



Central Bucks Canvas Implementation

Teacher Checklist



Initial Canvas Setup

- Log-In to Canvas: cbsd.instructure.com
 - o Username – CB email address, Password – CB password
- Setup notification preferences
 - o Account→Settings (Add email & cell phone, if wanted)
 - o Account→Notifications (when/how to be contacted)
- Explore “Global Navigation” on the left
- View Dashboard of Courses

Canvas Course Creation

- Edit Color and Nickname of Courses
- Edit course navigation to display: (Sections with a * are expected)
 - o *Home
 - o *Modules
 - o *Assignments
 - o Announcements
 - o Discussions
 - o Chat
 - o Grades
 - o Hide/disable all other navigation tabs
- Create home page to meet district standards, including:
 - o Course Name
 - o Teacher Name
 - o Welcome message (text or video)
 - o Contact information
 - o Provide links on homepage to class website or sections of Canvas Course

Canvas Model Creation

This is where you get to decide how you want to organize your course content.

- Create Modules for Chapters, Units, Projects, etc.
- Add content to your Module
 - o Files
 - o Links
 - o Assignments
 - o Quiz
 - o Discussion
- Assign dates to assignments for them to show up in student calendar and feeds
- Attach rubrics to assignments for easy grading
- Use SpeedGrader to communicate grades and feedback on student assignments
- Insert discussions for student involvement

****Visit the Technology & Innovation Page for Canvas Resources***