

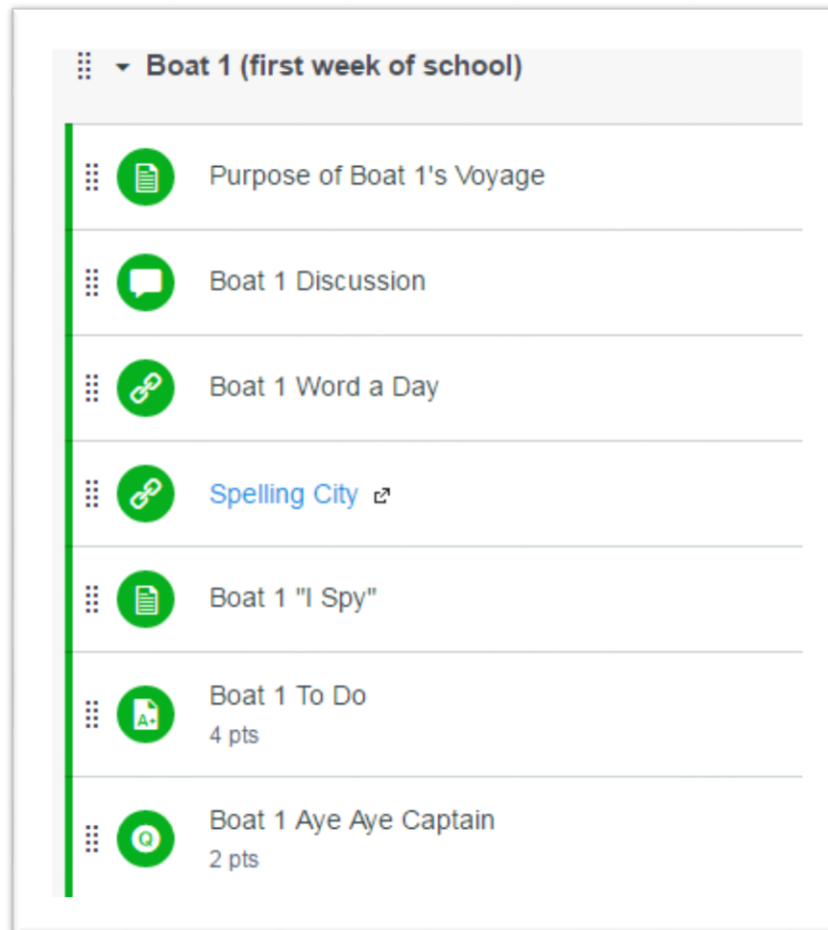
## No Sweat Step-by-Step: Best Practices for Using Canvas

### I. Modules

- a. Containers for everything from discussions to quizzes to assignments to learning videos.
- b. Allow you to go week-by-week or unit-by-unit in an organized fashion. Let's compare my ELA to my math courses.














### II. Naming Conventions Within Modules

- a. Lay it out first! Let's look at Boat 1.



b. Choose the names or abbreviations you use.

▼ Rocket 1	
⋮	<div> <div>Q</div> <div>1 Pretest</div> <div>2 pts   View</div> </div>
⋮	<div> <div>📄</div> <div>1 Vocabulary</div> <div>Mark done</div> </div>
⋮	<div> <div>📄</div> <div>1.1</div> <div>Mark done</div> </div>
⋮	<div> <div>📄</div> <div>1.2</div> <div>Mark done</div> </div>
⋮	<div> <div>📄</div> <div>1.3</div> <div>Mark done</div> </div>
⋮	<div> <div>📄</div> <div>1.4</div> <div>Mark done</div> </div>
⋮	<div> <div>📄</div> <div>1.5</div> <div>Mark done</div> </div>
⋮	<div> <div>📄</div> <div>1.6</div> <div>Mark done</div> </div>
⋮	<div> <div>Q</div> <div>1 Midtest 1</div> <div>6 pts   Score at least 5</div> </div>

⋮		1.7
		Mark done
⋮		1.8
		Mark done
⋮		1.9
		Mark done
⋮		1 Midtest 2
		4 pts   Score at least 3
⋮		1.10
		Mark done
⋮		1.11
		Mark done
⋮		1.11a
		2 pts   Score at least 2
⋮		1.12
		Mark done
⋮		1.13
		Mark done
⋮		1 Review
		Mark done
⋮		Posttest Directions
		Mark done
⋮		Unit 1 Posttest <a href="#">↗</a>
		View
⋮		Congratulations!
		View

- c. Be consistent. All my modules follow the same pattern so that students know what to expect. Every now and then, I may add something extra, like a discussion, but it won't throw them off if the rest is similar.

### III. Setting up Rules

- a. Why?
  - i. Kids have to go back and revisit the lesson if they don't pass the quiz.
  - ii. It lets kids see where they are in Canvas.

### IV. Other Best Practices

- a. having a syllabus
- b. having information about yourself (office hours, contact info, website, etc.)

These best practices were learned through certifications from Quality Matters:



Learn more at <http://www.qmprogram.org>

"Instructors should have opportunities to learn and collaborate with peers in the design and review of their courses."