



# *Canvas* TLC Tips for Faculty

Prepared by the TLC Staff

September, 2013

All instructions are current as of this writing.

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Faculty and Staff Workshop Schedule: September and October, 2013. Please register for workshops on the TLC for Faculty web page: <http://www.brookdalecc.edu/pages/199.asp>. All workshops will be held in the TLC, located next to the Bankier Library, unless otherwise indicated.

September 16	5:00P-6:30P	Introduction to Canvas	J. Varone
September 18	11:00A-12:30P	Introduction to Canvas	L. Hartzell
September 19	8:30A-10:00A	Canvas Organization Workshop	C. Greco
September 19	4:30P-6:00P	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
September 20	9:30A-11:00A	Canvas Grading Workshop	D. Evans & S. Leahy
September 23	11:00A-12:30P	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
September 23	2:00P-3:00P	Technologies for Developing Content	N. Kerr-McCurry and J. Shaloum
September 24	1:30P-3:00P	Canvas Assessment Workshop	B. Burk
September 24	4:30P-5:15P	Jing	M. Breger
September 25	9:00A-10:30A	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
September 25	3:00P-4:30P	Introduction to Canvas	L. Hartzell
September 26	10:30A-11:30A	Technologies for Developing Content	N. Kerr-McCurry and J. Shaloum
September 26	11:45A-1:15P	Canvas iPad Workshop (LAH 116)	D. Evans & D. Glynn
September 27	10:00A-11:00A	Jing	M. Breger
September 30	11:00A-12:00P	Maximizing iPads for Development	N. Kerr-McCurry and J. Shaloum
September 30	12:00P-1:30P	Canvas Communication Workshop	S. Leahy
October 1	10:00A-11:30A	Evaluate Quality Online Course	N. Kerr-McCurry
October 1	2:30P-4:00P	Canvas Organization Workshop	B. Burk
October 2	11:00A-12:30P	Evaluate Quality Online Course	N. Kerr-McCurry
October 3	11:45A-1:15P	TLC Roundtable (MAC 203)	
October 4	10:00A-11:30A	Introduction to Canvas	B. Burk & L. Wang
October 4, 11, 18 and 25	2:00P-3:30P	Certification Course	N. Kerr-McCurry
October 7	11:00A-12:30P	Canvas Grading Workshop	O. Malpica-Proctor
October 7	4:30P-6:00P	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
October 8	10:00A-11:00A	Maximizing iPads for Development	N. Kerr-McCurry and J. Shaloum
October 8	2:00P-3:30P	Evaluate Quality Online Course	N. Kerr-McCurry
October 9	11:00A-12:00P	Jing	M. Breger

October 9	5:00P-7:00P	Canvas Organization Workshop	D. Leyes
October 10	10:00A-11:00A	Technologies for Developing Content	N. Kerr-McCurry and J. Shaloum
October 11	11:00A-12:30P	Canvas iPad Workshop (LAH 116)	B. Burk & C. Greco
October 14	5:00P-6:30P	Canvas Collaboration Workshop	J. Varone
October 15	2:00P-3:00P	Maximizing iPads for Development	N. Kerr-McCurry and J. Shaloum
October 15	5:00P-6:30P	Introduction to Canvas	L. Wang
October 16	2:30P-4:00P	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
October 17	10:00A-11:30P	Evaluate Quality Online Course	N. Kerr-McCurry
October 17	1:30P-3:00P	Canvas Assessment Workshop	D. Evans
October 18	11:30A-1:00P	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
October 22	10:00A-11:00A	Jing	M. Breger
October 23	11:00A-12:00P	Maximizing iPads for Development	N. Kerr-McCurry and J. Shaloum
October 24	2:00P-3:30P	Help Your Students Succeed Using Canvas	N. Kerr-McCurry
October 29	10:00A-11:00A	Technologies for Developing Content	N. Kerr-McCurry and J. Shaloum

#### Workshop Descriptions

**Introduction to Canvas:** The workshop will feature an introduction to the Canvas LMS.

**Canvas Communication:** This workshop will cover Canvas communication functionality: discussions; messages; announcements; audio, video and text functions; crocodile; Speedgrader, and Gradebook.

**Canvas Organization:** This workshop will address managing content (modules and files).

**Canvas Assessment:** This workshop will address quizzes; surveys; exams; speedgrader; Respondus; gradebook.

**Canvas iPad Workshop:** This workshop will feature: Canvas and Speedgrader apps.

**Canvas Grading Workshop:** This workshop will address Speedgrader; gradebook; rubrics; analytics; attendance; faculty journal.

**Canvas Collaboration Workshop:** This workshop will feature: managing student interactions including group assignments, peer reviews, students groups and conferencing.

**Help Your Students Succeed Using Canvas:** This workshop will address organization of content and selection of Canvas features to help your students succeed. Known Canvas technical issues will be identified and work-arounds explored. Use of the conversations and announcement features, setting up assignments so that students may submit work, setting up student groups, and utilizing student view will be covered.

**Technologies for Developing Content:** This workshop will present the functionality of presentation and interactive software such as Flash, Captivate, Soft Chalk, Camtasia, and Jing. Participants will be able to explore which tools will work for their course objectives, and determine which to utilize in the development of learning objects.

**Jing:** Jing is a fast and easy way to capture images and create videos of what you see on your screen. This workshop will address the basics of this application.

**Maximizing iPads for Development:** This workshop will explore use of free apps such as Dropbox; Evernote; LogMeIn; Dragon Dictation; Textgrabber; Animoto; Skype; NY Times and more.

**Evaluate the Quality of Your Online Course:** This workshop will explore use of QM and Sloan rubrics to see if your course meets quality design standards. We will also introduce the topic of analyzing your online course contact hours for Middle States compliance.

**Certification Course: Focus on Learning, Teaching and Practice:** This course prepares instructors for eligibility to teach fully online courses.

# Canvas TLC Tips for Faculty



## Prepare an Online Submission Assignment

Assignments in Canvas can be used to challenge students' understanding and help assess competency by using a variety of media. Follow these steps to create an assignment for online submission.

1. Navigate to Modules, then click Add Content to the appropriate module.
2. Select Assignment from the dropdown menu, then select [New Assignment] from the list. In the resulting dialog, name the assignment, add it to a group (probably Assignments), and specify points value and due date.

New assignment

3. Click the Add Assignment button, then click the Add Item button.
4. The newly created blank assignment now appears as it would to a student. Click the Edit button.

Edit assignment

5. Enter instructions in the appropriate field using the Rich Content Editor.

Enter instructions

6. If necessary, edit the points value, due date, and assignment group. Then, click Show Advanced Options.

Points

Due Date    
Fri Oct 25, 2013

Assignment Group  

**Show Advanced Options** 

Show Advanced Options

7. Set all specific options here:
  - a. From the Grading Type dropdown, select Points (unless you wish to use some other grading criteria). From the Submission Type dropdown, select Online.
  - b. Click Allow Text Entry if you wish to provide a text field for students to type in.
  - c. Click Allow File Uploads if you wish to allow students to upload files.
  - d. Click Restrict Upload File Types to limit file uploads to particular formats. Then, enter the extensions of acceptable file formats in the resulting field. If you wish to allow MS Word uploads, be sure to enter “doc” and “docx” to cover different versions of Word. Follow suit with other MS Office applications (“xls” and “xlsx”, “ppt” and “pptx”).
  - e. Click “Enable Turnitin Submissions” if you wish to use Turnitin.
  - f. If you wish to restrict dates to which the assignment is available, enter those dates in the Available From and Until fields.
  - g. Click Update Assignment to save changes

Grading Type  

Submission Type  

Allow Text Entry

Allow Website URL

Allow Media Recordings

Allow File Uploads

Restrict Upload File Types

Enter a list of accepted extensions, for example: doc,xls,txt

Enable Turnitin Submissions

[Advanced Turnitin Settings](#)

This is a Group Assignment

Require Peer Reviews

---

For  

Due Date    
Fri Oct 25, 2013

Available From  

Until  

Notify users that this content has changed

Advanced options

# Canvas TLC Tips for Faculty



## Create a Discussion

Canvas provides an integrated system for discussions, which allows both instructors and students to contribute to as topics. To create a new discussion, click Discussions in the dashboard, then click the Add Discussion button.



Add Discussion button

Enter a title and your discussion content. Your discussion content should include directives to your student for student participation.

Discussion title and content

Select options:

1. Allow threaded replies: Checking this box enables students to reply to other students, thus creating a **threaded** discussion. If this box is left unchecked, students can only reply to your post. This is known as a **focused** discussion.
2. Users must post before seeing replies button: Checking this box requires users to post to the discussion before viewing other replies.
3. Enable podcast feed: Checking this box creates a podcast feed for the discussion. You will likely leave this unchecked.
4. Graded: Checking this box enables grading for the discussion.

Discussion options

Set grading details:

In Points Possible, enter the maximum value for the discussion. Select Points (or other appropriate choice) from the Grading Type drop-down.

Grading details

If you wish to add groups to the discussion, click in the checkbox for This is a Group Assignment. If you want to assign grades individually, click the Assign grades to Each Student Individually checkbox. Click the Group Set drop-down menu to select which group should complete the group assignment.

This is a Group Assignment  
 Assign Grades to Each Student Individually  
 Group Set

Group options

If you wish to require students to post below other students' posts, click Require Peer Reviews.

By default, the Discussion will be available for the entire duration of the course unless you want to restrict the dates that the Discussion appears. If you want to make it available to students only a few days or weeks before the due date, enter an Available From date. If you want the assignment to be hidden from students after a certain date, enter an Until date.

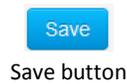
Due Date    
Fri Sep 27, 2013

Available From    
Mon Sep 23, 2013

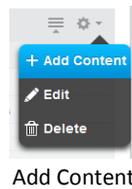
Until    
Fri Oct 4, 2013 11:59PM

Discussion availability dates

Click the Save button in the lower-right corner.



Finally, add the discussion to a module. Click Modules in the dashboard and locate the module to which you wish to add the new discussion. Click Add Content.



Select Discussion from the Drop-down, then select the newly created discussion from the list. Click Add Item. Your discussion is now added to the module.

**Add Item to Week 5 - Chapters 4 - 6: Drawing, Painting and Printmaking**

Add  to Week 5 - Chapters 4 - 6: Drawing, Painting and Printmaking

Select the topic you want to associate with this module, or add a topic by selecting "New Topic".

- Week 5 - discussion topic
- Week 12 Discussion
- Final Discussion
- Week 7 Discussion

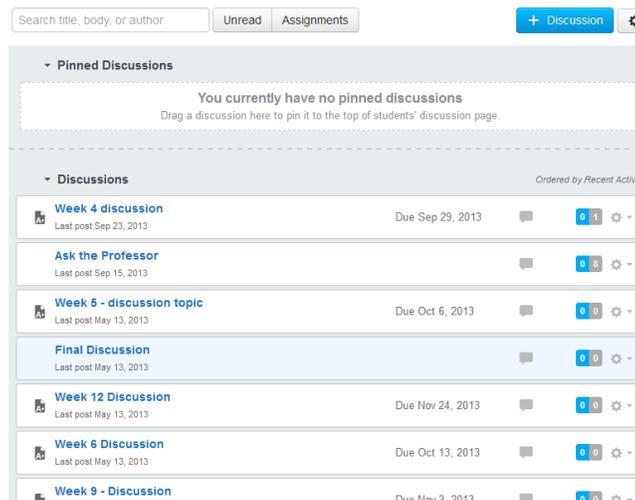
Indentation:

Add discussion to module

# TLC <sup>Canvas</sup> Tips for Faculty

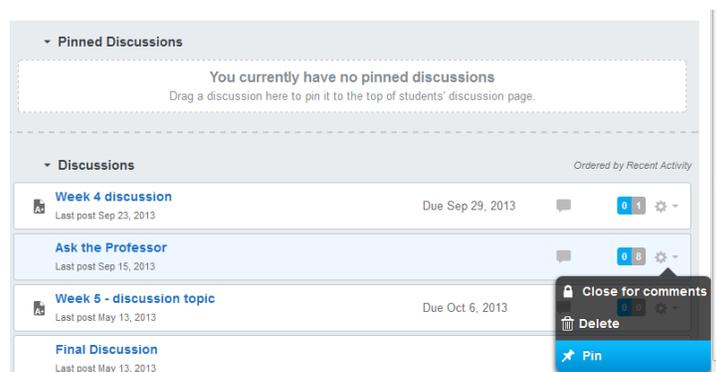
## Pin a Discussion

If you enable the Discussions link in your course dashboard, students may see the titles of all discussions in the course. If you have many discussions in your course, students may be confused by the list. You can **pin** a discussion so that students will see it at the top of the Discussions page.



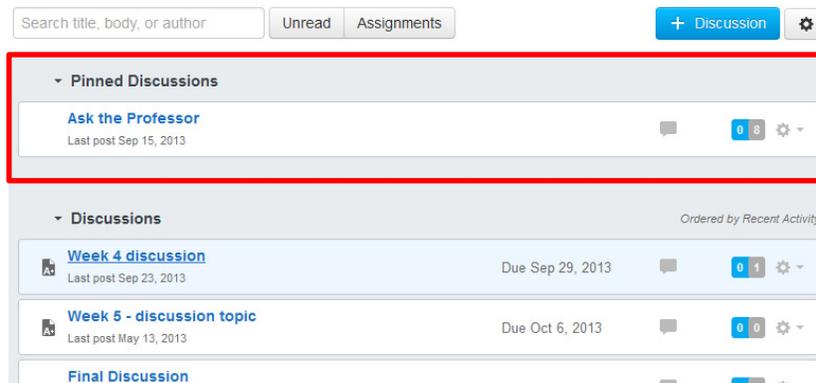
Discussions list

To pin a discussion, click the gear icon for the discussion you wish to move to the top. Select Pin from the menu that appears.



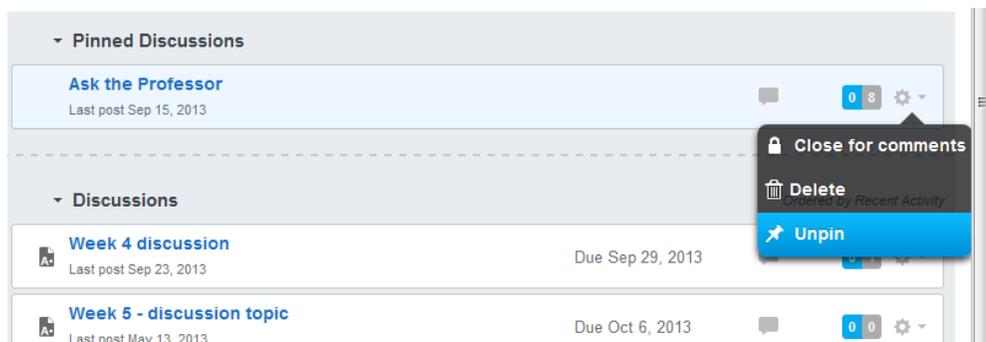
Pin a discussion

The pinned discussion moves to the top of the list.



Pinned discussion

If you wish to remove a discussion from the Pinned Discussions list, click the gear icon for the discussion you wish to move to the top and select Unpin from the menu. You may wish to do this when a due date passes.

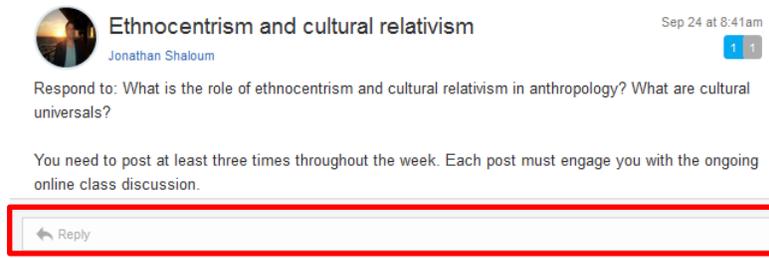


Unpin a discussion

# Canvas TLC Tips for Faculty

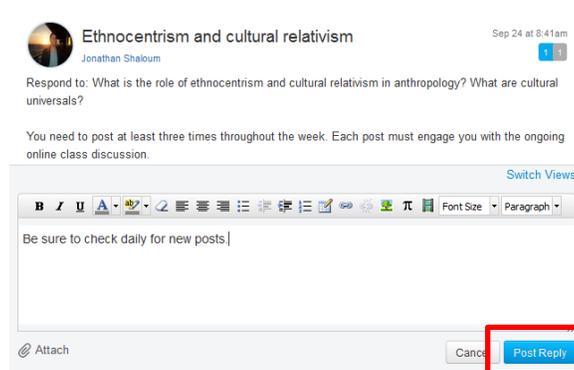
## Reply to Discussions

Canvas enables you to reply to your main post or to students' posts. To reply to your main post, click in the Reply field under the post.



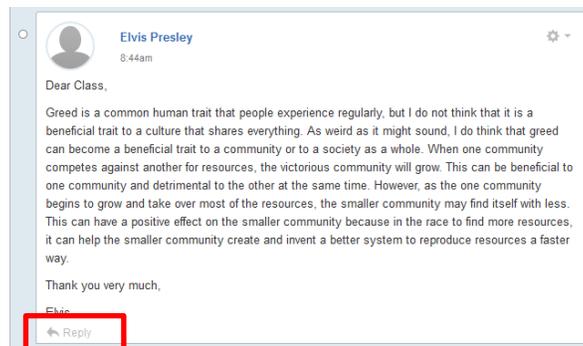
Reply field

The Rich Content Editor opens. Enter your post and click Post reply.



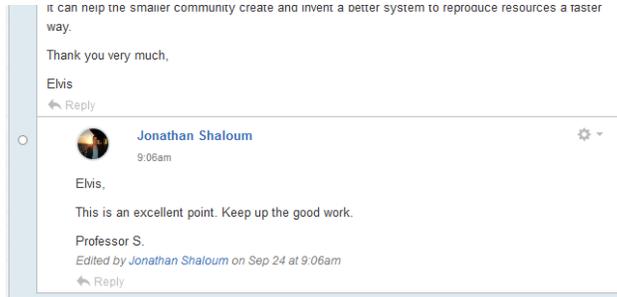
Post Reply

To reply to a student post, click in the Reply field below the post.



Reply to student

Enter your reply and click Post Reply.



Completed post

### Editing and deleting discussion posts

You can edit and delete discussion posts. To edit or delete your post, click the gear icon, then select Edit or Delete.

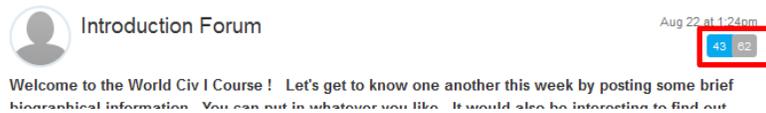


Edit or Delete post

### Read vs. Unread Posts

Canvas allows you to mark posts as read or unread, and to sort them accordingly.

The top of the discussion area displays two numerals. The numeral in blue indicates the number of unread posts. The numeral in gray indicates the total number of posts. In this example, there are 43 unread posts out of 62 total posts. The 43 unread posts are unread by you.



Read vs. Unread Posts

Dots appear to the left of all posts. A white dot indicates the post has been read. A blue dot indicates a post is new or unread. You can click in these dots to manually mark them as read or unread.



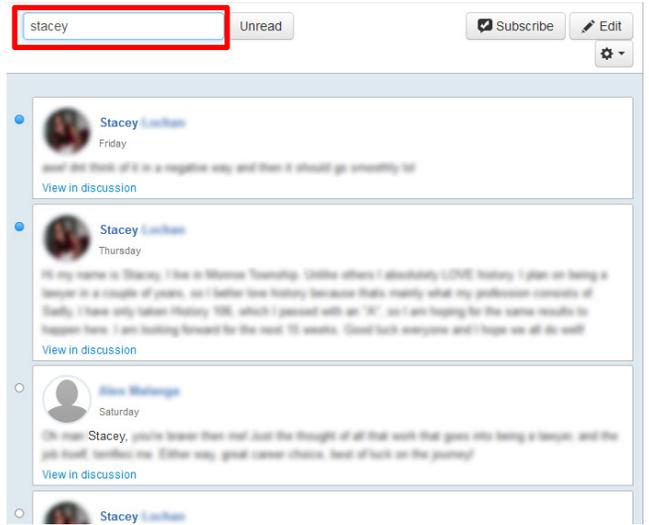
A white dot indicates the reply has been read. A blue dot indicates a reply is new or unread.

**Sorting posts**

Canvas enables you to sort posts based on “unread” status or by other search criteria. To view only unread posts, click the Unread button at the top of the discussion page.



You can also use the search field to show only posts that meet certain criteria. Entering terms here forces Canvas to search author names and all post content.

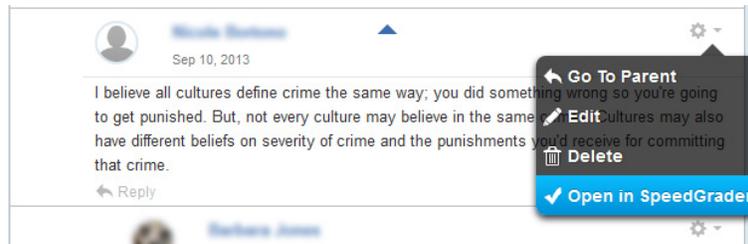


Search

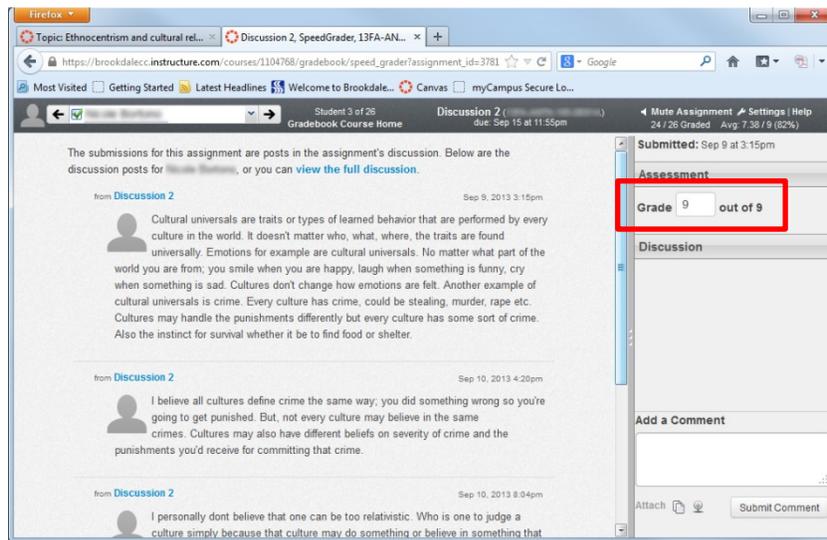
# Canvas TLC Tips for Faculty

## Grade Discussions

Graded discussions include an Open in SpeedGrader link to grade the discussion replies. To access this link, navigate to the post you wish to grade. Click on the gear icon in the upper-right of the post and select Open in SpeedGrader from the drop-down.



Open in SpeedGrader



Enter grade

SpeedGrader opens and displays all of the student's activity in the discussion. Enter the grade in the Assessment field in the upper-right.

You may also add comments that are visible privately to the student. Enter comments in the Add a Comment field, then click Submit Comment.



Comment

This comment is visible to the student when he or she clicks on Grades.



Comment in student view

You may also view all students in a single view for grading purposes. Click Grades in the dashboard, then enter grades in the appropriate column.

Student Name	Secondary ID	UNIT 1 EXAM Out of 80	Assignment 3 Out of 9	Discussion 1 Out of 9
Leslie Page	1001	-	9	9
Alexandra Ferraro	1002	-	9	0
Alexandra Gendler	1003	-	0	9
Jessica Johnson	1004	-	9	0
George Hayes	1005	-	9	9
Patrick Hayes	1006	-	9	9/9
Alexandra Kryllan	1007	-	9	9
Shirley Luchan	1008	-	0	9
Joseph Miller	1009	-	0	9

Grades

# Canvas TLC Tips for Faculty



## Getting Started with Canvas Quizzes

The quiz tool is used to create and administer online quizzes and surveys. There are four types of quizzes available:

**Graded quiz:** This is the most common quiz, and Canvas automatically creates a column in the grade book for any graded quizzes you build. After a student takes a graded quiz, certain question types will be automatically graded.

**Practice quiz:** This type is ungraded and can be used as a learning tool to help students see how well they understand the course material.

**Graded survey:** This type allows the instructor to give students points for completing the survey, but does not allow the survey to be graded for right or wrong answers. Graded surveys have the option to be anonymous.

**Ungraded survey:** This type allows you to get opinions or other information from your students, but they are not given a grade for answering. Ungraded surveys also have the option to be anonymous.

The steps to create quiz content are the same for each quiz type.

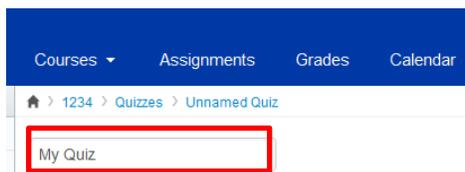
### Create a new quiz

1. In the course to which you wish to add a quiz, click Quizzes in the left sidebar. Click on the Create a New Quiz button on the right-side of the screen.



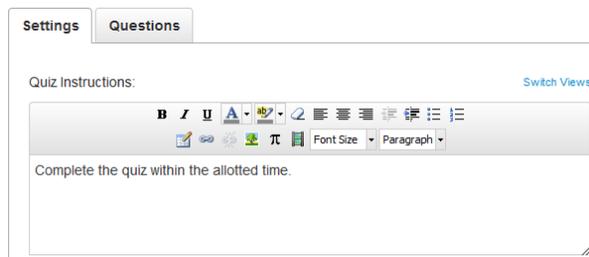
Create a New Quiz button

2. If necessary, click the Settings tab. Enter a name for the quiz in the Quiz Name field.



Quiz Name field

3. Enter the quiz instructions in the Rich Content Editor.



#### Quiz instructions

4. Set the Quiz Type, Assignment Groups, and Options. The following example depicts a graded quiz using all default options except “Show one question at a time”.

Quiz Type

Assignment Group

Options

- Shuffle Answers
- Time Limit  Minutes
- Allow Multiple Attempts
- Let Students See Their Quiz Responses
- Show Which Answers Were Correct
- Restrict this Quiz
- Show one question at a time
- Lock questions after answering

#### Quiz options

### Add questions

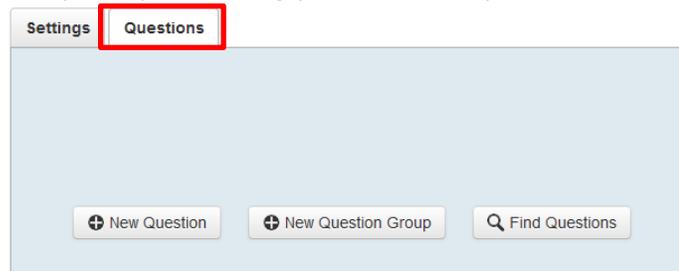
You can create your quiz one of three ways:

1. Create new questions
2. Create new question groups
3. Find questions from question banks

# Canvas TLC Tips for Faculty

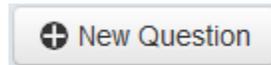
## Create Multiple-Choice Questions in Canvas

1. To get started, create a new quiz or open an existing quiz. To add a new question, click the Questions tab.



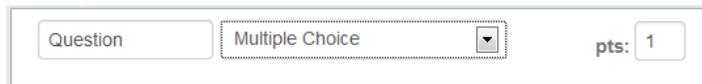
Questions tab

2. Click the New Question button.



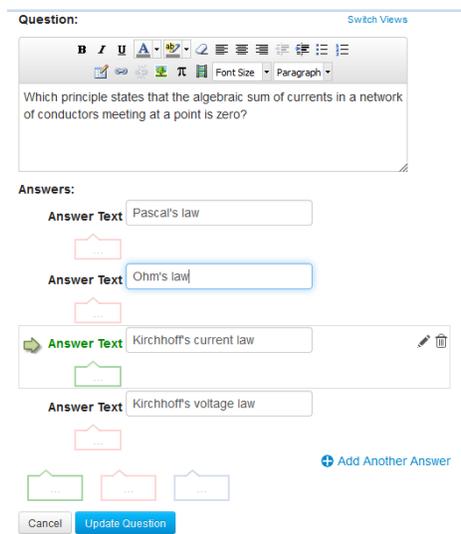
New Question button

3. If necessary, select Multiple Choice from the Question drop-down menu. Also, assign a point value to the question or leave the default value of one point.



Set question type and points

4. Enter a question and respective answer choices. This example demonstrates a multiple choice question with four answer choices.



Add a new question

5. If you need more than four answer choices, click Add Another Answer. If you need fewer than four answer choices, remove answer choices by clicking on the Delete button next to any unwanted answer choices.

6. Click on the green arrow to the left of the right answer to set it as correct. In this example, "C" is correct.
7. Optionally, add comments to be displayed as feedback to each answer choice.

Answers:

**Answer Text** Pascal's law

Comments, if the user chooses this answer:  
Pascal's law is specific to fluid pressure, not electronics.

**Answer Text** Ohm's law

Comments, if the user chooses this answer:  
Ohm's law discusses proportions between voltage, current, and resistance.

 **Answer Text** Kirchhoff's current law

Comments, if the user chooses this answer:  
The sum of the currents entering a node must equal the sum of the currents exiting a node.

 **Answer Text** Kirchhoff's voltage law

Comments, if the user chooses this answer:  
voltage drops around any closed loop in the network must equal zero.

[Add Another Answer](#)

#### Comments

8. Additionally, you may add comments for all correct or incorrect responses, and/or add general comments. To do so, use the buttons near the bottom of the screen.



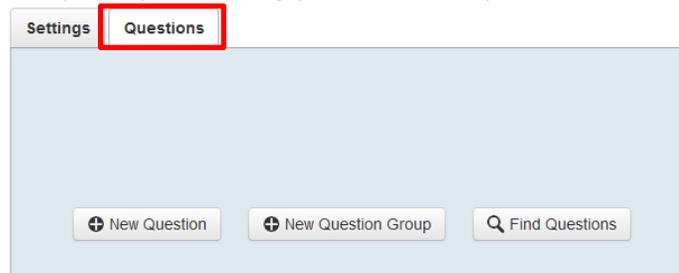
General comments

9. Click Update Question to save your question.
10. Repeat this process to add additional questions. When you are finished, click Save near the bottom of the screen.

# Canvas TLC Tips for Faculty

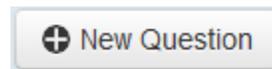
## Create True/False Questions in Canvas

1. To get started, create a new quiz or open an existing quiz. To add a new question, click the Questions tab.



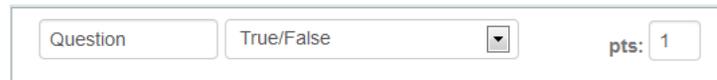
Questions tab

2. Click the New Question button.



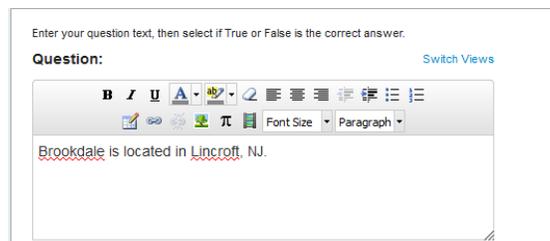
New Question button

3. Select True/False from the Question drop-down menu. Also, assign a point value to the question or leave the default value of one point.



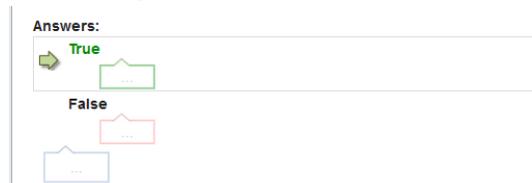
Set question type and points

4. Enter a question.



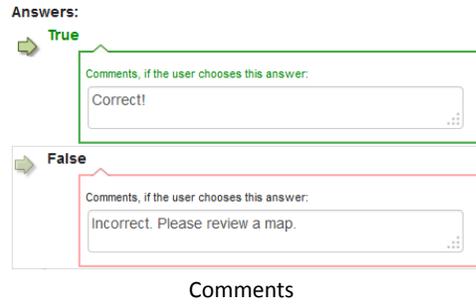
Add a new question

5. Click on the green arrow to the left of the right answer to set it as correct. In this example, "True" is correct.



True/False Question

6. Optionally, add comments to be displayed as feedback to each answer choice.



7. Additionally, you may add general comments for all responses. To do so, use the buttons near the bottom of the screen.

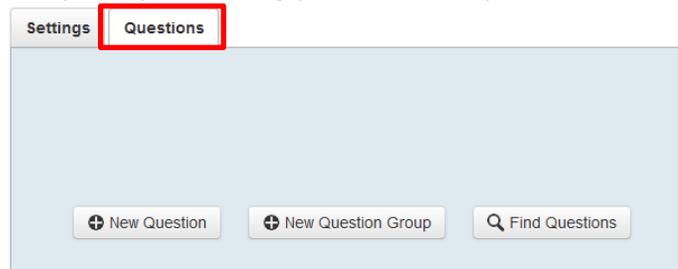


8. Click Update Question to save your question.
9. Repeat this process to add additional questions. When you are finished, click Save near the bottom of the screen.

# Canvas TLC Tips for Faculty

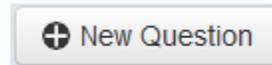
## Create Fill-in-the-Blank Questions in Canvas

1. To get started, create a new quiz or open an existing quiz. To add a new question, click the Questions tab.



Questions tab

2. Click the New Question button.



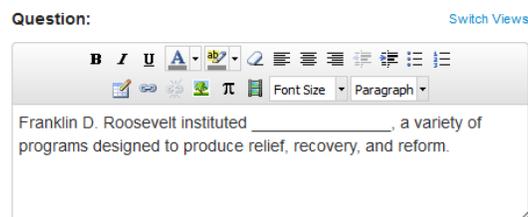
New Question button

3. Click the drop-down menu and select the Fill in the Blank question type. Also, assign a point value to the question or leave the default value of one point.



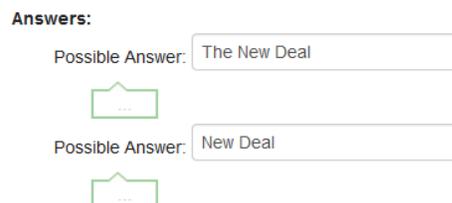
Set question type and points

4. Enter a question. Use consecutive underscores if you need a blank.



Add a new question

5. Enter text for the correct answer(s). Answers are not case-sensitive.



Correct answers

6. Click the Delete button to remove any unneeded answer choices.

Possible Answer:  

Delete button

- Click Add Another Answer to add additional answer choices.

 Add Another Answer

Add Another Answer

- Optionally, add comments to be displayed as feedback to each answer choice.

Answers:

Possible Answer:

Comments, if the user chooses this answer:

Possible Answer:

Comments, if the user chooses this answer:

Comments

- You may add comments for all correct and incorrect responses, as well as general comments. To do so, use the buttons near the bottom of the screen.



Correct answer comments

Wrong answer comments

General answer comments

General comments

- Click Update Question to save your question.
- Repeat this process to add additional questions. When you are finished, click Save near the bottom of the screen.
- In runtime, an input text field appears below the question. This is a fixed-width input text field; it cannot be resized.

**Question 2** 1 pts

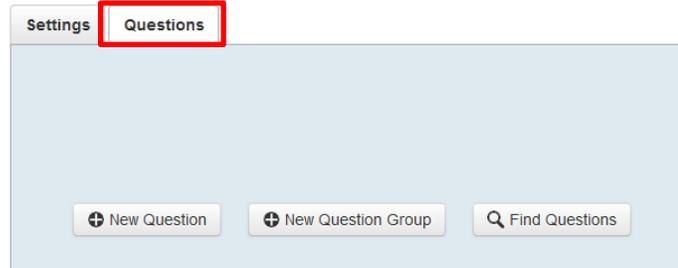
Franklin D. Roosevelt instituted \_\_\_\_\_, a variety of programs designed to produce relief, recovery, and reform.

Student view for fill-in-the-blank

# Canvas TLC Tips for Faculty

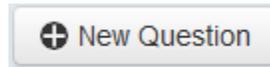
## Create Fill-in-Multiple-Blanks Questions in Canvas

1. To get started, create a new quiz or open an existing quiz. To add a new question, click the Questions tab.



Questions tab

2. Click the New Question button.



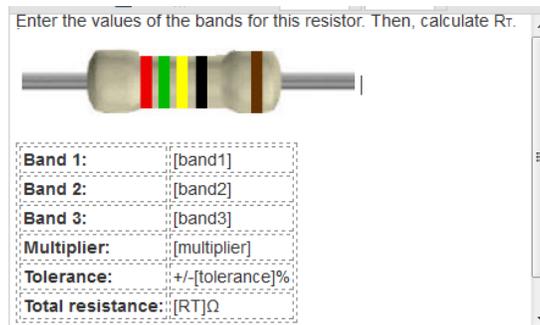
New Question button

3. Click the drop-down menu and select the Fill in Multiple Blanks question type. Also, assign a point value to the question or leave the default value of one point.



Set question type and points

4. Enter a question. Enter reference words as answers within square brackets ("[" and "]"). If you use non-numerical answers, they will not be case-sensitive.



Add a new question

5. Your reference words appear in the Show Possible Answers For drop-down menu. Select the first reference word in the drop-down list and type the correct answer(s) in the Possible Answer fields.



Correct answer

- Click the Delete button to remove any unneeded answer choices.



Delete button

- Click Add Another Answer to add additional answer choices.



Add Another Answer

- Optionally, add comments to be displayed as feedback to each answer choice.

Comment

- Repeat this process for all of your reference words.

- You may add comments for all correct and incorrect responses, as well as general comments. To do so, use the buttons near the bottom of the screen.

General comments

- Click Update Question to save your question.

- In runtime, input text fields appear within the question. These are fixed-width input text fields; they cannot be resized.

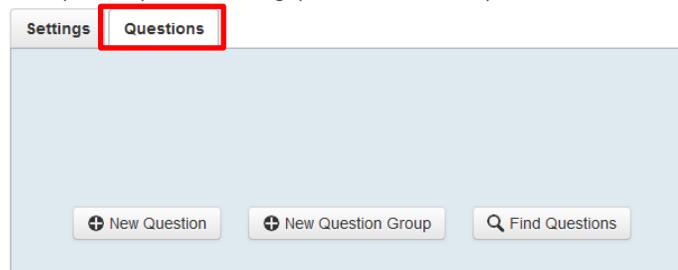
Student view

# Canvas TLC Tips for Faculty

## Create Essay Questions in Canvas

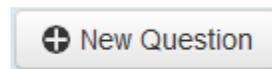
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1. To get started, create a new quiz or open an existing quiz. To add a new question, click the Questions tab.



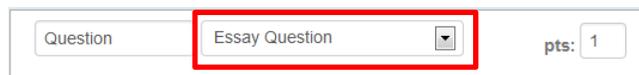
Questions tab

2. Click the New Question button.



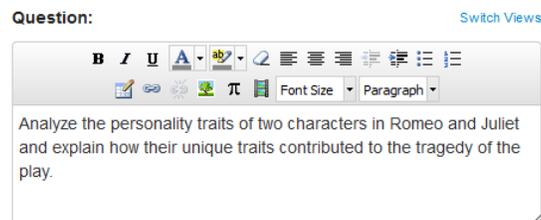
New Question button

3. Click the drop-down menu and select Essay Question. Also, assign a point value to the question or leave the default value of one point.



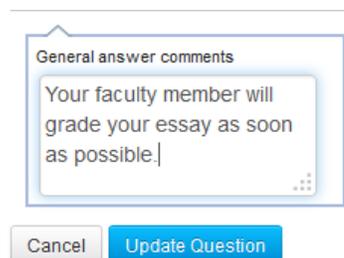
Set question type and points

4. Enter a question.



Add a new question

5. You may add general comments. To do so, use the button near the bottom of the screen.



General comment

6. Click Update Question to save your question.
7. No credit will be assigned until you evaluate the essay and assigned points in the gradebook or in SpeedGrader. Therefore, it is good practice to use the Comment field to remind students that their quiz grade will be incomplete until the essay question has been manually graded.

# Canvas TLC Tips for Faculty



## Using Question Banks

Question Banks are a place to house questions that can be added to quizzes across courses or accounts.

### Create Question Banks

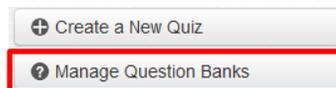
To create a new Question Bank, follow these steps.

1. Click Quizzes.



Quizzes link

2. Click Manage Question Banks.



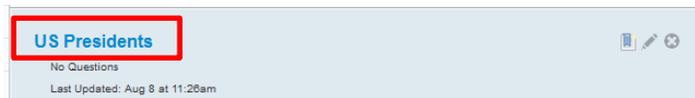
Manage Question Banks

3. Click Add Question Bank.



Add Question Bank

4. Enter a name for your Question Bank and press Enter on your keyboard.



Question Bank name

5. Click on the name of your question bank, then click Add a Question for each question you wish to add to the bank.

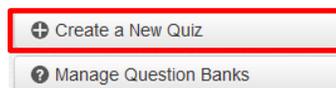


Add a Question

### Use Question Banks

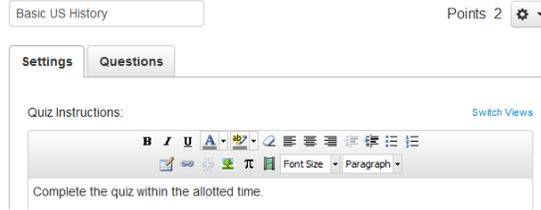
To use created Question Banks, follow these steps:

1. In the course to which you wish to use questions from a Question Bank, click Quizzes.
2. Click Create a New Quiz.



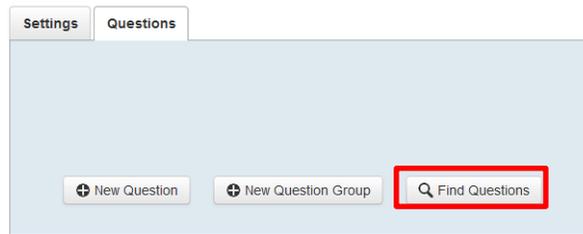
Create a New Quiz button

3. Enter a quiz title. Use the Settings tab to enter instructions and other settings.



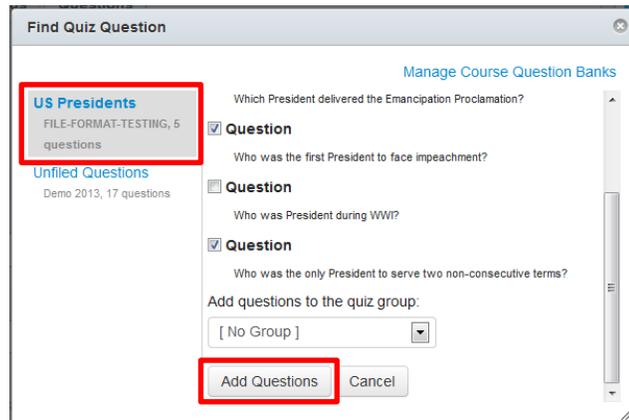
Quiz title and Settings tab

4. Click the Questions tab. Then, click Find Questions.



Questions tab

5. Select the Question Bank from which you wish to import. Click the checkboxes next to the questions you wish to add. Use Select All if you wish to add all questions. If you wish to add questions to a quiz group, select the group from the drop-down. Then, click Add Questions.



Find Quiz Question

6. Click Save to save your quiz.



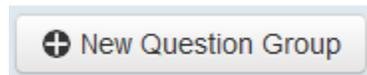
Save button

# Canvas TLC Tips for Faculty

## Using Question Groups

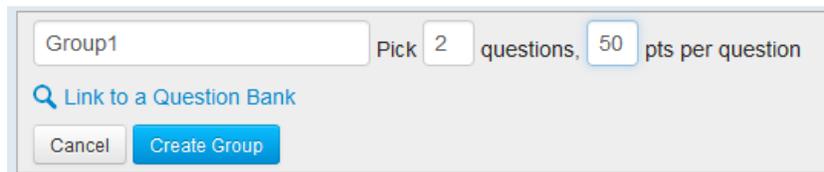
Question Groups are created within a quiz, and allow you to select a number of questions randomly from a larger subset of questions. To create a Question Group, follow these steps:

1. Create or open a quiz. If necessary, click on the Questions tab.
2. Click the New Question Group button.



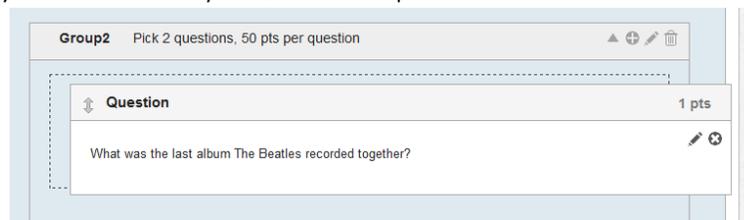
New Question Group button

3. Give your question group a name. Decide how many questions you want Canvas to randomly select from the group and the number of points assigned to each question. Click Create Group.

A form with a light blue border. At the top left is a text input field containing "Group1". To its right is the text "Pick 2 questions, 50 pts per question". Below the input field is a blue hyperlink "Link to a Question Bank". At the bottom left is a "Cancel" button, and at the bottom right is a blue "Create Group" button.

Question Group options

4. Drag the questions you wish to add into your Question Group.



Drag questions

5. When you are finished adding questions, click Save.

You can also link a Question Group to an existing Question Bank. To do so, follow these steps:

1. Create a new Question Group.
2. Click the Link to a Question Bank hyperlink.

A form with a light blue border. At the top left is a text input field containing "Group3". To its right is the text "Pick 2 questions, 2 pts per question". Below the input field is a blue hyperlink "Link to a Question Bank" which is highlighted with a red rectangular box. At the bottom left is a "Cancel" button, and at the bottom right is a blue "Create Group" button.

Link to a Question Bank

3. You will see all of the Question Banks that you have built in other courses where you are the Instructor. You will also see Question Banks that have been added by your administrator to your sub-account. Select the question bank you want to reference in your quiz. Click the Select Bank button.



Find Question Bank

4. Click the Save button to save your work on your quiz.

# Canvas TLC Tips for Faculty



## Granting Extra Quiz Time to Students with Accommodation Alerts

Canvas allows you to extend timed quizzes for individual students. You may receive an accommodation alert form for a student with a disability stating that test times must be extended by a particular interval such as "time and a half". If you've set a time limit on your quiz, follow these instructions to grant specific students access for extra time.

1. Locate the quiz to which you wish to grant extra time. The quiz must be **published**.
2. Click on the quiz name.

Civil War (3 pts)  
Due: Jul 31 at 11:59pm  
Time Limit: 30 minutes  
Latest Submission: Jul 30 at 8:43am  
This quiz assesses your knowledge of this module's content.

Quiz name

3. On the quiz summary page, note the time limit on the quiz.

Quiz Type Graded Quiz  
Points 3  
Assignment Group Discussions  
Shuffle Answers No  
Time Limit 30 Minutes  
Multiple Attempts No  
View Responses Always  
Show Correct Answers Yes

Time limit

4. On the right side of the page under Related Items, click Moderate This Quiz.

Related Items  
Moderate This Quiz  
SpeedGrader™

Moderate This Quiz

5. Click the checkbox(es) for the student(s) whose time you wish to extend. Then, click Change Extensions for Selected Students.

Moderate Quiz

<input type="checkbox"/>	Student	Attempt	Time	Attempts Left	Score	
<input checked="" type="checkbox"/>	Presley, Elvis	--		1		
<input type="checkbox"/>	Sesler, Shirley	--		1		
<input checked="" type="checkbox"/>	Shaloum, Jon	--		1		
<input type="checkbox"/>	Student, Test	--		1		

Change Extensions for 2 Selected Students

Change Extensions for Selected Students

6. The Student Extensions dialog appears. Enter the additional time in the Extra Time on Every Attempt field. You may

also grant the student extra attempts. Then, click Save.

Student Extensions

Extensions for 2 Students

Extra Attempts:  (everyone gets 1 already)

Extra Time on Every Attempt:  minutes

Manually unlock the quiz for the next attempt

Cancel Save

Student Extensions dialog

7. Verify the extension changes you made for the student(s). You may need to refresh your page to see the change.

## Moderate Quiz

<input type="checkbox"/>	Student	Attempt	Time	Attempts Left	Score	
<input type="checkbox"/>	Presley, Elvis gets 15 extra minutes on each attempt	--		1		
<input type="checkbox"/>	Sesler, Shirley	--		1		
<input type="checkbox"/>	Shaloum, Jon gets 15 extra minutes on each attempt	--		1		
<input type="checkbox"/>	Student, Test	--		1		

Extension changes

# Canvas TLC Tips for Faculty



## Preview and Publish Canvas Quizzes

---

Before you make a new quiz available to students, you must preview and publish it. Previewing a quiz enables you to perform a full quality check of your work before it is viewable by students. Publishing a quiz enables it for students.

### Preview your quiz

1. Click the Preview button to verify your quiz questions.



Preview button

2. Click the Edit button to make any needed changes.

### Publish your quiz

Once you are satisfied with the preview, click the Publish button. You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.



Publish button

# Canvas TLC Tips for Faculty

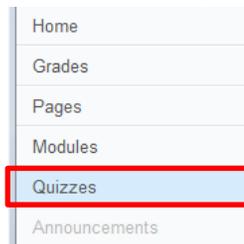


## Editing Canvas Quizzes

From time to time, you may need to edit existing quizzes. You may edit the point value of existing questions or edit the questions themselves.

**Note:** If you change the quiz after a student has already opened it, the student will not see any of the changes in his or her version of the quiz.

1. Navigate to the course containing the quiz you wish to edit. Click Quizzes in the sidebar.



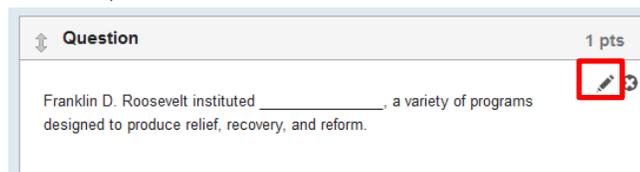
Quizzes link

2. Click on the Edit button for the quiz you wish to edit.



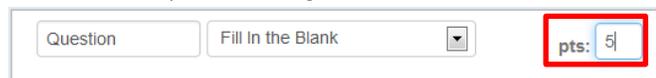
Edit button

3. In the Settings tab, you can edit:
  - a. Quiz title
  - b. Instructions
  - c. Quiz type
  - d. Assignment group
  - e. Options
4. Click the Questions tab to edit questions and point values.
5. Locate the question you wish to edit, then click the Edit button.



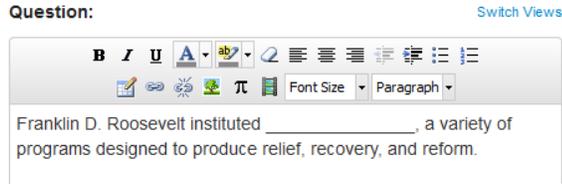
Edit button

6. If you wish to edit the point value of the question, change the numerical value on the Points field.



Points field

7. Make any required text changes in the appropriate fields.



Question field

- When you are finished editing your question, click Update Question.



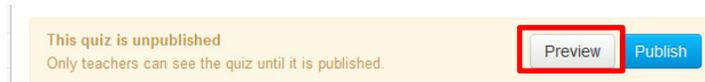
Update Question button

- Repeat steps 5-8 to edit any additional questions in the quiz.
- To notify the students in your course that the quiz has changed, select the Notify users this quiz has changed check box. Note that students will always receive a notification if you change the due date of the quiz regardless of whether you select this check box.
- Click Save. If your quiz has already been published, your changes are now complete.



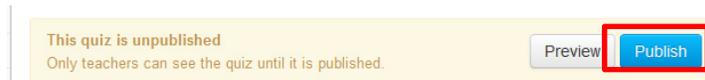
Save quiz

- If your quiz has not already been published, click the Preview button to verify your quiz questions.



Preview button

- Once you are satisfied with the preview, click the Publish button. You should not publish your quiz until it is your final product. Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

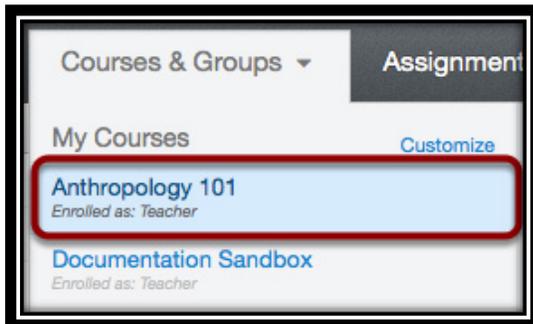


Publish button

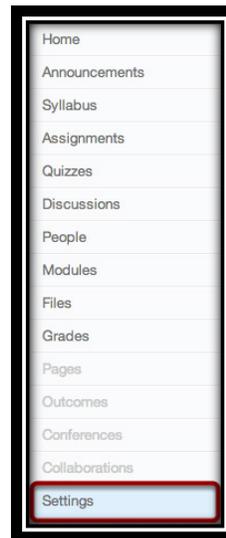
# TLC <sup>Canvas</sup> Tips for Faculty

## Importing Content from Another Canvas Course

Import content from another Canvas course when you want to use or repurpose previously created content including course settings, syllabus, assignments, modules, files, pages, and discussions. You can also import and adjust events and due dates.



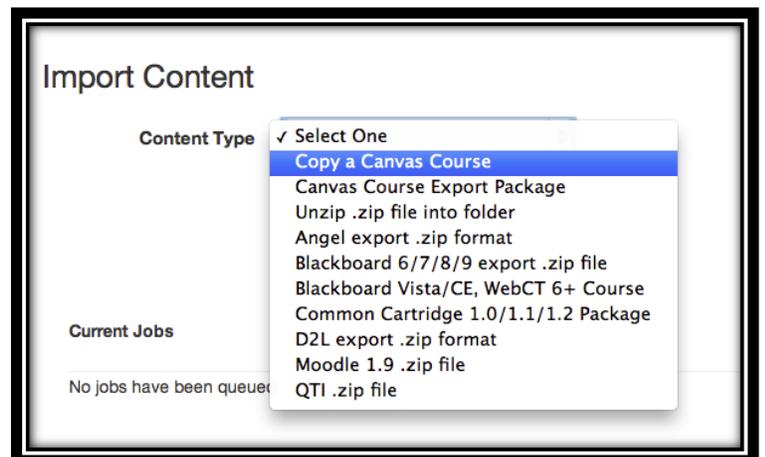
1. Open the course that you want to import content into using the **Courses & Groups Link** in Global Navigation.



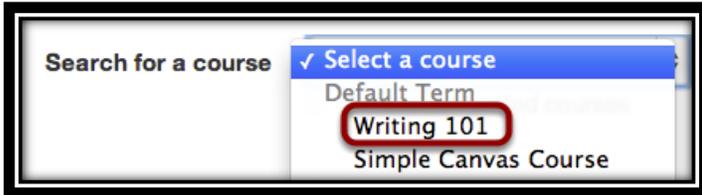
2. Click the **Settings** link.



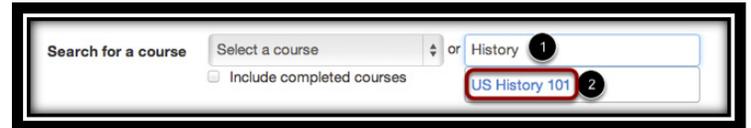
3. Click the **Import Content into this Course** button.



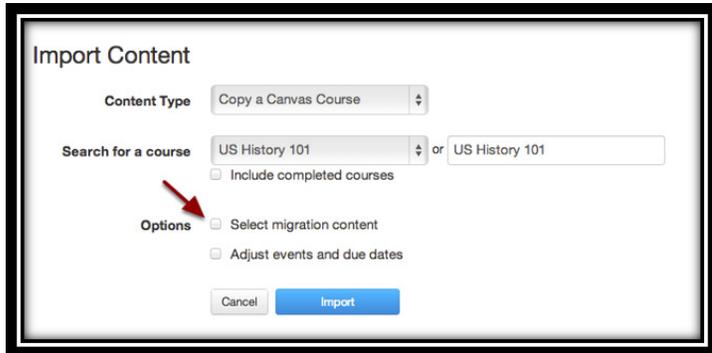
4. Click the **Copy Content from another Canvas Course** button.



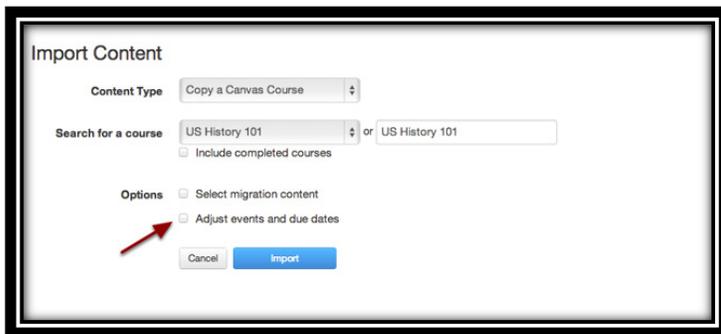
5. In the dropdown menu, select the course you would like to access. - **OR** - (see 6)



6. In the Course name field [1], start to type the name of the course you would like to access. Click the name of the course when it appears [2].

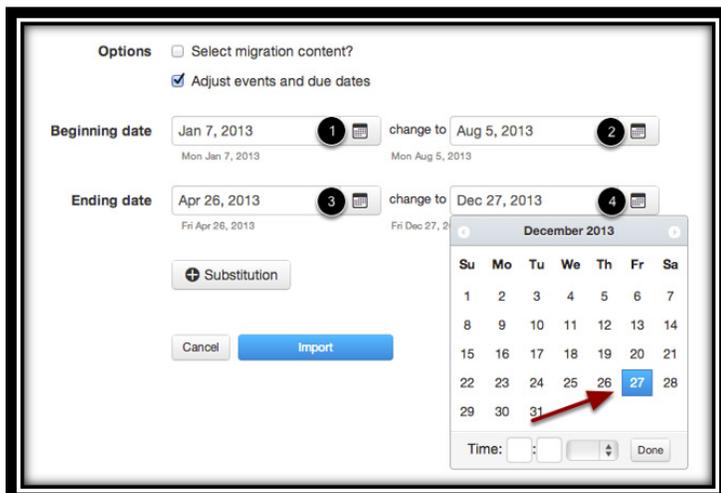


7. If you want to select the content to import from the course, check the **Select migration content** checkbox. Otherwise all content within the course will be imported.



8. If you want to adjust the due dates associated with the course events and assignments, click the **Adjust events and due dates** checkbox.

## Adjust Beginning & End Dates



9. Click the calendar icon and select the beginning date of the course you are importing [1]. Select the new date you want the course to begin [2]. Then select the end date of the course you are importing [3], as well as the new date you want the course to end [4].

**\*Note:** If the course you are copying has beginning and end dates, those dates will be automatically pre-populated in the initial date fields.

# Create Date Substitutions

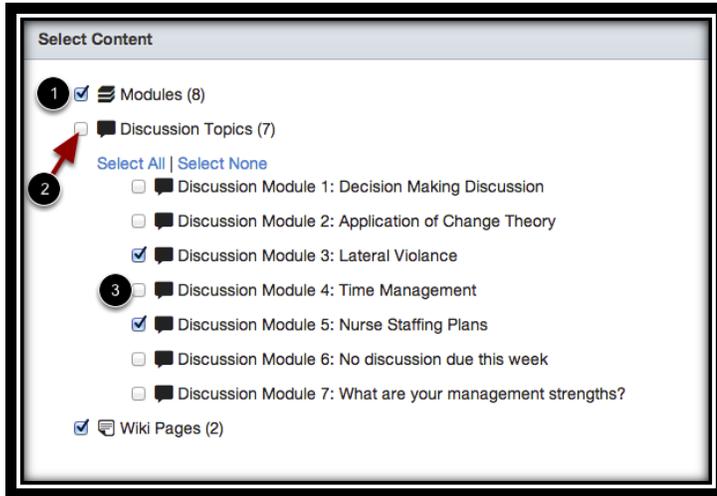
10. You can also explicitly define day substitutions to adjust for changing class schedules (i.e. move all assignments on Mondays to Tuesdays). To create a date substitution, click the **Substitution** button [1]. Use the drop-down menus [2] to select the days of the week. You can also remove Substitutions by clicking the **end** icon [3].

11. Click the **Import** button.

12. The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report. You will also receive an email notification when your import is completed.

13. Import statuses include pre-processing, queued, running, completed, and failed. If you imported the course and did **not select migration content**, Canvas will show any issues that occurred with the import. Click the **issues** link to view them [1]. If you imported the course and **selected migration content**, Canvas will ask you to select the content you want to import. Click the **Select Content** button [2].

# Selecting Content to Import

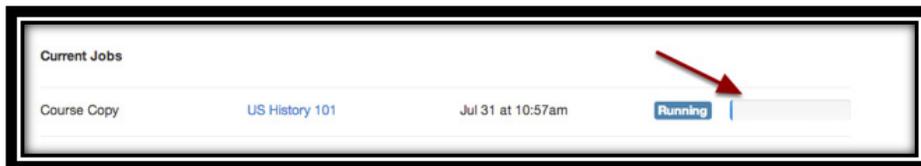


14. A new window will list all the content in your course by category. For instance, if you did not create any Rubrics in your course, Rubrics will not appear as an import option.

By default, all available course content categories will be selected [1]. However, if you want to select only a few options within a category, deselect the checkbox [2], which will expand the content menu. Then select the individual content you want to import [3].



15. Click the **Select Content** button to import your content.

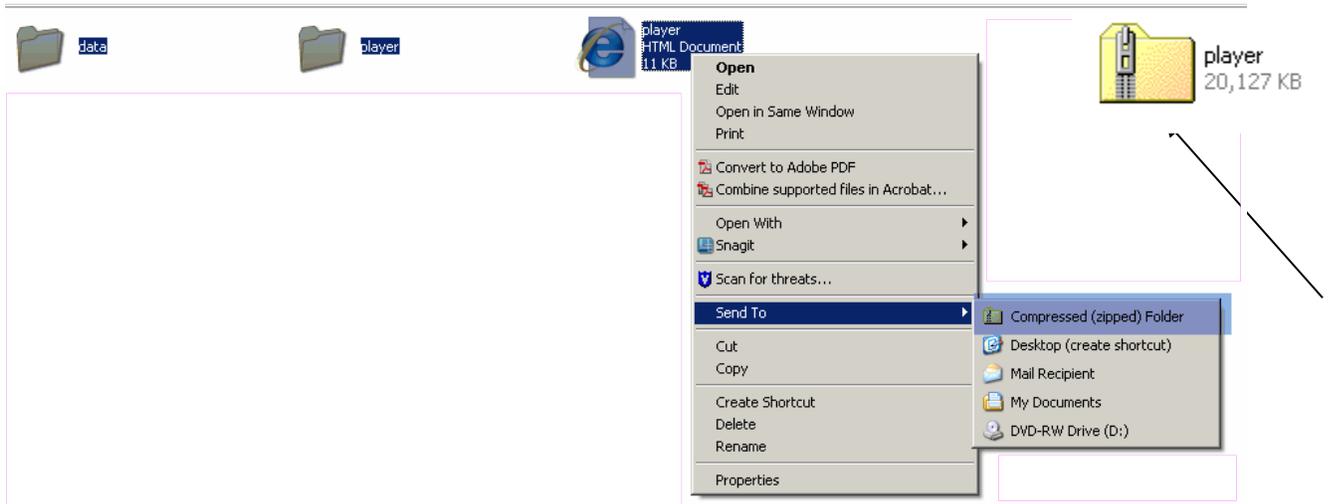


16. The Current Jobs menu will display the status of your import. Running reports will display a menu bar with the time remaining to generate the report. You will also receive an email notification when your import is completed.

# Canvas TLC Tips for Faculty

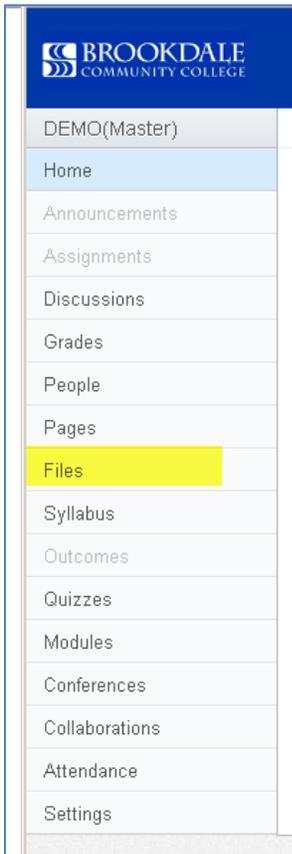
## Upload ZIP Files to Canvas

After you publish the Articulate Presentation, go into the resultant folder, highlight all three components and zip them into one file:



Open your Canvas Course.

Click on **Files** on the left navigation bar:



Click Add Folder on the upper right hand side.

Enter a unique name for the folder.

**Note: the folder name should be the same as the Articulate Object name so it can be easily identified.**

Click icon to upload a zipped file.

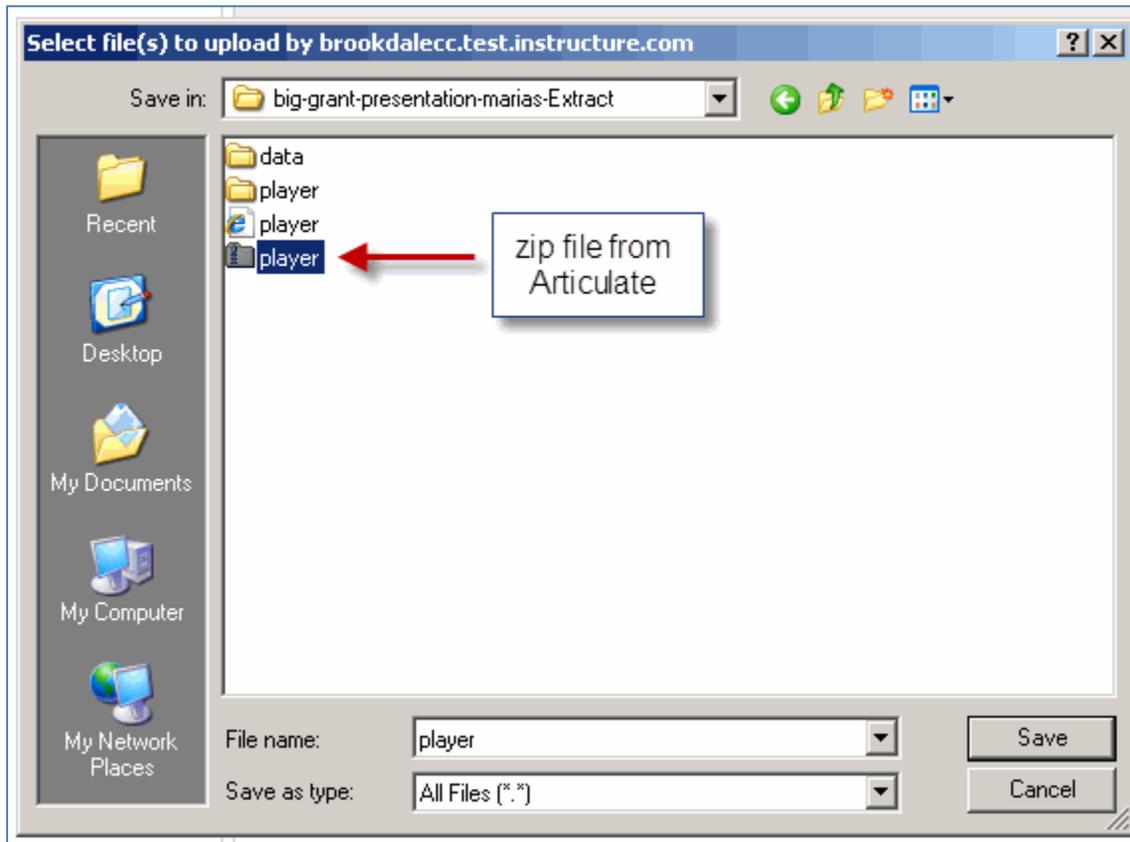


Click **Choose File**, then select the (Articulate) zipped file:

## Import Files

You can upload a zipped collection of

No file chosen



Click Upload File.

Once the process is complete, click on the Articulate folder to see the uploaded files:

**Import Files**

You can upload a zipped collection of files into your course and we'll extract them all out for you.

**Choose File** No file chosen

Upload to: - Articulate-Presentation-1

**Make sure you are uploading to the correct folder**

**Cancel** **Upload File**

DEMO-COURSE-1

- Articulate-Presentation-1
  - data
  - player
  - player.html

Articulate-Presentation-1

- data
- player
- player.html  
10.6 KB [edit content](#)

Go to the Module where you want the presentation to play.

Click Add Content on the right:

DEMO-COURSE-1

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

DEMO-COURSE-1 > DEMO-COURSE-1 > Modules

**Course Modules** [View Progress](#) [Create a Module](#)

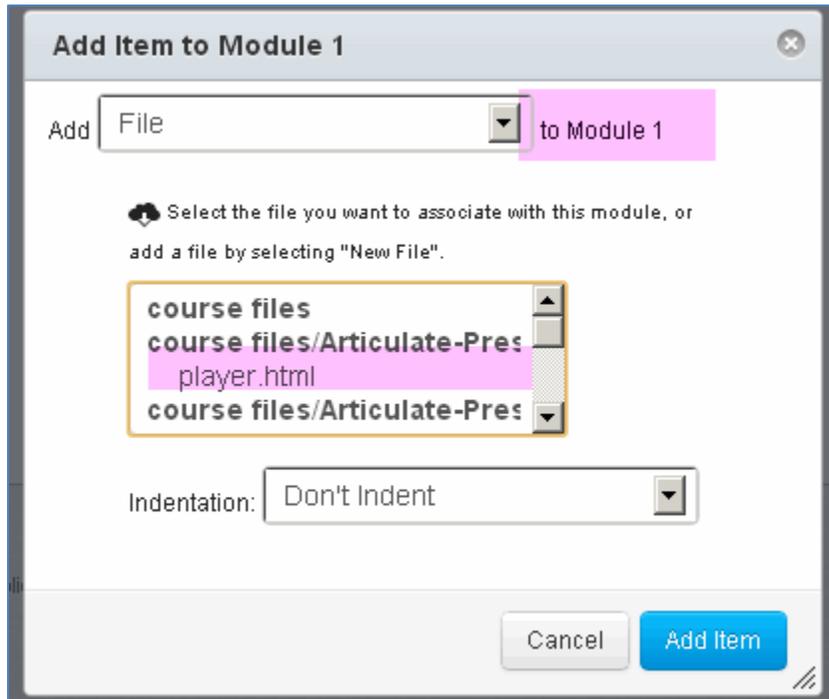
Module 1

**+ Add Content**

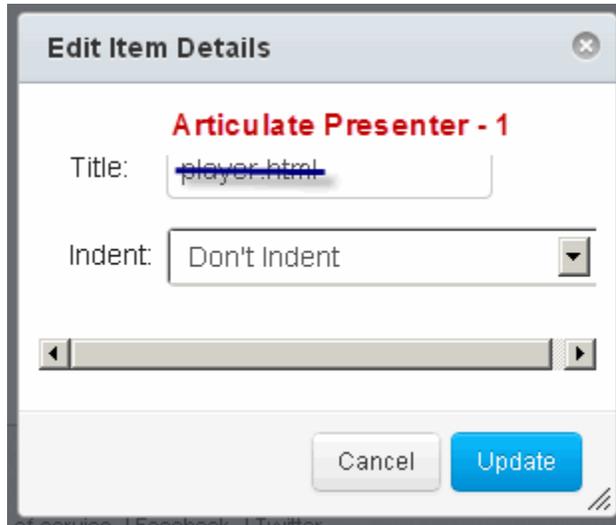
**Edit**

**Delete**

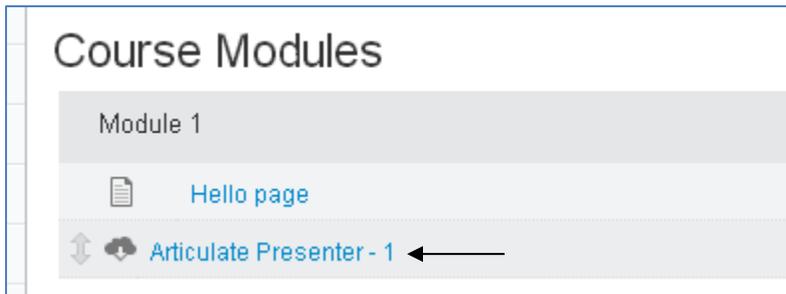
Add the .html file, and click Add Item:



Under the Course Modules, you may change the name of the file, and then Update:



Now the student can click on the file and play the presentation:

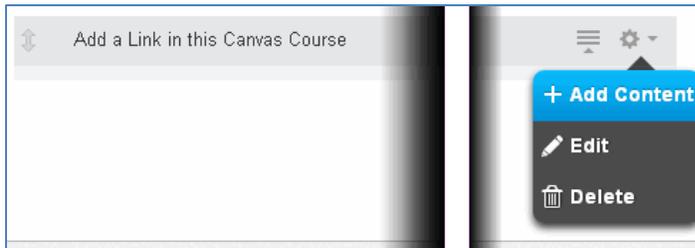


# Canvas TLC Tips for Faculty

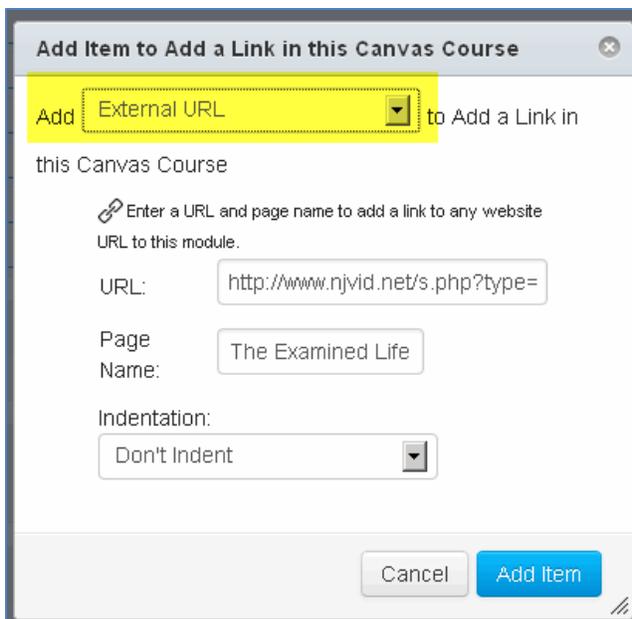
## How to Add a URL Link in Canvas

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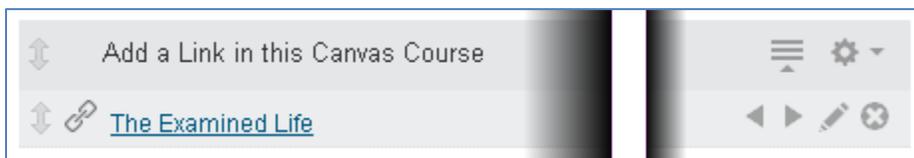
1. In your Canvas course, go to the Module where you want the link to reside and **Add Content**:



2. In the **Add** drop-down box, select **External URL**; copy and paste the URL in the **URL** box; click **Add Item**:



3. Now the Link is displayed in the Module; click on it to Navigate to the site.



# Canvas TLC Tips for Faculty

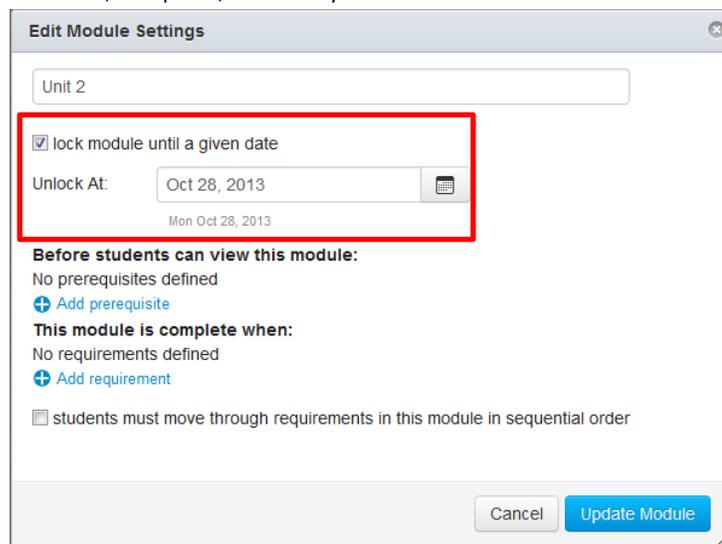
## Locking Student Access to Canvas Content

Canvas enables you to lock students out of particular modules until prerequisite material is completed or until a specific date.

1. Click Modules and locate the module you wish to lock.
2. Click the Settings icon for that module, then click Edit.



3. To prevent student access until a specific date, click **lock module until a given date**. Then click the calendar icon to select the appropriate date and, if required, time of day.



Lock module until a given date

4. You may also lock modules until students complete prerequisite modules. To utilize this feature, click Add prerequisite, then select the appropriate module that must be completed.

**Edit Module Settings** ✕

Unit 2

lock module until a given date

**Before students can view this module:**

They must complete  ✕

[+ Add prerequisite](#)

**This module is complete when:**

No requirements defined

[+ Add requirement](#)

students must move through requirements in this module in sequential order

Select prerequisite

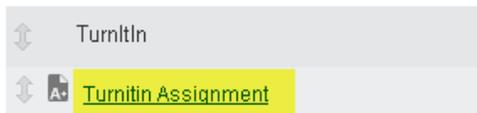
5. Click Update Module to save your changes.

You may also use a combination of date locking and module prerequisites. You can also modify date locks if you are working on a module during term.

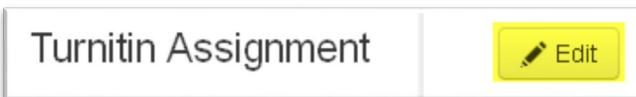
# Canvas TLC Tips for Faculty

## How to Enable Turnitin for a Canvas Assignment

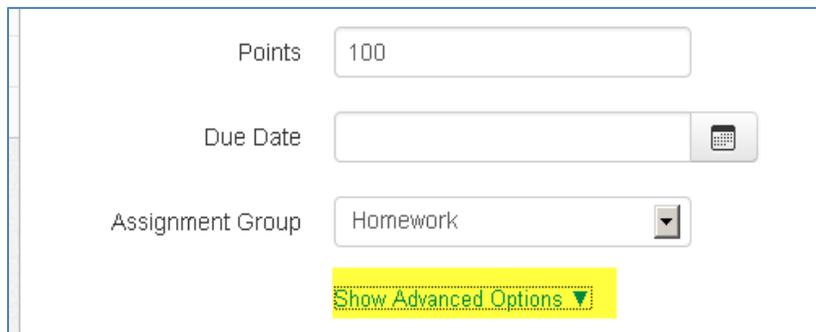
1. Create an assignment within a Module in your Canvas shell.
2. Click on the assignment within the Module:



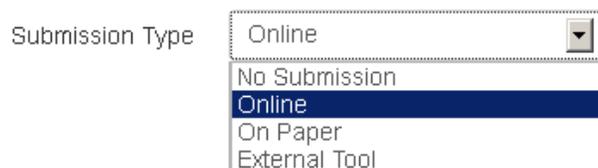
3. Click on **Edit**:



4. Click **Show Advanced Options**:

A screenshot of the 'Show Advanced Options' dialog box in Canvas. The dialog box contains several fields: 'Points' with a value of '100', 'Due Date' with a calendar icon, and 'Assignment Group' with a dropdown menu set to 'Homework'. At the bottom of the dialog box, there is a yellow button labeled 'Show Advanced Options' with a downward arrow.

5. At the **Submission Type** box, click on down-arrow and select **Online**:

A screenshot of the 'Submission Type' dropdown menu in Canvas. The menu is open, showing the following options: 'Online', 'No Submission', 'Online', 'On Paper', and 'External Tool'. The 'Online' option is highlighted in blue.

6. When the **Online** choice is clicked, more options appear. The **Enable Turnitin Submissions** box is automatically checked. Check the box for **Allow File Uploads** and then click on **Advanced Turnitin Settings**.

Submission Type

- Allow Text Entry
- Allow Website URL
- Allow Media Recordings
- Allow File Uploads
- Restrict Upload File Types
- Enable Turnitin Submissions

[Advanced Turnitin Settings](#)

7. The Turnitin options box appears; click on the **Originality Report** box to select choice, and then click **Update Settings**:

Students Can See the Originality Report

- Immediately
- After the assignment is graded
- After the Due Date

- Other Student Papers
- Internet Database
- Journals, Periodicals, and Publications

Do Not Consider

- Bibliographic Material
- Quoted Material
- Small Matches

8. Back to the previous window, set any other options if needed and then click **Update Assignment**:

For	Due Date	Available From	Until
Everyone	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>PRACTICE-COURSE-MARIA</b>			
Everyone			
<input type="checkbox"/> Notify users that this content has changed		Cancel	Update Assignment

# Canvas TLC Tips for Faculty

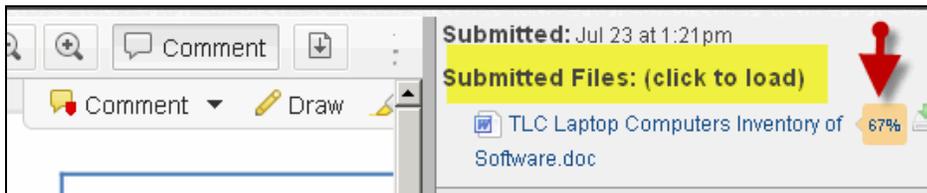
## How to Grade a Turnitin Assignment in Canvas

1. Open to the Canvas course homepage; see at right for List of Assignments to be graded:



2. Click on the link to **Grade the Assignment**:

3. If the uploaded file has completed its run through Turnitin's resources, there will be a number in this icon:

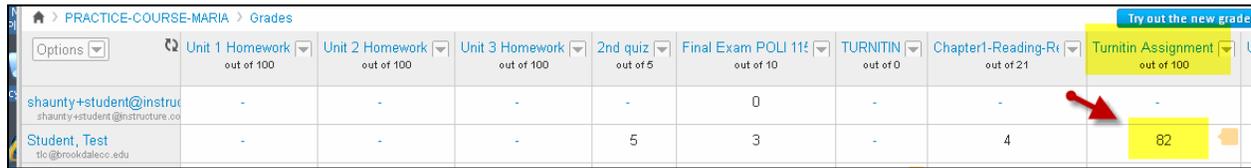


4. Click on the icon to view the **Originality Report**:

5. The Document View opens to reveal the uploaded file, and the similarity between the student's submission and various internet sites and/or databases. You can also enter the grade in the upper right:



6. That grade then shows up in appropriate column in Speedgrader:



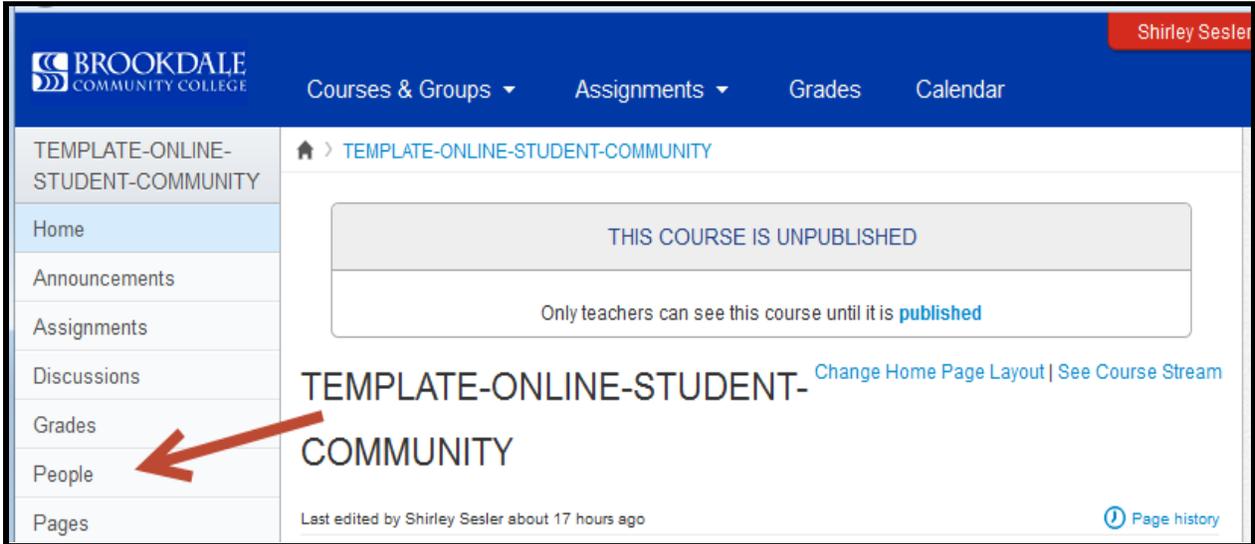
The screenshot shows a Speedgrader interface for a course named "PRACTICE-COURSE-MARIA". The interface includes a navigation bar with "Options" and a "Try out the new grade" button. Below the navigation bar is a table with columns for various assignments and rows for individual students. A red arrow points to the grade "82" in the "Turnitin Assignment" column for the student "Student, Test".

	Unit 1 Homework out of 100	Unit 2 Homework out of 100	Unit 3 Homework out of 100	2nd quiz out of 5	Final Exam POLI 11? out of 10	TURNITIN out of 0	Chapter1-Reading-Rt out of 21	Turnitin Assignment out of 100
shaunty+student@instruc shaunty+student@instructure.co	-	-	-	-	0	-	-	-
Student, Test tlo@brookdalecc.edu	-	-	-	5	3	-	4	82

# Canvas TLC Tips for Faculty

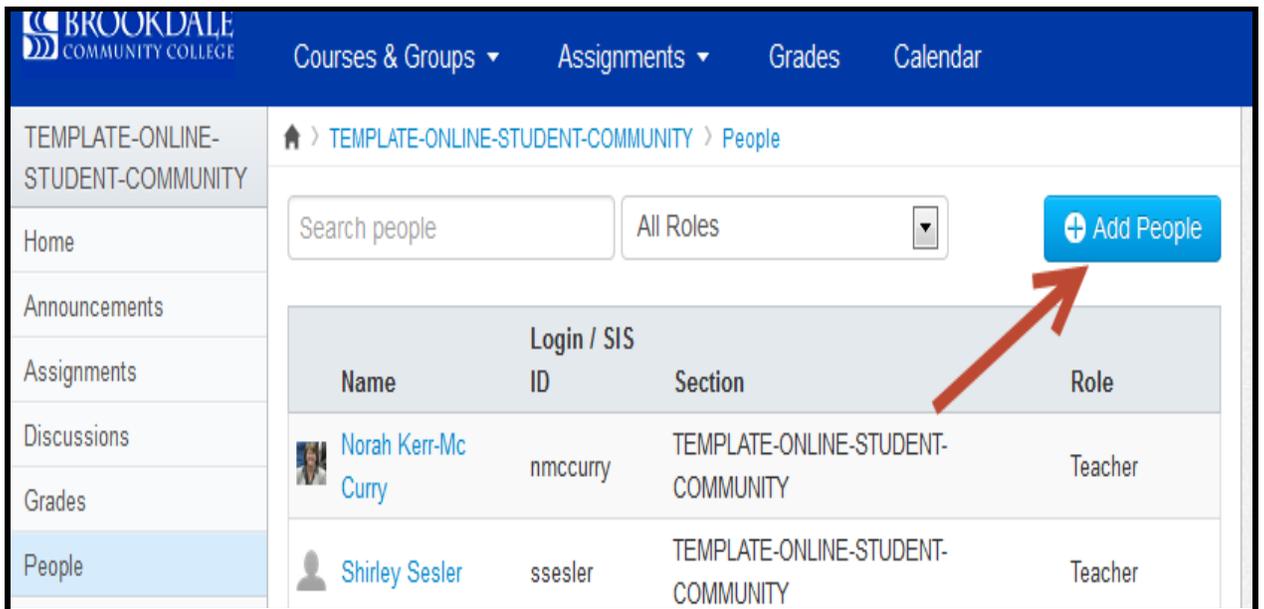
## Adding Users to the Roster

1. Click on **"People"** in the Course Navigation.



The screenshot shows the Canvas course navigation menu on the left. The 'People' link is highlighted with a red arrow. The main content area displays a message: 'THIS COURSE IS UNPUBLISHED' and 'Only teachers can see this course until it is published'. The course title 'TEMPLATE-ONLINE-STUDENT-COMMUNITY' is visible at the top of the main content area.

2. Click on **"Add People"**.



The screenshot shows the Canvas course navigation menu on the left. The 'People' link is highlighted. The main content area displays a search bar, a dropdown menu for 'All Roles', and a blue 'Add People' button with a plus sign, which is highlighted with a red arrow. Below these elements is a table listing users in the roster.

Name	Login / SIS ID	Section	Role
 Norah Kerr-McCury	nmccurry	TEMPLATE-ONLINE-STUDENT-COMMUNITY	Teacher
 Shirley Sesler	ssesler	TEMPLATE-ONLINE-STUDENT-COMMUNITY	Teacher

3. Type in the **USER NAME**. Do not type in full email of user you want to add to course. Then select proper **role** (Student, Teacher, TA, Designer, Observer) from the drop-down menu. Then click **"Next"**.

The screenshot shows a form for adding users. At the top, there is a text input field containing the text: "Example Student" <student@example.com>, "Lastname, Firstname" <firstlast@example.com>, justAnotherEmailAddress@example.com. A red arrow points to this field with a callout box that says: "Type in **USER NAME**, not full email of user you want to add to course." Below this is a "Role:" dropdown menu with "Student" selected. A callout bubble points to this dropdown with the text: "Select proper role from drop-down menu". Below the role dropdown is a "Section:" dropdown menu with "TEMPLATE-ONLINE-STUDEN" selected. At the bottom right, there is a blue "Next" button with a red arrow pointing to it.

4. Verify users name and click **"Add Users"** if correct.

The screenshot shows a dialog box titled "Add People". At the top, there is a yellow banner that says "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 "J Student1" and the email "JSTUDENT1". A red arrow points to the name "J Student1" with a callout box that says: "Once you verify users name click **'Add User'**". At the bottom right, there are two buttons: "Start Over" and "Add Users". A red arrow points to the "Add Users" button.

Name	Email
J Student1	JSTUDENT1

# Canvas TLC Tips for Faculty

## The HTML Editor in Canvas

The Canvas **Rich Content Editor** supports HTML. You can edit and add content using the **HTML Editor** within the **Rich Text Editor**.

If an instructor has enabled the *Text* and *Media* entry for an assignment, you will be able to use the **HTML Editor** when submitting your assignments.

### To access the HTML Editor:

1. Click the **Switch Views** hyperlink located at the top right side of the of the **Rich Content Editor**

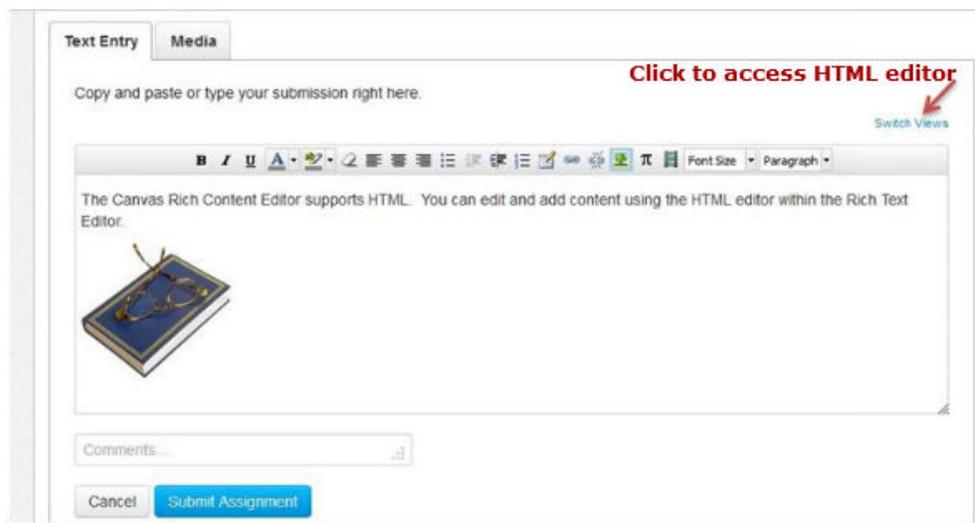


Figure 1- Rich Content Editor View

2. You may edit the HTML content within this window.

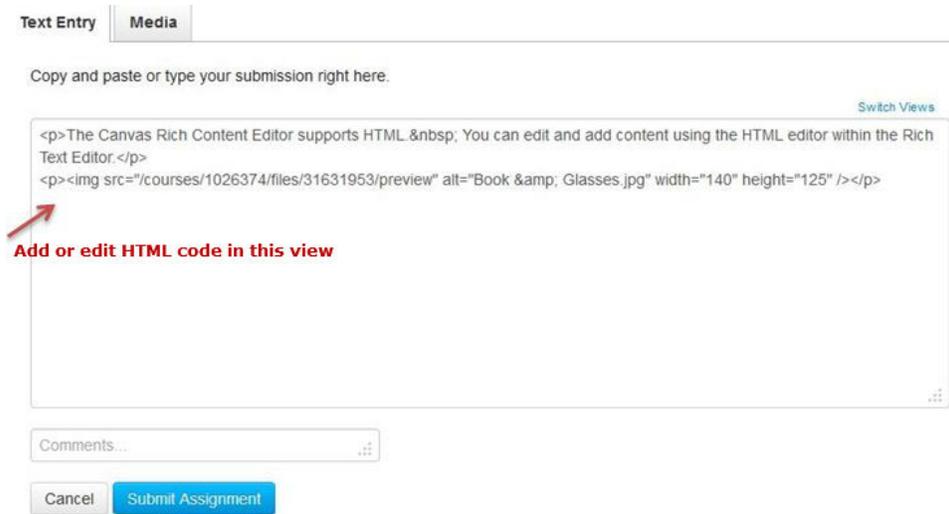


Figure 2 - HTML View

3. You can toggle back and forth using the **Switch View** hyperlink to change from **HTML** view to **Rich Content Editor** view.
4. You may also insert any embed code in the **HTML** editor to include video or audio files.

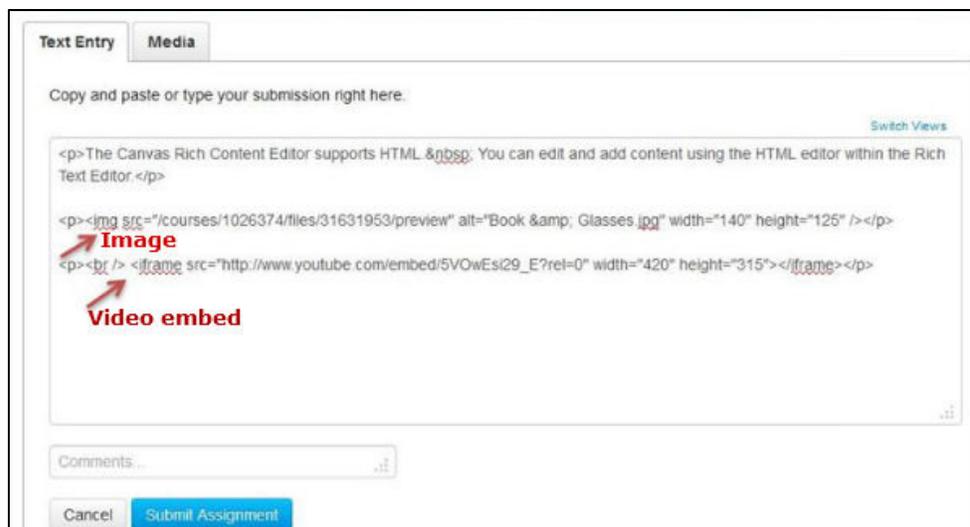


Figure 3 - Sample Embed Code

### Uploading Image Files for Use in the HTML Editor

You can add files to your personal file repository in Canvas and subsequently use in the HTML editor.

To upload personal files:

1. Select the **Settings** tab from the top right corner of the Dashboard.

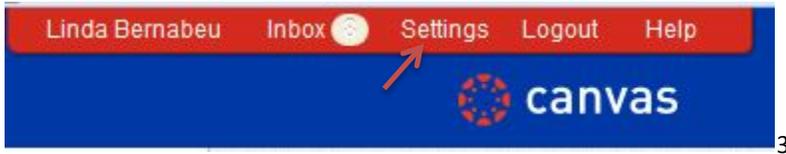


Figure 4 - Setting Link

2. Click on the **Files** link within the side navigation pane.

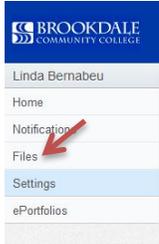


Figure 5 - File Link

3. Click **Add Files** from the File management window.

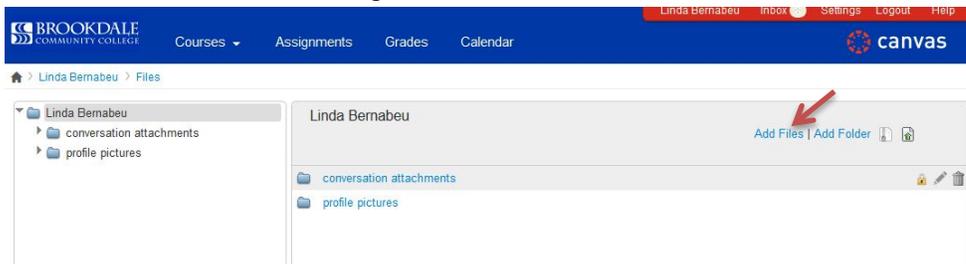


Figure 6 - Add File Link

4. Click browse to locate the file on your computer and then and click **Upload**.
5. You will see your file listed in the File management window.

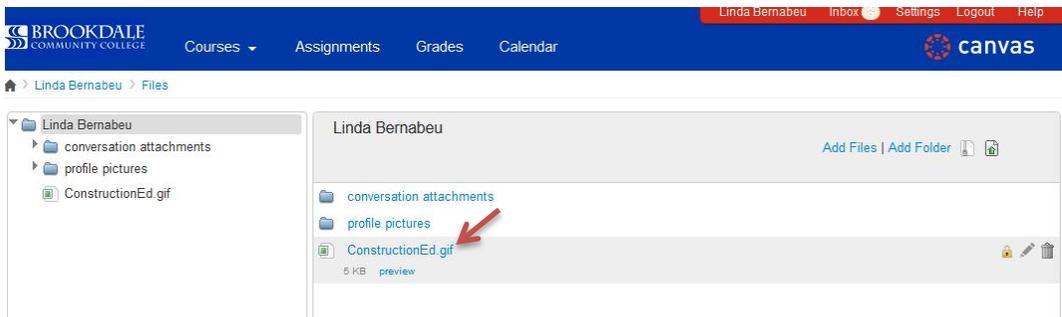


Figure 7 - File Upload View

# Canvas TLC Tips for Faculty

## Using the Math Editor in Canvas

Canvas has an integrated tool for math and science formulas. The **Math Editor** is built into the Canvas **Rich Content Editor**. Canvas includes the option to create equations and expressions with its graphical point-and-click editor.

The **Math Editor** can be used for basic mathematical formatting, advanced formula formatting, and as an editor for chemical equations and scientific notations.

### To use and access the Math Editor:

1. Navigate to the assignment either from your Canvas dashboard or from the course module.

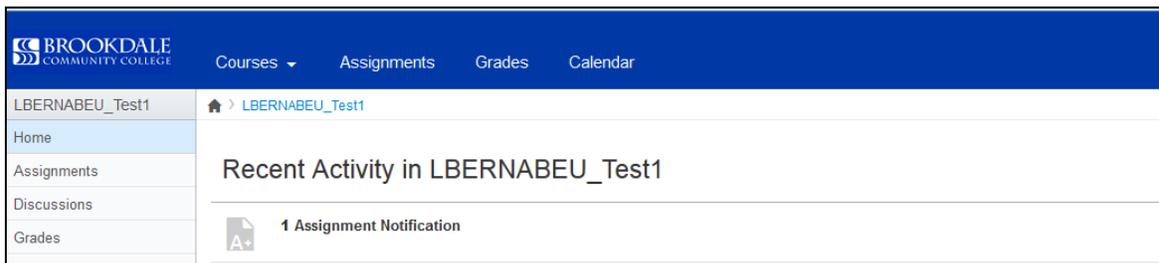
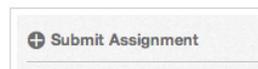


Figure 8 – Dashboard



Figure 9 - Course Module

2. Select the appropriate assignment
3. Select **“Submit Assignment”**
4. Select the **“Text”** tab to access the **Rich Content Editor** if it does not appear.
5. Click the **“pi”** symbol on the **Rich Content Editor** toolbar to launch the equation editor window.



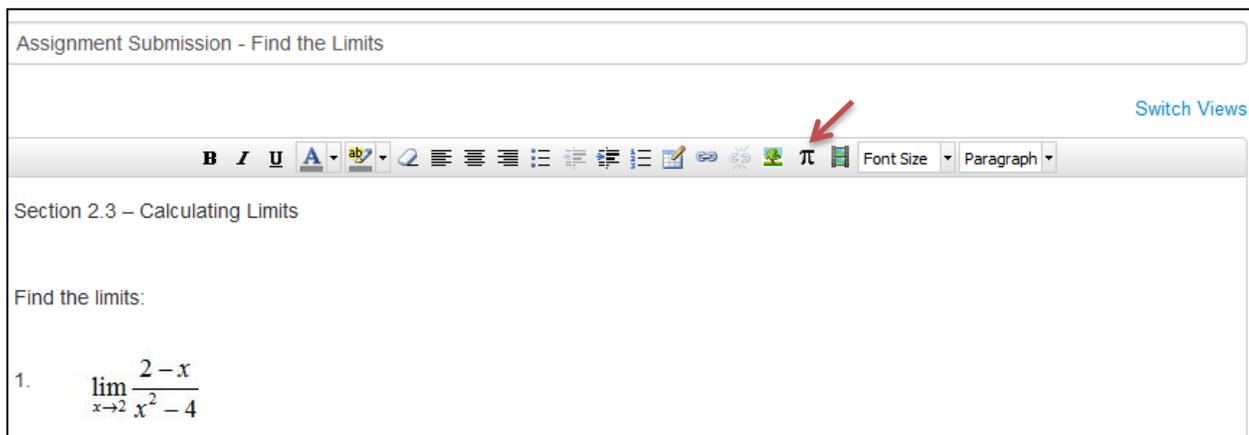


Figure 10 - Rich Content Editor

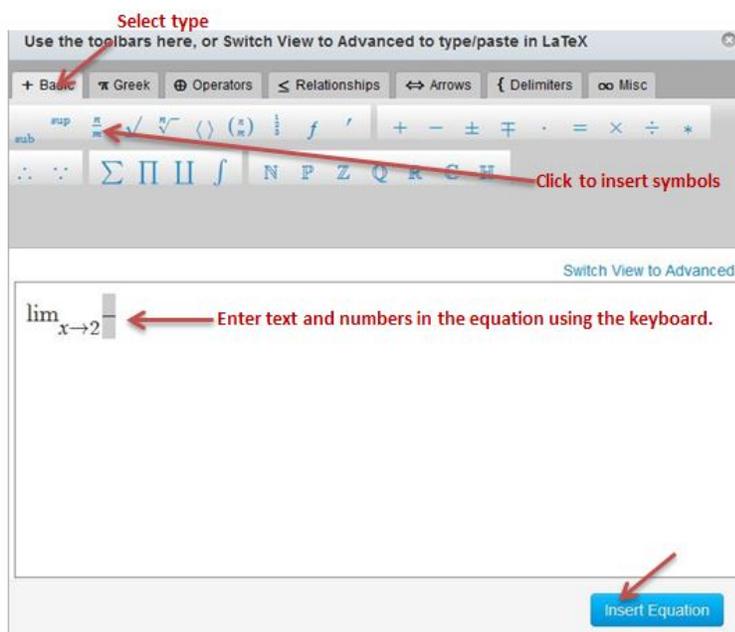


Figure 11 - Equation Editor Window

6. Select from the tabs within the editor window (i.e. Basic, Greek, Operators, etc.) to access various symbols and functions.
7. Point and click the symbol toolbar to insert various symbols. Use the keyboard to enter numbers and text.
8. Highlight to edit or delete a symbols and or numbers and text. When the equation is finished, click “**Insert Equation**” on the lower right corner of the Math Editor window. The **Math Editor** window will close.
9. If you need to insert another equation, click on the “**pi**” symbol on the **Rich Content Editor** toolbar to launch the equation editor window again.

10. Click **“Save”**

For additional documentation, refer to the links below as well as the video tutorial.

[Basic Equation Editor](https://s3.amazonaws.com/tr-learncanvas/screensteps/docs/Tips+for+Using+the+Canvas+Equation+Editor+Basic+View.pdf) : (<https://s3.amazonaws.com/tr-learncanvas/screensteps/docs/Tips+for+Using+the+Canvas+Equation+Editor+Basic+View.pdf>)

[Advanced Equation Editor](https://s3.amazonaws.com/tr-learncanvas/screensteps/docs/Tips+for+Using+the+Canvas+Equation+Editor+Advanced+View.pdf): (<https://s3.amazonaws.com/tr-learncanvas/screensteps/docs/Tips+for+Using+the+Canvas+Equation+Editor+Advanced+View.pdf>)

[Math Editor for Chemistry](https://s3.amazonaws.com/tr-learncanvas/screensteps/docs/Tips+for+Using+the+Canvas+Equation+Editor+for+Chemistry.pdf): (<https://s3.amazonaws.com/tr-learncanvas/screensteps/docs/Tips+for+Using+the+Canvas+Equation+Editor+for+Chemistry.pdf>)

# TLC <sup>Canvas</sup> Tips for Faculty

## Linking to Web Services in Canvas

Canvas is integrated with a number of third party web services. Most of these services can be configured from the user **Settings** page.

**By registering other web services with Canvas, you create links to external applications through your Canvas profile. By default Canvas does not disclose this information to other users within the system unless you give your consent.**

Integrated web services include:

[Google Docs](#)  
[Scribd](#)

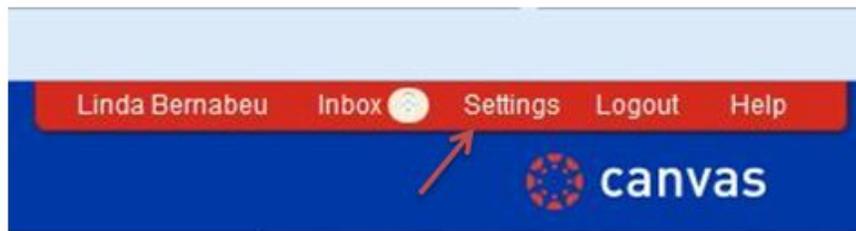
[Etherpad](#)  
[Skype](#)

[Facebook](#)  
[LinkedIn](#)

[Twitter](#)  
[Delicious](#)

To link other web services to your Canvas profile:

1. Go to the **Settings** link from the Dashboard.



2. Select the **Settings** tab from the left navigation pane.



3. Click on the web service you would like to link with. You will need to know your account information, username and password for each service. By default, the check box "Let fellow course/ group members see which services I've link to my profile" is checked. To disable that feature, un-check the box.

## Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile

## Registered Services

No Registered Services

## Other Services

Click any service below to register:

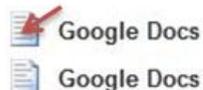


4. Select the **"Authorize"** or **"Register"** link from the pop-up window to allow access to the desired external web service.



5. Select **Grant Access**.

The site **instructure.com** is requesting access to your Google Account for the product(s) listed below.



Google is not affiliated with instructure.com, and we recommend that you grant access only if you trust the sit

If you grant access, you can revoke access at any time under 'My Account'. instructure.com will not have access to your password or any other personal information from your Google Account. [Learn more](#)



**Note:** By linking to **Google Docs** in your **Settings**, you will not have to log in every time you join a Google Doc Collaboration. Click **Google Docs**.