

- Welcome back! Winter quarter walk-in help & Instructional Design hours are Monday to Friday from - 9am to 4pm.
- Publish your course by January 2nd. Students do have access at 12:01am on this day.
- Use the elearning@bellevuecollege.edu email to send us your request for Canvas questions.
- [Design Request Form](#): Submit a Canvas course design request consultation with an Instructional Designer. You will get a response in 24 hours during our work week. You can also stop by D140 and get an update on your request or call 425-564-4210.
- When you create a request ticket, always login to TDX to see more choices for Canvas Help.

Check it Out!

- ✓ [eLearning Guides](#) for Bellevue College: A knowledgebase of all Instructional tools used by faculty.
- ✓ [Upcoming online or walk-in workshop](#) topics in eLearning: Canvas Course content migration, Creating your Syllabus, Aligning Your Syllabus with the Canvas Gradebook, Exploring Cranium Café, Canvas Hacks, UDL for Module Design, Using Zoom for online meetings and Panopto for creating videos with captions.

<p>SpeedGrader settings: How do I sort the student list in SpeedGrader? Use it to make sure that only assignments that need grading bubble up to the top so you review the submissions in order without having to navigate through students who haven't yet submitted.</p>	<p>Check all course links: Quickly verify all of your course links with a few mouse clicks. The Course link validator searches through course content and returns every invalid or unresponsive link that it comes across. Go to Settings - Select Validate Links in Content.</p>
<p>Files tool in the left navigation: How do I use Files as an instructor? Upload one or multiple files, view all details about your files, preview files, publish and unpublish files, set usage rights, and restrict access to files. How do I move and organize my files as an instructor? Use the Files tool to organize your files. Create a folder structure and move files to the correct folder as needed.</p>	<p>Canvas Notifications: carefully check and adjust all notification settings in the Notifications area. Login to Canvas, click on the Account icon, select Notifications.</p> <div data-bbox="820 1050 1380 1144"><p>Notification Preferences</p><p><input checked="" type="checkbox"/> Notify me right away <input type="radio"/> Send daily summary <input type="checkbox"/> Send weekly summary <input type="checkbox"/> Do not send me anything</p></div>

Teaching with Canvas: Canvas 101

Register for Canvas 101, you will learn about all of these above tips and more! Earn that Canvas 101 badge, interact with other colleagues in your workshop online and start using Canvas tools effectively. This workshop is modular so instructors with varied backgrounds and experience can select the order of the modules that best apply to their needs. It is self-paced, project-based, and guided—a facilitator will be available to answer questions and to evaluate participant projects.

Start Date: Monday, January 15th. [Sign up for Canvas 101!](#) **Facilitator:** Bruce Wolcott

Accessibility 101: Principles of Inclusive Design

Learn how you can make easy changes and additions to your Canvas courses in order to create an inclusive course environment for all students. The online workshop can be completed in six weeks. All faculty will be paid a \$500 stipend upon successful completion of the workshop. This workshop is sponsored by the Office of Instruction.

The [Course Syllabus](#) is public, so feel free to preview it before joining the course.

Start Date: Monday January 22nd. [Registration Link](#). **Facilitators:** Debi Griggs and Betsy Zahrt Geib

Librarian Office Hours in eLearning

The librarians will be holding office hours in eLearning once a week on Wednesdays 12-2pm starting winter quarter. A librarian will be available to work with faculty on identifying relevant library resources for courses, answer questions about copyright and fair use, and discuss open educational resources (OERs) content.