

Module 2 (Fundamental): Course Development in AnimoSpace

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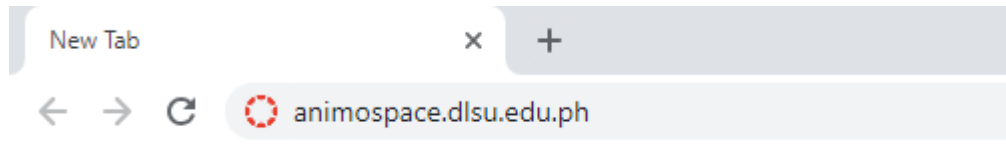
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Part 1: Introduction

Getting There

To access AnimoSpace, DLSU's Canvas adaptation, go to this URL on your internet browser: **animospace.dlsu.edu.ph**



Logging In

Use your DLSU email and password to log into AnimoSpace.

A screenshot of a Google Sign-in page. At the top left is the Google logo and the text "Sign in with Google". The main heading is "Sign in" followed by "to continue to Canvas". Below this is a text input field with the placeholder "Enter your email" and the text "jan.dimaranan| @dlsu.edu.ph". Under the input field is a link "Forgot email?". Below that is a paragraph: "To continue, Google will share your name, email address, and profile picture with Canvas." At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Global Navigation Pane

Welcome to AnimoSpace! This is your Global Navigation Pane. Listed below are the functions of each Tool.



Account

The **Account** is where you go to edit your profile and change account



Dashboard

The **Dashboard** helps you see what is happening in all your current



Courses

The **Courses** is where you can see all your courses.



Calendar

The **Calendar** is where you can view all your plans across all your



Inbox

The **Inbox** works like your regular email, but inside Canvas.



Arc

The **Commons** is a place to view and push content with other content creators.



Commons

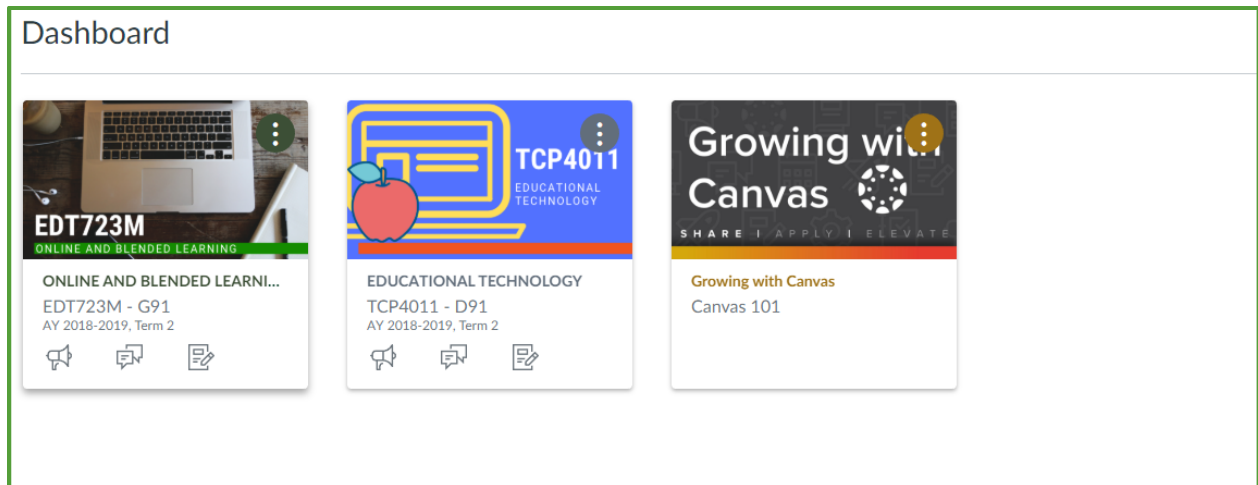


Help

Courses

Each course that you teach will have its own corresponding course site in Canvas. They are given to you two weeks before a term begins.

To edit a course, select one from the **Dashboard** or the **Courses** from your Global Navigation Pane.



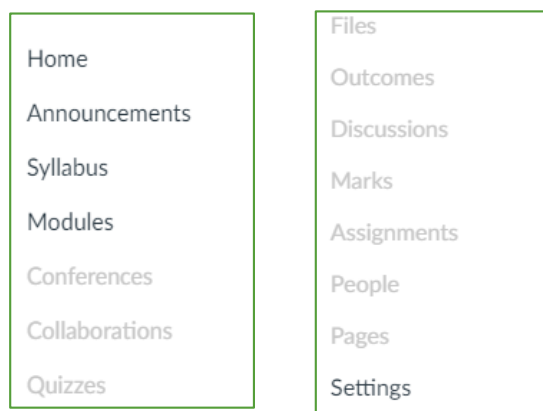
Note: If your course is not visible from your dashboard, contact your chair/vice chair. They can assign you as the teacher for a course in Animospace.

My Sandbox course

This is a sample course created by the ITS office where you can **try out new tools and features safely**. This is also the course that we will be using for this training. Go to your Sandbox Course.

Tools

Tools are an element of a computer program that controls a particular function in the system. Inside your course, your tools are the following:



You will have the same tools for each of your courses.

Part 2: Course Management Tools

Syllabus Tool

The Syllabus is **automatically updated** with the deadlines of Assignments and Events you add into a course. This is seen in the calendar and in a list view

You can manually link your syllabus here. You can either “copy-paste” your syllabus or upload it. To upload, first click “EDIT” (1)

Course Syllabus

Jump to Today

Edit

The syllabus page shows a table-oriented view of the course schedule and the basics of course grading. You can add any other comments, notes or thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date

Details

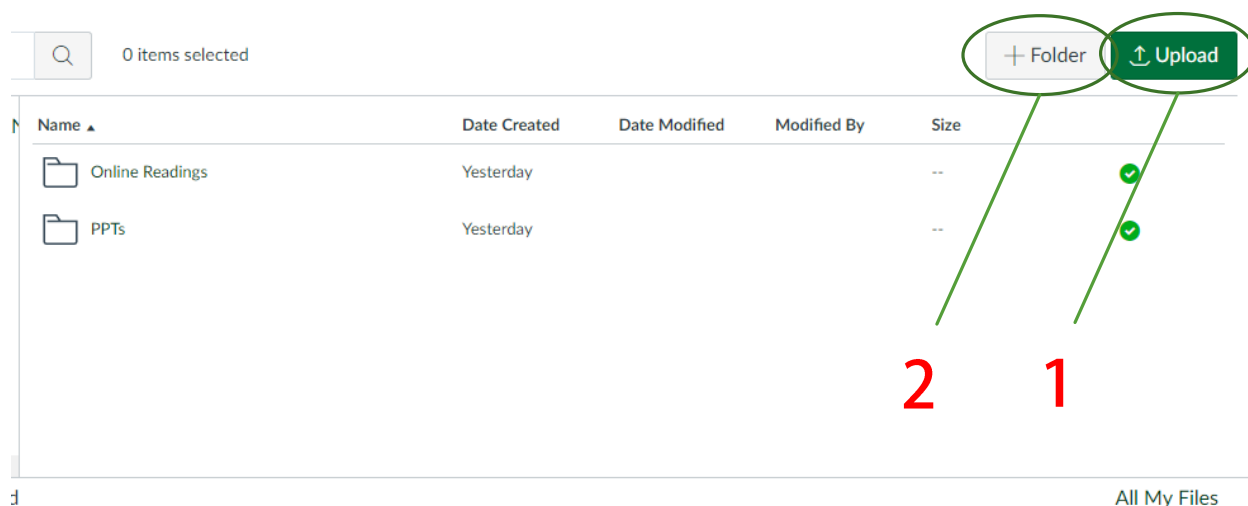
On the right, click **Files** (2) and then **+ Upload a new file** (3) to upload your file. After uploading your file, click **Update Syllabus** (4)

The screenshot shows the Course Syllabus tool interface. At the top right, there is a 'Jump to Today' link and an 'Edit' button (circled in green with a red '1' pointing to it). Below the 'Edit' button, there is a section for 'Links' and 'Images'. The 'Files' tab is selected (circled in green with a red '2' pointing to it). Below the 'Files' tab, there is a '+ Upload a new file' button (circled in green with a red '3' pointing to it). At the bottom of the interface, there is a 'Cancel' button and an 'Update Syllabus' button (circled in green with a red '4' pointing to it). The main content area on the left is labeled 'HTML Editor' and shows a text input field with a '0 words' counter at the bottom.

Files Tool




The Files Tool serves as your **online repository** of documents and classroom resources. It is better to upload files inside AnimoSpace over a public file storage system (Google Drive, Dropbox, etc.) as the files remain **private and safe** within the university. Files uploaded here are **visible to all** people in the course.

You can upload files by clicking on the **Upload** button (1) and create folders for your files by click on the **+Folder** button (2)



To move files inside a folder, do the "**drag-and-drop**" method on the file to the folder.

To hide files from students. Click the **published** (3) icon and switch it to **unpublished**. Changing it back to **Published** shows the files again to the students.

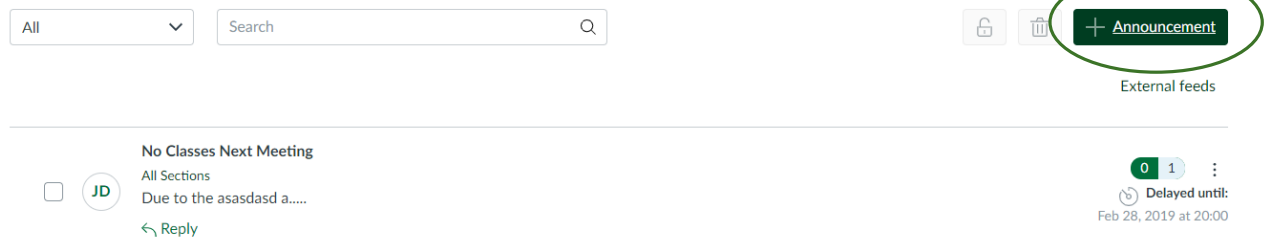
Date Created	Date Modified	Modified By	Size	
Monday	Monday	Jan Jerry Dimaranan	241 KB	
Monday	Monday	Jan Jerry Dimaranan	2 MB	
Monday	Monday	Jan Jerry Dimaranan	289 KB	

A red number '3' points to the first 'Published' icon (green checkmark) in the table.

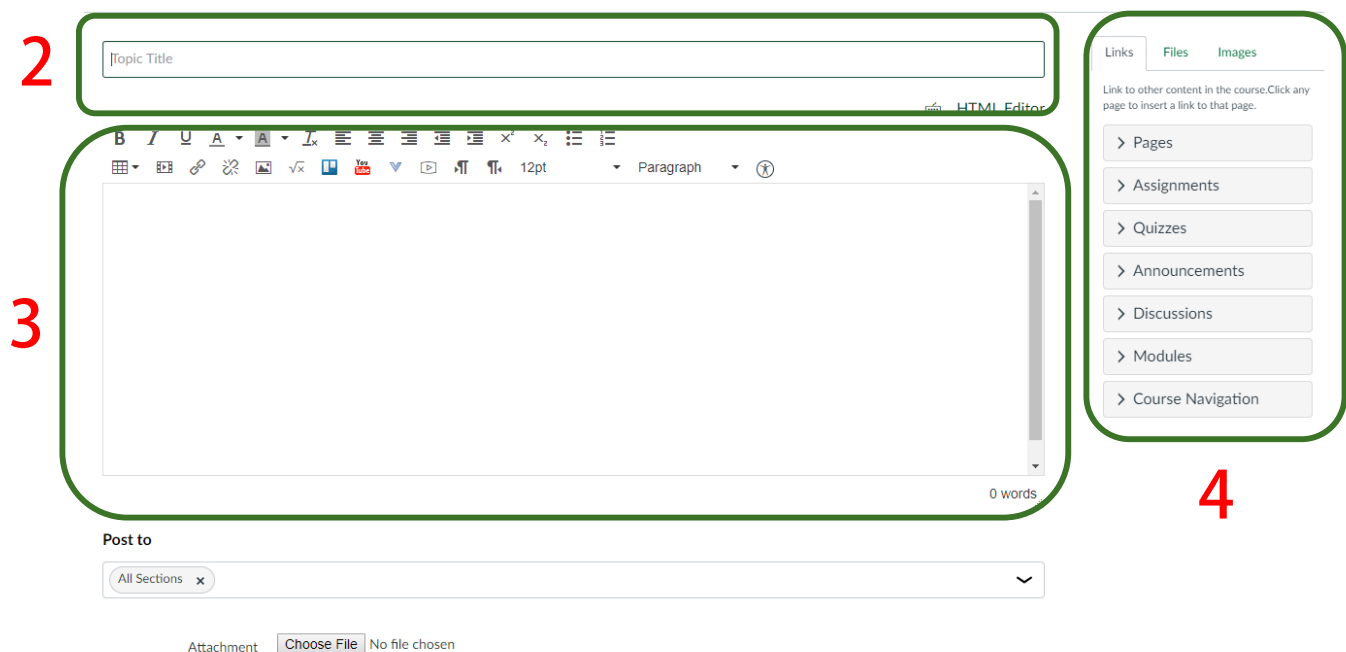
Announcements Tool

The Announcement Tool allows instructors **to broadcast information** out to all members of a course. Students may be able to **reply** to announcements.

To create an announcement, select the Announcement Tool, click **+ Announcement (1)**.



Input your **Announcement Title** (2) here. Input the announcement body on the **Rich Text Editor** (3). Create links, upload files, and insert image on the **side tab** (4).



Let's explore the different options we have for announcements.

1. **Delay Posting (1)** – Useful for creating announcements ahead of time and scheduling them to **post at a later date or time**. To use this, **check the box** before it then click the calendar icon to **choose a date**. The announcement will now only be seen by students at the set date.
2. **Allow users to comment (2)** – By allowing this option, students may be able to comment on your announcement.
3. **Allow liking (3)** – By allowing this option, students may be able to “like” your post.

When you're done editing the content of your announcement, setting the correct settings and are ready to post the announcement, hit **Save** (4).

The image shows a user interface for configuring announcement options. On the left, under the heading "Options", there is a list of five checkboxes: "Delay posting", "Allow users to comment", "Users must post before seeing replies", "Enable podcast feed", and "Allow liking". Four green circular callouts with white numbers are placed over the interface: callout 1 is over the "Delay posting" checkbox, callout 2 is over the "Allow users to comment" checkbox, callout 3 is over the "Allow liking" checkbox, and callout 4 is over the "Save" button. The "Save" button is a green rectangle with white text, located at the bottom right of the options section, next to a grey "Cancel" button.

Options

- ☐ Delay posting
- ☒ Allow users to comment
 - ☐ Users must post before seeing replies
- ☐ Enable podcast feed
- ☐ Allow liking

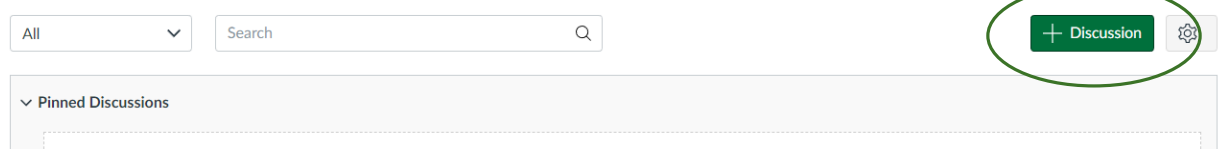
Cancel Save

Part 3: Lesson Delivery Tools

Discussions Tool

Allows **both** instructors and students to **contribute** to discussion topics. Discussions allows for interactive communication between two or more people; users can participate in a conversation with an entire class or group.

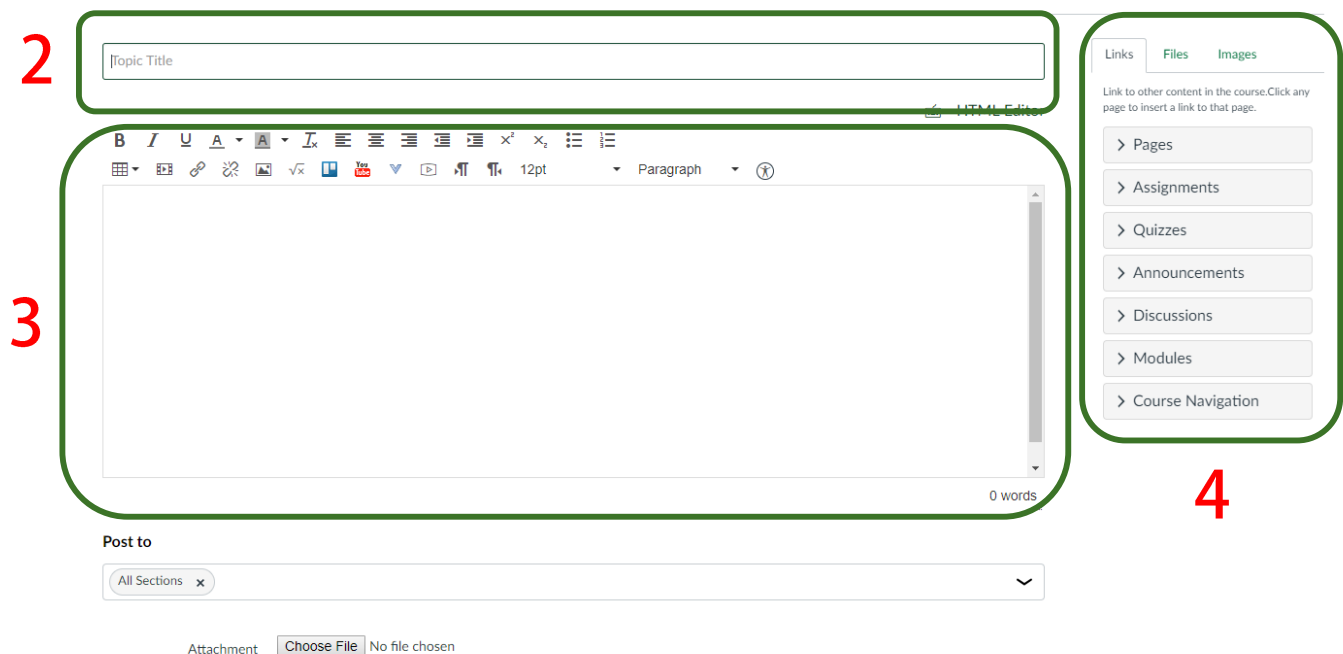
To create a discussions. Click the **+ Discussions** (1) from the Discussions Tool.



Enter your **Topic Title** (2) here.

Input the details of the topic on the **Rich Text Editor** (3). It could be in the form of instructions or guide questions to help students get a feel of what the discussion is all about. *The Rich Text Editor will be further discussed with the Pages Tool.*

Create links, upload files, and insert image on the **side tab** (4).



Let's explore the different options we have for Discussions.

1. **Allow threaded replies (1)** – Enabling this allows students and instructors to **reply to each other's comments**.
2. **Allow users to comment (2)** – Enabling this option means the students have to **post a reply first before they can read** other's posts on the topic.
3. **Marked (3)** –If you want your Discussions to be **graded**, enable this option.
4. **Allow liking (4)** – By allowing this option, students may be able to “like” your post.
5. **Add to student to-do (5)** - This creates a **reminder** for your students. A date must be set here.
6. **Available From & Until (6)** – Choose when you want the Discussion to **open** with **Available From** and choose when the Discussions **ends** with **Until**. You may also input a time here. Make sure to use the **24H clock format** if you choose to add a time.

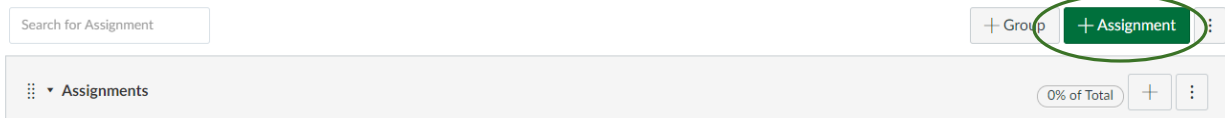
When you're done editing the content of your Discussions, setting the correct settings and are ready to post the Discussions, hit **Save (7)**.

The screenshot shows the 'Options' section of a discussion form. It includes several checkboxes: 'Allow threaded replies' (1), 'Users must post before seeing replies' (2), 'Enable podcast feed', 'Marked' (3), 'Allow liking' (4), and 'Add to student to-do' (5). Below these is the 'Group Discussion' section with a checkbox 'This is a Group Discussion'. Further down are 'Available From' and 'Until' date pickers (6). At the bottom right are three buttons: 'Cancel', 'Save & Publish', and 'Save' (7).

Assignments Tool

The Assignments Tool can be used to **assess** how well students are achieving **course outcomes** or set up online assignments that can be graded with the **SpeedGrader tool**. The Assignments page shows students all of the Assignments that will be expected of them and how many points each is worth.

To create an assignment, click the **+ Assignment** (1) from the Assignments Tool.

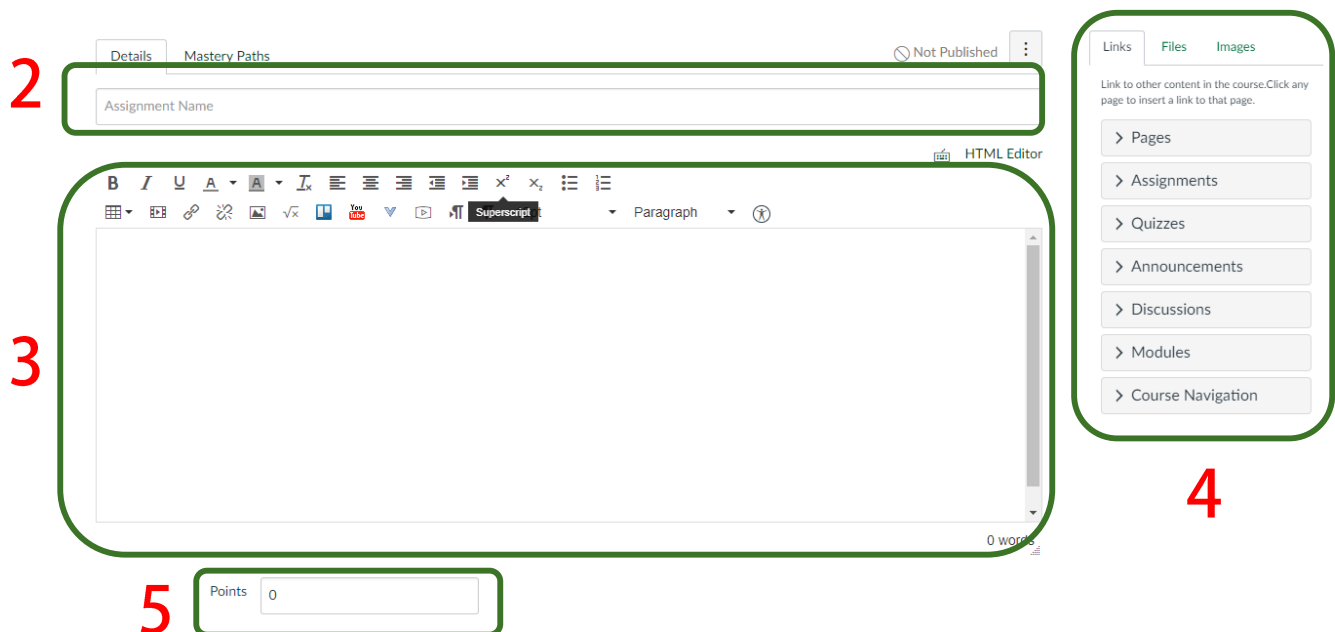


Enter your **Assignment Name** (2) here.

Type in the instructions and other details of the Assignment on the **Rich Text Editor** (3).
The Rich Text Editor will be further discussed with the Pages Tool.

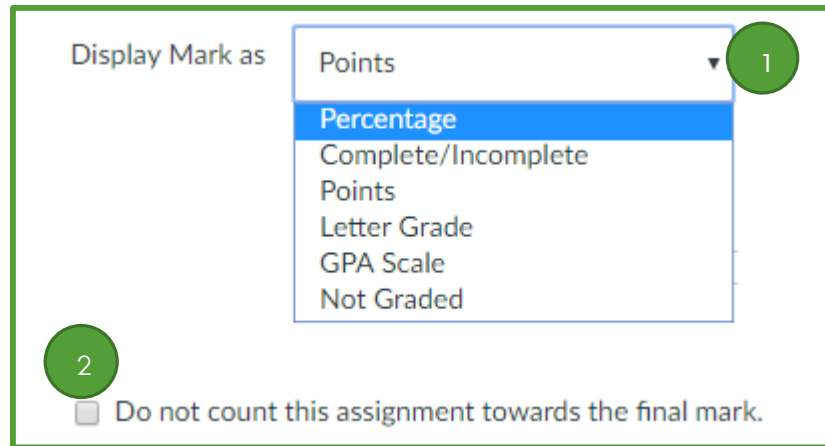
Create links, upload files, and insert image on the **side tab** (4).

On the **Points** (5) field, type in the number of points the assignment is worth.



Let's explore the different options we have for assignments.

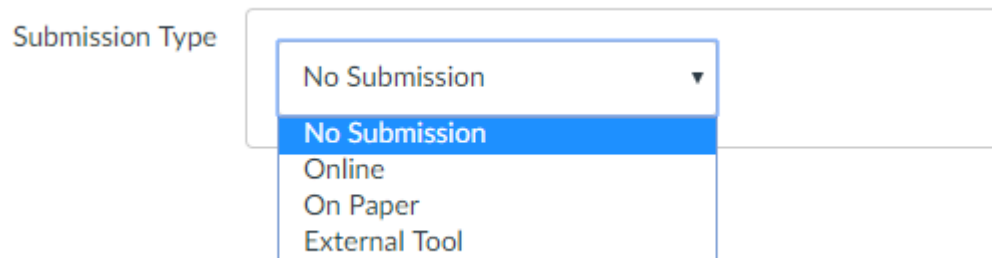
You can select how you want to display the grades as in **here (1)**. If you don't want the Assignment to be included in the computation of the final grade, **check the box (2)**.



The image shows a form section titled "Display Mark as". It features a dropdown menu with the following options: Points, Percentage (highlighted in blue), Complete/Incomplete, Points, Letter Grade, GPA Scale, and Not Graded. A green circle with the number "1" is next to the dropdown. Below the dropdown is a checkbox labeled "Do not count this assignment towards the final mark." with a green circle containing the number "2" next to it.

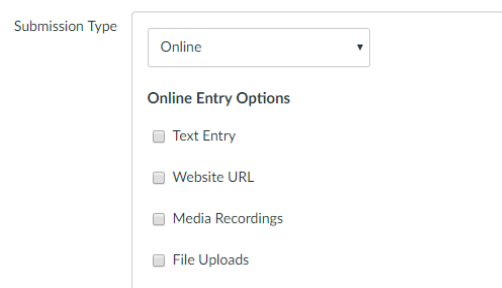
Under Submission Type, you can select the type of submission for the assignment.

- Select **No Submission** for Assignments that don't have any deliverables.
- In **Online**, the students will submit their works inside Canvas and you can use the SpeedGrader tool to grade it from there.
- Select **On Paper** when submission is done as hard-copy.
- If you want to use a tool outside Canvas as a submission box such as *TurnItIn*, Use the **External Tool** as submission type.



The image shows a form section titled "Submission Type". It features a dropdown menu with the following options: No Submission (highlighted in blue), Online, On Paper, and External Tool.

For Online Type of submission, you can select the appropriate type of online submission for the Assignment from the following:



The image shows a form section titled "Submission Type" with "Online" selected in the dropdown. Below it is a section titled "Online Entry Options" with the following options: Text Entry, Website URL, Media Recordings, and File Uploads. All options are currently unchecked.

You have the option of giving the **assignments per group**. Tick the check box (3) next to Group Assignment for this (You have to set up your groupings first). You can also opt to enable **Peer Reviews** by checking the box next to it (4).

The **Assign to** (5) option enables you to choose the people who will receive the assignment. By default, this is set to "Everyone". If you want to change this, type the name of the student(s) you wish to give the assignment to in here.

Due (6) is the deadline of the assignment. The assignment will close automatically after the due date. Assigning a date in the **Available from** (6) field sets when the assignment will be released to the students. The **Until** (6) field is useful for accepting late submissions. If you want to accept papers beyond the **Due** date, add an **Until** date.

You can **assign multiple deadlines** for different people per Assignment. To do this, Click on **+ Add** (7) and fill up the Assign to and dates again.

When you are done setting up your assignment, Click **Save** (8)

The image shows a web form for configuring an assignment. It includes sections for 'Group Assignment', 'Peer Reviews', and 'Assign'. The 'Assign' section contains fields for 'Assign to', 'Due', 'Available from', and 'Until'. A '+ Add' button is at the bottom of the 'Assign' section. At the bottom of the form, there is a checkbox for 'Notify users that this content has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'. Green circles with numbers 4 through 8 highlight specific elements: 4 points to the 'Require Peer Reviews' checkbox, 5 points to the 'Assign to' field, 6 points to the 'Due' field, 7 points to the '+ Add' button, and 8 points to the 'Save' button.

Group Assignment

☐ This is a Group Assignment

Peer Reviews

☐ Require Peer Reviews

Assign

Assign to

Everyone ×

Due

Available from

Until

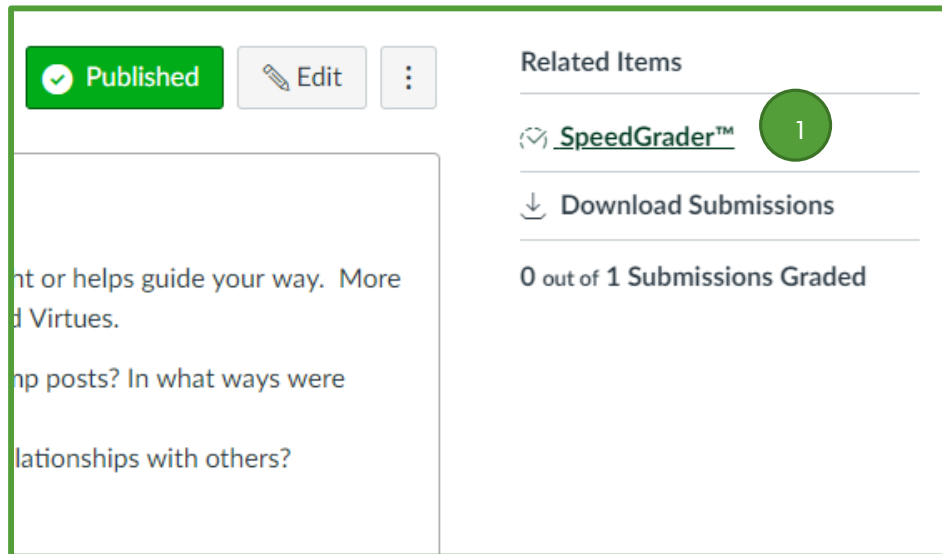
+ Add

☐ Notify users that this content has changed

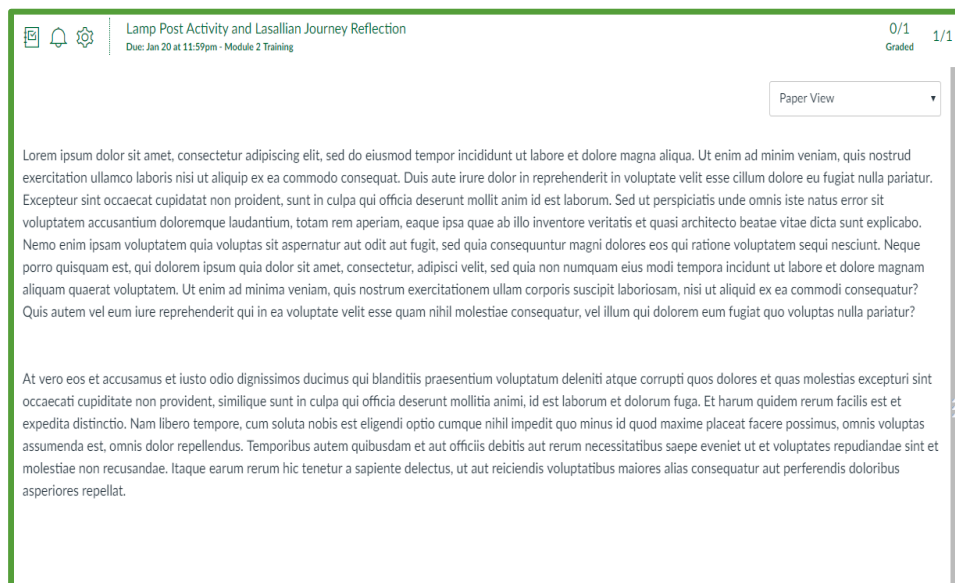
Cancel Save & Publish Save

SpeedGrader Tool

The SpeedGrader Tool is the dedicated grading tool inside AnimoSpace. You can use this tool to grade Assignment Submissions, add comments and feedbacks.



To access the SpeedGrader, first **select an assignment** you want to grade and **publish** that assignment. On the right you will see the SpeedGrader (1) tool.



This area of the SpeedGrader displays the **output of the student**. This may change **depending on the submission type** you chose for that assignment.

The image shows a user interface for viewing a submission. It includes a header with a back arrow, a user profile (Test Student), and a forward arrow. Below this is a submission date and time. A section for grading shows a grade of 4 and a 'View Rubric' button. At the bottom is a comment section with a text input, a 'Submit' button, and a 'Download Submission Comments' link. Numbered callouts (2-6) highlight specific UI elements: 2 points to the navigation arrows, 3 points to the student name, 4 points to the submission date, 5 points to the grade input box, and 6 points to the comment section.

2

3

4

5

6

Test Student

Submitted: Feb 26 at 10:51am

Assessment

Grade

4

View Rubric

Assignment Comments

Very well done! Keep it up.

Jan Jerry Dimaranan, Feb 26 at 10:52am

Add a Comment

Submit

Download Submission Comments

The name of the owner of the submission is reflected in (3).

You can toggle through the submissions by click on the arrows (2).

You can see the **date** submitted on (4). If the submission is a **late assignment**, it will also be reflected here in **Bold Red Font**

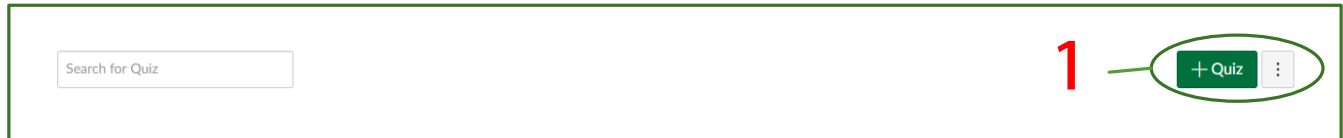
You can **input the grade** on the box in (5).

You can **add comments** or **feedback** on the textbox found in (6). The comment thread will also be reflected here.

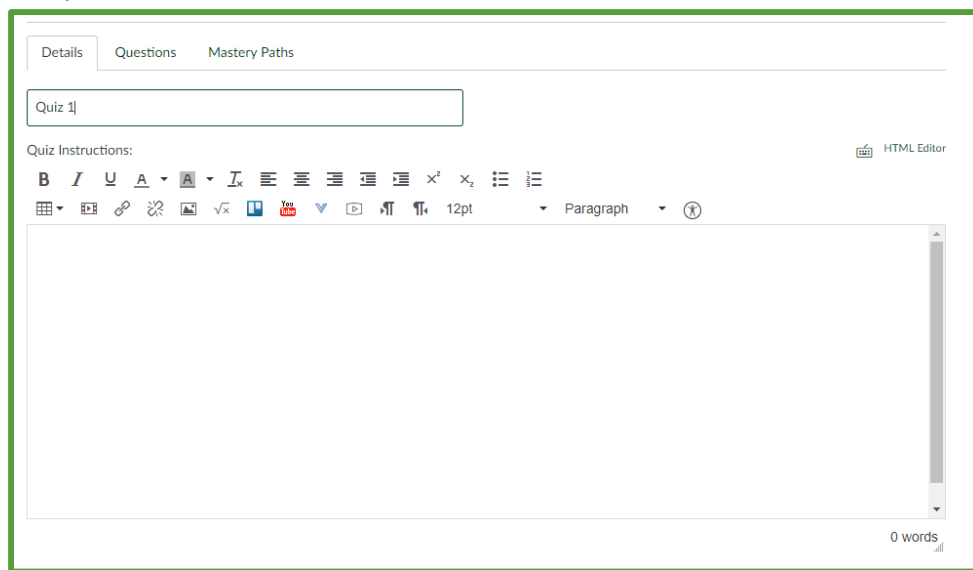
Quizzes Tool

The Quizzes Tool allows instructors to **test students' learning**, both for formative and summative assessments. Objective-type of questions are **automatically checked** inside AnimoSpace, given that we set them up correctly.

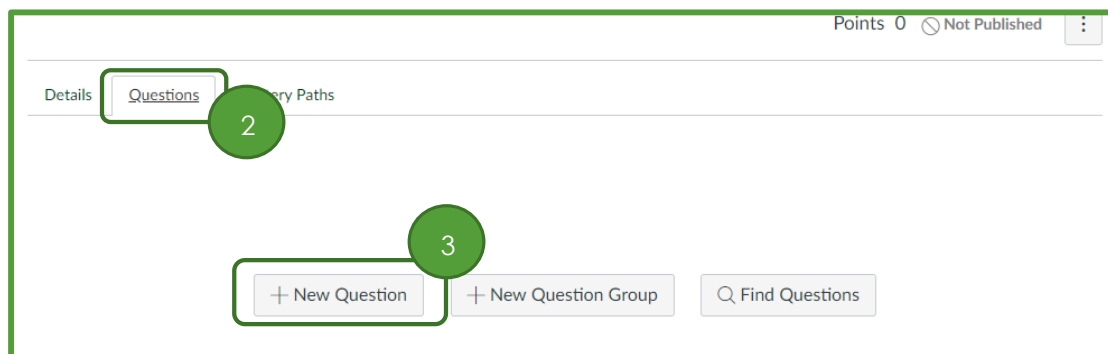
To create a quiz, click the **+ Quiz (1)** from the Quizzes Tool.



Fill up the Quiz Title and Quiz Instructions.

A screenshot of the quiz creation interface. At the top are three tabs: 'Details', 'Questions', and 'Mastery Paths'. Below the tabs is a text input field for the quiz title, containing the text 'Quiz 1'. Below the title field is a section for 'Quiz Instructions' with a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and a 'Yes' button. The text area below the toolbar is empty. At the bottom right of the text area, it says '0 words'.

To add questions, select the **Questions tab (2)** and at the bottom, click **+ New Question (3)**.



Input the **Question Title** on the field in (4).

Select a **question type** from the dropdown list in (5). Each question type will have a **different format and setting**.

Enter the amount of points the question is worth in (6).

Enter the question in the box (7). Sometimes there will be **a required syntax or format** depending on the question type you select.

The screenshot shows a web interface for creating a question. At the top, there are three tabs: 'Details', 'Questions', and 'Mastery Paths'. The 'Questions' tab is active. Below the tabs, there is a 'Question' field (callout 4) and a 'pts: 1' field (callout 6). A dropdown menu (callout 5) is open, showing various question types: Multiple Choice, True/False, Fill In the Blank, Fill In Multiple Blanks, Multiple Answers, Multiple Dropdowns, Matching, Numerical Answer, Formula Question, Essay Question, File Upload Question, and Text (no question). The 'Multiple Choice' option is selected. Below the dropdown is a large text area (callout 7) for entering the question. To the right of the text area is an 'HTML Editor' toolbar with various formatting options. The interface is annotated with green circles and lines indicating the locations of these elements.

Let's take a Multiple Choice question type as our example here.

For Multiple Choice question type, you have your choices below (8). Input the choices below. Each box represents a choice.

For Multiple Choice question type, the **correct answer** is where the **green arrow** is placed (9).

The **small boxes** (10) after each answer represent the **answer-level feedbacks**. This is the feedback shown if the student **chooses that specific answer**. Click on the box to input your feedback.

The **small boxes at the bottom** (11) represent the **question-level feedback**. This kind of feedback will show up **regardless of what the student chooses** as their answer. **Green box** for feedback when the students get the question **correctly**. **Red box** for feedback when the students get the question **incorrectly**. **Blue box** for feedback regardless if the student got it **right or wrong**.

Once you're done, just click **Update Question** at the bottom.

The image shows a user interface for editing a Multiple Choice question. It features a list of answer choices, each with a text input field and a feedback box. A green arrow points to the 'Correct Answer' selection. At the bottom, there are three question-level feedback boxes (green, red, and blue) and two buttons: 'Cancel' and 'Update Question'.

Answers:

9 Correct Answer

8

10

11

[+ Add Another Answer](#)

For other question types, you may feel free to explore and try it out on your own. The same procedures and theory still apply – It will just have a different syntax depending on the question type.

Now that we've explored how to create questions, let's go over the different options that we have for the Quizzes Tool. Switch back to the Details tab (12).

The screenshot shows the top navigation bar with three tabs: 'Details' (12), 'Questions', and 'Mastery Paths'. Below the tabs is a text input field containing 'Quiz 1'.

Shuffle Answers (13) randomizes the order in which choices are displayed for questions that **require choices** such as Multiple Choice and Matching Type.

You can enter Time Limit (14) for the quiz. The timer starts as soon as the **student starts answering** the quiz.

You can **allow for multiple attempts** to a Quiz. Check the box (15) to do this.

Grades are a form of feedback returned to the student. You can select the kind of feedback sent to the students with (16). If you don't want to send any feedback, uncheck the topmost box inside box (16). You can **customize the kind of feedback** the students receive.

Check the box (17) and the questions will be **showed one at a time** instead of all in one page.

The screenshot shows the 'Options' section of the Quizzes Tool interface. It includes several settings with numbered callouts: 13 points to the 'Options' header; 14 points to the 'Time Limit' input field; 15 points to the 'Allow Multiple Attempts' checkbox; 16 points to the 'Let Students See Their Quiz Responses' section, which includes checkboxes for 'Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)', 'Only Once After Each Attempt', and 'Let Students See The Correct Answers', along with date pickers for 'Show Correct Answers at' and 'Hide Correct Answers at'; 17 points to the 'Show one question at a time' checkbox.

Pages Tool

The Pages Tool allows instructors to create and design content pages or lessons inside AnimoSpace. Pages can include text, videos, and links to files or URLs, Images, and File Uploads.

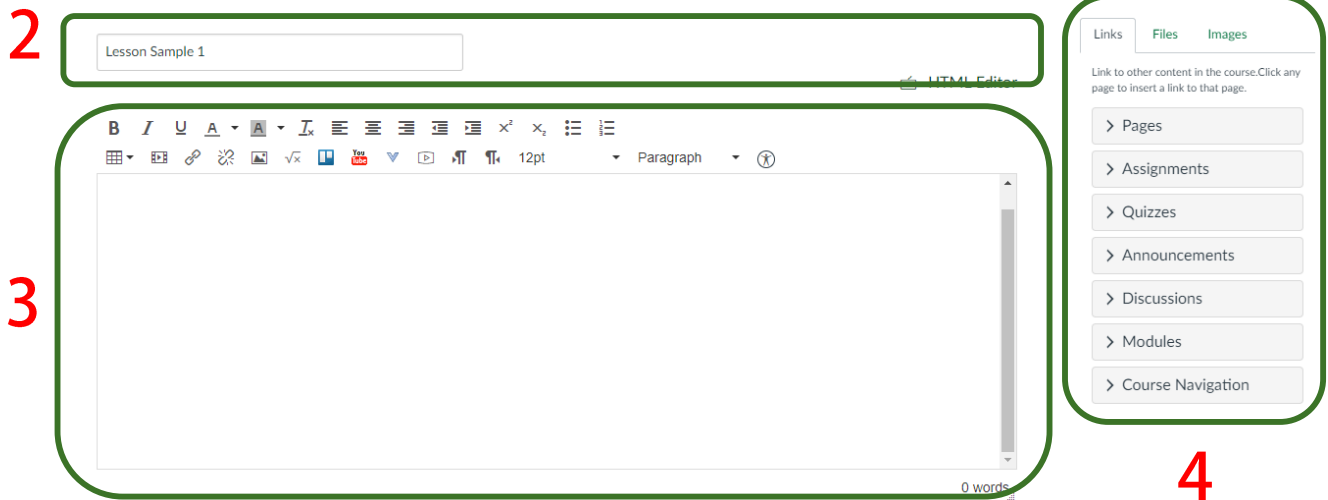
To create a Page, click the **+ Page** (1) from the Pages Tool.



Enter your **Page Title** (2) here.

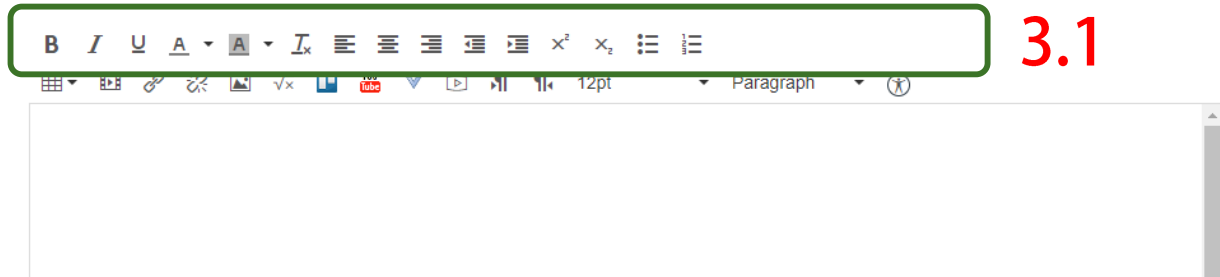
Input the details of the topic on the **Rich Text Editor** (3). Here is where you'll design the content of your pages.

Create links, upload files, and insert image on the **side tab** (4).



Let's explore the Rich Text Editor.

(3.1) These are the tools you usually find in your word editors. These tools include bold, italic, font color, text alignment, bullet lists, etc.



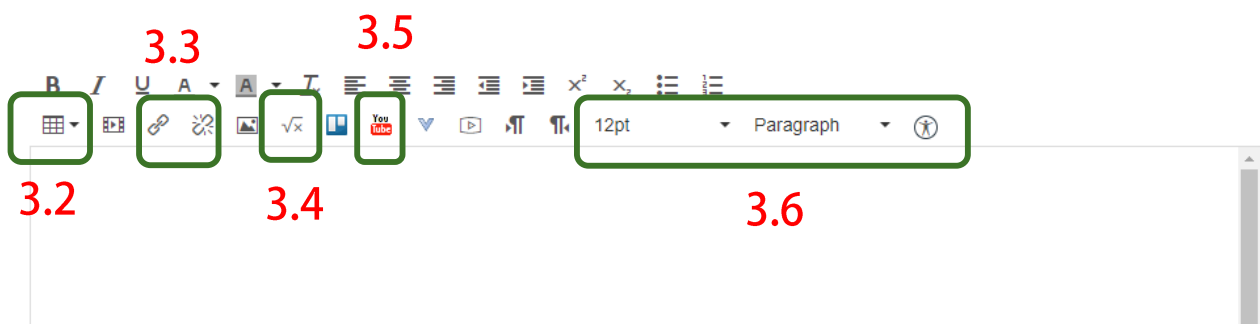
(3.2) Allows you to add **tables** inside your Pages.

(3.3) Enables Linking to **external URLs or Images**.

(3.4) Is used to create **mathematic formulas and equations**.

(3.5) Enables you to **Embed YouTube videos** into your lesson so the students can view it there.

You can change your **font size and style** in (3.6). You cannot however change the font for Canvas.



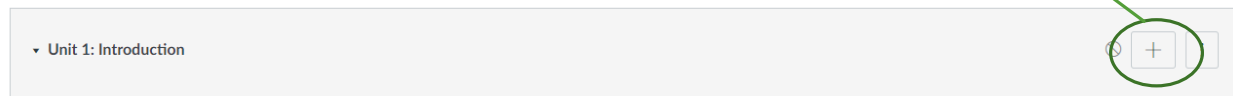
Modules Tool

Modules allow instructors to **organize content** to help control the flow of the course. Modules are used to organize course content by weeks, units, or a different organizational structure. Modules essentially create a **one-directional linear flow** of what students should do in a course.

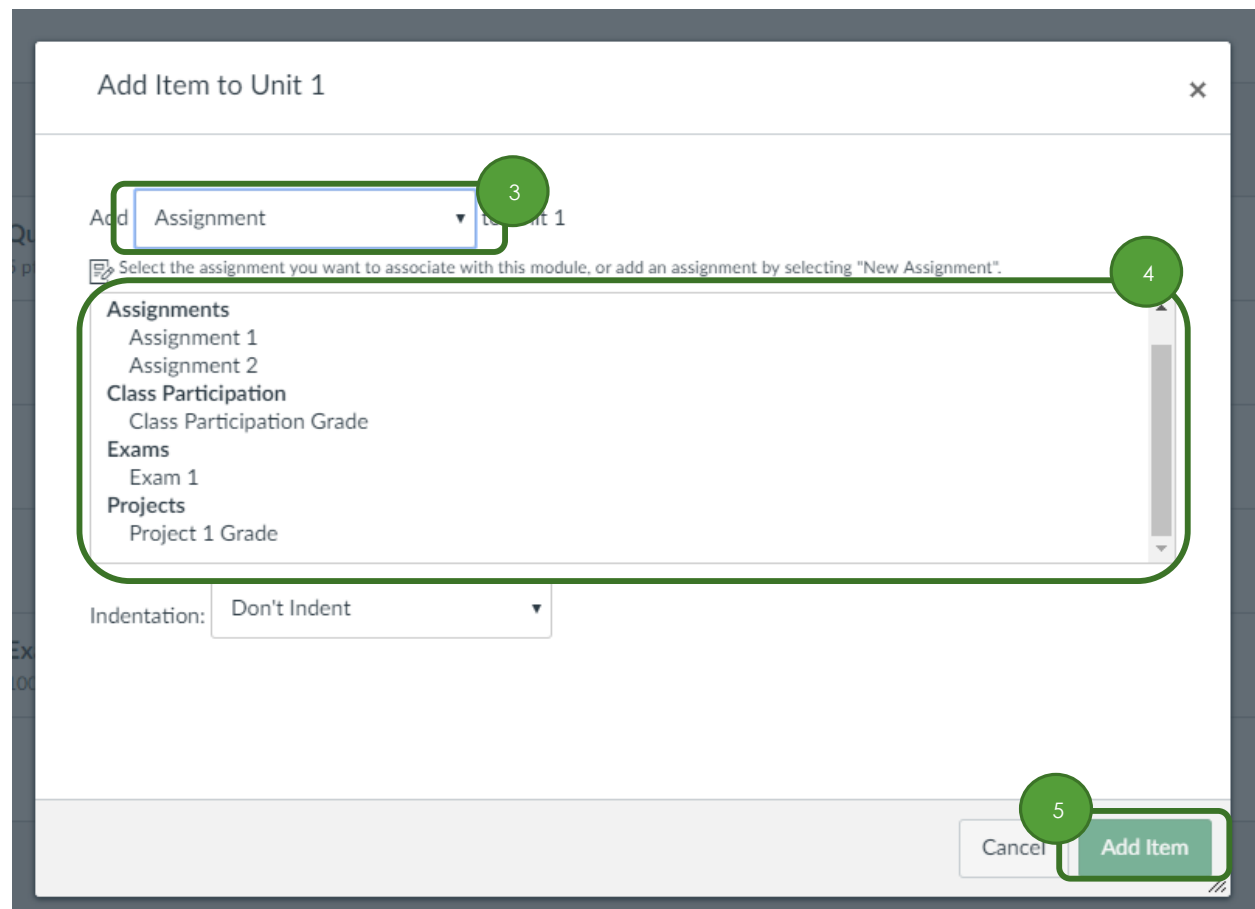
To create a Module, Click **+ Module** (1). Enter the name of the Module and click **Add Module**.



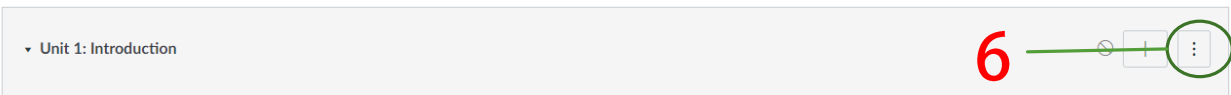
To **add items** inside your Module, Click the **+** (2) button.



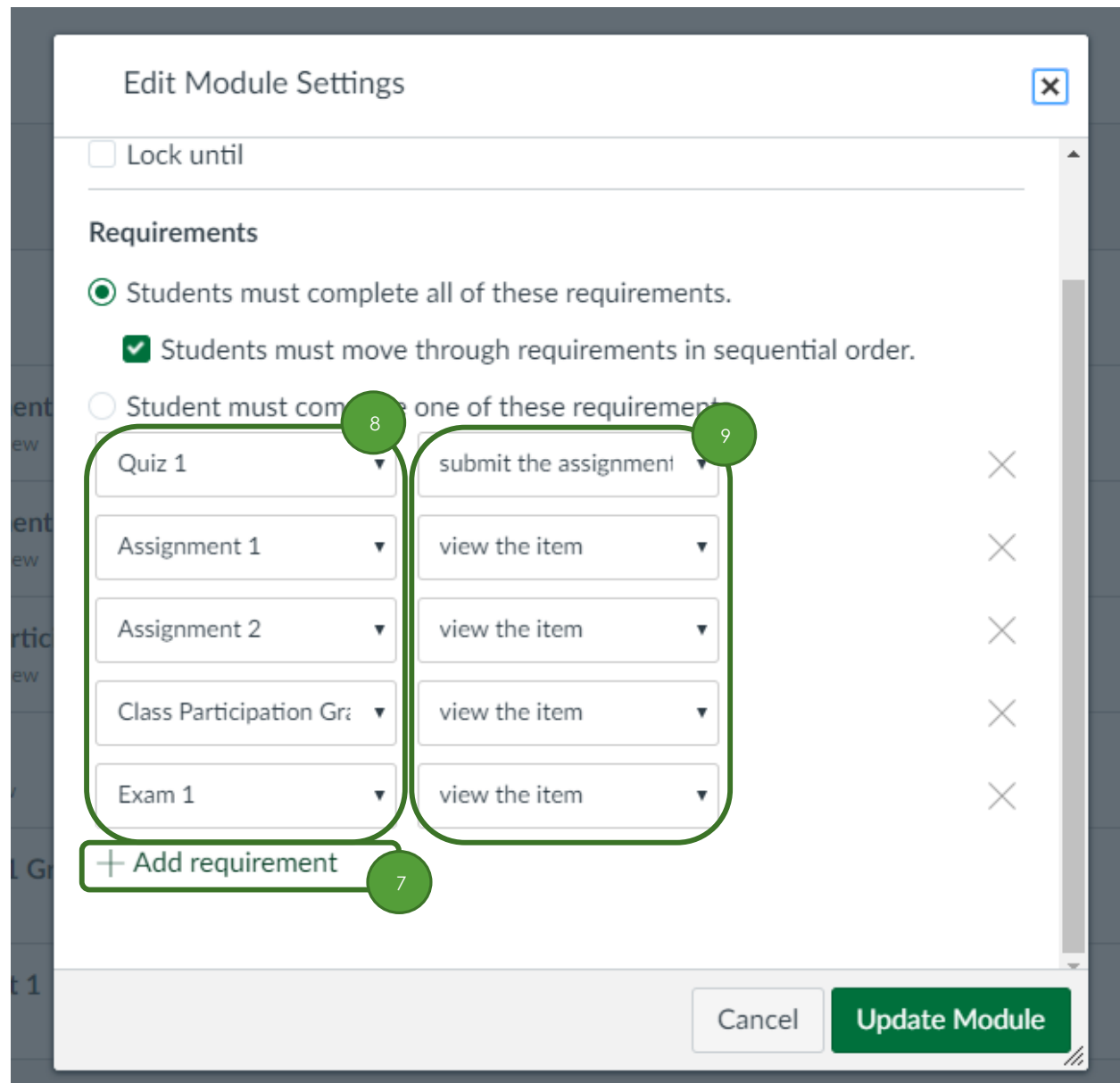
Select the **type of tool** (3) that you want to add. Select the **item** (4) that you want. Click **Add Item** (5).



To add a **requirement** for the Module, Select the **Settings icon** (6). Then click **Edit**.




Click **+ Add requirement** (7) to add a requirement. **Select an item** (8) from your module. Select the **condition** (9) for that item. The options will be **different per item** type/tool. Click **Update Module** when you're done.





Publishing Your Course


When you are ready to share your course with your students, the last step is to publish the course. To publish a course, go to Home and click **Publish (1)**.


Course Status


 Unpublished


 Publish




 Import from Commons


 Choose Home Page

 View Course Stream

 New Announcement

 Student View

Coming Up

 View Calendar

Nothing for the next week

Congratulations

There you go. Hope this document helps you in your course development in AnimoSpace. You may visit Academic Support for Instructional Services and Technology (ASIST) office at **Miguel Bldg Room 216** or contact us through **5242611 (loc. 563)**.

