

## Canvas Building Administrators and Office Managers

This role is meant to support building level substitute assignment in situations where the teacher is unable to add their own substitute to a teacher's Canvas course to cover.

Substitutes will need to be added to Canvas courses and may need to create their own Zoom sessions.

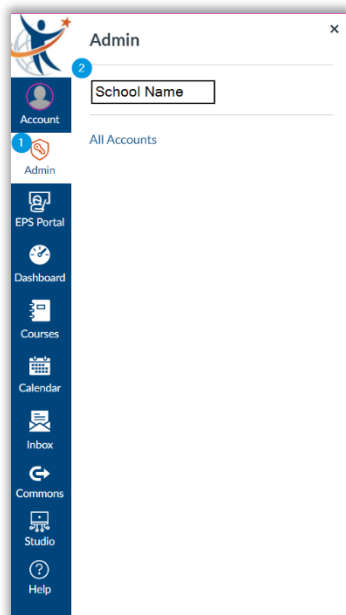
- We are unable to grant temporary access to other third-party instructional tools centrally so content will need to be provided within Canvas or by instruction from job alike peer.

In this document you will find:

1. How to [Navigate the Admin View](#)
2. How to [Add Teachers – use for substitutes](#)
3. How to Navigate to a Course and run a [Course Activity Report](#)

Please reach out to [LMSStaff@everettsd.org](mailto:LMSStaff@everettsd.org) for support.

## Navigating in Admin View

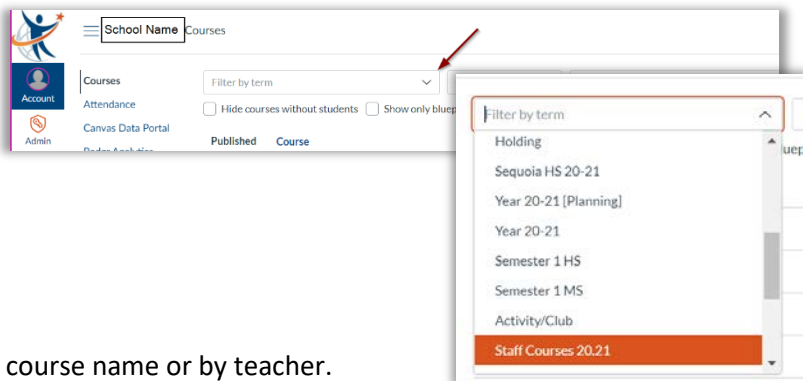


Select Admin option on blue global navigation menu

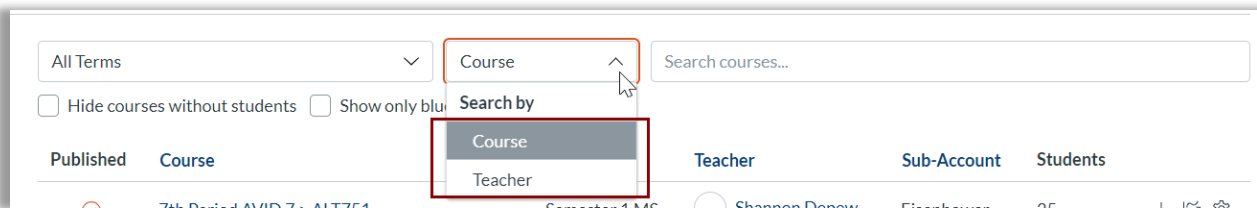
Select school name that appears

Select from pull down the term that matches your school level

- ❖ Staff Courses have their own term
- ❖ Elementary is 20-21
- ❖ Middle School would be Semester 1 MS or Semester 2 MS
- ❖ High School would be Semester 1 HS or Semester 2 HS



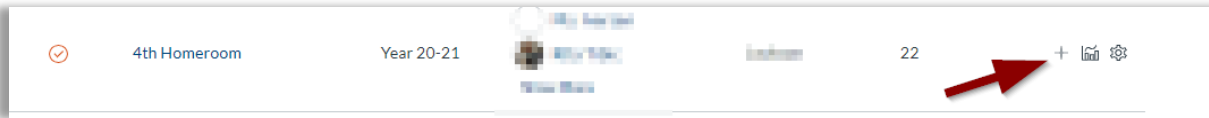
You can choose to search a course by course name or by teacher.



## Adding Teachers – use for substitutes

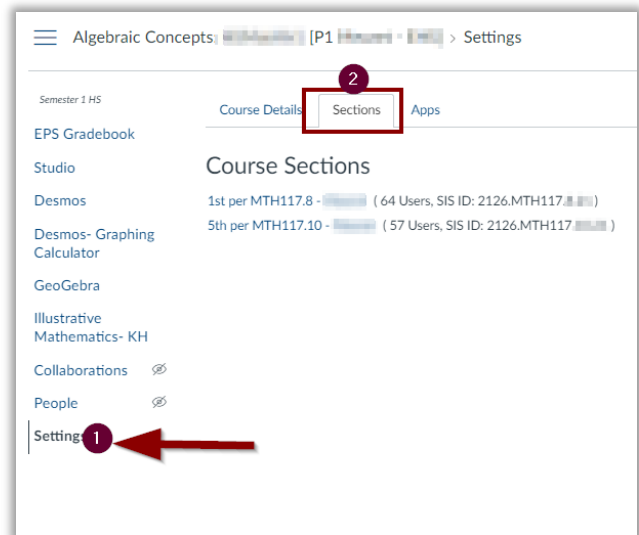
Once you complete the search – you will see the course you want on the list. You will only be able to add people from this page.

1. You will select the + on the right of the course listing.



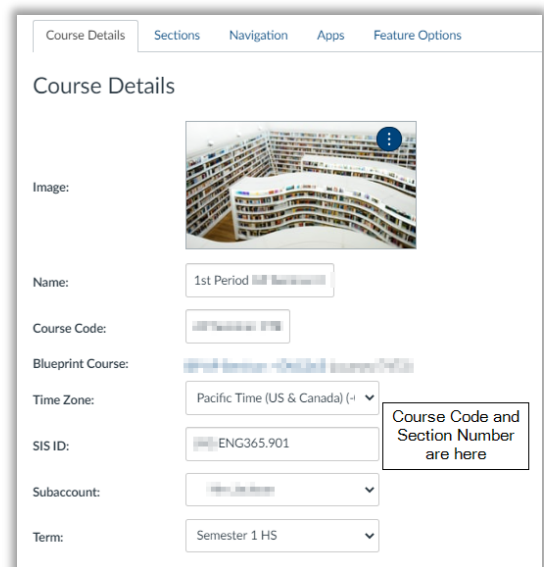
### NOTE:

- At middle and high school, and select elementary schools, course periods may be combined or “cross listed”. You may see a course in the list for a teacher where the student enrollments are 0 on the search page. In elementary school for specialists you will simply see a grade level course. The reason for that is that the scheduled sessions are nestled within a master course.
- If you see this and need to confirm – right click on the course title and open course in new tab or new window. Find on the left menu Settings option.



You will see Course Details – there will always be one section listed for the course you are in – but if there are other listings – those classes have been “cross listed” into the titled course.

- Teachers have been adding other teachers to their courses so you may need to right click and open in a new tab to be assured you are the correct teacher’s course. If in doubt – go to Settings and look at Course Details.



2. You can add a teacher using email address or their staff ID number – assure they are in Role as Teacher and then select Next.

Add People to: 7th Period

1 Add user(s) by

☒ Email Address ☐ Login ID

Example: lsmith@myschool.edu, mfooster@myschool.edu

2

3 Role

Teacher

SHS Teacher

Class Support

TA

Designer

Contract Designer

Observer

EPS Paraeducator

Section

7th per ALT751.1 - Dep

Can interact with

With

comma or line break to separate users.

4 Cancel Next

If you use Login ID – you should find only one user. If you use email address – some staff may use their district email as parents so you could have to select the appropriate account on this screen first. Then select Add Users.

Add People to: 4th Homeroom

✓ The following users are ready to be added to the course.

Name	Email Address	Login ID	Institution
John Doe			Everett Public Schools

Cancel Start Over Add Users

3. The substitute will have to log in and accept each course they are added to.

You have been invited to join 7th Period, 7th per / as a teacher

Decline Accept

## Announcement Access

Set up by teachers for substitutes:

- Staff will be asked to set the Announcements visible on the left menu at a minimum and ideally ALSO set the announcements to show at least the 1 most recent announcement on the main page of the course.
- Substitutes will be instructed to use only announcement feature to share any content they add to the course including updated Zoom links. If substitute will be needed for an extended time – further training should be arranged.

Office managers and admin can see if staff have this set up either of these announcement setting options by going into the course.

- If Announcements is viewable by students – it will be visible on the left menu when connecting to the course through the admin view.
- If recent announcement has been set to show on the Front Page you will see this on the Settings page>Course Details – scroll down and select more options
  1. You want to assure there is a check next to Show recent announcements...
  2. At least 1 needs to be listed in Number of announcements shown on the homepage

fewer options

1 ☒ Show recent announcements on Course home page

2  Number of announcements shown on the homepage

☒ Let students attach files to discussions

☐ Let students create discussion topics

☒ Let students edit or delete their own discussion posts

☐ Let students organize their own groups

☐ Hide totals in student grades summary

☐ Hide grade distribution graphs from students

☐ Hide sections on the People page from students

☒ Disable comments on announcements

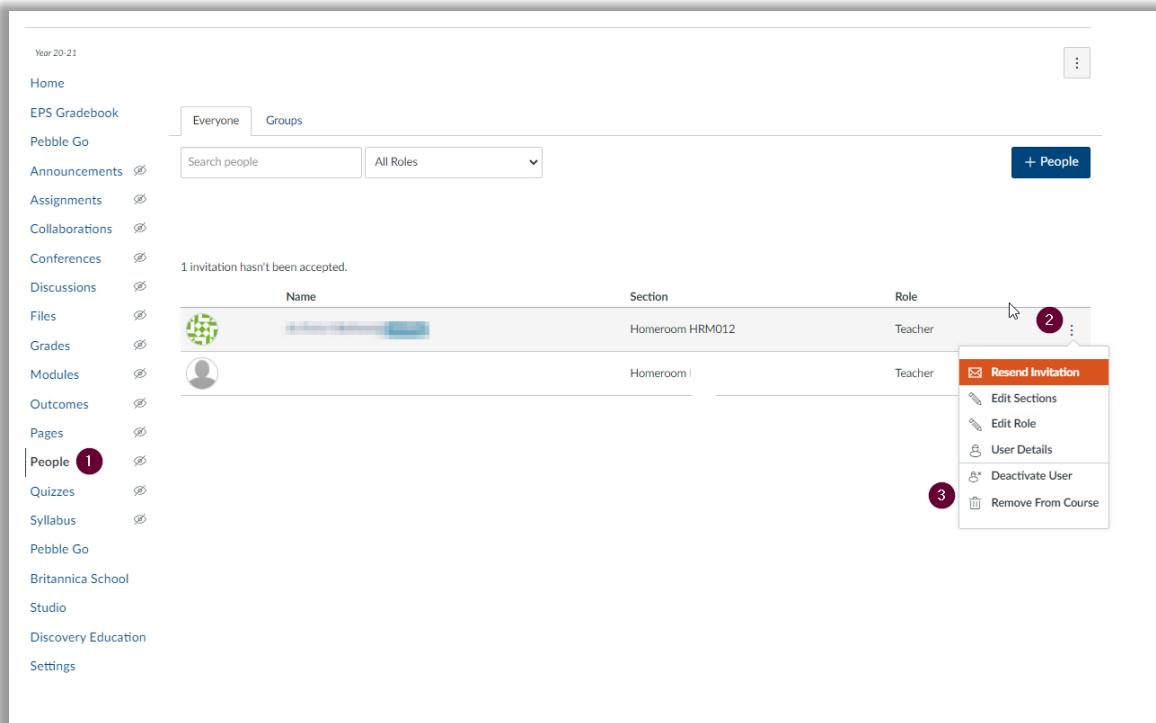
can create, rename, and edit course pages by default

## Removing substitute from course

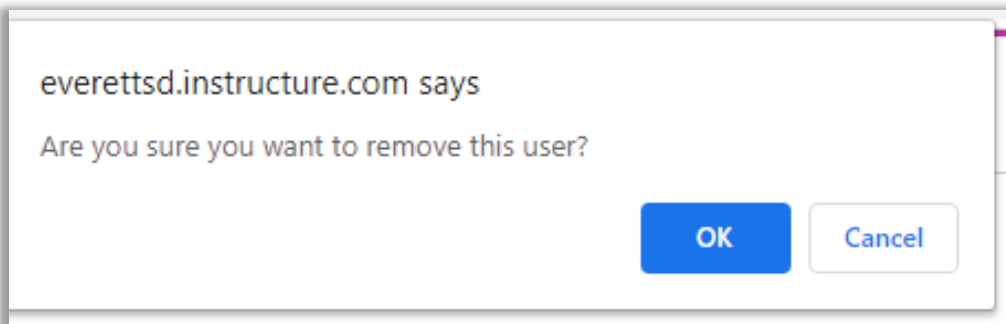
The teacher could remove the substitute when they return or it can be done by the office manager or administrator.

To remove added teacher from course you will need to go the that course. You will only be able to remove manually entered teachers.

1. Find People on menu
2. For person you are removing – go to right and find three dots
3. Select from three dots menu – Remove from Course option.

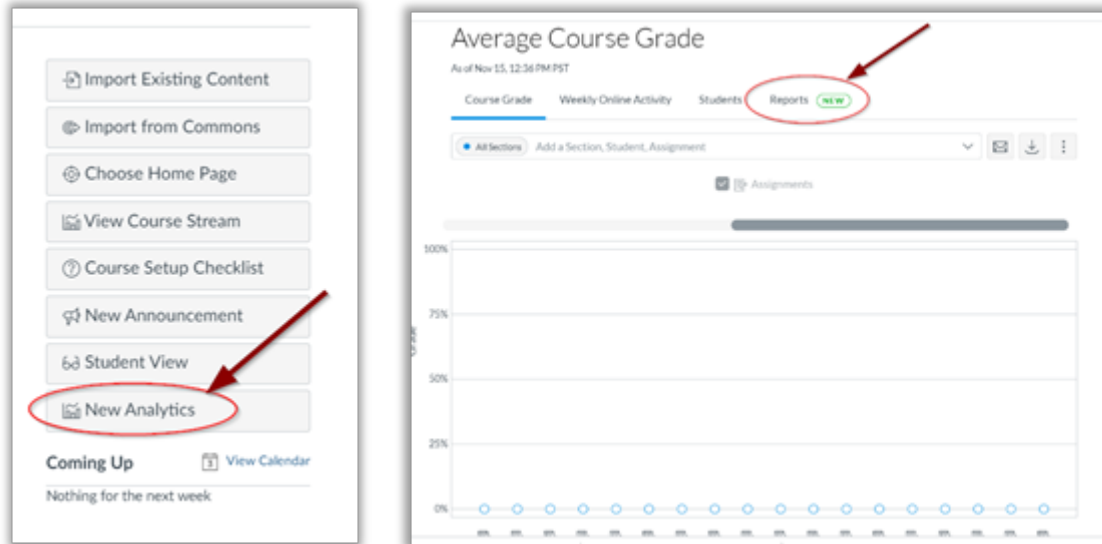


Confirm you want to remove that person by selecting OK.

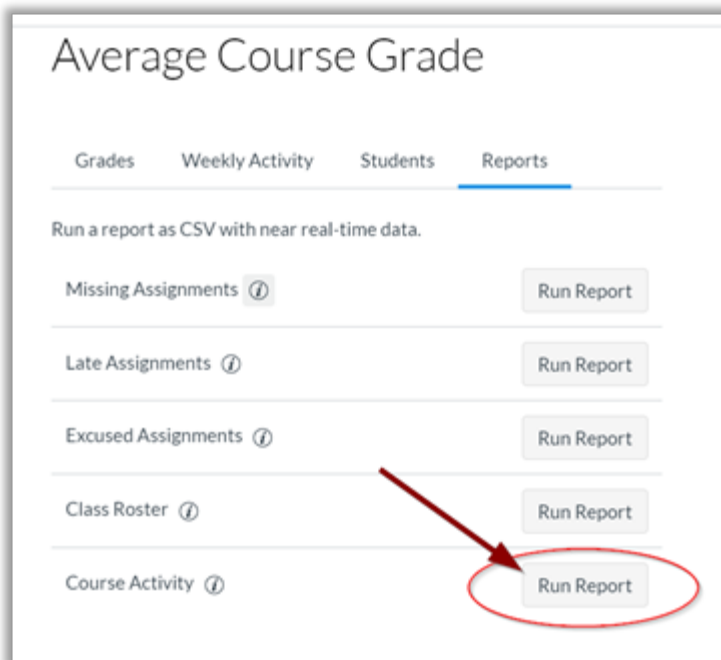


## Canvas New Analytics – How to find student course activity

Teacher review for attendance of asynchronous attendance within new analytics is moved to a report. Learning Management Services is working The New Analytics option offers reports that are customizable.



Selecting the Course Activity report will allow you to pick up to three dates to track asynchronous attendance.



Select the +Filter option – Add three specific dates (it does not do a range but exact dates selected).

- Tracking activity on consecutive days – Add each date as a filter as shown below.

## Course Activity Report

1st per

Filter by

Date

November 9, 2020

Date

November 10, 2020

+ Filter

100 Results

Close
Run Report

The report will show name of student and every item they viewed (if there are images on the page they are listed individually). Each date requested will be listed as the Start Date and then First Viewed and Last Viewed will display.

Scroll list to see names of students who were active in Canvas on that date. Example below.

A	B	F	G	H	I	J	K	L	M
Student Id	Student Name	Course Name	Content Name	Times Viewed	Times Passed	Start Date	First Viewed	Last Viewed	
3.6E+16	Student A	1st per Course Name	cou Button Tech Help.PNG	2	0	11/9/2020	11/9/2020 19:11	11/9/2020 21:36	
3.6E+16	Student A	1st per Course Name	cou Button Tech Help.PNG	1	0	11/10/2020	11/10/2020 23:26	11/10/2020 23:26	
3.6E+16	Student B	1st per Course Name	cou 1113.pdf	1	0	11/10/2020	11/10/2020 21:50	11/10/2020 21:50	
3.6E+16	Student B	1st per Course Name	cou Course Announcements	1	0	11/10/2020	11/10/2020 21:50	11/10/2020 21:50	
3.6E+16	Student B	1st per Course Name	cou Wednesday is a Holiday; Friday will be an "A"	1	0	11/10/2020	11/10/2020 21:50	11/10/2020 21:50	
3.6E+16	Student C	1st per Course Name	cou Week 7 Day 2 Assignment	1	0	11/10/2020	11/10/2020 3:04	11/10/2020 3:04	
3.6E+16	Student C	1st per Course Name	cou class.png	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Button Schedule.PNG	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Course Home	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Course Assignments	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou wk7d2E.pdf	1	0	11/10/2020	11/10/2020 3:05	11/10/2020 3:05	
3.6E+16	Student C	1st per Course Name	cou Ice Storm-1.pdf	1	0	11/10/2020	11/10/2020 3:05	11/10/2020 3:05	
3.6E+16	Student C	1st per Course Name	cou button.jpg	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou speech-bubbles.png	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Secondary Template Banner v2.png	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Button Secondary Template - Tech.png	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Button Class Meetings.PNG	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Button Family Info.PNG	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Button Class Info.PNG	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student C	1st per Course Name	cou Eng1Course Book-10.pdf	1	0	11/10/2020	11/10/2020 3:05	11/10/2020 3:05	
3.6E+16	Student C	1st per Course Name	cou Button Tech Help.PNG	1	0	11/10/2020	11/10/2020 2:53	11/10/2020 2:53	
3.6E+16	Student D	1st per Course Name	cou Button Schedule.PNG	1	0	11/9/2020	11/9/2020 2:43	11/9/2020 2:43	
3.6E+16	Student D	1st per Course Name	cou Button Class Info.PNG	1	0	11/9/2020	11/9/2020 2:43	11/9/2020 2:43	
3.6E+16	Student D	1st per Course Name	cou button.jpg	1	0	11/9/2020	11/9/2020 2:43	11/9/2020 2:43	
3.6E+16	Student D	1st per Course Name	cou wk10E.pdf	1	0	11/9/2020	11/9/2020 2:43	11/9/2020 2:43	