4 STEP TRAINING PROCESS USING 3 RESOURCES
MPS Canvas EdTech Webinars
MPS Canvas Training Course
Canvas Training Portal "K12 FIRST DAY READY" pathway

Session 1: WHAT, WHY, and HOW to log in?
- What is it?
- Why are we using it? (Show Sally Student account)
- How will we learn it so quickly (explain 4 step 3 resource process)
- How do I get logged in? (Walk through with them step-by-step)
- Explaining menu icons and dashboard (more detail in Canvas Training Portal video).
  - Purpose for creating a practice course – 1st thing that must be done before enrolling in Canvas Training Course.
    - Starting a New Course (7:29)
  - Recommended notification preferences for our district
    - Your Account Profile & Notifications (2:54)
  - Adding contact methods
  - Understanding your Inbox- how it works with our school email accounts.
  - Communication tools, messages, and announcements.
- Organizing your Dashboard (4:01)
- How do I find enroll link for MPS Canvas Training Course. Walk everyone through it and sign in.
- How to use **MPS Canvas Training Course.**
- How to use the Canvas Training Portal – Suggest "K12 First Day Ready" to start with.
- **Try to complete the first three steps in the "K12 FIRST DAY READY" course in Canvas training portal before attending next webinar.**
- **Check out the EdTech website resources!!!**

Session 2: Modules & Assignments
- Review:
- Settings page: :
  - Course details (adding an image to your course card)
  - Navigation
    - About Course Navigation Items & How to Edit Them (5:58)
  - Apps —demo how to add the YouTube app.
    - Adding Third Party Apps (7:01)
  - Student view
- Modules
  - Adding Assignments to Your Modules (11:25)
  - Requiring Students to Complete Module Items in a Specific Order & Adding Prerequisites (8:00)
- Assignments
  - Rich Content Editor Walkthrough (17:24)
  - Assignments Details

- Back at the module level, demo publishing and unpublishing modules or individual items you want to pull in and out of student view. [***Publishing Your Course - Super Important!*** (0:59)](#)
- Test out Student View
- We will be creating templates for your courses that you can use if you choose to, but you can also create your own or find others.
- Introduce them to **Canvas Commons**
- **In your practice course, create a Module (does not have to have content yet, just outline).**
- **Try to complete the 4th step in "K12 FIRST DAY READY" program in canvas training portal before attending next webinar.**

Session 3: Quizzes
- Quizzes – Take them through the demo quiz to showcase the question types and feedback options, remind that they can share question banks, demo videos for each type of quiz question are in the training course,
  - [Creating Quizzes](#) (9:00)
- **Try to complete the 5TH and 6TH steps in "K12 FIRST DAY READY" learning pathway in the Canvas Training Portal.**

Session 4: Speedgrader, Feedback, Grade Sync, and tips & tricks
- Attaching rubrics and tagging assignments with standards
- Speedgrader demo with rubric, demo feedback options
  - Gradebook, grade sync
    - [Syncing Grades to Infinite Campus (5:55)](#)
- This fall the minimum expectation will be that you have the following items in your Canvas course. It may be a good idea to go ahead and get started this summer:
  - Syllabus/expectations/rules/procedures
  - How to navigate through my course video (LOOM, classroomscreen.com)
  - Virtual meeting link/dates/times
- Your coordinators will be creating and providing modules for the core courses for the first (9 weeks) of school.
- How to use the Commons.
- How to share with one another directly.
- Sharing courses
- Snipping images, saving as PDF, etc.
- Chrome Bookmarking
Next Steps:
- Canvas Community Guides
- Shop around in the Commons to see how other teachers are designing course
- Check out other learning pathways in Training Portal
- Make sure notifications are on
- Watch out for new trainings