

Month #1 Form Information & Directions

There are five (5) courses listed within the Month #1 Form and all are located in Canvas.

1. Canvas Basics for Collier Teachers 2020-21
2. Document Camera for Collier Teachers 2020-21
3. Office 365 Basics for Collier Teachers 2020-21
4. Surface Book Basics for Collier Teachers 2020-21
5. Utilizing Canvas for eLearning 2020-21

Each of the five (5) courses are **separate** courses within Canvas and should be visible on your Canvas Dashboard.

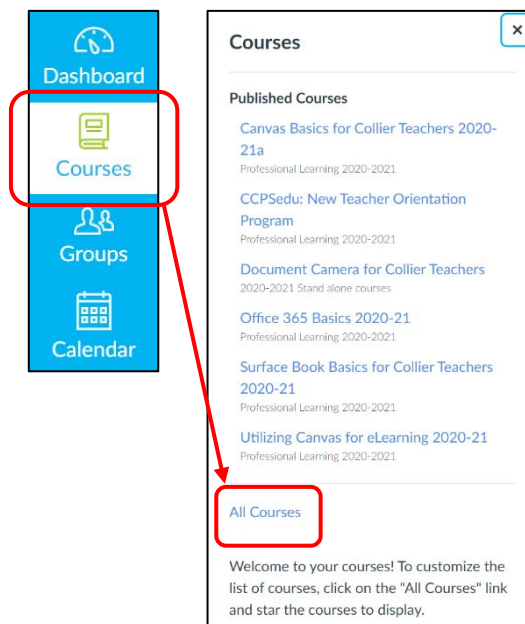


⚙️ THE COURSES ARE NOT ON MY DASHBOARD

If you are enrolled in a course but the course is not visible on your Dashboard, the course will be listed under your Courses and the All Courses link (refer to screenshot).

⚙️ I AM STILL MISSING COURSES

- If you do not see one of the courses on your Dashboard **and** it is not listed under your All Courses link, you will need to enroll in the missing course(s).
- Since each of the five courses are separate, you will need to enroll in each course individually.



⚙️ I NEED TO ENROLL IN A COURSE

- Please refer to Page 3 of this packet.
- As a reminder, all enrollment of Canvas courses should be done through Canvas Catalog.

IN ORDER TO VERIFY SUCCESSFUL COMPLETION OF THE FIVE REQUIRED COURSES,
EACH EMPLOYEE IS RESPONSIBLE FOR PROVIDING PROOF OF COMPLETION...
LETS PROCEED TO THIS STEP ON PAGE 2 !

DIRECTIONS TO SHOW PROOF OF COMPLETION OF A CANVAS COURSE

1. **Locate the specific course** (whether it is on your Dashboard or listed within your All Courses link).
2. Once on the home page of the specific course, **click on the Grades link** located on the left side of your screen.
3. Your total grade percentage will display on this page, if you have successfully completed the course.

YOUR FINAL GRADE MUST BE A TOTAL OF 70% OR HIGHER IN ORDER TO BE ACCEPTED.

4. **Please save this page as a .pdf or .jpeg (screen capture) showing a 70% of higher...**
you will need to attach this with your completed Month #1 Form.

Canvas Basics for Collier Teachers 2020-21a > Grades

Professional Learning 2020-2...

Home
Modules
Grades
O365 Home Page
One Drive
Adobe Creative Cloud
Connected
Office 365
Discovery Education

Grades for [Redacted]

Print Grades

Total: 100%

Show All Details

Assignments are weighted by group:

Group	Weight
Assignments	100%
Total	100%

☒ 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.

Name	Due	Status	Score	Out of	Gr
Quiz - Canvas Basics			9	9	100%
Submit Screen Captures to demonstrate your knowledge from each module			7	7	100%
Assignments			100%	16.00 / 16.00	
Total			100%		

I HAVE COMPLETED ALL 5 COURSES... WHAT ARE THE NEXT STEPS ?

Once you have completed all five required courses, you will need to fill out and submit your Month #1 Form.

When filling out your Month #1 Form, be sure to remember the following:

- All information in the Employee Information section/box is true and accurate; if you need help with this section, please see your Office Manager.
- The completion date for each course is the date you completed the course. If you do not remember the course completion date, please use the date you are completing the Month #1 Form.
- Be sure to obtain the signatures of your mentor(s) and principal's signature.
 - If you **are not** a new teacher holding a Temporary Certificate, you will not have a District Mentor and can leave that signature box blank.
 - No forms will be accepted without the required signatures.

Once you have obtained all required signatures, please scan your Month #1 Form and all proofs of completion to ProfessionalLearning@collierschools.com **in one e-mail**.



PLEASE DO NOT SEND THE FORM & PROOFS OF COMPLETION
AS SEPARATE E-MAILS...
WE KINDLY REQUEST EVERYTHING BE SENT IN ONE E-MAIL!



STEPS TO ENROLL THROUGH CANVAS CATALOG

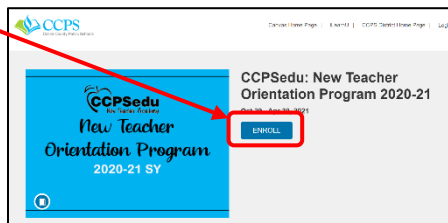
[HTTPS://CATALOG.COLLIERSCHOOLS.COM](https://catalog.collierschools.com)

STEP 1 Visit CCPS' Canvas Catalog website: <https://catalog.collierschools.com>

STEP 2 Click on the course you want to register for as a student



STEP 3 Click "**Enroll**"



STEP 4 Click "**Sign In Here**" to log into your already existing CCPS Canvas account

STEP 5 Click "**Enroll in Course**"

STEP 6 Click "**Go to Your Dashboard**"

STEP 7 Complete the requirements within the Canvas course to earn your Certificate of Completion.

VIDEO SUPPORT ON ENROLLING THROUGH CANVAS CATALOG
CAN ALSO BE FOUND BY CLICKING [HERE](#)