

Quick Reference – Adaptive Release

Common Scenarios and Solutions

Below is a list of common scenarios related to controlling the release of content and activities in a course. Instructors may wish to:

1. Allow student to access 2 weeks of content – Use Module options to “Lock a Module by Date”.
2. Restrict the midterm to 72 hours – Use the Date Settings to specify an “Available From” and “Available Until” Date.
3. Hide an instructor-only document – Review the Lock an Individual File options if it is a “File” OR review the Unpublish options if it is a “Content Page”.
4. Restrict the Exam key until a specified date – Review Lock an Individual File options and lock the file by date.
5. Require that students submit a pretest before reviewing the content for the week – Use the Module Options to set a requirement for the pretest and checkmark the box “Students must move through requirements in sequential order”.
6. Require that students view every page within a module before moving to the next module – Use the Module Options to add a “must view the page” requirement for each item in the module, and then add a Prerequisite on the next module.
7. Require that students earn 100% on a Syllabus Quiz before accessing Week 1 - Use the Module Options to add a requirement that students “must earn a score of at least...” to the Syllabus Quiz. Add a Prerequisite on Week 1 that the Start Here module must be completed.
8. Provide access to an assignment, quiz, or graded discussion to a specific student with a different due date than the rest of the class. Review the “Assign” options and add a second set of availability dates to one or more students.

Date Settings on Discussions, Quizzes, and Assignments

When creating a graded item in Canvas (either a Discussion, Quiz, or Assignment), there are several date settings available.

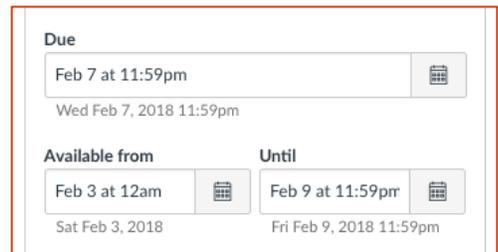
- Due date
- Available from date
- Available Until date

Due date

The due date appears on the Calendar, on the ‘to-do’ list, and flags late submissions in the grading area for the instructor. The Due date will not restrict students from submitting items late.

Available From date

The Available From date will prevent students from viewing the instructions and submitting the item until the date specified.



Due	
Feb 7 at 11:59pm	
Wed Feb 7, 2018 11:59pm	
Available from	Until
Feb 3 at 12am	Feb 9 at 11:59pm
Sat Feb 3, 2018	Fri Feb 9, 2018 11:59pm

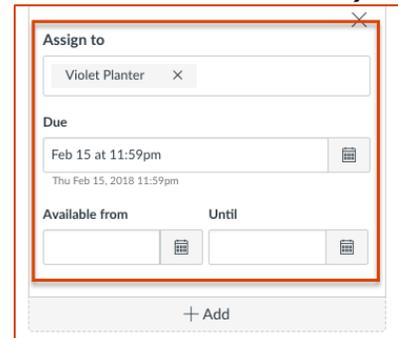


Available Until date

The Available Until date will prevent students from viewing the instructions and submitting the item after the date specified. For Discussions, students and instructors will still be able to view and/or see the discussions that have taken place but they will be unable to add new postings.

Add Alternative Access (Set alternative dates for one or more students)

The +Add option under the availability dates allows the instructor to provide alternative dates of access to one or more students or to assign an assignment to a single student (a makeup exam for example).



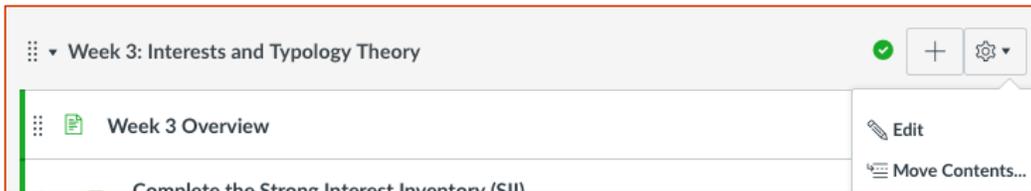
- Select +Add
- Select the student(s) that should have the alternative dates
- Set the dates

Module Options

In Canvas, an entire module and individual items within modules can be released in controlled ways.

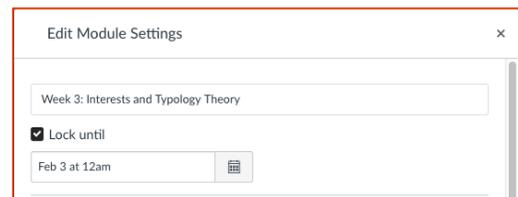
- Lock a Module by Date (start date)
- Lock a Module based on score, submission status, review status
- Require items within a module be completed in order

Module content can be restricted by editing the Module settings. Access this option under the gear icon. Canvas does not yet have a method for releasing content to a specific user or a specific group at this time.



“Lock until”

“Lock until” prevents students from accessing the items within the module until the specified start date. There is no end date for modules so once they are open they are available throughout the term. The items within a locked module will be locked throughout the course.



“Lock a Module based on a REQUIREMENT”

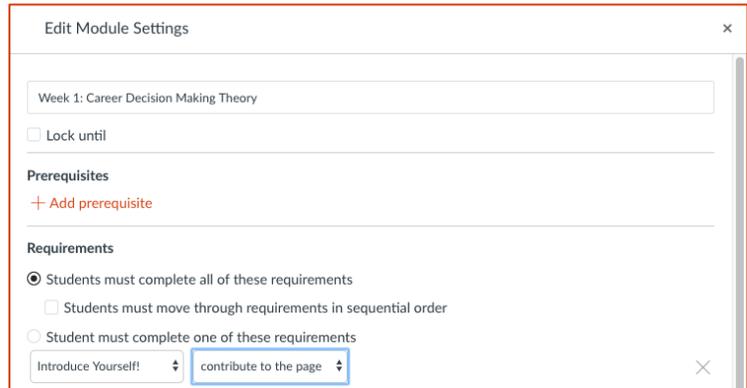
Adding a Requirement prevents students from accessing a module until Requirement(s) have been met in a previous module. Locking a module based on a requirement is a 2-step process. Nothing will happen if **both** steps have not been completed within the course.

Set up a Requirement

Edit the Module Settings and add requirement(s):

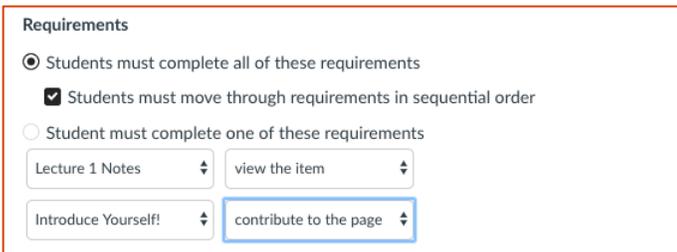


- “View the item” to require students to open and view a Page/File/URL.
- “Contribute to the Page” to require students edit a Page or post to a discussion.
- “Submit the Assignment” to require students to post to a discussion or submit an assignment/quiz.
- “Score at least” to require students earn a specified minimum score on a graded assignment/quiz/discussion.
- “Mark as Done” to require that students click a button on a page deliberately to mark that they have viewed the page (does not work on mobile devices).



(Optionally) Require items within a Module be completed in order

If you select the option that “Students must move through requirements in sequential order”, then parts of each module will be locked down until each requirement is met.



Set up a Prerequisite

A Prerequisite on a module will do NOTHING unless requirement(s) have been set on a previous module.



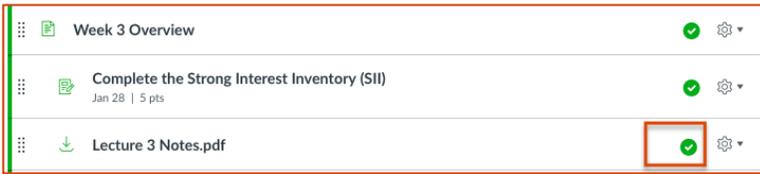
Lock an Individual File

If there is an individual file that students should not view until a certain criteria has been met, the instructor can release an individual file. This option can:

- Hide a file from Files tool at the left only (File still accessible within the course)
- Lock a file to open on a specific date throughout the course
- Lock a file completely throughout the course

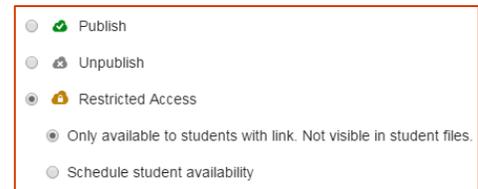
Under the Files area of Canvas at the left, or within a module, the instructor can click on the Publish/Unpublish icon.





Option 1: "Only available to students with link. Not visible in student files"

If an instructor chooses to have the "Files" tool viewable to students (not recommended in an Ecampus course), this can help hide extraneous files (i.e. if you have a banner image you want students to see on the homepage but they don't need to see it in the Files area.)

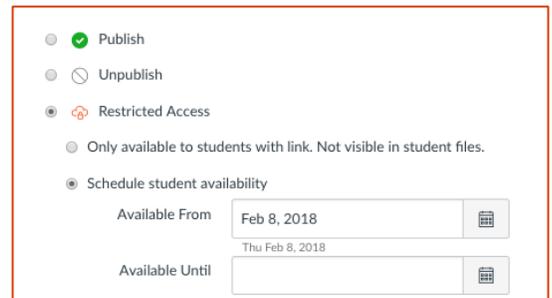


Select the Publish icon next to a file, select Restricted Access, then select "Only available to students with link. Not visible in student files".

Option 2: "Schedule student availability"

This may be an option useful in hiding exam keys that are in a Word/PDF format or a Study Guide that should not be viewable until a certain date.

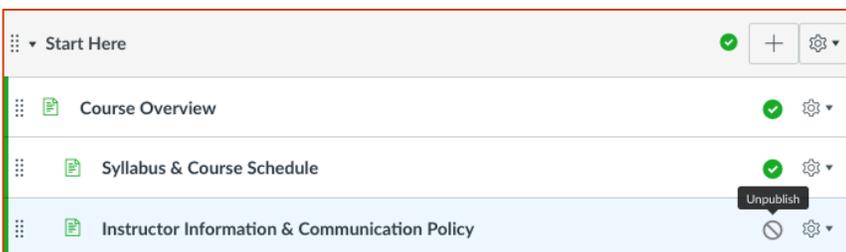
Select the Publish icon next to a file, select Restricted Access, then schedule student availability dates for the file.



Unpublish a Content Page

There is not a way to "Lock" a Content Page in Canvas, however instructors can choose to Unpublish any Content Page within the course.

From within Pages or a Module, instructors can toggle the Publish/Unpublish icon.



Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at <http://learn.oregonstate.edu>.

