



Elevate NM | Back-to-School Guide for School Administrators

Enrollment

The NMPED Canvas Team bulk enrolled all users into their respective Elevate NM school courses ahead of the school year. Any staff changes/transitions (adding or deactivating users) are handled by your district's/charter school's [Field Admin](#). You are not responsible for enrollment (adding/deactivating users) as a School Administrator.

Logging In

- Please direct your teachers to nmped.instructure.com to log into the NMPED Canvas instance for Elevate NM. They should choose the appropriate link to log in. *(If you are not using Canvas as a district/charter school, you should click on the first link. If you are using Canvas as a district/charter school, you should click on the second link and log in as you usually do.)*
- For those who click on the first link, they should enter their *school* email address and password. (If they don't remember their password or if they've never established a password, they should click on **Forgot Password?** and enter their school email address to receive a secure email to (re)set their password. If they don't receive an email from notifications@instructure.com within 30 minutes, they should email canvas.admin@state.nm.us.)
- If they are able to log in, but don't see their school's Elevate NM course, they should reach out to you first to make sure that they are enrolled correctly. If they are enrolled correctly and it's a different issue, please reach out to the State Canvas Admin at canvas.admin@state.nm.us and provide their name, email address, license number, school/course, and the issue (as much context as possible).

First Steps for Teachers

- Once logged into Canvas, teachers should find and click on your Elevate NM school's course, entitled, "Elevate NM | SY21/22 | SCHOOL NAME | LEA NAME"
- Inside of your school's course, they should click on **Getting Started**.
- This takes them to the first page of content inside the first, orientation module to learn about Elevate NM in Canvas, expectations, how to navigate the course (*with a full training video on the **Navigating the Course** page and brief video tutorials on the **Bite-Sized Canvas Video Tutorials for Teachers** page*), where/how to get help, etc.
- Here is the [Teacher's Quick Start Guide](#) that you can provide to them.

Training

If your teachers were/are unable to attend a [Live Elevate NM in Canvas Training](#), please know that a full recording of one of the trainings is available inside of your school's

Elevate NM course under the **Navigating the Course** page. In addition, bite-sized video tutorials are provided both in the **Bite-Sized Canvas Video Tutorials for Teachers** page and in each of the applicable areas under **Technical Support**.

If you would like district/school-specific training for your teachers for Elevate NM in Canvas, please reach out to 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

Technical Support Hours 3-4 pm & same Zoom Link for All	
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

If you have Elevate NM content questions, please email Emily Foose at emily.foose@regionix.org and if you have Canvas/technical questions, please email Axel Hernandez at canvas.admin@state.nm.us.