# **Student Laptop and Canvas Training Checklist**

* Set up call outs for approximately 10 students (plus one CA) per hour to attend training and send kiosks to students “You have been placed on the call out on \_\_\_\_\_\_\_\_\_\_ to pick up your education laptops and attend a one-hour laptop and canvas training. Please report to M building, room \_\_\_ during your scheduled time.”
* Copy a new training course and select the current term to track and monitor new students.
* Add all new students to the course.

## **Training checklist for each hour:**

* Power on and log in to laptops
* Go over site specific resources on the image
  + At CRCC:
    - Office 2016 Training and Windows 10 Training
    - Mavis Beacon Teaches Typing- Set up Username, standard keyboard and goal.
    - Open up preloaded class files (specifically pre-college math)
* Have students add a folder for each course they are enrolled in on the desktop and a folder named “Training”. Saving to the desktop helps students easily keep track of their files.
* Introduce the docking stations
  + Explain that the red light on the left side of the docking station will turn green when connected properly and the network and internet settings will change from saying no connections are available with a red x to a yellow triangle with a “!”.
  + Point out that the docking stations will charge the laptops but otherwise laptops only need to be placed on them when they sync with canvas.
* Open up the OPE LMS app.
  + Sync with Canvas. Explain that the sync is the only way to send or receive files.
  + During or after the sync process, point out that the sync is accepting the invite to the training course and then pulling course content. Some students may need to sync twice to get the course content.
  + Explain that you will need to use the drop-down menu to access multiple courses.
* Access the Canvas Training Course
  + Walk students through opening the zipped folder and extracting the files to the Training folder they created on their desktop.
  + Explain that single file assignments can be dropped individually. If more than one file per assignment is required, students must zip the folder and drop it into the corresponding assignment. Walk them through the process. Show students the date and time stamp under submissions in the drop box area.
  + Sync with canvas to send the dropped files to the instructor. Show students how to watch the sync process to insure SUCCESS under “Pushing Assignment Submissions”.
* Log into the computer lab desktop computers and help students log into canvas.
  + Go to the navigation bar and select grades. Show students how homework submissions will appear, ready for instructors to grade, and how they can open and save their work to their Z: drive for future use. Logging into the desktop allows students to see their grades and comments, and they can also submit assignments via the computer lab desktops.