

# Creating an MOC Canvas Course for your Candidate Support Program

1. Go to <https://www.instructure.com/canvas/login/free-for-teacher>
2. Sign up for a free account. Do this even if you have an institution Canvas account. If you have an institution account do not use your work email. Look at the example below.

The screenshot shows the Instructure Canvas login page for free-for-teacher accounts. The page has a red header with the Instructure logo and navigation links like BRIDGE, ABOUT US, and NEWS. Below the header is a dark blue section with the Canvas logo and 'FREE FOR TEACHER' text. There is a search bar for 'Find My School' and a login form with fields for email (example: Entellinda@gmail.com) and password. There are 'Sign Up' and 'Login' buttons, along with a 'Stay signed in' checkbox and a 'Forgot password?' link. Social media icons for Facebook, Twitter, and LinkedIn are at the bottom. A footer contains navigation links for K-12, Higher Education, Business, About Us, Support, and a 'REQUEST INFO' button.

**Try Canvas for Free**

Want to get your students on the Canvas Learning Management Platform? Awesome. You have two options: 1) Sign up for a free Canvas account you can use with your students to simplify teaching and elevate learning, 2) Request a demo of the full Canvas platform, and we'll schedule an expert to walk you through the software.

**Free Canvas Account**

|   |   |
|---|---|
| First Name<br>Linda                             | Last Name<br>Bault  |
| School / Organization<br>California NB Networks | Organization Type<br>K12  |
| Job Title<br>Director                           | Institutional Email   |
| Phone<br>6502551115                             | Why Canvas?<br>I'm using Canvas for non-profit  |
| Country<br>United States                        | <input type="checkbox"/> I would like to receive marketing communications from Instructure, and I consent to the processing of the personal data that I provide in accordance with and as described in the privacy policy |

[NEXT →](#)

3. Once you have an account, open your Dashboard. Select “Start a New Course”

The screenshot shows the Canvas Dashboard. On the left is a vertical sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Commons. The main area displays a grid of course cards. The first card is 'Professional Learning Facilitator... Professional'. The second is 'CSTP 1: Engaging and Supportin... CSTP 1:'. The third is 'Preparing for National Board Ce... NBRC/2019'. The fourth is 'Fresno Preparing'. The fifth is 'MCPS NBCT Workshop VANBCT 2019'. On the right side, there is a 'Coming Up' section with 'Nothing for the next week' and a 'View Calendar' link. Below that is a 'Recent Feedback' section with 'Nothing for now'. At the bottom right, there is a 'Start a New Course' button and a 'View Grades' button. A red arrow points from the 'Start a New Course' button to the right.

# Start a New Course



Course Name

National Board MOC

Short Name

Course-101

This will be displayed in places with little space

Content License

CC Attribution



Cancel

Create course

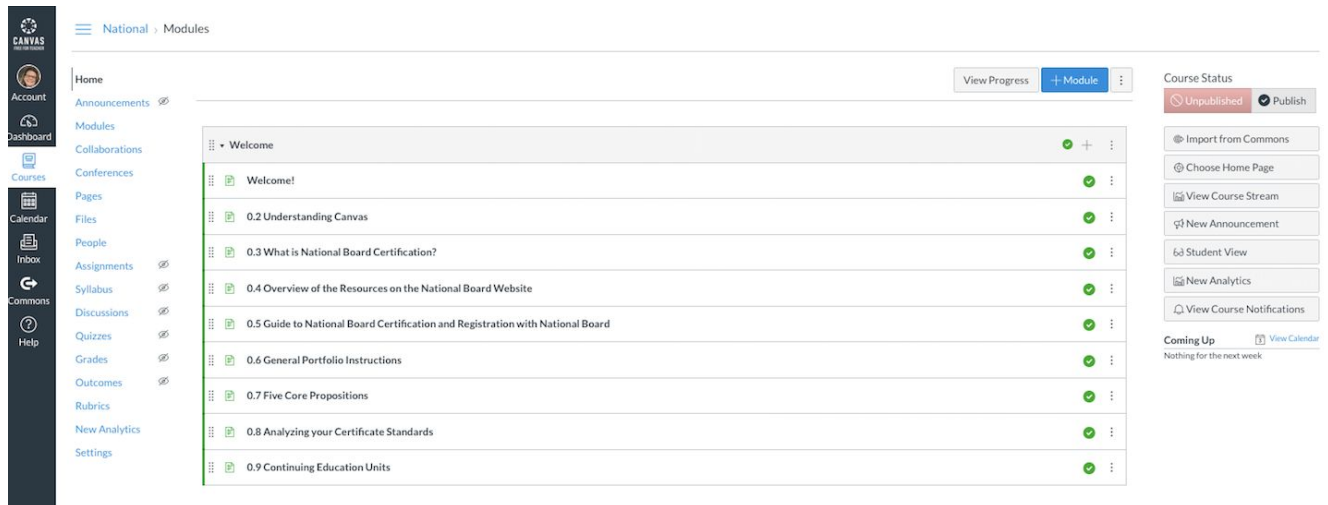
4. Open your course and click on Import from Commons, which is on the far right.

National > Modules

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4. When you are in Commons search for the course *National Board MOC Course Template*. Click Import.

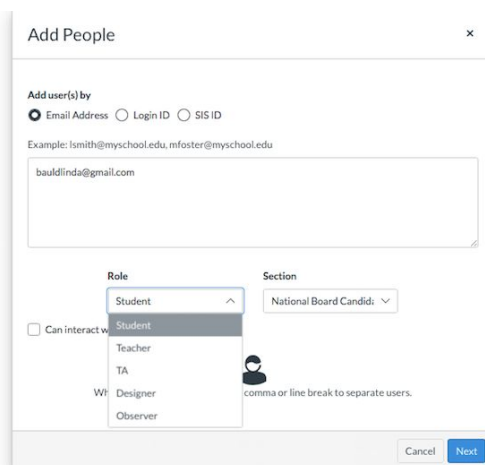
5. The entire course with corresponding files and graphics will import into your course. Click **Publish**.



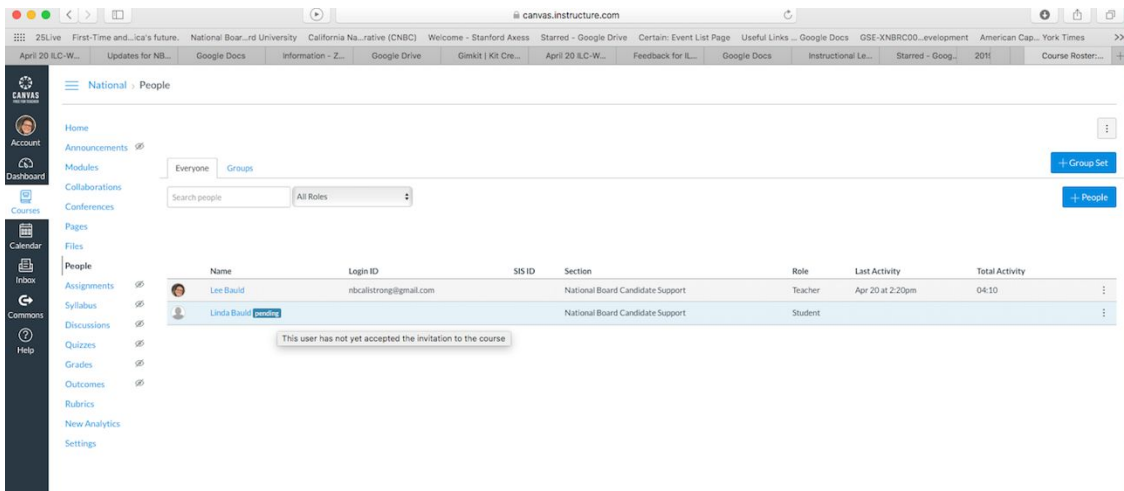
The screenshot shows the Canvas LMS course interface. On the left is a navigation sidebar with options like Home, Announcements, Modules, Collaborations, Conferences, Pages, Files, People, Assignments, Syllabus, Discussions, Quizzes, Grades, Outcomes, Rubrics, New Analytics, and Settings. The main content area displays a list of modules under the heading 'Welcome'. The modules are: Welcome!, 0.2 Understanding Canvas, 0.3 What is National Board Certification?, 0.4 Overview of the Resources on the National Board Website, 0.5 Guide to National Board Certification and Registration with National Board, 0.6 General Portfolio Instructions, 0.7 Five Core Propositions, 0.8 Analyzing your Certificate Standards, and 0.9 Continuing Education Units. Each module has a green checkmark and a plus sign icon. On the right side, there is a 'Course Status' section with 'Unpublished' and 'Publish' buttons, and a 'Coming Up' section with a 'View Calendar' button.

6. **Add people.** In the Settings section you will be able to send people a link to add themselves to your course. You can also simply add them with their email address. If they already have an account in Canvas, you can simply add them. If they don't you have to type their name. Choose their role. Will they be students (Candidates) or TA (PLFs)? TAs can do almost everything the teacher can.

**NOTE: If you haven't published your course, no one will be able to access your course or get notification that you have added them. They will appear as Pending, like is shown below.**



The screenshot shows the 'Add People' dialog box in Canvas LMS. It has a title bar with a close button. Below the title, there is a section 'Add user(s) by' with three radio buttons: 'Email Address' (selected), 'Login ID', and 'SIS ID'. Below this is an example email address: 'lsmith@myschool.edu, mfoster@myschool.edu'. A text input field contains the email address 'bauldinda@gmail.com'. Below the input field, there are two dropdown menus: 'Role' and 'Section'. The 'Role' dropdown is open, showing options: Student (selected), Teacher, TA, Designer, and Observer. The 'Section' dropdown is set to 'National Board Candidi...'. There is a checkbox labeled 'Can interact w...' which is unchecked. Below the dropdowns, there is a small icon of a person and the text '(comma or line break to separate users.)'. At the bottom right, there are 'Cancel' and 'Next' buttons.



7. On your welcome page please provide attribution in the following way - “This course was adapted from the *National Board MOC Course Template* materials created by the following NBCTs: Geraldine Duval, Tanya Hill, Melissa Pearce, and Melissa Shields.”

For questions and suggestions, please reach out to April Jones <ajones@nbpts.org>.