Course Guide

Introduction to Canvas picks up where Introduction to Online Instruction left off. This course is all about putting into action the pedagogy you learned and the plan you created in the previous course. It’s like a movie sequel where the second film is even better than the first!

The workload will feel much like the first course as well. There will be activities to complete that will familiarize you with the Canvas tool set. Along the way, you will put the first four weeks of your online course together. Each week will require about ten hours to complete.

Canvas is the hottest Learning Management System on the market right now. More colleges are adopting it than any other system. The Online Education Initiative (OEI) did extensive research before selecting it, and when they did, the decision was nearly unanimous. The California Community College State Chancellor’s Office is making Canvas free to colleges, which is a big reason why over 90 of the 112 campuses have adopted it.

The Canvas system is not perfect, but it’s easier for students and faculty than other systems. For the most part, Canvas tries to let you focus on teaching rather than on technology. Still, mastering its complexities can become an addicting challenge.
Course Description

This is a student-centered course. You will learn by doing. For the major project, you will create the first four weeks of your course by using the outline you completed in “Introduction to Online Instruction.”

1. In addition, each week will focus on an important set of Canvas tools:
2. Course Design
3. Assignments, Tests and Surveys
4. The Grade Book
5. Discussions and Groups

Learning Outcomes

By the end of this course, you will be able to
- **Deploy** an online course
- **Identify** Canvas best practices of equitable course design
- **Create** an equitable online community and establish the same for our students.
- **Use** the Canvas Rich Content Editor.
- **Create** equitable assessments, including tests that use pools.
- **Use** Respondus and Turnitin.
- **Edit** scores and views in the Canvas grading area.
- **Create and Use** Canvas Rubrics.
- **Participate** in and **create** equitable discussion boards.
- **Create** student groups, an important component of student-engagement and equity.
- **Create and publish** the first four weeks of your online course.

Time Commitment & Necessary Skills

This is an introduction to Canvas course. All faculty who take it, however, will at least have had experience as Canvas students in the Introduction to Online Instruction course. Some faculty will also have had experience enhancing their face-to-face courses with Canvas or Blackboard, an excellent introduction to the software and to online instruction in general.
Although many faculty will have had previous Canvas or Blackboard experience, this course is designed for beginners.

The class will take approximately 10 hours each week for 4 weeks. Your time commitment will vary based upon your own level of experience with web technologies.

Please log the time you spend on the modules. At the end of the course, please complete the short survey and record your experience and how much time it took to complete. The content can then be adjusted for future classes. Thanks!

**Necessary Equipment**

- A computer not more than six years old
- A high-speed Internet connection
- Current internet browsers and browser plugins (Chrome, Safari, etc.)

*Note: no books will be necessary for this class. All reading material is contained or linked to within the course.*

**Communication Policy**

- email: smedshammerm@yosemite.edu is a fast way to reach me. I will do my best to return email within 24 hours, including weekends.
- Office phone: 209-575-6490 (I always try to pick up unless I’m in a meeting).

**Class Structure, Ground Rules, and Tips for Success**

- Our assignments will always be due on Fridays and Sundays at midnight.
- I’d like to keep everyone together, working at the same pace. The discussions are better that way. You can look and read ahead, but please don’t submit anything more than a week in advance, particularly in discussion boards.
- Students must receive a cumulative score of at least 80% to successfully complete the course.
- Post general questions and comments in our Q & A Discussion Café.
- Please be patient and helpful. Your feedback is important as we work through the material.
- If you are a highly-advanced user, please be extra patient. This is a required course for instructors new to online teaching at MJC. If you have taught online somewhere else
before, the material might be review for you. Try to help others who are not as experienced, and share what you know!

Course Schedule

Week 1: Course Design
Cumulative Assignment 2.1: Rough In 40 Sunday

Week 2: Assignments, Tests, Surveys, and Pools
Create and Grade a Turnitin Assignment 20 Thursday
Create a Test Using a Question Pool 20 Thursday
Cumulative Assignment 2.2: Week 1 Module 50 Sunday
Discussion: Designing My Course, Part 1 -- Sunday

Week 3: The Grade Center
Learning the Grade Book by Using the Grade Book 20 Thursday
Blackboard Rubrics 20 Thursday
Cumulative Assignment 2.3: Week 2 Module 50 Sunday
Discussion: Designing My Course, Part 2 20 Sunday

Week 4: Discussions and Groups, plus Final Project
Discussion Groups Assignment 20 Thursday
Cyber Café Discussion Assignment 20 Thursday
Canvas Discussion Assignment 20 Thursday
Cumulative Assignment 2.4: Weeks 3-4 Modules 200 Sunday
Course Satisfaction Survey 10 Sunday