

GWC Canvas Training - Level 1: Introduction to Canvas & GWC Tools/Policies

Syllabus

Course Description:

Welcome to Golden West College's Canvas Training Level 1. This is a self-paced course; therefore, the time it takes to complete this course will depend on your previous knowledge of Canvas. After completing this course you will be familiar with GWC's Learning Management System, Canvas, as well as the technology and practices used in Online/Hybrid Instruction at Golden West College.

Course Objectives:

- Understand the basic functionalities of Canvas.
- Create and organize course content using Modules.
- Utilize communication tools such as Announcements, Discussions, and Inbox.
- Design accessible content using Rich Content Editor.
- Assess student learning through assignments, quizzes, and discussions.
- Implement grading policies and utilize grading tools in Canvas.
- Use multimedia tools such as Panopto, Snagit, and Camtasia for course content creation and student engagement/belonging.
- Cumulative final project will result in a GWC Canvas course

Course Materials:

- Access to the GWC Canvas LMS
- Required Readings and Resources provided within Canvas modules

Assessment and Grading:

This course will be graded on a pass/fail basis. To pass the course, students must complete all assigned tasks and demonstrate a basic understanding of the course material.

GWC Online Instruction Rubric

The course framework is aligned with the [GWC Online Instruction Rubric](#) which was derived from the ***GWC Distance Education Handbook*** created by the Distance Education Advisory Committee and approved by the Academic Senate on December 11, 2017.

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Module 1: Introduction to Canvas

Getting Started

- Level 1 Course Tour
- Video Assignments
- Canvas Overview & Navigation
- Your Canvas Team
- Canvas at GWC

Supports GWC L2 Online Instruction Rubric: Course Design - A. Goals & Objectives, B. Course Content & Presentation

Using Canvas

- Course Navigation
- User Profile & Notifications

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation

Course Settings

- Extending Student Access to Your Course
- Uploading a Course Image

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation

Design & Accessibility

- When we design for disability, we all benefit | Elise Roy
- Formatting Content with the Rich Content Editor
- Embedding Content with the Rich Content Editor
- Accessibility: Fonts & Colors
- Accessibility: Lists
- Accessibility: Links
- Accessibility in Microsoft Word Documents

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B Course Content & Presentation; 4. Compliance - A. Accessibility

GWC Template

- Importing the GWC Template
- Copy Your Course Content
- Getting Help with Canvas

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B Course Content & Presentation; 4. Compliance - A. Accessibility

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Your Syllabus

- Preparing Your Syllabus
- Uploading Your Syllabus

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation

Modules

- Organizing Content with Modules
- Module Settings

Supports GWC L2 Online Instruction Rubric ; 1. Course Design - B Course Content & Presentation, C. Instructional Materials

Creating Content

- Accessibility: Images & Alt Text
- Accessibility: Headers
- Adding Content: Modules, Pages, and Files
- Using Images & Advanced Editing
- Library Resources
- Direct Share
- Undelete
- Managing File Size & Storage

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B Course Content & Presentation, C. Instructional Materials, E. Technology; 4. Compliance - A. Accessibility

Design Tools

- Design Tools: Choosing a Theme & Building Content
- Design Tools: Images Part 1 - Upload / Embed Image Tool
- Design Tools: Images Part 2 - Course Image
- Design Tools: Images Part 3 - Design Tools Banner
- Design Tools: Images Part 4 - Styling Images
- Design Tools: Tabs
- Design Tools Recorded Webinars

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B Course Content & Presentation, C. Instructional Materials, E. Technology

Using Video in Your Canvas Classes

- Why Use Video in Your Class?
- Juli's Tips for Recording Videos
- Panopto
- Snagit, Camtasia, & Panopto

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Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation, C. Instructional Materials, E. Technology

Recording Videos

- Download Camtasia & Snagit
- Snagit
- Record Video with Snagit
- Camtasia: Record, Edit, & Share
- Activate Panopto in Canvas
- Record Video with Panopto Capture

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation, C. Instructional Materials, E. Technology; 4. Compliance - A. Accessibility

Video Editing & Settings

- Camtasia Editing Tricks
- Disable "Fast Forward" in Panopto Videos
- Accessibility: Video & Audio

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation, C. Instructional Materials, E. Technology; 4. Compliance - A. Accessibility

Attendance

- Roll Call Attendance Tracking
- Dropping "No Shows" BEFORE Census
- Where do I find my census date? How do I drop students?
- Course & Student Analytics
- User Management
- Last Date of Attendance

Supports GWC L2 Online Instruction Rubric: 1. Course Design - E. Technology

Communication & Interaction

- Announcements
- Message Students Who...
- The Canvas Inbox
- Engaging Students with Canvas Discussions
- Discussions
- Discourage Cheating in Canvas Discussions
- Regular and Substantive Interaction

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation, C. Instructional Materials, D. Learner Engagement & Interaction, E. Technology; 2. Communication - A. Student Interaction, B. Faculty Interaction; 3. Assessment - A. Expectations, B. Assignment Design; 4. Compliance - A. Accessibility, B. Academic Integrity


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Synchronous Communication

- Synchronous Communication in Online Instruction
- CCCD Zoom

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B Course Content & Presentation, C. Instructional Materials, E. Technology

Additional Accessibility

- Accessibility: Files
- Accessibility: Cheat Sheets
- Accessibility: Questions?
-  Accessibility Quiz

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B Course Content & Presentation, C. Instructional Materials, E. Technology; 4. Compliance - A. Accessibility

Module 2: Assessment

Assignments

- Canvas Assignments
- Rubrics
- Turn It In Plagiarism Checking

Supports GWC L2 Online Instruction Rubric: 3. Assessment - A. Expectations, B. Assignment Design; 4. Compliance - B. Academic Integrity

Panopto Video-Quiz Assignments

- Embedding Quiz Questions in Panopto Videos
- Panopto Video Assignments in Canvas

Supports GWC L2 Online Instruction Rubric: 3. Assessment - B. Assignment Design

Quizzes

- Quizzes
- Accessibility: Extended Quiz Time
- Quiz Moderation
- Identity Authentication

Supports GWC L2 Online Instruction Rubric: 3. Assessment - B. Assignment Design; 4. Compliance - A. Accessibility

Assessments

- Bulk Edit Assignment Dates

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Supports GWC L2 Online Instruction Rubric: 1. Course Design - E. Technology

Grading

- Entering Scores
- Speed Grader
- Weighting Grades

Supports GWC L2 Online Instruction Rubric: 1. Course Design - E. Technology

Navigating the Grades Area

- See Your Students' ID/C Numbers
- Move Total Column to the Front
- Easily Find What You Need in Grades
- Review Grades for an Individual Student
- Export & Import Grades

Supports GWC L2 Online Instruction Rubric: 1. Course Design - E. Technology

Grading Policies

- The Missing Policy
- The Late Policy
- The Grade Posting Policy
- Pushing Grades from Canvas to MyGWC

Supports GWC L2 Online Instruction Rubric: 1. Course Design - A. Goals & Objectives, E. Technology

Optional SLO Tracking

- Tracking SLOs with Canvas Outcomes

Supports GWC L2 Online Instruction Rubric: 1. Course Design - B. Course Content & Presentation, C. Instructional Materials, E. Technology; 3. Assessment - B. Assignment Design

Module 3: The Final Assignment

- 🌟 Final Assignment: GWC Template 🌟

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Additional Support: Online Instruction Department

For information about Online Instruction at Golden West College, please visit the [Canvas Success Center](#) or attend one of Online Instruction's Open Labs:

- Tuesday: 10:00a-12:00p - 🐼 [Canvas Open Lab Q&A.](#)
- Thursday: 2:00p-4:00p - 🐼 [Canvas Open Lab Q&A.](#)

No need to RSVP -- just click the link at the appropriate time to join the meeting!

Resource: GWC Distance Education Handbook

The basis for GWC Canvas Training is the ***GWC Distance Education Handbook***. The handbook was created by the Distance Education Advisory Committee on December 11, 2017, reviewed by the Coast Federation of Educators/AFT Local 1911 on February 9, 2018, by GWC's Council for Curriculum and Instruction on May 1, 2018, and approved the Golden West College Academic Senate on April 24, 2018. This rubric also meets the requirements of Title 5, ACCJC, and the U.S. Department of Education, and CCCD's AP 4105 Distance Education on Regular and Substantive Interaction/ Regular and Effective Contact.