

canvas

## **How to Use WSSU Department Admin Account**



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# How to Use WSSU Department Admin Account

As a WSSU department admin, you can view department sub-accounts in Canvas. Sub-accounts help establish your account's hierarchical structure and house courses and enrollments.

All of your institution's sub-accounts are located within the WSSU's root account called "Winston-Salem State University" and/or "All Accounts". Note: Each sub-account can include additional nested sub-accounts and you can access all of the nested sub-accounts.

Sub-accounts were created via API or SIS upload from Banner and retain the identifiers for departments names as listed in the Banner system.

To access your Canvas sub-account's Global Navigation, click the Admin link icon. You will see the sub-accounts assigned to you (in the top section) and the WSSU sub-accounts called "All Accounts" (in the bottom section).

Please note that depending on your assigned sub-accounts, you may see a sub account and notice that the sub-account is in the account The College of WSSU.

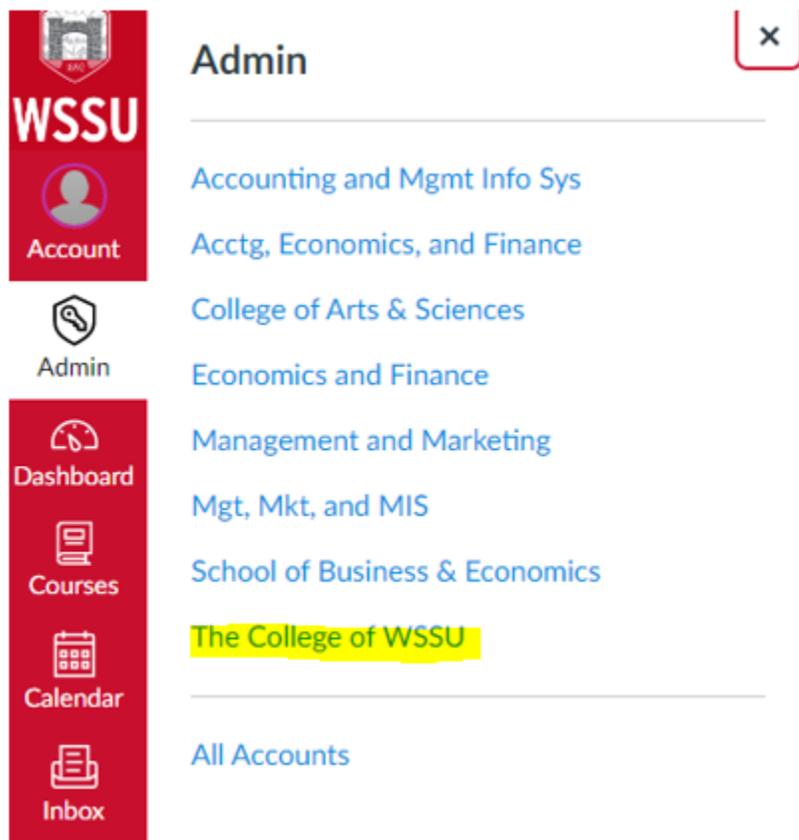


Figure 1 Admin Tab sub-accounts

Next, click the name of the department or sub-account you want to access to view information or run course analytics. Select “The College Of WSSU” and this will take you to the sub-account.

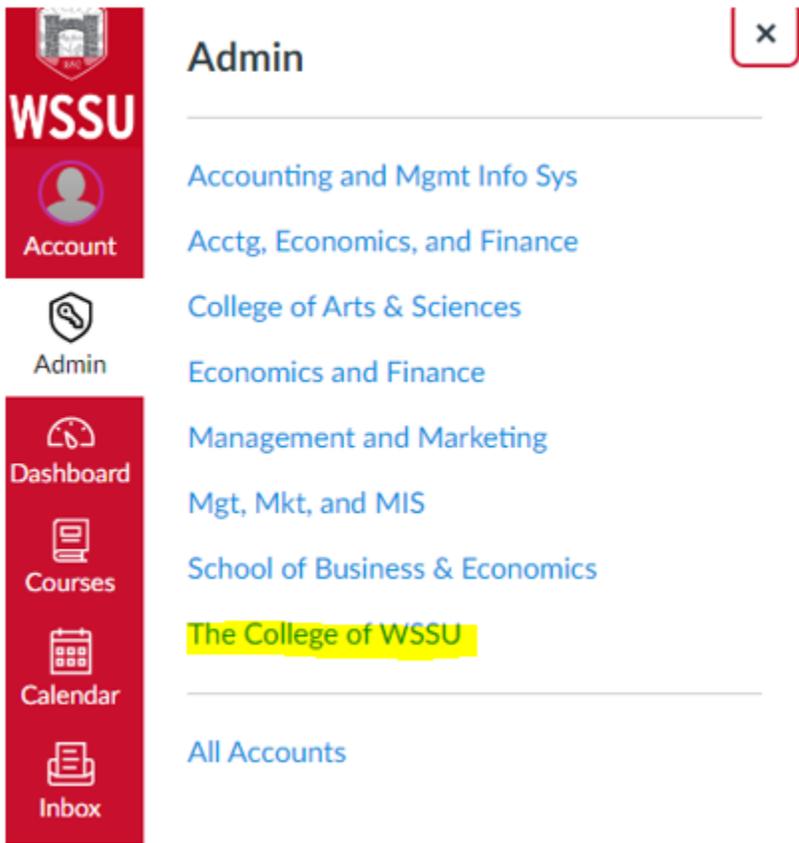


Figure 2 Admin Tab sub-accounts

While in the sub-account, you can view courses, statics, attendance, analytics and settings.

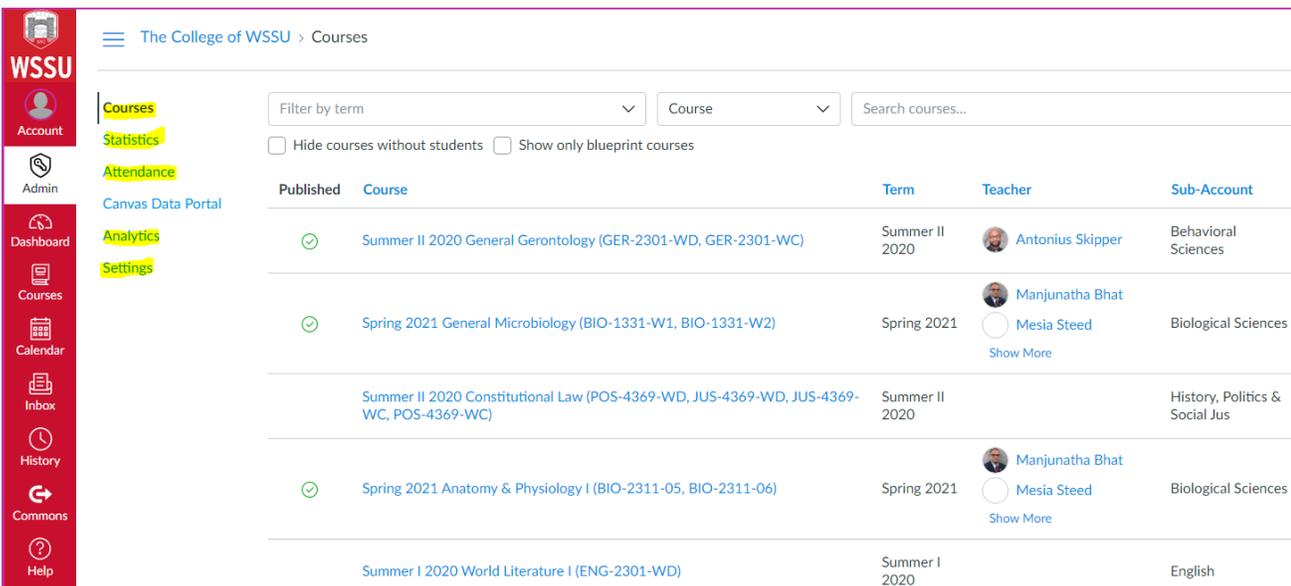


Figure 3 Sub-account Navigation tabs

## Courses

- Here is where you can search for any course in the sub-account – either scroll through the courses in the list or use the search to enter course ID parameters
- You can filter or use the search box to type partial parameters for the course.
- Once you find a course, you can click the course name to open the course

The College of WSSU > Courses

Filter by term: **Fall 2020**

Term	Teacher	Sub-Account	Students
Fall 2020	Manjunatha Bhat	Biological Sciences	93
Fall 2020	Cynthia Villagomez	History, Politics & Social Jus	25
Fall 2020	Donna Benson	History, Politics & Social Jus	68
Fall 2020	Cynthia Villagomez	History, Politics & Social Jus	4
Fall 2020	Denise Nation Naomi Hall-Byers	History, Politics & Social Jus	34
Fall 2020	Radscheda Nobles	History, Politics & Social Jus	29

Figure 4 Courses Tab

- **Statistics**

- Here you can see recently started courses and recently ended courses
- You can also see recently logged in users

The College of WSSU > Statistics

Recently Started Courses  
None to show

Recently Ended Courses  
None to show

Figure 5 Statistics Tab

## Attendance

- Here you can see option boxes which will allow you provide parameters to generate an attendance report.
- Provide the search parameters and Run report.
- After the report has been generated, it will be sent to you via email.

The College of WSSU > The College of WSSU

Generate report | Manage badges

### Export Attendance Data: The College of WSSU

1. Choose a date range *(Note: This type of report can only span 7 days unless an SIS course or student id is provided.)*

Start date  End date

2. Filter your data *(optional)*

SIS Course ID  SIS Student ID

3. Tell us where we should send the report

**RUN REPORT**

Figure 6 Attendance Tab

- **Analytics**

- Here you can see analytics for the sub-account. You must select a term first.
- You can see the sub-account courses, teachers, students..., and see the trend data recorded by the Canvas system.

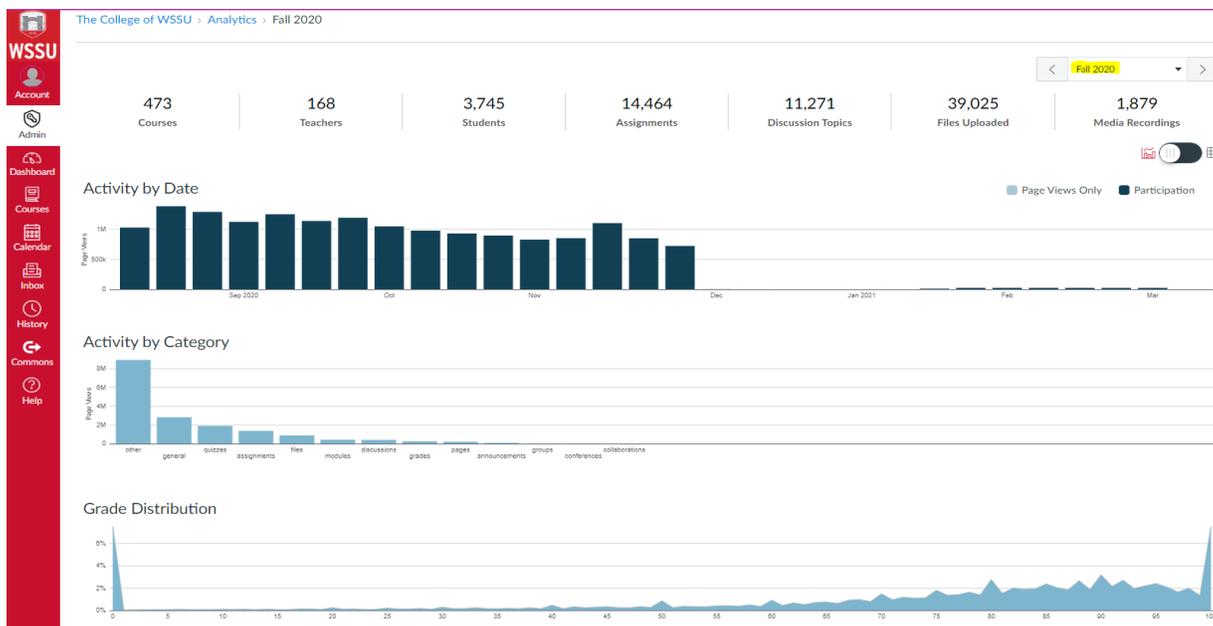


Figure 7 Analytics Tab

- **Settings**

- Here you can see who are departmental level admins for the sub-account. You may also see global announcements and apps.
- Reports can be run from the reports tab
- These are the standard Canvas system reports
- You will need to select the configure button to run a report and supply the parameters.

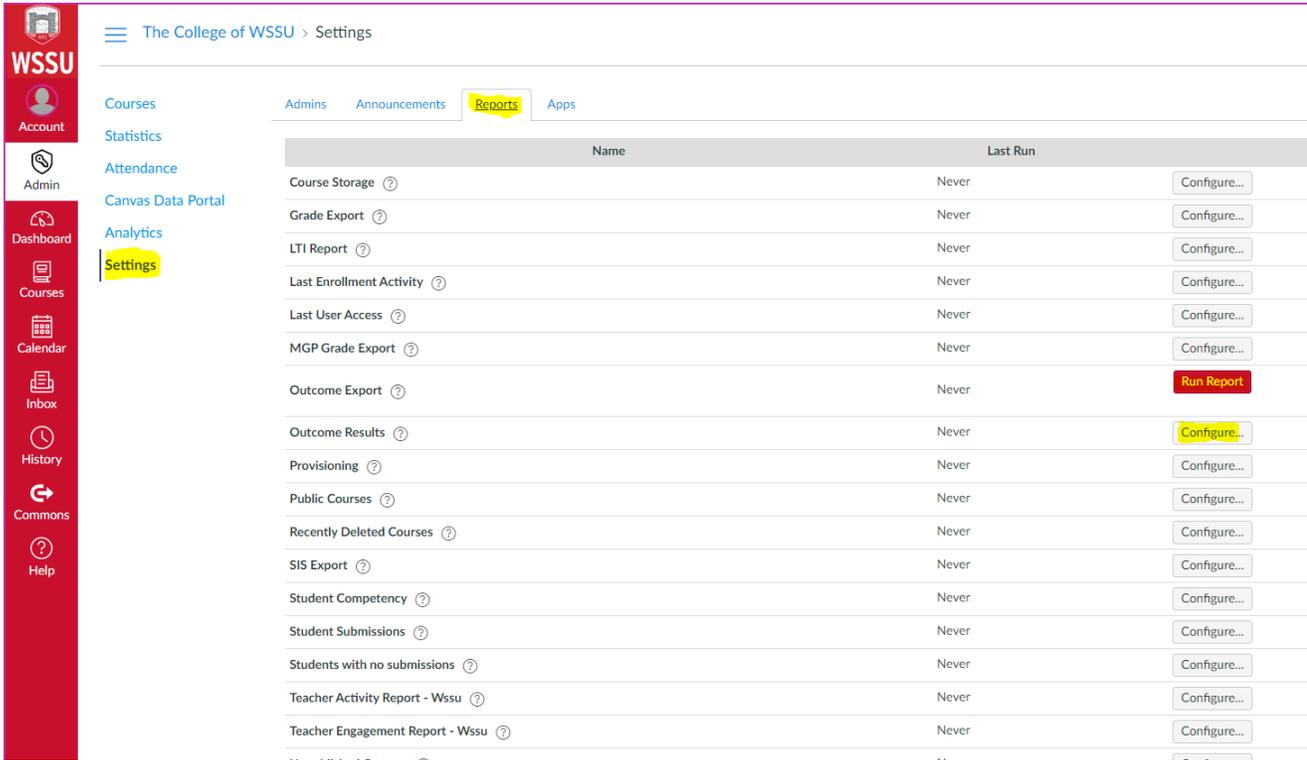


Figure 8 Settings Tab

- Example: Configure and run Teacher Activity
- Note you can click on the little question mark next to the name of the report to see an example of the report details

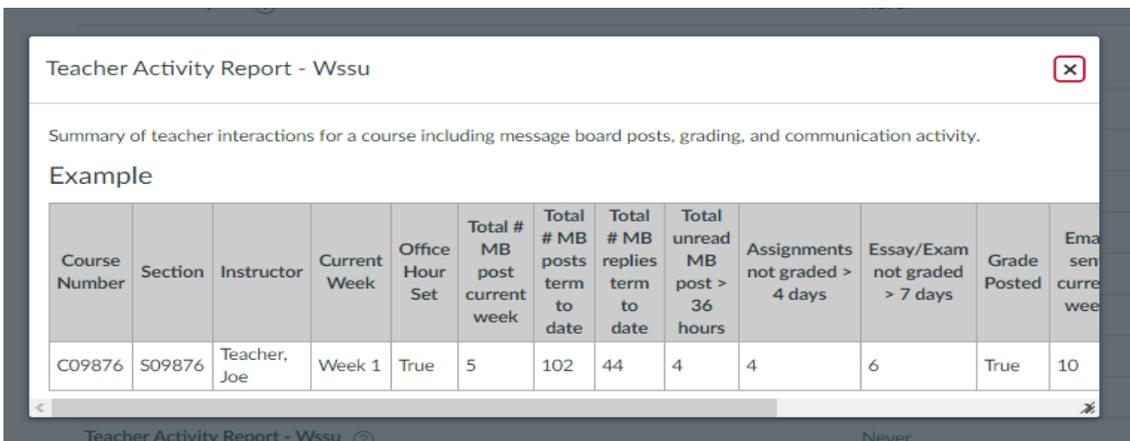


Figure 9 Example Report Results

## Run a report

- Select the report you want to run
- Click configure

The screenshot shows the WSSU Canvas Admin interface. On the left is a red sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area is titled 'The College of WSSU > Settings'. Below this are tabs for Admins, Announcements, Reports, and Apps. The Reports tab is active, displaying a table of reports. The 'Teacher Activity Report - Wssu' is highlighted in yellow, and its 'Configure...' button is also highlighted in yellow. The 'Run Report' button for this report is a red button.

Name	Last Run	
Course Storage ?	Never	Configure...
Grade Export ?	Never	Configure...
LTI Report ?	Never	Configure...
Last Enrollment Activity ?	Never	Configure...
Last User Access ?	Never	Configure...
MGP Grade Export ?	Never	Configure...
Outcome Export ?	Never	Run Report
Outcome Results ?	Never	Configure...
Provisioning ?	Never	Configure...
Public Courses ?	Never	Configure...
Recently Deleted Courses ?	Never	Configure...
SIS Export ?	Never	Configure...
Student Competency ?	Never	Configure...
Student Submissions ?	Never	Configure...
Students with no submissions ?	Never	Configure...
Teacher Activity Report - Wssu ?	Never	Configure...
Teacher Engagement Report - Wssu ?	Never	Configure...

Figure 10 Settings Reports Tab

- Select the term and run report

The screenshot shows the 'Configure Report' dialog box for the 'Teacher Activity Report - Wssu'. The dialog has a title bar 'Configure Report' and a close button 'x'. It contains a 'Term' dropdown menu with the following options: Default Term, Active Terms (Fall 2018, Fall 2019, Fall 2020), Spring 2018, Spring 2019, Spring 2020, Spring 2021, Summer I 2018, Summer I 2019, Summer I 2020, Summer II 2018, Summer II 2019, Summer II 2020, and Future Terms (Fall 2021, Fall 2022, Fall 2023, Fall 2024). The 'Run' button is highlighted in red.

Figure 11 Configure Report Options

- When the report completes, it will send you and email notifying you the report is ready and click to download through your browser. The report will be downloaded in the form of an Excel CSV file.
- You can also download a copy of the report from the reports screen – Click the little blue arrow to download a copy of the report.

Recently Deleted Courses ?	May 3, 2019 at 6:25pm (Term: Summer II 2019;) ↓	Configure...
SIS Export ?	Feb 23 at 2:28pm (Term: Spring 2021; Reports: enrollments ) ↓	Configure...
Student Competency ?	Never	Configure...
Student Submissions ?	Dec 16, 2020 at 1:52pm (Term: Fall 2020; Start At: 2020-08-17T00:00:00-04:00; End At: 2020-11-02T00:00:00-05:00; Include All;) ↓	Configure...
Students with no submissions ?	Oct 20, 2020 at 11:55am (Term: Fall 2020; Start At: 2020-10-06T11:55:54-04:00; End At: 2020-10-20T11:55:54-04:00; Enrollment States: all;) ↓	Configure...
Teacher Activity Report - Wssu ?	Jun 12, 2020 at 10:49am (Term: Default Term;) ↓	Configure...
Teacher Engagement Report - Wssu ?	Apr 8, 2020 at 7:11am (Term: Spring 2020;) ↓ 	Configure...
Unpublished Courses ?	Apr 2, 2020 at 5:36pm (Term: All Terms;) ↓	Configure...
Unused Courses ?	Jul 13, 2020 at 8:54am (Term: Default Term;) ↓	Configure...
User Access Report - Wssu ?	Jun 12, 2020 at 10:48am (Term: Default Term; Enrollment types: ["TeacherEnrollment"]; Start At: 2018-05-01T00:00:00-04:00;) ↓	Configure...
User Access Tokens ?	Dec 19, 2019 at 9:20am ↓	Configure...

Figure 12 Download Report Link

- Example Report

Course Number	Section	Instructor	Current Week	Office Hour Set	Total # MB post current week	Total # MB posts term to date	Total # MB replies term to date	Total unread MB post > 36 hours	Assignments not graded > 4 days	Essay/Exam not graded > 7 days	Grade Posted	Emasen curre wee
C09876	S09876	Teacher, Joe	Week 1	True	5	102	44	4	4	6	True	10

Figure 13 Example Report Output