

## Canvas and iPad Tips and Tricks

### General iPad Help

How To	Directions
Put School Email on Your iPad	Settings> Accounts & Passwords> Add Account> Google> Log In with School Credentials (Username: <a href="mailto:shortname@learner.dvUSD.org">shortname@learner.dvUSD.org</a> Password: Student ID Number) NOTE: It is often better to not use personal email on your school iPad as it causes issues with QR Codes and Link Sharing.
Email Your Instructor	Every teachers email can be found on his/her website ( <a href="mailto:firstname.lastname@dvUSD.org">firstname.lastname@dvUSD.org</a> ) <ul style="list-style-type: none"> <li>• The 'Subject' line should state who you are and what the Email is about (RE: Jane Smith, 2<sup>nd</sup> Hour, HW Question or Joe Smith, 6<sup>th</sup> Hour, Absent Work).</li> <li>• Begin with a courtesy opening which addresses the teacher correctly</li> <li>• Keep the message brief and to the point. Make certain attachments are attached.</li> <li>• Check your email for a response (allow your teacher time to respond).</li> </ul>
Log Into HMM	If HMM is open, swipe out. Choose Destination- Middle School/High School>Tap-Login using Single Sign On (blue rectangle)>Select- Arizona>Deer Valley Unified Sd 97>Log In with School Credentials Note: If asked, create offline security code.

### General Canvas Help

How To	Directions
Log In to Canvas	Username: Short Name (First letter of your first name, first letter of your middle name, first three letters of your last name, last three of your student ID number) Password: Student ID Number NOTE: If you need to put the school at any point, use Deer Valley Unified School District
Use a Discussion Board on Canvas	Go to <a href="http://dvUSD.instructure.com">dvUSD.instructure.com</a> > Log In> Open Assignment> Complete on the Web
Complete a Peer Review	Go to <a href="http://dvUSD.instructure.com">dvUSD.instructure.com</a> > Log In> Open Assignment> Complete on the Web
Quizzes.Next	Go to <a href="http://dvUSD.instructure.com">dvUSD.instructure.com</a> > Log In> Open Assignment> Complete on the Web
Class Selection on App	Dashboard> Edit> Star Courses You Want to Appear on the Dashboard
Canvas App Malfunction	Close Canvas App>Apple Settings>Student>Reset Cache on Next Launch

### Submitting Assignments on Canvas

**Note: Unless directed otherwise by our teacher, you should always submit your assignments as a PDF.** A PDF is essentially a picture of your document. When you make something a PDF it cannot be changed, so your teacher will see it as you do.

How To	Directions
Change a Pages (Keynote, Numbers, Etc.) Document to a PDF	Open Document> Three Dots (upper right corner)> Export> PDF> Choose Where to Send (Dropbox, Google Drive, Files, Canvas, Etc.)
Change a Notability Document to a PDF	Open Document> Box with Up Arrow> Choose location (Dropbox, Google Drive, Other Apps—for anything not on the main list)> Share Note/Send to
Turn in an Assignment to Canvas and Turnitin	Before you start, you will need to save your assignment to another program (Dropbox, Google Drive, or Files (this saves it to your iPad only) Open Assignment> Submission> External Tool> Follow the Directions on the Screen <ol style="list-style-type: none"> <li>1. Click on Upload Submission</li> <li>2. Click on Select a File to Upload</li> <li>3. Click on Browse</li> <li>4. If you don't see what you want to upload in the Recent section, then click on the Browse folder at the bottom of the page</li> <li>5. Then click on Dropbox, Google Drive, or Files</li> <li>6. Find the appropriate folder and then click on the assignment</li> <li>7. Upload and Confirm Your Submission</li> </ol>
Turn in an Assignment to Canvas (no Turnitin)	Send Document to Canvas> Open Assignment> Submission > Turn In> File Upload> Select Correct File (swipe left)> Box with Up Arrow -OR- Open Assignment>Submission>Turn In>Google Docs>Select File>Submit
Turn in a Hard Copy Electronically to Canvas	Download Scanbot>Take Picture of Paper> Save> Share> Canvas Student -OR- Notes>Create New Note>+>Scan Document>Save>Box with Up Arrow>Canvas Student

Turn in a Hard Copy Electronically to Canvas (Multiple Pages)	Download Scanbot> Take a Picture of Paper #1> Hit the +Scan on the Bottom Left> Take a Picture of Paper #2> Continue Until All Pages are Done> Save> Share> Canvas Student
Send Your Teacher a Shareable Link	To have a Google Drive (or other google product) link work, you must be logged into your school Gmail account ( <a href="mailto:username@learner.dvusd.org">username@learner.dvusd.org</a> ) and you MUST be logged out of all other Gmail accounts.
Upload a Voice Recording Using Notability	You must turn on the Recordings Button before you share or send your note. This can be found in the same place you choose the format of the document.
Upload a Video from iMovie	iMovie> Done> Box with Up Arrow> Save Video> Large (unless you want it to take forever)> Canvas Student> Open Assignment> Submission> Turn In> File Upload> Select Movie from Photos

## Tips for Commonly Used Apps

Recommended Apps/Programs	
Assignment	Recommended App
MLA/APA Formatted Paper	Pages (If you use Notability, the formatting will change and be wrong even though it looks right on your end).
Highlight Text	<b>Pages:</b> If you highlight text, the highlighting will disappear when you turn it into a PDF. Instead of highlighting the text, change the font color—just don't use a light color like yellow. <b>Notability/Adobe/Etc.:</b> You can just highlight the text, as it will stay when you turn your document into a PDF.
Apple Products (Pages, Keynote, Numbers, Etc.)	
Symbol	What it Does
Paintbrush	Change Text (Font, Size, Color, Spacing, Etc.), Change Style (Borders, Shadows, Etc.), Change Arrangement
+	Insert Tables, Graphs, Objects, Pictures, Etc.
...	Export Documents, Document Setup (in Pages, this is where you would put in your header), Help, Etc.
	If you are in an app like Safari, you can use this icon to import an article from the web to another app (like Notability). If you are taking an article off the internet, hit the three bars in the address bar (on the left) and it will remove your ads for you.
Notability	
Symbol	What it Does
Box with Pencil	Create New Note
Box with Up Arrow	Send To (Dropbox, Google Drive, Canvas, Etc.)
+ (not in a Note)	Create Subject Folders (It is recommended you do this for each of your classes). Create Divider (You could do this for units within a course)
Box with Down Arrow	Import from Another App
T, Pencil, Highlighter, Eraser	Type, Handwrite, Highlight, or Remove Writing NOTE: You can tap the Magnifying Glass in the bottom right corner to give yourself more room to write. This is especially helpful if you are hand writing something.
Scissors	Copy Section, Resize, Rotate, Etc. (to Paste, tap and hold in new location)
Hand	Move document up and down (you can also do this with 2 fingers)
Microphone	Insert Audio
+ (in a Note)	Add Media (Photos, GIF, Clip, Etc.)
<b>Gear Icon</b>	Use this to set up your Auto-Backup, set up Handwriting (including left-handed mode and palm detection if you are using a stylus).
? Icon	Help Center
Note Switcher	Open a note and swipe from the left side of the screen to open the Note Switcher. Tap on the other note to easily switch back and forth.
<b>Split Screen</b>	Open a note and swipe from the left side of the screen to open the Note Switcher. Tap and hold on a second note, move hand slightly to the right to activate split screen. You can make each note larger or smaller by moving the dark blue bar in the middle of the screen. Drag the blue line all the way to the left to stop viewing two documents.
Google Products	
Symbol	What it Does

Three Lines	Shared with me (if you are collaborating on a document, go here to find it), Trash, Google Drive link, Etc.
Magnifying Glass	Search
Folder	Find/Create Folders for Organization
+ (bottom of screen)	Create a New Document
...	Find and Replace, Word Count, Page Setup, Share & Export
Share and Export	Add People (use this to collaborate on a document...make sure everyone is using the school email), Send a Copy (Submit)
Dropbox	
Symbol	What it Does
Home	Recent files
Files	Folders and all files
+	Scan Document, Upload Photos, Create or Upload File, or Create Folder (it is highly recommended that you create a folder for each course).
Photos	Recommended that you do NOT enable camera uploads
Account	Manage Account and Sign Out of Dropbox

## Troubleshooting

Issue	Directions
Assignment Won't Submit	<ol style="list-style-type: none"> <li>1. Check the file extension. Is it a pdf (or whatever your teacher has requested)?</li> <li>2. Is your file name long with lots of symbols? Rename to something shorter and try again.</li> <li>3. If you are turning something in to Turnitin, it must be typed. If you hand wrote your assignment (you shouldn't) you will need to type words on your document before you can submit.</li> </ol> <p>NOTE: If none of the above troubleshooting options work, please check with your teacher on his or her policy on what to do if you are having an issue submitting an assignment (email, Canvas Inbox Message, Assignment Message, Etc.).</p>
Leaving a Teacher Note for a Specific Assignment	<p>Message Instructor</p> <p>NOTE: Your instructor can only see these messages if you turn in an assignment.</p>
App is Not Working	<p>Try the following things:</p> <ol style="list-style-type: none"> <li>1. Update the App in the DVUSD App Store</li> <li>2. Clear the Cache: Go to the main page of the app, put the iPad flat on a table, tap the screen 3 times with four fingers (two from each hand), clear cache.</li> <li>3. Do a Hard Reset: (hold down the home key and the on/off button at the top of the iPad until the apple appears)</li> </ol>
iPad is not Working Correctly	<p>Try the following things:</p> <ol style="list-style-type: none"> <li>1. Are you on DVUSDmobile? Settings&gt; Wi-Fi &gt; DVUSDmobile (If you are on GUEST, click the i and select Forget This Network before connecting to DVUSDmobile)</li> <li>2. Do a Hard Reset: (hold down the home key and the on/off button at the top of the iPad until the apple appears)</li> <li>3. Update your iPad: Settings&gt; General&gt; Software Update</li> <li>4. If your iPad is still not working, go see the Media Center Specialist for help or fill out the iPad Work Ticket (on the school's website).</li> </ol>
QR Code Doesn't Work	<p>You must be logged into your school Gmail account (<a href="mailto:username@learner.dvUSD.org">username@learner.dvUSD.org</a>) and you MUST be logged OUT of all other Gmail accounts.</p>
Cannot Find Dropbox, Google Drive, iCloud Drive, etc. in Files or When Trying to Upload a File to Canvas (when using turnitin.com)	<ol style="list-style-type: none"> <li>1. In Files App (or when trying to upload a file to turnitin through Canvas) make sure you are in the browse tab and not recents (bottom of the screen).</li> <li>2. Click the Edit link (top right of Browse window) and turn the various apps on.</li> </ol> <p>Note: Sometimes when you do an update, these items that you had selected will disappear.</p>