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- Winter quarter starts Tuesday January 3rd 2017. Students can access their Canvas course at 12:01 am on this date.
 - Publish your Canvas site.
 - [eLearning team](#) is located in the Library Media Center. Come visit us in D140.
 - [Instructional Designers](#) will be available for pedagogy and technology assistance from 9:00am – 5:00pm
 - If you are migrating content or developing a new course or would like help on re-building your current Canvas course site, an Instructional Designer will be able to assist you.
 - The [Tech Hub and eLearning /Media Desk](#) located in the LMC can answer student and faculty questions on Canvas: uploading files, taking a quiz, finding the syllabus, checking calendar dates, setting up your profile and notifications. Support is provided by our work-study students who are being trained by the [eLearning team](#).
 - Use the [Canvas Guides](#) to review various instructor tools and [Canvas Community Forums](#) for best practices.
 - VeriCite is the Plagiarism tool integrated with Canvas. There is a new update and VeriCite is now natively integrated with Canvas. When creating an Assignment, under More Options, under Submission Type, select External Tool, Find VeriCite and select “Load in a new tab”. Your eLearning Team can help you get started. View the [VeriCite How-to Videos](#) and review the [VeriCite FAQs](#) to help you get started.
 - [Teaching with Canvas: Canvas 101](#) - Canvas 101 is perfect for new online instructors and modular so faculty can easily control their progress through course materials during the quarter. It is self-paced, project-based, and guided. Earn 22 professional credit hours, a Canvas badge and a certificate of achievement from the eLearning Center

[Upcoming workshops](#) are listed on the eLearning website. Walk-in workshops are offered in D140. No registration needed. Check the website for new workshop additions.

Using the Canvas Gradebook (Online)

- 1/13/2017 (Friday) – Noon – 1:00pm
- 1/20/2017 (Friday) – 1:00pm – 2:00pm
- 2/10/2017 (Friday) – Noon – 1:00pm
- 2/24/2017 (Friday) – Noon – 1:00pm

Accessibility Basics for Microsoft Word and PowerPoint

- 1/17/2017 (Tuesday) – 2:30pm – 3:30pm
- 1/25/2017 (Wednesday) – 2:30pm – 3:30pm
- 2/22/2017 (Wednesday) – 2:30pm – 3:30pm

Copyright Workshop for Online Course Design

- 1/18/2017 – (Wednesday) – 2:30pm – 4:00pm
- 2/15/2017 – (Wednesday) – 2:30pm – 4:00pm
- 3/7/2017 – (Tuesday) – 2:30pm – 4:00pm

Teaching with Canvas: Canvas 101

This online course runs from Tuesday, January 3rd to Thursday, March 23rd.

Canvas 101 is perfect for online instructors to review tools available in Canvas and is modular so faculty can easily control their progress through course materials during the quarter. It is self-paced, project-based, and guided — a facilitator will be available to answer questions and to evaluate participant projects.

[Sign up for Canvas 101!](#)

CanvasLIVE: is a place for Canvas users to gather and engage in real-time collaboration while sharing and learning different ways others are leveraging Canvas. Events are organized by community members, as well as Instructure.

[View upcoming events.](#)

Is your Canvas site ready for the quarter?

Canvas Checklist:

Access a Canvas Course

- ✓ Login to Canvas and find your course. <http://www.bellevuecollege.edu/canvas/>
- ✓ Create a [Request Center](#) ticket if you need to merge sections.
- ✓ Import content from your previous Canvas course. You can select migration content. [Import Content to Canvas](#)
- ✓ Confirm all content imported correctly.
- ✓ If you do not find your course listed under My Courses/View all courses, contact your Program Administrator.

Canvas Course Content

Files

- ✓ Go to Files and make sure all Folders exist. Rearrange files as needed.
- ✓ Lock files and folders you don't want students to access.

Home Page

- ✓ Update the Home Page layout with current information. Design a New Page or use the Modules page. Add your contact hours and course information. [Update Home Page Layout](#)

Syllabus

- ✓ Add your new syllabus to the Files area. Attach the Syllabus to the Home Page or if you are using the Syllabus tool in Canvas, attach or paste your Syllabus to the start of the page. [Adding your Syllabus](#)

Module

- ✓ Add a Getting started module. This can include Canvas help for students. [Create a Getting Started Module](#)
- ✓ Set applicable module prerequisites or release conditions. [Prerequisites for a Module](#)
- ✓ Check if Modules are in Unpublished Draft State. Look for the Cloud next to the Module or the Content. Gray is Unpublished, Green is Published! [Draft State in Modules](#)

Assignment

- ✓ Set and adjust due dates on assignments.
- ✓ Use the correct option for Assignments - Online Submissions or No Submissions.

Discussions

- ✓ Use this tool to start conversations between students. Post an Introduction Discussion on the first day.
- ✓ Discussions can be graded or ungraded.

Quizzes

- ✓ Recheck quiz settings and update quiz dates. Add new question banks using Publisher content or Respondus.
- ✓ Information on Respondus. [Use Respondus to create a Quiz](#)

Grade

- ✓ All grade book columns will exist if there is an Assignment to be graded. If you are using Canvas for a face-to-face class, you can create 'no submission' assignments for content which is graded manually and not submitted online.
- ✓ Mute grade book columns on assignments for which you wish to manually control when students will see the grades. [Mute columns in Grade book](#)

General Tips

- ✓ Hide Canvas tools that will not be used. This is done using the Settings for each course. [Hide Canvas Tools](#)
- ✓ Periodically use the Student View to confirm all your changes have been captured.
- ✓ Check content for broken links, images and videos in Modules, Assignments, Discussions, Quizzes and Pages.
- ✓ Use Camtasia Relay to create audio or video screen capture recordings. [Teaching tools at Bellevue College](#)
- ✓ Download a copy of your Gradebook frequently. This is done using the "[csv](#)" download from the [Grade tool](#)
- ✓ Save a backup of your course, using the Canvas export tool. [Backup your course](#)

Publish your course

- ✓ Publish your course before the start of the Quarter. [Publish your Canvas course](#)
- ✓ Students will access their Canvas course at 12:01am on the start date of each quarter.