



MEK REVIEW x CANVAS INSTRUCTURE

CANVAS IMPLEMENTATION **GENERAL STUDENTS' MANUAL**





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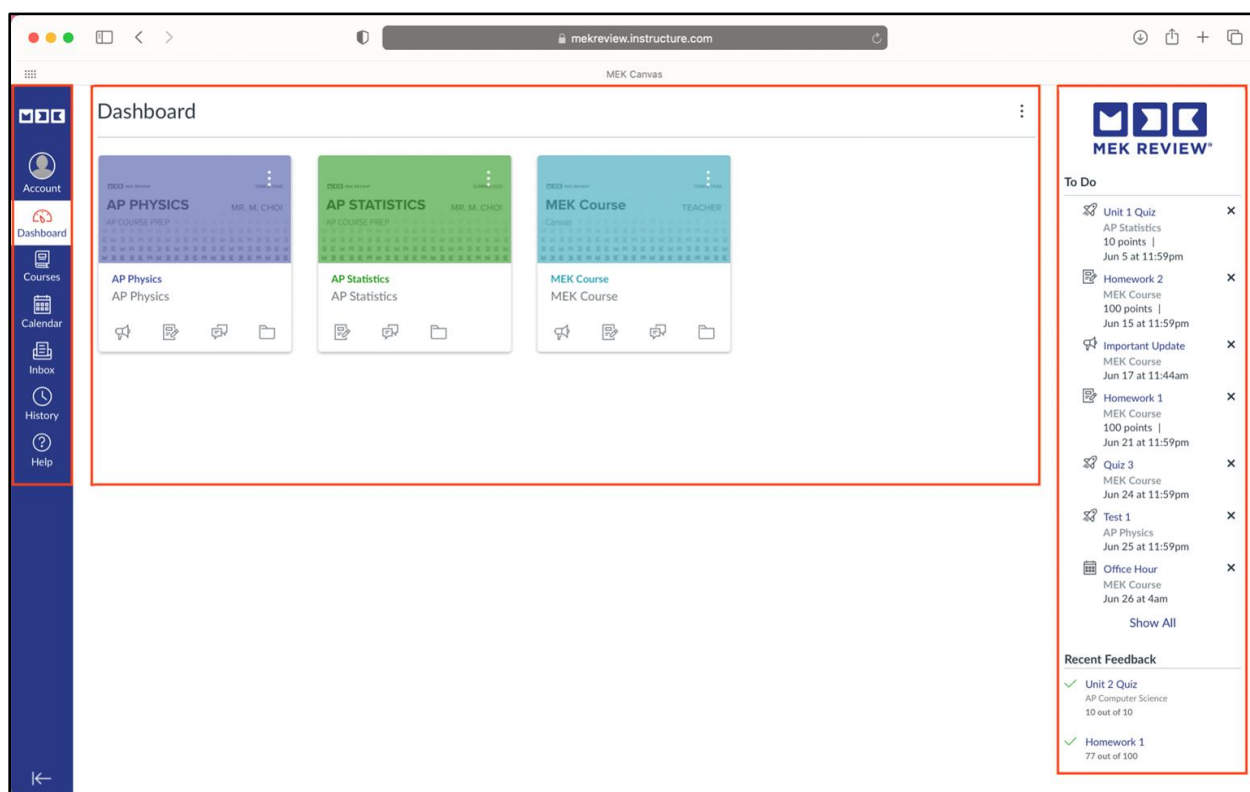
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Navigating Through the Portal



Dashboard

When you log into Canvas, the first page you will see is your **Dashboard**. The Dashboard displays all the courses you are enrolled in as a student.

Global Navigation

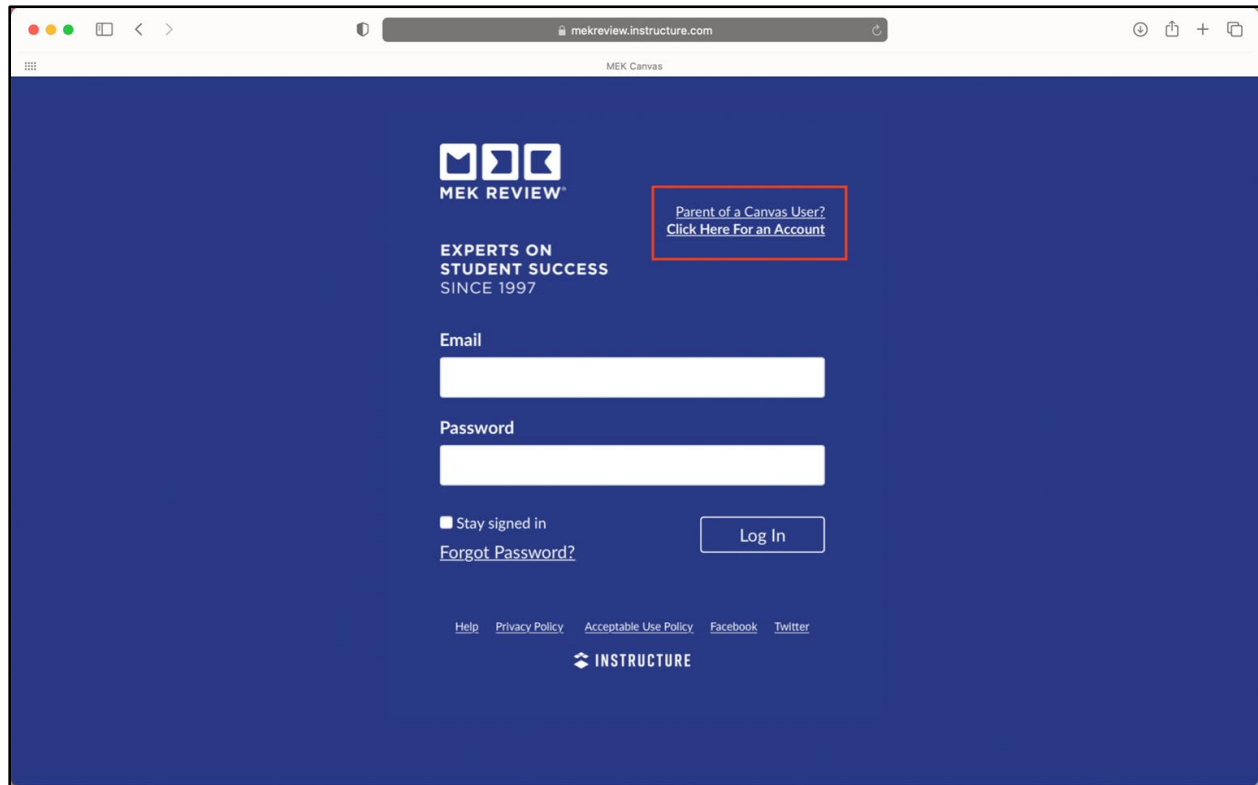
On the left side of the Dashboard is the **Global Navigation**, which is a blue static menu that appears on every page of Canvas. It provides quick and direct access to the following main sections: Account, Dashboard, Courses, Calendar, Inbox, History, and Help.

Sidebar

On the right side, there is the **Sidebar**, which contains a To Do list for all your classes and a Coming Up section to show upcoming assignments and events.



Pairing With Parent Account



Students

1. Click **Account** in the Global Navigation.
2. Click **Settings**.
3. Click **“Pair with Observer.”**
4. Copy the six-digit alphanumeric pairing code and share with your parents.

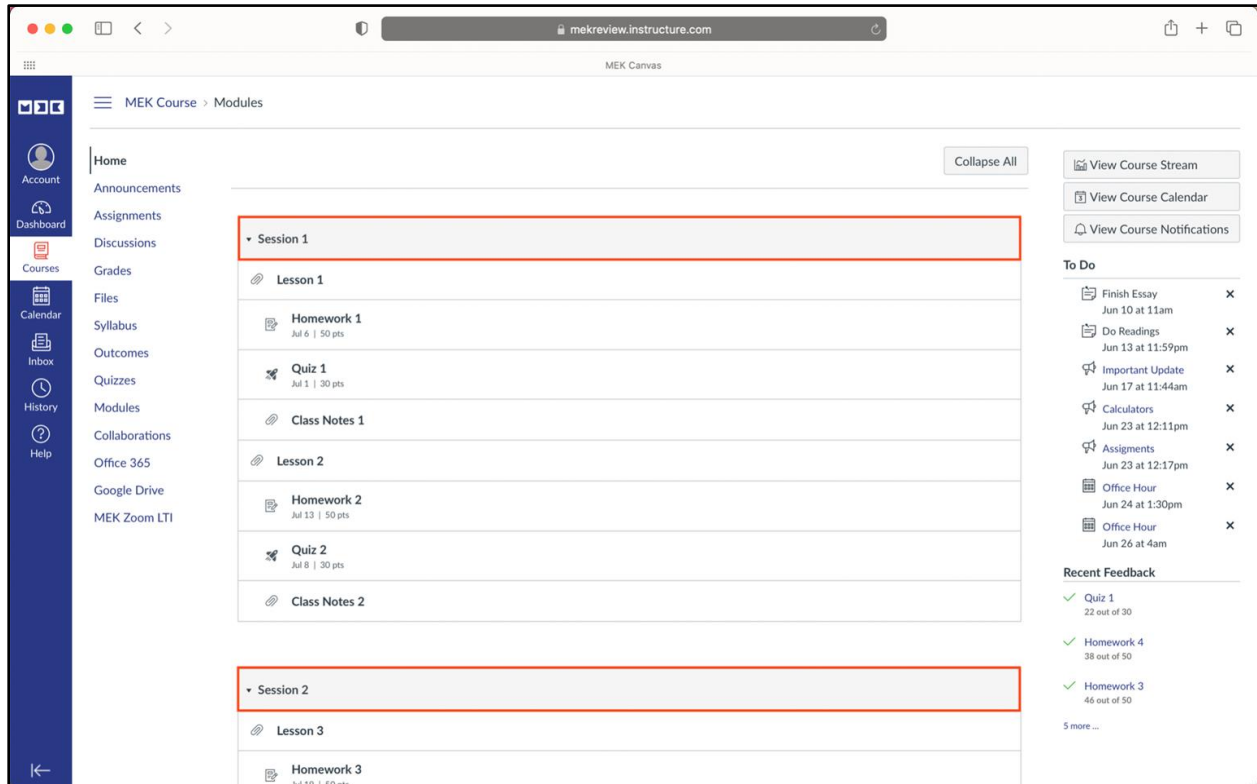
Parents

1. On the login portal, click **“Parent of a Canvas User?”**
2. Enter your personal information and the student pairing code.
3. Click **“Start Participating.”**



Accessing a Course

Modules



When you click on a course, you see the Modules homepage. This is the space where you can find course content that becomes available according to the coursework timeline.

The Modules are grouped by session or week, and under each group, you can find what you will learn, as well as the assignments, quizzes, and materials associated with each module.



Submitting Assignments

The screenshot shows the MEK Canvas interface for an assignment titled "Homework 1". The page is divided into three main sections: a sidebar, a main content area, and a submission section on the right.

Sidebar: Contains navigation links for Account, Dashboard, Courses, Calendar, Inbox, History, Help, Office 365, Google Drive, and MEK Zoom LTI.

Main Content Area: Displays the assignment details for "Homework 1". It includes a "Start Assignment" button, a "Due" date of Wednesday by 10pm, "Points" of 50, and "Submitting" a text entry box or a file upload. The "Available" date range is Jun 18 at 9am - Jun 23 at 10pm (6 days). Below this, there is a "Homework Evaluation" table.

Criteria	Ratings					Pts
Level of Understanding	5 pts Complete Understanding	4 pts Good Understanding	3 pts Basic Understanding	2 pts Some Understanding	1 pts No Understanding	5 pts

Total Points: 5

Submission Section: Shows "Not Submitted!" status, submission details, grade of 92 (50 pts possible), and graded anonymously.

When you click on an assignment, you may have a description of the assignment with some instructions. You will also see when it is due, how many points it is out of, and how to submit the assignment.

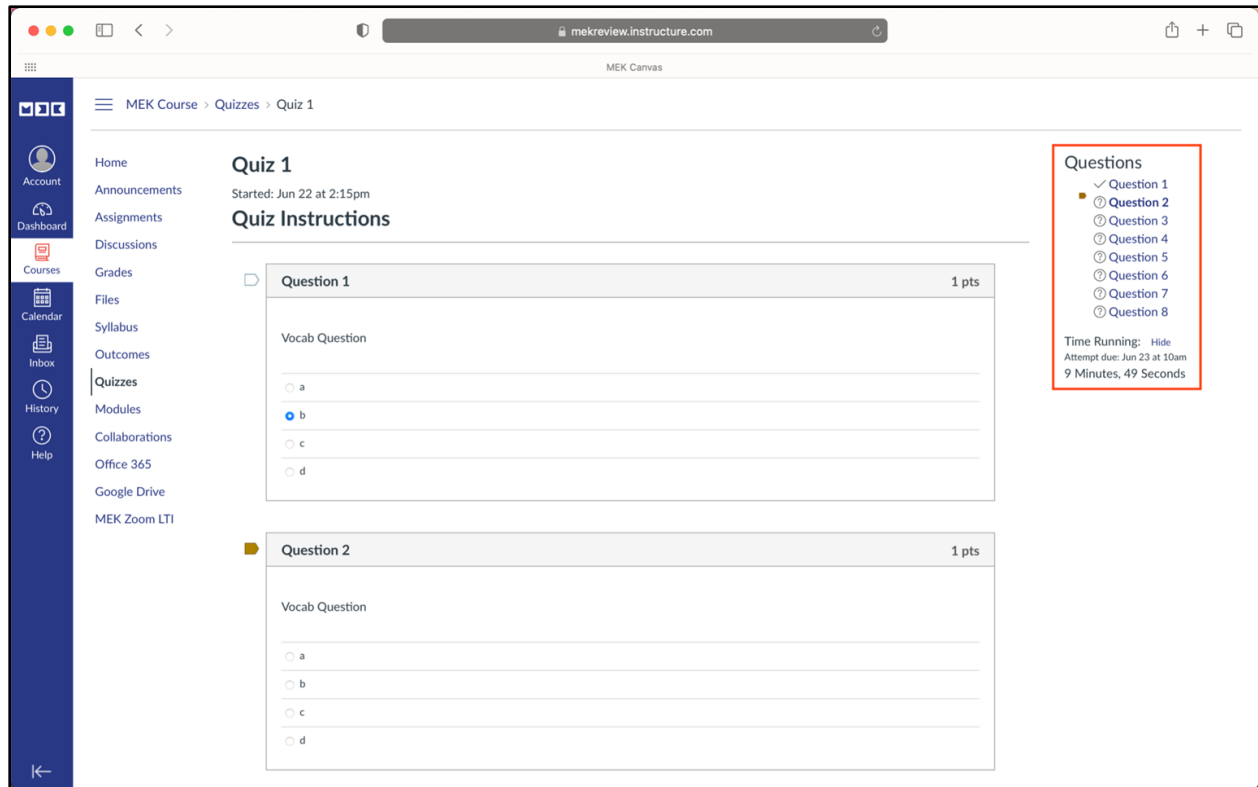
Also, on the assignment page, you will see a rubric that your assignment will be graded on.

To submit an assignment for your course:

1. Open an assignment.
2. Read the attached rubric.
3. Read assignment details.
4. Click **"Start Assignment."**
5. Choose the corresponding assignment submission type: **"File Upload"** or **"Text Entry."**
6. Click **"Submit Assignment."**



Taking Quizzes



When you click on a quiz, you will see the same type of assignment description, instructions, due date, and point scale. You will also see whether the quiz has a time limit or a limit on attempts. These are important to review before you take the quiz.

Depending on your class and teacher, you may see one question at a time, or have to scroll through the questions. You can mark questions that you want to come back to by clicking on the tab next to each question.

You can also see your progress through the quiz by looking at the sidebar. It will list the number of questions that you have to answer, and whether you have marked any to review. Every time you answer a question, a check mark will be listed next to each question you answered.

To take a quiz for your course:

1. Open a quiz.
2. Read quiz details.
3. Click **“Take the Quiz.”**
4. Finish the quiz.
5. Click **“Submit Quiz.”**



Rubrics and Outcomes

MEK Course > Outcomes

Class Engagement

Class Engagement

Exceed Expectations = Engaged daily in class, asks questions without needing to be prompted, not distracted, proper audio/video every day, 5 Points

Meets Expectations = Engaged daily in class, will answer questions when called upon but doesn't regularly go out of their way to ask, isn't distracted with phone/internet, proper audio/video daily, 3 points

Nearing Expectations = Occasionally distracted during class, will answer some questions when called upon, will not go out of their way to ask questions, sometimes improper video/audio 1 point

Does Not Meet Expectations = Regularly distracted during class or actively detracting from class time, never asks questions, cannot answer when called upon, frequent improper video/audio 0 points

Exceeds Expectations	Meets Expectations	Nearly Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	1 Points	0 Points	5 Points

Mastery: 3 Points

You can look at the different outcomes for the course that you are enrolled in **Outcomes**. These are the goals both you and your teacher will strive for to make sure that you achieve success this semester. Your teacher will review what these outcomes are for your class during your first day.

Each assignment and quiz is associated with outcomes, which your teacher, department directors, and counselors have designated as key goals for the course. Aligned with these outcomes, rubrics are attached to assignments and quizzes.



Gradebook

The screenshot shows the 'Grades for Adam Ash' page in the MEK Review x Canvas Instructure interface. The page has a sidebar on the left with navigation links: Home, Announcements, Assignments, Discussions, Grades (highlighted), Files, Syllabus, Outcomes, Quizzes, Modules, Collaborations, Office 365, Google Drive, and MEK Zoom LTI. The main content area is titled 'Grades for Adam Ash' and includes a 'Print Grades' button. Below the title, there are filters for 'Grading Period' (All Grading Periods), 'Course' (MEK Course), and 'Arrange By' (Due Date). The 'Assignments' tab is selected, showing a table of grades. The table has columns for Name, Due, Status, Score, and Out of. The table lists various assignments including Quizzes, Homework, and a summary row for Quizzes and Homework. The right sidebar shows a 'Total: 84.38%' and a 'Show Saved "What-If" Scores' button. Below this, it states 'Course assignments are not weighted.' and a checkbox for 'Calculate based only on graded assignments' is checked. A note explains that users can view grades based on What-If scores to see how upcoming or resubmitted assignments affect their grades.

Name	Due	Status	Score	Out of
Quiz 1	Jul 1 by 10pm		22	30
Homework 1	Jul 6 by 10pm		43	50
Quiz 2	Jul 8 by 10pm		29	30
Homework 2	Jul 13 by 10pm		37	50
Quiz 3	Jul 15 by 10pm		25	30
Homework 3	Jul 19 by 10pm		46	50
Quiz 4	Jul 22 by 10pm		30	30
Homework 4	Jul 30 by 10am		38	50
Quizzes			88.33%	106.00 / 120.00
Homework			82%	164.00 / 200.00

In **Grades**, you will be able to see what you have done and what you will be doing throughout your course. You can find your assignment, quiz, and attendance grades here.

For each graded assignment, you can view the name of the assignment, the assignment due date, the assignment status, the score you earned, and the total point value of the assignment. You may also be able to view whether the assignment includes scoring details, comments, or rubrics.



Learning Mastery

The screenshot shows the 'Grades for Adam Ash' page in the MEK Review x Canvas Instructure interface. The 'Learning Mastery' tab is selected and highlighted with a red box. The page displays a table of assignments with columns for 'Grading Period', 'Course', and 'Arrange By'. The 'MEK Course' is selected, and the 'Learning Mastery' tab is active. The table shows two assignments: 'Homework 1' and 'Homework 2'. 'Homework 1' has a score of 5/5 and is marked 'MASTERED'. 'Homework 2' has a score of 3/5 and is marked 'MASTERED'. The 'Your score' for each assignment is shown as a bar chart with four categories: 'Exceeds Expectations' (5 pts), 'Meets Expectations' (3 pts), 'Nearly Expectations' (1 pt), and 'Does Not Meet Expectations' (0 pts). The 'Meets Expectations' category is highlighted in green for Homework 1 and in orange for Homework 2. On the right side, there is a 'Print Grades' button, a 'Total: 84.38%' summary, and a 'Show Saved "What-If" Scores' button. A note states 'Course assignments are not weighted.' and a checkbox for 'Calculate based only on graded assignments' is checked. A detailed explanation of the 'What-If' scores is provided below the checkbox.

MEK Course > Grades > Adam Ash

Grades for Adam Ash

Grading Period: All Grading Periods Course: MEK Course Arrange By: Due Date Apply

Assignments Learning Mastery

MEK Course 2 OF 2 MASTERED

Homework 1 5/5 MASTERED

Your score: 5

5 pts	3 pts	1 pt	0 pts
Exceeds Expectations	Meets Expectations	Nearly Expectations	Does Not Meet Expectations

Homework 2 3/5 MASTERED

Your score: 3

5 pts	3 pts	1 pt	0 pts
Exceeds Expectations	Meets Expectations	Nearly Expectations	Does Not Meet Expectations

Total: 84.38%

Show Saved "What-If" Scores

Show All Details

Course assignments are not weighted.

☒ Calculate based only on graded assignments

You can view your grades based on What-If scores so that you know how grades will be affected by upcoming or resubmitted assignments. You can test scores for an assignment that already includes a score, or an assignment that has yet to be graded.

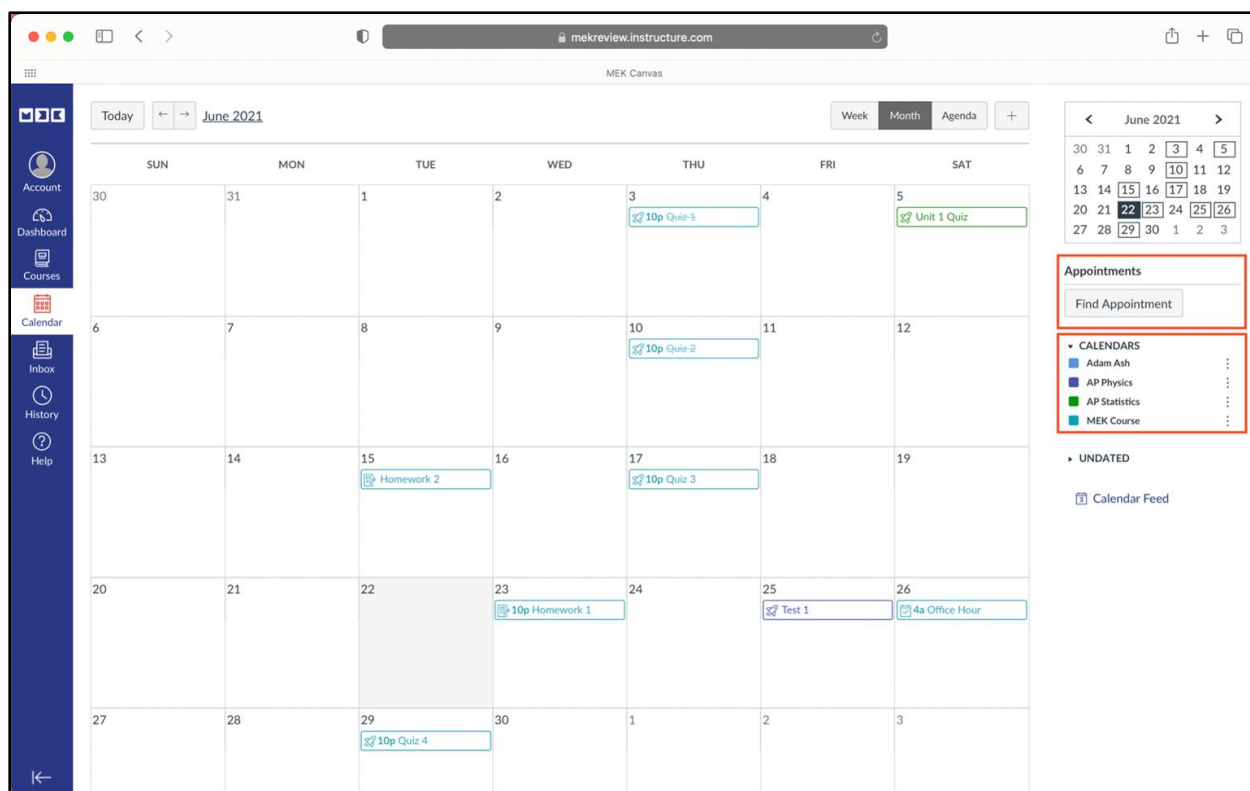
Switching to the **Learning Mastery**, you will find how much you have mastered the course-specific outcomes. Since each assignment is associated with an outcome or a group of outcomes, each time you complete a task, this learning mastery will update according to your progress.

To view Learning Mastery grades:

1. Click **Grades** in the Course Navigation.
2. Click **Learning Mastery** to switch to the Learning Mastery Gradebook View.



Scheduler



You will find your class schedule and due dates in the **Calendar**. Each class is color coded so that you can filter what you see by class.

In the Calendar, you can also access the **Scheduler**. In the Scheduler, you will be able to sign up for office hours to meet your teacher outside of class time to ask for help or any questions you were not able to ask during the class.

To sign up for office hour appointments:

1. Click **Calendar** in the Global Navigation.
2. Click **“Find Appointments”** under Appointments.
3. Select the corresponding course.
4. Click **“Submit.”**
5. Choose an appointment slot.
6. Click **“Reserve.”**
7. Click **“Close”** under Appointments.

Once you’ve done this, you will be scheduled for office hours, and you can see the appointment in your Calendar.

