

## **Canvas Newsletter 13 April**

Muting an assignment – hiding student marks until grading is complete	1
Setting up notification preferences	1
UoA Ed Tech Hub feature – Canvas Conference for online examination	1
Changes to the Canvas Guides	1
Staff survey	2
Who you can contact for assistance	2
About this newsletter	3

### **Muting an assignment – hiding student marks until grading is complete**

In Canvas, students are notified as soon as you enter their marks into the Gradebook. If you would like to control when the marks will be available for the students, you need to mute the assignment before entering the marks and unmute it once the marks are ready for students to view them. This is especially important when you are entering Final Exam Marks.

When assignments are muted, you can change or edit the marks as many times as you wish without students receiving multiple notifications of the changes on their grades. By default, Canvas allows students to see assignment grades as soon as the instructor has graded or edited the assignment. Please note that once the marks are entered and the assignment is unmuted, the marks will be available to students, even if the assignment is muted again.

Please visit [How do I mute an assignment in the Gradebook?](#) on Canvas Community for instructions on how to mute your assignments.

### **Setting up notification preferences**

In Canvas you can adjust how often you receive email notifications from your courses, using the notification settings. These settings will apply to all of your courses, not to a specific one. Go to Canvas Account > Notifications and choose your preferred notification frequency for: Course activities, Discussions, Conversations (Inbox), Scheduling, Groups, Alerts and Conferences.

### **UoA Ed Tech Hub feature – Canvas Conference for online examination**

The University of Auckland Educational Technology Hub was developed for teaching staff to share how they use technology in their learning and teaching. Among other topics it profiles our community members' use of Canvas features.

In this edition we would like to highlight Louise Carruncan-Wood's video [Canvas Conference for Examination](#). In this video she explains the use of Canvas Conference to conduct online examinations for distance-learning/off-campus students.

### **Changes to the Canvas Guides**

Instructure is updating the Canvas Guides on Canvas Community. On 8 April, content that was shared between users became better defined for each role, so "How do I use the Dashboard?" was replaced with: "How do I use the Dashboard as a student?" and "How do I use the Dashboard as an instructor?" Some additional content was also added to the admin and observer guides.

On Saturday, 22 April, Instructure will implement the following updates on Canvas Community:

- Revised Guides landing page
- Improved Canvas Getting Started page
- Next and Previous links at the bottom of each guide

- Updated Table of Contents pages

## Staff survey

The University wide 6th biennial Staff Survey 2017 will take place from 8 - 19 May 2017. This is an excellent opportunity for permanent and fixed-term employees to share their views and experiences about the environment in which they work and comment on life at the University. This feedback plays an important role in helping the University continuously improve as an employer.

Since the last survey in May 2015, a significant number of projects and initiatives have been undertaken as a direct result of staff feedback. Some projects have had University wide visibility. For example, career development responses in 2015 gave impetus to the Academic Development and Performance Review (ADPR) – an initiative which supports meaningful conversations related to individual development. Another staff triggered initiative saw the introduction of Service Essentials in over 100 of our professional staff teams, aimed at improving team collaboration, communication and project tracking. Similarly 2015-2016 saw an increase in Leadership Development Programmes for Academic Heads and the Professional Staff Leadership teams. Various other health and wellbeing related projects have also been implemented within faculties and service divisions.

Anonymity and confidentiality of all participants is guaranteed by Willis Towers Watson (WTW). We want all participants to be open and honest, this can only be achieved with a guarantee of complete privacy. The survey is administered by WTW online and requires approximately 25 minutes to complete. Staff will have a unique login provided by WTW with the sole purpose of measuring participation rates. Reminders for survey completion will be sent to all eligible staff (fixed term and permanent staff who have been employed for a minimum of 6 weeks).

In 2015, we achieved 68% staff participation, this time we hope to reach the 70% mark! With your feedback, we have the opportunity to positively influence and celebrate our working environment – all feedback counts.

The Vice-Chancellor will share the survey results from 25 July through to 3 August at each of the five campuses.

If you wish to know more about the staff survey we invite you visit the intranet site or contact our staff survey team [staffsurvey@auckland.ac.nz](mailto:staffsurvey@auckland.ac.nz).

We really hope you participate – we welcome your experience and perspective!

“You Speak • We Listen • Let’s Talk”

## Who you can contact for assistance

### Self help

Canvas provides a large variety of online support. You should check the [Canvas Guides](#) as they can answer most of your questions. Also, please consider checking the UoA [knowledge base](#) articles. These have been created based on the questions we have received all throughout 2016. In our [Canvas News & Resources](#) webpage you will find resources we have developed for you. The resources include assistance in developing a Canvas course, using Turnitin in Canvas, submitting final grades and more.

### Online



Online live chat 24/7 – select Chat with Canvas Support from the Help menu (Question mark symbol in the bottom left of your Canvas Global menu)

Report a problem – file a support ticket when you’ve encountered a problem

Get help from a Canvas expert at the [Canvas Community](#)



### **Local assistance**

For local support you can call SSC on 86000 or send a message to [staffservice@auckland.ac.nz](mailto:staffservice@auckland.ac.nz). You can also send us a message via the [Contact Us](#) page at the UoA Canvas website.

### **About this newsletter**

This update supports University staff with using our new Learning Management System, Canvas. If the information is not relevant to you, please contact [staffservice@auckland.ac.nz](mailto:staffservice@auckland.ac.nz) to be removed from the list.