

## **UNIVERSITY OF NOTRE DAME DEPARTMENT OF CLASSICS**

### **Free Supplementary Materials Linked to Wheelock's Latin Text**

Our Notre Dame Classics online supplementary materials, keyed to each chapter of Wheelock's Latin text, include not only handouts and powerpoints, but also over 400 auto-graded quizzes for chapters 1-40. Our materials are designed to work in tandem with Wheelock's Latin text to improve students' performance in introductory Latin. Instructors can download our materials for free into their own Canvas course shell to allow students to drill forms and to improve their Latin reading comprehension. Independent or self-motivated students can also download these materials into a Canvas course shell and use them to ascertain that they are comprehending the essential concepts for each chapter of the textbook. Students can take each auto-graded quiz several times to perfect their understanding; most quizzes pull from a larger pool so that a new quiz is generated each time it is taken.

Whether you are a teacher or an independent learner, our supplementary materials will help you or your students to navigate the intricacies of beginning Latin. All you need is a copy of Wheelock's Latin textbook (7th ed. preferred) and a web browser. Our Notre Dame materials are accessible on Canvas Commons, which is a course material repository service offered free of charge by the Canvas Learning Management System (LMS).

#### **Instructors Whose Institutions Provide Access to Canvas**

1. Ensure that you have an empty Canvas course shell set up to receive the Wheelock Latin course package. Consult your IT specialist if need be for assistance.
  - a. A Canvas course that has content in it already could work, however, this is not recommended due to the possibility of formatting errors in the way the curriculum

is organized. It may take a significant amount of time to sort through the content already in the course as well as the supplementary material in order to reassemble the supplementary material into its proper format.

2. Access our Notre Dame supplemental materials via Canvas Commons.
  - a. After logging in to your newly created Canvas course, click on the capital “C” with an arrow sticking out of it (in the left side-bar menu).
  - b. Once you have reached the Canvas Commons, enter into the search bar at the top of the webpage either “Wheelock’s Latin Chapters 1-20” or “Wheelock’s Latin Chapters 21-40.”
3. Click on the blue Import/Download button on the right-side of the screen.
4. Select the Canvas course shell that you wish to import the supplementary material into. Then click on the blue “Import into Course” button.
5. Exit this page and go to the course that you opted to have this material downloaded to.
6. A banner will appear on the top of the course home page that informs you that one or more items are being imported.
  - a. You may click on the “Import Status” link in the banner to check on the status of the import.
7. The Canvas system will inform you when the import process is complete. If there are any issues during the transfer process, the “Completed” bar on the “Import Status” page will be orange. If this happens, click on the “Issues” link on the progress bar to view what was transferred incorrectly. Reach out to your information technology department for further assistance. If the bar turns green, then there is nothing further you need to do.

- a. For those who imported into a course already populated with material, you may need to sort through the material to make sure it is appropriately arranged.

### **Unaffiliated Instructors or Students**

1. In order to access Notre Dame's Wheelock supplementary materials, you will need to set up a Canvas [free for teacher account](#). Use this empty course shell to receive our Wheelock Latin course package. Consult this [Canvas help article](#) if you run into difficulties.
2. Access our Notre Dame supplemental materials via Canvas Commons.
  - a. After logging in to your newly created Canvas course, click on the capital "C" with an arrow sticking out of it (in the left side-bar menu).
  - b. Once you have reached the Canvas Commons, enter into the search bar at the top of the webpage either "Wheelock's Latin Chapters 1-20" or "Wheelock's Latin Chapters 21-40."
3. After selecting one of these courses, click on the blue Import/Download button on the right-side of the screen.
4. Select the Canvas course shell that you wish to import the supplementary material into. Then click on the blue "Import into Course" button.
5. Exit this page and go to the course that you opted to have this material downloaded to.
6. A banner will appear on the top of the course home page that informs you that one or more items are being imported.
  - a. You may click on the "Import Status" link in the banner to check on the status of the import.

7. The Canvas system will inform you when the import process is complete. If there are any issues during the transfer process, the “Completed” bar on the “Import Status” page will be orange. If this happens, click on the “Issues” link on the progress bar to view what was transferred incorrectly. If the bar turns green, then there is nothing further you need to do.
  - a. For those who imported our materials into a course already populated with material, you may need to sort through the material to make sure it is appropriately formatted.

### **Instructors Whose Institutions Use a LMS Other Than Canvas**

1. In order to access Notre Dame’s Wheelock supplementary materials, you will need to set up a Canvas [free for teacher account](#). Consult this [Canvas help article](#) if you run into difficulties.
2. Access our Notre Dame supplemental materials via Canvas Commons.
  - a. After logging in to your newly created Canvas course, click on the capital “C” with an arrow sticking out of it (in the left side-bar menu).
  - b. Once you have reached the Canvas Commons, enter into the search bar at the top of the webpage either “Wheelock’s Latin Chapters 1-20” or “Wheelock’s Latin Chapters 21-40.”
3. After selecting one of these courses, click on the blue Import/Download button on the right-side of the screen.
  - a. Click on the Download button to download our materials to your computer.

- b. This download is an IMS Common Cartridge File (.imscc), which is compatible with the majority of LMS systems on the market.
- 4. Import our course material into the course shell that you have prepared for the material.

This looks different for each LMS.

- a. Blackboard LMS: Under “Course Management” you will find a tab entitled “Import Packages / View Logs.” Click on it, and subsequently select the gray “Import Package” button. Then, under “Select a Package,” click on “Browse my Computer” to select the file you downloaded from Canvas. The system will notify you when the import has been queued and when it has finished.
- 5. Examine the material to make sure there are no formatting issues or missing content.