



How to Join a Camp Canvas Training

Virtual Sessions: Please register in Cornerstone, and use the following 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. Sessions will take place in the Online Learning Center, Rm. 64-344. Flex credit is available.

How to Meet with the OLC Team

With the [eSARS appointment system](#), SWC faculty can book one-on-one online appointments with OLC staff and team members. If you need assistance with accessibility, Canvas, course design, specialty tools used in Canvas, video creation and captioning, we can help!

Every Friday of the Fall 2023 semester, starting August 25, we will host “OLC Drop-In Hours” 9:00 am to 3:00 pm. Come by the [OLC Drop-In Zoom Room](#) to get your questions answered.

Accessibility

Training Session	Description	Dates and Times
Accessibility 101 (60 mins)	<p>Presenter: J.P. Pham (Virtual)</p> <p>Designing your course to be accessible is an equitable practice that fosters an inclusive and welcoming environment for all students, especially those who may choose not to disclose their disability. This session will go over the major guidelines and techniques you can take to make your course materials accessible. This session will give the foundation to help you efficiently create accessible content across content formats.</p>	<ul style="list-style-type: none"> • Weds., Sept. 6, 1:00 – 2:00 pm • Weds., Sept. 20, 2:00 – 3:00 pm

Training Session	Description	Dates and Times
Canvas Accessibility and Pope Tech (60 mins)	<p>Presenter: J.P. Pham (Virtual)</p> <p>This workshop will teach you how to build accessibility into your course at the page level. We will cover Canvas headers, lists, using color, and working with images and video. We will also explore how Pope Tech, an interactive accessibility checker, can help you find and fix accessibility issues to ensure that the Canvas content you share with students is accessible.</p>	<ul style="list-style-type: none"> • Weds., Oct. 4, 1:00 – 2:00 pm • Tues., Oct. 24, 3:00 – 4:00 pm
Accessible Word and Google Documents (60 mins)	<p>Presenter: J.P. Pham (Virtual)</p> <p>Learn about the key elements to making documents accessible, including heading structure, font and size, alternative text for images, and descriptive link text. Then learn how to use accessibility checkers to ensure your document is accessible to your students.</p>	<ul style="list-style-type: none"> • Weds., Nov. 1, 1:00 – 2:00 pm • Weds., Nov. 15, 2:00 – 3:00 pm
Accessible Videos and Captioning (60 mins)	<p>Presenter: J.P. Pham (Virtual)</p> <p>Join this training to learn how to procure and create videos that are accessible to all students. We will guide you through step-by-step on how to create accurate and synchronized captions for your instructional videos. We will also go over the SWC instructional video captioning request process.</p>	<ul style="list-style-type: none"> • Weds., Nov. 29, 1:00 – 2:00 pm

Library Resources in Canvas

Topic	Description	Dates and Times
Embedding Streaming Media in Canvas (60 mins)	<p>Presenters: Laura Galvan-Estrada & Beth Gray (Virtual)</p> <p>Learn how to easily embed streaming media in Canvas. 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.</p>	<ul style="list-style-type: none"> • Tues., Oct. 17, 3:00 – 4:00 pm

Topic	Description	Dates and Times
Embedding Articles and Books in Canvas (60 mins)	<p>Presenters: Laura Galvan-Estrada & Beth Gray (Virtual)</p> <p>Learn how to easily embed articles and eBooks in Canvas. 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.</p>	<ul style="list-style-type: none"> Weds., Oct. 18, 1:00 – 2:00 pm

Teaching Technology

Topic	Description	Dates and Times
Canvas Studio (90 mins)	<p>Presenter: Alfredo Herrera (Virtual)</p> <p>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 and learn about some of its features.</p>	<ul style="list-style-type: none"> Tues., Sept. 5, 1:00 – 2:30 pm Tues., Oct. 17, 1:00 – 2:30 pm
Pronto (60 mins)	<p>Presenter: Sydney Dutson & Beth Gray (Virtual)</p> <p>Pronto is a communication platform within Canvas classes, with an optional mobile app. Pronto offers media-rich chat, group conversations, video chats, file collaboration, and message translation into different languages.</p>	<ul style="list-style-type: none"> Thurs., Sept. 7, 4:00 – 5:00 pm
PlayPosit (90 mins)	<p>Presenter: Alfredo Herrera (Virtual)</p> <p>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.</p>	<ul style="list-style-type: none"> Weds., Sept. 13, 1:00 – 2:30 pm Weds., Oct. 25, 1:00 – 2:30 pm

VoiceThread (120 min)	<p>Presenter: Tracy Schaelen & Alfredo Herrera (Virtual)</p> <p>Use VoiceThread to create engaging discussions with 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 explore how to create, share, and grade VoiceThread activities in Canvas and connect to our captioning service. VoiceThread is only installed for trained instructors. Hurdle credit is available!</p>	<ul style="list-style-type: none"> • Fri., Nov. 17, 9:00 – 11:00 am
Video Production Kits (90 mins)	<p>Presenter: Alfredo Herrera (In-Person)</p> <p>Looking to improve the look and sound of your instructional videos? In this hands-on demonstration 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!</p>	<ul style="list-style-type: none"> • Fri., Sept. 22, 10:00 – 11:30 am
Screencasting Kits (90 mins)	<p>Presenter: Alfredo Herrera (In-Person)</p> <p>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!</p>	<ul style="list-style-type: none"> • Fri., Oct. 13, 10:00 – 11:30 am
Editing Instructional Videos (120 mins)	<p>Presenter: Alfredo Herrera (Virtual)</p> <p>Learn the basics of video editing in this guided walkthrough. We will cover how to request and download Camtasia, navigate the layout, add video annotations, export and request captions.</p>	<ul style="list-style-type: none"> • Fri., Nov. 3, 10:00 am – 12:00 pm

Teaching with Canvas

Training Session	Description	Dates and Times
Canvas Basics 1 & 2 (90 mins each)	<p>Presenter: Beth Gray (Virtual)</p> <p>Canvas Basics will get you started with Canvas:</p> <ul style="list-style-type: none"> Part 1: tour the Canvas interface, customize your account settings, and explore basic course settings. Part 2: learn how to send announcements and messages to students, upload your syllabus, create modules and pages to house course content and activities, and use the gradebook 	<p><i>Part 1:</i></p> <ul style="list-style-type: none"> Weds., Sept. 27, 1:00 – 2:00 pm <p><i>Part 2:</i></p> <ul style="list-style-type: none"> Thurs., Sept. 28, 2:30 – 3:30 pm
Canvas Pages & Modules (60 mins)	<p>Presenter: Beth Gray (Virtual)</p> <p>Get familiar with constructing content in Canvas using the Rich Content Editor toolbar, as well as how to build lessons in Modules.</p>	<ul style="list-style-type: none"> Thurs., Sept. 14, 1:00 – 2:00 pm Mon., Oct. 16, 3:00 – 4:00 pm
Canvas Assignments & Discussions (60 mins)	<p>Presenter: Beth Gray (Virtual)</p> <p>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.</p>	<ul style="list-style-type: none"> Thurs., Oct. 26, 2:00 – 3:00 pm Tues., Nov. 7, 12:00 – 1:00 pm
Canvas Quizzes & Exams (60 mins)	<p>Presenter: Beth Gray (Virtual)</p> <p>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. Bring your questions!</p>	<ul style="list-style-type: none"> Weds., Sept. 20, 12:00 – 1:00 pm Mon., Nov. 6, 2:30 – 3:30 pm
Canvas Grades & SpeedGrader (60 mins)	<p>Presenter: Beth Gray (Virtual)</p> <p>Let's get your gradebook set up in Canvas. We'll start in Assignments, organizing Assignment Groups, adding content, and taking a look at how to customize grading. Then, we'll tour the gradebook and get familiar with the various settings.</p>	<ul style="list-style-type: none"> Thurs., Oct. 5, 12:00 – 1:00 pm Fri., Dec. 1, 12:00 – 1:00 pm

September 2023 | Camp Canvas Training Schedule

*All Camp Canvas sessions will be held in Zoom: <https://swccd-edu.zoom.us/my/swctrain>

Monday	Tuesday	Wednesday	Thursday	Friday
* Book an online eSARS appointment				Sept. 1
Sept. 4 HOLIDAY	Sept. 5 Canvas Studio 1:00 – 2:30 pm	Sept. 6 Accessibility 101 1:00 – 2:00 pm	Sept. 7 Pronto 4:00 – 5:00 pm	Sept. 8
Sept. 11	Sept. 12	Sept. 13 PlayPosit 1:00 – 2:30 pm	Sept. 14 Pages & Modules 1:00 – 2:00 pm	Sept. 15
Sept. 18	Sept. 19	Sept. 20 Quizzes and Exams 12:00 – 1:00 pm Accessibility 101 2:00 - 3:00 pm	Sept. 21	Sept. 22 Video Production Kits 10:00 – 11:30 am
Sept. 25	Sept. 26	Sept. 27 Canvas Basics I 1:00 – 2:00 pm	Sept. 28 Canvas Basics II 2:30 – 3:30 pm	Sept. 29

October 2023 | Camp Canvas Training Schedule

*All Camp Canvas sessions will be held in Zoom: <https://swccd-edu.zoom.us/my/swctrain>

Monday	Tuesday	Wednesday	Thursday	Friday
* Book an online eSARS appointment				
Oct. 2	Oct. 3	Oct. 4 Canvas Accessibility and Pope Tech 1:00 – 2:00 pm	Oct. 5 Grades & Speedgrader 12:00 – 1:00 pm	Oct. 6
Oct. 9	Oct. 10	Oct. 11	Oct. 12	Oct. 13 Screencasting Kits 10:00 – 11:30 am
Oct. 16 Pages & Modules 3:00 – 4:00 pm	Oct. 17 Canvas Studio 1:00 – 2:30 pm Embedding Streaming Media in Canvas 3:00 – 4:00 pm	Oct. 18 Embedding Articles and Books in Canvas 1:00 – 2:00 pm	Oct. 19	Oct. 20
Oct. 23	Oct. 24 Canvas Accessibility and Pope Tech 3:00 – 4:00 pm	Oct. 25 PlayPosit 1:00 – 2:30 pm	Oct. 26 Assignments & Discussions 2:00 – 3:00 pm	Oct. 27
Oct. 30	Oct. 31			

November 2023 | Camp Canvas Training Schedule

*All Camp Canvas sessions will be held in Zoom: <https://swccd-edu.zoom.us/my/swctrain>

Monday	Tuesday	Wednesday	Thursday	Friday
* Book an online eSARS appointment		Nov. 1 Accessible Word and Google Documents 1:00 – 2:00 pm	Nov. 2	Nov. 3 Editing Instructional Videos 10:00 am – 12:00 pm
Nov. 6 Quizzes and Exams 2:30 – 3:30 pm	Nov. 7 Assignments & Discussions 12:00 – 1:00 pm	Nov. 8	Nov. 9	Nov. 10 HOLIDAY
Nov. 13	Nov. 14	Nov. 15 Accessible Word and Google Documents 2:00 – 3:00 pm	Nov. 16	Nov. 17 VoiceThread 9:00 – 11:00 am
Nov. 20	Nov. 21	Nov. 22	Nov. 23 HOLIDAY	Nov. 24 HOLIDAY
Nov. 27	Nov. 28	Nov. 29 Accessible Videos and Captioning 1:00 – 2:00 pm	Nov. 30	

December 2023 | Camp Canvas Training Schedule

*All Camp Canvas sessions will be held in Zoom: <https://swccd-edu.zoom.us/my/swctrain>

Monday	Tuesday	Wednesday	Thursday	Friday
* Book an online eSARS appointment				Dec. 1 Grades & Speedgrader 12:00 – 1:00 pm
Dec. 4 Final Exam Week	Dec. 5 Final Exam Week	Dec. 6 Final Exam Week	Dec. 7 Final Exam Week	Dec. 8 Final Exam Week
Dec. 11	Dec. 12	Dec. 13	Dec. 14	Dec. 15