Canvas Training

Presented By: Amber Betz & Sarah Guinotte
Train & Dev for Admin & IT support

Training strategy for new LMS – Canvas

Transition from Blackboard LMS

**Process:** Conducted interviews, gathered information, developed training strategy
Introduction
**Reasons:** Develop new LMS training for smooth transition

**Why?** Easy step-by-step tutorial, answer common questions, fast-track for faculty and staff
Head of ITAM: Bob Lupton

Director of Canvas: Delyna Breckon

Mission: effective teaching and advising

Values: Best technology and feedback, giving students a quality education

Needs Assessment
- No training tools currently offered
  - Master template – faculty
  - Online module – students

- Plugins don’t work well – Cengage, LabConnection

- Pressure points – keep up-to-date with technology

Needs Assessment
Strengths:
- User friendly
- Allows for consistent image for ITAM department
- 24/7 support
- Canvas guides

Weaknesses:
- Lack of using plugins from other publishers
- Content transfer from blackboard
- Communication designed as discussion board
- Discussion board isn’t as sophisticated

Needs Assessment
Needs Assessment

Main goals: ease of use and better support for training faculty, staff, and students.

Short-term:
- continue offering best teaching and advising
- workshops and marketing for the transfer to Canvas

Long-term:
- develop better support for plugins
- being able to access content from previous institutions
- streaming server – students will be able to upload and share media
Training & Development Initiatives

- Faculty & staff: orientation & Canvas walkthrough
  - Training done by conducting a class
- Students: Canvas walkthrough & online module
  - Training done on at home or computer labs

Training & Development Activities

- Creation of master template – consistent look
- How to create & transfer content
- How to communicate
- How to turn in assignments

Strategy
Learning Objectives

- To ensure that the students and faculty can utilize the functionality of Canvas.

- To ensure that professors are able to assist students if they have questions about using Canvas.

- To ensure that everyone understands how to utilize the Canvas help tools
Learning Outcomes:

- How satisfied students and faculty are with using canvas
- Effectiveness of Canvas based on customer survey outcomes

Metrics:

- Outcome of class survey
- Users ability to utilize Canvas
Course Title: Introduction to Canvas
Lesson Title: Canvas Walkthrough
Length: 30 min – 1 hour
Target audience: faculty, staff
Room arrangement: Classroom-type seating
Materials and technology: computer, the internet, overhead projector, evaluation handouts

Design
Introduce Canvas

Demonstrate:

- Navigation
- Help system
- User guides
- Personal profile
- Communication
- Uploading files and assignments
- Grading

Pass out handouts – assessment, survey

Wrap-up – questions, comments

Design
### Direct Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-house instructor (15 days @ $125 per day)</td>
<td>1,875</td>
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<tr>
<td>Total direct costs</td>
<td>$ 1,875.00</td>
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</table>

### Indirect Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training management</td>
<td>N/A</td>
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<tr>
<td>Faculty walkthroughs</td>
<td>N/A</td>
</tr>
<tr>
<td>PC for presentation</td>
<td>500</td>
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<tr>
<td>Projector</td>
<td>400</td>
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<tr>
<td>Total Indirect costs</td>
<td>$ 900.00</td>
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</table>

### Development Costs

<table>
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<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handouts ($0.05 X 200 handouts)</td>
<td>10</td>
</tr>
<tr>
<td>Total Development Costs</td>
<td>$ 10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 2,815.00</strong></td>
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**Design**
▪ Upon completion of the training there would be an assessment

▪ There will be a survey to evaluate learner’s satisfaction
  • An online survey also offered

▪ Level of satisfaction & effectiveness
Conclusion
So what? Why does it matter?

- Provide smooth transition from Blackboard
- Important for people to understand how the system works
- Not everyone is tech savvy
- Easier learn correctly in the beginning

Conclusion