



HOW TO Academy

Hands-On Workshops for Teaching Online

The Spring 2024 pre-semester HOW TO Academy is your time to learn something new and explore new-to-you technology. All sessions this semester will be virtual, held in [SWC's DE Zoom Room](#). Flex credit is available for all sessions except open labs. Please join us!

Tuesday, 1/23

Canvas Basics

If you will be taking DEFT, Canvas Basics I & II are strongly recommended to help you acclimate to the Canvas environment, where you will be building elements of an online or hybrid course. Canvas Basics is also ideal for faculty who want to use Canvas to web-enhance their in-person or live-online courses.

Canvas Basics I

9:00 - 10:30 | TBA | DE Zoom Room (Virtual)

This 90-minute training will introduce you to some of the great things you can do with Canvas. We'll take a tour of the Canvas interface, introduce participants to key tools, explore course settings, and start creating content.

Canvas Basics II

11:00 - 12:30 | TBA | DE Zoom Room (Virtual)

In this 90-minute session, you'll learn how to send announcements and messages to students, upload your syllabus, create modules and pages to house course content, and use the gradebook. You'll also try out discussions, quizzes, and assignments to determine which assessments are a good fit for your course.

Canvas Pages & Modules

1:00 - 2:00 | TBA | DE Zoom Room (Virtual)

Get familiar with constructing content in Canvas using the Rich Content Editor toolbar, as well as how to build modules and customize module settings for your course.

Wednesday, 1/24

VoiceThread

9:00 - 11:00 | Alfredo Herrera | DE Zoom Room (Virtual)

Use VoiceThread to create engaging discussions that integrate a mix of audio, video, and text comments. Discussions can be centered around images, slides, or even videos, and participants can use digital pencils to annotate. We'll experience VoiceThread from the student perspective and then walk through how to create, share, and assess VoiceThread activities in Canvas. You'll learn how to ensure accessibility as well, including connecting to our captioning service for seamless captioning requests. VoiceThread is only installed into Canvas courses for trained instructors; participants who complete this training and setup session will be able to start using VoiceThread in their Spring 2024 courses. Hurdle credit available.

PlayPosit

1:00 - 2:30 | Alfredo Herrera | DE Zoom Room (Virtual)

PlayPosit takes video assessment to another level, with the ability to quiz using multiple question types, robust analytics tracking, cloud-based student note taking options, and more! We'll tour the interface and teach you the need-to-know.

New Quizzes

3:00 - 4:00 | Hong Ho | DE Zoom Room (Virtual)

As you may have heard, a new quizzing engine (New Quizzes) is now available in our Canvas LMS instance. Come learn about new features such as: student quiz accommodations for the whole course (not just quiz by quiz), the ability to set a waiting period between attempts, how to build upon the last attempt, as well as new question types.

Open Lab

4:00 - 5:00 | OLC Team | DE Zoom Room (Virtual)

Stop by in-person or in the DE Zoom Room to get all of your pre-term questions answered about Canvas, Zoom, tech, and more!

Thursday, 1/25

Canvas Accessibility with Pope Tech

9:00 - 10:30 | J.P. Pham | DE Zoom Room (Virtual)

Pope Tech is an interactive accessibility guide and checker integrated into Canvas. During this workshop, we will explore how Pope Tech can help you find and fix accessibility issues to ensure that the Canvas content you share with students is accessible, including headings, lists, links, color, and images.

Pronto for Canvas Communication

11:00 - 12:00 | OLC Team | DE Zoom Room (Virtual)

Pronto is a messaging platform that integrates into Canvas for easy, media-rich class communication in a space that feels intuitive and humanized. Pronto supports class conversations, language translation, faculty sharing, group work, and impromptu study groups. It can be accessed from Canvas as well as mobile and desktop apps. This session will provide everything faculty need to get started!

Technology Licenses: Free for Instructors!

12:30 - 2:00 | OLC Team | DE Zoom Room (Virtual)

Join us for an overview of instructional technology licenses that are available to you free of charge. We will explore Padlet, Pronto, VoiceThread, Canvas Studio, PlayPosit, Camtasia, and Snagit. We'll cover differences and similarities as well as best practices for each application. Additionally, we will discuss the resources and support available for each technology so you can access the information you need when you need it.

Captioning Options for Instructional Videos

2:30 - 4:00 | J.P. Pham | DE Zoom Room (Virtual)

Learn how to find and create videos that are accessible to all students. This session covers why auto-captions aren't enough, where to find captioned videos—including SWC's new Captioned Video Repository—and how to submit videos for professional captioning through SWC's captioning request process. And if you

want to learn about DIY captioning (like in Canvas Studio), we will walk you through, step by step.

Open Lab

4:00 - 5:00 | OLC Team | DE Zoom Room (Virtual)

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How To Attend HOW TO

Virtual Sessions: Please register in Cornerstone, and use this link to join us a few minutes before the start time: <https://swccd-edu.zoom.us/my/swctrain>. To call into the meeting via phone (toll charge): +1 669 900 6833 (US toll) or +1 646 876 9923 (US toll); meeting ID: 448 362 9567.

- Please enter the Zoom waiting room with your full name (first and last) so you can be admitted into the meeting and attendance can be recorded for flex credit.
- To arrange live captioning or interpretive services, please discuss with your department liaison and contact onlinelearning@swccd.edu 5 business days in advance of a session.

Open Labs: Registration is not required for these drop-in labs, and flex credit is not available. Come for five minutes or the whole hour—the choice is yours.

Canvas Support

Get your questions answered around the clock!
Check the Help menu in Canvas for:

- ✓ 24/7 Phone Support (faculty only)
- ✓ 24/7 Live Chat with Canvas Support
- ✓ Canvas Guides for annotated instructions and videos on a wide range of Canvas topics.
- ✓ Faculty Resources hub, the SWC-based faculty resource site to find SWC-specific training videos, guides, and other nifty resources, including Canvas Essentials.

The screenshot displays the Canvas user interface. On the left is a dark navigation sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, Studio, Commons, Help, Student Support, and Faculty Resources. The main content area on the right has a white background. At the top is a cartoon panda mascot holding a globe. Below it is a search bar with the text "Little lost? Try here first!" and "Search the Canvas Guides". Underneath the search bar is a section titled "OTHER RESOURCES" with a list of links: "Support Center" (with a subtext "View help articles and videos tailored to the screen you are actively using."), "SWC Faculty Resources" (with a "NEW" badge and subtext "How-to, inspiration, training, and programs--all in one place!"), "Canvas 24/7 Faculty Phone Support" (with the number "833-507-7237"), "Live Chat with Canvas Support (Faculty)" (with subtext "Please briefly type your full question into Subject line for faster service."), "eSARS Appointments with the OLC" (with subtext "Faculty: book an online appointment with the SWC OLC team for one-on-one assistance."), and "Distance Education: SWC Website" (with subtext "DE information, resources & training for faculty").