How I put my Online Courses Together in Canvas

CATHY SCOTT AND JENNIFER CAINAS
AAA WEBINAR
APRIL 30, 2020
Netiquette Tips – Student Guidelines for Interaction

- Do not use offensive language and consider your tone when you write.
- Use correct grammar and spelling, and do not use all caps!
- Share tips or help other students if you can, check discussion board.
- Be aware of the college’s academic honesty policy – all work should be your own!
- Think and proofread before you push the “send” button.
- When in doubt, check with your professor for clarification.

Always show respect for the course, your fellow learners and your professor.
Synchronous vs. Asynchronous
Institutional Guidelines

1. Submit the Request to Develop and Deliver an Online Course form by February 1*.
2. Request a Course Development Shell and Distance Learning Template.
3. Develop the course(s). DLIT to assist.
4. The Pre-Quality Review Check will be completed by March 15.
5. Address any items covered during Pre-Quality Review Check and continue developing
6. Complete Final Review
7. Approval, Final Quality Review and course ready by May 1.

*If you have missed this deadline please contact DLIT at distancelearning@untdallas.edu

Final Quality Review deadline refers to having the review complete. All course development should be completed well before posted Final Quality Review deadline allowing time for DLIT to review completed course.
Getting Started

Send initial welcome announcement one week before class starts

When course opens, send 2\textsuperscript{nd} welcome announcement with basic getting started instructions

Engaging students Day One is important

Home Page – Quick links to Syllabus and Modules
Getting Started

Welcome to ACCT 5130.010 - Accounting for Managers
Cathy Scott
All Sections

Welcome to Class

Welcome to ACCT5130.010 – Accounting for Management

My name is Dr. Cathy Scott and I will be your facilitator for this course. Monday, 1/13 is the first day of this course. I look forward to working with you in this hybrid course as you explore managerial accounting concepts and applying them to business decisions over the next eight weeks.

Here are some tips that will help you navigate the course as you get started:

1. This is an 8-week hybrid course, which includes online and campus activities. We will meet on campus on the following Saturdays: 1/18, 2/1, 2/15 & 2/29 from 9:00 AM - 12:00 PM. There will also be online activities in this course as well. Even though we will meet this week, be sure to log in and get started right away. There are some activities to complete before our first meeting.

2. From the Home Page on Canvas, click on the Syllabus button and read the information.

3. Then click on the Getting Started button on the Home. Read the information under the Start Here Module (Step 1) and Course Overview & Information Module (Step 2).

4. Next move on to the Week 1 Module. Your weekly folders contain the information you need to complete the work for that week. For this week, read the Week 1 Overview, Objective and Instructions as well as the Week 1 Required Learning Materials. You can get started posting to Discussion DB1A – Getting Started and Discussion DB1B – Introductions. Then follow the weekly schedule to make sure you complete the required work in the weekly module. Each week starts on Monday and ends on the following Monday at 11:55 PM, except for the last week of the course. The last week of the course ends on Saturday, 3/7/20 at 11:55 PM.
Getting Started

- Canvas Technology Activity
- Getting Started Syllabus Quiz
- Getting Started Discussions Checklist/Introduction
## Course Syllabus

Click on the following link to access the course syllabus: [AGC15120_010_SP20_Course_Syllabus_Canvas_Final-1.pdf](#)

### COURSE SUMMARY:

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<td>- Canvas Orientation Quiz - Meets OLC Standard 12 (Required)</td>
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<td>- Discussion DB1A - Getting Started (Graded)</td>
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## Course Summary with Pre-Work

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# Modules – Getting Started

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<th>Assignments</th>
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Modules – Getting Started

- Course Overview & Information (Step 2)
  - Course Overview, Learning Objectives & Core Competencies
  - Instructor Contact Information & Office Hours
  - Online Attendance & Participation
  - Grading Policies
  - Online Academic Policies
  - Students with Disabilities (ADA Compliance)
  - UNT Dallas Student Resources
Instructor Information

Instructor Contact Information & Office Hours

Cathy J. Scott, Ph.D.
Associate Professor of Business Accounting

Email: cathy.scott@utdallas.edu
Office Phone: 972-338-1357
Phone: 469-551-3001 (Google Voice)
Office Location: FH315

Virtual Office Hours: Available By Appointment
Campus Hours: Tuesday's and Wednesday's 10:00 AM - 2:00 PM
The following Saturday's from 12:00 PM - 1:00 PM (1/19, 2/1, 2/15, 2/29)
Additional Campus and Virtual Office Hours Available By Appointment

Click here to schedule an appointment →

Meet Your Professor

About Me
My name is Dr. Cathy Scott and I will be your instructor for this course. I was born and raised in Kalamazoo, MI and lived in the Detroit area for approximately ten years before moving to Waxahachie, TX in 1997. Our family moved to Waxahachie after I came to Dallas to work with a dealership client. We immediately fell in love with the area and milder weather and eventually moved our family and businesses to Texas. I live on a 10-acre farm just outside of Waxahachie, where I
Calendly
Calendly

- First Name
- Last Name
- Email
- Add Guests
- Student ID #
- Phone Number
- Which one of the following applies to your status?
  - Other with a fill in box
- Virtual Meeting
- On-Campus Meeting
- Reason For Appointment
  - Fill in box
Homework Manager Module
## Weekly Modules

<table>
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<td>Discussion DB1B - Introduction (Graded)</td>
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<td>Math Review (Optional)</td>
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<tr>
<td>Chapter 2 Quiz (Graded)</td>
<td>Jan 27</td>
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Assignments

- **Getting Started Assignment**
  - Canvas Orientation Quiz - Meets OLC Standard 12 (Required)
    - Start Here (Step 1) Module | Closed | Due Jan 20 at 11:59pm | 10 pts
  - Canvas Technology Assignment - Meets OLC Standard 12 (Required)
    - Start Here (Step 1) Module | Closed | Due Jan 20 at 11:59pm | 10 pts

- **CNOWV2 Quizzes**
  - Chapter 1 Quiz (Graded)
    - Week 1 (Jan 13th - Jan 20th) Introduction to Managerial Accounting and Basic Managerial Accounting Concepts Module | Closed | Due Jan 27 at 11:59pm | 10 pts
  - Chapter 2 Quiz (Graded)
    - Week 1 (Jan 13th - Jan 20th) Introduction to Managerial Accounting and Basic Managerial Accounting Concepts Module | Closed | Due Jan 27 at 11:59pm | 10 pts
Set Up Settings
Accessibility

This section is organized to help you get familiar with the course and to get ready to start class. Learning in the online or hybrid environment is very different from face to face classes.

Read through the module pages and follow the directions. When you complete the areas, you won’t automatically be returned to the remainder of the Home Page & Start Here information. Please feel free to explore the course as much as you like.

As with all quality courses, this module provides objectives so students will know at the beginning of this unit what will be learned in this section.

By the end of this module, students should be able to:

- Learn to successfully navigate the course interface
- Understand the purpose of the course.
- Identify the required technology and technical skills to be successful in the course.
Discussions

Q & A Discussion Forum

If you have general questions, please post to the Q&A discussion board. This will be the equivalent of raising your hand in class - that way when I, or someone else, answer you the whole class can "hear" the answer. If you have private questions you may contact me by email at cathy.scott@umstatas.edu or Canvas message.
Weekly Discussions

Initial posts due Thursday’s

Reply posts due following Monday

Minimum word count
  ◦ Post at the bottom of the post

Grading rubric

Discussion DB4 - Budgeting (Graded)

For this week's discussion, read Problem 9-76 Budgeting in the Government Sector, Internet Research on page 516. Then go to http://www.whitehouse.gov/omb and search the Federal Budget to answer one of the problem questions (1 - 7). Be sure to cite who of the budget and find the information too. Be sure all questions (1-7) are covered. You will be able to see your classmates posts for your initial post look at the PDF copy of the 2018 Congressional Pig-Book Summary at https://www.cagw.org/sites/default/files/pdf/barrel%20spending*. Skim this document and list one or two items that surprise you or that you consider wasteful. Be sure to explain your reasoning.

Your initial post is due by Thursday, 2/6 at 11:55 PM. Record your initial post word count at the bottom of your post. The minimum word count is 200 words.

For your reply to two (2) classmates, discuss any differences between your research and your classmate's post. Try to come to a common ground.

Note: This Discussion Board takes a little bit of digging around the Office of Management and Budget website. Give yourself some time to find the information you need.

Click on the following link to see the Discussion Rubric: ACC5150_Discussion Board Grading Rubric_8WK Hybrid.doc
We do not learn from experience... we learn from reflecting on experience.

- John Dewey

Congratulations, you are almost done with ACC5130 - Accounting For Management. I've enjoyed working with you in this course. For your final discussion posting, please take a moment to reflect on what you have learned in this course. Then list one (1) topic you feel you will use in your current or future career. Your initial post is due Saturday, 3/7 by 11:55 PM. You do not have to respond to your classmate's post this week, but feel free to comment if desired. The minimum word count for your initial post is 100 words. Please record your word count at the bottom of your post.
My Top Online Tech Tools

- Doceri
- Kahoot!
- Remind
- Microsoft Stream
- YouTube
- Microsoft Teams
- Peergrade
In Summary:
Some Canvas Best Practices

1. Welcoming Home Page for Students
2. Video on home page that explains “Strategies for Success”
3. Set clear expectations: Your syllabus is key!
4. Require a Syllabus Quiz within the first week of class
5. Create modules around topics, and set up each module consistently (page for learning objectives, videos, assignments, etc.)
6. Set up consistent due dates, also list as assignments so populates the “syllabus”
Canvas Best Practices for Online Quizzes/Exams

Draw
- Draw questions from a pool of questions using the Question Banks Feature.

Modify
- If using a publisher test bank, modify the questions or google questions to make sure answers are not online.

Update
- Update question banks for each course iteration.

Randomize
- Randomize question order
- Randomize answer choices within each question (but stay away from “all of the above” type questions!)

Limit
- Limit the amount of time students have to complete the quiz/exam
- Limit amount of time the quiz/exam will be open

Do not release
- Do not release students scores until all students have taken the exam (mute assignment in the gradebook)
Questions?