Canvas and Remote Instruction Reference
for FAMU-FSU College of Engineering Instructors
August 2020 Edition

The following resources are available to assist you with various features and capabilities of the Canvas LMS infrastructure, and the practical issues involved with supporting remote instruction.

> **For further information or assistance with these or other instructional technology matters, contact College Computing Services (CCS) at (850) 410-6446, or via our incident reporting system at**
> **https://ops.eng.famu.fsu.edu/**

CANVAS-BASED MATERIALS

CCS provides two Canvas courses for instructors…

Faculty Preparation for Remote Instruction: Growing with Canvas

This course is **REQUIRED** for all faculty who are teaching courses, and highly recommended for all Graduate Teaching Assistants.

Growing with Canvas, based on material originally provided by Instructure (the parent of Canvas) and updated by FAMU OIT, has been tailored by CCS for the specific Canvas infrastructure of our college.

This is a self-paced course, including various assignments and quizzes, designed to assure that all key areas of Canvas, along with critical add-on tools, are introduced. The course also introduces the Quality Matters (QM) standards that apply to remote and online instruction. The course serves as an example for remote instruction, utilizing readings, short videos, and various "active" learning approaches.

<u>NOTE</u>: *Those who have already completed this course are not required to take it again. Also, those who have completed the similar course offered by FAMU OIT do not have to take this course. Contact the college's Office of Faculty Affairs for any questions about who is required to complete the course.*

Faculty and graduate students may self-register for this course by accessing the following link and completing the form found there:
https://forms.office.com/Pages/ResponsePage.aspx?id=61Bkowbbp0KNGwJnGfcB4_vqTMu_-PRNgbSFOffZcKpUREdKNjJBNklYVzE5M0VRN1pGRkNGWVk2MC4u

Canvas Instructor Training: Canvas 101 for Instructors

Adapted from material produced by Instructure (the parent of Canvas) and influenced by a similar offering from FSU ODL, this course has been adapted by CCS to ft our college's Canvas infrastructure. It is designed as a self-paced, self-directed overview of many key elements of the Canvas infrastructure. It covers much of the same material as the *Growing with Canvas* course, but does not include exercises. There are brief quizzes at the end of each module. The instructor-student may pick-and-choose the modules to take within this course, making it particularly useful for brushing up on a particular topic.

This course will be updated regularly, as Canvas additions/changes are implemented.

Access to this course will be available on or before August 12, 2020; watch your email for details.

FAMU-FSU Engineering

ENGINEERING WEB DOCUMENTS

The following documentation is available via the College Computing Services website at https://www.eng.famu.fsu.edu/ccs. Note that some pages contain additional links.

Remote Learning Information – https://www.eng.famu.fsu.edu/ccs/computing-services/remote-learning-information – This is a student-focused page that collects several links to useful information on topics important to remote learning (e.g., how to get help, using Zoom, etc.).

Learning Management Systems Information – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/learning-management-systems-information – This is a very basic page that introduces Canvas to students.

Canvas for Instructors – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/canvas-for-instructors – This is the main landing page for our online Canvas information. The primary goal of this page is to provide instructors with college-specific information about Canvas, but it also has links to a number of pages that document additional tools (those pages are included in this list).

Kaltura for Canvas – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/kaltura-media-management-for-canvas – Kaltura provides media management within Canvas. With Kaltura, you and your students can upload video and other media files into your courses. Kaltura also automatically captions your videos, and provides video files in alternate rendering formats to fit the playback situation.

Kaltura Personal Capture – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/kaltura-personal-capture – Kaltura Personal Capture is a program for your computer that makes it easy to create and upload videos to Canvas via Kaltura. All of our users are entitled to install and use Kaltura Capture on their work or home computers.

Camtasia – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/camtasia – Camtasia is a more advanced program for recording and editing video on your computer. Camtasia requires an individual license; contact CCS for more information.

TurnItIn – Plagiarism Detection Tool for Canvas Assignments – https://www.eng.famu.fsu.edu/ccs/computing-services/turnitin – TurnItIn (TII) is a tool instructors can use to help detect plagiarism.

Honorlock for Instructors – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/online-proctoring-guide-for-honorlock-exams – Honorlock provides remote proctoring for online exams. This page provides basic information and links to additional detailed information about how to use Honorlock.

Honorlock for Students – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/honorlock-resources-for-students – This student-focused page answers typical questions about Honorlock.

Honorlock Security and Privacy FAQs – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/honorlock-security-and-privacy-faq – This page explains the relationship with Honorlock, and provides answers to key questions about the privacy and security aspects of using the product.

Ally – Accessibility Tool for Canvas – https://www.eng.famu.fsu.edu/ccs/engineering-accounts/ally%E2%80%93accessibility-tool-for-canvas – Blackboard Ally is a tool, integrated into Canvas, that supports making courses more inclusive and accessible for all students.

CCS Software Access via MyFSUVLab – https://www.eng.famu.fsu.edu/ccs/computing-services/software-access – This page provides information about using MyFSUVLab, including a link to VLab and a list of the available software. VLab is available to all Engineering users (including faculty and staff), but some software is limited to members of specific departments, and some software is licensed for academic/instructional use only. Contact CCS for more detailed information.

Distance Learning (ITV) – https://www.eng.famu.fsu.edu/ccs/computing-services/distance-learning-itv – This page is not specifically related to the current remote-instruction situation, but talks about our "traditional" distance learning operations. In particular, it has a brief glossary of terms that are often used when dealing with remote/online/distance learning.

QUALITY MATTERS

Quality Matters (QM) is an organization that seeks to assist instructors and institutions improve course quality. While the main focus is on online instruction, the tips and techniques of QM are also helpful in improving remote and hybrid course offerings.

The QM rubric for higher education may be found here:
https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf

For remote learning (not online courses), you will want to strive for solid compliance to the majority of review standards in the QM rubric, with greater attention to the items worth 3 or 2 points.

Both FAMU and FSU utilize the QM rubric to evaluate and certify online courses, and full compliance is expected for online certification.

Visit the QM website, https://www.qualitymatters.org/, for additional information, or review the QM information in the *Growing with Canvas* course (which includes a checklist form of the rubric from FSU).

NOTES ON REMOTE TEACHING FROM FACULTY

Courtesy of the college's Center for Academic Innovation and Technology (CAIT), and its Faculty Working Group, these *Notes on Remote Teaching* provide various insights from your colleagues regarding techniques and strategies they have used for remote teaching. Watch your email for the location of this document.

Also, additional resources for faculty are available from the Office of Faculty Affairs website, https://www.eng.famu.fsu.edu/faculty-affairs.

LIVE TRAINING

CAIT is offering, via Zoom, three different interactive seminars with panel sessions that will introduce helpful tips for remote instruction on select topics during August 2020. The planned schedule:
- August 7, 10:00 - 11:00am – College Requirements/Canvas Basics for Remote Teaching
- August 14, 10:00 - 11:00am – Using Technology for Remote Teaching
- August 21, 9:00 - 10:00am – Classroom Management for Remote Teaching

Look for additional details on these sessions coming via email.

CCS provides occasional training on topics of interest. Two CCS seminars are anticipated to be offered in August/September 2020 (watch for schedule announcements via email):

- *Using Zoom with Canvas* – Information on the use of Zoom within (or outside of) Canvas for synchronous instruction, online office hours, or other collaboration activities.
- *Using Kaltura Personal Capture* – A very basic overview of this tool you can use to record instructional material that your students can watch on demand.

Additional live training will be made available by CCS and CAIT as demand warrants; we strongly encourage your input on topics of interest.

OTHER REFERENCES

The following links from the FAMU Office of Instructional Technology (OIT), the FSU Office of Distance Learning (ODL), and our key vendors, may be helpful should you have additional or deeper questions about any of these matters. Be advised that some information in these references may not fully apply to the COE Canvas infrastructure. And remember, CCS is here to help, just contact us!

FAMU OIT Website – http://www.famu.edu/index.cfm?a=it – This site does not contain much actual training material or documentation, but it does provide information about the Office of Instructional Technology, including contacts.

FSU ODL Website – https://odl.fsu.edu/ – This site hosts a large variety of information, from tutorials, to training schedules. While the FSU Canvas environment is different from COE's, there are many similarities and ODL's materials are generally very useful.

FSU Distance Website – https://distance.fsu.edu/ – This site is a more student-oriented site managed by ODL. It contains information for students on available online programs; but it also provides student-focused information on support for remote/online learning, including proctored testing.

Instructure Canvas Community Website – https://community.canvaslms.com/ – This site is the official support repository for Canvas, full of guides, tutorials, and more. While it is important to remember that not every feature or function discussed here is available in the COE Canvas, much of this material goes beyond the CCS-provided documentation to provide more in-depth coverage.

Kaltura Resources – https://corp.kaltura.com/resources/?category=education – This website provides a lot of information about the Kaltura product family. This includes a lot of information that does not apply to the COE situation, but there are some great tutorials on some relevant Kaltura topics.

TurnItIn Help – https://help.turnitin.com/Home.htm – This website provides a searchable knowledge base for TurnItIn, and includes some training videos.

Honorlock Resources – https://honorlock.com/resources/ – This website provides a variety of resources for explaining and using Honorlock, including webinars and a knowledge base.

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