How I put my Online Courses Together in Canvas

CATHY SCOTT AND JENNIFER CAINAS

AAA WEBINAR

APRIL 30, 2020

Netiquette Tips – Student Guidelines for Interaction

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

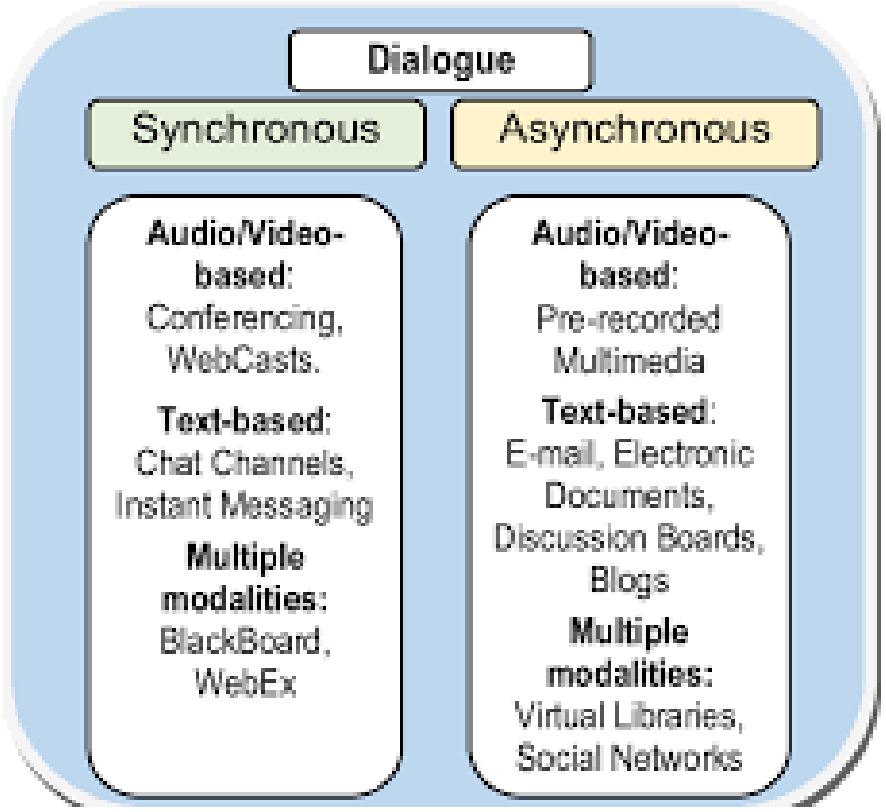
BE AWARE OF THE COLLEGE'S ACADEMIC HONESTY POLICY – ALL WORK SHOULD BE YOUR OWN!

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

Synchronous vs. Asynchronous



Institutional Guidelines

Summer	*1. Submit the Request to Develop and Deliver an Online Course 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 developing* *6. Complete Final Review* *7. Approval, Final Quality Review and course ready by* ***May 1.*** **If you have missed this deadline please contact DLIT at distancelearning@untdallas.edu* ***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.***

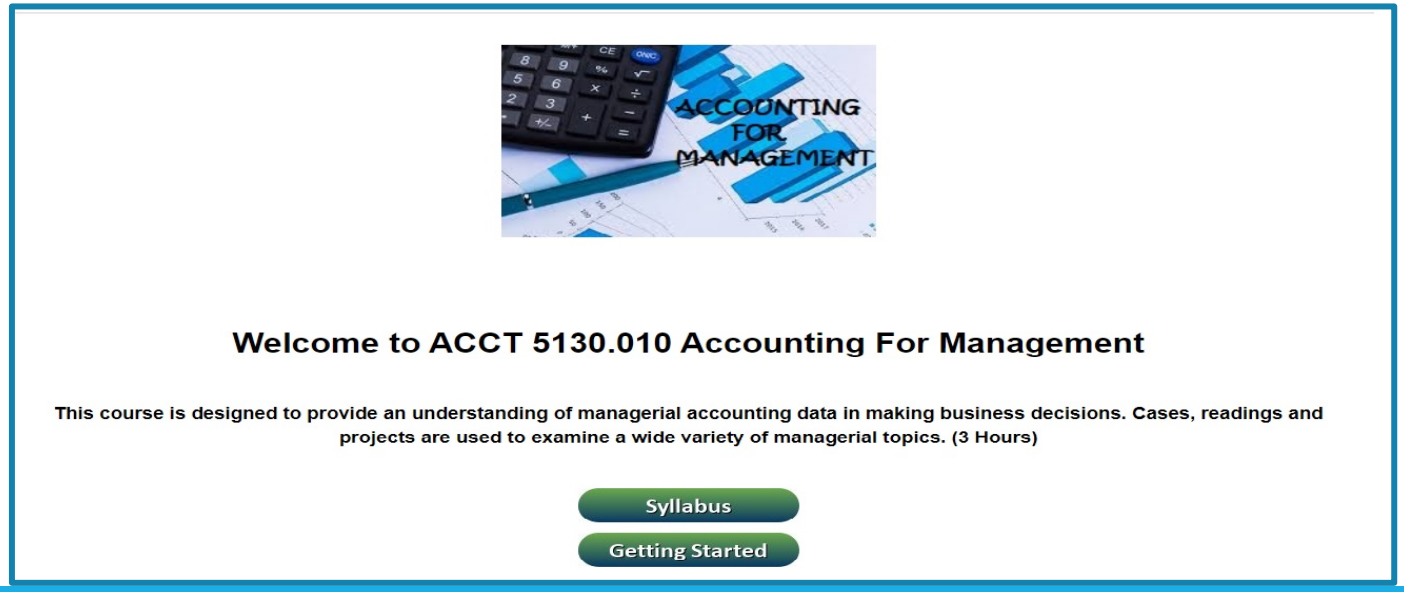
Getting Started

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



Getting Started

- **Home**
- Announcements
- Syllabus
- Modules
- Assignments
- Discussions
- Cengage
- Grades
- Files
- Pages
- People
- Office 365

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)***.

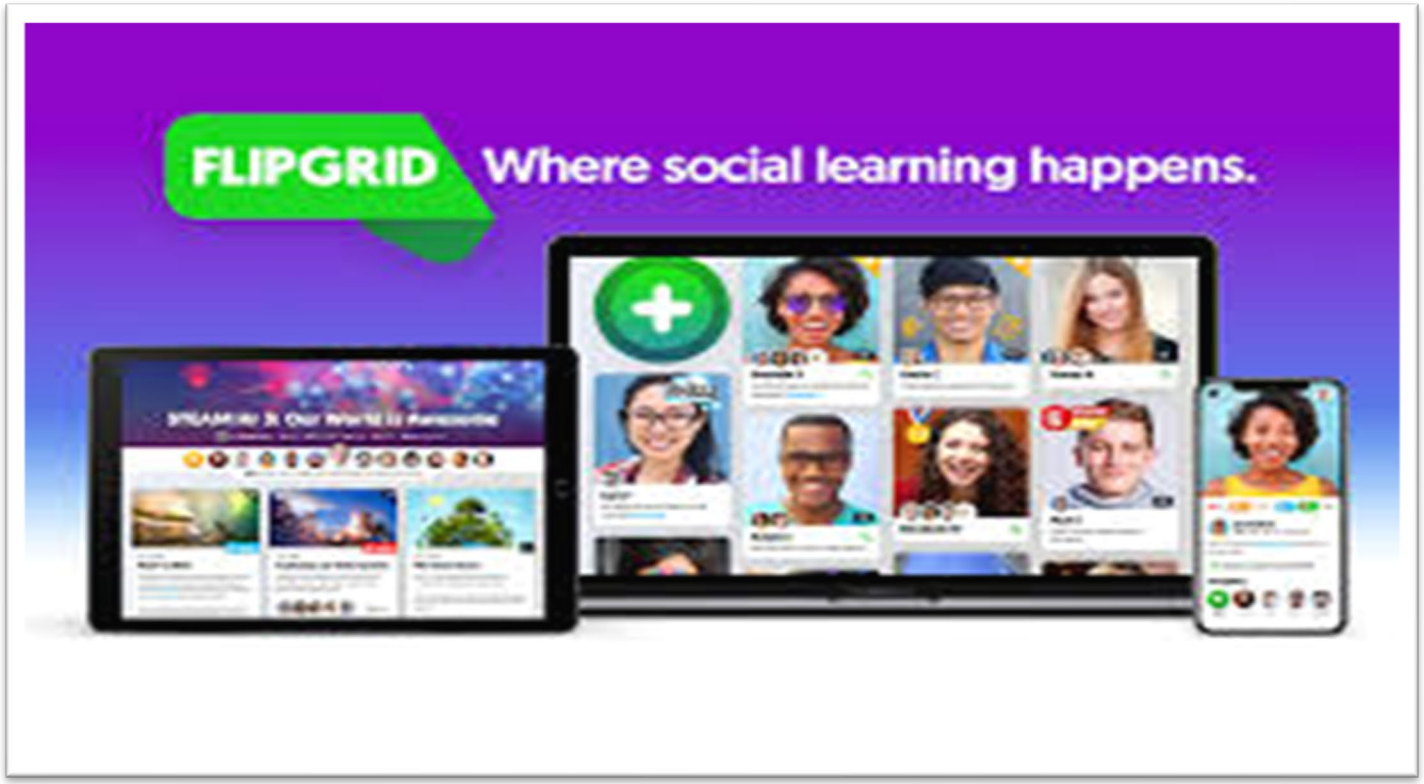
4. Next move on to the ***Week 1 Module***. Your weekly folders contain the information you need to complete the work for that week. For this week, read the ***Week 1 Overview, Objective and Instructions*** as well as the ***Week 1 Required Learning Materials***. You can get started posting to ***Discussion 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

Course Syllabus

Click on the following link to access the course syllabus ACCT5130.010_SP20-_Syllabus_Canvas_Final-1.pdf

COURSE SUMMARY:

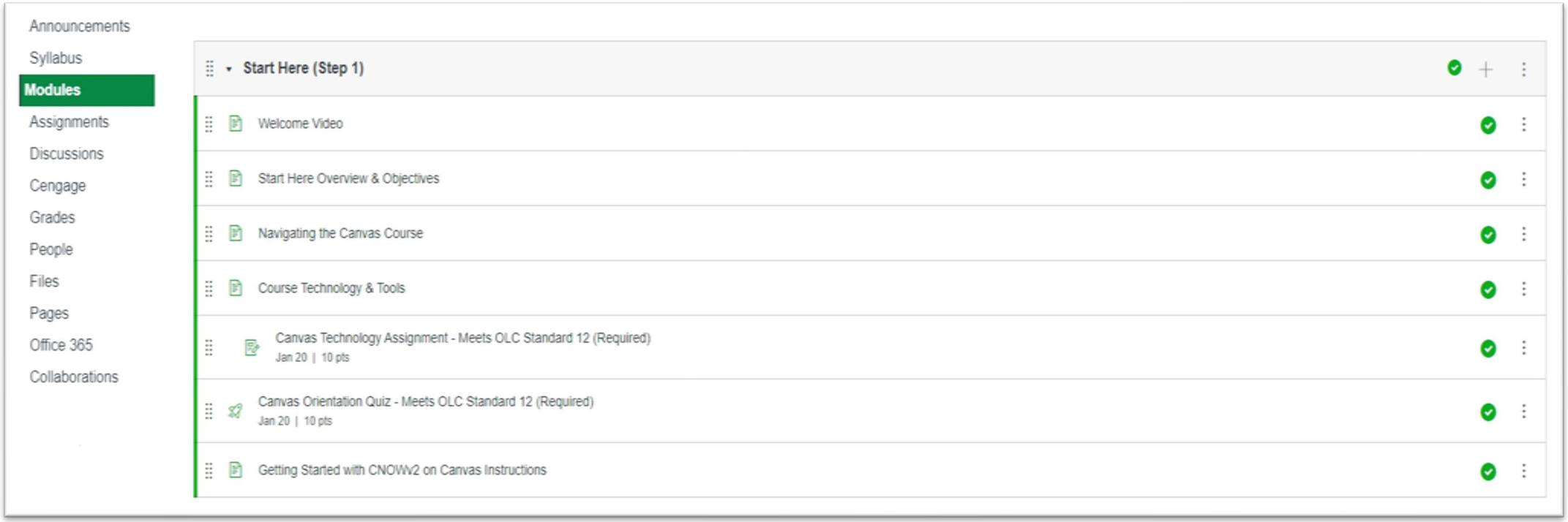
Date	Details	
Mon Jan 20, 2020	Canvas Orientation Quiz - Meets OLC Standard 12 (Required)	due by 11:55pm
	Canvas Technology Assignment - Meets OLC Standard 12 (Required)	due by 11:55pm
	Discussion DB1A - Getting Started (Graded)	due by 11:55pm
	Discussion DB1B - Introduction (Graded)	due by 11:55pm
Mon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

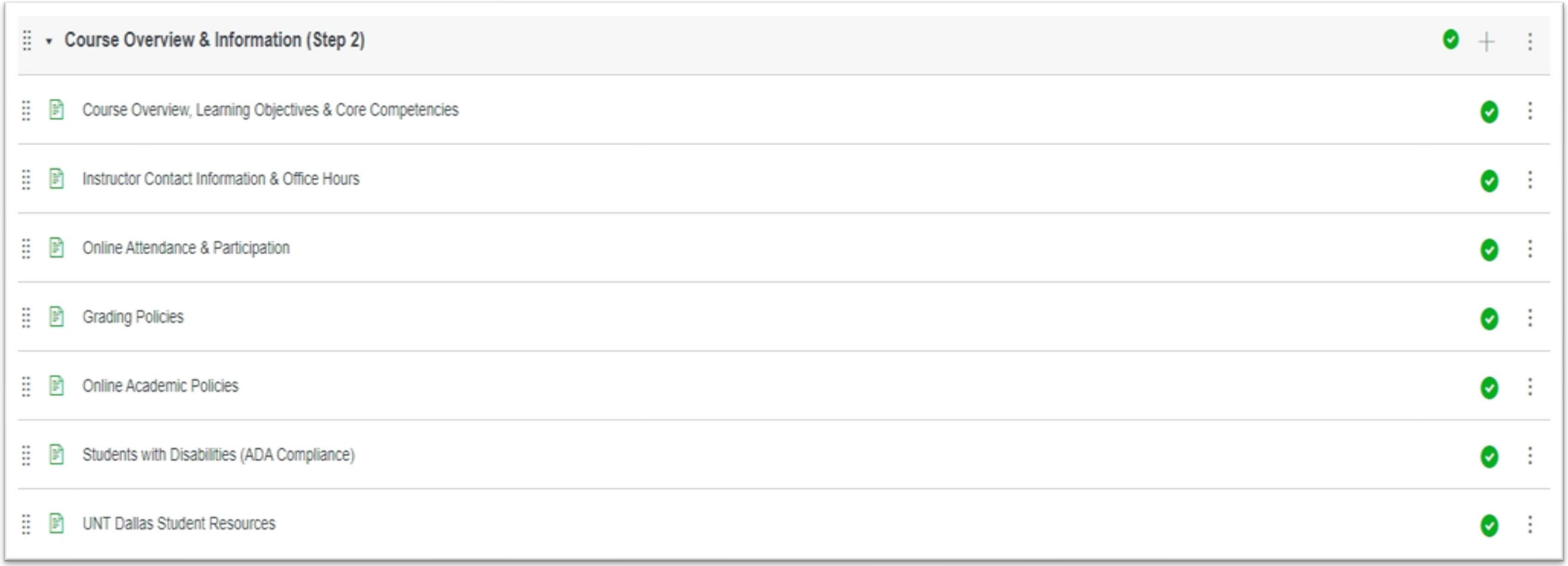
COURSE SUMMARY:

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



Modules – Getting Started



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

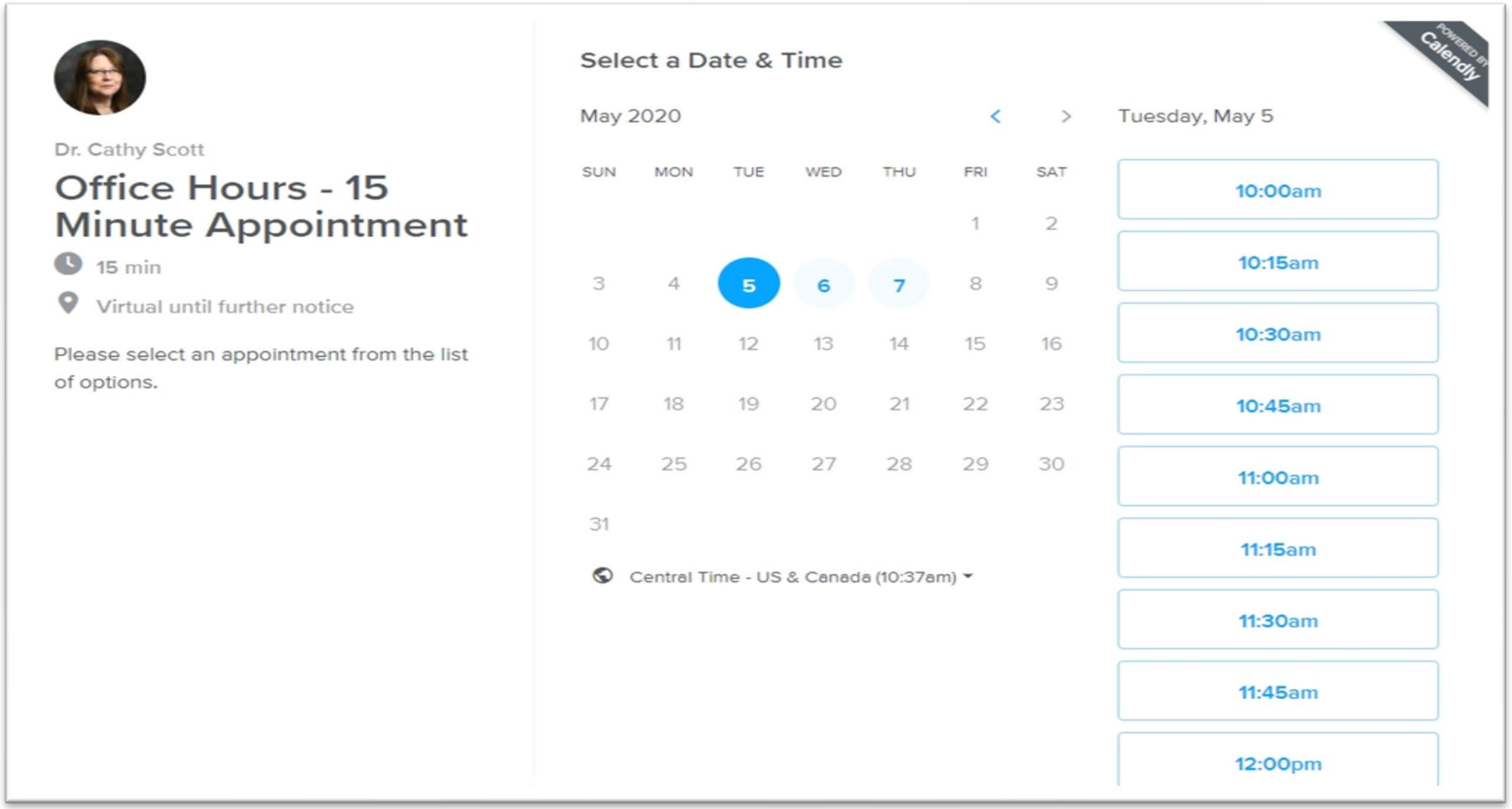
Click here to schedule an appointment

Meet Your Professor

About Me

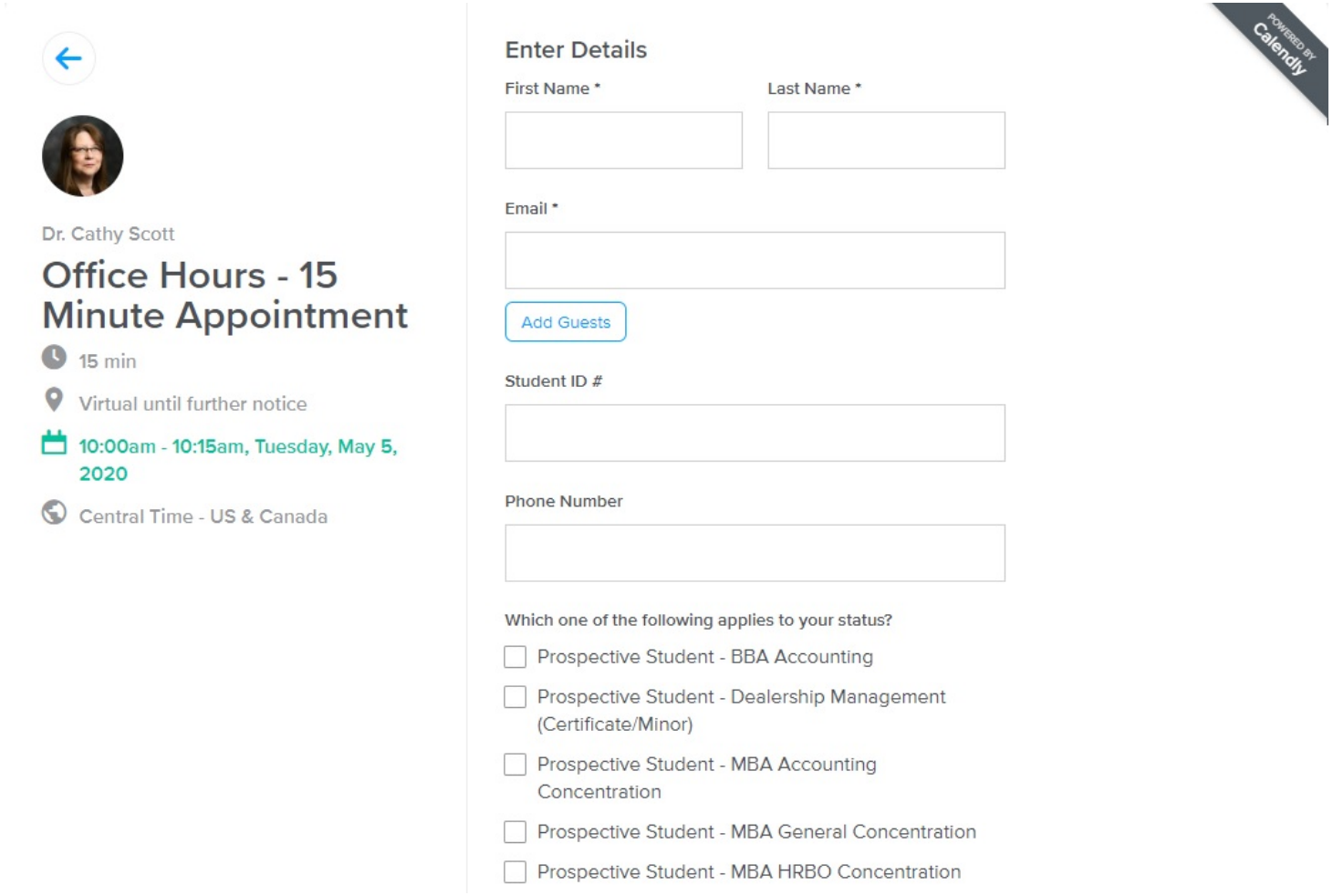
My name is Dr. Cathy Scott and I will be your instructor for this course. I was born and raised in Kalamazoo, MI and lived in the Detroit area for approximately ten years before moving to Waxahachie, TX in 1997. Our family moved to Waxahachie after I came to Dallas to work with a dealership client. We 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

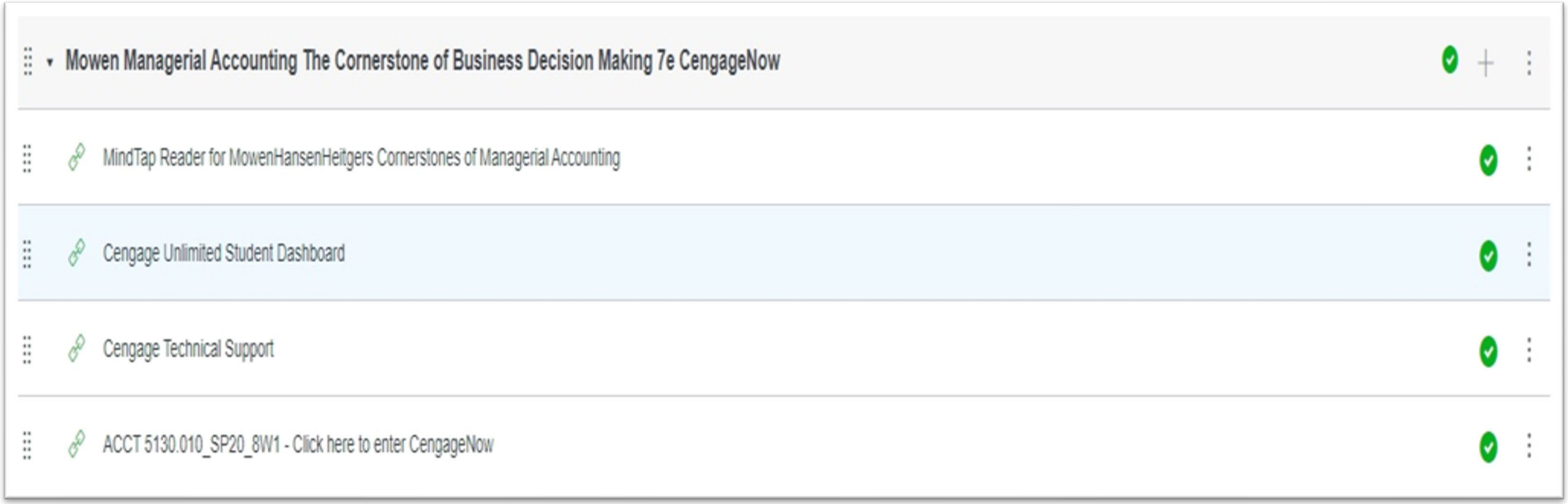

Dr. Cathy Scott
Office Hours - 15 Minute Appointment
15 min
Virtual until further notice
Please select an appointment from the list of options.
Select a Date & Time
May 2020
SUN MON TUE WED THU FRI SAT
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31
Central Time - US & Canada (10:37am)
Tuesday, May 5
10:00am
10:15am
10:30am
10:45am
11:00am
11:15am
11:30am
11:45am
12:00pm
POWERED BY Calendly

Calendly

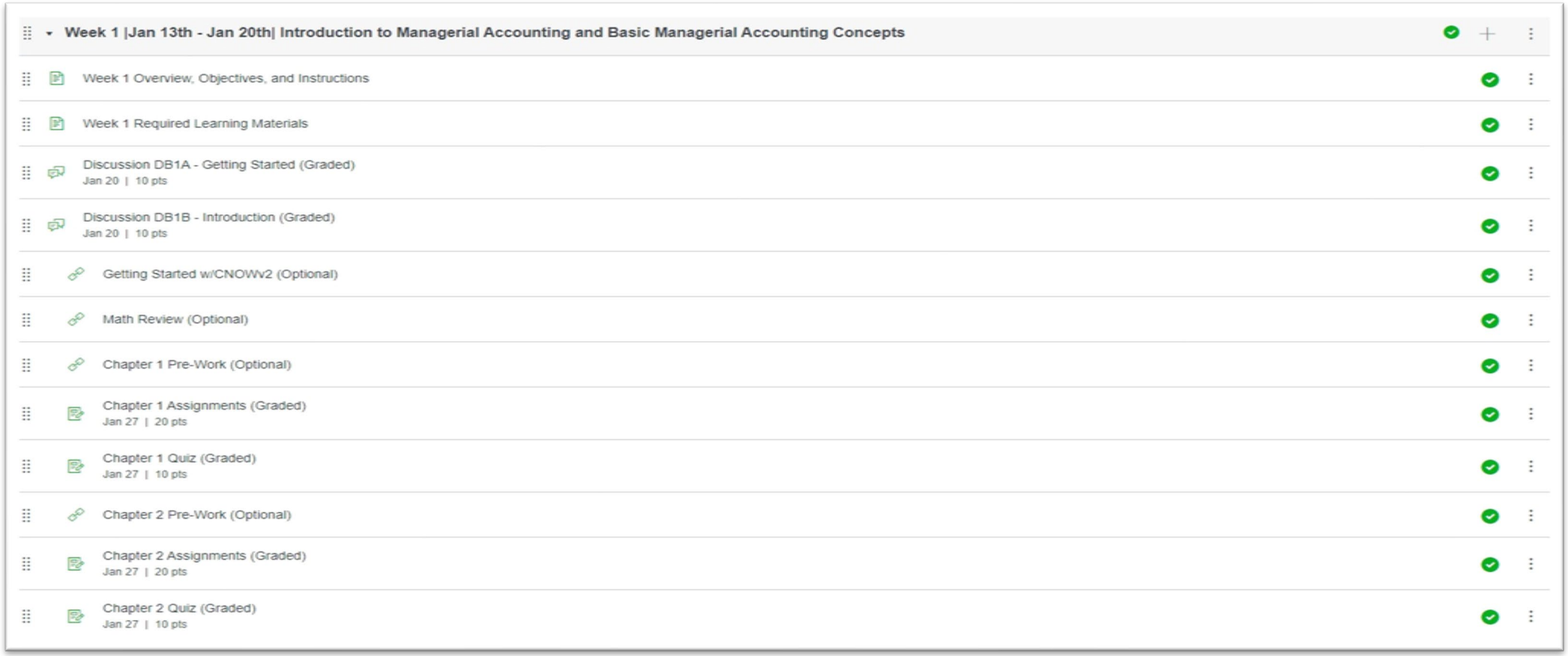
- First Name
- Last Name
- Email
- Add Guests
- Student ID #
- Phone Number
- Which one of the following applies to your status?
  - Other with a fill in box
- Virtual Meeting
- On-Campus Meeting
- Reason For Appointment
  - Fill in box



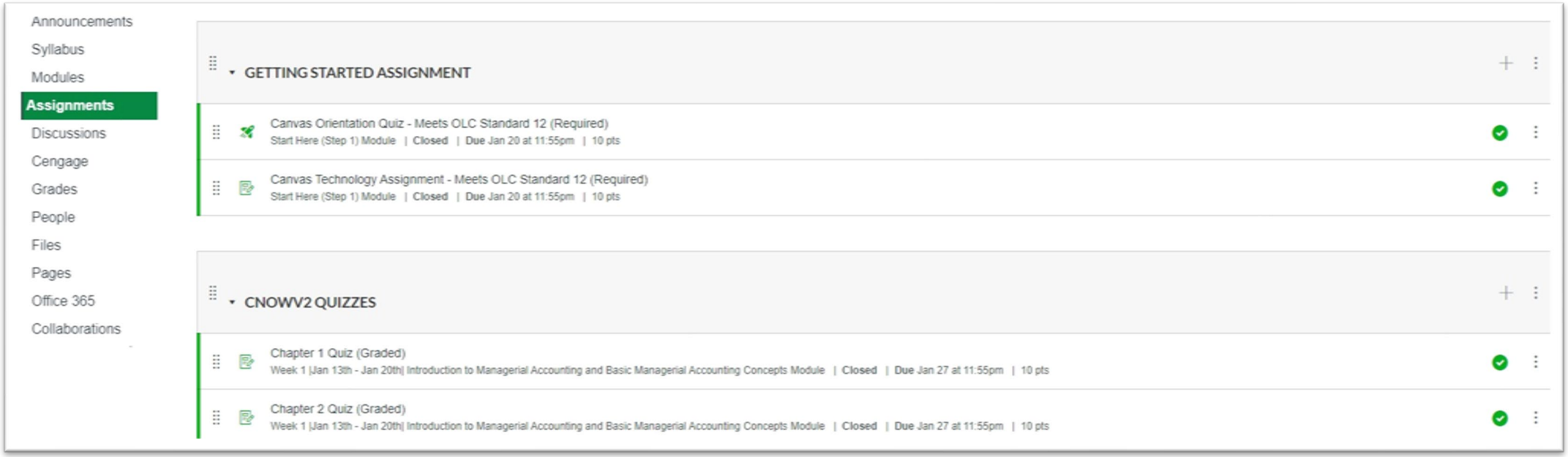
Homework Manager Module



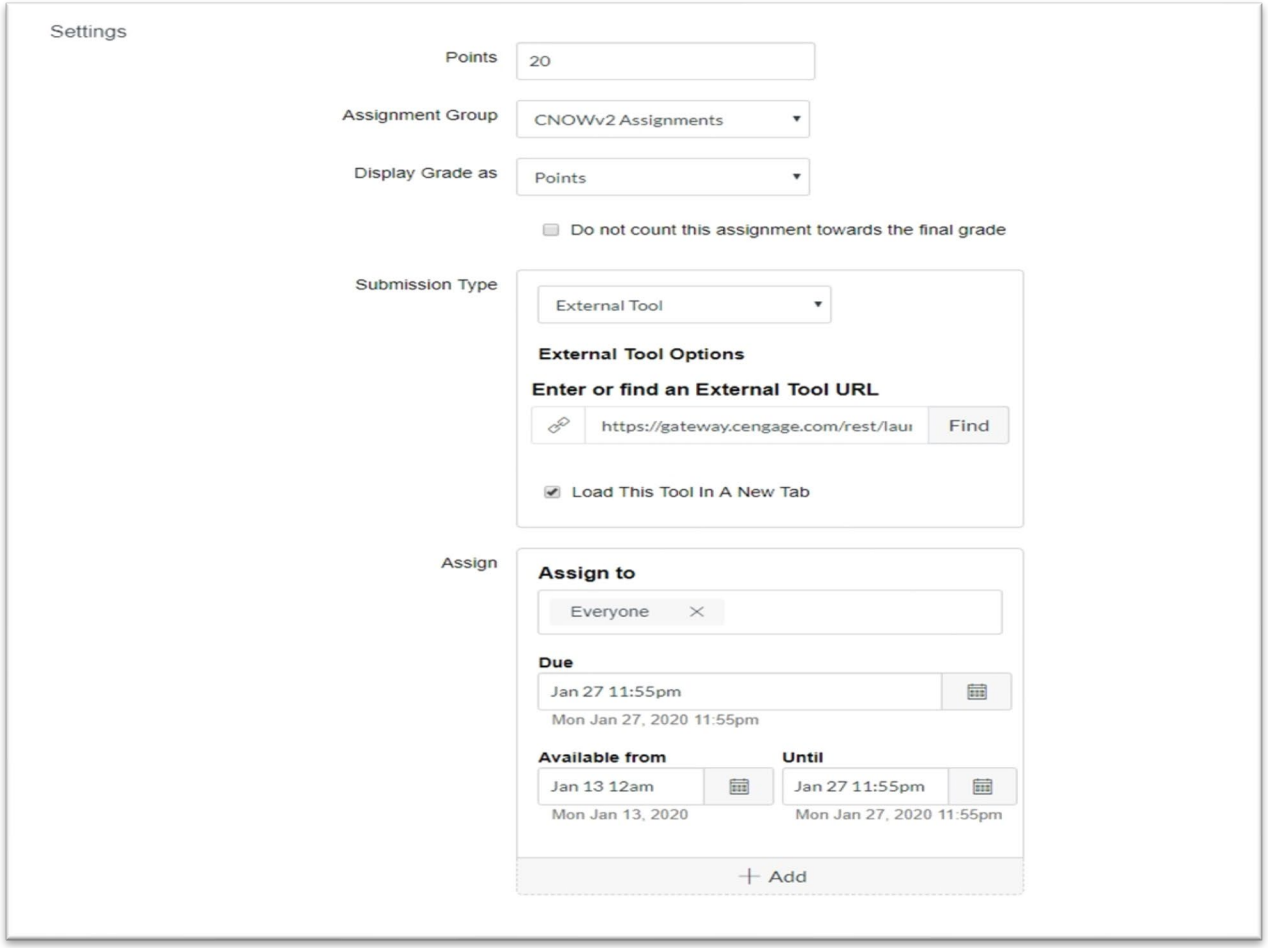
Weekly Modules



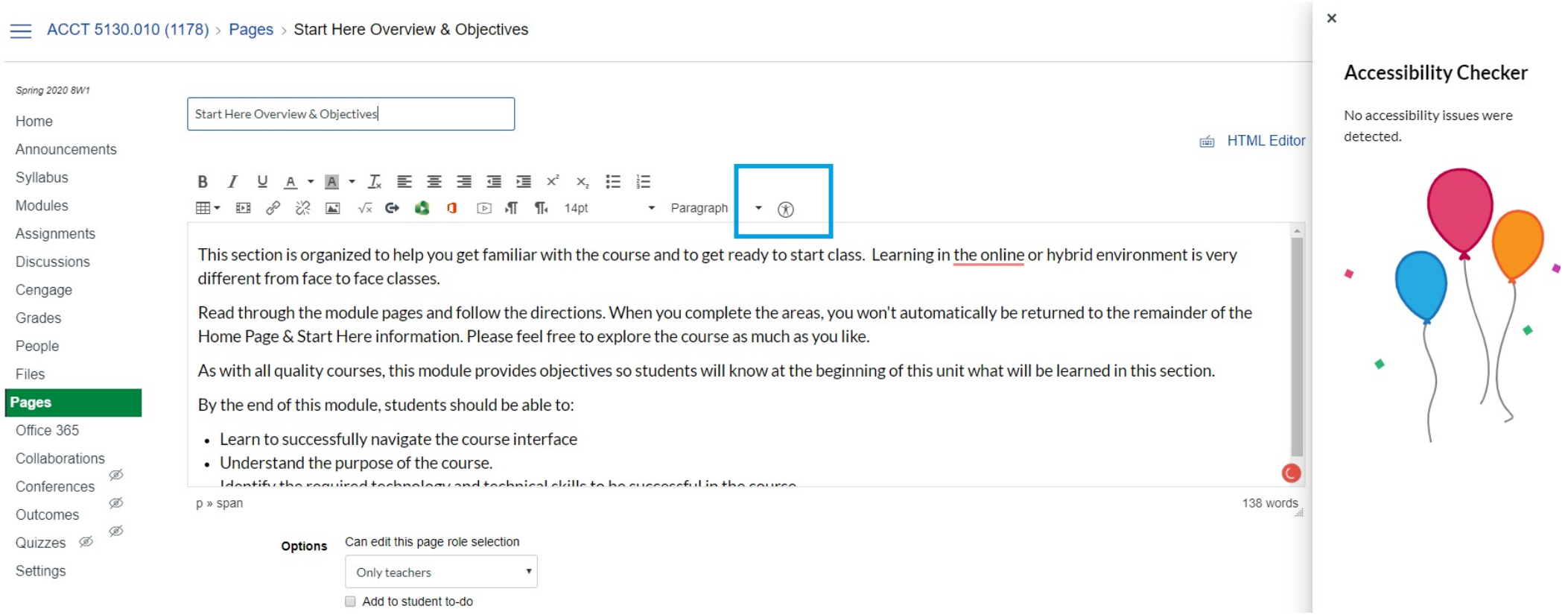
Assignments



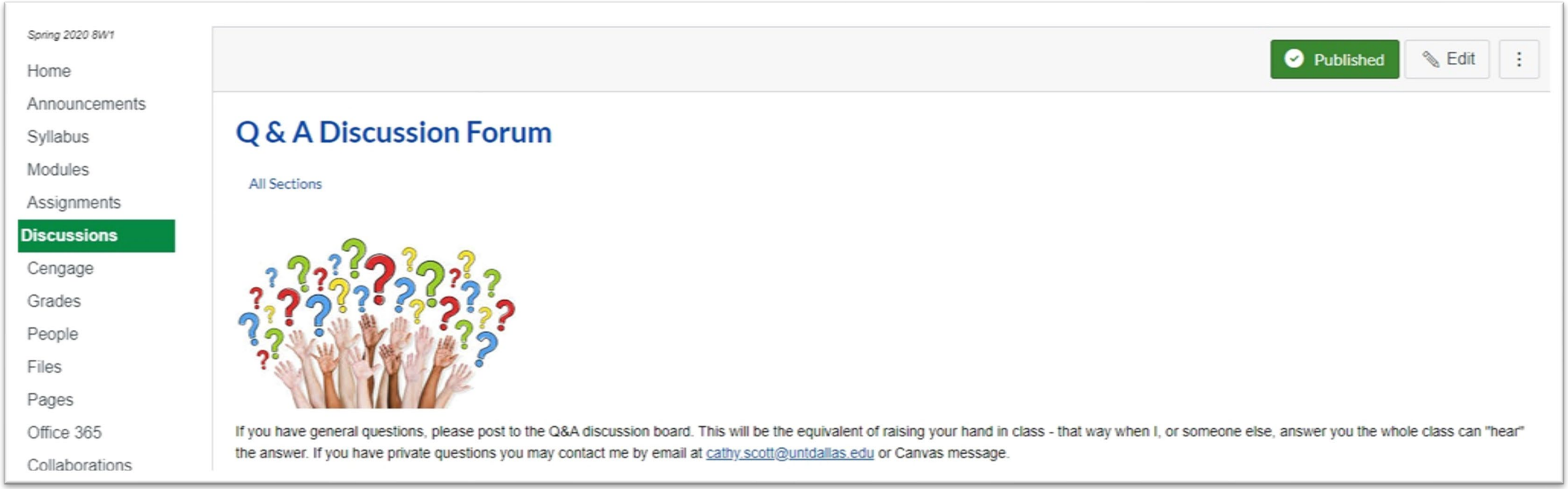
Set Up Settings



Accessibility



Discussions



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)

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 of the budget and find the information too. 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/P barrel spending". Skim this document and list one or two items that surprise you or that you consider wasteful. Be sure to explain w

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 w

For your reply to two (2) classmates, discuss any differences between your research and your classmate's post. Try to come to a co 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

Click on the following link to see the Discussion Rubric: ACCT5130_Discussion Board Grading Rubric_8WK Hybrid.doc

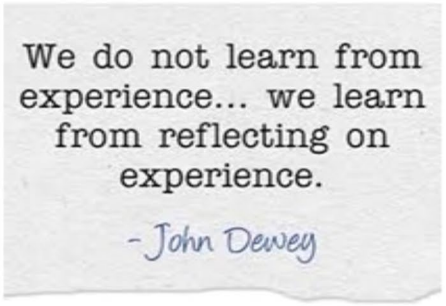
Reflection

This is a graded discussion: 20 points possible

due Mar 7 at 11:55pm

18 18

Discussion DB8 - Reflection (Graded)



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

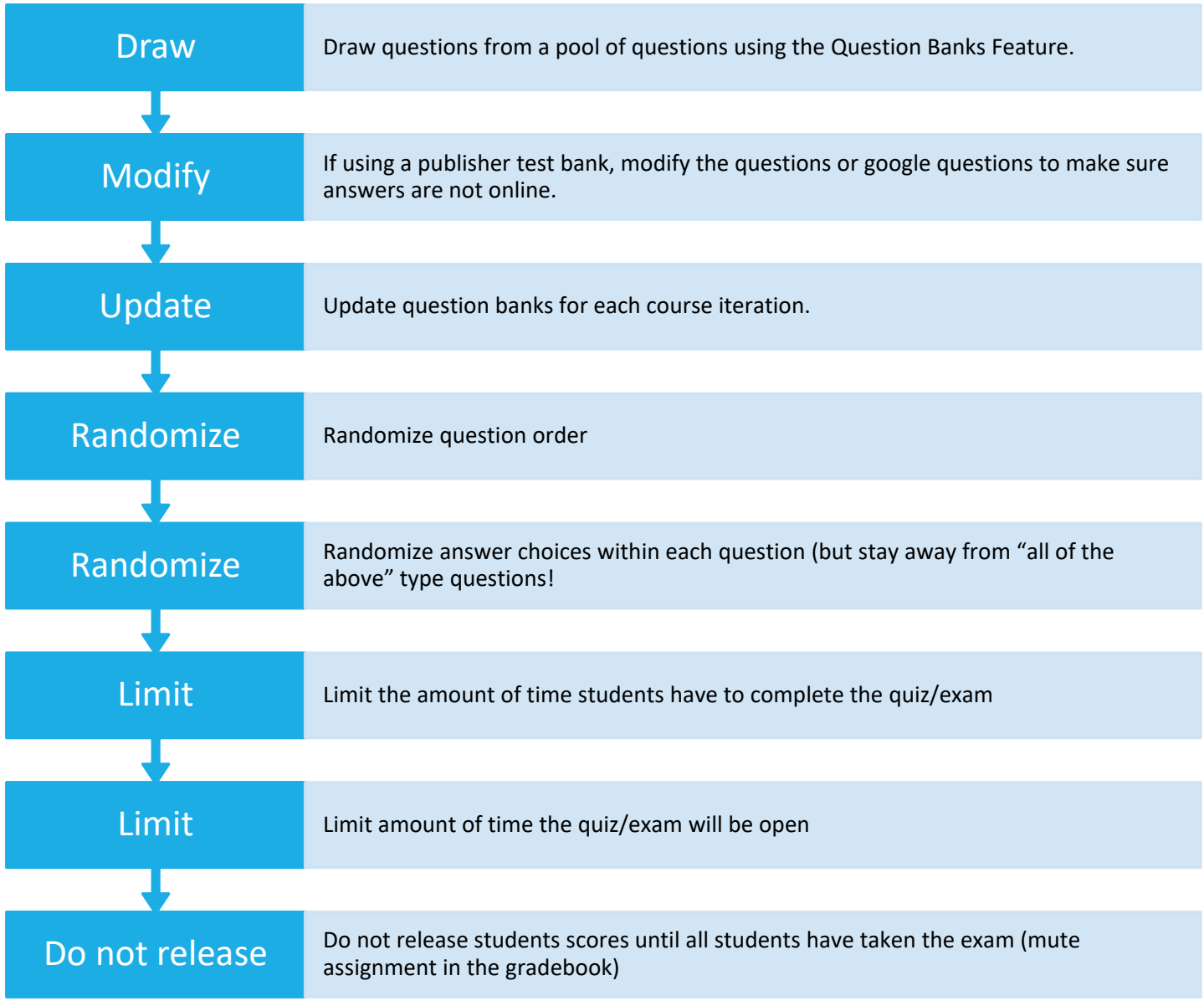
Microsoft Stream

YouTube

In Summary: Some Canvas Best Practices

- 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”

Canvas Best Practices for Online Quizzes/Exams



Questions?

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