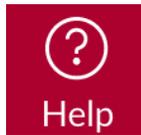


- How do I access Canvas?
  - Canvas is available in Clever, and teachers and staff can access their account here: <https://ccsoh.instructure.com/>. Teachers can also download the free Canvas Teacher mobile app. This app provides quick access to grading, communicating, and updating—three of the most frequent course facilitation tasks for teachers through Announcements, Assignments, Discussions, and Quizzes,
  
- How do I create my courses in Canvas?
  - You will not have to create courses in Canvas. The courses you see in Canvas are determined by your role and course associations in Infinite Campus.
  
- Will Canvas replace Google Classroom?
  - Yes, however, Google Classroom will still be accessible during a transitional period. Canvas will serve as the District's primary learning management system. It will introduce more centralized, robust features that integrate more seamlessly than what is offered through Google Classroom.
  
- I previously used Google Classroom for my digital classroom. Can I import that content to Canvas?
  - Yes. Content from Google Drive can be [embedded](#) or used to [create assignments](#) in your Canvas course. You can also [recreate](#) it in Canvas.
  
- Will I need to create all my Canvas course content?
  - No, each course will be pre-loaded with some foundational district and course specific content. Teachers will need to customize and add content to complete their course.
  
- Will I need to duplicate content for each section of my courses?

- Each section from Infinite Campus is created as a separate course in Canvas. Example: English 6 Period #1 and English 6 Period #2 will appear as different courses in Canvas. You will need to [copy activities/assignments](#) into each course if you want the courses to be identical.
- How do I add students to my courses?
  - Your students are added automatically when Canvas creates the course from the Infinite Campus data. Rosters are automatically updated daily.
- I am replacing a teacher in a school. How can I access their previous courses in Canvas?
  - Teachers replacing a teacher in a school would get added locally as a teacher in Infinite Campus, and then have the same access the previous teacher had following the nightly data sync.
- I am a substitute or long-term substitute teacher in the District. Will I have access to Canvas?
  - **Only** long term substitutes for teachers on extended leave who have been added to classes in Infinite Campus as secondary teachers. They have the same Canvas access as the primary teacher.
- I'm transferring to a new school in the District. Will I still have access to previous courses and materials I created in Canvas?
  - Yes. The Learning Technology Department can provide access.
- What information and permissions will parents or guardians have access to through my Canvas course?
  - Parents and guardians will have access to their student's Canvas course through a linked [Observer account](#). They can [view](#) grades, assignments, feedback, and communicate with teachers, but they cannot interact with courses (i.e. submit assignments, join discussions, message other students).
  - There are guides for [Parents/Guardians](#) and [Teachers](#) on how Observer roles operate in Canvas..
- How do I customize my courses in Canvas?
  - You are encouraged to customize your courses! As a teacher you can edit almost everything in your course, as well as create new material. Click [here](#) for a tutorial

on course customization.

- Are there any required/non-negotiables for my Canvas courses?
  - Yes. All courses will include some district-wide resources in the teacher module. You will not be able to erase or change that material.
- How do I share grades from Canvas to Infinite Campus?
  - For secondary classes, there is a simple process for [adding your Canvas grades to Infinite Campus](#). Elementary teachers will follow the same procedure they use now for manually entering grades in Infinite Campus.
- Where can I find Canvas professional development and other resources?
  - The Learning Technology Department maintains a [library of Canvas resources](#). A link is also available in the Help menu inside Canvas.



- What is the best way to train students to use the platform?
  - Student capacity will build as they interact with Canvas over time. As teachers assign and model features, students will become accustomed to using Canvas for their learning. There are links to student Canvas orientation materials inside every course and additional resources [here](#).
- Who do I contact if I need assistance with Canvas?
  - There are support links in the Help menu.
  - Email the [Learning Technology Department](#).
- Will I be able to access courses from previous semesters/years so I can copy modules to the new course?
  - Yes; in all courses you should see a list of your past courses. One option is to at the end of the school year, [export your course](#) as a canvas export file, save it to your computer, cloud drive or a usb then at the beginning of the year, upload it. If you have the course available, [copying the course](#) is the best option
- Are we able to link the Canvas calendar to our Outlook calendar so what's in canvas shows up in Outlook too?

- Yes, you are able to [sync your Canvas calendar](#) to the one you have in Outlook, but it is a one way communication. Events on Outlook calendar are not able to be synced to the Canvas calendar.
- How do instructors add external tools (Reveal Math & StudySync as examples) into a Canvas course?
  - The district has added many of the adopted resources as external tools into Canvas. Course instructors are able to connect their courses to these tools by following directions that are provided in our [Canvas Resource Course](#).
- Are grades in the Canvas Gradebook able to be passed back into the gradebook in Infinite Campus?
  - Assignment grades can be passed back for instructors teaching secondary courses (6 - 12). We have created a [video tutorial](#) that goes over how to sync grades from the [Canvas Gradebook](#) to Infinite Campus.
- Does Canvas have a video recording feature and a video repository?
  - [Canvas Studio](#) allows users to record their own videos (screen share or webcam) and use them as part of their course content. These videos can be [shared](#) with other users across the district as well.
- What course content will be preloaded into my courses?
  - All courses will have a [template](#) uploaded to provide teacher planning resources, template pages for instructors to customize, and examples of how instructors might structure their course.
- Is there a place where I can find content to import into my Canvas courses?
  - [Canvas Commons](#) is a learning object repository that enables educators to find, import, and share digital educational content. The Commons houses Pages, Quizzes, Assignments, Modules, and even complete Course Templates.
  - The district also has its own library of content in Canvas Commons. To find this content make sure to [set the filters](#) correctly in Canvas Commons.