How to Navigate the URS Canvas Community
Table of Contents

• Slides 1-5 Introduction
• Slides 6-13: The Home Page
• Slides 14-16: The Announcements Page
• Slides 16-27: The Modules Page
• Slides 27-31: The Grades Page
• Slide 32: Contact Us
How to Find the 2021-2022 URS Canvas Community

1. Log in to https://canvas.tamu.edu with your Texas A&M NetID and Password.
2. Go to the Courses Button in the Maroon menu on the left side of your screen.
3. Look for 2021-2022 Undergraduate Research Scholars in your Course List. The Course Number is COMU-006-CAAG.
4. Click the name of the course to access the Community.
Course Pages

- The URS Canvas Community consists of 4 main pages:
  1. Home
  2. Announcements
  3. Modules
  4. Grades
Four Main Pages

• The **Home** Page links to important URS Websites and Assignment Modules. It also displays upcoming To Do items and recent announcements.

• The **Announcements** Page displays all course announcements. Check frequently for program reminders.

• The **Modules** Page is where you will access and complete assignments. Modules are organized by month.
  o The **Important Links and Resources Module** links to frequently used URS resources.
  o The **Common Mistakes Video Playlist Module** contains videos that explain how to avoid and troubleshoot common formatting mistakes in Thesis Installments.

• The **Grades** Page is where you will find feedback left by your Thesis Reviewer on your Thesis Installments and is where you can access your assignment grades.
The Home Page links to important URS Websites and Assignment Modules. It also displays upcoming To Do items and recent announcements.
Overview of the Home Page

Pictured is the entire **Home** Page.

The **Home** Page contains three main sections:

1. The Welcome Screen
2. Resources Buttons
3. Modules Buttons
Home Page Section One: The Welcome Screen

The Welcome Screen includes three subsections:

1. Recent Announcements
2. A Welcome Paragraph
3. To Do List
Home Page Section One: The Welcome Screen

Subsection One

- **The Recent Announcements** Subsection on the Welcome Screen displays the two most recent announcements.
- Reference the **Announcements** Page for a full list of Course Announcements.
Home Page Section One: The Welcome Screen Subsection Two

- The **Welcome Paragraph** Subsection on the Welcome Screen includes:
  - A link to the OAKTrust Digital Repository
  - The program outcomes

- OAKTrust is where all URS theses are eventually published. Reference it for examples of past URS theses and for motivation!

Home Page Section One: The Welcome Screen
Subsection Three

The To Do List includes:

- Unread announcements
- Upcoming events
- Upcoming assignments

NOTE: Optional items are included in this list. Do not be alarmed by how long it is.
On the Home Page, scroll down and you will see four boxes. These boxes link to four websites you will need to reference frequently during the program. Bookmark these websites.

- **URS Resources**
  - This website includes Thesis Templates, Thesis Guides, Presentation Templates, etc.

- **URS Program Schedule**
  - Write program dates in your calendars now and set reminders for yourself.
  - Program dates/times/locations are updated in real time on this website (and included in URS Weekly Emails).

- **URS FAQS**
  - Reference these questions BEFORE emailing ugr@tamu.edu.

- **URS Symposium**
  - Once registration opens, you will be able to register to present at the URS Symposium. Presenting at this venue will fulfill the program’s Public Presentation requirement.
Home Page Section Three: Modules Buttons

- At the bottom of the Home Page, you will see eight oval buttons. These buttons link directly to their respective Module. Assignments are organized into Monthly Modules. You can also access assignments on the Modules Page.
The Announcements Page

The **Announcements** Page displays all course announcements. Check frequently for program reminders.
How to Navigate the Announcements Page

- You can sort Announcements by All and Unread in the dropdown menu (red box in the image above). You can also search for keywords in the search bar.
- To open and read an Announcement click on the bolded title (blue box in the image above).
- Announcements posted to Canvas will be emailed to your official Texas A&M Gmail account according to your Canvas notification preferences. The default setting is to notify students via email immediately.
- Check your Canvas Notification Settings. All URS students are expected to turn on Announcement notifications. It is a global Canvas setting.
How to Change Canvas Notification Settings

1. Click the **Account** button in the maroon menu on the left of your screen
2. Click on **Notifications**
3. Scroll down to locate **Announcement**
4. Click the bell icon to the right of **Announcement** and change setting to either **Notify Immediately** or **Daily Summary** (**Notify Immediately** is our recommended setting)

How to Change Canvas Notification Settings
The Modules Page

The **Modules** Page is where you will access and complete assignments. Modules are organized by month.
How to Find Assignments

There are two ways to find assignments:
1. On the Home Page, find the oval buttons at the bottom of the page and click on the Module you want to access
2. Click on the Modules Page in the Course Menu and find the Module/assignment you would like to access
Modules Organization

• Assignments, tasks, and resources are organized into monthly modules.

• Required items are denoted as such in the item name. Deadlines may differ by campus, so doublecheck you are completing assignments for your campus
  • CS = College Station/McAllen Students
  • DH= Dental Hygiene Students
  • GV = Galveston Students
  • QT = Qatar Students

• Assignments include:
  • Progress Reports
  • Thesis Installment Submissions
  • Final Thesis Part 1 Submission
  • Presentation Report

• Tasks include:
  • Registering for Mandatory Events
  • Signing up for Mandatory Small Group Meeting times
  • Feedback Surveys
  • Signing up for Remind.com

• Resources can be found:
  • In the Important Links and Resources Module
  • In the Common Mistakes Video Playlist Module
Icon Guide

The Rocket Icon denotes a Progress Report, Presentation Report, or a Test

The Document Icon denotes a Thesis Installment or Final Thesis Part 1 Submission. Requires a file upload (.PDF, .doc, .docx)

The Paperclip Icon denotes a PDF Resource

The Chain Icon denotes a link
Links Display Two Ways in Canvas

• Link titles may either have a maroon or bolded, black coloration:
  o Maroon Links will prompt you to open the link in a new window
  o Bolded, Black Links will open a window within Canvas
Maroon Links

• Maroon Links will prompt you to open the link in a new window. Some websites are not compatible with Canvas and will only display with this option.
• To open the link, click the maroon text and then the gray button.

Register to Present at the URS Symposium by Jan. 26 (Optional)

This site was opened in a new browser window.

Open Register to Present at the URS Symposium by Jan. 26 (Optional) in a new window
Bolded, Black Links

- Bolded, Black Links will open a window within Canvas.
- To open the link in a new window, click the name of the link in the gray box.
Note on Assignment Navigation

• Once you click into an assignment, be careful using the Previous and Next buttons at the bottom of the screen. These buttons will take you to the previous and next items in the Modules list.

• Submit assignments before clicking these buttons. They navigate away from your submission window and your assignment progress may be lost.

• If you want to access the previous screen, we recommend using the back arrow in your browser window at the top left-side of your screen (green box in the image below).
Important Links and Resources Module

• The Important Links and Resources Module links to frequently used URS resources.

• Most of these resources are also available on the URS Resources Website.

• Take the time to familiarize yourself with the resources in this Module.
Common Mistakes Video Playlist Module

• The **Common Mistakes Video Playlist** contains a series of short videos that explain how to avoid and troubleshoot common formatting mistakes in Thesis Installments.

• Students are expected to view these videos BEFORE submitting Thesis Installment Assignments.

• Submitted Thesis Installment Assignments which contain Common Mistakes are not valid submissions and will be returned without review.
  - Student are expected to consult program resources before submitting. It is up to you to avoid common mistakes.
Canvas Submission Guide

• Detailed step-by-step instructions for submitting assignments are available in the Canvas Community Submission Guide.

• The Guide will be available in the Important Links and Resources Module in the 2021-2022 Undergraduate Research Scholars Canvas Community.
The Grades Page

The Grades Page is where you will find feedback left by your Thesis Reviewer on your Thesis Installments and is where you can access your assignment grades.
The Grades Page Overview

- If an assignment is pending grading, you will see the assignment icon in the *Score* column.
- When the assignment is graded, your score will be visible in the *Score* column.
- URS students are expected to score 100% on all assignments. Assignments may be returned for corrections if the student did not follow assignment guidelines. Students will be notified via email if an assignment has been returned for corrections.
Note About Commenting on Assignments

• If you click into the assignment on the Grades page it will give you the option to Add a Comment. DO NOT USE THIS FEATURE. Email ugr@tamu.edu your comments, questions, and concerns. Thesis Reviewers will NOT reference comments left on graded assignments.

• If you ever have questions about assignments, or Thesis Reviewer feedback email ugr@tamu.edu
Canvas Submission Guide

• Detailed step-by-step instructions for viewing Thesis Reviewer feedback on Thesis Installment assignments are available in the Canvas Community Submission Guide.

• The Guide will be available in the Important Links and Resources Module in the 2021-2022 Undergraduate Research Scholars Canvas Community.
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