DESIGN & INNOVATION

DIGITAL LEARNING

Allen ISD

canvas
BY INSTRUCTURE

Introduction to Canvas

for Allen ISD 7th Graders & New Students

What is Canvas?

- Canvas is a Learning Management System
- Allows students and teachers to manage their coursework electronically
- Web-based
  - 24 hours a day/7 days a week
  - from Internet connected computers or mobile devices

Accessing Canvas

- Use Google Chrome browser
- Go to <u>portal.allenisd.org</u>
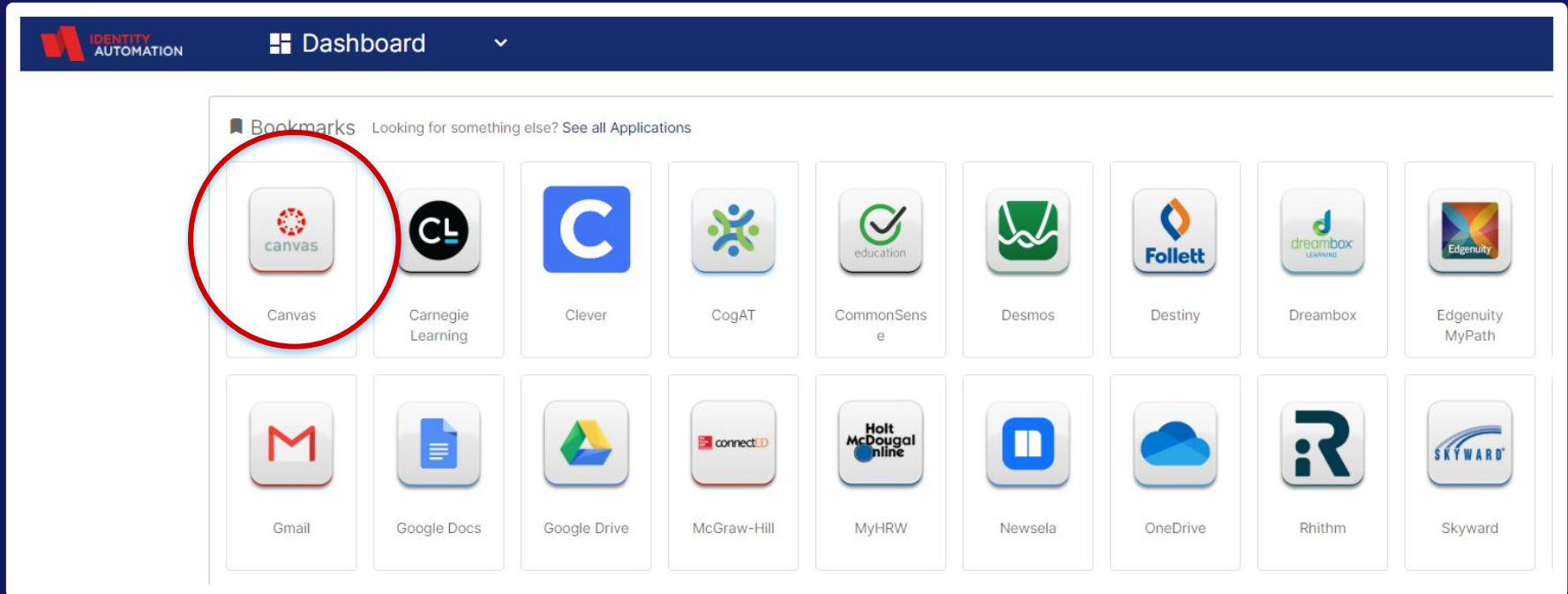- Network username and password is required.

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Username
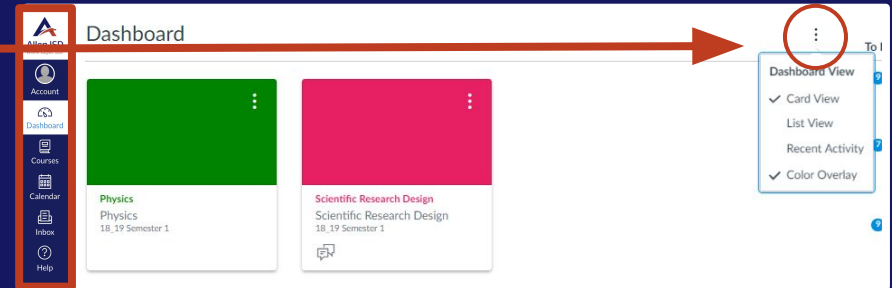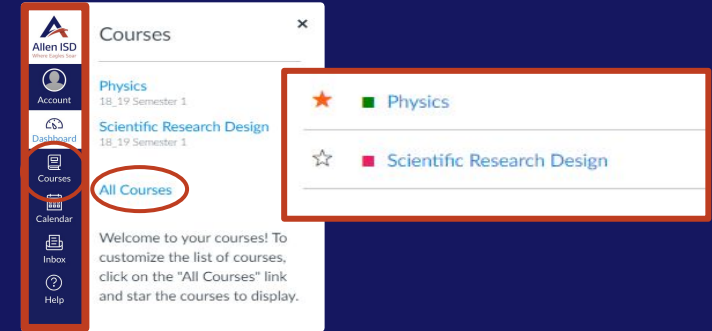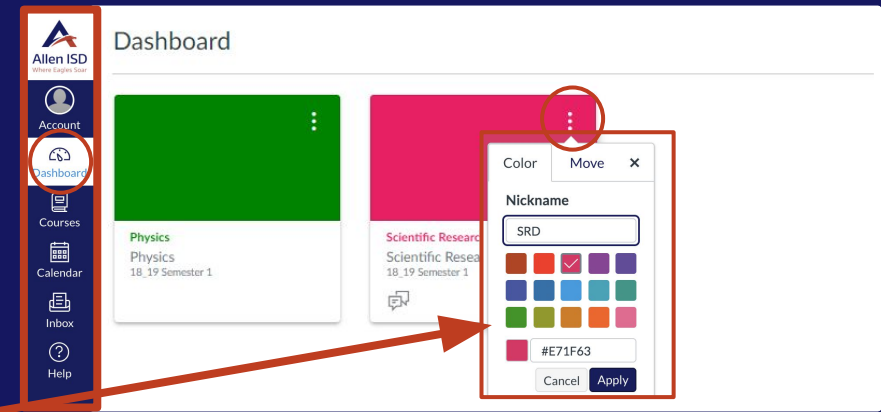
Forgot Username?

Go >

Claim Account

Need help?

Canvas on the Portal

Dashboard

Course Cards:
- Color may be changed & cards can be moved
- Course names can be shortened
- Only starred courses show
- You can change your dashboard view

Navigating in Canvas

1. Global Navigation

2. Course Navigation

3. Content Area

4. Sidebar

Keep an eye on the sidebar for to do's, feedback, and Canvas Grades

Module Organization

Module Organization

As modules get longer throughout the year, notice you can easily collapse all to reduce scrolling!

Not only are student resources in the AISD Resources module, they are also linked in course navigation alongside the AISD Responsible Use Policy!

Modules may include:

Files – accepts many types including Word, PDF, and others

Assignments

Pages

or Quizzes

Discussions

Links to websites or videos

Calendars

1. Course card color matches the course calendar color
2. You can look at courses in the calendar one at a time or all together by clicking on the color box
3. You can add your own events
4. You can link your Canvas calendar to other calendar apps

Account Settings: Registering Google Drive in Canvas
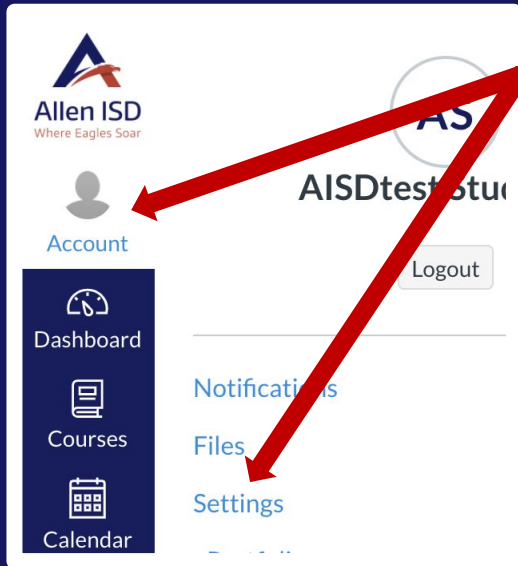
1. Click on account, then settings

2. Register Google Drive
   a. Scroll down to web services
   b. Under Other Services, click Google Drive
   c. Click the "Authorize Google Drive Access" button in the box that pops onto your screen
   d. Select *your AISD* account
   e. Click the blue "Allow" box
   f. Google Drive is now a registered Web Service in Canvas

Registered Services

Google Drive
view your profile aisdtest.pilot5@student.allenisd.org

Account Settings – Contact info

Click on account, then settings
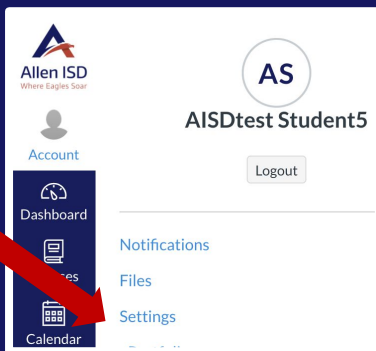
You can add a personal email address if you want
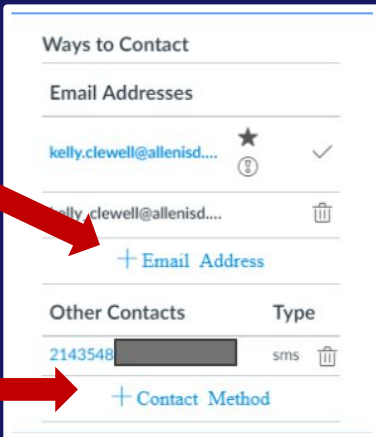
or Click +Contact Method to add your cell phone

Allen ISD email is official email:
FirstName.LastName@student.allenisd.org

May add second email if student wishes

May add Text (SMS) contact

Add Carrier (ATT, Cingular, Sprint, etc) Leave SMS Email blank

Text charges apply – check with parents for permission

Setting Up Notifications

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AS
AISDtest Student5

Logout

Account

Dashboard
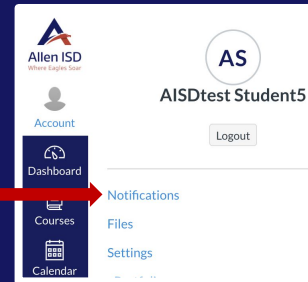
Courses

Calendar

Notifications
Files
Settings

Notification Settings

Settings for

Account

Course Activities

	Email	Push Notification For All Devices
Due Date	📅	🔔
Grading Policies	📅	🚫
Course Content	🔕	🔔
Files	🔕	🚫
Announcement	🔔	🔔

Your district provided email is setup to receive notifications.

Settings can be set for the whole account, or course by course.

You can determine how often.

AISD recommends the following settings:

- Due date – notify weekly
- Announcements – notify immediately
- Grading – notify immediately
- Invitations – notify immediately
- Submission Comment – notify immediately

Setting Up Notifications

Email notifications options:
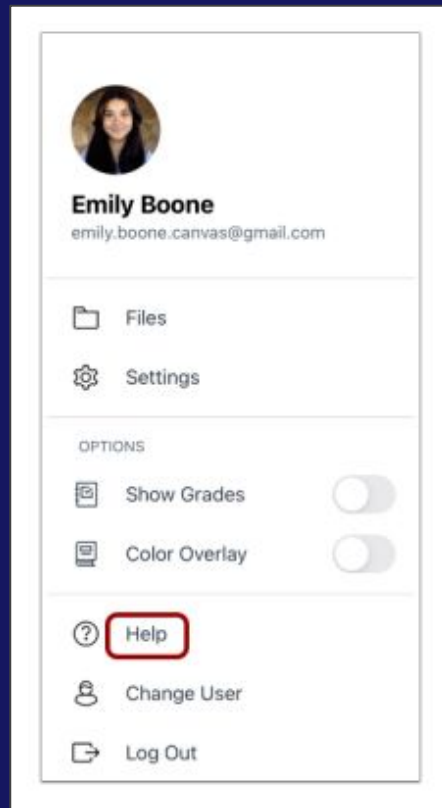- Immediately
- Daily
- Weekly
- Off

Push notification options:
- Immediately
- Off

Accessing from Mobile Devices

- There is a free Canvas Student App!
- If you have trouble with it, let Canvas know: use the Help button to report a problem.
- Remember that you can always access Canvas via the portal (portal.allenisd.org) on your mobile device web browser.

Who can answer questions if I need help?

- Your Teacher(s)
- Other Students
- Help Button to:
  – Search the guides
  – Ask your teacher
  – Report a problem

HELP

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Account

Dashboard

Courses

Calendar

Inbox

? Help

Help

Little lost? Try here first!

Search the Canvas Guides
Find answers to common questions

OTHER RESOURCES

Ask Your Instructor a Question
Questions are submitted to your instructor

Report a Problem
If Canvas misbehaves, tell us about it