Technology Training Center
Canvas LMS Training Catalog
March 2019

Improving information flow, sharing, and collaboration

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For additional resources, tutorials, webinars and workshops, visit the NOVA Canvas Page

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WHERE DO I START?

Canvas is the VCCS’s new learning management system (LMS). Canvas will replace Blackboard in summer 2019. Blackboard’s last day is June 30, 2019.

**Step 1:** Log into Canvas at [vccs.instructure.com](http://vccs.instructure.com) using your myNOVA credentials and try out your My Sandbox course. Note: Everything you build in your Sandbox can be copied to your actual course shells when they are created after the NOVA Class Schedule for the term is completed.

**Step 2:** Enroll in the training sessions below at [https://online.nvcc.edu/canvastraining/](https://online.nvcc.edu/canvastraining/). The training sessions are listed in the recommended order in which they should be taken.

**LEVEL 1**

**Level 1: Canvas Basics**
This session is the first in the series of Canvas webinars. This session will introduce users to the Canvas environment and global navigation. Users will learn how to set up their accounts, focusing on account settings, notification preferences, and managing files for their courses. Users will also learn how to navigate the communication tools available, such as the Calendar and Inbox. Users will also learn how to navigate the Canvas interface and the layout of the Dashboard. This is an introductory session for those who are unfamiliar with Canvas.

**Level 1: Canvas Course Basics**
This webinar should be taken AFTER Canvas Basics. This session provides an overview of the layout and features included in individual Canvas courses including: the Course Navigation Menu and the Course Settings available; communication tools including the Home Page, Syllabus, and Announcements; Modules, Pages, Assignments, Discussions, and Quizzes; and how to use the Global Gradebook. Users will learn how to view and interact with content using a Test Student in the Student View. This is an introductory session for those who have learned the basics of the Canvas LMS and are interested in learning how to set up their courses.

**LEVEL 2**

**Level 2: Canvas Course Settings and Sharing**
This session should be taken after the Level 1 sessions. This session will show users how to manage course details and customize course navigation for students. Users will learn how to import and export course content to share with others. Users will also be able to validate all the links that have come over from their existing Blackboard courses to check for accuracy before publishing their courses for students. After this session, users will have basic settings for all of their Canvas courses set up.

**Level 2: Canvas Communication Tools**
This session should be taken after the Level 1 sessions. This session highlights the specific
communication tools available to Canvas users, including the Inbox, Calendar, Announcements, and Discussions. Users will learn how to create and manage events and assignments on the calendar and create appointment slots for student sign-up using the Scheduler tool. Users will learn how to create and use Announcements and Discussions and how the various settings can be customized for each Announcement and Discussion. This session will provide you with the tools needed to effectively communicate with your students using Canvas tools.

LEVEL 3

Level 3: Canvas Modules
This session should be taken after Levels 1 and 2 courses. This session covers how best to use modules in your course. Learn how to create modules and add course content within those modules, how to organize your modules and how to manage your modules by controlling access to your content by setting lock dates and creating prerequisites and requirements. You will also learn how to structure content delivery and additional considerations for using modules.

Level 3: Canvas Assignments
This session should be taken after Levels 1 and 2 courses and Level 3: Modules. This session focuses on Assignments: adding them, managing them, creating assignment groups, creating rich assignments, assignment options including peer reviews and group assignments, creating rubrics, and how to grade assignments in SpeedGrader.

Level 3: Canvas Quiz Basics
This session should be taken after Levels 1 and 2 courses, and Level 3: Modules. This is a basic session on creating and using quizzes. You can learn more advanced options in the Advanced Quizzes session. In this session you will learn about the different types of quizzes available. You will create a quiz and we will cover the settings, restrictions, and how to assign them. We will also go over the various question types and how to add question content. Finally, we will view the quiz as a student.

Level 3: Canvas Gradebook and SpeedGrader
This session should be taken after Levels 1 and 2 courses, and Level 3: Modules and Level 3: Assignments. This session is dedicated exclusively to navigating and using your Global Gradebook and SpeedGrader. Learn all the settings available to you in the Gradebook and how to use the SpeedGrader to its fullest capacity. It will also cover the student grades view and capabilities for students.

Level 3: Content Pages
This session should be taken after Levels 1 and 2 courses, and Level 3: Modules. This session focuses on creating content pages and all the Rich Content Editor has to offer. It will also cover how to link in content from Canvas including navigation links, files, and images.
LEVEL 4

Level 4: Canvas Groupwork, Collaboration, and Conferences
This is an advanced session and should be taken after the Levels 1, 2, and 3 sessions. This session will show you the different options available with using groups. Learn how to create group sets and groups and enroll students and the options available, explore the features of the group home page and learn how to grade group activities, use collaborations with both Office 365 and wiki pages, and create and use conferences to hold virtual meetings with your students.

Level 4: Homepages
This is an advanced session and should be taken after the Levels 1, 2, and 3 sessions. This session will assist you in building an inviting home page for your course. Learn how to create banners and buttons, and how to use the Rich Content Editor to add rich content to your homepage.

Level 4: Canvas Quizzes Intermediate
Prerequisite: Canvas Beginner Quizzes OR Basic Quiz building knowledge. Learn how to manage your quizzes by moderating them and using quiz statistics; create and manage question banks and use question banks to create quizzes; and create question groups and link to them within your quiz.

LEVEL 5

Level 5: Canvas Commons
This is an advanced session and should be taken after the Levels 1, 2, 3 and 4 sessions. Canvas Commons is a learning repository that allows Canvas users to quickly and easily share courses and course content with others. Learn how to navigate Canvas Commons and strategies to effectively use this tool.

Level 5: Rubrics
This is an advanced session and should be taken after the Levels 1, 2, 3, and 4 sessions. Learn how to use rubrics effectively to assess students.

Level 5: Google LTI
This is an advanced session and should be taken after the Levels 1, 2, 3 and 4 sessions. This session focuses on the integration between Canvas and Google to make it easier to leverage resources from Google Drive directly into Canvas. Learn how to create cloud-based assignments, embed Google content, and facilitate online collaborations.

Level 5: Quizzes.Next Basics
This is an advanced session and should be taken after the Levels 1, 2, 3 and 4 sessions.
Quizzes.Next is a new assessment tool in Canvas in addition to the regular quiz interface. QN includes a variety of new question types to increase student engagement and interaction. This session will teach you how to create a QN quiz/test and how to build questions and additional quiz settings available. You will need to be familiar with the current quizzes in order to best interact with this content.
ARC TRAINING

**ARC Training Part 1**
This session must be taken after Levels 1, 2 and 3 sessions for maximum impact and understanding. This session showcases Arc, a video platform tool that integrates with Canvas. Learn how to navigate Arc and how to use it within the Canvas framework.

**ARC Training Part 2**
This session is a follow up to Part 1 training and will showcase some additional features of Arc and how you can use Arc in assignments and quizzes.

ADDITIONAL RESOURCES


Canvas 24-hour Support: Want to chat with a human? Contact (877) 875-8425 or support@instructure.com