

Canvas Getting Started guide for External Examiners

Introduction	2
What is Canvas?	2
Getting Help	2
Your Canvas account and course enrolments.....	2
How do I access Canvas?	3
The Canvas Dashboard	4
Seeing your full course list.....	5
Course environment.....	6
Navigating around the course.....	6
The Course Menu	6
Accessing teaching materials using the Modules area	8
Accessing teaching materials using Pages.....	9
Gaining an overview of assessments in a course	10
Assignments	11
Viewing submissions and feedback left on SpeedGrader assignments	12
Viewing feedback left on a Turnitin assignment.....	13
Quizzes.....	13
To Preview a Quiz	14
To review student attempts and feedback on a quiz.....	14
Accessing Discussion Boards	14
Viewing Group Homepages.....	15
Viewing the Grades area	16
Other areas for student activity in Canvas.....	16
Pages	16
Collaborations	16

Introduction

This is a Canvas Getting Started guide for external examiners at the University of Liverpool, providing basic instructions for using our Virtual Learning Environment (VLE) 'Canvas'. The guide is made up of guidance specific to the role of external examiners under the University of Liverpool implementation of Canvas, with links to relevant online resources.

As Canvas use becomes embedded at the University (since its phased introduction from 2019), you may find variation between how modules and programmes make use of Canvas and some of these may differ from the approaches set out in this document. If you have any difficulties doing what you need to do within a course space, for example locating materials, please consult with your school.

What is Canvas?

Canvas is a cloud-based VLE, offering an advanced feature set which is also intuitive and that we hope will allow us to continue to enhance our delivery of digitally-enhanced teaching and learning.

Getting Help

We hope that you too will find Canvas intuitive and its workings familiar to other VLE, but if you have difficulties then these are the support options available to you:

- The Canvas 24/7 Support accessible as live chat, phone, or email through the Help button within Canvas. This puts you in touch with the 'Tier 1' Canvas support at Instructure (the company behind Canvas). They are able to go into our courses, just explain what you need to do and the support team will try to resolve problems and walk you through.
- If instead of a technical query is a question around access to materials or around a specific activity or resource, please direct these queries to your programme or school contacts.

Your Canvas account and course enrolments

Canvas uses a University of Liverpool MWS (Managed Windows Services) username and password. You may already have an MWS account from past work with us, or if you are new to the role your school will arrange the setup of these. Please reach out to your school team if you need help on this.

In Canvas the discrete spaces that make up most of our programmes are called 'Courses', for example each one of our 15-credit modules each has its own course space in Canvas. External Examiners will be enrolled onto courses by school teams with a suitable role allocated by your school. The instructions set out in this document assume that you will be given the 'UoL External Examiner' role, which gives a read-only oversight of course content, activities and assessment in Canvas. This level of access may not

translate to 'third-party' teaching tool and that your school may be using, and in some cases, schools may give a different role - the steps should be very similar but you school can advise.

How do I access Canvas?

Canvas is available on any internet-connected computer and works on all modern and up-to-date internet browsers. We particularly recommend Chrome or Firefox but a full list of compatible browsers can be found here: [browser and computer requirements](#).

1. Access Canvas via this URL: <http://canvas.liverpool.ac.uk>
(You may wish to Bookmark this link for later access. A Canvas link also appears on the Staff Intranet)
2. Depending upon your location (on-campus, University's VPN etc.) Canvas may require you to login:
Enter your login details as 'MWSusername@**liverpool.ac.uk**', followed by your University password.

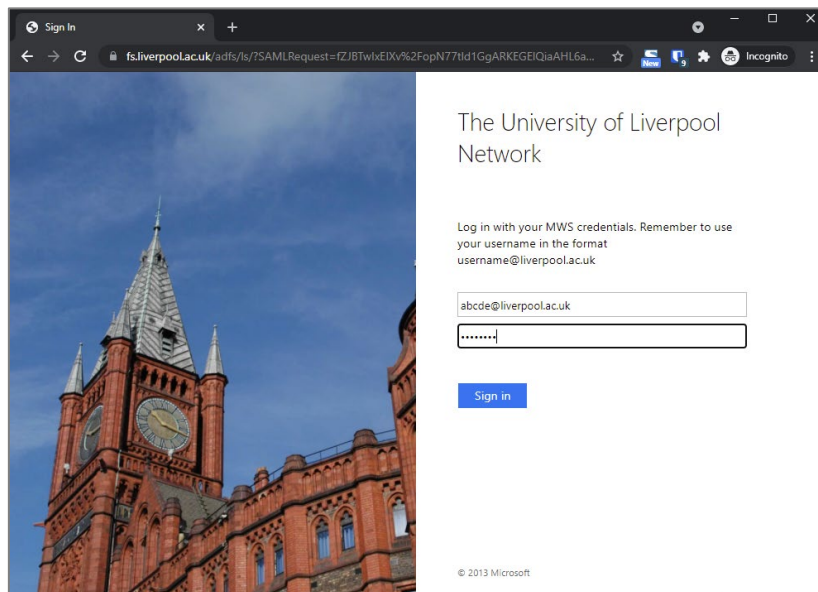


Figure 1 The University of Liverpool Canvas login page

There are also dedicated apps available for Android and Apple iOS devices, brings some real enhancements for staff and students for learning activities, being able to stay up to date with the course, mark work or monitor activities whilst being on the move.

To download the app:

1. Go to your app store (Play Store for Android, App Store for Apple) and search for 'Canvas Teacher' and/or 'Canvas Student'. (For staff we recommend installing both the teacher and student version of the app, so that they can see how resources will work for students on a mobile.)
2. Download and open the app

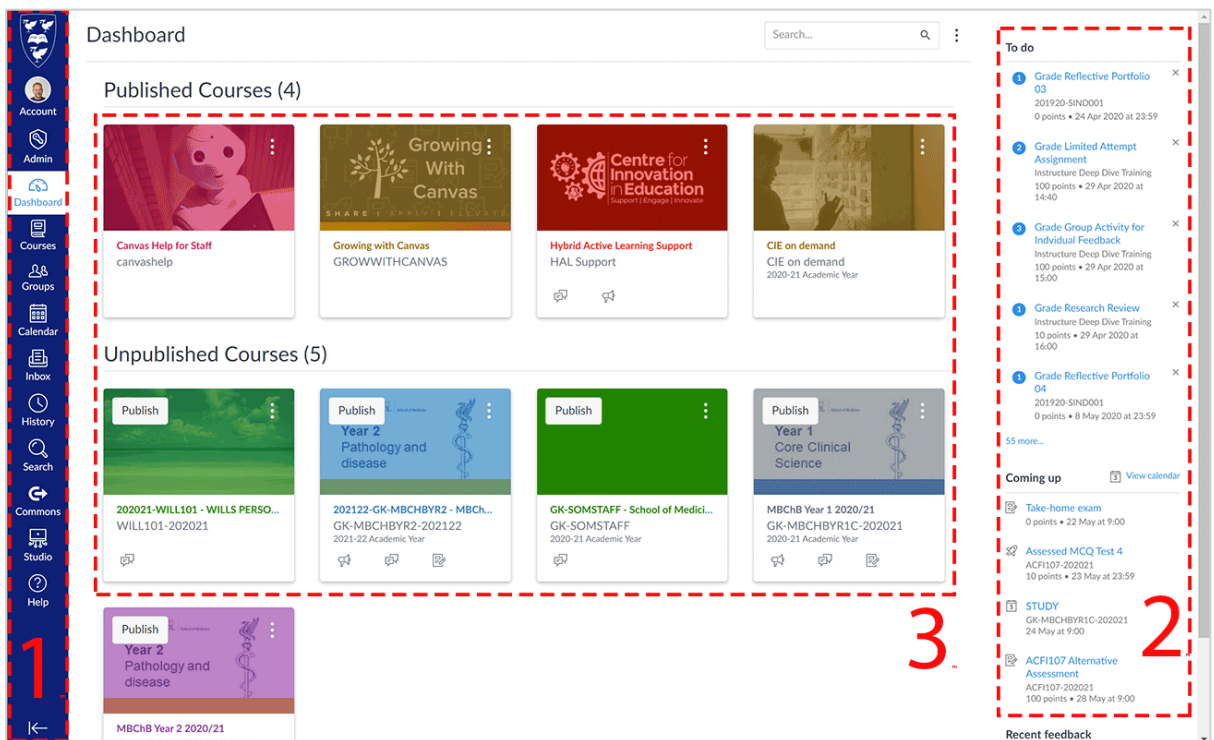
3. Use the Find my school button to search for 'University of Liverpool'
4. Then sign in, again using username@liverpool.ac.uk and your University password.
The app should then stay logged in.

If you experience difficulties trying to login please contact the University of Liverpool Computing Services helpdesk: servicedesk@liverpool.ac.uk

The Canvas Dashboard

The Dashboard is the first screen you see once you have logged into Canvas. This is comprised of these areas:

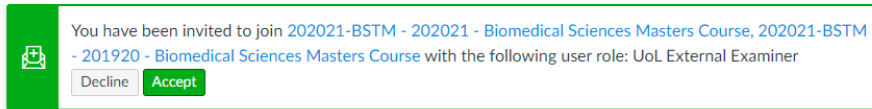
- A blue Global Navigation Bar [1] runs down the left side of the screen, giving you access to different tools and areas within Canvas, for example a button to see your full course enrolments, and another devoted to providing you with help and support.
- On the right-hand side of the screen is an Activity Feed [2] of updates and notifications from the courses you are enrolled onto.
- The main element of the dashboard is made up of 'Course Cards' [3], each representing and providing a link to a selection of your course enrolments. Remember that in Canvas, courses and course spaces reflect what we would have traditionally called 'Modules' that make up a programme (or a year of study if non-modular). You may find that not all of the courses appear here, especially when you have a large number – please see next section.



The screenshot shows the Canvas Dashboard interface. On the left is a blue Global Navigation Bar (labeled 1) with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Search, Commons, Studio, and Help. The main content area is divided into 'Published Courses (4)' and 'Unpublished Courses (5)'. The 'Published Courses' section includes cards for 'Canvas Help for Staff', 'Growing with Canvas', 'Hybrid Active Learning Support', and 'CIE on demand'. The 'Unpublished Courses' section includes cards for '202021-WILL101 - WILLS PERSON...', '202122-GK-MBCHBYR2 - MBCH...', 'GK-SOMSTAFF - School of Medicine', and 'MBChB Year 1 2020/21'. On the right is an 'Activity Feed' (labeled 2) showing tasks like 'Grade Reflective Portfolio', 'Grade Limited Attempt Assignment', and 'Grade Group Activity for Individual Feedback'. A red dashed box (labeled 3) encompasses the main course card area.

Figure 2 The Canvas Dashboard

Due to the way enrolments are carried out, you may see a course invitation appearing above the Dashboard. You would need to click Accept on these to gain access to a course and add it to your list



You can return to your Dashboard at any time by clicking the Dashboard button in the Global Navigation Bar. You can also use your Back or Forwards button in your browser.

Seeing your full course list

The Dashboard only shows you a selection of your courses and you may find that a course that you are enrolled onto is missing. You can see your full list of enrolments by following the actions below, with the option to add these to your favourites so that they appear on your dashboard:

1. Click on the Courses button [1] within the blue **Global Navigation Bar**.
2. From the pop-out scroll all the way to the bottom and choose '**All Courses**' [2].
3. This will return a full list of courses on which you are enrolled. You may see a few different course versions of each course, differentiated by different year codes. Clicking on the name of a course will take you into the course.
4. To 'favourite' a course, so that it appears on your Dashboard, click on the little hollow star next to a course name. Courses with filled stars show the course is a favourite.
5. If you now return to the Dashboard (button in the Global Navigation Bar) you should see your new selection of course cards.



Figure 3 Accessing the All Courses list

If you still do not see a course which you are expecting to have access to then please contact the school you are working with to arrange enrolment.

Course environment

To access a course, click on its title through the Dashboard or from your full course list.

- The first page you will arrive at will be the **'Home'** area of the course. The contents of this area can be changed and some teaching teams use this to display a Welcome page or it's default which is an index of content and materials (which mirrors Canvas's 'Modules' area).
- Running down the left side of the screen you will see the **Course Menu**. This is an additional way to move between different areas of the course, and due to your role you may be able to see areas that students cannot see (those with striked-eye symbols).
- And on the right-hand side of the screen there is the familiar **Activity Feed**, where you can see news and events from the course.

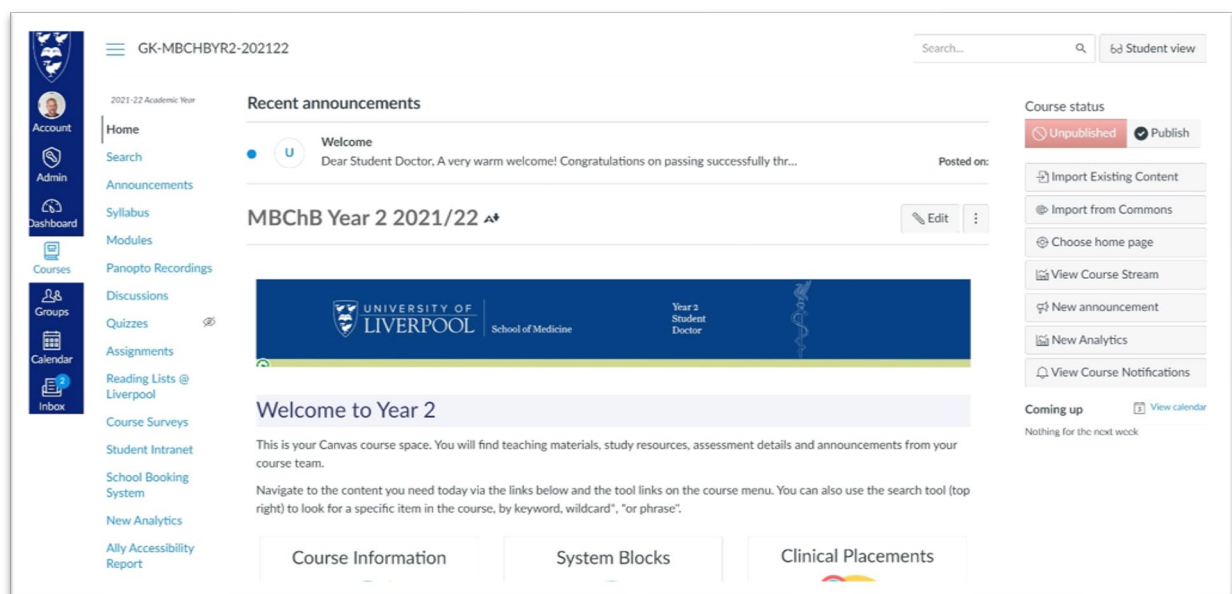


Figure 4 Typical course homepage in Canvas

Navigating around the course

You can navigate around the course using either the course menu on the left, or (as in Figure 4 above) the module may have built some links or buttons in the main part of the homepage to help guide you and students.

The Course Menu

The course menu provides links to areas within the Canvas course and is a useful way for moving quickly between tools. The links that it provides can be customised by module

leaders to hide or reveal some items or to rearrange their order but the most important ones to know about are as follows:

Home	Homepage of the course. If you get lost within the course, clicking on this brings you back to the course homepage
Announcements	A place where you can see course announcements that have been sent out
People	A list of all people who are enrolled on the course, with information about their roles, and last activity dates
Modules	An area used to organise and provide structure for course materials and activities into 'module' folders representing weeks or topics of study. This is the primary way staff use Canvas, so this can be a good place to start to explore the course
Assignments	Repository of any assignments or grade-bearing activity within the course. Through here you can see any information provided about the assignment, and this is where students submit work
Discussions	Discussion Board tool, discussions can be set to be grade bearing
Quizzes	Repository for any quizzes used, these are often also embedded for students within the Modules structure
Grades	An overview of the grades given to the whole cohort on grade-bearing activities, (students only see their own grades/feedback here)
Collaborations	Teaching teams may have used this area to host collaborative

	Office365 documents for student activities.
Syllabus	A place which collects together different dates from the course, may or may not be used on the course
Files	This is a repository for all of the files (images, pdfs, docs etc.) uploaded to the course. Staff tend to hide this area from students, so it may be of no importance to your work.
Pages	Repository for another form of Canvas content called 'Pages'. These tend to be used elsewhere in a course such as being embedded within the Modules area structure or being set as the Home page, so again may be of little importance in your role.

Accessing teaching materials using the Modules area

The Modules area of a Canvas course is a primary way in which lecturers will be organising learning materials and activities for students. This presents materials as a list of items, organised into 'modules' to reflect weeks or topics of study based upon the learning design.

Figure 5 The Modules area of a Canvas course

If your role in the course is 'UoL External Examiner' the Modules area will look like Figure 5. You can click and progress through items in the same way that students will see them.

For further instructions please see: [How do I use the Modules Index?](#) (Intended for teaching staff)

Accessing teaching materials using Pages

As an alternative to using the Modules area some staff use Pages as a primary way of organising and providing links to teaching materials and activities. These act as webpages that may appear automatically when you first enter the course on the Home page (such as Figure 6) or they may be embedded within the Modules area as above.

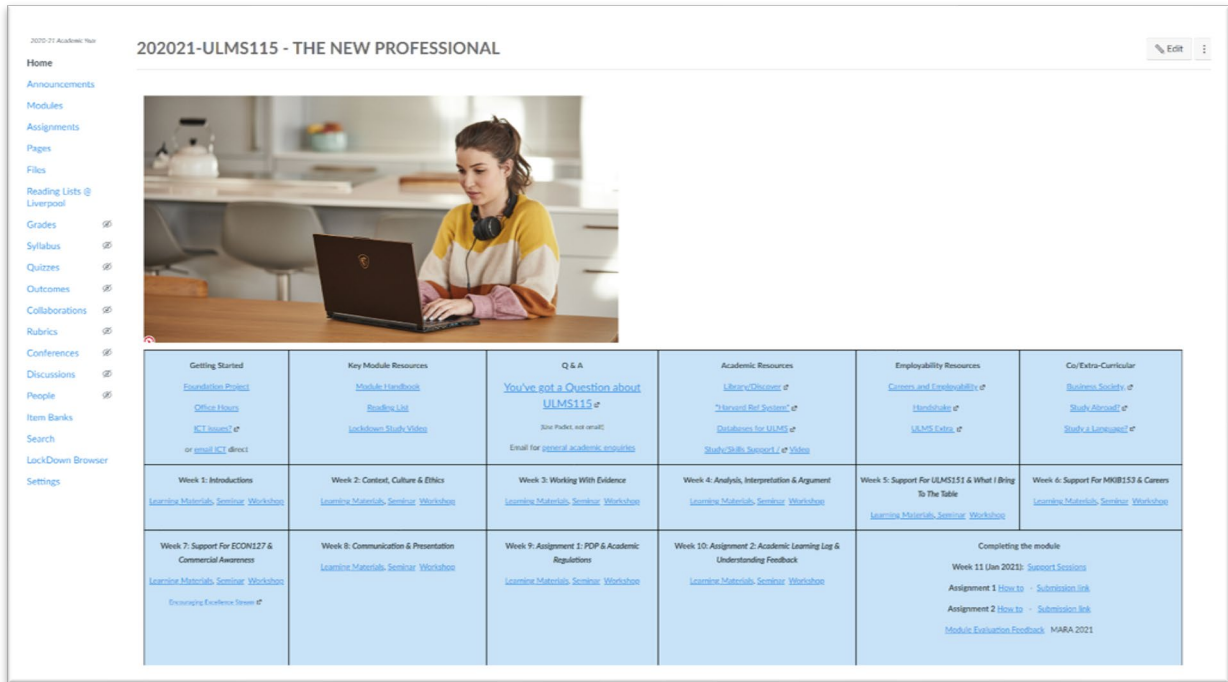


Figure 6 Example of a course that uses Pages to provide a navigation structure to students

You are able to click on the links and experience the course in the same way as students would experience and navigate it.

Gaining an overview of assessments in a course

Any assessed activity in Canvas (submitted Assignment, Quiz, Discussion board etc.) is organised by Canvas into the Assignments area of the course.

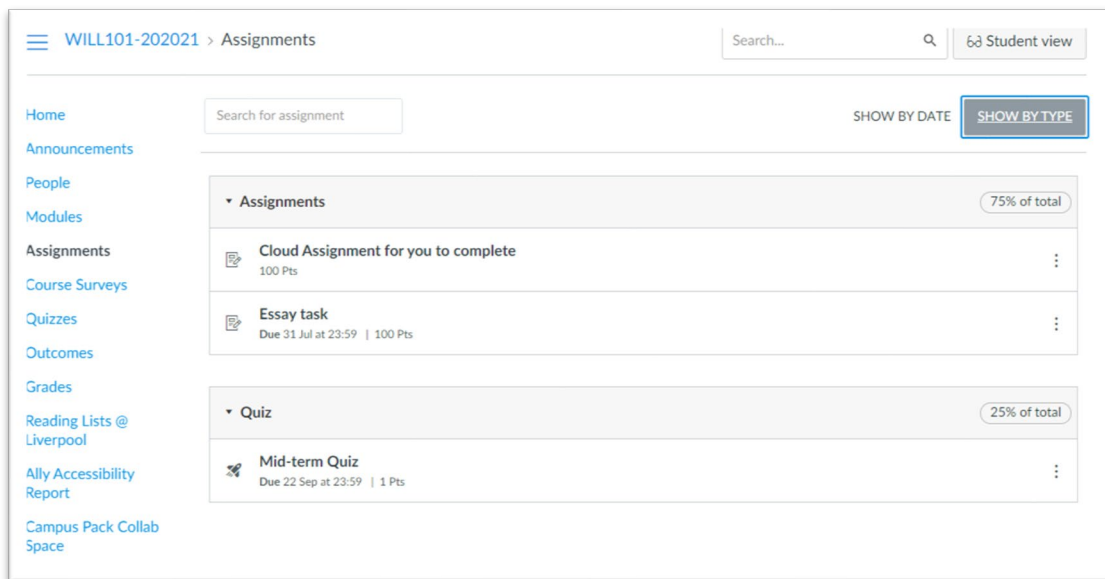


Figure 7 Screenshot showing the Assignments area

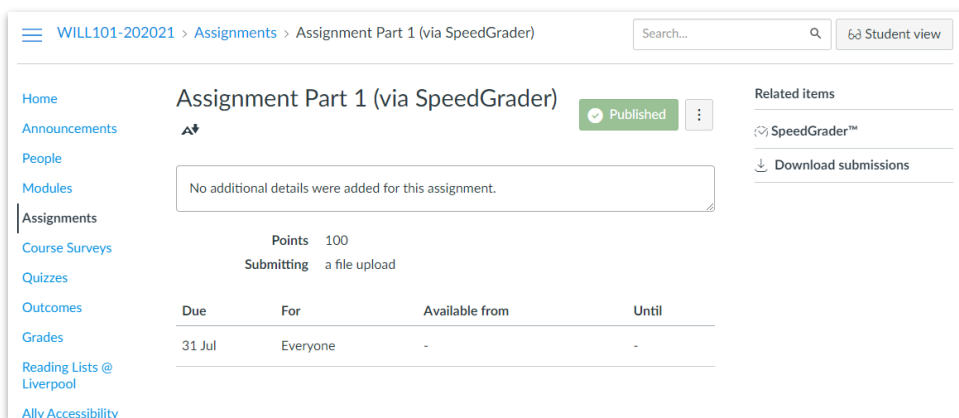
Clicking on any of the items within the Assignments area will bring up details about the assessment as provided to students, as well as a means by which to view submissions. Teaching staff also typically share guidance and instructions as content items within the Modules area so you may wish to consult both places to gain an overview of information provided to the student.

For more information please see: [How do I view Assignments as a student?](#) (for students)

Assignments

Canvas offers a high degree of flexibility in terms of what can be submitted to assignments, e.g. PDFs, Office documents, images, webpages or videos. Alternatively work can be submitted through an external tool such as Turnitin or other 3rd party tool such as Mobius (both integrated into the Canvas assignment handling workflow).

Typically, at the University of Liverpool the majority of assignments are collated and marked either via Canvas's built-in assignment handler and marking system 'Speedgrader', or via Turnitin which is integrated into Canvas. Each of these approaches has a slightly different way of accessing student submissions and feedback. When you click on an assignment within the Assignments area you will be able to identify if it is a Speedgrader or Turnitin marked assignment:



WILL101-202021 > Assignments > Assignment Part 1 (via SpeedGrader) Search... Student view

Home
Announcements
People
Modules
Assignments
Course Surveys
Quizzes
Outcomes
Grades
Reading Lists @ Liverpool
Ally Accessibility

Assignment Part 1 (via SpeedGrader) Published

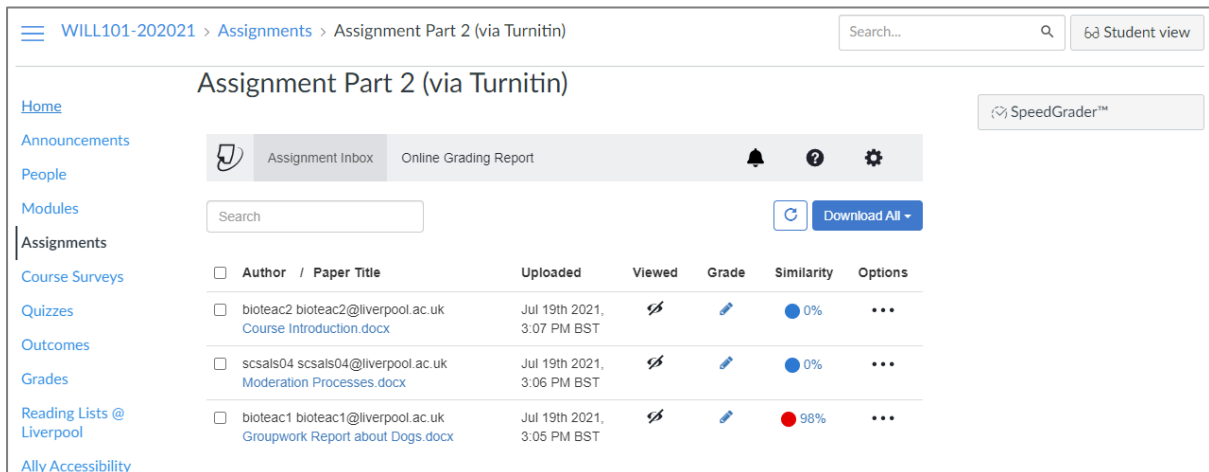
Related items
SpeedGrader™
Download submissions

No additional details were added for this assignment.

Points 100
Submitting a file upload

Due	For	Available from	Until
31 Jul	Everyone	-	-

Figure 8 Screenshot of Speedgrader Assignment



WILL101-202021 > Assignments > Assignment Part 2 (via Turnitin)

Search... Student view

Assignment Part 2 (via Turnitin)

SpeedGrader™

Assignment Inbox Online Grading Report

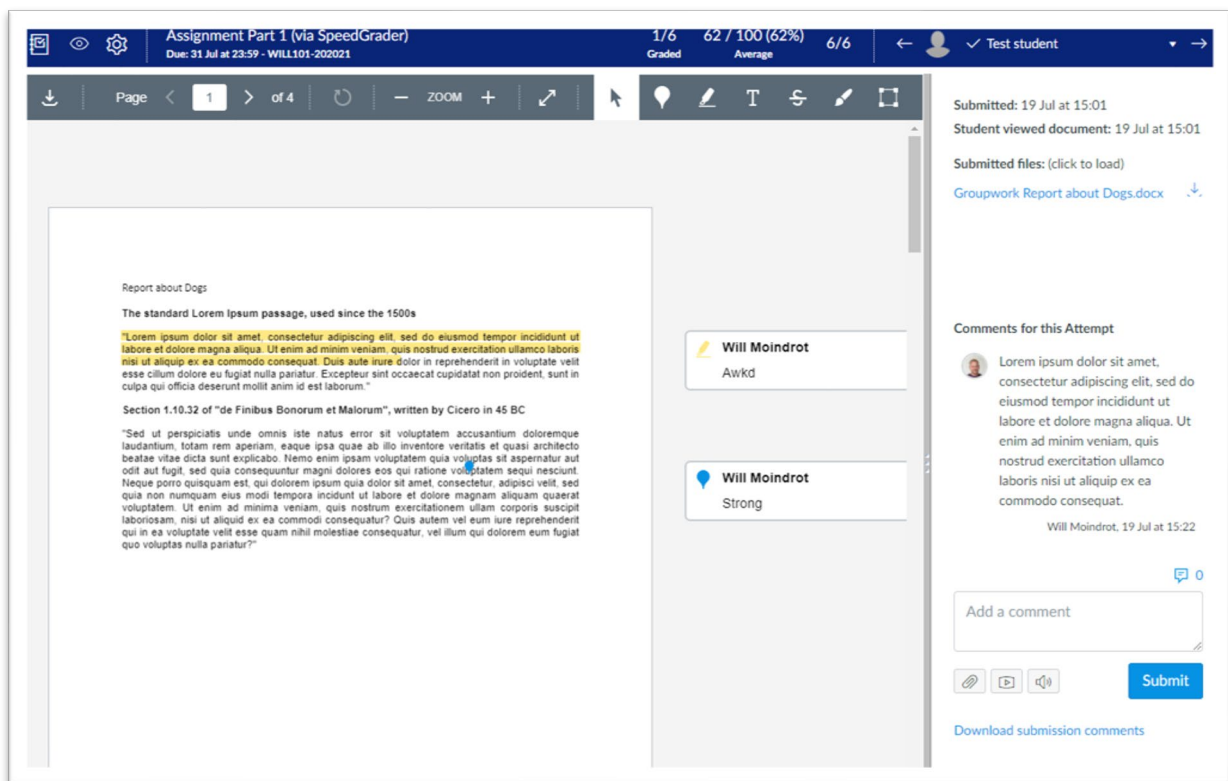
Search Download All

Author / Paper Title	Uploaded	Viewed	Grade	Similarity	Options
biotecac2 biotecac2@liverpool.ac.uk Course Introduction.docx	Jul 19th 2021, 3:07 PM BST			0%	...
scsals04 scsals04@liverpool.ac.uk Moderation Processes.docx	Jul 19th 2021, 3:06 PM BST			0%	...
biotecac1 biotecac1@liverpool.ac.uk Groupwork Report about Dogs.docx	Jul 19th 2021, 3:05 PM BST			98%	...

Figure 9 Screenshot of a Turnitin assignment

Viewing submissions and feedback left on SpeedGrader assignments

Within an assignment's information screen (as in Figure 8) click on the SpeedGrader icon on the right-hand side. This will launch the Speedgrader interface through which you can view and move between student submissions, seeing any feedback and grades left. (An alternative way to access and see feedback on specific student's submission is via the Grades area – see section below).



Assignment Part 1 (via SpeedGrader)
Due: 31 Jul at 23:59 - WILL101-202021

1/6 Graded 62 / 100 (62%) 6/6

Page 1 of 4

Submitted: 19 Jul at 15:01
Student viewed document: 19 Jul at 15:01
Submitted files: (click to load)
Groupwork Report about Dogs.docx

Comments for this Attempt

Will Moindrot
Awk

Will Moindrot
Strong

Will Moindrot, 19 Jul at 15:22

Add a comment

Submit

Download submission comments

Figure 10 The Speedgrader marking interface

For more details on using Speedgrader please see the resources below:

- [How do I access Speedgrader?](#)
- [How do I use Speedgrader to move between assignments?](#)

Viewing feedback left on a Turnitin assignment

For those assignments that use Turnitin, clicking on the name of the assignment within the Assignments area brings up a window like this, with a Turnitin 'Assignment Inbox' embedded within the main part of the page. Click on the pencil symbol or grade percentage within the Turnitin inbox shown below to view student submissions left via Turnitin.

Turnitin's Feedback Studio will be familiar to how Turnitin works with other VLE. For reference please see [Turnitin's support pages](#).

Quizzes

In Canvas the quiz tool can be used to conduct formative or summative assessments. A tutor may have embedded quizzes within the Modules area, if assessed for example as an exam they may also appear in the Assignments area. All quizzes should also be indexed within the Quizzes area of the course.

There are two quiz engines in Canvas, 'Classic' and 'New Quizzes'. Varying functionality between them means that some programmes favour one engine over another or both are used often in the same course. Each has a different process for previewing a quiz or examining student quiz attempts and feedback.

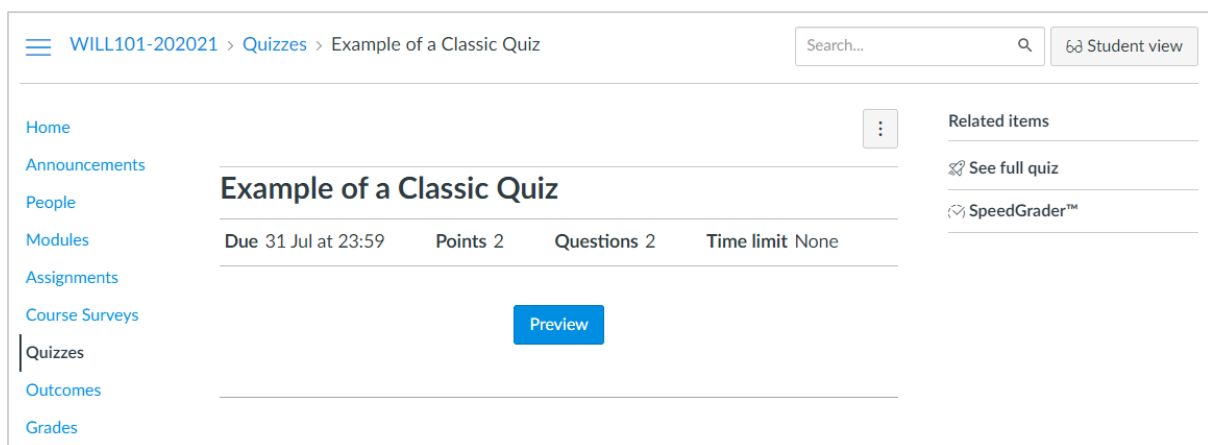


Figure 11 Example of a Classic Quiz

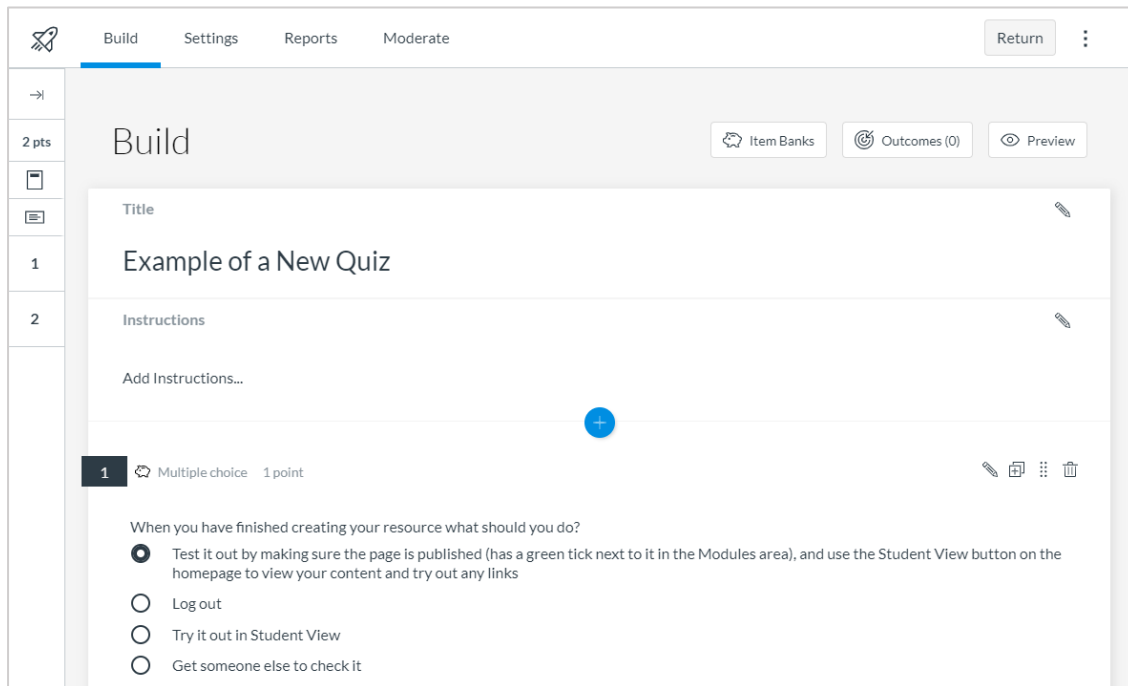


Figure 12 Example of a New Quiz

To Preview a Quiz

To preview a Classic quiz as a Teacher:

1. Go to the Quizzes area of the Course Menu, and click on the name of the quiz
2. On the next screen that appears click on the Preview button at the top. This will allow you to examine the quiz as students will take it.

[How do I preview an assessment in New Quizzes as a Teacher?](#)

To review student attempts and feedback on a quiz

- [How do I view student results for a Classic quiz as a Teacher?](#)
- [How do I view student results for a New Quiz as a Teacher?](#)

Accessing Discussion Boards

The course-wide discussion board can be found within the Discussions areas of the course menu, here you can see threads posted, with replies from students and staff. As an alternative, some teaching teams may have made use of Canvas's 'Group Homepage' feature through which discussion can be made confidential to a group's membership (see below).

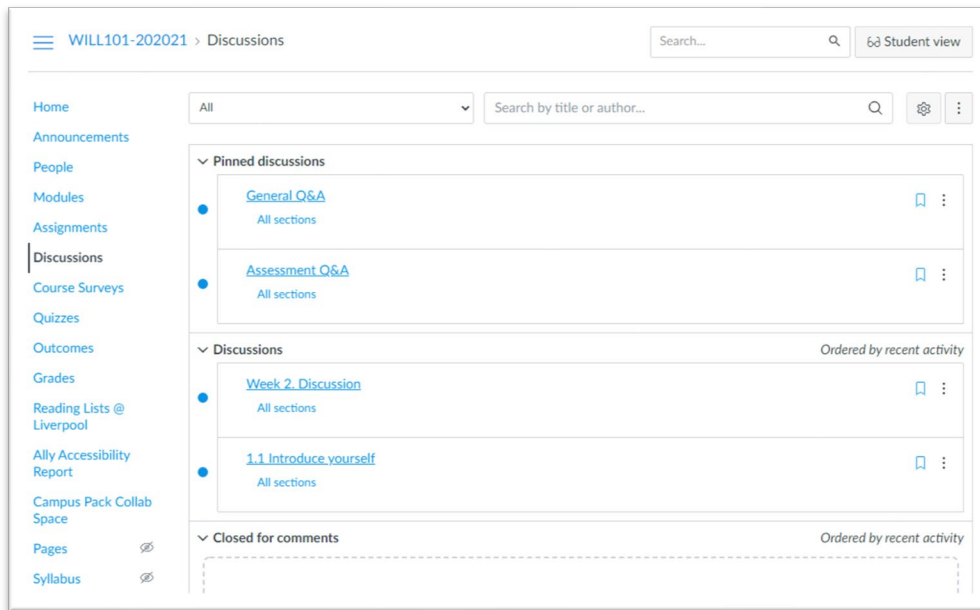


Figure 13 The Discussions feature

[How do I view discussion boards?](#)

Viewing Group Homepages

Teaching team may divide students into groups, with an activity space for each group provided through a Group Homepage (for example as an alternative to other collaborative platforms such as Microsoft Teams). Your programme team should be able to advise if this is the case or not.

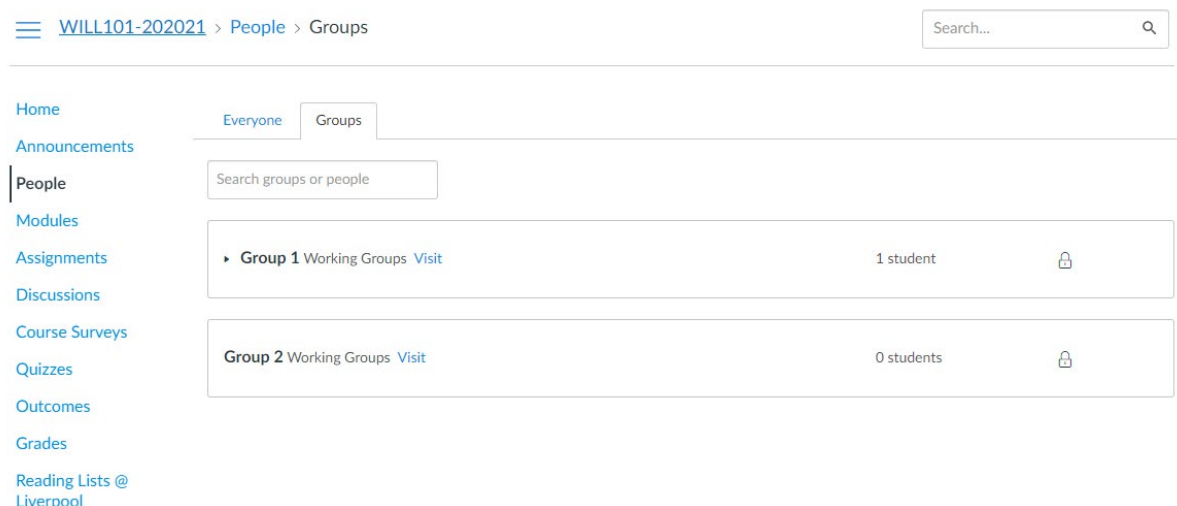


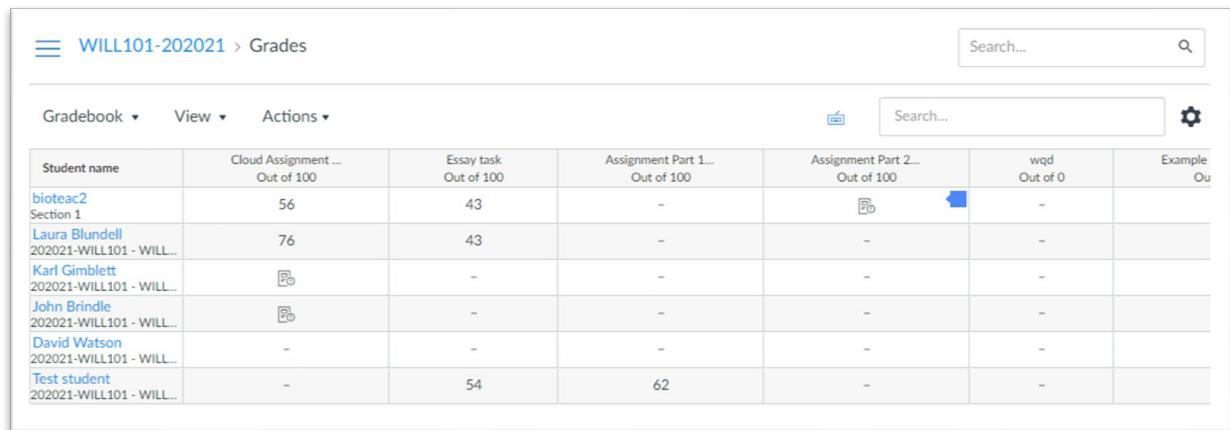
Figure 14 The Groups area leading to Group Homepages

Visiting the People area of the course and then the Groups tab provides links to 'visit' group homepages. See the link below for an in-depth guide.

[How do I view content and student activity within a Group Homepage?](#)

Viewing the Grades area

To gain an overview of all grades given for assessments to all students, Canvas provides a Gradebook within the course. This can also be a route to see a specific assignment submission or assessment attempt and the feedback left on it.



Student name	Cloud Assignment ... Out of 100	Essay task Out of 100	Assignment Part 1... Out of 100	Assignment Part 2... Out of 100	wqd Out of 0	Example Ou
bioteac2 Section 1	56	43	-		-	
Laura Blundell 202021-WILL101 - WILL...	76	43	-	-	-	
Karl Gimblett 202021-WILL101 - WILL...		-	-	-	-	
John Brindle 202021-WILL101 - WILL...		-	-	-	-	
David Watson 202021-WILL101 - WILL...	-	-	-	-	-	
Test student 202021-WILL101 - WILL...	-	54	62	-	-	

Figure 15 The Grades area

Each grade column has a drop-down menu which provides a link to Speedgrader which provides a route for seeing submissions and feedback. For full details please see link below.

[How do I use the gradebook as a Teacher?](#)

Other areas for student activity in Canvas

Alongside discussion boards, some University courses are making use of other collaborative features of Canvas for student activity.

Pages

Teaching teams can set up Pages in Canvas so that they can be editable by students. These will most likely be organised and accessible through the Modules area of the course, and there will probably be tutor narrative around these (appropriate labelling etc.) to guide you to these. The route of access will be similar between those of a Student.

[How do I View Pages as a Student?](#)

Collaborations

This is an area of a Canvas course in which a member of staff can set up collaborative Office365 documents, for example a Word Online or PowerPoint Online document on which students can collaborate on in real time. We have found that the permissions open to our UoL External Examiner role prevents access to Collaborations in this area. If you

know that is being used and you need access please talk to your school team who will be able to change your role to allow access as a Teacher.

[How do I use the Collaborations area?](#)



© 2021 by the University of Liverpool, Centre for Innovation in Education.

[Getting Started guide to Canvas for External Examiners](#) is made available under a [Creative Commons Attribution-NonCommercial 4.0 International License](#).