

# CoCo Schedule

W#	Date	Working Topic	Example	Time
W0	Tuesday, 8/16/2022 Community of Collaboration (CoCo) Presentation	Making <b>ONE equitable change to your syllabus</b> <ul style="list-style-type: none"> <li>- What equitable changes have been successful?</li> <li>- What has not worked?</li> <li>- What are you curious about trying?</li> <li>- What are your concerns?</li> <li>- Share syllabi</li> </ul>	Policy, assessment, deadlines	11:00am - 12:30pm
W0	Friday, 8/19/2022 Flex Day Presentation	<a href="#">Achieving Student Equity through Clear Assignments</a>	N/A	11:45- 12:45
W2	Friday, 9/2/2022 CoCo Presentation	Dianne Rowley and Tiffany Kuo - The Equity Minded Curriculum Convening: EMCC program was developed in response to the Spring 2020 ASCCC and the College's clarion call to action for equity and social justice. With support from the Educational Design Committee (EDC)	N/A	11:00am - 12:30pm
W3	Friday, 9/9/2022	No session	N/A	11:00am - 12:30pm
W4	Friday, 9/16/2022	No session	N/A	11:00am - 12:30pm
W5	Friday, 9/23/2022 CoCo Presentation	Marcell Gilmore - Equity and Untethering	N/A	11:00am - 12:30pm
W6	Friday, 9/30/2022	No session	N/A	11:00am - 12:30pm
W7	Friday, 10/7/2022 CoCo Presentation	Jason McFaul - Course Design: An Inviting, Informative, and Intuitive Approach to	N/A	11:00am - 12:30pm

# Course Design: An Inviting, Informative, and Intuitive Approach to Designing Canvas Content



Friday, October 7, 2022 @ 11:00 a.m.



# Land Acknowledgment



Mt. SAC is located on Gabrileno Band–Kizh Tongva Nation lands/territories. They are the traditional caretakers of the Los Angeles Basin, South Channel Islands, what we now call home and where Mt. SAC is geographically situated.

# Fall 2022 Session #4 Agenda



01

## Introduction

Happy Friday!

02

## Equity

The ongoing importance of equity in our classrooms

03


## Canvas Course Design

How can we use technology in Canvas to design courses that will interest our students?

04

## Looking Forward

Team CoCo's revised mission and goals moving forward

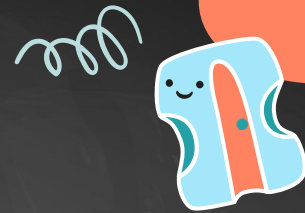




# 01 Introduction

Thank you again for being a part of our ongoing, evolving journey to explore and achieve equity in our classrooms

## Team CoCo's Mission



We are here to collaborate and exchange our teaching successes and failures to reach an equitable teaching and learning experience for us and for our students.



Our interdisciplinary participation and engagement matters so we can move beyond defining equity and *implementing* it our classrooms.



# Community of Collaboration (Team CoCo)



**A**

CoCo exists to define and discuss equity through interdisciplinary collaboration to provide improved teaching and learning experiences for our students. Subsequently, we move beyond defining equity to implementing equity in our classrooms.

**B**

CoCo meets twice a month and operates as a space for knowledge as well as a work space; we leave our group time to discuss, reimagine, revise, and complete projects in real time.

**C**

CoCo's goal for this semester is to grow our interdisciplinary cohort, therefore expanding our collaboration, to employ specific equity directed tasks in our classrooms, and to gather reflections on equity experiences from our team.



## 02 Equity

The ongoing importance of  
equity in our classroom





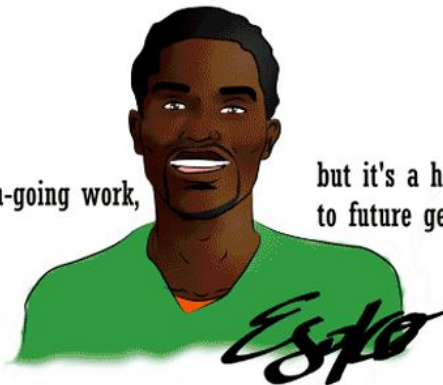
# Rigor, Relevancy, and Relationships

- o How do we create an environment where our students can perform?
- o How can we address what students bring to our class?
- o How do we build relationships with our students?

"Everyone needs to help maintain this home we call equity, because it only works when everyone does their share. Don't make me name names."



"Equity requires on-going work, but it's a home we will pass on to future generations."



## EQUALITY VERSUS EQUITY



In the first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.



In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.



In the third image, all three can see the game without any supports or accommodations because the cause of the inequity was addressed. The systemic barrier has been removed.

Is Canvas an easy  
to navigate system?



03



Inviting!  
Informative!  
Intuitive!

Jason McFaul  
English and Creative Writing Department  
Email: [jdmcfaul@mtsac.edu](mailto:jdmcfaul@mtsac.edu)



04

## Looking Forward

Team CoCo's revised mission and  
goals moving forward





## CoCO Cycle

We need to track our growth as we go through the CoCo learning cycle:

- Collaborate & Learn
- Apply
- Reflect

Email your reflection & timesheet to [teamcoco@mtsac.edu](mailto:teamcoco@mtsac.edu)

# Future Sessions

FALL / '22-' 23



~~Week 0 | Tuesday, August 16~~

~~Week 3 | Friday, September 9~~

~~Week 5 | Friday, September 23~~

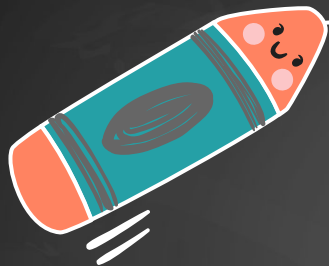
~~Week 7 | Friday, October 7~~

Week 9 | Friday, October 21

Week 13 | Friday, November 18

Week 15 | Friday, December 2 (?)

We may have two cohorts...maybe.



### Team CoCo Cohort

We will collaborate to  
implement equity.



### Team CoCo SPOT Cohort

This cohort will focus on  
finishing their SPOT  
certification with assistance.



# Upcoming Events



- October 21st: **Dr. Mica Stewart**
- November 18th: **Open Office Hour**

# Cohort Facilitators



Michelle Nava



Alejandra Pulido



# Thanks!

Do you have any questions?

[teamcoco@mtsac.edu](mailto:teamcoco@mtsac.edu)

CREDITS: This presentation template was created by **Slidesgo**, including icon by **Flaticon**, and infographics & images from **Freepik**

Please keep this slide for attribution



# Making Real Connections!

You asked for it:

A list of the Team  
CoCo cohort and their  
contact info



# Timesheet

Team CoCo Stipend

DAY	MO. DATE	CRN	HOURS WORKED
Friday	9/10/21	<u>CoCo</u> -Session 2	1.5
Friday	9/24/21	<u>CoCo</u> Session 3	1.5

# Team CoCo



**Michelle Nava**

mnava41@mtsac.edu

**Elizabeth Casian**

ecasian@mtsac.edu

**Dianne Rowley**

drowley@mtsac.edu

**Alejandra Pulido**

apulido5@mtsac.edu

**Barbara Mezaki**

bmezaki@mtsac.edu



# Community of Practice for Team COCO

*Making Canvas Inviting & Effective*, by Jason McFaul

([jdmcfaul@mtsac.edu](mailto:jdmcfaul@mtsac.edu), 909-274-9751)

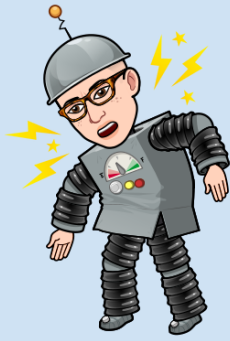


Feel free to take photos, screenshots, and notes regarding how to do these things so that you have instructions. I will also provide you with a PDF of the things I covered today.

This presentation is intended to be interactive. One of the goals is—by the end of this presentation—for you to have actual templates and pages in your Canvas sandbox so that you can copy them to your Canvas courses when they’ve been appropriately customized.

Also, there will likely be lots of questions that I’m unable to answer. For those questions, please reach out to the FCLT (Faculty Center for Learning Technology). Among their amazing staff, I regularly find Hugo Aguilera helpful. He’s at 909-274-5300 and [haguilera@mtsac.edu](mailto:haguilera@mtsac.edu).





I am not a software engineer or a web designer, so please don't expect me to use technical language during this presentation. Still, definitions are helpful:

## Definitions

- **Course Shell:** Located on your Canvas Dashboard, the course shells are the square-shaped images that contain your Canvas course(s).
- **Dashboard:** Once you log into Canvas via the Mt. SAC Portal ([www.mtsac.edu](http://www.mtsac.edu)), you should see your Canvas Dashboard. This is where your Course Shells can be found. (If you don't see the desired course, click on Courses—it's on the left.)
- **Sandbox:** A sandbox is typically an unpublished course that allows the instructor to experiment, create pages, assignments, and to essentially play around with Canvas. Think of it like a rough draft or a storage space for ideas. Access one of your sandboxes by clicking on Courses (on the left side, under Dashboard). Upon clicking on Courses, if you don't see your sandboxes, simply click on All Courses, and then scroll down).
- **Global Navigation Bar:** This is on the far left of your Canvas course. It provides access to your Profile and account information, Dashboard, Courses, Inbox, etc.
- **Course Menu:** This is on the left of your Canvas course. It consists of blue links that provide access to Modules, Discussions, Announcements, etc. (If you don't see your Course Menu, click on the three vertical lines in the upper-left of your Canvas course.
- **Canvas App:** Students will typically use the Canvas App from their phones. Make sure to emphasize that your course instructions are specific to the Canvas Course, accessed via a computer or a phone's web browser. The app offers a slightly different layout; further, if students claim that they can't see a rubric, for instance, it's likely because they're using the app.

Okay, let's start building!



**1. Log into Canvas.**

**2. Dashboard (with course shells visible)**

- Click on the three dots (upper left)
- Color Overlay (this is what students see. Tell your students in your course introduction or your first announcement to click on Color Overlay so that the image appears as intended).

**3. Let's begin with the course shell. Do you have a photo? Take a moment to put a photo there. Let's make it inviting.**

- Open a Canvas course (click on an existing course OR open one of your sandboxes)
- Click on Settings (lower left, in the Canvas menu)
- Click on Choose Image
- Click on Unsplash
- Enter a word into the search bar (*travel, hope, creativity, etc.*)
- Click on the image that you like
- If you realize that you don't like the image you selected, you'll see three vertical dots on the image. If you don't see the dots, just click on Settings again (lower left, in the Canvas menu). You can then select Choose Image or Remove Image. (Repeat the process above until you find the appropriate image for your course shell.)

**4. For your purposes, you may wish to add a nickname to each shell.**

- Click on the three dots on the desired course shell

- In the Nickname bar, enter the name that you want to see on your Course Shell. Only you will see this Nickname. Your students will see the default name of your course.
- Click on Apply

**5. Open a class. Go to Home Page. Click on Student View (upper right). Look at your page. THIS is what students see. How does it look? Is it inviting? Is it interesting? Is it intuitive?**



- Remove any links from the Course Menu that students will not need in your course
  - Click on Leave Student View (lower right)
  - Click on Settings (lower left)
  - Click on Navigation
  - Drag and drop items from the top list (what students see) to the bottom list (what they don't see)
  - Scroll to the bottom. Click on Save

**6. [Jason, provide a brief demonstration of your Home Page template.] Import/Download Home Page template:**

<https://lor.instructure.com/resources/c44e7931d8404b4b8b38891f28d98283?shared>

- Go to Canvas Home Page
- On right side, click on Import From Commons
- Paste the above link into the Address Bar.
- Click Import/Download
- Select the Sandbox that it'll go to. (If you don't have a sandbox, import it into a course. It'll likely sit unpublished in Pages.

- Click on Pages to see the Home Page template.

Do the same for these three pages:

Welcome to English 1C:

<https://lor.instructure.com/resources/6c9384707da24c888cdcb9fcc85aef11?shared>

More Resources:

<https://lor.instructure.com/resources/92247a384a474dca8698c68411cd295b?shared>

Preferred Names and Pronouns

<https://lor.instructure.com/resources/d03cb8875a894a5cbb4458fe4765b0bf?shared>



Now, let's customize the Home Page template:

- Click on Pages (in the course menu)
- Click on View All Pages
- Click on Home Page
- Change the photo.
  - Click on Edit
  - Click on the image
  - Click on the “images” icon in the tool bar (just above the image itself). There is a dropdown arrow. Click on it.
  - Click on Upload Image
  - Click on Unsplash
  - Enter a word into the search bar (*travel, hope, creativity*, etc.)

- Click on Save (bottom right)
- Link Welcome to English 1C to the Start Here button on the Home Page template
  - Click on Pages (in the course menu)
  - Click on View All Pages
  - Click on Home Page
  - Click on Edit
  - Click on Start Here
  - Click on Remove Link
  - Click on the “links” icon in the tool bar
  - Click on the dropdown arrow
  - Click on Course Link
  - On the right side, a side bar will appear. Click on Pages.
  - Click on Welcome to English 1C
  - Click on Save (at the bottom)
  - Do the same to link the More Resources page to the More Resources button on the Home Page template
  - To link your Syllabus and Modules, follow a similar process as above, but when the side bar appear on the right, click on Course Navigation and then Syllabus or Modules.

**7. Be deliberately redundant. Use algebraic equivalence. Provide students with a variety of ways to access the same information.**

- Home Page
- Announcements
- Modules
- Discussions
- To-Do (students see this by default on the right side)

**8. Link to your Profile:**

- Go to People (in the Canvas Course Menu/Navigation)
- Find your name.
- Click on it.
- Copy the link at the top.
- Link to it on the "Welcome to Online English 1C" page

**9. Add links to your course menu that support students. For instance, I added the Mt. SAC Writing Center.**

- Click on one of your courses, or do this in a sandbox
- Click on Settings
- Click on Apps
- Type in Redirect (in the search bar)
- Click on Redirect Tool (it looks like a curved arrow)
- Click on Add App
- When the box comes up, add the Writing Center's URL:  
<https://www.mtsac.edu/writingcenter/>
- Change the Name from Redirect Tool to Mt. SAC Writing Center
- Click on Show In Course Navigation
- Click on Save

~~PROBLEM~~  
**SOLVED**



**10. Show students how to add their preferred name.**

- Click on your image (profile)
- Click on Settings
- Click the Edit Settings button. Go to the Display Name and enter your preferred name.
- Click on Update Settings. Your Display Name now shows your preferred name in your User Settings.

**11. How to add Quiz time for those with accommodations**

- Click on Quizzes
- On right side, click on Moderate This Quiz
- Select student(s)
- Follow prompts

12. I use a lot of Bitmojis (<https://www.bitmoji.com/>) to liven up my courses. Photos, images, gifs, and Bitmojis will likely improve your Canvas aesthetic. Simply make sure to identify each one as a Decorative Image so that screen readers mark them as nonessential to the course curriculum.

- To mark an image as a Decorative Image, go to a page in your course that has a decorative image.
- Click on Edit
- Click on the image
- Click on Image Options
- Click on the box next to Decorative Image
- Click on Done





# CoCo Schedule

W#	Date	Designing Canvas Content	Time
W8	Friday, 10/14/2022	No session	11:00am - 12:30pm
W9	Friday, 10/21/2022 CoCo Presentation	Dr. Mica Stewart - ABCs of DEISA Part 1	11:00am - 12:30pm
W10	Friday, 10/28/2022	No session	11:00am - 12:30pm

W#	Date	Designing Canvas Content	Time
W10	Friday, 11/4/2022	No session	11:00am - 12:30pm
W12	Friday, 11/11/22 Veterans' Day	N/A	11:00am - 12:30pm
W13	Friday, 11/18/2022	Dr. Mica Stewart - ABCs of DEISA Part 2	11:00am - 12:30pm
W14	Friday, 11/25/2022 Thanksgiving	N/A	N/A

W#	Date	Designing Canvas Content	Time
W15	Friday, 12/2/2022 SPOT Cohort	Open Office Hour - (optional) End of semester convo and wrap up	11:00am - 12:30pm
W16	Finals Week		

## CoCo COP Possible Topics

- How to make Canvas equitable
- How to use the FCLT
- How to access/use the data for your class
- What does equity mean/do for teachers?

## CoCo SPOT Possible Topics

- Concerns: Can we provide models/templates?

To Do:

- Recap of last year
- Create exit ticket surveys for each session (for compensation)

Canvas

- Post the topic/recording
- Slides
- Notes
- Reflection:

August 18, 2022

Step 1: Combine people

Step 2: Present work

Step 3: Feedback, insight

Step 4: self-reflection, changes

Step 5: Student eval

- Syllabus
- Assignments
- Assessment
- Discussion
- Content
- Interdisciplinary collaboration

Survey:

- Who did you speak to in your breakout session?
- Who would like to speak to and run by your idea?
- Who have you spoken to outside of CoCo meetings to ask a question? Comment?
-