

# INTRODUCTION TO TEACHING WITH CANVAS COURSE GUIDE

COLLEGE OF THE CANYONS ONLINE EDUCATION



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## Welcome!

Hello and welcome to Introduction to Teaching with Canvas. This course introduces Canvas tools in the context of practical strategies for design, development, and management of a course in Canvas. You will have an opportunity to review the basics of online course development and practice the use of Canvas tools through hands-on exercises.

This course is presented in five modules (learning units). You will be able to navigate through the modules freely; however, we recommend you proceed through the content linearly as presented for the most beneficial learning journey.

## Course Description

This course introduces you to how to teach using the Canvas Learning Management System (LMS) by Instructure. You will learn how the system works through a series of curated readings and recall what you have learned through formative quizzes. You will then have an opportunity to practice what you learn in a series of “Sandbox Tasks” where you will edit settings and create content in a Canvas course.

## Learning Outcomes

At the conclusion of the course you will:

- Know where in Canvas to edit course and profile settings, how to choose your home page, and tools to use for designing accessible content pages, modules and assessments.
- Have experience adding a variety content into a Canvas course including a file, quiz, accessible content page, module and announcement.
- Have experience adjusting Canvas course settings for the Home Page, Gradebook, and Navigation in your Canvas Sandbox shell.
- Practice viewing and testing content you created in Canvas using “Student View”.
- Practice assessing student assignment submissions and leaving student feedback.
- Have the knowledge to begin experimenting and building content in your face-to-face class, following guidelines and best practices for student interaction, assessment, and accessible course design.

## Time Commitment

The estimated time to complete this course is 4 hours. However, your time commitment will vary based upon your own level of experience with web technologies. As this is a self-paced course, you may spend as much (or as little) time as you need reviewing the instructional content and practicing the skills presented.

## Recommended Skills

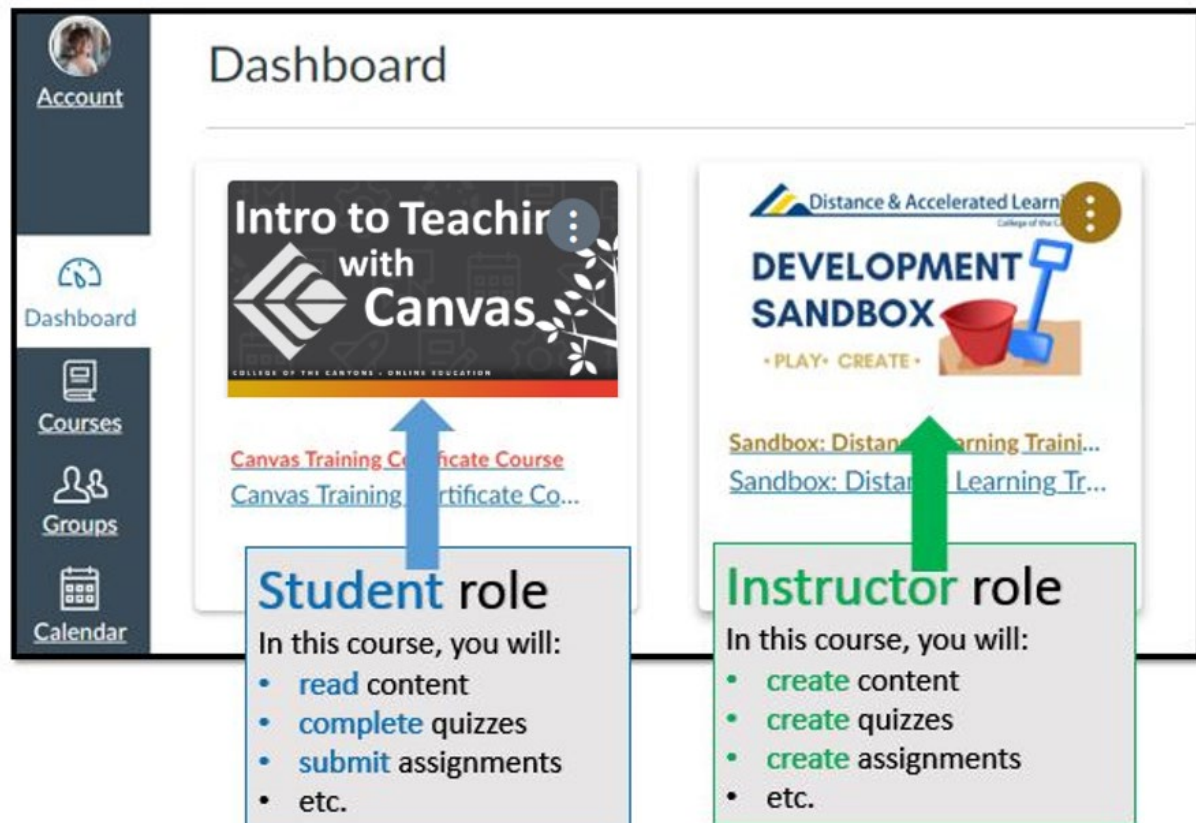
This class is designed for the novice Canvas user with the following skills:

- Knowledge of how to use word processing, e-mail and file management
- Basic internet skills (how to use web browser, complete web searches, upload / download files)
- An open mind and willingness to try new things

## Your Canvas Courses

In order to complete this training, you will utilize two separate Canvas courses, both of which you will find on your Dashboard:

1. Intro to Teaching with Canvas
2. Canvas Training Sandbox



**As a student**, in the “Intro to Teaching with Canvas” course, you can view course content, submit assignments & take quizzes.

**As an Instructor**, in the “Canvas Training Sandbox” course, you will be able to:

- Edit course settings
- Create and add a variety of content and assessments
- View student work and activity
- Submit grades
- Communicate with students
- And much more!

## Course Completion Requirements

In order to receive Canvas Certification, you will need to:

- ✓ Complete all quizzes in Modules 1 - 4
- ✓ Complete your Sandbox site assignments (20 points possible, 15 points required), and submit the URL for review.

The complete list of Sandbox Assignments along with the grading rubric are listed in Module 5.

## After Becoming Canvas Certified

Once the requirements for course completion have been met, you will receive an email from the Online Education team on how to request Canvas shells for your Instructional Courses. For questions about getting your instructional courses set up in Canvas, please contact [Chad.Estrella@Canyons.edu](mailto:Chad.Estrella@Canyons.edu).

After completing this training, you will be able to continue to use your Sandbox course to test items, features, apps, content, and to build your Instructional course prior to class beginning.

## Flex Credit

This course is eligible for 4 hours of FLEX credit. Your actual time spent in this course is not calculated, and you are welcome to proceed through the course at your own pace. To learn more about FLEX credit, please contact the College of the Canyons [Professional Development Office](#).

**Thank you for taking your time to read this course guide.**

If you need assistance or if you have any questions, please contact the [Online Education Team](#) (located in the Valencia campus Library, 2nd floor, offices 245 – 248):

- [Brian Weston](#), Director, Distance and Accelerated Learning (Ext. 3102)
- [Chloe McGinley](#), Distance Learning Coordinator (Ext. 3724)
- [Joy Shoemate](#), Distance Learning Coordinator - Student Success (Ext. 3603)

See you in Canvas!