

7 steps to get your class online

Step 1: Don't Panic!

[Click here to watch the video](#)



Step 2: Setup WyoCourses

The first step in getting your course online, [after not panicking](#), is to create the structure that will hold all the information for your students and make it easy for your students. You want them to continue to engage with the content but not struggle with finding the content.

If you want a little more information about organization and modules please watch [Canvas LMS Tutorial - Using Modules to Build a Course](#)

To start building your course:

1. Login into [WyoCourses](#)
2. [Download the Course Template File](#) to your computer
[Try this link if the one above doesn't work](#)

NOTE: This is a downloaded file, not a link to a webpage, be sure not to open this file, you need to upload it as one complete package into WyoCourses

3. [Upload the template for your course](#) (video)
NOTE: If you have content in the course already it will not delete the content BUT it will add to the content. If you have content you may want to skip this step!
4. Publish all your Modules and your course.
 - a. [How do I publish a course?](#)
 - b. [How do I publish or unpublish a module as an instructor?](#)

Step 3: Upload Resources

Articles, Open Educational Textbook, Powerpoint Slides, Datasets, etc.

1. Add content to the Module
 - a. [Video Instructions](#) (video)

Step 4: Add Assignments

1. [How do I create an assignment?](#) (video)
2. [Canvas Assignment Guides](#) - You know you want to get fancy!
3. [How do I publish or unpublish an assignment as an instructor?](#)

Step 5: Quizzes & Exams

1. [How do I create a quiz?](#) (video)
2. [Canvas Guides to Quizzes](#) - I WANT ALL THE POWER!!!
3. Honorlock - Coming soon!
4. Respondus - Coming soon!
5. [How do I publish or unpublish a quiz as an instructor?](#)

Good Job! Take a Break!

- [No travel required: 10 iconic museums you can tour online](#)
- [Metropolitan Opera](#)
- [Berlin Philharmonic's vast digital concert hall](#)



Step 6: Record your Lectures (Its ok if your cat wants to help)



This is the easiest method to disseminate information for both you and your students. If you have a webcam on your computer that is best so your students can see you but you do not have to use one. The first method will allow you to capture your screen and voice, thus provide a voice over powerpoint, demonstration of software, show images, etc. The second method will allow you to record you and whatever is around you in the

space, like a model or whiteboard.

1. [Record your lecture](#) using VidGrid while capturing your screen, to show PowerPoint, or something else on your computer.
2. [Record your lecture](#) using Canvas just a picture of you and whatever you have around you, like a whiteboard.
3. [VidGrid Tutorials](#) - You go, SUPERUSER! (For example: Want to have students create and share videos with you? There is a [VidGrid tutorial that explains how you can use the "Guest Recorder" feature](#) to accomplish this!)
4. Canvas Video Guides
 - a. [How do I record a video using the Rich Content Editor as an instructor?](#)
 - b. [How do I record a video using Flash in the Rich Content Editor as an instructor?](#)
 - c. [How do I upload a video using the Rich Content Editor as an instructor?](#)
5. [How do I publish or unpublish a page as an instructor?](#)



Step 7: Grading

- [Grading with Speedgrader](#)
- [Canvas Guides to Speedgrader](#) - I'm on fire now!

An additional resource for making sure you are good to go!
[Quality Matters Emergency Remote Instruction Checklist](#)

Still have questions? [Please sign up to talk to a UW Instructional Designer](#)