



Using Canvas to Make Up for a Snow Day

This handout is divided into seven resource sections:

- School Closures
- Add Files
- Add Modules
- Create Assignments
- Create Discussions
- Additional Related Canvas Guides
- Using Zoom in Canvas

School Closures:

Set expectations at the beginning of the semester for how school closures will be handled. Add wording to your Faculty Syllabus under the Course Policies or Additional Information items.

Example:

School closings due to Weather or other Emergencies:

In the event that the College is closed, please log into Canvas at our regular class meeting time. You will need to join our Zoom session OR you will be given instructions for an alternative assignment. You can join Zoom by using either a smart phone or a computer with microphone/camera capabilities. Failure to attend the Zoom session/complete the assignment will result in an absence.

Add Files

In this [video](#), you will learn how to access and manage files in Canvas.

Links to Helpful Canvas Guides:

- [How do I view course files as an instructor?](#)
- [How do I use Files as an instructor?](#)
- [How do I create a folder in Files as an instructor?](#)
- [How do I upload a file to a course?](#)

Add Modules

In this [video](#) you will learn how to create and manage Modules in your course.

Links to Helpful Canvas Guides:

- [What are Modules?](#)
- [How do I add a Module?](#)
- [How do I add assignment types, pages, and files as module items?](#)

Create Assignments

In this [video](#) you will learn about the Assignments Index page, Assignment Groups, and Assignment creation.

Links to Helpful Canvas Guides:

- [How do I create an assignment?](#)
- [What assignment types can I create in a course?](#)
- [How do I add or edit details in an assignment?](#)
- [What is the difference between assignment due dates and availability dates?](#)

Create Discussions

In this [video](#), you will learn about the Discussions Index Page and Discussion creation.

Links to Helpful Canvas Guides:

- [How do I create a discussion as an instructor?](#)
- [How do I edit a discussion in a course?](#)
- [How do I allow students to attach files to a course discussion?](#)
- [How do I assign a graded discussion to everyone in a course?](#)

Additional Related Canvas Guides

Canvas SpeedGrader (how to grade assignments turned in via Canvas)

- [What is SpeedGrader?](#)
- [How do I use SpeedGrader?](#)

Rubrics (make assignment grading even speedier)

- [How do I manage rubrics in a course?](#)
- [How do I add a rubric in a course?](#)
- [How do I add a rubric to an assignment?](#)
- [How do I add a rubric to a graded discussion?](#)

Using Zoom in Canvas

Create the Zoom meeting (this can be done ahead of time)

1. Click on **Zoom Pro** in the course menu.
2. Click on the blue **Schedule a New Meeting** button:
 - *Topic* - change it to something appropriate, i.e. Snow Day class meeting
 - *When* - enter the day/time of your class
 - *Duration* - select the appropriate length
 - All other items can remain as is, unless you have a specific reason to change them
 - **Save**

Start the Zoom meeting

1. Click on **Zoom Pro** in the course menu.
2. Click on the **Start** button located at the right of the listed meeting.
3. Follow any on-screen instructions about downloading or opening Zoom.
4. Follow any on-screen instructions to test your Speaker and Microphone.
5. Join meeting. Make sure your audio and video is not muted.

Learn about Zoom's capabilities and troubleshooting:

Begin with *The Zoom Menu Bar* on page 3 of this document (the first two pages do not apply to Canvas) - <https://www.bucks.edu/media/bcccmialibrary/pdf/tlc/facstaff/HowToUseZoom.pdf>

*Contact Damon Hunnicutt at 215-968-8147 or damon.hunnicutt@bucks.edu to setup your Zoom account.