Click here for a "brief" overview of what is new in Canvas.

Here is a brief demonstration video of the steps below for teachers who are copying a course from last year.

Here is a brief demonstration video of the steps listed below for teachers working with a brand new course.

❏ Hide preps, study hall, and other unwanted courses from your Dashboard- Make sure current courses are on Dashboard for easy access

- ◆ Here is a video that shows you how to do this
- ◆ Here are printable directions

❏ Copy existing content from last year's courses or from a Course Shell
- ◆ Here is a video that demonstrates this.
- ◆ Here are printable directions

❏ If applicable, add co-teachers to your course so they can edit and access

- ◆ Here is a video that shows you how to do this
- ◆ Here are printable directions

❏ Set up Course Navigation and *Hide* unneeded features and Select Homepage/Front Page

- ◆ This video will help you accomplish these tasks(watch from 7:22-9:38)
- ◆ Here are printable directions

- ❖ It is strongly recommended that you remove the following from your Course Navigation in each Course you teach

    - ❏ Chat
    - ❏ Outcomes
    - ❏ Attendance
    - ❏ Conferences
    - ❏ Collaborations

- ❖ You may want to consider moving:

- ❏ Pages- When utilizing Modules, students can have access to page links within the modules. The full list of pages is harder to navigate and could cause confusion.
- ❏ Files- Again, when utilizing modules, this access in Files is not necessary
- ❏ Class Notebook- If you do not plan on utilizing OneNote you do not need to keep this in your course navigation.
- ❏ Google Drive/365- If you don't plan on using these integrations, you can move them.

- ❏ Place your Course Syllabus on the Syllabus Page on Canvas- Publish this when ready

    - ◆ [Here is a video](#) that demonstrates how to do this.
    - ◆ [Here are printable directions](#)

- ❏ Place Due Dates on Calendar for Early Assignments

    - ◆ [Here is a video t](#)hat demonstrates how to do this.
    - ◆ Remember your courses are already divided into sections. [Here is a video overview.](#)
    - ◆ [Here are printable directions with links to additional directions for all calendar functions](#)

- ❏ **PUBLISH** your course so it is visible for students

    - ◆ Directions can be found [here](#)
    - ◆ [Here are printable directions](#)

Start of the School Year FAQS- (I will update this as more questions are asked!)

Q: *What are the goals and expectations for this year?*

A: It is expected that all teachers will demonstrate proficiency in the four goals from last year (daily agenda, use of syllabus page, due dates on course calendar, upload handouts as possible). The new goal is to utilize Modules for course organization. Please be reminded that there is [a module](#) on modules in the Professional Learning Course.

Q: *Do I need to divide my course into different groups or sections for each period?*

A: No, this has been done for you. [Here is a video](#) that demonstrates how to see and utilize Course sections. In [this folder](#) you will find printable directions relating to this feature.

Q:**How do I push grades to *PowerSchool?***

A: Yes! Here is [a video](#) that shows you what to do set up your courses for this feature. In [this folder](#) you will find printable directions relating to this time-saving feature.

Q: Do parents have access to Canvas?

A: Yes, parents were able to create observer accounts in November of last year. If any parent created an account last year, it is still active. If a parent would like to create an observer account or add a new student to their account they can do so by following [these directions](#). These directions are also found on the HS homepage under the For Parents tab.

Q: ***Why don't I see assignments I created in my course on my calendar or the calendar doesn't appear in the drop down menu?***

A: Go to your calendar. Look on the right hand side of the calendar for the list of all of your courses. Make sure the square next to the calendars you want visible is clicked "On"- it should be a color, not white. Once the calendar is clicked on you will be able to see items on that course calendar and will be able to select the calendar from the drop-down menu when you create events within the calendar.

Q: ***How can I unpublish Events on the calendar?***

A: Unfortunately this is not a feature of an Event. Events should be used for special announcements not for daily information. If you copied a course from last year and now have past events on the this year's calendar you either have to delete the events or remove the copied content by going to Settings and selecting "Reset Course" from the right hand side. Then recopy your material and select "specific content". Finally when selecting content, do not select course events.(See me for help with this!)

Q: Can I add a teacher who is teaching the same subject as me to my course?

A: Yes, you can do this by going to People in your course navigation. Use the directions found under adding a co-teacher above. This access will allow the teacher to see your materials and easily copy things into his/her course to use.

Q: Can I make a Canvas Course for my club?

A: Yes. Select Start a New Course from your dashboard to create the course. The easiest way to add students is to give them a join URL. [Here](#) are directions on how to do that.

Q: How can I help students find their Canvas credentials?

A: Canvas log-in credential information can be found under the "For Students" tab on the high school homepage and [here](#). Teachers can see student log-in credentials by clicking on the backpack icon in PowerSchool, selecting the student's last name and then selecting "logins" from the drop down menu. Canvas usernames are the students' computer username followed by @psd.pennridge.org and the password is their network password.