

## Washtenaw Community College Comprehensive Report

### UAT 170A Introduction to Teaching Online Using Canvas LMS (UA 3001)

Effective Term: Spring/Summer 2025

#### Course Cover

**College:** Advanced Technologies and Public Service Careers

**Division:** Advanced Technologies and Public Service Careers

**Department:** United Association Department (UAT Only)

**Discipline:** United Association Training

**Course Number:** 170A

**Org Number:** 28200

**Full Course Title:** Introduction to Teaching Online Using Canvas LMS (UA 3001)

**Transcript Title:** Intro to Teaching Canvas 3001

**Is Consultation with other department(s) required:** No

**Publish in the Following:**

**Reason for Submission:** New Course

**Change Information:**

**Rationale:** WCC has moved to Canvas. The Intro to Online Teaching course needed to be updated to reference Canvas LMS outcomes instead of Blackboard LMS.

**Proposed Start Semester:** Spring/Summer 2025

**Course Description:** In this course, students will discuss and demonstrate the use of the essential tools and features of the Canvas Learning Management System (LMS). By using tutorials, practical insights, and hands-on activities, students will create, organize and manage their course content using Canvas. Students will demonstrate uploading content, resources, and multimedia sources as well as prepare a gradebook, using rubrics, checklists, and answer keys, for feedback and assessment. Limited to United Association program participants.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 1.5

**The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min**

**Lecture Hours:** Instructor: 22.5 Student: 22.5

**The following Lab fields are not divisible by 15: Student Min, Instructor Min**

**Lab:** Instructor: 1.5 Student: 1.5

**Clinical:** Instructor: 0 Student: 0

**Total Contact Hours:** Instructor: 24 Student: 24

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

**Audit**

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

#### Requisites

**General Education****Degree Attributes**

Below College Level Pre-Reqs

**Request Course Transfer****Proposed For:****Student Learning Outcomes**

1. Identify Canvas LMS features for effective course management.

**Assessment 1**

Assessment Tool: Outcome-related quiz

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

2. Manage, create, and organize course content using appropriate Canvas features.

**Assessment 1**

Assessment Tool: Outcome-related demonstration

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

3. Demonstrate Canvas features to provide students with clear, constructive and timely communication and feedback.

**Assessment 1**

Assessment Tool: Outcome-related demonstration

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

4. Utilize Canvas features to design and manage course assessments strategically.

**Assessment 1**

Assessment Tool: Outcome-related demonstration

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Observational checklist

Standard of success to be used for this assessment: 80% of the students will score 80% or higher.

Who will score and analyze the data: U.A. Instructors

Course Objectives

1. Using United Association Online Learning Resources (UAOLR), locate, upload, and edit resources and test questions to create assignments and activities for class.
2. Discuss how to access course materials and tools within Canvas, including the Dashboard, Course Navigation Menu, and Global Navigation Menu, to efficiently access course materials and tools.
3. Discuss the customization of personal settings, notification preferences, and profile information within Canvas to optimize communication and usability for both instructors and students.
4. Discuss strategies that provide clear instructions on course navigation, setting expectations for notifications.
5. Discuss templates for the logical organization of course content, modules, and managing files.
6. Discuss and demonstrate the use of the “View as Student” feature to check the course material set-up.
7. Review and practice developing course pages using multimedia resources.
8. Discuss and utilize Canvas communication tools, such as Announcements, Discussions, and Inbox, to share updates and promote collaboration.
9. Discuss and create Rubrics and SpeedGrader to deliver timely, clear and constructive feedback.
10. Discuss the set-up, operation, and resources available in the Canvas Gradebook.
11. Create assignments and quizzes with clear instructions, using rubrics and banks for streamlined grading and assessment.
12. Evaluate the strengths of Classic and New Quizzes and implement the most suitable format within the course.
13. Import and share external quiz content using appropriate tools within the UAOLR and Canvas.

New Resources for Course

Course Textbooks/Resources

Textbooks

John, Ryan. *Canvas LMS Course Design: Create and deliver interactive online courses on the Canvas learning management system*, Second ed. Packt Publishing, 2024, ISBN: 9781800563827.

Manuals

Periodicals

Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Tony Esposito	Faculty Preparer	Jun 18, 2025
Department Chair/Area Director:		
Marilyn Donham	Recommend Approval	Jun 18, 2025
Dean:		
Kyrsten Rue	Recommend Approval	Jun 18, 2025
Curriculum Committee Chair:		
Randy Van Wagnen	Recommend Approval	Jun 18, 2025
Assessment Committee Chair:		
Jessica Hale	Recommend Approval	Jun 18, 2025
Vice President for Instruction:		
Brandon Tucker	Approve	Jun 18, 2025