



INSTITUTE FOR TEACHING AND LEARNING EXCELLENCE

Supporting faculty in the creation and development of high-impact learning opportunities



Of the many things Oklahoma is known, chief among them is its often unpredictable weather. Below are tips to keep your class on schedule when the university closes due to inclement weather.

What's in this Email?

1. [Pre-recording Lectures in Canvas](#)
2. [Using Course Announcements](#)
3. [Online Quizzing and Assignments](#)

1. PRE-RECORDING LECTURES IN CANVAS

If there is a high likelihood that students will face internet disruptions, instructors can pre-record their lectures so that students can watch them once their connections are stable. Lectures can be pre-recorded with the Studio tool in Canvas and shared with students by either adding a link within the Modules or by embedding it within Pages in a Canvas course. To minimize processing times and maximize engagement it's recommend to **keep videos below 15 minutes in length.**

Recording Narrated PowerPoints in Studio

[Watch the Video](#)

The best way to deliver pre-recorded lectures for students is through the Studio feature in Canvas. This video covers the process of recording and uploading videos.

Embedding Studio Videos into a Canvas Module

[Watch the Video](#)

Videos from Studio can be placed into Modules in Canvas which allows students to access

them easily right alongside other course content.

Embedding Studio Videos into a Canvas Page

[Watch the Video](#)

Instructors can also add other content on a Canvas Page such as instructions and links that go along with the video. This is a revised tutorial to cover updates to the Canvas text editor interface.

2. COURSE ANNOUNCEMENTS

[Watch the Video](#)

Instructors can use Announcements in Canvas to provide students with up-to-the-minute information and other relevant news. Announcements can be set to show on the course Home Page, to make sure students always see relevant updates when they access a course. They can also be scheduled in advance, and instructors can allow students to respond to individual announcements similar to discussion board topics.

Creating a Video Announcement Update with Studio

[Watch the Video](#)

The Studio tool in Canvas can be used to record short video announcements. These are extremely useful ways to provide information in a timely manner, in a format that is much more engaging than just writing text. These video announcements can also be recorded and scheduled in advance, to release on a certain day and time.

3. ONLINE QUIZZING AND ASSIGNMENTS

Frequent low-stakes quizzes and assignments are one way to check that students are keeping current with online course materials.

Working with Question Banks

[Watch the Video](#)

Question banks should be created prior to making quizzes, and these question banks function as containers into which all quiz questions should be placed. After creating a question bank, the questions can then be imported into one or more quizzes.

Creating a Quiz

[Watch the Video](#)

After constructing a question bank, an instructor can use those questions to create a quiz. Questions may be placed in question groups or left outside of question groups. After creating and publishing a quiz, it is also populated into the gradebook automatically.

Grading Essay Questions in a Quiz

[Watch the Video](#)

Many quiz questions in Canvas can be auto-graded, such as multiple choice or true/false, but questions with subjective answers and grading criteria must be scored by the instructor or a TA. The SpeedGrader interface makes scoring these questions fast and easy.

Creating Assignments

[Watch the Video](#)

All graded work in a course is treated as Assignments. The Assignments tool can be used to create, manage, and organize all Assignments as well as specify the submission type (online Dropbox submission, no submission, etc.). Points and grading options can be specified as well.

Advanced Assignment Options

[Watch the Video](#)

Basic assignment details can be specified from the Assignments navigation tab, but more advanced options can be set such as group assignment, peer reviews, moderated grading, assigning specific groups or individuals, and setting time/date restrictions.

More Canvas Tips

Self-Paced Online Teaching Workshop

This self-paced online teaching workshop covers a variety of topics such as outcome-oriented course design, engaging online learners, creating an online activity and assessment plan and more. Whether you are new to online teaching or need a refresher, this course is designed to meet your needs in a flexible format. While working through modules in the workshop, participants will create an Online Learning Assessment Portfolio, which will be submitted to the instructor upon completion of the final module. After receiving your portfolio, the instructor will set up a time to discuss your experience in the workshop with a one-on-one video conference.

To sign up, contact Elaine Johns at itleevents@okstate.edu. You will be asked to provide your CWID so we can add you to the course.

[Self-Paced Online Teaching Workshop Syllabus PDF](#)

Need Help with Your Course Design?

As you begin creating your upcoming courses, remember that ITLE teaching support specialists are happy to assist. Although we are not in our offices every day, we are still available to help with all aspects of online teaching. Contact us at kdickey@okstate.edu, gina.morris@okstate.edu, or simon.ringsmuth@okstate.edu.

Have Questions About Teaching Online?

Contact ITLE for assistance with your online teaching questions.

Phone: (405) 744-1000

Email: canvas@okstate.edu

Shifting to Online Teaching

With a shift to teaching a course online, instructors need a plan to produce high-quality instruction. To accomplish this, it is helpful to think about key elements of learning as you prepare. For more information visit the [Teach Online Effectively](#) webpage.

Visit ITLE Website

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[Events Calendar](#)

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