Introduction to Canvas

Design Outline

Workshop Description

Purpose of the Workshop	Provide software training to give participants the experience of navigating a Canvas course and to introduce how to build web-enhanced, hybrid, and online courses.
Estimated Duration	One hour 20 minutes
Audience	American River College faculty
Delivery Environment & Considerations	This workshop will be conducted in the Instructional Technology Center Training room. The workshop accommodates up to fifteen participants. Participants will be provided with a computer, sandbox course, and Internet connection. The facilitator needs ▪ A PC connected to a projection unit ▪ A PowerPoint presentation (Presentation-Intro-to-Canvas.pptx) ▪ Instructor notes (Design-Doc-Intro-to-Canvas.docx) ▪ A participant handout (Handout-Intro-to-Canvas.docx) ▪ A sample Canvas course (ITC Sample Course) ▪ Evaluation Form (Evaluation-Intro-to-Canvas.docx) Note: If possible, the facilitator should email a Canvas Challenge to participants to complete two days prior to attending the workshop (Introduction to Canvas Challenge.docx).
Blended Learning and Support	The workshop is designed for the facilitator to ▪ Present concepts through lecture and highly interactive discussion, supported by a PowerPoint presentation and software demonstration ▪ Demonstrate procedures using a projected display monitor ▪ Guide the participants through conducting tasks ▪ Use a sample course that threads throughout the modules Participants are provided with ▪ A Sandbox course to work with during training. ▪ A handout that they use in the workshop and can continue to use when they return to their jobs.

Content Outline

Opening	
Duration	10 minutes

Workshop Objectives	The facilitator shows the Workshop Objectives slide and
	
	▪ Tells participants that when they complete this workshop, they will be able to
	    – Locate Canvas areas to customize the course appearance and create a content page
	    – Use Canvas conventions to quickly accomplish tasks

Agenda and Workshop Format	The facilitator shows the Workshop Agenda slide and describes the class agenda and workshop format.
	
	▪ Opening
	    o Agenda and Workshop Format
	▪ Canvas Overview
	    o Presentation
	▪ Course Customization
	    o System Demonstration
	    o Hands-on Activity
	▪ Course Content
	    o System Demonstration
	    o Hands-on Activity
	▪ Closing
	    o Resources for Support
	    o Workshop Evaluation

Workshop Guidelines	Facilitator discusses any class guidelines.

Overview	
Duration	20 minutes
Objectives	The facilitator shows the Overview slide and ▪ Tells participants that when they complete this module, they will be able to – Use the Canvas interface – Locate the appropriate areas according to the tasks they want to accomplish
Presentation	The facilitator ▪ Provides an overview of the Canvas Interface and course areas using the Sample Course o User Dashboard o Global Navigation o Course Navigation and areas
Review	The facilitator reviews what the participants have learned in this module by ▪ Discussing the tasks that met the module objectives ▪ Providing any clarification through a question and answer session

Course Customization	
Duration	20 minutes

Objectives	The facilitator shows the Course Customization slide and
	
	▪ Tells participants that when they complete this module, they will be able to
	   – Import a course through the Commons
	   – Customize the course areas and navigation
	   – Customize a course Home Page

Presentation	The facilitator will demonstrate how to ▪ Import a Course through the Commons (show and describe without following through on an actual import) ▪ Customize the Navigation Menu ▪ Customize the Home Page
Practice	The facilitator guides participants through the following tasks, step by step, using the Handout as a supplement: ▪ Logging in ▪ Importing from Canvas Commons (the facilitator should not follow through on the import, but the participants should) ▪ Customizing the Course Navigation ▪ Customizing the Home Page
Review	The facilitator reviews what the participants have learned in this module by ▪ Discussing the tasks that met the module objectives ▪ Providing any clarification through a question and answer session

Course Content	
Duration	20 minutes

Objectives	The facilitator shows the Course Content slide and
	
	 ▪ Tells participants that when they complete this module, they will be able to
	     – Create a Module
	     – Add and edit a page with text and images
	     – Set a custom Home Page

Presentation	The facilitator will demonstrate how to ▪ Create, organize, and publish Modules ▪ Add and edit a content page with text and images ▪ Use the conventions of adding and editing to another area
Practice	The facilitator guides participants through the following tasks, step by step, using the Handout as a supplement: ▪ Adding a Module ▪ Adding a Page ▪ Editing a Page ▪ Set a Front Page
Review	The facilitator reviews what the participants have learned in this module by ▪ Discussing the tasks that met the module objectives ▪ Providing any clarification through a question and answer session

Closing	
Duration	10 minutes
Objectives and Expectations	Facilitator shows the Class Objectives Review ▪ Asks participants to discuss what they have learned about each objective ▪ Asks for and answers questions
Resources	The facilitator shows the Resources slide and ▪ Discusses the available technical assistance resources
Evaluations	Facilitator ▪ Tells participants how to complete the online Evaluation ▪ Explains that participants' feedback will be used to improve future training ▪ Ensures that feedback is very important because faculty satisfaction is a top priority
Parting	Facilitator concludes the class ▪ Thanks participants for attending and participating ▪ Congratulates participants on completing the class