

Office Assistants and Attendance Staff

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.

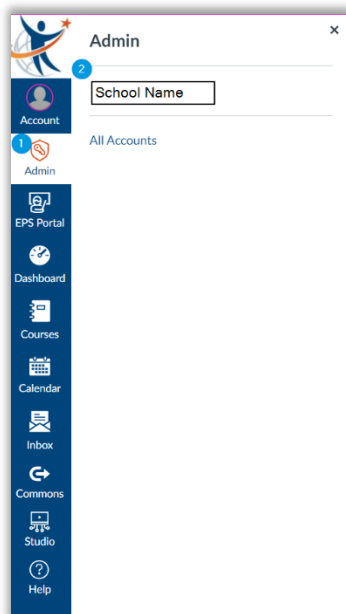
- We are unable to grant temporary access to other third-party instructional tools centrally so content will need to be provided within Canvas or by instruction from job alike peer.

In this document you will find:

1. How to [Navigate the Admin View](#)
2. How to Navigate to a Course and run a [Course Activity Report](#)

Please reach out to LMSStaff@everettsd.org for support.

Navigating in Admin View

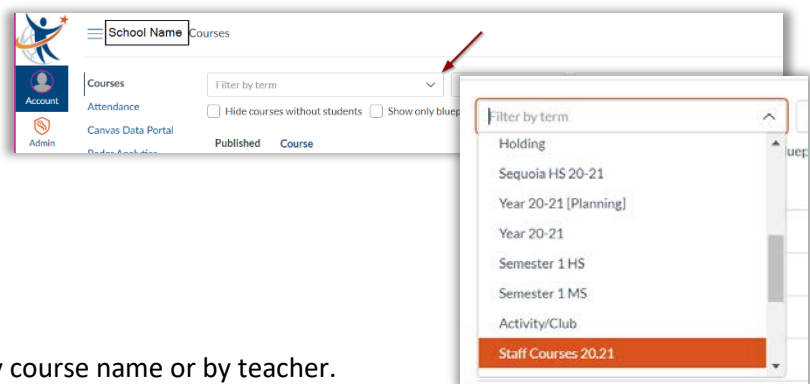


Select Admin option on blue global navigation menu

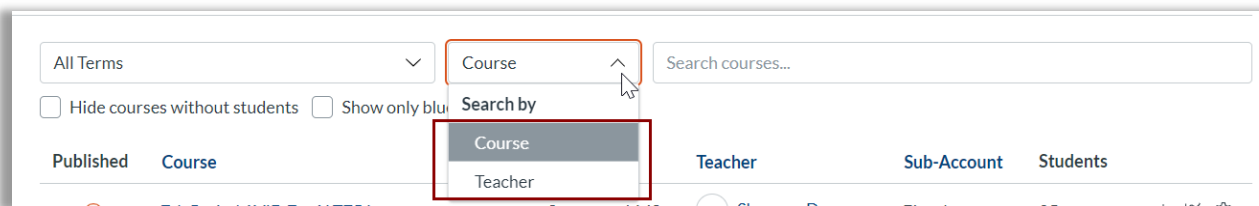
Select school name that appears

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

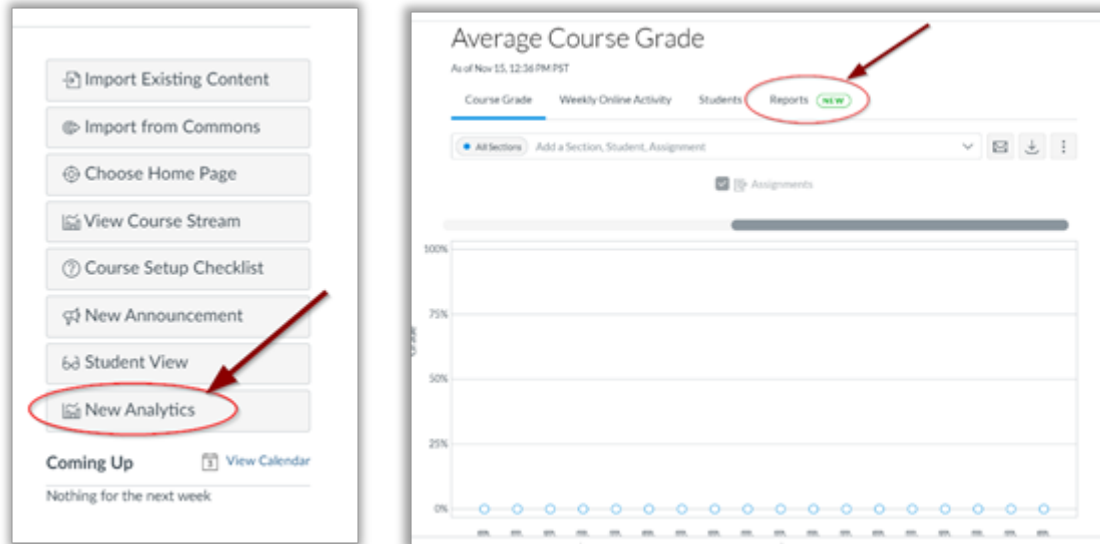


You can choose to search a course by course name or by teacher.

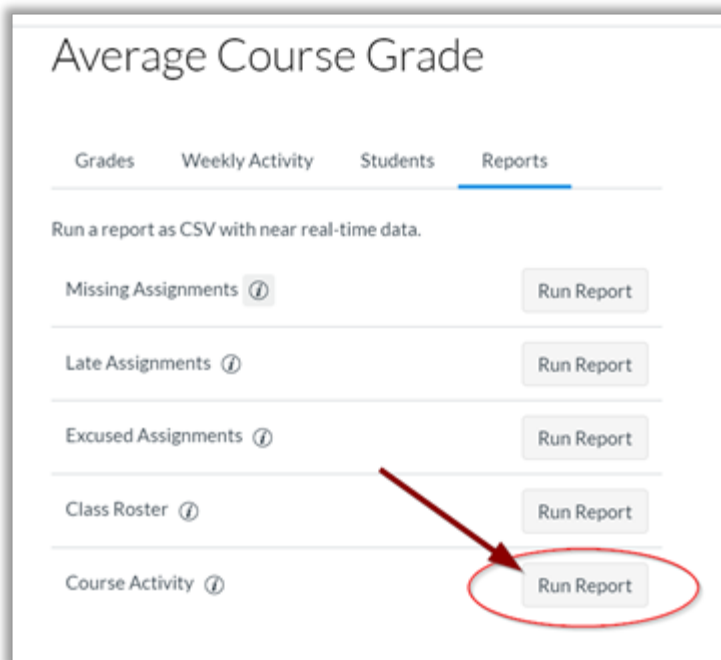


Canvas New Analytics – How to find student course activity

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	