

The following screenshots are from a Canvas course designed to prepare faculty for the Fall 2020 semester. One particular module focused on getting started with two of our most commonly used platforms – Canvas and Zoom. Using DesignPLUS, we were able to create consistency among the pages, enhance organization through the use of headings and icons, and leverage several other DesignPLUS features to strategically place content.



Getting Started with Canvas!



Introduction to Canvas

Canvas is the University of Kentucky's Learning Management System (LMS). This platform allows instructors to engage students remotely with a variety of learning and assessment activities. Canvas can be used to:

- Store instructional content
- Facilitate student interaction
- Post course communication
- Deliver and collect assignments and exams
- Provide feedback
- And much more!

Think of Canvas as your courses' "digital classroom". Every scheduled course as an associated Canvas shell where students can access course content, interact with their peers, and submit assignments.



The use of heading styles and icons helped organize the content within our pages and signal to the viewer where they can find key areas of information.



How to Play with Canvas

Want to get started with Canvas? Click on the tab below that best represents your current status as a UK employee.

- I currently have my linkblue ID and password
- I do not currently have my linkblue ID and password

If you are using a screen reader or are unable to open and close the tabs check out the [How to Play with Canvas](#) page.

These expanders allowed us to organize content in a way that gave the viewer choice of what they wanted to see.



Learn More About Canvas

Ready to dive into Canvas? Use the buttons below to explore specific Canvas tools.

<p>Canvas Basics</p> <p>Learn the basics of navigating Canvas, how to set up your user profile, and where to get help.</p>	<p>Communication Tools</p> <p>Canvas provides a variety of ways to communicate with your students. Explore the ways you can keep in contact.</p>	<p>Creating Content</p> <p>See how you can distribute lectures, readings, and other instructional content easily within your Canvas course.</p>
<p>Creating Assessments</p> <p>Canvas affords instructors a variety of ways to assess student learning, such as quizzes, assignments, and discussions.</p>	<p>Organizing Your Course</p> <p>Learn how to organize your course and its content so that it facilitates ease of use and navigability.</p>	<p>Using the Gradebook</p> <p>Explore the basics of the Canvas gradebook and how it can be used to communicate a student's progress in your course.</p>

Using the 3 columns (equal) HTML snippet, combined with links as buttons and images, we were able to create this menu block that enabled viewers to quickly jump to where they wanted to go next. Using DesignPLUS features to construct this menu was not only easy, but ensured that it would adjust as needed on various device screens, such as a phone.





Creating Assessments

On this page, we will look at the three ways that you can create assessments in Canvas: Discussions, Assignments, and Quizzes. You can scroll this page to read each section or navigate to the section you want to learn more about by clicking the buttons below:

Discussions

Assignments

Quizzes

Using the HTML Attributes feature, we were able to give each heading an id and use the buttons to link to that id. This allowed viewers the ability to quickly jump to the section they wanted to learn more about rather than scroll through the page.



Discussions

Discussions allow students to share their responses with others, making it a great way of facilitating peer-to-peer interaction and a rich exchange of media. Discussions can be open to the whole class or to smaller groups, which is good for large class sizes or if you want to encourage more intimate conversation. Watch the video below for an overview of how discussions work in Canvas* *please note this is the same video shared in [Communication Tools](#)



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These “Back to the top” links complemented our page button menu and enabled viewers to jump back to the top of the page rather than scroll.



Assignments

Assignments allow students to submit files, images, videos, URLs, and plain text as submissions. With the assignments tool, the artifacts you can collect to assess your students’ progress are endless. Assignments can also be set to groups, meaning you collect one submission from each group set, or can be set up as peer reviews so that students can evaluate one another. Watch the video below to learn more about how assignments can be used in your course.



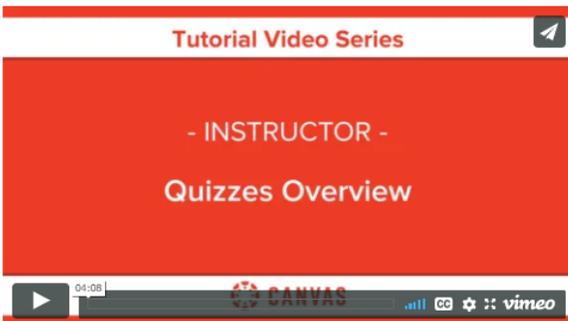
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Quizzes

Canvas’ quiz tool can be used to deliver content to students. Canvas also has four types of quizzes that you can deliver to students: `graded quiz`, `practice quiz`, `graded survey`, and `ungraded survey`. Watch the video below to learn more about Canvas’ quizzing engine.

Rewards students with points for completion; grading is not based on right or wrong answers



Using tooltips allowed us to define specific terms without using page space. This feature promotes choice for our viewer – if they need these types of quizzes defined they can hover over the term or if they are familiar they can continue on reading.

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Getting Started w/Canvas

Canvas Basics

Communication Tools

Creating Content

★ Creating Assessments

Organizing Your Course

Using the Gradebook

Similar to our “Getting Started with Canvas” page, we used the 4 columns (equal) HTML snippets and buttons to create a custom menu on each page. Having the ability to include icons with our buttons enabled us to give a “you are currently here” feel so that viewers knew which page they were on.

Managing Your Meeting

On this page, we are going to look at various tools that Zoom provides meeting hosts in order to manage participants and ensure security. You can scroll this page to read each section or navigate to the section you want to learn more about by clicking the buttons below:

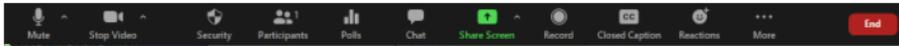
Your Zoom Toolbar

Manage Participants

Security Settings

Your Zoom Toolbar

As the host of your scheduled Zoom meetings, you have access to a variety of tools to help facilitate communication, engagement, and participation.



Zoom toolbar with host controls; found on the bottom of your Zoom meeting window

To learn more about the different tools available, click the tabs below.

Mute Stop Video Security Participants Polls Chat Share Screen Record Closed Captions
Breakout Rooms Reactions More

Clicking the mute button will silence your audio (illustrated by the red line running through the microphone icon).

Clicking the "carrot" (^) next to mute will open audio settings; here you can select your microphone and speakers, or test your audio equipment.

If you are using a screen reader or are unable to click the tabs check out the [Your Zoom Toolbar](#) page.

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The use of tabs helped us organize the many tools of the Zoom toolbar in one spot rather than lengthwise on a page.

Manage Participants

As the Zoom meeting host, you can view and manage various participant settings by clicking the "Participants" button in the Zoom toolbar. Clicking this button will open up a window to the right of your Zoom meeting window, listing all your meeting participants and enabling you to:

- Mute individual participants
- Start or stop individual participant video
- Remove a participant
- Mute or unmute all participants
- Disable participants' ability to unmute themselves or start video
- Lock meeting

Learn more about these various management tools in the [managing participants in a meeting](#) Zoom Help Center article.

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Security Settings

As the Zoom meeting host, you have several in-meeting security settings that you can enable to minimize or prevent disruptive behaviors. Clicking on the "Security" button in the Zoom toolbar will allow you to:

Lock Meeting

Will prevent other participants from joining the meeting in progress

Enable Waiting Room

Enables the [waiting room](#) feature

Allow Participants to...

Enable participants to share screen, chat, or rename themselves; by default the chat and rename options are enabled

Remove Participant

Will kick a participant out of the meeting; the participant cannot re-join unless you allow removed participants to rejoin in your meeting settings

Report

Reports a user to Zoom's Trust & Safety team

Learn more about your [in-meeting security options](#) in the Zoom Help Center.

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For items or terms that maybe don't necessitate expanders, accordions, or tabs, the description list is a great feature. In this section, we could clearly highlight elements of Zoom's security button and define what action they create.

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★ Managing Your Meeting

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Recording in Zoom