

Tips for Working On Canvas

Finding what you need to do:

#1 - You can see all of the day's assignments by going to Modules on the left hand side. You can collapse or expand that day's assignments on Modules by clicking on the arrow by the date at the top of the module. You might want to do that when you have completed all the assignments, quizzes or activities for that day.

#2 - You can also see them on the right hand side under To Do, View Course Stream or View Course Calendar.

Submitting Assignments:

#1 - Under the title of an assignment you will see this information in a box:

- **Due** Thursday by 11:59pm
- **Points** 18
- **Submitting** a text entry box or a file upload
- **Available** Mar 23 at 12am - Mar 27 at 11:59pm 5 days

#1 - The preferred method is to submit by a text entry box. Do this by clicking on the Submit Assignment button. It will bring up the assignment. Near the bottom of the box click on Text Entry and the box will say "Copy and paste or type your submission right here." If there is an organizer you can copy that organizer, paste it in the box and then type your submission. When you have finished the assignment, click on Submit Assignment again, at the bottom of the page.

#2 A file upload is the next preferred method. Click on Choose File and find the file you want to send on your device. Once it is written next to the Choose File button, you can Submit assignment.

You may submit an assignment late and it won't count against you. The most important thing is to keep caught up on the work.

Links

#1 - If you are working on a school device YouTube videos may not work. If this happens, you might need to work on a home computer for that part of the assignment. We will try to have information so you can find it without the link on Canvas.

#2 - There are also links to the left hand side that will take you directly to some of the places we are asking you to go, such as NearPod, ConnectEd, and FlipGrid.

#3 - The district has just added permission to go to assigned videos on Safari Montage. We hope this works the way they told us to do it.

