Canvas Orientation

Get acquainted with Canvas
Learn the basic setup and features

Santa Rosa Junior College Distance Education

Canvas vs. Moodle or CATE

- Canvas' **modern** approach to software:

  Multi-device, social media-aware
  Cloud-based and **centralized**

     No: installs, hosting, varying versions

     One **universal** community, using one app

- Moodle: more granular, very buggy, poor documentation, no support

- CATE: outdated coding, not mobile-friendly, clumsy interface

- Canvas: options are fewer but with some additional features, more intuitive, greater ease of grading, excellent support, and students love it!

  Simpler user experience

Layout

Bread Crumb Navigation

Content Area

Global Navigation

Course Navigation

Side Bar

Online Special Expertise

Home
Announcements
Modules
Grades
Discussions
Files
Syllabus
Assignments
Outcomes
Quizzes
Pages
People
Collaborations
Conferences
Settings

Online Special Expertise

Edit | ⚙

This self-paced training will prepare you to design and develop effective, enjoyable, and accessible ⬀ online courses based on Best Practices ⬀ provided by the State of California Online Education Initiative.

Objectives

By the end of this course, you will be able to

1. Edit your Canvas profile and add an announcement
2. Create and organize instructional material in Canvas
3. Manage course communication and interaction with Canvas Tools
4. Create an assessment and use the SpeedGrader in Canvas
5. Identify accessibility issues and upload an accessible document in Canvas
6. Apply best pedagogical practices by designing and developing a module in Canvas

How to Navigate this Course

You will navigate this course as a "student" rather than as an instructor. The module settings for this course require you to complete module components in sequential order. You may be interested to know how this works from the instructor end; for more information, see the Canvas Guide page "How do I add requirements to a Module?"

From anywhere in the course, you can access Help Resources in Canvas:

Help Resources

For a list of Canvas Help resources, click on the **(?)** button in the lower-left corner of the screen.

A Q&A Forum is provided in this course for questions regarding this training course or the certificate.

The primary contact person for this training course is Liz du Plessis, the instructional designer in Distance Education. Contact Liz by email at eduplessis@santarosa.edu or call her at (707) 521-7937.

⟶ Import from Commons

⟳ Choose Home Page

📊 View Course Stream

❓ Course Setup Checklist

📢 New Announcement

🖼 View Course Analytics

To Do

① Grade Unit 6 Now You Try: Design a Module with Best Practices — ✕
15 points • No Due Date

⑤ Grade Unit 2 Now You Try: Choose a Home Page — ✕
5 points • No Due Date

④ Grade Unit 5 Now You Try: Find the Accessibility Issues — ✕
5 points • No Due Date

Coming Up   📅 View Calendar

Nothing for the next week

Dashboard

Canvas Course Shells

Course shells will automatically be created for for all sections when the semester schedule is finalized. Courses you have been assigned to will appear in your account, and you can customize which shells show on your Dashboard.

NOTE: If you don't see the course shell you want, read directions on the next slide.

Courses

Not all course shells appear in the Dashboard automatically. You may need to set them to appear there. Click on the **Courses** navigation link (#1), then **All Courses** (#2) to see a list.

Click on the star ☆ to turn it on; it will change color. The selected courses will then appear on your Dashboard.

If you still don't see your Canvas course shell…

Check the Schedule of Classes or contact your department to make sure the course is assigned to you in the SIS. Email Distance Ed Support if you continue to have problems.

Course Setup Checklist

Until you publish the course (more on that later), you will see a "Setup Checklist" button on your home page with access to the Setup Checklist. See also the Start of Semester Checklist or Create a Simple Canvas Course Canvas Guide.

QuickStart Templates

The Distance Education team has created QuickStart templates that you can import into your course shells from **Canvas Commons** to get a quick start on course development. The default Home Page of your new course shell will show steps to import a QuickStart template from Commons.

See the **Guide to Using Your Course Shell** for detailed instructions and to preview the 10 templates available. You can import an entire 16-week course template or select particular components.

SRJC Online Learning

Quickstart #6

SRJC Quickstart #6: Getting Started Module (Face-to-face Course)

https://canvas.santarosa.edu/courses/19402 - This URL can be copied and pasted into a browser for a preview of

By: Liz du Plessis

☆☆☆☆☆   OCT 28, 2016

5 Home Page choices

This is the page students will land on when they first click into the course. You can set which page is your Home Page.

1. Pages - Front Page (default choice)
2. Course Modules
3. Assignments List
4. Syllabus
5. Course Activity Stream

On the Home Page, click the "Choose Home Page" button in the right hand side navigation to change your landing page.

1 - Front Page as Home P...

If you want the greatest amount of control over the look of your home page, use this option. You can make your home page "pretty" with graphics. Place a banner graphic or install images that link to key parts of your course.

See example

See instructions on setting a Front page to be your home page

HELP

Course Navigation

Customize Page with Rich Text Editor and/or HTML

BGN112: Marketing Your Skills: Section 8558: Kin...

✏ Edit | ⚙ ▾

Summer 2016
- Home
- Syllabus
- Modules
- Assignments
- Grades
- Files
- Conferences
- Discussions
- Announcements
- Quizzes
- People
- Collaborations
- Outcomes
- Pages
- Settings

Sidebar:
- ⤓ Import from Commons
- ⊕ Choose Home Page
- 📊 View Course Stream
- ❓ Course Setup Checklist
- 📢 New Announcement
- 📄 View Course Analytics

Choose Home Page

BGN 112 - Marketing Your Skills

© Can Stock Photo

Business Department | Career Center | Career Cafe ↗

Instructor: Kim Kinahan

Contact: kkinahan@santarosa.edu

Classroom: Tuesday/Thursday - 5:30pm - 9:30pm (Computer Lab-Maggini 2802)

Office Hours: Tuesday/Thursday - 5:00pm. - 5:30pm (Maggini 2

To Do

To Do
- 9 Grade Electronic Resume - .doc or PDF
  15 points • Jul 12 at 5:30pm ✕
- 9 Grade Electronic Cover Letter
  10 points • Jul 12 at 5:30pm ✕
- 8 Grade Thank you for Informational Interview
  10 points • Jul 19 at 5:30pm ✕

Activities Coming Up

Coming Up | 📅 View Calendar

- A+ Electronic Portfolio
  BGN112: Marketing Your Skills: Section 8558: Kinahan K

2 - Modules as Home Page

Modules is another good choice for the Home Page because it acts as a table of contents for the course materials.

Add New Module

Title Bar

Add Item to Module

Publish Module

Settings

3 - Assignment List as Home Page

Using Assignments as your Home Page will display a list of assignments grouped by due date/status.

4 - Syllabus as Home Page

Customize Page with Rich Text Editor and/or HTML

Syllabus as your Home Page takes students directly to your course overview.

Canvas's Syllabus page automatically includes a chronological listing of assignments below your syllabus.

Assignments populate automatically

My Spring class > Syllabus

Spring 2016
Home
Announcements
Modules
Discussions
Grades
Assignments
Conferences
Files
Quizzes
Syllabus
People
Collaborations
Outcomes
Pages
Settings

My Spring class

Jump to Today   ✏ Edit

COP Group Text Syllabus

box   1/3

GROUP: Measure H Facilities Planning Group Set – 3 groups

Group 1: South West Santa Rosa Center

Discussion 1 Southwest Center Santa Rosa
What are the pros and cons of investing bond funding in the current SouthWest Santa Rosa Center? What programs and classes should be offered at the SouthWest Center if development occurs?

Page 1
The Southwest Center Santa Rosa has potential to be used for English as a Second Language and Career and Technical Education expansion. Share your ideas for what classes, labs, and learning space features you'd like to see. Be sure and put your name next to your entry so that your teammates know what you've contributed. -- Alicia

<p> </p>

<hr style="border-top-color: #ffcc00; border-top-width: 1px; border-top-style: solid;" />

<p> </p>

Minimize File Preview

Date	Details	
Thu Jan 21, 2016	🅰 Smart Goals	due by 11:59pm
Thu Jan 28, 2016	🅰 SMART GOAL Action Plan	due by 11:59pm

⊕ Import from Commons
⊙ Choose Home Page
▥ View Course Stream
❓ Course Setup Checklist
📢 New Announcement
🖼 View Course Analytics

To Do

2 Grade SMART GOAL Action Plan
0 points • Jan 28 at 11:59pm

1 Grade Bragalog
10 points • Feb 2 at 11:59pm

1 Grade Ideal Job
10 points • Feb 15 at 12pm

3 Grade Job Application
10 points • Feb 17 at 6am

1 Grade Electronic Resume - .d or PDF
15 points • Mar 3 at 1:30pm

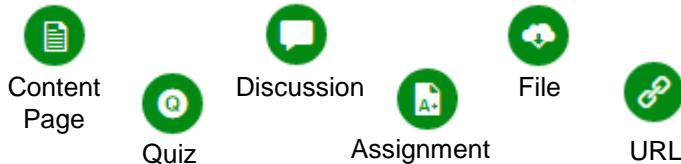2 more...

< July 2016

5 - Activity Stream as Home Page

This will show students important recent activities from the course. There is no way to edit the page.

Why Use Modules for Your Content?

Modules allow you to organize the flow of your content and provide a course Table of Contents

- Group Modules by week, topic or category.

- Include pages, assignments, discussions, quizzes, or links to outside resources.

- Use the Indent feature to increase your course organization.

- Previous and Next buttons appear at the bottom of each Module asset allowing students to navigate through the course in sequence.

Content Page

Quiz

Discussion

Assignment

File

URL

Modules collapse and expand

Indenting

Dates & points for assignments

Icons indicate type of item

▶ Getting Started - Summer 2016

▶ Course Resources/Handouts

▼ Week 1 - Tuesday, June 21 & Thursday, June 23

Overview Class 1 - Tuesday, June 21

Videos

Smart Goals

Brag Dictionary! Resou...

Bragalog
Jun 23 | 10 pts

Set Course Navigation

You can customize the course navigation your students will access. Best practice is to only include necessary link options. We recommend Home, Syllabus, Modules, and Grades (and Announcements, if desired).

1. Click Settings in course navigation.

2. Click Navigation tab.

3. Drag items from top area to bottom to remove from student navigation or drag items from bottom to the top area to add

NOTE: Grayed-out links are still active for the instructor; it just means that link is not part of the student navigation options.

Publishing Course Elements

Publishing means opening up for student access

There are three layers of publishing: at the Item level, at the Module level and at the Course level.

- You need to publish any individual materials, such as Modules, Pages, Quizzes and Assignments, that you want visible to students

- You can hide items by not publishing them until ready

- You can edit items whether they are published or unpublished

- You can publish and unpublish items at any time

NOTE: Published items within a module will not be visible to students unless the module is published as well.

Gray cloud means unpublished

Green cloud means published

Class Notes

Course Resources

BGN 112 Syllabus Spring 2016.pdf

Extra Credit Opportunity   May 2   0 pts

Discussion Wall

Assignment List

Publishing Your Course

Publishing means opening up for student access

Even though individual items may be published, students will NOT see anything until the course itself is published.

Publish your course from the Home link in the course navigation

Students will be automatically be added to the course roster as they enroll, but they will not have access to anything until you publish the course

Green "Published" button indicates this course is published

Getting Help

Click the Help icon to access various help links

Everyone at SRJC has 24/7 access to the Support phone line

The Student Help menu has different options than the Teacher Help menu

Canvas Guides offer tutorials (example: Assignments). There are Guides based on roles or platform.

Browse the Community or request features

Help ✕

Ask Your Instructor a Question
Questions are submitted to your instructor

Search the Canvas Guides
Find answers to common questions

Canvas Support Hotline
(844) 303-0344

SRJC Student Help Desk
For All Non Canvas Issues

Online Tutoring
Login through your student portal to get free online tutoring

Ask a Counselor
For help with quick questions, forms, transfer, and more

Ask a Librarian
For help with your research projects and questions

SRJC Canvas Help for Students
Help documents for Students

INSTRUCTOR GUIDE   STUDENT GUIDE   COMMONS GUIDE   CATALOG GUIDE

ASK THE COMMUNITY

SUGGEST FEATURE IDEA

ADMIN GUIDE   OBSERVER GUIDE   CANVAS APP   SPEEDGRADER APP

CONTACT SUPPORT

This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0

VIDEO GUIDE

You can go to Canvas Course Resources to see examples of how others have set up their courses.

There are both text/image Guides and video Guides.

For questions about enrollments, course shells, or other issues related directly to SRJC's use of Canvas, use the link on the Help menu or at the bottom of all DE pages to email DE Support.

Email Distance Ed Support

Help

Search the Canvas Guides
Find answers to common questions

Canvas Support Hotline
(844) 303-0344

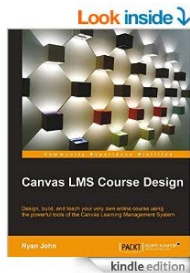**SRJC Distance Education Support**
Email DE staff for support

Want to learn more?

Go to de.santarosa.edu
And click on the
Faculty Canvas Training link

CANVAS/CATE/MOODLE HELP

Faculty Canvas Training
Faculty Help For Canvas
Faculty Help For CATE
Faculty Help For Moodle
Student Help For Canvas
Student Help For CATE
Student Help For Moodle

Like to read

CANVAS TRAINING & TUTORIALS

CALENDAR OF TRAINING AND EVENTS

Now, you can keep track of all our training and events on our DE Calendar page.

FACE-TO-FACE TRAINING

Click the link below to see the Canvas training schedule with Distance Education and to sign up for a training.

Canvas Training Session Sign Up

DROP-IN HELP SESSIONS

See the DE Calendar page

The Drop-In Help Sessions do not include formal instruction but are a chance to develop your Canvas course with a Canvas Upgrade Team member on hand to answer questions.

ONE-ON-ONE APPOINTMENTS

Sign up for a 45-minute appointment with a Canvas expert.

These appointments are designed to help with specific questions or challenges in organizing your content in Canvas. Please familiarize yourself with Canvas by attending an Intro training or watching the instructional videos prior to making an appointment.

One-on-one Appointment Sign Up

Canvas LMS Course Design

Advanced Trainings

https://de.santarosa.edu/content/canvas-training-tutorials

- **Assignments and TurnItIn**
  Learn how to create Assignments in Canvas, how students view and submit Assignments, and how to use the TurnItIn app in Canvas.

- **Canvas Gradebook**
  Learn to create graded assignments, use the SpeedGrader, and provide feedback to students.

- **Quizzes and Surveys**
  Learn how to use Canvas tools to create quizzes, surveys, and question banks.

- **Multi-Media & Apps for Canvas**
  After this 90-minute workshop, you will be able to use eLearning tools to create interactive presentations and activities for your Canvas course.