School of Historical, Philosophical and Religious Studies

Arizona State University

New Faculty Quick Start Guide

Canvas LMS and Learning Tools

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Canvas

Canvas is the learning management system used at ASU for courses. Canvas allows you to keep track of assignments, grade and provide materials for students. Students are added to courses three days before the start of the term by default which means faculty need to have courses ready.

- If you are brand new to using Canvas, it may be in your best interest to enroll in the Introduction to Canvas course offered through Education Technology's LX team.
- If you have never taught classes online, consider enrolling in the Master Class for Teaching Online which is run through ASU Online/EdPlus.

Canvas courses must be requested each session by faculty. Canvas course needs may vary depending on the type of course you are teaching.

Immersion, iCourse, oCourse? What does it mean?

Course modalities are a permanent source of confusion among faculty and new staff! Here's a quick overview:

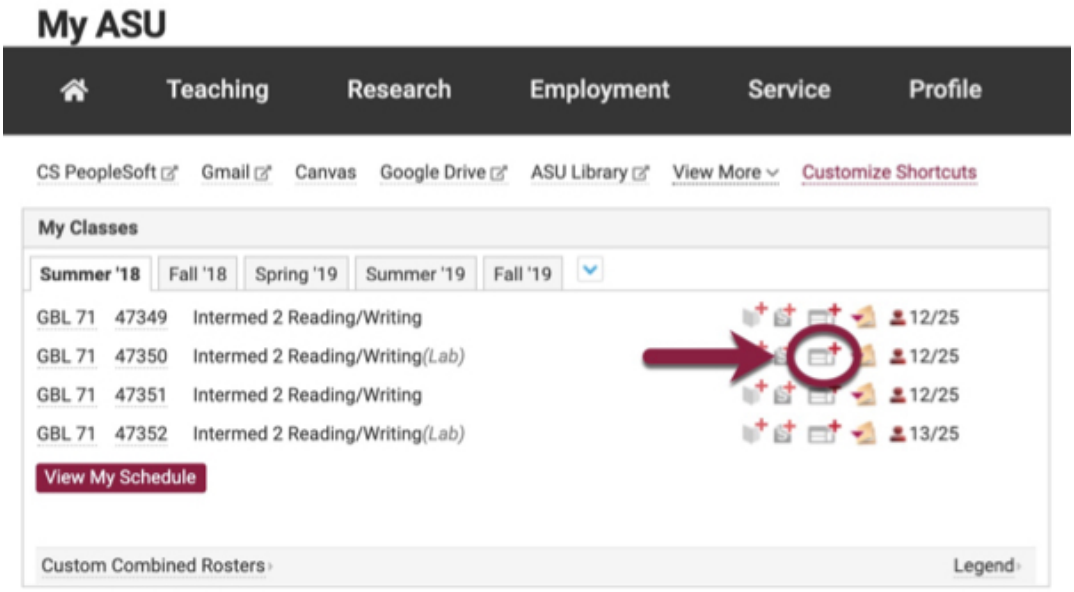
Immersion: on-campus courses. Students have an immersive on-campus experience

iCourse: fully online courses only available to on-campus students enrolled in on-campus programs

oCourses: fully online courses only available to online students enrolled in online programs. oCourse development and maintenance is generally supported by the EdPlus ASU Online IDNM (Instructional Design and New Media) team.

Requesting a Canvas Course

Canvas course requests are easily done through MyASU. In MyASU, you can view your courses for each term. To request your Canvas shell(s), locate the icon circled in the image below.



Once in the course request system, you can make any necessary changes. These changes include: selecting a course to copy, changing the course sync date (when students are added to the Canvas shell), adding TAs or other professors, and adding sections.

Class	Class #	Title	Component	Days and Time	Room
ENG 101	86355	First-Year Composition	Lecture	Tue Thu	DTPHX UCENT 253

Course Details

Name: ENG 101: First-Year Composition (2023 Fall C)

Student Enrollment Sync Date: 8/14/2023

Course Copy: None - Start from scratch

Special Instructions: None

Instructor/TA Information

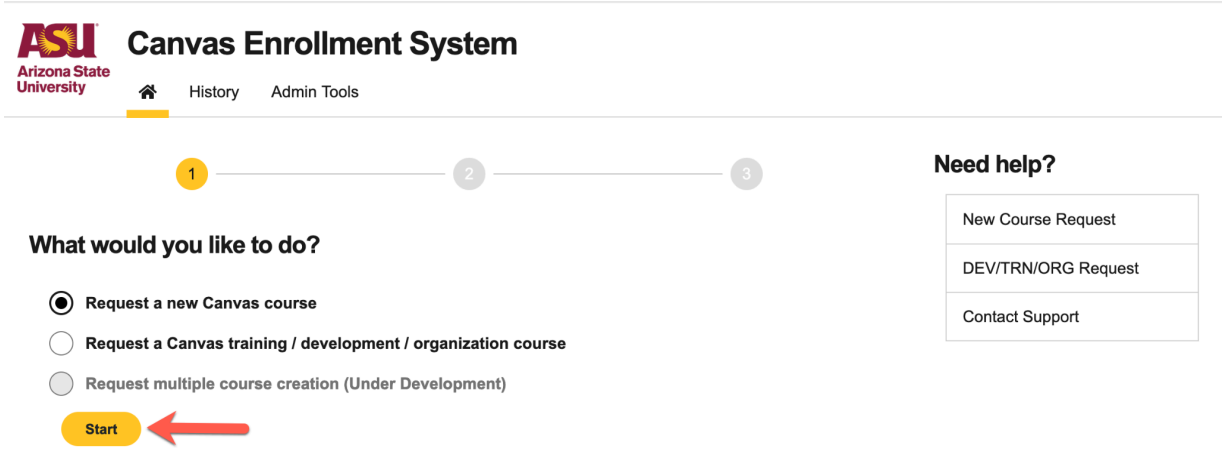
Instructor

Add TA/Instructors Add Section

Go back Continue

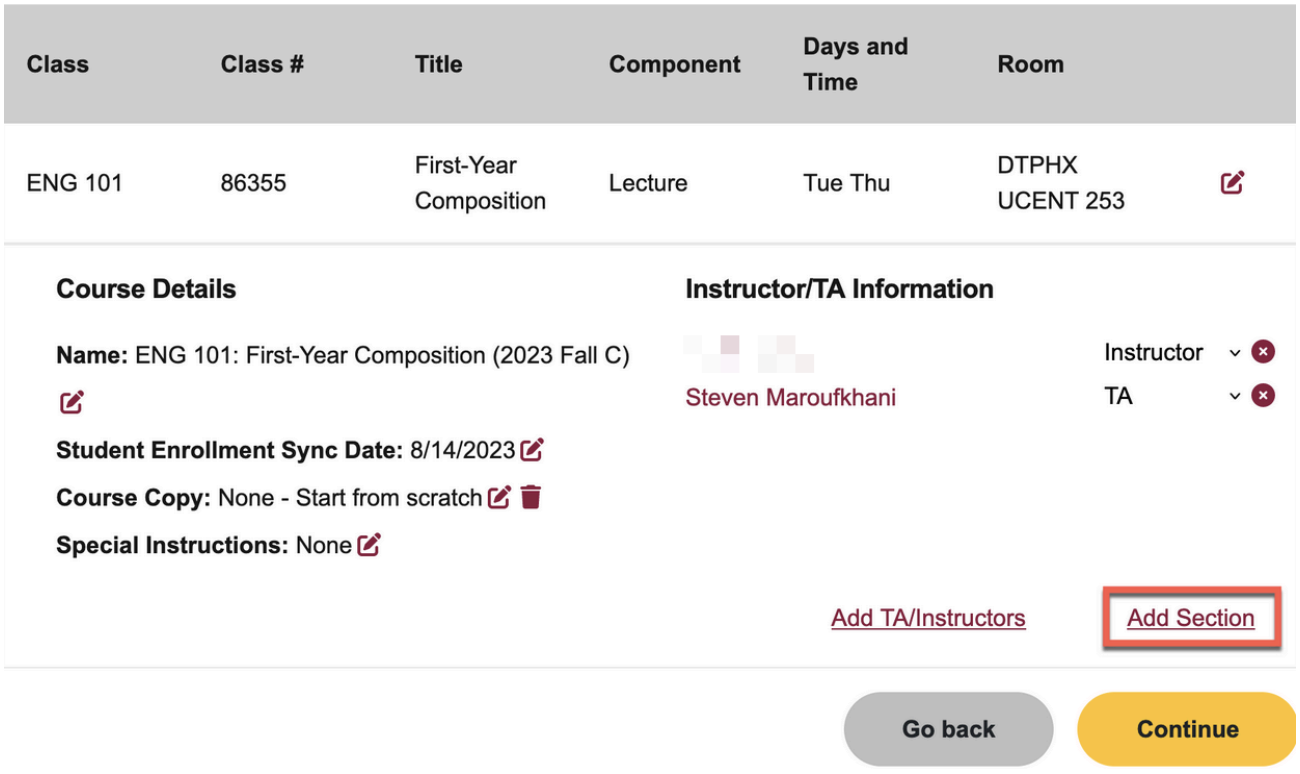
You can also request courses directly from the website: www.ces.apps.asu.edu

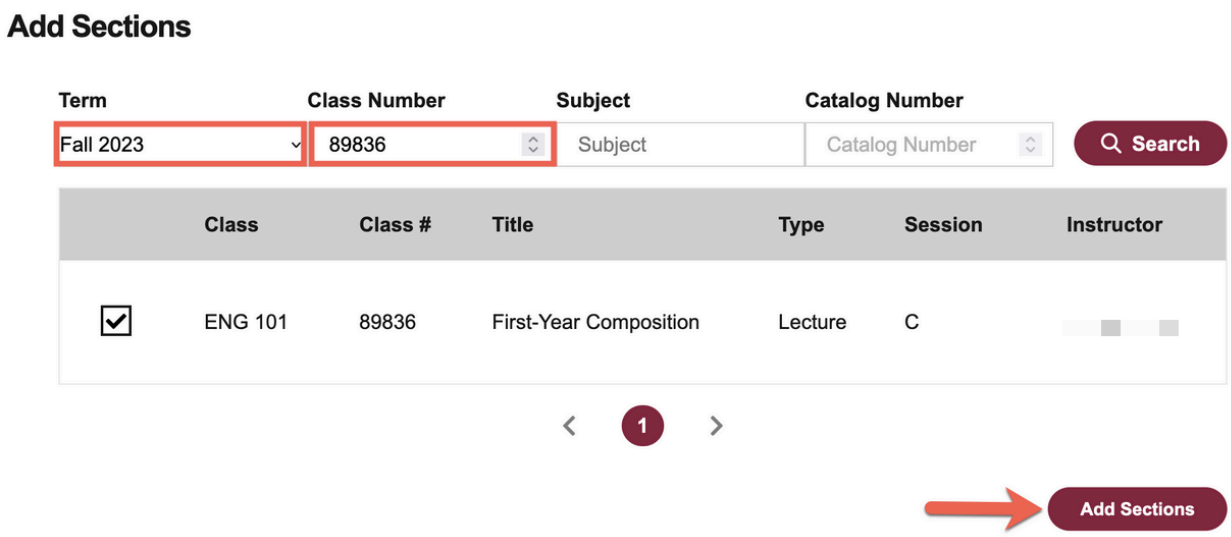
From the CES website, you can request live Canvas courses or developmental shells (DEV) that can be used to preserve courses and build new courses outside of a live student facing class.



Adding Additional Sections

If you teach multiple sections of a course, it is the best practice to combine them into one Canvas shell. Combining sections keeps all course material and student assignments in one spot. To combine sections, follow the steps while completing your course request:





Once all of the required sections are added, you can complete the rest of the course request.

Adding a Course Template

As new faculty, your Canvas page will come completely empty and this can be quite scary and daunting to start with. SHPRS has available templates that can be added to your course to give you a starting point to build your course modules and materials. There is a template for each course modality (online, immersion, hybrid). If you wish to use the template, contact our instructional designer to have it added to your course.

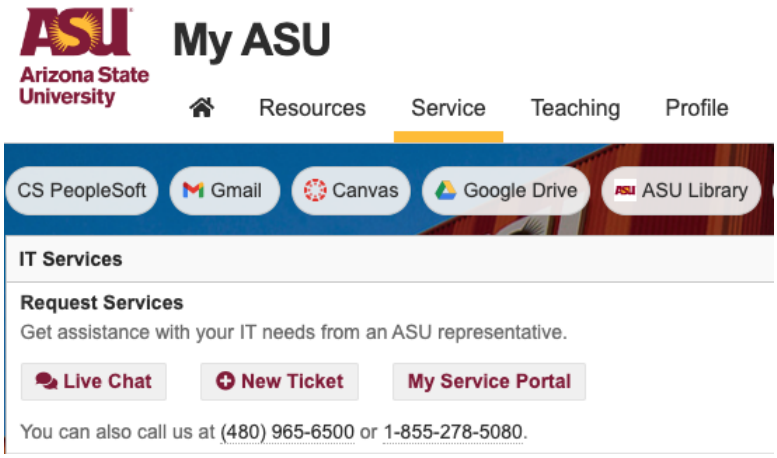
Support

SHPRS has an embedded instructional designer available to help you with Canvas course issues, course redesigns and course edits. In addition, the instructional designer can help you find creative new ways to improve student engagement and experience in courses. Feel free to contact them via email or schedule time during office hours for one on one help. The instructional designer is a faculty facing role. While they can help address issues brought up by students, please direct students elsewhere for support if they are experiencing technical issues with their courses or devices.

After business hours and holidays, ASU has 24/7 technical support available to all faculty and students through the Experience Center. **The phone number for the ASU Experience Center is 855-278-5080.**

The Experience Center has support agents trained on Canvas and other ASU licensed tools. Students should always be directed to contact the Experience Center for assistance and they should be able to provide you with a ticket number if you need to

follow up. As faculty, you can find the contact information on MyASU under the service tab:



Students and faculty can also access support within Canvas by clicking on the Help icon in the global navigation. From the help option, you can start a live chat with the Experience Center or access Canvas guides for support materials and knowledge articles.

Media

Whether you teach online or in-person, you will at some point need to record content videos for your courses at ASU. Storage space in Canvas is limited to 2GB so you will want to store your videos outside of your course. ASU has two options: MediaPlus (any faculty at ASU can use this tool) and Wistia (exclusive to ASU Online courses).

MediaPlus

MediaPlus is ASU's cloud video storage option. MediaPlus is available for all faculty and staff to use. If you are planning to record lectures, this is your best option to store and embed media into your Canvas courses. MediaPlus is integrated with Canvas which makes it easy to add your media directly to your Canvas course from MediaPlus. For more information and guides on using MediaPlus, visit the MediaPlus Resource Page.

Wistia

Wistia is an external storage tool licensed for use in ASU Online courses. Wistia is not integrated with Canvas like MediaPlus so you have to copy and paste HTML code from Wistia to Canvas to embed lecture videos. Your instructional designer is happy to help with this if needed! If you would like to use Wistia for your ASUO course, please contact

your instructional designer to set up an account. For further information, visit the Wistia Help Center.

SHPRS OneButton Recording Studio

SHPRS has an in-house recording studio available for all faculty to use. The studio can be used to record lecture videos or any other videos you need for your courses. It is considered a “self-serve” studio since there is no need for support to help you record or save your videos. Our instructional designer can walk you through how to use the studio your first time in and they are also available for technical support if needed. See the links below for more information about our recording space and how to schedule time.

- Schedule Studio Time
- OneButton Studio Quick Start Guide
- OneButton Studio Presentation Options
- Formatting a USB drive for the Studio

Zoom

Zoom is a collaborative video conferencing tool and is available university-wide. Zoom provides one consistent enterprise experience for digital immersion courses, online meetings, webinars, and the next generation of voice and phone systems.

Using Zoom to record lectures

If you want to record video lectures for your courses, Zoom offers a way for you to easily do this. There are locations on campus that are available for you to record lectures as well but in a pinch, Zoom will work! While in Zoom, select Record and Record on this Computer. This will save a local file on your computer that you can then upload and post for your students using MediaPlus.

Slack

Slack acts as a collaboration hub, enabling real-time communications and connections for real-time messaging, content sharing, and learning. Slack is available for all students, staff and faculty at ASU. You can download Slack to your devices through links found here.

Slack can be helpful, especially in online courses where students do not have access to meet and discuss course materials. Slack can aid in collaboration and give students a sense of belonging even from a distance. If you choose to use Slack as a tool in your

course, be sure to remind students to follow netiquette and act as if it is a learning space or classroom.

Adding Slack to Canvas Course

Slack workspaces can easily be added to Canvas courses after they are requested. By enabling the Slack tool in Canvas, you create a workspace for all enrolled students. This space will allow students to communicate with each other, give them grade notifications, and remind them of any upcoming assignments. If you have already created your Canvas course, follow the steps outlined in this ASU knowledge article to add a course Slack workspace.

SHPRS Specific Resources

Below are links to SHPRS specific resources:

- Faculty and Staff Resources
- SHPRS Course Accessibility Checklist
- SHPRS Faculty Online Course Checklist
- 7.5 Week Course Development Worksheet
- 15 Week Course Development Worksheet

Quick Links

Please view and bookmark this Quick Links Document for future reference. If any links are out of date, please contact our instructional designer to update them.