



# Wisdom Builders

---

Canvas Training



# Intro

Go to:

[https://canvas.instructure.com/register\\_from\\_website](https://canvas.instructure.com/register_from_website)

Create teacher/student account

Create class

Create Modules/announcements

Zoom maybe!

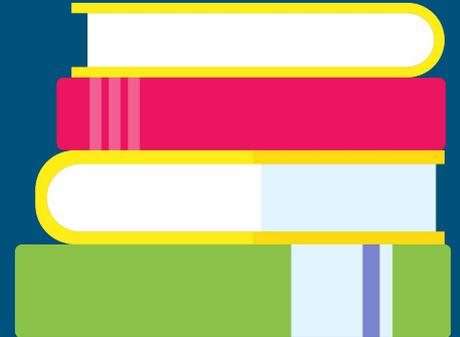
Goal to show you the tools and some bells and whistles :)

---

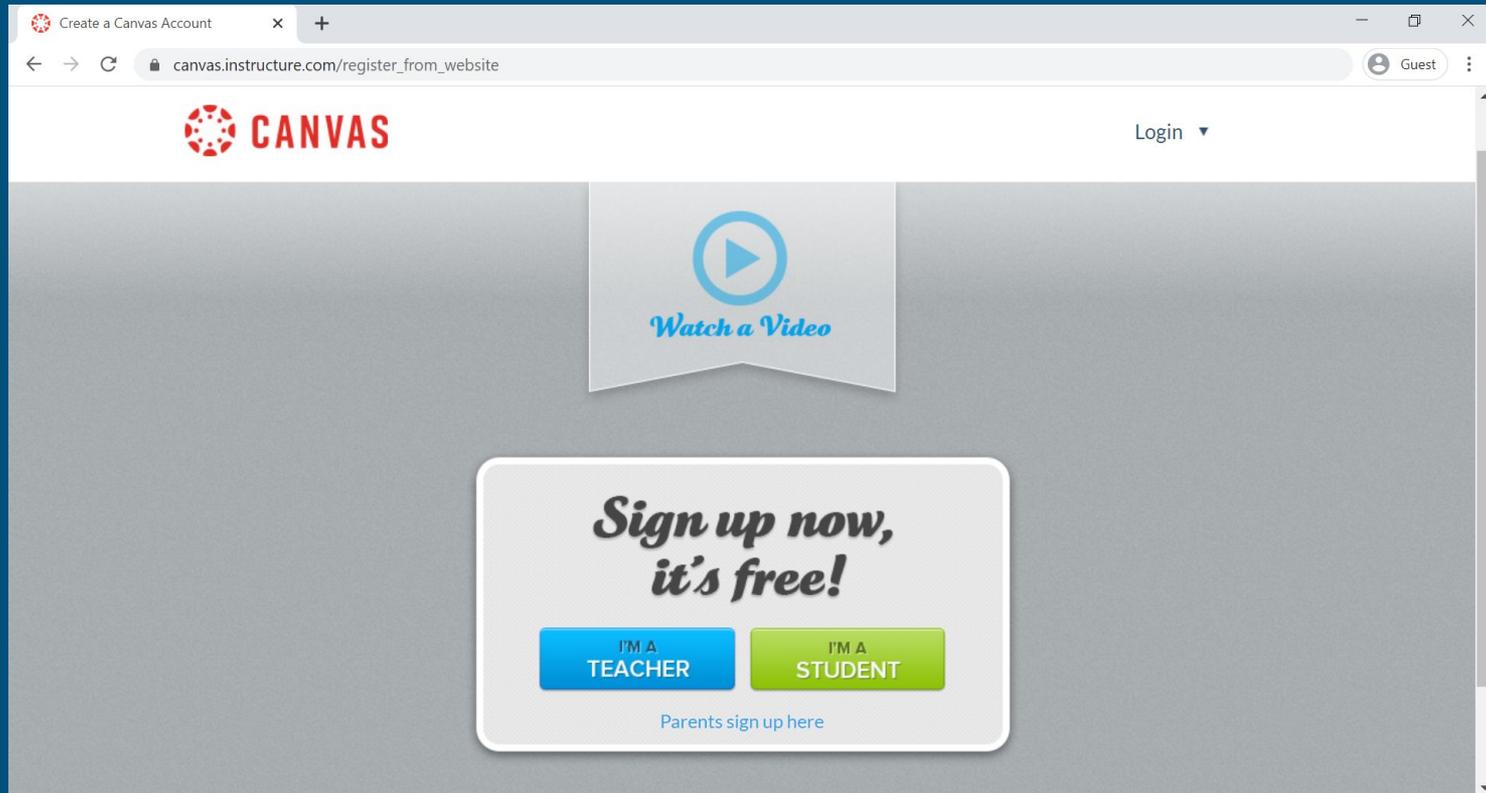
# Create a Teacher Account

---

Go to [https://canvas.instructure.com/register\\_from\\_website](https://canvas.instructure.com/register_from_website)



# Click on “I’m A Teacher”



The screenshot shows a web browser window with the address bar displaying "canvas.instructure.com/register\_from\_website". The page features the Canvas logo in the top left and a "Login" dropdown in the top right. A central banner contains a play button icon and the text "Watch a Video". Below this, a large white box with rounded corners contains the text "Sign up now, it's free!" and two buttons: "I'M A TEACHER" (blue) and "I'M A STUDENT" (green). At the bottom of this box is a link for "Parents sign up here".

Create a Canvas Account

canvas.instructure.com/register\_from\_website

Guest

CANVAS

Login

Watch a Video

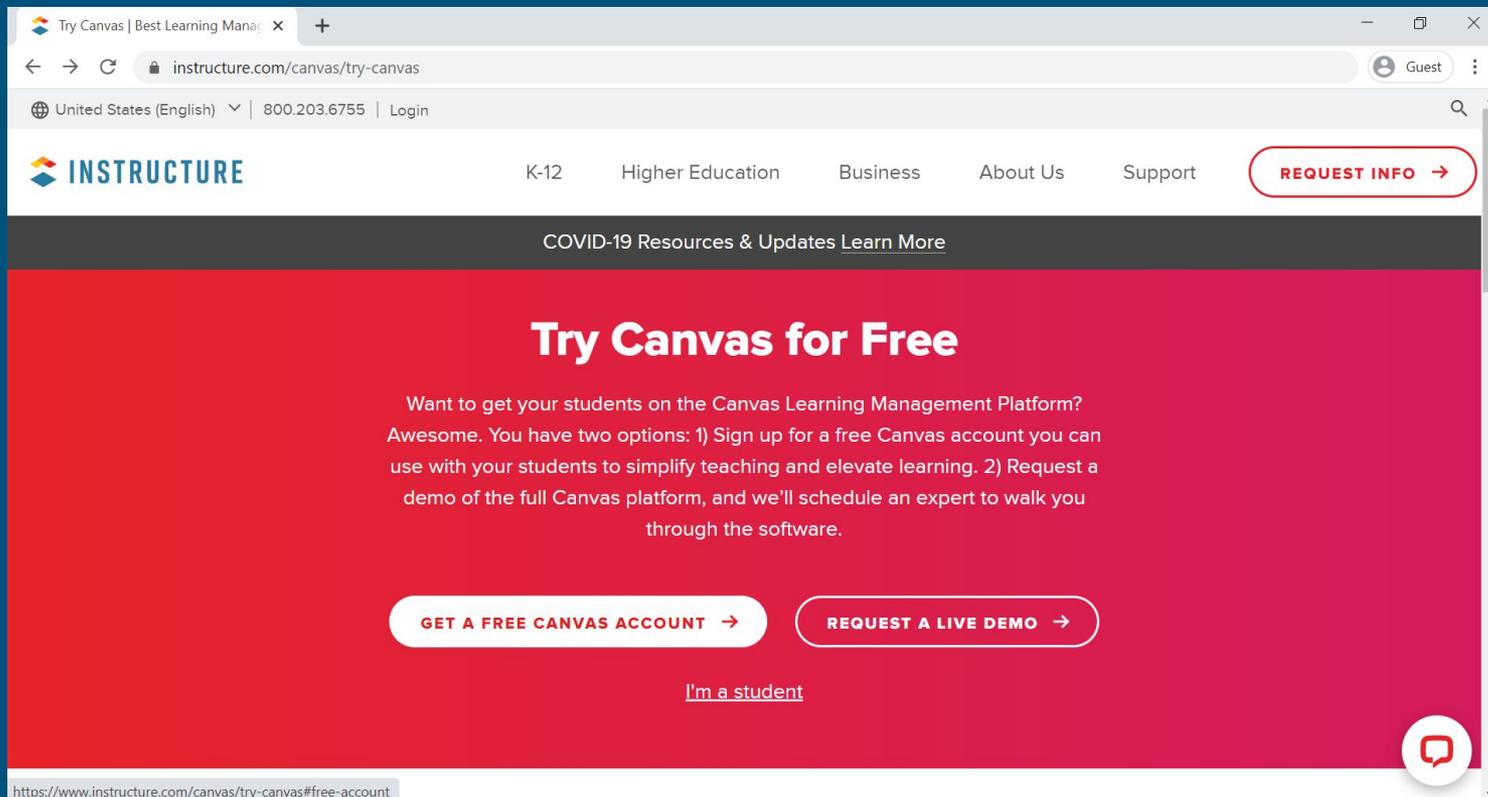
*Sign up now,  
it's free!*

I'M A TEACHER

I'M A STUDENT

[Parents sign up here](#)

# Click on “Get a Free Canvas Account”



The screenshot shows a web browser window with the URL [instructure.com/canvas/try-canvas](https://www.instructure.com/canvas/try-canvas). The page features the Instructure logo and navigation links for K-12, Higher Education, Business, About Us, and Support. A prominent red button labeled "REQUEST INFO" is visible in the top right. Below the navigation, a dark grey banner contains the text "COVID-19 Resources & Updates [Learn More](#)". The main content area has a red background with the heading "Try Canvas for Free". Below this heading, the text reads: "Want to get your students on the Canvas Learning Management Platform? Awesome. You have two options: 1) Sign up for a free Canvas account you can use with your students to simplify teaching and elevate learning. 2) Request a demo of the full Canvas platform, and we'll schedule an expert to walk you through the software." Two white buttons with red text are positioned below the text: "GET A FREE CANVAS ACCOUNT" and "REQUEST A LIVE DEMO". A link "[I'm a student](#)" is located below the buttons. A chat icon is visible in the bottom right corner. The browser's address bar shows the full URL: <https://www.instructure.com/canvas/try-canvas#free-account>.

Try Canvas | Best Learning Manag x +

instructure.com/canvas/try-canvas

United States (English) | 800.203.6755 | Login

INSTRUCTURE

K-12 Higher Education Business About Us Support

REQUEST INFO →

COVID-19 Resources & Updates [Learn More](#)

## Try Canvas for Free

Want to get your students on the Canvas Learning Management Platform? Awesome. You have two options: 1) Sign up for a free Canvas account you can use with your students to simplify teaching and elevate learning. 2) Request a demo of the full Canvas platform, and we'll schedule an expert to walk you through the software.

GET A FREE CANVAS ACCOUNT →

REQUEST A LIVE DEMO →

[I'm a student](#)

<https://www.instructure.com/canvas/try-canvas#free-account>

# Fill Out Information

## Free Canvas Account

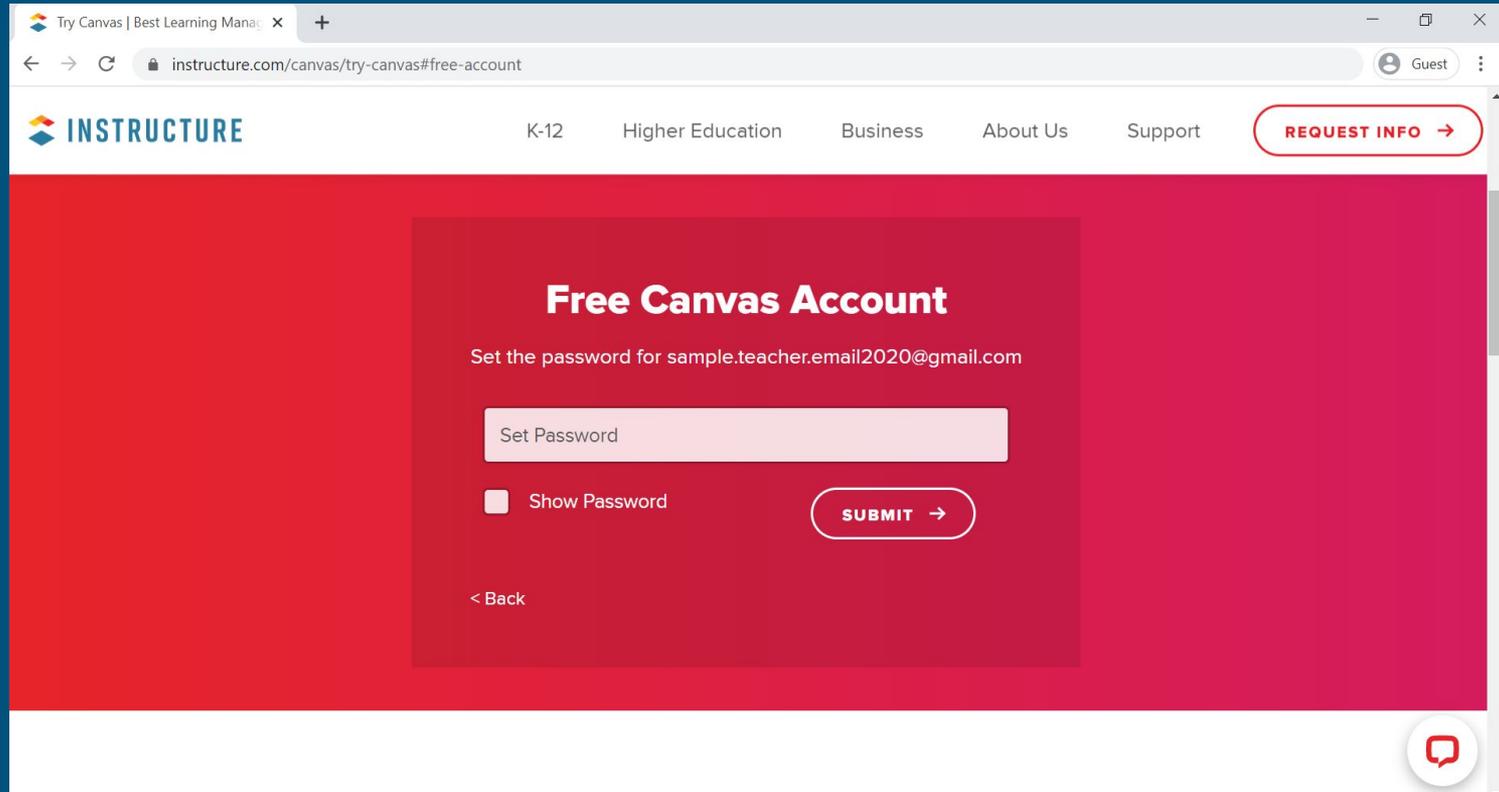
<small>* First and Last Name</small> Ethan Rollins	<small>* School / Organization</small> Wisdom Builders
<small>* Email</small> efanrollo@gmail.com	<small>* Phone</small> 3179875156
<small>* Organization Type</small> K12	<small>* Job Title</small> School Administrator
<small>* Why Canvas?</small> I want to teach my course on Canvas.	<small>* Country</small> United States

\* I would like to receive marketing communications from Instructure, and I consent to the processing of the personal data that I provide Instructure in accordance with and as described in the [privacy policy](#).

**NEXT** →

< Back

# Set Password



The screenshot shows a web browser window with the URL `instructure.com/canvas/try-canvas#free-account`. The page features the Instructure logo and navigation links for K-12, Higher Education, Business, About Us, and Support. A prominent red button labeled "REQUEST INFO" is visible in the top right. The main content area has a red background with a white box containing the following elements:

- Free Canvas Account**
- Set the password for `sample.teacher.email2020@gmail.com`
- A text input field with the placeholder text "Set Password".
- A checkbox labeled "Show Password".
- A rounded button labeled "SUBMIT" with a right-pointing arrow.
- A link labeled "< Back" at the bottom left of the form.

A chat icon is located in the bottom right corner of the page.

# Click “Go to Account”

FFT Thank You | Canvas, the Learn

instructure.com/canvas/thank-you-fft?k-12

United States (English) | 800.203.6755 | Login

**INSTRUCTURE** K-12 Higher Education Business About Us Support **REQUEST INFO**

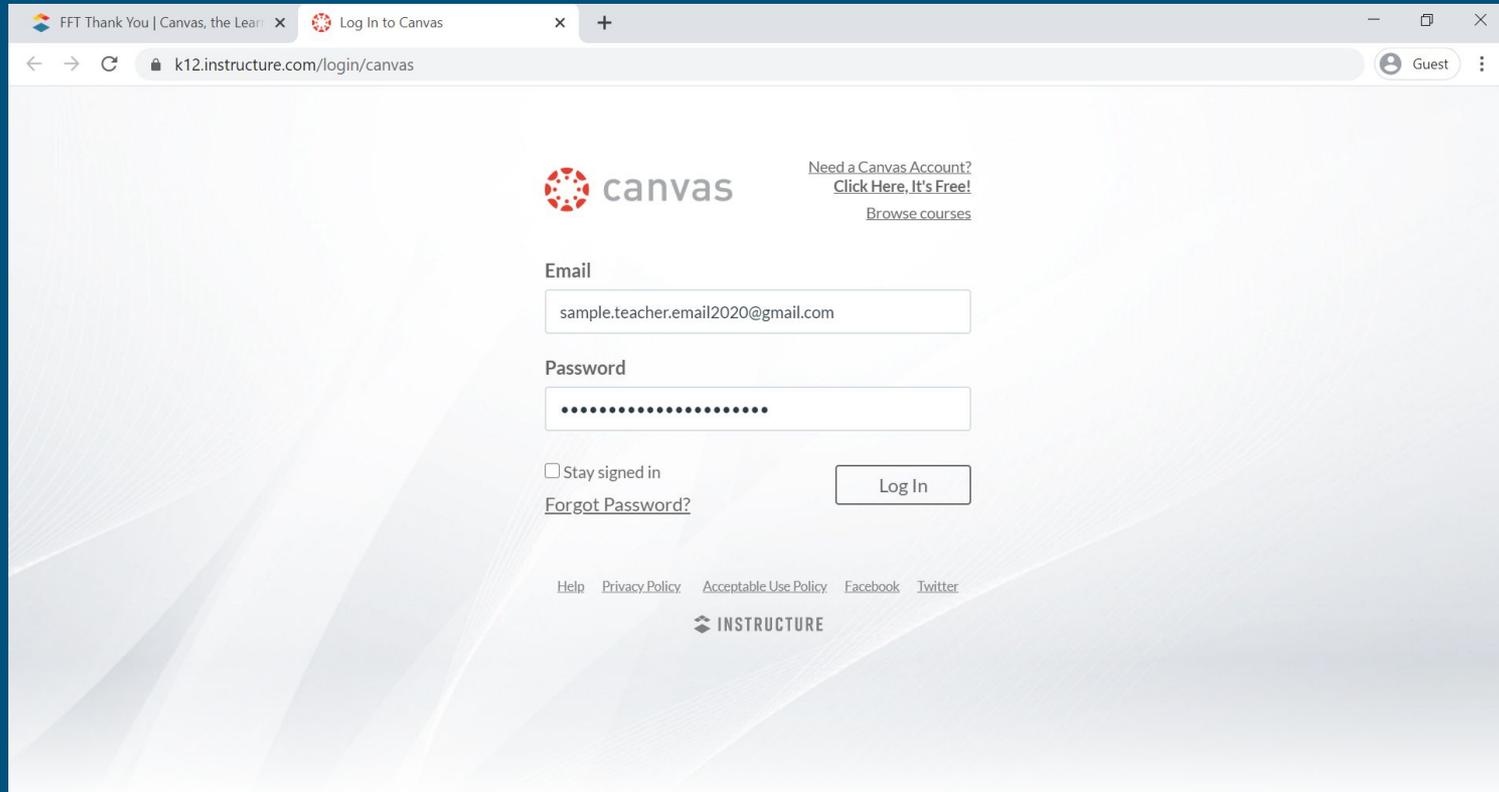
COVID-19 Resources & Updates [Learn More](#)

## Thanks for Signing Up for Your Free Canvas Teacher Account

We've sent a link to [sample.teacher.email2020@gmail.com](mailto:sample.teacher.email2020@gmail.com) with your account information.

**GO TO ACCOUNT**

# Sign in



The screenshot shows a web browser window with two tabs. The active tab is titled "Log In to Canvas" and the address bar shows the URL "k12.instructure.com/login/canvas". The page content includes the Canvas logo, a link for "Need a Canvas Account? Click Here, It's Free!", and a "Browse courses" link. The login form consists of an "Email" field containing "sample.teacher.email2020@gmail.com", a "Password" field with masked characters, a "Stay signed in" checkbox, and a "Log In" button. A "Forgot Password?" link is located below the password field. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", along with the "INSTRUCTURE" logo.

FFT Thank You | Canvas, the Learn... x Log In to Canvas x +

k12.instructure.com/login/canvas Guest

 **canvas** [Need a Canvas Account? Click Here, It's Free!](#)  
[Browse courses](#)

Email  
sample.teacher.email2020@gmail.com

Password  
.....

Stay signed in

[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

 **INSTRUCTURE**

# Welcome to Your Home Page!

FFT Thank You | Canvas, the Learn... x Your Guided Course Template x +

k12.instructure.com/courses/42188?session\_token=eyJmcmVhdGVkX2F0IjoxNTk0NjgxODQyLCJw2V1ZG9ueW1faWQiOjQ5NzE4LCJjdXJyZW50X3VzZXJfaWQiOm...

Guest

NA-COURSE-TEMPLATE > Modules

Home

View Progress + Module

Course Status

Unpublished Publish

Import from Commons

Choose Home Page

View Course Stream

New Announcement

Student View

Coming Up View Calendar

Nothing for the next week

This is a Sample Module. [green checkmark] + [three dots]

A module is usually one unit, one topic, or one week of content. [three dots] [circle with slash] [three dots]

Sample Page [green checkmark] [three dots]

Sample Discussion [green checkmark] [three dots]

Sample Quiz 3 pts [green checkmark] [three dots]

Sample Assignment 0 pts [green checkmark] [three dots]

Want to create an additional module? Select the "+ Module" above. [three dots] [circle with slash] [three dots]

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

Announcements

Modules

Syllabus

People

Assignments

Discussions

Quizzes

Grades

Pages

Files

Outcomes

Conferences

Collaborations



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help



Account - information about your account

Dashboard - summary of classes

Courses - list of classes

Calendar - schedule of assignments and tests

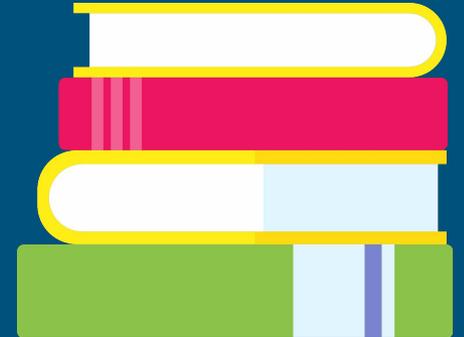


# Create a Student Account

---

Google “Make a canvas account”

Go to [https://canvas.instructure.com/register\\_from\\_website](https://canvas.instructure.com/register_from_website)



# How to Create a Class



# Go to Dashboard on the left

# Click on “Start a New Course” on the right

The screenshot shows a web browser window with two tabs: "FFT Thank You | Canvas, the Learn..." and "Dashboard". The address bar shows "k12.instructure.com" and the user is logged in as "Guest".

The dashboard layout includes:

- Left Sidebar (Navigation):** A vertical red bar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help.
- Header:** "Dashboard" with a menu icon (three dots) to its right.
- Main Content Area:** A large pink card titled "Your Guided Course Template" with the ID "NA-COURSE-TEMPLATE".
- Right Sidebar (Coming Up):** A section titled "Coming Up" with a "View Calendar" link. Below the title, it says "Nothing for the next week". There are two buttons: "Start a New Course" and "View Grades".
- Footer:** The "INSTRUCTURE" logo on the left and links for "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter" on the right.

# Name Your Class

The screenshot shows a web browser window with the URL `k12.instructure.com`. The page title is "Dashboard". A modal dialog box titled "Start a New Course" is open in the center. The dialog contains the following fields:

- Course Name:** Practice Wisdom Builders Class
- Short Name:** PWBC-101  
This will be displayed in places with little space
- Content License:** Private (Copyrighted) (selected from a dropdown menu)

At the bottom of the dialog are two buttons: "Cancel" and "Create course".

In the background, the dashboard sidebar includes links for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows a "Your Guided Course Template" card and a "Coming Up" section with a "Start a New Course" button.

Use Private  
Copyrighted

# Settings

☰ Biology > Syllabus

Home

Biology

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Conferences

Collaborations

Chat

Attendance

Settings

The syllabus page shows a table-oriented view of the course schedule, and the basics of course grade thoughts you have about the course structure, course policies or anything else.

To add some comments, click the "Edit" link at the top.

Course Summary:

Date	Details
------	---------

How to let a student join your class.

# Course Details

The screenshot shows the Canvas LMS interface for a course named "Biology". The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Commons, Help, Conferences, Collaborations, Chat, Attendance, and Settings. The main content area is titled "Biology > Settings" and has tabs for "Course Details", "Sections", "Navigation", "Apps", and "Feature Options". The "Course Details" tab is active, showing the following settings:

- Image:** A placeholder box with a "Choose Image" button.
- Name:** A text input field containing "Biology".
- Course Code:** A text input field containing "Biology".
- Blueprint Course:** A dropdown menu set to "No".
- Time Zone:** A dropdown menu set to "Mountain Time (US & C)".
- Subaccount:** A dropdown menu set to "Manually-Created Courses".
- Term:** A dropdown menu set to "Default Term".
- Starts:** A date and time picker set to "Jul 20, 2020 at 8pm". Below it, the text "Mon Jul 20, 2020 8:00pm" is displayed.
- Ends:** A date and time picker with a calendar icon, currently empty.

Below the "Ends" field, there are two checkboxes:

- Students can only participate in the course between these dates. When selected, the course is in a read-only state outside these dates.
- Restrict student access to this course after end date.

Add an Image for your class

Change the name

Edit time zone

When Class starts

Only 250MB maybe  
youtube links emailed  
or use announcements

# Course Details Cont.

The screenshot shows the 'Settings' page for a course. On the left is a red navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Settings' and includes the following sections:

- Attendance**: Includes an 'ENDS:' field with a calendar icon. Below it are three checkboxes:
  - Students can only participate in the course between these dates. When selected, the course is in a read-only state outside these dates.
  - Restrict students from viewing this course after end date
  - Restrict students from viewing this course before start dateWhen selected, the course is inaccessible outside course dates. If the course dates are blank, these start and end dates apply to the term dates.
- Language**: A dropdown menu set to 'Not set (user-configurable, defaults to Eng)'. Below it is a note: 'This will override any user/system language preferences. This is only recommended for foreign language courses.'
- File Storage**: A text field containing '250 megabytes'.
- Large Course**:  Launch SpeedGrader Filtered by Student Group
- Grading Scheme**:  Enable course grading scheme
- License**: A dropdown menu set to 'Private (Copyrighted)' with a help icon.
- File Copyright**:  Copyright and license information must be provided for files before they are published.
- Visibility**: A dropdown menu set to 'Course' with a help icon. Below it is a 'Customize' checkbox.
- Include this course in the public course index
- Format**: A dropdown menu set to 'Not Set'.
- Description**: A large text area for the course description. Below it is a 'more options' link.

At the bottom right of the page is a blue button labeled 'Update Course Details'.

fg

# Course Details Cont.

Description:

fewer options

Let students self-enroll by sharing with them a secret URL or code

Add a "Join this Course" link to the course home page

Show recent announcements on Course home page

3

Number of announcements shown on the homepage

Let students attach files to discussions

Let students create discussion topics

Let students edit or delete their own discussion posts

Let students organize their own groups

Hide totals in student grades summary

Hide grade distribution graphs from students

Disable comments on announcements

Only Teachers

can create, rename, and edit course pages by default

# Navigation

The screenshot shows the 'Navigation' tab in the course settings. The left sidebar lists various course items, and the main area shows a list of these items with drag handles and reorder icons. The items listed are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Conferences, Collaborations, Chat, Attendance, and Settings.

Item	Reorder Icon
Home	⋮
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
Chat	⋮
Attendance	⋮

The main 6

Home	⋮
Announcements	⋮
Grades	⋮
People	⋮
Syllabus	⋮
Modules	⋮

I will show all

# Click on “Create a new Module” or Click on the blue “+ Module” button

The screenshot displays the Canvas LMS interface for a course titled "PWBC-101". The browser address bar shows the URL "k12.instructure.com/courses/42236". The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area shows the course navigation menu with "Modules" selected. A large grey arrow points to the "Create a new Module" button in the center of the page. Another grey arrow points to the blue "+ Module" button in the top right corner of the main content area. The right sidebar includes "Course Status" (Unpublished/Publish), "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "Student View", and "Coming Up" (Nothing for the next week).

# Click the “+” in the right side of the grey bar to add assignments

The screenshot shows the Canvas LMS interface for a course named "PWBC-101". The browser address bar indicates the URL is "k12.instructure.com/courses/42236". The interface is divided into several sections:

- Left Sidebar (Navigation):** Includes icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help.
- Course Header:** Displays "PWBC-101 > Modules" with a back arrow on the right.
- Home Section:** Contains a "View Progress" button, a blue "+ Module" button, and a vertical ellipsis menu.
- Week 1 Section:** A grey bar labeled "Week 1" with a dropdown arrow, a "+ Add" button, and a vertical ellipsis menu.
- Right Sidebar (Course Status and Actions):**
  - Course Status:** Shows "Unpublished" (with a red circle and slash) and "Publish" (with a checkmark).
  - Actions:** Buttons for "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", and "Student View".
  - Coming Up:** A section with a "View Calendar" button and the text "Nothing for the next week".



# Click on the assignment name (“Learn how to use Canvas” in this case)

The screenshot shows a web browser window with two tabs: "FFT Thank You | Canvas, the Learn..." and "Practice Wisdom Builders Class". The address bar displays "k12.instructure.com/courses/42236". The page title is "PWBC-101 > Modules".

On the left is a red navigation sidebar with icons and labels for: Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help.

The main content area has a top navigation bar with "Home", "View Progress", "+ Module", and a menu icon. Below this is a list of course items under "Week 1". One item is highlighted in blue: "Learn how to use Canvas". A tooltip with the same text "Learn how to use Canvas" is visible over the item.

On the right side, there is a "Course Status" section with "Unpublished" (disabled) and "Publish" (active) buttons. Below this are several action buttons: "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", and "Student View". At the bottom right, there is a "Coming Up" section with a "View Calendar" link and the text "Nothing for the next week".

The browser's address bar at the bottom shows the URL: "https://k12.instructure.com/courses/42236/modules/items/465237".

# Click on the “Edit” button

The screenshot shows the Canvas LMS interface for a course titled "PWBC-101". The page is titled "Learn how to use Canvas" and is currently in "Edit" mode. The left sidebar contains navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, and Conferences. The main content area shows a text box with "No Content" and a table with columns for "Due", "For", "Available from", and "Until". The "Points" and "Submitting" settings are set to "None" and "Nothing" respectively. A "+ Rubric" button is visible below the table. The "Edit" button is highlighted in the top right corner.

FFT Thank You | Canvas, the Learn... x Learn how to use Canvas x +

k12.instructure.com/courses/42236/assignments/196922?module\_item\_id=465237 Guest

PWBC-101 > Assignments > Learn how to use Canvas

Learn how to use Canvas

Publish Edit

Related Items

No Content

Points None

Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

https://k12.instructure.com/courses/42236/assignments/196922/edit

# Write instructions for the assignment

FFT Thank You | Canvas, the Learn... Edit Assignment

k12.instructure.com/courses/42236/assignments/196922/edit

Guest

PWBC-101 > Assignments > Learn how to use Canvas

Home Not Published

Account

Announcements

Dashboard

Assignments Learn how to use Canvas

Discussions HTML Editor

Courses

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

# Edit the particulars of your assignment

The screenshot displays the 'Edit Assignment' interface in Canvas LMS. The browser address bar shows the URL: [k12.instructure.com/courses/42236/assignments/196922/edit](https://k12.instructure.com/courses/42236/assignments/196922/edit). The page features a red sidebar on the left with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Settings' and includes the following fields:

- Points: 0
- Assignment Group: Assignments
- Display Grade as: Points
- Do not count this assignment towards the final grade
- Submission Type: No Submission
- Group Assignment:  This is a Group Assignment
- Peer Reviews:  Require Peer Reviews
- Assign to: Assign to Everyone

You can assign points

You can change the type of assignment

You can change it to display percentages instead of points

You can require a submission

Etc.

# Edit the particulars of your assignment

The screenshot shows the 'Edit Assignment' interface in Canvas LMS. On the left is a red navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'Edit Assignment' and includes the following sections:

- Peer Reviews:** A checkbox labeled 'Require Peer Reviews' which is currently unchecked.
- Assign:** A section titled 'Assign to' with a dropdown menu showing 'Everyone' and a close button (X). Below this are fields for 'Due', 'Available from', and 'Until', each with a calendar icon for date selection. A '+ Add' button is located at the bottom of this section.
- Notification:** A checkbox labeled 'Notify users that this content has changed' which is currently unchecked.
- Buttons:** At the bottom right, there are three buttons: 'Cancel', 'Save & Publish', and 'Save'.

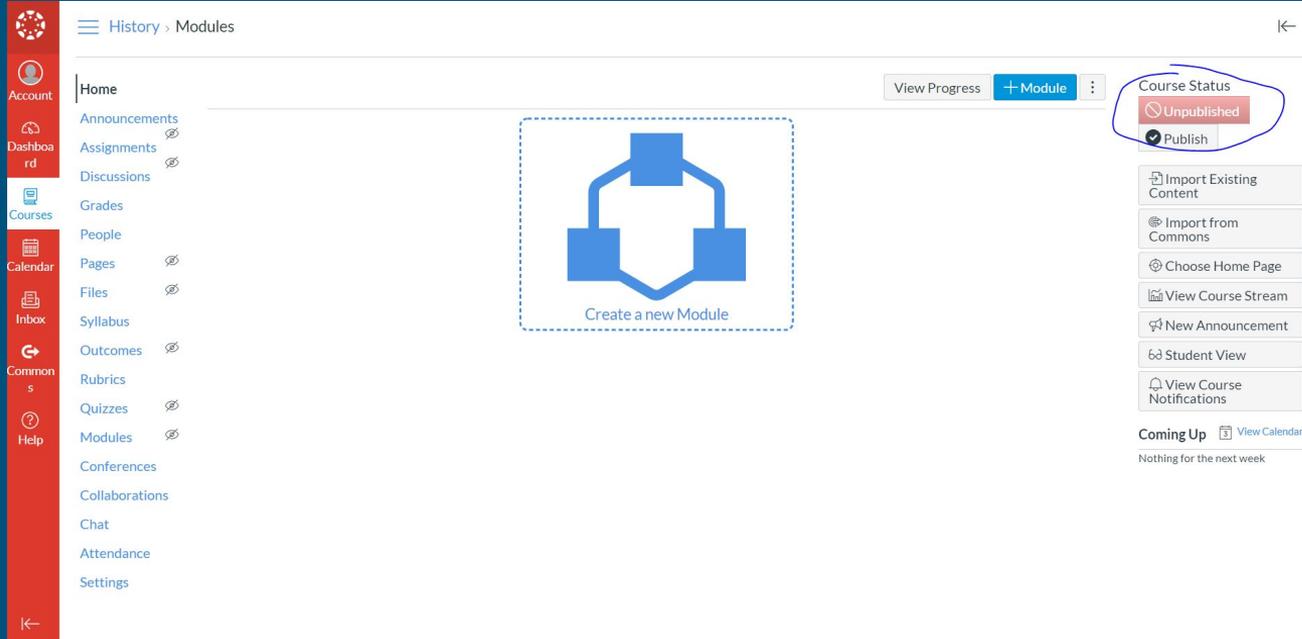
You can assign it to specific people or to everyone

You can create a due date

You can make it available for a limited time

Then hit save and publish

# Remember to publish your class!



The screenshot displays a course management interface. On the left is a red sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled 'History > Modules'. In the center, a blue icon representing a module structure is enclosed in a dashed blue box with the text 'Create a new Module' below it. To the right of the icon is a toolbar with 'View Progress', '+ Module', and a dropdown menu. The dropdown menu is open, showing 'Course Status' with two options: 'Unpublished' (highlighted in red) and 'Publish'. Below the dropdown is a list of actions: 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'New Announcement', 'Student View', and 'View Course Notifications'. At the bottom right, there is a 'Coming Up' section with a calendar icon and the text 'View Calendar' and 'Nothing for the next week'.

Zoom?



# The End!



Let me know if you have any questions.