 Canvas Q and A on zoom, quizzes, closed captioning and discussions

1. For the class I need to have two zoom accounts, one for my face/webcam/computer, and the second account would be for my iphone that would act as a separate webcam set up for hands-on demonstrations on a stand.  I need to be able to use both cameras/webcams at the same time, so that means two separate accounts.  How do I best do this?  Do I add a dummy student with my second account name?  (My TA also needs the same capability with two cameras and he can’t use my second account, he needs his own.  Same for co-teachers in another class.) As the host of the session, I need to set the iphone account as the set screen for all students while I do the demo.  Is this possible for student/dummy accounts?

Answer: You should not need multiple accounts, and can instead simply join from multiple devices if required.

2. Additionally, in zoom in Canvas, can students share their screens? Can the teacher select a screen to share that isn’t their own (like their TA’s screen).  This is important for us.

Answer: Students can share their screen on Zoom, but you will need to enable that through the meeting's settings. There can be one Share at a time, so students can do this but in turns.

3. In Canvas discussion forums, I need students to be able to share images so they are visible to other students.  Jpgs, pdfs, etc.  IHow do I do this?  The students will share and all other students should see their work and be able to comment on it.  This is not just written work, but images, maybe videos, maybe mp3 and mp4 files.  We had problems with this in the spring (no images) and I hope I have this capability now or it will be a big problem.

Answer: Students can embed images by using the rich text editor in Canvas. Here are some instructions that can be provided to the class:  
[https://community.canvaslms.com/t5/Student-Guide/How-do-I-embed-an-image-in-a-discussion-reply-as-a-student/ta-p/313](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Ft5%2FStudent-Guide%2FHow-do-I-embed-an-image-in-a-discussion-reply-as-a-student%2Fta-p%2F313&data=02|01|meixler@rutgers.edu|ef06b0db3edf47282ac008d84434f89a|b92d2b234d35447093ff69aca6632ffe|1|0|637334341588540916&sdata=WrI9wvee7%2BXdTO0HqozKLNC2MzFs%2BFpKZIhjN5Ly20A%3D&reserved=0)

4. If I make a video and upload it, how do I get close captioning on it?

Answer: For captioned videos, I would recommend Kaltura. There is a built-in captioning tool (Cielio24) that can be used to generate the captions. These captions can be edited later if needed. Please let us know if you need assistance with this.

5. I need to share a very large pdf file (over 200 Mb) with  my students so they can download this.  Is that a problem?

Answer: A 200 MB file would be fine as there is a 500 MB limit in the course. It may take a while to upload and download, however.

6. In gradebook, is there a way to automatically give points to students when they have watched a video/recorded lecture?

Answer: There is no way to force a student to watch a video and assign a grade. However, there are some workarounds that exist. You can make use of Modules to create a page with the video, then add a quiz that requires a certain percentage correct to continue in the course. Here is a great response to a similar question you might find useful:  
[https://community.canvaslms.com/t5/Question-Forum/Must-Watch-The-Video/m-p/69928#M11045](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Ft5%2FQuestion-Forum%2FMust-Watch-The-Video%2Fm-p%2F69928%23M11045&data=02|01|meixler@rutgers.edu|ef06b0db3edf47282ac008d84434f89a|b92d2b234d35447093ff69aca6632ffe|1|0|637334341588540916&sdata=5cQybnzrF1tEJzZrHa74G%2BJl21R7a7K3z9QjDiUKWqo%3D&reserved=0)

7. Where can I find information on how to create test banks and then sections of a quiz that pulls from different subsections of a testbank randomly?  No students would get exactly the same quiz that way.  I need a how-to guide how to set this up in the test bank as well as for the quiz.

Answer: You will want to make use of question groups to pull questions at random from banks. you can add questions to a question bank by going to [https://rutgers.instructure.com/courses/<YOUR](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Frutgers.instructure.com%2Fcourses%2F%253cYOUR&data=02|01|meixler@rutgers.edu|ef06b0db3edf47282ac008d84434f89a|b92d2b234d35447093ff69aca6632ffe|1|0|637334341588550911&sdata=zGu%2FErjNU9%2FaGdHU9U3QIJ1i7efh46pzb96o6qlwHCA%3D&reserved=0) COURSE ID>/question\_banks then clicking on a bank. There is an option to Add Questions to the bank. You can also add already created questions by navigating to the bank they live in (probably "Unfiled Questions") and moving them to the appropriate bank. You can then have question groups draw from a particular bank and set how many questions and how much each is worth.

8. I want quizzes to be open book, taken during 1.5 hours during anytime during 24 hours, but only once per student.  Is there an easy way to set this up?

Answer: To set a time limit for a test, there will be an input field in its settings. You can then set the 24 hour period needed. At that point your students can start the test any time in that period and will have the hour and thirty minutes needed.

9. How do I make assignments extra credit?  For example, 10 points possible extra credit for all students.  Is there a guide to this online?

Answer: To create extra credit for an assignment, you will need to set it to be worth 0 points, then assign points over 0 for the students that complete it. If the class is weighted and you would like to apply the extra credit to the entire class, you can create a category that puts the total grade over 100%, with the extra credit assignment optional.

10. I need a way to take easy attendance in a zoom session.  What do you suggest?

Answer: In a Zoom meeting, you can run a report to get the list of users. Please read more about this here:  
[https://support.zoom.us/hc/en-us/articles/201363213-Getting-started-with-reports](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.zoom.us%2Fhc%2Fen-us%2Farticles%2F201363213-Getting-started-with-reports&data=02|01|meixler@rutgers.edu|ef06b0db3edf47282ac008d84434f89a|b92d2b234d35447093ff69aca6632ffe|1|0|637334341588560910&sdata=eUIX%2BO65Y2YmYBiTfjdNZpb4OkXj4kvWs%2FSq4Wa7guQ%3D&reserved=0)

11. What is the easiest way to see if a student has participated (and how much) in an online forum so we can give a participation grade?

Answer: To see how a student participated in a Discussion, you should use SpeedGrader. This will show all of their posts and allow you to grade in one spot.