

## Canvas Best Practices

### Assignments:

Create assignments by going to Assignments in your left navigation. Then link to that page from your weekly page. [Video](#)

Convert pdfs to writeable using Google slides ([video](#)) or teach students how to annotate within Canvas. ([Video](#))

### Course assets:

Download course assets to your OneDrive account and then upload them into Canvas rather than linking to them. This prevents students from being blocked from accessing the asset. [Video](#)

Maintain your course assets in your OneDrive account so that you can still teach if Canvas or NCEdCloud go down.

### Backing up your course:

Create a course sandbox ([Video](#)) and copy your course ([Video](#)) into the sandbox course so you do not have to start over if some issue with PowerSchool causes your regular course to disappear. Do this especially after you have made a lot of changes, like on the day that you finish putting together your weekly plan.

### Ending the week:

At the end of the week, encourage parents to clear the cache on the browsers they use. They can find directions to do that on the parent help [page](#) or they can search google for “clear the cache on iPad” or whatever.

### Begin the day:

Have your students log in to portal.office.com at the beginning of the day. Then log in to NCEdCloud. This should also help prevent them from getting messages that they need to log in to other websites.

Include a reminder of the credentials for logging in whenever you send an announcement, calendar event or email inviting students to a meeting or to log in at portal.office.com. (Even if the parents have gotten used to the procedure, there may be a different adult watching the child occasionally.)