**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**

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| **Due: August 4*** [Log into Canvas](https://community.canvaslms.com/docs/DOC-1272)
* [Access and navigate within the five main elements of Canvas (Account, Dashboard, Courses, Calendar, and Inbox)](https://community.canvaslms.com/docs/DOC-4422)
 | **Due: August 4*** [Customize user settings and connect web services outside of Canvas (Google)](https://community.canvaslms.com/docs/DOC-1852)
* [Customize your dashboard by adding stars to the current courses you’re teaching](https://community.canvaslms.com/docs/DOC-1288)
* [Visit Canvas profile and add a picture](https://community.canvaslms.com/docs/DOC-2863)
* [Customize your notification settings](https://community.canvaslms.com/docs/DOC-1286)
 | **Due: October 13*** [Explore the Canvas Commons](https://community.canvaslms.com/docs/DOC-2002)
* [Visit the Canvas Community to find additional help resources](https://community.canvaslms.com/)
* [Import content from the Canvas Commons](https://community.canvaslms.com/docs/DOC-2005)
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**Course Setup**

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| **Due: August 4*** [Reorder and hide Course Navigation links](https://community.canvaslms.com/docs/DOC-2555)
* [Change the Course Home Page to Course Modules, Assignments List, or Syllabus](https://community.canvaslms.com/docs/DOC-2554)
* [Publish Course](https://community.canvaslms.com/docs/DOC-2707)
* [Add one event to the Calendar](https://community.canvaslms.com/docs/DOC-1973)
 | **Due: August 11*** [Create a Front Page and set it as your Home Page with basic information about course](https://community.canvaslms.com/docs/DOC-1848)
* [Post an announcement](https://community.canvaslms.com/docs/DOC-1807)
* [Add five events to the Calendar per Semester](https://community.canvaslms.com/docs/DOC-1973)
* [Use Message Center to correspond with students and/or parents](https://community.canvaslms.com/docs/DOC-2670)
 | **Due: August 11*** [Post a video announcement](https://community.canvaslms.com/docs/DOC-1869)
* [Add at least ten events to the Calendar over the Semester](https://community.canvaslms.com/docs/DOC-1973)
* [Post weekly announcements](https://community.canvaslms.com/docs/DOC-1809)
* [Add relevant information to the Syllabus page including course expectations and grading policies](https://community.canvaslms.com/docs/DOC-1862)
* [Make the course syllabus public and link to TSC teacher webpage](https://community.canvaslms.com/docs/DOC-1935)
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**Assignments**

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| **Due: August 25*** [From the Canvas Calendar, create an assignment- name, no details](https://community.canvaslms.com/docs/DOC-1972)
* [From the Canvas Calendar, create an assignment- click More Options-- add assignment description in Rich Content Editor, select Collect On Paper](https://community.canvaslms.com/docs/DOC-2637)
 | **Due: August 25*** [Add assignment, collect online- File Upload, Media Recording, etc.](https://community.canvaslms.com/docs/DOC-2651)
* [Add assignment, collect online with Turnitin enabled](https://community.canvaslms.com/docs/DOC-1799)
* [Turn on Post Grades to SIS for an assignment](https://community.canvaslms.com/docs/DOC-2658)
* [Differentiate due dates for each section](https://community.canvaslms.com/docs/DOC-2630)
* [Open SpeedGrader through an Assignment, add scores](https://community.canvaslms.com/docs/DOC-2928)
* [Start a Discussion](https://community.canvaslms.com/docs/DOC-1977)
* [Add assignments to Modules](https://community.canvaslms.com/docs/DOC-2827)
 | **Due: September 15*** [Add assignment with a Rubric](https://community.canvaslms.com/docs/DOC-2870)
* [Add assignment, require Peer Review](https://community.canvaslms.com/docs/DOC-2663)
* [Use Rubric in SpeedGrader to grade assignment](https://community.canvaslms.com/docs/DOC-1928)
* [Leave video or audio comments on student submissions](https://community.canvaslms.com/docs/DOC-2930)
* [Use an External Tool to give an assignment (for example: Plato)](https://drive.google.com/file/d/0B_NzxpKRUX8zQ2owcWVqUHZ2c28/view?usp=sharing)
* [Add a Rubric to a Discussion](https://community.canvaslms.com/docs/DOC-2899)
* [Use SpeedGrader to grade a Discussion](https://community.canvaslms.com/docs/DOC-2927)
* [Create assignments for individual students or groups of students within a course (Differentiated Assignments)](https://community.canvaslms.com/docs/DOC-2642)
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**Modules/Content Pages**

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| **Due: September 15*** [Create a Module shell for each instructional unit you teach in a semester](https://community.canvaslms.com/docs/DOC-2822)
* [Add three assignments to the Modules you created](https://community.canvaslms.com/docs/DOC-2827)
* [Publish Modules](https://community.canvaslms.com/docs/DOC-2557)
 | **Due: September 15*** [Link at least one Module to your Homepage (see General Canvas)](https://community.canvaslms.com/docs/DOC-1847)
* [View student progress for Modules](https://community.canvaslms.com/docs/DOC-2859)
* [Create a content page and add it to a module](https://community.canvaslms.com/docs/DOC-1842)
* [Add an External URL to a module](https://community.canvaslms.com/docs/DOC-2873)
* [Add a Quiz to a Module](https://community.canvaslms.com/docs/DOC-2827)
* [Add an item from your Google Drive to a Content Page by hyperlinking the “Shareable Link”](https://drive.google.com/open?id=0B_NzxpKRUX8zQVRUTTZsVEZpTjg)
 | **Due: September 15*** [Add requirements to a Module](https://community.canvaslms.com/docs/DOC-2862)
* [Add prerequisites to Modules](https://community.canvaslms.com/docs/DOC-2861)
* [Link all Modules to your homepage](https://community.canvaslms.com/docs/DOC-1847)
* [Use Discussions at least once each Module](https://community.canvaslms.com/docs/DOC-2827)
* [Add an External Tool to a Module](https://community.canvaslms.com/docs/DOC-2871)
* [Embed an item from your Google Drive on a Content Page](https://community.canvaslms.com/docs/DOC-6469)
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**Quizzes**

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| **Due: October 2*** Create a Quiz with [Multiple Choice](https://community.canvaslms.com/docs/DOC-2905) and [True/False](https://community.canvaslms.com/docs/DOC-2906) questions
* [Shuffle Answers](https://community.canvaslms.com/docs/DOC-2895)
* [Post Grades to SIS](https://community.canvaslms.com/docs/DOC-2994)
 | **Due:October 9*** [Require an Access Code to take a quiz](https://community.canvaslms.com/docs/DOC-2895)
* [Allow Multiple Attempts](https://community.canvaslms.com/docs/DOC-2895)
* [Assign a Practice Quiz for review](https://community.canvaslms.com/docs/DOC-2581)
* Create a Quiz with a combination of: [Fill in the Blanks](https://community.canvaslms.com/docs/DOC-2908), [Fill in Multiple Blanks](https://community.canvaslms.com/docs/DOC-2909), [Multiple Answers](https://community.canvaslms.com/docs/DOC-2921), [Multiple Dropdowns](https://community.canvaslms.com/docs/DOC-2917), or [Matching](https://community.canvaslms.com/docs/DOC-2926)
* [View Quiz Log for students](https://community.canvaslms.com/docs/DOC-2988)
 | **Due: October 13*** Create a Quiz with any of: [Formula Question](https://community.canvaslms.com/docs/DOC-2931), [Essay Question](https://community.canvaslms.com/docs/DOC-2943), or [File Upload Question](https://community.canvaslms.com/docs/DOC-2945)
* [Reorganize questions from Unfiled Bank to specific Question Banks](https://community.canvaslms.com/docs/DOC-2956)
* [Create a Quiz from a Question Bank, choose all questions](https://community.canvaslms.com/docs/DOC-2903)
* [Create a Quiz from a Question Bank, choose some questions--i.e. 25 out of 30 questions](https://community.canvaslms.com/docs/DOC-2903)
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**Additional Canvas Features**

* [Share a resource to the Commons](https://community.canvaslms.com/docs/DOC-2011)
* [Create Student Groups in one class](https://community.canvaslms.com/docs/DOC-1946)
* [Create a Collaboration for students](https://community.canvaslms.com/docs/DOC-2641)
* [Have students create ePortfolios to showcase their work](https://community.canvaslms.com/docs/DOC-2724)
* [Generate and utilize analytics for a course](https://community.canvaslms.com/docs/DOC-1794)