

LAOEDTECH · CANVAS LMS

Canvas Teacher Manual

Build your course, set work, run quizzes and grade
canvas.laoedtech.com

Edition of 28 October 2026

Every screenshot is from the live system, in the Practice Class of the Demo School

Before you start

This manual is for teachers who use **Canvas** with their students: announcements, lesson content, assignments, quizzes, discussions and grading.

How to read the pictures: a red box = the button to click or the box to fill in. The numbers **1** **2** **3** = the order to do things, matching the numbers in the text.

Setting up a new course, in this order:

1. Upload files and write pages (chapters 3, 5)
2. Create a module for each week (chapter 4)
3. Create assignments, quizzes and discussions (chapters 6–8)
4. Check everything with View as Student (chapter 11)
5. Send a welcome announcement (chapter 2)
6. Grade every week (chapter 9)

Publish matters: anything new stays hidden from students until you click Publish (the icon turns green).

Contents

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1 Signing in and the Canvas home page

- 1.1 Open **canvas.laoedtech.com**. Enter the email or username **1** and password **2** your school gave you, then click **Continue** **3**.

Tip: The same password works on the website and in the Canvas Teacher phone app.

- 1.2 The **Dashboard** shows a card for every course you teach. Click a course card **1** to open that course. On the blue bar on the left: **Courses** (all your courses) **2** and **Inbox** (messages) **3**.

Dashboard

Published Courses (4)

1 Practice Class
PRACTICE

ປະຫວັດສາດ ລາວ / Lao History
HIST-101

ພາສາອັງກິດ ສຳລັບຊີວິດປະຈຳວັນ / E...
ENG-101

ວິທະຍາສາດ ຂັ້ນພື້ນຖານ / Basic Sci...
SCI-101

Unpublished Courses (0)
No courses to display

To Do

1 Grade Your favourite food
PRACTICE
5 points • No Due Date

Coming Up

3 ປະຫວັດສາດ ລາວ / Lao History
HIST-101
Oct 28 at 8:20am

Start a New Course

View Grades

- 1.3** Inside a course, the course menu is on the left **1**: Announcements, Assignments, Pages, Files, Quizzes, Modules and more. The **View as Student** button **2** shows the course the way students see it.

The screenshot displays the Canvas LMS interface for a course titled "English Foundation" at "LaoEdTech Demo School" for "Term 1 / 2026". On the left, a vertical course menu is highlighted with a red box and a red circle with the number "1". The menu items are: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes (with a crossed-out eye icon), Rubrics, Quizzes, Modules, and Settings. In the top right corner, a button labeled "View as Student" is highlighted with a red box and a red circle with the number "2". The main content area shows the course title, a banner image, and a "Course Description" section. The description states: "In this course students build everyday English for school and work: listening, speaking, reading and writing, with a short weekly vocabulary test." Below this, a list of course details is provided: "Classes: Monday, Wednesday, Friday, 17:30 – 19:00, Room 2", "Teacher: Test Teacher 1 – message through the Inbox", "All homework is posted under Modules each Monday", and "Final test: 20 December". On the right side, there is a "To Do" section with a task "Grade Your favourite food" (5 points, No Due Date) and a "Coming Up" section with a "View Calendar" link.

Tip: Menu items with a crossed-out eye are hidden from students.

2 Announcements

Send news to the whole class: no school tomorrow, a due date, an upcoming test. Students get a notification in the app.

2.1 In the course, click **Announcements**, then click **+ Add Announcement**.

The screenshot shows the Canvas LMS interface for a course named "PRACTICE". The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox (with 17 items), and Help. The main content area is titled "PRACTICE > Announcements" and includes a "View as Student" button. Below the title is a search bar and a list of navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. A red box highlights the "+ Add Announcement" button. Below this, there is a sample announcement from "DT" (David Thompson) titled "Welcome to our class" with the text "All Sections Hello everyone. From today, all notices and homework for this class are here in the a...". The announcement includes a "Reply" link and a "Posted on: Sep 30, 2026, 11:50 AM" timestamp.

2.2 Enter a title **1** and the message **2**, then click **Publish** **3**.

The screenshot shows the Canvas LMS announcement creation interface. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area has a title field at the top, followed by a text area for the announcement content. Below the text area are options for attaching files, posting to specific sections, and configuring availability (Available from and Until). The Publish button is located at the bottom right.

1 Test announcement: no class on Friday

2 Topic content

12pt Paragraph B I U A T² Link Image Video Embed

Dear students, there is no class this Friday. Please finish Homework 2 at home.

14 words

Attach

Post to

All Sections X

Options

☐ Allow Participants to Comment

☐ Enable podcast feed

☐ Allow liking

Available from

Date Time

Select Date

Reset

Until

Date Time

Select Date

Reset

Cancel Publish

2.3 Want it to appear later? Set a date and time in **Available from** **1** before you click Publish.

The screenshot shows the Canvas LMS announcement creation interface. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area has a title field at the top, followed by a text area for the announcement content. Below the text area are options for attaching files, posting to specific sections, and configuring availability (Available from and Until). The Publish button is located at the bottom right.

14 words

Attach

Post to

All Sections X

Options

☐ Allow Participants to Comment

☐ Enable podcast feed

☐ Allow liking

1 Available from

Date Time

Select Date

Reset

Until

Date Time

Select Date

Reset

Cancel Publish

Tip: Tick **Allow Participants to Comment** if students may reply.

2.4

The announcement is published and every student in the course sees it straight away.

The screenshot displays the Canvas LMS interface. On the left is a dark blue sidebar with navigation icons and labels: Home, Account, Dashboard, Courses, Calendar, Inbox (with a notification badge showing 17), and Help. The main content area has a breadcrumb trail at the top: **PRACTICE** > **Announcements** > **Test announcement: no class on Friday**. In the top right corner of the main area is a button labeled "63 View as Student". Below the breadcrumb trail, there are two buttons: "+ View Split Screen" and "Collapse Threads". A search bar is present with the placeholder text "Search entries or author...". To the right of the search bar is a dropdown menu set to "Oldest First". The announcement itself is from "Demo Teacher" (AUTHOR | TEACHER) and was "Created Oct 22 9:34pm | Posted Oct 22 9:34pm". The title of the announcement is "Test announcement: no class on Friday". The body text reads: "Dear students, there is no class this Friday. Please finish Homework 2 at home." Below the text is an orange "Reply" button. On the far left of the main content area, a vertical list of navigation links is visible: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings.

3 Pages and the course home page

Use Pages for lesson notes, explanations and video links. Any page can be set as the course home page.

3.1 Click **Pages**, then click **+ Page**.

The screenshot displays the 'PRACTICE > Pages' interface. On the left, a sidebar lists various course management tools, with 'Pages' currently selected. The main area features a table of existing pages. A '+ Page' button, highlighted with a red box, is located in the top right corner of the main content area, indicating where to click to add a new page.

Page title ▲	Creation date ▼	Last edit ▼	
☐ Course Homepage Front Page	Sep 29, 2026	Sep 29, 2026 By LaoLMS System	✓ ⋮
☐ Week 1 - Lesson notes	Oct 3, 2026	Oct 3, 2026 By Demo Teacher	✓ ⋮

- 3.2 Type a page title **1** and write the content in the editor **2** — use the toolbar for headings, lists and links. Then click **Save** **3**.

The screenshot displays the 'Edit Week 2 – Lesson notes (test)' page in the Canvas LMS. The interface includes a sidebar with navigation links (Home, Account, Dashboard, Courses, Calendar, Inbox, Help) and a main content area. The main content area has a page title input field (1) containing 'Week 2 – Lesson notes (test)', a rich text editor (2) with a toolbar and content, and a bottom section for options and access. The editor content includes a heading 'This week' and a bulleted list. The bottom section includes a 'Users allowed to edit this page' dropdown (set to 'Only teachers'), an 'Add to student to-do' checkbox, and an 'Assign Access' section with 'Assign To' (set to 'Everyone'), 'Available from' and 'Until' date/time pickers, and a '+ Assign To' button. At the bottom right, there are 'Cancel', 'Save & Publish', and 'Save' buttons (3).

Page Title *

Week 2 – Lesson notes (test)

Edit View Insert Format Tools Table

18pt Heading 3 B I U A T² Link List Bulleted List Table √x ↺

This week

- Family words: mother, father, sister, brother
- Talk about your family

h3 12 words </> ↗ ⋮

Options

Users allowed to edit this page

Only teachers

☐ Add to student to-do

Assign Access

Assign To

Everyone X Start typing to search...

Available from Time

Until Time

+ Assign To

☐ Notify users that this content has changed

Cancel Save & Publish Save

Tip: The editor has no image button on this system yet. To share a picture, upload it as a file (chapter 5) or contact LaoEdTech.

3.3 A saved page is not published yet. Click **Publish** **1** so students can see it.

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with icons for Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'PRACTICE > Pages > Week 2 - Lesson notes (test)'. At the top right, there is a 'View as Student' button. Below the title, there is a 'View All Pages' button and a 'Publish' button (highlighted with a red box and a red circle with the number 1). To the right of the 'Publish' button are 'Assign To', 'Edit', and a menu icon. The page content shows 'Week 2 - Lesson notes (test)' and 'This week' with a list of topics: 'Family words: mother, father, sister, brother' and 'Talk about your family'.

3.4 Set the course home page: on Home, click **Choose Home Page**. Pick **Pages Front Page** **1** (a page you choose), then click **Save** **2**.

The screenshot shows the Canvas LMS interface with a 'Practice Class' page. A 'Choose Course Home Page' dialog box is open in the center. The dialog box has a title bar with a close button. Inside, it says 'Select what you'd like to display on the home page.' and lists five options: 'Course Activity Stream', 'Pages Front Page' (selected and highlighted with a red box and a red circle with the number 1), 'Course Modules', 'Assignments List', and 'Syllabus'. At the bottom of the dialog box, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box and a red circle with the number 2. The background shows the 'Practice Class' page with a 'Choose Home Page' button in the top right corner.

Tip: Or pick **Course Modules** so students land on the list of lessons.

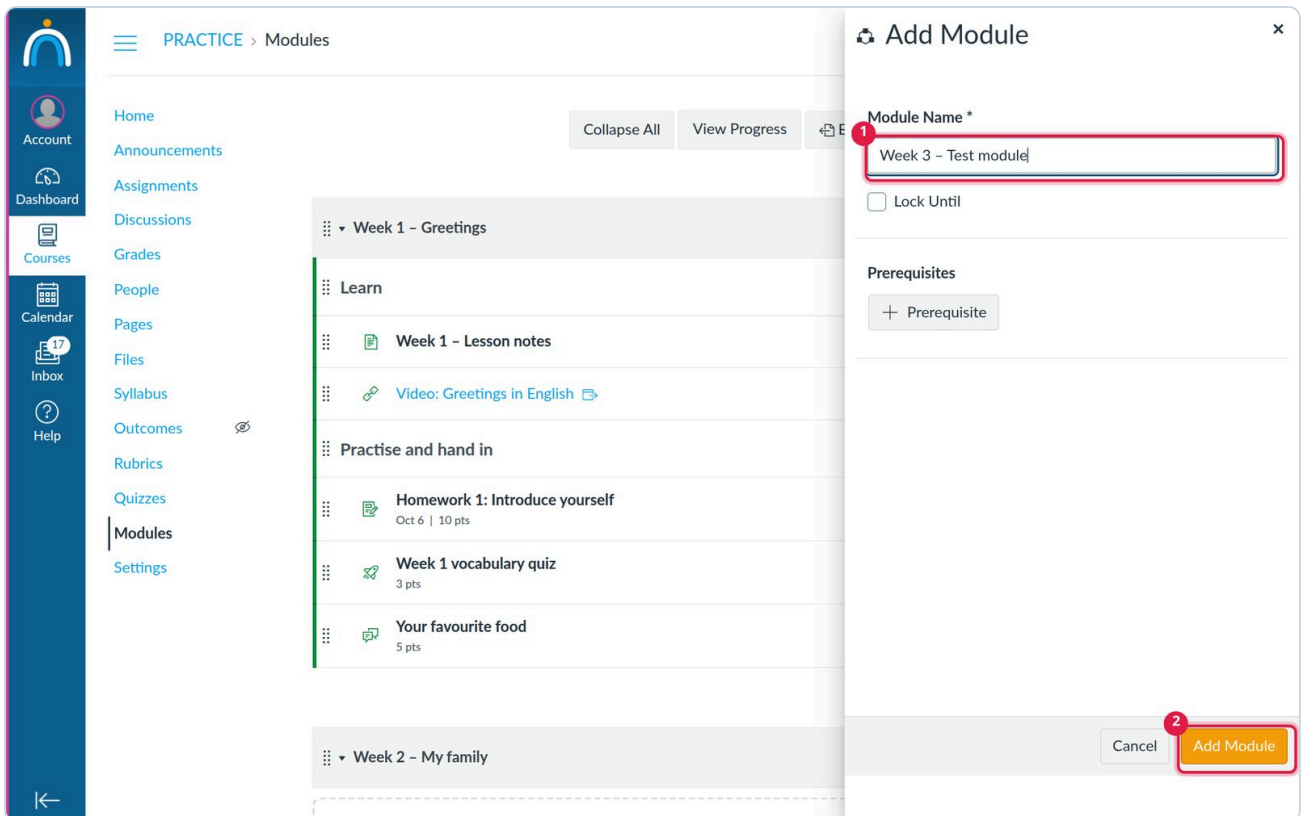
4 Modules

Modules organise the course by week or unit: pages, files, assignments and quizzes in one place, in order.

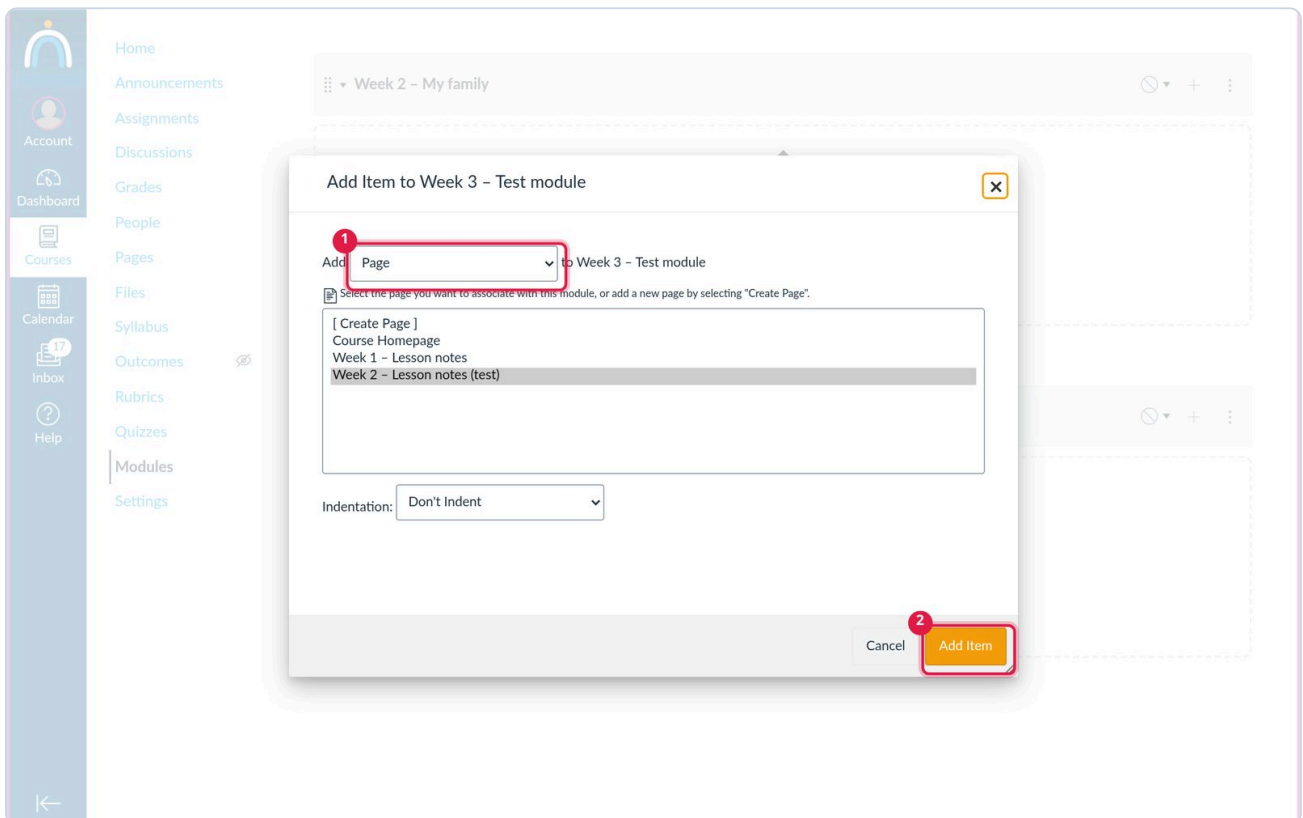
- 4.1** Click **Modules**. The **+ Module** button **1** creates a new module; the **+** button **2** on a module's row adds content to it.

The screenshot displays the Canvas LMS interface for the 'PRACTICE' course, specifically the 'Modules' section. On the left is a vertical navigation menu with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, Help, Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules (highlighted), and Settings. The main content area has a header with 'PRACTICE > Modules' and a 'View as Student' link. Below the header are buttons for 'Collapse All', 'View Progress', 'Export Course Content', 'Publish All' (with a dropdown arrow), and a yellow '+ Module' button labeled with a red '1'. The main area lists course modules. The first module is 'Week 1 - Greetings', which is expanded to show its contents. Each module row has a green checkmark icon and a '+' button labeled with a red '2'. The contents of 'Week 1 - Greetings' include: 'Learn' (with a green checkmark), 'Week 1 - Lesson notes' (with a green checkmark), 'Video: Greetings in English' (with a green checkmark), 'Practise and hand in' (with a green checkmark), 'Homework 1: Introduce yourself' (Oct 6 | 10 pts, with a green checkmark), 'Week 1 vocabulary quiz' (3 pts, with a green checkmark), and 'Your favourite food' (5 pts, with a green checkmark). Below 'Week 1 - Greetings' is a collapsed module 'Week 2 - My family'.

4.2 Click **+ Module**. Type a name such as Week 3 ¹, then click **Add Module** ².



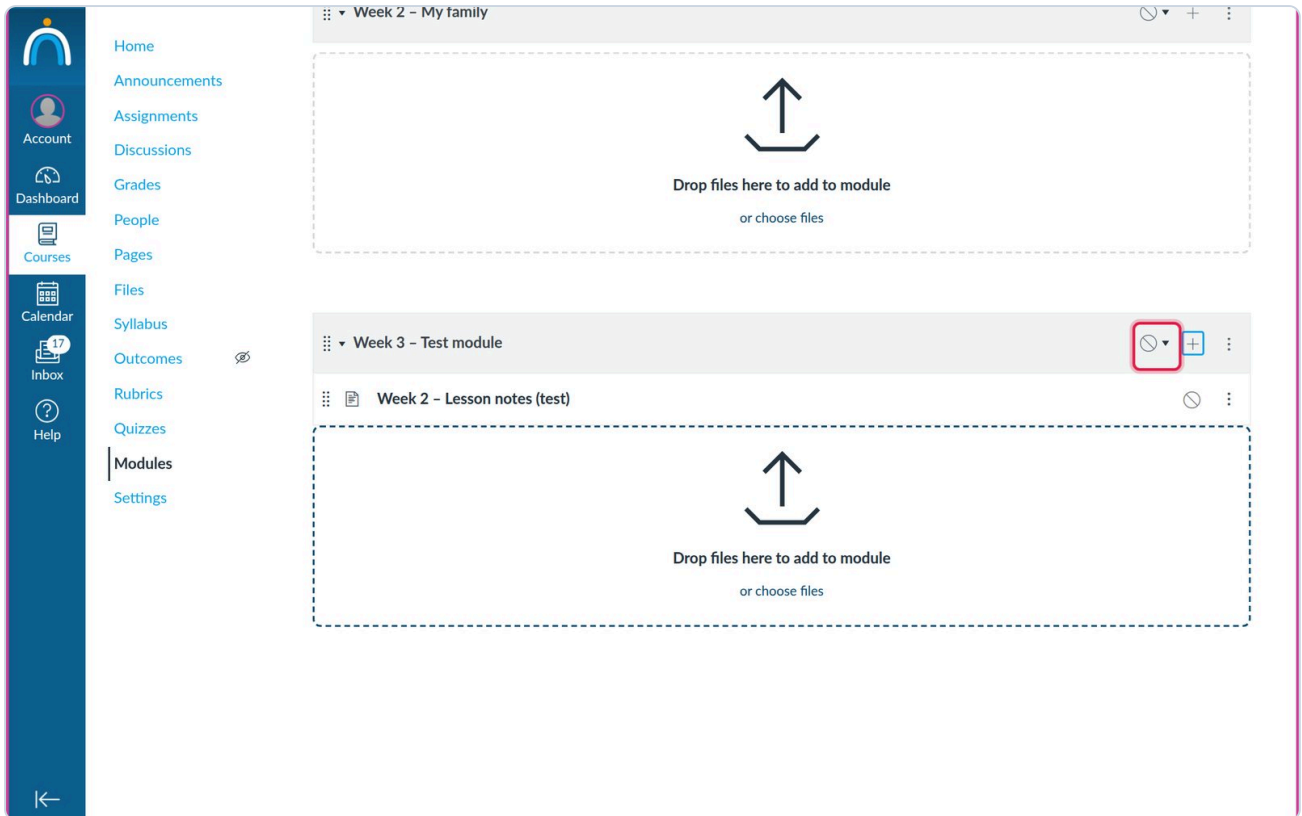
4.3 Click **+** on the module's row. Choose the type, such as Page, Assignment, Quiz or File ¹, choose the item, then click **Add Item** ².



Tip: Choose [**Create Page**] or [**Create Assignment**] to make a new one right here.

4.4

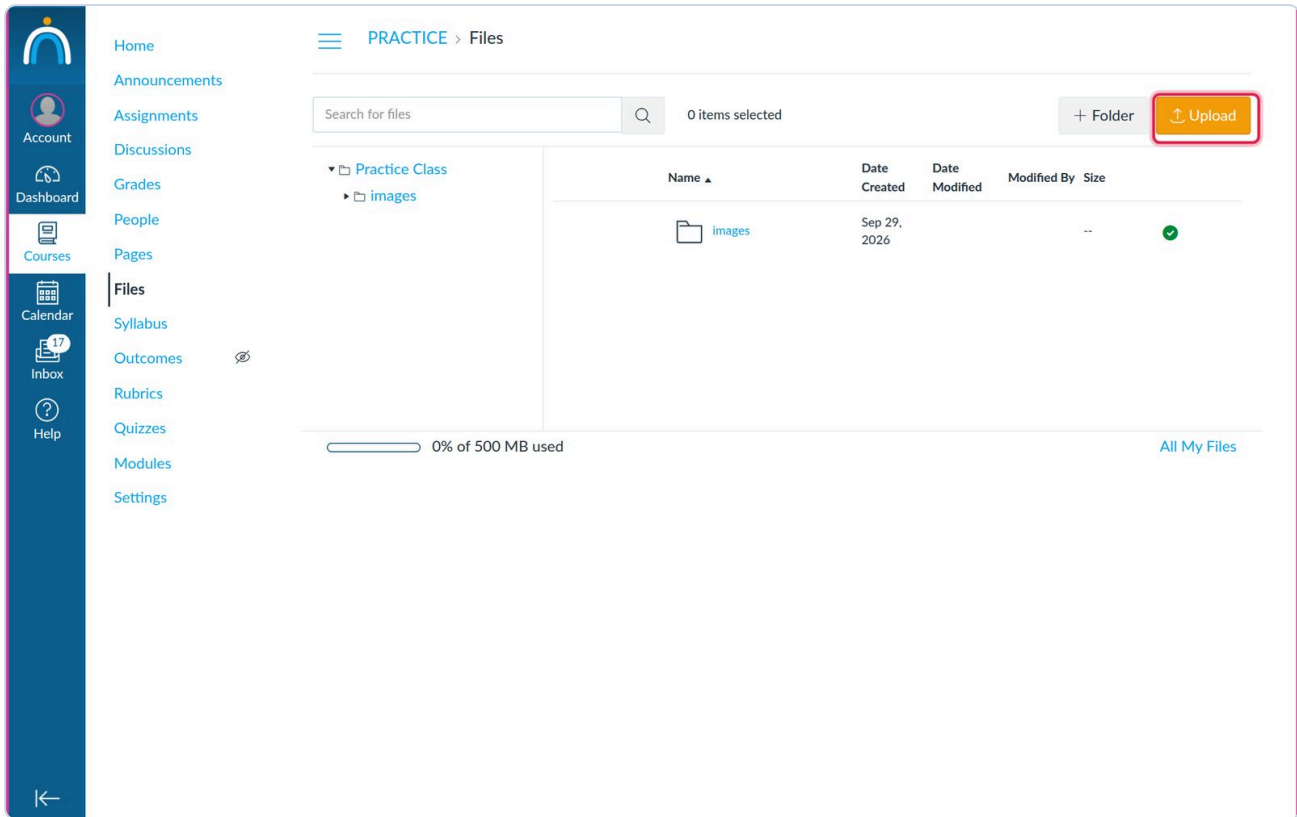
A new module is unpublished (crossed-out circle icon). Click that icon **1** and choose **Publish module and all items** so students can see it.



Tip: Green = students can see it. Grey = hidden from students.

5 Files

- 5.1 Click **Files**, then click **Upload** **1** and choose a file from your computer (PDF, Word, PowerPoint, picture).



Tip: Use **+ Folder** to keep files sorted by week.

- 5.2 Uploaded files appear in the list **1**. A green icon = students can see it. Add the file to a module (chapter 4) so students find it easily.

The screenshot shows the Canvas LMS interface. On the left is a dark blue sidebar with navigation icons and labels: Home, Account, Dashboard, Courses, Calendar, Inbox (17), Help, and a back arrow. The main content area has a top navigation bar with 'PRACTICE > Files'. Below this is a search bar and a table of files. The file 'Week2-Worksheet.pdf' is highlighted with a red box. At the bottom, there is a storage usage indicator showing '0% of 500 MB used' and a link to 'All My Files'.

Name ▲	Date Created	Date Modified	Modified By	Size
images	Sep 29, 2026		--	✓
Week2-Worksheet.pdf	9:36pm	9:36pm	37 KB	✓

6 Assignments

Set homework or classwork. Students hand it in on Canvas or in the app, and you grade it in SpeedGrader (chapter 9).

6.1 Click **Assignments**, then click **+ Assignment**.

The screenshot displays the Canvas LMS interface for the 'PRACTICE' course. The left sidebar shows navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area shows the 'Assignments' page with a search bar and a list of assignments. A red box highlights the '+ Assignment' button in the top right corner of the main content area.

Assignment	Due Date	Points	Status
Homework 1: Introduce yourself	Week 1 - Greetings Module Due Oct 6 at 6:00pm	10 pts	✓
Week 1 vocabulary quiz	Week 1 - Greetings Module	3 pts	✓
Your favourite food	Week 1 - Greetings Module	5 pts	✓

- 6.2** Type the assignment name **1** and the instructions **2**: what students must do and how to hand it in.

Home | Announcements | **Assignments** | Discussions | Grades | People | Pages | Files | Syllabus | Outcomes | Rubrics | Quizzes | Modules | Settings

1 Assignment Name *

Homework 2: My family (test)

2

Edit View Insert Format Tools Table

12pt Paragraph B I U A [color] [background color] T² [link] [list] [table] [media] [code] [help]

Write 5 sentences about your family.

- Who is in your family?
- What do they do?

Type your answer, or upload a photo of your notebook.

Points 0

Assignment Group Assignments

- 6.3** Enter the full marks in **Points** **1**. For **Submission Type** **2** choose Online. Tick **Text Entry** (type an answer) **3** and **File Uploads** (send a file or a photo of the notebook) **4**.

Edit View Insert Format Tools Table

12pt Paragraph B I U A [color] [background color] T² [link] [list] [table] [media] [code] [help]

Points 10

Assignment Group Assignments

Display Grade as Points

☐ Do not count this assignment towards the final grade

Submission Type Online

Online Entry Options *

☒ Text Entry

☐ Website URL

☐ Student Annotation

☒ File Uploads

☐ Restrict Upload File Types

Submission Attempts Allowed Attempts

Unlimited

Tip: For work handed in on paper in class, choose **On Paper** or **No Submission**.

6.4 Set the **Due Date** **1** and time **2**, then click **Save & Publish** **3**.

The screenshot shows the Canvas LMS interface. On the left is a navigation sidebar with links to Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'Assignments'. Below this, there are sections for 'Group Assignment' (with a checkbox 'This is a Group Assignment'), 'Peer Reviews' (with a checkbox 'Require Peer Reviews'), and 'Assign Access'. The 'Assign Access' section is expanded, showing a search bar with 'Everyone' selected. Below the search bar, there are three rows of date and time pickers. The first row is for 'Due Date' and 'Time', with 'Nov 5, 2026' and '6:00 PM' selected. The second row is for 'Available from' and 'Time'. The third row is for 'Until' and 'Time'. Each row has a 'Clear' button. At the bottom of the 'Assign Access' section is a '+ Assign To' button. Below the 'Assign Access' section, there is a checkbox 'Notify users that this content has changed'. At the bottom right, there are three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save & Publish' button is highlighted with a red circle and the number '3'.

6.5 The assignment is published **1**. Students see it in their To Do list and calendar, and get a reminder before it is due.

The screenshot shows the Canvas LMS interface for a specific assignment titled 'Homework 2: My family (test)'. The page has a breadcrumb trail: 'PRACTICE > Assignments > Homework 2: My family (test)'. In the top right corner, there is a 'View as Student' button. The main content area shows the assignment title 'Homework 2: My family (test)' with a green 'Published' status button highlighted by a red circle and the number '1'. To the right of the title are buttons for 'Assign To', 'Edit', and a menu icon. Below the title is a text entry box with the prompt 'Write 5 sentences about your family.' and two bullet points: 'Who is in your family?' and 'What do they do?'. Below the text entry box, it says 'Type your answer, or upload a photo of your notebook.' Below this, there is a table with columns 'Due', 'For', 'Available from', and 'Until'. The table has one row with the following values: 'Nov 5 at 6pm', 'Everyone', '-', and '-'. Below the table is a '+ Rubric' button. On the right side of the page, there is a 'Related Items' section with a link to 'SpeedGrader'.

7 Quizzes

Quizzes mark multiple-choice, true/false and fill-in-the-blank questions automatically.

7.1 Click **Quizzes**, then click **+ Quiz**.

The screenshot displays the Canvas LMS interface for a user named PRACTICE. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes (highlighted), Modules, and Settings. The main content area shows a search bar for quizzes, a '+ Quiz' button (highlighted with a red box), and a list of assignment quizzes, including 'Week 1 vocabulary quiz' with 3 points and 3 questions.

- 7.2** On the **Details** tab: type a title **1** and instructions **2**. For **Quiz Type** **3** choose Graded Quiz. Tick **Time Limit** and enter the minutes **4** if you want a time limit.

The screenshot displays the 'Details' tab for creating a new quiz in Canvas. The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area is divided into sections. The 'Title' field (1) contains 'Week 2 family quiz (test)'. The 'Quiz Instructions' section (2) has a rich text editor with the text '3 short questions about family words. You have 10 minutes.' The 'Quiz Type' dropdown (3) is set to 'Graded Quiz'. The 'Assignment Group' dropdown is set to 'Assignments'. In the 'Options' section, the 'Time Limit' checkbox is checked (4), and the value '10' is entered in the 'Minutes' field. Other options include 'Shuffle Answers' (unchecked), 'Allow Multiple Attempts' (unchecked), and 'Let Students See Their Quiz Responses (Incorrect Questions Will Be...)' (checked).

- 7.3** Go to the **Questions** tab and click **+ New Question** **1**.

The screenshot shows the 'Questions' tab for an 'Unnamed Quiz' in Canvas. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: PRACTICE > Quizzes > Unnamed Quiz. The 'Points' are 0 and the quiz is 'Not Published'. The 'Questions' tab is selected, and the '+ New Question' button (1) is highlighted. There is also a '+ New Question Group' button and a 'Find Questions' search bar. At the bottom, there is a checkbox for 'Notify users this quiz has changed' and three buttons: 'Cancel', 'Save & Publish', and 'Save'.

- 7.4** Choose the question type **1**, such as Multiple Choice, enter the points **2**, then write the question in the Question box.

- 7.5** Fill in the answers. Click the green arrow **1** next to the correct answer, then click **Update Question** **2**.

Tip: Click New Question again for each question.

7.6 When all questions are in, click **Save & Publish** **1**.

The screenshot shows the Canvas LMS interface for editing a quiz. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'PRACTICE > Quizzes > Unnamed Quiz'. It shows a 'Questions' tab with a single question: 'Your father's mother is your ...' worth 1 point. Below the question, there are buttons for '+ New Question', '+ New Question Group', and 'Find Questions'. At the bottom, there is a checkbox for 'Notify users this quiz has changed' and buttons for 'Cancel', 'Save & Publish' (highlighted with a red box), and 'Save'.

7.7 The quiz is published **1**. Click **Preview** to try it before your students do.

The screenshot shows the Canvas LMS interface for a published quiz titled 'Week 2 family quiz (test)'. The 'Published' button is highlighted with a red box. The quiz details are as follows:

Property	Value
Quiz Type	Graded Quiz
Points	1
Assignment Group	Assignments
Shuffle Answers	No
Time Limit	10 Minutes
Multiple Attempts	No
View Responses	Always
Show Correct Answers	Immediately
One Question at a Time	No

Below the details, there is a table with columns: Due, For, Available from, and Until. The 'For' column shows 'Everyone'.

Tip: Don't change questions after students have started — their scores may come out wrong.

8 Discussions

Let students answer a question and reply to each other. Discussions can be graded.

8.1 Click **Discussions**, then click **+ Add Discussion**.

The screenshot displays the Canvas LMS interface for the 'Discussions' section. On the left, a vertical sidebar contains navigation icons and labels: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is titled 'PRACTICE > Discussions' and includes a search bar and a '+ Add Discussion' button, which is highlighted with a red rectangular box. Below the header, the 'Pinned Discussions' section shows a message indicating that no discussions are currently pinned. The 'Discussions' section lists two active discussions: 'Your favourite food' (last post at Oct 3, 6:55 PM) and 'Who is in your family? (test)'. The 'Closed for Comments' section is currently empty.

8.2 Type a topic title **1** and the question or instructions **2**.

PRACTICE

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Rubrics
Quizzes
Modules
Settings

Details

Topic Title* Not Published

Who is in your family? (test)

Topic content

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² Link List Bulleted List Numbered List Indent Outdent Undo Redo

Tell the class about one person in your family. Then reply to two classmates.

14 words

Attach

Options

Anonymous Discussion ⓘ

☒ Off: student names and profile pictures will be visible to other members of this course

☐ Partial: students can choose to reveal their name and profile picture

Tip: Tick **Participants must respond to the topic before viewing other replies** so students answer before they see classmates' replies.

8.3

To grade it: scroll down, tick **Graded** **1** and enter the full marks in **Points Possible** **2**. Then click **Save and Publish** at the bottom.

☐ Participants must respond to the topic before viewing other replies

☐ Enable podcast feed

1 ☒ Graded

☐ Allow liking

☐ This is a Group Discussion

View

Default Thread State ⓘ

☒ Expanded

☐ Collapsed

☐ Lock thread state for students

Default Sort Order ⓘ

☒ Oldest First

☐ Newest First

☐ Lock sort order for students

2 **Points Possible**

0

Display Grade As

Points

Assignment Group

Assignments

Peer Reviews

☒ Off

☐ Assign manually

☐ Automatically assign

Assignment Settings

Assign To

Everyone X Start typing to search...

Due Date **Time**

Clear

Available from **Time**

Clear

Until **Time**

Clear

8.4

The discussion is published. Students click **Reply** to answer.

The screenshot displays the Canvas LMS interface. On the left is a dark blue sidebar with navigation links: Home, Announcements, Assignments, Discussions (highlighted), Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. Below these are icons for Account, Dashboard, Courses, Calendar, and Inbox (with a notification badge showing 17). The main content area has a breadcrumb trail: PRACTICE > Discussions > Who is in your family? (test). In the top right corner, there is a 'View as Student' button. Below the breadcrumb, there are controls for 'View Split Screen' and 'Collapse Threads'. A search bar is present with the text 'Search entries or author...'. To the right of the search bar is a dropdown menu set to 'Oldest First' and an 'Assign To' button. The discussion post itself is by 'Demo Teacher' (AUTHOR | TEACHER) and was created and posted on Oct 22 9:44pm. The title is 'Who is in your family? (test)'. The description reads: 'Tell the class about one person in your family. Then reply to two classmates.' Below the description is an orange 'Reply' button. To the right of the post title, there are icons for a green checkmark, a bookmark, and a three-dot menu.

9 Grading (SpeedGrader and Grades)

- 9.1 Open the assignment and click **SpeedGrader** (on the right). Pick a student **1**, read the work on the left, enter the grade **2**, write a comment **3** and click **Submit** **4**.

The screenshot displays the SpeedGrader interface for an assignment titled "Homework 1: Introduce yourself". The student's submission is visible on the left, showing a text entry: "My name is Test Student 1. I live in Vientiane. I work in a coffee shop. I am learning English because I want to study abroad. I like football and music." The right sidebar contains the grading controls. At the top, a dropdown menu shows "Test Student 1" with a red circle 1 next to it. Below this, the submission details are listed: "Submitted: Sep 30 at 12:10am", "Word Count: 31 words", and "Submitted Files: (click to load)". The "Assessment" section shows "Grade out of 10" with a red circle 2 next to a text box containing the number "8". Below the grade box is a "View Rubric" button. The "Assignment Comments" section shows a comment from "Demo Teacher, Sep 30 at 11:51am" with a red circle 3 next to a text box labeled "Add a Comment". A red circle 4 is next to the "Submit" button. Other buttons in the sidebar include "Reassign Assignment" and "Download Submission Comments".

Tip: The grade saves as soon as you leave the grade box. Use the ← → arrows at the top to move to the next student.

9.2 **Grades** shows every score: one row per student, one column per assignment **1**. A red cell = not handed in. Click a cell to enter or change a grade directly.

Gradebook ▾
[View](#) ▾ [Actions](#) ▾

Student Names **Assignment Names**

Search Students ▾ Search Assignments ▾

Student Name	Homework 1: Introduce yourself Out of 10	Week 1 vocabulary quiz Out of 3	Your favourite food Out of 5	Homework 2: My family (t) Out of 10	Week 2 family quiz (test) Out of 2
Test Student 1	8	3		-	-
Test Student 2	-	-	-	-	-
Test Student 3	-	-	-	-	-

10 Calendar and Inbox

10.1 Click **Calendar** on the left bar. Click **+** **1** to add an event. **Month** **2** shows the whole month.

The screenshot displays the Canvas LMS interface with the Calendar view selected. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar (highlighted), Inbox, and Help. The main area shows a calendar for October 2026. At the top, there are tabs for 'Today', 'Week', 'Month' (selected), and 'Agenda'. A red box labeled '2' highlights the 'Month' tab, and another red box labeled '1' highlights the '+' button next to the 'Agenda' tab. The calendar grid shows days of the week (SUN to SAT) and dates. Events are listed on specific dates: '8:20a ປະຫວັດ...' on Wed 30, '6p Homework...' on Mon 5, '8:20a ປະຫວັດ...' on Tue 6, '5:30p Speakin...' on Mon 12, '8:20a ປະຫວັດ...' on Wed 14, '8:20a ປະຫວັດ...' on Thu 21, '8:20a ປະຫວັດ...' on Fri 28, and '8:20a ປະຫວັດ...' on Sat 29. The right sidebar shows a mini calendar for October 2026 and a list of calendars under the heading 'CALENDARS'. The list includes 'Demo Teacher', 'Practice Class', 'ປະຫວັດສາດ ລາວ / Lao History', 'ພາສາອັງກິດ ສຳລັບຊີວິດປະຈຳວັນ / English for Daily Life', and 'ວິທະຍາສາດ ຂັ້ນພື້ນຖານ / Basic Science'. There is also an 'UNDATED' section and a 'Calendar Feed' link.

Tip: Assignments and quizzes with a due date appear on the calendar by themselves.

- 10.2** Type the event title **1**, date **2** and time **3**. In the Calendar box choose the course so its students see the event, then click **Submit** **4**.

The screenshot shows the 'Edit Event' dialog box in the LMS interface. The dialog is open over a calendar view for October 2026. The 'Event' tab is selected. The 'Title' field contains 'Parent meeting (test)'. The 'Date' field shows 'Thu, Oct 22, 2026'. The 'From' field shows 'Start Time' and the 'To' field shows 'End Time'. The 'Frequency' is set to 'Does not repeat'. The 'Location' field is empty. The 'Calendar' dropdown is set to 'Demo Teacher'. The 'Submit' button is highlighted with a red box and a red circle with the number 4.

- 10.3** Click **Inbox** on the left bar to read messages. Click the pencil icon **1** to write a new message.

The screenshot shows the 'Inbox' view in the LMS interface. The 'Inbox' tab is selected in the top navigation bar. The left sidebar shows the 'Inbox' icon with a red circle and the number 1. The main content area shows a list of messages from 'LaoLMS System, Demo Teacher' dated October 12, 13, 14, and 22, 2026. The right side of the screen shows a large envelope icon and the text 'No Conversations Selected'.

- 10.4** Choose the course **1** and the recipients **2** (one student or the whole class), add a subject **3** and the message **4**, then click **Send** **5**.

The screenshot shows the 'Compose Message' dialog box in the LaoEdTech Canvas interface. The dialog box is overlaid on a sidebar menu and a list of messages. The sidebar menu includes links for Account, Dashboard, Courses, Calendar, Inbox (17), and Help. The list of messages shows dates from Oct 12, 2026, to Oct 22, 2026, with subject lines in Lao and English. The 'Compose Message' dialog box has fields for Course (1), To (2), Subject (3), and Message (4). The 'To' field has a dropdown menu with 'Insert or Select Names' and a plus icon. The 'Subject' field contains 'Homework 2 reminder (test)'. The 'Message' field contains 'Please remember to hand in Homework 2 by Thursday!'. At the bottom right, there are 'Cancel' and 'Send' (5) buttons.

Tip: Tick **Send an individual message to each recipient** so each student replies to you privately, not to the whole group.

11 People and Student View

11.1 **People** lists the students and teachers in the course. Click a name **1** for details. The **Last Activity** column **2** shows when each student last opened the course.

The screenshot shows the 'People' page in the PRACTICE interface. The left sidebar contains navigation links: Home, Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a header with 'PRACTICE > People' and a '63 View as Student' button. Below the header, there are tabs for 'Everyone' and 'Groups', a search bar, and a 'All Roles' dropdown. A '+ Group Set' button is also present. The main table lists users with the following columns: Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. Red callouts 1 and 2 highlight the 'Name' and 'Last Activity' columns respectively.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
1 Test Student 1	demo.student01	DEMO-26-001	English Foundation (how-to demo)	Student	Oct 3 at 12:49pm	⋮
Test Student 2	demo.student02	DEMO-26-002	English Foundation (how-to demo)	Student		⋮
Test Student 3	demo.student03	DEMO-26-003	English Foundation (how-to demo)	Student		⋮
admin_demo_school	admin_demo_school		English Foundation (how-to demo)	Teacher		⋮
Demo Teacher	demo.teacher@laoedtech.com		English Foundation (how-to demo)	Teacher	Oct 22 at 2:48pm	35:17 ⋮

Tip: Adding or moving students is done by the school office in portal.laoedtech.com.

11.2 Before you open the course to students, click **View as Student** **1** to check what they will see.

The screenshot shows the Canvas LMS interface for a 'Practice Class'. On the left is a blue sidebar with navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and Settings. The main content area is titled 'Practice Class' and features a header for 'English Foundation' by 'LaoEdTech Demo School' for 'Term 1 / 2026'. Below this is a 'Course Description' section with a paragraph and a bulleted list of course details. On the right, there is a 'View as Student' button (1) and a 'To Do' list with one item: 'Grade Your favourite food' (5 points, No Due Date). Below the 'To Do' list is a 'Coming Up' section with a 'View Calendar' link.

11.3 In Student View a pink bar sits at the bottom. Click **Leave Student View** **1** to go back to being the teacher. **Reset Student** **2** clears any test work.

The screenshot shows the Canvas LMS interface in 'Student View' for the same 'Practice Class'. The layout is identical to the previous screenshot, but the 'To Do' list now includes two items: 'Speaking test - bring y...' (Practice Class, Oct 12 at 5:30pm) and 'Test announcement: no...' (Practice Class, Oct 22 at 9:34pm). At the bottom of the screen, a pink bar contains the text 'You are currently logged into Student View' and a note: 'Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.' On the right side of this bar are two buttons: 'Reset Student' (2) and 'Leave Student View' (1).

Need help?

Click **Help** on the left bar of Canvas, or tell your school office. Please say which course, which page, which button you clicked and the message the system showed (a screenshot helps a lot).

Never send your password by WhatsApp, Facebook or email. The LaoEdTech team will never ask for your password.