

# HOW TO PREPARE

## FOR THE TEXAS A&M CANVAS-LED TRAININGS

The August Canvas training consists of interactive components and will share best practices for building Canvas courses to enhance student engagement. Participants will be encouraged to follow along with the Canvas Learning Specialist to build your own course throughout the training session.

### 1 REGISTER FOR THE TRAINING THAT FITS YOUR NEEDS

#### NEW TO CANVAS TRAINING

Are you new to Canvas? This training is a great starting place that will walk you through exploring Canvas' course navigation, best practices for building and organizing content in your course shell, and using Canvas Gradebook features to filter grade information and save time.

#### ADVANCED CANVAS TRAINING

Experienced in using Canvas? This training will walk you through best practices for leveraging module features, developing group assignments, and identifying and using appropriate assessment options to support student learning.

### 2 VERIFY ACCESS TO CANVAS AND REQUEST COURSE SHELL

#### **CANVAS ACCESS**

Navigate to [canvas.tamu.edu](https://canvas.tamu.edu) and login using your NetID and password. If you are unable to login to Canvas, please inform us when signing up for the training and we will ensure your Canvas account is created ahead of the training session.

#### **PRAC SHELLS**

Check that you have access to a PRAC shell in Canvas. If you do not have a PRAC shell, please inform us when signing up for the training and we will ensure a PRAC shell is created in your Canvas account ahead of the training session.

### 3 ASSEMBLE COURSE MATERIALS FOR TRAINING

#### **PREPARE A COURSE SYLLABUS**

A course syllabus is a great starting point for building your course in Canvas and will aid in the creation of your Gradebook and Assignments within Canvas.

#### **CREATE STUDENT ASSIGNMENTS**

Gather the instructions to begin building the assignments for your course in the upcoming semester.

#### **IDENTIFY MULTIMEDIA RESOURCES**

To begin building out your learning materials in the Rich Content Editor, have on hand pictures, videos, or weblinks.

#### **DEVELOP QUIZ AND TEST QUESTIONS**

Bring potential quiz questions to use as you interact with quizzes in Canvas during the training.

#### REVIEW OUR COURSE DESIGN CHECKLIST

We recommend using these guidelines to develop courses as they can help you become familiar with the various elements found in effective courses.