



Canvas

PARENT/STUDENT CHEAT SHEET



What is Canvas? Canvas is Ball-Chatham's new Learning Management System. Do you want a great video to give you a full student overview of Canvas? Check this [video](#) out!

*Please note that some of these features may or may not be used by teachers at BCSD.

How do I get into Canvas?

- [Student](#)
- [Parent Observer Accounts](#)
- [Basic Navigation of Canvas and Accessing Classes](#)
- [I think I'm missing classes on my page.](#)
- [How Can I access it on my Mobile Device?](#)

[Basic Canvas Troubleshooting including Google Authorization issues.](#)

How do I submit assignments?

- [Text Entry Assignments](#)
- [No Submission](#)
- [File Upload](#)
- [File Upload Canvas Mobile App](#)
- [Google Assignment LTI](#)
- [Did I submit my assignment?](#)
- [How do I see Feedback?](#)

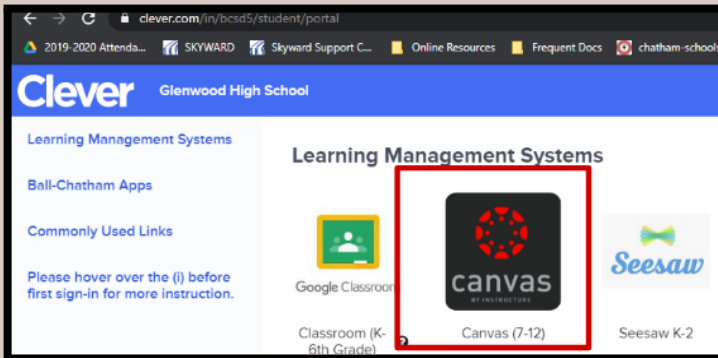
[How do I access the Canvas App as a student?](#)

Check out the [Canvas Student Guide](#) for lots of great How To's on becoming a Canvas Expert.

I need Tech Support - Click [HERE](#)

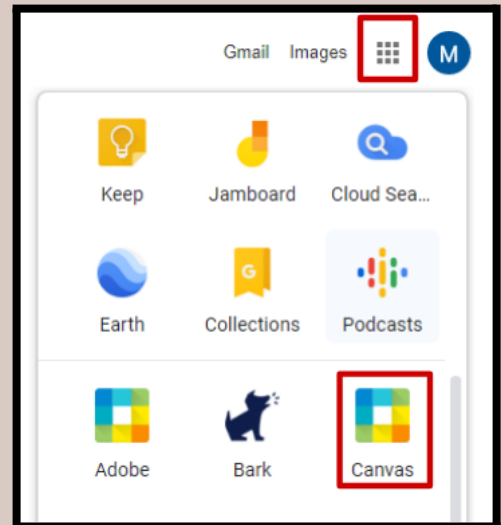
How do I get into Canvas?

Clever Dashboard



Clever will be launched as a pop-up tab anytime you log onto a Chromebook. There will also be an extension you can access to get back to the Canvas Launch Page.

The Google Waffle Menu



You need to get into Gmail before going to the waffle menu to see Canvas.

Direct Link - Sometimes it takes a few hours for the Pop-up to start working if a student hasn't used their Chromebook in a long time. When signed into your Google Account you can also go to bcsd5.instructure.com/login/saml and it will log you in directly from Google. You can't login from bcsd5.instructure.com.

Canvas Landing Dashboard - After you are in Canvas you will see the Landing Dashboard. [1] shows you your courses and [2] shows your ToDo List for all Courses. This can help you stay organized. You can also change the layout.

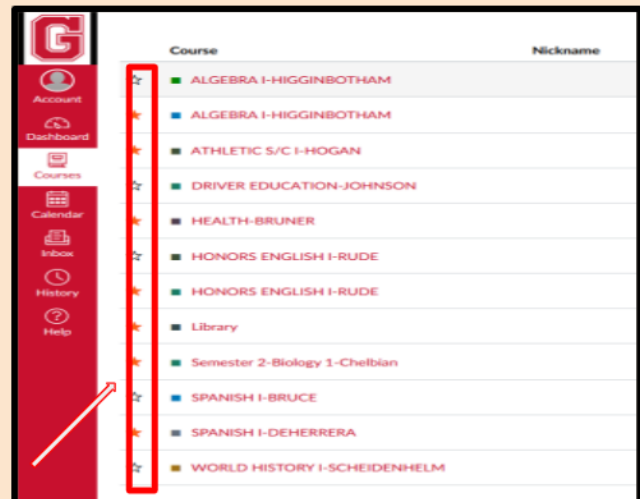
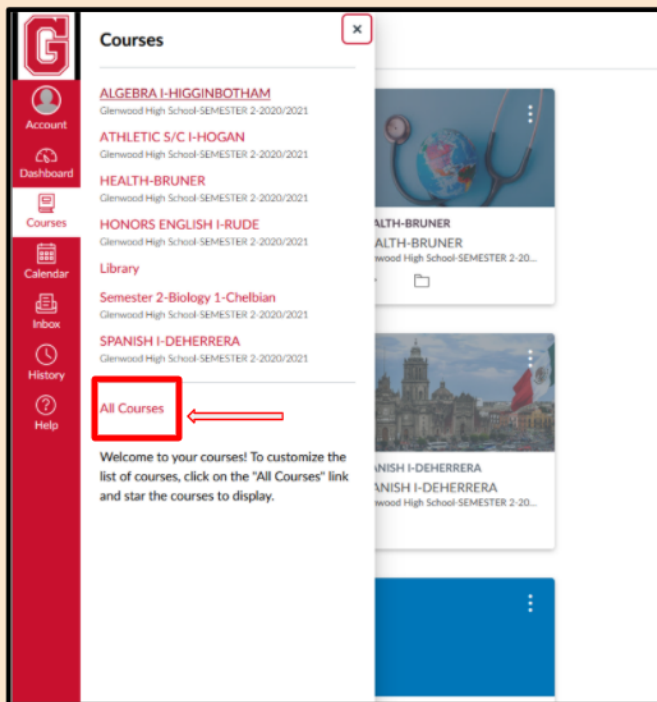
The screenshot shows the Canvas Dashboard. On the left is a red sidebar navigation bar with icons for Home, People, Modules, Assignments, Quizzes, Pages, Recent Activity, and Help. The main content area is titled "Dashboard" and "Published Courses (6)". A yellow circle with the number "1" is placed over the "Published Courses (6)" text. Below this, there are four course cards: "GMS / GHS Test Course" (green), "Growing With Canvas" (green), "GMS / GHS Test Course" (red), and "Growing With Canvas" (teal). On the right side, there is a "To Do" list with items like "Grade Nachos", "Grade Sample Drive Activity", "Grade Text entry Test", "Grade Google", and "Grade test form 2". A red box highlights the "Dashboard View" menu in the top right corner, which includes options for "Card View", "List View", "Recent Activity", and "Color Overlay". A yellow circle with the number "2" is placed over the "To Do" list.

Courses can also be accessed from the course tab on the side Navigation Bar.

The screenshot shows the Canvas "Courses" page. The left sidebar navigation bar is visible, with the "Courses" icon highlighted. The main content area is titled "Courses" and has a close button (X) in the top right corner. Below the title, there are two sections: "Published Courses" and "Unpublished Courses". Under "Published Courses", there are five items: "Canvas Training Course", "GMS / GHS Test Course", "Growing With Canvas (Teacher Training)", "Test Course", and "Training Video Course". Under "Unpublished Courses", there is one item: "Math Shell Course".

I think I'm missing classes from my dashboard - Please follow the directions below to add them to your dashboard if they aren't showing up.

Adding and Removing Course Tiles on Canvas



You can add and remove class tiles by doing the following. Open Canvas and click on "Courses" Once the menu opens, click "All Courses" This will open a page with stars next to the courses that are showing tiles. You can add and remove tiles by clicking on the stars.

Calendar View - The calendar is a great place to see what is going on with assignments and other activities in your course. Assignments are located on the calendar with their DUE DATE and not the date they are assigned. You can get here by selecting the calendar on the left side [1]. You can turn on and off calendars for each course on the

The screenshot displays the Canvas LMS interface. At the top, there is a navigation bar with links such as '2019-2020 Attend...', 'GYMNASIUM', 'Keyword Support C...', 'Online Resources', 'Frequent Docs', 'chaffin-schools...', 'SelfDM Streaming...', and 'Teacher Tech'. Below this, a calendar view for September 2020 is shown. The calendar has a header with 'Today', navigation arrows, and tabs for 'Week', 'Month', and 'Agenda'. The main calendar area shows dates from Sunday to Saturday. On September 3rd, there are three events: 'Bob's Practice (1 student)', 'Google Form', and 'test-form-2'. On September 7th, there is an event titled 'Nutrition'. On September 16th, there is an event titled 'distributing'. On September 18th, there are two events: 'Option 3 - Test Entry Fee' and 'Option 4 - Laptop Fee'. A right sidebar shows a list of calendars including 'Gopuram Canvas', 'Canvas Training Course', 'GMS / GHS Test Course', 'Test Course', and 'Training Video Course'. A 'Calendar Feed' link is also visible. Red circles with numbers 1, 2, and 3 highlight specific elements: 1 points to the left sidebar, 2 points to the right sidebar, and 3 points to the events on September 3rd.

- Home
- Syllabus
- Modules
- Assignments
- Discussions
- Grades
- Quizzes
- Google Drive
- Connected
- Savvas Realize

Training Video Course

Jump to Today

To Do

dfafdsfdfsdfsad

10 points |
Sep 16 at 11:59pm |

< September 2020 >

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Course assignments are not weighted.

Recent Feedback

Classic Quiz
1 out of 1

Course Name - Geography

Teacher - Brett Moore bmoore@bcsd5.org

Course Overview

Course Policies/Management Plan/Additional Information

1st Hour Geography Google Meet - meet.google.com/lookup/2ndhrmooregeography

1st Hour Geography Google Meet - meet.google.com/lookup/2ndhrmooregeography

[Join Google Meet](#)

Or join by dialing [+1 567-393-8860](tel:+15673938860) pin: 298068493

Conference ID: jtw-aoac-tja

3rd Hour Geography Google Meet

[Join Google Meet](#)

Or join by dialing [+1 636-287-0504](tel:+16362870504) pin: 726155553

Conference ID: ojm-wmad-seg

4th Hour Geography Google Meet

[Join Google Meet](#)

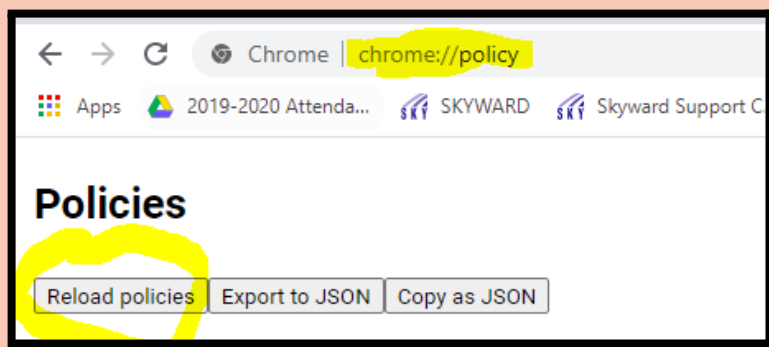
Or join by dialing [+1 413-728-2246](tel:+14137282246) pin: 398766023

Conference ID: cvp-uaec-wvo

Troubleshooting Google Drive in Canvas - If you are experiencing issues with authorizing Google Drive in Canvas or are unable to view Google Docs shared by others in Canvas, the following should help. Please complete these steps before contacting tech support or your teacher.

Tier 1 - The steps below fix the majority of student issues with Canvas.

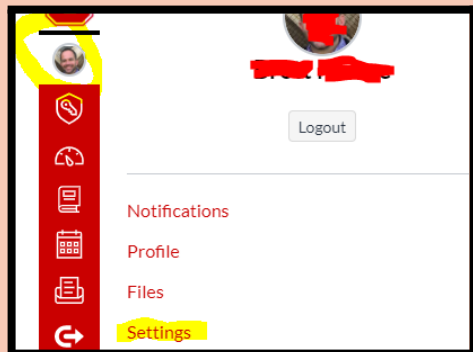
1. Log off the Chromebook.
2. Click your user icon and select Remove User From Device.
3. Add the account back to the Chromebook.
4. Open the Chrome browser.
5. In the address bar visit `chrome://policy`.
6. Select reload policies.



Tier 2: Re-register Google Drive service in Canvas

If the authorization issue persists, you may need to re-register the Google Drive service.

1. Log into [Canvas](#) and click Account > Settings.



2. If Google Drive appears as a Registered Service, hover over the item and click the X and select OK to unregister the service.

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

☒ Let fellow course/group members see which services I've linked to my profile

Registered Services

 **Google Drive**
view your profile [mccore@bcisd5.org](#) 



Other Services

Click any service below to register:

3. If Google Drive or Google Drive LTI IAD-Prod is listed as an Approved Integration, click the Trash icon and click OK to delete the integration.

Approved Integrations:

These are the third-party applications you have authorized to access the Canvas site

App	Purpose	Dates	
Training Portal		Expires: Aug 8 at 7:51am Last Used: Aug 8 at 6:51am	details 
Edlink		Expires: Aug 31 at 7:30am Last Used: Aug 31 at 6:30am	details 
Google Drive LTI IAD-Prod		Expires: Aug 31 at 1:33pm Last Used: Aug 8 at 8:28am	details 

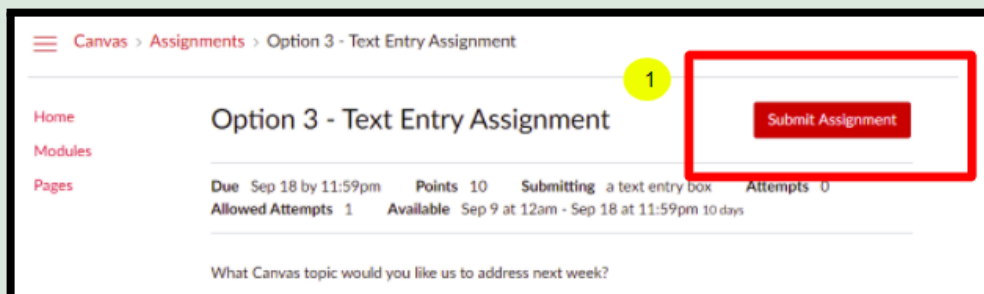
4. Navigate to a course and click Google Drive > Authorize.

[Home](#)
[Modules](#)
[Discussions](#)
[Google Drive](#)

[AUTHORIZE](#)

Turning in Assignments as a Student - Teachers will do assignments a little bit differently from class to class, but here are the basics.

Text Entry Assignments - Open up the assignment in Canvas and **Select Submit Assignment** [1].



Read the question or materials provided by your teacher [2] and type your answer in the box [3]. You can also add pictures or videos if required by using the toolbar[4].

Home
Modules
Pages

Option 3 - Text Entry Assignment

Due: Sep 18 by 11:59pm Points: 10 Submitting: a text entry box Attempts: 0
Allowed Attempts: 1 Available: Sep 9 at 12am - Sep 18 at 11:59pm 10 days

What Canvas topic would you like us to address next week?

2

Text Entry

Copy and paste or type your submission right here.

4

3

Type answer here.

Submit your assignment by selecting the submit button [5].

p > span 3 words

5

Comments

Cancel Submit Assignment

Previous Next

No Submission Assignments - Your teachers may push out a Google Form or other activity that doesn't require you to submit a response inside of Canvas, but requires you to complete an activity. When you open these types of assignments you will notice there isn't a submission button. The teacher will have provided you a link inside the assignment. You will need to open this and complete the activity.

Option 5 - No Submission Type Assignment (Google Forms)

Due Sep 18 by 11:59pm Points 10 Attempts 0 Allowed Attempts 1
Available Sep 9 at 12am - Sep 18 at 11:59pm 10 days

Please complete this [Google Form](#) ^u.

◀ Previous

If you want to remove a No Submission Type Assignment from your ToDo list you can click the X to remove from the class dashboard.

Canvas Training Course

Welcome to our Ball-Chatham Canvas Training Course. We will be using this during the school year to learn more about Canvas each week. Below is our Canvas Training Slide Deck that should be helpful in answering your questions about Canvas.

View Course Stream

View Course Calendar

View Course Notifications

To Do

Option 3 - Text Entry Assig... X
30 points |
Sep 18 at 11:59pm |

Option 4 - Upload File Assi... X
30 points |
Sep 18 at 11:59pm |

Option 5 - No Submission T... X
30 points |
Sep 18 at 11:59pm |

Recent Feedback

Knowledge base answer

File Upload - This type of assignment gives you and your teacher the most flexibility for turning in an assignment. To complete this type of assignment you will have a few options from your teacher. They might ask you to copy a document they provided the link for. They may ask you to upload a photo. This will be based on the individual assignment or

[Return to Table of Contents](#)

teacher. The directions for this should be in the text [1]. When you are ready to submit you will select Submit Assignment [2].

Canvas > Assignments > Option 4 - Upload File Assignment

Option 4 - Upload File Assignment

Submit Assignment

Due Sep 18 by 11:59pm Points 10 Submitting a file upload Attempts 0
Allowed Attempts 1 Available Sep 8 at 12am - Sep 18 at 11:59pm 11 days

Please open up this [document](#) ¹, make a copy and complete.

When you go to upload your assignment please select the Google Drive LTI on the right side. Then navigate to your document and attach it. Google will automatically change your share settings to View. See the picture below on how to submit.

If you are uploading a file that is saved in your File Manager (on a Chromebook) or something stored on your computer you will want to select File Upload [3] and then choose the file [4]. You can add multiple files by selecting add another file. If you want to add a file from Google Drive you should select Google Drive LTI 1.3 [5] and open the file. It should be in your recent files making it easier to find. It will change the share settings to view automatically so your teacher can access it. When it is loaded you will select Submit Assignment [6].

3

5

File Upload Dropbox Google Drive Google Drive (LTI 1.3)

Upload a file, or choose a file you've already uploaded.

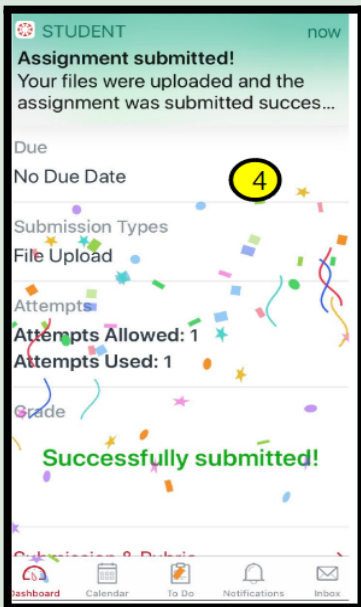
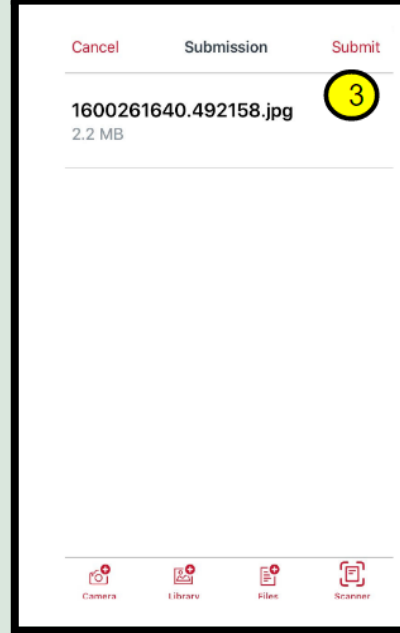
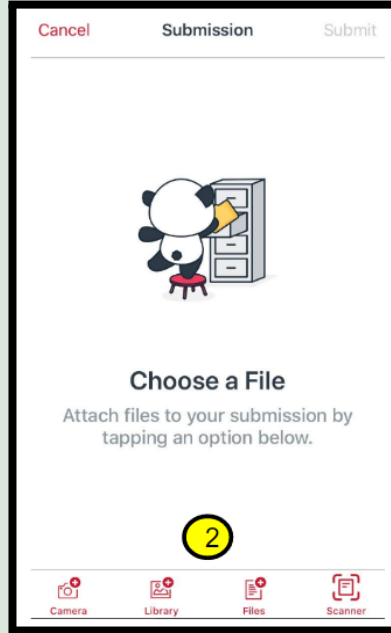
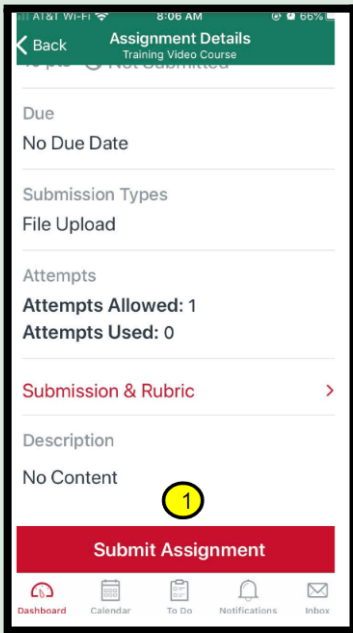
File: **4** Choose File No file chosen

+ Add Another File

Comments...

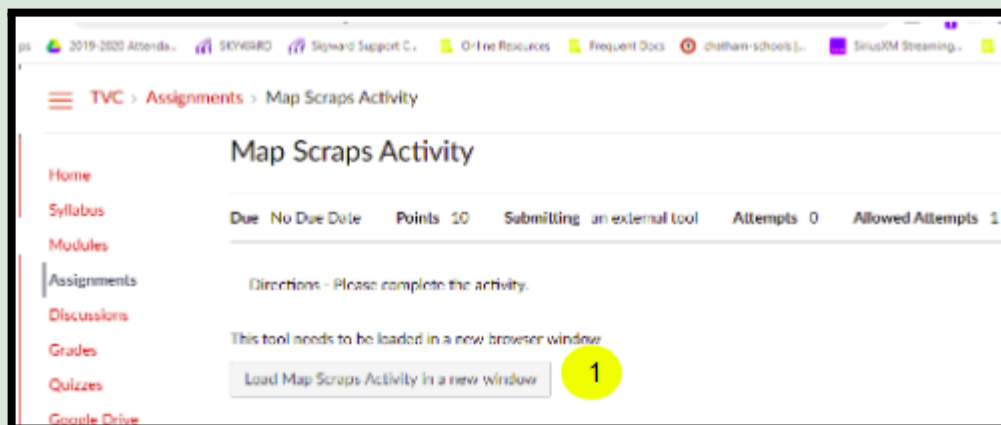
Cancel **6** Submit Assignment

Mobile App File Uploads on Canvas - If a student uses the [Mobile App on File Uploads](#) they can easily take pictures from their device to upload. This is especially nice for math assignments. Students need to open up the Assignment on the App and select Submit Assignment [1]. Select the way you want to upload your file [2]. Camera and Scanner are both good options for uploading a picture or scanning a document into Canvas. The scanner works great for scanning and uploading documents. The file will be added to the app and will be waiting for the student to submit [3]. Once submitted the students will be notified with the submission screen [4].

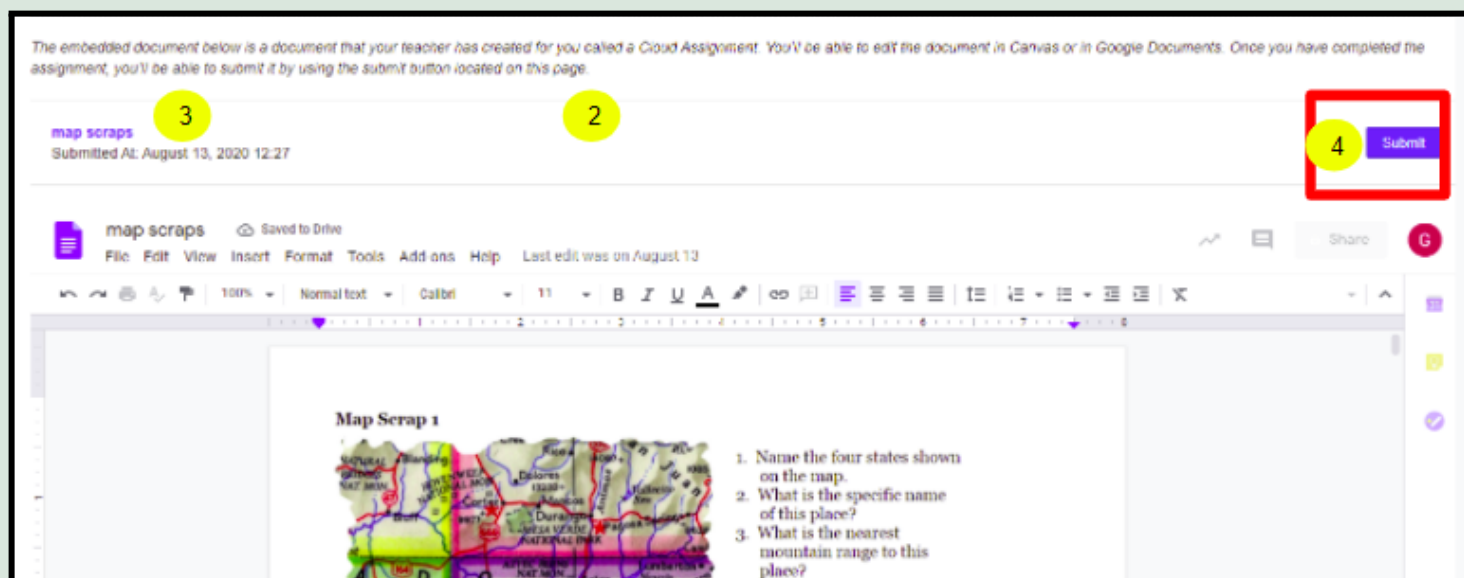


Google Assignments LTI - This type of assignment makes a copy for you just like Google Classroom used to do.

When you open up a Google LTI Assignment it will either open up a Load Screen [1] or open straight into the assignment [2] depending on how the teacher set it up.



Below is the view that will open if the teacher didn't select the load in a new window [2]. Students can open a full screen view of the assignment by clicking on the assignment name [3]. When a student is ready to submit they need to go back to the assignment page and select Submit [4]. There is not a submit button on the document like there is in Google Classroom. You need to navigate back to the assignment and open the screen like [2] and select submit [4]..



[How can I check if I turned something in?](#) If you go back into an assignment and open it up you will see on the right hand side it is submitted.

Please Complete

Please Complete

Re-submit Assignment

No Due DatePoints 0Submitting a file upload

make a copy of the following document and turn it in when complete.

Submission

✓ Submitted!
Sep 6 at 7:11am
[Submission Details](#)
[Download](#)
[dlfslfdlsdflsdflsdflsd.dlc](#)

Comments:
No Comments

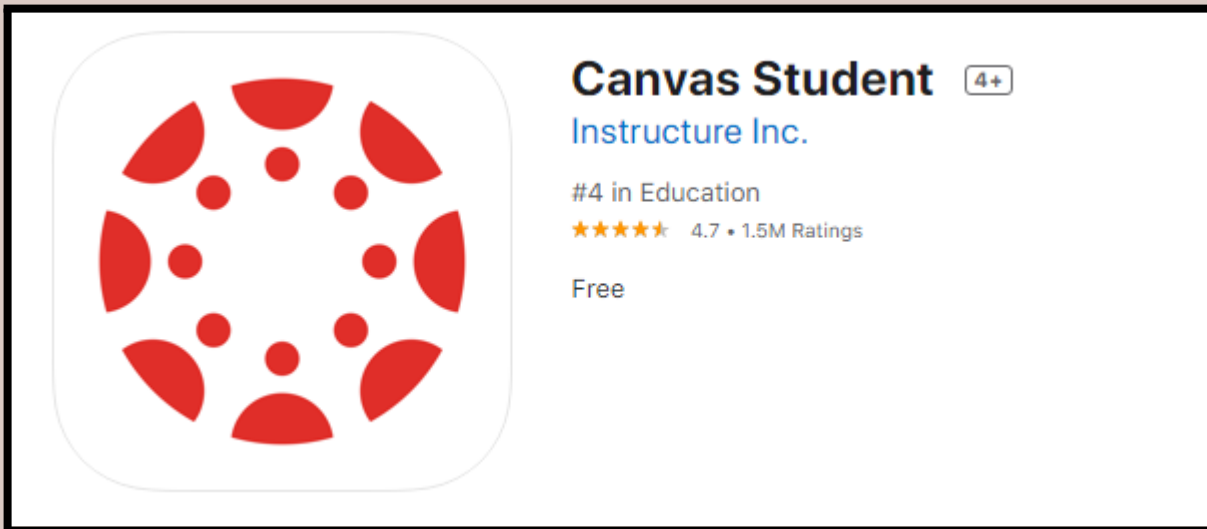
You can also check assignments in your Calendar. If you open up your calendar it will put a line through assignments that are completed and turned in.

→ <u>September 2020</u>				
MON		TUE	WED	THU
31 Google	1	2	3 Bob's Practice (1 student) Google Form test form 2	4
7 Nutrition	8	9	10	11

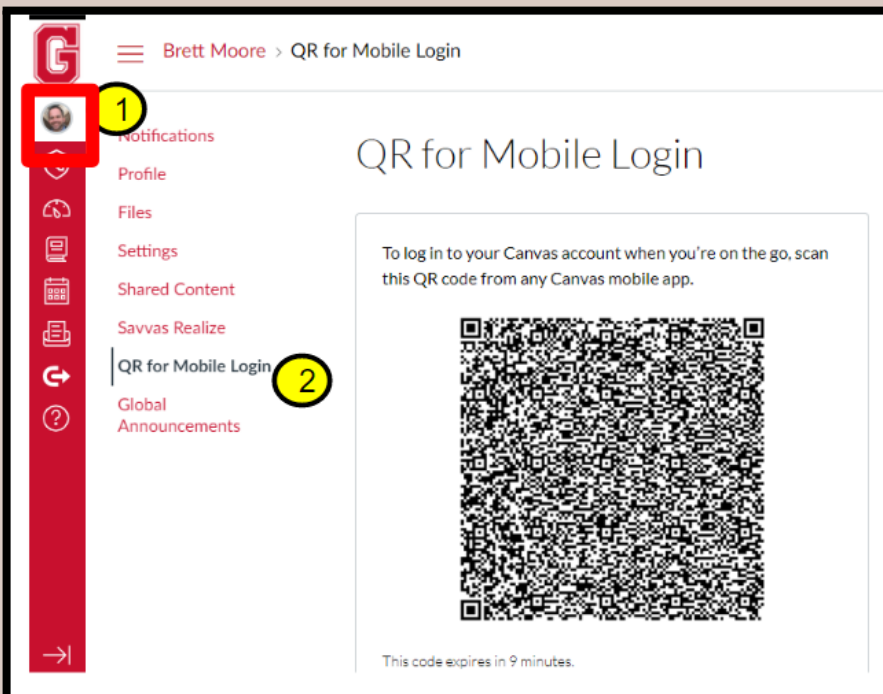
On your ToDo list it should also remove any assignment you have completed. Please note if the assignment is a no-submission assignment the student would have to manually remove this from the ToDo List.

Adding the Student Canvas App

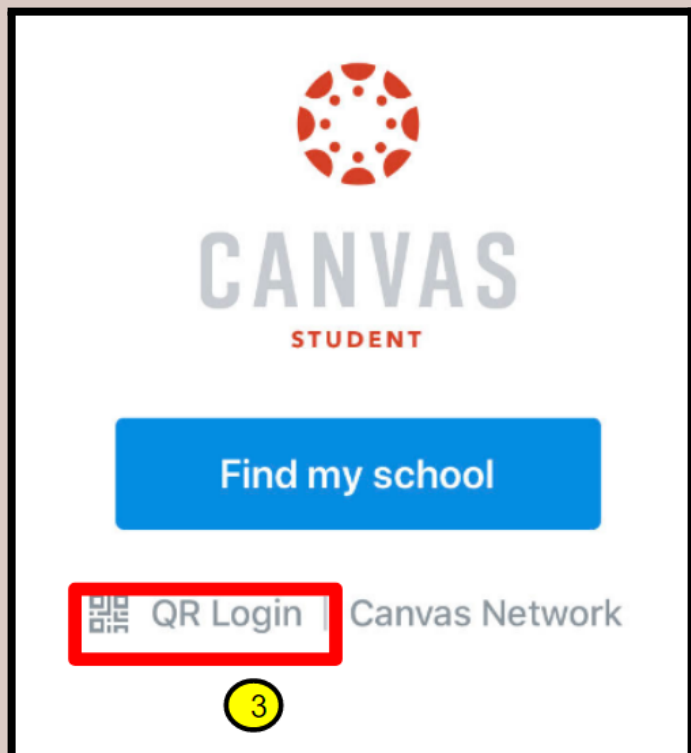
Students - On iOS or Android devices download this app.



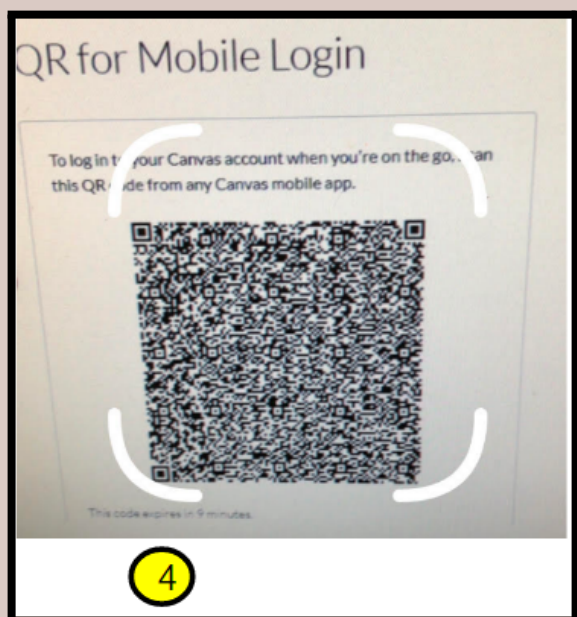
Open up Account Information [1]. Select QR for Mobile Login [2].



Open the app and select QR Login [3]. You are not able to login with an email and password.



Take a picture of the QR Code [4].



You will be brought into the App.

If you get logged out of the app you will need to scan a new QR code to log back in.

It is also important not to share this QR Code.