

Quick Start Guide

Canvas – Collaborations

Introduction:

This guide covers the Collaborations Tool in Canvas. This tool allows the initiator (teacher or student) to create a **blank document** using either Google or Microsoft Office for selected users to be able to access. The Collaboration Tool effectively takes the place of having to send out a link to a shared document to the collaborators as it notifies the users when the collaboration is created.

As all students, faculty, and staff of UNT Dallas have Microsoft Office 365 accounts, it is recommended that Collaborations be setup using Microsoft Office 365. Remember, many of our students may have personal Google Apps accounts, not all of them have this access. However, all UNT Dallas users have access <https://www.office365.com/> using their UNT E-Mail address and Password

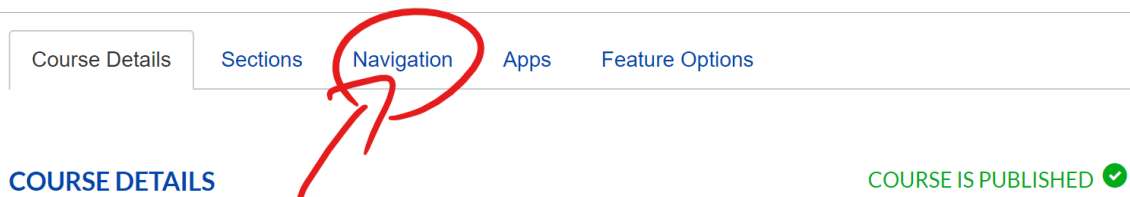
Refer to [QSG \(Office 365 - Web App Access\)](#) and [QSG \(Office 365 - Desktop App Access\)](#) for additional information about accessing the Microsoft Office 365 license.

Refer to [QSG \(Office 365 – Existing Document Collaborations\)](#) for information on collaboration on existing Office 365 documents.

Setting Up Canvas for Collaborations in Microsoft Office 365:

These steps must be completed by the teacher of the course in Canvas before anyone can initiate a collaboration in the course.

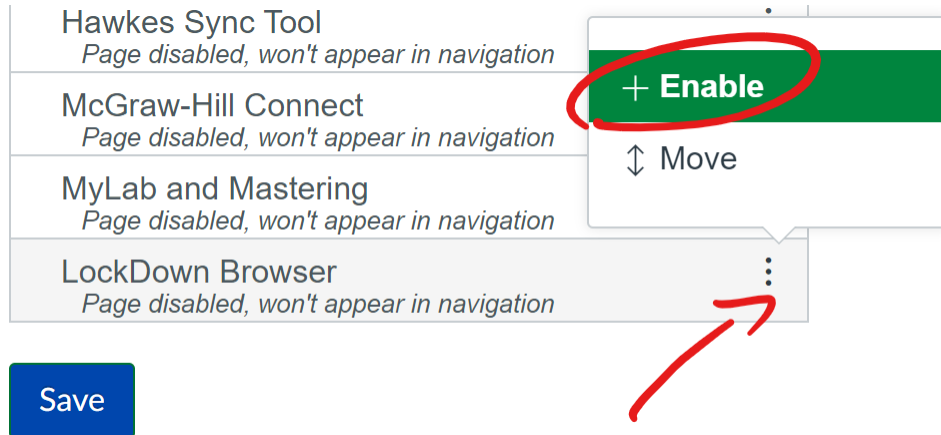
- 1) Access [UNT Dallas Canvas](#).
- 2) Login using EUID/Password.
- 3) Access the course you want to enable Collaborations for.
- 4) Verify that “Office 365” and “Collaborations” are visible in the course left navigation.
If both are visible – skip to next section on next page.
If either or both are missing – continue to Step 5 below.
- 5) Click “Settings” at the bottom of the left navigation.
- 6) Click “Navigation” in the top of the setting screen.



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- 7) Locate “Office 365” and/or “Collaborations” in the bottom portion of the screen and enable them by pressing the 3 dots to the right of each one and selecting “Enable”.



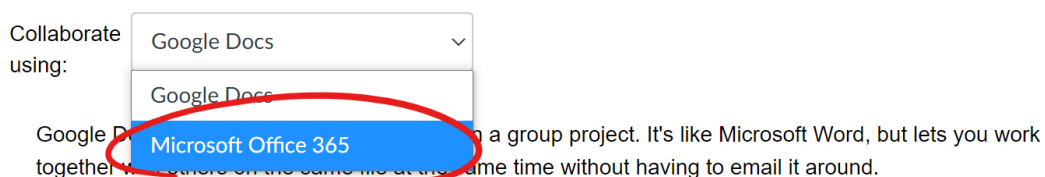
- 8) Press “Save” button at bottom of the page.

Creating Collaborations in Microsoft Office 365:

Collaborations can be initiated by either an instructor or a student. Whoever initiates the Collaboration will “own” the document in [Microsoft OneDrive](#). It will be housed in the “Canvas” folder inside a folder for the course name.

- 1) Click “Office 365” in the left navigation.
- 2) Login with UNT E-Mail address and Password.
NOTE: Steps 1 & 2 are required so the “Collaborations” Tool will work with Office 365. You only need to login – no other action is needed.
- 3) Click “Collaborations” in the left navigation.
- 4) Select “Microsoft Office 365” from the “Collaborate using:” pull-down.

START A NEW COLLABORATION

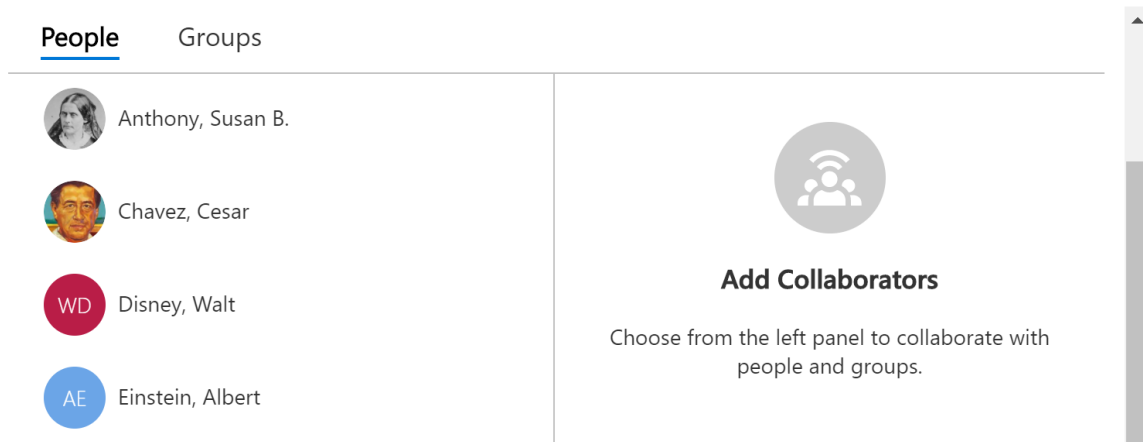


- 5) Select the type of blank document you want to create.
NOTE: You can create a blank Word, Excel, or PowerPoint file. You can edit the file after you create the collaboration.

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- 6) Give the document a name.
NOTE: This will become the file name that you will see in OneDrive.
- 7) Create a description of the file.
NOTE: This description will be visible to any users invited to the Collaborative workspace.
- 8) Click on the users on the left you wish to invite as collaborators,
NOTE: Selected users will populate to the list on the right.

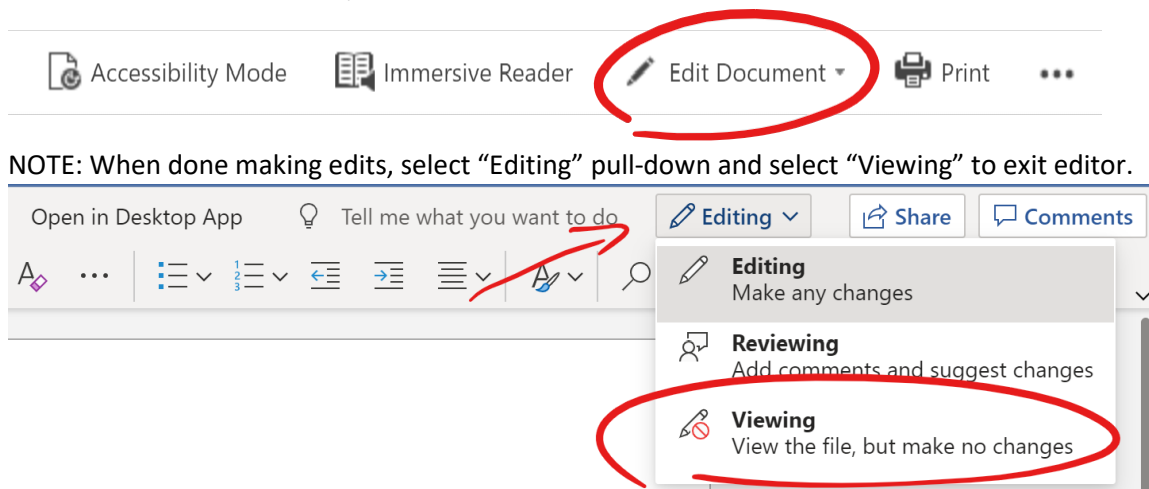


- 9) Scroll down and press "Save".

Initial Document Setup:

When you pressed "Save" in the step earlier, two things happened.

- 1) You are taken to the blank document you created. You can either close the document or you can edit it.
NOTE: To edit the document, click "Edit Document".



- 2) All collaborators received an e-mail inviting them to edit the document.

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Accessing Collaborations in Canvas:

The instructor has access to see ALL Collaborations in the course. They will not have access to view the shared files, but the Collaborations will appear on their list.

Current Collaborations

+ Start a new collaboration

TEST 3

This is the description of the "Test 3" document.

Started by [Eric Evans](#), Oct 12 at 3:54pm

TEST GOOGLE DOC

This is a test google doc.

Started by [Eric Evans](#), Oct 12 at 4:08pm

Students only have access to view the Collaborations they have initiated or have been invited to collaborate on.

Collaborations can be...

- ... accessed by clicking the name of the Collaboration.
- ... edited by clicking the "Edit" (pencil) button in the top-right of the Collaboration item needing to be edited.
- deleted by clicking the "Delete" (trash) button in the top-right of the Collaboration item needing to be deleted.

NOTE: Deleting the Collaboration does NOT delete the file. The initiator of the Collaboration will still have the file in OneDrive. Also, all users who had access to edit it will still be able to access it via OneDrive.