

Center for Engineering Education Development (CEED)

Guidelines for Creating course websites using Canvas, AY 2021-22

1. Content Uploading:

- Faculty can create one module for one unit and an additional module for course overview which includes course outcomes, syllabus, overview of the course, etc.
- Check with the students view and make sure the content is viewable and downloadable
- Make sure to select the “Sentence case” for renaming of the file
- All the contents uploaded should be Self-explanatory-Students should easily identify the type of the learning material uploaded in the course websites by renaming it properly
- For Example: If an Assignment on XYZ is created the renaming could be like “Assignment-XYZ”. Same for the quiz, discussions, etc
- It is mandatory to upload the virtual laboratory links, resources for laboratory courses

2. Quality of Learning materials:

- Avoid scanned copies of written notes, blurred video recording and audio with noise, etc.
- Create a specially designed learning materials which suits best for the online modality
- Upload all the relevant content which helps students to access the learning materials due to the absence of the library facility
- Validate all video content to ensure they’re understandable and re-usable

3. Assessment:

- Course instructors should create a mandatory of 2-3 quizzes for each unit
- At least one Assignment with descriptive questions should be created for every chapter along with Rubrics
- Other formative assessments like random questioning through apps, Gamifying assessments are encouraged to follow up with students progress on the content learning

4. Delivery of course content:

- Canvas conferencing could be selected as the first preference for online lecture delivery
- A Mandatory of 5-10 poll questions should be planned for each class to calculate student attendance and engage them throughout the lecture
- All the online lectures should be recorded and should be made available in canvas
- Pre-recorded lectures should be made available at the respective class timings in case the faculty can’t deliver the lecture live.
- Activities conducted through the “Live” lectures should be drafted in the Activity sheets. Screen shots of the activity including the number of students participated can be saved for reference.
- Inclusion of discussion threads to encourage discussion outside the classroom. These discussions can be used for Student-Faculty and Student-Student discussions