






# Fast Track to Transitioning Course Content to Canvas


## OPTION 1

### CANVAS ONLINE

- 1 Establish communication with students, providing a plan of action, updated course policies and expectations. Canvas Announcements and email are best! 
- 2 Organize learning content and assessments into Canvas Modules (think, units of content) 
- 3 Forgo quantity for QUALITY ...keep it simple!
- 4 Use Grades in Canvas to monitor student persistence 
- 5 Monitor student activity (see *People* link in Canvas menu) & reach out weekly with supportive communication




## OPTION 2

### REMOTE VIDEO CONFERENCING

- 1 Research which video conferencing tool is best for your class: Canvas Conferences, Microsoft Teams or Zoom
- 2 Establish communication with students via Canvas Announcements and email - update course policies and expectations, and provide a plan of action around how students will participate in live class sessions remotely
- 3 After selecting a video conferencing tool, communicate instructions with students, such as how to setup and access the conferencing tool 
- 4 Proper Planning Prevents Problems:  
Test and perform a dry run of the video conferencing prior to an actual class
- 5 Send weekly emails to students with specific instructions for weekly activities and update Grades in Canvas

## OPTION 3

### MICROSOFT365 EMAIL

- 1 Assess which Microsoft365 tool is a best fit for your course 
- 2 Establish communication with students via Canvas Announcements and email - Update course policies and expectations, and provide a plan of action around how students will participate via Microsoft365 tools 
- 3 Setup all student activities and assessments in Canvas Grades 
- 4 Provide clear-cut instructions to students via email of how to use Microsoft365 tools for weekly activities