



How I put my Online Courses Together in Canvas

CATHY SCOTT AND JENNIFER CAINAS

AAA WEBINAR

APRIL 30, 2020



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



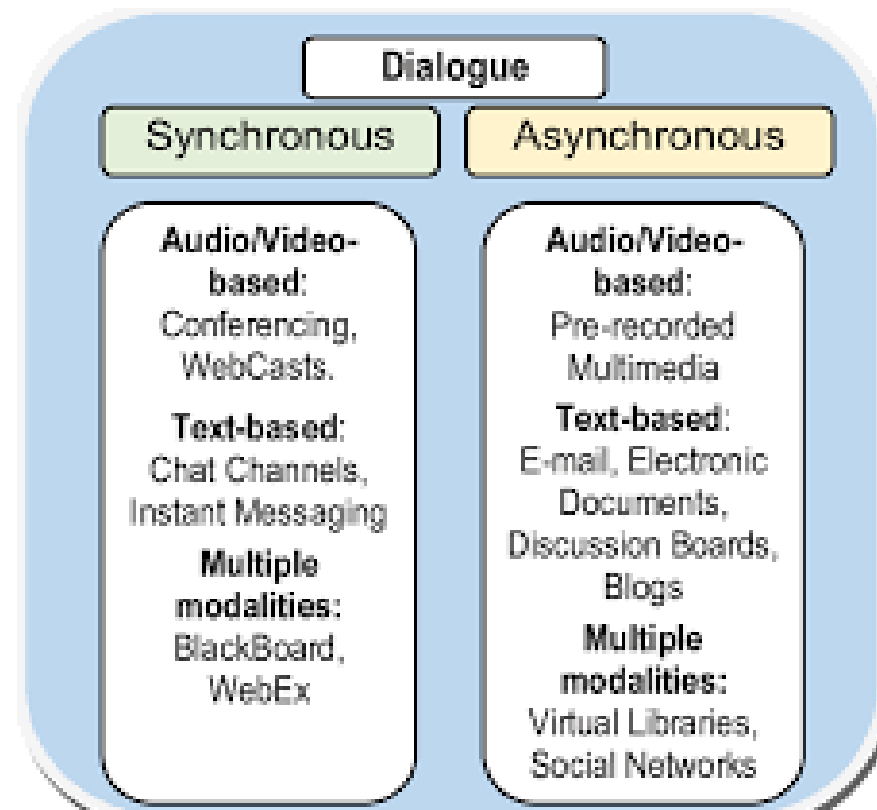
WHEN IN DOUBT, CHECK WITH YOUR PROFESSOR FOR CLARIFICATION



ALWAYS SHOW RESPECT FOR THE COURSE, YOUR FELLOW LEARNERS AND YOUR PROFESSOR

Netiquette Tips – Student Guidelines for Interaction

Synchronous vs. Asynchronous



Institutional Guidelines

Summer	<ol style="list-style-type: none">1. Submit the <u>Request to Develop and Deliver an Online Course</u> 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 developing6. Complete Final Review7. Approval, Final Quality Review and course ready by May 1. <p><i>*If you have missed this deadline please contact DLIT at distancelearning@untDallas.edu</i></p> <p>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.</p>
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Getting Started

Send initial welcome announcement one week before class starts

When course opens, send 2nd welcome announcement with basic getting started instructions

Engaging students Day One is important

Home Page – Quick links to Syllabus and Modules



Welcome to ACCT 5130.010 Accounting For Management

This course is designed to provide an understanding of managerial accounting data in making business decisions. Cases, readings and projects are used to examine a wide variety of managerial topics. (3 Hours)

[Syllabus](#)

[Getting Started](#)

Getting Started

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Welcome to ACCT 5130.010 - Accounting for Managers

Jan 13 at 12am

Cathy Scott

All Sections



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.....

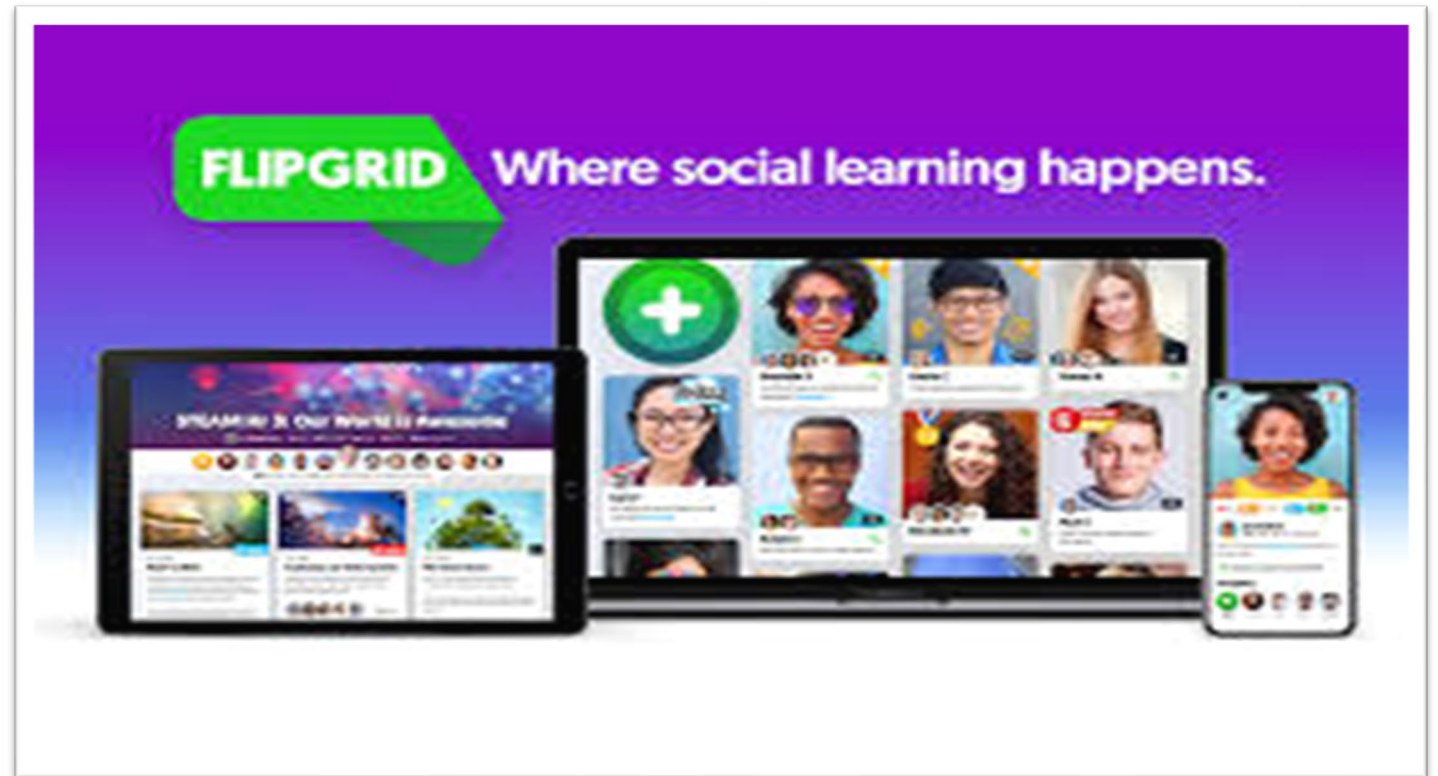
1. This is an 8-week hybrid course, which includes online and campus activities. We will meet on campus on the following Saturdays: (1/18, 2/1, 2/15 & 2/29) from 9:00 AM - 12:00 PM. There will also be online activities in this course as well. Even though we will meet this week, be sure to log in and 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



Syllabus – Course Summary

Spring 2020 8W1

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Settings

Course Syllabus












Click on the following link to access the course syllabus [ACCT5130.010_SP20- Syllabus_Canvas_Final-1.pdf](#) 

COURSE SUMMARY:

Date	Details
Mon Jan 20, 2020	 Canvas Orientation Quiz - Meets OLC Standard 12 (Required) due by 11:55pm
	 Canvas Technology Assignment - Meets OLC Standard 12 (Required) due by 11:55pm
	 Discussion DB1A - Getting Started (Graded) due by 11:55pm
	 Discussion DB1B - Introduction (Graded) due by 11:55pm
Mon Jan 27, 2020	 Chapter 1 Assignments (Graded) due by 11:55pm
	 Chapter 1 Quiz (Graded) due by 11:55pm
	 Chapter 2 Assignments (Graded) due by 11:55pm
	 Chapter 2 Quiz (Graded) due by 11:55pm
	 Discussion DB2 - Ethical Considerations (Graded) due by 11:55pm

Course Summary with Pre-Work

COURSE SUMMARY:

Date	Details	
Mon Jan 20, 2020	 Getting Started on Canvas Technology Activity (Graded)	due by 11:55pm
Mon Jan 27, 2020	 Chapter 2 Pre-Work (Graded)	due by 4pm
	 Chapter 1 Assignments (Graded)	due by 11:55pm
	 Chapter 1 Pre-Work(Graded)	due by 11:55pm
	 Chapter 1 Quiz (Graded)	due by 11:55pm
	 What is Accounting (Graded)	due by 11:55pm
Mon Feb 3, 2020	 Chapter 3 Pre-Work (Graded)	due by 4pm
	 Chapter 2 Assignments (Graded)	due by 11:55pm
	 Chapter 2 Quiz (Graded)	due by 11:55pm

Modules – Getting Started

The screenshot displays the Canvas LMS interface. On the left is a navigation sidebar with the following items: Announcements, Syllabus, **Modules** (highlighted in green), Assignments, Discussions, Cengage, Grades, People, Files, Pages, Office 365, and Collaborations. The main content area shows the 'Start Here (Step 1)' module expanded. It contains the following items:

Item Name	Completion Status
Start Here (Step 1)	Complete (Green checkmark)
Welcome Video	Complete (Green checkmark)
Start Here Overview & Objectives	Complete (Green checkmark)
Navigating the Canvas Course	Complete (Green checkmark)
Course Technology & Tools	Complete (Green checkmark)
Canvas Technology Assignment - Meets OLC Standard 12 (Required) Jan 20 10 pts	Complete (Green checkmark)
Canvas Orientation Quiz - Meets OLC Standard 12 (Required) Jan 20 10 pts	Complete (Green checkmark)
Getting Started with CNOW2 on Canvas Instructions	Complete (Green checkmark)

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@untdallas.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 (1/18, 2/1, 2/15, 2/29)
Additional Campus and Virtual Office Hours Available By Appointment


[Click here to schedule an appointment](#) ^e

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



Dr. Cathy Scott

Office Hours - 15 Minute Appointment

🕒 15 min

📍 Virtual until further notice

Please select an appointment from the list of options.

Select a Date & Time

May 2020 < > Tuesday, May 5

SUN	MON	TUE	WED	THU	FRI	SAT
		5	6	7	1	2
3	4				8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

🌐 Central Time - US & Canada (10:37am) ▼

POWERED BY
Calendly

- 10:00am
- 10:15am
- 10:30am
- 10:45am
- 11:00am
- 11:15am
- 11:30am
- 11:45am
- 12:00pm



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



Dr. Cathy Scott

Office Hours - 15 Minute Appointment

🕒 15 min

📍 Virtual until further notice

📅 10:00am - 10:15am, Tuesday, May 5, 2020

🌐 Central Time - US & Canada

Enter Details

First Name *

Last Name *

Email *

[Add Guests](#)

Student ID #

Phone Number

Which one of the following applies to your status?

- Prospective Student - BBA Accounting
- Prospective Student - Dealership Management (Certificate/Minor)
- Prospective Student - MBA Accounting Concentration
- Prospective Student - MBA General Concentration
- Prospective Student - MBA HRBO Concentration

Homework Manager Module

☰	▼ Mowen Managerial Accounting The Cornerstone of Business Decision Making 7e CengageNow	✓	+	⋮
☰	🔗 MindTap Reader for MowenHansenHeitgers Cornerstones of Managerial Accounting	✓		⋮
☰	🔗 Cengage Unlimited Student Dashboard	✓		⋮
☰	🔗 Cengage Technical Support	✓		⋮
☰	🔗 ACCT 5130.010_SP20_8W1 - Click here to enter CengageNow	✓		⋮

Weekly Modules

▼ Week 1 Jan 13th - Jan 20th Introduction to Managerial Accounting and Basic Managerial Accounting Concepts		✓	+	⋮
⋮	📄 Week 1 Overview, Objectives, and Instructions	✓		⋮
⋮	📄 Week 1 Required Learning Materials	✓		⋮
⋮	💬 Discussion DB1A - Getting Started (Graded) Jan 20 10 pts	✓		⋮
⋮	💬 Discussion DB1B - Introduction (Graded) Jan 20 10 pts	✓		⋮
⋮	🔗 Getting Started w/CNOWV2 (Optional)	✓		⋮
⋮	🔗 Math Review (Optional)	✓		⋮
⋮	🔗 Chapter 1 Pre-Work (Optional)	✓		⋮
⋮	📄 Chapter 1 Assignments (Graded) Jan 27 20 pts	✓		⋮
⋮	📄 Chapter 1 Quiz (Graded) Jan 27 10 pts	✓		⋮
⋮	🔗 Chapter 2 Pre-Work (Optional)	✓		⋮
⋮	📄 Chapter 2 Assignments (Graded) Jan 27 20 pts	✓		⋮
⋮	📄 Chapter 2 Quiz (Graded) Jan 27 10 pts	✓		⋮

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⋮ **GETTING STARTED ASSIGNMENT** + ⋮

⋮  Canvas Orientation Quiz - Meets OLC Standard 12 (Required)
Start Here (Step 1) Module | Closed | Due Jan 20 at 11:55pm | 10 pts ✔ ⋮

⋮  Canvas Technology Assignment - Meets OLC Standard 12 (Required)
Start Here (Step 1) Module | Closed | Due Jan 20 at 11:55pm | 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 11:55pm | 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 11:55pm | 10 pts ✔ ⋮

Set Up Settings

Settings

Points

Assignment Group

Display Grade as

Do not count this assignment towards the final grade

Submission Type

External Tool Options

Enter or find an External Tool URL

Load This Tool In A New Tab

Assign

Assign to

Due

Mon Jan 27, 2020 11:55pm

Available from

Mon Jan 13, 2020

Until

Mon Jan 27, 2020 11:55pm

Accessibility

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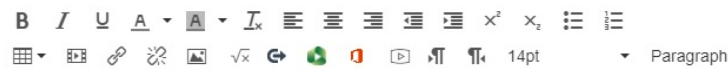
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Start Here Overview & Objectives

HTML Editor



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.

p » span

138 words

Options

Can edit this page role selection

Only teachers

Add to student to-do

x

Accessibility Checker

No accessibility issues were detected.



Discussions


Spring 2020 8W1

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- Syllabus
- Modules
- Assignments
- Discussions**
- Cengage
- Grades
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Published Edit

Q & A Discussion Forum

All Sections



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@untdallas.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

This is a graded discussion: 20 points possible

Discussion DB4 - Budgeting (Graded)



A LOOK at the BUDGET

For this week's discussion, read Problem 9-76 Budgeting in the Government Sector, Internet Research on page 516. Then go to the <http://www.whitehouse.gov/omb> and search the Federal Budget to answer one of the problem questions (1 - 7). Be sure to cite where you find the information. 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/fbarrel spending".](https://www.cagw.org/sites/default/files/pdf/fbarrel%20spending.pdf) Skim this document and list one or two items that surprise you or that you consider wasteful. Be sure to explain why.

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 100 words.

For your reply to two (2) classmates, discuss any differences between your research and your classmate's post. Try to come to a conclusion. Your reply posts are due by Monday, 2/10 at 11:55 PM.

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

Click on the following link to see the Discussion Rubric: [ACCT5130_Discussion Board Grading Rubric_8WK Hybrid.doc](#) 

Reflection

This is a graded discussion: 20 points possible

due Mar 7 at 11:55pm

Discussion DB8 - Reflection (Graded)

18 18

We do not learn from
experience... we learn
from reflecting on
experience.

- John Dewey

Congratulations, you are almost done with ACCT5130 - 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





Welcoming Home Page for Students



Video on home page that explains “Strategies for Success”



Set clear expectations: Your syllabus is key!



Require a Syllabus Quiz within the first week of class



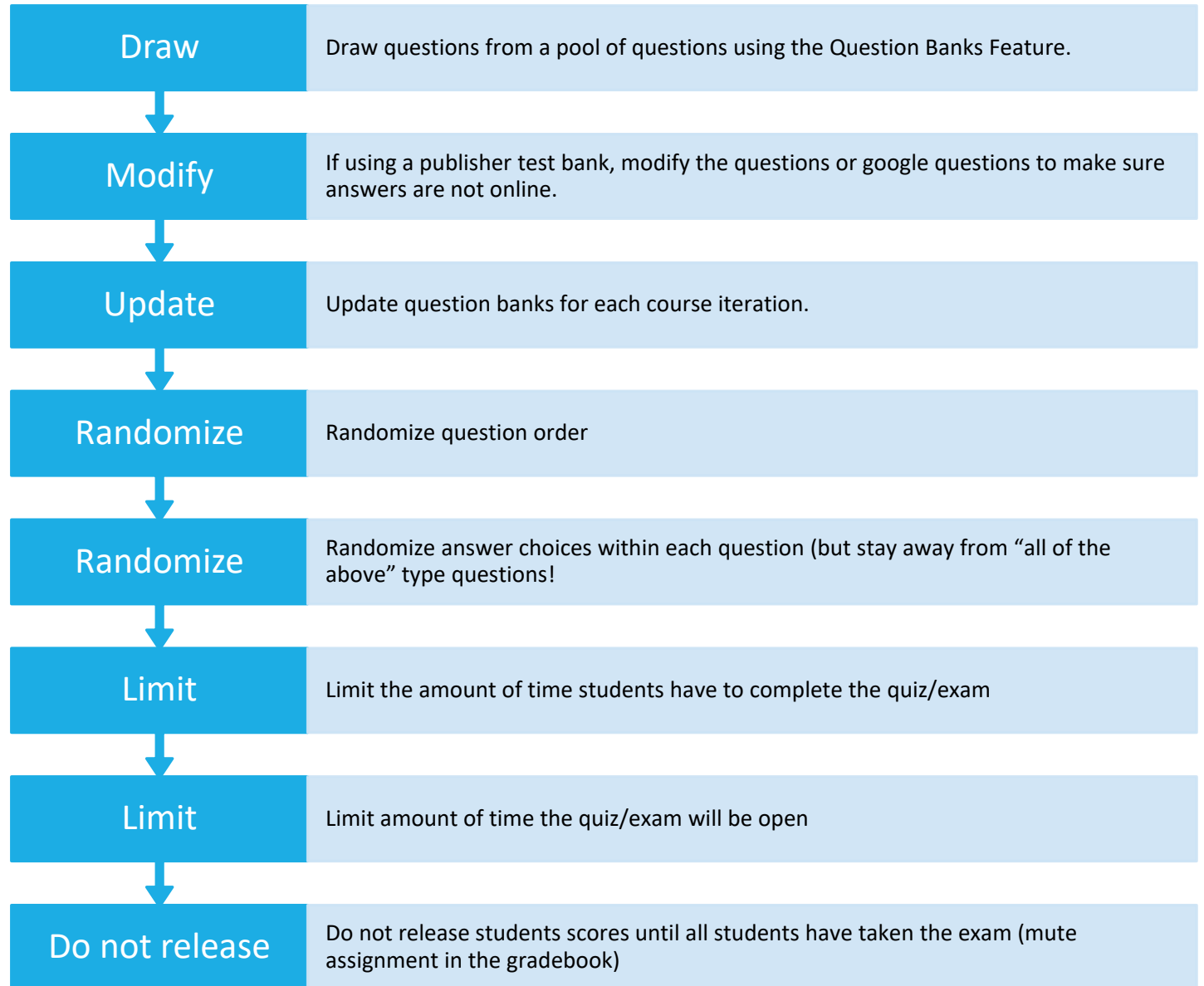
Create modules around topics, and set up each module consistently (page for learning objectives, videos, assignments, etc.)



Set up consistent due dates, also list as assignments so populates the “syllabus”

In Summary: Some Canvas Best Practices

Canvas Best Practices for Online Quizzes/Exams



Questions?

A 3D rendered graphic of the letters 'Q&A' in a bright blue color. The letters are thick and blocky, with a slight shadow underneath them, giving them a three-dimensional appearance. The ampersand is smaller and positioned between the 'Q' and 'A'.



Cathy Scott | University of North Texas – Dallas | cathy.scott@untDallas.edu
Jennifer Cainas | University of South Florida | jmcainas@usf.edu