# 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.



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!

Modules   Grades   Office 365   Click Modules on the link list to enter the course!   Build a home page:   Landing page for the course   Include important getting started information (content and Canvas) Include a course introduction video (you might use <u>https://screencast-o-matic.com/</u> e to create) House the video in SCSD Office 365 and link to it.   Image:   This Module is using MasteryPaths. This Module is using MasteryPaths.		P) Credit Recovery Course (Template)	后 View Cours	se Stream
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Office 365       Recent Feedback         Build a home page: <ul> <li>Landing page for the course</li> <li>Include important getting started information (content and Canvas)</li> <li>Include a course introduction video (you might use <a href="https://screencast-o-matic.com/">https://screencast-o-matic.com/</a> et to create)</li> <li>House the video in SCSD Office 365 and link to it.</li> </ul> <ul> <li>This Module is using MasteryPaths.</li> <li>This Module is using MasteryPaths.</li> </ul> <ul> <li>This Module is using MasteryPaths.</li> <li>This module is using MasteryPaths.</li> </ul> <ul> <li>This Module is using MasteryPaths.</li> </ul> <ul> <li>This Module is using MasteryPaths.</li> <li>This module is using MasteryPaths.</li> </ul> <ul> <li>This Module is using MasteryPaths.</li> <li>This Module is using MasteryPaths.</li> </ul> <ul> <li>This Module is using MasteryPaths.</li> </ul>	Grades		Nothing for the next	week
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<ul> <li>Work from the top to the bottom of the module page. Completed items will be checked off on the module page.</li> </ul>		<ul> <li>This Module is using MasteryPaths.</li> <li>To stay on your path, click on MODULES on the left sidebar each time you complete a task.</li> </ul>		



Dashboard

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- 4. 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.
- 5. 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.

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

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	Home					
Account	Modules Syllabus	🗸 Unit Templa	te with MP 1		Complete All Items E	
Dashboard	Grades	🗱 REMEN	BER TO RETURN TO MODULES instead of	clicking NEXT 🎇		
Courses	Office 365	Intro to	Unit 1		~	8
Calendar		Pre-Tes	t for Unit 1			
Inbox			Intil "Pre-Test for Unit 1" is graded			
Help		<b>1</b>				
		• Unit Templa	te with MP 2	Prerequisites: Unit Template with MP 1	Complete All Items	
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#### **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:				
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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	Most courses included a "diving deeper" assignment you must complete & submit. Files can
how to post your ideas and reply to your classmates.	be uploaded from your computer or Office 365.
<b>Read</b> 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!	Construct     Submit Assignment       Due     Jun 25 by 3pm     Points 1     Submitting a file upload
Search entries or author Unread () T () Subscribed	<b>Read</b> 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.
Taking a Ouiz	Adjusting Natification Proferences
	Augusting Normeation Frederices
Quizzes are used to pretest out of basic content	You can add your mobile phone number to be notified of
in most courses. They are also commonly used	course announcements via text. You can also adjust your
as a unit test for each module or unit of study.	notification settings for many features – less or more!
Take the QuizClick the button to take the quiz.Make sure to submit when done!	To adjust, open <b>Account &gt; Notifications</b> , and follow these directions: <u>bit.ly/notifycanvas</u> .
Read quiz directions carefully. You may have one or	Email Address Notification Options:
more attempts to successully complete the quiz based	Check = immediate
on quiz settings. Let your teacher know if you get locked	Clock = daily summary
out of moving onto the next course task.	Calendar = weekly summary
	X = never notified
For more detailed directions and sup	port, explore the Canvas Help Guides.

# Click the question mark icon on the Global Navigation Links.

# **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.

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Announcements				(	$\bigcirc$
Grades 🚯	Comments	Mer LeFrage	Nov 2 at 9.4	0	Close
People	Here's the reedback norm the instructor:	with Derevel,	140V £ 81.7,4	Jan	
Chat	Empathize & Wonder: Core 4	Oct 16 by 11:59pm		1	