# June 4 Training - Elementary

**Canvas Introduction - 8:30- 11:30**
1. Video - 10 min
2. Login to Canvas account & Email
3. Use link in email to join "MCCSC Canvas Teachers Training" Course
   a. Highlights: Twitter feed, modules, and discussion - 10 minutes
4. Introduce Dashboard and Settings (help & notifications too) -  20 min
5. Course organizational options - Activity Stream, Pages, Modules, Assignments, Syllabus - 5 min
6. Introduce Calendar - 5 min
7. Introduce Modules and create two or three modules in one of their courses - 15 min
   a. Sequence modules
   b. Locking Module
   c. **20 minutes to work**

**Break- 15 min**
8. Introduce Pages and editor - 20 - min.
   a. Linking Websites
   b. Linking Files
   c. Content Pages
   d. Images
   e. Upload Files in Canvas
   f. Student view
   g. **40 minutes to work**
9. Questions - 10 min

**Lunch 11:30-12:30**

**Canvas K-6 Writing Course 12:30 - 1:00**
1. **Open the Course from courses list**
2. **Join Course**
3. **Open the files and look at each one for your grade level**

**Canvas Assignments 1:00-3:30**
1. Introduce Assignments - 20 minutes
   a. Assignment Types and Submissions
2. Discussions - 10 minutes
3. 30 minutes to work
4. Quizzes and Surveys - 20 minutes
   a. Quiz Settings
   b. Question Type
5. **20 minutes to work**

**Break - 15 minutes**
6. Gradebook - 20 minutes
7. SpeedGrader and the iPad Apps - 15 minutes
8. **30 minutes to work**