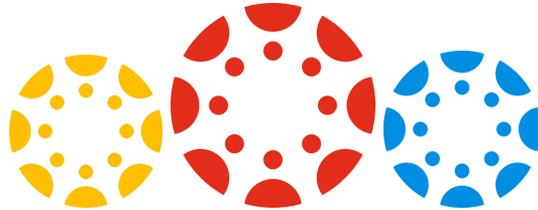


# Back to School Canvas Guide



The purpose of this guide is to provide you with support and information needed to start the 2020-2021 school year using Canvas as your Learning Management System. For continued support during the year, please visit the Canvas Guide [here](#).

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# Overview of a Shell vs. a Course

The attributes of a Course vs. a Shell are [here](#).

The subject areas [listed](#) that can expect a shell or a course to be blueprinted.

## PowerSchool and Canvas: What to Expect

Canvas courses and shells will be blueprinted to teacher and student Canvas accounts according to Powerschool schedules and course codes.

1. Canvas courses will begin blueprinting on August 3rd. This means that teachers who are scheduled in PowerSchool will begin to see them show up on their dashboard. The process may take a couple of days and not all teachers will see their course at the exact same time.
2. If teachers are not scheduled or assigned in Powerschool, they will not be able to access the Canvas course or shell materials. Teachers will only have access to the course content in which they are assigned in PowerSchool.
3. The Canvas and PowerSchool sync happens on a daily basis, therefore, if teachers schedules or courses change they should see the reflected in Canvas within 24-48 hours.
4. If teacher assignment is changed in PowerSchool, the Canvas course that is blueprinted to you will change. If you think your schedule could change it might be helpful to make a copy of your Canvas homepage so that you can easily transfer the information to the new course.

### Grade Book:

Canvas has a gradebook that is automatically used when assigning students tasks. You may or may not wish to connect your Canvas gradebook to PowerTeacher.

[Click here](#) for a gradebook overview.

[Click here](#) to learn how to sync the gradebook to PowerTeacher.

[Click here](#) to learn how to import assignment groups

# You Have a Shell or Course...Now What?

## Personalization

Personalizing the Home Page					
<a href="#">Overview of Home Page</a>					
 <b>Digital Citizenship</b>	<p>Provide information for students on how to access their Digital Citizenship course (it will show up on their Canvas dashboard for grades 2-12), when it needs to be completed, and any additional information for parents and students.</p> <p>Here are wonderful resources to utilize for parents and students.</p>				
 <b>Grading</b>	<p>Fully indicate and explain grading practices for your course for students and parents to reference.</p>				
 <b>LIVE lessons</b>	<p>Include your schedule of live lessons for this course along with any links that students would need. Embedding a google doc will allow for the ability to make quick changes.</p>				
 <b>Canvas Navigation</b>	<p>Provide information for students and families on how to navigate Canvas. Here are some resources:</p>				
 <b>Support</b> <small>Technology, Wellness, Transition, Resources</small>	<p>Include the CMS hotline number:            Information for additional student or family supports that are provided by your school or the district.            Link the CMS homepage and your School homepage</p>				
 <b>Teacher Information</b>	<p>Provide your contact information along with any co-teachers for your course.</p> <p>Provide how students and teachers should expect to receive communication from the teacher.</p>				
<b>Teacher Introduction</b>	<table border="1"> <tr> <td>Get to Know You Ideas</td> <td>The getting to know you activity can be through a digital platform such as <a href="#">Flipgrid</a>, Padlet, or a shared "All About Me" Google slide deck.</td> </tr> <tr> <td>Screencast Tools</td> <td>Video might include a screencast of the course in Student View that shows how to get to daily assignments, submit assignments, view grades, and how to use the course navigation menu on the left. One way to do this is use the Google extension <a href="#">Screencastify</a>, upload the video</td> </tr> </table>	Get to Know You Ideas	The getting to know you activity can be through a digital platform such as <a href="#">Flipgrid</a> , Padlet, or a shared "All About Me" Google slide deck.	Screencast Tools	Video might include a screencast of the course in Student View that shows how to get to daily assignments, submit assignments, view grades, and how to use the course navigation menu on the left. One way to do this is use the Google extension <a href="#">Screencastify</a> , upload the video
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Screencast Tools	Video might include a screencast of the course in Student View that shows how to get to daily assignments, submit assignments, view grades, and how to use the course navigation menu on the left. One way to do this is use the Google extension <a href="#">Screencastify</a> , upload the video				

	<table border="1"> <tr> <td data-bbox="557 90 867 268"></td> <td data-bbox="867 90 1520 268"> <p>to YouTube, and embed the video from YouTube.</p> <p>Other tools: <a href="#">Loom</a>, <a href="#">Screencast-o-matic</a></p> </td> </tr> </table>		<p>to YouTube, and embed the video from YouTube.</p> <p>Other tools: <a href="#">Loom</a>, <a href="#">Screencast-o-matic</a></p>
	<p>to YouTube, and embed the video from YouTube.</p> <p>Other tools: <a href="#">Loom</a>, <a href="#">Screencast-o-matic</a></p>		
Adding Buttons	<a href="#">Adding buttons to your course</a>		

## Checklist

This checklist shows the steps that you need to take in order to set up a course for students to access. This is a starting point and you will likely want to add additional attributes to your course.

### Checklist:

- [Personalize Course](#)
- [Connect Gradebook](#)
- [Publish Course](#) (students can't see the course until this is completed)
- [Add co-teachers to your course](#)
- Send test/welcome communication to all students
  - [Click here](#) to learn how to use announcements with your students.
  - [Click here](#) to learn how to use the inbox with your students.
  - [Click here](#) to learn how to use chat with your students.
- Share Canvas access information with Families
  - [Click here](#) to learn more about the Parent Canvas APP
  - [Click here](#) to learn details about Parent Canvas Access
  - [Click here](#) to learn how parents can change the language in which they view Canvas
- Add in any content for your first week. Click below to view more "how-to's" for:
  - Teachers create pages in order to deliver lessons to students. [Click here](#) for a pages overview.
  - There are currently two quiz types you can choose from which are [Classic quizzes](#) and [New quizzes](#). Students can use Read and Write for Google to have assessments read aloud if that is part of their accommodations.
  - If you have been given an entire course from your central office content department team, it doesn't mean you can't make enhancements and add scaffolds to lessons, assignments, quizzes, etc if your students need it. Add [pictures](#), [files](#), [videos](#), [media recordings](#), and more!

- ❑ **Creating and Assignment:** Teachers create assignments in order to have students turn in independent work, projects, or demonstrations of mastery. [Click here](#) for an assignments overview.

Additional resources:

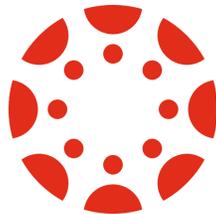
- [How to create an assignment](#)
- [Creating a cloud assignment](#)
- [Assigning an assignment to everyone](#)
- [Assigning an assignment to an individual student](#)
- [Using peer review](#)

## Specialized Services

1. How to create a course and add students
2. [How to add co-teachers to a course](#)
3. Resources

## Canvas Support Directory

Use this directory to get the most effective support and answers to questions when using Canvas.



Click on the area of support that best represents your need:

[General "How To" Question \(How do I create an assignment? How do I use Speedgrader?\)](#)

[Technical Questions \(I can't log in\)](#)

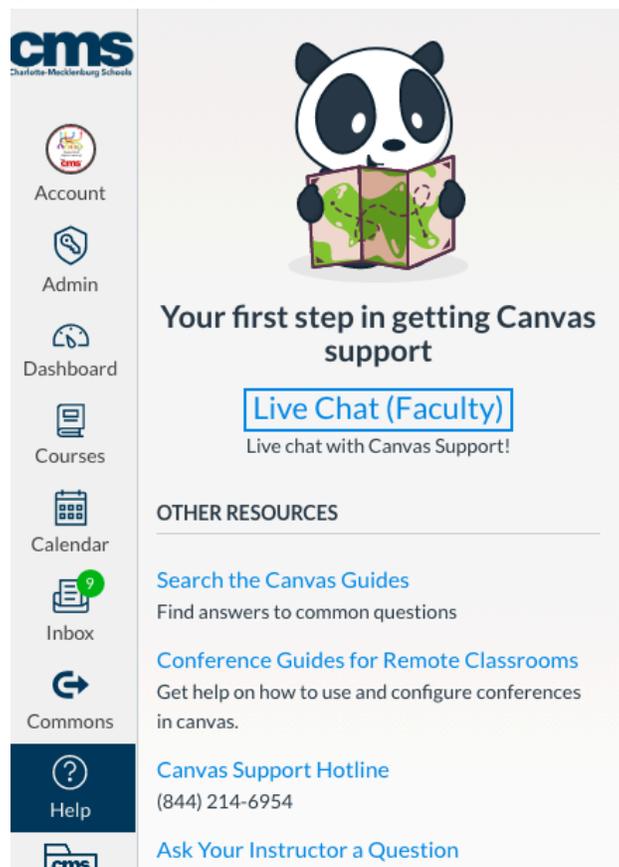
[Content and Course Design](#) (The course links or resources are not working. I'm not sure about what students should do in the assignment. Etc.)

## Canvas General Support & Office Hours

Date	Time	Link
Thursday, August 6th	6-7 PM	<a href="https://zoom.us/j/91793090558">https://zoom.us/j/91793090558</a>
Saturday, August 8th	9-10 AM	<a href="https://zoom.us/j/99240127382">https://zoom.us/j/99240127382</a>
Tuesday, August 11th	6-7 PM	<a href="https://zoom.us/j/91368669460">https://zoom.us/j/91368669460</a>
Wednesday, August 12th	6-7 PM	<a href="https://zoom.us/j/92608887872">https://zoom.us/j/92608887872</a>
Thursday, August 13th	6-7 PM	<a href="https://zoom.us/j/97873759400">https://zoom.us/j/97873759400</a>
Saturday, August 15th	10-11 AM	<a href="https://zoom.us/j/98247205260">https://zoom.us/j/98247205260</a>
Tuesday, August 18th	6-7 PM	<a href="https://zoom.us/j/99390750277">https://zoom.us/j/99390750277</a>
Wednesday, August 19th	7-8 PM	<a href="https://zoom.us/j/97277639065">https://zoom.us/j/97277639065</a>
Thursday, August 20th	6-7 PM	<a href="https://zoom.us/j/97723955787">https://zoom.us/j/97723955787</a>
Saturday, August 22nd	10-11 AM	<a href="https://zoom.us/j/91103172202">https://zoom.us/j/91103172202</a>
Tuesday, August 25th	6-7 PM	<a href="https://zoom.us/j/99425416680">https://zoom.us/j/99425416680</a>
Wednesday, August 26th	6-7 PM	<a href="https://zoom.us/j/96900913120">https://zoom.us/j/96900913120</a>
Thursday, August 27th	6-7 PM	<a href="https://zoom.us/j/96676166445">https://zoom.us/j/96676166445</a>
Saturday, August 29th	10-11 AM	<a href="https://zoom.us/j/91924056085">https://zoom.us/j/91924056085</a>

## Canvas 24/7 Help:

Click on the HELP button on the left hand side of your Canvas screen. They offer 24/7 support and Canvas Guides.



The screenshot shows the Canvas user interface. On the left is a vertical navigation menu with icons and labels for: Account, Admin, Dashboard, Courses, Calendar, Inbox (with a notification badge), Commons, and Help (highlighted in a dark blue box). The main content area features a cartoon panda holding a globe, with the text "Your first step in getting Canvas support" and a prominent "Live Chat (Faculty)" button. Below this, under the heading "OTHER RESOURCES", are links for "Search the Canvas Guides", "Conference Guides for Remote Classrooms", "Canvas Support Hotline (844) 214-6954", and "Ask Your Instructor a Question".

**cms**  
Dorfleite-Mecklenburg-Schule

Account

Admin

Dashboard

Courses

Calendar

Inbox

Commons

**Help**

**cms**



**Your first step in getting Canvas support**

[Live Chat \(Faculty\)](#)  
Live chat with Canvas Support!

**OTHER RESOURCES**

[Search the Canvas Guides](#)  
Find answers to common questions

[Conference Guides for Remote Classrooms](#)  
Get help on how to use and configure conferences in canvas.

[Canvas Support Hotline](#)  
(844) 214-6954

[Ask Your Instructor a Question](#)

## Canvas Technical Support

Contact the CMS HelpDesk: [helpdesk ticket](#) or call 980.373.5736 option 3.

## Canvas Content and Design Support

[Elementary](#)

[Middle School](#)

[High School](#)

[Specialized Services](#)

### Elementary

Content Area	Specialist Name/ Email
ELA Grade K	Jennifer Estes/ <a href="mailto:jenniferw.estes@cms.k12.nc.us">jenniferw.estes@cms.k12.nc.us</a>
ELA Grade 1	Alyssa Arrowsmith/ <a href="mailto:alyssa.mannella@cms.k12.nc.us">alyssa.mannella@cms.k12.nc.us</a>
ELA Grade 2	Barbara Truette/ <a href="mailto:barbara.truette@cms.k12.nc.us">barbara.truette@cms.k12.nc.us</a>
ELA Grade 3	Teresa Broughton/ <a href="mailto:teresal.broughton@cms.k12.nc.us">teresal.broughton@cms.k12.nc.us</a>
ELA Grade 4	Darla Barker/ <a href="mailto:darla.barker@cms.k12.nc.us">darla.barker@cms.k12.nc.us</a>
ELA Grade 5	Danielle Preisach/ <a href="mailto:danielle.lange@cms.k12.nc.us">danielle.lange@cms.k12.nc.us</a>

Math Grade K	Hannah Woods/ <a href="mailto:hannahg.woods@cms.k12.nc.us">hannahg.woods@cms.k12.nc.us</a>
Math Grade 1	Nikki Mackey/ <a href="mailto:nicolel.mackey@cms.k12.nc.us">nicolel.mackey@cms.k12.nc.us</a>
Math Grade 2	Sonya Gregory/ <a href="mailto:sonya.gregory@cms.k12.nc.us">sonya.gregory@cms.k12.nc.us</a>
Math Grade 3	Mallory Hill/ <a href="mailto:malloryj.corwin@cms.k12.nc.us">malloryj.corwin@cms.k12.nc.us</a>
Math Grade 4	Stephanie Conlon/ <a href="mailto:stephanieg.conlon@cms.k12.nc.us">stephanieg.conlon@cms.k12.nc.us</a>
Math Grade 5	Susan Copeland/ <a href="mailto:susan.copeland@cms.k12.nc.us">susan.copeland@cms.k12.nc.us</a>
Science Grades K-5	Darlene Petranick/ <a href="mailto:d.petranick@cms.k12.nc.us">d.petranick@cms.k12.nc.us</a>
Social Studies Grades K-5	Bill Keating/ <a href="mailto:williamj.keating@cms.k12.nc.us">williamj.keating@cms.k12.nc.us</a>
Visual Arts	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Dance	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Music	Windy Fullagar/ <a href="mailto:windyb.fullagar@cms.k12.nc.us">windyb.fullagar@cms.k12.nc.us</a>
Theatre Arts	Windy Fullagar/ <a href="mailto:windyb.fullagar@cms.k12.nc.us">windyb.fullagar@cms.k12.nc.us</a>
Physical Education	Kim Morton/ <a href="mailto:kimm.cooke@cms.k12.nc.us">kimm.cooke@cms.k12.nc.us</a>
Health	Kim Morton/ <a href="mailto:kimm.cooke@cms.k12.nc.us">kimm.cooke@cms.k12.nc.us</a>
K-5 FLES (non-immersion) Spanish	Mara Cobe/ <a href="mailto:mara.cobe@cms.k12.nc.us">mara.cobe@cms.k12.nc.us</a>
Exceptional Children	Ann Jolly/ <a href="mailto:ann.jolly@cms.k12.nc.us">ann.jolly@cms.k12.nc.us</a>

## Middle School

Content Area	Specialist Name/ Email
Visual Arts	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Dance	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Digital Media Arts	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Music	Windy Fullagar/ <a href="mailto:windyb.fullagar@cms.k12.nc.us">windyb.fullagar@cms.k12.nc.us</a>
Theatre Arts	Windy Fullagar/ <a href="mailto:windyb.fullagar@cms.k12.nc.us">windyb.fullagar@cms.k12.nc.us</a>
Physical Education	Kim Morton/ <a href="mailto:kimm.cooke@cms.k12.nc.us">kimm.cooke@cms.k12.nc.us</a>

Health	Kim Morton/ <a href="mailto:kimm.cooke@cms.k12.nc.us">kimm.cooke@cms.k12.nc.us</a>
English Language Development	Chelsea McKillop/ <a href="mailto:chelseas.mckillop@cms.k12.nc.us">chelseas.mckillop@cms.k12.nc.us</a> Heidi Campbell / <a href="mailto:amelia.campbell@cms.k12.nc.us">amelia.campbell@cms.k12.nc.us</a>
Exceptional Children	Marianne Haulk / <a href="mailto:marianne.haulk@cms.k12.nc.us">marianne.haulk@cms.k12.nc.us</a>
Social Studies	Mary Margaret Martin / <a href="mailto:marym.martin@cms.k12.nc.us">marym.martin@cms.k12.nc.us</a>
Science	Rachelle Brennessel/ <a href="mailto:rachel.l.brennessel@cms.k12.nc.us">rachel.l.brennessel@cms.k12.nc.us</a>
Math Grade 6	Ashley Burch/ <a href="mailto:ashleye.burch@cms.k12.nc.us">ashleye.burch@cms.k12.nc.us</a> Amanda Thompson/ <a href="mailto:amanda.thompson@cms.k12.nc.us">amanda.thompson@cms.k12.nc.us</a>
Math Grade 7	Michael Pillsbury/ <a href="mailto:michael.pillsbury@cms.k12.nc.us">michael.pillsbury@cms.k12.nc.us</a>
Math Grade 8	Rob Leichner/ <a href="mailto:robert.leichner@cms.k12.nc.us">robert.leichner@cms.k12.nc.us</a> RaChelle Perkins/ <a href="mailto:rachelle.ivey@cms.k12.nc.us">rachelle.ivey@cms.k12.nc.us</a>
World Languages	Mara Cobe/ <a href="mailto:mara.cobe@cms.k12.nc.us">mara.cobe@cms.k12.nc.us</a>
Spanish for Native Speakers	Michele Henriquez/ <a href="mailto:michele.l.henriquez@cms.k12.nc.us">michele.l.henriquez@cms.k12.nc.us</a>
ELA Grade 6	Rashele McConnell / <a href="mailto:rasheled.mcconnell@cms.k12.nc.us">rasheled.mcconnell@cms.k12.nc.us</a> Theodore Mueller/ <a href="mailto:theodore.mueller@cms.k12.nc.us">theodore.mueller@cms.k12.nc.us</a>
ELA Grade 7	Marquis Jackson / <a href="mailto:marquis1.jackson@cms.k12.nc.us">marquis1.jackson@cms.k12.nc.us</a> Tiffany DiMatteo / <a href="mailto:tiffany.dimatteo@cms.k12.nc.us">tiffany.dimatteo@cms.k12.nc.us</a>
ELA Grade 8	Katie Cunningham / <a href="mailto:kathleeno.cunningham@cms.k12.nc.us">kathleeno.cunningham@cms.k12.nc.us</a> Melissa Sykes / <a href="mailto:melissam.sykes@cms.k12.nc.us">melissam.sykes@cms.k12.nc.us</a>

## High School

Content Area	Specialist Name/ Email
Visual Arts	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Dance	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Digital Media Arts	Cheryl Maney/ <a href="mailto:cheryl.maney@cms.k12.nc.us">cheryl.maney@cms.k12.nc.us</a>
Music	Windy Fullagar/ <a href="mailto:windyb.fullagar@cms.k12.nc.us">windyb.fullagar@cms.k12.nc.us</a>
Theatre Arts	Windy Fullagar/ <a href="mailto:windyb.fullagar@cms.k12.nc.us">windyb.fullagar@cms.k12.nc.us</a>
Physical Education	Kim Morton/ <a href="mailto:kimm.cooke@cms.k12.nc.us">kimm.cooke@cms.k12.nc.us</a>

Health	Kim Morton/ <a href="mailto:kimm.cooke@cms.k12.nc.us">kimm.cooke@cms.k12.nc.us</a>
English Language Development	Charmaine Anderson/ <a href="mailto:charmaine.anderson@cms.k12.nc.us">charmaine.anderson@cms.k12.nc.us</a> Heidi Campbell / <a href="mailto:amelia.campbell@cms.k12.nc.us">amelia.campbell@cms.k12.nc.us</a>
Exceptional Children	Marianna Sartin/ <a href="mailto:marianna.sartin@cms.k12.nc.us">marianna.sartin@cms.k12.nc.us</a>
Social Studies	Mary Margaret Martin / <a href="mailto:marym.martin@cms.k12.nc.us">marym.martin@cms.k12.nc.us</a>
Math	Hema Lalwani/ <a href="mailto:hema.lalwani@cms.k12.nc.us">hema.lalwani@cms.k12.nc.us</a>
Science	Rachelle Brennessel/ <a href="mailto:rachellel.brennessel@cms.k12.nc.us">rachellel.brennessel@cms.k12.nc.us</a>
English 9-12	Roxanne Friday <a href="mailto:roxanne.breland@cms.k12.nc.us">roxanne.breland@cms.k12.nc.us</a>
World Languages	Mara Cobe/ <a href="mailto:mara.cobe@cms.k12.nc.us">mara.cobe@cms.k12.nc.us</a>
Spanish for Native Speakers	Michele Henriquez/ <a href="mailto:michelel.henriquez@cms.k12.nc.us">michelel.henriquez@cms.k12.nc.us</a>

## Specialized Services

Content Area	Specialist Name/ Email
Driver Education	Connie Sessoms/ <a href="mailto:connie.sessoms@cms.k12.nc.us">connie.sessoms@cms.k12.nc.us</a>
JROTC	COL Clark/ <a href="mailto:robertl.clarkiv@cms.k12.nc.us">robertl.clarkiv@cms.k12.nc.us</a>
Exceptional Children - Elementary School	Ann Jolly / <a href="mailto:ann.jolly@cms.k12.nc.us">ann.jolly@cms.k12.nc.us</a>
Exceptional Children - Middle School	Marianne Haulk/ <a href="mailto:marianne.haulk@cm.k12.nc.us">marianne.haulk@cm.k12.nc.us</a>
Exceptional Children - High School	Marianna Sartin/ <a href="mailto:marianna.sartin@cms.k12.nc.us">marianna.sartin@cms.k12.nc.us</a>
Exceptional Children - Extensions Programs	Robin Portlock/ <a href="mailto:robinl.portlock@cms.k12.nc.us">robinl.portlock@cms.k12.nc.us</a>
AIG & Talent Development - Elementary	Melanie Ragin: <a href="mailto:melanie.ragin@cms.k12.nc.us">melanie.ragin@cms.k12.nc.us</a> Lisa Pagano: <a href="mailto:lisa.pagano@cms.k12.nc.us">lisa.pagano@cms.k12.nc.us</a> Ken Hiroshige: <a href="mailto:kenneth1.hiroshige@cms.k12.nc.us">kenneth1.hiroshige@cms.k12.nc.us</a>
Advanced Studies (AIG/TD/Honors) - Secondary	Benna Haas: <a href="mailto:bennas.haas@cms.k12.nc.us">bennas.haas@cms.k12.nc.us</a> Kelli Daughtry: <a href="mailto:kelli.daughtry@cms.k12.nc.us">kelli.daughtry@cms.k12.nc.us</a>
AVID	Kaitlin Brick: <a href="mailto:kaitlin.brick@cms.k12.nc.us">kaitlin.brick@cms.k12.nc.us</a> Latisha Hensley: <a href="mailto:latisha.hensley@cms.k12.nc.us">latisha.hensley@cms.k12.nc.us</a>

Advanced Placement

Latisha Hensley: [latisha.hensley@cms.k12.nc.us](mailto:latisha.hensley@cms.k12.nc.us)