

8/22/2013

# Storyboard

Canvas Training Course

*-Ruddhi Wadadekar*

# Canvas Training Course

Canvas  
Learning Management System



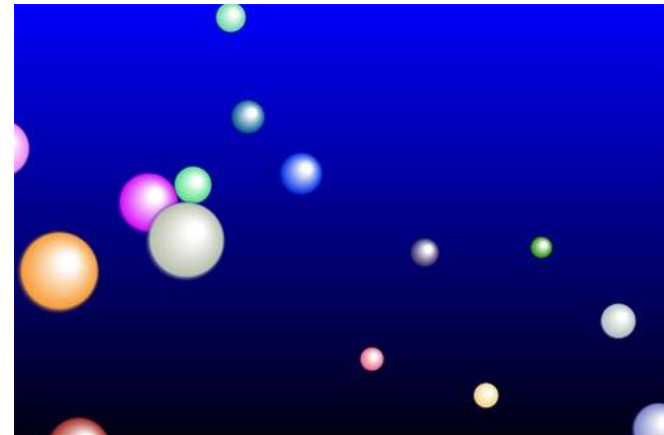
What will you create on your canvas?

- This introductory course is an online training course Canvas. Canvas is a newly introduced learning management system at Howard Community College. All the faculty members are required to take this course as Canvas will be the learning platform for online, hybrid and face-to-face courses at Howard Community College. The course teaches how to use various features of Canvas step-by-step and also provides plenty hands on training.

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# Storyboard Contents

- Determining the Plot
- The Cast of Characters
- The Setting – Canvas
- Props – Learning Materials
- Guiding Principles
- Telling the Story
  - Prologue
  - Module 1 Scene 1, Scene 2
  - Module 2 Scene 1, Scene 2, Scene 3
  - Module 3 Scene 1, Scene 2, Scene 3
  - Module 4 Scene 1, Scene 2, Scene 3
  - Wrap-Up



# Determining the Plot

## Needs Analysis

- **Upon completion of this course, the students will be able to**
  - ❖ log in to Canvas, locate and identify key features, create a course shell, upload files and manage folders, upload a syllabus and create a course calendar
  - ❖ create and manage various types of assignments, announcements and discussions such as text, audio/ video and pictorial
  - ❖ add/ delete/ edit course users such as students, assistants, observers and designers, manage and collaborate user groups
  - ❖ create and grade quizzes, create and manage rubrics, manage a gradebook and manage outcomes on Canvas
  - ❖ create different course modules, add assignments, quizzes, page links to the modules and manage the due dates.
  - ❖ conduct live conferences for synchronous learning, live chats and email communication

## Measurable learning objectives

- **Upon completion of this course, the students will be able to**
  - ❖ Demonstrate the ability to log in to Canvas, identify key features, create course shell, upload files, create folders and create a course calendar
  - ❖ Demonstrate the ability to manage and create various types of assignments, announcements, discussions in text and audio/ video format
  - ❖ Demonstrate the ability of editing course users and managing user groups
  - ❖ Demonstrate the ability to create and manage quizzes, gradebook and rubrics,
  - ❖ Demonstrate the ability to create and manage different course modules with assignments, quizzes, due dates, page links.
  - ❖ Demonstrate the ability to conduct synchronous and asynchronous communication through discussions, live chats and conferences.

# The Cast of Characters

## Starring

- ❖ Course Coordinator
- ❖ Faculty members of Howard Community College

## Student Characteristics

- ❖ Existing faculty members at Howard Community College
- ❖ Variety of education and work backgrounds
- ❖ Posses variety of teaching modes, online, hybrid and face-to-face
- ❖ Enrolled to fulfill a required training course
- ❖ Enrolled to earn professional development credits

## Supporting cast

The screenshot shows the top navigation bar of the HCC website with icons for Email, HCC Express, my HCC, Canvas, and Technology Help Desk. Below this is a grid of four main content boxes: Department Resources (now located in myHCC), Faculty Resources (with a link to Faculty Resources), Boards/Teams (now located in myHCC), and Campus Services (now located in myHCC). Underneath is a 'Follow HCC' section with social media icons for Facebook, Facebook Resources (fr), and YouTube. The bottom row contains three more boxes: Sign Up for Mobile Alerts, Personnel Policies, and Academic & Administrative Policies.

# The Setting: Canvas

Discussions - DETT 607 90 x canvas hcc - Google Search x Canvas Training Course x

https://howardcc.instructure.com/courses/802537

Page was successfully updated.

HOWARD COMMUNITY COLLEGE

Ruddhi Wadadekar Inbox 29 Settings Logout Help

Courses Assignments Grades Calendar

Canvas

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Conferences

Collaborations

Chat

Settings

Canvas

THIS COURSE IS UNPUBLISHED

Only teachers can see this course until it is [published](#)

Canvas Training Course

Change Home Page Layout | See Course Stream

Last edited by Ruddhi Wadadekar less than a minute ago

Page history

Welcome to the course !

Let's start with [Module 1](#) for Week 1

Please find the detail course description under Syllabus

Course Setup Checklist

New Announcement

All Pages

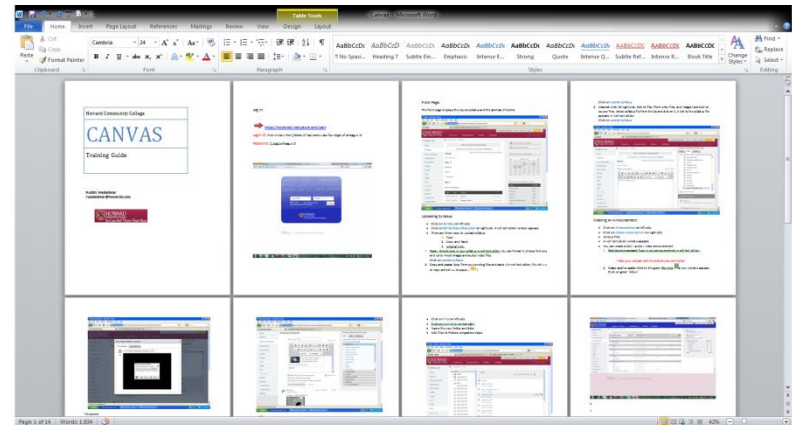
Front Page

Edit this Page

Create a New Page

# Props: Learning Material

- Custom made guidebook: “Canvas Training”
- PowerPoint
- YouTube videos
- Hyperlinks



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# Guiding Principles

## ○ **Gagne's Nine Events of Instruction**

- Gaining attention
- Informing the learner of the objective
- Simulating recall of prerequisite learned capabilities
- Presenting the stimulus material
- Providing learning guidance
- Eliciting performance
- Providing feedback about performance correctness
- Assessing the performance
- Enhancing retention and transfer

Gagné, R. M., Wager, W. W., Golas, K. C., & Keller, J. M. (2005) (p. 195).



## o Keller's ARCS model

### Attention



- Perceptual arousal
- Inquiry arousal
- Variability

### Confidence



- Learning requirements
- Success opportunities
- Personal control

### Relevance



- Goal orientation
- Motive matching
- Familiarity

### Satisfaction



- Natural consequences
- Positive consequences
- Equity

Gagné, R. M., Wager, W. W., Golas, K. C., & Keller, J. M. (2005) (p. 115).

# The Story Outline

## ❖ Prologue

- ❑ Getting started, introductions
- ❑ Pre-course survey
- ❑ Course syllabus and course objectives
- ❑ Instructor's information
- ❑ Course time line

## ❖ Module 1

### Identifying course components

- ❑ Start Module 1 , proceed through each subtopic
- ❑ Create a Canvas course shell
- ❑ Assignment 1: Submit the link to the course shell with all the updates from Module 1
- ❑ Discussion: Participate in online discussion
- ❑ Quiz 1: Complete online quiz to proceed to the next module.

## ❖ Module 2

### Media

- ❑ Start Module 2 , proceed through each subtopic
- ❑ Assignment 2: Submit the link to the course shell with all the updates from Module 1
- ❑ Discussion: Participate in online discussion
- ❑ Quiz 2: Complete online quiz to proceed to the next module.

## ❖ Module 3

### Communication

- ❑ Start Module 3 , proceed through each subtopic
- ❑ Assignment 3: Submit the link to the course shell with all the updates from Module 1
- ❑ Discussion: Participate in online discussion
- ❑ Conference: An optional online conference
- ❑ Quiz 3: Complete online quiz to proceed to the next module.

## ❖ Module 4

### Assessment

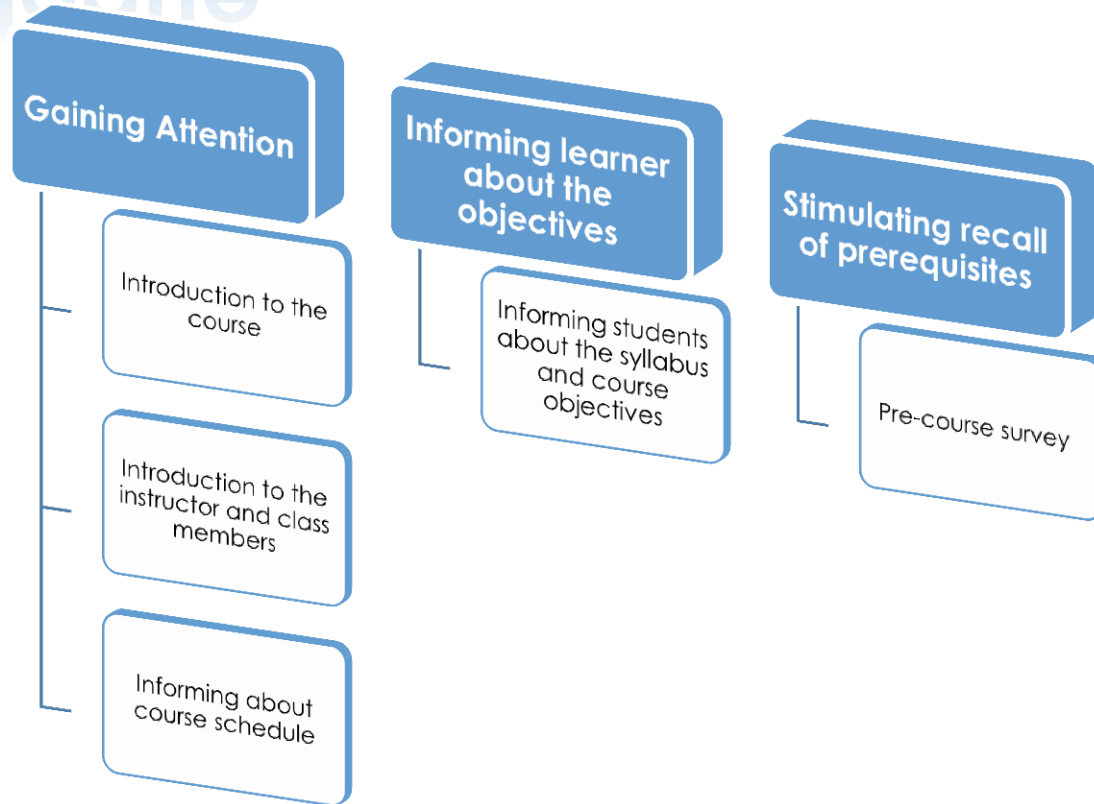
- ❑ Start Module 4 , proceed through each subtopic
- ❑ Assignment 4: Submit the link to the course shell with all the updates from Module 1
- ❑ Discussion: Participate in online discussion
- ❑ Quiz 4: Complete online quiz to proceed to the next module.
- ❑ Assignment 5: Take and grade peer quizzes

## ❖ Wrap-up

- ❑ Post-course survey
- ❑ Submit final Canvas course shell

# Prologue

Prologue





- Canvas
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Settings

Canvas

THIS COURSE IS UNPUBLISHED

Only teachers can see this course until it is [published](#)

Course Calendar

### Canvas Training Course

[Change Home Page Layout](#) | [See Course Stream](#)

Class roster

Wadadekar about 8 hours ago

[Page history](#)

Welcome to the course !

Please introduce yourselves [here](#)

Please find the detail course description under Syllabus

Please take this [pre-course survey](#)

Welcome Front Page

[Course Setup Checklist](#)

[New Announcement](#)

#### All Pages

- [Front Page](#)
- [Canvas](#)
- [Wrap up](#)

[Edit this Page](#)

[Create a New Page](#)

Gaining Attention

Relevance Attention

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences

# Ruddhi Wadadekar

## Name and Email

**Full Name:** Ruddhi Wadadekar  
**Display Name:** Ruddhi Wadadekar  
**Sortable Name:** Wadadekar, Ruddhi

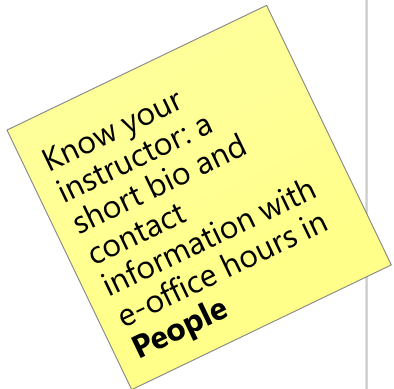


**Profile Picture:** [Remove avatar picture](#)

**Default Email:** [rwadadekar@howardcc.edu](mailto:rwadadekar@howardcc.edu)  
**Time Zone:** Mountain Time (US & Canada)

[Edit](#)

## Membership(s)



Send Message

Student Interact

Access Report

Registered W



- Canvas
- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus**
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Chat
- Settings

Canvas > Syllabus

# Course Syllabus

[Jump to Today](#)

[Canvas Training Course](#)

## Course Objectives

Upon completion of this course, the students will be able to

- log in to Canvas, locate and identify key features, create a course manage folders, upload a syllabus and create a course calendar
- create and manage various types of assignments, announcements and such as text, audio/ video and pictorial
- add/ delete/ edit course users such as students, assistants, observers and designers, manage and collaborate user groups
- create and grade quizzes, create and manage rubrics, manage a gradebook and manage outcomes on Canvas
- create different course modules, add assignments, quizzes, page links to the modules and manage the due dates.
- conduct live conferences for synchronous learning, live chats and email communication

**Syllabus and course objectives In Syllabus**

Date	Day	Details
------	-----	---------

Other [Adding multimedia to Assignments](#)

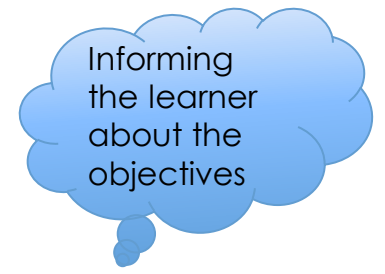
[How to conduct conferences](#)

[Edit Syllabus Description](#)

July 2013

30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Course assignments are not weighted.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Module 1 due Pre Survey	2	3	4	5	6 due quiz 1
7 due Course shell	8 Module 2	9	10	11	12	13 quiz 2
14	15 Module 3	16	17			20 quiz 3
21	22 Module 4	23	24	25	26	
28	29	30	31		2	3

Detail course calendar with due dates in **Calendar**

Learning requirements Familiarity

Providing learning guidance

Sun	Mon	Tue	Wed	Thu
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

- Ruddhi Wadadekar
- Hindi
- Chinese -101
- Chinese-101
- StarTalk Chinese 102
- Persian- 101
- STARTALK 2011

Show undated events



- Canvas
- Home
- Announcements
- Assignments
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- Files
- Syllabus
- Outcomes**
- Quizzes
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- Settings

Canvas > Canvas > Outcomes

# Learning Outcomes

Back + New Outcome + New Group Find Manage Rubrics

Assignment 1

## Assignment 1

File upload

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Total Points
5 Points	3 Points	0 Points	5 Points

Mastery at 3 points

Delete Outcome Edit Outcome

Rubrics for each assignment in **Outcomes**

Assessing the performance

Success opportunities  
Natural and positive consequences

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- Canvas
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Canvas > Discussions

Search title, body, or author

Un...ments

+ Discussion ⚙

Discussions  
Students and  
instructors  
interact with each  
other

Grades

Learning  
requirements  
Personal  
control

▸ Pinned Discussions

▾ Discussions

Ordered by Recent Activity

**week 4 discussions**

Last post Aug 1, 2013

✓ 0 0 ⚙

**week 3 discussions**

Last post Aug 1, 2013

✓ 0 0 ⚙

**Week 2 discussions**

Last post Aug 1, 2013

✓ 0 0 ⚙

**Week 1 discussion**

Last post Aug 1, 2013

✓ 0 0 ⚙

**introductions**

Last post Jul 26, 2013

✓ 0 0 ⚙

Eliciting  
performance and  
Providing feedback

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Ordered by Recent Activity

▾ Closed for Comments

There are no discussions to show.

- Home
- Announcements
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- Files
- Syllabus
- Outcomes
- Quizzes**
- Modules
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- Settings

## Unpublished Quizzes

### Assignment Quizzes

Quizzes  
Stimulating recall  
of prerequisites  
Assessing the  
performance

**Quiz 3** (0 pts)

Quiz Details:  
0 Points  
0 Questions

**Quiz 4** (0 pts)

Quiz Details:  
0 Points  
0 Questions

**Post- Course survey** (0 pts)

Quiz Details:  
0 Points  
0 Questions

**Quiz 1** (0 pts)

Quiz Details:  
0 Points  
0 Questions

**Quiz 2** (0 pts)

Quiz Details:  
0 Points  
0 Questions

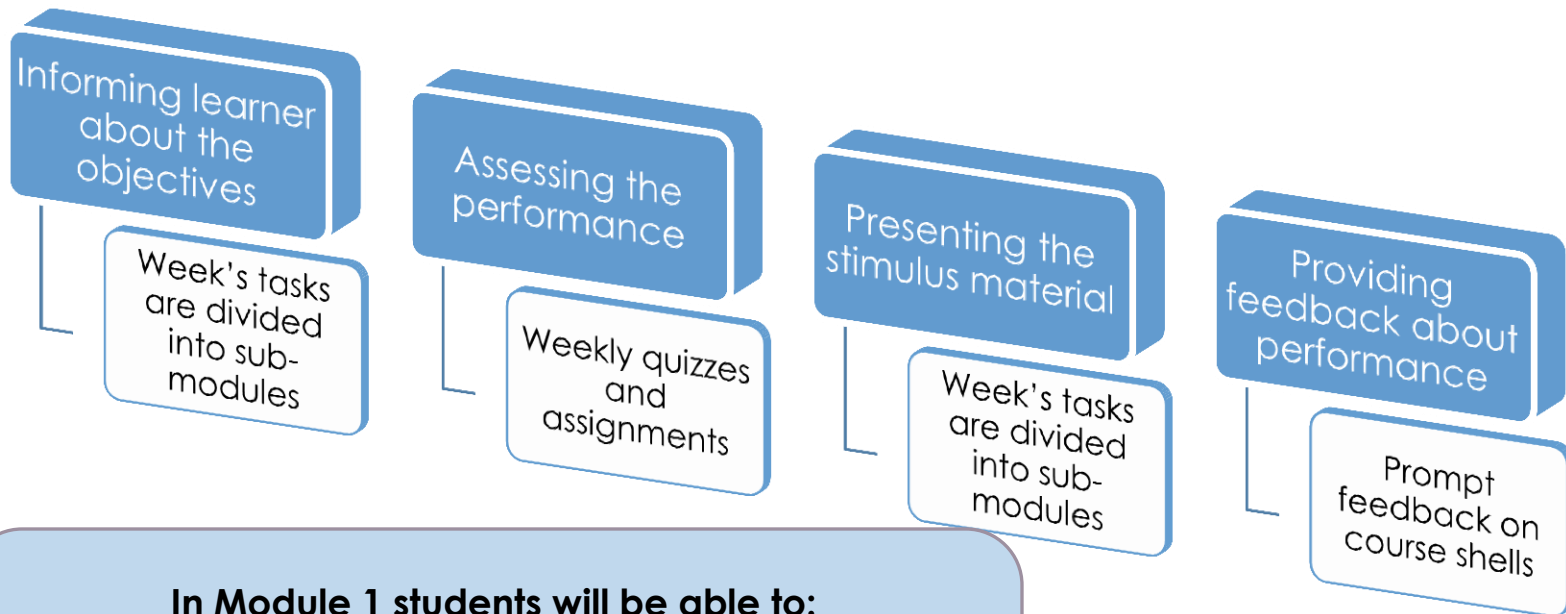
Manage Question Banks

Natural  
consequences  
Positive  
consequences

Stimulating  
recall of  
prerequisites  
Assessing the  
performance

# Module 1

## woqnie J



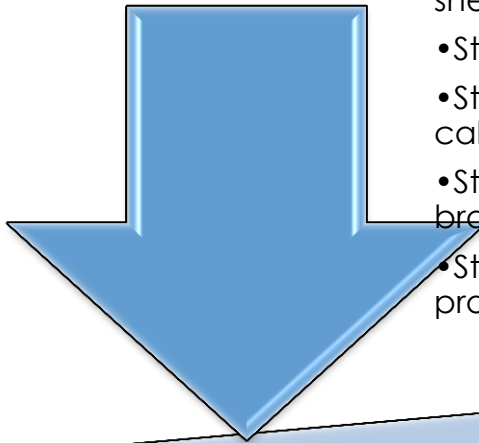
### **In Module 1 students will be able to:**

log in to Canvas, locate and identify key features, create a course shell, upload files and manage folders, upload syllabus and create a course calendar.  
create different course modules, add assignments, quizzes, and page links to the modules and manage the due dates

## Module 1

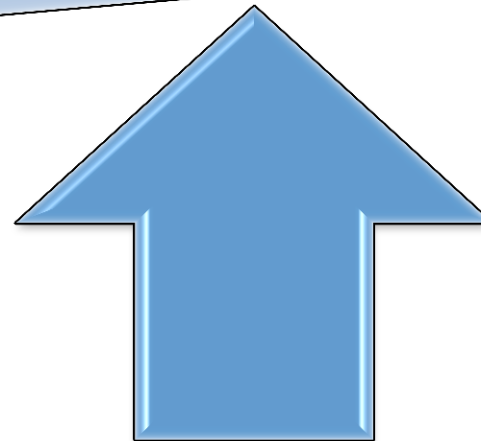
### Assignments

- Students will create his/ her Canvas shell.
- Students will upload files, create and manage folders within the shells.
- Students will create modules, assignments.
- Students will upload course syllabus, and update course calendar.
- Students will participate in online discussion boards to brainstorm new ideas and to discuss any issues with assignments.
- Students will complete a multiple-choice quiz online in order to proceed to the next module.



### Assessment

- The students will have a pre course survey.
- The students will have to complete online multiple-choice quiz in order to proceed to the next module.
- At the end of the first module, the students will have to send a screenshot of their Canvas course shell to the course coordinator.



- Canvas
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- Modules**
- Conferences
- Collaborations

# Course Modules

View Progress [Create a Module](#)

Module 1: Course Components

- [How to create a File](#) 0 pts
- [How to create a Folder](#)
- [How to upload Syllabus](#)
- [How to create Modules](#)
- [How to create Pages](#)
- [How to create Assignments](#)
- [Quiz 1](#) 0 pts
- [Submit your Canvas shell](#)
- [Week 1 discussion](#)

Presenting the stimulus material

Attention Relevance

Assessing the performance

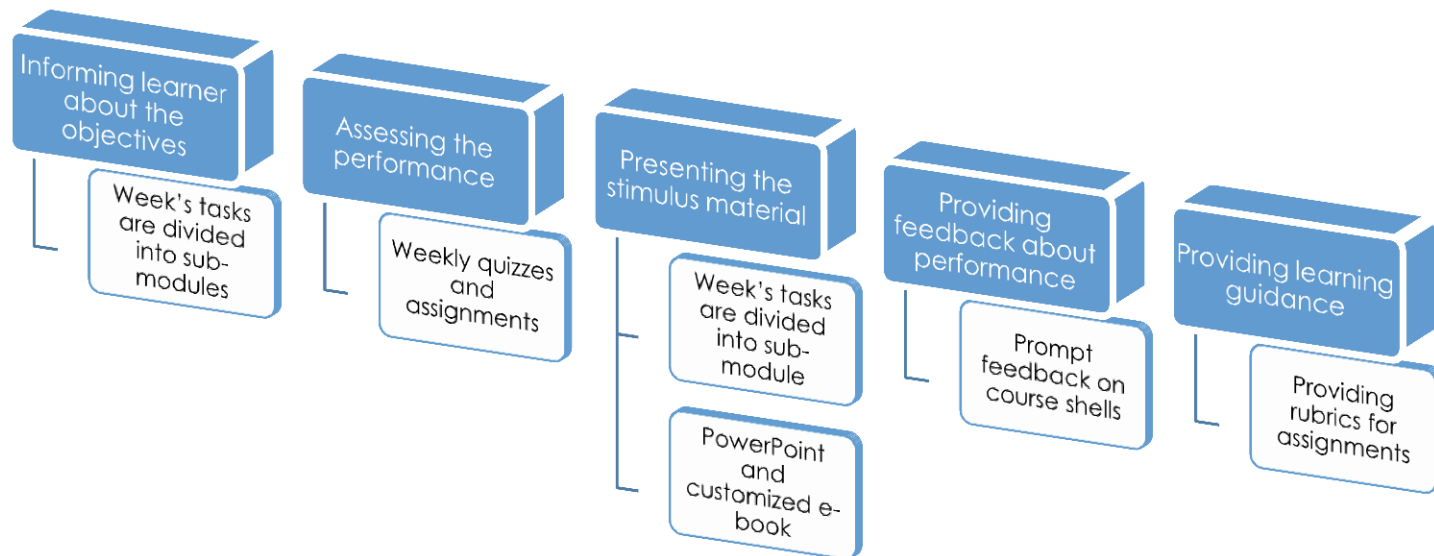
Eliciting performance

Module 2: Media

- [How to create Assianment Group](#)

# Module 2

## woqjle 5



### **In Module 2 students will be able to:**

Create and manage various types of assignments, announcements and discussions such as text, audio/ video and pictorial

## Module 2

### Assignments

- Students will create different assignments in Canvas using Rich Text Editor.
- Students will participate in online discussion boards to brainstorm new ideas and to discuss any issues with assignments.
- Students will complete a multiple-choice quiz online in order to proceed to the next module.

### Assessment

- Students will have to create different assignment groups and add assignments to each group. The assignments should be one of each; a text assignment, an audio assignment, an audio/ video assignment, and an assignment containing embedded video and/ or PDF files and pictures.
- Students will have to create one class announcement and start one class discussion.

Conferences

Collaborations

Chat

Settings

**Rubrics:  
Providing  
feedback about  
performance  
and Assessing  
performance**

Module 2:Media

A+ How to create Assignment Group

A+ How to record an Audio

A+ Adding multimedia to Assignments

A+ How to create an Announcement

A+ How to record a Video

A+ How to start Discussion

Q Quiz 2 0 pts

A+ Update your Canvas shell

Week 2 discussions

Presenting the stimulus material

Assessing the performance

Eliciting performance

Module 3:Communication

A+ How to manage Emails

A+ How to conduct live chats

A+ How to manage People

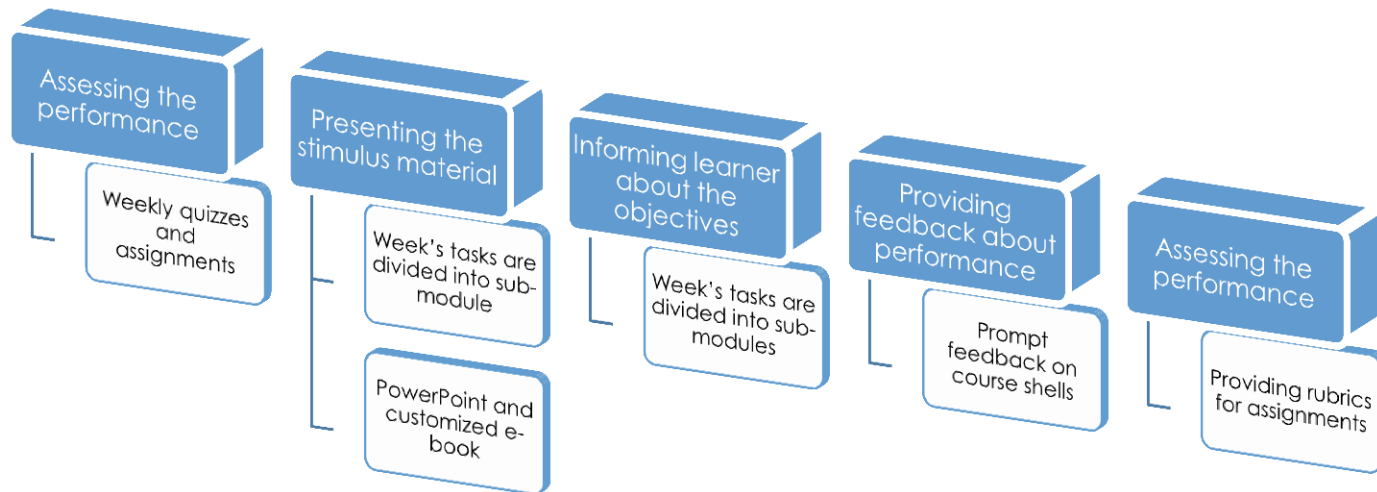
A+ How to conduct conferences

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# Module 3

## Wojnie 3



### **In Module 3 students will be able to:**

add/ delete/ edit course users' records such as students, assistants, observers and designers, manage and collaborate user groups  
conduct live conferences for synchronous learning, live chats and email communication

## Module 3

### Assignments

- Students will add fellow classmates as students, with at least one teaching assistant, one observer and one designer to their Canvas shells, for peer feedback
- Students will give feedback on each other's Canvas shell
- Each student will arrange an online conference or live chat of 10 minutes. The participants will be fellow classmates and the Canvas course co coordinator
- Students will complete a multiple-choice quiz online in order to proceed to the next module

### Assessment

- The students will review each other's Canvas course shells and provide feedback.
- The course coordinator will review Canvas shells and participate and give feedback in online chats and conferences

Week 2 discussions

Module 3: Communication

- A+ How to manage Emails
- A+ How to conduct live chats
- A+ How to manage People
- A+ How to conduct conferences
- A+ How to manage online collaboration

Presenting the stimulus material

Relevance confidence

Q Quiz 3 0 pts

Assessing the performance

- A+ Create and grade quizzes
- week 3 discussions

Eliciting performance

Module 4: Assessments

- A+ How to create Quizzes
- A+ How to manage Gradebook
- A+ How to use Speed Grader
- A+ How to manage Rubrics

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Rubrics: Providing feedback about performance and Assessing performance



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Home > Canvas > Files

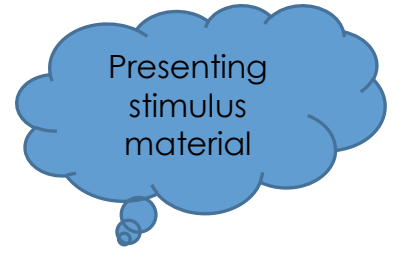
Canvas Training Course

Course files, power points and hyperlinks

### Canvas Training Course

[Add Files](#) | [Add Folder](#)  

-  [Canvas.docx](#)  
1.3 MB
-  [Clickers \(1\).pptx](#)  
1.9 MB
-  [Grocery Shopping in India.pptx](#)  
103.6 MB [preview](#)   



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Storage Used: 0 Bytes out of 500 MB

[see files for all your courses/groups](#)



- Canvas
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- Chat
- Settings

Home > Canvas > Chat



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hello welcome to canvas training course !

12:08 pm



History

1 person is here

Ruddhi Wadadekar

Relevance  
confidence

Eliciting performance  
Providing feedback  
Attention

Live chat

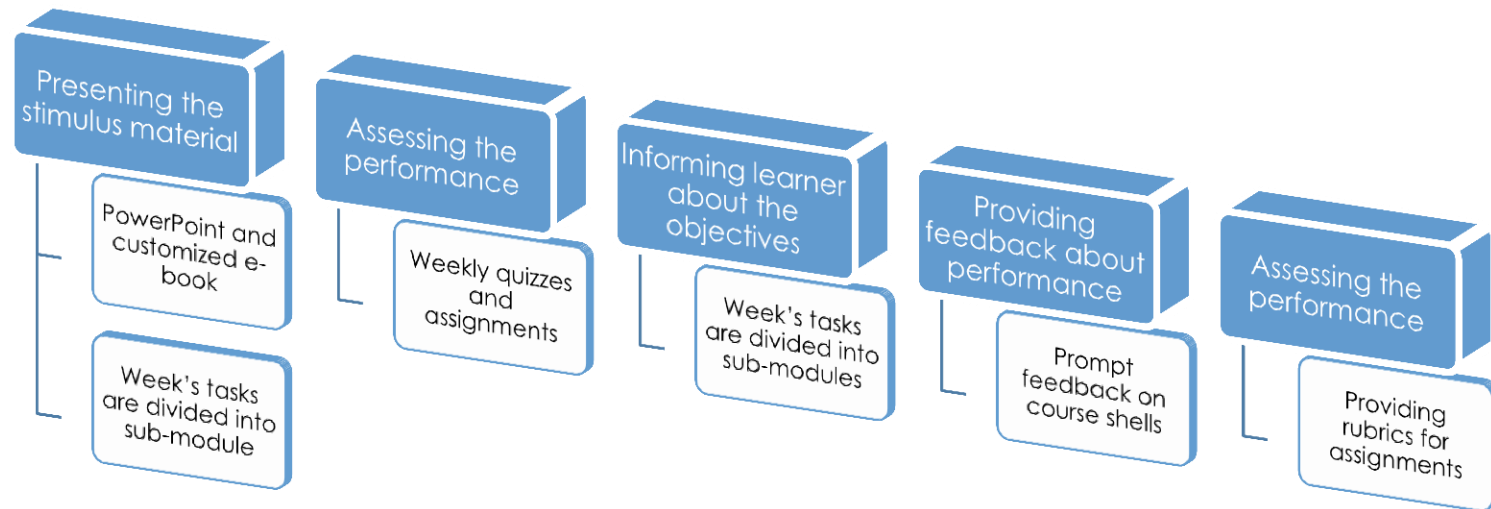
Ruddhi Wadadekar

Send

Text input field for chat

# Module 4

woqnie ↓



## In Module 4 students will be able to:

create and grade quizzes, create and manage rubrics, manage a gradebook and manage outcomes on Canvas

## Module 4

### Assignments

- Students will create different types of quizzes such as multiple choices, true/ false, fill in the blanks, essay quiz etc. with at least five questions in each quiz.
- Students will create different rubrics and assign them to appropriate quizzes and assignments
- Students will grade the quizzes taken by their peers and enter the grades in the gradebook
- Students will complete a multiple-choice quiz online in order to conclude the course

### Assessment

- The course coordinator will review completed course shells and provide feedback.
- Students will complete a post survey on overall course satisfaction and improvements

week 3 discussions

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Module 4: Assessments

How to create Quizzes

How to manage Gradebook

How to use Speed Grader

How to manage Rubrics

Quiz 4 0 pts

Submit your final course shell

week 4 discussions

---

Wrap Up

Wrap up

Post- Course survey 0 pts

Presenting the stimulus material

Relevance confidence

Assessing the performance

Eliciting performance

Rubrics: Providing feedback about performance and Assessing performance



# Wrap Up

Wrap Up

Providing learning guidance

The course shell is accessible in future

Enhancing retention and transfer

Post-Course survey

- How to use Speed Grader
- How to manage Rubrics
- Quiz 4 0 pts
- Submit your final course shell
- week 4 discussions

- Wrap Up
- Wrap up
- Post- Course survey 0 pts

Providing learning guidance

Enhancing retention and transfer

Confidence Satisfaction

*The End*