Templates for Well-structured Canvas Courses

Fast and Easy Customization for Your Remote Teaching

Hailan Chen, Ph.D
Namsook Jahng, Ph.D

Educational Consultant: Learning Design
Centre for Teaching, Learning, and Technology

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Agenda for the Session

1. Explain the purpose of the sample templates
2. Highlight considerations for remote teaching in templates
3. Show example applying the sample templates
4. Provide takeaways and access to the sample templates
Quick Poll
Quick Poll - 1

For which term are you preparing remote teaching now?

A. Summer Term I (May, 2020)
B. Summer Term II (July, 2020)
C. Winter Term I (Sep., 2020)
D. Winter Term II (Jan., 2021)
E. Summer Terms I (May, 2021)
Quick Poll - 2

I feel very comfortable with tools and features in Canvas.

A. Agree

B. Disagree
Quick Poll - 3

I am well prepared for my next remote teaching.

A. Agree

B. Disagree
Web-poll option

https://www.polleverywhere.com/

I am ready (comfortable & capable) in implementing distributed learning in my course at this moment. (5 point scale)

Strongly disagree: 13%
Disagree: 13%
Neutral: 38%
Agree: 25%
Strongly agree: 13%
Purpose of the Sample Templates
Purpose of the Sample Template

Help new online instructors quickly set up a Canvas course for remote teaching with

- Clear course navigation
- Well-structured content
- Core components for remote teaching
- Effective communication tools
Highlights of Considerations for Remote Teaching in Templates
Highlights of Considerations for Remote Teaching in Templates

**Syllabus**
- Delivery format; Learning materials (Required textbook); Course schedule (Course orientation, Very specific deadline); Netiquette expectations

**Course Orientation**
- Welcome message, Instructor bio, Communication protocols, Student guides

**Assessment Descriptions**
- Clear procedures/steps; Clear grading criteria and rubrics for discussions, assignments, and exams; Practice exam

**Typical Learning Lesson**
- Crystal clear on required and optional readings
Highlights of Considerations for Remote Teaching in Templates

**Effective Communication tools**

- **Home**
  - Links to support resources
- **Announcements**
  - Start of term
  - Weekly highlights
  - Mid in term
  - End of term
- **Discussion board**
  - General course Qs; Self-intro; Weekly discussions
- **Ultra web conferencing**
  - Virtual office; Live sessions
How to Use the Template & Example
Example - Home page

OSOT 553 Instructor: Katie Bunting
Example - Module

Term 6 Week 1 Table of Contents

Introduction
- What is one thing you noticed about program development while on placement?
- Did you see program evaluation taking place?

"Acknowledge the new norm amid Covid-19 learning. Recap from last term - list all the program ideas from teams, show work done to date."

By the end of this module, you should be able to:
- Identify the evaluation points for Term 6.
- Outline your program's goal(s) and objectives.
- Begin to identify evaluation questions for your program.
- Suggest two possible preliminary methods of evaluation.
- Begin to develop a draft program logic model for your proposed program to be used to guide program's evaluation plan.

Readings
[Provide a list of required and optional readings under 'Required Reading' and 'Optional Reading' sub-headings below for this lesson or topic. It's important to be crystal clear about what are required and what are optional. Students expect time management support for their online learning.]

Lecture
- Lecture: Week 1, Program Evaluation

Activities
- Term 6, Week 1, Learning Activity 1
- Term 6, Week 1, Learning Activity 2

Quiz
- Term 6 - Week 1 Quiz (Individual)
- Term 6 - Week 1 Quiz (Team)

Assignments
- Term 6, Week 1 Learning Activity 3, worksheet A
- Term 6, Week 1 Learning Activity 3, worksheet B

Take-aways
[Tell whether there are any test/exam for the lesson or topic. Provide any instructions or reminders for preparation. Link to corresponding test/exam when applicable.]
Example - Activity

Before

Term 6_Week 1_Learning Activity 3_worksheet B

Download the file and submit it after completing the table by your group.

Worksheet 2 Program Logic Model Week 1-1.doc

<table>
<thead>
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<tbody>
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<td>a text entry box or a file upload</td>
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<tr>
<td>-</td>
<td>Everyone</td>
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After

Term 6_Week 1_Learning Activity 3_worksheet A

Description

Based on your work in Assignment 1, you can now start to really design your program (yay!). Download the attached worksheet that was developed to help you and your team get started by:

- (1) identifying your goals and objectives and
- (2) outlining the services needed to meet your goals and objectives.

Worksheet 1 Program goals and design Week 1-1.doc

Procedures/Requirements

Complete the table with your team. In the left hand column, you are asked to state your program’s (1) goal(s) and objective(s) and to (2) provide detail on the services offered by your program to shape your program design. In the right column identify what still needs to be done and a timeline for completion.

Grading Rubric

[Provide grading criteria or rubric for the assignment.]

Submission

Once complete the table by your group, upload the word file by clicking the submit button on this page. The due date is xxx.
Takeaways and Access to Templates
Takeaways and Access for Templates

**Takeaways**
- Notes in the ‘Highlights of Considerations for Remote Teaching in Templates’ section above.

**Access**
- To download Canvas Course Template and Quiz User Guide
  → [https://canvas.ubc.ca/enroll/R4PTHT](https://canvas.ubc.ca/enroll/R4PTHT) > Login with CWL > Self enroll
  → Modules → Instructor Resources
  → Link to download LD Canvas Course Template

**Quick User Guide**
- Includes instructions to
  - download the templates’ exported file
  - import templates into your own Canvas course
  - customize templates for your own Canvas course
How to reach us
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ServiceNow
- → https://ctlt.ubc.ca/about/contact-us/
  → Course Development and Renewal

Learning Design Studio for Online Courses
- → https://keepteaching.ubc.ca/support/#training
  → Join the Learning Design Studio

Direct Contact
- Curriculum & Course Services
  → https://ctlt.ubc.ca/about/contact-us/strategic-curriculum-services/
  → Learning designers
Thank you

Hailan Chen, Ph.D
hailan.chen@ubc.ca

Namsook Jahng, Ph.D
namsook.jahng@ubc.ca