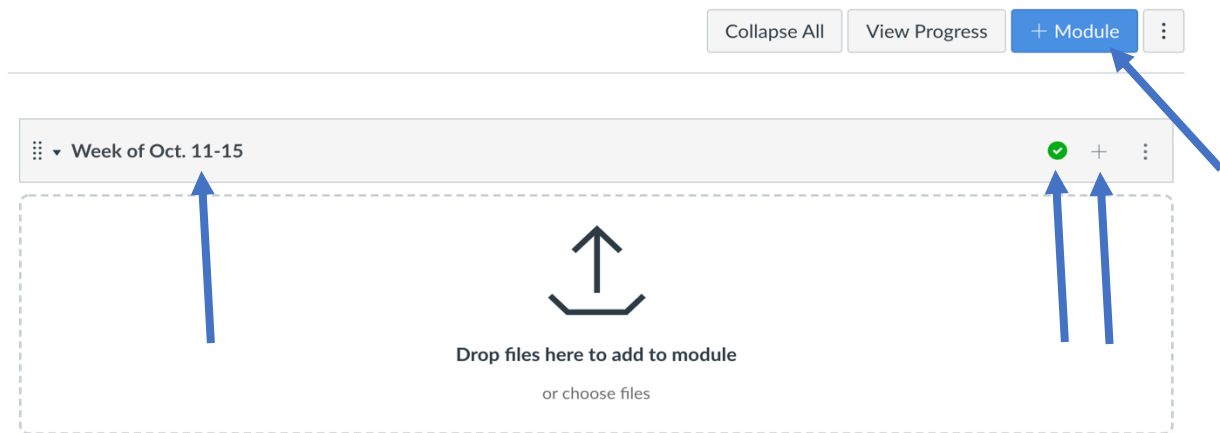# Canvas

Canvas is where you will post notes and assignments, where students will receive them, and where you will grade online work.

When you log in you will see your courses on the Dashboard.

To post notes and assignments:

1. Click on the class you want to post something in
2. Click on "Modules" on the left-hand side
3. Click the blue +Module button on the top right-hand side.
4. Name the Module based on the week and move that module to the top of the screen. Make sure you publish the module by click on the check mark and making it turn green.
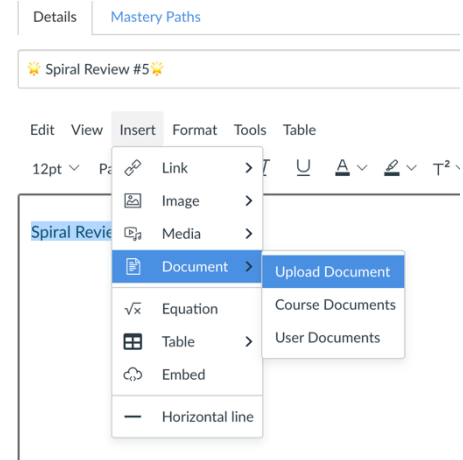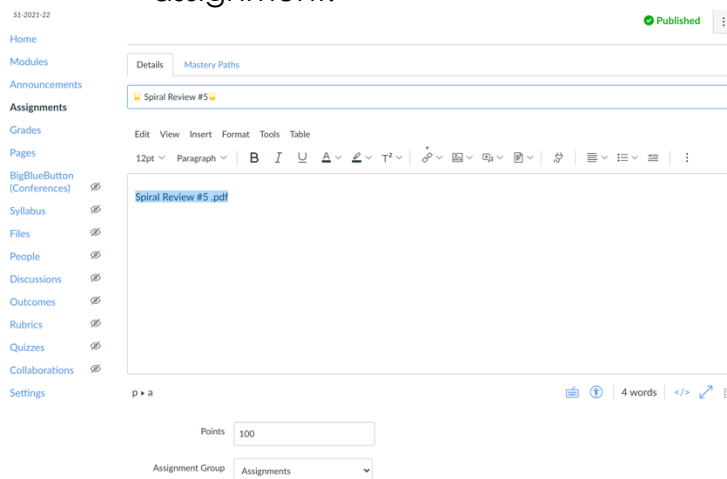

5. To add NOTES, click the "+" arrow on the module and choose "File" then you can upload the notes for that day in the module. I normally name it based on the weekday and then put the notes title next to it.
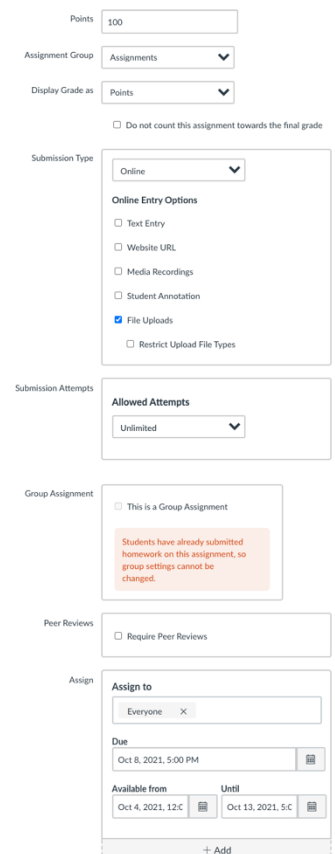
6. To create an assignment, click the "+" arrow, use the drop down to find assignment, and click "create assignment." Name the assignment based on what it is called on the paper. After you click "add item" it will send you back to the modules page.

- Then click on the assignment words so you can upload the digital pdf document.
- It will send you to a page that looks like a text box. Click "insert → document →upload document" So you can add the digital assignment.

7. After you added the link of the assignment you need to fill in the bottom portion:
   - Points = 100
   - Assignment Group= Assignments
   - Submission Type = Online
     (Be sure to check off "file uploads" for entry options)
   - Allowed Attempts = Unlimited
   - Group Assignment = Do not check off
   - Peer Review = Do not check off
   - Assign = Everyone
   - Due Date: I normally do one or two school days later at 5PM
   - Available from: The date it is assigned (it starts at 12am automatically)
   - Until: Please make this date a week from the date by 5PM

8. YOU MUST CLICK "SAVE AND PUBLISH FOR STUDNETS" TO SEE IT

***Grading in Canvas is easier to explain on your iPad in person. It is very user friendly once you see how to grade and work on it a couple of times. ***