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- eLearning [Instructional Design Office Hours](#) during the quarter: Monday to Friday – 10am to 4pm
  - **Publish your course.** Students will get access at 12:01am on April 3<sup>rd</sup>.
  - Use the [handy checklists](#) when you build your content.
  - Use the [Syllabus template](#).
  - Contact the eLearning staff using the [Request Center](#) and [eLearning email](#) Or at 425-564-4210
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### **New in eLearning: [Studio Q](#)**

- Sign up to use Studio Q: [Our A/V room with a “Lightboard”](#) which is seamlessly connected to [Panopto](#) by using the [Request Center](#). [Instructional Designers](#) can provide an initial training session.
  - Room is available for video recordings in multiple ways: using the Camcorder, using the Lightboard or using the webcam on the Computers (Windows and iMac available).
  - How do you book the room:
    - We are setting up a [Calendar to view the open times](#).
    - To book your time, send a [Request Center ticket](#) or call 425 564 4210
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### **[Walk-in workshops](#), no registration needed.**

**\*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**

### **4 to 6 weeks workshops facilitated by an Instructional Designer.**

- April 8th Monday: [Canvas 101: Teaching with Canvas](#)
  - April 15th Monday: [Copyright Information for Educators](#)
  - April 22nd Monday: [Accessibility 101: The Basics of Inclusive Design](#)
  - April 29th Monday: [Canvas 201: Taking your Course to the next level!](#)
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### **Canvas tips you can share with your students:**

- Ask students to register for the [“How to use Canvas” – 4 day, online workshop for students](#). It starts today on April 3<sup>rd</sup>. Please ask your students to sign up. There are no grades, and it is free.
- Students need to click on the little icons next to the assignment grades to see assignment feedback. See the following guide - [How do I use the icons and colors in the Grades page?](#)
- At the beginning of the class, recommend that students [download at least 2 browsers, Firefox and Chrome](#)
- Do not rely on the To Do calendar in Canvas - not everything is listed there. Prompt students to check each course for information and refer to any syllabus and course schedule that has been provided.
- Typing in assignments and discussion posts - For long assignments or discussion posts, always type the content in a word document or notepad and save your changes periodically. Copy that text and paste it into the submission text box in Canvas. This ensures that you don't lose your work due to a network connectivity issue.
- Always use a good internet connection when submitting assignments, use a computer or a tablet, cell phone is not recommended.