

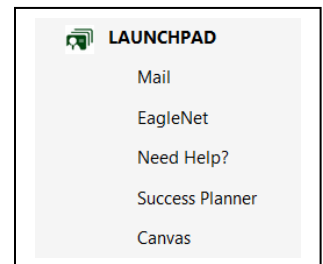
## My NWACC Connection (“My NWACC”)

On the main college home page: [www.nwacc.edu](http://www.nwacc.edu) **Login button on top right > My NWACC**

### Launch Pad – top of left menu

**Mail:** [direct link: <https://exchange.nwacc.edu> ]

- NWACC email is ‘**official**’ communication channel – **check often!**
- Instructor should answer student emails within **48 hours**.
- Must keep student emails in NWACC system – not gmail, yahoo, uark...
- Canvas email is not the same as NWACC email – you must **check both**.
- Contact IT Helpdesk for issues with username/password/email, or for help to sync NWACC email to cell phone if desired – [techsupport@nwacc.edu](mailto:techsupport@nwacc.edu)



### **EagleNet:**

**Employee tab** – Pay stubs, benefit info, **FLAC**, etc. **PT faculty must accept FLAC to get paid!**

#### **Faculty Services:**

- **Faculty Class Schedule**
  - **Summary Class list** = Official class roster. *Canvas is not official!*
  - **“Midterm” Grades** – Used twice in the semester for reporting:
    - Term census date (also called the “11<sup>th</sup> Day”) to drop students for non-participation.
    - Right before mid-term. Students who are not participating should be dropped with a *Wx* grade.
- You will get an email from the Registrar’s office with more information.**
- **Final Grades** – Submit final grades to Registrar. Opens up at end of semester. You will get an email from the Registrar’s office with more information. *We have a grade called “FP” for students who fail the class due to lack of participation.*

---

## Success Planner

Success Planner can be accessed from inside **My NWACC Connection** or from within **Canvas** courses.

### **Participation (Attendance) Tracking**

All faculty must track student participation during the semester. The **last date of participation** must be provided if you drop a student for non-participation at the census date or at mid-term reporting, or if you give an FP as a final grade. If you use participation/attendance as part of the final grade, you must give students your criteria at the beginning of the semester.

Your department should provide guidance about any required use of **Success Planner** for tracking participation. If you use it, instructions are below.

### **To Record Attendance: First Time – Set up your Schedule**

This function creates a repeating schedule to record attendance. *Wait to create the schedule until the first day of class to avoid extraneous dates.*

1. Enter **Success Planner**
2. Click on the “lines” icon in upper left corner.
3. Click on **Students**.
4. **Important:** Filter to choose class by Term and Section at right.
5. Click on **Class Schedule** button.

6. Input class schedule & click **Submit**.

### To Record Attendance

- ### Early Alert / Tracking (Optional)

## Overview of Canvas

Some departments may have Canvas content already prepared that they want you to use. **Ask your supervisor for clarification.** You will still need to add your personal syllabus.

- **Canvas Basic training** is for **classroom** instructors who don't plan to use Canvas beyond the basic tools.
- **Canvas Advanced is required for all instructors teaching online or hybrid classes**, but is open to anyone who plans to use Canvas in depth, and may be required by some departments.

Training is generally done as a self-paced online course, but you can schedule a 1:1 on-campus training session if needed. Contact [dl@nwacc.edu](mailto:dl@nwacc.edu) to schedule an appointment.

**Accessibility training is also required within the first semester of teaching.** Information will be sent to your NWACC email once the semester is underway.

**Whirlwind Tour of Canvas** *(this is not the training – just a preview)*

When you first enter Canvas, you are on the **Dashboard**.

**Left Gray Menu**

- |             |  |
|-------------|--|
| • Account   | Add profile picture, and adjust personal notifications.              |
| • Dashboard | Returns you to the entry screen; shows course cards – click to enter |
| • Courses   | Listing of all courses on your account (some hidden from Dashboard)  |
| • Calendar  | Shows due dates or other items you add to the calendar for students  |
| • Inbox     | Works like email; connected to NWACC email                           |
| • Commons   | College-wide shared content repository (public)                      |

**The Course Layout** -- 3 parts – left menu, right menu, and middle content window.

- Items in light gray on left menu are hidden from students.
- Items in black on left menu show to students, except for Settings and LockDown Browser which are not used by students.
- **You will learn how to show/hide these items in the training.**
- Right menu does not show to students.

**The Home Page**

- Must include the green buttons at the top of the homepage (also called the ‘template’).
- Publish button is on the upper right. **Students cannot access the class unless you publish!**
- Notice **Student View** button on the right – use this to see what your students can see!

**Announcements**

- Announcements go out by email to students if it is after the first official day of class (not before).
- You can set a delay date on an announcement to post and send to students on a certain date.

**Syllabus**

- Must add syllabus to each classes every semester.
- Add as a **file** (not dumped) for ADA compliance.
- If you use Canvas for the gradebook, your assignment dues date will appear at the bottom.

**Content Tools**

- **Pages** - Where you add content – text, links to resources, document files, etc.
- **Assignments** – Used to create a gradebook column for posting student grades. Can also have students submit work through Canvas (although not necessary for classroom-based classes).
- **Discussions** – Only used by online classes. Classroom-based classes should discuss in class.
- **Quizzes** – can be used to administer quizzes, tests, exams (whatever name you use).

### Modules

- **Modules are like folders.** You create content in the 4 tools above, then you organize the content in a module. For example, all the items for week 1, everything for week 2, etc.
- It is best to hide the individual tools (pages, assignments, discussions, quizzes) and send students straight to the modules, since they are organized by week (unit, whatever).

### Grades

- **Grades** shows the full gradebook for you; individual grades to students.

### Success Planner

- Takes you into SP for attendance/tracking.
- Students have this link too – they can use it to make an appointment with their advisor.

### Settings

- Back end settings for the course – explained in the training.

### Other

There are several other tools in Canvas, such as the small group manager, video-conference tool, etc. More of these will be explained in the Advanced Canvas training.

-----

## End-of-Class Student Course Evaluations:

- End-of-semester course evaluations are done through a secure online system from **inside Canvas**. Every class is evaluated every semester. All student responses are anonymous.
- Evaluations use 17 standard questions approved by the Faculty Senate. Your department may also add open-ended comment questions. Supervisors use the data as part of faculty evaluation.
- Both faculty and students access the system through the **Canvas** although new faculty/students won't have an account until end of the term.
- Evaluations open generally 1 – 2 weeks before finals. Timing depends on the term you teach. Evals always close before final exams. Results open to faculty about a week after final grades are due.
- Faculty & Students will get an email when the evaluation period opens. Students who have not completed their evaluations will get reminder emails throughout the evaluation period. You will also get an email when the results are ready.
- **Please encourage students to complete their evaluations!** Many faculty give bonus points to encourage a good response rate, although this is not required.
- Results are released to faculty approx. 1 week after final grades are submitted. If you have fewer than 4 students in a class, you won't see evaluation results to protect the anonymity of the students. You will get an email when results are ready.

## Canvas with Classroom Courses

**Canvas is required for all classes at NWACC.** Even if you teach in the classroom, you must post your **syllabus** in Canvas every semester, include the **student resource buttons** at the top of the Home page, and **publish** your class. Contact Distance Learning if you need assistance: [dl@nwacc.edu](mailto:dl@nwacc.edu)

You can also use Canvas to give students 24/7 access to course materials and grades, and some departments have required Canvas content you must use. Contact your supervisor for more info.


If you do use Canvas extensively with a classroom class, it is important to remember that students who meet in the classroom did not sign up for an 'online' class. Some students may not have computers or internet access at home. Others may not have good computer skills or have other reasons that technology is not beneficial. The key is to use technology thoughtfully as a supplement to what is happening in the classroom, not as a substitute.

The guidelines below come from issues that have arisen as we have moved to using online platforms with face-to-face classes. They aim to avoid problems with the inappropriate use of online technology. **We rely on your good judgement as a professional to make online technology work well for you and your students!**

1. The full course curriculum must be taught during the scheduled classroom hours. Canvas may only be used as a supplement, not a substitute, for covering the required topics in class.
2. Canvas should not be used in lieu of scheduled class meetings, and any need to cancel classes must be reported to the division per the normal procedure. **You are contractually obligated to hold class at the scheduled times.** Do not cancel class and tell your students to 'go do the work in Canvas'.
3. Canvas may be used as a repository for electronic course materials, such as copies of PowerPoint presentations and other hand-outs. However, the instructor must provide alternate access to the materials (i.e. paper copies) if requested by the student.
4. Canvas tools, such as Assignments or Quizzes, may be used with traditional classes. However, use of these features should not impose barriers to completion of required aspects of the course. For example, you may have a student who has limited vision, or very poor computer skills, and will need to do the assignments on paper.
5. Generally speaking, major tests such as mid-term and final exams should be proctored by you in the classroom to prevent cheating. You can take your class to a computer classroom to do the test if you want to use Canvas. Ask your department what computer facilities are available.
6. Students with disabilities must be provided the additional assistance required by their Accommodation Plan. Instructors should be aware that Canvas is not completely accessible to students with some types of disabilities. **Video content in Canvas must have captions.**

If you have any questions, please contact Kate Burkes at [kburkes@nwacc.edu](mailto:kburkes@nwacc.edu)

## Information Good to Know!

1. The Distance Learning Department periodically sends out email announcements to all faculty with important information. **Please check your NWACC email often!**
2. **NWACC email is the official email tool to use with students** -- not Gmail, Yahoo, etc. This is to keep your communications traceable in case there are student issues. Canvas email is connected to NWACC email, but you should check both Canvas and NWACC so you don't miss something.
3. You can use Canvas to email your class, but be sure to check the box to send an individual email to each student so if one replies, it won't go back to all students.  Send an individual message to each recipient
4. If you email a group of students directly from your **NWACC** email, be sure to put their addresses in the **BCC** box so they can't see each other's email addresses.
5. The Canvas grade book only allows students to see their own grades. Remember **FERPA** when communicating otherwise about student grades. If you use email, grade information must stay within the NWACC email system to be in compliance.
6. For security reasons, only gradebooks inside approved **NWACC systems** can be used to post grades (i.e. don't use google docs, dropbox, onedrive or other online gradebook systems).
7. Students are added to Canvas classes 12 days before the term begins, but cannot access your courses in Canvas until **you publish them**. If you publish them early, students will have access in a view-only mode until the start date of the class. This is explained in the Canvas training.
8. **Canvas Inbox** emails can be sent to students once the class is published. The class will not appear under your Canvas Inbox until it is published.
9. When you send out a Canvas **Inbox** email, it will only go to those students enrolled in the class at the time the email is sent -- students who enroll later will not receive it. This is especially important for emails sent at the beginning of the semester.
10. Canvas announcements posted before the first official day of class will **not** be sent to students' NWACC email, but can be viewed by students inside the class if your class is published.
  - a. If you want announcements to go out immediately to students by email, wait to post them until the first official day of class or after.
  - b. If you put a delay date on an announcement, it will go out to students on that date if your course is published and the date is after the start date of the course.
11. Classes in Canvas will revert to a view-only mode for students 30 days after the end of the term, which may impact students with incompletes [contact Distance Learning for help].
12. You will have access in a view-only mode to your old Canvas classes for approx. two years after the end date of the course. We will communicate about timelines for removal of old classes.
13. You can copy your Canvas content from semester to semester, so there is no need to re-build your materials every term! For more information: [dl@nwacc.edu](mailto:dl@nwacc.edu)
14. If you plan to use the gradebook in Canvas, consider completing the optional online gradebook training course (contact Distance Learning to enroll: [dl@nwacc.edu](mailto:dl@nwacc.edu) ).
15. NWACC offers MS Office **FREE** to instructors to use for teaching tasks. Go here for more information: <https://nwacc.instructure.com/courses/826963/pages/free-ms-office>