

Utilizing the BGP Template Course Shell In Canvas

Overview:

A template course shell for each BGP course will be created by ITS and will be assigned to the professor who submitted the BGP proposal. Faculty will be able to upload the assignments, projects, portfolios, quizzes, etc. as assessment artifacts that were indicated in the approved BGP proposal as a measure of each of the Learning Outcomes (LOs). This way each professor who teaches a section of the course will have access to the materials in order to provide consistency across sections. **All assignments, portfolios, quizzes, and rubrics need to have the same name in every section of the BGP course** to allow data to be collected easily on the Learning Outcomes outlined in the BGP proposal.

The following sections provide a guide to assist you in:

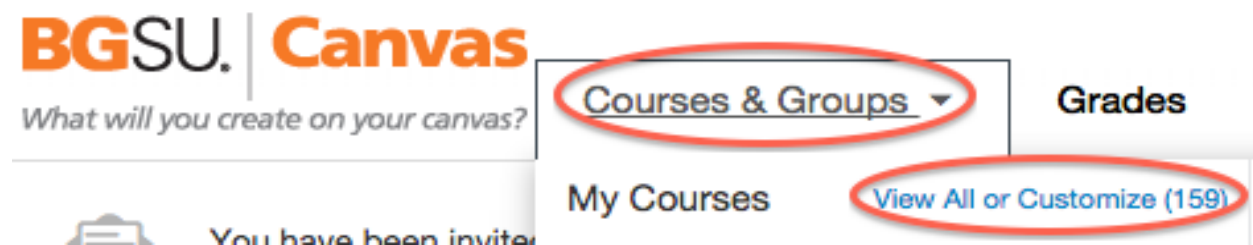
- Uploading new BGP specific assignments (papers, portfolios, projects)
- Creating BGP specific quizzes/tests
- Importing BGP Learning Outcomes
- Creating rubrics
- Granting other professors access to the BGP Template
- Copying/importing BGP Template content into individual course sections

Special Note:

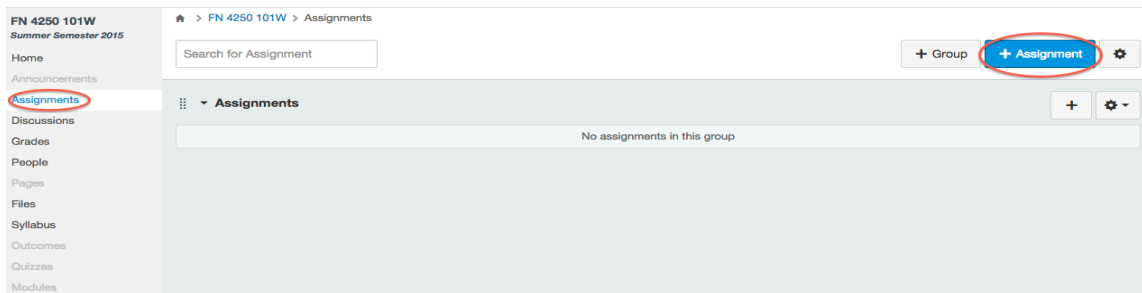
If a student does not turn in the final assignment, portfolio, etc, they are not to be assigned a data point using the Canvas rubric. For example, if you have 35 students in a class and only 32 students complete the assignment, there should only be 32 pieces of data for each learning outcome.

Step 1: Uploading BGP Assignments

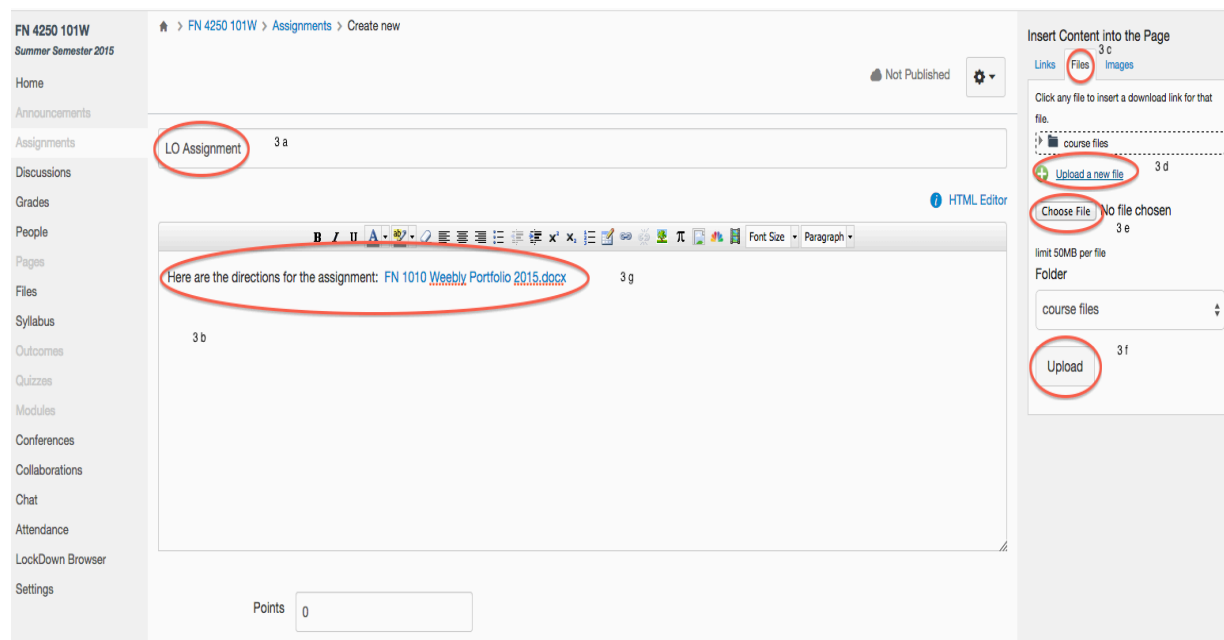
1. Log into Canvas and click on Courses and Groups. Then select “View All or Customize” in order to find the BGP Template. It will appear in the listed as “Your Course BGP Template” and will have an “unpublished” grey bar next to it. An example title would be, FN 2070 BGP Template.



2. To upload a BGP specific assignment, click on “Assignments” in the left margin and then chose the blue button titled “+ Assignment.”



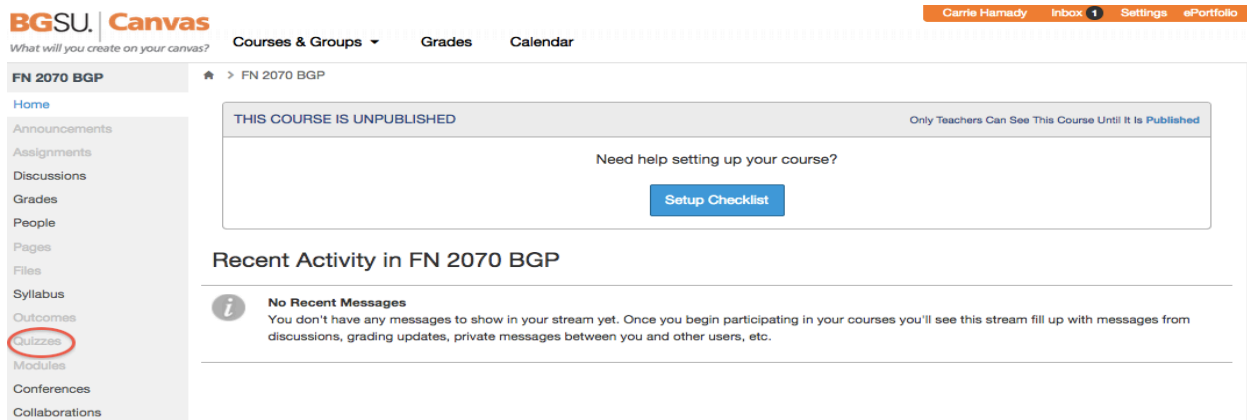
3. After you click to add an assignment, the following screen allows you to upload and create the assignment. The picture below corresponds with the following instructions by letter, i.e. 3a, 3b, etc.
 - a. Create an assignment title- this is the name of the assignment or assessment that you indicated within the BGP proposal- **ALL SECTIONS** need to have the same name for the assignment in order for data to be accurately found.
 - b. Type an introduction to the assignment or artifact so the document is easily found and labeled.
 - c. Click on “Files” on the upper right side of the screen.
 - d. The “Upload a new file” prompt will appear- click on that.
 - e. Then click on the “Choose File” prompt below it and choose the Word or PDF document from wherever it is located on your computer.
 - f. While waiting for the document to load, put the cursor in the description area (3b) where you want the document to be located. Once you see the title of the document appear on the right side, click “Upload.”
 - g. The document should appear in the assignment description area in blue, like the screen shot below shows.



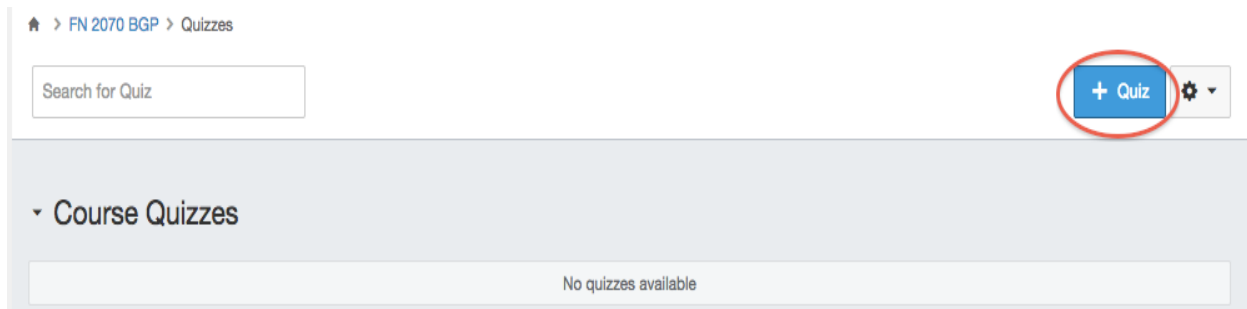
4. After the document is uploaded, select “Update Assignment.” The assignment is now in the shell for others to access and will also be housed under “Files” or “Course Files” for future access without needing to re-upload.

Step 2: Creating BGP Quizzes/Tests

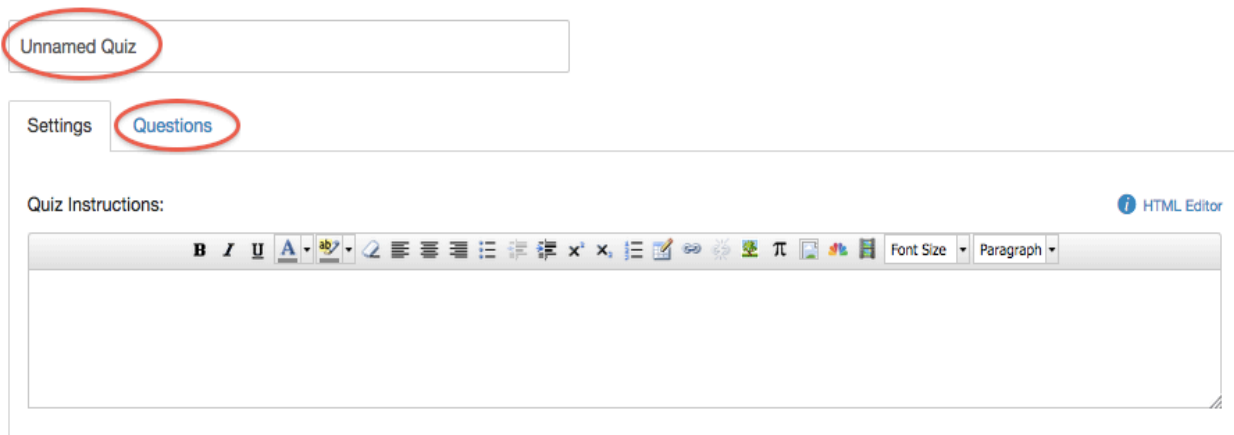
1. Log into the BGP Template Shell and click on “Quizzes.”



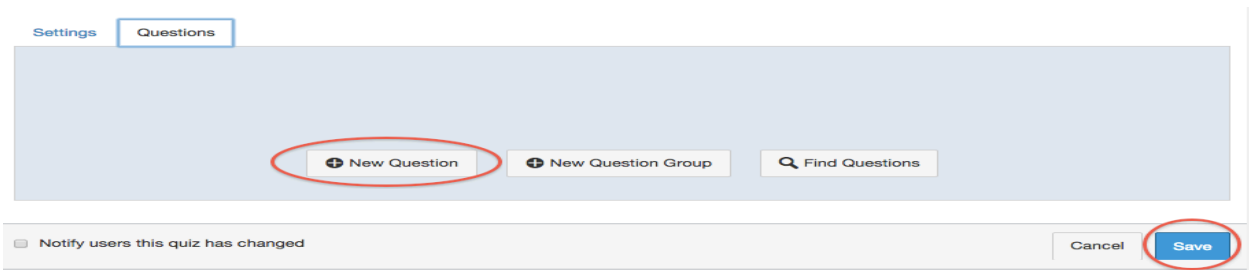
2. Click on “+ Quiz” to add a quiz or a test.



3. The next screen will ask you to name the quiz/test- **REMEMBER- all quizzes/tests used for BGP Assessment need to have the same name in ALL sections of the course.** Then click on “Questions” to input all the questions.

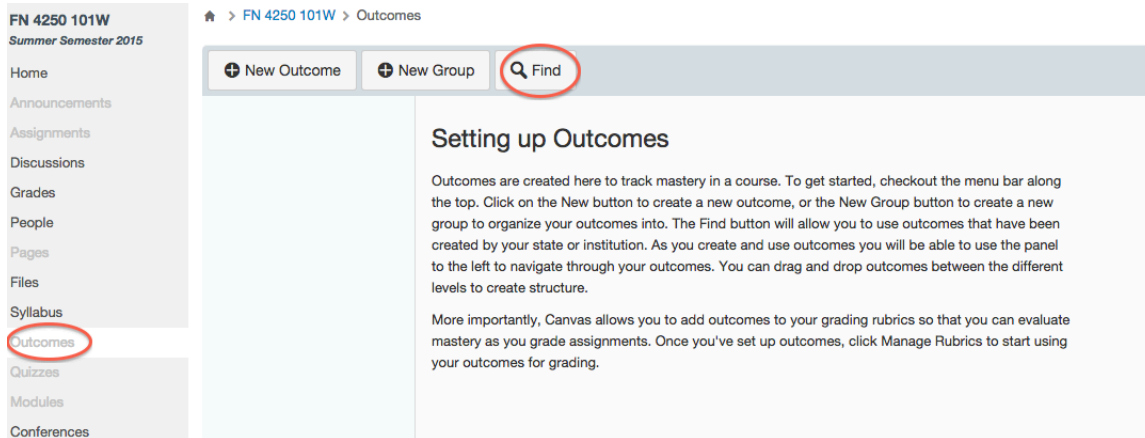


4. After clicking on "Questions," choose "New Question" and begin building your quiz/test. Once all questions are put into the quiz/test, select "Save" and your quiz/test is complete.

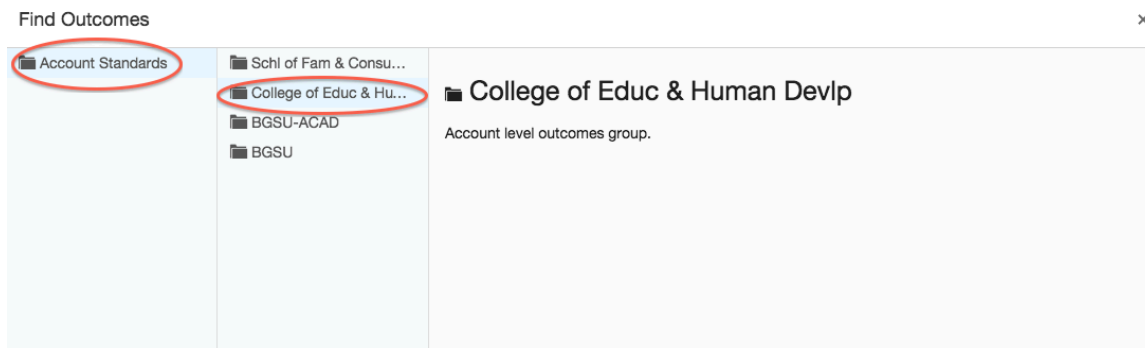


Step 3: Importing BGP Learning Outcomes

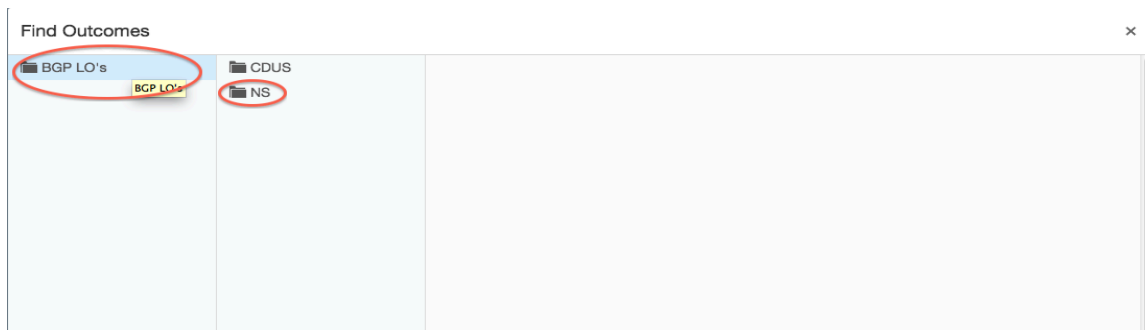
1. Open the BGP Template within Canvas, click on the “Outcomes” tab on the left side of the screen and then locate “Find.”



2. A new text box will open, click on Account Standards. A new column will appear with BGSU outcomes as well as school and/or program outcomes. Click on your college name, for example, in the screen shot it is the College of Education and Human Development.



3. Click on “BGP” or “BGP LO’s” and another column to the right will appear with the specific LOs that are specified for your college, for the example, NS is for Natural Sciences.



4. After you click on the category you need, another column will appear to the right with the specific outcomes listed. Click on one outcome (1), click "import" (2) and then "ok" (3).

The screenshot shows a 'Find Outcomes' window with a sidebar on the left containing folders 'CDUS' and 'NS'. Under 'NS', outcomes NS1 through NS6 are listed. NS1 is selected and circled with a red '1'. The main area displays 'NS1' with a description: 'Describe how natural sciences can be used to explain and/or predict natural phenomena.' Below this is a table with four columns: 'Exceeds Expectations' (2 Points), 'Meets Expectations' (1 Point), 'Does Not Meet Expectations' (0 Points), and 'Total Points' (2 Points). Below the table, it says 'Mastery at 1 points'. At the bottom right of the window, there are 'Cancel' and 'Import' buttons, with 'Import' circled and labeled '2'. A modal dialog box is open in the center, titled 'The page at https://bgsu.instructure.com says:', with the text 'Import outcome "NS1" to group "2155 FN 4250 6W1 101W LEC 41394 GC?"' and 'Cancel' and 'OK' buttons, with 'OK' circled and labeled '3'.

5. Repeat this process to import all BGP LOs that pertain to your BGP Course.

Step 4: Creating a Rubric Using BGP Learning Outcomes

1. Once all BGP LOs are imported, click on the assignment or project in which you want to develop the rubric.
2. Scroll to below the assignment details and click on “Add Rubric.”

The screenshot shows the Canvas LMS interface for a 'Research Paper' assignment. The left sidebar contains navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, LockDown Browser, and Settings. The main content area shows the assignment details: 'Research Paper' with 'Points: 20' and 'Submitting: a file upload'. A table below shows the due date as 'Mar 17' for 'Everyone'. The 'Add Rubric' button is circled in red.

3. From here, you will give the rubric a title and start to add the criterion. REQUIRED for BGP Assessment, click on “Find Outcome Criterion” to add the BGP LO(s) you just loaded into your shell into the rubric.

The screenshot shows the 'Create Rubric' form. The title field contains 'BGP Assessment Rubric' and is circled in red. Below the title is a table with columns for 'Criteria', 'Ratings', and 'Pts'. The 'Find Outcome' button is circled in red. The form also includes checkboxes for 'I'll write free-form comments when assessing students', 'Use this rubric for assignment grading', and 'Hide score total for assessment results'. The 'Create Rubric' button is at the bottom right.

4. After you click on “Find Outcome,” the category will appear, for the example it appears as “NS.” Click the category and you will see all the outcomes you downloaded. To start:
 - a. Click on the first LO needed
 - b. **Deselect the “Use this criterion for scoring”**
 - c. Click on “Import.”

The screenshot shows the 'Find Outcomes' dialog box. The 'NS1' category is circled in red. Below the category name is a table with columns for 'Exceeds Expectations', 'Meets Expectations', 'Does Not Meet Expectations', and 'Total Points'. The 'Use this criterion for scoring' checkbox is checked and circled in red. The 'Import' button is circled in red.

5. When you click on “Import, “ the following screen appears- NOTE that “Use this criterion for scoring” is not selected now- click “OK.”

Find Outcomes

NS1

NS1
Describe how natural sciences can be used to explain and/or predict natural phenomena.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
2 Points	1 Points	0 Points	2 Points

Use this criterion for scoring

The page at <https://bgsu.instructure.com> says:
Import outcome "NS1" to group "2155 FN 4250 6W1 101W LEC 41394 GC"?

Cancel OK

Cancel Import

6. Once you are finished with entering all the BGP LOs needed for the assessment, check the box at the bottom that says, “Hide score total for assessment result.” Then click “Create Rubric” and it is done.

Title: BGP Assessment Rubric [Find a Rubric](#)

Criteria	Ratings			Pts	
NS1 view longer description threshold: 1 pts	Exceeds Expectations 2 pts	Meets Expectations 1 pts	Does Not Meet Expectations 0 pts	--	✕

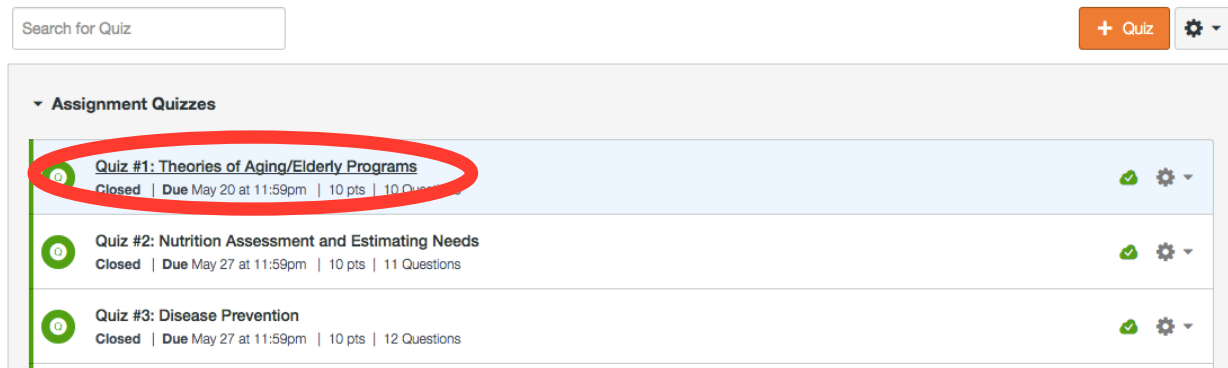
[Add Criterion](#) [Find Outcome](#) Total Points: 0

I'll write free-form comments when assessing students
 Use this rubric for assignment grading
 Hide score total for assessment results

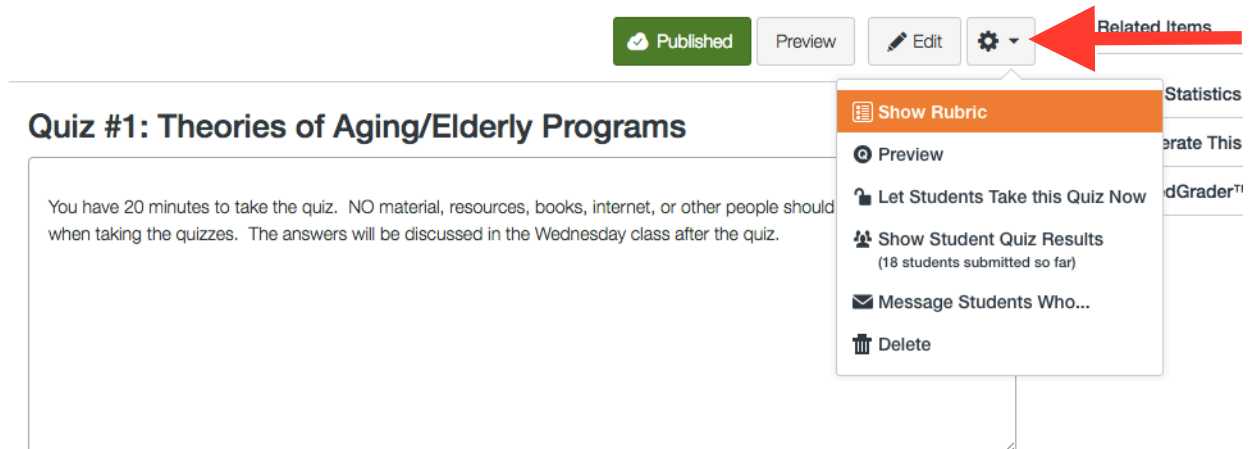
Cancel Create Rubric

Step 5: Adding A Rubric to a Quiz

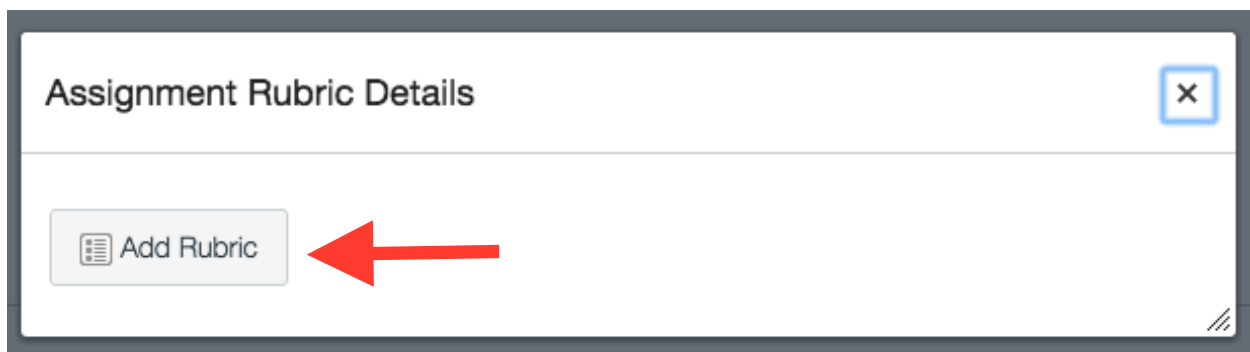
1. Click on the “Quizzes” tab and then select the desired quiz.



2. Once you select the quiz, click on the gear-shaped settings icon, next to the “Edit” button and select “Show Rubric.”



3. Click on “Add Rubric”



4. Then you can either search for an existing rubric or create one with the outcomes you imported into the shell (see steps 3 and 4 for importing outcomes and creating a rubric).

- Once a rubric is chosen or created, it is automatically “attached” to the quiz. To see it, click on SpeedGrader in the upper right corner of the quiz screen

The screenshot shows the top navigation bar with buttons for 'Published', 'Preview', 'Edit', and a settings gear. Below this is the quiz title 'Quiz #1: Theories of Aging/Elderly Programs'. A text box contains instructions: 'You have 20 minutes to take the quiz. NO material, resources, books, internet, or other people should be used/consulted when taking the quizzes. The answers will be discussed in the Wednesday class after the quiz.' On the right side, under 'Related Items', there are links for 'Quiz Statistics', 'Moderate This Quiz', and 'SpeedGrader™', with the latter being circled in red.

- Within SpeedGrader, click on “View Rubric” to see and complete the rubric.

The top screenshot shows the quiz score: 'Score for this quiz: 9 out of 10', 'Submitted May 20 at 10:26pm', and 'This attempt took 18 minutes.' Below this is 'Question 1' with a score of '1 / 1 pts'. On the right, the 'Assessment' section shows 'Grade 9 out of 10' and a 'View Rubric' button circled in red.

The bottom screenshot shows the 'Grading' section with a 'Quiz Rubric' table:

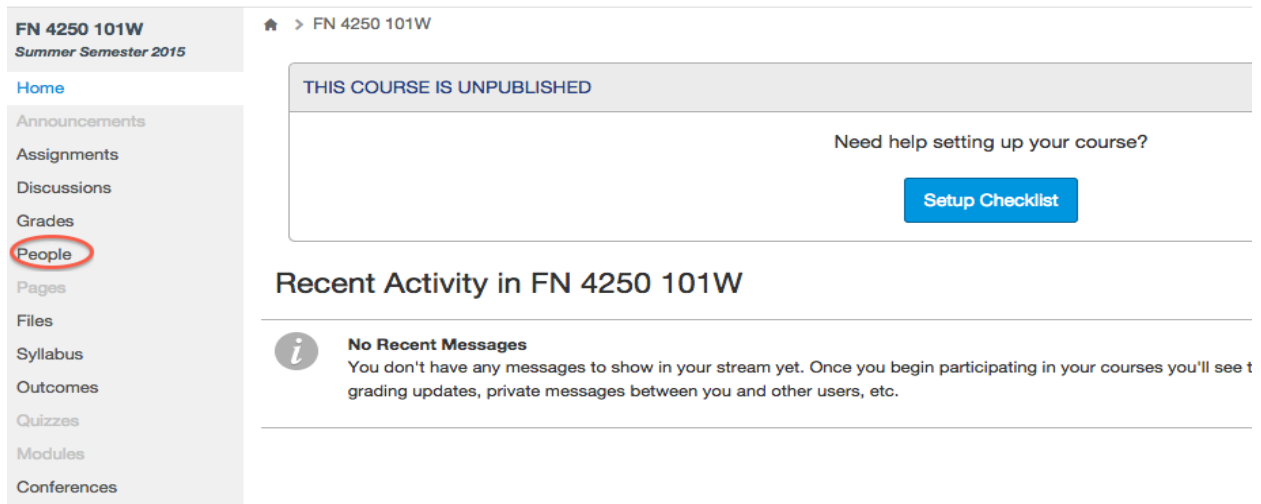
Criteria	Ratings			Pts
NS1 view larger description threshold: 1.0 pts	Exceeds Expectations 2.0 pts	Meets Expectations 1.0 pts	Does Not Meet Expectations 0.0 pts	--
Total Points: 0 out of 0.0				

Below the table are 'Save' and 'Cancel' buttons.

- Helpful hint: within the “Additional Comments” section of the quiz, where you can put answers, you can list which learning outcome the question relates to so you know how to complete the rubric.

Step 6: Allowing Others Access to the BGP Template

1. Log into the BGP Template within Canvas and select “People” from the left side.



FN 4250 101W
Summer Semester 2015

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

THIS COURSE IS UNPUBLISHED

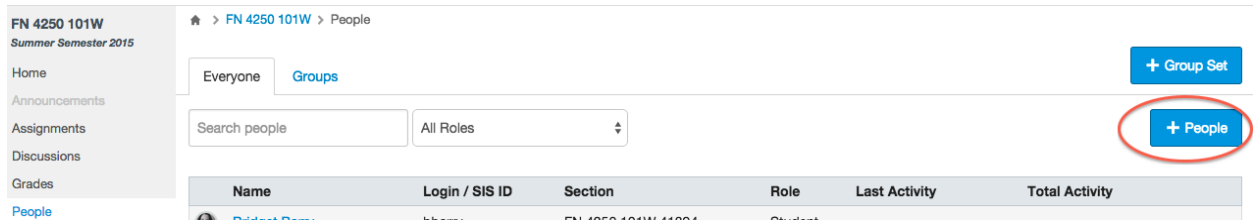
Need help setting up your course?

Setup Checklist

Recent Activity in FN 4250 101W

No Recent Messages
You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see grading updates, private messages between you and other users, etc.

2. The following screen will appear, click on the blue button “+ People.”



FN 4250 101W
Summer Semester 2015

Home

Announcements

Assignments

Discussions

Grades

People

Everyone Groups

Search people

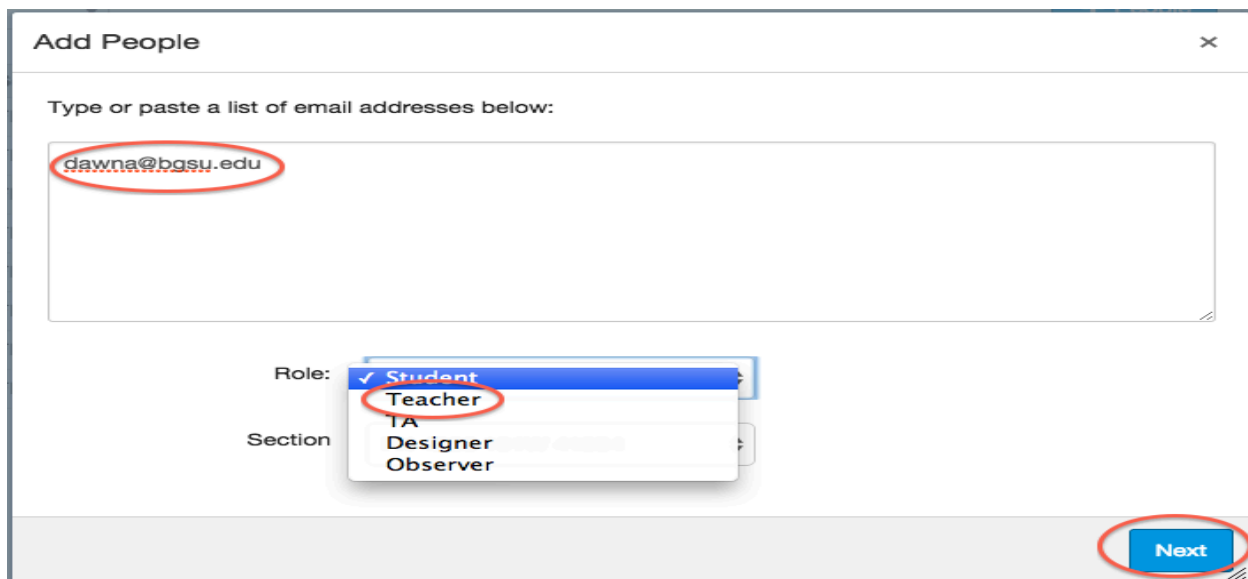
All Roles

+ Group Set

+ People

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
Didnot Dan	kh...	FN 4250 101W 41204	Student		

3. Type the BGSU email of the person who needs access to the shell in the dialogue box. From the drop down menu for “Role,” choose “Teacher” and then click on “Next.”



Add People

Type or paste a list of email addresses below:

dawna@bgsu.edu

Role: **Teacher**

Section

Next

4. Validate the information and then select "Add Users."

The screenshot shows a dialog box titled "Add People" with a close button (X) in the top right corner. A yellow banner at the top contains the text "Validated and ready to add 1 users:". Below this is a table with two columns: "Name" and "Email". The table contains one row with the name "Dr. Dawn Anderson" and the email "dawna@bgsu.edu". At the bottom right of the dialog, there are two buttons: "Start Over" and "Add Users". The "Add Users" button is highlighted with a red circle.

Name	Email
Dr. Dawn Anderson	dawna@bgsu.edu

5. Verify one more time and click on "Done."

The screenshot shows the "Add People" dialog box with a close button (X) in the top right corner. A green banner at the top contains the text "The following users have been enrolled". Below this is a table with three columns: "Name", "Email", and "Section". The table contains one row with the name "Anderson, Dr. Dawn", the email "dawna@bgsu.edu", and the section "FN 4250 101W 41394". At the bottom right of the dialog, there are two buttons: "Add More Users" and "Done". The "Done" button is highlighted with a red circle.

Name	Email	Section
Anderson, Dr. Dawn	dawna@bgsu.edu	FN 4250 101W 41394

6. The new person will show up in your roster now. Canvas will send an email invitation to join the class, hence the "pending" status after the person's name. Once the other professors have accepted the invitation, they will be fully enrolled.

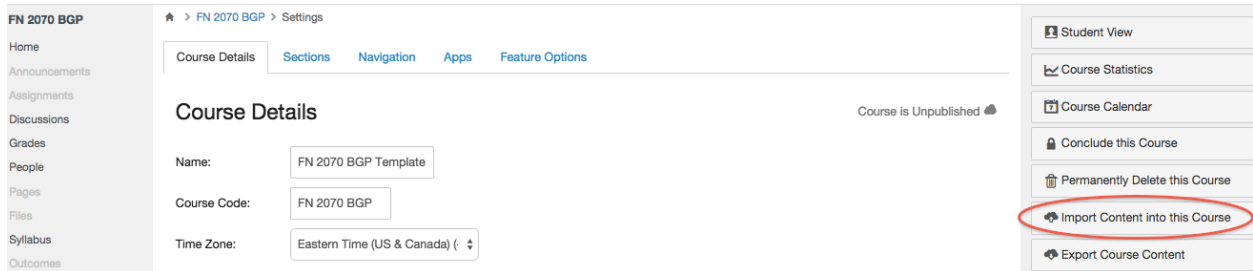
The screenshot shows a roster table with a header row and one data row. The header row has columns for "Name", "Login / SIS ID", "Section", "Role", "Last Activity", and "Total Activity". The data row has a name "Dr. Dawn Anderson" with a "pending" status next to it, a login/SIS ID of "dawna", a section of "FN 4250 101W 41394", and a role of "Teacher". The "Name" column and the "pending" status are circled in red.

1 invitations haven't been accepted.

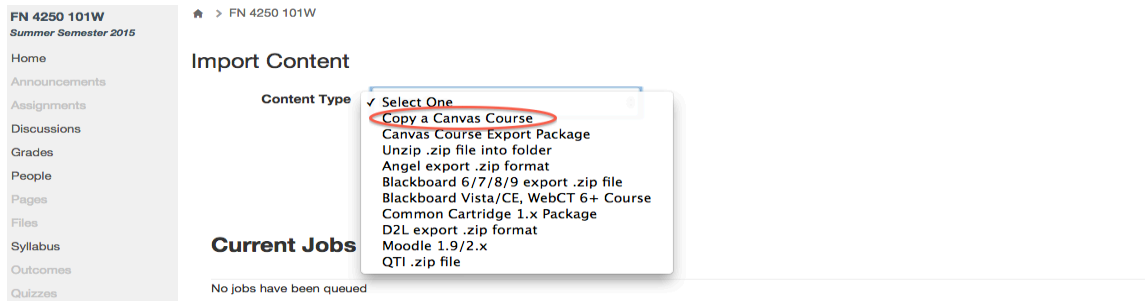
Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
Dr. Dawn Anderson pending	dawna	FN 4250 101W 41394	Teacher		

Step 7: Importing BGP Template Content into Canvas Shells for Each Course Section:

1. Log into Canvas and find your individual section of the BGP Course and choose “Settings” from the menu on the left.
2. Once in “Settings,” click on “Import Content into the Course.”



3. The following screen will appear and you will click on the drop box for content type and select “Copy a Canvas Course.”



4. Staying on the same screen, you will “Search for a Course.” Just type in the BGP Template you are looking for, such as FN 2070 for this example. Choose “All content” in order to import everything in the BGP Template shell for BGP Assessment, and then click on “Import.”

Import Content

Content Type

Search for a course
 Include completed courses

Content All content Select specific content

Options Adjust events and due dates

5. When the import is complete, the screen will indicate this and you will be able to find all the BGP Template documents, rubrics, texts/quizzes, etc. within your individual section of the BGP Course.