

## DE Workshops - Summer / Fall 2020 ( DRAFT -PROPOSED )

	Distance Education Workshop Title	Brief Description	Training Capacity	Scheduling
<b>Acquiring Technical Skill and Developing Distance Education Skill Set (Level 1)</b>	Canvas - Introduction - Self Guided	This is a 4 Module Self-Pace Course in Canvas that covers basic Canvas Functionality.	15-25 Participants - per session	All of the workshops listed are being offered on a regular and rotating basis through out the Summer and Fall of 2020
	Canvas Basics 1	Canvas Basics 1 60-minute workshop introduces you to basic Canvas functionality you need to know in order to successfully: <ul style="list-style-type: none"> <li>• adjust a profile settings;</li> <li>• access Notification preferences, Inbox, and Help;</li> <li>• edit a course Syllabus page;</li> <li>• add a Module, Page and Assignment.</li> </ul>	15-25 Participants - per session	
	Canvas Basics 2	Canvas Basics 2 60--In this 60-minute Canvas session, we continue to explore creating a basic Canvas environment: Assignments, Quizzes, Speedgrader, and Gradebook. Canvas functionality you need to know in order to successfully: <ul style="list-style-type: none"> <li>• add and edit a Discussion activity</li> <li>• add and edit Quiz/Exam activity;</li> <li>• engage Student View to validate what students see and are able to interact with ( internal QA)</li> <li>• access and view Grades</li> </ul>	15-25 Participants - per session	
	Introduction to Accessibility/L.I.S.T	During this workshop you will examine essential steps to create accessible Canvas pages by adding accurate headers, alt text for images, captioned videos & more. This allows students with disabilities -blind/low vision, deaf/hard of hearing, colorblind & others-	15-25 Participants - per session	
	Using Gradebook/Grading Tools	During this 60 min workshop we will review the Canvas Gradebook features with a focus on: <ul style="list-style-type: none"> <li>• Customizing your View and applying filters</li> <li>• Overriding Grades</li> <li>• Individual Gradebook View</li> <li>• Course Policies</li> </ul>	15-25 Participants - per session	
	Zoom Whiteboarding and Annotating	In this 60 min workshop you will learn how to use Whiteboard & Annotating features in Zoom to create engaging group activities, explain important concepts and work one-on-one with students.	15-25 Participants - per session	
	Managing Digital Materials Online - FileDepot/ 3CMedia/Drop Box	In this 45 minute workshop we will review the procedure for using these digital management tools in your course. You will learn how to: <ul style="list-style-type: none"> <li>Create an account</li> <li>Link to or integrate into Canvas</li> </ul>	15-25 Participants - per session	
	Understanding Regular and Effective Contact ( Title V)	In this 60 min workshop you review key elements of Regular and Effective Contact and activates you can use to effectively address this requirement of Distance Education.	15-25 Participants - per session	
	End of Semester Checklist	In this 45 minutes session you will review exporting grades and importing grade information into the Portal.	15-25 Participants - per session	
	Beginning of Semester Checklist	In this 60 minute session you will import content from a previous Canvas Course, update your the Syllabus page for a new semester, adjust course, including start/end dates and course navigation and run the Canvas 'Link Checking' tool.	15-25 Participants - per session	

<b>Building Expertise In Canvas and Distance Education (Level 2)</b>	Online Special Expertise	<p>The Online Special Expertise course is a six-week asynchronous instructor led course delivered through our learning management system, Canvas.</p> <ul style="list-style-type: none"> <li>• Customize a distance learning course using strategies to increase student engagement</li> <li>• Create and organize instructional material to promote active and engaged students</li> <li>• Apply strategies and use tools for designing activities that support engagement and collaboration between students online</li> <li>• Design a course discussion using instructional techniques that foster an environment for online collaboration between students</li> <li>• Develop an assessment, utilizing technology to assist with feedback</li> <li>• Identify resources and tools to address accessibility needs that arise when developing a distance learning course</li> <li>• Recognize and apply federal and state distance education guidelines</li> <li>• Apply effective instructional design practices by creating one complete instructional module to be used in your course</li> </ul>	15-25 Participants - per session	
	Canvas Next Steps 1- Set Up Your Online Course for Success	Have you taken Canvas Basics and are ready for the next step? During this 60 minute workshop we will explore Quick Start Guides, the Syllabus, and Home Page with a focus on increasing student engagement. We will then review course navigation strategies, and module organization.	15-25 Participants - per session	
	Canvas Next Steps 2- Create and Organize Content for Distance Learning	During this 60 minute workshop we will review strategies for increasing student engagement using Weekly Overviews, Content Pages, Discussions, Assignments, and Quizzes	15-25 Participants - per session	
	Canvas Next Steps Part 3- Examine strategies that address Regular & Effective Contact	In this 60 min workshop we will explore strategies and activates that support Regular and Effective contact as you design your course.	15-25 Participants - per session	
	Introduction to Accessibility/ UDOIT and Internal Review	Hands-on workshop on how to test your Canvas course for Accessibility compliance to make sure it can be accessed by disabled students. We will take a look at a few different tools & then use UDOIT in Canvas to test your course & perform fixes.	15-25 Participants - per session	
	Integrating Zoom into Canvas	This 60 minute workshop will walk you through creating office hours and video conference appointments using Zoom in Canvas.	15-25 Participants - per session	
	Converting Lectures into online formats	Using lecture material, this workshop will cover strategies and tools used to convert this material into video-based lectures.	15-25 Participants - per session	
	Using Zoom to create video lectures	This 60 minute workshop will review best practice methods for creating engaging video lectures.	15-25 Participants - per session	
	Canvas Power Features: Assignments and Exams	This 60 minute workshop will review Canvas settings for Quizzes and Assignments to encourage academic integrity	15-25 Participants - per session	
	Canvas Power Features: Speedgrader, Rubrics, and	This 60 minute workshop will examine the powerful instructional feedback capability in Canvas	15-25 Participants - per session	
	Canvas Power Features: Discussions and Peer Reviews	This 60 minute workshop will explore the way you can use Discussion to facilitate group projects, gather and share class work, e.g. Gallery Walks.	15-25 Participants - per session	
Using Canvas Tools to Increase Engagement and Build Community	A successful online course involves building a sense of community and connectedness between the online students. This workshop explores a variety of different Canvas tools an instructor can use to promote student interaction and engagement.	15-25 Participants - per session		

	Course Design and Organization in Canvas	In this 60 minute workshop we will review best practice strategies for organizing designing your course in Canvas.	15-25 Participants - per session	
	Q&A Workshops with Expert Speakers	In these 50 minute workshops, faculty members will share their best practices on various tools and strategies.	15-25 Participants - per session	
<b>Expanding Expertise - Integrating External Tools into Canvas and Distance Education (Level 3)</b>	10-10-10	Leveraging @One's Adoptable Course 10-10-10 this customized, asynchronous, instructor led 4 Week Course builds on the skills developed in our Online Special Expertise course. You'll discover the power of three important "tens" in your students' interaction in the course--the first 10 minutes, the first 10 hours, and the first 10 days. You'll leave with strategies to authentically welcome students, design impactful content pages and syllabi, and create compelling activities that help your students form a meaningful learning community.	15-25 Participants - per session	
	Accessible Document Conversion (Accessibility Ally)	In this workshop we will examine accessibility tools that you can use to convert your documents into additional formats that will help with accessibility.	15-25 Participants - per session	
	Universal Design Strategies	In this workshop, we will examine the principles of Universal Design in Learning and how one can begin applying them to course development In addition, participants will be introduced to some of the common accessibility issues that students face, and learn how applying Universal Design in Learning principles can address these issues while meeting the needs of diverse learners.	15-25 Participants - per session	
	Textbook Integration	In this workshop we will explore strategies for integrating textbooks into Canvas.	15-25 Participants - per session	
	Hypothesis	In this workshop we will explore the web annotation tool Hypothes.is and review strategies for use in the Distance Education environment.	15-25 Participants - per session	
	TurnIt In	In this workshop we will review the functionality and use of TurnIt In for the Distance environment.	15-25 Participants - per session	
	Cerego	In this 60 minute workshop, learn about the adaptive learning software and how to implement it in your course.	15-25 Participants - per session	
	PlayPosit	In this 60 minute workshop, learn about PlayPosit software and how to implement it in your course.	15-25 Participants - per session	
	Flip Grid	In this 60 minute workshop, learn about Flip Grid learning software and how to implement it in your course.	15-25 Participants - per session	
	VoiceThread	In this 60-minute workshop, learn about using VoiceThread to create participatory asynchronous video lectures in Canvas.	15-25 Participants - per session	
	Simulation Tools	In this 60 minute workshop, learn about simulation tools and how to implement it in your course.	15-25 Participants - per session	
Under the Hood: Using HTML and CSS to Format Your Instructional Content	Have you ever wondered how to add custom buttons, add extra space around images, or even create 2 or 3 columns n your canvas pages? If so this is the workshop for you. This 60 minute workshop will explore several of the most common HTML enhancements you can make to your Canvas Pages.	15-25 Participants - per session		