

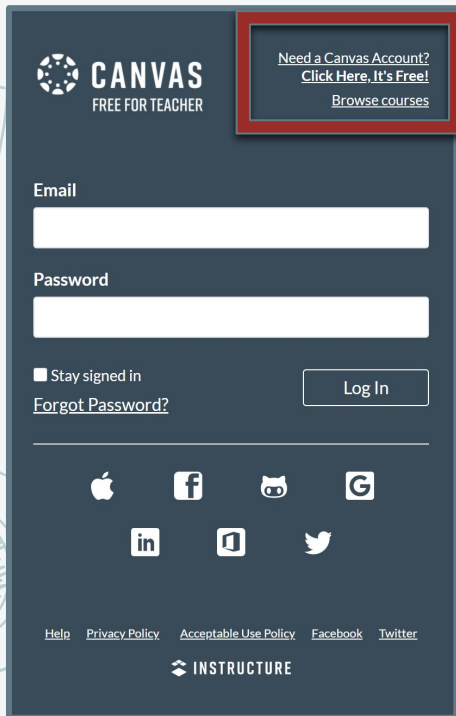


# CANVAS TRAINING LEVEL 2



canvas

# CREATE A FREE ACCOUNT



Need a Canvas Account?  
[Click Here, It's Free!](#)  
[Browse courses](#)

Canvas  
FREE FOR TEACHER

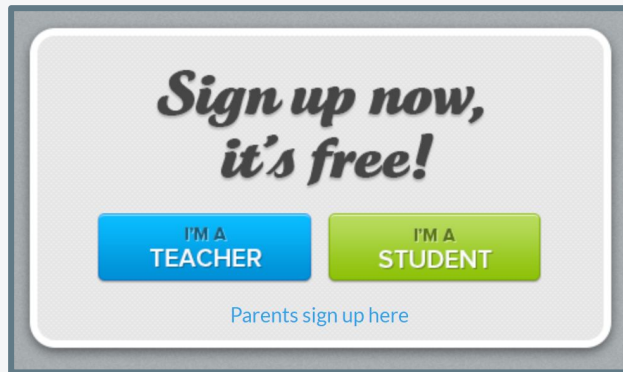
Email

Password

Stay signed in

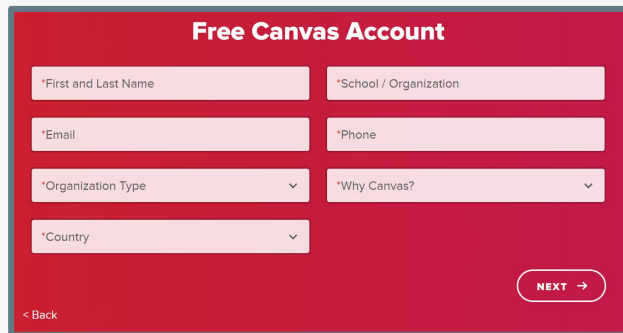
[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)



*Sign up now,  
it's free!*

[Parents sign up here](#)



**Free Canvas Account**

\*First and Last Name  \*School / Organization

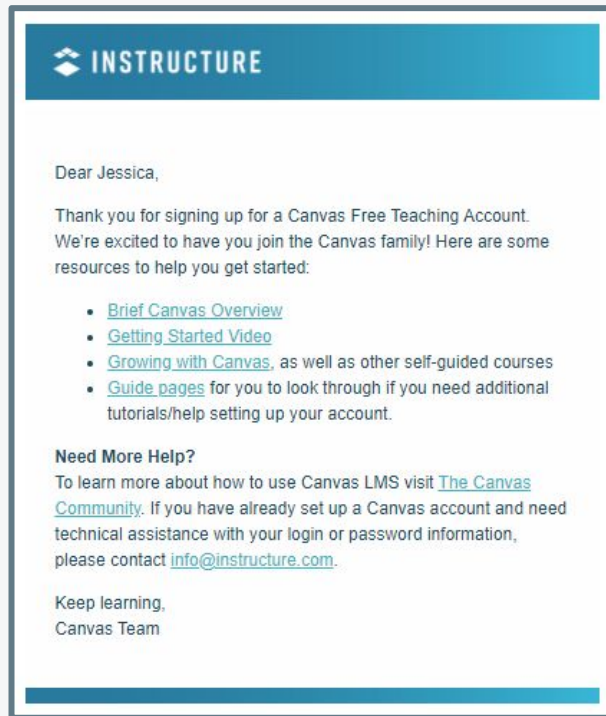
\*Email  \*Phone

\*Organization Type  \*Why Canvas?

\*Country

[NEXT](#) →

[< Back](#)



Dear Jessica,

Thank you for signing up for a Canvas Free Teaching Account. We're excited to have you join the Canvas family! Here are some resources to help you get started:

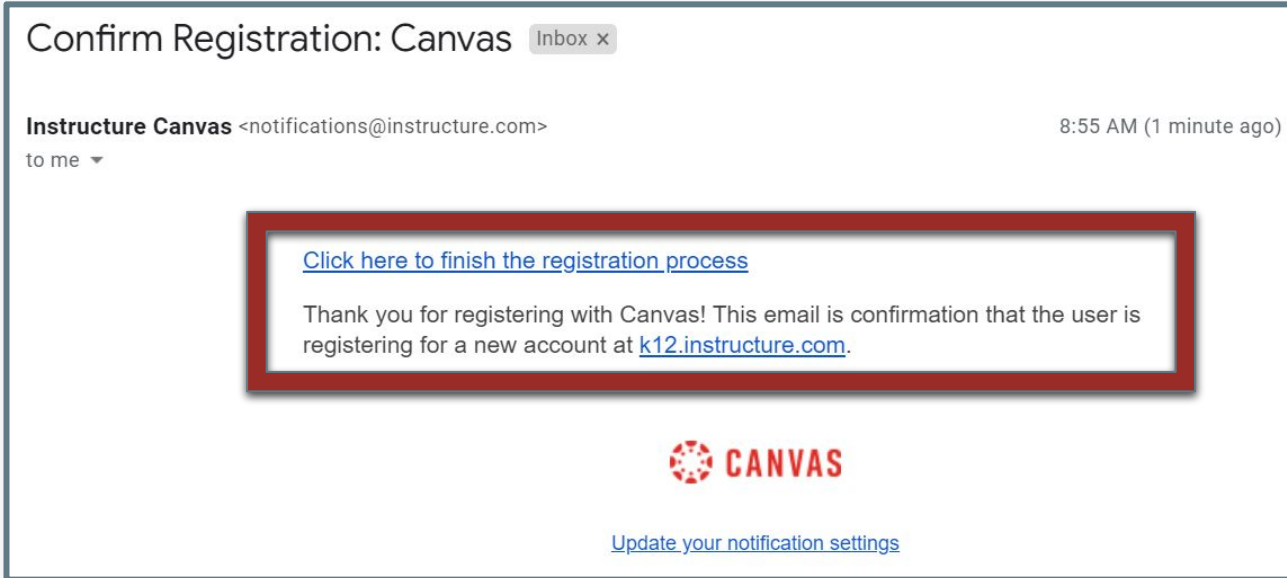
- [Brief Canvas Overview](#)
- [Getting Started Video](#)
- [Growing with Canvas](#), as well as other self-guided courses
- [Guide pages](#) for you to look through if you need additional tutorials/help setting up your account.

**Need More Help?**  
To learn more about how to use Canvas LMS visit [The Canvas Community](#). If you have already set up a Canvas account and need technical assistance with your login or password information, please contact [info@instructure.com](mailto:info@instructure.com).

Keep learning,  
Canvas Team

Navigate to <https://canvas.instructure.com/login/canvas>

# CREATE A FREE ACCOUNT



Navigate to <https://canvas.instructure.com/login/canvas>

# OBJECTIVES FOR TODAY'S TRAINING

The educator should be able to:

- ❑ upload and manage files,
- ❑ create and manage pages in courses



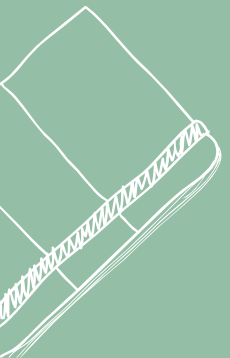
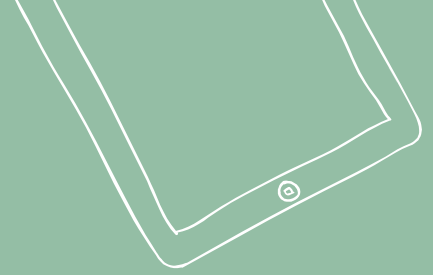
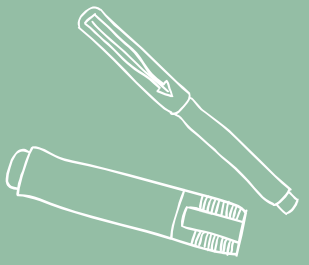
# MODULE 2.1



**The educator should be able to:**

1. Define User Files, Course Files, and Group Files
2. Create a folder within their “Files”
3. Upload a file into their “My Files” folder
4. Upload multiple files into a folder (storage size)
5. Restricting items from student view

# DEFINE USER FILES, COURSE FILES, AND GROUP FILES








# DEFINING FILES



## User “My” Files

User files include profile pictures, uploaded assignment submissions, and other files uploaded to your personal Canvas file storage area. By default, each user has 50 MB of storage space in Canvas. Administrators can change the quota for user files for the entire institution.






## Course Files

Course files include any content uploaded to your course. By default, each course has 500 MB of storage space in Canvas

## Group Files

Group files include uploaded assignment submissions, files for projects, and other group-related items. By default, each group has 50 MB of storage space in Canvas. Group files are automatically published when they are uploaded to the group





Account



Admin



Dashboard



Courses



Calendar



Inbox



Commons



Studio



Help



0 items selected

[+ Folder](#) [Upload](#) [⋮](#)

▼ [My Files](#)

▼ [profile pictures](#)

▶ [Canvas Level 1 Training](#)



• “My” files are your user files.

• Course files are the content you want to use for your course.

to upload

[or choose files](#)

Name ▲	Date Created	Date Modified	Modified By	Size
--------	--------------	---------------	-------------	------

This folder is empty

0% of 52.4 MB used



Home  
Announcements  
Assignments  
Discussions  
Grades  
People  
Pages  
**Courses**  
**Files**  
Rubrics  
Quizzes  
Modules  
Conferences  
Collaborations  
New Analytics  
Studio  
Google Drive  
Settings  
Account  
Admin  
Dashboard



Search for files   0 items selected

Canvas Level 1 Training

3

Drop files here to upload  
or choose files

Files

2

Name ▲	Date Created	Date Modified	Modified By	Size
This folder is empty				

0% of 15.7 GB used All My Files

Course files can also be accessed from within the course.  
**\*Please note that students can view these files.\***

# CREATE A FOLDER IN FILES





Jessica Olsen



Account

Logout



Dashboard



Courses



Calendar



Inbox



Commons



Help

Notifications

Profile

Files

Settings

ePortfolios

Shared Content

QR for Mobile Log

Jessica Olsen > Files > profile pictures

Search for files



0 items selected

+ Folder

Upload

MyFiles

Your Guided Course Template



Drop files here to upload

or choose files

Name

Date Created

Date Modified

Modified By

Size

This folder is empty

0% of 52.4 MB used



Jessica Olsen

Logout

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

- Notifications
- Profile
- Files
- Settings
- ePortfolios
- Shared Content
- QR for Mobile Logi

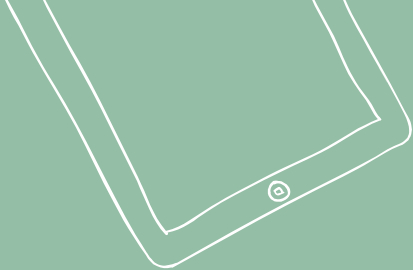
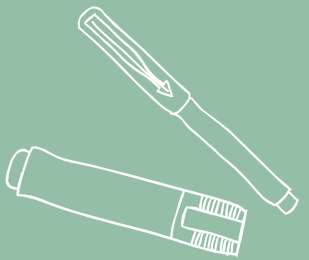
Search for files   0 items selected

- My Files
  - profile pictures
  - Canvas Level 1 Training

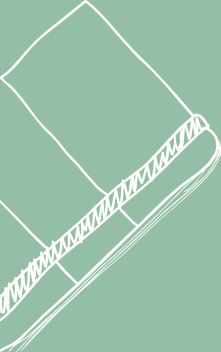
Name	Date Created
profile pictures	Tuesday

0% of 52.4 MB used





# UPLOAD A FILE OR MULTIPLE FILES INTO "FILES"





Jessica Olsen

Logout

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

Notifications

Profile

Files

Settings

ePortfolio

Share

QR

Search for files  0 items selected + Folder Upload ⋮

	Name ▲	Date Created	Date Modified	Modified By	Size
▼ My Files					
▼ conversation attachments	conversation attachments	10:21am			-- ✓
▼ My Homepage Images	My Homepage Images	Aug 14, 2020			-- ✓
▶ promise pictures					



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help

✕

# Different ways to upload files!

[Notifications](#)

[Profile](#)

[Files](#)

[Settings](#)

[ePortfolios](#)

[Shared Content](#)

[QR for Mobile Login](#)

1

+ Folder **Upload** ⋮

2

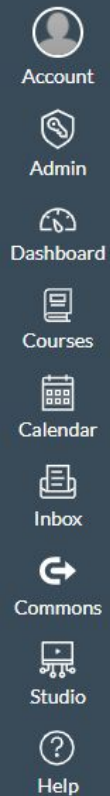
Drop files here to upload


3

or choose files

Name ▲	Created	Modified	Modified By	Size
This folder is empty				

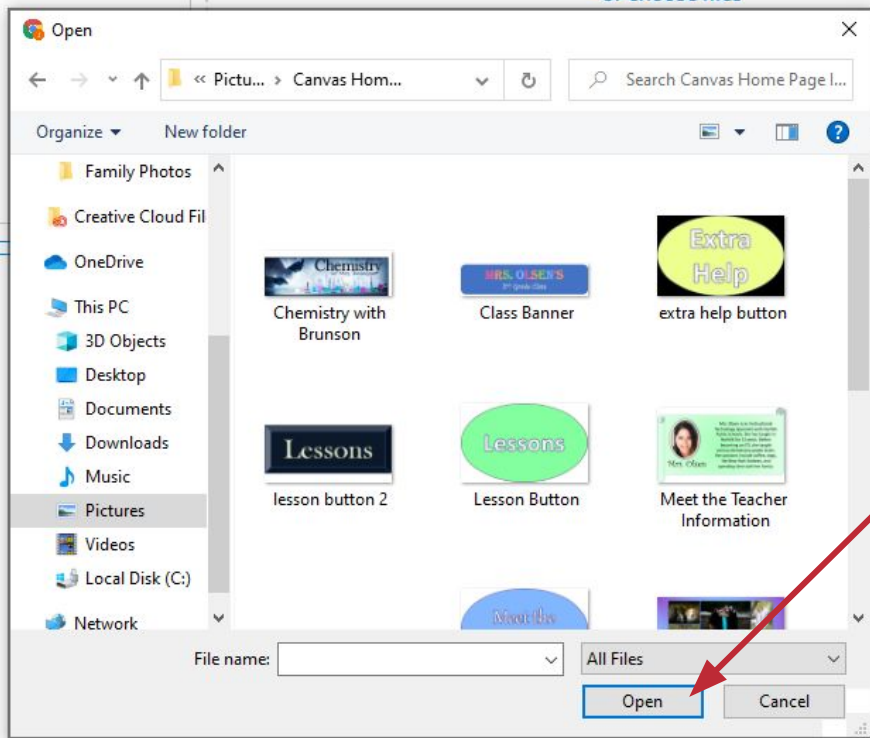
0% of 262.1 MB used All My Files



Search for files   0 items selected + Folder Upload ⋮

- My Files
  - My Homepage Images
    - profile pictures
  - Canvas Level 1 Training

Drop files here to upload  
or choose files



You can select multiple files and click open or you can click and drag files to the “Drop files here to upload” section.





Jessica Olsen

Logout



Account



Dashboard



Courses



Calendar



Inbox



Commons



Help

[Notifications](#)

[Profile](#)

[Files](#)

[Settings](#)

[ePortfolios](#)

[Shared Content](#)

[QR for Mobile Login](#)



Practice

Drop files here to upload  
or choose files

Open

This PC > Documents

Organize New folder

Name	Status	Date modified
Office Templates	✓	7/26/2020 1:53 PM
Zoom		
dogs	✓	
Miller2		
PRACTICE PAPER	✓	

File name: "PRACTICE PAPER" "dogs"

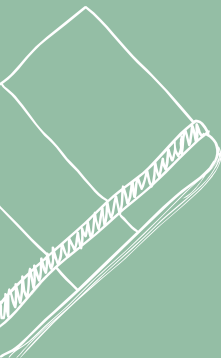
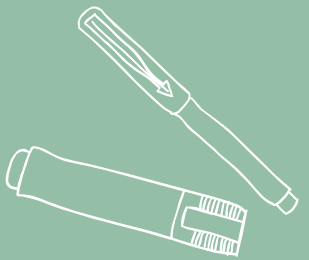
Open Cancel

Click on the files you want to upload then click Open










[Click here](#) *to download  
homepage buttons!*

# RESTRICTING ITEMS FROM STUDENT VIEW



- Home
- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Studio
- Help

- Home
- Announcements 
- Assignments 
- Discussions
- Grades
- People
- Pages 
- Files 
- Syllabus
- Outcomes 
- Rubrics
- Quizzes 
- Modules 
- Conferences
- Collaborations
- New Analytics
- Studio
- Google Drive
- Settings

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
New Analytics	⋮
Studio	⋮
Google Drive	⋮

The eye symbol with the line through it means that students will not be able to view the navigation option in “Student View” and that it is only viewable to the educator.

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.



The screenshot shows the Canvas LMS interface. On the left is a dark sidebar with navigation icons and labels: Home, Account, Admin, Dashboard, Courses (highlighted with a red box and a red circle containing the number 1), Calendar, Inbox, Commons, Studio, and Help. The main content area has a top navigation bar with tabs: Course Details, Sections, Navigation (highlighted with a red box and a red circle containing the number 3), Pages, and Feature Options. Below the tabs, there is a text prompt: "Drag and drop items to reorder them in the course navigation." This is followed by a list of course navigation items, each with a vertical ellipsis menu icon to its right. The items are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Conferences, Collaborations, New Analytics, Studio, and Google Drive. A red box highlights the "Settings" label at the bottom of the list, with a red circle containing the number 2 next to it. Below the list, there is another text prompt: "Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page."

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Conferences

Collaborations

New Analytics

Studio

Google Drive

Settings

Navigation

Course Details

Sections

Pages

Feature Options

1






3

2

Drag and drop items to reorder them in the course navigation.

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Studio
- Help
- ←

- People
- Pages 
- Files 
- Syllabus
- Outcomes 
- Rubrics
- Quizzes 
- Modules 
- Conferences
- Collaborations
- New Analytics
- Studio
- Google Drive
- Settings

Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮
Syllabus	⋮
Outcomes	⋮
Rubrics	⋮
Quizzes	⋮
Modules	⋮
Conferences	⋮
Collaborations	⋮
New Analytics	⋮
Studio	⋮
Google Drive	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Save

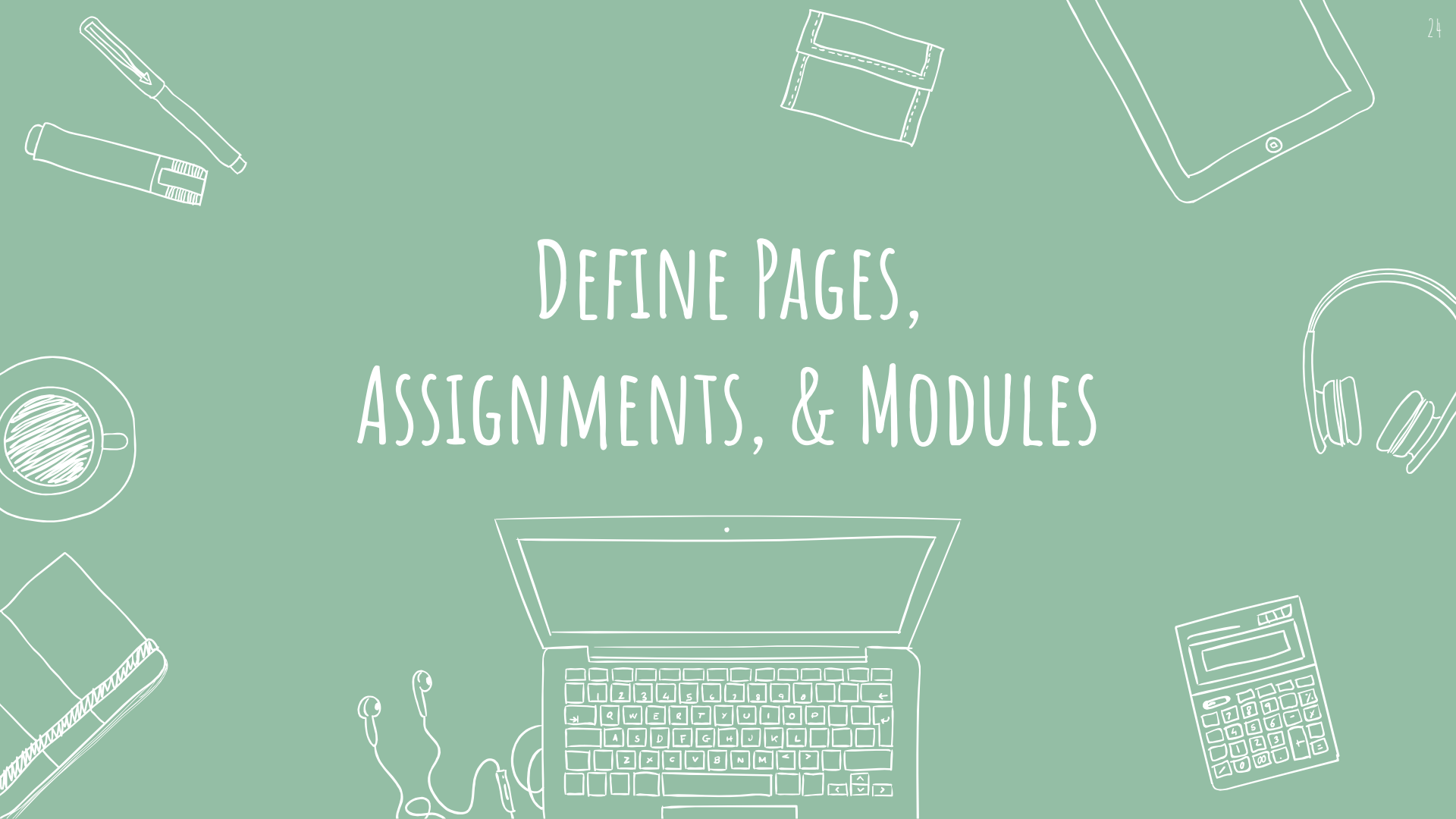
# MODULE 2.2

## The educator should be able to:

5. Define Pages, Assignments, and Modules
6. Adding a page to their course
7. Editing a page in their course
8. *Use the Rich Content Editor (importing/embedding images, videos, text, and external content)*
9. *Use the Content Selector Tool*
10. Adding Links to a Page
11. Duplicate, Delete, and Publish Pages

canvas

# DEFINE PAGES, ASSIGNMENTS, & MODULES





## DEFINE PAGES, ASSIGNMENTS, & MODULES

### Pages

Pages comprises all pages created in a course. A page allows instructors to create content for a Canvas course. Students can also create and edit pages in Groups. Pages is a link in Course Navigation

### Assignments

Any activity assessment that is created by the instructor. Assignments can include Assignments, Discussions, and Quizzes. Some assignments are submitted for no grade. Other assignments may be submitted offline but tracked in the Canvas Gradebook or be submitted online. Assignments is a link in Course Navigation. The Assignments page lists all assignment types in a course.

### Modules

A tool that can unify all course content into structural components. Module content can be grouped by week, topic, or day. Modules can be set up to require students to complete materials in a sequential fashion. Modules is a link in Course Navigation.

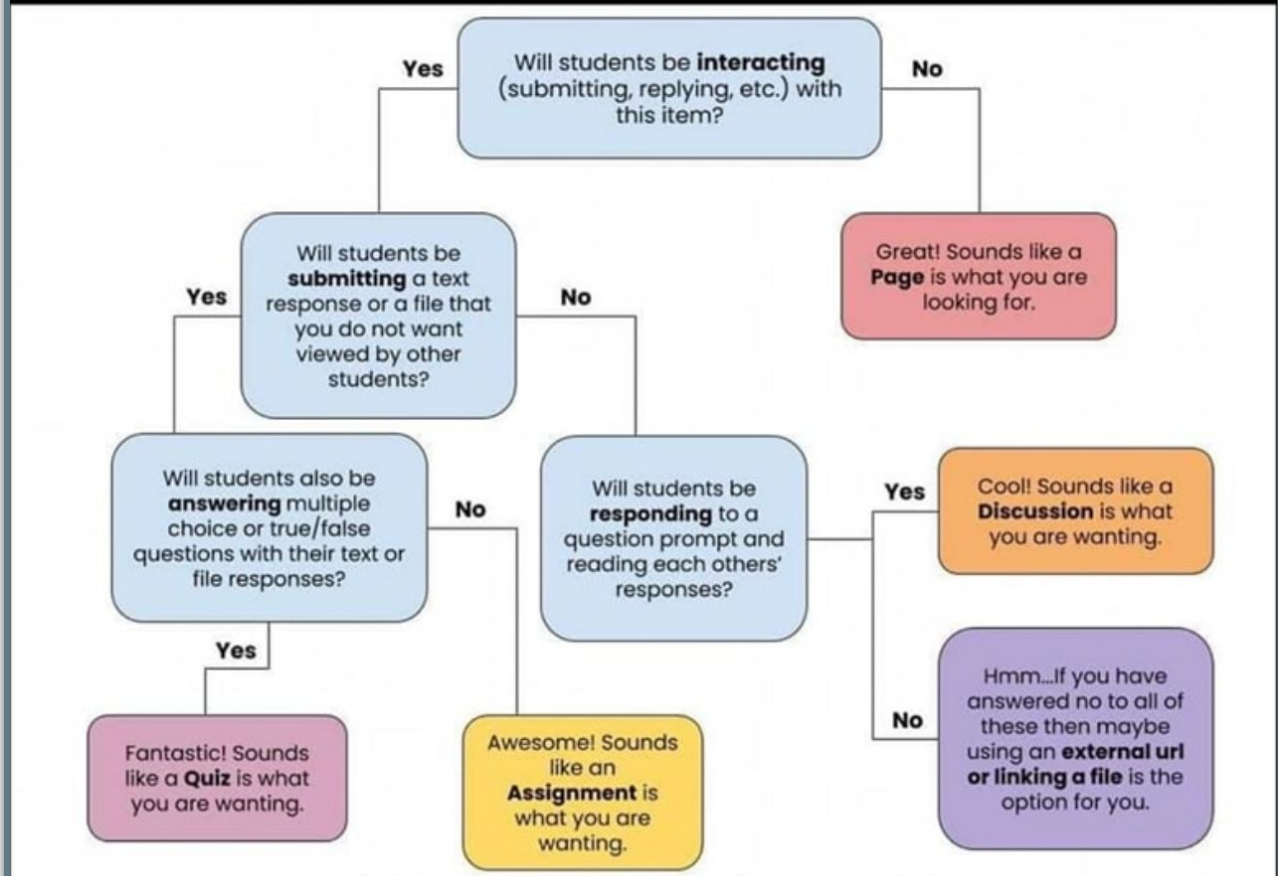
Modules are like  
“Topics” in  
Google Classroom



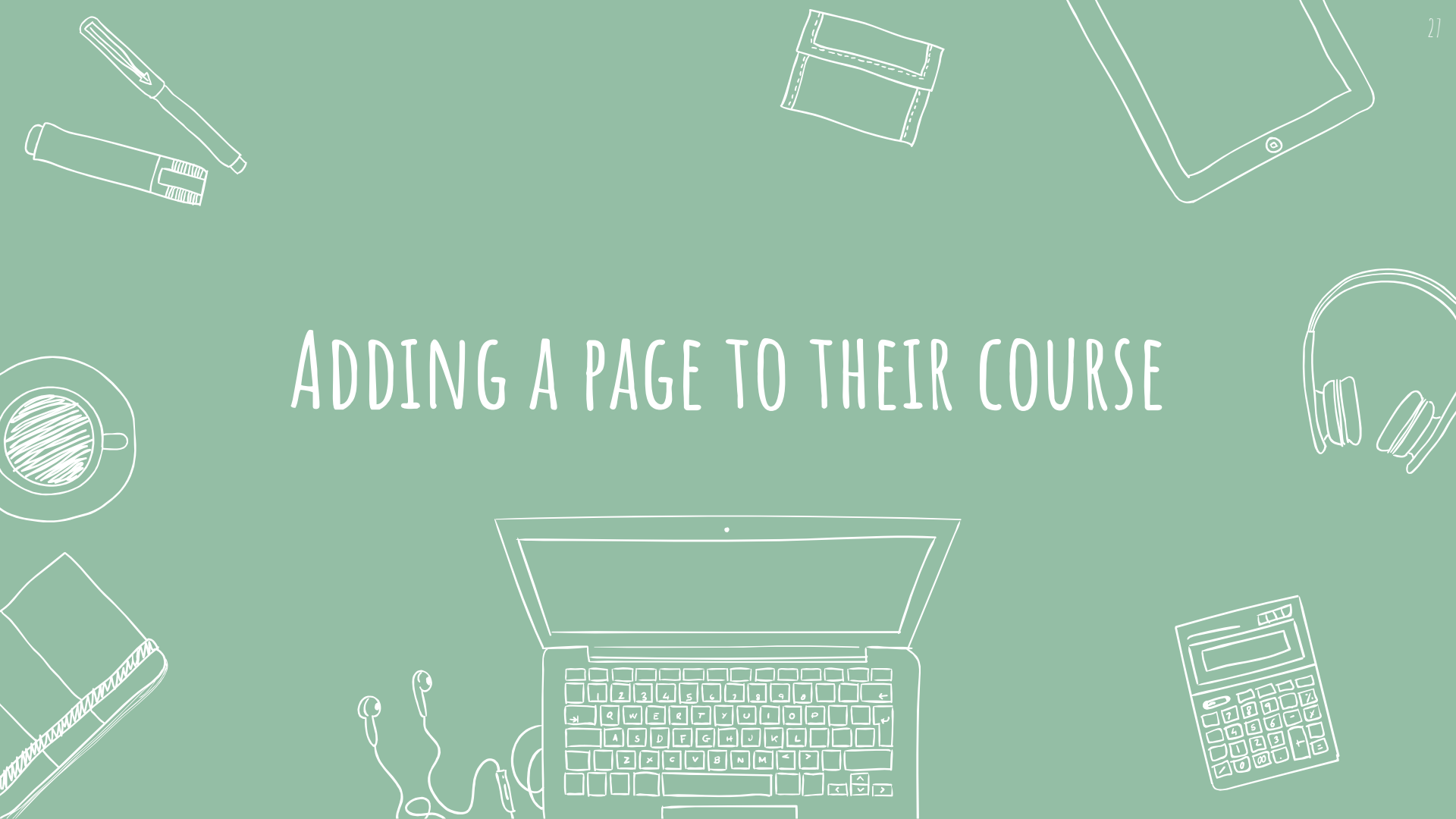
# WHEN DO I USE EACH ONE?




## How to Decide Which Item to Use in Canvas:



# ADDING A PAGE TO THEIR COURSE



 **Notifications.** Tell us how and when you would like to be notified of events in Canvas.  
[Notification Preferences](#)

**Coming Up**  [View Calendar](#)

Nothing for the next week

[Start a New Course](#)

[View Grades](#)

## Dashboard

### Published Courses (1)



Canvas Level 1 Training  
Canvas 1



Double click on the  
course card to open  
the course.

### Unpublished Courses (0)

No courses to display

[Click Here](#) to see an example of a  
Sandbox Course.

Home

Announcements

Modules

Syllabus

People

Assignments

Discussions

Quizzes

Grades

**Pages**

Files

Outcomes

Conferences

Collaborations

Rubrics

New Analytics

Settings

View All Pages

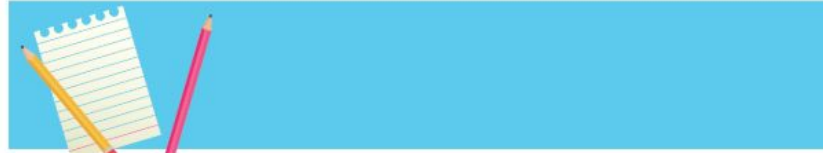
2

Front Page

Published

Edit

# Sample Page



This is a sample page.

Feel free to edit or add any additional content. Select "Edit" above to get started.

*Need help? Select the Show Me How menu for step-by-step tutorials.*



Want to make this your homepage? Learn how through the **Show Me How** menu under **Add Content to Your Course**.

## Creating a Page

1. Click on "Pages"
2. Click on "View all Pages"
3. Click on "+ Page"

+ Page

3

1

Name your page

HTML Editor

**B** *I* U A A *I*<sub>x</sub> [List Icons] [Link] [Image] [Table] [Code] [Media] [Video] [Audio] [Text] 12pt Paragraph

0 words

Options Can edit this page role selection  
Only teachers  
 Add to student to-do

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

- > Pages
- > Assignments
- > Quizzes
- > Announcements
- > Discussions
- > Modules
- > Course Navigation

Notify users that this content has changed

Cancel Save & Publish Save

CANVAS FREE FOR TEACHER  
Account  
Dashboard  
Courses  
Calendar  
Inbox  
Commons  
Help

- Home
- Announcements
- Modules
- Syllabus
- People
- Assignments
- Discussions
- Quizzes
- Grades
- Pages
- Files
- Outcomes
- Conferences
- Collaborations
- Rubrics
- New Analytics
- Settings

# EDITING PAGES



- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Studio
- Help

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages**
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules
- Conferences
- Collaborations
- New Analytics
- Studio
- Google Drive
- Settings

+ Page

⋮

Page title ▲	Creation date ▼	Last edit ▼
Template Page	Aug 12, 2020	

## Editing a Page

1. Click on “Pages”
2. Click on Page Title
3. Click on “ Edit”

Control + Z = Undo

[Step by Step Guide by Canvas](#)



# BECOME FAMILIAR WITH THE RICH CONTENT EDITOR



- Home
- Announcements
- Modules
- Syllabus
- People
- Assignments
- Discussions
- Quizzes
- Grades
- Pages
- Files
- Outcomes
- Conferences
- Collaborations
- Rubrics
- New Analytics
- Settings

HTML Editor

**B** *I* U A A *I*<sub>x</sub> [List Icons] [Table Icon] [Link Icon] [Image Icon] [Video Icon] [Code Icon] [Undo Icon] [Redo Icon] 12pt Paragraph

[Click here](#) to view the current version of the Rich Content Editor Instructional Video

[Click here](#) to view the “New” Rich Content Editor Instructional Video

Options Can edit this page role selection  
  Add to student to-do

0 words

- Links
- Files
- Images

Link to other content in the course. Click any page to insert a link to that page.

- > Pages
- > Assignments
- > Quizzes
- > Announcements
- > Discussions
- > Modules
- > Course Navigation

**Rich Content Editor:**  
 Use this workspace to add content to your page

Notify users that this content has changed

Cancel Save & Publish Save

CANVAS FREE FOR TEACHER

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

←

Most of the icons you will see in the rich content editor are similar to what you would find in Microsoft Word or Google Docs.



Table Properties

Insert/Edit Media

Link to URL

Remove Link

Embed Image

Insert Math Equation

Canvas Studio

Common Favorites

External Tools

Record/Upload Media

Most of the icons you will see in the rich content editor are similar to what you would find in Microsoft Word or Google Docs.



Table Properties

Insert/Edit Media

Link to URL

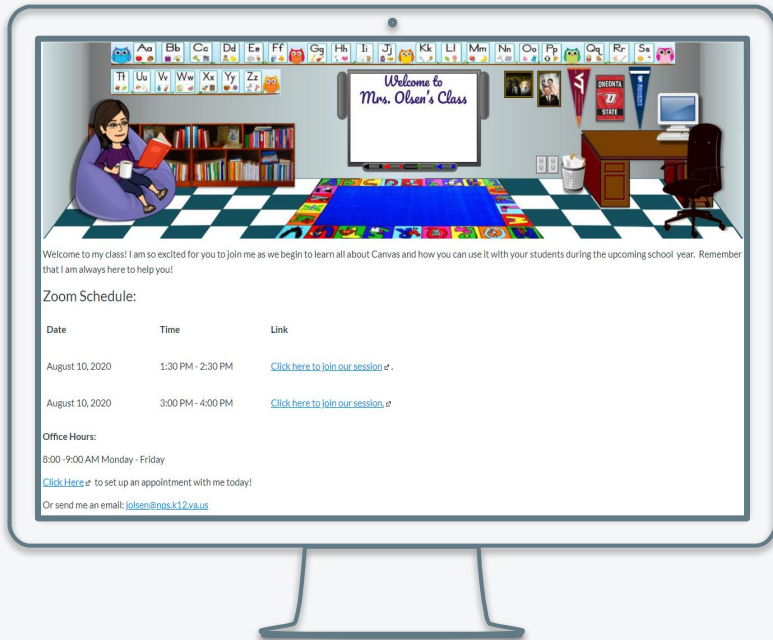
Remove Link

Embed Image

Insert Math Equation

External Tools

# MAKE IT INVITING, BUT MAKE SURE TO INCLUDE:



- ❑ Your home page (also called a Front Page) will be the first page your students see when they login to Canvas.
- ❑ Includes some of the basics
  - ❑ Meet the Teacher
  - ❑ Zoom Link
  - ❑ Lessons Link
  - ❑ Office Hours



LET'S GO LIVE!


It is time for you to create your first homepage!



x

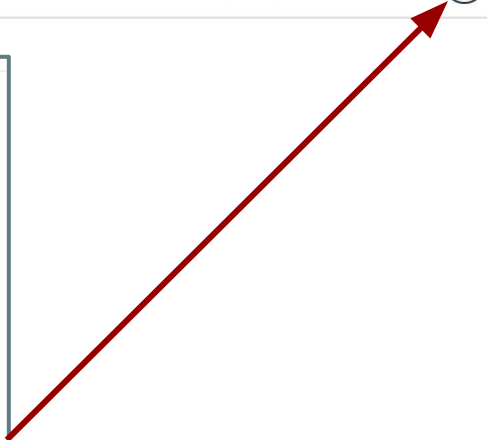
### Accessibility Checker

No accessibility issues were detected.



HTML Editor

0 words

A modal window titled "Accessibility Checker" is displayed over the editor. It contains the text "No accessibility issues were detected." and a colorful illustration of three balloons (blue, pink, orange) with confetti. The window has a close button (x) in the top right corner. The background editor content is dimmed.

# USE THE CONTENT SELECTOR TOOL





Home

Announcements

Modules

Syllabus

People

Assignments

Discussions

Quizzes

Grades

Pages

Files

Outcomes

Conferences

Collaborations

Rubrics

New Analytics

Settings

HTML Editor

**B** *I* U A A *I*<sub>x</sub>  $x^2$   $x_2$  12pt Paragraph

The content selector tool allows you to add links, files, and images to your page. It also allows you to link to other areas of Canvas

Links

Files

Images

Link to other content in the course. Click any page to insert a link to that page.

&gt; Pages

&gt; Assignments

&gt; Quizzes

&gt; Announcements

&gt; Discussions

&gt; Modules

&gt; Course Navigation

Options

Can edit this page role selection

Only teachers

 Add to student to-do Notify users that this content has changed

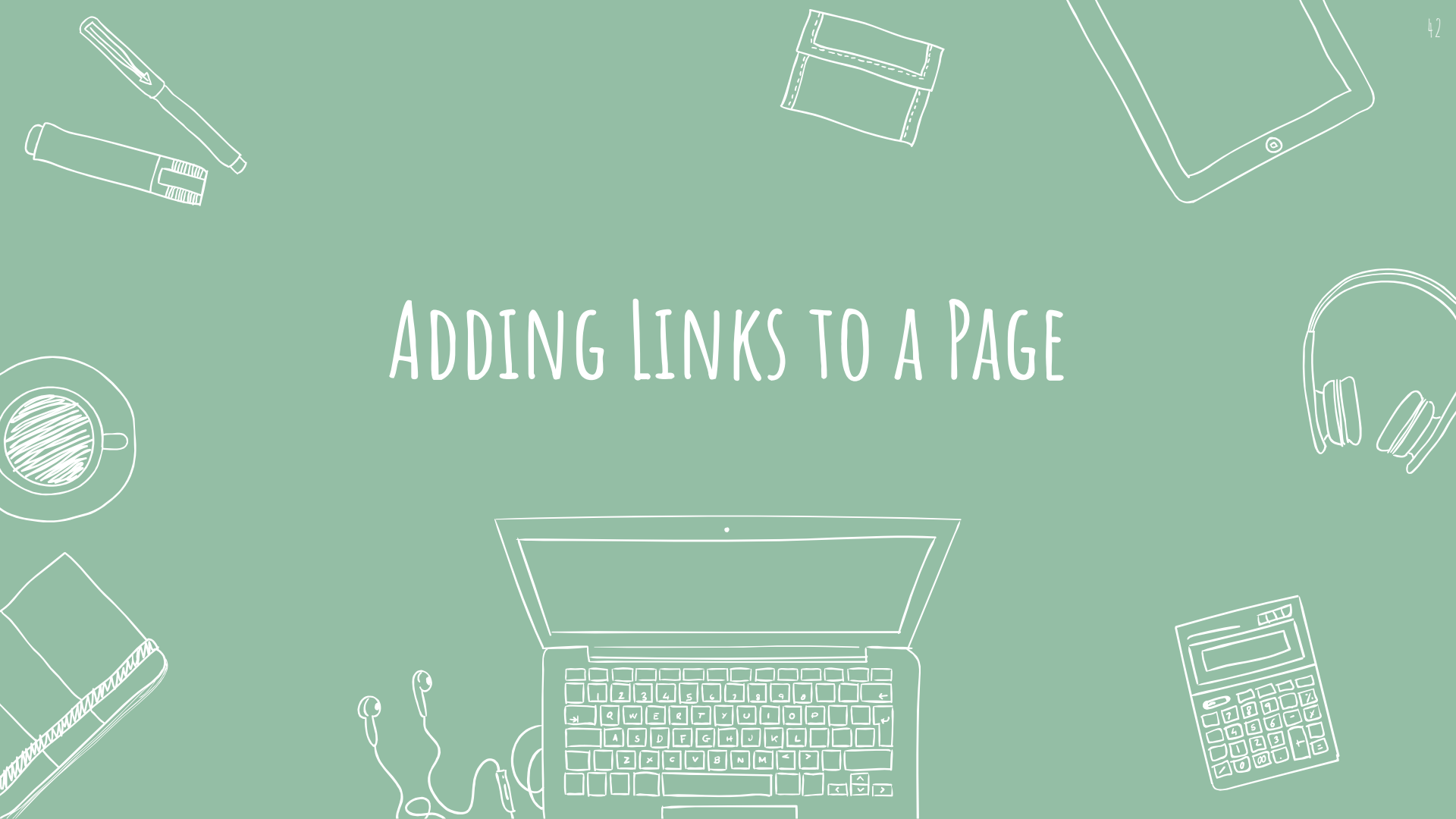
Cancel

Save &amp; Publish

Save

[Click here](#) for step-by-step directions.

# ADDING LINKS TO A PAGE



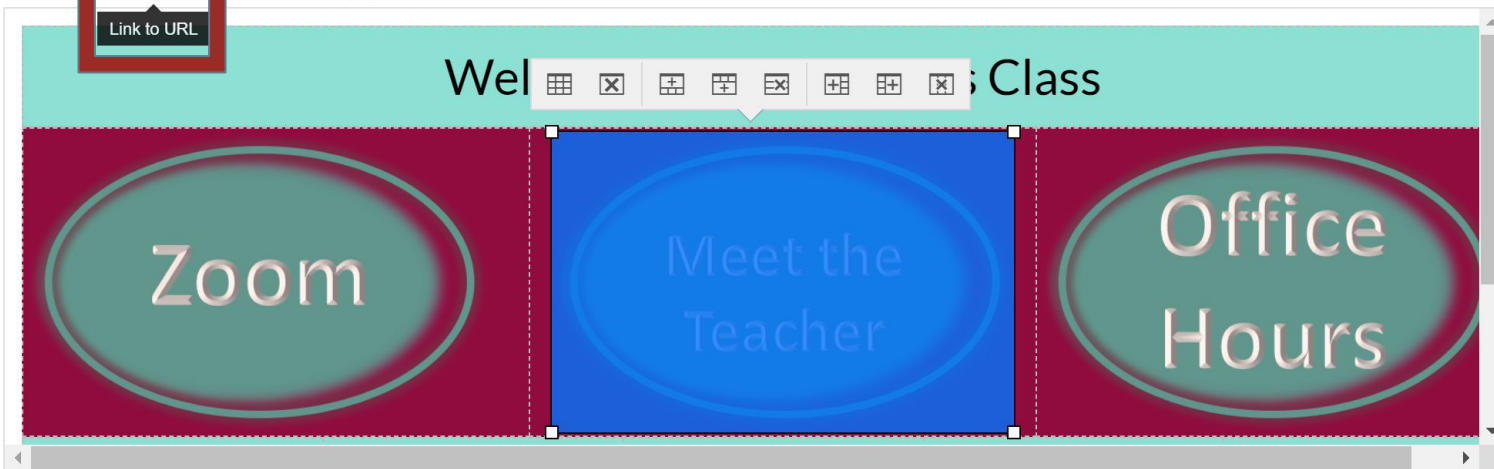


table » tbody » tr » td » img

Options Can edit this page role selection

▾

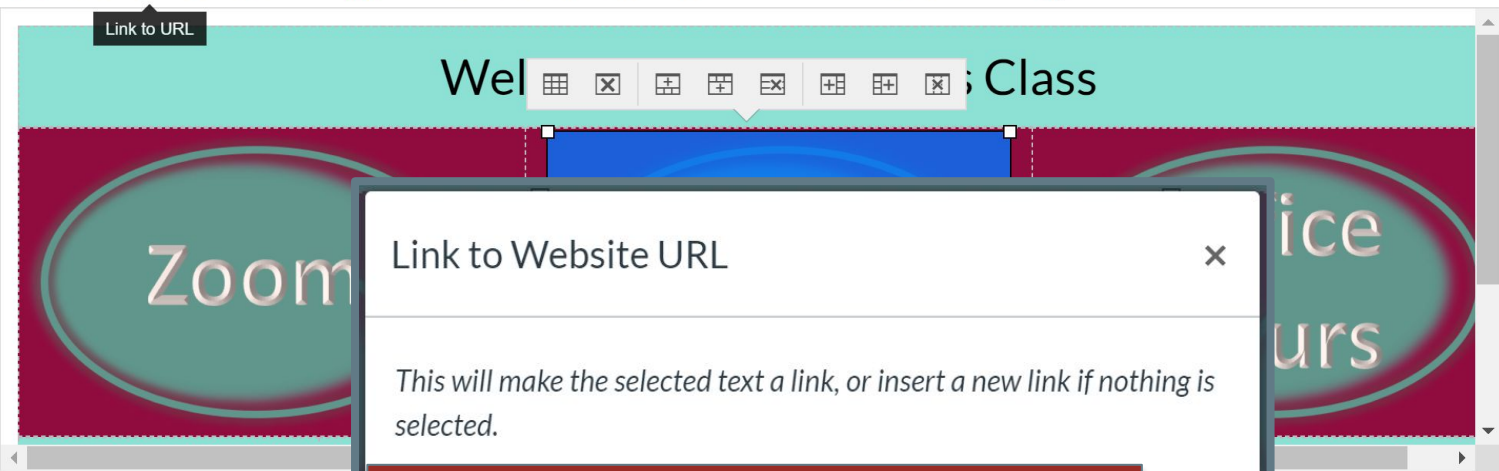
Add to student to-do

Once you have the item you want to be a link selected, click on the Link to URL icon located in the Rich Content Editor.

Notify users that this content has changed

Welcome to Mrs. Olsen's Class

Paste the URL you would like to use into the box and click, "Insert Link,"



Link to Website URL ×

*This will make the selected text a link, or insert a new link if nothing is selected.*

Paste or type a uri or wiki page in the box below:

table » tbody » tr » td » img

- Options
- Can edit
  - Only t
  - Add

5 words

Notify users that this content has changed

emplate Subject Page K-5

# Reading

With Mrs. Olsen

Recorded  
Lesson

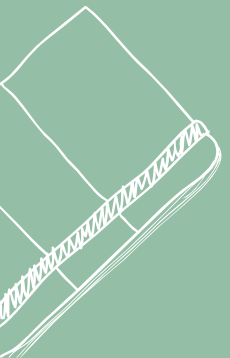
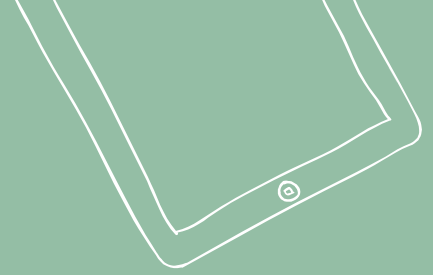
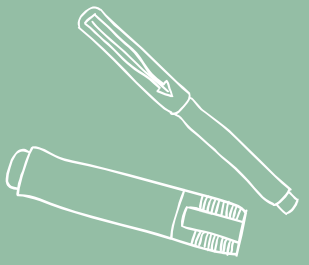
Ask for  
Help

Lessons

LET'S GO LIVE

Linking Activities to Your Buttons

# Duplicate, Delete and Publish Pages





Account



Dashboard



Courses



Calendar



Inbox



Commons



Help



Home



Announcements



Modules



Syllabus



People

[View All Pages](#)

Front Page

Published

Edit

⋮

Home

Announcements

Modules

Syllabus

People

Assignments

Discussions

Quizzes

Grades

Pages

Files

Outcomes

Conferences

Collaborations

Rubrics

New Analytics

Settings

# Sample Page



**This is a sample page.**

Feel free to edit or add any additional content. Select "**Edit**" above to get started.

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Page title ▲	Creation date ▼	Last edit ▼	Published	
<input type="checkbox"/> <a href="#">Sample NPS Elementary Home Page</a>	Aug 24, 2020	Aug 24, 2020 by Jessica L. Olsen		

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🚫 Publish

✎ Edit



Announcements

Assignments

Discussions

# Sample High School Homepage

Grades



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Sample High School Homepage

Sample NPS Elementary Home Page

Aug 24, 2020

By Jessica L. Olsen

🗑️ + Page ⋮

To publish or unpublish a page, click on the icons.



Account



Admin



Dashboard



Courses



Calendar

# SETTING YOUR HOMEPAGE (FRONT PAGE)





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Dashboard



Courses



Calendar



Inbox



Commons



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## Sample Page



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- Home
- Zoom
- Account
- Admin
- Dashboa rd
- Courses
- Calendar
- Inbox
- Common s
- Studio
- ?

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- Outcomes
- Rubrics
- Quizzes
- Modules
- Conferences
- Collaborations
- New Analytics
- Studio
- Google Drive

Page title ▲	Creation date ▼	Last edit ▼	
<input type="checkbox"/> Friday	Aug 26, 2020	Aug 26, 2020 by Jessica L. Olsen	✔️ ⋮
<input type="checkbox"/> Meet Mrs. Olsen	Aug 26, 2020	Aug 26, 2020 by Olsen	
<input type="checkbox"/> Monday	Aug 26, 2020	Aug 26, 2020 by Olsen	
<input type="checkbox"/> Office Hours	Aug 26, 2020	Aug 26, 2020 by Olsen	
<input type="checkbox"/> Thursday	Aug 26, 2020	Aug 26, 2020 by Olsen	
<input type="checkbox"/> Tuesday	Aug 26, 2020	Aug 26, 2020 by Olsen	
<input type="checkbox"/> Wednesday	Aug 26, 2020	Aug 26, 2020 by Jessica L. Olsen	✔️ ⋮
<input type="checkbox"/> Welcome to Mrs. Olsen's Class <b>Front Page</b>	Aug 26, 2020	Aug 26, 2020 by Jessica L. Olsen	✔️ ⋮

- Edit
- Delete
- Use as Front Page**
- Duplicate
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- Zoom
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- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules

Welcome to Mrs. Olsen's Class

Zoom Meet the Teacher Office Hours

Monday Friday

2

### Choose Course Home Page

Select what you'd like to display on the home page.

- Course Activity Stream
- Pages Front Page *Welcome to Mrs. Olsen's Class* [Change](#)
- Course Modules
- Assignments List
- Syllabus

Cancel Save

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# ANY QUESTIONS?

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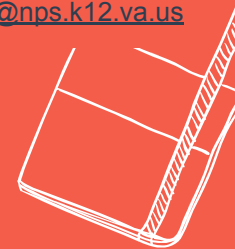
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## CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- ✗ Presentation template by [SlidesCarnival](#)
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