

INSTRUCTION ON HOW TO CREATE COURSES ON CANVAS

Introduction

The following pages describe exactly what is needed and wanted from you regarding Canvas. Please carefully study this information in full and start building courses for the subjects you teach on Canvas following these guidelines. **You will have to create separate courses for all year groups you teach.**

Prerequisite

You must complete the *Growing With Canvas* course on the Canvas platform before you start building your courses for the subjects you teach. Please contact your manager if you haven't completed this course yet.

If at any point you need any help, please contact the following people:

Topic you need help with	Person to contact
Any technical questions regarding Canvas (how to create sections, assignments, quizzes, etc.)	Ms Noemi Mattin (she will help you or direct you to Mr Philip Baka or Ms Elizabeth Kirby who are also very experienced Canvas users). You can contact her on Teams or via email studentadmin@coaint.com
Any other questions (course design, academic questions, curriculum, exams, etc).	Please contact the Headmaster (Mr Vladimir Krasniakov) directly on Teams or via email head@coaint.com

You can also find a lot of instructional videos on how to use Canvas on this webpage:

<https://community.canvaslms.com/t5/Video-Guide/tkb-p/videos#instructor-videos>

What is Canvas?

Canvas is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student

learning, and students to engage in courses and receive feedback about skill development and learning achievement.

Additionally, while Canvas is primarily a web-based software, any user can access Canvas on a mobile device from the Canvas Teacher, Canvas Student, and Canvas Parent apps.

What is a COA International Course on Canvas?

A COA International Course on Canvas consists of a digital *checklist* with *all* the actions and materials listed on it, and *all* the materials on the checklist are available in the same order.

“Checklist Material” means the reference materials on the course or any books mentioned.

A CHECKLIST is a digital form on Canvas which sets out the exact sequence of items to be studied or done by a student, in order, item by item, on a course. It lists ALL the materials of the course in order to be studied with a digital button for a student to click as each item on the checklist is studied, performed or submitted for marking.

The checklist is the program that the student follows to complete that course.

The data of the course are studied, and its exercises/drills are performed *in the order* on the checklist. The student does not “jump around” or study the material in some other order.

The materials are set out in the checklist in the best order for study by the student so that he covers all the material in a logical sequence.

Further, following the exact order of the checklist has a disciplinary function which assists the student to study.

The Course Teacher **MUST** inspect student’s digital checklist weekly to ensure that all students are following the checklist in its correct set-out order, and that the student is making good progress through it.

“Through a checklist” means through the entire checklist – theory, practical, and all assignments/drills – and done in sequence.

A course must have a Teacher. He is expected to get the students through the course, mark all assignments and assessments, and handle any difficulties students might have. A Teacher should have an idea of what questions he will be asked and know where to direct the student for the answer. It is the Teacher’s job to get the student through the checklist fully and swiftly with minimum lost time.

The successful Teacher is tough. He sets high checklist targets for each student for the week and forces it to be met or else.

The final valuable product of any course is graduates who can apply successfully the material they studied and be successful in the subject.

What is the Course Format?

The Introduction Section must contain the following:

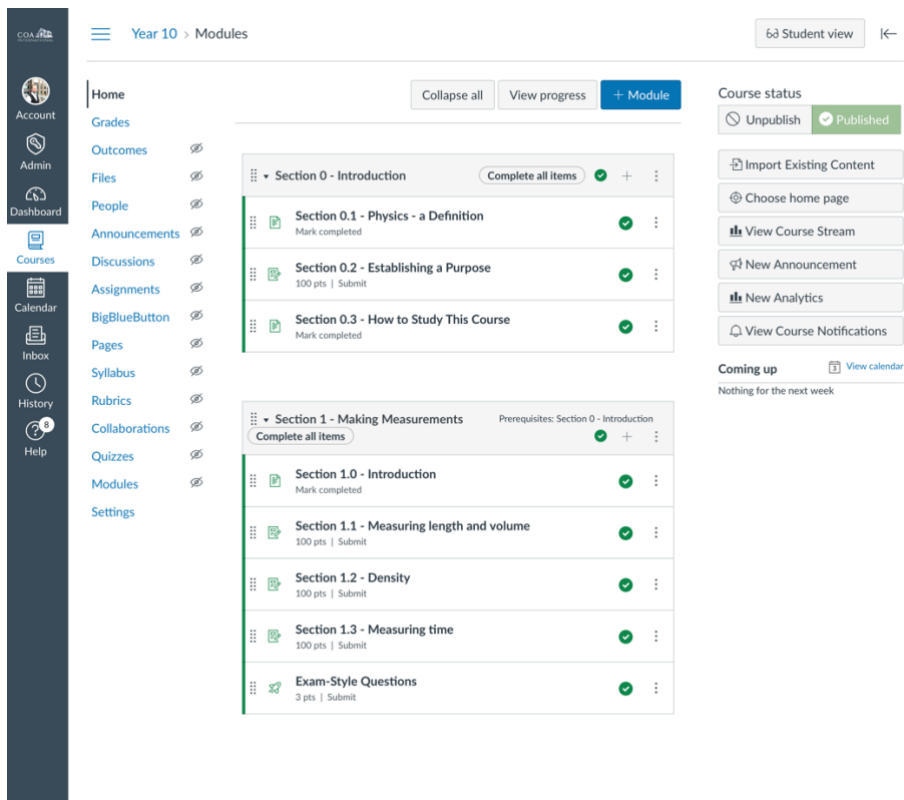
1. The definition of the subject.
2. Establishing a purpose for studying the subject.
3. List of materials for the course (title of the textbooks and workbooks).
4. The product of the course.

The sections for each topic must contain the following **as a bare minimum** (you are free to add as many other resources as you think will benefit a student):









1. Instructions on what pages to study in the textbook that students have.
2. Instructions on what exercises to do in the textbook or workbook that students have.

3. Requirement to submit evidence of work done before moving to the next step.
4. The last task for each topic must be an Exam-Style Questions Quiz (can be marked automatically if set correctly) or an Exam-Style Questions Assessment (must be marked by a teacher after submission).

Here is an example of the correct sequence of tasks (teacher's view)



Here is an example of the correct sequence of tasks (student's view)






 Account

 Dashboard

 Courses

 Calendar

 Inbox

 History

 Help

Year 10 > Modules

Home Collapse all

Grades






▼ Section 0 - Introduction Complete all items

 Section 0.1 - Physics - a Definition Mark completed ○
 Section 0.2 - Establishing a Purpose 100 pts Submit ○
 Section 0.3 - How to Study This Course Mark completed ○

▼ Section 1 - Making Measurements Prerequisites: Section 0 - Introduction

Complete all items

🔒

 Section 1.0 - Introduction Mark completed ○
 Section 1.1 - Measuring length and volume 100 pts Submit ○
 Section 1.2 - Density 100 pts Submit ○
 Section 1.3 - Measuring time 100 pts Submit ○
 Exam-Style Questions 3 pts Submit ○

View Course Stream

View Course Calendar

View Course Notifications

To-do

Nothing for now

The following is an example of the Introduction Section for IGCSE Physics (you can use this text and modify it to suit your course, or you can write your own).

Section 0.1 - Physics - a Definition

Welcome to Cambridge IGCSE Physics Course!

IGCSE is an abbreviation for *International General Certificate of Secondary Education*. This is a general term used to describe the certificates awarded for passing the examinations taken by most students on completion of their final legally required year at school.

Before we go any further, let's make sure that we have a basic idea of what the word Physics really means and what **Physics** really is. The word Physics comes from the

Greek word *physis*, which means *nature* or *natural things*. Physics is a subject which, basically, provides you with very useful information about the universe around you and the sort of “rules” that it follows. These rules, or ways in which the universe works, do not just affect things here on Earth, but just about anywhere you care to look – including the Moon, the planets and the stars! So – you could say that physics is a very “far-reaching” subject. Whatever – it is certainly very useful to know something about it.

The subject has to do with the components (parts that make up) of the physical universe – namely **M**atter, **E**nergy, **S**pace, and **T**ime (or M.E.S.T. for short). You’ve come across these key words before, but you’ll be learning a **LOT** more about them as you go through the course.

Section 0.2 – Establishing a Purpose

It has been the intention to provide you with an easy, step-by-step approach to the subject of Physics - which has so often been made to seem difficult, complicated and even frightening. Well, it isn’t any of these things!

Regardless of what career you intend to follow after finishing at school, the subject of Physics will have something to do with it. This is even more the case today, as we are living in an increasingly technological world. To give you an idea, here are a few examples of different career titles, each with an example (or examples) of a topic (or topics) in Physics that would be connected with that career.

CAREER TITLE	PHYSICS TOPIC
Musician	Sound
Artist	Colours and Light
Dancer	The “laws” about movement
Chef	Electricity and Heat
Environmental Scientist	Earth and Atmosphere
Computer Scientist	Electronics

Engineer	ALL Physics topics (Engineering is APPLIED Physics)
----------	---

So – before beginning the first chapter of this course, I want you to establish for yourself a PURPOSE for studying it. Once you’ve done this, write what your purpose is in the space provided below:

My purpose for studying this course is...

It may be that you will need to modify it, or change it completely before the end of the course. That’s all right. The important thing is that you have one!

Section 0.3 - How to Study This Course

PURPOSES FOR THE COURSE:

1. To provide a student with further basic knowledge of the physical universe, so that the student is confident with and cause over it in whatever field of activity he or she chooses to take up in life.
2. To prepare a student for proceeding on to study the subject of Physics at Advanced Level should he or she wish.

HOW TO STUDY THIS COURSE:

The checklist tasks on this Canvas Platform guide you through a textbook called PHYSICS FOR CAMBRIDGE IGCSE by David Sang, Mike Follows & Sheila Tarpey.

FOLLOW THE CHECKLIST ON CANVAS STEP BY STEP. DO NOT GO PAST ANY WORD THAT YOU DO NOT UNDERSTAND. (THE ONLY REASON A STUDENT BECOMES CONFUSED OR GIVES UP A SUBJECT IS BECAUSE HE OR SHE HAS GONE PAST A WORD THAT WAS NOT UNDERSTOOD.)

So – you should always have a good dictionary to hand while you are studying. By this I mean a dictionary that provides you with definitions (meanings) of words which are easy to understand and that don’t routinely use words in definitions that you also have to look up

the meanings for. What you find to be a good dictionary will depend on the number of words you already know (your vocabulary). The Oxford Dictionaries are always a good place to start.

IF YOU HAVE ANY DIFFICULTY ON THIS COURSE, CONTACT YOUR TEACHER STRAIGHT AWAY. THE COURSE WILL BE MUCH FASTER AND MORE ENJOYABLE IF YOU DO THIS AND YOU'LL BE ABLE TO USE THE INFORMATION YOU'VE STUDIED!

MATERIALS:

1. Physics for Cambridge IGCSE Textbook by David Sang, Mike Follows & Sheila Tarpey.
2. Physics for Cambridge IGCSE Workbook by David Sang & Darrell Hamilton.
3. Physics for Cambridge IGCSE Practical Workbook by Gillian Nightingale.

PRODUCT:

A student who

- a) knows and can use in life the natural laws of the physical universe dealt with on the course (so that the student can take more responsibility for them and be in better control of them in his or her chosen career)
- b) is ready for examination at IGCSE Level
- c) is prepared (if necessary) for progressing on to studying physics at Advanced Level.

LENGTH OF COURSE:

The course is designed to be run over a period of six terms with two hours of online class time and at least two hours of home study time assigned to it per week.

AND FINALLY...

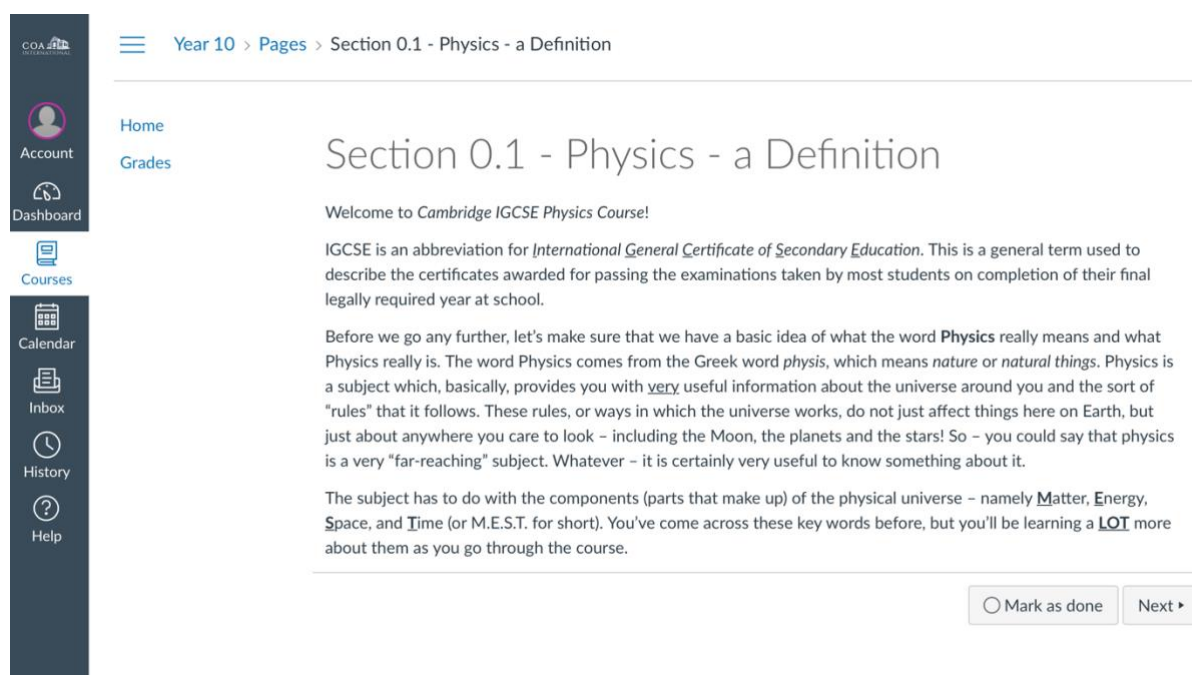
By the end of this course, the world around you should seem a much simpler place. If it doesn't, we'd better find those misunderstood words!

HAVE LOTS OF FUN WHILE STUDYING THE COURSE – AND STUDY WITH THE INTENTION OF UNDERSTANDING AND BEING ABLE TO APPLY WHAT YOU HAVE LEARNED TO LIFE AND NOT

JUST TO PASS AN EXAM! That way, you'll be able to understand what you're being asked in an exam and so get the answer right!

Well – let's go! Go to Section 1 of this checklist – the beginning of the Cambridge IGCSE Physics Course – and START!

The following are the screenshots of how it looks on Canvas (student's view):



The screenshot shows a Canvas LMS interface. On the left is a dark sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a breadcrumb trail: Year 10 > Pages > Section 0.1 - Physics - a Definition. Below the breadcrumb are links for Home and Grades. The page title is 'Section 0.1 - Physics - a Definition'. The content includes a welcome message, a definition of IGCSE, an introductory paragraph about physics, and a list of key terms: Matter, Energy, Space, and Time (M.E.S.T.). At the bottom right, there are two buttons: 'Mark as done' and 'Next ▶'.

-  Home
-  Account
-  Dashboard
-  Courses
-  Calendar
-  Inbox
-  History
-  Help

Home
Grades

Section 0.2 - Establishing a Purpose

Start Assignment

Due No due date Points 100 Submitting a text entry box

It has been the intention to provide you with an easy, step by step approach to the subject of Physics - which has so often been made to seem difficult, complicated and even frightening. Well it isn't any of these things!

Regardless of what career you intend to follow after finishing at school, the subject of Physics will have something to do with it. This is even more the case today, as we are living in an increasingly technological world. To give you an idea, here are a few examples of different career titles, each with an example (or examples) of a topic (or topics) in Physics that would be connected with that career.

CAREER TITLE	PHYSICS TOPIC
Musician	Sound
Artist	Colours and Light
Dancer	The "laws" about movement
Chef	Electricity and heat
Environmental Scientist	Earth and atmosphere
Computer Scientist	Electronics
Engineer	ALL Physics topics (Engineering is APPLIED Physics)

So - before beginning the first chapter of this course, I want you to establish for yourself a **PURPOSE** for studying it. Once you've done this, write what your purpose is in the space provided below:

My purpose for studying this course is...

It may be that you will need to modify it, or change it completely before the end of the course. That's all right. The important thing is that you have one!

◀ Previous

Next ▶

-  Home
-  Grades
-  Account
-  Dashboard
-  Courses
-  Calendar
-  Inbox
-  History
-  Help

Section 0.3 - How to Study This Course

PURPOSES FOR THE COURSE:

1. To provide a student with further basic knowledge of the physical universe, so that the student is confident with and cause over it in whatever field of activity he or she chooses to take up in life.
2. To prepare a student for proceeding on to study the subject of Physics at Advanced Level should he or she wish.

HOW TO STUDY THIS COURSE:

The checklist tasks on this Canvas Platform guide you through a textbook called **PHYSICS FOR CAMBRIDGE IGCSE** by David Sang, Mike Follows & Sheila Terrey.

FOLLOW THE CHECKLIST ON CANVAS STEP BY STEP DO NOT GO PAST ANY WORD THAT YOU DO NOT UNDERSTAND. THE ONLY REASON A STUDENT BECOMES CONFUSED OR GIVES UP A SUBJECT IS BECAUSE HE OR SHE HAS GONE PAST A WORD THAT WAS NOT UNDERSTOOD!

So - you should always have a good dictionary to hand while you are studying. By this I mean a dictionary that provides you with definitions (meanings) of words which are easy to understand and that don't routinely use words in definitions that you also have to look up the meanings for. What you find to be a good dictionary will depend on the number of words you already know (your vocabulary). The Oxford Dictionaries are always a good place to start.

IF YOU HAVE ANY DIFFICULTY ON THIS COURSE, CONTACT YOUR TEACHER STRAIGHT AWAY. THE COURSE WILL BE MUCH FASTER AND MORE ENJOYABLE IF YOU DO THIS AND YOU'LL BE ABLE TO USE THE INFORMATION YOU'VE STUDIED!

MATERIALS:

1. Physics for Cambridge IGCSE **Textbook** by David Sang, Mike Follows & Sheila Terrey.
2. Physics for Cambridge IGCSE **Workbook** by David Sang & Darnell Hamilton.
3. Physics for Cambridge IGCSE **Practical Workbook** by Gillian Nightingale.

PRODUCT:

- A student who
- a) knows and can use in life the natural laws of the physical universe dealt with on the course (so that the student can take more responsibility for them and be in better control of them in his or her chosen career)
 - b) is ready for examination at IGCSE Level
 - c) is prepared (if necessary) for progressing on to studying physics at Advanced Level.

LENGTH OF COURSE:

The course is designed to be run over a period of six terms with two hours of online class time and at least two hours of home study time assigned to it per week.

AND FINALLY...

By the end of this course, the world around you should seem a much simpler place. If it doesn't, we'd better find those misunderstood words!

HAVE LOTS OF FUN WHILE STUDYING THE COURSE - AND STUDY WITH THE INTENTION OF UNDERSTANDING AND BEING ABLE TO APPLY WHAT YOU HAVE LEARNED TO LIFE AND NOT JUST TO PASS AN EXAM! That way, you'll be able to understand what you're being asked in an exam and so get the answer right!

Well - let's go! Go to Section 1 of this checklist - the beginning of the Cambridge IGCSE Physics Course - and START!

◀ Previous

◯ Mark as done Next ▶

Exam-Style Questions

Due: No due date Points: 3 Questions: 2 Time limit: None

Attempt history

	Attempt	Time	Score
LATEST	Attempt 1	3 minutes	1 out of 3 *

* Some questions not yet graded

Score for this quiz: 1 out of 3 *
Submitted 5 Jun at 19:42
This attempt took 3 minutes.

Submission details:

Time: 3 minutes
Current score: 1 out of 3 *
Kept score: 1 out of 3

* Some questions not yet graded

Question 1 1 / 1 pts

Use this table to answer the question.

Metal	Density/ g/cm ³
gold	19.30
silver	10.49
lead	11.34

Three metal cubes have the same volume but are made of different metals. Each one is lowered into a beaker of water. Use the data in the table to decide which one will cause the biggest rise in water level.

Correct! all will cause the same rise in water level

gold

silver

lead

Question 2 Not yet graded / 2 pts

What is the mass of a microscope slide that has dimensions of 75 mm x 26 mm x 1 mm and has a density of 2.24 g/cm³?

Your answer:

$m = \rho V = 7.5 \times 2.6 \times 0.1 \times 2.24 = 4.4 \text{ kg.}$

Quiz score: 1 out of 3

Summary

COA International offers students courses on Canvas for **independent study** and two live online lessons per week per subject to support their independent study. With the checklists for an independent study on Canvas students can progress through the course **at their own pace**. If a student is advancing quickly, then they can be challenged with more advanced work, and if they need extra support, then they can receive the assistance that they need to resolve any problems and move forward. Hence combining independent study with live online lessons develops independence in students allowing them to be confident and motivated in their self-studies throughout their school curriculum and into their future.

Vladimir Krasniakov

Headmaster

Date Reviewed	Approved By
06/06/2023	Headmaster
08/08/2023	Headmaster