

CANVAS QUICK GUIDE

TEACHER EDITION

EDUCATIONAL TECHNOLOGY

Department of
Teaching & Learning Supports



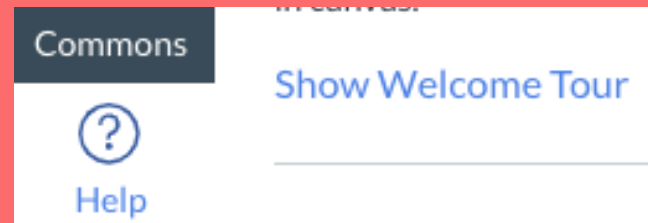
KCS | KNOX COUNTY SCHOOLS

GETTING STARTED

KNOXSCHOOLS.INSTRUCTURE.COM

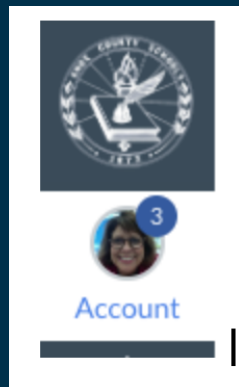
The Welcome Tour gets you started!

CLICK ON THE HELP MENU ICON IN THE GLOBAL NAVIGATION TO FIND THE TOUR

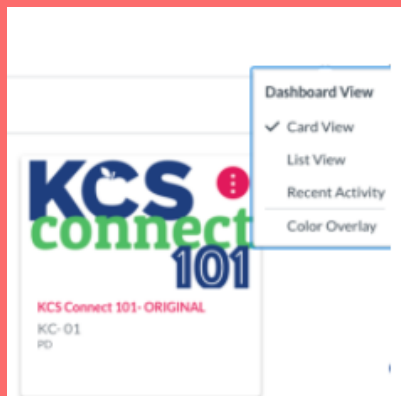


NOTIFICATIONS

Use the notification settings found under account to set up how you wish to be notified of Canvas events. Add your cell phone or personal email as preferred.



Account > Notifications



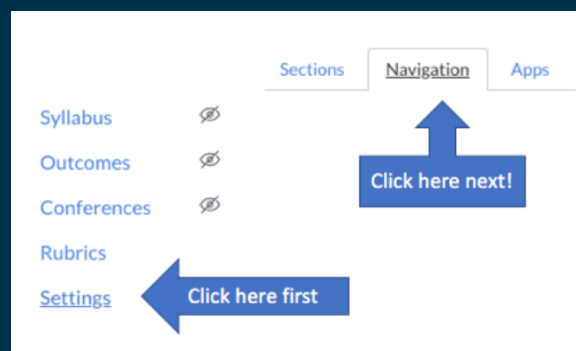
YOUR DASHBOARD

Find the correct Course Card on your dashboard to get into your course. Note that under the three ellipsis, you can choose the view you want on your dashboard.

TIP: Control the Cards you see on your dashboard. Click the courses icon then view all courses . Click on the star next to any course cards you want to appear on your dashboard. Deselect the star to remove from your dashboard.

CLICK SETTINGS > NAVIGATION

DRAG ANY OF THE ITEMS FOUND IN THE NAVIGATION TO THE BOTTOM TO HIDE THEM FROM STUDENTS.



COURSE NAVIGATION

GETTING STARTED

PEOPLE

As other teachers want to collaborate with you, add them to your course with permission to view or edit.

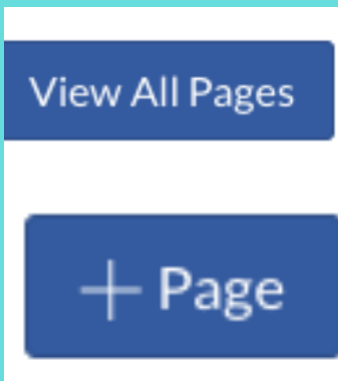
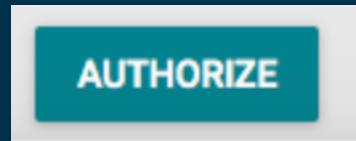


**CHOOSE PEOPLE >
+PEOPLE> USE EMAIL OR
ID #
ADD AS A STUDENT,
TEACHER OR TA.**



GOOGLE DRIVE

In order to have access to all your Google files in Canvas, be sure to authorize and allow your Google Drive to connect to your Canvas. If you have problems with your authorization contact:
edtechliaisons@knoxschools.org



PAGES

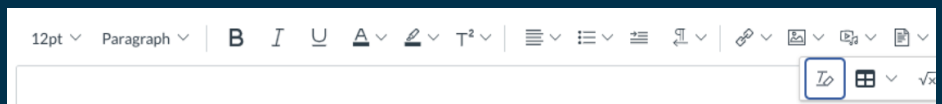
Content pages allow you to create materials for your class. You might want to design a special homepage or add content of any kind to an individual page.

**CLICK PAGES >VIEW ALL
PAGES.
ONCE YOU CAN SEE ALL
YOUR PAGES, CLICK +PAGE
TO ADD A NEW PAGE!**

**TIP: USE TABLES TO
ALLOW TEXT TO SIT
BESIDE IMAGES!**

RICH CONTENT EDITOR

The editor is available any time you are adding text or content to your pages. Check under the three ellipsis any time you see them for more options! Find the plugin icon to see YouTube, Google Drive, and other plugins.



BUILDING YOUR COURSE

MODULES

Modules organize content into units, weeks, or other chosen organizational methods:

- Provides linear direction for how course content should be completed.
- Houses assignments, discussions, quizzes, and pages.

+ Module

+ Assignment

ASSIGNMENTS

Allow for students to submit work using various file types. Feedback and grades can be given.

QUIZZES

Quizzes allow for assessment of student mastery. Quizzes can be graded or set up as surveys or practice.

+ Quiz

QUIZZES > +QUIZ > CHOOSE CLASSIC OR NEW QUIZ

+ Discussion

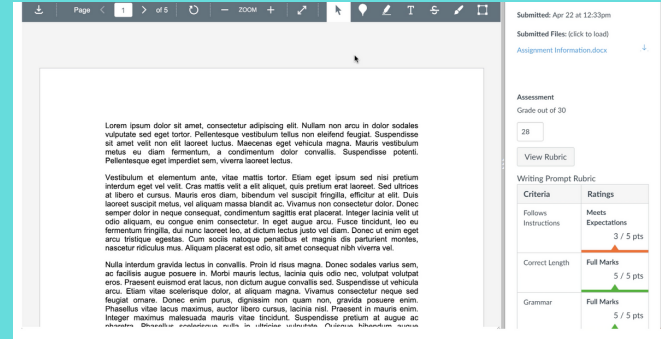
DISCUSSIONS

Discussions allow for student feedback and collaboration. Teacher settings can allow for customization of student replies and can be set to graded or ungraded.

GRADES

SPEEDGRADER

Allows for teacher annotations and feedback directly on a student submission.

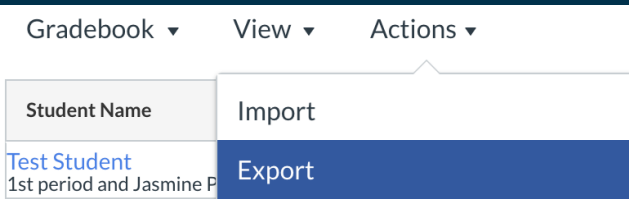


GRADES>SELECT STUDENT & ASSIGNMENT>SPEEDGRADER

EXPORTING GRADES TO .CSV FILE

This will generate a .csv file that you can use to input your grades into Aspen.

GRADES>ACTIONS>EXPORT



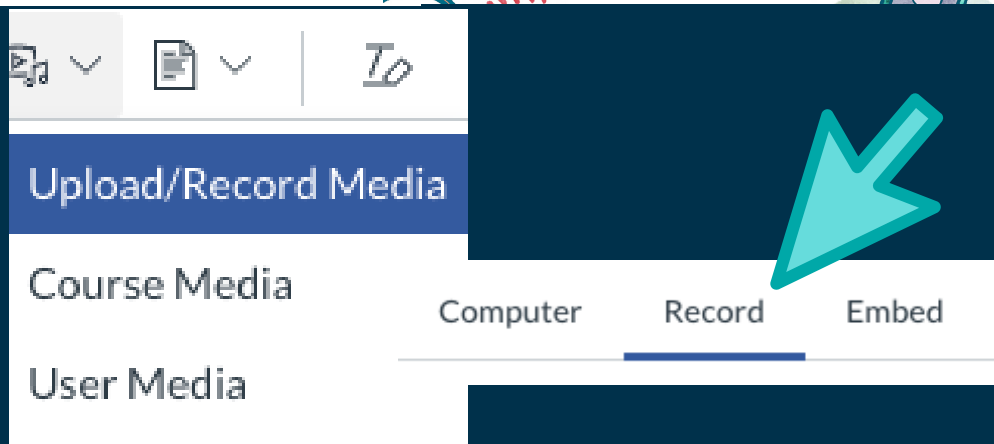
RECORD YOURSELF

Look on the toolbar for the icon that allows you to record yourself to add video content to any page, assignment, discussion, or announcement.



VIDEO HAS NEVER BEEN EASIER!

Your device camera is all you need to make videos of yourself delivering content or instructions.



MORE HELP



TEACHER

CANVAS APP

THE CANVAS TEACHER APP CAN BE DOWNLOADED FROM THE APPLE OR ANDROID STORE. THE APP WILL ALLOW ACCESS TO YOUR COURSES.



Commons

commons

Share your work with yourself or others in the commons.

CROSSLISTING

Do you teach multiple blocks of the same course? Try crosslisting!

<https://vimeo.com/74966157>



**HAVE MORE
QUESTIONS OR
NEED SUPPORT???**

Email

edtechliaisons@knoxschools.org

Visit

<https://community.canvaslms.com/community/answers/guides>

Submit an Incident
IQ Ticket:

<https://kcs.incidentiq.com/>