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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 September 16.
 - 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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[Cultivating and Sustaining an Online Community by Brian Bergen-Aurand.](#)

The success or failure of many online courses depends on cultivating and sustaining a sense of community among the members of the class and including the instructor in that community. (In this way, online teaching is not unlike onground teaching.) As we embark on another quarter and another school year, here are five principles and five techniques for building and sustaining community online.

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).
 - 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.

- September 23rd Monday: [Canvas 101: Teaching with Canvas](#)
 - September 30th Monday: [Copyright Information for Educators](#)
 - October 7th Monday: [Accessibility 101: The Basics of Inclusive Design](#)
 - October 14th Monday: [Canvas 201: Taking your Course to the next level!](#)
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Canvas tips you can share with your students:

- We have a few seats left for the [“How to use Canvas” – 4 day, online workshop for students](#). It starts on September 16th. Please encourage your students to sign up. There are no grades, it is free and it is online.
- Setup [Canvas notifications & preferences](#): Add additional emails, push notifications and a cell phone.
- At the beginning of the class, recommend that students [download at least 2 browsers, Firefox and Chrome](#)
- Use the [Canvas Calendar](#): It shows all student assignments and events for all Canvas courses in one place. Students should 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.
- 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?](#)