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