

COUNTDOWN TO CANVAS COURSE LAUNCH*



SAN MATEO COMMUNITY COLLEGE DISTRICT ACADEMIC SENATE



#10 COURSE MATERIAL ADOPTION

By getting your course materials ready by the Bookstore-set due date:

- Students will have an idea of what to expect...and how much it will cost;
- The Bookstore has as much time as possible to find the best possible deals;

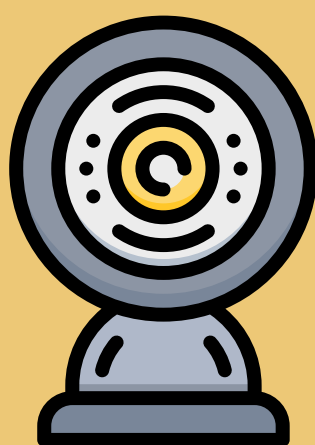
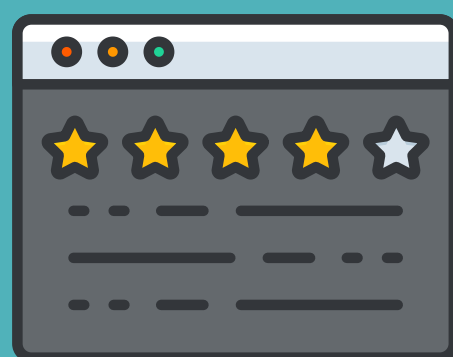
If you are using OER, notify your Division Assistant (to get the right label in WebSchedule) and the Bookstore Manager (to have print copies available, if needed)

Our libraries are creating digital reserves for our students, so getting our materials in order early helps them set things up in time for the start of the semester.

#9 CANVAS HOME PAGE

By creating your Home page with important information:

- Students know how to contact you, including your office hours and your preferred method of contact;
- If your course meets synchronously, your students will know when and how you meet;
- Students will know how to start your course material.



#8 ZOOM

By setting up any course meetings (e.g. synchronous classes, office hours, study sessions) via Zoom inside your Canvas course shell:

- Students will have a direct link in the course shell and in the Canvas Calendar;
- Students are protected!
- FERPA is aligned by allowing access only to those who are registered in the course.
- Students will be more likely to schedule the time and come to your sessions!

#7 SYLLABUS

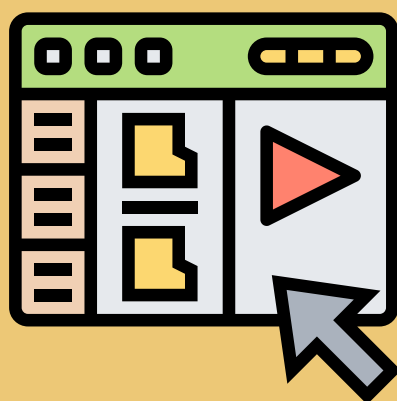
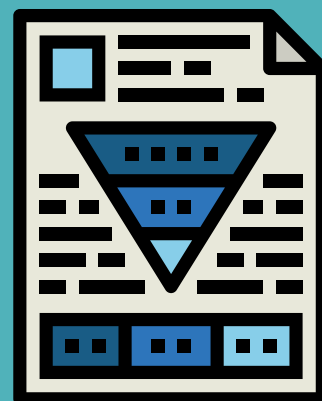
By finalizing your syllabus and sharing it through Canvas:

- You can link the PDF on a General Documents page or the Home page.
- You can create a Page that has the information of the syllabus with active links.

Make sure the required information is set up:

- Contact information--including your preferred method of contact
- Course information/SLOs
- Grading and evaluation information, including how participation is evaluated
- Disabilities Accommodations Disclaimer and Academic Integrity language (usually sent out by the Office of Instruction and/or your Dean)

Ensure that your students see the syllabus--maybe a quickie quiz or check-in/Q&A forum to check that they read the syllabus and have a place to ask questions.



#6 ASSIGNMENT GROUPS

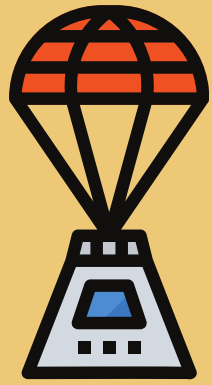
By setting up Assignment Groups on the Assignments page to lump types of assessments together (e.g. essays, homework, quizzes):

- Your students will know how their grade is organized in their Grades page;
- You will know how your grades are grouped, and create weighted groups;
- You can easily filter your class by student groups, by module, by section--and make it easier to grade assignments and analyze student progress.

#5 GRADEBOOK

By setting up and using the Gradebook:

- Students will know what grade they have (and what they could have)
- You can easily keep track of students' grades, and how your course is organized.
- You can send a message to students who haven't completed assignments.



#4 MODULES

By setting up Modules and organizing your assignments:

- Students will understand how the course is organized--weekly, thematically, or based on skill-building.
- You can set unlock dates so that students don't get overwhelmed with all the information at once.
- You can use a template to create quick Overview and Summary pages to bookend each module.

#3 WEEK ZERO MODULE

By creating a 'Week Zero Module' of Resources:

- Students will have easy access to District-, campus-, and course-specific resources
- Students will have access to an orientation slide deck and/or video.
- You have quick access to these pages to update them as necessary.



#2 ANNOUNCEMENTS

By setting up Announcements--both at-the-moment, delayed, and retroactive announcements:

- Students will know how to start the course from your 'Welcome' announcement--and you can set it to launch no later than the day before the first 'day' of class.
- Students will know what to do each week by using the delayed assignments that you have created.
- You can send quick emails to students about important information and announcements.
- You can keep a record of the announcements that you send--including the ones you sent via WebSMART prior to the course being published.

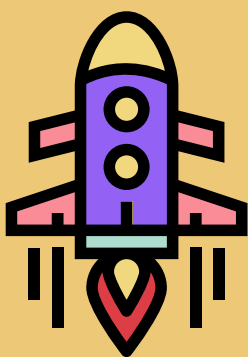
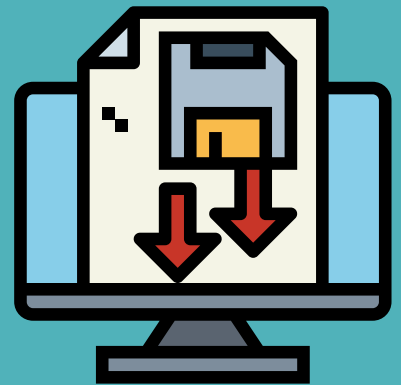


#1 PUBLISH

By publishing the course a week before the 'first day of class':

- Students get the basic course information and your contact information;
- Students are primed about the 'start' of the course, and know what to expect.

Remember to have about 80% of your course shell built before you publish it--but also remember, students don't have to see everything right from the start, so you still have time to tweak stuff 😊



#0 BLAST OFF!

Your course shell is published, and you're ready to engage with your students!