

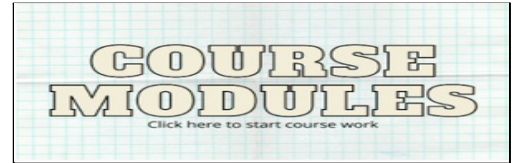


# Canvas Best Practices for RHS Students



## NAVIGATE YOUR LEARNING

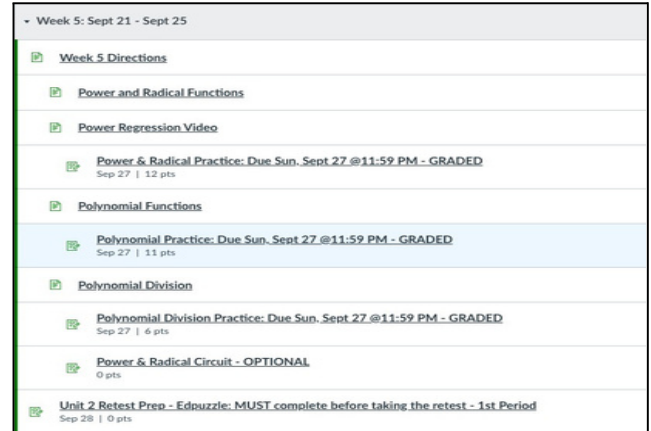
- LIVE IN MODULES.** This is where instruction and your learning should always happen.



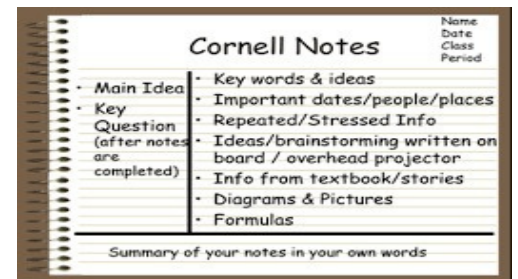
- ATTENDANCE:** Begin each class by completing the "attendance task" or "daily engagement task" for each day you're scheduled for that class.



- You **MUST** complete the instructional teaching part of the lesson **BEFORE** you attempt any practice work and formative or summative assessment.
  - THIS INCLUDES WATCHING ALL VIDEOS** that are provided for your learning.



Click the picture to learn more!



- Take notes throughout the learning process to record your learning. You should complete the tasks **in order** as they were intentionally designed for you to learn.
  - Make sure you **SUBMIT** your assignment.

## ORGANIZE YOUR LEARNING

- DO NOT** rely on your to-do list or calendar to organize your learning each week. These **ARE NOT** complete representations of the learning that is to occur.

- LIVE IN MODULES.** This is where your plan for each learning experience should happen.



- HELP YOURSELF:**
  - Identify learning goals and activities that will bring learning success in each class.
  - Change your dashboard to **CARDVIEW** for easy access to your learning.

[Watch this to see how the card view can help you!](#)





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- ❑ **MAKE A PLAN.** Each week, in each class, you should:
  - ❑ Keep an agenda or checklist so you are aware of what is to be completed each day of class. Pay attention to expectations and completion due dates.
  - ❑ Either make a copy if you'd like or print each week. (Think about making a copy, adding your classes, then just print it each week). It will help you remember to do your attendance checks and organize what you need to do for each class.

- ❑ [Templates for helping organize your learning through the use of agendas.](#)
- ❑ [Remote Learning Agenda Example](#)



- ❑ **MINDSET is critical.** It is the expectation that you will actively engage (mentally and physically) in the robust learning experiences your teachers have designed for you.
  - ❑ You have school **EVERY WEEKDAY (Mon-Fri, except holidays per the district calendar)**. Please engage with the learning when given so that you are prepared for the next learning experience (whether you are in-class or remote).
    - ❑ Establish a **ROUTINE** and create a **SPACE** to focus on your learning. Whether you are all remote or a hybrid student, you are at some point working from home without a teacher or bells or perhaps anyone other than YOU guiding you to do your schoolwork each day. Distractions at home can be difficult to work through.



## SUPPORT YOUR LEARNING

- ❑ **OWN YOUR LEARNING PROCESS**
  - Identify when your teachers are available to help you.
    - ❑ Add your parents as observers to your Canvas courses.

- ❑ [Tutoring & Remote Support Schedule](#)
- ❑ [Wednesday Remote Support Schedule](#)
- ❑ [How to add your parent as an observer](#)

- ❑ **OWN YOUR LEARNING PROCESS**
  - ❑ Check your Rockwall ISD email and Canvas announcements **EVERY DAY!**

**Login Details:**

Student Username:  
SkywardUsername@stu.rockwallisd.org

Student Password: ID + birthdate (mm/dd)

e.g. Student 54321 has a birthday of 3/18,  
passwords is **543210318**

Recent Announcements

- Zoom Today**  
Zoom started late today @9:45am. My apologies! I will be on until 10...  
Posted on: Sep 18, 2020 at 9:48am
- Membean 30 minutes Required**  
Don't forget a new session of Membean started today at 12am and e...  
Posted on: Sep 8, 2020 at 11:01am
- URGENT: Book Club Choice Book**  
Starting Tuesday, September 8th you will need to bring your chosen...  
Posted on: Sep 3, 2020 at 9:51am
- No Red Ink & Membean Class Codes**  
One more announcement for you guys! I know a few have reached o...  
Posted on: Sep 2, 2020 at 9:47am



# Canvas Best Practices for RHS Students



## COMMUNICATE EFFECTIVELY

- Whether you are a hybrid or remote learner, communicate with your teachers if you have questions or concerns regarding an assignment or grades.
- Email your teachers in an appropriate manner.
  - Useful name and class period in ALL communications. Keep in mind that teachers are teaching during the day. They will respond to you as soon as they possibly can.
- Please note that teachers may set boundaries for responding to messages after hours and on weekends. Please be respectful of their time.
- Attending a Zoom meeting is helpful. It will enable you to build a relationship with your teacher and clarify expectations.

**HOW TO EMAIL A TEACHER**

- SUBJECT LINE**  
2-5 word summary of the email.  
"Missing Grade"  
"Homework Question"  
"Late Work"
- BEGIN WITH A GREETING** *in the message body...*  
"Good morning, Ms. Goicochea,"  
"Hello!"  
"Good afternoon,"
- GET TO THE POINT + ADD DETAILS**  
"I am writing because..."  
+  
"I have already tried..."  
"I remember the first step, but can't remember..."
- CLOSING**  
"Thank you,"  
"I hope you're well,"  
"Have a nice evening,"
- SIGN YOUR NAME**



## LEARNING HAPPENS BEFORE GRADES

- Be aware that the grades listed in Skyward DONOT always match the grades listed in Canvas. The official grade will always be recorded and displayed in Skyward. Teachers will sync the two at least once a week.



## REMINDERS AND TROUBLESHOOTING

Make sure your Google Drive (school email) is linked to Canvas.

Make sure you are signed into your browser with your school email address.

NOTE: If you start a timed quiz or test and try to open a new browser window, Canvas will submit the quiz and give you a ZERO.

Find Google Drive integration in Settings under Apps

Time Remaining: 1hr 29 Min 41 Sec