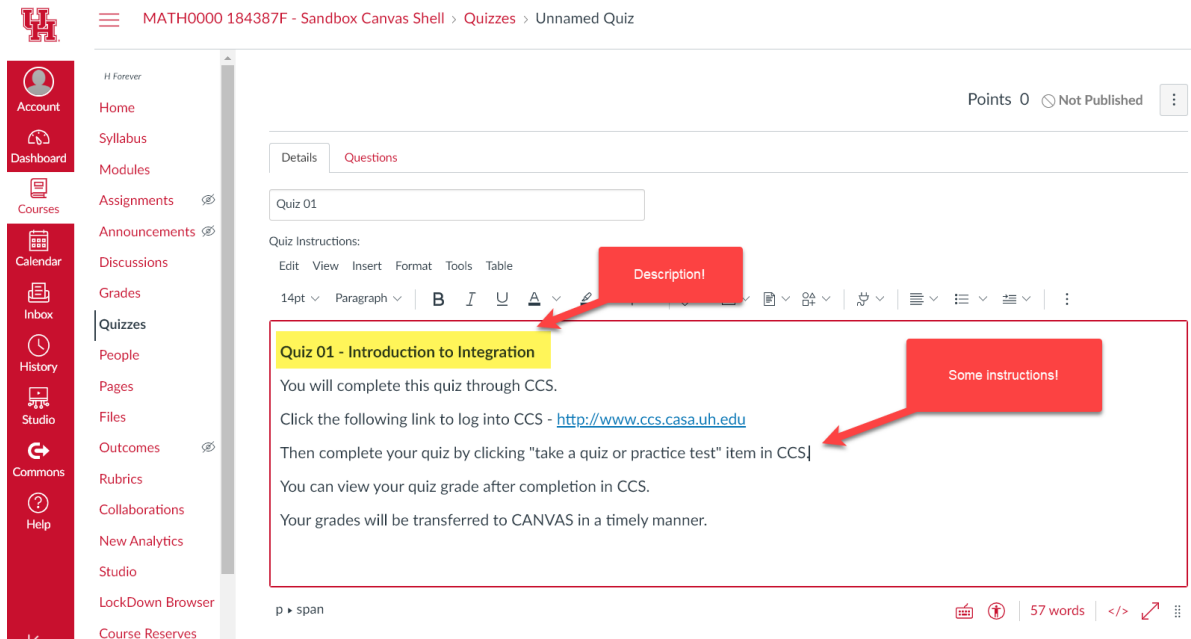
Online Quizzes Group

You should create an Online Quizzes group if you need CCS to deliver your quizzes. Putting the quizzes in one group help the students know how these assignments work.

Follow the same steps as you did above to create the new group for your quizzes, called Online Quizzes. Then click the + button to add quiz type assignments for your quizzes:



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:

<input checked="" type="checkbox"/> Time Limit <input type="text" value="70"/> Minutes	Due <input type="text" value="May 31, 2023, 11:59 PM"/>
<input checked="" type="checkbox"/> Allow Multiple Attempts Quiz Score to Keep <input type="text" value="Highest"/>	Available from <input type="text" value="May 25, 2023, 12"/> Until <input type="text" value="May 31, 2023, 11"/>
<input checked="" type="checkbox"/> Allowed Attempts <input type="text" value="10"/>	

After you enter these important details that CCS is going to read and apply them in the system and save your work. The quiz shell is ready.

Important Note: If you want CANVAS to display the points that a quiz is worth it, then 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), otherwise you can skip the following steps. Scroll up and click Questions:

MATH0000 184387F - Sandbox Canvas Shell > Quizzes > Unnamed Quiz

Points 0 Not Published

Details Questions

Quiz 01

Quiz Instructions:

Edit View Insert Format Tools Table

14pt Paragraph B I U A T²

Quiz 01 - Introduction to Integration

You will complete this quiz through CCS.

Then on the next page, click +New Question to add the dummy question:

MATH0000 184387F - Sandbox Canvas Shell > Quizzes > Unnamed Quiz

Points 0 Not Published

Details Questions

+ New Question + New Question Group Find Questions

Notify users this quiz has changed

Cancel Save & Publish Save

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](#).

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 2: USING CCS FOR CASA TESTING/PROCTORING PURPOSES ONLY

CASA Campus Services aka CCS allows the instructor to deliver their assignments through its platform. Furthermore, CCS overlooks the testing and proctoring services through CASA testing centers. Please read [Step 3 of this handbook](#) for detailed structure of CCS. When creating and managing an exam that will be proctored at CASA testing centers, there are several steps to be followed to ensure a smooth process:

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 steps to create an exam shell or placeholder in CANVAS as explained in [Step 1 of this handbook](#). This shell will serve as a central location for students to access exam-related information and instructions.
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 4 of this handbook](#). Here's a general outline of these steps:

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 summary 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. Add the IP address provided by CASA administration.
5. 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.
6. Organize the content within the exam shell as per your desired structure or sequence.
7. Save the changes as you add content to ensure it's preserved.

CASE III: Exam Content delivered by other parties

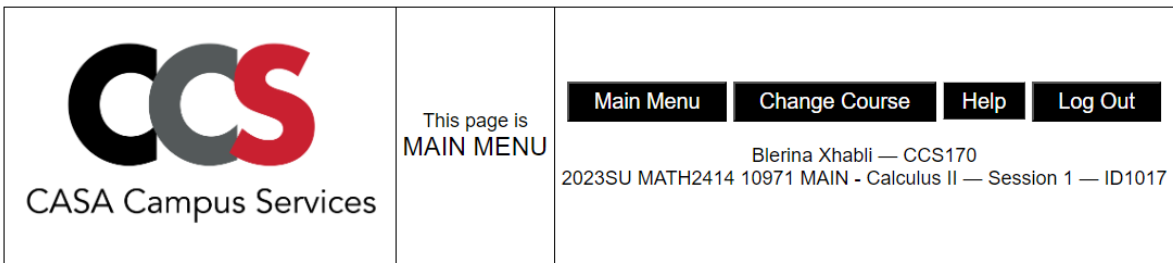
If your exam content is not stored within the CCS or CANVAS platform, but you require CASA testing centers for proctoring services, then the exam placeholder shell will serve as a framework or placeholder for your exam details and instructions. Although the actual exam content will be located elsewhere, the exam shell in CANVAS will provide a central location for students to access exam-related information and for you to communicate instructions. 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. Add the IP address provided by CASA administration.
5. Save the changes as you add content to ensure it's preserved.
6. Make sure you let CASA know how the exam content will be delivered.

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:



Main Menu

A screenshot of the 'Proctored Exams' section in the CCS student portal. The section is titled 'Proctored Exams' and contains three links: 'GO schedule or re-schedule to take a proctored exam in an on-campus testing center', 'GO take your proctored exam', and 'GO view your graded exam'. A red callout box with an arrow points to the first link, containing the text 'This is the scheduler!'. The first link is highlighted in yellow.

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 6 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.

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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STEP 3: CASA CAMPUS SERVICES 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, tests and proctoring services 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:

 CASA Campus Services	This page is SELECT COURSE 1A	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170
--	---	---

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

filter(s):
 2023SU semester
 all session
 all course

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.



CASA Campus Services

This page is
MAIN MENU

Main Menu

Change Course

Help

Log Out

Blerina Xhabli — CCS170
2023SU MATH1314 11562 - College Algebra — Session MIN — ID1775

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:

 CASA Campus Services	This page is MAIN MENU	<div style="display: flex; justify-content: space-around;">Main Menu Change Course Help Log Out</div> <p style="text-align: center;">Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>
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A. Information on Integrating CCS with Canvas GO A1. Instructions on using Canvas and CCS. GO A2. Essential Information about Assignments.	D. Textbook GO D1. View the textbook.
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.	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 evaluation 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).
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.	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. Miscellaneous 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/test **content** will be maintained by **Section B**. It is mandatory to have the quiz and test 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 4: INSTALLING CONTENT FOR QUIZZES/TESTS IN CCS

(You should skip this step if you do not use CCS platform for quiz or test content)

Tests and quizzes 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 is strongly recommended to do the setup for these 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 this handbook.

Let's begin to create content for such an assessment, say Quiz 00. We will follow the steps that are listed in Section B of the main menu of CCS:

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.

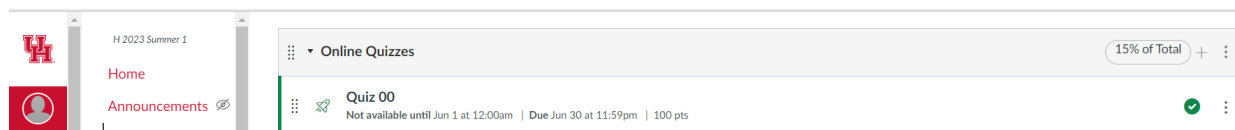
GO B4. Step 4 of 4. Release quiz/test to students.

GO B5. Take quiz/test as a dummy student.

GO B6. Check everything for all quiz/tests.


GO B7. View an archived quiz/test.

We double check that we have this Quiz 00 already setup in CANVAS:



The screenshot shows the Canvas LMS interface. On the left, there is a navigation menu with 'Home' and 'Announcements' visible. The main content area is titled 'Online Quizzes' and shows a progress indicator of '15% of Total'. Below this, a specific quiz entry is listed: 'Quiz 00', which is 'Not available until Jun 1 at 12:00am' and 'Due Jun 30 at 11:59pm' for '100 pts'. A green checkmark icon is visible to the right of the quiz entry.

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

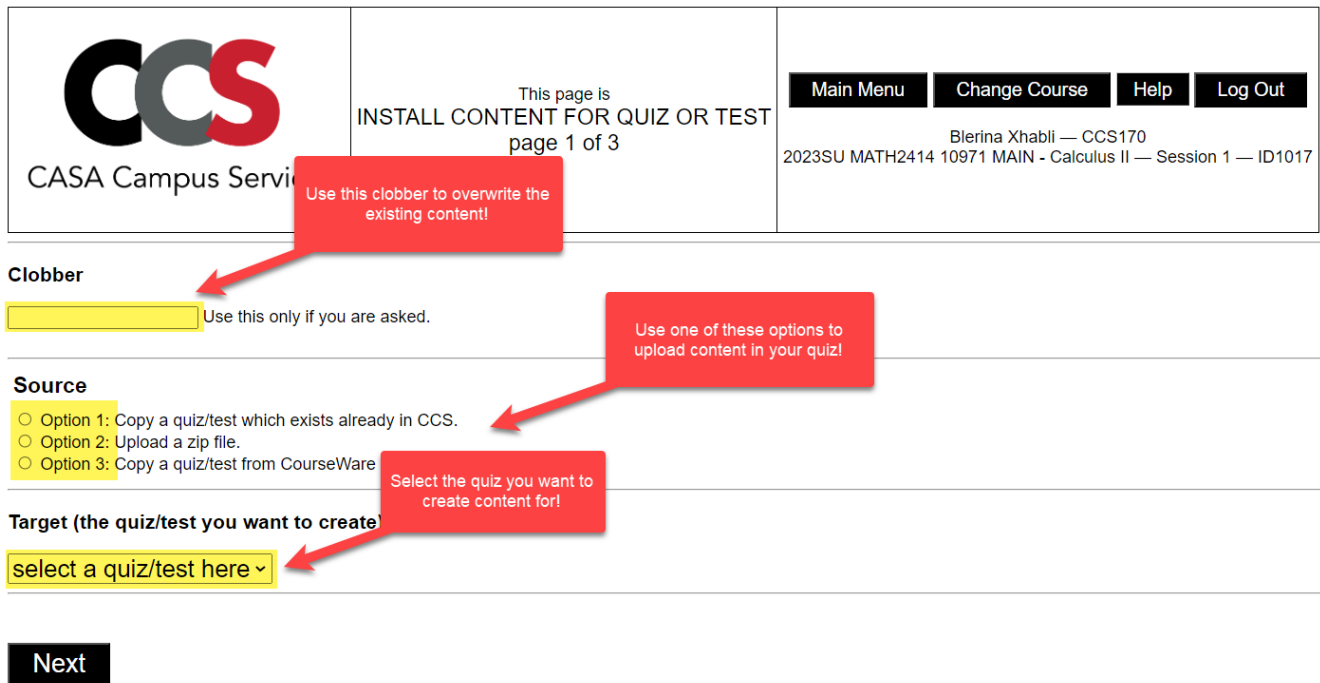
 CASA Campus Service	This page is INSTALL CONTENT FOR QUIZ OR TEST page 1 of 3	Main Menu Change Course Help Log Out Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017
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Clobber
 Use this only if you are asked.

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

Target (the quiz/test you want to create)

Next



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:

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

Clobber
 Use this only if you are asked
We choose Option 1!

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)
Quiz 00

Next

This section is needed only for Option 1.
Spring Session 1 2023 proctored unproctored

Choose the semester/session/year from which you want to copy content! Select unproctored for quizzes!

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:

 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: 'Quiz 00' (57243).

Select the quiz/test from which to copy:
Select a quiz/test here.

Next

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

Select a quiz/test here.
Practice_Final | All_Chapters
Practice_Test_1 | Chapter_07
Practice_Test_2 | Chapter_08
Practice_Test_3 | Chapter_09
Quiz_00 | null
Quiz_01 | Section_7.1
Quiz_02 | Section_7.2
Quiz_03 | Section_7.3
Quiz_04 | Section_7.4
Quiz_05 | Section_7.5
Quiz_06 | Section_7.6
Quiz_07 | Section_8.1
Quiz_08 | Section_8.2
Quiz_09 | Section_8.3
Quiz_10 | Section_8.4
Select a quiz/test here.

This page is
ALL CONTENT FOR QUIZ OR TEST
page 2 of 3

Main Menu Change Course Help Log Out
Blerina Xhabli — CCS170
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Next

The copying of the content is done successfully:

CCS
CASA Campus Services

This page is
INSTALL CONTENT FOR QUIZ OR TEST
page 3 of 3

Main Menu Change Course Help Log Out
Blerina Xhabli — CCS170
2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017

Success.

Source: 115 2023SP MATH2414 14507 - Calculus II — Quiz 00

Created: 1017 — Quiz 00

Next

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:

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 quiz you need to check and click Next:

 CASA Campus Services	This page is VIEW CONTENT page 1 of 3	<table border="1"><tr><td>Main Menu</td><td>Change Course</td><td>Help</td><td>Log Out</td></tr></table> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

Quiz 00 ▾

Next

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

 CASA Campus Services	This page is VIEW CONTENT page 2 of 3	<table border="1"><tr><td>Main Menu</td><td>Change Course</td><td>Help</td><td>Log Out</td></tr></table> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

Question number 1.

Show All Versions

Evaluate: $\lim_{x \rightarrow -4} \frac{x^2 + 5x + 4}{x + 4}$

does not exist

$\frac{1}{3}$

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:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 1 of 3	Main Menu Change Course Help Log Out 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:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 2 of 3	<table border="1"> <tr> <td>Main Menu</td> <td>Change Course</td> <td>Help</td> <td>Log Out</td> </tr> </table> <p style="text-align: center;">Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			


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:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 3 of 3	<table border="1"> <tr> <td>Main Menu</td> <td>Change Course</td> <td>Help</td> <td>Log Out</td> </tr> </table> <p style="text-align: center;">Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

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:

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

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)

Test 1

Next

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

 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.

No file chosen

Next

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

	This page is INSTALL CONTENT FOR QUIZ OR TEST page 2 of 3	<table border="1"><tr><td>Main Menu</td><td>Change Course</td><td>Help</td><td>Log Out</td></tr></table> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

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:

	This page is VIEW CONTENT page 1 of 3	<table border="1"><tr><td>Main Menu</td><td>Change Course</td><td>Help</td><td>Log Out</td></tr></table> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

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:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 1 of 3	<table border="1"> <tr> <td>Main Menu</td> <td>Change Course</td> <td>Help</td> <td>Log Out</td> </tr> </table> <p style="text-align: right;"> Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017 </p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			


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:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 2 of 3	<table border="1"> <tr> <td>Main Menu</td> <td>Change Course</td> <td>Help</td> <td>Log Out</td> </tr> </table> <p style="text-align: right;"> Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017 </p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

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


Multiple 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:

 CASA Campus Services	This page is RELEASE QUIZ/TEST page 3 of 3	<table border="1"><tr><td>Main Menu</td><td>Change Course</td><td>Help</td><td>Log Out</td></tr></table> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			


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:

 CASA Campus Services	This page is INSTALL CONTENT FOR QUIZ OR TEST page 1 of 3	<table border="1"><tr><td>Main Menu</td><td>Change Course</td><td>Help</td><td>Log Out</td></tr></table> <p>Blerina Xhabli — CCS170 2023SU MATH2414 10971 MAIN - Calculus II — Session 1 — ID1017</p>	Main Menu	Change Course	Help	Log Out
Main Menu	Change Course	Help	Log Out			

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, you should email Herbert Ward and ask him to copy content from an old course in CASA:

 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](mailto: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.

If you have a lot of quizzes and other assignments that will be completed in CCS, it is easy to lose track of what quizzes/tests we have configured/released so far. 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):

 CASA Campus Services		This page is CHECK ALL QUIZZES page 1 of 1		Main Menu Change Course Help Log Out Blerina Xhabili — 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.

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STEP 5: GRADED ASSIGNMENTS AND GRADE DOWNLOAD

(You should skip this step if you do not use CCS platform for quiz or test content)

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

 CASA Campus Services	This page is DOWNLOAD QUIZ GRADES page 1 of 2	<table border="1"><tr><td data-bbox="878 405 1032 436">Main Menu</td><td data-bbox="1032 405 1235 436">Change Course</td><td data-bbox="1235 405 1325 436">Help</td><td data-bbox="1325 405 1446 436">Log Out</td></tr><tr><td colspan="4" data-bbox="878 464 1446 506">Blerina Xhabli — CCS170 2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114</td></tr></table>	Main Menu	Change Course	Help	Log Out	Blerina Xhabli — CCS170 2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114			
Main Menu	Change Course	Help	Log Out							
Blerina Xhabli — CCS170 2023SP MATH2414 14504 MAIN - Calculus II — Session 1 — ID114										

Please select the assignment from the drop-down list to download grades.
For quizzes, tests, or EMCF assignments, choose the full grade option below.
For practice test, choose the 5% bonus grade option.
Click Next, wait 10-40 seconds, and then check your downloads folder (this page will not change).

Quiz 21 ▾

Full grade
 5% bonus grade

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 [Gradebook instructions](#).

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.

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.

This table is from 278 students.				
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

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 student
30.00 to 34.99:	9 students XXXXX
35.00 to 39.99:	0 students
40.00 to 44.99:	19 students XXXXXXXXXXXXX
45.00 to 49.99:	16 students XXXXXXXXXXXXX
50.00 to 54.99:	3 students X
55.00 to 59.99:	0 students
60.00 to 64.99:	19 students XXXXXXXXXXXXX
65.00 to 69.99:	14 students XXXXXXXXX
70.00 to 74.99:	25 students XXXXXXXXXXXXXXXXX
75.00 to 79.99:	0 students
80.00 to 84.99:	26 students XXXXXXXXXXXXXXXXX
85.00 to 89.99:	31 students XXXXXXXXXXXXXXXXXXXXX
90.00 to 94.99:	37 students XXXXXXXXXXXXXXXXXXXXX
95.00 to 99.99:	0 students
100.00 to 104.99:	72 students XXX

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

If you have coordinator privileges, then you will have the right to see the overall averages of the tests or quizzes for each section of same course 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.

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STEP 6: 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.

Student Name	Welcome! Out of 10	Introduce Yourself! Out of 10	Quiz #1 Out of 21	Writing Skills Out of 10
Ola Benson	8	Excused	-	-
Emily Boone	8	10	📄	📄
Gregory Boyd	8	-	-	-
Loretta Bracci	8	-	-	-
Mason Cain	9	-	-	-
Lola Clark	9	-	-	-
Max Johnson	9	10	📄	📄

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.

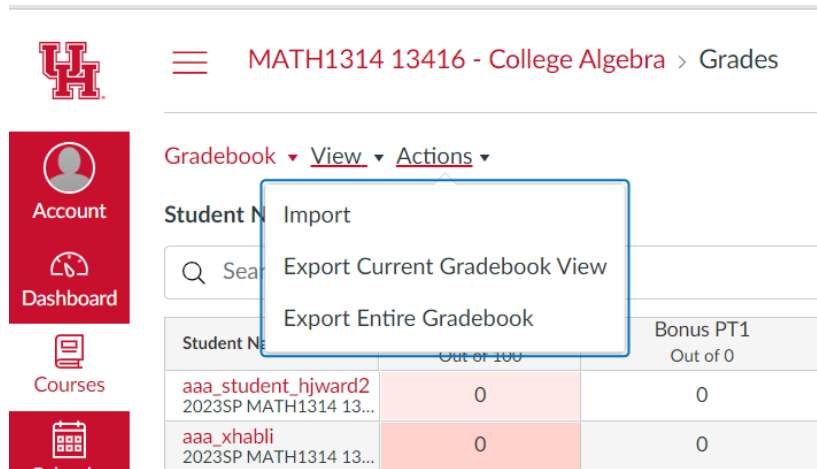
View Gradebook Menu

Student Name	Test 1 Out of 100	Bonus PT1 Out of 0
aaa_student_hjward2 2023SP MATH1314 13...	0	0
aaa_xhabli 2023SP MATH1314 13...	0	0

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.

View Gradebook Actions Options/Importing Grades

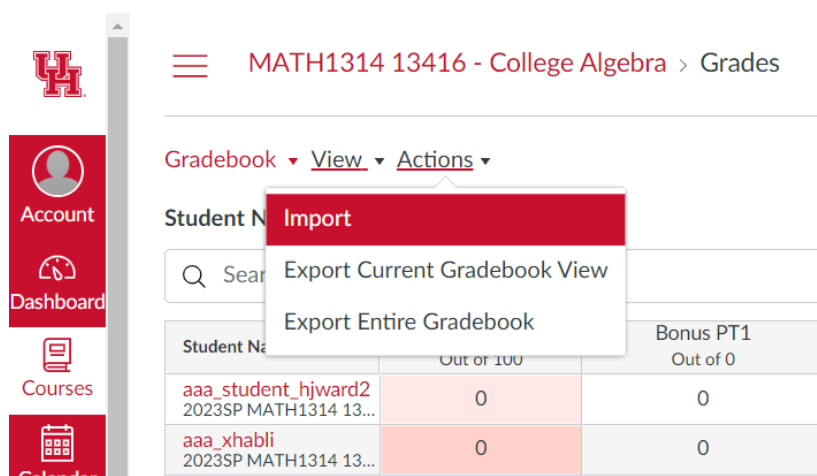


The screenshot shows the Gradebook interface for 'MATH1314 13416 - College Algebra'. The 'Actions' dropdown menu is open, highlighting the 'Import' option. The table below shows student grades for two students.

Student Name	Out of 100	Bonus PT1 Out of 0
aaa_student_hjward2 2023SP MATH1314 13...	0	0
aaa_xhabli 2023SP MATH1314 13...	0	0

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.

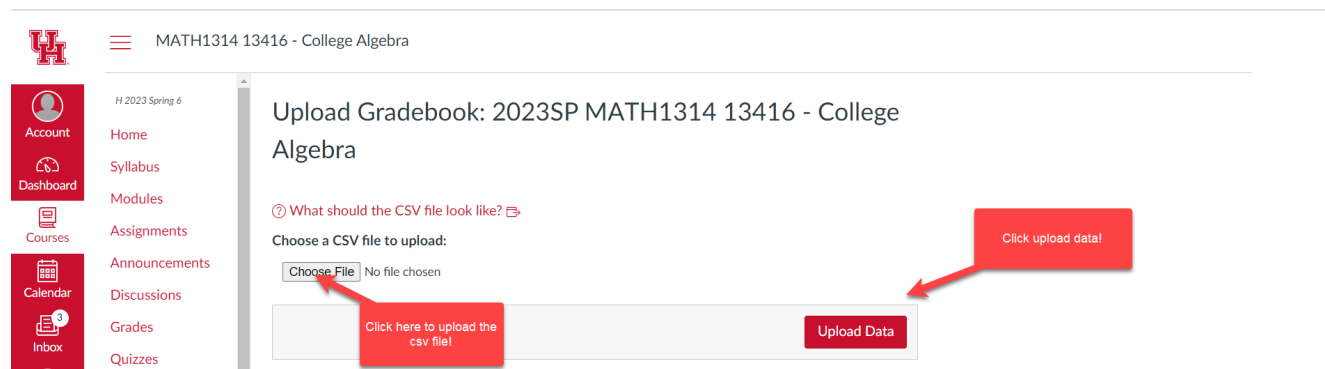
If you are using CCS for assignments, you will be using the import feature very frequently. On the Gradebook page, click **Actions** and **select Import**.



The screenshot shows the Gradebook interface for 'MATH1314 13416 - College Algebra'. The 'Actions' dropdown menu is open, highlighting the 'Import' option. The table below shows student grades for two students.

Student Name	Out of 100	Bonus PT1 Out of 0
aaa_student_hjward2 2023SP MATH1314 13...	0	0
aaa_xhabli 2023SP MATH1314 13...	0	0

You will be directed to this page:



Click Choose File, find the csv file downloaded from CCS in your computer and attach the file. Click **Upload Data** and **Save Changes**. Your upload is complete.

Note: You can upload any other file that contains your students' grades. You need to make sure that you have the template that CANVAS recognizes. You can download the whole gradebook from Actions and use that template for grade uploads. You just have to add a new column each time.

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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.

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](#)

For more detailed instructions about how to use CANVAS effectively, you can refer to [the full handbook](#) that we have prepared for math department faculty. We have seen great success when we use CANVAS in its full mode and features that provides to us as instructors and to students.

Prepared by [Dr. Blerina Xhabli](#).

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

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