First Steps in Taking Your Class Online

# Getting started

The purpose of this resource is to provide faculty with a quick guide to online courses. Luckily, you don’t have to go it alone! As you navigate through the different links, jot down your questions, then reach out to our instructional design team through our contacts below so we can help you prepare for teaching online.

# Canvas: Your online classroom

Canvas is the learning management tool that allows faculty to share resources, communicate with students, receive assignment submissions, and provide feedback to student work. Canvas can be accessed using your ctcLink credentials from the [homepage of CCSnet](https://ccsnet.ccs.spokane.edu/) or directly through the [Canvas login page.](https://ccs.instructure.com/)

For those new to online, [Foundations of Canvas](https://ccs.instructure.com/courses/1502524) is CCS eLearning’s comprehensive Canvas training course and will provide you all the tools you need to teach using Canvas. While new users will get the most out of the course moving from start to finish, for those that are looking for a refresher or need to expedite their training, eLearning recommends at minimum to focus on the following:

* [Adding content](https://ccs.instructure.com/courses/1502524/modules/items/41068321)
* [Creating assignments](https://ccs.instructure.com/courses/1502524/pages/adding-and-editing-assignment-details?module_item_id=22998587)
* [Learning the communication tools](https://ccs.instructure.com/courses/1502524/pages/announcements?module_item_id=22998535)
* [Assessing student submissions](https://ccs.instructure.com/courses/1502524/pages/using-speedgrader)

## Canvas video tutorial

For quick walkthrough, review our recorded [quick start guide to teaching through Canvas](https://www.youtube.com/watch?v=QDfiW6bMu-U). This recording will cover everything from set up to remote lectures through Zoom.

# Zoom access

Zoom is a video conferencing platform where faculty can meet with students for anything from synchronous class sessions to 1-on-1 office hours. All faculty and staff will receive a licensed Zoom account automatically. Students will have access to a basic account with limited function. To access Zoom:

1. Navigate to the [CCS Zoom homepage](https://ccs-spokane.zoom.us/).
2. On the login page, click the sign-in button. Below this button are some basic instructions on how to log in. You will use your full email address as your login ID and your network password as your Zoom password.
3. You will be passed through several pages until you get to an Office365 login page. Once you enter your information you will be logged into Zoom.
4. The next step is to learn how to [schedule a Zoom meeting](https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings).
5. Next, practice [how to join a Zoom meeting](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting) to get a feel for the platform.

While practicing if you run into any issues, double check the [Zoom system requirements](https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux) and update your workstation if necessary for the best online classroom experience.

## Zoom training

For further trainings, explore the following:

* [Zoom Video Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials)
* [Sharing your Zoom Meeting Link](https://youtu.be/1mH4-pcBiBw)

# Panopto: Video recording and screen casts

One of the great benefits to online courses is that it provides flexibility to instructors on how they want to deliver course materials. One way is to provide recordings for students to watch outside of class or even in lieu of meeting synchronously. To do that, we utilize Panopto which works within Canvas to allow faculty to record lectures and easily share them with students.

* [Panopto Training](https://ccs.instructure.com/courses/1181412/pages/panopto-lecture-capture-module-overview?module_item_id=21122720)

# Teaching online

The [eLearning Faculty Development Course](https://ccs.instructure.com/courses/1181412) provides faculty with training in online course design and delivery. New topics are added often, so make sure to enroll in the course! eLearning recommends starting with the following training modules:

* [Instructor Presence](https://ccs.instructure.com/courses/1181412/pages/faculty-presence-in-online-classes-module-overview)
* [Authentic Assessment](https://ccs.instructure.com/courses/1181412/pages/authentic-assessments-module-overview?module_item_id=51435759)

# Instructional design support

Please reach out to the following eLearning Instructional Designers for help in transitioning to teach online. You’re not alone. We are here to help!

## Contact Ben Whitmore

ben.whitmore@ccs.spokane.edu

## Contact Caleb Hutchins

caleb.hutchins@ccs.spokane.edu

## Contact Nick Taylor

nick.taylor@ccs.spokane.edu

# Canvas Questions

Please reach out to Jerry Troupe for questions related to the use of Canvas.

jerry.troupe@ccs.spokane.edu