

What is Canvas? An Overview for *Faculty*

A *Learning Management System (or LMS)* is a software tool that facilitates the delivery of online learning content and resources to students. Some of the types of things that you may use it for include posting the syllabus, course notifications and announcements, a class calendar, handouts and other course content, assignments and quizzes, course discussion forums, and much more!

Get the mobile app! *Canvas by Instructure*

Canvas is best used on a mobile device by downloading the app, which runs on both iOS and Android devices. Note that not all features may be available, depending on your device. In the box where it says: *Find your school or district*, enter the following: kingsport.instructure.com



Getting Started

How do I log in?

To log in to Canvas, go to main webpage of the KCS website and find the “Canvas” link under the “Staff” dropdown menu or go to the following URL: kingsport.instructure.com

Your *username* is: same as your email username

Your *password* is: same as your email password

The Dashboard

Once you log in, the first thing you will see is your *Dashboard*. The dashboard contains the *Global Navigation Menu* (on the left), which provides quick access to all main areas in Canvas. There is also a *Sidebar* on the right with various types of feeds (*To Do*, *Coming Up*, and *Recent Feedback*), as well as the *Start a New Course* and *View Grades* buttons. The Dashboard defaults to the *Course View*, which includes a *course card* for each of your courses. The Dashboard also supports a *recent activity stream*, which can be toggled at the top of the Dashboard (button at upper-right) based on user preference. The recent activity stream shows activity for *all* of your Canvas courses.

Access Your User Settings

- Click on *Account* in the *Global Navigation Menu*, upper left-hand corner of the screen and then click on *Settings*.
- To add a *profile picture*, mouse over the little “head icon” near the top left of the screen.
- Under *Ways to Contact* (right-side of screen), you can add additional emails or a cell phone number. This is handy for *notifications* (see below).
- Click on *Account*, then *Notifications* (left-side of screen). Canvas displays a list of course activities, with each of your contact methods in a separate column. For each activity, you may specify which method you want Canvas to use to notify you, and how often: *right away*, *daily*, *weekly*, or *never*. You can also have Canvas push notifications to your phone (get messages without using the app).
- Within your *Account*, you can also find the *Files* option (on the left). This allows you to upload personal files to your account and organize your files by course.
- There is also an option to create *ePortfolios* (public or private).

Other Canvas Features:

- *Calendar*
By clicking on *Calendar* (left of screen), you will be able to see everything coming up for all of your courses in one place. You can view the calendar by *week*, *month*, or *agenda*. Each course you are teaching (and/or enrolled in) will be color-coded on the calendar (colors can be changed).
- *Inbox (Conversations)*
Conversations is a messaging system within Canvas. It allows you to easily converse with students enrolled in your courses, as well as any co-teacher(s). To access *conversations*, click on the *Inbox* link on the left of the screen, in the *Global Navigation Menu*. Click on the *little pencil* (upper-middle of screen) to compose a message.

Access Your Courses

By default, the Canvas dashboard defaults to the *Course View*, which includes a *course card* for each of your courses. The four icons on the card represent the four main Canvas features for student course activity: **Announcements, Assignments, Discussions, and Files**. A number next to the icon indicates new activity in that area. To go to a particular course, simply click on the name of the course from the course card, or choose the course from the *Courses* link on the left, in the *Global Navigation Menu*.

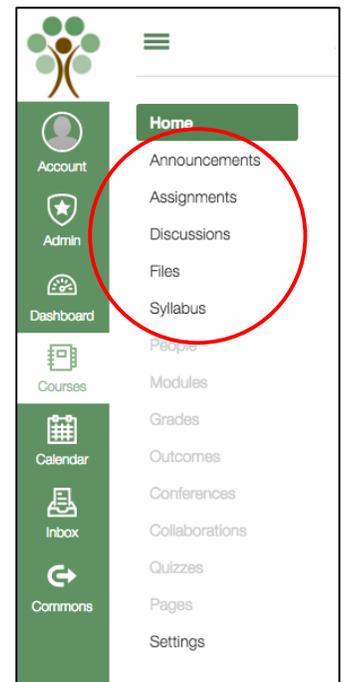


Once you have clicked on a course, you can access the *course navigation links* (to the right of the *Global Navigation Menu*). (If you don't see them, click on the "3 bars" icon to the right of the KCS Tree logo, near the top-left of the screen). The course links displayed will allow you to access specific areas of the course. You can customize the links by clicking on settings.

In order to keep KCS courses consistent for viewing by students and parents, please organize your links in this order for all of courses:

Announcements, Assignments, Discussions, Files, Syllabus.

To get back to the Dashboard, click on the *KCS Tree* logo (upper-left) or the *Dashboard* link on the *Global Navigation Menu*. To customize your Dashboard, click on *Courses* (on the left), and then select *All Courses*. A list of your courses comes up. Click on the star to the left of the course name for each course that you want to see on the Dashboard.



Note that your courses for the school year are pulled directly from PowerSchool. If you are teaching multiple sections of the same course (for example, 3 periods of English 9 or 3 sections of 4th grade Language Arts), you will only see the course (e.g. English 9 or 4th Grade Language Arts) listed *once*. Click on the name of the course; then, from the course page, click on *Settings* (bottom left). Now choose *Sections* to see the students enrolled in each section (period) of your course. Each section can have its own due dates for assignments, quizzes, and discussions; content is the same.

*Note: **A course must be published in order for it to be accessible to students.** Courses can be published and unpublished on the Home page of each course.*

Creating your own Course

To create a course, click on “Courses” in the *Global Navigation Menu* on the left. Click on “All Courses” and then click on “+Course”. Follow the prompts to name your course. Use the Set Up checklist to set up your course. To delete a course, go to course settings and choose “Permanently Delete this Course”.

Please use the following naming convention when creating your course:

Last Name-Subject, Period/Block (if applicable), Semester/Year

Examples: Jones-Eng Lit Book Club, Per 1, S1, 16-17
Carter-Spanish Club, S2, 16-17
Johnson-Sandbox, 16-17

Get Help

Click on *Help* on the lower left of the *Global Navigation Menu*. From here, you can:

- *Search the Canvas Guides*
- *Report a Problem or Call Canvas Support or Chat with a Canvas Support Person 24/7*

Canvas Training

The **Canvas Training Team** offers unlimited access to training webinars for all teachers. The Canvas Instructor Trainings include topics such as Canvas Fundamentals, Collaboration and Group Work, Visual Design, Outcomes and Rubrics, Canvas Commons, Assignments and Grading, and much more.

[Click here to access the Canvas Training Webinars.](#)

[Click here to access Canvas guides and video tutorials.](#)

The **KCS Curriculum and Instruction Department** is planning on-going, on-site, and specific trainings for teachers throughout the year. Please watch for Canvas announcements via district newsletters and website.

Questions? Email lnorris@k12k.com or bcinnamon@k12k.com

An Important Note About Browsers

Flash is required in several places: media recording/streaming and viewing, as well as uploading files. We strongly recommend the use of Chrome or Firefox.