

Canvas Instructions

In addition to the course web site, I use Canvas. It is a replacement for Blackboard. This is a brief set of instructions that will help you access the class resources on Canvas.¹ You can access it through the web or with apps on your phone or tablet PCs. My instructions will apply to the web based version of Canvas, but once you see the material on the web, figuring it out on other platforms should be straightforward. I have organized the instructions by activity.

- I) **Course Calendar.** The calendar on canvas includes all event (lectures and review sessions) and assignments for the course. You can view the calendar online or you can link it to your Google or Outlook calendar. On the calendar page, you will click on “Calendar Feed” link to obtain the URL. This will then be pasted into Outlook or Google. The specific instructions are in the help files which are available online.
- A) [Outlook instructions.](#)
- B) [Google instructions.](#)
- The Google calendar link is dynamic. Changes I make to the Canvas calendar will populate to your Google calendar (I have not checked this with Outlook).
- II) **Discussion Group.** I will use the discussion group as a tool to extend our class beyond the limited class time. It is a place for you and I to post question about class, comment about finance in the real world, or ask finance questions that you have always wondered about but never knew who to ask.
- A) **Read existing postings.** To view other’s postings on the Canvas course web site click on Discussions along the menu on the left of the screen. I have created a thread for each major topic. To read the current posting, click on the thread (e.g. Class Logistics). Scroll down to see existing posts. Notice that I have tried to put a heading in bold to help you find topics. Please do the same when you post. You can also use the search function. Note it only works within a thread. If you search or a term in one thread, and it is in another thread, Canvas will not find it.
- B) **Replying to existing postings.** To replay to an existing post (mine or one of your classmates), scroll to the bottom of the post, and click on *Reply*. This will open a dialog box where you can post your question, comment, or answer. Please add a subject and put it in bold. Note, once you open the dialog box there are a set of options above the box, such as formatting (e.g. bold) and the ability to add a link (highlight the text and then click on the unbroken chain icon).
- C) **Adding new posts in an existing thread.** To add a new question or comment to an existing thread, scroll to the top of the thread. Right below the search box, you will see *Reply*. Click on this and a dialog box will open. The instructions are the same as replying to an existing post. Please add a subject and put it in bold. When you are done, click post, and your new post will appear at the bottom by default. If you want to edit your post, go back to the top of your post and click on the three dots

¹ If you are looking for more guidance, try the help link in the upper right corner or the [Student Quickstart Guide](#).

- (and over enthusiastic colon) and you can click on edit.
- D) **Creating your own new topics (threads).** If your question or comment does not belong under one of the current topics, you can start a new thread. Click on the blue +Discussion button. Add a topic title that will be informative and then add your comment or question. Please check the option “allow threaded replies” (and leave the other option boxes unchecked). This allows others to respond as replies to your original posting. I would prefer you put your questions on existing threads, as this makes them easier for me and your classmates to find them. I would not expect any new threads are necessary.
- E) **Notifications.** If you want to be notified when a new reply is added to an existing thread, you need to subscribe to that thread. To subscribe to a thread, Click on *Discussions*. You will see a list of threads (e.g. Class Logistics). Along the left there is a ribbon icon that is white (empty). Click on it and it will turn to green. You are not subscribed and will be notified according to your preferences (see Notifications below).
- F) **Replying by email.** By setting your notifications, you will receive an email when someone else posts a reply on a discussion thread to which you subscribe. If you reply to the email, it will post your reply to the discussion group as a reply to the original posting. Not pretty, but works. If you do this, the subject of the email is discarded. Thus please make the first line of the text of your email the subject of your posting, and if possible make the text bold. Also please delete the text in the email that you are replying to unless it is necessary. It will be posted above your reply on the web.
- III) **Quizzes.** The online quizzes will be complete through Canvas. Remember, you can try the exams as many times as you choose and I will take your highest (most likely your last) score. You can access the quizzes through the Quizzes link (the menu along the left of the screen) or from the calendar listed on the syllabus (front) page. When you are ready, click on the quiz, and then click blue “Take the Quiz” button at the bottom of the page. Be sure to read the full questions in your packet before starting the quiz. The questions on Canvas are abbreviated. You will need a spreadsheet to complete some of the quizzes. The spreadsheets are available under the Pages link (see below).
- IV) **Notifications.** You can have Canvas notify you when there are changes to the Canvas course page. This includes postings to the discussion group. Notifications are set at the account level (you), not at the course level (Petersen’s finance course). To [turn on or modify your notifications](#) click on Account (this is your picture and should be the top entry on the far left, far left, menus). Then click on Notifications (Under Profile and Settings).
- A) **Contact address.** Canvas already has a default email for you. If you want to add other email addresses or other methods to contact you (cell phone number for texts), you can do this. On the menu to the left, click on Settings. Search for *Ways to Contact*. Under this you will find *Email Addresses* (add email addresses) and *Other Contacts* (add cell numbers). When done, click on Notifications before proceeding to the next step.
- B) **Notification timing.** Once you have entered your email address, you can then turn on (or off) notifications for a list of Canvas resources (e.g. the discussion group).

You will see a column for each outbound method (e.g., email address). Check “Discussion” to be notified when new threads are added to the discussion group and check “Discussion post” to be notified of new postings to existing threads which you have already subscribed to. Finally, you can select how often you want to be notified. You have four choices: ASAP (check), daily (clock), weekly (calendar), or never (X).

- C) **Subscribe to Discussion Threads.** If you have not already subscribed to discussion group threads, to back to the discussion group
 - D) **Canvas App.** There is also a Canvas app that you can install on your phone. It is available for both [Apple](#) and [Android](#). In my experience it is limited, but I find it useful as it will notify me of postings when I am not on email. Your call.
- V) **Files.** The files tab contains all files that have been uploaded to the Canvas course web site including those that have been uploaded as attachments to discussion group postings. There are several subdirectories under the Files link. The Packet directory contains the packet excluding copy written material.² The Articles directory includes any articles that are part of the packet and are available in the University system. I will post most files from the discussion group in the Discussion Group directory. If you attach a file to a discussion group posting it will appear under the Unfiled directory.
- VI) **Groups.** It is possible to set up groups in Canvas. I have done this in classes where the groups are pre-assigned. In classes where you form your own groups, you can establish your groups.
- A) **Setting up groups.** If groups are not pre-assigned in the class, you can set your own groups up for studying and assignment submission (see the syllabus for restrictions on group size). I have created blank groups. To see these and sign up for a group, click on People, and then View User Groups. You will see a list of groups you can join. I ask that you decide to set up your groups and then join online.
 - B) **Group resources.** Groups can create their own discussion group, files, pages, and calendar. I don’t know how these features will be used, so I mention in case it is useful. If you find a valuable use, please let me know. For example, there is a web conferencing feature that I have not figured out, but am curious it is good way for you to collaborate or to have remote office hours with me.

² The entire contents of a directory, such as the packet directory, can be downloaded in one step. To do this, find the icon to the right of the “Add Files Add Folder Directory.” Clicking on this icon, will place all of the files in the directory in a zip file and then download it.