INTRODUCTION TO TEACHING WITH CANVAS
IN PARTNERSHIP WITH THE ONLINE EDUCATION INITIATIVE

@one ✺ canvas 📶

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Hello and welcome to the Introduction to Teaching with Canvas. This course introduces Canvas tools in the context of practical strategies for design, development, and management of an online course. You will have an opportunity to review the basics of online course development and practice the use of Canvas tools through hands-on exercises.

REPLACE THIS
PLACEHOLDER
WITH YOUR PHOTO

Course Guide Contents

Course Description

This course introduces you to how to teach using the Canvas learning management system by Instructure. You will learn how the system works through a series of curated readings and recall what you have learned through formative quizzes. You will also practice what you have learned through a series of hands-on exercises focused on the subject you teach. Finally you will reflect on the tools in Canvas through a shared discussion with other participants sharing this part of our professional journey.

Learning Outcomes

By the end of the course, you will be able to use Canvas to apply Chickering and Gamson's "Seven Principles of Effective Teaching" in the following ways:

- Facilitate contact between students and faculty by creating a bio and setting communication expectations
- Develop reciprocity and cooperation among students by creating a community of discourse on discussions
- Encourage active learning by choosing a course home page that will help students succeed
- Give prompt feedback through the use of immediately scored exams
- Emphasize time on task by adding events to the course calendar
- Communicate high expectations by sharing the syllabus online
- Respect diverse talents and ways of learning by presenting content in a variety of formats

Instructor Communication Policy

I will respond to your inquiries within one business day.

Q&A Forum

Please post general questions in the Q&A forum that can be accessed from the link at the top of our course homepage, or from the discussions page. Please keep in mind that posts & replies in this forum are visible to the entire class.

Conversations (Inbox)

If you have a personal question, please contact me using the Conversations tool within Canvas. You can access conversations via the Inbox link.

Email: jdoe@email.com

Based on my profile settings, I receive all conversation posts to my email; so you do not need to send your message to both places. I prefer that you use the Conversations tool versus email directly as sometimes student emails get filtered out as spam.

Text: 916.555.1212

You may also text me, but my preferred method for communication, as mentioned previously, is the Conversations (Inbox) tool in Canvas.

Time Commitment & Recommended Skills

This class will take approx. 10 hours during each of the 4 weeks; for a total of 40 hours. Your time commitment will vary based upon your own level of experience with web technologies.

Although this class is designed for novice Canvas users you should have the following:

- Basic computer skills (word processing, e-mail, file management)
- Basic internet skills (use of browser, searches, uploading/downloading files)
- Familiarity with discussion boards
- An open mind and willingness to try new things

If you require any special accommodations for this class, please contact me as soon as possible to ensure a quality learning experience.

Technical Requirements

- Fairly recent Mac or PC (not more than three years old) with a current operating system.
- Current browser (Firefox or Chrome are preferable)
- Internet connection, preferably broadband -- for viewing online videos

Textbook Info

There is no required textbook to purchase for this class. All readings will be available online in Canvas. Many of them will be in the online Canvas guides, and you will be able to bookmark or print them for future reference.

Strongly Recommended Tools

You will be exposed to many, many websites and resources in this class. Take time to develop a process for bookmarking these sites for future reference.

If you don't have a clear bookmarking process or tool in mind, set up a free account at a social bookmarking site, like Diigo. Diigo is an easy way to tag and bookmark websites, providing you with the ability to access them from any computer with an internet connection and share them with others.

Or you can use a digital workspace like Evernote. Evernote is a workspace that lives across your phone, tablet, and computer, where you can create notes, collect info, find what you need, and present your ideas to the world.

Weekly Outline

The course is divided into four weekly units. Each unit will appear in the Modules section of the course. To get started each week, closely review the Overview page, which lists the learning objectives and required assignments for the unit.

Announcements

This class will be featuring online video announcements, as an effort to encourage you to reflect on how the use of video increases an instructor's social presence. There will be one video announcement at the start of each of the four weekly units. When I need to communicate with the

class between these weekly announcements, I will post a text announcement. I recommend including Announcements in your notifications preferences to ensure you receive all of the important course information each week.

Discussions & Collaborations

Each of the four units will provide you with opportunities to interact with your peers, in addition to create content for your own online class. Each discussion includes clear criteria for your required post and replies, including due dates and a grading rubric.

Assessment & Grading

This course has been designed as an active learning environment to ensure you leave the course feeling confident about your new skills and abilities. Throughout the course, you will be introduced, week-by-week, to the ways that you can teach with Canvas. Each assessment will be scored based on the provided rubric.

There are 160 total points available throughout the course.

**You must obtain at least an 80% (128 points)
to pass this course and receive a certificate of completion.**

Ground Rules & Tips for Success

- Each of our four weeks officially begins each Monday. You will regularly have assignments to turn in **throughout the week**. However, I will make your new weekly content available Friday morning if you want to use the prior weekend.
- Pay close attention to your due dates at the start of each content week and mark them somewhere on your own calendar so you don't lose track of them.
- If this is your first online learning experience, expect to invest extra time to orient yourself to the course design and tools.
- Block out time in your schedule to do the work.
- Consider yourself a member of a community.
- Treat contributions made by other members of the class with respect.
- Contribute regularly to group dialogue, including discussion posts. The contributions of each individual play a role in the collective strength and diversity of our community.
- Check in on class discussions regularly, if not daily.
- Have patience and a sense of humor with technology.
- Keep an open mind.
- Ask for help when you need it, and assist others when possible.
- Read this guide, and any other course material, carefully and ask for clarification when needed
- **The course will be archived 30 days from the last day of class.** Please make sure you download and save any information or assignments you want to maintain prior to the archive date.

If you have any questions or concerns, don't hesitate to contact me along the way. I am here to be your guide as we together explore the ways this technology can be used to support the success of our students.