



Top 11:  
What Faculty Need to Know to  
Get Up and Running with  
Quercus

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# Outline

- Why Top 11?
- What Top 11?
- From Blackboard to Canvas...



- Why Top 11?

# Faculty of Arts and Science Blackboard Clinic



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**to book a spot: bring your Bb course  
on a memory stick and  
we'll help you set it up!**

- What Top 11?

## ACTIVITY:

Working in small groups, please come up with your own top 11 items, functions or steps that you think faculty need to know to get up and running with Quercus.

## ■ From Blackboard to Canvas...

# Our Top 11 steps to get started in Quercus:

### 1. Adding course content:

- a) Copy/Import content from Bb or Canvas Sandbox (archives in Canvas)
- b) Add new content to a course
- c) Add course syllabus
- d) Add external link

### 2. Set a course home page

### 3. Post Announcements

### 4. Add a Discussion Board

5. View and download class list
6. Enroll TA's or other course staff (so they can help manage/deliver course)
7. Send a message to course participants from within Canvas
8. Make a course available (publish a course)
9. Set up Gradebook
10. Create an Assignment
11. Add a Staff profile



# 1. Adding course content

## a) Copy/Import content from Bb or Canvas Sandbox (archives in Canvas)

The screenshot shows the Canvas LMS interface for a course named 'paulolen-sandbox'. The 'Settings' page is active, with the 'Navigation' tab selected. The left sidebar contains navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The 'Settings' button in the sidebar is circled in red. The main content area is divided into three sections: 'Navigation', 'Outcomes', and 'Files'. The 'Navigation' section allows reordering items like Home, Modules, Announcements, Syllabus, and Discussions. The 'Outcomes' section allows hiding items from students, with a warning that disabling pages will redirect them to the home page. The 'Files' section lists various content types like People, Collaborations, Pages, Outcomes, Files, Grades, Quizzes, Assignments, and SCORM, each with a status and a gear icon for settings. A 'Save' button is at the bottom. On the right, a 'Student View' sidebar lists actions like Course Statistics, Course Calendar, Conclude this Course, Delete this Course, Import Course Content (circled in red), Export Course Content, Reset Course Content, and Validate Links in Content. Below this is a 'Current Users' table.

Account  
Dashboard  
Courses  
Groups  
Calendar  
Inbox  
Help

Home | paulolen-sandbox > Settings

Course Details | Sections | **Navigation** | Apps | Feature Options

Modules

Announcements

Syllabus

Discussions

People

Collaborations

Pages

Outcomes

Files

Grades

Quizzes

Assignments

**Settings**

Drag and drop items to reorder them in the course navigation.

Home	⚙️
Modules	⚙️
Announcements	⚙️
Syllabus	⚙️
Discussions	⚙️

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

People	⚙️	This page can't be disabled, only hidden
Collaborations	⚙️	Page disabled, will redirect to course home page
Pages	⚙️	Page disabled, will redirect to course home page
Outcomes	⚙️	Page disabled, will redirect to course home page
Files	⚙️	Page disabled, will redirect to course home page
Grades	⚙️	This page can't be disabled, only hidden
Quizzes	⚙️	Page disabled, will redirect to course home page
Assignments	⚙️	Page disabled, will redirect to course home page
SCORM	⚙️	Page disabled, won't appear in navigation

Save

Student View

- Course Statistics
- Course Calendar
- Conclude this Course
- Delete this Course
- Import Course Content**
- Export Course Content
- Reset Course Content
- Validate Links in Content

Current Users

Students:	1
Teachers:	3
TAs:	None
Designers:	None
Observers:	None

# 1. Adding course content

a) Copy/Import content from Bb or Canvas Sandbox (archives in Canvas)

The screenshot displays the Canvas LMS interface for a user named 'paulolen-sandbox'. On the left is a dark blue navigation sidebar with icons and labels for Home, Account, Dashboard, Courses, Groups, Calendar, Inbox, and Help. The main content area is titled 'Import Content' and features a 'Content Type' dropdown menu. The dropdown is open, showing a list of import options: 'Select One', 'Copy a Canvas Course', 'Canvas Course Export Package', 'Unzip .zip file into folder', 'Angel export .zip format', 'Blackboard 6/7/8/9 export .zip file', 'Blackboard Vista/CE, WebCT 6+ Course', 'Common Cartridge 1.x Package', 'D2L export .zip format', 'Moodle 1.9/2.x', and 'QT1 .zip file'. Below the dropdown, there is a section titled 'Current Jobs' with the text 'No jobs have been que' and 'Content import files can'.

Account

Dashboard

Courses

Groups

Calendar

Inbox

Help

Home

Modules

Announcements

Syllabus

Discussions

People

Collaborations

Pages

Outcomes

Files

Grades

Quizzes

Assignments

Settings

paulolen-sandbox

## Import Content

Content Type

Select One

- Select One
- Copy a Canvas Course
- Canvas Course Export Package
- Unzip .zip file into folder
- Angel export .zip format
- Blackboard 6/7/8/9 export .zip file
- Blackboard Vista/CE, WebCT 6+ Course
- Common Cartridge 1.x Package
- D2L export .zip format
- Moodle 1.9/2.x
- QT1 .zip file

### Current Jobs

No jobs have been que

Content import files can

# 1. Adding course content

## a) Add new content to a course - Modules

The screenshot displays a course management interface for 'CVS123H5E'. The left sidebar contains a navigation menu with items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Quizzes, **Modules** (circled in red), SCORM, Outcomes, Collaborations, and Settings. The main content area shows a list of modules organized by week. The 'Week 1' section contains three items: 'Welcome', 'Turnitin', and another 'Turnitin' item. The 'Week 2' and 'Week 3' sections are currently empty. In the top right corner, there are three buttons: 'View Progress', 'Export Course Content', and '+ Module' (circled in red). Below the 'Export Course Content' button, the text 'Last Export: Nov 29, 2017 at 1:05pm' is visible.

Week	Module Name	Status	Actions
Week 1	Welcome	✓	+ ⚙️
	Turnitin	✓	+ ⚙️
	Turnitin	✓	+ ⚙️
Week 2		✓	+ ⚙️
Week 3		Complete One Item ✓	+ ⚙️

# 1. Adding course content

## a) Add new content to a course - Modules

The screenshot displays a course management interface for 'CVS123H5F' in the 'Modules' section. A modal dialog box titled 'Add Module' is open, allowing the user to create a new module. The dialog includes a text input field for 'Module Name', a checkbox for 'Lock until', and a 'Prerequisites' section with a dropdown menu currently showing '[ Select Module ]' and a '+ Add prerequisite' link. At the bottom of the dialog are 'Cancel' and 'Add Module' buttons. The background interface shows a sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Quizzes, Modules (highlighted), SCORM, Outcomes, Collaborations, and Settings. The main content area lists modules for 'Week 1' (Welcome, Turnitin, Turnitin) and 'Week 2'. A 'View Progress' button, 'Export Course Content' button, and '+ Module' button are visible in the top right. A 'Last Export' timestamp of 'Nov 29, 2017 at 1:06pm' is also present.

# 1. Adding course content

a) Add new content to a course

b) Add course syllabus

c) Add external link

CVS123H5E > Modules

View Progress Export Course Content + Module

Last Export: Nov 29, 2017 at 1:06pm

Week 1

- Welcome
- Turnitin
- Turnitin
- Week 2 Page

Week 2

Week 3

Complete One Item

# 1. Adding course content

a) Add new content to a course

b) Add course syllabus

c) Add external link

The screenshot displays a course management interface for 'CVS123H5F' under the 'Modules' section. A modal dialog titled 'Add Item to Week 1' is open, allowing the user to add content to the first week of the course. The dialog includes a dropdown menu currently set to 'Assignment', with a red arrow pointing to it. Below the dropdown, there is a list of assignment types: '[ New Assignment ]', 'Assessments' (with sub-items 'Paper 1', 'Test 2', 'Essay proposal no submission', and 'TEst'), 'Weekly Qizzes' (with sub-item 'Essays'), and 'Presentations'. An 'Indentation' dropdown is set to 'Don't Indent'. The dialog has 'Cancel' and 'Add Item' buttons at the bottom. In the background, the course structure shows 'Week 1' with items 'Welcome' and 'Turnitin', and 'Week 2' and 'Week 3' are also visible. The top right of the interface has buttons for 'View Progress', 'Export Course Content', and '+ Module', along with a 'Last Export' timestamp of 'Nov 29, 2017 at 1:04pm'.

# 1. Adding course content

a) Add new content to a course

b) Add course syllabus

c) Add external link

The screenshot displays a course management interface for 'paulolen-sandbox > Modules'. The main content area shows a list of items under 'class 1': 'SMA Copy 2' (10 pts), 'SMA Copy 3', and 'content for the course'. Below this, there is a section for '2' items: 'SMA' and 'SMA Copy'. A modal dialog box titled 'Add Item to class 1' is open, showing a dropdown menu with options: File, Assignment, Quiz, File (highlighted), Content Page, Discussion, Text Header, External URL, and External Tool. The 'Add Item' button is highlighted in blue. The background interface includes a sidebar with navigation options like Home, Modules, Announcements, Syllabus, Discussions, People, Collaborations, Pages, Outcomes, Files, Grades, Quizzes, Assignments, and Settings. The top right corner has buttons for 'View Progress', 'Export Course Content', and '+ Module'. The bottom right corner shows a 'Coming Up' section with the text 'Nothing for the next week'.

# 1. Adding course content

a) Add new content to a course

b) Add course syllabus

c) Add external link

The screenshot displays a course management interface for 'CVS123H5F' in the 'Modules' section. A modal dialog titled 'Add Item to Week 1' is open, showing a list of content types: Assignment, Quiz, File, Content Page (checked), Discussion, Text Header, External URL, and External Tool. Below the list, there is a preview of a 'Welcome' page with a 'Week 2 Page Copy' and a 'Welcome' section. The 'Indentation' dropdown is set to 'Don't Indent'. The dialog has 'Cancel' and 'Add Item' buttons at the bottom. The background interface shows a sidebar with navigation options like Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Quizzes, Modules (selected), SCORM, Outcomes, Collaborations, and Settings. The main content area shows a list of modules for Week 1, including 'Welcome' and two 'Turnitin' items. The top right of the interface includes buttons for 'View Progress', 'Export Course Content', and '+ Module', along with a 'Last Export' timestamp of 'Nov 29, 2017 at 1:04pm'.

# Course entry page: Announcement vs Home Page

The screenshot displays a web browser window with the following elements:

- Browser Title Bar:** Blackboard Learn - Mozilla Firefox
- Browser Address Bar:** https://portal.utoronto.ca/webapps/portal/frameset.jsp?tab\_tab\_group\_id=\_2\_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftyp
- Page Header:** LEARNING PORTAL UNIVERSITY OF TORONTO. User: Kenneth Berry. Navigation links: My Page, Community, Content, System Admin.
- Page Sub-Header:** Announcements. Edit Mode is: OFF.
- Left Navigation Menu:**
  - Art-Sci-Doc (Art Sci Documentation)
  - Home Page
  - Announcements
  - Tools
  - My Grades
  - Contacts
  - Library Resources
  - COURSE MANAGEMENT
    - Control Panel
    - Content
    - Course Tools
    - Evaluation
    - Grade Center
    - Users and Groups
    - Customization
    - Packages and Utilities
    - Help

The main content area is titled "Announcements" and is currently empty. At the bottom left, there is a "Quick Unenroll" button.

## 2. Set a course home page

CVS123H5F > Modules

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Quizzes

Modules

SCORM

Outcomes

Collaborations

Settings

### Recent Announcements

> Upcoming Events	Nov 29, 2017 at 3:58pm
> This is my first announcement	Nov 21, 2017 at 4:29pm

View Progress

Export Course Content

+ Module

Last Export: Nov 29, 2017 at 1:06pm

### Week 1

Welcome	✓
Turnitin	✓
Turnitin	✓

### Week 2

Week 2 Page	✓
Week 2 Page Copy	⊘
Header 1	✓
Gmail	✓

### Week 3

Quiz 1	Complete One Item ✓
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Choose Home Page

View Course Stream

New Announcement

View Course Analytics

### To Do

- Grade Essay proposal no submission  
100 points • Nov 30, 2017 at 11:59pm

### Coming Up

Nothing for the next week

### Recent Feedback

Nothing for now

# How to... Create an Announcement

The screenshot displays the Blackboard Learn interface in a Mozilla Firefox browser. The browser's address bar shows the URL: `https://portal.utoronto.ca/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse`. The page header includes the University of Toronto Learning Portal logo and navigation links for 'My Page', 'Community', 'Content', and 'System Admin'. The user is identified as 'Kenneth Berry' with a 'Logout' option. The main content area is titled 'Announcements' and features a 'Create Announcement' button, which is circled in red. Below this button, a dashed line indicates where new announcements will appear, followed by the text 'No Announcements found.' The left sidebar contains a navigation menu with categories like 'Art-Sci-Doc (Art Sci Documentation)', 'Course Management', and 'Course Tools'. The 'Course Tools' section is expanded, and 'Announcements' is also circled in red. At the bottom of the page, a JavaScript snippet is visible: `javascript:designer.toggleEditMode('javascript:addAnnouncement000674558_1','designer')`.



- Journals
- Rubrics
- Send Email
- Tasks
- Tests, Surveys, and Pools
- UT Manage Groups
- UT Manage Users
- Wikis

- Evaluation
- Grade Center
- Users and Groups
- Customization
- Packages and Utilities
- Help

Quick Unenroll

Save as Reusable Object

## 2. Web Announcement Options

Not Date Restricted

Date Restricted

Select Date Restrictions

Display After 09/05/2012 05:05 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 09/06/2012 05:05 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Email Announcement

Send a copy of this announcement immediately

Students are still notified of this announcement even if this option is not selected.

## 3. Course Link

Click **Browse** to choose an item.

Location

## 4. Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Submit

# 3. Post Announcements

The screenshot displays a course management interface for a user named 'paulolen-sandbox'. The page title is 'Announcements'. On the left sidebar, the 'Announcements' menu item is highlighted with a red circle. In the top right corner, a '+ Announcement' button is also circled in red. The main content area features a search bar with the placeholder text 'Search title, body, or author' and an 'Unread' button. Below the search bar, there is a list of announcements. The first announcement is titled 'test' by 'Lena Paulo-Kushnir' and has a timestamp of '4:03pm'. The sidebar contains the following menu items: Home, Modules, Announcements, Syllabus, Discussions, People, Collaborations, Pages, Outcomes, Files, Grades, Quizzes, Assignments, and Settings.



# 5. View and download class list

**CVS123H5F** > Modules

**Home**  
Announcements  
Assignments  
**Discussions**  
**Grades**  
People  
Pages  
Files  
Syllabus  
Quizzes  
Modules  
SCORM  
Outcomes  
Collaborations

Recent Announcements

- > Upcoming Events Nov 29, 2017 at 3:58pm
- > This is my first announcement Nov 21, 2017 at 4:29pm

View Progress | Export Course Content | + Module

Last Export: Nov 29, 2017 at 1:06pm

Week 1

- Welcome
- Turnitin
- Turnitin

Choose Home Page  
View Course Stream  
New Announcement  
View Course Analytics

To Do

- 2 [Grade Essay proposal no submission](#)  
100 points • Nov 30, 2017 at 11:59pm

Coming Up [View Calendar](#)  
Nothing for the next week

# 5. View and download class list

CVS123H5F > Grades

Grades Learning Mastery Individual View Showing All Sections

Filter by student name or secondary ID

Import Export

Student Name	Secondary ID	Notes	Paper 1 Out of 100	Test 2 Out of 100	Quiz 1 Out of 2	Essay proposal no submission Out of 100	TEst Out of 0	Assessm 20.00%
<a href="#">Kushnir, Lena Paulc</a> Kenneth Berry's Sandt	paulolen		-	-	-	-	-	-
<a href="#">LaPier, Maureen</a> Kenneth Berry's Sandt	lapierma		-	-	-	-	-	-
<a href="#">Laughton, Simone</a> Kenneth Berry's Sandt	laughton		70	-	2		-	100%
<a href="#">Michaud, Diane</a> Kenneth Berry's Sandt	michaud7		-	-	-	-	-	-
<a href="#">Student, Test</a> Kenneth Berry's Sandt	2219b277aff42e5;		-	-	2		-	100%

CSV File  
Previous CSV File (Jan 25 at 9:08am)



# Making a course available

The screenshot displays the Learning Portal interface for the University of Toronto. The top navigation bar includes the user's name (Kenneth Berry), a home icon, a help icon, and a Logout link. Below this, there are links for My Page, Community, Content, and System Admin. The main content area is titled 'Properties' and contains several sections for configuring course settings. A red circle highlights the 'Set Availability' section, which includes the question 'Make this course available to users?' and a radio button selection for 'Yes' (selected) and 'No'. Other sections include 'Classification' (Subject Area: Education, Discipline: Higher Education), 'Set Course Duration' (Duration: Continuous), 'Select Language Pack' (Language Pack: System Default), and 'Course Files'. The left sidebar shows a navigation menu with 'Customization' and 'Properties' highlighted with red circles.

LEARNING PORTAL  
UNIVERSITY OF TORONTO

Kenneth Berry Home Help Logout

My Page Community Content System Admin

Customization > Properties Edit Mode is: ON ?

## Properties

Properties control the functional settings of the course, including name, availability, classification, duration, categorization, language, files, and structure. [More Help](#)

Cancel Submit

### 1. Classification

Subject Area	Education
Discipline	Higher Education

### 2. Set Availability

Make this course available to users?

Make Course Available  Yes  No

### 3. Set Course Duration

Duration	Continuous
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### 4. Select Language Pack

Select the Language Pack that will be used for buttons, titles, and other text supplied by the system. Enforcing the Language Pack will override individual users' language choices.

Language Pack	System Default
Enforce Language Pack	<input type="checkbox"/>

### 5. Course Files

## 8. Make a course available (publish a course)

The screenshot shows a course page for 'Sandbox - Ikushnir'. The course status is currently 'Published', indicated by a green button with a checkmark. A red arrow points to this button. Below the status buttons, there are options to 'Choose Home Page', 'View Course Stream', and 'New Announcement'. A 'Coming Up' section shows 'Nothing for the next week'. The course description and syllabus links are also visible.

**Course Status**

Unpublish  Published

**Course Status**

Unpublished  Publish

[Choose Home Page](#)

[View Course Stream](#)

[New Announcement](#)

**Coming Up** [View Calendar](#)

Nothing for the next week.

**Sandbox - Ikushnir**

**Welcome to SCTM 2B10 Introduction to Psychology**

**SCTM 2B10**  
Introduction to Psychology

This course introduces students to the scientific study of human and animal behaviour, with a particular emphasis on the individual as the unit of study rather than the group. Through discussion, the course text and other resources, students survey key concepts, issues and research methods in the various sub-disciplines of psychology and relate these to contemporary life and culture. Topics include: physiological processes, motivation, learning, perception and sensation, memory and thinking, and social, developmental and abnormal psychology. Students learn to develop their critical thinking and analytical skills and learn to distinguish between the average layperson's notion of psychology and psychology as a science.

>> Welcome/Introduction video:

>> Read the full course syllabus here:

> Summer 2014 Course Syllabus

>> Get started on the course here:

**Home**

Announcements

Discussions

Grades

Pages

Modules

Quizzes

Assignments

Outline

Outcomes

Collaborations

People

Files

Settings

## 8. Make a course available (publish a course)

once there is student data in the course, the ability to unpublish is gone from the Course Status area.

The screenshot displays a course management interface for a user named 'paulolen-sandbox'. The main content area shows a list of modules under 'class 1' and '2'. The 'class 1' section includes 'SMA Copy 2' (10 pts), 'SMA Copy 3', and 'content for the course'. The 'class 2' section includes 'SMA' and 'SMA Copy'. Each module has a status indicator (green checkmark or grey circle) and a settings icon. The 'SMA Copy 2' module is highlighted in blue and has a green checkmark, indicating it is published. The 'SMA Copy 3' and 'content for the course' modules have grey circles, indicating they are unpublished. The 'SMA' and 'SMA Copy' modules in 'class 2' also have grey circles. The interface includes a left sidebar with navigation options like Home, Modules, Announcements, Syllabus, Discussions, People, Collaborations, Pages, Outcomes, Files, Grades, Quizzes, Assignments, and Settings. The top right area contains buttons for 'View Progress', 'Export Course Content', and '+ Module'. Below these buttons, it says 'Last Export: Nov 29, 2017 at 1:06pm'. On the right side, there is a 'Course Status' area with buttons for 'Choose Home Page', 'View Course Stream', 'New Announcement', and 'View Course Analytics'. A red circle highlights the 'Choose Home Page' button, with two red arrows pointing to it. Below the 'Course Status' area, there is a 'Coming Up' section with a 'View Calendar' button and the text 'Nothing for the next week'.

Home

Modules

Announcements

Syllabus

Discussions

People

Collaborations

Pages

Outcomes

Files

Grades

Quizzes

Assignments

Settings

View Progress

Export Course Content

+ Module

Last Export: Nov 29, 2017 at 1:06pm

class 1

SMA Copy 2  
10 pts

SMA Copy 3

content for the course

class 2

SMA

SMA Copy

Choose Home Page

View Course Stream

New Announcement

View Course Analytics

Coming Up [View Calendar](#)

Nothing for the next week

# Course Setup Checklist

The screenshot shows the Canvas LMS interface for a course named "BIO-103". The breadcrumb trail is "BIO-103 > Modules". On the left sidebar, the "Home" button is highlighted in blue. Below it are links for "Announcements", "Assignments", "Discussions", "Grades", "People", "Pages", "Files", and "Syllabus". In the center of the page, there is a large grey icon of a hexagon with three squares inside, and the text "Create a new Module" below it. To the right of this icon are two buttons: "View Progress" and "+ Module". On the far right, the "Course Status" section shows "Unpublished" in a red box and "Publish" with a checkmark icon. Below this are buttons for "Choose Home Page", "View Course Stream", "Course Setup Checklist" (which is circled in red and has a red checkmark next to it), and "New Announcement". At the bottom right, the "Coming Up" section shows "Nothing for the next week" and a "View Calendar" link. A yellow highlight is under the text "In the Course Home Page sidebar, click the Course Setup Checklist button." with a red checkmark to its left.

BIO-103 > Modules

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

View Progress + Module

Create a new Module

Course Status

Unpublished Publish

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Coming Up View Calendar

Nothing for the next week

In the Course Home Page sidebar, click the **Course Setup Checklist** button.

<https://community.canvaslms.com/docs/DOC-13133-415257104>