



Online Learning Webinars

A Jumpstart for Building QM Ready
Courses in Canvas



About Today's Webinar

Presenters

Natalie Sharp

Cidi Labs

Dr. Susan Dellasega

Pittsburg State University

I. Hosts

Jim Snyder and Kristin Powers



Helping you deliver on your online promise
qualitymatters.org

QUALITY MATTERS



About Quality Matters

Quality Matters (QM) is the global organization leading quality assurance in online and innovative digital teaching and learning environments.

It provides a scalable quality assurance system for online and blended learning used within and across organizations.

When you see QM Certification Marks on courses or programs, it means they have met QM Course Design Standards or QM Program Review Criteria in a rigorous review process.

About Quality Matters

Free QM Resources:

- [Free QM Webinars](#)
- [Accessibility and Usability Resource Site](#)
- [Bridge to Quality Online Course Design Guides for HE and K-12](#)
- [QM Research Library](#)

QM Professional Development

- [Addressing Accessibility & Usability \(Standard 8\)](#)

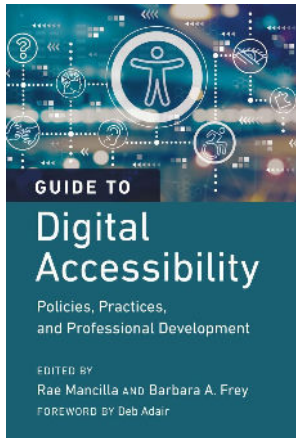
QM Connect Conference - November 6-8, 2023 in Bloomington, Minnesota

QUALITY MATTERS



About Quality Matters

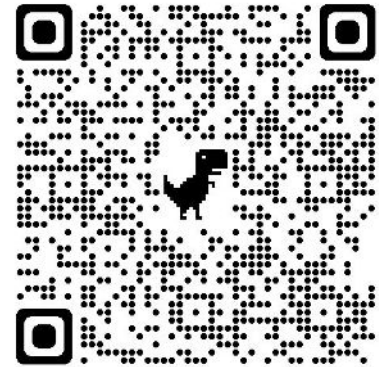
Guide to Digital Accessibility!



Coming this spring...

Edited by Rae Mancilla, Ed.D. &
Barbara Frey, D.Ed.

Written by members of the QM
Community



Helping you deliver on your online promise

qualitymatters.org

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- 🔑 Founded in 2016 in partnership with Utah State University
- 🔑 Tools developed by innovative universities → broadly available and fully supported
- 🔑 Proudly serving over 500 institutions across K12 and higher ed





Course Design Superpowers for Canvas



DesignPLUS: Must-have
Design Toolset



ReadyGO:
Course Readiness
Tracker



UDOIT:
Course Accessibility Assistant



TidyUP:
File Clean-up Tool

Objectives

Learning Objectives:

1. Examine Pittsburg State's course templates, and understand how they meet the QM Standards with help from DesignPLUS.
2. Learn how DesignPLUS from Cidi Labs makes it easy to build templates that address QM Standards
3. Understand how other features in DesignPLUS can help institutions embed guidance for faculty to keep quality in mind when building their course.

QUALITY MATTERS



Poll Questions

Poll 1: Canvas Experience

Poll 2: DesignPLUS Experience or Knowledge

Pittsburg State University



Canvas and QM at Pitt State

- 2012 Migrated to Canvas
- 2013 Adopted QM Rubric
- 2013 Yearly eLearning Academy Cohort
 - APPQMR - 140 faculty completed
 - Internal Reviews - Over 90 courses
 - PRC - 42 faculty completed



Center for Teaching, Learning & Technology

- Small Shop
 - Director
 - Faculty Development Specialist
 - 2 Electronic Technicians – Support Audio/Visual in Classrooms
 - 1 Amazing Administrative Specialist
- Increased need for services - Especially since pandemic



Enter...Cidi Labs and DesignPLUS Tools

- Piloted with College of Education in 2018
- QM Connect 2018 – Basic Template
- Soon after...adopted campus-wide
- New tools, new template



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

QM Standards in New Template

22 of the 42 specific review standards

- Gen Standard 1: ALL 9
- Gen Standard 2: 2
- Gen Standard 3: 1
- Gen Standard 4: 1
- Gen Standard 5: 2
- Gen Standard 6: 1
- Gen Standard 7: ALL 4
- Gen Standard 8: 2



Course Template - Areas in Canvas

- Home Page
- Orientation Module
- Module Overview Pages
- Syllabus page in Canvas
- Student Technology Resources Module





Home Page


Course ID ##

Title of Course

Course Image Placeholder


 Start Here


 Syllabus

 Modules

 Contact Your Instructor

 [Orientation Module](#)

 [Student Technology Resources -Helps meet QM Standa...](#)

 [Module 1: \[Enter a Descriptive Title\]](#)

Page Title

Home Page

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² [Link] [Image] [Video] [Table] [More]

---- Begin Design Tools Wrapper ----

Editor Only Instructions:

1

The *Start Here* button and the *Syllabus* button on this page makes it clear to learners how to get started and helps meet Standard 1.1.

2

Use DesignPlus Tool to complete the following items on this page:

1. Customize Banner Text
2. Choose a Banner Image
3. After all modules have been added to the course, edit the Module List and toggle the Add and Configure Module list button off and on. Adjust visibility icon on for each module and click the Update Module Names button.

Course ID ##

Title of Course

Design Tools



View: Labels Blocks Browser App No Style

View Help

+ Add Content Blocks Undo Redo

Create/Edit Content

Copy Existing Content

Add/Rearrange Content Blocks

Choose a Theme

Customize Banner Text

Choose a Banner Image

Add/Edit Navigation Block

Course Content Links

Create/Edit Content Help

Customize the Style

Add Advanced Elements

Check Accessibility

Get Help

Advanced HTML Editor

Language Accents

DesignPlus
didilabs

Key Action Items

div > div > div > p



110 words



4

Key Action Items



1 Step remaining

The *Start Here* button and the *Syllabus* button on this page makes it clear to learners how to get started and helps meet Standard 1.1.

Use DesignPlus Tool to complete the following items on this page:

1. Customize Banner Text
2. Choose a Banner Image
3. After all modules have been added to the course, edit the Module List and toggle the Add and Configure Module list button off and on. Adjust visibility icon on for each module and click the Update Module Names button.

✓ Mark as Complete

cel

Save



Key Action Items



Design Tools



View: Labels Blocks Browser App No Style



View Help

+ Add Content Blocks

Undo

Redo

▼ Create/Edit Content



► Copy Existing Content



► Add/Rearrange Content Blocks



► Choose a Theme



▼ Customize Banner Text

Show Canvas Title



Unit Name

Course ID

Unit Number

##

Content Title

Title of Course

Content Subtitle

Description



Design Tools



View: Labels Blocks Browser App No Style



View Help

+ Add Content Blocks

Undo

Redo

▼ Create/Edit Content



► Copy Existing Content



► Add/Rearrange Content Blocks



► Choose a Theme



► Customize Banner Text



▼ Choose a Banner Image

Refresh Image List

Refresh Image List

Pitt State Banners

Institution



Pittsburg State University



Welcome



Welcome Gorillas



Tulips in front of Axe Library



Lindburg Plaza Pitt State





Course Images

Course



Choose a Banner Image Help

Template

Course ID ##			
Title of Course			
Course Image Placeholder			
 Start Here	 Syllabus	 Modules	 Contact Your Instructor
 Orientation Module		 Module 1: [Enter a Descriptive Title]	
 Student Technology Resources -Helps meet QM Standa...			

Leadership in the Workplace

[Start Here](#)[Syllabus](#)[Modules](#)

- ✓ [Orientation Module](#)
- ✓ [Student Technology Resources](#)
- ✓ [Module 1: Introduction](#)
- ✓ [Module 2: Trait Approach](#)
- ✓ [Module 3: Skills Approach](#)
- ✓ [Module 4: Behavioral Approach](#)
- ✓ [Module 5: Situational Approach](#)
- ✓ [Module 6: Path-Goal Theory](#)
- ✓ [Module 7: Leader-Member Exchange Theory](#)

- ✓ [Module 8: Transformational Leadership](#)
- ✓ [Module 9: Authentic Leadership](#)
- ✓ [Module 10: Servant Leadership](#)
- ✓ [Module 11: Adaptive Leadership](#)
- ✓ [Module 12: Inclusive Leadership](#)
- ✓ [Module 13: Followership](#)
- ✓ [Module 14: Gender and Leadership](#)
- ✓ [Module 15: Leadership Ethics](#)
- ✓ [Module 16: Team Leadership](#)

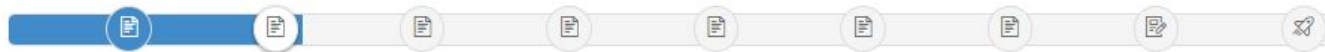
Completed
Page

Orientation Module

18 Standards

Orientation Module	
Orientation Module Overview	2.3, 2.4
View	
Welcome and Instructor Contact Information	1.8, 5.4, 5.3
View	
About this Course	1.1, 1.2, 2.4, 4.2
View	
Syllabus & Schedule	Same information as on Syllabus menu in course
View	
Course Requirements	1.5, 1.6, 1.7
View	
Course Policies	1.3, 3.2, 5.4
View	
Privacy and Accessibility	6.4, 8.6
View	
Student Introductions	1.9
10 pts	
Syllabus Quiz	
0 pts Submit	

Welcome and Instructor Contact Information



Welcome Message

Welcome to our course!

This course utilizes Canvas. If you are new to Canvas, please review the [Canvas Support for Students](#) page.

If you need assistance getting started in the course, please contact me.



Contact Your Instructor



Expectations for Instructor Response & Feedback

The best way to contact me is **[your preference]**, please allow up to **[insert #]** hours for a response.

Allow up to **[insert #]** days for feedback on **[assignments, quizzes, etc.]**. If additional time is required to grade your assignments, you will be notified.

Editor Only Instructions:

Welcome Message Block

A welcome message is a great opportunity to introduce yourself, build instructor presence, and create a connection with your learners. The message should present the instructor as professional and approachable. Add your welcome message to the block below, prompts are included. Content in the *Welcome Message* helps meet [QM Standards 1.8 and 5.4](#).

Contact Your Instructor Block

Update with your contact information and please add a picture of yourself. The items added to the *Contact Your Instructor* section helps meet [QM Standard 1.8](#). Share your response time plan by completing the items in the *Expectations for Instructor Response & Feedback* section to help meet [QM Standard 5.3](#).



Welcome Message

Welcome to our course! **Editor Prompt** [Introduce yourself, describe how you got into this field and why you teach this class. Give a little insight as to why this course is important. Let the student know you are a human invested in the course and in the student's success. This is your opportunity to get students off on the right foot and excited to participate in your course. Consider commenting on your teaching philosophy, past teaching experience, personal interests, how you prefer to be addressed, your role as instructor of the course, etc.](#)

This course utilizes Canvas. If you are new to Canvas, please review the [Canvas Support for Students](#) page.

Editor Prompt [Consider including other information about the course: modality, synchronous activities, required courseware, how to be successful in this course, etc.](#)

If you need assistance getting started in the course, please contact me.

Editor Prompt [As an alternative to this written welcome message, you might consider delivering the welcome message through a brief video.](#)

Key Action Items



Introduce yourself, describe how you got into this field and why you teach this class. Give a little insight as to why this course is important. Let the student know you are a human invested in the course and in the student's success. This is your opportunity to get students off on the right foot and excited to participate in your course. Consider commenting on your teaching philosophy, past teaching experience, personal interests, how you prefer to be addressed, your role as instructor of the course, etc.

Introduce yourself, describe how you got

Insert Text

✓ Mark as Complete



Contact Your Instructor

Editor Prompt The Contact Your Instructor information can be added through DesignTools.-

Add Advanced Element>>Teacher & TA Details>>Insert Details at Cursor.

Teacher & TA Details

Krissy Lewis

Teacher

☒

☒

Krissy Lewis

☒

Teacher

☒

kllewis@pittstate.edu

☐

Phone Number

☐

Department

☐

Office Hours

Update Details

Remove



Contact Your Instructor



 Krissy Lewis

 Assistant Instructional Professor



 S215 Kansas Technology Center

 Mon - Thu 9:00am - 12:00pm, Fridays By Appointment

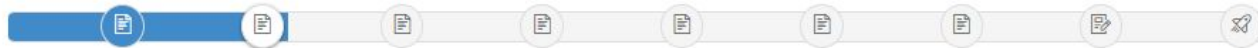
Expectations for Instructor Response & Feedback

The best way to contact me is by email, please allow up to 24 hours for a response during the week and up to 48 hours for a response on the weekends. When emailing, please include the course title (HRD 520) in the subject line.

Allow up to two days after the due date for feedback on assignments, discussions, and quizzes. If additional time is required to grade your assignments, you will be notified.

I am always happy to meet with students to discuss coursework or any questions that may arise. If you would like to schedule a meeting, please email me with a date and time you are available. We can meet in person in my office (KTC S215) or we can meet virtually using Zoom.

Welcome and Instructor Contact Information



Welcome Message

Welcome to our course!

This course utilizes Canvas. If you are new to Canvas, please review the [Canvas Support for Students](#) page.

If you need assistance getting started in the course, please contact me.



Contact Your Instructor



Expectations for Instructor Response & Feedback

The best way to contact me is **[your preference]**, please allow up to **[insert #]** hours for a response.

Allow up to **[insert #]** days for feedback on **[assignments, quizzes, etc.]**. If additional time is required to grade your assignments, you will be notified.

Template

Completed Page

Welcome and Instructor Contact Information



Welcome Message

Welcome to our course! My name is Krissy Lewis, and I will be your instructor for the next 16 weeks. I am looking forward to teaching this course and watching you each develop your leadership skills over the course of the semester. My life motto is, *We Rise by Lifting Others*, so I am genuinely invested in helping each of you grow as individuals. Each week we will be covering a different theory of leadership which will give you a new perspective on leadership in the workplace as well as in your personal life. This is one of my favorite courses to teach, and I hope you will enjoy the learning journey with me!

This course utilizes Canvas. If you are new to Canvas, please review the [Canvas Support for Students](#) page.

If you need assistance getting started in the course, please contact me.



Contact Your Instructor



Krissy Lewis
 Assistant Instructional Professor

 S215 Kansas Technology Center
 Mon - Thu 9:00am - 12:00pm, Fridays By Appointment

Expectations for Instructor Response & Feedback

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Module Overview - Template Page

Module Overview

Introduction_text_here



Objectives

By the end of this module, students will be able to...

1. List_objectives



Steps to Complete

Completing the steps below will help you achieve the objectives for this module.

1. List_steps (readings, activities, assessments)

Module Overview

Icon Progress Bar/Navigation (built in browser, hidden in app) Module Progress - Icon Navigation

Editor Only Instructions:

Each Module Overview page helps students get started on the right foot. This page explains to learners the connection between the module objectives, instructional materials, and the assigned learning activities. The *Steps to Complete* block also clearly explains the order in which learners should use the instructional materials to meet the module objectives. Completing a *Module Overview* page for each module will help meet QM Standards 2.4 and 4.2.



Tips for updating each of the blocks:

Introduction_text_here

This block should include an overview of the content/topics covered within this module.

Objectives

Use the numbered-list tool in the Rich Content Editor to add your module-level objectives. If you copy and paste from your course map chart, strip the MS Word formatting when pasting by using this shortcut command: CTRL+Shift+V (Command+Shift+V on a Mac)

Steps to Complete

Detail all of the required steps students should take to complete this module. It should reflect all content in the module, so this step should be done after your module has been built.

Syllabus

Course Syllabus

Syllabus, Policies and Student Support Services

[Course Syllabus](#) ↓



Pittsburg State Policies

- Academic Integrity
- Dead Week Policy
- Grade Appeals
- Incomplete Grades
- Mid-Term Grades
- Withdraw and Drop Policy
- Modification Due to COVID-19
- Recommended Technology for Online, Hybrid and Hyflex Courses
- University Sponsored Student Activities

Additional institutional policies are located in the current semester's [Syllabus Supplement](#) distributed by the Registrar's office.

▼ Syllabus Navigation

- Pittsburg State Policies
- Academic Integrity
- Dead Week Policy
- Grade Appeals
- Incomplete Grades
- Mid-Term Grades
- Withdraw and Drop Policy
- Modification Due to COVID-19
- Recommended Technology for Online, Hybrid and Hyflex Courses
- University Sponsored Student Activities
- Student Support Services
- Library
- Services for Students with Learning and Physical Disabilities
- Student Success Programs
- Technology Assistance for Students
- Tutoring
- Writing Assistance
- Course Summary

----- Begin Design Tools Wrapper -----

Syllabus, Policies and Student Support Services

Editor Only Instructions:

Add a link to your syllabus below. Make sure to use a descriptive link as shown in the example.

The other blocks on this page are managed dynamically by the CTLT. You cannot edit this content. Each time you edit this page, it will check for updates to these sections and adjust accordingly. Content in these blocks helps meet QM General Standard 7: Learner Support.

The *Student Support Services* block includes academic support services and resources available to Pitt State students. Additional support services can be found on the *Syllabus Supplement* page that is linked at the bottom of this block. Content in this block meets QM Standard 7.3.

The *Technology Assistance for Students* section provides a description of the technical support offered to learners and well as information on how to contact the Gorilla Geeks Help Desk. This sections helps meet QM Standard 7.1.

The *Students with Learning and Physical Disabilities* section includes a link to the Student Accommodations website. This website tells learns about the accommodation services offered at Pitt State as well as provides instruction on how these services can be obtained. Including this link in your course meets QM Standard 7.2.

The *Syllabus Supplement* link also provides learners with the student services and resources available at Pitt State including financial aid,

div ▶ div ▶ h2



1,897 words

☒ Show Course Summary

- ✓ Pittsburg State Policies policies updated
- ✓ Student Support Services policies updated

Cancel

Update Syllabus

✓ Student Support Services policies updated

✓ Pittsburg State Policies policies updated

View: Labels Blocks Browser App No Style

[View Help](#)

+ Add Content Blocks

Undo

Redo

▶ Create/Edit Syllabus Content


▶ Customize the Style

▶ Add Advanced Elements

▶ Check Accessibility

▶ Get Help

</> Advanced HTML Editor

 Language Accents

Syllabus, Policies and Student Support Services

Editor Only Instructions:

Add a link to your syllabus below. Make sure to use a descriptive link as shown in the example. Helps meet [QM Standard 8.1](#)

The other blocks on this page are managed dynamically by the CTLT. You cannot edit this content. Each time you edit this page, it will check for updates to these sections and adjust accordingly. Content in these blocks helps meet [QM General Standard 7: Learner Support](#).

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The *Students with Learning and Physical Disabilities* section includes a link to the Student Accommodations website. This website tells learners about the accommodation services offered at Pitt State as well as provides instruction on how these services can be obtained. Including this link in your course meets [QM Standard 7.2](#).

The *Syllabus Supplement* link also provides learners with the student services and resources available at Pitt State including financial aid, registrar's office, veterans' services, career services, health center, counseling services, and more. The information provided on the *Syllabus Supplement* meets [QM Standard 7.4](#).

[Course Syllabus](#) **Editor Prompt** [Select text to the left and link to your syllabus file. Be sure to include the following items in your syllabus: Course Description, Prerequisites, Purpose of the Course, Course Learning Objectives, Grading Policy, Grading Scale, and Late Work Policy.]

Policy Content Locked (border in editor only)












Pittsburg State Policies

Accordion


Academic Integrity



Student Technology Resources			✓	+	⋮
⋮	📄	Canvas Support for Students	✓		⋮
⋮	📄	Harmonize Discussions	✓		⋮
⋮	📄	Library Resources	✓		⋮
⋮	📄	Respondus LockDown Browser and Monitor	✓		⋮
⋮	📄	Studio	✓		⋮
⋮	📄	Studio Assignments and Discussions	✓		⋮
⋮	📄	Turnitin	✓		⋮
⋮	📄	Zoom	✓		⋮


 **Design Tools** 






View: Labels **Blocks** Browser App No Style



 [View Help](#)


+ Add Content Blocks  Undo  Redo


▼ Create/Edit Content 



 **▼ Copy Existing Content**


 **All Course Pages**
 


 **Institution Templates**
 



 **▼ Copy Existing Content**

 **All Course Pages**
 

 **Institution Templates**

 **Select a page**

Canvas Support for Students

Harmonize Discussions

Home Page - Picture of Oval

Library Services

Module Overview

Respondus LockDown Browser and Monitor

Studio

Studio Assignments & Discussions

Turnitin

Zoom

22 Standards QM Template with DesignPLUS

- Home Page
- Orientation Module
- Module Overview Pages
- Syllabus page in Canvas
- Student Technology Resources Module



Demo of DesignPLUS

Natalie Sharp

