



CANVAS is a user-friendly cloud-based learning management system that allows you to provide students a personalized learning hub in a secure & organized space for easy access.

- Note: CANVAS works best in Chrome. Do not use Internet Explorer!
- Fall 2018: All SCSD Teachers and MS/HS students will log into Canvas via CLEVER.
- MS/HS teachers with students in SchoolTool & students use red tile. Others use black tile.
- Contact the Helpdesk if your login does not work. Do **NOT** make a new account!



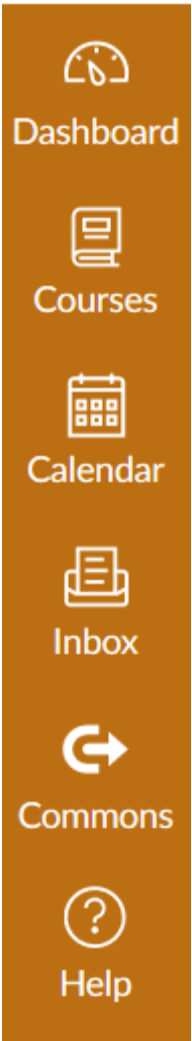
Account

Navigation Panel Guide:

Account – Add a picture, edit display name and **language**, update your settings, set your notifications, develop an ePortfolio of your best work, and collect badges.



Under Account, various notifications can be received by email and/ or SMS text can be customized to be immediate, daily, weekly, or not at all. Teachers & students control personal settings. Information under “Ways to Contact” is private; used for user Canvas notification purposes only.



Dashboard – View all your starred courses. Students and teachers have same dashboard interface. Toggle between tile and recent activity views. Colors correlate to calendar. Each course tile has 3 dots allowing you to customize your dashboard only.

Right Sidebar – Teachers & students: to do, coming up, feedback, view grades
Teachers only: Click the button to **Start a new course**.

Courses – List of all your courses. Customize your Dashboard by clicking on **All Courses**. Filled star = Course appears on Dashboard. Empty star = Course hidden from Dashboard.

Calendar – Links to published activities including assignments, discussions, tests, events. Teachers can use the calendar to plan the sequence of a course. Submitting events without publishing them hides them from students while building a curriculum map. Each course has its own calendar, and the box next to the course name must be filled with color to show tasks.

Inbox – Internal messaging tool within CANVAS (not email). Only for teachers and students associated within a course. Messages can include images, videos, and attachments. Teachers cannot view messages between students. CANVAS support can and will help as needed.

Commons – Teachers can share, search for, and copy (import) content shared in the CANVAS Commons. Items can be shared with everyone, just in the SCSD, or to self. Teachers can also share in a group. (Ask Manami Tezuka to set up a group.) **Do NOT share outside the SCSD!**

Import – Only teachers of a course can transfer content from one course to another. Go to **Settings**, and select **Import Content** into this course on the right side. Recommendation: To avoid error in a live course, pull items you share to yourself via the **Commons** into your sandbox course, edit, and then import into the live course.

Help – Live online chat, phone support, ask your instructor, search user guides, or report an issue. CANVAS support can view student conversations, restore deleted courses or components, and much more. CANVAS pushes out updates every 3 weeks, but updates their user guides first. See dates on the guides. (SCSD 2017-2019 Services: 24/7 chat & telephone hotline; access to all webinars)



Expand and collapse the navigation panel.

Last Update: 02.15.20
bit.ly/canvashelpdoc
bit.ly/canvasresourceboard

Designing a CANVAS Course

Step One – Draft the Course Outline & Gather Resources

In OneDrive (or a similar space), create a folder to collect your course resources and draft a plan for your course. Outline the essential questions, objectives, resources, assignments and assessments for each unit (module) of study. You might consider a nested folder for each unit within the course folder. Alternatively, you might prefer OneNote Notebook or one long document with a table of contents. Decide what works for you. It is important to draft outside of Canvas to avoid losing your work or exceeding your storage limits in Canvas.

As you gather resources, remember to adhere to all copyright laws and **properly cite your resources!**

Also, consider how you will disseminate **acceptable student usage expectations as you design your course.**



Step Two – Build & Preview the Course

In CANVAS, create a new course. This will be the master copy you will import to your sections once ready.

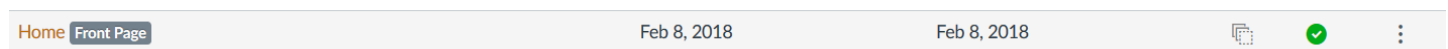
1. Start a New Course:

- Log into CANVAS through CLEVER (or the direct link if you are not a MS or HS classroom teacher).
- From your Dashboard, click the **Start a New Course** button on the right side.
- Name the course so that it is easily identifiable (ex. MASTER Name/School-Course Title) and keep it private (copyrighted). Add a shortened name if prompted and desired.

2. Create a front (home) page for the course:

- Click on the course title from your Dashboard.
- Select **Pages** from the link list on the left.
- Click the add page button on the top right corner. 
- Title the page "Home," and design your page. Click **Save & Publish** when done. 
- Select **Pages** from the link list on the left – again. Click the **View All Pages** button at the top.
- Publish the page. You should see a green circle with a check, NOT a gray circle with a slash.
- Click the 3 dots to the left of the page titled "Home," and choose **Use as Front Page**.
- Click **Home** from the link list on the left.
- Click **Choose Home Page** on the right. Select **Pages Front Page**.

Note: This is the landing page for students when they enter your course. You can add text, images, video, links to external apps, and more to create an engaging hook for your course. You can update this as needed/desired. To do so, click on the page title (below: Front Page) and then click **Edit** to make/ save changes.)



3. Adjust the navigation settings:

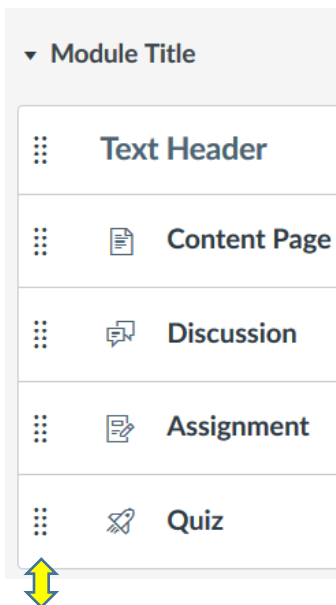
- Click on the course title from your Dashboard.
- Select **Settings** from the link list on the left.
- Do NOT change course titles provided by eSchool.
- Click on the **Navigation** tab at the top of the **Settings** screen.
- Consider what you want to appear in the student link list. **Definitely turn off Chat**, and consider removing all links except: Home, Announcements, Modules, Grades, and Files. You can always adjust this as you become more proficient with using CANVAS. Click **SAVE**.

4. Build your course modules (units):

- Click on the course title from your Dashboard.
- Select **Modules** from the link list on the left. Modules are units, lessons, or weeks.
- Add your unit titles or questions by clicking the add module button and entering a title (topic, essential question, etc.) for each one. You can change the sequence later as needed/ desired.
- Add lesson components and activities within each module. All components include a rich text field and toolbar allowing the teacher to build a page including text, web links, images, video and links to external apps. Discussions, assignments & quiz components include a grading feature (with optional rubric) within CANVAS. Teachers can assign to individuals, small groups or the entire class. See the next section for common component descriptions. Use the CANVAS Help Guides as needed (see footer).



Common Module Components



- **Text Header:** Divide and sub-title modules into smaller lessons. Give directions.
- **Content Page:** Introduce the topic, hook the learners, provide directions, build a playlist, etc. Teacher cannot grade a content page within CANVAS. Embed a [Padlet](#).
- **Discussion:** Provide a question for student discussion (text, voice, video). Students can be required to post before seeing other posts. Threaded posts allow student replies. Discussions can be graded. Adjust settings to allow attachments if desired.
- **Assignment:** Provide directions for individual or group assignments including a means for students to submit a product as defined by the teacher. Avoid text entry option unless the task can be completed in one sitting as there is no edit feature. Setting up groups provides students more collaborative options viewable by the teacher within CANVAS. Assignments can be graded in CANVAS.
- **Quiz:** Build a quiz with a variety of questions/ modes (short/ long answer, graded, practice, or survey). Name questions. Click **Update Question** after each question. **SAVE will NOT save questions.** Quiz settings: Shuffle answer order, time limit, number of attempts, access code, lock questions). Quizzes can be graded in CANVAS.

The dots to the left of a component allow you to alter the sequence. Click & drag the task to adjust sequence.

Component Toolbar



TOP: bold, italic, underline, background color, clear formatting, alignment, indent, super/ subscript, bullets, numbered list

BOTTOM: insert table, add/ remove link, image, equation editor, [educreations](#), [Khan Academy](#), other apps, record/ upload media, justification, font size/ style

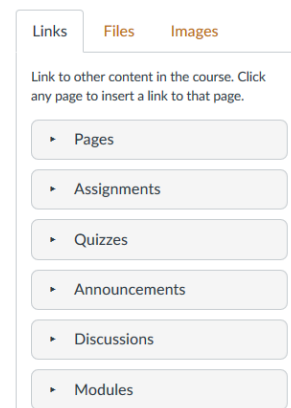


Component Options

Component options include external files, URLs, & tools, but best practice is to integrate these options into the four components listed above rather than separating them out. Link to files in Office 365, [Vimeo](#), or [Padlet](#) when possible as storage in Canvas is limited.

The more standard your module set-up, the easier it will be for your students to navigate the course. Consider the [inquiry](#) or [design thinking](#) model.

Below the text field in each component are a variety of settings you should work through during creation. You can also use the **Links, Files, and Images** tabs to embed resources in the course. → Inserting documents this way will force them to download a copy to their computers. To access this menu, you must be in editing mode.

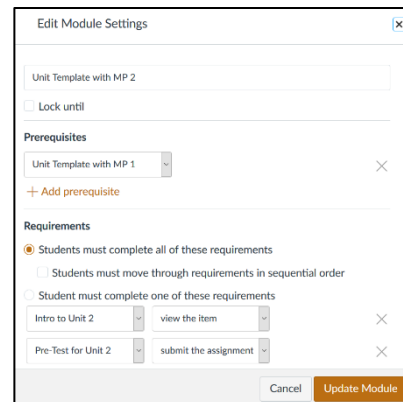


Do NOT add students or deadlines to your master course. Save these for the personalized course sections.

Module Options

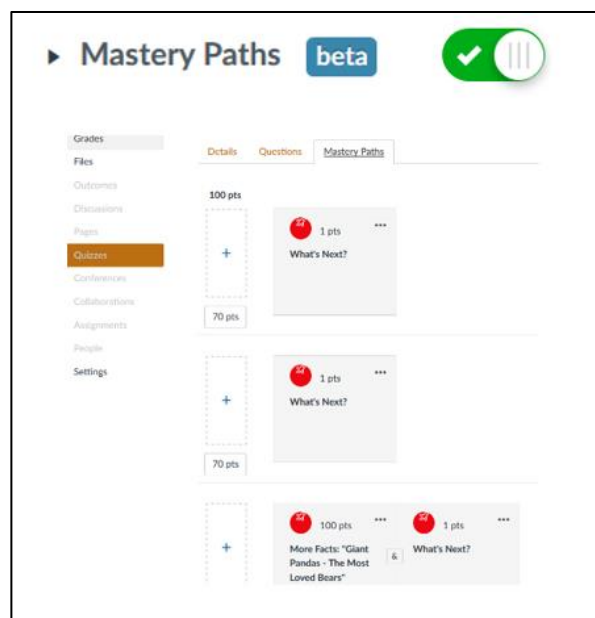
a. **Lock until** allows you to hide a module until a specified date and time. It will automatically be revealed based on the setting you enter.

b. **Requirements** allow you to force students to complete all assigned tasks in sequential order (or not). They also allow you and your students to track task completion. You can add requirements including **view**, **mark as done**, **submit**, **contribute to the page**, and **score at least**. It is important to match your requirements to the assignment settings and point values. For example, if a quiz is only out of 10 points, you cannot make the requirement to score more than 10 points or students will get stuck. If you do not add requirements, the information under the **View Progress** button on the modules page will inaccurately display all invited students as complete even if they have not yet entered the course. Learn more: bit.ly/canvasrequirements



c. **Prerequisites** allow you to force students to complete the requirements of one or more modules before moving onto the next module. Learn more: bit.ly/canvasprerequisites
The first step to enabling lock until, requirements, and/or prerequisites is to build the module(s). Then, click on the settings wheel next to the **module title**, and select **edit**. Look for the pop-up window depicted above right, and work from top to bottom to add and manage your settings.

d. **Mastery Paths** can be built into modules via assignments, quizzes, and discussions to personalize the module components students view and are required to complete based on their performance. According to specific scoring ranges you determine on selected tasks, students can be sent on unique pathways. Items they are not required to complete do not appear in the module outline. Requirements and prerequisites can also be combined with mastery paths to further direct student work flow and support student self-monitoring. The first step to **enabling mastery paths is to turn on the feature** setting. Open your course > Select settings on the left sidebar > Open the feature options tab. Toggle Mastery Paths ON (green). **Do not import a module with a mastery path until you have enabled this feature!** Only then can you work on building or editing the pathway. Learn more about building a mastery path module: bit.ly/canvasmasterypaths and by viewing this [SCSD MP Help Doc](http://bit.ly/masterypathhelp) (bit.ly/masterypathhelp).



To sample a course with a Mastery Path, search the Canvas Commons for:

MasteryPath Sample (modified by LeFever for SCSD)

To import a course with 25 Mastery Path Templates: Search the Canvas Commons for:

(BP) Credit Recovery Course (Template) SCSD (created by LeFever for SCSD Credit Recovery)



Invite a colleague to test the course as a student or use the student preview feature to test the functionality of the module or course before getting your students started!

5. Preview modules as a student:

- Click on the course title from your Dashboard.
- Select the **Modules** on the link list to the left.
- Publish the components of the module(s) you want to preview.
- Select **Settings** on the link list to the left.
- Select **Student View** on the right side.
- Click on **Modules** on the link list to the left to preview the published course components.
- Reset Student** or **Leave Student View** as appropriate to your needs. **Reset** will remove all preview student activity so that you can start over at a different time. **Leave Student View** allows you to pick up where you left off next time you select **Student View** under **Settings**.

Published

Unpublished

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

Leave Student View

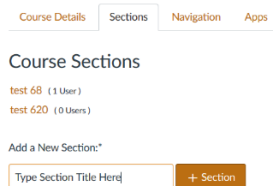
Alternatively, you might invite a colleague to sample your course as a student by adding this person as a student under **People**. Work through the course together to iron out any kinks before rolling out to students!

Step Three – Create Course Sections (courses not connected to eSchool)

For classroom teachers using CANVAS, course sections including registered students, are synced to eSchool. If you will be using the sections imported for you from eSchool, first create your master course as outlined above, and then follow the directions on the [eSchool Module Import Help Doc](https://bit.ly/moduleimport) (bit.ly/moduleimport) to share your master modules to the Commons and then import the modules into your eSchool sections.

The directions below are for teachers who want to create sections of a course that will automatically update by updating the master course, but are NOT connected to eSchool rosters.

- From your Dashboard, click the **Course Title** of the master course.
- Select **Settings** on the bottom left sidebar.
- Open the **Sections Tab** at the top of the page.
- Type a title for the course section in the box, and click the **+ Section** button.
- Update task settings, including requirements and deadlines, as needed.



Alternatively, PD facilitators can also use the [blueprint course process](https://bit.ly/canvasblueprint) to sync course content in multiple offerings (bit.ly/canvasblueprint). This method allows you to lock and share content with other facilitators.



Don't forget: Preview each section in student mode before launching with students! Better safe than sorry!

Step Four – Enroll Students (if they are not already populated by eSchool sync)

To enroll students in specific sections, make sure you open the desired section (Dashboard > Course Title > Settings > Sections Tab > Section Title > People > + People). You can enroll students by email, ID number or username. To use the self-enrollment option, participants must already be signed into the Canvas account or must access Canvas via Clever. Students in eSchool courses are managed SCSD OSA via active directory.

By ID number: Dashboard > Course Title > People > +People > SIS ID > copy & paste ID numbers from a spreadsheet using commas or line breaks to separate users > Next > check your list > Add Users.

Self-enroll by unique link/key: Dashboard > Course Title > Settings > more options > check let students self-enroll > save > copy/ share course link for student self-enrollment during your introductory class.

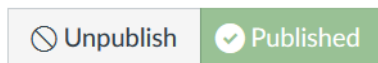
Search the Help Guides or reach out to the PL Team to learn more about enrolling students!

Don't forget to PUBLISH the course!

Once finalized, you must **PUBLISH** the course separately from publishing modules and activities. Students cannot access the course, nor will they receive any notifications for the course until the course itself is published. On the home page, under Course Status, the **Published** button should be green with a check.

Course Status

Here's how:



1. Navigate to the **HOME** page.
2. Click **PUBLISH**.

If students complain they cannot see the course, and you know they are enrolled, check the course status!

Step Five – Prepare Students & Facilitate the Course

Viewing Canvas Feedback

You have probably noticed that I do not participate in the discussion forums. This is on purpose. I want you to discuss with the colleagues in your building without me affecting the discussion. Nonetheless, I do read and respond to every post and submission. Here's how to access course progress and feedback:

1. Click **Grades** on the left sidebar once in the course (circled number is number of graded items).
2. Completed items will have scores OR checkmarks under the **Score** column.
3. If there is feedback for you to view, you will see speech bubbles at the end of the row.
4. Click the **title of the task**, and it will open up the details including your feedback.
5. If you have a question for the instructor, send an SCSD email or click on **People** in the sidebar, click on your facilitator's name, and then click **Send Message** to send a message within Canvas.

See your feedback:

Name	Due	Score	Out of
Staff Lounge	Oct 11 by 11:59pm	✓	1
Comments			
Here's the feedback from the instructor!			
Empathize & Wonder: Core 4	Oct 16 by 11:59pm	-	1
Reflect: Personalized Learning & The Core 4	Nov 13 by 8am	-	1

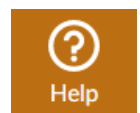
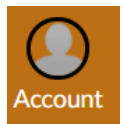
Message your instructor (in Canvas):

Home Modules Announcements Grades People Chat Office 365

Everyone Groups Laurie LeFever More About This User

Search people Report inappropriate picture Send Message

- Add deadlines to each course section to guide student completion: bit.ly/canvasdue
- Publish your course (on home page).
- Prepare procedures for CANVAS use and familiarize your students with the interface.
- Stay connected! Set up your notifications on your account page. Then, help students do the same. Learn more: bit.ly/notifycanvas
- Use the tools and features within CANVAS to facilitate the course, including the [SpeedGrader](https://bit.ly/speedgrade) Learn more: bit.ly/speedgrade
- Ensure students know how to view & respond to grades and feedback. See image to left.
- Click **HELP** button on left sidebar to search the Help Guides, access 24/7 CANVAS support (chat or phone) and learn more about teaching with CANVAS. Teach your students to use the HELP feature also! They don't have as many options as teachers, but they do have useful options.

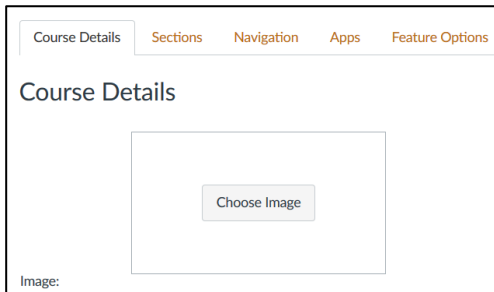


Note: Students cannot message others without access to **People** in the course navigation links. Give them an alternate way to contact you if you do not want to enable **People**.

Note on Course Titles



Though you have the ability to change eSchool loaded course titles, it is **not recommended**. If you change the course title created by eSchool, class roster and content updates may not sync properly. Instead use the individual account customization features below.



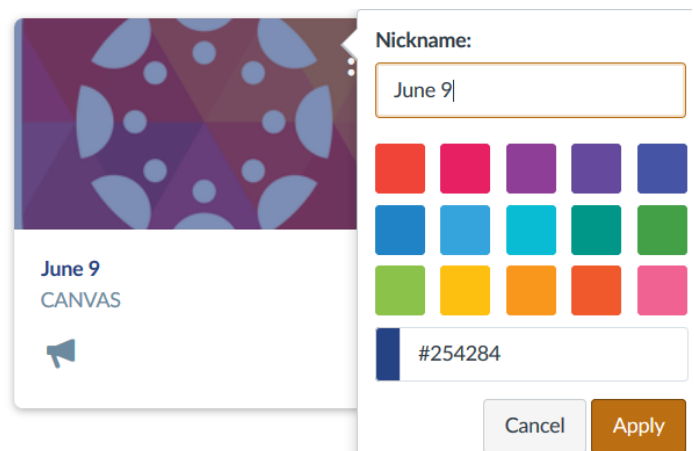
Course Image Customization:

1. Click on the course/ section title from your Dashboard.
2. Select **Settings** from the link list on the left.
3. Upload a picture for your course (appears on the Dashboard tile).
4. Click SAVE at the bottom.

User Customization:

Use the customization features (teachers and students) on your dashboard blocks to simplify course identification. Click on the three dots on the course tile, add a nickname and color. This is specific to each individual user (teacher and students), not the course.

- Nicknames allow each user to personalize his or her dashboard tiles.
- Color selection affects the dashboard for the user. It also corresponds with the calendar, allowing the user to identify tasks on his or her calendar according to the color selected for the course.



Additional Resources:

Annotated Resource List – bit.ly/learningcanvas
Instructor Guides - bit.ly/allcanvasguides
Tutorial Videos - bit.ly/canvasvideos
SCSD Support - Laurie LeFever, PL Coach, llefever@scsd.us

First Stop:
Canvas Help!

