



# Canvas Online Course Guide

SCSD students will have the opportunity to participate in online coursework in the case of an extended emergency school closure. The following is a guide to help you get started and work through the coursework in Canvas.

## Logging into Canvas

1. Use **Chrome!** Canvas does not work in Internet Explorer.
2. Open the SCSD Homepage, navigate to Library Links, and open CLEVER.
3. Log into CLEVER using your SCSD computer username and password.
4. Click on the Canvas App.



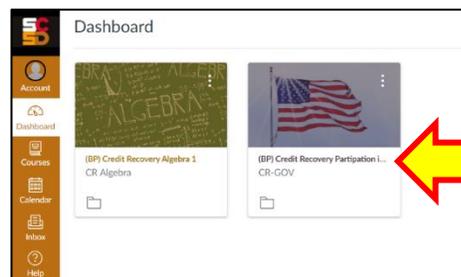
## Accepting Course Invitations

1. After logging into Canvas, look for course invites at the top of your **Dashboard** page.
2. Click the green **Accept** button for each to add courses to your dashboard.



## Accessing Courses

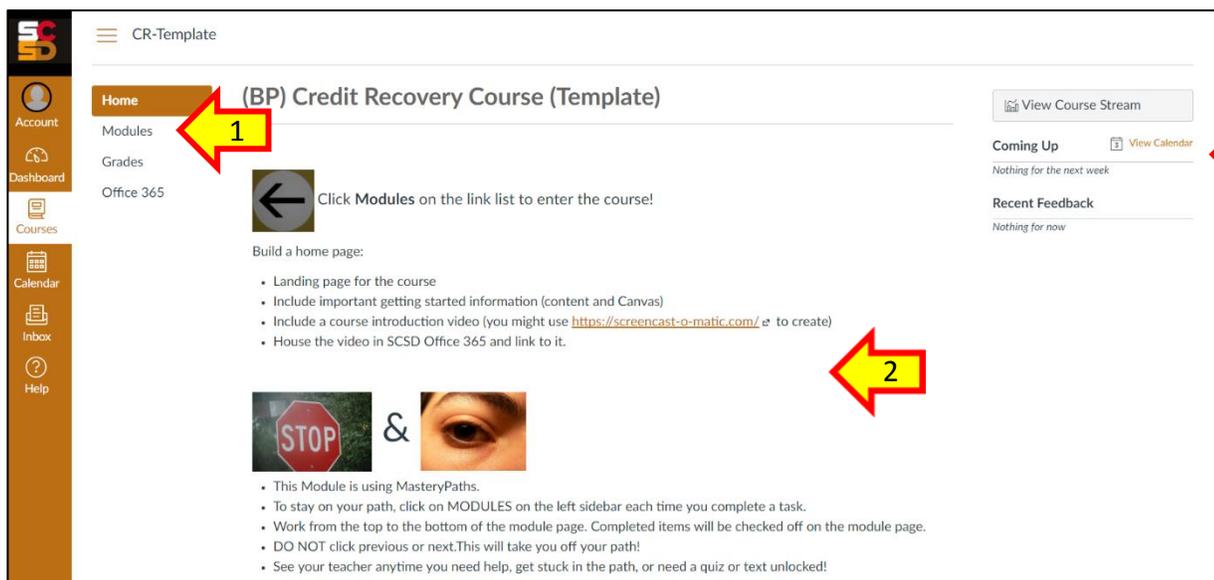
1. Whenever you want to access a course, log into Canvas.
2. Find the tile for the course you would like to access, and **click on the course title**. If you do not see a course tile, click **Courses** on the far left navigation, then **All Courses**. Fill the star next to the course title to add to dashboard.
3. From the course home page, click on the word **Modules** on the left sidebar to access the course activity outline.



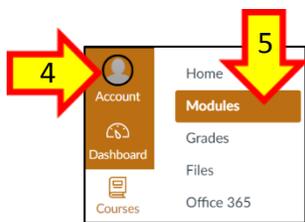
## Understanding the Course Home Page

Once you open a course from the Dashboard, you will land on the course **Home** page. This page includes:

1. Links to the course **Module** page, your **Grades**, and **Office 365**.
2. Directions and an introduction to the course.
3. Notifications about upcoming assignments and teacher feedback. Click on each notification to open!

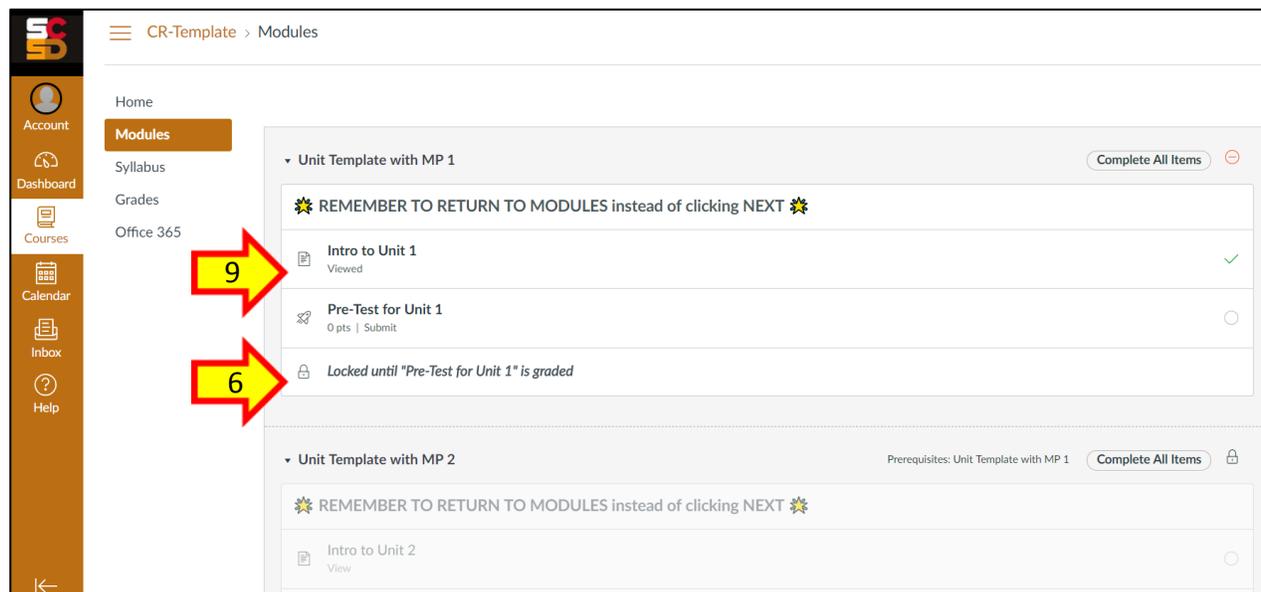


- The far left (under the SCSD logo) is the global navigation bar for Canvas, including **Account**, where you can edit your notifications. To the right of the global navigation bar is the course specific link list.
- All activities to be completed are on the **Module** page of the course. Please note:



Students can **always click on the Module page** to view & complete all available activities.

- Tasks will open in order from top to bottom as you successfully complete them from the first unit to the last.
- You should see empty circles next to tasks that need to be completed.
- Green checks replace the empty circles once the task is complete.
- Under each task title is information about the task requirement and deadline (if added by teacher).



## Navigating Canvas

- Once you open a course via the course tile on your dashboard, click **Modules** on the left sidebar.
- Work from top to bottom** in the course modules. Under the task title, you will see a completion requirement.
- Click on each task title to open it. Then, read and follow the directions provided within the task to complete it.
- Short & long answer responses should be typed & saved in a Word doc before pasting or submitting in Canvas.
- Return to **Modules** or **Grades** after completing a task to view progress.
- You will see a green check next to the tasks you have completed and an empty circle next to those not yet done.
- Return to your **Dashboard** when you are ready to access a different course!

Each task title on the <b>Module</b> page has an icon to tell you what type of activity it is:			
			
Quiz	Discussion Forum	Content Page	Assignment

Canvas works on mobile phones. Use phone browser and follow the same access directions outlined above.

## Completing Assignments

Participating in Discussion Forums	Submitting Assignments
 Discussions allow you to share ideas with classmates online in a safe space. See below for how to post your ideas and reply to your classmates.	 Most courses included a “diving deeper” assignment you must complete & submit. Files can be uploaded from your computer or Office 365.
<p>Read the directions here. Then, click in the <b>Reply</b> box below to share your thoughts. You will not be able to see other posts until you add your own. Use the <b>Like</b> and <b>Reply</b> buttons below other posts to discuss the topic!</p> <div data-bbox="121 472 787 577"> <input type="text" value="Search entries or author"/> <span>Unread</span> <span>👁</span> <span>📄</span> <span>📄</span> <span style="background-color: green; color: white; padding: 2px;">✓ Subscribed</span> </div> <div data-bbox="121 525 787 577"> <input type="text" value="↩ Reply"/> </div> <p>Make sure to click <b>Post Reply</b> before closing the window!</p>	<div data-bbox="820 367 1518 451"> <p>Construct <span style="float: right;"></span></p> <p>Due Jun 25 by 3pm Points 1 Submitting a file upload</p> </div> <p>Read and follow the directions provided here! Once you have completed the task, click the <b>Submit Assignment</b> button to upload file(s). Your course facilitator will review your submission and mark your work complete for course credit.</p>
Taking a Quiz	Adjusting Notification Preferences
 Quizzes are used to pretest out of basic content in most courses. They are also commonly used as a unit test for each module or unit of study.	You can add your mobile phone number to be notified of course announcements via text. You can also adjust your notification settings for many features – less or more!
<div data-bbox="121 777 284 819" style="background-color: #8e6c3e; color: white; padding: 5px; display: inline-block;">Take the Quiz</div> Click the button to take the quiz. Make sure to <b>submit</b> when done!	 To adjust, open <b>Account &gt; Notifications</b> , and follow these directions: <a href="https://bit.ly/notifycanvas">bit.ly/notifycanvas</a> .
Read quiz directions carefully. You may have one or more attempts to successfully complete the quiz based on quiz settings. Let your teacher know if you get locked out of moving onto the next course task.	<div data-bbox="836 850 1063 934"> <p><b>Email Address</b> email@email.com</p> </div> <div data-bbox="828 955 1063 1008"> <span>✓</span> <span>🕒</span> <span>📅</span> <span style="background-color: green; color: white; padding: 2px;">✗</span> </div> <p><b>Notification Options:</b>            Check = immediate            Clock = daily summary            Calendar = weekly summary            X = never notified</p>
<div data-bbox="121 1039 203 1113" style="background-color: #8e6c3e; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">?</div> <p><b>For more detailed directions and support, explore the Canvas Help Guides.</b></p> <p><b>Click the question mark icon on the Global Navigation Links.</b></p> <div data-bbox="1404 1039 1485 1113" style="background-color: #8e6c3e; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto 10px auto;">?</div>	

## Viewing Grades & Feedback

Grades and feedback can be opened by clicking on the notifications listed on the **Dashboard** or **Home** pages. A number next to the **Grades** link in the course indicates new grades or feedback. To access:

1. Click **Grades** on the course link list to see all your grades and feedback in one place.
2. Click on the speech bubbles to the right of an assignment title to open teacher comments.
3. Review your teacher’s comments.
4. If you have questions, reach out to your instructor via the contact information they shared with you.

See your feedback:

Home

Modules

Announcements

**Grades** 1

People

Chat

Office 365

Name	Due	Score	Out of	
Staff	Oct 11 by 11:59pm	✓	1	 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
<div data-bbox="446 1669 812 1774" style="border: 1px solid red; border-radius: 15px; padding: 5px;"> <p><b>Comments</b></p> <p>Here's the feedback from the instructor!</p> </div>		Mrs. LeFever, Nov 2 at 9:40am		
Empathize & Wonder: Core 4	Oct 16 by 11:59pm	-	1	
Reflect: Personalized Learning & The Core 4	Nov 13 by 8am	-	1	

1