

# Elevate NM | Canvas Quick Start Guide for Teachers

## Welcome!

We are excited to embark on a new and exciting system (Canvas) for Elevate NM starting the 21/22 school year. If not already, you will be enrolled in an Elevate NM course where the entire Elevate NM evaluation process will take place. Ahead of the school year, we wanted to provide a sneak peak of what is to come. No action is required at this time. [Click here](#) for a brief welcome and sneak peak video.

## Elevate NM in Canvas Requirements & Timeline

Due Date	Element	Person Responsible
Sept 17, 2021	1st Walkthrough	Admin
Oct 1, 2021	<ul style="list-style-type: none"><li>• Self-Reflection</li><li>• BOY PDP</li></ul>	Teacher
Oct 15, 2021	BOY PDP - Score and provide feedback	Admin
Dec 17, 2021	1st Observation (Domain 2&3) - Score and provide feedback	Admin
Dec 20, 2021	Post-Observation Reflection	Teacher
Jan 28, 2022	2nd Walkthrough	Admin
Feb 11, 2022	Lesson Plan uploaded for Domain 1	Teacher
Feb 25, 2022	Domain 1 - Score and provide feedback	Admin
Mar 25, 2022	2nd Observation (Domain 2&3) - Score/provide feedback	Admin
Mar 28, 2022	Post-Observation Reflection	Teacher
April 22, 2022	<ul style="list-style-type: none"><li>• Upload artifacts for Domain 4</li><li>• Complete EOY Reflection on PDP</li></ul>	Teacher
May 6, 2022	<ul style="list-style-type: none"><li>• Domain 4 - Score and provide feedback</li><li>• EOY PDP - Score and provide feedback</li></ul>	Admin
May 13, 2022	3rd Walkthrough	Admin
May 20, 2022	Summative Report printed from Canvas, signed by Teacher with a copy given to the teacher and a copy to be placed in the HR File.	Admin

## Training

<b>Scheduled <i>Optional</i> Teacher Training</b> ( <a href="#">enroll here</a> for any/all)	
June 16th 9 am - 11 am	June 17th 3 pm - 5 pm
July 7th 9 am - 11 am	July 8th 3 pm - 5 pm
August 18th 3 pm - 5 pm	August 19th 3 pm - 5 pm
September 15th 3 pm - 5 pm	September 16th 3 pm - 5 pm

If you would like district or school-specific training for Elevate NM in Canvas, please have your administrator(s) reach out to [teryn.odom@instructure.com](mailto:teryn.odom@instructure.com) to schedule.

Generic Canvas Training can be on-demand or live via the [Training Services Portal of your LEA's Canvas site](#) or [enroll here](#) for live training specifically for New Mexico.

## Ongoing Support

<b>Technical Support Hours   4-5 pm &amp; same <u>Zoom Link</u> for All</b>	
Wednesday, September 8, 2021	Wednesday, September 29, 2021
Wednesday, October 13, 2021	Wednesday, November 10, 2021
Wednesday, December 8, 2021	Wednesday, January 12, 2022
Wednesday, February 9, 2022	Wednesday, February 23, 2022
Wednesday, March 9, 2022	Wednesday, March 23, 2022
Wednesday, April 13, 2022	Wednesday, May 11, 2022

After the NMPED Canvas Team bulk enrolls all teachers ahead of the school year, any staff changes/transitions (adding or deactivating users) will be handled by your district's/charter school's Field Admin.

If you forget your password, please use [these directions](#) to reset your password.