Canvas Online Instructor Training
February 17, 2020 – April 27, 2020

Week	Module/Topic Covered	REQUIRED Assignments/Tasks Due
Week 1: 2/17/2020– 2/23/2020	Module 1: Getting Started Module 2: Introduction to Canvas	1. Discussion: Introductions 2. Module 1 Quiz 3. Module 2 Quiz
Week 2: 2/24/2020– 3/1/2020	Module 3: Making Canvas Work for YOU!	1. Discussion: Accessibility
Week 3: 3/2/2020– 3/8/2020	Module 3: Making Canvas Work for YOU!	1. Course Design Plan 2. Module 3 Quiz
Week 4: 3/9/2020– 3/15/2020	Module 4: Initial Course Setup	1. Upload a Syllabus to your Course Shell 2. Module 4 Quiz
Week 5: 3/16/2020– 3/22/2020	Module 5: Gradebook Setup	1. Apply Gradebook Settings 2. Create Gradebook Items 3. Module 5 Quiz
Schedule and Complete 1st Meeting with course facilitator		
Week 6: 3/23/2020– 3/29/2020	Module 6: Assignment Settings	1. Add Content in Rich Content Editor for Assignment, Add a Link, Add a Video 2. Create a Discussion 3. Create a Quiz 4. Module 6 Quiz
Week 7: 3/30/2020– 4/5/2020	Module 7: Organizing Your Course	1. Create Modules (see instructions) 2. Create Pages and Add them to Modules (see instructions) 3. Create a Front Page 4. Module 7 Quiz
Week 8: 4/6/2020– 4/12/2020	Module 8: Before the Semester Starts Module 9: During the Semester	1. Create an Announcement 2. Send an Email via Inbox 3. Module 8 Quiz 4. Module 9 Quiz
Week 9: 4/13/2020– 4/19/2020	Module 10: Feedback & Grading in Canvas	1. Module 10 Quiz
Week 10: 4/20/2020– 4/27/2020	Course Wrap-Up	
Schedule and Complete 2nd and final Meeting with course facilitator		