

# INSTRUCTURE

## Teacher Sites

### User Guide

---

[Summary](#)

[Teacher Profile Wizard](#)

[Create your Profile](#)

[Profile Resources](#)

[File Upload](#)

[Webpage Links](#)

[Catalog Resources](#)

[Submitting Your Teacher Profile](#)

[Adding a New Course](#)

[Administration Wizard](#)

[School Management](#)

[Pending Profiles and History](#)

[Profiles Management](#)

[Fields](#)

[External Pages](#)

---

## Summary

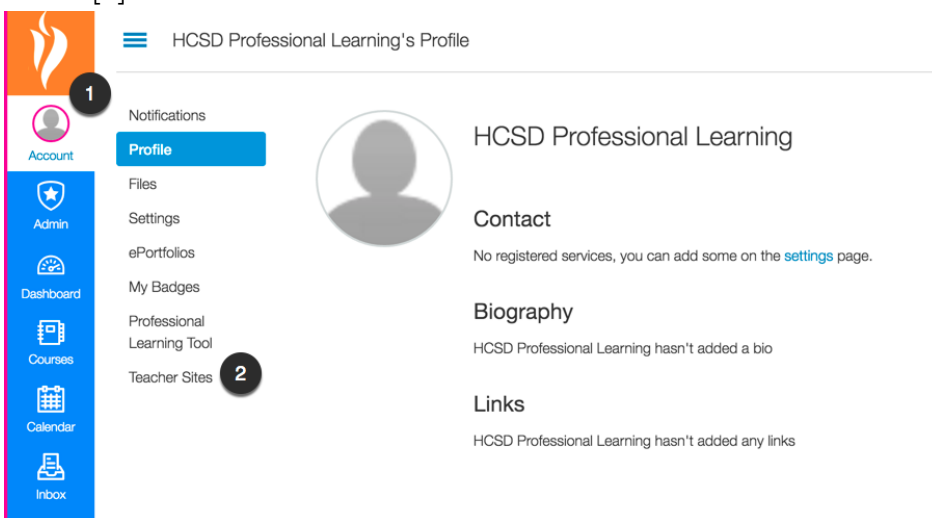
The Teacher Sites application provides an external index of teacher profiles for a school based upon profiles configured in Canvas. The application includes Teacher Profile and Administration Wizards that manage the content displayed on the external Teacher Sites site.

## Teacher Profile Wizard

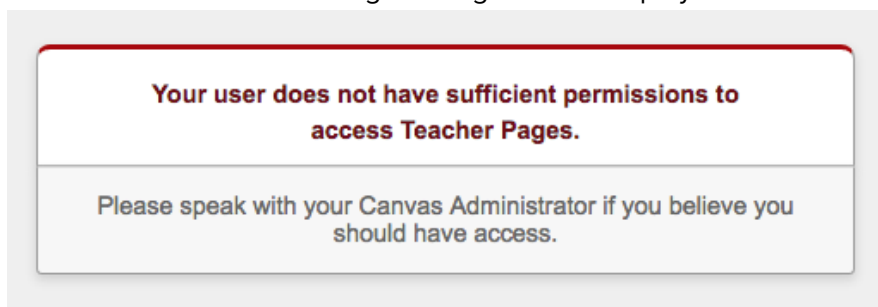
The Teacher Profile wizard allows you to create your Teacher Profile that will be displayed on the Teacher Sites site. You can also create new courses from the wizard.

### Create your Profile

To create your Teacher Profile navigate to your Canvas **Account Settings** [1] and select **Teacher Profile** [2].



You must be enrolled as a teacher in a Canvas course to complete your Teacher Profile. If you do not have a teacher enrollment the following message will be displayed.



When your profile loads for the first time some of the fields will be populated by your Canvas profile data.

If you have uploaded a picture for your Canvas avatar your profile **image** [1] will be populated. The application will automatically pull your full **Name** [2] and **Email** [3] from your Canvas profile. If you have completed a Canvas bio the **Biography** [4] field will also be populated.

The screenshot shows the 'Manage Your Profile' interface. At the top left is a header 'Manage Your Profile' and a button 'Add A New Course'. Below the header is a profile picture placeholder labeled '1'. To its right are text input fields for 'Name\*' labeled '2' and 'Email\*' labeled '3'. Below these are dropdown menus for 'Position\*', 'Grade(s)\*', 'School(s)\*', and 'Department(s)\*'. Below the dropdowns is a rich text editor for 'Biography\*' labeled '4', which contains the text 'Example Biography'. At the bottom of the form are three sections: 'Files' with an 'Upload' button, 'Links' with an 'insert links here...' input and a plus icon, and 'Catalog Courses' with a dropdown menu. A 'Submit' button is located at the bottom right of the form.

The name, email, and biography can be edited by typing directly in the field. These fields are required to complete your profile.

You must also select your **Position** [1], **Grade(s)** [2], **School(s)** [3], and **Department(s)** from the application dropdowns.

This is a close-up of the four dropdown menus. The first dropdown is 'Position\*' with a callout '1'. The second is 'Grade(s)\*' with a callout '2'. The third is 'School(s)\*' with a callout '3'. The fourth is 'Department(s)\*' with a callout '4'. All four dropdowns currently display 'Please Select...'.

The position, grade(s), and department(s) fields are all configuration items provided to Instructure as part of the configuration of the application for your Canvas instance. School(s) is a list of the subaccounts found in your Canvas instance.

Position requires a single selection. Multiple selections can be made for the Grade(s), School(s), and Department(s) fields. A chosen field can be deleted by selecting the **X** [1] next to the name of the object you want to delete.

Position\*  
Teacher

Grade(s)\*  
x 1st Grade x 2nd Grade

School(s)\*  
x Elementary Schools

Department(s)\*  
x Math

## Profile Resources

Your teacher profile can also display **Files** [1], **Webpages** [2], and **Catalog Courses** [3] you want to recommend on your profile.

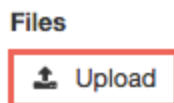
Files Links Catalog Courses

Upload insert links here... Please Select...

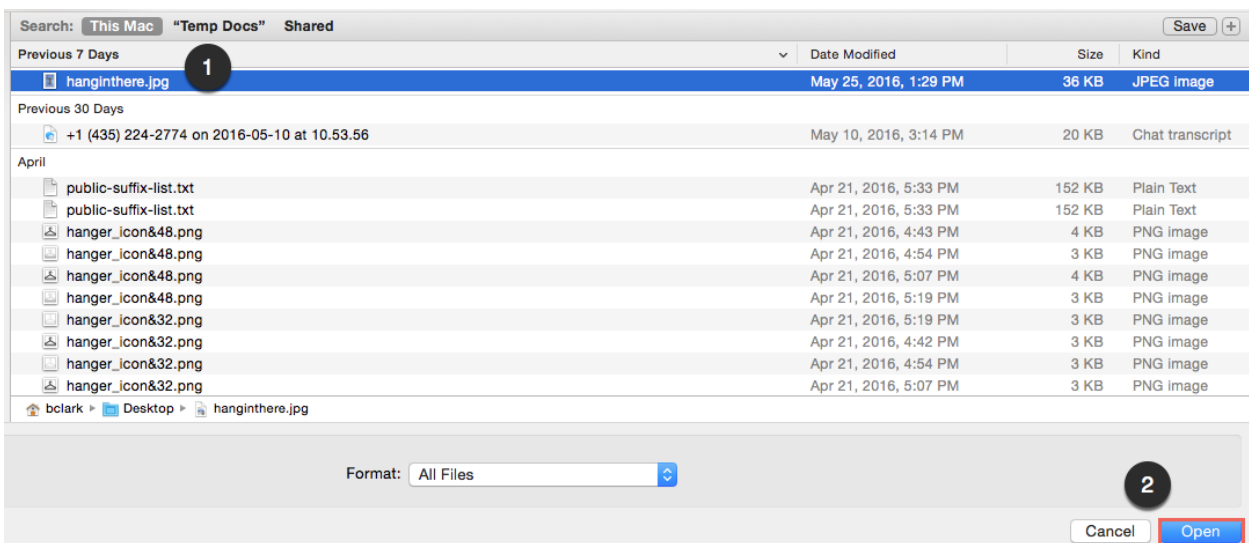
Submit

## File Upload

To upload a file select the **Upload** button.



The application will open a modal to select the file. Select the **file** [1] you would like to upload and select **Open** [2] to upload the file to your profile.



After selecting open. You will see the filename and extension appear in the profile. The file can be removed by selecting the **X** next to the file name [1].

#### Files

hanginthere.jpg



1



Upload

#### Webpage Links

To add a webpage link to your profile **type** [1] the name of the webpage you would like to add and select the **+** **symbol** [2] after the box.

#### Links

www.instructure.com

1



2

You will see the webpage link appear on the profile page. The link can be deleted by selecting the **X** [1] next to the link. Additional links can be added by repeating the process [2].

#### Links

www.instructure.com



1

2

insert links here...



#### Catalog Resources

You can also select Catalog courses to be displayed on your external profile. Navigate to the **Catalog Courses** [1] dropdown and select the **arrow** [2].

#### Catalog Courses

1

Please Select...

2

Submit

In the dropdown select a course(s) to be displayed on your teacher page [3].

#### Catalog Courses

3

x 4th Grade ELA Big Ideas

x 5th Grade ELA Big Ideas

Fall 2015 Effective Instructional Planning and Preparation, Grades K-12

Fall 2015 Classroom Management That Motivates and Inspires: Grades K-12

5th Grade Math Big Ideas

4th Grade Math Big Ideas

1st Grade Math Big Ideas

Selected courses can be removed by selecting the **X** [4] next to the selected course name.

**Catalog Courses**

× 4th Grade ELA Big Ideas × 5th Grade ELA Big Ideas ▼

4

Submit

## Submitting Your Teacher Profile

After you have completed your profile the **Submit** [1] button will turn dark blue and can be selected. To submit your profile select **Submit**. If you have only selected one school the profile will be published to the Teacher Sites external site. If you have selected multiple schools the profile will be in a pending status while your Canvas Administrator reviews your request.

4th Grade ELA Big Ideas ▼

1

Submit

## Adding a New Course

A new course can be created from the Teacher Profile wizard. A school or schools must be selected in the profile to + **Add a New Course** [1].

Manage Your Profile

1

+ Add A New Course

After selecting + Add a New Course a course creation modal will appear. In the modal please enter the Full **Name** [1] and **Short Name** [2] for the course. If only one School is selected in your profile no school option will be present in the modal. After you have entered select **Submit** [3] the fields the course will be created in the school selected in your profile. (The course will be placed in the term selected for the tool by your administrator.)

The screenshot shows a modal titled "Add a New Course" with a close button (X) in the top right corner. It contains two text input fields: "Name\*" and "Short Name\*". The "Name\*" field contains the text "Math 101" and is highlighted with a blue border and a black circle with the number "1" next to it. The "Short Name\*" field contains the text "Math101" and is highlighted with a black circle with the number "2" next to it. At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red border and a black circle with the number "3" next to it.

If you have selected multiple schools in your profile the modal will display a **School** [1] selection dropdown. In the dropdown select the school the course should be placed in and select submit to create the course.

The screenshot shows a modal titled "Add a New Course" with a close button (X) in the top right corner. It contains two text input fields: "Name\*" and "Short Name\*". The "Name\*" field contains the text "Math 101" and the "Short Name\*" field contains the text "Math101". Below these fields is a "School\*" dropdown menu, which is highlighted with a red border and a black circle with the number "1" next to it. The dropdown menu shows the text "Select..." and a downward arrow. At the bottom right, there are two buttons: "Cancel" and "Submit".

## Administration Wizard

Administering Teacher Sites is completed by launching Teacher Sites through **Admin Navigation** in Canvas. Once launched an administrator can:

- Manage school's, ie. Canvas Subaccounts, and how they should be displayed on the external site.
- Review pending profiles & profile publish history within the last 30 days.
- Manage published teacher profiles content and external site display.
- Manage profile dropdown fields.

## School Management

School or subaccount management for Teacher Sites is completed through the **School Management** [1] tab.

School Management activities include:

- **Uploading** an image file for the school to be displayed on the external site [2].
- **Editing** the Canvas subaccount name for the application to be displayed externally [3].
  - Note: This does not change the name of the school or subaccount in Canvas only the display name of the school or subaccount in Teacher Sites.
- Identify what the parent subaccount is for the school in Canvas [4].
- Control the **Visibility** or display of the school on the external site [5].
  - Note: Turning off the visibility for a school will also remove the display of any teachers for that school on the external site.

The screenshot shows the 'School Management' tab selected in the top navigation bar. Below the navigation bar is a table with four columns: Logo, School Name, Parent, and Visibility. The table contains three rows of school data. Numbered callouts are placed over the interface: 1 points to the 'School Management' tab; 2 points to the upload icon in the Logo column; 3 points to the edit icon in the School Name column; 4 points to the parent name in the Parent column; and 5 points to the visibility toggle in the Visibility column.

Logo	School Name	Parent	Visibility
	Site Courses	Canvas On-Site Training	
	Chestnut Mtn. Elementary	Elementary Schools	
	CWES	Elementary Schools	

## Pending Profiles and History

The Pending Profiles tab allows an administrator to review teacher profile requests for teachers that have requested an association with two or more schools.

Only teachers that have requested an association with two or more schools will be displayed in Pending Profiles. To review a profile an administrator selects the teacher's name in the Pending



Profiles list [1]. This will launch the profile in an edit view allowing the administrator to accept, edit and accept, or leave the profile as pending until the teacher's association can be confirmed.

School Management

Pending Profiles & History

Profiles Management

Fields

Pending Profiles

Teacher Name

School Name

1

Recently Published Profiles

Teacher Name

School Name

Publish Date

2

A history of the last 30 days of published profiles is also displayed under **Recently Published Profiles** [2].


## Profiles Management


The Profiles management tab provides administrators edit and visibility controls over the teachers published profiles. If a teacher only selects one school association in their profile their profile will automatically be published and visible on the Teacher Sites external page.

Within Profiles Management an Administrator can:

- **Search** for a teacher by name [1].
- **Filter** the selected teachers by the school type (High School, Elementary School, etc.) [2].
  - Note this filter will only apply if an administrator has selected schools to be displayed on the external site.
- Review and edit a teacher's profile to be edited by selecting the teacher's **Name** [3].
- See teachers associated schools [4].
- Determine if a teacher's profile is displayed on the Teacher Sites External page by selecting the **Visibility** toggle [5].

[School Management](#) [Pending Profiles & History](#) [Profiles Management](#) [Fields](#)

 TEACHER SEARCH... 1

 SCHOOL: 2

Search

Name	School(s)	Visibility
<span>3</span>	<span>4</span>	<span>5</span>

Fields

The teacher profile dropdown fields are populated by the values provided in the **Fields** tab. An administrator populates the **Grades, Departments, Positions**.

To populate the field an administrator enters the value in the field below the desired dropdown descriptor and then selects the enter button. Once created a field can be edited or deleted by the administrator.

Note: Editing or updating the fields updates teacher’s profiles that have selected the fields immediately. If an Administrator delete’s a required field a teachers profile will be removed from the external site and will need to be updated with a new required field to be displayed on the external site.

School Management

Pending Profiles & History

Profiles Management

Fields

Grades

1

2

+

Departments

+

Positions

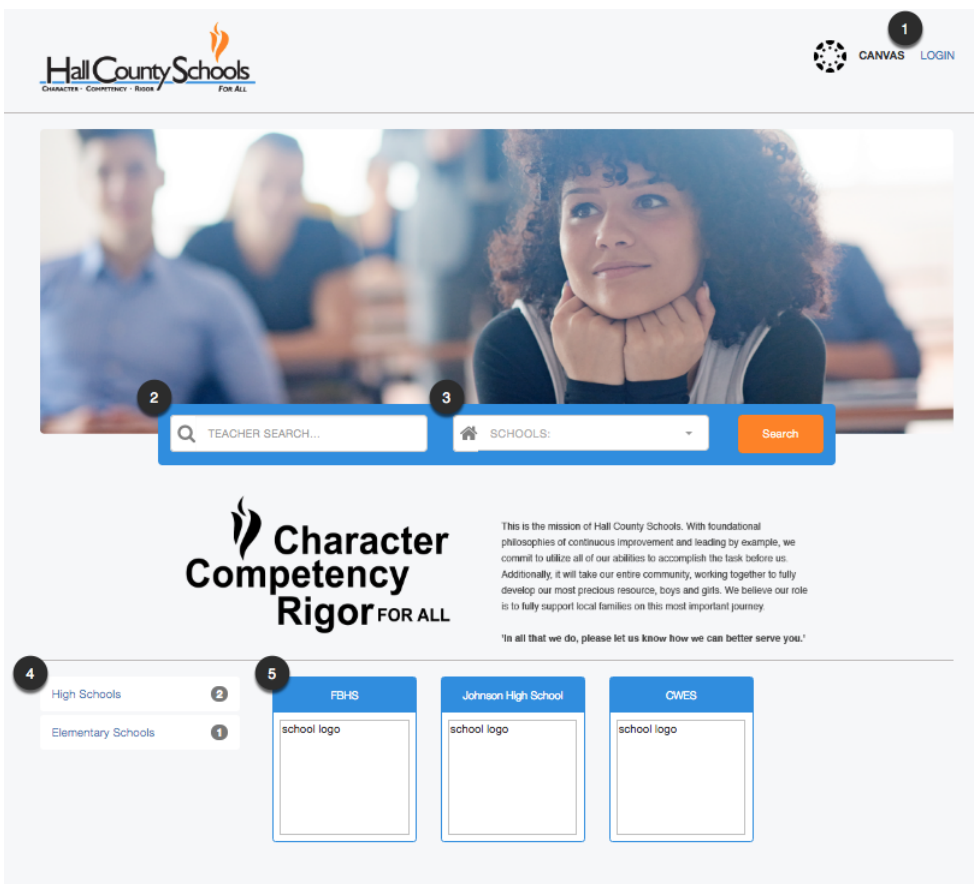
+

## External Pages

The external site can be navigated to by the entering the desired URL in a web browser.

From the external site a user can:

- Access the Canvas **Login** page [1].
- **Search** for a teacher [2].
- **Filter** the school types displayed [3], [4].
  - Note: This is based on the schools selected in Canvas that are selected for display.
- **Select** a school to display only the teachers displayed for that school.



After a user finds the teacher's profile they want to review it is displayed in a single page for the desired teacher.