



Setting Up Your School Canvas PD


These instructions will help you to set up your free Canvas account as an administrator. After your account is set up, you will import our premade course into your own course. You will be able to make any necessary adjustments using the instructions given in the course, and it will be ready to go for your staff!

*if you already have a Canvas account on Canvas.instructure.com, skip to “Creating a Course for Your School”

Setting Up Your Own Canvas Account

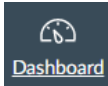
1. [Sign up](#) for your own Canvas account
2. Click on “I’m a Teacher”, then “Build It” and enter the required information
 - You will receive an email with a link that says “Click here to finish the registration process” - click that link to set your password and timezone which will log you in to your new account.
 - After the initial account setup, when you want to login, you will go to <http://canvas.instructure.com> to login

Creating Your Course for Your School

1. After you are logged in to your new account, click on **Courses**, then **All Courses**, then **+Course**
2. Choose a title for your course (leave license as private) and click the blue **Create Course** button
3. click on the “Commons” link on the left side navigation bar: 
4. In the search bar, type in “TJE - What Works for Us!” - look for the Viking head logo, and click on the course title when it comes up below the search bar
5. On the right side, a list of your courses will come up. Click the check box next to the course you just created, and click **Import Into Course**

Customizing Your Course and Further Instructions

1. Click on the **Dashboard** icon in the left navigation bar, and click on your course



2. Once you are in your course, click on **Modules** in the menu bar to the right of the navigation menu .
 - Modules are ways of grouping content. You will become more familiar with this as you work your way through the course.
3. Scroll to the very bottom to find the administrator module, and click on the first page (Administrator School Set Up) for instructions on customizing the course and setting it up for teachers.