HOW TO Academy
Hands-On Workshops for Teaching Online

DE@SWC

The Fall 2023 pre-semester HOW TO Academy is your time to learn something new and try out tools. Sessions will be online in SWC's DE Zoom Room or on campus in the Online Learning Center (Rm. 64-344). Flex credit is available for all sessions except open labs. Please join us!

Monday, 8/14

Canvas Basics

If you will be taking DEFT, Canvas Basics I & II are strongly recommended to help you acclimate to the Canvas environment, where you will be building elements of an online or hybrid course. Canvas Basics is also ideal for faculty who want to use Canvas to web-enhance their in-person or live-online courses.

Canvas Basics I
9:00 - 10:30 | Beth Gray | DE Zoom Room (Virtual)

This 90-minute training will introduce you to some of the great things you can do with Canvas. We'll take a tour of the Canvas interface, introduce participants to key tools, explore course settings, and start creating content.

Canvas Basics II
11:00 - 12:30 | Beth Gray | DE Zoom Room (Virtual)

In this 90-minute session, you'll learn how to send announcements and messages to students, upload your syllabus, create modules and pages to house course content, and use the gradebook. You'll also try out discussions, quizzes, and assignments to determine which assessments are a good fit for your course.

PlayPosit
1:00 - 2:30 | Youssef Francis | DE Zoom Room (Virtual)

PlayPosit takes video assessment to another level, with the ability to quiz using multiple question types, robust analytics tracking, cloud-based student note taking options, and more! We'll tour the interface and teach you the need-to-know.

Video Production Kits Guided Tour (hands-on)
2:00 - 4:00 | Alfredo Herrera | Online Learning Center (Rm. 64-344)

Looking to improve the look and sound of your instructional videos? In this hands-on demo of SWC's Video Production Kits, you will learn how to use a DSLR camera, green screen, LED lights, and lavalier microphone. You can even check out a kit to take home with you! This session is limited to 10 attendees.

Open Lab
4:00 - 5:00 | OLC Team (In-Person & Virtual)

Stop by in-person or in the DE Zoom Room to get all of your pre-term questions answered about Canvas, Zoom, tech, and more!

Tuesday, 8/15

VoiceThread
9:00 - 11:00 | Tracy Schaelen & Alfredo Herrera | DE Zoom Room (Virtual)

Use VoiceThread to create engaging discussions that integrate a mix of audio, video, and text comments. Discussions can be centered around images, slides, or even videos, and participants can use digital pencils to annotate. We'll experience VoiceThread from the student perspective and then walk through how to create, share, and assess VoiceThread activities in Canvas. You'll learn how to ensure accessibility as well, including connecting to our captioning service for seamless captioning requests. VoiceThread is only installed into Canvas courses for trained instructors; participants who complete this training and setup session will be able to start using VoiceThread in their Fall 2023 courses. Hurdle credit available.

Embedding Articles and Books in Canvas
11:30 - 12:30 | Laura Galvan-Estrada & Hong Ho | DE Zoom Room (Virtual)

The SWC library subscribes to multiple databases that provide your students access to a wealth of information. Now it's even easier to add readings from ProQuest and EBSCO to Canvas. We'll also cover copyright considerations for providing digital content in your Canvas courses

Embedding Streaming Media in Canvas
1:00 - 2:00 | Laura Galvan-Estrada & Hong Ho | DE Zoom Room (Virtual)

The SWC library subscribes to multiple databases that provide your students access to a wealth of fully captioned videos. Now it's even easier to add streaming videos from Films on Demand and Alexander Street Press. Also learn about Kanopy and Swank for full-length films and how to request a film for inclusion in the Library's offerings.

Screencasting Kit Guided Tour (hands-on)
2:30 - 4:00 | Alfredo Herrera | Online Learning Center (Rm. 64-344)

Ready to take the next step in recording your screen? In this hands-on workshop, you will explore the items included in our screencasting kit: portable document camera, LED lights, writing tablet, microphone, and green screen. You can even check out a kit to take home with you! This session is limited to 10 attendees.

Open Lab
4:00 - 5:00 | OLC Team (In Person & Virtual)

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Wednesday, 8/16

Canvas Pages & Modules
9:00 - 10:00 | Tracy Schaelen | DE Zoom Room (Virtual)

Get familiar with constructing content in Canvas using the Rich Content Editor toolbar, as well as how to build modules and customize module settings for your course.

Accessibility in Canvas with Pope Tech
10:30 - 12:00 | J.P. Pham | DE Zoom Room (Virtual)

Pope Tech is an interactive accessibility guide and checker integrated into Canvas. During this workshop, we will go over a brief overview of digital accessibility and explore how Pope Tech can help you find and fix accessibility issues to ensure that the Canvas content you share with students is accessible.

Canvas Assignments & Discussions
12:30 - 1:30 | Beth Gray | DE Zoom Room (Virtual)

Learn how to create assignments, review student submissions, and share grades and feedback. We will also walk through how to create and participate in online discussions.

Canvas Quizzes & Exams
2:00 - 3:00 | Beth Gray | DE Zoom Room (Virtual)

Follow along as we create quizzes, tests, and surveys in Canvas. We'll cover question types, quiz banks, settings, providing extra time or attempts, and more.

Open Lab
4:00 - 5:00 | OLC Team | DE Zoom Room (Virtual)

Stop by to get all of your pre-term questions answered about Canvas, Zoom, tech, and more!

Thursday, 8/17

Canvas Studio
9:00 - 10:30 | Youssef Francis | DE Zoom Room (Virtual)

Canvas Studio is a media tool that allows instructors and students to actively collaborate through video and audio. Use Canvas Studio to create, update, and edit videos. You can even use Studio to make short quizzes! In this workshop, we will dive into the basics of Canvas Studio.

What's New in Canvas?
11:00 - 12:30 | Hong Ho | DE Zoom Room (Virtual)

The OLC Team is rolling out some new features this semester. Come learn all about them!

Canvas Grades & SpeedGrader
1:00 - 2:00 | Beth Gray | DE Zoom Room (Virtual)

Let's get your gradebook set up in Canvas. We'll start in Assignments, organize Assignment Groups, add content, and take a look at how to customize grading. Then, we'll tour and get familiar with the Canvas gradebook.

Pronto for Canvas Communication
2:30 - 3:30 | OLC Team | DE Zoom Room (Virtual)

Pronto is a messaging platform that integrates into Canvas for easy, media-rich class communication in a space that feels intuitive and humanized. Pronto supports class conversations, language translation, faculty sharing, group work, and impromptu study groups. It can be accessed from Canvas as well as mobile and desktop apps. After a successful pilot, SWC is adding Pronto to Canvas! Pronto has been enabled for all Fall 2023 classes (and can be deactivated at any time if you wish). This session will

provide everything faculty need to get started. Come check it out! [This session will be recorded and shared in Canvas Essentials.]

Open Lab
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How To Attend HOW TO

Virtual Sessions: Please register in Cornerstone, and use this link to join us a few minutes before the start time: https://swccd-edu.zoom.us/my/swctrain. To call into the meeting via phone (toll charge): +1 669 900 6833 (US toll) or +1 646 876 9923 (US toll); meeting ID: 448 362 9567.

- Please enter the Zoom waiting room with your full name (first and last) so you can be admitted into the meeting and attendance can be recorded for flex credit.
- To arrange live captioning or interpretive services, please discuss with your department liaison and contact onlinelearning@swccd.edu 5 business days in advance of a session.

In-Person Sessions: Space is limited to 10 participants, and registration in Cornerstone is required Cornerstone. Flex credit is available.

Open Labs: Registration is not required for these drop-in labs, and flex credit is not available. Come for five minutes or the whole hour—the choice is yours.

Canvas Support

Get your questions answered around the clock! Check the Help menu in Canvas for:

✓ 24/7 Phone Support (faculty only)

✓ 24/7 Live Chat with Canvas Support

✓ Canvas Guides for annotated instructions and videos on a wide range of Canvas topics.

✓ Faculty Resources hub, the SWC-based faculty resource site to find SWC-specific training videos, guides, and other nifty resources, including Canvas Essentials.