

Dear Faculty,

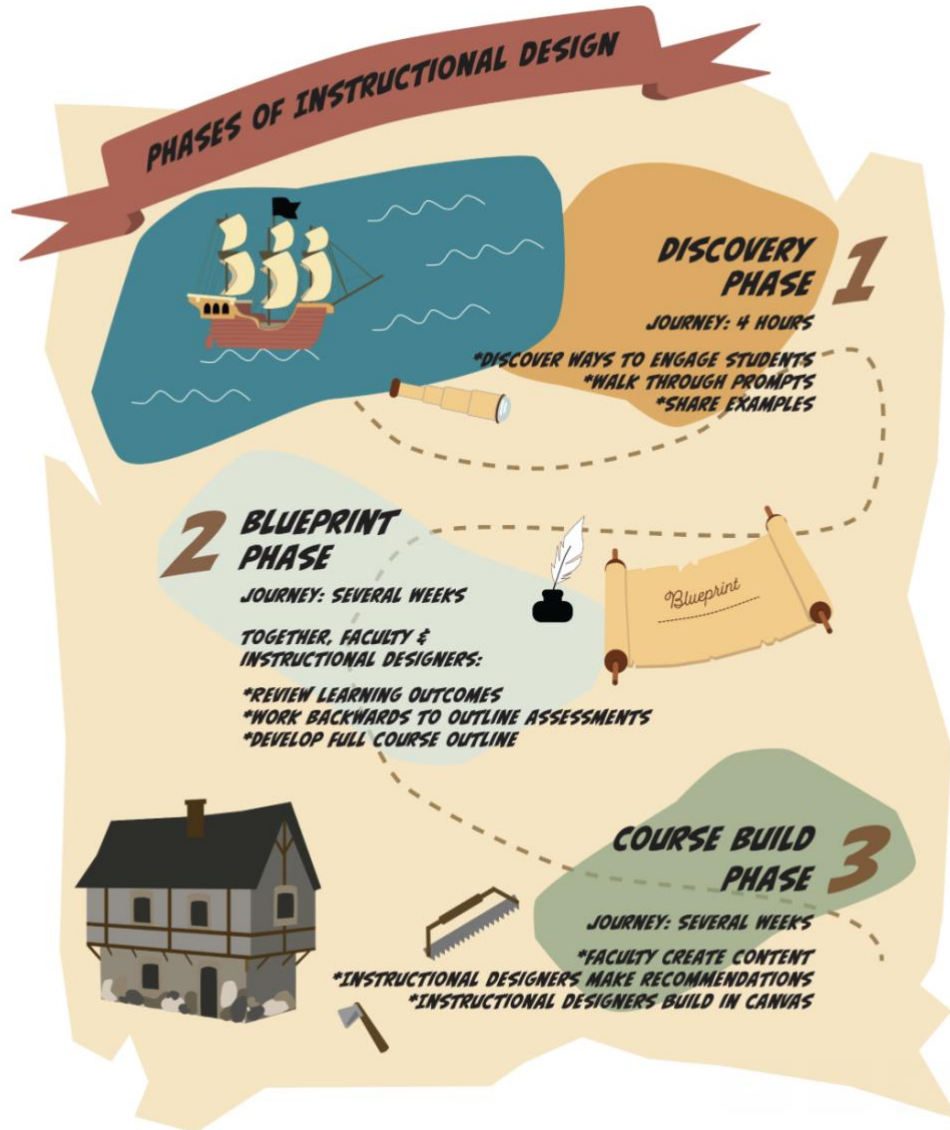
Welcome from the Office of Educational Technology and Innovation (Ed Tech Office)! As CCS's instructional designers, we wanted to introduce ourselves to you and support you as you begin your CCS journey.

The primary focus of the Ed Tech office is the development of online courses and online course content in partnership with Subject Matter Experts (SMEs), but we also support faculty as they use Canvas and integrate new technologies into their courses. As a part of our support plan, you will be provided with an onboarding checklist and bite-sized tutorial videos that will walk you through creating the key components of your Canvas course through step-by-step instructions. Once you have completed your initial onboarding checklist, we invite you to take our Faculty Orientation and Training Course that all faculty are auto-enrolled into, which is available on your Canvas dashboard. This comprehensive course includes introductions to all of the resources available to you as a CCS instructor, including best practices and advanced Canvas features. This course is a professional development opportunity and allows you to earn a badge to add to your professional profile upon completion.

Additional resources can also be found on the [Ed Tech campus office website](#), where you can submit a ticket for help and view the available resources. Please also watch your CCS email for invitations to webinars hosted by the EdTech office to bring your instructional skills to the next level by leveraging the technology we have access to.

New faculty must complete the checklist on Page 3 of this packet. Send your completed checklist along with the Chair checklist to your respective Department Chair to have your verified. All Canvas courses must meet the [Canvas Minimum Usage Requirements](#).

For more information about our three-phase instructional design course development process, see the infographic below:



Thank you for your investment in our students at CCS, and we look forward to working with you.

Sincerely,

Brandi & Gretchen  
EdTech + Innovation

# Faculty Getting Started Checklist

Complete the following checklist to start creating your Canvas Courses. The following checklist includes a list of views to watch and actions to take in Canvas. These videos are required and are viewable via the [New Faculty Welcome Videos Ed Tech YouTube Channel playlist \(https://www.youtube.com/playlist?list=PLT6xobUlp778hjWgowA\\_J8yI084Qw9GKm\)](https://www.youtube.com/playlist?list=PLT6xobUlp778hjWgowA_J8yI084Qw9GKm)

When you have completed the item on the checklist, initial the task in the blank space provided.

1. \_\_\_\_\_ View Video 1: Welcome to CCS | Some Tools and Rules
  
2. \_\_\_\_\_ View Video 2: Canvas Grade Book Best Practices: Building Your Grade Book Using Assignment Groups
  
3. \_\_\_\_\_ View Video 3: Creating an Assignment Within an Assignment Group
  
4. \_\_\_\_\_ View Video 4: Creating Weekly Course Modules with Assignments
  
5. \_\_\_\_\_ View Video 5: Creating Strong Rubrics
  
6. \_\_\_\_\_ View Video 6: Building Rubrics in Canvas
  
7. \_\_\_\_\_ Create your assignment groups via the “Assignments” tab in your Canvas course with weighted categories
  
8. \_\_\_\_\_ Create all of your assignments for the semester in your Canvas course, publish them, have a due date and points
  
9. \_\_\_\_\_ Add rubrics to your assignments in Canvas

# Chair Checklist

Department Chairs, complete the following checklist to review faculty Canvas courses. This checklist is meant to help faculty meet the Canvas Minimum Usage Requirements for all teaching modalities.

1. \_\_\_\_\_ Assignment groups are created in the “Assignments” tabs and weighting adds up to 100%
2. \_\_\_\_\_ Assignments for the semester are all published in Canvas with an assignment title, due date, and points
3. \_\_\_\_\_ Assignments are built in Canvas and not downloadable documents
4. \_\_\_\_\_ Simple Syllabus is complete with a schedule and no tables within the document present