



# SIX EASY (BUT AWESOME) CANVAS FEATURES FOR FACULTY

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## THE CANVAS APP

Run your course wherever you want, on any device. The Canvas mobile app provides quick access to grading, communicating, and updating through Announcements, Assignments, Discussions, and Quizzes. Browse submissions and provide feedback to your students with SpeedGrader embedded in the app.

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## SPEEDGRADER

SpeedGrader makes it easy to quickly evaluate individual student assignments and group assignments, allowing you to locate and view student submissions, grade assignments, and add comments. You can even include a video message.

*Best practice: If you make a lot of comments in a student's assignment, create a summary in the "Assignment Comments" area so students are notified via email and are able to respond.*

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## TO DO LIST

Log in to Canvas on your browser or mobile app and see how many items require your attention, including how many assignments are available to grade and discussion posts that require feedback. Once an assignment is graded, it automatically removes itself from your list.

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## CALENDAR

The Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades, so if you create, change, or delete the due date of an Assignment on the Calendar, it will update in all the others and vice versa. Change dates easily by dragging and dropping assignments from one date to another. Create an assignment shell from the Calendar, provide a due date, and assign it to a specific course.

*Fun Tip: You can set reminders for yourself in your personal calendar that will create a to-do list item. You can also create appointment slots and notify students to reserve a slot.*

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## SEND MESSAGES TO STUDENTS WHO...

Easily send targeted emails to students reminding them to turn in an assignment, congratulate them on doing well on an exam, and more. Select the targeted audience from a drop-down menu, for example, students who scored over or under a certain grade, and send your message. Once sent, these emails will go to your students' inboxes within Canvas and kick off an automated notification email in their Gmail accounts.

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## GOOGLE CLOUD ASSIGNMENT

Create an online assignment that embeds a document directly from your Google Drive folder. When your students open the assignment, Google Drive will create a copy of the file in the students' individual Google Drives, saving them and you lots of time. The students can even complete the assignment without having to leave Canvas! View each student's document, spreadsheet, or presentation copy in SpeedGrader for grading.

*Just a Note: Submitted assignments are converted to a PDF to show the assignment at the time of submission. If students make any changes to their assignment after submission, they will have to resubmit it for the changes to be visible in SpeedGrader.*