- Welcome back! eLearning [Instructional Design Office Hours](#) in D140 are – Mon to Fri from 10am - 4pm.
- Contact the eLearning staff using the [Request Center](#) and [eLearning Email](#) Or at 425-564-4210
- **Publish your course**. Your students will login on 12:01am on Wednesday January 2nd.
- Use the [handy checklists](#) when you build your content, Use the [Syllabus template](#) approved by the college.
- Review the [eLearning guides](#) that are available for the various online education tools that integrate with Canvas: Zoom, Panopto, ConexEd (Cranium Café), VeriCite, Ally, and others.
- [TechHub](#) and the [Canvas Corner](#) in the BC Library will assist walk-in students with Canvas questions.
- For Canvas login questions, create a request ticket with [ITS Service Desk](#). Always login to view the Service Desk extended menu.

New in eLearning: [XR Lab and Studio Q](#)

- Sign up to use Studio Q: Our A/V room with a "Lightboard" which is seamlessly connected to Panopto. Instructional Designers can provide an initial training session.
- [XR Lab](#) has been redesigned with multiple hands-on demo rooms. Stop by during the open lab times to experience a live demo using the various Virtual Reality headsets. Lab will be open from Noon – 4pm on Monday, Tuesday, Wednesday and Thursday.
- [Read the blog post by Bruce Wolcott and James Riggall](#) who will be teaching the CMST 116 Virtual Reality: Design and Communications course in the new XR Studios which provides access to a variety of "immersive" learning experiences.

[Sign-up for the Virtual Reality for Experimenters](#) workshop. Dates: February 13th, 20th, 27th

The future is here! Come explore the tools and possibilities of Virtual Reality in education and how to apply that in your classroom, in our [brand new XR Lab](#). The focus of this workshop is to introduce Bellevue College faculty to virtual reality devices and applications with a view to determine how this technology can be used for teaching in a chosen academic discipline. This short course includes demos with a variety of Virtual Reality headsets and applications, as well as a long distance networked immersive world collaboration.
Participants will also have the opportunity to become officially approved to use the VR technology in the XR Lab on their own!
Facilitator: [Bruce Wolcott](#), Faculty Communications Department
PD Hours: On completion, faculty members will receive 6 PD Hours

Canvas Tips:

Download your Gradebook:
You can export scores from the Gradebook and download them to your computer as a CSV file.
https://community.canvaslms.com/docs/DOC-13720-73553813648

How can students view their grades or read the comments on an Assignment?
Your students can see your comments in the Grades page. Most comments are located in the assignment sidebar.
Students can also view the annotations and comments in their assignment submission.
https://community.canvaslms.com/docs/DOC-10666-421254359

Canvas tools can assist in maintaining regular, effective, and substantive contact with students in an online/hybrid course.

1. Create a Discussion Forum in the [Getting Started Module](#).
   - Keep this Discussion forum open for access during the whole quarter.
   - Invite all students to participate and invite peer responses among students.
   - Respond to messages with 24hrs.
2. Office hours:
   - In your [Syllabus](#), Post your scheduled office hours, some evening and weekend hours to inform students that you are available via phone, email, chat or video conferencing.
   - Use [ZOOM, Cranium Café, Big Blue Button or Skype](#) for one-on-one conference calls and group video conferencing. You can also schedule at least one online session with each individual student to discuss questions on course content.
3. [Announcements](#)
   - Use the Announcements tool to post weekly or semi-weekly reminders about due dates and upcoming events.
4. Participate in the [Discussions](#)
   - Leave a footprint in your online classroom. Students should feel your online presence frequently.
   - When the instructor participates, students become more involved. Comment on student's posts. Reply to students by the first name.
5. View [Student Participation Logs](#)
   - In Canvas, you have options to track student activity via [Course Analytics](#), [Course Statistics](#), and [Student Analytics](#).
   - Check for [weekly participation](#). Check Logs to verify students are participating regularly.
   - Check your student list in the [People tool](#) and see when a student logged in last. This is similar to taking attendance in face-to-face courses and contacting students if they miss a class.
   - Contact students individually using the [Conversations in Canvas](#). Do not rely solely on messaging for absent students as they may have technological difficulties preventing them from logging in.
6. [Instructional Videos](#)
   - Videos can demonstrate procedures to assist in mastery learning. Videos facilitate students' understanding of important material or topics that require emphasis or in depth explanations.
   - Create videos for review sessions and relate important concepts, add these video links to your Syllabus so students know when to expect them.
   - Beneficial for Visual Learners and increases content availability.
   - Create opportunities for self-study and allow students to learn at their own pace.
   - Use Panopto to create video content with captions.
7. Review and Grade Assignments in a Timely Manner – [Use the Speedgrader](#)
   - Return graded assignments to students within the same time frame you would use for a face-to-face class.
   - Assignments posted may or may not have a grade, but all submissions need a response and critique in some form.
8. Provide Audio/Written Feedback:
   - Provide feedback and substantive comments for student submissions. Feedback reinforces key concepts.
   - [Audio and Video feedback](#) provides a personal touch. Canvas' audio and video capabilities ensure accessibility for users of all abilities and provide a range of pedagogical choices for instructors.

[Walk-in workshops](#), no registration needed.

Our eLearning Instructional Designers and Technologists provide workshops on various educational technology topics in person and online. If you need a customized session or a one-on-one consultation please send a [Request Center ticket](#).

Check-out the [walk-in session times](#) for Winter quarter.

*How to Copy a Canvas Course | *Your Syllabus in Canvas | *Aligning Your Syllabus with the Canvas Gradebook *Knock on my Door: Exploring Cranium Café | *Canvas Hacks | *UDL for Module Design | *Using the online discussions tool to improve student engagement | *Zoom for online meetings | *Panopto videos

In-depth 4 to 6 week sessions offered Online, registration required.
- **January 7th Monday: <u>Canvas 101: Teaching with Canvas</u>** [Sign up for Canvas 101](#)
- **January 14thMonday: <u>Copyright Information for Educators</u>** [Sign up for Copyright 101](#)
- **January 21st Monday: <u>Accessibility 101: The Basics of Inclusive Design</u>** [Sign up for Accessibility 101](#)
- **January 28th Monday: <u>Canvas 201: Taking your Course to the next level!</u>** [Sign up for Canvas 201](#)