HOW TO Academy
Hands-On Workshops for Teaching Online

DE@SWC

The 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!

Teaching with Technology Track

VoiceThread: Initial Training & Setup

Monday, August 13, 3:00-5:00, online in Zoom: https://cccconfer.zoom.us/my/swctrain
Thursday, August 16, 1:00-3:00, L347B

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. 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. **Participants who complete this training and setup session will able to start using VoiceThread in their Fall 2018 Canvas courses.** To ensure accessibility, VoiceThread is only installed for trained instructors.

VoiceThread Open Lab

Thursday, August 16, 3:00-4:00, L347B & online in Zoom: https://cccconfer.zoom.us/my/swctrain

Drop by with your questions! We can review creation options, walk through assignment settings, discuss grading, and brainstorm uses. Beginning to advanced VoiceThreaders are welcome!

Accessible Course Content: Key Practices

Tuesday, August 14, 10:00-12:00, L347B

Learn about the major steps faculty can take to make materials accessible, including documents, Canvas pages, images, links, and videos. We will explore captioning options such DIY captioning, 3C Media Solutions, and CaptionSync, a service that provides an interactive transcript, search tool, dictionary lookup, and other features useful for all students. By law, materials for online and hybrid courses must be accessible to all learners at the start of the course, and this workshop will teach you how. The last 30 minutes will reserved for hands-on practice and help, so please bring your projects and questions.

Accessibility Open Lab

Tuesday, August 14, 12:00-1:00, L347B & online in Zoom: https://cccconfer.zoom.us/my/swctrain

Drop by with your projects and questions! Check your syllabus for accessibility, find and fix PDF issues, walk though video captioning, learn how to evaluate websites for accessibility, and more.

Making Videos with Camtasia
Wednesday, August 15, 9:00-3:00, L242B

This workshop will teach participants how to use Camtasia to make instructional videos shine! Learn the secrets of successful screencasting and how to add arrows, highlighting, transitions, and other special effects. **You will even have a chance to go Hollywood and try using a green screen in SWC's NEW recording room**! We will cover planning, recording, editing, captioning, and producing videos to use in your classes, so bring your ideas and even your raw footage. Popular projects include welcome videos, course tours, how-to videos, and unit introductions. Laptops will be provided, but if you have a laptop with webcam, you are welcome to bring it and we can install Camtasia during this session. *Hurdle credit available.*

Canvas Track

Canvas Basics 1 & 2

Saturday, August 11, 9:00-12:00, ==*online in Zoom:*== https://cccconfer.zoom.us/my/swctrain
Monday, August 13, 9:00-12:00, L242B

Part 1: Get to know Canvas! Customize your dashboard and notifications, take a tour of the navigation menus, and check out the Canvas Inbox and Calendar. Explore course design features in Canvas and learn how to structure modules to maximize student success. Lastly, you'll learn where to find guidance and support resources when you need them.

Part 2: Try out announcements, discussions, and quizzes, and then learn about the many options for presenting content using Canvas pages, including using images and videos. Our last stop in this session will be a brief introduction to assignment grading.

Preparing Your Canvas Course for Launch

Monday, August 13, 12:00-2:00, L242B
Wednesday, August 15, 3:00-5:00, ==*online in Zoom:*== https://cccconfer.zoom.us/my/swctrain

Join us for a hands-on discussion of recommended course settings, course navigation menu options, page and module publication, home pages, gradebook options, and other pre-launch prep. Bring your questions!

Flex credit available!

Sign up through SWC's My Learning Plan. No registration for open labs.