

How to Use Canvas

Teacher Version

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Granger Jr. High

How to Create an Assignment on Canvas

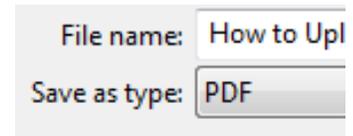
1. Make sure that whatever assignment you are going to upload is a PDF file. If it's already a PDF file, then skip to Step 2, otherwise follow the directions below.

Directions for Microsoft Word



- a. Open the Microsoft Word file and then click "Save As."
- b. The "Save As" window will appear. Under where you can type the file name, there is a drop down menu entitled "Save as type." It defaults to "Word Document." You want to select PDF.
- c. Then click "Save." It is now a PDF! Remember the location where you saved it too, you'll need that for later.

Figure 1. Save as type



Directions for a Physical File (Paper)

Option 1

Use a scanner to make a digital copy of the file. Remember when saving to save it as a PDF. Every scanner is different, so you might have to play with it a little.

Option 2

If a scanner is unavailable there is a free app on the iPad called "Genius Scan." Although, not as good as a scanner, this app will allow you to take a picture of your assignment and convert that picture to a PDF.

How to use Genius Scan:

- a. Open Genius Scan.
- b. Click on the button that looks like a camera.
- c. Point your iPad lens directly over the assignment. Have your assignment fill up as much of the screen as possible.
- d. Press the "big circle" button to take a picture.
- e. Choose "Use" if the picture came out good, or hit "Retake" to take another picture.
- f. Once you hit "Use" it will then "Enhance" the picture.
- g. You can then "Save" the scan if you wish, or export it using the button that looks like an arrow coming out of a box at the bottom right of the screen. For now just click export.
- h. In the free version you have three options for exporting the file: e-mail, fax and "Other Apps." If you decide you want to pay, then all the other options also become available to you. Otherwise, make sure the format says PDF, click e-mail and e-mail it to yourself. You now have a PDF of your assignment!

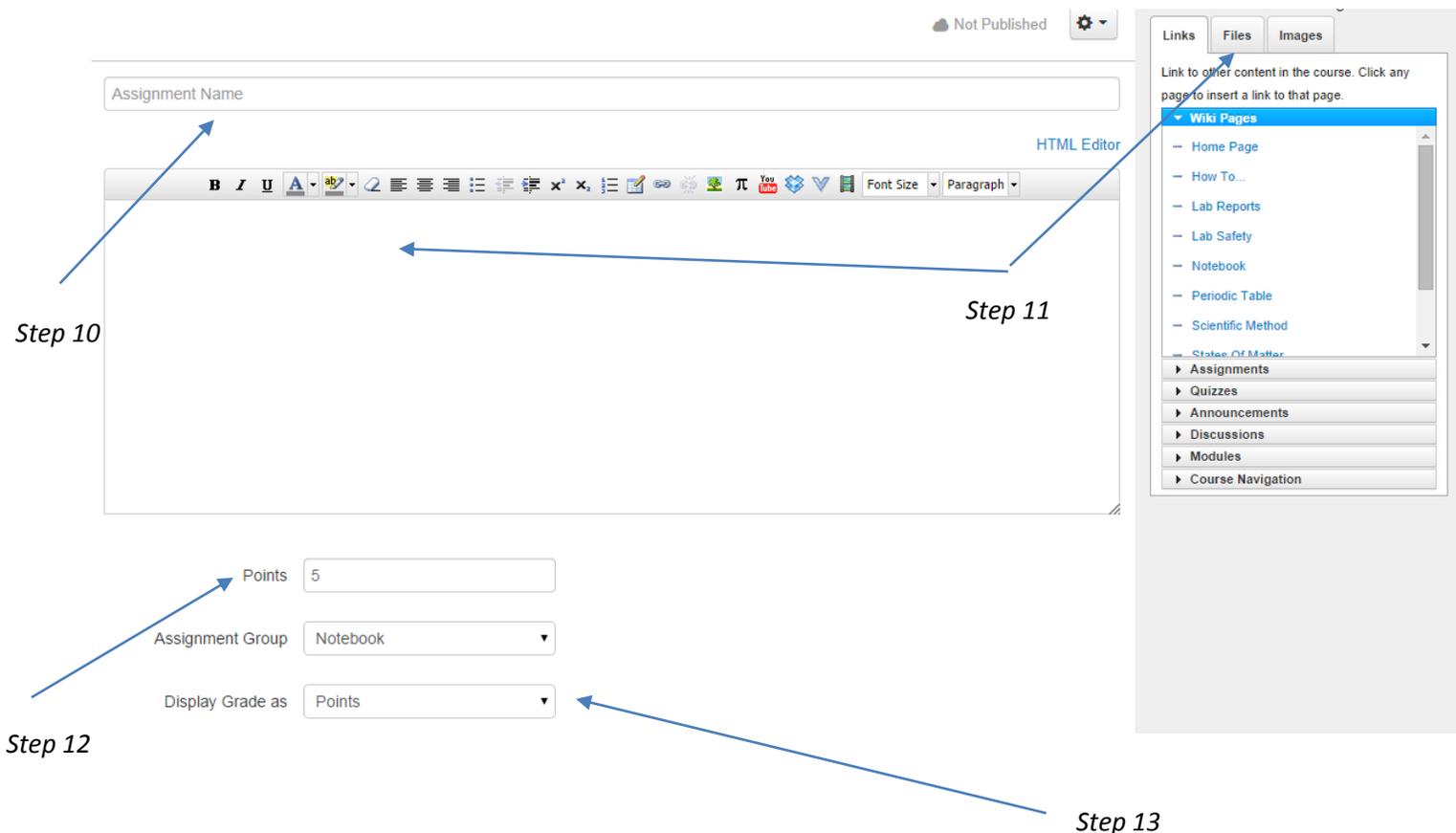
Figure 2. Genius PDF



2. Using a PC or Mac, log onto canvas (<https://sweetwaterschools.instructure.com>) using the same username and password you use to log onto your computer.
3. Using the drop down menu titled "Courses" click on the course you want to upload a file to.
4. On the menu on the left hand side click on "Files."
5. If you wish to organize your files into folders, you may do so now by clicking "Add Folder." If you would rather not, then just click on "Add Files."
6. A window will appear, in which you must select the file you wish to upload. If you want to upload multiple files hold down the control key (random order files) or shift key (files in a row) as you select them with your mouse. Then click "Open."
7. The file when then be uploaded. You are now ready to make an "Assignment."

8. On the menu on the left hand side, click on "Assignments."
9. On the right hand side, click on "+ Assignment."
10. In the small textbox on the top, give the assignment a name.
11. In the big textbox, you made add whatever you like. Such as directions on how to complete the assignment, pictures of whatever you like. One thing that should not be forgotten is a link to the actual assignment. To do this, click on the "Files" tab on the right menu. Then find the file you uploaded, by expanding the "course files" folder and any other folders you may have made. Click on the file and it will automatically produce a link in the textbox.
12. Decide how many points you will make the assignment, if you have multiple assignment groups (ie. Homework, Projects, etc.) make sure you put it in the right group.
13. You can then decide how the grade will be displayed.

Figure 3. Steps 10-13



Continued on Next Page

14. Under “Submission type” choose “Online” via the drop down menu.
15. Check the box that says “File Uploads.”
16. You can now set the “Due Date”, the “Available From” date and the “Until” date, up the minute. The only essential one is the “Due Date.” All others are optional.
17. Hit “Update Assignment.” This will take you to a different screen.
18. Click on the grey “Publish” button. Once it turns green, you’re done! Students can now see your assignment, download the assignment and turn in the assignment.

Figure 4. Steps 14-17

The image shows a screenshot of an assignment configuration interface. The form is divided into several sections:

- Submission Type:** A dropdown menu is set to "Online". A blue arrow labeled "Step 14" points to this dropdown.
- Online Entry Options:** A list of checkboxes includes "Text Entry", "Website URL", "Media Recordings", "File Uploads" (checked), and "Restrict Upload File Types". A blue arrow labeled "Step 15" points to the "File Uploads" checkbox.
- Group Assignment:** A checkbox labeled "This is a Group Assignment" is unchecked.
- Peer Reviews:** A checkbox labeled "Require Peer Reviews" is unchecked.
- For:** A dropdown menu is set to "Everyone".
- Due Date:** An empty date field with a calendar icon. A blue arrow labeled "Step 16" points to this field.
- Available From:** An empty date field with a calendar icon.
- Until:** An empty date field with a calendar icon.
- Buttons:** A "Due Date" button with a plus icon, a "Cancel" button, and a blue "Update Assignment" button. A blue arrow labeled "Step 17" points to the "Update Assignment" button.
- Footer:** A checkbox labeled "Notify users that this content has changed" is unchecked.

How to Download the Performance Task and Then Put It Back On Your Canvas

Download the PT

1. Log onto canvas (www.sweetwaterschools.instrucutre.com).
2. Click on "Courses." This will bring up ALL that courses that you have access to. Including the Research &

R&E PERFORMANCE TASKS, R&E home page

Enrolled as a student

Evaluation Course (R&E). Click on it. (Note: If you don't have that course contact your resource person.)

3. The home page of R&E takes you automatically to the page that has all the Performance Tasks (PT).
4. Click on the Performance Task you are looking for. This will open up the PT. To download it, click on the link that says "Download [Name of Performance Task].pdf." As an example, if you are teaching Biology you would click on the link that says "Download 13-14 Biology – PT Q3.pdf."
5. After you download it, open the file and save it to your desktop for

13-14 Biology Teacher Directions Q3.pdf

[Download 13-14 Biology Teacher Directions Q3.pdf \(123.9 KB\)](#)

easy access.

6. Now you are ready to upload it to your canvas!

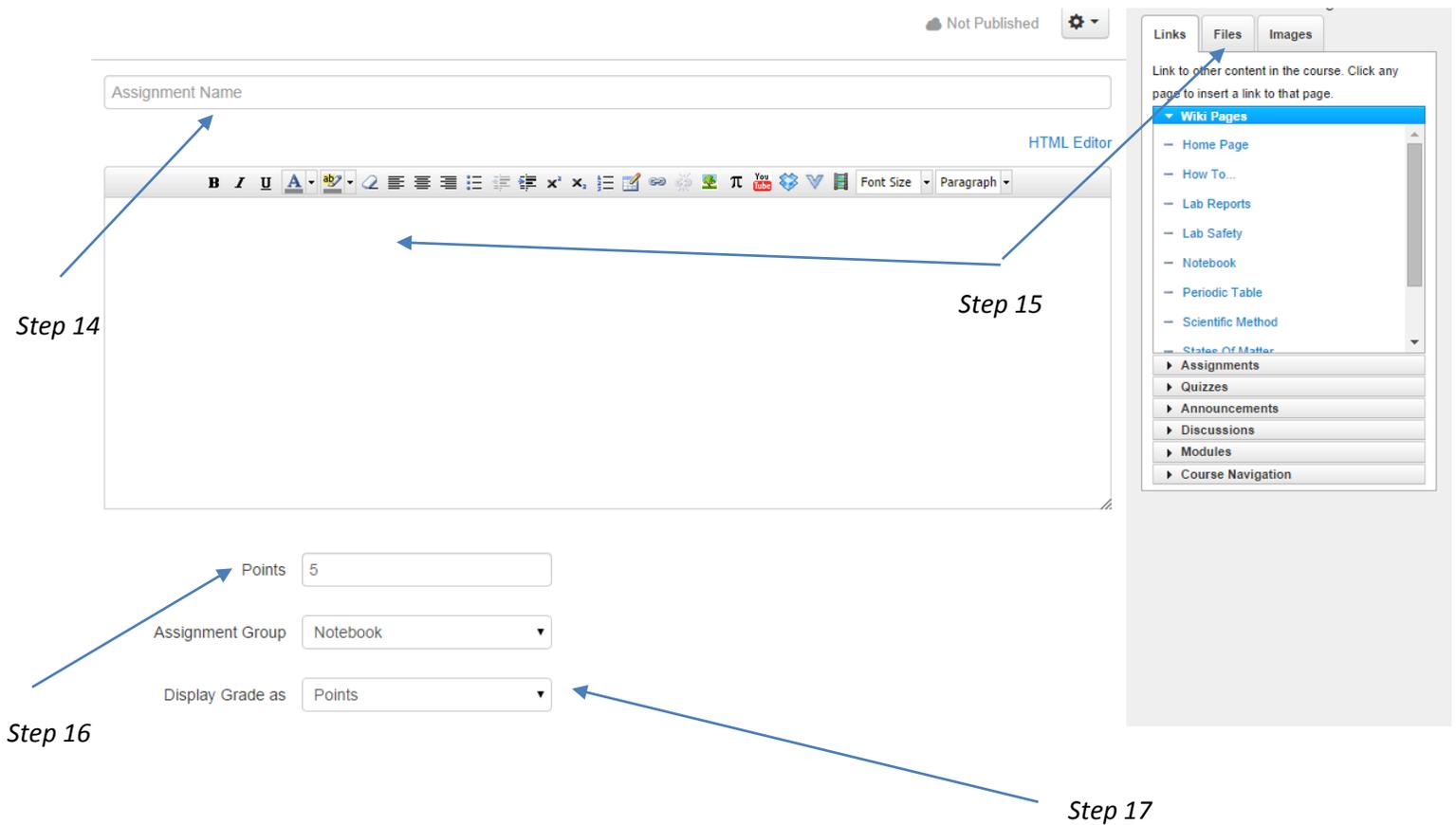
R&E PERFORMANCE TASKS

Course Modules

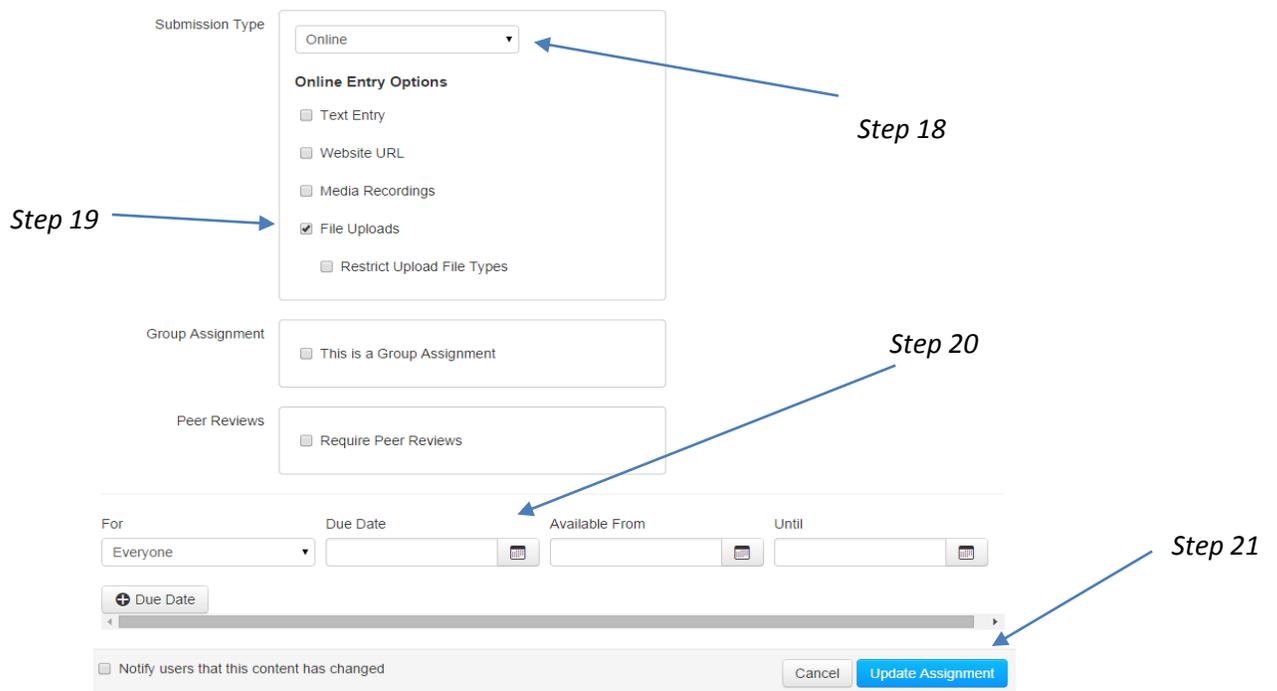
English Language Arts
Directions
 13-14 English 7 - Teacher Directions Q3.pdf
 13-14 English 8 - Teacher Directions Q3.pdf
 13-14 English 9 - Teacher Directions Q3.pdf
 13-14 English 10 - Teacher Directions Q3.pdf
 13-14 English 10 Fundamentals - Teacher Directions Q3.docx

Upload the PT as an Assignment

7. Using the drop down menu titled "Courses" click on the course you want to upload a file to.
8. On the menu on the left hand side click on "Files."
9. If you wish to organize your files into folders, you may do so now by clicking "Add Folder." If you would rather not, then just click on "Add Files."
10. A window will appear, in which you must select the PT you just downloaded. Remember we saved it onto our desktop, so it should be easy to find. Then click "Open."
11. The file when then be uploaded. You are now ready to make an "Assignment."
12. On the menu on the left hand side, click on "Assignments."
13. On the right hand side, click on "+ Assignment."
14. In the small textbox on the top, give the assignment a name.
15. In the big textbox, you made add whatever you like. Such as directions on how to complete the PT. One thing that should not be forgotten is a link to the actual PT. To do this, click on the "Files" tab on the right menu. Then find the PT you uploaded, by expanding the "course files" folder and any other folders you may have made. Click on the file and it will automatically produce a link in the textbox.
16. Decide how many points you will make the assignment, if you have multiple assignment groups (ie. Homework, Projects, etc.) make sure you put it in the right group.
17. You can then decide how the grade will be displayed.



- Under "Submission type" choose "Online" via the drop down menu.
- Check the box that says "File Uploads."
- You can now set the "Due Date", the "Available From" date and the "Until" date, up the minute. The only essential one is the "Due Date." All others are optional.
- Hit "Update Assignment." This will take you to a different screen.
- Click on the grey "Publish" button. Once it turns green, you're done! Students can now see your assignment, download the assignment and turn in the assignment.



How to Make a Quiz on Canvas

1. After you have logged into Canvas and selected the course you want to make a quiz for click on “Quizzes” on the left hand side. (Note: If you have never made a quiz before it will be greyed out, but you can still click on it.)
2. On the right hand side, click on the button that says “+ Quiz.”

Setting Up the Quiz

3. Give your quiz a name.
4. Add any instructions you want for the kids. You could even link a file here.
5. Choose the quiz type you want (most common option is “Graded Quiz.”).
6. If you set up your gradebook to have different categories, make sure you put the quiz in the appropriate “assignment group.”
7. Under “Options” check the boxes you like. The boxes are self-explanatory.
8. Under “Quiz Restrictions” you have two boxes that you can check.
 - a. Require an access code – This option enables you to set a passcode for the test. Students cannot take the test until you give them the passcode.
 - b. Filter IP Addresses – This box allows only certain computers to actually take the test. I would not recommend checking this box unless you know what you are doing.
9. Select the “Due Date,” Available From,” and “Until” dates. It’s important you do this so that the test is only open when you want it to be and so that the test locks when you want it to. You can either do this for “Everyone” or you can do this by period.

The screenshot shows the Canvas Quiz Settings interface. At the top, there is a text input field labeled "Unnamed Quiz" with a blue arrow pointing to it from the label "Step 3". To the right of this field is a "Points 0" indicator and a settings gear icon. Below the title field are two tabs: "Settings" (selected) and "Questions". Under the "Settings" tab, there is a "Quiz Instructions:" section with a rich text editor toolbar and a large text area. A blue arrow points to the text area from the label "Step 4". Below the instructions is the "Options" section, which includes a "Quiz Type" dropdown menu set to "Graded Quiz" (with a blue arrow from "Step 5") and an "Assignment Group" dropdown menu set to "Homework" (with a blue arrow from "Step 6"). The "Options" section also contains several checkboxes: "Shuffle Answers", "Time Limit" (with a minutes input field), "Allow Multiple Attempts", "Let Students See Their Quiz Responses" (checked), "Let Students See The Correct Answers" (checked), "Show one question at a time", "Require an access code", and "Filter IP Addresses". A blue arrow from "Step 7" points to the "Let Students See Their Quiz Responses" and "Let Students See The Correct Answers" options. Below the "Options" section is the "Quiz Restrictions" section, which includes the "Require an access code" and "Filter IP Addresses" checkboxes. A blue arrow from "Step 8" points to the "Require an access code" checkbox. At the bottom of the page, there is a section for scheduling with fields for "For" (set to "Everyone"), "Due Date", "Available From", and "Until", each with a calendar icon. A blue arrow from "Step 9" points to the "Until" field. A "Due Date" button is located at the bottom left of the scheduling section.

Adding the Questions

10. Scroll back up and click on the "Questions" tab.
11. To add a question click on "New Question."
12. Decide what question type (ie. Multiple Choice, Fill-in-the-Blank).
13. Decide how many points you want the question to be.
14. Write your question.
15. Write down your answer choices, if applicable.
16. If applicable also make sure the green arrow is pointing to the correct answer.
17. Click "Update Question."
18. Keep making questions by clicking "New Question" until you have all your questions.

The screenshot shows a web-based question editor interface. At the top, there are two tabs: "Settings" and "Questions". An arrow labeled "Step 10" points to the "Questions" tab. Below the tabs, there is a form for creating a question. At the top of the form, there is a "Question" input field, a dropdown menu for "Multiple Choice", and a "pts: 1" field. An arrow labeled "Step 12" points to the dropdown menu, and an arrow labeled "Step 13" points to the "pts: 1" field. Below this, there is a section for "Question:" with an "HTML Editor" toolbar. An arrow labeled "Step 14" points to the text area of the HTML editor. Below the question text, there is a section for "Answers:". It contains four "Possible Answer" entries, each with a radio button and a text input field. The first entry has a green arrow pointing to its radio button. An arrow labeled "Step 16" points to this green arrow. A bracket labeled "Step 15" encompasses all four answer entries. Below the answer entries, there is a "+ Add Another Answer" button. At the bottom of the form, there are "Cancel" and "Update Question" buttons. An arrow labeled "Step 17" points to the "Update Question" button. At the very bottom of the interface, there are three buttons: "+ New Question", "+ New Question Group", and "Find Questions". An arrow labeled "Step 11 & 18" points to the "+ New Question" button.

Finishing the Test

19. On the bottom right hand corner hit “Save.”

Notify users this quiz has changed

Cancel

Save

20. It will then show you a message saying the quiz is not published. This is a chance for you to fix anything you find wrong before the students are able to see it.

21. When the test is ready hit the grey “Publish” button. This will turn the button green. Now the students are able to take the quiz. If you need to fix it later you can still edit it.

How to Create a Page on Canvas

Purpose: Why have a page? A page enables you to group all your files in an easy/logical way for your students. An example of how a page can be used is pictured below. It links the correct files for the correct days. Leaving no guess work for the students.

1. On the left hand side click on "Pages." This will take you to your homepage or "Front Page."
2. If you wish to edit the "Front Page" click on "Edit." Then follow step 5.
3. To make a new page click on "View All Pages." Then click on "+ Page."
4. This will present you with a text box in which you can add text, pictures, hyperlinks, etc. Whatever you put here will be the same things the students can see. An example is shown below.
 - a. You can insert content the same way you would while making an assignment.
5. The "Options" drop down menu allows you to select who can edit this page. Unless you want students to contribute, leave this as "Only teachers."
6. Should you want, you can send a message to students letting them know the page has changed.
7. Then click Save Changes.
8. To make it visible to students click on the grey box that says "Publish." This should change it to a green box that says "Published."

The Atom

HTML Editor

Monday 8/25
The Atom Timeline - HW if not finished.

Tuesday 8/26
PowerPoint - The Atom.pdf
The Atom Notes.pdf
Foldable
Tissue Box - The Atom - Due Thursday, September 4th

Wednesday 8/27 - Sub
Bill Nye - Atoms
Reading Qs - Atom - HW if not finished.

Thursday 8/28
Build an Atom (PhET)

Options Only teachers can edit this page

Notify users that this content has changed

Cancel Save

Step 4

Step 5

Step 6

Step 7

How to Copy from One Canvas Course to Another

1. First make the quiz, assignment, wiki page, etc. on a course (this will be the course we are copying from).
2. Then go to the course you wish to copy to.
3. On the left hand side click on "Settings." This will take you to the settings page.
4. On the right hand side (you may have to scroll) click on "Import Content into this Course."
5. For Content Type select "Copy a Canvas Course."
6. Then select the course in which you have the quiz, assignment, wiki page, etc. you want to copy from.
7. For Content select "Select specific content."
8. Then click "Import"
9. A new button, in blue, will show up that says "Select Content." Click it.
10. A new window will appear. Check the appropriate boxes of the things you want to copy. You may have to click on the black arrow to see all you content.
11. Once done click "Select Content."
12. That's it you're done! The quiz, assignment, wiki page, etc has been copied from one canvas course to another.

Import Content

Content Type Step 5

Search for a course or Step 6

Include completed courses

Content All content Select specific content Step 7

Options Adjust events and due dates

Step 8

How to Grade an Assignment on Canvas

- Using your iPad open up "SpeedGrader." If it asks for a log in, it's the same as the one you use to log onto the computer.
- Click on the course you wish to grade.
- Click on the assignment you wish to grade.
 - You can add comments, by clicking on the comments button.
 - You can give them a grade, by clicking on the grade button.
- To move onto the next student just swipe to the left.
- Remember if you are using JupiterGrades to transfer the scores there.
- You're done! No papers to collect or pass back!!!



Figure 1. SpeedGrader

Figure 2. Steps 2 and 3

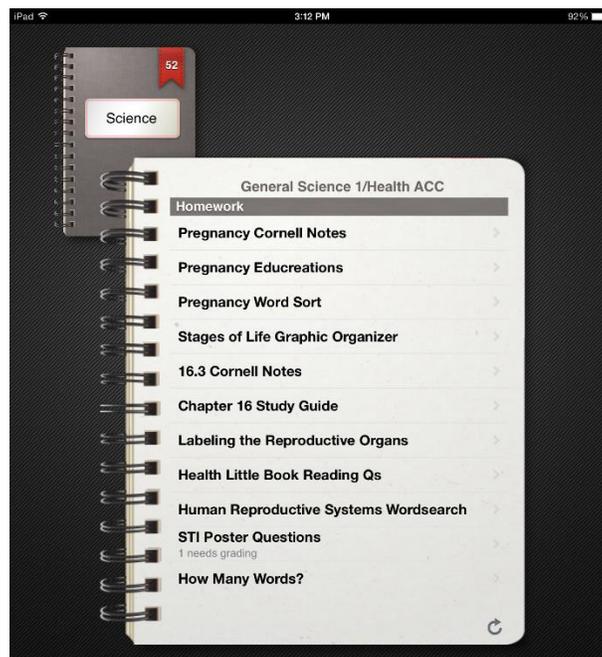


Figure 3. Steps 3a and 3b

Students **MERVIN REYES** Versions Files **Comments** 0/5

Name _____ Period _____ Date _____

Stages of Life Graphic Organizer

Directions: Fill in both sides of the graphic organizer, to show the 5 stages of life that we are studying. The drawings should show a story of someone growing up.

Description of Each Stage	Drawing of Each Stage
The baby begins to develop trust	
Individuals start to do things on their own	