

Classified Pros

Professional Development Workshop



Canvas Training

Lenny Riley, Instructional Technology Specialist, Norco College

Friday, October 16, 2020



Agenda

- What is Canvas?
- Why do I need Canvas?
- How do I get access?
- How do I log in?
- How do I navigate in Canvas?
- How do I create content?



What is Canvas? (<https://rccd.instructure.com/>)

- Canvas is a learning management system (LMS), from Instructure, which lets you create educational courses
- Canvas enables our students to continue their education from home by allowing them to receive online instruction
- Canvas lets you create courses that look like web pages
 - All of the locations on campus where students would receive help face-to-face are represented in Canvas



What is Canvas?

- Canvas contains links to all of the tools that students need to aid them with their education
 - Microsoft (Office) 365
 - Google Drive
 - ConferZoom
 - NetTutor
 - StudyMate



Why do I need Canvas?

- Due to COVID-19, we are conducting most business online and off-campus
 - Canvas is the number 1 way that students interact with Norco College*
 - We have created Canvas “courses” to represent Norco College office locations for departments to communicate with students
- * Technology Survey (2020) Student, 5/13/2020

Student Support Hub

NC- Student Support Hub [▲]

Edit



Welcome to the Student Support HUB in the Student Services Building.
We are here to help you.

Click on one of the buttons below to find what you need. Need help with something? Select a service below or [click here for Live Chat](#) now.



[Admissions & Records](#)

Begin your educational journey with Norco College here by applying for admission online.



[Student Financial Services](#)

Get financial aid and information about costs, money management, scholarships and more.



[Engagement Center](#)

Educational advisors give you information on placement levels, campus resources and more.



[Office of Instruction](#)

Visit the Office of Instruction to get information regarding courses, academic procedures and more.



[Counseling Online](#)

Counselors help you identify your educational goals, create plans, and stay on track to completion.



[Disability Resource Center](#)

Provides an accessible and inclusive learning environment for students with disabilities.



[Coronavirus Student Training](#)

Access information to stay safe on campus.



[Career Center Online](#)

Select a major, find a job, or prepare for an internship - we can help online.

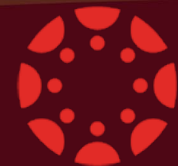


CANVAS

NORCO
COLLEGE

How do I get access?

- Email me at Leonard.Riley@norcocollege.edu
- I will send you an email with your Canvas login credentials and instructions for logging in
 - Your login email address will be **norcouser##@.rccd.edu**
 - Your initial login password will be **newstudent**. You can change your password once you log in

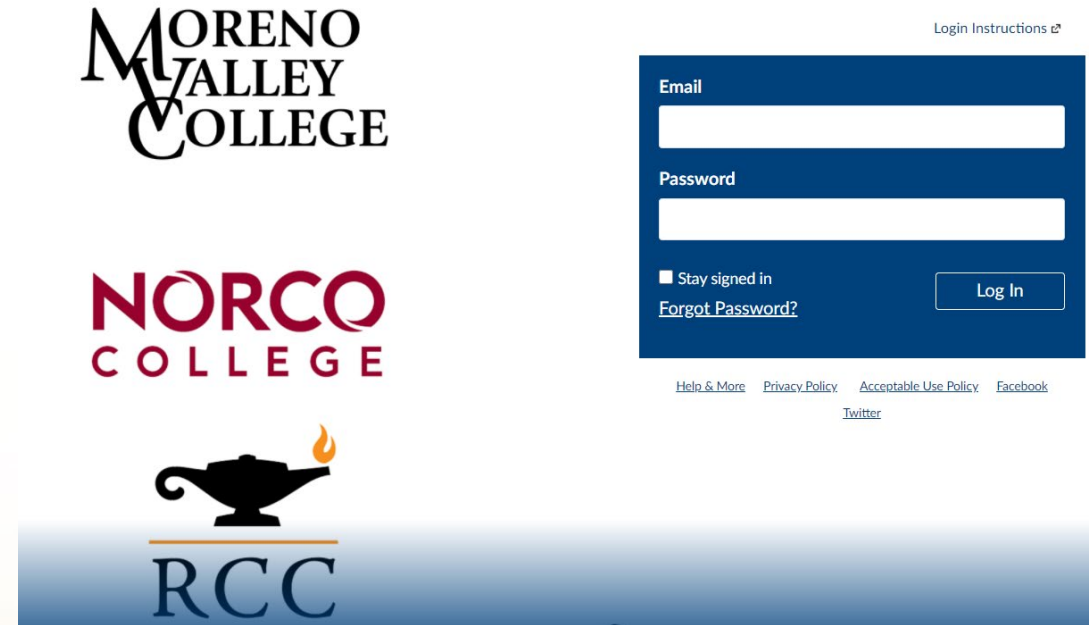


CANVAS

NORCO
COLLEGE

How do I log in?

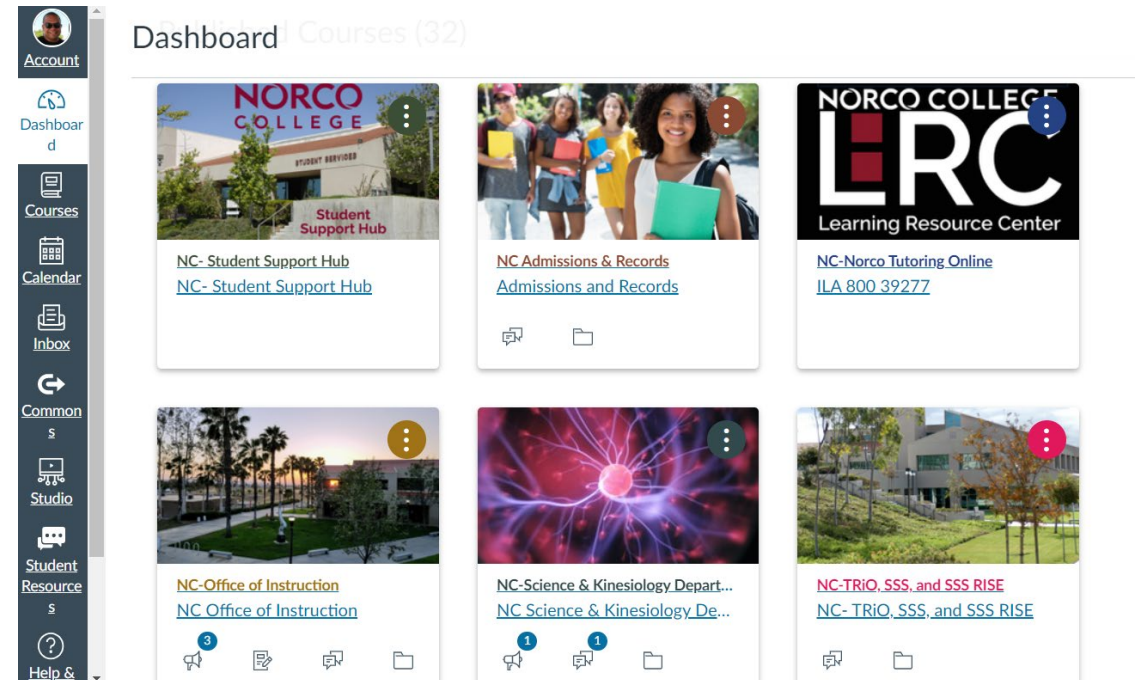
- Go to <https://rccd.instructure.com>
- Type in your assigned email address and password
 - Your login email address will be **norcouser##@rccd.edu**
 - Your initial login password will be **newstudent**. You can change your password once you log in
 - Click **Log In**





How do I navigate in Canvas?

The **Navigation Bar** (also known as the **Global Navigation Menu**) is located on the left side of every page in Canvas. Global Navigation links provide quick access to frequently used Canvas features.



How do I navigate in Canvas?



The **Dashboard** is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses. You can return to your User Dashboard at any time by clicking the Dashboard link in Global Navigation

How do I navigate in Canvas?



Click on **Courses** in the navigation bar to see a list of your courses in a drop-down menu.

The screenshot shows the Canvas user interface. On the left is a vertical navigation bar with icons and labels for: Account, Dashboard, Courses, Calendar, Inbox, Commons, Studio, Student Resources, and Help & Support. The 'Courses' icon is highlighted. A drop-down menu is open to the right of the navigation bar, titled 'Courses', and lists the following published courses: NC Admissions & Records, NC CalWORKs, NC Career Center Online, NC Dual Enrollment, NC Engagement Center, NC EOPS/CARE/NextUp, NC Health Services, NC Men of Color Scholars, NC Phoenix Scholars, NC PRISM, NC Promise Program, NC Puente, NC Student Clubs, and NC Student Financial Services. To the right of the drop-down menu, there are four course cards. The first card is for 'NC Admissions & Records Admissions and Records' with a photo of students. The second card is for 'NORCO COLLEGE LRC Learning Resource Center' with the text 'NC-Norco Tutoring Online ILA 800.39277'. The third card is for 'NC-Science & Kinesiology Department' with a photo of a person. The fourth card is for 'NC-TRIO, SSS, and SSS RISE' with a photo of a building.

How do I navigate in Canvas?



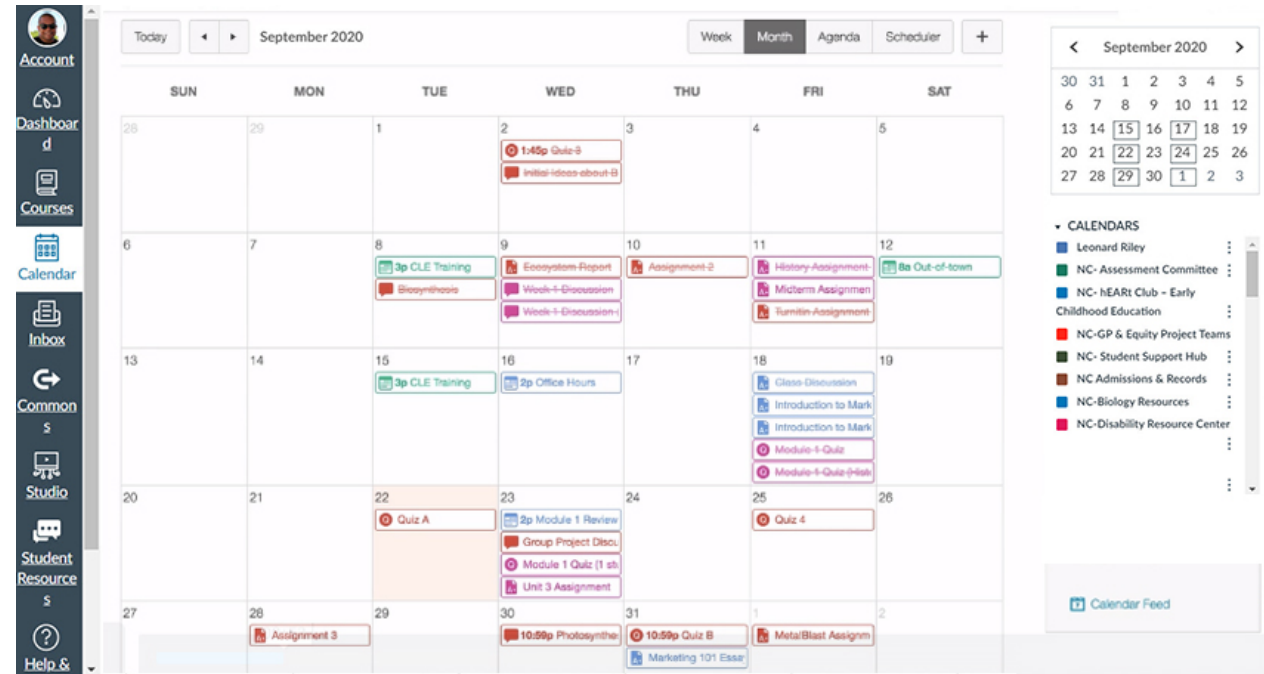
Scroll to the bottom of the drop-down menu and click **All Courses** to show all the courses you've ever enrolled in.

The screenshot displays the Canvas user interface. On the left is a dark navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, Studio, Student Resources, and Help & Support. The main content area shows a list of course links: [Norco Course 30](#), [Norco Course 31](#), [Norco Course 32](#), [Norco Course 33](#), [Norco Course 34](#), [Norco Course 35](#), [Norco Course 36](#), [Norco Course 37](#), [Norco Course 38](#), [Norco Course 39](#), [Norco Course 40](#), and [Norco Writing Center Online](#). Below the list is an [All Courses](#) link. A welcome message reads: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link and star the courses to display." To the right, a grid of course cards is visible, including "NC Admissions & Records Admissions and Records" and "NORCO COLLEGE LRC Learning Resource Center" with a link to "NC-Norco Tutoring Online ILA 800 39277".









How do I navigate in Canvas?



The **Calendar** in Canvas is a great way to view assignments and events from all courses in one place. Calendar assignments and events can be filtered by course and synced with other web service calendars.



The screenshot displays the Canvas calendar interface for September 2020. The main calendar grid shows events for each day, such as '1:45p Quiz 9' on Wednesday, '3p CLE Training' on Tuesday, and 'Assignment 2' on Thursday. A sidebar on the left contains navigation links for Account, Dashboard, Courses, Calendar, Inbox, Commons, Studio, Student Resources, and Help & Support. On the right, there is a 'CALENDARS' section with a list of filters including Leonard Riley, NC Assessment Committee, NC-HEART Club - Early Childhood Education, NC-GP & Equity Project Teams, NC-Student Support Hub, NC Admissions & Records, NC-Biology Resources, and NC-Disability Resource Center. A 'Calendar Feed' button is also visible at the bottom right.

-  Account
-  Dashboard
-  Courses
-  Calendar
-  Inbox
-  Studio
-  Student Resources
-  Help & Support

Today ← → Oct 11 – 17, 2020

Week View

Week Month Agenda +

	11 SUN	12 MON	13 TUE	14 WED	15 THU	16 FRI	17 SAT
all-day							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							

8:00 8:00 8:00 8:00
Disc Hom Lab Pract

2:00 - 4:00

< October 2020 >

27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- ▼ CALENDARS
- Jared Riley
 - ART-22-38206 WE (08/25-12/16)
Basic Design
 - CIS-1A-38333 OL (08/24-12/16)
Intro to Comp Info Sys
 - CIS-66-38346 WE (08/29-12/16)
Web Development I
 - CIS-78A-38348 OL (08/24-12/16)
Intro Adobe Photoshop
 - CIS-79-38350 OL (08/24-12/16)
Intro Adobe Illustrator
- UNDATED

 [Calendar Feed](#)



Today ← → October 2020

Month View

Week **Month** Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
27 Discussion-3 Lesson-5 Lesson-5 Week-5-Lab Week-5-Lab	28 10:59a Weekly Zoon 11:29a Weekly Zoon 20FAL Word Exam I	29	30	1 2p Critique 3 Art 22	2	3 8a Discussion 04 8a Homework 04 8a Lab Exercise 04 8a Practice 04
4 Lesson-6 Lesson-6 Project-3 Week-6-Lab	5 12p Weekly Zoom M	6	7 Project 1	8	9	10 8a Discussion 05 8a Homework 05 8a Lab Exercise 05 8a Practice 05
11 Discussion #2 First Discussion #2 Logo Discussion-4 Lesson-7 Lesson-7	12 8:59p Weekly Zoom	13	14	15 2p Critique 4	16	17 8a Discussion 06 8a Homework 06 8a Lab Exercise 06 8a Practice 06
18	19	20	21	22	23	24

< October 2020 >

27	28	29	30	1	2	3
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► UNDATED

[Calendar Feed](#)

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Studio
- Student Resource
- Help &



-
-
- Account
-
- Dashboard
-
- Courses
-
- Calendar
-
- Inbox
-
- Studio
-
- Student Resource
-
- Help &

Today [Oct 16, 2020 - Nov 30, 2020](#)

Agenda View

Week Month **Agenda** +

< October 2020 >						
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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 - CIS-79-38350 OL (08/24-12/16)
Intro Adobe Illustrator ⋮

► UNDATED

[Calendar Feed](#)

Sat, Oct 17

- Due 8:00am Discussion 06
- Due 8:00am Homework 06
- Due 8:00am Lab Exercise 06
- Due 8:00am Practice 06

Sun, Oct 18

- Due 11:59pm Quiz-Chap-7
- Due 11:59pm Project 4
- Due 11:59pm Project 2 Directions and Due date of Thumbnails.

Mon, Oct 19

- Due 8:59am Weekly Zoom Meeting #8



How do I navigate in Canvas?



Each calendar view shows any assignments, events, or to-do items that have been added to the calendar. Events can be added at any time in the navigation bar by clicking the **Add** button. You can add assignments and add course events, and all users can add personal events.

If your institution is using the Scheduler tool, you can also create Scheduler appointment groups.



How do I navigate in Canvas?

How do I add a Scheduler appointment group in a course calendar?

- If Scheduler is enabled for your institution, you can create appointment groups in the Scheduler. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.
- Appointments display in your calendar after a student or group has reserved a time slot. Appointment details are also included when you export the calendar using the Calendar feed.



How do I navigate in Canvas?

How do I add a Scheduler appointment group in a course calendar?

- If user participation is limited to dates between the course start and end dates, Scheduler events cannot be edited or deleted after the date the course ends.
- The Scheduler tool is optional. If it is not already enabled for your account, please contact your Canvas administrator.



How do I navigate in Canvas?
How do I add a Scheduler appointment group in a course calendar?

The screenshot shows the Canvas course calendar interface for September 2020. It includes a navigation bar at the top with 'Today', navigation arrows, the month name, and view options (Week, Month, Agenda, and a plus sign). A calendar grid displays dates from 30th of the previous month to 3rd of the following month. Appointment cards are visible for various dates, such as '10:59p Quiz-#C' on Monday, '10:59p Assignn' on Wednesday, and '10:59p Assignn' and '10:59p Quiz #4' on Friday. A right-hand sidebar lists 'CALENDARS' with several course titles and an 'UNDATED' section. Numbered callouts (1-4) highlight specific UI elements: 1 points to a date in the grid, 2 to the navigation arrows, 3 to the plus sign in the view selector, and 4 to the calendar list in the sidebar.



How do I
navigate in
Canvas?
How do I add a
Scheduler
appointment
group in a course
calendar?

1. Click the arrows to navigate to the month you want to add

The screenshot shows the Canvas Scheduler interface for September 2020. Callout 1 points to the left and right navigation arrows. Callout 2 points to a date (the 8th) on the main calendar grid. Callout 3 points to the plus (+) button in the top right corner. Callout 4 points to the 'CALENDARS' list on the right side of the interface, which includes 'Doug Roberts', 'Basic Written Communications', 'History 101', 'Introduction to Oceanography', and 'Introduction to the Solar System'.

3. Or click the plus (+) button to manually locate a date

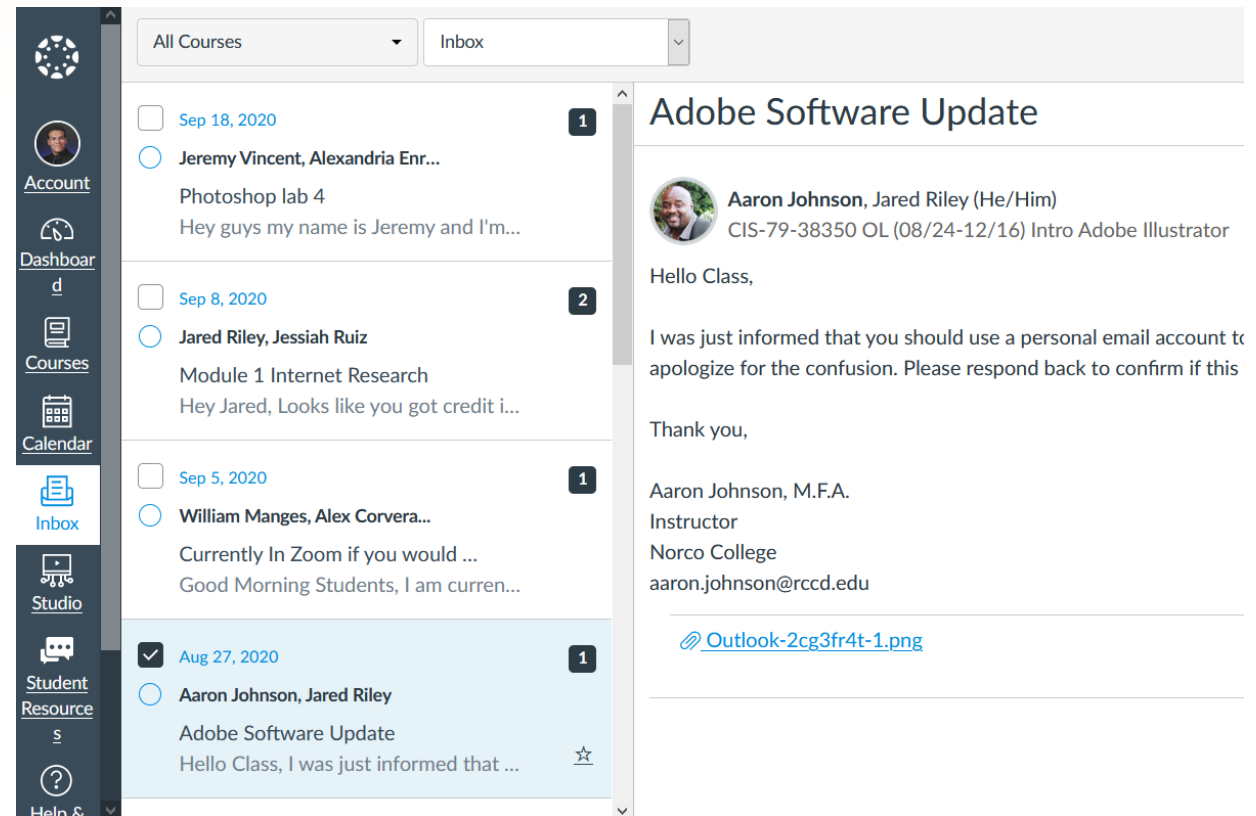
2. Click any date on the calendar to add an event

4. Choose a course calendar to add the appointment group to

How do I navigate in Canvas?



The **Inbox** in Canvas is a messaging tool used to communicate with a course, a group, an individual student, or a group of students. You can use the Inbox to communicate with other people in your course at any time.



The screenshot displays the Canvas Inbox interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox (highlighted), Studio, and Student Resources. The main area shows a list of messages under the 'All Courses' and 'Inbox' filters. The messages are:

- Sep 18, 2020**: Jeremy Vincent, Alexandria Enr... (Photoshop lab 4)
- Sep 8, 2020**: Jared Riley, Jessiah Ruiz (Module 1 Internet Research)
- Sep 5, 2020**: William Manges, Alex Corvera... (Currently In Zoom if you would ...)
- Aug 27, 2020**: Aaron Johnson, Jared Riley (Adobe Software Update) - This message is selected and highlighted in blue.

The detailed view of the selected message shows:

- Subject:** Adobe Software Update
- From:** Aaron Johnson, Jared Riley (He/Him)
- Course:** CIS-79-38350 OL (08/24-12/16) Intro Adobe Illustrator
- Body:** Hello Class, I was just informed that you should use a personal email account to apologize for the confusion. Please respond back to confirm if this Thank you, Aaron Johnson, M.F.A. Instructor Norco College aaron.johnson@rccd.edu
- Attachment:** Outlook-2cg3fr4t-1.png



How do I navigate in Canvas?



Use the Inbox to:

- Send a message to someone in your course or group
- Send a message to yourself (displays in your Sent folder)
- Reply to messages from others in your course
- Filter conversations by course or type
- View and reply to assignment submission comments



How do I navigate in Canvas?

- Canvas contains tools that help faculty and staff teach and help students



- **Canvas Commons** is a Learning Object Repository (LOR) that makes it easy to share and find Open Educational Resources (OER). The Commons is available in the global menu on the Dashboard when you first login to Canvas



- **Canvas Studio** is a media tool that allows students and instructors to upload, create, edit, manage, share and discuss audio and video files. Existing files can be used or new ones can be created with Studio's capture and editing tools.



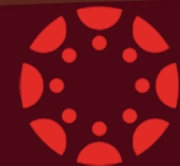
How do I navigate in Canvas?

- Canvas contains tools that help faculty and staff teach and help students



- **Pronto** is a communication tool that allows students to chat with faculty and staff. Pronto can instantly connect each user with the students and instructors in their current courses and groups.

LIVE DEMONSTRATION



CANVAS

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Professional Development Workshop



THANK YOU!

Lenny Riley

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