DE Toolbox
Faculty Edition

| DE Webpage– Home |

Contact Distance Education:
661-763-9917
DEsupport@taftcollege.edu
Canvas Support: 1-866-551-4903

Navigation

To navigate back to the Toolbox Home page, locate this navigation icon on each resource.

Back to Fac. Toolbox

Links for Lost Students– Click on the hyperlinked resource and send the URL to students. Navigation on these pages go back to the STUDENT toolbox.

» Welcome to Online Courses Tool
» How to Add a class with an Add Code
» Free Microsoft Downloads
» How to Connect to TC Student WiFi
» My Math Lab Help
» Fix Pop up blocker – Before linking MyMathLab
» Linking MyMathLab (video)
» How to create a RULE in Email account– email sent to junk/clutter
  MORE:
  - Helpful DE Tips
  - Login to TC Student Email
  - Using Office 365
  - How to Access TC Library Databases

Before Going LIVE (Suggested) To-Do List (Before semester begins)

- [ ] Create New SB (Development) Shell
- [ ] Create Course Videos
- [ ] Send Welcome Email to Students **1 Week Prior** to Start of Class
- [ ] Sample Welcome Message
- [ ] Validate Course Links
- [ ] Run Canvas Accessibility Checker
- [ ] Simplify Navigation Tabs
- [ ] Provide Course Orientation
- [ ] Set Announcements on Home Page
- [ ] List Contact Info for Students
- [ ] Check Formatting– Assignments, Discussions, Home Page, and more
- [ ] Tips When Using TurnItIn in Canvas
- [ ] Copying SB Content Into Live Shell

Week 0 Module: Import support resources for all Online Students

Week 1: Important Tips for Your Shell

–Canvas Apps (LTI Tools)

ConexEd- Cranium Cafe
◊ Cranium Café/ Classrooms

Conferences
◊ Conferences Getting Started
◊ Conferences in Canvas Big Blue Button

FlipGrid
◊ Setting up your FlipGrid/Canvas Integration
◊ Setting up a FlipGrid Assignment

Respondus — DE is still building resources
◊ Getting Started -Respondus in Canvas + Video
◊ Getting Started—Respondus in Canvas—MyMathLab
◊ Reviewing Exam results
◊ Trouble-Shooting /Tips and Tricks
  Student Resources
◊ Installing Respondus—Windows & Mac
◊ Installing Respondus–ChromeBooks
◊ Installing Respondus –iPad
◊ Respondus in Canvas–MyMathlab
◊ Taking Respondus Exam/Test

Zoom (Website & in Canvas)
◊ Outside Resource ConferZoom Guide
◊ Setting up Free ConferZoom Pro Acct.
◊ Navigating Zoom Meeting Features
◊ Interactive Zoom Tool

From within Web:
◊ Setup Meeting Rooms
◊ Where Do I Find My Share code
◊ Remove Share Screen from Attendees
◊ Tips and Tricks
◊ Record to the Cloud w/ Transcripts

From within Canvas:
◊ Using Zoom in Canvas
◊ Preparing for a Zoom Meeting
◊ ConferZoom for Canvas

Student Resources
◊ Changing your Display Name in Zoom

Sensus Access
Faculty Resources
◊ Sensus Access in Canvas

Student Resources
◊ Sensus Access on the Web
◊ Sensus Access in Canvas
◊ Sensus Access on the Web

TurnItIn
◊ Turnitin-Manual
◊ Turnitin Settings

VoiceThread
◊ How to set up an Assignment
◊ Add a Assignment Rubric

Student Resources
◊ Getting Started with VoiceThread
◊ Re-using your VoiceThread/s

Canvas Resources

Getting Started
- Logging into Canvas Student Handout
- How to Find Canvas Support
- Understanding Canvas Icons
- Canvas Terminology
- Canvas Login Page
- Canvas Virtual Orientation
- Finding Add Codes
- Canvas Video Tutorials—Webpage
- Setting Notification Preferences
- Faculty Canvas Resources
- Extending Assignment and Quiz Dates

Uploading Images or Videos
- How to Upload a Picture in Canvas
- Embed a Pic in a Discussion Response
- Embedding Videos in a Discussion
- Upload Video to YouTube for Embed Code
- Converting Videos to MP4 Using YouTube

Modules
- Setting Module Requirements
- Example Prerequisite Module Set-up

Assignments
- How to Link an Assignment in Canvas
- View Assignment Comments and Notifications
- Using TurnItIn with an Assignment
- Message All Who Have NOT Submitted
- Bulk Assignment Date Change
- Weighted Grades
- Creating a Placeholder Assignment

Quizzes
- Moderate Quiz– Extend test time/add attempt
- Extend Assignment/Quiz Dates
- Pull Quiz Questions from Multiple Banks
- New Quizzes Video

Gradebook/Speed Grader
- Current Gradebook vs. New Gradebook

People
- Groups – STUDENT How to Find/Use
- How to Manually add People to a Canvas Shell

Course Settings
- Copy Individual Items to and from Canvas Shells
- Manually Adding People to a Canvas Course
- Simplify Navigation Tabs
- Announcements on Home Page
- Canvas Pronouns
- Global Announcements Recall past GA

Making Course Videos or Using Library Videos
- How to Create Course Videos
- Using Films on Demand

Advanced
- HTML for Beginners
- Adding Tabs with HTML: How-To

HELP
- Warning: Grading Scheme
- Resetting your Browser- Clear Cookies This removes any saved passwords or active pages.
- Pop– Up Blocker If you click a link in your course but nothing happens, your pop up blocker may be interfering. Try turning it off and relaunching the page.
- Here's how to fix - emails going to wrong folder.

DE-Training Resources
◊ Camtasia Video Recorder Editor
◊ ScreencastOMatic Video Rec+ Editor
◊ Canvas Studio Media Tool Resource

Distance Education Emergency Resources Page

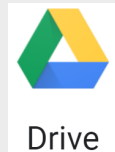### 3CMEDIA
- How to Create an account
- Requesting Captions in 3CMedia
- Download Zoom Caption file & upload to 3CMedia
- How to record, link, & Upload a Video to 3CMedia
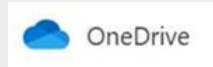
One Drive (Office 365)
- Uploading to One Drive
- Uploading One Drive Docs to Canvas Assignments

Google Drive
- Convert Google File to Word .doc or .pdf
- Upload .docx or .pdf to Canvas Assignment

PDF
- How tp Edit a PDF file
- How to save a file as a PDF
- How to Export-Convert a PDF file to Word Doc

Alternative Cloud Space
- Cloud Space Option & Resources