Let us help you use Canvas to keep teaching! Whether you are using Canvas for remote instruction or preparing to teach your first online course (or both!), these sessions were created to support you. **NOTE:** Some sessions are in My Learning Plan, but if you want to attend one that has not yet been added, please join us without registering; just follow the link: https://cccconfer.zoom.us/my/swctrain. Please enter the ConferZoom meeting with your full name (first and last) so you can be admitted and attendance can be recorded for flex credit.

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**Teaching with ConferZoom (60 mins)**
ConferZoom is a free and easy videoconferencing tool that is ideal for working remotely with students. We will set up your free CCC pro account and test drive key features like sharing screens and using chat. You'll also learn how to break students into groups, use polls, and record meetings. Get ready to have some fun and we'll have you Zooming in no time.

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**Canvas Basics – part 1 & 2 (90 mins each)**
These two Canvas Basics sessions will get you started with Canvas.

- **Part 1:** We'll tour the Canvas interface, starting at the global navigation bar and customizing your account settings. Next, we'll tour a course menu and explore the basic course settings that will guide your course design.
- **Part 2:** 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.

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**Communicating with Students (60 mins)**
"Regular effective contact" is an important part of instruction. Learn various ways to interact with your students, as well as foster student-to-student engagement, when courses go online.

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**Pages & Modules (60 mins)**
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.

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**Canvas Assignments & Discussions (60 mins)**
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.

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**Canvas Quizzes & Exams (60 mins)**
Learn how to 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!

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**Canvas Grades & SpeedGrader (60 mins)**
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 there.

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**Open Lab (various)**
Come by our open lab for individualized assistance in using Canvas or Zoom. Online pros will be ready to offer guidance, suggestions, examples and how-to help. Let us make things easier for you! Hurdle credit available.
## APRIL 2020 | Camp Canvas Training Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</table>
| **April 13**  
OPEN LAB  
12:00-2:00pm | **April 14**  
Canvas Basics 1  
9:30-11:00am  
Canvas Basics 2  
11:00am-12:30pm | **April 15**  
Communicating with Students  
4:00-5:00pm | **April 16**  
Assignments & Discussions  
4:00-5:00pm | **April 17**  
Pages & Modules  
10:00-11:00am  
OPEN LAB  
11:00am-1:00pm |
| **April 20**  
Teaching with ConferZoom  
3:30-4:30pm | **April 21**  
Pages & Modules  
10:00-11:00am  
OPEN LAB  
11:00am-1:00pm | **April 22**  
Canvas Basics 1  
2:00-3:30pm | **April 23**  
Pages & Modules  
3:00-4:00pm | **April 24**  
Canvas Basics 2  
9:30-11:00am  
OPEN LAB  
11:00am-1:00pm |
| **April 27**  
Assignments & Discussions  
2:00-3:00pm | **April 28**  
OPEN LAB  
1:00-3:00pm | **April 29**  
Quizzes & Exams  
10:00-11:00am | **April 30**  
Canvas Grades & SpeedGrader  
3:00-4:00pm | **May 1**  
Accessibility in Canvas  
10:00-11:00am  
OPEN LAB  
11:00am-1:00pm |

All sessions will be held in [ConferZoom](https://cccconfer.zoom.us/my/swctrain). No account is needed; just go to [https://cccconfer.zoom.us/my/swctrain](https://cccconfer.zoom.us/my/swctrain) a few minutes before the start time to join the training. Please remember to enter the ConferZoom meeting with your full name (first and last) so you can be admitted and attendance can be recorded for flex credit.

- If you prefer to call into the meeting via phone, please note there is a toll charge: +1 669 900 6833 (US toll) or +1 646 876 9923 (US toll) | Meeting ID: 448 362 9567.
- To arrange live captioning, please discuss with your department and contact onlinelearning@swccd.edu 5 business days in advance of a session.