

# URS Canvas Community Overview

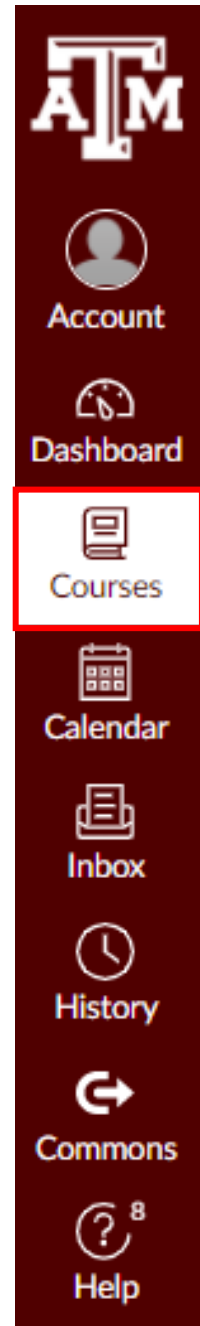
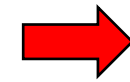
How to Navigate the URS Canvas Community

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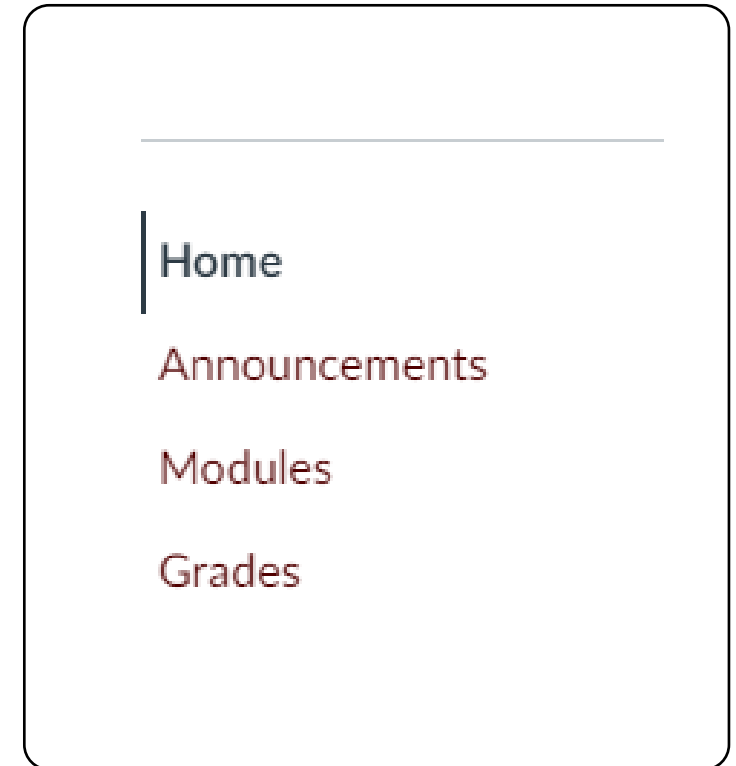
# How to Find the 2021-2022 URS Canvas Community

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

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

1

2

3




# Home Page Section One: The Welcome Screen

The Welcome Screen includes three subsections:

1. Recent Announcements
2. A Welcome Paragraph
3. To Do List


**1**

### Recent Announcements

 **Welcome to the URS Canvas Community!**  
The Undergraduate Research Scholars Canvas Community will be y... Posted on:  
Sep 24, 2021 at 12:41pm

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**2**



### Welcome!








The Undergraduate Research Scholars (URS) thesis program seeks to provide eligible undergraduates with a graduate student experience by allowing them to participate in research and communicate their findings as principal authors to the University's scholarly community.

Undergraduates who participate in the Undergraduate Research Scholars program will ultimately:

- Produce a written undergraduate thesis to be published in the Undergraduate Research Scholars Capstone Collection in the [Texas A&M OAKTrust Repository](#).
- Make a public presentation
- Earn a university-level honors transcript distinction along with a URS medallion as official graduation regalia
- Acquire knowledge beyond the classroom
- Gain a better understanding of graduate school
- Improve their chances for acceptance into graduate or professional schools, fellowships, and grants
- Develop a professional network of students and faculty

**3**

### To Do

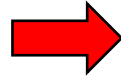
-  Welcome to the URS C... x  
Sep 24 at 12:41pm
-  Registration Deadline f... x  
Oct 10 at 11:59am
-  URS Orientation (Requ... x  
Oct 11 at 6pm
-  Make Up Test Only - O... x  
15 points |  
Oct 22 at 11:59am
-  Qatar Students Only - ... x  
15 points |  
Oct 22 at 11:59am
-  Research Compliance ... x  
Oct 22 at 3pm
-  October Small Group ... x  
Oct 25 at 7am



# 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



### Recent Announcements

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-  View Course Stream
-  View Course Calendar
-  View Course Notifications

### To Do

-  Welcome to the URS C...   
Sep 24 at 12:41pm
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Oct 25 at 7am

# 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!
- **NOTE:** Thesis templates change each year. Follow formatting guidelines in the Thesis Formatting Guide.

### Recent Announcements



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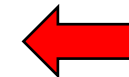
View Course Stream

View Course Calendar

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### To Do

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Oct 25 at 7am



# 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.

### Recent Announcements



Welcome to the URS Canvas Community!

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### Welcome!

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View Course Stream

View Course Calendar

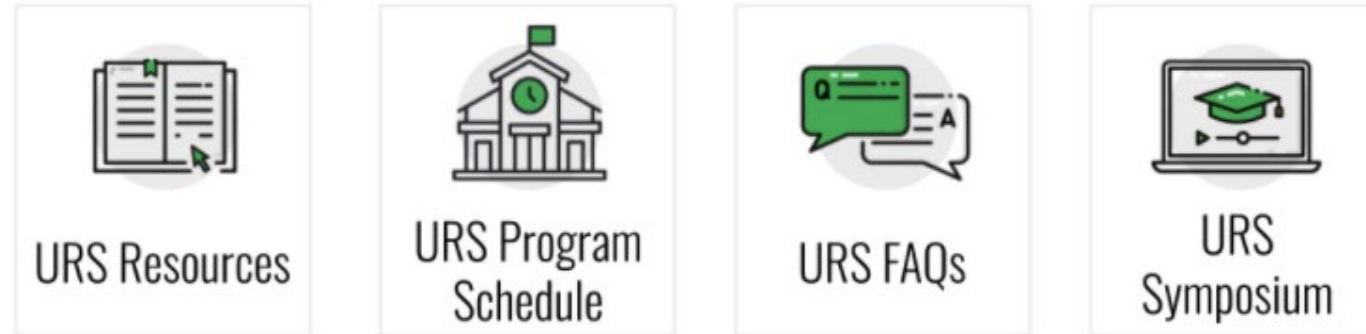
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### To Do

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# Home Page Section Two: Resources Buttons



- 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](mailto: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

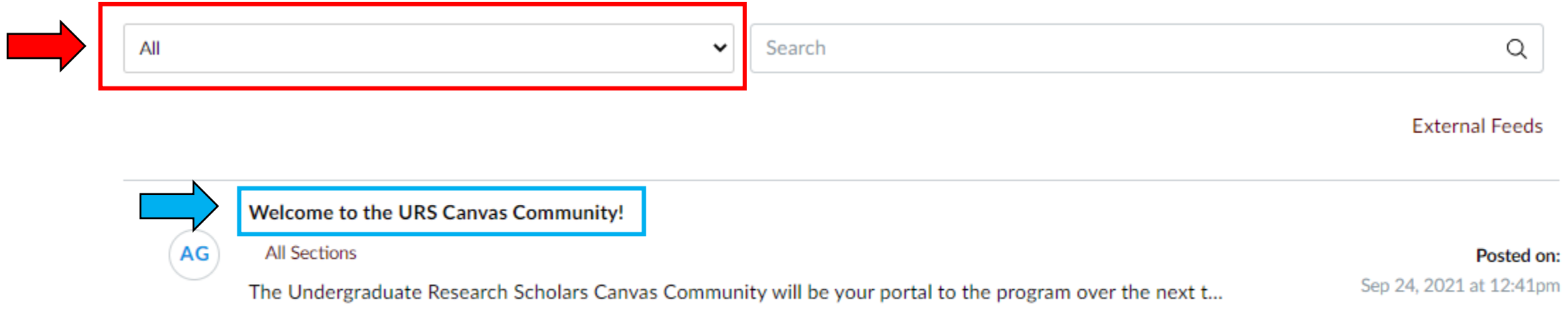
- At the bottom of the Home Page, you will see eight oval buttons. These buttons link directly to their respective Module. Assignments are organized into Monthly Modules. You can also access assignments on the **Modules** Page.



# The Announcements Page

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

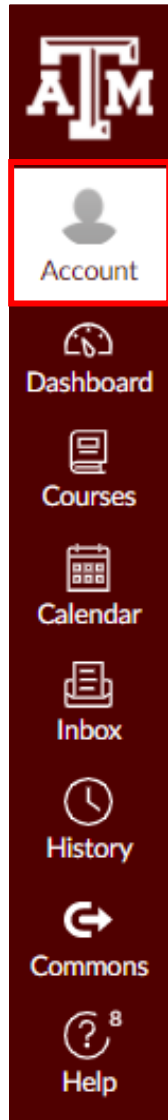
# How to Navigate the Announcements Page



The screenshot shows the top navigation area of the Canvas Announcements page. A red arrow points to a dropdown menu currently set to 'All', which is enclosed in a red rectangular box. To the right of the dropdown is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below these elements, the text 'External Feeds' is visible. A horizontal line separates this from the announcement content below. A blue arrow points to the bolded title 'Welcome to the URS Canvas Community!', which is enclosed in a blue rectangular box. To the left of the title is a circular profile picture containing the letters 'AG'. Below the title, the text 'All Sections' is displayed. To the right of the announcement, the text 'Posted on: Sep 24, 2021 at 12:41pm' is shown. The beginning of the announcement text, 'The Undergraduate Research Scholars Canvas Community will be your portal to the program over the next t...', is visible below the title.

- 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

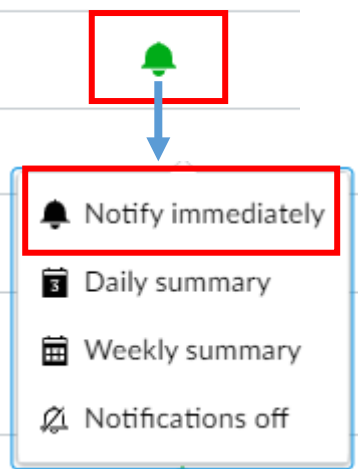


Notifications

- Files
- Settings
- Shared Content
- Folio
- QR for Mobile Login
- Global Announcements

Announcement

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)





# 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

The image shows a navigation interface with two columns of menu items. The left column contains: Home (underlined), Announcements, Modules, and Grades. The right column contains: Home, Announcements, Modules (underlined), and Grades. In the center, there are eight grey oval buttons with right-pointing arrows, arranged in two columns. The top-left column of buttons contains: October Module, January Module, March Module, and Important Links & Resources Module. The top-right column of buttons contains: November Module, February Module, April Module, and Common Mistakes Video Playlist Module. To the right of the main navigation, there are two light grey rectangular boxes. The top box is under 'Announcements' and contains a right-pointing arrow followed by 'October Assignments'. The bottom box is under 'Modules' and contains a right-pointing arrow followed by 'November Assignments'.

# 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 Paperclip Icon denotes a PDF Resource



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




The Chain Icon denotes a link

# Links Display Two Ways in Canvas



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

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

 Register by Jan. 13 for a Thesis Formatting Workshop (Required for all Students)

# 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.



**Register by Jan. 13 for a Thesis Formatting Workshop (Required for all Students)**

☰ COMU-006-CAAG > Modules > January Assignments > Register by Jan. 13 for a Thesis Formatting Workshop (Required for all Students)

Home

Announcements

Modules

Grades

**Register by Jan. 13 for a Thesis Formatting Workshop (Required for all Students)** ↗

**ERS** Event Registration System



[Login](#)

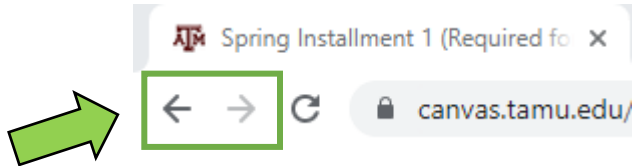
All Events

**Undergraduate Research Scholars Thesis Formatting Workshop**

LAUNCH: Undergraduate Research

# 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.

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• Spring Progress Report 1 (Required for all Students)  
Test

Jan 24, 2022 by 11:59am



6

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Spring Installment 1 (Required for all Students)  
Assignment

Jan 24, 2022 by 11:59am

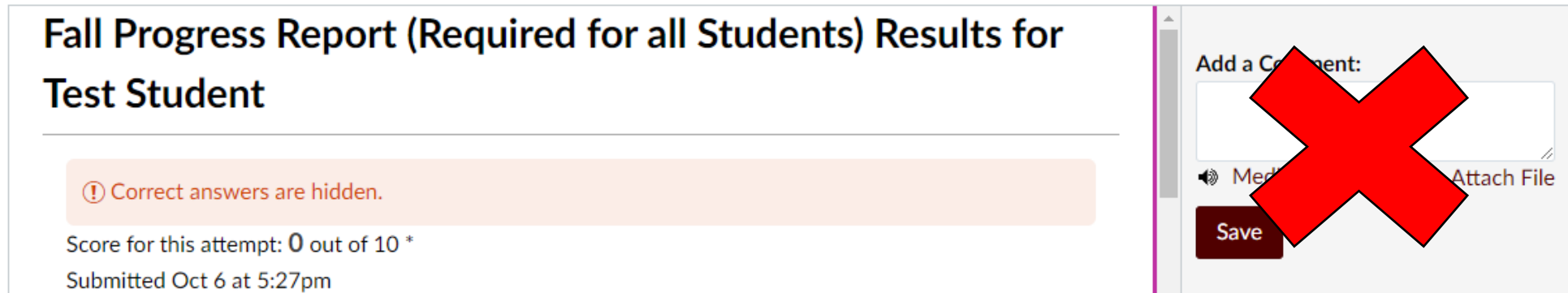


1



# 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](mailto: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](mailto:ugr@tamu.edu)



The image shows a screenshot of a course assignment page. On the left, the title is "Fall Progress Report (Required for all Students) Results for Test Student". Below the title, there is a message: "Correct answers are hidden." followed by "Score for this attempt: 0 out of 10\*" and "Submitted Oct 6 at 5:27pm". On the right, there is a "Add a Comment:" form with a text input field, a "Media" icon, and an "Attach File" button. A large red "X" is overlaid on the comment form, indicating that this feature should not be used.

# 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.

# Contact Us

[ugr@tamu.edu](mailto:ugr@tamu.edu)

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([Aggie Map](#))



LAUNCH  
UNDERGRADUATE RESEARCH