

If you ever have Canvas questions you can come see me in room 318 or email me  
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## **Canvas Cheat Sheet:**

### **Remember:**

- To save your work!! Especially with quizzes you need to update every question before moving on
- You can hide tabs from students by going to, settings, navigation, and selecting the three dots down the side and disabling
- You can delete a course by going to settings and select “delete this course” on the right hand side of the page.
- When in doubt, blue button it out! The big blue button adds everything in! (Documents, quizzes, etc.)
- Putting students work for the (day, week, month, semester, etc.) in a module helps to create organization and lessen student confusion.
- Student view (located on the right hand side of your home page) allows you to see what the student sees. This is helpful when creating assignments or quizzes to ensure you did it correctly.

**You can import course work from previous courses!! Once you get students in your official Canvas Dashboard you can go to that dashboard’s settings and select “input” on the right hand side. You chose to “copy a course” , select the course and ta da! Done!! (This is why sandbox courses are so useful!)**

### **What does it do???**

- Sandbox course: A sandbox course is simply a course you create to be the master key for future Canvas pages so you can easily input information.

- Grading: Once you have something to grade, it will pop up on the right hand side of your (teachers) Canvas page “to do” list so you can easily grade. This makes late work a lot easier to identify and grade.
- Home: Where everything is! You can decide what you want your homepage to look like!
- Announcements: Specific announcements you can make for the class
- Assignments: You can post daily assignments here (I feel it is confusing unless you do it often)
- Discussions: Class discussions! Everyone can comment on each others post
- Grades: N/A Due to standards based grading
- People: Find students easy
- Pages: A place to link Odysseyware
- Files: Storage place for all your files
- Syllabus: Place to upload and have students quickly refer to the disclosure document and see the class calendar
- Outcomes: Great for SPED students or students with specific educational goals. You can input goals and track the mastery of the content!
- Quizzes: You create quizzes and tests. You can add in titles, instructions, and questions. Don’t forget to add in due dates, dates the quiz will be available and update each question before saving!

- Modules: Similar to the ‘home’ very easy way for students to find what to do all in one day! Perfect for online learning
- Conferences: You can set up student discussions!!! For online learning you can put students in groups and have them conference anything! You can join as well! This would also work for one on one conferencing
- Collaborations: Basically a link for students to click on to join a group collaboration on a platform such as google docs.
- Chat: One-on-one chat with students or multiple students!
- Attendance: N/A due to PowerSchool
- Google Drive: You can link your google drive!! I link mine for quick referral to assignments. Students can NOT see your google drive because they don’t have your login information. They can link their own google drive for quick reference and easy submission of assignments.
- Office 365: Same thing but for Office 365
- Monitor and Reporting: Same thing PowerSchool does in regard to tracking student work (missing, late, etc.)
- Flipgrid: Flipgrid is a social learning platform that allows educators to ask a question, then the students respond in a video. Students are then able to respond to one another, creating a “web” of discussion. ... The students were using whiteboards to complete the work, then recording themselves on Flipgrid.
- Settings: Settings for Canvas page. This is where you can delete courses, change course information, input courses and much much more!