



HOW TO Academy

Hands-On Workshops for Teaching Online

The Spring 2025 pre-semester HOW TO Academy is your time to learn about Canvas updates and explore new-to-you technology. All sessions will be virtual, held in [SWC's DE Zoom Room](#). Flex credit is available for all sessions except open labs. Please join us!

Monday, January 27

Canvas Basics I

11:00 - 12:30 | Susan Yonker

Learn about some of the great things you can do with Canvas. We'll take a tour of the Canvas interface, explore key tools and course settings, and start creating content.

VoiceThread Initial Training

1:00 - 3:00 | Alfredo Herrera

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 right away. **Hurdle credit is available!**

Tuesday, January 28

PlayPosit

9:00 - 10:30 | Alfredo Herrera

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. Additionally, we'll briefly go over Playlists, a new feature recently added to our PlayPosit license. With Playlists, you can build mini modules to combine multiple interactive videos and documents and assign them to students.

Canvas Basics II

11:00 - 12:30 | Susan Yonker

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.

Canvas Pages & Modules

1:30 - 2:30 | Tracy Schaelen & Hong Ho

Use the Rich Content Editor to create beautiful, accessible, and even interactive Canvas pages, and learn how to use modules and module requirements to facilitate learning and engagement.

Open Lab

3:00 - 4:00 | [Online Learning Center \(OLC\) Team](#)

Drop into the [DE Zoom Room](#) to get your pre-semester questions answered about Canvas, instructional design, tech tools, and more!

Wednesday, January 29

Canvas Studio

9:00 – 10:30 | [Alfredo Herrera](#)

Join me in exploring Canvas Studio, a video creation and sharing tool available to instructors and students. Learn to easily create interactive videos with graded quizzes, discussions, and captions. You can also track analytics to assess student interaction! Lastly, we'll demonstrate how you can easily upload and record videos using the Canvas App on your cell phone. At the end of the session, we will have a 30-minute Open Lab discussion for any questions or ideas you may have!

The FYI on RSI: Regular and Substantive Interaction

11:00 - 12:00 | [Tracy Schaelen](#)

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

12:30 – 1:30 | [OLC Team](#)

Expanding and collapsing threads? Split screens? @mentions? A lot has changed in Canvas Discussions. Join the OLC team to explore what's new and consider ways to make the most of both new and classic features to facilitate regular and substantive interaction.

Advanced Canvas Studio Techniques

2:00 - 3:30 | [Alfredo Herrera](#)

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

3:30 – 4:30 | [OLC Team](#)

Drop into the [DE Zoom Room](#) to get your pre-semester questions answered about Canvas, instructional design, tech tools, and more!

Thursday, January 30

Accessibility Dashboard & Guide

12:30 – 2:00 | [Alfredo Herrera](#)

Learn how to use a pair of powerful tools to improve the accessibility of your courses in Canvas. We will demonstrate how to use the Accessibility Dashboard to scan your courses for accessibility and generate interactive reports to help make your courses perceivable, operable, understandable, and robust ([POUR](#)). Then, we will show you how to use the report to go directly to your Canvas content and easily fix any issues.

Universal Design for Learning (UDL) 3.0

2:00 – 3:30 | Susan Yonker

In 2008, the UDL Guidelines were introduced to help educators design courses to support the varied ways people learn. The Guidelines have been periodically updated, and in July 2024, the UDL Guidelines 3.0 were released. This version “emphasizes addressing barriers rooted in biases and systems of exclusion” ([About the Guidelines 3.0 Update](#)). Join me as we explore this update and discuss how we can use the guidelines to create learning environments where every student is included, supported, and valued—where every student can thrive.

Open Lab

3:30 – 4:30 | OLC Team

Drop into the [DE Zoom Room](#) to get your pre-semester questions answered about Canvas, instructional design, tech tools, and more!

How To Attend HOW TO

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 request live captioning or interpretive services, please contact your department **at least 5 business days in advance** of a session, and please notify onlinelearning@swccd.edu so we can admit the service provider to the session and make any necessary arrangements.

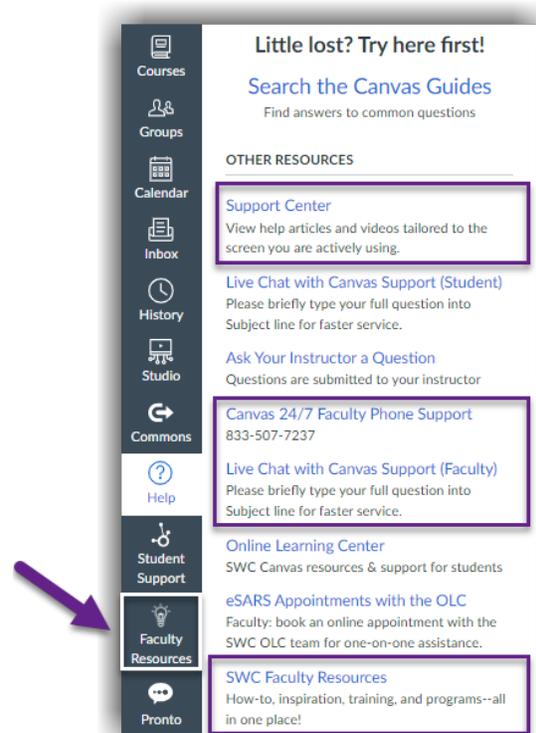
Open Labs: Registration is not required for these drop-in labs, and Flex credit is not available. Come for five minutes or the whole hour—the choice is yours.

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 Support Center for instructions and videos on a wide range of Canvas topics.
- ✓ Faculty Resources Hub, our own faculty resource site, to find SWC-specific training videos, guides, and other great resources, including Canvas Essentials.



The screenshot shows the Canvas Help menu on the left side of the screen. The menu items are: Courses, Groups, Calendar, Inbox, History, Studio, Commons, Help, Student Support, Faculty Resources, and Pronto. A purple arrow points to the 'Faculty Resources' option. The main content area on the right is titled 'Little lost? Try here first!' and contains several links and resources:

- Search the Canvas Guides**: Find answers to common questions
- OTHER RESOURCES**
- Support Center**: View help articles and videos tailored to the screen you are actively using.
- 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
- 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.
- Online Learning Center**: SWC Canvas resources & support for students
- eSARS Appointments with the OLC**: Faculty: book an online appointment with the SWC OLC team for one-on-one assistance.
- SWC Faculty Resources**: How-to, inspiration, training, and programs--all in one place!