CANVAS ADOPTION GUIDEBOOK

WYOMING
DEPARTMENT OF EDUCATION

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INTRODUCTION

The Wyoming Department of Education (WDE) and Instructure present the Canvas Adoption Guidebook. This guidebook is intended to be used as a resource for implementing the learning management system (LMS) Canvas. This guidebook includes implementation information (including PowerSchool, Infinite Campus, templates, badging) and resources so you can get the most out of online learning.

WHY YOU NEED AN LMS

If your district is making the move toward a digital curriculum, you will likely want to consider implementing a learning management system. A learning management system (LMS) is an online platform that enables the delivery of materials, resources, tools, and activities to students both in and out of the classroom environment. It allows teachers to offer tailored instruction that can be accessed by students anytime, anywhere without geographic constraints.

With unique learning and design features, learning management systems can be implemented for a range of students at every grade level. While the online environment of an LMS shares many features with traditional teaching and learning, it also has some unique attributes, such as flexibility (access anytime, anywhere).

BENEFITS

COMMUNICATION

Learning management systems allow for centralized digital communication. Students can submit assignments, and teachers, students, and parents can seamlessly communicate using connected tools.

ACCESSIBILITY

Web-based learning management systems are accessible to all students regardless of their location. An LMS allows students to access their assignment and course content from home.

TIME

An LMS allows instructors to post additional content and resources to enhance the curriculum and provide learning opportunities without the constraint of classroom schedules or limited class time.

FLEXIBILITY

Students learn at different rates and an LMS provides the flexibility needed to meet their unique learning needs. Students can go back and review content as needed or spend additional time researching a topic of interest.

VARIETY

An LMS can support multiple learning modes. Students can learn the content through audio, video, photos, articles, and interactive simulations.

CANVAS IS AN LMS. WHAT DOES THAT EVEN MEAN?

A learning management system (or LMS) is a centralized computer platform which allows for all classroom content to be organized. LMSs are also able to foster communication between students, teachers, and parents. Teachers gain the ability to store grades and give feedback, providing a consistent user experience, while still being personalized for each student.

CANVAS, AN LMS IN THE CLOUD

Canvas has taken the LMS concept into the 21st century by providing a cloud-based solution. Cloud computing simply means that Canvas content is available anywhere there is an Internet connection. It also means your course content and grades are completely secure, and will not be lost.

AN LMS FOR K12? THAT'S CRAZY!

BENEFITS OF CANVAS IN K12

STUDENTS
- Digital collaboration tools
- Receive targeted feedback
- Immediate access to content
- Canvas Student mobile app

TEACHERS
- Organize and deliver multimodal content
- Create differentiated learning pathways
- Easily create accessible content
- Leave rich and targeted feedback using rubrics and annotations

PARENTS
- Transparent view of class and student work
- Fosters parent/teacher communication

ADMINISTRATORS
- Analytics and data
- Compliance and digital observation

Canvas is available to any public school student in Wyoming
The WDE and its partners have chosen Canvas as the statewide K20 LMS. Currently, 29 K12 districts, 5 community colleges and the University of Wyoming are all using Canvas, creating a consistent experience for ANY student in the state.

The WDE is setting you up for success
All faculty and staff in Wyoming have free access to live, online Canvas webinars, and other self-paced, on-demand resources. Additionally, you have 24/7/365 access to live customer support via phone, email, and/or chat. The WDE is also providing localized Canvas training opportunities throughout Wyoming.

Finally, a dedicated Wyoming Canvas Adoption Consultant will be working with individual schools and districts to develop customized communication and training plans designed to grow local Canvas usage and knowledge.

GREAT! BUT NOW WHAT?
Here are some final things to know, and steps to take
Contact robin.grandpre1@wyo.gov to help create your Canvas demo instance. You will be able to test out the software for yourselves, and see what all the buzz is about.

Your price for Canvas will be **$3.74 per FTE per year** with no fee for implementation (the rest of the standard fees are covered by the WDE). A small investment with massive return.

Enjoy all the benefits of a common LMS experience, excellent support (from both Canvas and the WDE), and a user-friendly platform, helping propel education into the 21st century.

YOUR ADOPTION CONSULTANT

Hello Wyoming! I am David Strokowski, your dedicated Canvas Adoption Consultant. What does that mean? It means I am committed to working to make Canvas awesome in Wyoming!

I have taught science and math at the university, community college, and K12 levels, most recently in rural Grants, New Mexico (pop. 9,000). I have seen effective uses of Canvas in online and traditional classrooms as both a teacher and an administrator. My goal is to work with your school or district to increase and enhance Canvas usage amongst your teachers and staff to benefit your students.

Contact me to set up a time so we can start the process of using Canvas to create awesome in your schools.
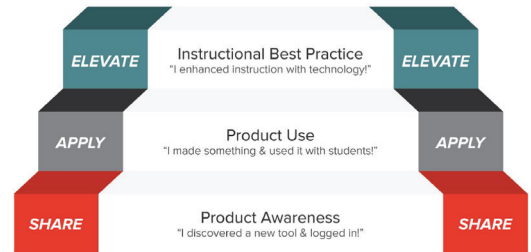
dstokowski@instructure.com | Phone: (307) 215.3060

CHANGE IS HARD - LET US HELP!

Moving from one LMS to another can be a challenging experience, and so can implementing an LMS for the first time. This problem is often compounded in smaller school districts where most teachers and staff have multiple roles and no time for any of them! Your Canvas Adoption Consultant can become your local Canvas expert--helping to plan for effective rollout with district leadership, initially training your administrators and teachers on Canvas, eventually transitioning the role of Canvas coach working 1:1 with your teachers, all while helping to build your internal capacity for local Canvas support and training. The Adoption Consultant's role will change as your Canvas needs change all while setting you up for successful Canvas adoption.

HOW TO USE YOUR CONSULTANT

- Creation of Localized Communication, Training Plans, and Engagement Plans for Canvas Success
- Delivery of Administrator and Teacher Coaching Sessions or Content Review
- Connection of Canvas Best Practices and Pedagogy in Hands-On Workshops
- Implementation of Canvas Templates
- Strategy for Using Canvas with Other School/District Specific Initiatives
- Movement of Staff from Product – Awareness to Instructional Best Practice

ELEVATE — Instructional Best Practice "I enhanced instruction with technology!" — ELEVATE

APPLY — Product Use "I made something & used it with students!" — APPLY

SHARE — Product Awareness "I discovered a new tool & logged in!" — SHARE

DELIVERY FORMATS

REGULAR VIDEO MEETINGS

We will have regular video conferences to check on the status of your local communication, training, and planning initiatives. A data-driven approach will help target specific areas for deepening the use of Canvas at your school or district.

SITE VISITS

Meeting face-to-face can increase participation and success in using Canvas! These visits may be for local administrative planning, individualized coaching with teachers, or hands-on workshops. Our visits will be customized to best fit your needs.

SELF-DIRECTED RESOURCES

We can help with curation and creation of customized resources to support your Canvas journey. By utilizing Instructure documentation, proven adoption resources, and tools for sharing and collaboration, we will guide users toward success.

CREATING ENGAGING CONTENT

We need to design lessons and courses that don't focus on just one way to learn. Our solutions should combine all the different ingredients in a way that makes sense for the content and subject area in question, to create the most meaningful learning experience for each learner.

We need to create experiences that include our students and put them at the center of the design process, encouraging them to get excited, react to what they are learning, and interact with the material. You can create more engaging learning experiences by focusing on these three components when you are designing lessons:

Make lessons:

ADAPTIVE and PERSONALIZED

The best learning experiences respond to the student's unique learning profile in order to motivate, encourage, and inspire confidence in their ability to learn. You can provide hints, further resources, additional practice problems, different types of activities, and information specific to the individual learner's needs

ACTIVE and THOUGHT-PROVOKING

Better interactive learning activities engage students at deeper levels. Instead of passively skimming a PDF and possibly skipping important details, they have to pay attention to an activity. Instructors must intentionally plan the activity to make sure it meets intended learning outcomes and helps students focus on solidifying new information. You can create thought-provoking lessons through storytelling or connecting what the students are learning in the class to what they already know from the outside world.

HIGHLY VISUAL

Visual design doesn't decide if your audience is engaged with the material, but it does determine whether or not they like looking. Highly visual, well-designed lessons capture student attention from the get-go. Engage and surprise them by creating learning experiences that make them say, "Oh wow! That looks really cool!"

CANVAS TEMPLATES

Ready made templates are a great way to provide structure in Canvas. They instantly give teachers a guidebook for creating courses. Teachers have the ability to modify them as they see fit and quickly get started with course creation. Below are two types of resources: templates designed by the Canvas Instructional Design Team, and a list of template courses shared through the Canvas Commons from various districts around the state.

TEMPLATES AVAILABLE FROM THE WYOMING DEPARTMENT OF EDUCATION

The following templates are available to be uploaded into your Canvas Instance. If you are interested in getting these templates loaded into your instance, please contact either Tony Boman (tboman@instructure.com) your Canvas CSM, or David Stokowski (dstokowski@instructure.com), the Canvas Adoption Consultant:

- Elementary and Middle School (select here to view the Elementary and Middle School template):
  This template is designed using a module-based navigational layout. The sample content module contains an overview and To Do Lists. This template includes two home page choices and custom icons.

- High School (select here to view the High School template):
  This template is designed using a module-based navigational layout. The sample content module contains an Overview & To Do List and action verb text headers. This template includes two home page banner choices and custom icons.

- Leaders and Administrators (select here to view the template for Leaders and Administrators):
  This template is designed to support school administrators in providing important information, resources, and professional development to their school faculty. The modules provide sample content, example pages to customize, and images that can be changed to match your school/district branding and colors.

TEMPLATES AVAILABLE FROM WYOMING SCHOOL DISTRICTS

All of the items below are templates that Wyoming school districts have shared for use within the state. To access the content, you will need to be logged into your Canvas instance before selecting the links.

Blended Learning
Teton #1
- Blended Learning Course Blueprint JHHS

Science
Laramie #1
- Intro to Life Science 7th Grade Template
- Intro to Earth & Space Science 8th Grade Template

NOTE: If you have an item you want to share, email David Stokowski (dstokoedki@instructure.com), your Adoption Consultant, and he will get your content added to the list.

COURSE EVALUATION CHECKLIST

The Course Evaluation Checklist is a collaborative creation from members of the Education Services Department at Instructure. By combining our expertise in Canvas, sharing our knowledge of Universal Design for Learning principles, and applying our deep understanding of pedagogical best practices, we've created a tool that will elevate the quality of Canvas courses.

How To Use The Legend – Each header references what type of criterion is demonstrated. A ★ rating indicates an **Essential and Standard Design Component** to online learning; a ★★ rating is considered **Best Practice** and adds value to a course; and ★★★ is **Exemplary** and elevates learning.

We know each institution has unique requirements for their courses and we hope this document will serve as a great resource or starting point. We'd love to hear how you're using this checklist. Please leave comments in the Canvas Community - Course Evaluation Checklist blog post.

Note: Visit the Mobile App Design Course Evaluation Checklist blog post to access an additional resource!

Course Information	★ Essential ★★ Best Practice ★★★ Exemplary
Yes ✓	**Criteria**
☐ ★	**Home Page provides visual representation of course; a brief course description or introduction;** clear instructions for students (e.g., where to begin) and navigation to current content in less than three clicks – *UDL 2.5 Illustrate through multiple media*
☐ ★★	**Home Page utilizes a course banner with imagery** that is relevant to subject/course materials – *UDL 2.5 Illustrate through multiple media*
☐ ★	Course card provides visual representation of subject by adding an image in Course Settings	Canvas Guide - Add Image to Course Card – *UDL 2.5 Illustrate through multiple media*
☐ ★	Items not used are hidden from **Course Navigation**	Canvas Guide - Navigation Links – *Mobile Design Consideration* – *UDL 7.3 Minimize threats and distractions*
☐ ★	**Instructor** has provided learning objectives; policies for grading; late work and make-up work; communication instructions, guidelines and contact information – *UDL 8.1 Heighten salience of goals and objectives*
☐ ★	**Student** is made aware of participation expectations; technology requirements; and supplemental textbooks, reading lists, and course materials
Course Content	★ Essential ★★ Best Practice ★★★ Exemplary
Yes ✓	**Criteria**
☐ ★	Copyright law is followed and course breaks no copyright considerations	Canvas Guide - Copyright Resources

☐ ★	All links, files, videos and external URLs are active and working | Canvas Guide - Link Validation
☐ ★	Content is "chunked" into manageable pieces by leveraging modules (e.g., organized by units, chapters, topic, or weeks) | Canvas Guide - Modules – *Mobile Design Consideration* – *UDL 3.3 Guide information processing, visualization, and manipulation*
☐ ★★	Text Headers and indention are included within modules to help guide student navigation | Canvas Guide - Add Text Header – *Mobile Design Consideration* – *UDL 2.2 Clarify syntax and structure*
☐ ★★	Modules and items within modules have a thoughtful naming convention (e.g., name the module "Chapter 1: Pandas in the News," not just "Chapter 1") – *UDL 2.2 Clarify syntax and structure*
☐ ★★★	Modules begin with an Introduction/Overview page and end with a Conclusion/Summary page to "bookend" each module – *UDL 3.1 Activate or supply background knowledge*
☐ ★★★	External tools (e.g., Quizlet, Khan Academy, Padlet, Nearpod, CK-12) are embedded within modules or in a page, assignment, discussion, or quiz using the Rich Content Editor – *UDL 5.2 Use multiple tools for construction and composition*
☐ ★	Lessons include at least one of three forms: ▶ Student-Student Interaction (e.g., discussions and/or collaborative projects) ▶ Student-Teacher Interaction (e.g., quality feedback) ▶ Student-Content Interaction (e.g., engaging content and resources with which students must interact and not just read or watch) – *UDL 8.3 Foster collaboration and community*
☐ ★★	There is a "Welcome" or "Let's Get Acquainted" discussion – *UDL 8.3 Foster collaboration and community*
☐ ★★★	Auto-open Inline Preview used thoughtfully | Canvas Guide - Auto-open for Inline Preview
☐ ★★★	Personalized learning is evident (e.g., utilized module completion requirements and/or prerequisites) | Canvas Guide - Adding Prerequisites – *UDL 6.4 Enhance capacity for monitoring progress*
☐ ★★★	Differentiation is evident (e.g., utilized different due dates) | Canvas Guide - Differentiation
☐ ★★★	MasteryPaths are included | Canvas Guide - MasteryPaths – *UDL 7.2 Optimize relevance, value, and authenticity*
Assessment of Student Learning ★ Essential ★★ Best Practice ★★★ Exemplary	
Yes ✓	**Criteria**
☐ ★	Multiple methods of assessments are used (e.g., discussion, assignments (individual or group) and quizzes) – *UDL 4.1 Vary the methods for response and navigation*
☐ ★	Detailed instructions and guidelines for completing assignments and discussions are provided – *UDL 4.2 Optimize access to tools and assistive technologies*

Yes ✓	Criteria
☐ ★★	Sample assignments are provided to illustrate instructor expectations – *UDL 5.3 Build fluencies with graduated levels of support for practice and performance*
☐ ★	SpeedGrader used to score and provide feedback | [Canvas Guide - SpeedGrader](#) – *UDL 8.4 Increase mastery-oriented feedback*
☐ ★	Rubrics used to evaluate assignments and/or discussions | [Canvas Guide - Rubrics](#)
☐ ★★	Outcomes tied to assessments | [Canvas Guide - Outcomes](#) – *UDL 8.1 Heighten salience of goals and objectives*
☐ ★★★	Learning Mastery Gradebook enabled for visual representation of Outcome mastery | [Canvas Guide - Learning Mastery Gradebook](#)

Course Accessibility ★ Essential ★★ Best Practice ★★★ Exemplary

Yes ✓	Criteria
☐ ★	Accommodation Statement is present and easily located (e.g., on Home Page or Course Overview) – *UDL 4.2 Optimize access to tools and assistive technologies*
☐ ★	Color does not overpower the course information; sufficient contrast between text and background makes information easy to read; and color is not used in isolation to convey meaning (e.g., color and bold are used to indicate importance) | [Canvas Guide - Accessibility Checker](#) – *UDL 7.3 Minimize threats and distractions*
☐ ★	Images are used to support course content (e.g., banners, headings and icons) and accompanied by text descriptions (Alt text) or captions for more complex descriptions | [Canvas Guide - General Accessibility Design Guidelines](#) – *UDL 1.3 Offer alternatives for visual information*
☐ ★	Styles (e.g., Paragraph, Heading 2, etc.) are used to format text with a preference to use sans serif (e.g., Arial or Helvetica) Fonts | [Canvas Guide - General Accessibility Design Guidelines](#) – *UDL 4.2 Optimize access to tools and assistive technologies*
☐ ★	Hyperlink text incorporates the hyperlink destination/purpose (avoid raw URLs, e.g., https://www.canvaslms.com) and includes words and phrases to provide context for screen-readers (e.g., use "Canvas Guide - Hyperlink" rather than "Canvas Guide") | [WebAim - Introduction to Links and Hypertext](#) – *UDL 4.2 Optimize access to tools and assistive technologies*
☐ ★	Audio materials (mp3, wav, etc.) are accompanied by a transcript and videos / screencasts are closed-captioned | [Canvas Guide - Create Caption Files](#) – *UDL 1.2 Offer alternatives for auditory information*
☐ ★★	Tables are only used for tabular data – *Mobile Design Consideration*

The Education Services department is always ready to help your organization create a cycle of success with Canvas through Training, Instructional Design, and Adoption Consulting! Our Instructional Design team offers full Course Evaluations. Course evaluation services provide insight into best practices. Recommendations will focus on aligning course objectives, accessibility, and overall creation of an enhanced user experience. If you would like to learn more about our services, please contact your CSM or Shauna Vorkink at svorkink@instructure.com.

RESOURCES

Universal Design for Learning: External Resources
- National Center on Universal Design for Learning
- Best Practices for Building Universal Design Principles into your Canvas Courses

Universal Design for Learning: Canvas Community Resources
- Commons Course: Universal Design of an Online Course
- Share UDL Course Design Tips, Tricks, and Techniques, Kelley L. Meeusen, Clover Park Technical College
- Universal Design for Learning Principles in Canvas, John Martin, UW-Madison
- Implementing Universal Design for Learning on Canvas, Eric Moore, University of Tennessee

CITATIONS

1. CAST (2011). Universal Design for Learning Guidelines version 2.0. Wakefield, MA: Author.
2. Noblesville Schools Quality Course Checklist [Google Doc]. Noblesville Schools. https://docs.google.com/document/d/1OWrUISUYVlsD78K4w-nldfpnNrzcqKIaGuo5oRxnxMw
3. Online Course Best Practices Checklist [PDF]. (2012). Palomar College Academic Technology Department. http://www2.palomar.edu/poet/BestPracticesChecklistSP12.pdf

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Visit http://bit.ly/2uLPbaf for updates. Revised 06/2018

WHAT IS GAMIFICATION?

Gamification is visual storytelling, feedback, and visual cues. It is measurable and has an objective for the learner. It reinforces previous learned behavior or facts.

Gamification uses the elements of games to motivate and engage the learner. It is simply about using game mechanics and elements to make practical day-to-day activities more compelling and engaging.

The goal of gamification is to attract the attention of students and increase their interest in solving educational tasks and understanding of how to apply the received knowledge in practice.

GAMIFICATION ≠ GAMES

Games are for fun and relaxing. Gamification takes the best elements of games and applies them to a learning situation. By utilizing game elements we can improve the retention of our learners. Gamification adds an extra layer over existing activities.

TIPS TO HELP GAMIFY

FOCUS ON ENGAGEMENT and MOTIVATION

Think of your learners like players on a journey from novice to master. Build your online learning in a way that encourages learners to strive to reach the next stage.

Here are some ideas that work well:

- Present a series of small, achievable challenges to reach an overall goal.

- Use quests to engage and motivate. Start with a simple question or quiz.

- Give learners the opportunity to learn from their mistakes. Provide great feedback that shows learners where they went wrong and give them a chance to try again, keeping them motivated to continue learning.

- Use video and audio to provide interaction.

MAKE IT A CHALLENGE

Lots of small, incremental challenges maintain the motivation to improve skills and knowledge. Make challenges achievable and provide feedback to keep the course relevant and engaging.
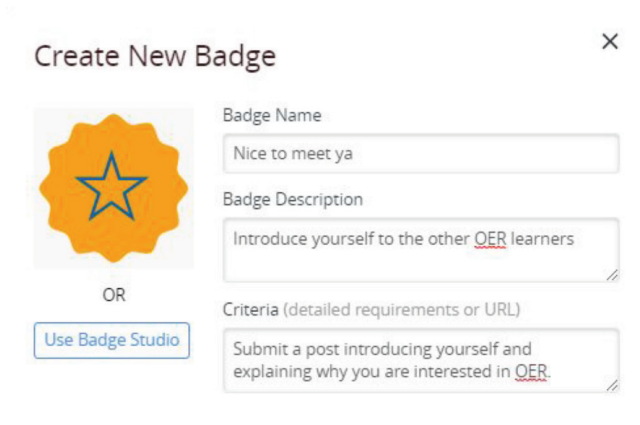
CREATE A SENSE OF ACCOMPLISHMENT

Affirm learners' progress with tests and scores. Once learners pass a test or a level, give them something to show they've done well. Badges can be awarded to learners who have successfully completed stages in a program.
Achievement rewards can also be used to unlock levels in your course.

ADDING BADGR TO CANVAS

1. Navigate to the Badges link on the left-hand side of your Canvas course.
    a. Your course modules will appear as well as possible badge options.

2. To add a badge to a module, click on the drop-down arrow in the Badge column.

Create New Badge ×

Badge Name

Nice to meet ya

Badge Description

Introduce yourself to the other OER learners

OR

Use Badge Studio

Criteria (detailed requirements or URL)

Submit a post introducing yourself and explaining why you are interested in OER.
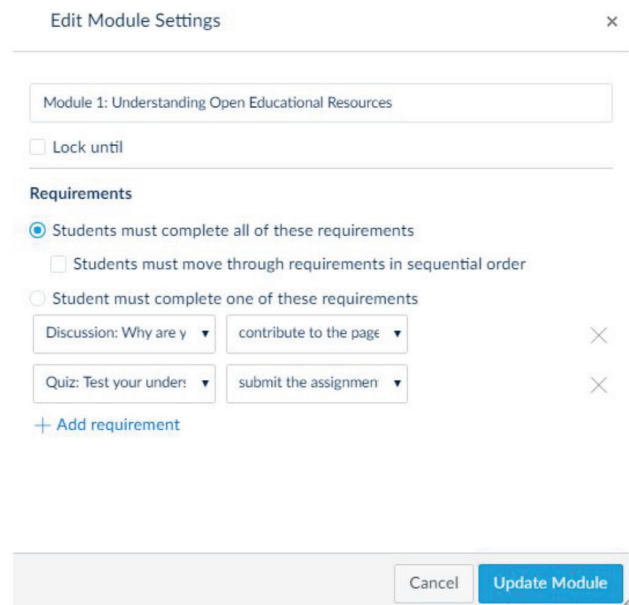
Close   Create

a. Add a badge image:
    i. Upload an image
    ii. Use the badge studio to create one
b. Enter the following:
    i. **Badge Name** (e.g., "Founding Documents Badge")
    ii. **Badge Description.** What does this badge represent? (e.g., "Learn all you need to know about the Constitution and Declaration of Independence")
    iii. **Criteria URL or text.** What must be done to earn the badge? (e.g., "Students must submit an essay that demonstrates...")

3. Set up course modules and assign module completion requirements.

Edit Module Settings ×

Module 1: Understanding Open Educational Resources

☐ Lock until

Requirements

◉ Students must complete all of these requirements

    ☐ Students must move through requirements in sequential order

◯ Student must complete one of these requirements

Discussion: Why are y ▾ | contribute to the page ▾ | ×

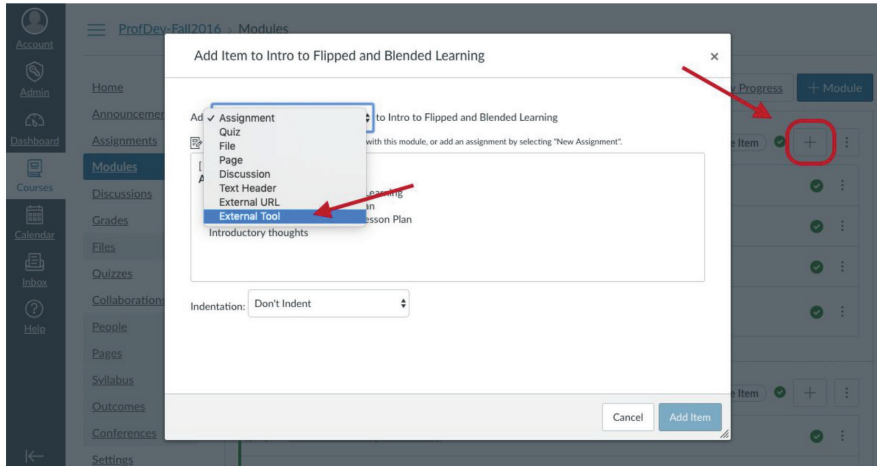Quiz: Test your unders ▾ | submit the assignmen ▾ | ×
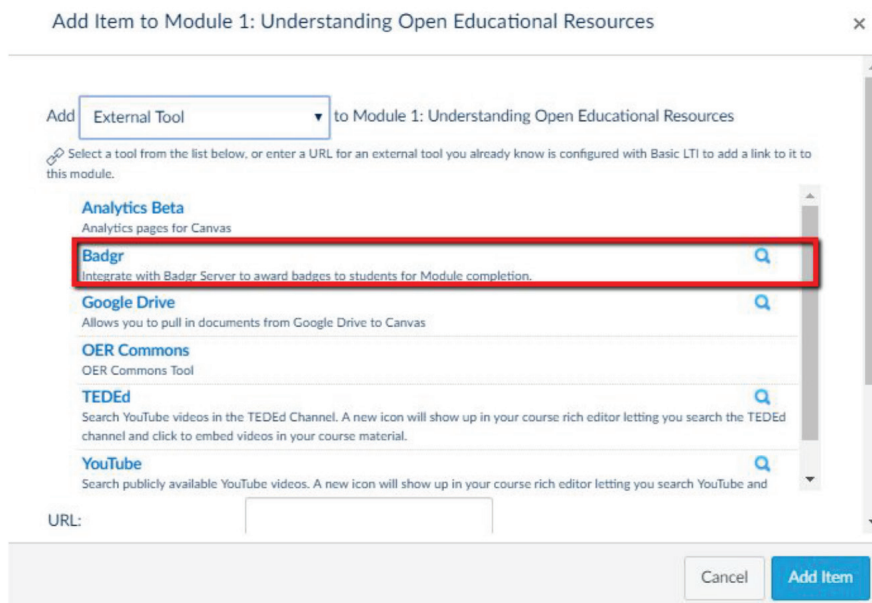
+ Add requirement

Cancel   **Update Module**

ADDING BADGES TO YOUR MODULES

These steps are not required unless you do want to hand out an evidence-based badge.

1. Assign a Badge to the module by:
   a. Add a new item to the module by clicking '+'

   b. Use the drop-down menu to select 'External Tool'
   c. Click the Badgr option and then click "Add Item"

   d. The page name will default to "Submit Badge Evidence" but may be edited. Consider giving this item a name descriptive of its use in the course.

Enable Badgr for Canvas

1. Create an account on badgr.com using the same email address used as your primary Canvas ID.

2. Click Account > App Integrations > Canvas LTI. Leave the tab or window open for later use.

3. In another window or tab, log into Canvas. Go to the desired Canvas account, sub-account, or course.

   In the left-hand menu, click Settings. Click the Apps tab.

4. Add the Badgr LTI:
   • US data center, using the EduApp Center: Select Badgr from the list.
   In the window with Badgr open, copy the values for your LTI shared secret and consumer key. Paste them into the dialog.

5. Submit and refresh the page. You will see Badges in the left-side navigation in all courses on the account.
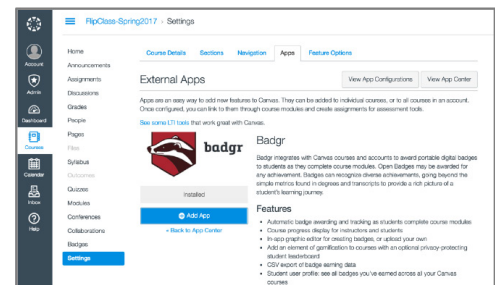
NOTE: If you already have a Badgr account under a different email address, you can

CANVAS + INFINITE CAMPUS

GETTING YOUR COURSE READY FOR GRADE PASSBACK!

Getting your courses ready for a new set of students is always exciting. That new course shell smell ... so invigorating! Even better is the thought that Canvas can help you save time throughout your year. One way this is possible ... setting up and using the grade passback feature so you don't have add grades to Infinite Campus! This guide will walk you through how to accomplish this while highlighting best practices to ensure success.

STEP 1: SETTING UP INFINITE CAMPUS
For each course you are teaching, here are your necessary steps to take in Infinite Campus:

    A. *Create all of the grading categories which will be used to calculate the final grade.*

    B. *If these categories are used in a weighted grading scheme, add weighting percentages to each category.*

STEP 2: SETTING UP YOUR CANVAS COURSE

    A. *Make sure Grade Sync is active in Navigation.* These settings can be modified under the Navigation tab after selecting on "Settings" from your Course Navigation. You will need to make sure that "Grade Sync" is active ... this is the link that will help you manage the Infinite Campus settings in Canvas.

    B. *Create Assignment Groups in Canvas to match Infinite Campus.* Go to your Assignments Index page, and add Assignment Groups (+ Group button). The name of each added group must match EXACTLY their corresponding group from Infinite Campus. BEST PRACTICE: Copy and paste the groups names from Infinite Campus into Canvas.

C. *Matching weighted grading (optional).* If you are using weighted grading you will need to activate this feature in Canvas and manually add the percentages in Canvas to match those in Infinite Campus. This is done by selecting the three dots, and then "Assignment Groups Weight," and then selecting the box next to "Weight final grade based on assignment groups." Once here, you can add the percentages to match those you have in Infinite Campus.

D. *Activate auto grade sync.* Select on "Grade Sync." Once here, select the "Sync" tab, and then select the box next to "Scheduled Daily Sync." Make sure to "Save" these settings! This will automatically sync your course grades overnight, meaning these grades will be available in Infinite Campus the day after they are entered in Canvas. This pushes only changes made since the most recent sync.
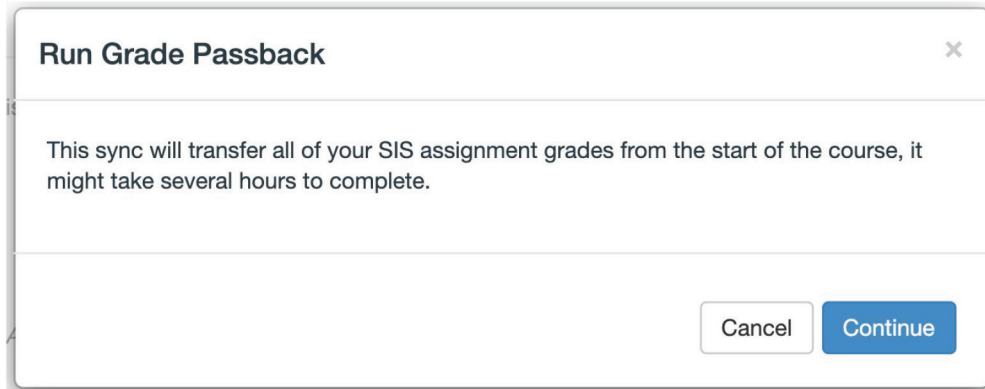
E. BEST PRACTICES: Manual Grade Sync (optional). If you need to push grades to Infinite Campus before the automatic sync, select the "Submit" button under "Run a bulk grade passback request for this course." This will generate a box where you will need to confirm (select Continue). This will sync the entire gradebook over to Canvas.

Run Grade Passback   ✕

This sync will transfer all of your SIS assignment grades from the start of the course, it might take several hours to complete.

Cancel   Continue

F. BEST PRACTICES: Hide grade totals (optional). If your Canvas gradebook doesn't show ALL graded activity in your class, then the final grade in Canvas will not match the "official" final grade in Infinite Campus. We recommend that you remove Canvas' final grade total from student visibility in your course. To do this, select on Settings inside your course. Scroll to the bottom of the page, and select on "More Options." Finally, check the box next to the item that states "Hide totals is student grades summary."

fewer options
☐ 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

STEP 3: CREATING ASSESSMENTS THAT WILL SYNC

A. Make sure Title contains 30 or fewer characters. When you are adding an assignment, discussion, or quiz, the name of the assessment needs to have 30 or fewer characters or the grades to the assignment will not sync.
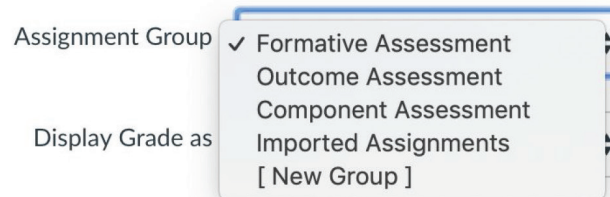
⊘ Not Published ⋮

Assignment Name

⌨ HTML Editor

B. Graded assessments must be added to the correct Assignment group. When creating an assignment, discussion or quiz, make sure to add it to the correct assignment group to match with Infinite Campus for proper grade processing. Select the dropdown menu to choose the appropriate group. These groups should be imported as described above.
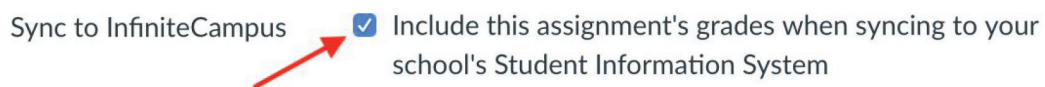
Assignment Group
✓ Formative Assessment
  Outcome Assessment
  Component Assessment
Display Grade as
  Imported Assignments
  [New Group]

C. Select the "Sync to Infinite Campus" checkbox. IF you want this grade to sync to Infinite Campus this box must be checked. If you do NOT want these grades to sync to Infinite Campus, then make sure this box is unchecked.

Sync to InfiniteCampus   ☑ Include this assignment's grades when syncing to your school's Student Information System

D. Make sure each assessment has a due date. A due date is a required field for the grade sync to work for a given assignment. This is completed in the Assign To box of the assessment. If you have cross-listed courses, the due dates can be different for each section, but assigning individual students their own due dates will cause the grade sync to fail.

Assign to

| Block A ✕ |

Due

| Sep 12 3:30pm | 📅 |
Thu Sep 12, 2019 3:30pm

Assign to

| Block B ✕ |

Due

| Sep 13 3:30pm | 📅 |
Fri Sep 13, 2019 3:30pm

E. Save/Publish the assignment. Once the assignment is save and published, it will show up in the Canvas gradebook and will then sync over during the automatic overnight gradebook sync.

F. Grade your assessment . The automatic overnight sync of grades will add any additions and/or changes since the most recent grade sync. As you add grades via the SpeedGrader™, or the Canvas gradebook, these newly entered (or changed) scores will sync over. If you need the grades to sync more quickly than overnight, make sure to follow the above instructions on manually syncing your gradebook.

CANVAS + POWERSCHOOL

GETTING YOUR COURSE READY FOR GRADE PASSBACK!

Getting your courses ready for a new set of students is always exciting. That new course shell smell … so invigorating! Even better is the thought that Canvas can help you save time throughout your year. One way this is possible … setting up and using the grade passback feature so you don't have add grades to PowerSchool! This guide will walk you through how to accomplish this, while highlighting best practices to ensure success.

STEP 1: SETTING UP POWERSCHOOL
For each course you are teaching here are your necessary steps to take in PowerSchool:
> *A. Create all of the grading categories which will be used to calculate the final grade.*
>
> *B. If these categories are used in a weighted grading scheme, add weighting percentages to each category.*

STEP 2: SETTING UP YOUR CANVAS COURSE
> A. Make sure Grade Sync is active in Navigation. These settings can be modified under the Navigation tab after selecting on "Settings" from your Course Navigation. You will need to make sure that "Monitoring and Reporting" is active … this is the link that will help you manage the PowerSchool settings in Canvas.
>
> B. Importing Assignment Groups. Go to your Assignments Index page, and select the three dots in the upper right portion of the page, and then select "Import Grading Categories."
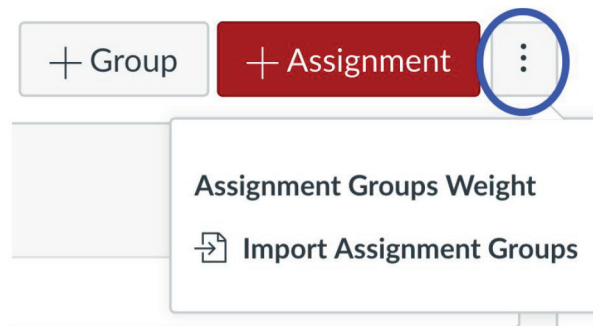
Once you have imported your groups, you will have a dog-eared paper icon with an arrow pointing toward it indicating that you have successfully imported your assignment groups.

C. *Matching weighted grading (optional).* If you are using weighted grading you will need to activate this feature in Canvas and manually add the percentages in Canvas to match those in PowerSchool. This is done by selecting the three dots, and then "Assignment Groups Weight," and then selecting the box next to "Weight final grade based on assignment groups." Once here, you can add the percentages to match those you have in PowerSchool.

D. *Activate auto grade sync.* Select on "Monitoring and Reporting." Once here, select the "Sync" tab, and then select the box next to "Scheduled Daily Sync." Make sure to "Save" these settings! This will automatically sync your course grades overnight, meaning these grades will be available in PowerSchool the day after they are entered in Canvas. This pushes only changes made since the most recent sync.

E. BEST PRACTICES: Manual Grade Sync (optional). If you need to push grades to PowerSchool before the automatic sync, select the "Submit" button under "Run a bulk grade passback request for this course." This will generate a box where you will need to confirm (select Continue). This will sync the entire gradebook over to Canvas.

Run Grade Passback ✕

This sync will transfer all of your SIS assignment grades from the start of the course, it might take several hours to complete.

Cancel   Continue
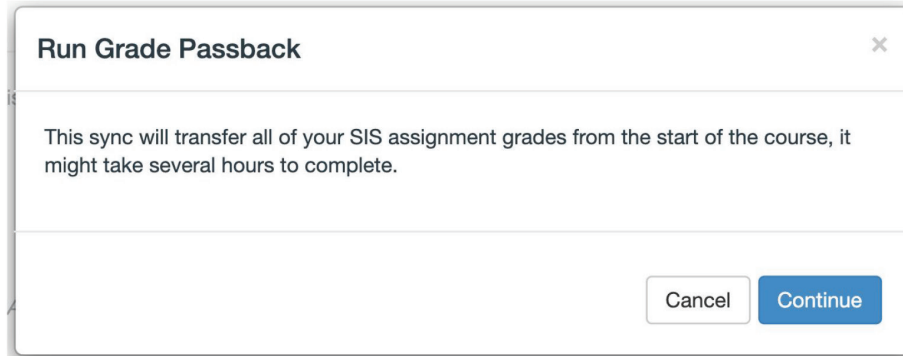
F. BEST PRACTICES: Hide grade totals (optional). If your Canvas gradebook doesn't show ALL graded activity in your class, then the final grade in Canvas will not match the "official" final grade in PowerSchool. We recommend that you remove Canvas' final grade total from student visibility in your course. To do this, select on Settings inside your course. Scroll to the bottom of the page, and select on "More Options." Finally, check the box next to the item that states "Hide totals is student grades summary."

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

STEP 3: CREATING ASSESSMENTS THAT WILL SYNC

A. ***Make sure Title contains 30 or fewer characters***. When you are adding an assignment, discussion, or quiz, the name of the assessment needs to have 30 or fewer characters or the grades to the assignment will not sync.
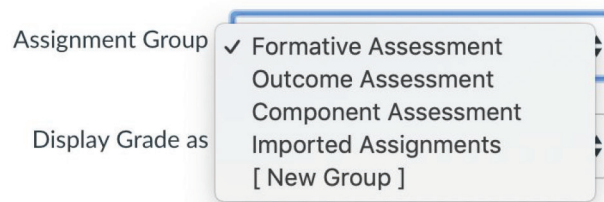
⊘ Not Published ⋮

Assignment Name

⌨ HTML Editor

B. *Graded assessments must be added to the correct Assignment group*. When creating an assignment, discussion or quiz, make sure to add it to the correct assignment group to match with PowerSchool for proper grade processing. Select the dropdown menu to choose the appropriate group. These groups should be imported as described above.
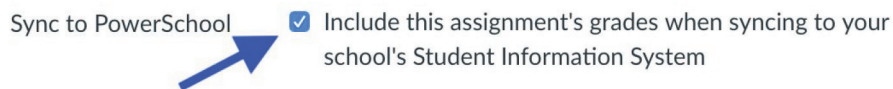
Assignment Group
✓ Formative Assessment
Outcome Assessment
Component Assessment
Display Grade as
Imported Assignments
[New Group]

C. *Select the "Sync to PowerSchool" checkbox*. IF you want this grade to sync to PowerSchool, this box must be checked. If you do NOT want these grades to sync to PowerSchool, then make sure this box is unchecked.

Sync to PowerSchool
☑ Include this assignment's grades when syncing to your school's Student Information System

D. *Make sure each assessment has a due date.* A due date is a required field for the grade sync to work for a given assignment. This is completed in the Assign To box of the assessment. If you have cross-listed courses, the due dates can be different for each section but assigning individual students their own due dates will cause the grade sync to fail.

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E. *Save/Publish the assignment.* Once the assignment is save and published, it will show up in the Canvas gradebook and will then sync over during the automatic overnight gradebook sync.

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CONCLUSION

The Canvas Adoption Guidebook should be used as an implementation resource. It is not meant to solve all of the Canvas adoption needs. If you would like more information or would like to schedule additional guidance, contact Robin Grandpre at robin.grandpre1@wyo.gov or David Stokowski at dstokowski@instructure.com.