Spring 2019 Professional Development Workshop Schedule – SAC Distance Education

# Monday 2/4/19

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| 8:00 am – 9:00 am  Room: A-213 | **New! SLO’s for Admins:** 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**](mailto: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 | **New! 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. |
| 9:00 am – 10:00 am  **Room: A-101** | **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 | **New! 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. |
| 11:00 am – 12:00 pm  Room: A-213 | **New! Group Work 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:[**https://rsccd.instructure.com/enroll/EJY39H**](https://rsccd.instructure.com/enroll/EJY39H) |
| 11:00 am – 12:30 pm  Room: A-215  Joe Pacino | **New! Use Screencast-O-Matic to Create Videos:** ​Learn how to create instructional videos using Screencast-O-Matic, including how to upload to YouTube and create captions. |
| 12:00 pm – 1:00 pm  Room: A-213 | **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! |
| 1:00 pm – 2:00 pm  Room: A-213 | **Introduction 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) |
| 1:00 pm – 2:00 pm  Room: A-213 | **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 | **SAC Template & Adding Content in Canvas:** ​Familiarize yourself with the SAC Canvas Course Template, learn why SAC is using a template, and how to use it!  Learn how to add and edit a page, the Canvas Syllabus, and upload course files.   * **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. |
| 3:00 pm – 4:00 pm  Room: A-213 | **Canvas Gradebook:** Learn how to add grade columns by creating assignments, organize and weight assignments using assignment groups, how to configure and organize the gradebook! Learn how to manually enter grades into the Gradebook in Canvas, add comments or feedback for students, set a default grade for an assignment, download the Gradebook into Excel, access and view 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. |

# Tuesday 2/5/19

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| 8:00 am – 9:00 am  Room: Web | **New! Zoom Web Conferences:** Learn how to   * **Attendees MUST pre-register for this workshop by self-registering for the Zoom Workshop Canvas Course.**Use the following link to self-register for the workshop: [**https://rsccd.instructure.com/enroll/B4KTNT**](https://rsccd.instructure.com/enroll/B4KTNT) * **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 Tuesday 2/5/19. Once in the course, click on the link to access the web conference. |
| 9:00 am – 10:00 am  Room: A-213 | **Attendance in Canvas:** 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. |
| 10:00 am – 11:00 am  Room: A-213 | **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; and use the Canvas Commons to upload and integrate any changes to the SAC Canvas Course Template! |
| 11:00 am – 12:00 pm  **Room: A-101** | **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 | **SAC Template & Adding Content in Canvas:** ​Familiarize yourself with the SAC Canvas Course Template, learn why SAC is using a template, and how to use it!  Learn how to add and edit a page, the Canvas Syllabus, and upload course files.   * **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. |
| 1:00 pm – 2:00 pm  **Room: A-101** | **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 | **Canvas Gradebook:** Learn how to add grade columns by creating assignments, organize and weight assignments using assignment groups, how to configure and organize the gradebook! Learn how to manually enter grades into the Gradebook in Canvas, add comments or feedback for students, set a default grade for an assignment, download the Gradebook into Excel, access and view 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. |
| 2:00 pm – 3:00 pm  **Room: A-101**  Joe Pacino | **New! Advanced Screencast-O-Matic to Create Videos:** ​Make your screen capture recordings more polished with the simple editing tools in Screencast-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. |
| 3:00 pm – 4:00 pm  Room: A-213 | **New! 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. |
| 3:00 pm – 4:00 pm  **Room: A-101** | **Proctorio (Online Proctoring) in Canvas:** Learn how to use Proctorio (Secure Remote Proctoring) for your online and hybrid course exams.  Instructors will learn how to install the Proctorio Chrome extension, enable Proctorio in a Canvas course, add Proctorio to a test, and about the various exam settings available. |

# Wednesday 2/6/19

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| 8:00 am – 9:00 am  Room: A-213 | **Introduction 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 | **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! |
| 10:00 am – 11:00 am  Room: A-213 | **SAC Template & Adding Content in Canvas:** ​Familiarize yourself with the SAC Canvas Course Template, learn why SAC is using a template, and how to use it!  Learn how to add and edit a page, the Canvas Syllabus, and upload course files.   * **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** | **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 | **Canvas Gradebook:** Learn how to add grade columns by creating assignments, organize and weight assignments using assignment groups, how to configure and organize the gradebook! Learn how to manually enter grades into the Gradebook in Canvas, add comments or feedback for students, set a default grade for an assignment, download the Gradebook into Excel, access and view 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 – 12:00 pm  **Room: A-101** | **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 | **New! Quiz Basics in Canvas:** ​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. |
| 1:00 pm – 2:00 pm  **Room: A-101** | **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 | **New! Creating Question Banks & Question Groups for Quizzes in Canvas:** ​Learn how to create Question Banks in Canvas, and use those Question Banks to create random blocks of questions in a Quiz. |
| 2:00 pm – 3:00 pm  **Room: A-101** | **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** | **New! Use Screencast-O-Matic to Create Videos:** ​Learn how to create instructional videos using Screencast-O-Matic, including how to upload to YouTube and create captions. |

# Thursday 2/7/19

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| 8:00 am – 9:00 am  **Room: A-101** | **Proctorio (Online Proctoring) in Canvas:** Learn how to use Proctorio (Secure Remote Proctoring) for your online and hybrid course exams.  Instructors will learn how to install the Proctorio Chrome extension, enable Proctorio in a Canvas course, add Proctorio to a test, and about the various exam settings available. |
| 9:00 am- 10:00 am  Room: A-213 | **New! Quiz Basics in Canvas:** ​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-215** | **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 | **New! Creating Question Banks & Question Groups for Quizzes in Canvas:** ​Learn how to create Question Banks in Canvas, and use those Question Banks to create random blocks of questions in a Quiz. |
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| 11:00 am – 12:00 pm  Room: A-213 | **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; and use the Canvas Commons to upload and integrate any changes to the SAC Canvas Course Template! |
| 11:00 am – 12:00 pm  **Room: A-101** | **New! Use Screencast-O-Matic to Create Videos:** ​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 | **Attendance in Canvas:** 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-213 | **Introduction 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) |
| 3:00 pm – 4:00 pm  Room: A-213 | **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! |
| 4:00 pm – 5:00 pm  Room: A-213 | **SAC Template & Adding Content in Canvas:** ​Familiarize yourself with the SAC Canvas Course Template, learn why SAC is using a template, and how to use it!  Learn how to add and edit a page, the Canvas Syllabus, and upload course files.   * **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. |
| 4:00 pm – 5:00 pm  **Room: A-215** | **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 | **Canvas Gradebook:** Learn how to add grade columns by creating assignments, organize and weight assignments using assignment groups, how to configure and organize the gradebook! Learn how to manually enter grades into the Gradebook in Canvas, add comments or feedback for students, set a default grade for an assignment, download the Gradebook into Excel, access and view 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. |
| 5:00 pm – 6:00 pm  **Room: A-215** | **Canvas Open Lab:** ​Work on your course in a question friendly lab environment!  Facilitators are available to answer your specific Canvas questions |