UC Scout’s Classroom Guide

For Plus Teachers

An overview of facilitating online courses
March, 2020

Dear Plus teachers,

From our UC Scout team, we’re not only excited you’ve chosen us to support your teaching, but truly humbled by the opportunity to make a difference in your students’ lives. What your students learn in your classroom is not only the key to their future, but to our future as well. You should be commended for the critical role you play in their lives.

In an era of constant technological advances, the acceptance of online learning is becoming more recognized every day. Perhaps, at the core of this change is the fear that education will change and teachers will be devalued. But this belief is contrary to everything our program stands for.

At the heart of every course is a good teacher. Our goal is to provide tools to not only make your job easier, but to hopefully improve the quality of learning for your students. Much like advances of the past, whether a #2 pencil with eraser, the whiteboard, or the desktop computer, we have no interest in re-inventing education, merely improving it. You’re welcome to use all of what we provide or pick-and-choose which elements are most useful for you and your students.

We welcome your input, whether positive or negative, so with each iteration we can provide continuous improvements to you and your peers. We look forward to helping you make a difference one student at a time.

Sincerely,

Ehren Koepf
Executive Director, UC Scout
Scout’s Mission

Scout’s mission is to reach out to educationally disadvantaged students across the state, raising achievement levels and closing achievement gaps between groups of students.

Every SAPEP program works to achieve this goal in different ways, and Scout’s focus is on offering high school and middle school classes online.
Table of Contents

Welcome! 6
The Power of the UC Scout Plus Program! 6
Navigating the Canvas Learning Management System 7
  Dashboard Page 7
  Course Homepage 9
The Navigation Bar 11
Modules 13
Course Prerequisites 14
Assignments 15
Welcome!

I’m a UC Scout teacher here to introduce you to your online classroom. UC Scout courses are housed in Canvas, which is our online learning environment. Think of it as a digital classroom.

Each Scout course was built using a common course design structure. Our course materials are designed to inspire lifelong curiosity and prepare users of all backgrounds for an increasingly technical world where training and job skills are mobile, asynchronous, and self-directed.

The Power of the UC Scout Plus Program!

As a teacher using the UC Scout Plus program, you have the ability to work with your own students, accessing high quality, A-G approved UC Scout curriculum through the Canvas learning management system. Plus courses are set up upon request by emailing ucscout@ucsc.edu

Your course setup will consist of three main steps:

1. Creating your UC Scout account by navigating to our website: ucscout.org > Log In > Access Your Account > Log in > Create a New Account
2. Work with our friendly and helpful team at ucscout@ucsc.edu to create your Plus course(s).

3. Once your course is created, you’ll receive instructions on how to access your course, as well as enrollment tickets and instructions for your students.

The Plus program empowers you, the teacher, to use the UC Scout curriculum as-is or modify curriculum and classroom settings to meet your needs. Plus courses come equipped with:

- Pre-recorded video lectures
- Assignments
- Tests and quizzes
- External lab instructions (science courses)

Navigating the Canvas Learning Management System

Canvas is the learning management system (LMS) where the course materials and tools are located and stored. The LMS has tools that will support your instruction and help you connect with your students.

This guide outlines UC Scout’s course framework and design of online learning, which is used in all of our offerings.

Let’s take a closer look!

Dashboard Page

When you first log in to Canvas, you are automatically directed to the dashboard page, which lists your courses, as well as any assignments that need attention. Via the toolbar on the left, you can click Account to access your profile and general Canvas settings.
From anywhere within Canvas, you can navigate to your course(s) by clicking *Courses* in the toolbar on the left. Just click the name of your course to enter the course page.

If you do **not** see a course listed here, click *All Courses.*
Course Homepage

Your course will have a course homepage that will look similar to this: the home page is the first view that teachers and students will have of the course. All tools within the course can be accessed from this interface.

This interface consists of four main components:
1. The content area
2. The course navigation links
3. The breadcrumb navigation
4. The sidebar
The Navigation Bar

The course navigation links are located in the Course Navigation Bar on the far left side of your screen.

Teachers have the ability to edit the order and visibility of the links. We recommend keeping the following preset navigation links available: Announcements, Syllabus, Modules, Discussions, and Grades.

In Settings > Navigation, drag links to reorder or drag them down to hide.

Note: The eye icon indicates what is hidden from students.
Drag and drop items to reorder them in the course navigation.

<table>
<thead>
<tr>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
</tr>
<tr>
<td>Modules</td>
</tr>
<tr>
<td>Files</td>
</tr>
<tr>
<td>ProctorU</td>
</tr>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Quizzes</td>
</tr>
<tr>
<td>Discussions</td>
</tr>
<tr>
<td>Grades</td>
</tr>
<tr>
<td>Announcements</td>
</tr>
</tbody>
</table>

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

<table>
<thead>
<tr>
<th>Admin Course Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page disabled, won’t appear in navigation</td>
</tr>
<tr>
<td>Student Course Evaluations</td>
</tr>
<tr>
<td>Page disabled, won’t appear in navigation</td>
</tr>
<tr>
<td>Course Evaluation Results</td>
</tr>
<tr>
<td>Page disabled, won’t appear in navigation</td>
</tr>
<tr>
<td>Outcomes</td>
</tr>
<tr>
<td>Page disabled, will redirect to course home page</td>
</tr>
<tr>
<td>Conferences</td>
</tr>
<tr>
<td>Page disabled, will redirect to course home page</td>
</tr>
<tr>
<td>Collaborations</td>
</tr>
<tr>
<td>Page disabled, will redirect to course home page</td>
</tr>
<tr>
<td>Media Gallery</td>
</tr>
<tr>
<td>Page disabled, won’t appear in navigation</td>
</tr>
<tr>
<td>My Media</td>
</tr>
<tr>
<td>Page disabled, won’t appear in navigation</td>
</tr>
<tr>
<td>Pages</td>
</tr>
<tr>
<td>Page disabled, will redirect to course home page</td>
</tr>
<tr>
<td>People</td>
</tr>
<tr>
<td>Page disabled, will redirect to course home page</td>
</tr>
</tbody>
</table>

Save
Modules

Next, let’s look at the link to Modules. The course Modules contain video lessons and coursework organized by unit, start to finish.

To modify content that you want visible to students, check the checkmark “status” of items in the Modules. Green checkmarks on the right indicate the assignment is published, while a gray circle with slash indicates the item is unpublished.

In order for students to view and access content, the item and unit module must be published (green checkmarks).
Course Prerequisites

You can edit each module to establish the order in which assignments must be completed. This will prevent students from jumping around in the course, ensuring they complete assignments in sequential order.

You can adjust “requirements” and “prerequisites” within each module. Click on the vertical ellipsis (three dots) to view the module dropdown menu, then click *Edit*.

Here, you can determine specific requirements that students must fulfill in order to progress through the course:
Assignments

Each assignment is editable in a number of ways and can be modified to meet individual or class-wide learner needs. Teachers can modify all aspects of the assignment, including content, title, point value, and due date.

Simply click on the assignment title, then explore the edit features available (point value, position in module, due date, etc.).
Teachers also have the ability to create their own assignments and add them to modules. To do this, go back to the Navigation Bar and click on Assignments. In Assignments, click the blue +Assignment button.
In *Assignments*, you can also organize groups and grade using weighted assignment categories.
Calendar

When due dates are added to an assignment, they populate to the Calendar tab (found in the Global Navigation Bar).

The calendar can be viewed by Week, Month, or Agenda [1]. The calendar will default to the Month view [2]. The sidebar shows your list of courses, groups, and undated items [3].
Files

Each course will have a Hidden Teacher Resources folder located in the Files tab. Files is a place where supplemental documents and resources, such as pdfs and images, can be stored.

Note: Only teachers have access to the Hidden Teacher Resources file.

Grades

By viewing the Grades tab, teachers can review all students in their course and their current grades.
Teachers have the ability to adjust how they would like their gradebook to appear by selecting View, then choosing from the dropdown menu options.

**Gradebook Settings**

Gradebook settings for each assignment can be accessed through the vertical ellipsis (three dots). Teachers have the ability to do things such as send students direct/private messages about their assignment, sort assignments by grade, and set a default grade.
In order to keep student course grades up-to-date, teachers will need to "zero out" grades, also known as setting the default grade.

Click on the vertical ellipsis, then click Set Default Grade in the dropdown menu, type in 0, and Set Default Grade.

**Note:** If teachers do not do this, the gradebook defaults to assigning a grade percentage only on assignments the student has turned in.
The total grades default to the far right end of the gradebook, but can be moved to the front. Click Total, then click on the vertical ellipsis, then select Move to Front.

Grading Assignments

A teacher To Do list appears in the course home page that alerts you to assignments that have been submitted by students. Assignments can be graded directly from this To Do list, from the dashboard, from the Assignments tab, and from the Grades tab.
In *Grades*, click on the assignment that needs to be graded, then select *SpeedGrader*.

Teachers can comment on student work through the *Comments* feature [1]. If the assignment includes a rubric comments can also be made there. Comments allow for 2-way communication, so students have the option to reply to the teacher’s comments.
Announcements

Teachers can communicate with their entire class/all students by using *Announcements*. The link to *Announcements* is in the Navigation Bar.

Click on **+Announcement** and the text box will appear for your announcement and settings.
Discussions

The Discussions tab provides a space for teachers to create and manage course discussions. Discussions allow for teacher-guided communication between the members of the course. We recommend you utilize discussions to foster online community and interpersonal communication.

Teachers can create discussions by clicking on Discussions, then +Discussion.
You can post a discussion topic/assignment and edit options to manage the discussion.
Inbox

Relevant and frequent communication with students is important in maintaining presence, engagement, motivation, and steady progress in the online course.

The Canvas messaging system, Inbox, is an email tool for messaging individuals and groups of students. Inbox is in the Global Navigation Bar.

The image indicated that when messages are received, alerts will appear showing the number of messages in Inbox in the Global Navigation Bar.

Inside the course Inbox, teachers can filter messages by course, group [1], or type [2]. To compose a message, select the compose icon [3] and choose who to send it to [4].
Communication

Communication is an essential element of a successful online course! Best practices include clear and prompt communication in order to foster engagement, motivation, and steady progress in the online course.

Teachers have the ability to customize their course home pages in order to post the best mode of communication with them, such as by phone, email, or by video conferencing.
Contact Us

To learn more about UC Scout and our various programs, visit our website at www.ucscout.org.

For questions, contact our Student Services team at ucscout@ucsc.edu or call 408-540-4962.

For technical questions about Scout courses or the Canvas LMS, email ucscoutclassroom@ucsc.edu.

For media and/or outreach inquiries, contact our Outreach Coordinator at pmarino@ucsc.edu or call 408-861-3751.