Canvas Basics Workshop Syllabus

**Accommodations:** Accommodations are available for all workshops with advanced notice. If you need an accommodation, please email Pamela Rivers - pamela.rivers@bakersfieldcollege.edu. Workshops are for KCCD faculty and staff only.

**All About Us:**

**Tracy Lovelace**
My name is Tracy Lovelace and I've been working at BC since 1996 (first, I was a Media Specialist at BC.)
When I am not here @ 1801 Panorama Drive, I love spending time with a variety of animals, doing some interior design at my new old house as well as watching British films (new and old) and of course reading.

**Matt Andrasian-Jones**
My name is Matt Andrasian-Jones and I am an Instructional Technology Instructor in the Academic Technology Department of Bakersfield College. I was a member of the team that worked to deliver workshops about Canvas to faculty, when BC first adopted the platform back in 2015.
When I am not at work I love to spend time with my wife, Savanna Andrasian-Jones and our two maltipoo puppies Lucy and Sophie. I am also an avid illustrator, reader, Swimmer, and Crossfitter.

**Prerequisites:** In order to ensure the success of participants in this workshop, we want to make sure you have the background you need to access this material. While we won't kick you out of the workshop if you come in and haven't taken these workshops, we have found students are most successful if they have and we also need to emphasize that we can't catch you up on material in other sessions in the time we have allotted to this workshop.

1. **None**

**Student learning outcomes:** By the time they successfully complete this course, a student will be able to (3 or fewer items).

1. Understand how to create and use Canvas content types.
2. Understand Canvas file handling and the publishing hierarchy.
3. Understand how to organize your content for the benefit of your students using basic Canvas tools.

**Objectives:** By the end of this workshop, you will be able to: (Shoot for 5 to 7 of these)

1. Create and publish assessment content types in Canvas. Namely, assingments, quizzes, and discussions.
2. Create and publish Canvas content types. Specifically, announcements, discussions, and pages.
3. Create Canvas modules and add content to the modules.

4. Create folders and add content to files in Canvas.

**Learning Pact**

**What You Can Expect From Me:**
- I will email the Zoom link (and password) 24 hours before the workshop.
- I will treat you with dignity and respect and be flexible to support your individual needs.
- I will provide you with a clear, organized workshop that is designed to ensure you meet our course outcomes in a meaningful manner.
- I will provide a supportive, safe and brave environment for you to share and discuss ideas with me and your peers.
- I won’t be perfect. I am human and will make mistakes at times. I will view mistakes as an opportunity to learn and grow.

**What I Can Expect From You:**
- You will be sure to arrive to the workshop on time.
- You will ensure you have attended prerequisite workshops so we can best serve you.
- You will treat me and your peers with dignity and respect.
- You will strive to be an active participant in this course and aim to earn the badge.
- You will do your best to have patience with technology. There will be hiccups, expect them. We will get through them together.
- You will give yourself grace. Expect to make mistakes. You are human and mistakes are part of learning and growing.

**Workshop Agenda:**
This is an outline of what will happen in our workshop.

1. The basics of navigating Canvas and file handling.
2. Creating content in Canvas.
   a. Assessments
   b. Non-graded content.
3. Structuring your course with Modules.

**Tools for this class:**
To participate in this course, you will need the following tools:

1. Your own device
2. A Canvas account