



METHODIST UNIVERSITY

CANVAS TRAINING

Training Session Agendas and Resources:

[Introduction to Canvas](#)

- June 18, 2020

[Transitioning to Canvas](#)

- June 19, 2020 - 12:00 pm
- Jun 24, 2020 - 12:00 pm

[Building your Course in Canvas - Level 1](#)

- July 7, 2020 - 12:00 pm
- July 8, 2020 - 12:00 pm
- July 13, 2020 - 12:00 pm

[Building your Course in Canvas - Level 2](#)

- July 21, 2020 - 12:00 pm
- July 22, 2020 - 12:00 pm
- July 27, 2020 - 12:00 pm

[Building your Course in Canvas - Level 3](#)

- July 30, 2020 - 12:00 pm
- August 5, 2020 - 12:00 pm
- August 6, 2020 - 12:00 pm



Introduction to Canvas - 1 hour

Introduction

- What is a LMS?
- Accessing Canvas

Canvas Dashboard

- Global Navigation
- To Do List
- Courses
 - Favorited Courses
 - Past Enrollments
 - Color Overlay

Account Settings

- Notifications Preferences
- UI Settings

Calendar

- Creating Events
- Assignment Interaction

Canvas Inbox

- Compose a Message
 - Attachments

Canvas Help

Your Canvas Course

- Course Navigation
 - Settings
 - Navigation
- Modules
- Student View

Q&A

Resources

Wrapping Up





TRANSITIONING TO CANVAS

Introduction

- [Terminology](#)
- [Difference in Features](#)

Using Modules

- [Creating Modules](#)
- Creating Content Through Modules
- Linking Existing Content

Building Content

- [Rich Content Editor](#)

Assessments

- [Assignment Settings](#)
- [New Quizzes](#)

Building “Journals”

- Through [Discussions](#)
- Through [Wiki Pages](#)
- Through Assignments
 - [O365 Cloud Assignments](#)

Course Settings

- [Course Details](#)
- [Course Navigation](#)
- [Apps](#)
- [Feature Options](#)

Gradebook

- [Overview](#)
- [Speedgrader™](#)

Wrapping Up

- Q&A
- Survey





Building Your Course in Canvas - Level 1 (1 hour)

Methodist Expectations:

All courses must have, at a minimum, the following:

1. Posted [syllabus](#) with course policies and how grades will be calculated
2. Record Attendance
3. Post Assignments and Due Dates
4. Use Gradebook regularly to keep students informed about their progress/status in class
5. Post course resources and supporting materials

Session Resources:

- [Canvas Vocabulary Guide](#)
- [Canvas Quick Start Guide](#)
- [ALL Canvas Guides for Instructors](#)
- [Student Guides \(so you don't have to create instructions for them!\)](#)
- [Course Evaluation Checklist 2.0](#)
- [Mobile App Design Checklist](#)
- [Cool Embedding Tools](#)

Canvas Navigation (Tour)

- [Dashboard](#)
- [Calendar](#)
- [Inbox](#)

The Rich Content Editor

- [Creating Content in Canvas](#)
- The RCE helps you build:
 - [Announcements](#)
 - [Content Pages](#)
 - [Assignments](#)
 - [Quizzes and Questions](#)
 - [Discussion Prompts/Posts](#)

Wrapping Up

- Q&A
- Survey





Building Your Course in Canvas - Level 2 (1 Hour)

Methodist Expectations:

All courses must have, at a minimum, the following:

1. Posted [syllabus](#) with course policies and how grades will be calculated
2. Record Attendance
3. Post Assignments and Due Dates
4. Use Gradebook regularly to keep students informed about their progress/status in class
5. Post course resources and supporting materials

Session Resources:

- [Canvas Vocabulary Guide](#)
- [Canvas Quick Start Guide](#)
- [ALL Canvas Guides for Instructors](#)
- [Student Guides \(so you don't have to create instructions for them!\)](#)
- [Course Evaluation Checklist 2.0](#)
- [Mobile App Design Checklist](#)
- [Cool Embedding Tools](#)

Modules

- [Adding a Module](#)
- Adding Content to a Module

Assignments

- [Assignment Settings](#)
 - [O365 Cloud Assignments](#)

Gradebook (Preview)

- [Settings](#)
- [Student Data](#)

Wrapping Up

- Q&A
- Survey





Building Your Course in Canvas - Level 3 (1 hour)

Methodist Expectations:

All courses must have, at a minimum, the following:

1. Posted [syllabus](#) with course policies and how grades will be calculated
2. Record Attendance
3. Post Assignments and Due Dates
4. Use Gradebook regularly to keep students informed about their progress/status in class
5. Post course resources and supporting materials

Session Resources:

- [Canvas Vocabulary Guide](#)
- [Canvas Quick Start Guide](#)
- [ALL Canvas Guides for Instructors](#)
- [Student Guides \(so you don't have to create instructions for them!\)](#)
- [Course Evaluation Checklist 2.0](#)
- [Mobile App Design Checklist](#)
- [Cool Embedding Tools](#)

New Quizzes

- [Adding a New Quiz](#)
- Adding Questions

Conferences (Brief Tour)

- [Big Blue Button](#)

Canvas Best Practices

- [Course Evaluation Checklist](#)

Wrapping Up

- Q&A
- Survey

