

BALEAP WORKSHOP Friday 17th April, 2015

Getting them on board – effective ways to use online discussions

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Canvas does not like Internet Explorer.



Make sure you are using Mozilla **Firefox** or **Chrome** as your Browser (these will work even if a browser warning pop-up appears).



1) Go to: <https://canvas.instructure.com/enroll/HGKKGP>

Enrol as a **'new user'** for this demo course.

Enroll in Discussion Board Workshop 

You are enrolling in Discussion Board Workshop.

Please enter your Email:

Email

I am a new user

I already have a Free For Teachers login

[View Privacy Policy](#)

2) Click on **Go to the course**.

Enroll in Discussion Board Workshop

You have successfully enrolled in Discussion Board Workshop.

[Go to your dashboard](#)

[Go to the course](#)

3) Click on the 'Discussions' tab.

The screenshot shows the Canvas interface for a 'Discussion Board Workshop'. A yellow banner at the top right states: 'Your browser does not meet the minimum requirements for Canvas. Please visit the [Canvas Guides](#) for a complete list of supported browsers.' A callout box points to this banner with the text: 'Ignore this as long as you are using Chrome/Mozilla.' In the left sidebar, the 'Discussions' tab is circled in red, and a callout box points to it with the text: 'Click here.' Below the sidebar, there is a 'Configure communication preferences' button, with a callout box pointing to it that says: 'You don't need to bother with this.' The main content area shows 'Recent activity in Discussion Board Workshop' with a message: '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 this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.'

4) The discussions interface looks something like this:

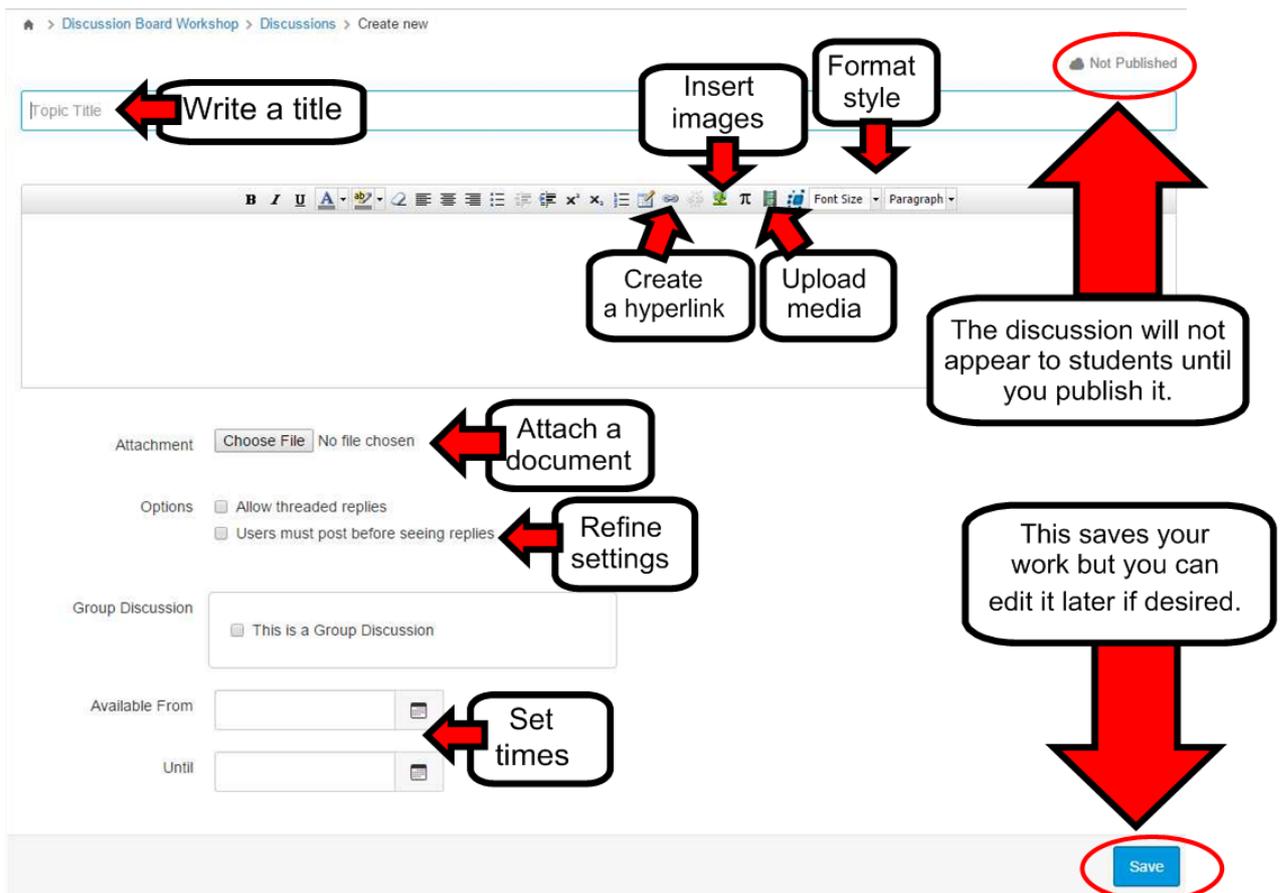
The screenshot shows the 'Discussions' interface for a 'Discussion Board Workshop'. At the top, there is a search bar with the placeholder text 'Search title, body, or author' and buttons for 'Unread' and 'Assignments'. A '+ Discussion' button and a settings gear icon are on the right. The main content is divided into three sections: 'Pinned Discussions', 'Discussions', and 'Closed for Comments'. The 'Pinned Discussions' section contains two items: 'QUERIES AND HELP' and 'SUGGESTED TASKS', both with 'Last post Mar 19, 2015' and '0' replies. The 'Discussions' section is ordered by 'Recent Activity' and contains five items: 'Example 1: Task design', 'Example 2: A spoken contribution', 'Organ Donation: Task 1', 'Example 3: ARP Rationale', and 'Organ Donation: Task 2', all with 'Last post' dates and '0' replies. The 'Closed for Comments' section is also ordered by 'Recent Activity'.

Creating a discussion

1) Click on the +Discussion tab.



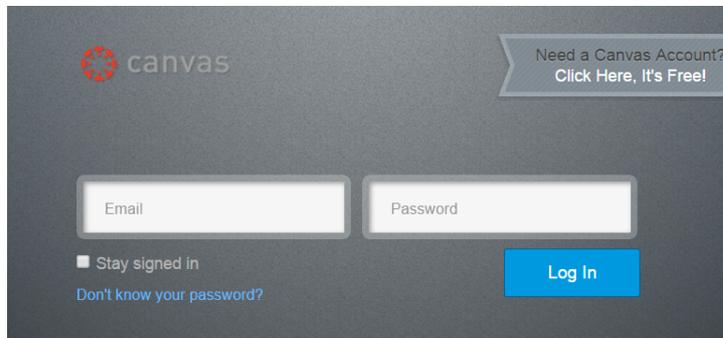
2) Explore all the options and settings. Remember to **save** and **publish** your discussion.

A screenshot of a discussion creation interface with several annotations. At the top left, a blue button says '+ Discussion' next to a gear icon. Below it, a text input field contains 'Topic Title' with a red arrow pointing to it and a callout box saying 'Write a title'. To the right of the input field is a 'Not Published' status indicator, circled in red. Below the input field is a rich text editor toolbar with various icons. Two callout boxes, 'Insert images' and 'Format style', point to the image and style icons respectively. Below the toolbar are two callout boxes, 'Create a hyperlink' and 'Upload media', pointing to the link and media icons. Below the editor is an 'Attachment' section with a 'Choose File' button and 'No file chosen' text, with a callout box 'Attach a document' pointing to it. Below that is an 'Options' section with two checkboxes: 'Allow threaded replies' and 'Users must post before seeing replies', with a callout box 'Refine settings' pointing to the second checkbox. Below that is a 'Group Discussion' section with a checkbox 'This is a Group Discussion'. Below that is an 'Available From' and 'Until' section with two date pickers, with a callout box 'Set times' pointing to the 'Until' picker. At the bottom right, a blue 'Save' button is circled in red. A large red arrow points upwards from the 'Save' button to the 'Not Published' indicator, with a callout box saying 'The discussion will not appear to students until you publish it.' Another large red arrow points downwards from the 'Save' button, with a callout box saying 'This saves your work but you can edit it later if desired.'

Future access

To access this demo course again, go to: <https://canvas.instructure.com/login>

Click on 'Don't know your password' and follow the sign-up instructions where you will also be prompted to set your own access password.



As students on this course, you will be able to create discussion topics, edit and delete posts, embed media files, and attach files to discussions.

However, you will not be able to access all of the features and settings for discussions (e.g.).

Options

- Allow threaded replies
- Users must post before seeing replies
- Enable podcast feed
- Graded

Group Discussion

This is a Group Discussion

Available From

Until

The following settings are available for teachers of a Canvas course by clicking on 'more' at the foot of the main SETTINGS page.

This course has enabled open enrollment. Students can see <https://canvas.instructure.com/enroll/HGKKGP>. Alternat following join code: **HGKKGP** [fewer options](#)

- Let students self-enroll by sharing with them a secret
 - Add a "Join this Course" link to the course home page
 - Let students attach files to discussions
 - Let students create discussion topics
 - Let students edit or delete their own discussion posts
 - Let students organize their own groups
 - Hide totals in student grades summary
 - Hide grade distribution graphs from students
 - Disable comments on announcements
- Only Teachers can create, rename,

Creating your own free Canvas course

To create a Canvas course for use with your own students:

Please go to <https://canvas.instructure.com/register>



NB: You may receive occasional very polite emails asking how your 'trailing' of Canvas is going and if you require any assistance.