

Helpful Tips for Canvas and Remote Learning:

What do you do when it says you don't have access to a file???

Canvas doesn't always cooperate. It can get kind of moody. Sometimes, it will tell you that you do not have permission to access a document, when you actually do. Why does this happen? We don't know. But, here are the fastest and easiest ways to get access...

1. Most of the time you need to be logged in to your SCHOOL GMAIL ACCOUNT!! Some students like to use their personal email. Canvas doesn't play nice with personal emails. School emails only.
2. Refresh the screen.
3. Log out of your entire browser completely, and then re-log back in to Canvas.
4. You are going to need to make a copy of the assignment in Google to be able to edit it. Be sure you are trying to make a copy and not trying to edit the original document.
5. Clear your cache. There is a video on my Canvas page on how to do this.
6. Lastly, contact your teacher. When you have tried all of the tips above, and still can't get in, contact your teacher.

How to take a picture with your Chromebook and submit in Canvas:

1. Click the magnifying glass (search button) and select camera. Take the picture.
2. Open Google Docs
3. Click insert image; upload image from computer
4. Upload image onto your google doc.
5. Rename google doc what your assignment is
6. Click file-download--chose pdf document if a pdf is required. Otherwise, just upload a file.
7. Then, in Canvas, choose the file you just created, and submit the assignment.

How to take a picture with your phone and submit in Canvas:

First and foremost, YOU MUST DOWNLOAD THE STUDENT CANVAS APP ON YOUR PHONE!!!!!!

MOST teachers, at some point, will have you take a picture and submit that picture in Canvas. It can be done like the directions above with your school issued Chromebook, OR it can be submitted a couple of other ways.

The first thing you need to do is to figure out if your teacher is requiring just a file upload OR a pdf file. If it's just a file upload, you simply just click on the submit button in Canvas and choose the picture file to upload.

HOWEVER...jpegs take up a lot of storage on both your phone and in Canvas' memory storage. And, jpegs can sometimes take longer to upload. Therefore, a pdf is usually the preferred upload option. In order to upload a pdf with your phone, you can do this a couple of different ways...

1. If you have an iphone, you click on your Notes app, and choose the camera. You will upload the pdf from there into Canvas.
2. Many students prefer to use the Cam Scanner App. There is a free version of the app. Choose that one. Once you download the app, you will simply take a picture of your assignment, and the app turns it in to a pdf for you. You will then submit that pdf in Canvas. I have included an assignment in Canvas for you to practice submitting a picture as a pdf using one of these methods above.

SUPER IMPORTANT: If you are going to submit a picture as your assignment, make sure the picture is clear. We are grading just like we would if you were to turn in a paper copy of an assignment. It must be clear for your teacher to be able to see all responses.

How to submit a Google Docs, Sheets, Slides, etc. as a pdf...

Click on the your assignment you were working on in Google, click the file button--download--choose pdf option. Then, when you log in to Canvas, you will submit that pdf file.

Comments in Canvas:

Many teachers leave comments in Canvas. Before you email your teacher to ask why you got a certain grade, log in to your Canvas student app OR Canvas itself, and look at the assignment for comments. Often times, a teacher will tell you what you need to do to improve your grade. If you don't check the comments, you might miss an opportunity to do so.

Tests:

Canvas does NOT create a Test button. Tests that are uploaded in Canvas are often found under the Quizzes tab on the left side of the home page.

Your Canvas To-Do List:

Your Canvas To-Do List that appears on the right bottom of your homepage, does NOT always have everything you need to do. ALWAYS follow the instructions that your teacher provides for you to ensure that you haven't missed anything. For example, let's say your teacher wants you to watch a video clip on YouTube and submit a reflection. Your To-Do List will show you the assignment only. It won't show you the link to the video clip. This leads students to panic, not complete the assignment, become frustrated, email the teacher, etc.etc.etc. The only way to avoid this is to follow your daily/weekly agenda that your teacher provides to you (most likely in modules).

Respect:

When you have to reach out to your teachers, please use respect. Please be clear in what you are confused with. Sending your teacher an email that says "I don't understand the assignment" will not get you anywhere. Be specific. Which assignment? What is confusing? Use your SCHOOL email so the teacher knows which student they are speaking with. Use manners (solid life lesson there!). Just remember, you have 4 teachers, but your teachers may have 90 students to keep up with. Clear communication makes life a lot easier.