**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) |

**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) |

**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) |

**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) |

**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) |

**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)