

Technical Guide to Using Canvas

SCALE Deeper Learning Modules

GETTING STARTED

What platform is being used for this project, and how can I become familiar with it?

- The online modules in the Deeper Learning Series were built by SCALE using the Canvas Free for Teacher platform. If the Canvas learning management system (LMS) is new to you, this [Canvas Basics Guide](#) may be a helpful reference.
- Currently, you must use or link to the Canvas Free for Teacher platform to access the modules and share them with your candidates. They are designated as Canvas Commons resources, which means they are openly available at no cost for adaptation and use. More information is provided below.

How do I access the modules?

1. [Sign up for a free teacher account](#) with Canvas Free for Teacher using your educational email address (an email that ends in .edu). If you already have a Canvas Free for Teacher account, sign into your account.
2. **The first time you access the modules, use the following enrollment links:**
 - [“Supporting Student Collaboration Within Performance Assessments”](#)
 - [“Supporting Students’ Mindset Development as They Navigate Challenges”](#)
 - [“Facilitating Effective Discussions to Promote Deeper Learning and Equitable Engagement”](#)
 - [“Developing a Critical Lens to Promote Socially-Just Narratives and Represent Diverse Identities”](#)
 - [“Creating Responsive Learning Spaces: Leveraging Students’ Voices and Assets”](#)
 - [“Equitable and Effective Feedback”](#)
3. The Canvas [Dashboard](#) can be used to explore and navigate through the module.
4. **After the first time you access and enroll in a module, you will see it in your Dashboard when you sign into Canvas Free for Teacher. No need to enroll again!** (<https://canvas.instructure.com/login/canvas>)

How are the modules organized?

- Each of the modules was built within its own ORIGINAL Canvas course shell. This ORIGINAL course shell is for faculty/instructors to view & download module materials. It can be shared with candidates on a **view only** basis.
- Each module is organized into sections/subsections that build on each other in sequence, and integrate instructional content with applied activities and assignments. Transcripts & captions are available for all instructional videos.
- At the end of each section, candidates can select “mark as done” in order for that section to be checked off as completed, which will [help them keep track](#) of where they are in the module.
- Note that there is a **Faculty/Instructor Resource section in Canvas for each module**, which includes this



© 2024 by The SCALE Group

This work is licensed under a [Creative Commons Attribution 4.0 International Public License](#).

tech guide, an import/export file for the module, and a facilitator’s guide to implementation.

Will I need to create my own course shell to use with my specific candidates?

- It depends! Because the course shells created by SCALE are an ORIGINAL copy of the module materials for **view-only** use, commenting and assignment submission features are turned off. So, if you use the SCALE course shells, candidates will need to submit their work elsewhere. But, from a technical standpoint, this may be the simplest route!
- **If you wish to use those embedded commenting & assignment submission features or make customizations to the flexible components of the modules**, you can create your own DUPLICATE copy of the course shell for use with your candidates. You’ll upload the module import/export file into your own Canvas course shell, which you’ve either 1) created for this purpose or 2) already had set up for your course. Then, those features and customization abilities will be available. See below for more details.

How can my candidates access the modules?

- **If you wish to use SCALE’s original, view-only version of the modules with your candidates**, all you need to do is share the access links with them that were provided by SCALE above. The first time that students access and enroll in the course through those links, they will be prompted to log in using either an existing Canvas Free for Teacher account (if they have one) or to set up a free account for themselves, but there are no other steps. Once they have a login established, they can use that login to get directly to the module moving forward.
- **If you opt to create your own duplicate version of the modules** so you can utilize the embedded assignment/activity submission features or make customizations, see the steps below for more information about sharing access with candidates, depending on whether or not your institution already uses Canvas.

CREATING YOUR OWN COURSE SHELL (IF NEEDED)

Use the following instructions if you would like to **import the content from SCALE’s original course shell for each module into your own duplicate course shell**. Your institution’s IT department may also be helpful!

	If your institution uses Canvas...	If your institution does not use Canvas...
1	Navigate to the online module’s Files section within the original course shell, or the Faculty/Instructor Resource Section for the module in Canvas. You can find the course files in either place.	Navigate to the online module’s Files section within the original course shell, or the Faculty/Instructor Resource Section for the module in Canvas. You can find the course files in either place.
2	Download SCALE’s online module export (.imsc file for each module) from one of those locations in Canvas.	Download SCALE’s online module export (.imsc file for each module) from one of those locations in Canvas.



3	Sign into your institution’s instance of Canvas using the appropriate email and password.	Sign into Canvas Free for Teacher using the email and password that you previously set up to access SCALE’s online modules.
4	Utilize an existing course shell (e.g., one already set up by your institution) or create a new course shell .	Create a new course shell .
5	Import SCALE’s online module export (.imsc file downloaded in Step 2; don't need to open file first). Please select import “all content.”	Import SCALE’s online module export (.imsc file downloaded in Step 2; don't need to open file first). Please select import “all content.”
6	Review the online module content, determining if there are any adaptations or customizations you’d like to make to the flexible aspects of the module materials (e.g. to the activity submission mechanisms such as Discussions and Assignments (see below for guidance)). <i>Note: If you imported the module into an existing course shell, please also review the content you had in your course shell prior to the import, as content sequencing may have been affected by the online module import.</i>	Review the online module content, determining if there are any adaptations or customizations you’d like to make to the flexible aspects of the module materials (e.g. to the activity submission mechanisms such as Discussions and Assignments (see below for guidance)).
7	Depending on what you decide in Step 6, edit, re-publish, and/or unpublish the online module content items according to your plan for use.	Depending on what you decide in Step 6, edit, re-publish, and/or unpublish the online module content items according to your plan for use.
8	Review your course-level settings as some settings may have been affected by the online module import.	Review your course-level settings as some settings may have been affected by the online module import.
9	When you are ready, publish your course!	When you are ready, publish your course!



ADAPTING MODULE MATERIALS WITHIN YOUR OWN DUPLICATE COURSE SHELL

- You are free to adapt the flexible aspects of SCALE’s online module materials within the course shell that you create for your candidates. The following points are not intended to be a step-by-step guide for doing so, but rather to touch on some of the items we anticipate you might be interested in adapting or customizing.
- The module materials were designed to be completed in sequence. That sequence of the sections and subsections within each module should remain in order. However, within each module section, there are some flexible elements.
 - You may rename, edit, [unpublish](#), or delete items such as [discussion threads](#) and [assignments](#). We anticipate you might be interested in adapting these items if there is another activity submission mechanism such as Google Drive, Flipgrid, etc. that you would like your students to use instead.
 - *If your program uses a different LMS for overall course management, you could still have students submit module assignments/discussion responses within your main LMS for the course, and have them use the Canvas course shell that you set up solely for the purpose of accessing and viewing the adapted module content.*
 - *Or, you could have them submit module assignments/discussion responses within the features that have been set up for your convenience directly within the module materials in Canvas - it’s up to you!*
 - *Note that Canvas has the ability to direct embed applications like Flipgrid or Hypothesis into the structure of an assignment – you may wish to use those features!*
 - *If there are features you wish to turn off – for example, the setting that requires candidates to mark each section page as done before moving on – you can also [toggle those](#) within the settings for each page.*
 - You may also [download](#) items such as assignment templates from the Files area in order to edit them, but note that, after editing them, you will need to re-upload and replace them within the module materials for your candidates to access the new versions.
 - If there are multiple options for an activity available to select from according to subject area/grade level relevance, or you wish to supplement the provided options with your own resources, you may want to edit that module section accordingly.



SHARING YOUR OWN DUPLICATE COUSE SHELL WITH YOUR CANDIDATES

	If you want to give candidates access to your own course shell & your institution uses Canvas...	If you want to give candidates access to your own course shell & your institution does not use Canvas...
1	Please check with your IT department. If you utilized an existing course shell, students may be automatically enrolled by your institution. If you created a new course shell, either your institution or you may need to enroll your students.	Navigate to your course shell's settings .
2	Once enrolled, your students will be able to view & interact with the module materials. <i>Note that if students are having any bandwidth/streaming issues with the instructional video components of the modules, we suggest having them adjust the quality settings directly within the video player. Higher quality video will take more bandwidth to stream.</i>	Adjust the settings to share access via a secret link or code .
3		Share the secret link (or registration link and code) with your students.
4		Students will be prompted to log in using either an existing Canvas Free for Teacher account (if they have one) or to set up an account for themselves. They do not need to have/use an email address ending in .edu to sign up for an account while in the process of enrolling into your course using the secret link you shared.



5		<p>Once enrolled, your students will be able to view & interact with the module materials.</p> <p><i>Note that if students are having any bandwidth/streaming issues with the instructional video components of the modules, we suggest having them adjust the quality settings directly within the video player. Higher quality video will take more bandwidth to stream.</i></p>
---	--	--

