Canvas Policy – ELA 3-4H
Mrs. Bondi

Most all of our assignments will be submitted electronically via Canvas.

A few quick reminders:

- When submitting a document to a Turnitin assignment through Canvas, you can only submit work once. Be sure before you submit that you have everything you need the first time.
- Your work can only be submitted as a PDF or a word document. Do NOT submit in pages!
- If you have a problem submitting an assignment to Canvas, email assignment to me (lynne.bondi@dvusd.org) ON TIME (or slip under door, etc.). In the email, copy yourself as well as attach your work! This will ensure we both know you had your work finished on time, yet had some technology issues! I can then help you submit to Canvas for grading.
- Logging into the web version of Canvas is always the best choice. The app is not always reliable. If the app is not working, then log in via the web: https://dvusd.instructure.com/ Link is also posted on my web page.
- Please do NOT submit to Canvas using Google Drive. It is not always reliable. Use Dropbox.
- If you have issues at home, wait and try to submit before school on campus. Sometimes that helps. Remember, assignments must be received ON TIME to receive credit.
- When you are scanbotting your work, please only write in pen or very heavy pencil - I need to be able to read your writing. Also, your scan should only be of your paper - this is not the same thing as taking a picture, so please only try to scan the paper - not your bed, table, legs, etc. Thanks! I want to be sure that I can easily read your work!
- Please do not send me messages through Canvas! Please email me! I don't get an alert when I receive a message from you - so email is much better! I WILL see comments you attach to your work when I go to grade.
- Be sure that you try updating your Canvas app if you are having issues! Not sure how to update your app? Just go to the DVUSD app store, click on install next to Canvas, and that will complete an update if necessary! Also, see posted Canvas and iPad Tips and Tricks in Canvas – Resources module.

Most Important:

- Technology can sometimes be wonky, so communication is key! If you have a disaster of any kind and can't submit your work, don't panic! Just email me, attach your assignment, and let me know what is going on! As long as you email me, and I receive your assignment before the due date/time, you are fine! Keep me in the loop and let me know what is going on! If something happens and you can't email me, go old school and leave a voice mail for me on my school phone! It will time/date stamp for you: 623-376-3149.
- Remember that ALL ELA 3-4H major essays are due on/before 7:30 AM (this means that if you submit your paper after 7:30 AM the day it is due, it is automatically deducted 20%)! Be sure to turn in all work ON TIME!
- Should you need to reference this information in the future, all of this information can be found in Canvas - Resources module and under the Canvas tab on my web page.

- Video link for turnitin via Canvas: https://www.youtube.com/watch?v=A1_xOCQzwCo (Links to an external site.)

To acknowledge you have read and understand this policy, please access Canvas, Resources Module, Canvas Policy Agreement, and type in the provided text box: I HAVE READ THIS.