



Canvas Training Session Descriptions

All sessions are 90 minutes with hands on and Q&A unless otherwise specified

Getting Started

- **Benefits of an LMS**
 - Why Canvas?
 - Time saving
- **Tour an Exemplar Course**
 - Course Walkthrough
 - Student View
- **Global Navigation**
 - Account
 - Settings
 - Notifications
 - Dashboard
 - Course Card
 - To Do List
 - Help Menu
 - Training Portal
 - Canvas Community



Communication Tools

- **Calendar**
 - Events
 - Appointment Groups
- **Inbox**
 - Contacts
 - Composing Messages
- **Announcements**
 - Global vs Course
 - Delayed Posting
- **Discussions**
 - Ungraded
 - Graded
 - Settings
- **Conferences**
 - Features & Set Up

Course Set up

- **Why Build Natively in Canvas?**
- **Course Syllabus Options**
- **Course Settings**
 - Grading Scheme
 - Set your Course Navigation
 - Course Discussion Settings
 - Viewing the LTI Tool Options
- **What is a Home Page?**
 - Home Page Options
 - Starting with a Template
 - Canvas Commons

Course Flow

- **Benefits of Modules**
 - Tracking student progress
 - Easier student Navigation
- **Building Modules**
 - Adding Modules
 - Adding Content
 - Text Headers
 - URL's
 - Assignments
 - Rearranging Content
 - Duplication
- **Leveraging Modules**
 - Publishing
 - Locking
 - Prerequisites
 - Requirements



Assignments

- **Assignment Index Page**
 - Assignment Groups
 - Weighting Groups
 - Rules
 - Duplication
 - SIS Considerations
- **Building an Assignment**
 - Creating Assignments
 - Assignment Settings
 - Submission Types
 - Due Dates & Availability Dates
 -

Grading and Feedback

- **Rubrics**
 - Creating Rubrics
 - Criterion
 - Ratings
 - Settings
- **Speedgrader**
 - Annotations
 - Grading
 - Comments
- **Gradebook**
 - Options
 - Individual View
 - Late Policy
 - Grading Posting Policy