

Getting Started with Canvas





canvas

Today's Agenda

1. What is Canvas?

2. Accessing Canvas

3. Navigating Canvas

4. Building a Course

5. Moving Content

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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Mathematics

- Mathematics: Activities List
- Presentation: [Title Here]
- Class Discussion: [Title Here] 0 pts
- Homework: [Title Here] 0 pts
- Mathematics: Wrap-up and Looking Ahead
- Rubric Practice May 21 | 10 pts

Compose Message

Course: Sandbox - Anissa Fontenot

To: Sandbox - Anissa Fontenot: Sandbox - Anissa Fontenot

Subject: Homework Reminder

Send an individual message to each recipient

Don't forget your homework is due this Friday!

Cancel Send

Pages Practice

Review the following PowerPoint and then get your iPad and open the Pages app.

Ready to unbox Pages?
Introduction to Apple's Pages App

SLIDE 1 OF 18

Sandbox - Anissa Fontenot

[Type Here to Customize ex. Mrs. Mack's Class]

Record

Screen Webcam Both

Size 1344 x 776

Iteration Computer Audio

Preferences

Record Cancel

Quiz Instructions

Question 1 10 pts

Look at the picture below or listen to the audio to identify the object. Then select the correct initial digraph from the choices below.



0:00 / 0:03

sh


ch

th

wh

Upload Media

Computer Record



Mic Start Recording Webcam

Microsoft PD Class Team Training Checklist

To receive the stipend, all items in this list need to be completed. No partial credit will be provided.

Attend the live kick-off meeting from 4:30PM-5:00PM on 5/13/21.

Activity 1: Review the video resource located in the General Channel > Files > Class Materials folder. Reply to the Introduction Post located in the Conversations and Questions Channel.

Activity 2: Review the resources to learn about Channels, Posts, and Files located in the General Channel > Files > Class Materials folder. Contribute to the collaborative Word document titled Collaboration Ideas located in the General Channel > Files, then reply to at least one other person using @mention in the Comments feature.

Activity 3: Review the resources to learn about Class Notebook Integration in the General Channel > Files > Class Materials folder. Complete an activity in the Class Notebook > Student Section. From the General Channel, click on the Class Notebook tab to locate instructions for completing Activity 3.

Activity 4: Review resources to learn about Forms, Assignments, and Grades in the General Channel > Files > Class Materials folder. Review resources to learn about Teams Class Management in the General Channel > Files > Class Materials folder. Complete a Teams Word Document Assignment to plan for your own Class Teams. Click on the Assignments button to complete this activity.

Activity 5: Review resources to learn about Teams Meetings located in the General Channel > Files > Class Materials folder. Complete a Forms Quiz Assignment to review items learned about Teams Class. Click on the Assignments button to complete this activity. Attend the live wrap-up meeting at 4:30PM on 5/17/21.

Submitted: May 14 at 9:07am
Student Viewed Document: May 14 at 9:07am
Submitted Files (click to load)
Course Checklist.docx

Assessment
Grade out of 0

Comments for this Attempt
Add a Comment

Download Submission Comments

Submit

Accessing Canvas

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



Dashboard



Published Courses (1)

A card for a published course titled "Growing With Canvas" with a subtitle "Sample". The card features a tree icon and the text "SHARE | APPLY | ELEVATE".

Unpublished Courses (2)

A card for an unpublished course titled "Anissa's Sample Course" with ID "001". It features a "Publish" button and a stack of books image.

A card for an unpublished course titled "Sandbox - Anissa Fontenot" with ID "Sandbox - Anissa Fontenot". It features a "Publish" button and a collage of educational icons.

To Do

- 1 Grade Module 2: 3-5 Test Example: Rock Cycle 001
20 points • Apr 30 at 11:59pm
- 1 Grade Rubric Practice Sandbox - Anissa Fontenot
10 points • May 21 at 11:59pm
- 1 Grade Class Discussion: [Title Here] Sandbox - Anissa Fontenot
0 points • No Due Date
- 1 Grade Individual Assignment: [Title Here] 001
0 points • No Due Date

Coming Up View Calendar

Nothing for the next week

Recent Feedback

Nothing for now

Start a New Course

View Grades

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

Navigating Canvas

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

The screenshot shows the Canvas LMS dashboard interface. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area is titled 'Dashboard' and is divided into sections: 'Published Courses (1)' featuring a 'Growing With Canvas' card, and 'Unpublished Courses (2)' featuring two course cards: 'Anissa's Sample Course 001' and 'Sandbox - Anissa Fontenot'. On the right side, there is a 'To Do' list with four items, a 'Coming Up' section, and a 'Recent Feedback' section. A 'View Grades' button is located at the bottom right. Several red boxes with arrows point to specific features: 'Global Navigation' points to the top navigation bar; 'Change Dashboard View' points to a dropdown menu with options like 'Card View', 'List View', 'Recent Activity', and 'Color Overlay'; 'Access Published and Unpublished courses' points to the course cards; 'View To Do list, Calendar items, & Recent Feedback' points to the right-hand sidebar; and 'View grades for courses you are teaching & taking' points to the 'View Grades' button.

Dashboard

Global Navigation

Change Dashboard View

Access Published and Unpublished courses

View To Do list, Calendar items, & Recent Feedback

View grades for courses you are teaching & taking

View Grades

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

Published Courses (1)

Unpublished Courses (2)

Calcasieu Parish School Board

To Do

Coming Up

Recent Feedback

Dashboard View

Card View

List View

Recent Activity

Color Overlay

Anissa's Sample Course 001

Sandbox - Anissa Fontenot

Navigating Canvas

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

The screenshot displays the Canvas LMS interface. On the left is a dark blue navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area shows the user's profile (Anissa Fontenot) and course management options. A red box highlights the 'Courses' menu item in the sidebar, which is expanded to show 'Published Courses' (Growing With Canvas), 'Unpublished Courses' (Anissa's Sample Course, Sandbox - Anissa Fontenot), and 'All Courses'. A red arrow points from the 'All Courses' link to a text box that reads 'Access Course list without leaving current page'. The main content area includes a 'Student View' button, an 'Edit' button, and a 'Course Status' section with 'Unpublished' and 'Publish' options. Below this are buttons for 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'New Analytics', and 'View Course Notifications'. A 'To Do' list shows two items: 'Grade Rubric Practice' and 'Grade Class Discussion: [Title Here]'. At the bottom, a 'Coming Up' section shows 'Nothing for the next week'.

Courses

Published Courses

- Growing With Canvas

Unpublished Courses

- Anissa's Sample Course
- Sandbox - Anissa Fontenot

All Courses

Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.

Access Course list without leaving current page

Student View

Anissa Fontenot

Edit

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

To Do

- 1 Grade Rubric Practice 10 points • May 21 at 11:59pm
- 1 Grade Class Discussion: [Title Here] 0 points • No Due Date

Coming Up

View Calendar

Nothing for the next week

Navigating Canvas

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

The image shows a screenshot of the Canvas LMS interface. On the left is a blue sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help. The main content area is divided into two parts: an inbox and a 'Compose Message' modal window.

Inbox: At the top, there are two dropdown menus: 'All Courses' and 'Inbox'. Below them, an email is visible with the subject 'Test Email' and the body text 'I'm just trying this to see if all correspo...'. A red box highlights the dropdown menus with the text 'Select the course and messages you want to view'.

Compose Message Modal: This window is open over the inbox. It has a title bar 'Compose Message' and a close button. The form includes:

- A 'Course' dropdown menu set to 'Anissa's Sample Course', highlighted by a red box with the text 'Select course'.
- A 'To' field with a recipient selection icon, highlighted by a red box with the text 'Select recipients'.
- A 'Subject' field with the text 'No subject'.
- A checkbox labeled 'Send an individual message to each recipient', highlighted by a red box with the text 'Option to send individual emails'.
- At the bottom, there are icons for attaching files and media, highlighted by a red box with the text 'Attach files/media'.
- Buttons for 'Cancel' and 'Send' are at the bottom right.

Annotations: Several red boxes with arrows point to specific UI elements:

- 'Compose a new message' points to the compose icon in the top right toolbar.
- 'Attach files/media' points to the file and media icons at the bottom of the modal.

Navigating Canvas

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

The screenshot shows the Canvas email interface. A red box highlights the email list header area, which includes the sender information and the start of the message body. An arrow points from this box to a label 'Conversation Organization'. Another red box highlights the main body of the email, including the sender's name and the message content. An arrow points from this box to a label 'Main message body'. A third red box highlights the action icons at the top right of the email, including Reply, Reply All, Download, and Delete. An arrow points from this box to a list of actions: Reply, Reply all, Download, and Delete.

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Help

All Courses

Sent

8:44am

Anissa Fontenot, MaryBeth Sonn...

Test Email

I'm just trying this to see if all correspo...

1

Test Email

Anissa Fontenot (*She/Her*), MaryBeth Sonnier

Growing with Canvas

I'm just trying this to see if all correspondence stays in Canvas:).

Reply

Reply all

Download

Delete

May 14, 2021 at 8:44am

Conversation Organization

Main message body

Navigating Canvas

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

The screenshot shows the Canvas LMS interface for a course titled "Sandbox - Anissa Fontenot". The interface is divided into several key areas:

- Global Navigation:** Located at the top left, it includes the Canvas logo (CPSB), a user profile picture, and a vertical menu with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, and Help.
- Course Navigation:** A secondary vertical menu on the left side of the course page, listing items such as Home, Announcements, Modules, Rubrics, Grades, People, Syllabus, Assignments, Collaborations, Discussions, Quizzes, Conferences, Files, Pages, Outcomes, New Analytics, Studio, and Office 365.
- Course Header:** Displays the course name "Sandbox - Anissa Fontenot" and a "Student View" button.
- Course Content:** Features a large banner with the text "Welcome to Mrs. Fontenot's Class" and a "Welcome" section below it with a placeholder message: "Add a short introductory (welcome) message in this spot." Below the banner is a "Student Navigation" bar with six subject-specific icons: Mathematics, Science, Social Studies, Language Arts, Music, and Art.
- Course Status:** Located on the right side, it shows "Unpublished" and "Publish" buttons, along with options to import content, choose a home page, view the course stream, and create new announcements or analytics.
- To Do:** A list of tasks, including "Grade Rubric Practice" (10 points, due May 21 at 11:59pm) and "Grade Class Discussion: [Title Here]" (0 points, no due date).
- Coming Up:** A section for upcoming events, currently showing "Rubric Practice" with a calendar icon and a "View Calendar" link.

Navigating Canvas

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

Global Navigation

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Commons
- Studio
- Help

Course Navigation

- Home
- Announcements
- Modules
- Rubrics
- Grades
- People
- Syllabus
- Assignments
- Collaborations
- Discussions
- Quizzes
- Conferences
- Files
- Pages
- Outcomes
- New Analytics
- Studio
- Office 365
- Settings

Course Status

- Unpublished
- Publish
- Import Existing Content
- Import from Commons
- Choose Home Page
- View Course Stream
- New Announcement
- New Analytics
- View Course Notifications

To Do

- Grade Module 2: 3-5 Test Example: Rock Cycle 20 points • Apr 30 at 11:59pm
- Grade Individual Assignment: [Title Here] 0 points • No Due Date

Coming Up [View Calendar](#)

Nothing for the next week

Student Navigation

- ABOUT YOUR TEACHER
- QUESTION BOARD
- LEARNING MODULES

Course Content: [Place Your Course Title Here]

Welcome!

Add a short introductory (welcome) message in this spot.

Building a Course to Share Content with Students

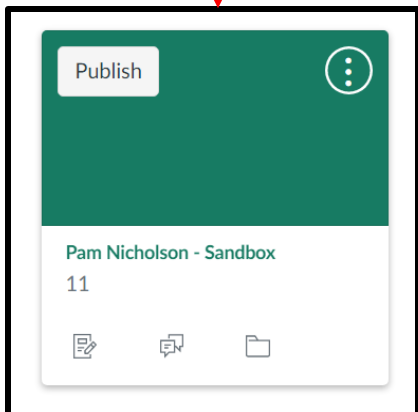
- **Sandbox vs. Template**
- Student View
- Modules
- Pages
- Rich Content Editor
- Files

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

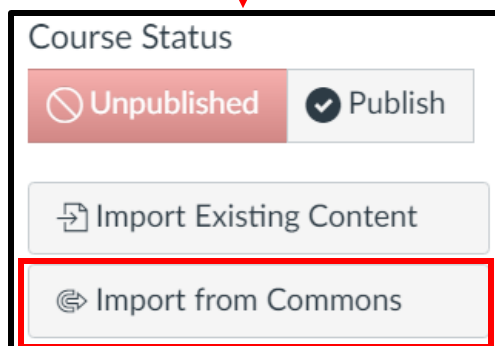
Template Course: purchased by CPSB that will be applied to each course and contains customizable content

To apply the template, follow these steps:

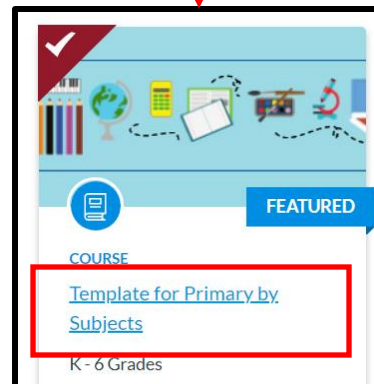
Click on the Sandbox course



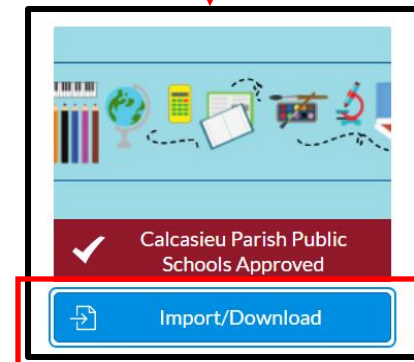
Click Import from Commons



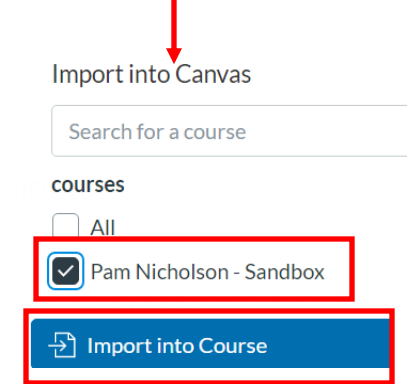
Click on the template title



Click Import/Download



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



Building a Course to Share Content with Students

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

Sandbox - Anissa Fontenot

Home Announcements Modules Rubrics Grades People Syllabus Assignments Collaborations Discussions Quizzes Conferences Files Pages Outcomes New Analytics Studio Office 365 Settings

Sandbox - Anissa Fontenot

Welcome to Mrs. Fontenot's Class

Welcome

Add a short introductory (welcome) message in this spot. Cupcake ipsum dolor sit amet cotton candy cotton candy lollipop. Halvah cheesecake lollipop gummies jelly beans carrot cake jelly carrot cake. Marshmallow jujubes icing wafer oat cake powder. Oat cake wafer jelly-o chupachupsoat cake.

About This Template: This template is designed to support curriculum organization by subject.

Mathematics Science Social Studies Language Arts Music Art

Course Status: Unpublished Publish

Student View

Click here to view your course as a test student

Sandbox - Anissa Fontenot

Home Announcements Modules Office 365

Welcome to Mrs. Fontenot's Class

Welcome

Add a short introductory (welcome) message in this spot. Cupcake ipsum dolor sit amet cotton candy cotton candy lollipop. Halvah cheesecake lollipop gummies jelly beans carrot cake jelly carrot cake. Marshmallow jujubes icing wafer oat cake powder. Oat cake wafer jelly-o chupachupsoat cake.

About This Template: This template is designed to support curriculum organization by subject.

Mathematics Science Social Studies Language Arts Music Art

currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student Leave Student View

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

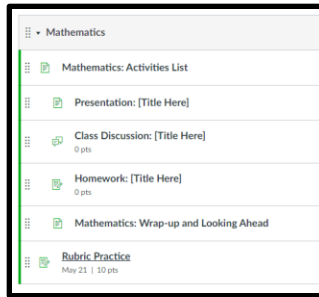
- For the next two minutes, enter Student View and explore the course. Think about the following:
 - **What seemed familiar and/or intuitive to you?**
 - **What questions do you have as a student looking at this course?**

Building a Course to Share Content with Students

Content Considerations

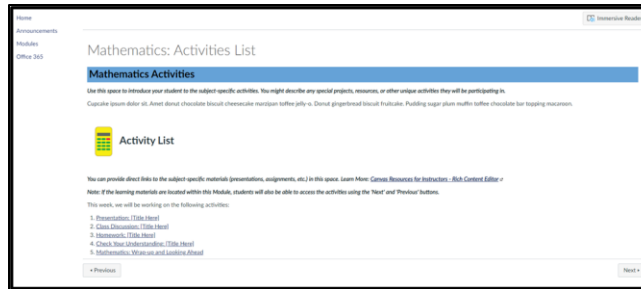
Canvas uses three primary tools for storing, presenting, and organizing content.

Modules



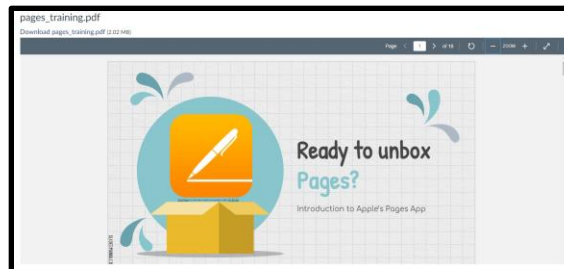
- Best practice for course organization
- Can link to content (pages/files), communication, assessment

Pages



- Customizable web pages
- Built with Rich Content Editor
- Can include text, images, links, videos

Files

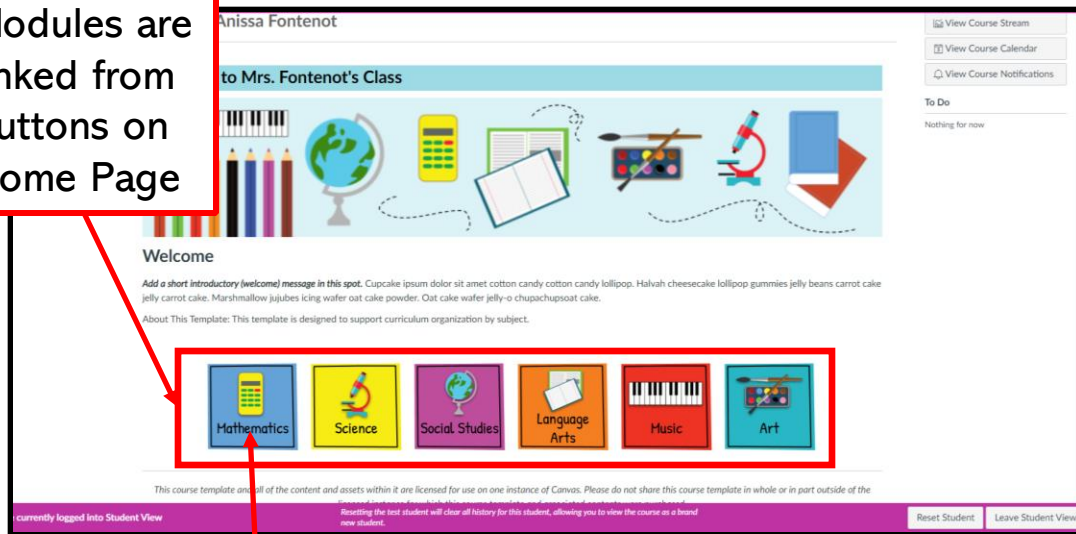


- Electronic file
- Easily loads inside a course
- Can be previewed in Canvas without having to download

Building a Course to Share Content with Students

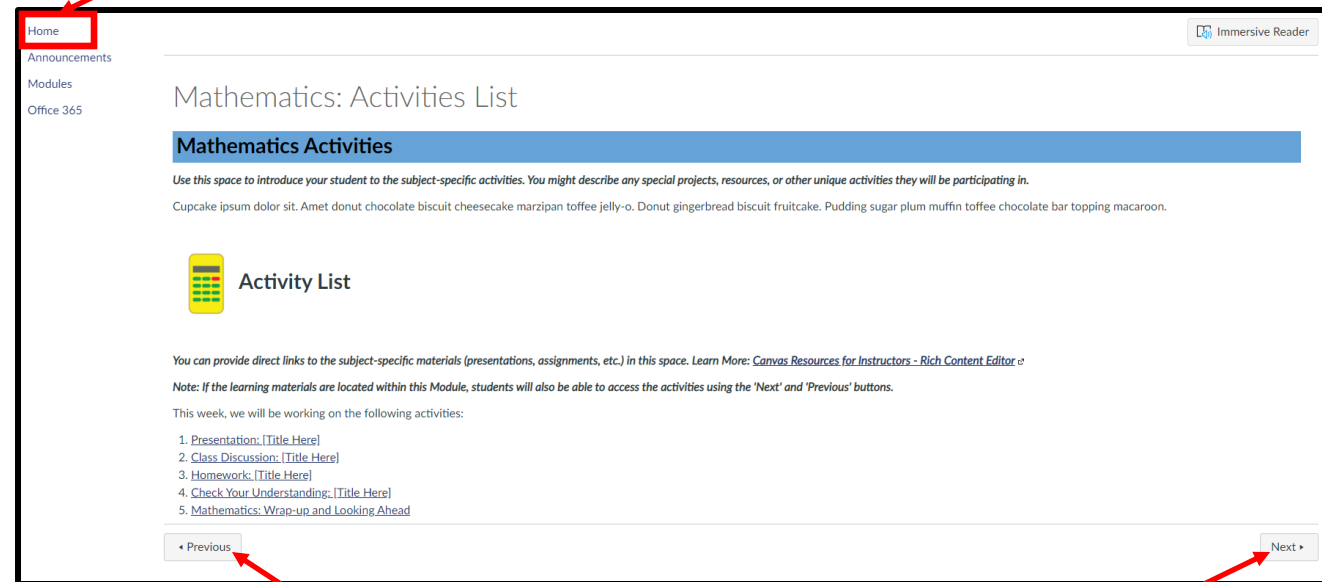
- Sandbox vs. Template
- Student View
- **Modules**
- Pages
- Rich Content Editor
- Files

Modules are linked from buttons on Home Page



Click on Mathematics

Click Home to return to the Home Page

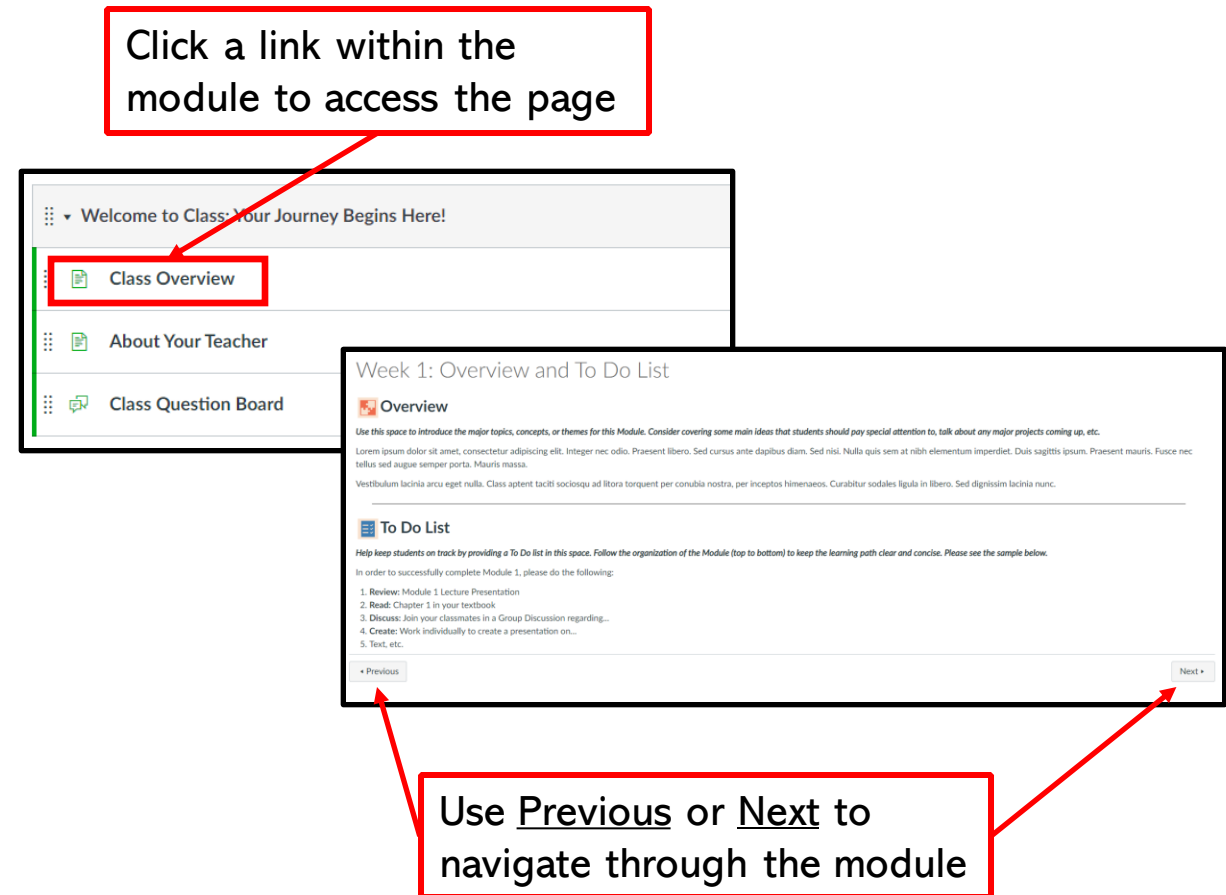
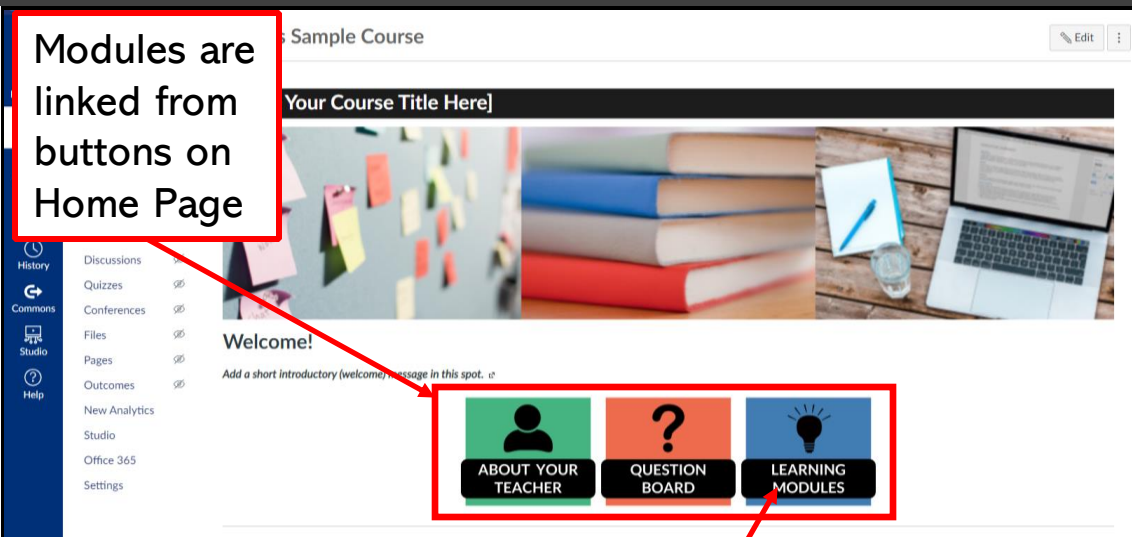


Use Previous or Next to navigate through the module

The Home page should drive student navigation in the course.

Building a Course to Share Content with Students

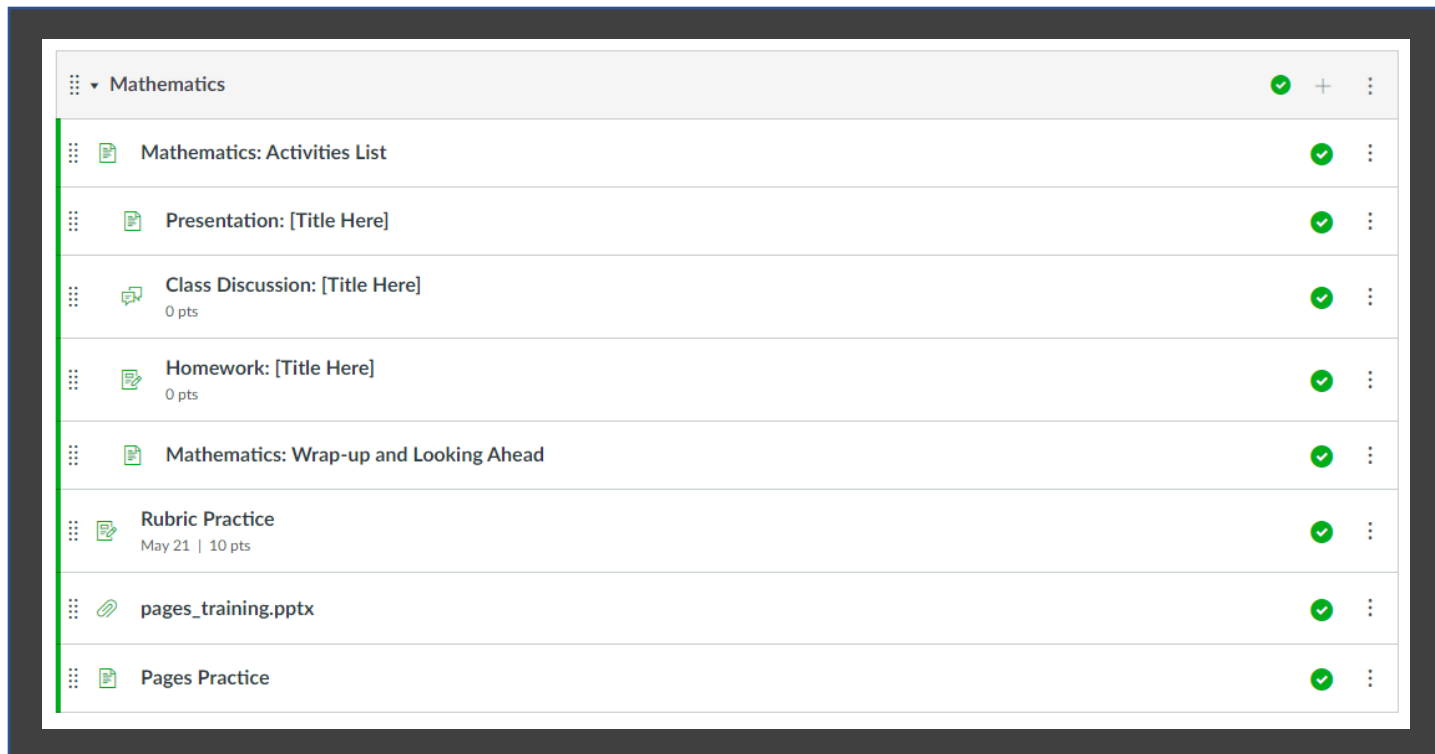
- Sandbox vs. Template
- Student View
- **Modules**
- Pages
- Rich Content Editor
- Files



Building a Course to Share Content with Students

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

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
- Student View
- **Modules**
- Pages
- Rich Content Editor
- Files

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

The screenshot shows a course management interface with a navigation menu on the left and a course content list. The 'Add Module' dialog box is open, showing a text input field for the module name, a 'Lock until' checkbox, and a 'Prerequisites' section. The 'Add Module' button is highlighted in red. The steps are numbered 1 through 4:

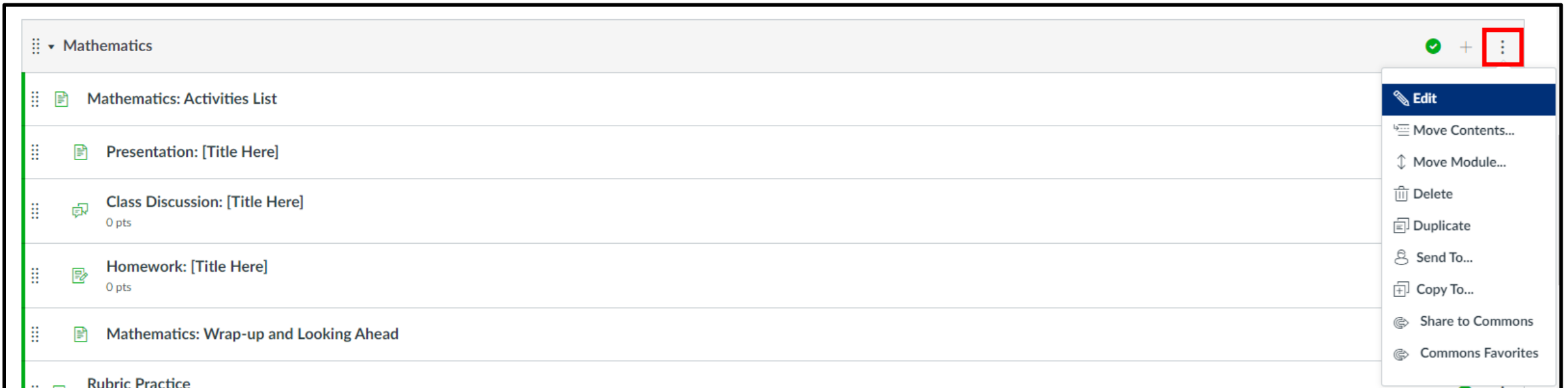
1. Click Modules from the course navigation
2. Click +Module
3. Type the module name
4. Click Add Module

Building a Course to Share Content with Students

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

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.



The screenshot displays the Canvas interface for a course titled "Mathematics". The main content area lists several modules: "Mathematics: Activities List", "Presentation: [Title Here]", "Class Discussion: [Title Here]" (0 pts), "Homework: [Title Here]" (0 pts), "Mathematics: Wrap-up and Looking Ahead", and "Rubric Practice". On the right side, the Options menu is open, showing a list of actions: "Edit", "Move Contents...", "Move Module...", "Delete", "Duplicate", "Send To...", "Copy To...", "Share to Commons", and "Commons Favorites". The Options menu icon (three vertical dots) is highlighted with a red box.

Building a Course to Share Content with Students

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

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.

The screenshot shows the course navigation menu on the left with 'Modules' highlighted. The main content area shows a list of modules under the 'Mathematics' category. The options menu for the 'Mathematics' module is open, showing options like 'Edit', 'Move Contents...', 'Move Module...', 'Delete', 'Duplicate', 'Send To...', 'Copy To...', 'Share to Commons', and 'Commons Favorites'. The 'Move Module...' option is highlighted with a red box and a circled '3'. The 'Move Module...' option is also circled with a '2'.

The screenshot shows the 'Move Module' dialog box. The 'Place "Mathematics"' dropdown menu is open, showing options like 'At the Top', 'Before..', 'After..', and 'At the Bottom'. The 'At the Top' option is highlighted with a red box and a circled '4'. The 'Move' button is highlighted with a red box and a circled '5'.

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?

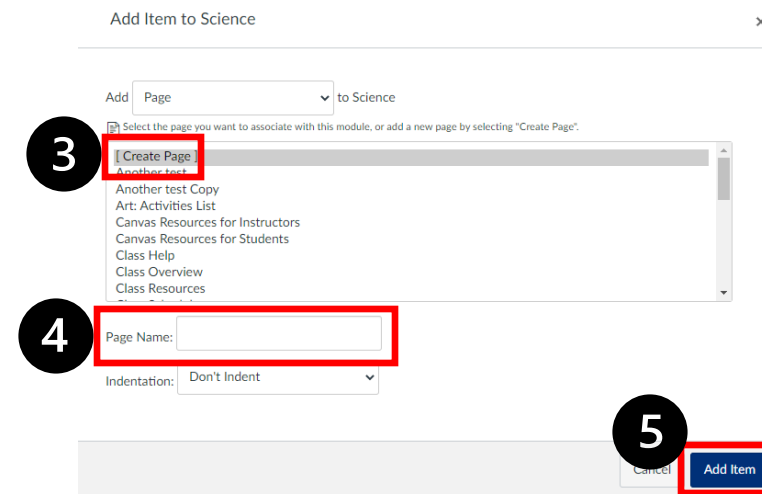
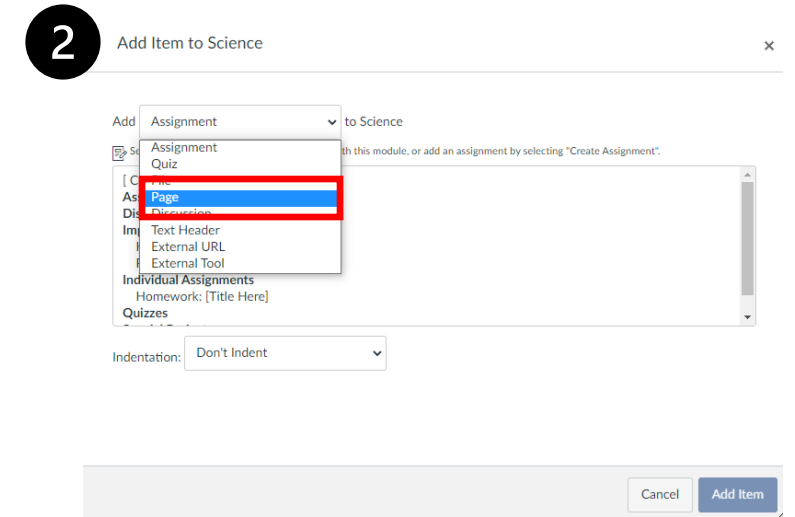
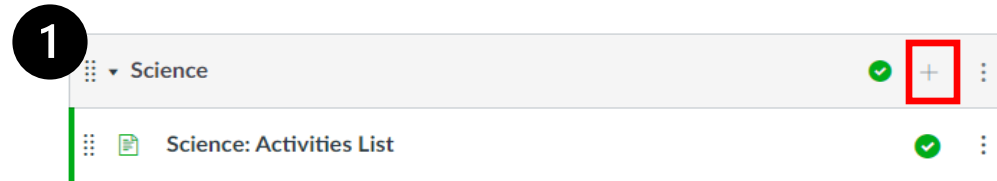
Building a Course to Share Content with Students

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

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

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

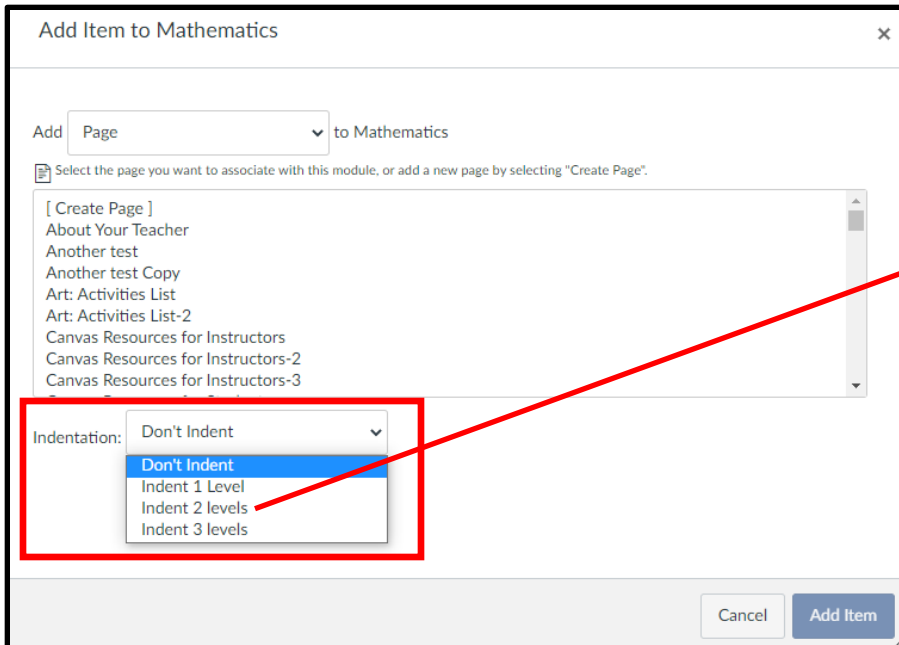
1. Click the + on the module where you want to add the page
2. From the Add drop-down menu, click **Page**
3. Click **Create Page**
4. Type the page name
5. Click **Add Item**



Building a Course to Share Content with Students

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

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

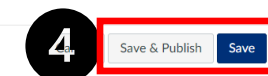
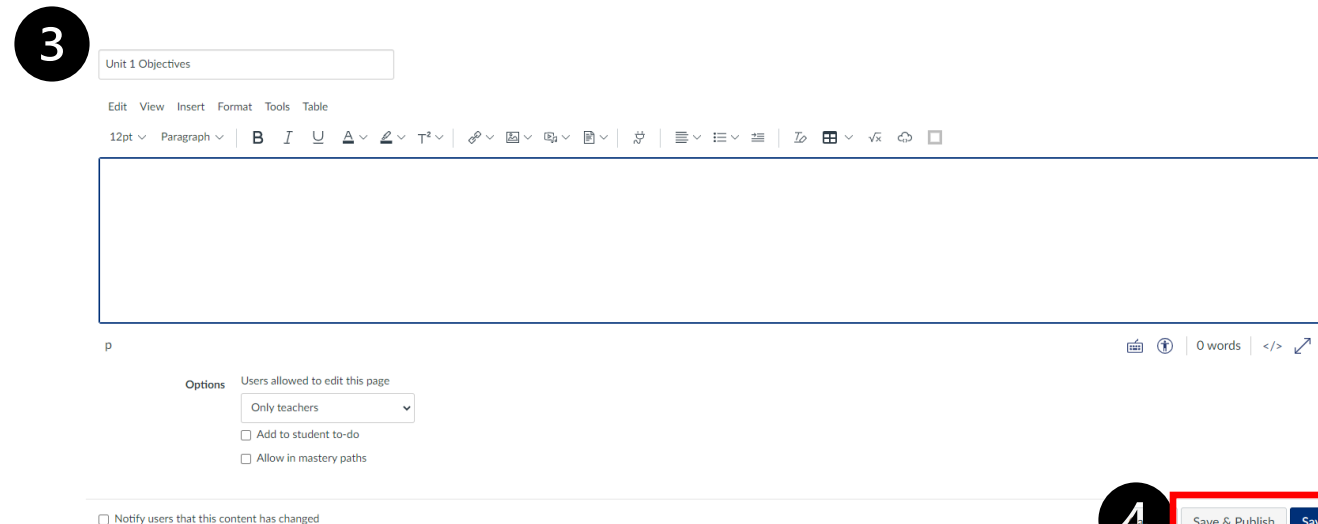
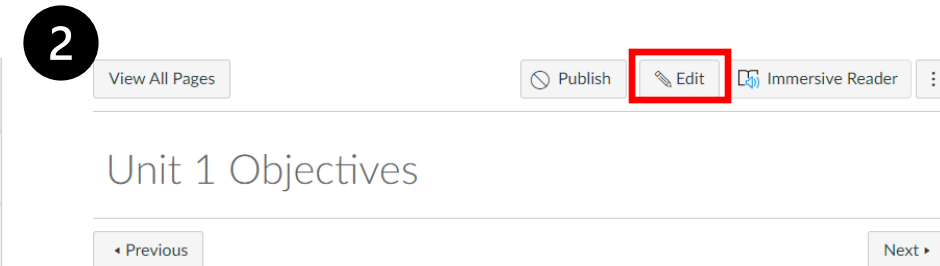
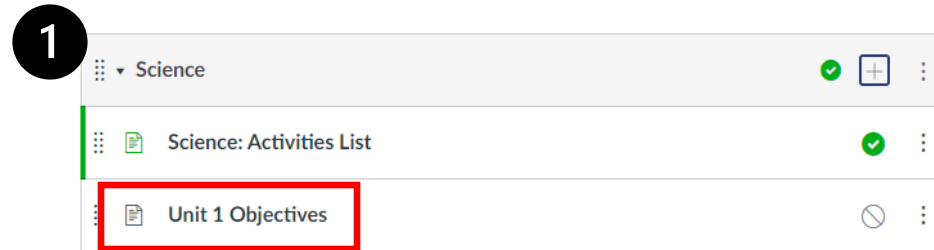


Building a Course to Share Content with Students

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

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



Building a Course to Share Content with Students

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

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

Using the Rich Content Editor

The image displays the Rich Content Editor interface with several key components highlighted:

- Main Menu:** Edit, View, Insert, Format, Tools, Table (highlighted with a red box).
- Rich Text Editor:** 12pt, Paragraph, Bold (B), Italic (I), Underline (U), Text color (A), Background color (brush), Text size (T²), Link (chain), Image (img), Media (video), Document (doc), Strikethrough (ABC), Bulleted list (list), Numbered list (list), Indent (list), Undo (curved arrow), Redo (curved arrow), Cut (scissors), Copy (document), Paste (document), Paste as text (document), Select all (grid).
- View Menu:** Fullscreen (curved arrow), HTML Editor (</>).
- Insert Menu:** Link (chain), Image (img), Media (video), Document (doc), Equation (sqrt), Table (table), Embed (cloud), Horizontal line (line).
- Format Menu:** Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Superscript (T²), Subscript (T₂), Code (<>), Formats, Blocks, Fonts, Font sizes, Align, Directionality, Text color (A), Background color (brush), Clear formatting (curved arrow).
- Tools Menu:** Word count (abc), Apps (gear).
- Table Menu:** Table (table), Cell, Row, Column, Table properties, Delete table (X).

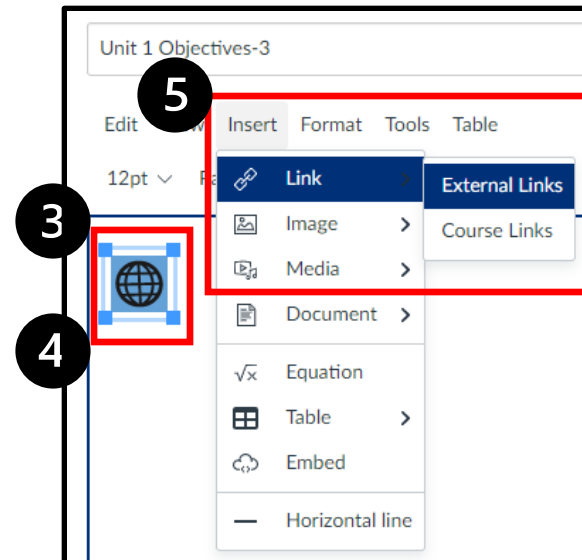
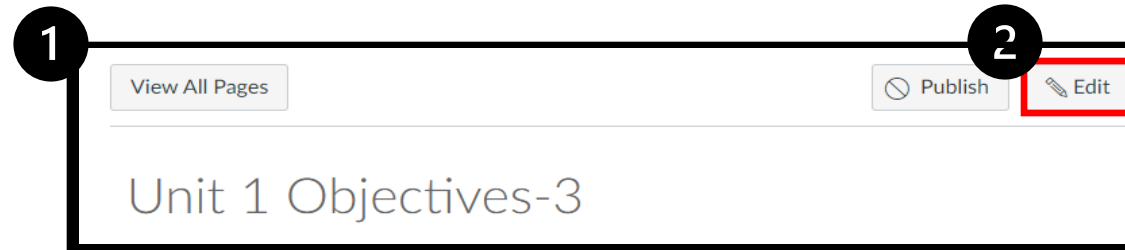
Building a Course to Share Content with Students

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

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



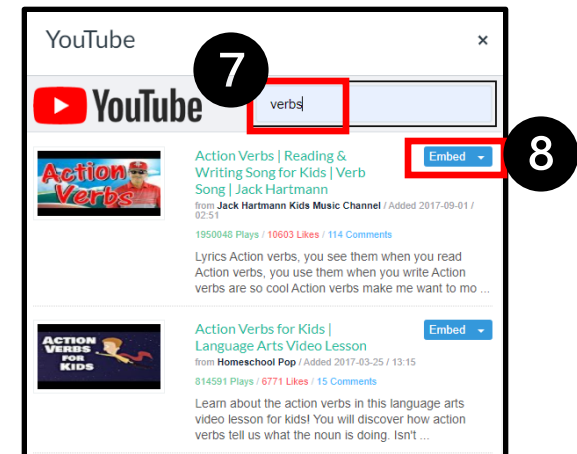
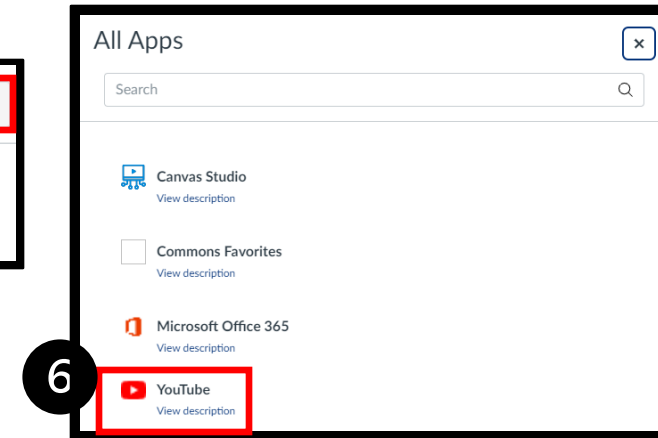
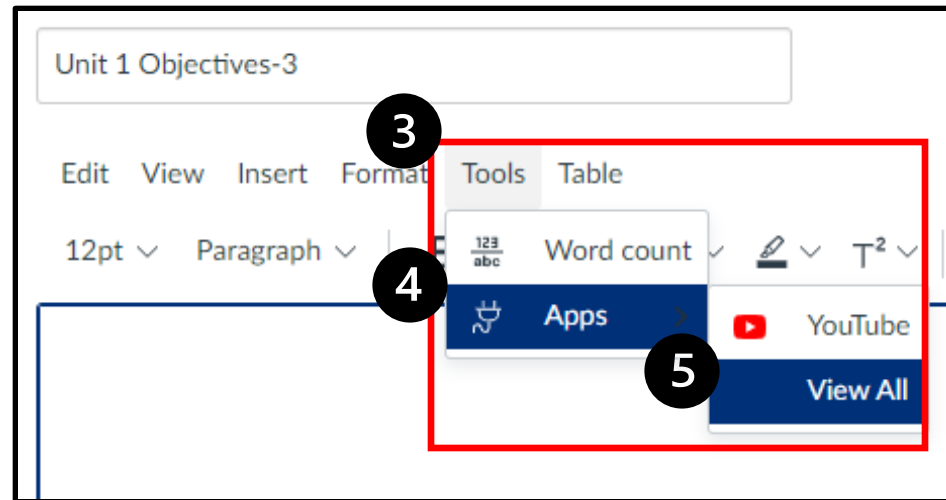
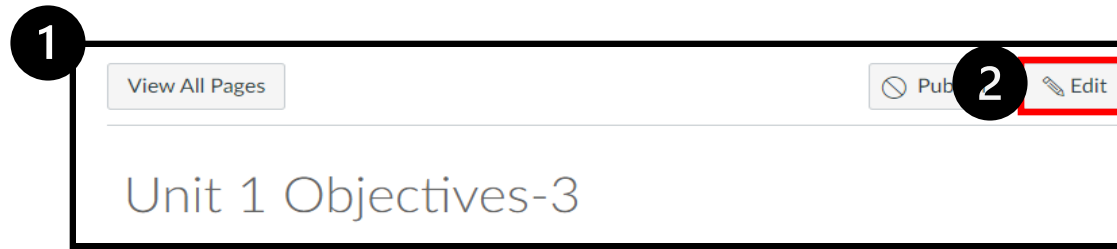
Building a Course to Share Content with Students

- 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
- Student View
- Modules
- Pages
- **Rich Content Editor**
- Files

Your Turn:
Embed a PowerPoint within a Page.

Embedding in Canvas

The screenshot shows the Canvas Rich Content Editor interface. The 'Insert' menu is open, and the 'Embed' option is highlighted. Below the editor, the 'Embed' dialog box is visible, with the 'Embed Code' field highlighted and the 'Submit' button also highlighted.

1. Click **Insert**

2. Click **Embed**

3. Paste the embed code into the **Embed Code** field

4. Click **Submit**

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.

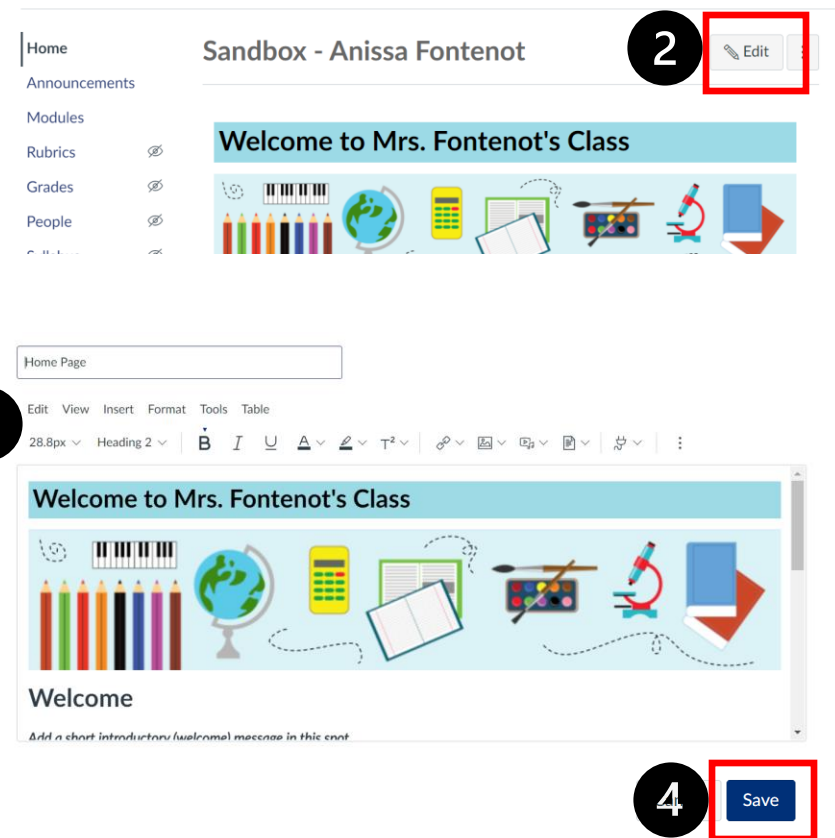
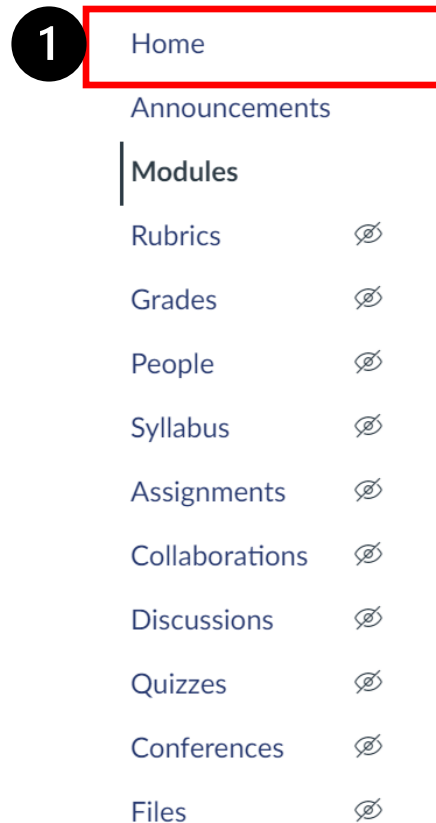
Building a Course to Share Content with Students

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

Your Turn:
Add your name and welcome message to the Home Page.

Editing the Home Page

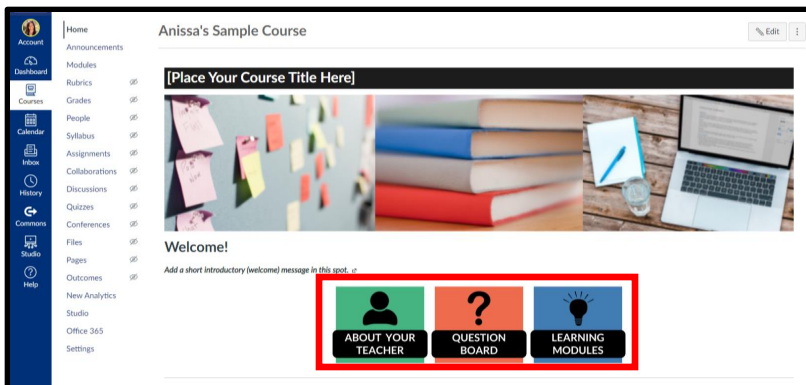
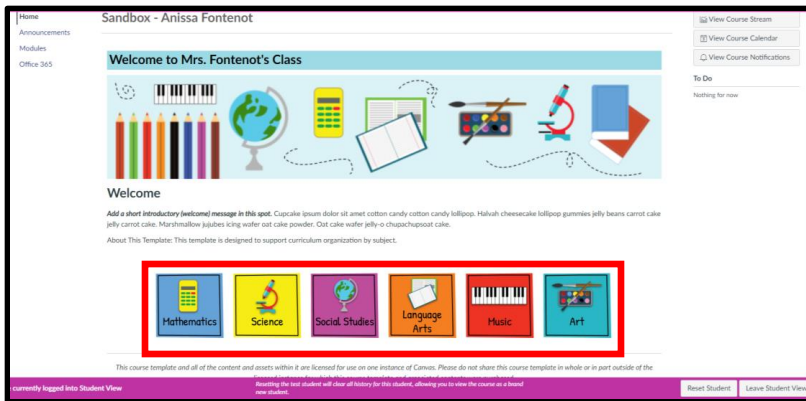
1. Click on Home
2. Click Edit
3. Use the Rich Content Editor to edit the Home page
4. Click Save



Building a Course to Share Content with Students

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

Linking to Course Content



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

Home Page Copy

Welcome to Mrs. Fontenot's Class



Welcome

Add a short introductory (welcome) message in this spot.

[Math Unit 1](#)

[Math Unit 2](#)

[Math Unit 3](#)

[Math Unit 4](#)

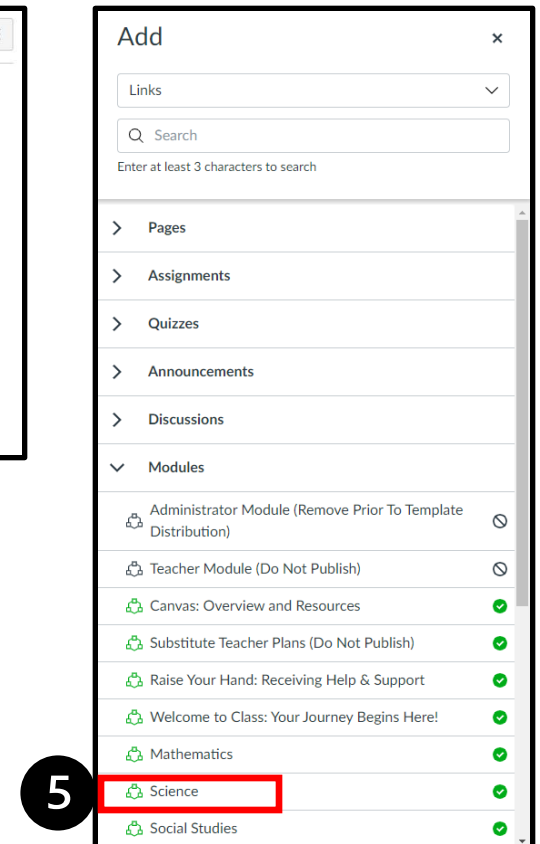
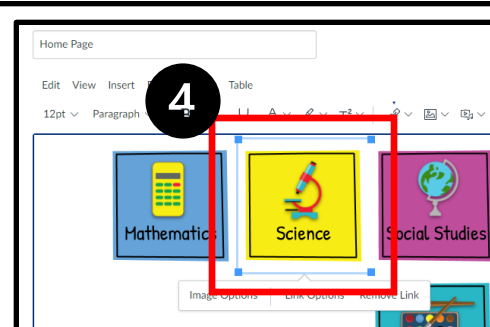
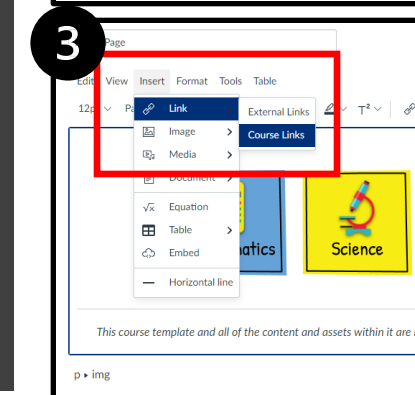
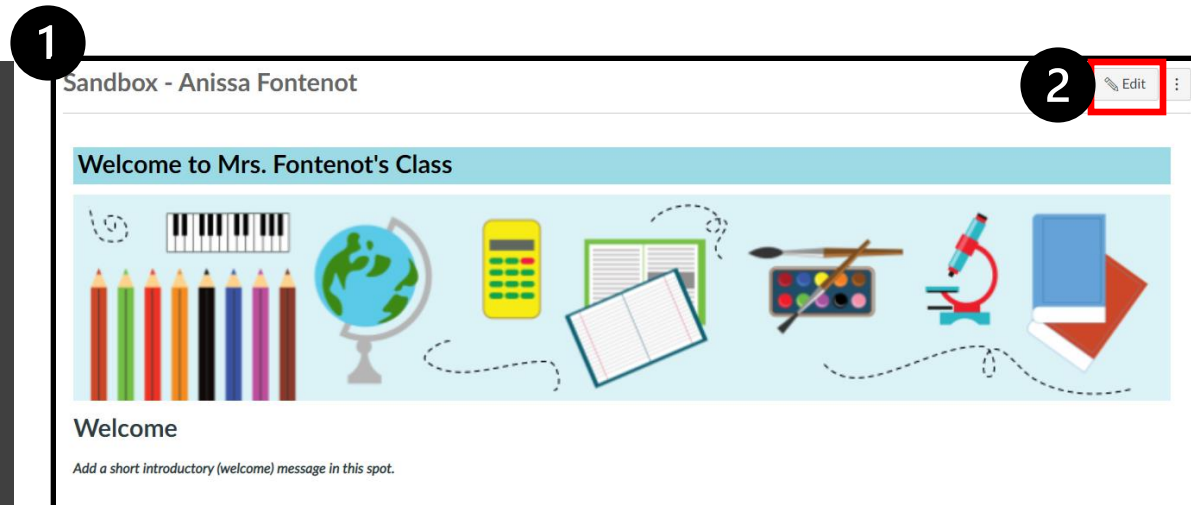
[Math Unit 5](#)

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**

1 Add Item to Science

2 Add Item to Science

3 Add Item to Science

4 Add Item to Science

5 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

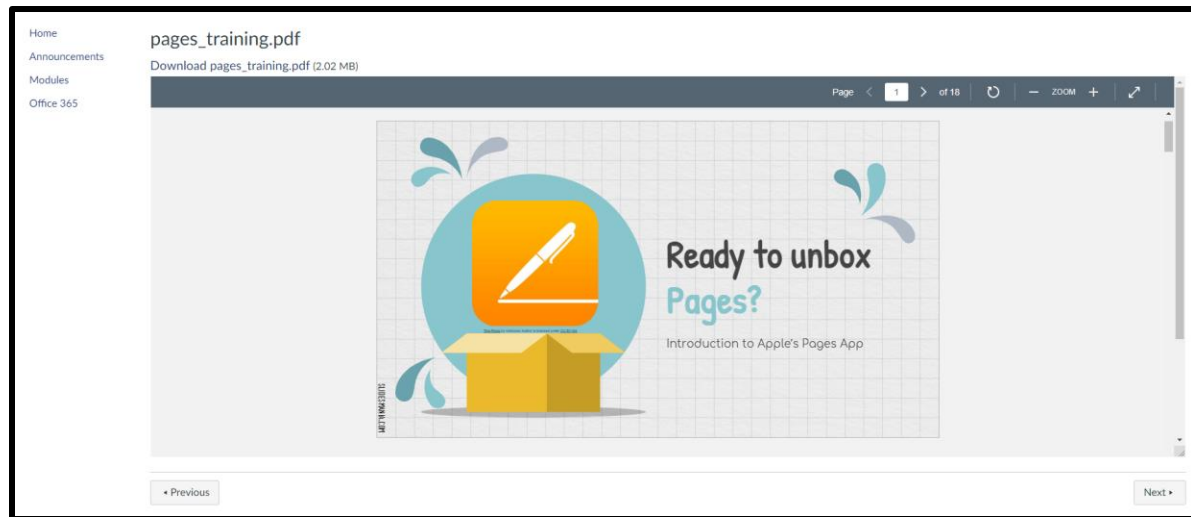
The screenshots illustrate the following steps:

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

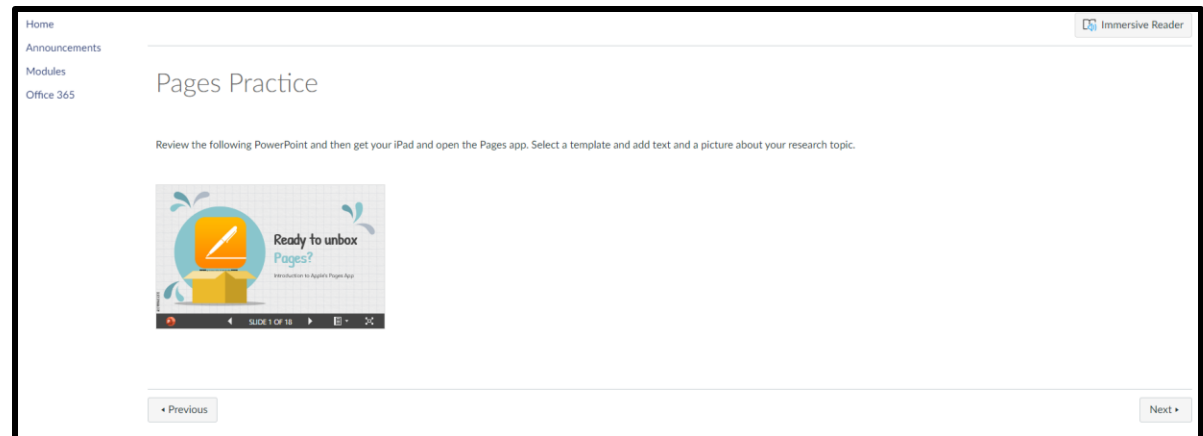
Building a Course to Share Content with Students

- 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

The screenshot illustrates the process of creating an announcement in Canvas LMS. It is divided into five numbered steps:

- Step 1:** The 'Announcements' link in the course navigation menu is highlighted with a red box.
- Step 2:** The '+ Announcement' button in the top right corner of the announcements page is highlighted with a red box.
- Step 3:** The rich text editor for the announcement content is highlighted with a red box. It includes a 'Topic Title' field, a rich text editor with various formatting options, and a 'Post to' dropdown menu.
- Step 4:** The 'Post to' dropdown menu is highlighted with a red box, showing 'All Sections' selected.
- Step 5:** The 'Options' panel is highlighted with a red box, showing checkboxes for 'Delay posting', 'Allow users to comment' (checked), 'Users must post before seeing replies', 'Enable podcast feed', and 'Allow liking'.

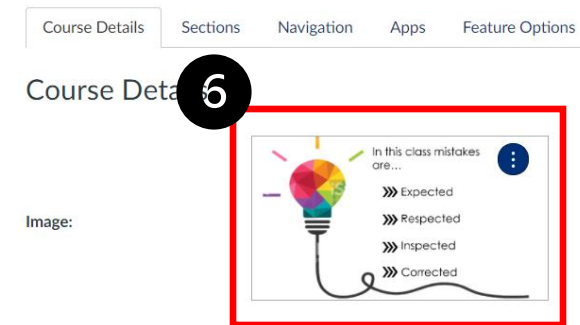
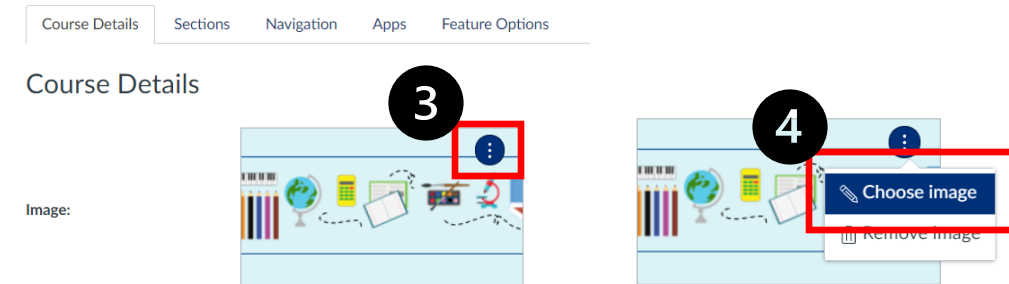
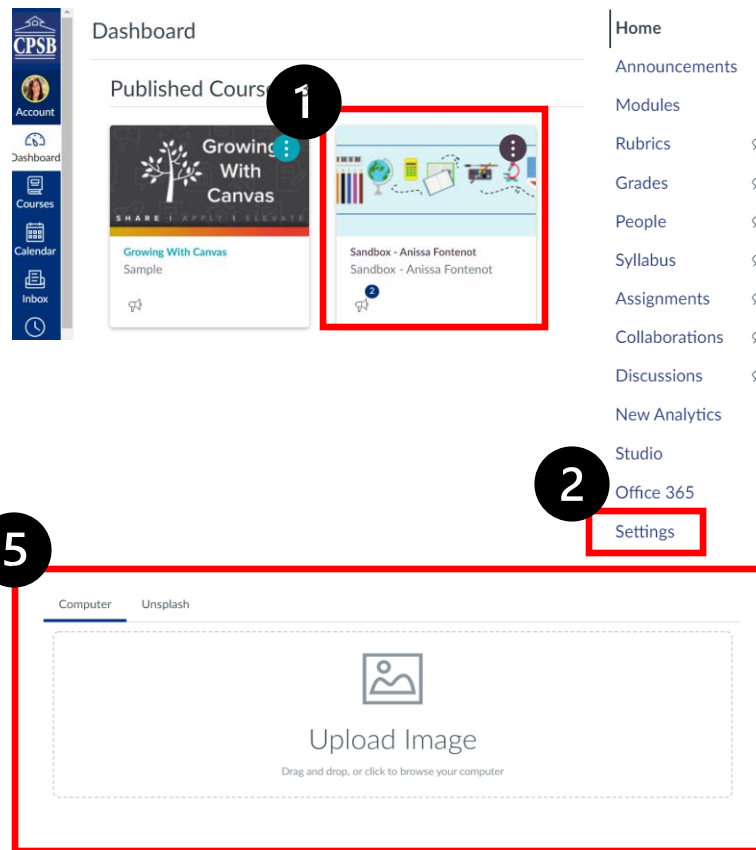
Navigating Canvas

- 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

The screenshot shows the course home page for 'Sandbox - Anissa Fontenot'. On the right side, the 'Course Status' section is highlighted with a red box and contains two buttons: 'Unpublish' and 'Published'. The 'Published' button is active, indicated by a green checkmark. Below the status section is a 'To Do' list with one item: 'Grade Rubric Practice' (10 points, May 21 at 11:59pm).

The screenshot shows a list of course content for the 'Science' category. The list includes items like 'Science: Activities List', 'Unit 1 Objectives', 'pages_training.pdf', 'Practice Science 1 pts', 'Practice Science Discussion', and 'Science Quiz New Interface 10 pts'. Each item has a status icon in the right-hand column. A red box highlights the status icons, with a red arrow pointing from the 'Published content' label to a green checkmark icon and another red arrow pointing from the 'Unpublished content' label to a grey circle with a slash icon.

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

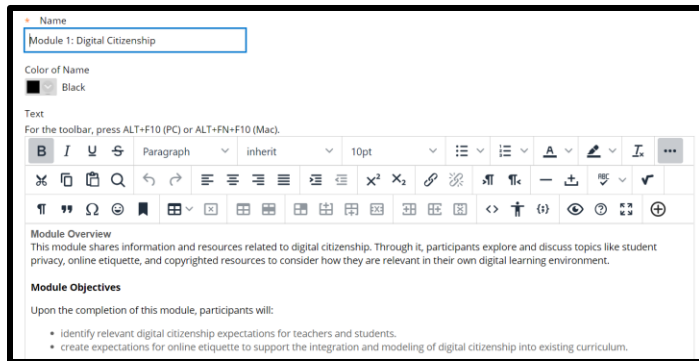
☰ ▾ Teacher Module (Do Not Publish)	⊗ + ⋮
☰ About This Template	⊗ ⋮
☰ 📄 Template: Overview and Getting Started	⊗ ⋮
☰ 📄 Template: Image Options	⊗ ⋮
☰ 📄 Template: Image Options and Customization Links	⊗ ⋮
☰ Resources	⊗ ⋮
☰ 📄 Canvas Resources for Instructors	⊗ ⋮

Moving Content

- Copy/Paste from Blackboard
- Export/Import Assessments

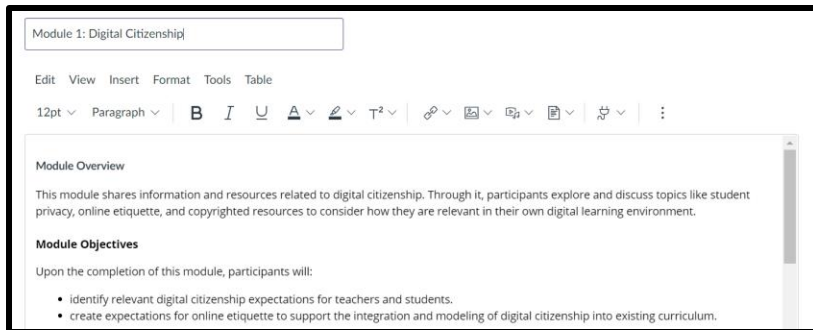
Copy/Paste

Blackboard



A screenshot of the Blackboard course editor interface. At the top, there is a text input field containing "Module 1: Digital Citizenship". Below it, there are options for "Color of Name" (set to Black) and "Text" formatting options. A rich text editor toolbar is visible with various icons for bold, italic, underline, and other text formatting. Below the toolbar, there is a "Module Overview" section with a paragraph of text and a "Module Objectives" section with a list of bullet points.

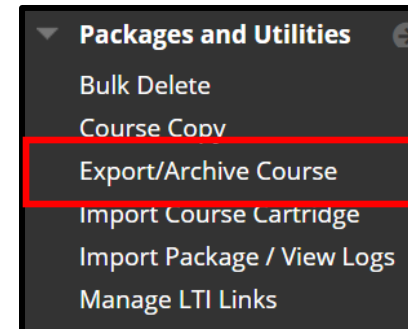
Canvas



A screenshot of the Canvas course editor interface. At the top, there is a text input field containing "Module 1: Digital Citizenship". Below it, there is a menu bar with "Edit", "View", "Insert", "Format", "Tools", and "Table". A rich text editor toolbar is visible with various icons for bold, italic, underline, and other text formatting. Below the toolbar, there is a "Module Overview" section with a paragraph of text and a "Module Objectives" section with a list of bullet points.

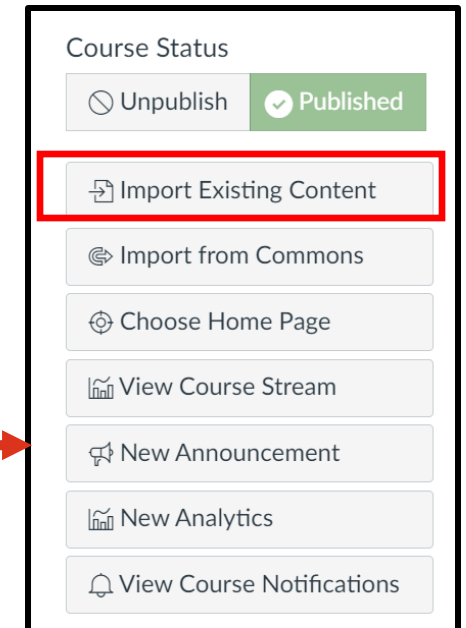
Export/Import Assessments

Blackboard



A screenshot of the Blackboard "Packages and Utilities" menu. The menu items are: "Bulk Delete", "Course Copy", "Export/Archive Course", "Import Course Cartridge", "Import Package / View Logs", and "Manage LTI Links". The "Export/Archive Course" option is highlighted with a red rectangular box.

Canvas



A screenshot of the Canvas "Course Status" menu. The menu items are: "Unpublish" (disabled), "Published" (active), "Import Existing Content" (highlighted with a red rectangular box), "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications".

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