



HOW TO Academy

Hands-On Workshops for Teaching Online

The Fall 2019 pre-semester HOW TO Academy is your time to learn something new, try out tools, and get your technology questions answered. All workshops are hands-on, and many are offered online!

Mon. 8/19: Canvas Camp

Canvas Basics Boot Camp

9:00-12:00, L244

This 3-hour, hands-on session will introduce you to some of the great things you can do with Canvas. We will take a tour of the Canvas interface, introduce participants to key tools, explore course settings, and start creating content.

If you will be taking DEFT, Canvas Basics Boot Camp is strongly recommended to help you acclimate to the Canvas environment, where you will be building elements of an online or hybrid course. Our Boot Camp is also ideal for faculty who want to use Canvas to web-enhance their face-to-face courses.

Tips & Tricks for the Canvas Gradebook

1:00-2:00, L244 | Also online! See Thursday

Learn how to set up your gradebook in Canvas, as well as how to handle common scenarios like missed assignments, extra credit, and messaging students from the gradebook. Bring your questions!

Canvas Countdown: A Start-of-Term Checklist

2:00-3:00, L244 | Also online! See Thursday

Join us for a hands-on how-to reviewing recommended course settings, course navigation menu options, content publication, home pages, link checks, gradebook reminders, and more! Bring your questions.

Canvas Q&A

3:00-4:00, L244 and online in Zoom: <https://cccconfer.zoom.us/my/swctrain>

Drop by with your Canvas questions, big or small. Whether you stay for a few minutes or the whole hour, Canvas pros will be standing by to help you get your course ready for the new semester. No registration required!

Tues. 8/20: Making Videos

Choose Your Own Video Adventure: Screencast-o-Matic OR Camtasia

9:00-3:00, L242B

This workshop will teach the essentials for making instructional videos, and then give you time to start creating with your choice of video tool:

1. **Screencast-o-Matic:** easy screen recording, optional webcam recording, basic trim editing
2. **Camtasia:** screen and/or webcam recording, full editing, green screen, transitions, special effects

We will cover planning, recording, editing, captioning, and producing videos to use in your classes, so bring your ideas and even your raw footage. If you choose to work with Camtasia, you will also have an opportunity to use the green screen in SWC's recording room—feel free to bring props if you wish.

Popular projects include welcome videos, course tours, how-to videos, and unit introductions. Computers will be provided, but if you have a laptop with webcam you are welcome to bring it and we can install your software during this session. **Hurdle credit available!**

Wed. 8/21: 21st Century Teaching Tools

Canvas Mobile Apps

9:00-10:00, L347B

Learn more about the Canvas Teacher and Student apps. Take classroom attendance, respond to student messages, and even grade work on your mobile device, plus check how your course appears to students on the app.

Equidox PDF Remediation

10:00-11:00, L347B

Equidox is a PDF remediation tool that converts an inaccessible PDF to an accessible version. Learn how this tool can save you time, and bring an electronic copy of one of your own PDFs to try it out!

ConferZoom

*11:00-12:00, **online in Zoom:** <https://cccconfer.zoom.us/my/swctrain>*

ConferZoom is a fun and easy videoconferencing tool that is great for working with students and colleagues. Online educators love Zoom for office hours, assisting students through screen sharing, and getting groups together. We will set up your free CCC pro account, test drive Zoom's key features, and

learn how to request live captioning when needed. We will also explore extras like polls, custom backgrounds, and recording.

VoiceThread: Initial Training & Setup

1:00-3:00, online in Zoom: <https://cccconfer.zoom.us/my/swctrain>

VoiceThread lets you create engaging discussions using a mix of audio, video, and text. Discussions can be centered around images, PowerPoint slides, or even videos, and participants can use digital pencils to annotate. We will experience its power from the student perspective and then go into instructor mode to create a VoiceThread. You will learn how to ensure accessibility as well, including connecting your VoiceThreads to our captioning service for seamless captioning requests. **To ensure accessibility, VoiceThread is only installed for trained instructors;** participants who complete this training and setup session will be able to start using VoiceThread in their Fall 2019 courses. **Hurdle credit available!**

Thurs. 8/22: Course Makeovers

Take Pages from Drab to Fab!

9:00-10:00, online in Zoom: <https://cccconfer.zoom.us/my/swctrain>

We'll walk you through some of the ways to glitz up your Canvas content and make it sizzle to students. See a bland before and an award-winning after that pulls out all the header, list, image, and video stops.

Style Points: Developing a Course Brand

10:00-11:00, online in Zoom: <https://cccconfer.zoom.us/my/swctrain>

Why should interior decorators and home stagers have all the fun? Learn how color palettes, curb appeal, and themes can apply to online classes, too. Try out a few tools and tricks to create attractive course cards, banners, custom color themes, and even avatars that can be used across your course to tie it all together in style!

Video Postcards

11:00-12:00, online in Zoom: <https://cccconfer.zoom.us/my/swctrain>

Harness the power of the postcard to connect with your students and show them how course concepts apply to real-world situations. Video postcards are fast and fun—have your mobile device or camera nearby to give it a try!

Thurs. 8/22: Canvas Camp Encore

Tips & Tricks for the Canvas Gradebook

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Canvas Countdown: A Start-of-Term Checklist

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Flex credit available!

Sign up through SWC's [My Learning Plan](#). No registration for Canvas Q&A.

Canvas Support

Get your questions answered around the clock!

- ✓ Call SWC's Canvas faculty support, open 24/7: 1-833-507-7237.
- ✓ Search the Canvas Guides for annotated instructions and videos on a wide range of Canvas topics.
- ✓ Explore our Canvas Just-in-Time Training resource site to find training videos, guides, and other nifty resources.

