Teaching Tip • December 1, 2017

Fight the Fear: Confessions of a Procrastinator

Since you are listed as a leader for an organization that uses Blackboard (with activity in the organization over the last 12 months) we wanted to make sure you know that on January 5, 2018, Iowa State University will be turning off all access to Blackboard for instructors and students.

All organizations (and courses) that have used ISU’s centrally supported academic LMS will need to move their work in Canvas.

Now is the time for you to learn Canvas using ISU’s extensive training opportunities, resources; as well as, prepare to close out your Blackboard organizations. To find out how, go to the MyCanvas Teacher at ISU website (https://canvas.iastate.edu/courses/75).

As Interim Director of CELT, I have participated in CELT-led workshops, sat in on implementation team meetings, and spoken all over campus about the transition from Blackboard Learn to Canvas. However, I still have not built my spring 2018 course in Canvas. Sure, I thought about the wonderful features that Canvas would let me do, such as the media rich editor that will let me and my students post video and audio comments and how the speed grader will let me grade student work side by side course rubrics. But, it is still not built!

Do you relate to my confessions of a procrastinator? If so, here are a few tips that might help:

1. Log into Canvas
Go to the Iowa State University website. Then, locate the "Sign Ons" link found on the upper right corner (above the search box), and then select “Canvas” from the menu. Use the sign-ons link to access Canvas (Figure 1).

2. Check for your Spring 2018 courses
To see what courses you have in Canvas, view the How do I view my Canvas courses as an instructor? web guide (http://bit.ly/2kYY5zm). If your spring 2018 course shell(s) do not appear on the Canvas dashboard or in your course list, contact your departmental representative using the Registrar’s Course Offering Department Contacts website (http://bit.ly/isu-dept-contacts).

3. Build your course
On June 7, 2017 course materials were exported from Blackboard and imported to Canvas (Figure 3). Since Canvas is a different system, you’ll want to spend time learning which course materials you keep and where you put them. Many instructors have decided to re-use aspects of their Blackboard courses. Other instructors have decided to start new within Canvas.

Additionally, this article published in The Chronicle of Higher Education (2017) article “Fight the Fear/ Procrastination Cycle With Small Tasks” (http://bit.ly/2AnwDiV) fits perfectly: the notion that by delegating small tasks you could move forward on a high priority project. To help you (and I) get over the fear of starting in Canvas, CELT has created the following How-to Build a Simple Course in Canvas YouTube video (https://youtu.be/FH2ELKuasvY).

To accompany this brief video CELT has developed a How-to Build a Simple Canvas Course web guide (http://bit.ly/isu-simple-canvas) on the MyCanvas Teacher at ISU site (https://canvas.iastate.edu/courses/75).
For face-to-face help, CELT will be hosting Open Labs until December 8 and CELT-led Workshops until December 22. Information may be found in ISU’s Module 3. Training and Resources website (http://bit.ly/mycanvastraining).

As the Blackboard countdown clock informs us, Blackboard access ends soon (January 5). However, those with the instructor role will be able to view their previous courses in a Blackboard Archive (More information to come soon).

In closing, Early Adopter Rose Martin’s advice for those new to Canvas is: “Keep the big picture in mind [which is] providing students access to your course content quickly and easily. Keep an open mind about how you can reorganize course content and steps or tricks used so your course flows as intended. Also, keep Canvas help desk number handy, 515-294-4000, then press 2, then 1.”

And if you are not a procrastinator, thanks for sharing your experiences and knowledge with fellow instructors!

Let’s get going!

Sara Marcketti, Interim Director
Center for Excellence in Learning and teaching (CELT)

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Proposals for the CELT Miller Faculty Fellowship Program are Due on Dec. 5

CELT is now accepting proposals for 2018/2019 Miller Faculty Fellowships. The proposal deadline is Tuesday, December 5. Please see Miller Faculty Fellowship Program for full details. Questions? Email celt-miller@iastate.edu.

Open Labs

Bring your Canvas questions, and your laptop (this is a must) - no need to make an appointment. Open Labs are staffed with knowledgeable graduate students who can help you work on your Canvas courses on Tuesdays, Wednesdays, and Fridays from 8:00 a.m. to 10:00 a.m. and 1:00 p.m. to 4:00 p.m. in the Rotunda of Parks Library (near 281 Parks Library). During the week of December 4 - 8 Open Labs will be hosted in 405 Parks Library. Open Labs will be closed from December 8 through January 2; however, appointments can be scheduled with CELT’s instructional designers during that time. To find out more about how-to make appointment, visit CELT’s Open Labs information page (http://bit.ly/mycanvastraining).

CELT-led Canvas Workshops

CELT staff is offering five 90-minute Canvas workshops multiple times this November to highlight the pedagogy and mechanics behind Canvas functions. Read the workshop descriptions on CELT’s Event and Registration website (http://www.celt.iastate.edu/events-registration), determine which day/time you would like to attend, and register via the Learn@ISU website (http://learn.iastate.edu/):

The Pedagogy of Canvas Quizzes:
• Tues., Dec. 5 (2:00 - 3:30 p.m.)
• Mon., Dec. 11 (2:00 - 3:30 p.m.)

Assignments and Grading in Canvas:
• Wed., Dec. 6 (10:00 - 11:30 a.m.)
• Tues., Dec 12 (10:00 - 11:30 a.m.)

Groups and Collaborative Work in Canvas:
• Thurs., Dec. 7 (2:00 - 3:30 p.m.)
• Wed., Dec. 13 (2:00 - 3:30 p.m.)

Accessibility in Canvas:
• Fri., Dec. 8 (10:00 - 11:30 a.m.)
• Thurs., Dec. 14 (10:00 - 11:30 a.m.)

Course Design in Canvas:
• Tues., Dec. 19 (2:00 - 3:30 p.m.)
Additional information about Canvas, open labs and self-paced training is available online through the My Canvas Teacher at ISU website.

**Upcoming CELT Programs**

Read the workshop descriptions on CELT’s Event and Registration website ([http://www.celt.iastate.edu/events-registration](http://www.celt.iastate.edu/events-registration)), determine which day/time you would like to attend, and register via the Learn@ISU website ([http://learn.iastate.edu/](http://learn.iastate.edu/)):

- **Conversation on Teaching Inclusively**, Dec. 7 (7:30 – 9:00 a.m., 2030 Morrill Hall)
- **Meeting: ISU Online Learning Community (ISU-OLC)**, Dec. 8 (11:30 a.m. – 1:00 p.m., 031 Parks Library)
- **Workshop: Inclusive Classroom Faculty Development Workshop**, Jan. 4 (9:00 a.m. – 12:00 p.m., 2030 Morrill Hall)
- **CELT Spring Semester Teaching Assistant (TA) Seminar**, January 5 (10:00 a.m. – 12:00 p.m., 2030 Morrill Hall)