



How-To Guide for Teachers Using Econ Lowdown in Canvas

Document Summary

This document is intended to help teachers at schools and organizations using the Canvas Learning Management System (LMS) to access Econ Lowdown resources. Teachers can assign the Econ Lowdown resources to Canvas courses; view grades and assessment feedback pages; and, when allowed, grade short-answer questions and reset tests using Learning Tools Interoperability (LTI) connectivity.

Econ Lowdown is a free economic education portal. It gives you an easy but sophisticated way to integrate cutting-edge and relevant economic and personal finance lessons into your current classwork.

LTI offers teachers the ability to "port over" to Econ Lowdown, rather than log in directly, so assignments and grades integrate seamlessly into your Canvas courses.

In this document we'll cover the following:

- Adding Econ Lowdown resources to your Canvas courses
- Launching/completing a resource as a student
- <u>Viewing grades</u> associated with resource assessments
- Grading short-answer questions when applicable to a resource
- Resetting post-tests for resources that allow test resets
- <u>Seeing your students' answers vs. the correct answers on assessments</u> (assessment feedback)
- Displaying the Econ Lowdown Instructor Tools menu item (if hidden by default)
- Frequently Asked Questions (FAQs)

This document does not cover Canvas functionality or instructions not directly related to using Econ Lowdown via LTI (e.g., adding students to a course, etc.).

Adding Econ Lowdown Resources to a Canvas Course

Econ Lowdown resources must be added as **Assignments** to a Canvas course. Once resources have been added as assignments, you can add them anywhere you'd like in a module, if you organize your course syllabus with modules.

Open the Canvas Course to which you want to add an Econ Lowdown resource.

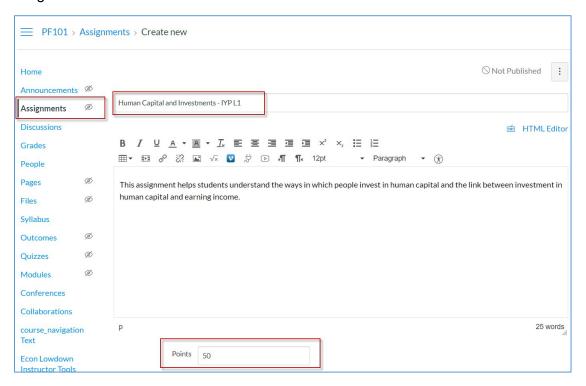
Click on **Assignments** in the left vertical menu.

Click on the **+Assignment** button in the upper right section. You are now on the **Assignments** > **Create new** page.





Enter the name of the assignment and any description in the entry box, and enter a point value for the assignment in the **Points** field.



Note: You must enter a value in the points field in the Canvas assignment in order for grades to transfer to Canvas after students take the assessment in the Econ Lowdown resource. Canvas will mathematically convert the student's score for the Econ Lowdown resource to align with the points you assign.

A few Econ Lowdown resources do not contain assessments. For those that don't, a score of 100% is sent to Canvas when the student completes the resource.

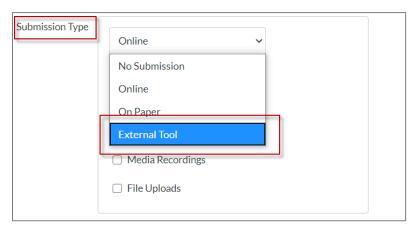
Important: If you do not enter a value in the points field before students complete the resource, no score will be sent to Canvas from Econ Lowdown, and a score cannot be retransmitted.

Also, the assignment names under Econ Lowdown Instructor Tools (Grade Short-Answer Questions and Test Reset) are listed with their lesson names from Econ Lowdown, not with their Canvas assignment names. It is recommended that the assignment name you create in Canvas be similar to the name of the Econ Lowdown lesson. For instance, if you assign *Ella Saves Today* to an assignment named "Homework 1" in Canvas, you may wish to name it "HW 1 Ella Saves" so that you can easily find it in Instructor Tools.



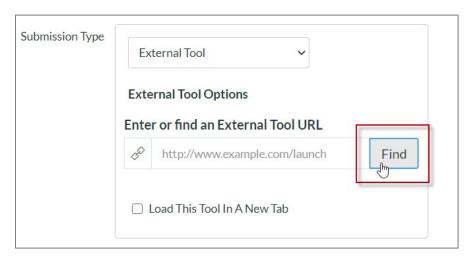


In the Submission Type area, click on the drop-down menu and select External Tool.



The External Tool Options area displays.

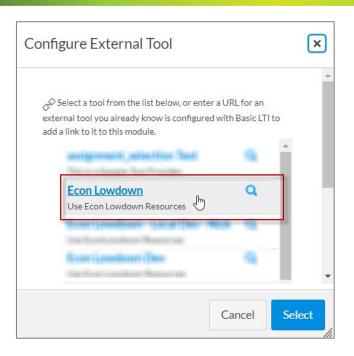
Click Find.



When the **Configure External Tool** window displays, scroll down until you see **Econ Lowdown** in the list, and click on it.

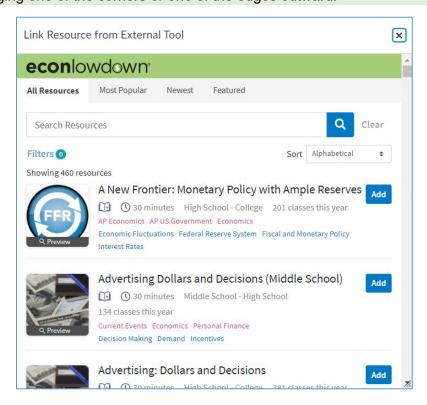






The **Link Resource from External Tool** window displays with a gallery of available Econ Lowdown resources. It may take a few seconds to load.

Note: You can increase the size of this or any window that displays via LTI by clicking and dragging one of the corners or one of the edges outward.







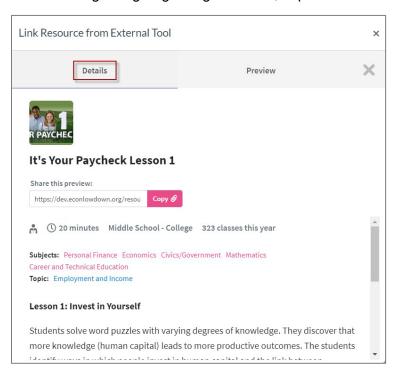
You'll notice summary information regarding the Econ Lowdown resource type, the targeted grade level, the expected time to complete the resource, the number of classes to which the resource has been assigned for the year, and the relevant subjects and topics associated with the resource.

By default, resources display in alphabetical order by title. If you'd prefer a different sort, click the arrow in the **Sort** field (drop-down menu) and choose a different option.

You may also apply filters to narrow the available selections by clicking on **Filters** (See the <u>Applying Filters to the Resource Gallery</u> area of this document for more information.) or search on key words by using the **Search Resources** field.

Note: Looking for a ready-made **Econ Lowdown syllabus**? They can be obtained <u>here</u> and uploaded to your Canvas course.

To preview a resource, click anywhere on the thumbnail image of the resource. The preview opens to the **Details** tab, which provides summary information about the resource and includes some information regarding targeted grade level, expected time to complete the resource, etc.



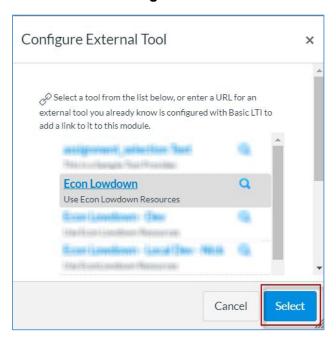
Click on the **Preview** tab on the right to see the resource as the student will see it when launching. You must close the preview in order to add the resource as an assignment.







When you're ready to add the resource to your course, close the preview, click the **Add** button, and click **Select** in the **Configure External Tool** window.



Finish setting up the assignment by filling in the remaining information. Make sure the number of **Allowed Attempts** for any Econ Lowdown resource is set to "Unlimited." Select the student(s)





to whom you're assigning the resource. You may set any due dates or available time windows for the assignment. Then, click **Save** or **Save and Publish** (if you're ready to publish this assignment).

The resource you selected now displays inline in your Canvas assignment, but it will display as a link the next time you access your assignments list, or when a student views the assignments list.



As a teacher, you can navigate to any section of the resource. Students launching the resource are required to move through it sequentially until they have completed the post-test.

Note: If you need to edit the Canvas assignment settings, you can do so by selecting the pencil icon box **Edit Assignment Setting** to the right of the screen.

If you organize your courses using modules, you can now add the assignment to a module in your course.

Note: As with any Canvas assignment or module, you must publish them and your course in order for students to view and complete the assignments.

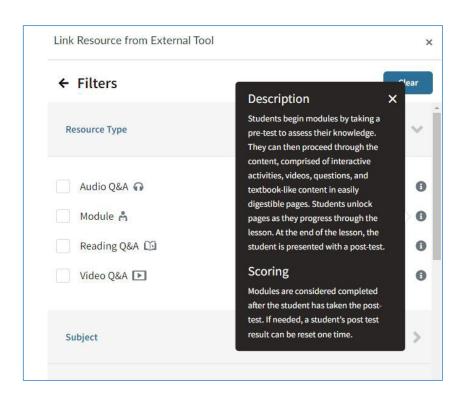
Applying Filters to the Resource Gallery

You can apply filters to narrow the results to selections that best fit your needs by clicking on the **Filters** text and then selecting the filter you want to see and apply to the results.

Resource Type: To see information about the types of resources and scoring applied to assessments, click on the information ① icon to the right of the resource type name.







Other filters available include the following:

- Subject
- Topic
- Group (for groups of related resources, such as "It's Your Paycheck")
- Grade level
- Language
- Duration (the expected amount of time it will take students to complete the resource and take the assessment)

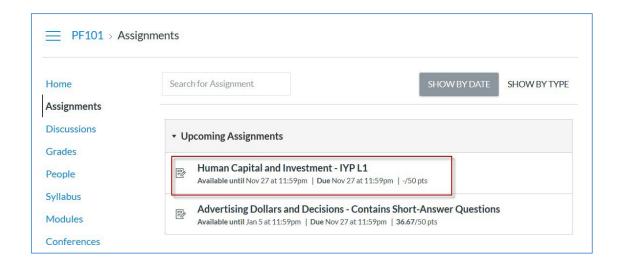
Launching and Completing Resources as a Student in Canvas

Students access their Econ Lowdown resource assignments just like they do other assignments in Canvas.

When a student clicks on the name of the **Assignment**, the Econ Lowdown resource launches inline in the Canvas page, and the student can move sequentially through the resource sections.









Note: The student's first name and last initial, as they were sent to Econ Lowdown from Canvas, display in the upper right corner of all resources.

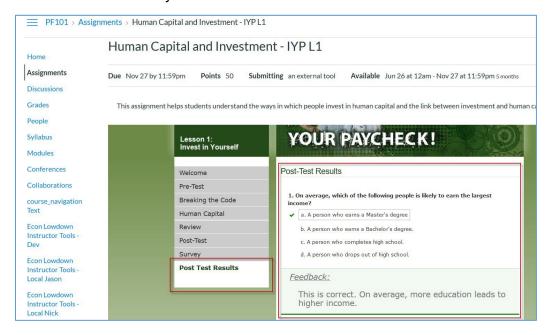
Based on your organization's policy, Canvas might not send student names to Econ Lowdown. If that's the case, students will be listed as "Student 1," "Student 2," etc., in Econ Lowdown. Grades are still applied to the correct student in Canvas.





When a student clicks **Submit** on the post-test (assessment), Econ Lowdown sends the grade to Canvas so that you can view it.

Once a student has completed the post-test and any survey associated with the resource, the student can navigate to the feedback page (also known as **Post-Test Results**), which displays the student's answers, the correct answers, and sometimes a few notes about the material. Not all resources contain feedback pages, but all resources will display the student's answers and the correct answer in some way.



Once a student has submitted the post-test, he/she can also review any page of the resource, in any order, by clicking on the section names on the left side of the page or clicking on the **Next** or **Previous** buttons, depending on the resource.

Viewing Grades

Once a student has completed a resource, unless it contains short-answer questions you must grade, you and the student can view the score under the associated **Assignment** in the Canvas **Grades** page.





A "dash" indicates that either the student has not completed the resource or it contains short-answer questions you must grade in order for a score to display.



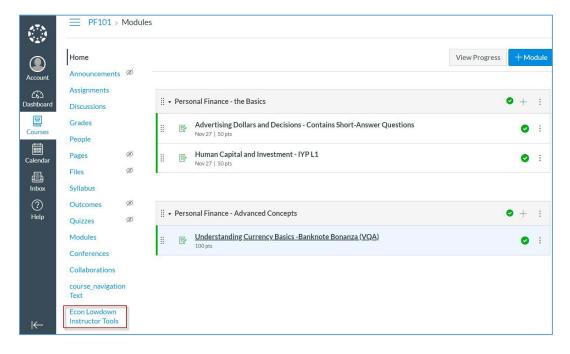
Grading Short-Answer Questions

Some Reading Q&A resource types in Econ Lowdown contain short-answer questions. Students answer those questions while completing the resource assessment, and Econ Lowdown provides a tool so that you can grade them.

Note: If your deployment (or modified deployment) included hiding the Econ Lowdown Instructor Tools by default, teachers must opt to display the tool option in each applicable Course's vertical menu. Please click here for instructions to display the tool.

Checking for Short-Answer Submissions

To see if there are any Reading Q&A answer submissions to grade, open the associated **Course** in Canvas, and click on the **Econ Lowdown Instructor Tools** menu option in the left vertical menu.

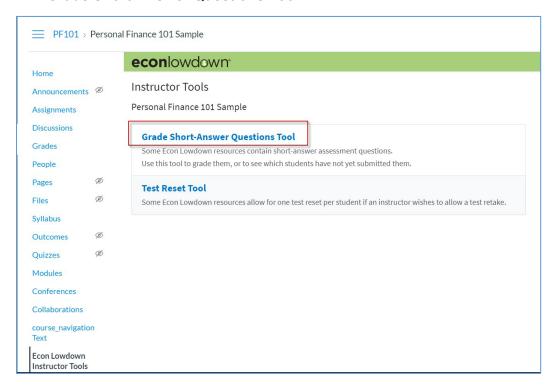






The **Instructor Tools** page opens.

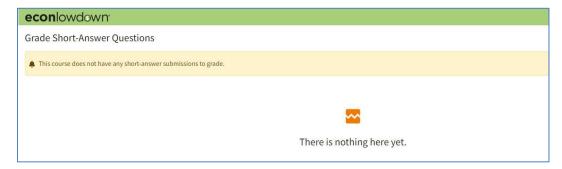
Click on the Grade Short-Answer Questions Tool link.



The **Grade Short-Answer Questions** page displays.

If the course contains any resources with short-answer questions in the post-test assessment, a list of those resources displays on the page.

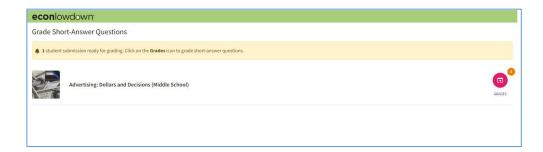
A blank page means there are no resources with short-answer questions in the course. If there are no submissions to grade, the yellow notification area at the top of the page contains a note that no submissions are available to grade.







If there are student submissions to grade, the number of submissions available to grade displays in the notification area, which is now yellow. Also, an **orange bubble** displays to the right of the **Grades** icon for a resource, and it displays the number of submissions available to grade for that resource.



To view the submissions, click the red **Grades** icon.

The **Grade Short-Answer Questions** page, with a list of all students who have submitted the assignment, displays.

To go back to the main **Grade Short-Answer Questions** page that lists all resources with short-answer questions in the course, click the **left-facing arrow** next to the resource name.

To grade a short-answer question submission, click the **Grade** button for the student's submission you'd like to review.

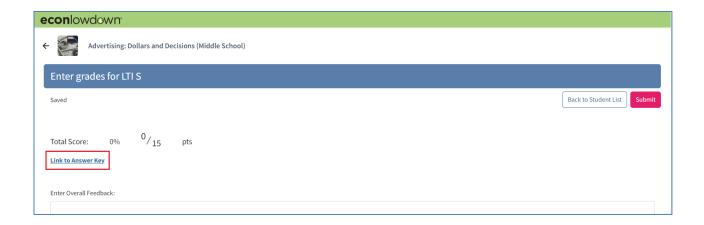


The inline grading of the short-answer questions page for the selected student displays. Click on the **Link to Answer Key** to see correct answers to the questions.

If the post-test contained a blend of multiple-choice and short-answer questions, the multiple-choice questions with the student's responses also display in this page. You cannot change the score for multiple-choice questions.





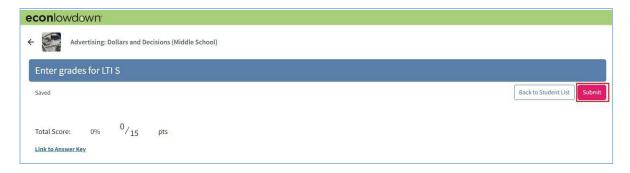


Scroll down for the short-answer questions if multiple-choice questions and answers display at the top.

Enter your feedback in the **Enter feedback** section (optional). Either enter a score or use the **up/down arrows** in the **Enter score** space to select the number of points to award the student for his/her answer. The space for entering overall feedback for the student's submission is at the bottom of the page.



Click **Submit** when you are finished grading the submission.







Note: All Econ Lowdown assessments have a total point value. The total points will mathematically convert to the points value you gave the assignment in Canvas when the grade goes to Canvas (after you submit).

If you assigned a point value of **zero** to the assignment, no score will be sent to Econ Lowdown and it cannot be retransmitted to Canvas.

After grading the submission and clicking **Submit**, the **Grade Short-Answer Questions** page with the submissions available for grading displays. Any submissions you've already graded display with the **Percentage Score** with an option to edit. Ungraded submissions display the **Grade** button.



To see other Econ Lowdown resources that have submissions available for grading, click the left-facing arrow to the left of the resource name.

To exit the tool, click on any menu option in Canvas.

Resetting Post-Test Grades

The Econ Lowdown Module and Reading Q&A III resource types allow for post-tests to be reset. Modules can be reset once, and Reading Q&As can be reset multiple times. Choosing to reset a test for a student removes the score from the Canvas **Grades** page. Once the student has taken the assessment again, the new score populates in the **Grades** page.

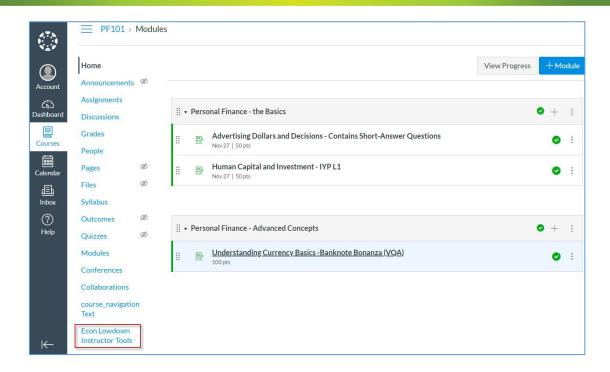
Note: If your deployment (or modified deployment) included hiding the Econ Lowdown Instructor Tools by default, teachers must opt to display the tool option in each applicable Course's vertical menu. Please <u>click here</u> for instructions to display the tool.

Using the Test Reset Tool

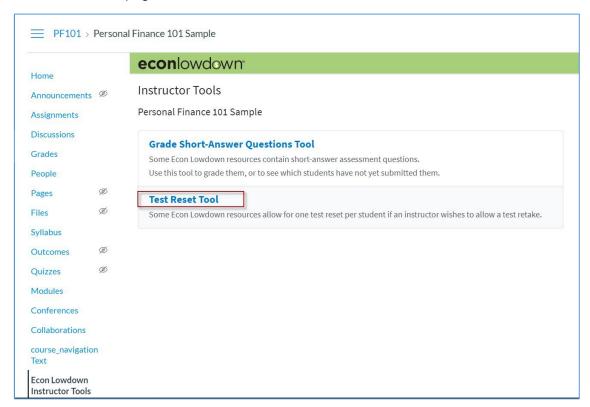
From the course in Canvas, click on **Econ Lowdown Instructor Tools** in the left vertical menu.







In the Instructor Tools page, click on Test Reset Tool.







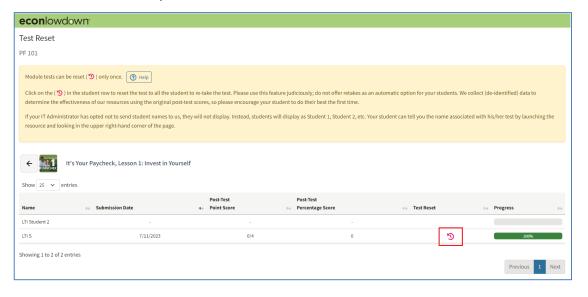
The **Test Reset** page displays.

All resources in the course that allow for test resets display in the list. To reset tests for a particular resource, click on the resource title.

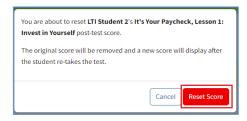


For students who have completed the resource, **Progress** of 100%, **Post-Test Total Points** (based on Econ Lowdown scoring), and the **Post-Test** % are populated, and a **Test Reset** icon displays in the **Test Reset** column. Only students' first names and last initials display in Econ Lowdown.

To reset the test for a student, click the **Test Reset** icon **9**.



A confirmation pop-up will display. Click **Reset Score** to continue or click **Cancel** to return to the **Test Reset** page.

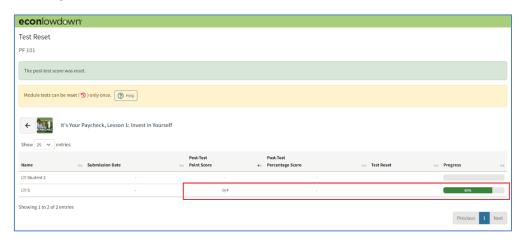






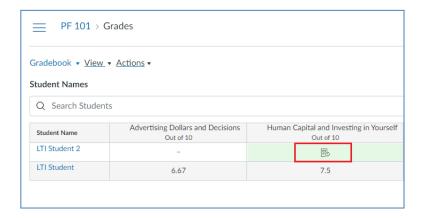
Once you have confirmed by clicking **Reset Score**, the **Test Reset** page displays.

You'll notice the student's progress is no longer 100%, and no score displays in the **Post-Test Percentage** column. The **Post-Test Point Score** is retained until the test is re-taken.



To exit the tool, click on any menu option in Canvas.

In the Canvas course **Grades** page, the grade for the student no longer displays, but a manual entry icon displays. This icon will be replaced by the new score after the student takes the test again.



To take the test again, students click on the assignment in Canvas. Students may choose to move through the resource sequentially, or they can navigate directly to the post-test.

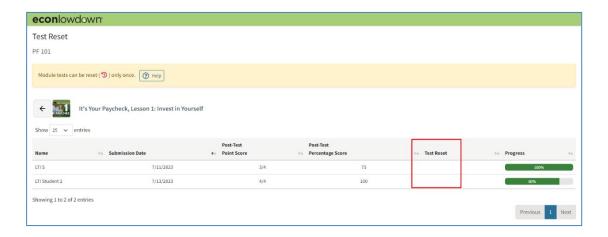
Once a student has re-taken the test, the new score displays in Canvas **Grades**.







You may only reset a module test once, so after the student has taken the test again, the test reset icon will not display in the **Test Reset** tool. For Reading Q&As, you will see the test reset icon again once the student has completed the test.



Viewing Student Submissions/Feedback in Canvas

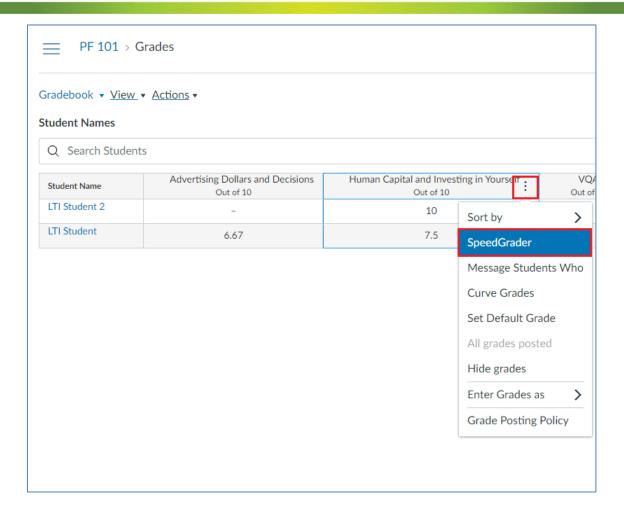
Econ Lowdown resources have "feedback" pages that display a student's answers and the correct answers to post-tests.

Feedback pages for student submissions display in the Canvas **Submission Details** pages. There are a variety of ways to access submission details in Canvas, but we will cover accessing them via Canvas **Speed Grader**.

Navigate to the Canvas course **Grades** page. Click on the **vertical ellipses** to the right of the assignment name header, and then click **Speed Grader** in the list.







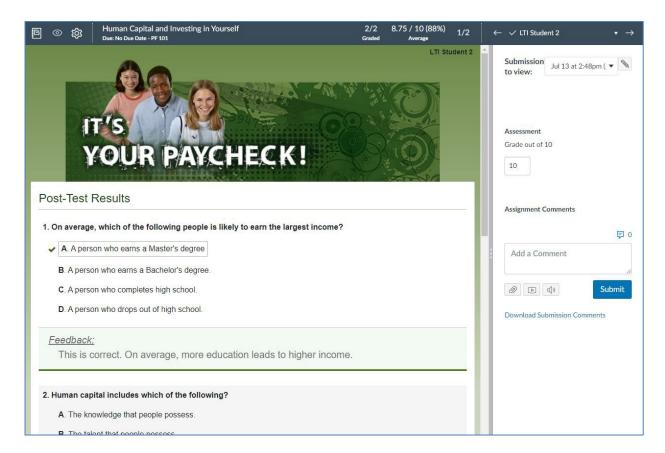
The **Submission Details** page displays: The student's name in the upper right corner reflects the submission you are viewing.

In our example, "LTI Student 2" completed the assignment, so the **Submission Details** will display, and a value will display in the **Assessment** score field.





Scroll down the feedback page to see all of the questions and answers, and in the case of a Reading Q&A assignment, any feedback you provided during your grading of short-answer questions.



The appearance of the resource in **Submission Details** will depend on the styling of the resource used in the assignment.

To return to the **Grades** page, click the Canvas **Gradebook** icon in the upper left corner of the page.





Displaying the Econ Lowdown Instructor Tools for a Course

The Econ Lowdown Instructor Tools allow teachers to grade resources that contain short-answer questions and to reset tests for resources that allow one test reset.

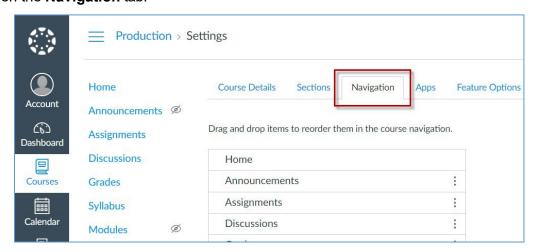
If your deployment (or modified deployment) included hiding the Econ Lowdown Instructor Tools by default, teachers must opt to display the tool option in each applicable Course's vertical menu.

From your Dashboard, click on the **Course** in Canvas to which you want to add the Econ Lowdown Instructor Tools menu option.

After the Course opens, in the left vertical menu, click on **Settings**.



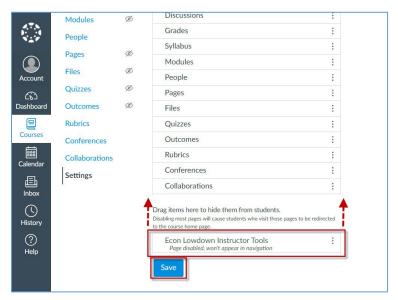
Click on the Navigation tab.







Select Econ Lowdown Instructor Tools from the Drag items here to hide them from students' section and drop it in the appropriate place in the upper section, which is the course navigation menu section.



Click Save.

Econ Lowdown Instructor Tools is now visible to teachers in the left vertical menu of the Course; it will not be visible to students.





Frequently Asked Questions (FAQs)

Which browser should my students and I use to access Econ Lowdown resources from Canvas?

Econ Lowdown is supported on Chrome, Safari, and Firefox; it is not supported on Microsoft Edge or Internet Explorer (IE).

I don't see my Canvas assignment name when I go to the Econ Lowdown Instructor Tools—Grade Short-Answer Questions or Test Reset pages.

Econ Lowdown Instructor Tools pages display the Econ Lowdown resource name because Canvas does not transmit assignment names to external tools. You may want to include the name of the Econ Lowdown resource in the assignment name to make it easier to remember the resource name.

I don't see a grade for an assignment in Canvas, but my student says she completed it.

If you entered a positive value in the Points field when creating the assignment, and the student completed the assignment, a grade should display. If you left the Points field blank, or entered a zero, no points are sent to Canvas when the student completes the resource. (The Canvas LMS treats assignments with no or zero points as non-graded assignments.)

Some resources are hard to navigate on a phone or tablet.

Resources are best viewed and completed on a desktop or a laptop. They will launch and can be completed on mobile devices and tablets, but not all resources are optimized for small screen sizes.

Econ Lowdown does not appear to be working. What should I do?

Contact your school system's IT administrator or IT help desk so that they can contact the Econ Lowdown technical team.

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