



University of **NEBRASKA**

Having a Great First Week

The first week of the fall semester will be fully online for all courses. This workshop is aimed at faculty teaching face-to-face/hybrid courses and will focus on making the best use of this time to prepare your students to succeed in your fall course. Questions about the session should be emailed to mmcleay2@unl.edu.

July 23, 2020 | 10:00 am | Zoom

LEARN MORE AT <https://teaching.unl.edu/workshops/>



Technical Guide

The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.



Megan McLeay

Instructional Design
Technology Specialist, CEHS

Mmcleay2@unl.edu

(402) 472-5205



Brian Wilson

Instructional Design Technology Specialist
CEHS, Team Lead

bwilson7@unl.edu

(402) 472-4355

For additional instructional design support please reach out to your [instructional designer](#). For additional resources check out this guide from the Center for Transformative Teaching [Planning for the First Week of Classes](#). Here is the powerpoint for [Having a Great First Week](#).

Creating a Course Homepage

1. Setting up a Course Homepage
 - a. [Canvas Guide](#)
2. Course Image and Information
 - a. Setting up a banner
 - i. [Contact your instructional designer to customize design styles of homepage](#)



- b. Embedding an Image
 - i. [Canvas Guide](#)
 - c. Setting your course card image
 - i. [Canvas Guide](#)
- 3. Recording a Welcome Video
 - a. [VidGrid Guide](#)
 - b. [UNL Guide adding closed captioning](#)
 - c. [UNL ITS Guide VidGrid](#)
- 4. Creating Hyperlinks
 - a. [Canvas Guide](#)

Populating the Course Calendar

- 1. How to Use a Course Calendar as an Instructor
 - a. [Canvas Guide](#)
- 2. How to use the Course Calendar as a Student
 - a. [Canvas Guide](#)

Setting Up Course Announcements

- 1. Putting Announcements on Homepage
 - a. [Canvas Guide](#)
- 2. Creating an Announcement
 - a. [Canvas Guide](#)
- 3. Adjusting Notifications as a Student
 - a. [Canvas Guide](#)

Posting Your Course Syllabus

- 1. How to post your syllabus in canvas
 - a. [Canvas Guide](#)
- 2. Required syllabus statements
 - a. [Teaching at UNL Instructor Guide](#)
- 3. Creating pre-assessment quiz or survey
 - a. [Canvas Guide creating a quiz](#)
 - b. [Canvas Guide creating a survey](#)

Creating a Course Orientation Page

- 1. Creating a course Orientation page



2. Creating a course Orientation video
 - a. [Vidgrid Guide](#)

Setting Up Discussion Boards

1. Setting up Canvas Discussion Boards
 - a. [Canvas Guide](#)
2. Setting up Yellowdig
 - a. [UNL Guide Setting Up YellowDig](#)
 - b. [YellowDig For Everyone Guide](#)
 - c. [YellowDig For Learners Guide](#)

First Week Activity Ideas

1. Setting up team building activities and icebreakers
 - d. [UNL Student Involvement Guide on Teambuilding Activities & Icebreakers](#)
2. Setting up canvas quizzes and surveys
 - a. [Canvas Guide creating a quiz](#)
 - b. [Canvas Guide creating a survey](#)
3. Setting up games, interviews, reflections, and polls
 - a. [Zoom Guide Polling](#)
4. Setting up assignments
 - a. [Canvas Guide](#)



