

# Canvas Migration Updates: Next Steps for UHCL

October 19, 2023

## This Week's Highlights

- This week, we have several items of note related to the Canvas migration project, so we've provided a video option for instructors to access update information. Click the following hyperlink to access the video recording: [Canvas Updates Presentation - Oct 18 2023 \[6:35\]](#).
- **Register today for the upcoming vendor-hosted face-to-face training!** Sessions are available on Thursday, October 26 or Friday, October 27, 2023. To register, email the IDT team at [IDT@uhcl.edu](mailto:IDT@uhcl.edu). For more information about the training, see the section on page 2 of this document under the heading *October 2023 Face-to-Face Canvas Training*.
- **IDT's new hybrid video-based version of the Canvas introductory training is now available and we're taking registrations via our [IDT@uhcl.edu](mailto:IDT@uhcl.edu) inbox.** This delivery mode combines two hybrid (in-person and online) synchronous sessions with a self-paced component consisting of videos with embedded questions that faculty can complete as they schedule permits.

## Canvas Training by the Numbers

- **162 faculty members (30%)** have completed the online Canvas training, self-identified as experienced and self-sufficient Canvas users, or indicated via the Canvas Readiness Survey that they need introductory Canvas training.
- **207 instructors (38%)** have not yet completed the Canvas Readiness Profile survey and their readiness status remains unknown.
- Training goals for FA23

50% by 10/20/23      75% by 11/22/23      95% by 12/20/23

## FA23 Introductory/Basic Canvas Training Options

- **100% Online Asynchronous** - Already available to FA23 faculty in Canvas, including those who are NOT early adopters. Can be completed at your own pace.
- **Face-to-Face** - Vendor-provided Canvas training will be on campus again on October 26 and 27 to offer two three-hour introductory Canvas training sessions that are equivalent in scope to the 100% Online Asynchronous course. Two three-hour intermediate sessions will be offered in the afternoon on both days.
- **Hybrid Video-Based** – Consists of a 30-minute ID/LTA-led synchronous orientation session, two videos (including embedded questions) that faculty can watch on their own schedule, and a final 60-minute ID-led synchronous “capstone” session to wrap up any lingering questions and get faculty started on editing or creating their Canvas courses.
- **Synchronous Online** – We're still working with the vendor to make this delivery format available.

**To register for the Hybrid Video-Based Training option or for the upcoming face-to-face sessions, please send an email to [IDT@uhcl.edu](mailto:IDT@uhcl.edu) and a member of our team will process your request.**

## October 2023 Face-to-Face Canvas Training

Our designated Canvas trainer, Helen Wilson, returns to campus in October for another two days of training sessions. Per a request made in last month's Faculty Senate meeting, one of those dates falls on a Friday. Helen will offer a **3-hour Part A training, completion of which will categorize attendees as having completed the required Canvas training**. She will offer an optional Part B training that we recommend but is not required. Below are the dates, times, and topics for these two different 3-hour sessions:

- **Part A - Content Creation and Assignments (9:00 AM - Noon on either Thursday, October 26 or Friday, October 27)**
  - Page Basics
  - Building Tools and the Rich Content Editor (RCE)
  - Announcements
  - Accessibility Checker
  - Building an Assignment
  - Discussions
- **Part B - Creating Classic Quizzes and Course Flow (1:00 PM - 5:00 PM on either Thursday, October 26 or Friday, October 27)**
  - Classic Quizzes and Surveys
  - Creating Questions
  - Quiz Settings
  - Creating and Using Question Banks
  - Quiz Viewing (Quiz Preview and Student View)
  - Course Organization
  - Creating and Managing Modules

To ensure the best use of time in these sessions, our Canvas-provided trainer has asked that all face-to-face training participants view the Canvas Video, [Canvas First Look for Faculty \[31:07\]](#) before arriving at your first session.

**Seating is limited for these in-person sessions. Please RSVP via email to [IDT@uhcl.edu](mailto:IDT@uhcl.edu).**

## FA23 Faculty IDT Support Options

- Regularly scheduled Online Drop-In Sessions
- **Coming Soon!** Face-to-Face ID-hosted "Working Sessions"
- Individual Virtual or F2F IDT Consultation
- "Special Request" Sessions for Programs/Departments, Upon Request
- Canvas-Provided 24/7 Live Chat and Telephone Faculty Support

## Canvas Migration Communications Plan

- Every other Thursday, beginning this week (9/7/23), a Canvas Migration Updates email will be sent to all current instructors.
- IDT staff will provide regular reports to the Dean of their designated college.
- IDT Weekly Newsletter and Canvas Faculty Support Page

- IDT staff welcome invitations to make brief presentations at college- or program/department-specific meetings throughout the FA23 term.