Course Description

This training certificate program will prepare Cañada faculty to expertly use Canvas to bring quality online, hybrid and face-to-face classes to our students. Over the course of 5 units, we will learn about the OEI Course Design Rubric, Accessibility, and Regular Effective Contact while building or augmenting the courses faculty need for their next semester reaching online, hybrid, or face-to-face classes. The course interface will also mirror our students' experience in many ways as a means for faculty to consider and obtain a varied perspective between teacher and learner.

Unit 1: Getting Started with Canvas & Online Teaching

- Unit 1 Introduction Video
- Unit 1 Outcomes
  - At the end of Unit 1, participants will be able to:
    - Customize their dashboards to show their favorite courses.
    - Update their Canvas profile to include a picture, short biography, and best way for students to contact you.
    - Customize your email notification settings.
    - Practice submitting a help ticket.
- Unit 1 Objectives
  - By the end of Unit 1, participants will:
    - Build a community of online learners through participation in a discussion forum.
    - Help students connect with you by updating your profile and sharing your communication preferences.

Unit 2: Course Design & Development (OEI Rubric Section A)

- Unit 2 Introduction Video
- Unit 2 Outcomes
  - At the end of Unit 2, participants will be able to:
    - Describe the role of course structure and navigation in designing Canvas courses
    - Create Modules as a means of organizing course content
    - Customize Canvas pages that deliver course content
    - Apply the OEI Design Rubric to a Sample Course in Canvas
- Unit 2 Objectives
  - By the end of Unit 2, participants will:
    - Become familiar with the features of Canvas that support Course design
    - Engage in activities that support effective course design
    - Continue to build community and share best practices with cohort colleagues

Unit 3: Accessorizing for Accessibility (OEI Rubric Section D)

- Unit 3 Introduction Video
- Unit 3 Outcomes
    - At the end of Unit 3, participants will be able to:
        - Create accessible pages in Canvas.
        - Use 3CMedia and Screencast-O-Matic to record and upload accessible video.
        - Identify the accessibility areas that they will focus on improving in their courses.

Unit 4: Managing Course Communication & Interaction (OEI Rubric Section B)

- Unit 4 Introduction Video
- Unit 4 Outcomes
    - At the end of Unit 4, participants will be able to:
        - Create discussions in your sandbox.
        - Utilize Announcements and Canvas Inbox
        - Develop Icebreakers in Canvas to support student engagement
        - Develop strategy around maintaining instructor presence in Canvas.
- Unit 4 Objectives
    - By the end of Unit 4, participants will:
        - Understand the role of instructor presence in online learning
        - Develop empathy for the student experience in group projects
        - Be armed with several resources that will support executing a strong communication and interaction plan in you Canvas Course.

Unit 5: The 5 W's of Assessment (OEI Rubric Section C)

- Unit 5 Introduction Video
- Unit 5 Outcomes
    - At the end of Unit 5, participants will be able to:
        - Use the What, Why, When, Where & How of assessment in course assessments.
        - Create, Submit, and Grade assignments, discussions, quizzes, group work and peer reviews in Canvas.

Course Learning Outcomes

At the conclusion of the QOLT Work Group, you'll be able to:

1. Design an accessible online or hybrid course in Canvas while applying the OEI Course Design Rubric.
2. Assess new or existing course materials for accessibility and revise as needed.
3. Construct a course that meets the needs of online or hybrid students, specifically in the area of Regular Effective Contact.

Deliverables

In order to receive a certificate of completion participants must:

Final Assignment Component	Deadline
Complete all of the course content, activities, and discussions successfully.	DUE: 4/21/19
Complete the QOLT Work Group Exit Survey	DUE: 4/21/19
Faculty Teaching Online Summer 2019	
Develop at least 50% of one hybrid/online course using the OEI Course Design Rubric and the Canvas LMS, and submit for peer feedback.	DUE: 5/11/19
Post feedback on 2 peers' final courses.	DUE: 5/11/19
Schedule a meeting with Lezlee, Cañada's DE Coordinator for a closing consultation	DUE: 6/8/19
Faculty Teaching Online Fall 2019 or Later	
Develop at least 50% of one hybrid/online course using the OEI Course Design Rubric and the Canvas LMS, and submit for peer feedback.	DUE: 6/8/19
Post feedback on 2 peers' final courses.	DUE: 6/8/19
Schedule a meeting with Lezlee, Cañada's DE Coordinator for a closing consultation	DUE: 8/3/19