HOW TO Academy
Hands-On Workshops for Teaching Online

The Spring 2021 pre-semester HOW TO Academy is your time to learn something new, try out tools, and get your technology questions answered. All workshops are hands-on, and all are offered online through SWC's DE Zoom Room!

Mon 1/25

Canvas Basics I & II
9:00 - 12:00

This 3-hour, two-part hands-on session will introduce you to some of the great things you can do with Canvas. We will take a tour of the Canvas interface, introduce participants to key tools, explore course settings, and start creating content.

If you will be taking DEFT, Canvas Basics I & II is strongly recommended to help you acclimate to the Canvas environment, where you will be building elements of an online or hybrid course. Our Basics "boot camp" is also ideal for faculty who want to use Canvas to web-enhance their face-to-face courses.

Pre-semester Canvas Checklist
1:00 - 2:00

Join us for a hands-on overview of recommended course settings, course navigation menu options, content publication, home pages, link checks, gradebook reminders, and more!

Learning Unlocked, Part 1
2:00 - 3:00

Course design can either leave students out or welcome them in and support them. In this workshop, you will learn the basic principles of Universal Design for Learning and how to apply them to unlock learning for all of your students.

Tues. 1/26

Canvas Studio: Getting Started
9:00 - 10:30

Canvas Studio is a new media tool that allows instructors and students to actively collaborate through video and audio media. 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.

Canvas Pages & Modules
11:00 - 12:00

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.

Canvas Rubrics
1:00 - 2:00

Provide transparent grading templates for students *and s*treamline the grading process by using Canvas Rubrics. We'll show you how to build a rubric, customize settings, and grade.

Pope Tech for Accessible Canvas Pages
2:00 - 3:00

Pope Tech is an interactive accessibility guide that integrates into Canvas. Pope Tech works whether you are creating a Canvas page or quiz. During this workshop, you will learn the basics and get started with how to use Pope Tech to verify that your created content in Canvas is accessible.

VoiceThread
3:00 - 5:00

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 will experience its power from the student perspective and then walk through how to create, share, and grade VoiceThread activities in Canvas. You will learn how to ensure accessibility as well, including connecting to our captioning service for seamless captioning requests. To ensure accessibility, VoiceThread is only installed for trained instructors; participants who complete this training and setup session will be able to start using VoiceThread in their Spring 2021 courses. Hurdle credit available!

Wed 1/27

Canvas Assignments & Discussions
9:00 - 10:00

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.

Canvas Grades & SpeedGrader
10:00 - 11:00

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.

Canvas Quizzes & Exams
11:00 - 12:00

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!

Active Learning Strategies in Zoom
1:00 - 2:00

Student-centered activities in Zoom are essential for synchronous virtual instruction, but they do require planning and practice. In this very active workshop, we will explore activities in Zoom that can be used to help students build their virtual learning community, improve communication, solve problems, inspire creativity, and even to take "brain breaks" and have some fun – one of the best ways to mitigate Zoom-fatigue.

Accessibility 101
2:00 - 3:00

Accessibility is essential not only to comply with the law but to make all students feel welcome and supported, including those who may never disclose their disability. Certain accessibility features are shared across content formats, from Canvas pages to PowerPoint presentations. During this workshop, learn these features – and a trick or two – to create accessible content as efficiently as possible.

Thurs 1/28

PlayPosit
8:30 - 10:00

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.

New Canvas RCE Toolbar
10:00 - 11:00

New year, new look in Canvas. The Rich Content Editor (RCE) is the toolbar used throughout Canvas to format content, such as font size, color, alignment on the page, as well as add images, weblinks, files, and video embeds, apply headers for accessibility, and more. Explore the new RCE interface with us.

Pre-semester Canvas Checklist
11:00 - 12:00

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Communicating with Students in Canvas
12:00 - 1:00

"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.

Accessibility 101
1:00 - 2:00

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Tips and Tricks for Equity in Canvas
2:00 - 3:00

Participants attending this workshop will take away a bag of tricks for using Canvas to provide equitable learning experiences for students.

Open Lab
3:30 - 5:30

Stop by to get all of your pre-semester questions answered about Canvas, Zoom, and virtual instruction.

Flex credit available!

All Camp Canvas sessions will be held in Zoom. No account is needed; just go to https://swccdedu.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.

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. To arrange live captioning, please discuss with your department and contact onlinelearning@swccd.edu 6 business days in advance of a session.

Canvas Support

Get your questions answered around the clock!

✔ Live Chat with Canvas faculty support, open 24/7.

✔ Search the Canvas Guides for annotated instructions and videos on a wide range of Canvas topics.

✔ Explore our Canvas Essentials faculty resource site to find training videos, guides, and other nifty resources.

Little lost? Try here first!

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.

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

Distance Education: SWC Website
DE information, resources & training for faculty

Canvas Essentials: SWC Resource Site
Canvas resources & training for SWC faculty

Creating Accessible Content
Self-paced accessibility tutorials for faculty

Quest for Online Success
Self-paced tutorials to prepare for online learning