THE INSTRUCTOR’S HANDBOOK TO CANVAS
AND INTEGRATION OF CANVAS WITH CCS
SPRING 2023
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INTRODUCTION

All instructors at UH are required to utilize CANVAS starting in the Summer of 2023. As an instructor, it is mandatory for you to request CANVAS shells for your courses prior to the start of the semester. Once your course shells are prepared, you will need to develop the content for your CANVAS courses, which includes the Home Page, Syllabus, CANVAS assignments, Modules, and so on. Each instructor will have their own style and presentation for their courses. If you require assistance with creating and managing the content in your course, please reach out to the UH CANVAS support team.

Assignments such as quizzes and tests play a crucial role in every course. You can create assignments in CANVAS, add content to them, and make them available for your students to work on. Some assignments can be easily delivered through CANVAS without the need for proctoring, while others may require the use of other platforms like CASA Campus Services (CCS) for delivery, which may require proctoring.

For assignments that involve the use of CCS, there are specific steps to be followed. This handbook has been prepared to assist instructors who require proctoring services for their tests or who need CCS for their quizzes and tests. Here is an outline of what you can find in this handbook:

1. If you only need CASA-CCS for proctoring services, please refer to the instructions provided in Step 1 and Step 2.
2. If you need CASA-CCS to deliver the content for your tests or quizzes, please follow the instructions given in Step 1, Step 2, and Step 4.
3. If your test or quiz was delivered through the CCS platform, please proceed to Step 5 to obtain the grades from CCS, and then follow Step 6 to upload these grades in CANVAS.
STEP 1: CREATING QUIZZES AND PLACEHOLDERS FOR CCS PROCTORED EXAMS

If you plan to use the CASA Campus Services (CCS) for:

1. test placeholders for CCS proctored exam services
2. online quizzes with content in CCS

then you should follow the following instructions. It is important to emphasize that the instructions to create a quiz or a test with content in CCS platform or to create test placeholders for CCS proctoring services are exactly the same.

To keep your assignments organized and help the student navigate easily through them, then we recommend you create a group for the proctored exams through CCS and a group for online quizzes through CCS (if applicable).

Proctored Exams Group

Login to CANVAS, go to your course, click the Assignments on the navigation menu, and begin creating groups on the Assignments page. Click +Group to add a group for each assessment:
Write the name of the group and click **Save**:

![Image of Add Assignment Group dialog]

The **Proctored Exams** group is created successfully:

![Image of MATH0000 184357F Sandbox Canvas Shell - Assignments]

Now, you need to create a test or a test placeholder in CANVAS for CCS proctoring services. For example, if your students will be taking Exam 1 at CASA testing centers, then create Exam 1 assignment (quiz type).

**We want to create Exam 1:**

Click the + button on Proctored Exams group, as the image shows:
Then fill in the details. Make sure you choose quiz type and you name it as you prefer. Afterwards, click More Options:

The More Options will allow you to continue with more detailed setup. You will be directed to a more detailed page. It is important to fill this page correctly as this is what CCS is going to read and use in its system. In this page, you can set the length of the test, the availability, the rules whether you can allow the student to view their answers or not after they complete their test. You can/should add instructions about the test. This is very important as the test will mostly be completed in CCS, therefore putting some instructions for students to read makes everyone comfortable. An example of instructions should look like:
Exam 1

This is a proctored exam to be taken at CASA Testing center(s) on April 30.

Good luck!

Scroll down to fill the rest of the details: the length of the exam, the start/end date, etc. If your exam will be proctored in one of the CASA testing centers, then you will need an IP address that CASA administration will provide to you to be input in the instructions:
IMPORTANT NOTE:

If your exam content is delivered by CANVAS, then you need the IP address to protect and lock down the exam. But, if your exam content will be delivered through CCS, then you do not need an IP address.

Continue to enter the availability of the exam:

Exam 1 Content

Proceed with this step if your exam content will be uploaded in CANVAS or created in CANVAS. If your exam will be delivered through CCS platform or by other parties, then you can skip this step.

Click Questions tab and begin adding content for your exam:
On the questions page, add questions for your exams.

Click **New Question** to add your own questions. Or follow other methods to upload your questions. Enter the points for each question. Here I have added a dummy question of 100 points.

At the end, after you have completed all the needed details about your assignment, click Save and Publish, and Exam 1 is complete:
The exam 1 or exam 1 placeholder is created successfully.
The student will be able to take their exam on the scheduled time.

**Online Quizzes Group**

You should create an Online Quizzes group if you need CCS to deliver your quizzes. Putting the quizzes in one group help the students know how these assignments work.

Follow the same steps as you did above to create the new group for your quizzes, called Online Quizzes. Then click the + button to add quiz type assignments for your quizzes:
Complete the details of your quiz. Enter some important instructions along with the description of the quiz to guide the students properly and let them know what to expect:

Then scroll down to complete the other details such as the time limit, number of attempts, and availability of the quiz:

After you enter these important details that CCS is going to read and apply them in the system and save your work. The quiz shell is ready.

**Important Note:** If you want CANVAS to display the points that a quiz is worth it, then make sure you add a dummy question of 100 points (or other value depending on the number of points you want to assign to the quiz), otherwise you can skip the following steps. Scroll up and click Questions:
Then on the next page, click +New Question to add the dummy question:

Then from dropdown list, choose essay question, enter the number of points (100 or other value), and click update the question:
Afterwards, your quiz is ready to be saved and published:

The quiz shell in CANVAS is created successfully:

You will fill the content of the quiz by following the instructions in Step 14.
**Note:** You should send the test schedule to Minh Nguyen before the semester starts.

- If the test will be provided through CCS, then make sure you upload the content of your test on time.
- If the test will only be proctored at CASA testing centers, then make sure you emphasize that your tests have no content in CCS.
STEP 2: USING CCS FOR CASA TESTING/PROCTORING PURPOSES ONLY

CASA Campus Services aka CCS allows the instructor to deliver their assignments through its platform. Furthermore, CCS overlooks the testing and proctoring services through CASA testing centers. Please read Step 3 of this handbook for detailed structure of CCS. When creating and managing an exam that will be proctored at CASA testing centers, there are several steps to be followed to ensure a smooth process:

1. **Determine Exams’ Details:** Define the specific details of the exams, including the date, time, duration, and any special instructions or requirements. It is strongly recommended to determine all your exam details at the beginning of the semester.

2. **Coordinate with CASA:** Contact the CASA administrators to establish the proctoring arrangements. Provide them with the necessary information about the exams, such as the date, time, and any specific instructions or materials required.

3. **Create Exam Shell/Placeholder in CANVAS:** Follow the relevant steps to create an exam shell or placeholder in CANVAS as explained in Step 1 of this handbook. This shell will serve as a central location for students to access exam-related information and instructions.

4. **Deliver Exam Content to CASA:** Provide CASA with the exam content or materials they need to administer the exam. This can include digital files, physical copies, or any other required resources.

**CASE I: Exam content delivered through CCS**

If your exam is going to be delivered through the CCS platform, there are specific steps you need to follow to provide content to it by following the instructions provided in Step 4 of this handbook. Here’s a general outline of these steps:

1. Log in to CCS and navigate to Section B.
2. Use item B2 to install the content from either CCS archive (option 1), or uploading a zipped file (option 2), or CASA archive (option 3).
3. Make sure you have uploaded the right content by checking through item B3.
4. Release the exam as a proctored assignment using item B4.
5. Your exam is ready to be taken on the scheduled period.
CASE II: Exam Content delivered through CANVAS
If your exam content will be in CANVAS only but proctored at CASA, then once you have created the exam shell (quiz type), you need to add the actual content or questions to it. Here's a general summary of the process:

1. Access the exam shell in CANVAS.
2. Click on the exam title or editing option to enter the exam editor.
3. Depending on the type of exam, you may have different options to add content, such as multiple-choice questions, essay questions, file attachments, etc.
4. Add the IP address provided by CASA administration.
5. Use the available tools and options within the exam editor to add the desired content. This may involve typing in questions, uploading files, or selecting predefined question templates.
6. Organize the content within the exam shell as per your desired structure or sequence.
7. Save the changes as you add content to ensure it's preserved.

CASE III: Exam Content delivered by other parties
If your exam content is not stored within the CCS or CANVAS platform, but you require CASA testing centers for proctoring services, then the exam placeholder shell will serve as a framework or placeholder for your exam details and instructions. Although the actual exam content will be located elsewhere, the exam shell in CANVAS will provide a central location for students to access exam-related information and for you to communicate instructions. Here's a general overview of the process:

1. Access the exam shell in CANVAS.
2. Click on the exam title or editing option to enter the exam editor.
3. Depending on the type of exam, you may have different options to add content, such as multiple-choice questions, essay questions, file attachments, etc.
4. Add the IP address provided by CASA administration.
5. Save the changes as you add content to ensure it's preserved.
6. Make sure you let CASA know how the exam content will be delivered.
5. **Schedule Exams through CCS:** The scheduler in CCS is designed to create schedules for exams. The scheduling process typically takes place one to two weeks in advance, depending on the specific semester or academic term. During this timeframe, the scheduler is configured to generate a schedule for upcoming exams. In order for the scheduler to function effectively, it requires **the exam placeholder shell within the CANVAS system.**

The exam placeholder shell serves as a template or framework where the scheduler can populate the necessary information for each exam, such as the date, time, duration, location, and other relevant details. By having this placeholder shell available in CANVAS, the scheduler can seamlessly integrate with the system and automatically create the exam schedules based on predefined rules or parameters.

The student will have one to two weeks to be informed and register for their exam through CCS student portal:

![ CCS CASA Campus Services](image)

**Main Menu**

**Unproctored Assessments**

- GO take your quiz or practice test
- GO view your graded quiz or practice test

**Proctored Exams**

- GO schedule or re-schedule to take a proctored exam in an on-campus testing center
- GO take your proctored exam
- GO view your graded exam

The exam scheduling will be available for two weeks in advance during the regular semesters and one week in advance during mini or summer semesters. The student will follow the guidelines provided on the scheduler through CCS. They will be able to manage and reschedule during the scheduling period.
6. **Proctoring at CASA:** On the designated exam date, students will visit the CASA testing centers to take the exam under proctored conditions. CASA staff will facilitate the exam administration and ensure a secure testing environment.

7. **Collect Exam Responses/Papers:** CASA will collect the completed exam responses from students and handle any necessary procedures, such as ensuring the integrity of the exam materials.

8. **Grade Exams:** Once CASA returns the completed exams, you, as the instructor, will proceed with grading the exams according to your established criteria or guidelines.

9. **View and Download Student Grades:** If the exam content is managed by CCS, the process of viewing and downloading student grades can be carried out through the CCS teacher portal. Specifically, Section E of the teacher portal provides functionalities for these tasks. Here's an overview of the steps involved:

   1. Access the CCS teacher portal using your authorized credentials.
   2. Locate and navigate to Section E, which is specifically designated for viewing and managing student work and grades.
   3. Within Section E, you will find two items of relevance:
      a. **Item E1:** This item allows you, as the instructor, to view the work of your students. You can access and review the exam submissions or relevant materials from your students.
      b. **Item E2:** This item enables you to download the grades of your students. You can generate and obtain a file containing the grades achieved by each student in the exam.
   4. Use Item E1 to view the work of your students and Item E2 to download the grades.

10. **Optional:** Upload Grades to CANVAS: If desired, follow [Step 6 of the handbook](#) to upload the grades obtained from the CCS teacher portal into CANVAS. Uploading the grades to CANVAS facilitates the integration of the exam results with the learning management system, allowing students to view their grades within their CANVAS accounts.
As a summary, to facilitate exam scheduling and administration, it is essential to use an exam shell or a placeholder in CANVAS, where the instructor provides necessary details and instructions related to the exam, such as the date, time, location, duration, and any other relevant information. The exam shell in CANVAS plays a crucial role in coordinating the scheduling of exams. It serves as a reference point for administrators, instructors, and students to ensure that everyone is aware of the exam details and adheres to the designated schedule.
STEP 3: CASA CAMPUS SERVICES STRUCTURE AND HOW TO USE IT

The CASA Campus Services platform (aka CCS) is the new courseware platform that is replacing the formal CASA courseware. All the quizzes, tests and proctoring services maintained by the formal CASA courseware will be transferred to this new system. One of the main purposes to move everything to this new system is the accessibility and integration with CANVAS. CCS is designed to read the content from the CANVAS course such as the list of students and the quiz type assignments created on CANVAS. Every setting of an assignment provided in CANVAS will be applied in CCS accordingly.

CCS is still a work in progress. The main structure is developed completely: It provides all the functionality and services you were able to do through the formal CASA courseware. Furthermore, there are some additional services provided such as insight to student performances in quizzes/tests through quiz/test analysis feature, easy access to view different sections’ assignments’ performance for coordinated classes, etc. The LGC calculator and Opt-Out feature are built-in tools within CCS, as well. More features and tools will be added or improved in the future.

Make sure you request your CCS shells for your courses. You can access CCS through http://ccs.casa.uh.edu/cgi-bin/canvas1.sh

Let’s have a look at the design of CCS and explore the main features that we need to create content for our assignments such as quizzes/tests/homeworks, etc:

Follow the link above and authorize your login to this platform. You are required to use your CougarNet credentials to login. Once you login, you will be able to see the list of all the classes you have taught or you will be teaching. If you are a coordinator, you will be seeing all the sections of the course you coordinate. It will be a long list to display.

Using the Filter System of CCS platform

We have a filter system that helps the instructor to display the courses of the current semester only. Use this filter feature to display the classes of the current semester by choosing the current semester option in the filter system displayed on the main page, as shown in the following image:
For every course in CCS, you will have two options to view the course: the teacher view where all your work in CCS will take place, and the student view to check your work from a student’s perspective and use it as a guide for your students.

**CCS Student View**

The Student View is very self-explanatory and have all the basic features needed for a student to finish their work on CCS. To access student view for any of your courses, click the student button next to the course.

It is strongly recommended that you explore each item you see in the main menu of the student view. This will help you understand the system better and be able to answer any questions that the students might have regarding the features in this menu.
Main Menu

Unproctored Assessments
GO take your quiz or practice test
GO view your graded quiz or practice test

Proctored Exams
GO schedule or re-schedule to take a proctored exam in an on-campus testing center
GO take your proctored exam
GO view your graded exam

EMCF: Poppers/Multiple Choice Homeworks
GO take an EMCF
GO view a graded EMCF

Opt-Out and Letter Grade Calculator (LGC)
GO opt-out and letter grade calculator (LGC)

Textbook and Course Activity
GO view the textbook
GO view your activity history
CCS Teacher View

Choose the class you want to work upon, and click the teacher button to continue. You will be directed to the main menu of CCS teacher view for your class:

The teacher menu is self-explanatory for most of the services it provides. All these instructions that you read in this handbook will be linked in Section A of the main menu.

All the quiz/test content will be maintained by Section B. It is mandatory to have the quiz and test assignment created in CANVAS before you begin building the content in CCS. There are steps involved, but they are all straightforward and easy to apply.
If you want to build EMCF forms for your multiple choice homeworks or poppers, you will be using Section C of this menu. You will be able to enter the key ahead of time or after the students have submitted their answers. You will be able to see the statistics of such submissions. After the deadline, you will be able to download EMCF grades.

The textbook can be found in Section D of the menu.

Section E is the place where you will be able to view the graded attempts of the students. Furthermore, this is the place where the grade download occurs. For the moment, it is a manual process. After the deadline of an assignment has passed, you are advised to download the grades of the assignment. A csv file with the same name as the assignment will be downloaded in your computer, which you will import in CANVAS gradebook. There are also other features that help to understand the performance of students.

Section F contains the LGC calculator and Opt-out tool. For the LGC, the instructor will have the chance to set the drop type of assignments: either be the actual drop of lowest grade assignments, or reduce the denominator type of drop to be implemented when we calculate the letter grade for this class. Furthermore, this section provides some tools to check the overall CANVAS set up and CANVAS/CCS grade sync.

There is a Section G with some extra information about the class enrollment. Here you will find a report of the exam scheduling status for each student. In the future, some sections can be improved for the better outcome, and some others can be added.
STEP 4: INSTALLING CONTENT FOR QUIZZES/TESTS IN CCS

(You should skip this step if you do not use CCS platform for quiz or test content)

Tests and quizzes are some of the most important assessments that help the student to retain the information properly and eventually show mastery of such content. All these assessments are planned accordingly at the beginning of the semester and made available to students in a timely manner. The setup of these assessments takes place in CANVAS. The instructor is strongly recommended to do the setup for these major assessments on CANVAS before the semester starts.

The content of these assessments will be provided through the CCS platform. All the assessments should have proper instructions that guide students to go to the right place, as explained in this handbook.

Let’s begin to create content for such an assessment, say Quiz 00. We will follow the steps that are listed in Section B of the main menu of CCS:

<table>
<thead>
<tr>
<th>B. Quiz/Test Content (questions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go B5. Take quiz/test as a dummy student.</td>
</tr>
<tr>
<td>Go B6. Check everything for all quiz/tests.</td>
</tr>
<tr>
<td>Go B7. View an archived quiz/test.</td>
</tr>
</tbody>
</table>

We double check that we have this Quiz 00 already setup in CANVAS:
Then we proceed with item B2 of Section B to install the quiz content. On the next page, you will see three important divisions:

**Clobber:** You will use this feature, if you already have content in your Quiz 00, but you made a change/update and want to overwrite the content. If you are sure of this process, you need to write **overwrite** in the box and continue the other steps.

We will be developing the feature of appending/combining two quizzes together later.

**Source:** This is the main feature of Section B, the purpose of Section B. You will have the option to choose to copy content from existing resources in CCS, or you can upload a new zip file of coded quiz/test/practice test. If none of these options is available, then you can request option 3 to copy a quiz/test/practice test from the formal CASA Courseware archives. Your request will be completed in a timely manner.

**Target:** You should be able to select the proper quiz/test/practice test from CANVAS that you are planning to build the content for.

Let’s begin with option 1.
Copying quiz/test/practice test available in CCS

We are going to build content for Quiz 00. We click item B2, and on the next page, we skip clobber, and we choose option 1:

Once you choose option 1, you will see the options to choose the semester, the session, the year and proctored/unproctored. Pick the options that you know where the content is, choose Quiz 00 and click Next:

We are creating this quiz/test: 'Quiz 00' (57243).

Select the quiz/test from which to copy:

Select a quiz/test here. 

Next
From the dropdown list, choose the quiz you want to copy from and click Next:

The copying of the content is done successfully:

We need to make sure that we have uploaded the right content. Therefore, we check the uploaded content by clicking item B3. Go to main menu and click item B3:

B. Quiz/Test Content (questions)

- **B3. Step 3 of 4. Check quiz/test content.**
- B5. Take quiz/test as a dummy student.
- B6. Check everything for all quiz/tests.
- B7. View an archived quiz/test.
On the next page, choose the quiz you need to check and click Next:

You will be directed to see the quiz content. Here is a glimpse of what to expect:

Evaluate: \[ \lim_{x \to 4} \frac{x^2 + 5x + 4}{x + 4} \]

- does not exist
- \( \frac{1}{3} \)
- 8
- \(-3\)

Scroll down the page to see all the different questions of the quiz. If you want to see all the different versions of a question, click Show All Versions.

When you see all versions of a specific question, you will be able to see the answer to each different version. This is a great way to check whether there is a typo or a wrong answered question.
If you are satisfied with the quiz content, now it is time to release the quiz to all students. Go to main menu and click item B4:

B. Quiz/Test Content (questions)

- **B4. Step 4 of 4. Release quiz/test to students.**
- B5. Take quiz/test as a dummy student.
- B6. Check everything for all quiz/tests.
- B7. View an archived quiz/test.

On the next page, choose the right options and click Next:

You can (a) configure a new quiz or (b) re-configure an old quiz. Please select one quiz.

- **Quiz 00**

You can select proctored or unproctored.

Next

On the next page, you will have the chance to enter the points. If you distribute evenly, then you leave 0 at every box, otherwise enter the points you have planned for each question in each box. It is done manually for the moment. (It will become a better feature in the future.) After you are done with the points, click Next:
Now specify the number of points for each question. To give equal points to all questions, put a 0 in each box.

Hint: Use your tab key to jump to the next box.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
<th>Question 4</th>
<th>Question 5</th>
<th>Question 6</th>
<th>Question 7</th>
<th>Question 8</th>
<th>Question 9</th>
<th>Question 10</th>
<th>Question 11</th>
<th>Question 12</th>
<th>Question 13</th>
<th>Question 14</th>
<th>Question 15</th>
<th>Question 16</th>
<th>Question 17</th>
<th>Question 18</th>
<th>Question 19</th>
<th>Question 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Next

The quiz is complete and ready for the students to work upon. All the deadlines, the number of attempts, and other rules such as not showing the right answer but just the student answer, are inherited by the CANVAS setup. If you extend the deadline in CANVAS, it will be updated in CCS shortly after. You can extend deadlines for specific students, and CCS will provide that extension to that student:

All questions will be equally weighted.

Success.

To proceed, click Main Menu above.
You should follow the same steps if you want to copy the content for a test. **Make sure you select “proctored” option for tests, otherwise your students will your test before being administered.**

### Uploading a zip file for quiz/test content

Click item B2, and on the next page, click the option to upload a zip file. Choose target to be Test 1 assignment to be uploaded and click Next:

![Upload zip file](image)

**Clobber**

Use this only if you are asked.

**Source**

- Option 1: Copy a quiz/test which exists already in CCS.
- **Option 2: Upload a zip file.**
- Option 3: Copy a quiz/test from CourseWare archives.

**Target (the quiz/test you want to create)**

Test 1

[Next]

Then click the link to upload a file from your computer:

![Upload file](image)

We are creating this quiz/test: ‘Test 1’ (45755).

Use the browse button below to select your zip file. Then click Next. Allow up to four minutes for processing.

[Choose File] No file chosen

[Next]
After you choose the right file, click Next, and wait until the upload takes place:

You will get the upload confirmation. You should see a message as follows:

Success

I assigned an equal number of points to each of the questions in your upload. If you need something different, please email hjward2@central.uh.edu.

Go back and go to main menu to continue with item B3. Click item B3 to go to next page:

Click Next to check the content and if all is good, proceed with item B4 to release to the student. It is very important to be careful on this step. Make sure you select proctored for all tests:
You can (a) configure a new quiz or (b) re-configure an old quiz. Please select one quiz.

Test 01

- proctored
- unproctored

Next

After you click Next, you will be given the option to enter the points for each question. If you have an exam with free responses, you should enter 0 for the free response problems and you should enter point values for the rest of the problems:

<table>
<thead>
<tr>
<th>Question</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question 1</td>
<td>6</td>
</tr>
<tr>
<td>Question 2</td>
<td>6</td>
</tr>
<tr>
<td>Question 3</td>
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<td>Question 8</td>
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<td>Question 9</td>
<td>6</td>
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<tr>
<td>Question 10</td>
<td>6</td>
</tr>
<tr>
<td>Question 11</td>
<td>6</td>
</tr>
<tr>
<td>Question 12</td>
<td>6</td>
</tr>
<tr>
<td>Question 13</td>
<td>0</td>
</tr>
</tbody>
</table>

Now specify the number of points for each question. To give equal points to all questions, put a 0 in each box.

Hint: Use your tab key to jump to the next box.

Next
If your test does not have free response, and all questions are equally evaluated, then leave 0 and click Next to submit your settings.

This is the message you will get after you click Next:

Please contact CASA administration to arrange scheduling for this proctored test.
As of Feb 2023, this is Minh Nguyen, Samantha Stark, or Patrick Daniel.

To proceed, click Main Menu above.

Copying from formal CASA Courseware Archives

Another option to install content for your quiz/test is to choose option 3. If your quiz/test is not in CCS or you do not have any zip file for it, then you should go with option 3. After you click item B2, choose option 3 and the target assignment, say Practice Test 1, and click Next:
Then you will be directed to this page. If you do not see any option to select, you should email Herbert Ward and ask him to copy content from an old course in CASA:

![CASA Campus Services](image)

We are creating this quiz/test: ‘Practice Test 1’ (45763).

If the zip file is not in the drop down, send email to hjward2@uh.edu.

There are no installed zip files for your course (2023SU_MATH2414).

Click Next and wait 1-5 minutes.

![Next](image)

Then after he uploads the content, you should proceed similarly as you do with quizzes in item B3 and item B4 to release to the students.

This is all how copying/uploading of quiz/test content works. **Never forget to make your tests proctored.**

You can always check the uploaded quiz by using item B5 and complete that quiz as dummy student. This will give you an idea whether all is set properly along with the point system.
Checking the quiz/test configuration status.

If you have a lot of quizzes and other assignments that will be completed in CCS, it is easy to lose track of what quizzes/tests we have configured/released so far. Therefore, item B6 is a very important tool from this aspect. Go to main menu, and click item B6:

B. Quiz/Test Content (questions)

- B5. Take quiz/test as a dummy student.
- B6. Check everything for all quiz/tests.
- B7. View an archived quiz/test.

Then you will be able to see the following (an example from a Spring 23 course):

<table>
<thead>
<tr>
<th>name</th>
<th>proctored tests: dates</th>
<th>in scheduler as a proctored test</th>
<th>released to students</th>
<th>number of questions</th>
<th>time limit (minutes)</th>
<th>due</th>
<th>until due (days)</th>
<th>allowed attempts</th>
<th>testing center</th>
<th>ID</th>
<th>proctored tests: mins</th>
</tr>
</thead>
<tbody>
<tr>
<td>BonusHW</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>9</td>
<td>0</td>
<td>Sat Apr 15 23:59 2023</td>
<td>paid due (or no due date)</td>
<td>2</td>
<td>?</td>
<td>41662</td>
<td></td>
</tr>
<tr>
<td>FinalExam</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>0</td>
<td>110</td>
<td>Tue May 9 23:59 2023</td>
<td>11.44</td>
<td>1</td>
<td>GRR</td>
<td>7320</td>
<td></td>
</tr>
<tr>
<td>PracticeTest</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>36</td>
<td>100</td>
<td>Thu May 4 23:59 2023</td>
<td>6.44</td>
<td>10</td>
<td>not proctored</td>
<td>5155</td>
<td></td>
</tr>
<tr>
<td>PracticeTest 01</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>18</td>
<td>100</td>
<td>Sat Feb 18 23:59 2023</td>
<td>paid due (or no due date)</td>
<td>20</td>
<td>not proctored</td>
<td>4693</td>
<td></td>
</tr>
<tr>
<td>PracticeTest 02</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>20</td>
<td>100</td>
<td>Sat Mar 11 23:59 2023</td>
<td>paid due (or no due date)</td>
<td>10</td>
<td>not proctored</td>
<td>5165</td>
<td></td>
</tr>
<tr>
<td>PracticeTest 03</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>21</td>
<td>100</td>
<td>Tue Apr 18 23:59 2023</td>
<td>paid due (or no due date)</td>
<td>10</td>
<td>not proctored</td>
<td>5157</td>
<td></td>
</tr>
<tr>
<td>Quiz 00</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>20</td>
<td>75</td>
<td>Sat Jan 21 23:59 2023</td>
<td>paid due (or no due date)</td>
<td>2</td>
<td>not proctored</td>
<td>4794</td>
<td></td>
</tr>
</tbody>
</table>

If an assignment is not built in yet, you will see red squares, and if the assignment is built and is released to the students will not have any red squares. For example, we have configured Quiz 00. From this table, you should plan what to do next. For example, we have to upload the final exam for that class.

Finally, item B7 gives the instructor an opportunity to have a look at the archived quiz/test content before they upload to their own class.
**STEP 5: GRADED ASSIGNMENTS AND GRADE DOWNLOAD**

*(You should skip this step if you do not use CCS platform for quiz or test content)*

The students will be working on the assignments til the deadline. If you want to have a look at a graded attempt of the student when they ask questions, you can use Section E for this purpose.

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**A. Information on Integrating CCS with Canvas**
- A1. Instructions on using Canvas and CCS.
- A2. Essential Information about Assignments.

**B. Quiz/Test Content (questions)**
- B5. Take quiz/test as a dummy student.
- B6. Check everything for all quiz/tests.
- B7. View an archived quiz/test.

**C. EMCF**
- C1. Step 1 of 3. Create and release to students.
- C2. Step 2 of 3. Enter the key.
- C4. View, re-configure, or delete an existing EMCF.

**D. Textbook**
- D1. View the textbook.

**E. Grades**
- E1. View graded quiz attempts and completed tests.
- E2. Download quiz/test grades for upload to Canvas.
- E3. View the status of course evaluation for each student (slow, allow 1-2 minutes).
- E4. Download bonus points for submission of course evaluation.
- E5. View quiz/test analysis.
- E6. View quiz/test analysis for all sections (coordinators only).

**F. LGC (letter grade calculator)**
- F1. Check Canvas set-up.
- F2. Check grade sync, CCS vs Canvas (this is slow, allow 1-2 minutes).
- F3. Set drop type.
- F4. Create a new LGC run (includes the registrar's file).
- F5. View an existing LGC run.
- F6. View the pass rate for all sections (coordinators only).

**G. Miscellaneous**
- G1. View section info (teachers, number of students, etc).

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**View Graded Quizzes or Tests**

Click **item E1 in Section E**, then select the quiz or test you want to view. On the next page, choose the student of interest, and follow on the next page to find all attempts of this particular student. Click one of the attempts and you will be able to see their work.
Download Graded Quizzes or Tests

Click **item E2 in Section E** and proceed. On the next page, choose the quiz you want to download and choose full grade to download, then click Next:

![Image of CCS Campus Services]

Please select the assignment from the drop-down list to download grades. For quizzes, tests, or EMCF assignments, choose the full grade option below. For practice test, choose the 5% bonus grade option. Click Next, wait 10-40 seconds, and then check your downloads folder (this page will not change).

- **Quiz 21**
  - Full grade
  - 5% bonus grade

The Quiz 21 grades csv file will be downloaded promptly. Then go to CANVAS gradebook, choose Actions and import the grades following the steps as explained in [Gradebook instructions](#).

**Important Note**: Use the 5% bonus grade option only for practice test grade downloads. If a student receives 100 in a practice test, then they will receive 5 points as bonus for their corresponding test. We upload these points in CANVAS Gradebook.

**Tip**: Downloading the grades and uploading them in CANVAS help the student be more aware of his work throughout the semester. It is a manual process and not very pleasant, but doing this process regularly and consistently (once a week at least) will provide great benefits for your students.

**Viewing the Performance of Students in each Assignment**

If you want to check the test average of the students after they take a test, then use item E5. After you click this item, on the next page choose the test you want to check (or even a quiz if necessary), and proceed to see a detailed analysis of the test.
You will be able to see the average of the test and the performance of them in each question of the test. Here is a screenshot of how it looks like:

If you have coordinator privileges, then you will have the right to see the overall averages of the tests or quizzes for each section of same course in one single page. This will help the coordinator to analyze and move forward to make necessary changes for better assessments in the future semesters. The coordinator will be able to access such data through item E6.
**STEP 6: CANVAS GRADEBOOK AND GRADE UPLOAD**

The Gradebook helps instructors easily view and enter grades for students. Depending on the Grade display type, grades for each assignment can be viewed as points, percentage, complete or incomplete, GPA scale, or letter grade. Only graded assignments, graded discussions, graded quizzes, and graded poppers that have been published display in the Gradebook. Not Graded assignments are not included.

The default view in the Gradebook is to view all students at a time, but you can also view students individually in the Gradebook Individual View. However, Individual View currently does not support all settings and options from the Gradebook.

The following keyboard shortcuts are supported in the Gradebook:
- **S**: Sort the grid on the currently selected column. Student name and Notes columns sort alphabetically. Other columns sort by grade (low to high).
- **M**: Open the menu for the currently selected column.
- **Esc**: Close the menu for the currently selected column.
- **G**: Open the Assignment Detail page for the currently selected assignment.
- **C**: Open the Grade Detail tray for the currently selected assignment.

**Note**: If your course includes multiple graders, please note that once you open the Gradebook, all existing Gradebook data is stored in the browser until the page is refreshed. Grades are not dynamically updated with any changes made by other graders in the Gradebook or in SpeedGrader. After the browser is closed, the grade changes update.
**View Gradebook**

To access the gradebook, click Grades on the left side course navigation column.

![Gradebook Interface](image)

The Gradebook includes global sorting options and settings you can use to organize your gradebook [1], student data [2] and assignment data [3].

The Gradebook supports keyboard shortcuts. To view the Keyboard Shortcuts menu, click the **Keyboard** icon [4] or press the Shift+Question Mark keys simultaneously.

**View Gradebook Menu**

![Gradebook Menu](image)

The main Gradebook allows you to see all students, assignments, and grades. In the Gradebook menu, you also switch between several options as available at any time.
**Individual View** allows you to assess one student and one assignment at a time and is fully accessible for screen readers. Individual View currently does not support settings and options from the Gradebook.

**View Gradebook Actions Options/Importing Grades**

To bulk manage student grades in the Gradebook, you can also **import grades** and export grades. Currently the Gradebook Export CSV file data includes all Gradebook data regardless of filtered or sorting options.

If you are using CCS for assignments, you will be using the import feature very frequently. On the Gradebook page, click **Actions** and select **Import**.
You will be directed to this page:

Click Choose File, find the csv file downloaded from CCS in your computes and attach the file. Click **Upload Data** and **Save Changes**. Your upload is complete.

**Note:** You can upload any other file that contain your students’ grades. You need to make sure that you have the template that CANVAS recognizes. You can download the whole gradebook from Actions and use that template for grade uploads. You just have to add a new column each time.
CONCLUSION

These are some basic rules to get you all set up and have a smooth transition to using CANVAS and CCS for your course. As time passes, by exploration and by asking your colleagues, you will become a pro in using the features of CANVAS and CCS.

Important Tip: Use the CCS student edition of your course to understand how a student views the course content on CCS:

Always feel free to ask CANVAS questions to Blerina Xhabli at bxhabli@uh.edu. For technical issues on CANVAS account, use the Help feature in CANVAS. For technical issues in CCS, feel free to ask Herbert Ward at hjward2@central.uh.edu.

For more help on CANVAS and its features, please check out the official UH CANVAS Resources page: Canvas Training Videos and Resources – Instruction @ UH

For more detailed instructions about how to use CANVAS effectively, you can refer to the full handbook that we have prepared for math department faculty. We have seen great success when we use CANVAS in its full mode and features that provides to us as instructors and to students.

Prepared by Dr. Blerina Xhabli.

Feel free to email bxhabli@uh.edu for more details in each step of this handbook.