



Syllabus

Course Name: Teaching with Canvas

Section: Train 2

Course ID: TWC02

Course Location: canvas.instructure.com

Facilitator: Rhonda Bauerlein

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Office Hours: [schedule a meeting](#)

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 how to teach using the Canvas learning management system 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 also practice what you have learned through a series of hands-on exercises focused on the subject you teach. Finally, you will reflect on the tools in Canvas through a shared discussion with other participants sharing this part of our professional journey.

Weekly Modules

The course is divided into four weekly units. Each unit will appear in the Modules section of the course. To get started each week, closely review the Overview page, which lists the learning objectives and required assignments for the unit.

Course Dates

This course is fully online and will officially meet from September 12 through October 7, 2016. To allow participants to use either the weekend before or the weekend after each week to complete assignments, participants will have access to course materials on the Friday before each week's module officially begins. Due dates are the Monday of the following week at 11:59 pm.

Week	Week Begins (Monday)	Course Materials Available (Friday)	Assignments Due (Monday)
Week 1	September 12	September 9	September 19
Week 2	September 19	September 16	September 26
Week 3	September 26	September 23	October 3
Week 4	October 3	September 30	October 10

Learning Outcomes

By the end of the course, participants 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 through the use of 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

I will respond to email within one business day. Cuyamaca College is open Monday through Thursday during the summer semester.

Q&A Forum

Please post course related questions in the Q&A discussion forum that can be accessed from the discussions tool. Please keep in mind that posts & replies in this forum are visible to the entire class.

Conversations (Inbox)

If you have a personal question, please contact me using the [Conversations tool](#) within Canvas. You can access conversations via the **Inbox** link on the Global Menu.

Email: rhonda.bauerlein@gcccd.edu

I receive all conversation posts to my email; so you do not need to send your message to both places. I prefer that you use the Conversations/Inbox tool in Canvas versus email directly as sometimes student emails get filtered out as spam.

Meet with Rhonda: <http://bit.ly/r-meeting>

Use the link above to schedule a meeting time with Rhonda. Meetings can be in person or online using Zoom or CCC Confer. If you want to meet online, be sure to say so in the comments section of the meeting reservation form.

Time Commitment & Recommended Skills

This class will take approximately 5 hours during each of the 4 weeks; 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:

- Basic computer skills (word processing, e-mail, file management)
- Basic internet skills (use of browser, searches, uploading/downloading files)
- Familiarity with discussion boards
- An open mind and willingness to try new things

Technical Requirements

- Fairly recent Mac or PC (not more than three years old) with a current operating system.
- Current browser (Firefox or Chrome are preferable)
- Broadband Internet connection for viewing online videos

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, I placed "Canvas LMS course design" by Ryan John on reserve in the library.

Strongly Recommended Tools

You will be exposed to many, many websites and resources in this class. Take time to develop a process for bookmarking these sites for future reference.

- ✘ **Diigo:** If you don't have a clear bookmarking process or tool in mind, set up a free account at a social bookmarking site, like [Diigo](#). Diigo is an easy way to tag and bookmark websites, providing you with the ability to access them from any computer with an internet connection and share them with others.
- ✘ **Evernote:** You can use a digital workspace like [Evernote](#). Evernote is a workspace that lives across your phone, tablet, and computer, where you can create notes, collect info, find what you need, and present your ideas to the world. Microsoft OneNote is a good alternative that is free for faculty.
- ✘ **Screenshot Tools:** Microsoft has a free screenshot tool called [Snip](#) and Macintosh users can follow the [Mac screenshot instructions](#).

Announcements

This class will be featuring online video announcements, as an effort to encourage you to reflect on how the use of video increases an instructor's social presence. There will be one video announcement at the start of each of the four weekly units. When I need to communicate with the class between these weekly announcements, I will post a text announcement. I recommend including Announcements in your notifications preferences to ensure you receive all of the important course information each week.

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.

You must earn at least 80% to pass this course and receive a certificate of completion.

Grading Categories

Assignments	40%
Quizzes	20%
Discussions	20%
Project	20%

Flex Credit

Faculty who receive a certificate of completion for this course will be awarded 20 hours of professional development credit. This will be automatically added to your professional development hours. Please **do not** turn these hours in through the Professional Development Flex or Individual Activity forms.

Drop/Withdrawal Policy

Those who do not participate for two consecutive weeks will be dropped from the course. Participants may withdraw at any time by emailing rhonda.bauerlein@gcccd.edu.

Accommodations

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

Academic Integrity

Be sure to cite any sources used to complete assignments for this course unless they are marked for use without attribution.

Ground Rules & Tips for Success

- Pay close attention to your due dates at the start of each content week and mark them somewhere on your own calendar so you don't lose track of them.
- 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.

- Consider yourself a member of a learning community.
- Treat contributions made by other members of the class with respect.
- Contribute regularly to discussion posts. The contributions of each individual play a role in the collective strength and diversity of our learning community.
- Check in on class discussions regularly, if not daily.
- Have patience and a sense of humor with technology.
- Keep an open mind.
- Ask for help when you need it, and assist others when possible.
- 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, don't 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 the success of our students.