



MSD Decatur Township Teachers 1-12 are expected to utilize the Canvas LMS program throughout the school year. All teachers must know how to:

General Canvas

Due: August 25 <ul style="list-style-type: none"> ❑ Log into Canvas ❑ Access and navigate within the five main elements of Canvas (Account, Dashboard, Courses, Calendar, and Inbox) 	Due: August 25 <ul style="list-style-type: none"> ❑ Customize user settings and connect web services outside of Canvas (Google) ❑ Customize your dashboard by adding stars to the current courses you're teaching ❑ Visit Canvas profile and add a picture ❑ Customize your notification settings 	Due: October 13 <ul style="list-style-type: none"> ❑ Explore the Canvas Commons ❑ Visit the Canvas Community to find additional help resources ❑ Import content from the Canvas Commons
---	--	---

Course Setup

Due: August 25 <ul style="list-style-type: none"> ❑ Reorder and hide Course Navigation links ❑ Change the Course Home Page to Course Modules, Assignments List, or Syllabus ❑ Publish Course ❑ Add one event to the Calendar 	Due: August 25 <ul style="list-style-type: none"> ❑ Create a Front Page and set it as your Home Page with basic information about course ❑ Post an announcement ❑ Add five events to the Calendar per Semester ❑ Use Message Center to correspond with students and/or parents 	Due: August 31 <ul style="list-style-type: none"> ❑ Post a video announcement ❑ Add at least ten events to the Calendar over the Semester ❑ Post weekly announcements ❑ Add relevant information to the Syllabus page including course expectations and grading policies ❑ Make the course syllabus public and link to TSC teacher webpage
---	---	--

Assignments

Due: August 31 <ul style="list-style-type: none"> ❑ From the Canvas Calendar, create an assignment- name, no details ❑ From the Canvas Calendar, create an assignment- click More Options-- add assignment description in Rich Content Editor, select Collect On Paper 	Due: August 31 <ul style="list-style-type: none"> ❑ Add assignment, collect online- File Upload, Media Recording, etc. ❑ Add assignment, collect online with Turnitin enabled ❑ Turn on Post Grades to SIS for an assignment ❑ Differentiate due dates for each section ❑ Open SpeedGrader through an Assignment, add scores ❑ Start a Discussion ❑ Add assignments to Modules 	Due: September 15 <ul style="list-style-type: none"> ❑ Add assignment with a Rubric ❑ Add assignment, require Peer Review ❑ Use Rubric in SpeedGrader to grade assignment ❑ Leave video or audio comments on student submissions ❑ Use an External Tool to give an assignment (for example: Plato) ❑ Add a Rubric to a Discussion ❑ Use SpeedGrader to grade a Discussion ❑ Create assignments for individual students or groups of students within a course (Differentiated Assignments)
---	--	--

Modules/Content Pages

<p>Due: September 15</p> <ul style="list-style-type: none"> ❑ Create a Module shell for each instructional unit you teach in a semester ❑ Add three assignments to the Modules you created ❑ Publish Modules 	<p>Due: September 15</p> <ul style="list-style-type: none"> ❑ Link at least one Module to your Homepage (see General Canvas) ❑ View student progress for Modules ❑ Create a content page and add it to a module ❑ Add an External URL to a module ❑ Add a Quiz to a Module ❑ Add an item from your Google Drive to a Content Page by hyperlinking the "Shareable Link" 	<p>Due: September 15</p> <ul style="list-style-type: none"> ❑ Add requirements to a Module ❑ Add prerequisites to Modules ❑ Link all Modules to your homepage ❑ Use Discussions at least once each Module ❑ Add an External Tool to a Module ❑ Embed an item from your Google Drive on a Content Page
--	---	--

Quizzes

<p>Due: October 2</p> <ul style="list-style-type: none"> ❑ Create a Quiz with Multiple Choice and True/False questions ❑ Shuffle Answers ❑ Post Grades to SIS 	<p>Due: October 9</p> <ul style="list-style-type: none"> ❑ Require an Access Code to take a quiz ❑ Allow Multiple Attempts ❑ Assign a Practice Quiz for review ❑ Create a Quiz with a combination of: Fill in the Blanks, Fill in Multiple Blanks, Multiple Answers, Multiple Dropdowns, or Matching ❑ View Quiz Log for students 	<p>Due: October 13</p> <ul style="list-style-type: none"> ❑ Create a Quiz with any of: Formula Question, Essay Question, or File Upload Question ❑ Reorganize questions from Unfiled Bank to specific Question Banks ❑ Create a Quiz from a Question Bank, choose all questions ❑ Create a Quiz from a Question Bank, choose some questions--i.e. 25 out of 30 questions
---	---	---

Additional Canvas Features

- ❑ [Share a resource to the Commons](#)
- ❑ [Create Student Groups in one class](#)
- ❑ [Create a Collaboration for students](#)
- ❑ [Have students create ePortfolios to showcase their work](#)
- ❑ [Generate and utilize analytics for a course](#)