



HOW TO Academy

Hands-On Workshops for Teaching Online

The Fall 2024 pre-semester HOW TO Academy is your time to learn something new and explore new-to-you technology and Canvas updates. All sessions this semester will be virtual, held in [SWC's DE Zoom Room](#). Flex credit is available for all sessions except open labs. Please join us!

Tuesday, August 20

VoiceThread

10:00 - 12:30 | Alfredo Herrera | DE Zoom Room

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 2024 courses. **Hurdle credit available.**

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

1:00 - 2:30 | Susan Yonker | DE Zoom Room

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

3:00 - 4:30 | Susan Yonker | DE Zoom Room

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.

What's New in Canvas

9:00 - 10:00 | [OLC Team](#) | [DE Zoom Room](#)

Instructure (makers of Canvas) have rolled out a lot of new and exciting updates. Come learn all about them!

Canvas Studio

10:00 - 11:00 | [Alfredo Herrera](#) | [DE Zoom Room](#)

Join me in exploring Canvas Studio, a video creation and sharing tool available to students and instructors. Learn to easily create interactive videos with built-in quizzes. Videos embedded in Studio can be leveraged to view analytics and assess student interaction. If you are a current Canvas Studio user, we will also cover Zoom integration and "Studio Capture," a lightweight screen recorder that allows you to record feedback in SpeedGrader.

Canvas Pages & Modules

11:00 - 12:00 | [Susan Yonker](#) | [DE Zoom Room](#)

Get familiar with creating content in Canvas using the Rich Content Editor, and learn how to build modules and customize module settings to facilitate learning and engagement.

PlayPosit

1:00 - 2:30 | [Alfredo Herrera](#) | [DE Zoom Room](#)

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.

Perusall

3:00 - 4:00 | [Susan Yonker](#) | [DE Zoom Room](#)

Looking to add variety to your online course discussions? Perusall is a collaborative annotation tool that integrates into Canvas and syncs to your course Gradebook. Collaborative annotation facilitates student-to-student interaction **and** interaction with assigned learning content, so it provides an excellent alternative to traditional online discussions. Learn how to create Perusall assignments and try one out from the student perspective.

Open Lab

4:00 - 5:00 | [OLC Team](#) | [DE Zoom Room](#)

Drop into the DE Zoom Room to get your pre-semester questions answered about Canvas, Zoom, tech, and more!

New Quizzes

9:00 - 10:30 | Hong Ho | DE Zoom Room

As you may have heard, a new quizzing engine (New Quizzes) is now available in our Canvas LMS instance. Come learn about new features such as: student quiz accommodations for the whole course (not just quiz by quiz), the ability to set a waiting period between attempts, how to build upon the last attempt, as well as new question types.

The FYI on RSI: Regular and Substantive Interaction

11:00 - 12:00 | Tracy Schaelen | DE Zoom Room

Regular and Substantive Interaction (RSI) is central to an engaging, interactive, and equitable online/hybrid class. Join us as we unpack local/state/federal/accreditation requirements and explore strategies and tools SWC faculty can use to foster online interaction.

Canvas Discussions Redesign

1:00 - 2:00 | Hong Ho & Susan Yonker | DE Zoom Room

The Canvas Discussions interface has had a renovation! Take a tour of the redesign and discover what's new. We hope you leave this session feeling right at home in the new environment.

Advanced Canvas Studio Techniques

2:00 - 3:00 | Alfredo Herrera | DE Zoom Room

Are you a Canvas Studio user who wants to explore ways to leverage this tool even further? Stop by our Advanced Studio session and learn tips, tricks, tools, and techniques to add to your video creation toolbox. We'll look at the planning and preparation process as well as time-saving ideas to keep your videos up to date. Lastly, we'll cover essential editing tools and a simple hack that allows you to edit videos you've already uploaded in Studio. As an added bonus, you'll learn about the media production equipment that's available for checkout!

Open Lab

3:00 - 4:30 | OLC Team | DE Zoom Room

Drop into the DE Zoom Room to get your pre-semester questions answered about Canvas, Zoom, tech, and more!

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.

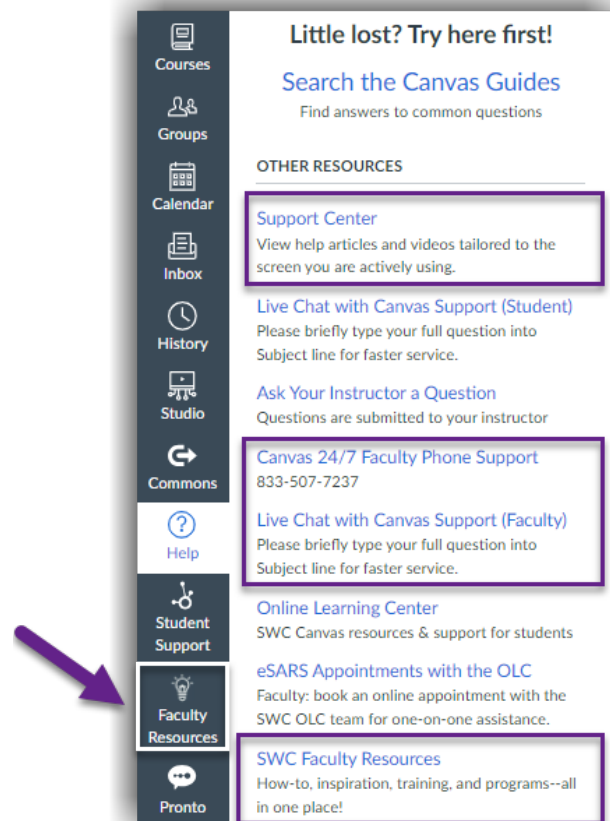
Open Labs: Registration is not required for these drop-in labs, and Flex credit is not available. Come for five minutes or the whole hour—the choice is yours.

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 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 great resources, including Canvas Essentials. (The hub is so helpful that it also has its own Canvas menu button.)



The image shows a screenshot of the Canvas Help menu. On the left is a vertical sidebar with icons and labels for: Courses, Groups, Calendar, Inbox, History, Studio, Commons, Help (with a question mark icon), Student Support, Faculty Resources (with a lightbulb icon), and Pronto. A purple arrow points from the Faculty Resources button in the sidebar to the right-hand panel. The right-hand panel is titled "Little lost? Try here first!" and contains a search bar for "Search the Canvas Guides" with the subtext "Find answers to common questions". Below this is a section titled "OTHER RESOURCES" which lists several support options, some of which are highlighted with purple boxes: "Support Center" (with subtext "View help articles and videos tailored to the screen you are actively using."), "Live Chat with Canvas Support (Student)" (with subtext "Please briefly type your full question into Subject line for faster service."), "Ask Your Instructor a Question" (with subtext "Questions are submitted to your instructor"), "Canvas 24/7 Faculty Phone Support" (with phone number "833-507-7237"), "Live Chat with Canvas Support (Faculty)" (with subtext "Please briefly type your full question into Subject line for faster service."), "Online Learning Center" (with subtext "SWC Canvas resources & support for students"), "eSARS Appointments with the OLC" (with subtext "Faculty: book an online appointment with the SWC OLC team for one-on-one assistance."), and "SWC Faculty Resources" (with subtext "How-to, inspiration, training, and programs--all in one place!").