

June 2 Training - High School

Canvas Introduction - 8:30- 10:00

1. Video - 5 min
2. Login to Canvas account
3. Use link in email to join "MCCSC Canvas Teachers Training" Course
 - a. Highlights: Twitter feed, open room modules, and find room discussion - 10 minutes
4. Introduce **Dashboard** and **Settings** (notifications too) - 5 min
5. Course organizational options - Activity Stream, Pages, Modules, Assignments, Syllabus - 5 min
6. Introduce **Syllabus** and **Calendar** - 10 min
7. Introduce **Modules** and create two or three modules in one of their courses - 25 min
 - a. Sequence modules
 - b. Locking Module
8. Introduce **Pages** and editor - 10 - min.
9. Upload **Files** (two ways) to your **Pages** area course files - 5 min
10. *Questions - 5 min*
11. What happens next? - 10 min
 - a. Moving into Departments
 - b. Task at hand in departments - Wednesday afternoon Share Out in Dept.
 - c. Support Area
 - d. Lunch
 - e. Schedule after lunch

Break 10:00-10:15

Break Out Groups 10:15-11:30

1. Organize staff within Departments
2. Create/Upload Syllabus
3. Create a landing page
4. Develop a skeleton of Modules for the first few weeks

Lunch 11:30-12:30

Canvas Assignments and Pages 12:30-2:00

1. Continue with more on Pages
 - a. Linking Websites
 - b. Linking Files
 - c. Content Pages
 - d. Images
 - e. Upload Files in Canvas
 - f. Student view
2. Introduce Assignments
 - a. Assignment Types and Submissions
3. Discussions
4. Other Apps
5. Questions
6. What's next

Break 2:00-2:15

Break Out Groups 2:15-3:30

1. Begin adding student work
2. Explore Plato
3. Continue developing course

June 3 Training - High School

Canvas Assessment and Gradebook- 8:30-9:45

1. Producing **quizzes/test** - 20 min
 - a. Settings
 - i. Type & Group
 - ii. Options
 - iii. Restrictions
 - iv. Date Range
 - b. Questions
 - i. Type
 - ii. Answers
 - iii. Comments
 - c. Question Groups
 - i. Creating
2. Create your own quick quiz - 20 min.
3. Importing quizzes/test - 5 min
4. **Gradebook** - 20 min
 - a. Settings
 - b. Import/Export
 - c. View (Default & Individual)
 - d. Assignment Drop-down arrow
5. Messaging Students through Gradebook- 10 min

Break 9:45-10:00

Break Out Groups 10:00-11:30

1. Fill in Canvas lesson with content

Lunch 11:30-12:30

Canvas Speedgrader 12:30-1:30

1. How to use - 20 min
2. Using the iPad app - 10 min
3. Advanced features - 30
 - a. Collaboration
 - b. Conference
 - c. Feedback options

Break 1:30-1:45

Break Out Groups 1:45-3:30

1. Finish Lessons
2. Share out