



CCS Canvas Course Protocols - Secondary

General Information

- Canvas is the central hub for your class where students/parent observers will find daily pertinent information to help them be successful in your class.
 - Updated regularly
 - Content/resources should be linked
 - Multiple methods of assessments are used (discussion, assignments (individual or group), and quizzes)
 - Detailed instructions & guidelines for completing assignments & discussions are provided
 - Content is “chunked” into manageable pieces (units, chapters, etc.) by using pages or modules
 - Use external tools (e.g. Google, Microsoft, Canvas Studio, Quizlet, Khan Academy, EdPuzzle, Nearpod, etc.) embedded in a page, assignment, discussion, or quiz using the Rich Content Editor)
 - Differentiation is evident (variety of styles and components used)
 - Lessons include two of three forms:
 - Student-Student Interaction (e.g. discussions and/or collaborative projects)
 - Student-Teacher Interaction (e.g. quality feedback)
 - Student-Content Interaction (e.g. engaging content & resources with which students must interact & not just read or watch)
- Work to incorporate the skills identified as essential for CCS Students using the [Digital Skills for Students Checklist](#).

Homepages

- I am using the district template provided in my course and utilizing the sections as requested.
 - **Welcome**
 - write a brief 1-2 sentence introduction welcoming students to your course.
 - **Your Work**
 - I use the provided table to link the instructional materials (modules or pages) students need to access.



- we recommend keeping it simple for students and linking your content to the appropriate week
 - you may utilize chapters, units, etc. but it is imperative that when looking at your page it is obvious where the current work is
 - please keep these links updated
- **Quick Links** - there are four buttons you must use and we created space where you can add two more if you wish
 - **Class Information** - this should link to a page where you have your rules, expectations, class calendar, course description, syllabus, pacing guide, etc. (basically any relevant information to the course you wish to share)
 - **Resources** - this should link to a page with course resources such as any reference websites that students would find beneficial
 - **Virtual Learning Day** - this will be used for any VL days we may have; if mother nature is nice to us this year, we may not need it at all ([VLD Guidance Document](#))
 - **Teacher Information** - this should link to a page where you can introduce yourself, share any information you wish to, and your contact information
 - Additional buttons can be made by utilizing this Canva template link found in the “Course Design Elements” page that is in each of your courses; don’t hesitate to reach out for help

Virtual Learning Days

- Virtual Learning modules will be published and ready for students by 9:00 am
- This [reference document](#) will help you complete the module template for virtual learning days.
- Students must complete the attendance quiz within 24 hours (or have a parent/guardian call the attendance office)
 - Use the attendance quiz provided in the module template
 - The teacher will update PowerSchool in a timely manner (the state requires attendance data based on these days so this is extremely important)
 - Virtual Learning Day Codes for PowerSchool (CCHS & NHS Only)
 - VLDA - Virtual Learning Day Absent
 - VLDP - Virtual Learning Day Present



- Be prepared to pivot and have your lessons ready for a virtual learning day in case of inclement weather.
- Students will have a minimum of three school days (including the Virtual Learning Day) to complete assignments *but the final due date is at the discretion of the classroom teacher*