Welcome!

• **Double check your audio:**
  • Audio (up at the top) -> Audio Connection
    • This gives you the choice of calling in or listening through your computer

• **Make sure you are muted**
  • Do this by checking the microphone at the bottom of the screen
Faculty Preparedness
Using Canvas to Scale Learning
Agenda For Today

• Canvas Tutorial
• Step by Step of Creating Coursework
• Independent Course Creation
Logging On to Canvas
eagleonline.hccs.edu
Eagle Online Dashboard
Import the Start Here Module
What is a “Start Here” Module?

- Templated
- Consistency
- Starting Point
- Contains Pertinent Information for Students
- Starting Point
Importing From Commons
Importing From Commons
Importing From Commons

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year

To begin this course, read everything in the Start Here Module.

Click here to access the Syllabus.

To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.
Update Course Info
Update Class Information

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year

To begin this course, read everything in the Start Here Module. Click here to access the Syllabus. To navigate this course, move sequentially through the modules by clicking the Next or Previous buttons.
What Are We Editing?

✓ Professor Name
✓ Course Full Name
✓ CRN
✓ Semester Year
✓ Syllabus Link (from Learning Web)
✓ Concepts for course (highlighted in yellow)
✓ Contact Information (name, email, preferred communication)

✓ Contact Information (name, email, preferred communication)
✓ Link to CV
✓ Virtual Office Hours
✓ Response Time
Communication Methods
Canvas Inbox

Monday
M1.2 grade will be changed to 0
Fixed. Tony D :)

Feb 19, 2020
Module 1.1 Assignment
Good Job. Tony D :)
Notification Settings

Customize based on YOUR preference
Recommended Updates

✓ Course Activities
✓ Discussions
✓ Conversations
✓ Alerts
Student Lounge
Announcements

- Textbooks Required: Sample delayed Announcement
  - All Sections
  - Textbook: Fundamentals of Anatomy & Physiology by Martini, Nath & Bartholomew, 10th edition...
  - Delayed until: Sep 1, 2022 at 12am

- Change in Schedule for Finals Week: Sample Delayed Announcement
  - All Sections
  - During Finals week, class will start at 7:45...... Sample Delayed Announcement
  - Delayed until: Aug 30, 2021 at 12am

- Sample immediate announcement.
  - All Sections
  - This announcement went out right away. All announcements that do not have a 'delay posting' se...
Announcements
What to Know About Announcements

• Sent out right away
  • Unless the delayed posting is selected when creating announcements

• Recommended Uses:
  • At the beginning of each week to remind your students what they need to accomplish to stay on track
  • To point students to internal and external resources that will help them achieve course outcomes
Create Assignment Groups
### What is Assignment Group

- Organize grading criteria
- Use total points or percentages
- Ability to weight assignments groups based on grading scale
- Calculate student's final average
What is an Assignment Group

- Organize grading criteria
- Use total points or percentages
- Ability to weight assignments groups based on grading scale
- Calculate student's final average
Creating Assignment Groups

- Click **Assignments** in the Course Navigation Menu
- Click **+Group**
- Type a group name in the Group Name field
- Type a number for % of total grade (for groups with percentages only)
- Click **Save**
Managing a Module
Module Overview

• A Module is a Collection of:
  • Documents and PowerPoints
  • Pages
  • Assignments
  • Quizzes/Tests
• Can be organized by units, weeks, chapters, etc.
Uploading Documents and PowerPoints
Uploading Documents and PowerPoints
Uploading Documents and PowerPoints
Uploading Documents and PowerPoints
Create Pages
What is a Page?

• A page is a blank space where you can customize your own content.
• The *Start Here For Faculty Preparedness Template, Module 1 Agenda* is an example of a page.
• A page can be used as a hub for information or copied text from another source (with proper citations).
Create a Page

• To add a page, select the + sign on the desired module
Create a Page

Add Item to First Module

- Add Assignment
- Add Quiz
- Add File
- Add Page
- Add Discussion
- Add Text Header
- Add External URL
- Add External Tool

Changes: Assignment you want to assign to this module or add an assignment by selecting "New Assignment"

Indentation: Don't Indent

New Assignment
Assignments Available for Use
Career Research & Essay
Creative Challenge: T-Shirt Design
Final Exam
Mid Term Exam
Start Here Activities

Cancel Add Item
Create a Page

• You can insert an existing page OR create your own.
• To create your own, select [New Page]
• Name the Page
• Click Add Item
Edit a Page
How to Link to Media
What is Media?

- Canvas allows you to upload various types of media to a page including:
  - Videos
  - Images
  - URL's
  - Google Slides
Insert Media

• Click the "play" button located next to the insert table on the menu.
Embed Media

• Embedding media refers to the video or image's ability to play directly into the page as opposed to "opening a new window"

• This would be ideal for videos in both internal (EduTube) or external (YouTube)
Insert Link

• Inserting a link refers to adding a link (such as a webpage) to the content

• It is recommended to add text (such as saying **click here**), highlight the desired text, and inserting the link

• The link will show up as [blue](#) when a website has been attached
Insert Image

Insert / Edit Image

Image Source

Attributes

Alt text

Decorative Image

Dimensions

Cancel | Update

Images

Click any image to embed the image in the page.

Search Flickr

Cancel image upload

Choose File | No file chosen

H O U S T O N   C O M M U N I T Y   C O L L E G E
Record and Upload Media

• Use this feature to use your webcam and microphone to create your own videos or announcements

• If you have your own video recording, you can use the **Upload Media** button to locate the file from your computer
Create Assignments
Create an Assignment

• Locate the module you wish to add the assignment to
• Click the + sign on the right-hand side
Create an Assignment

- Click the + sign on the module
- From the drop-down list click Assignment
- Select New Assignment if creating one or choose from existing assignment list
- Name the Assignment (if creating new)
- Click Add Item

Sample assignments are located under Assignments Available For Use
Edit an Assignment

• Click the name of desired assignment
• Select Edit
• Edit the text field with needed information
• Update:
  • Points
  • Assignment group
  • Display Grade**
  • Submission Type

**This is based on your syllabus and grading structure
Submission Type: Online
Edit an Assignment continued

• Insert a due date for the assignment

• Edit the **Available From** and **Until** boxes
  • This feature allows assignments to "open" and "close" at designated times.

• Click **Save** or **Save and Publish** if this edit is complete
Create Quizzes and Question Banks
Process for Creating a Quiz

Step 1. Create a Question Bank
  Allows you to share questions between quizzes/exams

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz
Process for Creating a Quiz

Step 1. Create a Question Bank
   Allows you to share questions between quizzes/exams

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz
Create a Question Bank

Begin by clicking **Quizzes** on the left-hand side of the screen.
Create a Question Bank

Assignments Quizzes

***Sample Quiz
100 pts | 10 Questions

Course Question Banks

Sample Question Bank
14 Questions
Last Updated: Mar 6 at 9:35am

Add Question Bank

Manage Question Banks

Commons Favorites
Create a Question Bank

• Name the question bank and hit Enter
• Select the title of new question bank
• Select **Add a Question**
Adding Questions

- Add question title (Optional)
- Select the question type from drop-down menu
- Type your question and add any relevant content/answer choices
- Select Update Question

*Please note that the point value for the question does not need to be updated at this time.*
Process for Creating a Quiz

Step 1. Create a Question Bank
   Allows you to share questions between quizzes/exams

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz
Create the Quiz

• Click Modules in the Course Navigation Menu
• Locate the module to add a quiz
• Click the + sign on the module
• From the drop-down list click Quiz, and then click [New Quiz]
• Type a name for the quiz
• Click Add Item
Create the Quiz

• Click the title of the quiz
• Click on the **Edit** button on the Quiz page
• Add details in the Details tab
  • Quiz Name
  • Directions
  • Select the type of quiz from the Quiz Type drop down menu
  • Select an assignment group from the Assignment Group drop-down menu (if applicable)
  • Type in the maximum number of points in the Score field if graded survey is chosen

This quiz will review your knowledge of the chapters covered so far. Please put away all books, notes, and electronics.

You will have 20 minutes to complete this quiz. Good luck!
Create the Quiz

- Select your choices for Options
  - Shuffle Answers
  - Time Limit
  - Allow multiple attempts
  - Allowed attempts
  - Quiz score to keep
  - Let students see quiz responses
  - Show one question at a time
  - Lock questions after answering
Create the Quiz

• Insert a due date for the quiz
• Edit the **Available From** and **Until** boxes
  • This feature allows quizzes to "open" and "close" at designated times.
Process for Creating a Quiz

Step 1. Create a Question Bank
   *Allows you to share questions between quizzes/exams*

Step 2. Create the Quiz

Step 3. Attach the Question Bank to a Quiz
Attaching Questions to a Quiz

- Click **Questions** tab
- Click **+New Question Group**
- Select **Link to a Question Bank**
- Select the Question Bank you created
- Click **Select Bank**
- Specify how many questions should be picked from the bank and their value.
- Click **Save**
Unpublished vs. Published

This is what an unpublished module looks like:

This is what a published module looks like:
What Needs To Be Published?

✓ The individual quiz/assignment/page
✓ The module
✓ The entire course

If any one of these are not completed, the course will not be correctly viewed to students.
Unpublished vs. Published

To publish the module, press the grey strike out button.

To unpublish the module, press the green check mark.
Student View
Student View allows you to see what your students see
How Do I Know I Am In Student View?
Publishing a Course
Publishing a Course

Professor Name
Course Full Name
ABCD 1234
CRN: XXXXX
Semester Year

To begin this course, read everything in the Start Here Module.
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Importing Courses
When Do You Import New Courses?

- Duplicating an "already built" course
  - To avoid editing a "live" course and utilizing a sandbox environment instead
Importing New Courses
Importing New Courses

Import Content

- Content Type:
  - Select One
  - Copy a Canvas Course

- Search for a course:
  - Select a course

- Content:
  - All content
  - Select specific content

- Options:
  - Adjust events and due dates

Unlock the Canvas API.
Before You Go Checklist
Before You Go Checklist

- Is your Syllabus updated to reflect any changes?
- Is your course/contact information updated on the home page?
- Are the necessary pages/module/courses published? And verified by using the Student View feature?
Instructor Resources for Teaching Online
What Is It?

• Supporting Materials For Faculty
  • How To Guides
  • Best Practice Articles
  • Canvas Guide
• Hidden from Student View
• Live Updates
• Located At the Bottom of the Start Here For Faculty Preparedness Template
What Is On It?

Instructor Resources for Teaching Online

Post Training Online Resources for

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WE ARE HERE TO HELP YOU