

Collaboration in Canvas

“It is the long history of humankind (and animal kind, too) that those who learned to collaborate and improvise most effectively have prevailed.”

Charles Darwin

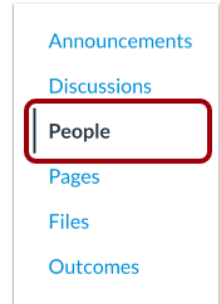
Canvas / Webcourses

Canvas – Student Groups

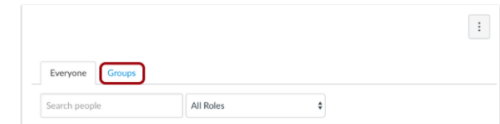
Student Groups in Canvas

- Canvas allows groups for a lot of things: Study groups, discussion groups, collaboration with and without faculty depending on your settings.
- Students can use the discussion tool, they can DM each other using the chat function, and the collaboration tool.
- [Student-created Groups](#) - Students can create their own groups to work together or share resources.
- Students may create an open group where the entire class is free to join or they can restrict it to just those who are invited. If you set up canvas so students can create groups, they can even start a study group in your class!
- **Note:** If you want students to be able to create groups, you **MUST** allow them to see the People tab in your course.

Open People



View Groups



Click the Groups tab

Add Group

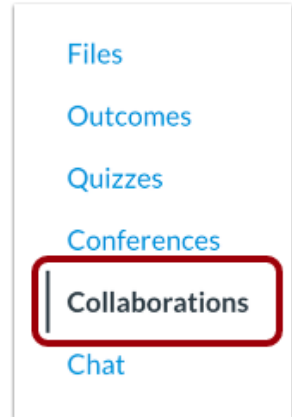


Canvas – Student Collaboration

Open Collaborations

Collaborations Tool

- When students work together on assignments such as papers or projects, they may need a centralized location to store and work on shared documents.
- [The Collaborations tool](#) in Webcourses houses third party document sharing tools, like Google Docs and EtherPad.
- **Note:** If you want students to be able to collaborate, you **MUST** allow them to see the Collaborate tab in your course.



Create Collaboration

Start a New Collaboration

Collaborate using: Google Docs

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

1 Document name:

2 Description:

3 Collaborate With:

Click or tap a user or group in the left.

Canvas – Document Sharing

Document Sharing in Canvas

- **Google Docs:** It allows multiple students to work on a document simultaneously without having to worry about emailing and compiling multiple versions. AND it also has a chat feature so that students can communicate while working together on the document.
Please note that participants will need a Google account to use this tool.
- **EtherPad:** an open source tool that also allows for document sharing and has a chat feature. Unlike Google Docs, it is not password protected, so anyone can collaborate.
- Both students and instructors can [start a new collaboration using Google Docs](#) or [start a new collaboration using EtherPad](#)



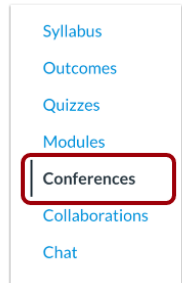
The screenshot shows the 'Start a New Collaboration' interface. At the top, it says 'Start a New Collaboration'. Below that, there's a dropdown menu labeled 'Collaborate using:' with 'Google Docs' selected. A paragraph of text explains that Google Docs is a great place to collaborate on a group project, comparing it to Microsoft Word. A warning note states that users need a Google account. The form has three numbered steps: 1. Document name (with a text input field), 2. Description (with a text input field), and 3. Collaborate With (with a list of users: Boone, Emily; Doe, Jessica; Jones, Bruce; Roberts, Doug). A dashed box on the right side of the 'Collaborate With' section says 'Click or tap a user or group in the left-hand column to add Collaborators.' At the bottom right, there are two buttons: 'Cancel' and 'Start Collaborating' (which is highlighted with a red border and a small black circle with the number 4 next to it).

Canvas – Conferences Tool

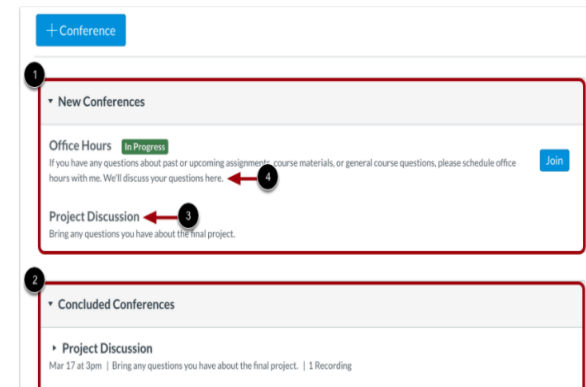
Conferences Tool

- Webcourses has a web Conferencing tool that allows students and instructors to broadcast PowerPoint presentations, documents, or their desktop in real time.
- **Note:** Both students and instructors can [create a new Conference](#)
- **Note:** Creating a conference is a course permission. If you cannot create a conference, your institution has restricted this feature.
- Conferences are synchronous, so all participants must access the conference at the same time.

Open Conferences



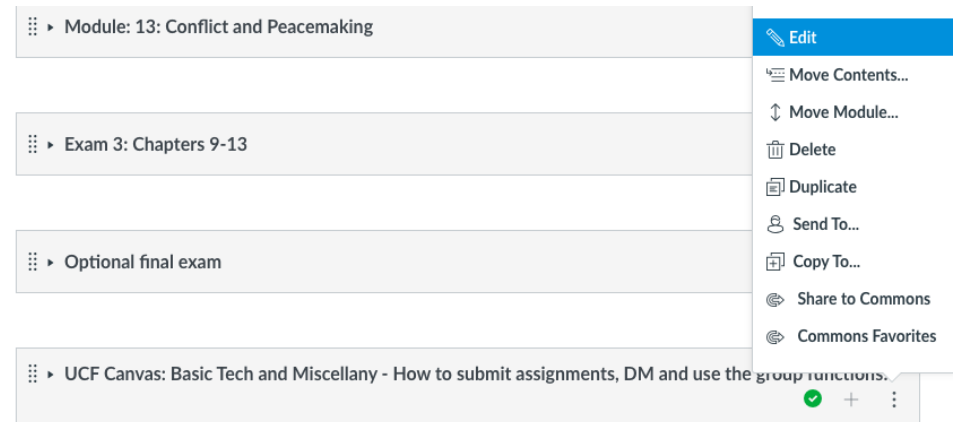
View Conferences



Canvas - Faculty Collaboration

“Send to” Tool

- Webcourses has a “Send To” tool that allows faculty to collaborate by sharing pages and modules easily.
- On the file or module that you want to share place cursor over ellipsis. Click “Send to”.
- You can select multiple individuals to “Send” the pages or modules with.



Send To... ✕

Send to:

Begin typing to search ▼

Cancel Send

Canvas - Faculty Collaboration

- Once you send a file or module, you will see a 1 (or more) above your name in Canvas.
- Select "Shared Content" and the material will be displayed.
- Click the ellipsis under action and you can either, import, preview, or delete the shared information.
- This is a great tool if multiple faculty are working on a module to be shared in multiple classes!

The screenshot displays the Canvas Faculty Collaboration interface. At the top, the UCF logo is visible on the left, and the user profile for Martha Hubertz is on the right, including a 'Logout' button. A vertical navigation menu on the left contains icons for Account, Dashboard, Courses, Groups, and Calendar. The main content area shows a list of navigation links: Notifications, Files, Settings, ePortfolios, and Shared Content (which has a blue circle with the number '1' next to it). Below this, the 'Shared Content' section is active, showing a 'Received Content' area with a gift icon and a table of shared items.

Martha Hubertz

Logout

Account

Dashboard

Courses

Groups

Calendar

Notifications

Files

Settings

ePortfolios

Shared Content 1

Martha Hubertz > Shared Content

webcourses@UCF

Notifications

Files

Settings

ePortfolios

Shared Content

ProctorHub Student

Received Content

The list below is content that has been shared with you. You can preview the content, import it into your course or remove it from the list.

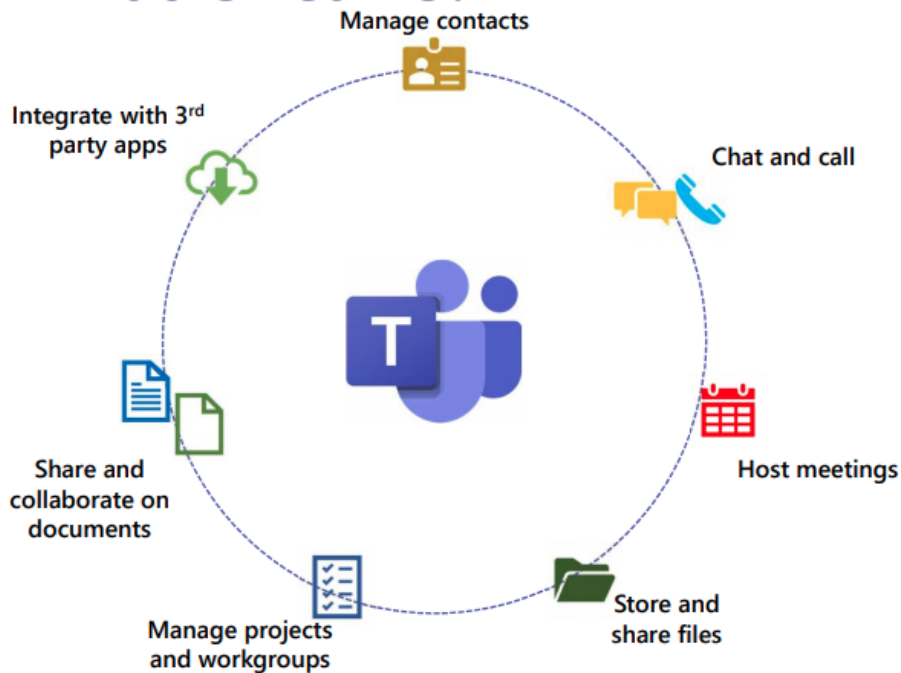
Title	Type	From	Received	Actions
Teaching Innovations	Page	Alisha Janowsky	12:59pm	⋮

Teams and OneDrive

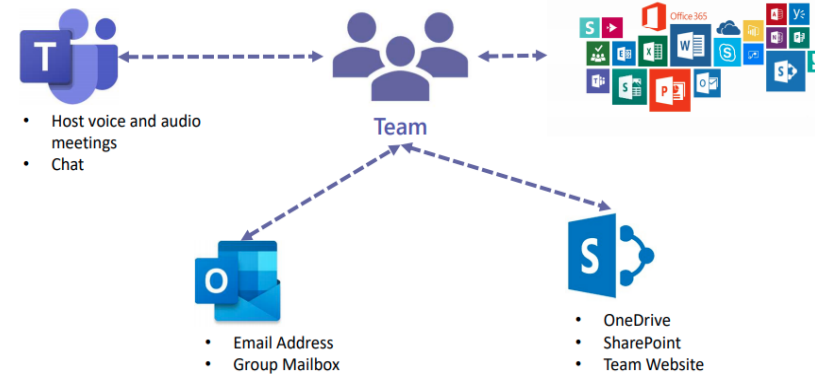
Teams and OneDrive are apps you already have in your UCF Office suite.

Using Teams to Collaborate

What is Teams?

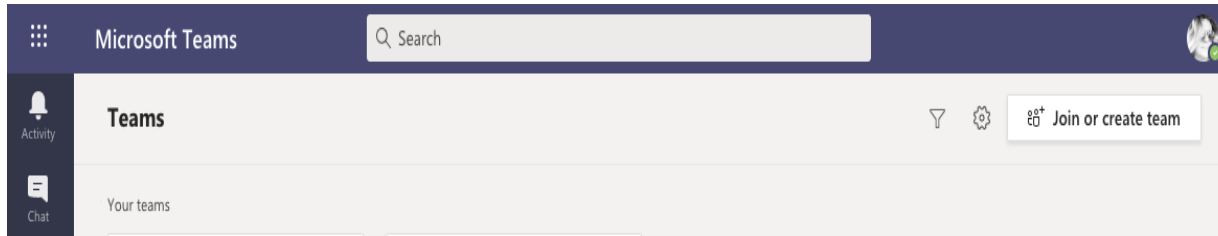


What is Teams?



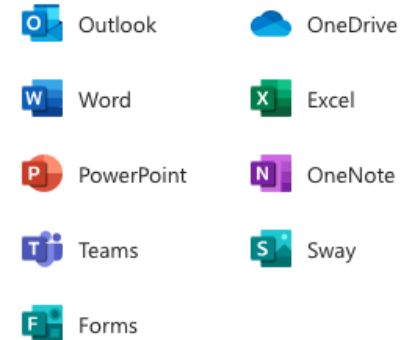
Using Teams to Collaborate

- Under apps, select “[Teams](#)” and it will take you there!
- It will show teams you are already on and you can create a new team as well!
- It has a great chat function as well.
- Teams allows you to chat, send files and schedule meetings!
- Please note it also shows if you are available 😊

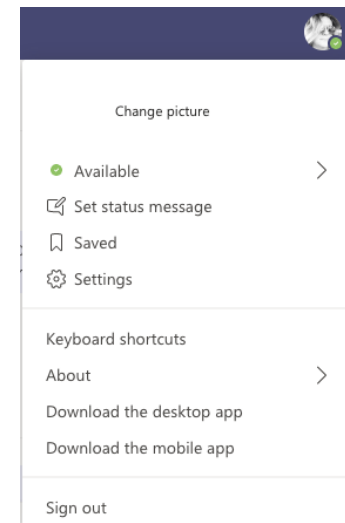


Office 365 →

Apps

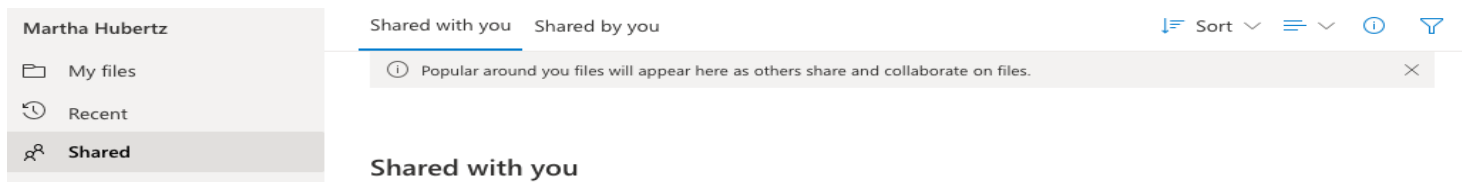
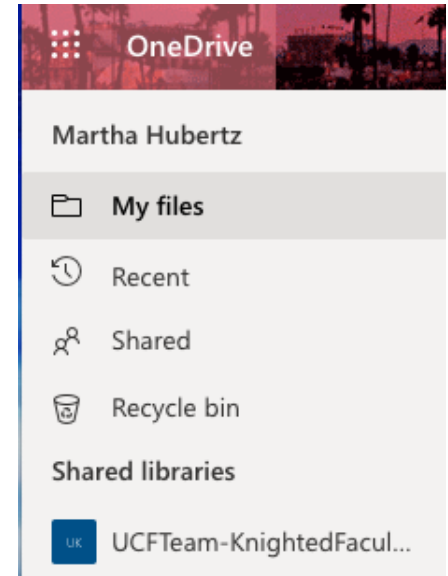


All apps →



Using OneDrive to Collaborate

- In One Drive - You can view and edit files, as well as collaborate with your coworkers, researchers, and external users in real-time.
- OneDrive allows sharing files and folders easily from your desktop or a web browser. It will show teams you are already on and you can create a new team as well!
- Cloud based and enables you to securely share files with colleagues so you can collaborate on projects using Microsoft Office documents
- Is it preferable to share files on [SharePoint in Teams or Team OneDrive?](#) They are one and the same for the team. All documents stored in SharePoint use OneDrive as the storage platform.
- Please note [many departments are transitioning to Teams](#)



**“Alone we can do so little,
together we can do so much.”
Helen Keller**

