

Canvas Migration Planning Document

To access Canvas, visit online.valenciacollege.edu using your Atlas credentials

Important: To access and register for **Canvas webinars** you will need to first establish an account.

1. Go to the [Canvas Community registration page](#).
2. Under New, select "Create an Account" **using your Valencia email address**. Example: qsmith894@valenciacollege.edu [Do NOT use mail.valenciacollege or any another email address because you will be blocked.]
3. Details will be sent to your Valencia email upon successful account creation.

Step 1: Get to Know Canvas

Learning Resources	Activities to Complete	Notes
<p>Videos:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Canvas Overview <input type="checkbox"/> User Settings & Profile Picture <input type="checkbox"/> Notification Preferences <input type="checkbox"/> Course Layout: Customization <p>Related Canvas Webinars:</p> <ul style="list-style-type: none"> <input type="checkbox"/> First Look <input type="checkbox"/> Course Basics <input type="checkbox"/> Course Settings & Sharing <input type="checkbox"/> Course Design Considerations <p>Files:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blackboard Crosswalk document <input type="checkbox"/> Inventory Checklist 	<ul style="list-style-type: none"> <input type="checkbox"/> Log in to Canvas <input type="checkbox"/> Explore the dashboard/global navigation <input type="checkbox"/> Update your profile picture <input type="checkbox"/> Set your notification preferences <input type="checkbox"/> Customize the course navigation menu <input type="checkbox"/> Establish your course homepage 	<p><i>*Notification preferences apply to every course</i></p> <p><i>*The global navigation menu applies to every course</i></p> <p><i>*The course menu is customizable for each course</i></p>

Step 2: Add Content in Canvas

Learning Resources	Activities to Complete	Notes
<p>Videos:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Syllabus Overview <input type="checkbox"/> Files: Add Course Content <input type="checkbox"/> Modules: Creation and Management <input type="checkbox"/> Discussions Creation Overview <p>Related Canvas Webinars:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leveraging Modules <input type="checkbox"/> Content Pages <input type="checkbox"/> Quiz Basics <input type="checkbox"/> Managing Quizzes <p>Files/Links:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Creating Accessible Documents <input type="checkbox"/> WebAIM 	<ul style="list-style-type: none"> <input type="checkbox"/> Use Syllabus (course menu) to create the course Syllabus OR upload an accessible PDF file of your syllabus <input type="checkbox"/> Create Orientation Module to introduce yourself and the course to the students <input type="checkbox"/> Upload any needed course files (PPTs, handouts, etc.) to the Files area of the course. Make sure they are accessible <input type="checkbox"/> Access Modules tool from the course menu and create the modules or groupings (units, weeks, topics) that you will need in your course 	<p><i>* Create the required academically-related activity to prove student attendance for the no-show period. This could include online:</i></p> <ul style="list-style-type: none"> • <i>Assignment</i> • <i>Assessment</i> • <i>Discussion</i> • <i>Complete an online interactive tutorial or computer-assisted instruction that is trackable.</i> • <i>Initiate with the faculty member to ask a question about an academic subject studied in the course.</i>

Step 2: Add Content in Canvas

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| <ul style="list-style-type: none"> <input type="checkbox"/> General Accessibility Design Guidelines in Canvas <input type="checkbox"/> File management in Canvas | <ul style="list-style-type: none"> <input type="checkbox"/> Upload the files you need to each of the modules/groupings <input type="checkbox"/> Create or import quizzes/tests | |
|--|--|--|

Step 3: Set up the Canvas Gradebook

Learning Resources	Activities to Complete	Notes
<p>Videos</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gradebook Overview <input type="checkbox"/> Assignments Overview <p>Related Canvas Webinars:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assignments <input type="checkbox"/> Gradebook & Speedgrader <input type="checkbox"/> Outcomes & Rubrics for Instructors <p>Files/Links:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How to create columns in the gradebook? <input type="checkbox"/> How to enter and edit grades in the Gradebook? <input type="checkbox"/> DocViewer in grading <input type="checkbox"/> Leaving feedback for students in SpeedGrader <input type="checkbox"/> Textbook Integration: Cengage <input type="checkbox"/> Textbook Integration: Pearson <input type="checkbox"/> Textbook Integration: McGraw Hill <input type="checkbox"/> Textbook Integration: Wiley 	<ul style="list-style-type: none"> <input type="checkbox"/> Decide if course will use points system or weighted percentages <input type="checkbox"/> Create an assignment for each item that requires a grade to ensure a column appears in the gradebook <input type="checkbox"/> Organize Assignment Groups <input type="checkbox"/> Create rubrics for assignments in your course. 	<p><i>* If course offers extra credit, create an assignment and set points to "0" or select "Do not count this assignment towards the final grade"</i></p> <p><i>*When attendance is recorded, a grade column is automatically created and defaults to 100 points; change as needed for the course</i></p>

Step 4: Communicate with Students in Canvas

Learning Resources	Activities to Complete	Notes
<p>Videos:</p> <ul style="list-style-type: none"><input type="checkbox"/> Conversations Overview<input type="checkbox"/> Announcement Overview<input type="checkbox"/> Calendar Overview<input type="checkbox"/> Conferences Overview<input type="checkbox"/> Collaborations Overview <p>Related Canvas Webinars:</p> <ul style="list-style-type: none"><input type="checkbox"/> Course Communications<input type="checkbox"/> Group Work and Collaboration <p>Files/links:</p> <p>Conversations Chat</p>	<ul style="list-style-type: none"><input type="checkbox"/> Send students a “Welcome Message” using Inbox Conversations tool<input type="checkbox"/> Create and organize announcements in your course	<p><i>* Consider creating a discussion that allows students to ask questions to both the instructor and classmates (I.e. “Ask your instructor” or “Class help”)</i></p>

Dive Deeper into Canvas...

Canvas Webinars:

- Exploring Canvas Commons
- Accessibility
- Mastery Paths Introduction
- Outcomes and Rubrics for Instructors
- Mobile Apps
- Data for Teachers

Files/Links:

[Canvas App](#)

- [Apple Devices](#)
- [Android Devices](#)

[Canvas Teacher App](#)

- [Apple Devices](#)
- [Android Devices](#)