

# ACU Canvas Glossary

Canvas Terminology/Link	LEO Terminology Changed	Definition
<a href="#">Accessibility</a>		Features that can be turned on within Canvas Profile Settings to make use of Canvas more accessible.
<a href="#">Account (User)</a>		A User's own Canvas Instance.
<a href="#">Account (Admin)</a>		A structural arrangement within Canvas. Administrators are added to Accounts and Sub Accounts to manage Courses and Sections. The highest-level Account is called the Root Account.
<a href="#">Account Settings</a>		Settings that can be enabled and disabled by Admins at an Account level. The settings impact features and operability within the Account and all Sub-Accounts linked to the Account.
<a href="#">Act As User</a>	Log in as	A tool enabling Admins to view Canvas from the perspective of another User within the system. This is mainly used to solve queries and test solutions.
<a href="#">Admin</a>		A Role within Canvas that has default Permissions to manage specific Accounts and Sub-Accounts.
<a href="#">Analytics</a>		Data that is generated by usage of the Canvas Instance at a Course and Account level. Analytics can be accessed through the Admin Portal or the Course Navigation Menu.
<a href="#">Announcements (Course)</a>	Unit Announcements	A method of communication posted at the top of a course for all Users enrolled in the course.
<a href="#">Announcements (Global)</a>		A method of communication posted to the Dashboard of all/specific User Roles within an Account or Sub-Account. If posted through the Root Account, all Users within ACU Canvas will see the Announcement.
<a href="#">Assignments</a>	Dropbox Workshop	A task that can be set by Teachers within a Course for Students within a Course. There are different types of Assignments that can be designed with different submission requirements.

<a href="#">Assignment Submission Type</a>	Dropbox	A menu of Assignment design options to choose from including Online, On Paper, External Tool or No Submission. Assignments can be graded using points, percentages or complete/incomplete.
<a href="#">Attach</a>		The option to send a file or media message through Inbox Conversations and other communication methods.
<a href="#">Beta</a>		A Canvas environment separate to the live environment. This can be used for testing. The Beta environment refreshes with a copy of the live environment every week. New Canvas features are added to this environment first.
<a href="#">Blueprint Course</a>		A feature within Canvas that allows teachers ownership of a Course template that syncs with other courses to disseminate identical resources and content. This may be used by a Head of Program to ensure consistent content distribution and course delivery across the program.
<a href="#">Breadcrumbs</a>		Hyperlinks at the top of a Canvas Instance that help to navigate back to previous steps.
Button		Objects that can be turned on/off or slid to an on/off position within Canvas.
<a href="#">Calendar</a>	Scheduler	A tool within Canvas that displays day, month and year for an individual User and the Courses/Groups/Accounts/Sub-Accounts they belong to. The Calendar will display events and Assignments with deadline dates. The Calendar feeds into the To Do List and Upcoming on a User's Canvas Dashboard.
<a href="#">Canvas</a>	Moodle/LEO	The Learning Management System used by ACU.
<a href="#">Canvas App</a>		A free app available for iOS and Android that links with the ACU Canvas Instance. There is a Teacher App and a Student App available.
<a href="#">Canvas Community</a>		An online community dedicated to supporting Canvas Users with their use of Canvas. It includes Guides, Canvas Feature Ideas and Canvas Release Notes informing customers of new features.
<a href="#">Chat</a>		A tool for quick, direct messaging with other Canvas Users.
<a href="#">Collaborations</a>		A tool for Canvas Users to work together on a document using Microsoft Office. This is available in the Course Navigation Menu.
<a href="#">Coming up (Students)</a>		A widget on a User's Canvas Dashboard informing them of important dates coming up in the next week. This syncs with a User's Calendar.
<a href="#">Coming up (Teachers)</a>		A widget on a User's Canvas Dashboard informing them of important dates coming up in the next week. This syncs with a User's Calendar.

<a href="#">Comments</a>		A way of communicating using posts under content within a Canvas course. Comment boxes can appear under content such as Announcements, Feedback and Discussions.
<a href="#">Commons</a>		A library of content that has been created and shared through Canvas. This can include Modules, Pages, Quizzes and even full Courses.
<a href="#">Conferences</a>		A tool enabling video conferencing in Canvas.
<a href="#">Courses</a>	Units	The 'shell' in which content of a course is housed for learners to interact with. An active learning environment consisting of Pages, Quizzes, Files, Assignments, Discussions, Modules etc.
<a href="#">Course Code</a>	Unit Code	The unique identifier code that differentiates courses from each other.
<a href="#">Course Home Page</a>	Unit Home Page	The main page on screen when you click on an individual course.
<a href="#">Course Import Tool</a>	Backup/Restore (importing quizzes) Create new or copy unit (importing all content)	A tool to bring content into a course shell. You can import Files, whole Modules, Assignment templates and even all content from a pre-existing course.
<a href="#">Course Navigation Menu</a>		The menu bar on the left-hand side when in a Course. It has more options than the Global Navigation Menu which is available everywhere within Canvas.
<a href="#">Course Settings</a>	Unit Settings	The settings menu within a course. This is accessed by clicking on 'Settings' in the Course Navigation Menu.
<a href="#">Course Status</a>		Courses can be in a 'Published' or 'Un-Published' state. Admin and Teacher roles can access courses when 'Un-Published' but Student roles can only see courses and content when 'Published'.
<a href="#">Dashboard</a>	Dashboard	The main page displayed when you login to Canvas. The Canvas Dashboard shows a summary of information such as your Courses and your To Do List.
<a href="#">Designer</a>		A Role within Canvas that allows a user to design course content, but with less permission settings than Teachers and Admins.
<a href="#">Direct Share</a>		A tool that allows Course content to be shared directly with other users in Canvas.
<a href="#">Discussions</a>	Dialogue Forum	A collaborative tool within Canvas where users within a Canvas Course can interact with an initial post.
<a href="#">DocViewer</a>		A frame within Canvas that allows a user to preview a File (document). In SpeedGrader you can use this tool to annotate documents.
<a href="#">Dropped (Gradebook)</a>		Where a singular grade can be dropped from the calculation of the overall Course grade.

<a href="#">Embed</a>		Where external content can be housed within a Canvas Page. Instead of attaching, a User can embed to allow others to view and interact with the content (e.g. a YouTube video) without leaving Canvas.
<a href="#">Embed Code</a>		The code generated by an external tool that allows content to be inserted into a page.
<a href="#">Enrolments</a>		The action of adding users to a Course or Section.
<a href="#">Excused (Gradebook)</a>		A setting in the Gradebook to excuse a learner from an Assignment.
<a href="#">External Apps</a>		An app that has been created by company unrelated to Canvas but interacts with Canvas.
<a href="#">External Tool (Assignments)</a>		An Assignment that allows students to submit work using a tool unrelated to Canvas (e.g., a Microsoft Word Document).
<a href="#">Feedback</a>	Enhanced Self and Peer Assessment	A comment that can be submitted in the Canvas SpeedGrader and Gradebook providing students with formative or summative feedback.
<a href="#">Field Admin</a>		An Administrator at the root Account level with on-site support responsibility.
<a href="#">Files</a>	Folder	The area where documents can be uploaded and stored.
<a href="#">Global Navigation Menu</a>		The universal menu bar features throughout Canvas on the left-hand side of the screen.
<a href="#">Grades</a>	Grades	The scores, percentages and comments added to Assignments by teachers.
<a href="#">Gradebook</a>	Grader Report	A Canvas feature showing student names and Assignments with grades for each user.
<a href="#">Grading Scheme</a>	Unit Scales/Grade Letters	The option to create rules and policies for Assignment Grading.
<a href="#">Groups</a>		A collection of users can be assigned to a Group within Canvas to complete Assignments or for logistical reasons.
<a href="#">Guides</a>		Resources to support users with using Canvas. Canvas has online Guides on the Canvas Community website accessed through the Help portal.
<a href="#">H5P</a>		An external tool that supports embedding learning activities within a Canvas page or Module. For example, a match task between key word and definition. The H5P tool can be accessed through the Rich Content Editor.
<a href="#">Help/Canvas Support</a>	Technical Support Area	A menu window in Canvas accessed through the Global Navigation Menu. There are links signposting users to support.
Icon		A small symbol within Canvas that has a specific meaning. For example, a small calendar symbol refers to a Calendar entry.
<a href="#">Immersive Reader</a>		A tool linked between Canvas and Microsoft to ensure Canvas is accessible for users requiring additional support.

<a href="#">Inbox (Conversations)</a>	Dialogue	The internal email messaging system in Canvas. Users can send messages to each other when part of the same Course.
Site/Instance/Environment	LEO/Moodle	The ACU Canvas environment where all ACU Courses are found.
<a href="#">Join (Accept)</a>		You may need to click a 'Join' button in Canvas if you have been added to a Canvas Course manually by a Canvas Admin.
<a href="#">Late (Gradebook)</a>		A label that is automatically assigned to a student's submission in the Gradebook if their submission is after the deadline date.
<a href="#">Learning Management System (LMS)</a>		A universal term for products such as Canvas where learning is managed and facilitated through an online platform.
<a href="#">Learning Mastery</a>		A feature within Canvas that allows teachers to assess the competency of a learner against learning Outcomes. This can be found in the Gradebook tab of the Course Navigation Menu.
<a href="#">Learning Tools Interoperability (LTI)</a>		A collection of apps that can integrate with Canvas. The list can be found in the Edu App Centre. Some are free, while others require a subscription.
<a href="#">MasteryPaths</a>	Lesson (similar functionality)	A setting in Canvas Modules allowing students to progress through different learning materials and Assignments based on performance (or Mastery) in previous Assignments.
<a href="#">Message Students Who</a>		A tool to Inbox message specific students based on criteria such as those that haven't submitted an Assignment or students that scored above a certain amount.
<a href="#">Math Editor</a>		A tool within the Rich Content Editor that supports mathematical symbols and language.
<a href="#">Missing (Gradebook)</a>		A status within the Gradebook assigned to a student's Assignment if it has not been submitted.
<a href="#">Moderated Grading</a>		The process of initial and secondary grading enabled through a Canvas feature within the Gradebook.
<a href="#">Modules</a>		A feature within Canvas that enables you to structure Files, Assignments, links and Quizzes into groups that can be completed in a desired sequence.
<a href="#">New User Tutorial (Welcome Tour)</a>		A walkthrough tutorial that appears when Canvas users first login to Canvas.
<a href="#">No Submission (Assignments)</a>		An Assignment setting that Instructors can use to create a column in the Gradebook to score or mark as complete, without requiring students to submit work. For instance, an attendance mark or grading a practical piece of work/observation.
<a href="#">Notes (Gradebook)</a>		An additional column in the Gradebook for teachers to add notes next to student names. Students cannot see this column.

<a href="#">Notifications</a>		The alerts received by Users via their preferred contact method(s) triggered by actions and interactions happening within Canvas.
<a href="#">Observer</a>		A Role within Canvas that is linked to specific students. The Role has limited permissions and is mainly used for parents/carers in school contexts.
<a href="#">Microsoft365</a>	Wiki Office365	A suite of cloud-based apps from Microsoft such as Word, Excel, PowerPoint, Teams and Outlook.
<a href="#">OneDrive</a>		The online storage area for users of Office365.
<a href="#">Online (Assignments)</a>		An Assignment setting that requires students to submit work online. This may be an online document, a link to another website or uploading media.
<a href="#">On Paper (Assignments)</a>		An Assignment setting that requires students to submit a physical piece of work.
<a href="#">Outcomes</a>		A feature within Canvas that houses learning outcomes for students to be measured against. If Outcomes are added to a Rubric, they can be used to grade students using the Gradebook.
<a href="#">Pages</a>	Book	A webpage that can be formatted with content such as text, images, video, links and other interactive resources.
<a href="#">Pages Front Page</a>		The main Page of your course that can be used as the first Page Users see when they access your Course.
<a href="#">People</a>		A tab on the Course Navigation Menu that displays all Users that are enrolled within the course and their Roles.
<a href="#">Permissions</a>		The settings assigned to each User allowing or blocking them from specific behaviours or spaces within Canvas. Defaults permissions by Role can be customised by an Admin.
<a href="#">Posting Policies (Gradebook)</a>		Settings in the Gradebook determining when Grades will be published and visible for students in a course.
<a href="#">Pre-Requisites (Modules)</a>		The criteria that need to be met in one Module to be able to unlock and move onto the next Module. This could be scoring above a percentage in the final Quiz.
<a href="#">Profile</a>		An individual user's information and settings in the Canvas system.
<a href="#">Profile Picture</a>		The photo or avatar you can assign yourself to be displayed throughout Canvas.
<a href="#">Publish</a>		The action that makes content and Courses available to students.
<a href="#">Push Notification</a>		A Notification that is triggered by the Canvas app and appears on your electronic device.
<a href="#">Question Banks</a>		A library of questions that can be used when designing Quizzes.

<a href="#">Quizzes</a>	Quiz/Choice	A feature within Canvas where a Quiz can be designed and published for other users. There are two Quiz models in Canvas. Legacy Quizzes is available to use, and New Quizzes is still being tested for future release.
Reading List		A list of recommended literature for a learning program.
<a href="#">Redirect</a>		An LTI that allows websites with secure URLs to be embedded within Canvas through the Course Navigation Menu.
<a href="#">Release Notes</a>		Regular updates via email about new and updated features within Canvas.
<a href="#">Report</a>		Data that can be extracted from Canvas to support both analytics and the maintenance of Canvas.
<a href="#">Resubmitted (Gradebook)</a>		A label automatically assigned to work submitted on multiple occasions. This could be a re-draft or correcting a piece of work submitted in error.
<a href="#">Rich Content Editor (RCE)</a>		The formatting menu available within some Canvas features to support the creation of content. For example, text, images, video, links, equations etc.
<a href="#">Role</a>		A pre-determined or custom designation with Permissions locked in the most appropriate setting. For instance, Student, Teacher, Admin etc.
<a href="#">Roll Call Attendance Tool</a>		A tool that can be turned on in Canvas to record attendance.
<a href="#">Root Account</a>		The highest level of Account within the Canvas Instance. All other Accounts and Sub-Accounts are placed within this Root Account.
<a href="#">Root Account Admin</a>		The Administrator(s) of the highest-level Account with access to all settings in the ACU Canvas Instance.
<a href="#">RSS Feed</a>		A setting within Discussions that creates a feed that notifies subscribers about new comments and interactions.
<a href="#">Rubrics</a>		Grading criteria organised into a grid allowing for ease of use when grading.
Sandbox		A test version of Canvas for users to be able to explore features and practise content creation.
<a href="#">Scheduler</a>		A tool within the Canvas Calendar that enables teachers to schedule appointment slots for students to sign up to.
<a href="#">Section</a>	Banner group	Sections are where users are organised by campus in a Course.
<a href="#">Section Code</a>		A unique code that identifies an individual Section.
Service Cloud		The support system for Canvas support tickets.

<a href="#">Single Sign-On (SSO)</a>		A way to login to Canvas using credentials from other sites. For example, the use of your username and password from Microsoft365.
<a href="#">SIS ID</a>		The unique identifier code that ensures each User has a unique code for administration purposes.
<a href="#">SIS Imports</a>		The use of CSV files and other tools to import and enrol Users into Canvas from a Student Information System (SIS)
<a href="#">SpeedGrader</a>		A feature that supports efficient and effective grading of Assignments.
<a href="#">Student App</a>		The Canvas App for students available for free through iOS and Android.
<a href="#">Student Progress</a>	Activity completion	A display showing the progress of students through a module that has been set up with 'requirements'.
<a href="#">Student View</a>	Switch role to Student	A button/tool within Canvas that enables a Teacher and Admin to view and interact with a course from a student's perspective. This is great for testing content before going live.
<a href="#">Studio</a>	Video Quiz Video Resource	An LTI linked with Canvas that enables the creation of learning videos. Uses include videos with prompt cards, video quizzes and screen capture tutorials.
<a href="#">Sub-Account</a>		Any Account created within another Account.
<a href="#">Submit (Assignment)</a>		The button Students press to send their work to the teacher for grading and feedback in Assignments.
<a href="#">Submitted (Gradebook)</a>		A label that is automatically assigned to a student's submission in the Gradebook if their submission has been received.
<a href="#">Syllabus</a>		A Page format within Canvas that displays course content and all upcoming dates.
<a href="#">Teacher App</a>		The Canvas App for teachers available for free through iOS and Android.
<a href="#">Teams</a>		Video conferencing tool available as an LTI connection in Canvas.
<a href="#">Term</a>		A Term is the period that a Course is available to Users for.
<a href="#">To-Do List</a>		A widget on a User's Canvas Dashboard informing them of tasks that need completion. For Teachers it will be grading of Assignments and for Students it will be Assignments to complete.
<a href="#">Unpublish</a>		Content is visible for Teachers but not Students. Teachers must press the 'Publish' button for Students to see content and Courses.
<a href="#">User</a>		The term for a person using Canvas.
<a href="#">Zoom</a>		Video conferencing tool available as an LTI connection in Canvas.