

Help your students succeed with the course management system

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To: DVC ALL Faculty Part-time <dvcallfacultyparttime@email.4cd.edu>; DVC ALL Faculty Full-time <dvcallfacultyfulltime@email.4cd.edu>;

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 2 attachments (238 KB)

Students - How to Review your CURRENT Grade in Canvas.pdf; December 2016 Canvas Student Satisfaction Survey Summary.pdf;

Dear Faculty,

As you are gearing up for classes and putting your final touches on your plans, please take a minute to read this information about how you can assist your students as they use Canvas or D2L. This information is relevant for all courses, whether they are online or face-to-face. Included in this email is information about:

- 1. Canvas end-of-term survey of students = lessons for us faculty**
- 2. Help students prepare to succeed with technology**
- 3. Professional development opportunities**

1. Canvas end-of-term survey of students = lessons for us faculty

In December, a survey was sent to all students in the district who used Canvas this fall. It went out to all students who logged into Canvas once, in either a face-to-face class or online. 671 DVC students responded out of a total of 1197 district-wide. 79% of the students reported being satisfied or very satisfied with Canvas. FYI, a summary of the responses is attached to this email. If you want more information on the results, feel free to email me with your questions.

The most important take away lessons for faculty were found in the open ended responses. Many students felt that **“instructors need to teach us how to use the program”** and not just assume that we can figure it out (or even find it on the webpage). Many students wrote that **“instructors need more training”** and that students **“need tutorials** on navigation, accessing grades, and uploading files.”

If you are using Canvas or D2L, **please consider how you can help your students succeed** with the technology. Easy things you can do:

- There are multiple training sessions for faculty during flex week and throughout the term.
- **In your syllabus**, if you are using Canvas be sure to list the 24/7 help line that students can call. **1-844-303-5586**. Encourage them to use it when they are frustrated.

- In your syllabus, if you are using Canvas be sure to recommend that students use Chrome as their browser.
- Take time in the first week of class to show students how to find D2L or Canvas and visually show them how you will be using it for the class. If you usually let your students out a little early on the first day, consider doing a tutorial instead with that time. If you are using Canvas, show the students where the help button is on the lower left part of the Canvas screen and how they can search the Canvas guides for help.
- Attached to this email is a 1 page handout Mario Tejada uses in his classes to show students how to access the gradebook and how to see their current grades in Canvas. You are welcome to distribute this handout to your students, perhaps after you enter their first grades into the gradebook. The DE Committee plans to make more of these type of handouts and will email them out after they are completed.

2. Help students prepare to succeed with technology

A. AREYOUREADY

The CIS Department has used “tech assignments” and readiness evaluations at the start of their online courses for many years. Mario Tejada has taken the CIS Department’s tools and has made them generic so they **can be used in all classes** – not only online ones. This is the link for the page: <http://areyouready.ciscourses.com/>

You are welcome to use this page to create your own “tech assignment” or to integrate the material from the page into your courses as you please.

B. OEI Readiness Tools

The statewide Online Education Initiative has created a series of student readiness tools. They are 10 minute tutorials on a variety of topics. The first six are specific to online classes and the last five are **applicable for all courses**. Also included are four interactive tools for students, one of which helps students create a study schedule and another tests their computer software for online course readiness.

Some faculty used the tutorials last year in assignments during the first week of class as a short check-in assignment. For example, you could require students to watch some of the videos and then ask them to participate in a discussion about what they learned or write a short essay on how they plan to integrate the information into their study processes.

The tutorials and tools are available at:

<http://apps.3cmediasolutions.org/oei/students.html>

[OEI Online Readiness Tutorials - apps.3cmediasolutions.org](http://apps.3cmediasolutions.org)

apps.3cmediasolutions.org

Online Student Readiness Tutorials Welcome . Welcome California Community College Online Student. Congratulations for taking the first step towards academic success ...

3. Professional development opportunities

I emailed you last week about the many professional development opportunities available on campus around technology and distance education. Registration links for those events can be found in the flex handbook. In addition to those, all faculty can use:

- Lynda.com's online Canvas course which is available via the Professional Learning Network at: <https://prolearningnetwork.cccco.edu/>. You can see a description of the course at <http://tinyurl.com/jshgr3p>



Learn Canvas 2016

tinyurl.com

Learn how to use Canvas 2016 to set up an online classroom, enroll students, add assignments and assessments, promote class discussions, and more.

- Canvas information can also be found in the Canvas instructor guides at: <https://guides.instructure.com/m/4152>.

Canvas Instructor Guide | Canvas Guides

guides.instructure.com

Introduction. How do I sign up for a Canvas account as an instructor? How does Canvas work as a supplement to face-to-face courses? Where can I find a list of Canvas ...

Thank you for thoroughly reading this content. Please feel free to contact any of us if you have questions about this email or about distance education at the college. And best wishes for a successful 2017!

Sincerely,

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