A Dozen Important Things to Know in the Transition from K-State Online Classic to K-State Online Canvas

1. K-State’s collection of tools is still called K-State Online: K-State Online will continue to be located at http://online.ksu.edu. During the upgrade when both Classic and Canvas are available, the site at http://online.ksu.edu will provide information and links to both K-State Online Classic and Canvas. The K-State Online Canvas direct URL is http://k-state.instructure.com. To easily access your courses and links to K-State Online sign into K-State Connect by going to the K-State homepage and clicking the Sign-in button. K-State Connect has a single Online Courses widget that contains the proper links to each course for the students, depending on where the course is located.

2. Course creation is different: In K-State Online Classic, instructors manually created the courses and added class numbers to trigger an integration with KSIS for roster updates and Copy Grades to KSIS. In K-State Online Canvas, all official courses in KSIS will be automatically created, at the section level, and be available and waiting for the instructors of record assigned to them. They will already have the class number in them and will automatically synchronize drops/adds for students and instructor roles from KSIS. It will also be setup for the end of term Copy Grades to KSIS feature. You can still create your own courses via the Start a New Course button for use as a template course or for administrative purposes. Instructors are encouraged to create template courses on their own to make it easy to update by copying the template into the official courses created by KSIS. Canvas makes this application of past work or a curated template easy. If you do not have the Start a New Course button on your Canvas dashboard, please contact the IT Help Desk.

3. KSIS integration and drop/add, incompleted and concluding students: As mentioned above drop/adds and Copy Grades to KSIS will be setup automatically. Students who drop will lose access but their information is still in the course for instructors to review. Incomplete students will retain access if no grade is given in KSIS, however the instructor may need to extend assignments, etc. for students to access. Like as in Classic, students gain access to their courses about a week before first day of classes and keep them for about 10 days after the last day of finals.

4. Multiple sections taught as one course: As mentioned above, courses in Canvas are created at the section level. If you want to combine your sections so they can be taught as a single course you can, like as in Classic, move several class numbers together into a single course. Canvas calls this crosslisting and the IT Help Desk can assist you in doing this until you become comfortable.

5. K-State Online Canvas Notifications and Inbox: In Classic, all notifications and messages between students and instructors was done via email. You selected people in the Roster tool, composed a basic email in Classic and then it was handed over to K-State’s email system. K-State Online Canvas has an Inbox. You go to the Inbox to send and receive messages with your students. This keeps your communication about the course, student grades, etc. archived within K-State Online and in the context of your course instead of in your email inbox. K-State Online Canvas then sends out a notification (by default this notification goes to your K-State email address) letting you or the student know you have a message in the K-State Online Inbox. You can even reply to that message in your regular email and it will go back properly to K-State Online Canvas. You do not need to do anything to notify your students. K-State Online Canvas creates notifications of activity to help keep you and your students in touch with what you should/could be doing. Unlike K-State Online Classic where you had one way to communicate and it was email, Canvas will let the individual decide where and when they will be notified about activity. By default we have set it to notify everyone at their K-State email address but one can add text messaging, LinkedIn, Twitter, other email address, etc., so they can be notified where they will be most likely to see it. This puts the control in your hands and allows you to decide how to be notified so it works for YOU.

6. Using Textbook company material or 3rd party web tools: In Classic, if you wanted to import content or questions from a textbook provider or use a specific 3rd party tool or useful web feature, it required ITS to code that into the system. In Canvas, instructors can easily import content from outside sources or integrate 3rd party web tools their courses themselves via the Course Settings.

7. Math, graph, formulas, symbol and foreign language support: Classic really didn’t support any of these things and Canvas has built in tools for complex formula questions, displaying symbols and formulas in pages and the interface can be converted into 16 different languages for localization.

8. Easy feedback: Classic did not support ways to provide feedback to students outside of a few comment tools or requiring you to return their documents to them via email. Canvas supports simple creation of audio, video and text feedback in almost all tools and it can be done directly in your web browser with no extra software required. Canvas provides a tool called Speedgrader which makes it simple for instructors to see student submitted work, easily comment and provide feedback and also quickly assign a score (using rubrics even) on a single screen.

9. Mobile application and mobile browser support: K-State Online has worked OK in some mobile browsers. Canvas is designed to work in iOS and Android in mobile browsers and also has an app in the Google Play and Apple App Store for Canvas for students and instructors (Instructure by Canvas app) and instructors (Speedgrader) to make it even easier to do the specific things you want, while you are on the go.

10. Great help and training from iTC: K-State ITS has setup many opportunities for training and they can be found at http://www.ksu.edu/canvas/training/training.html. Most people need one-on-one or fairly personalized help to ensure their specific needs and questions are addressed. Please visit the above training page to find opportunities for the many Walk-in Help Sessions available throughout 2015-16 and to find out how to sign up for a personal appointment for assistance.

11. Storage Quotas: Canvas has storage quotas for users and courses unlike Classic. Most will never need to care about the quota as it is larger then most courses, however, if you are concerned about your course quota, please contact the IT Help Desk and it will be raised. The quotas are:
   • 5 GB for courses. This is far larger than the average class size in Classic
   • 1 GB for student’s file submissions to assignments, discussions, etc.
   • 50 MB for Student Group files per group

   All these quotas can be managed as needed to ensure your course can run properly

12. Video files and streaming video: K-State Online Classic handled its own video management streaming video services. K-State has engaged the services of Mediasite to handle video going forward. Mediasite is integrated into K-State Online Canvas so you can upload and access your course videos inside K-State Online and you can also manage, edit and use those videos in other places such as your portfolio, professional presentations or your own website. Mediasite provides better streaming, more options for use as well as powerful analytics and editing tools. For assistance with video or Mediasite, contact the IT Help Desk or artur@ksu.edu

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