



# Summer and Fall 2020 Distance Education Faculty Training Courses

Introduction to Online  
Teaching and Learning  
with Canvas

## **1 week sessions:**

April 13 - April 19\*  
May 11 - May 17\*  
June 1 - June 7\*  
July 6 - July 12  
August 3 - August 9  
September 7 - September 13  
October 5 - October 11

## **4 week sessions:**

April 13 - May 10\*  
May 11 - June 7\*  
June 1 - June 28  
July 6 - August 2  
August 3 - August 30  
September 7 - October 4  
October 5 - November 1

Creating Accessible  
Online Content

## **4 week sessions:**

April 13 - May 10\*  
May 11 - June 7\*  
June 1 - June 28  
July 6 - August 2  
August 3 - August 30  
September 7 - October 4  
October 5 - November 1

\*\* Courses marked with an asterisk are reserved for instructors teaching during the summer semester. If there is space available, additional instructors may be added to those sessions.\*\*

**[Sign up for sessions now!](#)**

Questions? Please contact Erica Beam, DE Coordinator at [Erica.Beam@Solano.edu](mailto:Erica.Beam@Solano.edu)

# Introduction to Online Teaching and Learning with Canvas (4 week)

This course introduces you to how to teach using the Canvas learning management system by Instructure - currently used here at Solano Community College and supported through the state of California by the Chancellor's Office. You will learn how the system works through a series of curated readings and recall what you have learned through formative quizzes. You will also practice what you have learned through a series of hands-on exercises focused on the subject you teach. Finally you will reflect on the tools in Canvas through a shared discussion with other participants sharing this part of our professional journey.

## Learning Outcomes:

By the end of this course you'll be able to use Canvas to apply Chickering and Gamson's "Seven Principles for Good Practice in Undergraduate Education" in the following ways:

- Facilitate contact between students and faculty by creating a bio and setting communication expectations
- Develop reciprocity and cooperation among students by creating a community of discourse on discussions
- Encourage active learning by choosing a course home page that will help students succeed
- Give prompt feedback through the use of immediately scored exams
- Emphasize time on task by adding events to the course calendar
- Communicate high expectations by sharing the syllabus online
- Respect diverse talents and ways of learning by presenting content in a variety of formats

## Requirements for Completion:

A passing performance on the following:

- Participation in all required discussions
- Completion of quizzes and reflection activities
- Completion of assigned, hands-on exercises in course shells

## Time Commitment:

This is a 4-week course. Course completion, including reading, online discussions, and assignments, will take approximately 10 hours per week for a total of 40 hours. Your time commitment will vary based upon your own level of experience with web technologies. This course is eligible for 40 hours of FLEX.

## Recommended Skills:

- Basic computer skills (use of word processor, e-mail, file organization, and compression/decompression)
- Basic Internet skills (use of browser, searches, uploading and downloading files)
- Familiarity with discussion boards
- An open mind and willingness to try new things

## Technical Requirements:

- Fairly recent Mac or PC (not more than three years old) with a current operating system
- Current browser (Chrome or Firefox are preferable)
- Internet connection, preferably broadband (DSL speeds)

# Introduction to Online Teaching and Learning with Canvas (1 week)

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# Creating Accessible Online Content

Creating Accessible Online Courses provides an overview of accessibility within online courses, focusing on the skills you will need to make your course both technically accessible and usable to a broad range of students. The course covers how to use online tools, including your course learning management system (LMS) Canvas, to create accessible resources, to retrofit existing resources, and to curate new resources. The focal point of the course is learning how to use editors (both in your LMS Canvas and in common software, such as Microsoft Word) to enhance accessibility. In addition to creating an overarching accessibility plan for your course, you'll learn how to:

- Create accessible content pages, discussions, and assignments in your LMS Canvas;
- Create accessible documents, such as Word and PDFs;
- Create closed-captions for video.

## Learning Outcomes:

By the end of this course, you'll be able to do the following:

- Define accessibility and explain pertinent Federal, State, and District requirements
- Explain the purpose of creating accessible content
- Identify barriers to access
- Explain the assistive technology/design techniques needed to overcome barriers
- List campus resources available to assist you and your students with accessibility issues
- Create accessible content within your LMS Canvas
- Create accessible documents using Word, Google docs, PowerPoint, and/or PDF
- Caption video
- Check curated resources for accessibility using online tools
- Develop a comprehensive plan for creating an accessible online course

## Requirements for Completion:

A passing performance on the following:

- Participation in all required discussions
- Completion of quizzes and reflection activities
- Completion of assigned, hands-on exercises in course shells

## Time Commitment:

This is a 4-week course. Course completion, including reading, online discussions, and assignments, will take approximately 10 hours per week for a total of 40 hours. Your time commitment will vary based upon your own level of experience with web technologies. This course is eligible for 40 hours of FLEX.

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