

CANVAS RESOURCES FOR TEACHERS

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1. Syncing to SIS (power school)

- a. Go to Settings
 - i. Find Feature options
 1. Find Post to SIS
 - a. Click to turn on
- b. Go to your class tile and open the class
- c. Find the assignments link on left hand tool bar
 - i. Look for the three vertical dots on upper right and click
 - ii. This should have an option for import assignment groups
 1. Click this option
 2. Follow prompts to import groups for that class
- d. You should now be ready to sync to power school from canvas

2. New Assignments In Canvas

- a. Choose Edit in your assignment
 - i. Write your narrative in the large text box
 - ii. Determine points or other grading
 - iii. You must choose an assignment group which you have just imported
 - iv. Display grade type (points, complete/ incomplete/ letter/gpa scale/ not graded)
 - v. Submission type (online, paper, no submission, etc.)
 1. For online choose file types mostly text or file upload
 - vi. Click sync to sis box
 - vii. Use or do not use dates ranges; This is not necessary to make system work
 - viii. Save and publish to make students see this. Dates will put this into a calendar syllabus for you

3. Making Quizzes

- a. Create like and assignment
- b. Use edit to set parameters and sync to sis do not save yet
- c. At top of this page choose questions tab to create questions
 - i. Choose question type
 1. Use copy and paste functions from a word document or pdf to paste question into a new question box
 2. For multiple choice cut and paste answers into the answer boxes
 3. The first box is the correct answer
 4. Do not paste the letters of the answers as the system will mix answers up for you
 5. Delete all letter options and other text except the question in the question box

6. You may change the point value of the question in upper right of the question box. (especially useful for essay type questions)
7. Update question
8. You will have to manually grade some types of questions and make sure to provide word lists or several options for fill in blank answers. You should always check student responses for fill in blank questions.
9. Add new question for next question
10. Save and publish when complete

4. Cross Listing Courses

- a. For any multiple section course or course with same content
- b. This allows you to connect course with the same content so you only need to enter any modules or work in modules one time
- c. The instruction for this are also shared on the DHS Library Resource page: resources for teachers created by Darla Busboom.

ccsd1.org > Schools > Douglas High School > Staff > Library Resources Home

- i. Use this resource page to cross list if you desire
- ii. This is not something you need to do
- iii. The main thing is to have the course section numbers from the settings (sections)
- iv. Know which course is the original course to list to
- v. Open each course you wish to cross list and follow the detailed instructions from Darla
- vi. This will link all courses into one tile of the original course

5. Grading in Canvas

- a. Grade book from left hand tool bar
 - i. This will work just like power school with some exceptions
 1. It creates the assignment for you when you make the assignment or quiz and directly places it in this gradebook
 2. This book can be set to automatically update and sync to power school in the grade sync on the left hand tool bar
 - a. Click grade sync
 - b. Click sync tab
 - c. Check the box scheduled daily sync
 - d. Submit
 - e. This may take some time so don't expect to see grades in immediately
- b. Speedgrader
 - i. When assignments are turned in they actually show up on the right side of your screen and it tell you how many are turned in
 - ii. Click the blue assignment you wish to grade from the list of turned in assignments
 - iii. Choose speed grader on the upper right

1. This will give you a list of all students in a pull down style menu
2. The yellow dot indicates student with assignment turned in
3. Click the student and grade the work
 - a. It shows up in the main screen to the left of the points
 - b. You may also place comments here
 - c. When done with student click the pull down menu and go to another student or click left or right arrow to move through student list 1 at a time
 - d. Student will have a green check by name if assignment is graded
 - e. No assignment = name in grey shade
 - i. You can assign a grade to student with no assignment if the work was group work and multiple students work on assignment that only one turns in

6. Embedded Video

- a. You can embed a full length video or short clips into a page
- b. Open a new page or existing page
 - i. Open edit function
 - ii. In the large text box use the insert media tool (hover over tools to see what they do)
 - iii. You will need the url (address of the video) or have a saved video in your hard drive
 - iv. Follow the prompts to upload this video
 - v. Larger video will take quite some time so be patient
 - vi. Save the page but make sure to title it as exactly what it is to make it clear.

7. Import Materials

- a. You can import items from the commons, from your own modules or entire modules
- b. Choose settings
 - i. Find import course content on right side of screen
 - ii. Select copy canvas course
 - iii. Select the course from the drop down menu
 1. Make sure it is the course with the materials in it
 2. You will do this each new year to bring in all your materials and modules from the previous year and you should click modify dates if this is the case.
 3. You will also select entire course or selected materials
 - iv. Select import
 1. If entire course it will start the process
 2. If selected materials it will ask you to select (hit the select button)
 3. Choose the materials you want from the menu box that comes up
 4. The arrows show you what is in each piece
 5. The number indicate how many things are in the particular piece

- v. The items you import will go to run and be imported

8. Moving Items With In A Class Or Module

- a. To move item up or down within a module you simply hover over the little dotted bars at the left of the item and when the cross appears grab with your mouse and move it up or down to the desired location
- b. To move a module or module content to another location or other module
- c. Use the three vertical dot on the upper right of the module and use that drop down menu
 - i. You can choose the location in another dropdown menu that asks what you want to do. (play with this in a practice class to see what it does before you mess with your real classes)
- d. You may also delete items in a module by clicking the three vertical dots at the right of the item line and use the functions there(there are several to choose from)