Frequently Asked Questions for Independent Learning Instructors

- How do I log into D2L and Canvas?
  Here are links that you can bookmark on your browser so that you always have them handy:
    - [D2L](#)
    - [Canvas](#)
      **Be sure to choose UW-Madison from the organization drop down menu. Then log in using your NetID and password.

- What is the best way to email students?
  This depends on whether you teach an online or print-based course. If you are still teaching a print-based course or a course in D2L, follow these instructions:
  1. Log into LRMS Partner View at the bottom of this page (see blue arrow for where to click in the screenshot below).
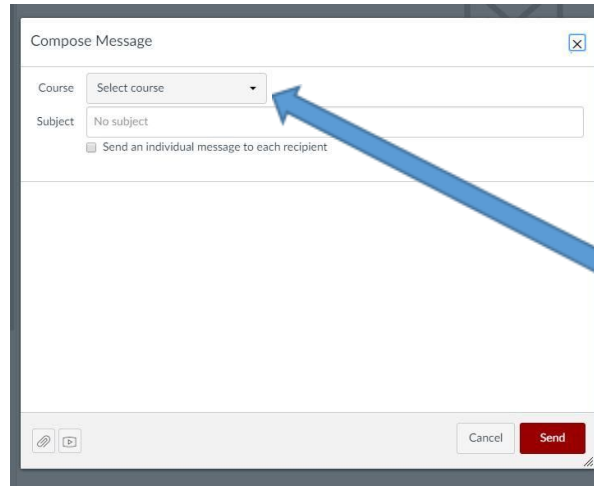

  2. From there you should click on "IL Course/Roster Search." Locate your course and click "Search." From there you can either Export List, which will require that you enable pop-up blockers or Email All Students, which will open up your main email account. If you choose this option, be sure that you are sending the email via your wisc.edu address.
  3. The email function in D2L only works if you email one student at a time. To email the entire group you are better off following the instructions above.

  If you teach a course in Canvas, follow these instructions:
  1. From your Dashboard, click on "Inbox" in the left vertical panel.
 2. Then click on the paper and pen icon in the top panel (highlighted below).

  3. This will open the Compose Message screen (see below). Click on "Select Course" and choose the correct course.

Compose Message

Course	Select course ▾
Subject	No subject
	☐ Send an individual message to each recipient

Cancel   Send

4. Once you have selected a course, click on the Address book icon that appears in the Address line. From there you can select your recipients (teachers, students or individuals). You can attach a document (paper clip icon in lower left) or even leave video or audio feedback (play button icon in lower left).

- How do I receive email notifications when a student submits an assignment or participates in a discussion in Canvas?
  - You need to make sure your notifications are turned on. To do this, follow this set of instructions:

Open Notifications
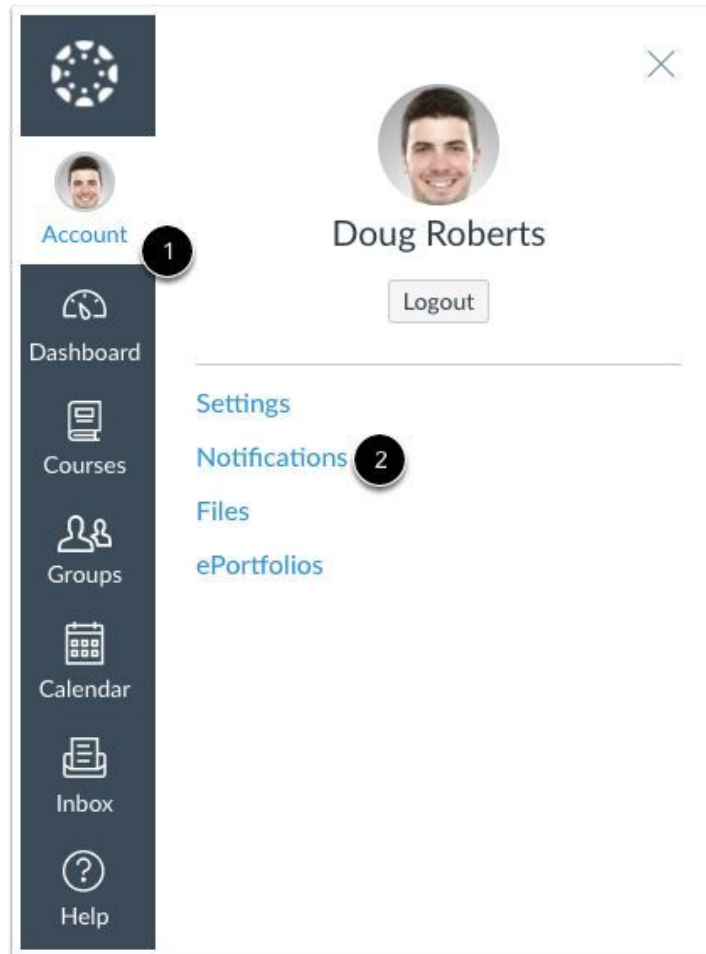
In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Then, once you have clicked "Notifications," you will see a list of categories, the most important of which is "All Submissions" (see below).

Due Date	✓ ⏲ 📅 ✕
Grading Policies	✓ ⏲ 📅 ✕
Course Content	✓ ⏲ 📅 ✕
Files	✓ ⏲ 📅 ✕
Announcement	✓ ⏲ 📅 ✕
Announcement Created By You	✓ ⏲ 📅 ✕
Grading ☐ Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ ⏲ 📅 ✕
Invitation	✓ ⏲ 📅 ✕
All Submissions	✓ ⏲ 📅 ✕
Late Grading	✓ ⏲ 📅 ✕
Submission Comment	✓ ⏲ 📅 ✕
Blueprint Sync	✓ ⏲ 📅 ✕

The green check mark indicates that you want to receive immediate notification. To receive daily notification, click the clock icon. The calendar icon indicates that you prefer weekly notifications.

- ○ This course guide provides even more instructions and screenshots on notifications.

- ● How do I access my students' assignments and leave comments for them in Canvas?
  - ○ Log into Canvas and click on the course you wish to grade. Then follow these instructions:

Open Gradebook

Home

Assignments

Announcements

Discussions

Grades

People

Pages

In Course Navigation, click the **Grades** link.

Then,

Open Comment Window

Student Name	Secondary ID	Articles of Confederation vs. Cons... Out of 10
Boone, Emily History 101 and H	emily.boone.canvas	✓
Doe, Jessica History 101 and H	jessica.doe.canvas@	✓
Johnson, Max History 101 and H	max.johnson.canvas	✓
Jones, Bruce History 101 and H	bruce.jones.canvas@	✗

Locate the student and assignment. Hover over the grade cell and click the **Discussion** icon.

Once you click on that icon you will see any submitted documents, which you can download by clicking the down arrow. Type your comments in the Word document using track changes and save them. If you prefer to use Speedgrader, which is similar to Grademark Turnitin, click on "More details in the SpeedGrader" to open that feature (arrow on the left below).

Add Comment

Jessica Doe ✕

Articles of Confederation vs. Constitution Topic Discussion

Grade: Complete ⇕ out of 10   Update Grade

More details in the SpeedGrader

Add a comment

Post Comment

Type your comment in the **Add a comment** field.

To leave general comments, type in the "Add a comment" box and then click "Post comment" (see blue arrow on the right above)

Another way to leave comments is to click on "More details in SpeedGrader" (arrow on the left above) which will open a new tab with the student's submission and a feedback box called "Assignment Comments" (see below). From there you can also

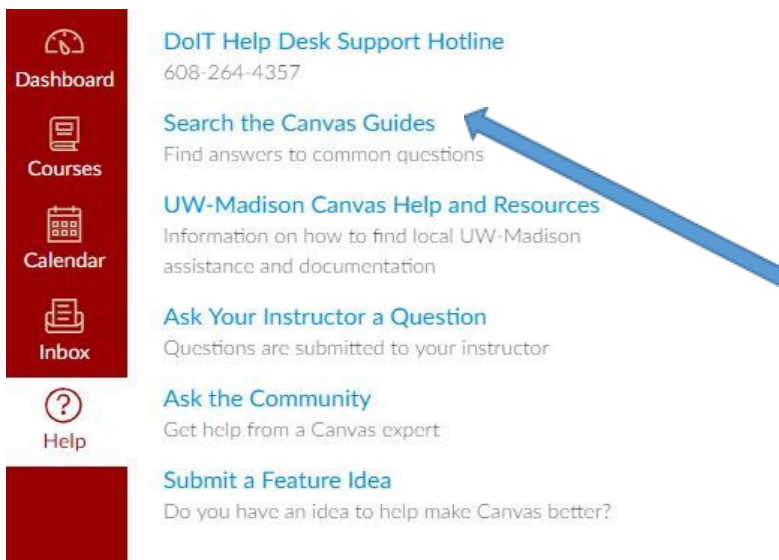download the document and use track changes to provide detailed feedback or type directly into the document that appears in SpeedGrader.

In SpeedGrader, once you have typed your comments, press "Submit." You cannot edit your feedback once it is submitted but you can upload as many comments as you need. You can also attach a document (see the paper clip icon) with your feedback.

Additionally, Canvas has many guides to help both instructors and students use the full capabilities of the LMS. You can find the Guides by going to your Canvas Dashboard and clicking on "Help" in the vertical toolbar on the left side of the page. From there you click on "Search the Canvas Guides." We encourage you to explore here whenever a question arises.

Here are just a few very helpful guides to walk you through the different ways you can leave feedback:

- [This document](#) explains how SpeedGrader works.
- If you want to use SpeedGrader, which is similar to Turnitin Grademark, please read [these instructions](#).
- You can also download the student's submission and leave comments in a Word document using "Track changes." Then upload the file and assign a grade for the submission.
  - [Here](#) you can learn more about how to use the Gradebook.
- Is there a way to create a set of Quickmarks such as those used in Grademark Turnitin?
  - Unfortunately, at this time Speedgrader does not have the ability to create these shortcuts. This is something that Canvas is considering implementing in the future, so if you really want this change to happen, please vote [here](#).
- How do I upload a profile picture to my Canvas account?
  - Please follow the instructions in [this course guide](#).
- Do I post student assignment and exam grades in LRMS Partner View?
  - No, just make sure to post assignment and exam grades in Canvas and D2L. For print-based courses, you should reply to the email you receive from IL and include the grade and attach the student's homework with feedback. CEOEL will take care of sending the information to the student.
  - When a student completes a course, please use the following link to submit the final grade to DCS: https://docs.google.com/forms/d/e/1FAIpQLSf2E6ScwGS5ufOQROIpQ_hu4S9KACcV-LcKfQazhDJQwCHqSw/viewform

Thank you for taking the time to read this document and familiarize yourself with Canvas!