BARTON
COMMUNITY COLLEGE

HLC Accreditation Evidence

- Barton Online – BOLT 102

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Associate Dean of Instruction

BARTON COMMUNITY COLLEGE
COURSE DESCRIPTION

I.   **GENERAL COURSE INFORMATION**

Course Number: BOLT 102
Course Title: Using Canvas
Credit Hours: N/A
Prerequisite: None
Division and Discipline: BOL Training/Professional Development
Course Description: This course, designed for all instructors, serves as a training
repository for commonly asked Canvas and Canvas App questions and training.

II.   **INSTRUCTOR INFORMATION**
Matt Connell
Instructional Designer
connellm@bartonccc.edu

III.   **COLLEGE POLICIES**
Students and faculty of Barton Community College constitute a special community engaged in
the process of education. The College assumes that its students and faculty will demonstrate a
code of personal honor which is based upon courtesy, integrity, common sense and respect for
others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The
student is responsible for learning the rules of, and avoiding instances of, intentional or
unintentional plagiarism.
Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be
detrimental to the College's educational endeavors as outlined in the College Catalog, Student
Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available
on the College webpage.)

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act
(ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

IV.   **COURSE AS VIEWED IN THE TOTAL CURRICULUM**
This course is designed for instructors as a repository for Barton specific Canvas training
requested by instructors. It is also intended as an abridged version of the Canvas training help
site to allow instructors quicker and easier to find answers than those on the full Canvas help
site. It will be updated once or twice a week indefinitely. When an instructor asks a common
question or requests training, the training department creates a link, PDF or video and adds it to
the 102. There are no assignments or exams.

V. **ASSESSMENT OF STUDENT LEARNING**
Barton Community College assesses student learning at several levels: institutional, program, degree and classroom. The goal of these assessment activities is to improve student learning. As a student in this course, you will participate in various assessment activities. Results of these activities will be used to improve the content and delivery of Barton's instructional program.

Course Outcomes, Competencies, and Supplemental Competencies:

A. Familiarization with common Canvas tasks.
1. Copy a Full Course or Course Item
2. Email in Canvas (from orientation)
3. Exam Extra Time
4. Group Creation
5. Image Uploading and/or Placing
6. Linking Images or Text to Content in Canvas
7. Log in to Canvas Through the Portal
8. Powerpoints and PDF Upload and Display
9. Video and Audio Recording and Upload.
10. The New Canvas User Interface

B. Familiarization with the Canvas Gradebook and Speedgrader.
1. Accessing the Speedgrader.
2. Discussion Grading.
3. Exam Statistics.
4. Speedgrader Feedback
5. Viewing Total Points in a Course
6. Weighting Grades.

C. Familiarization with External Canvas Apps.
1. Using Pearson My Math and Science Labs.
2. SoftChalk Cloud Lesson Placement.
3. TurnItIn Assignment Creation.
4. YouTube Video Embedding.
5. Respondus Lockdown Browser and Monitor VidGrid
6. Examity
7. Films on Demand
8. Zoom

D. Request Training.

VI. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**
This course is a training repository, it will be accessed by instructors as needed.

VII. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
None

VIII. **REFERENCES**
Canvas Help Guides - https://community.canvaslms.com/community/answers/guides/

IX. **METHODS OF INSTRUCTION AND EVALUATION**
None

X. **ATTENDANCE REQUIREMENTS**
Self-Paced

XI. **COURSE OUTLINE**
Course is self-paced.
Barton Online Orientation (standard orientation found within all Barton Online courses)
How to Create an e-Companion or Hybrid Shell
Canvas Training
Concourse
COVID-19 Resources
Examity
Gradebook and Speed grader
Respondus
Softchalk
TurnItIn
Vidgrid
Zoom
Other External Apps
Previous Training Sessions
Films on Demand