

Early College



Early College Faculty– Getting Started Guide

Thank you for being a key part of our Early College Program!

You will be teaching high school students in your upcoming course. Here are some helpful tips that will help you facilitate the learning of these early college learners in an online environment.



Before your course opens up, complete the following:

These actions have showed to keep students on task and avoid confusion in the online environment.

- [Clean up Available Navigation Tabs](#)– By default, many tabs are open that you may never use. Clear them out for your students.
- **Create a Welcome Video**– In your video, explain how you expect your students to navigate the course. What areas are important? What should they check regularly?
- [Provide a Module Overview Page](#)—These pages can outline the week for your students so they know what to expect at a glance.
- [Place Announcements on Home Page](#)– Students do not always remember to check the announcements tab. You can preload announcement previews on to the home page by following these steps.



Canvas help:

Here are some easy to follow steps on how to prepare your courses in Canvas.

- [How to Import Course Content](#)– If you are moving content from a previous course to your current course shell, follow these steps
- [How to Add Hyperlinks in Canvas](#)- If you'd like to link an outside URL, another canvas page or item, or even a document, here's how you do it.
- [How to Undelete Course Content](#)– If you accidentally delete content, here's how you can retrieve it.
- [How to use the "Copy To" Feature](#)– If you have specific items (modules, pages, assignments and more) you'd like to copy from one course to another, follow these steps
- [How to Export a Canvas Course](#)–This creates a backup copy of all course content to your device. You can't open the file and look at it, because the file will only be read by Canvas.
- [How to Import a Canvas Export Package to Canvas](#)–Can be used to share content form one Canvas school to another, or from one user to another

