



# Syllabus

**Course Name:** Teaching with Canvas

**Location:** Online

**Facilitator:** Jodi Reed

**Email:** [jodi.reed@gcccd.edu](mailto:jodi.reed@gcccd.edu)

**Meet:** [Book an Appointment](#)

**Zoom:** <https://cccconfer.zoom.us/my/jodireed>

Welcome to *Teaching with Canvas*. This course introduces faculty to Canvas tools in the context of practical strategies for design, development, and management of courses. You will have an opportunity to review the basics of course development and practice the use of Canvas tools through hands-on exercises.

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## COURSE DESCRIPTION

This course introduces faculty to the Canvas learning management system. You will learn how the system works through a series of videos and readings, recall what you have learned through formative quizzes, and practice what you have learned through a series of hands-on exercises focused on the subject you teach.

## MODULES

The course is divided into four modules. Review each module's overview page which lists the learning objectives and important information for the unit.

## COURSE DATES

This course is designed to be completed in approximately 20 hours. There are no due dates; you can complete it in whatever time frame works best for you. For example, in the past, this course was delivered in 4-week online and 4-day on campus formats. The flexibility to work through this course from home at your own pace comes with responsibility. It is **your responsibility** to keep yourself motivated enough to complete the course in a timely manner without due dates. It is expected that you will complete the course within the semester you start it. Each semester we will start a new cohort.

## LEARNING OUTCOMES

By the end of the course, you will be able to use Canvas to apply Chickering and Gamson's "Seven Principles of Effective Teaching" in the following ways:

- Facilitate contact between students and faculty by creating a bio and setting communication expectations
- Develop reciprocity and cooperation among students by creating a community of discourse in discussions
- Encourage active learning by choosing a course home page that will help students succeed
- Give prompt feedback using immediately scored quizzes
- Emphasize time on task by adding events to the course calendar
- Communicate high expectations by sharing the syllabus online
- Respect diverse talents and ways of learning by presenting content in a variety of formats

## INSTRUCTOR COMMUNICATION POLICY

Instructor will respond to email messages and email within one business day.

### EMAIL

You can reach me through email at [jodi.reed@gcccd.edu](mailto:jodi.reed@gcccd.edu).

### MEET WITH JODI

Meetings will be online using Zoom. [Book a time on my calendar](#) that works best for you.

## TIME COMMITMENT & RECOMMENDED SKILLS

This class will take approximately 5 hours during each of the 4 modules; for a total of 20 hours. Your time commitment will vary based upon your own level of experience with technology.

Although this class is designed for novice Canvas users you should have the following skills:

- Basic computer skills - word processing, e-mail, file management
- Basic internet skills - use of browser, manage multiple browser tabs, searches, uploading and downloading files
- An open mind and willingness to try new things

## PROFESSIONAL DEVELOPMENT CREDIT

When you receive your certificate for this course, professional development credit will be awarded in the Vision Resource Center within 30 days. If you have completed the course and haven't received PD credit for it, email Jodi. Please **do not** turn these hours in through the Professional Development Flex or Individual Activity forms. See the PD website for [dates PD must be reported](#). Hours can be carried over from fall to spring semesters, but not from spring to fall.

## TECHNICAL REQUIREMENTS

- Fairly recent Mac or PC (not more than five years old) with a current operating system.
- Current browser (Chrome and Firefox are recommended, Don't use MS Edge)
- Broadband Internet connection for viewing online videos
- Free [Online Office Apps](#) to view Microsoft Office documents if you don't have Microsoft Office installed. If you are employed by GCCCD, can get [Microsoft Office free](#).
- Free [Adobe Reader](#) software to view PDF documents

## TEXTBOOK INFO

There is no required textbook to purchase for this class. All readings will be available online in Canvas. Many of them will be in the online Canvas guides, and you will be able to bookmark or print them for future reference. For those that prefer a book, "Canvas LMS course design" by Ryan John is on reserve in the library. Ask for "RES CANVAS" at the library circulation desk.

## ANNOUNCEMENTS

I will post announcements when I need to communicate with the class. I recommend setting your notification preferences to receive Announcements right away to ensure you receive all important course information.

## ASSESSMENTS & GRADING

This course has been designed as an active learning environment to ensure you leave the course feeling confident about your new skills and abilities. Throughout the course, you will be introduced to the ways that you can teach with Canvas. Each assessment will be scored based on the provided rubric.

This is a mastery course. You are expected to resubmit assignments until they are correct. **You must earn 100% for every assignment to receive a certificate of completion.**

### GRADING CATEGORIES

Assignments	60%
Final Project	40%

## DROP/WITHDRAWAL POLICY

Participants will not be dropped from the course unless you let me know you have decided not to complete the course

## ACCOMMODATIONS

Students with disabilities who may need accommodations in this class should notify the facilitator so that reasonable accommodations may be implemented as soon as possible.

## ACADEMIC INTEGRITY

You are expected to do your own work in this course. It is okay to work with others taking the course, however if your assignments are not substantially different from the person you are working with, this will be considered cheating and no professional development hours will be earned and no certificate will be awarded.

## GROUND RULES & TIPS FOR SUCCESS

- If this is your first online learning experience, expect to invest extra time to orient yourself to the course design and tools.
- Block out time in your schedule to do the work.
- Open this course in one browser tab and your sandbox in another browser tab to make it easier to watch videos and follow the steps in your sandbox.

- Have patience and a sense of humor with technology.
- Keep an open mind.
- Ask for help when you need it.
- Read course material carefully and ask for clarification when needed.
- **The course may be archived.** An announcement will be sent one month before this happens. Please make sure you download and save any information or assignments you want to maintain prior to the archive date.

If you have any questions or concerns, do not hesitate to contact me along the way. I am here to be your guide as we explore ways this technology can be used to support student success at Cuyamaca College.