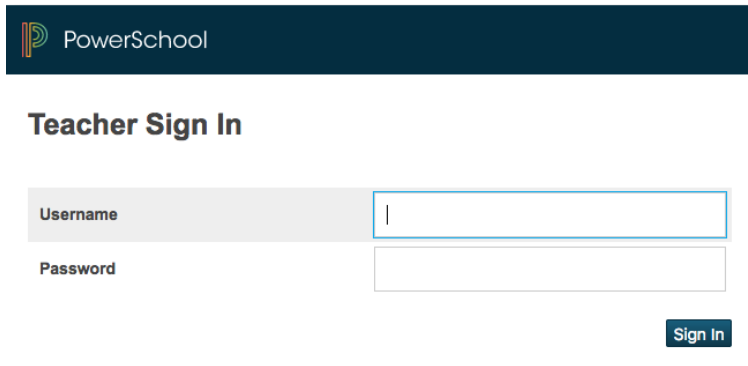


# Elizabeth Forward Middle School Canvas- How to Guide "The Basics"

## 1. Log in to Canvas using Power School & EFSD Website

- On your internet browser, log in to Power School
- Open a new window & open the EFSD website ([www.efsd.net](http://www.efsd.net))
- Once on the EFSD website, click on the apple icon labeled "For Staff"
- Select the 4<sup>th</sup> option: *EF Canvas Login*

**Step 3:** Select the apple icon labeled "For Staff"



PowerSchool

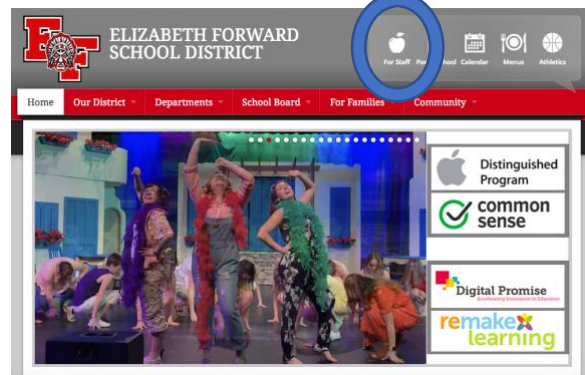
### Teacher Sign In

Username

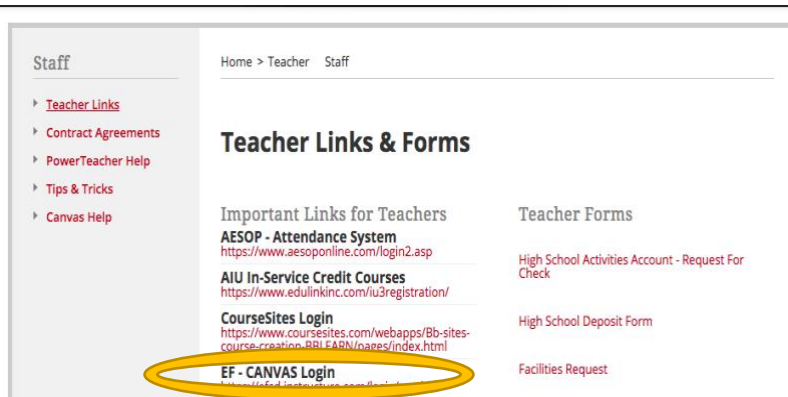
Password

**Sign In**

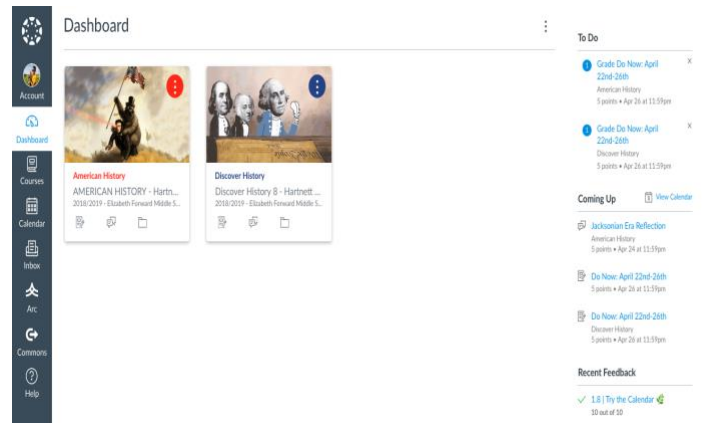
**Step 1:** Log in to Power School



**Step 2:** Open a new window & open the EFSD website ([www.efsd.net](http://www.efsd.net))



**Step 4:** Select the 4<sup>th</sup> option: *EF- Canvas Login*



**Welcome to Canvas!**



Scan the QR Code to watch a video on how to log in to Canvas using your Power School Credentials.

# Elizabeth Forward Middle School Canvas- How to Guide "The Basics"

## 2. Navigate & Modify your Dashboard

- The Dashboard is the first thing you will see when you log into Canvas.
- The Dashboard helps you see what is happening in all your current courses.
- You can return to your User Dashboard at any time by clicking the Dashboard link in the Global Navigation Menu on the far-left side of the screen.

When you access Canvas, you will notice three distinct sections:

### 1. The Dashboard

#### Dashboard

The dashboard displays a grid of course cards. Each card includes a representative image, the course title, and the instructor's name. The cards are: American History (American History - Hartnett), Discover History (Discover History 8 - Hartnett), Home Room (Home Room - Hartnett - 9(A-E)), Growing With Canvas (Growing with Canvas GC), Advisory (Advisory - Hartnett - 9(A)), and Sandbox (Sandbox).

#### To Do

The To Do list shows upcoming assignments and recent feedback. The assignments include: Grade Do Now: April 22nd-26th (American History, 5 points, Apr 26 at 11:59pm), Grade Do Now: April 22nd-26th (Discover History, 5 points, Apr 26 at 11:59pm), Jacksonian Era Reflection (American History, 5 points, Apr 24 at 11:59pm), Do Now: April 22nd-26th (American History, 5 points, Apr 26 at 11:59pm), and Do Now: April 22nd-26th (Discover History, 5 points, Apr 26 at 11:59pm). The Recent Feedback section shows: 1.8 | Try the Calendar (10 out of 10), 2.11 | Try Creating Modules (10 out of 10), and 3.6 | Assignment Creation (10 out of 10).

### 2. Global Navigation

### 3. Side Bar

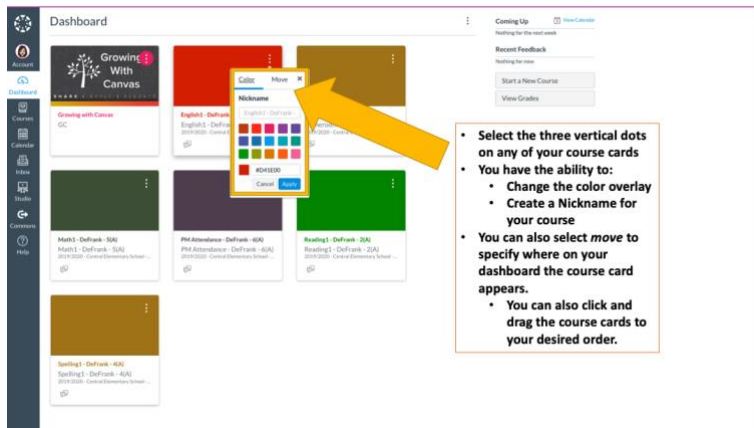


Scan the QR Code to learn how to customize your Dashboard and to find out more on the Global Navigation and Side Bar features.

Link: <https://vimeo.com/69658934>

# Elizabeth Forward Middle School Canvas- How to Guide "The Basics"

## 3. Changing the Color & Nickname of a Canvas Course

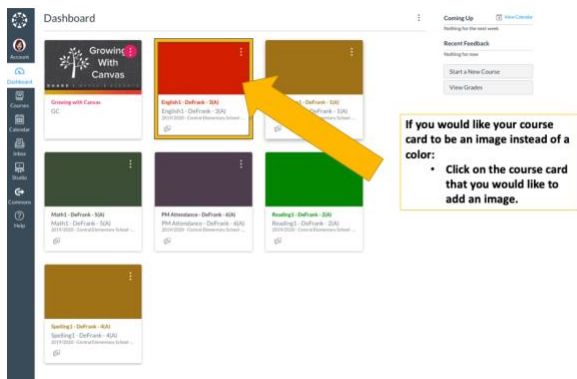


The screenshot shows a Canvas dashboard with several course cards. A yellow arrow points to a menu that appears when clicking the three vertical dots on a course card. The menu has two options: 'Color' and 'Nickname'. The 'Color' option shows a color palette, and the 'Nickname' option shows a text input field.

- Select the three vertical dots on any of your course cards
- You have the ability to:
  - Change the color overlay
  - Create a Nickname for your course
- You can also select *move* to specify where on your dashboard the course card appears.
  - You can also click and drag the course cards to your desired order.

- Select the three vertical dots on any of your course cards
- You have the ability to:
  - Change the color overlay
  - Create a Nickname for your course
- You can also select *move* to specify where on your dashboard the course card appears.
  - You can also click and drag the course cards to your

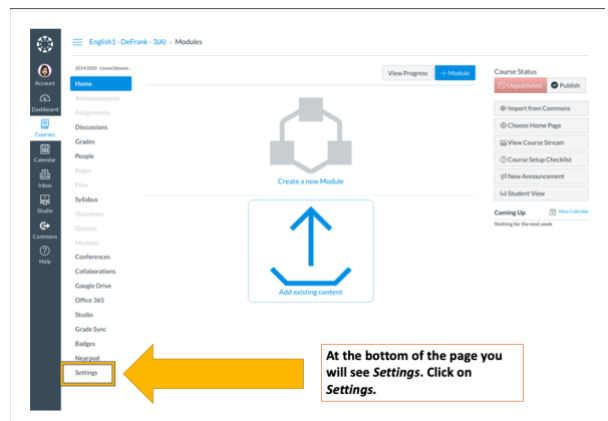
## 4. Adding an Image to your Course Card



The screenshot shows the same Canvas dashboard as in step 3. A yellow arrow points to the three vertical dots on a course card, indicating where to click to access the 'Add Image' option.

If you would like your course card to be an image instead of a color:

- Click on the course card that you would like to add an image.

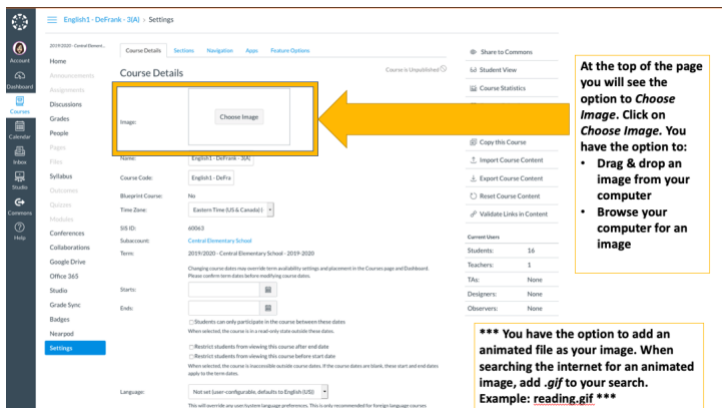


The screenshot shows the Canvas course settings page. A yellow arrow points to the 'Settings' link in the left sidebar. The main content area shows options for 'Create a new Module' and 'Add existing content'.

At the bottom of the page you will see *Settings*. Click on *Settings*.

**Step 1:** First begin by clicking the course card that you would like to add an image to. Be sure that you are clicking the actual card and not the three-vertical dots.

**Step 2:** Once in your course, look at the list of options that begins with *Home* and ends with *Settings*. Click on *Settings*.



The screenshot shows the 'Course Details' section of the Canvas settings page. A yellow arrow points to the 'Choose Image' button in the 'Image' field.

At the top of the page you will see the option to *Choose Image*. Click on *Choose Image*. You have the option to:

- Drag & drop an image from your computer
- Browse your computer for an image

\*\*\* You have the option to add an animated file as your image. When searching the internet for an animated image, add *.gif* to your search. Example: *reading.gif* \*\*\*

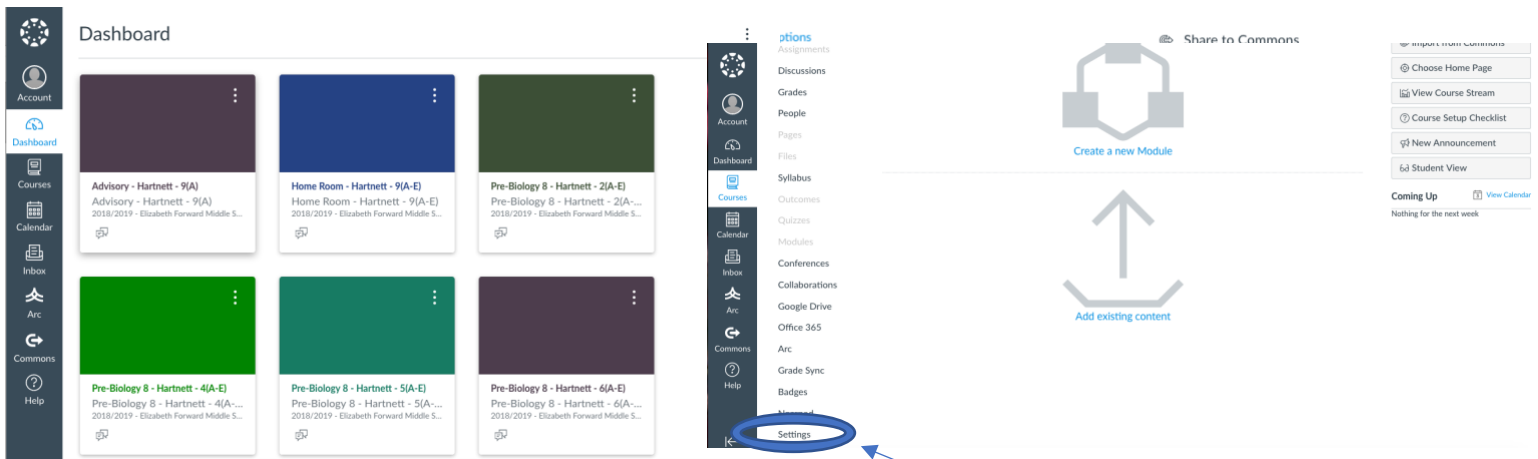
**Step 3:** Once you have selected *Settings*, you will see this page. Select the icon that says *Choose Image*. Once you have selected *Choose Image*, you can:

- Drag & drop an image from your computer
- Browse your computer for an image

# Elizabeth Forward Middle School Canvas- How to Guide "The Basics"

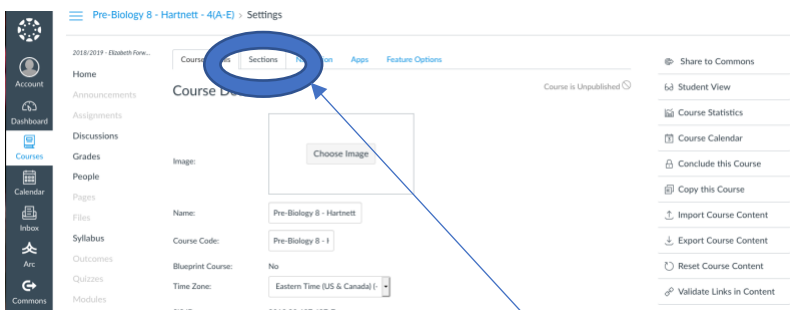
## 5. Cross-List Courses

- Select a course to be your "Parent Course". For example, I would select the Pre-Biology-Period 2 course as my "Parent Course". The Pre-Biology Periods 4, 5, & 6 will be the "Cross-Listed Courses"
- Select the first course that you would like to cross-list
- Once inside that course, select *Settings*
- Select *Sections* & Click on the name of the Course. This will be a blue link
- Click on *Cross-List this Section* found on the right-hand side of your screen
- Type in the name of the "Parent Course" & then click on *Cross-List this Section*
- Select *Dashboard* in Global Navigation. The course that you cross-listed will no longer be in your Dashboard because it is a part of the "Parent Course"
- Repeat these steps until all of your sections are a part of the "Parent Course"

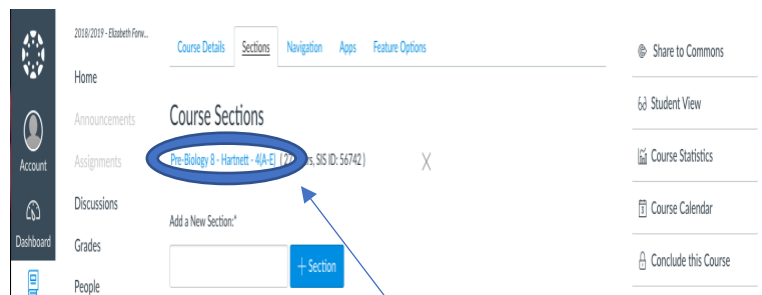


**Step 1:** Access the Dashboard on Canvas. Think of a "Parent Course".

**Step 2:** Click on the first course you would like to cross-list. Then click settings on the left-hand side.



**Step 3:** Once in settings, select the *Sections* tab near the top of the screen.

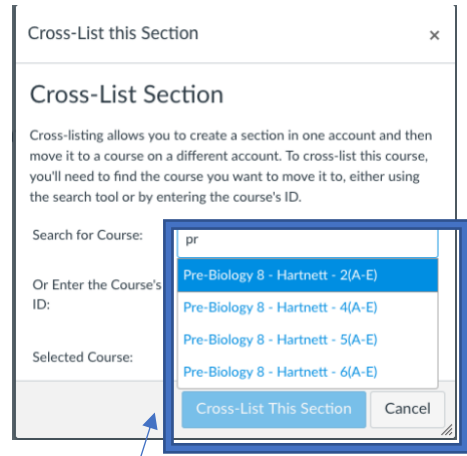


**Step 4:** Click on the name of the course. It will appear as a blue-link.

# Elizabeth Forward Middle School Canvas- How to Guide “The Basics”



**Step 5:** Select the *Cross-List this Section* button on the right-hand side of the screen.

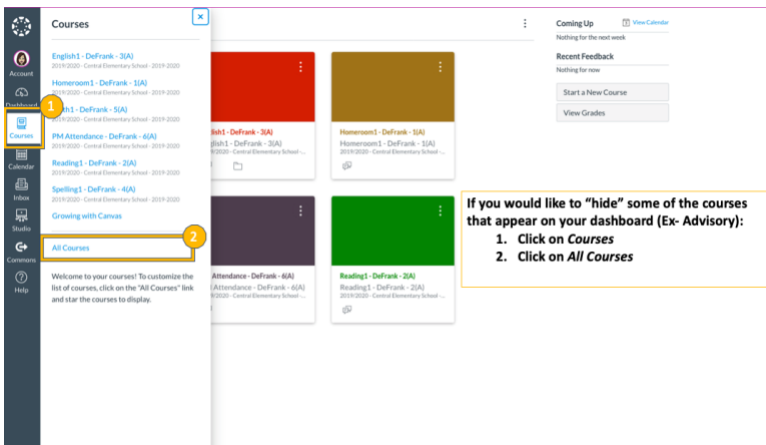


**Step 6:** Type in the name of the “Parent Course” and select *Cross-List this Course*.



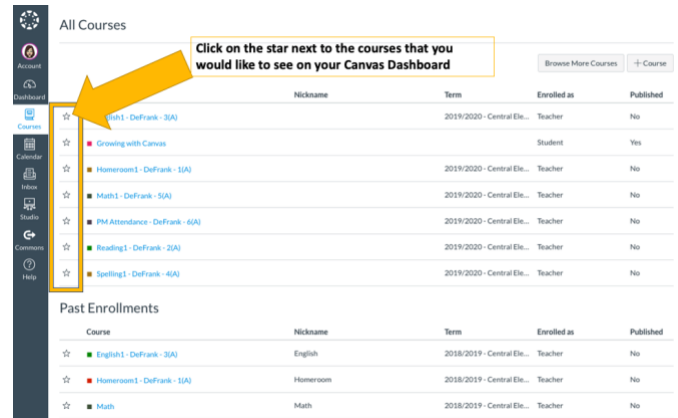
Scan the QR Code to watch a video on how to cross-list your canvas courses.

## 6. Hiding Courses from your Canvas Dashboard



**Step 1:** If you would like to “hide” some of the courses that appear on your dashboard (Ex- Advisory):

1. Click on *Courses*
2. Click on *All Courses*

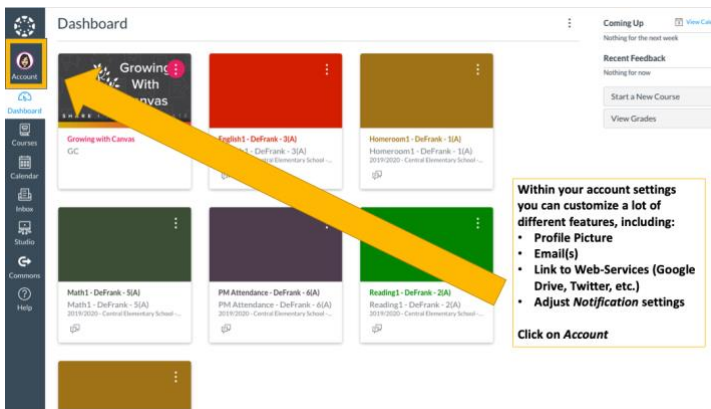


**Step 2:** Click on the star next to the courses that you would like to see on your Canvas Dashboard



# Elizabeth Forward Middle School Canvas- How to Guide "The Basics"

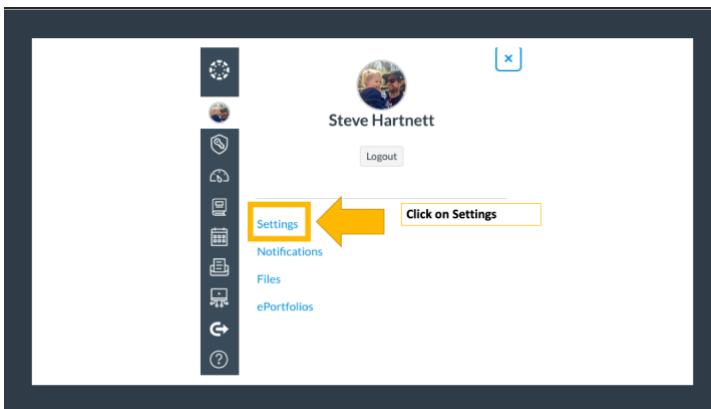
## 7. Customize Your Profile Settings



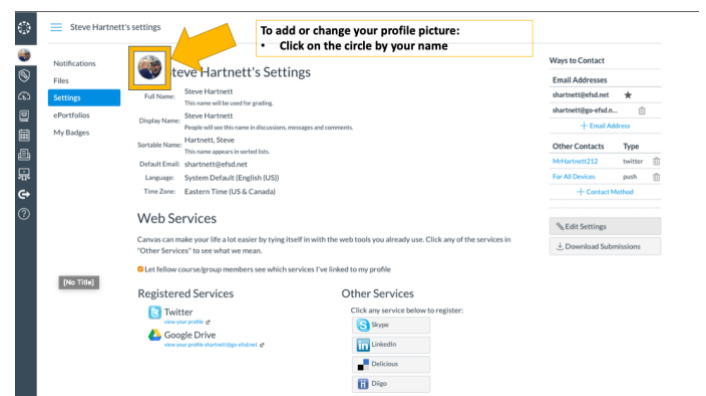
**Step 1:** Within your account settings you can customize a lot of different features, including:

- Profile Picture
- Email(s)
- Link to Web-Services (Google Drive, Twitter, etc.)
- Adjust *Notification* settings

Click on **Account**



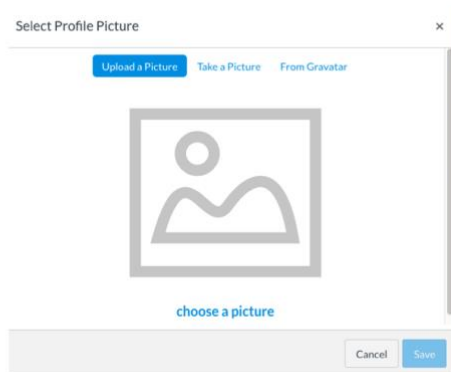
**Step 2:** Click on Settings



**Step 3:** To add or change your profile picture:

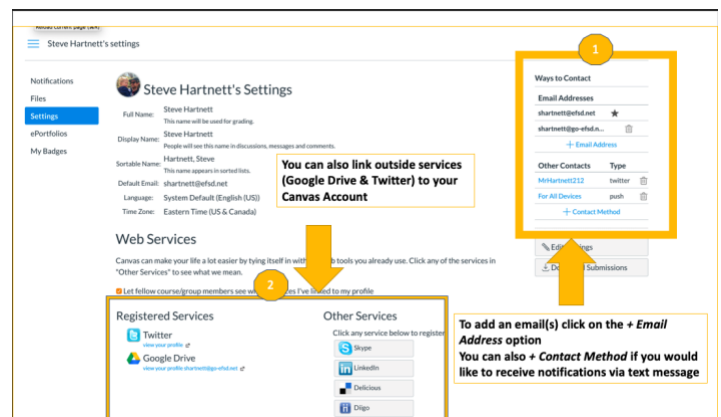
- Click on the circle by your name

- You can:
- Upload a picture from your computer
  - Take a picture from your computer's camera
  - Upload from Gravatar



**Step 4:** Teachers can:

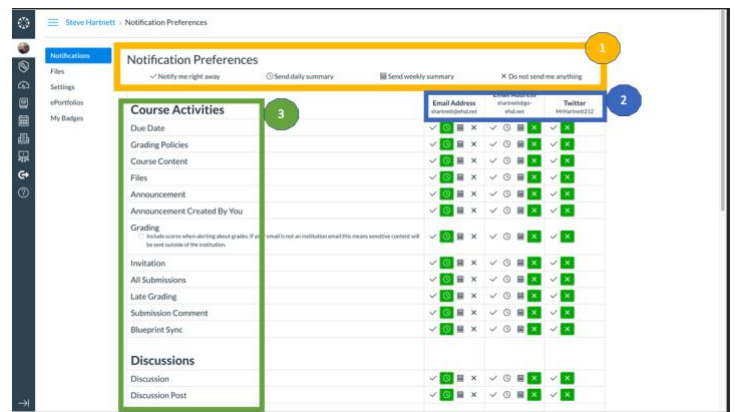
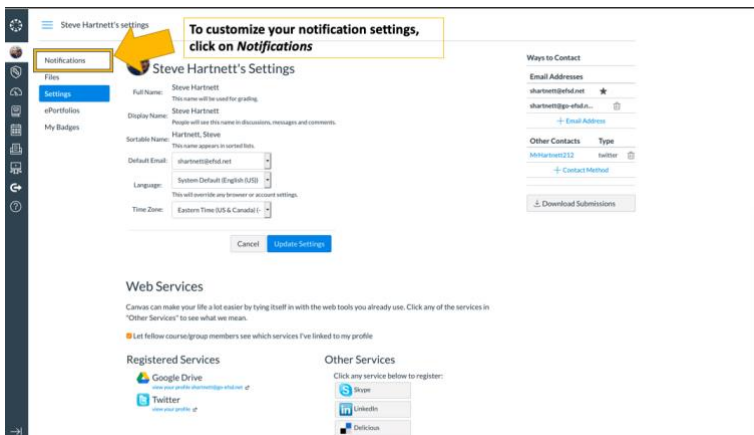
- Upload a picture from your computer (Personal picture, EF logo, etc. etc. etc.)
- Take a picture from your computer's camera
- Upload from Gravatar



**Step 5:** To add an email(s) click on the + **Email Address** option. You can also + **Contact Method** if you would like to receive notifications via text message  
You can also link outside services (Google Drive & Twitter) to your Canvas Account.

# Elizabeth Forward Middle School Canvas- How to Guide “The Basics”

## 8. Customize your Notifications



**Step 1:** To customize your notification settings, click on *Notifications*

**1. Gold Box-** Simple way to determine how often a teacher will receive a notification. This varies from *Notify me right away* to *Do not send me anything*.

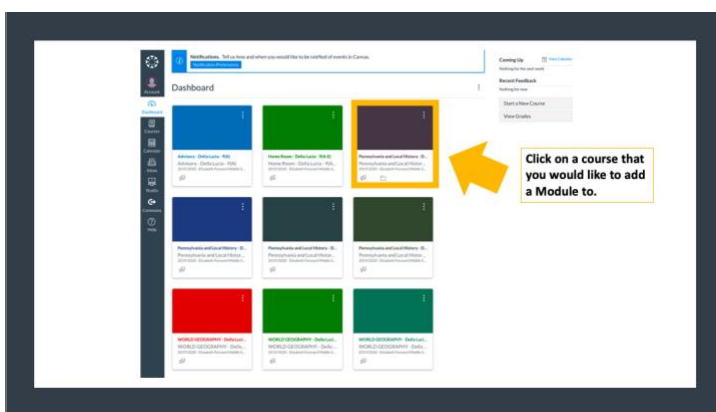
**2. Blue Box-** These are the contact methods that the teacher’s listed within their account settings

**3. Green Box-** The categories in which a teacher can receive notifications.

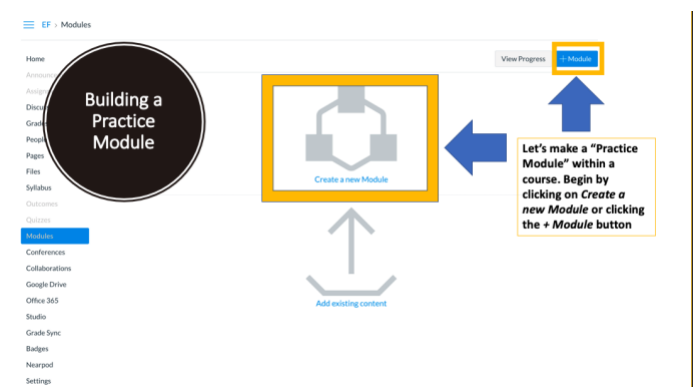


Scan the QR Code for an in-depth explanation of each of the Canvas notification options.

## 9. Creating a Learning Module & Uploading a File

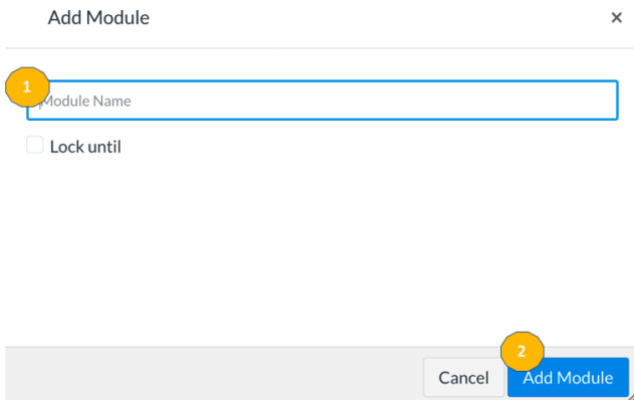


**Step 1:** Click on a course that you would like to add a Module.

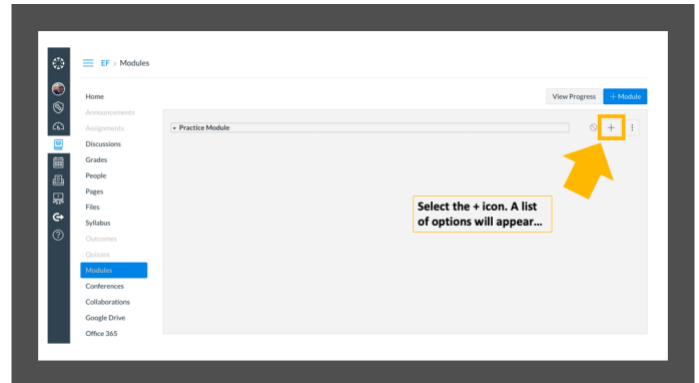


**Step 2:** Let’s make a “Practice Module” within a course. Begin by clicking on *Create a new Module* or clicking the *+ Module* button

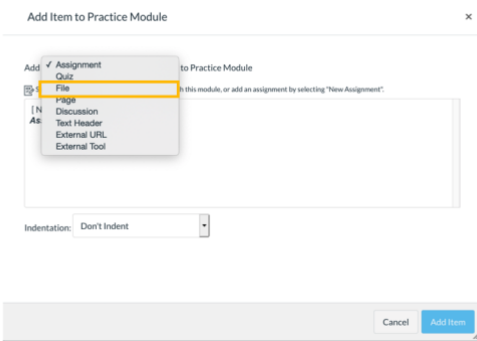
# Elizabeth Forward Middle School Canvas- How to Guide "The Basics"



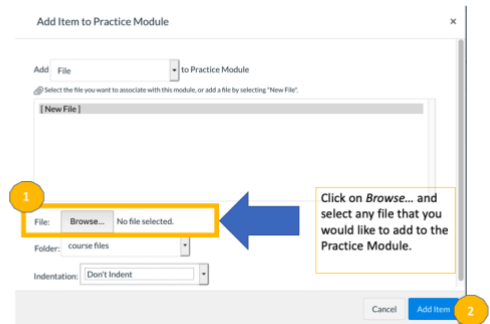
**Step 3:** Type in *Practice Module* for the Module Name. Click on *Add Module*.



**Step 4:** Select the + icon. A list of options will appear...

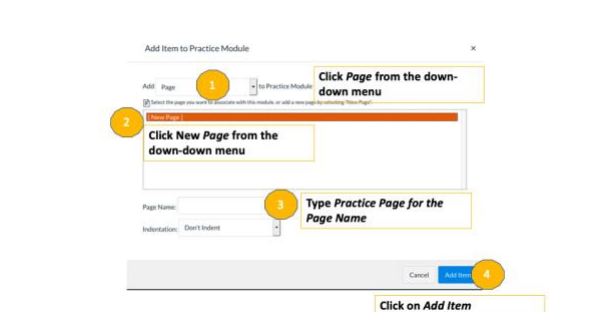


**Step 5:** Let's add a *File* to the *Practice Module*. Begin by clicking the drop-down menu and select *File*.



**Step 6:** Click on *Browse...* and select any file that you would like to add to the *Practice Module*.

## 9. Building a Page on Canvas

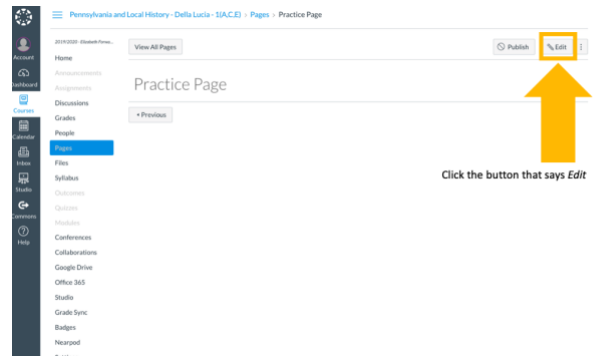
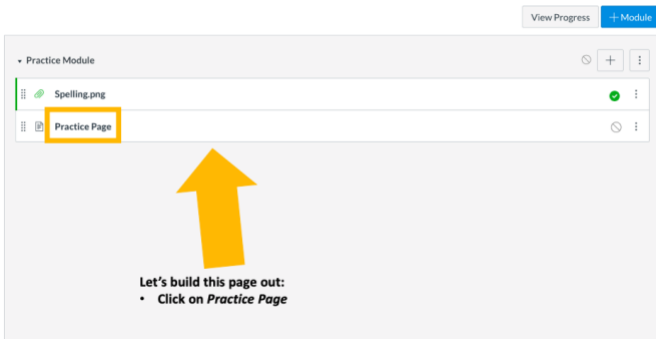


**Step 1:** Let's continue by adding a *Page* to the *Practice Module*.

1. Begin by clicking the + icon and select add *Page*
2. Click on *New Page* (Highlight orange when selected)
3. Type in *Practice Page* for the Page Name.
4. Select *Add item*.



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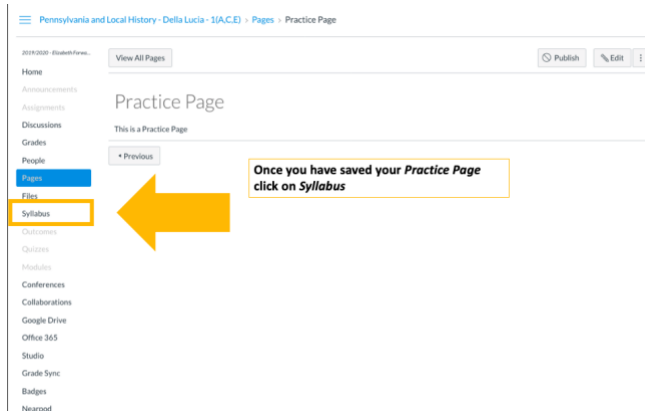


**Step 2:** Click on *Practice Page*

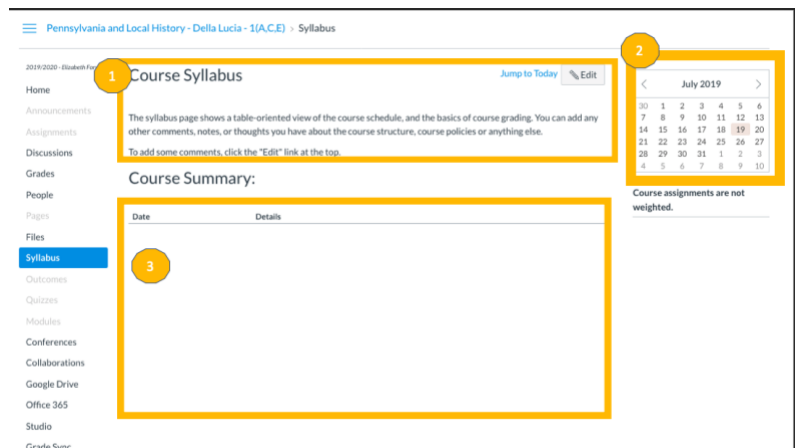
**Step 3:** Click the button that says *Edit*

Once the teachers click on *Edit*, the Rich Content Editor opens. Canvas has a simple, yet powerful, content editor that is available anytime for creating new content. The Rich Content Editor is used in features that support the editor (Announcements, Assignments, Discussions, Pages, Quizzes, or Syllabus). Although clean and streamlined, the Rich Content Editor is sophisticated enough to support embedding any video content, math formula, and other rich media.

## 10. Class Syllabus



**Step 1:** Once you have saved your *Practice Page* click on *Syllabus*



1. The syllabus description is where you can post your course description.
2. The sidebar includes a mini calendar.
3. The Syllabus is automatically generated for the course and contains a list of assignments and events.