2

Use what you already have to create these. PDFs, Powerpoints, Word Documents, Videos, etc.

📄 Pages
- This is the basis for all other types of pages (i.e., Assignments, Discussions, Quizzes)
- Homepage
- Design is similar to Word.

These are all types of pages. If you can design a page, think of these as pages with additional options.

📝 Assignments
- Allows students to submit work to the teacher.
- Online submissions include: text entry, URLs, media recordings, file uploads (word docs, pdfs, etc)

◎ Quizzes
- Can be graded or non graded.
- Multiple formats and question types.
- Can be timed, password restricted.
- Option to use in Respondus makes a quiz more secure to maintain integrity.

💬 Discussions
- Online discussion forum.
- Can be seen by all sections of a course.
- Can be a challenge to get quality content.
- Best for purely online courses.

📶 Announcements
- Can be sent immediately to classes.
- Can be scheduled to send out at later date.

- **In the left navigation menu, these should probably be hidden from students. To do this, click "Settings" in left menu bar. Click the "Navigation" tab. Drag items from the top to the bottom in this tab. Click "Save" at the bottom of the page before you leave the page.**
- **Once you have your "content" created in the form of pages, assignments, quizzes, discussions, etc., then you can organize them in your modules.**

or
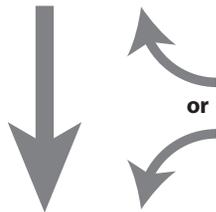
1

📁 Files
- Files can be anything you already have created. (PDFs, Word documents, Powerpoints, Keynotes, Videos, Images)
- You can add these into your pages or directly to your modules.
- Upload anything you think you might use within your course. You can always add later if necessary.
- There is a default 500 mb size limit (not including videos). This can be increased. Email cgraves@madison-schools.com if you happen to meet your storage quota.

3

☁ Modules
- Modules are like a table of contents.
- They allow you to organize your pages, assignments, quizzes, etc., into chapters or topics so your students can navigate through them.
- These can be reordered.
- Modules can be locked until certain dates or until a student visits all content in a prerequisite module.
- Modules can be locked until mastery is acheived on a prerequisite quiz.
- Use these to help students navigate through your course. Don't make student go to pages, then quizzes, then assignments, etc.
- Adding the date to the title helps students know what to make up if they were absent. This will have to be changed from year to year and may vary by sections you teach.
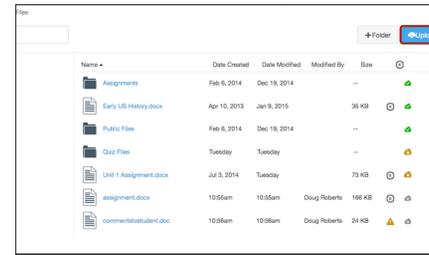
Notes from experienced teachers in Canvas:
- Intuitive understanding only becomes natural after a certain level of guessing and experimenting has taken place. DON'T be afraid to click unless it says "delete". :)
- Do not spend labor intensive time developing assignments / activities that students will "burn through" very quickly. Early on in Canvas, it is important to learn how to slow students down in teacher content which is designed to develop essential academic skills. If it is for repeated use, create with quality.
- Labeling files, modules, assignments, etc. is extremely important.
- Quizzes are time consuming when building, but to me more than worth it on grading.
- Invest time in learning how to set, adjust, and manipulate the settings on quizzes. This will help with maintaining integrity of your quizzes with your students.
- Canvas discussions may present a challenge getting anything that resembles quality work. You can use this tool, but it may be better for Online Only courses (college).
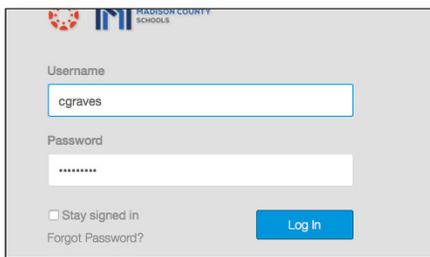
1:M1
ONE STUDENT MANY DEVICES
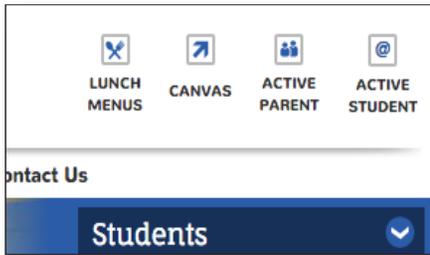
1. Go to the site:

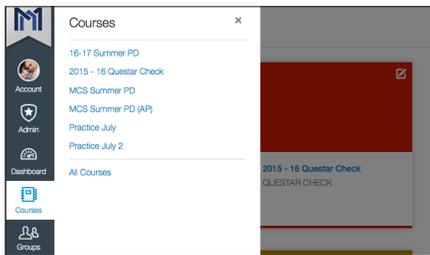Login by going to mcs.instructure.com or going to madison-schools.com and clicking the Canvas icon.

2. Log In:

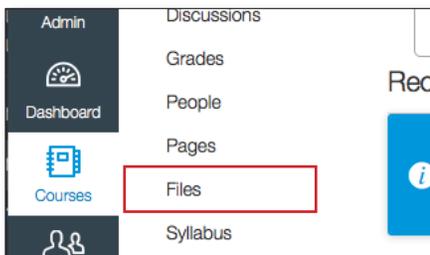Enter your district username and password. Students will enter their MSIS and district password to access canvas.

3. Courses:

Hover over courses with your cursor to select a course. If you need to create a new course, click "*Start a New Course.*"
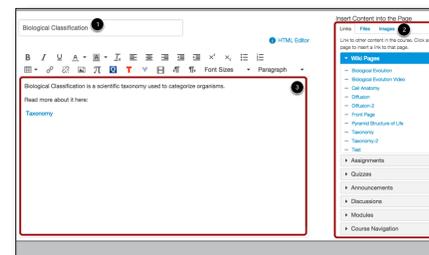
4. Files*:

Click on "*Files*" in left menu. From here you can upload content and organize into folders. *You can upload this content as you go.You don't have to upload up front.*

5. Files:

Take advantage of content you've already created. Don't reinvent the wheel.

6. Pages:

Click the pages link to begin creating pages.

7. Pages:

Click the "*+ Page*" button.

8. Edit Pages:

(1) Give your page a name. (2) You can insert links or files into your pages. (3*) Use the Rich Content Editor to edit your page. It works similar to editting a word document. *HTML to make advanced edits.

1:M

ONE STUDENT
MANY DEVICES
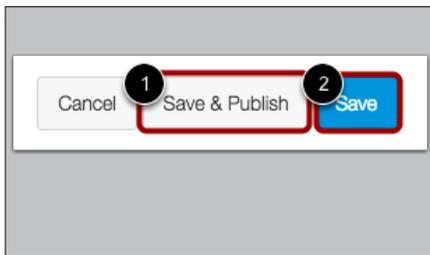
9. Pages: Save Changes

When you've finished your edits, be sure to (2) save your changes. You can (1) Save and Publish to make it visible to students.

Try to edit your own pages. Edit at least 2 pages so we can use them later.

Assignments, Quizzes, and Discussions are types of "*Pages*" with additional options. Once you feel comfortable creating and editing pages, you can move onto creating assignments, quizzes, and discussions.
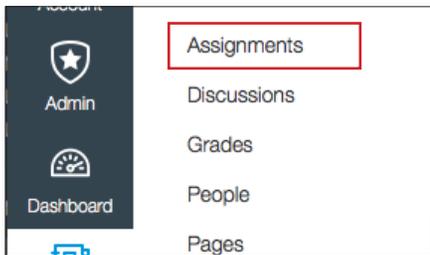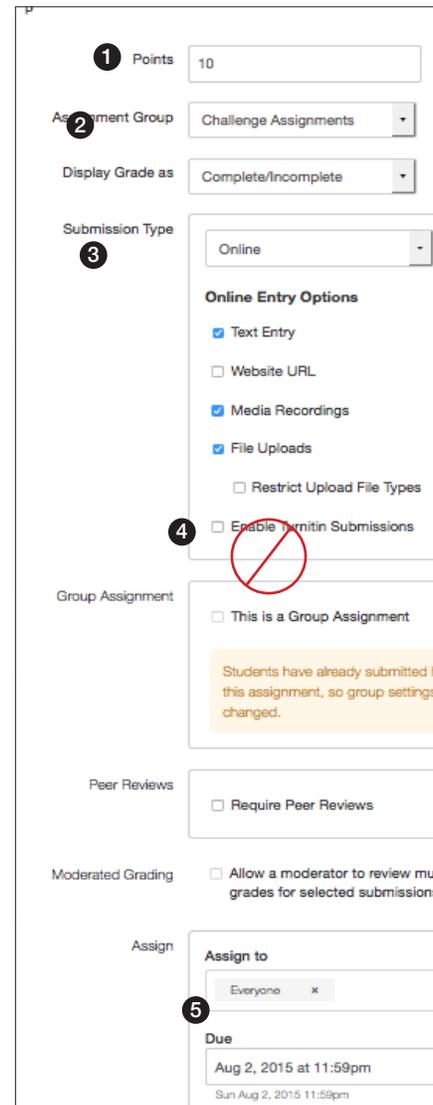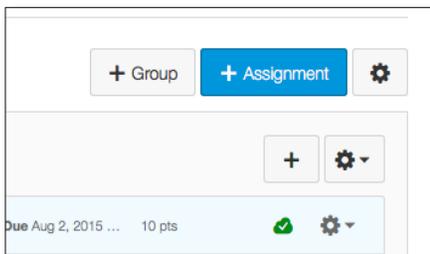
10. Assignments:

Click on the "*Assignments*" link in the far left column to create or edit an assignment.

11. Assignments:

Click on "*+ Assignment*" or click the gear icon on the assignment and click "*Edit.*" Assignments have a Rich Content Editor and can be editted just similar to pages.

12. Assignment Options:

Once the assignment has been created, options can be selected to fit the needs of the assignment.

(1) Points can be adjusted.

(2) Assignment Groups can be set if you have created those prior to the assignment creation.

(3) Submission Type can vary.

• **No Submission**

• **Online**

   Text Entry: provides a box (RCE) for students to type a response.

   **Website URL:** students can submit a URL that fulfills the assignment.

   Media Recordings: Students can submit an audio or video recording that fulfills the assignment.

• **Paper** - Allows teacher to track paper assignments in Canvas.

• **External Tool**-TurnItIn or other tool.

(4) Use **EXTERNAL TOOL**. Do not use this option.

(5) Due Dates can be set for students. You can make the assignment available for one or more sections of your course for various time periods.
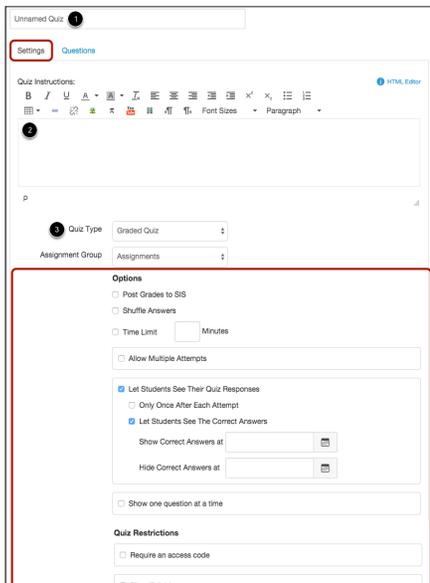
1:M
ONE STUDENT
MANY DEVICES

Canvas / Respondus
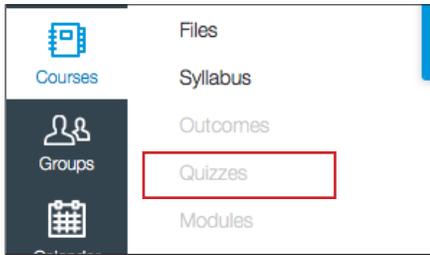
13. Quizzes:

These can be formative or summative. They can be used as learning tools or purely as assesement pieces. Click Quizzes in the left navigation menu.
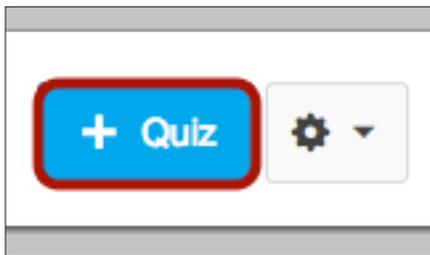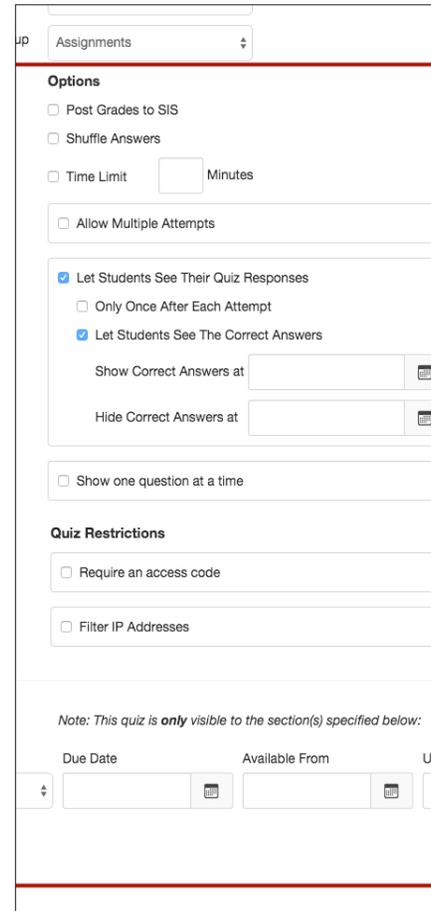
14. Quizzes:

Click "+ Quiz" to create a new quiz or click an existing quiz to edit it.

15: Quizzes:

(1) Name your quiz. (2) Enter general instructions for your students. (3) Select the quiz type. There are 4 types to choose from. **Practice** - formative quiz that doesn't show up in the gradebook. **Graded** - most common type that gives a grade in gradebook for most question types. **Graded Survey** - can give student complete/incomplete but cannot grade correctness of answers. Used more to gain feedback on a topic. **Ungraded Survey** - can make responses anonymous and gain opinions or feedback from students.

16. Quiz Options:

There are multiple combintations of settings for quizzes. Most of these are self explanatory. Time limits and shuffling answers are probably good practices. None of the settings here can provide 100% integrity. Then again, neither can paper/pencil. There is NO substitute for class-room presence and good classroom management.
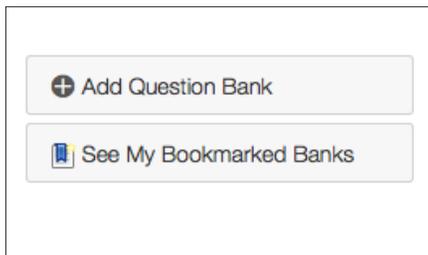
Require an access code will prohibit students from starting a quiz before you want them to.

Due dates can be adjusted per section.
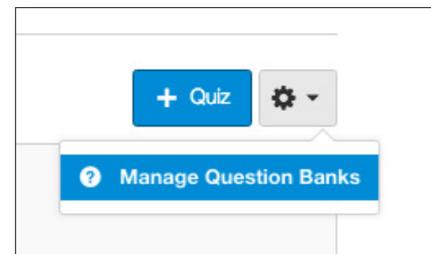
17. Quiz Banks v Questions:

Quiz banks allow you to pull questions randomly from a large selection of questions. Click the Quiz link in far left navigation. Then click the gear icon, then "Manage Question Banks."

18. Quiz Banks:

Quiz banks allow you to create questions just as you would in a regular quiz. A bank could be multiple questions based on a standard, chapter, topic, etc. On future tests, you can have the quiz pull at random from that test bank.
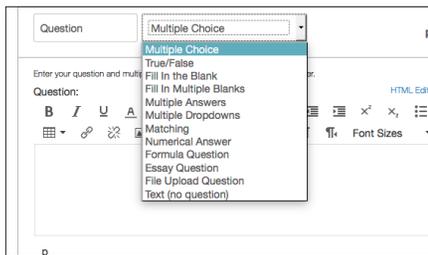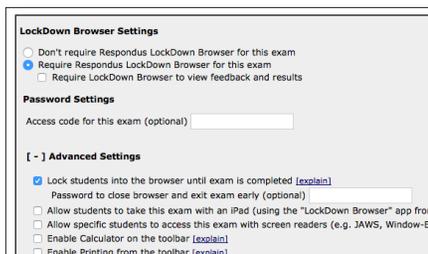
19. Question types:

There several question types which are "*self grading*." There is an essay option and file upload option which will need to be manually graded.
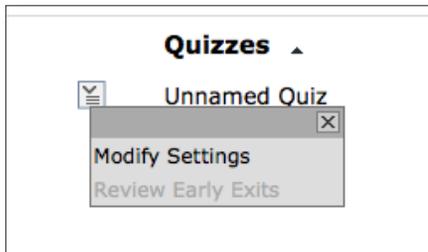
20. Respondus Lockdown Browser:

Click the "*Lockdown*" link in the left navigation bar. Then click the gray tab next to the quiz you want to edit. Click "*Modify Settings.*"

21: Respondus Lockdown Browser:

If click the "*Advanced Settings*" button, you can adjust setting details for your quiz. For best test security, you'll want to lock students into the browser until exam is completed
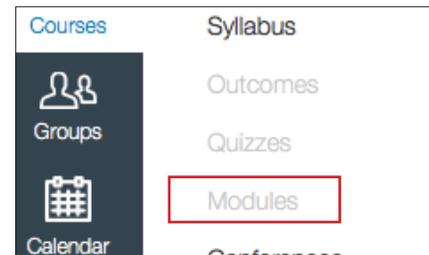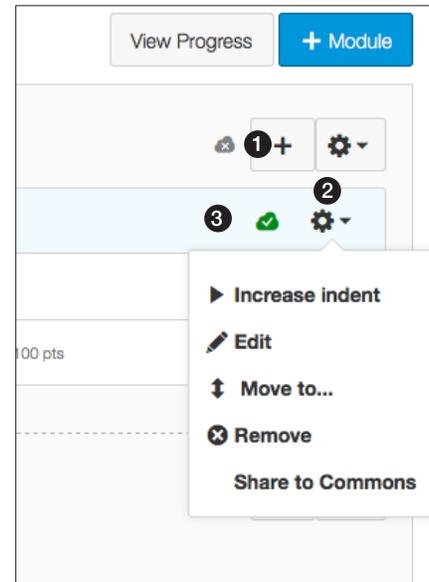
22. Modules:

Once you have created a library of pages, assignments, and quizzes, you are ready to create modules. Think of "*Modules*" as chapters in a book or a table of contents. Click the "Modules" link in the far left navigation menu.
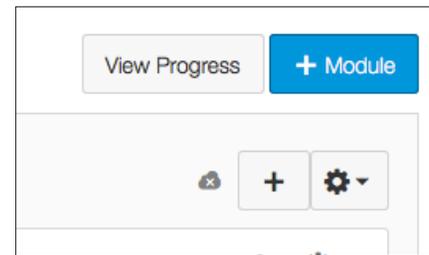
In the upper left of the screen, click "+ Module." Name the module (Chapter 1, Date, Topic, Etc.)

23. Modules:

(1) To add your pages, quizzes, assignments to your module, click the "+" symbol in the upper right of the module screen. A new window will open which will allow you to add content.

(2) The gear icon next to each item will allow you edit, move, or delete that item.

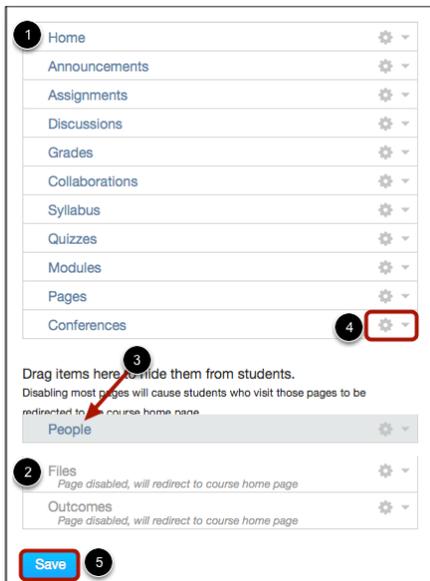(3) The cloud icon allows you to publish or unpublish to show or hide from students respectively.
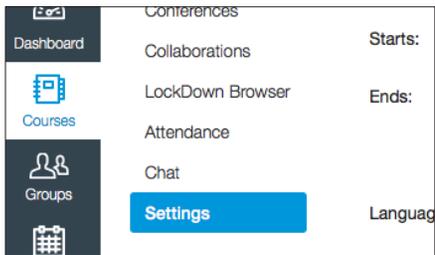
24. Navigation Links:

Navigation links can be reordered or hidden. To adjust these, click the "Settings" link in the far left navigation menu.
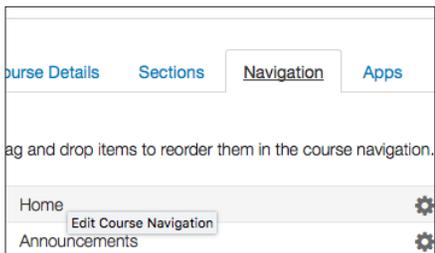
25. Navigation Links:

Click the "Navigation" tab at the top of the new window.

26. Navigation Links:

(1) The home link cannot be removed.

(2) Links listed at the bottom of this page are hidden from student view.

(3) You can click on links and drag them to the bottom of the screen.

(4) You can also make changes to links by clicking the gear icon.

(5) Once you've made changes, be sure to click the "Save" button.
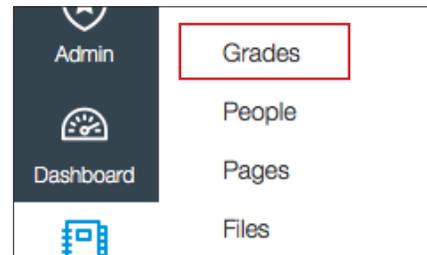
27. Grades:

To access grade book, click the "Grades" link in the left navigation menu.

(1) View assignment details.
(2) View in SpeedGrader.
(3) Send message to students
(4) Set default grade
(5) Curving grades *cannot undo!*
(6) Mute assignment. Students will be unable to view their grades, including grade and score changes, submission comments, and curved assignments for the assignment.
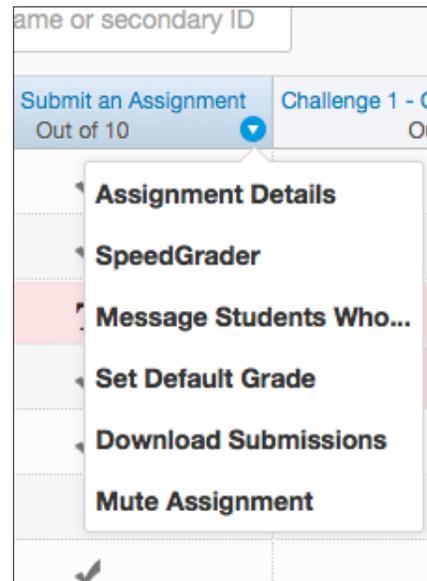
Use Gradebook to:

- View assignment submission notifications and details
- Sort the gradebook by assignment due dates, student names, secondary id, total scores, or group scores (if applicable)
- Download assignment submissions from students to grade or view them offline
- Manually enter student grades
- Automatically calculate totals
- Assign zeros after deadline (this will send a notification out to students)
- Notify students when an assignment has been graded
- Download/upload Grades as a CSV file
- Hide grades from students until they are published
- Message students who haven't submitted an assignment yet, or who scored more than X or less than Y on an assignment

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