

Introduction to Canvas Syllabus

Course Description:

This course will teach you how to use the basic features in Canvas, our Learning Management System.

Course Outcomes:

When you have completed this course, you should be able to:

- Modify your notifications preferences and add additional contact methods
- Create Canvas content, including Pages, Discussions, Assignments and Quizzes
- Organize and manage course Files
- Organize content into Modules
- Create and use Canvas rubrics for grading
- Create and manage course Groups
- Manage your courses, including requesting new course shells and creating backups of courses and grade books

Prerequisites:

This course assumes that you possess basic computing skills:

- that you can input text into a computer
- that you are familiar with basic computer file and folder organization
- that you can operate a web browser
- that you can save, upload and download files.

If you do not have these skills, you will need to acquire them before continuing in this course. Please contact the [Teaching and Learning Center](#) for assistance.

Requirements and Timelines:

- Twelve projects and one quiz.
- All modules must be completed in order to successfully complete the course.
- All work must be completed within a three week span.

Work is estimated to take 10-15 hours to complete.

To complete the course, you must receive a perfect score on each project. If you don't receive a perfect score the first time, review the rubric, make corrections, and resubmit the project.

Each project has a due date. Due dates are set to make the course manageable. There is no penalty for late submissions, but you may receive a message if you seem to be falling behind. If you are not active in the course for a full week, you may be dropped from enrollment. **Please do not try to submit all of the projects on the last day of the course;** the projects build on each other, and feedback along the way is important.

Work will be assessed within two business days of submission, unless otherwise noted.

Upon successful completion of the course, your name will be added to the state-wide Canvas Certified Faculty list.

Facilitator Information:

Tom Gibbons

Contact Options:

Canvas Inbox: Just click the Help link in the upper right corner and send me a message.



Email: tom.gibbons@seattlecolleges.edu

Phone: 206-934-6920

Flesh and Blood: My office is in the Broadway-Edison building, BE 1139i. If you'd like to meet in person, feel free to check my Outlook Calendar and send a meeting request for an open time. (If you're not familiar with how to do this, [here are some videos on how to use Outlook for appointments.](#))

Web Conferencing: If it isn't convenient or easy for you to come to campus, and phone or email won't suffice, we can set up a web conference. [Here's the information you'll need.](#)

Response Time: I'll generally respond within 24 hours during the week. If it's been more than two business days and I haven't responded, something has gone wrong. Please email/ring/poke/wave again.