

From: UWL Canvas Administrator

Sent: Monday, January 14, 2019 4:19 PM

Subject: Canvas Transition Deadlines and Support for Instructors [01-14-19]

An update for all instructional staff about the UWL transition to the Canvas learning management system.

Deadlines

- September 1, 2019. D2L will no longer be available for instruction or for non-instructional purposes. Canvas will be the sole UWL learning management system.
- September 13, 2019. UWL faculty and staff will no longer have access to any of their D2L courses or course files.

What you will need to do before September 2019 to make the transition to Canvas

1. Save your D2L course materials and files to your computer or external drive for safe keeping.
2. Start to set up your courses in Canvas by transferring your course files to Canvas course "shells."
3. Learn the features and functions of Canvas so you can prepare your courses for the academic year.

Support available to help you transfer course files, rebuild your courses in Canvas and prepare to teach with Canvas

- Canvas Support 24/7/365 for UWL faculty and staff – Call Canvas support 833.826.8720. They are responsive, helpful, persistent, and available 24 hours a day.
- UWL Canvas Support
 1. Call or email Khendum Gyabak (ext. 6877), Marjorie Bazluki (ext. 6873) and Jared Oxborrow (ext. 8778) for help with Canvas questions and for one-on-one assistance
 2. Contact your departmental Canvas liaison – Your departmental liaison is a colleague who has had prior training and experience using Canvas.
- Attend Canvas workshops
 1. Two-hour Introduction to Canvas workshops – Two-hour workshop to familiarize you with Canvas functions. Intended for instructors who have not used Canvas, and who have not attended previous training sessions.

Canvas Workshop Schedule Spring 2019 January – February

The workshops below will be offered multiple times during January and February. You can register for any of the sessions [HERE](#). The schedule for March and April will be announced by the end of February.

Always bring your laptop, access to your course materials, and your DUO device (phone or fob)

Introduction to Canvas

Two-hour workshop that introduces you to the basics of Canvas. The session is an overview of the Canvas interface, basics features, and functionality that will help prepare you to start building your courses in Canvas. The workshop will include significant time for independent work. Staff will be available to answer questions and work one-on-one with participants.

Skills Covered: Navigation; Uploading a syllabus; Uploading files; Creating Announcements; Editing your profile

Offered: Jan 25 & 30; Feb. 1, 4, 15, 18, 22, & 28

Canvas: Groups

One-hour workshop on how groups in Canvas will promote collaboration in group projects.

Skills Covered: Creating a group set; Self-assigned groups; Instructor-assigned groups; Monitoring and assessing group work.

Offered: Jan. 29

Canvas: Modules/Settings, Files, and Pages

One-hour session that focuses on the tools in Canvas to create course content. Users will explore module settings, file organization, and pages. There will be time to apply, practice and ask questions about these features.

Skills Covered: Adding modules; Editing a Module; Adding content; Working with Pages; File; Organization; Adjusting settings.

Offered: Jan. 31, Feb. 21 & 27

Canvas: Course Design

One-hour workshop on different methods to use Canvas to promote student engagement and understanding. We will examine course site design, discuss best practice guidelines for setting up your course, introducing students to the structure of the course, and how to make the navigation streamlined and efficient.

Skills Covered: Navigation; Design; Canvas tools.

Offered: Feb 4 & 13

Canvas: Assignments, Rubrics, and Grading

One-hour workshop on the functionality of Canvas assignments and grades. Topics include creating assignments, adjusting assignment settings, using assignment groups, and the relationship of assignments to the gradebook. Additionally, participants will learn how to use rubrics for assessing assignments.

Skills Covered: Assignment Group Creation and submissions; Assignment Property Modification; Creating a rubric; Re-using a rubric across courses; Adding a rubric to a quiz, assignment, or discussion

Offered: Feb. 5 & 14

Canvas: Discussions

One-hour workshop on the discussion board feature in Canvas. Learn how to create engaging interaction and encourage participation using the Discussion Board.

Skills Covered: Creating discussions; Creating a New Thread; Attaching files to discussions; Using Speedgrader with discussions; Editing discussions and discussion settings.

Offered: Feb 25

Canvas: Quizzes & Surveys

One-hour workshop on Canvas Quiz and Survey tools. Learn the basics needed to start using quizzes and surveys in your Canvas course. A variety of quiz question types, question banks, surveys, will be explored and how it all appears in the Gradebook.

Skills Covered: Creating a quiz; Moderating a quiz; Creating questions, question banks, and question types; Survey creation and usage; Adjusting permissions for students

Offered: TBA March & April

Canvas: Gradebook & Speedgrader

One-hour workshop on the interface of the Canvas gradebook from the instructor and student perspectives. Users will experience the power of the *Speedgrader* and the various ways it can be used to provide timely and detailed feedback for students while making the grading process more efficient and enjoyable.

Skills Covered: Configure a grading scheme; Link grades to assignments; Accessing Speedgrader; Use Speedgrader for grades and feedback

Offered: TBA March & April

2. One hour Workshops – Learn about specific Canvas features and functions such as assignments, quizzes, grading, modules, settings, gradebook, rubrics, groups, discussions.

Below is a copy of the Canvas workshop schedule for January and February 2019. The latest version will also be available online at <https://www.uwlax.edu/info/canvas-transition/>.