# Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Block/Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_/300 points

## Canvas Basics

**Instructions: Use this webpage for further explanation.** <https://nickcornwell.weebly.com/canvasfundamentals.html>

1. (25 points) Open Canvas and select my class. Click on “Grades” and scan through the list of assignments. Select an assignment with a worksheet (i.e. How to use the Scroll Saw, etc.) that has a 0F grade or a grade you wish to improve. (You cannot redo a Question of the Day Quiz). **What assignment are you selecting to improve your grade on?** If you have all A’s, pick any assignment with a worksheet.
2. (25 points) Download the worksheet you wish to improve to your laptop. Rename the worksheet “yourfirstname.lastname.worsheet.title.docx”. Example “Nick.Cornwell.How.to.use.router.docx”
3. (100 points) Answer the questions of the worksheet in *italics,* a different color font, or a different style font.
4. (50 points) **If** you have a smart phone, use the One Note app or Genius Scan App to scan a pencil and paper drawing answer to a question on the worksheet. Save as a .pdf if possible. If you do not have a smart phone, you need to work on your laptop photography skills to take high-quality photos of your drawings. If there is no drawing question on this worksheet, draw something, scan it, attach and submit with this worksheet.
5. (50 points) Use the snipping tool to snip a completed diagram and paste it over top of a diagram with blanks. (Do this instead of filling out each individual blank). If your worksheet does not have a diagram to fill out, use the snipping tool and insert a photo diagram of anything relevant to class here.
6. (50 points) Go back and do the same steps on this worksheet. Rename it with your name in the file name, use a different font, etc. Upload your worksheet as a .docx file. You will earn points for this assignment as well as points for the assignment you are improving.
7. EXTRA CREDIT (+ 50 points) Screenshot or use the snippet tool to show confirmation of your submitted assignment. Upload your universal picture file (.jpg) of this confirmation to the comments section of this assignment.
8. EXTRA CREDIT (+50 points) Screenshot or use the snippet tool to show you have uploaded a copy of your completed work to your Google Drive. Upload your universal picture file (.jpg) of this confirmation to the comments section of this assignment.