Canvas Training Guide

Distance Education, Chaffey College
Phone: (909) 652-6975, Email: OnlineEd@chaffey.edu
This guide is specific to Chaffey College’s training for the use of Canvas, the District’s chosen learning management system.

**LOG IN TO CANVAS**

1. Log in to the MyChaffey Portal
2. Select the Canvas link on the Launchpad
3. Log in to Canvas using the same MyChaffey Portal credentials and agree to the Terms and Conditions

- If I receive an error message when trying to log in to Canvas, who should I contact?
  - Please contact our Distance Education Help Desk at (909) 852-6975 or OnlineEd@chaffey.edu

4. Select Distance Education Hub Course on your Canvas Dashboard

**DISTANCE EDUCATION HUB**

This course houses all things related to Canvas training and online teaching resources. You will be able to:

1. Assess your Canvas experience and training needs by reviewing the Climb The Ladder! Canvas Training Snapshot
2. Complete required "Intro to Distance Education @Chaffey" online course
3. Register for face-to-face training OR Complete online training OR Submit training verification
4. Access Canvas resources and collaborate with other faculty members who use Canvas
Canvas Training Snapshot

All steps are required for faculty who wish to teach hybrid/online courses.

**STEP 1**

**INTRO TO DISTANCE EDUCATION @ CHAFFEY ONLINE COURSE**
Complete the "Intro to Distance Education @ Chaffey" online course, regardless of teaching experience or certification (takes approximately 1 hour to complete).
ACCESS THIS TRAINING NOW!

**STEP 2**

COMPLETE OR VERIFY CANVAS TECHNICAL TRAINING.
CHOOSE AN OPTION ON HOW TO COMPLETE STEP 3

**Register for face-to-face training**
"Teaching Using Canvas Essentials and Enhanced Tools" 3-hour training. Access training by SIGNING UP!

**Complete**
"Teaching Using Canvas Essentials and Enhanced Tools" online course in Chaffey's Canvas. Access training by SIGNING UP!

**Provide verification of Canvas training or teaching experience from another institution.**
SUBMIT VERIFICATION

**STEP 3**

COMPLETE OR VERIFY HYBRID/ONLINE TEACHING EXPERIENCE OR TRAINING.
CHOOSE AN OPTION ON HOW TO COMPLETE STEP 3

**Register for face-to-face training**
"Teaching Hybrid/Online Using Canvas" 3-hour training. Access training by SIGNING UP!

**Complete**
"Teaching Hybrid/Online Using Canvas" online course in Chaffey's Canvas. Access training by SIGNING UP!

**Provide verification of hybrid/online training or teaching experience from another institution.**
SUBMIT VERIFICATION

FOR FURTHER DETAILS, SUCH AS TRAINING OUTCOMES, PLEASE REVIEW THE CANVAS TRAINING LADDER.
In order to teach hybrid/online courses, faculty must complete all three levels.

Regardless of level placement, the "Intro to Distance Education @Chaffey" online course is required for all faculty.

Identify the step(s) that align with your teaching goals, e.g., enhancing your face-to-face courses with Canvas, teaching a hybrid or online course, etc.

Each level includes a verification option for faculty who have experience with Canvas.

### TEACHING USING CANVAS ESSENTIALS AND ENHANCED TOOLS

#### WHAT IS ESSENTIALS AND ENHANCED TRAINING?
Essentials and Enhanced training addresses full use of Canvas features. Training objectives include:
- Course Navigation & Management
- Announcements
- File Management
- Assignment/External Tool/Quizzes Set-Up
- Gradebook Set-Up
- Content Pages
- Modules

#### WHO NEEDS TO COMPLETE THIS TRAINING?
Faculty who are preparing to teach hybrid/online and have no prior Canvas experience.

*Pre-requisite: Intro to Distance Education @Chaffey online course

#### HOW DO I COMPLETE THIS TRAINING?
Complete Teaching Using Canvas Essentials and Enhanced Tools online course.

OR

Attend an Essentials and Enhanced 3 hour face-to-face training (Training Schedule)

OR

Submit verification of training or teaching experience at this level from another organization.

(See acceptable forms of verification on page 4 of this guide)

### WHAT IS HYBRID/ONLINE TRAINING?
Hybrid/Online training addresses pedagogy, best practices, instructional design of hybrid/online courses, and advanced use of Canvas functions, tools, activities, and resources.

Training objectives include:
- Applying the OER course design rubric
- Using best practices for teaching online
- Designing and using rubrics for grading
- Creating accessible and visually engaging content
- Applying other advanced Canvas functions, tools, and activities.

#### WHO NEEDS TO COMPLETE THIS TRAINING?
Faculty who would like to be eligible to teach a hybrid or online course.

*Pre-requisite: Teaching Using Canvas Essentials and Enhanced Tools training/verification

#### HOW DO I COMPLETE THIS TRAINING?
Complete Teaching Hybrid/Online Using Canvas online course.

OR

Attend an Essentials and Enhanced 3 hour face-to-face training (Training Schedule)

OR

Submit verification of training or teaching experience at this level from another organization.

(See acceptable forms of verification on page 4 of this guide)
EXTERNAL EXPERIENCE OR TRAINING VERIFICATION OPTIONS

Verification is to be submitted via the External Verification Dropbox in the "Intro to Distance Education @Chaffey" online course.

OPTION 1: Verification of Experience
Email or letter of experience from another institution from a Distance Education Coordinator, Dean, Program Coordinator, or other individual (with title) responsible for Distance Education training. This verification must include the following information:
- Type of courses taught using Canvas (online, hybrid, enhanced)
- Title of course(s)
- Number of terms or length of time using Canvas

OPTION 2: Verification of Training
A scanned or electronic copy of:
- @one "Introduction to Teaching with Canvas" 4-week course in lieu of Essentials and Enhanced Trainings.
- @one "Introduction to Online Teaching and Learning" 4-week course in lieu of Hybrid/Online Training after completion and/or verification of Essentials and Enhanced Trainings.

NEED ASSISTANCE?

Technical Assistance: The Chaffey College Distance Education Help Desk offers faculty technical assistance in several ways.

- Technical questions related to Canvas
  - Call: (909) 652-6975
  - OR
  - Email: OnlineEd@chaffey.edu

Help Desk Hours
Monday-Thursday
8:00am-7:00pm
Friday
8:00am-4:00pm

Faculty FAQs
Answers to frequently asked questions (FAQ’s) are posted on the Distance Education website. VISIT THE DE WEBSITE.

Training, Workshop, Drop-In Lab Calendar
Visit the Distance Education website for a comprehensive calendar. VISIT THE DE CALENDAR.

Pedagogical Assistance: Contact any of the faculty below for assistance with pedagogy, maximizing your use of Canvas in your instruction, and other instructional questions or needs.

- Angela Cardinale
  - Distance Education Faculty Coordinator
  - Angela.Cardinale@chaffey.edu
  - x6927

- Jon Ausubel
  - Distance Education Faculty Co-Facilitator
  - Jonathan.Ausubel@chaffey.edu
  - x6937

- Selene Pineda
  - Distance Education Faculty Co-Facilitator
  - Selene.Pineda@chaffey.edu
  - x6815
FACULTY FREQUENTLY ASKED TRAINING QUESTIONS

Question: How do I access Canvas?
Answer: Canvas can be accessed by logging in to the MyChaffey Portal and selecting the Canvas link on the portal launchpad.

Question: I've logged in to Canvas and do not see the “Distance Education Hub.” What should I do?
Answer: On the global navigation menu in Canvas, select “Dashboard.” You should see this course, along with your Sandbox. If you do not, please contact the Distance Education Help Desk for further assistance.

Question: What is a "Sandbox"?
Answer: Your sandbox course is an empty Canvas course that will serve as your space to experiment with Canvas as you work through Canvas training. It is also where you will build a fully developed course. You are the instructor of this course and will be able to set it up the way you want. This includes copying course content from another Canvas course or starting a course from scratch.

Question: I have experience using Canvas to enhance my face-to-face course(s) at a different institution. Do I need to complete Canvas training?
Answer: There is no additional training to complete to enhance your course(s). However, if you wish to teach at the hybrid/online level, additional training is required. Please refer to page 3 of this guide to review our Canvas Training Ladder for more information.

Question: I have experience enhancing my face-to-face course(s) with Canvas at a different institution and have the “Introduction to Online Teaching and Learning” certification from @one. Do I need to complete additional Canvas training?
Answer: With the exception of our required “Intro to Distance Education @Chaffey” online course, there is no additional training to complete to enhance your face-to-face course(s) and/or teach hybrid/online. However, you do have to submit verification of Canvas experience and training. Please refer to page 4 of this guide for verification options.

Question: I have experience enhancing my face-to-face course(s) with Canvas at a different institution and have taught hybrid/online using a different LMS. Do I need to complete additional Canvas training?
Answer: With the exception of our required “Intro to Distance Education @Chaffey” online course, there is no additional training to complete. However, you do have to submit verification of experience. Please refer to page 4 of this guide for verification options.

Question: Who keeps track of my Canvas training progress and/or verification submissions?
Answer: Our Distance Education support staff keep track of all training progress and external verification submissions. If you have questions regarding your individual progress, feel free to reach out to our Distance Education Help Desk.

Question: What if I have additional questions?
Answer: Please reach out to our Distance Education Help Desk for additional information. Refer to page 4 of this guide for detailed contact information.