# **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 <u>PHASE TWO</u>.

#### **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 <u>Canvas website</u> link
- Use your ACE account to log in
- Problems logging in? Contact OIT at <a href="https://www.iteliangle.com">iteliangle.com</a> 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 <u>Step 4</u> go faster.

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

Training		Recent Announcements			Course Status	
Home			View Progress	+ Module		Publish
Announcements	Ø		view Progress			
Assignments	Ø				lmport from	Commons
Discussions					© Choose Hor	ne Page
Grades					View Course	e Stream
People					⑦ Course Setu	p Checklist
Pages	Ø				∯ New Annou	ncement
Files	Ø				6ð Student Vie	
Syllabus		Create a new Module			60 Student Vie	w
Outcomes	Ø				窗 New Analyt	ics
Quizzes	Ø				Coming Up	🛐 View Calenda
Modules	Ø				Nothing for the next	week
Conferences	Ø	· · · · ·				
Collaborations						
Chat						
Attendance						
Google Drive		Add existing content				
Badges						
Library Resource	S					

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 an empty" field.

Home		=								
Announcements	ø	OE_SANDBOX-Amanda Kidman > F	iles							
Assignments	Ø									
Discussions		Search for files	(	Q	0 items selected				+ Folder	1 Upload
Grades		SANDBOX - Amanda Kidman	Name .			Date Created	Date Modified	Modified By	Size	
People			This fol	lder is	s empty					
Pages	Ø									
Files	ø									
Syllabus										
Outcomes	Ø									
Quizzes										
Modules	ø									
Conferences	ø	0% of 3.1 GB used								All My Files
Collaborations		0% 01 3.1 GB used								All My Flies
Chat										
Attendance										
Google Drive										
Library Resource	s									
LockDown Brow	ser									
New Analytics										
Settings										

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

🔹 🗈 SANDBOX - Amanda Kidman	Name 🔺	Date Created	Date Modified	Modified By	Size	
	Lecture 1 PPT.pptx	10:42am	10:42am		32 KB	0
	Lecture 2 PPT.pptx	10:42am	10:42am		32 KB	0
0% of 3.1 GB used						All My Files

# **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:

Training	Recent Announcements		Course Status
Home		View Progress + Module :	O Unpublished Publish
Announcements	Ø	View Plugiess   Mudule .	
Assignments	Ø		Import from Commons
Discussions			Ochoose Home Page
Grades			ណ៍ View Course Stream
People			⑦ Course Setup Checklist
Pages	Ø		∯ New Announcement
Files	Ø		
Syllabus		Create a new Module	6d Student View
Outcomes	Ø		i New Analytics
Quizzes	Ø		Coming Up 📑 View Calenda
Modules	Ø		Nothing for the next week
Conferences	Ø		
Collaborations			
Chat			
Attendance			
Google Drive		Add existing content	
Badges			
Library Resource	\$		

- 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.

Home	đ		View Progress + Module :
Announcemen Assignments Discussions	ø	≁ Week 5	⊗ [+] :
Grades People		▼ Week 6	⊘ [+] [;]
Pages Files	ø		

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  $\bigcirc$  next to the

0

MODULE yo	ou want to publish. The Should	turn into a green check mark 🎽 .
Home Announcements		View Progress + Module :
Modules Discussions	∷ + Let's Get Started	<b>⊘</b> + :

#### 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:

∷ v Week 5		⊗ [+] :
	Add Item to Week 5	×
	Add Indentation: Don't Indent	

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.

Add	Page		\$ to	Week 5		
<b>⊮</b> Se	elect the pap	e you want to asso	iate with this mor	lule, or add a new page by selecting "New Page	6.	
[N	lew Page					
Page	• Name:					
		Davis Indoné				
		Don't Indent		¢		
		Don't Indent		\$		



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

```
Then click
```

Add Item

	View All Pages	🛇 Publish 🛛 🗞 Edit 🗄
	Intro to Biology	
		$\circ$ + :
	🗄 🖻 Intro to Biology	
		0.
	∷ v Week 6	⊗ + :
D. Click o	on the topic link you just created and then the	⊗ Edit button.
E. To beg	in adding content click .	
		Links Files Images
	Intro to Biology	Links to other content in the
	₿ / IJ <u>A</u> ▼ <u>M</u> ▼ <u>L</u> E E E E E E E E E E E E	course.Click any page to insert a link to that page.
	⊞▼ 距 & 淡 區 √⊼ 🔄 🖉 Ⅳ D 新 ¶7, 12pt 🛛 Paragraph ▼ 余	> Pages
		> Assignments
		> Quizzes
		<ul> <li>&gt; Announcements</li> <li>&gt; Discussions</li> </ul>
		> Discussions
		> Course Navigation
	p 0 words	
	Options Can edit this page role selection	
	Only teachers \$	
	<ul> <li>Allow in mastery paths</li> </ul>	
	Notify users that this content has changed     Cancel     Save & Publish     Save	

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 <u>STEP 2</u> above.

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

A. Click the <u>Files</u> tab on the top right of the <u>PAGE</u> and all the previously uploaded files will be listed.

Intro to Biology				Links <u>Files</u> Images
	[• <u>7</u> , ह: ह: ह: ह: ह: ह: ह: र' ×, : √⊼ 6• हे ♥ ᠑ /Л ¶, 12pt		9 HTML Editor	Click any file to insert a download link for that file. Course files Lecture 1 PPT.pptx Lecture 2 PPT.pptx Upload a new file
Options	Can edit this page role selection Only teachers • Add to student to-do Allow in mastery paths		0 words	
□ Notify users that this cor	itent has changed	Cancel Save & Pu	blish Save	

- 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 <u>STEP 2</u> 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 <u>Links</u> tab and add any of these other features. This will help the student navigate directly to other parts of Canvas.

Links	Files	Images
course.C	ther conte lick any pa that page.	ent in the age to insert
> Page	es	
> Assi	gnments	
> Quiz	zzes	
> Ann	ouncemer	nts
> Disc	ussions	
> Mod	lules	
> Cou	rse Naviga	ation

# **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.

• <u>Click this link to get information on how to set up announcements.</u>



# **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.
  - <u>To learn how to send and receive Canvas messages click here</u>
- 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.
  - <u>Click here to learn how to use WebEx directly in Canvas</u>

#### 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.

• <u>Click here to learn how to set up Discussions</u>

#### 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.

• <u>Click here to learn how to set up an assignment.</u>



# **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.

• <u>Click here to learn how to use the Calendar feature</u>

#### PUBLISHING MODULES FOR STUDENTS TO VIEW

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

• <u>Click this link to learn how to publish your content.</u>

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

UNIV ONLINE EDUCATION

# 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 <i>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 <u>video</u> 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: <u>https://www.unlv.edu/teach-online</u>

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

- <u>Create your course</u>
- <u>Prepare to teach online</u>
- Best practices and research
- <u>Master course development</u>
- <u>Professional development</u>
- <u>Program development</u>

