

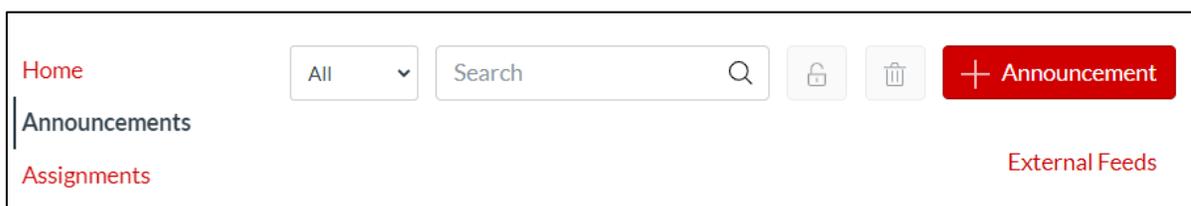
Using Canvas for Barely Late Teaching

Sometimes we need to follow up with our students after a class session that just didn't land right. Maybe it was a technological issue that threw us off or maybe we thought of a new and fantastic example right after our students left. In either case, we'll want to follow up quickly to help our students better prepare for the next class. The most common way for instructors to do this is via Canvas announcements. This tutorial will explain how to send an announcement, how to teach your students to actually SEE their announcements, and how to set up an FAQ page that only you can see to keep track of your 'Barely Late Teaching' pieces so you can use them in the future.

Canvas Announcements

Announcements are a great way to send information to your students. They get sent to your students immediately (provided their notification settings are correct) and they also stay within the course so that even if students lose their emails, they can still find the information.

To send a new announcement, just click the '+ Announcement' button from the Announcements tab in Canvas.



The editor to compose your Announcement is the same one used elsewhere on Canvas, so it should be familiar.

The top line is to give it a Title.

Below is a box where you can type your announcement text. You can also include links or video files.

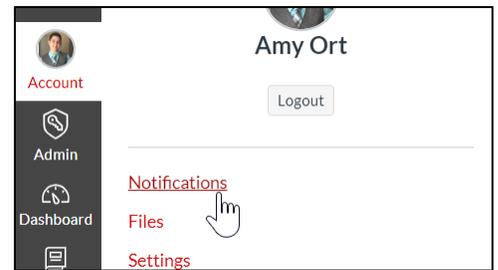
You can also attach files. This could be useful if you want to give students some new problems & solutions or a very detailed new example.

Most of the features listed in 'Options' tend not to be particularly useful for this type of announcement. However, the 'Allow users to comment' can help give students a space to ask further follow up questions about the new material before the next class period.

Be sure to click 'Save' when you're done. This will send the information to your students.

Setting up Canvas Notifications

One key piece to ensuring your students read your announcements is explaining to them how to set up their Canvas notifications. To change these settings, they'll need to click on their 'Account' button on the very top left of Canvas, then select 'Notifications'.



You'll see there are LOTS of different options here. At the top, you will see the different frequencies for notifications:



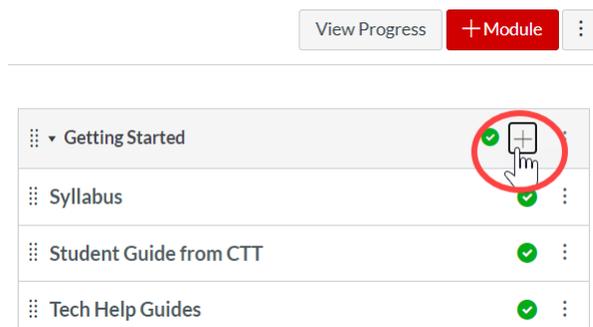
As an instructor, I recommend you think carefully about how to set these so that you get the information you need without overloading your inbox. While you're giving these instructions to your students, you'll want to think about all of the different features you use for the course and make recommendations accordingly. In our case, we want to ensure that they have the 'Announcement' preference set to 'Notify me right away' or 'Send a daily summary'.

Course Activities	Email Address aort@unl.edu
Due Date	✓ 🕒 📅 ✕
Grading Policies	✓ 🕒 📅 ✕
Course Content	✓ 🕒 📅 ✕
Files	✓ 🕒 📅 ✕
Announcement	✓ 🕒 📅 ✕

Keeping a Canvas 'Course Notes' page

It's important to keep a running list of your Barely Late Teaching pieces so that you can use them in future semesters to enhance your course or fix things so they don't go wrong again. There are lots of places to do this, but one handy option is to create an unpublished page in your Canvas course. Putting this at the top of your Canvas course makes it easy for you to find and use.

To make this, click on the '+' button on the top right of the module where you want it to appear in Canvas.

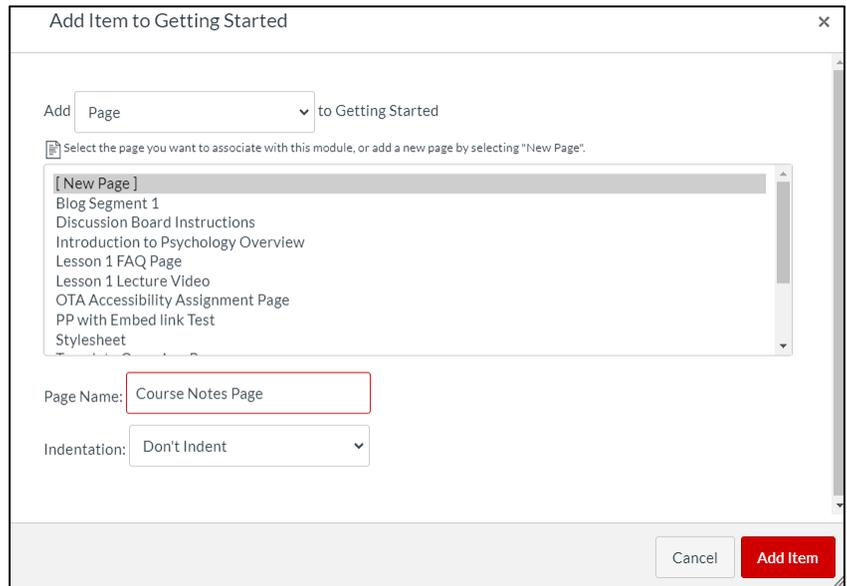


You will then select 'Page' from the top dropdown menu

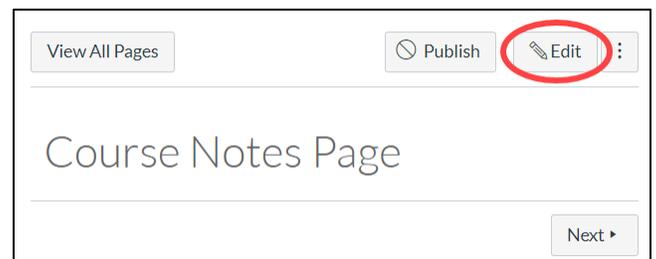
Click 'New Page' from the page options box.

Give your page a name – something like 'Course Notes Page'.

Finally, click 'Add Item' at the bottom.



You can now click on the page name to take you to a preview of the page you created. Right now, it's just a blank page with a name at the top. To start putting content on the page, click 'Edit' on the top right.



This will open a space where you can make notes about your course. While this is a great space for keeping track of your BLT information, it's also useful to note other pieces of content that need to be updated. A list like this can help stop us from having the same typo on your slides for 4 semesters in a row or to keep using examples that don't resonate well with students.

At the bottom, be sure to click 'Save' and NOT 'Save & Publish' – we don't want our students to see this!

