

To provide consistency for our GCS families as we move into remote learning, the district has created a Canvas course template for all teachers. This template was created based on feedback from about 900 GCS teachers and parents. Teachers may use the template as is or may choose to add design choices regarding button design, colors, and graphics. However, consistency with layout, names of buttons and navigation pathways is essential. Please follow the guidelines below if you choose to modify the template provided.

Homepage

- Must** follow the layout of the template
- Must** include the course name (Kindergarten, Math 6, Biology), teacher name, and contact information
- Must** include buttons for the following:
 - Getting Started
 - Meet the Teacher
 - Live Instruction Times
 - Grades
 - Months of the School Year
- Can* be customized with your color scheme and graphics
- Can* include additional resources in the space provided (Examples: Zearn, video login instructions for Discovery Ed or STEMScopes, SEL Tip of the Week, Coding Activities, Math Games, etc.)
- Can* add links to Specials courses (for elementary)

Buttons on Homepage

Getting Started ([click here for a video explanation](#))

- Links to a Page to familiarize students with the design of the course
- Must** include a link to a video introduction of the teacher navigating their Canvas course. Should be filmed while in Student View. Short – less than 5 minutes (Can use Microsoft Stream, Loom, Screencastify, Screencast-o-matic)
- Can* include resources for how to submit assignments
- Can* include a syllabus

Meet the Teacher ([click here for a video explanation](#))

- Links to a Page with info about the teacher
- Must** include contact information (*include e-mail and phone number – we recommend a Remind or Google voice account so you don't have to share your personal phone number*).
- Can* get creative with design- Video introduction, Bitmojis, family pictures, etc.

Live Instruction Times ([click here for a video explanation](#))

- Links to a Page for teachers to post when live instruction and office hours are happening; might need to wait for guidance from school about scheduling these.
- Must** Include links to meetings/conferences/office hours here (Microsoft Teams).

Grades ([click here for a video explanation](#))

- Must** Link to the Canvas Gradebook

Month Buttons ([click here for a video explanation](#))

- Link to the corresponding month pages for lessons and assignments
- Must** include a button for each month
- Can* use month buttons provided in the template or create your own

Calendar Pages (Monthly and Weekly)

Month/Week of Pages

- Must include buttons for the corresponding weeks in that month
- Can* use weekly buttons provided or create your own
- Must link to the [Weekly template page](#) for the corresponding week

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Weekly Pages

- Must include a chart for the corresponding days of the week
- Can* use chart provided in template or create your own
- Must include links to any assignments, discussion boards, quizzes, etc. for the week
- Can* use weekly modules to organize all assignments for the week. Modules will be grayed out under student view so they cannot access the modules through navigation on the left. Students will access all assignments on this weekly page.

Navigation Settings

- Must have navigation so the only navigation tools available to students on the left side of the course are Home and Announcements, all others should be hidden (*eye with a line through it*) from students to streamline navigation
 - o This is the default setting in the course template provided
 - o If you create your own template, go to settings in the course, click on navigation, then drag all items except Home to the bottom section to hide them, then scroll to the bottom and click save
- Can* turn on **Announcement View** in settings
 - o Go to settings in the course, click on course details, scroll to the very bottom and click more options, then check “show recent announcements on course home page”. Click Update Course Details.
- Remember – you can always check to see what your students are able to see by going to the Home button and clicking “Student view” in the Course Status bar*

Our goal is consistency in helping families navigate multiple courses at multiple schools. Consistent design and navigation ensures that every student in GCS will access daily assignments the same way.

