



CSN
COLLEGE OF
SOUTHERN NEVADA

SUMMER 2020 TRAININGS

OFFICE OF ELEARNING

August				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Introduction to Canvas (1.5 Hour, 1-2:30pm)	4 Canvas Basics (1 hour, 9:30-10:30am)	5 Canvas Assignments and Speedgrader (1 hour, 11-noon)	6 Canvas Quizzes and Speedgrader (1.5 hour, 9:30-11am)	7
10 Knowmia/CC (1 hour, 10-11am)	11 BBB (1 hour, 11am-noon)	12 Ally/Accessibility (1 hour 1-2pm)	13	14

CANVAS

1. INTRODUCTION TO CANVAS/FILES/PAGES/MODULE (INTRODUCTION) 1.5 HOURS

Introduction to Canvas is intended to provide participants with an overview of the Canvas Learning Management System (LMS). This workshop is intended for faculty who have not used Canvas for online and hybrid course delivery, or faculty wanting a Canvas LMS refresher.

At the end of Introduction to Canvas, participants will:

- Describe the purpose of the Canvas LMS
- Identify basic tools available in the Canvas LMS.
- Upload a file into the Canvas LMS.
- Create a page in the Canvas LMS.
- Create a module in the Canvas LMS.
- Add a file into a module.
- Add a page into a module.
- Describe how files, pages, and modules can be used for intuitive course design.

2. COMMUNICATION (ANNOUNCEMENTS, INBOX, DISCUSSION) (BASIC) (1 HOUR)

Building on skills acquired in Introduction to Canvas, Canvas Basics is intended to provide participants an overview of Communication tools in Canvas. This workshop is intended for faculty who have not used Canvas communication tools, or faculty wanting a Canvas communication tools refresher.

At the end of Canvas Basics, participants will:

- Describe the purpose of the Canvas Communication tools.
- Create an Announcement.
- Create and send an Inbox message.
- Create a discussion.
- Describe how Announcements, Inbox, and Discussions can be used for intuitive course design.

3. ASSIGNMENTS/ SPEEDGRADER (INTERMEDIATE I) 1 HOUR

Canvas Intermediate I is intended to provide faculty with an overview of the Assignment tool and Speedgrader in Canvas. This workshop is intended for faculty who have not used the Assignment tool or Speedgrader in Canvas, or faculty wanting a Canvas Assignment tool and Speedgrader refresher.

At the end of Canvas Intermediate I, participants will:

- Describe the purpose of the Assignment tool in Canvas.
- Describe the purpose of the Speedgrader in Canvas.
- Identify the functionality of the Assignment tool.
- Create an assignment.
- Identify the functionality of the Speedgrader.
- Set up Speedgrader rules for a course.

4. QUIZZES/ SPEEDGRADER (INTERMEDIATE II) 1.5 HOURS

Building on Canvas Intermediate I, Canvas Intermediate II is intended to provide faculty with an overview of the Quizzes tool and Speedgrader in Canvas. This workshop is intended for faculty who have not used the Quizzes tool or Speedgrader in Canvas, or faculty wanting a Canvas Quizzestool and Speedgrader refresher.

- At the end of Canvas Intermediate II, participants will:
- Describe the purpose of the Quizzes tool in Canvas.
- Describe the purpose of Question Banks in Canvas.
- Describe the purpose of the Speedgrader in Canvas.
- Identify the functionality of the Quizzes tool.
- Set up a quiz using question banks.
- Moderate a quiz.
- Extend time for a student.

5. BBB(BIG BLUE BUTTON)/CONFERENCES (ADVANCED) 1 HOUR

Big Blue Button (BBB) is a conferencing tool for online learning integrated with the Canvas learning management system. This workshop will provide participants with an overview of this conferencing tool. The BBB workshop is intended for faculty who have not used BBB for their online/hybrid courses, or faculty wanting a BBB conferencing tool refresher.

For this BBB workshop, it is recommended that faculty have attended the Introduction to Canvas and Canvas Basics workshops, and/or are proficient in basic Canvas functions.

At the end of the BBB workshop, participants will:

1. Describe the purpose of Big Blue Button.
2. Set up a Big Blue Button conference in Canvas.
3. Explain how to record a BBB session.
4. Describe audio and listen functions in a BBB session.
5. Identify file formats compatible with BBB.
6. Upload a file into BBB.
7. Share screens with participants.
8. Facilitate BBB sessions using mute, unmute, and polling tools.
9. Set up a BBB conference in GoCSN.

OUTSIDE CANVAS

KNOWMIA (FORMERLY TECHSMITH RELAY) CLOSED CAPTIONING (1 HOUR)

Knowmia is a screen recording tool that allows you to record and narrate whatever you see on your computer screen. This workshop will present faculty with an overview of this screen recording tool, as well as how to create and caption a video.

The Knowmia workshop is intended for faculty who are new to screen recording, or those faculty wanting a refresher.

At the end of the Knowmia workshop, participants will

1. Identify best practices of video creation.
2. Login to their CSN Knowmia library.
2. Create a video.
3. Upload a video.
4. Caption a video.
5. Describe how to assist students with Knowmia.

ALLY/ACCESSIBILITY (1 HOUR)

With more course content being in a digital media format, this has added another layer of accessibility and inclusivity issues. Ally is helping digital course content be more accessible for the student as well as helping faculty know which digital media needs accessibility improvement.

At the end of this workshop, participants will

1. Identify reasons why making their courses accessible can improve success for all students.
2. Identify common accessibility errors in Canvas content.
3. Apply CSN accessibility resources to their own courses to improve the accessibility of their courses.