

FC Distance Education Buzz – January 2021

Canvas Reminders and Updates

Publishing Your Courses

You must publish a course before you can send an announcement to students and before students can access course content. There are two ways to publish in Canvas:

1. Publish from the Canvas Dashboard - Locate the Unpublished Courses section in the Dashboard. Find the course you want to publish and click the Publish button.
2. Publish in course - Open your course and click the Publish button in the sidebar (or towards the bottom of the page if you have a smaller screen).

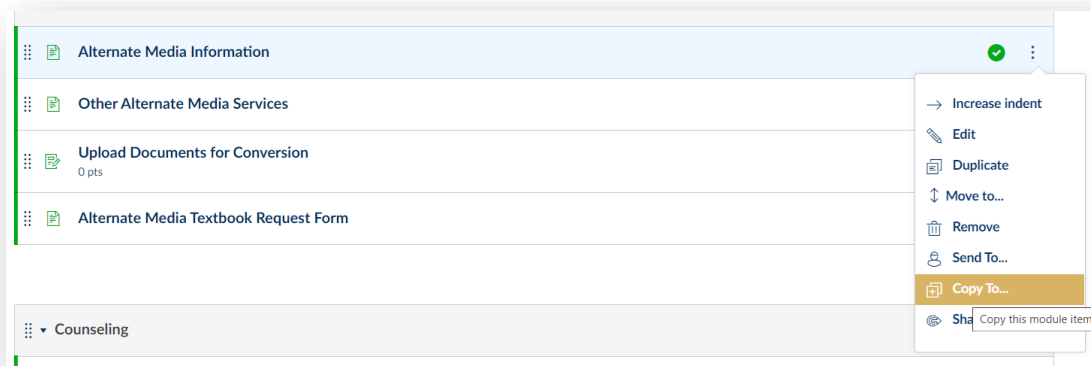
If you need to unpublish your course, click the Unpublish button in the sidebar. You can publish a course, send an announcement, and then unpublish the course as long as you do not have any graded assignments.

Warning: Once your course contains a graded submission, you can no longer unpublish your course.

Copying/Importing Course Material

There are two ways to copy course content from previous and existing courses:

1. Use the course import tool to copy Canvas course content from a previous or existing course. Refer to the [Course Import Canvas Guide](#) for more information.
2. Copy individual announcements, assignments, discussions, modules, quizzes, and/or pages using the “Copy To” function located in the three dots menu:



Course Start and End Dates

When you copy a Canvas course from a previous semester, remember to check the start and end dates. In order to sync dates correctly, faculty often choose the first and last day of class, but this can limit when students can view your course. To check the start and end date:

1. Open your course
2. Go to Settings
3. Look for the start and end dates – it is okay if it is blank

By default, students will have access to your courses once you publish them at the beginning of the semester until three weeks after the end of the semester. After that date, they no longer have access and will need to use MyGateway to view their grades. You can adjust those dates by selecting a different start and/or end date.

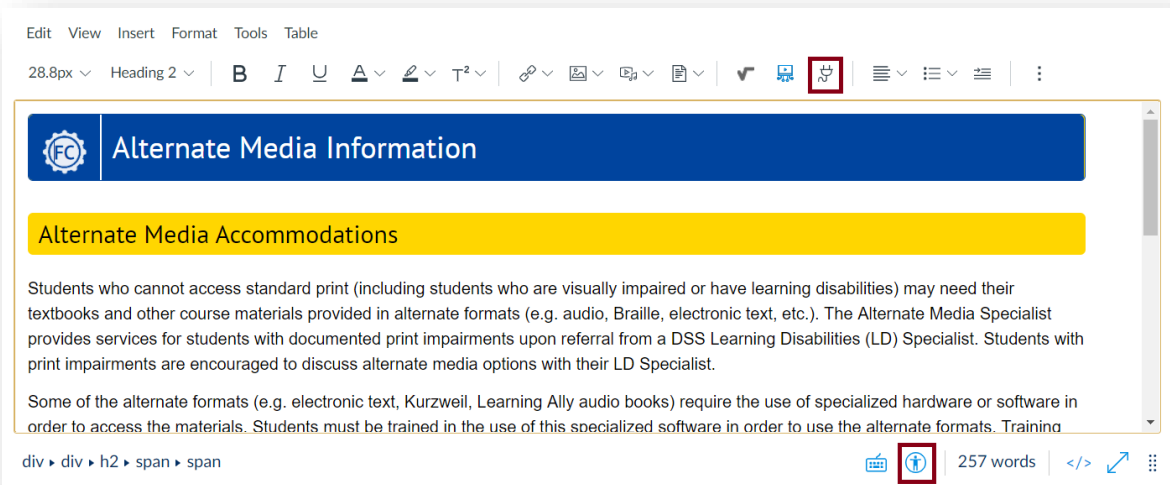
Be sure to check “Students can only participate in the course between these dates” if you want to enforce the dates you entered. Checking that box and leaving the end date blank will leave your course open indefinitely which is not recommended.

Chosen Student Names

Students now have the option to add a chosen first name to their student account. This name will appear on rosters and be passed to Canvas. If the student has previously changed the display name in Canvas, that name will not be replaced in this process. Find more information on the [Admissions and Records website](#).

New Rich Content Editor

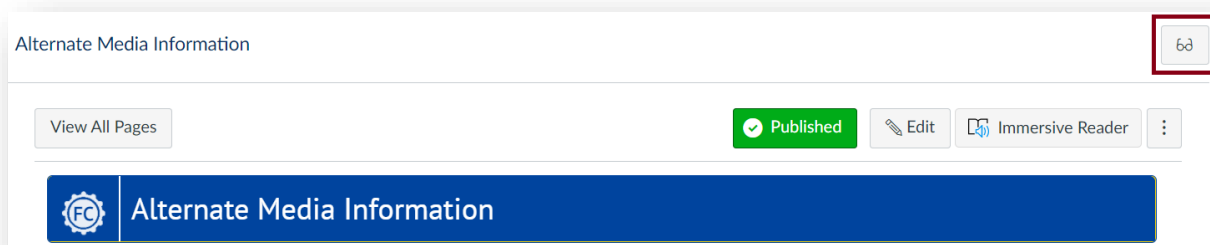
The Rich Content Editor (RCE) that you use to format text within Canvas has a new appearance. All tools and functionality are still there, but it is a different look, and it will take some time to get as comfortable as you were with the previous version of the RCE. For example, available Apps are located under the plug icon in the RCE toolbar and the Accessibility Checker icon has been moved to the bottom right below the RCE box.



Refer to this [Canvas Video Guide](#) for more information about the new Rich Content Editor.

Student View

The Student View button in Canvas is now available on each page, assignment, announcement, etc. in your course. Click the Student View glasses icon on the upper right of the screen to get an idea of what your course content looks like for your students.

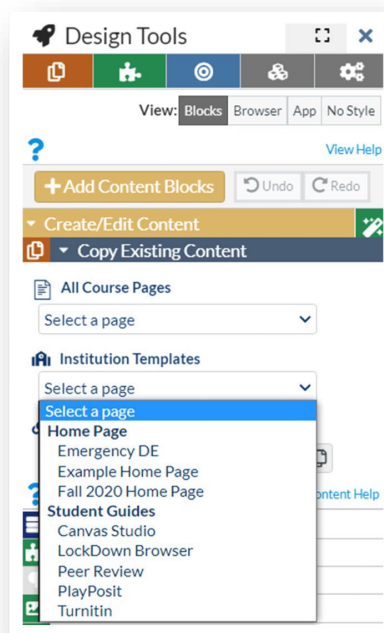


Available Templates

In addition to templates for the course homepage, the following Student Guide template pages have been created. These templates can be used and modified for your classes:

- Canvas Studio
- Lockdown Browser
- Peer Review
- PlayPosit
- Turnitin
- Viewing Grades

Find these templates by launching the Design Tool (the blue rocket icon in the upper right corner of the screen), selecting Create/Edit Content, then Copy Existing Content, and opening the dropdown menu under Institution Templates:



Canvas Apps

Pronto

Pronto is active for all classes in Canvas. You can manage your Pronto using the following instructions.

1. Open Canvas
2. In a separate window or tab go to the [Fullerton College Pronto site](#)
3. Select Login with Canvas
4. Select Authorize
5. Select Sync your Canvas courses with Pronto (allow an hour for Pronto to update)
6. You can now enable and disable Pronto

Check out the [Pronto website](#) if you need further support.

Pretzl Pilot

Pretzl reimagines the possibilities of online discussions by introducing a visual approach and combining social and educational elements to help faculty and students easily create and share knowledge. Pretzl includes debate, hotspot, gallery, group discussions, and other formats. [View a demo of Pretzl.](#)

To use Pretzl in Canvas:

1. [Create an account](#) using your FC email.
2. Once your account is created, click on Dashboard.
3. Select +Create Burst, select Burst type, type name, click save.
4. Return to Dashboard, select the created burst, type in directions, and save.
5. [Link Pretzl into Canvas](#)

TechConnect Zoom

The Canvas Zoom integration has been updated. You will now see a link to TechConnect Zoom instead of ConferZoom in your course navigation. The new integration offers more scheduling options, faster recording downloads, and includes all Zoom updates.

If you were using ConferZoom for appointment booking, please use the [Canvas Scheduler](#) built into the Canvas Calendar instead. When using the scheduler, make sure to add the Zoom link to the Details section.

NOTE: If you scheduled upcoming meetings for the new semester prior to 1/8/2021, you must reschedule them using TechConnect Zoom.

Cory's Accessibility Corner

Each month, our Alternate Media Specialist, Cory Thomas, shares a quick accessibility tip or resource.

Self-Paced Accessibility Micro-Courses

In collaboration with @ONE, the CCC Accessibility Center has designed a series of free, self-paced micro-courses that focus on accessibility best practices. Each course is delivered via Canvas and includes hands-on exercises, video demonstrations, and solutions to create and deliver accessible content.

Recommended Micro-Courses:

- [Canvas Accessibility](#)
- [Microsoft Word](#)
- [Microsoft PowerPoint](#)
- [PDF Accessibility](#)
- [STEM Accessibility](#)
- [Video Captioning](#)

Need Support? Still Have Questions?

24/7 Canvas Support

The Canvas support phone line is 1-844-600-4948. The link to chat support is in the Support menu in Canvas.

Distance Education Website Resources

[Accessibility Guides and Tutorials](#)

[Canvas Quick Start Guides](#)

[Canvas Video Guides](#)

DEDRs

Your [Distance Education Division Representatives \(DEDRs\)](#) are available to help you with your courses.