

Kee**p** **I**t **S**imple **S**ocial distancing approved

Fellow Educators on the front lines of the COVID-19 instructional battle,

I am hoping this KISS guide for starting your classes on Monday will be of value to you.

1. **You must PUBLISH your class** or your students can't get into it and see anything or do anything. [Canvas Guide to Publish Your Class](#). **Remember to PUBLISH all of the modules and assignments and quizzes, too.** If you look at something and don't see the green check, students can't see it at all.
2. **Send Announcements** to your Students to keep them informed. These announcements will be saved in your course as proof you sent them. Students can refer to them later, as can you. [Canvas Video Guide to Announcements](#).
3. **Add your handouts** to the FILES area of Canvas. [Canvas guide to files](#).
4. **Create assignments** you want your students to do and be sure they submit the work into Canvas so it does not get lost.
 - a. [Canvas video guide to Assignments for Instructors](#).
 - b. [Canvas video guide to Assignments for Students](#)
5. **Directions for assignments** need to be as explicit as possible and include details on how you will grade. You will be able to grade faster if you provide such things as sample format to follow when submitting their work and how many points you will award for each question, for portion of the assignment completed.
6. **Grading:** [Canvas video guide for using Speedgrader](#) to grade those assignments.
7. **Quizzes** can be self-graded in Canvas but it requires you to type in all of the questions or import questions from the publisher. Should you want to do paper quizzes, create those as ASSIGNMENTS but give the assignment the name of Quiz and have the student upload the quiz with answers for you to manually grade.
 - a. Canvas [video guide to Quizzes for instructors](#)
 - b. Canvas [video guide to Quizzes for students](#).

The more work that students submit through Canvas, the less time you will spend looking for emails from assignments. It also prevents students from claiming they sent you work which you never found. Staying organized is the most important way to reduce your time spent on the class. Your grades will be more accurate and you will have evidence when grade grievances arise.

Here are some additional helpful tips and links:

1. [Zoom video guides](#) that will help you prepare for zoom meetings, if you are going to use that tool

2. **Steps to have students from multi-level classes meet in Zoom at the same time:**
 - a. Go to LACCD.zoom.us and create your meetings there.
 - b. Copy the link to a single meeting and paste the same link into each of the multi-level courses as a CALENDAR item. That calendar item will appear on the student TO-DO list and on the Syllabus menu item in Canvas.
 - c. Repeat steps a and b for each meeting you create and want students from multiple classes to join.
 - d. You can do this for a SINGLE office hour for ALL CLASSES you teach.
 - e. If you are teaching K-12 courses, you CANNOT record those Zoom meetings. That was just announced. This is in reference to those special classes that are DUAL-ENROLLMENT and scheduled for high school students. This does not apply for the college level classes where you may just happen to have a high school student participating. To be safe, never do a one-on-one meeting with any underage student via Zoom.
3. **Create one week at a time.** Stay one week ahead of the students and you'll get faster and better as you go. One week at a time will be easier to manage right now. If you can put all of the handouts, assignments, quizzes for a single week into the same module, students will find it easier to see the relationship. If not, your key to keeping it all together will be your announcements. [Canvas video guide to modules.](#)
4. **Helping Students learn to use Canvas** – have the students [self-enroll into the Self-Orientation to Canvas](#) site and earn their digital badge. They will be well prepared for working in Canvas if they do.
5. **Canvas phone app** – [Video guide for the Canvas phone app](#) – students need to indicate their schools = ILEARN.LACCD.EDU and then it will pull up the 9 campuses.
6. **Password resets** for PeopleSoft can be done by calling 844-695-2223. This works for both students and faculty. Remember Canvas pw = email pw = SIS pw now. For faculty it should also be the same for your laccd.zoom.us password.