



**CANVAS USER GUIDE FOR TEACHERS
AND
FREQUENTLY ASKED QUESTIONS**

Canvas in the Classroom

A Step-by-Step Guide

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Set-Up

Logging in using Clever

Step 1: Go to clever.com/wjhsd

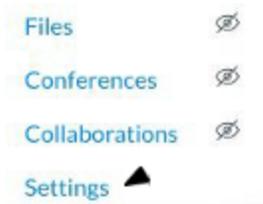
Step 2: Login with your Clever badge or type in your WJHSD Google username and password.

Step 3: Click on the Canvas Icon

Simplifying the Course Menu

Step 1: Open your course.

Step 2: At the bottom of the menu on the left side of the screen, click “Settings.”



Step 3: Choose “Navigation” from the menu towards the top of the page.

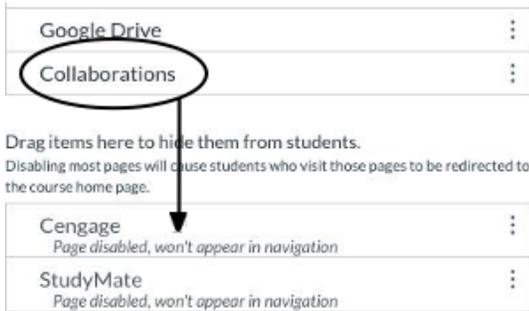


Step 4: Drag each item to the place you’d like it to be in the course menu.

Drag and drop items to reorder them in the course navigation.



Step 5: Drag any item you don’t want students to see to the section at the bottom.

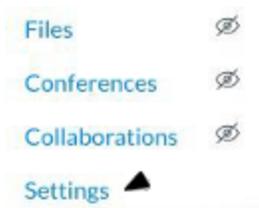


Step 6: Click “Save” at the bottom of the page.

Adding a Picture to the Course Tile in the Dashboard

Step 1: Open your course.

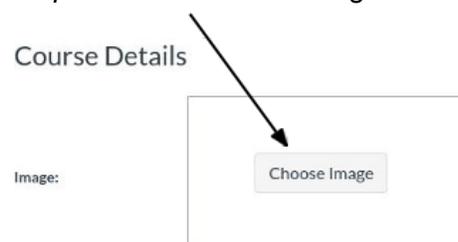
Step 2: At the bottom of the menu on the left side of the screen, click “Settings.”



Step 3: Choose “Course Details” from the menu towards the top of the page.



Step 4: Click “Choose Image”



Step 5: Click in the box to add a picture that is saved on your device OR Click “Unsplash” to search for a picture.



Step 6: Click “Update Course Details” at the bottom of the page.

Update Course Details

Adding a Profile Picture to Your Account

Step 1: Click “Account”

Step 2: Click “Profile”

Step 3: Click on the grayed out image.

Step 4: Click “Upload a picture” or “Take a picture”.

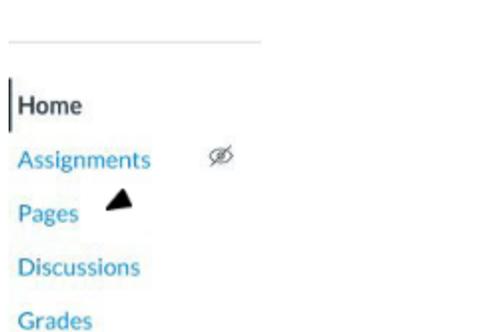
****If you select “Upload a picture” click “Choose a picture”.**

Pages

Adding a Page

Step 1: Open your course.

Step 2: Find & click “Pages” in the menu on the left side of the screen. (Where it is in the list depends on how you have organized your course menu.)



Step 3: Click “+ Page.”

Step 4: Name Your Page.

Step 5: Choose to “Save” or “Save & Publish” your page.

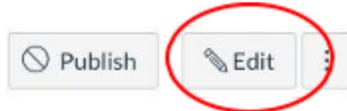
Tips for Designing a Page

Step 1: Choose or create the page you want to design.

- **These techniques can be used with the Rich Text Editor in any Canvas item.

Step 2: Click “Edit”

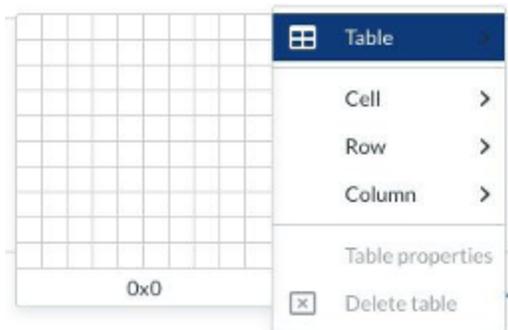
- One way to organize multiple items (pictures, videos, links, etc) is to use a **table**. The following directions explain how to do this.



Step 3: Choose the table icon.



Step 4: Click “Table” and choose the size you’d like your table to be.



- Click in a cell to add a picture, audio recording, video, or text. To see how to add items using the Rich Text Editor, click [here](#).
- To remove lines from your table, click on your table.



Step 5: Click the table icon.



- Choose “Table Properties”
- Change Width to “0”. The lines will appear dotted when editing, but disappear once the page has been saved.

General
Advanced

Width: 100% Height: 87px

Cell spacing: Cell padding:

Border width: 1 Caption: Show caption

Cancel Save

Step 6: Click "Save"

Step 7: Position items (pictures, videos, etc) in a cell using the justify icon. This will position items at the left, right, or center.



Step 8: Add pictures to cells and then add links to the pictures to create an interactive page. (Directions to add pictures and links can be found in the **Rich Content Editor** section.)

- Example: Add videos or audio to cells (directions here) to provide clear directions to students.

Other Helpful Links:



Modules

Creating a Module

Step 1: Choose "Modules" from the menu on the left.

Step 2: Click "+ Module"

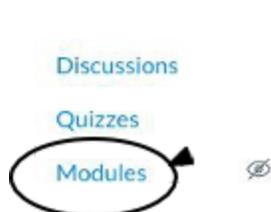
Step 3: Name your module. (Optional) Choose "Lock Until" to make the module unavailable until a date of your choosing.

Step 4: Click "Add Module".

Adding Content to a Module

This can be done in several ways. One way is to add content that has already been created. You should create all pages, assignments, & quizzes you want in a module before you create the module.

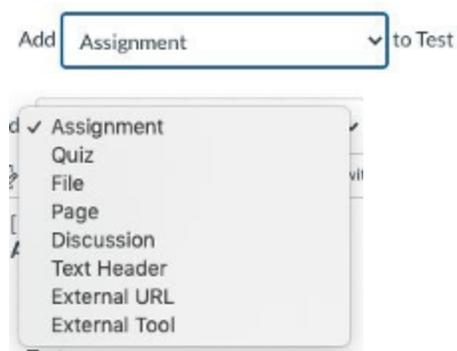
Step 1: Choose “Modules” from the menu on the left.



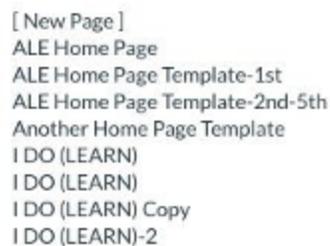
Step 2: On the right side of the week you are working on, click “+”.



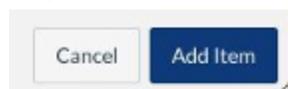
Step 3: From the drop down menu, choose the type of item you want to add to the module.



Step 4: Click the item you want to add to the module.



Step 5: At the bottom of the box, click “Add item”.



Step 6: Repeat steps 2-5 to add more items to the same module. (If you want to create a different module, go to the top of the page and click “+ Module”.)

**Make sure to drag the newly added content to where it should be within the module (look at arranging a module)*

Publishing a Module

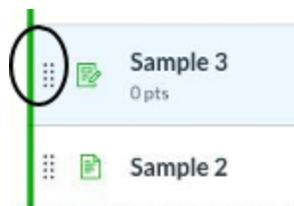
When your module is ready, click the circle with a backslash through it. You will see a green checkmark, showing that your module is now published.

Arranging a Module

Step 1: Choose “Modules” from the menu on the left.



Step 2: To change the order of items in a module, click the 8 dots on the left. Then drag the item where you want it.



Controlling How Students Move Through Content

Adding requirements works well when you want students to finish one task before they begin another. With a requirement, students will have to complete each item before they are able to move to the next item. **DO NOT USE THE PREREQUISITE FEATURE!**

Step 1: Choose “Modules” from the menu on the left.



Step 2: Click the 3 dots on the right and choose “Edit”.



Step 3: Click “+ requirement”.

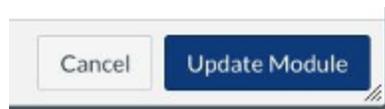


Step 4: Click the circle next to “Students must complete all of these requirements” (if it’s not already clicked)



Step 5: Click the box next to “Students must move through requirements in sequential order”

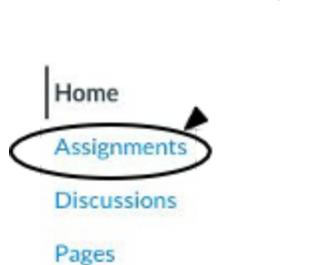
Step 6: Click “Update Module”.



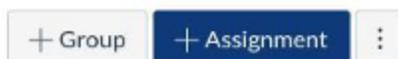
Assignments

Creating an Assignment

Step 1: Choose “Assignments” from the menu on the left.



Step 2: Click “+ Assignment”



Step 3: Name the Assignment.

Step 4: Use the Rich Text Editor to add information about your assignment. (Directions here)



Step 5: Type in the number of points the assignment is worth.

Points

Step 6: Use the drop down to choose a submission type.

Submission Type

- No Submission
- Online
- On Paper
- External Tool

Group Assignment

No Submission: Use this option when there is nothing to turn in, but the task still needs to be on students' calendars.

- **Online:** Use this option when the assignment can be completed online (see options below).
- **On Paper:** Use this option when the students will complete & submit the assignment on paper. This will put a due date on students' calendars.
- **External Tool:** Use this option to have students complete the assignment using an external site (ie Google). See directions here.

Online options:

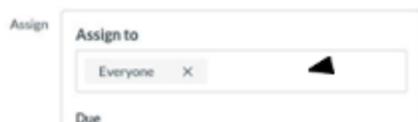
Submission Type

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads

- **Text Entry:** Students use the Rich Text Editor to submit their work.
- **Website URL:** Students are directed to type or paste a URL for a website.
- **Media Recordings:** Students are directed to record video or audio.
- **File Upload:** Students are directed to upload a file from their computer or Google Drive.

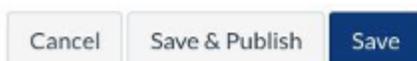
Step 7: Assign to the whole class or specific students. To assign to specific students, start typing their names in the box. They will show up in a list below the box. Click on their name to add them.



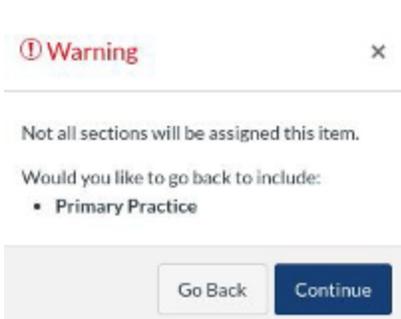
Step 8: Click the calendar icon to select a due date.



Step 9: Click "Save" or "Save & Publish"



If you have assigned the task to only specific students, you will see this warning. It simply means that you have only assigned the task to a select group of students. Click continue & the assignment will save.

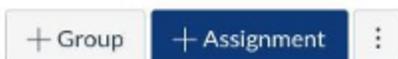


Assigning an External Tool

An external tool is used for specific sites outside of Canvas that work in conjunction with Canvas. One example is Google. The external tool feature allows you to assign a Google file, with a copy made for every student.

Step 1: Choose "Modules" from the menu on the left.

Step 2: Click "+ Assignment"



Step 3: Name the Assignment.



Step 4: Use the Rich Text Editor to add information about your assignment.

12pt Paragraph B I U A [color] [background color] [text color] [font size] [bulleted list] [numbered list] [checkbox] [link] [image] [video] [audio] [table] [table border] [table border style] [table border width] [table border height] [table border color] [table border style] [table border width] [table border height] [table border color]

Step 5: Type in the number of points the assignment is worth.

****Note:** If you are attaching a Google file, you will need to record the same number of points here & when asked by Google.

Points

Step 6: For submission type, use the drop down to select “External Tool”. Click Find.

The image shows a 'Submission Type' dropdown menu with options: No Submission, Online, On Paper, and External Tool (selected). Below the dropdown is a section titled 'External Tool Options' with the text 'Enter or find an External Tool URL'. A text input field contains the URL 'http://www.example.com/launch'. A 'Find' button is located to the right of the input field. A black arrow points from the 'Find' button in the lower screenshot to the 'External Tool' option in the upper dropdown menu.

Step 7: Choose “Google Assignments LTI 1.3”

NOTE: STEPS 8-14 APPLY TO GOOGLE ASSIGNMENTS ONLY.

Step 8: Follow the blue buttons to link to your Google account.

Step 9: Click “Attach”

The image shows a section titled 'Files' with the text 'Make a copy of attached files for each of your students to edit and submit'. Below this text is a blue button with a paperclip icon and the word 'Attach'.

Step 10: Search your Google Drive for the file you want to attach.

Insert files using Google Drive

The image shows the Google Drive search interface with tabs for 'Recent', 'My Drive', 'Upload', and 'Shared drives'. Below the tabs is a search bar with a dropdown arrow and a search icon.

Step 11: Click on the assignment (the name will highlight in blue) & click “Add”



Step 12: You will see the assignment name.

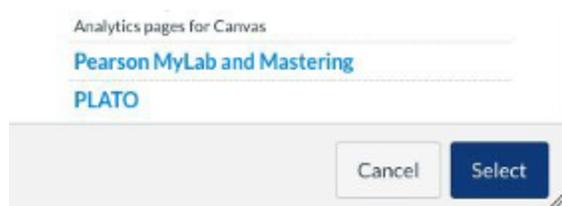


Step 13: Type in the number of points (make sure it matches what you put in Canvas)

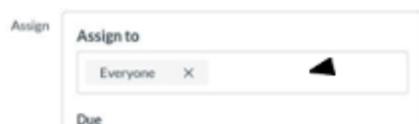
Step 14: Click “Create”



Step 15: Click “Select”



Step 16: Assign to the whole class or specific students. To assign to specific students, type their names in the box.



Step 17: Click the calendar icon to select a due date. (Make sure it matches the due date you chose in Google.)

Step 18: Click “Save” or “Save & Publish.”

Publishing an Assignment

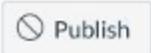
OPTION 1:

- *Step 1:* Choose “Assignments” from the menu on the left.

- *Step 2:* Find the assignment you want to publish. Click the circle on the far left side. It will turn to a green checkmark.  

OPTION 2:

- *Step 1:* Open the assignment.

- *Step 2:* Click “Publish”   

Rich Text Editor

Creating & Editing Text

The rich text editor is the tool you use to add content to a page, assignment, quiz, or discussion. It can be used for a wide array of material, such as text, pictures, or videos. It can also be used to link the page, assignment, quiz, or discussion to other Canvas content or external sites.

Step 1: Open or create a page, assignment, quiz, or discussion and click “Edit”.



Step 2: Type your text in the box. Use the toolbar to edit the text. Text color

Step 3: Click “Save” or “Save & Publish.”



Recording Audio or Video

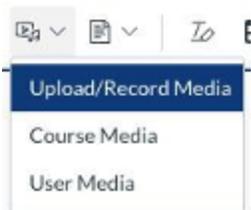
Step 1: Open or create a page, assignment, quiz, or discussion and click “Edit”.



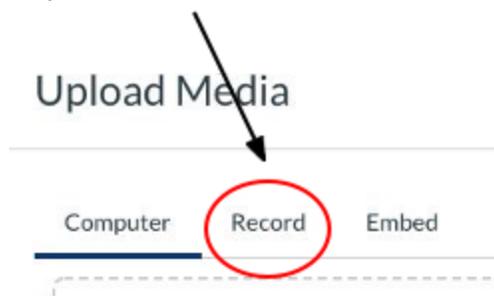
Step 2: From the bar, choose the media icon.



Step 3: Choose “Upload/Record Media”

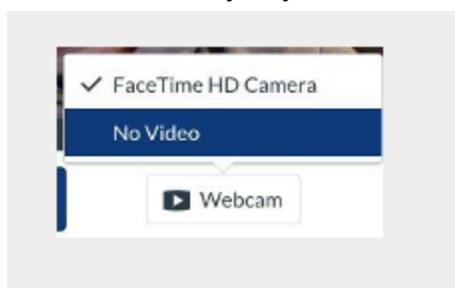


Step 4: Click "Record"



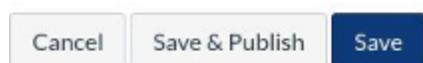
Step 5: Click "Start Recording"

- To record just your voice, click "Webcam" and choose "No Video"



Step 6: After you finish recording, click "Save", then wait for

Step 7: Click "Save" or "Save & Publish"



Adding Audio or Video

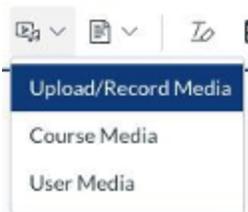
Step 1: Open or create a page, assignment, quiz, or discussion and click "Edit".



Step 2: From the bar, choose the media icon.



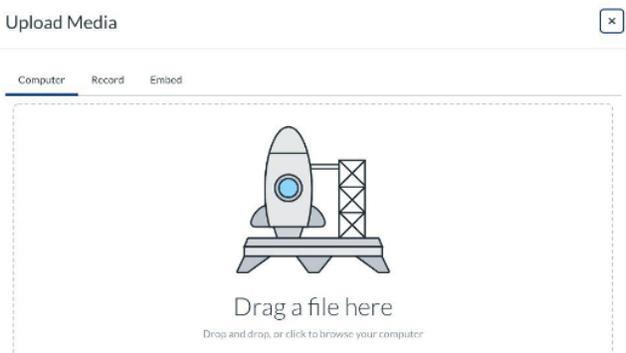
Step 3: Choose "Upload/Record Media"



Step 4: Make sure the “Computer” tab is selected.



Step 5: Choose the audio or video file you want to put into Canvas and drag them into the box OR click the box and choose the file from the folder that pops up.



Step 6: When you see your video or audio on the screen, click “Submit.”



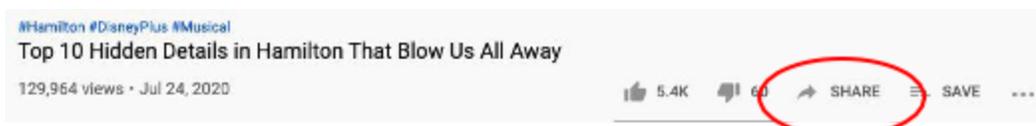
Step 7: Click “Save” or “Save & Publish”



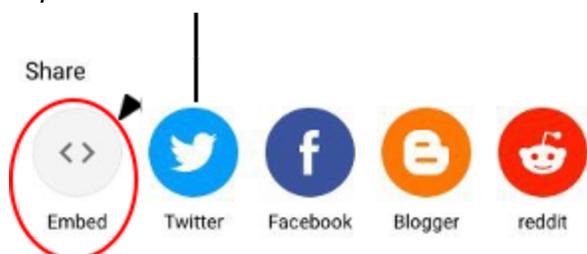
Embedding a Video from YouTube

Step 1: Find the video you want on YouTube.

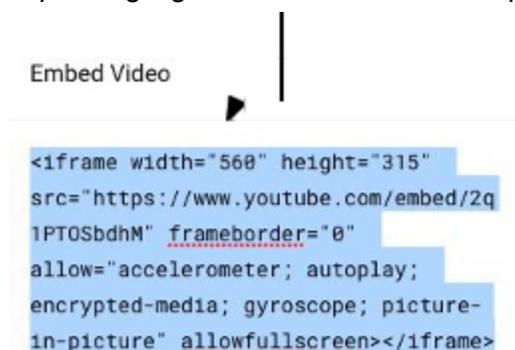
Step 2: Under the video in YouTube, click on “Share”



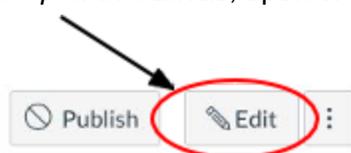
Step 3: Choose “Embed”



Step 4: Highlight the code and click “Copy” (bottom right)



Step 5: In Canvas, open or create a page, assignment, quiz, or discussion and click “Edit”.



Step 6: Next the Rich Text Editor, choose HTML Editor.

 **HTML Editor**

Step 7: Paste the embed code. (Ctrl V)

Step 8: Choose “Save” or “Save & Publish.”



Adding Pictures

Step 1: Open or create a page, assignment, quiz, or discussion and click “Edit”.



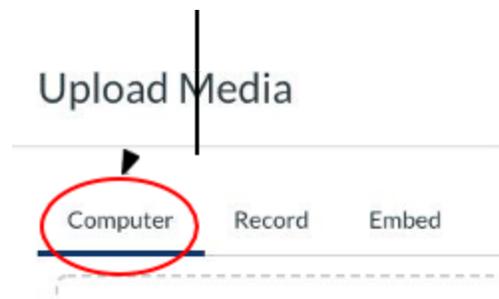
Step 2: From the bar, choose the picture icon.



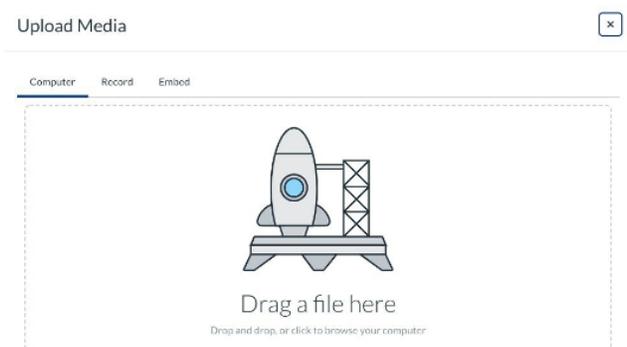
Step 3: Choose “Upload Image”



Step 4: Make sure the “Computer” tab is selected.



Step 5: Choose the picture file you want to put into Canvas and drag them into the box OR click the box and choose the file from the folder that pops up.



Step 6: When you see your picture on the screen, click “Submit.”



Step 7: Click “Save” or “Save & Publish”

Adding An External Link

An external link is used to connect to a site outside of Canvas, such as Spelling City, IXL, HMH, or Everyday Math.

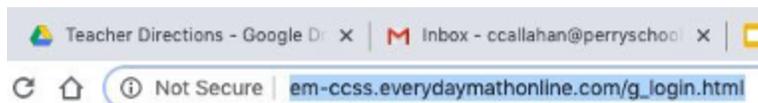
Step 1: Open or create a page, assignment, quiz, or discussion and click “Edit”.



Step 2: From the bar, choose the link icon. If you are adding the link to a picture, click the picture before completing step 2.



Step 3: Use “ctrl C” to copy the URL from the website you want to link to.



Step 4: Use “ctrl v” to paste the link into the “Link” box.

- If you are not linking to an image, you can type in the “Text” box to make your link say what you’d like it to, ie “Everyday Math.” The link will show these words instead of the URL.

 A dialog box titled "Insert Link" with a close button (x) in the top right. It contains two input fields: "Text" and "Link". A vertical line is drawn to the right of the "Link" field. Arrows point to the "Text" and "Link" fields. At the bottom right are "Close" and "Done" buttons.

Step 5: Click “Done.”



Step 6: Click “Save” or “Save & Publish”



Embedding Google Slides and Google Documents to View Only

**When you embed Google slides, they update in Canvas as you update them in Google. Woohoo!

Step 1: Open or create an assignment and click “Edit”.

Step 2: In the Rich Text Editor box click on Google Drive (LTI 1.3)

Step 3: Click "Select File"

Step 4: Choose your file that you want to upload and click "add"

****You will be prompted with the following message:**

Attaching this file will change the sharing setting and allow anyone with the link to access it.

Step 5: Click "Attach"

Step 6: Assign points if you would like.

Step 7: Leave Submission Type dropdown menu as "No Submission"

Step 8: Set assign boxes for your needs.

Step 9: Choose "Save" or "Save & Publish."

Embedding Google Slides and Google Documents for Students to Edit

****When you embed Google slides, they update in Canvas as you update them in Google.**

Woohoo!

Step 1: Open or create an assignment and click "Edit".

Step 2: Assign points if you would like.

Step 3: Change Submission Type dropdown menu to " External tool"

Step 4: Click "Find"

Step 5: Select "Google Assignments: LTI 1.3)" as the Configuration External Tool

Step 6: Click "Select" and then under Files click "Attach"

Step 7: Select a document from your drive.

****Optional-** assign points and due date

Step 8: Click "Create"

Step 9: Click "Select"

Step 10: Set assign boxes for your needs.

Step 11: Choose "Save" or "Save & Publish."

Embedding Google Form as a worksheet or quiz/test

Step 1: Open or create a quiz and click "Edit".

Step 2: Go to the Google Form you want to assign

Step 3: Click "send"

Step 4: Select the IFrame button (Looks like <>)

Step 5: Click "copy"

Step 6: Return to Canvas Select "HTML Editor" in the text box

Step 7: Paste link into text box.

Step 8: Select Quiz type

**Select "Practice Quiz" for classwork or worksheets

**Select "Graded Quiz" for quizzes and tests

Step 9: Set assign boxes for your needs.

Step 10: Choose "Save" or "Save & Publish."

Embedding PDF to View Only

Step 1: Click the + sign

Step 2: Change the add drop down menu to "file"

Step 3: Select "New File"

Step 4: Select "Choose File"

Step 5: Click "Add Item"

Embedding PDF to Annotate (Teacher Steps)

Step 1: Click the + sign

Step 2: Change the add drop down menu to “Assignment”

Step 3: Click “New Assignment” and type name

Step 4: Click “Add Item”

Step 5: Select the assignment and click “Edit”

Step 6: In your Rich Text Editor box select “Google Assignments: LTI 1.3)” as the Configuration External Tool

Step 7: Click “Select” and then under Files click “Attach”

Step 8: Select document from your drive and add

Step 9: Set Submission Type dropdown menu to “Online” and check the “File Uploads” box

Step 10: Set other parameters as you wish

Step 11: Click “Save”

Embedding PDF to Annotate (Student Steps)

You can select Kami as an External Tool to allow student annotation on a PDF. Another way to annotate without Kami: Student directions for editing a PDF

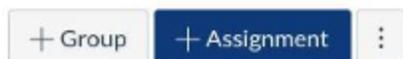
<https://www.youtube.com/watch?v=YsFgMHh5ISY>

Assessments

Creating a Quiz through Canvas

Step 1: Choose “Modules” from the menu on the left.

Step 2: Click “+ Assignment”



Step 3: Select “Quiz” from the drop down menu.

Step 4: Name your quiz and click “add”

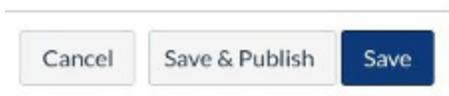
Step 5: Select the quiz shell in your and then click edit.

Step 6: Select the options you want for your quiz.

Step 7: Assign to the whole class or specific students. To assign to specific students, type their names in the box.

Step 8: Click the calendar icon to select a due date.

Step 9: Click “Save” or “Save & Publish”



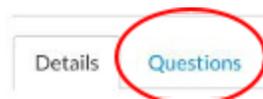
Adding Questions to a Quiz through Canvas

Step 1: Open your quiz.

Step 2: Click “Edit”



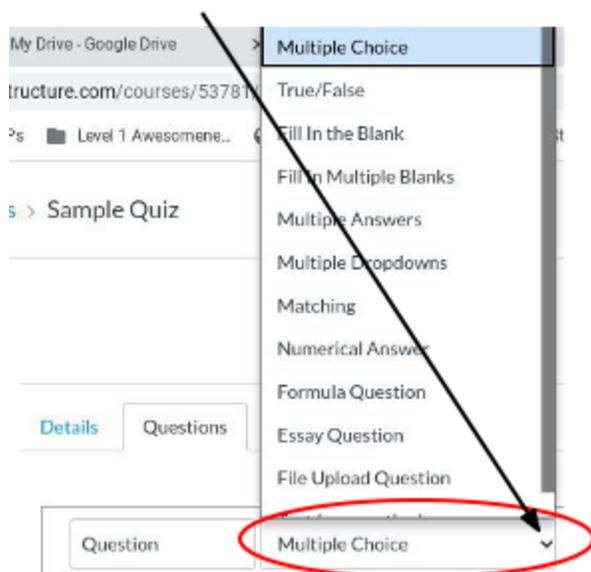
Step 3: Click on the “Questions” tab.



Step 4: Click “+ New Question”



Step 5: Use the drop down menu to choose a question type.



Step 6: Use the Rich Text Editor to create your question.
(The question can include text, audio, video, &/or pictures.)



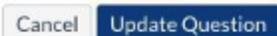
Step 7: Type your answer choices. Click the pencil to open the Rich Text Editor.
****Note:** For answers where students type their answers, you must include all possible spellings (including capitalization) that students may use & that you will count as correct.

Step 8: Hover & click next to a “Possible Answer” to mark it as such.

Step 9: (Optional) Click on the three dots under each answer choice to open the Rich Text Editor to provide feedback.



Step 10: Click “Update Question”



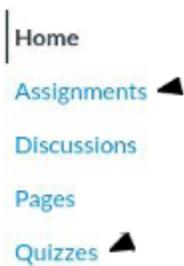
Step 11: Click “+ New Question” to add another question or “Save” to save the quiz.



OR

Accessing Speedgrader

Step 1: Choose Quizzes or Assignments from the Menu on the left.



Step 2: Open the quiz or assignment you want to grade.



Step 3: Choose Speed Grader from the menu on the right.

Related Items

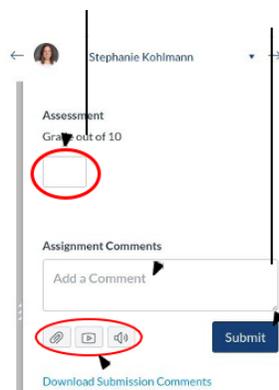
SpeedGrader™

0 out of 23 Submissions Graded

Step 4: Navigate to the student whose work you want to view.

Drop Down OR If the assignment is a media recording, you will see this prompt. Click “click here to view” and you will be able to access the student’s recording.

Step 5: Enter the score for the student’s work. Type your comments in the box and click “Submit.” You can submit comments in different ways. Use the paperclip icon to attach a file, the play icon to record video comments, and the speaker icon to record audio comments.



Step 6: Repeat steps 4 & 5 until all work is graded.

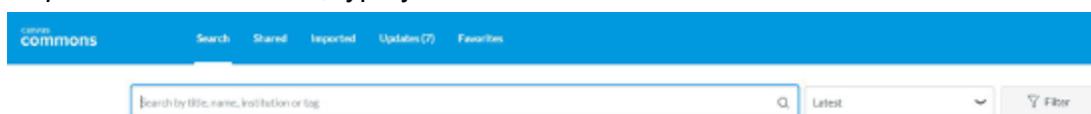
File Sharing

Importing from Commons

Step 1: On the far left side of the screen, click the Commons icon.

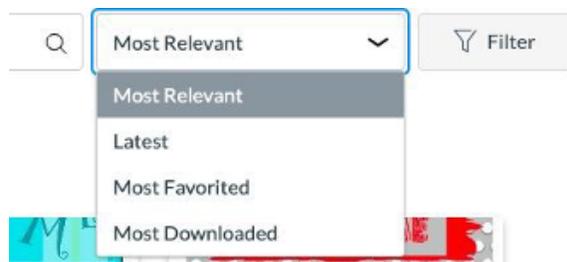


Step 2: In the search bar, type your search item.



Step 3 (optional): Use the sort & filter options to help with your search.

- Click on the drop down to choose your sort option. The “Most Downloaded” option will sort by showing you the pages that the most people have chosen.
- Use the filter option to narrow down your search by grade level, type of item (pages, assignments, videos, etc). You can also choose between all resources or just those created by people from WJHSD.



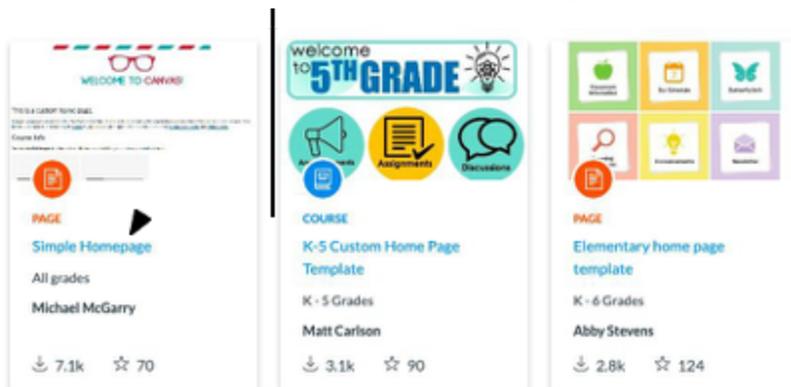
Grade/Levels

- | | |
|--|--|
| <input checked="" type="checkbox"/> Kindergarten | <input type="checkbox"/> 8th grade |
| <input checked="" type="checkbox"/> 1st grade | <input type="checkbox"/> 9th grade |
| <input checked="" type="checkbox"/> 2nd grade | <input type="checkbox"/> 10th grade |
| <input type="checkbox"/> 3rd grade | <input type="checkbox"/> 11th grade |
| <input type="checkbox"/> 4th grade | <input type="checkbox"/> 12th grade |
| <input type="checkbox"/> 5th grade | <input type="checkbox"/> Undergraduate |
| <input type="checkbox"/> 6th grade | <input type="checkbox"/> Graduate |
| <input type="checkbox"/> 7th grade | |

Shared With

- All (Includes Public Resources)

Step 4: Choose the item you want by clicking on the blue words.



Step 5: Once you select an item you want to put in your course, click “Import/Download” from the right side of the screen.



Step 6: Click on the course you want to add the item to & click “Import into Course.”



You will see this message after importing.



Step 7: Using the navigation menu on the left side of the screen, go back to “Courses.”



Step 8: Select the course you are working in.

Courses

Corrie's Practice Course ▲

First Grade Read Alouds

Step 9: Find the item in its category. (If you imported a page, it will be in 'Pages'; assignments in 'Assignments,' etc.)



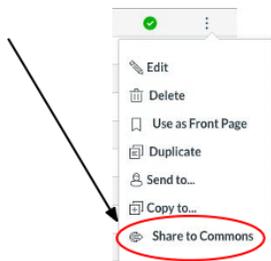
Exporting to Commons

Step 1: Find the item you want to share on the Commons.

Step 2: Click on the 3 dots at the far right of the item.



Step 3: Click "Share to Commons"



Step 4: Choose the best option for you. Sharing and License: Only Me, All of WJHSD, or Public (any Canvas user)

Step 5: Scroll down & type a description of the item you're adding.

Description*

Please describe your object

Step 6: Choose or upload an image and select the grade level(s).

Image*

Click to change

Grades

Grade Level

From: Kindergarten *

K 1 2 3 4 5

Step 7: Click "Share"



Direct Sharing-Sending

Step 1: Find the item you want to send to a colleague.

Step 2: Click on the 3 dots at the far right of the item.



Step 3: Click "Send To"

Step 4: Type in the email address(es) of the person/people you want to share the item with.

Step 5: Click “Send”

Direct Sharing-Receiving

Step 1: On the far left side of the screen, click the profile icon.



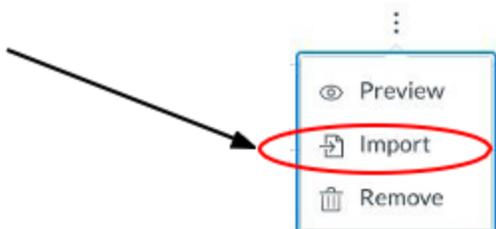
Step 2: Click on “Shared Content”



Step 3: Click the 3 dots on the right hand side of the item

Step 4: Choose “Import”

(Choose preview to see the item)



Step 5: Type the name of your course or choose the course from the drop down menu.

Import... ×

Select a Course

 ^
1st Grade EL
19-20 Cluster
20-21 Cluster
ALE MTSS

Step 6: (Optional) If you want to put the item in a module you've already created, choose the module from the drop down menu.

Select a Module (optional)

 ^
Reading Fluency 12:30
Reading Fluency 1:00
The Retell Hand
Retelling a Story

Step 7: Click "Import"