Canvas Creative Studio – Level I – Essentials

The Canvas Essentials training module is the foundation for building and acquiring Digital Learning Environment (DLE) skills for teaching and engaging students in their learning. This guide is designed to help you identify your personal learning objectives, select and monitor your skill building successes.

Essentials Training Outcomes Overview

**Understand Global Navigation as it pertains to Canvas:**
- Demonstrate the use of Canvas dashboard and courses overview to include settings and notifications.
- Illustrate the calendar function and how it is incorporated in the course design.
- Define inbox conversations as a means of communication.
- Describe the importance and use of Tier I support through Canvas.

**Building and understand course design before creating course materials:**
- Define the structure of the course template and its limitations.
- Explain the collaboration with Office 365 and Canvas.

**Designing course modules (or weeks) in Canvas:**
- Creating modules (or weeks) for sequential course progression based on UDL.
- Adding content in course modules (or weeks) with awareness of accessibility and consistency.
- Demonstrate and practice using Rich Content Editor focusing on the different features available.
- Define the use of the Content Selector and how to use it in course design.
- Recognize and demonstrate the importance of the syllabus and naming conventions (UDL).
- Differentiate between using Canvas on mobile devices versus desktop/laptop.

**Developing assignments and assignment relationships to the gradebook.**
- Building assignments in Canvas.
- Applying details and settings as it pertains to assignments for accessibility.
- Understanding the connection between building an assignment and the gradebook.

**Publishing the course and use of student view.**
- Apply course settings to validate any broken links.
- Review steps needed to publish a course.
- Demonstrate how to use the student view.

**Recommended Spotlight Sessions to Complement this Training**
- **Calendar** - In Canvas, the Calendar is similar to the one in D2L but offers more options. During this session, we’ll explore the new features and functions by creating placeholder events and assignments.
- **Copyright** - Just because it’s on the internet, doesn’t mean it’s free to use. When creating a course, it is important to know which materials instructors can and can’t legally use. During this session, we’ll discuss the type of materials that are available and where to find them.
- **Office 365 Integrations** - The Office 365 integration and Collaboration within Canvas allows instructors and students work easier and completely online alone or in groups. During this session, we’ll explore the Office 365 options.
- **Rich Content Editor Advanced** - The Rich Content Editor (RCE) has more features and functions than just bold and bullet lists. During this session, we’ll explore the advanced features.
- **Tier 1 Support** - As part of our Canvas contract, we have their 24/7 support. During this session, we’ll discuss what is included for instructors and students.

If you have any questions or concerns please contact a CETL team member: Stacy Leno, Del Wright, Rebecca Graetz, or Thora Papineau.
Canvas Creative Studio – Level II – Student Success

The Canvas Student Success training is centered on gaining able to use DLE tools focused on student success, retention and course completion. Understands how to post assignments online, how use the communication tools for discussion boards, can collect assignments electronically, can provide student grades, and is able to incorporate digital media resources (e-text/Open Source) through the DLE.

Student Success Training Outcomes Overview

Employ Global Navigation tools connecting course content in Canvas.

- Illustrate the calendar function and how it is incorporated in the course design.
- Define inbox conversations as a means of communication.
- Explain what Canvas Commons is and the importance of using it correctly.
- Describe the importance and use of Tier I support through Canvas.

Building and understand course design before creating course materials.

- Creating groups and the structure of groups in Canvas
- Prepare a group with collaborations using Office 365.
- Leveraging Modules (or weeks) using prerequisites and requirements.
- Cleaning up D2L Migrated Content using Course Complexity Reports.

Designing course modules (or weeks) in Canvas.

- Demonstrate and practice using advanced Rich Content Editor features available.
- Define the use of the Content Selector and how to use it in course design.
- Define different Apps (LTI – Third Party Integration) and the process for adding them to a course.

Illustrating the use of different tools in Canvas for Student Success

- Preparing a discussion board posting in Canvas.
- Producing a rubric to be used repeatedly between courses and its use for student success.
- Demonstrate the gradebook focusing on how it works and Speed Grader.
- Designing effective quizzes and exams using Canvas.
- Define grading schemes that are available in Canvas.
- Copying the course and use of student view.
- Apply course settings to validate any broken links.
- Review steps needed to copy a course from a development (or Master Course) area to live courses.
- Demonstrate how to use the student view.

Recommended Spotlight Sessions to Complement this Training

- Accessibility and Universal Design - All learners should be able to access the materials in a course no matter what their learning modalities may be. During this session, we’ll discuss preferred methods for using Canvas tools.
- Assignments Advanced - In Canvas, the Assignments tool is different from the D2L's Dropbox tool. During this session, we'll discuss the differences, use the new features, and assess assignments.
- Discussions Advanced - In Canvas, the Discussions is similar to the one in D2L, but offers more options. During this session, we'll use the new and advanced features to create discussions, group discussions, and assessing student posts.
- Quizzes.Next - By Fall 2019, Canvas will mainly be using Quizzes.Next, a newer version of their quizning tool. During this session, we'll create quizzes using the new features and functions.
- SpeedGrader - In Canvas, the SpeedGrader feature allows instructors to “mark-up” submissions, discussions, etc. During this session, we'll use the SpeedGrader features and functions for assessment.

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Canvas Creative Studio – Level III – Student Engagement

The Canvas Student Engagement training offers advanced DLE tool use for individuals with the need for minimum skill proficiencies required to deliver a blended or fully online course. In addition to the skills listed in Level I and Level II training, the acquired proficiencies would include understanding how to leverage the DLE tools for effectively engaging online students in the digital learning environment, provide timely relevant feedback, and strive to meet the metrics of the universal design.

Student Engagement Training Outcomes Overview

**Understand Global Navigation as it pertains to Canvas.**
- Relate inbox conversations as a means of communication for student engagement.
- Describe the importance and use of Tier I support through Canvas.

**Designing course modules (or weeks) using Office 365 and LTI in Canvas.**
- Explain the collaboration with Office 365 and Canvas such as Cloud assignments.
- Define different Apps (LTI – Third Party Integration) and the process for adding them to a course.

**Demonstrate the use of different tools in Canvas for Student Engagement**
- Participate in a Discussion Board, Assignment and Quiz as a student.
- Grading a discussion board posting in Canvas using a rubric attached to the discussion board.
- Creating a peer review in groups as it pertains to assignments and discussion boards.
- Demonstrate who to use Speed grader to grade assignments.
- Designing effective quizzes and exams in Canvas.
- Efficient grading and managing quizzes and exams.
- Demonstrate the use of Assignment Group Grading Categories

**Reviewing Different Tools for Course Analytics**
- Course data and statistics
- Student Progress
- Testing data and statistics

**Recommended Spotlight Sessions to Complement this Training**
- **Analytic Tools** - In Canvas, instructors can use students’ activity, submissions, and grades to make sure their students are understanding materials and not falling behind. During this session, we'll explore ways that instructors can review the student data in their courses.
- **Groups and Group Assignments** - In Canvas, Groups and Group assignments are set-up and used differently than they were in D2L. During this session, we'll create new groups, group sets, and group assignments.
- **Rubrics** - In Canvas, the Rubrics feature is similar to the one in D2L but easier to use. During this session, we’ll learn how to create and add rubrics to assignments and discussions.
- **Peer Reviews** - With the Peer Review feature added to assignments, instructors can create assignments where students can review each other’s work. During this session, we’ll learn how to create assignments with peer reviews assigned to them.

More Spotlight Sessions to come...

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Canvas Spotlight Sessions

The Canvas Spotlight Sessions offer short trainings that are about specific tools, features, or preferred methods for building and acquiring Digital Learning Environment (DLE) skills for teaching and engaging students in their learning. This guide is designed to help you identify your personal learning objectives, select and monitor your skill building successes.

Spotlight Sessions Overviews

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- **Analytic Tools** - In Canvas, instructors can use students' activity, submissions, and grades to make sure their students are understanding materials and not falling behind. During this session, we'll explore ways that instructors can review the student data in their courses.
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