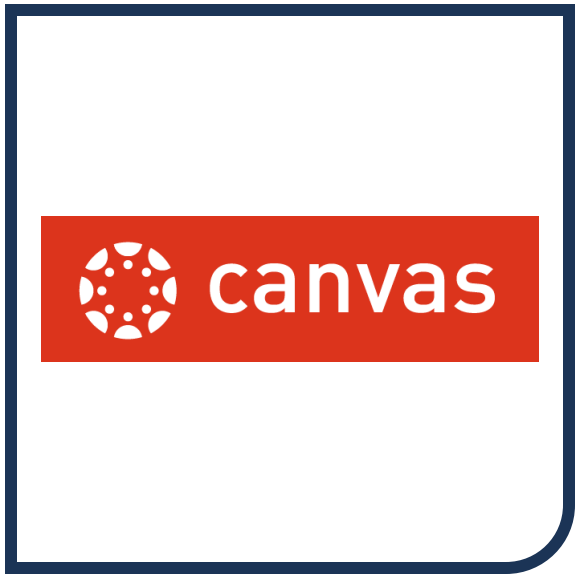
Getting Started with Canvas



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canvas

Today's Agenda

1. What is Canvas?
2. Accessing Canvas
3. Navigating Canvas
4. Building a Course
5. Moving Content

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What is Canvas?

Integrated Learning Management System that features:

- Sequential lesson organization
- Screen capture with Studio
- Built-in communication with students
- Ability to embed content
- Built-in collaboration
- Audio/Video integration
- Built-in annotation and feedback

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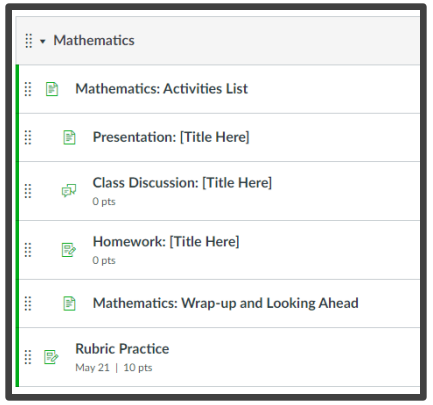
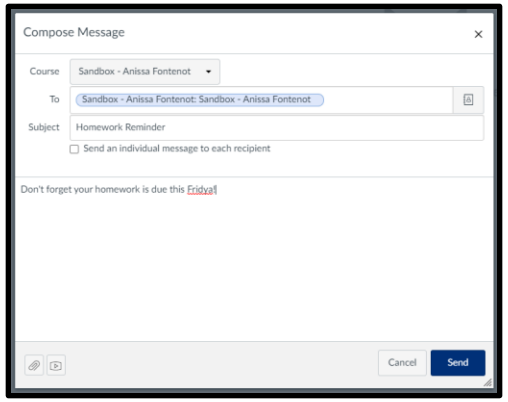
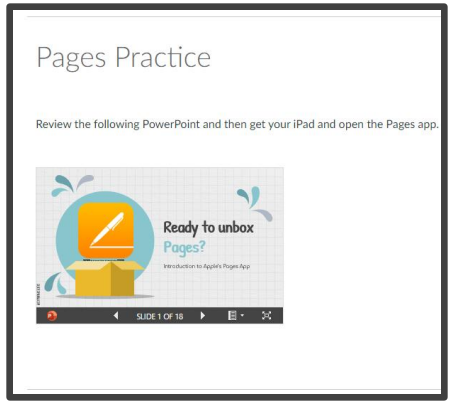
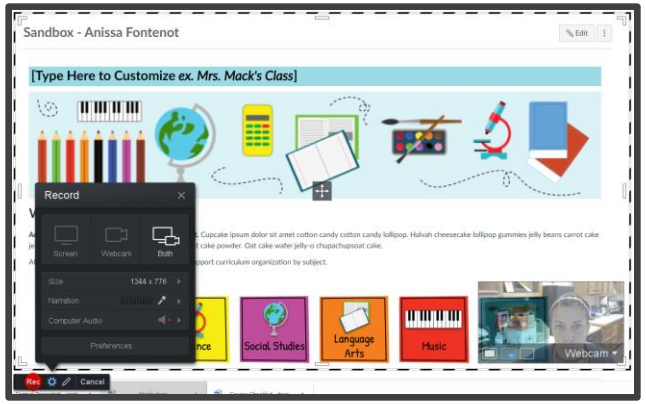
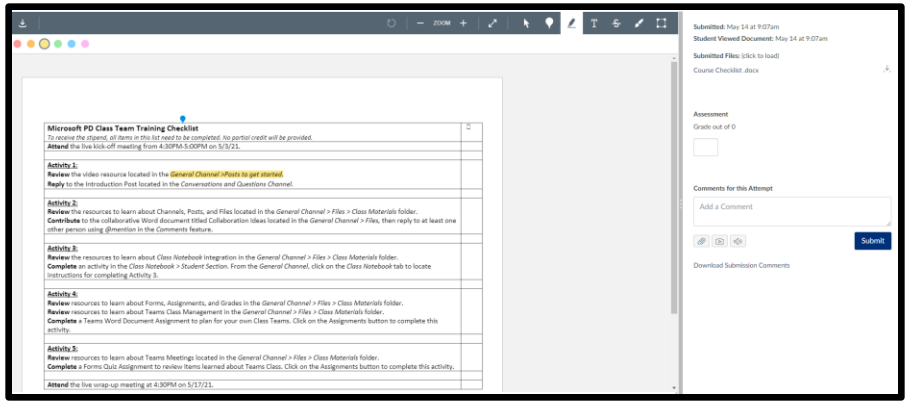




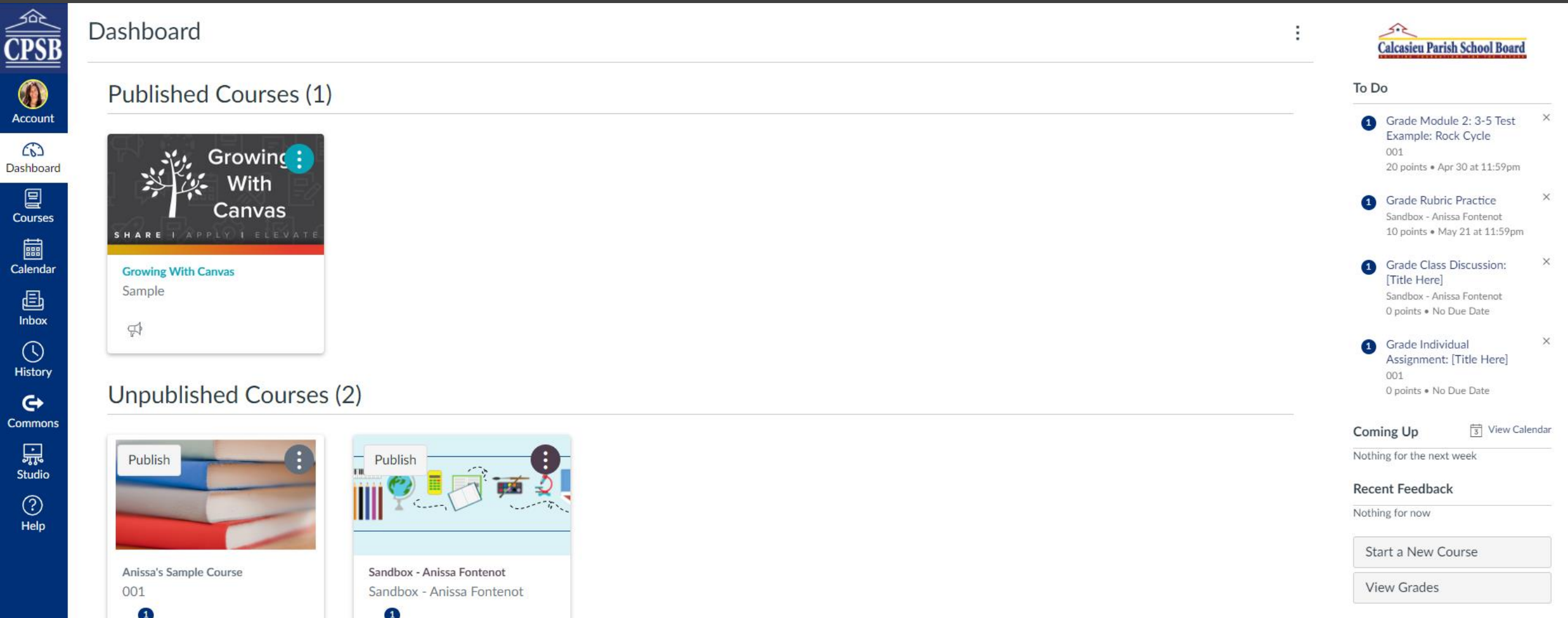






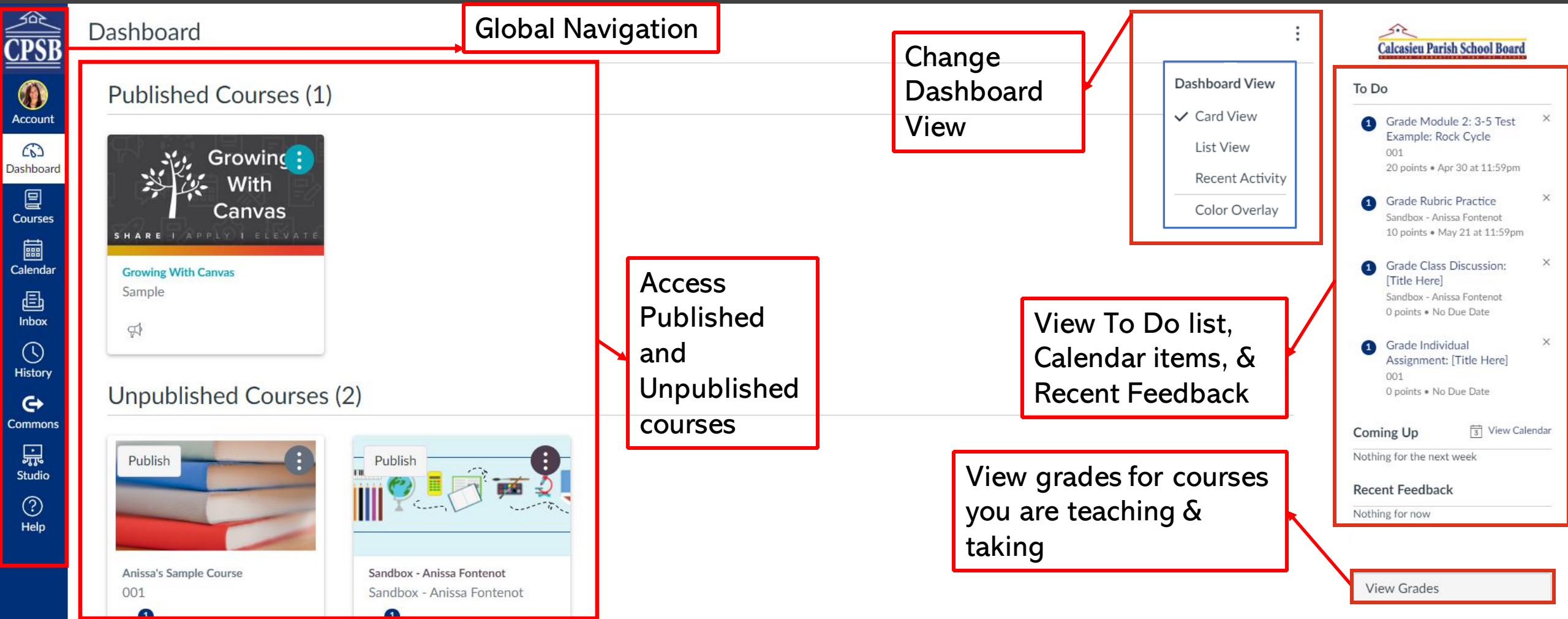
Accessing Canvas

- Go to www.cpsb.org/canvas
- Login with your CPSB Microsoft account
- Canvas will open to your Dashboard



Navigating Canvas

- Dashboard
- Courses
- Inbox
- Global vs. Course vs. Student



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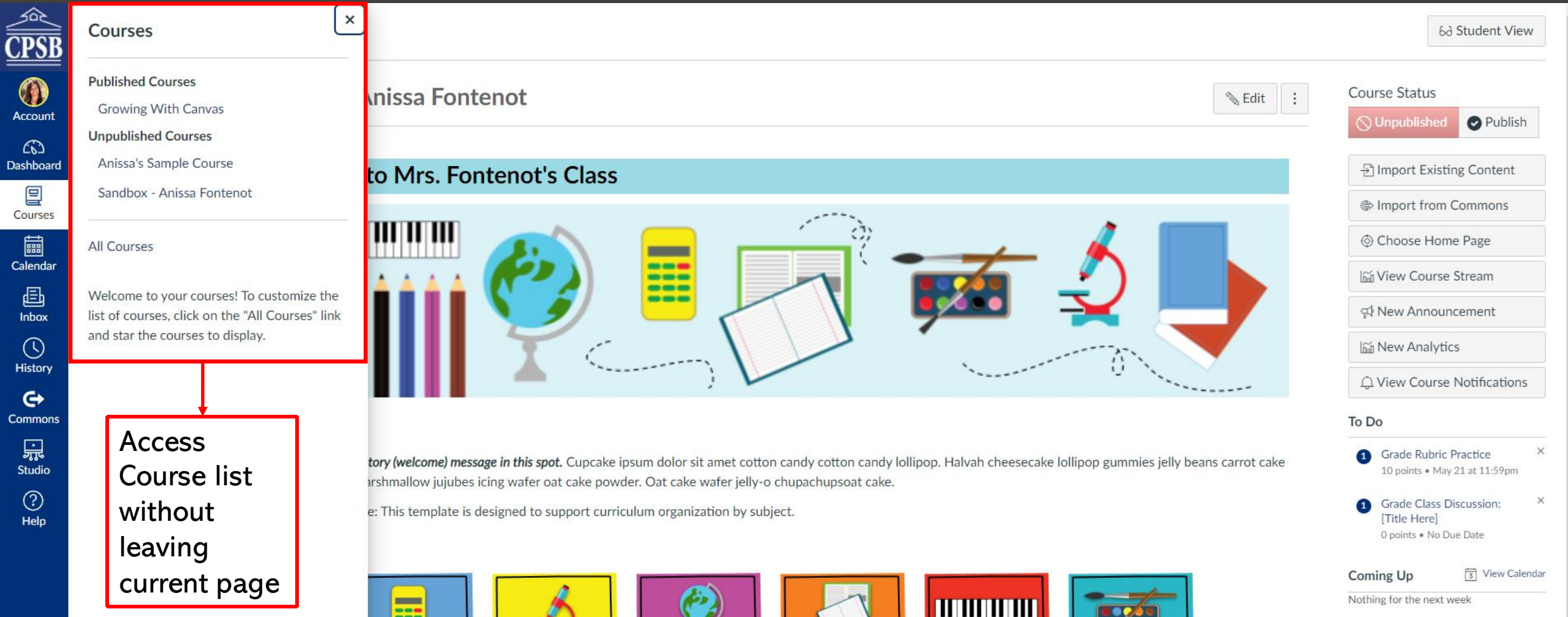

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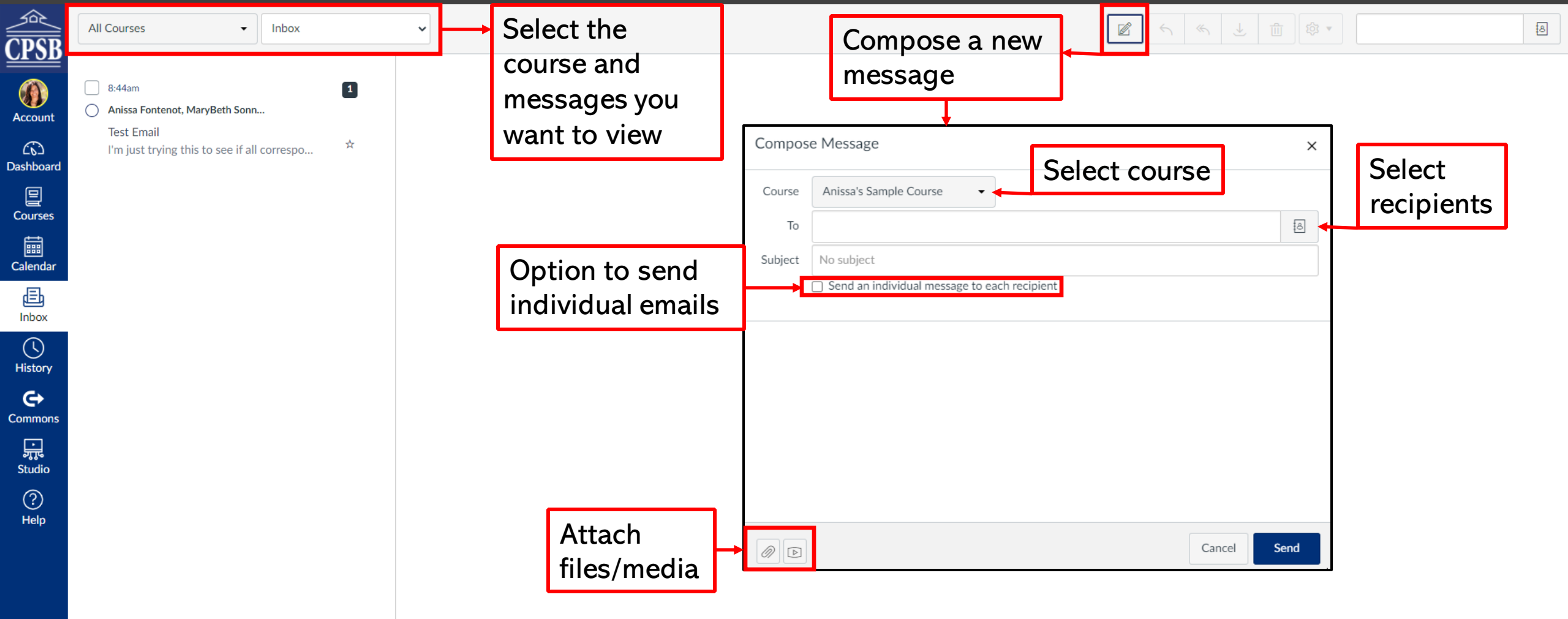

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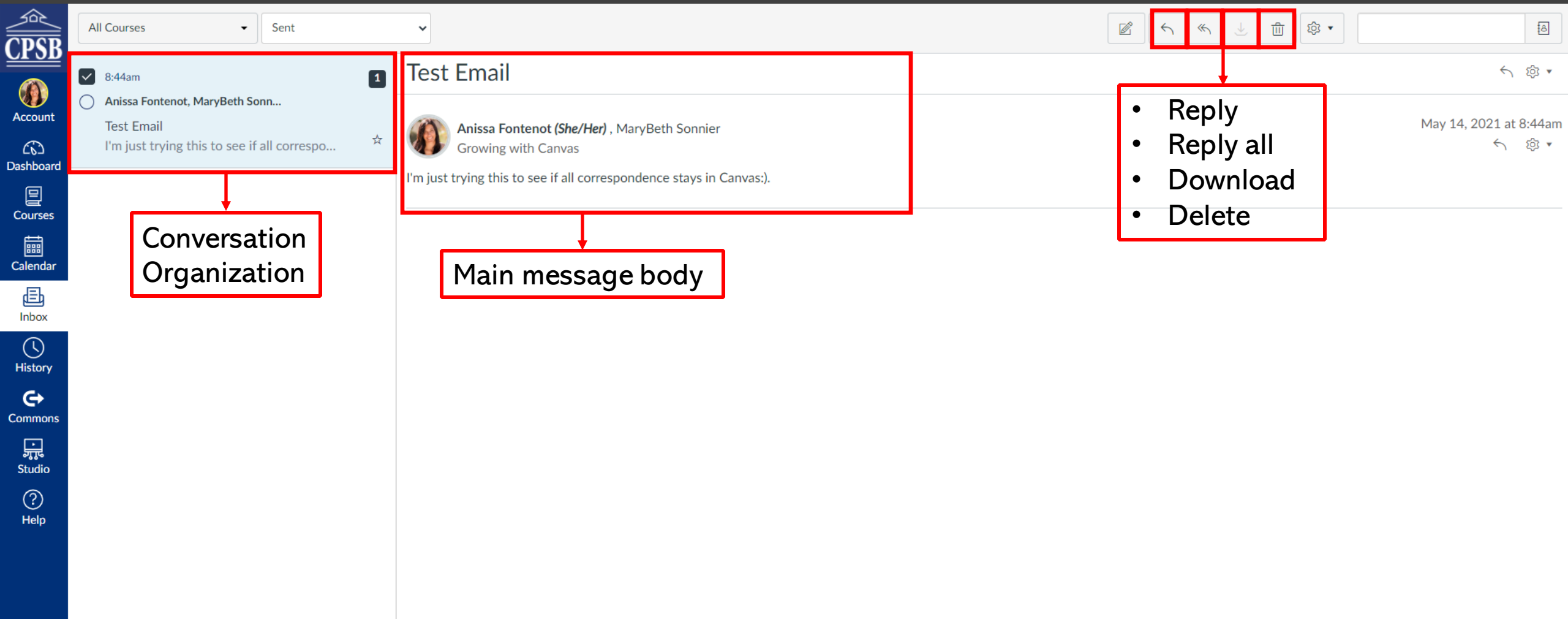

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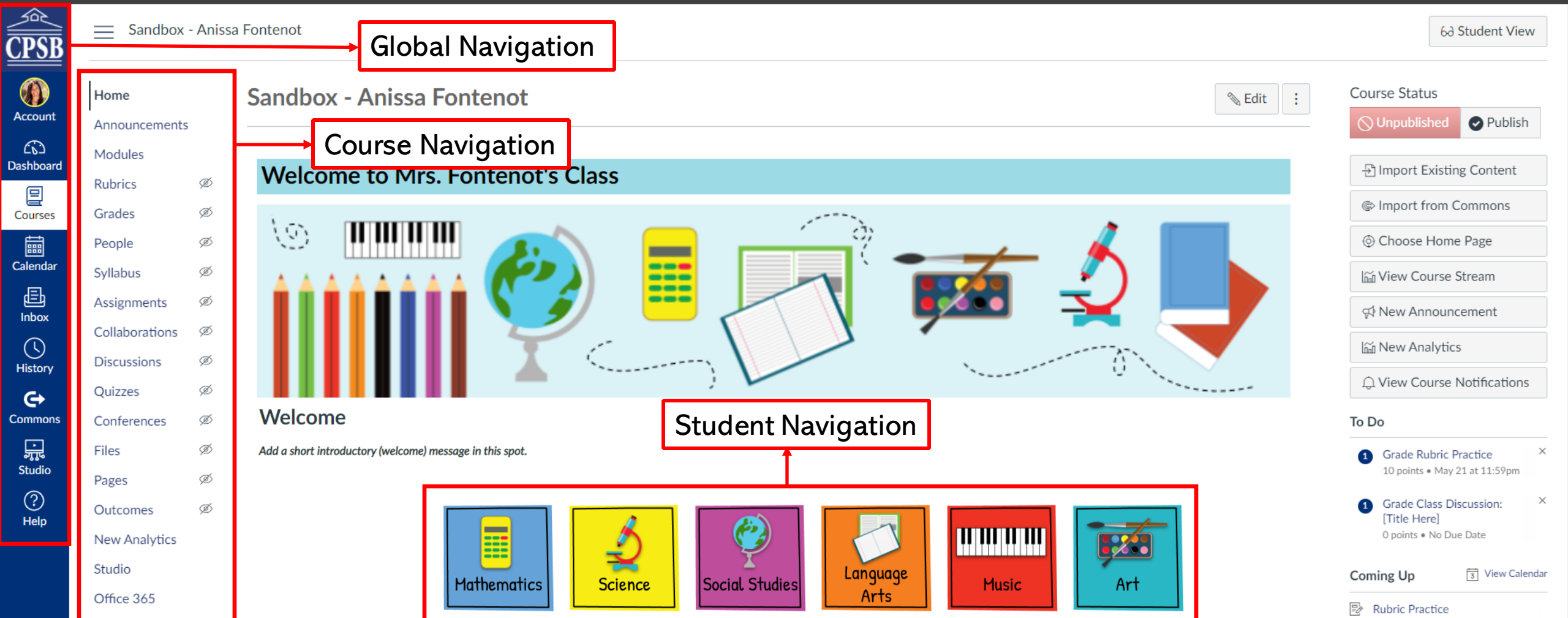

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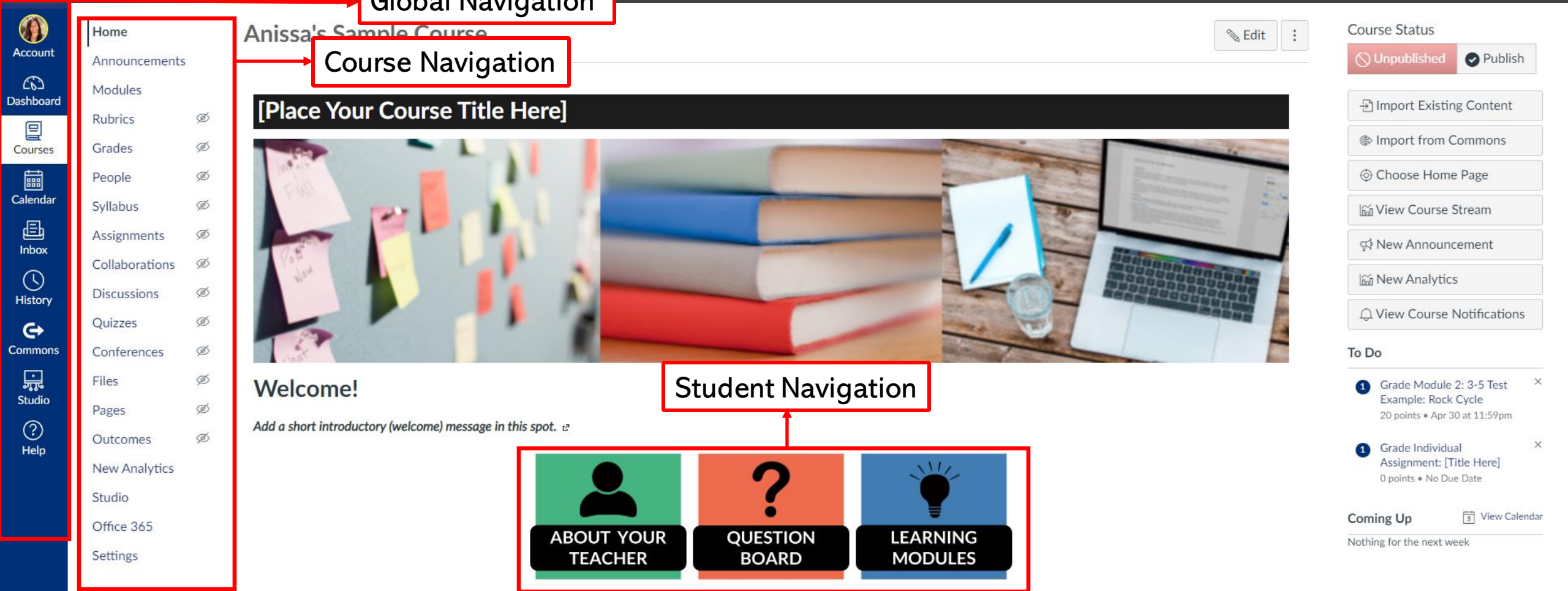


Building a Course to Share Content with Students

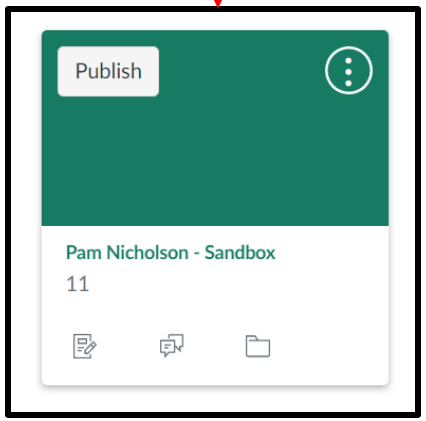
- Sandbox vs. Template
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

Sandbox Course: empty Canvas course where you can experience Canvas and begin building your course

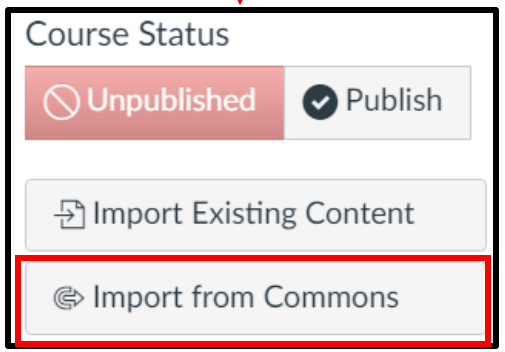
Template Course: purchased by CPSB that will be applied to each course and contains customizable content

To apply the template, follow these steps:

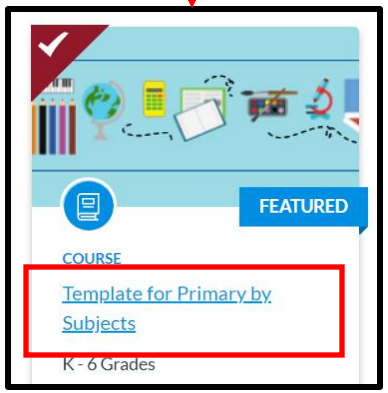
Click on the Sandbox course



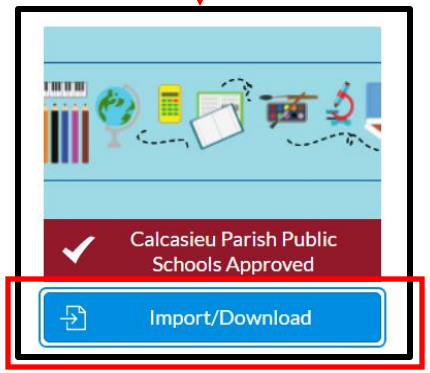
Click **Import from Commons**



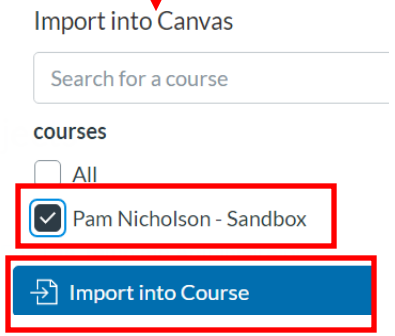
Click on the template title



Click **Import/Download**



Check the box next to the Sandbox and click **Import to Course**



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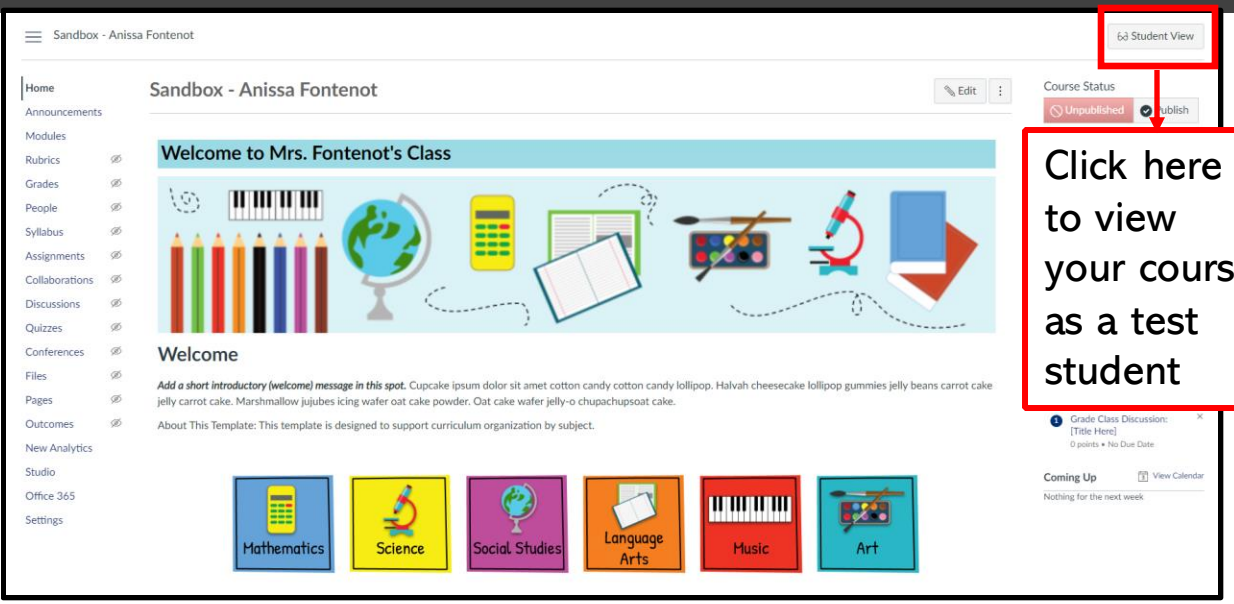
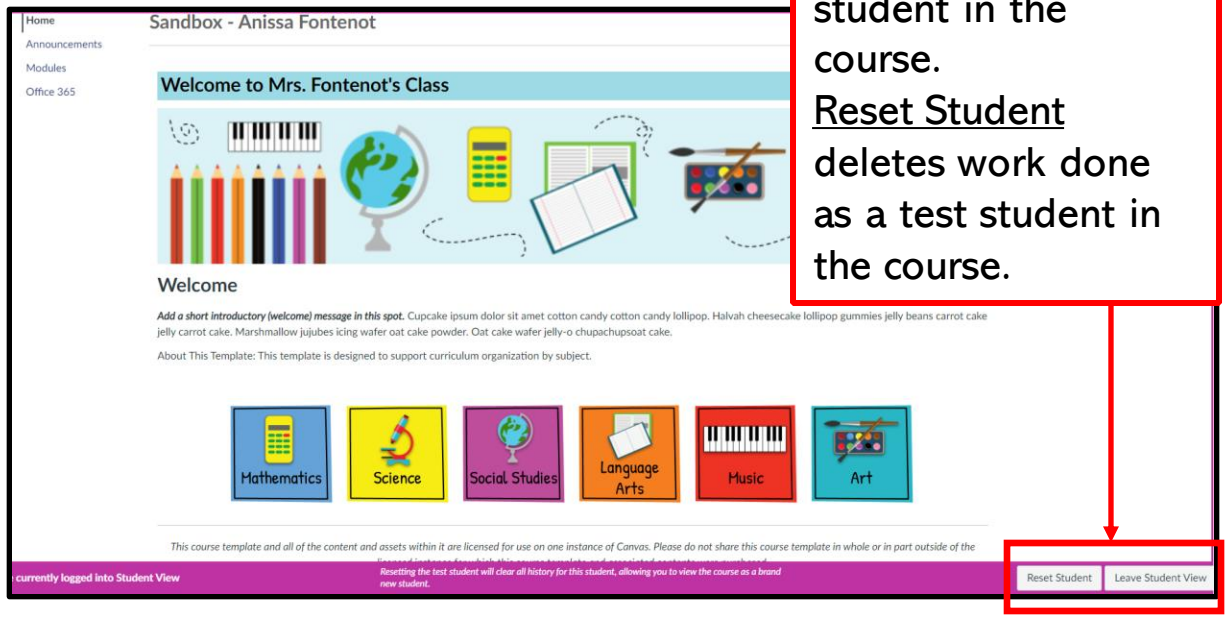


Click here to view your course as a test student



Leave Student View retains any work done as a test student in the course.
Reset Student deletes work done as a test student in the course.

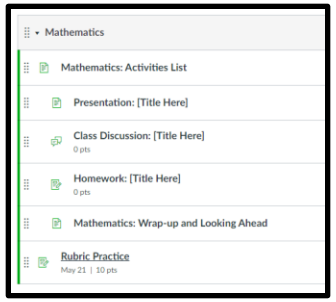
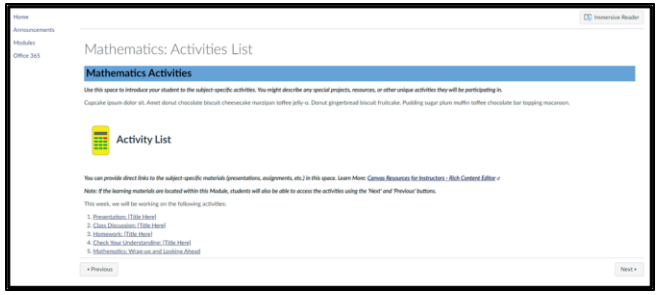
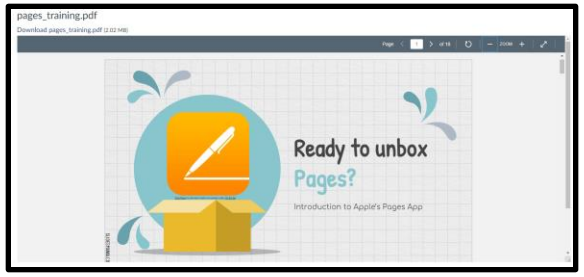
Exploration Time

- For the next two minutes, enter Student View and explore the course. Think about the following:
  - **What seemed familiar and/or intuitive to you?**
  - **What questions do you have as a student looking at this course?**

Building a Course to Share Content with Students

Content Considerations

Canvas uses three primary tools for storing, presenting, and organizing content.

Modules		• Best practice for course organization • Can link to content (pages/files), communication, assessment
Pages		• Customizable web pages • Built with Rich Content Editor • Can include text, images, links, videos
Files		• Electronic file • Easily loads inside a course • Can be previewed in Canvas without having to download

Building a Course to Share Content with Students

- Sandbox vs. Template
- Student View
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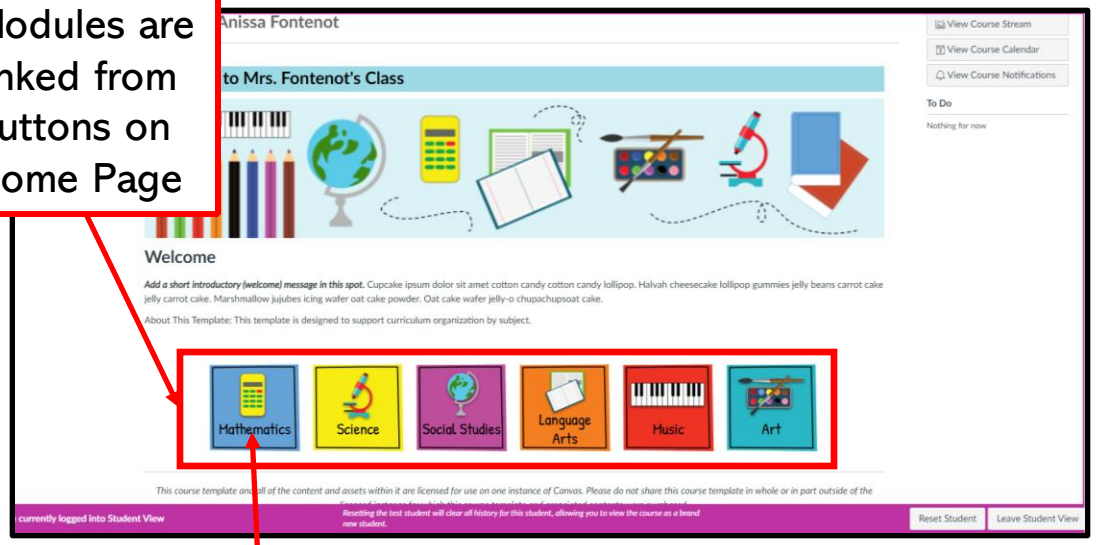
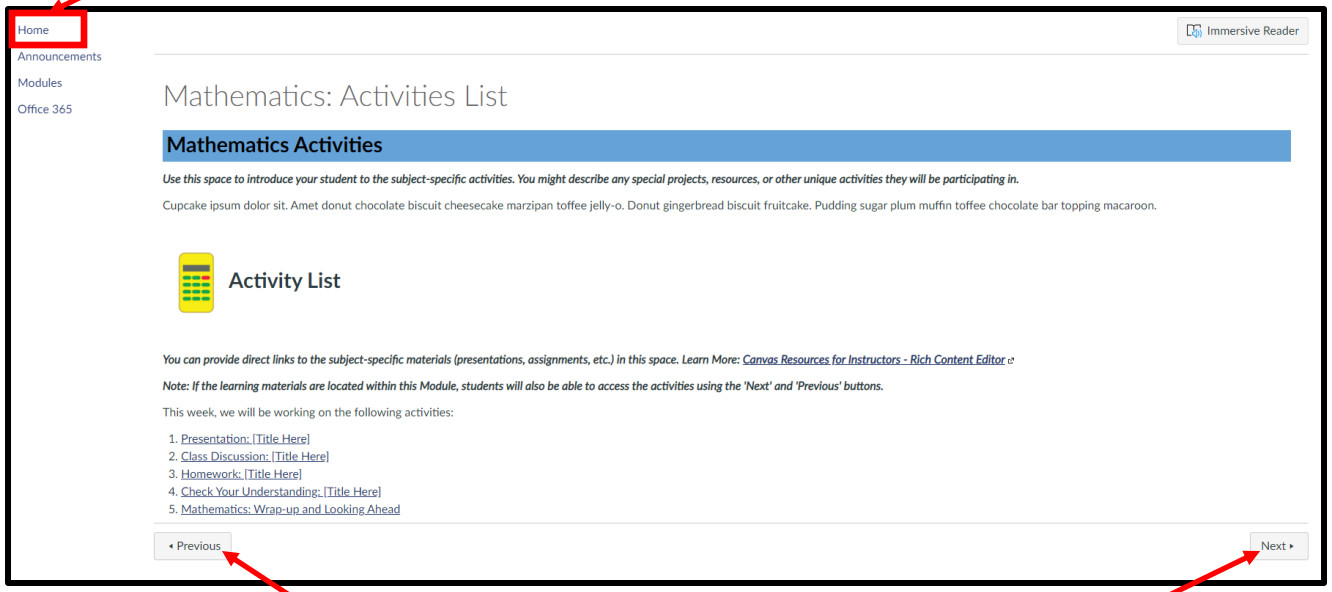
Modules are linked from buttons on Home Page



Click on Mathematics

Click Home to return to the Home Page



Use Previous or Next to navigate through the module

The Home page should drive student navigation in the course.

Building a Course to Share Content with Students

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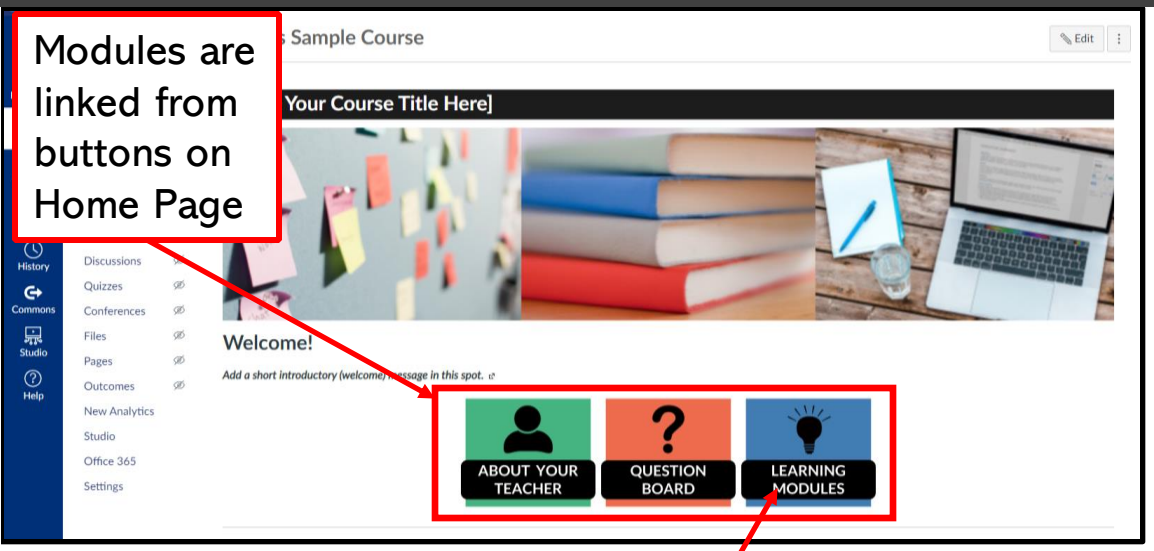

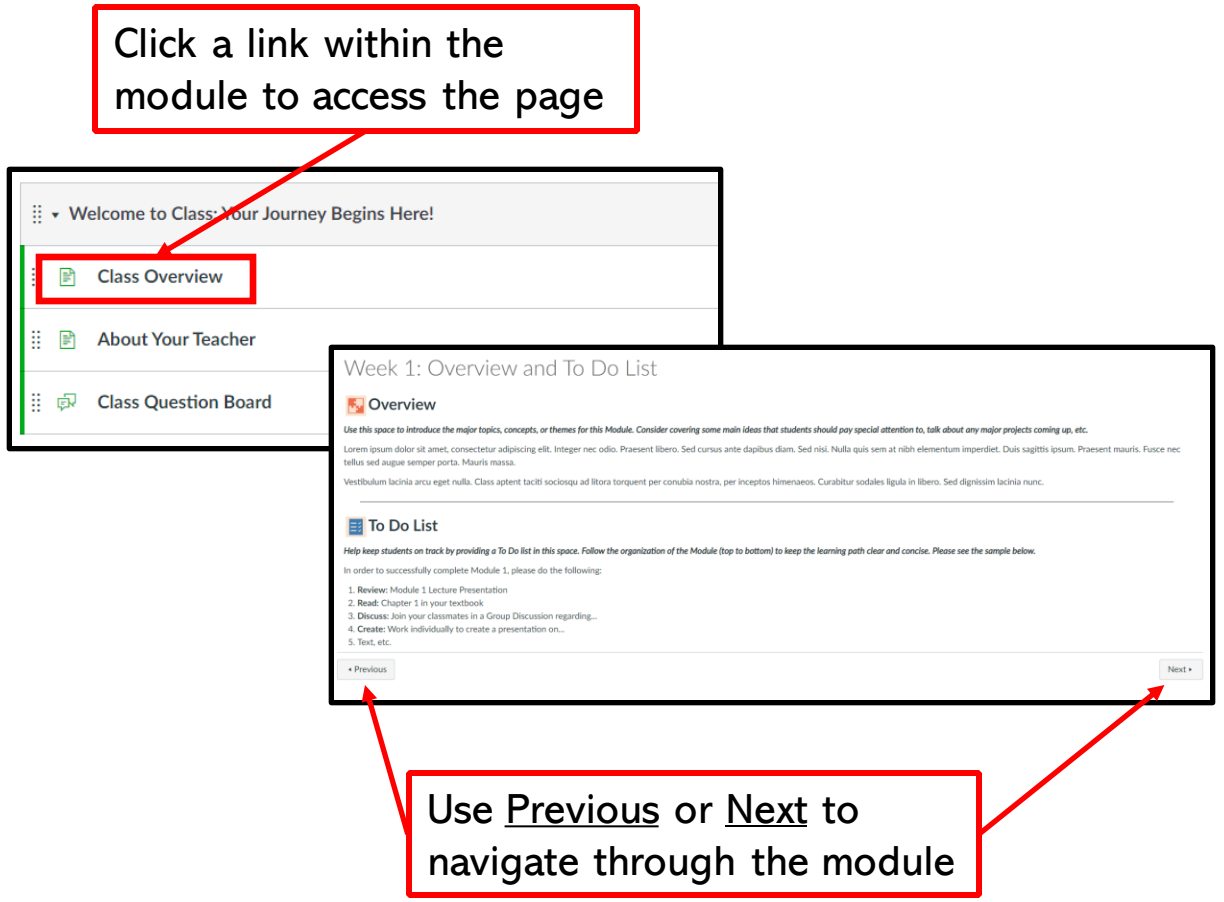

Building a Course to Share Content with Students

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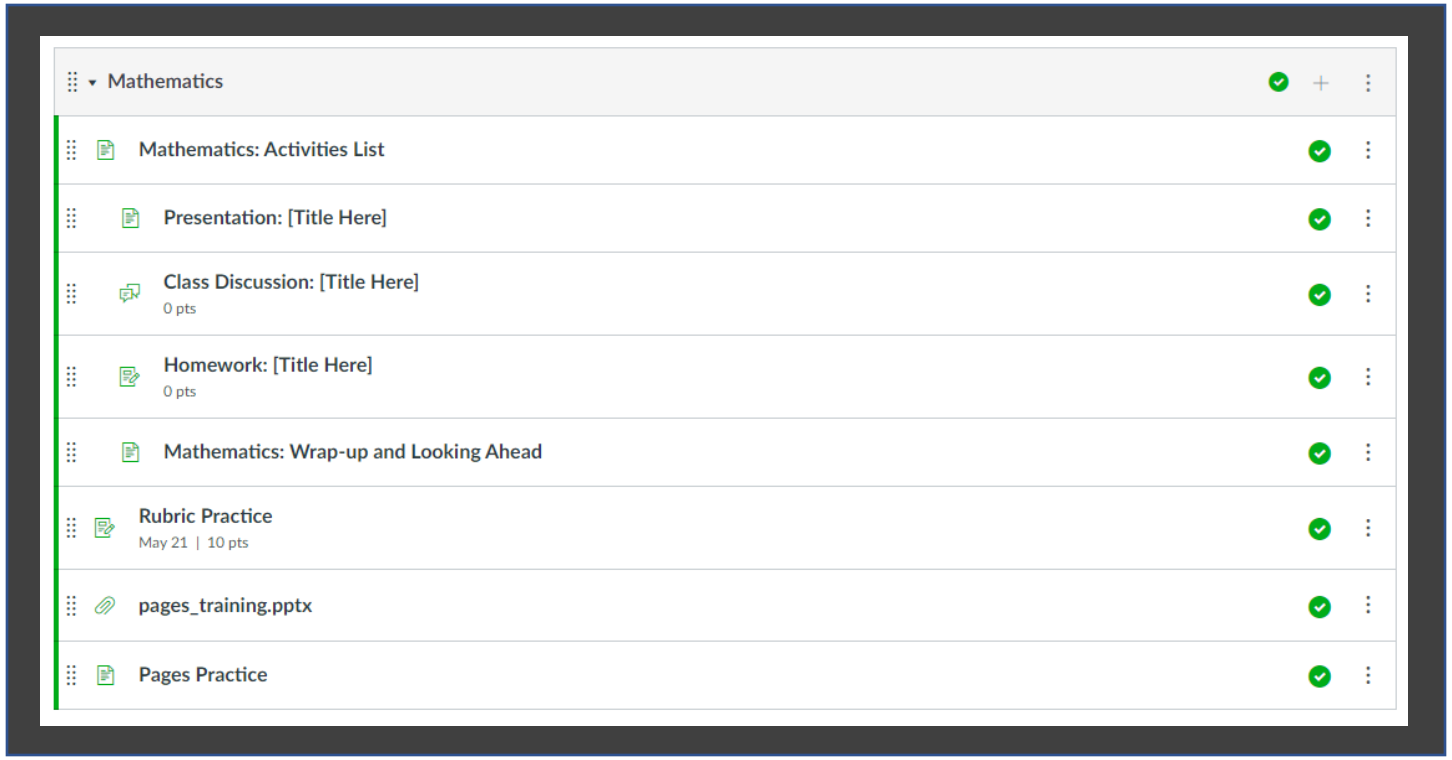
Modules allow instructors to organize content and control the flow of a course.



Modules can contain the following:

- Assignments
- Discussions
- Quizzes
- Files
- Pages
- Text Headers
- External URLs
- External Tools

Building a Course to Share Content with Students

- Sandbox vs. Template
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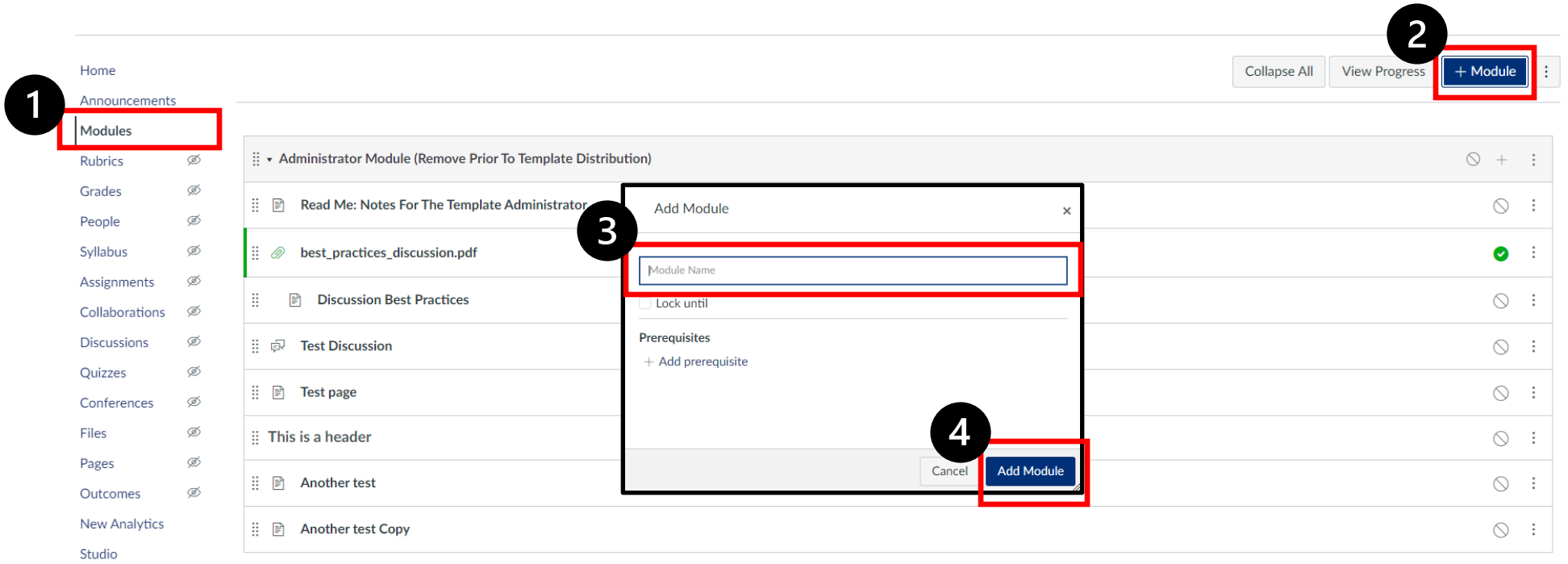
Your Turn:
Add a **Module** in your course.

To create a **Module**, complete the following steps:

1. Click Modules from the course navigation
2. Click +Module
3. Type the module name
4. Click Add Module



Building a Course to Share Content with Students

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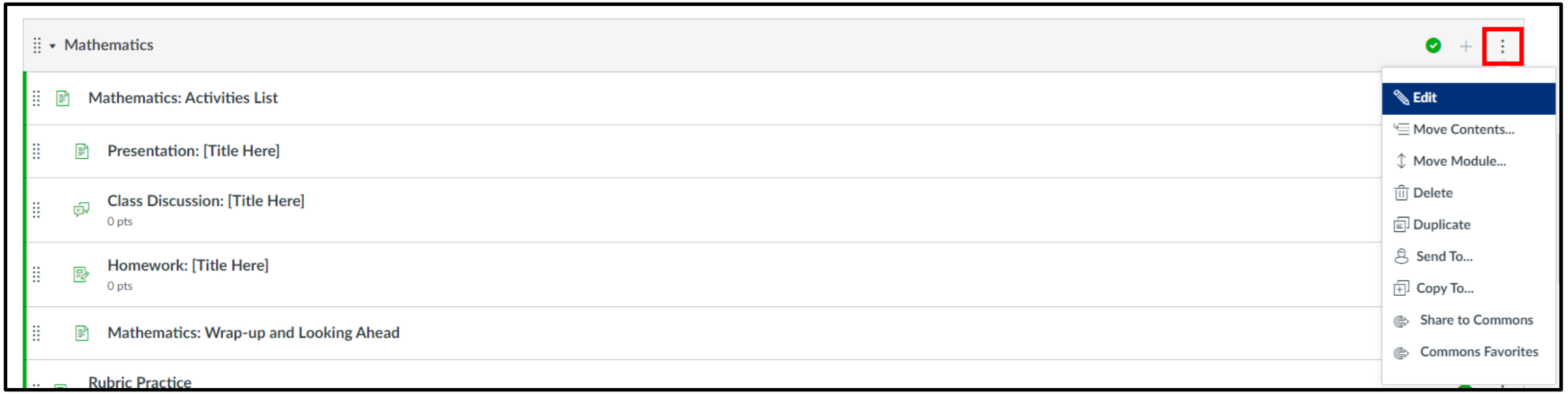
Using the Options menu ⋮

The Options menu allows you to perform various actions on items within Canvas such as move, delete and duplicate send and copy.



Building a Course to Share Content with Students

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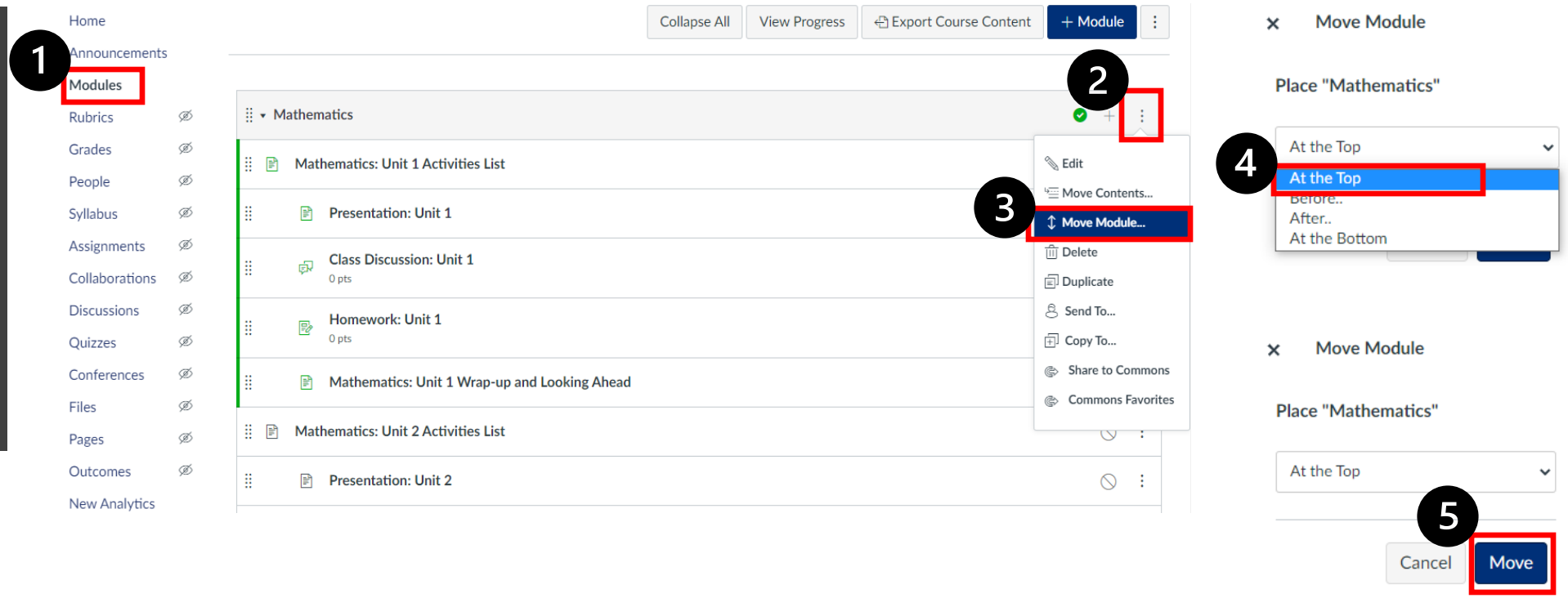
Your Turn:
Move the Module you created to the top of the page.

Using the Options menu to move a Module

1. Click Modules from the course navigation
2. Click the options menu
3. Click Move Module
4. Click the drop-down menu and select At the Top, Before, After, or At the Bottom
5. Click Move

*If Before or After is selected another drop-down menu will appear to indicate where you want the module to be moved.



Time to Reflect and Process

- Think about how you deliver your content?
  - By week?
  - By unit?
  - Other ideas?
- How might you set up the Modules within the Canvas course?

Building a Course to Share Content with Students

- Sandbox vs. Template
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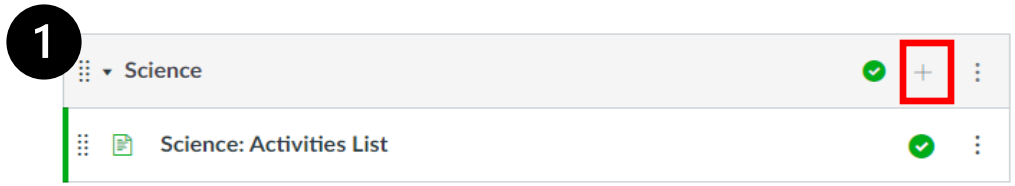
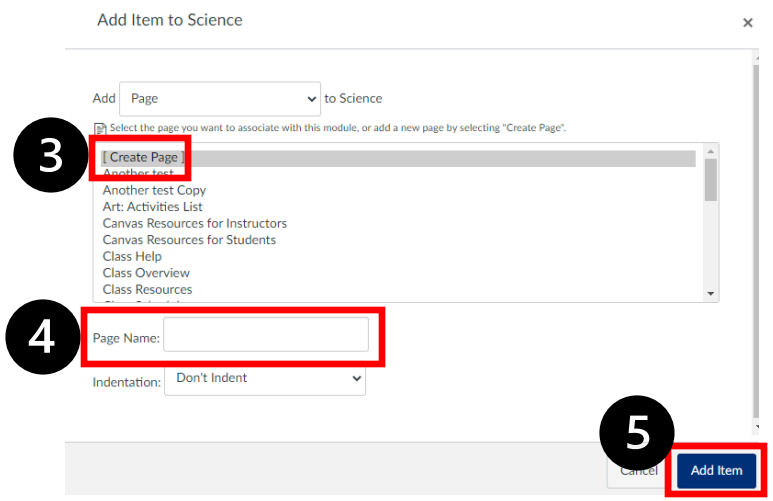
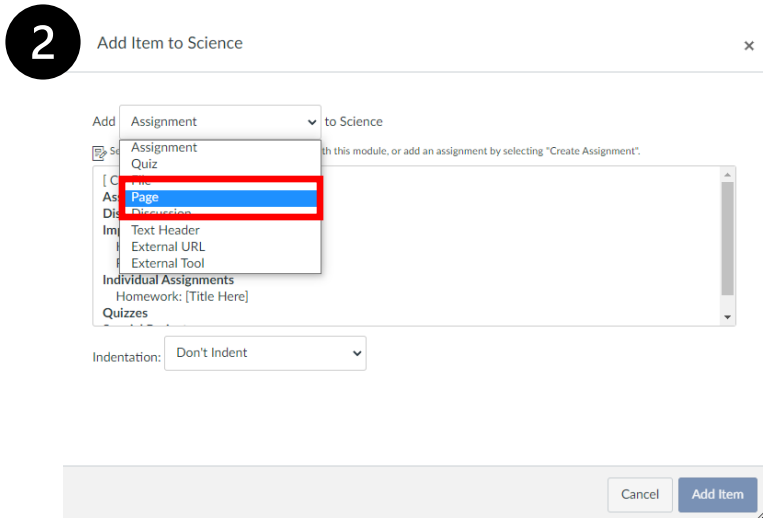
Your Turn:
Add a **Page** to your module.

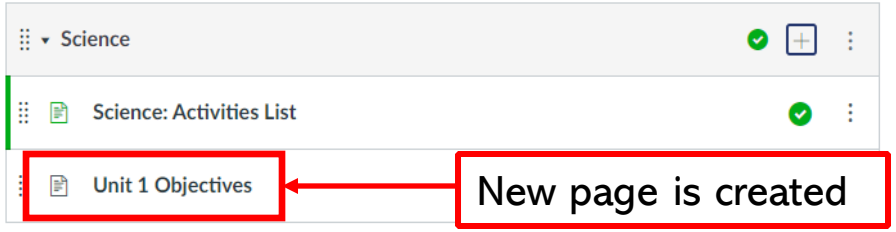
To add a **Page** to a Module, complete the following steps:

1. Click the + on the module where you want to add the page
2. From the Add drop-down menu, click Page
3. Click Create Page
4. Type the page name
5. Click Add Item









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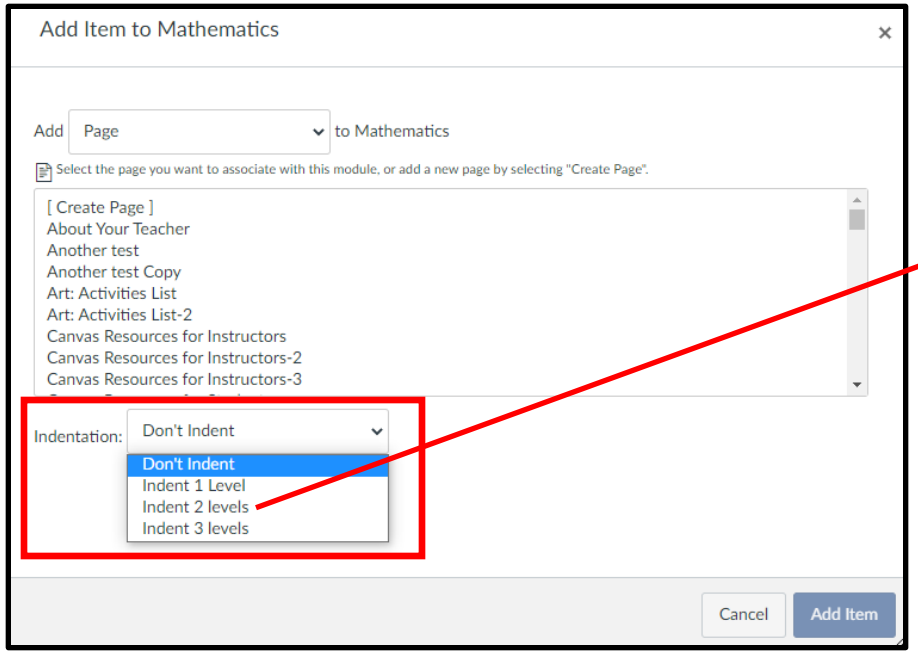
Indentation: organizational tool that provides visual cues to help students see how module items are related



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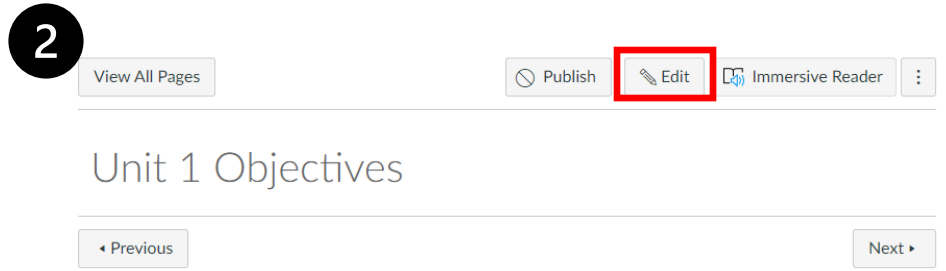
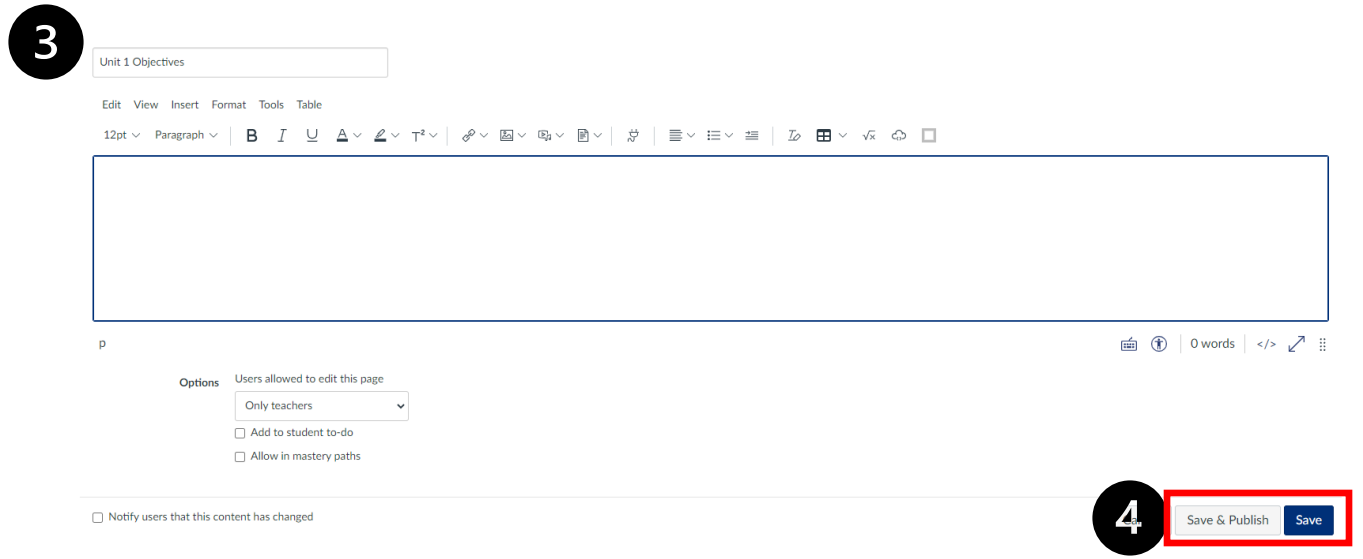
To add content to the Page, complete the following steps:

1. Click on the page you created
2. Click Edit
3. Use the Rich Content Editor to add content
4. Click Save or Save & Publish





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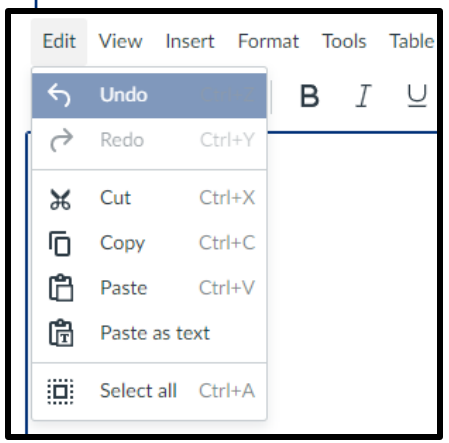
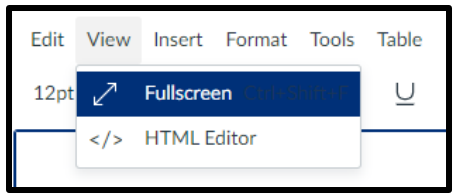
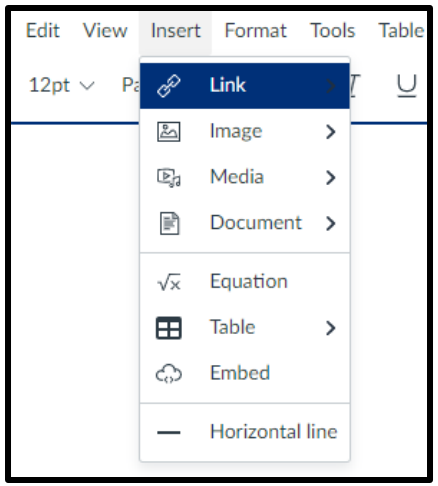
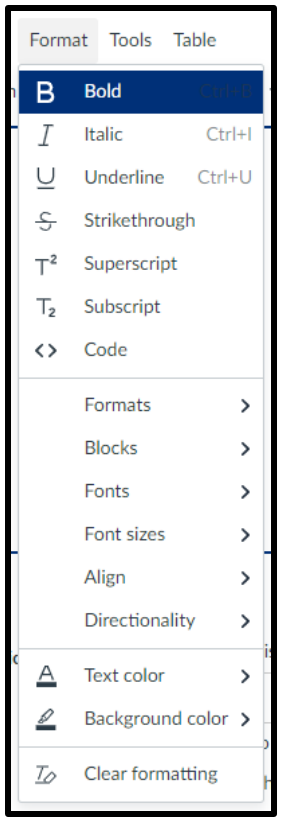
Your Turn:
Add **text**, **image** & a **table** to your page.

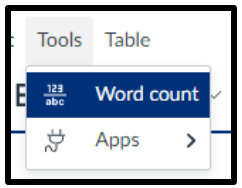
Using the Rich Content Editor

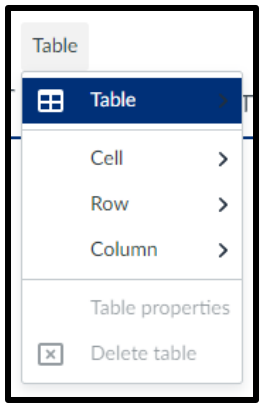












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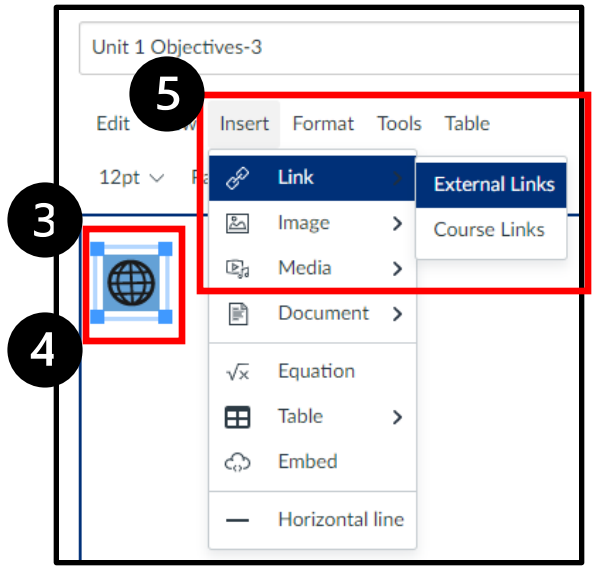
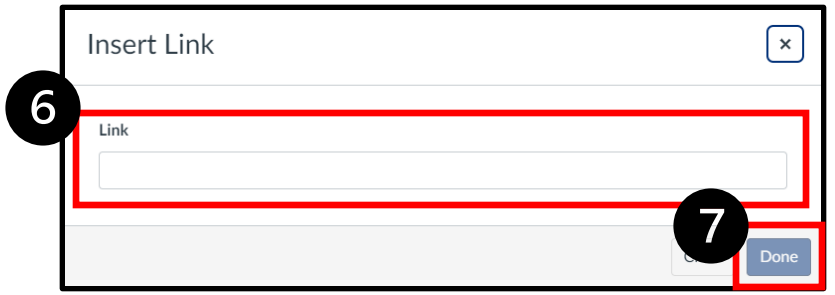
Your Turn:
Add an **External Link** to a Page.

Linking to External Content

1. Navigate to the Page you would like to create a link within
2. Click Edit
3. Insert the picture or text you would like to link
4. Click to select the image or highlight to select the text
5. Click Insert>Link>External Links
6. Type the link address
7. Click Done
8. Click Save when finished edited the Page





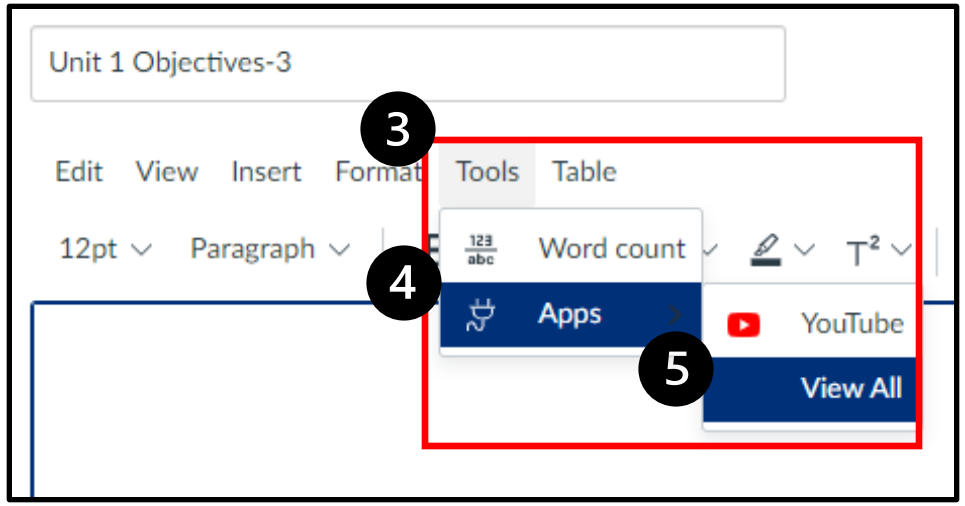
Building a Course to Share Content with Students

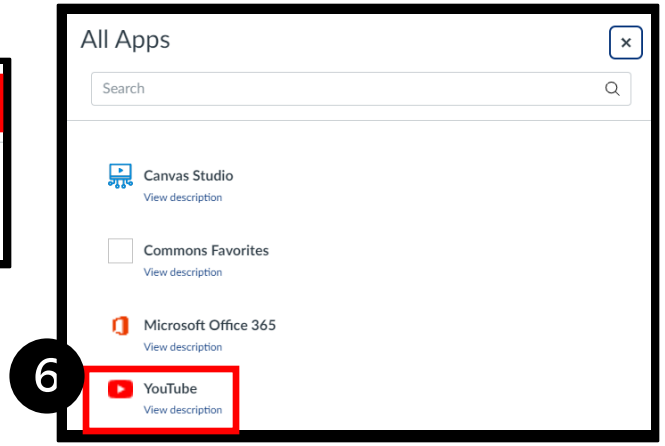
- Sandbox vs. Template
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

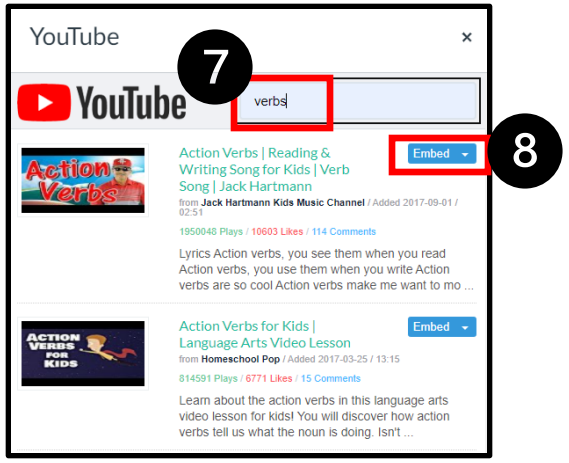
Your Turn:
Add a **YouTube video** to a Page.

Inserting a **YouTube** Video

1. Navigate to the Page where you would like to add a YouTube video
2. Click Edit
3. Click Tools
4. Click Apps
5. Click View All
   *once you have accessed YouTube it will show when you click Apps
6. Click YouTube
7. Use the Search to locate a video
8. Click Embed
9. Click Save when finished editing the Page







Building a Course to Share Content with Students

- Sandbox vs. Template
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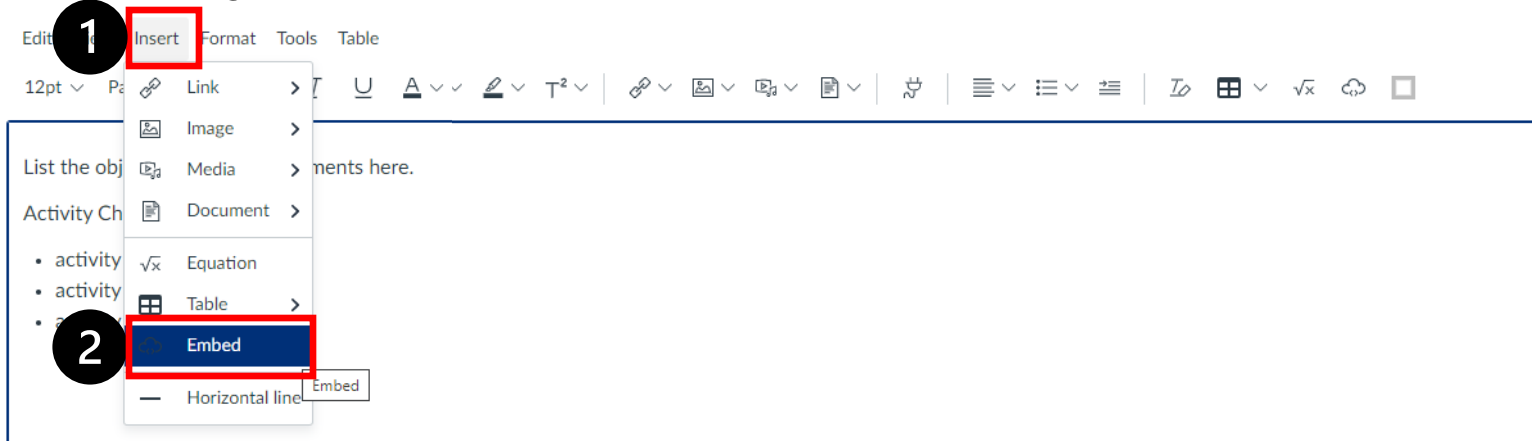
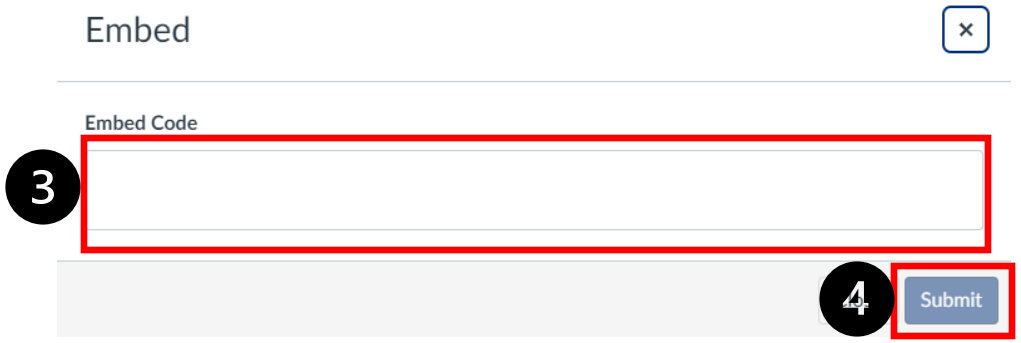
Your Turn:
Embed a PowerPoint within a Page.

Embedding in Canvas





Copy the embed code for the item you want to embed, then complete the following steps:

1. From the Rich Content Editor, click Insert
2. Click Embed
3. Paste the embed code
4. Click Submit
5. Click Save

*The embed code from PowerPoint, Word, and Excel online works in Canvas without including any additional code.

Building a Course to Share Content with Students

- Sandbox vs. Template
- Student View
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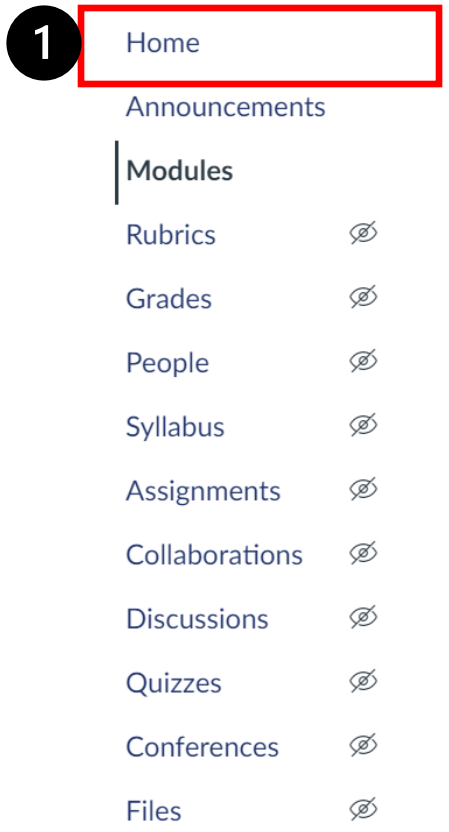
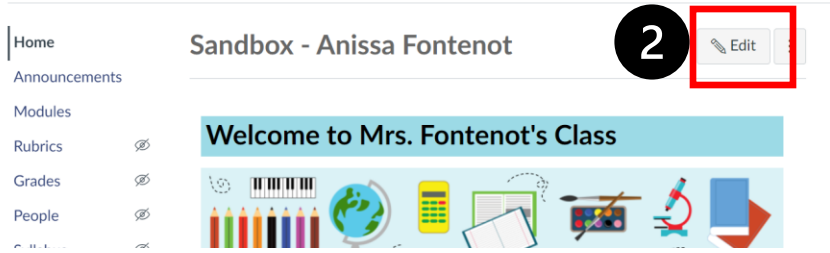
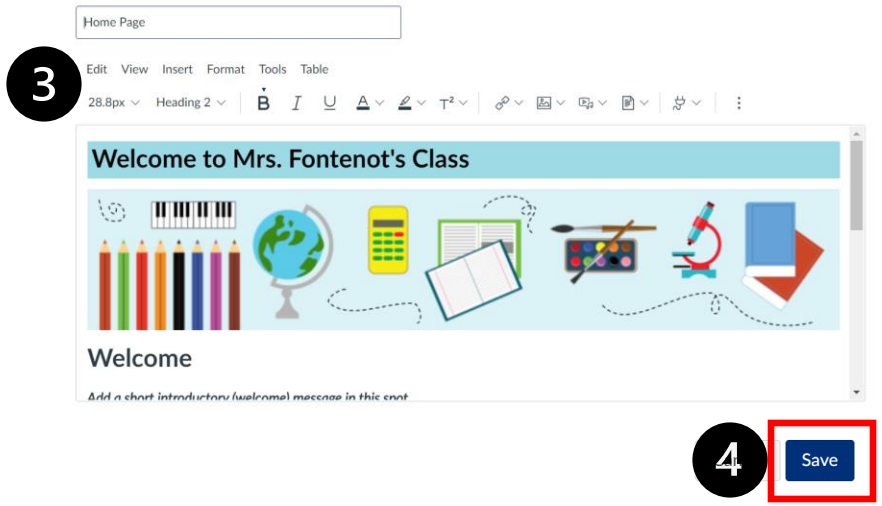
Your Turn:
Add your **name** and **welcome message** to the Home Page.

Editing the **Home Page**

1. Click on Home
2. Click Edit
3. Use the Rich Content Editor to edit the Home page
4. Click Save







Building a Course to Share Content with Students

- Sandbox vs. Template
- Student View
- Modules
- Pages
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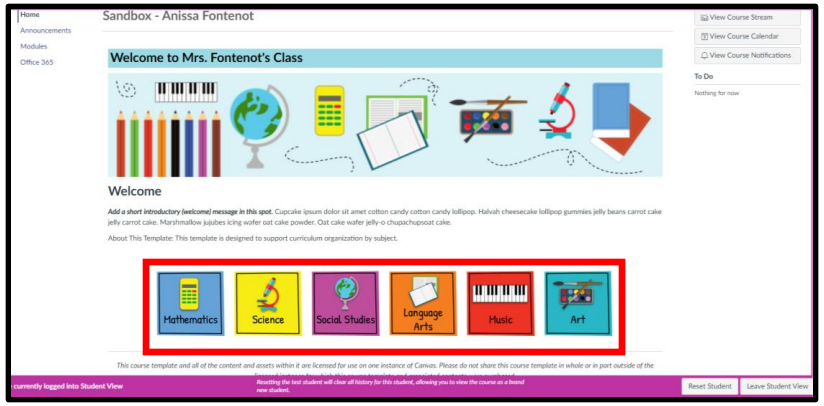
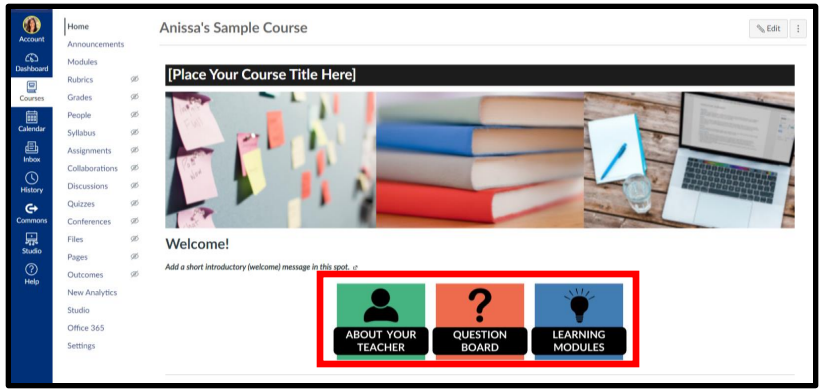
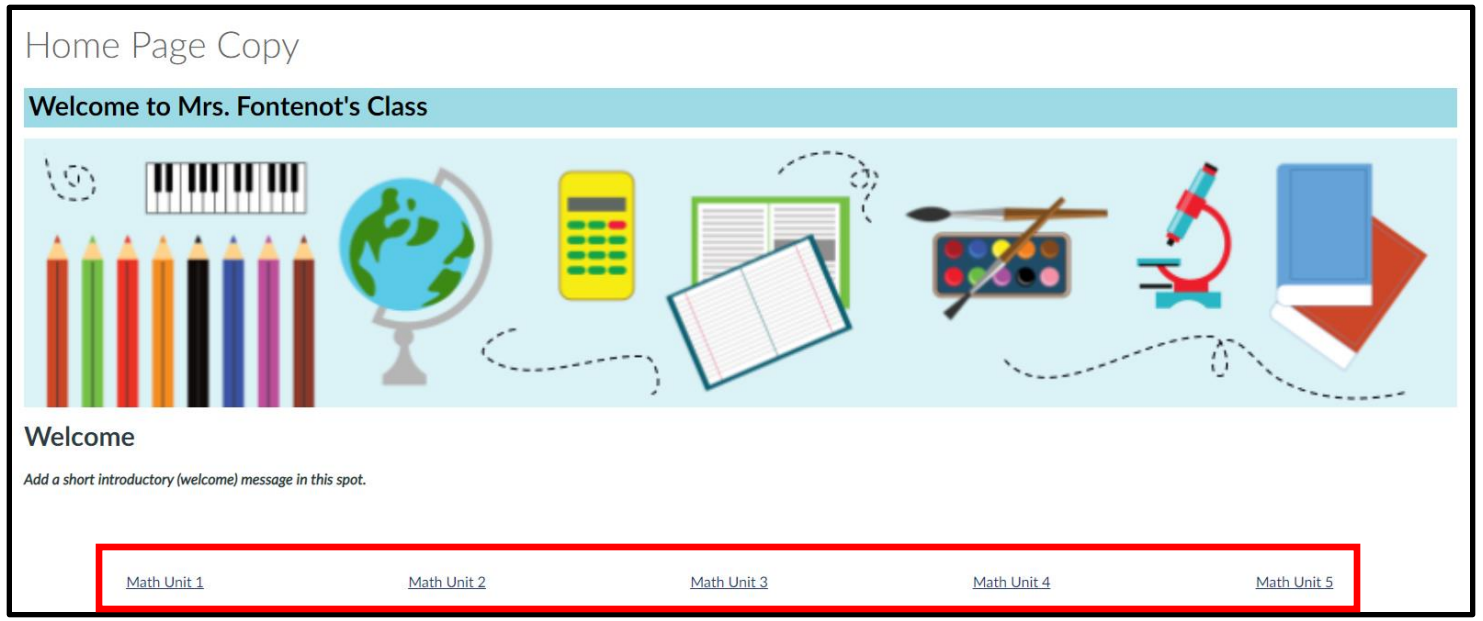
Linking to **Course Content**





Text and Images within a Canva Page can be linked to Pages, Assignments, Quizzes, Announcements, Discussions, Modules, & Course Navigation within your Canvas course.



Building a Course to Share Content with Students

- Sandbox vs. Template
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

Editing an Existing Link

1. Navigate to the Page with the link you need to edit
2. Click Edit
3. Click Insert>Link>Course Links
4. Select the image or text with the link that needs to be edited
5. Select the area you want to link from the Add menu
6. Click Save when finished edited the Page

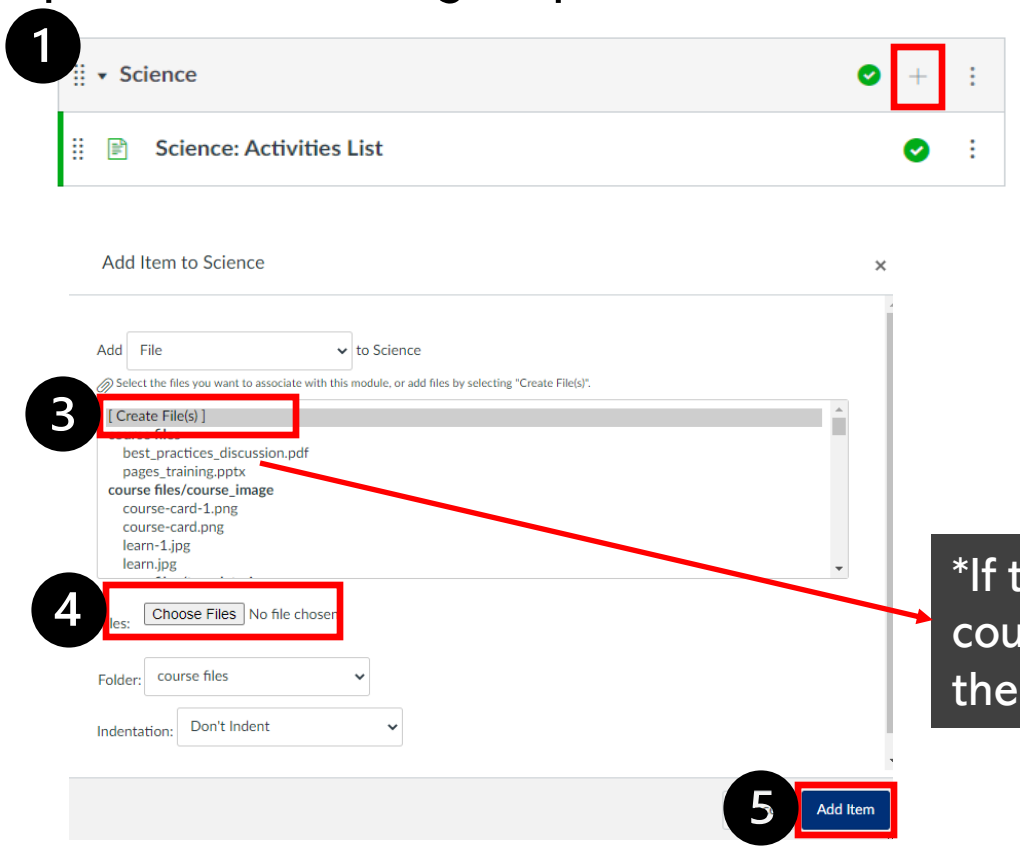
Building a Course to Share Content with Students

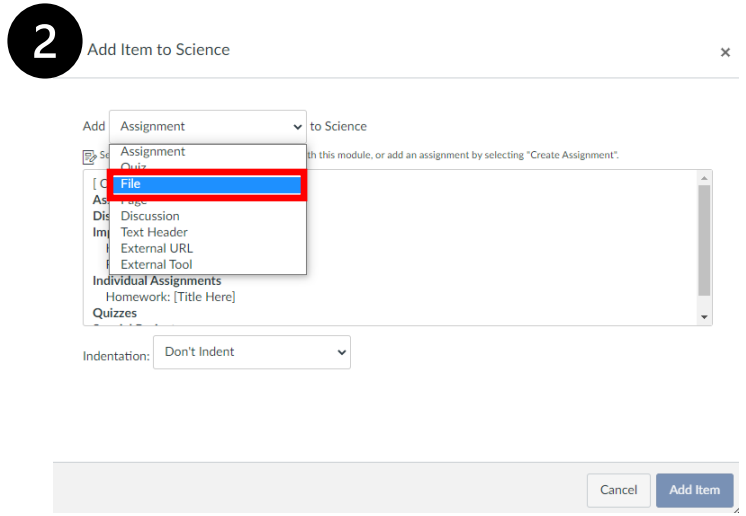
- Sandbox vs. Template
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

Your Turn:
Add a **File** to your module.

To add a **File** to a Module, complete the following steps:

1. Click the + on the module where you want to add the file
2. From the Add drop-down menu, click File
3. Click Create File to upload a file not currently in your course
4. Click Choose Files and navigate to the file to upload
5. Click Add Item





*If the file exists within your course files, select it from the list and click Add Item

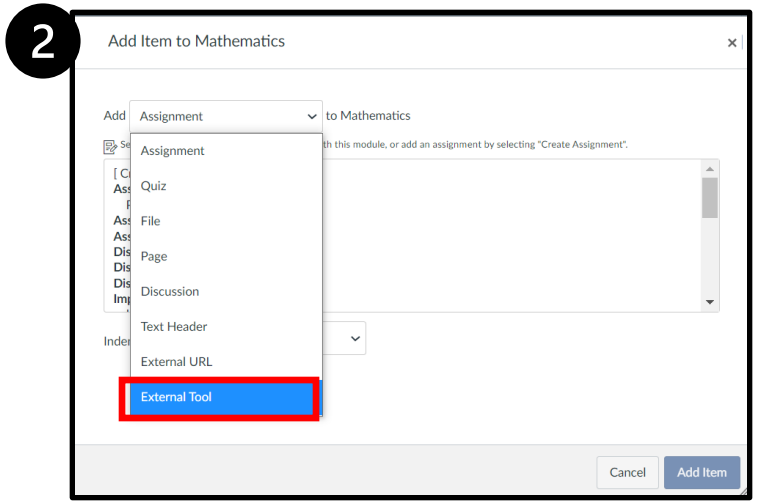
Building a Course to Share Content with Students

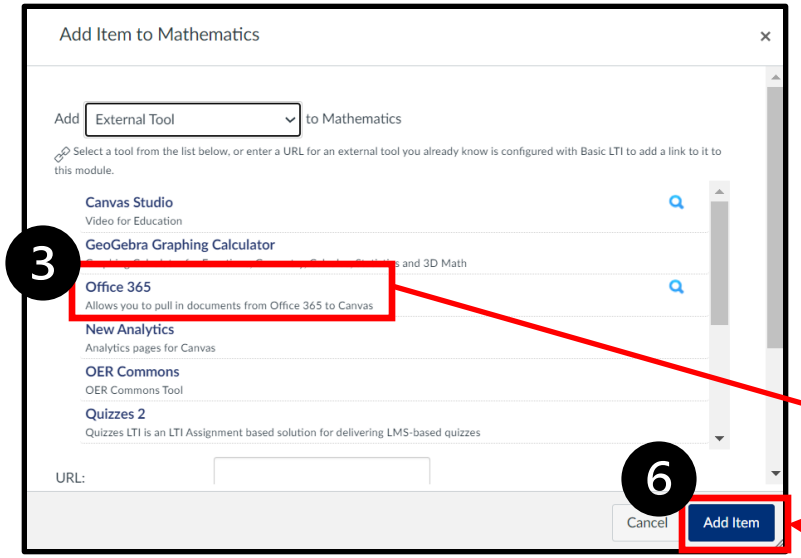
- Sandbox vs. Template
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

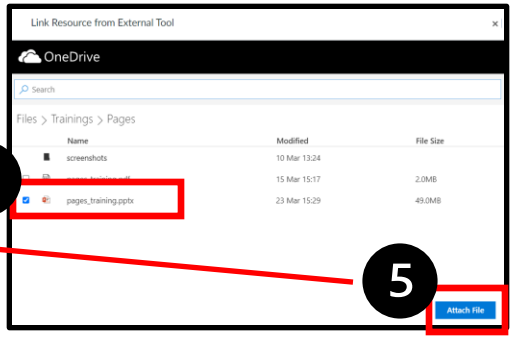
Your Turn:
Add an **Office365 file** to your module.

To add an **Office 365 File** to a Module, complete the following steps:

1. Click the + on the module where you want to add the Office 365 file
2. From the Add drop-down menu, click External Tool
3. Click Office 365
4. Select the file you want to link from your OneDrive
5. Click Attach File
6. Click Add Item



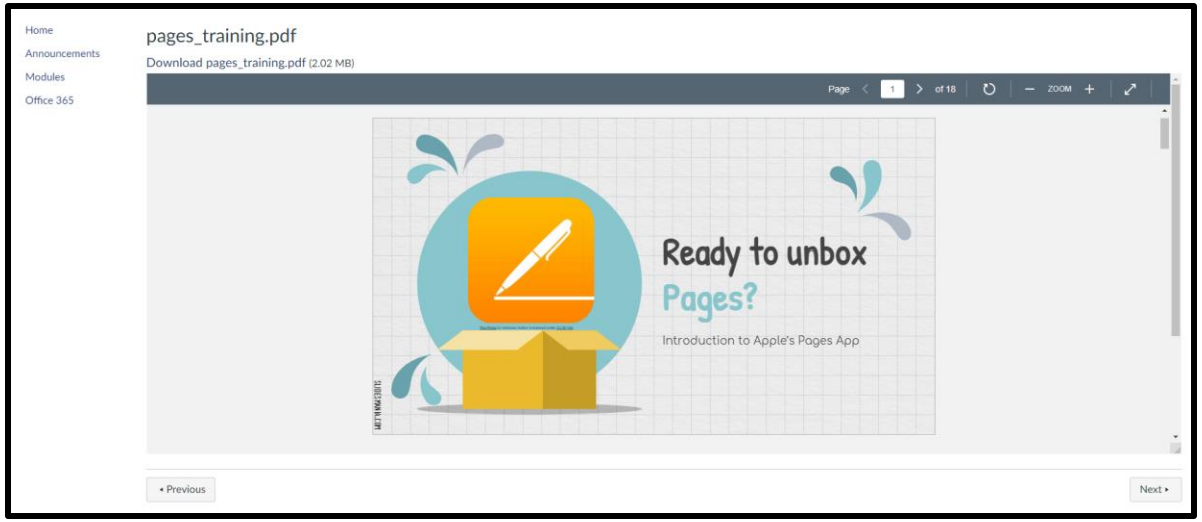




Building a Course to Share Content with Students

- Sandbox vs. Template
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

Added File View



Embedded File View

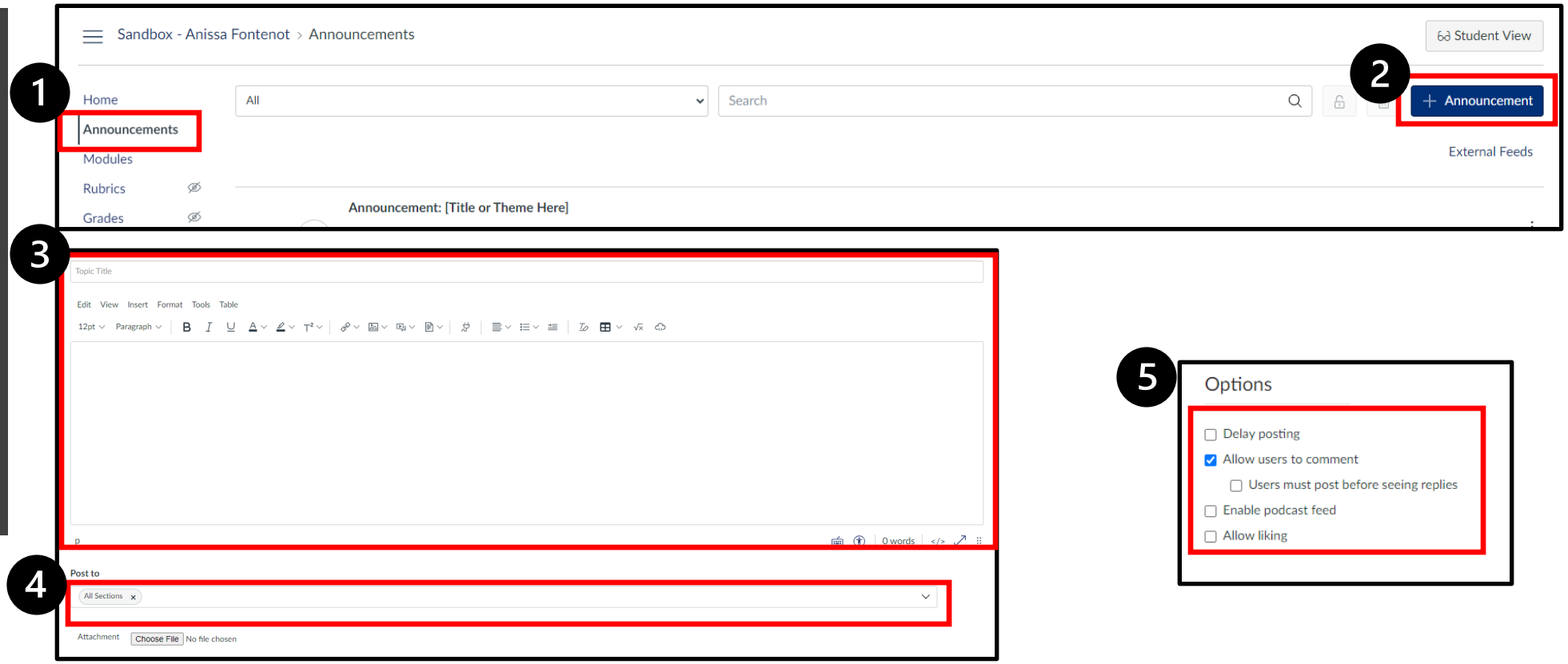
Building a Course to Share Content with Students

- Announcements
- Course Cards
- Publishing & Unpublishing
- Tips & Tricks

Your Turn:
Create an **Announcement**

To create an **Announcement**, complete the following steps:

1. Click Announcements from the course navigation
2. Click +Announcement
3. Type the title and announcement
4. Select where you want it to post
5. Set the announcement options
6. Click Save



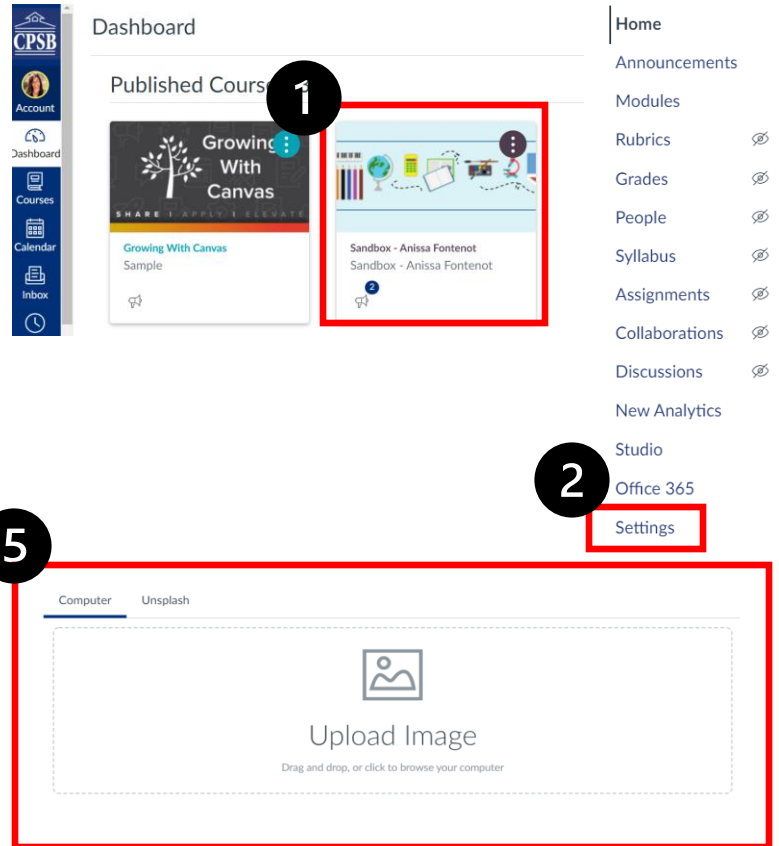
Navigating Canvas

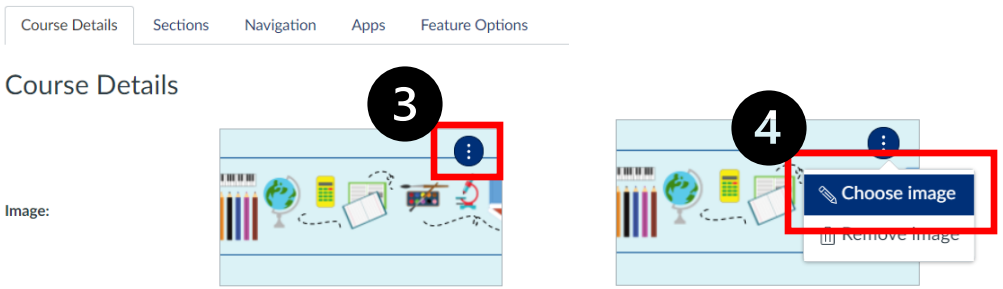
- Announcements
- Course Cards
- Publishing & Unpublishing
- Tips & Tricks

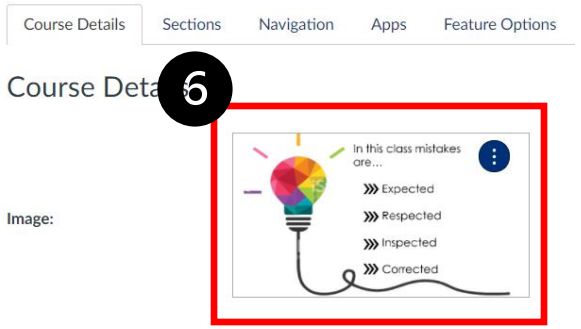
Your Turn:
Open your Sandbox course and change your **Course Card image.**

Change **course card images** to assist students in easily identifying your course from the Dashboard.

1. Click the course card to open your course
2. From course navigation, click Settings
3. Click the options menu
4. Click Choose Image
5. Drag and drop or click to browse for your image OR search Unsplash
6. The new image will display under Course Details







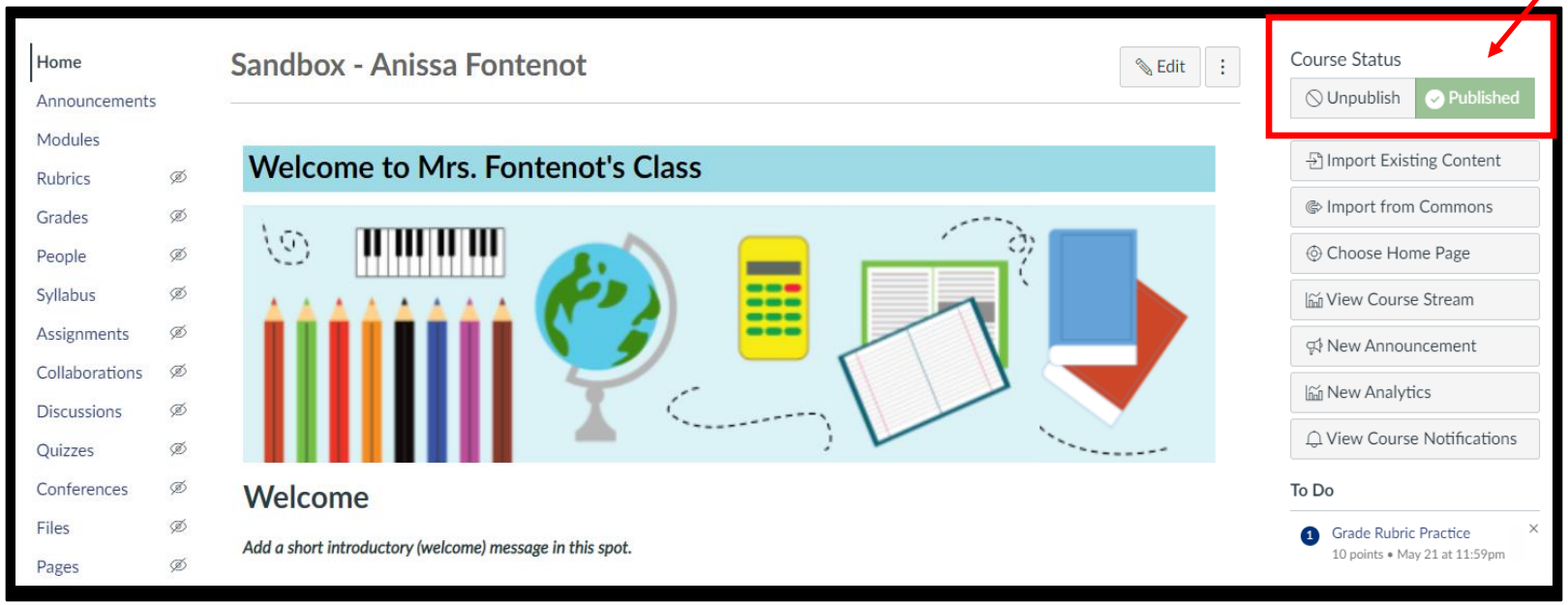
Building a Course to Share Content with Students

- Announcements
- Course Cards
- Publishing & Unpublishing
- Tips & Tricks

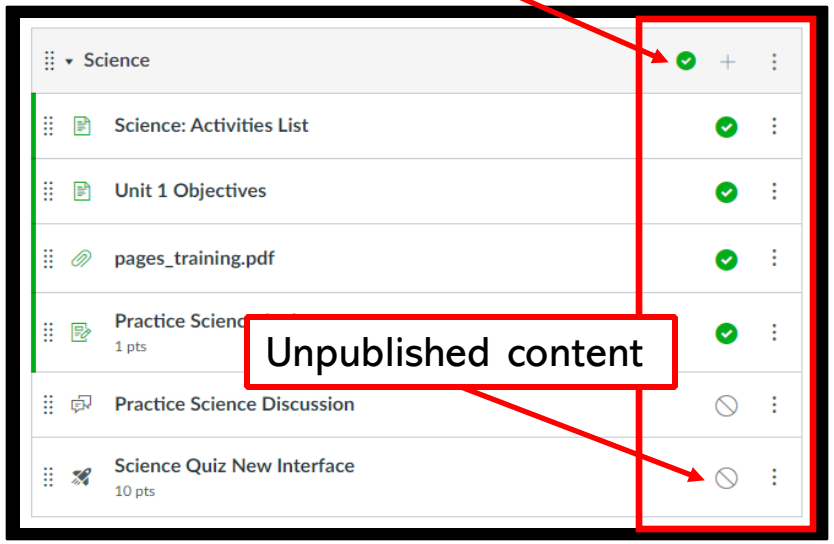
Publishing Courses & Content

- Published courses can be accessed by students enrolled in the course
- Published content within a course can be viewed by students

Publish course from Home Page



Published content



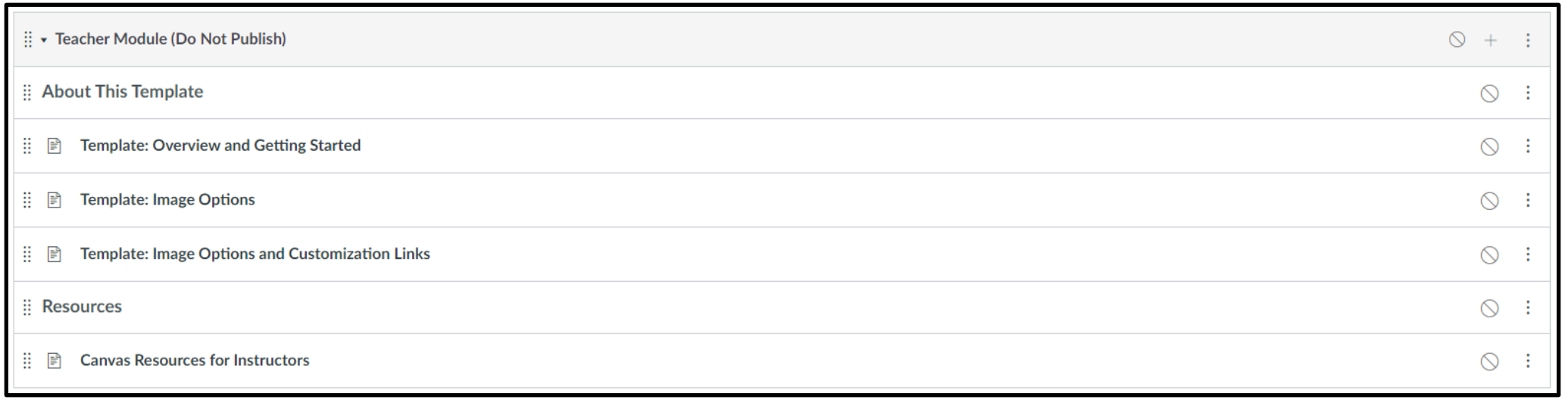
Unpublished content

Building a Course to Share Content with Students

- Announcements
- Course Cards
- Publishing & Unpublishing
- Tips & Tricks

Using the template resources

- Home Page buttons can be customized from the Template: Image Options and Customization Links page

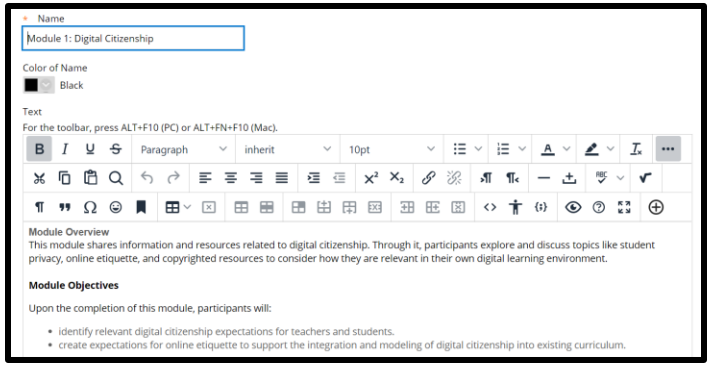


Moving Content

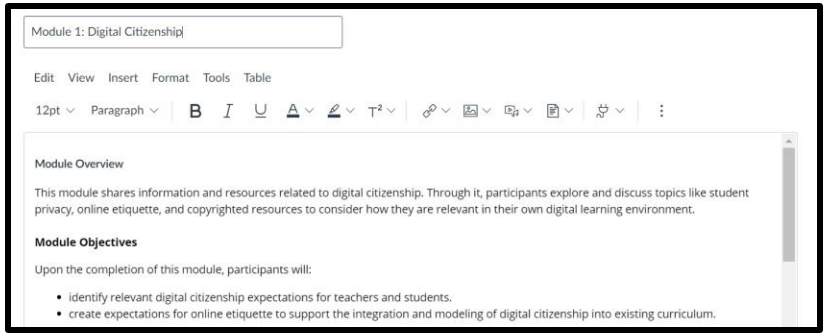
- Copy/Paste from Blackboard
- Export/Import Assessments

Copy/Paste

Blackboard

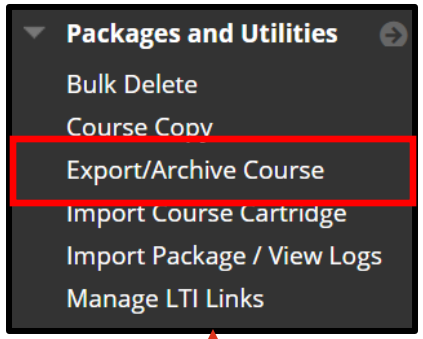


Canvas

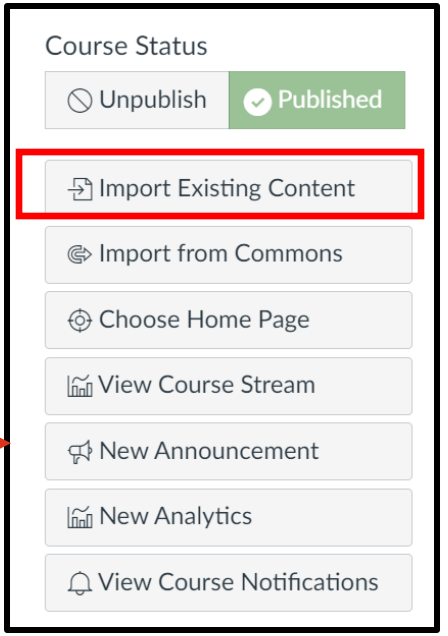


Export/Import Assessments

Blackboard



Canvas



Checkpoints

At this point you should be able to do the following:

- ❑ Navigate to the CPSB Canvas website.
- ❑ Use the Global Navigation
- ❑ Navigate to your Sandbox course
- ❑ Change your course card image
- ❑ Add a module to your course
- ❑ Add a page and content to your course
- ❑ Add a file or external tool
- ❑ Add an announcement

Where do I go from here?

Work on transferring or creating content for your students within Canvas

- For support:
  - Building a Course to Share Content with Students Online Canvas Course
  - Join the Canvas Microsoft Team.
    - Code: **oqg9iqt**
    - COMING SOON: CPSB Canvas Tech Help

Explore ways to add student collaboration and engagement within Canvas:

- For support:
  - Building a Course to Engage Students PowerPoint
  - Building a Course to Engage Students Online Canvas Course
  - July webinars