

CANVAS

Setting up assessments



Australian
National
University

Agenda

- 01 Reviewing the assessment structure
- 02 Defining the assessment structure
- 03 Building the assessment structure
- 04 Creating groups and/or sections
- 05 Building the assessment items
- 06 Checking MarkBook
- 07 Setting up Assessments module



Reviewing the assessment structure

Involves:

Identifying the key features of the assessment structure that determines how it will be set up in Canvas.

Includes:

- How many assessments are there?
- Is each assessment discrete or are some assessments linked, e.g. parts 1, 2?
- Are there assessment choices?
- Are there group assessments?
- What are the assessment types?
- Is there cohort specific assessment?



Defining the assessment structure

Involves:

Determining the assignment groups and assessment items to set up in Canvas.

Includes:

- What assignment groups are required?
- What assessment items need to be in each assignment group?
- What assignment group rules are required?
- What allocations are required - are extra sections required?



Building the assessment structure

Involves:

Setting up the assignment groups in Canvas.

Includes:

- Creating the assignment groups
- Setting up the weightings
- Setting up any rules



Creating groups and/or sections

Required if:

You have group assignments or if the auto-created sections are not suitable for your assignments.

Involves:

Setting up a group set and associated groups

AND / OR

Setting up manual sections and assigning students to them



Building the assessment items

Involves:

Setting up the graded items – assignments, quizzes, discussions – in Canvas.

Includes:

- Assignments – points, submission type, group settings, access and dates
- Quizzes – points, quiz tool, question/item banks, dates, durations, answer release
- Discussions – prompt, dates, settings



Checking the MarkBook

Involves:

Confirming settings, assignment groups and allocations

Includes:

- Settings – mark posting policy, assignment visibility
- Assignment groups – check groups and weightings
- Allocations – check student allocations to assignments



Setting up Assessments module

Involves:

Adding all assessment related information to module

Includes:

- Assessment overview
- Support resources
- Assessment items

