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# Course Guide

Online instruction is the most exciting fields in education, with Canvas the hottest Learning Management System on the market. We are experiencing an educational revolution, and people who teach online are in the thick of it. Learning to teach online is important for everyone in the field of instruction.

This will be an intense couple of months. You may feel overwhelmed with information at first, but the content is designed to provide a foundation for the courses you're about to build. The skills you learn here will probably spill over to your face-to-face classes as well, because once a person learns what's possible online, every class gets enhanced.

We assume you have an interest in technology already or you wouldn't be making this leap to online instruction. If you're someone who is online all the time already, you're in the right place. If computers mainly frustrate you, online teaching may not be a good fit.

The possibilities here are uncharted. We don't know yet what might be possible online. Let's start exploring!

# Course Description

Faculty will design and build the first four weeks of their online course. The training focuses on two areas:

1. **Learning Canvas as a student** by designing an accessible online course based on student equity principles
2. **Using Canvas as a teacher** by building the first four weeks of an online course, with special attention paid to strategies that support equity, retention, and success

This is a student-centered, project-based course. You will learn by doing. The good news is you will use what you build in the classes you teach.

The final project will be building the first four weeks of your online course, complete and ready for students, according to standards described in the [Online Education Initiative (OEI) Rubric](#).

# Learning Outcomes

**By the end of this course, you will be able to**
1. **Design** an online course
2. **Operate** Canvas to exploit its rich potential for student learning
3. **Build** an equitable and accessible online course geared for high retention and success
4. **Leverage** research-based techniques for enhancing equity in online courses
5. **Construct** engaging, project-based assignments and assessments
6. **Establish** "instructor presence" through embedded video and other techniques and technologies

# Time Commitment & Necessary Skills

This is an introductory course for instructors who have not taught online as well as those who have taught online and would like to brush up on their skills.

The training will take **approximately 10-12 hours each week** for 10 weeks. Your time commitment will vary based upon your own level of experience with web technologies.

During the course, we will ask for feedback about the training and the time it took you to complete it. Please track the approximate time it takes to complete the weekly modules. The content can then be adjusted for future classes. Thanks!

# Necessary Equipment

- A computer not more than six years old (recommended: a wide-screen monitor or two monitors. Laptops not recommended. Previous students have said they like to put instructions on one screen and try the activity themselves on another.)

- A high-speed Internet connection (preferably ethernet wired. Wifi can be spotty and can make things more difficult)
- Current internet browsers and browser plugins (Chrome, Safari, etc.)
- *Note: no books will be necessary for this class. All reading material is contained or linked to within the course.*

# Communication Policy

- Email is a fast way to reach us. We will do our best to return email within 24 hours, including weekends.
- Feel free to text our cell phones as well, but please remember to include your name.

# Grading Policy, Stipends, and Certificates

- Students must receive a cumulative score of at least 90% on all activities to successfully complete the course. Why 90%? Because students deserve the best!
- Certificates Completion and pay stipends (if available) can only be provided to those who successfully complete the course.

# Class Structure, Ground Rules, and Tips for Success

- Our assignments will always be due on Fridays and Sundays at midnight.
- We would like to keep everyone together, working at the same pace. The discussions are better that way. You can look and read ahead, but please don't submit anything more than a week in advance, particularly in discussion boards.
- Post general questions and comments in our Q & A Discussion Café.
- Please be patient and helpful. Your feedback is important as we work through the material.
- If you are a highly-advanced user, please be extra patient. If you have taught online before, some of the material might be review for you. Try to help others who are not as experienced, and share what you know!

# Course Schedule

Week 1: Introduction to Online Instruction

Week 2: Online Community

Week 3: Assessment

Week 4: Accessibility and Final Outline

Week 5: Course Design

Week 6: Assignments, Quizzes, Surveys, and Question Banks

Week 7: The Grade Book

Week 8: Discussions and Groups

Week 9: Recording and Embedding Video

Week 10: Final Touches and Concluding Thoughts