

# Convert Your Classroom Online in One Weekend

*A quick guide to getting your in-person class online in a hurry using the OE Canvas Quick Course Template*

## **OVERVIEW & PURPOSE**

This quick guide is used to move your face-to-face classroom quickly and efficiently onto WebCampus (powered by Canvas). These guidelines require a download of the OE Canvas Quick Course Template. The tips here are basic instructions only. More advanced course options are linked at the end of this document in [PHASE TWO](#).

## **STEP 1: GATHER INSTRUCTIONAL MATERIALS & RESOURCES AND LOGIN INTO WEBCAMPUS**

For this step, gather the following information for **two weeks** of instruction:

- Powerpoint slides
- Word documents or PDFs of assignments (and their instructions)
- Links to media related to topics

When you are ready, login to WebCampus (powered by Canvas) and click on your course in the **DASHBOARD**.

- UNLV [Canvas website](#) link
- Use your ACE account to log in
- Problems logging in? Contact OIT at [ithelp@unlv.edu](mailto:ithelp@unlv.edu) or 702-895-0777
  - OIT phone support is available Monday-Sunday from 7:00am-11:00pm.

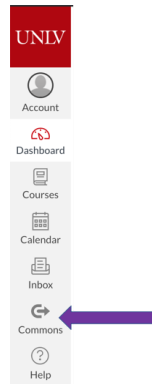
## **STEP 2: HOW TO IMPORT THE OE CANVAS QUICK COURSE TEMPLATE**

*To help streamline the process and for aesthetics purposes, OE has developed a ready-to-go Canvas shell for you to use in your Canvas course. This is useful if you are working with a completely empty Canvas course.*

Here are the steps on how to import the OE Quick Course Template:

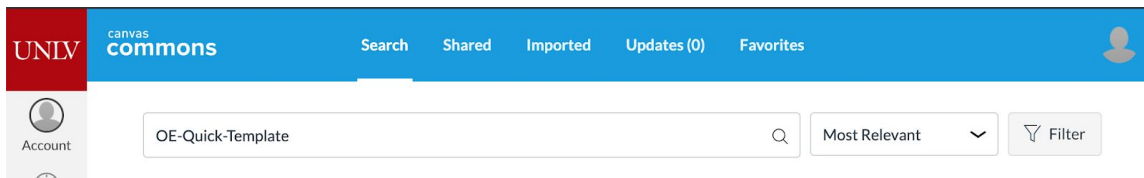
## 1. Open the Canvas Commons.

From your Canvas **DASHBOARD**, click on **COMMONS** in the Global Navigation column on the left side of the screen.



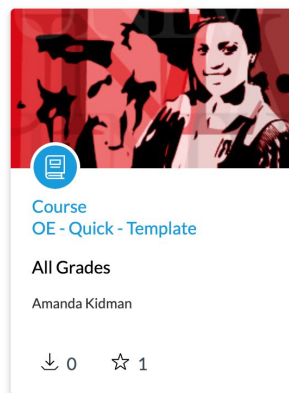
## 2. Locate the Online Education course template.

In the search bar, type **OE-Quick-Template**.



## 3. Open the OE-Quick-Template screen.

To open the **OE-Quick-Template**, click the title of the course (in light blue)



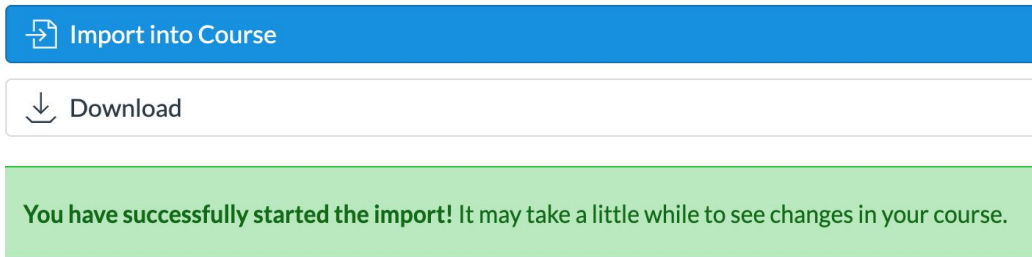
## 4. Download the course template.

Click on **Import/Download** on the right side of the screen.



## 5. Import the template.

Then, click the blue **Import into Course** button. If successful, you will receive a message that “You have successfully started the import!” You will know that the import is complete when the course image changes on your **DASHBOARD** view.

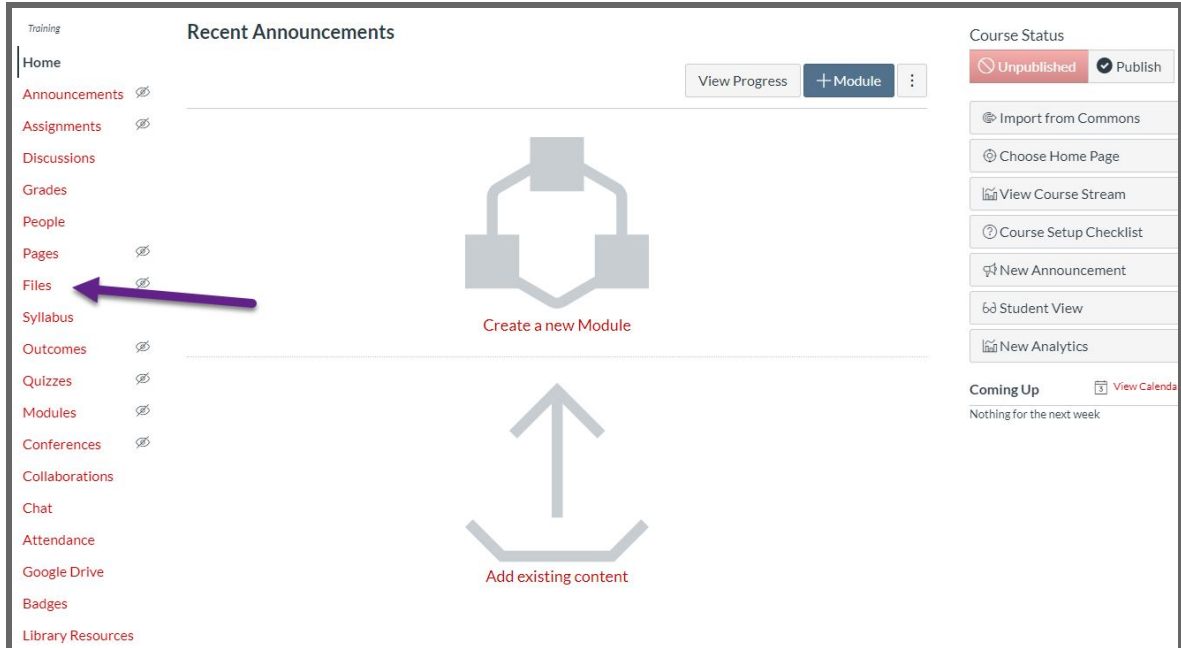


## STEP 3: UPLOAD INSTRUCTIONAL MATERIAL ONTO WEBCAMPUS

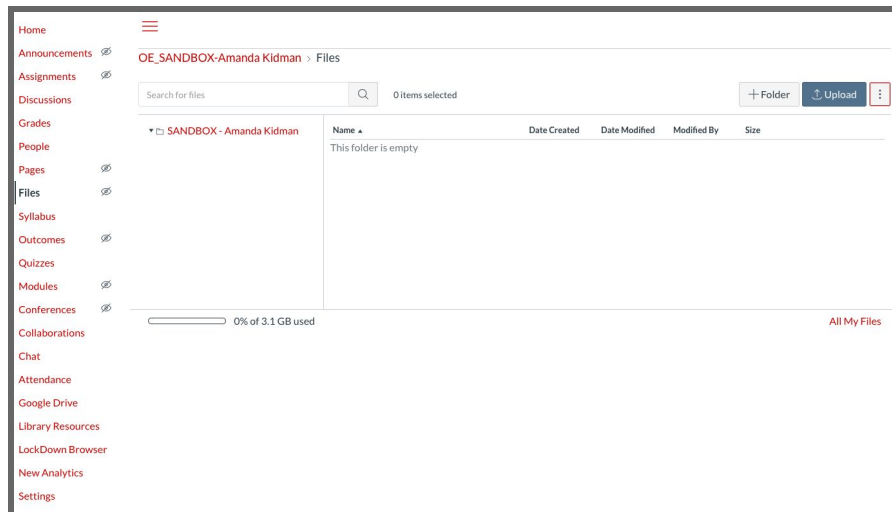
*Uploading all gathered materials at once makes setting and organization of the material in [Step 4](#) go faster.*

Here is a step-by-step process showing how to upload instructional material onto Canvas:

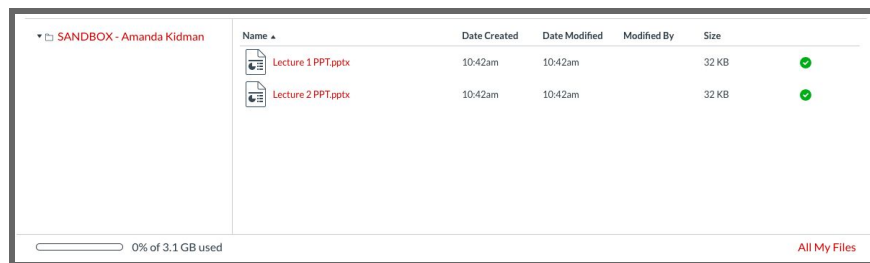
- A. Using the navigation column on the left, click on **FILES**



- B. The **FILES** page looks like this. Drag and drop your **FILES** directly into the “This folder is empty” field.



- C. This is what it should look like when **FILES** are successfully uploaded.



## **STEP 4: ORGANIZE THE INSTRUCTIONAL MATERIAL ON WEBCAMPUS**

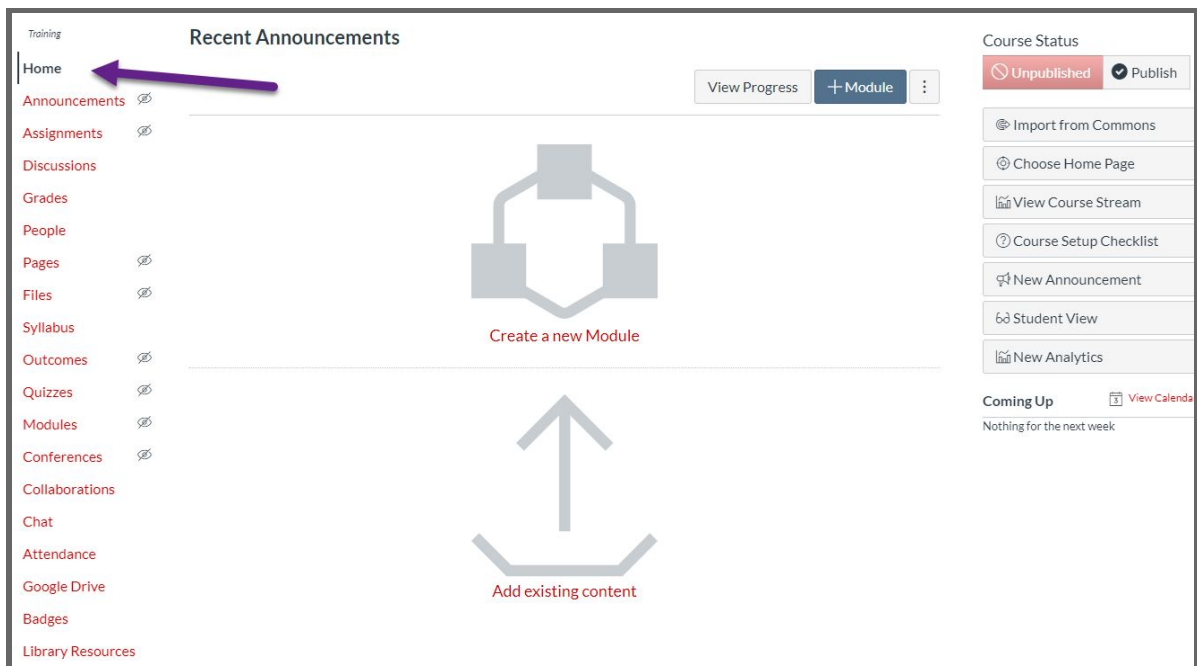
Organizing your instructional material is a three-step process. You should:

- 1) Create the weekly **MODULE**,
- 2) Set up a **PAGE** to hold the content, and
- 3) Add different types of content (Powerpoints, video links, and documents)

## **HOW TO CREATE A MODULE**

A **MODULE** is used to organize your instructional content. Here is a step-by-step process showing how to create a **MODULE**:


- A. Click on your course located on the Canvas **DASHBOARD**. This is what you should see if you are not currently using Canvas to hold your classroom resources:



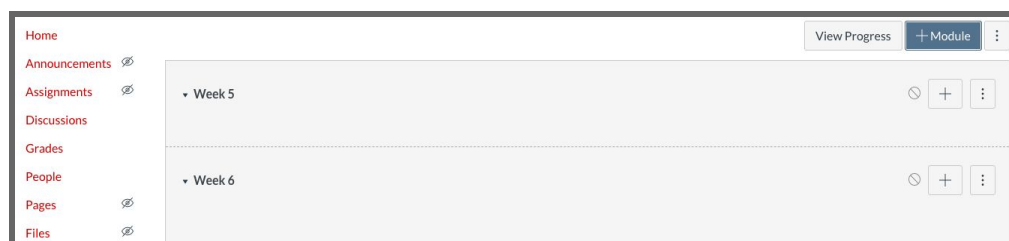
- B. The course will automatically show the **HOME** page. See the navigation column on the left in **red** to know where you are in the course. This is your navigation column. When the words are **black** with a line on the left, that is the section you are currently viewing.


- C. Add modules by clicking .




- D. Name your **MODULE**. We recommend naming your **MODULE** by week number or topic name.

- E. Click .

- F. To keep it simple, make only two **MODULES**: one for each week you are preparing. Here is an example of what things should look like after **MODULE** creation.




- G. Notice the  indicates the information in these **MODULES** is not visible to students. Do not press this symbol unless you want students to see the content immediately.

H. When you are ready for students to view your **MODULES**, click the  next to the **MODULE** you want to publish. The  should turn into a green check mark .



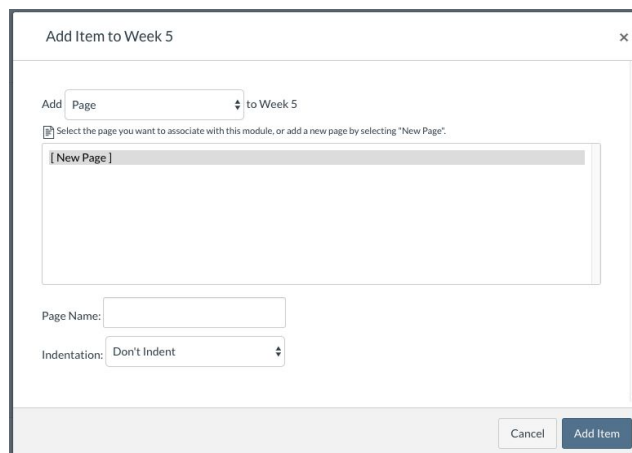
## HOW TO SET UP A PAGE

**PAGES** are used to present instructional material and content. For example, you will put Powerpoints, articles, videos, websites, and other relevant course material for each **MODULE** on **PAGES**. Here is a step by step process showing how to set up a **PAGE**:

A. Click  on the **MODULE** you want to add content to. This is what you should see:

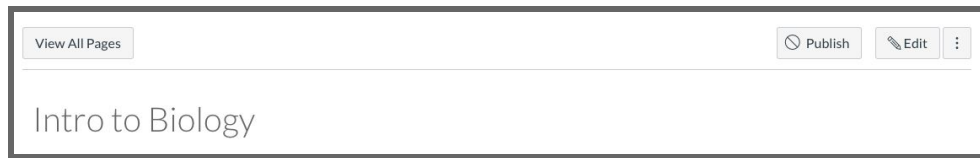



B. Next, use the drop-down menu after the word “add” and click on “page”. Then, click on [New Page] and make sure it turns red.



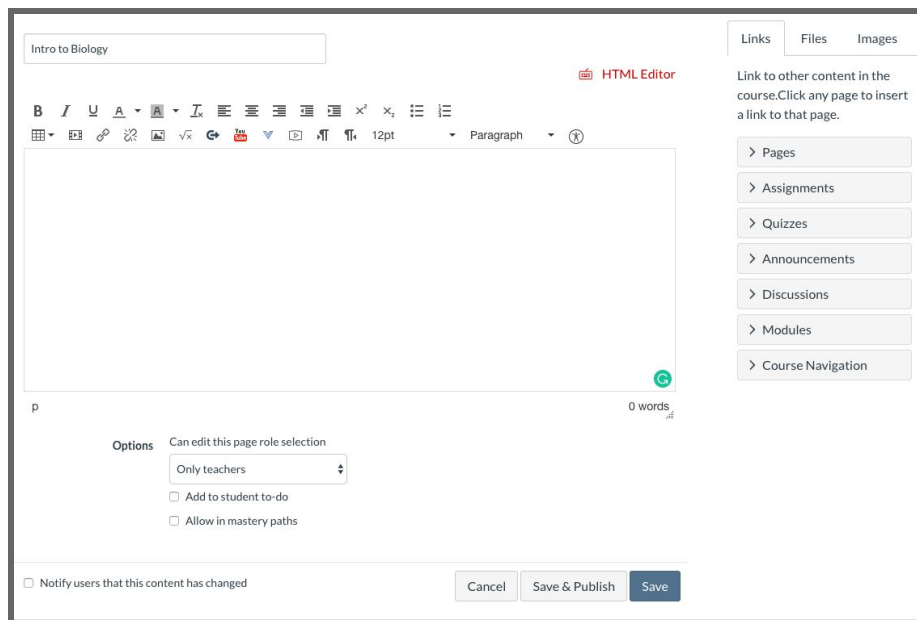
C. A 'Page Name' Field will pop up. Fill in a title to the content. Example: Intro to Biology.

Then click .



D. Click on the topic link you just created and then the  button.

E. To begin adding content click .



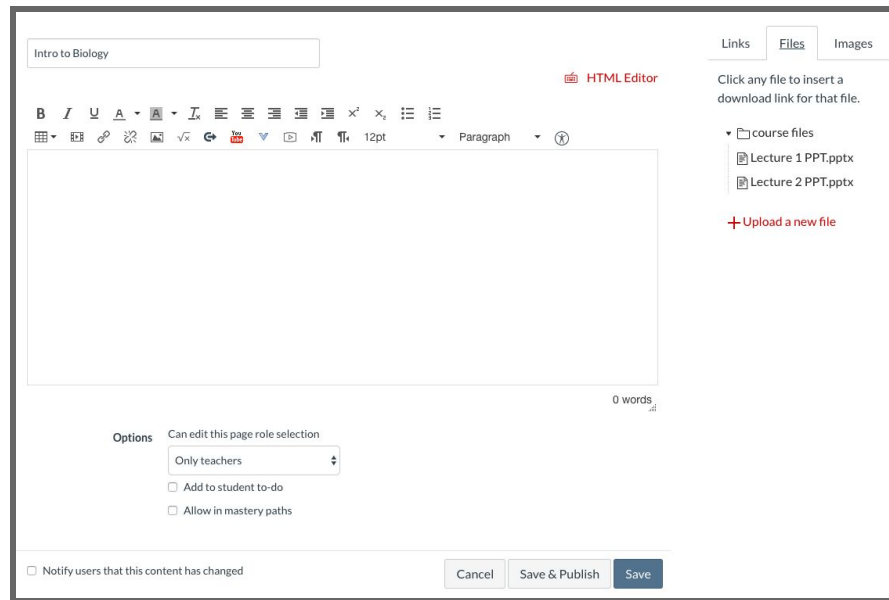
F. Now you are ready to add content to the **PAGE**. Follow the instructions below on how to add different types of content to **PAGE**.

## HOW TO ADD CONTENT TO A PAGE

Adding already uploaded **FILES** from [STEP 2](#) above.

Here is a step by step process showing how to add content to a **PAGE**:

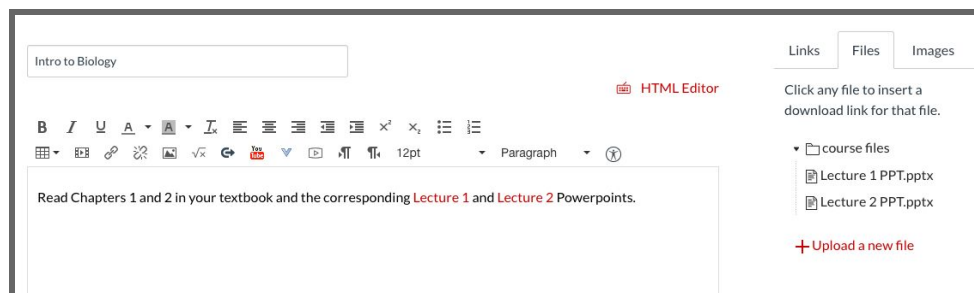
- A. Click the Files tab on the top right of the **PAGE** and all the previously uploaded files will be listed.



- B. Write some simple and clear instructions as to what you want the students to complete.

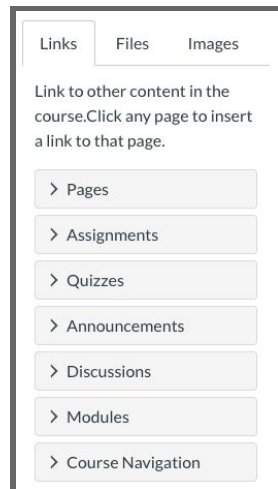
- C. Highlight the words that will be linked to the files.

- For example, highlight the words “Lecture 1” and, while those words are highlighted, click the file listed on the right that corresponds to “Lecture 1.” This will link the words directly to the file itself.
- When the file is linked to the words, the highlighted words will change to red and will become a clickable link.





- D. This process can be used for PDF, word documents, and another file you have, including images. If you forgot to add a file to [STEP 2](#) process then you can add them here as well by clicking the [+ Upload a new file](#).
- E. You can even link assignments, discussions, and quizzes directly to this screen. Click the [Links](#) tab and add any of these other features. This will help the student navigate directly to other parts of Canvas.



## **STEP 4: COMMUNICATE AND INTERACT WITH STUDENTS ONLINE**

*This step is important when shifting from the “in-person” environment. Make sure your students are well-informed of expectations and due dates.*

### **ANNOUNCEMENTS**

This is a helpful tool to get information quickly to ALL students in the class, whether it is a change to an assignment or clarification on a topic.

- [Click this link to get information on how to set up announcements.](#)

## VIRTUAL OFFICE HOURS

Virtual offices can occur two ways: 1) you can set a time where students can contact you via email or Canvas **INBOX** (Canvas email tool) and get their questions answered immediately or 2) you can video chat with your student via WebEx.

- A. You can use the Canvas **INBOX** Tool. Announce to your students when you are available to answer questions immediately. Use the **INBOX** Icon on the Canvas page navigation column on the far left.
  - [To learn how to send and receive Canvas messages click here](#)
- B. Video office hours can be conducted synchronously online with your students using WebEx. A Powerpoint lecture can be given this way and screen-sharing is allowed.
  - [Click here to learn how to use WebEx directly in Canvas](#)

## DISCUSSIONS

**DISCUSSIONS** are helpful because they allow students to interact with one another as well as the instructor. A lot of time, sharing those interactions helps others in the group and **DISCUSSIONS** allows all students to view and interact.

- [Click here to learn how to set up Discussions](#)

## SET UP ASSIGNMENTS, QUIZZES, AND DUE DATES

*Quizzes in Canvas require more thought and consideration for an effective, authentic assessment. During this initial period you may want to consider alternative methods like readings, discussions, or shorts answer assignments. **There is more information in the [PHASE TWO](#) section below.***

## HOW TO CREATE ASSIGNMENTS

Assignments you would normally have the student submit in class can be formatted and uploaded directly onto Canvas and graded by you with comments.

- [Click here to learn how to set up an assignment.](#)

## DUE DATES

Due dates help students stay on top of discussions, quizzes, exams, and other course assignments. Canvas has a calendar in which you can assign students tasks and it shows up on their to-do list in their canvas.

- [Click here to learn how to use the Calendar feature](#)

## PUBLISHING MODULES FOR STUDENTS TO VIEW

How to make the content visible to students when you are ready.

- [Click this link to learn how to publish your content.](#)

**--THIS IS THE END OF THE WEEKEND SET UP SECTION--**

# Welcome to Phase Two for Online Course Development

## OVERVIEW & PURPOSE

This quick guide is used to move your face-to-face classroom quickly and efficiently onto WebCampus (powered by Canvas). Advanced best practices are listed here.

## INSTRUCTOR RESOURCES FOR WEBCAMPUS FROM OFFICE OF INFORMATION TECHNOLOGY

Here you will find an extensive [list of guides](#) for instructors on how to use the settings/features of Canvas.

Here you will find the same [information for your students](#) to better help them navigate through your course.

## HOW TO CREATE QUIZZES OR EXAMS IN CANVAS

Quizzes and exams can be created via Canvas. Here is a how-to [video](#) and step by step process showing how to create a quiz or exam in Canvas.

## ONLINE TEACHING BEST PRACTICES FROM THE OFFICE OF ONLINE EDUCATION

Want to teach online or are you already teaching online here are some great resources:

<https://www.unlv.edu/teach-online>

Here is a list of some of the resources found in the Teach Online link above:

- [Create your course](#)
- [Prepare to teach online](#)
- [Best practices and research](#)
- [Master course development](#)
- [Professional development](#)
- [Program development](#)