



Navigation

To navigate back to the Toolbox Home page, locate this navigation icon on each resource.



[Back to Fac. Toolbox](#)

Before Going LIVE (Suggested) To-Do List (Before semester begins)

- [Create New SB \(Development\) Shell](#)
 - [Create Course Videos](#)
 - [Send Welcome Email to Students 1 Week Prior to Start of Class](#)
 - [Sample Welcome Message](#)
 - [Validate Course Links](#)
 - [Run Canvas Accessibility Checker](#)
 - [Simplify Navigation Tabs](#)
 - [Provide Course Orientation](#)
 - [Set Announcements on Home Page](#)
 - [List Contact Info for Students](#)
 - [Check Formatting- Assignments, Discussions, Home Page, and more](#)
 - [Tips When Using TurnItIn in Canvas](#)
 - [Copying SB Content Into Live Shell](#)
- Week 0 Module:** [Import support resources for all Online Students](#)
- Week 1:** [Important Tips for Your Shell](#)

-Canvas Apps (LTI Tools)

Conferences

- ◇ [Conferences Getting Started](#)
- ◇ [Conferences in Canvas Big Blue Button](#)

FlipGrid

- ◇ [Setting up your FlipGrid/Canvas Integration](#)
- ◇ [Setting up a FlipGrid Assignment](#)

Respondus

- ◇ [Testing Scenarios: for Teachers Setup Examples](#)
- ◇ [Getting Started -Respondus in Canvas](#)
- ◇ [Getting Started-Respondus in Canvas MyMathLab](#)
- ◇ [Reviewing Class Results & Exam Stats Student Resources](#)
- ◇ [Installing Respondus-Windows & Mac](#)
- ◇ [Installing Respondus-ChromeBooks](#)
- ◇ [Installing Respondus -iPad](#)
- ◇ [Taking Respondus Exam/Test +MyMathLab](#)
- ◇ [Trouble Shooting Errors with Respondus](#)

Confer Zoom

- ◇ [Outside Resource ConferZoom Guide](#)
- ◇ [Setting up Free ConferZoom Pro Acct.](#)
- ◇ [Navigating Zoom Meeting Features](#)
- ◇ [Interactive Zoom Tool](#)

From within Web

- ◇ [Setup Meeting Rooms](#)
- ◇ [Where Do I Find My Share code](#)
- ◇ [Remove Share Screen from Attendees](#)
- ◇ [Tips and Tricks](#)
- ◇ [Record to the Cloud w/ Transcripts](#)

From within Canvas:

- ◇ [Using Zoom in Canvas](#)
- ◇ [Preparing for a Zoom Meeting](#)
- ◇ [ConferZoom for Canvas Student Resources](#)
- ◇ [Changing your Display Name in Zoom](#)

Sensus Access

- ◇ [Sensus Access in Canvas](#)
- ◇ [Sensus Access on the Web](#)

Student Resources

- ◇ [Sensus Access in Canvas](#)
- ◇ [Sensus Access on the Web](#)

TurnItIn

- ◇ [Turnitin-Manual](#)
- ◇ [Turnitin Settings](#)
- ◇ [How to set up an Assignment](#)
- ◇ [Add a Assignment Rubric](#)

VoiceThread

- ◇ [Getting Started with VoiceThread](#)
- ◇ [Re-using your VoiceThread/s](#)

Student Resources

- ◇ [Using Voice Thread](#)

Links for Lost Students- Click on the hyperlinked resource and send the URL to students. Navigation on these pages go back to the STUDENT toolbox.

- » [Welcome to Online Courses Tool](#)
 - » [How to Add a class with an Add Code](#)
 - » [Free Microsoft Downloads](#)
 - » [How to Connect to TC Student WiFi](#)
 - » [My Math Lab Help](#)
 - » [Fix Pop up blocker - Before linking MyMathLab](#)
 - » [Linking MyMathLab \(video\)](#)
 - » [How to create a RULE in Email account- email sent to junk/clutter](#)
- MORE:**
- [Helpful DE Tips](#)
 - [Login to TC Student Email](#)
 - [Using Office 365](#)
 - [How to Access TC Library Databases](#)

Canvas Resources

- ### Getting Started
- [What is MyTC Portal](#)
 - [How to Find Canvas Support](#)
 - [Understanding Canvas Icons](#)
 - [Canvas Terminology](#)
 - [Canvas Login Page Via MyTC Portal](#)
 - [Canvas Virtual Orientation](#)
 - [Finding Add Codes](#)
 - [Canvas Video Tutorials-Webpage](#)
 - [Setting Notification Preferences](#)
 - [Faculty Canvas Resources](#)
 - [Extending Assignment and Quiz Dates](#)

- ### Uploading Images or Videos
- [How to Upload a Picture in Canvas](#)
 - [Embed a Pic in a Discussion Response](#)
 - [Embedding Videos in a Discussion](#)
 - [Upload Video to YouTube for Embed Code](#)
 - [Converting Videos to MP4 Using YouTube](#)

- ### Modules
- [Setting Module Requirements](#)
 - [Example Prerequisite Module Set-up](#)

- ### Assignments
- [How to Link an Assignment in Canvas](#)
 - [View Assignment Comments and Notifications](#)
 - [Using TurnItIn with an Assignment](#)
 - [Message All Who Have NOT Submitted](#)
 - [Bulk Assignment Date Change](#)
 - [Weighted Grades](#)
 - [Creating a Placeholder Assignment](#)

- ### Quizzes
- [Moderate Quiz- Extend test time/add attempt](#)
 - [Extend Assignment/Quiz Dates](#)
 - [Pull Quiz Questions from Multiple Banks](#)
 - [New Quizzes Video](#)

- ### Gradebook/Speed Grader-Cougar Track
- [Current Gradebook vs. New Gradebook](#)
 - [How to Submit Final Grades in Cougar Tracks](#)

- ### People
- [Groups - STUDENT How to Find/Use](#)
 - [How to Manually add People to a Canvas Shell](#)

- ### Course Settings
- [Copy Individual Items to and from Canvas Shells](#)
 - [Manually Adding People to a Canvas Course](#)
 - [Simplify Navigation Tabs](#)
 - [Announcements on Home Page](#)
 - [Canvas Pronouns](#)
 - [Global Announcements Recall past GA](#)

- ### Making Course Videos or Using Library Videos
- [How to Create Course Videos](#)
 - [Using Films on Demand](#)

- ### Advanced
- [HTML for Beginners](#)
 - [Adding Tabs with HTML: How-To](#)

- ### HELP
- [Warning: Grading Scheme](#)
 - [Resetting your Browser- Clear Cookies](#)
This removes any saved passwords or active pages.
 - [Pop- Up Blocker](#) If you click a link in your course but nothing happens, your pop up blocker may be interfering. Try turning it off and relaunching the page.
 - [Here's how to fix](#) - emails going to wrong folder.

DE-Training Resources

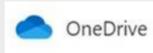
- ◇ [Camtasia Video Recorder Editor](#)
- ◇ [ScreencastOMatic Video Rec+ Editor](#)
- ◇ [Canvas Studio Media Tool Resource](#)
- ◇ [New Quizzes All Resources](#)

Distance Education Emergency Resources Page



3CMEDIA

- [How to Create an account](#)
- [Requesting Captions in 3CMedia](#)
- [Download Zoom Caption file & upload to 3CMedia](#)
- [How to record, link, & Upload a Video to 3CMedia](#)



One Drive (Office 365)

- [Uploading to One Drive](#)
- [Uploading One Drive Docs to Canvas Assignments](#)



Google Drive

- [Convert Google File to Word .doc or .pdf](#)
- [Upload .docx or .pdf to Canvas Assignment](#)



PDF

- [How to Edit a PDF file](#)
- [How to save a file as a PDF](#)
- [How to Export-Convert a PDF file to Word Doc](#)



Alternative Cloud Space

- [Cloud Space Option & Resources](#)