

# URS Canvas Community Overview

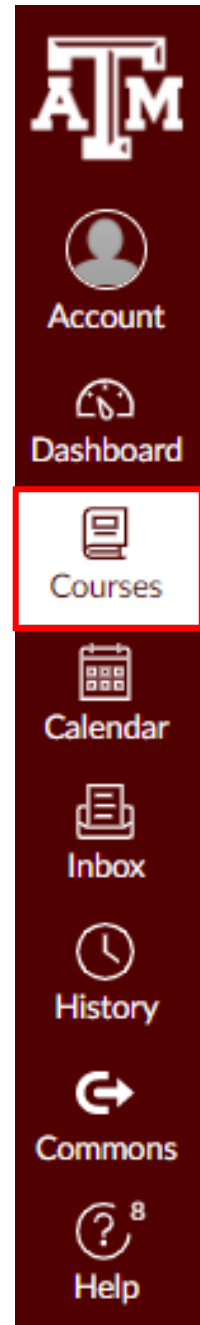
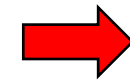
How to Navigate the URS Canvas Community

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- Slides 27-30: The Grades Page
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- Slide 34: Contact Us

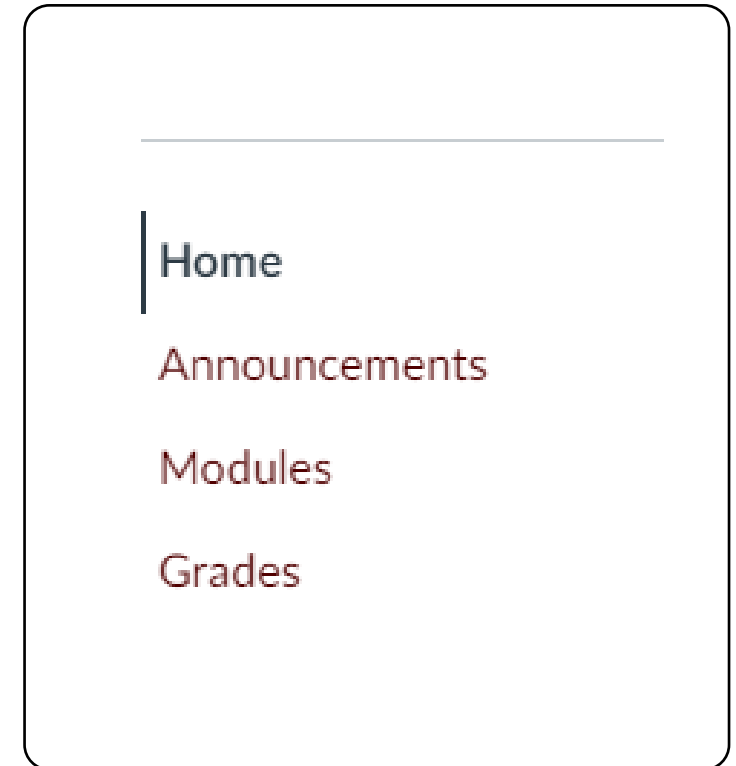
# How to Find the 2023-2024 URS Canvas Community

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 **2023-2024 Undergraduate Research Scholars** in your Course List. The Course Number is COMU-002-CERT.
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. The Home page is organized by month. 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.

# Home Page- The Welcome Screen

The Welcome Screen includes three subsections:

1. Recent Announcements
2. To-Do
3. Course Content

**1** Recent Announcements

Welcome to the URS Canvas Community!  
The Undergraduate Research Scholars Canvas Community will be y...  
Posted on: Oct 7, 2023, 12:13 PM

**2023-2024 Undergraduate Research Scholars**

**2**

**3**

View Course Stream  
View Course Calendar  
View Course Notifications

To Do

- Welcome to the URS Canvas Community! 2023-2024 Undergraduate Research Scholars Oct 7 at 12:13pm
- Small Group Meetings 2023-2024 Undergraduate Research Scholars Oct 23 at 12am
- Make Up Test Only - Orientation Test (Excused Absence Required) 2023-2024 Undergraduate Research Scholars 15 points | Oct 23 at 11:59am
- Qatar Students Only - Orientation Test (Required for Qatar Only) 2023-2024 Undergraduate Research Scholars 15 points | Oct 23 at 11:59am
- Small Group Meetings 2023-2024 Undergraduate Research Scholars Oct 24 at 12am

Home October November January February March

**Start here!**

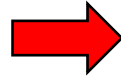
**Important Resources:**

Thesis Formatting Guide

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

# Home Page - Recent Announcements

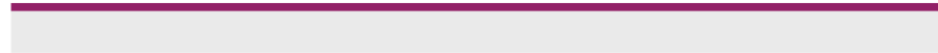


- The *Recent Announcements* Subsection on the Welcome Screen displays the two most recent announcements
- Reference the [Announcements](#) Page for a full list of Course Announcements


## Recent Announcements

•  Welcome to the URS Canvas Community!  
The Undergraduate Research Scholars Canvas Community will be y... Posted on:  
Oct 7, 2023, 12:13 PM

## 2023-2024 Undergraduate Research Scholars <sup>▲</sup>



- Home
- October
- November
- January
- February
- March

 Start here!

Important Resources:


[Thesis Formatting Guide](#)

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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

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 View Course Calendar

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To Do

-  [Welcome to the URS Canvas Community!](#) ×  
2023-2024 Undergraduate Research Scholars  
Oct 7 at 12:13pm
-  [Small Group Meetings](#) ×  
2023-2024 Undergraduate Research Scholars  
Oct 23 at 12am
-  [Make Up Test Only - Orientation Test \(Excused Absence Required\)](#) ×  
2023-2024 Undergraduate Research Scholars  
15 points | Oct 23 at 11:59am
-  [Qatar Students Only - Orientation Test \(Required for Qatar Only\)](#) ×  
2023-2024 Undergraduate Research Scholars  
15 points | Oct 23 at 11:59am
-  [Small Group Meetings](#) ×  
2023-2024 Undergraduate Research Scholars  
Oct 24 at 12am




# Home Page - To-do List

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!**  
The Undergraduate Research Scholars Canvas Community will be y... Posted on:  
Oct 7, 2023, 12:13 PM

## 2023-2024 Undergraduate Research Scholars <sup>A†</sup>



- Home
- October
- November
- January
- February
- March

 **Start here!**

Important Resources:


[Thesis Formatting Guide](#)

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2023-2024 Undergraduate Research Scholars  
Oct 24 at 12am

# Home Page – Main Content

The main course content is where you will interact with the most materials in the Canvas Community.


There are 4 sections on the Home page

1. Navigation
2. Important Resources
3. Welcome Paragraph
4. Additional Information

1

Home October November January February March

2

 Start here!


Important Resources:

Thesis Formatting Guide

Thesis Manual and Policy Guide

URS Resources Page

Program Schedule

Common Mistakes Playlist 

3

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

4

LA Canvas Overview

LO


# Home Page - Welcome Paragraph

- 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.


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[Home](#) [October](#) [November](#) [January](#) [February](#) [March](#)

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 **Start here!**

Important Resources:

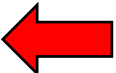
- [Thesis Formatting Guide](#)
- [Thesis Manual and Policy Guide](#)
- [URS Resources Page](#)
- [Program Schedule](#)
- [Common Mistakes Playlist](#) 

**Welcome!**

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# Home Page - Welcome Paragraph

- The Navigation bar contains buttons for visiting Month specific URS pages.
- This navigation bar is consistent across all pages



 Start here!

Important Resources:

[Thesis Formatting Guide](#)

[Thesis Manual and Policy Guide](#)

[URS Resources Page](#)

[Program Schedule](#)

[Common Mistakes Playlist](#) 

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# Home Page Section Two: Resources Buttons


This section contains common important resources for the program that you can quickly access from the Home Page.

- **This Formatting Guide**
  - The primary document concerning formatting guidelines for each thesis installment.
- **Thesis Manual and Policy Guide**
  - The primary document covering the program benefits, structure, and any additional information.
- **URS Resources Page**
  - 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).
- **Common Mistakes Playlist**
  - A video playlist of common mistakes made on installment submissions and how to fix them.


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Home October November January February March

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 **Start here!**

Important Resources:

- Thesis Formatting Guide
- Thesis Manual and Policy Guide
- URS Resources Page
- Program Schedule
- Common Mistakes Playlist 

**Welcome!**

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# SubPages

Clicking any button from the navigation bar will take you to a subpage. Each subpage has a similar structure, but is tailor made for each month.

1. Navigation
  - Navigation bar for all the pages
2. Resources + Module Buttons
  - Quick links to the Thesis Formatting Guide, Thesis Manual, and the Month specific Module.
3. Written Overview
  - A written description of general expectations and program reminders relevant to the month.
4. Task List
  - Links to the relevant tasks and assignments for the month. Optional tasks are noted. Pay attention to dues dates that are different between campuses.
5. Looking Ahead
  - Links to tasks and assignments that will be due after this month.
6. More Information
  - Additional information, instructions, or links relevant to the tasks and assignments.

October <sup>▲</sup>

October

1. Navigation bar containing buttons for Home, October, November, January, February, and March.
2. Resources + Module Buttons section containing links for Thesis Formatting Guide, Thesis Manual and Policy Guide, and October Module.
3. Written Overview section containing a paragraph about the month of October, orientation, small group meetings, and thesis completion.
4. Task List section containing a list of tasks and assignments for the month of October, including orientation, registration, and meetings.
5. Looking Ahead section containing a list of upcoming tasks and assignments for the following month of November.
6. More Information section containing links for Small Group Meeting Registration Instructions, Small Group Meeting Agenda, and Remind.com Registration Instructions.

# How to Find Assignments

There are two ways to find assignments:

1. On each Months Sub Page, you can find links to the assignments under the Tasks List and Looking Ahead sections

October <sup>▲</sup><sub>▼</sub>

October

Home October November January February March

### 🔔 URS Program Overview

Thesis Formatting Guide <sup>↓</sup>

Thesis Manual and Policy Guide <sup>↓</sup>

October Module

The month of October will have you attend the orientation, participate in small group meetings with your thesis reviewer, and gain familiarity with the Canvas community and the URS program at large. At this point in the program, you should have chosen a citation style, a thesis template, and have a general roadmap for completing your thesis. Ensure you are familiar with our Thesis Formatting Guide as well as the Thesis Manual and Policy Guide. If you have any questions send us an email at [UGR@tamu.edu](mailto:UGR@tamu.edu).

#### 📅 Task List

- [Oct. 13 | Register for URS Orientation \(CS,DH,GV,MA\)](#)
- [Oct. 23 | Orientation Test \(Q only\)](#)
- [Oct. 23 | Register for Small Group Meetings](#)
- [Oct. 23-27 | Small Group Meetings](#)
- [Oct. 24 | Entry Survey \(Optional\)](#)
- [DATA: Dissertation, Article, & Thesis Assistance Registration \(Optional\)](#)
- [Remind.com \(optional\)](#)

#### 📅 Looking Ahead

- [Nov. 13-17 | Small Group Meetings](#)
- [Nov. 29 | Fall Progress Report](#)

📄 More Information

#### Small Group Meeting Registration Instructions

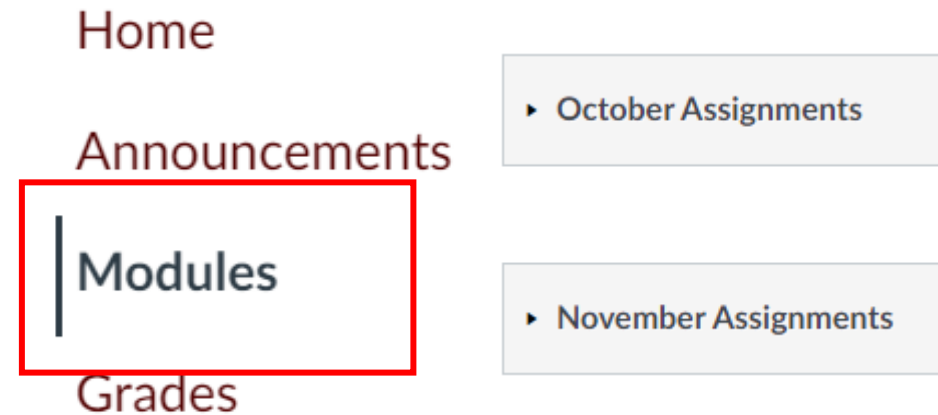
LAUNCH: Unc  <sup>↓</sup>

#### Small Group Meeting Agenda

# How to Find Assignments

There are two ways to find assignments:

1. On each Months Sub Page, you can find links to the assignments under the Tasks List and Looking Ahead sections.
2. Click on the **Modules** Page in the Course Menu and find the Module/assignment you would like to access.





# The Modules Page

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

# 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
  - DH= Dental Hygiene Students
  - GV = Galveston Students
  - McAllen = McAllen 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



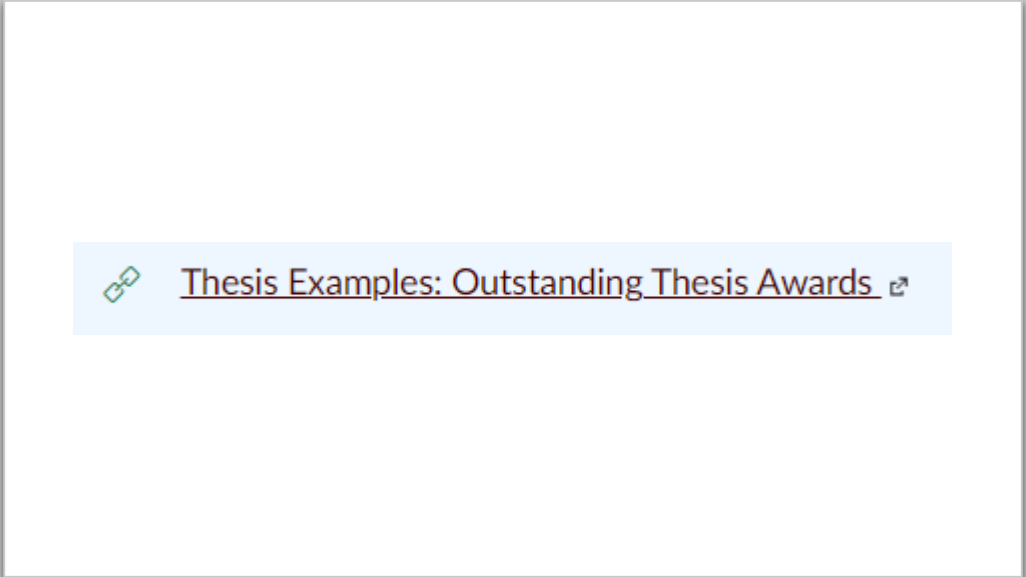
The Document Icon denotes a Thesis Installment or Final Thesis Part 1 Submission. Requires a file upload (.PDF, .doc, .docx)




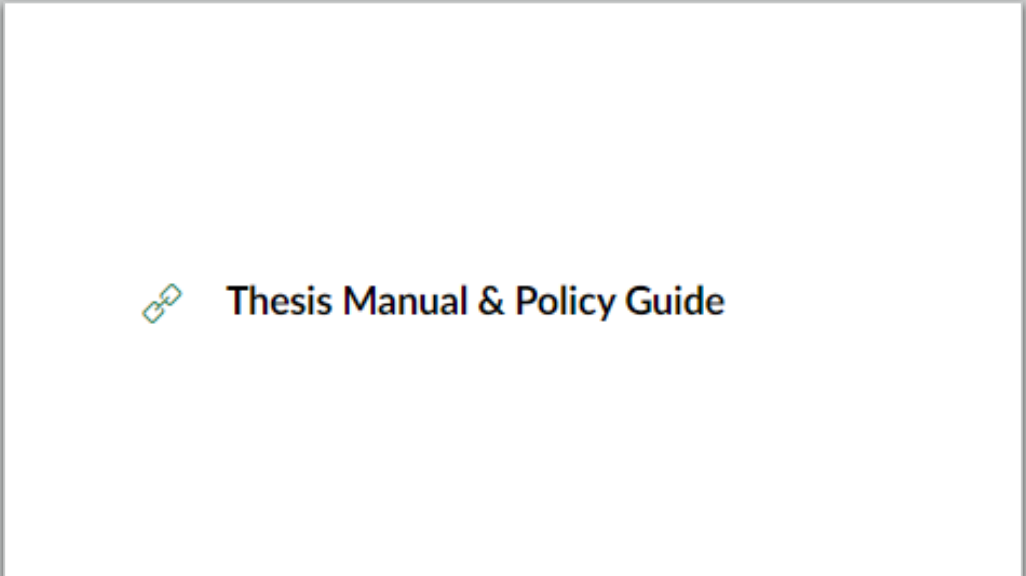
The Chain Icon denotes a link


# 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



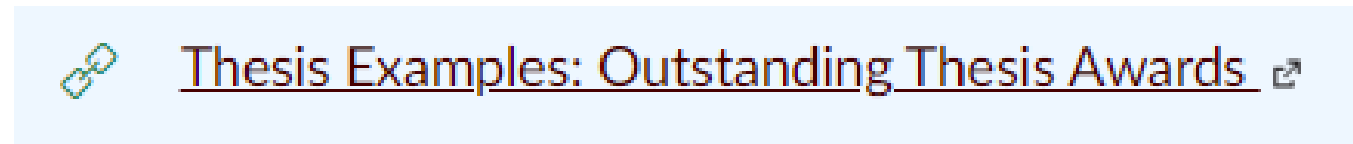
 [Thesis Examples: Outstanding Thesis Awards](#) ↗



 **Thesis Manual & Policy Guide**

# 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.



This site was opened in a new browser window.

Open Thesis Examples: Outstanding Thesis Awards 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.



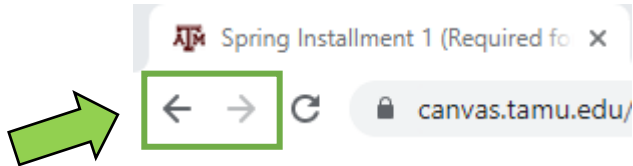
**Thesis Manual & Policy Guide**



The screenshot shows a PDF viewer interface. At the top, a gray header bar contains the text "Thesis Manual & Policy Guide" with a small external link icon, which is highlighted by a red rectangular box. Below this, a dark navigation bar displays "2022-2023 Undergraduate Research Scholars Thesis Man...", page "1 / 47", a zoom level of "108%", and icons for search, refresh, download, and print. The main content area shows the first page of the document, which has a white background and a dark red border. The title "UNDERGRADUATE RESEARCH SCHOLARS THESIS MANUAL & POLICY GUIDE" is centered in large, bold, dark red capital letters. Below the title, it says "LAUNCH: Undergraduate Research". In the bottom right corner of the page, the number "22" is visible.

# 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 2023-2024 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



6

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Spring Installment 1 (Required for all Students)  
Assignment

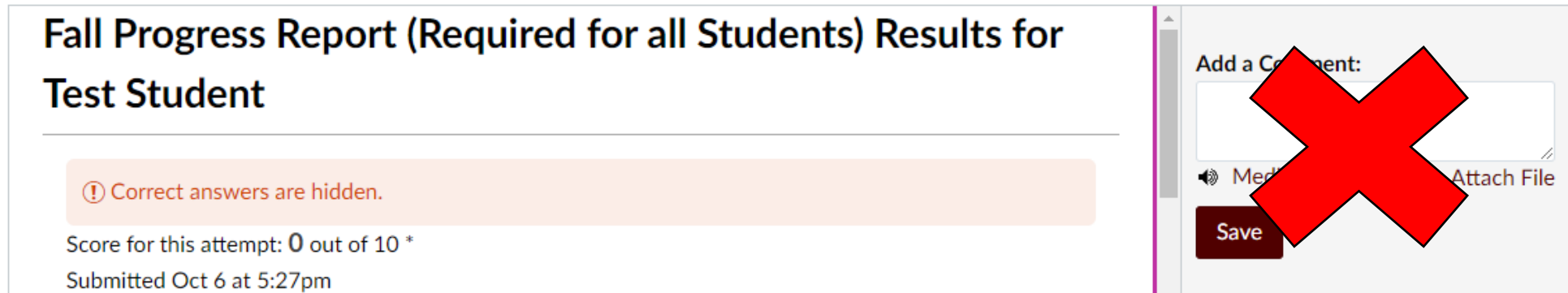


1



# 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 screenshot shows 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, an "Attach File" button, and a "Save" button. A large red "X" is overlaid on the comment form, indicating that this feature is not to be used.

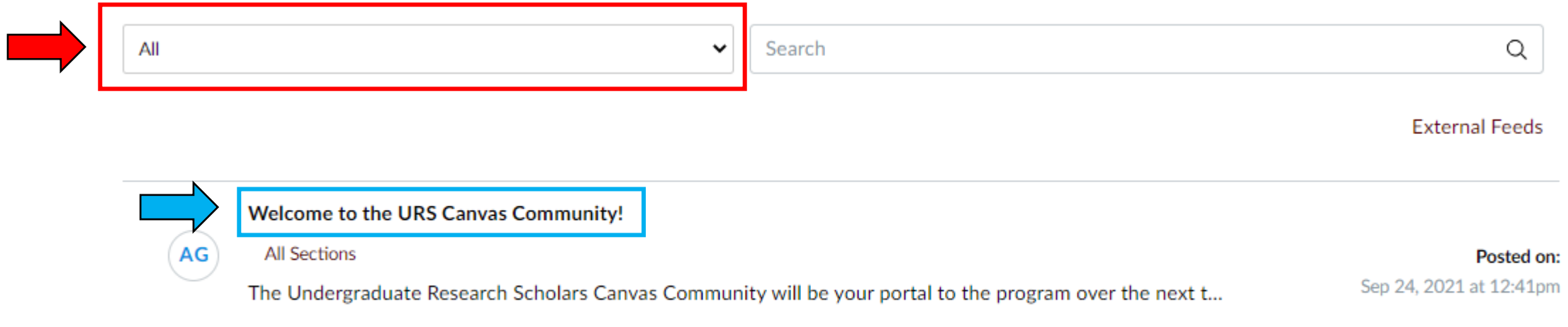
# Canvas Submission Guide

- 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 2023-2024 Undergraduate Research Scholars Canvas Community.

# The Announcements Page

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

# How to Navigate the Announcements Page

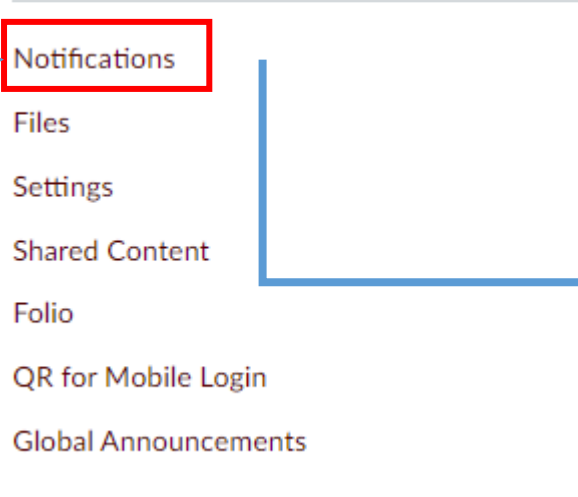
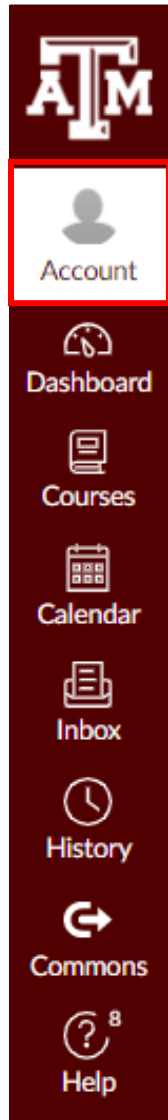


The screenshot shows the top navigation area of the Canvas Announcements page. A red arrow points to a dropdown menu currently set to 'All', which is enclosed in a red rectangular box. To the right of the dropdown is a search bar with the placeholder text 'Search' and a magnifying glass icon. Below the search bar, the text 'External Feeds' is visible. A horizontal line separates this area from the announcement content below. A blue arrow points to the announcement 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 title, 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.

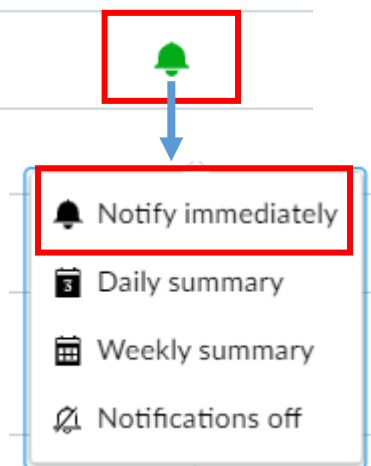
- You can sort Announcements by *All* and *Unread* in the dropdown menu (red box in the image above). You can also search for keywords in the search bar.
- To open and read an Announcement click on the bolded title (blue box in the image above).
- Announcements posted to Canvas will be emailed to your 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



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)



# Contact Us

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

(979) 845-1957

114 Henderson Hall (HEND)  
Building #0425  
Mail Stop 4233 TAMU  
College Station, TX 77843-2322

([Aggie Map](#))



LAUNCH  
UNDERGRADUATE RESEARCH