Fall 2019 Professional Development Workshop Schedule – SAC Distance Education

Monday 8/19/19

8:00 am – 9:00 am Room: A-213 DE Staff	**Intro to Canvas:** *Learn how to access, log on, and navigate through Canvas; available Canvas help, support, and training; and configure your Canvas settings and preferences!* • **What you will need to bring to this workshop:** Flash drive containing a profile picture in JPEG or GIF format (150 x 150 pixels)
9:00 am – 10:00 am Room: A-213 DE Staff	**Communication in Canvas:** *Learn how to communicate with students using the Announcement, Discussion, and Message tools in Canvas, including how to create, edit and participate using these tools in a Canvas course!*
9:00 am – 10:00 am **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
10:00 am – 11:00 am Room: A-213 DE Staff	**Adding Content to Canvas:** *Learn how to add content to a Canvas course, including how to add and edit a page, edit the Canvas Syllabus, upload course files, and add files to a page. Take a tour of the SAC Course Template, and learn why SAC is using a template!* • **What you will need to bring to this workshop:** Flash drive containing a PDF copy of your course syllabus and an instructor picture in JPEG, PNG or GIF format (150 x150 pixels) for the Canvas Syllabus.
10:00 am – 11:00 am **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
11:00 am – 12:00 pm Room: A-213 DE Staff	==New!== **Canvas Gradebook:** ***Canvas has a new gradebook that will go live January 2020!*** *Learn how to set up your Gradebook in Canvas by creating assignments, use assignment groups, and configure and organize the gradebook! Learn how to manually enter grades, add feedback for students, set a default grade, drop scores, set up late policies, download the gradebook into Excel, access student grading reports, and how to message students directly from the Gradebook!* • **What you will need to bring to this workshop:** A copy of the course syllabus and/or an assignment list of all assignments (including assignments, tests, quizzes, projects, papers, etc.) for the course
11:00 am – 12:30 pm **Room: A-215** Joe Pacino	**Basic Screencast-O-Matic:** *Learn how to create instructional videos using Screencast-O-Matic, including how to upload to YouTube and create captions.*
1:00 pm – 2:00 pm Room: A-213 DE Staff	**Canvas Course Copy:** *Learn how to bulk delete course content; copy course content from an existing Canvas course to another Canvas course; use the date management system to update course due date!*
1:00 pm – 2:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
2:00 pm – 3:00 pm Room: A-213 DE Staff	**Attendance:** *Learn how to set up and manage attendance using Canvas! Users will learn how to configure the attendance tool, take attendance, and run attendance reports.*
2:00 pm – 3:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*

3:00 pm – 4:00 pm Room: A-213 DE Staff	**New!** **Groups in Canvas:** *Learn how to create and manage student peer groups in Canvas, what tools are available to students, and how to assign assignment and assessments to a specific group.* • Attendees MUST pre-register for the workshop by self-registering for the Groups Workshop Canvas course. Use the following link to self-register: **Zoom**
3:00 pm – 4:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*

Tuesday 8/20/19

8:00 am – 9:00 am **Room: A-101** DE Staff	**New!** **Proctorio (Online Proctoring)**: *Learn how to use Proctorio (Secure Remote Proctoring) for your online and hybrid course exams. Instructors will learn how to enable Proctorio in a Canvas course, install the Proctorio Chrome extension, add Proctorio to a test, use the various exam settings available, and view the Proctorio Gradebook.*
9:00 am – 10:00 am Room: A-213 DE Staff	**New! Canvas Quiz Basics:** *Learn the basics of how to create, manage, and grade quizzes in Canvas! Instructors will learn about quiz options, add exceptions for students, and how to add a quiz in a module.*
9:00 am – 10:00 am **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
10:00 am – 11:00 am Room: A-213 DE Staff	**New! Canvas Quiz Question Banks & Groups:** *Learn how to create Question Banks in Canvas, and use those Question Banks to create random blocks of questions in a quiz.*
10:00 am – 11:00 am **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
11:00 am – 12:00 pm Room: A-213 DE Staff	**New! Canvas Gradebook:** ***Canvas has a new gradebook that will go live January 2020!*** *Learn how to set up your Gradebook in Canvas by creating assignments, use assignment groups, and configure and organize the gradebook! Learn how to manually enter grades, add feedback for students, set a default grade, drop scores, set up late policies, download the gradebook into Excel, access student grading reports, and how to message students directly from the Gradebook!* • **What you will need to bring to this workshop:** A copy of the course syllabus and/or an assignment list of all assignments (including assignments, tests, quizzes, projects, papers, etc.) for the course
1:00 pm – 2:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
2:00 pm – 3:00 pm Room: A-213 Joe Pacino	**Basic Screencast-O-Matic:** *Learn how to create instructional videos using Screencast-O-Matic, including how to upload to YouTube and create captions.*
2:00 pm – 3:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
3:00 pm – 4:00 pm Room: A-213 DE Staff	**SLO's for Faculty:** *Learn how to access your course (including division or department) Student Learning Outcomes (SLO's) in Canvas; create, organize, and manage Student Learning Outcomes at the course level; attach Outcomes to content, assessments and rubrics; access and view analytics at the course and student level.* • **What you will need to bring to this workshop:** A copy of the SLO's for your course
3:00 pm – 4:00 pm **Webinar**	**New!** **Pronto for Student Communication:** *Pronto is a real-time, Canvas integrated communication tool that allows faculty to connect with students anytime. Learn to use the*

Pronto Staff	*features such as Live Video Conferencing, Messaging, and File Sharing, as well as some "best practices" on how to use Pronto in your course! Pronto is a modern communication tool that can streamline student communications in a mobile friendly, easy-to-use environment.* • <mark>Attendees MUST pre-register for this workshop by self-registering for the Webinar.</mark> Use the following link to self-register for the workshop: **Zoom**

Wednesday 8/21/19

8:00 am – 9:00 am **Webinar** DE Staff	**New!** **Zoom:** • <mark>Attendees MUST pre-register for this workshop by self-registering for the Zoom Workshop Canvas Course.</mark> Use the following link to self-register for the workshop: **Register** • Equipment Required: Computer (Computer, Laptop), Web Cam, Headset with Microphone • Attendees will need to log onto Canvas and access the course at **8:00 am on Wednesday 8/21/19**. Once in the course, click the **ConferZoom** link on the course navigation menu to access the webinar.
9:00 am – 10:00 am **Room: A-101** DE Staff	**New!** **Proctorio (Online Proctoring):** *Learn how to use Proctorio (Secure Remote Proctoring) for your online and hybrid course exams. Instructors will learn how to enable Proctorio in a Canvas course, install the Proctorio Chrome extension, add Proctorio to a test, use the various exam settings available, and view the Proctorio Gradebook.*
10:00 am – 11:00 am Room: A-213 DE Staff	**Basic Screencast-O-Matic:** *Learn how to create instructional videos using Screencast-O-Matic, including how to upload to YouTube and create captions.*
10:00 am- 11:00 am **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
11:00 am – 12:00 pm Room: A-213 Joe Pacino	**Advanced Screencast-O-Matic:** *Make your screen capture recordings more polished with the simple editing tools in Screecast-O-Matic. Modify your videos by inserting new recordings or videos shot from your phone or other cameras. Add graphic overlays and additional narration to make professional looking videos for your students.*
11:00 am – 12:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
1:00 pm – 2:00 pm Room: A-213 DE Staff	**New!** **Canvas Gradebook:** *Canvas has a new gradebook that will go live January 2020! Learn how to set up your Gradebook in Canvas by creating assignments, use assignment groups, and configure and organize the gradebook! Learn how to manually enter grades, add feedback for students, set a default grade, drop scores, set up late policies, download the gradebook into Excel, access student grading reports, and how to message students directly from the Gradebook!* • **What you will need to bring to this workshop:** A copy of the course syllabus and/or an assignment list of all assignments (including assignments, tests, quizzes, projects, papers, etc.) for the course
1:00 pm – 2:00 pm **Webinar** Pronto Staff	**New!** **Pronto for Student Communication:** *Pronto is a real-time, Canvas integrated communication tool that allows faculty to connect with students anytime. Learn to use the features such as Live Video Conferencing, Messaging, and File Sharing, as well as some "best practices" on how to use Pronto in your course! Pronto is a modern communication tool that can streamline student communications in a mobile friendly, easy-to-use environment.* • <mark>Attendees MUST pre-register for this workshop by self-registering for the Webinar.</mark> Use the following link to self-register for the workshop: **Webinar**

2:00 pm – 3:00 pm Room: A-213 DE Staff	**Canvas Course Copy:** *Learn how to bulk delete course content; copy course content from an existing Canvas course to another Canvas course; use the date management system to update course due date!*
2:00 pm – 3:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
3:00 pm – 4:00 pm **Room: A-101** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*

Thursday 8/22/19

8:00 am – 9:00 am Room: A-213 DE Staff	**SLO's for Admins (Deans & Chairs):** *This workshop is intended for Division Deans & Department Chairs. Learn how to access your division or department as a Canvas Administrator; create, organize, and manage Student Learning Outcomes for your division or department; access, configure and run reports on Outcomes, and view analytics at a division, department, course, and student level.* • ==Attendees MUST pre-register for this workshop by contacting the Distance Education Department at== DistEd@sac.edu. Users will need to have a Canvas Administrator Account created for them prior to attending. • **What you will need to bring to this workshop:** A copy of the SLO's for your division or department by course.
9:00 am- 10:00 am Room: A-213 DE Staff	**Rubrics:** *Learn how to access, create, find, and manage rubrics in a Canvas course! Instructors will learn how to add a rubric to an assignment, discussion, and quiz; and how to grade using a rubric.* • **What you will need to bring to this workshop:** A copy of a rubric for an assignment in your course
9:00 am- 10:00 am **Room: A-215** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
10:00 am – 11:00 am Room: A-213 DE Staff	**SLO's for Faculty:** *Learn how to access your course (including division or department) Student Learning Outcomes (SLO's) in Canvas; create, organize, and manage Student Learning Outcomes at the course level; attach Outcomes to content, assessments and rubrics; access and view analytics at the course and student level.* • **What you will need to bring to this workshop:** A copy of the SLO's for your course
10:00 am – 11:00 am **Room: A-215** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
11:00 am – 12:00 pm Room: A-213 DE Staff	**Attendance:** *Learn how to set up and manage attendance using Canvas! Users will learn how to configure the attendance tool, take attendance, and run attendance reports.*
11:00 am – 12:00 pm **Webinar** Pronto Staff	==New!== **Pronto for Student Communications:** *Pronto is a real-time, Canvas integrated communication tool that allows faculty to connect with students anytime. Learn to use the features such as Live Video Conferencing, Messaging, and File Sharing, as well as some "best practices" on how to use Pronto in your course! Pronto is a modern communication tool that can streamline student communications in a mobile friendly, easy-to-use environment.* • ==Attendees MUST pre-register for this workshop by self-registering for the Webinar.== Use the following link to self-register for the workshop: **Webinar**
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3:00 pm – 4:00 pm Room: A-213 DE Staff	**Adding Content to Canvas:** *Learn how to add content to a Canvas course, including how to add and edit a page, edit the Canvas Syllabus, upload course files, and add files to a page. Take a tour of the SAC Course Template, and learn why SAC is using a template!* • **What you will need to bring to this workshop:** Flash drive containing a PDF copy of your course syllabus and an instructor picture in JPEG, PNG or GIF format (150 x150 pixels) for the Canvas Syllabus.
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4:00 pm – 5:00 pm Room: A-213 DE Staff	**New!** **Canvas Gradebook:** ***Canvas has a new gradebook that will go live January 2020!*** *Learn how to set up your Gradebook in Canvas by creating assignments, use assignment groups, and configure and organize the gradebook! Learn how to manually enter grades, add feedback for students, set a default grade, drop scores, set up late policies, download the gradebook into Excel, access student grading reports, and how to message students directly from the Gradebook!* • **What you will need to bring to this workshop:** A copy of the course syllabus and/or an assignment list of all assignments (including assignments, tests, quizzes, projects, papers, etc.) for the course
4:00 pm – 5:00 pm **Room: A-215** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*
5:00 pm – 6:00 pm Room: A-213 DE Staff	**Canvas Course Copy:** *Learn how to bulk delete course content; copy course content from an existing Canvas course to another Canvas course; use the date management system to update course due date!*
5:00 pm – 6:00 pm **Room: A-215** DE Staff	**Canvas Open Lab:** *Work on your course in a question friendly lab environment! Facilitators are available to answer your specific Canvas questions.*