

# Canvas Fundamentals I



# Learning Objectives

1. Identify the primary **support structure** available for teachers and students using Canvas within FCS.
2. Define what a **Learning Management System** is.
3. Navigate the Canvas **global navigation menu** confidently.
4. Modify personal account **settings** and customize **notification preferences**.
5. Within the Canvas dashboard, differentiate between **your sandbox and live courses** and determine the appropriate scenarios to utilize each.
6. Familiarize yourself with FCS' standard course template that supports consistent communication with stakeholders.





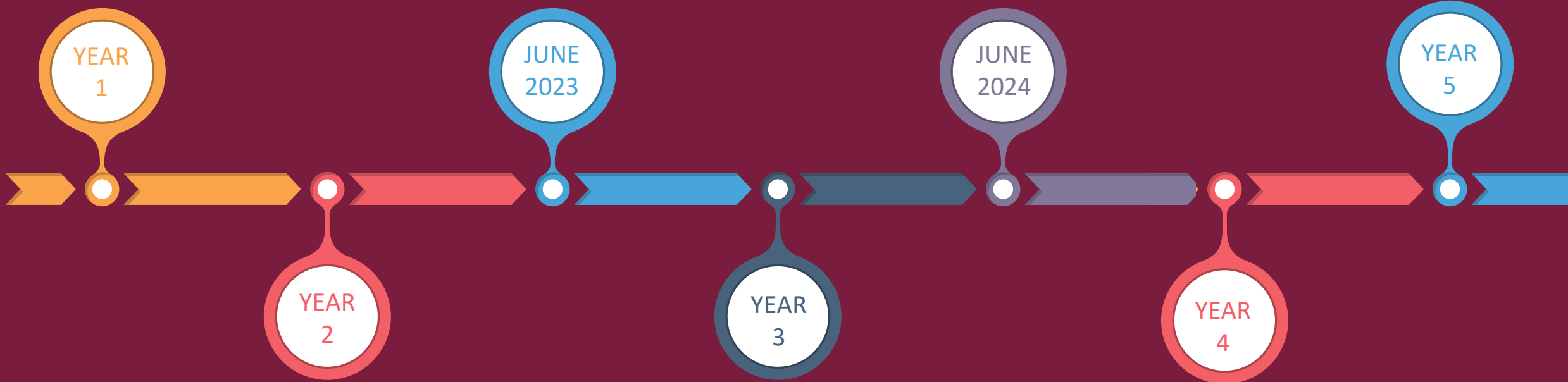
# CANVAS IMPLEMENTATION TIMELINE

**2021-2022**  
Canvas LMS adopted by  
Virtual Learning, FAVE, and  
Blended Learning Campuses.

**Summer PD**  
All High School Teachers  
provided with professional  
learning about Canvas  
LMS

**Spring PD**  
All Middle School Teachers  
provided with professional  
learning about Canvas LMS

**August 2025**  
All Middle Schools and  
High Schools fully  
implementing Canvas LMS




**2022-2023**  
Canvas LMS used for Credit  
Recovery, Extended Learning,  
In-school Academies, and Early  
Adopter Cohort

**2023-2024**  
All High Schools begin  
transition to Canvas LMS.

**2024-2025**

- All High Schools fully  
implementing Canvas LMS.
- All Middle Schools begin  
transition to Canvas LMS.

# Your Support Along the Way

- 24/7 Support provided by Canvas- Click the  Help icon in Canvas.
  - Quick Canvas How-To's
  - Chat with Support
  - Training Services portal
- FCS IT Department
  - Enrollments in Courses if not appearing after 48-72
  - Troubleshooting grade passback to Infinite Campus
  - Submit an IT ticket. There should be an icon on your computer desktop to do this.



# Enroll in Professional Development Course

## Listings

Browse Listings



Course

### Canvas Fundamentals I - Asynchronous

Step into Canvas Fundamentals I, your gateway to unlocking the full potential of FCS's learning management system. Designed for educators eager to elevate their teaching with Canvas, this self-paced online course is your roadm ...

Self-paced

<https://fultoncountycic.pdx.catalog.canvaslms.com/>



# Accessing Canvas

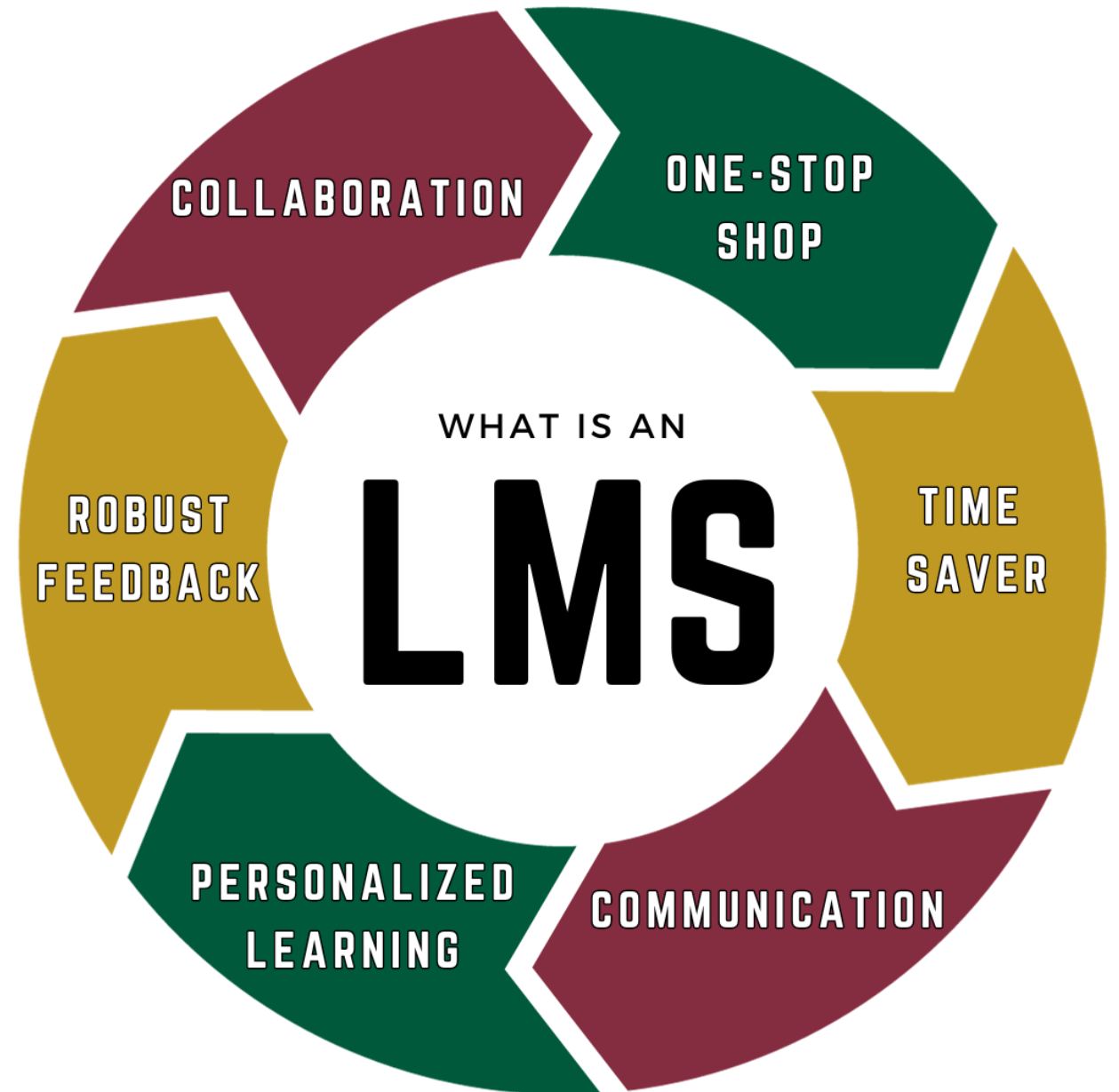


- To access Canvas, all staff and students will log into Classlink and locate the **Canvas icon**.
- Icon for Classlink on district website
- If you receive an error or do not see the Canvas icon, submit an IT ticket.

# Learning Management System (LMS)

An LMS...

- Stores digital resources and activities
- Provides an online space for communication and collaboration among teachers and students
- Promotes personalized learning and transparency



# Module 1

## Getting Started with Canvas



# Global Navigation Menu

- Higher level platform toolbar
  - There is a toolbar at the course level too...more on that later
- Tools appear in both the teacher and student interface
- Tools allow you to jump to the various tools in Canvas
- Tools are independent of courses

Account



Dashboard



Courses



Calendar



Inbox



History



Commons



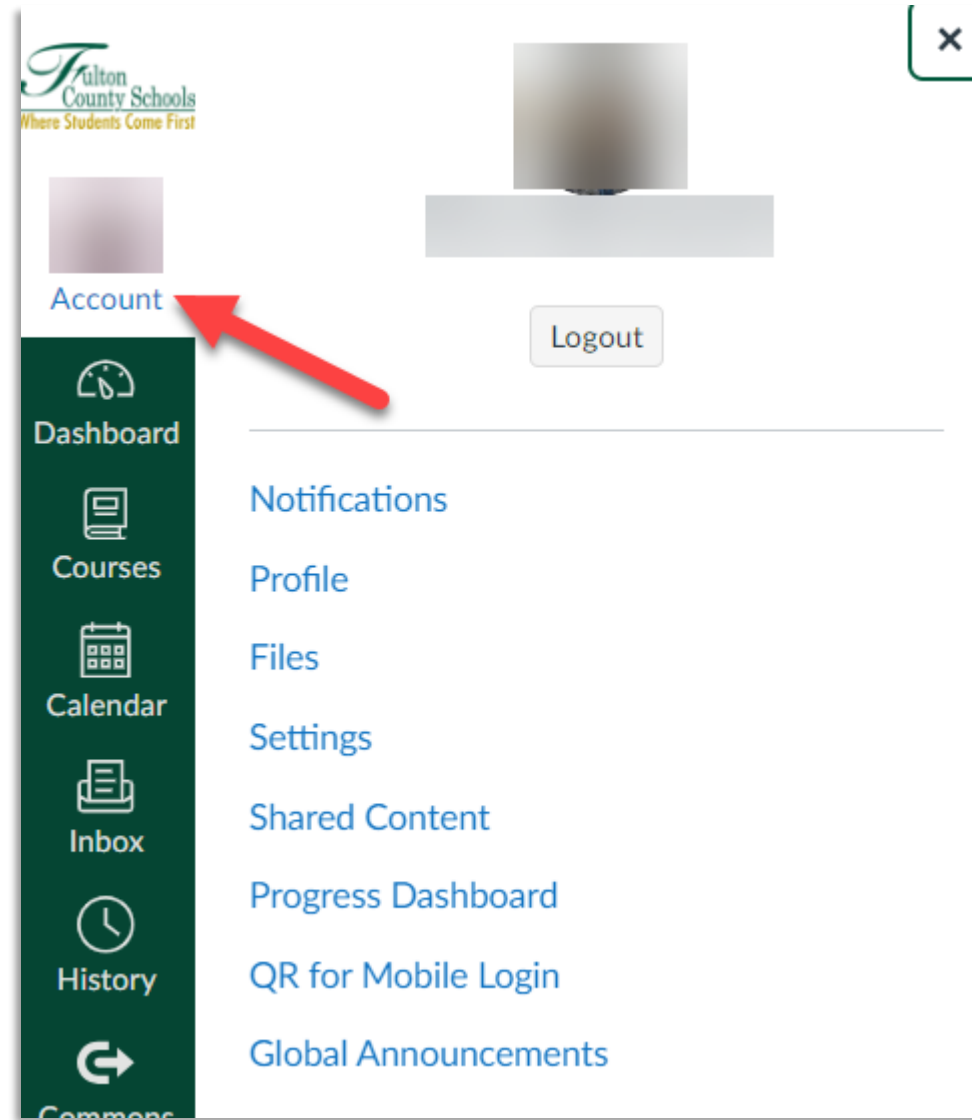
Studio



Help

# Your Account

- Notifications
- Settings (Feature Options, Contact Information)
- QR Code Mobile Log-In
- Global Announcements



Fulton County Schools  
Where Students Come First

Account

Logout

Dashboard

Courses

Calendar

Inbox

History

Commons

Notifications

Profile

Files

Settings

Shared Content

Progress Dashboard

QR for Mobile Login

Global Announcements

# The Dashboard

## Dashboard



### Published Courses (3)

Physical Science [redacted] S2  
Phys Sci-[redacted] S2  
2023/2024 - S2

Physics-[redacted] S2  
Physics-[redacted] S2  
2023/2024 - S2

[FCS Canvas Professional Develop...](#)  
[FCS Canvas Professional Deve...](#)

### Unpublished Courses (2)

Publish

Physics Sandbox  
[redacted] Physics Sandbox

Publish

Physical Science Sandbox  
Physical Science Sandbox

**Course Tile:** a physical representation of each course in which you are enrolled

**To-Do List:** a sidebar that shows various action items in all your courses

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

### To Do

- 1 Grade [redacted] Vector Lab  
Physics S1  
100 points • Aug 21, 2023 at 3:30pm
- 1 Grade Vector Practice  
Physics [redacted]  
100 points • Aug 23, 2023 at 8:20am
- 1 Grade Free Fall Practice (1-D)  
Physics [redacted]  
100 points • Sep 20, 2023 at 11:59pm
- 2 Grade FBD Interactive - The Sequel  
Physics [redacted]  
100 points • Sep 29, 2023 at 11:59pm
- 1 Grade Newtons 2nd Law Practice  
Physics [redacted]  
100 points • Oct 2, 2023 at 11:59pm

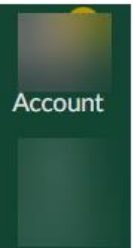
13 more...

Coming Up View Calendar

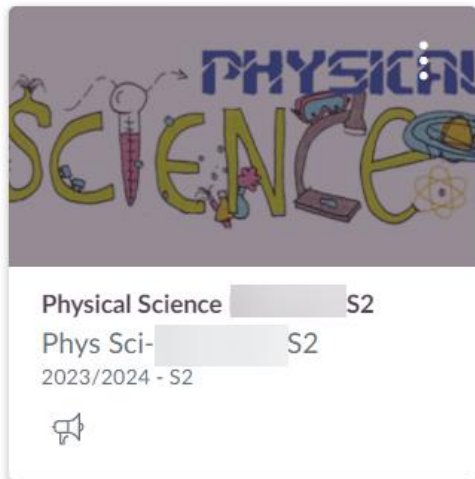
Egg Drop Simulation  
Physics-[redacted] S2  
100 points • Jan 4 at 11:59pm

# The Dashboard

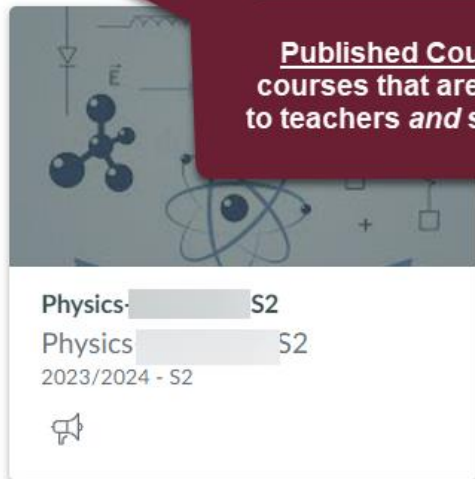
## Dashboard



### Published Courses (3)



Physical Science [redacted] S2  
Phys Sci-[redacted] S2  
2023/2024 - S2



Physics-[redacted] S2  
Physics [redacted] S2  
2023/2024 - S2



[FCS Canvas Professional Develop...](#)  
[FCS Canvas Professional Deve...](#)

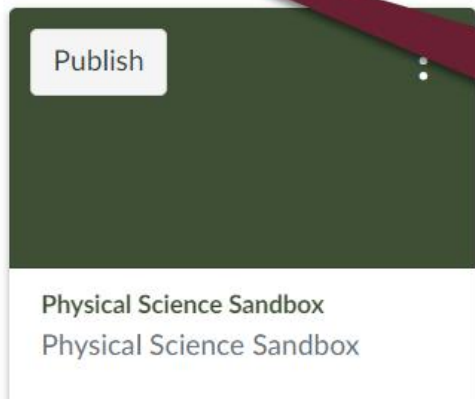
**Published Courses:**  
courses that are visible  
to teachers *and* students

### Unpublished Courses (2)



[Publish](#)

Physics Sandbox  
[redacted] Physics Sandbox



[Publish](#)

Physical Science Sandbox  
Physical Science Sandbox

**Unpublished Courses:**  
courses that are *only*  
visible to teachers.

### To Do

- 1 Grade [redacted] Vector Lab  
Physics S1  
100 points • Aug 21, 2023 at 3:30pm
- 1 Grade Vector Practice  
Physics [redacted]  
100 points • Aug 23, 2023 at 8:20am
- 1 Grade Free Fall Practice (1-D)  
Physics [redacted]  
100 points • Sep 20, 2023 at 11:59pm
- 2 Grade FBD Interactive - The Sequel  
Physics [redacted]  
100 points • Sep 29, 2023 at 11:59pm
- 1 Grade Newtons 2nd Law Practice  
Physics [redacted]  
100 points • Oct 2, 2023 at 11:59pm

13 more...

### Coming Up [View Calendar](#)

- Egg Drop Simulation  
Physics-[redacted] S2  
100 points • Jan 4 at 11:59pm

# The Dashboard

The screenshot shows the Canvas dashboard interface. On the left is a dark green sidebar with navigation options: Account, Dashboard, Courses, Calendar, Inbox, and History. The main area is titled 'Dashboard' and features a section for 'Published Courses (3)'. A red arrow points to a course card titled 'PHYSICS SCIENCE' with a red box around its title. A customization menu is open over the card, showing options for 'Color' and 'Move'. The 'Nickname' field contains 'Physical Science Bar' and is highlighted with a red box. Below it is a color palette with a red box around it, and a hex color code '#4D3D4D' is displayed. The menu also includes 'Cancel' and 'Apply' buttons. Other course cards are visible, including one for 'FCS Canvas Professional Development'.

You can customize the Nickname and overlay color of your course cards as well.

Note: These changes will only be seen by you, not your students.

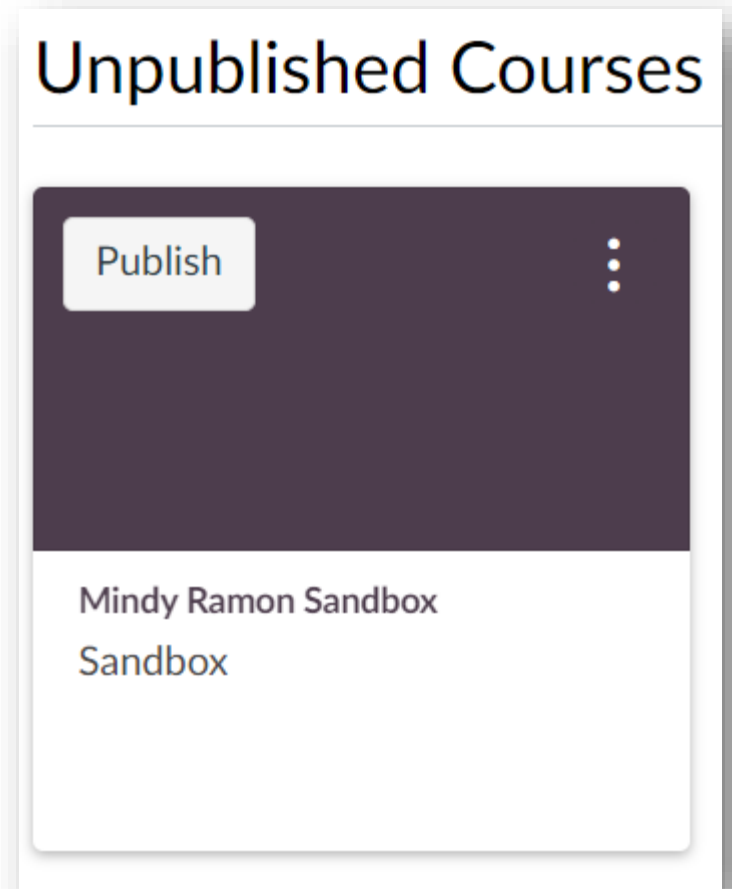


# Find Your Sandbox

All teachers should have at least one (1) sandbox.

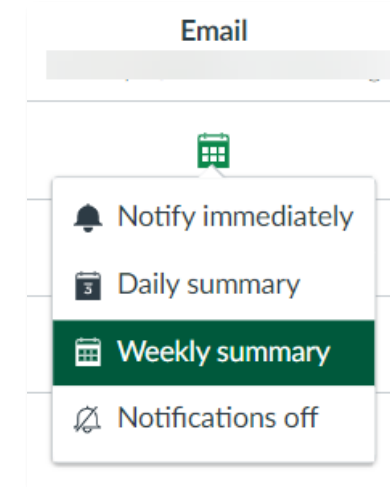
Students will not have access to this.

If you don't see a sandbox, you will need to submit a request if you want one.



# Your Account and Notifications

- Change your Account picture.
- Explore notifications:
  - Cadence of notifications
  - Course specific notifications
- We recommend keeping the default notifications at the beginning of your Canvas journey.



**Take a few minutes to explore your account and notification options. Did you notice that you can add other forms of contact in your Settings?**



# Customize your Dashboard Assignment

## Step 1 | Nickname

- Change the nickname of your sandbox course

## Step 2 | Color

- Apply a color to the course card

## Step 3 | Screenshot

- Take a screenshot of your work

## Step 4 | Submit Your Work

- Click **Start Assignment** I in the Canvas course.
- Upload your screenshot and submit the assignment



# Courses View



## All Courses

From this view, you can determine if you are enrolled as a student or a teacher in courses.

You can also see whether or not a course is published.

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

Course	Nickname	Term	Enrolled as	Published
☆ 1 Music Appreciation- [redacted]		2023/2024 - S1	Teacher	Yes
☆ FCS Canvas Professional Development			Student	Yes
☆ P2-Advanced Band [redacted]		2023/2024 - S1	Teacher	Yes
☆ P3-Mastery Band [redacted]		2023/2024 - S1	Teacher	Yes
☆ P7-Percussion [redacted]		2023/2024 - S1	Teacher	Yes
☆ [redacted] Sandbox			Teacher	No

Note: The **Term** indicates when that course is active, based on the term/semester displayed in Infinite Campus.



# Courses View



## All Courses

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

Course	Nickname	Term	Enrolled as	Published
★ <a href="#">1 Music Appreciation</a>		2023/2024 - S1	Teacher	Yes
★ <a href="#">FCS Canvas Professional Development</a>			Student	Yes
★ <a href="#">P2-Advanced Band</a>		2023/2024 - S1	Teacher	Yes
★ <a href="#">P3-Mastery Band</a>		2023/2024 - S1	Teacher	Yes
★ <a href="#">P7-Percussion</a>		2023/2024 - S1	Teacher	Yes
★ <a href="#">Sandbox</a>			Teacher	No

You can click the star next to any course to ensure that that course always displays on your dashboard

## Past Enrollments

Course	Term	Enrolled as	Published
★ <a href="#">Canvas on my Mind HS 2023</a>		Student	Yes
★ <a href="#">P1-Music Appreciation</a>	<a href="#">Archive 2022-23</a>	Teacher	No

You can also view courses that you were previously enrolled in.

[Archive 2022-23](#)

# All Courses

Account

Dashboard

Courses **1**

Calendar

Inbox

History

Commons

Studio

Help

## Courses

[All Courses](#) **2**

### Published Courses

[Advanced Written Communiation](#)  
Advanced Written Communiation  
SIS ID: AWC102 | Term: Default Term

[Basic Written Communication](#)  
Basic Written Communication, Summer Section  
SIS ID: BWC100 | Term: Default Term

### Unpublished Courses

[History 101](#)  
History 101  
Term: Default Term

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

- Not all courses will show on your Dashboard.
- You can favorite courses from this list to ensure that these courses appear on your Dashboard.
- Courses are created through a direct daily sync to Infinite Campus.
- Courses for your classes will be visible on **July 22 at midnight.**

# Your Calendar

- View Options
  - Display all assignments, quizzes, and events from all courses or specific courses
  - Month, week and agenda views
  - Color Coded
- Integrated Due Dates: drag and drop assessments in your Canvas courses to change due dates for your students
- Import Canvas calendar into Outlook (note: not a live feed)



# The Calendar: Week, Month, and Agenda View

The screenshot displays a calendar application interface. At the top left, the logo for "Fulton County Schools" is visible with the tagline "Where Students Come First". The main header area includes a "Today" button, navigation arrows, and the current month "November 2023". A red box highlights the view selection controls: "Week", "Month" (which is selected), "Agenda", and a "+" button. The calendar grid shows days from Sunday to Saturday. On Monday, November 30, there are two events: "9:59a Chapter 6 Study Guid..." and "Music Appreciation Chapter...". On Tuesday, November 31, there are two events: "11/7 Async Day" and "11/7 Async Day". On Friday, November 3, there is an event: "11:59p Canvas Corner: Oct...". The right sidebar features a mini-month calendar for November 2023, a "CALENDARS" section with a list of calendar sources (including "Sandbox" and "FCS Canvas Professional Development"), and an "UNDATED" section with a "Calendar Feed" link. A vertical navigation menu on the left includes icons and labels for "Dashboard", "Courses", "Calendar", "Inbox", "History", "Commons", "Studio", and "Help".

Today   ← →   November 2023

Week   **Month**   Agenda   +

SUN	MON	TUE	WED	THU	FRI	SAT
29	30 9:59a Chapter 6 Study Guid... Music Appreciation Chapter...	31 11/7 Async Day 11/7 Async Day	1	2	3 11:59p Canvas Corner: Oct...	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

CALENDARS

- Sandbox
- FCS Canvas Professional Development

UNDATED

Calendar Feed

# The Calendar: Filter by Courses



Today



October 2023

Week

Month

Agenda



< October 2023 >

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- Account
- Dashboard
- Courses

Calendar

- Inbox
- History
- Commons
- Studio
- Help

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Lab	3 Ionic/Covalent Compou...	4	5	6 Test Test	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

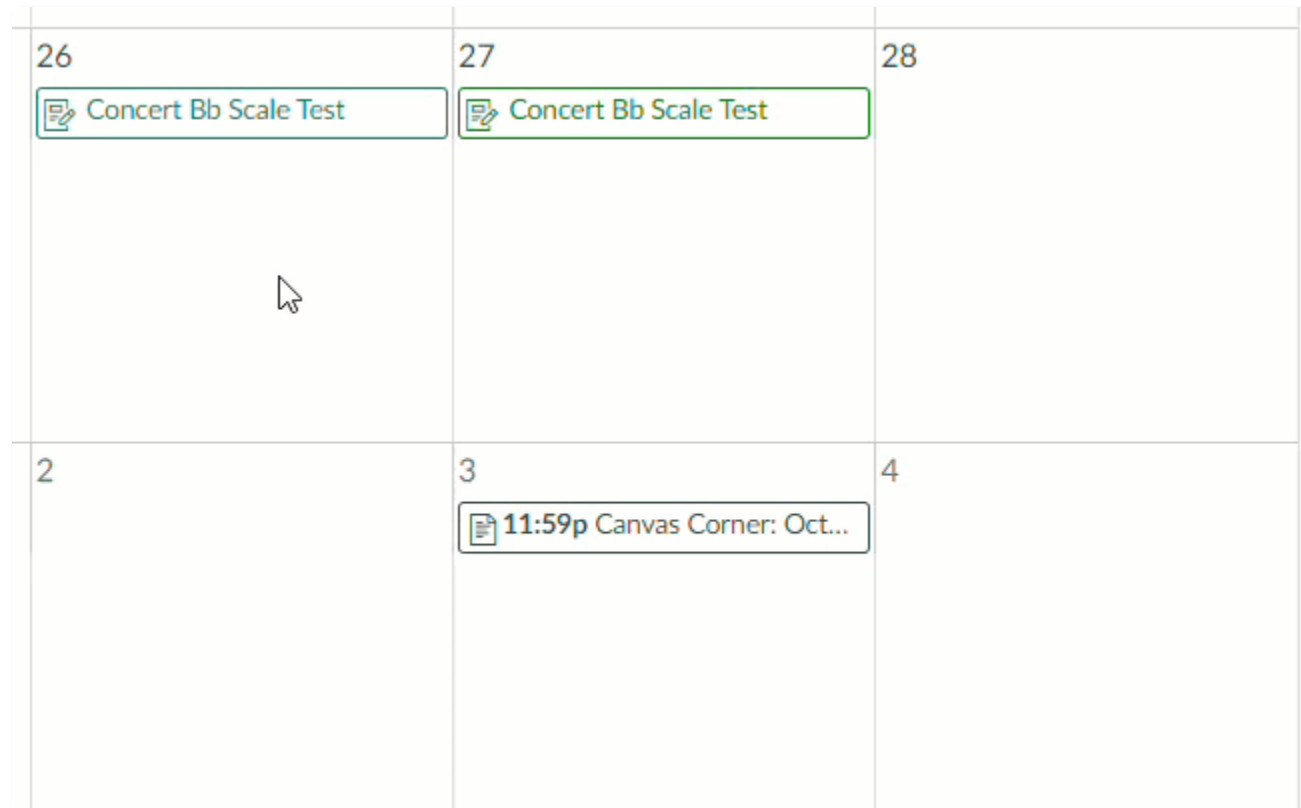
- ▼ CALENDARS
- [Redacted]
  - Physics Sandbox
  - Physical Science
  - Physical Science Sandbox
  - Physics
  - [Redacted]
  - FCS Canvas Professional Development
  - [Redacted] Sandbox
  - P1-AP Physics 1
  - P5-Phys Sci-
  - [Redacted] Flaw/Student Success

► UNDATED

Calendar Feed



# The Calendar: Change Assignment Due Dates



To change Assignment due dates from the calendar, simply drag and drop the assignment to a different date. **This action will change the due date everywhere for all enrolled participants to see!**

Note: You cannot change the due date for assignments that are assigned to you.



# The Inbox

**Fulton County Schools**  
Where Students Come First

All Courses ▾    Inbox ▾    Search...    [Profile]    [Compose]    [Reply]    [Reply All]    [Download]    [Trash]    [More]

- Oct 2, 2023    **1**  
Mary [redacted]  
Regarding: [redacted]  
Hi [redacted] Do you have 10-15 minut... ☆
- Sep 22, 2023    **2**  
Kylie [redacted]  
[redacted] Test 2  
Yes, I will come in for help next tuesda... ☆
- Sep 21, 2023    **2**  
Isabella [redacted]  
[redacted] Test 2  
hey, yes I intend on [redacted] ☆
- Sep 21, 2023    **3**  
Maryann [redacted]  
Regarding: [redacted]  
Thanks for your feedback ☆
- Sep 21, 2023    **2**  
Ashley [redacted]  
[redacted] 2  
[redacted] ☆

**Regarding: Thomas [redacted]**    [Reply]    [Reply All]    [More]

**Mary [redacted]**  
P1-Phys Sci-[redacted]  
Oct 2, 2023 at 2:53pm

Hi [redacted]

Do you have 10-15 minutes to meet with Thomas and me this week? He had 5 late or missing assignments over the last two weeks.

When I talk to him about it he can't seem to explain the problem.

I'm available before school if that works for you.

Thanks  
Mary [redacted]

Regarding: Thomas [redacted]

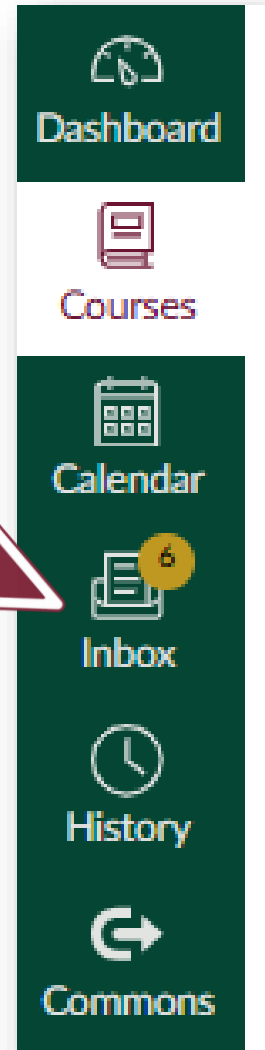
**Click to reply.**



# Your Inbox or “Conversations”

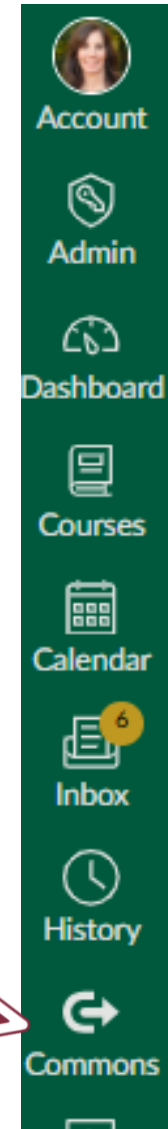
- Message entire class or individual students.
- Synced with FCS email
  - When in a conversation, all messages go to recipient’s Canvas inbox and FCS Outlook inbox.
    - You can reply to messages from Canvas inbox or Outlook inbox!
- All conversations are archived for future reference.

💡 When might you message students via the Inbox/Conversations?



# Canvas Commons

- Digital library full of educational content
- Shared by FCS and educators outside the district
- Resources can be imported to your course.



# Canvas Commons

Commons [Search](#) [Shared](#) [Imported](#) [Updates \(0\)](#) [Favorites](#)

[Guides](#)

## Search

Search by title, name, institution or tag



Latest



Filter

Filter by content types, grade level, etc..

263,610 results



**Develop in Swift Data Collections**



**FEATURED**

COURSE

Develop in Swift Data Collections, Xcode 13

9 - Graduate

Apple Education

↓ 802   ☆ 107



**Develop in Swift Explorations**



**FEATURED**

COURSE

Develop in Swift Explorations, Xcode 13

9 - Graduate

Apple Education

↓ 449   ☆ 62



**Develop in Swift Fundamentals**



**FEATURED**

COURSE

Develop in Swift Fundamentals, Xcode 13

9 - Graduate

Apple Education

↓ 788   ☆ 98



**Develop in Swift AP® CS Principles**



**FEATURED**

COURSE

Develop in Swift AP® CS Principles, Xcode 13

9 - Graduate

Apple Education

↓ 233   ☆ 40



**Adobe Express for Teaching and Learning**



**FEATURED**

COURSE

Adobe Express for Teaching and Learning

2 - 12 Grades

Cliff Archey

↓ 1.2k   ☆ 266



**FEATURED**

MODULE



Safeguard Handwashing Education



**FEATURED**

VIDEO



Handwashing Game Show



**FEATURED**

VIDEO

Safeguard Music Video



**FEATURED**

COURSE

AWS Educate Getting Started



**FEATURED**

COURSE

Meaningful Inclusion | Special

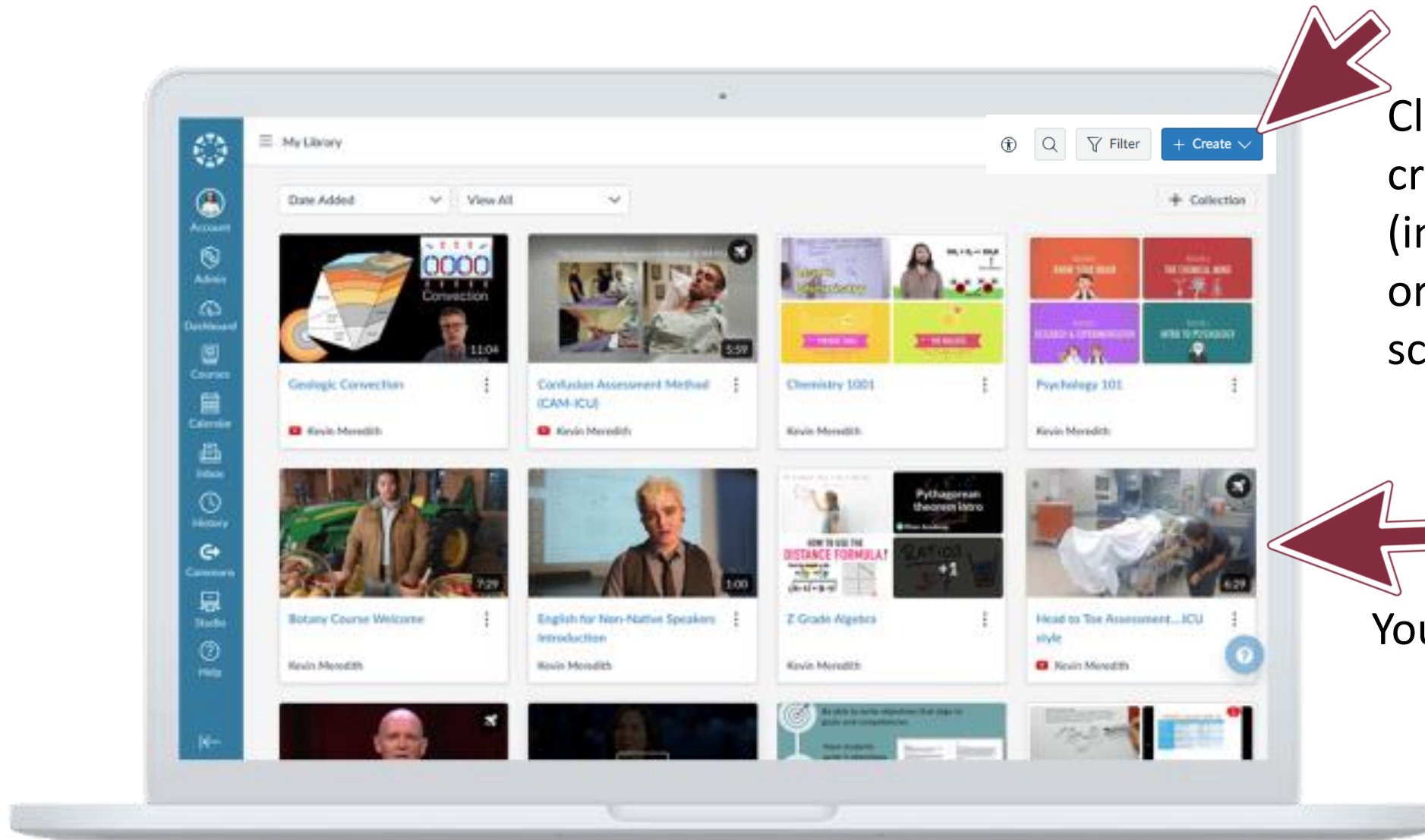
# Canvas Studio

- Allows teachers to create interactive videos
  - Add questions, captions and more!
  - Similar to EdPuzzle or a Nearpod interactive video
- Starting with your own video or videos provided by YouTube or Vimeo
- Insights/Analytics provided by course



💡 When might you want to use Studio with your students?

# Canvas Studio



Click here to create a video (import YouTube or make a screencast)

Your library



# Getting Started Quiz

Complete this in the Canvas Fundamentals I Asynchronous course. Will need to click “Mark as Done” at the bottom of each page prior to it.



## 1.8: Getting Started Quiz

5 pts | Score at least 5.0

05:00

# Module 2

## Making Canvas Personal

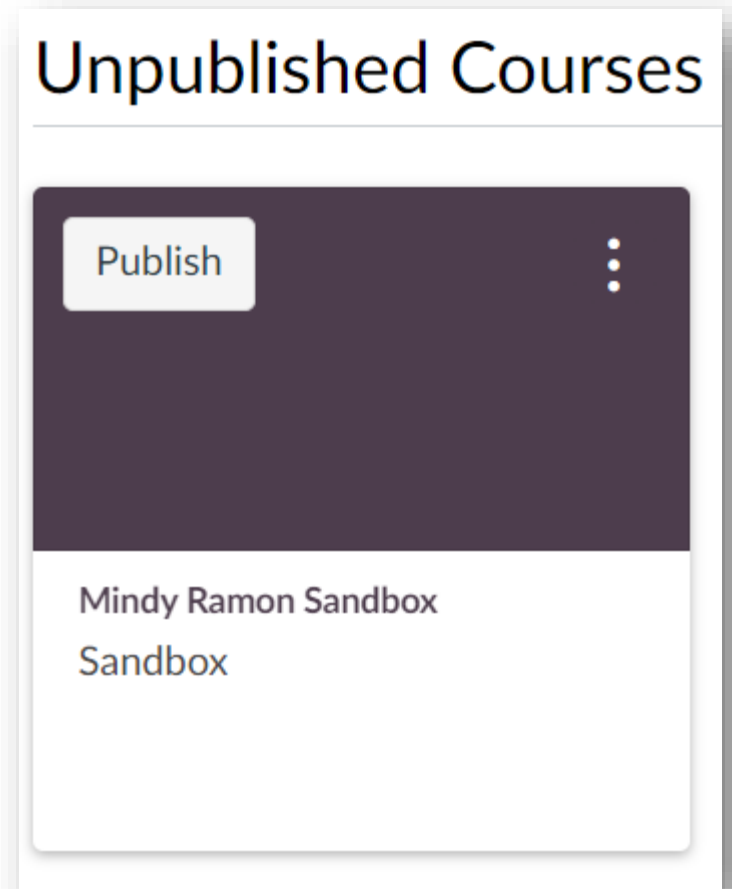
- What is a Sandbox?
- Course Navigation Bar and Settings
- FCS Course Template
- Course Announcements
- Course Syllabus



# Find Your Sandbox

All teachers should have at least one (1) sandbox.

If you don't see a sandbox, you will need to submit a request if you would like one.



# Your Sandbox and Live Courses

Criteria	Your Sandbox	Live Courses
Purpose	Experimental & developmental space	Actual instruction & student engagement
Visibility	Not accessible by students	Accessible by enrolled students fed from Infinite Campus
Duration	No start or end date; ongoing	Specific start and end dates; tied to term/semester
Functionality	Full course features for testing & design. Allow you to view content as student to test that perspective.	Full course features and progress tracking and grading for actual students
Outcome	Prepare & perfect content before transfer to live course	Deliver content, assess, and grade students

**Explore your sandbox.**

**What do you notice already exists in there?**



# FCS Course Template

Fulton County Schools  
Where Students Come First

Course Name  
Teacher Name

★ Start Here

View course materials and assessments

View student grades

View announcements posted by a teacher in a course

Modules

Grades

Canvas Help

Announcements

My Teacher

Syllabus

- Predefined structure and design of course

## Why use a course template?

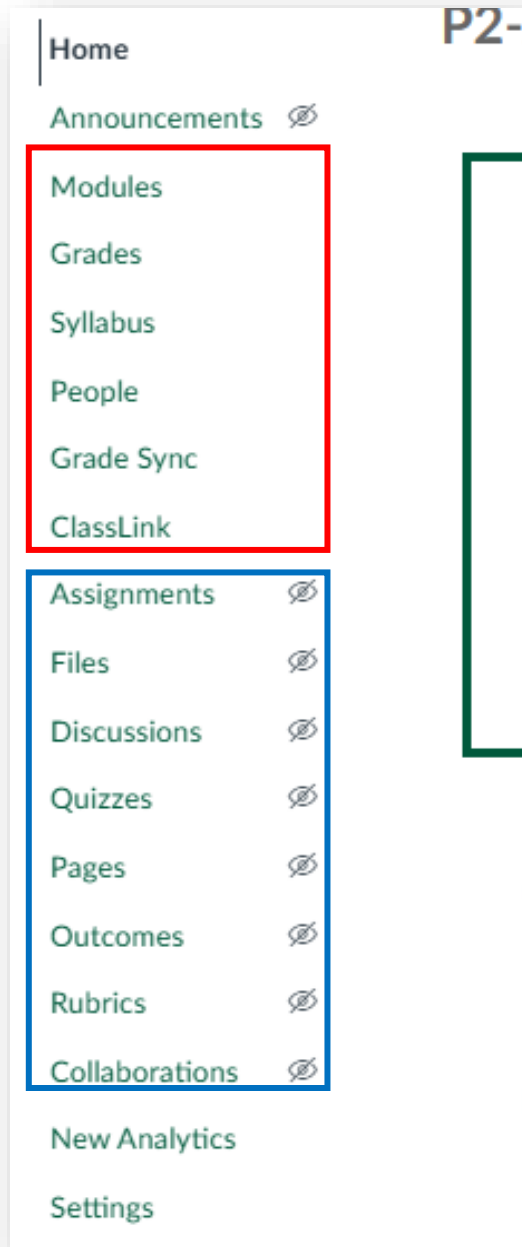
- Creates a consistent learning environment for all students
- Incorporate effective practices in course flow and design principles
- Reduces teacher time spent on course setup



# Start Here Module

Start Here		✓	+	⋮
⋮	START HERE MODULE DIRECTIONS (DO NOT PUBLISH)	⊘		⋮
⋮	Canvas Resources for Students	✓		⋮
⋮	Canvas Resources for Parents/Families	✓		⋮
⋮	Help with Canvas	✓		⋮
⋮	Technology, Accessibility and Academic Integrity	✓		⋮
⋮	My Teacher	⊘		⋮
⋮	Course Resources	⊘		⋮





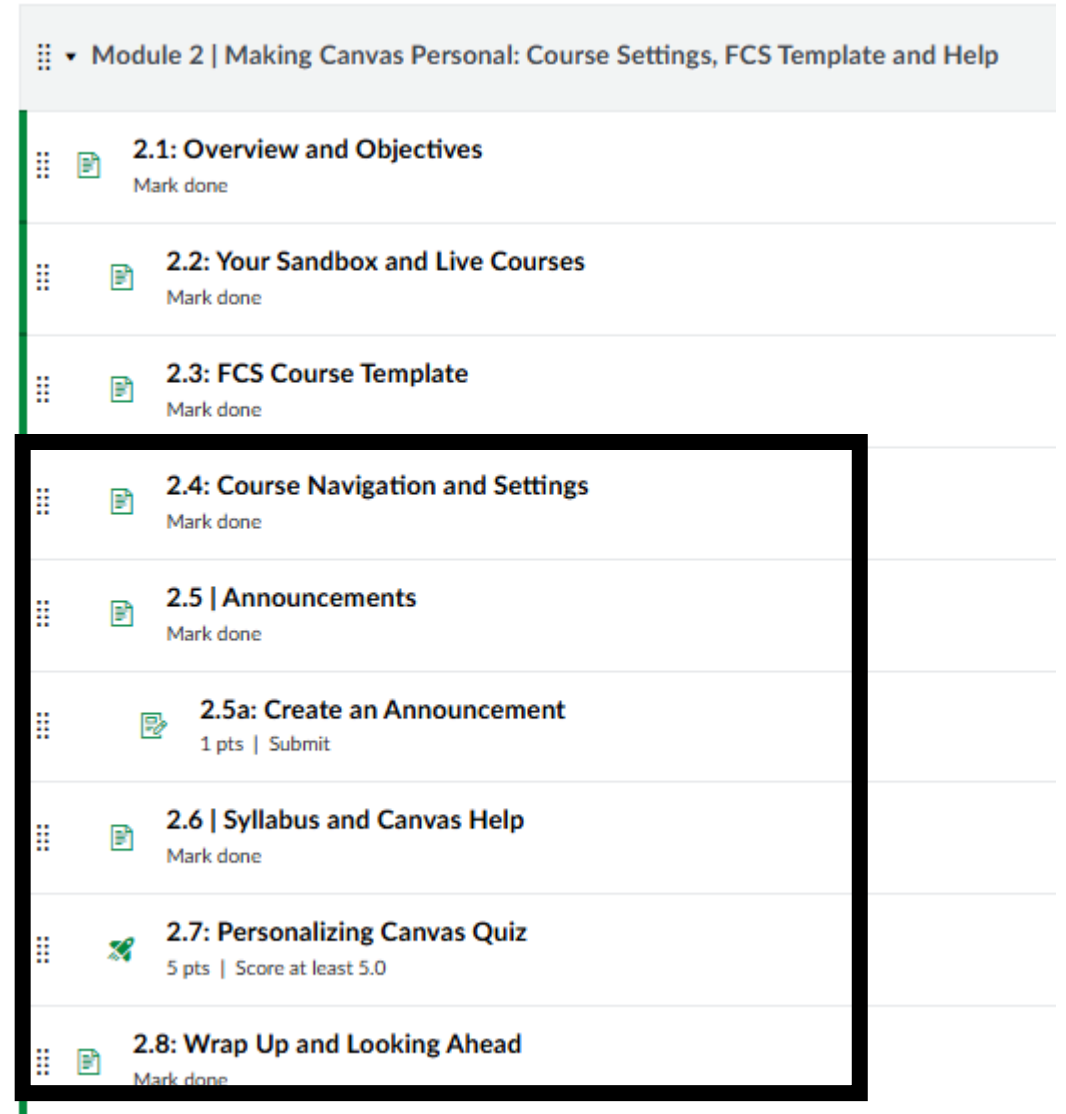
# Course Level Navigation Bar- Teacher View

- Vertical menu on the left-hand side of any Canvas course
- Hidden eye – this link is hidden from students, streamlining the student workflow
- Effective Practice: Students should always click on **Modules** to access any instructional content.

# How to Finish the Course

**Complete the rest of the Canvas Fundamentals I asynchronous on your own.**

**Will receive a digital badge at the end.**



The screenshot shows the Canvas course navigation menu for Module 2, titled "Module 2 | Making Canvas Personal: Course Settings, FCS Template and Help". The menu items are:

- 2.1: Overview and Objectives (Mark done)
- 2.2: Your Sandbox and Live Courses (Mark done)
- 2.3: FCS Course Template (Mark done)
- 2.4: Course Navigation and Settings (Mark done)
- 2.5 | Announcements (Mark done)
- 2.5a: Create an Announcement (1 pts | Submit)
- 2.6 | Syllabus and Canvas Help (Mark done)
- 2.7: Personalizing Canvas Quiz (5 pts | Score at least 5.0)
- 2.8: Wrap Up and Looking Ahead (Mark done)

A black rectangular box highlights the items from 2.4 to 2.8, indicating the remaining course content.



# Future Learning- Register in Atlas Talent or Catalog (use link from the beginning of this session)

- Canvas Fundamentals II
  - Content Creation
    - Modules
    - Pages
    - Assignments and Quizzes
  - Effective Organization and Management of Modules
  - Grading and Feedback
- Canvas Fundamentals III
  - Crosslisting
  - Grade Passback

