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## As a teacher, how can I view and update my profile?

In previous versions of the Teacher Tools tool, teachers could visit the global navigation “Profile” button to locate the Teacher Profile section. That path has now been moved and is now located directly in the “Teacher Tools” icon from the global navigation.

### Notes

- Your Canvas administrator may require you to update and review your teacher profile. You will see a blue message at the top of your screen if that happens. Please note that you will be unable to create new courses until your profile has been reviewed and updated.

Course Wizard

 Your profile needs to be updated/reviewed

 My Profile

### My Courses

[+ Course](#)

Course Name	Course Code	School
<a href="#">AP Studio Art 2020-21</a>	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

Clicking on the “My Profile” button will enable the Teacher Profile tray to expand:

### My Profile ✕

1 Information 2 Files and Resources

---

#### Profile Image

3   
Upload file  
Drag and drop or [browse your files](#)

**Name\*** 4

**Email\*** 5

**Position\*** 6  
 🔍

**Grade(s)\*** 7  
 ✕ ▼

**School(s)\*** 8  
 ✕ ▼

**Department(s)\*** 9  
 ✕ ▼

**Biography\*** 10

↶ ↷ Paragraph ▼ **B** *I* [List icons] [More options] ...

Biography is working again

**Key**

1. Information - Tab containing basic profile information and default values for course creation.
2. Files and Resources - Tab containing all files and resources from your teacher profile.
  - a. Note: During this transition of locations for teacher profiles, all previously saved files and documents will remain.
3. Profile Image - Place to upload an image for your Teacher Tools profile picture.
4. Name - Note: Updating this value will not update your main Canvas account name.
5. Email - Note: Updating this value will not update your main Canvas profile email.
6. Position -
7. Grade(s) - Your assigned grade. Newly created courses will default to this value.
8. School(s) - Your assigned school. Newly created courses will use your school's default template when creating new courses using Teacher Tools.
9. Department(s) - Your assigned department - Newly created course will use this value as a default when creating new courses.
10. Biography - a rich content editor to edit your profile.

Information    **Files and Resources**

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**Folders** + Folder

<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ ▼ AP 3D <span style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">1</span></span> <span><input type="checkbox"/> Default Folder Open</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item</span> <span>⋮</span> </div>
<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ ▼ AP 2D / Drawing</span> <span><input type="checkbox"/> Default Folder Open</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item</span> <span>⋮</span> </div>
<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ ▼ VAI <span style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">2</span></span> <span><input type="checkbox"/> Default Folder Open</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item</span> <span>⋮</span> </div>
<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ <span style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">3</span> VAI</span> <span><input type="checkbox"/> Default Folder Open</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item</span> <span>⋮</span> </div>
<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ ▼ <span style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">4</span> III</span> <span><input type="checkbox"/> Default Folder Open</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item</span> <span>⋮</span> </div>
<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ ▼ Photo I</span> <span><input type="checkbox"/> Default Folder Open <span style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">5</span></span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item</span> <span>⋮</span> </div>
<div style="display: flex; align-items: center; justify-content: space-between;"> <span>⋮ ▼ Sculpture I</span> <span><input type="checkbox"/> Default Folder Open</span> <span style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;">+ Item <span style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">6</span></span> <span>⋮</span> </div>

**Key**

1. Folder Accordion. - Create new folders by clicking the “+ Folder” button in the upper right hand corner of the tool.
2. Default Folder Open - Select this box to have the accordion expanded upon accessing the Files and Resources tab of your Teacher Profile.
3. Ordering Menu - Click and drop to reorder the position of your folders using these dots.
4. Accordion Expand - Used to expand your folder to view the items within.
5. Add item - Use this button to add new items to your folder. The four item types are Heading Text, Uploaded File, Google Drive File, and External URL
6. Edit Menu - Use this to edit your folder or delete it.

## As a teacher, how can I manage my courses within Teacher Tools?

As a teacher, you can access the Teacher Tools LTI by selecting it from your global navigation in Canvas. This tool will display all courses in which you have a teacher enrollment in Canvas or in Infinite Campus. You can create new courses, roster your courses, and also manage content from Blueprint courses or Canvas Commons for your courses.

### Notes

- You may receive a notification on the top of the page (see screenshot below) indicating that you need to update your teacher profile.
- Be aware that the button to create a new course will be disabled until your teacher profile is updated.
- The Course Name column will serve as a hyperlink to other teacher tools functions like rostering and aligning your course to a Blueprint Course.

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### Open the Teacher Tools LTI



In the Global navigation click on the Teacher Tools link to access your Teacher Tools Dashboard.

INSTRUCTOR | CustomDev

Course Wizard i Your profile needs to be updated/reviewed 4 My Profile

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**My Courses** + Course

Course Name <span style="background-color: yellow;">1</span>	Course Code <span style="background-color: yellow;">2</span>	School <span style="background-color: yellow;">3</span>
<a href="#">AP Studio Art 2020-21</a>	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

**Key**

1. The name of your course in which you are enrolled as teacher in Canvas.
2. The course code of your course.
3. The school you are assigned to and to which your course is aligned.
4. The “My Profile” button that opens your Teacher Tools profile.

Course Wizard i Your profile needs to be updated/reviewed My Profile

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**My Courses** + Course

Course Name	Course Code	School
<a href="#">AP Studio Art 2020-21</a>	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

You may then manage the course you would like to take action in simply by clicking on the name of the course in the “Course Name” column which acts as a hyperlink to the Manage Course page.

**Course Wizard**
[My Profile](#)
[My courses](#) > HallcoTest Course Wizard Creation

Default Term

1
**HallcoTest Course Wizard Creation**

Code: WORK | School: North Hall Middle

2
5


Content

Rostering

3
4

ASSOCIATED BLUEPRINT COURSE

Blueprint Course

**Social Studies/Grade 6 (ADV) - 0621.0 - Durham - Period 1**

Code: Social Studies/Grade 6 (ADV) - 0621.0 - Durham - Period 1 | Account: North Hall Middle | SIS ID: 2019--874909 | Term: 2018/2019 School Year

X Remove
[↪ Canvas Commons Course Content](#)

**Note:** If you are unable to import content when launching Canvas Commons, you will need to launch Canvas Commons from the global navigation menu and authorize Canvas Commons before content can be directly imported into courses from Canvas Commons.

**Key:**

1. Indicates the term that is currently aligned to your course.
  - a. **Note:** The term assigned to your course is controlled by your Canvas administrator.
2. The course name, course code, and school assigned to your course.
  - a. **Note:** To update these values, please click on the pencil icon to edit the course.
3. Content Tab - Used to associate your course with a Blueprint course.
4. Rostering Tab - Used to align an Infinite Campus section or manually enroll students to your course.
5. Edit - Used to edit your course.

You can edit certain characteristics of your course by clicking on the pencil icon:

## Edit Course x

 Name 1


 Short Name 2


 School 3


 Grade(s) 4
6

Template: None

 Department(s) 5


Close

 Edit

### Key

1. Course Name
2. Course Short Name
3. School
  - a. **Note:** The defaulted school selected for your created courses will be the school you selected in your Teacher Tools Teacher Profile.
4. Grade(s)
  - a. **Note:** The defaulted grade(s) for your course will be the grade(s) you have selected in your Teacher Tools Teacher Profile.
5. Department(s)
  - a. **Note:** The defaulted Department(s) for your course will be the department(s) you have selected in your Teacher Tools Teacher Profile
6. Template - If a course template is available to your school, it will automatically be assigned to your course.

## As a teacher how can I create a new course using Teacher Tools?

You may create a new course from the main menu of Teacher Tools.

**Note:** Your teacher profile must be updated before adding newly created courses

INSTRUCTOR | CUSTOMER

Course Wizard

i
Your profile needs to be updated/reviewed

My Profile

---

**My Courses**

→
+ Course

Course Name	Course Code	School
<a href="#">AP Studio Art 2020-21</a>	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

The Create Course menu is as follows:

## Create New Course ×

**Name** 1

**Short Name** 2

**School** 3

 🔍

**Grade(s)** 4 6 Template: None

Kindergarten UAT ×
▼

**Department(s)** 5

Math UAT ×
▼

7

**Key**

1. The Canvas long name of your course. Example: Introduction to Math
2. The Canvas short name or code for your course. Example: Math 101
3. The school assigned to you from your teacher profile.
  - a. Note: If multiple schools are assigned to your profile, you may click anywhere in the school field and change the school default for your newly created school.
4. Grade(s) - The default grade from your Teacher Profile. Multiple grades may be selected.
5. Department(s) - The default department from your teacher profile. Multiple departments may be selected.
6. Template - If a template is available at your school, it will automatically be assigned to your course.
7. Close/Create - Complete or Cancel the Create New Course action here.

**Note:** Upon successful completion of the Create new Course menu, you will be taken to the Content/Rostering area of Teacher Tools for your newly created course.

## As a teacher, how can I specify the grade level and subject for my courses?

When creating new courses using Teacher Tools, you can specify the grade level and subject in the Create Course menu. Keep in mind that the values available for selection are derived from the values in your Teacher Profile.

Course Wizard INSTRUCTURE | CustomDev

i Your profile needs to be updated/reviewed

My Profile

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**My Courses** + Course

Course Name	Course Code	School
AP Studio Art 2020-21	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

The fields that govern grade level and subject in the Profile are the following:

**My Profile** ×

Cloud Tester

**Email\***

hyrum+cloud@instructure.com

**Position\***

Teacher Q

**Grade(s)\*** ←

Kindergarten UAT x v

**School(s)\***

C. W. Davis Middle x v

**Department(s)\*** ←

Math UAT x v

## As a teacher how can I align my course to a blueprint course for content?

Select the course you would like to align to a blueprint course from the main menu of Teacher Tools by clicking on the name of the course.

### My Courses

[+ Course](#)

Course Name	Course Code	School
<a href="#">AP Studio Art 2020-21</a> ←	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

You will be presented and defaulted to the Content tab of your course where you can now search for blueprint courses

2020 - 2021 School Year - Semesters

### AP Studio Art 2020-21

Code: AP Studio Art | School: Chestatee High



Content

Rostering

#### ASSOCIATED BLUEPRINT COURSE

#### Blueprint Course



[↔ Canvas Commons Course Content](#)

**Note:** If you are unable to import content when launching Canvas Commons, you will need to launch Canvas Commons from the global navigation menu and authorize Canvas Commons before content can be directly imported into courses from Canvas Commons.

You may search for a blueprint course by entering in at least 3 characters of the name of the Blueprint Course

Upon finding the blueprint you would like to associate to your course, you will be presented with the following confirmation modal before confirming the association action.

## Associate Blueprint Course ✕

You are about to associate **21-22\_BP\_HCSO 6th Grade Math**.

Associating a Blueprint Course with a course will result in all content from the Blueprint Course being pushed into the course.

Some items may be locked such that they cannot be edited. The association of a Blueprint Course, although removable, will not result in a removal of content from the Blueprint Course(s) previously associated with the course.

Close

Associate Blueprint Course

Please note that only one blueprint course can be associated with your course at a time. If there is an existing blueprint course already aligned it, will be displayed below:

Content [Rostering](#)

### ASSOCIATED BLUEPRINT COURSE

Blueprint Course

**Social Studies/Grade 6 (ADV) - 0621.0 - Durham - Period 1**

Code: Social Studies/Grade 6 (ADV) - 0621.0 - Durham - Period 1 | Account: North Hall Middle | SIS ID: 2019-874909 | Term: 2018/2019 School Year

✕ Remove

You may remove the association by clicking the “Remove” button on the right side of the screen.

A confirmation modal will appear before completing the removal action.

## Remove Blueprint Course Association ✕

You are about to remove this Blueprint Course association.

Close

Remove

**Note:** Removing a blueprint course only removes the association. It will not remove content from your course.

## As a teacher, how can I view appropriate content from Canvas Commons for my course?

Begin by selecting the course you would like to import content into from Commons from the main Teacher Tools menu

### My Courses

[+ Course](#)

Course Name	Course Code	School
<a href="#">AP Studio Art 2020-21</a>	AP Studio Art	Chestatee High
<a href="#">Hall County Art Educators</a>	Hall County Art Educators PLC	Hall County School District
<a href="#">Photo I 2020-21</a>	Photo I	Chestatee High
<a href="#">Photography II 2020-2021</a>	Photo II	Chestatee High
<a href="#">Powerful Portfolios: Summer Art Enrichment Camp</a>	Art Camp	Chestatee High
<a href="#">Visual Arts II 2020-21</a>	Visual Arts II	Chestatee High
<a href="#">Visual Arts III 2020-21</a>	Visual Arts III	Chestatee High

You will be defaulted to the Content tab, which contains any associated blueprint courses in effect for your course as well as a link to launch Commons:

[My courses](#) > [HallcoTest Course Wizard Creation](#)

Default Term

### HallcoTest Course Wizard Creation

Code: WORK | School: North Hall Middle



Content

[Rostering](#)

#### ASSOCIATED BLUEPRINT COURSE

Blueprint Course

### Social Studies/Grade 6 (ADV) - 0621.0 - Durham - Period 1

Code: Social Studies/Grade 6 (ADV) - 0621.0 - Durham - Period 1 | Account: North Hall Middle | SIS ID: 2019-874909 | Term: 2018/2019 School Year

[X Remove](#)

[↪ Canvas Commons Course Content](#)

**Note:** If you are unable to import content when launching Canvas Commons, you will need to launch Canvas Commons from the global navigation menu and authorize Canvas Commons before content can be directly imported into courses from Canvas Commons.

User will be presented with Hall County approved content in Commons.

## As a teacher, how can I roster my courses with student enrollments from Infinite Campus?

As a teacher you can access all of your active courses where you are enrolled as a teacher in Canvas. If no courses appear on your list, you must first create a course by clicking on the “+ Course” button on the right side of the page.

### Notes

- You may have to first review and update your teacher profile before creating a new course.

Course Name	Course Code	School
AP Studio Art 2020-21	AP Studio Art	Chestatee High
Hall County Art Educators	Hall County Art Educators PLC	Hall County School District
Photo I 2020-21	Photo I	Chestatee High
Photography II 2020-2021	Photo II	Chestatee High
Powerful Portfolios: Summer Art Enrichment Camp	Art Camp	Chestatee High
Visual Arts II 2020-21	Visual Arts II	Chestatee High
Visual Arts III 2020-21	Visual Arts III	Chestatee High

Clicking on an existing course will take you to the Course Management page. Once on the Course Management page click on the “Rostering” tab in order to align Infinite Campus sections to your course, or to manually enroll students to your course.

Default Term

**HallcoTest Course Wizard Creation**

Code: WORK | School: North Hall Middle

Content | Rostering

ALIGNED SECTIONS +

*There are no aligned sections*

MANUAL ENROLLMENTS +

*There are no manual enrollments*

You may then click on the “+” symbol in the “Aligned Sections” part of the tool to find an Infinite Campus section in which you are enrolled as a teacher.

**Section**

Lorem Ipsum Dolor Name of the Section ▼

User	Role
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Designer
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Observer
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Teacher

Cancel
Align Section

Please note that only sections in which you are enrolled as a primary teacher will be surfaced for selection. Upon selecting your section, a list of users and their roles will appear for your review before finalizing the rostering action by clicking the “Align Section” button. Each IC section will then populate as a section within your Canvas course.

If you would like to remove a previously aligned section you may do that from the main “Rostering” tab window from the edit Course menu in Teacher Tools.

Course Wizard

My Profile

Content Rostering

ALIGNED SECTIONS



▼ Lorem Ipsum Name of Aligned Section
1
×

8 Users

User	Role
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Designer
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Observer
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Student
Anderson, Amelia name@emailaddress.edu	Teacher

> Lorem Ipsum Dolor Name of Section
×

14 Users

> Lorem Ipsum Dolor Name of Section
×

4 Users

**Key**

1. The section accordion - Contains the name of the section with a count of how many users are contained within. Please note you can expand this accordion to be presented with a list of users.
2. Remove section button - Clicking on this “x” will un-align the section from your course.

When deciding to remove a section you will be presented with a confirmation message before continuing.

## Remove Section Alignment

×

You are about to remove this section alignment. Users in this section will no longer be enrolled.

**Note:** The removal of previously aligned sections using Teacher Tools is not immediate. There is a nightly sync process that will complete this action.

## As a teacher, how can I add manual enrollments to my course?

As a teacher, in addition to aligning sections of enrollments from Infinite Campus, you may also manually enroll a user to your course as a student.

Content Rostering

ALIGNED SECTIONS +

- > Lorem Ipsum Name of Aligned Section  
Lorem Ipsum Name of the Course It's From | 8 Users
- > Lorem Ipsum Dolor Name of Section  
Lorem Ipsum Name of the Course It's From | 14 Users
- > Lorem Ipsum Dolor Name of Section  
Lorem Ipsum Name of the Course It's From | 4 Users

MANUAL ENROLLMENTS

User	Section	Role	
Thompson, Jonathan name@emailaddress.edu	Lorem Ipsum Dolor Name of Section	Student	×
Thompson, Jonathan name@emailaddress.edu	Lorem Ipsum Dolor Name of Section	Student	×
Thompson, Jonathan name@emailaddress.edu	Lorem Ipsum Dolor Name of Section	Student	×
Thompson, Jonathan name@emailaddress.edu	Lorem Ipsum Dolor Name of Section	Student	×
Thompson, Jonathan name@emailaddress.edu	Lorem Ipsum Dolor Name of Section	Student	×

+ 1

2

### Key

1. Button to create a manual enrollment
2. Currently manually enrolled students.
  - a. Note: You may remove a manual enrollment in the same way you remove an aligned section. Nightly sync rules will apply for the removal process to complete. See section “As a teacher, how can I roster my courses with student enrollments from Infinite Campus?”

## Manual Enrollments

×

---

**Assigned Section** 1

🔍

**Assigned Role** 2

🔍

**Select Users** 3

▾

Limit this user to only see fellow section users 4

**User(s)** 5

---

6
Close
Add Enrollments

**Key**

1. Aligned Section - The tool will present all current sections in your selected course.
2. Assigned Role - Only the student role or custom roles created by your school based on the “student” role will be available for selection.
3. Select Users - You may find a user by typing in 3 characters from either their first or last name.
  - a. Example: The search term “JOHN” will return John Smith and also Sam Johnson.
4. Limit Toggle - This is used to indicate that students should only see students from their enrolled section.
5. User(s) - You may manually enroll multiple users in one manual rostering action. As you select users for manual enrollment, their names will populate in the bottom of the modal window.
6. Confirmation - Click on the Add Enrollments button to complete the process.

