



HLC Accreditation Evidence

Title: BOLT 102

Office of Origin: Vice President of Instruction - BARTonline

BARTON COMMUNITY COLLEGE COURSE SYLLABUS

I. GENERAL COURSE INFORMATION

Course Number: BOLT 102
Course Title: Using Canvas
Credit Hours: N/A
Prerequisite: None
Division and Discipline: BOL Training/Professional Development
Course Description: This course, designed for all instructors, serves as a training repository for commonly asked Canvas and Canvas App questions and training.

II. INSTRUCTOR INFORMATION

Todd Mobray Instructional Designer mobratt@bartonccc.edu	Curtis Rose Multimedia Specialist rosec@bartonccc.edu
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III. COLLEGE POLICIES

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor which is based upon courtesy, integrity, common sense and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College's educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM

This course is designed for instructors as a repository for Barton specific Canvas training requested by instructors. It is also intended as an abridged version of the Canvas training help site to allow instructors quicker and easier to find answers than those on the full Canvas help site. It will be updated once or twice a week indefinitely. When an instructor asks a common question or requests training, the training department creates a link, PDF or video and adds it to the 102. There are no assignments or exams.

V. ASSESSMENT OF STUDENT LEARNING

Barton Community College assesses student learning at several levels: institutional, program, degree and classroom. The goal of these assessment activities is to improve student learning. As a student in this

course, you will participate in various assessment activities. Results of these activities will be used to improve the content and delivery of Barton's instructional program.

Course Outcomes, Competencies, and Supplemental Competencies:

A. Familiarization with common Canvas tasks.

1. Copy a Full Course or Course Item
2. Email in Canvas (from orientation)
3. Exam Extra Time
4. Group Creation
5. Image Uploading and/or Placing
6. Linking Images or Text to Content in Canvas
7. Log in to Canvas Through the Portal
8. Powerpoints and PDF Upload and Display
9. Video and Audio Recording and Upload.
10. The New Canvas User Interface

B. Familiarization with the Canvas Gradebook and Speedgrader.

1. Accessing the Speedgrader.
2. Discussion Grading.
3. Exam Statistics.
4. Speedgrader Feedback
5. Viewing Total Points in a Course
6. Weighting Grades.

C. Familiarization with External Canvas Apps.

1. iSpring Pro Presentation Uploading.
2. Panopto and Lockdown Browser Activation.
3. Panopto Quiz Proctoring.
4. Using Pearson My Math and Science Labs.
5. Respondus Exam Transfer.
6. SoftChalk Cloud Lesson Placement.
7. TurnItIn Assignment Creation.
8. YouTube Video Embedding.

D. Request Training.

VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS

This course is a training repository, it will be accessed by instructors as needed.

VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS

None

VIII. REFERENCES

Canvas Help Guides - <https://community.canvaslms.com/community/answers/guides/>

IX. METHODS OF INSTRUCTION AND EVALUATION

None

X. ATTENDANCE REQUIREMENTS

Self-Paced

XI. COURSE OUTLINE

Course is self-paced and randomly accessible.

☰	▼	Canvas Training
☰		Copy a Full Course or Course Item
☰		Email in Canvas (from orientation)
☰		Exam Extra Time
☰		Group Creation
☰		Image Uploading and/or Placing
☰		Linking Images or Text to Content in Canvas
☰		Log in to Canvas Through the Portal
☰		Powerpoints and PDF Upload and Display
☰		PPT Upload Sample - Welcome to Canvas Powerpoint Sh...
☰		Video and Audio Recording and Upload
☰	▼	Gradebook and Speedgrader
☰		Accessing the Canvas Speedgrader
☰		Discussion Grading
☰		Exam Statistics (Moderating The Quiz)
☰		Using Speedgrader to Provide Feedback
☰		View the Total Points in a Canvas Course
☰		Weighting Grades
☰	▼	External Apps and Canvas
☰		iSpring Pro Presentation Uploading
☰		iSpring Pro Sample
☰		Panopto and LockDown Browser Activation
☰		Panopto Quiz Proctor Directions.pdf
☰		Pearson My Math and Science Lab
☰		Respondus LockDown Browser Activation
☰		Respondus Transferring/Importing Exams
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