



# HOW TO Academy

## Hands-On Workshops for Teaching Online

The Spring 2023 pre-semester HOW TO Academy is your time to learn something new and try out tools. Sessions will be offered online through [SWC's DE Zoom Room](#). Please join us! Attendance will be tracked via Zoom, so please be sure to enter each session with your first and last name. Flex credit is available for all workshops (but not drop-in open labs).

## Monday, 1/23

### Canvas Basics I

**10:00 - 11:30 | Beth Gray**

This 90-minute training session 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

**12:00 - 1:30 | Beth Gray**

This 90-minute training session 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.

### Introduction to Universal Design for Learning

**2:00 - 3:00 | Susan Yonker**

As its name suggests, Universal Design for Learning (UDL) is a framework for designing learning environments and experiences that welcome and support every student. In this workshop, you will learn the basic principles of UDL and how to begin incorporating them into your online courses.

### Accessibility Open Lab

**3:30 - 4:30 | OLC Team - Hong Ho & Tracy Schaelen**

Stop by to get all of your accessibility questions answered about Canvas, Zoom, documents, tech, and more!

## Tuesday, 1/24

### Canvas Studio

**8:00 - 9:30 | Youssef Francis**

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.

## Canvas Pages & Modules

**10:30 - 11:30 | Beth Gray**

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.

## VoiceThread

**3:00 - 5:00 | Tracy Schaelen**

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 grade VoiceThread activities in Canvas. You'll learn how to ensure accessibility as well, including 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 Spring 2023 courses. Hurdle credit available.

## Wednesday, 1/25

## Canvas Quizzes & Exams

**10:00 - 11:00 | Beth Gray**

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.

## Canvas Grades & SpeedGrader

**12:00 - 1:00 | Beth Gray**

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.

## Embedding Streaming Media in Canvas

**1:30 - 2:30 | Laura Galvan-Estrada & Beth Gray**

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.

## Embedding Articles and Books in Canvas

**3:00 - 4:00 | Laura Galvan-Estrada & Beth Gray**

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.

## Open Lab

**4:00 - 5:00 | OLC Team**

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

## Thursday, 1/26

### PlayPosit

**8:00 - 9:30 | Youssef Francis**

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.

### Grackle Suite

**10:00 - 11:00 | Susan Yonker & Hong Ho**

Grackle Suite offers three user-friendly Google add-ons that check and remediate your Google Docs, Slides, and Sheets to make them more accessible. We'll cover the different features of these add-ons and show you how to use them to create digitally accessible Google Suite content.

### Pronto

**11:30 - 1:00 | Guest Presenter**

Pronto is a communication hub that allows easy communication within a Canvas class. It supports class conversations, faculty sharing, group work, and impromptu study groups. Pronto integrates with Canvas and also offers a mobile app. SWC has arranged a pilot of Pronto for the Spring 2023 semester; we encourage you to try it out with your students and see if this is a tool SWC should adopt. This 90-minute session from the pros at Pronto will provide everything faculty need to get started.

### Canvas Assignments & Discussions

**2:00 - 3:00 | Beth Gray**

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.

## Open Lab

**3:30 - 4:30 | OLC Team**

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

# How To Attend HOW TO

All HOW TO Academy sessions will be held in Zoom. No account is needed; just go to <https://swccd-edu.zoom.us/my/swctrain> a few minutes before the start time to join the training.

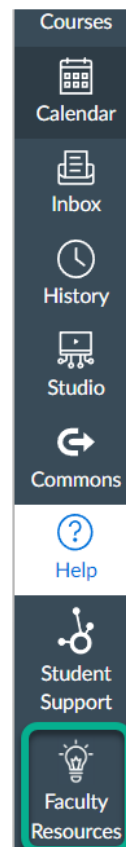
Please remember to enter the Zoom waiting room with your full name (first and last) so you can be admitted into the meeting and attendance can be recorded for flex credit (except open labs, which are drop-in sessions).

Call into the meeting via phone (toll charge): +1 669 900 6833 or +1 646 876 9923 | Meeting ID: 448 362 9567. To arrange live captioning or interpreting services, please discuss with your department and contact [onlinelearning@swccd.edu](mailto:onlinelearning@swccd.edu) 5 business days in advance of a session.

## Canvas Support

Get your questions answered around the clock!  
The Help menu in Canvas is your gateway:

- ✓ **Canvas Guides** for annotated instructions and videos on a wide range of Canvas topics.
- ✓ **SWC Faculty Resources**, our hub for all on-demand faculty resources, also available directly from the global menu
- ✓ **24/7 Faculty Phone Support & Live Chat**
- ✓ **eSARS Appointments** with OLC staff



### Search the Canvas Guides

Find answers to common questions

#### OTHER RESOURCES

##### Live Chat with Canvas Support (Student)

Please briefly type your full question into Subject line for faster service.

##### Ask Your Instructor a Question

Questions are submitted to your instructor

##### 💡 SWC Faculty Resources 💡

How-to, inspiration, training, and programs--all in one place!

NEW

##### Canvas 24/7 Faculty Phone Support

833-507-7237

##### Live Chat with Canvas Support (Faculty)

Please briefly type your full question into Subject line for faster service.

##### eSARS Appointments with the OLC

Faculty: book an online appointment with the SWC OLC team for one-on-one assistance.

Distance Education: SWC Website