

How to access and use Canvas

Log into office 365

Then click on the “waffle” at the top of the office 365 page.



Now look at the apps that appear and if Canvas isn't there click on “All apps”

Apps

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- Teams
- Class Notebook
- Sway
- Forms
- Calendar
- Clever
- Video
- Canvas

All apps →

Scroll down until you see other and canvas should be not far below that. Click on Canvas once you find it.

Other

- Adobe Acrobat
- Adobe Acrobat DC
- Adobe Creative Cloud
- Adobe Document Cloud

Canvas

- Classroom
- Clever

Now you should be on canvas and ready to see your classes.

You should come up and see your “dashboard” and any classes that you belong to should be there. Most of your teachers are still learning about canvas so very few of us are using it right now. So if you click on the classes there might not be much for each one.

Find your history class and click on it, it should be one of these:



PD 1 Social Studies 7-US History II
Social Studies 7

Icons: Document, Chat, Folder



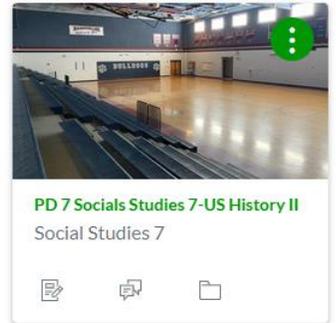
PD 2 Social Studies 7-US History II
Social Studies 7

Icons: Document, Chat, Folder



PD 6 Social Studies 7-US History II
Social Studies 7

Icons: Document, Chat, Folder



PD 7 Social Studies 7-US History II
Social Studies 7

Icons: Document, Chat, Folder

When you click on your class, you will be taken to the home page where you will find a message from me explaining what you are doing this week:

This is what you should see:

Week 33 - Mrs. Buchheit's History at a glance email

Good morning everyone!

Beginning this week I will be using the **Canvas** Learning management program for all of our class activities and assignment submissions. This will be the hub for all of our learning for the rest of the year. I will continue sending a weekly email on Wednesday night or Thursday morning, before 8:30 am, outlining the week's agenda for US History.

This week's assignment will be a closer look at events from our **Westward Movement/Native Americans** unit. In the Week 33 module in Canvas you will find a powerpoint and PDF document with instructions and options for students to choose from. Please upload your finished assignment to the "April 23 - Upload finished Activity here" assignment in Canvas. Make sure that you tell me which option you chose to do in the heading or in your documents name.

Example Document Name: LBuchheit-Option 3 Review game

Example Heading:

Mrs. Buchheit
Period 1
April 16, 2020
Option #1

If you have any trouble or questions, you can reach me from 8:00-3:00 each weekday, or during your class periods Conference/Zoom meeting during my office hours every Friday from 12-1:30. I will be holding class period Canvas Conference or Zoom meetings each week during my office hours. I would also like to play a game of KAHOOT with you all today beginning at 1:00 and again at 1:30. I will post the code on my Webpage 5 minutes before we play. Check out the calendar in Canvas for more information.

I think that is about it for now. I hope I did not forget anything. If I did, I will send it out in next week's email. Stay safe-I can't wait to see your smiling faces tomorrow!!!

Mrs. Buchheit

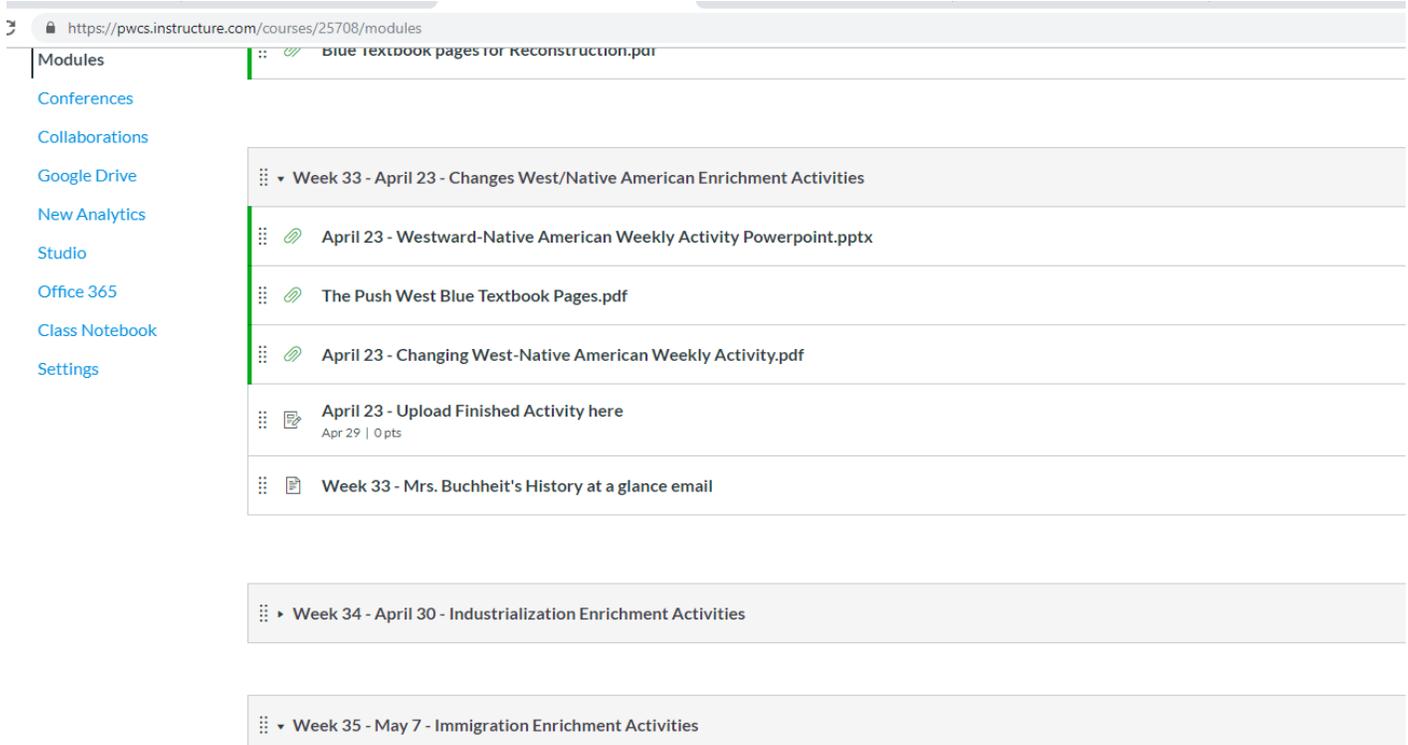
Click on the picture to begin



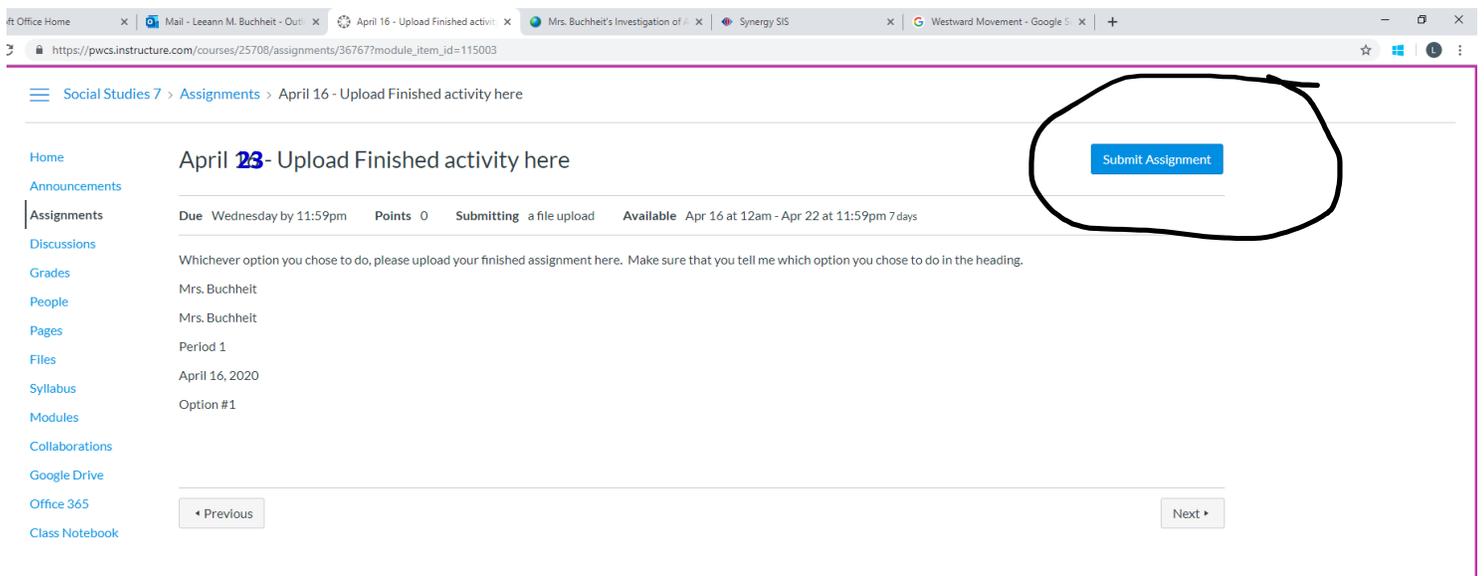
Click on the picture to begin



The picture at the bottom of your home page is a link that takes you to your lessons for this week so click on it and this is what you will see:



Each one of the items under **Week 33 – April 23 Chages West/Native American Enrichment Activities** has something for you to do. There is a copy of the activity Power Point, A PDF of the Enrichment Activities, the Blue textbook pages the you will need to use and directions as to where you are to upload your completed document. Once you complete the activity of your choice you can turn in your work so I can check it out and give you feedback.



You can click the link for the **“April 23 – Upload Finished Activity here”** and then you can hit the submit assignment button to turn your work in to me.

When you click on submit assignment this will pop up:

File Upload Studio Google Drive Office 365

Upload a file, or choose a file you've already uploaded.

File: Choose File No file chosen

+ Add Another File

Comments...

Cancel Submit Assignment

You can then upload a file if you have one or a picture if you have taken a photo of your work. Hopefully that will work out nicely for you. If not you can always email me for to discuss other options. 😊

You have all week to work on this and I have office hours on Friday's from 12:00-1:30 for you to reach out to me and ask questions.

I am also available during the week from 8:00-3:00 and will get back to you as quickly as possible during those hours (I have several virtual meetings throughout the week with teachers and administrators).

Thanks everyone!!!