Canvas Competencies

The following list of competencies has been collaboratively developed to support the utilization of Canvas as our learning management platform. These competencies serve as the standard expectations for all teachers.

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1.   Ensure that all students log in to Canvas in each class and can access the dashboard, Microsoft Teams link, calendar, grades, messages, and academic content, including assignments/modules/quizzes (as development tally appropriate).

2.   All work that will be graded must be created as a Canvas Assignment, Discussion Board, or Quiz with a Due Date (excluding WAVA courses).

3.   Students must submit at least one assignment directly in Canvas; Teachers must grade and post grades for this assignment within two six-day rotations (as developmentally appropriate.)

4.   Teachers will update gradebooks in Canvas at least once per six-day rotation.

5.   Assignment Groups must be aligned with Skyward Grading Categories (MS/HS only).

6.   Assignment Group Weights must be aligned to Skyward (MS/HS only; if applicable, verify correct weights are aligned to district policy)

7.   Gradebook must be set to AutoSync to Skyward. Verify that the sync was successful once per rotation (MS/HS only).

8.   Grades, Grade Sync (6-12), and New Analytics must be enabled in the Navigation Toolbar. Assignments and Modules are encouraged to be enabled but not required.

9.   Teachers are encouraged to utilize Canvas New Analytics and view student progress within Gradebook to promote greater academic performance and engagement.

10. Teachers will post a syllabus, course information, classroom expectations, and/or assessment guidelines in Canvas.

11. Teacher Microsoft Teams links will be posted on the course home page.

12. Apps: Digital instructional materials such as ebooks, instructional videos, and links to instructional applications (such as Study Island, etc.) that are relevant to your class should be embedded or posted through Canvas.

13. Teachers are encouraged to utilize Student Groups to organize students for group projects or relevant assignments.

14. Canvas should be used for messaging with students and parents (NOTE: Skyward should also be used for high-priority communication in addition to Canvas).

15. Navigation Toolbar items should be organized appropriately (alphabetical/frequency of use), and all unused Navigational Toolbar items should be hidden.

16. Align Quiz Moderation Features (Extended times/Multiple attempts) to student IEPs/504s.

17. Teachers are encouraged to utilize Mastery Path options within Canvas to differentiate and/or personalize student learning.

18. Teachers are encouraged to utilize the "Message Students Who…" gradebook feature to communicate with students based on assignment completion and/or performance level.

19. Teachers are encouraged to utilize Respondus LockDown Browser and/or Securly Classroom to administer and proctor where appropriate with New Quizzes.

20. Teachers are encouraged to use the Feedback features to provide personalized feedback to students.