



Spring 2017

HOW TO Academy:

Hands-On Workshops for Teaching Online

If your online or hybrid course is ready for a makeover as you move to Canvas, or if you are looking for new ideas and tools, the HOW TO Academy is for you. Join our training team at one or many of the Academy workshops listed below, and get ready to renovate!

Canvas Basics 1 & 2

Thursday, January 19, 9:00-12:00, L244

Part 1: Get to know Canvas! Create an instructor profile, customize your dashboard and notifications, and take a tour of the Canvas Inbox and Calendar. Next, we will explore course design features in Canvas and discuss how to structure weekly modules to maximize student success. Lastly, you'll learn where to find guidance and support resources whenever you need them.

Part 2: Try out announcements, discussions, and quizzes, and then learn about the many options for presenting content using Canvas pages. We'll even visit the Canvas Commons and practice importing content. Our last stop in this session will be a brief introduction to assignment options and grading.

Teaching Online for Beginners

Thursday, January 19, 1:00-4:00, L244

If you are new to distance education, this one's for you! Building on what you learned in Canvas Basics, you will start building an interactive online or hybrid course. During this session, you will begin structuring your course for an online environment, creating a DE syllabus, and planning an introductory unit. Taking Canvas Basics first is strongly advised so that you can have a hands-on experience during this training.

Canvas Basics 1 & 2 Online

Friday, January 20, 10:00-1:00, online in Zoom

Part 1: Get to know Canvas! Create an instructor profile, customize your dashboard and notifications, and take a tour of the Canvas Inbox and Calendar. Next, we will explore course design features in Canvas and discuss how to structure weekly modules to maximize student success. Lastly, you'll learn where to find guidance and support resources whenever you need them.

Part 2: Try out announcements, discussions, and quizzes, and then learn about the many options for presenting content using Canvas pages. We'll even visit the Canvas Commons and practice importing content. Our last stop in this session will be a brief introduction to assignment options and grading.

Making Videos with Camtasia

Monday, January 23, 9:00-3:00, L238S

This workshop will teach participants how to use Camtasia to make instructional videos shine! Learn the secrets of successful screencasting, including how to put yourself into your screencasts and how to seamlessly integrate images, slides, and audio. Before you know it, you will be adding arrows, notes, highlighting, cursor tracking, transitions, and other special effects. You will even have a chance to go Hollywood and try using a green screen! Participants will practice planning, recording, editing, captioning, and producing videos to use in their classes, so bring your ideas and even your raw footage. Popular projects include welcome videos, course tours, how-to videos, and unit introductions. To participate in this workshop, you will need a YouTube or 3C Media account. If you have a laptop with webcam, please bring it.

Online Interaction, featuring VoiceThread!

Tuesday, January 24, 9:00-12:00, L238S

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 as well. Students love VoiceThread, and we now have a limited license to use it in our online and hybrid courses in Canvas!

This workshop explores how VoiceThread can be used to provide Regular Effective Contact for our students, and we will experience its power from the student perspective. Next, we will go into instructor mode to create a VoiceThread. You will learn how to ensure accessibility as well, including connecting your VoiceThread to our captioning service for seamless captioning requests. **Participants who complete this training will be able to start using VoiceThread in their Canvas courses!** *Note: To ensure accessibility, VoiceThread access will only be issued to trained instructors.*

Creating in Canvas

Wednesday, January 25, 9:00-12:00, L244

Hour 1--Creating Content in Canvas. Learn how to make the most of the flexibility of Canvas pages. You will learn how to use headers, in-line preview for documents, and course links. We will explore options for teaching with images, videos, and other multimedia to make your pages really pop!

Hour 2—Bringing Content into Canvas. Next, we will focus on strategies for integrating existing content into your Canvas course. You might have your own material in a Blackboard course that you would like

to use in Canvas, and you might also be wondering how you can bring in content from other sources. We will discuss best practices for integrating outside content into your modules for a seamless student experience, and we will also discuss strategies for importing content from your Blackboard course.

Hour 3—Tabbed Pages & Home Pages. If you have seen Canvas pages with tabs, you have probably wondered, “How did they do that?” This is your chance to find out! We will also explore home page options, strategies, and tools.

Canvas Open Lab

Wednesday, January 25, 12:00-3:00, L244

AND 12:00-2:00 online in Zoom: see emailed copy of this calendar for link

Bring your ideas and questions to this open session staffed by Canvas pros! We can help you design and build, and we can also share tips and best practices. This open lab is staffed by DE Mentors who have been teaching and building in Canvas, so we can share our courses with you as well. Let’s talk Canvas!

Supporting Online Students, featuring Accessibility

Thursday, January 26, 9:00-12:00, L244

Our online students come to us with an eclectic mix of experiences and abilities. How can we be sure that we are meeting their diverse needs? This workshop approaches supporting online students from several directions: student readiness for online learning, accessibility and Universal Design, and creating a safe, supportive environment for interaction. Topics include student success resources, making course content accessible to a wide range of learners, and setting up assignment accommodations in Canvas. You will also have an opportunity to develop a class netiquette policy based on a variety of models.

Canvas Open Lab

Thursday, January 26, 12:00-3:00, L244

AND 12:00-2:00 online in Zoom: see emailed copy of this calendar for link

Bring your ideas and questions to this open session staffed by Canvas pros! We can help you design and build, and we can also share tips and best practices. This open lab is staffed by DE Mentors who have been teaching and building in Canvas, so we can share our courses with you as well. Let’s talk Canvas!

Flex or hurdle credit available for most events!

Sign up (except for open lab) through SWC’s [My Learning Plan](#).