



HOW TO Academy

Hands-On Workshops for Teaching Online

The Fall 2021 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.

Mon. 8/16

Canvas Basics I & II

9:00 - 12:00 | Diane Palmer

This 3-hour, two-part 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.

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 | Kristin Hargrove

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!

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 incorporate them into your online and remote courses.

Tues. 8/17

Canvas Studio: Getting Started

8:00 - 9:30 | Youssef Francis

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

10:30 - 11:30 | Diane Palmer

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.

Accessibility 101

12:00 - 1:00 | Susan Yonker

Accessibility is essential not only to comply with the law but to make all students feel welcome and supported, including those who may choose not to disclose their disability. Learn about SWC's accessibility features—and a trick or two—to help you efficiently create accessible content across content formats.

Canvas Assignments & Discussions

1:00 - 2:00 | Diane Palmer

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.

VoiceThread

3:00 - 5:00 | Youssef Francis

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 connecting to captioning 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 2021 courses. Hurdle credit available.

Wed. 8/18

7 Instructional Design Best Practices in No Time!

9:00 - 10:00 | Kristin Hargrove

Review 7 key instructional design practices that are simple to learn and make a big difference for your students. Topics will include: streamlining the Canvas course menu, adding a opening page, chunking content, providing module opening and closing pages, reviewing the best approaches to use when building a module in Canvas, exploring why adding course readings and activities to modules is key, and providing introductory context for these same course sources.

Canvas Grades & SpeedGrader

10:00 - 11:00 | Diane Palmer

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.

Explain Everything (app) Crash Course

11:00 - 12:00 | Anastasia Procner (from Explain Everything) and Valerie Pennington

[Explain Everything](#) is a collaborative whiteboard platform where educators and students can meet to share and visualize ideas—it's like a mixed-media playground with an infinite canvas! You can use Explain Everything live in Zoom, or you can use it to make videos for asynchronous instruction. Workshop attendees will receive a 1-year free license for the premium version of the software.

Canvas Quizzes & Exams

12:00 - 1:00 | Diane Palmer

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.

Accessibility 101

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Easy Video 101

4:00 - 5:00 | Kristin Hargrove & Valerie Pennington

Instructional videos help students easily review course content and instructions at their own pace, providing a humanizing presence in the form of voice and/or physical appearance by the instructor. That's you! 😊 Learn about recording do's, tools in Canvas, Zoom, Screencast-O-Matic, Loom, Snagit, Screencastify, as well as how to record videos from your smartphone and safely host content on YouTube for class use, and embedding your videos in Canvas.

Thurs. 8/19

PlayPosit

8:00 - 09:30 | 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.

New Features in Canvas

10:00 - 11:00 | Kristin Hargrove

Join us as we review the latest Canvas updates from SP 21 and beyond. New and updated features include a new student annotation assignment type, the ability to reassign an assignment, settings updates on resetting course content, and an important note on streamed SWC Library content.

Pre-semester Canvas Checklist

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Canvas Atlas / Pope Tech for Accessible Canvas Pages

12:00 - 1:00 | Susan Yonker

Pope Tech is an interactive accessibility guide that integrates into Canvas and works whether you are creating a page or a quiz. During this workshop, you'll learn how to use the Canvas Atlas accessibility checker *and* Pope Tech software to verify that your created content in Canvas is accessible.

Canvas Rubrics

1:00 - 2:00 | Diane Palmer

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

Big 5 Equity Practices for Online Learning

2:00 - 3:00 | Diane Palmer

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 - 4:30 | OLC Team

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

Accessibility Open Lab

4:30 - 5:30 | Susan Yonker

Let's take a look at your Canvas Pages, course files, videos, and other class activities for personalized support in making your course content accessible.

How To Attend HOW TO

All HOW TO Academy 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.

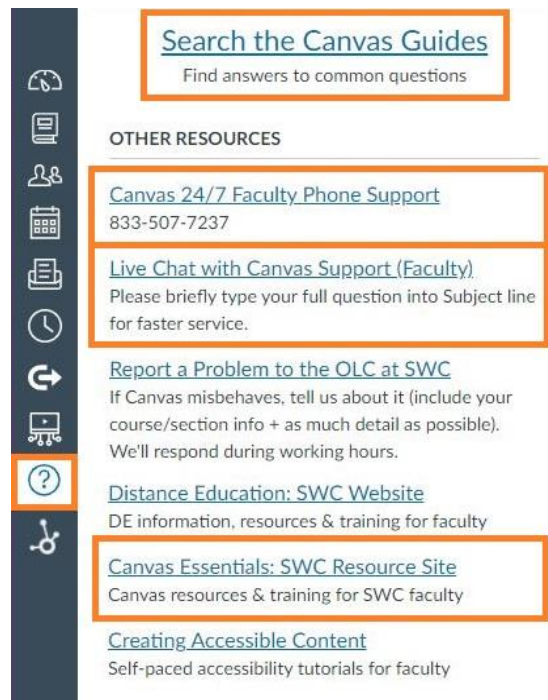
Call into the meeting via phone (toll charge): +1 669 900 6833 (US toll) or +1 646 876 9923 (US toll) | Meeting ID: 448 362 9567. To arrange live captioning, please discuss with your department and contact onlinelearning@swccd.edu 6 business days in advance of a session.

* Flex credit available *

Canvas Support

Get your questions answered around the clock!
Check the Help menu in Canvas for:

- ✓ 24/7 Phone Support
- ✓ Live Chat with Canvas faculty support, open 24/7
- ✓ Canvas Guides for annotated instructions and videos on a wide range of Canvas topics.
- ✓ Canvas Essentials, the SWC-based faculty resource site to find SWC-specific training videos, guides, and other nifty resources.



[Search the Canvas Guides](#)
Find answers to common questions

OTHER RESOURCES

[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.

[Report a Problem to the OLC at SWC](#)
If Canvas misbehaves, tell us about it (include your course/section info + as much detail as possible). We'll respond during working hours.

[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