Moving to K-State Online powered by Canvas from K-State Online Classic

To Do This...	In K-State Online Classic, You Did This...	In K-State Online powered by Canvas, Try This...	Notes:
Create a template or master course, or create your official course	My Organizer > Create a Course	Start a New Course button iSIS > Faculty Center > Create Course in Canvas button	If you do not see this button in Canvas or KSIS, please contact the IT Help Desk.
Upload a file	Files & Content > Upload > Publish	Use Files to upload and manage content. Use Modules or Pages to present content.	Files is like a storage and organization for instructors. Modules or Pages give you best control over presentation.
Add your syllabus info	Files & Content > Upload > Publish	Use Syllabus > Edit Syllabus Description button	Dates from course assignments, quizzes, & discussions are automatically added.
Add a link	Files & Content > New File > New Link > Publish	Modules > + plus sign > External URL	In Pages, add a link via the Rich Content Editor.
Organize content	Create and arrange files, folders, separators; Publish & unpublish	In Modules and Pages you can organize hierarchically.	Drag and drop to reorder content. Modules support publish dates, prerequisites, & requirements.
Create an online assessment	Assignments > Create Assignment	Use Quizzes > + Quiz button	Quizzes are online assessments with questions and answers taken and graded online. Canvas has more question types and better grading and feedback options than K-State Online Classic.
Create online assignment of some kind	Assignments > Create Assignment	Assignments > + Assignment button	Assignments support all types of user submitted work: discussions, URLs, file uploads, etc. Submission type "On Paper" is the equivalent of K-State Online Classic Manual Assignment.
View/download student submissions	Assignments > Scores page > Download submissions	Go to Assignment page for specific assignment	Bulk download, Speedgrader, and Quiz Statistics are all available here also. Feedback is provided via Grades or Speedgrader.
Provide student feedback	Emails, comments in documents or direct comments	Audio, video or text feedback options are available in all graded work in Canvas	Feedback is provided via options in each column in Grades or via Speedgrader. Canvas also provides a 'Message students who...' option for feedback.
View your students	Roster > filter by section	Use People	You also view Student Groups and see Last Activity in People. Students can use People to see Profiles unless you hide People from Navigation.
View/manage student grades	Gradebook or Scores page	Use Grades or Assignments > Speedgrader	Canvas provides a Notes column, updates by export/import CSV, assignment group weighing among other things.
Edit the course navigation	Course Settings > Installed Components	Use Settings > Navigation tab to rearrange & show/hide menu items	Canvas allows you to add your own Navigation menu items using Redirect Tool App. You can hide all Navigation except for Home & Grades if you use Modules to present all content/assessment and set course Home page to Modules.
Change the course home page	Course Settings > Basic Details/Design Theme/Image	Use Home > Choose Home Page	Canvas lets you set Modules, Syllabus, the Assignment list or a Page you design yourself as the home page.
Send message to entire course/section	Roster or Gradebook > Select All > Email	Use Inbox > Compose > Select Course/section	Inbox is located in the Help Corner - the upper right grey bar. All communication with students about course activity is contained in the Inbox. Like Facebook, you get notifications of new messages but go to Canvas Inbox to view/respond.
Set your own custom semester start and end dates	Semesters & Sections > Custom Semester	Use Settings > Course Details and edit Starts and Ends dates. Check the 'Users can only participate in the course between these dates' option.	Instructors control the access by students to their course with direct control over the Start and End dates. At the start of the term, the course is Unpublished as well and can be Published from the Home Page.
Manage a Scantron assignment	Set up the answer key, imported Scantron results files, and viewed reports	Import Scantron results file into Grades	Scantron support is in active development. Current process: https://kstate.service-now.com/kb_view.do?sys_kb_id=79dd99f33d522100be245c3d74353a95
Combine multiple sections into one course to teach	Added multiple sections to one course	Cross-list your sections in Settings > Sections > Crosslist this section	Follow this step by step guide to cross-list your sections: https://kstate.service-now.com/kb_view.do?sys_kb_id=c37288ce6fb92100f35047dc5d3ee4cb

This document located at http://www.ksu.edu/canvas/help.html

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