# **IMMS Canvas Expectations 25-26**

**Commitment/Expectation:** IMMS will use Canvas as a learning management system in all classes 6-12 to maintain consistency and provide access to materials.

**Objective:** IMMS shall offer support at the start of the year to facilitate set-up and share ideas of organization.

• Drop-in sessions during welcome back

#### Why?

- 1. Canvas is a helpful tool used for teachers/students/families
  - a. <u>Teachers</u>: Tool to keep track of and make adjustments to your *daily* content delivery (note: if you are working on the exact same project for a few days and there are no additional resources to add, you can do a date range for one week at a time)
  - b. <u>Students:</u> Tool to go to each day to get clarification/info/resources on what learning was accomplished during class and what are their next steps (assignments, reading, practice)
  - c. <u>Families</u>: Have the ability to use this tool to log in each day to partner with their scholar on their learning (ie if a student misses school, they will be able to go to Canvas to stay caught up with learning)
- 2. Canvas is NOT a tool students use to track grades on assignments or assessments
- 3. All teachers will be consistent
- 4. All teachers will explicitly teach students how to navigate Canvas (<u>Student Guides</u>)

#### Must DO:

- ★ Landing page will be consistent school-wide
  - Landing page is IMMS' template & set as the Canvas "front page".
  - Landing page must include: contact info, course description, library button, IC button, Lunch menu button, student services button, grade level hub/task list button, modules button, calendar button, IC button,
- **★ Modules** must be organized:
  - Current material at the TOP of the page
  - By date /week(ex: Week of September 3-7th)

### May DO:

- ★ Use symbols to identify type of work consistent at grade level (i.e. pencil=assignment, bullseye=assessment with emojis)
- ★ Paper Assignments not on Canvas may:
  - have **due date on Canvas**
  - Calendar may be used as an organizational tool
- ★ Staff may sync grades between Canvas and IC using ES, ME, AP, SB language.
  - Syncing Grades

▼ May 28-31	
P	June 3/4 - MON/TUE: My Maps presentation creation
P	May 28 - TUE: My Country Overview/Physcial Map Creation
P	May 29 - WED: My Country Maps- Climate
P	May 30 - THUR: My Country Maps- Population Map
P	May 31 - FRI: My Country Maps- Economic Resources and Land Use Map

#### **★** Assignments:

- Must have a due date (not end date) for digital assignments on Canvas. This allows students to use the "To Do" list. (View Calendar to ensure this is done correctly)
- Use Canvas to **distribute** resources and digital assignments

#### **★** Grades:

- Infinite Campus will house final grades (not Canvas)
- ★ Limit "Course Navigation" (Left-sidebar) to minimally include Modules, Home, and Assignments. (how-to guide)
- ★ Use a *parent course* instead of separate course sections (nest all courses/sections into one; ie: <a href="mailto:cross-listing">cross-listing</a>); this has been completed for you!
- ★ Rename your course with your name/content/grade level
  - o Ex: Vezina Science 7
- ★ All staff (IMMS subs, literacy coordinator (teachers, Advanced Learner Resource, admin and EAs) have access to the Canvas courses as TEACHERS

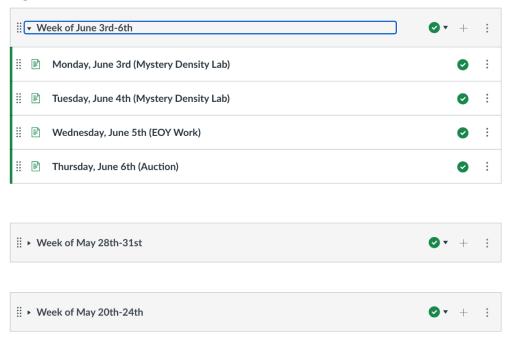
### **Tricks and Tips for using Canvas: (Staff Discussions)**

- Putting everything we do in class on Canvas helps when students are gone as you can direct them to canvas (slides, homework, assignments, group activities, etc.)
- Encourage students to reach out to teacher if they miss (Go to Canvas)
  - We need to teach the students this expectation, we still need to check in with students when they return to see if they checked Canvas.
- The more user-friendly, the better: To Do List is really helpful
- Canvas integrates with Google for assignments! Use Submission Type: External Tool
  → Google Assignments (LT), and select Canvas/Speed Grader option
- Canvas syncs with IC; match Canvas ASSIGNMENT category to IC's CATEGORIES
- Speedgrader: Filter by section
- Have the rubric linked to the Assignment page
- Make sure to edit the buttons/links (Assignment buttons, etc links on left-side).
- Add icons in front of the assessments (summative assessment/formative assessment)
- Link assignments to the calendar feature great for helping student plan (Due dates will show up! Can be linked to Google Calendar, too.)
  - When you set up the assignment submission options use "paper/in-person"
  - You have to have both "submission type" (no submission/paper) and due date set. Then it will automatically populate to the "To Do" list.
  - o If used, add your Pages to "To Do" list
- Consistency in how you label assignments/assessments in Canvas and IC
- College students are using Canvas at the UW Schools
- Canvas ARRE/Advisory Lessons needed: Canvas Notifications, features via Canvas' <u>Student Guides</u>, email signatures etc.
- Give EAs & Sped Teachers access to the assignments and/or hardcopies
- Move what you are currently working on at the top very helpful
  - Turn off (unpublish) old modules, if helpful, for organization
  - Important information can still be found on landing page

#### 8th Grade Math



## 6th grade science



## 6th grade math

