Canvas Readiness Process
as of: February 5, 2021

The Canvas Readiness Process – Who Should Participate?

Note: Faculty who have previously been hybrid or online certified are not required to participate in the Canvas Readiness process, though a review of the Canvas Readiness Course is strongly recommended.

Faculty members who have not been previously certified, but who will be teaching in any of the following modalities need to participate in the Canvas Readiness process. This includes any of the five circumstances:

1. Faculty who may need to teach **some portion of their course online** (e.g., if the campus has to "shut down;" if they are quarantined at home but continue teaching; or when they give their finals online).
2. Faculty who teach one of many **HyFlex models**, where some portion of their course is offered face-to-face, and other portions of the course are offered online.
3. Faculty who teach **Hybrid classes** for traditional undergraduate or CE, where some portion of their course is offered F2F, and other portions of the course are offered online.
4. Faculty who must teach **online** (and have agreed to do so) due to health and/or other high-risk concerns.
5. Faculty who teach **fully online courses** (e.g., CE, Masters Level, RN-BS).

Faculty members in circumstances 1, 2, and 3 (as described above):
- Complete Step 1: self-paced Canvas Readiness Course
  - Involves going through Canvas Readiness Course in Canvas.
- Upon completion of Step 1, faculty email the Faculty Center, who will enroll them in Step 2: Assessment of Canvas Readiness
  - This Step involves creating different parts of a template course.
- The Faculty Center will provide one-round of feedback.
- Once this feedback has been provided, with Department Chairs* being cc'd, faculty members who have not previously received a stipend will receive $135 and be considered "Canvas Ready."

Faculty members in circumstances 4 and 5 (as described above):
- Complete Step 1: self-paced Canvas Readiness Course.
- Step 3: Design and submit for evaluation, a fully online course for Certification or at least the first four-weeks of an online course for Provisional Certification.
  - Faculty members should submit their fully online course or at least the first four-weeks of an online course to the Faculty Center for review at least three-weeks prior to the first day of classes.
    - This includes CE courses.
  - When submitting the course to the Faculty Center for evaluation, the faculty member enrolls their Department Chair* into the course as a "TA." The Faculty Center can provide instructions.
- Faculty who have not previously received a stipend will receive $135 upon submission of the first-four weeks of an online course.

- The Faculty Center will review the submitted course using the Canvas Readiness Rubric to provide one-round of feedback.
- The Faculty Center will send the completed rubric to the Department Chair* for the course that has been evaluated for an additional review using the Canvas Readiness Rubric.
  - The faculty member under review will be cc'd in this communication from the Faculty Center.
- The Department Chair* will indicate their recommendation on the rubric.
  - All elements listed in the rubric must be evaluated "yes" or "N/A" to be considered Canvas Certified.
- The Department Chair* will send their recommendation as indicated on the rubric to the Faculty Center and cc the faculty member under review.
  - This review by the Department Chair* should be completed within five business days after receiving the completed rubric evaluation from the Faculty Center.
  - The faculty member will remove the Department Chair* from the Canvas course that was being evaluated. The Faculty Center can provide instructions.
    - Department Chairs* may not remain in the course after they have submitted their recommendation to the Faculty Center, cc'ing the faculty member under review.
    - For CE courses, the similar expectation is that Chairs* are to be removed by the faculty member once a recommendation has been submitted to the Faculty Center, cc'ing the faculty member under review.
- Upon completion of these steps, faculty members who are Provisionally Canvas Certified can move forward with teaching online.
- At the end of the semester, all faculty who are Provisionally Certified are encouraged (though not required) to submit their full course to the Faculty Center for full Canvas Certification.
  - Faculty members who submit a completed online course can be approved to become fully Canvas Certified, and are then qualified to teach in any online mode moving forward.
  - The process used to evaluate the first four-weeks of an online course will also be applied for the entire course, using the same Canvas Readiness rubric.
- Those faculty who choose not to proceed through the full certification process will not be certified to teach fully online courses, though they may continue to teach partially online courses, HyFlex, and/or hybrid courses.

* or Designee

CURRY COLLEGE
Canvas Readiness Rubric (Step 3)

Faculty Member Reviewed: _____
Department: _____
Course Title: _____
Faculty Center Reviewer: _____
Department Chair: _____

Chair Recommendation: Provisional Canvas Certification
Canvas Certification
No provisional certification

Chair Comments (optional): _____

CATEGORY	ELEMENT	FACULTY CENTER EVALUATION			
		Yes	No	N/A	NOTES
1. Overview of Course in Canvas	1.1 Instructions for how to get started are provided.				
	1.2 The overall structure of the course is described.				
	1.3 Expectations for online discussions, email communication, and other types of interactions are provided.				
	1.4 Course policies are provided.				
	1.5 Welcome by the instructor is provided.				
	1.6 Learners are asked to introduce themselves.				
2 Grading	2.1 The course grading policy is provided.				
3 Institutional Resources	3.1 Resources for technology support are provided.				
	3.2 Resources for accessibility and accommodations are provided.				
	3.3 Resources for academic success services are provided.				
	3.4 Resources for student services are provided.				
4 Technology	4.1 A variety of tools within Canvas are used for instruction.				
	4.2 Learners are provided with information or resources on backing up their data and protecting their privacy.				
5 Accessibility	5.1 The course materials are easily located and organized.				
	5.2 The course provides accessible text and images.				
6 Course Learning Outcomes	6.1 Learning outcomes are provided.				
7 Course Assessments	7.1 There are courses assessments.				
8 Course Activities	8.1 There are course activities.				
	8.2 Course meets 37.5 seat-time equivalency requirement.				